

AGENDA

Regular Meeting

TVCS D Board of Directors
WEDNESDAY October 8, 2014
Town Hall 7:00 PM
Phone: 707-776-6117
[TVCS D Mission Statement](#)

Call to Order

1. Approval of the 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 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. **SUSD Annual Invoice**

D. **SUSD Financial Condition**

5. Phillips & Associates Report

A. **Self Monitoring Report (Information)**

B. **Duckweed** **Action Item**

6. Committee Reports

A. **Financial Advisory Committee**

1. **Matrix**

2. **Proposed Office Work Night**

3. **RFPs**

4. **RCAC Response**

B. **Park Advisory Committee**

1. **Water Tower Roof Repairs**

7. Unfinished Business

A. **Governance Attorney**

Adler & Colvin

Russ Building, Suite 1220

235 Montgomery Street

San Francisco, California 94104

Telephone: 415-421-7555

Fax: 415-421-0712

Email: contact@adlercolvin.com

B. Telstar Computer Proposal Action Item

1. Review Proposal

C. Bylaws

1. Review legal opinion from 2011

D. Public Records Act Policy

1. Review List Serve Responses
2. Point Reyes Light Article 9/18/14
3. Review Legal Opinion From New Attorney Reviewing the Policy
4. Letter from Lorenzo Cuesta and Administrator's Response

E. Office Update

12. Adjourn

TOMALES VILLAGE



COMMUNITY
SERVICES
DISTRICT

Minutes of the Board Meeting

[Minutes, Agendas, Board Packets](#)

Bill Bonini called the meeting to order at 7:09 PM September 10, 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

1. Approval of the September 10, 2014 TVCSD Board Meeting Agenda

ACTION:

Bill Bonini, the Chairman, If there are no objections we will approve the 9/10/2014 meeting Agenda

Vote:

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

Opposed: None

Motion Succeeded

2. Approval of the August 13, 2014 TVCSD Board Meeting Minutes

ACTION:

Bill Bonini, the Chairman, If there are no objections we will we will approve the 8/13/2014 meeting minutes with changes.

Vote:

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

Opposed: None

Motion Succeeded

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) None

4. Accept Check Registers and Approve Expenditures

ACTION: Bill Bonini, Chairman, if there are no objections we accept the check register and approve expenditures.

Vote: Consensus

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

Opposed: None

Motion Succeeded

The meeting adjourned at 9:58 PM
Next Meeting: October 8, 2014, 7:00 PM

Approved September 10, 2014

Approved September 10, 2014

Tomales Village Community Services District

10/3/2014 11:30 AM

Register: 131.42 · Bank of Marin - Flex Account

From 09/01/2014 through 09/30/2014

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>
09/12/2014			131.44 · Bank of Marin...	Funds Transfer	14,000.00	X		154,488.57
09/30/2014			311.00 · Interest Reven...	Interest		X	6.32	154,494.89

Tomales Village Community Services District

10/3/2014 11:28 AM

Register: 131.44 · Bank of Marin - Sewer

From 09/01/2014 through 09/30/2014

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>
09/05/2014	4089	KD Management	414.05 · Administrator'...	VOID:		X		7,355.54
09/05/2014	4090	KD Management	222.00 · Accounts Pay...		7,236.94	X		118.60
09/12/2014		AT&T - Customer	137.00 · Accounts Rec...			X	756.00	874.60
09/12/2014	Bill Pay	AT & T	222.00 · Accounts Pay...		102.55	X		772.05
09/12/2014	Bill Pay	Capital One, FSB	222.00 · Accounts Pay...		553.02	X		219.03
09/12/2014	Bill Pay	Phillips & Associates	222.00 · Accounts Pay...	Operator	5,803.65	X		-5,584.62
09/12/2014	Bill Pay	Telstar Instruments, I...	222.00 · Accounts Pay...		821.30	X		-6,405.92
09/12/2014			131.42 · Bank of Marin...	Funds Transfer		X	14,000.00	7,594.08
09/17/2014	4091	Sue Sims, Bd Sect'y	222.00 · Accounts Pay...		43.49			7,550.59
09/26/2014		Tomales Regional Hi...	137.00 · Accounts Rec...			X	63.00	7,613.59
09/30/2014			311.00 · Interest Reven...	Interest		X	0.03	7,613.62

Tomales Village Community Services District

10/3/2014 11:31 AM

Register: 131.46 · Bank of Marin - Park

From 09/01/2014 through 09/30/2014

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>
09/02/2014		Henry Elfstrom	137.00 · Accounts Rec...			X	70.00	58,812.47
09/12/2014			320.30 · Unrestricted	Deposit		X	25.00	58,837.47
09/12/2014		Founders' Day Com...	137.00 · Accounts Rec...			X	64.00	58,901.47
09/12/2014	Bill Pay	Fishman Supply Co.	222.00 · Accounts Pay...		38.47	X		58,863.00
09/12/2014	Bill Pay	Friedman Bros.	222.00 · Accounts Pay...		8.93	X		58,854.07
09/12/2014	Bill Pay	PGE - Park	222.00 · Accounts Pay...		65.28	X		58,788.79
09/12/2014	Bill Pay	Wyatt Irrigation Sup...	222.00 · Accounts Pay...		94.15	X		58,694.64
09/26/2014		Henry Elfstrom	137.00 · Accounts Rec...			X	70.00	58,764.64
09/30/2014			311.50 · Interest Incom...	Interest		X	0.25	58,764.89

Tomales Village Community Services District

10/3/2014 11:32 AM

Register: 131.48 · Bank of Marin - Solar

From 09/01/2014 through 09/30/2014

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>
09/26/2014			316.00 · CSI Solar Reb...	Deposit		X	1,161.32	28,012.65
09/30/2014			311.00 · Interest Reven...	Interest		X	0.12	28,012.77

Tomales Village Community Service District

Payables
Sept - Oct 2014

<u>Date</u>	<u>Vendor</u>	<u>Amount</u>	<u>Expense</u>
26-Sep	Phillips & Assoc.	\$ 5,332.65	Oct O&M Services
20-Sep	PGE	\$ 76.14	WWTP PGE
20-Sep	AT&T	\$ 102.55	Tomales ATT Service
24-Sep	Capital One	\$ 60.00	BHI - Good Board Work
		\$ 19.95	Web Hosting
		\$ 364.00	Founders Day Insurance
		\$ 119.60	Office Shredder
		\$ 546.10	Office Supplies and software
		\$ 600.00	SDLF Conference - Patty Oku
		\$ 69.22	Robert's Rules Reference books
2-Sep	SDRMA	\$ 220.00	Workers Comp
1-Nov	Karl Drexel	\$ 400.00	Health Ins Allowance
1-Nov	Karl Drexel	\$ 6,754.00	Nov Admin Services
	Sept - Oct	<u>\$ 14,664.21</u>	
		PARK EXPENSES	
25-Sep	PGE	\$ 69.48	Park PGE
	Sept - Oct	<u>\$ 69.48</u>	
		RESTRICTED FUNDS	
		<u>\$ -</u>	
	Total	\$ 14,733.69	

**Tomales Village Community Services District
Balance Sheet**

As of September 30, 2014

Sep 30, 14

ASSETS

Current Assets

Checking/Savings

131.00 - Cash

131.31 - Redwood Credit Union 85,582.80

131.42 - Bank of Marin - Flex Account 154,494.89

131.44 - Bank of Marin - Sewer 7,613.62

131.46 - Bank of Marin - Park 58,764.89

131.48 - Bank of Marin - Solar 28,012.77

Total 131.00 - Cash 334,468.97

Total Checking/Savings 334,468.97

Accounts Receivable

137.00 - Accounts Receivable 110,635.00

Total Accounts Receivable 110,635.00

Other Current Assets

138.00 - Current Portion SUSD Receivable 1,150.48

Total Other Current Assets 1,150.48

Total Current Assets 446,254.45

Fixed Assets

100.00 - Property, Plant and Equipment

100.10 - Maps and Records 17,248.00

100.20 - Land and Land Rights 184,788.00

100.30 - Sewer Mains 300,700.59

100.31 - Sewer Laterals 17,671.74

100.40 - Pump & Lift Station 21,715.21

100.50 - Treatment Facilities 210,863.90

100.60 - Spray Disposal 170,547.09

100.70 - Force Mains 70,167.44

Total 100.00 - Property, Plant and Equipment 993,701.97

105.00 - Less Accumulated Depreciation -320,302.01

110.00 - Improvement Project

110.10 - Planning and Design 37,991.17

110.15 - Other Project Expenses 6,061.21

110.20 - Construction Management & Engin 37,211.44

110.25 - Storage Pipeline Replacement 20,225.00

110.30 - Force Main & Air Gap 25,283.00

110.35 - Infiltration & Inflow Reduction 34,424.23

110.40 - Telemetry & SCADA 62,946.00

110.45 - Sludge Removal & Pond Repairs

8.1 - Sand and Grease Trap 17,548.00

8.2 - Sand Filter Removal & Retrofit 88,866.00

8.3 - Remove and Dispose of Biosolids 65,505.48

8.4 - Treatment Pond Cell Upgrade 258,360.86

8.5 - Liner Subdrain, Sump, & Pump 59,889.00

8.6 - High Lift Pumps - 2 Units 79,795.95

**Tomales Village Community Services District
Balance Sheet**

As of September 30, 2014

	<u>Sep 30, 14</u>
8.7 - Replacement Flow Meter	14,941.00
8.8 - SCADA Monitoring and Alarms	44,806.61
110.45 - Sludge Removal & Pond Repairs - Other	<u>1,393.68</u>
Total 110.45 - Sludge Removal & Pond Repairs	631,106.58
110.50 - Irrigation Field Improvements	63,368.00
110.55 - Lift Station Rehabilitation	<u>20,776.68</u>
Total 110.00 - Improvement Project	939,393.31
111.00 - Park Development Project	
111.80 - Gazebo	550.00
111.10 - Planning and Design	
111.15 - Permits	5,810.31
111.10 - Planning and Design - Other	<u>9,137.36</u>
Total 111.10 - Planning and Design	14,947.67
111.20 - Construction Management	15,704.87
111.30 - Land Improvements	
111.31 - Handicap Paths	7,861.94
111.30 - Land Improvements - Other	<u>38,072.12</u>
Total 111.30 - Land Improvements	45,934.06
111.35 - Concrete curbs and walls	55,065.63
111.40 - Bathrooms and Laterals	76,845.23
111.45 - Well Pump & Filter	4,035.00
111.50 - Dutton Play Structure	31,819.69
111.55 - BBQ	
111.56 - Picnic Areas	1,448.00
111.55 - BBQ - Other	<u>3,615.49</u>
Total 111.55 - BBQ	5,063.49
111.60 - Play Surface	6,796.09
111.65 - Play Equipment	26,799.25
111.70 - Parking Lot	10,371.67
111.75 - Misc Park Additions	5,408.40
111.00 - Park Development Project - Other	<u>302.40</u>
Total 111.00 - Park Development Project	299,643.45
112.00 - Solar System	
112.10 - Design and RFP	3,980.00
112.20 - Const Management	5,435.86
112.30 - Construction and Supplies	259,163.00
112.40 - Administration	<u>1,366.35</u>
Total 112.00 - Solar System	269,945.21
Total Fixed Assets	2,182,381.93

