



TVCS D Board of Director's Meeting Agenda

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

Location: Tomales Town Hall, Tomales, California 94970

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 *To be discussed*

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. Status of Good Board Training *Action*

VI. Phillips & Associates Report

- a. Review Reports for July, August and September
- b. Status Report by Steve Phillips
- c. O & M Manual (2010) - Discuss mandatory updates required by new regulations; work to be done, and timeline for completion. Clarify who will do this and assign *Action*
- d. Status on implementation of new mandatory compliance regulations
- e. Frequency of pumping *Action*

VII. Committee Reports

- a. Financial Advisory Committee (FAC) – no September meeting
- b. Park Advisory Committee (PAC)
 - 1.) David Judd to present plans for gazebo, gate and water fountain
 - 2.) Process for RFP's for project *Discussion & Action*

VIII. Pending Business

- a. Update on Administrative Support and Administrator positions

IX. Other Business

X. New Business

- a. Priority recommendations from Matrix Management Study and discuss. *Action*

XI. Correspondence

- a. Correspondence from RCAC (Rural Community Assistance Corporation)

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 BALANCE SHEETS 9/30/2015

	Sep 30, 15	Sep 30, 14	\$ Change	% Change
PARK				
131.46 · Bank of Marin - Park Account	89,409.19	58,764.89	30,644.30	52.15%
137.00 · Accounts Receivable	70.00	400.00	-330.00	-82.5%
Total Current Assets	89,479.19	59,164.89	30,314.30	51.24%
Fixed Assets				
100.20 · Land and Land Rights	132,000.00	132,000.00	0.00	0.0%
Original Cost	299,899.00	299,899.00	0.00	0.0%
105.00 · Depreciation	-43,933.00	-36,433.00	-7,500.00	-20.59%
Total Fixed Assets	387,966.00	395,466.00	-7,500.00	-1.9%
TOTAL ASSETS	477,445.19	454,630.89	22,814.30	5.02%
LIABILITIES & EQUITY				
Liabilities				
222.00 · Accounts Payable	0.00	69.48	-69.48	-100.0%
217.00 · Unearned Revenue	25,000.00	25,000.00	0.00	0.0%
Total Current Liabilities	25,000.00	25,069.48	-69.48	-0.28%
216.00 · Loan Payable - TVCS D Sewer	0.00	3,211.00	-3,211.00	-100.0%
Total Liabilities	25,000.00	28,280.48	-3,280.48	-11.6%
Equity				
252.50 · Investment in Capital Assets	387,966.00	395,466.00	-7,500.00	-1.9%
260.00 · Retained Earnings	40,670.58	17,233.69	23,436.89	136.0%
