



TVCSB Board of Director's Meeting Agenda

Date: Wednesday, November 11, 2015, 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971

I. Call To Order:

II. Open Communication: Time for community members and visitors to bring up items they wish to discuss and items that do not appear on the agenda. Added items will be included under Other Business.

III. Approval of Agenda Action

IV: Approval of Minutes Action

V. Financial Report (Melinda Bell)

- a. Accept Check Registers and Approve Expenditures Action
- b. Financial Manager's Report
- c. Review and Approve Financial Statements Action
- d. Review, approval and payment of invoices Action
- e. Board vote to approve Melinda Bell's application to FAC Action

VI. Phillips & Associates Report

- a. Review reports for July and September (August report was review in October)
- b. Pumping tanks at lift station & ponds
- c. Update TV lines & flushing, this is non scheduled work

VII. Committee Reports

- a. Financial Advisory Committee (FAC) - No meeting scheduled
- b. Park Advisory Committee (PAC)
 - 1. Update project permit status
 - 2. September meeting approved minutes
 - 3. Spring loaded faucets Action
 - 4. Gazebo RFP status
 - 5. Gazebo funding
 - 6. Donation checks payable to Tomales Community Services

VIII. Pending Business

- a. Update on Administrator position
 1. List of interview questions
 2. Summary of Administrator candidate interviews
 3. Candidate proposals for Administrator
 4. Recommendation and action to hire new Administrator **Action**

IX. Other Business

X. New Business

XI. Correspondence

XII. Adjournment

TVCS D 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.*

PO Box 303 ● Tomales, CA ● 94971 ● ph 707.878.2726 ● www.tomalescsd.ca.gov

Board of Directors:

Bill Bonini, President ● Deborah Parrish, Vice President

Patty Oku ● Sue Sims



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, October 14, 2015, 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971

I. Call To Order:

Board president, Bill Bonini called meeting to order at 7:00 p.m.

Present: Deborah Parrish, Sue Sims, Melinda Bell, Donna Clavaud, Cynthia Hammond, (Secretary). Absent: Patty Oku

II. Open Communication:

Time for community members and visitors to bring up items they wish to discuss and items that do not appear on the agenda. Added items will be included under Other Business.

III. Approval of Agenda:

- VI, Phillips and Associates report will come before Financial Report.
- VIII b (1 & 2), Park Advisory Committee (PAC) report will follow Phillips and Associates report.

MSC: (Motion, Seconded, Carried).

IV: Approval of Minutes:

- Transcription of July, August and September minutes will take time due to staff reorganization and new hire.

V. Financial Report (Melinda Bell):

- a. Accept Check Registers and Approve Expenditures
 - MSC: Check register accepted and expenditures approved.
 - MSC: Pay unpaid bills as detailed in "Unpaid Bills Detail" handout.
 - Melinda will call John regarding the U-Verse modem invoice and follow up on phone lines.

- b. Financial Manager's Report

- Melinda will call Rick to check the network connection of office computer.
- Sonic account: Remove email accounts of former BOD members and those not associated with TVCS D, and create accounts for current members. Melinda will be email administrator, password has been changed.
- A late fee incurred by Phillips and Associates was questioned when bill was paid in September. Melinda will discuss with Gary.

c. Review and Approve Financial Statements

- No questions, no motion.

d. Review, approval and payment of invoices

- Who should review? All invoices used to be in the board packet, which included account numbers and not secure. Soon TVCSD will have an Administrator. Administrator and Melinda will review, approve and pay invoices.

e. Status of Good Board Training

- May, June and July have been paid (\$60) per month (\$10 per person). Melinda will change for current BOD members (\$40).

VI. Phillips & Associates Report:

a. Review Reports for July, August and September

- Didn't receive July monitoring report, WDR (Waste Discharge Requirements). Will email report to Melinda.

b. Status Report by Steve Phillips, (Operator of Waste Water Facility)

- Ready for winter, storage ponds are empty and in good shape. Still have issue with rocks; line separated or a hole, need to run a TV line to identify; possibly coming from sideline.

In summer rocks disappear then reappear when school starts. Recommends to get quotes to do the following: provide maps of sewer system, flush lines and run a camera line. Steve will meet with company (s) (ex. Roto Rooter or Roy's from Santa Rosa), to put estimate together, and decide what areas are most vulnerable. Phillips & Associates time will be billed hourly + 20% of non-scheduled work. If district gets involved, Steve will bill for his time, meet with contractor, show them the maps. Steve will put together an estimate to start at plant, church and both schools. Recommends a five (5) year inspection plan. Money was allocated in the 2015/2016 budget to begin TV inspections as recommended by Matrix Efficiency Study.

c. O & M Manual (2010) - Discuss mandatory updates required by new regulations; work to be done, and timeline for completion. Clarify who will do this and assign.

- There is a new WDR that requires someone on board to sign off on report as well as Steve. There is a clause that Steve could have sole approval and sign off without a board signature. Steve feels comfortable signing off on reports. There are no issues now. MSC: Temporary authorization for Steve to sign monitoring reports that are required by state until Administrator is hired.

d. Status on implementation of new mandatory compliance regulations.

- New Administrator will over see, Steve reviews and adds input.

e. Frequency of pumping.

- City Sewer currently taking out 1 load quarterly, hauler recommend taking 2 loads out quarterly, administrator's responsibility to oversee. Melinda called City Sewer and they recommended monthly. Pumping occurred 2x's in April, 1x in May, 2x's August and 1x in September. Solids, rocks and grease are pumped. Steve will take a look, Melinda will email Steve pumping history, and financials will be reviewed.

f. SCADA system.

- In progress. Steve will call technician, everything is up and running. A new sewer plant computer will be brought in 2nd week of September. Telstar came out and put new computer up, problem with phone (invoice was going to street address and not PO address). Steve will call to get back on their schedule list.

g. Other: Reports.

- No issues with compliance or regulations. A lab sample may be a little higher than required every now and then, but that is common.

VII. Committee Reports:

a. Financial Advisory Committee (FAC)

- No September meeting

b. Park Advisory Committee (PAC)

- In order to get safety inspection signed off, four (4) ramps need to be installed in play area. Looking for contractor to do that. Once the ramps are installed, photos can be emailed for the sign-off. Repairs on water tower: fix roof and check structure for leaks (already approved). Ping-Pong table: \$3,500-\$3,750, \$427 shipping, offer valid for three (3) months. Donation received by bicycle club whom frequent restrooms in park.

Propose to post signs in restrooms encouraging donations and to install a donation box.

1.) David Judd to present plans for park upgrades.

- David presented completed structural and architectural renderings of gazebo (timber frame with concrete floor), handicap water fountain, and new pedestrian gate for the park. Bid sets will be printed and will seek three (3) bids.

- Concrete ping-pong table location has been identified and plans are moving forward to make final decision.

-Well ran out of water from the restroom faucets being left on. Propose to replace faucets with spring loaded ones.

2.) Process for RFP's for project and Design and Review

- Go through Design and Review. Submit plans to county, and work on RFP. Bill will submit to county and pay fees. BOD requests the PAC write the RFP, Deborah has template. Donna will help write the RFP.

VIII. Pending Business:

- a. Update on Administrative Support and Administrator positions.
- Bill conducted a walk-through of the park and plant and reviewed scope of work with two (2) new candidates. Agreed to interview Ted also as things have changed since the first RFP. Donna and Bill will interview all three (3) candidates.
- One (1) candidate is from California Rural Water has a business that offers technical assistance and is interested part-time contract work. One (1) is a Phillips colleague, civil engineer/administrator, and Ted who has submitted an RFP. Next step is to sit down with newly defined RFP, negotiate tasks and salary. Ted is not a contractor, the other two (2) are.
- Donna and Bill will conduct interviews this month and will bring recommendation/proposal to BOD.
- Conduct interviews this month and have recommendation/proposal to BOD for November's agenda.

IX. Other Business:

- None

X. New Business:

- a. Priority recommendations from Matrix Management Study and discuss.
- Camera in the lines is in the works.
- A lot has been done, once Administrator has been hired, review study, prioritize and address what needs to be completed.

XI. Correspondence:

- a. Correspondence from RCAC (Rural Community Assistance Corporation)
- Grant ran out, closing out contract. In the future, BOD could re-examine, since expenses will be different. Draft analysis allowed TVCSD to address reserves.

XII. Adjournment:

- MSC: Meeting adjourned at 8:35 p.m.

Respectfully submitted,
Cynthia Hammond

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Tomales Village Community Services District
Financial Manager's Report
November 11, 2015

Over six hours of my time during the last month once again were spent with AT&T both in person and on the telephone to get the new modem working with the new computer at the plant, resolve billing problems, and troubleshoot the dead plant telephone. I spent 4.5 hours organizing the 2014 and 2015 files for the auditors coming this week. Five hours were spent finding, copying and mailing all the 2014/2015 bills funded by Measure A and preparing the Measure A expenditure report.

None of the above tasks are regular ongoing responsibilities. I also spent many hours responding to all emails and mail inquiries, updating access to the email accounts, inputting the data needed to send 1099's in January, and restoring gate access to the plant for P G & E. These are more tasks which I will probably not be assigned when a General Manager is hired. My invoices in previous months included significant time spent on transition tasks. I apologize for the size of my invoices, but we have been without a General Manager for 3.5 months. My invoices should decrease in the future.

When a General Manager is hired, it will be very important for the board to allocate responsibilities coordinated with the budget through discussion with all three staff members. Among the duties discussed should be assignment for reviewing the invoices to be paid and following through on the recommendations of the studies and analysis commissioned in the past.

The supply of Sewer bank checks has been depleted. I have ordered check stock compatible with Quick Books to print the checks rather than hand-writing them. Although paying the bills online through the bank saves in postage, it causes a week's delay in making payment. As I reduce my hours, the delay in waiting until my normal workday and waiting for board approval will incur late fees and inconvenience small vendors if we impose an additional week's delay.

We need to write the Management Discussion and Analysis for the annual financial statements and audit report. Since I was not here during 2014/2015, I would like to work on this report with the Finance Advisory Committee and bring it to the December board meeting.

I have included in the packet the financial reports, bills to be paid, and check registers for your review and approval. The financial reports and check register are for the fiscal year to date through October 31. The bills for approval, however, include some bills normally recorded in November and December. I have included them because they have already arrived, and they are significant annual obligations for board review.

Check Registers 10/31/2015 and Bills for Approval 11/11/2015

Date	Name	Memo	Amount	Balance
131.46 · Bank of Marin - Park Account				89,479.56
10/01/2015	City of Hope	322.00 · Park Use Rental	200.00	89,679.56
10/09/2015	PGE	8/27-9/25 341 kwh	-84.19	89,595.37
10/14/2015	Jane Bregman	Refund deposit	-200.00	89,395.37
10/15/2015	Michael Barber	blueprints, architectural services	-486.00	88,909.37
10/24/2015	Baudelio Martinez	October - December	-104.16	88,805.21
10/24/2015	Henry Elfstrom	October	70.00	88,875.21
10/24/2015	Fishman Supply	towels, tp, gloves	-105.45	88,769.76
			-709.80	88,769.76
131.44 · Bank of Marin - Sewer				8,532.38
10/01/2015	Shoreline Unified School District		79,088.21	87,620.59
10/01/2015		Deposit	79.57	87,700.16
10/07/2015	Phillips & Associates	includes late fee for payment made on 9/10	-6,370.85	81,329.31
10/08/2015		AT & T refund	9.08	81,338.39
10/09/2015		SB 90	1,754.00	83,092.39
10/12/2015	Tomales Regional Histroy Center		63.00	83,155.39
10/14/2015		AT & T refund	33.14	83,188.53
10/15/2015	AT&T Uverse	2nd plant Uverse modem bill	-175.01	83,013.52
10/15/2015	Capital One Bank	plant A T & T,Sonic,new checks,SecyState fil	-415.36	82,598.16
10/15/2015	City Sewer Pumping	10/1 pumping	-425.00	82,173.16
10/15/2015	Hammond, Cynthia	recorder & CD's	-83.91	82,089.25
10/15/2015	Melinda K. Bell	53.25 hours accounting work September	-1,863.75	80,225.50
10/15/2015	Nelson Staffing	4 hours 10/4 week	-112.00	80,113.50
10/15/2015	Sonoma County Counsel	1/2 hour charged for response to auditor's att	-115.50	79,998.00
10/15/2015	Nelson Staffing	2nd week Cynthia Hammond 3 hours \$34.75	-104.25	79,893.75
10/19/2015		AT & T & permit	1,006.00	80,899.75
10/25/2015	AT&T Uverse	office Uverse and voice 10/11 - 11/10	-121.24	80,778.51
10/25/2015	CSDA	dues 2016	-889.00	79,889.51
10/25/2015	Nelson Staffing	third week and retro pay for rate 10/4	-167.60	79,721.91
10/25/2015	Sue Sims, Bd Sect'y	SanDisk with recordings and packets	-14.04	79,707.87
			71,175.49	79,707.87
131.48 · Bank of Marin - Solar				34,927.20
10/30/2015	P G & E Aug & Sept	Deposit	2,432.20	37,359.40
BILLS FOR APPROVAL				
10/30/2015	Capital One Bank	new checks	26.95	
11/01/2015	City National Bank	annual lease payment	17,941.18	
11/01/2015	Melinda Bell	October	2,003.75	
11/01/2015	Municipal Finance Corp.	annual admin fee	750.00	
10/29/2015	Nelson Staffing	2.5 hours	87.38	
11/01/2015	Phillips & Associates	November	5,645.54	
11/01/2015	SWRCB SRF Loan	98843-550-0	24,137.68	
07/20/2015	USA North	annual dues	162.65	
	Total Bills for Approval		50,755.13	

BALANCE SHEETS 10/31/2015

		Oct 31, 15	Oct 31, 14
PARK			
	131.46 · Bank of Marin - Park Account	88,769.76	62,756.47
Fixed Assets	100.20 · Land and Land Rights	132,000.00	132,000.00
	111.00 · Park Equipment	299,899.00	299,899.00
	105.00 · Depreciation	-43,933.00	-36,433.00
	Total 111.00 · Park Equipment	255,966.00	263,466.00
TOTAL ASSETS		344,735.76	326,222.47
LIABILITIES & EQUITY			
	222.00 · Accounta Payable	0.00	123.01
	217.00 · Unearned Revenue	25,000.00	25,000.00
	216.00 · Loan Payable - TVCSD Sewer	0.00	3,211.00
Total Liabilities		25,000.00	28,334.01
Equity			
	252.50 · Investment in Capital Assets	387,966.00	395,466.00
	260.00 · Retained Earnings	40,670.58	17,233.69
	Net Income	23,099.18	17,188.77
Total Equity		451,735.76	429,888.46
TOTAL LIABILITIES & EQUITY		476,735.76	458,222.47
SEWER			
	131.31 · Redwood Credit Union	135,699.05	85,590.06
	131.42 · Bank of Marin - Money Market	39,149.58	140,500.48
	131.44 · Bank of Marin - Sewer	79,707.87	7,600.42
	131.48 · Bank of Marin - Solar	37,359.40	29,139.42
	Total 131.00 · Cash	291,915.90	262,830.38
	137.00 · Accounts Receivable	0.00	145,751.00
	138.00 · Receivable - TVCSD Park	0.00	3,211.00
Fixed Assets	100.00 · Property, Plant and Equipment	791,665.97	791,665.97
	100.10 · Maps and Records	17,248.00	17,248.00
	100.20 · Land and Land Rights	52,788.00	52,788.00
	110.00 · Improvement Project	942,028.34	939,393.31
	112.00 · Solar System	269,945.21	269,945.21
	105.00 · Less Accumulated Depreciation	-494,112.01	-442,512.01
Total Fixed Assets		1,579,563.51	1,628,528.48
	136.00 · SUSD Note Receivable	19,807.04	21,104.04
	151.00 · CREBs Unamortized Issuance Cost	15,250.00	15,250.00
	152.00 · Accumulated Amortization	-5,382.24	-4,485.18
Total Other Assets		29,674.80	31,868.86
TOTAL ASSETS		1,901,154.21	2,072,189.72
LIABILITIES & EQUITY			
	222.00 · Accounts Payable	230.11	7,486.50
	211.00 · SWRCB SRF Loan	174,841.36	194,125.89
	215.00 · CREBS Bond	197,352.92	215,294.10
Total Liabilities		372,424.39	416,906.49
Equity			
	260.00 · Retained Earnings	1,288,586.53	1,322,730.23
	261.00 · Sinking Fund - Debt Reserve	47,775.00	47,775.00
	262.00 · Capital Improvement Reserve	42,758.97	45,394.00
	263.00 · Emergency Reserve	33,982.00	33,982.00
	264.00 · Operating Reserve	3,537.37	31,254.12
	265.00 · Net Assets - Unrestricted	105,000.00	105,000.00
	Net Income	7,089.95	69,147.88
Total Equity		1,528,729.82	1,655,283.23
TOTAL LIABILITIES & EQUITY		1,901,154.21	2,072,189.72

**TVCS D Park
Budgetary Performance
October 2015**

	Oct 15	Budget	Jul - Oct 15	YTD Budget	Annual Budget
Income					
311.00 · Interest Income	0.00	0.12	1.06	0.48	1.44
315.70 · SB 90 Reimbursement	0.00		7,273.00		
315.75 · Measure A Prior Year Carryover	0.00	0.00	0.00	27,053.00	27,053.00
315.80 · Measure A Funds	0.00	0.00	15,943.96	27,387.00	27,387.00
315.85 · Advanced Measure A Funds	0.00	0.00	0.00	10,000.00	10,000.00
320.25 · Prior Year Carryover	0.00	0.00	0.00	1,500.00	1,500.00
320.20 · Restricted - Other	0.00	0.00	0.00	1,500.00	1,500.00
Total 320.20 · Restricted	0.00	0.00	0.00	3,000.00	3,000.00
320.35 · Prior Year Carryover	0.00	0.00	0.00	10,693.00	10,693.00
320.30 · Unrestricted - Other	0.00	0.00	0.00	0.00	200.00
Total 320.30 · Unrestricted	0.00	0.00	0.00	10,693.00	10,893.00
320.00 · Contributions Income - Other	0.00		150.00		
Total 320.00 · Contributions Income	0.00	0.00	150.00	13,693.00	13,893.00
322.50 · Cleaning and Security Deposit	-200.00	0.00	200.00	0.00	0.00
322.00 · Park Use Rental - Other	200.00	0.00	345.00	450.00	450.00
322.60 · Water Tower PGE	70.00	70.00	280.00	280.00	910.00
340.10 · Board of Supervisors	0.00	0.00	0.00	10,774.00	10,774.00
340.20 · Dean Witter Foundation	0.00	0.00	0.00	9,000.00	9,000.00
Total 340.00 · Grants	0.00	0.00	0.00	19,774.00	19,774.00
Total Income	70.00	70.12	24,193.02	98,637.48	99,468.44
Expense					
414.81 · Measure A Project Expenses	0.00	0.00	486.00	59,000.00	59,000.00
414.82 · Measure A Maintenance Expenses	209.61	0.00	342.50	150.00	800.00
414.83 · PGE Park	84.19	100.02	265.34	483.15	1,310.43
414.85 · Matching Project Funds	0.00	0.00	0.00	7,000.00	7,000.00
Total 414.80 · Measure A	293.80	100.02	1,093.84	66,633.15	68,110.43
430.00 · Miscellaneous	0.00	0.00	0.00	3,000.00	3,000.00
Total Expense	293.80	100.02	1,093.84	69,633.15	71,110.43
Net Ordinary Income	-223.80	-29.90	23,099.18	29,004.33	28,358.01

**TVCS D Sewer
Budget Performance
October 2015**

	Oct 15	Budget	Jul - Oct 15	YTD Budget	Annual Budget	
Income						
301.00 · Service Charges						
301.10 · Service Charges - Monthly	63.00	63.00	252.00	252.00	756.00	
301.15 · Service Charges - Annual Fees	756.00	0.00	2,268.00	1,512.00	1,512.00	
301.20 · Service Charges - SUSD	79.57	0.00	68,464.78	69,613.00	69,613.00	
301.30 · Service Charges - County						
301.35 · Solar Portion - County	0.00	0.00	0.00	7,680.00	7,680.00	budget accrues
301.30 · Service Charges - County - Other	0.00	9,000.00	0.00	36,000.00	90,191.43	budget accrues
Total 301.30 · Service Charges - County	0.00	9,000.00	0.00	43,680.00	97,871.43	
301.40 · Capital Improvement Component	0.00	0.00	0.00	4,420.00	4,420.00	
Total 301.00 · Service Charges	898.57	9,063.00	70,984.78	119,477.00	174,172.43	
303.00 · Connection Fees						
303.10 · Permit and Inspection Fees	250.00		250.00			
Total 303.00 · Connection Fees	250.00		250.00			
305.00 · SUSD Sinking Fund	0.00	0.00	8,062.00	8,062.00	8,062.00	
311.00 · Interest Income	0.00	13.00	1,396.96	1,318.00	1,422.00	
315.00 · Intergovernmental Revenues						
315.50 · Levy 4	0.00	0.00	103.22	0.00	8,200.00	
315.00 · Intergovernmental Revenues - Other	1,754.00		2,515.00		0.00	SB 90
Total 315.00 · Intergovernmental Revenues	1,754.00	0.00	2,618.22	0.00	8,200.00	
316.00 · CSI Solar Rebate	2,432.20	1,200.00	4,870.68	5,100.00	12,750.00	
318.00 · Other Nonoperating Income						
318.30 · Transfer In	0.00	0.00	0.00	18,500.00	18,500.00	
Total 318.00 · Other Nonoperating Income	0.00	0.00	0.00	18,500.00	18,500.00	
Total Income	5,334.77	10,276.00	88,182.64	152,457.00	223,106.43	accruals, transfer
Expense						
410.00 · Sewage Collection		50.00	51.48	125.00	375.00	
411.00 · Sewage Treatment	871.04	28.00	2,366.58	562.00	1,686.00	pumping & lab work
412.00 · Sewage Disposal	24.90	28.00	76.38	112.00	336.00	
414.00 · Administration and General						
414.05 · Administrator's Fees	0.00	3,750.00	28,360.00	15,000.00	45,000.00	settlement
414.22 · Licenses and Permits	0.00	0.00	20.00	20.00	1,346.00	
414.30 · Insurance						
414.31 · Property & Liability Insurance	0.00	0.00	5,717.31	5,312.00	5,312.00	
414.33 · Worker's Comp Insurance	0.00	0.00	772.36	738.00	738.00	
414.35 · Health Insurance Allowance	0.00	0.00	400.00	0.00	0.00	
Total 414.30 · Insurance	0.00	0.00	6,889.67	6,050.00	6,050.00	
414.40 · Office Expense						
414.41 · Postage and Delivery	0.00	32.00	28.25	81.00	211.00	
414.42 · Printing and Copies	0.00	0.00	0.00	50.00	50.00	
414.43 · Office Supplies	67.94	0.00	110.01	190.00	380.00	
414.44 · Sonic - Web Hosting	0.00	19.95	39.90	79.80	1,739.40	
414.45 · Equipment Expense	83.91	0.00	124.74	0.00	0.00	
414.46 · Board Meeting Expense						
414.465 · Board Meber Stipend	0.00	350.00	0.00	1,400.00	4,200.00	
414.467 · Board Training	0.00	60.00	60.00	640.00	1,920.00	
414.468 · Board Meeting Expense - Other	0.00	0.00	0.00	1,000.00	1,000.00	
414.46 · Board Meeting Expense - Other	0.00	0.00	0.00	0.00	0.00	
Total 414.46 · Board Meeting Expense	0.00	410.00	60.00	3,040.00	7,120.00	
414.47 · Clerical/Bookkeeping	471.23	350.00	4,873.75	1,400.00	4,200.00	no GM
414.48 · Office Rent	0.00	100.00	300.00	400.00	1,200.00	
414.49 · Secretary	0.00	650.00	471.23	2,600.00	7,800.00	
414.495 · Recruiting	0.00	0.00	0.00	1,000.00	1,000.00	
Total 414.40 · Office Expense	623.08	1,561.95	6,007.88	8,840.80	23,700.40	
414.50 · O&M Contractual Services	5,924.81	5,652.66	16,590.11	22,610.64	67,831.92	
414.55 · Professional Fees						
414.551 · Legal Fees	0.00	0.00	115.50	5,000.00	5,000.00	
414.552 · Accounting	0.00	0.00	0.00	5,000.00	5,000.00	
414.553 · Consulting	0.00	0.00	0.00	2,000.00	2,000.00	
414.555 · Grant Writer	0.00	0.00	0.00	5,000.00	5,000.00	
Total 414.55 · Professional Fees	0.00	0.00	115.50	17,000.00	17,000.00	

**TVCSO Sewer
Budget Performance
October 2015**

	Oct 15	Budget	Jul - Oct 15	YTD Budget	Annual Budget
414.60 · Publication and Notices					
414.61 · Newsletter Expense	0.00	180.00	0.00	180.00	360.00
414.60 · Publication and Notices - Other	0.00		0.00		0.00
Total 414.60 · Publication and Notices	0.00	180.00	0.00	180.00	360.00
414.62 · Dues and Subscriptions	889.00	850.00	1,051.65	1,010.00	1,510.00
414.65 · Rents and Leases					
414.67 · Solar Lease Admin Fee	0.00	0.00	0.00	0.00	750.00
414.68 · Solar Lease Agreement	0.00	0.00	0.00	0.00	17,941.18
Total 414.65 · Rents and Leases	0.00	0.00	0.00	0.00	18,691.18
414.70 · Repairs and Maintenance					
414.71 · Plant and Building Maintenance	0.00	0.00	0.00	1,000.00	1,000.00
414.72 · Computer Repairs	0.00	0.00	0.00	250.00	250.00
414.73 · Equipment Repairs	0.00	0.00	0.00	0.00	1,150.00
414.76 · Collection System Maintenance	24.90	0.00	1,214.00	5,500.00	5,500.00
414.77 · Irrigation Field Maintenance	0.00	0.00	0.00	2,000.00	2,000.00
414.78 · Solar Panel Maintenance	0.00	0.00	0.00	400.00	400.00
Total 414.70 · Repairs and Maintenance	24.90	0.00	1,214.00	9,150.00	10,300.00
414.75 · New Equipment	0.00	0.00	0.00	13,000.00	13,000.00
414.80 · Travel and Meetings					
414.81 · Travel	0.00	100.00	0.00	400.00	1,200.00
414.83 · Meetings and Seminars	0.00	0.00	0.00	80.00	320.00
Total 414.80 · Travel and Meetings	0.00	100.00	0.00	480.00	1,520.00
414.90 · Telephone and Internet Services	602.49	220.00	1,149.58	880.00	2,640.00
414.95 · Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00
Total 414.00 · Administration and General	8,064.28	12,314.61	61,398.39	94,221.44	208,949.50
417.00 · Other Operating Expenses					
417.10 · Bank Service Charges	0.00	0.00	0.00	0.00	0.00
417.20 · Election Expense	0.00		0.00		428.31
417.30 · LAFCO Charges	0.00	0.00	0.00	124.00	124.00
417.00 · Other Operating Expenses - Other	0.00		-0.14		
Total 417.00 · Other Operating Expenses	0.00	0.00	-0.14	124.00	552.31
415.00 · Amortization Expense	0.00		0.00		0.00
415.50 · Depreciation Expense	4,300.00	0.00	17,200.00	0.00	0.00 not budgeted
420.20 · Interest Expense - SRF Loan	0.00	4,371.00	0.00	4,371.00	4,371.00
423.00 · Other Nonoperating Expenses					
423.20 · Awards and Gifts	0.00		0.00		175.00
Total 423.00 · Other Nonoperating Expenses	0.00		0.00		175.00
Total Expense	13,260.22	16,791.61	81,092.69	99,515.44	216,444.81
Net Income	-7,925.45	-6,515.61	7,089.95	52,941.56	6,661.62

TOMALES VILLAGE



COMMUNITY SERVICES DISTRICT

Financial Advisory Committee

Name Melinda Bell Address PO Box 306
City Dillon Beach Zip 94929 Phone (h) 707-878-2478 (w) 415-302-3903
E-mail mkbcpa@sonic Best time to contact 8:00am-9:00pm

Employment experience:

Finance Director Palos Verdes Library District
Accounting Supervisor City of Irvine
Accountant City of Oceanside
Accountant for Marin and Sonoma nonprofits

Community / Volunteer / Grant writing experience:

Board member & volunteer Tomales Transit
Estero Mutual Water Company
Dillon Beach Emergency Response Team
Cinnamon Theater

My primary interests are:

financial management
helping solve local community problems
building community
good governance

I am interested in participating on the Financial Advisory Committee for the following reasons:

as TVCSD Treasurer I need to be a member
the FAC is the group with whom I should consult
on issues I am handling
to keep the members of FAC informed and updated

My Qualifications / Experience interests include:

CPA
internal auditor
financial planning
family and community
golfing
travel

Return to TVCSD, P.O. Box 303, Tomales, California 94971
For more information, call (707) 878-2767

Phillips & Associates
Management & Technical Resources

General
Engineering
Contractor
#A-751807

SWRCB
Operations
Management
Maintenance
Contractor
#CO-0021

October 15, 2015

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

Emailed To:
WDR.monitoring@waterboard.ca.gov Phillips@Site.com

RE: Self-Monitoring Report
Tomales, Marin County
Order No. R2-2015-0019
I.D. No. 264662
September, 2015

Mr. Allen

Enclosed please find the Self-Monitoring Report.

Operations is satisfactory and maintenance on schedule.

On September 29th was unable to collect pH, D.O. and Temp. from the Effluent storage ponds due low level and muddy bank conditions.

I certify under the penalty of law that this document and all attachments have been prepared under my direction or supervision in accordance with a system designed to assure that qualified personal proper gathered and evaluated the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Sincerely,

PHILLIPS & ASSOCIATES


Steve C. Phillips
Process Control Engineer
Certified Chief Plant Operator #IV-05675

SELF MONITORING REPORT

Date	INF (INFLUENT)				EFF-TR (Treatment Pond No. 3 Eff)								EFF-Flow		EFF-D (Discharge eff)			
	Daily (KGALS)	Weekly (KGALS)	BOD (mg/l)	TDS (mg/l)	Nitrate as N	Nitrite as N	TKN mg/L	Ammonia N mg/L	Tot. Organic Nitrogen mg/l	TDS (mg/L)	BOD (mg/l)	pH Units	D.O. (mg/l)	Temp (C)	Daily (KGALS)	Weekly (KGALS)	C12 Tank Level (inches)	Coliform MPN/100
9/1/2015	13.0		300.0	500	<0.20	<0.40	11.0	<0.20	10.0	620.0	50.0	9.1	5.9	20.1	53.0			11.0
9/2/2015	15.0														52.0			
9/3/2015	13.0														52.0			
9/4/2015	15.0														53.0			
9/5/2015	13.0														27.0			
9/6/2015	15.0														53.0			
9/7/2015	14.0	98.0													30.0	320.0		
9/8/2015	13.0									700.0	38.0	9.6	9.5	20.2	50.0		27.5	23.0
9/9/2015	14.0														0.0			
9/10/2015	14.0														0.0			
9/11/2015	16.0														0.0			
9/12/2015	16.0														0.0			
9/13/2015	17.0														0.0			
9/14/2015	23.0	113.0								650.0	37.0	9.7	4.3	19.2	0.0	50.0	36.0	
9/15/2015	15.0														0.0			
9/16/2015	16.0														0.0			
9/17/2015	17.0														0.0			
9/18/2015	17.0														0.0			
9/19/2015	17.0														0.0			
9/20/2015	18.0														0.0			
9/21/2015	16.0	116.0								630.0	40.0	9.7	7.2	20.3	64.0	64.0	35.0	1600.0
9/22/2015	17.0														63.0			
9/23/2015	18.0														62.0			
9/24/2015	15.0														37.0			
9/25/2015	19.0														0.0			
9/26/2015	18.0														0.0			
9/27/2015	15.0														0.0			
9/28/2015	15.0	117.0								630.0	26.0	7.6	9.1	19.9	0.0	162.0	33.0	
9/29/2015	16.0														0.0			
9/30/2015	14.0														0.0			
Max	23.0	117.0	300.0	500	0.0	0.0	11.0	0.0	10.0	700.0	50.0	9.7	9.5	20.3	64.0	320.0	36.0	1600.0
Min	13.0	98.0	300.0	500	0.0	0.0	11.0	0.0	10.0	620.0	26.0	7.6	4.3	19.2	0.0	50.0	27.5	11.0
Avg	15.8	131.0	300.0	500	#DIV/0!	#DIV/0!	11.0	#DIV/0!	10.0	646.0	38.2	9.1	7.2	19.6	49.9	149.0	32.9	544.7
Total	474.0														596.0			

Phillips & Associates

Management & Technical Resources

General
Engineering
Contractor
#A-751807

SWRCB
Operations
Management
Maintenance
Contractor
#CO-0021

August 15, 2015

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

Emailed To:
WDR.monitoring@waterboard.ca.gov

RE: Self-Monitoring Report
Tomales, Marin County
Order No. R2-2015-0019
I.D. No. 264662
July, 2015

Mr. Allen

Enclosed please find the Self-Monitoring Report.

Operations is satisfactory and maintenance on schedule.

I certify under the penalty of law that this document and all attachments have been prepared under my direction or supervision in accordance with a system designed to assure that qualified personal proper gathered and evaluated the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Sincerely,

PHILLIPS & ASSOCIATES


Steve C. Phillips
Process Control Engineer
Certified Chief Plant Operator #IV-05675

cc: Tomales Village Community Service District
Vanessa Zubkousky, Department of Public Health, Richmond
Via email at: Vanessa.Zubkousky@cdph.ca.gov

SELF MONITORING REPORT

Date	INF (INFLUENT)				EFF-TR (Treatment Pond No. 3 Eff)										EFF-Flow		EFF-D (Discharge eff)	
	Daily (KGALS)	Weekly (KGALS)	BOD (mg/l)	TDS (mg/l)	Nitrate as N	Nitrite as N	TKN mg/L	Ammonia N mg/L	Tot. Organic Nitrogen mg/l	TDS (mg/L)	BOD (mg/l)	pH Units	D.O. (mg/l)	Temp (C)	Daily (KGALS)	Weekly (KGALS)	C12 Tank Level (Inches)	Coliform MPN/100
7/1/2015	12.0														0.0			
7/2/2015	12.0														62.0			
7/3/2015	13.0														36.0			
7/4/2015	15.0														0.0			
7/5/2015	14.0														0.0			
7/6/2015	11.0														68.0			
7/7/2015	12.0	89.0	88.0	620.0	<0.2	<0.2	11.0	<0.2	500.0	23.0	9.5	4.4	21.0	40.0	206.0	38.0	30.0	
7/8/2015	13.0													27.0				
7/9/2015	13.0													36.0				
7/10/2015	14.0													0.0				
7/11/2015	17.0													0.0				
7/12/2015	16.0													0.0				
7/13/2015	13.0													0.0				
7/14/2015	13.0	99.0							570.0	27.0	9.7	3.8	21.4	7.0	70.0	31.0	<2	
7/15/2015	15.0													0.0				
7/16/2015	14.0													0.0				
7/17/2015	16.0													32.0				
7/18/2015	15.0													62.0				
7/19/2015	14.0													31.0				
7/20/2015	14.0													33.0				
7/21/2015	14.0	102.0							560.0	38.0	9.8	8.6	22.0	33.0	252.0	25.0	1600.0	
7/22/2015	12.0													61.0				
7/23/2015	14.0													0.0				
7/24/2015	13.0													0.0				
7/25/2015	15.0													0.0				
7/26/2015	14.0													0.0				
7/27/2015	13.0													9.0				
7/28/2015	12.0	93.0							570.0	32.0	9.9	14.9	22.4	34.0	172.0	22.0	<2	
7/29/2015	13.0													68.0				
7/30/2015	15.0													58.0				
7/31/2015	16.0													28.0				
														59.0				
Max	17.0	102.0	88.0	620.0	0.0	0.0	11.0	0.0	570.0	38.0	9.9	14.9	22.4	66.0	252.0	38.0	1600.0	
Min	11.0	89.0	88.0	620.0	0.0	0.0	11.0	0.0	500.0	23.0	9.5	3.8	21.0	0.0	70.0	22.0	30.0	
Mean	13.8	95.8	88.0	620.0	#DIV/0!	#DIV/0!	11.0	#DIV/0!	550.0	30.0	9.7	7.9	21.7	27.3	175.0	29.0	815.0	
Total	427.0													845.0				

Tomales Park Committee meeting minutes
Monday, September 28, 2015
Meeting began @ 6:40 pm

Margaret Grahm chaired the meeting.

Brian Lamoreaux served as note taker.

Present for meeting were: Walter Earle, Eric Knudsen, Melinda Bell and Donna Clavaud.

Present for park walk were: Terry Duffy

Absent: Patty Oku, Beth Koelker,

Agenda:

- Open Communication
- Review Minutes
- Gazebo / Gate / Water Fountain plans pickup
- Park Safety Inspection Work
- Ping Pong Table - see above
- Water Tower repairs
- Donation sign on Bathrooms

Committee met at the park @ 6pm to view possible placements for Ping Pong table. Several locations were discussed, including a new idea closer to the bathrooms, which gathered interest. Table needs to be placed so that it has ADA ramp access.

1. Open Communication: Donation from Petaluma Wheel Men (?) cycling group in amount of \$150 was made to the Park. [discussion]
2. Review minutes of last meeting: Minutes were adopted. [action]
3. Gazebo / Gate / Water Fountain plans pickup: plans are ready for pickup. Brian offered to pick up plans and deliver to David Judd. Goal is to present plans at TVCSD Board Mtg on Oct. 14, and at Design Review on Oct. 21. David will present the plans and Margaret will ask the TVCSD Board how they want to handle the RFPs for the Gazebo project. [discussion]
4. Park Safety Inspection Work: ADA ramps are recommended to be installed at Dutton House play structure, swing set area #1 and #2 and at the spring-mounted creatures. ADA ramps and ping pong table foundation do not require building permits. Because Park currently has money in the budget and other projects are taking longer, PAC may want to make progress on the ramps and ping pong table foundation sooner than the gazebo/gate projects (which require a permit). David Judd will be asked to research bids on ADA ramps. [discussion]
5. Ping Pong Table - see notes from above. Also, items yet to be discussed & determined: ping pong table net pattern, table surface and color and design of legs (2 options). [discussion]
6. Water Tower repairs: no news to report. David Judd, Joe Hodges and Bill Bonini (and possibly others) need to schedule this on a weekend. [discussion]
7. Donation sign on Bathrooms: PAC discussed possibility of a slot to be put in the door to the utility closet (middle door) near bathrooms, where park visitors can be

encouraged to put donations, so there is a place to accept these. Beth may design the sign for this. Brian offered to install the donation mail slot. [discussion]

Meeting adjured at 7:55pm

Minutes approved by:

Margaret M Graham

Date:

10-28-2015

INTERVIEW QUESTIONS FOR ADMINISTRATOR POSITION

1. CAN YOU OUTLINE WHAT YOU THINK ADMINISTRATIVE PRIORITIES MIGHT BE FOR THE FIRST 100 DAYS AT TVCSD? RATING: _____

NOTES:

2. WHAT KIND OF ADMINISTRATIVE STYLE DO YOU PREFER IN WORKING WITH A BOARD OF DIRECTORS? HOW DO YOU INVISION A WORKING RELATIONSHIP WITH STAFF, A BOARD OF DIRECTORS AND THE 2 COMMITTEES-PARK & FINANCE? RATING: _____

NOTES:

3. HOW CAN YOU ASSIST TVCSD IN MEETING NEW REGULATORY COMPLIANCE MANDATES AT OUR PLANT AND UPDATING OUR 2010 O&M MANUAL? RATING: _____

NOTES:

4. TVCSD HAS APPROVED 4 PROJECTS FOR TOMALES COMMUNITY PARK UTILIZING MEASURE A FUNDS-A GAZEBO, ADA WATER FOUNTAIN, A GATE/ENTRY WITH SIGNAGE, AND A CONCRETE PING PONG TABLE. WE HOPE TO SEE CONSTRUCTION STARTING IN 2016. WHAT ROLE DO YOU SEE THE TVCSD ADMINISTRATOR PLAYING DURING THIS CIP PHASE AT TOMALES COMMUNITY PARK? RATING: _____

NOTES:

5. DESCRIBE HOW YOU MIGHT COLLABORATE WITH THE FINANCIAL MANAGER AND THE FINANCIAL ADVISORY COMMITTEE TO DEVELOP A 5-YEAR FINANCIAL PLANNING STRATEGY.

RATING: _____

NOTES:

6. ONE OF OUR MAJOR GOALS IS TO DEVELOP A TVCSD RESERVE POLICY AND COMMIT TO AN ANNUAL RESERVE AMOUNT IN OUR BUDGET PROCESS. HOW DO YOU THINK YOU MIGHT PLAY A ROLE IN HELPING US MAKE THIS HAPPEN SO THAT WE CAN INVEST IN FUTURE NEEDS FOR MAINTENANCE AND REPAIR OF OUR SEWER SYSTEM? RATING: _____

NOTES:

RATING POINTS: 5= EXCELLENT, 4=GOOD, 3=ABOVE AVERAGE, 2=AVERAGE, 1=BELOW AVERAGE, 0=UNSATISFACTORY

CANDIDATE _____

SUMMARY OF ADMINISTRATOR CANDIDATE INTERVIEWS

TUESDAY, NOVEMBER 3, 2015

Structured Interviews were conducted by Bill Bonini and Donna Clavaud at Tomales Town Hall. Each interview was (1) hour and candidates were asked the same questions. The following are summary comments from each candidate.

JOSE ORTIZ:

Referred to TVCSD by Phillips and Associates. Professional Civil Engineer (CA license) with over 30 years of wide-ranging engineering and administrative experience in public and private sectors; worked for Santa Clara Valley Water District from 1981-2003; and from 2003-present has been a Consultant with his own firm. Has been Project Engineer for TVCSD during CIP phase working for Phillips and Associates and with Karl Drexel.

Jose describes his **administrative style** as “participatory”, “elicits input”, offers professional structure and facilitates process with Board, Staff, and Volunteers; he helps set ground rules and assists in clarifying goals, objectives & policies for results/outcomes. He sees TVCSD Committees as “extension of Board to get more District work accomplished”. Considers Volunteers as “pulse of community”; the Administrator as a source of professional information and for general oversight of District; Staff encouraged to be participatory.

He is familiar with TVCSD website and Mission Statement; asked if we had a Vision statement and was pleased to hear we did and that TVCSD has a 5-year Strategic Plan that identifies goals, objectives, strengths, opportunities and threats. Agreed that we need a new Plan (since ours is 5 years old). Ortiz says he is very dedicated to education and we discussed his interest in public outreach to stakeholders about TVCSD. He has considerable experience in working with diverse groups during his career and considers it very important.

In responding to **regulatory compliance and updates to 2010 O&M Manual**, he said “no surprises with new regulations”, that he would meet with Phillips and Associates first to clarify current compliance status and then “develop competent solutions for all regulatory concerns”. He spoke of “condition assessments” and “levels of service to community”. He has considerable asset management training and experience and is familiar with our physical plant. He would work with O&M operators to review routine “activity matrixes” and compare them to 2010 O&M Manual and then update the manual where necessary. He would also check with regulatory agencies to identify timeline for reports/updates and possibility for extensions where necessary. He reported that currently agencies are focused on large districts and those with discharges and other risk factors. TVCSD has some time to comply with new regulations. He sees the Administrator role crucial to transmit TVCSD technical progress and implemented solutions to State Water Board.

2-Summary of Candidate Interviews

About the upcoming **CIP projects at Tomales Community Park**, he sees the need for some contract administration oversight to protect the District and ensure compliance through inspections and adherence to contract obligations. He has extensive experience with project implementation and asks if the TCP has any funds to pay for “contract administration oversight”.

Ortiz said that the key element in **developing a 5-year Financial Plan** is an “asset management plan that identifies future costs while keeping the District financially solvent”. He would start by re-doing our capital asset analysis to examine needs for maintenance, repair and replacement and then work with Finance Staff and FAC to identify income revenues, savings and develop cost flow projections. He has experience doing this with much larger districts facing monumental improvement projects, like flood control in the valley. He said that it is crucial to identify spending priorities and to also identify consequences if we fail to plan. He feels it is important to hold to “operational rules” for spending money. He agreed it is important to commit to an annual budget amount for emergencies and reserves and stressed the need to keep analyzing desired level of service to our constituents and cost of services.

Reserve Policy and Reserve Fund: He agrees that both are essential and it is crucial to keep close eye on budgets and work with Financial Staff on projections of income and costs.

In summarizing **Priorities for the First 100 Days**, Ortiz lists compliance requirements, specifically to get familiar with the O&M Manual and Phillips Contract; to clarify relationship with the Board of Directors; clarify the roles of the Staff (Financial and Administrative Support); clarify the relationship with the two Committees; get up to speed on the TCP and identify need for administrative oversight for projects; and to clarify need for non-scheduled work within TVCSD.

MICHAEL LANE:

Supervising Field Specialist associated with the SUSP (Specialized Utility Services Program) at CRWA (CA Rural Water Association) to provide technical contract services in water & wastewater operations and management. He is a Grade 5 Operator and non-licensed Engineer with over 20 years of experience in all size water and wastewater systems. He has technical and administrative skills.

In response to his **administrative style**, Lane says communication is the most important factor. He seeks to get to know the team and “establish a comfort level” and find a balance. He sees his best working style is to develop effective partnerships with Staff, BOD, Volunteers, and Operators. He thinks it is good for ratepayers to see a team running the business of the district. Clear and regular communication with the Board President is essential.

3-Summary of Candidate Interviews

Regarding **compliance with new regulatory mandates at the plant and the update of the O&M Manual**, Lane would work with Phillips & Associates to identify current activity matrixes and assist with implementing new changes. Then he would review O&M Manual for consistency and make necessary updates as required. He also said that TVCSD has some time to comply as regulatory agencies are currently starting with the largest and most complex systems in the State and since we have no discharges and are small and have few problems, we are low on their radar at this time.

He mentions that if our O&M contract were to end, he could respond within 48 hours to bridge the gap, and within 2 weeks, we could re-do a contract with Lane as Chief Operator.

He would provide management oversight during the construction process of **TCP projects**. He was surprised that we already had plans and were ready to submit to County for permits. He spoke of being a Parks Project Director for a city of 65,000 and oversaw development of many projects from start to finish so he is familiar with oversight duties, like regular inspections, payments, meeting completion dates and contract details. He mentions that at CRWA, he has access to a pool of technical resources if needed.

Regarding a **5-year Financial Plan** and a **Reserve Policy and Reserve Fund**, Lane said he would have to get up to speed with the budgets in order to understand income and costs. He would meet with Financial Staff and FAC to assist with accomplishing these goals. He said one way to generate funds is to call for a one-time rate increase to establish a Reserve Fund.

First 100 Day Priorities for Lane would focus on budget and finances so he would work with our Finance people. He would also spend time with Administrative Support Staff to get familiar with all the documents/archives in TVCSD.

TED ANDERSON:

Over 30 years of experience in surveying, construction inspection and material testing for public works projects. From 1977-1980 he was Chief Inspector for the development of the SF wastewater project. His experience covers construction of treatment plants and he has report-writing skills to address compliance to regulatory agencies.

Ted describes his **administrative style** as “informal, conversational style”; he feels he is “candid and uses humor” to create an effective work environment. He understands he serves at the request of the BOD and thinks he will be “more pro-active over time” as he understands the job.

In responding about the **new regulatory compliance requirements** and the **update of the 2010 O & M Manual**, Ted says he will need to get familiar with the current compliance activities and

4-Summary of Candidate Interviews

compare them with the new requirements to develop an action plan. He would construct a chart for the analysis and indicates that he is familiar with computers and would study the Manual. He would develop checklists for needed changes and work with operators to implement mandates.

Concerning his role with upcoming TCP projects, he emphasizes this is his strong area. His construction experience covers a wide range of skill sets that include septic and sewer, pipes, paving, soils and compaction and the inspection of all phases of construction projects-large and small. He “can offer a range of construction approaches and can shepherd projects through all phases to completion”. He has been a Chief Inspector on many projects during his career and feels strongly that as the TVCSD Administrator he could provide necessary oversight during an upcoming phase of multiple projects.

Responding about his ability to collaborate with financial Staff and FAC to develop a 5-year Financial Plan, Ted says that this is not his strong area. He “is not too familiar with finances”. He could “help facilitate the process and provide support to get the job done”, but “it would be real learning curve”.

Ted would “do due diligence with asset management” and work with the team to develop a Reserve Policy and a committed Reserve Fund.

First 100 Day Priorities would “involve a real learning curve to review all TVCSD information and learn from the Staff, BOD and others on Committees to get up to speed”. He reflects that he has been coming to Board meetings for a long time and was encouraged to get involved by local residents since he has knowledge and experience.

Jose L. Ortiz Consulting
754 Pintail Court
Vacaville, CA 95688
(707) 330-3542
Jose91946@sbcglobal.net

November 6, 2015

Mr. Bill Bonini
President, Board of Directors
Tomales Valley Community Services District
P. O. Box 92
Tomales, CA 94971

Dear Mr. Bill Bonini:

RE: REQUEST FOR PROPOSALS TVCSD General Management/Administrator

It is with great interest in working for the Tomales Valley Community Services District that Jose L. Ortiz Consulting submits its Proposal to specifically address the needs of the District for general management and administrative services for the efficient operation, maintenance and enhancement of its facilities. The facilities include wastewater collection, treatment, and disposal and a community park.

Jose L. Ortiz, P.E. has been active in the region for almost 40 years and formerly directed watershed field operations, maintenance, and watershed program support for the Santa Clara Valley Water District. He has an in-depth understanding of the San Francisco Bay area landscape, the surrounding counties, and the regulatory community.

Please find attached our Proposal to provide general management and administrative services. We look forward to bringing our expertise to the Tomales Valley Community Services District. Thank you for considering my qualifications and proposal. I look forward to your response.

Sincerely,

Original signed by Jose L. Ortiz, Principal
Jose L. Ortiz Consulting

Enclosure

1. Background Information for Jose L. Ortiz Consulting

Jose L. Ortiz Background Information

a. Legal Name:	Jose L. Ortiz Consulting, dba Jose L. Ortiz, P.E.
Main Office:	Jose L. Ortiz Consulting, 754 Pintail Court, Vacaville, California 95688 Telephone: 707-330-3542; Fax: 707-452-0944
b. Year Established:	2009 (Jose L. Ortiz Consulting), 2003 (Jose L. Ortiz, PE)
c. Business Entity:	Sole Proprietor
d. Primary contact information:	Jose L. Ortiz Consulting, 754 Pintail Court, Vacaville, California 95688; Phone: 707-330-3542; Fax: 707-452-0944; Email: jose91946@sbcglobal.net
e. Services provided:	<p>Jose L. Ortiz Consulting is a single-person firm providing professional civil engineering and general management services in the water resources field. Positioned by over 22 years of experience at the Santa Clara Valley Water District, 4 years at Santa Clara County Land Development Engineering, and over 10 years assisting small water and wastewater treatment plant owners with permitting and other activities, Mr. Ortiz is uniquely qualified to provide professional services in management, planning, operation, and maintenance.</p> <p>Mr. Ortiz also provides services in water and wastewater system evaluations, modifications, operations, and maintenance. He has the keen ability to work closely with clients to quickly meet their needs with workable solutions. Jose L. Ortiz Consulting is a minority-owned, Small and Disabled Veteran Business.</p> <p>Services to be provided for this contract are in 3 primary areas and include:</p> <ol style="list-style-type: none"> 1. Routine services to conduct the required general management functions. These services include: <ul style="list-style-type: none"> • Interface with community members, conduct surveys, and assimilate relevant information; receive complaints and forward to the Board. • As directed by the Board, coordinate bid proposals and contracts for regular operations work to be performed. • Adhere to all local and state laws and advise Board on changes to said laws and address compliance issues. • Submit regulatory reports to local and state agencies as required. • Coordinate with District Administrative Support Section and with Finance Section staff. 2. Provide Administrative support, including: <ul style="list-style-type: none"> • Gather backup information for ongoing Board discussions of the annual budget process.

	<ul style="list-style-type: none"> • Adhere to TVCSD Reserve Policy goals and objectives and assure that required funds are being added regularly and that use of funds follows TVCSD CIP protocols. • Assist with documentation of policies; maintain historical and reference documents. <p>3. Sewer System Administration, including:</p> <ul style="list-style-type: none"> • Oversee contract with sewer operations and maintenance contractor, insure performance standards are being met; oversee annual review of performance contract. • Devise and maintain work order system. Maintain record book. • Coordinate all new sewer hook-ups and insure they are all inspected and meet District standards according to ordinances and specifications. • Maintain maps of all sewer components and new hook-ups and annexations. • Assure the sewer maintenance schedule is adhered to and effective at all times. • Oversee all capital improvement projects as directed by the Board and Standing Committees. • Coordinate Sewer Plant Tours. <p>4. Other duties as directed by the Board.</p>
f. Defaults:	No Contract Defaults

2. [References for Jose L. Ortiz Consulting](#) are available upon request.

3. Rate Sheets and Cost Proposal

Jose L. Ortiz's hourly rate is \$125.00

Travel from Vacaville to Tomales will be billed at 50% of the hourly rate, \$62.50.

Miscellaneous direct costs and reimbursable expenses:

- Mileage will be charged at \$0.575 per mile (or current Federal rate)
- Project-related expenses will be billed at cost plus 10%. All project-related expenses must be pre-approved by the Tomales Valley Community Services District

Task	Hours (Annually)	Rate	Total
1. General Management Functions	100	\$125.00	\$12,500.00
2. Administrative Support	120	\$125.00	\$15,000.00
3. Sewer System Administration	80	\$125.00	\$10,000.00
4. Direct costs or reimbursable expenses (Mileage, printing, etc.)		L.S.	\$1,000
Total	300	\$125.00	\$38,500.00

1. NON-SCHEDULED WORK

Non-Scheduled Work will be billed at the Contractor's hourly rate. Non-Scheduled Work will be invoiced at the end of the month in which the work was performed.

2. DISTRICT INITIATED WORK

When authorized by the District, Contractor may perform work outside the scope of services as Non-Scheduled Work.

3. EMERGENCIES

In the event of an emergency situation, Contractor shall make every reasonable effort to contact the District before incurring costs for Non-Scheduled Work.

2. Qualifications and Experience

Jose L. Ortiz Consulting Resume

Jose L. Ortiz, P.E.

Cellular 707-330-3542
Home 707-452-0944
Fax 707-452-0944

754 Pintail Court
Vacaville, CA 95688-2650
jose91946@sbcglobal.net

Summary

More than 30 years of experience in public and private sector work as a professional civil engineer, licensed in the State of California. Knowledge, skills, and abilities have been gained in several professional levels and have been related primarily to the planning, design, operation, and maintenance of flood management facilities. Accomplishments have included preparing planning studies for flood management projects; developing stream maintenance and permit acquisition programs; and inspecting, operating, and maintaining flood management facilities.

Career Achievements

- Successfully completed three major flood management planning studies consisting of Engineer's Reports and environmental documents on Coyote, Lower Penitencia, and Saratoga Creeks in Santa Clara County. Coyote and Lower Penitencia Creeks included levee improvements.
- Managed the conversion from a paper-based operation and maintenance organization to a state-of-the-art computerized maintenance management system.
- Initiated and secured disaster reimbursements totaling \$6.5 million from state Office of Emergency Services and Federal Emergency Management Agency for the floods of 1986 and 1995, the El Nino Floods of 1998, and the Loma Prieta Earthquake of 1989.
- Lead technical expert on the Stream Maintenance Program and Environmental Impact Report Project Team. This effort resulted in multi-year permits from the U.S. Army Corps of Engineers, the CA Department of Fish and Game, and two regional water quality control boards. The team was recognized by the District for outstanding performance and achievement in the area of teamwork.

Qualification Highlights

- Managed and directed a team of five engineers and four field operations administrators, successfully completing all flood control maintenance projects on-time and under budget.
- Inspection responsibility for nearly 200 miles of modified channels in Santa Clara County.
- Formulated levee restoration and remediation alternatives.
- Assisted RMC Water and Environment in the preparation of the Stream Management Master Plan for Zone 7 Water Agency.
- Acquired streambed alteration agreements (Sec. 1601) from CA Department of Fish and Game, Section 404 permits from the U. S. Army Corps of Engineers, and Section 401 water quality certification from various regional water quality control boards.
- Adapted to evolving community desires and regulatory agencies requirements on what and how stream management services should be provided. Provided input to the development of the Clean, Safe Creeks and Natural Flood Protection Program that promised to deliver the following outcomes- Protection from Flooding; Clean, Safe Water; Healthy Bay and Creek Ecosystems; and Trails and Open Space. The ballot measure in 2000 resulted in voter approval by a super majority of a special tax to fund program elements that would deliver these outcomes.

- Successfully completed training in management, supervision, project management, stream restoration, and environmental negotiation.

Professional Background

Consulting Civil Engineer 2012 to 2015
Jose L. Ortiz Consulting *Vacaville, CA*

Provided Operations and Maintenance Strategies for the Upper Penitencia Creek Flood Protection Project and prepared the Maintenance Guidelines Manual for the Project. Prepared Maintenance Guidelines for Lions Creek and Princevalle Storm Drain for the Asset Management Unit and the Watershed Unit of the Santa Clara Valley Water District.

Consulting Civil Engineer 2003 to 2012
Phillips & Associates *Napa, CA*

Project Engineer on water and wastewater projects for various clients including Tomales Village Community Services District, Circle Oaks County Water District, Napa Valley Housing Authority, Lake Berryessa Marina Resort, Pleasure Cove Marina Resort, and the City of American Canyon. Projects included preparing plans and specifications for irrigation field improvements, pipeline replacements, and sewage lift station rehabilitation; acquiring water system permits for community water systems; and evaluating existing water systems and making recommendations for system modifications.

Senior Project Manager 2003 to 2004
Santa Clara Valley Water District *San Jose, CA*

Prepared a flood-hazard mitigation study for the community of Alviso. The study consisted of pre-disaster mitigation planning to identify actions to reduce or eliminate future flood-related damages. The process involved the community in identifying and assessing flood hazards that posed a threat to people and property. One outcome of this effort was a levee-raising project to protect Alviso. This effort evolved into the formation of a collaborative between the Alviso Water Task Force and SCVWD.

Engineering Unit Manager 1981 to 2003
Santa Clara Valley Water District *San Jose, CA*

Directed the work of engineering and environmental staff supporting operations and maintenance activities. Provided oversight of capital projects managed by consultants or other SCVWD divisions. Reviewed land development applications and environmental documents submitted to the SCVWD.

- Project Engineer on three major flood management planning studies that consisted of Engineer's Reports and environmental documents.
- Responsible for the development of a computerized maintenance management system for flood control maintenance activities.
- Project team member on the Stream Maintenance Program and Environmental Impact Report.

Education and Registration

Bachelor of Science, Civil Engineering, San Jose State University 1976

Professional Civil Engineer, California, #29554 1978

Professional Development and Training

- Five Phases of Project Management, Enterprise Asset Management, Management Academy, Monitoring Organizational Performance
 - Microsoft Project, Excel, Word, PowerPoint, Outlook, ArcView (now ArcGIS)
 - Applied Fluvial Geomorphology, Fluvial Geomorphology for Engineers, HEC-2, HEC-RAS, Bentley WaterCAD v.7.0 and v.8.0, Familiarity with Autodesk products (AutoCAD 2002, Civil 3D 2008)
- Negotiating Effective Environmental Agreements, Introduction to CEQA, Resolving ESA Conflicts

1. Specialized Utility Services Program (SUSP)

The SUSP program is a subsidiary company of the California Rural Water Association. CRWA has established the SUSP program to answer requests from member and non-member systems for assistance and services that require more time and resources than CRWA can provide to systems utilizing our technical assistance and training programs. The SUSP program is set up to provide services in contract water and wastewater operations, contract utility management, rate studies, median household income studies, and a variety of contract management and operator training.

2. Scope of Services

General Service - SUSP will provide two (2) onsite visits per month, including a monthly board meeting with board members; and two (2) offsite administrative days per month for preparing required reports and handling any required communications and other clerical tasks.

Direct Services – SUSP will provide the following District Administrator services:

- CA Grade 3, or higher, Certification in Wastewater
- Oversight of compliance reporting associated with the operation of the facilities
- Work with systems engineer, contract O&M staff, board members, bookkeepers, board attorneys, and clerical staff
- Vehicle for SUSP operators
- Fuel and maintenance costs for vehicles
- Liability insurance and certificates of insurance

3. Price Proposal

SUSP will provide the General and Direct services outlined in Section 2 under the contract Scope of Services for the monthly fee of \$4,200.00 per month payable by the 15th of the following month. All travel and expenses incurred by SUSP employees are included in this price and based on the Scope of Services. Any additional onsite time, or emergency services requested or required, will be billed at the rate of \$75.00 per hour per person, plus travel costs at Federal per diem rates. These rates will include expenses incurred by the SUSP staff.

4. Proposal Summary

This is a price proposal and a more formal contract will be submitted upon an agreement on this proposal. We are flexible in providing services so please feel free to discuss any aspect of this price proposal with Dan DeMoss for clarification. Please remember this price includes all expenses associated with providing the outlined services. If you would like to see changes in the scope of services we will be glad to discuss any ideas or options that you might want to bring to the table. If you are in agreement with this price proposal, please sign, date and return this proposal to:



SUSP, Inc., 4131 Northgate Boulevard, Sacramento, CA 95834, Attention: Michelle MacLellan
via Fax: 916-553-4904 or via Email: mmaclellan@calruralwater.org

X _____
Tomales Village CSD: Name and Title

Date

X  _____
SUSP, Inc: Dan DeMoss, Executive Director

9/24/2015
Date



Subject: proposal for job
From: Ted Anderson (bigsurtapes@sbcglobal.net)
To: wmabonini@yahoo.com;
Date: Wednesday, November 4, 2015 4:08 PM

Resume
Theodore K. Anderson
PO Box 168 Tomales, CA 94971
707-878-9978

Work Experience

Surveying (Land & Construction) – 7 years

- 5 years as Chief of Party

Construction Inspection & Material Testing – 37 years

Work History

Consolidated Engineering Laboratories, San Ramon, CA - 1988 to 2004

Smith-Emery Co. San Francisco, CA - 1981 to 1987

San Francisco Clean-water Project – 1977 to 1980

ADA County Highway District, Boise, ID – 1970 to 1972 & 1976 to 1977

Snake River Bridge, Twin Fall, ID – 1973 to 1976

Chronic Surveys, Boise, ID – 1968 to 1973

State of Alaska, Highway Dept – 1964 to 1968

State of Nebraska, Dept of Roads – 1962 to 1963

State of Idaho, Dept of Highways – 1960 to 1961

Experience Qualifications

Surveying: Construction layout & Control, including party Chief in charge of four municipal survey parties.

Construction Inspection: Inspected and tested roadway construction, including excavation, soil compaction, asphalt paving, storm and sanitary sewer installation and surface drainage

with various city, county and state highway departments and the Federal Highway Administration. Chief inspector for construction of the San Francisco waste water project, including drains to the pump station and construction of the S.E. treatment plant in Hunter's Point. Interfaced between the owner (City of San Francisco) and the contractor building the plant. I have extensive experience in construction of treatment plants, slip-lining sewer pipes, pipe inspection, proper trenching and back-filling of excavations, dealing with contract compliance issues and working with city/county, state or federal governments personnel while working on these projects. I cut through red tape when

needed and move projects forward. I wrote reports on the findings I made while inspecting. Reports are the only tangible thing an inspector produces. They must be clear, accurate and reflect what was observed.

My skill set enables me to work efficiently within the confines of code, plans and specifications on public works projects. I am aware of best practices and techniques used in these projects. I formerly maintained all the certifications required by various government agencies for such projects, including approval to inspect projects controlled by the Office of the State Architect. I attended numerous seminars and classes to obtain these certificates.

Education

I graduated from high school and attended Boise State University for two years. I earned no degrees. I attended seminars and training on project scheduling as well as construction methods and materials testing. These included gaining expertise in concrete, soils, structural steel, welding, mechanical (piping) and septic treatment plant construction.

References

Jim Powers, Senior engineer at Consolidated Engineering Laboratories, 532 23rd Ave. Oakland, CA 94606 (510) 436-7626

K.C. Dewell, Senior engineer at Consolidated Engineering Laboratories, 532 23rd Ave, Oakland, CA 94606 (510) 436-7626

Fee Proposal

Base rate is \$49.63 per hour for the first 8 hours per week. The base rate covers the \$4,000 per year needed by me to cover the insurance required in the RFP. This is \$77.00 per week, regardless of the hours worked. Additional hours, if needed for the work, will be billed at \$40.00 per hour for up to 40 total hours per week. I estimate the job of administrator to be an average of 16 hours per week. The cost for administrator, based on the above, would be \$3,107 per month for 16 hours per week. Any hours over 40 hours per week will be billed at \$60.00 per hour. Any Sunday or legal holiday work will be billed at \$60.00 per hour regardless of the time worked the rest of the week.

Mileage for personal automobile use for District business will be reimbursed per IRS guidelines; presently \$0.55 per mile.

Per diem will be \$80.00 per day, if required to stay out of town on District business.

My home land line telephone service, if used, will not be billed for. My cellular phone, if used, will be billed \$0.25 per minute, the rate I am charged.

I cover the costs for my health insurance, which is the responsibility of a private

contractor.

The Worker's Compensation Insurance requirement does not apply to me as I am a private contractor with no employees.

Work Requirements

As I am presently retired, I am available full time, or as required. I live about 2 miles from the village of Tomales. With my background in civil engineering work, I am experienced in the construction and repair of septic systems. I am experienced in overseeing the work of contractors who maintain the system and do any repairs. I have interfaced with county, state and federal agencies who oversee the operation of the district. I am familiar with best practices needed to operate and repair the septic system, as well as oversee any construction or maintenance of the park. I would be able to do all that is necessary to manage, improve and maintain existing TVCSD administrative systems.

I use a computer to write reports and letters as needed. I would be able to upgrade my skills to meet the requirements the board expects of the administrator. The board packet is presently being put together by the administrator and has been shown to be the largest time consuming task of the administrator. Much of that work would be best done by a secretary, at secretarial rates and be overseen by the administrator. This would constitute a savings to the District and reduce the time from my proposed 16 hours a week to about 12 hours. I would attend all board meetings of the district.

Any communications with contractors, regulatory agencies or customers will be documented in writing and a log kept of all such communications. All verbal conversations of consequence will be summarized in writing and kept on file. A log of actions taken in response to these and any written communications will be kept in the District office in order to track such actions.

I would cooperate fully with the District's engineers, attorneys, sub-contractors or others engaged by the District. I am very professional in dealing with the public, regulators, contractors, auditors or politicians when dealing with District business. I would be able to fulfill the requirements set forth in the RFP concerning office management, administrative support, sewer system administration and the Tomales Community Park.

I can fulfill the requirements as set forth in the RFP concerning the nature of services required, the limitations of the administrator's role and attend all required meetings. I can fulfill the reporting and requirements as set forth in the RFP. I can fulfill the requirements set forth in the RFP in non-standard duties, including non-scheduled work, District initiated work, emergencies, new construction and work by others.

My work experience uniquely qualifies me to fulfill the duties of administrator as set forth in the RFP.