**Tomales Village Community Services District
Balance Sheet**

As of September 30, 2014

Sep 30, 14

Other Assets	
136.00 · SUSD Note Receivable	21,104.04
139.00 · Less Current Portion	-1,150.48
151.00 · CREBs unamortized issuance cost	15,250.00
152.00 · Accumulated Amortization	-2,691.06
Total Other Assets	<u>32,512.50</u>
 TOTAL ASSETS	 <u>2,661,148.88</u>
 LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
222.00 · Accounts Payable	7,543.12
Total Accounts Payable	<u>7,543.12</u>
 Other Current Liabilities	
223.00 · Current Principal - SWRCB Loan	17,766.39
223.50 · Current Principal - SWRCB SRF	-37,169.09
225.50 · Current Portion - CREBS	17,941.00
Total Other Current Liabilities	<u>-1,461.70</u>
 Total Current Liabilities	 6,081.42
 Long Term Liabilities	
211.00 · SWRCB SRF Loan	231,295.13
213.50 · Less Current Portion SWRCB SRF	-18,061.00
215.00 · CREBS Bond	251,176.64
215.50 · Less Current Portion CREBS	-17,646.39
Total Long Term Liabilities	<u>446,764.38</u>
 Total Liabilities	 452,845.80
 Equity	
252.50 · Invested in Capital Assets-Park	279,894.00
252.00 · Invested in Capital Assets	1,294,506.49
260.00 · Retained Earnings	420,479.54
266.00 · Sinking Fund	47,755.03
267.00 · Capital Reserve Fund	18,870.50
267.51 · Operating Reserve Fund - Unrest	31,270.83
267.52 · Operating Reserve Fund - Restr	33,982.00
268.00 · Net Asets - Unrestricted	4,201.66
Net Income	<u>77,343.03</u>
Total Equity	<u>2,208,303.08</u>
 TOTAL LIABILITIES & EQUITY	 <u>2,661,148.88</u>

TVCS D Sewer Enterprise Balance Sheet

As of September 30, 2014

Sep 30, 14

ASSETS	
Current Assets	
Checking/Savings	
131.00 - Cash	
131.31 - Redwood Credit Union	85,582.80
131.42 - Bank of Marin - Money Market	154,494.89
131.44 - Bank of Marin - Sewer	7,613.62
131.48 - Bank of Marin - Solar	28,012.77
Total 131.00 - Cash	<u>275,704.08</u>
Total Checking/Savings	275,704.08
Accounts Receivable	
137.00 - Accounts Receivable	137,507.00
Total Accounts Receivable	<u>137,507.00</u>
Other Current Assets	
138.00 - Receivable - TVCS D Park	3,211.00
Total Other Current Assets	<u>3,211.00</u>
Total Current Assets	416,422.08
Fixed Assets	
100.00 - Property, Plant and Equipment	791,665.97
100.10 - Maps and Records	17,248.00
100.20 - Land and Land Rights	52,788.00
110.00 - Improvement Project	939,393.31
112.00 - Solar System	269,945.21
105.00 - Less Accumulated Depreciation	-436,408.01
Total Fixed Assets	<u>1,634,632.48</u>
Other Assets	
136.00 - SUSD Note Receivable	21,104.04
151.00 - CREBs Unamortized Issuance Cost	15,250.00
152.00 - Accumulated Amortization	-3,588.12
Total Other Assets	<u>32,765.92</u>
TOTAL ASSETS	<u><u>2,083,820.48</u></u>

**TVCS D Sewer Enterprise
Balance Sheet**

As of September 30, 2014

Sep 30, 14

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

222.00 - Accounts Payable 7,473.64

Total Accounts Payable 7,473.64

Total Current Liabilities 7,473.64

Long Term Liabilities

211.00 - SWRCB SRF Loan 194,125.89

215.00 - CREBS Bond 233,235.46

Total Long Term Liabilities 427,361.35

Total Liabilities 434,834.99

Equity

260.00 - Retained Earnings 1,307,489.93

261.00 - Sinking Fund - Debt Reserve 47,775.00

262.00 - Capital Improvement Reserve 45,394.00

263.00 - Emergency Reserve 33,982.00

264.00 - Operating Reserve 31,254.12

265.00 - Net Assets - Unrestricted 105,000.00

Net Income 78,090.44

Total Equity 1,648,985.49

TOTAL LIABILITIES & EQUITY 2,083,820.48

TVCS D Park
Balance Sheet
As of September 30, 2014

Sep 30, 14

ASSETS

Current Assets

Checking/Savings

131.00 - Cash

131.46 - Bank of Marin - Park Account 58,764.89

Total 131.00 - Cash 58,764.89

Total Checking/Savings 58,764.89

Accounts Receivable

137.00 - Accounts Receivable 400.00

Total Accounts Receivable 400.00

Total Current Assets 59,164.89

Fixed Assets

100.20 - Land and Land Rights 132,000.00

111.00 - Park Equipment

Original Cost 299,899.00

105.00 - Depreciation -28,933.00

Total 111.00 - Park Equipment 270,966.00

Total Fixed Assets 402,966.00

TOTAL ASSETS 462,130.89

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

222.00 - Accounta Payable 69.48

Total Accounts Payable 69.48

Other Current Liabilities

217.00 - Unearned Revenue 15,000.00

Total Other Current Liabilities 15,000.00

Total Current Liabilities 15,069.48

Long Term Liabilities

216.00 - Loan Payable - TVCS D Sewer 3,211.00

Total Long Term Liabilities 3,211.00

Total Liabilities 18,280.48

Equity

252.50 - Investment in Capital Assets 402,966.00

260.00 - Retained Earnings 27,233.69

Net Income 13,650.72

Total Equity 443,850.41

TOTAL LIABILITIES & EQUITY 462,130.89

**TVCS D Sewer Enterprise
Profit & Loss
July through September 2014**

Jul - Sep 14

Income

301.00 · Service Charges	
301.10 · Service Charges - Monthly	252.00
301.15 · Service Charges - Annual Fees	1,512.00
301.20 · Service Charges - SUSD	99,048.00
301.30 · Service Charges - County	26,898.13
Total 301.00 · Service Charges	127,710.13

305.00 · SUSD Sinking Fund	8,062.00
311.00 · Interest Income	1,385.38
315.00 · Intergovernmental Revenues	
315.50 · Levy 4	120.07
315.00 · Intergovernmental Revenues - Other	0.32
Total 315.00 · Intergovernmental Revenues	120.39

316.00 · CSI Solar Rebate	4,034.76
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Total Income	141,312.66
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Expense

410.00 · Sewage Collection	106.48
411.00 · Sewage Treatment	1,103.41
412.00 · Sewage Disposal	834.10
414.00 · Administration and General	
414.05 · Administrator's Fees	20,262.00
414.30 · Insurance	
414.31 · Property & Liability Insurance	5,312.82
414.33 · Worker's Comp Insurance	392.00
414.35 · Health Insurance Allowance	1,200.00
Total 414.30 · Insurance	6,904.82

414.40 · Office Expense	
414.41 · Postage and Delivery	51.38
414.43 · Office Supplies	1,076.62
414.44 · Sonic - Web Hosting	59.85
414.45 · Equipment Expense	293.19
414.46 · Board Meeting Expense	209.19
Total 414.40 · Office Expense	1,690.23

414.50 · O&M Contractual Services	15,847.66
414.62 · Dues and Subscriptions	152.94
414.70 · Repairs and Maintenance	
414.72 · Computer Repairs	821.30
Total 414.70 · Repairs and Maintenance	821.30

**TVCS D Sewer Enterprise
Profit & Loss
July through September 2014**

Jul - Sep 14

414.80 - Travel and Meetings	
414.81 - Travel	494.16
414.83 - Meetings and Seminars	1,444.28
Total 414.80 - Travel and Meetings	<u>1,938.44</u>
414.90 - Telephone and Internet Services	296.84
Total 414.00 - Administration and General	<u>47,914.23</u>
415.50 - Depreciation Expense	12,900.00
423.00 - Other Nonoperating Expenses	
423.10 - Contributions	364.00
Total 423.00 - Other Nonoperating Expenses	<u>364.00</u>
Total Expense	<u>63,222.22</u>
Net Income	<u><u>78,090.44</u></u>

TVCS D Sewer Enterprise
Profit & Loss Prev Year Comparison
 July through September 2014

	<u>Jul - Sep 14</u>	<u>Jul - Sep 13</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
301.00 - Service Charges				
301.10 - Service Charges - Monthly	252.00	378.00	-126.00	-33.33%
301.15 - Service Charges - Annual Fees	1,512.00	756.00	756.00	100.0%
301.20 - Service Charges - SUSD	99,048.00	64,510.00	34,538.00	53.54%
301.30 - Service Charges - County	26,898.13	27,000.00	-101.87	-0.38%
Total 301.00 - Service Charges	<u>127,710.13</u>	<u>92,644.00</u>	<u>35,066.13</u>	<u>37.85%</u>
305.00 - SUSD Sinking Fund	8,062.00	8,062.00	0.00	0.0%
311.00 - Interest Income	1,385.38	1,479.90	-94.52	-6.39%
315.00 - Intergovernmental Revenues				
315.50 - Levy 4	120.07	0.00	120.07	100.0%
315.00 - Intergovernmental Revenues - Other	0.32	0.00	0.32	100.0%
Total 315.00 - Intergovernmental Revenues	<u>120.39</u>	<u>0.00</u>	<u>120.39</u>	<u>100.0%</u>
316.00 - CSI Solar Rebate	4,034.76	4,118.13	-83.37	-2.02%
Total Income	<u>141,312.66</u>	<u>106,304.03</u>	<u>35,008.63</u>	<u>32.93%</u>
Expense				
410.00 - Sewage Collection	106.48	105.22	1.26	1.2%
411.00 - Sewage Treatment	1,103.41	77.24	1,026.17	1,328.55%
412.00 - Sewage Disposal	834.10	78.94	755.16	956.63%
414.00 - Administration and General				
414.05 - Administrator's Fees	20,262.00	20,262.00	0.00	0.0%
414.22 - Licenses and Permits	0.00	20.00	-20.00	-100.0%
414.30 - Insurance				
414.31 - Property & Liability Insurance	5,312.82	5,269.54	43.28	0.82%
414.33 - Worker's Comp Insurance	392.00	304.00	88.00	28.95%
414.35 - Health Insurance Allowance	1,200.00	1,200.00	0.00	0.0%
Total 414.30 - Insurance	<u>6,904.82</u>	<u>6,773.54</u>	<u>131.28</u>	<u>1.94%</u>
414.40 - Office Expense				
414.41 - Postage and Delivery	51.38	83.99	-32.61	-38.83%
414.42 - Printing and Copies	0.00	710.15	-710.15	-100.0%
414.43 - Office Supplies	1,076.62	42.40	1,034.22	2,439.2%
414.44 - Sonic - Web Hosting	59.85	39.90	19.95	50.0%
414.45 - Equipment Expense	293.19	0.00	293.19	100.0%
414.46 - Board Meeting Expense	209.19	351.37	-142.18	-40.46%
Total 414.40 - Office Expense	<u>1,690.23</u>	<u>1,227.81</u>	<u>462.42</u>	<u>37.66%</u>
414.50 - O&M Contractual Services	15,847.66	15,440.75	406.91	2.64%
414.60 - Publication and Notices				
414.61 - Newsletter Expense	0.00	98.40	-98.40	-100.0%
Total 414.60 - Publication and Notices	<u>0.00</u>	<u>98.40</u>	<u>-98.40</u>	<u>-100.0%</u>

TVCS D Sewer Enterprise
Profit & Loss Prev Year Comparison
 July through September 2014

