

# AGENDA

## Tomales Village Community Services District (TVCS D)

(707) 878-2767

Board of Directors Meeting  
WEDNESDAY January 14, 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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### **Community Services District Law**

**61045. (a)** A majority of the total membership of the board of directors shall constitute a quorum for the transaction of business.

**(b)** The board of directors shall act only by ordinance, resolution, or motion.

**(c)** Except as otherwise specifically provided by law, a majority vote of the total membership of the board of directors is required for the board of directors to take action.

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1. **Call to Order**
  2. **Approve January 14, 2015 Board Meeting Agenda by Consent**
  3. **Approve Revised Dec 10, 2015 Agenda re typos and numbering by Consent**
  4. **Open Communication (The Brown Act prohibits the Board from discussing or acting on any item not on the agenda.)**  
*(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)*
  5. **Additions, Corrections and Approval of the December 10, 2014 Regular Board Meeting Minutes – Action Item by Motion**
  6. **Financial Report**  
*(This is the time the Treasurer makes a report on the finances of the District and any checks that are to be written are approved.)*
    - A. **Accept Check Registers and Approve Expenditures – Action Item by Motion**
    - B. **Review New and Original Financial Statements – Review Only – No action**
    - C. **SUSD Billing – Action Item by Motion**
      1. Review of e-mail transmittals with SUSD
      2. Review Pt. Reyes Light articles
      3. Comparative Billing Schedule
      4. Discuss request for Meeting with Board by a SUSD Trustee
      5. Discuss and approve future course of action with SUSD
      6. Schedule Special Meeting Closed Session to meet with County Counsel

**7. 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 – Review Only – No Action**
- B. **Telstar Proposal Update – Action Item by Motion**
  - 1. SCADA Upgrade options for Server, Hard Drive, New Software
- C. **Review proposals from Phil Wyatt and Steve Phillips on Irrigation Guns – Action Item by Motion**
  - 1. Determine best option and schedule Capital Expenditure

**8. 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. **Requesting Committee Membership – Action Item by Motion**
  - 1. President to appoint committee members for one year term
  - 2. Ethics Training Schedule for Board and Committee members
- B. **Park Advisory Committee Report – Action Item by Motion**
  - 1. Update Water Tower Roof Repairs
  - 2. Update on Park Gate
  - 3. Update on Gazebo Design
  - 4. Update on Park survey, map and architectural drawings
- C. **Financial Advisory Committee Report**
  - 1. Review November Minutes – No December Meeting – **Review Only**

**9. Pending Business**

- A. **RFP Update – Action Item by Motion**
  - 1. Review and approve Draft Letter to Respondents re extension of time
  - 2. Post dates with Walter for website
  - 3. Discuss/Decide on Outreach Strategies (All Board Members)
    - a. Job Boards – CSDA-RFP (free), CSDA-Jobs (\$255/30 days) CRWA (free), Brown & Caldwell (\$200/30 days), CWEA (\$275/60 days)
    - b. Letter from Board to other CSDs
    - c. Call prospect list by Board Member
  - 4. Develop Standard RFP questions for Respondents (All Board Members)
    - a. Interview other CSDs and CSDA List Serv for suggestions
- B. **Policy Manual**
  - 1. Review Update Policy Manual
  - 2. Review and adopt New Proposed Policy(ies) – **Action Item by Motion**
- C. **District Documents in Secretary's Possession – Action Item by Motion**
  - 1. Original Audio Recordings of Regular and Special Meetings to be delivered to Administrator
  - 2. Original recordings of Closed Session to be delivered to Board President
  - 3. Minute Book with signed and approved Board Meeting Minutes to be completed and returned to Tomales Office
- D. **Matrix Efficiency Study – Review Only**
  - 1. Review updated DRAFT Study presented by Matrix
- E. **Board Training – Review Only**
  - 1. CSDA Board training schedule

- F. **Update on Standard Contracts – Information Only**
  - 1. Report on Status
- G. **Board Member Stipends – Action Item**
  - 1. Discuss and determine Board Stipends per attendance
- H. **Office Update**
  - 1. Rental agreement and payment to Kristin
- 10. **New Business**
  - A. **Derbes/Hodges Property Annexation Application – Action Item by Motion**
    - 1. Review LAFCO Documents
    - 2. Authorize Administrator to Negotiate Consent Agreement
  - B. **Board Yearly Agenda – Review Only**
    - 1. Review and Update
  - C. **LAFCO Call for Nominations – Action Item by Motion**
    - 1. Nominations of Regular and Alternate Special District Commissioners
- 11. **Administrator’s Report – Review Only**
- 12. **Correspondence** (*This is for review only. No action is needed.*)
  - Tomales Farm and Dairy Lot Line Adjustment
  - PGE Net Metering Reports
  - SDRMA Workers Comp Notice
- 13. **Adjourn**

# AGENDA

## Regular Meeting

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

### Call to Order

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

**8. Unfinished Business**

**A. Telstar Computer Proposal**

1. Review Proposal--update

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

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

**C. RFP Update – Action Item**

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

**D. Bylaws and Structural Organization**

1. Response from Matrix
2. Governance Attorney

**E. Policy Manual – Action Item**

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

**F. Board Secretary Guidelines and Expectations**

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

**G. Office Update**

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

**9. Correspondence November -- Review**

No Correspondence for November

**10. Adjourn**

# TOMALES VILLAGE



COMMUNITY  
SERVICES  
DISTRICT

## Minutes of the Board Meeting

Minutes, Agendas, Board Packets

Bill Bonini called the meeting to order at 7:07 PM December 10, 2014, Tomales Town Hall

Sue Sims took notes and recorded the meeting

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

### **1. Additions, Corrections and Approval of the November 12, 2014 TVCSD Board Meeting Agenda**

**ACTION:**

Bill Bonini: If there are no objections, I move to accept changes to the November 12, 2014 Board Meeting Agenda.

CONSENSUS

### **2. Additions, Corrections and Approval of the December 10, 2014 Board Meeting Agenda.**

**ACTION:**

Bill Bonini: If there are no objections, I move to accept the December 10, 2014 Board Meeting Agenda.

CONSENSUS

### **3. Additions, Corrections and Approval of the November 12, 2014 Board Meeting Minutes.**

**ACTION:**

Bill Bonini: If there are no objections, I move to accept the November 12, 2014 Board Meeting Minutes.

CONSENSUS

**4. Open Communication**

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

Brian Lamoreaux expressed concern that the Board keep the issue of the SUSD financial contribution to their partnership with TVCSD in mind such that the topic not be forgotten as part of the Board's regular conversations. None

**5. Financial Report (Financial Summary submitted for review)**

**A. Accept Check Registers and Approve Expenditures**

**ACTION:**

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

**CONSENSUS**

**B. A Brief summary of the SUSD MOU** (Memorandum of Understanding) and Rate Structure were reviewed.

**6. Phillips Report**

Karl continues to wait on prices quotes for the Big Gun Sprinklers Duckweed Spraying showed immediate results although application adjustments will be made in the future.

**7. Committee Reports**

**Park Committee**

**Brian Lamoreaux** successfully placed a tarp on the water tower to protect the structure from the rain.

**ACTION:**

**Patty Oku:** I make a motion to approve the purchase of cedar material for the water tower repairs.

**Vote:**

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

**Opposed:** None

**Motion Succeeded**

**8. Unfinished Business**

**A. Telstar Computer Proposal**

1. Telstar to meet with Phillips on Friday (December 12, 2014)

**B. Review and Update Code of Conduct**

**ACTION:**

**Vote: Deborah Parrish:** I make a motion that we add the amended Mission Statement as 4010 in the Code of Conduct.

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

**Opposed:** None

**Motion succeeded**

**C. RFP Update--Action Item**

**ACTION:**

**Vote: Bill Bonini:** I move we change the RFP response dates for all three positions: Financial Manager, March; Administrator, April; Operator, May.

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

**Opposed:** None

**Motion succeeded**

Current submissions were not reviewed. Outreach strategy discussion and development of questions for respondents were delayed to an unspecified date.

**D. Bylaws and Structural Organization**

This topic to be addressed after the Efficiency Audit.

**E. Policy Manual**

**ACTION:**

**Vote: Deborah Parrish:** I make a motion to accept the changes to Public Records Information Request Policy, Email Policy and the proposed Policy 4060--Committees.

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

**Opposed:** None

**Motion succeeded**

**F. Board Secretary Guidelines and Expectations**

**ACTION:**

**Sue Sims** notified the Board that she would not stand for election as Secretary of the Board for the year 2015.

Deborah Parrish and Patty Oku indicated that their input on this item would be extensive and would be better addressed at another meeting. No motion offered.

**G. Office Update**

**ACTION:**

**Vote: Deborah Parrish:** I move that Karl develop a strict policy of access and safeguards for office files.

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

**Opposed:** None

**Motion succeeded**

Bill Bonini will talk with Kristen Lawson about TVCSD office rent and discuss a rental agreement.

9. Correspondence November--None

10. Adjourn--8:47 PM

**ACTION:**

**Vote: Bill Bonini:** If there are no objections, the meeting is adjourned.

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

**Opposed:** None

**Motion succeeded**

See the December 10, 2014 Board Meeting Agenda for the proposed discussion outline of items 5 through 8 in these minutes.

The meeting adjourned at 8:47 PM

Next Meeting: January 14, 2014, 7:00 PM

\_\_\_\_\_  
Approved January 14, 2014

\_\_\_\_\_  
Approved January 14, 2014

Tomales Village Community Services District

1/3/2015 12:49 PM

Register: 131.42 · Bank of Marin - Flex Account

From 11/29/2014 through 12/31/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
12/01/2014			131.44 · Bank of Marin...	Funds Transfer	47,000.00	X		79,505.13
12/15/2014		Marin County Auditor	137.00 · Accounts Rec...			X	53,735.36	133,240.49
12/15/2014			-split-	Deposit		X	3,220.47	136,460.96
12/30/2014			131.46 · Bank of Marin...	Funds Transfer...	8.99	X		136,451.97
12/31/2014			311.00 · Interest Reven...	Interest		X	4.54	136,456.51

Tomales Village Community Services District

1/3/2015 12:53 PM

Register: 131.44 · Bank of Marin - Sewer

From 11/29/2014 through 12/31/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
12/01/2014	4098	KD Management	222.00 · Accounts Pay...		7,289.72	X		-2,573.29
12/01/2014			131.42 · Bank of Marin...	Funds Transfer		X	47,000.00	44,426.71
12/03/2014	4099	Sue Sims, Bd Sect'y	414.43 · Office Supplies		20.12	X		44,406.59
12/11/2014	Bill Pay	AT & T	222.00 · Accounts Pay...		91.65	X		44,314.94
12/11/2014	Bill Pay	ATT U-Verse	222.00 · Accounts Pay...		102.32	X		44,212.62
12/11/2014	Bill Pay	Capital One, FSB	222.00 · Accounts Pay...		147.20	X		44,065.42
12/11/2014	Bill Pay	Phillips & Associates	222.00 · Accounts Pay...	Operator	5,332.65	X		38,732.77
12/11/2014	Bill Pay	SDRMA	222.00 · Accounts Pay...		172.00	X		38,560.77
12/11/2014	Bill Pay	Telstar Instruments, I...	222.00 · Accounts Pay...		1,125.00	X		37,435.77
12/11/2014	Bill Pay	PGE	222.00 · Accounts Pay...		43.52	X		37,392.25
12/11/2014	Bill Pay	Marin County Dept o...	222.00 · Accounts Pay...		282.50	X		37,109.75
12/11/2014	Bill Pay	SWRCB	222.00 · Accounts Pay...		1,044.00	X		36,065.75
12/11/2014	4100	SWRCB SRF Loan	-split-		24,137.68	X		11,928.07
12/30/2014		Tomales Regional Hi...	137.00 · Accounts Rec...				63.00	11,991.07
12/31/2014			311.00 · Interest Reven...	Interest		X	0.12	11,991.19

Tomales Village Community Services District

1/3/2015 12:57 PM

Register: 131.46 · Bank of Marin - Park

From 11/29/2014 through 12/31/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
12/11/2014	Bill Pay	Fishman Supply Co.	222.00 · Accounts Pay...		53.33	X		62,650.37
12/11/2014	Bill Pay	PGE - Park	222.00 · Accounts Pay...		79.01	X		62,571.36
12/30/2014			131.42 · Bank of Marin...	Funds Transfer...		X	8.99	62,580.35
12/31/2014			311.50 · Interest Incom...	Interest		X	0.28	62,580.63

Tomales Village Community Services District

1/3/2015 1:00 PM

Register: 131.48 · Bank of Marin - Solar

From 11/29/2014 through 12/31/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
12/11/2014	Bill Pay	City National Bank	222.00 · Accounts Pay...		17,941.18	X		12,293.77
12/11/2014	Bill Pay	Municipal Finance C...	222.00 · Accounts Pay...		750.00	X		11,543.77
12/28/2014			311.00 · Interest Reven...	Interest		X	0.08	11,543.85
12/30/2014			316.00 · CSI Solar Reb...	Deposit			769.72	12,313.57

Tomales Village Community Services District

1/3/2015 1:34 PM

Register: 131.31 · Redwood Credit Union

From 10/30/2014 through 12/31/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
10/31/2014			311.00 · Interest Reven...	Interest		X	7.26	85,590.06
11/30/2014			311.00 · Interest Reven...	Interest		X	7.02	85,597.08
12/31/2014			311.00 · Interest Reven...	Interest		X	7.29	85,604.37

<u>Date</u>	<u>Vendor</u>	<u>Amount</u>	<u>Expense</u>
24-Dec	Phillips & Assoc.	\$ 5,332.65	Jan O&M Services
26-Dec	PGE	\$ 101.28	WWTP PGE
10-Dec	AT&T Uverse	\$ 116.63	Office ATT Service
20-Dec	AT&T	\$ 102.63	Plant ATT Service
24-Dec	Capital One	\$ 60.00	BHI - Good Board Work
		\$ 19.95	Web Hosting
		\$ 32.57	Staples - Office Supplies
1-Feb	Karl Drexel	\$ 400.00	Health Ins Allowance
1-Feb	Karl Drexel	\$ 6,754.00	Feb Admin Services
	<b>Dec - Jan</b>	<b>\$ 12,919.71</b>	
		<b>PARK EXPENSES</b>	
26-Dec	PGE	\$ 87.89	Park PGE
	<b>Dec - Jan</b>	<b>\$ 87.89</b>	
		<b>RESTRICTED FUNDS</b>	
		<b>\$ -</b>	
	<b>Total</b>	<b>\$ 13,007.60</b>	

**Phillips & Associates**  
 Management & Technical Resources

General  
 Engineering  
 Contractor  
 #A-751807

SWRCB  
 Operations  
 Management  
 Maintenance  
 Contractor  
 #CO-0021

PhillipsOnSite.com

**Invoice**

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

Date	Invoice #
12/29/2014	5187

P.O. No.	Terms	Project
	Upon Receipt	

Description	Qty	Rate	Amount
Professional Management of Water and/or Wastewater Treatment System for Month of January 2015.		5,332.65	5,332.65
Happy New Year.		<b>Total</b>	<b>\$5,332.65</b>

Water & Wastewater...Management - Operations - Maintenance - Process Control - System Analysis - O & M Services - Consulting

2201 Jefferson Street, Napa, CA 94559 Tel: 707.254.1931 Fax: 707.224.9365



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

# Invoice

Date	Invoice #
1/3/2015	15-01

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

Terms
Due on receipt

Item	Description	Quantity	Rate	Amount
Admin Services	Admin Services - January 2015		6,754.00	6,754.00
Health Insurance ...	Health Insurance Allowance		400.00	400.00
THANK YOU			<b>Total</b>	\$7,154.00

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



201 San Antonio Circle, Suite 148  
Mountain View, CA 94040  
v.650.858.0507 f.650.917.2310

November 3, 2014

## Invoice #1 – Management Study

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Mr. Bill Bonino  
President  
Tomales Village Community Services District  
P.O. Box 92  
Tomales, CA 94971

This first invoice is for work conducted by Matrix Consulting Group in October, 2014. Work during this period included interviews with Board members and members of the School District and data collection to enable preparation of the profile.

Staff Person	Title	Hours	Hourly Rate	Cost
Gary Goelitz	Vice President	8	\$225	\$ 1,800
<b>Total Time Charges</b>		<b>8</b>		<b>\$ 1,800</b>

### Expenses

Travel and on site expenses	\$ 264
<b>Total Expenses</b>	<b>\$ 264</b>

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**TOTAL INVOICE** **\$ 2,064**

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Federal Taxpayer ID: 05-0545979

Please remit payment to the letterhead address.



201 San Antonio Circle, Suite 148  
Mountain View, CA 94040  
v.650.858.0507 f.650.917.2310

December 1, 2014

## Invoice #2 – Management Study

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Mr. Bill Bonino  
President  
Tomales Village Community Services District  
P.O. Box 92  
Tomales, CA 94971

This second invoice is for work conducted by Matrix Consulting Group in November, 2014. Work during this period included an interview with the General Manager and the development of the descriptive profile of the TVCSD.

<b>Staff Person</b>	<b>Title</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Cost</b>
Gary Goelitz	Vice President	16	\$225	\$ 3,600
<b>Total Time Charges</b>		<b>16</b>		<b>\$ 3,600</b>

### Expenses

Travel and on site expenses	\$ 76
<b>Total Expenses</b>	<b>\$ 76</b>

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<b>TOTAL INVOICE</b>	<b>\$ 3,676</b>
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Federal Taxpayer ID: 05-0545979

Please remit payment to the letterhead address.

