**TVCSD Board of Director's Meeting Agenda and Closed Session Agenda**

**Date: Wednesday, February 8, 2017, 7 pm**

**Location:** Tomales Town Hall, Tomales, California 94971

**I. Call To Order**

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

**III. Approval of February 8, 2017 BOD Agenda** Action

**IV. Board Member Reports**

**V. Approval of January 11, 2017 Minutes** Action

**VI. Financial Report (Melinda Bell)**

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

**VII. General Manager's Report**

a. General Service Administration (GSA) policy on General Manager Annual Performance Evaluations Action
b. Five - ten year financial planning Action

**VIII. Phillips & Associates Report**

a. Review reports for December 2016
b. Status and action steps for O & M RFP

**IX. Committee Reports**

a. Financial Advisory Committee (FAC)
   1. Review approved January 18, 2017 minutes
   2. Updated priorities calendar
b. Park Advisory Committee (PAC)
   1. Review approved January 23, 2017 minutes
   2. Email from Kevin Wright, Measure A Administrator
   3. Sign contract for Fibar for play surfaces. Action
   4. Next steps for construction RFP? Action
   5. Status update on Ted Anderson's contract as Project Manager Action

**X. Pending Business**

**XI. Other Business**

**XII. New Business**

**XIII. Correspondence**

**CLOSED SESSION**

**Call to Order**

**XIV. Conference with Labor Negotiators** (Pursuant to Government Code Section 54957.6)

Agency designated representatives: TVCSD Board of Directors

Contractor…District General Manager

**XV. Return to Open Session**

**XVI. Adjournment**

**TVCSD MISSION STATEMENT:** *Enhance quality of life, with commitment to the health of the community, by providing dependable wastewater collection, treatment and reuse in an environmentally friendly manner; maintaining safe and reliable recreational park facilities while providing a welcoming forum for active community participation and input.*

*The agenda and supporting documents can be accessed on the TVCSD website 72 hours prior to the meeting. Anyone requesting disability related accommodations may contact the district office 72 hours prior to the meeting.*

PO Box 303 ● Tomales, CA ● 94971 ● ph 707.878.2767 ● www.tomalescsd.ca.gov

Board of Directors:
Dru Fallon O'Neill, President ● Donna Clavaud, Vice President ● Bill Bonini ● Peter MacLaird ● Deborah Parrish

**TVCSD Board of Director's Meeting Minutes**

**Date: Wednesday, January 11, 2017, 7 – 9 pm**

**Location:** Tomales Town Hall, Tomales, California 94971 **DRAFT**

**Board Members Present:** Bill Bonini, President; Deborah Parrish, Vice President; Donna Clavaud, Dru Fallon O'Neill, Peter MacLaird

**Board Members Absent:** None

**Also Present:** Jose Ortiz; TVCSD General Manager, Cynthia Hammond; TVCSD Recording Secretary, Walter Earle, Margaret Graham, Venta Leon, Nicole Vigeant, Ted Anderson, Jim Lino; Shoreline Unified School District (SUSD) Board Representative

**I. Call To Order**

Bill Bonini called the meeting to order at 7:05 p.m.

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

Dru Fallon O'Neill reported she has been without phone and Internet service since November 1, 2016 and ATT/Uverse was nonresponsive and bought a Verizon home phone system that connects to her home phone.

Nicole Vigeant questioned if there was a different sewer rate structure for Air B & B's/vacation rentals. Donna Clavaud stated that there wasn't a different rate structure and she would have to recuse herself, as she owns a vacation rental. Dru Fallon O'Neill said the County was discussing this. Bill Bonini asked Nicole Vigeant if she wanted this item on a future TVCSD agenda. There are approximately four (4) Air B & B/vacation rentals in Tomales. Jose Ortiz suggested discussing this during the rate analysis, as there is new legislation that went into law January 1, 2017 that addresses accessory dwelling/mother-in-law units. This is to promote affordable housing and cannot charge additional sewer fees, however Special Districts are exempt at this point.

**III. Approval of January 11, 2017 TVCSD BOD Agenda**

Donna Clavaud suggested moving **XI** Pending Business, Item 2, "SUSD contract review plan" after **VII** Financial Report.

| |
|---|
| Bill Bonini motioned to approve January 11, 2017 TVCSD BOD agenda with the above changes. No objections. |

**IV. TVCSD Board Member Reports**

Donna Clavaud requests resolution to pay Beth Koelker for her work on the TVCSD newsletter. Deborah Parrish requested that Beth Koelker submit an invoice for her work.

**V. Approval of November 9, 2016 TVCSD BOD minutes**

| |
|---|
| Bill Bonini motioned to approve the November 9, 2016 TVCSD BOD minutes. Dru Fallon O'Neill seconded the motion. M/S/U |

**VI. TVCSD Board Officer elections**

Bill Bonini asked TVCSD board members who would like to become the TVCSD President. Deborah Parrish reported that there wasn't a lot of orientation for new board members and there was little understanding on what the rules were for "passing on the torch". Deborah Parrish suggested board officer term limits in order to help pass on the information learned. Dru Fallon O'Neill suggested the Vice President becomes the President; another board member becomes the Vice President and works with the President for continuity of responsibilities. Donna Clavaud, in reviewing the CSDA handbook on board and leadership development, it is important for board members to work together to train each other and pass the district history on. Donna Clavaud reminded board members that a year from now, Deborah Parrish and Bill Bonini will finish their four (4) year term; Dru Fallon O'Neill will finish her two (2) year term, Donna Clavaud and Peter MacLaird will be looking at three (3) new people coming on to the TVCSD board. Dru Fallon O'Neill volunteered to become President or Vice President.

| |
|---|
| Deborah Parrish motioned to nominate Dru Fallon O'Neill for TVCSD President for the next year. Dru Fallon O'Neill accepted the nomination. Peter MacLaird seconded the motion. M/S/U |
| Deborah Parrish motioned to nominate Donna Clavaud for TVCSD Vice President for the next year. Dru Fallon O'Neill seconded the motion. M/S/U |

**VII. Financial Report**

a. Accept check registers and approve expenditures:

Dru Fallon O'Neill questioned the $123.51 Uverse bill and the $28.83 AT & T bill. The office phone service has been shut off. Staff will look into these bills. Sonic hosts the TVCSD website for $20.00 per month. Jose Ortiz will check with other California Special Districts (CSD) to see how they are dealing with Internet, voice and other things.

b. Financial Manager's report:

Financial Manager's report was reviewed.

c. Review and approve financial statements:

Financial statements were reviewed. Jim Lino questioned the year to date budget comparison sheet 12/31/2016; asked if it was operating on a calendar year. Jose Ortiz explained it based on a fiscal year, July 1, 2016 – June 30, 2017. Jim Lino asked if the projected sewer income was $148,000 to date. Jose

Ortiz explained that $148,000 was a projection and TVCSD came up short because some parcels decided not to go forward. Deborah Parrish said there were also projected connection fees that haven't been collected.

Donna Clavaud reminded TVCSD board to submit time sheets.

Dru Fallon O'Neill motioned to accept check registers, approve expenditures, and financial statements. Deborah Parrish seconded the motion. M/S/U

**VIII. General Manager's Report**

Jose Ortiz sent out an email regarding wastewater flows during recent storms. At the peak, about eighty five (85) gallons per minute were flowing into the treatment plant. At the same time about ninety eight (98) gallons per minute were pumped to the storage ponds. Normally in the dry season, about 19,000 gallons per day flow into the plant. This is an average of thirteen (13) gallons per minute.

Natural Systems Utilities (NSU) and Phillips & Associates visually inspected the storage ponds on 1/10/2017. Jose Ortiz did a five (5) year capital improvement plan; two (2) of the level sensors are not working at the treatment ponds and the storage pond sensor may have never worked. There may be voltage irregularities and Jose Ortiz recommends contracting with an electrician to evaluate power delivery.