	<u>Jul - Sep 14</u>	<u>Jul - Sep 13</u>	<u>\$ Change</u>	<u>% Change</u>
414.62 · Dues and Subscriptions	152.94	192.79	-39.85	-20.67%
414.70 · Repairs and Maintenance				
414.72 · Computer Repairs	821.30	0.00	821.30	100.0%
414.73 · Equipment Repairs	0.00	759.70	-759.70	-100.0%
Total 414.70 · Repairs and Maintenance	<u>821.30</u>	<u>759.70</u>	<u>61.60</u>	<u>8.11%</u>
414.80 · Travel and Meetings				
414.81 · Travel	494.16	0.00	494.16	100.0%
414.83 · Meetings and Seminars	1,444.28	25.00	1,419.28	5,677.12%
Total 414.80 · Travel and Meetings	<u>1,938.44</u>	<u>25.00</u>	<u>1,913.44</u>	<u>7,653.76%</u>
414.90 · Telephone and Internet Services	296.84	287.64	9.20	3.2%
414.95 · Miscellaneous Expenses	0.00	8.61	-8.61	-100.0%
Total 414.00 · Administration and General	<u>47,914.23</u>	<u>45,096.24</u>	<u>2,817.99</u>	<u>6.25%</u>
417.00 · Other Operating Expenses				
417.10 · Bank Service Charges	0.00	-39.00	39.00	100.0%
417.30 · LAFCO Charges	0.00	124.00	-124.00	-100.0%
Total 417.00 · Other Operating Expenses	<u>0.00</u>	<u>85.00</u>	<u>-85.00</u>	<u>-100.0%</u>
415.50 · Depreciation Expense	12,900.00	12,900.00	0.00	0.0%
423.00 · Other Nonoperating Expenses				
423.10 · Contributions	364.00	0.00	364.00	100.0%
Total 423.00 · Other Nonoperating Expenses	<u>364.00</u>	<u>0.00</u>	<u>364.00</u>	<u>100.0%</u>
Total Expense	<u>63,222.22</u>	<u>58,342.64</u>	<u>4,879.58</u>	<u>8.36%</u>
Net Income	<u><u>78,090.44</u></u>	<u><u>47,961.39</u></u>	<u><u>30,129.05</u></u>	<u><u>62.82%</u></u>



September 3, 2014

Mr. Tom Stubbs, Superintendent
Shoreline Unified School District
P.O. Box 198
Tomales, CA 94971

Board of Directors

Bill Bonini
President

Deborah Parrish
Vice-President

Patty Oku
Board Member

Sue Sims
Board Member

Brian Lamoreaux
Board Member

Administrator

Karl W. Drexel, SDA

Re: Annual Billing for Sewer Service

Dear Superintendent Stubbs,

The Shoreline Unified School District's annual sewer service fees are comprised of three components. One component is the fees for service based on an Agreement between the school district and the TVCSD. Sewer fees are 34% of the TVCSD Operation and Maintenance costs for the year. The second component is the school district's 33.4% share of the long term debt for the construction and improvements of the sewer system. The third component is a long term loan the school district took out for the initial construction. The TVCSD produces two bills each year for the SUSD's sewer service fees. The Preliminary Billing projects what your costs will be for the year based on the District's operating budget. After the end of the fiscal year, we submit a Final Billing based on actual costs. Enclosed is the Final Billing for SUSD's fiscal year 2013-2014 sewer service. It is based upon the year-end financials of the TVCSD. This last year, we were able to reduce operating costs from the projected budget by over \$21,000, however, during the last audit the District was notified by their auditor that we are required by the State Controller's Office to expense depreciation. We have not been using depreciation in our annual operating costs when determining the SUSD allocation billing. The depreciation was always entered after the year end billing was done. Since the District does not want to go back and charge the school district for all of the accumulated depreciation that should have been charged, we are only going to start the charges from this billing forward. Because of that there is a net increase of \$10,384 for the 2013-2014 fiscal year. This is broken down in the FINAL BILLING worksheet accompanying this letter.

Also included with this letter is the preliminary billing for sewer service for fiscal year 2014-2015 based on the adopted budget of the TVCSD. This is broken down in the PRELIMINARY BILLING worksheet accompanying this letter. An adjusted final billing based on actual costs incurred during fiscal year 2014-15 will be prepared and forwarded to you after the close of the fiscal year.

If you have any questions, feel free to call me at the number listed below.

Sincerely,

A handwritten signature in black ink that reads "Karl Drexel".

Karl Drexel, Administrator

Encl

P.O. Box 303
Tomales, CA 94971
Ph 707/878-2767 • Fax 707/575-4306 • e-mail admin@tomalescsd.ca.gov



INVOICE 14-1559

Invoice Date 9-3-2014

Bill To:

Shoreline Unified School District
P.O. Box 198
Tomes, CA 94971

Cust ID	Terms	P.O. No.	Date																																																									
SUSD	Net 30 Days	By Agreement	September 3, 2014																																																									
Description			Amount																																																									
FINAL BILLING WORKSHEET 2013-2014 SEWER SERVICE			\$10,384																																																									
<p>BASED ON YEAR-END FINANCIALS</p> <p>BASIC DATA:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Total Final Project Cost</td> <td style="width: 20%; text-align: right;">\$2,106,990</td> <td style="width: 20%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>State Revolving Fund Loan</td> <td style="text-align: right;">194,125</td> <td></td> <td></td> </tr> <tr> <td>Shoreline Allocated Share of State Loan (33.4%)</td> <td style="text-align: right;">64,838</td> <td></td> <td></td> </tr> <tr> <td>Shoreline Sinking Fund Payment</td> <td style="text-align: right;">8,062</td> <td></td> <td></td> </tr> <tr> <td>Original Project Deficit</td> <td style="text-align: right;">116,871</td> <td></td> <td></td> </tr> <tr> <td>Project Deficit Repayment (40 years @ 6%)</td> <td style="text-align: right;">7,767</td> <td></td> <td></td> </tr> <tr> <td>2013/2014 Actual Operating Expenditures</td> <td style="text-align: right;">246,404</td> <td></td> <td></td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Operating Expenditure Component:</td> <td style="width: 20%; text-align: right;">34% x \$ 246,404</td> <td style="width: 20%;"></td> <td style="width: 10%; text-align: right;">\$83,777</td> </tr> <tr> <td>Sinking Fund Component:</td> <td style="text-align: right;">33.4%</td> <td></td> <td style="text-align: right;">8,062</td> </tr> <tr> <td>Project Deficit Repayment:</td> <td style="text-align: right;">34% x \$ 7,767</td> <td></td> <td style="text-align: right;">2,641</td> </tr> <tr> <td></td> <td style="text-align: right;">Operating Amount Due</td> <td style="border-top: 1px solid black;"></td> <td style="text-align: right; border-top: 1px solid black;">94,480</td> </tr> <tr> <td></td> <td style="text-align: right;">Amt Advanced 11/13/2013</td> <td style="border-top: 1px solid black;"></td> <td style="text-align: right; border-top: 1px solid black;">-84,096</td> </tr> <tr> <td></td> <td style="text-align: right;">Balance Due</td> <td style="border-top: 1px solid black;"></td> <td style="text-align: right; border-top: 1px solid black;">10,384</td> </tr> <tr> <td></td> <td style="text-align: right;">Total Balance Due</td> <td style="border-top: 3px double black;"></td> <td style="text-align: right; border-top: 3px double black;">\$10,384</td> </tr> </table>				Total Final Project Cost	\$2,106,990			State Revolving Fund Loan	194,125			Shoreline Allocated Share of State Loan (33.4%)	64,838			Shoreline Sinking Fund Payment	8,062			Original Project Deficit	116,871			Project Deficit Repayment (40 years @ 6%)	7,767			2013/2014 Actual Operating Expenditures	246,404			Operating Expenditure Component:	34% x \$ 246,404		\$83,777	Sinking Fund Component:	33.4%		8,062	Project Deficit Repayment:	34% x \$ 7,767		2,641		Operating Amount Due		94,480		Amt Advanced 11/13/2013		-84,096		Balance Due		10,384		Total Balance Due		\$10,384	
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			Total Invoice																																																									
			\$10,384																																																									
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Invoice

PO Box 303
Tomales, CA 94971

DATE	INVOICE #
9/3/2014	14-1559

BILL TO
SUSD P.O. Box 198 Tomales CA 94971

SERVICE ADDRESS

P.O. NO.	TERMS	PROJECT
	Net 30	

ITEM	DESCRIPTION	RATE	AMOUNT
301.20	Service Charges - SUSD 13-14 - FINAL SEE FINAL BILLING WORKSHEET (ATTACHED)	10,384.00	10,384.00
Total			\$10,384.00

Phone (707) 878-2767 Fax (707) 575-4306 E-Mail admin@tomalescsd.ca.gov



INVOICE 14-1560

Invoice Date 9-3-2014

Bill To:

Shoreline Unified School District
P.O. Box 198
Tomales, CA 94971

Cust ID	Terms	P.O. No.		Date
SUSD	Net 30 Days	By Agreement		September 3, 2014
Description				Amount
PRELIMINARY BILLING WORKSHEET 2014-2015 SEWER SERVICE				\$99,367
BASED ON ADOPTED BUDGET				
BASIC DATA:				
Total Final Project Cost		\$2,106,990		
State Revolving Fund Loan		194,125		
Shoreline Allocated Share of State Loan (33.4%)		64,838		
Shoreline Sinking Fund Payment		8,062		
Original Project Deficit		116,871		
Project Deficit Repayment (40 years @ 6%)		7,767		
2014/2015 Budgeted Operating Expenditures (Including Depreciation)		260,777		
Operating Expenditure Component:	34% x \$ 260,777		\$88,664	
Sinking Fund Component:	33.4%		8,062	
Project Deficit Repayment:	34% x \$ 7,767		2,641	
	Total Operating Exp		<u>99,367</u>	
	Balance Due		<u><u>\$99,367</u></u>	
				Non Taxable
				Taxable
				Tax
				\$99,367
Total Invoice				\$99,367



Invoice

PO Box 303
Tomales, CA 94971

DATE	INVOICE #
9/3/2014	14-1560

BILL TO
SUSD P.O. Box 198 Tomales CA 94971

SERVICE ADDRESS

P.O. NO.	TERMS	PROJECT
	Net 30	

ITEM	DESCRIPTION	RATE	AMOUNT
301.20	Service Charges - SUSD 14-15 - PRELIMINARY	88,664.00	88,664.00
305.00	Sinking Fund - SUSD 14-15 SRF Loan	8,062.00	8,062.00
136.00	Principal SUSD Note Payable	1,297.00	1,297.00
311.00	Interest SUSD Note Payable	1,344.00	1,344.00
SEE PRELIMINARY BILLING WORKSHEET (ATTACHED)			
Total			\$99,367.00

Phone (707) 878-2767 Fax (707) 575-4306 E-Mail admin@tomalescsd.ca.gov

Karl Drexel

From: Karl Drexel [karl@tomalescsd.ca.gov]
Sent: Thursday, October 02, 2014 6:06 PM
To: 'Susan Skipp'
Subject: RE: Question on depreciation

I'll try. I think I confused you with my explanation below. Let me try another way. The SUSD billing is made up of four components – 1) Sewer Service Fees, 2) Sinking Fund, 3) Note Payable to TVCSD, and 4) Capital Improvement component. We are finished with the current capital improvements, so the Capital Improvement component is not a factor on this billing.

The Note Payable to TVCSD is a note the SUSD has been paying on since 1985. The original sewer project with North Marin had an overrun of \$116,871 for numerous reasons I can get into later if you want. The SUSD's share of that cost overrun was \$39,736, which you borrowed from North Marin at a rate of 6% for 40 years. The TVCSD inherited this note when the District was formed. It has been paid down to \$22,401. The annual payment is \$2,641 per year and is included in a separate category on your annual billing. (An aside, I suggested you pay this note off a few years ago, because the interest is so high and you have 12 more years to pay on it.)

The sinking fund is the original construction loan with the State and subsequent State Revolving Fund loans to pay for the Improvement Project that was not covered by grants and the SUSD's portion billed. The project cost \$939,000. SUSD put in \$156,000 and the TVCSD put in \$570,000 (with grants and District Capital) That left the project \$213,000 short. With the original construction loan at \$102,000 at 6% with 11 years to go, we refinanced it with a State Revolving Fund Loan for \$315,000 at 2.5%. That loan is now down to \$194,000 with 8 years to go. The payment is \$24,138 and the SUSD's portion comes to \$ 8,062 and is included in a separate category on your annual billing.