**GENERAL FUND  
FINANCIAL STATEMENT  
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT  
11/28/14 - 12/31/14**

**I. BEGINNING BALANCES**

A. Checking	
1. Redwood Credit Union.....	85,597.08
2. BoM - Money Market.....	126,505.13
3. BoM - Sewer Account.....	4,633.99
4. BoM - Park Account.....	62,633.70
<b>Total Beginning Balances .....</b>	<b>279,369.90</b>

**II. INCOME**

A. Interest Earned	
1. Redwood C redit Union.....	7.29
2. BoM - Money Market.....	4.54
3. BoM - Sewer.....	0.12
4. BoM - Park.....	0.28
Total Interest Earned.....	12.23
B. County Collected Rates.....	53,735.36
C. Levy 4.....	3,211.48
D. Monthly Sewer Rates.....	63.00
E. Annual Sewer Rates.....	0.00
F. Misc. - ATT Rebate.....	100.00
G. Park PGE Fees.....	70.00
H. Misc Income - SB 90 Reimbursements.....	0.00
I. HOPTR.....	8.99
J. Park Rental and Deposit Fees.....	0.00
<b>Total Income.....</b>	<b>57,201.06</b>

**Total Amount Available.....** 336,570.96

**III. EXPENDITURES**

A. Venta Leon 12/8/14.....	20.56
B. Ana Gonzales.....	60.00
C. KD Management 12/2/14.....	7,289.72
D. AT&T - WWTP Service 12/11/14.....	91.65
E. AT&T - Office Service 12/11/14.....	102.32
F. Capital One Bank 12/11/14.....	147.20
G. Marin County - Public Works Permit 12/11/14.....	282.50
H. Phillips & Assoc 12/11/14.....	5,332.65
I. PGE 12/11/14.....	43.52
J. SDRMA - Workers Comp 12/11/14.....	172.00
K. SWRCB - WDR Permit 12/11/14.....	1,044.00
L. Telstar Instruments - SCADA Repairs 12/11/14.....	1,125.00
M. Sue Sims - Supplies 12/19/14.....	20.12
N. SWRCB - Clean Water SRF 12/18/14.....	24,137.68
O. Fishman Supply 12/11/14.....	53.33
P. PGE - Park 12/11/14.....	79.01
Q. Park Deposit Returns .....	0.00
<b>Total Expenditures .....</b>	<b>40,001.26</b>

**Fund Balance as of 12/31/2014.....** 296,569.70

**DEBT SERVICE  
FINANCIAL STATEMENT  
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT  
11/28/14 - 12/31/14**

**I. BEGINNING BALANCES**

A. BoM - Solar Account.....	30,234.95	
<b>Total Beginning Balances.....</b>		<b>30,234.95</b>

**II. INCOME**

A. Interest Earned.....	0.08	
B. Itemized Receipts		
1. CSI Rebate .....		
<b>Total Income.....</b>		<b>0.08</b>

<b>Total Amount Available.....</b>		<b>30,235.03</b>
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**III. EXPENDITURES**

A. Payment to City National Bank.....	17,941.18	
B. Payment to Municipal Finance Corporation.....	750.00	
<b>Total Expenditures.....</b>		<b>18,691.18</b>

<b>Fund Balance as of 12/31/2014.....</b>		<b>11,543.85</b>
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	<u>Dec 14</u>
<b>Income</b>	
<b>301.00 - Service Charges</b>	
301.10 - Service Charges - Monthly	63.00
301.30 - Service Charges - County	<u>9,000.00</u>
<b>Total 301.00 - Service Charges</b>	<u>9,063.00</u>
<b>311.00 - Interest Income</b>	11.95
<b>315.00 - Intergovernmental Revenues</b>	
315.50 - Levy 4	3,211.48
315.00 - Intergovernmental Revenues - Other	<u>0.08</u>
<b>Total 315.00 - Intergovernmental Revenues</b>	<u>3,211.56</u>
<b>316.00 - CSI Solar Rebate</b>	<u>769.72</u>
<b>Total Income</b>	<u>13,056.23</u>
<b>Expense</b>	
<b>410.00 - Sewage Collection</b>	50.28
<b>411.00 - Sewage Treatment</b>	25.50
<b>412.00 - Sewage Disposal</b>	25.50
<b>414.00 - Administration and General</b>	
414.05 - Administrator's Fees	6,754.00
414.30 - Insurance	
414.33 - Worker's Comp Insurance	172.00
414.35 - Health Insurance Allowance	<u>400.00</u>
<b>Total 414.30 - Insurance</b>	<u>572.00</u>
414.40 - Office Expense	
414.43 - Office Supplies	52.69
414.44 - Sonic - Web Hosting	<u>19.95</u>
<b>Total 414.40 - Office Expense</b>	<u>72.64</u>
414.50 - O&M Contractual Services	5,332.65
414.80 - Travel and Meetings	
414.81 - Travel	135.72
414.83 - Meetings and Seminars	<u>60.00</u>
<b>Total 414.80 - Travel and Meetings</b>	<u>195.72</u>
414.90 - Telephone and Internet Services	<u>219.26</u>
<b>Total 414.00 - Administration and General</b>	<u>13,146.27</u>
415.50 - Depreciation Expense	4,300.00
420.20 - Interest Expense - SRF Loan	<u>4,853.15</u>
<b>Total Expense</b>	<u>22,400.70</u>
<b>Net Income</b>	<u><u>-9,344.47</u></u>

	<u>Jul - Dec 14</u>
<b>Income</b>	
<b>301.00 · Service Charges</b>	
301.10 · Service Charges - Monthly	441.00
301.15 · Service Charges - Annual Fees	1,512.00
301.20 · Service Charges - SUSD	99,048.00
301.30 · Service Charges - County	53,898.13
<b>Total 301.00 · Service Charges</b>	<u>154,899.13</u>
<b>305.00 · SUSD Sinking Fund</b>	8,062.00
<b>311.00 · Interest Income</b>	1,421.89
<b>315.00 · Intergovernmental Revenues</b>	
315.50 · Levy 4	3,331.55
315.00 · Intergovernmental Revenues - Other	0.63
<b>Total 315.00 · Intergovernmental Revenues</b>	<u>3,332.18</u>
<b>316.00 · CSI Solar Rebate</b>	7,026.43
<b>Total Income</b>	<u>174,741.63</u>
<b>Expense</b>	
<b>410.00 · Sewage Collection</b>	207.61
<b>411.00 · Sewage Treatment</b>	1,553.01
<b>412.00 · Sewage Disposal</b>	910.24
<b>414.00 · Administration and General</b>	
414.05 · Administrator's Fees	40,524.00
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	564.00
414.35 · Health Insurance Allowance	2,400.00
<b>Total 414.30 · Insurance</b>	<u>8,276.82</u>
<b>414.40 · Office Expense</b>	
414.49 · Other Office Expense	80.56
414.41 · Postage and Delivery	51.38
414.43 · Office Supplies	1,319.02
414.44 · Sonic - Web Hosting	119.70
414.45 · Equipment Expense	293.19
414.46 · Board Meeting Expense	209.19
<b>Total 414.40 · Office Expense</b>	<u>2,073.04</u>
<b>414.50 · O&amp;M Contractual Services</b>	31,845.61
<b>414.55 · Professional Fees</b>	
414.58 · Consulting	2,150.00
<b>Total 414.55 · Professional Fees</b>	<u>2,150.00</u>
<b>414.62 · Dues and Subscriptions</b>	983.94
<b>414.65 · Renta and Leases</b>	
414.67 · Solar Lease Admin Fee	750.00
414.68 · Solar Lease Agreement	17,941.18
<b>Total 414.65 · Renta and Leases</b>	<u>18,691.18</u>

	<u>Jul - Dec 14</u>
<b>414.70 · Repairs and Maintenance</b>	
414.71 · Plant and Building Maintenance	909.69
414.72 · Computer Repairs	821.30
414.73 · Equipment Repairs	1,125.00
<b>Total 414.70 · Repairs and Maintenance</b>	<u>2,855.99</u>
<b>414.80 · Travel and Meetings</b>	
414.81 · Travel	893.78
414.83 · Meetings and Seminars	1,074.28
<b>Total 414.80 · Travel and Meetings</b>	<u>1,968.06</u>
414.90 · Telephone and Internet Services	1,005.38
<b>Total 414.00 · Administration and General</b>	<u>111,700.52</u>
415.50 · Depreciation Expense	25,800.00
420.20 · Interest Expense - SRF Loan	4,853.15
423.00 · Other Nonoperating Expenses	
423.10 · Contributions	364.00
<b>Total 423.00 · Other Nonoperating Expenses</b>	<u>364.00</u>
<b>Total Expense</b>	<u>145,388.53</u>
<b>Net Income</b>	<u><u>29,353.10</u></u>

**Dec 31, 14**

**ASSETS**

**Current Assets**

**Checking/Savings**

**131.00 - Cash**

131.31 - Redwood Credit Union 85,604.37

131.42 - Bank of Marin - Money Market 136,456.51

131.44 - Bank of Marin - Sewer 11,991.19

131.48 - Bank of Marin - Solar 12,313.57

**Total 131.00 - Cash** 246,365.64

**Total Checking/Savings** 246,365.64

**Accounts Receivable**

137.00 - Accounts Receivable 110,015.64

**Total Accounts Receivable** 110,015.64

**Other Current Assets**

138.00 - Receivable - TVCSD Park 3,211.00

**Total Other Current Assets** 3,211.00

**Total Current Assets** 359,592.28

**Fixed Assets**

100.00 - Property, Plant and Equipment 791,665.97

100.10 - Maps and Records 17,248.00

100.20 - Land and Land Rights 52,788.00

110.00 - Improvement Project 939,393.31

112.00 - Solar System 269,945.21

105.00 - Less Accumulated Depreciation -449,308.01

**Total Fixed Assets** 1,621,732.48

**Other Assets**

136.00 - SUSD Note Receivable 21,104.04

151.00 - CREBs Unamortized Issuance Cost 15,250.00

152.00 - Accumulated Amortization -3,588.12

**Total Other Assets** 32,765.92

**TOTAL ASSETS**

**2,014,090.68**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

222.00 - Accounts Payable 5,765.71

**Total Accounts Payable** 5,765.71

**Total Current Liabilities** 5,765.71

**Long Term Liabilities**

211.00 - SWRCB SRF Loan 174,841.36

215.00 - CREBS Bond 233,235.46

**Total Long Term Liabilities** 408,076.82

**Total Liabilities** 413,842.53

	<u>Dec 31, 14</u>
<b>Equity</b>	
260.00 · Retained Earnings	1,307,489.93
261.00 · Sinking Fund - Debt Reserve	47,775.00
262.00 · Capital Improvement Reserve	45,394.00
263.00 · Emergency Reserve	33,982.00
264.00 · Operating Reserve	31,254.12
265.00 · Net Assets - Unrestricted	105,000.00
Net Income	29,353.10
<b>Total Equity</b>	<u>1,600,248.15</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>2,014,090.68</u></u>

**TVCS D Park  
Profit & Loss  
December 2014**

	<b>Dec 14</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
311.00 · Interest Income	0.28
315.00 · Intergovernmental Revenues	
315.60 · HOPTR	8.99
<b>Total 315.00 · Intergovernmental Revenues</b>	8.99
322.60 · Water Tower PGE	70.00
<b>Total Income</b>	79.27
<b>Expense</b>	
414.80 · Measure A	
414.83 · PGE Park	87.89
<b>Total 414.80 · Measure A</b>	87.89
<b>Total Expense</b>	87.89
<b>Net Ordinary Income</b>	-8.62
<b>Net Income</b>	<b>-8.62</b>

	<u>Jul - Dec 14</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
311.00 · Interest Income	1.48
315.00 · Intergovernmental Revenues	
315.60 · HOPTR	8.99
315.70 · SB 90 Reimbursement	3,568.00
315.80 · Measure A Funds	<u>15,507.67</u>
<b>Total 315.00 · Intergovernmental Revenues</b>	<b>19,084.66</b>
320.00 · Contributions Income	
320.30 · Unrestricted	<u>95.00</u>
<b>Total 320.00 · Contributions Income</b>	<b>95.00</b>
322.00 · Park Use Rental	
322.50 · Cleaning and Security Deposit	-600.00
322.00 · Park Use Rental - Other	<u>550.00</u>
<b>Total 322.00 · Park Use Rental</b>	<b>-50.00</b>
322.60 · Water Tower PGE	420.00
323.00 · Founders' Day Committee	<u>64.00</u>
<b>Total Income</b>	<b>19,615.14</b>
<b>Expense</b>	
414.70 · Repairs	
414.74 · Park Maintenance	<u>8.93</u>
<b>Total 414.70 · Repairs</b>	<b>8.93</b>
414.80 · Measure A	
414.81 · Measure A Project Expenses	1,465.42
414.82 · Measure A Maintenance Expenses	501.45
414.83 · PGE Park	<u>521.29</u>
<b>Total 414.80 · Measure A</b>	<b><u>2,488.16</u></b>
<b>Total Expense</b>	<b><u>2,497.09</u></b>
<b>Net Ordinary Income</b>	<b><u>17,118.05</u></b>
<b>Net Income</b>	<b><u><u>17,118.05</u></u></b>

**Dec 31, 14**

**ASSETS**

**Current Assets**

**Checking/Savings**

131.00 · Cash

131.46 · Bank of Marin - Park Account 62,580.63

Total 131.00 · Cash 62,580.63

Total Checking/Savings 62,580.63

**Accounts Receivable**

137.00 · Accounts Receivable 70.00

Total Accounts Receivable 70.00

Total Current Assets 62,650.63

**Fixed Assets**

100.20 · Land and Land Rights 132,000.00

**111.00 · Park Equipment**

Original Cost 299,899.00

105.00 · Depreciation -28,933.00

Total 111.00 · Park Equipment 270,966.00

Total Fixed Assets 402,966.00

**TOTAL ASSETS 465,616.63**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

222.00 · Accounta Payable 87.89

Total Accounts Payable 87.89

**Other Current Liabilities**

217.00 · Unearned Revenue 15,000.00

Total Other Current Liabilities 15,000.00

Total Current Liabilities 15,087.89

**Long Term Liabilities**

216.00 · Loan Payable - TVCSD Sewer 3,211.00

Total Long Term Liabilities 3,211.00

Total Liabilities 18,298.89

**Equity**

252.50 · Investment in Capital Assets 402,966.00

260.00 · Retained Earnings 27,233.69

Net Income 17,118.05

Total Equity 447,317.74

**TOTAL LIABILITIES & EQUITY 465,616.63**

## SHORELINE Emails re Billing

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

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

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

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

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

Karl

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

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

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

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

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

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

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

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

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

Sewer Service fees are a factor of the actual operating expenses of the TVCSD. The SUSD is considered a non-enterprise organization, in that you do not charge fees for service, but get tax money and State and Federal funding. The TVCSD is an Enterprise organization in that they charge fees for service. When a non-enterprise organization such as the SUSD buys

equipment, builds buildings or makes Capital Improvements of any kind, it is expensed. When enterprise organizations buy equipment or make capital improvements, it is not expensed, but it is strictly a balance sheet transaction – increase assets and decrease cash or increase debt. The Sewer Improvement project was never part of the operating expenses used to determine the SUSD billing. However, State regulations REQUIRE enterprise organizations to accumulate depreciation on those assets. That is not a requirement of non-enterprise organizations. Therefore, Depreciation Expense is a cost of doing business and is part of the operating expenses of the Sewer District. It always has been, but we have just not included in the past billings because it was determined after the billings went out, and frankly, I was unaware of that requirement until just a few years ago.

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

Karl

---

**From:** Karl Drexel [mailto:karl@tomalescsd.ca.gov]

**Sent:** Monday, October 20, 2014 2:46 PM

**To:** Robert W Johnson, CPA

**Subject:** FW: Question on depreciation

Hi Robert,

I got another call from Susan Skipp regarding the depreciation expense. Apparently their auditor is telling her the depreciation is NOT an expense, but a trial balance entry and if it is expensed, they are paying twice for the same assets. In a way, they are right, because we paid for it and by accumulating depreciation we are paying for it again. I realize we are funding the replacement of those assets, and not really paying twice, but they do not believe they should have to pay for depreciation. I tried to explain that we are required to fund future replacement by GASB, the same as unfunded retirement benefits, but I can't get through. They pay 34% of the District's operating expenses and depreciation is one of those expenses. Did you ever get a hold of their auditor and can you please help me in explaining this to the school district? 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](mailto:admin@tomalescsd.ca.gov)

 Please consider the environment before you print

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**From:** Robert W Johnson, CPA [mailto:robertwjohnsoncpagroup@gmail.com]  
**Sent:** Monday, October 20, 2014 3:13 PM  
**To:** karl@tomalescsd.ca.gov  
**Subject:** Re: FW: Question on depreciation

Hi Karl:

I did speak with the District's auditor and we agreed that "depreciation is an operating expense for an enterprise, special district".

Can you send me again the particular wording in your agreement with the school district?

Bob

---

**From:** Heston, Kristain [mailto:KHeston@sco.ca.gov]  
**Sent:** Monday, November 03, 2014 3:45 PM  
**To:** karl@tomalescsd.ca.gov  
**Cc:** Dagan, Anita; Serafica, Edward; Hszieh, Renee; Apgar, Lilian  
**Subject:** Depreciation Expense Inquiry

Good Afternoon,

This email is in response to your inquiry concerning the reporting requirements of depreciation expense.

Per Government Code 25260:

***The board may provide for the fixing and collection of charges from the recipients of activities financed by the fund, and such charges may include all expense in providing the service activity, including operational cost and depreciation.***

***All funds created pursuant to this section shall be accounted for as prescribed by the county auditor or controller.***

As the code states the county auditor or controller, shall prescribe how the funds are accounted for. Per general accounting procedures, GASB Statement 34 shows how depreciation expense should be reported. Methods of how to calculation out depreciation can be found in paragraphs 161 through 166.

In addition to GC 25260 and GASB Statement 34, the Governmental Accounting, Auditing, and Financial Reporting (GAAFR) blue book also provides guidance on how, when, and when not to report depreciation expense.

In the GAAFR 2013 edition:

- Page 281 states: ***Governmental funds do not report capital assets, and thus do not report depreciation expense***, and explains how to report adjustments accordingly.
- Page 307 explains depreciation in governmental activities.
- Pages 440 and 441 explain situations where depreciation is not recognized.

GASB Statement 55 provides the GAAP Hierarchy of resources used to assist accountants in determining what general accounting procedures should be followed. This hierarchy could change depending on the GASB Exposure Draft No. 33-ED.

I hope this information helps assist you in explaining to the board the guidance used in depreciation expense. If you have any additional questions, you can contact me at [kheston@sco.ca.gov](mailto:kheston@sco.ca.gov) or (916) 322-4554.

Sincerely,  
**Kristain Heston (KH)**  
Fiscal Analyst, Local Government Policy Section  
Division of Accounting & Reporting  
Phone: (916) 322-4554  
Fax: (916) 327-3162



---

**From:** Karl Drexel [mailto:karl@tomalescsd.ca.gov]  
**Sent:** Wednesday, November 12, 2014 12:40 PM  
**To:** 'Susan Skipp'  
**Subject:** RE: Question on depreciation

Hi Susan,  
I talked to our auditor again and he told me, frankly, that he had already discussed the depreciation issue with your auditor and they agreed it was a required operating expense and he is not going to call him again. (He almost picked up his marbles and quit, which isn't your problem, but made it clear he had done his part). So I contacted the State Controller's Office for more clarification. Here are their responses:

“Per Government Code 25260:  
***The board may provide for the fixing and collection of charges from the recipients of activities financed by the fund, and such charges may include all expense in providing the service activity, including operational cost and depreciation.***  
***All funds created pursuant to this section shall be accounted for as prescribed by the county auditor or controller.***”

As the code states the county auditor or controller, shall prescribe how the funds are accounted for. Per general accounting procedures, GASB Statement 34 shows how depreciation expense should be reported. Methods of how to calculation out depreciation can be found in paragraphs 161 through 166.

In addition to GC 25260 and GASB Statement 34, the Governmental Accounting, Auditing, and Financial Reporting (GAAFR) blue book also provides guidance on how, when, and when not to report depreciation expense.

In the GAAFR 2013 edition:

- Page 307 explains depreciation in governmental activities.

GASB Statement 55 provides the GAAP Hierarchy of resources used to assist accountants in determining what general accounting procedures should be followed. This hierarchy could change depending on the GASB Exposure Draft No. 33-ED. “

Please pass this on to your auditor for his review. I hope this helps. Thanks.

Karl

---

**From:** Karl Drexel [mailto:karl@tomalescsd.ca.gov]  
**Sent:** Saturday, December 06, 2014 12:56 PM  
**To:** Susan Skipp  
**Cc:** Tom Stubbs, Superintendent  
**Subject:** Annual Invoice for Sewer Service

Hi Susan,  
I have not received the check from the County Auditor for the SUSD's annual sewer fees. Would you please confirm that the request has been submitted and who at the County is responsible for paying those warrants? We usually have your payment by mid November, so I am getting a little concerned. 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](mailto:admin@tomalescsd.ca.gov)

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**From:** Susan Skipp [mailto:susan.skipp@shorelineunified.org]  
**Sent:** Thursday, December 18, 2014 1:26 PM  
**To:** [karl@tomalescsd.ca.gov](mailto:karl@tomalescsd.ca.gov)  
**Subject:** RE: Annual Invoice for Sewer Service

Hi Karl, We will process the invoice for processing in January. We can't process any more checks in December.

Is it possible to find out the portion of the operating costs for 2014-15 that is attributable to depreciation?

Thanks, Susan

---

**From:** Karl Drexel [mailto:karl@tomalescsd.ca.gov]

**Sent:** Thursday, December 18, 2014 6:28 PM

**To:** 'Susan Skipp'

**Cc:** Jenna Brady

**Subject:** RE: Annual Invoice for Sewer Service

Thanks Susan,

January will be fine. The allocated depreciation for the 2014-15 budgeted total operating expense is \$45,817. Thanks again.

Karl

---

**From:** Karl Drexel [mailto:karl@tomalescsd.ca.gov]

**Sent:** Tuesday, December 23, 2014 9:56 AM

**To:** 'Susan Skipp'

**Cc:** Jenna Brady, County Counsel

**Subject:** RE: Annual Invoice for Sewer Service

Hi Susan,

The total depreciation expense for the TVCSD fiscal year 2014-2015 budget is \$45,817 of the \$260,000 total budget. SUSD's share of that expense would be \$15,000 for the year.

I have also been informed that the SUSD Board of Trustees removed the TVCSD sewer service fees from the approved budget at their last meeting and have no intent on revisiting it again until February 2015. Please confirm this and reaffirm that we will be paid in January. We are unable to wait until February for payment. Thanks and have a great holiday.

