



TVCSO Board of Director's Meeting Agenda

Date: Wednesday, January 13, 2016, 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. Orientation of new TVCSO Board Members

- a. Special District Board Member Governing Documents
- b. TVCSO Board Member Handbook
- c. TVCSO Policy Manual
- d. Mandatory training and other
- e. Forms - 700, and W-4

V: Approval of December 9, 2015 Minutes Action

VI. Financial Report (Melinda Bell)

- a. Accept Check Registers and Approve Expenditures Action
- b. Financial Manager's Report
- c. Review and Approve Financial Statements Action

VII. General Manager's Report

VIII. Phillips & Associates Report

- a. Review reports for November 2015
- b. CCTV inspection of existing sewer mains report.

XI. Committee Reports

- a. Financial Advisory Committee (FAC)
 1. Review approved December 14, 2015 minutes
- b. Park Advisory Committee (PAC)
 1. Update projects
 2. PAC requests a TVCSO board member for Park committee Action
 3. Spending limit for PAC without TVCSO board approval Action

X. Pending Business

XI. Other Business

XII. New Business

XIII. Correspondence

XIV. 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 ● Donna Clavaud

Peter MacLaird ● Dru Fallon O'Neill



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Orientation of new TVCSO Board Members

- 1.) Special District Board Member Governing Documents (153 pages)
- 2.) TVCSO Board Member Handbook (22 pages)
- 3.) TVCSO Policy Manual (41 pages)

These documents have been emailed to the TVCSO Board of Director's, and TVCSO General Manager Jose Otriz.

Copies of these documents are available for public review in the TVCSO Office, located above Diekmann's General Store (second floor) and on the TVCSO website.

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DRAFT

Board Members Present: President, Bill Bonini, Deborah Parrish, Donna Clavaud

Board Members Absent: None

Also Present: Melinda Bell (Treasurer), Cynthia Hammond (Secretary), Venta Leon, Margaret Graham, Walter Earle, Beau Evans, Nicole Vigeant

I. Call To Order:

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

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 December 9, 2015 Board Meeting Agenda:

President Bill Bonini, motioned to move Website (under **Other Business**) and PAC (under **Committee Reports**) after Approval of Minutes.
No objections, motion carries.

IV: Approval of November 11, 2015 Minutes:

Patty Oku emailed a request to correct November 11, 2015 minutes to read as follows:

- 1.) "I believe I said I thought the RFP and project management should be done by our GM/Admin."
- 2.) "I suggested new members take Ethics, Sexual Harassment and Brown Act training, through Target Solutions, in Dec., before the January meeting."

President Bill Bonini motioned to approve November 11, 2015 minutes with the above corrections. Deborah Parrish seconded the motion.

M/S/U

V. Financial Report (Melinda Bell):

a. Accept Check Registers and Approve Expenditures.

Melinda Bell distributed an amended list of bills which included SWRCB SRF Loan for \$24,137, City National Bank (annual solar lease payment) \$17,941, Robert Johnson, CPA, \$4,750, Telstar (SCADA upgrade) \$15,002. City Sewer's bill was \$850 (doubled) as there are more solids. Steve Phillips will be monitoring (recommends every two (2) months).

b. Financial Manager's Report.

Currently on balance sheet the Park has \$88,000 and \$283,000 on balance sheet for sewer.

Melinda Bell went over the Auditor's report: Every year there is an internal control report. This year the Auditor has prior year recommendations and no recommendations for current year. Prior year recommendations are the following: Policy Manual, Retention Policy, Reserve Policy, and FDIC Protection. Auditor's report is available in the TVCSD office.

Melinda Bell quoted from Auditor's report, "The Management's Discussion and Analysis is not a required part of the financial statements but is supplemental information required by the Government Auditing Standards Board. Management has elected to omit the Management's Discussion and Analysis".

Melinda Bell will send in application for BOD's to become employees of the state. As of January 31st, 2016 wages (stipends) will be over \$100. BOD's will receive \$50 stipends for meeting attendance.

Beau Evans, a reporter from the Pt. Reyes Light, asked the BOD's if TVCSD is going to charge Shoreline School District the depreciation costs for this year. Melinda Bell explained that the bill has already been paid, less the depreciation. President, Bill Bonini said this would be revisited in 2016 for the following year.

Deborah Parrish motioned to accept check register and approve expenditures.

Donna Clavaud seconded the motion.

M/S/U

c. Review and Approve Financial Statements.

Deborah Parrish motioned to approve financial statements. Donna Clavaud seconded the motion.

M/S/U

VI. Phillips & Associates Report:

a. Review reports for October 2015 and November 2015.

President, Bill Bonini reported that everything was normal.

b. Status report on TV inspection

President, Bill Bonini and Steve Phillips were present with Roy's Sewer Service while the lines were TV'd. No misaligned joints, cracked pipes, leaks, major issues or gravel was found. 2,500 feet were done in one (1) day: Carrie Street, Valley Street, Valley Street to Highway One and Tomales High School to the Plant (1/4 of the system). Everything looked good. When school is in session, gravel is present. There may have been a broken line, gravel got in, line was repaired and the gravel worked its way out. Donna Clavaud suggested that since \$5,000 was budgeted and \$2,500 was used for this project, the lines could be TV'd again in wet weather. President, Bill Bonini was pleased with results.

VII. Committee Reports:

a. Financial Advisory Committee (FAC)

1. Review and approve November 16, 2015 minutes.

FAC committee met on November 16th, 2015. Donna Clavaud reported that Melinda Bell was voted as new acting Chair as she is best to keep FAC on task financially. Donna Clavaud explained what FAC is currently working on: TVCSD needs a new five (5) year strategic plan, Matrix recommends developing a five (5) and 10 year financial plan, a set of financial policies for the District, revisit negotiations with Shoreline Unified School District on their contract, develop a draft of Policies and Procedures Manual. At next FAC meeting the focus will be on orientation packet for new BOD with policies. Also to look at financial projections for the management report that goes with the audit.

Deborah Parrish recommends that at the January 13th, 2016 BOD meeting spending $\frac{1}{4}$ to $\frac{1}{2}$ the meeting focusing on Board orientation. This will be added as an agenda item. Deborah Parrish suggests providing BOD with drafts of policies and documents. BOD will submit to Cynthia Hammond policies and documents for BOD orientation packet for distribution at January 13th, 2016 BOD meeting.

b. Park Advisory Committee (PAC)

2. Update projects

Margaret Graham recommends that once the Park plans were accepted, there should be two (2) RFP's. One (1) for the gazebo, water fountain and gate and one (1) for a Project Manager to oversee the project. Prevailing wages laws as of April 1st, 2015 will be under new regulations of \$1,000 or more. PAC won't put out an RFP for the handicap ramps as this falls under the prevailing wage laws and Measure A. Deborah Parrish sited code 20682A:

A district may purchase materials and supplies for the construction or completion of any

building, structure, or improvements in the open market when the cost does not exceed twenty-five thousand dollars (\$25,000). The gazebo will be over \$25,000. Patty Oku volunteered to do the RFP's. Margaret Graham said contractor rates are between \$50 and \$150 per hour. Donna Clavaud suggested the General Manager be the Project Manager, as he will be overseeing the Park. Margaret Graham says PAC will discuss the General Manager as the Project Manager and asked what the General Manager's hourly rate was (\$125 per hour), Deborah Parrish said it may behoove PAC to look at other bids as other hourly rates may be less. President Bill Bonini said General Manager could possibly make an offer as Project Manager. President, Bill Bonini said General Manager will be working 25 hours per month which includes general oversight of the Park, will look the project over, and will look over the RFP's. Donna Clavaud said his first 90 days will be an assessment of what District priorities need to be and at the end of the 90 days, General Manager and TVCSD will have a better sense of what the burning issues are. PAC will review applicants and will make a recommendation to Board; Board will review RFP'S.

