

# AGENDA

## Tomales Village Community Services District (TVCS D)

(707) 878-2767

Board of Directors Meeting  
WEDNESDAY July 8, 2015

**Tomales Town Hall**

7:00 PM

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### **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.

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1. **Call to Order**
2. **Open Public Hearing on 2015-2016 Approved Draft Sewer and Park Budgets** **Pg 1**
3. **Present Budgets for Review** **Pg 3**
4. **Public Comments**
5. **Adjourn Public Hearing and Open Regular Board Meeting**
6. **Approve July 8, 2015 Meeting Agenda** **Pg 25**
7. **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)*
8. **Additions, Corrections and Approval of the June 10, 2015 Regular Board Meeting Minutes** **Pg 27**
9. **Approval of Agreement with Karl Drexel** **Pg 30**
10. **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** **Pg 34**
  - B. **Review and Accept New and QuickBooks Financial Statements** **Pg 48**
  - C. **Preliminary Draft Budget**
    1. **Review and Approve Final Sewer Budget with any changes** **Pg 3**
    2. **Review and Approve Final Park Budget with any changes**
    3. **Adopt Resolution 15-01 Authorizing County to maintain the same sewer rate** **Pg 64**
    4. **Adopt Resolution 15-02 Authorizing County to collect sewer fees on behalf of the District**
11. **Phillips & Associates Report**  
*(This is the time when a representative of the system's operating and maintenance company reports on the status of the system and brings up any concerns or recommendations for Board consideration.)*

- A. Self Monitoring Report**
- B. Telstar new SCADA Equipment**
- C. Irrigation Discharge Pressure Sensor Valve Replacement**
- D. New Irrigation Guns (3)**

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**12. Committee Reports**

*(This is the time for the Committee Chairs to give an update on their committee and make recommendations to the Board for approval.)*

**A. Financial Advisory Committee Report**

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- 1. Review APPROVED minutes' from May 18, 2015 and June 22, 2015 FAC Meetings
- 2. PROPOSED Financial Management Transition Plan

**B. Park Advisory Committee Report**

- 1. Review DRAFT minutes of June Park Advisory Committee Minutes.
- 2. Update on Gazebo Design & Engineering
- 3. Park Inspection
- 4. Table Tennis and Corn Hole boards re Work Plan
- 5. Fence Bids

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**13. Pending Business**

**A. RFP Update**

- 1. RFP - next steps, committee appointments, expected timeframe
  - a. Open remaining bids for Administrator services and Operator services

**B. Board Training**

- 1. Discussion regarding Richard Levy Mediation
- 2. Brown Act Training by Jenna Brady from county counsel, in January 2016 when new Board is seated

**C. Derbes / Hodges Annexation**

Pg 113

- 1. Derbes correspondence and Response
- 2. Kitts Letter of Intent

**D. SDRMA Election of Directors**

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- 1. Review Candidates Statements and vote
- 2. Adopt Resolution 15-04 Selecting SDRMA Directors

**E. Board Vacancy to December 2015**

- 1. Post Notice and collect Applications

**14. New Business**

**15. Correspondence** *(This is for review only. No action is needed.)*

**16. Adjourn**

**TOMALES VILLAGE COMMUNITY SERVICES  
DISTRICT**

**TVCSD SEWER ENTERPRISE**

**DRAFT**

**INCOME AND EXPENSE BUDGET  
Fiscal Year 2015-2016**

**Submitted**

**4-8-15**

**5-18-15**

**6-10-15 Draft Approved**

**7-8-15 for Final Approval**

# **TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

P.O. Box 303 Tomales, CA 94971 707/878-2767 Fax 707/575-4306

**DATE:** June 22, 2015

**TO:** Stakeholders

**FROM:** Board of Directors, TVCSD

**SUBJECT:** Proposed TVCSD Budget for Fiscal Year 2015-16

## **OVERVIEW:**

Many important new factors affect the Fiscal Year 2015-16 Budget Proposal. With much board training, hard work and analysis in 2014-15, the Board is in process of implementing changes to the future structure of the District. *Ratepayer participation is encouraged and welcomed.*

This budget takes into consideration separate contracts for District Management, Financial Services, and Plant Operation and Maintenance Services. A competitive bidding process has begun for three new contract positions. Requests for Proposals are being received and evaluated in the near future. Among other things, the Board is developing a Capital Improvement Plan, a Reserve Policy, and plans to complete a comprehensive Policy Manual. There are several new budget items.

- The Matrix Group Independent Management Study was finalized in May. It provides major insights and many strong recommendations for improvement, as well as reduction in expense, for the District's long-term financial sustainability.
- Rural Community Assistance Corporation (RCAC) is developing, at no cost, a Rate Analysis of the District regarding the fees required to build future reserves. Their initial report focused solely on Revenue, with no Expense analysis, so the final report was re-prioritized by the Board to follow the Matrix Report, incorporating its findings.

Numerous items are targeted below for review or change in expense and revenue estimates for the upcoming fiscal year:

### **MAJOR ISSUE FOR 2015-16: Shoreline Unified School District (SUSD)**

We are in agreement with our partner, SUSD, the Memorandum of Agreement needs to be reviewed and discussed by both Boards. Originally about 50%, current contract is now 1/3 of TVCSD annual operating costs, based on the current budget. SUSD is also responsible for their portion of District loans and a loan to them during initial construction. The District is proceeding cautiously, with legal advice, in clarifying the agreement with Shoreline. Cost of test metering of actual off-season and on-season usage has been researched, for proposed data analysis of usage.

Last year, for the first time, the CSD auditor instituted a monthly expense for depreciation. The Administrator billed SUSD for the corresponding increase. SUSD objected and withheld the additional payment until the question was resolved. In April, the Board voted to waive this new expense. Therefore, this budget does not include the depreciation, nor the Reserve contribution element as part of SUSD's fees for this year.

### **PARK DIVISION**

Following the District's Auditor's recommendation, the Park budget and balance sheet has been separated from the combined District budget. The Park Advisory Committee will produce a proposed Work Plan for Measure A funds for the final draft budget.

## **SEWER DIVISION: RESTRICTED FUNDS, OPERATING INCOME**

### **Sewer Service Fees**

The current sewer service rate is \$63 per month per equivalent unit, or \$756 per year. *A rate increase is not recommended for this budget.*

### **California Solar Initiative (CSI) Rebate**

The Solar System generates energy to reduce monthly PGE costs, and we receive PGE rebates based on these costs. The CSI Rebate will end after the '15-'16 Fiscal Year, however there will be a reserve of 75% of the following year's solar payment. This budget does not include any additional rate increases of restricted funds.

NOTE: The 2009 rate increase of \$5/month per EU was established to help offset the initial annual costs of the solar system, is set aside in a separate account for the repayment of the Bond issue for the Solar Project, and is separate from other operating income. This account and the solar rebate projected for this year will cover the Bond payment in December 2015.

### **NON-OPERATING INCOME**

**Transfer In:** No major Capital replacements in the Solar system anticipated.

### **EXPENSES**

#### **Solar Lease Agreement**

The Solar System was purchased with the sale of Clean Renewable Energy Bonds. The Bond agreement sets up the sale as a lease until the bonds are paid off in 10 years. This lease payment and Admin Fee is \$18,691.18 each year.

## **SEWER DIVISION: UNRESTRICTED FUNDS, OPERATING INCOME**

**SOLAR SYSTEM:** includes maintenance budget item, since the system is now five years old.

### **SUSD Sinking Fund**

This is SUSD's debt service requirement for their portion of the State Revolving Fund loan.

### **Capital Improvement Component**

Per SUSD Agreement: will help offset the needed Capital Improvements presented in this Budget. It is still anticipated that additional hookups and new customers in future years will help close the operating deficit after depreciation expenses are considered.

### **Connection Fees**

No connection fees or annexation fees are being budgeted for this year.

### **Levy 4**

The Levy 4 Unitary Tax from the County was reduced from its historic levels a few years ago. \$8,000 budgeted the first year; actual came in at about \$10,000. The amount varies from year to year but there is no indication that the amount will change noticeably this year.

### **NON OPERATING INCOME**

#### **Interest Income**

The District's cash position has improved over the years, with the replenishment of the Reserve Funds and Net Income. Interest rates are a factor of the economy and vary from year to year. Of note is the approximately \$1,300 interest on a loan the SUSD is paying back to the District.

### **NON-OPERATING INCOME: Transfer In**

Several years ago the Board approved loans up to \$20,000 to the Park from the sewer division for completion of Park improvements, beyond what was covered by grants. The Board has approved payment in full of outstanding balance of \$3,211 this fiscal year.

New equipment and maintenance costs recommended by Phillips & Assoc and Matrix Group:

- CCTV collection lines, videoing one half of the collection system this year for approximately \$5,500
- Replacing three of the seven irrigation guns at approximately \$9,000
- Replacing one of two irrigation motors for about \$4,000.

The funds for these are transferred in from Capital & Operating Reserves and Unrestricted Cash, and are partially offset by the Capital Component of the Shoreline Agreement.

### **EXPENSES**

#### **Collection, Treatment and Disposal**

Ongoing expenses in the collection, treatment and disposal of the community's wastewater and quarterly expense of cleaning the FOG separator.

### **CONTRACTED SERVICES**

For the first time, this past year the Board implemented a competitive bidding policy and procedure as a framework to develop RFP for all contract providers to insure transparency.

- **Administrative Management Services**

Overall estimated hours are scaled back to the original part-time definition. Major Improvements to the District's infrastructure by previous Boards, the District's Administrator and the District's Operators came to conclusion in 2011. Installation of new ponds and Park renovation had allowed the Administrator job to expand to full time; contracted hours were not renegotiated when those jobs were completed. *Additional reduction:* With removal of daily financial services from the Administrators scope of work, expense decreased to 20 hours per week at the presumed rate of \$43/hour. The current contract is tied to the Consumer Price Index (CPI) The CPI increase was waived in 2009, 2011, 2014 and 2015.

- **Financial Management Services**

Previous discussion and budgets included a line item for part-time financial management, to address the lack of separation of duties, a necessary financial control. Matrix Group and Finance Committee surveys of similar districts indicate a range between \$2,500 - \$8,000 annually is appropriate. This fiscal year the budget allows for 10 hours per month.

- **Operation and Maintenance Services**

This budget is based upon the existing agreement with current Plant Operator Phillips & Assoc. Major repairs to system were completed many years ago, and there was no adjustment of fees at that time. In Phillips & Assoc. own words, the treatment plant is a simple system, in excellent condition, and requires minimum maintenance. Current agreement is tied to the CPI. Phillips waived their CPI increase in 2010, but took it in 2011 thru 2014. This budget reflects a **3.0% COLI** increase.

### **NEW BUDGET ITEMS/CATEGORIES:**

The Board approved a nominal amount for Board Member stipends, in acknowledgement of the time required to provide oversight. Legally, CSD stipends are limited to \$100 per meeting per Board member with a maximum of six meetings per month. Given current attendance, a stipend of

\$50 per meeting would be \$600 per year per member (\$1,200 per member sitting on a committee) or roughly \$4,200 per year.

- Board Member training expenses, above state required Ethics & Harassment training.
- Tomales District Office rental expense
- Telephone and Internet services at the Tomales Office.

### **Insurance**

The District's insurance carrier, SDRMA, has voted to keep rates the same as last year for Property & Liability, and Worker's Compensation. This year they are changing the payment method for Worker's Comp from Quarterly to annually.

### **Licenses and Permits**

Expenses will be roughly the same as in the past.

**Permits:** Waste Discharge Requirement (WDR), California Integrated Water Quality System Project (CIWQS), and County Hazardous Material Handling for liquid chlorine at Irrigation Field.

### **Office Expense**

Copying, postage, office supplies, equipment and other office expenses have been reduced.

### **Professional Fees**

Budgeted Professional Fees reflect an increase of the actual costs for this year due to increased legal work for proposed contracts and additional consultations for Board organization.

### **Publications and Notices**

The Newsletter and other publications and Notices have been reduced from previous budget levels to more accurately reflect actual costs.

### **Dues and Subscriptions**

This includes the annual costs for several software subscriptions, and annual memberships in organizations such as CSDA, CRWA, CWEA, and USA North.

### **Repairs and Maintenance**

There will be an increase in expenses related to the RWQCB waste discharge Order for integration of new equipment into the SCADA system, as well as rewriting report software. The Operational or Capital Reserves budget will be amended at such time these costs are determined, along with any other unexpected large repair costs.

### **Transportation/Meetings**

Transportation, Meetings more accurately reflect actual costs. 2014-15 budget included training for Board members, now its own line item.

### **OTHER OPERATING EXPENSES**

Election year costs are determined by how many seats are open, number of candidates and number of voters. Same costs as 2013 election estimated.

### **Long Term Debt**

The State Revolving Loan was the District's portion of the Sewer Improvement Project undertaken over the last ten years. Interest Payment is shown as an expense under Unrestricted Funds and the Principal Payment is treated as a Balance Sheet transaction per the Auditor's accounting methods.

## Park Loan Repayment

<u>Date</u>	<u>Amount</u>	<u>Balance</u>	
7/30/2004	4,500	4,500	
8/8/2007	7,000	11,500	
9/14/2007	16,000	27,500	
11/3/2007	7,000	34,500	
12/29/2007	(35,000)	(500)	Repay from Grants
5/27/2008	6,000	5,500	
6/1/2008	7,000	12,500	
6/26/2007	20,000	32,500	
6/28/2008	7,000	39,500	
7/11/2008	15,000	54,500	
9/9/2008	6,000	60,500	
9/29/2008	10,000	70,500	
11/3/2008	(35,000)	35,500	Repay from Grants
5/2/2009	10,000	45,500	
6/30/2009	(22,950)	22,550	Repay from Park Reserve
7/10/2009	7,000	29,550	
7/17/2009	10,000	39,550	
8/23/2010	1,100	40,650	
9/11/2010	6,000	46,650	
4/23/2011	(5,000)	41,650	Repay from Park Account
6/17/2011	(18,800)	22,850	Repay from Grants
6/21/2011	(8,639)	14,211	Repay from Grants
4/30/2012	(5,000)	9,211	Repay from Park Account
6/30/2014	(6,000)	3,211	Repay from Park Account
6/15/2015	(3,211)	-0-	Repay from Park Account

## **Recommendations**

It is recommended that the Financial Advisory Committee and Board of Directors take the following actions:

- Review and Adopt final Budget at the July 8, 2015 Public Hearing
- Adopt Resolution 15-01 continuing the existing rate at the July 8, 2015 Board meeting.
- Adopt Resolution 15-02 to keep the standard hook-up fees at \$10,000 and keep the Ad Valorum tax rate at \$0.02 per \$100 valuation at the July 8, 2015 Board meeting.

	<u>Sewer Unrestricted</u>	<u>Solar System</u>	<u>TOTAL</u>
	<u>Jul '15 - Jun 16</u>	<u>Jul '15 - Jun 16</u>	<u>Jul '15 - Jun 16</u>
<b>Income</b>			
<b>301.00 · Service Charges</b>			
301.10 · Service Charges - Monthly	756.00		756.00
301.15 · Service Charges - Annual Fees	1,512.00		1,512.00
301.20 · Service Charges - SUSD	69,613.00		69,613.00
301.30 · Service Charges - County			
301.35 · Solar Portion - County		7,680.00	7,680.00
301.30 · Service Charges - County - Other	90,191.43		90,191.43
<b>Total 301.30 · Service Charges - County</b>	<u>90,191.43</u>	<u>7,680.00</u>	<u>97,871.43</u>
301.40 · Capital Improvement Component	4,420.00		4,420.00
<b>Total 301.00 · Service Charges</b>	<u>166,492.43</u>	<u>7,680.00</u>	<u>174,172.43</u>
305.00 · SUSD Sinking Fund	8,062.00		8,062.00
311.00 · Interest Income	1,422.00	0.00	1,422.00
315.00 · Intergovernmental Revenues			
315.50 · Levy 4	8,200.00		8,200.00
315.00 · Intergovernmental Revenues - Other		0.00	0.00
<b>Total 315.00 · Intergovernmental Revenues</b>	<u>8,200.00</u>	<u>0.00</u>	<u>8,200.00</u>
316.00 · CSI Solar Rebate		12,750.00	12,750.00
318.00 · Other Nonoperating Income			
318.30 · Transfer In	18,500.00		18,500.00
<b>Total 318.00 · Other Nonoperating Income</b>	<u>18,500.00</u>		<u>18,500.00</u>
<b>Total Income</b>	<u>202,676.43</u>	<u>20,430.00</u>	<u>223,106.43</u>
<b>Gross Profit</b>	202,676.43	20,430.00	223,106.43
<b>Expense</b>			
410.00 · Sewage Collection	375.00		375.00
411.00 · Sewage Treatment	1,686.00		1,686.00
412.00 · Sewage Disposal	336.00		336.00
414.00 · Administration and General			
414.05 · Administrator's Fees	45,000.00		45,000.00
414.22 · Licenses and Permits	1,346.00		1,346.00
414.30 · Insurance			
414.31 · Property & Liability Insurance	5,312.00		5,312.00
414.33 · Worker's Comp Insurance	738.00		738.00
414.35 · Health Insurance Allowance	800.00		800.00
<b>Total 414.30 · Insurance</b>	<u>6,850.00</u>		<u>6,850.00</u>
414.40 · Office Expense			
414.41 · Postage and Delivery	211.00		211.00
414.42 · Printing and Copies	50.00		50.00
414.43 · Office Supplies	380.00		380.00
414.44 · Sonic - Web Hosting	1,739.40		1,739.40
414.45 · Equipment Expense	0.00		0.00
414.46 · Board Meeting Expense			
414.465 · Board Member Stipend	4,200.00		4,200.00
414.467 · Board Training	1,920.00		1,920.00
414.468 · Board Meeting Expense - Other	1,000.00		1,000.00
<b>Total 414.46 · Board Meeting Expense</b>	<u>7,120.00</u>		<u>7,120.00</u>

	<u>Sewer Unrestricted</u>	<u>Solar System</u>	<u>TOTAL</u>
	<u>Jul '15 - Jun 16</u>	<u>Jul '15 - Jun 16</u>	<u>Jul '15 - Jun 16</u>
414.47 · Clerical/Bookkeeping	4,200.00		4,200.00
414.48 · Office Rent	1,200.00		1,200.00
414.49 · Secretary	7,800.00		7,800.00
414.495 · Recruiting	1,000.00		1,000.00
<b>Total 414.40 · Office Expense</b>	<b>23,700.40</b>		<b>23,700.40</b>
<b>414.50 · O&amp;M Contractual Services</b>	<b>67,831.92</b>		<b>67,831.92</b>
<b>414.55 · Professional Fees</b>			
414.551 · Legal Fees	5,000.00		5,000.00
414.552 · Accounting	5,000.00		5,000.00
414.553 · Consulting	2,000.00		2,000.00
414.555 · Grant Writer	5,000.00		5,000.00
<b>Total 414.55 · Professional Fees</b>	<b>17,000.00</b>		<b>17,000.00</b>
<b>414.60 · Publication and Notices</b>			
414.61 · Newsletter Expense	360.00		360.00
414.60 · Publication and Notices - Other	0.00		0.00
<b>Total 414.60 · Publication and Notices</b>	<b>360.00</b>		<b>360.00</b>
<b>414.62 · Dues and Subscriptions</b>	<b>1,510.00</b>		<b>1,510.00</b>
<b>414.65 · Rents and Leases</b>			
414.67 · Solar Lease Admin Fee	0.00	750.00	750.00
414.68 · Solar Lease Agreement		17,941.18	17,941.18
<b>Total 414.65 · Rents and Leases</b>	<b>0.00</b>	<b>18,691.18</b>	<b>18,691.18</b>
<b>414.70 · Repairs and Maintenance</b>			
414.71 · Plant and Building Maintenance	1,000.00		1,000.00
414.72 · Computer Repairs	250.00		250.00
414.73 · Equipment Repairs	1,150.00		1,150.00
414.76 · Collection System Maintenance	5,500.00		5,500.00
414.77 · Irrigation Field Maintenance	2,000.00		2,000.00
414.78 · Solar Panel Maintenance	400.00		400.00
<b>Total 414.70 · Repairs and Maintenance</b>	<b>10,300.00</b>		<b>10,300.00</b>
<b>414.75 · New Equipment</b>	<b>13,000.00</b>		<b>13,000.00</b>
<b>414.80 · Travel and Meetings</b>			
414.81 · Travel	1,200.00		1,200.00
414.83 · Meetings and Seminars	320.00		320.00
<b>Total 414.80 · Travel and Meetings</b>	<b>1,520.00</b>		<b>1,520.00</b>
<b>414.90 · Telephone and Internet Services</b>	<b>2,640.00</b>		<b>2,640.00</b>
<b>414.95 · Miscellaneous Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total 414.00 · Administration and General</b>	<b>191,058.32</b>	<b>18,691.18</b>	<b>209,749.50</b>
<b>417.00 · Other Operating Expenses</b>			
417.10 · Bank Service Charges	0.00		0.00
417.20 · Election Expense	428.31		428.00
417.30 · LAFCO Charges	124.00		124.00
<b>Total 417.00 · Other Operating Expenses</b>	<b>552.31</b>		<b>552.00</b>

	<b>Sewer Unrestricted</b>	<b>Solar System</b>	<b>TOTAL</b>
	<b>Jul '15 - Jun 16</b>	<b>Jul '15 - Jun 16</b>	<b>Jul '15 - Jun 16</b>
415.00 · Amortization Expense		0.00	0.00
415.50 · Depreciation Expense	0.00		0.00
420.20 · Interest Expense - SRF Loan	4,371.00		4,371.00
423.00 · Other Nonoperating Expenses			
423.20 · Awards and Gifts	175.00		175.00
<b>Total 423.00 · Other Nonoperating Expenses</b>	<b>175.00</b>		<b>175.00</b>
<b>Total Expense</b>	<b>198,553.63</b>	<b>18,691.18</b>	<b>217,244.81</b>
<b>Net Income</b>	<b>4,122.80</b>	<b>1,738.82</b>	<b>5,861.62</b>

**TOMALES VILLAGE COMMUNITY SERVICES  
DISTRICT**

**TVCSD PARK**

**DRAFT**

**INCOME AND EXPENSE BUDGET  
Fiscal Year 2015-2016**

**Submitted**

**5-13-15**

**6-10-15 Approved Draft**

**7-8-15 for Final Approval**

# **TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

P.O. Box 303 Tomales, CA 94971 707/878-2767 Fax 707/575-4306

**DATE:** July 8, 2015  
**TO:** Board of Directors, TVCSD  
Park Advisory Committee  
**FROM:** Karl Drexel, Administrator  
**SUBJECT:** Proposed TVCSD Park Budget for Fiscal Year 2015-16

I reviewed the Operating Income and Expense reports of the TVCSD Park for previous years, along with previous budgets to develop this fiscal year's budget. The Park's Income in previous years was generated by grants, fund raising efforts, rental income and donations. The Income stream was sketchy at best and varied from year to year. With the implementation of Measure A, a more reliable source of income will help in completing needed Capital Projects and regular maintenance costs.

The following descriptions indicate the changes in expenses and revenues for the upcoming fiscal year:

## **RESTRICTED FUNDS**

### **OPERATING INCOME**

#### **Measure A**

Measure A funds are distributed twice a year – once in July and once in January. The anticipated disbursement from the County for fiscal year 2015-2016 is \$27,387. As per the measure's requirements, the bulk of these funds will be designated for capital projects as recommended by the Park Advisory Committee and approved by the Board. A small amount (\$2500) is set aside in unrestricted funds for general maintenance. With the balance of 2014-2015 Measure A funds, the total allocation for capital projects is \$54,440 as indicated in the Annual Work Plan at the end of this budget. It is anticipated that if we can get all of the projects underway this fiscal year, we will request an advance of next year's Measure A funds of \$10,000.

#### **Previous Grants**

Previous Grants from the Marin County Board of Supervisors (\$15,000, currently \$10,774) and the Dean Witter Foundation (\$10,000, currently \$9,000), as well as the grant from the Tomales Farm and Flea Market for an entrance gate (\$1,500), have been set aside for the approved capital projects in the 2015-2016 Work Plan. These funds will supplement Measure A funds on specific projects, notably the new gazebo.

### **EXPENSES**

#### **Accessible Water Faucets**

A drinking faucet was identified as a top priority several years ago, and plumbing was installed

at the outside wall of the bathrooms when the bathrooms were built. The faucet, however, was never installed. This budget sets aside \$3,000 for the purchase and installation of accessible drinking faucets from Measure A Funds.

### **Gazebo and Shade Shelter**

The engineered drawings for the Gazebo have been completed and submitted to the architect for plans and specifications. The next steps are to get permits and start construction. With funding from the Marin County Board of Supervisors, the Dean Witter Foundation and proceeds from Party in the Park (\$5,000) work has already started. An additional \$18,000 is set aside in this budget for further work on the Gazebo as indicated on the Work Plan - \$12,000 in Measure A funds and \$6,000 in grant money.

### **Handicap Path Retaining Wall**

The bank above the handicap path at the spring rockers has eroded to a point that is no longer manageable by back filling. The Park fence is being undermined and the path is being reduced in width. A small retaining wall needs to be built to stabilize the bank and reestablish the accessible path. This budget allocates \$5,000 of Measure A funds.

### **Water Tower**

The water tower needs roof, window, and siding repairs in order to salvage and maintain the building. Although extensive repairs may be needed in the long run, it is anticipated that some immediate repairs will help. This budget allocates \$15,000 toward that project.

### **Barbeque Development**

The large block barbeque was originally going to have new grates and a crank system to raise and lower the grates. This budget allocates \$5,000 to complete that project and purchase and install one small stand alone pedestal barbeque in another area of the Park. \$4,000 is allocated to Measure A funds and \$1,000 is to come from the Board of Supervisors grant.

### **Park Sign and Gate**

The Tomales Farm and Flea Market has generously donated \$1,500 to the District for a new sign and gate that are being designed along with the Gazebo. They have also committed an additional \$1,500 for the project to carry it to completion. Although this is not a Measure A Project, it is a restricted funds project.

