

# AGENDA

## Regular Meeting

TVCS D Board of Directors  
WEDNESDAY December 10, 2014  
Town Hall 7:00 PM  
Phone: (707) 878-2767  
TVCS D Mission Statement

### Call to Order

1. Approve the December 10, 2014 TVCS D Board Meeting Agenda
2. Approve the Revised November 12, TVCS D Board Meeting Agenda
3. Open Communication  
*(Open time is the time for community members to bring up items they wish to discuss and items that do not appear on the agenda)*
4. Additions, Corrections and Approval of November 10, 2014 Board Meeting Minutes
5. Financial Report  
*(This is the time the Treasurer makes a report on the finances of the District and any checks that are to be written are approved.)*
  - A. **Accept Check Registers and Approve Expenditures – Action Item**
  - B. **Review New Financial Statement – Review**
  - C. **SUSD MOU and Rate Structure – Review**
    1. History of Shoreline and Tomales Sewer System
    2. Original and revised Shoreline Agreement
    3. 2009 Letter to SUSD Board of Trustees
    4. Results of Changed Rate Structure
5. Phillips & Associates Report
  - A. **Self Monitoring Report (Information)**
  - B. **Duckweed Update**
  - C. **Big Gun Sprinklers Update**
6. Committee Reports
  - A. Financial Advisory Committee Report
    1. Review FAC Meeting Minutes – Review
  - B. Park Advisory Committee Report – Review
    1. Update Water Tower Roof Repairs
    2. Update on Park survey, map and architectural drawings

**7. Unfinished Business**

**A. Telstar Computer Proposal**

1. Review Proposal--update

**B. Review and Update Code of Conduct – Review and Revise as Necessary**

1. Review Original Code of Conduct
2. Policy 4010 Commitment to Good Service
3. Mission Statement from Mediation

**C. RFP Update – Action Item**

1. Review Number of Submissions
2. Draft Acknowledgement Letter to Respondents
3. Change Date of Submissions
4. Discuss/Decide on Outreach Strategies
5. Develop Standard RFP questions for Respondents

**D. Bylaws and Structural Organization**

1. Response from Matrix
2. Governance Attorney

**E. Policy Manual – Action Item**

1. List and copies of current policies – **Review and Revise as Necessary**
2. Review Proposed Policy 4060 – Committees
3. Review E-mail policy
4. Recommended changes to Public Records Information Request Policy – **Review and Revise as Necessary**

**F. Board Secretary Guidelines and Expectations**

1. Board to develop list of written guidelines and expectations – **Review and Revise as Necessary**

**G. Office Update**

1. Inventory of archival records
2. Strict policy of access and safeguard for office files

**9. Correspondence November -- Review**

No Correspondence for November

**10. Adjourn**

# AGENDA

## Regular Meeting

TVCS D Board of Directors  
WEDNESDAY November 12, 2014  
Town Hall 7:00 PM  
Phone: (707) 878-2767  
TVCS D Mission Statement

### Call to Order

1. **Approve the September 10, 2014 & October 8, 2014 TVCS D Board Meeting Agenda**
2. **Open Communication**  
*(Open time is the time for community members to bring up items they wish to discuss and items that do not appear on the agenda)*
3. **Additions, Corrections and Approval of September 10, 2014 & October 8, 2014 Board Meeting Minutes**
4. **Financial Report**  
*(This is the time the Treasurer makes a report on the finances of the District and any checks that are to be written are approved.)*
  - A. **Accept Check Registers and Approve Expenditures (Action)**
  - B. **Review Financial Summary (Information)**  
*(Unaudited Financial Statements are never voted on or approved)*
  - C. **Update on SB90 Reimbursements – Review Only**
5. **Phillips & Associates Report**
  - A. **Self Monitoring Report (Information)**
  - B. **Duckweed Update**
6. **Committee Reports**
  - A. **Financial Advisory Committee**  
*Meeting Minutes*  
*Email Communication Policy*  
*RCAC update*  
  
*RFP Process - items for discussion*
    1. **Timeline adjustment? Stagger Finance and Administrative positions?**
    2. **Review RFP Process and next steps (attachment)**
    3. **RFP List Review (attachment)**  
*Status of Efficiency Audit*
    1. **Review Feedback and Next Steps**
  - B. **Park Advisory Committee**
    1. **Update Water Tower Roof Repairs -- Review**
    2. **Update on Park survey, map and architectural drawings -- Review**

**7. Unfinished Business**

**A. Telstar Computer Proposal**

1. Review Proposal

**B. Bylaws**

1. Review legal opinion from 2011
2. Governance Attorney

**C. Secretary Position**

Discussion / Action – Action

**8. Office Update**

1. Status of Office move - What items are outstanding?
  - a. What Documents are Required to be on site (@ office)
    - i. Protected pdf files - computer documents
    - ii. Access & responsibility - role of contract service providers with regard to ownership of district documents
  - b. Due Date of Documents' arrival
  - c. Backup of Financial & Administrative documents kept at office (including QB backup)
  - d. Management & Archiving of Recordings of Board Meetings
    - i. Media used
    - ii. Secure storage in the office
    - iii. Handling of recordings, methods of fulfilling requests
  - e. Computer backup, usage
  - f. Leaving items in the office
  - g. Public Records Act

**9. Correspondence October -- Review**

- A. 12 Year Sanitary Survey Report – State Department of Health
- B. CSDA Membership Letter
- C. Regional Water Quality Control Board Questions re Tomales Facility –
- D. Dawning Wu, RWQCB
- E. Web Design and Development Proposal – Akesh, SEO Team

**10. Adjourn**

# TOMALES VILLAGE



COMMUNITY  
SERVICES  
DISTRICT

## Minutes of the Board Meeting

[Minutes, Agendas, Board Packets](#)

Bill Bonini called the meeting to order at 7:05 PM October 8, 2014, Tomales Town Hall

Sue Sims took notes and recorded the meeting

Bill Bonini, President  
Deborah Parrish, Vice President  
Sue Sims, Board Secretary  
Brian Lamoreaux  
Patty Oku  
Karl Drexel, Administrator

### 1. Approval of the November 12, 2014 TVCSD Board Meeting Agenda

**ACTION:**

**Deborah Parrish:** I'd like to make a motion to accept the November 12, 2014 Agenda with the items suggested by Karl in the designated places.

**Vote:**

**Yes:** Sue Sims, Bill Bonini, Brian Lamoreaux, Patty Oku, Deborah Parrish

**Opposed:** None

**Motion Succeeded**

### 2. Approval of the 9-10-14 TVCSD Corrected Board Agenda

**ACTION:**

Bill Bonini: If there are no objections, I move to accept the September 2014 Agenda.

**CONSENSUS**

### 3. Open Communication

*(Open time is the time for community members to bring up items they wish to discuss and items that do not appear on the agenda)*

Brian Lamoreaux expressed concern that the Board keep the issue of the SUSD financial contribution to their partnership with TVCSD in mind such that the topic not be forgotten as part of the Board's regular conversations.

**4. Additions, Corrections and Approval of September 10, 2014 & October 8, 2014 Board Meeting Minutes**

**ACTION:**

Bill Bonini: If there are no objections, I move we approve the September & October 2014 TVCSD Board Meeting Minutes.

**CONSENSUS**

**5. Financial Report (financial summary submitted)**

**ACTION:**

Bill Bonini: If there are no objections, I move we accept the check register and approve expenditures.

**CONSENSUS**

**6. Phillips Report**

Karl continues to wait on prices quotes for the Big Gun Sprinklers Plan develop for Duckweed spraying

**7. Committee Reports**

**A. Financial Advisory Committee**

Director Sue Sims resigned from the FAC [9/8/2014]  
RCAC extended time for finishing TVCSD rate study

**ACTION:**

Deborah Parrish: I make a motion to stagger the Financial Manager and Administrator position timelines so that the Financial Manager is first and the Administrator is second for a proper hand-off. Date changes from November 24, 2014 to January 24, 2014.

**Vote:**

**Yes:** Bill Bonini, Sue Sims, Brian Lamoreaux, Patty Oku, Deborah Parrish

**Opposed:** None

**8. Unfinished Business**

**B. Bylaws**

The Board is looking at the TVCSD tangled organizational structure Karl submitted legacy email describing some of the issues. Donna Clavaud agreed to send the email to Matrix and ask if they had seen a CSD with this type of organizational problem.

**9. Secretary Position**

Director Patty Oku placed this item on the agenda because she disagrees with the present Secretary, Sue Sims, on issues of meeting minutes style, paper and ink conservation and what she sees as uncooperative behavior. Patty was unprepared to enumerate claimed behavioral grievances but says she will make a list. Bill Bonini would like to see more time between the distribution of the Board Packet and the Board Meeting. Deborah Parrish suggested Directors create a list of expectations and guidelines for the Board Secretary position.

Please Refer to the Meeting Agenda and Board Packet for the November 12, 2014 Board Meeting for the following topics, discussed, but not represented in the **ACTIONS** above:

6. Committee Reports
7. Telstar Computer Proposal
8. Office Update
9. Correspondence October

The meeting adjourned at 9:03 PM  
Next Meeting: December 10, 2014, 7:00 PM

\_\_\_\_\_  
Approved December 10, 2014

\_\_\_\_\_  
Approved December 10, 2014

DRAFT

Tomales Village Community Services District

12/2/2014 9:23 AM

Register: 131.42 · Bank of Marin - Flex Account

From 10/31/2014 through 11/30/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
10/31/2014			311.00 · Interest Reven...	Interest		X	5.59	140,500.48
11/15/2014			131.44 · Bank of Marin...	Funds Transfer	14,000.00	X		126,500.48
11/28/2014			311.00 · Interest Reven...	Interest		X	4.65	126,505.13

Tomales Village Community Services District

12/2/2014 9:28 AM

Register: 131.44 · Bank of Marin - Sewer

From 10/31/2014 through 11/30/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
10/31/2014			311.00 · Interest Reven...	Interest		X	0.03	7,600.42
11/06/2014	Bill Pay	SDRMA	222.00 · Accounts Pay...		50.00	X		7,550.42
11/06/2014	4093	KD Management	222.00 · Accounts Pay...		7,322.78	X		227.64
11/15/2014		PGE	222.00 · Accounts Pay...	QuickBooks ge...		X		227.64
11/15/2014	Bill Pay	AT & T	222.00 · Accounts Pay...		113.73	X		113.91
11/15/2014	Bill Pay	ATT U-Verse	222.00 · Accounts Pay...		281.58	X		-167.67
11/15/2014	Bill Pay	Capital One, FSB	222.00 · Accounts Pay...		58.49	X		-226.16
11/15/2014	Bill Pay	CSDA	222.00 · Accounts Pay...		831.00	X		-1,057.16
11/15/2014	Bill Pay	Phillips & Associates	222.00 · Accounts Pay...	Operator	6,158.86	X		-7,216.02
11/15/2014			131.42 · Bank of Marin...	Funds Transfer		X	14,000.00	6,783.98
11/17/2014	4094	Venta Leon	414.49 · Other Office E...		20.56			6,763.42
11/17/2014	4095	Ana Gonzales	414.49 · Other Office E...		60.00			6,703.42
11/17/2014	4096	Richard Levy	222.00 · Accounts Pay...	VOID:		X		6,703.42
11/17/2014	4097	Richard Levy	222.00 · Accounts Pay...		2,150.00	X		4,553.42
11/26/2014			414.90 · Telephone & I...	Deposit			100.00	4,653.42
11/26/2014		Tomales Regional Hi...	137.00 · Accounts Rec...				63.00	4,716.42
11/28/2014			311.00 · Interest Reven...	Interest		X	0.01	4,716.43

Tomales Village Community Services District

12/2/2014 9:42 AM

Register: 131.46 · Bank of Marin - Park

From 10/31/2014 through 11/30/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
10/31/2014			311.50 · Interest Incom...	Interest		X	0.26	62,756.47
11/15/2014	Bill Pay	Fishman Supply Co.	222.00 · Accounts Pay...		28.73	X		62,727.74
11/15/2014	Bill Pay	PGE - Park	222.00 · Accounts Pay...		94.28	X		62,633.46
11/26/2014		Henry Elfstrom	137.00 · Accounts Rec...				70.00	62,703.46
11/28/2014			311.50 · Interest Incom...	Interest		X	0.24	62,703.70