Margaret Graham would like to have a \$1,000 spending limit without board approval. Deborah Parrish thought there was a policy on that, President, Bill Bonini doesn't have an issue with \$500 and suggested to add this to the January 2016 Board meeting agenda: approve a \$1,000 spending expenditure at the Park that the Advisory Committee could use. Deborah Parrish stated that FAC is going to request to the BOD starting January 2016 that policies are written down to avoid confusion. President, Bill Bonini stated that some policies probably needed to be reviewed and updated.

Margaret Graham asked that when the gazebo project is started and Measure A funds are available two (2) times a year, if the PAC needs to go over Measure A funding, will the District cover that until the next funding comes in? President, Bill Bonini stated that once there is a budget, how much the project will cost, how much Measure A funding there is, TVCSD could loan the Park money until the next Measure A payment. President, Bill Bonini doesn't see a problem with this but wants to see documentation. Donna Clavaud recommends familiarity with Measure A regulations and recommends a conversation with Kevin Wright. Measure A website states that a project needs to stay within a work plan budget: it hints that loans may not be acceptable, though funds can be carried over and advancements are allowed. Prior General Manager put \$10,000 in Park budget as an advance from Measure A funds. Melinda Bell confirmed it was in the Park budget (\$27,000 prior year funds, \$10,000 prior year funds and \$10,000 advancement). Donna Clavaud suggested PAC may have to stage out projects based on when Measure A funding becomes available.

Margaret Graham requests a TVCSD board member for PAC. Item will be added to TVCSD January 13th 2016 BOD meeting. Next PAC meeting is scheduled for January 22nd 2016.

Nicole Vigeant asked the status of the PAC plans that were submitted to the County. President, Bill Bonini said the plans have been submitted and the County hopefully would

get back to TVCSD before Christmas. Permit fee was \$1,300. Donna Clavaud said application fee waiver form was submitted. The Coastal Commission is the biggest issue.

VIII. Pending Business:

a. Review and approve Jose Ortiz service contract for General Manager President, Bill Bonini to sign Jose Otriz's contract as new General Manager beginning December 15th, 2015. Deborah Parrish wants to clarify that Jose Ortiz contract is for thirty two (32) hours per month for first three (3) months. After the ninety (90) days, his hours are estimated to be 20-24 hours per month. Deborah Parrish asked where the point was stated that after ninety (90) days the contract would be reviewed and suggested to add "term" for how long the contract is. The "term" is stated in the addendum, and shall remain in effect according to attached addendum, which will be dated. Once the ninety (90) days are completed, only the addendum will need to be changed and not the entire contract. Travel time is added into his contract.

Deborah Parrish motioned to approve the service contract for Jose Ortiz with stated changes: adding the date to the addendum and making the term for ninety (90) days. Donna Clavaud seconded the motion.
M/S/U

IX. Other Business:

a. Walter Earle to report on Grand Jury website recommendations. Grand Jury looked at TVCSD website and found deficiencies. Walter went onto LAFCO's website, copied TVCSD boundary map, and map is now on TVCSD website. A Description of "Services and Functions" is also missing but not sure what that means. The past three (3) years of budgets are now on website as recommended by Grand Jury. Elected and appointed officials with biographies are also recommended along with expirations of terms (expiration of terms are now on TVCSD website). Walter Earle raised a question to the BOD: "Do you want to add biographies"? President, Bill Bonini suggests to wait until new board members are sworn in. This item will be added to January 2016 agenda. Election procedures and deadlines and reimbursement policies (stipends) are also suggested to be on the website. Starting January 2016, Board of Directors will be given stipends (a maximum of \$100 per month). Other Grand Jury suggested items are: List of administrative officials, General Manager, key staff and their salaries and benefits. Deborah Parrish stated that there are no employees, just contractors, and no one receives benefits. Melinda Bell confirmed everyone is a contractor. Salaries and wages are included as line items in the budget and may be stated on the website this way. Missing are downloadable Public Records. Melinda Bell receives and responds to all Public Records request. Last item missing is Authorizing Statute Enabling Act, the original Act that authorizes TVCSD as a Special District. Walter Earle searched LACFO and County of Marin website and didn't find anything, will continue to investigate; Donna Clavaud stated the General Manager could do this. Board member Ethics Training Certificates

also need to be on the website.

Walter Earle will resubmit by December 11, 2015 with an explanation to the Grand Jury that TVCSD is working on the website, some changes have been made, new Board Members are beginning their terms in January and the TVCSD website will be updated with recommendations.

President, Bill Bonini asked Walter Earl if he was OK updating the website. Walter Earl said yes. Walter Earl is currently uploading documents to website, Margaret Graham suggested documents could be given to Cynthia Hammond and she could upload, but Walter Earl would need to create the links. Walter Earle will think about how this would work and this item will be added to the TVCSD January 13th 2016 BOD agenda.

Nicole Vigeant questioned if the TVCSD phone system has been resolved and suggests removing TVCSD office phone number from website. Donna Clavaud stated the phone issue will be the first order of business for the new General Manager. President, Bill Bonini said new General Manager begins December 15, 2015. Walter Earle will remove TVCSD phone number. Melinda Bell currently monitors and responds to administrator emails.

X. New Business:

None

XI. Correspondence:

None

XII. Adjournment:

Deborah Parrish made a motioned to adjourn the meeting. Donna Clavaud seconded the motion.

M/S/U

Meeting adjourned 8:26 p.m.

Next Meeting: January 13, 2016 7:00 p.m.