Net Income	23,808.61	13,650.72	10,157.89	74.41%
Total Equity	452,445.19	426,350.41	26,094.78	6.12%
TOTAL LIABILITIES & EQUITY	477,445.19	454,630.89	22,814.30	5.02%
SEWER				
131.31 · Redwood Credit Union	135,676.37	85,582.80	50,093.57	58.53%
131.42 · Bank of Marin - Money Market	39,148.02	154,494.89	-115,346.87	-74.66%
131.44 · Bank of Marin - Sewer	8,469.35	7,613.62	855.73	11.24%
131.48 · Bank of Marin - Solar	34,927.06	28,012.77	6,914.29	24.68%
Total 131.00 · Cash	218,220.80	275,704.08	-57,483.28	-20.85%
137.00 · Accounts Receivable	79,151.21	137,507.00	-58,355.79	-42.44%
138.00 · Receivable - TVCS D Park	0.00	3,211.00	-3,211.00	-100.0%
Total Current Assets	297,372.01	416,422.08	-119,050.07	-28.59%
Fixed Assets				
100.00 · Property, Plant and Equipment	791,665.97	791,665.97	0.00	0.0%
100.10 · Maps and Records	17,248.00	17,248.00	0.00	0.0%
100.20 · Land and Land Rights	52,788.00	52,788.00	0.00	0.0%
110.00 · Improvement Project	942,028.34	939,393.31	2,635.03	0.28%
112.00 · Solar System	269,945.21	269,945.21	0.00	0.0%
105.00 · Less Accumulated Depreciation	-481,212.01	-438,212.01	-43,000.00	-9.81%
Total Fixed Assets	1,592,463.51	1,632,828.48	-40,364.97	-2.47%
Other Assets				
136.00 · SUSD Note Receivable	19,807.04	21,104.04	-1,297.00	-6.15%
151.00 · CREBs Unamortized Issuance Cost	15,250.00	15,250.00	0.00	0.0%
152.00 · Accumulated Amortization	-5,382.24	-4,485.18	-897.06	-20.0%
Total Other Assets	29,674.80	31,868.86	-2,194.06	-6.89%
TOTAL ASSETS	1,919,510.32	2,081,119.42	-161,609.10	-7.77%
LIABILITIES & EQUITY				
Liabilities				
222.00 · Accounts Payable	1,922.53	7,473.64	-5,551.11	-74.28%
211.00 · SWRCB SRF Loan	174,841.36	194,125.89	-19,284.53	-9.93%
215.00 · CREBS Bond	197,352.92	215,294.10	-17,941.18	-8.33%
Total Liabilities	374,116.81	416,893.63	-42,776.82	-10.26%
Equity				
260.00 · Retained Earnings	1,288,586.53	1,322,730.23	-34,143.70	-2.58%
261.00 · Sinking Fund - Debt Reserve	47,775.00	47,775.00	0.00	0.0%
262.00 · Capital Improvement Reserve	42,758.97	45,394.00	-2,635.03	-5.81%
263.00 · Emergency Reserve	33,982.00	33,982.00	0.00	0.0%
264.00 · Operating Reserve	3,537.37	31,254.12	-27,716.75	-88.68%
265.00 · Net Assets - Unrestricted	105,000.00	105,000.00	0.00	0.0%
Net Income	23,753.64	78,090.44	-54,336.80	-69.58%
Total Equity	1,545,393.51	1,664,225.79	-118,832.28	-7.14%
TOTAL LIABILITIES & EQUITY	1,919,510.32	2,081,119.42	-161,609.10	-7.77%

