

AGENDA

Tomales Village Community Services District (TVCS D)

(707) 878-2767

Board of Directors Meeting

WEDNESDAY May 14, 2014

Tomales Town Hall

6:00 PM

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.

1. **Call to Order**
2. **Open Communication**
3. **Closed Session** – Closed Sessions are not open to the public
 - A. **The Board will meet in Closed Session to address the current status of the Administrator's contract pursuant to Government Code Section 54957 (b).**
4. **Return To Open Session**
 - A. **The Board will report any action taken in closed session**
5. **Election of Officers – Board Secretary**
6. **Additions, Corrections and Approval of the April 9, 2014 Regular Board Meeting Minutes**
7. **Financial Report**

(This is the time the Treasurer makes a report on the finances of the District and any checks that are to be written are approved.)

 - A. **Accept Check Registers and Approve Expenditures**
 - B. **Review and Adopt Financial Statements**
 - C. **Review Administrator's Proposed Draft Budget for FY '14-'15**
8. **Phillips & Associates Report**

(This is the time when a representative of the system's operating and maintenance company reports on the status of the system and brings up any concerns or recommendations for Board consideration.)

 - A. **Self Monitoring Report**
9. **Committee Reports**

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

 - A. **Newsletter Committee**
 1. Review and approve articles
 - B. **Park Committee**
 1. Review April Park Committee Minutes

2. Entrance Gate Design Update
3. Gazebo Design and Specifications
4. Park Rental Agreement Update
5. Workday May 24th

C. Finance and Budget Committee

1. Review April FAC Meeting Minutes
2. Discuss RFP Timeline and Assign Priorities

10. Pending Business

(This is the time the Board addresses all business not yet concluded.)

A. Capital Improvement Projects

1. Park Gate
2. Gazebo

B. Policy Manual

1. Director Roles and Responsibilities Draft Policy
2. Draft Policy on E-mail Communications
3. Draft Policy on Adding Items to an Agenda
4. Draft Policy Submissions or Changes Guidelines

C. Rate Study with RCAC

1. Letter to RCAC regarding Rate Study from FAC

D. Board Training

1. Board and District Liability Presentation by SDRMA – reschedule

E. Local Agency Investment Fund

1. Review and Discuss Investment Program for District Funds
2. Review and Adopt Resolution 14-03

F. Regional Water Quality Control Board WDR for 2014

1. Report on Status

G. Board Member Plaques

1. Report on Status

H. Complaints and Correspondence from Customers

1. Correspondence from Rev Cornelia Crocker re Party in the Park

11. New Business

(This is the time the Board addresses all new business not yet introduced.)

A. No new business

12. Administrator's Report

(This is the time when the Administrator of the District reports on the administrative and management issues that need Board consideration, and an overall update of District business.)

A. Administrator's Report

13. Open Communication (The Brown Act prohibits the Board from discussing or acting on any item not on the agenda.)

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

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

Tomales Farm and Dairy Lot Line Adjustment
PGE Net Metering Report

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING**

Minutes of Meeting held April 9, 2014

Board Members Present: Bill Bonini, Deborah Parrish, Patty Oku, and Sue Sims
Board Members Absent: Brian Lamoreaux

DRAFT

Also Present: Karl Drexel, Administrator

Donna Clavaud
Chick Peterson

Beth Koelker
Victoria Hansen

Ted Anderson

Board President Bill Bonini called the meeting to order at 6:31 p.m.

Approval of Minutes:

The Chair asked for additions or corrections of the March 12, 2014 board meeting minutes. Being none:

Patty Oku made a motion to approve the minutes of the March 12, 2014 Regular Board Meeting. Motion seconded by Deborah Parrish. M/S/U.

Financial Report:

A. **&B.** The Administrator submitted the financial reports for March and a list of payables for the months of March and April along with copies of the check registers for the month of March. Deborah noted she had questions regarding the reconciliation of the bank statements and gave her concerns and supporting information to the Administrator.

Patty Oku made a motion to accept the check registers, approve expenditures and adopt the financial statements. Deborah reiterated she had questions regarding the financials and has requested additional information and the motion died for a lack of a second.

C. The Administrator submitted a Draft Proposed Budget for fiscal year 2014-2015 for the Board's review and discussion. Deborah Parrish asked the item be tabled until the next meeting when the Financial Advisory Committee could present their proposed budget. Patty Oku noted a public hearing on the budget is scheduled for late May according to the FAC Budget timeline. Deborah noted that she requested additional reports from the Administrator that she just received and hasn't had time to review them but there will be proposed changes to the Administrator's proposed budget. Discussion followed about having a special meeting or meetings. The Administrator responded to Sue Sims inquiry about budget timing requirements. He noted the District is required to have a Preliminary Budget approved by July 1st and a Final Budget approved by September 1st. It was decided that the budget could be voted on at the May meeting and still meet the July 1st requirement.

Deborah Parrish made a motion to table the discussion of the budget until the May regular meeting and hold a budget public hearing on May 28th. The motion was seconded by Patty Oku. M/S/U.

Phillips & Associates Report:

The Administrator noted he didn't have anything to add to the Self monitoring report. He noted that everything was in good working order. Deborah asked if Phillips wasn't supposed to come to the meetings on the first of every quarter. It was noted that he is to appear every quarter, but no specific month was ever determined. Deborah said she thought it would be good to have a specific month that they are required to be here so she knows when they are

coming. It was decided that they would be asked to attend the Board meeting of the first month of every quarter.

Committee Reports:

A. Newsletter Committee

Discussion was held regarding a Newsletter going out before a public hearing on the budget. Donna will contact Terry to see if she is up to doing a spring newsletter. It was decided it needed to go out by mid May in order to get out the word on the budget hearing.

B. Park Advisory Committee

1. Patty Oku read the minutes to the March 24th Park committee meeting, highlighting what the committee has been working on:
 - a. Bill Bonini discussed the gazebo layout and design. He and David Judd will draw up a site drawing of the proposed gazebo.
 - b. Victoria Hansen requested a site plan be available for the meetings as a reference, and a sign be posted at the park of any park events and meetings and a master plan.
 - c. Margaret suggested an invitation go out to the community for input on a gazebo design. Brian will work on an invitation for the next meeting.
 - d. Walter and Margaret offered to develop a draft planting plan and irrigation system for the park committee's review and approval.
 - e. Margaret recommended that no planting be done until after the gazebo construction is completed.
 - f. The Paul Duffey Memorial peace sculpture was discussed. Also discussed was a memorial to other community members that have passed. One suggestion was to use the pond and the surrounding area as a memorial "grove".
 - g. Reviewed the work plan and started initiating some items. Karl is going to see if Measure A can be used for PGE and permits, the picnic tables be ordered, new small barbeques be researched, drinking fountain with dog bowl be researched, Water Tower repairs be listed and quotes be obtained, and finish Barbeque pit grates and cover.
 - h. Permitting will be done concurrently with gazebo in order to save permit costs.
 - i. It was determined that anything over 6 feet in a gate, fence or sign has to have a permit.
 - j. Margaret and Walter will talk to Phil Wyatt re irrigation system (i.e. costs, design, etc)
 - k. Vickie asked about the Committees communication with the public to get the public involved.
 - l. Patty noted Louise Gregg presented seven different documents, many of multiple pages, to be discussed. Patty asked that the committee be given copies before the meeting so they can be reviewed.

Victoria Hansen asked what the Administrator was basing the decision on that a Coastal Permit was not required for the park entrance gate and sign. The Administrator noted that the County Planning Department provided a list of permits that are required and a Coastal Permit was not one of them. If a Coastal Permit were required, the County would be the ones to require it.

2. Entrance gate is on hold until the AIA architect gets back to the committee.
3. Bill reported that he and David had been working on a gazebo design and David will be working on a drawing to present at the next Park Committee meeting on April 28th.
4. The Administrator reported that Victoria Hansen had offered to work on policies for the Park and to help in developing donation receipts and a capital master plan in conjunction with the Park Committee if the Board will approve her moving forward. Sue Sims noted that the Board is working on a direction for policies and whatever Park policies are presented for discussion would have to go along with that plan, but that any help would be appreciated. Victoria noted that she had a keen interest in the Park and would like to

help the Park committee develop policies and documentation. There was consensus that the more hands the better. Patty Oku reminded everybody that any documentation or written policies needs to be presented a week before the meeting in order to be put on the agenda for discussion.

5. The Administrator submitted a copy of upcoming rentals of the Park for 2014 for Board review. No action necessary.

C. Financial Advisory Committee

1. The Financial Advisory Committee March minutes were presented for review. Patty Oku suggested another postcard be mailed out to all box holders for additional outreach for community participation on a budget committee. Deborah Parrish noted that the FAC would be talking about that in their next meeting. Sue Sims also noted they were planning on circulating a survey for community input on the budget and items of concern. Patty asked if that was going to be in front of the Post Office and Deli. Deborah noted that they have not decided exactly how or where this would take place. Patty suggested a post card to all box holders would get more coverage than a survey by a limited number of people at the Deli and bakery. It was also suggested that a community survey could go out with the Newsletter. Chick Peterson noted that another postcard could go out, but the idea was to get feedback from the community on their concerns and develop a different way to engage the community. Deborah requested the issue be tabled until such time as the FAC can meet and discuss the options of ways to reach out to the community. The question arose as to what the Board should review and approve regarding community outreach. Deborah indicated a letter or another postcard would take weeks to go out with no guarantee there will be any additional responses. She said she felt what was necessary was for the members of the FAC to go out and talk to the people one-on-one. The President asked if the survey could be approved via e-mail or phone. The Administrator noted that if the Board approved a survey to go out, then the questions and wording could be approved via e-mail and it would not be considered a serial meeting. It is just action items that the Board can't do via e-mails. Patty also asked if the FAC had a list of the expense reductions described in the March minutes. Deborah reiterated they did not have a meeting and there were no other documents beyond the minutes. She said she hoped to have all of this for the next meeting. No action taken. The issue was tabled until the next meeting.
2. Deborah submitted a Draft Invitation to participate in RFP. Suggestions were requested. Patty suggested one item of information that could be made available to prospective bidders was that Tomales is an unincorporated area, which would let the bidders know they would be working with the County a lot, rather than a city. Discussion was held about the District Representative that will review the proposals. It was decided by the FAC that it would be the President of the Board. The Administrator suggested the letter for the RFP for Operators say "contract operators" rather than consultant. It was decided that the Letter for Invitation to Participate would be specific to each RFP and would be adjusted accordingly.

Sue Sims made a motion to accept the letter for Invitation to Participate in RFP in the general form as presented with corrections discussed and customized to each RFP. Motion seconded by Patty Oku. M/S/U.

3. Deborah submitted a Draft RFP for Accounting Services indicating it was the same template as had been submitted, with the changes recommended. She noted the specifics of the RFP were presented to the Board last month. The issue was opened for discussion. Patty noted that the term "public competitive bidding" could require the District to accept the lowest bid, whereas a simple RFP you can choose anyone. That sentence was changed to ending with "private contract." Patty also suggested the selection criteria include the words responsible and cost effective. There were additional changes and updates suggested by Patty and the Administrator that were incorporated into the RFP.

There was extensive discussion regarding the District's by-laws since they were noted in the RFPs. The Administrator noted that the District's by-laws became obsolete when the CSD law was changed in 2005 and superseded the by-laws. He also noted that most districts and government agencies include the information that would normally be in by-laws for corporations in the agencies policy manual. Deborah asked that an item be placed on the Agenda after the budget is done to update the bylaws. Donna suggested a scope that included the investment and loan policies are approved by the Board of Directors and executed by the Financial Management Services rather than the General Manager. Deborah also included the Financial Management Services would act as District Treasurer.

Sue Sims made a motion to accept the RFP for Financial Management Services in the general form as presented with corrections discussed. Motion seconded by Patty Oku. M/S/U.

4. Deborah submitted a Draft RFP for Operation and Maintenance Services for review. Many of the same updates to the template were made. There were some additional changes and updates suggested by Chick, Donna, Patty and the Administrator that were incorporated into the RFP.

Patty Oku made a motion to accept the RFP for Operation and Maintenance Services in the general form as presented with corrections discussed. Motion seconded by Sue Sims. M/S/U.

5. Deborah submitted a Draft RFP for Administrative Services noting that the template changes previously discussed had been incorporated in this RFP. The Administrator suggested the Administrative Management Services should include General Manager functions as part of the Scope, since the District is required to have a General Manager. A few additional suggestions and updates were discussed and incorporated in this RFP.

Sue Sims made a motion to accept the RFP for Financial Management Services in the general form as presented with corrections discussed. Motion seconded by Patty Oku. M/S/U.

D. Budget Committee

1. Since the FAC is now acting as the Budget committee as well, this item was discussed at length under Item C of the Agenda.

Pending Business:

A. Grant Writing

Nothing new to report

B. Capital Improvement Projects

Already Discussed

C. Board Policy Manual

1. Patty resubmitted the changes to Roles of Board Members and Officers Policy. Sue will make the changes on the policy document. The President asked if they needed to be approved and Deborah confirmed they had already been approved. Patty gave Sue a list of the changes.
2. The Administrator submitted the corrected copy of the Policy on Competitive Bidding for information. No action was necessary.
3. A Draft Policy on E-mail Communications was tabled. Patty is working on a Draft policy.
4. Draft Policy on adding items to an agenda was tabled. Sue is working on a Draft policy.
5. Draft Policy on Submissions or Changes Guidelines to Policy Manual was tabled. Sue is working on Draft policy.

D. RCAC Rate Study

1. Donna reported that last month the FAC decided to put the rate study on hold until the RFPs were issued and cost savings were determined. She reported that the FAC would write a letter to Richard Culp and cc the Board.

E. Board Training

1. Board training on Board Member and District Liability by the SDRMA Chief Risk Manager on April 23rd at 6:00. No action necessary.

F. Complaints and Correspondence

The Administrator noted there was nothing to report.

New Business

A. RWQCB WDR for 2014

1. The Administrator reported that the Regional Water Resource Control Board was finally getting around to updating the District Waste Discharge Requirement Permit. He reported that two staff members came by and toured the plant. They are working on the update and he submitted a copy of their Draft. He said that Steve and Gary Phillips, Blair Allen, Dawning Wu and he were reviewing and discussing the draft updates.

B. Local Agency Investment Fund

1. The Administrator submitted background information on the Local Agency Investment Fund of the State Controller's Office. This is an investment fund to put money in that is not being used for current operating expenses and would earn a higher rate of return than the Bank of Marin Money Market Account and the Redwood Credit Union Savings account. Bill asked how the Administrator came about this particular investment fund. The Administrator noted that he was led in that direction by several other Special Districts in California that invest with them. It is backed by the State and invested by the State Controller's Office and the money is put into banks that are FDIC insured. The return on the investment is not guaranteed, but it is considerably higher than what the District is getting now. Sue Sims noted that many local government investments have gone broke in the past. Donna said she felt the District should be developing financial policies and investment policies prior to moving money from the banks to an investment pool. Deborah and Sue requested more time to review it and the item was tabled.

C. Board Member Plaques

1. The Administrator reported that the District had a tradition of presenting departing Board members with a plaque thanking them for their service. He recommended the three board members that recently left the Board be given plaques.

Patty Oku made a motion to have the Administrator purchase three plaques of appreciation and thanks for the outgoing Board members with one for Walter to have a gavel. Motion seconded by Sue Sims. M/S/U.

Administrator's Report:

The Administrator submitted a written report of his activities for the month.

Open Communication:

No open communication.

Deborah Parrish made a motion to adjourn. Motion seconded by Patty Oku. M/S/U.

Adjourned at 9:14 PM

Next Meeting: April 9, 2014 6:00 PM.

