

AGENDA

Regular Meeting

TVCS D Board of Directors
WEDNESDAY September 10, 2014
Town Hall 7:00 PM
Phone: 707-776-6117
TVCS D Mission Statement

Call to Order

1. Approval of the September 10, 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 August 13, 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. **Budget Timeline**

6. Phillips & Associates Report (Information)

A. **Self Monitoring Report**

B. **SCADA Repairs**

C. **Spray Irrigation Guns**

7. Committee Reports

A. **Financial Advisory Committee**

B. **Park Advisory Committee**

1. **Measure A Expense Report**

2. **Mary Zimmerman Donation and the THS Senior Seniors**

8. 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. Sanitary Sewer Management Plan

Update Plan, Biannual Audit, Rectification

- 1. Review updates to SSMP. Review Biannual Audit**
- 2. Review and adopt Resolution 14-04 Recertifying the SSMP**

C. Office Supply List

- 1. Report on ATT phone and Internet**
- 2. Review and approve office supply list**

9. New Business

(This is the time the Board addresses all new business not yet introduced.)

A. Communications/Ethics Policy (Action)

- 1. District Communications/Code of Conduct**
- 2. Karl's Email**
- 3. Robert's Rules of Order Newly Revised 11th Edition**

B. Richard Levi, Mediator

- 1. Email to Bill Bonini**

C. Park Master Plan

D. Duckweed

10. Correspondence

- A. CSDA Committee Interest Form**
- B. Note from Tomales Regional History Center**
- C. SDRMA President's Acknowledgement for Property & Liability Ins and Workers Comp**

11. Adjourn

Did you know?

Regarding Bylaws:

State the length of the terms of office; when the term begins, and term limits if any. It is important to include the following phrase about the term of office: "shall hold office for a term ofor until their successors are elected". If no one is elected there is still someone to serve in the office (the person currently serving). More importantly, if an election needs to be rescinded or an officer removed without going through any disciplinary charges this phrase allows it to be done. The key word here is the word "or". See Robert's p. 657 for the difference between "or until their successors are elected and the phrase "and until their successors are elected."

<http://www.parli.com/newsletter/bylaws-basic-information-why-do-we-need-bylaws-what-is-included-in-the-bylaws>)

TOMALES VILLAGE



Minutes of the Board Meeting

[Minutes, Agendas, Board Packets](#)

Bill Bonini called the meeting to order at 7:05 PM August 13, 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 (Absent)

1. Approval of the August 13, 2014 TVCSD Board Meeting Agenda

ACTION:

Vice President Deborah Parrish: I move we approve the 8/13/2014 meeting Agenda with changes. (Added: Office update to unfinished business)

Vote:

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

Opposed: None

Motion Succeeded

2. Matrix Consulting Group Gary Goelitz - Audit Orientation

Matrix Group Background: Richard Brady & Gary Goelitz have worked together for 25 years with cities and counties, large and small, in California from Plymouth to Los Angeles. Gary acknowledged that TVCSD is in better shape today than it was 15 years ago when LAFCO authorized the TVCSD.

Gary described the Efficiency Audit as a three step process:

1. Diagnostic Appraisal
2. Comparative Survey
3. Report

The Efficiency Audit will be accomplished in approximately 3 months.

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. Additions, Corrections and Approval of July 9, 2014 Board Meeting Minutes

ACTION: President Bonini, the Chairman: If there are no objections we will approve the July 9th minutes.

Vote:

Consensus: Bill Bonini, Sue Sims, Brian Lamoreaux, Deborah Parrish

Opposed: None

Motion Succeeded

5. Financial Report

(This is the time the Treasurer makes a report on the finances of the District and any checks that are to be written are approved.)

A. Accept Check Registers and Approve Expenditures

ACTION: Deborah Parrish: I move we accept the check register and approve expenditures.

Vote:

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

Opposed: None

Motion Succeeded

6. Phillips & Associates Report

Karl reported the resolution of the alarm issue--failed fuse.

7. Committee Reports

A. Park Advisory Committee

1. Insurance request from Founders Day Committee

ACTION: Brian Lamoreaux: I move that TVCSD donate \$300 to the Founders Day Committee.

Vote:

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

Opposed: None

Motion Succeeded

B. Donna Clavaud to report on Rental Agreement

Donna reported that the pro bono attorney recommended we treat all groups equally with regard to our Park Rental Agreement. PAC to review the document with regard to detail

8. Unfinished Business

B. Revise RFP Timeline (Action)

ACTION: Sue Sims: I move that we enact the RFP timeline immediately for the Financial Manager & Administrator and push the Operator position to March 2015.

Vote:

Yes: Sue Sims, Bill Bonini, Deborah Parrish

Opposed: None

Brian Lamoreaux did not vote.

Motion Succeeded

ACTION: Deborah Parrish asked that the Board allow her to send the RFPs along with the current contract to attorney Robert Chilvers to explore a proposal for the Districts new contracts. Also, talk with Adler & Colvin regarding TVCSD governance issues.

The Board agreed that these actions did not require a motion.

C. District Contracts - Recommended Contract Attorne

Robert M. Chilvers
83 Vista Marin
San Rafael, CA 94903
(415) 444-0875
email: chilvers-law@comcast.net

D. 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

E. Grand Jury Report Responses

ACTION: Karl to send out Grand Jury responses.

F. Sign Auditor's Letter

ACTION: President Bill Bonini signed the Auditor's Letter

9. New Business.

ACTION: Deborah Parrish: I move we adopt Resolution 14-03

Vote:

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

Opposed: None

Motion Succeeded

The meeting adjourned at 9:51 PM

Next Meeting: August 13, 2014, 7:00 PM

Approved August 13, 2014

Approved August 13, 2014

TVCS D Sewer Enterprise

9/3/2014 12:21 PM

Register: 131.00 · Cash:131.42 · Bank of Marin - Money Market

From 07/31/2014 through 09/03/2014

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>
07/31/2014			311.00 · Interest Income	Interest		X	7.17	180,482.34
08/15/2014			131.00 · Cash:131.44 · ...	Funds Transfer	12,000.00	X		168,482.34
08/31/2014			311.00 · Interest Income	Interest		X	6.23	168,488.57