Karl




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# POINT REYES LIGHT

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## Shoreline approves updated budget

By Beau Evans  
12/24/2014

Shoreline Unified's elected Board of Trustees is still desperately grappling with how to fix an unbalanced school budget that has plagued the board since it was revealed during the summer that the district is running in the red.

At last Thursday's monthly meeting at Tomales Elementary School, the board voted to approve an updated interim budget that estimated the district will be spending \$586,115 more than it receives by the beginning of the 2016-17 school year. The latest budget figures were drafted by chief business officer Susan Skipp, who will be vacating her position in January.

"We've brought expenditures way down, but it's still deficit spending," Ms. Skipp said. "Even with the layoffs, we'll still have a deficit structure. It just buys the district a few more years."

Before the vote to approve the budget could even be tallied, there was controversy.

Trustees voted to approve Ms. Skipp's new budget estimates, but only if they didn't have to pay a \$20,000 sewer bill to the Tomales Village Community Services District, with which it has held a contract for decades.

"I motion to approve the budget, pending that we direct Susan not to pay for this sewer bill," said Jim Lino, who was among several trustees who took issue with the sewer district for charging depreciation on old equipment.

And so began a series of heated discussions over how much money—none of which the board realistically has—should or shouldn't be spent going into the second half of the school year.

Of the many subjects discussed on Thursday, none was more contentious than the board's complimentary health benefits.

### Trustee benefits

These benefits—including dental, vision, life and a Kaiser health insurance plan—cost the district this year a total of nearly \$45,000. Many in the Shoreline community, including several board members, have long debated whether board members should hang onto their benefits at a time when the district's teachers and staff are being slated for layoffs.

“This is a big part of our budget,” said Jill Manning-Sartori, the board’s vice president. “And it is one way we can reduce expenditures without impacting student achievement.”

At Thursday’s meeting, Superintendent Tom Stubbs read an email sent by Robert Henry—an attorney frequently used by the district for legal consult—and clarified a question that has lingered throughout the budget debate: does the board have legal authority to require its members to give up their own benefits?

The answer, according to Mr. Henry, is no.

The board does not have the authority to unilaterally prohibit current members from receiving the benefits that they already enjoy, the email stated; however, the board does have power to change its policy regarding future members.

Several board members, including President Jane Healy, took issue with any potential decision to end its members’ Kaiser health benefits.

“If you limit [the board] to people who are economically able, you’ll sideline people like me,” said Ms. Healy, who at the start of Thursday’s meeting presented the six other board members with Christmas-gift bags of coffee from her Tomales business, Coast Roast Coffee. “We have an economically diverse district, and I don’t think [eliminating benefits] is a good direction for this board. We should include everybody.”

So far, only Ms. Sartori has volunteered to give up nearly \$8,000 worth of her district-granted benefits. She joins a shortlist of members who do not receive a Kaiser plan, along with trustees Tim Kehoe and Jim Lino, both of whom were elected to the board before it was offered. The remaining four members have yet to make similar commitments.

“If I give up my board benefits, I want to be damn sure that it goes to a program that will help a kid,” said board member Monique Moretti, who still retains her benefits.

Although a substantial sum, many in the district view trustee benefit costs as merely a drop in the budget bucket. The real impact, they say, could be a symbolic show of solidarity, but that would depend on all members voluntarily agreeing to give up their health plans.

“We’re all in this together,” said Linda Borello, an administrative assistant at West Marin School and the president of the California School Employees Association’s Chapter 304. “I feel it would speak volumes that if we’re going to cut staff and teachers, it would make a statement for board members to say, ‘I need to feel the pain too.’”

Ultimately, the board did not decide anything about its members’ health benefits. The meeting’s agenda then turned to another difficult subject: staffing.

## Layoffs

Since the 1960s—when the National Park Service purchased large tracts of property and used it to establish Point Reyes National Seashore—the district has been receiving federal dollars to offset a huge loss in property-tax revenue. This money has been delivered through irregular payment schedules for many years. In 2007-08, for instance, the district received \$872,928 from the government, whereas in 2012-13 that amount mushroomed to \$3.9 million.

“That’s what kind of created the day of reckoning, so to speak,” said Ms. Skipp, who will be replaced next month by Bruce Abbott, the former business manager of Lagunitas School District. “When you’re getting \$4 million a year, it masks what you’re real situation is because you have a huge influx of money.”

“It’s really a crazy way to try and budget for a school district when you don’t know what’s coming,” Ms. Skipp said.

Under the impression that there was enough money in the budget, Shoreline’s board hired new staff in 2013-14 to fill several open positions that the district can no longer afford. In response, the Marin County Office of Education directed the district to adopt a resolution to layoff over a dozen staff by next May—or risk a county takeover of the district.

On Thursday, trustees approved a retirement incentives package designed to avoid layoffs by encouraging older staff to retire. The board called this package a Memorandum of Understanding.

Interested staff will have the option to take either a \$30,000 cash payment or a “golden handshake” that will credit the retiree two extra years under the state’s CalSTRS retirement benefits. However, the catch is that at least five people will have to sign up for the package by Jan. 30, or the deal is off.

The memorandum also only applies to certificated staff. The board has yet to offer any official incentives package for classified staff— food, maintenance, transportation, clerical—and the California School Employees Association is not happy about it.

“We were told we would have an offer in writing that we could take to the members so that they could think about it over the Christmas break,” said Ms. Borello, whose union represents classified staff in the district. “We never were able to get that information to our members, and we haven’t received an official offer to share with them so that they could think about it.”

Meanwhile, an item deep into Thursday’s agenda caused another stir: a proposal to hire an additional special education instructional assistant for a single student at West Marin School.

According to Mr. Stubbs, a special needs aide hired over the summer “did not work out.” The position had to be filled, Mr. Stubbs said, because a one-on-one aide was called for in the student’s Individualized Education Program, for which state code mandates that school districts must fulfill any and all demands.

“This would be an example of attrition,” said Mr. Lino. “The hard part is that this is a person who has special needs. So I’m conflicted.”

Attendees at the meeting reassured Mr. Lino that the decision to hire this additional staff—when cuts are so assiduously being sought—would be acceptable, given the student’s need for immediate support.

Nonetheless, even with projected layoffs, the school district’s budget will still have a deficit balance unless more staff are laid off by next year.

## **The budget**

Many at Thursday’s meeting were shocked to find out that, on paper, it actually looked like deficit spending had increased by about \$450,000 since September. To assuage their outcries, Ms. Skipp spent a great deal of time explaining how certain funds carry over from one budget cycle to the next, sometimes showing up as expenditures and sometimes not.

“It doesn’t make sense,” Ms. Skipp said. “It’s an oddity in school finance, and it’s difficult to understand.”

One specific kind of “carryover” raised eyebrows at the meeting: a fund to pay for instructional materials, which costs the district over \$63,000 annually. Audience and board members alike wondered if this money could be transferred into the general fund to help offset layoffs.

“I have a hard time when I see this money sitting on the table when we’ve been discussing layoffs,” Ms. Moretti said. “It’s a lot of money carried over year after year. It kind of rubs me in an interesting way.”

Ms. Skipp said freeing up carryover monies for the general fund would not put much of a dent in the deficit, since most of them are one-time donations. Others agreed with Ms. Skipp, and affirmed that the materials carryover should be spent to buy teaching resources like iPads.

Every student at West Marin School has an iPad and now, as part of new Common Core standards, students are required to take the Smarter Balanced Assessment test on some form of advanced technology.

“If we need 20 iPads, then we need to decide which funds to use to purchase them,” said Matt Nagle, the principal at West Marin School. “That is absolutely a requirement.”

Even so, some at Thursday’s meeting opposed this kind of dependence on technology in classrooms. “I would argue that technology and textbooks won’t be doing the actual teaching,” said trustee Kegan Stedwell, receiving a round of applause.




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# POINT REYES LIGHT

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## Tomales says no way around Shoreline's new sewer charge

By Beau Evans  
12/31/2014

Shoreline Unified School District is questioning a new annual charge levied by the Tomales Village Community Services District, a change that caused an increase of about \$10,000 in the school district's sewer bill this year.

The service district's administrator, Karl Drexel, says the charge reflects a new state policy that requires agencies like his to bill for depreciation expenditures.

"They have to pay us," Mr. Drexel said. "They're a partner in this system. We have a legal contract that the school district agreed to uphold."

When Shoreline formed an agreement with the sewer district to build Tomales Elementary School in 1976, the contract stipulated that the school would be responsible for several portions of the total annual bill, including 34 percent of operational costs.

But Shoreline's representatives said they were not expecting the depreciation charge this year. And the district's incoming chief business officer Bruce Abbott—whose first day on the job was Monday—said the invoice did not clearly specify how much additional depreciation costs are contributing to the increased bill.

"The numbers are not here," Mr. Abbott said. "That's the frustrating thing. We do not know the actual amount because it's not written down here."

At their Dec. 18 board meeting, Shoreline's trustees voted to approve an updated interim budget on the condition that the school would not pay the sewer bill. They noted that the charge puts undue pressure on the district in the midst of its budget crisis.

"From the board's perspective, there's a lack of clarity on how that amount was calculated," said Jill Manning-Sartori, the board's vice president. "I'm not aware if the board has had any communications with the sewer district. I certainly haven't had any."

For the sewer district, the feeling of communication breakdown is mutual. "I only heard second-hand that their board had pulled [the issue from the agenda] and were not paying the bill. This matter has not been presented before our board yet," Mr. Drexel said.

Bill Bonini, the president of that board, said the school district hadn't contacted him.

The board did have a discussion about clarifying the new depreciation costs with the school. "And we left it at that if they're interested in it, then they can come to us," he said.

Auditors for both the school and sewer districts have also discussed the matter and agree: depreciation is an operating expense that the school will have to start paying.

In the wake of the state's municipal bankruptcies, in which cities like Vallejo and Stockton were hit hard by unpaid depreciation expenses and post-employment benefits, the state Controller's Office began requiring agencies to charge for depreciation according to regulations set forth by the Governmental Accounting Standards Board.

Last January, Mr. Drexel was informed that he needed to start charging Shoreline for depreciation costs. He emailed a letter from the state Controller's Office explaining the new requirement to Susan Skipp, Shoreline's outgoing chief business official, on Nov. 12.

Although the charge represents less than one percent of Shoreline's total budget expenditures for this school year, the pressure is on as county-mandated deadlines for staffing cuts loom.

"We didn't say that we weren't going to pay it or not," Mr. Stubbs said. "We're not sure how to respond to this, other than we're not going to pay for something that we don't understand what or why we're paying."

Shoreline's trustees will discuss the depreciation bill at the regular board meeting, starting at 8:30 a.m. on Jan. 15 at Tomales High School.

**SHORELINE UNIFIED SCHOOL DISTRICT**  
**Annual Rate Comparison**  
**2005-2014**

	Preliminary	Actual	
2005-06			
Operations	65,986	56,591	
Capital Improvement	30,143	6,489	
Total	96,129	63,080	
2006-07			
Operations	56,591	72,434	
Capital Improvement	30,823	2,415	
Total	87,414	74,849	
2007-08			
Operations	67,056	65,511	
Capital Improvement	64,940	53,455	
Total	131,996	118,966	
2008-09			
Operations	67,446	63,534	
Capital Improvement	18,625	53,316	
Total	86,071	116,850	
2009-10			
Operations	69,409	73,327	
Capital Improvement	13,770	9,249	
Total	83,179	82,576	
2010-11			
Operations	75,908	75,161	
Capital Improvement	0	0	
Total	75,908	75,161	
2011-12			
Operations	81,452	81,152	
Capital Improvement	0	0	
Total	81,452	81,152	
2012-13			
Operations	89,668	80,785	
Capital Improvement	0	0	
Total	89,668	80,785	
2013-14			
Operations	84,096	94,480	Capital Improvements
Capital Improvement	0	0	116,020 2007-2014
Total	84,096	94,480	<u>40000 2002-2007</u>
			156,020
			Components
<b>Nine Year Average</b>			
<b>Operations</b>	<b>73,068</b>	<b>73,664</b>	<b>Sewer Service 73,664</b>
<b>Capital Improvement</b>	<b>19,788</b>	<b>15,616</b>	<b>Sinking Fund 8,062</b>
<b>Total</b>	<b>92,856</b>	<b>89,279</b>	<b>SUSD Loan Re-pay <u>2,641</u></b>
			<b>84,367</b>

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December 15, 2014

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

PhillipsOnSite.com

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

Mr. Allen

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

Spray irrigation is off.

Operations is satisfactory and maintenance on schedule.

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

Sincerely,

**PHILLIPS & ASSOCIATES**

COPY

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)	COD (mg/l)	Cl2 (mg/l)	Coliform MPN/100
11/1/2014	14.0																0.0						
11/2/2014	15.0																0.0						
11/3/2014	15.0																0.0						
11/4/2014	16.0		120.0	430.0	7.8	4.2	12.7	2.6				13.9				13.0	0.0						
11/5/2014	15.0																0.0						
11/6/2014	16.0																0.0						
11/7/2014	14.0	105.0															0.0	0.0					
11/8/2014	16.0																0.0						
11/9/2014	18.0																0.0						
11/10/2014	17.0																0.0						
11/11/2014	14.0				7.6	3.7	17.4	2.4				13.5				13.0	0.0						
11/12/2014	16.0																0.0						
11/13/2014	18.0																0.0						
11/14/2014	16.0	115.0															0.0	0.0					
11/15/2014	16.0																0.0						
11/16/2014	13.0																0.0						
11/17/2014	16.0																0.0						
11/18/2014	15.0				7.6	3.9	17.2	3.4				12.7				11.8	0.0						
11/19/2014	16.0																0.0						
11/20/2014	19.0																0.0						
11/21/2014	13.0	108.0															0.0	0.0					
11/22/2014	17.0																0.0						
11/23/2014	14.0																0.0						
11/24/2014	16.0				7.8	2.3	16.3	2.8				12.4				11.6	0.0						
11/25/2014	15.0																0.0						
11/26/2014	16.0																0.0						
11/27/2014	16.0																0.0						
11/28/2014	18.0	112.0															0.0	0.0					
11/29/2014	21.0																0.0						
11/30/2014	22.0																0.0						
Max	22.0	115.0	120.0	430.0	7.8	4.2	17.4	3.4	0.0	0.0	0.0	13.9	0.0	0.0	0.0	13.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Min	13.0	105.0	120.0	430.0	7.6	2.3	12.7	2.4	0.0	0.0	0.0	12.4	0.0	0.0	0.0	11.6	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mean	16.1	110.0	120.0	430.0	7.7	3.5	15.9	2.8	#DIV/0!	#DIV/0!	#DIV/0!	13.1	#DIV/0!	#DIV/0!	#DIV/0!	12.4	0.0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total	483.0																0.0						

Month	Treatment Pond # 2				Treatment Pond # 3			
Nov. 2014	Freeboard	pH	D.O.	Temp.	Freeboard	pH	D.O.	Temp.
Date	Feet	Units	mg/L	C	Feet	Units	mg/L	C
1								
2								
3								
4	2.2	9.0	6.2	14.1	2.1	9.3	5.6	14.2
5								
6								
7								
8								
9								
10								
11	2.6	8.8	5.9	17.3	2.6	9.0	6.2	17.3
12								
13								
14								
15								
16								
17								
18	3.4	8.8	6.0	16.9	3.4	9.0	5.8	17.0
19								
20								
21								
22								
23								
24	2.8	9.1	13.8	16.7	2.9	9.3	11.2	16.3
25								
26								
27								
28								
29								
30								
31								

## TOMALES TREATMENT POND STANDARD OBSERVATION REPORT

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

INSPECTION					
Date	11/4	11-11	11-18	11-24	
Day	TUES	TUES	TUES	MON	
Time	0810	1100	1050	1400	
Tech	EC	SC	SC	SC	
Rain, Inches	0.40	0	0	2.0	
Number of waterfowl	0	0	5	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.

**TOMALES EFFLUENT STORAGE POND  
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year) November 2014

**2. Pond Standard Observation required every week**

INSPECTION					
Date	11/4	11-11	11-18	11-24	
Day	Tue S	Tues	Tues	MO	
Time	0940	0930	1115	1330	
Tech	EC	SC	SC	SC	
* 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**

Temperature		60°	65	63	
Weather- Calm, Oc, Rain,etc.	calm	OC	OC	CL	
Wind direction & speed, mph	E-S 1-5	CALM	WS-15	1-5 SE	
Number of waterfowl	Ø	20	50	40	

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

## TOMALES CHLORINE STORAGE TANK STANDARD OBSERVATION REPORT

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

INSPECTION					
Date	11/4	11-11	11-18	11-24	
Day	Tues	Tues	Tues	<del>Tues</del> WED	
Time	0900	0920	1115	1330	
Tech	E-C	SC	SC	SC	
* Evident of any leaks	N	N	N	N	
Tank level, inches	42	42	42	42	
Cl2 gallons added	0	0	0	0	
New tank level after adding Cl2, inches	42	42	42	42	
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.



November 14, 2014

Sample Collected: 11/04/14  
Sample Received: 11/04/14  
Collected By : EC/Phillips

Phillips & Associates  
2201 Jefferson Street  
Napa, CA. 94558

### Tomales

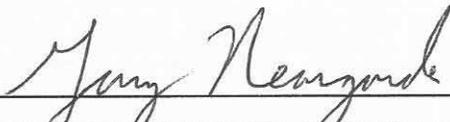
<u>LOG NUMBER</u>	<u>1114-23178-9</u>
Sample Description:	Influent

**ANALYSIS**

Total Suspended Solids mg/L (Std. Mthds. 20 <sup>th</sup> ed. 2540 D)	120.
Chemical Oxygen Demand mg/L (HACH 8000)	430.

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 \_\_\_\_\_  
 GARY NEARGARDER, LABORATORY MANAGER

GN:lja



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**QUOTE 141832**

Quotes by Tom C.

S H I P T O  
TOMALES WATER AGENCY  
PHIL WYATT CONTACT

ORDER DATE	OUR ORDER NO.	CUSTOMER P.O. NO.	JOB NAME	SHIP VIA	DATE	PAGE	CUSTOMER	TIME
06/30/14	141832		TOMALES WATER AGENCY	W/C		1	4032	11:49
ITEM NO.	ITEM NO.	DESCRIPTION	ORDERED	B/O	SHIPPED	LIST PRICE	UNIT PRICE	AMOUNT
001		***** FULL CIRCLES *****						
003 SR		NELSON F100 50-300 GPM 40-110 PSI	3		3	.000	931.670	2,795.01
004 SR		NELSON F150 100-550 GPM 50-120 PSI	3		3	.000	1820.000	5,460.00
005	51	***** ADJUSTABLE *****						
007 SR		NELSON SR100	3		3	.000	1160.470	3,481.41
008 SR		NELSON SR150	3		3	.000	1829.330	5,487.99
009		INCOMING FREIGHT						.00
Non-stock returns subject to a minimum 25% restocking charge plus freight.								

<b>SUB TOTAL</b>	17,224.41
<b>SALES TAX</b>	1,507.14
<b>FREIGHT</b>	
<b>PLEASE PAY THIS AMOUNT</b>	18,731.55

No returns after 30 days.

TPC Cust.tel:  
010715

Minimum invoice - \$10  
Service charge of 1 1/2% per month (annual percentage rate of 18%) will be charged on all accounts 30 days past due. Material returns must be of the same model and in new condition and are subject to manufacturer's return policy. All returns subject to a minimum 15% restocking charge.

MINIMUM INVOICE - \$10



[Maintenance & Support](#)

## 100 Series Big Gun®

**The 100 Series is a perfect fit for solid set irrigation, pivot end gun irrigation, dust suppression and sports field applications.**

Anodized or Powder Coated units are available, which makes this a great option for mining or wastewater applications.

The Nelson 100 Series Big Gun comes as a Full or Part Circle sprinkler with an 18°, 21°, 24°, or 43° trajectory (or 15° - 45° adjustable trajectory). Taper, Taper Ring, or Taper Bore Nozzles are available (TR not available for SRNV).