Approved by: President Bill Bonini

Date

Attested by: Cynthia Hammond, Secretary

Date

**December Check Registers and Bills for Approval
As of December 31, 2015**

Date	Num	Name	Memo	Amount	Balance
	131.00	Total Sewer Cash	Beginning Balance		283,663.45
	131.31	Redwood Credit Union	Beginning Balance		135,699.05
	131.42	Bank of Marin - Money Market			39,152.52
12/16/2015			Deposit	8.40	39,160.92
12/16/2015			Deposit	57,385.81	96,546.73
12/18/2015			Jan-Aur #1	90.99	96,637.72
		Total 131.42 · Bank of Marin - Money Market		57,485.20	96,637.72
12/01/2015		131.44 · Bank of Marin - Sewer	Beginning Balance		70,351.86
12/02/2015	4132	Nelson Staffing		-314.55	70,037.31
12/02/2015	4133	Capital One Bank		-46.90	69,990.41
12/08/2015	4136	City National Bank	annual lease payment #09-006	-17,941.18	52,049.23
12/09/2015	4127	City Sewer Pumping	12/2pump	-850.00	51,199.23
12/09/2015	4128	PGE	December	-71.36	51,127.87
12/09/2015	4129	Roy's Sewer Service, Inc.	invoice 191713	-2,500.00	48,627.87
12/09/2015	4137	Marin County Tax Collector	account 162255 6/30 - 9/30/15	-358.75	48,269.12
12/09/2015	4138	Marin County Dept of Public Works	HazMat business Plan permit	-282.50	47,986.62
12/09/2015	4139	Melinda K. Bell	November 35.5 hours	-1,242.50	46,744.12
12/09/2015	4140	Phillips & Associates	December	-6,222.55	40,521.57
12/09/2015	4141	Telstar Instruments	invoice 83813	-15,002.77	25,518.80
12/09/2015	4142	Municipal Finance Corp.	annual admin fee	-750.00	24,768.80
12/09/2015	4143	Robert Johnson, CPA	2014/2015 audit	-4,750.00	20,018.80
12/16/2015			Funds Transfer for ck 4136	17,941.18	37,959.98
12/17/2015	4144	SWRCB SRF Loan	contract 98843-550-0	-24,137.68	13,822.30
12/17/2015	4145	AT&T Uverse	145835838	-206.98	13,615.32
12/18/2015	4146	Kristin Lawson	quarterly rent	-300.00	13,315.32
12/18/2015	4147	Nelson Staffing		-366.97	12,948.35
12/18/2015	4148	AT&T Uverse	138729848	-121.24	12,827.11
12/18/2015	4149	Capital One Bank	Sonic Nov	-19.95	12,807.16
12/28/2015		Tomales Regional Histroy Center		63.00	12,870.16
12/28/2015			Deposit	74.49	12,944.65
		Total 131.44 · Bank of Marin - Sewer		-57,407.21	12,944.65
		131.48 · Bank of Marin - Solar	Beginning Balance		38,460.02
12/16/2015			Funds Transfer for ck 4136	-17,941.18	20,518.84
		Total 131.48 · Bank of Marin - Solar		-17,941.18	20,518.84
Total 131.00 · Sewer Cash				-17,863.19	265,800.26
		131.46 · Bank of Marin - Park Account	Beginning Balance		88,221.92
12/09/2015	1116	PGE	December	-64.04	88,157.88
12/12/2015	1117	Marin County Community Develop	permit application	-1,370.25	86,787.63
12/20/2015		Henry Elfstrom		70.00	86,857.63
Total 131.00 · Park Cash				-1,364.29	86,857.63
Date	BILLS FOR APPROVAL		Num	Balance	
12/31/2015	Melinda K. Bell		December	1,505.00	
12/24/2015	Nelson Staffing		3.75 hours	131.06	
12/29/2015	PGE		11/25-12/24	97.40	
01/01/2016	Phillips & Associates		January	5,808.33	
12/20/2015	USPS		annual bulk permit	225.00	
	TOTAL BILLS FOR APPROVAL			7,541.79	

Financial Manager's Report

January 13, 2016

In the packet you will find the financial statements for the first half of this fiscal year, the December check registers and a list of bills for approval, but as I did last month, I am minimizing my report this month because new Board members and a new General Manager are of greater importance than continuing financial reports. I will mention briefly that Sewer current assets on the balance sheet are down from last year because \$26,000 billed to SUSD had to be written off last year-end and there was an additional excess \$52,000 in expenses more than income last fiscal year. The Sewer has \$36,000 less net income this year than budgeted, but more than half of that difference is \$18,500 in budgeted use of reserves, not income at all. Park net income is close to the net income budgeted. I report below other issues of particular concern at this time.

AT&T

After innumerable service calls and innumerable service reps, AT&T finally noticed we had a serious problem and assigned a higher level rep to call me back a week after the last service call around Christmas. He was able to restore the call forwarding and the message retrieval to our account. Messages from both telephones can now be picked up from the website, and the plant telephone is forwarded to my cell phone. Both voice lines and internet accesses are now working.

Hours and Duties

Now that full staffing is in place, the Board should allocate staff time to specific tasks so that all responsibilities are covered. I believe that Jose's time is estimated at 16 hours a week, Cynthia's at 4 hours a week, and mine at 10 hours a month or 2.3 a week. After responsibilities are assigned, new job descriptions should be written.

Approval of invoices

For proper internal controls, someone else should approve the bills which I pay. Our written policy can identify any routine bills for which reporting in the board packet list and check register alone are sufficient.

Emails and phone messages

Retrieval of administrative emails and phone messages should be assigned specifically to someone.

Office computer

The office computer is currently on in the office and accessible by Logmein for Jose, Phillips, and me. We should discuss the best use of this computer and take steps to secure it.

Policies

Work needs to continue on finalizing and distributing our draft policies. Policy on reserves and long-term repair and replacement work plans should have a priority

Employer Status

I have obtained a state employer identification number. I will distribute a form to the board members for use in reporting hours spent in meetings. Social Security, Medicare, Disability and Unemployment taxes will be deposited, and quarterly payroll tax reports will be filed. I will research the applicability of sick leave accrual and coverage under the Affordable Care Act for meeting stipends.

MD&A

The 2015 Management Discussion and Analysis should be completed.

Balance Sheet Prev Year Comparison 12/31/2015

		Dec 31, 15	Dec 31, 14
	SEWER		
	131.00 · Cash		
	131.31 · Redwood Credit Union	135,699.05	85,604.37
	131.42 · Bank of Marin - Money M	96,637.72	136,456.51
	131.44 · Bank of Marin - Sewer	12,944.65	11,991.19
	131.48 · Bank of Marin - Solar	20,518.84	12,313.57
	Total 131.00 · Cash	265,800.26	246,365.64
	137.00 · Accounts Receivable	0.00	110,015.64
	138.00 · Receivable - TVCSD Park	0.00	3,211.00
	Total Current Assets	265,800.26	359,592.28
	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	939,393.31	939,393.31
	112.00 · Solar System	269,945.21	269,945.21
	105.00 · Less Accumulated Depreciation	-500,216.01	-451,112.01
	Total Fixed Assets	1,570,824.48	1,619,928.48
	Other Assets		
	136.00 · SUSD Note Receivable	19,807.04	21,104.04
	151.00 · CREBs Unamortized Issuance Co	0.00	15,250.00
	152.00 · Accumulated Amortization	0.00	-4,485.18
	Total Other Assets	19,807.04	31,868.86
	TOTAL ASSETS	1,856,431.78	2,011,389.62
	Liabilities		
	222.00 · Accounts Payable	1,958.46	11,505.71
	211.00 · SWRCB SRF Loan	154,749.88	174,841.36
	215.00 · CREBS Bond	197,352.92	215,294.10
	Total Liabilities	354,061.26	401,641.17
	Equity		
	260.00 · Retained Earnings	1,274,279.74	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	-4,962.56	23,613.10
	Total Equity	1,502,370.52	1,609,748.45
	TOTAL LIABILITIES & EQUITY	1,856,431.78	2,011,389.62
	PARK		
	131.00 · Cash		
	131.46 · Bank of Marin - Park Acc	86,857.63	62,580.63
	Accounts Receivable		
	137.00 · Accounts Receivable	0.00	70.00
	Total Current Assets	86,857.63	62,650.63
	Fixed Assets		
	100.20 · Land and Land Rights	132,000.00	132,000.00
	111.00 · Park Equipment	305,532.92	299,899.00
	105.00 · Depreciation	-43,933.00	-36,433.00
	Total Fixed Assets	393,599.92	395,466.00
	TOTAL ASSETS	480,457.55	458,116.63
	LIABILITIES & EQUITY		
	Liabilities		
	222.00 · Accounta Payable	0.00	87.89
	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	28,298.89
	Equity		
	252.50 · Investment in Capital Assets	393,599.92	395,466.00
	260.00 · Retained Earnings	40,670.58	17,233.69
	Net Income	21,187.05	17,118.05
	Total Equity	455,457.55	429,817.74
	TOTAL LIABILITIES & EQUITY	480,457.55	458,116.63

