



TVCSO BOARD OF DIRECTORS REGULAR MEETING

WEDNESDAY, September 9, 2015 7:00PM

Location: Tomales Town Hall (Downstairs)

AGENDA

1. **Call To Order**
2. **Open Communication:** (Open time for community members and visitors to bring up items they wish to discuss and items that do not appear on the agenda).
3. **Amendments and Approval of Meeting Agenda. (Action)**
4. **Postponement of Board and Special Meeting Minutes for July and August until Administrative Support Services are available.**
5. **Financial Report (Melinda Bell)**
 - A. **Accept Check Registers and Approve Expenditures. (Action)**
 - B. **Financial Manager's Report**
 - C. **Review and Approve Financial Statements. (Action)**
 - D. **Review and Approve current Financial Goals: evaluation of computer and cash flow projections for remainder of fiscal year. (Action)**
6. **Phillips & Associates Report**
 - A. **Review Reports for July & August**
 - B. **Status Report by Steve Phillips**
 - C. **O & M Manual (2010) - Discuss mandatory updates required by new regulations; work to be done, and timeline for completion. Clarify who will do this and assign. (Action)**
 - D. **Status on implementation of new mandatory compliance regulations.**
7. **Committee Reports**
 - A. **Financial Advisory Committee (FAC) - no August meeting. Research continues on RFP candidates for Administrator and Administrative Support.**
 - B. **Park Advisory Committee (PAC) - July meeting minutes approved; next meeting September 28; update on capital improvement project (gazebo, gate/entry, water fountain).**
8. **Pending Business**
 - A. **Report on payroll service companies that offer professional services for Board Stipends starting in January 2016 should Board view Board members as employees. See application for state employee ID # (Melinda Bell).**
 - B. **Report on research from Manpower and Nelson Staffing Solutions on costs, benefits and process for service providers hired as their employee and assigned to TVCSO (Donna Clavaud/Deborah Parrish).**
 - C. **Report on CA Rural Water Association as resource for Interim General Manager assignment; share Graton's experience; contact information. Assign Board member or committee member to contact them. (Action)**
 - D. **Resolve urgent need for PT General Manager and PT Administrative Support for TVCSO. (Action)**
9. **New Business**
 - A. **Identify priority recommendations from Matrix Management Study and discuss. (Action)**
10. **Correspondence**
11. **Adjourn**

MISSION STATEMENT

Enhance quality of life, with commitment to the health of the community, by providing dependable wastewater collection, treatment and reuse in an environmentally friendly manner; maintaining safe and reliable recreational park facilities while providing a welcoming forum for active community participation and input.

**Bank Balances
As of August 31, 2015**

	Date	Name	Memo	7/31/15	Amount	Balance
131.31 · Redwood Credit Union	Beginning			135,676.37		135,676.37
131.42 · Bank of Marin - Money Market	Beginning			49,134.03		
	08/03/2015		311.00 · Interest Income		12.11	49,146.14
	08/31/2015		311.00 · Interest Income		1.88	49,148.02
131.44 · Bank of Marin - Sewer	Beginning			14,297.47		
	08/13/2015	Capital One Bank	2nd PO key, anti-virus,Sonic,GdBd		-115.94	14,181.53
	08/13/2015	Melinda K. Bell	July 35 hours and postage		-1,239.80	12,941.73
	08/13/2015	Phillips & Associates	August,Lab,Chemical pump replacement		-6,813.35	6,128.38
	08/23/2015	AT&T	7/11-8/10		-121.09	6,007.29
	08/28/2015		311.00 · Interest Income		0.07	6,007.36
	08/28/2015	Internal Revenue Service	replace check 4108 for IRS voluntary settlement		-916.86	5,090.50
131.48 · Bank of Marin - Solar	Beginning			33,599.48		
	08/28/2015		311.00 · Interest Income		0.15	33,599.63
	08/28/2015		July 1 pmt #52 for 5,106 kwh		1,327.43	34,927.06
Total 131.00 · Cash		TOTALS SEWER		232,813.64	-7,865.40	224,841.95
<hr/>						
131.46 · Bank of Marin - Park Account	Beginning			89,103.69		
	08/13/2015	Fishman Supply	7/31 bathroom paper products		-28.73	89,074.96
	08/14/2015		O'Brien		250.00	89,324.96
	08/14/2015		Bregman & Zimmerman		295.00	89,619.96
	08/27/2015	Henry Elfstrom			70.00	89,689.96
	08/31/2015		interest income		0.38	89,690.34
Total 131.46 · Bank of Marin - Park Account					586.65	89,690.34