Approved

Date

Tomales Village Community Services District

5/7/2014 5:50 PM

Register: 131.42 · Bank of Marin - Flex Account

From 03/28/2014 through 05/07/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
03/28/2014			131.46 · Bank of Marin...	Funds Transfer	18,250.28	X		189,682.94
03/31/2014			311.00 · Interest Reven...	Interest		X	8.20	189,691.14
04/03/2014			131.44 · Bank of Marin...	Funds Transfer	2,000.00	X		187,691.14
04/10/2014			131.44 · Bank of Marin...	Funds Transfer	15,000.00	X		172,691.14
04/11/2014			315.50 · Levy 4	Deposit		X	2,753.35	175,444.49
04/11/2014		Marin County Auditor	137.00 · Accounts Rec...			X	39,136.99	214,581.48
04/30/2014			311.00 · Interest Reven...	Interest		X	7.46	214,588.94

TVCS D Sewer Enterprise

5/7/2014 5:00 PM

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

From 03/31/2014 through 05/07/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
03/31/2014			311.00 · Interest Income	Interest		X	0.02	6,128.59
04/03/2014			131.00 · Cash:131.42 · ...	Funds Transfer		X	2,000.00	8,128.59
04/10/2014	Bill Pay	AT&T	222.00 · Accounts Pay...		92.09	X		8,036.50
04/10/2014	Bill Pay	Capital One Bank	222.00 · Accounts Pay...		388.89	X		7,647.61
04/10/2014	Bill Pay	PGE	222.00 · Accounts Pay...		62.06	X		7,585.55
04/10/2014	Bill Pay	Phillips & Associates	222.00 · Accounts Pay...		5,182.36	X		2,403.19
04/10/2014	4069	KD Management	222.00 · Accounts Pay...		7,345.98	X		-4,942.79
04/10/2014			131.00 · Cash:131.42 · ...	Funds Transfer		X	15,000.00	10,057.21
04/11/2014	4070	City Sewer Pumping	222.00 · Accounts Pay...		475.00	X		9,582.21
04/18/2014		Tomales Regional Hi...	137.00 · Accounts Rec...			X	63.00	9,645.21
04/22/2014		Paul Norris	137.00 · Accounts Rec...			X	126.00	9,771.21
04/30/2014			311.00 · Interest Income	Interest		X	0.03	9,771.24

TVCS D Park

5/7/2014 5:35 PM

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

From 03/26/2014 through 05/07/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
03/26/2014			322.00 · Park Use Rent...	Deposit		X	200.00	33,959.27
03/28/2014			131.00 · Cash:131.42 · ...	Funds Transfer		X	18,250.28	52,209.55
03/30/2014		Henry Elfstrom	137.00 · Accounts Rec...			X	70.00	52,279.55
03/31/2014			311.00 · Interest Income	Interest		X	0.15	52,279.70
04/08/2014			322.00 · Park Use Rent...	Deposit		X	200.00	52,479.70
04/10/2014	Bill Pay	Capital One Bank	222.00 · Accounta Pay...		1,253.18	X		51,226.52
04/10/2014	Bill Pay	PGE	222.00 · Accounta Pay...		99.70	X		51,126.82
04/11/2014	1077	Baudelio Martinez	414.70 · Repairs:414.7...		103.29	X		51,023.53
04/22/2014		Henry Elfstrom	137.00 · Accounts Rec...			X	70.00	51,093.53
04/22/2014		Park Rental Fees	137.00 · Accounts Rec...	Hazon 2014 G...		X	400.00	51,493.53
04/30/2014			311.00 · Interest Income	Interest		X	0.21	51,493.74

TVCS D Sewer Enterprise

5/7/2014 5:02 PM

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

From 03/31/2014 through 05/07/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
03/31/2014			315.00 · Intergovernme...	Interest		X	0.08	19,685.15
04/18/2014			316.00 · CSI Solar Reb...	Deposit		X	1,182.01	20,867.16
04/30/2014			315.00 · Intergovernme...	Interest		X	0.08	20,867.24

TVCS D Sewer Enterprise

5/7/2014 7:05 PM

Register: 131.00 · Cash:131.31 · Redwood Credit Union

From 03/31/2014 through 05/07/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
03/31/2014			311.00 · Interest Income	Interest		X	0.03	85,561.20

Tomales Village Community Service District

Payables Apr - May 2014

<u>Date</u>	<u>Vendor</u>	<u>Amount</u>	<u>Expense</u>
25-Apr	Phillips & Assoc.	\$ 5,182.36	May O&M Services
23-Apr	PGE	\$ 81.89	WWTP PGE
20-Apr	AT&T	\$ 92.55	Tomales ATT Service
24-Apr	Capital One	\$ 60.00	BHI - Good Board Work
		\$ 87.11	Fed Ex Office Board Packet
		\$ 174.12	Member Plaques - Palmgrens
		\$ 19.95	Web Hosting
1-May	Sue Sims	\$ 77.21	Postcards
1-Jun	Karl Drexel	\$ 400.00	Health Ins Allowance
1-Jun	Karl Drexel	\$ 6,754.00	June Admin Services
	Apr - May	<u>\$ 12,929.19</u>	
		PARK EXPENSES	
22-Apr	PGE	\$ 96.20	Park PGE
24-Apr	Capital One	\$ 159.00	All Down Organic Herbicide
	Apr - May	<u>\$ 255.20</u>	
		RESTRICTED FUNDS	
		<u>\$ -</u>	
	Total	\$ 13,184.39	

**TVCS D Sewer Enterprise
Balance Sheet
As of April 30, 2014**

	Apr 30, 14
ASSETS	
Current Assets	
Checking/Savings	
131.00 · Cash	
131.31 · Redwood Credit Union	85,561.17
131.42 · Bank of Marin - Money Market	214,588.94
131.44 · Bank of Marin - Sewer	9,771.24
131.48 · Bank of Marin - Solar	20,867.24
Total 131.00 · Cash	330,788.59
Total Checking/Savings	330,788.59
Other Current Assets	
138.00 · Receivable - TVCS D Park	9,211.00
Total Other Current Assets	9,211.00
Total Current Assets	339,999.59
Fixed Assets	
100.00 · Property, Plant and Equipment	791,665.97
100.10 · Maps and Records	17,248.00
100.20 · Land and Land Rights	52,788.00
110.00 · Improvement Project	939,393.31
112.00 · Solar System	269,945.21
105.00 · Less Accumulated Depreciation	-414,908.01
Total Fixed Assets	1,656,132.48
Other Assets	
136.00 · SUSD Note Receivable	22,401.04
151.00 · CREBs Unamortized Issuance Cost	15,250.00
152.00 · Accumulated Amortization	-3,588.12
Total Other Assets	34,062.92
TOTAL ASSETS	2,030,194.99
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
222.00 · Accounts Payable	5,697.98
Total Accounts Payable	5,697.98
Total Current Liabilities	5,697.98
Long Term Liabilities	
211.00 · SWRCB SRF Loan	194,125.89
215.00 · CREBS Bond	233,235.46
Total Long Term Liabilities	427,361.35
Total Liabilities	433,059.33
Equity	
260.00 · Retained Earnings	1,358,112.89
261.00 · Sinking Fund - Debt Reserve	47,775.00
262.00 · Capital Improvement Reserve	45,394.00
263.00 · Emergency Reserve	33,982.00
264.00 · Operating Reserve	35,400.00
265.00 · Net Assets - Unrestricted	105,000.00
Net Income	-28,528.23
Total Equity	1,597,135.66
TOTAL LIABILITIES & EQUITY	2,030,194.99

**TVCS D Sewer Enterprise
Profit & Loss
April 2014**

	Apr 14
Income	
301.00 · Service Charges	
301.10 · Service Charges - Monthly	126.00
301.30 · Service Charges - County	
301.35 · Solar Portion - County	7,680.00
301.30 · Service Charges - County - Other	4,192.35
Total 301.30 · Service Charges - County	11,872.35
Total 301.00 · Service Charges	11,998.35
311.00 · Interest Income	7.49
315.00 · Intergovernmental Revenues	
315.50 · Levy 4	2,753.35
315.00 · Intergovernmental Revenues - Other	0.08
Total 315.00 · Intergovernmental Revenues	2,753.43
316.00 · CSI Solar Rebate	1,182.01
Total Income	15,941.28
Expense	
410.00 · Sewage Collection	27.83
411.00 · Sewage Treatment	27.46
412.00 · Sewage Disposal	26.60
414.00 · Administration and General	
414.05 · Administrator's Fees	6,754.00
414.30 · Insurance	
414.35 · Health Insurance Allowance	400.00
Total 414.30 · Insurance	400.00
414.40 · Office Expense	
414.44 · Sonic - Web Hosting	19.95
414.46 · Board Meeting Expense	87.11
Total 414.40 · Office Expense	107.06
414.50 · O&M Contractual Services	5,182.36
414.80 · Travel and Meetings	
414.81 · Travel	191.98
414.83 · Meetings and Seminars	60.00
Total 414.80 · Travel and Meetings	251.98
414.90 · Telephone and Internet Services	92.55
Total 414.00 · Administration and General	12,787.95
415.50 · Depreciation Expense	4,300.00
423.00 · Other Nonoperating Expenses	
423.20 · Awards and Gifts	174.12
Total 423.00 · Other Nonoperating Expenses	174.12
Total Expense	17,343.96
Net Income	-1,402.68

TVCSO Sewer Enterprise
Statement of Cash Flows
April 2014

	<u>Apr 14</u>
OPERATING ACTIVITIES	
Net Income	-1,402.68
Adjustments to reconcile Net Income to net cash provided by operations:	
137.00 · Accounts Receivable	27,327.64
222.00 · Accounts Payable	-502.42
Net cash provided by Operating Activities	<u>25,422.54</u>
INVESTING ACTIVITIES	
105.00 · Less Accumulated Depreciation	<u>4,300.00</u>
Net cash provided by Investing Activities	<u>4,300.00</u>
Net cash increase for period	29,722.54
Cash at beginning of period	<u>301,066.05</u>
Cash at end of period	<u><u>330,788.59</u></u>

TVCS D Park
Balance Sheet
 As of April 30, 2014

	Apr 30, 14
ASSETS	
Current Assets	
Checking/Savings	
131.00 · Cash	
131.46 · Bank of Marin - Park Account	51,493.74
Total 131.00 · Cash	51,493.74
Total Checking/Savings	51,493.74
Total Current Assets	51,493.74
Fixed Assets	
100.20 · Land and Land Rights	132,000.00
111.00 · Park Equipment	
Original Cost	299,899.00
105.00 · Depreciation	-28,933.00
Total 111.00 · Park Equipment	270,966.00
Total Fixed Assets	402,966.00
TOTAL ASSETS	454,459.74
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
222.00 · Accounta Payable	255.20
Total Accounts Payable	255.20
Other Current Liabilities	
217.00 · Unearned Revenue	15,000.00
Total Other Current Liabilities	15,000.00
Total Current Liabilities	15,255.20
Long Term Liabilities	
216.00 · Loan Payable - TVCS D Sewer	9,211.00
Total Long Term Liabilities	9,211.00
Total Liabilities	24,466.20
Equity	
252.50 · Investment in Capital Assets	402,966.00
260.00 · Retained Earnings	-3,475.68
Net Income	30,503.22
Total Equity	429,993.54
TOTAL LIABILITIES & EQUITY	454,459.74

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

	<u>Apr 14</u>
Ordinary Income/Expense	
Income	
311.00 · Interest Income	0.21
322.00 · Park Use Rental	
322.50 · Cleaning and Security Deposit	400.00
322.00 · Park Use Rental - Other	200.00
Total 322.00 · Park Use Rental	<u>600.00</u>
322.60 · Water Tower PGE	70.00
Total Income	<u>670.21</u>
Expense	
414.70 · Repairs	
414.74 · Park Maintenance	262.29
Total 414.70 · Repairs	<u>262.29</u>
414.75 · PGE - Park	96.20
Total Expense	<u>358.49</u>
Net Ordinary Income	<u>311.72</u>
Net Income	<u><u>311.72</u></u>

TVCS D Park
Statement of Cash Flows
July 1, 2013 through May 7, 2014

	<u>Jul 1, '13 - May 7, 14</u>
OPERATING ACTIVITIES	
Net Income	30,503.22
Adjustments to reconcile Net Income to net cash provided by operations:	
137.00 · Accounts Receivable	70.00
222.00 · Accounta Payable	-111.51
217.00 · Unearned Revenue	15,000.00
Net cash provided by Operating Activities	45,461.71
INVESTING ACTIVITIES	
100.20 · Land and Land Rights	-132,000.00
111.00 · Park Equipment:Original Cost	-299,899.00
111.00 · Park Equipment:105.00 · Depreciation	28,933.00
Net cash provided by Investing Activities	-402,966.00
FINANCING ACTIVITIES	
216.00 · Loan Payable - TVCS D Sewer	9,211.00
252.50 · Investment in Capital Assets	381,154.97
260.00 · Retained Earnings	-2,399.97
Net cash provided by Financing Activities	387,966.00
Net cash increase for period	30,461.71
Cash at beginning of period	21,032.03
Cash at end of period	<u>51,493.74</u>

Tomales Village Community Services District
Profit & Loss Prev Year Comparison
July 2013 through April 2014

	<u>Jul '13 - Apr 14</u>	<u>Jul '12 - Apr 13</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
301.00 · Service Charges				
301.10 · Service Charges - Monthly	1,260.00	1,260.00	0.00	0.0%
301.15 · Service Charges - Annual Fees	756.00	756.00	0.00	0.0%
301.20 · Service Charges - SUSD				
301.25 · Solar Portion	0.00	6,120.00	-6,120.00	-100.0%
301.20 · Service Charges - SUSD - Other	64,510.00	78,665.00	-14,155.00	-17.99%
Total 301.20 · Service Charges - SUSD	<u>64,510.00</u>	<u>84,785.00</u>	<u>-20,275.00</u>	<u>-23.91%</u>
301.30 · Services Charges - County				
301.35 · Solar Portion	7,680.00	7,680.00	0.00	0.0%
301.30 · Services Charges - County - Other	85,192.35	85,088.70	103.65	0.12%
Total 301.30 · Services Charges - County	<u>92,872.35</u>	<u>92,768.70</u>	<u>103.65</u>	<u>0.11%</u>
301.50 · Non-Scheduled Work- Outside	0.00	0.00	0.00	0.0%
Total 301.00 · Service Charges	<u>159,398.35</u>	<u>179,569.70</u>	<u>-20,171.35</u>	<u>-11.23%</u>
305.00 · SUSD Sinking Fund Revenue	8,062.00	1,942.00	6,120.00	315.14%
311.00 · Interest Revenues	1,601.23	1,751.96	-150.73	-8.6%
311.50 · Interest Income - Park	1.25	2.03	-0.78	-38.42%
315.00 · Intergovernmental Revenues				
315.50 · Levy 4	7,237.56	9,000.30	-1,762.74	-19.59%
315.60 · HOPTR	29.40	30.38	-0.98	-3.23%
315.80 · Measure A	17,374.91	0.00	17,374.91	100.0%
Total 315.00 · Intergovernmental Revenues	<u>24,641.87</u>	<u>9,030.68</u>	<u>15,611.19</u>	<u>172.87%</u>
316.00 · CSI Solar Rebate	11,430.71	11,589.78	-159.07	-1.37%
317.00 · Other Operating Income	0.00	1,118.19	-1,118.19	-100.0%
318.00 · Other Nonoperating Revenue				
318.30 · Transfer In	0.00	7,000.00	-7,000.00	-100.0%
Total 318.00 · Other Nonoperating Revenue	<u>0.00</u>	<u>7,000.00</u>	<u>-7,000.00</u>	<u>-100.0%</u>
320.00 · Contributions Income				
320.30 · Unrestricted				
320.32 · PitP 2013	7,112.00	0.00	7,112.00	100.0%
320.31 · 2012 PitP	0.00	8,846.00	-8,846.00	-100.0%
320.30 · Unrestricted - Other	395.00	630.00	-235.00	-37.3%
Total 320.30 · Unrestricted	<u>7,507.00</u>	<u>9,476.00</u>	<u>-1,969.00</u>	<u>-20.78%</u>
Total 320.00 · Contributions Income	<u>7,507.00</u>	<u>9,476.00</u>	<u>-1,969.00</u>	<u>-20.78%</u>
322.00 · Park Use Rental				
322.60 · Water Tower PGE	700.00	700.00	0.00	0.0%
322.50 · Cleaning and Security Deposit	200.00	400.00	-200.00	-50.0%
322.00 · Park Use Rental - Other	200.00	650.00	-450.00	-69.23%
Total 322.00 · Park Use Rental	<u>1,100.00</u>	<u>1,750.00</u>	<u>-650.00</u>	<u>-37.14%</u>
323.00 · Founders Day Committee	-779.00	815.00	-1,594.00	-195.58%
340.00 · Grants				
340.40 · Board of Supervisors	0.00	15,000.00	-15,000.00	-100.0%
340.70 · Dean Witter Foundation	10,000.00	0.00	10,000.00	100.0%
Total 340.00 · Grants	<u>10,000.00</u>	<u>15,000.00</u>	<u>-5,000.00</u>	<u>-33.33%</u>
Total Income	<u>222,963.41</u>	<u>239,045.34</u>	<u>-16,081.93</u>	<u>-6.73%</u>
Gross Profit	222,963.41	239,045.34	-16,081.93	-6.73%