Sewer Budget Comparison July-December 2015

	Jul - Dec 15 Actual	Jul - Dec Budget	Annual 2015 Budget		Jul - Dec 15 Actual	Jul - Dec Budget	Annual 2015 Budget
Income							
301.10 - Services Charges - Monthly	378.00	378.00	756.00	414.62 - Dues and Subscriptions	1,051.65	1,010.00	1,510.00
301.15 - Services Charges - Annual Fees	2,268.00	1,512.00	1,512.00	414.67 - Solar Lease Admin Fee	750.00	750.00	750.00
301.20 - Services Charges - SUSD	68,464.78	69,613.00	69,613.00	414.68 - Solar Lease Agreement	17,941.18	17,941.18	17,941.18
301.35 - Solar Portion - County	0.00	7,680.00	7,680.00	414.71 - Plant and Building Maintenance	0.00	1,000.00	1,000.00
301.30 - Services Charges - County - Other	57,385.81	54,000.00	90,191.43	414.72 - Computer Repairs	15,002.77	250.00	250.00
301.40 - Capital Improvement Component	0.00	4,420.00	4,420.00	414.73 - Equipment Repairs	0.00	1,150.00	1,150.00
303.10 - Permit and Inspection Fees	250.00			414.76 - Collection System Maintenance	3,714.00	5,500.00	5,500.00
305.00 - SUSD Sinking Fund	8,062.00	8,062.00	8,062.00	414.77 - Irrigation Field Maintenance	263.52	2,000.00	2,000.00
311.00 - Interest Income	1,400.86	1,344.00	1,422.00	414.78 - Solar Panel Maintenance	0.00	400.00	400.00
315.50 - Levy 4	202.61	3,900.00	8,200.00	Total 414.70 - Repairs and Maintenance	18,980.29	10,300.00	10,300.00
315.00 - Intergovernmental Revenues - Other	2,515.00		0.00	414.75 - New Equipment	0.00	13,000.00	13,000.00
316.00 - CSI Solar Rebate	5,971.00	6,900.00	12,750.00	414.81 - Travel	0.00	600.00	1,200.00
318.30 - Transfer In	0.00	18,500.00	18,500.00	414.83 - Meetings and Seminars	0.00	160.00	320.00
Total Income	146,898.06	176,309.00	223,106.43	Total 414.80 - Travel and Meetings	0.00	760.00	1,520.00
Expense				414.90 - Telephone and Internet Services	1,599.04	1,320.00	2,640.00
410.00 - Sewage Collection	150.14	225.00	375.00	414.95 - Miscellaneous Expenses	0.00	0.00	0.00
411.00 - Sewage Treatment	3,591.66	1,068.00	1,666.00	417.10 - Bank Service Charges	0.00	0.00	0.00
412.00 - Sewage Disposal	154.23	168.00	336.00	417.20 - Election Expense	0.00		428.31
414.05 - Administrator's Fees	28,360.00	22,500.00	45,000.00	417.30 - LAFCO Charges	-115.50	124.00	124.00
414.22 - Licenses and Permits	1,346.50	1,346.00	1,346.00	417.00 - Other Operating Expenses - Other	-0.14	0.00	0.00
414.31 - Property & Liability Insurance	5,717.31	5,312.00	5,312.00	415.50 - Depreciation Expense	21,500.00		4,371.00
414.33 - Worker's Comp Insurance	772.36	738.00	738.00	420.20 - Interest Expense - SRF Loan	4,046.20	4,371.00	4,371.00
414.35 - Health Insurance Allowance	400.00	0.00	0.00	423.20 - Awards and Gifts	0.00		175.00
414.41 - Postage and Delivery	253.25	130.00	211.00	Total Expense	151,860.62	144,728.84	216,444.81
414.42 - Printing and Copies	0.00	50.00	50.00	Net Income	-4,962.56	31,580.16	6,661.62
414.43 - Office Supplies	110.01	190.00	380.00				
414.44 - Sonic - Web Hosting	79.80	869.70	1,739.40				
414.45 - Equipment Expense	124.74	0.00	0.00				
414.465 - Board Member Stipend	0.00	2,100.00	4,200.00				
414.467 - Board Training	60.00	760.00	1,920.00				
414.468 - Board Meeting Expense - Other	0.00	1,000.00	1,000.00				
414.47 - Clerical/Bookkeeping	9,625.00	2,100.00	4,200.00				
414.48 - Office Rent	600.00	600.00	1,200.00				
414.49 - Secretary	1,642.05	3,900.00	7,800.00				
414.495 - Recruiting	0.00	1,000.00	1,000.00				
414.50 - O&M Contractual Services	27,896.60	33,915.96	67,831.92				
414.551 - Legal Fees	474.25	5,000.00	5,000.00				
414.552 - Accounting	4,750.00	5,000.00	5,000.00				
414.553 - Consulting	0.00	2,000.00	2,000.00				
414.555 - Grant Writer	0.00	5,000.00	5,000.00				
414.61 - Newsletter Expense	0.00	180.00	360.00				