**TVCS D Sewer Enterprise
Unpaid Bills Detail
As of September 9, 2015**

	<u>Date</u>	<u>Num</u>	<u>Open Balance</u>
Capital One Bank	09/01/2015	Webroot	<u>40.83</u>
City Sewer Pumping	08/10/2015	8/7 & 8/10	<u>850.00</u>
Melinda K. Bell	08/31/2015	Aug 51 hours	<u>1,804.53</u>
Phillips & Associates	08/31/2015	Sept & samples	5,596.17
TOTAL			<u><u>8,291.53</u></u>



City Sewer Pumping, Inc.
 PO Box 651
 Point Reyes Station, CA 94956

Statement

Date

8/31/2015

To:

TOMALES VILLAGE CSD
 P.O BOX 303
 TOMALES, CA 94971

Terms	Due Date	Amount Due	Amount Enc.
Net 30	9/30/2015	\$850.00	

Date	Transaction	Amount	Balance	Item	Rate
08/28/2015	INV #11007. Due 09/27/2015. Orig. Amount \$850.00. --- pump \$425.00 --- pump \$425.00	850.00	850.00		

CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	Amount Due
850.00	0.00	0.00	0.00	0.00	\$850.00

Phone #	Fax #	E-mail	Web Site
415-663-1926	415-663-9361	csp@citysewerpumping.com	www.citysewerpumping.com

Invoice

Bill To
TVCSO, Attn Accts Payable PO Box 303 Tomales, CA 94971 Fax 707 575-4306

Date	Invoice #
8/25/2015	5392

P.O. No.	Terms	Project
	Upon Receipt	

Description	Qty	Rate	Amount
Professional Management of Water and/or Wastewater Treatment System for Month of September 2015.		5,332.65	5,332.65
Regulatory Required Samples and Laboratory Analysis Charges. New WDR.		263.52	263.52
Thank you. We appreciate your business!		Total	\$5,596.17



Transactions & Details



Spark Visa Signature Business ...6428

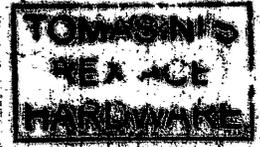
Rewards: \$0.61 cash

Current Balance: **\$40.83**

Available Credit: **\$14,959.17**

Date	Description	All Categories	Cards	Amount
View Pending Transactions (0)				
Posted Transactions				
8/28/15	WEBROOT SOFTWARE, INC.	Merchandise	...6428	\$40.83

Maps are informational only and not intended for navigation.



Melinda K. Bell, CPA

P O Box 306
Dillon Beach California, 94929
(415) 302-3903
mkbell@jhu.edu

08-14-15

INVOICE

August 31, 2015

Tomales Village Community Services District
Post Office Box 303
Tomales, CA 94971

01 *1.85 TX 1
01 *1.85 TX 1
01 *2.79 TX 1
01 *2.79 TX 1
01 *2.79 TX 1
01 *2.79 TX 1
*14.86 ST
*1.23 TX 1

Accounting and Tax Services:

August 1, 2015	2.00 hours
August 2, 2015	2.00 hours
August 3, 2015	1.00 hour
August 7, 2015	5.50 hours
August 10, 2015	4.75 hours
August 11, 2015	6.50 hours
August 12, 2015	3.25 hours
August 13, 2015	.75 hours
August 14, 2015	2.25 hours
August 15, 2015	1.25 hours
August 17, 2015	1.75 hours
August 18, 2015	4.75 hours
August 19, 2015	1.00 hour
August 20, 2015	3.25 hours
August 21, 2015	3.25 hours
August 23, 2015	1.00 hour
August 24, 2015	2.50 hours
August 27, 2015	2.00 hours
August 28, 2015	1.50 hours
August 29, 2015	.75 hour
<u>Total</u>	<u>51.00 hours</u>

*16.09 TL
*20.09 CA
*4.00 CG

000-4846
8-33

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com™

OGDEN UT 84409

7015 0640 0000 1506 2126

Certified Mail Fee	\$3.45
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$2.80
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	N/A
<input type="checkbox"/> Adult Signature Restricted Delivery	N/A
Postage	\$1.20
Total Postage and Fees	\$7.45

0604
18 Postmark
None
08/28/2015

Sent to: IRS
PO Box 409107
Ogden UT 84409

PS Form 3800, August 2015 PSN 7530-02-000-9047 See Reverse for Instructions

51.00 hours @ \$35.00 per hour

\$1,785.00

Keys for Deborah and secretary 8/14

12.08

IRS postage 8/28

7.45

Grand Total August 2015

\$1,804.53

I certify that this invoice is accurate and reflects hours and expenses spent on contract duties during the invoice period

Tomales Village Community Services District
Financial Manager's Report
September 9, 2015

All five transmittals for the property tax levy have been sent to the County Finance Department. The total for the levy is \$97,206.48 for 95 parcels. They were due by September 3.

The budgets, due by September 1, were sent to the County. Total estimated revenues for the park are \$99,468, including \$27,053 of carryover funding. Total appropriations are \$71,110. Total sewer estimated revenues are \$223,106, and total appropriations are \$216,445.

The Local Government Compensation Report has been sent to the Office of the State Controller. The other annual reports required by that office, the census and the special district report will be sent by our year-end auditor.

The annual payroll reconciliation was sent to CSDRMA for workers' comp purposes.

Karl's business card was cancelled and all recurring automatic charges have been switched to the new business credit card except for two:

1. The virus protection software Avast was told not to renew, and Webroot, with far superior customer service, was installed on the office computer. A new sewer plant computer will be brought in this week by Telstar, and Webroot will be installed on that computer also.
2. GoodBoardWorks was told that the Board will decide whether to continue their service. In May \$60 was paid and also in June 2015.

Check registers since January 1, 2010 were sent to SmartProcure in response to a public records request.

Financial statements, schedules and reports as requested were sent to Robert Johnson, our year-end auditor. In May his office schedules audit field work for the year-end. Since I did not contact them until late June, they were unable to schedule our field work until November 2 and 3. Next year they will be contacted by May 1.

The 2014/2015 Measure A Expenditure Report, due September 15, will be sent this week to the County. A carryover balance of \$26,025 to the current fiscal year will be reported.

The application for a voluntary settlement with the IRS was revised for the second time to the satisfaction of the IRS. TVCSD has been accepted into the voluntary classification settlement program and a cashier's check for \$916.86 was sent to the IRS. The Voluntary Closing Agreement on Final Determination Covering the Classification of Workers as Employees for Federal Employment Tax Purposes is available for review by the Board.

Budget-to-actual comparison reports, check registers and bills to be paid are included here for board review and approval.

Four payroll service companies have offered their services should the board hire employees. An application for a state employer ID number will be sent if the Board makes that decision or, at the latest, in advance of payment of Board stipends beginning in January 2016.

Current goals in the financial area include an evaluation of the office computer and a cash flow projection for the remainder of the fiscal year.