Tomales Village Community Services District
Profit & Loss Prev Year Comparison
July 2013 through April 2014

	<u>Jul '13 - Apr 14</u>	<u>Jul '12 - Apr 13</u>	<u>\$ Change</u>	<u>% Change</u>
Expense				
410.00 · Sewage Collection	297.82	318.71	-20.89	-6.56%
411.00 · Sewage Treatment	720.30	3,203.99	-2,483.69	-77.52%
412.00 · Sewage Disposal	192.56	260.00	-67.44	-25.94%
414.00 · Administration and General				
414.05 · Administrator's Fees	67,540.00	65,849.05	1,690.95	2.57%
414.22 · Licenses and Permits	1,272.50	1,042.50	230.00	22.06%
414.30 · Insurance				
414.31 · Property & Liability Insurance	5,269.54	5,329.33	-59.79	-1.12%
414.33 · Worker's Comp Insurance	609.00	603.81	5.19	0.86%
414.35 · Health Insurance Allowance	4,000.00	6,000.00	-2,000.00	-33.33%
Total 414.30 · Insurance	<u>9,878.54</u>	<u>11,933.14</u>	<u>-2,054.60</u>	<u>-17.22%</u>
414.40 · Office Expense				
414.41 · Postage and Delivery	415.89	56.15	359.74	640.68%
414.42 · Printing and Copies	833.86	58.31	775.55	1,330.05%
414.43 · Office Supplies	710.87	183.25	527.62	287.92%
414.44 · Sonic - Web Hosting	179.55	179.55	0.00	0.0%
414.45 · Equipment Expense	0.00	518.85	-518.85	-100.0%
414.46 · Board Meeting Exp	1,127.74	795.36	332.38	41.79%
Total 414.40 · Office Expense	<u>3,267.91</u>	<u>1,791.47</u>	<u>1,476.44</u>	<u>82.42%</u>
414.50 · Contractual Services	51,717.27	50,214.16	1,503.11	2.99%
414.55 · Professional Fees				
414.56 · Legal Fees	1,127.50	256.25	871.25	340.0%
414.57 · Accounting	5,000.00	4,613.00	387.00	8.39%
Total 414.55 · Professional Fees	<u>6,127.50</u>	<u>4,869.25</u>	<u>1,258.25</u>	<u>25.84%</u>
414.60 · Publication and Notices				
414.61 · Newsletter Expense	200.16	104.87	95.29	90.87%
414.60 · Publication and Notices - Other	0.00	50.00	-50.00	-100.0%
Total 414.60 · Publication and Notices	<u>200.16</u>	<u>154.87</u>	<u>45.29</u>	<u>29.24%</u>
414.62 · Dues and Subscriptions	1,455.79	1,424.40	31.39	2.2%
414.65 · Rents and Leases				
414.68 · Solar Lease Agreement	17,941.18	17,941.18	0.00	0.0%
414.67 · Solar Lease Admin Fee	750.00	750.00	0.00	0.0%
Total 414.65 · Rents and Leases	<u>18,691.18</u>	<u>18,691.18</u>	<u>0.00</u>	<u>0.0%</u>
414.70 · Repairs and Maintenance				
414.74 · Measure A Projects	1,253.18	0.00	1,253.18	100.0%
414.79 · Park Measure A Expenses	24.84	0.00	24.84	100.0%
414.77 · Irrigation Field Maintenance	0.00	3,065.00	-3,065.00	-100.0%
414.71 · Plant and Building Maintenance	478.78	150.00	328.78	219.19%
414.72 · Computer Repairs	240.00	0.00	240.00	100.0%
414.73 · Equipment Repairs	4,145.88	1,069.74	3,076.14	287.56%
414.75 · Park Maintenance				
414.755 · Park PGE	1,089.16	1,022.80	66.36	6.49%
414.75 · Park Maintenance - Other	833.98	785.72	48.26	6.14%
Total 414.75 · Park Maintenance	<u>1,923.14</u>	<u>1,808.52</u>	<u>114.62</u>	<u>6.34%</u>
Total 414.70 · Repairs and Maintenance	<u>8,065.82</u>	<u>6,093.26</u>	<u>1,972.56</u>	<u>32.37%</u>

Tomales Village Community Services District
Profit & Loss Prev Year Comparison
July 2013 through April 2014

	<u>Jul '13 - Apr 14</u>	<u>Jul '12 - Apr 13</u>	<u>\$ Change</u>	<u>% Change</u>
414.80 · Travel and Meetings				
414.81 · Travel	1,007.46	209.96	797.50	379.83%
414.83 · Meetings and Seminars	325.00	149.91	175.09	116.8%
Total 414.80 · Travel and Meetings	<u>1,332.46</u>	<u>359.87</u>	<u>972.59</u>	<u>270.26%</u>
414.90 · Telephone & Internet Servcie	934.46	1,810.76	-876.30	-48.39%
414.95 · Miscellaneous	-7.27	0.00	-7.27	-100.0%
Total 414.00 · Administration and General	<u>170,476.32</u>	<u>164,233.91</u>	<u>6,242.41</u>	<u>3.8%</u>
416.00 · Taxes				
416.10 · Property Taxes	-28.24	-51.90	23.66	-45.59%
Total 416.00 · Taxes	<u>-28.24</u>	<u>-51.90</u>	<u>23.66</u>	<u>-45.59%</u>
417.00 · Other Operating Expenses				
417.10 · Bank Service Charges	0.00	-40.00	40.00	100.0%
417.20 · Election Charges	428.31	0.00	428.31	100.0%
417.30 · LAFCO Charges	124.00	104.00	20.00	19.23%
Total 417.00 · Other Operating Expenses	<u>552.31</u>	<u>64.00</u>	<u>488.31</u>	<u>762.98%</u>
420.00 · Interest Expense-Long-Term Debt				
420.20 · Interest Payment - SRF Loan	5,323.50	5,782.38	-458.88	-7.94%
Total 420.00 · Interest Expense-Long-Term Debt	<u>5,323.50</u>	<u>5,782.38</u>	<u>-458.88</u>	<u>-7.94%</u>
423.00 · Other Nonoperating Expenses				
423.20 · Awards and Gifts	174.12	485.58	-311.46	-64.14%
423.30 · Fundraising Expense				
423.31 · PitP				
423.317 · Brats and Dog Sales	182.78	362.40	-179.62	-49.56%
423.311 · Publicity	0.00	289.21	-289.21	-100.0%
423.312 · Supplies	80.00	122.13	-42.13	-34.5%
423.313 · Beer Sales	0.00	95.62	-95.62	-100.0%
423.314 · Wine Sales	0.00	8.00	-8.00	-100.0%
423.315 · Apple Garden Farms	0.00	138.50	-138.50	-100.0%
423.316 · Oyster Sales	193.97	236.43	-42.46	-17.96%
423.318 · BROS BBQ	0.00	479.60	-479.60	-100.0%
423.31 · PitP - Other	500.00	0.00	500.00	100.0%
Total 423.31 · PitP	<u>956.75</u>	<u>1,731.89</u>	<u>-775.14</u>	<u>-44.76%</u>
Total 423.30 · Fundraising Expense	<u>956.75</u>	<u>1,731.89</u>	<u>-775.14</u>	<u>-44.76%</u>
423.50 · Founders Day Committee				
423.55 · Tomales Day Music	0.00	850.00	-850.00	-100.0%
423.51 · Special Event Insurance	0.00	285.63	-285.63	-100.0%
Total 423.50 · Founders Day Committee	<u>0.00</u>	<u>1,135.63</u>	<u>-1,135.63</u>	<u>-100.0%</u>
Total 423.00 · Other Nonoperating Expenses	<u>1,130.87</u>	<u>3,353.10</u>	<u>-2,222.23</u>	<u>-66.27%</u>
Total Expense	<u>178,665.44</u>	<u>177,164.19</u>	<u>1,501.25</u>	<u>0.85%</u>
Net Ordinary Income	<u>44,297.97</u>	<u>61,881.15</u>	<u>-17,583.18</u>	<u>-28.41%</u>
Net Income	<u><u>44,297.97</u></u>	<u><u>61,881.15</u></u>	<u><u>-17,583.18</u></u>	<u><u>-28.41%</u></u>

**Tomales Village Community Services District
Profit & Loss Budget vs. Actual**

July 2013 through April 2014

	Total Park Division		Restricted Funds (Sewer Division)		Unrestricted Funds (Sewer Division)		Total Sewer Division	
	Jul '13 - Apr 14	Budget	Jul '13 - Apr 14	Budget	Jul '13 - Apr 14	Budget	Jul '13 - Apr 14	Budget
Ordinary Income/Expense								
Income								
301.00 · Service Charges								
301.10 · Service Charges - Monthly	0.00		0.00		1,260.00	1,260.00	1,260.00	1,260.00
301.15 · Service Charges - Annual Fees	0.00		0.00		756.00	756.00	756.00	756.00
301.20 · Service Charges - SUSD	0.00		0.00		64,510.00	74,888.00	64,510.00	74,888.00
301.30 · Services Charges - County								
301.35 · Solar Portion	0.00		7,680.00		0.00	7,680.00	7,680.00	7,680.00
301.30 · Services Charges - County - Other	0.00		0.00		85,192.35	90,000.00	85,192.35	90,000.00
Total 301.30 · Services Charges - County	0.00		7,680.00		85,192.35	97,680.00	92,872.35	97,680.00
Total 301.00 · Service Charges	0.00		7,680.00		151,718.35	174,584.00	159,398.35	174,584.00
305.00 · SUSD Sinking Fund Revenue	0.00		0.00		8,062.00	8,062.00	8,062.00	8,062.00
311.00 · Interest Revenues	0.00		0.00		1,601.23	1,731.00	1,601.23	1,731.00
311.50 · Interest Income - Park	1.25	6.00	0.00		0.00		0.00	
315.00 · Intergovernmental Revenues								
315.50 · Levy 4	0.00		0.00		7,237.56	9,426.16	7,237.56	9,426.16
315.60 · HOPTR	29.40	19.00	0.00		0.00		0.00	
315.80 · Measure A	17,374.91	25,000.00	0.00		0.00		0.00	
Total 315.00 · Intergovernmental Revenues	17,404.31	25,019.00	0.00		7,237.56	9,426.16	7,237.56	9,426.16
316.00 · CSI Solar Rebate	0.00		11,430.71	10,600.00	0.00		11,430.71	10,600.00
318.00 · Other Nonoperating Revenue								
318.30 · Transfer In	0.00		0.00		0.00	16,211.00	0.00	16,211.00
Total 318.00 · Other Nonoperating Revenue	0.00		0.00		0.00	16,211.00	0.00	16,211.00
320.00 · Contributions Income								
320.30 · Unrestricted								
320.32 · PitP 2013	7,112.00		0.00		0.00		0.00	
320.31 · 2012 PitP	0.00	7,000.00	0.00		0.00		0.00	
320.30 · Unrestricted - Other	395.00	400.00	0.00		0.00		0.00	
Total 320.30 · Unrestricted	7,507.00	7,400.00	0.00		0.00		0.00	
Total 320.00 · Contributions Income	7,507.00	7,400.00	0.00		0.00		0.00	
322.00 · Park Use Rental								
322.60 · Water Tower PGE	700.00	700.00	0.00		0.00		0.00	
322.50 · Cleaning and Security Deposit	200.00		0.00		0.00		0.00	
322.00 · Park Use Rental - Other	200.00	350.00	0.00		0.00		0.00	
Total 322.00 · Park Use Rental	1,100.00	1,050.00	0.00		0.00		0.00	
323.00 · Founders Day Committee	-779.00		0.00		0.00		0.00	
340.00 · Grants								
340.70 · Dean Witter Foundation	10,000.00	10,000.00	0.00		0.00		0.00	
Total 340.00 · Grants	10,000.00	10,000.00	0.00		0.00		0.00	
Total Income	35,233.56	43,475.00	19,110.71	10,600.00	168,619.14	210,014.16	187,729.85	220,614.16
Gross Profit	35,233.56	43,475.00	19,110.71	10,600.00	168,619.14	210,014.16	187,729.85	220,614.16

**Tomales Village Community Services District
Profit & Loss Budget vs. Actual**

July 2013 through April 2014

Expense	Total Park Division		Restricted Funds (Sewer Division)		Unrestricted Funds (Sewer Division)		Total Sewer Division	
	Jul '13 - Apr 14	Budget	Jul '13 - Apr 14	Budget	Jul '13 - Apr 14	Budget	Jul '13 - Apr 14	Budget
410.00 · Sewage Collection	0.00		0.00		297.82	320.00	297.82	320.00
411.00 · Sewage Treatment	0.00		0.00		720.30	2,160.00	720.30	2,160.00
412.00 · Sewage Disposal	0.00		0.00		192.56	260.00	192.56	260.00
414.00 · Administration and General								
414.05 · Administrator's Fees	0.00		0.00		67,540.00	67,388.00	67,540.00	67,388.00
414.22 · Licenses and Permits	0.00	50.00	0.00		1,272.50	1,056.50	1,272.50	1,056.50
414.30 · Insurance								
414.31 · Property & Liability Insurance	0.00		0.00		5,269.54	5,329.00	5,269.54	5,329.00
414.33 · Worker's Comp Insurance	0.00		0.00		609.00	815.00	609.00	815.00
414.35 · Health Insurance Allowance	0.00		0.00		4,000.00	4,000.00	4,000.00	4,000.00
Total 414.30 · Insurance	0.00		0.00		9,878.54	10,144.00	9,878.54	10,144.00
414.40 · Office Expense								
414.41 · Postage and Delivery	200.00	50.00	0.00		215.89	180.00	215.89	180.00
414.42 · Printing and Copies	52.38	50.00	0.00		781.48	135.00	781.48	135.00
414.43 · Office Supplies	0.00		0.00		710.87	150.00	710.87	150.00
414.44 · Sonic - Web Hosting	0.00		0.00		179.55	199.50	179.55	199.50
414.45 · Equipment Expense	0.00		0.00		0.00	600.00	0.00	600.00
414.46 · Board Meeting Exp								
414.465 · Board Member Stipend	0.00		0.00		0.00	5,000.00	0.00	5,000.00
414.46 · Board Meeting Exp - Other	0.00		0.00		1,127.74	800.00	1,127.74	800.00
Total 414.46 · Board Meeting Exp	0.00		0.00		1,127.74	5,800.00	1,127.74	5,800.00
414.47 · Clerical/Bookkeeping	0.00		0.00		0.00	1,680.00	0.00	1,680.00
Total 414.40 · Office Expense	252.38	100.00	0.00		3,015.53	8,744.50	3,015.53	8,744.50
414.50 · Contractual Services	0.00		0.00		51,717.27	51,322.00	51,717.27	51,322.00
414.55 · Professional Fees								
414.56 · Legal Fees	1,127.50		0.00		0.00	500.00	0.00	500.00
414.57 · Accounting	0.00		0.00		5,000.00	6,000.00	5,000.00	6,000.00
414.58 · Consulting	0.00		0.00		0.00	10,500.00	0.00	10,500.00
Total 414.55 · Professional Fees	1,127.50		0.00		5,000.00	17,000.00	5,000.00	17,000.00
414.60 · Publication and Notices								
414.61 · Newsletter Expense	0.00		0.00		200.16	300.00	200.16	300.00
414.60 · Publication and Notices - Other	0.00		0.00		0.00	75.40	0.00	75.40
Total 414.60 · Publication and Notices	0.00		0.00		200.16	375.40	200.16	375.40
414.62 · Dues and Subscriptions	0.00		0.00		1,455.79	1,400.00	1,455.79	1,400.00
414.65 · Rents and Leases								
414.68 · Solar Lease Agreement	0.00		17,941.18	17,941.18	0.00		17,941.18	17,941.18
414.67 · Solar Lease Admin Fee	0.00		750.00	750.00	0.00		750.00	750.00
Total 414.65 · Rents and Leases	0.00		18,691.18	18,691.18	0.00		18,691.18	18,691.18
414.70 · Repairs and Maintenance								
414.74 · Measure A Projects	1,253.18		0.00		0.00		0.00	
414.79 · Park Measure A Expenses	24.84		0.00		0.00		0.00	
414.77 · Irrigation Field Maintenance	0.00		0.00		0.00	1,275.00	0.00	1,275.00