The SRNV100 is the field-proven SR100 with a nozzle valve incorporated. This is a great product that solves many center pivot problems: you can get extra acreage, flush out the system when needed and with no in-line valve there is no friction loss, no turbulence and no plugging.

**Add-on kits include**

**F100 (Full Circle)**

Low-Pressure Drive Vane Kit, Counterbalance Kit, Secondary Nozzle Kit, 12° Wedge Kit and the Stream Straightener Vane. Can be fitted to a QC Valve or 2" 800 Series Control Valve (QC not available for SRNV100).

### Connection options include

2" FNPT or FBSP, 2 1/2" FNPT ANSI/DIN, Nelson or Euro Flange for the F100 and SR100 - and the 2" FNPT or FBSP for SRNV100.



### Performance

50-300 GPM (10-70 M<sup>3</sup>/H)

40-110 PSI (3.5-8 Kg/cm<sup>2</sup>)

### Applications

- [Center Pivot](#)
- [Coal Dust](#)
- [Feedlot](#)
- [Fire Suppression](#)
- [High Volume](#)
- [Mining](#)
- [Reclaimed Water](#)
- [Solid Set](#)
- [Sports Field](#)

### Media

- [SRNV 100 Big Gun](#)
- [SR100 on QC Quick Connect Valve](#)
- [Big Gun Robotic Welder](#)
- [SR100 Dust Suppression Project](#)
- [Adjusting the Part Circle Big Gun](#)



### [Maintenance & Support](#)

## 150 Series Big Gun®

**The 150 Series is a perfect fit for solid set irrigation, traveler irrigation and dust suppression.**

Anodized, Powder Coated or Stainless Steel units are available, which makes this a great option for mining or wastewater applications.

The Nelson 150 Series Big Gun comes as a Full Circle (21° or 24° trajectory), or Part Circle (21°, 24°, 27°, 43°, or 15°-45° adjustable trajectory) sprinkler. Taper, Taper Ring, or Taper Bore Nozzles are available.

### **Add-on kits include:**

Counterbalance Kit, Secondary Nozzle Kit, and Stream Straightener Vane. There is substantial thrust on a riser, so use a 3" valve minimum.

### **F150 (Full Circle)**

---

## Connection options include

Nelson, Euro or ANSI/DIN Flange (Also, Nelson Flange to Female Adapters).



## Performance

100-550 GPM (23-150 M<sup>3</sup>/H)

50-120 PSI (4-9 Kg/cm<sup>2</sup>)

## Applications

- [Coal Dust](#)
- [Feedlot](#)
- [Fire Suppression](#)
- [High Volume](#)
- [Reclaimed Water](#)
- [Solid Set](#)

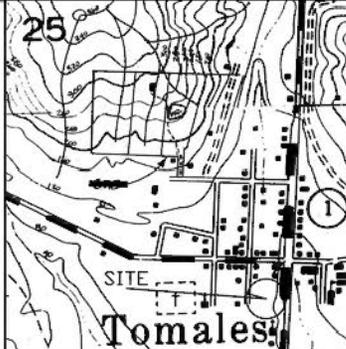
## Media

- [Big Gun Sprinklers Built for Demanding Industrial Environments](#)
- [Adjusting The Part Circle Big Gun](#)
- [Big Gun Robotic Welder](#)
- [SR Big Gun Drive Action](#)
- [Feedlot Dust Suppression](#)

<u>Park Committee</u>	<u>Ethics</u>
Patty Oku - Bd. Mem.	11/14/2012
Eric Knudsen	3/1/2012
Margaret Graham	12/23/2011
Walter Earle	12/23/2011
Beth Koelker	-
<u>Financial Committee</u>	
Deborah Parrish - Bd. Mem.	1/25/2013
Venta Leon	2/23/2013
Donna Clavaud	3/9/2013
Chick Peterson	1/25/2013

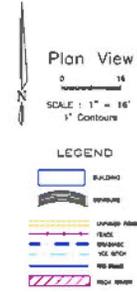
<u>Name</u>	<u>Position</u>	<u>AB 1234 Ethics Date of Completion</u>	<u>AB 1825 Harrassment Date of Completion</u>	<u>Proof</u>	<u>Received Brown Act</u>	<u>Received Gov Code</u>	<u>Next AB1234 Date Requirement</u>	<u>Next AB 1825 Date Requirement</u>
Karl Drexel	GM	12/31/2014	12/31/2014	Target	Yes	Yes	1/1/2017	1/1/2017
Bill Bonini	Board	-	-	-	Yes	Yes	Overdue	Overdue
Deborah Parrish	Board	1/25/2013	-	Target	Yes	Yes	1/25/2015	Overdue
Patty Oku	Board	11/14/2012	-	Target	Yes	Yes	11/14/2014	Overdue
Brian Lamoreaux	Board	-	-	-	Yes	Yes	Overdue	Overdue
Sue Sims	Board	2/28/2013	-	Target	Yes	Yes	3/1/2015	Overdue
<u>Committees</u>								
Chick Petersen	FAC	1/25/2013	N/A	Target	N/A	N/A	1/25/2015	N/A
Venta Leon	FAC	2/23/2013	N/A	Target	N/A	N/A	2/23/2015	N/A
Donna Clavaud	FAC	3/9/2013	N/A	Target	N/A	N/A	3/9/2015	N/A
Eric Knudsen	PAC	3/1/2012	N/A	Target	N/A	N/A	3/1/2014	N/A
Beth Koelker	PAC	-	N/A	-	N/A	N/A	Overdue	N/A
Walter Earle	PAC	12/23/2011	N/A	Target	N/A	N/A	12/23/2013	N/A
Margaret Graham	PAC	12/23/2011	N/A	Target	N/A	N/A	12/23/2013	N/A





Location Sketch  
 USGS 7.5-min series  
 Tomales Quad  
 1" = 2000' 40' Contours

Temporary Bench Mark at assumed elevation. North by magnetic compass. Property limit bearings and distances from Marin County Assessor's parcel map. Contour lines by linear interpolation of 2580 intermittent data points collected using Electronic Distance-Measuring equipment. Boundary survey has not been conducted and property limits have not been determined. Field verify critical elevations and dimensions at time of construction.  
 Call Underground Service Alert to locate known and suspected utilities prior to excavation.



Ericsson Engineering Inc.  
 Valley Ford CA 94972-0446  
 707/795-2498  
 ericsson@epi.net

Park Improvements  
 Site Plan

Field Date: 2014-2014  
 Date: 2014-2014  
 Tomales CA 94971  
 707/795-2498  
 ericsson@epi.net

Tomales Village  
 Community Services District  
 State Highway 1, Tomales CA 94971  
 APN: 183-07-108-09

2014 park.jpg

01.04.2015

Scale: 1" = 16' 11"

Sheet



C1  
 of 1

**Karl Drexel**

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**From:** Erickson [<mailto:erickson@ap.net>]  
**Sent:** Wednesday, January 07, 2015 12:51 PM  
**To:** [karl@tomalescsd.ca.gov](mailto:karl@tomalescsd.ca.gov); Dan Erickson  
**Subject:** Re: Park Site Plan

Hi Karl-

Thank you for the kind words. Our work is complimentary, mirroring that of David and all the other volunteers who have made the park what it is. There is still data to be added to the map, in terms of underground utilities and similar items, and we will work with David to bring those items current as well.

Regards,

Lee Erickson PE PhD  
Civil and Agricultural Engineer  
707.795.2498  
[erickson@ap.net](mailto:erickson@ap.net)

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

**From:** [Karl Drexel](#)  
**To:** [Dan Erickson](#) ; [Lee Erickson](#)  
**Sent:** Wednesday, January 07, 2015 11:31 AM  
**Subject:** Park Site Plan

Hi Dan and Lee,

I just received a copy of the site plan from David. It looks great. Thank you all for your hard work. I know you have done volunteer work for the Park and the community in the past, but this time around we actually have money available to pay you for your time. Please send me an invoice (even if you want to reduce your rates) for the work you have done. Thank you again, it is very much appreciated.

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)

 Please consider the environment before you print

No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2015.0.5577 / Virus Database: 4257/8887 - Release Date: 01/07/15

## TVCS D FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

MONDAY, NOVEMBER 24, 2014

**PRESENT:** Deborah Parrish (Chairperson), Donna Clavaud

**ABSENT:** Chick Petersen (excused), Venta Leon (excused)

**VISITORS:** Patty Oku

The meeting was convened at 6:30 pm and held in the new TVCS D office space. There was not a quorum for decisions so agenda items were discussed only. Donna Clavaud recorded the meeting minutes.

### **1. Postponement of Administrator RFP to a later date:**

While it is unknown at this time of any applications received in response to the Administrator RFP, we discussed that at the next TVCS D Board meeting, the Board will open any bids received and log them. The Board can then take action to notify the bidders of a later due date. Deborah will submit this issue to make sure it is on the December 10 Board meeting agenda.

### **2. Prioritize Policies and Procedures:**

We discussed the following as priorities for this issue:

- \*Approval of Expenses-What is the structure and process?
- \*Develop a Board policy for TVCS D strategic planning; 5 or 10 year plans?
- \*Develop a CIP Policy
- \*Develop a Reserve Policy

### **3. 2015 Committee Goals:**

We agreed that a priority should be district strategic planning.

### **4. Recruitment of new volunteers for committees and Board positions:**

We explored ways we might interest community members and others to consider participating on TVCS D committees and as prospective Board members. We agreed that the Park and Financial Committees are excellent entry points for participation. We need people to help do the work that is involved in running the district with its park and sewer system. We were reminded that committee members do not have to be ratepayers. We agreed we need to actively recruit and hope that 2015 will bring new participation. We agree it is a priority to get a few more people on the Financial Advisory Committee.

The meeting was adjourned at 7:30 pm.



January 7, 2015

Melinda Bell  
P O Box 306  
Dillon Beach California, 94929

**Board of Directors**

Bill Bonini  
President

Deborah Parrish  
Vice-President

Patty Oku  
Board Member

Sue Sims  
Board Member

Brian Lamoreaux  
Board Member

Dear Melinda,

On behalf of the Board of Directors, I want to thank you for taking the time to submit a proposal for Financial Management Services. We appreciate the time it takes to compile such a proposal. Your proposal is on file and will be reviewed at a later date. Due to a lack of adequate responses to make an informed decision, the Board has chosen to extend the deadline for submittals to March 20, 2015, with a selection due by May 8, 2015. It is not necessary to resubmit your proposal. With your permission, we will use the proposal you already submitted.

Thank you again for your interest in the Financial Management Services position. We will be letting all respondents know of our decision in early May.

Sincerely,

Bill Bonini  
President of the Board  
TVCS D

**Administrator**

Karl W. Drexel SDA



## **TOMALES VILLAGE COMMUNITY SERVICES DISTRICT (TVCS D) INVITATION TO PARTICIPATE IN REQUEST FOR PROPOSAL**

The Tomales Village Community Services District (TVCS D) is soliciting proposals from qualified professional firms or individuals licensed in the State of California to provide services and operations for the sewer system and Tomales Community Park for a period of 3 to 5 years with mandatory annual reviews. The required services are:

- Administrative Management/General Management Services
- Financial Management Services
- Operations & Maintenance Services

Services are more fully described in the Scope of Work set forth in the RFP's posted at [www.tomalescsd.ca.gov](http://www.tomalescsd.ca.gov).

TVCS D is a government agency dedicated to operating and maintaining the local wastewater treatment system for the village of Tomales, in the northwest corner of Marin County. The district also maintains and operates our local Tomales Community Park. The unincorporated village of Tomales is located in northwest Marin County, California. Founded in 1850, the village has a steady population of about 200. Within its boundaries are two churches, two schools, the regional school district headquarters, and numerous small businesses. Agricultural lands, much of it protected from development by Marin Agricultural Land Trust, surround the town.

Respondents or their representatives with an interest in working with the TVCS D must refrain from contacting any public officials, or their employees, either directly or indirectly.

Respondents are required to submit two (2) printed copies and one (1) electronic copy of sealed proposal by no later than 4:00 p.m. on the Proposal Due Date to the address and email below.

**Bill Bonini, Board President, Tomales Village Community Services District**  
**P.O. Box 92, Tomales, CA 94971**  
**Email: <mailto:wmabonini@yahoo.com>**  
**Phone: (707) 878-2271**

The letter of introduction and interest required with the RFP must contain an original, handwritten signature of an authorized representative of respondent. Responding firms will not be allowed to make any changes or corrections after proposal packages are submitted.

The envelope and subject of the response must be marked: "XXXXXXXXX Services." **Proposals received after the Due Date will not be opened or considered.**

Questions about RFP's must be in writing or via email to the address provided. The deadline for submitting questions regarding this RFP is below. All responses to questions, including any significant changes and/or modifications, will be posted to TVCSD's website ([www.tomalescsd.ca.gov](http://www.tomalescsd.ca.gov)) as an Addendum.

RFP Timeline	Financial Management	Administrative Management	Operations & Maintenance
Optional Walk-Through	Upon Request	Upon Request	Upon Request
Request for Clarification due	February 20, 2015	March 27, 2015	April 24, 2015
Responses to Questions	March 13, 2015	April 17, 2015	May 15, 2015
<b>Proposal Due Date</b>	<b>March 20, 2015</b>	<b>April 24, 2015</b>	<b>May 22, 2015</b>
Short List Published	April 3, 2015	May 8, 2015	June 5, 2015
Bidder Interviews Begin	April 10, 2015	May 15, 2015	June 12, 2015
Contractor Selection	May 8, 2015	June 12, 2015	July 10, 2015
District Awards Contract	May 15, 2015	June 19, 2015	July 17, 2015

Firms must be prepared to meet with the TVCSD representatives to discuss any portion of their qualification package before a decision is made concerning responses to this RFP. Respondents will be responsible for any costs associated with, or incurred in, preparing or responding to the RFP. All submitted responses will be retained as property of the TVCSD and will not be returned.

RFP's contain, in general terms, the overall objectives of the TVCSD in obtaining the services of a contractor. While an attempt has been made to describe the general expectations of the TVCSD and the anticipated work to be performed, the TVCSD and the successful firm will need to define a more specific scope of work and fee schedule as part of the negotiation process.

TVCSD reserves the right to reject any or all Proposals, to waive all technicalities and to select the firm that the Board determines to best meet the needs of TVCSD for this contract.

# TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Operations	Policy 3400
<b>Title:</b>	Use of District Office and Document Management	

**POLICY TITLE: Use of District Office and Document Management**  
**POLICY NUMBER: 3400**

**3400.1** The Tomales Village Community Services District Board of Directors has determined that a physical presence in the community of Tomales is desired and warranted and has therefore secured office space in the upstairs floor of Diekman’s General Store.

**3400.2** The office will be available for meetings or appointments not legally requiring accessibility under the Americans with Disabilities Act requirements for public spaces. The office will be locked at all times unless the Administrator or a Board Member is using the office. Members of the public can request, by appointment, meetings with Board Members or the Administrator in the office. Only Board Members and authorized staff will have keys to the office.

**3400.3** No District documents or paper files will be stored at the office. Archived files will be stored at the District’s Wastewater Treatment Plant. Current files still being used by the Administrator will be stored at the Administrator’s Santa Rosa office. Copies of specific files can be requested by members of the Board of Directors or the public if documents meet the requirement of a public record.

**3400.3.1** Board Members will have access to closed meeting minutes or recordings if such records are kept. They will be in the possession of the Board President.

**3400.3.2** The minute book will be available at the District office by appointment and will have up-to-date approved minutes signed by the Board President and the Board Secretary.

**3400.4** It is the District’s desire to eliminate storing of paper files and will convert as much as possible to electronic files to be maintained on the District’s computer.

**3400.4.1** All files on the District computer will be backed up to a Cloud Server and an offsite external hard drive for security and safety concerns.

**3400.4.2** Current passwords will be maintained by the District Administrator and a copy of passwords will be given to the Board President.

**3400.5** All audio recordings made by the District shall be copied to the District computer for archiving as per established policy. (See Policy 1050)

**3400.5.1** The District Secretary will make arrangements to deliver all recordings to Administrator as soon after recording as possible, but in no case more than three days.

**Diagnostic Appraisal**  
**TOMALES VILLAGE COMMUNITY**  
**SERVICES DISTRICT**

**DRAFT**



January 5, 2015

## **INTRODUCTION**

The Matrix Consulting Group was retained by the Tomales Village Community Services District to conduct an Efficiency Study. The diagnostic appraisal, which follows, presents the results of the second of three phases of the study (the first phase was the profile of the District). This phase of the study was designed to provide an initial assessment of District operations, identifying strengths and improvement opportunities relating to the efficiency and effectiveness of service delivery. The issues identified in this diagnostic appraisal will be analyzed in the third phase of this study (the preparation of the final report).

### **1. STUDY METHODOLOGY**

In this diagnostic appraisal, the Matrix Consulting Group utilized a wide variety of data collection and analytical techniques. The Matrix Consulting Group conducted the following data collection and analytical activities:

- At the outset of the project, the study team interviewed the Board, District management, and the contractor responsible for operation of the wastewater treatment plant. The purpose of these interviews was to develop an initial understanding of the issues and background that led to this study.
- While on site, the Matrix Consulting Group collected a wide variety of data designed to document workloads, costs, service levels and operating practices.
- The Matrix Consulting Group developed a descriptive summary, or profile, reflecting organizational structure, staffing, workload, and service levels.
- In order to make the assessments of operational strengths and improvement opportunities, the Matrix Consulting Group developed a set of performance measures, called “best management practices” against which to evaluate current services, workloads and service levels in the District. These service and performance measures comprise the main thrust of this diagnostic appraisal. The measures utilized have been derived from the Matrix Consulting Group’s collective experience in working with hundreds of local governments in California and throughout the country. The performance measures utilized represent the following:

- Statements of "effective practices" based on the Matrix Consulting Group's experience in evaluating operations in other local governments. These measures are both qualitative and quantitative.
- Where they exist, statements reflecting "industry benchmarks" were used to incorporate commonly utilized service delivery approaches in addition to targets developed by professional organizations such as the *American Public Works Association*.
- In both instances, these measures of efficiency and effectiveness were selected and adjusted to reflect the unique operating and service conditions in the District.
- The principal thrusts of this diagnostic appraisal were to accomplish the following:
  - Identify areas in which District operations meet or exceed these standards of efficiency and effectiveness.
  - Identify areas where potential improvements should be evaluated.
  - Develop opportunities for improvement for follow-up study in the third phase of this project.

The purpose of the diagnostic appraisal, then, was to develop an overall assessment of District operations. In the third phase, the Matrix Consulting Group will evaluate additional data, resolve identified issues and make efficiency recommendations as well as recommendations for management and operational improvement, where necessary.

**1. DISTRICT LEADERSHIP AND MANAGEMENT**

#	Best Practice	Strength	Opportunity for Improvement
1	The District has developed written and accessible policies and procedures.	The District has developed written policies and procedures	<ul style="list-style-type: none"> <li>The policies are not published to the District's web site.</li> <li>The policies are still a "work in progress".</li> </ul>
2	The District maintains and publishes a clearly written, multi-year (five years at a minimum) strategic plan to provide vision and direction for the District's effort. The plan clearly delineates the District's goals and objectives and strategies for achieving them.	<ul style="list-style-type: none"> <li>The District developed a clearly written, multi-year (five years at a minimum) strategic plan in 2011.</li> <li>The District has accomplished some of the action plans within the strategic plan (e.g., create Finance Committee).</li> </ul>	<ul style="list-style-type: none"> <li>The District has not reported in writing, on an annual basis, the extent to which the action plans in the strategic plan have been accomplished.</li> <li>The District has not accomplished a number of the action plans within the strategic plan.</li> </ul>
2	Goals, objectives, and performance measures have been developed to provide a guide for decision-making, link District actions to the broad goals of the Board, and define what resources ought to be allocated to what services.	The District has adopted a vision and mission statement.	Goals, objectives, and performance measures have not been developed.
3	The performance measures are aligned with the District's business perspectives (customer service, financial stability, asset preservation, etc.).		Performance measures have not been developed.
4	The District generates goals, objectives, and performance measures monitoring reports on a semi-annual basis to convey the department's performance to the community.		The District does not generate monitoring reports on a semi-annual basis.
5	A long-term information technology plan has been prepared for the District (e.g., SCADA).	The Board meeting of December 10, 2014 included a review of the Telstar computer proposal. The SCADA software and hardware are obsolete and need to be replaced / upgraded.	The District has not developed a long-term information technology master plan.
6	Budgets include ongoing commitments to expenditures that will ensure that the District can consistently deliver services that meet the required quality standards and minimize risk.		Budgets do not include ongoing commitments, in some instances, such as CCTV inspection of wastewater collection systems, cleaning of the collection system, etc.