		SEWER NET INCOME	Jul 15	Budget	Aug 15	Budget	Jul-Aug 15	Budget
Income								
301.00 · Service Charges								
	301.10 · Service Charges - Monthly		63.00	63.00	63.00	63.00	126.00	126.00
	301.15 · Service Charges - Annual Fees		0.00	756.00	1,512.00	756.00	1,512.00	1,512.00
	301.35 · Solar Portion - County		0.00	7,680.00	0.00	0.00	0.00	7,680.00
	301.30 · Service Charges - County - Other		0.00	9,000.00	0.00	9,000.00	0.00	18,000.00
	Total 301.30 · Service Charges - County		0.00	16,680.00	0.00	9,000.00	0.00	25,680.00
	Total 301.00 · Service Charges		63.00	17,499.00	1,575.00	9,819.00	1,638.00	27,318.00
311.00 · Interest Income			14.34	13.00	14.21	13.00	28.55	26.00
	315.50 · Levy 4		103.22	0.00	0.00	0.00	103.22	0.00
316.00 · CSI Solar Rebate			1,111.05	1,300.00	1,327.43	1,300.00	2,438.48	2,600.00
	318.30 · Transfer In		0.00	18,500.00	0.00	0.00	0.00	18,500.00
	Total 318.00 · Other Nonoperating Income		0.00	18,500.00	0.00	0.00	0.00	18,500.00
Total Income			1,291.61	37,312.00	2,916.64	11,132.00	4,208.25	48,444.00
Expense								
410.00 · Sewage Collection			0.00	25.00	0.00	25.00	0.00	50.00
411.00 · Sewage Treatment			291.60	478.00	1,113.52	28.00	1,405.12	506.00
412.00 · Sewage Disposal			0.00	28.00	0.00	28.00	0.00	56.00
	414.05 · Administrator's Fees		28,360.00	3,750.00	0.00	3,750.00	28,360.00	7,500.00
	414.22 · Licenses and Permits		0.00	0.00	0.00	20.00	0.00	20.00
	414.31 · Property & Liability Insurance		5,717.31	5,312.00	0.00	0.00	5,717.31	5,312.00
	414.33 · Worker's Comp Insurance		711.88	738.00	0.00	0.00	711.88	738.00
	414.35 · Health Insurance Allowance		400.00	0.00	0.00	0.00	400.00	0.00
	Total 414.30 · Insurance		6,829.19	6,050.00		0.00	6,829.19	6,050.00
	414.41 · Postage and Delivery		20.80	49.00	7.45	0.00	28.25	49.00
	414.42 · Printing and Copies		0.00	50.00	12.08	0.00	12.08	50.00
	414.43 · Office Supplies		29.99	40.00	0.00	100.00	29.99	140.00
	414.44 · Sonic - Web Hosting		19.95	19.95	0.00	19.95	19.95	39.90
	414.45 · Equipment Expense		0.00	0.00	0.00	0.00	0.00	0.00
	414.465 · Board Meber Stipend		0.00	350.00	0.00	350.00	0.00	700.00
	414.467 · Board Training		60.00	60.00	0.00	60.00	60.00	120.00
	414.468 · Board Meeting Expense - Other		0.00	1,000.00	0.00	0.00	0.00	1,000.00