TVCS D Sewer Net Income
July through September 20144 and 2015

	Jul - Sep 15	Jul - Sep 14	\$ Change	% Change	
Income					
301.00 · Service Charges					
301.10 · Service Charges - Monthly	189.00	252.00	-63.00	-25.0%	
301.15 · Service Charges - Annual Fees	1,512.00	1,512.00	0.00	0.0%	
301.20 · Service Charges - SUSD	68,385.21	99,048.00	-30,662.79	-30.96%	wrote off \$33,000 4/2014
301.30 · Service Charges - County	0.00	26,898.13	-26,898.13	-100.0%	paid December, April
Total 301.00 · Service Charges	70,086.21	127,710.13	-57,623.92	-45.12%	
305.00 · SUSD Sinking Fund	8,062.00	8,062.00	0.00	0.0%	
311.00 · Interest Income	1,372.55	1,385.38	-12.83	-0.93%	
315.00 · Intergovernmental Revenues					
315.50 · Levy 4	103.22	120.07	-16.85	-14.03%	
315.00 · Intergovernmental Revenues - Other	761.00	0.32	760.68	237,712.5%	SB 90 reimbursement
Total 315.00 · Intergovernmental Revenues	864.22	120.39	743.83	617.85%	
316.00 · CSI Solar Rebate	2,438.48	4,034.76	-1,596.28	-39.56%	
Total Income	82,823.46	141,312.66	-58,489.20	-41.39%	
Expense					
410.00 · Sewage Collection	51.48	106.48	-55.00	-51.65%	
411.00 · Sewage Treatment	1,495.54	1,103.41	392.13	35.54%	
412.00 · Sewage Disposal	51.48	834.10	-782.62	-93.83%	
414.00 · Administration and General					
414.05 · Administrator's Fees	28,360.00	20,262.00	8,098.00	39.97%	settlement
414.22 · Licenses and Permits	20.00	0.00	20.00	100.0%	
414.30 · Insurance					
414.31 · Property & Liability Insurance	5,717.31	5,312.82	404.49	7.61%	
414.33 · Worker's Comp Insurance	772.36	392.00	380.36	97.03%	
414.35 · Health Insurance Allowance	400.00	1,200.00	-800.00	-66.67%	
Total 414.30 · Insurance	6,889.67	6,904.82	-15.15	-0.22%	
414.40 · Office Expense					
414.41 · Postage and Delivery	28.25	51.38	-23.13	-45.02%	
414.42 · Printing and Copies	0.00	115.23	-115.23	-100.0%	
414.43 · Office Supplies	42.07	1,076.62	-1,034.55	-96.09%	
414.44 · Sonic - Web Hosting	39.90	59.85	-19.95	-33.33%	
414.45 · Equipment Expense	40.83	293.19	-252.36	-86.07%	
414.46 · Board Meeting Expense					
414.467 · Board Training	60.00	0.00	60.00	100.0%	continue?
414.46 · Board Meeting Expense - Other	0.00	93.96	-93.96	-100.0%	
Total 414.46 · Board Meeting Expense	60.00	93.96	-33.96	-36.14%	
414.47 · Clerical/Bookkeeping	4,873.75	0.00	4,873.75	100.0%	YrEnd, Transit
414.48 · Office Rent	300.00	0.00	300.00	100.0%	
Total 414.40 · Office Expense	5,384.80	1,690.23	3,694.57	218.58%	
414.50 · O&M Contractual Services	10,665.30	15,847.66	-5,182.36	-32.7%	\$16,590 by 10/1
414.55 · Professional Fees					
414.551 · Legal Fees	115.50	0.00	115.50	100.0%	Sonoma Cnty
414.552 · Accounting	0.00	0.00	0.00	0.0%	
Total 414.55 · Professional Fees	115.50	0.00	115.50	100.0%	
414.62 · Dues and Subscriptions	0.00	152.94	-152.94	-100.0%	
414.70 · Repairs and Maintenance					
414.72 · Computer Repairs	0.00	821.30	-821.30	-100.0%	
414.76 · Collection System Maintenance	1,189.10	0.00	1,189.10	100.0%	chemical pump
Total 414.70 · Repairs and Maintenance	1,189.10	821.30	367.80	44.78%	
414.80 · Travel and Meetings					
414.81 · Travel	0.00	494.16	-494.16	-100.0%	
414.83 · Meetings and Seminars	0.00	1,444.28	-1,444.28	-100.0%	
Total 414.80 · Travel and Meetings	0.00	1,938.44	-1,938.44	-100.0%	
414.90 · Telephone and Internet Services	547.09	296.84	250.25	84.31%	
414.95 · Miscellaneous Expenses	0.00	0.00	0.00	0.0%	
Total 414.00 · Administration and General	53,171.46	47,914.23	5,257.23	10.97%	
417.00 · Other Operating Expenses	-0.14	0.00	-0.14	-100.0%	
415.50 · Depreciation Expense	4,300.00	12,900.00	-8,600.00	-66.67%	will do monthly
423.00 · Other Nonoperating Expenses					
423.10 · Contributions	0.00	364.00	-364.00	-100.0%	
Total 423.00 · Other Nonoperating Expenses	0.00	364.00	-364.00	-100.0%	
Total Expense	59,069.82	63,222.22	-4,152.40	-6.57%	
Net Income	23,753.64	78,090.44	-54,336.80	-69.58%	