The Telstar system is working now but still has some outstanding issues, as here are some bad readings from the treatment ponds. The level sensor and transmitter needs replacement, estimated cost is $2,000.

Jose Ortiz suggests doing 2,500 feet of sewer main inspections every year and suggests getting a new base line to see how everything is. New Regional Board requirements allow irrigation during the non-summer months seventy two (72) hours after a storm provided there isn't ground saturation or ponding.

Jose Ortiz will attend the FAC meeting to discuss the five (5) year Capital Improvement Plan, which was handed out. Donna Clavaud questioned the $13,000 to $16,500 per year for five (5) years, which seems surprisingly small. Jose Ortiz explained that when TVCSD asked RCAC to do a rate analysis in 2014, the CIP 2014 that was developed for that rate study included the assumption of having to rehabilitate about half the collection system sewer mains. Based on the age and the condition of the pipes when inspected about 15 years ago, the replacement schedule can be pushed out to about 10 to 15 years from now.

Deborah Parrish explained that FAC has developed a draft policy (without dollar amounts) to have six (6) months of operating reserves and to create a restricted fund for Capital expenses. A town hall meeting will be held to present a ten (10) year plan to the community.

Jose Ortiz said there are three (3) major areas to consider: the collection system (pipes, manholes, and lift station), treatment plant and the disposal area. What needs to be looked at more closely is the condition of the collection system.

Jose Ortiz reported there is duckweed in pond one (1). Three (3) applications, twenty one (21) days

apart can be applied at a cost of $788.00. Donna Clavaud requests research of alternative means of removal next time.

Jose Ortiz updated the O & M Manual with the new requirements and will present to NSU and Phillips and Associates. The O & M RFP will reflect the scope of work and an agreement will be made for non-scheduled work. Donna Clavaud asked if the O & M contract would be rectified in time for budget planning and rate analysis. Jose Ortiz said it could be by March.

Jose Ortiz sent for the self-auditing form from the Grand Jury for the website, TVCSD grade has risen to a "B".

a. Plan for performance review and updated contract:

Donna Clavaud reported that at the November meeting, performance review forms would be looked at. Performance tool is on the next FAC meeting agenda. TVCSD BOD's will review Jose Ortiz. Jose Ortiz will review Melinda Bell and Cynthia Hammond. Jose Ortiz suggested having measurable goals and what needs to be accomplished in the performance review. The performance review for Jose Ortiz will be conducted during a closed session at the regular TVCSD BOD meeting on February 8, 2017.

**IX. Phillips & Associates Report**

a. Review reports for October and November 2016:

Reports were reviewed and extra lab tests were required. Bill Bonini asked Jose Ortiz about the level transmitters that do not work. Jose Ortiz asked Phillips and Associates for Telstar competitors. The problem has to be defined and an RFP would have to be put out. Jose Ortiz will have information for February 8, 2017 meeting.

b. Status and action plan for O & M RFP:

Discussed under General Manager's report.

**X. Committee Reports**

a. Financial Advisory Committee (FAC)

1. Review approved November 30, 2016 minutes:

Donna Clavaud presented a recap of the November 30, 2016 FAC meeting minutes: Set of goals and priorities calendar was reviewed. Attorney Jill Sartori is reviewing and clarifying confusing language of the TVCSD By-Laws and may have amended By-Laws by next FAC meeting. The committee made relevant changes.

Financials were reviewed based on October 31, 2016 financials. Declining capital asset values must be accounted for and the need to replace them. Also, what cash balances should be maintained? Major challenges are a Capital Asset Management plan and a Cash Management plan.

2. Goals update for rest of fiscal year:

Deborah Parrish reported she has updated the goals calendar.

b. Park Advisory Committee (PAC)

1. Review approved November 28, 2016 minutes:

Approved November 28, 2016 minutes were reviewed.

2. Review and approve construction RFP; resolve posting and interview process:

Donna Clavaud reported the construction RFP is ready to distribute. A public notice now could be posted in the Pt. Reyes Light and on the TVCSD website. There was confusion about the RFP as the PAC meeting minutes dated November 28, 2016 didn't reflect approval of the RFP. Margaret Graham said

the completed RFP wasn't presented to PAC. Bill Bonini said the only things missing from the RFP were David Judd's drawings. Deborah Parrish suggested the PAC minutes should to be sent back to PAC for amendment to reflect what happened correctly and a motion to approve the RFP. Deborah Parrish asked if the TVCSD BOD's could approve the RFP and send back to PAC, without the need to come back to TVCSD BOD's.

| |
|---|
| Dru Fallon O'Neill motioned to approve the PAC RFP for the park projects and the RFP doesn't need to come back to the TVCSD BOD's. Peter MacLaird seconded the motion. M/S/U |

Donna Clavaud has three (3) fence contractor referrals and suggested they be contacted right away to see if they are interested in bidding. FAC decided not to make the projects separate; there are three (3) projects, contractors may bid on one (1), two (2) or all three (3). Donna Clavaud questioned the interview process for contractors; Bill Bonini will field the phone calls. PAC will create a subcommittee to interview contractors, advertise and post RFP's.

3. Project Manager hiring:

Bill Bonini reported PAC met with Ted Anderson. Ted Anderson said he knew the budget was limited and would keep his billing hours within the budget, would keep in communication with the contractors, make phone calls and report to PAC. Donna Clavaud said TVCSD has a service contract for contractors. Ted Anderson could develop a scope of work with Jose Ortiz using the RFP in order to define Ted Anderson's role. Invoicing could be done monthly. Ted Anderson asked if he needed liability insurance, Jose Ortiz said no because Ted Anderson would be a coordinator of these projects. Jose Ortiz asked Ted Anderson to develop a scope of work; Deborah Parrish said the scope of work would then be the appendix to the service contract.

4. Request for possible loan from TVCSD for projects:

Bill Bonini reported that PAC wanted to know if they went over budget for their projects, could they borrow money from TVCSD? TVCSD BOD's agreed that PAC's cash balances are healthier than the sewer district cash balances and therefore loans would be discouraged and PAC is encouraged to stay within their annual budget limitations.

**XI. Pending Business**

1. Board and staff…Form 700 due, W2's and time sheets due:

Bill Bonini reminded TVCSD BOD's and staff they need to complete Form 700 (needs to be done every January).

2. SUSD contract review plan:

Bill Bonini requests open discussion on the review of the SUSD contract and to place on the calendar to proceed this year. Jose Ortiz asked what the reasoning was to look at the contact again. Deborah Parrish explained there were a couple of original 1999 contracts, with one (1) amendment. Donna Clavaud asked what questions SUSD may have about the contract and as TVCSD moves forward in the next couple of months with budget planning, one of things that are being worked on is a five (5) and ten (10) year financial plan coupled with a couple of capital improvement plans and requests SUSD involvement in the planning. Deborah Parrish reminded TVCSD board that when TVCSD went through the audit and the efficiency audit, the confusion came with depreciation; TVCSD bills SUSD approximately 1/3 of TVCSD expenses and the question was how depreciation is handled. If SUSD contributes towards capital expenses and is paying a 1/3 of the operating costs, how is depreciation

handled which is a non-cash expense? Jose Ortiz understood, that to some extent, SUSD was surprised with the depreciation charge because there was little warning. Jim Lino said the SUSD bill also contained arrears. Jim Lino said if TVCSD is going to make capital improvements through a bond or a general obligation bond, SUSD wouldn't be able to be part of a bond or general obligation bond. However, it would be essential for SUSD to be part of that conversation because SUSD would have to be able to match with their share and presently doesn't have the means of coming up with those funds. Jim Lino will take this back to the SUSD board and superintendent. Deborah Parrish said FAC is working on a five (5) and ten (10) year financial and capital improvement plan and in February or March FAC will present it to the TVCSD BOD for approval to present to the community and requests SUSD to engage in this process. Jim Lino said a new contract will need greater clarity as to the relationship between TVCSD and SUSD and expressed the value of the partnership. Jim Lino and Bruce Abbott, (SUSD CPO) will attend the next FAC meeting. Jim Lino requests a description in the new contract of what SUSD would be responsible for as far as capital improvements. Deborah Parrish reminded the TVCSD board that SUSD fees for depreciation expenses were waived for the last two (2) years.