	Total 414.46 · Board Meeting Expense		60.00	1,410.00	0.00	410.00	60.00	1,820.00
	414.47 · Clerical/Bookkeeping		575.00	350.00	1,135.00	350.00	1,710.00	700.00
	414.48 · Office Rent		0.00	100.00	0.00	100.00	0.00	200.00
	414.49 · Secretary		650.00	650.00	650.00	650.00	1,300.00	1,300.00
	414.495 · Recruiting		0.00	1,000.00	0.00	0.00	0.00	1,000.00
	Total 414.40 · Office Expense		1,355.74	3,668.95	1,804.53	1,629.95	3,160.27	5,298.90
414.50 · O&M Contractual Services			5,332.65	5,652.66	0.00	5,652.66	5,332.65	11,305.32
	414.551 · Legal Fees		0.00	5,000.00	0.00	0.00	0.00	5,000.00
	414.552 · Accounting			0.00	0.00	0.00	0.00	0.00
	414.553 · Consulting		0.00	2,000.00	0.00	0.00	0.00	2,000.00
	414.555 · Grant Writer		0.00	5,000.00	0.00	0.00	0.00	5,000.00
	Total 414.55 · Professional Fees		0.00	12,000.00	0.00	0.00	0.00	12,000.00
414.62 · Dues and Subscriptions			0.00	160.00	0.00	0.00	0.00	160.00
	414.71 · Plant and Building Maintenance		0.00	1,000.00	0.00	0.00	0.00	1,000.00
	414.72 · Computer Repairs		0.00	250.00	0.00	0.00	0.00	250.00
	414.76 · Collection System Maintenance		1,189.10	5,500.00	0.00	0.00	1,189.10	5,500.00
	414.77 · Irrigation Field Maintenance		0.00	0.00	0.00	2,000.00	0.00	2,000.00
	414.78 · Solar Panel Maintenance		0.00	400.00	0.00	0.00	0.00	400.00
	Total 414.70 · Repairs and Maintenance		1,189.10	7,150.00	0.00	2,000.00	1,189.10	9,150.00
414.75 · New Equipment			0.00	13,000.00	0.00	0.00	0.00	13,000.00
	414.81 · Travel		0.00	100.00	0.00	100.00	0.00	200.00
	414.83 · Meetings and Seminars		0.00	0.00	0.00	80.00	0.00	80.00
	Total 414.80 · Travel and Meetings		0.00	100.00	0.00	180.00	0.00	280.00
414.90 · Telephone and Internet Services			120.86	220.00	121.09	220.00	241.95	440.00
417.30 · LAFCO Charges			0.00	124.00	0.00	0.00	0.00	124.00
417.00 · Other Operating Expenses - Other			-917.00	-917.00	-917.00	-917.00	-917.00	-917.00
	Total 417.00 · Other Operating Expenses		-796.14	-573.00	-795.91	-697.00	-675.05	-353.00
415.50 · Depreciation Expense			4,300.00	0.00	0.00	0.00	4,300.00	0.00
420.20 · Interest Expense - SRF Loan			0.00	0.00	0.00	0.00	0.00	0.00
Total Expense			46,862.14	52,406.61	2,122.14	12,616.61	49,901.28	51,863.22
Net Income			-45,570.53	-15,094.61	794.50	-1,484.61	-45,693.03	-3,419.22