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**  
**Diagnostic Appraisal of the Tomales Village Community Services District**

#	Best Practice	Strength	Opportunity for Improvement
7	Utility rate studies are conducted to ensure that ratepayers adequately fund ongoing operational, infrastructure repair and improvement needs.	A draft utility rate study has recently been completed in March 2014 by RCAC	<ul style="list-style-type: none"> <li>• The utility rate study has not been finalized.</li> <li>• The utility rate study has not been adopted by the Board.</li> <li>• Some of the assumptions contained within the utility rate analysis regarding capital improvements are questionable (e.g., sliplining the collection system).</li> <li>• Some of the recommendations contained within the utility rate study first require action by the Board (e.g., adoption of a policy and procedure regarding financial reserves).</li> <li>• The operating and revenue rate assumptions regarding SUSD have no basis in terms of actual system demand (e.g., SUSD pays 34% of District's operating costs per MOU).</li> <li>• The District's monthly service charge is higher than the median of sixteen agencies in California that serve a population of 200 to 1,000, and that provide collection and secondary, secondary with disinfection, secondary with nutrient removal, tertiary, or tertiary with nutrient removal treatment processes.</li> </ul>
8	Rate adjustments are made prospectively on an ongoing basis so that future needs are programmed into rate adjustments to match infrastructure and operating needs.		Rate adjustments are not made prospectively on an ongoing, annual basis.
9	A long-term financial plan for the District has been prepared and adopted by the Board.		A long-term financial plan for the District has not been prepared and adopted by the Board
10	A comprehensive annual financial report is completed on an annual basis as required by the State.	A comprehensive annual financial report is completed on an annual basis as required by the State.	

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**  
**Diagnostic Appraisal of the Tomales Village Community Services District**

#	Best Practice	Strength	Opportunity for Improvement
11	The financial trends indicate positive financial management.	<p>The District's financial trends and condition, overall, are excellent. According to the utility rate analysis:</p> <ul style="list-style-type: none"> <li>• The District's current ratio is 15.7 (goal is &gt;1);</li> <li>• TVCSD has adequate cash on hand to fund operating reserves and debt service reserves (under most of the alternatives) in advance if they choose to do so;</li> <li>• Based on the Statement of Financial Position, TVCSD has no debt beyond their immediate accounts payable;</li> <li>• The District's operating ratio is 2.84 (goal is &gt;1);</li> <li>• The District, at the end of FY 2012-13, had cash and cash equivalents amounting to \$331,865 or 145% of annual operating expenses;</li> <li>• Over the 5-years from FY 2008-09 to FY 2012-13, the cash and cash equivalents have remained relatively constant varying from a low of \$293,102 to a high of \$342,817;</li> <li>• The District's reserves exceed by \$86,048 or 34% the amount recommended by RCAC in the utility rate study.</li> </ul>	<ul style="list-style-type: none"> <li>• The annual expenses in FY 2013-14 are somewhat less than annual operating revenues.</li> <li>• Service charges comprise 84% of the District's annual revenue.</li> </ul>
12	The District regularly assesses revenues and expenditures in terms of anticipated service demand levels and future costs.	A draft utility rate study has recently been completed in March 2014 by RCAC.	The District does not regularly assess revenues and expenditures that include anticipated service demand levels and future costs.
13	Regular, ongoing financial reports are provided to the District Board.	Regular, ongoing financial reports are provided to the District Board.	
14	Financial operations policies and procedures within the District are in place to provide proper internal controls and oversight in the handling of cash and other transactions.		<ul style="list-style-type: none"> <li>• Financial operations policies and procedures within the District are not in place.</li> <li>• The District lacks policies and procedures regarding financial reserves.</li> </ul>

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**  
**Diagnostic Appraisal of the Tomales Village Community Services District**

#	Best Practice	Strength	Opportunity for Improvement
15	The District Board adopts an annual operating budget (as required by the State).	The District Board adopts an annual operating budget	
16	The District has developed, and the Board has adopted, a five-year capital improvement program budget.		The District has not developed, and the Board has not adopted, a five-year capital improvement program budget.
17	The District has developed a Business Continuity Management Plan that includes strategies, plans and actions to: (1) evaluate and rank the potential impact of sustained interruption of services or business processes, and (2) provide plans for alternative modes of operation and resumption of normal operation and services.		The District has not developed a Business Continuity Management Plan.
18	<p>The District's web site is citizen centric and information is easy to find, and has the top aspects of a government web-site, including:</p> <ul style="list-style-type: none"> <li>• Meets all laws, requirements, policies, and other directives for public websites;</li> <li>• Documentation of governance structure, including roles and responsibilities;</li> <li>• Documentation of a strategic plan;</li> <li>• Focus on top tasks</li> <li>• Create and manage content effectively and efficiently;</li> <li>• Following usability best practices; and</li> <li>• Easily able to locate web content.</li> </ul>	<p>The District has developed a web site. This web site includes information:</p> <ul style="list-style-type: none"> <li>• About the District (e.g., mission statement, what services the District provides, etc.;</li> <li>• The District's strategic plan;</li> <li>• The District's comprehensive annual financial reports;</li> <li>• The District's FY 2014-15 annual operating budget;</li> <li>• The Board agenda, meeting packets, and minutes.;</li> <li>• The names of the District's Board, General Manager, and contract plant operators;</li> <li>• The District's SSMP; and</li> <li>• The date of the next Board meeting.</li> </ul>	<p>The District's web site does not contain:</p> <ul style="list-style-type: none"> <li>• The terms of office for the members of the Board;</li> <li>• Election procedures and deadlines;</li> <li>• Board meeting schedule (the dates);</li> <li>• Authorizing statute / enabling act for the District; and</li> <li>• Most recent LAFCO municipal service review.</li> </ul>
19	The District effectively utilizes outreach activities to keep residents and businesses informed regarding District activities and services.	The District conducts a public hearing presenting the annual budget.	The District does not publish a newsletter (printed and / or electronic) that keeps the residents and businesses in the District up-to-date on district activities (at least twice annually)

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**  
**Diagnostic Appraisal of the Tomales Village Community Services District**

#	Best Practice	Strength	Opportunity for Improvement
20	Members of the Board have completed the CSDA Special District Leadership Academy.		Members of the Board have completed the CSDA Special District Leadership Academy.
21	The District has been awarded a <i>District of Distinction</i> by the CSDA		The District has not been awarded a <i>District of Distinction</i> by the CSDA
22	Members of the Board have completed the CSDA Governance Training		Members of the Board have not completed the CSDA Governance Training
23	Members of the Board have completed ethics training as required by the State Governance Training	Members of the Board have completed ethics training	
24	Members of the Board have completed the CSDA harassment prevention training		Members of the Board have not completed the CSDA harassment prevention training
25	The Members of the Board comply with the Brown Act	The Members of the Board comply with the Brown Act	
26	The Board has adopted a formal written policy regarding handling Public Records Act requests.	The Board has adopted a formal written policy regarding handling Public Records Act requests.	
27	The Board has adopted a formal written policy regarding reimbursement of actual and necessary expenses.		The Board has not adopted a formal written policy regarding reimbursement of actual and necessary expenses.
28	The Board has adopted a formal written policy regarding conflict of interest	The Board has adopted a formal written policy regarding conflict of interest	
29	The District utilizes shared service delivery to reduce its costs (e.g., shared service contracts for maintenance of its treatment plant, maintenance of its wastewater collection system, sliplining of its collection system, etc.)		The District does not utilize shared service delivery to reduce its costs.
30	The extent and proportion of management of the District is like comparably sized wastewater special districts.	There is no doubt that when the District detached from North Marin County Water District in 1998 and began to operate the collection and treatment system on its own, that a full-time District manager was required to correct the deficiencies that existed in the system.	It is unclear that the managerial and operational workload generated by the District warrant a full-time District Manager.
31	The responsibility for District management and financial management are segregated for purposes of internal control.		The responsibility for District management and financial management are not segregated.

**2. MAINTENANCE AND OPERATIONS**

#	Best Practice	Strength	Opportunity for Improvement
32	Operating and maintenance expenditures per connection for the sanitary sewer system are proximate to the median of other agencies in California that serve a population of 200 to 1,000, and that provide collection and secondary, secondary with disinfection, secondary with nutrient removal, tertiary, or tertiary with nutrient removal treatment processes.		The operating and maintenance cost for the TVCSD wastewater collection and treatment system are not proximate to the median or the average of other agencies in California that serve a population of 200 to 1,000, and that provide collection and secondary, secondary with disinfection, secondary with nutrient removal, tertiary, or tertiary with nutrient removal treatment processes.
33	An effective asset management system has been installed that includes (1) an inventory of the assets (in an electronic inventory) to be maintained with details (e.g., size) about components to be maintained and (2) where the components are located, (3) condition assessments, (4) maintenance and rehabilitation strategies, and (5) sustainable funding levels for maintenance and rehabilitation for the assets.	<ul style="list-style-type: none"> <li>• Written records are available in various documents that detail the inventory of the District's assets.</li> <li>• Condition assessments of the sewer mains have been conducted in the past several years.</li> </ul>	<ul style="list-style-type: none"> <li>• A comprehensive inventory of the assets to be maintained, in a single document (in an electronic inventory) has not been developed;</li> <li>• Maintenance and rehabilitation strategies have not been proposed to and adopted by the Board; and</li> <li>• Funding for preventive maintenance and rehabilitation have not been provided in recent budgets.</li> </ul>
34	The sanitary sewer collection system maps are maintained, including asset information (installation date, material, size, and updated in an ongoing basis).		A comprehensive sanitary sewer collection system map has not been developed including asset information (installation date, material, size, and updated in an ongoing basis)..
35	A GIS map has been developed for the sanitary sewer collection system that provides both mapping data on the location of the collection system including asset information (installation date, material, size, condition, etc.).		A GIS has not been developed for the sanitary sewer collection system.

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**  
**Diagnostic Appraisal of the Tomales Village Community Services District**

#	Best Practice	Strength	Opportunity for Improvement
36	A standard protocol has been established in writing and communicated for reacting to an emergency situation.	The SSMP includes a chain of communication of SSO's, and an overflow emergency response plan.	<ul style="list-style-type: none"> <li>The overflow emergency response plan indicates that upon receipt of report or call, immediately send staff to investigate.</li> <li>Since staff is not available in Tomales Village 24 / 7 / 365, this presumably requires a contractor to respond.</li> <li>It is unclear whether a collection system contractor has been retained and will be able to respond to an SSO in 2 hours since Phillips and Associates is responsible for the treatment plant, and not the collection system.</li> </ul>
37	The chain of communication for reporting SSO's and emergency situations has been designated in writing.	The SSMP includes a chain of communication of SSO's.	
38	The District has completed its self-audit of its SSMP.		The District has not completed its self-audit of its SSMP.
39	The wastewater lift station has a generator back up to ensure continuous operation.	The lift station includes two (2) small capacity grinder-sewage pumps. The duplex submersible pumps are each capable of handling peak flows. The second pump acts as a standby unit for the first.	The wastewater lift station does not have a generator back-up.
40	A flow monitoring program is utilized to gather flow data at various points throughout the collection system.		A flow monitoring program is not utilized.
41	The District has developed preventive and predictive testing and inspection program (e.g., vibration, motor performance data, thermography, pump efficiency, oil analysis, etc.) to address critical and high-risk assets as identified.		The District has not developed a predictive testing and inspection program

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**  
**Diagnostic Appraisal of the Tomales Village Community Services District**

#	Best Practice	Strength	Opportunity for Improvement
42	An average of 1% to 2% of sewer mains are sliplined annually. A formal sewer main rehabilitation and sliplining program is in place for maintaining the reliability of its system. This formal program is linked directly to a long-term capital and financial planning program to assure adequate funding.		An average of 1% to 2% of sewer mains are not sliplined annually.
43	Sewer manholes are inspected and assessed once every three years, and grouted to address I / I.		Sewer manholes are not inspected and assessed once every three years, and grouted to address I / I.
44	A CCTV program is utilized on an ongoing basis to document structural deficiencies. 7% to 8% of the system is CCTV'd annually.	<ul style="list-style-type: none"> <li>The District CCTV'd approximately 90% of the system in two separate instances: once in February 2008 and another in December 2002.</li> <li>The District repaired (patched) 9 listed manholes and lift station and repaired two line breaks at MH 19 and MH 32. This was part of the Improvement Project Phase #1. The CCTV inspection in 2008 noted and repaired MH 19, 5 laterals with water flowing, and 3 offset joints.</li> </ul>	<ul style="list-style-type: none"> <li>A CCTV program has not been utilized since 2008 – seven years - to document structural deficiencies.</li> <li>The results of the CCTV inspections have not been formally shared with the Board in a written staff report.</li> </ul>
45	The CCTV of sanitary sewers results in the assignment of condition grades.		The CCTV of sanitary sewers results in the assignment of condition grades (e.g., NASSCO).
46	The results of the CCTV are utilized for repair of defects that can cause SSO's.	The results of the CCTV are utilized for repair of defects that can cause SSO's.	
47	The results of CCTV are utilized to develop a condition-based rehabilitation and replacement of existing sewer facilities.	Based on the CCTV inspections conducted seven and twelve years ago, repairs were made to the collection system. There were not, apparently, any obvious needs for sliplining.	
48	The sanitary sewer collection program includes work activities to address I / I on an ongoing basis.	The results of the CCTV were utilized for repair of defects that can cause I / I on an ongoing basis.	
49	Wastewater mains are hydraulically cleaned with a jet vector on a three-year cycle.		Wastewater mains are not cleaned on a three-year cycle.

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**  
**Diagnostic Appraisal of the Tomales Village Community Services District**

#	Best Practice	Strength	Opportunity for Improvement
50	The force main is cleaned using a poly pig on a three-year cycle.		The force main is not cleaned using a poly pig on a three-year cycle.
51	The average annual number of sewer main breaks approximates 16 per 1000 miles.	The District has not reported any sewer main breaks in FY 2012-13	
52	The average annual number of sewer main backups per 100 miles of sanitary sewer approximates 22.	The District has not reported any backups in FY 2012-13	
53	SSO's approximate 4 to 7 SSO's / 100 miles of main per year.	The District has not reported any SSO's in FY 2012-13	
54	The contract treatment plant operator makes weekly inspections of the plant and the lift station to ensure effective operation, in compliance with RWQCB requirements.	The contract treatment plant operator makes weekly inspections of the plant and the lift station to ensure effective operation, in compliance with RWQCB requirements. These weekly inspections are documented in a weekly log.	
55	The treatment plant is in compliance with the treatment and discharge requirements of the RWQCB.	The treatment plant is in compliance with the treatment and discharge requirements of the RWQCB.	
56	The lift station pump capacity is tested annually as required by the District's operations and maintenance manual.		The lift station pump capacity is not tested annually.
57	A maintenance log has been developed for the lift station to document the maintenance by the contract plant operator of the lift station in accordance with the District's operations and maintenance manual.	A log has been developed, but it only requires commenting on whether the station is operating correctly, unusual notices, and the operating level of the wet well.	The maintenance log does not document appropriate maintenance practices (e.g., pumping and cleaning out the wet well, inspection of the pump impeller, inspection of check valves, cleaning of float valves, etc.).

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**  
**Diagnostic Appraisal of the Tomales Village Community Services District**

#	Best Practice	Strength	Opportunity for Improvement
58	A maintenance log has been developed for the treatment plant to document the maintenance by the contract plant operator of the lift station in accordance with the District's operations and maintenance manual.	<p>A log has been developed, but it does not reflect the comprehensive maintenance procedures required for the preventive maintenance of the treatment plant. For example, for the comminutor, it requires:</p> <ul style="list-style-type: none"> <li>• Weekly cleaning and inspection, clearing of plastics, checking the oil level, and ensuring that there are no unusual noises;</li> <li>• Quarterly changing the oil.</li> </ul>	A comprehensive maintenance log has not been developed for the treatment plant. For example, for the comminutor, it does not include any frequency for checking the blades, sharpening the blades, and greasing.
59	The playground equipment at the District's park is inspected by a certified CPSI (Certified Playground Safety Inspector) on an annual basis and the results are documented in a written inspection provided to the District. Any deficiencies are promptly corrected.		The playground equipment at the District's park is not inspected by a certified CPSI (Certified Playground Safety Inspector) on an annual basis.

## Education Calendar

View all of the upcoming professional development opportunities offered by CSDA. Click the links for more information and to register.



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Date	Title	City
1/14/2015	Webinar: Harassment Prevention Training - AB 1825 (/imis15/EventDetail?EventKey=WEBI011415)	
1/15/2015	Introduction to Good Governance Principles (/imis15/EventDetail?EventKey=GGPR011515)	Riverside
1/15/2015	Webinar: Interpreting the New PERS Actuarial Reports (/imis15/EventDetail?EventKey=WEBI011515)	
1/21/2015	Webinar: Annual Employment Law Update: Recent Cases, Trends (/imis15/EventDetail?EventKey=WEBI012115)	
1/22/2015	Introduction to Good Governance Principles (/imis15/EventDetail?EventKey=GGPR012215)	Fountain Valley
1/25/2015	Special District Leadership Academy Conference (/imis15/EventDetail?EventKey=15SDLACON1)	Napa
1/29/2015	Webinar: Rules of Order Made Easy! (/imis15/EventDetail?EventKey=WEBI012915)	
2/10/2015	Webinar: The Essential Guide to the Brown Act (/imis15/EventDetail?EventKey=WEBI021015)	
2/11/2015	<u>Board Secretary/Clerk Conference and Certificate Program</u> (/imis15/EventDetail?EventKey=SCONF2015)	San Diego
2/18/2015	Webinar: Understanding Board Member & District Liability Iss (/imis15/EventDetail?EventKey=WEBI021815)	
2/20/2015	Webinar: Maximize Your CSDA Membership - Saving Money (/imis15/EventDetail?EventKey=WEBI022015)	
2/24/2015	Webinar: Must Have Communication Protocols-Board & Staff (/imis15/EventDetail?EventKey=WEBI022415)	
2/26/2015	Webinar: Introduction to Special District Finances (/imis15/EventDetail?EventKey=WEBI022615)	
3/4/2015	Webinar: Required Ethics Compliance Training - AB 1234 (/imis15/EventDetail?EventKey=WEBI030415)	
3/10/2015	Webinar: What is a Public Record? How to Comply with the PRA (/imis15/EventDetail?EventKey=WEBI031015)	
3/19/2015	Webinar: Spot the Fraud! Fraud Detection/Prevention (/imis15/EventDetail?EventKey=WEBI031915)	
3/24/2015	Governance Foundations (/imis15/EventDetail?EventKey=GOVF032415)	Sacramento

3/26/2015	Webinar: Legislative Round-Up (/imis15/EventDetail?EventKey=WEBI032615)	
4/3/2015	SDLA: Governance Foundations (/imis15/EventDetail?EventKey=GOVF040315)	Rancho Santa Fe
4/9/2015	Webinar: Best Practices in Agenda Preparation & Minutes (/imis15/EventDetail?EventKey=WEBI040915)	
4/14/2015	Supervisory Skills for the Public Sector (/imis15/EventDetail?EventKey=SPSK041415)	Sacramento
4/15/2015	Webinar: Records Retention & Management (/imis15/EventDetail?EventKey=WEBI041515)	
4/16/2015	Introduction to Good Governance Principles (/imis15/EventDetail?EventKey=GGPR041615)	Mckinleyville
4/21/2015	Webinar: California Tort Claims Requirements (/imis15/EventDetail?EventKey=WEBI042115)	
4/22/2015	Proposition 26, Proposition 218 and Rate Setting (/imis15/EventDetail?EventKey=PROP042215)	Sacramento
5/5/2015	Webinar: Social Media Challenges and Opportunities: Legal (/imis15/EventDetail?EventKey=WEBI050515)	
5/12/2015	Webinar: Understanding Public Entity Liability Exposures (/imis15/EventDetail?EventKey=WEBI051215)	
5/18/2015	Best Practices in Strategic Planning: Effective Approaches (/imis15/EventDetail?EventKey=STPL051815)	Sacramento
5/19/2015	2015 Special Districts Legislative Days (/imis15/EventDetail?EventKey=15SDLD)	Sacramento
5/27/2015	Webinar District's Role in the Interactive Process (/imis15/EventDetail?EventKey=WEBI052715)	
5/29/2015	Webinar: Positioning Your Agency for a Successful Financing (/imis15/EventDetail?EventKey=WEBI052915)	
6/3/2015	Staying in Compliance: Understanding Fundamental Laws (/imis15/EventDetail?EventKey=STCM060315)	Sacramento
6/10/2015	Webinar: Harassment Prevention Training - AB 1825 (/imis15/EventDetail?EventKey=WEBI061015)	
6/16/2015	SDLA: Governance Foundations (/imis15/EventDetail?EventKey=GOVF061615)	Fresno
6/18/2015	Webinar: Managing Personal Device Use: Data Theft, Hacking (/imis15/EventDetail?EventKey=WEBI061815)	
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7/23/2015	Board's Role in Human Resources (/imis15/EventDetail?EventKey=BRHR072315)	Sacramento
7/30/2015	Webinar: Legislative Round-Up (/imis15/EventDetail?EventKey=WEBI073015)	
8/6/2015	Webinar: Maximize Your CSDA Membership - Website Resources (/imis15/EventDetail?EventKey=WEBI080615)	
8/12/2015	Webinar: Board Member & District Liability Issues (/imis15/EventDetail?EventKey=WEBI081215)	
	Board's Role in Finance & Fiscal Accountability (/imis15/EventDetail?	