TVCS D Sewer Enterprise

9/3/2014 5:23 PM

Register: 131.00 · Cash:131.44 · Bank of Marin - Sewer

From 07/31/2014 through 09/03/2014

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>
07/31/2014			311.00 · Interest Income	Interest		X	0.04	9,263.80
08/02/2014		Tomales Regional Hi...	137.00 · Accounts Rec...			X	63.00	9,326.80
08/04/2014	Bill Pay	USA North	222.00 · Accounts Pay...		152.94	X		9,173.86
08/04/2014	4086	KD Management	222.00 · Accounts Pay...		7,251.44	X		1,922.42
08/06/2014	4082	Sue Sims, Bd Sect'y	-split-	Board Training...	225.65	X		1,696.77
08/06/2014	4083	Lorenzo Cuesta	222.00 · Accounts Pay...		418.80	X		1,277.97
08/15/2014	Bill Pay	AT&T	222.00 · Accounts Pay...		91.74	X		1,186.23
08/15/2014	Bill Pay	Capital One Bank	222.00 · Accounts Pay...		138.94	X		1,047.29
08/15/2014	Bill Pay	Phillips & Associates	222.00 · Accounts Pay...		5,602.46	X		-4,555.17
08/15/2014	4087	Sue Sims, Bd Sect'y	414.00 · Administratio...	Toner Cartridges	71.76			-4,626.93
08/15/2014			131.00 · Cash:131.42 · ...	Funds Transfer		X	12,000.00	7,373.07
08/22/2014	4088	Sue Sims, Bd Sect'y	414.00 · Administratio...		80.55			7,292.52
08/28/2014		Tomales Regional Hi...	137.00 · Accounts Rec...			X	63.00	7,355.52
08/31/2014			311.00 · Interest Income	Interest		X	0.02	7,355.54

TVCS D Park

9/3/2014 12:11 PM

Register: 131.00 · Cash:131.46 · Bank of Marin - Park Account

From 07/31/2014 through 09/03/2014

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>
07/31/2014			311.00 · Interest Income	Interest		X	0.21	59,397.58
08/04/2014	Bill Pay	PGE	222.00 · Accounta Pay...		125.35	X		59,272.23
08/04/2014	1087	Park Rental Fees	322.00 · Park Use Rent...	Mary Zimmer...	200.00	X		59,072.23
08/04/2014	1088	Park Rental Fees	322.00 · Park Use Rent...	Bonnie Clarke	200.00	X		58,872.23
08/04/2014	1089	Park Rental Fees	322.00 · Park Use Rent...	Damian Cesena	200.00	X		58,672.23
08/15/2014		Henry Elfstrom	137.00 · Accounts Rec...			X	70.00	58,742.23
08/31/2014			311.00 · Interest Income	Interest		X	0.24	58,742.47
09/02/2014		Henry Elfstrom	137.00 · Accounts Rec...				70.00	58,812.47

TVCS D Sewer Enterprise

9/3/2014 12:33 PM

Register: 131.00 · Cash:131.48 · Bank of Marin - Solar

From 07/30/2014 through 09/03/2014

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>
07/30/2014			316.00 · CSI Solar Reb...	Deposit		X	1,539.73	25,517.42
07/31/2014			315.00 · Intergovernme...	Interest		X	0.10	25,517.52
08/28/2014			316.00 · CSI Solar Reb...	Deposit		X	1,333.71	26,851.23
08/31/2014			315.00 · Intergovernme...	Interest		X	0.10	26,851.33

Tomales Village Community Service District

Payables
Aug - Sept 2014

<u>Date</u>	<u>Vendor</u>	<u>Amount</u>	<u>Expense</u>
25-Aug	Phillips & Assoc.	\$ 5,182.36	Sept O&M Services
28-Aug	PGE	\$ (185.61)	WWTP PGE Net Metering
20-Aug	AT&T	\$ 102.55	Tomales ATT Service
24-Aug	Capital One	\$ 60.00	BHI - Good Board Work
		\$ 19.95	Web Hosting
		\$ 2.38	USPS - Stamps
		\$ 173.59	Office Printer
		\$ 297.10	Office Supplies and software
15-Aug	Sue Sims	\$ 71.76	Toner
22-Aug	Sue Sims	\$ 80.55	Toner
1-Oct	Karl Drexel	\$ 400.00	Health Ins Allowance
1-Oct	Karl Drexel	\$ 6,754.00	Oct Admin Services
August - Sept		<u>\$ 12,958.63</u>	
PARK EXPENSES			
26-Aug	PGE	\$ 65.28	Park PGE
27-Aug	Fishman Supply	\$ 38.47	Bathroom Paper Products
29-Aug	Friedman Bros	\$ 8.93	Keys and key tags
18-Aug	Wyatt Irrigation	\$ 94.15	Backflow blanket
30-Aug	Wyatt Irrigation	\$ 11.10	Marking Flags
August - Sept		<u>\$ 217.93</u>	
RESTRICTED FUNDS			
		<u>\$ -</u>	
Total		\$ 13,176.56	

**GENERAL FUND
FINANCIAL STATEMENT
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
7/1/14 - 7/31/14 REVISED**

I. BEGINNING BALANCES

A. Checking	
1. Redwood Credit Union.....	85,561.23
2. BoM - Money Market.....	191,571.39
3. BoM - Sewer Account.....	16,689.31
4. BoM - Park Account.....	<u>45,550.42</u>
Total Beginning Balances	<u>339,372.35</u>

II. INCOME

A. Interest Earned	
1. Redwood C redit Union.....	7.26
2. BoM - Money Market.....	7.17
3. BoM - Sewer.....	0.04
4. BoM - Park.....	<u>0.21</u>
Total Interest Earned.....	14.68
B. County Collected Rates.....	783.71
C. Levy 4.....	120.07
D. Monthly Sewer Rates.....	189.00
E. Park PGE Fees.....	0.00
F. Misc Income - Picture Sales.....	70.00
G. Park Rental and Deposit Fees.....	0.00
H. Measure A Disbursement.....	<u>15,507.67</u>
Total Income.....	<u>16,685.13</u>

Total Amount Available..... **356,057.48**

III. EXPENDITURES

A. KD Management 7/7/14.....	7,467.78
B. Furlong Const - Irrigation Field Repairs 7/7/14.....	750.00
C. Sue Sims - Reimbursement 7/7/14.....	43.47
D. Venta Leon - Reimbursement 7/10/14.....	93.96
E. SDRMA - P&L Ins. 7/11/14.....	5,312.82
F. SDRMA - Workers Comp 1st Qtr 7/11/14.....	172.00
G. AT&T - Plant 7/11/14.....	123.78
H. Capital One Bank 7/11/14.....	79.95
I. Marin County Tax Collector - LAFCO 7/11/14.....	114.87
J. Phillips & Assoc 7/11/14.....	5,405.92
K. Fishman Supply 7/11/14.....	151.39
L. Wyatt Irrigation - Irr System Parts 7/11/14.....	571.27
M. Baudelio Martinez 7/18/14.....	102.33
N. Furlong Const - Irr System 7/18/14.....	800.00
O. PGE - Park 7/11/14.....	105.73
P. Tomales History Center 7/11/14.....	<u>50.00</u>
Total Expenditures	<u>21,345.27</u>

Fund Balance as of 7/31/2014..... **334,712.12**

**DEBT SERVICE
FINANCIAL STATEMENT
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
7/1/14 - 7/31/14**

I. BEGINNING BALANCES

A. BoM - Solar Account.....	23,977.69	
Total Beginning Balances.....		<u>23,977.69</u>

II. INCOME

A. Interest Earned.....	0.10	
B. Itemized Receipts		
1. CSI Rebate #39.....	<u>1,539.73</u>	
Total Income.....		<u>1,539.83</u>

Total Amount Available.....		<u><u>25,517.52</u></u>
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III. EXPENDITURES