TVCS D Park
Park Budget vs. Actual
July through December 2015

		TOTAL	
		Jul - Dec 15	Budget
Income			
311.00	· Interest Income	1.80	0.72
315.00	· Intergovernmental Revenues		
315.60	· HOPTR	0.00	0.00
315.65	· Property Tax Refund	0.00	0.00
315.70	· SB 90 Reimbursement	7,273.00	
315.75	· Measure A Prior Year Carryover	0.00	27,053.00
315.80	· Measure A Funds	15,943.96	27,387.00
315.85	· Advanced Measure A Funds	0.00	10,000.00
Total 315.00 · Intergovernmental Revenues		23,216.96	64,440.00
320.00	· Contributions Income		
320.20	· Restricted		
320.25	· Prior Year Carryover	0.00	1,500.00
320.20	· Restricted - Other	0.00	1,500.00
Total 320.20 · Restricted		0.00	3,000.00
320.30	· Unrestricted		
320.32	· 2013 PitP	0.00	0.00
320.35	· Prior Year Carryover	0.00	10,693.00
320.30	· Unrestricted - Other	25.00	100.00
Total 320.30 · Unrestricted		25.00	10,793.00
320.00	· Contributions Income - Other	150.00	
Total 320.00 · Contributions Income		175.00	13,793.00
322.00	· Park Use Rental		
322.50	· Cleaning and Security Deposit	0.00	0.00
322.00	· Park Use Rental - Other	345.00	450.00
Total 322.00 · Park Use Rental		345.00	450.00
322.60	· Water Tower PGE	420.00	420.00
340.00	· Grants		
340.10	· Board of Supervisors	0.00	10,774.00
340.20	· Dean Witter Foundation	0.00	9,000.00
Total 340.00 · Grants		0.00	19,774.00
Total Income		24,158.76	98,877.72
Expense			
414.20	· Office Expense		
414.21	· Postage and Delivery	0.00	0.00
414.22	· Printing and Copies	0.00	0.00
Total 414.20 · Office Expense		0.00	0.00
414.55	· Professional Fees		
414.56	· Legal Fees	0.00	0.00
Total 414.55 · Professional Fees		0.00	0.00
414.70	· Repairs		
414.71	· Building Repairs	316.70	
414.74	· Park Maintenance	0.00	0.00
Total 414.70 · Repairs		316.70	0.00
414.75	· PGE - Park	0.00	0.00
414.80	· Measure A		
414.81	· Measure A Project Expenses	1,885.12	59,000.00
414.82	· Measure A Maintenance Expenses	342.50	225.00
414.83	· PGE Park	427.39	654.90
414.85	· Matching Project Funds	0.00	7,000.00
Total 414.80 · Measure A		2,655.01	66,879.90
423.30	· Fundraising Expense		
423.31	· Party in the Park	0.00	0.00
Total 423.30 · Fundraising Expense		0.00	0.00
430.00	· Miscellaneous	0.00	3,000.00
Total Expense		2,971.71	69,879.90
Net Income		21,187.05	28,997.82

GENERAL MANAGER'S REPORT

JANUARY 13, 2016

General Manager Services Contract

- ❖ Executed Contract on December 22, 2015
- ❖ Terms for Services Contract have been revised to reflect Board discussion.
- ❖ Certificates of insurance, coverage limits have been provided to TVCSD.

Coordination with Staff

- ❖ Met with Donna Clavaud and District administrative support and finance sections staff on December 30, 2015 to briefly discuss roles and responsibilities and agenda preparation needs.
- ❖ Instituted an informal (at this time) review and approval process for invoices and bills. This is consistent with the Board discussion at its meeting on November 11, 2015.
- ❖ Contacted Phillips & Associates to get access codes to SCADA system and to review the conditions of the various facilities.
- ❖ Began reviewing existing procedures, gathering and reviewing data and background reports, existing contracts and agreements, and regulatory requirements and self-monitoring reporting procedures.

New Business

- ❖ Received email request for sewer connection requirements from Mr. Scott Hochstrasser. Property is located at 195 John Street.

Miscellaneous

- ❖ None at this time.

Next Month

Review Studies and Data

- ❖ Review Waste Discharge Requirements and identify and prioritize compliance needs. Contact Regional Board staff to inform them of organizational changes.
- ❖ Review Organization and Management Study prepared by Matrix Consulting Group in April 2015. Identify recommendations that have been begun, completed, or deferred for implementation.

District Coordination

- ❖ Conduct facility inspection and needs assessment with Phillips & Associates.
- ❖ Define General Manager role when interacting with the Park Advisory Committee and the Finance Advisory Committee.
- ❖ Define roles and responsibilities among GM, Administrative Support, and Finance Manager

Miscellaneous

- ❖ Inventory District record information, drawings, and existing Operations and Maintenance Plans

SERVICES CONTRACT

1. The Parties. The Parties to this Contract are:

The TOMALES VILLAGE COMMUNITY SERVICES DISTRICT (the "District"), a California Special District, and Jose L. Ortiz Consulting ("Contractor").

2. Term. The Effective Date of this Contract is December 22, 2015. It shall remain in effect according to the Addendum, unless terminated earlier in accordance with the provisions set forth below in Sections 6 and 7 below.

3. Additional Terms. Additional terms and provisions of this Contract, including the description of the services to be provided and the agreement concerning compensation and reimbursement of expenses, are set forth in the Addendum to Services Contract attached hereto and incorporated into this Contract by this reference.

4. Performance Monitoring. In order to monitor Contractor's performance under this Contract: (a) Contractor shall submit reports requested by the District to disclose compliance information; (b) the District shall have the right to inspect Contractor's documents, activities and circumstances as appropriate to monitor compliance; and (c) the District will conduct a formal evaluation of Contractor's performance annually, measuring criteria set by the District's Board of Directors.

5. Events of Default. The following constitute events of default:

A. Any material misrepresentation made by Contractor to the District, whether negligent or willful, and whether in the inducement or in the performance of the Contract.

B. Contractor's material failure to perform any of its obligations under the Contract including the following: (a) failure to perform the Services with sufficient personnel and equipment or with sufficient material to ensure the performance of the Services; (b) failure to promptly re-perform within a reasonable time Services that were rejected as erroneous or unsatisfactory; (c) discontinuance of the Services for reasons within Contractor's reasonable control; (d) failure to comply with the District's terms and conditions as set forth in the RFP; (e) failure to comply with any other material term of the Contract.

C. (a) The filing by Contractor of a petition or proceeding under applicable state or federal bankruptcy or solvency laws or statutes, which petition or proceeding has not been dismissed within thirty (30) days after the date of its filing; (b) the initiation against Contractor by any creditor of an involuntary petition or proceeding under any state or federal bankruptcy or insolvency law or statute, which petition or proceeding is not dismissed within thirty (30) days after the date of filing; or (c) the appointment of a receiver for Contractor with respect to all or a portion of its assets.

D. Any change in ownership or control of Contractor without the prior written approval of the District, which approval the District will not unreasonably withhold.

E. Failure to comply with the provisions in the Contract requiring compliance with all laws in the performance of the Contract.

6. Remedies. Upon the occurrence of any event of default the District shall have the right to declare Contractor in default. The District may in its sole discretion give Contractor an opportunity to cure the default within thirty (30) days. The District will give Contractor written notice of the default, after which the District may invoke any or all of the following remedies:

A. The right to take over and complete the Services, or any part of them, at Contractor's expense, and bill Contractor for the cost of the Services. Contractor must pay the difference between the total amount of the bill and the amount the District would have paid Contractor under the terms of this Contract for those Services;

B. The right to terminate the Contract as to any or all of the Services yet to be performed;

C. The right of specific performance, an injunction, or any other appropriate equitable remedy;

D. The right to money damages;

E. The right to withhold all or any part of Contractor's compensation under this Contract.

7. A. Termination for Cause. The District reserves the right to terminate this Contract in the event Contractor breaches or violates any term or terms of the Contract. In the event of such termination for cause, the District shall pay for services performed and accepted by the District that are in compliance with the requirements of this Contract prior to the date of termination.