Tomales Village Community Services District

12/2/2014 9:12 AM

Register: 131.48 · Bank of Marin - Solar

From 10/31/2014 through 11/30/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
10/31/2014			311.00 · Interest Reven...	Interest		X	0.12	29,139.42
11/17/2014			316.00 · CSI Solar Reb...	Deposit		X	1,095.42	30,234.84
11/28/2014			311.00 · Interest Reven...	Interest		X	0.11	30,234.95

Tomales Village Community Services District

12/2/2014 9:17 AM

Register: 131.31 · Redwood Credit Union

From 10/31/2014 through 11/30/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
10/31/2014			311.00 · Interest Reven...	Interest		X	7.26	85,590.06
11/30/2014			311.00 · Interest Reven...	Interest		X	7.02	85,597.08

## Tomales Village Community Service District

Payables  
Nov - Dec 2014

<u>Date</u>	<u>Vendor</u>	<u>Amount</u>	<u>Expense</u>
24-Nov	Phillips & Assoc.	\$ 5,332.65	Dec O&M Services
25-Nov	PGE	\$ 100.63	WWTP PGE
25-Nov	PGE	\$ (49.95)	NEMS Correction
10-Nov	AT&T Uverse	\$ 102.32	Office ATT Service
20-Nov	AT&T	\$ 91.65	Plant ATT Service
24-Nov	Capital One	\$ 60.00	BHI - Good Board Work
		\$ 19.95	Web Hosting
		\$ 67.25	Office Depot - Printer Ink
31-Oct	Telstar	\$ 1,125.00	Pond Level Annual Calibratioons
12-Nov	SWRCB	\$ 1,044.00	WDR Permit Fees
14-Nov	USA North	\$ 150.00	Annual Membership Fee
20-Nov	Marin Co. Public Works	\$ 282.50	Annual Haz Mat Permit
1-Nov	Richard Levy Pd	\$ 2,150.00	Mediation Services
1-Jan	Karl Drexel	\$ 400.00	Health Ins Allowance
1-Jan	Karl Drexel	\$ 6,754.00	Jan Admin Services
	<b>Oct - Nov</b>	<b><u>\$ 17,630.00</u></b>	
		<b>PARK EXPENSES</b>	
24-Nov	PGE	\$ 79.01	Park PGE
25-Nov	Fishman Supply	\$ 53.33	Paper Products
	<b>Oct - Nov</b>	<b><u>\$ 132.34</u></b>	
		<b>RESTRICTED FUNDS</b>	
1-Nov	City National Bank	\$ 17,941.18	Solar System Lease
1-Nov	Municipal Finance Corp	\$ 750.00	Solar System Admin Fee
30-Oct	SWRCB	\$ 24,137.68	Clean Water SRF
		<b><u>\$ 42,828.86</u></b>	
	<b>Total</b>	<b>\$ 60,591.20</b>	

**CITY NATIONAL BANK  
2100 Park Place, Suite 150  
El Segundo, CA 90245  
Attn: Loan Servicing #354**

INVOICE

DATE: NOVEMBER 1, 2014  
TO: TOMALES VILLAGE COMMUNITY SERVICES DISTRICT  
P.O. BOX 303  
TOMALES, CA 94971  
Attention: Accounts Payable

---

INVOICE ITEMIZATION

RE: **LEASE AGREEMENT #09-006**  
Dated July 1, 2009  
LESSOR: MUNICIPAL FINANCE CORPORATION  
Phone: ~~818-224-4787~~ *805-267-7140*   
ASSIGNEE: CITY NATIONAL BANK  
PROPERTY: SOLAR PANELS AND TREATMENT FACILITIES

\*\*\*\*\*

**PAYMENT DUE: DECEMBER 16, 2014**  
**MAKE CHECK PAYABLE TO: CITY NATIONAL BANK**

**TOTAL DUE: \$17,941.18**

# MUNICIPAL FINANCE CORPORATION

2945 Townsgate Road, Suite 200  
Westlake Village, CA 91361  
805-267-7140

## Invoice

**Date:** November 1, 2014

**To:** Tomales Village Community Services District  
P.O. Box 303  
Tomales, CA 94971  
Attention: Accounts Payable

---

**Administrative Fee regarding:  
Lease Agreement #09-006**

Payment schedule (C)  
Solar Panels and Treatment Facilities

---

**Amount Due: \$750.00**

**Due Date: December 16, 2014**

**Make Check payable to Municipal Finance Corporation  
(Please use provided remittance envelope)**



**State Water Resources Control Board**

October 30, 2014

Mr. Karl Drexel  
Administrator  
Tomales Village Community Services District  
P. O. Box 303  
Tomales, CA 94971

Dear Mr. Drexel:

CLEAN WATER STATE REVOLVING FUND (CWSRF) FINANCING AGREEMENT, TOMALES VILLAGE Community Services District, AGREEMENT NO. C-06-4633-110, CONTRACT NO. 98843-550-0, ACCOUNTS RECEIVABLE NO. 98843-14-12

In accordance with the repayment provisions of your CWSRF Financing Agreement, your annual repayment is due in this office on or before **December 31, 2014**. Enclosed is a copy of your repayment schedule showing disbursements and any repayments to date.

Please make your check in the amount of **\$24,137.68**, payable to the State Water Resources Control Board. When making repayment, please refer to contract No. 98843-550-0 and accounts receivable No. 98843-14-12 to ensure proper credit to your account.

We recommend that you send the repayment by **REGULAR MAIL or OVERNIGHT MAIL**. If repayment is not received in this office within ten (10) days after the due date, a penalty of one-tenth of one percent (0.1%) per day will be assessed. The penalty will be assessed on the amount due from the repayment due date.

**Submit your repayment to one of the following:**

**Regular Mail:**  
CWSRF Accounting Office  
CWSRF Program  
P. O. Box 1888  
Sacramento, CA 95812-1888

**Overnight Mail Service:**  
CWSRF Accounting Office  
CWSRF Program  
1001 I Street, 18<sup>th</sup> Floor  
Sacramento, Ca 95814

If you have any questions, please call Ms. Barbara August at (916) 341-6952.

Sincerely,

Janice Clemons  
SSMI

Enclosure

**GENERAL FUND  
FINANCIAL STATEMENT  
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT  
11/1/14 - 11/28/14**

**I. BEGINNING BALANCES**

A. Checking	
1. Redwood Credit Union.....	85,590.06
2. BoM - Money Market.....	140,500.48
3. BoM - Sewer Account.....	7,600.42
4. BoM - Park Account.....	<u>63,058.80</u>
<b>Total Beginning Balances .....</b>	<b><u>296,749.76</u></b>

**II. INCOME**

A. Interest Earned	
1. Redwood C redit Union.....	7.02
2. BoM - Money Market.....	4.65
3. BoM - Sewer.....	0.01
4. BoM - Park.....	<u>0.24</u>
Total Interest Earned.....	11.92
B. County Collected Rates.....	0.00
C. Levy 4.....	0.00
D. Monthly Sewer Rates.....	0.00
E. Annual Sewer Rates.....	0.00
F. Park PGE Fees.....	0.00
G. Misc Income - SB 90 Reimbursements.....	0.00
H. Park Rental and Deposit Fees.....	<u>0.00</u>
<b>Total Income.....</b>	<b><u>11.92</u></b>

**Total Amount Available.....** **296,761.68**

**III. EXPENDITURES**

A. KD Management 11/7/14.....	7,322.78
B. AT&T - WWTP Service 11/17/14.....	113.73
C. AT&T - Office Service 11/17/14.....	281.58
D. Capital One Bank 11/17/14.....	58.49
E. Phillips & Assoc 11/17/14.....	6,158.86
F. Richard Levi 11/25/14.....	2,150.00
G. SDRMA 11/6/14.....	50.00
H. CSDA Annual Fee 11/17/14.....	831.00
I. Baudelio Martinez 11/03/14.....	102.33
J. Fishman Supply 11/17/14.....	28.73
K. PGE - Park 11/17/14.....	94.28
L. Park Deposit Returns 11/24/14.....	200.00
<b>Total Expenditures .....</b>	<b><u>17,391.78</u></b>

**Fund Balance as of 10/31/2014.....** **279,369.90**

**DEBT SERVICE  
FINANCIAL STATEMENT  
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT  
11/1/14 - 11/28/14**

**I. BEGINNING BALANCES**

A. BoM - Solar Account.....	29,139.42	
<b>Total Beginning Balances.....</b>		<u>29,139.42</u>

**II. INCOME**

A. Interest Earned.....	0.11	
B. Itemized Receipts		
1. CSI Rebate #42.....	<u>1,095.42</u>	
<b>Total Income.....</b>		<u>1,095.53</u>

<b>Total Amount Available.....</b>		<u><u>30,234.95</u></u>
------------------------------------	--	-------------------------

**III. EXPENDITURES**

A. Payment to City National Bank.....	0.00	
B. Payment to Municipal Finance Corporation.....	<u>0.00</u>	
<b>Total Expenditures.....</b>		<u>0.00</u>

<b>Fund Balance as of 10/31/2014.....</b>		<u><u>30,234.95</u></u>
---	--	-------------------------

## THE SHORELINE UNIFIED SCHOOL DISTRICT AND THE TOMALES SEWER SYSTEM HISTORY

In the late 1960's, the Marin County Board of Supervisors (County) instituted a moratorium on building in Tomales. The reasons are sketchy at best, but apparently there was a perception (or reality) of an illness outbreak due to septic systems (faulty?) and water wells in close proximity on the small lots in Tomales. The illness and the numbers affected are immaterial at this point. What is important is the ultimatum presented by the County. The Town of Tomales could not build anything until they developed a water system or a sewer system.

The Shoreline Unified School District (Shoreline) was already in the design phase of a new Tomales Middle School, but the moratorium also included the school construction. The County, Shoreline, and the North Marin County Water District (North Marin) got together to consider all of the options to move forward with their expansion plans. The outcome was Shoreline and North Marin would put a vote on the ballot in 1975 for the public to determine if they would approve a sewer system for Tomales, protecting the groundwater from contamination from faulty septic systems.

On May 15, 1975 Shoreline and North Marin entered into a legally binding agreement (Agreement) to build, operate and maintain a community sewer system if certain conditions were met. Those conditions were:

- The voters of Tomales in the June 1975 election approve the annexation of the territory of the Town of Tomales to North Marin;
- The voters of Tomales authorize North Marin to contract with the State Water Quality Control Board on behalf of Tomales for a construction loan of \$189,200;
- North Marin receives grants from the State and Federal governments to build the Tomales Wastewater System (System) as designed and outlined in a previous EIR;
- And, Shoreline "has the authority to issue and sell bonds, and otherwise has the means, to finance the construction of the Tomales Middle School" (from original MOU)

The voters in 1975 overwhelmingly in supported the annexation to North Marin; approved the construction loan, as well as an ad valorem tax of \$0.75 per hundred valuation of all of the improved property in Tomales; North Marin was able to get State and Federal grants to build the \$1.2 million wastewater treatment system; and Shoreline was able to build the Tomales Middle School.

With all of the conditions met, the agreement went on to specify that North Marin shall prepare plans and specifications for the System and will construct, operate and maintain the System. Under the Agreement, the System design would "include facilities for the collection, treatment and disposal of sewage" within the Town of Tomales, "including the sites of Shoreline's Elementary School, Middle School and High School. The System shall have the capacity to meet the sewerage requirements of Shoreline's three schools as long as the total student and staff population does not exceed 640. (This is the only reference to population and no reference to minimums or lower totals)

There was also a clause in the Agreement that stated if the construction of the System and the required laterals to the three schools went over estimated costs, Shoreline would pay the

overage within 30 days. The Project Cost overrun amounted to \$116,871 with Shoreline's percentage amounting to \$39,736, which was approved as a 40 year loan to North Marin, which is still being paid on.

When the System was designed and built, reclamation of treated water was designed into the System for landscape irrigation and was subsequently used by Shoreline for the next seven years. The reclaimed water was provided by North Marin to Shoreline at a point adjacent to the treatment pond and it was Shoreline's responsibility for all facilities beyond that point for "transportation, storage, handling, and use, including without limitations, pumps, pipes, tanks and irrigation equipment."