Park Net Income
July through September 2014 and 2015

		Jul - Sep 15	Jul - Sep 14	\$ Change	% Change
PARK ACTUAL INCOME AND EXPENSES					
Income					
311.00 · Interest Income		0.69	0.70	-0.01	-1.43%
315.00 · Intergovernmental Revenues					
315.70 · SB 90 Reimbursement		7,273.00	0.00	7,273.00	100.0%
315.80 · Measure A Funds		15,943.96	15,507.67	436.29	2.81%
Total 315.00 · Intergovernmental Revenues		23,216.96	15,507.67	7,709.29	49.71%
320.00 · Contributions Income					
320.30 · Unrestricted		0.00	95.00	-95.00	-100.0%
320.00 · Contributions Income - Other		150.00	0.00	150.00	100.0%
Total 320.00 · Contributions Income		150.00	95.00	55.00	57.9%
322.00 · Park Use Rental					
322.50 · Cleaning and Security Deposit		400.00	-400.00	800.00	200.0%
322.00 · Park Use Rental - Other		145.00	200.00	-55.00	-27.5%
Total 322.00 · Park Use Rental		545.00	-200.00	745.00	372.5%
322.60 · Water Tower PGE		210.00	210.00	0.00	0.0%
323.00 · Founders' Day Committee		0.00	64.00	-64.00	-100.0%
Total Income		24,122.65	15,677.37	8,445.28	53.87%
Expense					
414.70 · Repairs					
414.74 · Park Maintenance		0.00	8.93	-8.93	-100.0%
Total 414.70 · Repairs		0.00	8.93	-8.93	-100.0%
414.80 · Measure A					
414.81 · Measure A Project Expenses		0.00	1,465.42	-1,465.42	-100.0%
414.82 · Measure A Maintenance Expenses		132.89	292.19	-159.30	-54.52%
414.83 · PGE Park		181.15	260.11	-78.96	-30.36%
Total 414.80 · Measure A		314.04	2,017.72	-1,703.68	-84.44%
Total Expense		314.04	2,026.65	-1,712.61	-84.5%
Net Ordinary Income		23,808.61	13,650.72	10,157.89	74.41%
Net Income		23,808.61	13,650.72	10,157.89	74.41%
PARK BUDGET TO ACTUAL COMPARISON					
		Jul - Sep 15	Budget		
Income					
311.00 · Interest Income		0.69	0.36		
315.00 · Intergovernmental Revenues		23,216.96	64,440.00		
Total 320.00 · Contributions Income		150.00	0.00		
320.25 · Prior Year Carryover Restricted			3,000.00		
320.35 · Prior Year Carryover Unrestricted			10,693.00		
Total 322.00 · Park Use Rental		545.00	450.00		
322.60 · Water Tower PGE		210.00	210.00		
340.00 · Grants		0.00	19,774.00		
Total Income		24,122.65	98,567.36		
Expense					
Total 414.80 · Measure A		314.04	66,533.13		
430.00 · Miscellaneous			3,000.00		
Total Expense		314.04	69,533.13		
Net Income		23,808.61	29,034.23		