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

Fund Balance as of 7/31/2014.....		<u><u>25,517.52</u></u>
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**GENERAL FUND
FINANCIAL STATEMENT
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
8/1/14 - 8/31/14**

I. BEGINNING BALANCES

A. Checking

1. Redwood Credit Union.....	85,568.49
2. BoM - Money Market.....	180,482.34
3. BoM - Sewer Account.....	9,263.80
4. BoM - Park Account.....	<u>59,397.58</u>

Total Beginning Balances 334,712.21

II. INCOME

A. Interest Earned

1. Redwood Credit Union.....	7.26
2. BoM - Money Market.....	6.23
3. BoM - Sewer.....	0.02
4. BoM - Park.....	<u>0.24</u>

Total Interest Earned..... 13.75

B. County Collected Rates.....	0.00
C. Levy 4.....	0.00
D. Monthly Sewer Rates.....	126.00
E. Park PGE Fees.....	70.00
F. Misc Income - Picture Sales.....	0.00
F. Park Rental and Deposit Fees.....	<u>0.00</u>

Total Income..... 209.75

Total Amount Available..... 334,921.96

III. EXPENDITURES

A. KD Management 8/4/14.....	7,251.44
B. USA North 8/4/14.....	152.94
C. Sue Sims - Board Training Exp 8/6/14.....	225.65
D. Lorenzo Cuesta 8/6/14.....	418.80
E. AT&Tm - WWTP Service 8/15/14.....	91.74
F. Capital One Bank 8/15/14.....	138.94
G. Phillips & Assoc 8/15/14.....	5,602.46
H. Sue Sims - Toner 8/15/14.....	71.76
I. Sue Sims - Toner 8/22/14.....	80.55
J. PGE - Park 8/4/14.....	125.35
K. Park Deposit Returns 8/4/14.....	600.00

Total Expenditures 14,759.63

Fund Balance as of 8/31/2014..... 320,162.33

**DEBT SERVICE
FINANCIAL STATEMENT
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
8/1/14 - 8/31/14**

I. BEGINNING BALANCES

A. BoM - Solar Account.....	25,517.52	
Total Beginning Balances.....		<u>25,517.52</u>

II. INCOME

A. Interest Earned.....	0.10	
B. Itemized Receipts		
1. CSI Rebate #40.....	<u>1,333.71</u>	
Total Income.....		<u>1,333.81</u>

Total Amount Available.....		<u><u>26,851.33</u></u>
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III. EXPENDITURES

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

Fund Balance as of 8/31/2014.....		<u><u>26,851.33</u></u>
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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



INVOICE 14-1559

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
FINAL BILLING WORKSHEET 2013-2014 SEWER SERVICE BASED ON YEAR-END FINANCIALS 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 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 <u>\$10,384</u>			\$10,384
			Non Taxable \$10,384
			Taxable
			Tax
			Total Invoice \$10,384



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

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

BUDGET TIMELINE

July

Measure A Disbursements
Submit Approved Park and Sewer Budgets to County and State
(Required before Sept 1st)

August

Measure A Expense Report Forms Mailed Out
Invoice Annual Customers

September

Measure A Expense Reports Due
Bill SUSD Annual Invoice

October - February

Measure A Disbursements (January)
FAC and Park Committees Submit Budget Line Items

March

Measure A Work Plan Forms Mailed Out
Work on Budgets

April

Sewer Budget Presented to Board
Park Budget Presented to Board

May

Measure A Work Plans Due
Preliminary Sewer Budget Vote
Preliminary Park Budget Vote
Sewer Budget Hearing
Park Budget Hearing

June

Final Sewer Budget Vote
Final Park Budget Vote

August 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
July, 2014

Mr. Allen

Enclosed please find the Self-Monitoring Report.

Operations is satisfactory and maintenance on schedule.

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

Sincerely,

PHILLIPS & ASSOCIATES



Steve C. Phillips
Process Control Engineer

Certified Plant Operator #IV-05675

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

SELF MONITORING REPORT

Date	INFLUENT				TREATMENT POND 1				WEST STORAGE POND				EAST STORAGE POND				EFFLUENT DISPOSAL							
	Daily (KGALS)	Weekly (KGALS)	COD (mg/l)	TSS (mg/l)	pH Units	D.O. (mg/l)	Temp. C	Free-board	pH Units	D.O. (mg/l)	Temp C	Free-Board	pH Units	D.O. (mg/l)	Temp C	Free-Board	Daily (KGALS)	Weekly (KGALS)	pH Units	D.O. (mg/l)	COD (mg/l)	C12 (mg/h)	Coliform MPN/100	
7/1/2014	13.0							2.4									18.0							
7/2/2014	13.0		530.0	200.0	8.3	4.6	2.0	2.4	8.6	5.0	19.1	8.9	9.0	3.5	20.1	9.0	30.0		8.5	2.0	180.0	10.0	<20	
7/3/2014	13.0							2.4									16.0							
7/4/2014	13.0							2.4									23.0							
7/5/2014	14.0							2.4									17.0							
7/6/2014	14.0							2.4									15.0							
7/7/2014	13.0	93.0						2.4	9.6	6.3	24.0	9.1	10.0	7.1	23.0	9.3	0.0	119.0						
7/8/2014	14.0				8.0	3.2	21.5	2.4									15.0							
7/9/2014	12.0							2.4									0.0							
7/10/2014	14.0							2.4									7.0							
7/11/2014	14.0							2.4									23.0							
7/12/2014	15.0							2.3									17.0							
7/13/2014	15.0							2.3									23.0							
7/14/2014	13.0	97.0						2.3									22.0	107.0						
7/15/2014	14.0				7.8	2.7	19.9	2.3	9.4	5.1	21.3	9.4	10.2	6.8	21.4	9.6	20.0		9.6	3.2	170.0	5.6	23.0	
7/16/2014	13.0							2.3									15.0							
7/17/2014	13.0							2.3									0.0							
7/18/2014	13.0							2.3									0.0							
7/19/2014	15.0							2.3									0.0							
7/20/2014	14.0							2.2									12.0							
7/21/2014	14.0	96.0			7.6	2.5	19.7	2.2	9.5	6.2	21.3	9.5	10.4	7.6	20.8	9.8	0.0	47.0						
7/22/2014	15.0							2.2									3.0							
7/23/2014	15.0							2.2									23.0							
7/24/2014	15.0							2.2									16.0							
7/25/2014	13.0							2.2									22.0							
7/26/2014	16.0							2.2									16.0							
7/27/2014	14.0							2.1									15.0							
7/28/2014	14.0	102.0						2.1									0.0	95.0						
7/29/2014	14.0				7.8	2.5	20.1	2.1	9.5	5.1	22.6	9.5	10.5	2.3	20.8	10.0	3.0		9.9	2.7	160.0	5.1	50.0	
7/30/2014	14.0							2.1									0.0							
7/31/2014																								
Max	16.0	102.0	530.0	200.0	8.3	4.6	21.5	2.4	9.6	6.3	24.0	9.5	10.5	7.6	23.0	10.0	30.0	119.0	9.9	4.5	180.0	10.0	50.0	
Min	12.0	93.0	530.0	200.0	7.6	2.5	2.0	2.1	8.6	5.0	19.1	8.9	9.0	2.3	20.1	9.0	0.0	47.0	8.5	2.0	140.0	5.1	11.0	
Mean	13.9	97.0	530.0	200.0	7.9	3.1	16.6	2.3	9.3	5.5	21.7	9.3	10.0	5.5	21.2	9.5	12.4	92.0	9.5	3.2	166.0	6.1	28.0	
Total	416.0																371.0							