In return for the sewage collection, treatment, disposal and reclamation, Shoreline agreed to pay North Marin as follows:

- A Sinking Fund Component to repay the original construction loan at the rate of 18% of the State Loan repayment;
- A Capital Reserve Fund equal to 34% of Capital Reserve Funds;
- An Operation and Maintenance Component equal to 51% of the O&M costs

In 1981, the Agreement was mutually changed by North Marin and Shoreline, getting Shoreline more involved in the operations of the Tomales wastewater system. The Memorandum of Understanding stated, "SUSD will assist in the operation of the Tomales wastewater system, with the aim of cooperatively achieving a high degree of operational reliability and reducing operating costs, to the benefit of the entire Tomales community." This assistance was mutually agreed to, spelling out the means by which the agreement would be accomplished. This included:

- SUSD will conduct and supervise the operation of all reclaimed wastewater irrigation operations.
- SUSD will perform RWQCB-mandated monitoring functions related to reclaimed wastewater.
- SUSD will assist in the sewer system direct operations by setting up and operating a 24-hour automatic sampler; by providing backup safety personnel as needed; perform periodic ground keeping maintenance of the sewer treatment and disposal facilities; and perform additional functions as mutually agreed to.

It was further agreed that Shoreline would pay North Marin 33.4% for capital costs, 34% for reserve fund (sinking fund), and 51% for operation and maintenance costs, in addition to the operational assistance agreed to above.

In May of 1982, Shoreline chose to forgo reclamation water services and the Agreement between the parties changed again. The new agreement reduced Shorelines percentage of operation and maintenance from 51% to 34%, which is where it is today.

When the Tomales sewer system was built and the two parties entered into a contractual arrangement for the operation and maintenance of the system, they felt it was equitable for the school, the district and the community. With the development of a sewer system, the school could be built, property owners could be assured of safe and reliable drinking water, and the creeks and waterways of the Tomales Bay watershed would be protected from pollution. This agreement is still equitable for Shoreline, the District and the residents of Tomales.



3. Prior to commencement of construction of the System, Shoreline shall grant to North Marin without cost all easements and rights of way on and across the lands of Shoreline as shall be reasonably necessary to construct the System. Shoreline land not in excess of three acres as required by North Marin in fee simple for pond construction shall be granted to North Marin and North Marin shall pay for same an amount of money to be mutually agreed upon by the parties hereto but in no event more than \$1,500 per acre.

4. For each of the three schools, North Marin shall design and construct a lateral sewer from a point of common collection to the North Marin system. The location of said point of common collection and lateral route shall be determined by North Marin after conferring with Shoreline. The current estimate to construct said three laterals is \$17,075. North Marin will make every reasonable effort to acquire financing of the type noted in Section 1 hereof for said lateral costs. In the event said financing cannot be acquired, Shoreline shall, prior to commencement of construction of said laterals, advance to North Marin the total estimated cost to construct said three laterals. Upon completion of said construction, if actual costs exceed the estimate, Shoreline shall pay the overage within 30 days of receiving a bill therefor. If actual costs are less than the sum advanced, North Marin shall credit same to Shoreline's first payment for service made pursuant to Section 6. Upon completion of construction of each lateral, the portion of said lateral lying on Shoreline property shall be operated and maintained by Shoreline at its expense.

5. North Marin will make available to Shoreline such quantities of effluent meeting requirements for irrigation of landscaped areas (hereafter referred to as "reclaimed water") as North Marin shall produce and as Shoreline shall request for reasonable irrigation of the landscaped areas surrounding Shoreline's three schools. The reclaimed water shall be delivered to Shoreline at a turnout from North Marin's treatment pond, at which point, risk of loss and responsibility for transportation, storage, handling and use of the reclaimed water shall pass to Shoreline. All facilities beyond the point of delivery for such transportation, storage, handling and use,

including without limitation, pumps, pipes, tanks and irrigation equipment, shall be designed, built, owned, operated and maintained by Shoreline at its expense, provided that (1) all facilities built on lands of North Marin shall be in accordance with plans and specifications approved by North Marin prior to construction, and (2) the irrigation system shall be posted with warning signs and be operated by Shoreline in compliance with all applicable laws and the requirements of all county, state and federal agencies having jurisdiction including any required monitoring and observations required in the areas where reclaimed water is used. North Marin will not distribute reclaimed water from its Tomales plant to any other entity without first offering it to Shoreline for use in the manner set forth in this agreement.

6. In consideration of the aforesaid sewage and reclaimed water services to be provided by North Marin, Shoreline will pay North Marin as follows:

a. For the period January 1, 1976 to June 30, 1976, the sum of \$25.00 per day from the first day of use of service to the Middle School with said charges to be due and payable within 30 days of receipt of invoice therefor.

b. For service for each fiscal year from July 1, 1976 through June 30, 1981, an annual payment estimated to be \$13,800 but which shall be equal to the sum of the following three components:

(1) A Capital Cost Component equal to Shoreline's prorata percentage of the Sinking Fund Payment required to repay the State loan as shown on North Marin's schedule for amortizing the State loan. Shoreline's prorata percentage shall be determined by North Marin and, based on an estimated total project cost of \$796,500, a State loan of \$189,200 and Shoreline's allocated share of \$33,199, is estimated to be  $(\$33,199 \div \$189,200) \times 100 = 18\%$ .

(2) A Capital Reserve Fund Component equal to 34% of annual capital reserve fund deposits required by the State Grant Contract which deposits are estimated not to exceed \$2,500 per year.

(3) An Operation and Maintenance and Repair Component equal to 51% of the estimated operation, maintenance and repair expense of the System for said year.

Said annual payments will be made in advance prior to July 1 of each year commencing in 1976. When actual component costs for the ensuing fiscal year are not known, they shall be estimated by North Marin. Within 60 days after the end of each fiscal year, the difference between the estimated and actual component costs for the previous year shall be determined by North Marin and shall be adjusted by an additional payment by Shoreline to North Marin or by a credit by North Marin to Shoreline as the case may be.

c. For service after June 30, 1981, such fair and nondiscriminatory rates as are established from time to time by North Marin, taking into consideration the fact that the real property of Shoreline is not taxable by North Marin. Prior to charging any rate, North Marin will confer with Shoreline and will hold a public hearing thereon.

d. If the lateral sewers from Shoreline's three schools to North Marin's system are included among the eligible facilities that can be built with Clean Water Grant funds or the proceeds of the State loan, then the Capital Cost Component in Subsection b of this Section shall be increased to include repayment of appropriate costs as determined by North Marin.

7. North Marin will use its best efforts to complete the construction of the System so as to commence sewerage service to Shoreline's Middle School by January 1976 and to the Elementary and High Schools by July 1976, but North Marin shall not be liable for any delay in such completion or commencement.

8. Shoreline will comply with all Sewer Service Regulations from time to time promulgated by North Marin and any applicable conditions of the State Grant Contract and Federal Grant Offer.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the date first above written.

NORTH MARIN COUNTY WATER DISTRICT

By George A. Luvato  
President

ATTEST:

Herman B. Morris  
Secretary

(SEAL)

SHORELINE UNIFIED SCHOOL DISTRICT

By Roy A. Parks  
Roy A. Parks, President  
Board of Trustees

ATTEST:

Ernest C. Morris  
Superintendent



999 RUSH CREEK PLACE • POST OFFICE BOX 146 • NOVATO, CALIFORNIA 94948 • (415) 897-4133

April 3, 1981

Theodora Faiola, Superintendent  
Shoreline Unified School District  
Post Office Box 198  
Tomales, California 94971

SUBJ: Letter Agreement re Tomales STP Operation

Dear Ms. Faiola:

This letter of understanding sets forth the terms of agreement between Shoreline Unified School District (SUSD) and North Marin County Water District (NMCWD) whereby SUSD will assist in the operation of the Tomales wastewater system, with the aim of cooperatively achieving a high degree of operational reliability and reducing operating costs, to the benefit of the entire Tomales community.

It is mutually agreed as follows:

1. SUSD will conduct and supervise the operation of all reclaimed wastewater school irrigation operations (currently comprised of the High School athletic fields) in a manner that will minimize health risk and comply with the regulations and other requirements of the State of California Regional Water Quality Control Board (RWQCB).

2. SUSD will perform RWQCB-mandated monitoring functions related to the above, as follows:

- a. Collection and delivery of reclaimed wastewater samples to the NMCWD laboratory.
- b. Periodic inspections of the school irrigation fields, and completion and delivery to NMCWD of inspection forms.

3. SUSD will assist in Tomales sewage system direct operations as follows:

- a. Obtain from NMCWD, set up, and start operation of automatic 24-hour composite sampler, on such schedules as required by the RWQCB.

- b. Provide back-up safety personnel for NMCWD personnel while changing chlorine cylinders or while NMCWD personnel perform other work requiring back-up safety personnel.
- c. Perform periodic grounds keeping maintenance of NMCWD sewage treatment and disposal facilities.
- d. Perform additional functions as warranted and as mutually agreed and determined.

4. SUSD and NMCWD shall each designate a liaison representative who mutually shall have the authority to represent their respective agencies in determining and implementing operational and maintenance activities as set forth in this agreement.

5. It is mutually understood that operation and maintenance activities are partially dictated by RWQCB-mandated requirements and that compliance with RWQCB policies and regulations is of utmost priority.

6. NMCWD will continue to diligently explore every possible means of reducing operating costs, and will expeditiously implement any feasible changes.

NORTH MAREN COUNTY WATER DISTRICT

Date

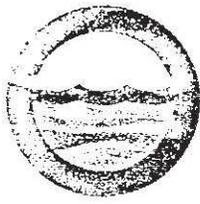
By \_\_\_\_\_  
John Olaf Nelson, General Manager

SHORELINE UNIFIED SCHOOL DISTRICT

Date

By Theodora Faiola  
Theodora Faiola, Superintendent

JON:mm



## NORTH MARIN COUNTY WATER DISTRICT

999 RUSH CREEK PLACE • POST OFFICE BOX 146 • NOVATO, CALIFORNIA 94948 • (415) 897-4133

May 14, 1982

Pat Kennedy, Superintendent  
Shoreline Unified School District  
P. O. Box 198  
Tombales, California 94971

Dear Mr. Kennedy:

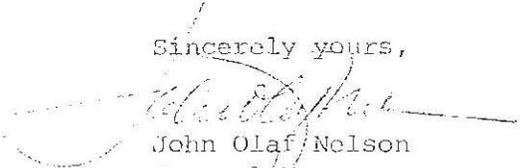
Pursuant to our meeting this morning, North Marin County Water District (subject to the hearing and NMCWD Board approval on May 18) will bill Shoreline Unified School District for sewer service using the same cost distribution factors used in the prior fiscal year (i.e., 33.4% for capital costs, 34% for reserve fund, and 51% for operation and maintenance). The resulting bill, therefore now due and payable for F.Y. 1981-82 is shown in Attachment A.

For F.Y. 1982-83 the same formula will apply unless SUSD opts to forego reclamation water service for the coming irrigation season. In such event the cost distribution factors are 33.4% for capital costs, 34% for reserve fund, and 34% for operation and maintenance, and the estimated bill for F.Y. 1982-83 service is as shown on Attachment B. If, on the other hand, SUSD decides to continue reclamation water service in F.Y. 1982-83, the cost distribution factors would remain the same as for F.Y. 1981-82 and the estimated bill for F.Y. 1982-83 is as shown on Attachment C.

Please be reminded that if SUSD opts to eliminate reclamation water service this coming year and then at a future date wishes to reinstitute same, there will likely be some start-up costs that will have to be considered as a special charge at that time. These could run on the order of \$3,500.

Please process the F.Y. 1981-82 bill for payment and let us know whether you wish to terminate reclamation water service for the upcoming year.

Sincerely yours,

  
John Olaf Nelson  
General Manager

JON:bb  
enclosures

P.S. Since the irrigation season commences before the end of the fiscal year, we anticipate some savings will accrue to F.Y. 1981-82 if you opt to terminate reclamation water service. These will be calculated at the close of F.Y. 1981-82 and applied as a credit on the subsequent bill.