**Tomales Village Community Services District
Profit & Loss Budget vs. Actual**

July 2013 through April 2014

	Total Park Division		Restricted Funds (Sewer Division)		Unrestricted Funds (Sewer Division)		Total Sewer Division	
	Jul '13 - Apr 14	Budget	Jul '13 - Apr 14	Budget	Jul '13 - Apr 14	Budget	Jul '13 - Apr 14	Budget
414.71 · Plant and Building Maintenance	0.00		0.00		478.78		478.78	
414.72 · Computer Repairs	0.00		0.00		240.00	500.00	240.00	500.00
414.73 · Equipment Repairs	0.00		0.00		4,145.88	500.00	4,145.88	500.00
414.75 · Park Maintenance								
414.755 · Park PGE	1,089.16	980.00	0.00		0.00		0.00	
414.75 · Park Maintenance - Other	730.69	581.28	0.00		103.29		103.29	
Total 414.75 · Park Maintenance	1,819.85	1,561.28	0.00		103.29		103.29	
Total 414.70 · Repairs and Maintenance	3,097.87	1,561.28	0.00		4,967.95	2,275.00	4,967.95	2,275.00
414.80 · Travel and Meetings								
414.81 · Travel	0.00		0.00		1,007.46	543.46	1,007.46	543.46
414.83 · Meetings and Seminars	0.00		0.00		325.00	450.00	325.00	450.00
Total 414.80 · Travel and Meetings	0.00		0.00		1,332.46	993.46	1,332.46	993.46
414.90 · Telephone & Internet Servcie	0.00		0.00		934.46	900.00	934.46	900.00
414.95 · Miscellaneous	0.00		0.00		-7.27		-7.27	
Total 414.00 · Administration and General	4,477.75	1,711.28	18,691.18	18,691.18	147,307.39	161,598.86	165,998.57	180,290.04
416.00 · Taxes								
416.10 · Property Taxes	-28.24		0.00		0.00		0.00	
Total 416.00 · Taxes	-28.24		0.00		0.00		0.00	
417.00 · Other Operating Expenses								
417.10 · Bank Service Charges	0.00		0.00		0.00		0.00	
417.20 · Election Charges	0.00		0.00		428.31	550.00	428.31	550.00
417.30 · LAFCO Charges	0.00		0.00		124.00	150.00	124.00	150.00
Total 417.00 · Other Operating Expenses	0.00		0.00		552.31	700.00	552.31	700.00
420.00 · Interest Expense-Long-Term Debt								
420.20 · Interest Payment - SRF Loan	0.00		0.00		5,323.50	5,324.00	5,323.50	5,324.00
Total 420.00 · Interest Expense-Long-Term Debt	0.00		0.00		5,323.50	5,324.00	5,323.50	5,324.00
423.00 · Other Nonoperating Expenses								
423.20 · Awards and Gifts	0.00		0.00		174.12		174.12	
423.30 · Fundraising Expense								
423.31 · PitP								
423.317 · Brats and Dog Sales	182.78		0.00		0.00		0.00	
423.312 · Supplies	80.00		0.00		0.00		0.00	
423.316 · Oyster Sales	193.97		0.00		0.00		0.00	
423.31 · PitP - Other	500.00	1,600.00	0.00		0.00		0.00	
Total 423.31 · PitP	956.75	1,600.00	0.00		0.00		0.00	
Total 423.30 · Fundraising Expense	956.75	1,600.00	0.00		0.00		0.00	
Total 423.00 · Other Nonoperating Expenses	956.75	1,600.00	0.00		174.12		174.12	
Total Expense	5,406.26	3,311.28	18,691.18	18,691.18	154,568.00	170,362.86	173,259.18	189,054.04
Net Ordinary Income	29,827.30	40,163.72	419.53	-8,091.18	14,051.14	39,651.30	14,470.67	31,560.12
Net Income	29,827.30	40,163.72	419.53	-8,091.18	14,051.14	39,651.30	14,470.67	31,560.12

**TOMALES VILLAGE COMMUNITY SERVICES
DISTRICT**

DRAFT

**INCOME AND EXPENSE BUDGET
Fiscal Year 2014-2015**

Submitted

4-9-14

5-14-14

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

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

DATE: March 23, 2014

TO: Board of Directors, TVCSD
Financial Advisory Committee

FROM: Karl Drexel, Administrator

SUBJECT: Proposed TVCSD Budget for Fiscal Year 2014-15

I reviewed the Operating Income and Expense reports of previous years, along with previous budgets to develop this fiscal year's budget. Although there has been talk about splitting up the Administrative duties with local part-time people and possibly changing the Operation and Maintenance contract, the Board has not taken action on these items so it is unknown if in fact those expenses will change. This budget does not anticipate any change other than regular inflation. Also, even though the Rural Community Assistance Corporation has undertaken a Financial Analysis of the District, that study has been put on hold at the request of the Financial Advisory Committee. The last rate increase the District instituted was in 2009 approved by the community for \$5/mo to be restricted for the debt servicing account for the solar project. That income is restricted to paying down the debt on the solar and cannot be used for operations and maintenance. The last previous rate increase for operations was a \$7/month increase in 2006. Although the last several District auditors, and the preliminary findings of the RCAC, have recommended additional rate increases, this budget does not propose a rate increase. However, with the State Controller's accounting and State Water Resources Control Board regulations, which determines profitability of operations only using Operating Income (service charges) and Operating Expenses, the District is still unable to cover its operating costs with service charges alone when the non-cash depreciation expense is included. Therefore, this budget does not include depreciation, but uses a portion of the Net Income at the end of each year to fund various Reserve Accounts. Future years will still require additional rate increases to cover depreciation and increased costs due to inflation, as well as developing a replacement account for Capital Improvements; but this proposed budget does not address those issues. The Board is advised to complete the rate study being developed and provided free of charge by the RCAC, to determine the amount the District should be charging for service fees and building reserves over the next five to ten years. When the District was formed in 1999, the sewer rates were among the highest in the State. However, Tomales is competitive statewide with populations under 1,000 providing secondary treatment, and continues to remain in the lower half of the local sewer system rate structure. Rates for the community do not increase with this budget and the operating service fees for the District's major partner, the Shoreline Unified School District, actually go down 6%.

Cost of living increases of sewer service fees on an annual basis need to be considered in the future in order to meet the State requirements of meeting operating costs, however that should be determined by a qualified third party consultant.

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

PARK DIVISION

Following the District's auditor's suggestions, the Park budget and balance sheet has been separated from the combined District budgets of the past. The Park budget will follow in its own format in the near future.

SEWER DIVISION

RESTRICTED FUNDS

OPERATING INCOME

Sewer Service Fees

The rate increase in 2009 of \$5/EU per month was designated for the repayment of the Bond issue for the Solar Project. This fee is restricted for that use and is separate from other operating income. This account, in addition to the solar rebate projected for this year, will cover the Bond payment in December of 2014. Over the next three years, the solar rebate will be enough to fund a reserve fund for payments in the first year or two after the rebate is over. This budget does not include any additional rate increases of restricted funds this year.

CSI Solar Rebate

As mentioned earlier, the California Solar Initiative rebate will help offset the repayment of the Bond issue. The Solar System generates enough energy to not only reduce the monthly PGE costs, but with the CSI program, we receive rebates from PGE based on these costs. With the CSI and the approved rate increase in 2009, the costs of the solar project are covered with a portion going to future payments.

NON-OPERATING INCOME

Transfer In

As has been discussed in previous Board meetings, the equipment and software from the plant upgrades are getting old and we have been advised to replace some things and have discussed upgrading other things. Any emergency repairs or replacement to equipment would be transferred from Reserves; however, without a board approved CIP, no Transfers from Reserves are projected in this budget. Any new equipment, software, consultations or Capital Expenditures not budgeted for will have to be discussed for Reserve funds.

EXPENSES

Solar Lease Agreement

The Solar System was purchased with the sale of Clean Renewable Energy Bonds and the Bond agreement sets up the sale as a lease until the bonds are paid off. This lease payment and Admin Fee amounts to \$18,691.18 each year. The Bond sale will be paid back in another 12 years. The cash from the CSI and the 2009 rate increase more than cover the cash outlay. This is the only budgeted expense in Restricted Funds.

SEWER DIVISION

UNRESTRICTED FUNDS

OPERATING INCOME

Sewer Service Fees

The current rate for sewer service is \$63 per month per equivalent unit, or \$756 per year. However, as mentioned earlier, \$5/month per EU is projected to help offset the initial annual costs of the solar system, and is set aside in a separate account to be used for paying down the CREBS bond. This portion of the sewer fee is not part of operating income and has no influence on the operating expenses. Service Fees from SUSD amount to about 1/3 of the operating costs for the year, based on the current budget. Additionally, SUSD is responsible for their portion of District loans and the pay back of a loan to them during the initial construction. This year's budget reflects a decrease in the sewer service charges for the SUSD by approximately 6%; however, due to the auditor's and State Controller's insistence that the District report depreciation, that expense is usually adjusted for at year end with a JE. This year the auditor instituted a monthly expense for depreciation, but again this budget does not include that. Since depreciation has been a year end adjustment in the past, the SUSD has not been billed for their share of the depreciation expense. Since it is not reasonable to go back and collect these expenses, we will address it going forward starting with this fiscal year. Even though the SUSD overall expenses will increase over the last two years, it is still 5% less than the average over the last 7 years. It is still anticipated that additional hookups and new customers in future years will help close the operating deficit after depreciation expenses are considered, but future rate increases will still be required. Future depreciation expense and capital project revenues will need to be addressed in subsequent budgets; however, a rate increase is not recommended for this budget.

SUSD Sinking Fund

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

Connection Fees

There have not been any hook-up fees for the last few years even though they had been anticipated and budgeted for in the past. However, given the time involved for annexation and development, it is not anticipated that any of the Kitts' properties or the bank owned properties on Second St. will be ready this fiscal year, and therefore no connection fees or annexation fees are being budgeted for this year.

Levy 4

The Levy 4 Unitary Tax from the County was reduced from its historic levels a few years ago and it was unknown what it would be. We budgeted \$8,000 the first year and the actual came in at about \$10,000. Although the amount varies from year to year there is no indication that the amount will change noticeably this year, so the Levy 4 budget item is projected conservatively at \$9,388.

NON OPERATING INCOME

Interest Income

The District's cash position has improved over the years, with the replenishment of the Reserve Funds and Net Income. Interest is a factor of the economy and varies from year to year based on the current interest rates, the amount of cash balances and continual research on various bank offers. One large interest item is the interest on a loan the SUSD is paying the District back. This amounts to approximately \$1,300 this year.

Transfer In

Several years ago the Board approved loans to the Park from the sewer division for the completion of the Park project, over and above what was repaid by grants. The Board approved loans up to \$20,000 and with the completion of the Park project those loans are in the process of being paid back. The Park has an outstanding balance at the time of this Draft Budget of \$9,211. There is no repayment budgeted for this year, so the balance will remain at \$9,211 going into the Fiscal 2014-2015. This Budget does not address a repayment, which will have to be a Board decision. A Transfer In, however, is not actually income, but it does increase the on-hand cash position.

EXPENSES

Collection, Treatment and Disposal

With the installation of the Solar system, the PGE rates that would have been, are reduced to minimal levels. However, there are other ongoing expenses in the collection, treatment and disposal of the community's wastewater. This Budget reflects the reduced monthly PGE costs as well as the quarterly expense of cleaning the FOG separator.

Administrator

The Administrator's contract is tied to the Consumer Price Index (CPI) The CPI increase was waived in 2009 and 2011. This year's COLI is not budgeted at this time. In past years, a portion of the Administrator's fees have been reimbursed by grant contracts under the category of construction management, and therefore do not show up as expenses on the District's financials since they are not paid out of operating income. However, this fiscal year does not project any new grants that will offset some of the Administrator's time so the budget reflects the full amount of the Administrator's fees for the year.

Licenses and Permits

Permit expenses will be roughly the same as in the past. Permits are for the District's Waste Discharge Requirement (WDR) permit and the County Hazardous Material Handling permit for the liquid chlorine at the Irrigation Field.

Insurance

The District's insurance carrier has voted to keep rates the same as last year for Property and Liability; however they raised the Worker's Comp rate 10% across the board. The Health Insurance stipend for the Administrator was reduced by \$2400 (or 33%) per year last year to more accurately reflect the cost of the Administrator's current health insurance expense. That remains the same this year.

Other Office Expense

Copying, postage, office supplies, equipment and other office expenses (dues and subscriptions and publications) have been budgeted approximately the same as was actually spent this year.

Last year's Budget included a line item for minimal meeting stipends for Board members. Since the Board has not acted on that issue, this Budget does not include a stipend expense.

Last year's Budget also included a line item for the part-time services of a qualified bookkeeper. Since that issue was never acted on, this budget does not include a part-time bookkeeper.

Contractual Services

Phillips & Associates' Operation and Maintenance contract is also tied to the CPI. Phillips waived their CPI increase in 2010, but took it in 2011 thru 2014. This budget reflects a 3.0% increase which will be determined after the September Invoice. The actual COLI for the Contract Operators will be determined by the October CPI and the budget will be adjusted accordingly.

Professional Fees

Budgeted Professional Fees reflect the actual costs for this year, with a little more for Legal Fees anticipating legal consultations. Last year's Budget included a line item for an efficiency study and a rate study. Since the RCAC has been contracted with to perform a Rate Study for free; and proposed changes to the District Administration make an efficiency study unnecessary, these items are not addressed in this budget.

Publications and Notices

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

Dues and Subscriptions

This budget item is slightly higher than previous budgets to better reflect the actual costs. Some of the more important costs in this field are annual memberships in important organizations such as CSDA, CRWA, CWEA, and USA North. This also includes the annual costs for several software subscriptions.

Repairs and Maintenance

This year's Budget for Repairs and Maintenance represents a reduction over this year's actual expense. No major repairs are anticipated, and the main maintenance item is the continued maintenance of the Irrigation Field vegetation and a cushion for equipment repairs. The irrigation field gorse project is ongoing and includes spraying the new shoots and mowing in the spring, and some cushion for computer and office equipment repairs. Any other unexpected large repair costs will have to be designated from Operational or Capital Reserves.

Transportation/Meetings

Transportation, Meetings and Seminars is budgeted more than this year's actual costs, because it has been discussed that the District Board would like to pursue additional training and education through CSDA, CWEA and CRWA seminars. Although the Administrator has attended several workshops and webinars at his own expense, this year's budget includes courses and workshops that could be attended by Board members.

Amortization & Depreciation

This year's budget includes an expense line for the continued amortization of the District's cost for the Bond sale. This budget, however, does not include an expense for the non-cash depreciation of Sewer equipment. This is usually addressed during the annual audit and a Journal entry is made to adjust the General Journal.

OTHER OPERATING EXPENSES

The District's LAFCO costs are a factor of the LAFCO budget, so it also varies from year to year. I have budgeted the same amount as last year, or \$104.

Long Term Debt

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

Park Loan Repayment

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

Recommendations

I recommend that the Board of Directors take the following actions:

- Review the attached Draft budget and provide questions, discussion and suggestions at the April 9, 2014 Board meeting.
- Review changes from the Financial Advisory Committee at the May 14, 2014 Board meeting with any additions and corrections.
- Review and Adopt final Draft Budget at public hearing on May 28, 2014 with a first vote
- Review and Adopt Final Budget at the June 11, 2014 Board meeting with a second vote.
- Adopt Resolution 14-01 continuing the existing rate at the June 11, 2014 Board meeting.
- Adopt Resolution 14-02 to keep the standard hook-up fees at \$10,000 and keep the Ad Valorum tax rate at \$0.02 per \$100 valuation at the June 11, 2014 Board meeting.