8/18/2015	EventKey=BRFF081815)	Sacramento
8/20/2015	Webinar: Understanding the Brown Act: Beyond the Basics (/imis15/EventDetail?EventKey=WEBI082015)	
9/21/2015	Building Confidence in Public Speaking (/imis15/EventDetail?EventKey=PBSP092115)	Monterey
9/21/2015	SDLA: Governance Foundations (/imis15/EventDetail?EventKey=GOVF092115)	Monterey
9/21/2015	So You Want to Be A General Manager? (/imis15/EventDetail?EventKey=SYWB092115)	Monterey
10/2/2015	Webinar: The Power of Alliance (/imis15/EventDetail?EventKey=WEBI100215)	
11/10/2015	Webinar:Best Practices-Managing Special District Investments (/imis15/EventDetail?EventKey=WEBI110815)	
11/18/2015	Webinar: Required Ethics Compliance Training - AB 1234 (/imis15/EventDetail?EventKey=WEBI111815)	

*California Special Districts Alliance*



(<http://www.csdanet.org>)



(<http://sdrma.org>)



(<http://csdafinance.net/>)

*Special District Leadership Foundation*

(<http://www.sdlf.org/>)

**CSDA Office**

1112 "I" Street, Suite 200  
 Sacramento CA, 95814  
 877.924.2732 | 916.442.7887



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**Putting Special Districts on the Map**

📍 (/special-districts/map/) The California Special Districts Association provides legislative advocacy, education and member services for all special districts. To find out more click here (/special-districts/map/).

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Grassroots Action Center (<http://www.csdanet.org/advocacy/grassroots-action-center/>)

Education Calendar ([http://members.csdanet.org/iMIS15/CSDA/Events/Calendar/CSDA/Events\\_Calendar.aspx?hkey=2051da45-1bbc-424d-87cf-fe08bc70189d](http://members.csdanet.org/iMIS15/CSDA/Events/Calendar/CSDA/Events_Calendar.aspx?hkey=2051da45-1bbc-424d-87cf-fe08bc70189d))

Membership Directory (<http://www.csdanet.org/login/membership-directory/>)

Helpful Links (<http://www.csdanet.org/special-districts/resource-links/>)

Bookstore ([http://members.csdanet.org/iMIS15/CSDA/Bookstore/CSDA/CSDA\\_Store.aspx?hkey=1f423dda-eb1f-459a-bd33-e9591ac60dbf](http://members.csdanet.org/iMIS15/CSDA/Bookstore/CSDA/CSDA_Store.aspx?hkey=1f423dda-eb1f-459a-bd33-e9591ac60dbf))

December 29, 2014

**Delivered by Electronic Mail**

Mr. Karl Drexel  
General Manager  
Tomales CSD  
Post Office Box 303  
Tomales California 94971  
[karl@tomalescsd.ca.gov](mailto:karl@tomalescsd.ca.gov)

Mr. Daniel Eilerman  
Deputy County Administrator  
County of Marin  
3501 Civic Center Drive  
San Rafael, CA 94903  
[deilerman@marincounty.org](mailto:deilerman@marincounty.org)

**SUBJECT: Notice to Apply Master Property Tax Exchange Agreement:**  
Proposed Annexation of Four Unincorporated Legal Parcels to the  
Tomales Community Services District / LAFCO File No. 1321

Mr. Drexel and Mr. Eilerman:

The Marin Local Agency Formation Commission (LAFCO) has received a proposal from Alex Derbs and Rebecca Hodges (“applicant”) requesting approval to annex four unincorporated legal parcels totaling 0.82 acres to the Tomales Community Services District (TCSD). The subject parcels are identified by the County of Marin Assessor’s Office as 102-041-40 through 43. A summary of the proposal in terms of purpose and policy considerations is attached as part of an inter-agency review notice.

All proposed boundary changes necessitate the need for the affected agencies to adopt a property tax exchange agreement involving the subject territory before the underlying action may be considered by LAFCO under Revenue and Taxation Code Section 99(b). This statute also authorizes counties to adopt a single property tax exchange agreement – individual or master – on behalf of special districts for use by LAFCOs in processing boundary changes so long as the affected districts do not object. Accordingly, and unless notified by either agency, LAFCO will assume the master property tax agreement adopted by the County of Marin in 2014 for special district annexations applies to the referenced proposal. This would result in a zero exchange in property tax revenues in the event the proposal is approved by LAFCO.

(over)

*Chairperson:* Jeffrey Blanchfield / *Vice Chairperson:* Dennis J. Rodoni  
*Regulars:* Susan Adams, Judy Arnold, Carla Condon, Craig K. Murray, Gary Phillips  
*Alternates:* Jack Baker, Christopher Burdick, Kathrin Sears, Herb Weiner  
*Executive Officer:* Keene Simonds

## Marin Local Agency Formation Commission

555 Northgate Drive, Suite 230 ● San Rafael, California 94903  
Telephone (415) 446-4409 ● Facsimile (415) 446-4410 ● General E-Mail: [staff@marinlafco.org](mailto:staff@marinlafco.org)  
[www.marinlafco.org](http://www.marinlafco.org)

No response to this communication is needed unless either agency wishes to initiate a new property tax exchange negotiation as referenced above. Questions or related follow up, nevertheless, are certainly welcome and I am available by telephone at 415-446-4409 or by e-mail at [ksimonds@marinlafco.org](mailto:ksimonds@marinlafco.org). Thank you.

Sincerely,



Keene Simonds  
Executive Officer

Attachments: as stated

cc: 1) Tom Lai, Assistant Planning Director, County of Marin  
2) Roy Given, Auditor, County of Marin

**NOTICE OF REVIEW**

December 29, 2014

**TO:** Affected Agencies:  
 Tomales Community Services District  
 Marin County Committee on School District Organization  
 Shoreline Unified School District  
 College of Marin District  
 County of Marin

**FROM:** Keene Simonds, Executive Officer

**SUBJECT: Request for Agency Review and Comment / LAFCO File No. 1321**  
 Marin LAFCO has received a landowner petition to annex four legal parcels to the Tomales Community Services District. The subject parcels are identified by the County of Marin Assessor as 102-041-40 through 43.

---

The Marin Local Agency Formation Commission (LAFCO) is reviewing a proposed boundary change pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. LAFCO respectfully requests each listed agency review the proposal summary and attached application materials and offer any comments – such as technical advisements, requested conditions, or related recommendations – no later than Friday, January 23, 2015.

**Proposal Summary*****Applicant Request / Purpose***

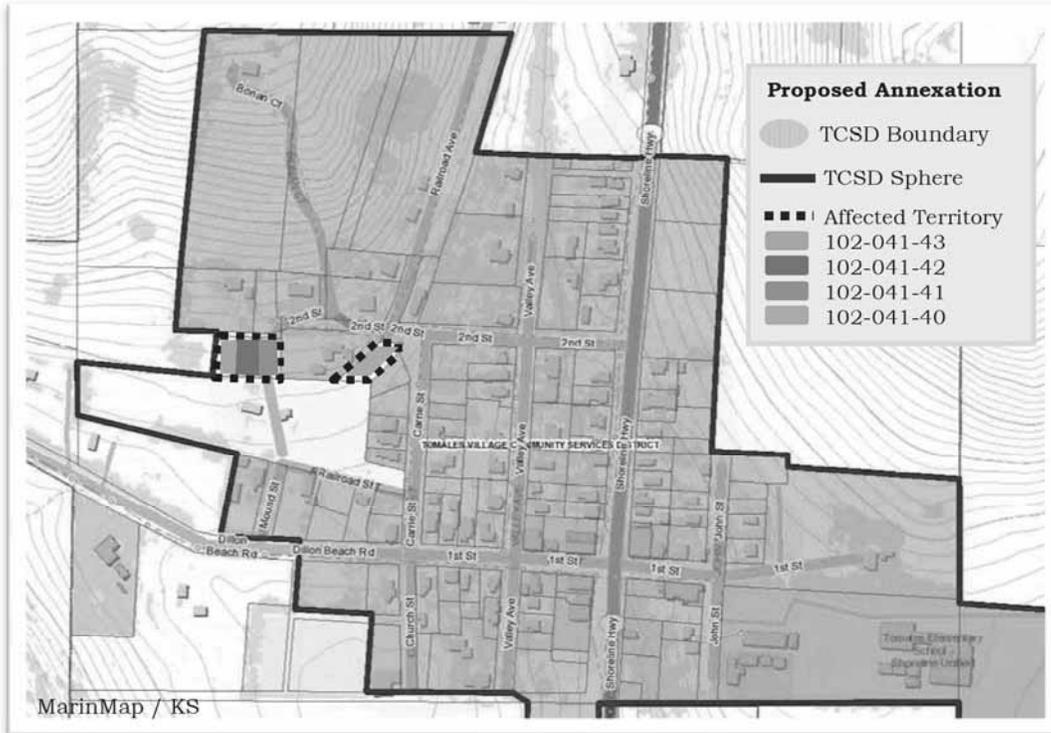

---

Marin LAFCO has received a proposal from landowners Alex Derbes and Rebecca Hodges (“applicants”) requesting approval to annex four unincorporated legal parcels totaling 0.82 acres to the Tomales Community Services District (TCSD). One of the subject parcels – 102-041-42 – is developed with a single-family residence located at 263 Second Street. The other three subject parcels – 102-041-40, 41, and 43 – are undeveloped and unimproved with no current projects on file with the County. The immediate purpose of the proposal is to allow the applicants to abandon the aging septic system serving 263 Second Street. The addition of the other three subject parcels to the proposal serves to economize application costs and to facilitate future development of these lands at a later date.

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*Regulars:* Susan Adams, Judy Arnold, Carla Condon, Craig K. Murray, Gary Phillips  
*Alternates:* Jack Baker, Christopher Burdick, Kathrin Sears, Herb Weiner  
*Executive Officer:* Keene Simonds

**Marin Local Agency Formation Commission**

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[www.marinlafco.org](http://www.marinlafco.org)



### ***Conformance to Commission Policies***

All four subject parcels are located within Marin LAFCO’s sphere of influence established for TCSD. The inclusion of the subject parcels within the sphere of influence – which was updated in 2010 – denotes LAFCO’s standing policy determination that the membership believes it is appropriate for these lands to ultimately be annexed and served by TCSD so long as the *timing* of the boundary change is deemed appropriate (emphasis). This latter consideration includes assessing the factors prescribed for review by the Legislature under Government Code Section 56668 anytime a boundary change is proposed.

### ***Environmental Review***

Marin LAFCO serves as lead agency for assessing potential impacts of the proposal under the California Environmental Quality Act. A preliminary review by staff indicates the proposal is a project, but qualifies for an exemption under Public Resources Code Section 15319. Specifically, the annexation of the developed parcel appears to qualify under subsection (a) given it is already developed to the maximum extent allowed by the County and no extension of public infrastructure is needed to accommodate service therein. The annexation of the remaining three parcels appears to qualify separately under subsection (b) given they represent the minimum size for facilities allowed under Section 15303 and development potential is limited to no more than three single-family residences.

Attached to this notice are copies of the application materials. Comment forms are also attached for specific reviewers. All reviewers are also welcome to email comments in summary form to Keene Simonds at [ksimonds@marinlafco.org](mailto:ksimonds@marinlafco.org). Thank you.

**NOTICE OF REVIEW**

December 29, 2014

**TO:** Affected Agencies:  
Tomales Village Community Services District  
Marin County Committee on School District Organization  
Shoreline Unified School District  
College of Marin District  
County of Marin

**FROM:** Keene Simonds, Executive Officer

**SUBJECT: Request for Agency Review and Comment / LAFCO File No. 1321**  
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**Proposal Summary**

***Applicant Request / Purpose***

---

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**Marin Local Agency Formation Commission**

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[www.marinlafco.org](http://www.marinlafco.org)



**MARIN LOCAL AGENCY FORMATION COMMISSION**

**AGENCY CONSENT FORM**

**Application Title:** Annexation of 263 Second Street to Tomales Village  
Community Services District (File #1321)

**Affected Agency Gaining or Losing Territory:**  
Tomales Village Community Services District

**CONSENT FOR BOUNDARY CHANGE (Application by Petition Only)**

The affected agency listed above consents to the action described in the application and states no intent to adopt a resolution requesting termination of proceedings by LAFCO (ref. Government Code §56751 or §56857).

**Date of Board Action:**

---

Authorization Signature:

---

Title:

---

Date:

---

**Note: This form may be returned by mail to Marin LAFCO, 555 Northgate Drive, Suite 230, San Rafael, California 94903, sent electronically to [staff@marinlafco.org](mailto:staff@marinlafco.org) or by facsimile to (415) 446-4410.**

**PETITION FOR PROCEEDING  
PURSUANT TO  
THE CORTESE-KNOX-HERTZBERG  
LOCAL GOVERNMENT REORGANIZATION ACT OF 2000**

Save File

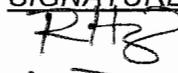
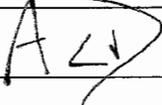
Print

Reset Form

The undersigned hereby petition(s) the Marin Local Agency Formation Commission for approval of a proposed change of organization or reorganization and stipulate(s) as follows:

1. This proposal is made pursuant to Part 3, Division 3, and Title 5 of the California Government Code (commencing with Section 56000, Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000).
2. The specific change(s) of organization proposed (i.e., annexation, detachment, reorganization, etc.) is/are: Annex 263 2nd St. into the Tomales utility district (three parcels) and annexation of 102-041-40 into the utility district ...
3. The boundaries of the territory(ies) included in the proposal are as described in Exhibit(s) 1 attached hereto and by this reference incorporated herein.
4. The territory(ies) included in the proposal is/are:  
 inhabited (12 or more registered voters) **or**  
 uninhabited.
5. This proposal  is  is not consistent with the sphere(s) of influence of the affected city and/or district(s).
6. The reason(s) for the proposed Annexation (annexation, detachment, reorganization, etc.) is/are: Sewer service at 263 2nd St., Tomales, CA
7. The proposal is requested to be made subject to the following terms and conditions: \_\_\_\_\_
8. The persons signing this petition have signed as:  
 Registered voters **or**  
 Owners of the land.

Chief Petitioners (not to exceed three):

<u>DATE</u>	<u>PRINTED NAME</u>	<u>SIGNATURE</u>	<u>RESIDENCE ADDRESS</u>
1. 12/7/2014	Rebecca Hodges		263 2nd St., Tomales, CA
2. 12/7/2014	Alex Derbes		263 2nd St., Tomales, CA
3.			

**From:** [Karl Drexel](#)  
**To:** "Alex Derbes"  
**Subject:** Annexation  
**Date:** Wednesday, January 07, 2015 4:39:00 PM

---

Hi Alex,

In talking to Keene Simonds, the annexation application should be moving forward, with input from the TVCSD. As we have discussed, the District is not interested in private lift stations to transport waste uphill to a collection main. Certainly we would not allow four separate ones for the four properties you are proposing. Additionally, as I mentioned, a sewer lateral cannot be shared with another property, which would be the same for a sewer lift station. This is why we were recommending you work out a utility easement through Kitts property to the collection main on Railroad. We can have more than one lateral in a single utility easement providing there are no other utilities in the easement with laterals and there is ample distance between laterals for repairs and/or replacement.

The application process includes a Consent Form requesting the TVCSD states that "the District consents to annexation and will not be adopting a Resolution to terminate the proceedings". LAFCO has also asked for a list of requirements that we would need in order to agree with this proposal. We are unable to agree to that at this time, without specific requirements concerning all four parcels, even though you are only planning on connecting the one house at this time. Certainly, we would like to annex all four parcels at one time, but there are too many unknowns right now. We would require the fees we discussed, a new map with deeded utility easement through Kitts', or a plan for all four parcels with a bond for each lift station meeting the District requirements, including a deeded agreement for perpetual maintenance of each lift station, and an engineered design for each property lateral and connection. If you a Kitts are close to an agreement, now would be the time to conclude it.

Keene suggested that we all meet at the property and discuss the options in order to expedite the application, which I feel would be a good idea. If we can resolve the lateral issue, it will go a lot smoother. He is available the week of the 26<sup>th</sup> of January if that works for you. Just let me know. 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](mailto:admin@tomalescsd.ca.gov)

 Please consider the environment before you print

---

**From:** Alex Derbes [<mailto:alex@gghc.com>]  
**Sent:** Friday, August 29, 2014 12:49 PM  
**To:** <[karl@tomalescsd.ca.gov](mailto:karl@tomalescsd.ca.gov)>  
**Subject:** Re: Hi Karl

Hi Karl -

Kitts and I have a rough agreement to move forward with this.

Could you help me with the order that things should happen in?

Should I secure the legal easement from Kitts before, during or after applying for official annexation to the district?

Thanks,  
--Alex

On Sat, Jul 19, 2014 at 8:13 PM, Alex Derbes <[alex@gghc.com](mailto:alex@gghc.com)> wrote:  
Thanks Karl. Still waiting to hear back from kitts.

Sent from my iPhone

> On Jul 19, 2014, at 5:11 PM, Karl Drexel <[karl@tomalescsd.ca.gov](mailto:karl@tomalescsd.ca.gov)> wrote:  
>  
> Hi Alex,  
> A quick estimate of the District's annexation fee for one 7,000 sq ft lot would be roughly \$6,835. As I mentioned, this is determined by a lot of different factors and formulas, but a real brief description is:  
>  
> Annexation Fee:  
>  
> Original Sewer Assessment for one dwelling adjusted to present value = \$4,787  
> Ad Valorem tax that would have been collected if property was in District when sewer was built (w/ interest) = \$472  
> In Lieu fee for development of property for Park facilities = \$576  
> District staff time to process annexation application = \$1,000 est. (actual may vary up or down)  
> Total = \$6,835  
>  
> One thing to keep in mind, LAFCO will probably not be interested in annexing individual lots one at a time. Their fees, as well as ours, would be lower spread over a number of parcels. They may also require Kitts to annex at the same time, but I'm not sure.  
>  
> Hope this helps.  
>  
> 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)
- >

## Yearly Agenda- Goals for the year

- A. Completely Execute RFP and Competitive Bidding process
- B. Create new contracts for all contractor positions
- C. Manage the budget as RFP and bidding process unfolds
- D. Board Training

:

Running effective meetings

### 1. Parliamentary Training

Brown Act & TVCSD – what, why, and how they relate

Becoming an Effective Board

- E. Policies & Procedures

Bylaws

Create Prioritized list of necessary policies

### 1. Guidelines and Standards for hiring Trainers/Consultants

### 2. Meeting attendance policy

### 3. Policy covering hiring and using legal representation

Develop Policy Template/Structure

Meeting management

Reduce time and contents of Board packet

- F. Items remaining from Strategic Plan

### Schedule new Strategic Planning Session

- G. Create Board 12-month Calendar

- H. Efficiency Audit

- I. Performance Evaluation

- J. Develop/Choose standard stationery and document format regarding logo, color, etc.