3. Staff performance reviews…timeline, format and action plan:

Discussed under General Manager's report.

**XII. Other Business**
None

**XIII. New Business**
None

**XIV. Correspondence**
None

**XV. Adjournment**

Donna Clavaud motioned to adjourn the TVCSD January 11, 2017 TVSCD BOD meeting. Dru Fallon O'Neill seconded the motion. M/S/U

**Meeting adjourned at 9:26 pm**
**Next TVCSD BOD Meeting, February 8, 2017, 7 pm at Tomales Town Hall**

_____

Approved by: President, Bill Bonini Date:

_____

Attested by: Cynthia Hammond, Recording Secretary Date:

**TVCSD MISSION STATEMENT:** *Enhance quality of life, with commitment to the health of the community, by providing dependable wastewater collection, treatment and reuse in an environmentally friendly manner; maintaining safe and reliable recreational park facilities while providing a welcoming forum for active community participation and input.*

PO Box 303 ● Tomales, CA ● 94971 ● ph 707.878.2767 ● www.tomalescsd.ca.gov
Board of Directors:
Bill Bonini, President ● Deborah Parrish, Vice President ● Donna Clavaud
Peter MacLaird ● Dru Fallon O'Neill

# BANK ACCOUNT REGISTERS JANUARY 2017

| PARK | Type | Date | Num | Name | Memo | Amount | Balance |
|---|---|---|---|---|---|---|---|
| | **131.46 · Bank of Marin - Park Account** | | | | Beginning Balance | | **117,178.01** |
| | Bill Pmt -Check | 01/06/2017 | 1155 | PGE | 11/23-12/22 | -83.66 | 117,094.35 |
| | Payment | 01/11/2017 | | Henry Elfstrom | | 70.00 | 117,164.35 |
| | Bill Pmt -Check | 01/11/2017 | 1156 | Fishman Supply | invoice 1063502 | -149.87 | 117,014.48 |
| | Payment | 01/19/2017 | | Henry Elfstrom | | 70.00 | 117,084.48 |
| | Bill Pmt -Check | 01/24/2017 | 1157 | Martinez, Maria | 1/1/2017 service | -104.16 | 116,980.32 |
| | Bill Pmt -Check | 01/27/2017 | 1158 | Fastsigns | Deposit | -100.00 | 116,880.32 |
| | Bill Pmt -Check | 01/27/2017 | 1159 | Fastsigns | balance due on park signage | -89.86 | 116,790.46 |
| | **Total 131.46 · Bank of Marin - Park Account** | | | | **ENDING PARK BALANCE** | **-387.55** | **116,790.46** |
| | | | | | | | |
| | | | | | | | |
| **SEWER** | | | | | | | |
| **131.31 · Redwood Credit Union** | | | | | Beginning Balance | | **135,873.54** |
| **Total 131.31 · Redwood Credit Union** | | | | | | | 135,873.54 |
| **131.42 · Bank of Marin - Money Market** | | | | | Beginning Balance | | **60,552.47** |
| | Deposit | 01/18/2017 | | | Deposit | 0.45 | 60,552.92 |
| | Deposit | 01/18/2017 | | | Deposit | 729.62 | 61,282.54 |
| **Total 131.42 · Bank of Marin - Money Market** | | | | | | **730.07** | **61,282.54** |
| **131.44 · Bank of Marin - Sewer** | | | | | Beginning Balance | | **36,245.52** |
| | Bill Pmt -Check | 01/06/2017 | 4300 | Melinda K. Bell | December | -1,032.50 | 35,213.02 |
| | Bill Pmt -Check | 01/06/2017 | 4301 | Natural Systems Utilities -C | January with 2.648% CPI increase and 11/15 lab bill | -5,850.47 | 29,362.55 |
| | Bill Pmt -Check | 01/06/2017 | 4302 | PGE | 8044736439-1 10/25-11/22 | -60.32 | 29,302.23 |
| | Bill Pmt -Check | 01/07/2017 | 4305 | EDD | | -24.50 | 29,277.73 |
| | Bill Pmt -Check | 01/07/2017 | 4306 | Internal Revenue Service | | -107.10 | 29,170.63 |
| | Bill Pmt -Check | 01/17/2017 | 4303 | Parrish, Deborah | OctNovStipend4meetings less2.90Med,12.40SocSec | -184.70 | 28,985.93 |
| | Bill Pmt -Check | 01/17/2017 | 4304 | AT&T Uverse | 145835838 | -123.23 | 28,862.70 |
| | Bill Pmt -Check | 01/18/2017 | 4307 | Nelson Staffing | | -209.70 | 28,653.00 |
| | Payment | 01/18/2017 | | Tomales Regional Histroy Center | | 63.00 | 28,716.00 |
| | Bill Pmt -Check | 01/18/2017 | 4308 | Ortiz, Jose | | -15,261.48 | 13,454.52 |
| | Bill Pmt -Check | 01/24/2017 | 4309 | AT&T | 138729848 12/11-1/10 | -67.02 | 13,387.50 |
| | Bill Pmt -Check | 01/24/2017 | 4310 | Capital One Bank | 6428 Sonic | -19.95 | 13,367.55 |
| | Bill Pmt -Check | 01/24/2017 | 4311 | Clavaud, Donna | 5 meetings 3 months less $19.12 taxes | -230.88 | 13,136.67 |
| | Bill Pmt -Check | 01/24/2017 | 4312 | North Bay Tree Weed & Pe | order 13484795 duck weed pond #1 | -788.00 | 12,348.67 |
| **Total 131.44 · Bank of Marin - Sewer** | | | | | | **-23,896.85** | **12,348.67** |
| **131.48 · Bank of Marin - Solar** | | | | | **Beginning Balance** | | **11,897.99** |
| **Total 131.48 · Bank of Marin - Solar** | | | | | | | **11,897.99** |
| **Total 131.00 · Cash** | | | | | **ENDING SEWER BALANCE** | **-23,166.78** | **221,402.74** |

TOMALES VILLAGE
COMMUNITY SERVICES DISTRICT

**Financial Manager's Report February 8, 2017**

The Park budget for this year anticipates spending grants received in prior years augmenting the current year's Measure A receipts. The Park Advisory Committee is moving ahead on the projects planned for the year and will have adequate cash for the year. Next month the work plan forms for 2017/2018 will be distributed, and the PAC will report on the plans for next year in March.

The Financial Advisory Committee will also be planning for 2017/2018 and will report suggestions for the budget at next month's Board meeting. This year's Sewer budget was balanced, but in addition to budgeted expenses, cash outlay is needed annually for retirement of debt. In this fiscal year $38,200 has been expended for debt principal.

The Sewer program net income for the fiscal year through January is a positive $12,573. This actual net income includes depreciation charges, so the positive cash flow is $34,825. This is not enough, however, to cover the cash outlay for debt service. Providing for debt service will be a challenge for the 2017/2018 budget work.

This report is short because the coming months' reports will be voluminous with budget detail, and then reporting the results of the fiscal year end.