Respectfully submitted,



Karl W. Drexel, SDA
Administrator

**Tomales Village Community Services District
 Profit & Loss Budget Overview
 July 2014 through June 2015**

	TOTAL
	Jul '14 - Jun 15
Ordinary Income/Expense	
Income	
301.00 · Service Charges	
301.10 · Service Charges - Monthly	1,512.00
301.15 · Service Charges - Annual Fees	756.00
301.20 · Service Charges - SUSD	
301.25 · Solar Portion	6,120.00
301.20 · Service Charges - SUSD - Other	62,798.00
Total 301.20 · Service Charges - SUSD	68,918.00
301.30 · Services Charges - County	
301.35 · Solar Portion	7,680.00
301.30 · Services Charges - County - Other	96,000.00
Total 301.30 · Services Charges - County	103,680.00
301.40 · Capital Component-Depr. SUSD	17,234.00
Total 301.00 · Service Charges	192,100.00
305.00 · SUSD Sinking Fund Revenue	6,241.00
311.00 · Interest Revenues	1,584.00
315.00 · Intergovernmental Revenues	
315.50 · Levy 4	9,388.23
Total 315.00 · Intergovernmental Revenues	9,388.23
316.00 · CSI Solar Rebate	14,400.00
Total Income	223,713.23
Gross Profit	223,713.23
Expense	
410.00 · Sewage Collection	385.80
411.00 · Sewage Treatment	1,732.95
412.00 · Sewage Disposal	313.60
414.00 · Administration and General	
414.05 · Administrator's Fees	81,048.00
414.22 · Licenses and Permits	1,300.00
414.30 · Insurance	
414.31 · Property & Liability Insurance	5,329.33
414.33 · Worker's Comp Insurance	704.00
414.35 · Health Insurance Allowance	4,800.00
Total 414.30 · Insurance	10,833.33
414.40 · Office Expense	
414.41 · Postage and Delivery	180.00
414.42 · Printing and Copies	180.00
414.43 · Office Supplies	300.00
414.44 · Sonic - Web Hosting	239.40
414.46 · Board Meeting Exp	1,068.00
Total 414.40 · Office Expense	1,967.40

Tomales Village Community Services District
Profit & Loss Budget Overview
 July 2014 through June 2015

	TOTAL
	Jul '14 - Jun 15
414.50 · Contractual Services	63,734.00
414.55 · Professional Fees	
414.56 · Legal Fees	900.00
414.57 · Accounting	4,500.00
Total 414.55 · Professional Fees	<u>5,400.00</u>
414.60 · Publication and Notices	
414.61 · Newsletter Expense	210.00
414.60 · Publication and Notices - Other	300.00
Total 414.60 · Publication and Notices	<u>510.00</u>
414.62 · Dues and Subscriptions	1,470.00
414.65 · Rents and Leases	
414.68 · Solar Lease Agreement	17,941.18
414.67 · Solar Lease Admin Fee	750.00
Total 414.65 · Rents and Leases	<u>18,691.18</u>
414.70 · Repairs and Maintenance	
414.77 · Irrigation Field Maintenance	1,250.00
414.71 · Plant and Building Maintenance	250.00
414.72 · Computer Repairs	250.00
414.73 · Equipment Repairs	2,000.00
Total 414.70 · Repairs and Maintenance	<u>3,750.00</u>
414.80 · Travel and Meetings	
414.81 · Travel	720.00
414.83 · Meetings and Seminars	1,308.00
Total 414.80 · Travel and Meetings	<u>2,028.00</u>
414.90 · Telephone & Internet Service	1,116.60
Total 414.00 · Administration and General	<u>191,848.51</u>
417.00 · Other Operating Expenses	
417.30 · LAFCO Charges	104.00
Total 417.00 · Other Operating Expenses	<u>104.00</u>
420.00 · Interest Expense-Long-Term Debt	
420.20 · Interest Payment - SRF Loan	5,782.38
Total 420.00 · Interest Expense-Long-Term Debt	<u>5,782.38</u>
Total Expense	<u>200,167.24</u>
Net Ordinary Income	<u>23,545.99</u>
Net Income	<u><u>23,545.99</u></u>

Phillips & Associates



Management & Technical Resources

General
Engineering
Contractor
#A-751807

SWRCB
Operations
Management
Maintenance
Contractor
#CO-0021

April 12, 2014

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

PhillipsOnSite.com

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

Mr. Allen

Enclosed please find the Self-Monitoring Report.

Operations is satisfactory and maintenance on schedule.

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

Sincerely,

PHILLIPS & ASSOCIATES

Steve C. Phillips
Process Control Engineer

Certified Plant Operator #IV-05675

cc: Tomales Village Community Service District
Vanessa Zubkousky, Department of Public Health, Richmond

SELF MONITORING REPORT

Date	INFLUENT				TREATMENT POND NO. 1				WEST STORAGE POND				EAST STORAGE POND				EFFLUENT DISPOSAL						
	Daily (KGALS)	Weekly (KGALS)	COD (mg/l)	TSS (mg/l)	pH Units	D.O. (mg/l)	Temp. C	Free-board	pH Units	D.O. (mg/l)	Temp C	Free-Board	pH Units	D.O. (mg/l)	Temp C	Free-Board	Daily (KGALS)	Weekly (KGALS)	pH Units	D.O. (mg/l)	COD (mg/l)	Cl2 (mg/l)	
3/1/2014	51.0							2.8									0.0						
3/2/2014	51.0							2.8									0.0						
3/3/2014	41.0				7.5	5.0	14.3	2.7				8.0				7.0	0.0						
3/4/2014	54.0							2.7									0.0						
3/5/2014	41.0							2.9									0.0						
3/6/2014	43.0							2.7									0.0						
3/7/2014	35.0	316.0						2.6									0.0	0.0					
3/8/2014	39.0							2.7									0.0						
3/9/2014	27.0							2.9									0.0						
3/10/2014	27.0							2.8									0.0						
3/11/2014	21.0		430.0	130.0	7.5	5.2	13.8	2.7				7.7				6.5	0.0						
3/12/2014	23.0							2.7									0.0						
3/13/2014	21.0							2.7									0.0						
3/14/2014	23.0	175.0						2.7									0.0	0.0					
3/15/2014	23.0							2.7									0.0						
3/16/2014	23.0							2.7									0.0						
3/17/2014	23.0							2.8				7.7				6.5	0.0						
3/18/2014	19.0				8.2	5.0	13.4	2.8									0.0						
3/19/2014	20.0							2.8									0.0						
3/20/2014	20.0							2.7									0.0						
3/21/2014	21.0	149.0						2.7									0.0	0.0					
3/22/2014	21.0							2.7									0.0						
3/23/2014	22.0							2.6									0.0						
3/24/2014	20.0							2.6									0.0						
3/25/2014	20.0				8.3	4.2	13.5	2.6				7.7					0.0						
3/26/2014	27.0							2.7								6.5	0.0						
3/27/2014	19.0							2.9									0.0						
3/28/2014	21.0	150.0						2.8									0.0	0.0					
3/29/2014	38.0							2.7									0.0						
3/30/2014	37.0							2.6									0.0						
3/31/2014	44.0				8.2	4.2	13.5	2.7				7.7				6.2	0.0						
Max	54.0	316.0	430.0	130.0	8.3	5.2	14.3	2.9	0.0	0.0	0.0	8.0	0.0	0.0	0.0	7.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Min	19.0	149.0	430.0	130.0	7.5	4.2	13.4	2.6	0.0	0.0	0.0	7.7	0.0	0.0	0.0	6.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Mean	29.3	197.5	430.0	130.0	7.9	4.7	13.7	2.7	#DIV/0!	#DIV/0!	#DIV/0!	7.8	#DIV/0!	#DIV/0!	#DIV/0!	6.5	0.0	0.0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total	909.0																0.0						

Month	Treatment Pond # 2				Treatment Pond # 3			
Mar-14	Freeboard	pH	D.O.	Temp.	Freeboard	pH	D.O.	Temp.
Date	Feet	Units	mg/L	C	Feet	Units	mg/L	C
1								
2								
3	2.7	7.1	3.3	14.6	2.7	8.3	6.1	15.0
4								
5								
6								
7								
8								
9								
10								
11	2.7	7.6	5.6	15.1	2.7	8.3	6.1	15.0
12								
13								
14								
15								
16								
17								
18	2.8	8.0	5.1	14.2	2.8	9.6	6.7	14.3
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31	2.5	8.1	6.0	14.6	2.6	9.8	7.0	14.3

**TOMALES EFFLUENT STORAGE POND
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year) March 2014

2. Pond Standard Observation required every week

INSPECTION					
Date	3/3	3/11	3/18	3/25	3/31
Day	MON	Tues	Tues	Tues	MON
Time	0900	0845	1000	1000	1330
Tech	E.C	E.C	E.C	E.C	E.C
* Evidence of seepage from ponds	N	N	N	N	N
* Nuisance odors from ponds	N	N	N	N	N
* Warning signs improperly posted	N	N	N	N	N
* Public contact with pond water	N	N	N	N	N

3. Pond Observations To Be Done Only April 15th thru November 15th

Temperature					
Weather- Calm, Oc, Rain, etc.					
Wind direction & speed, mph					
Number of waterfowl					

4. Report Yes or No and any Yes responses please report immediately to Supervisor

5. I certify that this report information is true to the best of my knowledge.

Supervisor Signature

Date

**TOMALES CHLORINE STORAGE TANK
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year) March 2014

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

INSPECTION					
Date	3/3	3/11	3/18	3/25	3/31
Day	MON	Tues	Tues	TUES	MON
Time	0900	0845	1005	0745	1345
Tech	E.C.	E.C.	E.C.	E.C.	E.C.
* Evident of any leaks	N	N	N	N	N
Tank level, inches	37	37	37	37	37
Cl2 gallons added	0	0	0	0	0
New tank level after adding Cl2, inches	37	37	37	37	37
Gallons used for treatment since last check	0	0	0	0	0
Warning Signs Improperly Posted	N	N	N	N	N

3. * Any Yes response s please report immediately to supervisor

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

Park Update

Measure A

The Marin County voters passed Measure A in 2012. This is a 9 year special sales tax for the improvement and development of parks in the County. The TVCSD lobbied for the inclusion of Special Districts to share the proceeds and were successful. The Tomales Community Park will be receiving approximately \$26,000 per year for improvement projects the Park Advisory Committee recommends and the TVCSD Board of Directors approves. So far, the plan includes two new redwood picnic tables, a drinking faucet at the bathrooms, new grates and cranks for the big barbeques, a couple of small barbeques around the Park, a drip irrigation system for trees and plants around the perimeter (irrigation of the meadow was rejected due to the drought), design and build a new gazebo and repairs to the water tower. Additional ideas and suggestions are welcome.

New Gazebo

The new gazebo is still in the planning stages but the consensus is to follow a similar design as the old gazebo, in the same location, but a little bit larger. It has to be handicap accessible, so different designs are being looked at. The Park Advisory Committee meets the fourth Monday of the month and the meeting agenda is posted in town several days before the meeting. Feel free to attend and express your ideas.

Park Workday

The annual workday to spruce up the Park for all of the summer fun will be held on Saturday, May 24th. We will have a wish list of projects a little closer to the date of the workday and post it in town. Lunch and drinks will be served, so bring your gloves, hats and sunscreen and plan on spending some quality time in the dirt with your friends and neighbors. Contact the District Administrator at (707) 878-2767 or admin@tomalescsd.ca.gov in order to get e-mail updates.

Entrance Gate

The Tomales Farm and Flea Market committee has generously donated \$3,000 to the Tomales Community Park for the design and installation of a new entrance gate and sign at the northeast entrance to the Park. The design is being worked on by an historical AIA architect, pro bono (free), and specifications and drawings will be available at one of the Park Advisory Committee meetings in the near future. The hope is to have the Tomales High School welding class be involved in the fabrication of the small historic sign, as they were with the Tomales High School sign back in the mid 1940's. The District thanks the Tomales Farm and Flea Market for their generous donation.

New Board of Directors Seated in January

Four out of five seats were open for the November election and TVCSD has a mostly new Board of Directors sworn into office in January.

Sue Sims, a relatively new resident and previous Board member, was re-elected to a 2-year seat. Her background in Communications makes her a valuable asset and she is working on the development of a TVCSD Policy and Procedures Manual and is also on the Financial Advisory Committee.

Bill Bonini is a life-long resident of Tomales and a local licensed Contractor. He is currently serving as President of the Board.

Deborah Parrish is a strategic financial consultant and is currently Vice-President of the Board and Chairperson of the Financial Advisory Committee. She helped TVCSD develop a Strategic 5-year Plan four years ago.

Brian Lamoreaux, also a new resident, is founder of a small solar design and engineering company and is currently Secretary of the Park Committee. He looks forward to supporting TVCSD's management of the Tomales Community Park and the sewer system.

Patty Oku, a 36 yr member of our community, continues to serve on the Board. She Chairs the Park Advisory Committee and brings her experience managing large corporate accounts for Marriott Corporation & Event Planning expertise to the table.

It's great to have the continuity of previous Board members and the energy of new members, especially newer residents. The District would like to thank long-time residents Eric Knudsen, Hope Sturges and Walter Earle for their service and leadership over the last several years.

Financial Advisory Committee

FAC members have been busy working on policies and procedures for TVCSD to create a sustainable foundation for managing the District. With the addition of several new Board members, roles and responsibilities and policies pertaining to competitive bidding were deemed most important. Work continues to develop policies to clarify financial and operational business guidelines.

Another major accomplishment has been the development of Request for Proposals (RFPs) for all contracted services paid for by the district in an effort to seek the best value for our tax dollars. We hope to put all jobs out to bid and complete the process before the next budget cycle.

Most importantly, the FAC has been focusing on the 2014-15 Annual TVCSD Budget in an effort to analyze line items and re-allocate expenses and income. As capital improvement projects loom in the near future, we have been exploring options to generate more financial resources and fund reserves to pay these future costs.

FAC encourages all ratepayers to offer input on how you want to allocate your sewer tax dollars. There will be a public hearing on May 28th at 6:00 at the Town Hall.

Tomales Park Committee meeting minutes

April 29, 2014

Meeting began @ 6:35pm in the Park

Patty Oku chaired the meeting.

Brian Lamoreaux served as secretary.

Present were: Donna Clavaud, Walter Earle, Margret Graham, Eric Knudsen, Patty Oku, David Judd, Bill Bonini, Victoria Hanson, Ted Anderson, Beth Koelker, and Brian Lamoreaux.

Meeting in the Park to review current projects:

1. David Judd and Bill Bonini had marked where the gazebo would go (mostly in place of the existing gazebo, and extending to the north), and had illustrations showing the gazebo final design.
2. A request was made to Bill to Provide the PAC with the few items on the Gazebo which need to be decided (for example: material for posts, roofing material, etc.).
3. Overall support for the design work thus far was expressed by the committee, members felt the visual representation was helpful and being in the park was useful.
4. We also looked at the Water Tank - there is more work needed on it than Bill was prepared to bid after first-glance: holes in roof, tree needs trimming, some possible dry rot in side planks, and dirt around the base.
 - a. Bill and David agreed focusing on the roof structure was a good place to focus to start, with possible addition of gutters & downspouts.
5. We also looked at the Gate - members demonstrated a gate arrangement that would not infringe on the Cal-Trans easement.

Meeting adjourned to the Church at: 7:35pm

Those who left after the Park meeting: Eric Knudsen, Ted Anderson, Bill Bonini and David Judd.

1. Last meeting's minutes were edited and approved.
2. Work day scheduled for May 24th - David Judd has task list.
3. Discussed Karl's updates for PAC:
 - a. Water fountain updates: \$1500-2500 cost for water fountain. The Committee has not yet seen the kind David saw/liked with the dog bowl.
 - b. The cost for small BBQ's: \$190-300.
 - c. Looking online for cranks & grates for the larger pit. Patty mentioned Bodega Bay has an example.
 - d. Dan or Lee Erickson will likely be hired to shoot and draw a map of the park. It can be used in meetings and one can be posted in the park.

- c. Possible revisions to rental agreement include: increasing the deposit for larger groups, requiring security personnel for larger events w/ alcohol, etc.

Meeting ended at 9:45pm

Minutes approved by: _____

Date: _____

Park Gate Entry Project Update-April 2014

The PAC approved a revised plan for the project and request this update for Board review and consideration. We hope to have the Board vote to proceed with the project and submit the plan to Tomales Design Review at their upcoming meeting the third Wednesday of May.

Due to delays, we will probably not be able to have the metal welded by the high school until school resumes in the Fall. We are hoping to bundle the permit fees with other projects underway in the Park.