- K. Create Orientation Packet/Program for new Directors

- L. Institute Director Stipends connected to meeting attendance policy.

**DATE:** December 12, 2014  
**TO:** Independent Special Districts, Presiding Officers  
**FROM:** Candice Bozzard, Clerk to the Commission  
**RE:** CALL FOR NOMINATIONS

### **Special District Elections**

Attached is a copy of the approved policy and guidelines for Special District Member elections to LAFCO. Also enclosed are nomination forms and nominee qualification forms to participate in the following two elections. Please be aware that if your district wishes to nominate a person for both positions, separate forms must be completed for each election.

#### Regular Member Selection

Regular Member Dennis Rodoni has served as the regular member of the Commission since May of 2001 and has been re-elected to serve an additional four four-year terms. This term will end in May 2015. A mail ballot election must be held to select or reselect a member for this position, serving a four-year term ending in May 2019.

#### Alternate Member Selection

The alternate special district member Jack Baker has served as the alternate special district member since 2013 when he was elected to serve the remainder of the Alternate Special District Member term that will end in May 2015. A mail ballot election must be held to select a member for this position, serving a four-year term ending in May 2019.

*Chairperson: Jeffrey Blanchfield / Vice Chairperson: Dennis J. Rodoni  
Regulars: Susan Adams, Judy Arnold, Carla Condon, Craig K. Murray, Gary Phillips  
Alternates: Jack Baker, Christopher Burdick, Kathrin Sears, Herb Weiner  
Executive Officer: Keene Simonds*

## **Marin Local Agency Formation Commission**

555 Northgate Drive, Suite 230 • San Rafael, California 94903  
Telephone (415) 446-4409 • Facsimile (415) 446-4410 • General E-Mail: [staff@marinlafco.org](mailto:staff@marinlafco.org)  
[www.marinlafco.org](http://www.marinlafco.org)

## **Special District Member Selection**

Government Code §56332(c)(1) provides for selection of regular and alternate special district LAFCO members by a mail ballot process when the Executive Officer determines that a meeting of the special district selection committee is not feasible. Meetings of the Marin County Special District Selection Committee have previously failed to reach a quorum, indicating the infeasibility of Selection Committee meetings.

It is the policy of Marin Local Agency Formation Commission to conduct selection proceedings of regular and alternate special district members by a mail ballot process.

### **Procedure for Special District Member Selection**

1. The Executive Officer shall initiate the mail ballot selection process for special district members 180 days prior to the expiration of the term of a special district member or immediately upon notification that the service of a special district member on LAFCO will end prior to the expiration of his or her term.
2. The Executive Officer shall initiate the mail ballot process by distributing to each independent special district a call for nominations, including a schedule of the selection process and a copy of this policy. Nominations must be submitted in writing by special district governing boards within 60 days of the date of the call for nominations. The submittal of a nomination must include a statement of the candidate's qualifications. With the prior concurrence of any special district, the Executive Officer may transmit these materials to and receive nominations from that special district by electronic mail.
3. Within five working days of the close of the nomination period, the Executive Officer shall distribute by certified mail one ballot to each independent special district. The distribution of ballots shall include a statement of qualifications for each candidate on the ballot.
4. Ballots may be submitted by mail or facsimile or electronic mail within 60 days of distribution of the ballots. A majority of independent special district must cast ballots in order to select a special district member. Selection shall be made by majority of votes cast and a majority of independent special districts in Marin County.
5. Ballots cast by each special district must bear the signature of the district's presiding officer. If the presiding officer is unavailable, the district board may authorize another member of the board to cast the district's vote. Ballots may be returned to the LAFCO office by mail or by facsimile or electronic mail.

All ballots and other records of each selection process shall be retained in the LAFCO office for at least four years and shall be available for public inspection.

**MARIN LOCAL AGENCY FORMATION COMMISSION**

**NOMINATION FORM**

**REGULAR SPECIAL DISTRICT MEMBER**

Name of District: \_\_\_\_\_

\_\_\_\_\_ 1. Board voted to nominate the following current member of its own or another independent special district.

\*Name of Nominee:

\_\_\_\_\_

\*District of Nominee:

\_\_\_\_\_

\_\_\_\_\_ 2. Board did not act.

\*Attach completed qualification form.

**BOARD ACTION:**

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

\_\_\_\_\_  
Board President

Attest:

\_\_\_\_\_  
Board Secretary

Date: \_\_\_\_\_

**MUST BE RETURNED TO LAFCO BY 5:00PM on FEBRUARY 12, 2015.**

Forms may be mailed to the LAFCO Office, faxed to (415) 446-4410 or sent electronically to [staff@marinlafco.org](mailto:staff@marinlafco.org).

**MARIN LOCAL AGENCY FORMATION COMMISSION**

**NOMINEE STATEMENT OF QUALIFICATIONS**

**REGULAR SPECIAL DISTRICT MEMBER**

Nominated for: Regular Special District Representative

Name: \_\_\_\_\_

Name of Special District: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Work Address: \_\_\_\_\_

\_\_\_\_\_

Present Occupation: \_\_\_\_\_

\_\_\_\_\_

➤ Summary of Qualifications for Position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ Reasons for Applying:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ Please list any organizations of which you are an officer or an employee:

\_\_\_\_\_  
\_\_\_\_\_

Please return to: Marin LAFCO  
555 Northgate Drive, Suite 230  
San Rafael, CA 94903  
Fax: (415) 446-4410  
Email: [staff@marilafco.org](mailto:staff@marilafco.org)

\*Additional information may be attached.

**MARIN LOCAL AGENCY FORMATION COMMISSION**

**NOMINATION FORM**

**ALTERNATE SPECIAL DISTRICT MEMBER**

Name of District: \_\_\_\_\_

\_\_\_\_\_ 1. Board voted to nominate the following current member of its own or another independent special district.

\*Name of Nominee:

\_\_\_\_\_

\*District of Nominee:

\_\_\_\_\_

\_\_\_\_\_ 2. Board did not act.

\*Attach completed qualification form.

**BOARD ACTION:**

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

\_\_\_\_\_  
Board President

Attest:

\_\_\_\_\_  
Board Secretary

Date: \_\_\_\_\_

**MUST BE RETURNED TO LAFCO BY 5:00PM on February 12, 2015.**  
Forms may be mailed to the LAFCO Office, faxed to (415) 446-4410 or sent electronically to [staff@marinlafco.org](mailto:staff@marinlafco.org).

**MARIN LOCAL AGENCY FORMATION COMMISSION**

**NOMINEE STATEMENT OF QUALIFICATIONS**

**ALTERNATE SPECIAL DISTRICT MEMBER**

Nominated for: Alternate Special District Representative

Name: \_\_\_\_\_

Name of Special District: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Work Address: \_\_\_\_\_

\_\_\_\_\_

Present Occupation: \_\_\_\_\_

\_\_\_\_\_

➤ Summary of Qualifications for Position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ Reasons for Applying:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

➤ Please list any organizations of which you are an officer or an employee:

\_\_\_\_\_  
\_\_\_\_\_

Please return to: Marin LAFCO  
555 Northgate Drive, Suite 230  
San Rafael, CA 94903  
Fax: (415) 446-4410  
Email: [staff@marilafco.org](mailto:staff@marilafco.org)

\*Additional information may be attached.

KARL W. DREXEL  
*Management Consultant*

Administrators Report 1-14-15

1. Review new revised policies and response from County Counsel re: e-mails.
2. Correspond with Shoreline Unified School District re: annual billing and Government requirements.
3. Correspond with County Counsel regarding District options for SUSD non-payment.
4. Contacted Phillips and Telstar regarding SCADA repairs. Had Telstar tech log on to District computer for troubleshooting. Requested proposals for updating SCADA system and computer.
5. Work on collecting documents, invoices, bank statements, etc for auditors.
6. Work with Tomales property owner regarding annexation and hookups. Contacted LAFCO Executive Officer regarding annexation process. Work with County Administrator re Ad Valorum tax and annexation fees. Work on response to LAFCO re District annexation requirements.
7. Contacted Dan Erickson regarding Park Site Survey and drawings. Still waiting for final copies.
8. Contacted Phil Wyatt regarding irrigation guns. Continue to research different kinds.
9. Backup, update and copy files to District Office computer.
10. Worked on revised and updated policies. Worked on policy manual format. Worked on new policies.
11. File Monthly SSO report to State, enter and pay bills, reconcile bank accounts, receive and post first Levy 3 installment of sewer fees, review audio recording, work on Board Packets, and other regular administrative duties.
12. In addition to regular administrative duties, attended CWEA Board of Directors meeting, Annual Awards banquet, ethics training webinar and other Target Solutions courses.

**CALIFORNIA COASTAL COMMISSION**

NORTH CENTRAL COAST DISTRICT OFFICE  
 45 FREMONT STREET, SUITE 2000  
 SAN FRANCISCO, CA 94105  
 PHONE: (415) 904-5260  
 FAX: (415) 904-5400  
 WEB: WWW.COASTAL.CA.GOV

**NOTICE OF PROPOSED PERMIT AMENDMENT**

**Date:** December 22, 2014  
**To:** All Interested Parties  
**From:** Nancy Cave, North Central Coast District Manager *NC*  
 Ethan Lavine, Coastal Planner *EL*  
**Subject:** **Proposed Amendment to Coastal Development Permit (CDP) 2-09-013**  
 Applicant: Tomales Farm and Dairy, LLC

**Original CDP Approval**

CDP 2-09-013 was approved by the Coastal Commission on March 12, 2011, allowing the Applicant to merge and re-subdivide property totaling 100.1 acres located on primarily agricultural lands, at 26457, 26650, and 26825 State Route One in the unincorporated community of Tomales, Marin County.

**Proposed CDP Amendment**

CDP 2-09-013 would be amended to allow for a lot line adjustment of two lots. The existing lots include a split-zoned commercial-mixed use and agricultural lot which was subject to CDP 2-09-013, and the adjacent agricultural lot which was not subject to the original CDP. The lot line adjustment would transfer the 15.18 acres of agricultural land presently in the split-zoned lot to the adjacent agricultural lot, thus eliminating the split zoning. All of the lots associated with the CDP as amended, including the resultant lots associated with this amendment, would be subject to the standard and special conditions attached by the Commission to CDP 2-09-013. The Commission's reference number for this proposed amendment is **2-09-013-A1**.

**Executive Director's Immateriality Determination**

Pursuant to Title 14, Section 13166(b) of the California Code of Regulations, the Executive Director of the California Coastal Commission has determined that the proposed CDP amendment is immaterial for the following reasons:

The proposed lot line adjustment would simply adjust lot lines to eliminate split zoning, and to add the agricultural portion of the split-zoned lot to the adjacent agricultural lot. This adjustment would not result in any adverse impacts to coastal resources, and would not create any additional lots or any potential for future development beyond what currently exists. This action would extend the standard and special conditions attached by the Commission to the approval of CDP 2-09-013 to an additional 14.67 acres of agricultural land. Subject to the conditions of CDP 2-09-013, any future development as defined in PRC Section 30106 on any of the lots associated with the CDP as amended, including the resulting lots associated with this amendment, requires a CDP from the Commission. The resulting lots from the proposed lot line adjustment would be in compliance with the applicable zoning and development regulations of the certified Marin County LCP. Any future development that might be contemplated on these lots in the future would likewise need to be found LCP consistent by the Commission, including in terms of stream and stream setback requirements, through a future CDP process. In sum, the proposed amendment will protect coastal resources consistent with the

## **NOTICE OF PROPOSED PERMIT AMENDMENT**

**CDP 2-09-013 (Tomales Farm and Dairy, LLC)**

**Proposed Amendment 2-09-013-A1**

**Page 2**

Commission's original CDP approval, as well as consistent with the Coastal Act and the certified Marin County LCP.

### **Coastal Commission Review Procedure**

The CDP will be amended as proposed if no written objections are received in the North Central Coast District office within ten working days of the date of this notice. If such an objection is received, the objection and the Executive Director's response to it will be reported to the Commission on Wednesday, January 7, 2015, in Santa Monica. If three Commissioners object to the Executive Director's determination of immateriality at that time, then the application shall be processed as a material CDP amendment.

**If you have any questions about the proposal or wish to register an objection, please contact Ethan Lavine in the North Central Coast District office.**





**PACIFIC GAS AND ELECTRIC COMPANY**  
**NET ENERGY METERING ELECTRIC STATEMENT**  
**THIS IS NOT A BILL**



Service Dates: September 25, 2014 to October 27, 2014

**True-up period from Aug 2014 to Jul 2015**

TOMALES VILLAGE COMM SERV DIST  
 OFF IRVIN RD  
 TOMALES, CA. 94971

*WATER*

Rate Schedule: A 6 P/NEMS  
 Account ID: 8044736439  
 Service ID: 8044736529

PAGE 1

**TOTAL CURRENT MONTH'S BILLED AMOUNT: \$27.47\***

\*This amount is the minimum you must pay this month and is reflected on your regular monthly blue bill, in addition to the energy charges that you may pay monthly or at the end of the true-up period shown below. It includes the following components: Distribution \$27.47.

**ENERGY CHARGES/CREDITS**

Current Month Energy Charge or Credit (-) **\$-277.78**

Cumulative Energy Charges or Credits (-) for the current true-up period: **\$-1,835.32**  
 This Cumulative Energy Charge does not reflect any payment you may have made.

You have the option to pay your energy charges either monthly or at the end of your true-up period.

**ANY UNPAID ENERGY CHARGES WILL BE DUE AT THE END OF YOUR TRUE-UP PERIOD (Jul 2015)**

**CURRENT MONTH METER INFORMATION:**

METER BADGE ID	SEASON	TOU PERIOD	PRIOR READ	CURRENT READ	DIFFERENCE	METER CONSTANT	ENERGY
1007184994	Summer	Peak	15,736	14,883	-853	1	-853
1007184994	Summer	Part	34,308	34,566	258	1	258
1007184994	Summer	Off	7,890	8,894	1,004	1	1,004
<b>TOTALS</b>			<b>57,934</b>	<b>58,343</b>			<b>409</b>

**CURRENT MONTH METER INFORMATION:**

METER BADGE ID	SEASON	PRIOR READ	CURRENT READ
1007184994	Summer	57,934	58,343
<b>TOTALS</b>		<b>57,934</b>	<b>58,343</b>

For inquiries about your Net Energy Metering bill, please contact the Solar Customer Service Center at 1-877-743-4112.  
 For all other inquiries, please call 1-800-743-5000.



**PACIFIC GAS AND ELECTRIC COMPANY**  
**NET ENERGY METERING ELECTRIC STATEMENT**  
**THIS IS NOT A BILL**



Service Dates: September 25, 2014 to October 27, 2014

**True-up period from Aug 2014 to Jul 2015**

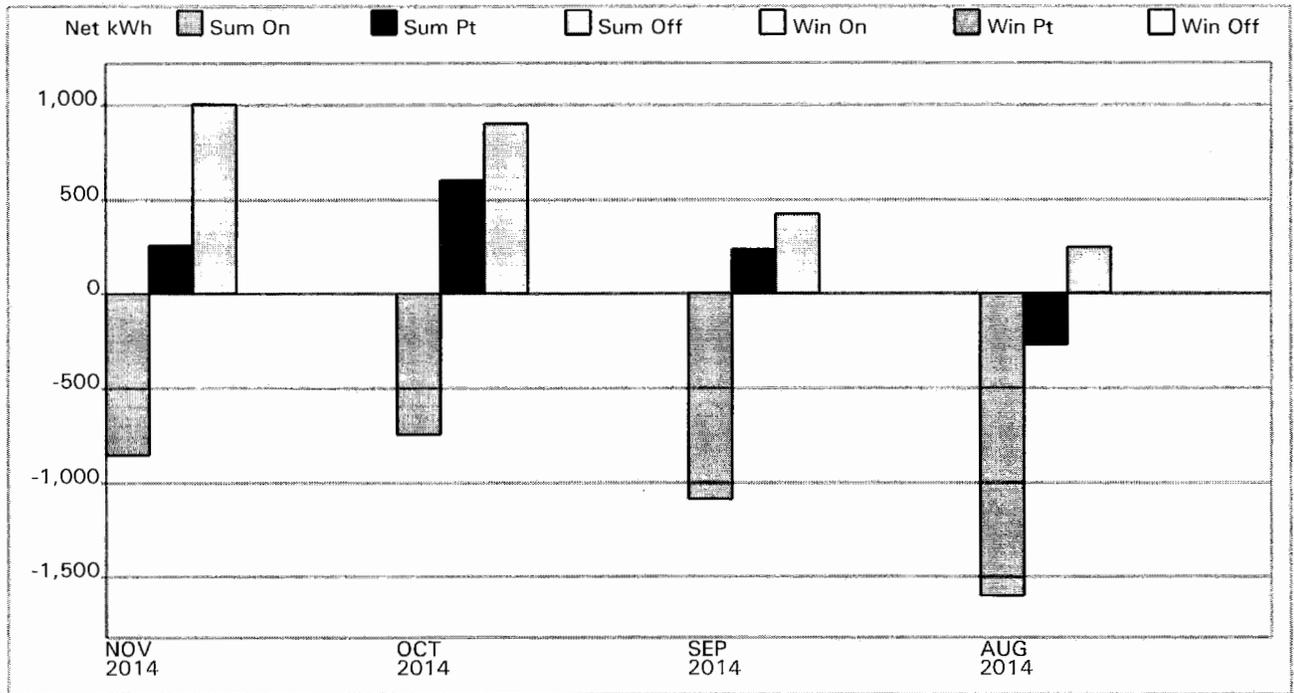
TOMALES VILLAGE COMM SERV DIST  
 OFF IRVIN RD  
 TOMALES, CA. 94971

Rate Schedule: A 6 P/NEMS  
 Account ID: 8044736439  
 Service ID: 8044736529

**ENERGY TRUE-UP HISTORY:**

BILLING MONTH	BILL TO DATE	SUMMER ON	SUMMER PART	SUMMER OFF	TOTAL ENERGY	ENERGY CHARGES /CREDITS
NOV 2014	10/27/14	-853	258	1,004	409	\$-277.78
OCT 2014	09/25/14	-745	604	900	759	\$-133.41
SEP 2014	08/27/14	-1,089	235	424	-430	\$-489.40
AUG 2014	07/25/14	-1,602	-275	245	-1,632	\$-934.73
<b>TOTALS</b>					-894	\$-1,835.32

\*\*Energy Charges/Credits (-) include all energy related amounts and taxes.





**PACIFIC GAS AND ELECTRIC COMPANY**  
**NET ENERGY METERING ELECTRIC STATEMENT**  
**THIS IS NOT A BILL**



Service Dates: September 26, 2014 to October 25, 2014

True-up period from Aug 2014 to Jul 2015

TOMALES VILLAGE COMM SERV DIST  
 TOMALES PETALUMA RD  
 TOMALES, CA. 94971

*Integration*

Rate Schedule: A 6XP/NEMS  
 Account ID: 8044736439  
 Service ID: 8044736624

**TOTAL CURRENT MONTH'S BILLED AMOUNT: \$24.89\***

\*This amount is the minimum you must pay this month and is reflected on your regular monthly blue bill, in addition to the energy charges that you may pay monthly or at the end of the true-up period shown below. It includes the following components:  
 Distribution \$24.89.