# Shoreline Unified School District

P. O. Box 198

Tombles, California 94971

(707) 878-2266



May 25, 1982

RECEIVED  
JUN 1 1982

NORTH MARIN COUNTY  
WATER DISTRICT

John O. Nelson  
General Manager  
North Marin Water District  
P. O. Box 146  
Novato, CA 94948

Dear Mr. Nelson:

At their meeting on May 20, 1982, the Board of Trustees of the Shoreline Unified School District decided to eliminate the reclamation water service we receive from you, as of June 30, 1982, for the 1982-83 year.

It is our understanding that this will reduce our share in the Operation, Maintenance and Repair component of our agreement from 51% to 34%, at a savings to our District of approximately \$6,784.

Thank you again for taking time to meet with us.

Sincerely,

Patrick J. Kennedy  
Superintendent

jf



April 20, 2009

Stephen Rosenthal, Superintendent  
Tim Kehoe, President Board of Trustees  
Shoreline Unified School District  
PO Box 198  
Tomales CA 94971

**Board of Directors**

Nicole Vigeant  
President

Bill Tucker  
Vice-President

Walter Earle  
Board Member

Kat Marando  
Board Member

Margaret Graham  
Board Member

**Administrator**

Karl W. Drexel

Dear Superintendent Rosenthal and President Kehoe,

When our predecessors built the Tomales sewer system and entered into a contractual arrangement for the operation and maintenance of the system, they felt it was equitable for the school, the district and the community. At the time the school district was unable to build the new middle school because of a county enacted building moratorium. With the development of a sewer system, the school could be built, property owners could be assured of safe and reliable drinking water, and the creeks and waterways of the Tomales Bay watershed would be protected from pollution.

The original agreement between the school district and the sewer district provided for the school taking treated wastewater for the irrigation of the school fields and landscaping. The SUSD and the sewer district became partners in the building and operation of the sewer system. The SUSD paid 51% of the operating and maintenance costs of the sewer system and 34% of any capital improvements necessary to maintain the integrity of the system. At the time the population of the school was more than double that of the community most of the year, and state requirements for using treated wastewater were quite expensive. In 1982, the State passed Title 22, requiring even higher standards of treatment and additional costs. At that time, the SUSD decided to forgo any additional costs and opted out of taking the treated wastewater for irrigation. Consequently the contractual agreement between the school district and the sewer district was revised to reflect the reduced costs and it was agreed upon by all parties that the school's share of the operating and maintenance costs would be reduced to 34%, and any capital improvement costs would be the same. This agreement again was considered equitable for the school district, the sewer district and the community. The school was still over twice as large as the rest of the community most of the year.

Over the last year I have come to realize the wisdom of the agreements between the school and the sewer district. I have been working on trying to find a formulation that works given the size of the community and the population of the

schools and I have not come up with one that is more equitable than the current agreement. Let me explain what the different scenarios entail.

The population of the Tomales CSD is 210 according to the last census. The per capita is 2.4 people per household. Each household is one Equivalent Unit (EU) and pays \$696 per year. The school population, including staff is 492 for 9 months out of the year. This is equivalent to 369 for the whole year. If the total population was divided by 2.4 to equate to a single family home, there would be the equivalent of 154 EUs and the rate for service would be \$107,184 per year. Of course we know that 2.4 students and staff probably does not equate to a single family home, but what portion do they account for? With the formulation we use for commercial property, the rate is multiplied times .667 to reflect the seasonal adjustment of local businesses. If we apply that to this formula, the schools' charges for service would be \$71,491. The average over the last 9 years has been \$62,372 and is projected for the upcoming fiscal year to be \$67,305. It is true that a few of the years over the last 10 years charges have been more than the above formulation, but on average they have been consistently and considerably less.

The formulation for commercial dining establishments is predicated on the "potential" for service. It doesn't matter how many meals a restaurant serves, their rates are determined by the number of seats they have and the "potential" meals they can serve. If we use this criterion for the school cafeteria, it doesn't matter that there are only 1600 meals served per year. The potential is far more than that and might even approach the 2628 meals a single family of 2.4 people serves in a year. If that were the case, then the school population would closer equate to the 154 EUs than something less.

Additionally, if the SUSD contractual agreement were to be altered, the total cost of capital improvements for maintaining the integrity of the system and maybe even advanced tertiary treatment for reintroducing recycled wastewater to the schools, would be spread out over all of the EUs in the District. That means the cost to the current 128 EUs in the community composed of residential and commercial property would be shared with the 154 EUs of the SUSD, and your share would jump from 34% to 55%. If the EUs of the school were to be calculated at 103 (154 x .667), the district's share of capital improvements would jump from 34% to 45%.

During the first 10 years of the TVCSD's oversight of the district, major capital improvements have been made improving the operations, the integrity, and the environmental safety of the Tomales wastewater treatment system. This, along with the startup costs, training and maintenance costs, have had a major impact on the overall costs for everybody. However, the major capital projects are coming to completion, operating costs have leveled out, maintenance is under control and the SUSD's service fees have stabilized over the last three years including the upcoming fiscal year.

The TVCSD feels the current agreement is equitable to the SUSD, the TVCSD and the community, and believe that no changes are warranted at this time. If and when the District moves to tertiary treatment levels and can provide safe recycled water to the school, a new MOU will have to be developed and the above issues can be revisited.

If you have any additional questions, please feel free to contact me.

Sincerely,



Karl Drexel  
Administrator

### Shoreline Unified School District Possible Billing Changes

	Current System	Student & Staff Population	12 mo Equiv.	Equiv. EUs at 2.4	Cost/EU	EU Basis	No. of Meals	12 mo Equiv.	Equiv Seats	EU Rate /Seat	Meals Basis	Number of After School	Rate	After School Basis	Total Bill New	Diff.
04 - '05	\$60,182	521	391	163	612	\$99,756	1,723	1,292	25	0.05	\$760	150	0.05	\$4,590	\$105,106	\$39,574
05 - '06	\$57,619	511	383	160	612	\$97,920	1,604	1,203	23	0.05	\$708	150	0.05	\$4,590	\$103,218	\$40,301
06 - '07	\$69,388	496	372	155	696	\$107,880	1,552	1,164	22	0.05	\$779	150	0.05	\$5,220	\$113,879	\$38,492
07 - '08	\$113,505	492	369	154	696	\$107,010	1,572	1,179	23	0.05	\$789	150	0.05	\$5,220	\$113,019	(\$6,495)
08 - '09	\$111,389	445	334	139	696	\$96,788	1,572	1,179	23	0.05	\$789	150	0.05	\$5,220	\$102,797	(\$14,602)
09 - '10	\$72,396	450 est	338	141	756	\$106,313	1,572 est	1,179	23	0.05	\$857	150	0.05	\$5,670	\$112,840	\$33,917
10 - '11	\$64,458	450 est	338	141	756	\$106,313	1,572 est	1,179	23	0.05	\$857	150	0.05	\$5,670	\$112,840	\$41,855
11 - '12	\$70,449	450 est	338	141	756	\$106,313	1,572 est	1,179	23	0.05	\$857	150	0.05	\$5,670	\$112,840	\$35,864
12 - '13	\$70,082	450 est	338	141	756	\$106,313	1,572 est	1,179	23	0.05	\$857	150	0.05	\$5,670	\$112,840	\$36,231
13 - '14	\$83,777	450 est	338	141	756	\$106,596	1,572 est	1,179	23	0.05	\$857	150	0.05	\$5,670	\$113,123	\$22,819
14 - '15	\$88,664	450 est	338	141	756	\$106,596	1,572 est	1,179	23	0.05	\$857	150	0.05	\$5,670	\$113,123	\$17,932
<b>Average</b>	<b>\$78,355</b>	<b>470</b>	<b>352</b>	<b>147</b>	<b>713</b>	<b>\$104,768</b>	<b>1,587</b>	<b>1,190</b>	<b>23</b>	<b>0.05</b>	<b>\$816</b>	<b>150</b>	<b>0.05</b>	<b>\$5,351</b>	<b>\$110,936</b>	<b>\$26,413</b>

November 12, 2014

Mr. Blair Allen  
Regional Water Quality  
Control Board  
San Francisco Bay Region  
1515 Clay Street Suite 1400  
Oakland, CA 94612

PhillipsOnSite.com

RE: Self-Monitoring Report  
Tomales, Marin County  
October, 2014

Mr. Allen

Enclosed please find the Self-Monitoring and Non-compliance Reports.

Spray irrigation is off.

Operations is satisfactory and maintenance on schedule.

I hereby certify under penalty of perjury that the information contained herein to the best of my knowledge is true and correct.

Sincerely,

**PHILLIPS & ASSOCIATES**



Steve C. Phillips  
Process Control Engineer

Certified Plant Operator #IV-05675

cc: Tomales Village Community Service District  
Vanessa Zubkousky, Department of Public Health, Richmond

### SELF MONITORING REPORT

Date	INFLUENT				TREATMENT POND NO. 1				WEST STORAGE POND				EAST STORAGE POND				EFFLUENT DISPOSAL								
	Daily (KGALS)	Weekly (KGALS)	COD (mg/l)	TSS (mg/l)	pH Units	D.O. (mg/l)	Temp. C	Free-board	pH Units	D.O. (mg/l)	Temp. C	Free-Board	pH Units	D.O. (mg/l)	Temp. C	Free-Board	Daily (KGALS)	Weekly (KGALS)	pH Units	D.O. (mg/l)	COD (mg/l)	Cl2 (mg/l)	Coliform MPN/100		
10/1/2014	15.0																0.0								
10/2/2014	14.0																0.0								
10/3/2014	17.0																0.0								
10/4/2014	16.0																0.0								
10/5/2014	16.0																0.0								
10/6/2014	15.0																0.0								
10/7/2014	16.0	109.0															0.0								
10/8/2014	16.0		84.0	420.0	7.6	3.8	18.6	3.8				13.5				14.5									
10/9/2014	16.0																0.0								
10/10/2014	16.0																0.0								
10/11/2014	17.0																0.0								
10/12/2014	16.0																0.0								
10/13/2014	17.0				7.2	3.0	17.2	3.0				13.7				14.5									
10/14/2014	16.0	114.0														0.0									
10/15/2014	16.0																0.0								
10/16/2014	17.0																0.0								
10/17/2014	17.0																0.0								
10/18/2014	17.0																0.0								
10/19/2014	17.0																0.0								
10/20/2014	17.0																0.0								
10/21/2014	15.0	116.0			7.6	3.4	15.1	3.4				13.9				15.0									
10/22/2014	16.0																0.0								
10/23/2014	16.0																0.0								
10/24/2014	17.0																0.0								
10/25/2014	19.0																0.0								
10/26/2014	18.0																0.0								
10/27/2014	16.0				7.3	3.6	16.1	3.6				13.8				15.0									
10/28/2014	15.0	117.0															0.0								
10/29/2014	15.0																0.0								
10/30/2014	16.0																0.0								
10/31/2014	17.0																0.0								
Max	19.0	117.0	84.0	420.0	7.6	3.8	18.6	3.8	0.0	0.0	0.0	13.9	0.0	0.0	0.0	15.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Min	14.0	109.0	84.0	420.0	7.2	3.0	15.1	3.0	0.0	0.0	0.0	13.5	0.0	0.0	0.0	14.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Mean	16.3	114.0	84.0	420.0	7.4	3.5	16.8	3.5	#DIV/0!	#DIV/0!	#DIV/0!	13.7	#DIV/0!	#DIV/0!	#DIV/0!	14.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Total	504.0																								

Month	Treatment Pond # 2				Treatment Pond # 3			
Oct. 2014	Freeboard	pH	D.O.	Temp.	Freeboard	pH	D.O.	Temp.
Date	Feet	Units	mg/L	C	Feet	Units	mg/L	C
1								
2								
3								
4								
5								
6								
7								
8	3.2	8.8	>10	18.6	3.2	8.9	>10	20.0
9								
10								
11								
12								
13								
14	3.1	8.6	7.2	17.5	3.1	9.2	7.8	17.8
15								
16								
17								
18								
19								
20								
21	2.6	8.8	5.5	14.4	2.6	9.4	4.2	17.1
22								
23								
24								
25								
26								
27	2.5	7.3	3.6	16.1	2.6	9.2	8.3	17.0
28								
29								
30								
31								

revised 02/2010

## TOMALES TREATMENT POND STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year)            Oct-14
2. Pond Standard Observation required every week year round.