# PARK AND SEWER BALANCE SHEETS 1/31/2017

| | | | | | |
|---|---|---|---|---|---|
| | **PARK PROGRAM** | | | | |
| | | | **Jan 31, 17** | | **Jan 31, 16** |
| **ASSETS** | | | | | |
| **Current Assets** | **Checking/Savings** | **131.46 · Bank of Marin - Park Account** | 116,790.46 | | 103,522.86 |
| | | **137.00 · Accounts Receivable** | 16,903.70 | | 70.00 |
| **Total Current Assets** | | | 133,694.16 | | 103,592.86 |
| **Fixed Assets** | | **100.20 · Land and Land Rights** | 132,000.00 | | 132,000.00 |
| | | **Original Cost** | 309,286.28 | | 305,532.92 |
| | | **105.00 · Depreciation** | -51,433.00 | | -43,933.00 |
| | **Total 111.00 · Park Equipment** | | 257,853.28 | | 261,599.92 |
| **Total Fixed Assets** | | | 389,853.28 | | 393,599.92 |
| **TOTAL ASSETS** | | | **523,547.44** | | **497,192.78** |
| **LIABILITIES & EQUITY** | | | | | |
| **Liabilities** | **Current Liabilities** | **222.00 · Accounta Payable** | 2,440.01 | | 118.20 |
| | | **217.00 · Unearned Revenue** | 25,000.00 | | 25,000.00 |
| **Total Liabilities** | | | 27,440.01 | | 25,118.20 |
| **Equity** | | **252.50 · Investment in Capital Assets** | 389,853.28 | | 393,599.92 |
| | | **260.00 · Unassigned Fund Balance** | 75,928.61 | | 40,670.58 |
| | | **Net Income** | 30,325.54 | | 37,804.08 |
| **Total Equity** | | | 496,107.43 | | 472,074.58 |
| **TOTAL LIABILITIES & EQUITY** | | | **523,547.44** | | **497,192.78** |
| | | | | | |
| | **SEWER PROGRAM** | | | | |
| **ASSETS** | | | | | |
| **Current Assets** | **Checking/Savings** | **131.31 · Redwood Credit Union** | 135,873.54 | | 135,744.78 |
| | | **131.42 · Bank of Marin - Money Market** | 61,282.54 | | 76,668.59 |
| | | **131.44 · Bank of Marin - Sewer** | 12,348.67 | | 24,095.38 |
| | | **131.48 · Bank of Marin - Solar** | 11,897.99 | | 22,067.98 |
| | **Total Checking/Savings** | | 221,402.74 | | 258,576.73 |
| | **Accounts Receivable** | **137.00 · Accounts Receivable** | 0.00 | | 63.00 |
| **Total Current Assets** | | | 221,402.74 | | 258,639.73 |
| **Fixed Assets** | | **100.10 · Maps and Records** | 791,665.97 | | 791,665.97 |
| | | **100.20 · Land and Land Rights** | 17,248.00 | | 17,248.00 |
| | | **110.00 · Improvement Project** | 52,788.00 | | 52,788.00 |
| | | **112.00 · Solar System** | 939,393.31 | | 939,393.31 |
| | | **105.00 · Less Accumulated Depreciation** | 269,945.21 | | 269,945.21 |
| | | | -554,371.66 | | -508,816.01 |
| **Total Fixed Assets** | | | 1,516,668.83 | | 1,562,224.48 |
| | | **136.00 · SUSD Note Receivable** | 18,275.90 | | 19,729.90 |
| **TOTAL ASSETS** | **Other Assets** | | **1,756,347.47** | | **1,840,594.11** |
| **LIABILITIES & EQUITY** | | | | | |
| **Liabilities** | **Current Liabilities** | **222.00 · Accounts Payable** | 186.80 | | 6,493.77 |
| | | **230.00 - Fed Payroll Tax Payab** | 34.42 | | 0.00 |
| | **Long Term Liabilities** | **211.00 · SWRCB SRF Loan** | 134,813.90 | | 155,074.71 |
| | | **215.00 · CREBS Bond** | 161,470.56 | | 197,352.92 |
| | **Total Long Term Liabilities** | | 296,284.46 | | 352,427.63 |
| **Total Liabilities** | | | 296,505.68 | | 358,921.40 |
| **Equity** | | **260.00 · Retained Earnings** | 1,214,215.19 | | 1,274,279.74 |
| | | **261.00 · Sinking Fund - Debt Reserve** | 47,775.00 | | 47,775.00 |
| | | **262.00 · Capital Improvement Reserve** | 42,758.97 | | 42,758.97 |
| | | **263.00 · Emergency Reserve** | 33,982.00 | | 33,982.00 |
| | | **264.00 · Operating Reserve** | 3,537.37 | | 3,537.37 |
| | | **265.00 · Net Assets - Unrestricted** | 105,000.00 | | 105,000.00 |
| | **Net Income** | | 12,573.26 | | -25,660.37 |
| **Total Equity** | | | 1,459,841.79 | | 1,481,672.71 |
| **TOTAL LIABILITIES & EQUITY** | | | **1,756,347.47** | | **1,840,594.11** |
| | | | | | |

| BUDGET TO ACTUAL COMPARISON 1/31/2017 | | | PARK PROGRAM | | | Jul '16 - Jan 17 | YTD Budget |
|---|---|---|---|---|---|---|---|
| Income | 311.00 · Interest Income | | | | | 2.82 | 1.00 |
| | 315.00 · Intergovernmental Revenues | 315.80 · Measure A Funds | | | | 33,402.38 | 32,900.00 |
| | 320.00 · Contributions Income | 320.20 · Restricted | | | | 0.00 | 100.00 |
| | | 320.00 · Contributions Income - Other | | | | 550.00 | |
| | | 322.50 · Cleaning and Security Deposit | | | | -200.00 | |
| | | 322.00 · Park Use Rental - Other | | | | 200.00 | 400.00 |
| Total Income | | | | | | 34,445.20 | 33,891.00 |
| Expense | 414.55 · Professional Fees | 414.57 · Accounting | | | | 105.00 | |
| | 414.80 · Measure A | 414.81 · Measure A Project Expenses | | | | 2,655.46 | 15,300.00 |
| | | 414.82 · Measure A Maintenance Expenses | | | | 643.33 | 400.00 |
| | | 414.83 · PGE Park | | | | 687.92 | 770.00 |
| | | 414.85 · Matching Project Funds | | | | 0.00 | 15,169.00 |
| | 423.30 · Fundraising Expense | | | | | 27.95 | |
| Total Expense | | | | | | 4,119.66 | 31,639.00 |
| Net Income | | | | | | 30,325.54 | 2,252.00 |
| | | | SEWER PROGRAM | | | | |
| Income | 301.00 · Service Charges | 301.10 · Service Charges - Monthly | | | | 441.00 | 441.00 |
| | | 301.15 · Service Charges - Annual Fees | | | | 1,512.00 | 1,512.00 |
| | | 301.20 · Service Charges - SUSD | | | | 68,689.47 | 61,258.00 |
| | | 301.30 · Service Charges - County | 301.35 · Solar Portion - County | | | 0.00 | 5,000.00 |
| | | | 301.30 · Service Charges - County - Other | | | 50,395.57 | 57,000.00 |
| | Total 301.00 · Service Charges | | | | | 121,038.04 | 125,211.00 |
| | 303.00 · Connection Fees | | | | | 0.00 | 10,000.00 |
| | 305.00 · SUSD Sinking Fund | | | | | 8,062.00 | 8,062.00 |
| | 311.00 · Interest Income | | | | | 1,264.99 | 1,492.00 |
| | 315.00 · Intergovernmental Revenues | 315.50 · Levy 4 | | | | 5,081.66 | 6,150.00 |
| Total Income | | | | | | 135,446.69 | 150,915.00 |
| Expense | 410.00 · Sewage Collection | | | | | 179.59 | 220.00 |
| | 411.00 · Sewage Treatment | | | | | 6,072.91 | 4,725.00 |
| | 412.00 · Sewage Disposal | | | | | 165.39 | 196.00 |
| | 414.00 · Administration and General | 404.10 - Payroll Tax Expense | 414.13 - State Unemployment Tax | | | 47.63 | 103.00 |
| | | | 414.12 - Medicare Payroll Tax | | | 21.74 | 35.00 |
| | | | 414.11 - Social Security Tax | | | 77.68 | 182.00 |
| | | 414.05 · Administrator's Fees | | | | 22,125.00 | 26,527.00 |
| | | 414.22 · Licenses and Permits | | | | 1,334.00 | 0.00 |
| | | 414.30 · Insurance | 414.31 · Property & Liability Insurance | | | 6,050.59 | 6,000.00 |
| | | | 414.33 · Worker's Comp Insurance | | | 750.73 | 500.00 |
| | | 414.40 · Office Expense | 414.41 · Postage and Delivery | | | 94.84 | 204.00 |
| | | | 414.42 · Printing and Copies | | | 0.00 | 20.00 |
| | | | 414.43 · Office Supplies | | | 65.91 | 181.00 |
| | | | 414.44 · Sonic - Web Hosting | | | 59.85 | 146.00 |
| | | | 414.45 · Equipment Expense | | | 0.00 | 145.00 |
| | | | 414.46 · Boar | 414.465 · Board Meber Stipend | | 1,750.00 | 2,500.00 |
| | | | | 414.467 · Board Training | | 0.00 | 500.00 |
| | | | 414.47 · Clerical/Bookkeeping | | | 7,656.75 | 5,620.00 |
| | | | 414.48 · Office Rent | | | 600.00 | 600.00 |
| | | | 414.49 · Secretary | | | 2,175.62 | 3,800.00 |
| | | 414.50 · O&M Contractual Services | | | | 38,406.53 | 41,416.00 |
| | | 414.55 · Professional Fees | 414.552 · Accounting | | | 5,000.00 | 4,750.00 |
| | | 414.60 · Publication and Notices | 414.61 · Newsletter Expense | | | 167.28 | 355.00 |
| | | 414.62 · Dues and Subscriptions | | | | 1,108.20 | 1,510.00 |
| | | 414.65 · Rents and Leases | 414.67 · Solar Lease Admin Fee | | | 750.00 | 750.00 |
| | | 414.70 · Repairs and Maintenance | 414.71 · Plant and Building Maintenance | | | 0.00 | 583.00 |
| | | | 414.72 · Computer Repairs | | | 149.00 | 145.00 |
| | | | 414.73 · Equipment Repairs | | | 0.00 | 670.00 |
| | | | 414.76 · Collection System Maintenance | | | 0.00 | 2,917.00 |
| | | | 414.77 · Irrigation Field Maintenance | | | 0.00 | 3,500.00 |
| | | | 414.78 · Solar Panel Maintenance | | | 0.00 | 234.00 |
| | | 414.80 · Travel and Meetings | 414.81 · Travel | | | 73.98 | |
| | | | 414.83 · Meetings and Seminars | | | 0.00 | 240.00 |
| | | 414.90 · Telephone and Internet Services | | | | 1,701.29 | 1,540.00 |
| | 417.00 · Other Operating Expenses | 417.30 · LAFCO Charges | | | | 160.40 | 0.00 |
| | 415.50 · Depreciation Expense | | | | | 22,251.65 | |
| | 420.00 · Interest Expense - Long-term De | | | | | 0.00 | 3,877.00 |
| | 420.20 · Interest Expense - SRF Loan | | | | | 3,876.87 | |
| Total Expense | | | | | | 122,873.43 | 114,691.00 |
| Net Income | | | | | | 12,573.26 | 36,224.00 |