TVCS Bank Account Activity September 2015						
Date	Num	Name	Memo	Amount	Balance	
131.46 · Bank of Marin - Park Account			Beginning Balance		89,690.34	
09/06/2015	on-line bill p	PGE	6/25-8/27	-181.15	89,509.19	
09/08/2015	Deposit	Petluma Wheelmen	320.00 · Contributions Income	150.00	89,659.19	
09/13/2015	1106	Matt O'Brien	refund-cancelled October 4 event in park	-250.00	89,409.19	
09/22/2015	1107	Mike Cormier	refund 9/20	-200.00	89,209.19	
09/27/2015	Deposit	City of Hope	322.50 · Cleaning and Security Deposit	200.00	89,409.19	
Park Balance 9/30/2015				-281.15	89,409.19	
SEWER BANK ACCOUNTS						
131.31 · Redwood Credit Union					135,676.37	
131.42 · Bank of Marin - Money Market			Beginning Balance		49,148.02	
09/09/2015			Funds Transfer	-10,000.00	39,148.02	
Balance 9/30/2015				-10,000.00	39,148.02	
131.44 · Bank of Marin - Sewer			Beginning Balance		5,090.50	
09/05/2015	on-line bill p	AT&T	bill not received	-184.05	4,906.45	
09/08/2015	Deposit	Tomales Reg Hist Cent	monthly sewer service	63.00	4,969.45	
09/08/2015	Deposit		SB 90 reimbursement	761.00	5,730.45	
09/09/2015	Deposit		Funds Transfer	10,000.00	15,730.45	
09/10/2015	Deposit	AT&T - Customer	annual sewer service	756.00	16,486.45	
09/10/2015	Deposit	Paul Norris	annual sewer service	756.00	17,242.45	
09/10/2015	4114	Kristin Lawson	third quarter rent	-300.00	16,942.45	
09/10/2015	on-line bill p	Capital One Bank	Webroot virus protection 1 year 3 computers	-40.83	16,901.62	
09/10/2015	on-line bill p	City Sewer Pumping	8/7 & 8/10 pumping	-850.00	16,051.62	
09/10/2015	on-line bill p	Melinda K. Bell	August 51 hours	-1,804.53	14,247.09	
09/10/2015	on-line bill p	Phillips & Associates	September	-5,596.17	8,650.92	
09/22/2015	4116	AT&T Uverse	voice and internet 9/11 - 10/10	-121.09	8,529.83	
09/22/2015	4115	SDRMA	2014/15 actual over estimate workers' comp	-60.48	8,469.35	
Balance 9/30/2015				3,378.85	8,469.35	
131.48 · Bank of Marin - Solar					34,927.06	
Sewer Account Balances 9/30/2015				-6,621.15	218,220.80	
UNPAID BILLS AS OF OCTOBER 6, 2015						
			PARK			
PGE		10/01/2015	October		50.67	
09/15/2015		Capital One Bank	Secretary of State		20.00	
09/15/2015			Sonic		19.95	
10/02/2015			100 new checks		26.95	
		Total Capital One Bank			66.90	
10/04/2015		Hammond, Cynthia	recorder & CD's		83.91	
09/30/2015		Melinda K. Bell	September		1,863.75	
09/17/2015		Sonoma County Counsel	Auditor Letter		115.50	
10/1/2015		Phillips & Associates	October		6,370.85	
TOTAL			UNPAID BILLS AS OF OCTOBER 6, 2015		8,551.58	

Tomales Village Community Services District
Financial Manager's Report
October 14, 2015

Status of goals from last report:

1. Ric Hahn checked out the office computer. He thinks it is a good laptop, but needs new hard disks. It is now four years old. New hard disks would cost \$300. A new laptop would cost \$800. The laptop is backed up on one of the hard disks and also Carbonite on the cloud regularly. Karl took it in to Simple Office Solutions in February 2015 for the same problems still persisting, but slightly improved. Ric has not charged us yet; his hourly rate is \$120. When staffing is complete, we will probably at that time ask Ric to obtain needed computers; he will bill us at that time for work to date.
2. With the transition and the normal year-end work I have been spending 50 hours a month on the necessary tasks. I therefore have not spent any time yet on cash flow projections. Fortunately the need for them has been postponed because SUSD has already paid their annual fee which was paid in November in 2013 and January for last year. With the County sewer fees being paid in December and April, cash flow could have become a problem in October and November. Fortunately this earlier payment gives us time for the other matters at hand. The projection will be done later.

The annual Expenditure of Measure A Funding report was sent to the County a month ago. This month the invoices supporting the \$14,345 in expenditures were located and sent to the County as required.

The annual billings for AT&T and Paul Norris have been sent and paid already.

A \$150 donation has been received from Petaluma Wheelmen in appreciation for the good condition of the bathrooms in the Park.