INSPECTION					
Date	10/8/14	10/14/2014	10/21/14	10/27/2014	
Day	Wed	Tue	Tue	Mon	
Time	1500	950	800	1350	
Tech	SC	SC	EC	SC	
Rain, Inches	0	0	0.25	0.3	
Number of waterfowl	0	0	0	0	
* Evidence of seepage from ponds	no	no	no	no	
* Nuisance odors from ponds	no	no	no	no	
* Warning signs improperly posted	no	no	no	no	
* Public contact with pond water	no	no	no	no	

3. \* Report Yes or No and any Yes response s please report immediately to supervisor
4. I certify that this report information, to the best of my knowledge is true and correct.

## BOARD OF DIRECTORS COMMITMENT TO GOOD SERVICE

As a volunteer Board Member of the Tomales Village Community Services District (TVCS D), I agree to the following commitments while serving the District:

- To place the community's best interests above my own; to sustain an attitude that positively promotes the goals and interests of the District; and in general, to forego personal interests when making decisions as a Board Member.
- To engage in lawful acts to the best of my ability, understanding that Board Members are expected to comply with the governing documents of the District and the law. This includes doing my best to become more familiar with legalities of the BOD's decisions, and to join with the BOD in seeking resources of information including any professional assistance when needed.
- To maintain a high standard of conduct that is above reproach and to avoid any appearance of impropriety.
- To accept the BOD's decisions in choosing outside vendors and to take direction from the BOD at all times and respect the processes chosen and the appointed contact pointperson to communicate with the outside vendors.
- To demonstrate mutual respect for fellow Board Members and Members of the Community at all times, even at times when I disagree with BOD decisions, and to respect the decisions made by a majority of the BOD as I understand there may not be unanimous support for every action taken.
- To attend and participate in all meetings and communications to the best of my ability to be present, to come to all meetings prepared to participate, and to become familiar with the agenda and any materials distributed ahead of time to Board Members beforehand.
- To listen, discuss and provide thoughtful input and participate on matters that come before the BOD and the membership.
- To the extent email is used as one means of board communication, to refrain from having unprofessional, unkind, attacking, or accusatory communications with Directors, vendors, contractors, community members. I will keep all email communications brief and to the point.
- To maintain confidentiality with respect to all BOD "closed session" meetings, discussions, and communications.
- To allow the Chair of meetings to do so, and to allow fellow Board Members a reasonable opportunity to speak on matters without interruption, threats or harassment.

- To respect parliamentary procedure at all meetings, to refrain from speaking out of turn, to avoid unnecessary or unproductive verbal sparring (participating in a business-like manner instead), to keep my temper, and to excuse myself if I cannot maintain this respect.
  
- To act as a fiduciary (trustee) of the District in financial matters and decisions that may have material effect and to do my best to ensure that the District, the properties and the finances are well managed and fiscally well protected.

Dated: \_\_\_\_\_ \_

Signed \_\_\_\_\_ \_

---

# Tomales Village Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Board of Directors Commitment to Good Service  
**POLICY NUMBER:** 4010

**4010.1** As a volunteer Board Member of the Tomales Village Community Services District (TVCS D), I agree to the following commitments while serving the District:

**4010.1.1** To place the community's best interests above my own; to sustain an attitude that positively promotes the goals and interests of the District; and in general, to forego personal interests when making decisions as a Board Member.

**4010.1.2** To engage in lawful acts to the best of my ability, understanding that Board Members are expected to comply with the governing documents of the District and the law. This includes doing my best to become more familiar with legalities of the BOD's decisions, and to join with the BOD in seeking resources of information including any professional assistance when needed.

**4010.1.3** To maintain a high standard of conduct that is above reproach and to avoid any appearance of impropriety.

**4010.1.4** To demonstrate mutual respect for fellow Board Members and Members of the Community at all times, even at times when I disagree with BOD decisions, and to respect the decisions made by a majority of the BOD as I understand there may not be unanimous support for every action taken.

**4010.1.5** To attend and participate in all meetings and communications to the best of my ability to be present, to come to all meetings prepared to participate, and to become familiar with the agenda and any materials distributed ahead of time to Board Members beforehand.

**4010.1.6** To listen, discuss and provide thoughtful input and participate on matters that come before the BOD and the membership.

**4010.1.7** To the extent email is used as one means of board communication, to refrain from having unprofessional, unkind, attacking, or accusatory communications with Directors, vendors, contractors, community members. I will keep all email communications brief and to the point.

**4010.1.8** To maintain confidentiality with respect to all BOD "closed session" meetings, discussions, and communications.

**4010.1.9** To allow the Chair of meetings to do so, and to allow fellow Board Members a reasonable opportunity to speak on matters without interruption, threats or harassment.

**4010.1.10** To respect parliamentary procedure at all meetings, to refrain from speaking out of turn, to avoid unnecessary or unproductive verbal sparring (participating in a business-like manner instead), to keep my temper, and to excuse myself if I cannot maintain this respect.

**4010.1.11** To act as a fiduciary (trustee) of the District in financial matters and decisions that may have material effect and to do my best to ensure that the District, the properties and the finances are well managed and fiscally well protected.

## Mission Statement From Mediation

We are here tonight to achieve trust, harmony, clarity, and structure, for the TVCSD Board and Administration thru understanding and respectful interaction, in order to deal with conflict in a healthy way. – ***Original***

Our purpose is to achieve trust, harmony, clarity and structure. We commit to achieving these goals for the TCSD Board and Administration thru understanding and respectful interaction. We will deal with conflict in a healthy way, listen intently to those who disagree and always find a satisfying and aligned solution as we step forward with unity proudly and effectively as elected or hired community members. – ***Amended***

# TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

## POLICY MANUAL



# TABLE OF CONTENTS

## GENERAL - SERIES 1000

Conflict of Interest.....	1020-1
Public Records Request.....	1050-1

## PERSONNEL - SERIES 2000

## FINANCIAL - SERIES 3000

Competitive Bidding.....	3050-1
--------------------------	--------

## BOARD OF DIRECTORS - SERIES 4000

Commitment to Good Service.....	4010-1
Role of President.....	4040-1
Role of Vice-President.....	4042-1
Board Secretary.....	4045-1
District Treasurer.....	4047-1
Role of Directors.....	4050-1
Media Communications.....	4075-1

---

# Tomales Village Community Services District

## POLICY HANDBOOK

POLICY TITLE: Conflict of Interest  
POLICY NUMBER: 1020

**1020.1** Pursuant to the Political Reform Act of 1974, the District has adopted Section 18730 of Title 2, Division 6, California Code of Regulations as the regulatory Conflict-of-Interest Code of the District. The full text of Section 18730, together with any amendments thereto, may be found at:

<http://www.fppc.ca.gov/lellal/regs/current/18730.pdf>. Any Director, Officer, Administrator, Administrative Management Consultant, Financial Management Consultant, Contract Operator, Employee or Independent Contractor involved in voting on matters, negotiating contracts, or making recommendations on purchases on behalf of the District, is subject to this code. All parties subject to the Conflict-of-Interest Code are required to file a Statement of Economic Interests (Form 700), with the District Administrator at the time of assuming their duties and on an annual basis thereafter. Annual filing of Form 700 is due by April 2<sup>nd</sup> of each year and within 30 days of leaving office or position. Disclosure of only those investments, real property, sources of income and business positions that may affect the decision-making of an individual pertaining to the Tomales Village Community Services District are required. Any person who has a conflict of interest is required to disqualify him or herself from making or participating in a decision or action that may affect their interest or have a significant monetary impact on them or their interest.

---

# Tomales Village Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Public Records Request  
**POLICY NUMBER:** 1050

**1050.1** Tomales Community Services District (“District”) has declared that access to information concerning the conduct of the people’s business is a fundamental and necessary right of every person. The District has prepared the following guidelines/policy to ensure that members of the public fully understand and are afforded the opportunity to use their right to inspect public records.

**1050.2** Public Records of the District are open to inspection at all times during business hours of the District. The administration office is located at 2nd floor of Diekman’s General Store, 27005 California HWY 1, Tomales, California. Public records shall not be removed from the District office.

**1050.2.1 Inspection:** To facilitate the inspection of public records, specific information regarding the records requested is needed. Specific information includes the subject matter involved, the inclusive dates within which the records were created, and the names of persons involved, if any. There is “No Right” to immediate access unless determined feasible by District staff.

To ensure the integrity of the “original” records of the District, if numerous records are requested to be inspected, a member of the District’s staff shall remain in the room where the records are being inspected.

**1050.2.2 Copies:** A “Request for Copies” form is available at the front desk of the administration office. Requests are completed, in writing, and given to the District representative for researching and copying. Before copies are made, the District Secretary will inform the person making the request, the cost for copies as outlined in Exhibit “A” (Fees for Copies).

Upon a written request for copies of an identifiable public record, District staff shall endeavor to promptly provide the copy upon payment of the fee. Nevertheless, staff in all cases shall have up to ten (10) working days after receipt of the request to determine whether to comply with the request and, if not, shall within such period notify the person, in writing, making the request of such determination and the reasons therefor. As defined in Government Code Section 6256.1, Extension of time for determination in unusual circumstances; (in part, reads) *In unusual circumstances, as specified in this section, the time limit prescribed in Section 6256 may be extended by written notice by the head of the agency to the person making the request setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No such notice shall specify a date that would result in an extension for more than 10 working days.*

**1050.2.3 Audio Recordings:**

- 1) Audio recordings do not constitute official District records. They are supplemental

information, primarily for use by the District Secretary in preparing the official records (minutes) of the District.

- 2) Audio recordings need not be retained for any specific period beyond the legally required 30 days. The District Secretary, with confirmation of the Administrator, will erase recordings as required.
- 3) Audio recordings may not be removed from the District office.
- 4) Audio recordings will not be available for review by other than the Administrator until the District Secretary has completed use of them.
- 5) Audio recordings may be reviewed only in the District offices, using on District-furnished equipment.

**1050.3** The documents set forth below are illustrative of the categories of documents, which are not subject to inspection. In all cases, the inspection of documents shall be subject to the provisions of the Public Records Act, Government Code Sections 6250, and all that follows.

**1050.3.1 § 6254. Exemption of particular records**

Except as provided in Section 6254.7, nothing in this chapter shall be construed to require disclosure of records that are any of the following: (Refer to Government Code § 6254. for full text).

- 1) Preliminary drafts, notes, or interagency, or intra-agency memoranda which are not retained by the agency in the ordinary course of business, provided that the public interest in withholding those records clearly outweighs the public interest in disclosure.
- 2) Records pertaining to pending litigation to which the public agency is a party, or to claims made pursuant to Division 3.6 of the Government Code (commencing with Government Code Section 810), until the pending litigation or claim has been fully adjudicated or otherwise settled.
- 3) Personnel, medical, or similar files, the disclosure of which would institute an unwarranted invasion of personal privacy.
- 4) Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination.
- 5) The contents of real estate appraisals or engineering feasibility estimates and evaluations made for or by the agency relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. However, the law of eminent domain shall not be affected by this provision.
- 6) Information required from any taxpayer in connection with the collection of local taxes which is received in confidence and the disclosure of the information to the persons would result in unfair competitive disadvantage to the person supplying the information.
- 7) Records the disclosure of which is exempted or prohibited pursuant to provisions of federal or state law, including, but not limited to, provisions of the Evidence Code relating to privilege.

**1050.4** Whenever the District asserts that a requested document is exempt from disclosure, the District shall justify the claimed exemption by providing a written statement citing either the specific exemption involved or those facts that indicate the public is best served by claiming the exemption.

**1050.5** The Public Records Act, Chapter 3.5, Division 7 of the Government Code, provides judicial relief for persons seeking to enforce their right to inspect public records.

**1050.6** Subsequent to Government Code Section 6254.7, "Public Records" include any writings containing information prepared, owned, used or retained by the District and relating to the conduct of the public's business.