### **Permanent All Weather Table Tennis Table**

The Park Committee has recommended a permanent concrete ping pong table for the Park near the Barbeque. They will be researching further, but the tables run from \$4,000 to \$12,000. This budget sets aside \$4,000. Additionally, this budget also includes funds for an All Weather Corn Hole boards that would be installed in the same general vicinity.

## **UNRESTRICTED FUNDS**

### **OPERATING INCOME**

#### **Measure A Funds**

As stated, the bulk of Measure A funds are allocated to capital projects. However, the conditions of Measure A allow for some of those funds to be used for routine maintenance. This budget

allocates \$2,500 in Measure A funds for the costs of routine maintenance to supplement other unrestricted income.

**Henry’s PGE Usage**

In prior years, when the only electricity used in the park was the water tower, Henry paid the PGE bill directly. With the addition of two bathrooms, a new well pump and filter system, and electricity to the gazebo, the Board at the time felt it was more appropriate that the District bill Henry a portion of the total PGE rather than him paying the whole thing. That continues today. Henry is billed \$70 per month for his electricity usage in the water tower.

**Park Rentals**

Park Rentals were never a budgeted item, because there was no real established rental usage. However, with a history of rentals from locals, non-profits and for-profit organizations, there have been repeat rentals that can now be anticipated. This budget includes \$450 for rental income.

**EXPENSES**

**Routine Maintenance**

The Park is currently being maintained by Walter Earle, Kristopher Graham, David Judd and Henry Elfstrom, along with numerous volunteers. Regular maintenances include paper products for the bathrooms, filter and well pump service, miscellaneous parts and materials for work days, and workday expense. Previous years’ fundraisers and donations help offset the cost of routine maintenance, however without having Party in the Park or a Founders Day presence, maintenance costs have reverted back to Park rentals and Measure A funds.

**PGE Expense**

PGE Expenses vary given the time of year and the usage. PGE is offset partially by Measure A funds. The bulk of the costs are offset by the PGE monthly billing to Henry.

**Other Office Expense**

Office expenses are minimal and are paid out of Measure A funds.

## Park Loan Repayment

<u>Date</u>	<u>Amount</u>	<u>Balance</u>	
7/30/2004	4,500	4,500	
8/8/2007	7,000	11,500	
9/14/2007	16,000	27,500	
11/3/2007	7,000	34,500	
12/29/2007	(35,000)	(500)	Repay from Grants
5/27/2008	6,000	5,500	
6/1/2008	7,000	12,500	
6/26/2007	20,000	32,500	
6/28/2008	7,000	39,500	
7/11/2008	15,000	54,500	
9/9/2008	6,000	60,500	
9/29/2008	10,000	70,500	
11/3/2008	(35,000)	35,500	Repay from Grants
5/2/2009	10,000	45,500	
6/30/2009	(22,950)	22,550	Repay from Park Reserve
7/10/2009	7,000	29,550	
7/17/2009	10,000	39,550	
8/23/2010	1,100	40,650	
9/11/2010	6,000	46,650	
4/23/2011	(5,000)	41,650	Repay from Park Account
6/17/2011	(18,800)	22,850	Repay from Grants
6/21/2011	(8,639)	14,211	Repay from Grants
4/30/2012	(5,000)	9,211	Repay from Park Account
6/30/2014	(6,000)	3,211	Repay from Park Account
6/15/2015	(3,211)	-0-	Repay from Park Account

## **Recommendations**

I recommend that the Park Advisory Committee and the Board of Directors take the following actions:

- Review and Adopt final Budget at a July Public Hearing

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Karl W. Drexel". The signature is written in a cursive style with a large initial 'K'.

Karl W. Drexel, SDA  
Administrator

## Work Plan

### **Measure A City, Town, and Applicable Special District Program Proposed Expenditure of Measure A Funds for July 1, 2015 to June 30, 2016**

Timely and accurate completion of this report is a condition of receiving Measure A funds.

#### **Instructions:**

- This work plan must be completed by an authorized representative of the recipient.
- Please complete this work plan, then scan and e-mail it to Kevin Wright, Marin County Parks External Affairs Coordinator ([kwright@marincounty.org](mailto:kwright@marincounty.org)), by June 1, 2015.
- Contact Mr. Wright by e-mail ([kwright@marincounty.org](mailto:kwright@marincounty.org)) or phone (415) 473-2129 if you have any questions, or if you have suggestions to improve this form.
- Marin County Parks will review this plan within one month of its receipt to ensure that proposed expenditures are consistent with Marin County Ordinance 3586 (Measure A).
- Recipients must provide Marin County Parks with 30-days prior notice of any project additions or substitutions that are proposed while a work plan is in effect.
- Total actual project expenditures may not exceed recipient's actual Measure A funding for any given fiscal year, plus any balance remaining from previous years.

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

B. Recipient's representative and contact information: (Please print all information)

Name: Karl W Drexel  
(Print)

Title: Administrator  
(Print)

Address: PO Box 303

City, Zip: Tomales CA 97971

Phone: (707) 878-2767

E-mail: karl@kdmanagement.us

C. Total estimated funds for Fiscal Year 2015-16:

i. Estimated carry-over balance of recipient's Measure A funds from previous fiscal years	ii. Estimate of recipient's Measure A funds for FY 2015-16. (This information will be provided by Marin County Parks)	iii. Total estimated available funds for FY 15-16 (i + ii).
\$ 19,548	\$ 27,387.10	\$ 46,935.10

**D. Recipient's Measure A Work Plan for Fiscal Year 2015-16:**

<b>Name of work or project:</b>	<b>Primary purpose of work or project. Select only one from list below. **</b>	<b>Description. Be as specific as possible. Include numbers related to square footage of facilities, acreage, etc. If Measure A funds were used for maintenance, use numbers to indicate change from pre-Measure A conditions.</b>	<b>Amount of Measure A funds estimated to be used:</b>	<b>Source(s) and amount(s) of matching funds projected for use. If none, enter "0"</b>	<b>Total expenditures projected for work or project in current reporting year</b>
PGE, Paper Products, Trash and Recycle	A	PGE for lights and well pump, trash and Recycle collection, paper products and Park Maintenance	\$ 2,500	-0-	\$ 2,500
Accessible Water Faucet	B	Purchase and install 2-faucet accessible water faucet	\$ 3,000	-0-	\$ 3,000
Gazebo and Shade Shelter	C	Permits, design, specifications, begin construction, construction management	\$ 12,000	\$ 6,000	\$ 18,000
Handicap Path	B	Install retaining wall at handicap path to protect from erosion	\$ 5,000	-0-	\$ 5,000
Water Tower	B	Replace roof and repair damage to roof, windows, and siding	\$ 15,000	-0-	\$ 15,000
Park Improvement Phase 2	B	Purchase and install 1 small Barbeque, finish grates and crank for large barbeque	\$ 4,000	\$ 1,000	\$ 5,000

Fence on Property Line	B	Replace redwood fence along north property line with new comparable fence	\$ 15,000	-0-	\$ 15,000
All Weather Table Tennis	C	Purchase and install new concrete all weather table tennis table	\$ 4,000	-0-	\$ 4,000
All Weather Corn Hole Boards	C	Purchase and install new concrete all weather corn hole boards	\$ 1,000	-0-	\$ 1,000
<b>Estimated Total</b>					<b>\$ 68,500</b>

**\*\*Select work or project purpose only from the following menu:** (see next page for additional choices)

- a) Routine maintenance
- b) Renovation of existing recreational facility, including infrastructure (includes planning, environmental review, permitting, design development, etc.)
- c) Construction of new park or recreation facility (includes planning, environmental review, permitting, design development, etc.)
- d) Parkland acquisition
- e) Vegetation management to reduce wildfire risk
- f) Vegetation management to promote biodiversity
- g) Vegetation management to control invasive, non-native weeds

**E. Certification**

I certify that the information contained herein is true and accurate, to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

	Measure A Restricted (Park)	Restricted (Park)	Unrestricted (Park)	TOTAL
	Jul '15 - Jun 16	Jul '15 - Jun 16	Jul '15 - Jun 16	Jul '15 - Jun 16
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
311.00 · Interest Income			1.44	1.44
315.00 · Intergovernmental Revenues				
315.60 · HOPTR				
315.65 · Property Tax Refund				
315.75 · Measure A Prior Year Carryover	27,053.00			27,053.00
315.80 · Measure A Funds	27,387.00			27,387.00
315.85 · Advanced Measure A Funds	10,000.00			10,000.00
<b>Total 315.00 · Intergovernmental Revenues</b>	<b>64,440.00</b>			<b>64,440.00</b>
320.00 · Contributions Income				
320.20 · Restricted				
320.25 · Prior Year Carryover		1,500.00		1,500.00
320.20 · Restricted - Other		1,500.00		1,500.00
<b>Total 320.20 · Restricted</b>		<b>3,000.00</b>		<b>3,000.00</b>
320.30 · Unrestricted				
320.32 · Prior Year Carryover			10,693.00	10,693.00
320.30 · Unrestricted - Other			200.00	200.00
<b>Total 320.30 · Unrestricted</b>			<b>10,893.00</b>	<b>10,893.00</b>
<b>Total 320.00 · Contributions Income</b>			<b>10,893.00</b>	<b>13,893.00</b>
322.00 · Park Use Rental				
322.50 · Cleaning and Security Deposit				
322.00 · Park Use Rental - Other			450.00	450.00
<b>Total 322.00 · Park Use Rental</b>			<b>450.00</b>	<b>450.00</b>
322.60 · Water Tower PGE			910.00	910.00
340.00 · Grants				
340.10 · Board of Supervisors		10,774.00		10,774.00
340.20 · Dean Witter Foundation		9,000.00		9,000.00
<b>Total 340.00 · Grants</b>		<b>19,774.00</b>		<b>19,774.00</b>
<b>Total Income</b>	<b>64,440.00</b>	<b>22,774.00</b>	<b>12,254.44</b>	<b>99,468.44</b>

	Measure A Restricted (Park)	Restricted (Park)	Unrestricted (Park)	TOTAL
	Jul '15 - Jun 16	Jul '15 - Jun 16	Jul '15 - Jun 16	Jul '15 - Jun 16
<b>Expense</b>				
414.20 · Office Expense				
414.21 · Postage and Delivery				
414.22 · Printing and Copies				
<b>Total 414.20 · Office Expense</b>				
414.55 · Professional Fees				
414.56 · Legal Fees				
<b>Total 414.55 · Professional Fees</b>				
414.70 · Repairs				
414.74 · Park Maintenance				
<b>Total 414.70 · Repairs</b>				
414.80 · Measure A				
414.81 · Measure A Project Expenses	59,000.00			59,000.00
414.82 · Measure A Maintenance Expenses	800.00			800.00
414.83 · PGE Park	1,310.43			1,310.43
414.85 · Matching Project Funds		7,000.00		7,000.00
<b>Total 414.80 · Measure A</b>	<u>61,110.43</u>	<u>7,000.00</u>		<u>68,110.43</u>
423.30 · Fundraising Expense				
423.31 · Party in the Park				
<b>Total 423.30 · Fundraising Expense</b>				
430.00 · Miscellaneous		3,000.00		
6260 · Printing and Reproduction				
<b>Total Expense</b>	<u>61,110.43</u>	<u>10,000.00</u>	<u>0.00</u>	<u>71,110.43</u>
<b>Net Ordinary Income</b>	<u>3,329.57</u>	<u>12,774.00</u>	<u>12,254.44</u>	<u>28,358.01</u>
<b>Net Income</b>	<u><u>3,329.57</u></u>	<u><u>12,774.00</u></u>	<u><u>12,254.44</u></u>	<u><u>28,358.01</u></u>

# AGENDA

## Tomales Village Community Services District (TVCS D)

**(707) 878-2767**

Board of Directors Meeting

WEDNESDAY July 8, 2015

**Tomales Town Hall**

7:00 PM

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### **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.

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1. **Call to Order**
2. **Open Public Hearing on 2015-2016 Approved Draft Sewer and Park Budgets**
3. **Present Budgets for Review**
4. **Public Comments**
5. **Adjourn Public Hearing and Open Regular Board Meeting**
6. **Approve July 8, 2015 Meeting Agenda**
7. **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)*
8. **Additions, Corrections and Approval of the June 10, 2015 Regular Board Meeting Minutes**
9. **Approval of Agreement with Karl Drexel**
10. **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**
  - B. **Review and Accept New and QuickBooks Financial Statements**
  - C. **Preliminary Draft Budget**
    1. **Review and Approve Final Sewer Budget with any changes**
    2. **Review and Approve Final Park Budget with any changes**
    3. **Adopt Resolution 15-01 Authorizing County to maintain the same sewer rate**
    4. **Adopt Resolution 15-02 Authorizing County to collect sewer fees on behalf of the District**
11. **Phillips & Associates Report**  
*(This is the time when a representative of the system's operating and maintenance company reports on the status of the system and brings up any concerns or recommendations for Board consideration.)*

- A. Self Monitoring Report**
- B. Telstar new SCADA Equipment**
- C. Irrigation Discharge Pressure Sensor Valve Replacement**
- D. New Irrigation Guns (3)**

**12. Committee Reports**

*(This is the time for the Committee Chairs to give an update on their committee and make recommendations to the Board for approval.)*

**A. Financial Advisory Committee Report**

- 1. Review APPROVED minutes' from May 18, 2015 and June 22, 2015 FAC Meetings
- 2. PROPOSED Financial Management Transition Plan

**B. Park Advisory Committee Report**

- 1. Review DRAFT minutes of June Park Advisory Committee Minutes.
- 2. Update on Gazebo Design & Engineering
- 3. Park Inspection
- 4. Table Tennis and Corn Hole boards re Work Plan
- 5. Fence Bids

**13. Pending Business**

**A. RFP Update**

- 1. RFP - next steps, committee appointments, expected timeframe
  - a. Open remaining bids for Administrator services and Operator services

**B. Board Training**

- 1. Discussion regarding Richard Levy Mediation
- 2. Brown Act Training by Jenna Brady from county counsel, in January 2016 when new Board is seated

**C. Derbes / Hodges Annexation**

- 1. Derbes correspondence and Response
- 2. Kitts Letter of Intent

**D. SDRMA Election of Directors**

- 1. Review Candidates Statements and vote
- 2. Adopt Resolution 15-04 Selecting SDRMA Directors

**E. Board Vacancy to December 2015**

- 1. Post Notice and collect Applications

**14. New Business**

**15. Correspondence** *(This is for review only. No action is needed.)*

**16. Adjourn**

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT  
BOARD MEETING**

Minutes of Meeting held June 10, 2015

**Board Members Present:** Bill Bonini, Deborah Parrish, Patty Oku, Hope Sturges and Sue Sims  
**Board Members Absent:** None

**DRAFT**

**Also Present:** Karl Drexel, Administrator

Donna Clavaud  
Venta Leon  
Nicole Vigeant

Terry Duffey  
Chick Peterson

Jim Lino  
Beth Koelker

**Board President Bill Bonini called the meeting to order at 7:07 p.m.**

**Approval of May 13, 2015 Board Meeting Agenda**

The President announced the Closed Session was scheduled for 8:30 and so the agenda items would be gone through as quickly as possible.

**Open Communication**

Shoreline Trustee, Jim Lino, addressed the Board to thank them for waiving the invoices for additional operating cost related to depreciation and to assure them that the school district wants to work with the TVCSD in developing an equitable agreement. Discussion also addressed the school being a part of the Capital Improvement Plan development in the future.

**Approval of Minutes:**

The Chair asked for additions or corrections of the May 13, 2015 board meeting minutes. Being none:

**President Bill Bonini made a motion to accept the minutes as presented. Motion seconded by Hope Sturgis. Ayes: Bonini, Parrish, Sturgis, Sims Nays: None, Abstain: Oku, noting she was not at the meeting. Motion passes 4-0-1.**

**Financial Report:**

**A. &B.** The Administrator included the financial reports for May and a list of payables for the months of May and June along with copies of the check registers for the month of May in the Board packets. He also submitted copies of the financials for the month and year to date for review and acceptance.

**Hope Sturgis made a motion to accept the check registers and approve the expenditures. Motion was seconded by Sue Sims. M/S/U.**

**Bill Bonini made a motion to accept the Financial Statements. Motion was seconded by Sue Sims. Ayes: Bonini, Parrish, Sims, Oku Nays: None Abstain: Sturges. Motion Passes 4-0-1.**

**C. Preliminary Draft Budgets**

**1.** The Administrator submitted a revised Draft Sewer Budget which included the recommended changes by the FAC from the previous Draft. There were some questions regarding certain line item expenses. Sue Sims reintroduced the issue of Board stipends. Discussion followed regarding stipends. Some thought it would attract new candidates for the upcoming three Board seats up for election. Sue felt it showed an appreciation for Board members and all they do. Some members of the community expressed their support. Patty Oku noted that she had done a study of the smaller Marin districts during

previous discussion of stipends and reported less than half of the smaller districts provide Board stipends and only a little over half of the larger districts provided Board stipends. She said she sees the potential for a lot of additional expenses over the previous year so she is reluctant at this time. After considerable discussion:

**Sue Sims made a motion to include a stipend of \$50 per meeting for each Board member in attendance up to a maximum of 6 meetings per month, including committee meetings where a Board member is a member of the committee. Deborah Parrish seconded the motion. Ayes: Bonini, Parrish, Sims, Sturges, Nays: Oku. Motion Passed 4-1.**

Further discussion was held regarding the hours in the budget for the Administrator. Deborah Parrish said the FAC recommended 20 hours per week. The Administrator said he would make that change, along with the Board stipends. The President asked for any additional changes to the budget. Patty Oku reported that the Park Committee had discussed the Park loan and is in agreement that they would like to pay off the loan in full this fiscal year so it is not part of next year's budget. Following discussion:

**Patty Oku made a motion to have the Park pay off the loan of \$3,211 to the sewer division this fiscal year. Motion was seconded by Deborah Parrish. M/S/U.**

With no additional changes or recommendations to the budget presented:

**Deborah Parrish made a motion to approve the Draft Sewer Budget as amended. Motion Seconded by Sue Sims. Ayes: Bonini, Parrish, Sims, Nays: Oku, Sturges. Motion passed 3-2.**

Discussion was held regarding scheduling and noticing a Public Hearing to discuss the proposed budget. Donna and Venta felt it had to be held at 7:00 so people working could make the hearing and participate. It was decided by consensus to have the Public Hearing at for the budget at 7:00 PM on Wednesday July 8<sup>th</sup> and have the regular scheduled meeting immediately following the Hearing.

2. The Administrator noted that the Draft Budget he proposed contained a "narrative" explaining the different line items of the Budget. He noted that the FAC reported last month that they felt the Administrator's narrative left out a good deal of what the board had accomplished and said it was unclear and hard to understand so they proposed a different narrative go along with the budget. The issue was passed over at the previous meeting so the Board needed to make a decision regarding replacing the Administrator's budget narrative with the FAC's narrative.

**Deborah Parrish made a motion to adopt and include the FAC's proposed narrative in place of the Administrator's budget narrative with updates to be made. The motion was seconded by Sue Sims. Ayes: Bonini, Parrish, Sims, Oku Nays: Sturges, Motion passed 4-1.**

3. The Administrator presented the Draft Park Budget and proposed Work Plan as discussed in the Park Advisory Committee meetings.

**Deborah Parrish made a motion to accept the Park Draft Budget as presented. Motion was seconded by Hope Sturges. M/S/U.**

#### **Phillips & Associates Report**

- A. The President Omitted this Agenda Item.

#### **Committee Reports**

- A. **Financial Advisory Committee**

1. Deborah Parrish reported the FAC had interviewed Melinda Bell for Financial Manager position. She sent out reference checks and submitted copies of the responses for the Board in the Board packet. She stated the hours for the position calls for 8-10 hours per month at \$35/hour. Discussion followed regarding a bookkeeper vs. Financial Manger.

**Bill Bonini made a motion to contract with Melinda Bell for Financial Management Services beginning July 1, 2015. The motion was seconded by Sue Sims. Ayes: Bonini, Parrish, Sims Nays: None Abstain: OKU, Parrish. Motion passed 3-0-2.**

**B. Park Advisory Committee**

The President Omitted this Agenda Item.

**Pending Business**

The President Omitted this Agenda Item.

**New Business**

- A. The Administrator submitted a copy of a Resolution to consolidate the District's Board of Directors election with the rest of the County elections, as required by the Elections Department in order to be a part of the November ballot.

**Deborah Parrish made a motion to adopt Resolution 15-03 authorizing the County to consolidate the Directors' election with the other elections in the County. The motion was seconded by Sue Sims. M/S/U.**

- B. The President Omitted this Agenda Item.

- C. Nothing to discuss

**Administrator's Report**

The Administrator submitted a report of activities for the previous month

**Correspondence**

Nothing to report

**The Board adjourned to Closed Session at 8:36 – Closed Sessions are not open to the public  
CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED  
LITIGATION**

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9 regarding contract dispute.  
(One Potential Case)

**The Board returned to open session at 9:39**

**The President of the Board announced that the Board had appointed him to enter into contract with the Sonoma County Counsel's office to provide legal services regarding potential litigation.**

**No further business was discussed. Meeting Adjourned at 9:50**

Next Meeting: July 8, 2015 7:00 PM.

\_\_\_\_\_  
Approved by – Bill Bonini, President Date

\_\_\_\_\_  
Attested by – Secretary Date

## AGREEMENT

Karl Drexel, manager of the Tomales Village Community Services District (“TVCS D”), enters into the following Agreement.

1. Mr. Drexel agrees to terminate his position with the TVCS D effective July 31, 2015, and will execute the attached Letter of Resignation.

2. Mr. Drexel will remain in paid status until July 31. During this time, he will only provide services to the District at requested by Board President, Bill Bonini. Nothing precludes Mr. Drexel from working for another company, so long as he is able to perform the services needed by the TVCS D.

3. A dispute has arisen between the parties regarding Mr. Drexel’s compensation. The parties agree to resolve this dispute by paying Mr. Drexel \$21,606. TVCS D will prepare a check payable to Mr. Drexel dated July 31, 2015, and it will be held by Mr. Drexel’s counsel, Adrienne Moran. Mr. Drexel may cash the check no sooner than July 31, 2015.

4. Drexel agrees to return all District property, including, but not limited to, documents, files, financial information, passwords, computers, software, and keys to the Board President. Mr. Drexel further agrees to work cooperatively with TVCS D in transitioning to his replacement.

5. Drexel does, for his successors and assigns, release, acquit and forever discharge TVCS D and its current and former Board members, from any and all complaints, claims, actions, causes of action, rights, demands, debts, damages, or accounting of whatever nature, including claims for tort, and any other employment type benefit, whether known or unknown, arising out

of or in connection with, or in any way related to his serving as manager. Drexel expressly waives the benefits and rights under Section 1542 of the California Civil Code, which provides:

A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known to him must have materially affected his settlement with the debtor.

6. Mr. Drexel acknowledges that he has the right to a period of time not less than 21 days to consider the terms and conditions contained in this Agreement prior to signing. By signing this Agreement, he acknowledges that he has knowingly and voluntarily waived rights or claims under the ADEA or the Older Workers' Act, in exchange for consideration. Mr. Drexel affirms that this decision was made knowingly, voluntarily, and without any undue hardship, duress, or coercion by TVCSD. Mr. Drexel further acknowledges that he has been advised of the right to and advisability of consulting with an attorney prior to signing this agreement. Mr. Drexel is notified that these terms and conditions will become binding and enforceable seven (7) calendar days following the date of his signing of this Agreement. At any time prior to expiration of this seven-day period, he may revoke this Agreement for any reason.

7. This constitutes the entire agreement between the parties, and supersedes all prior and contemporaneous agreements, representations and understandings of the parties as to such matters. This Agreement may be amended only by written agreement, signed by the parties to be bound by the amendment.

8. If any provision of this Agreement is held to be void or voidable, unlawful, or unenforceable, the remaining portions of this Agreement will continue in full force and effect.

9. Mr. Drexel represents that: (a) he has read this Settlement, (b) he has reviewed it with his attorney, (c) he understands each of its provisions, and (d) he enters into it freely, intelligently, an voluntarily.

Dated: June 23, 2015

  
\_\_\_\_\_  
Karl Drexel

Dated: June \_\_\_\_, 2015

\_\_\_\_\_  
Adrienne Moran  
Attorney for Karl Drexel

Dated: June \_\_\_\_, 2015

\_\_\_\_\_  
Bill Bonini  
Board President  
TVCS D

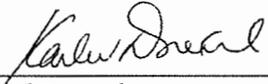
Dated: June \_\_\_\_, 2015

\_\_\_\_\_  
Jeffrey L. Berk  
Deputy County Counsel  
County of Sonoma

## LETTER OF RESIGNATION

I, Karl Drexel, resign as manager from the Tomales Village Community Services District effective July 31, 2015.