The supply of Park bank checks has been depleted. I have ordered check stock compatible with Quick Books to print the checks rather than hand-writing them.

Over six hours of my time during the last month was spent with AT&T both in person and on the telephone to get the new modem working with the new computer at the plant. The new modem had been set up on a new AT&T Uverse account instead of the old one, and the bills had been sent to the street address, not the PO Box, and therefore never received and never paid. We thought the problem was with one of the existing accounts, and it took talking with 15 or more service reps to discover there was a new account. That bill has now been paid, and the modem has restored internet service to the plant.

Items for Board Discussion:

- 1 City Sewer Pumping charges \$475 for pumping. It was done twice in early April, once in late May and twice in August because of the elapsed time. I told them to pump again in late September, but a decision is needed whether pumping should be done monthly as City Sewer Pumping recommends, or bi- or tri-monthly. Discussion with Phillips is needed.
- 2 For proper internal control someone should be reviewing the invoices to be paid. In the past a Board member reviewed all invoices and bank statements. Someone needs to be designated and a routine established to continue this essential procedure.
- 3 The Sonic account has email services at tomalescscsd.ca.gov for Bill Tucker, Walter Earle, Karl Drexel, Melinda Bell, admin, Eric Knudsen, Hope Sturges, and Patty Oku. While these accounts are not costing anything extra, it seems sloppy to continue to carry access for those no longer really needing the connection. We need a Board policy on TVCSD and a decision on which individuals should be continued on the email service.
- 4 Good Board Training materials continue to be sent to us. We paid \$60 monthly for these materials in May, June and July. Is the Board still using these materials and should we continue the expense?

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
gardening
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

September 14, 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
August, 2015

Mr. Allen

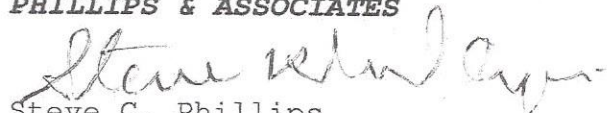
Enclosed please find the Self-Monitoring Report.

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-TR (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)	Cl2 Tank Level (Inches)	Coliform MPN/100			
8/1/2015	17.0														29.0						
8/2/2015	16.0														29.0						
8/3/2015	14.0		290.0	730.0	<0.2	<0.4	11.0	0.2	11.0	570.0	61.0	9.9	11.6	22.2	56.0		36.0	<2			
8/4/2015	13.0														62.0						
8/5/2015	13.0														58.0						
8/6/2015	14.0														0.0						
8/7/2015	13.0	100.0													31.0	267.0					
8/8/2015	16.0														0.0						
8/9/2015	14.0														60.0						
8/10/2015	15.0														59.0						
8/11/2015	14.0														30.0		34.0	1600.0			
8/12/2015	13.0									620.0	24.0	9.5	4.7	20.5	0.0						
8/13/2015	13.0														0.0						
8/14/2015	14.0	99.0													58.0						
8/15/2015	16.0														31.0	238.0					
8/16/2015	15.0														69.0						
8/17/2015	16.0														71.0						
8/18/2015	15.0														0.0						
8/19/2015	15.0									620.0	47.0	9.6	4.5	21.7	0.0		30.0	30.0			
8/20/2015	15.0														0.0						
8/21/2015	16.0	108.0													31.0						
8/22/2015	16.0														30.0	201.0					
8/23/2015	16.0														35.0						
8/24/2015	15.0														37.0						
8/25/2015	15.0														35.0						
8/26/2015	16.0									64.0	38.0	9.6	5.4	20.2	53.0		29.0	11.0			
8/27/2015	17.0														53.0						
8/28/2015	16.0	111.0													54.0	295.0					
8/29/2015	15.0														28.0						
8/30/2015	16.0														53.0						
8/31/2015	13.0														52.0						
Max	17.0	111.0	290.0	730.0	0.0	0.0	11.0	0.2	11.0	620.0	61.0	9.9	11.6	21.2	71.0	295.0	36.0	1600.0			
Min	13.0	99.0	290.0	730.0	0.0	0.0	11.0	0.2	11.0	64.0	24.0	9.5	4.5	20.2	0.0	201.0	29.0	11.0			
Mean	14.9	104.5	290.0	730.0	#DIV/0!	#DIV/0!	11.0	0.2	11.0	468.5	42.5	9.7	6.6	21.2	37.4	290.2	32.3	547.0			
Total	462.0														1159.0						