# GENERAL MANAGER'S REPORT

## FEBRUARY 8, 2017

## Coordination with Staff

- Reviewed February 8, 2017 agenda and optimized agenda packet.
- Coordinated with Financial Manager and approved invoices submitted by NSU/PSI and others.
- Reviewed reports from PAC and FAC for upcoming actions.
- Prepared draft policies for conducting performance reviews of the staff, including the positions of General Manager, Financial Manager, and Administrative support.
- Attended Financial Advisory Committee meeting on January 18 and discussed actions moving forward to update contract with Shoreline Unified School District.

## New/Continuing Business

- We are still able to remotely connect to the plant SCADA system and make adjustments remotely as necessary. The SCADA reports are still deficient. I will contact Telstar to clarify the report writer training that Telstar had included in their initial proposal prior to the SCADA system upgrade.
- The electrical issues with the pump at the lift station are still being evaluated. The pumps' loss of pumping efficiency is not as bad as last month. I will get an update from the O&M operator on the status by Wednesday's regular meeting.
- North Bay Tree and Weed began chemical applications to Pond #1 for duckweed control. This will be done in three applications spaced 21 days apart. Total cost for these applications is under $788.00.
- Revised the O&M Plan will meet with NSU/PSI to update the scope of services. The revised scope of services will be the basis for advertising an RFP for Operations and Maintenance of the Wastewater Treatment Facility.
- Reviewed recommended scope of work for retaining Ted Anderson as Project Manager for upcoming park construction projects including the replacement of the gazebo structure, the fence, and construction of the handicap ramps.

## *Next Month*

## Report Preparation

- After review by NSU/PSI of the O&M Manual for consistency with WDRs and the current activity NSU/PSI matrices that describe the various tasks and their frequency, we will be submitting the manual to the Regional Board in late February.
- Continue with adoption of CSD standards and policies for sewer connections.
- Finalize contract administration and project management needs for some of the upcoming park improvement projects.
- Awaiting response to our website self-audit report for the special district web transparency scorecard. We hope to have achieved at least the recommended B- grade.

# TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

| | | |
|---|---|---|
| **Category:** | Personnel | Policy 2009 |
| **Title:** | Performance Evaluation- General Manager | |

**POLICY TITLE: Performance Evaluation- General Manager**
**POLICY NUMBER: 2009**

**2009.1** The General Manager of the District is retained and serves at the will of the Board of Directors. The Board of Directors shall review the performance of the General Manager after the initial six months of service after appointment and then annually thereafter, using a process that provides for discussion and encourages feedback in the development of goals and the performance evaluation.

**2009.2** The performance evaluations should occur in closed session annually during the first Board of Directors meeting of the month in which the evaluation is due, or on another date mutually acceptable to the Board of Directors and the General Manager. The Clerk of the Board shall maintain a notification system that tracks the date when the evaluation is due to ensure the Board agenda is properly noticed and to provide adequate advance notice to the Board and the General Manager.

**2009.3** The Board of Directors will agree upon an evaluation form to be provided to the Board and completed prior to the formal performance review session. Board of Directors shall be encouraged to prepare input on the form prior to the Board of Directors meeting.

**2009.4** During the scheduled closed session(s), the Board should meet as a group with the General Manager to verbally discuss the components of the performance evaluation and received feedback from the General Manager relative to his/her assessment. If requested by the Board and/or the General Manager, the District's Legal Counsel may attend the evaluation session.

Following the meeting with the General Manager, the Board shall meet and determine an overall evaluation of the General Manager's performance for the past review period and provide written notification to the General Manager of the assessment and any recommended compensation adjustment, as appropriate. A copy of this written assessment should be provided to the General Manager and a copy kept in the General Manager's personnel file. The performance evaluation shall be kept confidential. Any decision on a compensation award shall be made at a public meeting following the closed session evaluation meeting.

**2009.5** The Board of Directors and General Manager should jointly develop mutually agreed upon written goals and objectives for the subsequent evaluation period.