Van Bebber has indicated they can fabricate any font we choose.

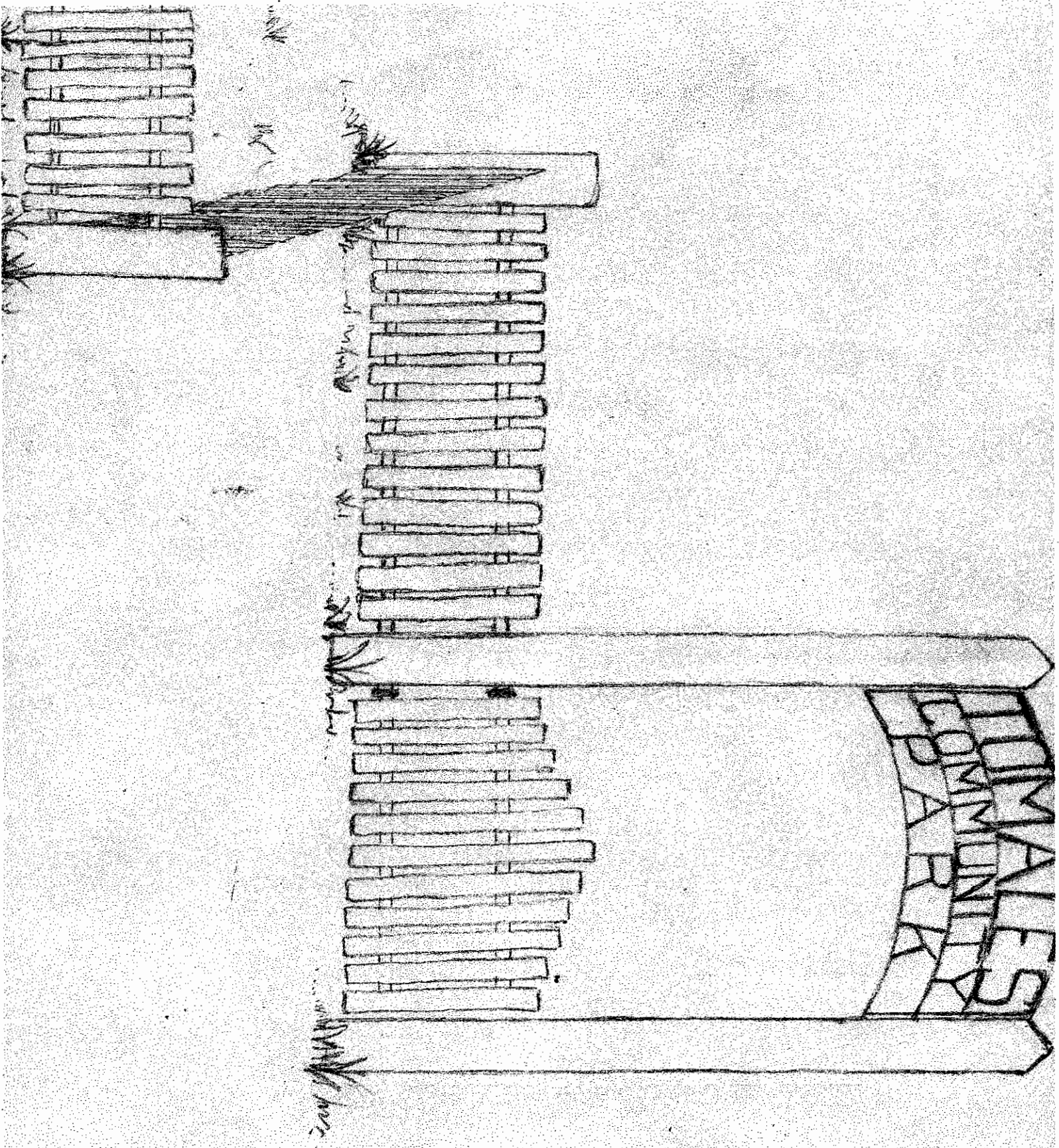
The AIA architect, Mike Garaglia, has reviewed the Tomales fonts used in historic signage and reports that any of them would be appropriate. We favor the font utilized in the Tomales Livery Stable sign (see attached). He also indicates that the metal sign can be hot-dip galvanized to retain a natural look and still protect the metal from corrosion. We checked with the powder coat company and they report there are a number of treatments possible to protect the metal without using a colored paint.

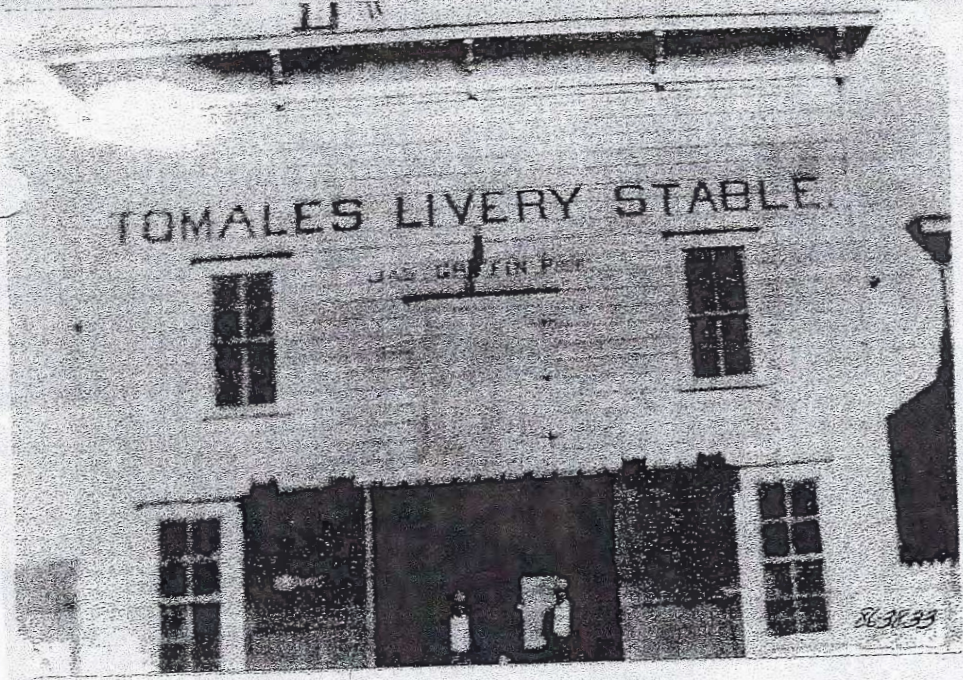
At this point, we are still favoring the original design that Beth mocked up, using 1 by 3 square steel tubing for the curved framework and 1/8" wide letters that are 6" high for "Tomales" and "Park and 3" high letters for "Community". The metal sign will be 6' wide and approximately 17" high and will be mounted to the posts with brackets.

There will be a 7' high clearance and the total height will be 8'5". We could increase the clearance by 1/2' since there were some concerns 7' was not high enough.

At the recent PAC meeting, it was favored to realign the vehicle gate perpendicular to the front fence line to get it off the Caltrans easement and make it less visible from the road. The committee agreed it would provide easy access to vehicles for unloading. A short section of picketed fencing could be built to stretch from the gate to the walk-thru entry.

We have attached a sketch for your perusal.





maybe
on my
property

8-31-33

Tomales Community Park

Statement of Purpose

This Park was created to provide a space for cultural, educational and community activities for persons and organizations in the community at large. It was created with the desire to engage only in activities that are charitable and educational, and to be equally available to all members of the community.

Rules and Regulations

These rules are established to insure the safety and enjoyment of all and can be amended as necessary should different circumstances arise. They cover regular individual usage as well as rentals by larger private parties.

1. The Park will be open from dawn to dusk.
2. No motorized vehicles are allowed on the grounds.
3. There will be no overnight use or open campfires.
4. All animals will be curbed.
5. No smoking is allowed in the play areas.
6. Your consideration of our parks' neighbors is appreciated. Please keep the volume of your music and other noise to a minimum.

Tomales Community Park Rental Agreement

Groups larger than 25 need to arrange for Tomales Park rental in advance.

A daily rental fee for the Tomales Park grounds will be \$25 for Tomales Village residents, \$200 for nonresidents. Local nonprofit groups have free rental, out of town nonprofit groups will pay \$200. Local for-profit groups will pay \$350 and all out-of-area for-profit groups including film crews will negotiate with the administrator for a fee schedule. Two bathrooms are available, additional facilities must be arranged by the Rental Party.

A security deposit of \$200 will be paid in advance and retained and deposited by the District until the grounds are returned to their previous condition. All garbage will be removed and any physical damage to structures or plants may be deducted from the security deposit.

All Rental Parties must provide a certificate of liability insurance in the amount of at least \$1,000,000 and name the TVCSD as additional insured. The Rental Party is responsible for the behavior of their guests.

All activities must end, including all music and external lighting, by dusk.

Rental Contract

Date: _____

Name of Organization: _____

Contact Name: _____ Phone: _____

Mailing Address: _____ City: _____ Zip: _____

Proposed date of use: _____, between hours from _____

Number of persons expected to be in attendance _____

Applicable Fee: **\$350.00**

Security Deposit: **\$200.00**

Total: **\$550.00**

Certificate of Insurance must be submitted at least 30 days prior to the event.

I, on behalf of the above group or organization, agree to comply with all the rules and regulations of the Tomales Community Park. I agree to be responsible for all the people in our group as well as restoring all facilities to their original condition after use.

Signature _____ Phone _____

Name _____

Remit To:

Tomales Village Community Services District
PO Box 303
Tomales, CA 94971
Ph (707) 878-2767
Fax (707) 575-4306
E-Mail admin@tomalescsd.ca.gov

Park Rental Agreement

PAC Committee to Karl-Do you have a signed contract w/ Marcos regarding 6/21 save the Ta's Ta's event? It seems many people in town had really bad experiences w/ participants last year BUT no one has bothered to contact you or Board members regarding their concerns! It's reported one guy smashed a locals camera, one guy dropped his pants in front of a local female and another local female was very intimidated by the group. Brian said it was very rowdy/noisy and others said there was allot of public drunkenness. Donna says Marcos has really been promoting the event and they expect 800+ participants this year! How did Marcos represent the event when he requested the Park rental? The PAC is wondering how we might require them to hire security(off duty CHP or Sheriffs) and increase the amount of the deposit for this years event if it's already under contract?(*questions/concerns arose during open communication at 4/28 PAC meeting*)

Karl-The TVCSD is a public agency and sets the rental agreements for all groups of 25 or more. That schedule is the same for everyone in their class. The rental for this function is \$175 plus \$200 security deposit and a \$1,000,000 liability insurance coverage. (See attached) I do not know how you might go about charging one group differently than another without getting into legal, issues that could come back and bite you. You may want to bring it up at the next Board meeting, or call a special meeting. If they submit the application and pay the money, there is nothing I can do, so if you want me to do something other than what we have done in the past, the Board needs to make that decision.

Beth was concerned that we are advised of the size of events

Donna-fyi~this from Donna Sheehan who was involved last year in effort to curb this event. "When are you going to have a town meeting about this? Remember that Sheriff Doyle was interested in helping! xoxoxd"

Brian-I propose a couple tweaks to the rental agreement:

-if the group is over a certain size (200 perhaps), increase the deposit amount, and require that the group cleans the park and bathrooms and hauls away all recycling and trash.

-If alcohol is involved require security.

-Perhaps increase the rental amount to the larger groups?

-Perhaps also mention security deposits can be withheld for groups larger than indicated on application.

Victoria-Brian's suggestions seem like useful starting points for discussion. Perhaps someone knows about how similar situations are handled in other small, rural parks in scenic-historic open-space protection zones.

Director Roles and Responsibilities

THE BOARD OF DIRECTORS

The Board of Directors is the legislative body that holds governing authority for the District. The Board of Directors' roles and responsibilities are as follows:

- ❖ Establish policies, procedures and regulations for District operations;
- ❖ Establish and oversee the District's finances and its budgets, program, and performance;
- ❖ Provide the resources needed by management and staff to carry out District policy;
- ❖ Determine the mission of the District;
- ❖ Approve and ensure the implementation of the District's Strategic Plan and vision; and
- ❖ Appoint and evaluate the General Manager and General Counsel.

Directors

Apart from his/her normal functions as part of the Board of Directors, each individual Director's roles and responsibilities are as follows:

- ❖ Function only as one (1) member of the Board
- ❖ Have no individual authority (other than ceremonial rights of the President and Vice President of the Board as described elsewhere);
- ❖ May not commit, nor represent that they commit, the District to any policy, act, or expenditure; and
- ❖ Support decisions made by the Board (even when the Board decision conflicts with their individual position).

Traits of Effective Directors

Directors most effectively represent the District when they do the following:

- ❖ Represent **all** constituents of the District, considering the view points of everyone as they conduct the District's business;
- ❖ Attend all Board meetings and Committee meetings to which they are appointed. If a Director cannot attend, he or she should follow the process outlined in Chapter 6 – Preparation for Committee Meetings and notify the Board President, the General Manager and/or the District Secretary as soon as possible;
- ❖ Are decisive, making and accepting a decision and moving on;
- ❖ Consider and set short-term and long term goals;
- ❖ Support District policies, once adopted;
- ❖ Ask the General Manager routine or clarifying questions ahead of the Board or Committee meetings to avoid potential Brown Act conflicts;
- ❖ Let staff administer and manage the District, provided that such actions are consistent with the policies adopted by the Board;
- ❖ Read Board and Committee agendas, packets and prepare for all meetings;
- ❖ Are a positive public face of the District;
- ❖ Are inquisitive;
- ❖ Are courageous about difficult decisions;
- ❖ Clearly communicate their positions and reasoning and do not leave colleagues and staff guessing;
- ❖ Think big picture;

Director Roles and Responsibilities

- ❖ Manage conflict carefully and use civil discourse;
- ❖ Stay focused and efficient, using words carefully and concisely;
- ❖ Are creative about solving problems;
- ❖ Express optimism and open-mindedness;
- ❖ Offer respect and consideration to each other, staff, guests from other agencies and the public;
- ❖ Work as a team;
- ❖ Are timely with attendance and communications; and
- ❖ Remain policy oriented and avoid focusing overly on operational details.

Adding an Item to Agenda

Drafted: 3/27/2014

Enacted: 4/09/2014

DRAFT

Modified:

Modified:

Modified:

POLICY STATEMENT NO. 5 TOMALES VILLAGE COMMUNITY SERVICES DISTRICT BOARD MEETING SCHEDULES AND AGENDA

A. PURPOSE

This policy statement is to define the schedule of Board Meetings and outline the procedure for developing Board Meeting Agendas.

B. BOARD MEETING SCHEDULES

The Board will meet the second WEDNESDAY of each month in Regular Session. The Regular Session will convene at 6:00 PM and will be completed and adjourned when business has been completed or when the Board sees fit.

C. AGENDIZING OF BOARD ITEMS

The Administrator and Board President will have the responsibility to prepare the Board Meeting Agenda. Requests to agendize items should be submitted to the District by 4:30 pm on the Wednesday, one week and a half (1 ½) prior to the Board meeting. The agenda will be developed from the requests submitted at the direction of the Board President.

All correspondence which is to be included in the Board packet must be submitted to the District Clerk by 4:30 pm on Thursday, one week and 2 days prior to the Board Meeting. The District will make every effort to have the Board packet completed two days prior to the meeting. No changes will be made to the Agenda after the Agenda has been distributed except as follows: The Board of Directors may add to the Agenda urgent items.

Directors, the Attorney, Consultants or the Administrator may make reports to the Board as the Board and its President sees fit, but no action may be taken by the Board unless or until the matter is properly agendized as described in the previous paragraph.

An item for "Other Business" will be agendized for each Board meeting. This time is intended to provide an opportunity for the staff to read into the record correspondence and for the public to address the Board. Should the concerned desire action, he or she will be advised to contact the District to agendize the matter for a subsequent meeting (unless the Board determines the item sufficient urgency to agendize for the current meeting).

AGENDA ITEM: TOMALES COMMUNITY SERVICES DISTRICT

DATE SUBMITTED:

BOARD MEETING:

ITEM TITLE:

PREPARED BY:

BACKGROUND:

DISCUSSION:

RECOMMENDATION:

POLICY IMPLICATIONS::

DATE:

D. PARTICIPATION IN THE BOARD MEETINGS

The Administrator is expected to be present at all Board meetings, unless requested not to attend. The Administrator may direct staff members to be present if necessary.