Donna Clavaud <donna.clavaud@gmail.com>

TVCSD Draft Rate Study

4 messages

Donna Clavaud <donna.clavaud@gmail.com>
To: RCulp@rcac.org

Wed, Nov 12, 2014 at 9:43 AM

Dear Richard,

We certainly appreciate all the work you have done to date on options for TVCSD rates that will allow us to meet capital improvement goals. The process has taught us a great deal about capital planning and how essential it is to study rate structures.

At the last TVCSD Board meeting, the Board and our Administrator asked the Financial Advisory Committee to seek your advice on whether we should finalize your draft or request some additional time and funds to gather new data for a final analysis that could be extremely useful to TVCSD as we move forward.

We are currently conducting an Efficiency Audit with Matrix Consulting Group and realizing the CIP list may require some changes. And, most importantly, we have RFP's out for contract services now in an effort to determine whether the District can realize some savings and cut our budget expenses with new contracts in place. We hope to complete the Efficiency Study and the RFP process within the next 2 months.

Considering your busy schedule, we hope to hear back from you soon. It is our hope that RCAC will consider working with us a little longer while we develop more accurate data for a final Rate Study.

Sincerely,
Donna Clavaud
FAC member
TVCSD

Richard Culp <RCulp@rcac.org>

Wed, Nov 12, 2014 at 11:03 AM

To: Donna Clavaud <donna.clavaud@gmail.com>

Cc: "SDA Karl Drexel (karl@tomalescsd.ca.gov)" <karl@tomalescsd.ca.gov>, Stevan Palmer <SPalmer@rcac.org>, Brian Phillips <BPhillips@rcac.org>

Hello Donna,

Thank you for responding with comments and update requesting additional time to complete the final Financial Analysis/Rate Study for TVCSD.

I have requested extension of RCAC's technical assistance contract for TVCSD into the next contract cycle. I look forward to seeing the results of your Efficiency Study and RFPs sometime in late January 2015. I will then incorporate the new information and produce a final draft for TVCSD review.

Best Regards

Richard Culp, PE

RCAC| ENVIRONMENTAL PROGRAMS

Rural Development Specialist – Engineer

(707)223-5640

rculp@rcac.org

From: Donna Clavaud [mailto:donna.clavaud@gmail.com]

Sent: Wednesday, November 12, 2014 9:44 AM

To: Richard Culp

Subject: TVCSD Draft Rate Study

[Quoted text hidden]

Donna Clavaud <donna.clavaud@gmail.com>

Wed, Nov 12, 2014 at 1:02 PM

To: Richard Culp <RCulp@rcac.org>

Thank you for your timely response and I will report this good news to the TVCSD Board at tonight's meeting.

Sincerely,
Donna Clavaud
TVCSD FAC member

[Quoted text hidden]

Richard Culp <RCulp@rcac.org>

Thu, Sep 10, 2015 at 1:25 PM

To: Donna Clavaud <donna.clavaud@gmail.com>

Hello Donna,

I hope things went well with your efficiency study. I am checking in to let you know that RCAC's grant program that funds the technical assistance to TVCSD has reached the end of the contract cycle. I will be closing out the 2014 financial analysis project, but let me know if you need technical assistance in the future.

Best Regards

Richard Culp, P.E.

RCAC| ENVIRONMENTAL PROGRAMS

Rural Development Specialist – Civil Engineer

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