Sewer Service fees are a factor of the actual operating expenses of the TVCSD. The SUSD is considered a non-enterprise organization, in that you do not charge fees for service, but get tax money and State and Federal funding. The TVCSD is an Enterprise organization in that they charge fees for service. When a non-enterprise organization such as the SUSD buys equipment, builds buildings or makes Capital Improvements of any kind, it is expensed. When enterprise organizations buy equipment or make capital improvements, it is not expensed, but it is strictly a balance sheet transaction – increase assets and decrease cash or increase debt. The Sewer Improvement project was never part of the operating expenses used to determine the SUSD billing. However, State regulations REQUIRE enterprise organizations to accumulate depreciation on those assets. That is not a requirement of non-enterprise organizations. Therefore, Depreciation Expense is a cost of doing business and is part of the operating expenses of the Sewer District. It always has been, but we have just not included in the past billings because it was determined after the billings went out, and frankly, I was unaware of that requirement until just a few years ago.

The TVCSD auditor did call Mr. Goodell, but I don't think he ever got back to him. I, too was hoping they could discuss this and come up with a better explanation. I am sure your auditor knows these requirements. If not, the State Controller's Office might be able to explain it better than I. I know this is not what you wanted to hear, especially at this time, but if it is any consolation, it is not as high as it has been in some past years and we aren't going back to the beginning to collect past depreciation expenses.

Karl

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
CWEA Redwood Empire Section 2010 and 2011 Small WWTP Plant of the Year

Karl Drexel, SDA
Administrator
PO Box 303
Tomales CA 94971
707-527-5688
707-575-4306 Fax



From: Susan Skipp [mailto:susan.skipp@shorelineunified.org]
Sent: Thursday, October 02, 2014 2:55 PM
To: karl@tomalescsd.ca.gov
Subject: RE: Question on depreciation

Hi Karl, I'm still trying to understand it all. Would you mind explaining more about the construction loan that we are paying for? What was this for? Is the sewer improvement project another capital project? So are there two capital projects that we are paying for...the one that cost \$939,000 and a separate project that we have paid the \$156,000 plus \$22,000 and then the one that is being depreciated????

Sorry for all the questions. As I said I'm trying to understand it which is why I suggested that it would be better for our auditors to talk to each other.

Thanks, Susan

From: Karl Drexel [mailto:karl@tomalescsd.ca.gov]
Sent: Thursday, September 18, 2014 11:57 AM
To: 'Susan Skipp'
Subject: RE: Question on depreciation

Hi Susan,

As a point of clarification regarding the Sewer Improvement Project over the last 15 years, the project cost \$939,000. Per the MOU between SUSD and TVCSD, the school's share of Capital Projects would have been \$320,000, and depreciation expense would have started in 2002. As it is, the School's cash investment was \$156,000 over 12 years plus an additional \$22,000 toward the SRF Loan. (This is just for the Improvement Project, not the original construction loan we are both still paying for). As I mentioned in my letter, depreciation expense has been accumulating since 2002, but it has always been a journal entry by the auditor AFTER the annual billing was done and never charged to the school as an expense, which it should have been. We are not going back to 2002 to adjust the operating expenses of the District, but we do need to openly expense this from this point forward. Hope this clarifies some things.

Karl

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
CWEA Redwood Empire Section 2010 and 2011 Small WWTP Plant of the Year

Karl Drexel, SDA
Administrator
PO Box 303
Tomales CA 94971
707-527-5688
707-575-4306 Fax
admin@tomalescsd.ca.gov



From: Susan Skipp [mailto:susan.skipp@shorelineunified.org]
Sent: Thursday, September 18, 2014 9:08 AM
To: admin@tomalescsd.ca.gov
Subject: Question on depreciation

Hi Karl, Just checking back with you to see if your CPA has been in touch with ours to discuss the posting of depreciation as an operating expense? I'm planning to update our board on the situation and want to have up-to-date information.
Thanks, Susan

Susan Skipp
Chief Business Official
Shoreline Unified School District
P O Box 198
10 John Street
Tomales, CA 94971
707 878-2226 – office
707 878-2554 - fax



This email is free from viruses and malware because [avast! Antivirus](#) protection is active.

Bodega Bay school spared, but at cost of teachers' jobs

By

Christopher Peak

09/04/2014

Bodega Bay School has been saved from closure, an announcement at last Thursday's school board meeting that drew happy cheers and applause from a packed house.

"That option is off the table," board president Jane Healy said at the very beginning of the meeting, leaving many who had been exasperated by the closure with little to say. "The board has all checked in with the superintendent and communicated that none of us are in favor of closing Bodega Bay School. It doesn't make long-term financial sense for our school district."

But with so much anxiety still felt by Bodega Bay parents, confusion about the intricacies of the budget and plain bewilderment about just where all those millions of dollars had gone, there was scant discussion afterwards of where other cuts would be made instead. (Spanish speakers also found themselves without a translator; two dozen were reported to have left, some striking their names from the sign-in sheet.) A Sept. 30 deadline from Marin County Office of Education looms at the end of this month's calendar to receive approval from the county superintendent and stave off a takeover by state-appointed budget officials.

In the latest proposal provided to the Light this week by Superintendent Tom Stubbs, staffing cuts for teachers will be deeper than originally proposed—two additional teacher layoffs for a total of eight permanent cuts. To distribute the pain of cuts to support staff, hours will be reduced for instructional assistants, a groundskeeper and a custodian. Administrators suggested permanent elimination of funding for the elementary schools' breakfast program and for Walker Creek, a ten percent cut to the Tomales High School athletic budget and a reduction of half the spending for office supplies in hopes that nonprofits, parent contributions and fundraising can supplement any loss of services.

Spread out over this school year and the two subsequent years, the school district will save \$2.17 million total, nearer to closing a structural gap of \$1.5 million that had been built into each year's budget by huge windfalls from the federal government in recent years.

"What we are doing now should have been done some time ago over the past ten years. A veil has been removed to really see this district's budget, which has all been hidden under the way the federal impact aid has come to the district," Mr. Stubbs told the Light. "With this proposal, we push out bankruptcy a few more years, and every year going forward we need to have a plan in place to knock down this structural deficit."

Over the past decade, enrollment has declined from 660 students in the 2004-05 school year to 509 students last year, but the school district expanded its staffing from 50.78 teachers to 51.14 teachers. Support staff, too, jumped from 37.79 to 41.16 over the same ten-year period (not including transportation staff). County officials pointed to this disjointed logic in their assessment of the budget, noting additional staff was recently hired even as enrollment is estimated to decline to 463 students by 2016-17.

Since staffing costs—\$5.02 million for teacher and administrator salaries, \$2.32 for support staff salaries and \$3.14 for all employee benefits—make up 83 percent of Shoreline’s expenditures, administrators identified layoffs and retirements as the primary place the district could save funds.

If staff cannot be reduced through enough retirements to save \$750,000 in salaries within the next two years, five teachers will lose their jobs through layoff notices this spring and another three will receive pink slips the following spring in 2016. To make those cuts, school administrators may eliminate or reduce counseling positions and reading intervention teachers and cut some sections of high school classes. Most of these savings proposed, however, could be achieved through combining classrooms at the elementary schools—\$435,000, according to the latest estimates.

That idea of multi-grade classes has been controversial since it first arose among ad hoc budget committee members. At a June 30 meeting in the high school library, the chief business official Susan Skipp laid out how multi-grade classes could result in a reduction of five teachers by combining K-1, 1-2 and 4-5 at Tomales Elementary School as well as 3-4 and two sections of 6-7-8 at West Marin School for the 2015-16 school year.

“You’d have a loss of parents too,” one West Marin School parent, before another parent Heidi Koenig seconded that “combination classes would be a really bad idea.” At last Thursday’s meeting, Ms. Koenig commented that combination classes were the “elephant in the room that’s not been spoken about,” seemingly the only place to make substantial cuts at the elementary schools.

Administrators and several teachers responded that multi-grade classrooms would be a necessity but could also provide a benefit to students. Classes at Bodega Bay School are already combined into K-1-2 and 3-4-5-, so the district has a precedent and expertise available for a transition, Mr. Stubbs said.

“My daughter in eighth grade last year at West Marin School had the luxury of being in a class of nine students,” said Matt Nagle, W.M.S.’s principal. “I don’t see how that will be fiscally possible going forward. I think the days of nine kids in a class are gone. I just don’t see that happening in the next three years.”

The school district could be relieved from difficult layoffs if veteran teachers who earn salaries near the top of the scale choose to retire soon. By December, nine teachers will be sexagenarians, one aged 65 and three at 64, Ms. Skipp told the budget committee. (Fourteen support staff will also be 60 and over, and three are in their early seventies.)

While the district’s procedure for layoffs has not yet been finalized, there are rules and guidelines in state law that must be followed, such as the general principle of “first in, last out” the often leads to the most recent hires receiving layoff notices. But Mr. Stubbs said he plans to do everything he can to keep the best teachers in the district, regardless of age.

The district is also seeking to find \$265,000 in cuts to the classified staff—secretaries, librarians, aides, custodians, groundskeepers, bus drivers, chefs—over the upcoming two years. In the current proposal hours will be reduced for instructional assistants and for one groundskeeper and one custodian by 25 percent, saving a total of \$115,000. Para-educators like library clerks and computer lab assistants will see the largest cuts down to half time, saving another \$122,000. By eliminating the breakfast program for the elementary schools, \$32,000 will be cut in staffing costs, plus additional savings from the cost of food. Decisions for exactly how reduced hours will be doled out to staff will be left for each school site to decide, Mr. Stubbs said.

“I know a lot of you have the impression, ‘Well, what’s going on here?’” trustee Jim Lino commented as more and more audience members asked why an updated proposal was not being presented at the meeting, even though a written draft was distributed to the board members. (According to the Brown Act, which the Shoreline trustees were supposed to learn about that night, written communication that is provided to all, or the majority of, trustees during a public meeting must be made available for inspection at the meeting.) “I like what [Monique Moretti, a trustee] said about, ‘Let’s just put it out there so you can all hear it.’ But I also think we have to maintain an ordered process, which we’ll do as soon as we can.”

One woman from Bodega Bay School stood up and asked why anyone on the board should be trusted. “She’s not alone in that,” a second man added.

“Trust us that we want to come up with something collectively as Shoreline Unified School District so that the county doesn’t come in and make decisions for us,” Ms. Moretti responded. “If we can’t show them by September 30, that we collectively as a board—as a community—have come up with a reliable, realistic and sustainable plan that puts us into fiscal solvency, they will come in. And when the county comes in, or when the state comes in, they’re not going to take into consideration how we feel as a community or what Bodega Bay School means. Trust us enough to not let that happen. If we can’t do that, then we’ve failed you.”

The ad hoc budget committee will discuss the updated proposal on Monday, September 8, at 6 p.m. at Tomales High School.

September 15, 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
August, 2014

Mr. Allen

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

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,

COPY

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

Tamales Wastewater Facility
Non-compliance Report
August, 2014

NON-COMPLIANCE :

1. On August 5th the weekly Pasture irrigation COD sample was missed.
2. On August 26th at station Pasture Irrigation COD, taken from the storage influent, result was 240 mg/L which exceeded maximum COD limit of 210 mg/L.

PROBABLE CAUSE :

1. The August 5th COD was collected, but was inadvertently not submitted to the lab to be analyzed.
2. The August 26th COD non-compliance may be due to not flushing the storage pond influent line long enough prior to sampling.