Dated: June 23, 2015

  
\_\_\_\_\_  
Karl Drexel

TVCS D Sewer Enterprise

7/1/2015 12:09 PM

Register: 131.00 · Cash:131.31 · Redwood Credit Union

From 05/31/2015 through 07/01/2015

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>
05/31/2...			311.00 · Interest Inc...	Interest		X	11.51	135,653.69
06/30/2...			311.00 · Interest Inc...	Interest		X	11.17	135,664.86

TVCS D Sewer Enterprise

7/1/2015 12:14 PM

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

From 05/31/2015 through 06/30/2015

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>
06/01/2...			131.00 · Cash:131.4...	Funds Transfer	10,000.00	X		110,457.60
06/15/2...		Marin County Au...	137.00 · Accounts ...			X	4,163.41	114,621.01
06/15/2...			315.00 · Intergovern...	Deposit		X	303.03	114,924.04
06/30/2...			311.00 · Interest Inc...	Interest		X	4.47	114,928.51
06/30/2...			131.00 · Cash:131.4...	Transfer fro...	2,635.00			112,293.51

TVCS D Sewer Enterprise

7/1/2015 12:13 PM

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

From 05/31/2015 through 06/30/2015

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>
06/01/2...	4106	Kristin Lawson	414.00 · Administra...		300.00	X		5,087.13
06/01/2...	4107	KD Management	222.00 · Accounts P...		7,305.38	X		-2,218.25
06/01/2...			131.00 · Cash:131.4...	Funds Transfer		X	10,000.00	7,781.75
06/11/2...	Bill Pay	AT&T	222.00 · Accounts P...		114.25	X		7,667.50
06/11/2...	Bill Pay	Capital One Bank	222.00 · Accounts P...		269.25	X		7,398.25
06/11/2...	Bill Pay	Marin County Tax...	222.00 · Accounts P...		205.00	X		7,193.25
06/11/2...	Bill Pay	PGE	222.00 · Accounts P...		82.51	X		7,110.74
06/11/2...	Bill Pay	Phillips & Associa...	222.00 · Accounts P...		5,332.65	X		1,778.09
06/11/2...	Bill Pay	City Sewer Pumpi...	222.00 · Accounts P...		475.00	X		1,303.09
06/15/2...	KD42		138.00 · Receivable ...	Receive Pay...		X	3,211.00	4,514.09
06/21/2...	Bill Pay	AT&T Uverse	222.00 · Accounts P...		139.94	X		4,374.15
06/30/2...			311.00 · Interest Inc...	Interest		X	0.02	4,374.17
06/30/2...	4110	Telstar Instruments	222.00 · Accounts P...		2,635.03			1,739.14
06/30/2...			131.00 · Cash:131.4...	Transfer fro...			2,635.00	4,374.14

TVCS D Sewer Enterprise

7/1/2015 12:15 PM

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

From 05/31/2015 through 06/30/2015

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>
06/30/2...			315.00 · Intergovern...	Interest		X	0.25	31,352.36

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

From 05/31/2015 through 06/30/2015

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>
05/31/2...			311.00 · Interest Inc...	Interest		X	0.29	72,470.91
06/01/2...			322.00 · Park Use R...	Deposit		X	50.00	72,520.91
06/05/2...			315.00 · Intergovern...	Deposit		X	8.99	72,529.90
06/11/2...		Henry Elfstrom	137.00 · Accounts ...			X	140.00	72,669.90
06/11/2...			320.00 · Contributio...	Deposit		X	250.00	72,919.90
06/11/2...	Bill Pay	Capital One Bank	222.00 · Accounta P...		159.00	X		72,760.90
06/11/2...	Bill Pay	PGE	222.00 · Accounta P...		143.32	X		72,617.58
06/12/2...			-split-	Deposit		X	250.00	72,867.58
06/15/2...	KD		216.00 · Loan Paya...	Repay Park ...	3,211.00	X		69,656.58
06/22/2...	1102	Peter Nissen	222.00 · Accounta P...		2,890.00	X		66,766.58
06/23/2...	1103	Walter Earle	-split-		96.76			66,669.82
06/26/2...	1104	Park Rental Fees	322.00 · Park Use R...		200.00			66,469.82
06/26/2...	1105	Park Rental Fees	322.00 · Park Use R...		200.00			66,269.82
06/30/2...			311.00 · Interest Inc...	Interest		X	0.31	66,270.13

<u>Date</u>	<u>Vendor</u>		<u>Amount</u>	<u>Expense</u>
25-Jun	Phillips & Assoc.		\$ 5,332.65	July O&M Services
25-Jun	Phillips & Assoc.		\$ 182.52	Additional Sampling per WDR
20-Jun	PGE		\$ (290.05)	WWTP PGE Nems Credit
10-Jun	AT&T Uverse	Pd	\$ 139.94	Office ATT Service
20-Jun	AT&T		\$ 92.17	Plant ATT Service
21-Jun	Capital One		\$ 60.00	BHI - Good Board Work
			\$ 19.95	Web Hosting
			\$ 69.00	Computer Repair
			\$ 32.06	Staples
1-Jul	SDRMA		\$ 5,717.31	Property and Liability Ins
1-Jul	SDRMA		\$ 711.88	Worker's Comp Ins
1-Jul	Karl Drexel	Pd	\$ 6,754.00	Admin Services July 2015
1-Jul	Karl Drexel	Pd	\$ 400.00	Health Insurance Allowance

**June - July**      **\$ 19,221.43**

**PARK EXPENSES**

24-Jun	PGE		\$ 110.80	Park PGE
--------	-----	--	-----------	----------

**June - July**      **\$ 110.80**

**RESTRICTED FUNDS**

6-Jun	Peter Nissen, PE	Pd	\$ 2,890.00	Measure A Project - Gazebo
6-Jun	Telstar	Pd	\$ 2,635.03	Valve and Actuator Replacement
11-Jun	SafePlay by Design, Inc		\$ 500.00	Measure A Expense - Inspection

**\$ 6,025.03**

**Total**      **\$ 25,357.26**

**Phillips & Associates**  
 Management & Technical Resources

General  
 Engineering  
 Contractor  
 #A-751807

SWRCB  
 Operations  
 Management  
 Maintenance  
 Contractor  
 #CO-0021

PhillipsOnSite.com

**Invoice**

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

Date	Invoice #
6/25/2015	5339

P.O. No.	Terms	Project
	Upon Receipt	

Description	Qty	Rate	Amount
Professional Management of Water and/or Wastewater Treatment System for Month of July 2015.		3,332.65	3,332.65
Regulatory Required Samples and Laboratory Analysis Charges. New WDR samples.		182.52	182.52
Thank you. We appreciate your business!		<b>Total</b>	<b>\$5,515.17</b>

# TELSTAR INSTRUMENTS

1717 SOLANO WAY, UNIT 34  
CONCORD, CA 94520  
(925) 671-2888 Fax (925) 671-9507

**CUSTOMER #:** TOMVI

**INVOICE #:** 82094

**INVOICE DATE:** 05/29/15

**DUE DATE:** 07/16/15

**BILL TO:**

TOMALES VILLAGE COMM  
SERVICE DISTRICT  
P.O. BOX 303  
TOMALES, CA 94971

**JOB:** 27562

TOMALES CSD/REPL VALVE  
10 IRWIN ROAD  
TOMALES, CA 94971

**YOUR P.O. #**

DESCRIPTION	QUANTITY	PRICE	AMOUNT
VALVE AND ACTUATOR REPLACEMENT			1,384.20
MATERIALS			1,108.80
SHIPPING AND HANDLING			44.04

REFERENCE: CHARGES FOR VALVE AND ACTUATOR  
REPLACEMENT ON 5/27/15 FOR  
TOMALES CSD.  
-PRICE PER TELSTAR QUOTE DATED 5/6/15  
-PRICE DID NOT INCLUDE TAX AND SHIPPING

TELSTAR JOB NO. 27562

<b>SUBTOTAL</b>	2,537.04
<b>SALES TAX:</b>	97.99
<b>NET DUE:</b>	2,635.03

**Thank you for your business!**

# TELSTAR INSTRUMENTS

1717 Solano Way #34  
Concord, CA 94520  
P. (925) 671-2888  
F. (925) 671-9507

4017 Vista Park Court  
Sacramento, CA 95834  
P. (916) 646-1999  
F. (916) 646-1096

202 South Douty Street  
Hanford, CA 93230  
P. (559) 584-7116  
F. (559) 584-8028

Concord Office

Sacramento Office

Hanford Office

## Technicians Field Report

SR#

27562

Customer Name:	Tomales Village Community Service District
Site Location:	Tomales, CA
Project Name:	Install valve on Irrigation Pump Station
Customer PO#:	

Telstar PO#		Parts Used on This Project		Origin		Telstar Technician(s) On-site
		Part (s)		Telstar	Cust.	
271652-001				<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jason Misenhimer
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

Date	Work Code	ST Hrs.	OT Hrs.	DT Hrs.	Travel	Miles	Detailed Work Description
5/27/15	202						Installed one 2" Control valve on Irrigation Pump Station. Was able to install the new valve in place of the old valve. Wired the electrical for the Valve Open/Close commands and the valve status feedback for valve open and valve close. Was able to operate the valve as designed from the control systems HMI to ensure it was working properly. Operator was able to charge the lines with pressure and verified there were no leaks. There is something going on inside the plc interlocks or sequence where it intermitting is not allowing the valve to operate in manual. Working with the customer on getting me back out to look into the plc program and continue troubleshoot.

Follow-up Required?

What is this Job Status?		Billing - Labor		Customer Representative		Date
<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete	<input type="checkbox"/> 4 Hours	<input type="checkbox"/> 8 Hours	X Jason Misenhimer		5/31/2015
<input type="checkbox"/> Technician	<input type="checkbox"/> Service/Sales			Telstar Technician		Date

Work Codes: 200 Laborer, 201= Electrical, 202= Instrumentation, 203 Engineering, 204= Programming, 290= Quote time.



**Peter NISSEN P.E.**  
 250 Bel Marin Keys Blvd., Suite D-2  
 Novato, CA 94949  
 (415) 382-7790 • Fax: (415) 382-7791

**Invoice Date**  
 Jun 3, 2015  
**Billing From**  
 Nov 01, 2014

**Invoice Num**  
 3856  
**Billing To**  
 Jun 06, 2015

David Judd  
 P.O. Box 193  
 Tomales CA 94971

# INVOICE

**Project ID:** 15-22:  
**Project Name:** Tomales Park Gazebo  
**Manager:** PN  
**Contract Type:** Fixed  
**Contract Amount:** \$ 3,400.00  
**Retainer Required:** \$ 0.00  
  
 100% Complete

**Amount:** \$3,400.00

**Amount Due This Invoice:** \$3,400.00

*This invoice is due upon receipt*

### Account Summary

Last Inv Num	Last Inv Date	Last Inv Amt	Last Pay Amt	Prev Unpaid Amt
--		\$0.00	\$ 0.00	\$ 0.00

**Total Amount Due Including This Invoice: \$3,400.00**

15% deduction per Peter and David = (\$510) = \$2890



**Safeplay by Design, Inc.**

9666 Sheldon Road  
Elk Grove, CA 95624-9437  
916-6470912

Phone # 916-647-0912 david@spease.com

# Invoice

Date	Invoice #
6/11/2015	1640

<b>Bill To</b>
Tomales Village Com. Svs. Dist. PO Box 303 Tomales, CA 94971 Margaret Graham

Description	Amount
Playground Safety Inspection of Tamales Park Play Area	300.00
Travel Fee 4 hours @ \$50/hour	200.00
<b>Total</b> \$500.00	



KD Management  
 2885 W. Steele Ln.  
 Santa Rosa, CA 95403

# Invoice

Date	Invoice #
7/1/2015	15-07

Bill To
Tomales Village CSD PO Box 303 Tomales, CA 94971

Terms
Due on receipt

Item	Description	Quantity	Rate	Amount
Administrative Fees	Administrative Fees - July 2015		6,754.00	6,754.00
Health Insurance ...	Health Insurance Allowance		400.00	400.00
Travel	Mileage and Vehicle Costs - Novato, Tomales, San Rafael	0	0.58	0.00
			<b>Total</b>	\$7,154.00

Phone #	Fax #	E-mail	Web Site
707-527-5688	707-575-4306	karl@kdmanagement.us	www.kdmanagement.us



**Property/Liability Package Program Invoice**

**Program Year 2015-16**

**Tomales Village Community Services District**

Post Office Box 303  
Tomales, California 94971-0303

**Invoice Date:** 05/20/2015  
**Invoice Number:** 51500  
**Member Number:** 7194

**Property/Liability Package**

Property	\$3,149.19
Coverage for reported values (including contents): \$2,026,504	
Floater / Mobile Equipment	\$0.00
Coverage for reported value of \$0	
Auto Liability	\$45.00
Coverage for 0 reported vehicle(s)	
General Liability	\$3,532.64
Services: Parks/Recreation, Payroll Audit, Sewer	
Certificates: 1 Non-Member Certificate(s)	
<i>Items included in the Program Package at no additional cost:</i>	
Boiler & Machinery, Employee and Public Officials Dishonesty, Errors & Omissions	

Gross Package Contribution	\$6,726.83
CIP Credit	-\$272.61
Longevity Distribution Credit	-\$286.00
MemberPlus Online RQ Bonus	-\$150.00
<b>Property/Liability Package Subtotal</b>	<b>\$6,018.22</b>

**Other Coverages/Charges**

Auto Comp / Collision	\$0.00
Coverage for 0 reported vehicle(s)	
Trailers	\$0.00
Coverage for reported value of \$0	
Special Coverages / Charges	\$0.00
Coverage for: Rental Interruption Coverage	
<b>Other Coverages/Charges Subtotal</b>	<b>\$0.00</b>
<b>5% Multi-Program Discount</b>	<b>-\$300.91</b>

**Total Contribution Amount Due by July 15** **\$5,717.31**

Current Limit of Liability is \$2.5M for G/L, A/L, and E&O (excluding any additional liability limits)

Please pay in full by the due date if not, a late charge of one percent (1%) per month, twelve (12%) per annum, will be assessed on all sums past due. Imposition of this charge does not extend the due date for payment. If your agency would like a quote to increase or decrease its Limit of Liability, you must contact SDRMA Member Services no later than June 15 so that any coverage changes take effect at the start of the program year on July 1.

Return GREEN COPY with your payment. For questions about this Invoice, please call Shawn Vang

Special District Risk Management Authority  
1112 I Street Suite 300, Sacramento, California 95814-2865  
Tel 916.231.4141 or 800.537.7790 Fax 916.231.4111  
www.sdrma.org

Member Focused



# Workers' Compensation Program Invoice



Program Year 2015-16  
Annual (July 1 - June 30)

**Invoice Date:** 05/13/2015  
**Invoice Number:** 51088  
**Member Number:** 7194

Tomales Village Community Services District  
Post Office Box 303  
Tomales, California 94971-0303

Description	Amount
Estimated Annual Adjusted Contribution	\$757.35
Less: Longevity Distribution Credit	(\$8.00)
Less: 5% Multi-Program Discount	(\$37.47)
Net Estimated Annual Contribution	\$711.88
Total Contribution Amount Due by July 15:	\$711.88

Please pay in full by the due date if not, a late charge of one percent (1%) per month, twelve (12%) per annum, will be assessed on all sums past due. Imposition of this charge does not extend the due date for payment.

Return BLUE COPY with your payment. For questions about this Invoice, please call Shawn Vang. See reverse side for detailed information.

Special District Risk Management Authority  
1112 I Street Suite 300, Sacramento, California 95814-2865  
Tel 916.231.4141 or 800.537.7790 Fax 916.231.4111  
www.sdrma.org

Member Focused



**GENERAL FUND  
FINANCIAL STATEMENT  
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT  
6/1/15 - 6/30/15**

**I. BEGINNING BALANCES**

A. Checking			
1. Redwood Credit Union.....	135,653.69		
2. BoM - Money Market.....	120,457.60		
3. BoM - Sewer Account.....	5,387.13		
4. BoM - Park Account.....	73,330.91		
<b>Total Beginning Balances .....</b>			<b>334,829.33</b>

**II. INCOME**

A. Interest Earned				
1. Redwood Credit Union.....	11.17			
2. BoM - Money Market.....	4.47			
3. BoM - Sewer.....	0.02			
4. BoM - Park.....	0.31			
Total Interest Earned.....		15.97		
B. County Collected Rates.....		4,163.41		
C. Levy 4.....		303.03		
D. Monthly Sewer Rates.....		0.00		
E. Annual Sewer Rates.....		0.00		
F. Misc.....		250.00		Film Fee
G. Park PGE Fees.....		0.00		
H. Misc Income - SB 90 Reimbursements.....		0.00		
I. HOPTR.....		8.99		
J. Measure A Funds.....		0.00		
K. Park Rental and Deposit Fees.....		300.00		
<b>Total Income.....</b>				<b>5,041.40</b>

**Total Amount Available.....** 339,870.73

**III. EXPENDITURES**

A. KD Management 6/1/15.....	7,305.38		
B. Kristin Lawson 6/1/15.....	232.75		
C. AT&T Plant 6/11/15.....	114.25		
D. AT&T - Office Service 6/21/15.....	139.94		
E. Capital One Bank 6/11/15.....	269.25		
F. City Sewer Pump 6/11/15 .....	475.00		
G. County Counsel 6/11/15.....	205.00		
H. PGE 6/11/15.....	82.51		
I. Phillips & Assoc. 5/15/15 .....	5,332.65		
J. Telsxtar Instruments 6/30/15.....	2,635.03		
K. Capital One 6/11/15 .....	159.00		
L. Peter Nissen 6/22/15.....	2,890.00		
M. PGE - Park 6/11/15.....	143.32		
<b>Total Expenditures .....</b>			<b>19,984.08</b>

**Fund Balance as of 6/30/2015.....** 319,886.65

**DEBT SERVICE  
FINANCIAL STATEMENT  
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT  
6/1/15 - 6/30/15**

**I. BEGINNING BALANCES**

A. BoM - Solar Account.....	14,504.73	
<b>Total Beginning Balances.....</b>		<b>14,504.73</b>

**II. INCOME**

A. Interest Earned.....	0.25	
B. Itemized Receipts		
1. County Collected Solar Portion 4/30/15 .....	7,770.00	
2. SUSD Solar Portion 4/30/15.....	6,355.00	
3. CSI Rebate #48	1,265.82	
4. CSI Rebate #49	1,456.56	
<b>Total Income.....</b>		<b>16,847.63</b>

<b>Total Amount Available.....</b>		<b>31,352.36</b>
------------------------------------	--	------------------

**III. EXPENDITURES**

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

<b>Fund Balance as of 5/29/2015.....</b>		<b>31,352.36</b>
--	--	------------------

**Jun 30, 15**

<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>131.00 - Cash</b>	
131.31 - Redwood Credit Union	135,664.86
131.42 - Bank of Marin - Money Market	112,293.51
131.44 - Bank of Marin - Sewer	4,374.14
131.48 - Bank of Marin - Solar	31,352.36
<b>Total 131.00 - Cash</b>	<b>283,684.87</b>
<b>Total Checking/Savings</b>	<b>283,684.87</b>
<b>Accounts Receivable</b>	
137.00 - Accounts Receivable	63.00
<b>Total Accounts Receivable</b>	<b>63.00</b>
<b>Total Current Assets</b>	<b>283,747.87</b>
<b>Fixed Assets</b>	
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	942,028.34
112.00 - Solar System	269,945.21
105.00 - Less Accumulated Depreciation	-476,912.01
<b>Total Fixed Assets</b>	<b>1,596,763.51</b>
<b>Other Assets</b>	
136.00 - SUSD Note Receivable	21,104.04
151.00 - CREBs Unamortized Issuance Cost	15,250.00
152.00 - Accumulated Amortization	-4,485.18
<b>Total Other Assets</b>	<b>31,868.86</b>
<b>TOTAL ASSETS</b>	<b>1,912,380.24</b>

**Jun 30, 15**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

222.00 - Accounts Payable 5,515.17

**Total Accounts Payable** 5,515.17

**Total Current Liabilities** 5,515.17

**Long Term Liabilities**

211.00 - SWRCB SRF Loan 174,841.36

215.00 - CREBS Bond 215,294.10

**Total Long Term Liabilities** 390,135.46

**Total Liabilities** 395,650.63

**Equity**

260.00 - Retained Earnings 1,340,140.26

261.00 - Sinking Fund - Debt Reserve 47,775.00

262.00 - Capital Improvement Reserve 42,758.97

263.00 - Emergency Reserve 33,982.00

264.00 - Operating Reserve 16,479.12

265.00 - Net Assets - Unrestricted 105,000.00

**Net Income** -69,405.74

**Total Equity** 1,516,729.61

**TOTAL LIABILITIES & EQUITY** 1,912,380.24

	<u>Jul '14 - Jun 15</u>
<b>Income</b>	
<b>301.00 · Service Charges</b>	
301.10 · Service Charges - Monthly	819.00
301.15 · Service Charges - Annual Fees	1,512.00
<b>301.20 · Service Charges - SUSD</b>	
301.25 · Solar Portion - SUSD	6,355.00
301.20 · Service Charges - SUSD - Other	66,763.00
<b>Total 301.20 · Service Charges - SUSD</b>	<u>73,118.00</u>
<b>301.30 · Service Charges - County</b>	
301.35 · Solar Portion - County	7,770.00
301.30 · Service Charges - County - Other	89,163.89
<b>Total 301.30 · Service Charges - County</b>	<u>96,933.89</u>
<b>Total 301.00 · Service Charges</b>	172,382.89
<b>305.00 · SUSD Sinking Fund</b>	8,062.00
<b>311.00 · Interest Income</b>	1,511.18
<b>315.00 · Intergovernmental Revenues</b>	
315.50 · Levy 4	7,778.67
315.00 · Intergovernmental Revenues - Other	1.02
<b>Total 315.00 · Intergovernmental Revenues</b>	<u>7,779.69</u>
<b>316.00 · CSI Solar Rebate</b>	11,939.75
<b>Total Income</b>	<u>201,675.51</u>
<b>Gross Profit</b>	201,675.51
<b>Expense</b>	
<b>410.00 · Sewage Collection</b>	341.77
<b>411.00 · Sewage Treatment</b>	3,290.96
<b>412.00 · Sewage Disposal</b>	1,041.53
<b>414.00 · Administration and General</b>	
414.05 · Administrator's Fees	81,048.00
414.22 · Licenses and Permits	1,326.50
<b>414.30 · Insurance</b>	
414.31 · Property & Liability Insurance	5,312.82
414.33 · Worker's Comp Insurance	736.00
414.35 · Health Insurance Allowance	4,800.00
<b>Total 414.30 · Insurance</b>	<u>10,848.82</u>
<b>414.40 · Office Expense</b>	
414.41 · Postage and Delivery	111.67
414.42 · Printing and Copies	152.90
414.43 · Office Supplies	1,682.01
414.44 · Sonic - Web Hosting	219.45
414.45 · Equipment Expense	293.19
<b>414.46 · Board Meeting Expense</b>	
414.467 · Board Training	60.00
414.46 · Board Meeting Expense - Other	93.96
<b>Total 414.46 · Board Meeting Expense</b>	<u>153.96</u>

	<u>Jul '14 - Jun 15</u>
414.48 · Office Rent	1,200.00
414.49 · Secretary	80.56
<b>Total 414.40 · Office Expense</b>	<b>3,893.74</b>
<b>414.50 · O&amp;M Contractual Services</b>	<b>63,841.51</b>
<b>414.55 · Professional Fees</b>	
414.551 · Legal Fees	205.00
414.552 · Accounting	4,500.00
414.553 · Consulting	13,650.00
<b>Total 414.55 · Professional Fees</b>	<b>18,355.00</b>
<b>414.60 · Publication and Notices</b>	
414.61 · Newsletter Expense	232.75
414.60 · Publication and Notices - Other	905.00
<b>Total 414.60 · Publication and Notices</b>	<b>1,137.75</b>
<b>414.62 · Dues and Subscriptions</b>	<b>1,529.93</b>
<b>414.65 · Rents and Leases</b>	
414.67 · Solar Lease Admin Fee	750.00
414.68 · Solar Lease Agreement	17,941.18
<b>Total 414.65 · Rents and Leases</b>	<b>18,691.18</b>
<b>414.70 · Repairs and Maintenance</b>	
414.71 · Plant and Building Maintenance	909.69
414.72 · Computer Repairs	1,748.30
414.73 · Equipment Repairs	1,125.00
<b>Total 414.70 · Repairs and Maintenance</b>	<b>3,782.99</b>
<b>414.80 · Travel and Meetings</b>	
414.81 · Travel	1,254.54
414.83 · Meetings and Seminars	1,462.28
<b>Total 414.80 · Travel and Meetings</b>	<b>2,716.82</b>
414.90 · Telephone and Internet Services	2,417.60
<b>Total 414.00 · Administration and General</b>	<b>209,589.84</b>
<b>415.50 · Depreciation Expense</b>	<b>51,600.00</b>
<b>420.20 · Interest Expense - SRF Loan</b>	<b>4,853.15</b>
<b>423.00 · Other Nonoperating Expenses</b>	
423.10 · Contributions	364.00
<b>Total 423.00 · Other Nonoperating Expenses</b>	<b>364.00</b>
<b>Total Expense</b>	<b>271,081.25</b>
<b>Net Income</b>	<b>-69,405.74</b>

	<u>Jul '14 - Jun 15</u>	<u>Jul '13 - Jun 14</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Income</b>				
<b>301.00 · Service Charges</b>				
301.10 · Service Charges - Monthly	819.00	1,512.00	-693.00	-45.83%
301.15 · Service Charges - Annual Fees	1,512.00	756.00	756.00	100.0%
<b>301.20 · Service Charges - SUSD</b>				
301.25 · Solar Portion - SUSD	6,355.00	0.00	6,355.00	100.0%
301.20 · Service Charges - SUSD - Other	66,763.00	64,510.00	2,253.00	3.49%
<b>Total 301.20 · Service Charges - SUSD</b>	<u>73,118.00</u>	<u>64,510.00</u>	<u>8,608.00</u>	<u>13.34%</u>
<b>301.30 · Service Charges - County</b>				
301.35 · Solar Portion - County	7,770.00	7,680.00	90.00	1.17%
301.30 · Service Charges - County - Other	89,163.89	90,191.43	-1,027.54	-1.14%
<b>Total 301.30 · Service Charges - County</b>	<u>96,933.89</u>	<u>97,871.43</u>	<u>-937.54</u>	<u>-0.96%</u>
<b>Total 301.00 · Service Charges</b>	172,382.89	164,649.43	7,733.46	4.7%
305.00 · SUSD Sinking Fund	8,062.00	8,062.00	0.00	0.0%
311.00 · Interest Income	1,511.18	1,616.37	-105.19	-6.51%
<b>315.00 · Intergovernmental Revenues</b>				
315.50 · Levy 4	7,778.67	8,090.46	-311.79	-3.85%
315.00 · Intergovernmental Revenues - Other	1.02	0.41	0.61	148.78%
<b>Total 315.00 · Intergovernmental Revenues</b>	<u>7,779.69</u>	<u>8,090.87</u>	<u>-311.18</u>	<u>-3.85%</u>
316.00 · CSI Solar Rebate	11,939.75	14,540.98	-2,601.23	-17.89%
<b>318.00 · Other Nonoperating Income</b>				
318.30 · Transfer In	0.00	0.00	0.00	0.0%
<b>Total 318.00 · Other Nonoperating Income</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Total Income</b>	<u>201,675.51</u>	<u>196,959.65</u>	<u>4,715.86</u>	<u>2.39%</u>
<b>Gross Profit</b>	201,675.51	196,959.65	4,715.86	2.39%
<b>Expense</b>				
410.00 · Sewage Collection	341.77	350.00	-8.23	-2.35%
411.00 · Sewage Treatment	3,290.96	935.44	2,355.52	251.81%
412.00 · Sewage Disposal	1,041.53	-49.59	1,091.12	2,200.28%
<b>414.00 · Administration and General</b>				
414.05 · Administrator's Fees	81,048.00	81,048.00	0.00	0.0%
414.22 · Licenses and Permits	1,326.50	1,272.50	54.00	4.24%
<b>414.30 · Insurance</b>				
414.31 · Property & Liability Insurance	5,312.82	5,269.54	43.28	0.82%
414.33 · Worker's Comp Insurance	736.00	609.00	127.00	20.85%
414.35 · Health Insurance Allowance	4,800.00	4,800.00	0.00	0.0%
<b>Total 414.30 · Insurance</b>	<u>10,848.82</u>	<u>10,678.54</u>	<u>170.28</u>	<u>1.6%</u>
<b>414.40 · Office Expense</b>				
414.41 · Postage and Delivery	111.67	215.89	-104.22	-48.28%
414.42 · Printing and Copies	152.90	894.36	-741.46	-82.9%
414.43 · Office Supplies	1,682.01	887.87	794.14	89.44%
414.44 · Sonic - Web Hosting	219.45	219.15	0.30	0.14%
414.45 · Equipment Expense	293.19	0.00	293.19	100.0%
<b>414.46 · Board Meeting Expense</b>				
414.467 · Board Training	60.00	0.00	60.00	100.0%
414.46 · Board Meeting Expense - Other	93.96	1,257.51	-1,163.55	-92.53%
<b>Total 414.46 · Board Meeting Expense</b>	<u>153.96</u>	<u>1,257.51</u>	<u>-1,103.55</u>	<u>-87.76%</u>