Month	Treatment Pond # 2				Treatment Pond # 3			
Date	Freeboard Feet	pH Units	D.O. mg/L	Temp. C	Freeboard Feet	pH Units	D.O. mg/L	Temp. C
1								
2	2.4	8.5	2.8	19.3	2.4	8.8	2.6	20.1
3								
4								
5								
6								
7								
8	2.3	8.0	3.2	21.5	2.2	9.6	4.4	21.7
9								
10								
11								
12								
13								
14								
15	2.1	8.8	2.2	21.1	2.1	9.4	2.2	20.6
16								
17								
18								
19								
20								
21								
22	2.1	7.6	2.5	19.7	2.0	8.5	3.0	20.3
23								
24								
25								
26								
27								
28								
29	2.0	9.0	2.7	21.2	2.0	9.2	2.0	20.8
30								
31								

TOMALES TREATMENT POND STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) July 2014
2. Pond Standard Observation required every week year round.

INSPECTION					
Date	7/2/14	7/8/14	7/15/14	7/22/14	7/29/14
Day	wed.	Tues	Tues	Tues	Tues
Time	0800	0900	0800	0800	0800
Tech	DE/sc	E.C	E.C	E.C	E.C
Rain, Inches	0	0	0	0	0
Number of waterfowl	0	0	0	0	0
* Evidence of seepage from ponds	No	No	No	No	No
* Nuisance odors from ponds	No	No	No	No	No
* Warning signs improperly posted	No	No	No	No	No
* Public contact with pond water	No	No	No	No	No

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

TOMALES EFFLUENT STORAGE POND STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) July 2014

2. Pond Standard Observation required every week

INSPECTION					
Date	7/7/14	7/8/14	7/15/14	7/22/14	7/29/14
Day	wed.	Tues	Tues	Tues	Tues
Time	0930		1000	1100	1100
Tech	DE/SC	EC	EC	EC	EC
* Evidence of seepage from ponds	N	N	N	N	N
* Nuisance odors from ponds	N	N	N	N	N
* Warning signs improperly posted	N	N	N	N	N
* Public contact with pond water	N	N	N	N	N

3. Pond Observations To Be Done Only April 15th thru November 15th

Temperature					
Weather- Calm, Oc, Rain,etc.	OC	clear	clear	cloudy	foggy x
Wind direction & speed, mph	1-5 NE	East 1-10	NE 1-10	East 1-9	NORTH 5-15
Number of waterfowl	0	0	0	0	0

4. Report Yes or No and any Yes responses please report immediately to Supervisor

5. I certify that this report information is true to the best of my knowledge.

Supervisor Signature

Date

Revised 02/2010

TOMALES WASTEWATER TREATMENT FACILITY

Revised 0804

STANDARD OBSERVATION REPORT PASTURE IRRIGATION (001)

Month of July 20 14

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

Inspection Date	7/2/14	7/8/14	7/15/14	7/22/14	7/29/14
Day	Wed.	Tues	Tues	Tues	Tues
Time	1000	1300	1000	1245	1100
Operator	DE/SC	E.C.	E.C.	E.C.	E.C.
Wind Speed & Direction	E-NE 1-5	1-10 East	1-10 NE	1-5 East	5-15 North
* Evidence of runoff from site	NO	NO	N	N	N
Evidence of erosion caused by irrigation	NO	NO	N	N	N
** Any odors	NO	NO	N	N	N
Mosquito breeding resulting from irrigation	NO	NO	N	N	N
Improper posting warning signs	NO	NO	N	N	N

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

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

TOMALES CHLORINE STORAGE TANK STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) JULY 2014
2. Chlorine Storage Tank Standard Observation required every week year round.

INSPECTION					
Date	7/2/14	7/8/14	7/15/14	7/22/14	7/29/14
Day	Wed.	Tues	Tues	Tues	Tues
Time	0955	1040	0935	1110	0950
Tech	DE./SC	E.C	E.C	E.C	E.C
* Evident of any leaks	NO	NO	N	N	N
Tank level, inches	39"	39	31	32 1/2	33 1/2
Cl2 gallons added	0	7.5	0	0	0
New tank level after adding Cl2, inches	^{39"} N/A	30	31	32 1/2	33 1/2
Gallons used for treatment since last check	3	0	0		
Warning Signs Improperly Posted	NO	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.

Financial Advisory Committee Meeting Minutes

Tomales Village Community Services District

Monday, July 21, 2014

Tomales Town Hall

Present: Deborah Parrish (Chairperson and TVCSD Board Member), Sue Sims (TVCSD Board Member), Donna Clavaud (community member)

Absent: Venta Leon (excused), Chick Petersen (excused)

No visitors were present.

Deborah Parrish called this public meeting to order at 6:30pm. Although two members were absent due to work schedules, we had a quorum. Donna Clavaud recorded the meeting minutes.

It was agreed that we would keep this meeting short and focus on highlighting work in progress with two main FAC projects: The RFP Competitive Bidding Process and the drafting of priority financial policies for a TVCSD Policy and Procedures Manual. We also delegated responsibility amongst the members present to complete work on these projects for Board review and action.

1. RFP and Competitive Bidding Process:

We set a priority to make final edits on the approved RFPs that reflect Board approved timeline and Board approved motion that the designated TVCSD contact person would be the Board President.

We also discussed the recommended protocol that the Board of Directors agreed upon for RFP Letters to be sent to a list of possible bidders and to post the RFPs on the TVCSD website.

Donna Clavaud volunteered to compile a draft RFP List based on input from Karl Drexel, Board members and other ratepayers and submit this to the Board President.

2. TVCSD Draft Policies and Procedures:

-We agreed our priority would be to focus on By-laws and Sue offered to study the current By-laws and present recommendations for amendments and/or additions.

-We agreed that it is important to focus on several financial policies at this time, namely a Contract Policy, a Reserve Policy and a CIP Policy. Deborah volunteered to work on these drafts.

-We also agreed to begin identifying a Table of Contents for the Manual with the various categories outlined. As TVCSD develop and approve policies, they can be entered.

-Last, we noted that all Board approved policies to date can be added to Table of Contents. We also agreed that the New Board of Directors Orientation Handbook that Karl put together can be included in the new TVCSD Policy and Procedures Manual.

The meeting was adjourned at 7:45pm.