CORRECTIVE ACTION :

1. None
2. Instructed staff to flush line enough to ensure that a representative sample is collected.

SELF MONITORING REPORT

Date	INFLUENT				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)	TSS (mg/l)	BOD (MG/L)	COD (mg/l)	Ci2 (mg/l)	Coliform MPN/100
8/1/2014	15.0						2.1										22.0								
8/2/2014	15.0						2.1										22.0								
8/3/2014	15.0						2.1										22.0								
8/4/2014	15.0						2.1										22.0								
8/5/2014	15.0		490.0	190.0	7.9	3.2	19.3	2.1	9.7	7.0	19.6	10.1	10.4	4.6	18.9	10.3	20.0		10.0	4.0	82.0	36.0	MISSED	>3.5	17.0
8/6/2014	15.0						2.1										20.0								
8/7/2014	15.0	105.0					2.1										148.0								
8/8/2014	13.0						2.1										23.0								
8/9/2014	14.0						2.1										22.0								
8/10/2014	14.0						2.1										21.0								
8/11/2014	14.0						2.1										22.0								
8/12/2014	14.0				7.9	3.3	20.8	2.1	9.5	6.7	19.5	10.5	9.5	2.6	19.1	10.6	16.0		9.0	3.7	46.0	35.0	200.0	>3.5	<2
8/13/2014	12.0						2.1										23.0								
8/14/2014	13.0	94.0					2.2										1.0								
8/15/2014	13.0						2.2										16.0								
8/16/2014	18.0						2.2										8.0								
8/17/2014	15.0						2.1										15.0								
8/18/2014	15.0						2.3										30.0								
8/19/2014	15.0				7.7	2.8	18.8	2.4	9.6	4.7	18.9	10.6	10.4	3.6	18.2	10.7	5.0		9.8	2.1	110.0	37.0	190.0	4.9	33.0
8/20/2014	15.0						2.4										15.0								
8/21/2014	13.0	104.0					2.3										15.0								
8/22/2014	14.0						2.3										15.0								
8/23/2014	14.0						2.3										16.0								
8/24/2014	14.0						2.3										16.0								
8/25/2014	14.0						2.3										22.0								
8/26/2014	14.0				7.8	4.0	20.3	2.4	9.1	7.5	20.2	10.9	9.3	5.2	19.8	10.9	37.0		9.1	3.7	95.0	23.0	240.0	>3.5	<2
8/27/2014	15.0						2.4										38.0								
8/28/2014	14.0	99.0					2.4										38.0								
8/29/2014	16.0						2.4										30.0								
8/30/2014	16.0						2.7										33.0								
8/31/2014	17.0						2.4										23.0								
Max	18.0	105.0	490.0	190.0	7.9	4.0	20.8	2.7	9.7	7.5	20.2	10.9	10.4	5.2	19.8	10.9	38.0	190.0	10.0	4.0	110.0	37.0	240.0	4.9	33.0
Min	12.0	94.0	490.0	190.0	7.7	2.8	18.8	2.1	9.1	4.7	18.9	10.1	9.3	2.6	18.2	10.3	1.0	104.0	9.0	2.1	46.0	23.0	190.0	4.9	17.0
Mean	14.5	100.5	490.0	190.0	7.8	3.3	19.8	2.2	9.5	6.5	19.6	10.5	9.9	4.0	19.0	10.6	21.2	142.5	9.5	3.4	83.3	32.3	210.0	4.9	25.0
Total	451.0																656.0								

Month	Treatment Pond # 2				Treatment Pond # 3			
Aug.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	2.0	8.8	3.8	19.6	2.0	9.4	5.0	19.4
6								
7								
8								
9								
10								
11								
12	2.0	8.7	3.3	20.7	2.0	9.0	4.3	20.2
13								
14								
15								
16								
17								
18								
19	2.2	8.8	2.4	19.4	2.1	9.5	2.3	19.1
20								
21								
22								
23								
24								
25								
26	2.3	8.8	5.5	20.9	2.3	9.2	4.0	20.4
27								
28								
29								
30								
31								

TOMALES CHLORINE STORAGE TANK STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) August 2014

2. Chlorine Storage Tank Standard Observation required every week year round.

INSPECTION					
Date	8/5	8-12	8/19	8-26	
Day	Tues	tu	Tues	Tues	
Time	1215	0915	1030	0935	
Tech	E.C	SC	EC	SC	
* Evident of any leaks	N	N	N	N	
Tank level, inches	35	40	37	44	
Cl2 gallons added	Ø	Ø	Ø	Ø	
New tank level after adding Cl2, inches	35	40	37	44	
Gallons used for treatment since last check					
Warning Signs Improperly Posted	N	N	N	N	

3. * 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.

TOMALES CHLORINE STORAGE TANK STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) August 2014

2. Chlorine Storage Tank Standard Observation required every week year round.

INSPECTION					
Date	8/5	8-12	8/19	8-26	
Day	Tues	Tu	Tues	Tues	
Time	1215	0915	1030	0935	
Tech	E.C	SC	EC	SC	
* Evident of any leaks	N	N	N	N	
Tank level, inches	35	40	37	44	
Cl2 gallons added	Ø	Ø	Ø	Ø	
New tank level after adding Cl2, inches	35	40	37	44	
Gallons used for treatment since last check					
Warning Signs Improperly Posted	N	N	N	N	

3. * 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.

revised 02/2010

TOMALES TREATMENT POND STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) August 2014

2. Pond Standard Observation required every week year round.

INSPECTION					
Date	8/5	8-12	8-19	8-26	
Day	Tues	Tues	Tues	Tues	
Time	1030	0830	0800	0830	
Tech	EC	SC	EC	SC	
Rain, Inches	0	0	0	0	
Number of waterfowl	0	0	0	0	
* Evidence of seepage from ponds	N	N	N	N	
* Nuisance odors from ponds	N	N	N	N	
* Warning signs improperly posted	N	N	N	N	
* Public contact with pond water	N	N	N	N	

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.

Revised 02/2010

TOMALES WASTEWATER TREATMENT FACILITY

Revised 0804

STANDARD OBSERVATION REPORT PASTURE IRRIGATION (001)

Month of August 2014

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

Inspection Date	8/5	8-12	8/19	8-26	
Day	Tues	Tu	TUES	TUES	
Time	1245	0945		0950	
Operator	E.C	SC	E.C	SC	
Wind Speed & Direction	1-10 EAST	1-5 EAST	1-5 NE	CALM	
* Evidence of runoff from site	N	N	N	N	
Evidence of erosion caused by irrigation	N	N	N	N	
** Any odors	N	N	N	N	
Mosquito breeding resulting from irrigation	N	N	N	N	
Improper posting warning signs	N	N	N	N	

* If irrigation runoff is evident, estimate size of effected area (include sketch)

** If odors evident, note source and area affected.

From: [Karl Drexel](#)
To: [Walter Earle](#)
Subject: FW: Sonar RTU Quote
Date: Tuesday, September 30, 2014 1:28:00 PM
Attachments: [image001.png](#)

Hi Walter,

Here is the bid for the Sonar RTU from SePRO. We can purchase this, without actually needing the full amount or a licensed applicator. We will only need 4 quarts x 2. The other product I am talking about and which Circle Oaks had success with is Sonar Genesis. It is about the same price, but we need a licensed applicator to buy it. Mike Parks said " if you want to do the app yourself, you need an Operator ID from the Ag Dept. to buy the product and apply it. It's not a difficult process. Or you can use an outside applicator that is licensed". Here is the website: <http://www.sepro.com/default.php?page=aquatics> . I don't know the application rate or cost, but I think the two are pretty equivalent. It's just that we know the Genesis worked for Circle Oaks and we are going on the advice of a salesman for the RTU. Let me know what you think. Thanks.

Karl

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
CWEA Redwood Empire Section 2010 and 2011 Small WWTP Plant of the Year

Karl Drexel, SDA
Administrator
PO Box 303
Tomaes CA 94971
707-527-5688
707-575-4306 Fax
admin@tomalescsd.ca.gov

 Please consider the environment before you print

From: Haubner, Jacob [<mailto:JacobH@sepro.com>]
Sent: Thursday, September 04, 2014 12:51 PM
To: karl@tomalescsd.ca.gov
Subject: Sonar RTU Quote

Karl,

It was nice talking to you today. Here is a quote for the Sonar RTU like we discussed. Let me know if you have any questions ever.

INVOICE / RECEIPT

SePRO Corporation

11550 North Meridian
Suite 600
Carmel, IN
46032 USA

(P) 1-866-869-8521
(F) 317-580-8290
www.lakelawnandpond.com

Item Name	Item Number	Quantity	Price	Discount	Line Total
Sonar RTU 4 x 1 quart	1071.41.C	3	\$358.00	10 %	\$966.60

Sub Total: 966.6000
Sales Tax: 70.0800
Ship/Freight: 0.0000
Grand Total: 1036.6800
Order ID : 13486383
Order Date: 9/4/2014 3:47:39 PM
Ship Status:
Ship Method: **ground**
Tax Jurisdiction: CA
Customer Account ID: 4BD26B18-D
PO #:

Ship-To Address

Tomales Villages Services
Karl Drexel
PO Box 303
Tomales, CA 94971

Billing Address

Tomales Villages Services
Karl Drexel
PO Box 303
Tomales, CA 94971

For free weed identification, please contact a pond advisor at 1-866-869-8521

Jacob Haubner

SePRO Corporation | Senior Pond and Lake Shore Advisor
11550 North Meridian Street, Suite 600 | Carmel, IN 46032
Office: 866-869-8521 | Fax: 317-580-8290
Email: jacobh@sepro.com
Website: LakeLawnandPond.com by SePRO

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From: [Richard Culp](#)
To: [Donna Clavaud](#)
Cc: karl@tomalescsd.ca.gov; [Bill Bonini](#); [Brian Lamoreaux](#); [patty oku](#); [Stevan Palmer](#)
Subject: RE: Response to RCAC Draft Financial Analysis for TVCSD
Date: Wednesday, October 01, 2014 3:18:02 PM

Hello Donna, TVCSD FAC and Karl,

I am checking in to see if there has been any progress regarding your review of the 2nd draft financial analysis sent March 5, 2014.

As I recall, the report was last revised to incorporate the FAC's desire to cut expenses by adding the additional budget projection table (see email below).

RCAC's contract for technical assistance with the state has expired for this cycle and I will need to obtain authorization to spend any more time revising the report.

Please let me know if you found any problems with the report that should be corrected and I will initiate the request for additional funding.

If the report has already served its purpose as a tool for your committee, by providing several rate/budget alternatives, then we can place a "Final" stamp on the cover and consider this project complete.

In either case, please let me know.

Best Regards

Richard Culp, PE
RCAC | ENVIRONMENTAL PROGRAMS
Rural Development Specialist – Engineer
(707)223-5640
rculp@rcac.org

From: Richard Culp
Sent: Wednesday, March 05, 2014 7:06 PM
To: 'Donna Clavaud'
Cc: karl@tomalescsd.ca.gov; [Bill Bonini](#); [Brian Lamoreaux](#); [patty oku](#)
Subject: RE: Response to RCAC Draft Financial Analysis for TVCSD

Hello TVCSD FAC and Karl,

Attached is a revised draft financial analysis that reflects changes to the CIP (shaded yellow) and current reserves provided by Karl.

This revision also includes an additional budget projection (table 2.9) that includes a 23.4% reduction in operating expenses in 2015 followed by a 3% increase annually thereafter. This new

table simply calculates the required reduction in operating expenses required to avoid a rate increase and meet the reserve funding goals. 23.4% equates to a reduction of \$46,509 in annual operating expenses. I am providing this analysis at the request of the FAC for discussion purposes only. I could not recommend that alternative without knowing what expenses could be cut without jeopardizing future operations.