E. PUBLIC HEARINGS AND/OR MEETINGS

Formal Public Hearings and/or Meetings shall be set by the Board at its discretion to consider and/or act upon matters: 1. Which require public notice because of legal requirements; and 2. Which should have public notice because of the importance of the item.

Public hearings and/or Meetings shall be noticed by the publication in such manner as is required by law for particular public hearings.

F. TIMED APPEARANCES

As a convenience to those who wish to participate in portions of the Board meeting, timed appearances may be established by order of the Board or direction of the Administrator for appeals of prior board action or in special situations at the Administrator's discretion. Participating parties will normally be given forty-eight hours notice of the timed appearances.

G. OTHER

Agenda items and requests for appearances shall be in writing and shall specifically set forth both the matter to be discussed and the action requested of the Board, along with copies of said request and documentary information or supporting information.

H. PUBLIC PARTICIPATION

The Public is welcome and encouraged to participate in meetings of the Board of Directors. To allow fair treatment and equal opportunity for all who may wish to participate and to allow the Board to conduct its meeting in a business like manner, the following guidelines are for public participation:

1. The President will normally call on the Administrator or staff to review the agenda item and present a recommendation.
2. The President will normally allow Board Member comments on an item before opening the meeting to public comment.
3. The President will open the meeting to public comment and briefly outline the conditions under which persons may participate. Principal parties or representatives of interest groups will normally be allowed to speak first.
4. The participant will be asked to identify his/her self and any affiliation pertinent to the matter.

5. Comments from the public will normally be limited to three minutes. The President may establish other guidelines as he/she sees fit based upon the number of those wishing to speak, the time available, or other factors.

6. Following appropriate time for public comment, the President will normally return the discussion to the Board Members and limit discussion to the Directors until some action is taken, unless directed otherwise by a majority of the Board.

7. The President is expected to maintain control of the meeting and only one person is to be allowed to speak at one time and public applause or other demonstrations are to be minimized.

**Tomales Village Community Service District
Policy Submission or Change
&
Guidelines**

1. Author
 - a. name:
 - b. email:
 - c. telephone:
 - d. organization:
2. Proposal Version:
3. Submission Date:
4. Proposal type:
new, modify, or delete.
5. Policy term:
temporary, permanent, or renewable.
6. Policy statement:
7. Rationale:
8. Timetable for implementation:
9. Meeting presenter:

END OF TEMPLATE

GUIDELINES FOR COMPLETING THE TVCSD POLICY PROPOSAL TEMPLATE

1. Policy Proposal Name
Provide a name or title which can be used to identify the policy proposal.
2. Author
Fill in point of contact information including name, email address, phone number and organization.
3. Proposal Version
This is to help the author and TVCSD keep track of changes to policy proposal text.
Start with 1.
4. Submission Date
Enter the date.
5. Policy type
Indicate the policy type. Is this a new policy, modification to an existing policy, or elimination of an existing policy?

6. Policy term
How long will the policy remain in effect? Is it intended to be temporary, permanent, or renewable?
7. Policy Statement
Make a clear and concise policy statement that is unambiguous and actionable. The text written here ideally should fit right in to the existing policy document.
8. Rationale
Briefly list the rationale or justification for the policy proposal. Suggested points to consider include the following:
 - Describe the current status.
 - Identify the perceived problem that the policy seeks to remedy.
 - Who is affected by the problem?
 - Explain how the policy proposal would fix the problem.
 - How would the policy be enforced?
 - Are there any financial and/or liability implications for the community and TVCSD?
 - Identify any special conditions, fees, exceptions, etc., that may be needed.
9. Timetable for implementation
Indicate your recommendation for implementation, immediately, six months, etc.?
10. Presenter
State whether the author intends to personally present the policy proposal for discussion at the next public meeting, for discussion. All suggested policies which become formal policy proposals must be presented at a Public Meeting.

Additional Considerations:

Policy statement

If applicable try to provide text just as it would be inserted into existing policy sections. Or list the text that you want to remove or modify.

Do not put examples in the policy statement section, those may go in the section for rationale/justification.

Be clear in your use of words such as ‘must’ and ‘should’

Rationale

In general consider questions of who, what, where, when, why, and how often to establish a case and urgency for action. And, consider financial and liability implications to those affected, including TVCSD.

State how the policy must be justified and enforced. Present pertinent parameters that may be used to quantify and/or track justification and enforcement.

Identify any special conditions, fees, exceptions, organizational interdependencies or cooperation needed, etc., in order to ensure effectiveness of the proposed policy.

DRAFT Letter to RCAC May 2014

TO:

Richard Culp, P.E.

RCAC

FROM:

Financial Advisory Committee

Tomales Village Community Services District

Dear Richard,

We have reviewed the revised draft Wastewater System Financial Analysis and want to convey our appreciation for RCAC's detailed analysis and numerous drafts. We appreciate your additional effort at our request to offer operating cost reduction figures required to meet reserve goals for the list of capital improvements.

At our March District Board meeting, FAC recommended that RCAC put the study on hold for a few months until TVCSD completes an RFP process for competitive bids on district positions. At that time the TVCSD Board can determine any operational cost savings to the TVCSD 2014-15 budget and offer specific figures for a final Financial Analysis Report.

Once again, we appreciate your due diligence and hope to re-contact you with final specifics within a few months.

We are grateful for RCAC's efforts and assistance as we develop a viable financial plan for our District that will ensure adequate operational revenues and capital reserve requirements to meet future needs and improvements.

Sincerely,

FAC members

CC: Karl, Board members and FAC members



CALIFORNIA STATE TREASURER
Bill Lockyer

Local Agency Investment Fund Program Description

The Local Agency Investment Fund (LAIF), is a voluntary program created by statute; began in 1977 as an investment alternative for California's local governments and special districts and it continues today under Treasurer Bill Lockyer's administration. The enabling legislation for the LAIF is Section 16429.1 et seq. of the California Government Code.

This program offers local agencies the opportunity to participate in a major portfolio, which invests hundreds of millions of dollars, using the investment expertise of the State Treasurer's Office investment staff at no additional cost to the taxpayer. This in-house management team is comprised of civil servants who have each worked for the State Treasurer's Office for an average of 20 years.

The LAIF is part of the Pooled Money Investment Account (PMIA). The PMIA began in 1955 and oversight is provided by the Pooled Money Investment Board (PMIB) and an in-house Investment Committee. The PMIB members are the State Treasurer, Director of Finance, and State Controller.

The Local Investment Advisory Board (LIAB) provides oversight for LAIF. The Board consists of five members as designated by statute. The State Treasurer, as Chairman, or his designated representative appoints two members qualified by training and experience in the field of investment or finance, and two members who are treasurers, finance or fiscal officers or business managers employed by any county, city or local district or municipal corporation of this state.

The term of each appointment is two years or at the pleasure of the appointing authority.

All securities are purchased under the authority of Government Code Section 16430 and 16480.4. The State Treasurer's Office takes delivery of all securities purchased on a delivery versus payment basis using a third party custodian. All investments are purchased at market and a market valuation is conducted monthly.

Additionally, the PMIA has Policies, Goals and Objectives for the portfolio to make certain that our goals of Safety, Liquidity and Yield are not jeopardized and that prudent management prevails. These policies are formulated by Investment Division staff and reviewed by both the PMIB and the LIAB on an annual basis.

The State Treasurer's Office is audited by the Bureau of State Audits on an annual basis and the resulting opinion is posted to the State Treasurer's Office website following its publication. The Bureau of State Audits also has a continuing audit process throughout the year. All investments and LAIF claims are audited on a daily basis by the State Controller's Office as well as an in-house audit process involving three separate divisions.

Under Federal Law, the State of California cannot declare bankruptcy, thereby allowing the Government Code Section 16429.3 to stand. This Section states that "moneys placed with the Treasurer for deposit in the LAIF by cities, counties, special districts, nonprofit corporations, or qualified quasi-governmental agencies shall not be subject to either of the following: (a) transfer or loan pursuant to Sections 16310, 16312, or 16313, or (b) impoundment or seizure by any state official or state agency."

During the 2002 legislative session, California Government Code Section 16429.4 was added to the LAIF's enabling legislation. This Section states that "the right of a city, county, city and county, special district, nonprofit corporation, or qualified quasi-governmental agency to withdraw its deposited moneys from the LAIF, upon demand, may not be altered, impaired, or denied in any way, by any state official or state agency based upon the state's failure to adopt a State Budget by July 1 of each new fiscal year."

The LAIF has grown from 293 participants and \$468 million in 1977 to 2,575 participants and \$20.7 billion at the end of February 2014.

**BILL LOCKYER
TREASURER
STATE OF CALIFORNIA**

LOCAL AGENCY INVESTMENT FUND (LAIF)

PMIA Performance Report

LAIF Performance Report

Quarter Ending 12/31/2013

Apportionment Rate: 0.26%
 Earnings Ratio: .00000700426120353
 Fair Value Factor: 1.00028762
 Daily: 0.26%
 Quarter To Date: 0.26%
 Average Life: 209

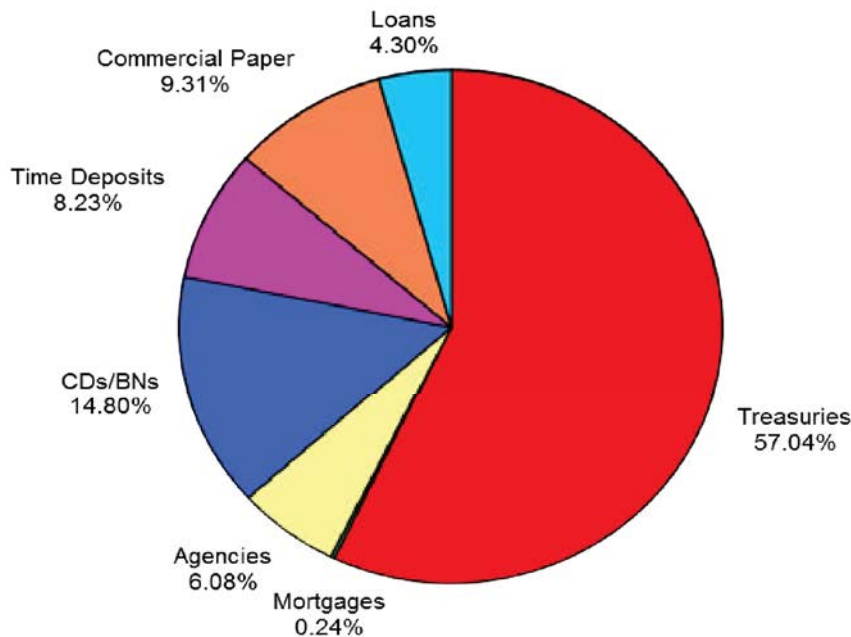
Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
3/6/2014	0.23	0.24	214
3/7/2014	0.23	0.24	215
3/8/2014	0.23	0.24	215
3/9/2014	0.23	0.24	215
3/10/2014	0.24	0.24	213
3/11/2014	0.24	0.24	215
3/12/2014	0.24	0.24	214
3/13/2014	0.24	0.24	213
3/14/2014	0.24	0.24	209
3/15/2014	0.24	0.24	209
3/16/2014	0.24	0.24	209
3/17/2014	0.23	0.24	203
3/18/2014	0.23	0.24	203
3/19/2014	0.23	0.24	204

PMIA Average Monthly Effective Yields

FEB 2014 0.236%
 JAN 2014 0.244%
 DEC 2013 0.264%

*Daily yield does not reflect capital gains or losses

Pooled Money Investment Account
 Portfolio Composition
 \$55.6 Billion
 02/28/14





CALIFORNIA STATE TREASURER
Bill Lockyer

Local Agency Investment Fund Is The Pool Insured?

It is important to recognize that there are two applications of this question.

1. Insurance applied to credit risk of investment holdings.

There is no insurance applied to individual securities, sectors of the portfolio, or the portfolio in general. However, due to the characteristics of the Pooled Money Investment Account (PMIA) portfolio, credit risk is minimal. Often insurance is considered a less expensive way of maintaining credit quality, i.e. insuring a single A bond to bring it to a AAA rating is less expensive than buying the AAA bond outright. Certain provisions regarding trigger mechanisms for policies to become effective are judged to be improbable. One such provision is the requirement that all investment earnings be exhausted before insurance coverage becomes effective.

2. Insurance applied to fraudulent acts or lack of fidelity on the part of program administrators or custodial services providers.

The State is self-insured. Any claim against the portfolio would go to the Board of Control. Any fraud assertions would be heard by the Attorney General's office. Any judgment awarded would be appropriated by the Legislature. Risk management controls at third-party designated depositories provide insurance coverage through a combination of blanket bonds and all-risk policies. Since by custom all PMIA investments are domiciled at third-party depositories, losses on these securities due to fraudulent acts or lack of fidelity by officers or employees of these institutions are insured. Risk management controls cover losses ranging up to \$500 million, depending on the incident.

LOCAL AGENCY INVESTMENT FUND

AUTHORIZATION FOR TRANSFER OF FUNDS REGULAR ACCOUNT AUTHORIZED PERSONS

AGENCY NAME: Tomales Village Community Services District

ATTENTION (title only): Treasurer

DATE

April 9, 2014

ADDRESS: PO Box 303

Tomales CA 94971

PHONE/FAX NUMBER: (707) 878-2767 / (707) 575-4306

NAME	TITLE	SIGNATURE
Bill Bonini	Board President	
Deborah Parrish	Board Vice President	
Karl Drexel	District Tresurer	

LOCAL AGENCY INVESTMENT FUND

AUTHORIZATION FOR TRANSFER OF FUNDS REGULAR ACCOUNT BANKING INFORMATION *

BANK NAME, BRANCH NUMBER ADDRESS & TELEPHONE NUMBER	ACCOUNT & ABA NUMBER (attach complete wiring instructions if applicable)	CORRESPONDENT BANK (STO RECEIVING BANK)
Redwood Credit Union , PO Box 6104 Santa Rosa CA 95406 (707) 545-4000	289989 & 321177586	Union Bank
Bank of Marin, 1371 N. McDowell Blvd Petaluma CA 94954 (707) 781-2207	500591 & 121141877	Wells Fargo

*Subject to verification by State Treasurer's Office

PLEASE MAIL COMPLETED CARD TO:

X _____
Authorized Signature
(Must be authorized on Resolution)

STATE TREASURER'S OFFICE
LOCAL AGENCY INVESTMENT FUND
P.O. Box 942809
SACRAMENTO, CA 94209-0001

X _____
Authorized Signature
(Must be authorized on Resolution)

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

PO Box 303 Tomales CA 94971 (707) 878-2767

RESOLUTION # 14-03

AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND

WHEREAS, The Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Board of Directors hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the District;

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors hereby authorizes the deposit and withdrawal of Tomales Village Community Services monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

BE IT FURTHER RESOLVED, as follows:

Section 1. The following Tomales Village Community Services District officers holding the title(s) specified hereinbelow **or their successors in office** are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Bill Bonini
(NAME)
Board President
(TITLE)

Deborah Parrish
(NAME)
Board Vice President
(TITLE)

Karl Drexel
(NAME)
District Treasurer
(TITLE)

(SIGNATURE)

(SIGNATURE)

(SIGNATURE)

Section 2. This resolution shall remain in full force and effect until rescinded by the TVCSD Board of Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer’s Office.

PASSED AND ADOPTED, by the Board of Directors of the Tomales Village Community Services District, Marin County, California on May 14, 2014

Bill Bonini, President, TVCSD

Attested by:

Karl Drexel, Secretary, TVCSD

Karl Drexel

From: Cornelia Crocker [corneliacc@comcast.net]
Sent: Friday, April 25, 2014 9:28 AM
To: karl@tomalescsd.ca.gov
Cc: Knudsen Family
Subject: Re: Party-in-the-Park?

Dear Karl,

Thank you for your response to my query; I am working on our church newsletter and would have included an announcement about this event.

Thank you and all those who worked very hard in the past to put on the Party-in-the-Park as a big fundraiser for park maintenance and improvements! It was a wonderful event, brought the community together — and was a huge amount of work, as I know from Eric.

Please be assured that our church will support the event again, if you decide to put it on again in the future.