	<u>Jul '14 - Jun 15</u>	<u>Jul '13 - Jun 14</u>	<u>\$ Change</u>	<u>% Change</u>
414.48 · Office Rent	1,200.00	0.00	1,200.00	100.0%
414.49 · Secretary	80.56	0.00	80.56	100.0%
<b>Total 414.40 · Office Expense</b>	<b>3,893.74</b>	<b>3,474.78</b>	<b>418.96</b>	<b>12.06%</b>
<b>414.50 · O&amp;M Contractual Services</b>	<b>63,841.51</b>	<b>62,081.99</b>	<b>1,759.52</b>	<b>2.83%</b>
<b>414.55 · Professional Fees</b>				
414.551 · Legal Fees	205.00	0.00	205.00	100.0%
414.552 · Accounting	4,500.00	5,000.00	-500.00	-10.0%
414.553 · Consulting	13,650.00	0.00	13,650.00	100.0%
<b>Total 414.55 · Professional Fees</b>	<b>18,355.00</b>	<b>5,000.00</b>	<b>13,355.00</b>	<b>267.1%</b>
<b>414.60 · Publication and Notices</b>				
414.61 · Newsletter Expense	232.75	382.21	-149.46	-39.1%
414.60 · Publication and Notices - Other	905.00	95.25	809.75	850.13%
<b>Total 414.60 · Publication and Notices</b>	<b>1,137.75</b>	<b>477.46</b>	<b>660.29</b>	<b>138.29%</b>
<b>414.62 · Dues and Subscriptions</b>	<b>1,529.93</b>	<b>1,455.79</b>	<b>74.14</b>	<b>5.09%</b>
<b>414.65 · Rents and Leases</b>				
414.67 · Solar Lease Admin Fee	750.00	750.00	0.00	0.0%
414.68 · Solar Lease Agreement	17,941.18	0.00	17,941.18	100.0%
<b>Total 414.65 · Rents and Leases</b>	<b>18,691.18</b>	<b>750.00</b>	<b>17,941.18</b>	<b>2,392.16%</b>
<b>414.70 · Repairs and Maintenance</b>				
414.71 · Plant and Building Maintenance	909.69	478.78	430.91	90.0%
414.72 · Computer Repairs	1,748.30	240.00	1,508.30	628.46%
414.73 · Equipment Repairs	1,125.00	3,714.77	-2,589.77	-69.72%
414.77 · Irrigation Field Maintenance	0.00	579.00	-579.00	-100.0%
<b>Total 414.70 · Repairs and Maintenance</b>	<b>3,782.99</b>	<b>5,012.55</b>	<b>-1,229.56</b>	<b>-24.53%</b>
<b>414.80 · Travel and Meetings</b>				
414.81 · Travel	1,254.54	1,499.54	-245.00	-16.34%
414.83 · Meetings and Seminars	1,462.28	445.00	1,017.28	228.6%
<b>Total 414.80 · Travel and Meetings</b>	<b>2,716.82</b>	<b>1,944.54</b>	<b>772.28</b>	<b>39.72%</b>
<b>414.90 · Telephone and Internet Services</b>	<b>2,417.60</b>	<b>1,150.79</b>	<b>1,266.81</b>	<b>110.08%</b>
414.95 · Miscellaneous Expenses	0.00	8.43	-8.43	-100.0%
<b>Total 414.00 · Administration and General</b>	<b>209,589.84</b>	<b>174,355.37</b>	<b>35,234.47</b>	<b>20.21%</b>
<b>417.00 · Other Operating Expenses</b>				
417.10 · Bank Service Charges	0.00	0.00	0.00	0.0%
417.20 · Election Expense	0.00	428.31	-428.31	-100.0%
417.30 · LAFCO Charges	0.00	238.87	-238.87	-100.0%
<b>Total 417.00 · Other Operating Expenses</b>	<b>0.00</b>	<b>667.18</b>	<b>-667.18</b>	<b>-100.0%</b>
<b>415.00 · Amortization Expense</b>	<b>0.00</b>	<b>897.06</b>	<b>-897.06</b>	<b>-100.0%</b>
<b>415.50 · Depreciation Expense</b>	<b>51,600.00</b>	<b>53,404.00</b>	<b>-1,804.00</b>	<b>-3.38%</b>
<b>420.20 · Interest Expense - SRF Loan</b>	<b>4,853.15</b>	<b>5,323.50</b>	<b>-470.35</b>	<b>-8.84%</b>
<b>423.00 · Other Nonoperating Expenses</b>				
423.10 · Contributions	364.00	0.00	364.00	100.0%
423.20 · Awards and Gifts	0.00	174.12	-174.12	-100.0%
<b>Total 423.00 · Other Nonoperating Expenses</b>	<b>364.00</b>	<b>174.12</b>	<b>189.88</b>	<b>109.05%</b>
<b>Total Expense</b>	<b>271,081.25</b>	<b>236,057.08</b>	<b>35,024.17</b>	<b>14.84%</b>
<b>Net Income</b>	<b>-69,405.74</b>	<b>-39,097.43</b>	<b>-30,308.31</b>	<b>-77.52%</b>

	TOTAL			
	Jul '14 - Jun 15	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>301.00 - Service Charges</b>				
301.10 - Service Charges - Monthly	819.00	756.00	63.00	108.33%
301.15 - Service Charges - Annual Fees	1,512.00	1,512.00	0.00	100.0%
<b>301.20 - Service Charges - SUSD</b>				
301.25 - Solar Portion - SUSD	6,355.00	6,120.00	235.00	103.84%
301.20 - Service Charges - SUSD - Other	66,763.00	64,500.00	2,263.00	103.51%
<b>Total 301.20 - Service Charges - SUSD</b>	<u>73,118.00</u>	<u>70,620.00</u>	<u>2,498.00</u>	<u>103.54%</u>
<b>301.30 - Service Charges - County</b>				
301.35 - Solar Portion - County	7,770.00	7,680.00	90.00	101.17%
301.30 - Service Charges - County - Other	89,163.89	96,000.00	-6,836.11	92.88%
<b>Total 301.30 - Service Charges - County</b>	<u>96,933.89</u>	<u>103,680.00</u>	<u>-6,746.11</u>	<u>93.49%</u>
<b>301.40 - Capital Improvement Component</b>	0.00	0.00	0.00	0.0%
<b>Total 301.00 - Service Charges</b>	<u>172,382.89</u>	<u>176,568.00</u>	<u>-4,185.11</u>	<u>97.63%</u>
<b>305.00 - SUSD Sinking Fund</b>	8,062.00	8,062.00	0.00	100.0%
<b>311.00 - Interest Income</b>	1,511.18	1,584.00	-72.82	95.4%
<b>315.00 - Intergovernmental Revenues</b>				
315.50 - Levy 4	7,778.67	9,387.00	-1,608.33	82.87%
315.00 - Intergovernmental Revenues - Other	1.02	0.00	1.02	100.0%
<b>Total 315.00 - Intergovernmental Revenues</b>	<u>7,779.69</u>	<u>9,387.00</u>	<u>-1,607.31</u>	<u>82.88%</u>
<b>316.00 - CSI Solar Rebate</b>	11,939.75	14,400.00	-2,460.25	82.92%
<b>318.00 - Other Nonoperating Income</b>				
318.30 - Transfer In	0.00	10,000.00	-10,000.00	0.0%
<b>Total 318.00 - Other Nonoperating Income</b>	<u>0.00</u>	<u>10,000.00</u>	<u>-10,000.00</u>	<u>0.0%</u>
<b>Total Income</b>	<u>201,675.51</u>	<u>220,001.00</u>	<u>-18,325.49</u>	<u>91.67%</u>
<b>Gross Profit</b>	201,675.51	220,001.00	-18,325.49	91.67%
<b>Expense</b>				
<b>410.00 - Sewage Collection</b>	341.77	386.00	-44.23	88.54%
<b>411.00 - Sewage Treatment</b>	3,290.96	1,734.00	1,556.96	189.79%
<b>412.00 - Sewage Disposal</b>	1,041.53	312.00	729.53	333.82%
<b>414.00 - Administration and General</b>				
414.05 - Administrator's Fees	81,048.00	81,048.00	0.00	100.0%
414.22 - Licenses and Permits	1,326.50	1,300.00	26.50	102.04%
<b>414.30 - Insurance</b>				
414.31 - Property & Liability Insurance	5,312.82	5,329.00	-16.18	99.7%
414.33 - Worker's Comp Insurance	736.00	704.00	32.00	104.55%
414.35 - Health Insurance Allowance	4,800.00	4,800.00	0.00	100.0%
<b>Total 414.30 - Insurance</b>	<u>10,848.82</u>	<u>10,833.00</u>	<u>15.82</u>	<u>100.15%</u>
<b>414.40 - Office Expense</b>				
414.41 - Postage and Delivery	111.67	180.00	-68.33	62.04%
414.42 - Printing and Copies	152.90	200.00	-47.10	76.45%
414.43 - Office Supplies	1,682.01	300.00	1,382.01	560.67%
414.44 - Sonic - Web Hosting	219.45	239.40	-19.95	91.67%
414.45 - Equipment Expense	293.19	0.00	293.19	100.0%

	TOTAL			
	Jul '14 - Jun 15	Budget	\$ Over Budget	% of Budget
<b>414.46 · Board Meeting Expense</b>				
414.465 · Board Meber Stipend	0.00	0.00	0.00	0.0%
414.467 · Board Training	60.00	0.00	60.00	100.0%
414.468 · Board Meeting Expense - Other	0.00	0.00	0.00	0.0%
414.46 · Board Meeting Expense - Other	93.96	1,068.00	-974.04	8.8%
<b>Total 414.46 · Board Meeting Expense</b>	<b>153.96</b>	<b>1,068.00</b>	<b>-914.04</b>	<b>14.42%</b>
<b>414.47 · Clerical/Bookkeeping</b>	0.00	0.00	0.00	0.0%
<b>414.48 · Office Rent</b>	1,200.00	0.00	1,200.00	100.0%
<b>414.49 · Secretary</b>	80.56	0.00	80.56	100.0%
<b>414.495 · Recruiting</b>	0.00	0.00	0.00	0.0%
<b>Total 414.40 · Office Expense</b>	<b>3,893.74</b>	<b>1,987.40</b>	<b>1,906.34</b>	<b>195.92%</b>
<b>414.50 · O&amp;M Contractual Services</b>	63,841.51	63,734.00	107.51	100.17%
<b>414.55 · Professional Fees</b>				
414.551 · Legal Fees	205.00	5,000.00	-4,795.00	4.1%
414.552 · Accounting	4,500.00	4,500.00	0.00	100.0%
414.553 · Consulting	13,650.00	10,000.00	3,650.00	136.5%
414.555 · Grant Writer	0.00	0.00	0.00	0.0%
<b>Total 414.55 · Professional Fees</b>	<b>18,355.00</b>	<b>19,500.00</b>	<b>-1,145.00</b>	<b>94.13%</b>
<b>414.60 · Publication and Notices</b>				
414.61 · Newsletter Expense	232.75	210.00	22.75	110.83%
414.60 · Publication and Notices - Other	905.00	300.00	605.00	301.67%
<b>Total 414.60 · Publication and Notices</b>	<b>1,137.75</b>	<b>510.00</b>	<b>627.75</b>	<b>223.09%</b>
<b>414.62 · Dues and Subscriptions</b>	1,529.93	1,470.00	59.93	104.08%
<b>414.65 · Rents and Leases</b>				
414.67 · Solar Lease Admin Fee	750.00	750.00	0.00	100.0%
414.68 · Solar Lease Agreement	17,941.18	17,941.00	0.18	100.0%
<b>Total 414.65 · Rents and Leases</b>	<b>18,691.18</b>	<b>18,691.00</b>	<b>0.18</b>	<b>100.0%</b>
<b>414.70 · Repairs and Maintenance</b>				
414.71 · Plant and Building Maintenance	909.69	0.00	909.69	100.0%
414.72 · Computer Repairs	1,748.30	0.00	1,748.30	100.0%
414.73 · Equipment Repairs	1,125.00	0.00	1,125.00	100.0%
414.76 · Collection System Maintenance	0.00	0.00	0.00	0.0%
414.77 · Irrigation Field Maintenance	0.00	0.00	0.00	0.0%
414.78 · Solar Panel Maintenance	0.00	0.00	0.00	0.0%
<b>Total 414.70 · Repairs and Maintenance</b>	<b>3,782.99</b>	<b>0.00</b>	<b>3,782.99</b>	<b>100.0%</b>
<b>414.75 · New Equipment</b>	0.00	0.00	0.00	0.0%
<b>414.80 · Travel and Meetings</b>				
414.81 · Travel	1,254.54	0.00	1,254.54	100.0%
414.83 · Meetings and Seminars	1,462.28	0.00	1,462.28	100.0%
<b>Total 414.80 · Travel and Meetings</b>	<b>2,716.82</b>	<b>0.00</b>	<b>2,716.82</b>	<b>100.0%</b>
<b>414.90 · Telephone and Internet Services</b>	2,417.60	0.00	2,417.60	100.0%
<b>414.95 · Miscellaneous Expenses</b>	0.00	0.00	0.00	0.0%
<b>Total 414.00 · Administration and General</b>	<b>209,589.84</b>	<b>199,073.40</b>	<b>10,516.44</b>	<b>105.28%</b>

	<b>TOTAL</b>			
	<b>Jul '14 - Jun 15</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>417.00 · Other Operating Expenses</b>				
417.10 · Bank Service Charges	0.00	0.00	0.00	0.0%
417.30 · LAFCO Charges	0.00	0.00	0.00	0.0%
<b>Total 417.00 · Other Operating Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>415.50 · Depreciation Expense</b>	51,600.00	0.00	51,600.00	100.0%
<b>420.20 · Interest Expense - SRF Loan</b>	4,853.15	0.00	4,853.15	100.0%
<b>423.00 · Other Nonoperating Expenses</b>				
423.10 · Contributions	364.00	0.00	364.00	100.0%
<b>Total 423.00 · Other Nonoperating Expenses</b>	<b>364.00</b>	<b>0.00</b>	<b>364.00</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>271,081.25</b>	<b>201,505.40</b>	<b>69,575.85</b>	<b>134.53%</b>
<b>Net Income</b>	<b>-69,405.74</b>	<b>18,495.60</b>	<b>-87,901.34</b>	<b>-375.26%</b>

**TVCS D Sewer Enterprise**  
**Statement of Cash Flows**  
 June 2015

	<b>Jun 15</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	-12,998.47
Adjustments to reconcile Net Income to net cash provided by operations:	
137.00 · Accounts Receivable	-63.00
138.00 · Receivable - TVCS D Park	3,211.00
222.00 · Accounts Payable	-980.16
<b>Net cash provided by Operating Activities</b>	<b>-10,830.63</b>
<b>INVESTING ACTIVITIES</b>	
110.00 · Improvement Project	-2,635.03
105.00 · Less Accumulated Depreciation	4,300.00
<b>Net cash provided by Investing Activities</b>	<b>1,664.97</b>
<b>FINANCING ACTIVITIES</b>	
260.00 · Retained Earnings	17,410.03
262.00 · Capital Improvement Reserve	-2,635.03
264.00 · Operating Reserve	-14,775.00
<b>Net cash provided by Financing Activities</b>	<b>0.00</b>
<b>Net cash increase for period</b>	<b>-9,165.66</b>
<b>Cash at beginning of period</b>	<b>292,850.53</b>
<b>Cash at end of period</b>	<b>283,684.87</b>

	<u>Jun 30, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
131.00 · Cash	
131.46 · Bank of Marin - Park Account	66,270.13
<b>Total 131.00 · Cash</b>	<u>66,270.13</u>
<b>Total Checking/Savings</b>	66,270.13
<b>Accounts Receivable</b>	
137.00 · Accounts Receivable	70.00
<b>Total Accounts Receivable</b>	<u>70.00</u>
<b>Total Current Assets</b>	66,340.13
<b>Fixed Assets</b>	
100.20 · Land and Land Rights	132,000.00
111.00 · Park Equipment	
Original Cost	299,899.00
105.00 · Depreciation	-36,433.00
<b>Total 111.00 · Park Equipment</b>	<u>263,466.00</u>
<b>Total Fixed Assets</b>	<u>395,466.00</u>
<b>TOTAL ASSETS</b>	<u><u>461,806.13</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
222.00 · Accounta Payable	500.00
<b>Total Accounts Payable</b>	500.00
<b>Other Current Liabilities</b>	
217.00 · Unearned Revenue	25,000.00
<b>Total Other Current Liabilities</b>	<u>25,000.00</u>
<b>Total Current Liabilities</b>	<u>25,500.00</u>
<b>Total Liabilities</b>	25,500.00
<b>Equity</b>	
252.50 · Investment in Capital Assets	395,466.00
260.00 · Retained Earnings	17,233.69
Net Income	23,606.44
<b>Total Equity</b>	<u>436,306.13</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>461,806.13</u></u>

**Ordinary Income/Expense**

**Income**

311.00 · Interest Income	3.30
<b>315.00 · Intergovernmental Revenues</b>	
315.60 · HOPTR	59.92
315.70 · SB 90 Reimbursement	3,568.00
315.80 · Measure A Funds	32,151.64
<b>Total 315.00 · Intergovernmental Revenues</b>	<b>35,779.56</b>
<b>320.00 · Contributions Income</b>	
<b>320.30 · Unrestricted</b>	
320.33 · Film Fees	750.00
320.30 · Unrestricted - Other	95.00
<b>Total 320.30 · Unrestricted</b>	<b>845.00</b>
<b>Total 320.00 · Contributions Income</b>	<b>845.00</b>
<b>322.00 · Park Use Rental</b>	
322.50 · Cleaning and Security Deposit	-600.00
322.00 · Park Use Rental - Other	850.00
<b>Total 322.00 · Park Use Rental</b>	<b>250.00</b>
322.60 · Water Tower PGE	840.00
323.00 · Founders' Day Committee	64.00
<b>Total Income</b>	<b>37,781.86</b>

**Expense**

414.10 · Licenses and Permits	220.00
<b>414.20 · Office Expense</b>	
414.21 · Postage and Delivery	9.72
414.22 · Printing and Copies	102.52
<b>Total 414.20 · Office Expense</b>	<b>112.24</b>
<b>414.55 · Professional Fees</b>	
414.59 · Engineering and Design	2,890.00
<b>Total 414.55 · Professional Fees</b>	<b>2,890.00</b>
<b>414.70 · Repairs</b>	
414.74 · Park Maintenance	169.62
<b>Total 414.70 · Repairs</b>	<b>169.62</b>
<b>414.80 · Measure A</b>	
414.81 · Measure A Project Expenses	4,209.34
414.82 · Measure A Maintenance Expenses	5,282.73
414.83 · PGE Park	1,079.59
<b>Total 414.80 · Measure A</b>	<b>10,571.66</b>
423.20 · Awards and Gifts	211.90

**Total Expense** 14,175.42

**Net Ordinary Income** 23,606.44

**Net Income** 23,606.44

	<u>Jul '14 - Jun 15</u>	<u>Jul '13 - Jun 14</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
311.00 · Interest Income	3.30	1.89	1.41	74.6%
<b>315.00 · Intergovernmental Revenues</b>				
315.60 · HOPTR	59.92	58.80	1.12	1.91%
315.65 · Property Tax Refund	0.00	28.24	-28.24	-100.0%
315.70 · SB 90 Reimbursement	3,568.00	0.00	3,568.00	100.0%
315.80 · Measure A Funds	32,151.64	17,374.91	14,776.73	85.05%
<b>Total 315.00 · Intergovernmental Revenues</b>	<b>35,779.56</b>	<b>17,461.95</b>	<b>18,317.61</b>	<b>104.9%</b>
<b>320.00 · Contributions Income</b>				
320.20 · Restricted	0.00	0.00	0.00	0.0%
<b>320.30 · Unrestricted</b>				
320.32 · 2013 PitP	0.00	7,407.00	-7,407.00	-100.0%
320.33 · Film Fees	750.00	0.00	750.00	100.0%
320.30 · Unrestricted - Other	95.00	200.00	-105.00	-52.5%
<b>Total 320.30 · Unrestricted</b>	<b>845.00</b>	<b>7,607.00</b>	<b>-6,762.00</b>	<b>-88.89%</b>
<b>Total 320.00 · Contributions Income</b>	<b>845.00</b>	<b>7,607.00</b>	<b>-6,762.00</b>	<b>-88.89%</b>
<b>322.00 · Park Use Rental</b>				
322.50 · Cleaning and Security Deposit	-600.00	200.00	-800.00	-400.0%
322.00 · Park Use Rental - Other	850.00	650.00	200.00	30.77%
<b>Total 322.00 · Park Use Rental</b>	<b>250.00</b>	<b>850.00</b>	<b>-600.00</b>	<b>-70.59%</b>
322.60 · Water Tower PGE	840.00	910.00	-70.00	-7.69%
323.00 · Founders' Day Committee	64.00	0.00	64.00	100.0%
<b>Total Income</b>	<b>37,781.86</b>	<b>26,830.84</b>	<b>10,951.02</b>	<b>40.82%</b>
<b>Expense</b>				
414.10 · Licenses and Permits	220.00	0.00	220.00	100.0%
<b>414.20 · Office Expense</b>				
414.21 · Postage and Delivery	9.72	246.94	-237.22	-96.06%
414.22 · Printing and Copies	102.52	1.50	101.02	6,734.67%
<b>Total 414.20 · Office Expense</b>	<b>112.24</b>	<b>248.44</b>	<b>-136.20</b>	<b>-54.82%</b>
<b>414.55 · Professional Fees</b>				
414.56 · Legal Fees	0.00	1,127.50	-1,127.50	-100.0%
414.59 · Engineering and Design	2,890.00	0.00	2,890.00	100.0%
<b>Total 414.55 · Professional Fees</b>	<b>2,890.00</b>	<b>1,127.50</b>	<b>1,762.50</b>	<b>156.32%</b>
<b>414.70 · Repairs</b>				
414.74 · Park Maintenance	169.62	-52.85	222.47	420.95%
<b>Total 414.70 · Repairs</b>	<b>169.62</b>	<b>-52.85</b>	<b>222.47</b>	<b>420.95%</b>
<b>414.80 · Measure A</b>				
414.81 · Measure A Project Expenses	4,209.34	1,278.02	2,931.32	229.36%
414.82 · Measure A Maintenance Expenses	5,282.73	1,420.26	3,862.47	271.96%
414.83 · PGE Park	1,079.59	1,310.43	-230.84	-17.62%
<b>Total 414.80 · Measure A</b>	<b>10,571.66</b>	<b>4,008.71</b>	<b>6,562.95</b>	<b>163.72%</b>
423.20 · Awards and Gifts	211.90	0.00	211.90	100.0%
<b>423.30 · Fundraising Expense</b>				
423.31 · Party in the Park	0.00	1,007.63	-1,007.63	-100.0%
<b>Total 423.30 · Fundraising Expense</b>	<b>0.00</b>	<b>1,007.63</b>	<b>-1,007.63</b>	<b>-100.0%</b>
430.00 · Miscellaneous	0.00	779.00	-779.00	-100.0%
6260 · Printing and Reproduction	0.00	78.75	-78.75	-100.0%
<b>Total Expense</b>	<b>14,175.42</b>	<b>7,197.18</b>	<b>6,978.24</b>	<b>96.96%</b>
<b>Net Ordinary Income</b>	<b>23,606.44</b>	<b>19,633.66</b>	<b>3,972.78</b>	<b>20.24%</b>

	<u>Jul '14 - Jun 15</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	23,606.44
Adjustments to reconcile Net Income to net cash provided by operations:	
137.00 · Accounts Receivable	-70.00
222.00 · Accounta Payable	<u>394.27</u>
Net cash provided by Operating Activities	23,930.71
<b>FINANCING ACTIVITIES</b>	
216.00 · Loan Payable - TVCSD Sewer	<u>-3,211.00</u>
Net cash provided by Financing Activities	<u>-3,211.00</u>
 Net cash increase for period	 20,719.71
 Cash at beginning of period	 <u>45,550.42</u>
Cash at end of period	<u><u>66,270.13</u></u>

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

RESOLUTION # 15-01

July 8, 2015

BE IT RESOLVED by the Board of Directors of the Tomales Village Community Services District that the TVCSD Sewer Regulation 108, “Rates and Charges” Section c. “Monthly Service Rates” adopted by the Board on July 9, 2000, and amended in June 2009 is hereby continued for another year and reads as follows:

c. **“Monthly Service Rates**

Effective July 1, 2015 a sewer service rate of \$63.00 per equivalent unit per month shall be paid by the owner of the land served. In the case of new construction, said rate shall commence when the house lateral for said dwelling unit is connected to the District sewage facility. Upon written notice by the owner in the event a structure is demolished by fire or otherwise removed from the land, an appropriate adjustment shall be made taking into account the reduced use but excluding any adjustment for infiltration inflow. Charges collected during the period that no structure existed, due to destruction by fire or otherwise removed, shall be refunded. The refund period, however, shall not be greater than one year and shall be measured from the date that the District receives written notice from the owner.”