However, this additional budget projection helps define the range of options available to TVCSD. It also addresses the question asked by the FAC in the letter dated 2/24/14:

“Is it correct to say that your analysis was based on the underlying assumption that our current operating expenses would remain the same? If so, the Financial Advisory Committee would like to state that to the best of our knowledge, this is not necessarily an assumption that is valid as we move forward and plan for capital improvements. We have a new Board of Directors elected by ratepayers who want to see increased financial transparency, reduced expenses and affordable rates. The FAC is now reviewing the budget and developing a competitive bidding process for our current vendors. This is an effort to perform "due diligence" in getting the best services for the best value. It may be possible to re-allocate some of the current TVCSD budget expenses and use these monies to build our reserves before we consider raising user rates. Or, TVCSD might consider a combination of strategies to build reserves that include revising the current budget and a rate increase. In light of such alternative strategies, we recommend that the RCAC financial analysis be modified to identify underlying assumptions that were a baseline for the analysis so that it is clear that solely raising rates is not the only means to build reserves.”

All four budget projections assume a 3% increase in operating expenses each year, except in year 2015 in table 2.9 that reflects a one-time reduction of -23.44%.

I believe the four alternative budget projections provide a reasonable forecast of financial requirements and a range of possible rate adjustments. The final solution will be a combination of expense reduction, if possible, and rate increases. If you can identify a specific amount you plan to cut from your operational expense budget I can provide an additional budget projection using that number and the corresponding rate increase required to balance.

I provided two options for rate increases (tables 2.7 & 2.8) an annual increase of 6.64% through 2019 and a one-time increase of 31% in 2015. If you prefer one option to the other please specify and I will remove the other alternative.

Please take a look at the revised draft report and give me your comments. I anticipate one more round of changes to include the solar bond issues Karl informed me of recently, but I do not believe this will result in a significant change in the budget projections.

Karl, please look over the revised numbers and let me know if there are any more corrections to be made.

Thanks

Richard Culp, PE

RCAC | ENVIRONMENTAL PROGRAMS

Rural Development Specialist – Engineer

(707)223-5640

rculp@rcac.org

From: Donna Clavaud [<mailto:donna.clavaud@gmail.com>]

Sent: Friday, February 28, 2014 12:26 PM

To: Richard Culp

Cc: karl@tomalescsd.ca.gov; Bill Bonini; Brian Lamoreaux; patty oku

Subject: Response to RCAC Draft Financial Analysis for TVCSD

Hello Richard,

This is quite a draft document for our review and we appreciate your time and effort and certainly appreciate RCAC's assistance and support to date.

I'm attaching a letter our Financial Advisory Committee has written in response to this draft document.

Regards,
Donna Clavaud
FAC member



C10 Contractor License #422364

**CONTROL SYSTEM INTEGRATION • INSTRUMENTATION SALES & SERVICE
SCADA • PLC/HMI • Telemetry • Calibration • Maintenance**

September 11, 2014

Tomales Village CSD

Sent via email: tvcd@pacbell.net

Attn: Karl Drexel

Subj: PC Replacement – Server Upgrade

Ref: SR#

Dear Karl,

Telstar is pleased to provide a quote on the above referenced project. We propose the following:

1. Furnish and install (1) one each – Dell PowerEdge T110 II Server, (2) 1TBCHD Hard drives, 4GB Memory (2X2GB), Intel Xeon E3-1220 3.10 GHz, 8m Cache, Turbo, Quad Core/4T Processor. 3 Year Basic hardware warranty repair, Not – on-site.
2. Provide labor to migrate existing software and to set-up new server.
3. Provide one day programming to edit reports.

Conditions of this quote:

4. Note this is a hardware only quote. No new or upgraded software is included.

The price for this as outlined is.....\$6,062.00

This price does not include applicable tax and freight.

We can proceed with this at your notice and look forward to working on this project. If you have any questions please do not hesitate to contact me at 925-671-2888.

Sincerely,

Phillip Maffei
Sales/Project Coordinator
P. 925 671-2888 x138
C. 925 787-3979



pmaffei@telstarinc.com

Terms and Conditions: For your convenience, we now accept all major credit cards. We can commence with this at your direction. This quote is valid for thirty days. This quote is based on information provided to Telstar and may or may not be correct or complete. Please review this proposal for compliance with the complete and final specifications and drawings before acceptance. Our terms are due and payable 30 days from date of invoice. Payments must be made on a minimum of a monthly basis. If payment is not received by the 30th day, a .05% daily service charge (18-3/4% per annum) will be charged on all accounts past due. Rates quoted herein will automatically be increased for overhead, and cost of living at a minimum of every year, or at contract renewal, whichever is less. Attorney's fees, court costs and costs of collection will be paid to prevailing party. Permits and bonding are excluded unless otherwise noted herein. Our standard insurance applies unless otherwise, agreed to in writing by Telstar. We accept no responsibility for consequential damages and our standard warranty applies. Telstar does not warranty OEM equipment; the standard manufacturer's warranty applies. Any labor performed by Telstar due to equipment warranty claims, is due and payable as an extra and/or additional charge to the quote noted herein. Please reference the above stated quote number in all correspondence and purchase orders. Unless otherwise noted, this quote is based on standard straight time hours and does not include any prevailing wage rates unless agreed in writing by Telstar. Vehicle expense will be in addition to the price quote, unless specifically included within the body of this quote. The price quoted herein is for the labor and materials specifically listed within the body of this quote. Service calls and time and materials rates carry a 4-hour minimum per person, any time over 4 hours is charged as 8 hours. Cancellation charges apply including engineering, labor, materials, quote and estimating time, markup, % of profit, return goods fees, etc. at the time of written cancellation notice to Telstar.

K:\SHARE\QUOTES\Customer Name S-Z 09-current\Tomales Village CSD Server Upgrade.docm

From: Vuillermet, Jennifer
Sent: Tuesday, May 10, 2011 8:11 AM
To: 'tvcsd@pacbell.net'
Subject: RE: LAFCO Resolution re District Formation

Hi Karl -

The quick answer is that the District cannot lawfully use any WWTP fees to support the Park. To do so would be in violation of Prop 218. You need to raise park funds some other way (i.e. fund raising by a non-profit "friends" organization; user fees; a voter approved special tax measure for park service, etc.). I always enjoy working with you, but my office does charge for the service. We currently charge \$195/hr, although I believe the rate is increasing to \$205/hr in the near future. If there was any misunderstanding about our fees, you can contact our Office Manager. Jeanine Michaels at (415) 499-6131.

Thanks!
Jennifer

Jennifer M. W. Vuillermet,
Deputy Marin County Counsel
(415) 499-3689 (direct telephone)
(415) 499- 3796 (facsimile)

From: Karl Drexel [mailto:tvcsd@pacbell.net]
Sent: Monday, May 09, 2011 11:43 PM
To: Vuillermet, Jennifer
Subject: RE: LAFCO Resolution re District Formation

OK, here's a question. The LAFCO Resolution authorized the District to provide Park and Recreation facilities. The only funding of the District is sewer fees. How does the District go about having the community authorize the WWTP fees to help support the Park? Can they be called District Fees? How does Prop 218 come into play? I am thankful that you are doing all this Pro Bono. Thanks.

Karl

From: Vuillermet, Jennifer [mailto:JVuillermet@co.marin.ca.us]
Sent: Monday, May 09, 2011 1:35 PM
To: tvcsd@pacbell.net
Subject: RE: LAFCO Resolution re District Formation

Hi Karl - I'll resend the LAFCO Resolution. And yes, I agree with you that it makes sense to abandon the existing bylaws and draft new ones with a District Policy manual similar to that I worked on with Tiburon Fire Protection District. You can do a Code, but that is really just a compilation of ordinances already adopted by the District. If you put them in a Code book, then you have the logistical problem of having to update the code book each and every time an ordinance gets amended.

Jennifer

Jennifer M. W. Vuillermet,
Deputy Marin County Counsel
(415) 499-3689 (direct telephone)
(415) 499-3796 (facsimile)

From: Karl Drexel [mailto:tvcsd@pacbell.net]
Sent: Monday, May 09, 2011 12:33 PM
To: Vuillermet, Jennifer
Subject: RE: LAFCO Resolution re District Formation

**CONFIDENTIAL COMMUNICATION PROTECTED BY THE ATTORNEY-CLIENT PRIVILEGE AND
ATTORNEY WORK PRODUCT DOCTRINE**

Hi Jennifer,

The first e-mail with the LAFCO Resolution did not come through. I would like to have it for our files if you can send it again. As for other CSDs, I sent out a request through the CSDA List Serv regarding Bylaws, and I have not received anything back - yes or no. I think it makes sense from your earlier e-mails to abandon the existing bylaws and develop a new set of Bylaws and a District Policy manual or an abbreviated version of the Stege Code. What do you think?

Karl

Karl Drexel, Administrator
Tomales Village CSD
PO Box 303
Tamales, CA 94971
Ph (707) 527-5688
Fax (707) 575-4306
tvcsd@pacbell.net

From: Vuillermet, Jennifer [mailto:JVuillermet@co.marin.ca.us]
Sent: Monday, May 09, 2011 11:31 AM
To: tvcsd@pacbell.net
Subject: FW: LAFCO Resolution re District Formation

Also - I have heard back from Marin City CSD and Muir Beach CSD and they do not have any bylaws. I am still waiting to hear from Marinwood CSD. I am hoping they have some. Do you have any other CSD contacts you can check with also?

Thanks,
Jennifer

Jennifer M. W. Vuillermet,
Deputy Marin County Counsel
(415) 499-3689 (direct telephone)
(415) 499-3796 (facsimile)

From: Vuillermet, Jennifer
Sent: Monday, May 09, 2011 11:19 AM
To: 'tvcsd@pacbell.net'
Subject: LAFCO Resolution re District Formation

Hi Karl-

Here is the LAFCO Resolution re District formation. I do not think it has any impact on the District/non-profit corp. issue, but, since I found it, I thought you might like it for your files.

Thanks,
Jennifer

Jennifer M. W. Vuillermet,
Deputy Marin County Counsel
(415) 499-3689 (direct telephone)
(415) 499-3796

From: Vuillermet, Jennifer
Sent: Thursday, May 05, 2011 12: 53 PM
To: 'tvcsd@pacbell.net'
Subject: RE: Bylaws and Codes

No problem! I have sent messages to the District Managers for Marin City CSD, Muir Beach CSD and Marinwood CSD. I'll let you know what I hear back!

Jennifer

From: Karl Drexel [mailto:tvcsd@pacbell.net]
Sent: Thursday, May 05, 2011 12:20 PM
To: Vuillermet, Jennifer
Subject: RE: Bylaws and Codes

Thanks. That would be helpful. - Karl

From: Vuillermet, Jennifer [mailto:JVuillermet@co.marin.ca.us]
Sent: Thursday, May 05, 2011 11:51 AM
To: tvcsd@pacbell.net
Subject: RE: Bylaws and Codes

You are right- bylaws are not required, although they are helpful. I am not quite sure what the other districts have, but I can send out an email to my folks and see what I get back, if you'd like.

Jennifer

Jennifer M. W. Vuillermet,
Deputy Marin County Counsel
(415) 499-3689 (direct telephone)
(415) 499-3796 (facsimile)

From: Karl Drexel [mailto:tvcsd@pacbell.net]
Sent: Thursday, May 05, 2011 11:49 AM
To: Vuillermet, Jennifer
Subject: RE: Bylaws and Codes

Thanks Jennifer,

This is great. I like both the Bylaws and the Board Handbook. I am assuming, however, that an official set of Bylaws is not mandatory for CSDs formed under Government Code 61000, since you don't know of any CSDs that have them. Is that an accurate assumption? I have contacted Muir Beach but have not heard back from them. I haven't contacted Marinwood CSD. If in fact they are not required, we could incorporate some of the non-profits wording in compliance with Gov't Code 61000 in an abbreviated version of the Stege Code Ordinance. I am working on a Policy Manual, which would include something like the Tiburon handbook as a section on Board Policy, if that makes sense. We don't want to be overly burdened with binding documents that may in fact become conflicting with each other. What do other Districts have?