Expenditure Report

Measure A City, Town, and Applicable Special District Program Expenditure of Measure A Funds for April 1, 2013 to June 30, 2014

Timely and accurate completion of this report is a condition of receiving Measure A funds, and is necessary to fulfill financial reporting requirements pursuant to Marin County Ordinance 3586 (Measure A). Information contained in this report is subject to verification and will be included in a Measure A Annual Report prepared by Marin County Parks.

Instructions:

- This report must be completed by an authorized representative of the recipient and signed by both the authorized representative and the chief fiscal officer.
- Please complete this report, then scan and e-mail it to Kevin Wright, Marin County Parks External Affairs Coordinator (kwright@marincounty.org), by September 15, 2014.
- Contact Mr. Wright by e-mail (kwright@marincounty.org) or phone (415) 473-2129 if you have any questions, or if you have suggestions to improve this form.
- Recipients are encouraged to accompany reports with photos of finished work and projects funded in full or in part by Measure A. Please include the project name and other pertinent information in the photo file name. If you plan on submitting a large number of photos, please contact Mr. Wright for access to a Dropbox folder to facilitate the file transfer.

This portion of page is intentionally blank. Proceed to next page.

A. Name of Recipient (city, town, or special district): Tomales Village Community Services District

B. Recipient's representative and contact information:

Name: Karl Drexel Title: Administrator
(Print)

Address: PO Box 303 City, Zip Code Tomales CA 94971

Phone: (707) 878-2767 E-mail: karl@tomalescsd.ca.gov

C. Recipient's total actual allocation of Measure A funds for Fiscal Year 2013-14 (sum of disbursements received):

\$ 17,375

D. Balance of recipient's Measure A funds on June 30, 2014:

i. Remaining balance from current reporting year	ii. Balance from previous years	iii. Total balance (i + ii) on June 30, 2014
\$ 7,505	\$ 0	\$ 7,505

E. Recipient's total expenditures for Fiscal Year 2013-14 (This year only: April 1, 2013 through June 30, 2014). Attach a list of itemized expenditures and summary of any staff time and description of work billed to Measure A for each project as backup information. You are required to maintain adequate records for audit purposes. Please refer to the Measure A PBC list that has been provided to you for a summary of records that may be requested when you are audited.

Name of work or project (as it appears in the Work Plan):	Primary purpose of work or project. Select only one from list below.	Revised description based on what was actually accomplished (use numeric values where possible to quantify and update information from Work Plan)	Amount of Measure A funds used:	Source(s) and amount(s) of matching funds used. If none, enter "0"	Total expenditures for work or project in reporting year
Maintenance Expenses					
Maintenance & Equipment	A	Trash and recycling collection, pump and filter maintenance, bathroom paper products, tools, equipment rental, PGE	\$ 2,240	\$ 471	\$ 2,711
Regulatory Expenses					
Park Improvement Project Phase 1	B	County Encroachment Permit	\$ 256	-0-	\$ 256
Compliance Signs Bilingual	B	Bilingual signs for garbage and recycling for compliance	\$ 139	-0-	\$ 139
Equipment Expense					
Park Improvement Phase 2	B	New Picnic Table from Probation Department	\$ 1,253	-0-	\$ 1,253
Capital Improvement Exp					
Park Improvement Project Phase 1	B	Gutters and downspouts	\$ 475	-0-	\$ 475
Park Improvement Project Phase 2	B	Play surface	\$ 5,036	-0-	\$ 5,036
Actual Total					\$ 9,870

From: SBSSO_SBSSO@Waterboards
Cc: Lopez_Victor@Waterboards; Fischer_Jim@Waterboards; Isorena_Philip@Waterboards
Subject: Sewer System Management Plan (SSMP) 5-Year Update and Recertification
Date: Monday, August 25, 2014 12:10:35 PM

SUBJECT: Sewer System Management Plan (SSMP) 5-Year Update and Recertification

This email is sent pursuant to [Statewide General Waste Discharge Requirements for Sanitary Sewer Systems - WQO No. 2006-0003-DWQ \(SSS WDR\)](#), its related [Monitoring and Reporting Program Order No. 2013-0058-EXEC](#). You are receiving this email because you are listed as a Legally Responsible Official for your agency's collection system in the California Integrated Water Quality System (CIWQS).

The SSS WDR requires all public agencies that own or operate a sanitary sewer system of more than one mile of pipes that convey wastewater to a publicly owned treatment facility apply for coverage under the SSS WDR. In addition, enrollees have to complete a Sewer System Management Plan (SSMP).

The SSMP had to be certified and approved by the agency's governing board as required in provision D.15 of the SSS WDR. In addition, provision D. 14 states that the SSMP must be updated every **five (5) years**, and must include any significant program changes. Re-certification by the governing board of the Enrollee is required.

It has been brought to our attention that some agencies are still using the **outdated** [SSMP Development Guide](#). This guide pre-dates the SSS WDR and should not be used as guide to make updates to your SSMP. Enrollees should follow provision D.13 of the SSS WDR as guide.

A new committee has been formed to update the SSMP Development Guide and expect to have the updated version available by the end of calendar year 2014.

If you have any questions please contact Victor Lopez at (916) 323-5511 or vlopez@waterboards.ca.gov.

Sincerely,
SSO Reduction Program Staff

CC by Email:

Jim Fischer
Office of Enforcement
jfischer@waterboards.ca.gov

Sewer System Management Plan Internal Program Audit – September 2014

A. SSO Historic Data

Number and Volume of SSOs since last Audit – Zero

B. SSO Reduction Performance Goals

1. Met reduction Goals since 2012 – Zero SSOs
2. Projected SSOs – Zero
3. No changes anticipated in cleaning, tools, repairs and maintenance, best management practices, staffing levels, funding levels, training.

C. SSMP Effectiveness

1. Last Internal Audit – This is the first
2. Person Responsible for Internal Audit
Karl Drexel, SDA – Administrator
(707) 878-2767
karl@tomalescsd.ca.gov
3. No spill Certifications have been reported to CIWQS and are up to date
4. All elements of approved SSMP are being implemented
5. SSO reduction goals were met by regular inspection and as-needed maintenance
6. No corrective action necessary or planned
7. Plans include continuous monitoring of inflow and infiltration in collection system and prioritizing any needed repairs
8. Communication will continue on the implementation and capital improvements of their SSMP with the public at regularly scheduled Board meetings.

D. SSMP Compliance

The TVCSD is in compliance with all elements of the SSMP

E. SSMP Deficiencies

The TVCSD has no deficiencies in any of the elements of the SSMP

Certified:

Karl Drexel, SDA – Administrator

Figure 5 – TVCSD’s Sewer System Management Plan (“SSMP”) Audit Form

The purpose of this SSMP Audit Form is to evaluate the effectiveness of the TVCSD’s SSMP and identify any needs for improvement. The first audit of the TVCSD’s SSMP will be completed in August 2014

Directions: Please check **YES** or **NO** for each question. If **NO** is answered for any question, describe the updates/changes needed and the timeline to complete those changes in the “Description of Scheduled Updates/Changes to the SSMP” section on Page 4 of this form.