**1050.7** A "writing" for purposes of public access may be handwriting, typewriting, printing, photostats, photography, and every other means of recording upon any form of communication or representation: including letters, words, pictures, or any combination thereof; and all papers, maps, magnetic or paper tapes, photographic films and prints, and other documents.

EXHIBIT "A"

**FEES FOR COPIES**

- |  |   |
|--|---|
| 1. Document Copies   | \$1.00/First Page <b>Plus</b><br>\$.15/Per Page                                   |
| 2. Document Copying Over 15 Minutes,<br>shall be charged the clerical rate of: | \$33.00/Per Hour<br>Charged In 15 Minute Increments <b>Plus</b><br>\$.15/Per Page |
| 3. E-mailed Agendas of Committee Meetings                                      | No Charge   |
| 4. E-mailed Agendas of Board Meetings  | No Charge   |

Meeting documents available at [http://www.tomalescsd.ca.gov/pages/tvcسد\\_board.html](http://www.tomalescsd.ca.gov/pages/tvcسد_board.html)

---

# Tomales Village Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Competitive Bidding

**POLICY NUMBER:** 3150

**3150.1** The purpose of this policy is to ensure that Tomales Village Community Services District (TVCS D) is obtaining its products and services at a competitive cost given the required product or service quality. This policy also establishes responsibility for the development of procedures and the bidding process. TVCS D Board of Directors has the responsibility to promote maximum competition in meeting the District's procurement needs. The TVCS D Board of Directors will develop procedures for the solicitation of competitive bids and the use of alternative means of procurement in those cases where competitive bidding cannot be reasonably or practically followed.

**3150.2** Transparent procurement method in which bids from competing contractors, suppliers, or vendors are invited by openly advertising the scope, specifications, and terms and conditions of the proposed contract as well as the criteria by which the bids will be evaluated. Competitive bidding aims at obtaining goods and services at the best value by stimulating competition, and by preventing favoritism. In open competitive bidding (also called open bidding) the sealed bids are opened in full view of all who may wish to witness the bid opening; in closed competitive bidding (also called closed bidding), the sealed bids are opened in presence only of the TVCS D Board of Directors.

**3150.3** Annual Expenses/Project Costs greater than or equal to \$5,000 not subject to sealed bidding: The TVCS D is required to solicit quotes/bids from at least 3 potential suppliers (assuming there are at least three feasible suppliers). The three quotes/bids are reviewed and the best value supplier selected. All quotes received are included as well as a short explanation of why the winning entity was selected (e.g., offered lowest cost, able to meet specific requirements, etc). This includes a proposed contract modification that changes the scope of a contract or increases the contract amount by more than the amount of the \$5,000 threshold.

**3150.4** Recurring contracts and all expenses over \$25,000 are subject to open bidding: If a need is recurring, the TVCS D is not required to solicit bids each year but is required to go out to do a competitive review at least once every 3-5 years, or at the term of the contract, whichever comes first and provide a summary of that review. The TVCS D Board of Directors will decide how to administer the process by either open or closed bidding. This also applies to expenses over \$25,000.

The TVCS D Board of Directors may decide to follow the open bidding process for expenses under \$25,000.

**3150.5** The TVCS D Board of Directors will appoint a contact person to receive all sealed bids. This designated person *must not be a bidder*.

In order to provide maximum open and free competition, the District's purchasing procedures will not restrict or eliminate competition and, whenever appropriate, will not be brand name specific. When soliciting bids for products and/or services, the District should:

**3150.5.1** Provide a clear and accurate description of the technical requirements for the product or service.

**3150.5.2** Provide any and all requirements that must be fulfilled by the bidder and/or District as well as criteria that will be used during the evaluation of the bids or proposals.

**3150.5.3** When applicable, provide a description of performance requirements including the range of acceptable characteristics and minimum standards.

**3150.5.4** Provide any specific features of "brand name or equal" that must be met by the bidders.

**3150.5.5** Accept, when applicable and feasible, products or services that conserve resources, protect the environment, and/or are energy efficient.

**3150.6** Guidelines on Review of Bids:

Bid documents should include any required specifications and deadlines. All bidders will be determined to meet all requirements.

Bids received within specified timeline that meet requirements shall be considered for review. The bid should be awarded to the lowest bidder based on either cost alone or best value and/or quality. If using the best value method, rationale for selection should be documented and submitted with the contract.

Upon receipt of the competitive bids, a comparison of products and costs will be performed. Documentation verifying prices of the products and services are fair and reasonable will be maintained in the Central Purchasing files. Documentation includes, but is not limited to, advertisements, past purchases and quotes, and current list prices.

**3150.7** Instances will arise where it may not be possible or appropriate to solicit competitive bids (for example, some products or services may only be available from a single source such as specialized research equipment or supply purchases; maintenance agreements; site licenses). In such situations, a sole source justification must be provided and, if compelling, will be approved by the TVCSD Board of Directors.

When a purchase involves a sole source vendor, a written justification needs to accompany the purchase request. In the event of emergency, when time is of the essence, sole source vendors may be used. The following components should be included within the justification:

**3150.7.1** Reason the purchase is thought to be a sole source selection.

**3150.7.2** Reason why the vendor was selected.

**3150.7.3** Description of the selection process.

**3150.7.4** Explanation of how the price was determined to be "reasonable."

**3150.8** TVCSD Board of Directors will only make contracts with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. When reviewing bids and offers, consideration will be given to contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.

The bidder or offeror whose bid meets the criteria set forth in the solicitation and who presents the most advantageous offer relating to price, quality, and ability to provide the goods and/or services, will be awarded the contract.

---

# Tomales Village Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Board of Directors Commitment to Good Service  
**POLICY NUMBER:** 4010

**4010.1** As a volunteer Board Member of the Tomales Village Community Services District (TVCS D), I agree to the following commitments while serving the District:

**4010.1.1** To place the community's best interests above my own; to sustain an attitude that positively promotes the goals and interests of the District; and in general, to forego personal interests when making decisions as a Board Member.

**4010.1.2** To engage in lawful acts to the best of my ability, understanding that Board Members are expected to comply with the governing documents of the District and the law. This includes doing my best to become more familiar with legalities of the BOD's decisions, and to join with the BOD in seeking resources of information including any professional assistance when needed.

**4010.1.3** To maintain a high standard of conduct that is above reproach and to avoid any appearance of impropriety.

**4010.1.4** To demonstrate mutual respect for fellow Board Members and Members of the Community at all times, even at times when I disagree with BOD decisions, and to respect the decisions made by a majority of the BOD as I understand there may not be unanimous support for every action taken.

**4010.1.5** To attend and participate in all meetings and communications to the best of my ability to be present, to come to all meetings prepared to participate, and to become familiar with the agenda and any materials distributed ahead of time to Board Members beforehand.

**4010.1.6** To listen, discuss and provide thoughtful input and participate on matters that come before the BOD and the membership.

**4010.1.7** To the extent email is used as one means of board communication, to refrain from having unprofessional, unkind, attacking, or accusatory communications with Directors, vendors, contractors, community members. I will keep all email communications brief and to the point.

**4010.1.8** To maintain confidentiality with respect to all BOD "closed session" meetings, discussions, and communications.

**4010.1.9** To allow the Chair of meetings to do so, and to allow fellow Board Members a reasonable opportunity to speak on matters without interruption, threats or harassment.

**4010.1.10** To respect parliamentary procedure at all meetings, to refrain from speaking out of turn, to avoid unnecessary or unproductive verbal sparring (participating in a business-like manner instead), to keep my temper, and to excuse myself if I cannot maintain this respect.

**4010.1.11** To act as a fiduciary (trustee) of the District in financial matters and decisions that may have material effect and to do my best to ensure that the District, the properties and the finances are well managed and fiscally well protected.

---

# Tomales Village Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Role of Board President

**POLICY NUMBER:** 4040

**4040.1** The *President* shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the Board to preside at each meeting in the following order: Vice-President and Secretary. If the Board Secretary is not a Director, the Directors constituting a quorum will choose the meeting conductor among themselves. The Board President shall:

**4040.2** Oversee Board Meetings.

**4040.3** Sign all instruments, act and carry out stated requirements and the will of the Board.

**4040.4** Sign the minutes of the Board meetings following their approval

**4040.5** Work in partnership with the Administrator to make sure Board resolutions are carried out.

**4040.6** Call special meetings if necessary, giving notice as required by law.

**4040.7** Appoint all committee members, with Board approval.

**4040.8** Coordinate, or appoint another board member to assure the agenda reflects the wishes of the Board, the preparation of meeting agendas with the Administrator and Board Secretary.

**4040.9** Oversee new Board member orientation.

**4040.10** Oversee searches for contractors.

**4040.11** Coordinate Chief Executive's annual performance evaluation.

**4040.12** Act as spokesperson for the organization

**4040.13** Periodically consult with Board members on their roles and help them assess their performance.

---

# Tomales Village Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Role of Board Vice-President

**POLICY NUMBER:** 4042

**4042.1** The *Vice-President* shall chair committees on special subjects as designated by the board. The Vice-President shall:

**4042.2** Attend all Board meetings.

**4042.3** Carry out special assignments as requested by the Board President.

**4042.4** Understand the responsibilities of the Board President and be able to perform these duties in the President's absence.

**4042.5** Reconcile the bank statements on a monthly basis.

**4042.6** Participate as a vital part of the Board leadership.

---

# Tomales Village Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Board Secretary

**POLICY NUMBER:** 4045

**4045.1** The *Secretary* shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all Board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring the corporate records are maintained. The Secretary of the Board shall:

**4045.2** Attend all Board meetings.

**4045.3** Review Board minutes.

**4045.4** If the Secretary is a Board member, the Secretary assumes responsibilities of the President in the absence of the Board President, President-Elect, and Vice-President.

**4045.5** Provide notice of meetings of the Board when such notice is required.

**4045.6** Prepare and distribute agenda packets for all Board meetings according to TVCSD policy, including agendas, minutes, resolutions, ordinances, notices and other related matters.

**4045.7** Sign the minutes of the Board meetings following their approval.

**4045.8** Certify or attest to actions taken by the Board when required.

**4045.9** Give the Oath of Office to all incoming Board members.

**4045.10** Be responsible for receiving, forwarding and retaining statements of economic interest (700 Form) or campaign statements in accordance with California Code Regulations, Title 2, Section 18227.

---

# Tomales Village Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** District Treasurer

**POLICY NUMBER:** 4047

**4047.1** The position of *District Treasurer* is required by state law (Government Code Section 61050(b)). The Board has designated an alternative depository for its funds pursuant to Government Code Section 61053, such that the Marin County Treasurer is not serving the District. The Board will appoint an individual who is not a Director to act as District Treasurer. The Board shall require the District Treasurer to be bonded. The District shall pay the cost of the bonds (Government Code Section 61050(f)).

**4047.2** Duties and responsibilities of the District Treasurer:

**4047.2.1** Understand financial accounting for nonprofit and government organizations.

**4047.2.2** Adopt a system of accounting and auditing that shall completely and at all times show the District's financial condition and that shall adhere to generally accepted accounting principles.

**4047.2.3** Follow the procedure for drawing and signing checks for payroll and claims against the District.

**4047.2.4** Determine if claims and demands against the District conform to the District's approved budget.

**4047.2.5** Maintain knowledge of the organization and personal commitment to its goals and objectives.

**4047.2.6** Review Board actions related to the Board's financial responsibilities.

---

# Tomales Village Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Members of the Board of Directors

**POLICY NUMBER:** 4050

- 4050.1 Directors will attend all Board meetings and functions, such as special events.
- 4050.2 Directors shall be informed about the organization's mission, services, policies, and program.
- 4050.3 Directors shall review agenda and supporting materials prior to Board and committee meetings.
- 4050.4 Directors will inform others about the organization.
- 4050.5 Directors shall suggest possible committee nominees who can make significant contributions to the work of the Board and the organization.
- 4050.6 Directors will keep up-to-date on developments in the organization's field.
- 4050.7 Directors shall follow Board conflict of interest and confidentiality policies.
- 4050.8 Directors will assist the Board in carrying out its fiduciary responsibilities, such as participating in the budget process each month and reviewing the organization's annual financial statements.
- 4050.9 Directors will be prepared to conduct the Board meeting in the case of multiple Director absences.