		PARK NET INCOME		Jul 15	Budget	Aug 15	Budget	Jul - Aug 15	Budget
Income									
	311.00	Interest Income		0.31	0.12	0.00	0.12	0.31	0.24
	315.00	Intergovernmental Revenues							
	315.60	HOPTR		0.00	0.00	0.00	0.00	0.00	0.00
	315.65	Property Tax Refund		0.00	0.00	0.00	0.00	0.00	0.00
	315.70	SB 90 Reimbursement		7,273.00		0.00		7,273.00	
	315.75	Measure A Prior Year Carryover		0.00	27,053.00	0.00	0.00	0.00	27,053.00
	315.80	Measure A Funds		15,943.96	27,387.00	0.00	0.00	15,943.96	27,387.00
	315.85	Advanced Measure A Funds		0.00	10,000.00	0.00	0.00	0.00	10,000.00
	Total 315.00	Intergovernmental Revenues		23,216.96	64,440.00	0.00	0.00	23,216.96	64,440.00
	320.00	Contributions Income							
	320.20	Restricted							
	320.25	Prior Year Carryover		0.00	1,500.00	0.00	0.00	0.00	1,500.00
	320.20	Restricted - Other		0.00	1,500.00	0.00	0.00	0.00	1,500.00
	Total 320.20	Restricted		0.00	3,000.00	0.00	0.00	0.00	3,000.00
	320.30	Unrestricted							
	320.32	2013 PitP		0.00	0.00	0.00	0.00	0.00	0.00
	320.35	Prior Year Carryover		0.00	10,693.00	0.00	0.00	0.00	10,693.00
	320.30	Unrestricted - Other		0.00	0.00	0.00	0.00	0.00	0.00
	Total 320.30	Unrestricted		0.00	10,693.00	0.00	0.00	0.00	10,693.00
	Total 320.00	Contributions Income		0.00	13,693.00	0.00	0.00	0.00	13,693.00
	322.00	Park Use Rental							
	322.50	Cleaning and Security Deposit		200.00	0.00	400.00	0.00	600.00	0.00
	322.00	Park Use Rental - Other		50.00	450.00	145.00	0.00	195.00	450.00
	Total 322.00	Park Use Rental		250.00	450.00	545.00	0.00	795.00	450.00
	322.60	Water Tower PGE		70.00	70.00	70.00	70.00	140.00	140.00
	340.00	Grants							
	340.10	Board of Supervisors		0.00	10,774.00	0.00	0.00	0.00	10,774.00
	340.20	Dean Witter Foundation		0.00	9,000.00	0.00	0.00	0.00	9,000.00
	Total 340.00	Grants		0.00	19,774.00	0.00	0.00	0.00	19,774.00
	Total Income			23,537.27	98,427.12	615.00	70.12	24,152.27	98,497.24
	Expense								
	414.20	Office Expense							
	414.21	Postage and Delivery		0.00	0.00	0.00	0.00	0.00	0.00
	414.22	Printing and Copies		0.00	0.00	0.00	0.00	0.00	0.00
	Total 414.20	Office Expense		0.00	0.00	0.00	0.00	0.00	0.00
	414.55	Professional Fees							
	414.56	Legal Fees		0.00	0.00	0.00	0.00	0.00	0.00
	Total 414.55	Professional Fees		0.00	0.00	0.00	0.00	0.00	0.00
	414.70	Repairs							
	414.74	Park Maintenance		0.00	0.00	0.00	0.00	0.00	0.00
	Total 414.70	Repairs		0.00	0.00	0.00	0.00	0.00	0.00
	414.75	PGE - Park		0.00	0.00	0.00	0.00	0.00	0.00
	414.80	Measure A							
	414.81	Measure A Project Expenses		0.00	59,000.00	0.00	0.00	0.00	59,000.00
	414.82	Measure A Maintenance Expenses		132.89	75.00	0.00	0.00	132.89	75.00
	414.83	PGE Park		0.00	135.24	0.00	121.64	0.00	256.88
	414.85	Matching Project Funds		0.00	7,000.00	0.00	0.00	0.00	7,000.00
	Total 414.80	Measure A		132.89	66,210.24	0.00	121.64	132.89	66,331.88
	423.30	Fundraising Expense							
	423.31	Party in the Park		0.00	0.00	0.00	0.00	0.00	0.00
	Total 423.30	Fundraising Expense		0.00	0.00	0.00	0.00	0.00	0.00
	430.00	Miscellaneous		0.00	3,000.00	0.00	0.00	0.00	3,000.00
	Total Expense			132.89	69,210.24	0.00	121.64	132.89	69,331.88
	Net Income			23,404.38	29,216.88	615.00	-51.52	24,019.38	29,165.36