ELEMENT 1 – GOALS		YES	NO
A.	Are the Goals stated in the SSMP still appropriate and accurate?	X	
ELEMENT 2 – ORGANIZATION			
A.	Is the Organizational Chart still accurate?	X	
B.	Are the staff and emergency numbers still accurate?	X	
C.	Is the SSO Chain of Communication list still accurate?	X	
D.	Are the names and numbers of the Emergency Notification list current?	X	
ELEMENT 3 – LEGAL AUTHORITY			
Does the SSMP reference the TVCSD Sewer Regulations documenting the legal authority to:			
A.	Prevent illicit discharges?	X	
B.	Require proper design and construction of sewers and connections?	X	
C.	Ensure access for maintenance, inspections and/or repairs for portions of the laterals owned or maintained by the District?	X	
D.	Limit discharge of sewage?	X	
E.	Enforce any violation of its Sewer Regulations?	X	
ELEMENT 4 – OPERATIONS AND MAINTENANCE PROGRAM			
Collection System Maps			

A.	Does the SSMP reference the current process of maintaining the collection system maps and As-Builts for new construction?	X	
B.	Are the District's sewer collection system maps complete, current and sufficiently detailed?	X	
Resource and Budget			
C.	Does the TVCSD allocate sufficient funds for the effective operation, maintenance, and repair of the sewer collection system and is the current budget structure documented in the SSMP?		X
Prioritized Preventative Maintenance			
D.	Does the SSMP describe current preventative maintenance activities?	X	
E.	Are Phillips & Associates preventative maintenance activities sufficient and effective in minimizing SSOs and blockages?	X	
Scheduled Inspections and Condition Assessments			
F.	Is there an ongoing condition assessment program sufficient to develop a capital improvement plan addressing the proper management and protection of infrastructure assets? Are current components of this program documented in the SSMP?		X
Contingency Equipment and Replacement Inventory			
G.	Does the SSMP list the major equipment currently used in the operation and maintenance of the collection system and document the procedures of inventory management?	X	
H.	Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?	X	
Training			
I.	Does Phillips provide adequate training to staff and are records current?	X	
J.	Does the SSMP document current training expectations and programs within the O&M contract?	X	
ELEMENT 5 – DESIGN AND PERFORMANCE PROVISIONS			
A.	Does the SSMP contain current design and construction standards for the installation of new sanitary sewer systems and for the rehabilitation and repair of existing sanitary sewer systems?	X	
B.	Does the SSMP document contain current procedures and standards for inspecting and testing the installation of new sewers, pumps and other appurtenances and the rehabilitation and repair of existing sewer lines?	X	
ELEMENT 6 – OVERFLOW AND EMERGENCY RESPONSE PLAN			
A.	Does the TVCSD's SSO Overflow and Emergency Response Plan		

	establish procedures for the emergency response, notification and reporting of SSOs?	X	
B.	Is Phillips staff appropriately trained on the procedures of the SSO Overflow and Emergency Response Plan?	X	
C.	Is the SSO Overflow and Emergency Response Plan effective in handling SSOs in order to safeguard public health and the environment?	X	
ELEMENT 7 – FATS, OILS AND GREASE (FOG) CONTROL PROGRAM			
A.	Does the FOG Control Program include efforts to educate the public on the proper handling and disposal of FOG?	X	
B.	Does the FOG Control Program identify sections of the collection system subject to FOG blockages, establish a cleaning schedule and address source control measures to minimize these blockages?		X
C.	Are requirements for grease removal devices, record-keeping and reporting established in the district’s FOG Control Program?	X	
D.	Does the District have sufficient legal authority to implement and enforce the FOG Control Program?	X	
E.	Is the current FOG Control Program effective in minimizing blockages of sewer lines resulting from discharges of FOG to the system?	X	
ELEMENT 8 – SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN			
A.	Does the TVCSD’s SSMP evaluate hydraulic deficiencies in the system and, if needed, establish sufficient design criteria and short/long term capacity enhancement and improvement projects?		X
B.	If needed, does the TVCSD’s SSMP establish a schedule of approximate completion dates for both short and long-term improvements and is the schedule reviewed and updated to reflect current budgetary capabilities and activity accomplishment?		X
ELEMENT 9 – MONITORING, MEASUREMENT, AND PROGRAM MODIFICATIONS			
A.	Does the SSMP accurately portray the methods of tracking and reporting selected performance indicators?	X	
B.	Is the TVCSD able to sufficiently evaluate the effectiveness of SSMP elements based on relevant information?	X	

ELEMENT 10 – SSMP PROGRAM AUDITS			
A.	Will the SSMP Audit be conducted every two years as required by SWRCB 2006-0003-DWQ?	X	
ELEMENT 11 – COMMUNICATION PROGRAM			
A.	Does the District effectively communicate with the public about the development and implementation of it's SSMP and continue to address any feedback?	X	

Description of Scheduled Updates/Changes to the SSMP

Directions: For each NO answer, please describe the planned revision and indicate the date the revision will be completed. Reference the SSMP element and question number with each explanation.

Element 4-C - The TVCSD allocate sufficient funds for the the effective operation, maintenance, and repair of the sewer collection system. Reserves are set aside for repair and replacement, however, the District's Capital Improvement Program is still being developed and is not detailed in this SSMP.

Element 4-F - The condition assessment program is sufficient enough to develop a capital improvement plan, however, the District's Capital Improvement Program is still being developed and is not detailed in this SSMP.

Element 7-B - There have been no FOG related SSOs and no identifiable sections of the collection system subject to FOG blockages.

Element 8-A - The TVCSD system is operating at half capacity and there are no hydrolic deficiencies

Element 8-B - The District's Capital Improvement Program is still being developed and is not detailed in this SSMP.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
RESOLUTION # 14-04

September 10, 2014

WHEREAS, the Marin County Board of Supervisors, by Resolution # 98-161, formed the Tomales Village Community Services District for the purposes of, among other things, local control of the Tomales Wastewater System and Tomales Community Park, and

WHEREAS, the TVCSD owns and operates a sanitary sewer system that collects, treats and disposes of wastewater from the Tomales community, and

WHEREAS, the TVCSD operates its sewer system pursuant to Order 86-86 of the California Regional Water Quality Control Board, and

WHEREAS, the sewer collection system consists of approximately 2.25 miles of pipeline, and

WHEREAS, on May 2, 2006, the State Water Resources Control Board (“SWRCB”) adopted statewide Order No. 2006-0003-DWQ which requires all public wastewater collection system agencies in California with greater than one mile of collection pipes to be regulated and monitored in accordance with the terms of the Order, and

WHEREAS, the TVCSD is therefore is subject to the requirements of SWRCB Order No. 2006-003-DWQ, and

WHEREAS, SWRCB Order No. 2006-003-DWQ mandates, among other things, that all subject agencies develop a Sewer System Management Plan (“SSMP”), and

WHEREAS, the TVCSD’s Board of Directors is required to approve the TVCSD’s SSMP at a public meeting and re-certified every five years, and

WHEREAS, the TVCSD Administrator has prepared the documents required for the updated SSMP in accordance with the terms of SWRCB Order No. 2006-003-DWQ and submits it to the Board for re-certification.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Board of Directors of the TVCSD approves the District’s updated Sewer System Management Plan.