---

# Tomales Village Community Services District

## POLICY HANDBOOK

**POLICY TITLE:** Media Communications

**POLICY NUMBER:** 4075

**4075.1** The Tomales Community Services District provides certain services to the community of Tomales, as authorized by the Government Code, District Ordinances and the Resolutions and Other Actions of the Board of Directors of the District. District policy is established by the Board.

Because of the variety and complexity of the District's functions, communications by the District to its customers and residents concerning the business of the District, must be clear, correct and consistent, and must accurately reflect the actions and policies of the Board of Directors.

The need for clear and correct communications extends to all matters of District business that have, or could have, an effect on residents and customers; including, but not limited to, the status of services and construction, notices of hearings and matters to be considered by the Board, upcoming events, and long-range plans affecting the District.

For the foregoing reasons, it is the policy of the Board of Directors that all communications to the media, including communications to newspapers, television, radio, etc., which are, or could be, perceived of as statements by the District on matters of District Business, shall be reviewed in advance by the President of the Board of Directors. Request for comments on behalf of the District, or inquiries which could be construed as requests for comments on behalf of the District, shall be referred to the President, or to appropriate counsel. Statements by management for articles and interviews for newspapers or newsletters which express policies or positions of the District, or which could be construed as being made on behalf of the District, shall be reviewed prior to their communication by the President of the Board, or if the President is unavailable, the Vice President.

**POLICY TITLE: Committees of the Board of Directors**

**POLICY NUMBER: 4060**

**4060.1** The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

**4060.2** The following standing committees can be appointed at the discretion of the Board:

**4060.2.1** Financial Advisory Committee;

**4060.2.2** Park Advisory Committee;

**4060.3** The Board President, with the approval of the Board, shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January. Committee Members need not be board members, but serve at the pleasure of the board.

**4060.3.1** Standing Committee members will satisfactorily complete mandatory two hour ethics training at the District's expense within one month of being appointed to the Committee.

**4060.3.2** Standing Committee members who are assigned or reassigned to any District Committee will only be required to repeat the ethics training if two years have elapsed since their last completion of the course.

**4060.4** The Board's standing committees may be assigned to review CSD functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

**4060.4.1** All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

**4060.5** The Board's standing Financial Advisory Committee shall be utilized to provide financial oversight on behalf of the Board of Directors. The Financial Advisory Committee shall:

**4060.5.1** Review Monthly Financial Statements and Expenditure Details with Staff and make recommendations to the Board.

**4060.5.2** Review other financial reports and issues with the District Staff as directed by the Board.

**4060.5.3** Review the Annual Budget with Staff and make recommendations to the Board.

**4060.5.4** Work with Staff on financial issues, revenue and expenditure issues as directed by the Board.

**4060.5.5** Review and advise the Board on all expenditures over \$5,000.

**4060.6** The Board's standing Park Advisory Committee shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District and community goals regarding the Park.

**4060.7** The full Board of Directors shall be responsible for carrying out these duties for the Tomales Village Community Services District

# Tomales Village Community Services District Email Policy

## *Policy Statement*

This policy applies to Email messages and attachments to Emails that are written by TVCSD Board members, Contractors, Committee members and Volunteers on their personal computers that are in any way related to TVCSD business.

Email messages may constitute a District record subject to potential disclosure under the California Public Records Act.

All messages communicated by Email must be courteous and professional in nature. Email is not to be used for gossip, sharing of personal information, or for emotional responses to business correspondence or work situations and not be used;

To discriminate, harass or disparage others based on sex, race, sexual orientation, age, national origin, religion, disability, marital status, or veteran status.

-For intentionally misleading, inaccurate, embarrassing, harassing, sexually explicit, profane, obscene, intimidating, and defamatory remarks, or that violates any law, regulation, or District policy.

## *Public Record*

Definition - The definition of public records includes any writing containing information related to the conduct of the public's business.

## *Brown Act*

Pursuant to the California law known as the Brown Act, all meeting of public bodies shall be open and public. The Brown Act prohibits serial meetings that are conducted through direct communications, intermediaries or technological devices such as Email, for the purpose of developing a collective concurrence as to action to be taken. TVCSD Emails may be used to distribute information, schedule meetings and communicate on an individual basis between Contractors, Committee members and members of the legislative body. However, the TVCSD Board of Directors and committees may not deliberate issues of concern through the use of Email or poll each other concerning TVCSD business. Meeting notices may be

# Tomales Village Community Services District Email Policy

# Tomales Village Community Services District Email Policy

## *The Brown Act continued*

sent via Email, but these exchanges do not substitute Brown Act meeting notice requirements. Traditional methods of public posting must continue as required.

## *Procedural Guidelines*

Anyone conducting TVCSD business should always conduct themselves in a professional manner and should never send anything by Email that should not appear in an official memorandum or letter.

## *Etiquette*

- Protect the privacy of others; carefully consider the names on a mailing list as addressees or copies.
- Watch punctuation and spelling. It reflects on professionalism of the entire TVCSD. Use automatic spell and grammar checks before sending messages.
- Avoid on-going dialogues. If you need to have a dialogue, use the telephone or meet the person face-to-face.
- Respond to all Emails that requests a response in a timely manner. If you cannot complete the request immediately, send an acknowledgement that the Email was received.  
State the subject of your message clearly in the subject line.
- Compose longer Email off-line (as word processing documents) in order to reduce editing frustrations.
- A salutation after your "subject line" and before your message can be used to convey a sense of personal acknowledgement. Appending your name at the end of the message is also considered good etiquette.
- Do not be vulgar or offensive. Electronic text allows no context or clues to convey shades of irony, sarcasm, or harmless humor.  
Do not publicly criticize others.
- Avoid using capital letters. Using "all caps" is the Email equivalent of SHOUTING!

## *Prohibited Usage*

Any purpose which violates federal or state laws and regulations or District policy and regulations is prohibited.

# Tomales Village Community Services District Email Policy

# TOMALES COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Financial	<b>Policy 2014 -</b>
<b>Title:</b>	Public Records Information Request	

## PURPOSE

Tomales Community Services District (“District”) has declared that access to information concerning the conduct of the people’s business is a fundamental and necessary right of every person. The District has prepared the following guidelines/policy to ensure that members of the public fully understand and are afforded the opportunity to use their right to inspect public records. (Right out of Gov’t Code 6250)<sup>1</sup>

## POLICY

Members of the public may gain access to a public record in two ways – inspecting the record at the District Administrative Office or obtaining a copy from the District.<sup>2</sup> Public Records of the District are open to inspection at all times by appointment during business hours of the District. The administration office is located at 2nd floor of Diekman’s General Store, 27005 California HWY 1, Tomales, California. Original Public-public records shall not be removed from the District office.

**Inspection:** To facilitate the inspection of public records, specific information regarding the records requested is needed. Specific information includes the subject matter involved, the inclusive dates within which the records were created, and the names of persons involved, if any. ~~There is “No Right” to immediate access unless determined feasible by District staff.~~

To ensure the integrity of the “original” records of the District, ~~if numerous records are requested to be inspected,~~ a member of the District’s staff shall remain in the room where the records are being inspected.

**Copies:** A “Request for Copies” form is available at the front desk of the administration office. Requests are completed, in writing, and given to the District representative for researching and copying. Request for records may also be made by letter or email. Before copies are made, the District Secretary will inform the person making the request, the cost for copies as outlined in Exhibit “A” (Fees for Copies).

Upon a written request for copies of an identifiable public record, District staff shall endeavor to promptly provide the copy upon payment of the fee. Nevertheless, staff in all cases shall have up to ten (10) working days after receipt of the request to determine whether to comply with the request and, if not, shall within such period notify the person, in writing, making the request of such determination and the reasons therefor. As defined in Government Code Section 6256.1, Extension of time for determination in unusual circumstances; (in part, reads) *In unusual circumstances, as specified in this section, the time limit prescribed in Section 6256 may be extended by written notice by the head of the agency to the person making the request setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No such*

*notice shall specify a date that would result in an extension for more than 10 working days.*

**Audio Recordings:**

Unless directed otherwise, an audio recording of all meetings of the Board of Directors will be made. The recordings shall be kept for a minimum of six months from the meeting date. Recordings of Board meetings are kept for the Board Secretary's, Board Member's and the Administrator's convenience. These recordings are not the official minutes of TVCSD Board meetings.

Members of the public may request to inspect the recordings of Board meetings without charge on a playback machine that will be made available by the District. A \$15 charge will be incurred if the customer requests a copy of the recording on CD or other media. Members of the public who wish to request/inspect audio recordings or copies of the minutes must follow the steps outlined in the TVCSD Public Records Request Policy.<sup>3</sup>

Formatted: Font: (Default) Arial, 14 pt, Superscript

- ~~1) Audio recordings do not constitute official District records. They are supplemental information, primarily for use by the District Secretary in preparing the official records (minutes) of the District.~~
- ~~2)1) Audio recordings need not be retained for any specific period beyond the legally required 30 days. The District Secretary, with confirmation of the Administrator, will erase recordings as required after six months.~~
- ~~3) Audio recordings may not be removed from the District office.~~
- ~~4)2) Audio recordings will not be available for review by other than the Administrator until the District Secretary has completed use of them.~~
- ~~5) Audio recordings may be reviewed only in the District offices, using on-District furnished equipment.~~

All Board Members may have copies of recordings requested at no cost.<sup>4</sup>

Formatted: Indent: Left: 1"

Formatted: Font: 14 pt, Superscript

The documents set forth below are illustrative of the categories of documents, which are not subject to inspection. In all cases, the inspection of documents shall be subject to the provisions of the Public Records Act, Government Code Sections 6250, and all that follows.

**§ 6254. Exemption of particular records**

Except as provided in Section 6254.7, nothing in this chapter shall be construed to require disclosure of records that are any of the following: (Refer to Government Code § 6254. for full text).

- a) Preliminary drafts, notes, or interagency, or intra-agency memoranda which are not retained by the agency in the ordinary course of business, provided that the public interest in withholding those records clearly outweighs the public interest in disclosure.
- b) Records pertaining to pending litigation to which the public agency is a party, or to claims made pursuant to Division 3.6 of the Government Code

(commencing with Government Code Section 810), until the pending litigation or claim has been fully adjudicated or otherwise settled.

- c) Personnel, medical, or similar files, the disclosure of which would institute an unwarranted invasion of personal privacy.
- d) Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination.
- e) The contents of real estate appraisals or engineering feasibility estimates and evaluations made for or by the agency relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. However, the law of eminent domain shall not be affected by this provision.
- f) Information required from any taxpayer in connection with the collection of local taxes which is received in confidence and the disclosure of the information to the persons would result in unfair competitive disadvantage to the person supplying the information.
- g) Records the disclosure of which is exempted or prohibited pursuant to provisions of federal or state law, including, but not limited to, provisions of the Evidence Code relating to privilege.

Whenever the District asserts that a requested document is exempt from disclosure, the District shall justify the claimed exemption by providing a written statement citing either the specific exemption involved or those facts that indicate the public is best served by claiming the exemption.

The Public Records Act, Chapter 3.5, Division 7 of the Government Code, provides judicial relief for persons seeking to enforce their right to inspect public records.

Subsequent to Government Code Section 6254.7, "Public Records" include any writings containing information prepared, owned, used or retained by the District and relating to the conduct of the public's business.

~~A "writing" for purposes of public access may be handwriting, typewriting, printing, photostats, photography, and every other means of recording upon any form of communication or representation: including letters, words, pictures, or any combination thereof; and all papers, maps, magnetic or paper tapes, photographic films and prints, and other documents.~~

A requestor who asks for electronic versions of documents should be provided with such documents if they are held in an electronic format. The District is not required to create an electronic version of a document.