Karl

From: Vuillermet, Jennifer [mailto:JVuillermet@co.marin.ca.us]
Sent: Thursday, May 05, 2011 11:11 AM
To: tvcsd@pacbell.net
Subject: RE: Bylaws and Codes

Hi Karl -

I have looked at all of this documentation and also conferred with another attorney (Jim Flageollet) of my office. Our office believes that the District is a CSD formed pursuant to Gov't Code Section 61000 et seq. and cannot simultaneously be a California Public Benefit Corporation. The District was formed in December 1998 by action of LAFCO and the County. I have attached the County's Resolution (#98-161) for your review (the first attachment). Section 4 of the County Resolution creating the CSD sets forth the District's powers: (A) The collection, treatment, and/or disposal of sewage and waste of the District and its inhabitants pursuant to Government Code section 61600(b); and (B) Public recreation pursuant to Government Code section 61600(e). Therefore, the District was explicitly granted the power to provide public recreation, including park services under its formation documents. As part of the LAFCO conditions, it appears the CSD was required to enter into

an MOU which provided for the transfer of all assets and liabilities of the Tomales Sewer Improvement District from the North Marin Water District to the Tomales CSD. However, there is no mention of the District taking over the assets and liabilities of the then existing Northwest Marin Cultural and Community Center. Nonetheless, in November 1999, the District Board voted to adopt the Amended Articles of Incorporation by which the Northwest Marin Cultural and Community Center, a California non-profit corporation, changed its name to Tomales Village Community Services District. As with taking over the assets and liabilities of the North Marin Water District, this could (and should) have been done through a negotiated MOU or Agreement, rather than by becoming the corporation. Our office does not believe the District had the legal authority to form itself into a second legal entity- this time a California corporation. The District is, and will always remain, exclusively a community services district formed and governed pursuant to Gov't Code Section 61000 et seq.

At this juncture, the question is how to best proceed. While I understand the political problem the District faces, our legal advice is as follows: (1) the current corporate bylaws are of no legal force and effect; and (2) the District may therefore lawfully establish District bylaws without any consideration of the existing corporate bylaws. You may wish to move some of the provisions from the corporate bylaws into your new draft. However, you correctly point out that we will need to make sure they comply with CSD law. I do not have any copies of other CSD bylaws, but I can check with my other CSD clients to see if they have any we could review. Marinwood CSD might be a good candidate. Frankly, I think the Stege Sanitary District Ordinance is overkill. For example, it sets out all of the Brown Act requirements as well as other state law requirements. However, as you know, state law can and does frequently change, which will cause your Codes to become out-of-date and needing updating. In my mind, it is preferable to have more general statements such as "meetings will be held in compliance with the Ralph M. Brown Act, California Government Code Section 54950 et seq." I have attached a sample of some other bylaws I worked on for one of the County committees for your review which follows this structure (the second attachment). If your Board wants further clarification, we can always develop a Board Handbook which provides further guidance but which will not be a legally binding document. I have also attached a copy of a Board Handbook I worked on with Tiburon Fire Protection District for your review (the third attachment).

We may need to discuss next steps, but I wanted to get you the above information to mull over in the meanwhile.

Thanks!
Jennifer

Jennifer M. W. Vuillermet,
Deputy Marin County Counsel
(415) 499-3689 (direct telephone)
(415) 499-3796 (facsimile)

From: Karl Drexel [mailto:tvcsd@pacbell.net]
Sent: Wednesday, May 04, 2011 3:45 PM
To: Vuillermet, Jennifer
Subject: RE: Bylaws and Codes

Jennifer,

Here are the determination letters from the IRS. One is the original after the name change of the NWMCC The other is a recent determination letter following the request for a Determination Letter which is also attached. Hope this helps.
Karl

From: Vuillermet, Jennifer [mailto:JVuillermet@co.marin.ca.us]
Sent: Tuesday, May 03, 2011 11:24 AM
To: tvcsd@pacbell.net
Subject: RE: Bylaws and Codes

Hi Karl-

Do you happen to have the LAFCO documents creating the District back in 1999? And, do you happen to know how the District adopted these Bylaws? By Board action? Resolution?

At first blush, it appears that these Bylaws conflict with state law (even at the time they were adopted) and therefore have no effect. But, I'd like to see the District's formation documents...

Thanks,
Jennifer

Jennifer M.W. Vuillermet,
Deputy Marin County Counsel
(415) 499-3689 (direct telephone)
(415) 499-3796 (facsimile)

From: Karl Drexel [mailto:tvcsd@pacbell.net]
Sent: Monday, April 25, 2011 11: 16 AM
To: Vuillermet, Jennifer
Subject: Bylaws and Codes

Hi Jennifer,

Hope you had a nice Easter. The TVCSD had bylaws written when the District was formed in 1999. I have attached them here. The emphasis at the time was with the ratepayers being members of the Corporation (the TVCSD is also a non-profit corporation) with oversight and veto power. This was not then, and certainly not now under the new codes, how a CSD is governed. We need to change the By-Laws to meet the current Gov Code 61000, but it seems we need to have the approval of the ratepayers and not just a Resolution by the Board. The District is also looking into developing a District Ordinance Code (see Stege Sanitary District Ordinance Code) that would incorporate the requirements of Gov Code 61000 and parts of the Bylaws. We need to update our Sewer Regulations and Bylaws and thought we might be able to put them into one document.

The questions are:

Can the District change Bylaws, incorporate bylaws into another document, discard bylaws and start over, or some combination with a Board Resolution? (See sections 9-14 of TVCSD Bylaws).

Can District develop an Ordinance Code incorporating all or part of the District Bylaws with Board Resolution? (See Stege Sanitary District Ordinance Code Section 2)

I know there are specific sections of the TVCSD Bylaws that are superseded by Gov Code (i.e. Board members, treasurer position, etc) but what about the voting members' requirements in the TVCSD Bylaws specifically sections 9-14?

How does a District go about changing the Bylaws to meet government requirements and sound governing principals?

Do you have any samples of Bylaws for a CSD?

Thanks for checking on this.

Karl

California Public Records Act
Government Code Section 6250-6270
Source is <http://www.leginfo.ca.gov/>

My role is merely to point to a section of the Government Code and ask my clients to review this section with an attorney. I make no claims. I have only some information as to today's concerns. But the following may cover most of these concerns.

Office Hours for Inspection:

6253(a) Public records are open to inspection at all times during the office hours of the state or local agency and every person has a right to inspect any public record, except as hereafter provided. Any reasonably segregable portion of a record shall be available for inspection by any person requesting the record after deletion of the portions that are exempted by law.

In accordance with Section 6253(a), I have not read any evidence that anyone has offered to visit the TVCSD board during office hours to obtain copies of the material in question. If you complied with this section but were refused the material, then we do have a violation.

Fees for Direct Cost of Duplication:

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.

In accordance with Section 6253(b), I have not read any evidence that anyone has offered to pay for the direct costs of duplicating the material in question. If you complied with this section but were refused the material, then we do have a violation.

In accordance with Section 6253(b), "an exact copy shall be provided unless impracticable to do so." This translates to "expenses" that TVCSD may incur to make recording copies, to package them, and to mail them. That is why the law requires that the requestor come to the source of the material.

Please do a search on the California Public Records Act and you will find that nowhere is there a web, internet, website, or web page posting requirement. So if at one time, TVCSD board did post on the web, it was not because of any requirement in any law.

The California Brown Act
Government Code Section 54950-54963
Source is <http://www.leginfo.ca.gov/>

54954.2 (a) This section and 4 other sections of the Brown Act are the only Brown Act sections that refer to the internet, a website, or a web page. All these sections refer to **the posting of the agenda**. Never does the Brown Act say anything about posting minutes or other documents. So there is no Brown Act violation for not posting or for removing the posting of minutes in any format from any website.

Furthermore, let us remember that no employee, contractor, or individual board member has the authority to speak in the name of the board unless specifically instructed to do so. This is a common concept in all associations under proper parliamentary procedure. Any individual may speak his mind as long as he makes it clear that it is merely his opinion and not that of the board, unless he has been authorized to do so. This concept has nothing to do with the California Public Records Act or the California Brown Act. The former says you can have a copy of any record regardless of its format, and the latter says anyone has the right to attend any meeting. These are all distinct concepts.

Nowhere in the Brown Act sections is there a requirement of any board to broadcast its decisions or the outcomes of its votes. The Brown Act says that anyone may attend a meeting, may request a copy of the agenda, may record a meeting, may address the board directly, and more. The Brown Act does not grant the public the right to demand the distribution or reporting of any board activity after the meeting.

Please remember that only <http://www.leginfo.ca.gov/> contains the exact wording of these laws. Any other website is the paraphrasing by an attorney, at best.

I am saddened that Ms. Kimmey has printed in the *Point Reyes Light* (09/18/2014) that I “advised the board that audio recordings are not public records.” I have no idea what her source is, or how she checked her sources. All I do is read, as anyone else would read, these Government Code Sections. No one who has read these sections would make such a statement, especially not someone like me with 15 years’ experience working with boards under both laws. In any case, I merely point out the section to my clients and ask them to consult with their attorney.

Before either of you form a conclusion of information you attribute to me, but did not obtain from me, please contact me. You can also visit my web page (<http://www.roberts-rules.com>), or email me at parliam@roberts-rules.com, telephone me at (916) 203-6894.

You can establish a reasonable charge for copying documents, but that is intended to cover the cost of third party reproduction or the estimated cost per copy to run the district copier; not staff time. I suppose you could establish a cost per email based on the proportional amount of normal email to public records request email, and using internet, network and computer costs as the basis for the charge. In reality, if you post most of the stuff in which people are interested on your website, such as all board packet materials, the records requests should be minimal and not need an associated fee. I suggest free email transmissions.

Peter J. Kampa, President/General Manager Kampa Community Solutions, LLC Proud CSDA Affiliate PO BOX 3221 Sonora, CA 95370 Office (209) 694-7023 Cell (209) 591-7100
www.kampaCS.com www.droughtresponse.com www.GoGreywater.com

I have been providing electronic documents via email quite a bit lately and no, we do not charge. I did some research on this issue last year and I don't believe we are allowed to charge for electronic documents. It would be good to have an official ruling on it - maybe CSDA could put something official together?

Melonie Guttry, Executive Services Manager/Clerk of the Board South Tahoe Public Utility District 1275 Meadow Crest Drive South Lake Tahoe, CA 96150
Ph: (530) 543-6203
Email: mguttry@stpud.dst.ca.us
Website: www.stpud.us

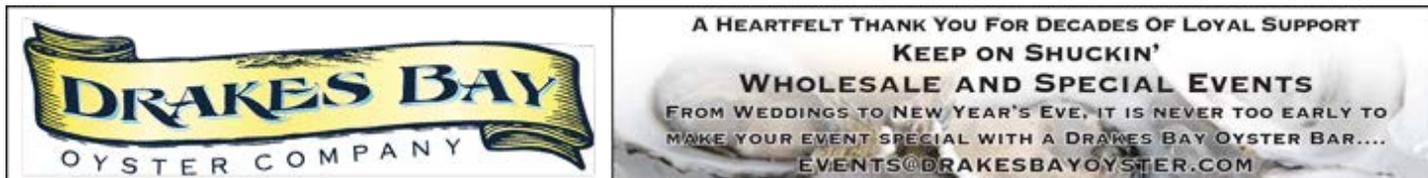
If we have the documents available in electronic form, we e-mail them with no charge. "Available" means they exist as discrete documents -- for example, Word, Excel, PDF files -- or they can be easily output from a database. If we have to do special programming to extract the information from a database, we charge for that. If we have to scan documents from paper copies, we charge for that as well.