From: Donna Clavaud donna.clavaud@gmail.com
Subject: Fwd: Tomales Village Community Services District
Date: September 5, 2015 at 8:59 AM
To: Bill Bonini wmabonini@yahoo.com, Deborah Parrish deborahparrish@mac.com

DC

Forwarding this email exchange again for Board inquiry and potential action on Interim GM for TVCSD.

DClavaud
FAC member
TVCSD

Sent from my iPhone

Begin forwarded message:

From: "Hope Sturges" <hsturges@sonic.net>
Date: August 31, 2015 at 9:53:08 PM PDT
To: "Donna Clavaud" <donna.clavaud@gmail.com>
Subject: FW: Tomales Village Community Services District

From: Michael Lane [mailto:mlane@calruralwater.org]
Sent: Thursday, June 11, 2015 8:56 PM
To: Hope Sturges <hsturges@sonic.net>
Subject: RE: Tomales Village Community Services District

It was a pleasure meeting you as well. I have forwarded your email to the office and the SUSP director for action.

Regards,

Mike

Michael Lane
California Rural Water Association
Sent from my Verizon Wireless 4G LTE smartphone

----- Original message -----

From: Hope Sturges <hsturges@sonic.net>
Date: 06/11/2015 8:39 PM (GMT-08:00)
To: Michael Lane <mlane@calruralwater.org>
Cc: 'Bill Bonini' <wmabonini@yahoo.com>
Subject: Tomales Village Community Services District

Dear Michael Lane,

It was a pleasure to meet you Graton WWTP this week. I look forward to working with you as an operator at Graton. I am on another wastewater CSD Board in Tomales, CA and we are in need of a temporary administrator as well. The TVCSD is a secondary WWTP, and half the size of Graton, and also includes a small park. I was wondering if your companies administrative services could be available to us. I would love to have your contact information as well.

Thank you,

Hope Sturges,
Grade 3 WWTP Operator
(707) 775-1206



From: Deborah Parrish deborahparrish@mac.com
Subject: Fwd: TVCSD O&M Manual and Administrative Contact
Date: September 6, 2015 at 11:42 AM
To: Bill Bonini wmabonini@yahoo.com, Sue Sims suesims@sonomapc.com, Patty Oku kandpoku@gmail.com
Cc: Gary1950@aol.com

Greetings,

Due to the large size of this document (167 pages!!), I am sending it for your reference for the next Board meeting. This will not be printed for the meeting so feel free to print if you want to.

Thanks!
Deborah

Begin forwarded message:

From: Donna Clavaud <donna.clavaud@gmail.com>
Subject: Fwd: TVCSD O&M Manual and Administrative Contact
Date: September 6, 2015 at 7:47:47 AM PDT
To: Deborah Parrish <deborahparrish@mac.com>

include in Board packet correspondence
Donna

----- Forwarded message -----

From: Hope Sturges <hsturges@sonic.net>
Date: Mon, Aug 31, 2015 at 9:33 PM
Subject: TVCSD O&M Manual and Administrative Contact
To: Donna Clavaud <donna.clavaud@gmail.com>

Dear Donna, Here is the latest O&M Manual that I have and was done in 2010. If the components haven't changed since then, then it remains the same. Have Gary Phillips review it. If it hasn't changed, sign it, date it and then you have your updated O&M Manual to submit to whomever requires.

Hope Sturges

CA WWTP Operator Grade 3

CA Water Treatment and Distribution Levels 2

[\(707\) 775-1206](tel:(707)775-1206) cell, text

[\(707\) 823-1542](tel:(707)823-1542) work



O & M Manual-
FINAL.pdf

From: Donna Clavaud donna.clavaud@gmail.com
Subject: Questions for Gary Phillips
Date: September 5, 2015 at 2:38 PM
To: Bill Bonini wmabonini@yahoo.com, Deborah Parrish deborahparrish@mac.com



Hi Bill,

To clarify Gary's offer to be an Interim Technical Engineer, we need more information to clarify his possible role, so that the TVCSD Board can see the whole picture in order to discuss options, decide on a plan and analyze budget issues. It is clear that we must take action to move forward during this transition as soon as possible.

Could you forward these questions to him for his responses?

1. How is his proposed Technical Engineer position different from our existing O & M contracted services with Phillips & Associates?
2. Can we just review the O & M Contract and understand what it includes, i.e.-the scope of work, baseline services?
3. What are specific tasks in the new discussions and draft proposal with Gary that our O & M contract is not covering?
4. Based on our revised Administrator RFP (with financial/administrative support removed), is Gary interested in negotiating baseline services for Interim Admin/GM? This is what we know we need!

Thank you! Please convey to Gary that we will be discussing our options at our upcoming regular Board meeting on Wednesday, September 9 meeting at 7pm. The District must resolve this urgent gap in services immediately.

Donna Clavaud
FAC member