B. Termination for Convenience. The District reserves the right to terminate this Contract without showing cause upon giving sixty (60) days written notice to the Contractor. The District shall only pay for services performed prior to the effective date of termination.

8. Ownership of District Data. Any and all data or confidential information that may be provided to or made available to Contractor ("District Data") is and shall remain the property of the District. Contractor and its employees, agents and subcontractors and their employees and agents shall not: (a) use the District Data other than in connection with the performance of the Services; (b) disclose, sell, assign, lease or otherwise provide the District Data to any third parties; or (c) commercially exploit the District Data.

9. Warranties and Representations. In connection with signing and carrying out the Contract, Contractor represents and warrants to the District that: (a) Contractor is appropriately licensed under California law to perform the Services specified in this Contract and will perform no Service for which Contractor is not appropriately licensed; and (b) Contractor is competent to perform the Services and will provide experienced and competent personnel to carry out the Services in a timely fashion.

10. Notices. Notices permitted or required under this Contract shall be sent: (a) to Contractor by delivery to the Contractor's primary contact person identified in the attached Addendum to Services Contract; (b) to the District by delivery to Tomales Village Community Services District, PO Box 303, Tomales, CA 94971; or (c) to such other address that the party may designate by notice to the other which is given in

accordance with the terms of this paragraph. Notice shall be deemed to have been given five (5) days after being sent by Registered or Certified Mail, postage prepaid, return receipt requested.

11. Insurance. Contractor is required to procure and maintain insurance as described below. Contractor will provide certificates of insurance showing that it has the required policies. Each company providing insurance coverage shall be authorized to do business in the State of California and shall have a Best's rating of no less than A. The insurance coverage shall be primary insurance as respects the District, its officers, officials, directors, employees and volunteers. The insurance shall require sixty (60) days prior written notice to be given to the District in the event coverage is substantially changed, suspended, voided, cancelled, or not renewed. Contractor agrees that the insurers shall waive all rights of subrogation against the District. Contractor expressly understands and agrees that any insurance protection furnished by Contractor hereunder shall in no way limit its responsibility to indemnify the District and hold it harmless under the provisions of this Contract.

A. Workers Compensation, at the statutory amounts in compliance with state laws.

B. Commercial General Liability, with limits of liability not less than \$1,000,000 per occurrence.

C. Automobile Liability, with limits of liability not less than \$1,000,000 per occurrence.

D. Professional Liability, with limits of liability not less than \$1,000,000 per occurrence.

E. Operations and Maintenance contractors shall include a pollution endorsement in their policies.

12. Disputes. This Contract shall be governed by the laws of the State of California. The Parties agree that any dispute between them arising out of or relating to this Contract shall be resolved by binding arbitration before one arbitrator under the commercial rules of the American Arbitration Association. The parties shall attempt to agree on the arbitrator. If they fail to reach agreement, the arbitrator shall be appointed by the Presiding Judge of the Superior Court of Marin County, California. Unless the parties agree otherwise, the arbitration shall be held in Tomales, California. The prevailing party in any such arbitration or other legal action shall be entitled to recover its reasonable attorney's fees and costs.

13. Indemnification. Contractor will defend, indemnify, keep and hold harmless the District, its directors, officers, representatives, agents, volunteers and employees, from and against any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorneys' fees, for or on account of any injury to any person or any death at any time resulting from such injury, or any damage to property which may arise or which may be alleged to have arisen out of: or in connection with the performance this Contract. This obligation to indemnify shall survive the termination or expiration of this Contract.

14. Independent Contractor. This Contract is not intended to and will not constitute, create, or give rise to a joint venture, partnership, or any other business association or organization of any kind between Contractor and the District. The rights and the obligations of the Parties are only those expressly set forth in this Contract. Contractor shall perform under the Contract as an independent contractor and not as a representative, employee, agent, or partner of the District.

15. Compliance with Laws. Contractor shall comply with all applicable federal, state and local laws, statutes, ordinances, rules, regulations, codes and executive orders.

16. Modifications and Amendments. No changes, amendments or modifications of the Contract, or any part hereof, shall be valid unless in writing and signed by both Parties.

17. Assigns. All of the terms and conditions of the Contract are binding upon and inure to the benefit of the parties and their respective legal representatives, successors and permitted assigns. Neither Contractor nor the District may assign or transfer all or any portion of this Contract without the prior written consent of the other Party.

18. Cooperation. If this Contract is terminated for any reason, or if it expires on its own terms, Contractor agrees to: (a) make every effort to assure an orderly transition to another provider of the Services and an orderly demobilization of its own operations in connection with the Services; (b) promptly return all District property, including District Data (as defined in Section 8 above), files and documents; and (c) will otherwise comply with the reasonable requests of the District in connection with the termination or expiration.

19. Waiver. The making or failure to make any payment, take any action or waive any right under this Contract shall not be deemed to be an amendment of this Contract nor a consent to such action or failure to act, or to any other action or failure to act. No waiver by either Party of a breach of any provision of this Contract shall be construed as a waiver of any continuing or succeeding breach of such provision, a waiver of the provision itself, or a waiver of any right or remedy under this Contract.

20. Severability. In the event that any provision of this Contract is deemed to be invalid by reason of the operation of any law or by reason of an interpretation by any court or other governmental body, this Contract shall be construed as not containing that provision and all other provisions of this Contract shall remain in full force and effect.

21. Non-Liability of Public Officials. Contractor will not charge any director, officer, representative, volunteer, official, employee or agent of the District personally with any liability or expenses of defense or hold any director, officer, representative, volunteer, official, employee or agent of the District personally liable to it under any term or provision of the Contract or because of the District's execution, attempted execution or breach of the Contract.

22. Confidentiality. Contractor acknowledges that it will be entrusted with or have access to valuable and confidential information, including documents, data and records of the District. With respect to that information, Contractor agrees to be held to the standard of care of a fiduciary. If Contractor is presented with a subpoena or request concerning any such information which may be in Contractor's possession by reason of the Contract, Contractor shall immediately give notice to the District so that the District will have the opportunity to contest such subpoena or request before the documents, data or records are submitted to a court or third party. Contractor is not obligated to withhold the delivery beyond the time ordered by the court or administrative agency, unless the subpoena or request is quashed or the time to produce is otherwise extended.

23. Entire Contract. This Contract, together with the attached Addendum to Services Contract and the Request for Proposal attached to the Addendum, constitutes the entire agreement and understanding between the parties related to its subject matter. All prior or contemporaneous conversations, negotiations, agreements and representations with respect to the subject matter hereof are superseded by the written terms of this Contract. If there is a conflict between the language in this Contract and language contained in the RFP, then the language in this Contract shall govern.

24. Authority. The persons signing this Contract certify that they have the power and authority to enter into and execute this Contract on behalf of the contracting Parties.