EXECUTED THIS 10TH DAY OF SEPTEMBER, TWO THOUSAND AND FOURTEEN.

Bill Bonini, President, TVCSD

Attested by:

Sue Sims, Secretary, TVCSD

From: [Sue Sims](#)
To: karl@tomalescsd.ca.gov
Cc: "[Donna Clavaud](#)"; [Deborah Parrish](#); [Bill Bonini](#); [Brian B Lamoreaux](#); [patty oku](#)
Subject: Office Supplies
Date: Thursday, August 28, 2014 1:42:19 PM

Hi Karl,

Here is a rudimentary list of office supplies. I suggest you try Staples online since I believe when you spend over \$50 they ship UPS free.

Please note that an awesome 16 page shredder is available for \$99 at Costco.

Also, Donna Clavaud and I will look for a table, possibly with chairs at stores with used items before settling for plastic tables as we use at the Town Hall.

Desk light
Space Heater
Mr. Coffee, Coffee Maker or equal
Office Chair
Regular Chairs
Ruler
Beverage Station
Small Refrigerator
Post its
Paper clips
Shredder Royal 16 page, Costco
Paper-3 hole
3 hole punch
variety of binder clips
pens
pencils
note pads, yellow 2 packets of small and 2 packets of legal size
San Disks
Desk Calendar/Blotter style

in/out basket
waste paper basket, light mesh style
pencil/pen holder
pencil sharpener
Calculator, battery run, not huge, not tiny - Goldie Locks
Index dividers to match file cabinet sizes
Same sized manila "Folder Jackets"
Manila folders, proper file size
Envelopes, Packet size & business mailing size
Stapler/Staples
Light bulbs, check office size
Surge Protector

Sue and Donna to check out St. Vincent's or the like for a table.

Sue Sims
Director, TVCSD
Board Secretary
suesims@sonomapc.com
707-776-6117

TOMALES COMMUNITY SERVICES DISTRICT

Category:	District Communications/Code of Conduct	Policy 2014 -
Title:	Electronic Communications/District Code of Conduct-Ethics	

PURPOSE:

To promote civility, peace and encourage those with grievances to seek sanctioned means for addressing legitimate concerns.

POLICY:

TVCS D Board members, employees, contractors, volunteers or guests shall not engage in any verbal or electronic communication that may harm or tarnish the image, reputation and/or goodwill of TVCS D and/or any of its Board members or employees. Board members, employees, contractors, volunteers, or guests are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when communicating in meetings or electronically or verbally.

ENFORCEMENT

Any TVCS D Board member, employee, contractor, volunteer, or guest found to have violated this policy may be subject to disciplinary action, up to and including termination of employment, contract or term of office. Guests found to have violated this policy may be asked to leave the meeting hall and may lose their visiting rights for an additional term to be determined by the Board of Directors. Criminal prosecution under applicable local, state, and federal laws may also be sought.

Approved by CSD Board of Directors	Date
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On Tuesday, August 26, 2014 6:33 PM, Karl Drexel <karl@tomalescsd.ca.gov> wrote:

Hi all,

Having reviewed the agenda and Board packet, I would like to recommend that you tread lightly on the direction you seem to be going. Some of the issues being brought up might lead to a slippery slope that could come back to bite you down the road.

Board of Directors Commitment to Good Service

The commitments listed are admirable, and I think everybody tries to follow them already as well as they can, given the rancor of some of the meetings. However, this “Commitment to Service” leaves a wide margin of interpretation, and whose interpretation is going to determine if someone has violated one or more of the commitments? As it stands right now, each Board member has had their issues with one or more of the commitments. Who is to say where the line is drawn? The Board President? The Board Secretary? The majority of the Board? Just because a majority of the Board doesn’t like the actions or behavior of another Board member, that Board member has the right to that action or behavior. They are elected officials and can only be removed from office by the electorate – not other Board members. Also, you cannot require an elected Board member to resign for any reason other than a felony conviction.

The idea and the reasoning behind this are good. However, I would recommend you have your district’s existing counsel, either County Counsel (Jenna Brady) or Walter and Pistole (Jeff Walter), review it before you commit to something that may not be proper.

Public Records Request

This is the most troublesome of all of the Agenda items/policies that have come out of this Board. Primarily, because it is wrong, against the spirit and letter of the law, and most troublesome, because a single board member unilaterally took it upon herself to set District policy without any Board discussion whatsoever. That is beyond the scope and authority of any Board member, including the President. It is apparent that two or three members meet and confer, either on the phone or in person, on a semi regular basis, which in itself is a violation of the law, but for Sue to unilaterally disengage the download option on Sound Cloud and publically proclaim that it is now Board policy to not provide duplicate copies of the meeting recordings, is beyond belief. I tried explaining the law to Sue, but she was unwilling to hear what I had to say and chose to ignore it. I thought I would get the Pt Reyes Light’s and the Citizen’s take on the law, since they deal with the PRA on a regular basis and should be aware of the court cases and legal opinions surrounding the law. As you can see from Samantha Kimmey’s comments, she is well versed on the PRA laws. Sue chose to argue with her rather than acknowledge her expertise on the issue. Lorenzo Questa is a very knowledgeable person, but is wrong on this issue. Other District’s throughout the State agree and have

chosen to write their policies on the side of caution and transparency and not deny the public their rights, because somebody said they could.

Also, regarding the recordings of the meetings, the Sound Cloud program that the meeting recordings are on is the private account of an individual Board member. When the storage of those tracks on Sound Cloud gets too big for that account, they will disappear, and the link on the TVCSD website will not be any good. Furthermore, when Sue's term is up next November, she will be leaving with all of the account information and passwords and ALL recordings will be lost. An actual MP3 version of all recordings should be made and posted on the website and copies maintained by the District as long as the District Board of Directors determines is appropriate. Whatever that term is decided upon, whether it be 30 days, 1 year, or 5 years, ALL copies of meeting recordings that have been previously requested and have not yet been produced should be excluded from any retention program and retained until they are produced. I am still waiting for the July 23, 2014 meeting recording.

I would recommend you have your district's existing counsel, either County Counsel (Jenna Brady) or Walter and Pistole (Jeff Walter), review it before you commit to something that may not be proper. I would especially have them review the Fee schedule, which according to the Open Meeting law cannot be more than ACTUAL costs of producing copies, not including labor to make the copies.

Records Retention

Here is another example of a great idea and good policy. Since it was cloned from another District that deals with water, I would certainly have your district's existing counsel, either County Counsel (Jenna Brady) or Walter and Pistole (Jeff Walter), review it before you commit to something that may not be proper. In my brief review of the disposal schedule, I would argue several of the time frames for destroying originals (i.e. annexations and detachments 1 year)

Engagement for Professional Services

Shopping for new Counsel for contracts might be a good idea if it weren't shopping for a friend. The District currently has two engaged attorneys to represent different facets of legal advice. County Counsel and Walter and Pistole. Although I would have to review the files to get their current exact fee schedule, they are both under \$200 per hour for the principal attorney and are more familiar and have more expertise in Community Services District law, Open Meeting Law, Public Records Law and most any other issue that might face the District and its board members. I am sure they would be more than able and willing to review or draw contracts for the District.

As you are aware (although Brian, you may not be) members of the FAC have been trying to push their agenda on past boards since 2008 and cooler heads have prevailed. I believe the three of you have the cooler heads and can look at reason and do what is

best. What is best is NOT going forward too fast without listening to those who have the expertise and can advise you properly. Listen to the members of the community that have been active participants in the District since its inception, but will no longer come to meetings because they are so toxic and vengeful. Since some no longer listen to the advice of the District Administrator, have counsel review everything if there is even the slightest question or concern of ANY board member or community member. Watching your budget and cutting costs where appropriate is laudable, but unnecessary spending like a \$300/hour attorney is not, in my book, a necessary expense, but rather one person's personal priority. Another example is spending \$12,000 to conduct a management study and then putting out RFPs for management positions before the results are in from the \$12,000 study. Does that really make sense? Do you really think the study is going to show that you are paying me too much to run this District when I have garnered almost as much in grants as the District has paid me over 15 years?

I am relying on the three of you, as is the community, to lead this District into the future. Please act wisely and cautiously as you go forward; not for my sake or for the sake of my job, but for the sake of the District and the sake of the community of Tomales. Thanks and have a good meeting.

Karl

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

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Hello Bill,

Here is what I propose. I would like to work with everyone on the board one to one preferably 1-3 sessions per member.

Each meeting would either be in person or by Skype or phone. I am happy to have everyone come to my office or I will travel if it is more convenient for everyone to a more local meeting place. Glad to use your new office if there are lights and two chairs.

I would like to schedule Pat first as she is leaving on vacation. I would propose the week of July 28th, I have one session with Patty and one with Bill and one or two other board members.

The following week of August 4th I will do an additional meeting with Bill and the remaining board members a single meeting. Follow up sessions with board members will be decided as we proceed.

Prior to the August 13th meeting I would meet with Bill and Deborah or Sue to finalize an agenda and to streamline all times to drop all meetings to no longer than 90 to on rare occasions 120 minutes, review procedures and how to reach consensus.

Post-August 13rd, we will continue with one to one sessions when needed as agreed to by board president.

After the return of Patty from vacation, I will contract one additional session with Patty.

When the whole board is next available, hopefully by the end of August, we will do a group mediation. The mediation will take 3 hours.

One outstanding question is to involve or not Karl in any of my coaching and mediation. That is open to discussion and I would be happy to work with Karl at any point as the board sees fit. Or if you prefer to include him in the mediation, I would be happy to add him as well. If he is included, a coaching session in advance would be advisable.

Cost of services:

All one to one sessions will be \$150.00 for 90 plus minutes each. My appearances at 2 meetings thus far and any future meetings will be at no charge.

The mediation evening will be discounted to \$500.00 rather than the normal \$150.00 per person rate.

Please estimate 10-15 one to one sessions which would total approximately \$1500.00 to \$2250.00.

My bill will be submitted at completion of service and paid in full in Net 30 terms.

A completed contract and invoice would be created upon request. Glad to be paid in advance or in two installments if you prefer.

Most importantly, I am very convinced that I can make a significant difference in how the board meets and runs. I feel confident that the above commitment will make a difference and help to eradicate the current challenges and move into a freer and more successful meeting process.

I would be happy to come back at several month intervals to observe and reconnect and assist in any way possible.

The work you are all volunteering to do is an enormous gift to the town of Tomales. Your generosity, willingness to go to enormous lengths to make a difference is commendable and I believe a wonderful example of people stepping forward who care deeply for where they live and truly want to make a difference.

I applaud you and thank you all for your service. It is a great pleasure getting to know each and every one of you.

All my best,

Richard

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PURPOSE OF MASTER PLAN

1.1 Purpose of the Master Plan

The JCSD Parks and Recreation Master Plan (Master Plan) serves as a guide and implementation tool for the management and development of parks and recreational facilities and programs within the JCSD Parks territory. The Master Plan process is part of the defined strategy of the JCSD Parks and Recreation Department to achieve its objective of providing high quality parks, facilities and recreation programs which meet the needs of the community by engaging residents, community leaders and civic organizations. The Master Plan builds on previous planning efforts and provides an up-to-date understanding of current and future recreation needs and opportunities in the JCSD Parks territory. The Master Plan is intended to be flexible, and presents findings and recommendations that should be evaluated, validated, and/or modified periodically as the JCSD Parks and Recreation Department responds to unforeseen opportunities and constraints as well as changes in residents' needs and demands in the context of other JCSD priorities.

1.2 Approach and Document Organization

The Master Plan document is organized into the following sections:

Section One: Introduction

This section summarizes the Master Plan's purpose and process, and outlines the, and implications for recreation trends is briefly outlined. A list of related documents that were reviewed as part of the Master Plan is identified.

Section Two: Existing Recreation Resources

Section Two provides inventory and classification of existing JCSD Parks and Recreation Department facilities, key recreational resources available, and potential sites for future parks and recreation facilities.

Section Three: Recreation Facility Needs Assessment

Section Three provides an assessment and outlines the methods used to identify the specific parks and recreation facilities needed in the JCSD Parks territory including:

Community Involvement: provides direct responses from the community and stakeholders and includes stakeholder interviews, community workshops, and workshop participant questionnaires.

JCSD Parks Territory-specific Telephone Survey: provides statistically valid information regarding the types of recreation facilities most often utilized by residents.

Recreation Demand and Needs Analysis: estimates current and future facility needs based on the JCSD Parks Territory-specific Telephone Survey.

Service Area Analysis: evaluates how parks and recreation facilities are distributed throughout residential areas in the JCSD Parks territory.

Acreage Analysis: evaluates the parkland acreage needs in the JCSD Parks territory based on established standards and specific facility needs of the JCSD Parks territory.

Program Needs Analysis: evaluates recreation programs and associated need for facilities

Societal and Recreation Trends and Implications Report: reviews the current literature and studies on state and national, social and recreational trends and patterns, and discussion of potential impacts on recreation in the JCSD Parks territory.

Section Four: Recreation Programs

Section Four provides an inventory and assesses the need for JCSD Parks and Recreation Department programs and services.

Section Five: Recreation Facility Recommendations

Section Five provides facility recommendations, which are intended to address the recreation needed facilities.

Section Six: Funding and Implementation

Section Six discusses funding, funding strategies, and the capital costs associated proposed recommendations discussed in Section Five.

Appendix (separate document)

The Appendix contains many of the full original reports (workshop summaries, trends analysis, demand and needs analysis, etc.), which have been summarized in the Master Plan.

<http://parks.jcsd.us/Portals/3/MASTER%20Plan%20final%20with%20revisions.pdf>