**CERTIFICATION**

The following hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the Board of Directors of the Tomales Village Community Services District at a regularly scheduled Board Meeting held on July 8, 2015.

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Bill Bonini, President, TVCSD

Attested by:

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Secretary, TVCSD

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

RESOLUTION # 15-02

July 8, 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 voters of Tomales elected a Levy 4 Assessment to supplement the Sewer Operations & Maintenance in 1976, based on the assessed value of property within the District, at a current rate of \$0.020/\$100, and

WHEREAS, the Tomales Village Community Services District's current sewer service rate is \$756/year, and current fee for new connection is \$10,000, and

WHEREAS, at their July 8, 2015 regular scheduled Board of Directors meeting, the Tomales Village Community Services District Board unanimously voted to maintain the current tax rate of \$0.020/\$100 assessed value; maintain the current sewer service charge to \$756/year per equivalent unit; and maintain the current connection fee of \$10,000 per new connection per equivalent unit, until changed by resolution.

THEREFORE, be it resolved that, the Tomales Village Community Services District Board of Directors authorizes the Administrator to submit to the Marin County Auditor's Office notice of the override tax rate and sewer rate to be collected on the County Property Tax Bill and directed to the District.

EXECUTED THIS 8<sup>TH</sup> DAY OF JULY, TWO THOUSAND AND FIFTEEN.

\_\_\_\_\_  
Bill Bonini, President, TVCSD

Attested by:

\_\_\_\_\_  
Secretary, TVCSD

## Karl Drexel

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**Subject:** FW: July 8th Board Meeting

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**From:** STEVENPSI@aol.com [mailto:STEVENPSI@aol.com]

**Sent:** Tuesday, June 30, 2015 4:45 PM

**To:** karl@tomalescsd.ca.gov

**Subject:** Re: July 8th Board Meeting

Hi Karl,

### Tomales Wastewater System Recap:

1. Telstar installed a new irrigation actuator valve and due to some program problems also reloaded the operating system. The only problem now it appears that with the new actuator valve installed the discharge pressure is up from 80 to 100 PSI to now 100 to 120 PSI. The new valve has a visual open and close indicator and the old valve did not. I presume that old valve was not opening all the way.
2. Telstar was out last week and brought out the new SCADA computer for testing and should be returning this week or next to finish.
3. Rocks in the headworks: A hand full of small rocks are being removed from the influent channel each week. I have a call into Roy's Sewer Services regarding TVing the section of the collection piping from the plant to HWY 1. **Note: our Operator says that since the high school has let out, the rocks amounts have dropped off considerably. I recommend having the school line TVed as well.**
4. Irrigation guns: I am having Tim Furlong get me a quote to replace three heads and one control valve. There will need to be some new plumbing configured to match the new heads to old piping.
5. Mid June a cow broke a 3/4" line at the storage pond pressure sensor causing several hundred gallons of water to leak, which was contained to the property boundaries. Tim Furlong was notified of his cows action and he repaired and a guard has been requested to go around this pressure sensor structure.
6. Storage Pond levels are at 7.7 feet of freeboard or about half full. We should have no problems emptying the ponds by November.

Please let me know if you have any questions

Steve Phillips

### **PHILLIPS & ASSOCIATES**

2201 Jefferson Street

Napa, CA. 94559

Office 707-254-1931

Cell: 707-888-4018

<http://www.phillipswaterservices.com/>

[In a message dated 6/26/2015 4:56:36 P.M. Pacific Daylight Time, karl@tomalescsd.ca.gov writes:](#)

[Hi Steve,](#)

[I am not sure if you are going to be at the July 8<sup>th</sup> meeting, since the first half of it is a Public Hearing on the Budget. However, I am NOT going to be there. I have another engagement. Either way, it would be good if you could recap, in writing, the last couple of months and next few months with SCADA repairs, upgrades, valve break and repair, new calibrations, new irrigation guns, rocks and CCTVing,](#)

road repair, etc. and have it to me before next Wednesday. I can put it in the Board packet and your agenda item should go more smoothly. 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

Tomales CA 94971

707-527-5688

707-575-4306 Fax

admin@tomalescsd.ca.gov



**Please consider the environment before you print**

June 17, 2015

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  
Order No. 76-38  
May, 2015

Mr. Allen

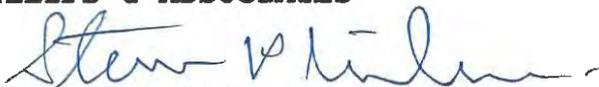
Enclosed please find the Self-Monitoring Report.

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				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)	BOD (mg/l)	Cl2 (mg/l)	Coliform MPN/100
5/1/2015	15.0																0.0						
5/2/2015	15.0																0.0						
5/3/2015	15.0																0.0						
5/4/2015	15.0																0.0						
5/5/2015	15.0		610.0	290.0	7.9	5.0	15.2	3.2				5.9				6.1	0.0						
5/6/2015	18.0																0.0						
5/7/2015	18.0	111.0															0.0	0.0					
5/8/2015	18.0																0.0						
5/9/2015	18.0																0.0						
5/10/2015	18.0																0.0						
5/11/2015	18.0																0.0						
5/12/2015	15.0				8.1	5.1	16.0	3.1					6.0			6.1	0.0						
5/13/2015	15.0																0.0						
5/14/2015	15.0	117.0															0.0	0.0					
5/15/2015	15.0																0.0						
5/16/2015	15.0																0.0						
5/17/2015	15.0																0.0						
5/18/2015	15.0				8.2	7.1	17.5	3.1					6.0			6.0	0.0						
5/19/2015	16.0																0.0						
5/20/2015	16.0																0.0						
5/21/2015	16.0	108.0															0.0	0.0					
5/22/2015	16.0																0.0						
5/23/2015	16.0																0.0						
5/24/2015	16.0																0.0						
5/25/2015	16.0																0.0						
5/26/2015	16.0																0.0						
5/27/2015	16.0				8.2	4.0	16.6	3.2	9.3	8.4	18.5	6.0	8.6	6.5	18.2	6.1	50.0				34.0		
5/28/2015	16.0	112.0															50.0	100.0					
5/29/2015	16.0																0.0						
5/30/2015	16.0																0.0						
5/31/2015	16.0																0.0						
<b>Max</b>	<b>18.0</b>	<b>117.0</b>	<b>610.0</b>	<b>290.0</b>	<b>8.2</b>	<b>7.1</b>	<b>17.5</b>	<b>3.1</b>	<b>9.3</b>	<b>8.4</b>	<b>18.5</b>	<b>6.0</b>	<b>8.6</b>	<b>6.5</b>	<b>18.2</b>	<b>6.1</b>	<b>50.0</b>	<b>100.0</b>	<b>0.0</b>	<b>0.0</b>	<b>34.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Min</b>	<b>15.0</b>	<b>108.0</b>	<b>610.0</b>	<b>290.0</b>	<b>7.9</b>	<b>4.0</b>	<b>15.2</b>	<b>3.1</b>	<b>9.3</b>	<b>8.4</b>	<b>18.5</b>	<b>5.9</b>	<b>8.6</b>	<b>6.5</b>	<b>18.2</b>	<b>6.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>34.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Avg</b>	<b>16.0</b>	<b>113.0</b>	<b>610.0</b>	<b>290.0</b>	<b>8.1</b>	<b>5.0</b>	<b>16.6</b>	<b>3.1</b>	<b>9.3</b>	<b>8.4</b>	<b>18.5</b>	<b>6.0</b>	<b>8.6</b>	<b>6.5</b>	<b>18.2</b>	<b>6.1</b>	<b>25.0</b>	<b>50.0</b>	<b>0.0</b>	<b>0.0</b>	<b>34.0</b>	<b>0.0</b>	<b>0.0</b>
<b>Total</b>	<b>496.0</b>																<b>100.0</b>						

Month	Treatment Pond # 2				Treatment Pond # 3			
May	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	3.2	9.6	6.9	15.9	3.2	9.8	5.2	16.3
6								
7								
8								
9								
10								
11								
12	3.2	9.7	7.9	16.2	3.2	9.8	6.1	16.2
13								
14								
15								
16								
17								
18	3.2	9.4	7.8	17.4	3.2	9.7	8.0	17.8
19								
20								
21								
22								
23								
24								
25								
26								
27	3.2	8.2	4.4	16.8	3.2	9.3	4.6	16.8
28								
29								
30								
31								

Revised 02/2010

# TOMALES WASTEWATER TREATMENT FACILITY

Revised 0804

## STANDARD OBSERVATION REPORT PASTURE IRRIGATION (001)

Month of May 20 15

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

Inspection Date	5-5	5/12	5-18	5-27	5-28
Day	TU	TU	MO	WE	TH
Time	0830	0830	1230	0945	1130
Operator	SC	JR/SC	SL	SL	SL/SP
Wind Speed & Direction					5-10 ENE
* Evidence of runoff from site	0	0	0	0	N
Evidence of erosion caused by irrigation	F	F	F	F	N
** Any odors			F	F	N
Mosquito breeding resulting from irrigation	F	F	F	F	N
Improper posting warning signs					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) MAY 2015

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

INSPECTION					
Date	5-5	5/12	5/18	5/27	
Day	TU	TU	THO	WE	
Time	0830	0830	1230	0945	
Tech	SC	JR/SC	SC	SC	
* Evident of any leaks	N	N	N	N	
Tank level, inches	43	43	43	43	
Cl2 gallons added	0	0	0	0	
New tank level after adding Cl2, inches	43	43	43	43	
Gallons used for treatment since last check	0	0	0	0	
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 EFFLUENT STORAGE POND  
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year) MAY 2015

2. Pond Standard Observation required every week

INSPECTION					
Date	5-5	5/12	5/18	5/27	
Day	TU	TU	WTO	WE	
Time	0830	0830	1230	1000	
Tech	SC	JR/SC	SL	SL	
* 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. Pond Observations To Be Done Only April 15th thru November 15th

*5/27*

Temperature					60
Weather- Calm, Oc, Rain,etc.					OC
Wind direction & speed, mph					5-10
Number of waterfowl					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 TREATMENT POND STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) MAY 2015
2. Pond Standard Observation required every week year round.

INSPECTION					
Date	5-5	5/12	5/18	5-27	
Day	TU	TU	MO	WE	
Time	0900	0930	1200	0745	
Tech	SC	JR/SC	KL	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.



May 19, 2015

Sample Collected: 05/05/15  
Sample Received: 05/05/15  
Collected By : SC/Phillips

Phillips & Associates  
2201 Jefferson Street  
Napa, CA. 94558

### Tomales

**LOG NUMBER** 515-9096-7  
Sample Description: Influent

**ANALYSIS**  
Total Suspended Solids mg/L 290.  
(Std. Mthds. 20<sup>th</sup> ed. 2540 D)  
Chemical Oxygen Demand mg/L 610.  
(HACH 8000)

**BRELJE AND RACE LABORATORIES, INC.**

JILL BRODT, LABORATORY MANAGER

JB:lja



June 8, 2015

Sample Collected: 05/27/15  
Sample Received: 05/27/15  
Collected By : SC/Phillips  
Fax 837-0872

Phillips & Associates  
2201 Jefferson Street  
Napa, CA. 94558

**Tomales**

**LOG NUMBER** 515-10694-6

Sample Description: Effluent

**ANALYSIS**

BOD <sub>5</sub> @ 20°C mg/L (Std. Mthds. 20 <sup>th</sup> ed. 5210 B)	34.
Total Dissolved Solids mg/L (Std. Mthds. 20 <sup>th</sup> ed. 2450 C)	460.
Nitrate N mg/L (EPA Mthd. 352.1)	<0.20
Nitrite N mg/L (EPA Mthd. 300.0)	<0.40
Total Kjeldahl N mg/L (Std. Mthds. 4500-NH <sub>3</sub> C)	13.
Ammonia N mg/L (Std. Mthds. 4500-NH <sub>3</sub> C)	0.50
Total Organic Nitrogen mg/L	13.

BOD Start Date: 05/28/15  
BOD Completed Date: 06/02/15

**BRELJE AND RACE LABORATORIES, INC.**

JILL BRODT, LABORATORY MANAGER

JB:lja

## TVCS D FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

MONDAY, MAY 18, 2015

PRESENT: Deborah Parrish (Chair), Venta Leon, Donna Clavaud

ABSENT: Chick Petersen (excused)

VISITORS: Bruce Abbott

The meeting was convened at 6:30pm at Tomales Town Hall. A quorum of the members focused on the 2015-16 Proposed Draft Sewer Enterprise Budget as a main agenda item to discuss changes to be recommended to the Board of Directors. The FAC members also reviewed the RFP Contact List and discussed outreach. Donna Clavaud recorded the minutes.

### **1. 2015-16 Proposed Draft Budget for TVCS D Sewer Enterprise:**

The FAC reviewed an updated draft that our Administrator had emailed the day before that he indicated “included the line items recommended by the FAC at the May 13<sup>th</sup> meeting” and that “the Narrative has been revised to address those recommendations” and to submit any recommendations or revisions to him before the next Board packet so that “I can incorporate them”.

During our discussion, there was unanimous concern about a deficit of \$10,000 in the new Draft Sewer Budget.

\*The FAC recommends a Balance Sheet be attached so we can comprehend the larger TVCS D financial picture.

\*There is also no mention of any repayment of the outstanding loan to Tomales Community Park in the proposed draft sewer budget. FAC requests that the Park Committee report the status of this loan balance to the Board of Directors and a plan to repay it.

\*The line item for Reserves should be set apart and indicate either a rise or decline of Reserve levels. We had recommended at the last Board meeting that the Reserve amount should be the remaining surplus of funds.

\*FAC recommends that we be provided with an Excel version of the Draft Budget (including Income Statement and Balance Sheet) so we can

more easily analyze financials and examine and compare prior year variances for a four year period.

\*The Budget Narrative should be condensed for all readers and laid out in an easier format with bullets.

\* It should be accompanied by a 1-page Executive Summary that outlines the overall TVCSD strategy with a recap of Board actions over the past year that impact the next year's budget. An example that the committee talked about is the recently completed Efficiency Audit by Matrix Consulting Group that TVCSD invested in as a third party professional study to assess District strengths and opportunities. We shared our surprise that the Administrator's Narrative failed to even mention this TVCSD accomplishment which has been the foundation for the FAC recommendations for budget line item changes for the new 2015-16 fiscal year. Furthermore, FAC would like to see the Executive Summary identify next steps, such as sending a new budget to RCAC so that they can re-calculate draft financial projections and be able to complete the Rate Study with updated figures for revenue and expenses. Another next step is the need to Board-approve a CIP list by first bringing our O & M Operator into the discussion and review recommendations from the Matrix Efficiency Audit. We agreed that this would help FAC and the TVCSD Board take the next step to develop a 5-10 year Financial Plan.

The group shared the difficulties of trying to analyze and discuss the 2015-16 Proposed Budget without the presence of the Administrator/Treasurer and without the benefit of the supporting assumptions used to develop this budget.

\*We agreed to remind the TVCSD Board to review FAC's revision of the Budget Narrative provided at the last Board meeting to make changes and edits. TVCSD Board: What do you want stakeholders to know about TVCSD commitments, accomplishments, underlying budget assumptions, and ideas and strategies for moving forward into our future as sewer and park stewards?

We all agreed that the TVCSD Board has managed to accomplish a great deal over the past year and we want the District to hear our story to truly understand how we are working hard as elected volunteers to address their needs and concerns.

## **2. Requests for Proposals (RFPs):**

Financial Services-interviews were on 5/15; checking references now; the Interview Committee plans to send recommendations to Board for June meeting action.

Administrator-only 1 bid; FAC recommends more outreach and to form Committee for a search

O & M-FAC recommends the Board identify a Committee; only 1 bid received; need for further outreach; need to revise RFP based on Efficiency Audit recommendations

FAC discusses option of creating an RFP for a part time Secretary to do Board meeting minutes and assemble Board packets; FAC recommends Board discuss and take action on this.

The meeting was concluded at 8:25pm.

Signed: Donna Clavaud

Approved on: June 3, 2015

# TVCS D FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

MONDAY JUNE 22, 2015

**PRESENT:** Deborah Parrish (Chair), Venta Leon, Donna Clavaud

**ABSENT:** Chick Petersen (excused)

**VISITORS:** Bruce Abbott, Terry Duffy

The meeting was officially convened at 6:55pm at Tomales Town Hall. A quorum of the members were present to conduct business. Donna Clavaud recorded the minutes.

1. The minutes from May 18 meeting had already been approved prior to the last TVCS D regular Board meeting, and although they were on the Agenda and in the Board packet for that meeting, the item was tabled due to lack of time. They will be put on the Agenda again for the July 8 regular Board meeting and included in the July 8 Board packet. These minutes were approved on June 3, 2015 by FAC members.
2. New Business: none at this time.
3. Ongoing Financial Projects:
  - a. **FAC Budget Narrative for 2015-16:**

We read and reviewed the Draft Budget Narrative re-written by FAC and made minor edits to update information and for clarity. Deborah Parrish emailed our edited version to all Board members. This will be presented at the July 8 Public Budget Hearing.
  - b. **Financial Management Transition Plan:**

We reviewed a draft list of action steps and refined the list as a general guide for necessary steps to transition Melinda Bell into a new contract position for Financial Services for the District. Melinda Bell has agreed to be available as of July 1. See a separate document that can be refined (Attachment 1).
4. Outline next meeting's agenda:

We discussed the development of a Scope of Work for Secretarial Services to record TVCS D Board Meetings and assemble Board packets. We agreed that any search should be broadcast widely for transparency. We also discussed the possibility of fees and hours and it was suggested we consider \$25/hour for approximately 10 hours/ month. Most importantly, all agreed that such a Scope of Work be reviewed by the IRS to determine whether this meets contractor or employee criteria. We will focus on a proposed Scope of Work at our next scheduled FAC meeting.

The meeting was adjourned at 7:56pm.

Signed by:

Date:

Approved on:

## **TVCS D Financial Advisory Committee Meeting-June 22, 2015**

### **Attachment 1: Proposed Financial Management Transition Plan**

- **Meet with Melinda Bell on July 2 or 3 to draft Scope of Work and review Contract Template.**
- **Locate QuickBooks file and all paper financial documents/statements**
- **How to access computer passwords for Office laptop**
- **Change Bank signature cards/passwords; access to checkbooks**
- **Set up email address for Melinda and contact with County Treasurer**
- **Review Monthly Report sample; discuss process; review year-end financial responsibilities**
- **Melinda to attend FAC meetings starting in July; help identify financial priorities and policies needed**
- **Keys-for TVCS D Office and TVCS D Tomales P.O. Box 303**
- **Where is TVCS D Office Laptop?**
- **Create Calendar of TVCS D Dates and Deadlines for Melinda**
- **Review Annual Budget Process as approved by Board; Melinda to keep us on track on monthly basis**
- **Are there current financial reports or projects that require immediate attention?**
- **Review SDRMA Liability Policy for District**
- **Communicate with Auditor as soon as possible**
- **Investigate Solar Bond and financial agreements**



California Registered Landscape Architect #1284  
Certified Playground Safety Inspector #15055-1012  
California Licensed Contractor #783247 A, B, C-27

9666 Sheldon Road  
Elk Grove, CA 95624-9437  
Phone: (916) 647-0912  
[david@spease.com](mailto:david@spease.com)  
[www.spease.com](http://www.spease.com)

June 23, 2015

Tomales Village Community Services District  
PO Box 303  
Tomales, CA 94971

Margaret Graham:

I have inspected the Tomales Community Park play area and have identified several items that must be addressed before I can certify the play area is compliant with the California Playground Safety Regulations.

- The play area must have signs or labels that identify all of the items listed on the worksheet for signs and labels
- The maximum height of the transfer station on the main structure is 18 inches. Yours is 21 inches. You need to rake the EWF level or add more EWF.
- The tops of the barrier panels must not have any designated play areas. That means they cannot have a top that is wider than 3 inches. You can resolve this by adding a trim piece to the center of the top of the railing. The trim piece must either be less than 2 inches wide or it must slope more than 30 deg.
- The main area and the area with the spring toys must have access ramps to accommodate the changing elevation of the EWF. The ramps must be a maximum of 6 feet long and must have a minimum of 6 feet from the closest play component. The play area with the dome climber does not require a ramp because only one of each type of play activity is required to comply. The main play area has several climbers.

If you make the modifications and provide digital photos to verify, I will revise the report to show compliance at no additional cost.

Thank you for contacting me for your Playground Inspection. Please let me know if I can be of further assistance



David Spease





California Registered Landscape Architect #1284  
Certified Playground Safety Inspector #21189-1215

9666 Sheldon Road  
Elk Grove, CA 95624-9437  
Phone (916) 647-0912  
david@spease.com  
www.spease.com

## Playground Safety Inspection

### General Information

Owner: Tomales Community Services District  
Facility: Tomales Community Park  
Address 26900 Highway 1  
Tomales, CA 94971

Manufacturer: Custom  
Type of materials: Wood and Steel

### Certified Playground Inspector:

  
Certified Playground Safety Inspector # 21189-1215

Date of Inspection: 5/29/2015

- This playground complies with the California Playground Safety Regulations
- This playground does not comply with the California Playground Safety Regulations

Intended User:  2 years to 5 year  5 years to 12 years  2 years to 12 years

### Priority Ranking

**Priority 1** - May cause life threatening or permanently debilitating injury.

**Priority 2** - May cause serious injury such as broken bones etc.

**Priority 3** - may cause small scrapes and bruises or has noncompliant issues such as missing labels.

**Compliant** - Compliant with all of the requirements of the current California Playground Safety Regulations.

### Equipment Not Covered By This Inspection

Home playground equipment, toys, amusement rides, sports equipment, fitness equipment intended for users over the age of 12, public use play equipment for children 6 through 23 months, and soft contained play equipment are not included in this inspection.

Products or materials (site furnishings) that are installed outside the equipment use zone, such as benches, tables, independent Shade Structures, and borders, used to contain protective surfacing, are not considered playground equipment and are not included in this inspection.

# PLAYGROUND SAFETY INSPECTION

## Accessibility to Play Area Worksheet

(Complete one worksheet for each Playground)

*This worksheet only applies to the access ramp into the play area,  
All elements of the access route shall comply with  
ADA Standards 2010*

**Yes**  **No**  **N/A**  **General** (ASTM F 1487-11 Section 10) (ADA Standards 2010 - Chapter 4)  
The Playground has an access point

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Accessible Curb Ramp</b> (ADA Standards 2010 - Chapter 4, Section 406)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Maximum slope is 1:12 (8.3%) A slope greater than 1:20 (5%) is considered a ramp.	Actual _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	The minimum clear width of the curb ramp is 36" exclusive of curbs or side flairs.	Actual _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ramp has minimum two inch high curbs	Actual _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Maximum slope of side flairs is 1:10 (10%)	Actual _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Maximum cross slope is 1:48	Actual _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Maximum length without handrails is less than 72"	Actual _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Vertical Changes of level under 1/4 inch high maximum are allowed	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Changes in level between 1/4 inch and 1/2 inch are beveled with a slope of less than 1:2	

**Priority:**  Priority 1  Priority 2  Priority 3  Compliant

**Comments:**

There must be an access ramp into the main play area and the area with the spring toys to accommodate the changing elevation of the EWF.

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## PLAYGROUND SAFETY INSPECTION

### Ground Level Access Route in Play Area Worksheet

(Complete one worksheet for each Playground)

Yes	No	N/A	<b>General</b> (ASTM F 1487-11 Section 10) (ADA Standards 2010 - Chapter 10 Section 1008)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Playground has an access point (See Accessibility to Play Area Worksheet)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire use zone of playground is surfaced with an accessible material ( <i>not Required</i> )
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If entire use zone is not accessible, at least one route shall be provided from perimeter to all accessible play structures or components.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	When the access and egress points are not the same, an accessible route is provided to each.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accessible play opportunities with different access and egress points must allow the user the opportunity to return unassisted to the original transfer point.

**Ground Level Access Route in Play Area**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maximum Running slope is 1:16	Actual _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maximum cross slope is 1:48	Actual _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vertical change of level under 1/4 inch high maximum is permitted	Actual _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Changes in level between 1/4 inch and 1/2 inch are beveled with a slope of less than 1:2	Actual _____

**Width of Accessible Rout** (Play Areas that are more than 1000 Square Feet)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The minimum clear width of the accessibility route within the play area is 60"	Actual _____
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Restricted Minimum width is 24 inches for a distance of 60 inches	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Multiple Restricted Minimum width sections are separated by segments that are 60 inches wide and 60 inches long	

**Width of Accessible Rout** (Play Areas that are less than 1000 Square Feet)

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The minimum clear width of the accessibility route within the play area is 44"	Actual _____
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accessible Routs exceeding 30 feet have at least one turning space that is 60" radius or T shaped	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Restricted Minimum width is 24 inches for a distance of 60 inches	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Multiple Restricted Minimum width sections are separated by segments that are 60 inches wide and 60 inches long	

**Vertical Clearance**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The vertical clearance of the ground level access route is a minimum of 80"
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**Handrails**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handrails are not required for ground level routs in the play area
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**Priority:**     Priority 1     Priority 2     Priority 3     Compliant

**Comments:**

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## PLAYGROUND SAFETY INSPECTION

### Transfer Systems on Play Equipment Worksheet

(Complete one worksheet for each Playground )

Yes	No	N/A		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>General</b> (ASTM F 1487-11, Section 10) (ADA Standards 2010 - Chapter 10, Section 1008) Elevated Routes are exempt from the vertical clearance requirements 50% of elevated components must be on an accessible route reached by a ramp or transfer	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Play Areas with 20 Elevated Play Components</b> ( see Accessibility of Equipment Worksheet) 25% of elevated components or more are accessible by ramp 25% of elevated components are accessible by transfer Play Equipment with less than 50% of play components accessible by ramp have additional ground level play components	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Accessible Routs on the Structures</b> (ADA Standards 2010 - Section 1008.2.4.2) The minimum clear width of the access route on the equipment is 36" Restricted Minimum width is 32 inches for a distance of 24 inches Multiple Restricted Minimum width sections are separated by segments that are 48 inches wide and 36 inches long	Actual _____ Actual _____ Actual _____
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Transfer Station</b> (ADA Standards 2010 - Section 1008.3) Between 11" and 18" above the accessible route or wheelchair accessible platform 24" clear width 14" deep Transfer Station has Transfer Supports Transfer station has transfer space 48 inches long and 30 inches wide The 48 inch side is centered on and parallel to the 24 inch side 60" turning radius or minimum 36" wide T- shaped turning space The maximum cross slope of the transfer space is 1:48 The transfer station has an access step between the transfer station and the surfacing that complies with the requirements of accessible steps within the play structure. <i>(Not Required)</i>	Actual <u>  21  </u> Actual _____ Actual _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Accessible Platforms or steps within a play structure</b> (ADA Standards 2010 - Section 1008.3) Vertical rise is less than 8" 24" clear width 14" deep	

**Priority:**     Priority 1     Priority 2     Priority 3     Compliant

**Comments:**

The transfer station should be correct height if the EWF is maintained at the correct elevation.