Adopted by the Board of Directors February 8, 2017

# Tomales Village Community Services District
# General Manager Performance Evaluation (DRAFT)

Please rate the general manager using the following scale:

| Rating | Description |
|---|---|
| 1 | Unacceptable - Unsatisfactory performance |
| 2 | Conditional - Requires Improvement |
| 3 | Satisfactory - Meets Board's expectations |
| 4 | Exceptional - Generally exceeds Board's expectations |
| 5 | Outstanding - Substantially exceeds Board's expectations |

Please return your evaluation form to the Board President as soon as possible.

| Supervision | | |
|---|---|---|
| Does the General Manager maintain a standard of respect for other contracted personnel and encourage their initiative? Does he challenge them to perform at their highest level? | Rating | Comments: |

| Leadership | | |
|---|---|---|
| Does the General Manager inspire others to succeed? Does he actively promote efficiency in operations? Does he demonstrate a high regard for personal ethics? | Rating | Comments: |

| District Board Relations | | |
|---|---|---|
| Does the General Manager work well with the District Board, the Financial Advisory Committee, and the Park Advisory Committee in making sure there is adequate information available prior to meetings? Is he willing to meet with Board members to deal with individual problems and issues? | Rating | Comments: |

| Execution of Policy | | |
|---|---|---|
| Does the General Manager understand the laws and ordinances of the District and cause them to be fairly enforced? | Rating | Comments: |

| Community Relations | | |
|---|---|---|
| Does the General Manager work well with citizens and properly handle their requests for service and/or complaints? | Rating | Comments: |

| Administrative Duties | | |
|---|---|---|
| Does the General Manager properly handle his administrative duties? | Rating | Comments: |

| Intergovernmental Relations | | |
|---|---|---|
| Does the General Manager cooperate cordially and effectively with County agencies, the Shoreline Unified School District, and regulatory agencies and community citizens while looking after the interests of the District? | Rating | Comments: |

| Planning | | |
|---|---|---|
| Does the General Manager involve himself in the planning process to the correct degree? Does he review the process and look for better ways to handle community interaction? | Rating | Comments: |

| Financial Management / Budget | | |
|---|---|---|
| Does the General Manager ensure the budget is prepared and executed in the manner approved by the city council? Does he ensure the city's monies are managed properly? | Rating | Comments: |

Additional Comments:

_____

_____

_____

_____

Name of Rater: _____ Date: _____

NATURAL SYSTEMS UTILITIES
A BETTER WAY

January 16, 2017

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

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

RE: Self-Monitoring Report
Tomales, Marin County
Order No. R2-2015-0019
I.D. No. 264662
December 2016

Mr. Allen

Enclosed please find the Self-Monitoring Report.

Operations is satisfactory and maintenance on schedule.

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

Sincerely,
***NATURAL SYSTEMS UTILITIES***

Steve C. Chase
Operations Supervisor
Certified Chief Plant Operator #II-40930

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

Tomales Wastewater Facility
Non-compliance Report 2016

**NON-COMPLIANCE:**

Sample point Eff-Tr exceeded the monthly average

**PROBABLE CAUSE:**

Aerator in pond 3 found to be off.

**CORRECTIVE ACTION:**

Reset timing program for pond 3 aerator

# SELF MONITORING REPORT

| Date | INF (INFLUENT) | | | | | | EFF-TR (Treatment Pond No. 3 Eff) | | | | | | | | | | EFF-Flow | | EFF-D (Discharge eff) | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Daily (KGALS) | Weekly (KGALS) | Ph (Units) | Temp. ( C ) | BOD (mg/l) | TDS (mg/l) | Nitrate as N | Nitrite as N | TKN mg/L | Amonnonia N mg/L | Tot. Organic Nitrogen mg/L | TDS (mg/L) | BOD mg/l) | pH Units | D.O. (mg/l) | Temp ( C ) | Daily (KGALS ) | Weekly (KGALS ) | Cl2 Tank Level (inches) | Coliform MPN/100 |
| 12/1/2017 | 19.5 | | | | | | | | | | | | | | | | 13.7 | | | |
| 12/2/2017 | 19.5 | | | | | | | | | | | | | | | | 13.7 | | | |
| 12/3/2017 | 19.5 | | | | | | | | | | | | | | | | 13.7 | | | |
| 12/4/2017 | 19.5 | | | | | | | | | | | | | | | | 13.7 | | | |
| 12/5/2017 | 19.5 | | | | | | | | | | | | | | | | 13.7 | | | |
| 12/6/2017 | 29.3 | 137.0 | 8.7 | 16.2 | 800.0 | 630.0 | 3.6 | <0.4 | 9.7 | 0.4 | 9.3 | 550.0 | 60.0 | 9.5 | 11.0 | 9.1 | 39.2 | 96.1 | 14.0 | |
| 12/7/2017 | 29.3 | | | | | | | | | | | | | | | | 39.2 | | | |
| 12/8/2017 | 29.3 | | | | | | | | | | | | | | | | 39.2 | | | |
| 12/9/2017 | 29.3 | | | | | | | | | | | | | | | | 39.2 | | | |
| 12/10/2017 | 29.3 | | | | | | | | | | | | | | | | 39.2 | | | |
| 12/11/2017 | 29.3 | | | | | | | | | | | | | | | | 39.2 | | | |
| 12/12/2017 | 38.8 | 176.0 | | | | | | | | | | 490.0 | 60.0 | 9.3 | 14.8 | 11.5 | 40.9 | 235.7 | 14.0 | |
| 12/13/2017 | 38.8 | | | | | | | | | | | | | | | | 40.9 | | | |
| 12/14/2017 | 38.8 | | | | | | | | | | | | | | | | 40.9 | | | |
| 12/15/2017 | 38.8 | | | | | | | | | | | | | | | | 40.9 | | | |
| 12/16/2017 | 38.8 | | | | | | | | | | | | | | | | 40.9 | | | |
| 12/17/2017 | 38.8 | | | | | | | | | | | | | | | | 40.9 | | | |
| 12/18/2017 | 38.8 | | | | | | | | | | | | | | | | 40.9 | | | |
| 12/19/2017 | 38.8 | | | | | | | | | | | | | | | | 40.9 | | | |
| 12/20/2017 | 38.8 | | | | | | | | | | | | | | | | 40.9 | | | |
| 12/21/2017 | 25.8 | 349.0 | | | | | | | | | | 350.0 | 60.0 | 9.7 | 17.7 | 10.0 | 25.0 | 368.3 | 14.0 | |
| 12/22/2017 | 25.8 | | | | | | | | | | | | | | | | 25.0 | | | |
| 12/23/2017 | 25.8 | | | | | | | | | | | | | | | | 25.0 | | | |
| 12/24/2017 | 25.8 | | | | | | | | | | | | | | | | 25.0 | | | |
| 12/25/2017 | 25.8 | | | | | | | | | | | | | | | | 25.0 | | | |
| 12/26/2017 | 25.8 | | | | | | | | | | | | | | | | 25.0 | | | |
| 12/27/2017 | 22.2 | 155.0 | | | | | | | | | | 350.0 | 50.0 | 8.7 | 8.2 | 9.1 | 13.4 | 150.1 | 14.0 | |
| 12/28/2017 | 22.2 | | | | | | | | | | | | | | | | 13.4 | | | |
| 12/29/2017 | 22.2 | | | | | | | | | | | | | | | | 13.4 | | | |
| 12/30/2017 | 22.2 | | | | | | | | | | | | | | | | 13.4 | | | |
| 12/31/2017 | 22.2 | | | | | | | | | | | | | | | | 13.4 | | | |
| Max | 38.8 | 349.0 | | | 800.0 | 630.0 | 3.6 | <0.4 | 9.7 | 0.4 | 9.3 | 550.0 | 60.0 | 9.7 | 17.7 | 11.5 | 40.9 | 368.3 | 14.0 | 0.0 |
| Min | 19.5 | 137.0 | | | 800.0 | 630.0 | 3.6 | <0.4 | 9.7 | 0.4 | 9.3 | 350.0 | 50.0 | 8.7 | 8.2 | 9.1 | 13.4 | 96.1 | 14.0 | 0.0 |
| Mean | 29.1 | 243.0 | | | 800.0 | 630.0 | 3.6 | <0.4 | 9.7 | 0.4 | 9.3 | 435.0 | 57.5 | 9.3 | 12.9 | 9.9 | 28.7 | 212.6 | 14.0 | #DIV/0! |
| Total | 799.5 | | | | | | | | | | | | | | | | 888.8 | | | |