**EXHIBIT "A"**

**FEES FOR COPIES**

1. Document Copies \$1.00/First Page **Plus**  
\$ .15/Per Page

~~2. Document Copying Over 15 Minutes, shall be charged the clerical rate of: Charged In 15 Minute Increments **Plus**~~ ~~\$33.00/Per Hour~~

\$ .15/Per Page

~~3.2. E-mailed Agendas of Committee Meetings~~  
E-mailed Agendas of Board Meetings No Charge  
No Charge

~~3. Conflict of Interest Staement~~ ~~\$ .25/Per Page~~

~~4. Conflict of Interest Statement (5years or older)~~ ~~\$5.00/Statement~~

~~5. Copy of Recordings (on District Media)~~ ~~\$15.00 Per Recording~~

~~6. Copy of Recordings (on requester's media)~~ ~~\$3.00 Per Recording~~

**Formatted:** Indent: Left: 0.55", Space Before: 0 pt, Line spacing: Exactly 12.6 pt, Tab stops: 4.67", Left

**Formatted:** List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.17" + Indent at: 0.51"

**Formatted:** List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.17" + Indent at: 0.51"

**Formatted:** Font: (Default) Arial, 10 pt

**Formatted:** No bullets or numbering

**Formatted:** List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.17" + Indent at: 0.51"

**Formatted:** Font: (Default) Arial, 10 pt

Meeting documents available at [http://www.tomalescsd.ca.gov/pages/tvcسد\\_board.html](http://www.tomalescsd.ca.gov/pages/tvcسد_board.html)

1. Government Code 6250. In enacting this chapter, the Legislature, mindful of the right of individuals to privacy, finds and declares that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state.

Formatted: Font: (Default) Arial

2. Government Code 6253. (b) Except with respect to public records exempt from disclosure by express provisions of law, each state or local agency, upon a request for a copy of records that reasonably describes an identifiable record or records, shall make the records promptly available to any person upon payment of fees covering direct costs of duplication, or a statutory fee if applicable. Upon request, an exact copy shall be provided unless impracticable to do so.

3. See Above. Plus Government Code 6253. (g) (g) "Writing" means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

Formatted: Font: (Default) Arial

4. 6252.5. Notwithstanding the definition of "member of the public" in Section 6252, an elected member or officer of any state or local agency is entitled to access to public records of that agency on the same basis as any other person. Nothing in this section shall limit the ability of elected members or officers to access public records permitted by law in the administration of their duties.

Formatted: Font: Arial

This section does not constitute a change in, but is declaratory of, existing law.

Formatted: Font: Arial

5. 54953.7. Notwithstanding any other provision of law, legislative bodies of local agencies may impose requirements upon themselves which allow greater access to their meetings than prescribed by the minimal standards set forth in this chapter. In addition thereto, an elected legislative body of a local agency may impose such requirements on those appointed legislative bodies of the local agency of which all or a majority of the members are appointed by or under the authority of the elected legislative body.

Formatted: Font: Arial

## SECRETARY OF THE BOARD OF DIRECTORS

### **OBJECTIVES**

This document is formulated to raise the standard of district governance and to instill good behavior to achieve the following objectives:

1. To instill professionalism among board members within the tenets of morality, efficiency and administrative effectiveness
2. To uphold the spirit of social responsibilities and accountability in line with the legislations, regulations and guidelines governing a community services district

### **Term**

2 years from July 1 to June 30 elected by the Board of Directors present at the June meeting and shall not exceed three consecutive terms. In the situation of an unexpected vacancy or otherwise incapacity of the elected Secretary, the Board of Directors may appoint an interim Secretary to fill the vacancy until the next regular nomination period and June election.

### **General Responsibilities**

Organizations are required by law and by custom to maintain certain records for several purposes, including:

- accurate recollection of decisions;
- determination of eligibility to vote;
- continuity of policies and practices; and
- accountability of directors and officers.

The Secretary is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, and subject to the organization's bylaws, the Secretary records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the board, maintains membership records, fulfills any other requirements of a Director and Officer, and performs other duties as the need arises and/or as defined in the bylaws.

### **Accountability**

The Secretary is accountable to the Board of Directors (if elected by them), as specified in the bylaws. Through the Board of Directors, certain duties of the Secretary may be delegated to the Executive Director, Board Members and/or committees as appropriate; however, the accountability for them remains with the Secretary.

## **Specific Duties**

### **Minutes**

The secretary is responsible for ensuring that accurate, objective, non-biased minutes of meetings are taken and approved. Requirements of minutes may vary with the jurisdiction but should include at a minimum:

- date, time, location of meeting;
- list of those present and absent;
- list of items discussed;
- list of reports presented;
- text of motions presented and description of their disposition.

Minutes should have enough information to help absent directors and community members understand what issues were discussed and what decisions were made. Minutes should include a summary of discussion, rationale for decision, names of those participating in the discussion, and the roll call, noting any declared conflicts of interest. Also these circumstances should be noted: if the matter is contentious, if board members dissent, if there is any concern about exposure to liability, or if a board member has a conflict of interest.

The Secretary signs a copy of the final, approved minutes and ensures that this copy is maintained in the district records.

### **Custodian of Records**

The secretary ensures that the records of the organization are maintained as required by law and made available when required by authorized persons or when requested in accordance with the Brown Act. These records may include founding documents, (e.g. letters patent, articles of incorporation), lists of directors, board and committee meeting minutes financial reports, and other official records.

### **Membership Records**

The Secretary ensures that official records are maintained of members of the organization and Board. He/She ensures that these records are available when required for reports, elections, referenda, other votes, etc.

### **Bylaws**

The Secretary ensures that an up-to-date copy of the bylaws is available at all meetings.

### **Communication**

The Secretary ensures that proper notification is given of board meetings as specified in the Brown Act. The Secretary manages the general correspondence of the Board of Directors except for such correspondence assigned to others.

### **Meetings**

The Secretary participates in Board meetings as a voting member. The Secretary provides items for the agenda as appropriate. Works with the President and Administrator to establish and prioritize the agenda for each Board of Directors meeting.

Prepares and communicates all action items resulting from Board meetings, providing a list of action items and responsible individuals within one week of the meeting. Provides ongoing follow-up to all action items at all Board meetings to keep the Board on track with goals and objectives, and moving forward on projects in a timely manner, and that actions agreed upon by the board are carried out and completed. At the end of the meeting, assign every action item to a "Directly Responsible Individual." This makes accountability clear and directs people with questions to the right individual, ensuring each project runs more smoothly. This also helps to recap the important takeaways from the meeting.

In the absence of the President (and Vice-President, if the position exists), the Secretary calls the meeting to order, presiding until a temporary chairperson is elected. The secretary records meeting minutes as described above. Depending upon the bylaws and practices of the organization, the Secretary may perform these duties for special meetings (e.g. Annual Budget Meeting) and/or for an executive committee.

### **Signing Officer**

The Secretary may be designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents. In this capacity, the Secretary may be authorized or required to sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of organization.

### **Filing of Documents**

The Secretary may be the registered agent with respect to the laws of the jurisdiction; the person upon whom legal notice to the corporation is served, and responsible for ensuring that documents necessary to maintain the organization are filed.

Ensures the district website is kept up to date, complete with board packets, meeting minutes, agendas, relevant notices, and approved policies.

### **Training**

Complete Board-approved training for Board secretaries for California special districts.

## **CODE OF CONDUCT**

In the performance of her/his duties, a board secretary should always observe the following:

- Strive for professional competency and at all times exhibit a high degree of accuracy, skill and proficiency in the performance of the duties of the office
- At all times exercise the utmost good faith and act both responsibly and honestly with reasonable care and due diligence in the exercise of the powers of the role and the discharge of the duties of the office
- At all times strive to assist the district towards its proper objectives within the tenets of moral responsibility, efficiency, and administrative effectiveness
- Have a clear understanding of the aims and objectives of the district, and of the powers and restrictions as provided in the bylaws of the district
- Be knowledgeable of law of meeting, meeting procedures, particularly quorum, requirements, voting procedures and proxy provisions and be responsible for the proper administration of meetings
- Neither direct for her/his own advantage any business opportunity that the district is pursuing, nor disclose to any party any confidential information obtained by reason of her/his office for her/his own advantage or that of others
- Adopt an objective and positive attitude and give full cooperation when dealing with board members and members of the community
- Disclose to the board of directors or an appropriate public officer any information within her/his knowledge that is believed to suggest that a fraud is being or is likely to be practiced by the district or by any of its directors, contractors, or employees
- Assist and advise the directors to ensure at all times that the district maintains an effective system of internal control, for keeping proper register and accounting records
- Be impartial in her/his dealings with shareholders, directors and without fear or favor, use her/his best endeavors to ensure that the directors and the district comply with the relevant legislations, contractual obligations, and other relevant requirements
- Advise the board of directors that no policy is adopted by the district that will unnecessarily antagonize or offend any stakeholders of the district
- Be aware of all reporting and other requirements imposed by the statute under which the district is governed
- Be present or represented at meeting and do not allow her/himself or representative to be excluded or withdrawn from those meetings in a way that prejudices her/his professional responsibilities as secretary of the board

## **Roles of Board Members and Officers**

### *Tomales Village Community Service District*

#### **Individual Board Members:**

- Attend all Board meetings and functions, such as special events.
- Be informed about the organization's mission, services, policies, and program.
- Review agenda and supporting materials prior to Board and committee meetings.
- Inform others about the organization
- Suggest possible committee nominees who can make significant contributions to the work of the Board and the organization.
- Keep up-to-date on developments in the organization's field.
- Follow Board conflict of interest and confidentiality policies.
- Assist the Board in carrying out its fiduciary responsibilities, such as participating in the budget process each month and reviewing the organization's annual financial statements.
- Be prepared to conduct the Board meeting in the case of multiple Director absences.

#### **Board President:**

The *President* shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the Board to preside at each meeting in the following order: Vice-President and Secretary. If the Board Secretary is not a Director, the Directors constituting a quorum will choose the meeting conductor among themselves.

- Oversee Board Meetings
- Sign all instruments, act and carry out stated requirements and the will of the Board
- Sign the minutes of the Board meetings following their approval
- Work in partnership with the Administrator to make sure Board resolutions are carried out
- Call special meetings if necessary, giving notice as required by law
- Appoint all committee members with Board approval
- Coordinate or appoint another Board member in the preparation of meeting agendas with the Administrator and Board Secretary to assure the agenda reflects the wishes of the Board
- Oversee new Board member orientation
- Oversee searches for new Contractors
- Coordinate Chief Executive's annual performance evaluation
- Act as an spokesperson for the organization
- Periodically consult with Board members on their roles and help them assess their performance

**Vice-President:**

The *Vice-President* shall chair committees on special subjects as designated by the board

- Attend all Board meetings
- Carry out special assignments as requested by the Board President
- Understand the responsibilities of the Board President and be able to perform these duties in the President's absence
- Participate as a vital part of the Board leadership
- Reconcile the bank statements

**Secretary:**

The *Secretary* shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all Board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring the corporate records are maintained.

- Attend all Board meetings
- Review Board minutes
- If the Secretary is a Board member, the Secretary assumes responsibilities of the President in the absence of the Board President, President-Elect, and Vice-President. If the Secretary is not a board member, the remaining board members choose the chair for the meeting among themselves.
- Provide notice of meetings of the Board when such notice is required
- Prepare and distribute agenda packets for all Board meetings according to TVCSD policy, including agendas, minutes, resolutions, ordinances, notices and other related matters
- Sign the minutes of the Board meetings following their approval
- Certify or attest to actions taken by the Board when required
- Give the Oath of Office to all incoming Board members; and
- Be responsible for receiving, forwarding and retaining statements of economic interest (700 Form) or campaign statements in accordance with California Code Regulations, Title 2, Section 18227.

**District Treasurer:**

The position of *District Treasurer* is required by state law (Government Code Section 61050(b)) the Board has designated an alternative depository for its funds pursuant to Government Code Section 61053, such that the Marin County Treasurer is not serving the District. The Board will appoint an individual who is not a Director to act as District Treasurer. The Board shall require the District Treasurer to be bonded. The District shall pay the cost of the bonds (Government Code Section 61050(f)).

**Duties and responsibilities of the District Treasurer:**

- Understand financial accounting for nonprofit and government organizations
- Adopt a system of accounting and auditing that shall completely and at all times show the District's financial condition and that shall adhere to generally accepted accounting principles
- Follow the procedure for drawing and signing checks for payroll and claims against the District
- Determine if claims and demands against the District conform to the District's approved budget
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Review Board actions related to the Board's financial responsibilities