

**NICASIO SCHOOL DISTRICT
BOARD OF TRUSTEES**

AGENDA

~ Regular Meeting ~

Thursday, November 3, 2016 5:00 PM

Nicasio School Library 5555 Nicasio Valley Road, Nicasio CA

and

Jason Snell *via Skype:*

Cineaste Hotel - Room 1917

No.122 Huai Geng Road, Yang Song Town

Beijing City, China 101400

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1. Call to Order
 - a. Patriotic Moment
 - b. Roll Call
 2. Approval and Adoption of Agenda *Action*
 3. Public Comment *Information*
 - *Public Comment is only for items not on the agenda.*
 - *No formal action will be taken.*
 - *Board members or district staff may, but are not obligated to, briefly respond to statements made or question posed by the public about items not appearing on the agenda.*
 - *Designated amount of time to address the Board is limited to three minutes per individual.*
 - *Concerns about individual employees shall not be discussed in public at school board meetings. Please contact the superintendent with specific concerns.*
 4. Reports & Announcements *Information*
 - a. Introduction of Interim Business Official Margie Bonardi
 - b. Water System Update
 - c. Principal's Report
 - d. Superintendent's Report
 - e. Trustees' Report
 5. Consent Agenda *Mass Action*
 - a. Approval of Minutes: September 8, 2016 Regular Meeting of Board of Trustees
 - b. Ratify Warrants Paid: 8/26/16-10/26/16
 - c. Quarterly Report on Williams Uniform Complaints (Jul-Sep 2016)
 - d. Approve IDT Request Out of NSD for 2016-17
 - i. IDTX 16-17-05
 6. Business Services
 - a. Approve 2016-17 Budget Revision #1 *Action*
 - b. Approve 2016-17 Certificate of Signatures for District Business Services *Action*

- c. Consider Resolution 2016-17 #3 Authorization to Sign on Behalf of the Governing Board for 2016-17 *Action*
 - d. Approve Authorized Signers for Wells Fargo Revolving Cash Account *Action*
- 7. Curriculum/Instruction
 - a. Approve 2016-17 Year-End Overnight Field Trip Proposal for Grades 3/4/5 *Action*
 - b. Approve 2016-17 Year-End Overnight Field Trip Proposal for Grades 6/7/8 *Action*
- 8. Facilities
 - a. Report on Campus Bat Activity and Exclusion Actions *Information*
- 9. Personnel
 - a. Approve 2016-17 Services Agreement Between Nicasio School District and the Marin County Office of Education for Business Services *Action*
 - b. Principal Vacancy Update *Information*
- 10. Correspondence *Information*
 - a. *Re: Audit of Loan # 2100582-001P, Heather Bell, Manager – State Revolving Fund Section, California State Water Resources Control Board, Sept. 7, 2016*
 - b. *Re: District of Choice Status of Shoreline Unified School District, Bob Raines, Superintendent, SUSD, Sept. 21, 2016*
 - c. *Re: 2016-17 LCAP Approval, Terena Mares, Deputy Superintendent, MCOE, Sept. 15, 2016*
 - d. *Re: 2016-17 Adopted Budget Approval, Terena Mares, Deputy Superintendent, MCOE, Sept. 15, 2016*
 - e. *Re: 2015-16 Web Transparency Report Card, Jay Hamilton Roth, Foreperson, Marin County Civil Grand Jury, Oct. 12, 2016*
 - f. *Re: Existing Alternative Mound Septic System at 5555 Nicasio Valley Road, Nicasio, Armando Alegria, County of Marin Environmental Health Services Division, Oct. 25, 2016*
- 11. Conclusion
 - a. Agenda Planning *Discussion*
 - b. Adjournment *Action*

If you need assistance to access the Board meeting room or to otherwise participate at the meeting, please submit a written request to Nicasio School District Superintendent at P.O. Box 711, Nicasio, CA 94946 or office@nicasioschool.org. Notification at least 48 hours prior to the meeting will better enable the District to make reasonable accommodations in accordance with the Americans with Disabilities Act.



Agenda Item # 4ci

5555 Nicasio Valley Road, Nicasio, CA 94946
☎ 415.662.2184 / 📠 415.662.2250 / www.nicasioschool.org

MEMO

Date: 9/30/16
To: Nicasio Board of Trustees
From: Don Armstrong, Ed.D.
Subject: October Board Update

My Schedule

Beginning the week of September 26, Tom has asked that I go to three days a week to match what is in the budget (.6 fte). I am working Wed, Thurs and Fri this week and will do Tues, Thurs, Fri next week. We are attempting to discover where the gaps may exist in this plan.

Kiln

I am still waiting for the estimate from the electrician to make our kiln power into 3 phase power. This will mostly entail pulling a third wire to the box from the circuit panel. The kiln itself has been delivered to the vendor and they are waiting to hear when to bring it here. The cost for changing over the power is a bit steep. I will discuss this with Kate to see if there is a pocket of money we can use for this. We do have deferred maintenance funds that can be tapped.

The Deer

Perhaps your children have come home to tell you about the tame deer on campus. A deer with no fear of people came on campus and hung around, letting me approach her. We managed to get her off campus before most of the kids showed up. This happened a few days in a row. On one occasion she became pretty agitated but we managed to get her out one of the side gates. Fortunately, Robin Burton was here the last time she came and contacted the people up the hill that run a deer rehab center. The gentleman from the center came here, called the deer by name (Pepper) and she followed him back into the hills. Hopefully, that was the last we will see of her.

Pillars of Character

As I noted before, we began the Pillars of Character curriculum with the first pillar, Respect. After a month, we are giving an award for the student in each class that demonstrates respect. Our three honorees for September are Frankie Meckfessel in the K/1/2, Adrian Mercado in the 3/4/5, and Joya

Cote-Rabieh in the 6/7/8. Each will receive a certificate at the October 5th assembly. The next pillar is Citizenship, which we will introduce on the 5th as well.

Water

We have run out of irrigation water for the year. Our neighbor's well that supplies the water has run dry for the season. There is a forecast for rain next week, so keep your fingers crossed.

Field Trips

October 21, 2016 the entire school will be away on a field trip, albeit to different locations. The K-5 will be going to the LaFranchi pumpkin patch at 11:00 AM. I have contacted the school resource officer to facilitate the walk from campus and the crossing of Nicasio Valley Road at the patch. The 6/7/8 will be going to Petaluma and to the Tolay Regional Park. This will also include a walk at Scholenberger Park and a visit to Copperfield's in Petaluma.

Progress Reports

Progress Reports will go home this month.

Rabies Warning

The Humane Society and the Department of Health and Human Services has alerted us that a dead rabid bat was found adjacent to the school campus on September 24th. We have sent home and posted notices and I went from class to class warning the students to stay away from any dead or injured bat that they may come across. Tony and I did a sweep of the campus, but we found no evidence of unusual bat activity.



5555 Nicasio Valley Road, Nicasio, CA 94946

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MEMO

Date: 10/28/2016
To: Nicasio Board of Trustees
From: Don Armstrong, Ed.D.
Interim Principal
Subject: November Board Report

Bats

As has been earlier reported, we have found a dead bat on campus that was infected with rabies. The Marin Humane Society and Marin County Health and Human Services were both contacted and new warning signs have been posted. We asked our bat expert, who has assisted the school in the past to come by and it was discovered that there are bats in the ceiling above the library. While our expert assures us that finding a rabid bat is not that strange and not an indication that the entire colony is infected, he has begun the process of removing the bats. He should be done by next week. Additional measures will be discussed at the meeting.

Kiln

This kiln thing continues to be complicated. The electrician completed the conversion of the electrical to 3 phase wiring under his estimate. We will have the exact cost next week. However, the electrician, who happens to be a ceramicist himself, tells me that the current enclosure will need to be expanded to hold the new kiln. Due to the location, this may be problematic. The cheapest solution would probably be to install a ready built metal shed, but since the current shed is crammed between a drainage pipe and a window it may be challenging to find an appropriate size.

The Walk a Thon

The Walk a Thon was a great success despite the rain. Monica and Colin set up an obstacle course in the MPR and everyone had a great time. My understanding is that \$6300 was raised.

Field Trips

Last Friday, the k/1/2 and the 3/4/5 went to the pumpkin patch down the street and enjoyed a hay ride and picked out pumpkins. It was the clearest day of the week, so everything went fine. The 6/7/8 went to Tolay Regional Park, as well as Schollenberger Park in Petaluma on the same day.

CELDT

The annual testing of our English Learners was completed and scores for the students have been received by the teachers. It appears that most of our students have made good progress in learning English and accessing the curriculum.

Emergency Preparedness

On October 17 the staff reviewed the emergency plans with School Resource Officer Deputy Sheriff Josie Sanguinetti. We reviewed all procedures and went through all of the emergency backpacks and the disaster supplies in the MPR. We made a list of expired materials and we are in the process of replacing those items.

On October 19 and 26, Nicasio parent and Marin County Fire Paramedic Mike Seybold gave a first aid class and certified all of our staff for First Aid along with the CPR certifications they earned in August.

On November 2 we will conduct a lockdown drill and practice of the emergency student dismissal process. Parents have been notified.

Schools Rule

A representative of the Foundation went to MCOE Thursday to pick up a check for \$821.57 from School Rules. Schools Rule is a Marin County organization that fundraises for schools in the county.

Immunizations

All reports to the State regarding immunizations have been completed and submitted.

Grand Jury

We received a response from the Grand Jury regarding our response that was submitted in September. They gave us a "C" for our efforts. They wanted us to be a B-. They reported that we did not have biographies for our board members (a quick check of other district websites only found 2 that did), a link to our 2015-16 audit (which we have not yet received) and a report on our salaries with a link to Transparent California (missing from their own website). Since they never included a rubric for their grades, this lifelong educator does not quite know how to respond.

Septic

We received a notice from the County calling our attention to the apparent fact that our septic system is unpermitted. I went searching through various archives of the construction and I did find the proposal to build the system, but no communication with County Environmental Health regarding permits. I called the county but will not be hearing back from them until Wednesday. I will report what I learned at the meeting.

My Schedule

I have been working three days a week since the end of September per Tom's request. I am varying it from week to week to accommodate IEP meetings, staff member schedules and my own responsibilities.

**NICASIO SCHOOL DISTRICT
BOARD OF TRUSTEES**

Agenda Item # 5a

MINUTES

~ Regular Meeting ~

Thursday, September 8, 2016 5:00 PM

Nicasio School Library 5555 Nicasio Valley Road, Nicasio CA

1. Call to Order

- a. **Patriotic Moment** was observed in honor of Labor Day which was established as the first Monday in September in dedication to the social and economic achievements of the American worker.
- b. **Roll Call** In attendance: Trustees Michelle Rutledge, Madeleine Sloane and Jason Snell.
Also in attendance: Superintendent Tom Lohwasser, Interim Principal Don Armstrong, Office Manager Mikki McIntyre and MCOE Senior Business Director Kate Lane

2. Approval and Adoption of Agenda

Action: M/S: Rutledge/Sloane to approve and adopt agenda. **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

3. Public Comment *There was no public comment.*

4. Reports & Announcements

- a. **Water System Update** *(Item was heard out of agenda order)*
 - Holly McArthur said that the resolution required by the state in order to apply for water system upgrade funding specifies that if financing is offered, the District agrees to pay it back. She noted that the District would not be obligated to accept that funding, adding that the District is, in fact, applying for a grant through a cooperative agreement. Once the resolution is signed, according to Holly, the only thing that remains prior to submission of the funding application is the engineering component, which will be prepared by a professional engineer recommended by Jerry & Don's Pump and Well Services. Holly noted that once the engineering plans, specs, schedules and budgets are submitted, it will take the state approximately a year and a half to process the application. She inquired whether some Prop. 39 funds can be used for the project. Supt. Lohwasser said that can be considered at a later date, but advised moving the project forward in the meantime.
 - With regard to the drinking water citation recently issued to the District by the state, Holly noted that the disinfection byproducts detected are not dangerous over the short term. She said that elements of the planned water system upgrade will correct the problem by adding new filters and re-piping the water to a smaller tank for chlorination. For the short term, Holly suggested trying to use more water during the summer months to reduce chlorine contact time. She noted that that for the purposes of the system upgrade application, this citation should help speed the process along.

- b. **Principal's Report** *Interim Principal Armstrong presented his report, adding the following:*

- He introduced the school's new art specialist, Jenna d'Anna.

- c. **Superintendent's Report**

- Supt. Lohwasser thanked Dr. Armstrong for stepping in as interim principal. He noted that several big surprises affected the District last spring which are still being worked on. He also expressed appreciation for the return of Kate Lane, MCOE's Senior Director of Business, to oversee business services for the District.
- He said he believes it is a great idea to pass the resolution for supporting the arts at a future meeting to confirm that the District feels the arts are important for the development of well-rounded students.
- During the summer, the District was invited to participate in MERA (countywide emergency radio system), according to Supt. Lohwasser. He said he has committed the District's participation because in the event of an emergency, it will allow NSD to get equal access as everyone else. He said the radios need to be purchased (at cost of approximately \$5K-\$6K for the mobile style) and personnel need to be trained. Interim Principal Armstrong said he and CBO Robbins have applied for a grant from Keenan & Associates to pay for the device.

- d. **Trustees' Report**

- In honor of all of the hard work he has performed for the District, Trustee Snell presented Supt. Lohwasser with Disney passes on behalf of the Board. Supt. Lohwasser thanked the Board.

5. **Consent Agenda**

- Approval of Minutes:** June 2, 2016 Regular Meeting, June 14, 2016 Continuance of June 2, 2016 Regular Meeting, and June 21, 2016 Special Meeting of Board of Trustees
- Ratify Warrants Paid:** 5/27/16-8/25/16
- Quarterly Report on Williams Uniform Complaints (Apr-Jun 2016)**
- Approve IDT Request Out of NSD for 2016-17**
 - IDTX 16-17-04

Action: **M/S: Sloane/Rutledge** to approve the Consent Agenda **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

6. **PUBLIC HEARING on Pupil Textbooks and Instructional Materials** – Education code 60019 establishes steps and procedures to ensure the availability of textbooks and instructional materials. The procedures require that the District offices take appropriate action to ensure the availability of textbooks and instructional materials on a yearly basis. *The hearing was opened at 5:25pm.* Kate Lane explained that this is about insuring that the kids all have the instructional materials that they need, both at school and at home. The public hearing is just to put that out there, she said, noting that some districts do not have sufficient materials in time for the start of school. The District is "all good", she added. *Hearing was closed at 5:27pm.*

7. **Business Services**

- Approve Unaudited Actuals for Fiscal Year Ending June 30, 2016** *Discussion:* Kate Lane explained that this is a report-out of where the District ended the year financially, and it

gives a side-by-side comparison with the adopted budget. She added that she provided the Board with a report on the unaudited actuals via email. Kate said the budget presented is a "worst-case" scenario and that she is committed to rebuilding the budget from here so that the first interim report in December reflects updated information. The big thing to note, she explained, is that the District ended the year better off than was previously thought. The concern was that there would be deficit spending in the total general fund of \$100K more than what was brought in, and that figure ended to be up \$49K more, which was a \$50K swing in a positive direction, she said. There was deficit spending of almost \$66K in unrestricted funding, which would diminish the fund balance rather quickly if it continued at that rate, Kate said, noting that the figure will be re-examined at first interim. Kate said the District has held a very steady ending balance going back all the way to 2007-08. She explained that the ending fund balance is the most important number in a set of financial statements. Overall, she said, the District has held a steady ending fund balance and has a very decent bottom line, with nearly \$500K in reserve. She provided a comparison of estimated actuals vs. unaudited actuals, with summaries of the changes. She added that there is a bit of Prop. 39 funding leftover that should be allocated soon. In addition, one-time Educator Effectiveness grant funds can be used for staff development, and lottery funds will be used for new textbooks.

Action: **M/S: Rutledge/Sloane** to approve Unaudited Actuals for Fiscal Year Ending June 30, 2016 **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

- b. **Approve Final 2015-16 Budget Revision** *Discussion:* Kate Lane explained that these were budget items that just did not get into the adopted budget.