**ENERGY CHARGES/CREDITS**

Current Month Energy Charge or Credit (-) **\$-265.65**

Cumulative Energy Charges or Credits (-) for the current true-up period: **\$-909.90**  
 This Cumulative Energy Charge does not reflect any payment you may have made.

You have the option to pay your energy charges either monthly or at the end of your true-up period.

**ANY UNPAID ENERGY CHARGES WILL BE DUE AT THE END OF YOUR TRUE-UP PERIOD (Jul 2015)**

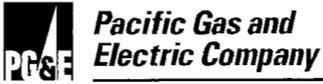
**CURRENT MONTH METER INFORMATION:**

METER BADGE ID	SEASON	TOU PERIOD	PRIOR READ	CURRENT READ	DIFFERENCE	METER CONSTANT	ENERGY
1004764719	Summer	Peak	38,478	38,096	-382	1	-382
1004764719	Summer	Part	35,037	34,956	-81	1	-81
1004764719	Summer	Off	53,443	53,284	-159	1	-159
<b>TOTALS</b>			26,958	26,336			-622

**CURRENT MONTH METER INFORMATION:**

METER BADGE ID	SEASON	PRIOR READ	CURRENT READ
1004764719	Summer	26,958	26,336
<b>TOTALS</b>		26,958	26,336

For inquiries about your Net Energy Metering bill, please contact the Solar Customer Service Center at 1-877-743-4112.  
 For all other inquiries, please call 1-800-743-5000.



**PACIFIC GAS AND ELECTRIC COMPANY**  
**NET ENERGY METERING ELECTRIC STATEMENT**  
**THIS IS NOT A BILL**



Service Dates: September 26, 2014 to October 25, 2014

True-up period from Aug 2014 to Jul 2015

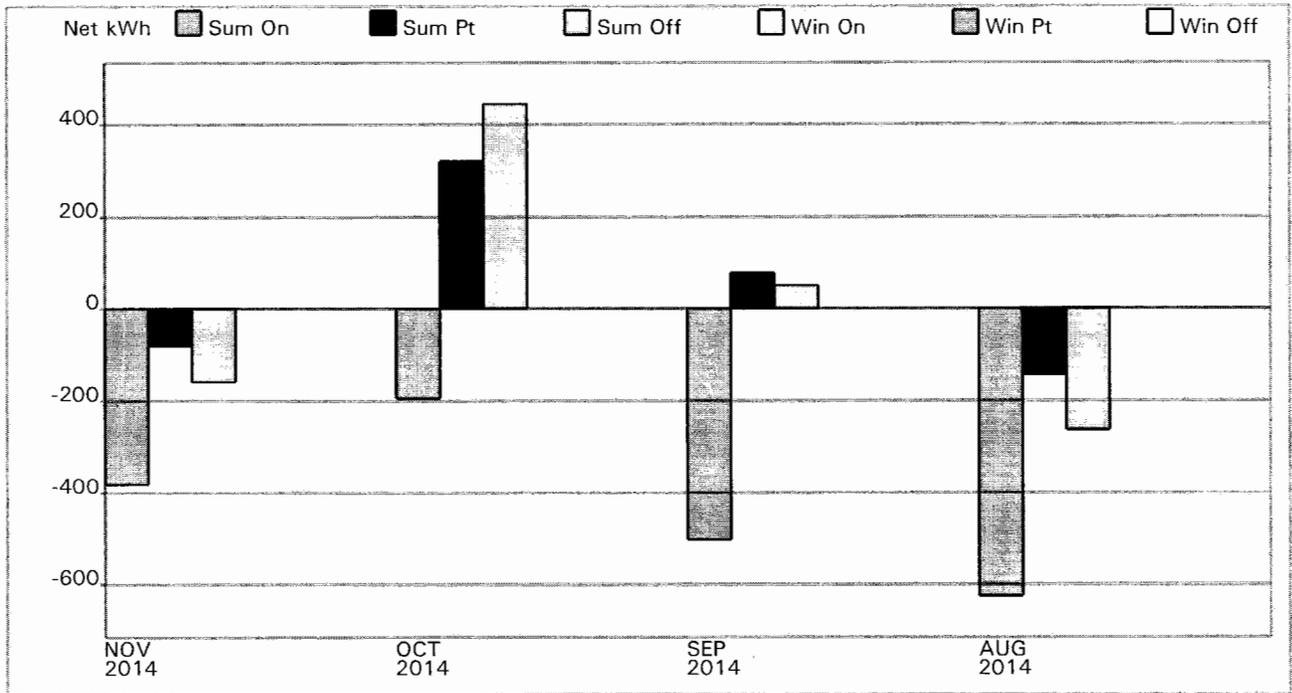
TOMALES VILLAGE COMM SERV DIST  
 TOMALES PETALUMA RD  
 TOMALES, CA. 94971

Rate Schedule: A 6XP/NEMS  
 Account ID: 8044736439  
 Service ID: 8044736624

**ENERGY TRUE-UP HISTORY:**

BILLING MONTH	BILL TO DATE	SUMMER ON	SUMMER PART	SUMMER OFF	TOTAL ENERGY	ENERGY CHARGES /CREDITS
NOV 2014	10/25/14	-382	-81	-159	-622	-\$265.65
OCT 2014	09/26/14	-195	320	444	569	\$36.60
SEP 2014	08/27/14	-503	77	50	-376	-\$255.01
AUG 2014	07/25/14	-625	-145	-264	-1,034	-\$425.84
<b>TOTALS</b>					<b>-1,463</b>	<b>-\$909.90</b>

\*\*Energy Charges/Credits (-) include all energy related amounts and taxes.





**Pacific Gas and Electric Company**

**PACIFIC GAS AND ELECTRIC COMPANY  
NET ENERGY METERING ELECTRIC STATEMENT  
THIS IS NOT A BILL**



Service Dates: October 25,2014 to November 24,2014

**True-up period from Aug 2014 to Jul 2015**

TOMALES VILLAGE COMM SERV DIST  
TOMALES PETALUMA RD  
TOMALES, CA. 94971

Rate Schedule: A 6XP/NEMS  
Account ID: 8044736439  
Service ID: 8044736624

*True-up*

**TOTAL CURRENT MONTH'S BILLED AMOUNT: \$25.75\***

\*This amount is the minimum you must pay this month and is reflected on your regular monthly blue bill, in addition to the energy charges that you may pay monthly or at the end of the true-up period shown below. It includes the following components:  
Distribution \$25.75.

**ENERGY CHARGES/CREDITS**

Current Month Energy Charge or Credit (-) **\$-175.94**

Cumulative Energy Charges or Credits (-) for the current true-up period: **\$-1,085.84**  
This Cumulative Energy Charge does not reflect any payment you may have made.

You have the option to pay your energy charges either monthly or at the end of your true-up period.

**ANY UNPAID ENERGY CHARGES WILL BE DUE AT THE END OF YOUR TRUE-UP PERIOD (Jul 2015)**

**CURRENT MONTH METER INFORMATION:**

METER BADGE ID	SEASON	TOU PERIOD	PRIOR READ	CURRENT READ	DIFFERENCE	METER CONSTANT	ENERGY
1004764719	Summer	Peak	38,096	38,007	-89	1	-89
1004764719	Summer	Part	34,956	34,869	-87	1	-87
1004764719	Summer	Off	53,284	53,223	-61	1	-61
1004764719	Winter	Peak	38,007	38,007	0	1	0
1004764719	Winter	Part	34,869	34,522	-347	1	-347
1004764719	Winter	Off	53,223	52,978	-245	1	-245
<b>TOTAL</b>							<b>-829</b>

**CURRENT MONTH METER INFORMATION:**

METER BADGE ID	SEASON	PRIOR READ	CURRENT READ
1004764719	Summer	26,336	26,099
1004764719	Winter	26,099	25,507

For inquiries about your Net Energy Metering bill, please contact the Solar Customer Service Center at 1-877-743-4112.  
For all other inquiries, please call 1-800-743-5000.

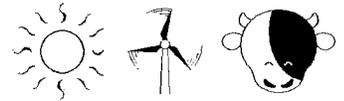


**Pacific Gas and Electric Company**

**PACIFIC GAS AND ELECTRIC COMPANY  
NET ENERGY METERING ELECTRIC STATEMENT  
THIS IS NOT A BILL**

Service Dates: October 25, 2014 to November 24, 2014

True-up period from Aug 2014 to Jul 2015



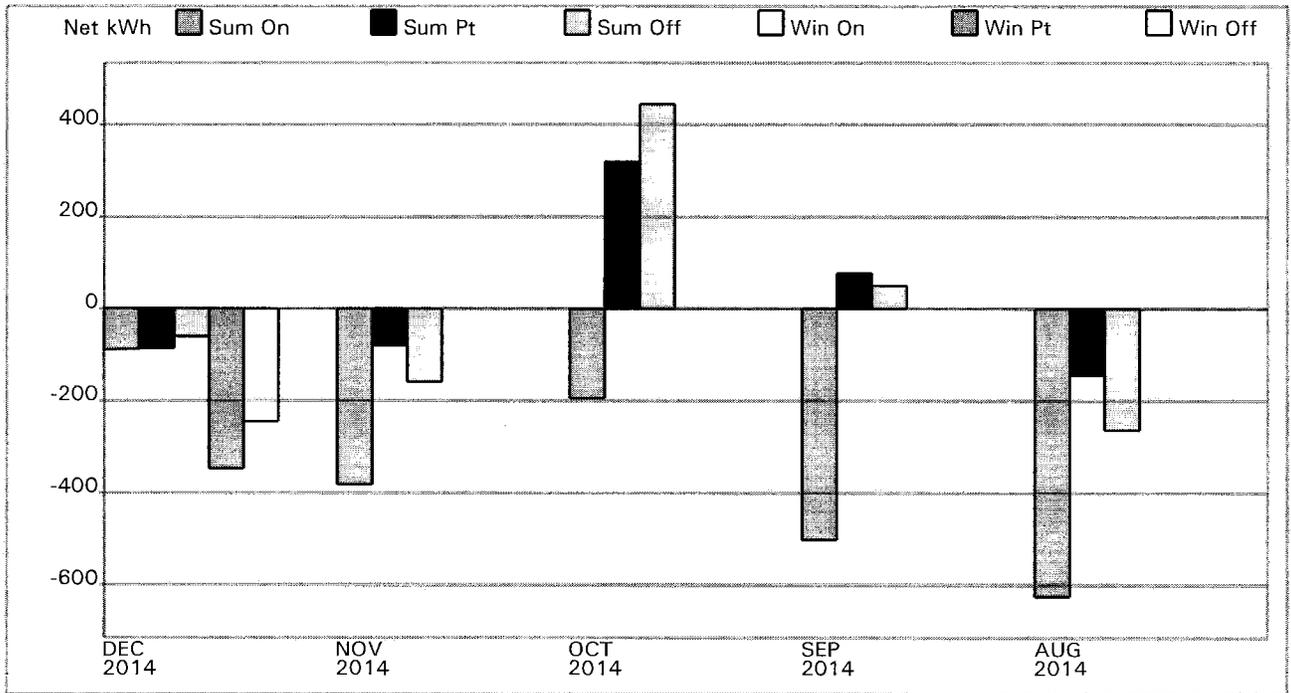
TOMALES VILLAGE COMM SERV DIST  
TOMALES PETALUMA RD  
TOMALES, CA. 94971

Rate Schedule: A 6XP/NEMS  
Account ID: 8044736439  
Service ID: 8044736624

**ENERGY TRUE-UP HISTORY:**

BILLING MONTH	BILL TO DATE	SUMMER ON	SUMMER PART	SUMMER OFF	WINTER PART	WINTER OFF	TOTAL ENERGY	ENERGY CHARGES /CREDITS
DEC 2014	11/24/14	-89	-87	-61	-347	-245	-829	\$-175.94
NOV 2014	10/25/14	-382	-81	-159			-622	\$-265.65
OCT 2014	09/26/14	-195	320	444			569	\$36.60
SEP 2014	08/27/14	-503	77	50			-376	\$-255.01
AUG 2014	07/25/14	-625	-145	-264			-1,034	\$-425.84
<b>TOTALS</b>							<b>-2,292</b>	<b>\$-1,085.84</b>

\*\*Energy Charges/Credits (-) include all energy related amounts and taxes.





**PACIFIC GAS AND ELECTRIC COMPANY**  
**NET ENERGY METERING ELECTRIC STATEMENT**  
**THIS IS NOT A BILL**



Service Dates: October 27, 2014 to November 24, 2014

**True-up period from Aug 2014 to Jul 2015**

TOMALES VILLAGE COMM SERV DIST  
 OFF IRVIN RD  
 TOMALES, CA. 94971

*True-up*

Rate Schedule: A 6 P/NEMS  
 Account ID: 8044736439  
 Service ID: 8044736529

**TOTAL CURRENT MONTH'S BILLED AMOUNT: \$24.03\***

\*This amount is the minimum you must pay this month and is reflected on your regular monthly blue bill, in addition to the energy charges that you may pay monthly or at the end of the true-up period shown below. It includes the following components:  
 Distribution \$24.03.

**ENERGY CHARGES/CREDITS**

Current Month Energy Charge or Credit (-) **\$164.43**

Cumulative Energy Charges or Credits (-) for the current true-up period: **\$-1,670.89**  
 This Cumulative Energy Charge does not reflect any payment you may have made.

You have the option to pay your energy charges either monthly or at the end of your true-up period.

**ANY UNPAID ENERGY CHARGES WILL BE DUE AT THE END OF YOUR TRUE-UP PERIOD (Jul 2015)**

**CURRENT MONTH METER INFORMATION:**

METER BADGE ID	SEASON	TOU PERIOD	PRIOR READ	CURRENT READ	DIFFERENCE	METER CONSTANT	ENERGY
1007184994	Summer	Peak	14,883	14,764	-119	1	-119
1007184994	Summer	Part	34,566	34,584	18	1	18
1007184994	Summer	Off	8,894	9,111	217	1	217
1007184994	Winter	Peak	14,764	14,764	0	1	0
1007184994	Winter	Part	34,584	34,694	110	1	110
1007184994	Winter	Off	9,111	10,416	1,305	1	1,305
<b>TOTAL</b>							<b>1,531</b>

**CURRENT MONTH METER INFORMATION:**

METER BADGE ID	SEASON	PRIOR READ	CURRENT READ
1007184994	Summer	58,343	58,459
1007184994	Winter	58,459	59,874

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 For all other inquiries, please call 1-800-743-5000.



Service Dates: October 27, 2014 to November 24, 2014

True-up period from Aug 2014 to Jul 2015

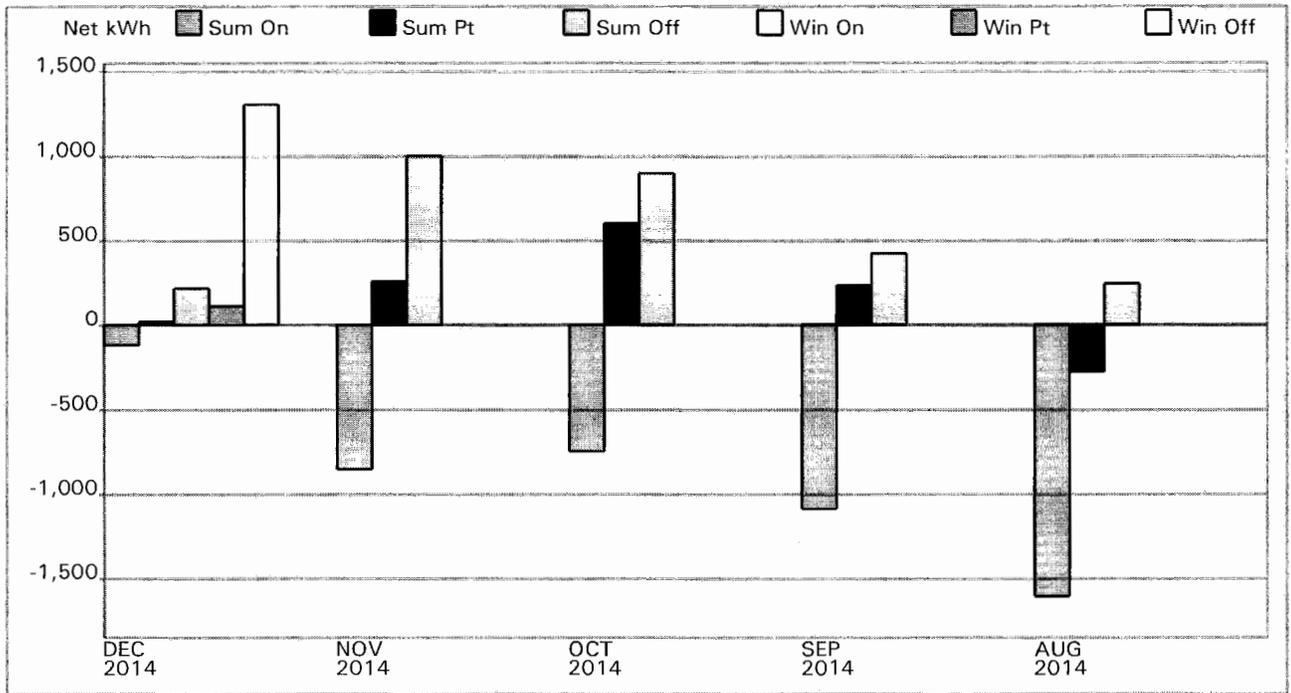
TOMALES VILLAGE COMM SERV DIST  
OFF IRVIN RD  
TOMALES, CA. 94971

Rate Schedule: A 6 P/NEMS  
Account ID: 8044736439  
Service ID: 8044736529

**ENERGY TRUE-UP HISTORY:**

BILLING MONTH	BILL TO DATE	SUMMER ON	SUMMER PART	SUMMER OFF	WINTER PART	WINTER OFF	TOTAL ENERGY	ENERGY CHARGES /CREDITS
DEC 2014	11/24/14	-119	18	217	110	1,305	1,531	\$164.43
NOV 2014	10/27/14	-853	258	1,004			409	\$-277.78
OCT 2014	09/25/14	-745	604	900			759	\$-133.41
SEP 2014	08/27/14	-1,089	235	424			-430	\$-489.40
AUG 2014	07/25/14	-1,602	-275	245			-1,632	\$-934.73
<b>TOTALS</b>							637	\$-1,670.89

\*\*Energy Charges/Credits (-) include all energy related amounts and taxes.



November 26, 2014

Mr. Karl Drexel  
Administrator  
Tomales Village Community Services District  
Post Office Box 303  
Tomales, California 94971-0303

Dear Mr. Drexel,

**IMPORTANT INFORMATION FOR YOUR 2015-16 FISCAL YEAR BUDGET**

In an effort to reduce expenses for the benefit of our members and improve consistency and efficiency, Special District Risk Management Authority (SDRMA) recently approved a change in operations for Workers' Compensation Program members. **Beginning July 1, 2015**, SDRMA will be billing Workers' Compensation (WC) members annually instead of quarterly which will then be consistent with our Property/Liability member billing.

We are sending this notification now so your agency can plan and budget for the upcoming change. Your agency should receive the 2015-16 program year invoice in mid-May. Any amounts not paid in full by the July 15 payment due date (approximately 60 days later) will be charged 1% per month interest, the same as Property/Liability members. Any amounts due for 2014-15 will continue to be billed quarterly for the remainder of the current program year.

**Brief History**

In 2001 before the merger, SDRMA began to administer the WC program for the prior Special Districts Workers' Compensation Authority and staff continued with the quarterly billing practice that was in place at that time. Since then, the WC program has grown from 73 members to over 407 members and now administrative tasks related to quarterly billing requires a significant amount of time and expense. In addition, during that same period SDRMA has reduced staffing levels from 16 employees to 12, ultimately helping to minimize member rate increases and keep rates stable.

Based on the upcoming billing change, if you feel your agency will need to make special payment arrangements for the 2015-16 program year, please contact Paul Frydendal, Chief Operating Officer at 800.537.7790 or [pfrydendal@sdrma.org](mailto:pfrydendal@sdrma.org).

Thank you for your support and continued participation in helping make SDRMA the premier risk management program in California!

Sincerely,  
Special District Risk Management Authority



Gregory S. Hall  
Chief Executive Officer