| Month | Treatment Pond # 1 | | | | Treatment Pond No. 2 | | | | Treatment Pond No. 3 | | | | ST-West | | | | ST-East | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Feb. 2016 | F/B | pH | D.O. | Temp. | F/B | pH | D.O. | Temp. | F/B | pH | D.O. | Temp. | F/B | pH | D.O. | Temp. | F/B | pH | D.O. | Temp. |
| Date | Feet | Units | mg/L | C | Feet | Units | mg/L | C | Feet | Units | mg/L | C | Feet | Units | mg/L | C | Feet | Units | mg/L | C |
| 1 | | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | | |
| 6 | 2.7 | 8.1 | 4.8 | 9.8 | 2.7 | 8.3 | 7.5 | 9.2 | 2.7 | 9.5 | 11.0 | 9.1 | 10.2 | 9.2 | 9.1 | 8.7 | 8.8 | 9.3 | 8.5 | 8.6 |
| 7 | | | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | | | | | | |
| 12 | 2.8 | 8.0 | 5.3 | 10.5 | 2.7 | 8.2 | 6.7 | 10.1 | 2.7 | 9.5 | 11.5 | 9.1 | 9.1 | 9.1 | 11.0 | 11.6 | 8.5 | 9.3 | 10.8 | 11.7 |
| 13 | | | | | | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | | | | | | |
| 21 | 2.7 | 8.1 | 6.5 | 10.0 | 2.7 | 8.3 | 11.8 | 9.5 | 2.7 | 9.7 | 17.7 | 10.0 | 8.8 | 9.2 | 13.1 | 10.6 | 7.0 | 9.4 | 20.0 | 12.1 |
| 22 | | | | | | | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | | | | | | | | |
| 27 | 2.7 | 8.1 | 5.2 | 9.0 | 2.7 | 8.2 | 7.2 | 9.1 | 2.7 | 9.2 | 8.3 | 9.0 | 8.5 | 9.1 | 9.2 | 9.3 | 6.8 | 9.4 | 11.2 | 9.1 |
| 28 | | | | | | | | | | | | | | | | | | | | |
| 29 | | | | | | | | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | | | | | | | | |
| 31 | | | | | | | | | | | | | | | | | | | | |

revised 1506

# TOMALES TREATMENT PONDS
# STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) Dec 2016

2. Pond Standard Observation required every week year round.

| INSPECTION | | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 4 |
|---|---|---|---|---|---|
| Date | | 12-6 | 12-12 | 12-21 | 12-27 |
| Day | | Tu | MO | WED | Tu |
| Time | | 1010 | 1330 | 1200 | 0930 |
| Operator | | SC | SC | SC | SC |
| * Nuisance odors from ponds | | N | N | N | N |
| * Evidence of pond berm seepage | | N | N | N | N |
| * Evidence of improper system components and hydraulic integrity | | N | N | N | N |
| Sign posting that wastewater is unsafe to drink | | Y | Y | Y | Y |
| | | | | | |

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

revised 1506

# TOMALES INFLUENT HEADWORKS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) DEC 2016

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

| INSPECTION | | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 4 |
|---|---|---|---|---|---|
| Date | | 12-6 | 12-12 | 12-21 | 12-27 |
| Day | | TU | MO | WE | TU |
| Time | | 1015 | 1340 | 1210 | 0930 |
| Operator | | SC | SC | SC | SC |
| Rain fall, inches | | 0 | 1.7 | 0.25 | 0.8 |
| * Nuisance odors (smell) | | N | N | N | N |
| *Evidence of any standing water | | N | N | N | N |
| * Evidence of mosquitoos breeding | | N | N | N | N |
| * Evidence of improper system components and hydraulic integrity | | N | N | N | N |
| * Evidence of structure seepage | | N | N | N | N |

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

revised 1506

# TOMALES STORAGE PONDS
# STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) DEC 2016

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

| INSPECTION | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 4 | Week No. 5 |
|---|---|---|---|---|---|
| Date | 12-6 | 12-12 | 12-21 | 12-27 | |
| Day | TU | MO | WE | TU | |
| Time | 0930 | 1300 | 1300 | 0830 | |
| Operator | SC | SC | SC | SC | |
| * Nuisance odors from ponds | N | N | N | N | |
| * Evidence of pond berm seepage | N | N | N | N | |
| * Evidence of improper system components and hydraulic integrity | N | N | N | N | |
| Signage that wastewater is unsafe to drink | Y | Y | Y | Y | |
| | | | | | |

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

revised 02/2010

# TOMALES CHLORINE STORAGE TANK
# STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) Dec 2016

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

| INSPECTION | | | | | |
|---|---|---|---|---|---|
| Date | 12-6 | 12-12 | 12-21 | 12-27 | |
| Day | Tu ~~0935~~ | Tu | We | Tu | |
| Time | 0935 | 1300 | 1300 | 0820 | |
| Tech | SC | SC | SC | SC | |
| * Evident of any leaks | N | N | N | N | |
| Tank level, inches | 14 | 14 | 14 | 14 | |
| Cl2 gallons added | Ø | Ø | Ø | Ø | |
| New tank level after adding Cl2, inches | 14 | 14 | 14 | 14 | |
| Gallons used for treatment since last check | Ø | Ø | Ø | Ø | |
| Warning Signs Improperly Posted | N | N | N | N | |

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

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

# FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

# TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

# JANUARY 18, 2017

**PRESENT:** Melinda Bell (Chairperson & Financial Services Manager), Deborah Parrish (Board Member), Donna Clavaud (Board Member), Venta Leon (Community Member)

**ABSENT**: Chick Peterson

**GUESTS:** Jose Ortiz (TVCSD General Manager), Bruce Abbott (SUSD CFO), James Lino (SUSD Board Member)

The meeting was convened at 5:30 pm by Melinda Bell in an effort to accommodate several FAC members' departures out of state. The FAC meetings are normally held at 6:30 pm. Donna Clavaud recorded the minutes of the meeting.

Since our recent TVCSD Board Meeting on January 11, 2017 had discussed and updated **FAC priorities** prior to budget planning to include Park construction and funding and a process for a new O & M RFP, there is clarity on Agenda item #3. Additionally, Jose Ortiz has completed an Asset Inventory and presented a proposed 5-year Capital Improvement Plan at our Director's meeting and TVCSD By-Laws and Policies & Procedures are under review and in progress so there is no need at this meeting to review **Status Updates.**

We agreed to re-order the Agenda to facilitate the participation of our SUSD guests in focusing on Agenda #5:

**Fiscal Planning Based on December 21 Board Financial Reports:**

We reviewed the cash flow projection for 2017-18 based on semi-annual 2016-17 results prepared by Melinda Bell. Clarifications were made that the sewer loan would be paid off in 8 more years. Deborah Parrish noted that based on current reserves, TVCSD will deplete its resources within 5 years.

We discussed the contract between SUSD and TVCSD and re-iterated some of its history. All agreed that except for one amendment, the contract is the original one signed over 15 years ago. Everyone agree it must be re-visited and re-written to better clarify the terms of the financial and legal agreements between the two partners. The current contract uses language that makes it difficult to readily understand. We all agreed that a collaborative effort will be to develop a new agreement as soon as possible.

Jose Ortiz reviewed the draft 5-year sewer capital improvement plan and noted the expenses would mostly involve maintenance and repair. The annual costs run from $13,000-16,500 for the each of the next 5 years.

There was discussion to define “CIP”. Jose Ortiz emphasized that he views the proposed CIP’s at TVCSD to be a “capital repair and replacement program”, not one where capacity of the system is being increased. Bruce Abbott mentioned that there is a real distinction between a repair and maintenance program and a major capital improvement program. He stated it is important to distinguish such reserve accounts.

It is recommended we add line items to our next fiscal year budget to identify CIP reserves and expenses.

We talked about more major CIP expenses emerging in the next five-ten year timeframe and the issue of how we intend to pay such costs.