Action: **M/S: Rutledge/Sloane** to approve Final 2015-16 Budget Revision **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

- c. **Consideration to Approve Resolution 2016-17 #2 for Gann Limit** *Discussion:* Kate Lane said the Gann Limit was adopted by Paul Gann, who was very interested in keeping expenditures down. If you go over your budget, you write a letter to the director of finance requesting overage spending. Since NSD did not go over its budget, the District does not need to send such a letter.

Action: **M/S: Sloane/Rutledge** to approve Resolution 2016-17 #2 for Gann Limit **ROLL CALL Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

- d. **Approve Education Protection Account Expenditures for 2015-16** *Discussion:* Kate Lane explained that the District receives \$200 per ADA annually (approximately \$10K) for EPA expenditures i.e. technology for students. She noted that this funding will continue for a few more years unless Prop. 51 is approved by voters in November. Kate advised looking into where the District is with regard to use of E-Rate, which is focused on providing schools with access to internet. She said she will contact a technology resource at MCOE to find out about NSD's E-Rate history.

Action: **M/S: Sloane/Rutledge** to approve Education Protection Account Expenditures for 2015-16 **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

- e. **Approve Annual Parcel Tax Expenditures Report** *Discussion:* Kate Lane explained that this reported was generated for the first time last year regarding the parcel tax fees, how they've been spent and if there was a carryover balance. She said there was a \$30K increase in revenue and \$17K was transferred out for special education. Trustee Snell

noted that there should be a bigger reserve next year because the District is down by a .4 FTE certificated teacher.

Action: **M/S: Sloane/Rutledge** to approve Annual Parcel Tax Expenditures **Vote: 3/0**

Ayes: Rutledge, Sloane, Snell; *Noes:* None

f. **Consideration to Approve Resolution 2016-17 #1 Regarding Sufficiency or Insufficiency of Instructional Materials**

Action: **M/S: Sloane/Rutledge** to approve Resolution 2016-17 #1 Regarding Sufficiency or Insufficiency of Instructional Materials **ROLL CALL Vote: 3/0** *Ayes:* Rutledge, Sloane, Snell; *Noes:* None

8. **Facilities**

a. **Consider Resolution 2016-17 #3 Reimbursement Resolution (for Treatment Plant Upgrade Project WS#2100582)**

Action: **M/S: Sloane/Rutledge** to approve Resolution 2016-17 #3 Reimbursement Resolution (for Treatment Plant Upgrade Project WS#2100582) **ROLL CALL Vote: 3/0**

Ayes: Rutledge, Sloane, Snell; *Noes:* None

9. **Personnel**

a. **Approve MOU Between Nicasio School District and Bolinas-Stinson Union School District and Angelique Borges for (part time) District Financial Specialist Services**

Discussion: Supt. Lohwasser said he will make sure that the terms of future such contracts are acceptable to the Board. He said his goal is to stabilize the District and that conversations about the next budget cycle will begin soon.

Action: **M/S: Sloane/Rutledge** to approve MOU Between Nicasio School District and Bolinas-Stinson Union School District and Angelique Borges for (part time) District Financial Specialist Services **Vote: 3/0** *Ayes:* Rutledge, Sloane, Snell; *Noes:* None

b. **Approve Agreement Between MCOE and Nicasio School District for Administrative Support Services** *Discussion:* Supt. Lohwasser explained that the document gives the county the ability to reimburse Interim Principal Armstrong, and that the agreement reflects the maximum he can work within STRS retirement parameters.

Action: **M/S: Sloane/Rutledge** to approve Agreement Between MCOE and Nicasio School District for Administrative Support Services **Vote: 3/0** *Ayes:* Rutledge, Sloane, Snell; *Noes:* None

c. **Approve Hiring of .2 FTE Classified Physical Education Specialist for 2016-17**

Discussion: Interim Principal Armstrong explained that this is a .2 FTE position but it's actually two half days. He noted that it is a "financial wash" within the current budget.

Action: **M/S: MR/MS** to approve Hiring of .2 FTE Classified Physical Education Specialist for 2016-17 **Vote: 3/0** *Ayes:* Rutledge, Sloane, Snell; *Noes:* None

10. **Administrative/Governance**

a. **Approve Response to Marin County Civil Grand Jury Report Re: 2015-16 Web Transparency Report Card** *Discussion:* Supt. Lohwasser explained that every district in

the county was served with the Grand Jury reports. He said the report was sent to former Principal Stocker, but there were too many year-end activities going on for her to complete all of the tasks. Interim Principal Armstrong said Office Manager Mikki McIntyre and Technology Consultant Mark Tong are collaborating on a new website that

will be easier to update, and that all of the transparency items are now on the site. He added that the District is now in compliance.

Action: **M/S: Sloane/Rutledge** to approve Response to Marin County Civil Grand Jury Report Re: 2015-16 Web Transparency Report Card **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

b. **Approve Revision of 2016-17 Annual Calendar**

Action: **M/S: Sloane/Rutledge** to approve Revision of 2016-17 Annual Calendar **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

c. **Approve Revision of 2016-17 Board Meeting Schedule** *Discussion:* Trustee Snell requested a change of the December meeting date due to overseas travel. The trustees agreed on Monday, December 12th as the new date for December.

Action: **M/S: Sloane/Rutledge** to approve Revision of the 2016-17 Board Meeting Schedule to include both Monday, December 12, 2016 and Wednesday, March 1, 2017 as the meeting dates for those respective months. **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

d. **Approve Revision of BP 9270 – Conflict of Interest** *Discussion:* Interim Principal Armstrong explained that the revision reflects the addition of the District's business official to the Conflict of Interest policy.

Action: **M/S: Sloane/Rutledge** to approve Revision of BP 9270 – Conflict of Interest **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

e. **Correspondence**

- Notice of Waiver Request Approval re: State Testing Apportionment Information Report and Certification Deadline, Christine Plumb-Gordon, Waiver Office, California Department of Education, July 21, 2016
- 2015 California State Water Board Consumer Confidence Report for Nicasio School (Water System #2100582), Danielle Sturla, Jerry and Don Yager's Pump & Well, Jun 5, 2015

11. **Conclusion**

a. **Agenda Planning**

- *Arts Resolution*
- *Water System Update*
- *CSBA guest – Marin representative (possible)*
- *Quarterly Williams Report*
- *Discussion of IDTs to reassure families that what happened last year is not the "new normal"*

b. **Adjournment**

Action **Sloane/Rutledge** to adjourn meeting at 6:47pm **Vote: 3/0** Ayes: Rutledge, Sloane, Snell; Noes: None

Respectfully Submitted, **Mikki McIntyre**

☐ Unadopted ☐ Adopted

Madeleine Sloane, Clerk

Account classifications selected									Field ranges selected			
	FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	FI	RANGE
1.	-	-	-	.	-	-	-	-	-	-		
2.	-	-	-	.	-	-	-	-	-	-		
3.	-	-	-	.	-	-	-	-	-	-		
4.	-	-	-	.	-	-	-	-	-	-		
5.	-	-	-	.	-	-	-	-	-	-		
6.	-	-	-	.	-	-	-	-	-	-		
7.	-	-	-	.	-	-	-	-	-	-		
8.	-	-	-	.	-	-	-	-	-	-		
9.	-	-	-	.	-	-	-	-	-	-		
10.	-	-	-	.	-	-	-	-	-	-		

Additional Selection and Sort Criteria

Activity dated: 08/26/2016 through 10/26/2016 (Exclude balance forward)
Extract by: Date paid
Primary sort: VENDOR
Order vendors by: NUMBER
Totals Only: NO
Vendors with 1099 of: ALL TIN Masking: 0
Vendor #: 0 to 0
Vendor name: to
Category: to
Type: to
Category:
Type:
Zip codes: None

Sort on: FUND

FUND :01 GENERAL FUND

FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	Reference Entered	Description Paid	Warrant#	Encumbered	Payment	1099	UT

7	OFFICE	DEPOT	Last paid: 10/28/2016 Last edit: 11/16/2009										1099: N	TIN:		
01-0000-0-4300.00-0000-2700-000-000-000	PO-170106	855149628001	08/24/2016	08/26/2016	20136467	565.50-	269.89	N	N							
01-1100-0-4300.00-1110-1010-000-000-000	PO-170111	ADMIN SUPPLIES FIRST AID INST	09/06/2016	09/06/2016		32.48										
01-0000-0-4300.00-0000-2700-000-000-000	PO-170111	ADMIN SUPPLIES FIRST AID INST	09/06/2016	09/06/2016		26.67										
01-0000-0-4300.00-0000-2700-000-000-000	PO-170116	ADMIN SUPPLIES	09/14/2016	09/14/2016		141.03										
01-0000-0-4300.00-0000-2700-000-000-000	PO-170120	FIRST AID SUPPLIES	09/21/2016	09/21/2016		87.65										
01-1100-0-4300.00-1110-1010-000-678-000	PO-170108	856452471001	09/28/2016	09/30/2016	20140079	26.02-	26.02	N	N							
01-1100-0-4300.00-1110-1010-000-678-000	PO-170108	856452472001	09/28/2016	09/30/2016	20140079	43.18-	43.18	N	N							
01-1100-0-4300.00-1110-1010-000-678-000	PO-170108	856452371001	09/28/2016	09/30/2016	20140079	216.14-	216.14	N	N							
01-0000-0-4300.00-0000-2700-000-000-000	PO-170109	858834593001	09/28/2016	09/30/2016	20140079	295.61-	295.61	N	N							
01-1100-0-4300.00-1110-1010-000-000-000	PO-170111	862725232001	09/28/2016	09/30/2016	20140079	32.48-	32.48	N	N							
01-0000-0-4300.00-0000-2700-000-000-000	PO-170111	862729767001	09/28/2016	09/30/2016	20140079	11.91-	11.91	N	N							
01-0000-0-4300.00-0000-2700-000-000-000	PO-170111	862725232001	09/28/2016	09/30/2016	20140079	14.76-	14.76	N	N							
01-0000-0-4300.00-0000-2700-000-000-000	PO-170116	864715916001	09/28/2016	09/30/2016	20140079	141.03-	141.03	N	N							
01-1100-0-4300.00-1110-1010-000-678-000	PO-170129	SUPPLIES FOR WILLIAMS	10/10/2016	10/10/2016		58.42										
01-1100-0-4300.00-1110-1010-000-678-000	PO-170135	WILLIAMS CLASS SUPPLIES	10/19/2016	10/19/2016		104.11										
01-0000-0-4300.00-0000-2700-000-000-000	PO-170120	866488378001	10/13/2016	10/19/2016	20142141	87.65-	87.65	N	N							
01-0000-0-4300.00-0000-8200-000-000-000	PO-170136	SCHOOL SUPPLIES	10/20/2016	10/20/2016		74.20										
01-1100-0-4300.00-1110-1010-000-000-000	PO-170136	SCHOOL SUPPLIES	10/20/2016	10/20/2016		8.67										
01-0000-0-4300.00-0000-2700-000-000-000	PO-170136	SCHOOL SUPPLIES	10/20/2016	10/20/2016		8.67										
TOTAL VENDOR:													892.38-*	1,138.67	*	

FUND :01 GENERAL FUND

FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	Reference Entered	Description Paid	Warrant#	Encumbered	Payment	1099	UT

12	P G & E										CONTINUING					
	01-0000-0-5510.00-0000-8200-000-000-000									PO-170033	8516765363-4		624.63-	624.63	N	N
										08/24/2016	08/26/2016	20136468				
	01-0000-0-5510.00-0000-8200-000-000-000									PO-170033	4964672870-6		10.91-	10.91	N	N
										08/24/2016	08/26/2016	20136468				
	01-0000-0-5510.00-0000-8200-000-000-000									PO-170033	9362720906-2		269.10-	269.10	N	N
										08/24/2016	08/26/2016	20136468				
	01-0000-0-5510.00-0000-8200-000-000-000									PO-170033	8516765363-4		1,052.59-	1,052.59	N	N
										09/28/2016	09/30/2016	20140081				
	01-0000-0-5510.00-0000-8200-000-000-000									PO-170033	4964672870-6		37.05-	37.05	N	N
										09/28/2016	09/30/2016	20140081				
										TOTAL VENDOR:			1,994.28-*	1,994.28 *		
16	SCHOLASTIC MAGAZINES									Last paid: 10/19/2016 Last edit: 12/30/2011			1099: N	TIN:		
	01-1100-0-4300.00-1110-1010-000-678-000									PO-170118	m59726760		183.15-	183.15	N	N
										09/28/2016	09/30/2016	20140082				
	01-1100-0-4300.00-1110-1010-000-678-000									PO-170119	JR SCHOLASTIC SUBSCRIPTION		148.30			
										10/13/2016	10/13/2016					
	01-1100-0-4300.00-1110-1010-000-678-000									PO-170119	M5973355		148.30-	148.30	N	N
										10/13/2016	10/19/2016	20142146				
	01-9319-0-4300.00-1110-1010-000-000-000									PO-170122	M5993050		27.45-	27.45	N	N
										10/13/2016	10/19/2016	20142146				
										TOTAL VENDOR:			210.60-*	358.90 *		
19	MCGRAW HILL EDUCATION INC.									Last paid: 10/28/2016 Last edit: 07/13/2016			1099: N	TIN: 800899290		
	01-0000-0-4100.00-1110-1010-000-221-000									PO-170101	93059633001		438.15-	438.15	N	N
										09/28/2016	09/30/2016	20140077				
	01-0000-0-4100.00-1110-1010-000-221-000									PO-170101	93061371001		208.65-	208.65	N	N
										09/28/2016	09/30/2016	20140077				
	01-0000-0-4100.00-1110-1010-000-221-000									PO-170101	93061503001		4,913.43-	4,913.43	N	N
										09/28/2016	09/30/2016	20140077				
	01-0000-0-4100.00-1110-1010-000-221-000									PO-170102	93059499001		367.77-	367.77	N	N
										09/28/2016	09/30/2016	20140077				
	01-0000-0-4100.00-1110-1010-000-221-000									PO-170102	93067627001		559.91-	559.91	N	N
										09/28/2016	09/30/2016	20140077				
	01-0000-0-4100.00-1110-1010-000-221-000									PO-170102	93068643001		129.65-	104.61	N	N
										09/28/2016	09/30/2016	20140077				
	01-0000-0-4100.00-1110-1010-000-221-000									PO-170103	93046286001		168.24-	168.22	N	N
										09/28/2016	09/30/2016	20140077				
										TOTAL VENDOR:			6,785.80-*	6,760.74 *		

FUND :01 GENERAL FUND

FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	Reference Entered	Description Paid	Warrant#	Encumbered	Payment	1099	UT
<hr/>																
21	REDWOOD EMPIRE DISPOSAL									Last paid: 10/28/2016	Last edit: 03/06/2008		1099: N TIN:			
	01-0000-0-5550.00-0000-8200-000-000-000									PO-170037	838263		223.37-	223.37	N	N
										09/14/2016	09/16/2016	20138613				
	01-0000-0-5550.00-0000-8200-000-000-000									PO-170037	844306		223.37-	223.37	N	N
										10/13/2016	10/19/2016	20142143				
										TOTAL VENDOR:			446.74-*	446.74	*	
50	POINT REYES LIGHT INC.									Last paid: 09/23/2016	Last edit: 12/14/2005		1099: N TIN:			
	01-0000-0-4300.00-0000-2700-000-000-000									PO-170036	ANNUAL SUBSCRIPTION NICASIO SC		80.00-	70.00	N	N
										09/21/2016	09/23/2016	20139363				
										TOTAL VENDOR:			80.00-*	70.00	*	
72	MARKET ENGINEERING									Last paid: 09/30/2016	Last edit: 05/06/2011		1099: N TIN:			
	01-0000-0-5610.00-0000-8100-000-000-000									PO-170121	REFRIGERATOR REPAIR		267.77			
										09/22/2016	09/22/2016					
	01-0000-0-5610.00-0000-8100-000-000-000									PO-170121	59650		267.77-	267.77	N	N
										09/28/2016	09/30/2016	20140076				
										TOTAL VENDOR:			0.00 *	267.77	*	
93	U.S. BANK EQUIPMENT FINANCE									Last paid: 10/19/2016	Last edit: 11/19/2012		1099: N TIN:			
	01-0000-0-5605.00-1110-1010-000-000-000									PO-170046	312427164		109.53-	109.53	N	N
										09/14/2016	09/16/2016	20138615				
	01-0000-0-5605.00-0000-2700-000-000-000									PO-170046	312427164		46.94-	46.94	N	N
										09/14/2016	09/16/2016	20138615				
	01-0000-0-5605.00-1110-1010-000-000-000									PO-170046	314748419		109.53-	109.53	N	N
										10/13/2016	10/19/2016	20142150				
	01-0000-0-5605.00-0000-2700-000-000-000									PO-170046	314748419		46.94-	46.94	N	N
										10/13/2016	10/19/2016	20142150				
										TOTAL VENDOR:			312.94-*	312.94	*	
276	MSIA									Last paid: 10/28/2016	Last edit: 07/29/2010		1099: N TIN:			
	01-0000-0-9528.00-0000-0000-000-000-000									PV-170003	SEPT 16 DENTAL			595.02	N	N
										08/24/2016	08/26/2016	20136466				