All the best,
Cornelia

On Apr 25, 2014, at 9:16 AM, Karl Drexel wrote:

Hi Cornelia,

Patty and Eric did an excellent job of organizing and producing three very successful Party in the Park events. It was a lot of hard work and took a lot of time throughout the year to put on. Patty stepped down as co-chair after last year's event and nobody stepped up to take the reins. It is a full time commitment and takes more than one person to pull it off and with Eric having other commitments, it just wasn't feasible. We were hopeful one of the new TVCSD Board members would step up and take it over, but that hasn't happened. Thank you for your support in past events and maybe someday the TVCSD will be able to resurrect it.

Karl

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

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

 Please consider the environment before you print

From: Knudsen5@sbcglobal.net [<mailto:Knudsen5@sbcglobal.net>]
Sent: Thursday, April 24, 2014 10:14 PM
To: <karl@tomalescsd.ca.gov>; Patty Oku
Cc: Cornelia Cyss-Crocker
Subject: Fwd: Party-in-the-Park?

Karl and Patty, perhaps one of you should answer this question since Eric is no longer on the board and would not be confident in his answer.

Sharon

Sent from my iPhone

Begin forwarded message:

From: Cornelia Crocker <corneliacc@comcast.net>

Date: April 24, 2014 at 7:45:11 AM PDT

To: Knudsen Family <knudsen5@sbcglobal.net>

Subject: Party-in-the-Park?

Dear Eric,

I am working on the next church newsletter. No Party-in-the-Park this year?

Enjoy your family vacation!

Easter blessings to all of you,

Cornelia



This email is free from viruses and malware because [avast! Antivirus](#) protection is active.

The Rev. Cornelia Cyss Crocker, Ph.D.

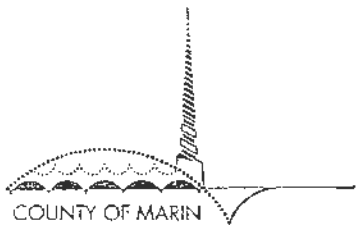
Pastor, Two Rock Valley and

Tomales Presbyterian Churches

707-762-4924

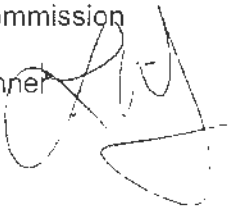
corneliacc@comcast.net

trtompc@aol.com



PLANNING REFERRAL TRANSMITTAL

TO: Department of Public Works
 Environmental Health Services
 Marin County Assessor's Office
 Tomales Village Community Services District
 Tomales Design Review Board
 California Coastal Commission

FROM: Lorene Jackson, Planner 

DATE: April 4, 2014

SUBJECT: Project ID: 11-0273
 Assessor's Parcel 102-080-08, 102-090-13, 102-130-12 & 13
 26700 State Route 1, Tomales
 Project Name: Tomales Land and Cattle Company Lot Line Adjustment
 12-2 and Coastal Exclusion 12-1

APPLICANT: Tomales Land and Cattle Company
 P.O. Box 189
 Rutherford, CA 94573

CONTACT: Ray Carlson
 (707) 528-7649

DECISIONMAKER FOR THIS APPLICATION: Agency Director (Administrative)

PROJECT DESCRIPTION:

Note: In response to comments and the September 14, 2011 Notice of Project Status, the applicant submitted a revised site plan. Given the lapse in time since the original submittal, you may be receiving this even though you found the original application complete. Revisions to the project description are underlined below:

The applicant is proposing to adjust the lot lines between Lot 1 (APN 102-080-08, 102-090-13, and 102-130-13) and Lot 2 (APN 102-130-12). The exchange of approximately 15.18 acres of land would result from moving APN 102-130-13 from Lot 1 to Lot 2. The table below provides information on the existing and proposed lot sizes:

<u>Lot Number</u>	<u>Existing Area</u>	<u>Proposed Area</u>
1	<u>22.59</u> acres	<u>7.41</u> acres
2	14.67 acres	<u>29.84</u> acres

Zoning: C-VCR-B4 (Coastal, Village Commercial District (1 acre minimum lot area) and

C-ARP-20 (Coastal, Agriculture, Residential Planned (1 unit/20 acres)

Countywide Plan Designation: C-NC (Coastal, Neighborhood Commercial/Mixed Use, 1-20 units/acre) and C-AG2 (Coastal Agriculture, 1 unit/10-30 acres)

Community Plan (if applicable): Tomales Community Plan

In order to approve the project, the findings contained in the Section 66412 (d) of the Subdivision Map Act would need to be made.

COMPLETENESS OF THE APPLICATION:

Please inform staff in writing whether this application contains the information you need to make a recommendation on this proposal. If it does not contain sufficient information, please specify the information you need. You may not be able to request additional information later in the process. Your comments on the completeness of this application must be received in this office by **April 28, 2014**.

ENVIRONMENTAL REVIEW:

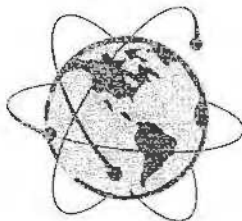
Staff has made a preliminary determination that this project is Categorical Exempt from the requirements of the California Environmental Quality Act according to Section 15305, Class 5(a) of the CEQA Guidelines.

MERITS OF THE PROJECT:

If the application is complete, and no Environmental Impact Report is to be prepared for the project, please tell us your comments on the merits of the proposal. Please indicate whether the project conforms to the laws and policies you use to evaluate the project and recommend changes or conditions that you deem necessary based on your evaluation. These comments must be received in this office by **April 28, 2014**.

c.c. Elliott Faxstein

TomalesLand&CattleTrans2.docx



RAY CARLSON AND ASSOCIATES, INC.

Mapping a Better World

RECEIVED

March 27, 2014

APR 03 2014

Lorene Jackson
Marin County Community Development Agency
Planning Division
3501 Civic Center Drive, #308
San Rafael, CA 94903

COUNTY OF MARIN
COMMUNITY DEVELOPMENT AGENCY
PLANNING DIVISION

RE: Tomales Farm and Dairy, LLC formally known as Tomales Land and Cattle
Company / Lot Line Adjustment 12-1 - Project ID: 11-0273

Dear Lorene;

This letter and the attached information are in regards to your request for additional information for the subject lot line adjustment application per letter to Elliott Faxstein dated September 14, 2011.

I have enclosed 8 full size copies and 2 reduced 11"x17" copies of our updated Site Maps for this Lot Line Adjustment (LLA) application. Also please find a copy of the current deeds for each parcel involved in this LLA application, the recorded deed restriction document approved by the California Coastal Commission, and a current Preliminary Title Report.

Since the first submittal of this project, assessor mapping has changed along with deed references for the properties involved in this project. The Site Map has been updated to include current Lot Line Adjustment information standards and requested additional information.

It is my understanding that Mr. Faxstein has provided proof that Lot Line Adjustment LL09-1 project has been approved by the California Coastal Commission. The Coastal Commission approved deed restrictions and Permits needed for the current Lot Line Adjustment project as recorded under Document Number 2013-0073503, Marin County Records.

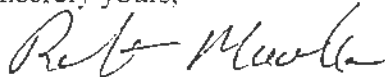
The updated Site Map shows the addition of a Culvert Easement along the north side of Tomales-Petaluma Road and the names of Keys Creek drainage and Tomales Creek drainage. County record research did not uncover information as to the location of a septic system for the existing old residence as shown on the Site Map, location unknown. Well permit research resulted in found permits for two well on Assessor Parcel 102-130-13, no other permits found. Other wells were established a long time ago.

file copy

The "Zone A" area as shown on the Site Map is a FEMA designation for the Special Flood Hazard Area with no base flood elevation determined, mainly used for the National Flood Insurance Program.

I hope the above information has answered your questions as stated in your letter from 2011. Please feel free to call me direct at 707-571-5504 or Ray Carlson at 707 528-7649, with any additional information request or questions.

Sincerely yours,



Robert Muollo, PLS 7786
Licensed by the California Board for
Professional Engineers & Land Surveyors

Tomales Farm and Dairy LLC
Job No. 2005-081
Creamery LLA



**PACIFIC GAS AND ELECTRIC COMPANY
NET ENERGY METERING ELECTRIC STATEMENT**

THIS IS NOT A BILL

Service Dates: March 21, 2014 to April 22, 2014

True-up period from Jul 2013 to Jun 2014



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

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

PAGE 1

TOTAL CURRENT MONTH'S BILLED AMOUNT: \$27.46*

*This amount is the minimum you must pay this month and is reflected on your regular monthly blue bill, in addition to the energy charges that you may pay monthly or at the end of the true-up period shown below. It includes the following components:
Distribution \$27.46.

ENERGY CHARGES/CREDITS

Current Month Energy Charge or Credit (-) **\$-2.46**

Cumulative Energy Charges or Credits (-) for the current true-up period: **\$-1,901.50**
This Cumulative Energy Charge does not reflect any payment you may have made.

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

ANY UNPAID ENERGY CHARGES WILL BE DUE AT THE END OF YOUR TRUE-UP PERIOD (Jun 2014)

CURRENT MONTH METER INFORMATION:

METER BADGE ID	SEASON	TOU PERIOD	PRIOR READ	CURRENT READ	DIFFERENCE	METER CONSTANT	ENERGY
1007184994	Winter	Peak	21,546	21,546	0	1	0
1007184994	Winter	Part	35,469	34,645	-824	1	-824
1007184994	Winter	Off	5,029	6,017	988	1	988
TOTALS			62,044	62,208			164

CURRENT MONTH METER INFORMATION:

METER BADGE ID	SEASON	PRIOR READ	CURRENT READ
1007184994	Winter	62,044	62,208
TOTALS		62,044	62,208

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



Service Dates: March 21, 2014 to April 22, 2014

True-up period from Jul 2013 to Jun 2014

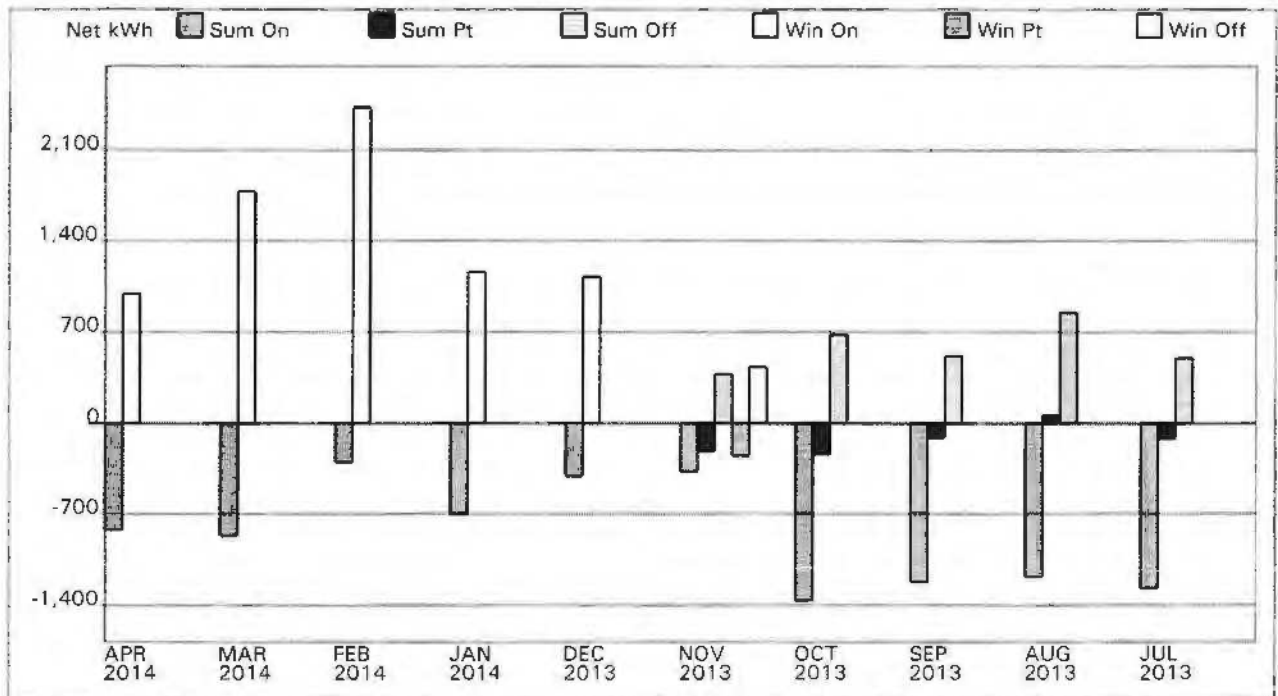
TOMALES VILLAGE COMM SERV DIST
OFF IRVIN RD
TOMALES, CA. 94971

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

ENERGY TRUE-UP HISTORY:

BILLING MONTH	BILL TO DATE	SUMMER ON	SUMMER PART	SUMMER OFF	WINTER PART	WINTER OFF	TOTAL ENERGY	ENERGY CHARGES /CREDITS
APR 2014	04/22/14				-824	988	164	\$-2.46
MAR 2014	03/21/14				-868	1,781	913	\$95.30
FEB 2014	02/18/14				-301	2,424	2,123	\$269.94
JAN 2014	01/16/14				-707	1,156	449	\$38.91
DEC 2013	12/17/13				-409	1,117	708	\$82.15
NOV 2013	11/15/13	-373	-217	374	-251	431	-36	\$-167.00
OCT 2013	10/18/13	-1,366	-242	677			-931	\$-635.60
SEP 2013	09/19/13	-1,223	-110	514			-819	\$-553.51
AUG 2013	08/20/13	-1,185	58	846			-281	\$-447.41
JUL 2013	07/22/13	-1,271	-121	499			-893	\$-581.82
TOTALS							1,397	\$-1,901.50

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





**Pacific Gas and
Electric Company**

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



Service Dates: March 22,2014 to April 22,2014

True-up period from Jul 2013 to Jun 2014

1 PR. READ

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

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

TOTAL CURRENT MONTH'S BILLED AMOUNT: \$26.60*

*This amount is the minimum you must pay this month and is reflected on your regular monthly blue bill, in addition to the energy charges that you may pay monthly or at the end of the true-up period shown below. It includes the following components:
Distribution \$26.60.

ENERGY CHARGES/CREDITS

Current Month Energy Charge or Credit (-) **\$-192.23**

Cumulative Energy Charges or Credits (-) for the current true-up period: **\$-1,700.68**
This Cumulative Energy Charge does not reflect any payment you may have made.

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

ANY UNPAID ENERGY CHARGES WILL BE DUE AT THE END OF YOUR TRUE-UP PERIOD (Jun 2014)

CURRENT MONTH METER INFORMATION:

METER BADGE ID	SEASON	TOU PERIOD	PRIOR READ	CURRENT READ	DIFFERENCE	METER CONSTANT	ENERGY
1004764719	Winter	Peak	40.807	40.807	0	1	0
1004764719	Winter	Part	36.216	35.371	-845	1	-845
1004764719	Winter	Off	53.310	52.895	-415	1	-415
TOTALS			30.333	29.073			-1.260

CURRENT MONTH METER INFORMATION:

METER BADGE ID	SEASON	PRIOR READ	CURRENT READ
1004764719	Winter	30.333	29.073
TOTALS		30.333	29.073

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



Service Dates: March 22, 2014 to April 22, 2014

True-up period from Jul 2013 to Jun 2014

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

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

ENERGY TRUE-UP HISTORY:

BILLING MONTH	BILL TO DATE	SUMMER ON	SUMMER PART	SUMMER OFF	WINTER PART	WINTER OFF	TOTAL ENERGY	ENERGY CHARGES /CREDITS
APR 2014	04/22/14				-845	-415	-1,260	\$-192.23
MAR 2014	03/22/14				-853	-347	-1,200	\$-184.01
FEB 2014	02/20/14				-588	-253	-841	\$-127.73
JAN 2014	01/18/14				-605	-350	-955	\$-142.97
DEC 2013	12/18/13				-598	-322	-920	\$-137.82
NOV 2013	11/18/13	-163	-147	-101	-295	-202	-908	\$-204.19
OCT 2013	10/22/13	-548	-176	122			-602	\$-295.42
SEP 2013	09/20/13	-476	7	483			14	\$-163.41
AUG 2013	08/20/13	-365	101	695			431	\$-56.33
JUL 2013	07/22/13	-502	-22	388			-136	\$-196.57
TOTALS							-6,377	\$-1,700.68

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