We reviewed optional paths taken by infrastructure systems and their stakeholders: do nothing and run to failure; go bankrupt and be consolidated; increase user sewer rates; or increase debt through loans.

We turned the discussion to constructive solutions to pay for major CIP projects. SUSD stressed they would need advance planning to raise their portion of any projected major expense. TVCSD also must explore financial options, namely, further reducing existing expenses (reduce O & M contract?), raising user rates, seeking grants and loans or a combination of the above.

We identify State Revolving Fund or State Water Resource Board as resource agencies to seek possible funding for a feasibility study. We can also compete for forgivable loans through the State.

We agree to hold a FAC work session to re-consider the draft RCAC Rate Analysis and see if we can determine if rates are adequate to cover CIP expenses over the next 5 years as now projected. The goal of our meeting will be to figure out solutions and strategies to pay for projected CIP expenses.

The next TVCSD Board meeting will include a discussion of the 2nd 5-year CIP projections and then the FAC will continue working to develop long-range financial plans.

**FAC Work Session: February 15 at 6:30, Tomales Town Hall**

**Next Regular FAC Meeting: February 22, Tomales Town Hall**

We also discussed performance evaluation tools. Since it is time for staff evaluations, Donna Clavaud shared the evaluation tool developed by former TVCSD board members and several other models. Jose Ortiz offered to review, research and develop a performance tool to utilize to evaluate Staff.

The meeting was adjourned at 7:45pm.

| 2016-17 Priori | | | | | |
|---|---|---|---|---|---|
| **TASK** | ***Comments*** | **July** | **August** | **September** | **October** |
| Tomales Park CIP Plan & Timeline | *FAC* | COMPLETE | | | |
| RFP for TCP Construction Projects | *FAC* | COMPLETE | | | |
| Fence Grant | *Donna* | COMPLETE | | | |
| Staff Contracts/Scope of Work | *FAC* | | | COMPLETE | |
| **O&M RFP/Contract Process** | ***Jose/FAC*** | | | | |
| Asset Management Inventory | *Jose* | | | | |
| Resubmit Rate Analysis to RCAC for Final Update RCAC Rate Analysis | *RCAC FAC* | | | | |
| 5 & 10 Year Financial Plans | *FAC* | | | | |
| CIP Plan for 5 & 10 years | *FAC* | | | | |
| FINANCIAL Policies & Procedures Manual | *Break into 4 pieces* | | | WIP | WIP |
| Reserves | *FAC* | | | | |
| Personnel Policies - GM/Staff Positions | *Break into 4 pieces* | | | WIP | WIP |
| Succession Policies - continuity, emergency | *Break into 4 pieces* | | | WIP | WIP |
| Newsletter - Fall & Spring issues | *Contracted* | | | | COMPLETE |
| SUSD Negotiations & Agreement | *Jose/BOD* | | | | |
| 2017-18 Annual Budgets | *FAC/BOD* | | | | |
| Education Outreach on Rates for 17-18 | *FAC/BOD* | | | | |
| Staff Performance Evaluation - forms/process | *FAC* | | | | |
| Strategic 5 Year Plan - next fiscal year | *BOD* | | | | |
| Review & Amend TVCSD By-laws | *FAC/BOD* | | | *RESEARCH* | *RESEARCH* |
| Prior Year MD&A | *Melinda* | | | DRAFT | COMPLETE |
| BOD, Staff, and Committee Required Trainings | *ALL* | | | | |
| Staff Contracts - Reviews and Renew | *BOD* | | | | |

| ties | | | | | | | |
|---|---|---|---|---|---|---|---|
| November | December | January | February | March | April | May | June |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | **DEFINE** | **COMPLETE** | | | |
| | | COMPLETE | | | | | |
| | | | COMPLETE | | | | |
| | | | | COMPLETE | | | |
| | | | | COMPLETE | | | |
| WIP | | COMPLETE | | | | | |
| COMPLETE | | | | | | | |
| WIP | | | | COMPLETE | | | |
| WIP | | | | COMPLETE | | | |
| | | | | | COMPLETE | | |
| | | | NEGOTIATIONS | NEGOTIATIONS | COMPLETE | | |
| | | | | 1ST DRAFT | 2ND DRAFT | HEARINGS | FINAL |
| | | | DESIGN | LAUNCH (Town Hall Mtg) | DUCK | | |
| | | | COMPLETE | | | | |
| | | | | | | | |
| *RESEARCH* | | COMPLETE | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| | | |
|---|---|---|
| **Tomales Park Committee meeting minutes** | | |
| Monday, January 23, 2017 Meeting began @ 6:35 pm | | |
| Margaret Graham chaired the meeting. | | |
| Walter Earle served as note taker. | | |
| Present for meeting were: David Judd, Beth Koelker, Patty Oku, Susan Alvarez Bill Bonini | | |
| Agenda: | | |
| Open Communication | | |
| Committee Chair & Secretary elections- Action | | |
| Approve the RFP's for 3 Park Projects- Action | | |
| Project Manager- Redefine Scope for Board | | |
| Sign's for: Funding and Donation Board, Park Regulations and Rules | | |
| Beth's Donation Box | | |
| Adjourn | | |
| **Agenda Item** | **Discussion** | **Action** |
| Open Communication | Native bulbs, grasses and Iris were planted by the bathrooms in honor and with gratitude for the $100 donation by the Girl Scouts. | We recommend the TVCSD Board send a thank you letter to the Girl Scouts. Patty/Walter- Passed |
| Committee Chair & Secretary elections | Bill Bonini was selected to chair the meetings, Susan Alvarez will be Secretary. Walter will send out the agendas and work with Susan on the transition. Margaret will hand over the park binder to Bill at the next meeting. | Patty made a motion to select Bill and Susan as office holders. Margaret seconded. Passed |
| Approve RFP's for 3 Park Projects | It was mentioned that that the RFP's were accepted by the TVCSD Board at the January meeting. They are currently posted on the TVCSD website as well as the plans for the Gazebo. | A motion was made to formally accept the final RFP. Bill/Patty- Passed |
| Project Manager- Redefine Scope for Board | The scope for the project manager position was defined in the October 2016 Park minutes. We reviewed them and forwarded them to Ted Anderson and Jose Ortiz. | |
| Sign's for: Funding and Donation Board, Park Regulations and Rules | The sign noting that funding from the Land and Water Conservation fund has been installed by the bathrooms. Patty will talk to Kevin Wright to find out about wording for noting Measure A funds. Beth can update the existing sign. Park Rules and Regulations are to be updated and Walter will take the information to Barber Sign's in Petaluma to have new sings made. See Attached | |
| Beth and Bishop's Donation Box | Beth is still working on decorating the box. David will install it on the day he and Bill are working on the water fountain. | |
| Meeting adjourned at 7:30 pm. | | Motion to adjourn: Patty/Bill |
| | | |
| Date: | | |

**From:** "Wright, Kevin" <KWright@marincounty.org>
**Date:** January 30, 2017 at 3:52:37 PM PST
**To:** "'kandpoku@gmail.com'" <kandpoku@gmail.com>
**Subject: Measure A funds for projects**

Hi Patty, per our conversation:

We cannot provide an advance of Measure A funding due to the nature of how tax revenue is collected and disbursed. However, you may borrow from the Sewer District for specific projects approved in you FY 16-17 work plan, and pay the sewer district back with future Measure A disbursements. Please let me know if you need to borrow funds from the district for your projects, how much for each project, and the total revised cost you are expecting for each project if the cost is significantly different from the number in your work plan (i.e. 50% more than expected).

All the best,

Kevin

**Kevin Wright**
GOVERNMENT AND EXTERNAL
AFFAIRS COORDINATOR

Marin County Parks
3501 Civic Center Drive, Suite 260
San Rafael, CA 94903
415-497-3553 M
415-473-2129 T
KWright@marincounty.org
marincountyparks.org

Email Disclaimer: http://www.marincounty.org/main/disclaimers