FUND :01 GENERAL FUND

FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	Reference Entered	Description Paid	Warrant#	Encumbered	Payment	1099	UT

276	MSIA									CONTINUING						
	01-0000-0-9528.00-0000-0000-000-000									PV-170007	ACTIVE EMPLOYEES GP 7302-1351			495.85	N	N
										09/28/2016	09/30/2016	20140075				
										TOTAL VENDOR:						
													0.00 *		1,090.87 *	
568	AT&T									Last paid: 10/28/2016		Last edit: 06/08/2011		1099: N	TIN:	
	01-0000-0-5970.00-0000-2700-000-000-000									PO-170001	8479352		165.72-	165.72	N	N
										08/24/2016	08/26/2016	20136464				
	01-1400-0-5940.00-1110-1010-000-000-000									PO-170002	43695118589544		389.23-	389.23	N	N
										09/21/2016	09/23/2016	20139358				
										TOTAL VENDOR:						
													554.95-*		554.95 *	
600	SCHOOL & COLLEGE LEGAL SERVICE									Last paid: 09/30/2016		Last edit: 12/20/2012		1099: Y	TIN: 680485575	
	01-0000-0-5829.00-0000-7100-000-000-000									PO-170048	ANNUAL LEGAL SERVICES		6,000.00			
										09/28/2016	09/28/2016					
	01-0000-0-5829.00-0000-7100-000-000-000									PO-170048	IN17-00424		10.65-	10.65	Y	N
										09/28/2016	09/30/2016	20140084				
										TOTAL VENDOR:						
													5,989.35 *		10.65 *	
740	LIBRARY WORLD INC									Last paid: 10/19/2016		Last edit: 10/09/2015		1099: N	TIN:	
	01-5830-0-5840.00-1110-1010-000-000-000									PO-170019	2016-7965		500.00-	439.00	N	N
										10/13/2016	10/19/2016	20142137				
										TOTAL VENDOR:						
													500.00-*		439.00 *	
750	POSTMASTER									Last paid: 10/19/2016		Last edit: 10/18/1999		1099: N	TIN:	
	01-0000-0-5960.00-0000-2700-000-000-000									RC-170002	SEPTEMBER REPLENISHMENT			12.90	N	
										10/13/2016	09/12/2016	00001535				
	01-0000-0-5960.00-0000-2700-000-000-000									RC-170002	SEPTEMBER REPLENISHMENT			22.42	N	
										10/13/2016	09/19/2016	00001536				
	01-0000-0-5960.00-0000-2700-000-000-000									RC-170002	SEPTEMBER REPLENISHMENT			45.15	N	
										10/13/2016	10/13/2016	00001537				
	01-0000-0-5960.00-0000-2700-000-000-000									PO-170034	ANNUAL FOR PO BOX 711		272.00-	262.00	N	N
										10/13/2016	10/19/2016	20142142				
										TOTAL VENDOR:						
													272.00-*		342.47 *	

FUND :01 GENERAL FUND

FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	Reference Entered	Description Paid	Warrant#	Encumbered	Payment 1099 UT

807 JERRY & DON'S PUMP & WELL	Last paid: 10/19/2016 Last edit: 02/26/2014		1099: N	TIN: 680161902	MICKELSON ENTER
01-0000-0-5535.00-0000-8200-000-000-000	PO-170017	01175557-IN		899.74-	899.74 N N
	09/14/2016	09/16/2016	20138609		
01-0000-0-5535.00-0000-8200-000-000-000	PO-170017	0118170-IN		1,107.09-	1,107.09 N N
	10/13/2016	10/19/2016	20142136		
	TOTAL VENDOR:			2,006.83-*	2,006.83 *
890 CASBO	Last paid: 10/19/2016 Last edit: 10/13/2016		1099: N	TIN:	
01-0000-0-5200.00-0000-7100-000-000-000	PO-170125	TRAINING WORKSHOP FOR MM		255.00	
	09/28/2016	09/28/2016			
01-0000-0-5200.00-0000-7100-000-000-000	PO-170125	587464		255.00-	255.00 N N
	10/13/2016	10/19/2016	20142132		
	TOTAL VENDOR:			0.00 *	255.00 *
922 PRO FLAME COTATI	Last paid: 09/30/2016 Last edit: 12/11/2013		1099: N	TIN: 731495293	
01-0000-0-5505.00-0000-8200-000-000-000	PO-170051	ANNUAL PO		7,370.00	
	09/28/2016	09/28/2016			
01-0000-0-5505.00-0000-8200-000-000-000	PO-170051	3054955165		443.11-	443.11 N N
	09/28/2016	09/30/2016	20140070		
	TOTAL VENDOR:			6,926.89 *	443.11 *
990 CLAY PEOPLE	Last paid: 12/10/2014 Last edit: 12/11/2008		1099: N	TIN:	
01-9320-0-4300.00-1110-1010-000-000-000	PO-170107	KILN		2,922.75	
	09/22/2016	09/22/2016			
	TOTAL VENDOR:			2,922.75 *	0.00 *
1004 WILLIAMS, COLIN	Last paid: 10/19/2016 Last edit: 06/05/2008		1099: N	TIN:	
01-1100-0-4300.00-1110-1010-000-678-000	PO-170127	REIMBURSEMENT WILLIAMS		69.94	
	09/30/2016	09/30/2016			
01-1100-0-4300.00-1110-1010-000-678-000	PO-170127	REIMBURSEMENT		69.94-	69.94 N N
	10/13/2016	10/19/2016	20142151		
	TOTAL VENDOR:			0.00 *	69.94 *

FUND		:01		GENERAL FUND													
FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	Reference Entered	Description Paid	Warrant#	Encumbered	Payment	1099	UT	

1069	SAN FRANCISCO ZOOLOGICAL SOC.									Last paid: 10/28/2016		Last edit: 05/05/2005		1099: N	TIN:		
	01-9315-0-5819.00-1110-1010-000-345-000	PO-170126		ZOO FIELD TRIP		10/13/2016		10/13/2016		2,190.00							
TOTAL VENDOR:													2,190.00 *	0.00 *			
1086	FIREMASTER									Last paid: 10/19/2016		Last edit: 01/07/2014		1099: N	TIN:		
	01-0000-0-5620.00-0000-8100-000-000-000	PO-170016		0000354273		10/13/2016		10/19/2016		20142135		800.00-		349.00	N	N	
TOTAL VENDOR:													800.00-*	349.00 *			
1096	CALIF DEPARTMENT OF JUSTICE									Last paid: 10/19/2016		Last edit: 08/22/2011		1099: N	TIN:		
	01-0000-0-5821.00-0000-7100-000-000-000	PO-170130		FINGERPRINTING		10/13/2016		10/13/2016		49.00							
	01-0000-0-5821.00-0000-7100-000-000-000	PO-170130		194114		10/13/2016		10/19/2016		20142133		49.00-		49.00	N	N	
TOTAL VENDOR:													0.00 *	49.00 *			
1144	OFFICE MAX INC									Last paid: 09/30/2016		Last edit: 01/24/2008		1099: N	TIN:		
	01-0000-0-4300.00-0000-2700-000-000-000	PO-170032		811381		09/28/2016		09/30/2016		20140080		28.47-		28.47	N	N	
	01-1100-0-4300.00-1110-1010-000-000-000	PO-170032		811381		09/28/2016		09/30/2016		20140080		85.42-		85.42	N	N	
TOTAL VENDOR:													113.89-*	113.89 *			
1149	MARIN COUNTY OFFICE OF ED									Last paid: 10/19/2016		Last edit: 11/16/2012		1099: N	TIN:		
	01-6500-0-5840.00-5770-3150-000-000-000	CL-160038		161286		08/24/2016		08/26/2016		20136472		6,017.41-		6,017.41	N	N	
	01-6500-0-5840.00-5770-3120-000-000-000	CL-160039		161274		08/24/2016		08/26/2016		20136472		8,944.24-		8,944.24	N	N	
	01-0000-0-5840.00-1110-3140-000-000-000	CL-160040		161274		08/24/2016		08/26/2016		20136472		2,057.57-		2,057.57	N	N	
	01-0000-0-5840.00-0000-7100-000-000-000	PO-170112		TRUSTEE DINNER		08/29/2016		08/29/2016		70.00							

Payment 1099 UT

1149	MARIN COUNTY OFFICE OF ED	CONTINUING					
01-0000-0-9210.00-0000-0000-000-000-000	PV-170006	ROGERS PORTION KAISER		196.40	N	N	
	09/14/2016	09/16/2016 20138610					
01-0000-0-3701.00-1110-1010-000-000-000	PV-170006	DISTRICT PORTION ROGERS		666.69	N	N	
	09/14/2016	09/16/2016 20138610					
01-0000-0-9526.00-0000-0000-000-000-000	PV-170006	ACTIVE EMPLOYEES KAISER		1,705.26	N	N	
	09/14/2016	09/16/2016 20138610					
01-0000-0-9529.00-0000-0000-000-000-000	PV-170006	ACTIVE EMPLOYEES VISION		93.64	N	N	
	09/14/2016	09/16/2016 20138610					
01-6500-0-5840.00-5770-3150-000-000-000	PO-170049	SPEECH SERVICES	6,018.00				
	09/22/2016	09/22/2016					
01-0000-0-5840.00-0000-2700-000-000-000	PO-170021	AERIES HOSTING	2,422.00-	2,303.00	N	N	
	09/21/2016	09/23/2016 20139361					
01-0000-0-5940.00-0000-2700-000-000-000	PO-170024	170135	225.00-	225.00	N	N	
	09/21/2016	09/23/2016 20139361					
01-0000-0-5840.00-0000-7100-000-000-000	PO-170112	MCSBA KICK OFF EVENT	70.00-	70.00	N	N	
	09/28/2016	09/30/2016 20140074					
01-0000-0-4300.00-0000-2700-000-000-000	PO-170117	170122	8.36-	8.36	N	N	
	09/28/2016	09/30/2016 20140074					
01-0000-0-4300.00-0000-2700-000-000-000	CW-140074	CANCEL WARRANT		8.36-	N		
	10/12/2016	10/12/2016 20140074					
01-0000-0-5840.00-0000-7100-000-000-000	CW-140074	CANCEL WARRANT		70.00-	N		
	10/12/2016	10/12/2016 20140074					
01-0000-0-5840.00-0000-2700-000-750-000	PO-170133	ADMIN SUPPORT ARMSTRONG	44,075.25				
	10/13/2016	10/13/2016					
01-6500-0-7142.00-5770-9200-000-000-000	CL-160037	TF 170005	38,523.00-		N	N	
	09/29/2016	10/19/2016					
01-0000-0-5840.00-0000-7100-000-000-000	PV-170009	MCSBA KICK OFF EVENT 082916		70.00	N	N	
	10/13/2016	10/19/2016 20142138					
01-0000-0-4300.00-0000-2700-000-000-000	PV-170010	170122		8.36	N	N	
	10/13/2016	10/19/2016 20142139					
01-0000-0-9210.00-0000-0000-000-000-000	PV-170012	RODGERS KAISER		196.40	N	N	
	10/13/2016	10/19/2016 20142139					
01-0000-0-3701.00-1110-1010-000-000-000	PV-170012	RODGERS DIST PORTION		735.69	N	N	
	10/13/2016	10/19/2016 20142139					
01-0000-0-9526.00-0000-0000-000-000-000	PV-170012	ACTIVE EMPLOYEES KAISER		1,841.46	N	N	
	10/13/2016	10/19/2016 20142139					
01-0000-0-9529.00-0000-0000-000-000-000	PV-170012	ACTIVE DENTAL		93.64	N	N	
	10/13/2016	10/19/2016 20142139					

TOTAL VENDOR:	8,104.33-*	25,154.76 *
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1185 STEPHEN ROATCH ACCOUNTANCY COR Last paid: 09/30/2016 Last edit: 02/19/2008

1099: N TIN:

01-0000-0-5809.00-0000-7191-000-000-000	PO-170039	15-16 COMPLIANCE AUDIT	3,500.00-	3,500.00	N	N
	09/28/2016	09/30/2016 20140085				

TOTAL VENDOR:	3,500.00-*	3,500.00 *
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FUND :01 GENERAL FUND

FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	Reference Entered	Description Paid	Warrant#	Encumbered	Payment	1099	UT
<hr/>							
1204 PROTECTION ONE	Last paid: 09/16/2016		Last edit: 12/16/2011	1099: N	TIN: 330608932		
01-0000-0-5620.00-0000-8300-000-000-000	PO-170035	111283329		184.00-	184.00	N	N
	08/24/2016	08/26/2016	20136469				
01-0000-0-5620.00-0000-8300-000-000-000	PO-170035	111409747		85.58-	85.58	N	N
	09/14/2016	09/16/2016	20138612				
TOTAL VENDOR:				269.58-*	269.58 *		
1245 REX ACE HARDWARE COUNTRY STORE	Last paid: 10/19/2016		Last edit: 12/11/2008	1099: N	TIN:		
01-0000-0-4300.00-0000-8100-000-000-000	PO-170124	217322		137.86-	137.86	N	N
	10/13/2016	10/19/2016	20142144				
TOTAL VENDOR:				137.86-*	137.86 *		
1260 Silyco	Last paid: 10/19/2016		Last edit: 07/15/2009	1099: Y	TIN: 203305477	TONG, MARK	
01-0000-0-5840.00-1110-1010-000-000-000	PO-170043	AUG2016		325.00-	325.00	Y	N
	09/14/2016	09/16/2016	20138614				
01-0000-0-5840.00-0000-2700-000-000-000	PO-170043	AUG2016		325.00-	325.00	Y	N
	09/14/2016	09/16/2016	20138614				
01-0000-0-5840.00-1110-1010-000-000-000	PO-170043	SEP2016		325.00-	325.00	Y	N
	10/13/2016	10/19/2016	20142147				
01-0000-0-5840.00-0000-2700-000-000-000	PO-170043	SEP2016		325.00-	325.00	Y	N
	10/13/2016	10/19/2016	20142147				
TOTAL VENDOR:				1,300.00-*	1,300.00 *		
1272 SALDANA, RAUL	Last paid: 10/28/2016		Last edit: 09/11/2009	1099: Y	TIN: 612235117	SALDANA, RAUL	
01-0000-0-5840.00-0000-8100-000-000-000	PO-170041	AUG 16 GROUNDS KEEPINT		300.00-	300.00	Y	N
	08/24/2016	08/26/2016	20136470				
01-6500-0-5840.00-5770-3600-000-706-000	PO-170040	AUGUST TRANSPORTATION		280.00-	280.00	Y	N
	09/21/2016	09/23/2016	20139364				
01-0000-0-5840.00-0000-8100-000-000-000	PO-170041	SEPTEMBER GROUNDS KEEPING		300.00-	300.00	Y	N
	09/21/2016	09/23/2016	20139364				
TOTAL VENDOR:				880.00-*	880.00 *		
1285 SNELL, MONICA	Last paid: 10/19/2016		Last edit: 12/22/2010	1099: N	TIN:		

FUND :01 GENERAL FUND

FD	RESC Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	Reference Entered	Description Paid	Warrant#	Encumbered	Payment	1099	UT
1285	SNELL, MONICA								CONTINUING						
	01-9328-0-4300.00-1110-1010-000-000-000								PO-170114	REIMBURSEMENT		615.81			
									08/31/2016	08/31/2016					
	01-9328-0-4300.00-1110-1010-000-000-000								PO-170114	REIMBURSEMENT		615.81-	615.81	N	N
									09/28/2016	09/30/2016	20140083				
	01-9328-0-4300.00-1110-1010-000-000-000								PO-170132	REIMBURSEMENT PER ARTS		261.51			
									10/12/2016	10/12/2016					
	01-9328-0-4300.00-1110-1010-000-000-000								PO-170132	REIMBURSEMENT		261.51-	261.51	N	N
									10/13/2016	10/19/2016	20142149				
									TOTAL VENDOR:			0.00 *	877.32 *		
1312	KIRKLAND, JUDITH								Last paid: 02/12/2016	Last edit: 11/21/2014		1099: N TIN:			
	01-9319-0-4300.00-1110-1010-000-000-000								PO-170140	REIMBURSEMENT		56.00			
									10/20/2016	10/20/2016					
									TOTAL VENDOR:			56.00 *	0.00 *		
1323	NORTH BAY TAXI								Last paid: 09/23/2016	Last edit: 12/19/2012		1099: N TIN: 943391585			
	01-6500-0-5840.00-5770-3600-000-707-000								PO-170031	JULY TRANSPORTATION		1,805.00-	1,805.00	N	N
									09/14/2016	09/16/2016	20138611				
	01-0000-0-9209.00-0000-0000-000-000-000								PO-170031	JULY LAG TRANSPORTATION		600.00-	600.00	N	N
									09/14/2016	09/16/2016	20138611				
	01-6500-0-5840.00-5770-3600-000-707-000								PO-170031	AUGUST TRANSPORTATION		1,680.00-	1,680.00	N	N
									09/21/2016	09/23/2016	20139362				
	01-0000-0-9209.00-0000-0000-000-000-000								PO-170031	AUGUST LAG TRANSPORTATION		420.00-	420.00	N	N
									09/21/2016	09/23/2016	20139362				
									TOTAL VENDOR:			4,505.00-*	4,505.00 *		
1334	BOLINAS-STINSON UNION USD								Last paid: 10/19/2016	Last edit: 07/15/2013		1099: N TIN:			
	01-0000-0-5840.00-0000-7300-000-000-000								PO-170004	160004		8,449.58-	8,449.58	N	N
									10/13/2016	10/19/2016	20142131				
	01-0000-0-5840.00-0000-2700-000-000-000								PO-170005	160004		11,073.49-	11,073.49	N	N
									10/13/2016	10/19/2016	20142131				
									TOTAL VENDOR:			19,523.07-*	19,523.07 *		
1341	SIMPLE OFFICE SOLUTIONS								Last paid: 10/19/2016	Last edit: 01/07/2014		1099: N TIN: 205772824 PIERUCCI & BRO			

FUND		:01		GENERAL FUND														
FD	RESC	Y	OBJT	SO	GOAL	FUNC	LOC	ACT	GRP	Reference Entered	Description Paid	Warrant#	Encumbered	Payment	1099	UT		

1341	SIMPLE OFFICE SOLUTIONS										CONTINUING							
	01-0000-0-5620.00-0000-2700-000-000-000									PO-170044	46705		455.90-	455.90	N	N		
										10/13/2016	10/19/2016	20142148						
	01-0000-0-5620.00-1110-1010-000-000-000									PO-170044	46705		1,367.68-	1,367.68	N	N		
										10/13/2016	10/19/2016	20142148						
										TOTAL VENDOR:			1,823.58-*	1,823.58	*			
1351	EDJOIN										Last paid: 09/30/2016		Last edit: 05/12/2014		1099: N		TIN:	
	01-0000-0-5803.00-0000-7100-000-000-000									PO-170047	47720		450.00-	450.00	N	N		
										09/28/2016	09/30/2016	20140072						
										TOTAL VENDOR:			450.00-*	450.00	*			
1360	BEE CONSCIOUS REMOVAL										Last paid: 10/19/2016		Last edit: 01/09/2015		1099: Y		TIN: 552069420 CONRAD, CHRISTO	
	01-0000-0-5840.00-0000-8200-000-000-000									PO-170131	WASP REMOVAL		275.00					
										10/06/2016	10/06/2016							
	01-0000-0-5840.00-0000-8200-000-000-000									PO-170131	WASP REMOVAL		275.00-	275.00	Y	N		
										10/13/2016	10/19/2016	20142130						
										TOTAL VENDOR:			0.00 *	275.00	*			
1361	KLEIN, ELLIAN										Last paid: 08/26/2016		Last edit: 11/02/2015		1099: N		TIN:	
	01-0000-0-9211.00-0000-0000-000-000-000									PV-170005	Pay Advance			3,000.00	N	N		
										08/24/2016	08/26/2016	20136465						
										TOTAL VENDOR:			0.00 *	3,000.00	*			
1386	ALL STAR RENTS										Last paid: 09/16/2016		Last edit: 06/29/2015		1099: N		TIN:	
	01-0000-0-5610.00-0000-8100-000-000-000									PO-170000	615032-4		250.00-	176.14	N	N		
										09/14/2016	09/16/2016	20138607						
										TOTAL VENDOR:			250.00-*	176.14	*			
1399	BACR										Last paid: 09/23/2016		Last edit: 02/25/2016		1099: N		TIN: 942346815	
	01-6500-0-5840.00-5770-3120-000-000-000									PO-170003	SPEC ED COUNSLING		5,282.00-	5,282.00	N	N		
										09/21/2016	09/23/2016	20139359						
										TOTAL VENDOR:			5,282.00-*	5,282.00	*			

FUND :14 DEFERRED MAINTENANCE FUND

FD RESC Y OBJT SO GOAL FUNC LOC ACT GRP	Reference Entered	Description Paid	Warrant#	Encumbered	Payment 1099 UT

88 DOWNING HEATING & A/C INC	Last paid: 08/26/2016 Last edit: 01/13/2009		1099: N TIN:		
14-0000-0-5610.00-0000-8100-000-000-000	PO-170010	S48418		1,000.00-	1,061.86 N N
	08/24/2016	08/26/2016	20136471		
	TOTAL VENDOR:			1,000.00-*	1,061.86 *
130 DOLCINI PLUMBING INC	Last paid: 09/30/2016 Last edit: 03/11/1989		1099: N TIN:		
14-0000-0-5608.00-0000-8100-000-000-000	PO-170115	10216		2,050.00-	2,050.00 N N
	09/28/2016	09/30/2016	20140086		
14-0000-0-5608.00-0000-8100-000-000-000	CW-140086	CANCEL WARRANT			2,050.00- N
	10/17/2016	10/17/2016	20140086		
	TOTAL VENDOR:			2,050.00-*	0.00 *
1320 FALCON SERVICES INC	Last paid: 05/27/2016 Last edit: 09/27/2012		1099: N TIN: 731640348		
14-0000-0-4300.00-0000-8100-000-000-000	PO-170141	BAT EXCLUSION		2,525.00	
	10/26/2016	10/26/2016			
	TOTAL VENDOR:			2,525.00 *	0.00 *
1397 PAUL DOLCINI SEWER SERVICE	Last paid: 10/19/2016 Last edit: 10/13/2016		1099: N TIN: 472626442		
14-0000-0-5608.00-0000-8100-000-000-000	PV-170008	INVOICE 10216			2,050.00 N N
	10/13/2016	10/19/2016	20142152		
	TOTAL VENDOR:			0.00 *	2,050.00 *
FUND 14	TOTAL:			525.00-	3,111.86
Report Total:				81,455.84-	90,309.07

Agenda Item # 5c

Valenzuela/CAHSEE Lawsuit Settlement
Quarterly Report on Williams Uniform Complaints
[Education Code § 35186(d)]

District: NICASIO SCHOOL DISTRICT

Person completing this form: MIKKI MCINTYRE Title: OFFICE MANAGER

Quarterly Report Submission Date:

☐ July 2016

☒ October 2016

☐ January 2017

☐ April 2017

Date for information to be reported publicly at governing board meeting NOV. 3, 2016

Please check the box that applies:

- ☒ No complaints were filed with any school in the district during the quarter indicated above.
- ☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
CAHSEE Intensive Instruction and Services	0		
TOTALS	0		

Tom Lohwasser

Print Name of District Superintendent

Signature of District Superintendent

Date

NICASIO SCHOOL DISTRICT

2016-17 Revised Budget (Oct 31) with MYP and 2015-16 Unaudited Actuals

Baseline: Budget Revision #1 2016-17

	2015-16	2016-17	2017-18	2018-19
LCFF Sources	623,958	681,918	696,918	711,918
Federal Revenues	17,819	31,895	26,511	26,511
Other State Revenues	73,716	29,388	16,463	16,463
Local Revenues	272,313	267,348	270,511	276,011
Total Revenues	987,806	1,010,549	1,010,403	1,030,903
Certificated	346,539	214,937	285,052	295,470
Classified	158,735	158,098	202,999	208,047
Benefits	150,933	103,599	131,264	141,652
Supplies	21,676	40,924	40,000	40,000
Services	273,066	386,560	288,913	290,000
Capital Outlay	-	-	-	-
Transfers to agencies	85,677	99,648	104,225	109,030
Total Expenditures	1,036,626	1,003,766	1,052,452	1,084,199
Net Change	(48,820)	6,783	(42,049)	(53,296)
Beginning Fund Balance	493,958	445,138	451,921	409,872
Ending Fund Balance	445,138	451,921	409,872	356,576

Components of Ending Fund Balance:	2015-16	2016-17	2017-18	2018-19
Restricted	29,909	65,221	63,821	62,416
Reserved for revolving cash	1,000	1,000	1,000	1,000
Assigned for instructional (lottery EPA)	-	-	-	-
Economic Uncertainty	66,000	66,000	66,000	66,000
Board reserve for uncertainty	135,219	135,219	135,219	135,219
Board reserve for special education	45,000	45,000	45,000	45,000
Undesignated/Unappropriated	168,010	139,481	98,832	46,941
	445,138	451,921	409,872	356,576

Economic Uncertainty - state required	6%	7%	6%	6%
Board reserve for uncertainty	13%	13%	13%	12%
Board reserve for special education	4%	4%	4%	4%
Undesignated/Unappropriated	16%	14%	9%	4%
Total reserves available for uncertainty	40%	38%	33%	27%

Description	Unrestricted			2017-18 Unrestricted	2018-19 Unrestricted
	2016-17 Adopted	2016-17 Revised	Change		
A. REVENUES AND OTHER FINANCING SOURCES					
1. LCFF/Revenue Limit Sources	670,075	681,918	11,843	696,918	711,918
2. Federal Revenues	-	-	-	-	-
3. Other State Revenues	35,333	19,083	(16,250)	8,597	8,597
4. Other Local Revenues	9,834	15,587	5,753	13,250	13,250
5. Other Financing Sources			-		
c. Contributions	(194,167)	(159,405)	34,762	(127,651)	(134,978)
6. Total (Sum lines A1 thru A5c)	521,075	557,183	36,108	591,114	598,787
1. Certificated Salaries					
a. Base Salaries	196,915	126,791	(70,124)	126,791	192,698
b. Step & Column Adjustment				5,907	6,084
d. Other Adjustments				60,000	-
e. Total Certificated Salaries (Sum of a, b, d)	196,915	126,791	(70,124)	192,698	198,782
2. Classified Salaries					
a. Base Salaries	116,119	104,512	(11,607)	104,512	147,995
b. Step & Column Adjustment				3,483	3,588
d. Other Adjustments				40,000	-
e. Total Classified Salaries (Sum of a, b, d)	116,119	104,512	(11,607)	147,995	151,583
3. Employee Benefits	83,276	68,482	(14,794)	94,040	102,194
4. Books and Supplies	24,146	27,896	3,750	30,000	30,000
5. Services and Other Operating Expenses	205,399	249,913	44,514	158,913	160,000
7. Other Outgo (excluding Transfers)	8,118	8,118	-	8,118	8,118
11. Total (Sum lines B1 thru B10)	633,973	585,712	(48,261)	631,764	650,677
C. NET INCREASE (DECREASE) IN FUND BALANCE					
(line A6 minus line B11)	(112,898)	(28,529)	84,369	(40,650)	(51,890)
D. FUND BALANCE					
1. Net Beginning Fund Balance (Forwarded from 2015-16)	387,446	415,228	27,783	386,699	346,050
2. Ending Fund Balance (Sum lines D3 thru D6)	274,548	386,699	112,151	346,050	294,159
3. Components of End Fund Balance					
a. Nonspendable	1,000	1,000	-	1,000	1,000
b. Restricted					
c. Committed					
d. Assigned (Board Reserve)	180,219	180,219	-	180,219	180,219
e. Unassigned/Unappropriated					
1. Reserve for Economic Uncertainty	66,000	66,000	-	66,000	66,000
2. Unassigned/Unappropriated	27,329	139,480	112,151	98,831	46,940
f. Total Components of Ending Fund Balance	274,548	386,699	112,151	346,050	294,159
(Line D3f must agree with line D2)	-	0	0	(0)	0

**Nicasio 2016-17 Multiyear Projectic
Budget Revision #1 October 31, 201**

Description	Restricted			2017-18 Restricted	2018-19 Restricted
	2016-17 Adopted	2016-17 Revised	Change		
A. REVENUES AND OTHER FINANCIAL					
1. LCFF/Revenue Limit Sources	-	-	-	-	-
2. Federal Revenues	30,365	31,895	1,530	26,511	26,511
3. Other State Revenues	16,171	10,305	(5,866)	7,866	7,866
4. Other Local Revenues	263,514	251,761	(11,753)	257,261	262,761
5. Other Financing Sources					
c. Contributions	194,167	159,405	(34,762)	127,651	134,978
6. Total (Sum lines A1 thru A5c)	504,217	453,366	(50,851)	419,289	432,116
B. SALARIES AND BENEFITS					
1. Certificated Salaries					
a. Base Salaries	140,267	88,146	(52,121)	88,146	92,354
b. Step & Column Adjustment				4,208	4,334
d. Other Adjustments				-	-
e. Total Certificated Salaries (Sum of a, b, d, e)	140,267	88,146	(52,121)	92,354	96,688
2. Classified Salaries					
a. Base Salaries	47,264	53,586	6,322	53,586	55,004
b. Step & Column Adjustment				1,418	1,460
d. Other Adjustments				-	-
e. Total Classified Salaries (Sum of a, b, d, e)	47,264	53,586	6,322	55,004	56,464
3. Employee Benefits	40,069	35,117	(4,952)	37,224	39,457
4. Books and Supplies	9,777	13,028	3,251	10,000	10,000
5. Services and Other Operating Expenses	175,310	136,647	(38,663)	130,000	130,000
7. Other Outgo (excluding Transfers)	91,530	91,530	-	96,107	100,912
11. Total (Sum lines B1 thru B10)	504,217	418,054	(86,163)	420,689	433,521
C. NET INCREASE (DECREASE) IN FUND BALANCE (line A6 minus line B11)	-	35,312	35,312	(1,400)	(1,405)
D. FUND BALANCE					
1. Net Beginning Fund Balance (Forwarded from 2015-16)	5,701	29,909	24,208	65,221	63,821
2. Ending Fund Balance (Sum lines 1 thru 3)	5,701	65,221	59,520	63,821	62,416
3. Components of End Fund Balance					
a. Nonspendable	-	-	-	-	-
b. Restricted	5,701	65,221	59,520	63,821	62,416
c. Committed					
d. Assigned (Board Reserve)			-		
e. Unassigned/Unappropriated					
1. Reserve for Economic Uncertainty			-		
2. Unassigned/Unappropriated	-	-	-	-	-
f. Total Components of Ending Fund Balance	5,701	65,221	59,520	63,821	62,416
(Line D3f must agree with line D2)	-	-	-	0	0

**Nicasio 2016-17 Multiyear Projectic
Budget Revision #1 October 31, 201**

Description	BUDGET REVISION #1			
	2016-17 Adopted	2016-17 Combined	2017-18 Combined	2018-19 Combined
A. REVENUES AND OTHER FINANCII				
1. LCFF/Revenue Limit Sources	670,075	681,918	696,918	711,918
2. Federal Revenues	30,365	31,895	26,511	26,511
3. Other State Revenues	51,504	29,388	16,463	16,463
4. Other Local Revenues	273,348	267,348	270,511	276,011
5. Other Financing Sources	-	-	-	-
c. Contributions	-	-	-	-
6. Total (Sum lines A1 thru A5c)	1,025,292	1,010,549	1,010,403	1,030,903
 1. Certificated Salaries				
a. Base Salaries	337,182	214,937	214,937	285,052
b. Step & Column Adjustment	-	-	10,115	10,418
d. Other Adjustments	-	-	60,000	-
e. Total Certificated Salaries (Sur	337,182	214,937	285,052	295,470
2. Classified Salaries				
a. Base Salaries	163,383	158,098	158,098	202,999
b. Step & Column Adjustment	-	-	4,901	5,048
d. Other Adjustments	-	-	40,000	-
e. Total Classified Salaries (Sum I	163,383	158,098	202,999	208,047
3. Employee Benefits	123,345	103,599	131,264	141,652
4. Books and Supplies	33,923	40,924	40,000	40,000
5. Services and Other Operating Exp	380,709	386,560	288,913	290,000
7. Other Outgo (excluding Transfers	99,648	99,648	104,225	109,030
11. Total (Sum lines B1 thru B10)	1,138,190	1,003,766	1,052,452	1,084,199
 C. NET INCREASE (DECREASE) IN FU (line A6 minus line B11)	(112,898)	6,783	(42,049)	(53,296)
 D. FUND BALANCE				
1. Net Beginning Fund Balance (Forr	393,146	445,137	451,920	409,871
2. Ending Fund Balance (Sum lines C	280,249	451,920	409,871	356,576
3. Components of End Fund Bal				
a. Nonspendable	1,000	1,000	1,000	1,000
b. Restricted	5,701	65,221	63,821	62,416
c. Committed				
d. Assigned (Board Reserve)	180,219	180,219	180,219	180,219
e. Unassigned/Unappropriated	-	-	-	-
1. Reserve for Economic Uncer	66,000	66,000	66,000	66,000
2. Unassigned/Unappropriated	27,329	139,480	98,831	46,940
f. Total Components of Ending Fu	280,249	451,920	409,871	356,575
(Line D3f must agree with line D2)	-	0	0	1

Nicasio School District
General Fund Revision #01
Budget Revisions Report October 31, 2016
2016-17 Fiscal Year

Agenda Item # 6a11

	Adopted Budget	Revisions 10-31-2016		Revised Budget
Revenues:				
Revenue Limit Sources 8010-8099	670,075	11,843	1	681,918
Federal Revenue 8100-8299	30,365	1,530	2	31,895
Other State Revenues 8300-8599	51,504	(22,116)	3	29,388
Other Local Revenues 8600-8799	273,348	(6,000)	4	267,348
Total Revenues	<u>1,025,292</u>	<u>(14,743)</u>		<u>1,010,549</u>
Expenditures:				
Certificated Salaries 1000-1999	337,182	(122,245)	5	214,937
Classified Salaries 2000-2999	163,383	(5,285)	6	158,098
Employee Benefits 3000-3999	123,345	(19,746)	7	103,599
Books and Supplies 4000-4999	33,923	7,001	8	40,924
Services/Other Operating 5000-5999	380,709	5,851	9	386,560
Capital Outlay 6400-6499	-	-		-
Transfers to Agencies (excess costs)	91,530	-		91,530
Debt Service (Golden Handshake)	8,118	-		8,118
Total Expenditures	<u>1,138,190</u>	<u>(134,424)</u>		<u>1,003,766</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(112,898)	119,681		6,783
Beginning Fund Balance	<u>393,146</u>	<u>51,991</u>	10	<u>445,147</u>
Adjustments				
Ending Fund Balance	<u>280,248</u>	<u>171,672</u>		<u>451,930</u>

General Fund #01
Budget Revision #1 10/31/2016

1. Property tax roll finalized with 1.9% secured increase	11,843	
Total change in LCFF Sources		11,843
2. Add Title II federal professional development funding	1,530	
Total change in Federal revenues		1,530
3. Reduce 1-time mandated cost revenue from \$600/ADA to \$214/ADA	(16,250)	
Remove Educator Effectiveness grant recognized in 2015-16	(5,866)	
Total change in other State revenues		(22,116)
4. Increase revenue from MCOE for Supt. services to \$12,000	3,416	
Recognize 15-16 direct service revenue from MCOE received 2016-17	2,337	
Reduce special education apportionment to approved AB-602 FAP	(3,669)	
Remove budget for general foundation	(4,144)	
Remove budget for foundation classroom donation	(2,001)	
Adjust Foundation budget for professional experts	(1,939)	
Total change in other Local revenues		(6,000)
Total change in general fund revenues		<u>(14,743)</u>

General Fund #01
Budget Revision #1 10/31/2016

5. Reduce certificated teachers from 3.4 FTE to 3 FTE	(44,289)	
Reclass PE specialist budget from certificated to classified	(5,264)	
Remove Principal salary (see increase to contracted services)	(72,692)	
Total change in certificated salaries		(122,245)
6. Reduce classified instructional aide budget to staffing pattern	(8,820)	
Refine classified support salaries budget	3,535	
Total change in classified salaries		(5,285)
7. Reduce benefits for reduction in certificated staff	(10,431)	
Reduce benefits for adjustments to classified staff	(4,184)	
Adjust health and welfare benefits based on open enrollment	(5,130)	
Total change in benefits		(19,745)
8. Increase textbook budget	2,800	
Increase reference materials budget (Spanish program)	877	
Increase materials and supplies budget (c/o in Student funds & other restricted)	3,685	
Reduce non-capital equipment budget	(361)	
Total change in books, supplies & materials		7,001
9. Add contract for Principal services	44,076	
Increase contract for Supt services	8,031	
Increase professional development travel & conference budget	1,206	
Increase utilities (\$1,600) and decrease water budget (\$7,000)	(5,400)	
Miscellaneous other operating changes	936	
Increase field trip budget (Student body carryover)	2,903	
Decrease legal services cost	(13,463)	
Remove special education assessment budget	(7,200)	
Increase psychologist services budget	10,564	
Reduce speech therapist budget	(31,182)	
Increase special education transportation budget	2,850	
Reduce instructional services contracts	(7,470)	
Total change in Services & other operating expenditures		5,851
Total change in general fund expenditures		(134,423)
Increase in beginning fund balance over estimate used for Budget Adoption		51,991
Total increase (decrease) in fund balance due to budget revision		171,671

DISTRICT BUSINESS SERVICES

NICASIO

School District

Certificate of Signatures

I, Tom Lohwasser, Superintendent, certify that the signatures shown below are the verified signatures of this district's agents who are authorized to pick up commercial vendor warrants, and payroll and payroll-related vendor warrants.

These approved signatures will be considered valid for the period of July 1, 2016 through June 30, 2017.

Signatures of District Agents

	Commercial Vendor Warrants	Payroll Warrants
Signature:		
Name:	Margie Bonardi	Margie Bonardi
Signature:		
Name:		
Signature:		
Name:		
Signature:		
Name:		

Authorized by: _____

Superintendent

Date

If more signatures are required, please attach an additional sheet.

Addendum to Certificate of Authority

Deposit Accounts Only

Use this document when new signers are being added or deleted to a Certificate of Authority currently on file and a new, signed Certificate of Authority has not been obtained. This addendum may not be used to add or delete those persons authorized to engage in credit transactions. A new Certificate of Authority, or other proper written notification, must be obtained for that purpose.

Bank name	COID	Date
WELLS FARGO BANK, NA	114	10/31/2016
	Branch #	AU (Cost Center)
	07592	0054274
Officer name	Officer number	Phone #
V. SKELLY FOR ZINA L MONROE	RM522	(619) 717-1529

Addendum to Certificate of Authority

Dated	Customer Name (Tax responsible individual or non-individual on the account(s) listed)
	NICASIO SCHOOL DISTRICT
Account Number(s) Attach a separate page if necessary.	
4103270	
	REVOLVING CASH FUND ACCOUNT

Authorized Signers section: Check only one option below.

- All current Authorized Signers ARE listed below. Ensure ALL current Authorized Signers are included. Attach a separate page if necessary.
- All current Authorized Signers ARE NOT listed. Current Authorized Signers remain the same excluding those listed in the change section below.

Print name	Print name
MICHELLE MCINTYRE	
Print name	Print name
CHERYL ROBBINS	
Print name	Print name
CHRISTY STOCKER	
Print name	Print name

Description of the requested change to Authorized Signers Attach a separate page if necessary.

Action requested Choose one	Print Authorized Signer name	Enterprise Customer Number (ECN)	Signature(s) (Required only for authorized signers added)
○ Add			Signature 1
● Delete	CHERYL ROBBINS		
○ Add			Signature 2
● Delete	CHRISTY STOCKER		
○ Add			Signature 3
○ Delete			
● Add			Signature 4
○ Delete	ANGELIQUE BORGES	702-6994-529	
● Add			Signature 5
○ Delete	THOMAS J LOHWASSER	7136-3303-4822-270	
○ Add			Signature 6
○ Delete			
○ Add			Signature 7
○ Delete			



FO01-000000W18Q47-01

Addendum to Certificate of Authority

Deposit Accounts Only

Use this document when new signers are being added or deleted to a Certificate of Authority currently on file and a new, signed Certificate of Authority has not been obtained. This addendum may not be used to add or delete those persons authorized to engage in credit transactions. A new Certificate of Authority, or other proper written notification, must be obtained for that purpose.

The person(s) signing below:

- direct the Bank to recognize the signature(s) and/or written, telephone, electronic and oral instructions of any person who has been added as an authorized signer;
- direct the Bank to discontinue acting on the instructions of any person who has been deleted as an authorized signer;
- acknowledge that these modifications become effective only after this addendum has been received by the Bank and the Bank has had a reasonable opportunity to act on instructions it contains;
- certifies that the account owner has taken all action under its organizational documents, if any, including passage of resolutions by its board of directors, trustees, or other governing body, required to make these modifications and to authorize the undersigned to execute and deliver this addendum;
- direct the Bank that the additional authorized signers identified above shall have all of the authority granted to the persons identified as authorized signers on the Certificate of Authority.

Certified/Agreed To By (At least one signature of an individual authorized to act on behalf of the business is required)

Signature 1	Signature 2 (if applicable)
<input type="text"/>	<input type="text"/>
Name	Name
<input type="text"/>	<input type="text"/>
Title	Title
<input type="text"/>	<input type="text"/>
Date	Date
<input type="text"/>	<input type="text"/>



FO01-000000W18Q47-02

NICASIO SCHOOL DISTRICT
Administrative Rules and Regulations

Agenda Item # 7a

Series 6000: Instruction

Form 6153A

Field Trip Proposal

Fieldtrip Title/Organization: San Francisco Zoo Overnight

Grade Levels: 3/4/5 Cost per Student: \$ see attached Date(s): 5/18-5/19/17

Departure from School: 3:00 Return to School: 4:30-5:00 pm

Content Area(s):

Check all that apply

- ☐ Language Arts
☐ History-Social Science
☐ Physical Education

☐ Math

☒ Science

☐ Other: _____

Content Area Standards:

List the primary learning standards students will meet through their experiences on this fieldtrip.

3.3 Life Sciences

4.2 Life Sciences

5.2 Life Sciences

Activities:

List the various activities students will participate in to reach these standards.

We will go on a safari walk and have a lesson on animals in their habitats

Assessments:

Indicate how student learning will be assessed. Will assessments take place during the fieldtrip? Will there be pre and/or post assessments? What assessment methods will be used?

Students will have a checklist of activities they must see at the zoo (scavenger hunt) Assessment will be based on completion of activities

☐ Approved

☐ Not Approved: _____

Proposal for San Francisco Zoo Overnight
May 18-19, 2017

For the overnight field trip, I am hoping to take the students to the San Francisco Zoo. The cost per child is \$60. To have pizza dinner it is an additional \$8 per person. I have scheduled a Close Encounter for the trip as well, which will be \$90

\$6 cost per Close Encounter per student

\$8 cost for pizza dinner

\$60 cost per student for Zoo overnight

\$74 per student.

*The only issue is that the zoo requires that there be a 30 person minimum.

Adults are \$70 each.

With 15 students in the class, and depending on the number of parent chaperones, we may need to increase the price per student:

Here is a likely scenario:

15 students at \$60 per student (\$900)

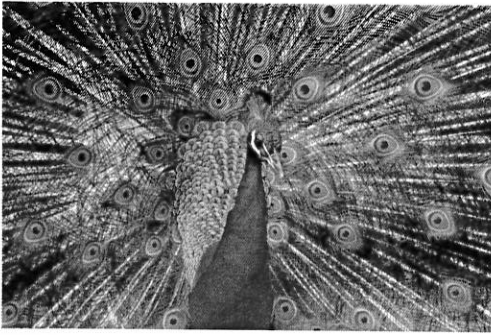
6 adults at \$70 per adult (\$420)

9 at \$60 to fill 30 required minimum spots (\$540)

21 at \$8 for pizza dinner (\$168)

\$90 for Close Encounter

Total for field trip \$2118 ($\$2118/15 = \141.20 per student)



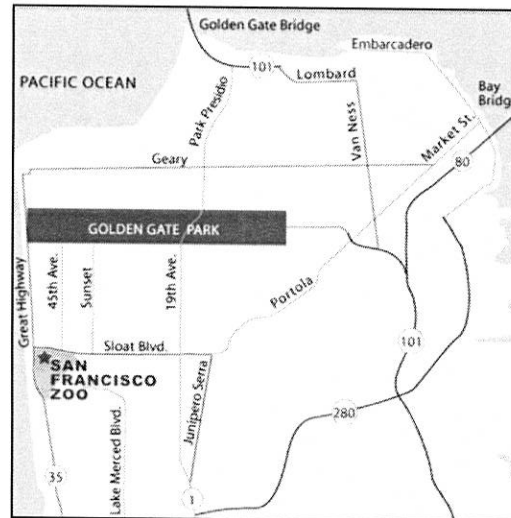
Experience the Zoo in a whole new light—*moonlight*!

Wild Nights is an overnight program intended for organized youth groups; such as school or scouting groups. Participants must be at least 8 years old to attend.

Wild Nights is a fun-filled and educational overnight experience. Groups go on a nocturnal safari and meet a Zookeeper for an up-close animal encounter. Games, and evening snack and activities are all part of the wild adventure! After waking up, enjoy a continental breakfast and a morning nature walk. You are then free to explore the Zoo on your own for the remainder of the day!

As a memento of your group's unique experience a Wild Nights patch is available (see enclosed registration form).

Your group will thrill to the sights and sounds of the Zoo at a Wild Nights overnight!



San Francisco Zoo
Education Department
1 Zoo Road
San Francisco, CA 94132

Phone: 415-753-8135

Fax: 415-566-6379

E-mail: wildnights@sfbzoo.org



About Your WILD NIGHT



CHECK IN

Your Wild Nights guides will welcome you at the Zoo Entrance at 5:30 pm to direct you to parking and your camping area. Please be prompt, no one will be admitted after the gates are closed. NO late arrivals or early departures.

RULES & REGULATIONS:

The entire group must participate in all activities. Everyone, including the chaperones, must follow the instructions of the Wild Nights guides. Chaperones must be at least 18 years old and are responsible for the supervision and care of the campers throughout the entire program. One chaperone is required for every five children. Alcoholic beverages, weapons of any kind, and electronic equipment are not permitted.

RESERVATIONS:

To make your group overnight reservation: call (415) 753-8135 to choose a date for your overnight and make a reservation. To secure your reservation, fill out the attached form completely and mail with a \$200 non-refundable deposit to: Wild Nights, SF Zoo Education Department, 1 Zoo Road, San Francisco, CA 94132. Your deposit must be received no later than 14 days after making your phone reservation.

CANCELLATION POLICY:

Cancellations will result in the loss of the \$200 non-refundable deposit. There are no refunds for cancellations less than two weeks (14 days) prior to your overnight. If you wish to add campers after making your final payment, you must notify us no less than one week prior and the additional payment will be due upon arrival. In the unlikely event that the Zoo must cancel your overnight, we will issue a full refund.

SAN FRANCISCO ZOO WILD NIGHTS

RESERVATION FORM

Please fill out completely and sign below.

The San Francisco Zoo is able to reasonable accommodate individuals with disabilities. If you have any questions or need any accommodations to enable you to participate in this program, please let us know at the time of registration.

Please Print

Group Name: _____

Group Leader: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Phone: _____

E-mail address: _____

Overnight Date: _____ / _____ / _____

Grade Level: _____

Estimated number of children: _____ Cost: _____
(must be at least 8 yrs old)

Estimated number of adults: _____

☐ Will Choose pizza at the Zoo (\$8 per person): _____

☐ Pre-Purchase Wild Nights patches (\$4 each): _____

☐ \$200 deposit is enclosed: _____ - \$200

Estimated cost for Overnight: _____

I have read and understood the information provided in this brochure. I agree to all terms and conditions and will be responsible for the supervision and behavior of my group.

Signature of Group Leader: _____

WHAT TO BRING:

-From Daylight Saving Time start (March/April) to Daylight Saving Time end (October/November); we will camp outdoors.



- ★ Participants will need to bring; a tent, ground cloth, sleeping bag, warm, layered clothing, flashlight (camp- site use only), toiletries, and air-tight container for any extra food (loose food will attract wild animals to your camp site).
- ★ The Zoo has a coastal climate and can be cold and damp. Our program runs rain or shine, so remember to check the weather and come prepared with layers of warm clothing and comfortable walking shoes.
- ★ While adults are welcome to carry a flashlight, we will not be using them on our night walk.
- ★ Restroom facilities will be available all night long—campers must supply their own toiletries.
- ★ Your entire group may choose to purchase a pizza dinner from us, or they can bring along their own brown bag dinner. An evening snack and continental breakfast will be provided. Bringing additional food is discouraged.

COST:

\$60 per child (8-17 years old)

\$70 per adult

Minimum total group size: 30

ZOOMOBILE LESSON GUIDE



ZIG, ZAG, ZOOM!

Grades PreK and TK

Can you dig like a desert tortoise? Can you hop like a rabbit? Wiggle your way through an interactive exploration of animal movement! Sing, play, and learn with us about how animals get around in their environments.



HOME SWEET HABITAT

Grades K, 2, 3, 4, 5

How does a desert tortoise find water in the Mojave? How does a chinchilla stay warm in the Andes Mountains? Go on an imaginary safari through five habitats, meet some of the animals that call those wild places their home, and learn all about their adaptations for thriving in unique environments.



HOW ANIMALS GROW

Grades 1, 3, 4

Does a frog grow up the same way as a hedgehog? What do your students have in common with Zoo animals as they grow? Do their parents give them the same care? Discover the different ways animals change as they go from babies to adults and how those different strategies help them to grow up big and strong.



BACKBONE BINGO

Grades 2, 3, 4, Middle School (LS), High School (LS)

I'm cold-blooded, I lay leathery water-tight eggs, and I have a special skin covering called scales... What am I? Meet the five types of animals with a backbone (fish, amphibians, reptiles, birds, and mammals) in this exciting guessing game, discover what sets them apart, and explore how they came to be so different.



CLIMATE CHANGE CONUNDRUM

Grades 3, 4, 5 Middle School (LS, ESS), High School (LS, ESS)

What makes a climate, and why is it suddenly changing? How do animals and habitats react as our climate shifts? Most importantly, what can we do together to slow that change and keep the climate cozy for animals around the world? Lessons will range in complexity and tone accordingly with the grade level.



SHIFTING THE BALANCE

Grades 5, Middle School (LS, ESS), High School (LS)

How do our every day actions affect animals around the world? Explore the largest threats to animals and their habitats nearby and abroad, along with what each of us can do, individually and together, to restore nature's balance on our planet.



BIODIVERSITY BASICS

Middle School (LS)

What is biodiversity? Let's talk about the basics! Enhance your middle school science curriculum with this three-part program, which brings biodiversity to life through a combination of two classroom visits and a field trip to the Zoo.



PRICING INFORMATION

ZooMobile visits at your School

San Francisco Unified School District (Public)

1 Presentation	\$140
2 Presentations	\$190
3 Presentations	\$250
4 Presentations	\$280

Zone 1

San Francisco (non-SFUSD)

1 Presentation	\$160
2 Presentations	\$210
3 Presentations	\$270
4 Presentations	\$300

Zone 2

Outside San Francisco, up to 20 miles away from the Zoo, with no bridge tolls

1 Presentation	\$180
2 Presentations	\$230
3 Presentations	\$300
4 Presentations	\$330

Zone 3

Between 20 and 25 miles away from the Zoo

1 Presentation	\$200
2 Presentations	\$250
3 Presentations	\$320
4 Presentations	\$350

Zone 4

Between 25 and 35 miles away from the Zoo

1 Presentation	\$220
2 Presentations	\$270
3 Presentations	\$340
4 Presentations	\$370

Close Encounters at the San Francisco Zoo

1 Presentation	\$90
2 Presentations	\$120
3 Presentations	\$170
4 Presentations	\$200

Biodiversity Basics

2 lessons at your school and 1 lesson at the San Francisco Zoo. \$300 flat rate

SFUSD Teachers:

All San Francisco Public School groups receive FREE ADMISSION to the San Francisco Zoo with a chaperone to student ratio of 1 to 5 (please note our minimum group size is 15).



Is your school more than 35 miles away from the San Francisco Zoo and Gardens? Consider coming to the Zoo for a Close Encounter! Go to www.sfzoo.org/fieldtrip for more information.

Are you looking for fun, interactive enrichment to your science curriculum?

Do you have trouble getting your classroom to the Zoo for a field trip?

Would you like your students to meet animals up close?

- Our 45 minute lessons have been developed in accordance with the Next Generation Science Standards (NGSS) and are sure to bring a new perspective to your science curriculum!
- For those who prefer to take a field trip to the Zoo, the same lessons can be offered in our Zoo classrooms as "Close Encounters" to supplement your visit.
- The ZooMobile can complete from one to four lessons at a school site per reservation.
- Lessons can be completed in a classroom, multi-purpose room, library, or any enclosed space.
- Class size is limited to 35 students for each lesson.
- When making a reservation, please have 3 potential dates in mind as the schedule fills up quickly, especially in spring.
- Cancellations must be made with at least two weeks' notice.

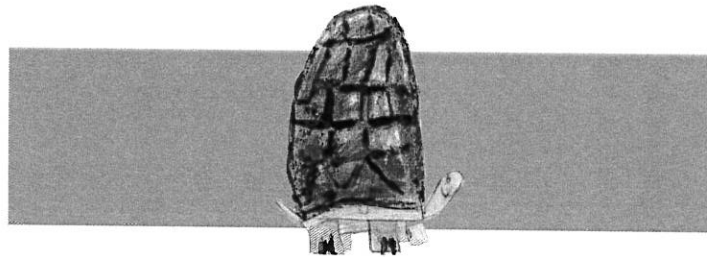


For more program information visit
www.sfzoo.org/zoomobile

TO BOOK A ZOOMOBILE VISIT

E-mail zoomobile@sfzoo.org
or call (415) 753-8123

Follow us on Twitter@sfzoo, subscribe to our YouTube/sfzoo channel, become a fan on Facebook, view our photos on Instagram and subscribe to our monthly Animapl e-newsletter at www.sfzoo.org



The mission of the San Francisco Zoo is to connect people with wildlife, inspire caring for nature and advance conservation action.



www.sfzoo.org



SAN FRANCISCO
ZOO
MOBILE

A Community
Education Program

Bringing Zoo Animals to Bay Area
Classrooms since 1975



To book a visit call 415.753.8123 or
email: zoomobile@sfzoo.org

SACRAMENTO ITINERARY

Two day field trip (proposed)*

***actual dates TBD**

15 students + 1 teacher

4 chaperones with vehicles (4-6 persons per vehicle)

Note: Times are very likely to deviate from below. The itinerary must reflect the availability of the tours. This is our 'final' itinerary from 2014. The 2017 trip will remain as close as possible to the 2014 trip.

Day One

9:00 am Leave Nicasio School

10:30 -11:30 am Snack + tour of Jelly Belly Factory (Fairfield)

12:15pm Arrive UC Davis/ sack lunch

1:30-3pm UC Davis campus tour

3:45-4:45 pm Tour Railroad Museum

5 pm- 5:45 pm Tour Old Sac waterfront sites and shops

6 pm – 7:30 pm Dinner in Historic “Old” West Sacramento @ La Terraza Restaurant

8 pm Check into Hotel (Comfort Suites Downtown (CA559)

226 Jibboom St., Sacramento, CA, US, 95814

Phone: (916) 446-9400 Fax: (916) 442-1100

Day Two

7:15 am Leave rooms/bring gear to vehicles

7:30-8 am Breakfast in hotel (provided by hotel)

8:15 am Depart Hotel

9-10:15 am Capitol Building (Museum) Tour

10:30-11:30am Underground Tour of Old Sacramento

12-1pm Round Table Pizza

1:30-2:30pm River cruise Hornblower Yachts

2:45pm Depart Sacramento

Approx. 5 pm Arrive Nicasio

SACRAMENTO BUDGET *ESTIMATE*

FREE:

- Capitol Museum Tour
- Jelly Belly Factory Tour
- UC Davis Campus Tour

General:

- Sacramento Historic River Cruise (approx. \$25/person) = \$500
- Train Museum (\$10/person) = \$200
- Hotel (4-6 rooms?) x approx. \$170/night (with tax) = \$850 (this is the cost for 5 rooms)#
- Fuel for 4 vehicles = approx. \$250 (at \$4 per gallon)

Food:

- Dinner at “La Terraza Mexican Restaurant” (approx. \$15-\$25/person) = \$500
- “Snacks” (2 snacks per day) x 2 days = \$100
- Round Table Pizza (approximately \$200...includes pizza and drinks)

Total amount = \$2600 /15 students = **\$173.33**

Approx.: \$173 per student*

*This estimate does not include money for scholarship students

Recommended donation per student: \$200#

(hotels often cap the rooms at five people per room—we may have to be prepared to secure an additional room)

No charge to chaperones or teacher.

Meals (vegetarian options provided at each meal) (accommodations will be made for students with food allergies)

Day One:

Lunch Sack lunch (brought by students)
Snacks Healthy snacks (apples, fruit roll ups, granola etc, bottled water)
Dinner La Terraza Mexican Restaurant in Old Sac

11am: Not so healthy snacks at Jelly Belly ☺

Day Two:

Breakfast Eat at Comfort Suites hotel (breakfast provided)
Lunch Round Table Pizza
Snacks Healthy snacks (apples, fruit roll ups, granola etc, bottled water)

Among the many standards addressed:

US History

8.3 Students understand the foundation of the American political system and the ways in which citizens participate in it.

8.3.6. Describe the basic law-making process and how the Constitution provides numerous opportunities for citizens to participate in the political process and to monitor and influence government (e.g., function of elections, political parties, interest groups).

8.12 Students analyze the transformation of the American economy and the changing social and political conditions in the United States in response to the Industrial Revolution.

8.12.4. Discuss entrepreneurs, industrialists, and bankers in politics, commerce, and industry (e.g., Andrew Carnegie, John D. Rockefeller, Leland Stanford).

Science

2b. Students know rivers and streams are dynamic systems that erode, transport sediment, change course, and flood their banks in natural and recurring patterns.

2e. Students know differences in pressure, heat, air movement, and humidity result in changes of weather.

Physical Education

3. Students assess and maintain a level of physical fitness to improve health and performance.

Bat Activity Report

NICASIO ELEMENTARY SCHOOL

On Oct. 25th, 2016 Falcon Services conducted an inspection of the campus to determine the extent of bat activity on both interior and exterior areas on campus and to propose measures that will help reduce potential exposure to students from bats. The following are the results of this inspection.

CURRENT ACTIVITY

Library Bldg:

A dead "Mexican Free-Tailed Bat" was found lodged up inside swallow netting under the eaves at the right side of the main entrance of the Library. Upon closer inspection, a 2-in x 1in. rectangular hole was found in the eave blocking, which provided an entry point for bats to enter the suspended ceiling area of the computer server closet. A greasy "smudge" mark stain was also apparent where bats have been routinely climbing up between the swallow netting cable system and the stucco. Bat guano was evident on the stucco and walkway below this area.

Corrective measures:

Falcon Services has installed a temporary "escape net" (with an opening at the bottom) in front of the entry point which allows bats to exit structure but prevents their re-entry. After the bats have exited (typically the first night but the net is kept up for approximately (5) days) the net will be removed and the hole sealed, etc.

Falcon Services has also submitted a proposal to vacuum up any guano above the suspended ceiling in the computer server closet as well as to apply a disinfectant to any areas where accumulations of guano was found to be present.

Covered walkway (between Library and Custodian locker):

Evidence of "Pallid Bats" was found on the walkway directly in front of the side entrance of the Library and below the high, angled wooden cover of the walkway. The evidence found was the remains of numerous Jerusalem Cricket legs and Pallid Bat guano. The presence of Jerusalem Cricket legs in quantity indicates Pallid Bat feeding as they are a primary food source (Pallid Bats feed on ground dwelling insects, such as Jerusalem crickets and scorpions, not flying insects). Further inspection showed the presence of "smudge marks" up in the woodwork where the Pallid Bats have been hanging while feeding at night.

While this evidence is indicative of routine Pallid Bat activity on a nightly basis, it is limited to the exterior and does not pose as much of an immediate concern.

Corrective measures:

Falcon Services has submitted a proposal to horizontally “net” this 60ft long x 6ft wide walkway and a small adjacent eave area (6ft long x 2ft wide) in the same manner as has been done on the Library and other eave and walkway areas of the campus. This will prevent not only Pallid Bats from hanging on the exposed rafters but also swallows from building mud nests on top of the lateral beam, which supports the walkway.

ADDITIONAL RECOMMENDATIONS:

Falcon Services recommends an inspection of the entire campus be performed on an alternate-monthly basis to determine any new bat (or swallow and general pest) activity and to report activity and further corrective actions as is needed to school staff.

Submitted by:

Brian Schultz
Falcon Services Inc.
Professional Bird and Bat Control
800-278-0444
www.falconservices.com



Mexican Free-Tailed Bat (*Tadarida brasiliensis*)



Pallid Bat (*Antrozous pallidus*)



MARIN COUNTY

Agenda Item # 9a

OFFICE OF EDUCATION

1111 LAS GALLINAS AVENUE/P.O. BOX 4925
SAN RAFAEL, CA 94913-4925
marincoe@marinschools.org

MARY JANE BURKE
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

(415) 472-4110
FAX (415) 491-6625

This **AGREEMENT** is by and between the Nicasio School District (hereinafter referred to as the "District") and the Marin County Superintendent of Schools (hereafter referred to as "Superintendent").

Background

The District has requested the support of Superintendent for business services due to the vacancy of their Chief Financial Officer (CFO).

The parties agree as follows:

1. Services

Superintendent shall provide the District with business services. Services will include the following:

- Supervise, audit, and approve payroll operations
- Supervise, audit, and approve accounts payable and receivable operations
- Supervise the posting and reconciliation of cash
- Monitor budget and update as necessary and appropriate
- Prepare budget revisions and statutory budget reports
- Prepare LCAP budget and annual update
- Federal Cash Management reporting
- CARS report; prepare for January 2017 reporting
- Assist and monitor CALPADS reporting
- Auditor support
- Attend board meetings as required
- Negotiations support
- Other business related services as necessary

2. Employment

Superintendent's staff providing business services under the terms of this MOU shall remain an employee of the Superintendent and shall not be considered an employee of the District for any purpose.

3. Term

The term of this agreement will begin October 1, 2016 and continue through March 31, 2017. If the District is not able to hire a CFO by March 31, 2017, both parties agree to revisit this agreement to discuss an extension of the term.

It is understood that this agreement is a temporary solution only. The Superintendent provides the services outlined in this MOU through a limited duration employment of a retiree who possesses the necessary skills and expertise. California retirement law prohibits a retiree from returning to work in a permanent position but allows for temporary, limited duration assignments.

4. Payment

The District shall reimburse Superintendent for business services up to 2 days per week for up to 25 weeks based upon actual costs of a Chief Financial Officer salary rate and benefits, plus the current Marin County Office of Education approved indirect; \$110.92 per hour/\$887.39 per day.

5. Governing Law

This Agreement is made and entered into in the County of Marin, State of California.

6. Hold Harmless

The County Superintendent shall indemnify, hold harmless, and defend the District, its officers, agents, and employees from and against all claims, damages, losses, and expenses, including reasonable costs and attorney's fees, arising out of or resulting from the Superintendent's sole negligence in performance of this agreement.

The District shall indemnify, hold harmless, and defend the County Superintendent, its officers, agents, and employees from and against all claims, damages, losses, and expenses, including reasonable costs and attorneys' fees, arising out of or resulting from the District's sole negligence in the performance of this agreement.

7. Termination

This agreement may be terminated by either party with 30 days' notice.

Marin County Superintendent of Schools:

Mary Jane Burke
Marin County Superintendent of Schools

Date

Nicasio School District:

Jason Snell, President
Nicasio School District Board of Trustees

Date

Marin County Office of Education
Administrative/Support Staff Salary Schedule
Effective July 2016 | FY 2016-2017
Assist. Supt./Chief Financial Officer | Contract Days: 213

CFO Yearly Salary**	157,050.00	a	
Scheduled Contract Days	213.00	b	
Daily Rate Per Salary Schedule (a/b)	<u>737.32</u>	c	
Hourly Rate Per Salary Schedule (8 Hrs /day) (c/8)	<u>92.17</u>	d	
Contract Days	50.00	e	
Daily Rate Per Salary Schedule	<u>737.32</u>	f	
Total Salaries (e*f)			36,866.20
Benefits:			
Medicare	1.45%	534.56	
SUI	0.05%	18.43	
W/C	3.41%	<u>1,257.14</u>	
Total benefits			<u>1,810.13</u>
Total Salary and Benefits			38,676.33
Indirect 14.72%			<u>5,693.16</u>
Grand Total			<u>44,369.48</u>
Daily Rate (including benefits and indirect) (Daily Rate/50 days)			<u>887.39</u>
Hourly Rate (including benefits and indirect) (Hourly Rate/8 hours)			<u>110.92</u>

**Based on MCOE Administrative/Support Staff Salary Schedule, Effective July 2016,
Asst.Supt/Chief Financial Officer 213 days

State Water Resources Control Board

Agenda Item # 10a

9/7/2016

RECEIVED

SEP 12 2016

by Nicasio School

Ms. Cheryl Robbins
Chief Business Officer
NICASIO SCHOOL DISTRICT
P. O. Box 711
Nicasio, CA 94946

Dear Ms. Robbins:

The Single Audit Act and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, require the submission of a single or program audit if an entity expends/receives federal awards of \$750,000 or more during a fiscal year. As a pass-through entity, the State Water Resources Control Board (SWRCB) is required to notify recipients of all federal awards received from us during the last fiscal year.

Our records indicate that your agency received \$37,893.19 in **federal awards** for Federal Catalog 66.468 (Capitalization Grants for Drinking Water State Revolving Funds, FS-989349). If your agency received any federal awards under the American Recovery and Reinvestment Act of 2009 (ARRA), you will receive a separate notification of those monies.

Following is a list, by loan number, of the **federal awards** received for the fiscal year ended June 30, 2016. Please be aware that any non-federal monies received are not included in this amount and should not be included in the single audit.

Loan Number	Contract Number	FCN	Amount (\$)
2100582-001P	2010P116	66.468	37,893.19

The single audit reporting package consists of up to nine elements. All applicable elements must be submitted before the review process can begin.

Elements of the reporting package may include some or all of the following:

1. Independent Auditor's Report
2. Basic Financial Statements (Required Supplementary Information)

3. Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in accordance with Government Auditing Standards
4. Independent Auditor's Report on Compliance for Each Major Federal Program and on Internal Control Over Compliance in accordance with OMB Circular A-133
5. Schedule of Expenditures of Federal Awards (non-federal monies received should not be reported on your SEFA)
6. Schedule of Findings and Questioned Costs
7. Summary Schedule of Prior Audit Findings (please indicate if there are no prior findings)
8. Corrective Action Plan (if applicable)
9. Management Letter (required if issued)

The Comprehensive Annual Financial Report (CAFR) (or financial statement report, if applicable) is required. If the CAFR and single audit report are separate reports, both reports must be submitted. If both reports are not submitted, your single audit reporting package will be considered incomplete.

If your agency determines that it is exempt per the Single Audit and OMB A-133 rules, you must provide written notification to SWRCB of your exempt status.

Please submit your single audit reporting package by March 31 of each year (or nine months after the end of the local entities fiscal year, whichever comes first) to the following address:

State Water Resources Control Board
Division of Financial Assistance
Single Audits Unit
1001 I Street, 17th Floor
Sacramento, CA 95814

Reporting packages may be submitted on a CD, provided that the report is in a PDF file format and includes the independent auditor's electronic signature.

Additional information relating to the Single Audit requirements can be found at SCO's website: www.sco.ca.gov/aud_single_audits.html.

Questions relating to federal awards received from the SWRCB may be directed to Cheryl Thomas at Cheryl.Thomas@waterboards.ca.gov or (916) 341-5148 or Yasuko Okamoto at Yasuko.Okamoto@waterboards.ca.gov or (916) 341-5099.

Sincerely,



Heather Bell, Manager
Accounting Branch
State Revolving Fund Section

cc: Holly McArthur
Board President
NICASIO SCHOOL DISTRICT
P. O. Box 711
Nicasio, CA 94946

cc: Cheryl Thomas, SWRCB, Division of Administrative Services
Yasuko Okamoto, SWRCB, Division of Administrative Services
Kelly Valine, SWRCB, Division of Financial Assistance

Project Draw Report

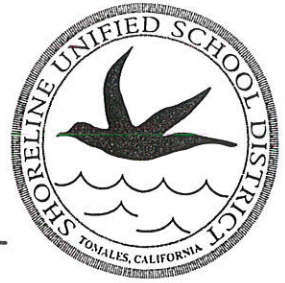
2100582-001P - Nicasio School District

Nicasio Surface Water Treatment

Pay No.	Date Requested	Total Amount	Payment Date	Grant Number	ACH Number	Transaction Code	Current Match	Cumulative Match	Current Federal	Cumulative Federal	Current Repayment	Cumulative Repayment	Current Other Funds	Cumulative Other Funds	Balance
DWSRF															
2	05/02/12	12,803.87	05/02/12	Proposition 50		2115303	12,803.87	12,803.87	0.00	108,625.87	0.00	0.00	0.00	0.00	250,000.00
2	05/02/12	5,717.38	05/02/12	Federal 2006	11-198	2115448	0.00	12,803.87	5,717.38	0.00	0.00	0.00	0.00	0.00	237,196.13
1	05/02/12	35,282.62	05/02/12	Federal 2005	11-145	2113779	0.00	12,803.87	35,282.62	41,000.00	0.00	0.00	0.00	0.00	231,478.75
4	07/12/12	6,534.40	07/12/12	Proposition 50		2120111	6,534.40	19,338.27	0.00	41,000.00	0.00	0.00	0.00	0.00	196,196.13
3	07/12/12	3,531.90	07/12/12	Proposition 50		2116293	3,531.90	22,870.17	0.00	41,000.00	0.00	0.00	0.00	0.00	189,661.73
5	07/25/12	74,784.93	07/25/12	Proposition 50		2120531	74,784.93	97,655.10	0.00	41,000.00	0.00	0.00	0.00	0.00	186,129.83
6	08/22/12	613.35	08/22/12	Proposition 50		2121219	613.35	98,268.45	0.00	41,000.00	0.00	0.00	0.00	0.00	111,344.90
7	08/23/12	33,394.50	08/23/12	Proposition 50		2121090	33,394.50	131,662.95	0.00	41,000.00	0.00	0.00	0.00	0.00	110,731.55
8	09/07/12	3,528.60	09/07/12	Proposition 50		2121319	3,528.60	135,191.55	0.00	41,000.00	0.00	0.00	0.00	0.00	77,337.05
9	10/17/12	1,761.53	10/17/12	Proposition 50		2122255	1,761.53	136,953.08	0.00	41,000.00	0.00	0.00	0.00	0.00	73,808.45
10	04/16/13	4,421.05	04/16/13	Proposition 50		2125025	4,421.05	141,374.13	0.00	41,000.00	0.00	0.00	0.00	0.00	72,046.92
11	07/07/15	37,893.19	07/30/15	Federal 2012	4208	6290093	0.00	141,374.13	37,893.19	78,893.19	0.00	0.00	0.00	0.00	67,625.87
Total Draws							141,374.13	0.00	78,893.19	29,732.68	0.00	0.00	0.00	0.00	29,732.68
Total Expended							141,374.13		78,893.19		0.00		0.00		
In Balance															

SHORELINE UNIFIED SCHOOL DISTRICT

P.O. Box 198 Tomales, California 94971 (707) 878-2266 FAX: (707) 878-2554



Agenda Item # 106

September 21, 2016

RECEIVED

SEP 26 2016

Re: District of Choice

by Nicasio School

To our neighboring school districts and others:

As per our Board Policy 5117 – Interdistrict Attendance (District of Choice) and Education Code 48313, we are required to provide information regarding our district's status as a school district of choice to each geographically adjacent school district, the Marin County Office of Education, the California Department of Education, and the California Department of Finance.

Please find attached our report details for the 2015-2016 school year. Should you have any questions about this report please call our office at (707) 878-2266.

Sincerely,

Bob Raines
Superintendent

Enclosure

SHORELINE UNIFIED SCHOOL DISTRICT

P.O. Box 198 Tomales, California 94971 (707) 878-2266 FAX: (707) 878-2554



District of Choice Reporting - Education Code 48313

In accordance with Education Code 48313, each school district electing to accept transfer pupils shall keep an accounting of all requests made for alternative attendance. The information maintained shall be reported to the governing board of the school district at a regularly scheduled meeting of the governing board, no later than May 15th of each year.

This report details the District of Choice data for the 2015-16 school year, and is presented for your consideration:

1. The number of requests granted, denied, or withdrawn:

- 107 granted
- 2 denied: 6th and 8th grade classes were full
- 9 withdrawn

2. The number of pupils transferred out of the district pursuant to this article:

- 2 transfers out: Lagunitas School District

3. The race, ethnicity, gender, self-reported socioeconomic status, and the school district of residence of each pupil described in #2 & #3:

- I. -Asian: 1 -Hispanic: 54 -Pacific Islander: 2 -White: 50
- II. -Female: 60 -Male: 47
- III. -Free & Reduced Meal Eligible: 58
- IV. -Bellevue USD: 7 -Cotati/Rohnert Park USD: 10 -Harmony SD: 3 -Laguna Joint SD: 2
-Old Adobe USD: 3 -Petaluma HSD: 41 Piner-Olivet USD: 1 -Ross Valley: 1
-Santa Rosa HSD: 6 Twin Hills USD: 7 Two Rock USD: 23 West Sonoma County UHSD: 3

4. The number of pupils described in #2 & #3 who are classified as English learners or identified as individuals with exceptional needs, as defined in Section 56026:

- Redesignated Fluent (RFEP): 24 Limited English (EL): 24 -English Only (EO): 59
- Individuals with Exceptional Needs: 8



OFFICE OF EDUCATION

1111 LAS GALLINAS AVENUE/P.O. BOX 4925
SAN RAFAEL, CA 94913-4925
marincoe@marinschools.org

MARY JANE BURKE
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

(415) 472-4110
FAX (415) 491-6625

September 15, 2016

RECEIVED

SEP 19 2016

by Nicasio School

Mr. Jason Snell, President
Nicasio School District
35 La Canada Road
Nicasio, CA 94946

Dear Mr. Snell:

The Marin County Office of Education (MCOE) has reviewed the Nicasio School District's Board-approved Local Control and Accountability Plan (LCAP) for 2016-17.

The Education Code requires the County Superintendent to approve the LCAP and annual update for each school district after determining all of the following:

- The LCAP adheres to the template adopted by the State Board of Education (SBE).
- The budget includes expenditures sufficient to implement the specific actions and strategies included in the LCAP.
- The LCAP adheres to the expenditure requirements for English learners, low income, and foster youth students.

Adherence to the SBE Template

The SBE Template requires districts to develop goals aligned with the state's eight priorities, based on locally identified needs. Using required metrics, each goal is to include measurable outcomes across the three-year plan. The SBE Template also requires districts to describe the actions and resources necessary to accomplish those goals. Finally, the SBE Template requires districts to provide an annual update on the progress of their goals. After reviewing each of these elements, we concluded your district met this requirement and adhered to the SBE Template.

Sufficient Expenditures to Implement the LCAP

Education Code Section 52060 and 42127 requires districts to align their budget in support of the LCAP identified expenditures. During our review we concluded that your district's budgeted expenditures were sufficient to implement the LCAP.

Adherence to the Expenditure Requirements

Education Code Section 52060 and the California Code of Regulations 15494 – 15497, require districts to demonstrate how supplemental and concentration entitlements are used to support English learners, and low income and foster youth students. During our review we concluded the district's LCAP adhered to these expenditure requirements.

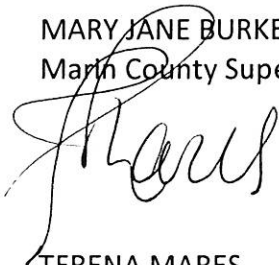
LCAP Template Changes for 2017-18 and New Evaluation Rubrics

For the 2017-18 LCAP Annual Update, the SBE will soon adopt a revised LCAP Template. Additionally, on September 8, 2016, the SBE adopted the Evaluation Rubrics that will annually provide student performance data. This data will assist in tracking progress on the district's measurable outcomes. These two new updates mark the state's commitment to continuous improvement and are designed to support and enhance Local Control and Accountability Plans. As always, our office stands ready to support through training and assistance as districts align their local plans with the state's priorities, as defined in Education Code Section 52060(d).

Sincerely,

MARY JANE BURKE

Marin County Superintendent of Schools



TERENA MARES

Deputy Superintendent

cc: Dr. Thomas Lohwasser, Superintendent
Don Armstrong, Principal



MARIN COUNTY OFFICE OF EDUCATION

Agenda Item # 10d

1111 LAS GALLINAS AVENUE/P.O. BOX 4925
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marincoe@marinschools.org

MARY JANE BURKE
MARIN COUNTY
SUPERINTENDENT OF SCHOOLS

(415) 472-4110
FAX (415) 491-6625

September 15, 2016

RECEIVED

SEP 19 2016

by Nicasio School

Mr. Jason Snell, President
Nicasio School District
35 La Canada Road
Nicasio, CA 94946

Dear Mr. Snell:

In accordance with Education Code Sections 42127, the Marin County Office of Education has reviewed the adopted budget of the Nicasio School District for fiscal year 2016-2017. Education Code 52070 requires the County Superintendent to approve the Local Control and Accountability Plan (LCAP) prior to approving the District's adopted budget. A separate letter approving the District's LCAP accompanies this letter.

Education Code also requires the County Superintendent to approve, conditionally approve, or disapprove the adopted final budget for each school district after examining and determining the following:

- Examine the adopted budget to determine whether it complies with the standards and criteria established pursuant to Section 33127 and identify any technical corrections needed to bring the budget into compliance with those standards and criteria.
- Determine whether the adopted budget will allow the district to meet its financial obligations during the current fiscal year and is consistent with a financial plan that will enable the district to satisfy its multi-year financial commitments.
- Determine whether the adopted budget includes the expenditures necessary to implement the LCAP or annual update to the LCAP.
- Determine whether the adopted budget includes a combined assigned and unassigned ending fund balance that exceeds the minimum recommended reserve for economic uncertainties and verify compliance with disclosure requirements if above the minimum reserves.

Based upon our review, the adopted budget of the Nicasio School District has been approved.

STATE AND NATIONAL ECONOMIC INFLUENCES FOR NICASIO SCHOOL DISTRICT

Through our fiscal oversight role we carefully monitor the economy, its impact on State and Federal revenues, and how these might affect Marin County school districts and students. This past year marked the third year of

the Local Control Funding Formula's (LCFF) accountability element through the Local Control and Accountability Plan Annual Update (LCAP), and its accompanying impact on local budgeting and planning. Also on the watch list are pending implementation costs associated with the Affordable Health Care Act, rising pension costs, as well as fiscal information unique to each district. This letter highlights the areas under watch for Nicasio School District.

Current Economic Conditions

The state's General Fund cash for June and July was down \$1 billion (5.0%) below the estimates used to build the 2016-17 enacted budget. Moreover, for the 2015-16 fiscal year, revenues came in at \$706 million (-0.6%) below the estimate used by the Governor and Legislature to close the budget enacted in June.

California and the nation's unemployment rate increased by 0.2 percentage point, raising California's rate to 5.4 percent in June, the first increase since September 2010. California's Department of Finance points to a real estate market that remains healthy as the most recent sales and median prices on existing single-family homes and residential construction permits are above comparable levels.

The current economic recovery has lasted seven years, which is two years longer than average. As may be evidenced by the slowing of the state's cash receipts, California's economic and budget recovery over the past five years should not be taken for granted or assumed to be permanent. Additionally, recognizing that with the looming sunset of Proposition 30, there is no guarantee of an extension through Proposition 55.

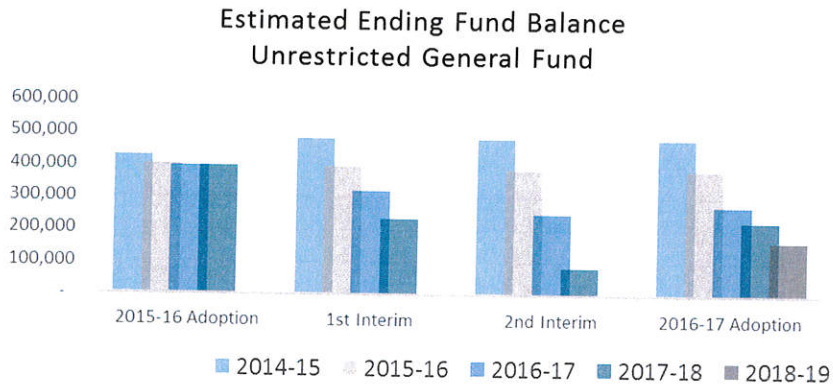
Finally, and most importantly, in spite of revenue increases, school districts will continue to be challenged to keep up with the rising costs of pension obligations associated with CalSTRS and CalPERS increases set over the next five years. This permanent and increasing liability calls for budgetary prudence in spite of increased revenues.

LOCAL CONTROL AND ACCOUNTABILITY PLAN ANNUAL UPDATE (LCAP) for NICASIO SCHOOL DISTRICT

We commend the District's efforts in updating its LCAP Annual Update for 2016-17. The Education Code requires the County Superintendent to first approve district LCAPs before approving district annual budgets. Information about the District's LCAP approval has been provided through a separate letter. The State Board of Education will be adopting an updated template for preparation of the LCAP for the cycle beginning in 2017-18 and will also be adopting the evaluation rubrics that help assess the District's success in improving pupil outcomes. The Marin County Office of Education will be providing professional development again this year as part of our commitment to working with districts in support of their locally defined goals to make the LCAP process more meaningful while ensuring compliance with state statutes.

CHANGE IN BUDGETARY POSITION FOR NICASIO SCHOOL DISTRICT

The District's budget adoption and multi-year projection reflects an improvement in budgetary position when compared to the 2015-16 second interim budget. The following chart displays the District's estimated ending fund balance in the unrestricted general fund for the adopted budget and all three reporting periods last year.



The District's ending balance is under increasing pressure from retirement system increases, obligations under the LCFF supplemental and concentration grant as well as natural inflation. The retirement system cost increases alone are projected to consume over 42% of the budgeted increase in property taxes in the adopted budget and subsequent two years.

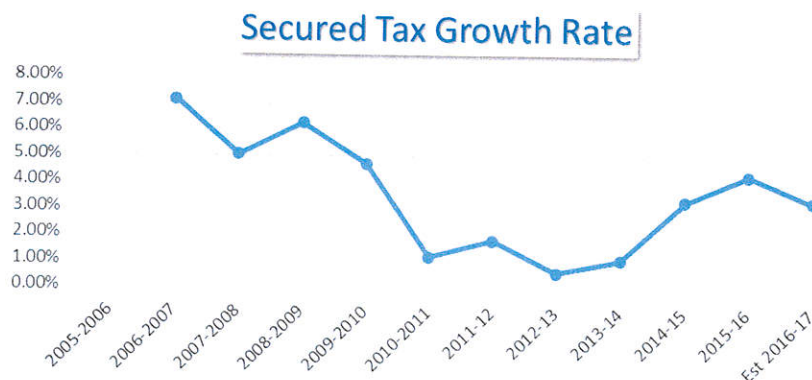
LOCAL CONTROL FUNDING FORMULA (LCFF) for NICASIO SCHOOL DISTRICT

Although the 2016-17 state budget includes a significant increase in Proposition 98 funding for schools, the increase is largely directed towards fully implementing the LCFF. Notwithstanding the restoration to education funding, the new funding formula has markedly different results for the individual districts in Marin County.

For basic aid districts, including Nicasio School District, the LCFF does not generate any additional revenue beyond the previously restricted categorical funding received in 2012-13. Nonetheless, the District has an obligation under the new funding formula to direct the supplemental grant included in the District's LCFF entitlement towards increasing or improving services to pupils of higher need. The District's 2016-17 LCFF supplemental grant entitlement as reported in the District's approved LCAP is \$19,521, an increase of \$1,546 over the prior year.

PROPERTY TAX TRENDS

Property taxes provide 94% of the District's total unrestricted revenue sources. The following chart shows actual rates through 2015-16 and the County of Marin projection for 2016-17.



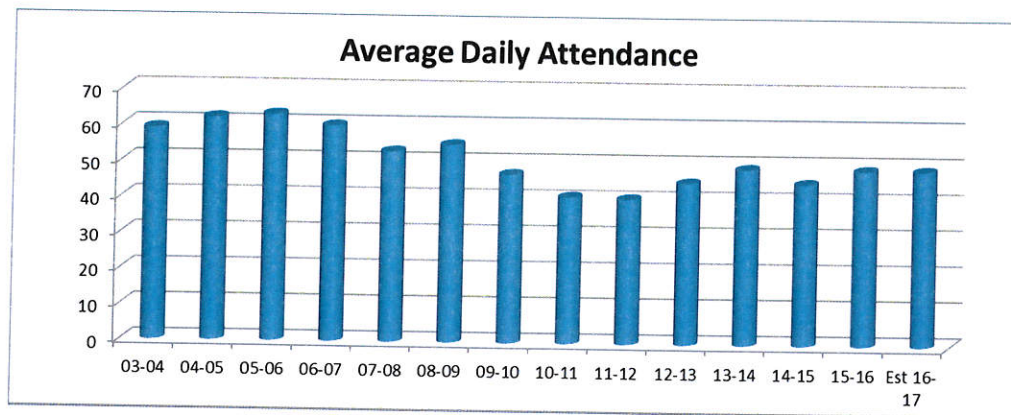
COMMUNITY FUNDED DISTRICTS – BASIC AID

Community funded districts are commonly called “basic aid”, which refers to the basic aid entitlement for all students of \$120 per Average Daily Attendance (ADA) as set forth in the California Constitution as defined in Education Code Section 41975. Ultimately, basic aid districts receive the benefit of excess taxes which exceed their LCFF entitlement.

An additional constitutional guarantee began with the passage of Proposition 30. Drafted as a means of guaranteeing benefit to all schools, Proposition 30’s Education Protection Act (EPA) provides that no school district shall receive less than \$200 per Average Daily Attendance. Unlike the constitutional minimum set forth in Education Code Section 41975, however, EPA dollars are not ongoing and are set to expire in 2018-19. The November 2016 election will determine whether to extend EPA dollars for schools beyond 2018-19.

STUDENT ATTENDANCE

The District’s average daily attendance (ADA) is expected to remain stable as shown in the chart below.



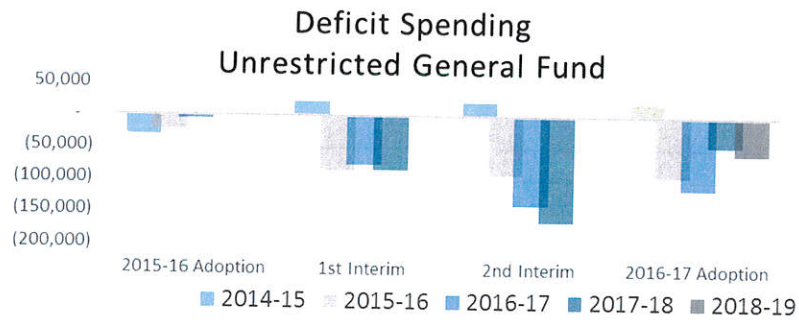
FEDERAL BUDGET

The federal government recently enacted the Every Student Succeeds Act (ESSA), reauthorizing the Elementary and Secondary Education Act (ESEA) and replacing the No Child Left Behind (NCLB) Act. Most of the provisions do not take effect until the 2017-18 school year.

Overall, the new law provides states authority on standards, assessments, and interventions while limiting the authority of the federal government; the ESSA eliminates the Highly Qualified Teacher (HQT) and Adequate Yearly Progress (AYP) requirements. States must develop and implement a single, statewide accountability system that measures academic achievement. The State Board of Education (SBE) is working to align the development of the state’s accountability and assessment system, including the Local Control and Accountability Plans with the ESSA.

OPERATING DEFICITS

The District’s adopted budget and multi-year projection continues to project operating deficits in the unrestricted general fund as displayed in the chart below.



The cumulative impact of this projected deficit spending is a 56% decline in fund balance over the current plus two subsequent years, leaving the District with reserves of \$169 thousand at June 30, 2019. While some deficit spending may be a result of one-time costs from prior year funding sources, ongoing structural deficits threaten a school district's future educational programs. Districts that wait too long to address and correct structural deficits are forced to make dramatic corrections all at once. In contrast, carefully planned and phased-in structural corrections lessen the impact on children.

SALARY SETTLEMENTS

School districts are in the "people business." We noted that the District has not settled negotiations with either the bargaining unit or unrepresented employees for the budget year. Due to the ongoing nature of these costs, any permanent increases to salary require permanent and ongoing funding sources. When the District and bargaining unit are ready to settle negotiations, Government Code 3547.5 requires the District to publicly disclose costs, as certified by the superintendent and chief fiscal officer. Please provide a Public Disclosure of Collective Bargaining Agreement including the tentative agreement(s) and multi-year projection to our office 10 working days prior to Board approval. Board approved budget revisions associated with salary settlements are required within 45 days of any settlement agreement, per Education Code Section 42142.

CASH FLOW

The District's historical cash flow statements indicate the District has sufficient cash throughout the year to meet operating expenditures without external cash borrowing. We also note the District has provided an additional assurance with a Tax Anticipation Note for the 2016-17 fiscal year that has been approved by the Board of Supervisors. The District is well advised to maintain reserve levels at far higher levels than the state required minimums to ensure sufficient cash for operating purposes.

PARCEL TAXES

Your community has shown support for its schools through a parcel tax. The District's multi-year projection includes parcel taxes in all three years starting with a base of \$183,000 in the adopted budget representing 18% of the District's total general fund revenue sources. The District's current parcel tax is escalated 4% annually and expires on June 30, 2025.

BOND FINANCING

The District previously issued general obligation bonds under the authority of Measure H approved by the voters in November 1999. As of June 30, 2015 the District reported outstanding general obligation bond debt of \$2 million. The debt service schedule indicates all outstanding debt will be retired by June 30, 2025.

School district bond financing has come under increasing scrutiny in the past few years and is subject to new regulations relative to disclosure, issuance structure and debt-service ratios. We are encouraging all Marin County school districts to become familiar with the best practices guides related to financing published by the Government Finance Officers Association (GFOA) to assist in the management of risks associated with bond financing.

RESERVES

The District maintains the state-required minimum reserve for economic uncertainty of 5% in the current and two subsequent years. All school districts, whether state aid or community funded, are well advised to establish higher than minimum reserves in order to provide for the financial flexibility to absorb unanticipated expenditures without significant disruption to educational programs; cash flow deferrals; and general economic uncertainties. Higher than minimum reserves allows the District to better ensure a consistent and stable program offering for students.

Transparency Requirement

The District met the new requirement of holding the required public hearing on its reserve levels, including justification for carrying higher than minimum reserves.

Cap on Reserves

A cap on reserves of twice the minimum requirement is only triggered under a series of infrequent conditions. Additionally, if triggered, districts may request an exemption from the cap from the County Superintendent of Schools. In all circumstances, we continue to encourage districts to maintain higher than minimum reserves.


CONCLUSION

We thank Cheryl Robbins for her timely submission of the Adopted Budget using the statutorily required forms. If you have any questions, please do not hesitate to contact me at 415-499-5805.

We appreciate your dedication and service to the children of Marin County. Due to your good fiscal stewardship, the children of Marin County will continue to experience quality education now and in the future.

Sincerely,

MARY JANE BURKE
Marin County Superintendent of Schools



TERENA MARES
Deputy Superintendent

cc: Dr. Thomas Lohwasser, Superintendent



MARIN COUNTY CIVIL GRAND JURY

3501 Civic Center Drive, Room 275
San Rafael, California 94903
(415) 473-6132 • grandjury@marincounty.org

October 12, 2016

RECEIVED

OCT 18 2016

by Nicasio School

Don Armstrong, EdD, Interim Principal
Nicasio School District
5555 Nicasio Valley Rd.
Nicasio, CA 94946

Re: 2015-16 Web Transparency Report Card

Dear Dr. Armstrong,

The Grand Jury received your response (dated September 12, 2016) to the above-titled report and finds that it does not comply with the requirements of the penal code in the following respects:

Recommendation R1: The agency should improve its web transparency score to "B-" (or better), by updating its website and submitting the appropriate self-audit form. The form may be obtained by emailing: grandjury-audit@marincounty.org

Based on our recent audit of your website, your agency received a score of "C". The following items were found missing or incomplete:

- No board member biographies
- No election procedures/deadlines
- No link to actual staff compensation
- 2016 audit is not available

Recommendation R3: The agency should update its website to include information of the annual compensation of its elected officials, officers and employees; and this information should also be submitted to the Controller, as required by Sections 12463 and 53909 of the California Government Code.

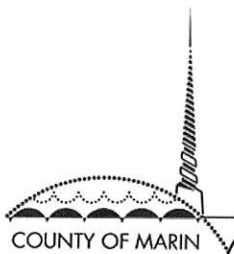
Our auditors did not find necessary information about compensation on your website. We suggest that you include a link from your website to transparentcalifornia.com/salaries/2014/school-districts/marin/nicasio-school-district/ to satisfy the California Government Code.

If you have any questions about the process, feel free to ask. Otherwise, Please let me know by October 30, 2016 of the current status of and time estimate for the implementation of R1 and R3.

Sincerely,

Jay Hamilton-Roth

Jay Hamilton-Roth, Foreperson
Marin County Civil Grand Jury



COMMUNITY DEVELOPMENT AGENCY
ENVIRONMENTAL HEALTH SERVICES DIVISION

Brian C. Crawford
DIRECTOR

Rebecca Ng, REHS
DEPUTY DIRECTOR

Marin County Civic Center
3501 Civic Center Drive
Suite 236
San Rafael, CA 94903
415 473 6907 T
415 473 4120 F
415 473 2255 TTY
www.marincounty.org/ehs

October 25, 2016

Nicasio School
P.O. Box 711
Nicasio, CA 94946

Reference: Existing Alternative Mound Septic System
at 5555 Nicasio Valley Road, Nicasio

Dear School Administrator:

It has come to the attention of Marin County Environmental Health Services and State Regional Water Quality Control Board's (SRWQCB) that the existing alternative mound septic system is not under an "Operating Permit" from EHS or is not under a waste discharge permit from the State RWQCB. Please be advised that all alternative septic systems need to be monitored and maintained under an Operating Permit from the County of Marin EHS or waste discharge requirements set by the State for that particular septic system.

Please contact our office to inform of us if you will be applying to the EHS for an operating permit or if you choose to apply to the SRWQCB. If you decide to apply to EHS for an "Operating Permit", we will then send you all the paperwork and required annual fee for this alternative mound system.

We appreciate your prompt attention to this matter. If you have any further questions please contact our office.

Regards,

Armando C. Alegria
Supervising R.E.H.S.

RECEIVED

OCT 27 2016

by Nicasio School

c: Blair Allen, San Francisco State Regional Water Quality Control Board