The Parties hereby agree to the terms and provisions set forth in this Services Contract as of the Effective Date set forth above, and agree to be bound by the terms and provisions, including those set forth in the attached Addendum to Services Contract.

TOMALES VILLAGE
COMMUNITY SERVICES DISTRICT

(Contractor)

By: Wm A Ber Date: 12/22/15 By: Jane White Date: 12/22/15
Title: PRESIDENT Title: Principal

ADDENDUM TO SERVICES CONTRACT

December 9, 2015

A. Contractor's Primary Contact person.

Jose L. Ortiz, P.E.
Name

574 Pintail Court
Street Address

Vacaville, CA 95688-2650
City, State and ZIP Code

(707) 330-3542
Telephone Number

(707) 452-0944
Alternate Telephone Number

B. Services to be Provided.

The Services to be provided under this Contract are generally summarized in the attached Scope of Work and described in detail in the attached Request for Proposal ("RFP") which is hereby incorporated into this Services Contract by this reference.

In the event that Contractor is requested to provide services that are beyond the normal scope of work as described in the RFP, those services will be compensated as set forth in the "Non-Standard Duties" section of the RFP.

C. Term.

C.1. 90-Day Kick-off Period

This Contract contains a not-to-exceed 90-day kick-off period to lay a foundation for how the overall Services will be provided to the District. During this time the Contractor will review existing procedures, gather and review data and background reports, existing contracts and agreements, and regulatory requirements and self-monitoring reporting procedures. In addition to reviewing the District's records, etc., the Contractor will provide routine general management services.

At the Board meeting near the end of the 90-day period, the Contractor will report to the Board his findings and gain consensus on his recommendations for providing general management services.

Contractor agrees to perform the agreed scope of services during the 90-day kick-off period for a not-to-exceed limit of \$12,500.00.

C.2. 9-Month Period after Kick-Off

Time per month and scope of work to be reviewed and adjusted accordingly after the 90-Day Kick-Off Period and new Term will be set for the remainder of the first year (9 months) of this Services Contract.

C.3. Years 2 Through 5

The General Manager RFP states that the contract is from 3-5 years. This Services Contract is for the first year. At its discretion, the District may extend the contract annually for a total contract term of not more than five (5) years.

D. Compensation and Reimbursement of Expenses.

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

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.

4. PROPOSED BUDGET FOR YEAR 1:

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

*It is anticipated that approximately 100 hours of work per month will be required during the 90-Day Kick-Off Period of this contract to assess the District's needs. In the 9-months after the kick-off period, it is anticipated that 20-24 hours of work per month will be required to conduct routine general management functions listed in the scope of work.

Contractor agrees to perform the agreed scope of services for a not-to-exceed limit of \$40,000.00 for the first year, pending a review and approval of the Contractor's recommendations after 90-days.

Scope of Work

Services to be provided for this contract are in 3 primary areas and include:

1. Routine services to conduct the required general management functions. These services include:
 - 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:
 - Gather backup information for ongoing Board discussions of the annual budget process.
 - 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.
3. Sewer System Administration, including:
 - 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.

[ATTACH THE RFP HERE]

Phillips & Associates

 Management & Technical Resources

General
Engineering
Contractor
#A-751807

SWRCB
Operations
Management
Maintenance
Contractor
#CO-0021

December 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
PhillipsOnSite.com

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

Mr. Allen

Enclosed please find the Self-Monitoring Report.

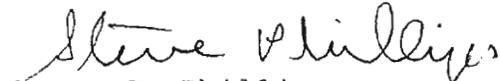
Operations is satisfactory and maintenance on schedule.

In the month of November, 2015 was unable to collect pH, D.O. and Temperature 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 ₅ (mg/l)	TDS (mg/l)	Nitrate as N	Nitrite as N	TKN mg/L	Ammonia N mg/L	Total Organic Nitrogen mg/L	TDS (mg/L)	BOD (mg/l)	pH Units	DO ₂ (mg/l)	Temp (C)	Daily (KGALS)	Weekly (KGALS)	Effluent (MGD)	Coliform MPN/100L
11/1/2015	16.6														0.0			
11/2/2015	18.6														0.0			
11/3/2015	14.4		320.0	500.0	<0.2	<0.4	11.0	<0.2	11.0	630.0	21.0	9.2	6.2	16.1	0.0			
11/4/2015	14.4														0.0			
11/5/2015	14.4														0.0			
11/6/2015	14.4														0.0			
11/7/2015	14.4	159.2													0.0		33.0	
11/8/2015	14.4														0.0			
11/9/2015	14.4														0.0			
11/10/2015	18.2									630.0	17.0				0.0			
11/11/2015	18.2														0.0			
11/12/2015	18.2														0.0			
11/13/2015	18.2														0.0			
11/14/2015	18.2	119.8													0.0			
11/15/2015	16.2														0.0			
11/16/2015	17.4									420.0	20.0				0.0			
11/17/2015	17.4														0.0			
11/18/2015	17.4														0.0			
11/19/2015	17.4														0.0			
11/20/2015	17.4														0.0			
11/21/2015	17.4	122.6													0.0			
11/22/2015	17.4														0.0			
11/23/2015	15.3									450.0	33.0				0.0			
11/24/2015	15.3														0.0			
11/25/2015	15.3														0.0			
11/26/2015	15.3														0.0			
11/27/2015	15.3														0.0			
11/28/2015	15.3	109.2													0.0			
11/29/2015	15.3														0.0			
11/30/2015	15.3														0.0			
Min	15.4	109.2	320.0	500.0	0.0	0.0	11.0	0.0	11.0	420.0	17.0	9.2	6.2	16.1	0.0	0.0	33.0	0.0
Total	481.4														0.0			

revised 02/2010

TOMALES CHLORINE STORAGE TANK STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) Nov 2015

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

INSPECTION					
Date	11-3	11-10	11-14	11-23	
Day	TU	TU	MO	MO	
Time	1010	0930	1115	1410	
Tech	SC	SC	SC	SC	
* Evident of any leaks	N	N	N	N	
Tank level, inches	33	33	33	33	
Cl2 gallons added	0	0	0	0	
New tank level after adding Cl2, inches	33	33	33	33	
Gallons used for treatment since last check	0	0	0	0	
Warning Signs Improperly Posted	NO	NO	NO	NO	

3. * Any Yes responses please report immediately to supervisor

4. I certify that this report information, to the best of my knowledge is true and correct.

TOMALES STORAGE PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) Nov 2015

2. Storage Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	11-3	11-10	11-16	11-23	
Day	TU	TU	MO	MO	
Time	1015	0945	1115	1410	
Operator	SC	SC	SC	SC	
* Nuisance odors from ponds	N	N	N	N	
* Evidence of pond berm seepage	N	N	N	N	
* Evidence of improper system components and hydraulic integrity	N	N	N	N	
Signage that wastewater is unsafe to drink (NOT POSTED)	N	N	N	N	

* Report Yes or No and any Yes response s please report immediately to supervisor or Chief Plant Operator