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## PLAYGROUND SAFETY INSPECTION

### Materials and Manufacture Worksheet

(Complete one worksheet for each Playground)

Yes	No	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>General</b> ( <i>ASTM F 1487-11, Section 4.1</i> ) ( <i>CPSC #325-10, Section 2.5.5</i> ) Metals are painted, galvanized or otherwise treated. Equipment older than 1978 should be checked for lead paint.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Woods is naturally rot and insect resistant or treated from the bottom of the footing to 6" above the surfacing (chromated copper arsenate (CCA), creosote, pentachlorophenol, tributal tin oxide and pesticides shall not be used on Playground equipment.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plastics are protected against ultraviolet light.
<b>Fasteners</b> ( <i>ASTM F 1487-11, Section 4.2</i> )			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All fasteners are corrosion resistant or provided with corrosion resistant coating.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lock washers, self locking nuts or other locking means are provided for all nuts and bolts.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hardware in moving joints and deck supports are secured against unintentional loosening.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moving suspended items are connected with bearings or bearing surfaces to reduce friction and wear. (Steel cable affixed to a hanger assembly performs as a bearing surface)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cable ends are inaccessible or capped.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hooks and connecting devices comply with all protrusion and entanglement requirements.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	All bolts are trimmed to a maximum of two threads
<b>Tires</b> ( <i>ASTM F 1487-11, Section 4.3</i> )			
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tires do not trap water.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tires do not have exposed steel belts.

**Maintenance Condition:**       Good,                       Needs repair

**Priority:**       Priority 1       Priority 2       Priority 3       Compliant

**Comments:**

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# PLAYGROUND SAFETY INSPECTION

## General Hazards Worksheet

(Complete one worksheet for each Playground)

Yes	No	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>General Requirements</b> (ASTM F 1487-11, Section 5) ( CPSC #325-10 Section 3)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Play equipment designed for a specific age group shall have all play activities on that equipment meet the requirements for that age group.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Play structures are anchored to the ground or not be intended to be relocated.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Designated Play Surfaces</b> (ASTM F 1487-11, Section 7.5.5 Section 7.5.6 Section 8.3.6 and Section 8.6.1.2)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guardrails, Barriers, Equipment Support Posts and Swing Structures and do not have designated play surfaces.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Head and Neck Entrapment</b> (ASTM F 1487-11, Section 6.1) (CPSC #325-10 Section 3.3.1)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All completely bounded openings are less than 3.5" or larger than 9" (Openings that have the fall-surface as the lower boundaries are exempt.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All partially bound openings are in compliance (ASTM F 1487-11, Section 6.1.4) (Partially bound openings less than 24 inches above the surface are exempt)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Depth of penetration issues comply with CPSC #325-10 Appendix B 2.5.4
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non rigid climbing components comply with CPSC #325-10, Appendix B 2.5.5
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All angles are greater than 55 degrees. (CPSC #325-10, Section 3.3.2) (Angles that slope down or are horizontal are exempt.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Sharp Points and Sharp Edges</b> (ASTM F 1487-11, Section 6.2) (CPSC #325-10 Section 3.4)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There shall be no sharp points or sharp edges on public play equipment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The ends of all tubing shall be provided with caps or plugs that can not be removed.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cut off bolts shall be free of burrs, sharp points and sharp edges.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Protrusions/Impalements</b> (ASTM F 1487-11, Section 6.3) (CPSC #325-10 Section 3.2)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No protrusions extend beyond the face of any of the three test gauges shown in Fig. A 1.10
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Entanglements</b> (ASTM F 1487-11, Section 6.4) (CPSC #325-10 Section 3.2)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are no entanglement hazards on play equipment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Crush, and Shearing Points</b> (ASTM F 1487-11, Section 6.5) (CPSC #325-10 Section 3.1)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are no accessible crush, or shearing points on playground equipment that could entrap a .62 dia. rod.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Suspended Hazards</b> (ASTM F 1487-11, Section 6.6) (CPSC #325-10 Section 3.5)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No single cables, wires, ropes or similar flexible components are suspended between play units or from the ground to a unit within 45 degrees of horizontal unless it is above 84 inches high.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Single single cables, wires, ropes or similar flexible components are a minimum of 1" at its widest dimension.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The rope, cable or chain shall be fixed at both ends and not be capable of being looped back on itself, creating an inside loop perimeter greater than 5 inches.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The rope or cable is brightly colored or contrast with its surroundings.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chains and cables used for swings are exempt.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rope, cables and chain less than 7 inches long are exempt.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ropes are not used to suspend swings.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Tripping Hazards</b> (CPSC # 325 Section 9.7) (CPSC #325-10 Section 3.6)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All anchoring devices, including horizontal bars and footings are below ground level.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are no broken or raised sections of walkways
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are no damaged (including separated vinyl) surfacing on the decks and ramps.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Geotextile fabric under the Loose Fill surfacing is not exposed.

**Maintenance Condition:**  Good,  Needs repair

**Priority:**  Priority 1  Priority 2  Priority 3  Compliant

**Comments:**

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# PLAYGROUND SAFETY INSPECTION

## Guardrails and Barriers Worksheet

(Complete one worksheet per Playground)

Guardrails and Barriers are not required to surround designated play surfaces on play equipment for 2-12 year old users unless specifically required in ASTM F 1487-11 Section 8

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Guardrails</b> (ASTM F 1487-11 Section 7.5.5) ( CPSC #325-10 Section 5.1.3)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Guardrails completely surround elevated surfaces except for entrances and exit openings necessary for each event.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Guardrails contain no designated play surfaces
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The maximum clear opening without a top horizontal guardrail is 15" (Stairs, Ramps, upper body components and components that provide a transfer point are exempted)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accessible ramps have a 2" high curb on both sides if the guardrail is beyond the edge of the ramp
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accessible ramps have a 2" high curb on both sides unless the guardrail is within 1" of the ramp surface
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accessible ramps have a 2" high curb on both sides if the ramp has two handrails and no barrier.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>2 to 5 year old users</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Decks over 20" but not over 30" have guardrails
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Minimum height of top guardrail is 29"
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maximum height of lower guardrail is 23"
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accessible ramps less than or equal to 30" have two handrails on both sides
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Top handrail on each side of ramps is between 26" and 28"
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bottom handrail on each side of ramps is between 12" and 16"
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>5 to 12 year old users</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Decks over 30" but not over 48' have guardrails
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Minimum height of top guardrail is 38"
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maximum height of lower guardrail is 28"
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accessible ramps less than or equal to 48" have guardrails on both sides
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Top handrail on each side of ramps is between 26" and 28"
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bottom handrail on each side of ramps is between 12" and 16"
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Barriers</b> (ASTM F 1487-11 Section 7.5.6) ( CPSC #325-10 Section 5.1.3)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barriers completely surround elevated surfaces except for entrances and exit openings necessary for each event
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barriers contain no designated play surfaces
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The maximum clear opening without a top horizontal guardrail is 15" (Stairs, Ramps, upper body components and components that provide a transfer point are exempted)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accessible ramps that require barriers have a handrail on both sides between 26" and 28"
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accessible ramps with barriers have a 2" high curb on each side if the barrier is beyond the edge of the ramp
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Accessible ramps have a 2" high curb on both sides unless the barrier is within 1" of the ramp surface
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stairways with steps greater than 48" above the protective surface have Barriers (The height of the barrier is the distance from the top front edge of a step to the top of the barrier)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>2 to 5 year old users</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Decks over 30" have Barriers.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Minimum height of barrier is 29"
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The openings preclude passage of the 3.5" torso probe
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>5 to 12 year old users</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barriers on decks over 48".
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum height of barrier is 38"
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The openings preclude passage of the 3.5" torso probe

**Maintenance Condition:**     Good,                       Needs repair

**Priority**     Priority 1     Priority 2     Priority 3     Compliant

**Comments:**

The barriers must not have designated play surfaces meaning there can be no part of the barrier that is two inches wide or wider. A cap can be added to the top of the barrier to restrict the size .

# PLAYGROUND SAFETY INSPECTION

## Platforms/Decks Worksheet

(Complete one worksheet per Playground)

Yes	No	N/A	Audit
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Platforms</b> ( <i>ASTM F 1487-11 Section 7.5</i> ) ( <i>CPSC #325-10 Section 5.1.1</i> )
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Platform surfaces are horizontal within + 2*
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Platforms, landings, walkways and ramps do not trap water or debris.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Max. difference in height for 2 to 5 year old users is 12" unless an access component is provided
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Max. difference in height for 5 to 12 year old users is 18" unless an access component is provided
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An access component is provided
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Infill openings on all decks and platforms comply with head entrapment requirements.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Infill openings on decks and platforms over 30" do not exceed 3.5 " for 2 to 5 year old users (CPSC #325-10 Section 5.1.2)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Infill openings on decks and platforms over 48" do not exceed 3.5 " for 5 to 12 year old users (CPSC #325-10 Section 5.1.2)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Use zone</b> ( <i>ASTM F 1487-11 Section 9.1</i> ) ( <i>CPSC #325-10 Section 5.3.2.1.4</i> )
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Min. 72' in all directions from the perimeter of the unit
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum distance between adjacent structures that are under 30" high is 72'.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum distance between adjacent structures that are over 30" high is 108'.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Overhead Clearance</b> ( <i>ASTM F 1487-11 Section 9.8.4</i> )
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Minimum clearance of 84' above designated play surfaces or pivot points of swings.

The heights of Platforms/Decks given in this report are actual heights measured in the field not design heights. In the case of loose fill surfacing the difference in height from the design height to actual height may indicate that the surfacing material needs to be maintained or new material must be added.

**Maintenance Condition:**     Good,     Needs repair

**Priority:**     Priority 1     Priority 2     Priority 3     Compliant

**Comments:**

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# PLAYGROUND SAFETY INSPECTION

## Stairways, Ladders and Ramps Worksheet

(Complete one worksheet per Playground 2-12 year old users)

**Not intended to meet ADA/ABA specifications**

Yes	No	N/A	General (ASTM F 1487-11 Section 7.2) (CPSC #325-10 Section 5.2.1)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rung ladders, arch climbers, tire climbers are not used as sole means of access to equipment intended for use by 2 to 5 year old users.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Platforms over 6' high have an intermediate standing surface to allow the user to halt the ascent and use an alternate means of decent. (CPSC #325-10 Section 5.2.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairways and Ladders comply with the dimensions shown on Table 2. (Attached)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Steps and rungs shall be evenly spaced within a tolerance of .25 inches vertically. (ASTM F 1487-11 Section 7.2.1)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Risers are closed if the space is between 3.5" and 9"
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When risers are closed, tread design prevents accumulation of sand, water or other materials
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One set of stairs must have a transfer platform.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The transfer platform has an access step (not required)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rungs and handrails have a diameter between .95" and 1.55". The preferred diameter is 1.25"
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handrails are available at the beginning of first step.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handrails are not required for rung ladders (ASTM F 1487-11 Section 7.2.6)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairways and Ladders that have more than one tread have continuous handrails on both sides.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairways and ladders that only have one tread have hand support on both sides.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The vertical distance from front edge of step to the top surface of the handrail is between 22 and 38"
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accesses such as rung ladders, flexible climbers, arch climbers and tire climbers have alternate hand gripping support
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The depth of tread on the outer edge on spiral stairs is 7 inches or greater (ASTM F 1487-11 Section 7.3.1)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If the design of the spiral stairs does not permit handrails on both sides, a continuous handrail is provided on the outside perimeter.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stairs and stepladders have a continuation of handrails from the access to the platform (ASTM F 1487-11 Section 7.4)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stairways with steps greater than 48" above the surfacing have protective barriers (ASTM F 1487-11 Section 7.5.6.1.1)

**Maintenance Condition:**     Good                       Needs repair

**Priority:**     Priority 1     Priority 2     Priority 3     Compliant

**Comments::**

Recommended dimensions for access ladders, stairs, and ramps		
Type of Access	AGE OF INTENDED USER	
	2-5 Year Old Users	5-12 Year Old Users
<b>Ramps (not intended to meet ADA/ABA specifications)</b>		
Slope (vertical:horizontal)	≤ 1:8	≤ 1:8
Width (single)	≥ 12"	≥ 16"
Width (double)	≥ 30"	≥ 36"
<b>Stairways</b>		
Slope	< 50 deg	< 50 deg
Tread width (single)	≥ 12"	≥ 16"
Tread width (double)	≥ 30"	≥ 36"
Tread depth (open riser)	> 7"	> 8"
Tread depth (closed riser)	> 7"	> 8"
Vertical rise	> 9"	≤ 12"
<b>Step Ladder</b>		
Slope	50-75 deg	50-75 deg
Tread width (single)	12-21"	≥ 16"
Tread width (double)	Not appropriate	≥ 36"
Tread depth (open riser)	≥ 7"	≥ 3"
Tread depth (closed riser)	≥ 7"	≥ 6"
Vertical rise	≤ 9"	≤ 12"
<b>Rung ladders</b>		
Slope	75-90 deg	75-90 deg
Rung Width	≥ 12"	≥ 16"
Vertical rise	≤ 12"	≤ 12"
Rung diameter	0.95-1.55"	0.95-1.55"

\* entrapment recommendation apply to all openings in access components



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# PLAYGROUND SAFETY INSPECTION

## Signs and Labels Worksheet

(Complete one worksheet for each Playground)

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**General** (ASTM F 1487-11 Sections 14 and 15) (CPSC #325-10 Section 2.2.6)

- Signs or labels are readily visible to the intended viewer.
- Age appropriateness Message
- The correct user group is identified.
- Adult Supervision recommended
- All play structures have the correct manufacturer's identification.
- Custom equipment carries the identification of the designer.
- Freestanding signs are outside of the equipment use area.
- Removal of helmets, drawstrings or accessories around the neck Warning message
- Drawstring warning labels are attached near slides and other equipment where potential entanglement may occur. (CPSC #325-10 Section 3.2.1)
- Hazard of hot play surfaces and/or surfacing Warning message, when applicable.
- Hazard of installation of play equipment located over hard surfaces Warning message, when applicable.
- The product warning labels meet legibility requirements.  
*(The site management must replace labels if they are missing or not legible)*

<input type="checkbox"/> Labels	<input type="checkbox"/> Signs
<input type="checkbox"/> Labels	<input type="checkbox"/> Signs

**Manufacturer:** \_\_\_\_\_

**Custom Design by:** Community

**Community Built:** yes

**Maintenance Condition:**     Good,                       Needs repair

**Priority:**     Priority 1     Priority 2     Priority 3     Compliant

**Comments:**

Signs or labels providing the above information are required

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# PLAYGROUND SAFETY INSPECTION

## Surfacing Material Worksheet

(Complete one form per Playground)

**Fall Heights** (ASTM F 1487-11, Section 8) (CPSC #325-10 Section 2.4 and 4.3)

Climbers - the maximum height of the climbing component \_\_\_\_\_

Platforms - the maximum height is: \_\_\_\_\_

Merry-Go-Round - the maximum height of any part on the perimeter is \_\_\_\_\_

Seesaws - the maximum attainable height is: \_\_\_\_\_

Spring Rockers - the height of the seat or designated play surface is: \_\_\_\_\_

Swings - the height of the pivot point is: \_\_\_\_\_

Upper Body Equipment - the maximum height of the equipment \_\_\_\_\_

\_\_\_\_\_  
58  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Unacceptable surfacing materials** (CPSC #325-10 Section 2.4)

Asphalt  
 Concrete

Dirt  
 Grass surfaces

CCA Treated Wood Mulch  
 Carpet not tested to ASTM F 1292

**Unitary Materials**

Tile  
 Mat

Poured-In-Place  
 Bonded Wood Fiber

Synthetic Turf  
 Synthetic Turf with sand fill  
 Synthetic Turf with Crumb Rubber Fill

**Loose Fill Materials**

Recycled Rubber  
 Sand

Pea Gravel  
 Wood Mulch (non CCA treated)

Wood Chips  
 Engineered Wood Fiber

**Loose Fill Installation if installed over Hard Surfacing**  
 Yes  No  N/A  Installation complies with CPSC #325-10, Section 2.4.2.3

\***Certificates of Compliance** from the supplier stating that the surfacing material complies with the requirements of ASTM F 1292 - Impact Attenuation and ASTM F 1951 - Accessibility should be maintained on file for all man made loose fill and unitary products used on the playground.

Manufacturer or Product: \_\_\_\_\_ EWF Product Depth: \_\_\_\_\_ Impact Test  Yes  No  
 Manufacturer or Product: \_\_\_\_\_ Product Depth: \_\_\_\_\_ Impact Test  Yes  No  
 Manufacturer or Product: \_\_\_\_\_ Product Depth: \_\_\_\_\_ Impact Test  Yes  No

Surfacing Material appears to be adequate:  Yes  No  Additional Material required \_\_\_\_\_

**Maintenance Condition:**  Good  Needs attention

- \* All loose fill materials must be leveled on a regular basis, (daily or weekly as required) to assure that there is sufficient fall material in all wear areas such as the ends of slides and to cover all footings.
- \* Additional loose fill materials must be added regularly (once a year or as required) to maintain the required depth. Most equipment has markings on the poles to indicate the proper elevation of the fall materials, if not please refer to the attached table.

NOTE:  
 This worksheet only measures the depth of the surfacing materials used and identifies the product if possible. Depth comparison to available charts from CPSC and from suppliers is only an approximation of surface Impact Values. The only way to be assured that the surfacing provides the proper impact attenuation value is to conduct Impact Attenuation Field Testing as specified by ASTM F 1292. The California Playground Specifications only requires visual inspection "insofar as it can be seen without disassembling it or digging into the surfacing". **This inspection does not include Field Testing for Impact Attenuation. Compliance with ASTM F 1292 and ASTM F 1951 is not certified or implied by this report.**

**Priority:**  Priority 1  Priority 2  Priority 3  Compliant  Appears to be Compliant - no Impact Test

**Comments:**  
There appears to be adequate EWF but there must be more at the transfer station because the maximum height is 18 inches but it is currently 21 inches.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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# PLAYGROUND SAFETY INSPECTION

## Climbers Worksheet

(Complete one worksheet for each Climber)

Intended age of user:  2 to 5 year old  5 to 12 year old  2 to 12 year old  
 Installation  Free Standing  Deck Access Deck #1 Ht.: 58 Deck #2 Ht: \_\_\_\_\_ Climber Ht: \_\_\_\_\_  
 Type:  Rigid \_\_\_\_\_  Non Rigid Chimney Designated play surface Ht: \_\_\_\_\_

Yes	No	N/A	General (ASTM F 1487-11 Section 7.3.2 and Section 8.2) (CPSC #325-10 Section 5.3.2)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rigid rungs do not twist or rotate around its own axis.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rigid rungs used for hand support are between .95" and 1.55"
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbers do not have interior climbing bars or other ridged structural components that a child may fall on.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbers used for access are securely anchored at each end
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	When one end of a flexible component is connected to the ground the anchor is beneath the minimum depth of protective surface
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spaces between flexible components comply with CPSC #325-10 Appendix Section B 2.6.5 (the head probe passes through the space with a force of less than 50#)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The perimeter of any flexible opening is less than 17 inches or greater than 28 inches (CPSC #325-10 Section 5.3.2.3)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Free standing arch climbers are not recommended for 2 to 5 year old users
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arch climbers and flexible components are not sole access to other components for 2-5 year old users. (ASTM F 1487-11 Section 7.3.2.1 and CPSC #325-10 Section 5.3.2.2)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Flexible components used as access to other components of equipment used by 2 to 5 year old users shall allow users to bring both feet to the same level before ascending to the next level. (ASTM F 1487-11 Section 7.3.2.4)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The opening in the guardrail or barrier is less than 15" or has the top rail of a Guardrail. (ASTM F 1487-11 Section 7.5.6.3) (Stairs ramps and upper body equipment is exempt)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The stepping surface for final access is not above the deck height. (ASTM F 1487-11 Section 7.4.3)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ropes cables and chains are secured at both ends (CPSC #325-10 Section 5.3.2.3)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ropes cables and chains are not capable of being looped back on itself creating a loop with an inside circumference of $\geq 5"$ (CPSC #325-10 Section 3.5)

**Guardrails and Barrier Panels (ASTM F 1487-11 Section 7.5.5) (CPSC #325-10 Section 5.1.3)**  
**2-5 year old users**

Guardrails (20" to 30" decks)  
 Barrier Panels (30" + decks) or on all decks

**5-12 year old users**

Guardrails (30" to 48" decks)  
 Barrier Panels (48" + decks) or on all decks

**Use Zone (ASTM F 1487-11 Section 9.3.2) (CPSC #325-10 Section 5.3.2.1.4)**

Minimum 72" in all directions from the perimeter of the unit  
 Minimum 72" between adjacent structures that are under 30" high  
 Minimum 108" between adjacent structures if one of them is more than 30" high  
 Part of a composite Structure  
 Part of a Play Functionally Linked Group

Maintenance Condition:  Good,  Needs Repair

Priority:  Priority 1  Priority 2  Priority 3  Compliant

Comments:

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# PLAYGROUND SAFETY INSPECTION

## Climbers Worksheet

(Complete one worksheet for each Climber)

Intended age of user:  2 to 5 year old  5 to 12 year old  2 to 12 year old  
 Installation  Free Standing  Deck Access Deck #1 Ht.: 58 Deck #2 Ht: \_\_\_\_\_ Climber Ht: \_\_\_\_\_  
 Type:  Rigid \_\_\_\_\_  Non Rigid Cliff Climber Designated play surface Ht: \_\_\_\_\_

Yes	No	N/A	General (ASTM F 1487-11 Section 7.3.2 and Section 8.2) (CPSC #325-10 Section 5.3.2)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rigid rungs do not twist or rotate around its own axis.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rigid rungs used for hand support are between .95" and 1.55"
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbers do not have interior climbing bars or other ridged structural components that a child may fall on.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbers used for access are securely anchored at each end
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	When one end of a flexible component is connected to the ground the anchor is beneath the minimum depth of protective surface
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spaces between flexible components comply with CPSC #325-10 Appendix Section B 2.6.5 (the head probe passes through the space with a force of less than 50#)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The perimeter of any flexible opening is less than 17 inches or greater than 28 inches (CPSC #325-10 Section 5.3.2.3)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Free standing arch climbers are not recommended for 2 to 5 year old users
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Arch climbers and flexible components are not sole access to other components for 2-5 year old users. (ASTM F 1487-11 Section 7.3.2.1 and CPSC #325-10 Section 5.3.2.2)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Flexible components used as access to other components of equipment used by 2 to 5 year old users shall allow users to bring both feet to the same level before ascending to the next level. (ASTM F 1487-11 Section 7.3.2.4)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The opening in the guardrail or barrier is less than 15" or has the top rail of a Guardrail. (ASTM F 1487-11 Section 7.5.6.3) (Stairs ramps and upper body equipment is exempt)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The stepping surface for final access is not above the deck height. (ASTM F 1487-11 Section 7.4.3)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ropes cables and chains are secured at both ends (CPSC #325-10 Section 5.3.2.3)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ropes cables and chains are not capable of being looped back on itself creating a loop with an inside circumference of $\geq 5"$ (CPSC #325-10 Section 3.5)

**Guardrails and Barrier Panels (ASTM F 1487-11 Section 7.5.5) (CPSC #325-10 Section 5.1.3)**  
**2-5 year old users**

Guardrails (20" to 30" decks)  
   Barrier Panels (30" + decks) or on all decks

**5-12 year old users**

Guardrails (30" to 48" decks)  
   Barrier Panels (48" + decks) or on all decks

**Use Zone (ASTM F 1487-11 Section 9.3.2) (CPSC #325-10 Section 5.3.2.1.4)**

Minimum 72" in all directions from the perimeter of the unit  
   Minimum 72" between adjacent structures that are under 30" high  
   Minimum 108" between adjacent structures if one of them is more than 30" high  
   Part of a composite Structure  
   Part of a Play Functionally Linked Group

Maintenance Condition:  Good,  Needs Repair

Priority:  Priority 1  Priority 2  Priority 3  Compliant

Comments:

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# PLAYGROUND SAFETY INSPECTION

## Climbers Worksheet

(Complete one worksheet for each Climber)

Intended age of user:  2 to 5 year old  5 to 12 year old  2 to 12 year old  
 Installation  Free Standing  Deck Access Deck #1 Ht.: 58 Deck #2 Ht: \_\_\_\_\_ Climber Ht: \_\_\_\_\_  
 Type:  Rigid Corkscrew  Non Rigid \_\_\_\_\_ Designated play surface Ht: \_\_\_\_\_

Yes	No	N/A	General (ASTM F 1487-11 Section 7.3.2 and Section 8.2) (CPSC #325-10 Section 5.3.2)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rigid rungs do not twist or rotate around its own axis.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rigid rungs used for hand support are between .95" and 1.55"
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbers do not have interior climbing bars or other ridged structural components that a child may fall on.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbers used for access are securely anchored at each end
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	When one end of a flexible component is connected to the ground the anchor is beneath the minimum depth of protective surface
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spaces between flexible components comply with CPSC #325-10 Appendix Section B 2.6.5 (the head probe passes through the space with a force of less than 50#)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The perimeter of any flexible opening is less than 17 inches or greater than 28 inches (CPSC #325-10 Section 5.3.2.3)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Free standing arch climbers are not recommended for 2 to 5 year old users
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Arch climbers and flexible components are not sole access to other components for 2-5 year old users. (ASTM F 1487-11 Section 7.3.2.1 and CPSC #325-10 Section 5.3.2.2)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Flexible components used as access to other components of equipment used by 2 to 5 year old users shall allow users to bring both feet to the same level before ascending to the next level. (ASTM F 1487-11 Section 7.3.2.4)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The opening in the guardrail or barrier is less than 15" or has the top rail of a Guardrail. (ASTM F 1487-11 Section 7.5.6.3) (Stairs ramps and upper body equipment is exempt)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The stepping surface for final access is not above the deck height. (ASTM F 1487-11 Section 7.4.3)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ropes cables and chains are secured at both ends (CPSC #325-10 Section 5.3.2.3)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ropes cables and chains are not capable of being looped back on itself creating a loop with an inside circumference of $\geq 5"$ (CPSC #325-10 Section 3.5)

**Guardrails and Barrier Panels (ASTM F 1487-11 Section 7.5.5) (CPSC #325-10 Section 5.1.3)**  
**2-5 year old users**

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Guardrails (20" to 30" decks)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Barrier Panels (30" + decks) or on all decks

**5-12 year old users**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Guardrails (30" to 48" decks)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Barrier Panels (48" + decks) or on all decks

**Use Zone (ASTM F 1487-11 Section 9.3.2) (CPSC #325-10 Section 5.3.2.1.4)**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum 72" in all directions from the perimeter of the unit
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Minimum 72" between adjacent structures that are under 30" high
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Minimum 108" between adjacent structures if one of them is more than 30" high
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part of a composite Structure
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part of a Play Functionally Linked Group

Maintenance Condition:  Good,  Needs Repair

Priority:  Priority 1  Priority 2  Priority 3  Compliant

Comments:

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# PLAYGROUND SAFETY INSPECTION

## Climbers Worksheet

(Complete one worksheet for each Climber)

Intended age of user:     2 to 5 year old     5 to 12 year old     2 to 12 year old  
 Installation             Free Standing     Deck Access    Deck #1 Ht.: \_\_\_\_\_ Deck #2 Ht.: \_\_\_\_\_ Climber Ht.: \_\_\_\_\_  
 Type:  Rigid Dome \_\_\_\_\_  Non Rigid \_\_\_\_\_ Designated play surface Ht.: \_\_\_\_\_

Yes	No	N/A	<b>General</b> (ASTM F 1487-11 Section 7.3.2 and Section 8.2) (CPSC #325-10 Section 5.3.2)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rigid rungs do not twist or rotate around its own axis.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rigid rungs used for hand support are between .95" and 1.55"
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbers do not have interior climbing bars or other ridged structural components that a child may fall on.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbers used for access are securely anchored at each end
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	When one end of a flexible component is connected to the ground the anchor is beneath the minimum depth of protective surface
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Spaces between flexible components comply with CPSC #325-10 Appendix Section B 2.6.5 (the head probe passes through the space with a force of less than 50#)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The perimeter of any flexible opening is less than 17 inches or greater than 28 inches (CPSC #325-10 Section 5.3.2.3)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Free standing arch climbers are not recommended for 2 to 5 year old users
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Arch climbers and flexible components are not sole access to other components for 2-5 year old users. (ASTM F 1487-11 Section 7.3.2.1 and CPSC #325-10 Section 5.3.2.2)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Flexible components used as access to other components of equipment used by 2 to 5 year old users shall allow users to bring both feet to the same level before ascending to the next level. (ASTM F 1487-11 Section 7.3.2.4)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The opening in the guardrail or barrier is less than 15" or has the top rail of a Guardrail. (ASTM F 1487-11 Section 7.5.6.3) (Stairs ramps and upper body equipment is exempt)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The stepping surface for final access is not above the deck height. (ASTM F 1487-11 Section 7.4.3)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ropes cables and chains are secured at both ends (CPSC #325-10 Section 5.3.2.3)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ropes cables and chains are not capable of being looped back on itself creating a loop with an inside circumference of $\geq 5"$ (CPSC #325-10 Section 3.5)

**Guardrails and Barrier Panels** (ASTM F 1487-11 Section 7.5.5) (CPSC #325-10 Section 5.1.3)  
**2-5 year old users**

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Guardrails (20" to 30" decks)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Barrier Panels (30" + decks) or on all decks

**5-12 year old users**

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Guardrails (30" to 48" decks)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Barrier Panels (48" + decks) or on all decks

**Use Zone** (ASTM F 1487-11 Section 9.3.2) (CPSC #325-10 Section 5.3.2.1.4)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum 72" in all directions from the perimeter of the unit
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Minimum 72" between adjacent structures that are under 30" high
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Minimum 108" between adjacent structures if one of them is more than 30" high
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part of a composite Structure
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part of a Play Functionally Linked Group

Maintenance Condition:     Good,             Needs Repair

Priority:     Priority 1     Priority 2     Priority 3     Compliant

Comments:

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# PLAYGROUND SAFETY INSPECTION

## Slide Worksheet

(Complete one worksheet for each Slide)

Slides with more than (360 deg.) are not recommended for 2 to 5 year old users

Intended age of user:  2 to 5 year old  5 to 12 year old  2 to 12 year old

Type of slide:  Straight  Curved  Spiral  Roller  Tube

Height of Slide: 58 Description Double Wave

Yes No N/A **General** (ASTM F 1487-11, Section 8.5) (CPSC #325-10 Section 5.3.6)

**Platform**  
   Slides with more than (360 deg.) are not recommended for 2 to 5 year old users  
   Minimum length is 14"  
   Width is equal to or wider than width of slide  
   Handholds are on both sides of slide  
   The slide entry channels the user into a sitting position (guardrail, hood etc.)

**Slide**  
   The height/length ratio of the sliding surface does not exceed 0.577 (30 deg.)  
   No span of the sliding surface has a slope that exceeds 50 deg..  
   The side rail on flat slides is a min. of 4" high for full length of the slide  
   The slide chute width for 2 to 5 year old users is 12 inches or greater  
   The slide has a maximum rotation of 360 degrees (2-5 year old users)  
   The slide chute width for 5 to 12 year old users is 16 inches or greater  
   Side height with curved cross section is 4" above 12" horizontal for 2 to 5 year old users  
   Side height with curved cross section is 4" above 16" horizontal for 5 to 12 year old users  
   The minimum interior diameter of tube slides is 23"  
   Roller slides do not have any spaces more that 3/16" (ASTM F 1487-11, Section 8.9.2.1)  
   Embankment slide chute is maximum height of 12 inches above the underlying ground surface.  
 (CPSC #325-10 Section 5.3.6.3.1)

**Exit region**  
   The slide has an exit region with a minimum length of 11"  
   The slope is between 0 and - 4  
   Slides no more than 4' high have exit height no greater than 11' '  
   Slides over 4' high to have an exit height between 7" and 15"  
   Exit region to be rounded or curved  
 Actual \_\_\_\_\_  
 Actual \_\_\_\_\_  
 Actual \_\_\_\_\_

**Use Zone** (ASTM F 1487-11, Section 9.6) (CPSC #325-10 Section 5.3.6.5)  
   6' from all portions of structure  
   Exit use zone is equal to height of slide (6 foot minimum - 8 foot maximum)  
 Actual \_\_\_\_\_  
 Actual \_\_\_\_\_

**Slide Exit Clearance Zone** (ASTM F 1487-11, Section 9.6.3)  
   Slide clearance zone extends to the end of the use zone  
   Side clearance is 21 " horizontal from inside face of side wall at top of sidewalls  
 (Spiral slides are exempt on the inside radius)  
 Actual \_\_\_\_\_  
 Actual \_\_\_\_\_

Side clearance zones of parallel slides may overlap  
   60" vertical from slide surface. (Spiral slides are exempt)  
   Clearance zones of merging slides do not overlap

**Slide Entanglement Zone**  
 (ASTM F 1487-11, Section 6.4.1) (CPSC #325-10 Appendix B 2.3)  
   The slide is free of entanglement hazards

Maintenance Condition:  Good  Needs repair  
 Priority:  Priority 1  Priority 2  Priority 3  Compliant

Comments:

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# PLAYGROUND SAFETY INSPECTION

## Slide Worksheet

(Complete one worksheet for each Slide)

Slides with more than (360 deg.) are not recommended for 2 to 5 year old users

Intended age of user:  2 to 5 year old  5 to 12 year old  2 to 12 year old

Type of slide:  Straight  Curved  Spiral  Roller  Tube

Height of Slide: 58 Description \_\_\_\_\_

Yes No N/A **General** (ASTM F 1487-11, Section 8.5) (CPSC #325-10 Section 5.3.6)

**Platform**  
   Slides with more than (360 deg.) are not recommended for 2 to 5 year old users  
   Minimum length is 14"  
   Width is equal to or wider than width of slide  
   Handholds are on both sides of slide  
   The slide entry channels the user into a sitting position (guardrail, hood etc.)

**Slide**  
   The height/length ratio of the sliding surface does not exceed 0.577 (30 deg.)  
   No span of the sliding surface has a slope that exceeds 50 deg..  
   The side rail on flat slides is a min. of 4" high for full length of the slide  
   The slide chute width for 2 to 5 year old users is 12 inches or greater  
   The slide has a maximum rotation of 360 degrees (2-5 year old users)  
   The slide chute width for 5 to 12 year old users is 16 inches or greater  
   Side height with curved cross section is 4" above 12" horizontal for 2 to 5 year old users  
   Side height with curved cross section is 4" above 16" horizontal for 5 to 12 year old users  
   The minimum interior diameter of tube slides is 23"  
   Roller slides do not have any spaces more that 3/16" (ASTM F 1487-11, Section 8.9.2.1)  
   Embankment slide chute is maximum height of 12 inches above the underlying ground surface.  
 (CPSC #325-10 Section 5.3.6.3.1)

**Exit region**  
   The slide has an exit region with a minimum length of 11"  
   The slope is between 0 and - 4  
   Slides no more than 4' high have exit height no greater than 11' '  
   Slides over 4' high to have an exit height between 7" and 15"  
   Exit region to be rounded or curved

Actual \_\_\_\_\_  
 Actual \_\_\_\_\_  
 Actual 12

**Use Zone** (ASTM F 1487-11, Section 9.6) (CPSC #325-10 Section 5.3.6.5)  
   6' from all portions of structure  
   Exit use zone is equal to height of slide (6 foot minimum - 8 foot maximum)

Actual \_\_\_\_\_  
 Actual \_\_\_\_\_

**Slide Exit Clearance Zone** (ASTM F 1487-11, Section 9.6.3)  
   Slide clearance zone extends to the end of the use zone  
   Side clearance is 21 " horizontal from inside face of side wall at top of sidewalls  
 (Spiral slides are exempt on the inside radius)

Actual \_\_\_\_\_  
 Actual \_\_\_\_\_

Side clearance zones of parallel slides may overlap  
   60" vertical from slide surface. (Spiral slides are exempt)  
   Clearance zones of merging slides do not overlap

**Slide Entanglement Zone**  
 (ASTM F 1487-11, Section 6.4.1) (CPSC #325-10 Appendix B 2.3)  
   The slide is free of entanglement hazards

Maintenance Condition:  Good  Needs repair  
 Priority:  Priority 1  Priority 2  Priority 3  Compliant

Comments:

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## PLAYGROUND SAFETY INSPECTION Spring Rocking Equipment Worksheet

**General:**

Description of units:

1. Sea Horse
2. Dolphin
3. \_\_\_\_\_
4. \_\_\_\_\_

**Yes No N/A Audit**

Yes	No	N/A	<b>Audit</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>General</b> (ASTM F 1487-11 Section 8.11) (CPSC #325-10 Section 5.3.7)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seats are designed to minimize use by more than the intended number of users
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seats are not less than 14" high when unloaded and at rest
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seats are not more than 28" high when unloaded and at rest
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each occupant position is provided with handgrips
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each occupant position is provided with footrest
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handgrip length is a maximum of 3" per hand
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Footrest are 3.5" wide

**Use Zones** (ASTM F 1487-11 Section 9.5)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum 72" in all directions from the perimeter of the unit designed for sitting <i>(The use zones of adjacent spring rocking equipment intended for sitting may overlap when each has a seat or designated play surface with a height less than 30 inches.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Minimum 84" in all directions from the perimeter of the unit designed for standing. <i>(May not overlap safety zone of other units if they are intended for standing)</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minimum 72" between adjacent structures that are under 30" high
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Minimum 108" between adjacent structures if one of them is more than 30" high
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part of a composite structure
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Part of a Play functionally Linked Group

**Maintenance Condition:**     Good,                       Needs repair

**Priority:**     Priority 1     Priority 2     Priority 3     Compliant

**Comments:**

Need Access Ramp

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# PLAYGROUND SAFETY INSPECTION

## To-Fro Swing - Worksheet

(Complete one worksheet for each Swing Set)

Height of pivot point: 120 Diameter of beam: \_\_\_\_\_ Width of beam: \_\_\_\_\_

Type of swing:  Fully Enclosed  Strap  Accessible  Multi-Occupant

Number of bays: \_\_\_\_\_ 1 \_\_\_\_\_ \_\_\_\_\_

Number of seats: \_\_\_\_\_ 2 \_\_\_\_\_ \_\_\_\_\_

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**General** (ASTM F 1487-11 Section 8.6) (CPSC #325-10 Section 5.3.8)

- Swings are not attached to other structures
- Swing structure is designed to discourage climbing and has no play surfaces
- There are no more than 2 single occupancy swings per swing bay
- There is no more than 1 multiple occupancy swing per bay.
- Both swings in each bay are the same type
- Swing seats are not hard
- Hangers have bearings, bushings or other means of reducing friction
- The support structure has no designated play surfaces (ASTM F 1487-11 Section 8.6.1.2)

**Clearances**

- |                                     |                          |                                     |   |              |
|-------------------------------------|--------------------------|-------------------------------------|---|--------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Horizontal distance between hangers is a min. of 20" or greater than the width of the seating element.  |              |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Horizontal distance between swings at 60" above grade - Min. 24"  |              |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Horizontal distance between swing and support at 60" above grade - Min. 30"   |              |
|                                     |                          |                                     | Swings consisting of one suspended element per bay are exempt when the lateral movement is limited and there is a min. of 30" clearance 24" above the seat. | Actual _____ |
|                                     |                          |                                     | (ASTM F 1487-11 Section 8.6.5.1 (2))  | Actual _____ |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | Vertical distance from underside of suspended element to surface - Min. 12"   |              |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | (ASTM F 1487-11 Section 8.6.1.5) (CPSC #325-10 Table 7)   |              |
|                                     |                          |                                     | Vertical distance from underside of fully enclosed swings to surface - Min. 24"   | Actual _____ |
|                                     |                          |                                     | (CPSC #325-10 Table 7)  | Actual _____ |

**Use Zone** (ASTM f 1487-11 Section 9.4.1) (CPSC #325-10 Section 5.3.8.3.3)

**To-Fro Swings** (single and multiple occupancy)

- |                                     |                          |                          |   |                    |
|-------------------------------------|--------------------------|--------------------------|---|--------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Twice the distance from the surfacing to the pivot point in front<br>(This use zone may not overlap any other use zone) | Actual front _____ |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Twice the distance from the surfacing to the pivot point in back<br>(Use zone does not overlap any other use zone)      | Actual back _____  |

**Fully Enclosed Swings**

- |                          |                          |                                     |  |                    |
|--------------------------|--------------------------|-------------------------------------|--|--------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Distance from pivot point to the sitting surface.  | Distance _____     |
|                          |                          |                                     | Fully Enclosed Swings have pivot points no more than 96" above the surface (CPSC #325-10 Section 5.3.8.3.2)  | Distance <u>96</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Distance from the seat surface to the pivot point is twice the distance from the seat surface to the pivot point in front (This use zone may not overlap any other use zone) | Actual front _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Distance from the seat surface to the pivot point is twice the distance from the seat surface to the pivot point in back (This use zone may not overlap any other use zone)  | Actual back _____  |

**Support Structures**

- |                                     |                          |                          |   |              |
|-------------------------------------|--------------------------|--------------------------|---|--------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Minimum 72" in all directions from the post to the perimeter<br>(Use zones of swing support structures may overlap) | Actual _____ |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Minimum 108" between adjacent structures other than swings.   | Actual _____ |

**Overhead Obstructions** (ASTM F 1487-11 Section 9.84)

- |                                     |                          |                          |   |
|-------------------------------------|--------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The vertical clearance is a minimum of 84" above the pivot point. |
|-------------------------------------|--------------------------|--------------------------|---|

Maintenance Condition:  Good  Needs repair

Priority:  Priority 1  Priority 2  Priority 3  Compliant

Comments:

Need Access Ramp

# PLAYGROUND SAFETY INSPECTION

## To-Fro Swing - Worksheet

(Complete one worksheet for each Swing Set)

Height of pivot point: 96 Diameter of beam: \_\_\_\_\_ Width of beam: \_\_\_\_\_

Type of swing:  Fully Enclosed  Strap  Accessible  Multi-Occupant

Number of bays: 1 1 \_\_\_\_\_ \_\_\_\_\_

Number of seats: 2 2 \_\_\_\_\_ \_\_\_\_\_

Yes	No	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**General** (ASTM F 1487-11 Section 8.6) (CPSC #325-10 Section 5.3.8)

- Swings are not attached to other structures
- Swing structure is designed to discourage climbing and has no play surfaces
- There are no more than 2 single occupancy swings per swing bay
- There is no more than 1 multiple occupancy swing per bay.
- Both swings in each bay are the same type
- Swing seats are not hard
- Hangers have bearings, bushings or other means of reducing friction
- The support structure has no designated play surfaces (ASTM F 1487-11 Section 8.6.1.2)

**Clearances**

- Horizontal distance between hangers is a min. of 20" or greater than the width of the seating element.
- Horizontal distance between swings at 60" above grade - Min. 24"
- Horizontal distance between swing and support at 60" above grade - Min. 30"
- Swings consisting of one suspended element per bay are exempt when the lateral movement is limited and there is a min. of 30" clearance 24" above the seat.  
(ASTM F 1487-11 Section 8.6.5.1 (2))
- Vertical distance from underside of suspended element to surface - Min. 12"  
(ASTM F 1487-11 Section 8.6.1.5) (CPSC #325-10 Table 7)
- Vertical distance from underside of fully enclosed swings to surface - Min. 24"  
(CPSC #325-10 Table 7)

Actual \_\_\_\_\_  
Actual \_\_\_\_\_  
  
Actual \_\_\_\_\_  
Actual \_\_\_\_\_

**Use Zone** (ASTM f 1487-11 Section 9.4.1) (CPSC #325-10 Section 5.3.8.3.3)

**To-Fro Swings** (single and multiple occupancy)

- Twice the distance from the surfacing to the pivot point in front  
(This use zone may not overlap any other use zone) Actual front \_\_\_\_\_
- Twice the distance from the surfacing to the pivot point in back  
(Use zone does not overlap any other use zone) Actual back \_\_\_\_\_

**Fully Enclosed Swings**

- Distance from pivot point to the sitting surface. Distance \_\_\_\_\_
- Fully Enclosed Swings have pivot points no more than 96" above the surface (CPSC #325-10 Section 5.3.8.3.2) Distance 96
- Distance from the seat surface to the pivot point is twice the distance from the seat surface to the pivot point in front (This use zone may not overlap any other use zone) Actual front \_\_\_\_\_
- Distance from the seat surface to the pivot point is twice the distance from the seat surface to the pivot point in back (This use zone may not overlap any other use zone) Actual back \_\_\_\_\_

**Support Structures**

- Minimum 72" in all directions from the post to the perimeter  
(Use zones of swing support structures may overlap) Actual \_\_\_\_\_
- Minimum 108" between adjacent structures other than swings. Actual \_\_\_\_\_

**Overhead Obstructions** (ASTM F 1487-11 Section 9.84)

- The vertical clearance is a minimum of 84" above the pivot point.

Maintenance Condition:  Good  Needs repair  
Priority:  Priority 1  Priority 2  Priority 3  Compliant

Comments:

---



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# STONE AGE



## CONCRETE TABLE TENNIS

BRAVADO OUTDOOR | EVERYONE PLAYS

BRAVADO OUTDOOR PRODUCTS - 541-671-6318  
 1196 ECHO DRIVE  
 ROSEBURG, OR 97470

Tomales Community Park  
 06/25/15 Eric Knudsen

Quote# 2756A

Project:

Model	Details	Amount	Price	Total
Uptown	 <p>Green integrally dyed concrete table tennis table with grey legs. Includes all hardware and concrete sealant. Black acid-washed lines and edges.                      Includes custom designed net, plasma cutting and powder coating in the color of your choice. (see design sheet)</p>	1	\$3,500.00	<b>\$3,500.00</b>
<b>Add-ons</b>			<b>Subtotal</b>	<b>\$3,500.00</b>
High Security Upgrade Package		1	\$200.00	\$200.00
<b>Total</b>				<b>\$3,700.00</b>
<b>Shipping to Tomales, CA</b>		<b>94971</b>		\$335.00
			<b>Total</b>	<b>\$4,035.00</b>

*This quote does not include off-loading or installation*

Quote valid for 90 days

**Payment due upon order**

Visa and Mastercard accepted

**3 Year Limited Warranty**

4 - 6 week lead time on all orders (not including shipping)

# STONE AGE



## CONCRETE TABLE TENNIS

BRAVADO OUTDOOR | EVERYONE PLAYS

BRAVADO OUTDOOR PRODUCTS - 541-671-6318

1196 ECHO DRIVE  
ROSEBURG, OR 97470

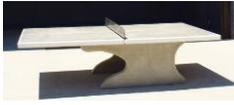
Tomales Community Park

Eric Knudsen

06/25/15

Quote# 2756B

Project:

Model	Details	Amount	Price	Total
Cantilever	 <p>Cantilevered concrete table tennis table with black legs, top to be green with black acid-washed lines and edges. Includes all hardware and quality concrete sealant. <b>Includes custom designed net, plasma cutting and powder coating in the color of your choice. (see design sheet)</b></p>	1	\$3,775.00	<b>\$3,775.00</b>
<b>Add-ons</b>			<b>Subtotal</b>	<b>\$3,775.00</b>
High Security Upgrade Package		1	\$200.00	\$200.00
<b>Total</b>				<b>\$3,975.00</b>
<b>Shipping to Tomales, CA</b>		<b>94971</b>		\$335.00
			<b>Total</b>	<b>\$4,310.00</b>

*This quote does not include off-loading or installation*

Quote valid for 90 days

**Payment due upon order**

Visa and Mastercard accepted

**3 Year Limited Warranty**

4 - 6 week lead time on all orders (not including shipping)

# STONE AGE



## CONCRETE TABLE TENNIS

BRAVADO OUTDOOR | EVERYONE PLAYS

BRAVADO OUTDOOR PRODUCTS - 541-671-6318  
 1196 ECHO DRIVE  
 ROSEBURG, OR 97470

Tomales Community Park  
 06/25/15 Eric Knudsen

Quote# 2756C

Project:

Model	Details	Amount	Price	Total
Uptown	 <p>Green integrally dyed concrete table tennis table with grey legs. Includes all hardware and concrete sealant. Black acid-washed lines and edges.                      Includes custom designed net, plasma cutting and powder coating in the color of your choice. (see design sheet)</p>	1	\$3,500.00	<b>\$3,500.00</b>
			Subtotal	<b>\$3,500.00</b>
Model	Details	Amount	Price	Total
Corn-hole	 <p>Concrete corn-hole game green concrete with a smooth finish and quality concrete sealant. Price is per pair of 2 (For logos - call for pricing based on # of colors and complexity)</p>	1	\$700.00	<b>\$700.00</b>
			Subtotal	<b>\$700.00</b>
Add-ons			Subtotal	\$4,200.00
High Security Upgrade Package		1	\$200.00	\$200.00
Multiple table purchasing discount		1	<b>-\$126.00</b>	<b>\$126.00</b>
<b>Total</b>				<b>\$4,274.00</b>
<b>Shipping to Tomales, CA</b>		<b>94971</b>		\$425.00
			<b>Total</b>	<b>\$4,699.00</b>

*This quote does not include off-loading or installation*

Quote valid for 90 days

**Payment due upon order**

Visa and Mastercard accepted

**3 Year Limited Warranty**

4 - 6 week lead time on all orders (not including shipping)

# STONE AGE



CONCRETE TABLE TENNIS  
BRAVADO OUTDOOR | EVERYONE PLAYS

BRAVADO OUTDOOR PRODUCTS - 541-671-6318  
1196 ECHO DRIVE  
ROSEBURG, OR 97470

Tomales Community Park  
06/25/15 Eric Knudsen

Quote# 2757

Project:

Model	Details	Amount	Price	Total
Corn-hole	 Concrete corn-hole game green concrete with a smooth finish and quality concrete sealant. Price is per pair of 2 (For logos - call for pricing based on # of colors and complexity)	1	\$700.00	\$700.00

Add-ons Subtotal \$700.00

Total \$700.00

Shipping to Tomales, CA 94971 \$220.00

Total \$920.00

*This quote does not include installation but does include a lift gate delivery*

Quote valid for 90 days

**Payment due upon order**

Visa and Mastercard accepted

**3 Year Limited Warranty**

4 - 6 week lead time on all orders (not including shipping)

# Bravado Outdoor Products LLC

## Uptown Table Tennis Table

### Proprietary

**Specified Installation:** Bolts together with standard hand tools and supplied vandal resistant fasteners. Table installs quickly on flat hard surface such as concrete and asphalt without sub grade construction. Grass installations require compacted gravel footers below legs. Center leg is fitted for optional bolt down connection to concrete. Installation time is approximately 1-2 hours.

**Size:** 5' x 9' x 30"

**Weight:** Approximate weight is 2,650 lb

**Concrete:** Table and legs are pre cast 5000 PSI concrete with steel reinforcement and FORTA FERRO™ fiber reinforcement.

**Connectors:** All exposed connectors are pin in hex vandal resistant bolts

**Recommended Maximum Loads:** Table top 100psf live load, 420 lb point load

**Threaded Inserts:** All bolt connections use Zamac (rustproof) cast in place threaded anchors.

**Legs:** 5000 psi Concrete reinforced with #4 (1/2") rebar and 15 lb per yard FORTA FERRO™ fiber reinforcement.

**Table Tops:** 2 5/8" thick solid 5000psi Concrete. Top is reinforced with 4-4-4-4 welded wire reinforcing steel and 15 pounds per yard FORTA FERRO™ fiber reinforcement. Fiber is installed in backer layer and does not show in the colored polished top. Concrete tops are integrally died concrete. Integrally colored tops have some color variation. Regulation Table Tennis lines are standard on all tables. Standard finish is precision cast and polished finish (similar to smooth solid surface concrete counter top.) Edges are cast 3/8" radius for incidental contact safety.

**Standard Net:** Net is 3/8" steel with green powder coat finish.

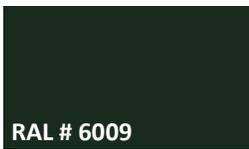
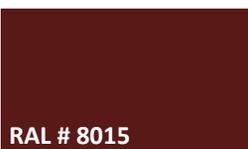
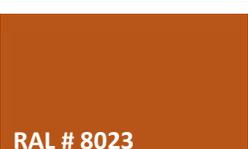
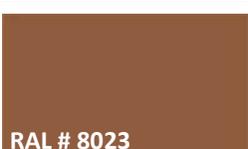
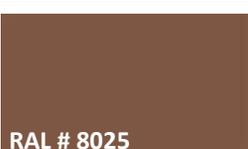
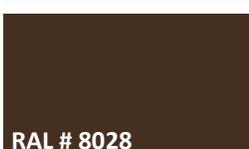
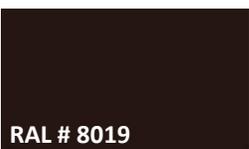
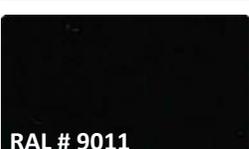
**Custom Stainless Steel Net:** 3/8" steel polished and clear powder coat finish.

**Steel Runners:** Steel runners are 2x2" square 1/8" wall tubing with black powder coating.

**Sealer:** All concrete parts are sealed with Anti Graffiti coating concrete sealer.

# BRAVADO OUTDOOR PRODUCTS TABLE TENNIS NETS

## POWDERCOAT COLOR OPTIONS— STANDARD COLORS

 RAL # 1002	 RAL # 1011	 RAL # 1013	 RAL # 1019	 RAL # 1001
 RAL # 2004	 RAL # 3003	 RAL # 3016	 RAL # 3022	 RAL # 2001
 RAL # 4010	 RAL # 5001	 RAL # 5009	 RAL # 5013	 RAL # 4007
 RAL # 5018	 RAL # 5019	 RAL # 6000	 RAL # 6001	 RAL # 5015
 RAL # 6003	 RAL # 6005	 RAL # 6007	 RAL # 6009	 RAL # 6002
 RAL # 6018	 RAL # 6020	 RAL # 6021	 RAL # 6026	 RAL # 6011
 RAL # 6028	 RAL # 6034	 RAL # 7002	 RAL # 7006	 RAL # 6028
 RAL # 7021	 RAL # 7037	 RAL # 7039	 RAL # 7040	 RAL # 7011
 RAL # 7045	 RAL # 8003	 RAL # 8004	 RAL # 8007	 RAL # 7044
 RAL # 8011	 RAL # 8014	 RAL # 8015	 RAL # 8016	 RAL # 8008
 RAL # 8023	 RAL # 8023	 RAL # 8025	 RAL # 8028	 RAL # 8019
				 RAL # 9011

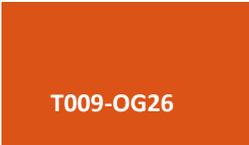
# BRAVADO OUTDOOR PRODUCTS TABLE TENNIS NETS

## POWDERCOAT COLOR OPTIONS AND BASIC FONTS

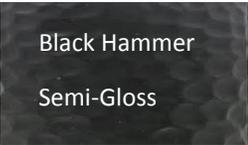
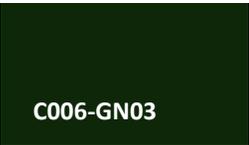
High Reflective  
white 90%  
Gloss

### True Red and Yellow

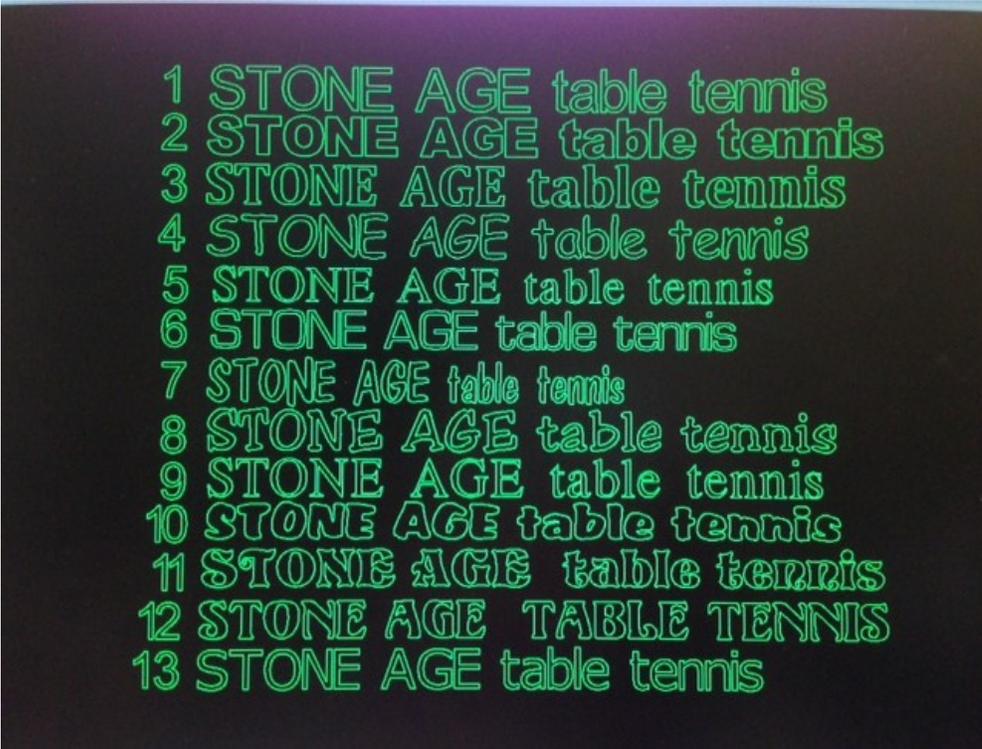
### Premium Colors



### Textured and Metallic



### BASIC FONTS



Write or draw in the box below what you would like your net to say! Include any logo you would like incorporated!

Color Choice \_\_\_\_\_

Design from page 3 (if applicable) \_\_\_\_\_

Font # Choice \_\_\_\_\_

# **BRAVADO OUTDOOR PRODUCTS TABLE TENNIS NETS**

## **CUT OUT DESIGNS YOU CAN SPECIFY**

This page contains ideas that we have designed or provided for other projects. If you do not have a specific logo or design in mind, feel free to pick one of these for your Nets!

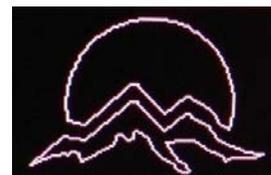
### **General Use Designs**



1. PAPER CUT-OUT PEOPLE



2. Native Sun



3. Setting Sun



4. Swirls



5. Rotary Clubs



6. Park



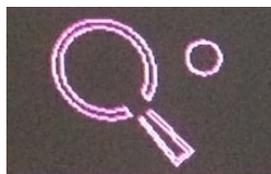
7. Checkerboard



8. Classy



9. Lighthouse



10. Paddle and Ball

### **Schools and Mascots**



11. Feather



12. Osprey



13. Phoenix



14. Bronco



15. Horse



16. Paw Print



17. Viking Helmet



18. Cowboy Boot



19. Cowboy Hat

## Karl Drexel

---

**From:** Karl Drexel [karl@tomalescsd.ca.gov]  
**Sent:** Tuesday, June 30, 2015 8:42 AM  
**To:** 'Nicole Vigeant David Judd'; 'patty oku'  
**Subject:** RE: ramps and all

For any public works project, the contractor is required to be registered with the Department of Industrial Relations (\$300 fee). All wages must be prevailing wages and reported to the DIR Office of Compliance. No special bonding is required as far as I know, but on large projects I have always required performance bonds. As far as timeframe for payment goes, the Park has more than enough cash on hand to pay them within 30 days of completion and final inspection.

Critical thing is that he KNOWS the specifications of ADA, CPSR, David Spease's personal prejudices, etc. I would lay it out and get David's approval before proceeding.

Have a good day and be safe out there.

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](mailto:admin@tomalescsd.ca.gov)

P Please consider the environment before you print

-----Original Message-----

From: Nicole Vigeant David Judd [<mailto:dwjudd@sonic.net>]  
Sent: Tuesday, June 30, 2015 8:15 AM  
To: patty oku; Karl Drexel  
Subject: Re: ramps and all

Good morning everybody,

My concrete contractor friend Nathan Creer is interested & his crew possibly available in about 3 wks to take on the ramp & ping pong slab project.

To provide an accurate quote he wanted confirmation on:

- a) any special bonding required?
- b) prevailing wage for his crew?
- c) industrial relation board fees?
- d) form & timeframe of payment from measure A funds?

Thank you folks, more soon.  
David

**From:** Karl Drexel [mailto:karl@tomalescsd.ca.gov]  
**Sent:** Sunday, June 21, 2015 10:47 AM  
**To:** 'Alex Derbes'  
**Cc:** Bill Bonini  
**Subject:** RE: Non-binding letter of intent/\$10K

Hi Alex and Rebecca,

I did receive the letter of intent from David Kitts on Friday, I have copied the Board and Keene Simonds from LAFCO, so you should be good to go. I recommended the Letter of Intent and annexation be on the July 8<sup>th</sup> Board meeting agenda, so if you are back, you may want to attend. You will be dealing directly with Bill Bonini, Board President, from now on, as I will be leaving the District in the next few days. As we discussed, the Annexation Fee will be ~ \$7,000 per lot and hookup fees are \$10,000 per hookup. There is also a \$250 inspection fee for each hookup and all installation costs are the responsibility of the property owner. I am sorry I will not be able to follow this through as the District Administrator, but I will be happy to answer any questions that might come up during the annexation process. Good luck to you.

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](mailto:admin@tomalescsd.ca.gov)

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**From:** [dervish@gmail.com](mailto:dervish@gmail.com) [mailto:[dervish@gmail.com](mailto:dervish@gmail.com)] **On Behalf Of** Alex Derbes  
**Sent:** Sunday, June 21, 2015 9:00 AM  
**To:** Karl Drexel  
**Subject:** Fwd: Non-binding letter of intent/\$10K

Hi Karl -

David says that he mailed the letter 10 days ago. Have you received it?

Thanks!

---

**From:** [dkmd@ltol.com](mailto:dkmd@ltol.com)  
**Date:** June 21, 2015 at 11:47:01 AM EDT  
**To:** "Rebecca Hodges" <[rebecca.hodges@gmail.com](mailto:rebecca.hodges@gmail.com)>  
**Subject: Re: Non-binding letter of intent/\$10K**

Rebecca,

Letter sent on June 11th. He lives in Santa Rosa but his P.O. box is in Tomales. May explain part of the delay.

Take care,  
David

---

Hello David,

We will be in CA beginning June 30. We let Drexel know to expect the letter. I wonder if you've gotten a chance to send it?

Look forward to seeing you,

Rebecca

---

On Jun 10, 2015, at 11:29 AM, [dkmd@lto.com](mailto:dkmd@lto.com) wrote:

Rebecca,

I'll send them letter tomorrow.

Sorry for the delay.

David

---

Hi David,

Sorry for the rush---we understand that you are extremely busy right now.

We do want to get this resolved before Drexel leaves.

All the sewer district needs at this time is a non-binding letter of intent (sample language attached). We can work out the details when you have more time.

We would be happy to pay a full deposit of \$10K for the easement now.

If you let me know your address, I will send along the check, the paper to sign, and an envelope to drop it back in the mail.

I also want to add that we understand your feelings about development in Tomales and, as a family with strong roots in the neighborhood going back almost 70 years, we obviously feel similarly.

Thank you so much again for taking the time for this,

Best,

Rebecca Hodges

Proposed language:

To whom it may concern,

As the owner of parcel 102-04-44, in exchange for payment received, I intend to grant an easement to access the municipal sewer from parcel 102-04-42 across my property. Details to be resolved to mutual satisfaction.

Thanks,

David Kitts

David Kitts, MD FACS  
10956 Donner Pass Road  
Suite 210  
Truckee, CA 96161

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# North Tahoe Surgical Associates

June 10, 2015

Karl Drexel, SDA  
Administrator TVCSD  
P.O. Box 303  
Tomales, CA 94971

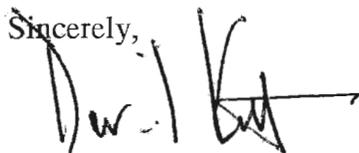
Dear Mr. Drexel,

As you know, Alex Derbes and Rebecca Hodges are seeking access to the Tomales municipal sewer main which runs across the southern boundary of my property at 290 Dillon Beach Road. This will necessitate them crossing the full width of my property from north to south.

As the owner of parcel 102-04-44, I am willing to grant them an easement from their parcel 102-04-42, across my property to access the municipal sewer. This granting will be in exchange for financial remuneration. Additionally, grantee agrees to pay for all required land surveys, all permits, engineering, excavation and any materials required to establish that connection to the municipal sewer.

Please call me should you have any further questions.

Sincerely,



David Kitts



## SDRMA'S BOARD OF DIRECTORS ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2015.

On May 6, 2015, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2015-01 Establishing Guidelines for Director Elections. The Election Committee confirmed that four (4) candidates met the qualification requirements and those names are included on the Official Election Resolution Ballot.

Enclosed is the Official Election Resolution Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed combined Official Election Resolution Ballot must be used to ensure the integrity of the balloting process.
2. After selecting up to three (3) candidates, your agency's governing body must approve the enclosed Official Election Resolution Ballot. **Ballots containing more than three (3) candidate selections will be considered invalid and not counted.**
3. The signed Official Election Resolution Ballot MUST be sealed and received **by mail or hand delivery at SDRMA's office on or before 5:00 p.m. on Tuesday, August 25, 2015 to the address below.** Faxes or electronic transmissions are NOT acceptable. A self-addressed, stamped envelope is enclosed.

Special District Risk Management Authority  
Election Committee  
1112 "I" Street, Suite 300  
Sacramento, California 95814

5. The four-year terms for newly elected Directors will begin on January 1, 2016 and terminate on December 31, 2019.
6. Important balloting and election dates are:

**August 25, 2015 - Deadline for members to return the signed Official Election Resolution Ballot**

August 26, 2015 - Ballots are opened and counted

August 27, 2015 - Election results are announced and candidates notified

September 23, 2015 - Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Monterey at the CSDA Annual Conference

October 28-29, 2015 – Newly elected Directors are invited to attend SDRMA board meeting (Sacramento)

January 2016 - Newly elected Directors are seated and Board officer elections are held

Please do not hesitate to call SDRMA's Chief Operating Officer Paul Frydendal at 800.537.7790 if you have any questions regarding the election and balloting process.

RESOLUTION NO. 15-64

**A RESOLUTION OF THE GOVERNING BODY OF THE  
Tomales Village Community Services District  
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT  
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

**WHEREAS**, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

**WHEREAS**, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

**WHEREAS**, SDRMA's Board of Directors approved Policy No. 2015-01 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

**WHEREAS**, Policy No. 2015-01 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the Tomales Village Community Services District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)



OFFICIAL 2015 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 5:00 p.m., Tuesday, August 25, 2015. Faxes or electronic transmissions are NOT acceptable.

- ROBERT SWAN
Director/President, Groveland Community Services District
ED GRAY (INCUMBENT)
Director/President, Chino Valley Independent Fire District
R. MICHAEL WRIGHT
Director/President, Los Osos Community Services District
SANDY SEIFERT-RAFFELSON (INCUMBENT)
District Clerk, Herlong Public Utility District

ADOPTED this \_\_\_ day of \_\_\_, 2015 by the Tomales Village Community Services District by the following roll call votes listed by name:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: APPROVED:

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate	<u>Robert Swan</u>
District/Agency	<u>Groveland Community Services District</u>
Work Address	<u>P.O. Box 350, Groveland, CA 95321</u>
Work Phone	<u>209-962-7161</u> Home Phone <u>209-962-6535</u>

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

SDRMA's services are particularly important to the successful operation of smaller special districts, such as the one I serve. I would like to contribute what I can to ensuring that SDRMA continues to provide its vital services to its member agencies, prudently and cost-effectively.

Board oversight can be time-consuming. Due to my personal circumstances (retired, single, two hours from Sacramento), I will be able to participate regularly in Board activities.

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**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I have been a member of the governing Board of the Groveland Community Services District (water, sewer, fire and parks district) since June 2013. I've served as Board President since January 2014.

Since February of 2010, member of the Board of Pine Cone Performers, a community choral and drama organization.

During 1995 to 2001, I was a delegate to the Institute of Electrical and Electronics Engineers (IEEE) committees working on standards development in the area of wireless communications.

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**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

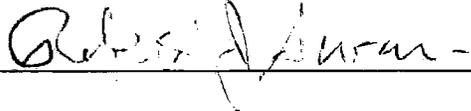
**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

In my work career in the semiconductor industry, I managed business operations and organizations with annual budgets in the range of ten to twenty million dollars, so I have a good working knowledge of budgeting and accounting principles. My academic background (BS in Physics, MS in Computer Science) and work experience have given me a solid understanding of statistical modeling and economic cost-benefit analysis.

**What is your overall vision for SDRMA? (Response Required)**

SDRMA has a well-defined role in providing comprehensive insurance coverage to member agencies. Clearly, continuing this function is central to its future operations. I would like to see continued expansion of the educational and loss-prevention aspects of the operation, as these are the keys to improving cost-effectiveness. However, as an insurance entity, prudent financial management is of paramount importance, and functional expansion must be thoughtfully controlled.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 4-9-15

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.**

Nominee/Candidate Ed Gray  
District/Agency Chino Valley Independent Fire District  
Work Address 14011 City Center Drive, Chino Hills, CA 91709  
Work Phone 909 902-5260 Home Phone 909 9627-4821

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

When appointed to the Board of Directors of SDRMA in November of 2010, and my election to the Board 2012, I made a commitment to be an effective member of the SDRMA team and to work hard to ensure the continued success of the organization. As a Board member, I believe I have shown that I seek to understand issues and use common sense when making decisions. I wish to continue my service to SDRMA, as I can be a positive member of the SDRMA team and an asset to the members, Board and staff.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I currently serve on the Board of Directors of the SDRMA and serve as Secretary. I have been an elected Director of the Chino Valley Independent Fire District since 2004. During my tenure, I have served multiple terms as President and Vice-President, and as a member of our Finance, Planning, and Personnel Committees. I have served as Liaison to the City Councils of Chino and Chino Hills and to the San Bernardino County Board of Supervisors. I am also the District's representative and current Chairman of the Citizens Advisory Committee for the California Institution for Men in Chino. I am a member of the Chino Valley Lions Club. I also serve on the Governing Board of the Green Valley Lake Mutual Water Company.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)**

After serving in the US Army, I enjoyed a lengthy career in law enforcement retiring in 2004 as a Police Lieutenant. I learned early in my career, that to be an effective individual and leader, it was important to actively listen to people; to seek understanding of all sides of an issue; and make decisions based on common sense and "rightness".

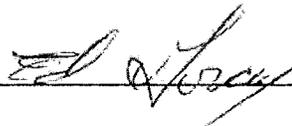
My experience as an elected official has broadened my knowledge and reinforced my belief that decisions must be made based on what is right, and not on what is a personal preference.

**What is your overall vision for SDRMA? (Response Required)**

I see SDRMA as continuing its journey as a successful, effective and efficient service provider through innovation, right thinking and conservative business strategies. I can visualize the organization exploring other avenues of financial endeavors that will benefit our customers.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature \_\_\_\_\_



Date \_\_\_\_\_

3-30-2015

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate R MICHAEL WRIGHT  
District/Agency LOS OSOS COMMUNITY SERVICES DISTRICT  
Work Address 2122 9TH STREET, LOS OSOS CA 93402  
Work Phone 805-528-9370 Home Phone 805-234-4513

**Why do you want to serve on the SDRMA Board of Directors? (Response Required)**

WITH 38 YEARS EXPERIENCE IN THE INSURANCE FIELD, I BELIEVE I HOLD THE SKILL SET THAT WILL BENEFIT THE OPERATIONS OF THE SDRMA.

I HAVE OWNED AND OPERATED MY OWN INSURANCE AGENCY SUCCESSFULLY AND HAVE SOLD AND SERVICED ALL LINE OF INSURANCE INCLUDING COMMERCIAL AND WORK COMP.

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)**

I AM CURRENTLY THE PRESIDENT OF THE LOS OSOS CSD. I WAS VICE PRESIDENT THE YEAR BEFORE. BEFORE I WAS ON THE LOS OSOS BOARD, I WAS A MEMBER OF THE LOS OSOS CSD EMERGENCY SERVICES COMMITTEE FOR SIX YEARS.

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?  
(Response Required)

LICENSED PROPERTY CASUALTY INSURANCE AGENT  
SINCE 1977. OVER 750 HOURS OF INSURANCE  
CONTINUING EDUCATION  
I ALSO HOLD A 6 AND 63 SECURITIES LICENSE.

What is your overall vision for SDRMA? (Response Required)

THE OVERALL VISION OF THE SDRMA IS TO  
PROVIDE THE BEST POSSIBLE COVERAGE AND SERVICE  
TO ITS MEMBERS AND TO ALSO EDUCATE THEIR MEMBERS  
TO ALERT THEM TO COST EFFECTIVE SAFETY PROGRAMS  
TO SAFE GUARD THEIR EMPLOYEES HEALTH AND WELFARE.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature R. Michael Wright

Date April 20, 2015

**Special District Risk Management Authority  
Board of Directors  
Candidates' State of Qualifications**

**This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA**

Nominee/Candidate: Sandy Seifert-Raffelson  
District/Agency: Herlong Public Utility District  
Work Address: 447-855 Plumas St, P O Box 515, Herlong CA 96113  
Work Phone: (530) 827-3150 Home Phone: (530) 254-0234

Why do you want to serve on the SDRMA Board of Directors?

I am a current Board member of SDRMA and feel that I have added my financial background to make better informed decisions for our members. As a Board member, I have learned a lot about insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in business and my 29 years' experience in accounting and auditing. I have audited small districts and know what they need and what they can afford.

I understand the challenges that small District face every day when it comes to managing liability insurance and worker's compensation for a few employees with limited revenues and staff. My education and experience gives me an appreciation of the importance of risk management services and programs, especially for smaller district's that lack expertise with insurance issues on a daily basis.

I feel I am an asset to this Board and would love a chance to stay on the Board for 4 more years.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

I have worked as the District Clerk for the Herlong PUD for the last 7 years. Before that, I served as the Secretary to the Board of Herlong Utilities, Inc. and Office Administrator. I worked directly with the formation of our District which included working for 2 separate Board's of Directors and the transfer of assets from a public benefit corporation to a special district. As part of the team that worked to form the District I was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the District's initial Board of Directors as well as the transfer of multiple permits and closure procedures from multiple agencies for the seamless transition of our District operations. I closed out the Corporation books and established the books for the District transitioning to fund accounting. I have also administered the financial portion of a large capital improvement project with USDA as well as worked on the first ever successful water utility privatization project with the US Army and Department of Defense. I am currently working on HPUD's 2<sup>nd</sup> loan/grant for 4.8 million with USDA to improve the community's sewer system. I also am the primary administrator of a federal contract for utility services with the Federal Bureau of Prison.

While on the SDRMA Board, I have served on the nomination committee and SDLF Board. I have enjoyed learning and completing my duties on both boards and feel I have been an asset to both. I have served on CSDA's Audit and Financial Committee's for the last 2 years. In the last 20 years I have served on several Boards including school, church, 4-H, County and U.C. Davis.

**Special District Risk Management Authority  
Board of Directors  
Candidates' State of Qualifications**

What special skills, talents, or experience (including volunteer experience) do you have?

I have my Bachelors Degree in Business with a minor in Sociology. I have audited Small Districts for 5 years, worked for a Small District for 10 years and have 25 years of accounting experience. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committees. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage Incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minium and reward those with no losses.

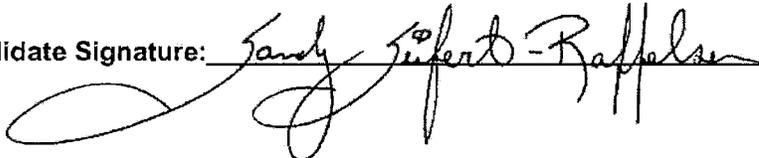
I have completed my Certificate for Special District Board Secretary/Clerk Program in both regular and advance coursework through CSDA and co-sponsored by SDRMA. I have completed the CSDA Special District Leadership Academy and Special District Governance Academy. I have helped my small District obtain their District of Transparency and currently we are working on the District of Distinction.

I work for a District in Northeastern California that has under gone major changes from a Cooperative Company to a 501c12 Corporation, to finally a Public Utility District. I have worked with LAFCo to become a District. Also my District is currently working on a consolidation through LAFCo with another small District to better serve our small community. Through past experience I feel I make a great Board member representing the small districts of Northern California and their unique issues and will make decisions that would help all rural/small districts.

What is your overall vision for SDRMA?

For SDRMA to be at the top of the risk management field and have all of the Special Districts in the State utilizing their quality insurance and support at a price all California Special Districts can afford.

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature:  Date: 4/2/15