Bob Teeter
District Librarian
Records and Library Unit
Santa Clara Valley Water District
1-408-630-3748
BTeeter@valleywater.org

Is anyone providing the requested public records via e-mail? If so, are you charging?

Thanks in advance & have a good weekend!

Diana R. King, Secretary
McCloud Community Services District
P.O. Box 640
McCloud, CA 96057
(530) 964-2017



POINT REYES LIGHT

Tomales board tightens control over director, audio records

By Samantha Kimmey
09/18/2014

The Tomales Village Community Services District has limited how board members and an administrator can communicate with the press, amid months of tension between some members and administrator Karl Drexel and after Mr. Drexel forwarded an argument over the state's public records law to the Light.

The changes have been codified in two new policies at a time when Mr. Drexel, who has worked at the district for 15 years, will likely be replaced within a few months when his contract position is split into two part-time jobs.

The dispute last month that set off the new policies concerned audio recordings the district makes of its regular public meetings. For some months, the board secretary uploaded recordings of the meetings to SoundCloud; from there, they could be streamed or downloaded. The secretary, Sue Sims, regularly notified board directors and some community members in friendly emails that the files had been posted online. But the download option was eliminated in August after the board met with Lorenzo Cuesta, a professional board trainer.

Mr. Drexel, absent from an early August meeting, argued with Ms. Sims over email about how she would provide him a recording of the meeting. He also alleged that she had violated the Brown Act by removing the download option without a board vote.

At the next board meeting, on Aug. 27, directors passed two new policies. The first stipulated that all communications to the media “which are, or could be, perceived as statements by the District on matters of District business, shall be reviewed in advance by the President of the Board of Directors.” The administrator shouldn't speak for the board “without bringing it to the full board first. If you're gonna talk to the media, bring it to us first,” said board president Bill Bonini. The new policy, he went on, was not meant to apply if an administrator is offering a personal opinion about the district.

But Ms. Sims appears to be over-interpreting the new policy, declining to send a copy of it before getting Mr. Bonini's approval—and that after multiple unanswered emails—and Mr. Drexel does not believe he can say anything at all to the media without board approval.

General managers of four local districts that responded to a Light query are not required to obtain board

approval for their comments. (Although they tend to undertake the same duties as the Tomales service district administrator, they are technically employees, while Mr. Drexel is a contractor.)

The second new policy stipulates that audio recordings must be reviewed inside the district office and only after the secretary and administrator have listened to them to check the minutes. (The streaming files have all been removed from SoundCloud, although Mr. Drexel argued in a recent letter with the board that any recordings that predate the new policy must be reposted online. The president said the office is being set up this week but was unsure if the board would repost the files.)

The policy also explicitly states that audio recordings are not public records, though they can be listened to in the office for up to 30 days after the meeting, as legally required of districts that make recordings. Service districts aren't required to record meetings; some, like the Inverness Public Utility District, simply take meeting notes, while others, like North Marin Water District, make audio recordings. (The water district keeps its on file up to three years and conveys them electronically upon request.) The Richardson Bay Sanitary District records its meetings on cassettes, which must be listened to in the district's office.

Mr. Cuesta has advised the board that audio recordings are not public records. But Peter Scheer, the executive director of the First Amendment Coalition, a nonprofit that advocates and litigates for media organizations, told the Light that an audio recording of a public meeting does constitute a public record, though it can legally be destroyed after a 30-day window. The state's public records act says anything created by a district that is "writing" is a public record, and "writings," by definition, include "sounds." Mr. Bonini said that a lawyer for the district is currently reviewing the policies.

He also said the board is open to amending the policies. "We need help. We really do need help in learning how to run stuff," Mr. Bonini said.

California Public Records Act
Government Code Section 6250-6270
Source is <http://www.leginfo.ca.gov/>

My role is merely to point to a section of the Government Code and ask my clients to review this section with an attorney. I make no claims. I have only some information as to today's concerns. But the following may cover most of these concerns.

Hi Lorenzo. Thank you for your comments. Since you sent this to me and others and you are not the media, I will respond. The following comments and responses are strictly my comments and not those of the Board of Directors of the TVCSD.

The points you make and codes that you site are exactly the same ones I shared with the Board and suggested they review before making new policy. I would hope that we actually have the same interpretation of these codes, however, these are the same codes you said "I am always amazed at how people resort to selective citations when they read government code" in an e-mail to Ms Sims. I also recommended they have the policy pertaining to PRA requests vetted by Counsel before they are adopted. To my knowledge they did not do that. I am not sure if you received a copy of the PRA policy or not, but it was adopted by the Board on August 27th. Any subsequent vetting by counsel is unknown to me. I will try and respond to your statements below.

Karl Drexel, SDA
TVCSD Administrator

Office Hours for Inspection:

6253(a) Public records are open to inspection at all times during the office hours of the state or local agency and every person has a right to inspect any public record, except as hereafter provided. Any reasonably segregable portion of a record shall be available for inspection by any person requesting the record after deletion of the portions that are exempted by law.

In accordance with Section 6253(a), I have not read any evidence that anyone has offered to visit the TVCSD board during office hours to obtain copies of the material in question. If you complied with this section but were refused the material, then we do have a violation.

In an e-mail to the entire Board dated September 11th, including Ms Sims and the President of the Board, and me, Ms Kimmey asked "to come listen to the recordings of the past two board meetings (last night's meeting and two weeks ago)" and "let me know who I should arrange this with and how to make this work." Apparently, as of September 18th she still had not been answered by the only person with the audio recordings of the meetings she requested. Although I have a recording of one of the meetings, the President of the Board has not authorized me to provide it to Ms Kimmey. Under a new Board policy, all communication with the media has to go through the President of the Board.

Fees for Direct Cost of Duplication:

<http://www.roberts-rules.com>
(916) 203-6894

parliam@roberts-rules.com
Sacramento, Ca

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.

In accordance with Section 6253(b), I have not read any evidence that anyone has offered to pay for the direct costs of duplicating the material in question. If you complied with this section but were refused the material, then we do have a violation.

Prior to this new PRA request policy, the recordings were posted on a website called Sound Cloud. The audio recordings were available to be downloaded from that website at no cost. Ms Sims chose to disable the download feature and has subsequently removed all recordings from the site and the links from the District website. The Board has subsequently adopted a policy that mandates that all recordings may not be removed from the District Office and must be reviewed in the District office only on District equipment. Therefore the Sound Cloud subscription was canceled. We also have used Drop Box as a way to transfer large files between the District office and Board members. If the District office had the recordings, they could be transferred via Drop Box to anybody requesting them at no cost. However, I have not been given the recordings that even I have requested. It seems apparent to me that Ms Kimmey's request complied with this section when she said "let me know who I should arrange this with and how to make this work."

In accordance with Section 6253(b), "an exact copy shall be provided unless impracticable to do so." This translates to "expenses" that TVCSD may incur to make recording copies, to package them, and to mail them. That is why the law requires that the requestor come to the source of the material.

Same response as above. Additionally, even though the Tomales office is up and running, the recordings that have been requested are not on the District computer, are not on the District's website, and are not on Sound Cloud. The Board Secretary now has San Disk memory cards to transfer the audio recordings from her computer to the District computer, so hopefully that will happen soon and PRA requests can be fulfilled.

Please do a search on the California Public Records Act and you will find that nowhere is there a web, internet, website, or web page posting requirement. So if at one time, TVCSD board did post on the web, it was not because of any requirement in any law.

This practice (because it was never a written policy) was instituted by the Board because the community wanted access and the Board wanted to ensure transparency. Not because it was required.

The California Brown Act
Government Code Section 54950-54963
Source is <http://www.leginfo.ca.gov/>

54954.2 (a) This section and 4 other sections of the Brown Act are the only Brown Act sections that refer to the internet, a website, or a web page. All these sections refer to **the posting of the agenda**. Never does the Brown Act say anything about posting minutes or other documents. So there is no Brown Act violation for not posting or for removing the posting of minutes in any format from any website.

Furthermore, let us remember that no employee, contractor, or individual board member has the authority to speak in the name of the board unless specifically instructed to do so. This is a common concept in all associations under proper parliamentary procedure. Any individual may speak his mind as long as he makes it clear that it is merely his opinion and not that of the board, unless he has been authorized to do so. This concept has nothing to do with the California Public Records Act or the California Brown Act. The former says you can have a copy of any record regardless of its format, and the latter says anyone has the right to attend any meeting. These are all distinct concepts.

Nowhere in the Brown Act sections is there a requirement of any board to broadcast its decisions or the outcomes of its votes. The Brown Act says that anyone may attend a meeting, may request a copy of the agenda, may record a meeting, may address the board directly, and more. The Brown Act does not grant the public the right to demand the distribution or reporting of any board activity after the meeting.

I believe Ms Kimmey misinterpreted my concern about the recordings. What I believe I said was it would be a violation of the PRA (and any best practices for this District) if the recordings that have been requested were deleted prior to them being duplicated, since the requests have come in prior to the 30 day requirement and they are no longer available on the internet.

Please remember that only <http://www.leginfo.ca.gov/> contains the exact wording of these laws. Any other website is the paraphrasing by an attorney, at best.

I am saddened that Ms. Kimmey has printed in the *Point Reyes Light* (09/18/2014) that I “advised the board that audio recordings are not public records.” I have no idea what her source is, or how she checked her sources. All I do is read, as anyone else would read, these Government Code Sections. No one who has read these sections would make such a statement, especially not someone like me with 15 years’ experience working with boards under both laws. In any case, I merely point out the section to my clients and ask them to consult with their attorney.

Ms Kimmey may have garnered that information from an e-mail stream Ms Sims sent to her on August 22nd. In that e-mail string, Ms Sims wrote "At Lorenzo Cuesta's training, we learned that we are not obligated to give or make available copies of the recordings to members of the public. We have made them accessible via the Internet. Therefore, I disabled the download function." She also stated "Inspection is not providing a copy." In that same response to Ms Sims, you stated "Additionally, what you share with the board members at a meeting, you must share with the public in attendance. But this never includes recordings of the meeting" and "The Brown Act obligates you to share minutes of Emergency Meetings ONLY! Minutes of regular or other meetings are not required to be shared." I think most people would conclude from these comments that you advised Sue and the rest of the Board that the recordings were not public records. IF AN EXACT COPY OF AN AUDIO RECORDING MADE BY THE DISTRICT IS REQUESTED WITHIN 30 DAYS OF THE MEETING IT IS DEFINITELY A PUBLIC RECORD AND HAS TO LEGALLY BE SUPPLIED. Most Districts maintain their recordings longer than the minimum 30 days, even though it is not required, in an effort at more transparency.

Another possible source for Ms Kimmey's comment could be from the PRA Policy the Board adopted itself. "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." Although approved minutes are the official recording of the District, the audio recording is a public record until it is deleted.

There are other policies in the PRA Policy that are troublesome as well, which is why I (and you) recommend having them vetted by counsel.

Before either of you form a conclusion of information you attribute to me, but did not obtain from me, please contact me. You can also visit my web page (<http://www.roberts-rules.com>), or email me at parliam@roberts-rules.com, telephone me at (916) 203-6894.

Hi Sue and Bill,

I know your board meeting is in just an hour and a half but because I do not think I can make it because of work, I wanted to send a quick clarification. From Mr. Cuesta's email, it seems like there might be a mistaken belief that I have said the board somehow violated the law with the media policy, or violated the law when some emails were unanswered regarding votes, etc. If I am correct that this is an assumption by anyone on the board, I would ask you to please reread the article. The article discusses two different policies--but it does not say that the media policy violates any law, either the brown act or public records act or any other law. The article says an email was forwarded to me, and that subsequently a media policy was passed, here is how Mr. Bonini explained it to me on the phone, and here is how it appeared others may be interpreting it in different ways. (The discussion about the public records policy was separate.)

Regards,

Samantha
Point Reyes Light