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) Nov 2015

2. Pond Standard Observation required every week year round.

INSPECTION		Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date		11-3	11-10	11-16	11-23
Day		TU	TU	MO	MO
Time		0940	0900	1105	1350
Operator		SC	SC	SC	SC
* Nuisance odors from ponds		N	N	N	N
* Evidence of pond berm seepage		N	N	N	N
* Evidence of improper system components and hydraulic integrity		N	N	N	N
Sign posting that wastewater is unsafe to drink (NOT POSTED)		N	N	N	N

* Report Yes or No and any Yes responses please report immediately to supervisor or Chief Plant Operator

TOMALES INFLUENT HEADWORKS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) Nov 2015

2. Influent Headworks Standard Observation required every week year round.

INSPECTION		Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date		11-3	11-10	11-16	11-23
Day		Tu	Tu	Mo	Mo
Time		0940	0900	1115	1345
Operator		SC	SC	SL	SL
Rain fall, inches		0.6	0.25	0.5	0
* Nuisance odors (smell)		N	N	N	N
* Evidence of any standing water		N	N	N	N
* Evidence of mosquitoes breeding		N	N	N	N
* Evidence of improper system components and hydraulic integrity		N	N	N	N
* Evidence of structure seepage		N	N	N	N

* Report Yes or No and any Yes response s report immediately to supervisor or Chief Plant Op



BRELJE AND RACE LABORATORIES, INC.

November 25, 2015

Sample Collected: 11/03/15
Sample Received: 11/03/15
Collected By : SC/Phillips
Fax 837-0872

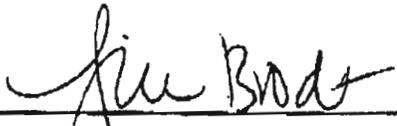
Phillips & Associates
2201 Jefferson Street
Napa, CA. 94558

Tomales

<u>LOG NUMBER</u>	<u>1115-23101</u>	<u>1115-23102-3</u>
Sample Description:	Influent	Effluent
ANALYSIS		
BOD ₅ @ 20°C mg/L (Std. Mthds. 20 th ed. 5210 B)	320.	21.
Total Dissolved Solids mg/L (Std. Mthds. 20 th ed. 2450 C)	500.	630.
Nitrate N mg/L (EPA Mthd. 352.1)		<0.20
Nitrite N mg/L (EPA Mthd. 300.0)		<0.40
Total Kjeldahl N mg/L (Std. Mthds. 20 th ed. 4500-NH ₃ , C)		11.
Ammonia N mg/L (Std. Mthds. 20 th ed. 4500-NH ₃ , C)		<0.20
Total Organic N mg/L		11.

BOD Start Date: 11/04/15
BOD Completed Date: 11/09/15

BRELJE AND RACE LABORATORIES, INC.



 JILL BRODT, LABORATORY MANAGER
 JB:lja



BRELJE AND RACE LABORATORIES, INC.

November 17, 2015

Sample Collected: 11/10/15
Sample Received: 11/10/15
Collected By : SC/Phillips
Fax 837-0872

Phillips & Associates
2201 Jefferson Street
Napa, CA. 94558

Tomales

LOG NUMBER 1115-23734

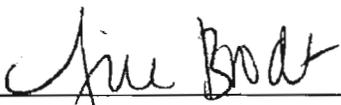
Sample Description: Effluent

ANALYSIS

BOD₅ @ 20°C mg/L 17.
(Std. Mthds. 20th ed. 5210 B)
Total Dissolved Solids mg/L 630.
(Std. Mthds. 20th ed. 2450 C)

BOD Start Date: 11/11/15
BOD Completed Date: 11/16/15

BRELJE AND RACE LABORATORIES, INC.



JILL BRODT, LABORATORY MANAGER
JB:lja



BRELJE AND RACE LABORATORIES, INC.

November 25, 2015

Sample Collected: 11/16/15
Sample Received: 11/16/15
Collected By : SC/Phillips
Fax 837-0872

Phillips & Associates
2201 Jefferson Street
Napa, CA. 94558

Tomales

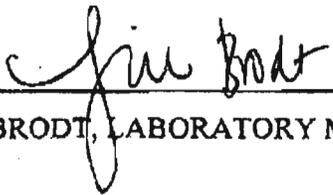
LOG NUMBER 1115-23989
Sample Description: Effluent

ANALYSIS

BOD₅ @ 20°C mg/L 20.
(Std. Mthds. 20th ed. 5210 B)
Total Dissolved Solids mg/L 420.
(Std. Mthds. 20th ed. 2540 C)

BOD Start Date: 11/18/15
BOD Completed Date: 11/23/15

BRELJE AND RACE LABORATORIES, INC.



JILL BRODT, LABORATORY MANAGER
JB:lja



BRELJE AND RACE LABORATORIES, INC.

December 4, 2015

Sample Collected: 11/23/15
Sample Received: 11/23/15
Collected By : SC/Phillips
Fax 837-0872

Phillips & Associates
2201 Jefferson Street
Napa, CA. 94558

Tomales

LOG NUMBER 1115-24396
Sample Description: Effluent

ANALYSIS

BOD₅ @ 20°C mg/L 33.
(Std. Mthds. 20th ed. 5210 B)
Total Dissolved Solids mg/L 450.
(Std. Mthds. 20th ed. 2540 C)

BOD Start Date: 11/24/15
BOD Completed Date: 11/29/15

BRELJE AND RACE LABORATORIES, INC.

JILL BRODT, LABORATORY MANAGER

JB:lja

FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

MONDAY, DECEMBER 14, 2015

LOCATION: TOMALES TOWN HALL, DOWNSTAIRS

Present: Melinda Bell, Deborah Parrish, Donna Clavaud

Absent: Venta Leon, Chick Petersen

Melinda Bell convened the meeting at 6:30pm and Donna Clavaud recorded the minutes. There was a quorum to conduct business.

1. New Board of Director Orientation Materials:

What do we need to be effective Board members?

Discussion of various documents felt important for new board member orientation to include:

- CSD Board Governance Documents
- Board of Director Handbook
- TVCSD Policy Manual (in progress)

We also feel some discussion should focus on Board Training to include mandatory online training in Ethics and Sexual Harassment and perhaps a workshop on the Brown Act or Parliamentary Procedure. Marin County Council is preparing a Brown Act workshop so we might check into this for the new Board.

We also will discuss a few forms the Board needs to complete: 700 economic form for Elections Office and a W-4 for EDD for payment of Board stipends.

2. 5 and 10 Year Financial Plan:

We began a discussion of the task of putting together a long-range Financial Plan. We set up a draft Excel form and began the process of identifying costs and income for a ten year period. We also discussed the need to identify TVCSD items in Debt Service, such as Solar Panels and the Revolving Fund Loan. We also agreed on the need to identify a Reserve Policy column. In this way we can better analyze anticipated income and costs over time.

We will continue to work on this at our next meeting.

The next meeting is scheduled for Monday, January 18, 2016 at 6:30pm.

The meeting was adjourned at 8pm.

Signed by:

Dated: