



## TVCS D Board of Director's Meeting Agenda and Closed Session Agenda

**Date: Wednesday, March 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 March 8, 2017 BOD Agenda** Action

**IV. Board Member Reports**

**V. Approval of February 8, 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. Status report on O & M contract

**VIII. NSU/Phillips Report**

- a. Review reports for January 2017

**IX. Committee Reports**

- a. Financial Advisory Committee (FAC)
  1. Review approved February 22, 2017 minutes
  2. Discuss ten (10) year budget plan for debt service and CIP's and recommended rate increase Action
- b. Park Advisory Committee (PAC)
  1. Review approved February 27, 2017 minutes. Meeting was not held
  2. Update on advertising for RFP
  3. Update from Ted Anderson

**X. Pending Business**

**XI. Other Business**

**XII. New Business**

- a. Senate Bill 415 – Voter Participation
- b. Spring 2017 newsletter
- c. LAFCO Call for Election

**XIII. Correspondence**

**XIV. Adjournment**

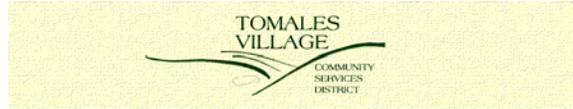
**TVCS D MISSION STATEMENT:** *Enhance quality of life, with commitment to the health of the community, by providing dependable wastewater collection, treatment and reuse in an environmentally friendly manner; maintaining safe and reliable recreational park facilities while providing a welcoming forum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

*The agenda and supporting documents can be accessed on the TVCS D 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](http://www.tomalescsd.ca.gov)

Board of Directors:

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



**TVCS D Board of Director’s Meeting Minutes**

**Date: Wednesday, February 8, 2017, 7 – 9 pm**

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

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

**Board Members Absent:** None

**Also Present:** Jose Ortiz; TVCS D General Manager, Cynthia Hammond; TVCS D Recording Secretary, Walter Earle, Margaret Graham, Venta Leon, Ted Anderson

**I. Call To Order**

Dru Fallon O’Neill called the meeting to order at 7:04 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.

None

**III. Approval of February 8, 2017 TVCS D BOD Agenda**

Dru Fallon O’Neill motioned to approve February 8, 2017 TVCS D BOD agenda. No objections.

**IV. TVCS D Board Member Reports**

Donna Clavaud reported Tom Nunes, the TVCS D Fire Department Chief, is looking for a site for a radio emitter. This would be part of the West Marin Disaster Council Network. The ponds would allow a range of all directions. The next step would be for the Fire Department and Richard Dillman of the West Marin Disaster Council to visit the site to see if this would be an ideal location. The emitter (a small box) would need to be protected from the elements. Bill Bonini will coordinate with Tom Nunes and Richard Dillman.

**V. Approval of January 11, 2017 TVCS D BOD minutes**

Dru Fallon O’Neill motioned to approve the January 11, 2016 TVCS D BOD minutes. No objections.

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

a. Accept check registers and approve expenditures:

Deborah Parrish motioned to approve check registers and approve expenditures. Donna Clavaud seconded the motion. M/S/C

b. Financial Manager's report:

Jose Ortiz pointed out \$16, 903.70 of Measure A funds were received.

Deborah Parrish motioned to accept the Financial Manager's report. Donna Clavaud seconded the motion. M/S/C

c. Review and approve financial statements:

Deborah Parrish motioned to approve financial statements. Donna Clavaud seconded the motion. M/S/C

## VII. General Manager's Report

a. General Service Administration (GSA) policy on General Manager Annual Performance Evaluations: Jose Ortiz included a performance evaluation sample from California Special Districts Association (CSDA). The draft is standard wording and describes the process, which is done annually after the initial six (6) months. To set the groundwork for the next evaluation, Jose Ortiz stressed it is important to indicate what goals TVCSD wants to accomplish. For the evaluation to be effective, it needs to be measurable. Deborah Parrish explained that TVCSD goals were developed by FAC in May, during the budgeting process, and not when the General Manager's contract renews. Donna Clavaud suggested re-clarifying Jose Ortiz's specific role based on the priorities calendar. Jose Ortiz' priorities and goals can be updated every couple of months, the priorities calendar is the framework. Donna Clavaud suggests submitting the CSDA evaluation sample and performance evaluation policy to FAC for review and to craft it for TVCSD. The performance evaluation, once reviewed and modified by FAC, will be submitted to the TVCSD BOD's for approval at the March 8, 2017 meeting. Jose Ortiz questioned if he should be more involved or not in FAC and PAC. Deborah Parrish explained that FAC Chair, Melinda Bell, would be the conduit to Jose Ortiz and if the TVCSD BOD's needed Jose Ortiz to be more involved, it would be up to the BOD to make that determination. The draft performance evaluation will be conducted in closed session after tonight's meeting.

b. Five – ten year financial planning: (No Action)

Jose Ortiz attended the January 18, 2007 FAC meeting. Jim Lino, Board SUSD Representative and Bruce Abbott, CFO of SUSD were also in attendance. TVCSD Capital Improvement Plan (CIP) and Asset Inventory were discussed. CIP estimated costs would run \$17,500 - \$20,000 per year for the next five (5)

years in anticipated maintenance and repairs. To be conservative, in the tenth (10<sup>th</sup>) year, to replace 25% of the collection system (1,250 feet of slip lining, at \$100 per foot) would cost \$125,000. Anticipated costs of rehabilitating forty-five (45) manhole covers would cost \$30,000. Jose Ortiz recommended there needs to be enough reserves to make sure all operational expenses for six (6) months are taken care of and once the CIP is approved, some of the reserves TVCSD has now has should be shifted into the CIP. Jose Ortiz also reported there are a number of aging computer software and hardware issues. Jose Ortiz will be meeting with NSU/PSI on February 9, 2017 to find out what could be eliminated to reduce the contract amount. Bill Bonini felt that the time NSU/PSI spent at the plant was a minimal amount. Deborah Parrish questioned if the labs were billed separately. Jose Ortiz explained “basic” testing was included in their contract, and anything additional is approximately \$239. Jose Ortiz would like to cut the contract by 20% and will negotiate this with NSU/PSI. The O & M manual is complete and will be used as a basis when talking to NSU/PSI.

Jose Ortiz reported there are low voltage messages from the lift station. There could be a short in the system due to moisture in the control panel; an electrician will look in to the problem.

Jose Ortiz said TVCSD BOD’s contact information needs to be added to the TVCSD website. Margaret Graham suggested everyone use (name) .....@tomalescsd.ca.gov.

### **VIII. Phillips & Associates Report**

#### **a. Review reports for December 2016:**

Jose Ortiz explained the reports the SCADA system produces are zero. Manual readings are taken and entered into spreadsheets.

#### **b. Status and action steps for O & M RFP:**

Jose Ortiz will add more specificity to the RFP and will send a draft to the TVCSD BOD’s. Jose Ortiz will talk to NSU to define what tasks they do with the current contract and what could be eliminated. Deborah Parrish reminded the BOD’s that requests for billing specifics and clarity from NSU/PSI have gone unanswered. Donna Clavaud requested a draft of the RFP for the March 8, 2017 TVCSD BOD meeting.

### **IX. Committee Reports**

#### **a. Financial Advisory Committee (FAC)**

##### **1. Review approved January 18, 2017 minutes:**

Minutes were reviewed.

##### **2. Updated priorities calendar:**

Discussed under General Manager’s report.

#### **b. Park Advisory Committee (PAC)**

##### **1. Review approved January 23, 2017 minutes:**

Minutes were reviewed.

##### **2. Email from Kevin Wright, Measure A Administrator:**

Kevin Wright’s email was included in the TVCSD BOD packet. No discussion was held.

##### **3. Sign contract for Fiber for play surfaces: (No Action, project was already approved)**

Walter Earle passed out the Applied Landscape Materials proposal for certified playground fiber for the

park. Dru Fallon O'Neill signed the contract, Cynthia Hammond will fax proposal to Applied Landscape Materials.

**4. Next steps for construction RFP: (No Action)**

Margaret Graham reported the RFP and plans for the park projects are on the TVCSD website. Donna Clavaud has a list of contacts for general contractors, fence contractors and handicap contractors.

**5. Status update for Ted Anderson's contract as Project Manager:**

Margaret Graham gave Ted Anderson the list of projects. Donna Clavaud gave Ted Anderson the plans, the RFP and permit. Jose Ortiz and Ted Anderson will develop a scope of work. Ted Anderson asked if he needed General Liability Insurance, Jose Ortiz said he didn't. Deborah Parrish asked if Ted Anderson needed Workers' Compensation or liability insurance. Workers' Compensation and Liability question will be referred to Melinda Bell. Ted Anderson said he could get General Liability Insurance through his own insurance.

**X. Pending Business**

None

**XI. Other Business**

None

**XII. New Business**

None

**XIII. Correspondence**

None

Dru Fallon O'Neill motioned to adjourn TVCSD February 8, 2017 BOD meeting for a closed session.  
No objections.

**Regular Meeting adjourned at 8:31 pm**

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

Agency designated representatives: TVCSD Board of Directors

Contractor...District General Manager

**CLOSED SESSION**

**Call to Order**

Closed Session opened at 8:45 pm. Closed at 9:15 pm.

Conducted Performance Evaluation for Jose Ortiz, TVCSD General Manager. Extended contract for one (1) year.

**XV. Return to Open Session**

Re-opened Regular meeting at 9:15 pm

Deborah Parrish motioned to accept contract through December 31, 2017 and to approve Addendum #3. Peter MacLaird seconded the motion. M/S/U

## XVI. Adjournment

Meeting adjourned at 9:20 pm

Next TVCSD BOD Meeting, March 8, 2017, 7 pm at Tomales Town Hall

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Approved by: Dru Fallon O'Neill, President

Date:

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Attested by: Cynthia Hammond, Recording Secretary

Date:

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**February 2017 Bank Registers**

	Type	Date	Num	Name	Memo	Amount	Balance	
<b>131.46 · Bank of Marin - Park Account</b>							<b>116,790.97</b>	
	Deposit	02/04/2017			Measure A Funds	16,903.70	133,694.67	
	Bill Pmt -Check	02/08/2017	1160	Fishman Supply	order 1066980 case bath tissue	-54.02	133,640.65	
	Bill Pmt -Check	02/15/2017	1161	Applied Landscape Materials Inc.	certified playground fiber installed	-4,623.75	129,016.90	
	Bill Pmt -Check	02/20/2017	1162	Capital One Bank	Grainger drinking fountain	-2,434.41	126,582.49	
	Payment	02/21/2017		Henry Elfstrom		70.00	126,652.49	
<b>Total 131.46 · Bank of Marin - Park Account</b>							<b>9,861.52</b>	<b>126,652.49</b>
<b>Beginning Sewer Cash</b>								<b>222,537.73</b>
<b>131.31 · Redwood Credit Union</b>								<b>135,885.50</b>
<b>Beginning Balance</b>								<b>135,885.50</b>
Total 131.31 · Redwood Credit Union								135,885.50
<b>131.42 · Bank of Marin - Money Market</b>								<b>61,284.94</b>
<b>Beginning Balance</b>								<b>61,284.94</b>
	Transfer	02/11/2017			Funds Transfer	-20,000.00	41,284.94	
	Deposit	02/17/2017			Deposit	52.28	41,337.22	
Total 131.42 · Bank of Marin - Money Market							-19,947.72	41,337.22
<b>131.44 · Bank of Marin - Sewer</b>								<b>13,469.30</b>
<b>Beginning Balance</b>								<b>13,469.30</b>
	Bill Pmt -Check	02/03/2017	4313	Nelson Staffing	2/1, 2/4, 2/5 3.25 hours	-288.34	13,180.96	
	Bill Pmt -Check	02/03/2017	4314	PGE	11/23-1/24 8044736439-1	-64.27	13,116.69	
	Bill Pmt -Check	02/04/2017	4315	Melinda K. Bell	January and postage	-857.57	12,259.12	
	Bill Pmt -Check	02/04/2017	4316	Natural Systems Utilities -CA	February services and December la	-5,850.47	6,408.65	
	Bill Pmt -Check	02/06/2017	4317	PGE	8044736439-1 12/23-1/23	-27.45	6,381.20	
	Bill Pmt -Check	02/08/2017	4319	Koelker, Lisbeth	layout of Spring Newsletter #39	-100.00	6,281.20	
	Transfer	02/11/2017			Funds Transfer	20,000.00	26,281.20	
	Bill Pmt -Check	02/11/2017	4321	Ortiz, Jose	January	-4,580.88	21,700.32	
	Bill Pmt -Check	02/13/2017	4320	O'Neill, Dru Fallon	Nov 2016-February 2017 3 meeting	-138.53	21,561.79	
	Bill Pmt -Check	02/15/2017	4322	AT&T Uverse	145835838 1/7-2/6	-18.39	21,543.40	
	Bill Pmt -Check	02/15/2017	4323	Nelson Staffing	2/8 & 2/11 3.5 hours	-235.91	21,307.49	
	Bill Pmt -Check	02/18/2017	4324	AT&T	138729848-7 1/11-2/10	-82.33	21,225.16	
	Bill Pmt -Check	02/18/2017	4325	PGE	8044736624 12/23-1/23	-27.45	21,197.71	
	Payment	02/23/2017		Tomales Regional Histroy Center		63.00	21,260.71	
	Bill Pmt -Check	02/24/2017	4326	Capital One Bank		-66.95	21,193.76	
Total 131.44 · Bank of Marin - Sewer							7,724.46	21,193.76
<b>131.48 · Bank of Marin - Solar</b>								<b>11,897.99</b>
<b>Beginning Balance</b>								<b>11,897.99</b>
	Deposit	02/07/2017			Interest	0.05	11,898.04	
Total 131.48 · Bank of Marin - Solar							0.05	11,898.04
<b>Total 131.00 · Cash Sewer Accounts</b>							<b>-12,223.21</b>	<b>210,314.52</b>



## Financial Manager's Report March 8, 2017

From July 2002 through June 2010 the Sewer operations received \$603,400 in grants. From the beginning loans were also obtained, with net income and loans providing for capital assets of \$2,071,000. Cash balances reached a peak of \$419,000 in June 2010. With no grants or new loans since then, cash has decreased to \$232,500 at June 2016. Debt has decreased over that same period from \$562,000 to \$344,000 and will be paid off completely in nine years. However, existing cash balances will not be sufficient to retire the debt.

It is helpful to review the history of cash and debt balances in the intervening years.

Fiscal Year 2011/2012: Sewer cash basis income was \$21,511, all contributing to debt payments. The rest of the debt payment came from a \$4,568 decrease in cash plus \$8,604 of receipts from SUSD and others owing TVCSD. Our equity declined \$27,120 because our assets (cash, receivables, capital) decreased \$61,703, mostly depreciation, which was more than the \$34,683 reduction in debt.

Fiscal Year 2012/2013: Cash basis income paid the debt service, but cash decreased \$6,385 due to increased receivables. The new auditor reduced the carrying value of capital assets \$130,000.

Fiscal Year 2013/2014: Cash basis income plus a \$14,000 decrease in cash plus \$8,603 in receipts from SUSD and others paid the debt service.

Fiscal Year 2014/2015: Cash basis income was a negative \$25,400. Receipts on receivables contributed \$14,000 for the \$24,000 debt reduction, so cash decreased \$35,000. Both loan payments were made, but there were \$18,000 in unpaid bills at year-end, legal and other 2014/2015 expenses paid in 2015/2016.

Fiscal Year 2015/2016: Cash basis income was a negative \$7,000. Cash decreased \$50,200, a combination of the debt reduction and the negative cash basis income.

Fiscal Year 2016/2017: From July 2016 through February 2017 cash has decreased \$22,300. Sewer net income is a positive \$1,600. But that includes \$22,200 in depreciation, not requiring cash, so operations have contributed \$23,800 toward debt service. Receipts on receivables have been \$1,500, but payments of last year's accrued expenses and debt service payments have taken \$47,600 in cash.

In beginning our work on the 2017/2018 Sewer budget we are absorbing a current year loss of \$7,000 in sewer service income and \$14,000 in solar rebate. The 2016/2017 budget included \$10,000 in connection fees, so far not realized. We must continue service levels and provide for the debt service payments without these funds and without depleting our cash balances. The 2017/2018 Sewer budget process will be a challenging task.

The 2017/2018 Park budget will utilize unspent prior year funding and current year Measure A funding to achieve the goals of the work plan. Current year Park income is close to budget, but expenditures through February 28 have been only 27% of planned. These tasks will be carried to 2017/2018 if not completed by year-end.

PARK BALANCE SHEETS				Feb 28, 17	Feb 29, 16	\$ Change
<b>ASSETS</b>						
	131.46	· Bank of Marin - Park Account		126,652.49	103,405.10	23,247.39
	137.00	· Accounts Receivable		0.00	140.00	-140.00
<b>Fixed Assets</b>						
	100.20	· Land and Land Rights		132,000.00	132,000.00	0.00
		Original Cost		309,286.28	305,532.92	3,753.36
	105.00	· Depreciation		-51,433.00	-43,933.00	-7,500.00
		Total 111.00 · Park Equipment		257,853.28	261,599.92	-3,746.64
		Total Fixed Assets		389,853.28	393,599.92	-3,746.64
<b>TOTAL ASSETS</b>				<b>516,505.77</b>	<b>497,145.02</b>	<b>19,360.75</b>
<b>LIABILITIES &amp; EQUITY</b>						
<b>Liabilities</b>						
	222.00	· Accounta Payable		0.00	210.00	-210.00
	217.00	· Unearned Revenue		25,000.00	25,000.00	0.00
		Total Liabilities		25,000.00	25,210.00	-210.00
<b>Equity</b>						
	252.50	· Investment in Capital Assets		389,853.28	393,599.92	-3,746.64
	260.00	· Unassigned Fund Balance		75,928.61	40,670.58	35,258.03
		Net Income		25,723.88	37,664.52	-11,940.64
		Total Equity		491,505.77	471,935.02	19,570.75
<b>TOTAL LIABILITIES &amp; EQUITY</b>				<b>516,505.77</b>	<b>497,145.02</b>	<b>19,360.75</b>
<b>SEWER BALANCE SHEETS</b>						
<b>ASSETS</b>						
	131.31	· Redwood Credit Union		135,885.50	135,755.56	129.94
	131.42	· Bank of Marin - Money Market		41,337.22	77,315.75	-35,978.53
	131.44	· Bank of Marin - Sewer		21,193.76	10,056.74	11,137.02
	131.48	· Bank of Marin - Solar		11,898.04	22,068.08	-10,170.04
		Total 131.00 · Cash		210,314.52	245,196.13	-34,881.61
	137.00	· Accounts Receivable		0.00	126.00	-126.00
<b>Fixed Assets</b>						
	100.00	· Property, Plant and Equipment		791,665.97	791,665.97	0.00
	100.10	· Maps and Records		17,248.00	17,248.00	0.00
	100.20	· Land and Land Rights		52,788.00	52,788.00	0.00
	110.00	· Improvement Project		939,393.31	939,393.31	0.00
	112.00	· Solar System		269,945.21	269,945.21	0.00
	105.00	· Less Accumulated Depreciation		-554,371.66	-513,116.01	-41,255.65
		Total Fixed Assets		1,516,668.83	1,557,924.48	-41,255.65
	136.00	· SUSD Note Receivable		18,275.90	19,729.90	-1,454.00
<b>TOTAL ASSETS</b>				<b>1,745,259.25</b>	<b>1,822,976.51</b>	<b>-77,717.26</b>
<b>LIABILITIES &amp; EQUITY</b>						
<b>Liabilities</b>						
	222.00	· Accounts Payable		69.90	6,999.46	-6,929.56
	230.00	· Fed Payroll Tax Payab		45.89	0.00	45.89
		Total Current Liabilities		115.79	6,999.46	-6,883.67
<b>Long Term Liabilities</b>						
	211.00	· SWRCB SRF Loan		134,813.90	155,074.71	-20,260.81
	215.00	· CREBS Bond		161,470.56	197,352.92	-35,882.36
		Total Long Term Liabilities		296,284.46	352,427.63	-56,143.17
		Total Liabilities		296,400.25	359,427.09	-63,026.84
<b>Equity</b>						
	260.00	· Retained Earnings		1,214,215.19	1,274,279.74	-60,064.55
	261.00	· Sinking Fund - Debt Reserve		47,775.00	47,775.00	0.00
	262.00	· Capital Improvement Reserve		42,758.97	42,758.97	0.00
	263.00	· Emergency Reserve		33,982.00	33,982.00	0.00
	264.00	· Operating Reserve		3,537.37	3,537.37	0.00
	265.00	· Net Assets - Unrestricted		105,000.00	105,000.00	0.00
		Net Income		1,590.47	-43,783.66	45,374.13
		Total Equity		1,448,859.00	1,463,549.42	-14,690.42
<b>TOTAL LIABILITIES &amp; EQUITY</b>				<b>1,745,259.25</b>	<b>1,822,976.51</b>	<b>-77,717.26</b>

**Budget to Actual Comparisons February 28, 2017**

	PARK		Jul '16 - Feb 17	Budget	\$ Over Budget
<b>Income</b>	<b>311.00 · Interest Income</b>		3.33	2.00	1.33
	<b>315.80 · Measure A Funds</b>		33,402.38	32,900.00	502.38
	<b>320.00 · Contributions Income</b>		550.00	100.00	450.00
	<b>322.50 · Cleaning and Security Deposit</b>		-200.00		-200.00
	<b>322.00 · Park Use Rental - Other</b>		200.00	400.00	-200.00
	<b>322.60 · Water Tower PGE</b>		560.00	560.00	0.00
<b>Total Income</b>			<b>34,515.71</b>	<b>33,962.00</b>	<b>553.71</b>
<b>Expense</b>	<b>414.57 · Accounting</b>		105.00		105.00
	<b>414.81 · Measure A Project Expen</b>		7,273.61	15,300.00	-8,026.39
	<b>414.82 · Measure A Maintenance E</b>		697.35	400.00	297.35
	<b>414.83 · PGE Park</b>		687.92	870.00	-182.08
	<b>414.85 · Matching Project Funds</b>		0.00	16,169.00	-16,169.00
	<b>423.30 · Fundraising Expense</b>		27.95		27.95
<b>Total Expense</b>			<b>8,791.83</b>	<b>32,739.00</b>	<b>-23,947.17</b>
	<b>Net Park Income</b>		<b>25,723.88</b>	<b>1,223.00</b>	<b>24,500.88</b>
	<b>SEWER</b>				
<b>Income</b>	<b>301.10 · Service Charges - Monthly</b>		504.00	504.00	0.00
	<b>301.15 · Service Charges - Annual Fees</b>		1,512.00	1,512.00	0.00
	<b>301.20 · Service Charges - SUSD</b>		68,689.47	61,258.00	7,431.47
	<b>301.35 · Solar Portion - County</b>		0.00	5,000.00	-5,000.00
	<b>301.30 · Service Charges - County - Other</b>		50,395.57	57,000.00	-6,604.43
	<b>Total 301.00 · Service Charges</b>		121,101.04	125,274.00	-4,172.96
	<b>303.00 · Connection Fees</b>		0.00	10,000.00	-10,000.00
	<b>305.00 · SUSD Sinking Fund</b>		8,062.00	8,062.00	0.00
	<b>311.00 · Interest Income</b>		1,279.53	1,492.00	-212.47
	<b>315.50 · Levy 4</b>		5,133.94	6,150.00	-1,016.06
<b>Total Income</b>			<b>135,576.51</b>	<b>150,978.00</b>	<b>-15,401.49</b>
<b>Expense</b>	<b>410.00 · Sewage Collection</b>		194.51	251.00	-56.49
	<b>411.00 · Sewage Treatment</b>		6,363.72	5,400.00	963.72
	<b>412.00 · Sewage Disposal</b>		218.59	224.00	-5.41
	<b>414.10 · Payroll Tax Expense</b>		147.05	366.00	-218.95
	<b>414.05 · Administrator's Fees</b>		26,562.50	30,317.00	-3,754.50
	<b>414.22 · Licenses and Permits</b>		1,334.00	0.00	1,334.00
	<b>414.30 · Insurance</b>		6,801.32	6,500.00	301.32
	<b>414.41 · Postage and Delivery</b>		103.66	233.00	-129.34
	<b>414.42 · Printing and Copies</b>		0.00	20.00	-20.00
	<b>414.43 · Office Supplies</b>		65.91	207.00	-141.09
	<b>414.44 · Sonic - Web Hosting</b>		139.65	167.00	-27.35
	<b>414.45 · Equipment Expense</b>		0.00	166.00	-166.00
	<b>414.465 · Board Meber Stipend</b>		1,900.00	3,000.00	-1,100.00
	<b>414.467 · Board Training</b>		0.00	600.00	-600.00
	<b>414.47 · Clerical/Bookkeeping</b>		7,385.00	6,520.00	865.00
	<b>414.48 · Office Rent</b>		600.00	600.00	0.00
	<b>414.49 · Secretary</b>		2,455.22	4,400.00	-1,944.78
	<b>414.50 · O&amp;M Contractual Services</b>		44,017.24	47,332.00	-3,314.76
	<b>414.552 · Accounting</b>		5,000.00	4,750.00	250.00
	<b>414.61 · Newsletter Expense</b>		442.03	355.00	87.03
	<b>414.62 · Dues and Subscriptions</b>		1,108.20	1,510.00	-401.80
	<b>414.67 · Solar Lease Admin Fee</b>		750.00	750.00	0.00
	<b>414.70 · Repairs and Maintenance</b>				0.00
	<b>414.71 · Plant and Building Mainte</b>		0.00	667.00	-667.00
	<b>414.72 · Computer Repairs</b>		149.00	166.00	-17.00
	<b>414.73 · Equipment Repairs</b>		0.00	766.00	-766.00
	<b>414.76 · Collection System Mainte</b>		0.00	3,334.00	-3,334.00
	<b>414.77 · Irrigation Field Maintenanc</b>		0.00	4,000.00	-4,000.00
	<b>414.78 · Solar Panel Maintenance</b>		0.00	267.00	-267.00
	<b>Total 414.70 · Repairs and Maintenance</b>		149.00	9,200.00	-9,051.00
	<b>414.81 · Travel</b>		217.36	240.00	-22.64
	<b>414.90 · Telephone and Internet Services</b>		1,742.16	1,760.00	-17.84
	<b>417.30 · LAFCO Charges</b>		160.40	0.00	160.40
	<b>415.50 · Depreciation Expense</b>		22,251.65		22,251.65
	<b>420.20 · Interest Expense - SRF Loan</b>		3,876.87	3,877.00	-0.13
<b>Total Expense</b>			<b>133,986.04</b>	<b>128,745.00</b>	<b>5,241.04</b>
<b>Net Income</b>			<b>1,590.47</b>	<b>22,233.00</b>	<b>-20,642.53</b>

# GENERAL MANAGER'S REPORT

MARCH 8, 2017

## Coordination with Staff

- ❖ Reviewed March 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.
- ❖ Attended FAC budget workshop.
- ❖ Attended Financial Advisory Committee meeting on February 22. See attached FAC minutes for discussion points.

## 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.
- ❖ We hired an electrician to evaluate the electrical issues with the pump at the lift station. The main issue has been that the SCADA system reports low voltage alarms. The voltage checked out fine. The problem may be that PG&E power to the area fluctuates and may be the reason for the low voltage alarms. As I reported last month, the pumps' pumping efficiency has improved.
- ❖ I communicated with North Bay Tree and Weed about the change in agreed upon chemical applications to Pond #1 for duckweed control. This was to have been done in three applications spaced 21 days apart. Total cost for these applications was \$788.00. Instead, the treatment will be done in two applications with the first having already been done. The second and final application will be done in the spring. North Bay is using a more effective herbicide. Although the herbicide is quite a bit more expensive, there will be no difference in the cost to the District.
- ❖ I met with NSU/PSI to review revised the O&M Plan will 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. During our discussions, I asked NSU staff for ideas for reducing the overall cost of the O&M contract. Among the tasks that could be eliminated would be "good housekeeping" tasks, such as weed abatement and building maintenance at the plant. Another item with potential cost savings would be for NSU to continue collecting samples to be sent to the lab, but have the lab bill the District directly, thereby saving the District a 20% markup of the actual lab invoice. This was discussed with the FAC. We can discuss this further at the April meeting that I am scheduled to attend.
- ❖ Still need to contact Ted Anderson to agree on final scope of work for upcoming park construction projects including the replacement of the gazebo structure, the fence, and construction of the handicap ramps.
- ❖ Prepared the 2016 Annual Wastewater Monitoring Report. A copy of the report is included in the agenda packet.

## *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 April.
- ❖ Continue with adoption of CSD standards and policies for sewer connections. Will bring recommended standards for the Board to adopt at a future meeting.
- ❖ Finalize contract administration and project management needs for some of the upcoming park improvement projects.
- ❖ We still have no 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.



February 28, 2017

**Board of Directors**

Dru Fallon O'Neill  
President

Donna Clavaud  
Vice-President

Deborah Parrish  
Board Member

Bill Bonini  
Board Member

Peter MacLaird  
Board Member

**General Manager**

Jose L. Ortiz, P.E.

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

RE: 2016 Annual Wastewater Monitoring Report for Tomales Village Community Services District, Order No. R2-2015-0019

Dear Mr. Allen:

This Letter of Transmittal accompanies the 2016 Annual Wastewater Monitoring Report for the Tomales Village Community Services District (District) Wastewater Treatment Facility located at 10 Irvin Road in Tomales, Marin County. This report is submitted to meet the reporting requirements of the Self-Monitoring Program for Order No. R2-2015-0019 issued to the District by the San Francisco Bay Regional Water Quality Control Board (Regional Board).

In calendar year 2016, operations and maintenance has been routine in nature except for District staff requesting and receiving permission from the Regional Board to bypass the FOG tank for a period of one year beginning July 1, 2016. Since that time, in addition to performing our regular monitoring required by Regional Board Order No. R2-2015-0019, we have monitored pond 1 for buildup of grease balls. This spring, we plan to conduct a closed circuit TV inspection of the sewer main between Highway 1 and the WWTP to determine FOG buildup, if any, inside the sewer main. At the end of one year, we will report to the Regional Board a summary of our findings and conclusions. Currently, operations and maintenance work is performed under contract with Natural Systems Utilities (NSU) from Napa, CA.

During the 2016 reporting period, there were four violations of the waste discharge requirements adopted on May 13, 2015. All four instances were related to samples exceeding BOD limits. In anticipation of heavy rains, the ponds were lowered an additional foot to provide more storage during January

and February. The result was that BOD samples measured 60 mg/L or less, but did not meet the monthly average of 45 mg/L, maximum. This was reported to the Regional Board in the January and February SMRs. The third instance occurred in August and was caused by an algae bloom. Weekly samples taken on August 23 at EFF-TR exceeded the standard of 65 mg/L, maximum, and resulted in non-compliance with meeting the monthly average of 45 mg/L for BOD. This was reported to the Regional Board in the SMR and Non-Compliance Report dated September 14, 2016. The last instance occurred in December. BOD samples measured 60 mg/L or less, but did not meet the monthly average of 45 mg/L, maximum. This was reported to the Regional Board on January 16, 2017.

"I certify under 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 personnel properly 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,

  
Jose L. Ortiz, P.E.  
General Manager



Attachments

Cc: Vanessa Zubkousky-White  
Department of Public Health  
[Vanessa.Zubkousky@cdph.ca.gov](mailto:Vanessa.Zubkousky@cdph.ca.gov)

## 2016 Annual Wastewater Monitoring Report

### Introduction

The purpose of this Annual Monitoring Report is to document compliance with waste discharge requirements and prohibitions established by the Regional Board. It both meets the requirements of Monitoring and Reporting Program and provides a reference source and resource tools for both regulatory agencies and District staff and their consultants and contractors. To this end, the past year's data is presented in tabular and graphical form. To make this document more useful we have included operational data and background analyses. This document is organized in accordance with the manner and content described in the self-monitoring program for waste discharge requirements assigned to the Tomales Village Community Services District (Discharger), adopted by the California Regional Water Quality Control Board, San Francisco Bay Region (Water Board) on May 13, 2015.

### System Overview

The District serves the community of Tomales in Marin County, approximately 15 miles west of Petaluma, and provides sewage collection and treatment services to the town. The sewer system consists of a network of piping connecting approximately 100 occupied residences, less than ten commercial businesses and restaurants within the community, and the Shoreline Unified School District located in Tomales.

The collection system consists of approximately 2.6 miles of six- and eight-inch diameter gravity sewer mains. The collection system includes one lift station equipped with two grinder sewage pumps capable of delivering 22 gallons per minute of influent. One pump acts as a standby unit and is used in the event that the primary pump becomes inoperable. The collection system is permitted under the General Order for Sanitary Sewer Systems.

Collected sewage is routed by gravity flow to a series of three stabilization ponds on the east side of Highway 121 adjacent to the Chance Ranch. Prior to entering the ponds, collected wastewater influent flows first into the comminutor for screening of larger solids. Influent is metered using a Parshall flume and chart recorder. Influent then passes through a three-chamber FOG interceptor unit for further primary treatment before being routed to Pond # 1. Manually-operated valves also allow routing to Pond #2 when necessary. Level in Pond # 1 is carefully monitored and the contents transferred to Ponds #2 and #3 while maintaining the required freeboard.

The Facility pumps treated secondary effluent from the three-stage treatment pond system to two storage ponds: West Pond and East Pond. The effluent may be directed into either or both ponds at any time. The ponds are both clay-lined ponds, with a combined maximum storage capacity of 10.1 million gallons. The storage ponds occupy a 10-acre site south of the Tomales-Petaluma Road, south of Keyes Creek and the three-stage treatment pond system, and directly north of the discharge area.

A diffuser located in the discharge pipe mixes liquid sodium hypochlorite into the secondary effluent, conveyed from the storage pond(s), for disinfection before discharge. The secondary effluent and chlorine solution are mixed in the discharge pipe for a contact period of approximately twenty-seven minutes. The disinfected secondary effluent is then pumped onto the discharge area via spray irrigation. The discharge area is a 21-acre, vegetated, gently-

sloping hillside field, fenced and gated, located downhill of the storage ponds. The irrigation field is surrounded by a runoff collection ditch to prevent effluent runoff from discharging offsite. The collection ditch also intercepts the rainfall run-on from adjacent fields. A collection sump at the base of the irrigation field will send an alarm to the programmable logic controller to automatically shut off the irrigation pumps if the water level reaches a level predefined by the operators.

The Facility includes a remote wastewater monitoring SCADA system. The SCADA system provides continuous monitoring of three site locations: the three-stage treatment pond system, the lift station, and the irrigation field and storage ponds. The SCADA system monitors and controls the pond levels, the starting and stopping of aerators and lift pumps, the timing of the irrigation, and transmits notification of any pre-set alarms to the operators. SCADA alarms include, but are not limited to, high/low pond levels for each pond, pump fail, aerator fail, lift station high/low level, power fail, low pressure force main and discharge pipes, irrigation station fail, and others. The SCADA dialer will continue phoning the alarm through a series of priority numbers until the alarm is acknowledged. The alarms are called out to the operators that are on-call full time, 24-hours per day, via voice modem, and alarms are addressed immediately by the operators from their remote location. If the situation cannot be addressed immediately, the operators are dispatched immediately to the site.

Currently, the Facility is operated and maintained under contract to the District by Natural Systems Utilities under the supervision of Steve Chase, Operations Supervisor (Napa Region), Certified Chief Plant Operator #II-40930.

## 1. Summary of Monitoring Data

The Discharger performed sampling, analyses, and observations according to the schedule tabulated in **Table 1 - Schedule for Monitoring**, found in Appendix A, for calendar year 2016. The results are provided in tabular form in Appendix A in the same format as the monthly SMRs that were submitted in 2016. These spreadsheets present the results of the weekly and monthly monitoring requirements except for the tabulation of the monthly wastewater flows into and out of the Facility and the monthly discharges into the irrigation disposal area. Monthly flow results are provided in Item 2 Summary of Monthly Flows.

## 2. Summary of Monthly Flows

Flow measurement is the accurate measurement of the flow volume over a given period of time using a properly calibrated and maintained flow measuring device. As indicated in the System Overview, flow entering the Facility, influent, is metered using a Parshall flume and chart recorder. In 2016 approximately 7,836,000 gallons entered the Facility. Order No. R2-2015-0019 authorizes an annual wastewater flow limit of 15,738,000 gallons per year. The average dry weather flow (May through September) was 18,740 gallons per day (GPD). The Order authorizes 43,000 GPD on an average dry weather flow basis. For the entire year, the average flow was 21,470 GPD.

The total flow of final treated disinfected wastewater effluent discharged to land at the irrigation field measured 3,598,000 gallons. Monthly effluent discharges ranged from 146,000 gallons in April to 1,267,000 gallons in July. Monthly flows are summarized in Table 2 below and Figure 1.

Summary of Monthly Flows		
Month	Monthly Influent Flows (1000 Gallons)	Monthly Effluent Discharges (1000 Gallons)
January	993	
February	604	
March	971	
April	540	146
May	520	979
June	684	1,218
July	642	1,267
August	619	987
September	402	
October	501	
November	560	
December	800	889
Totals	7,836	5,486

Table 2 Summary of Monthly Flows

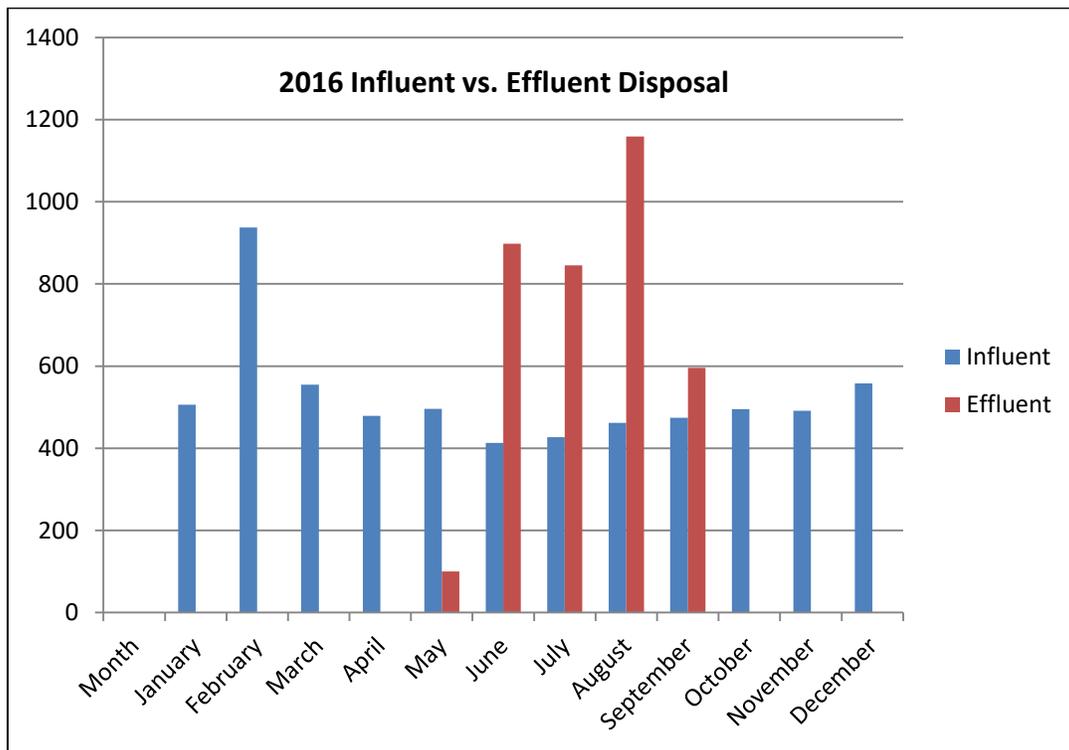


Figure 2-1 2016 Influent vs. Effluent Disposal

### 3. Performance Record

Three main areas of the Facility that were evaluated include the collection system, the treatment plant, and the disinfection and disposal systems.

**3.1 Collection System-** A check of the peak and average wet weather plant inflows and inflow conditions during the winter showed the extent of infiltration entering the collection system. The

peak daily flow occurred over a six-day period in February when inflows to the plant measured 115,000 GPD. The Order authorizes a peak wet weather flow of 240,000 GPD.

We plan to conduct a closed circuit TV inspection this spring of the sewer main between Highway 1 and the WWTP to determine FOG buildup, if any, inside the sewer main. One purpose for this inspection is to determine the extent of grease deposits, if any. There were no sanitary sewer overflows at any time during the year.

**3.2 Treatment Facilities-** The treatment facilities complied with the WDR requirements throughout the year except in January, February, August, and December. The non-compliance events and corrections are listed item 5 below. In anticipation of heavy rains, the ponds were lowered an additional foot to provide more storage during January and February. The result was that BOD samples measured 60 mg/L or less, but did not meet the monthly average of 45 mg/L, maximum. This was reported to the Regional Board in the January and February SMRs. The third instance occurred in August and was caused by an algae bloom. Weekly samples taken on August 23 at EFF-TR exceeded the standard of 65 mg/L, maximum, and resulted in non-compliance with meeting the monthly average of 45 mg/L for BOD. This was reported to the Regional Board in the SMR and Non-Compliance Report dated September 14, 2016. The last instance occurred in December. BOD samples measured 60 mg/L or less, but did not meet the monthly average of 45 mg/L, maximum. This was reported to the Regional Board on January 16, 2017.

Under the current Operations and Maintenance Manual, the Fats, Oils, and Grease (FOG) interceptor is normally pumped once every quarter. During the last half of 2015 and through May 2016, the FOG interceptor had to be pumped on average once every month. About 2,000 gallons were pumped and hauled off-site on each occasion. We reviewed the FOG interceptor design to determine why the performance of the interceptor was unsatisfactory. We concluded that a FOG interceptor at the headworks of the treatment facility was the wrong location and was capturing solid wastes and very little fats, oils, and grease.

District staff requested and received permission from the Regional Board to bypass the FOG tank for a period of one year beginning July 1, 2016. Since that time, in addition to performing our regular monitoring required by Regional Board Order No. R2-2015-0019, we have monitored pond 1 for buildup of grease balls. At the end of one year, we will report to the Regional Board a summary of our findings and conclusions.

**3.3 Disinfection and Disposal Facilities-** Discharge operations met all WDR requirements. There were no instances where any of the disinfected effluent escaped the 21-acre irrigation field. We are in the process of replacing all the large capacity sprinkler guns. We replaced three guns last year and will replace two in each of the next two years.

#### **4. Monitoring Record**

There were no data gaps or deficiencies in the monitoring record.

## 5. Non-Compliance Events

In 2016 Non-Compliance events occurred in four separate months. Listed below are each occurrence with a description of the nature of non-compliance, the probable cause, and the corrective action taken.

### A. January 2016

#### **NON-COMPLIANCE:**

1. Exceeded the BOD samples at EFF-TR monthly mean and the monthly maximum.
2. Some of the monthly Nitrogen sample was not collected.

#### **PROBABLE CAUSE:**

1. The treatment ponds were lower to add storage capacity in anticipation of high winter influent flows during the rainy season and power outages. The lowering of the ponds changed the effluent to the storage pond draw level and causing increase in the BOD mg/L.
2. Not sure why, as the Operator that collected these samples is no longer employed with Phillips.

#### **CORRECTIVE ACTION:**

1. Made adjustments to the aerations time in ponds 1, 2, and 3. The BOD reports for early February 2016 at the time the January report was prepared were below the mean mg/L limit.
2. Reviewed and updated the onsite activity matrices and COC

### B. February 2016

#### **NON-COMPLIANCE:**

Exceeded the BOD samples at EFF-TR monthly mean.

#### **PROBABLE CAUSE:**

The treatment ponds were again lowered to add storage capacity in anticipation of high winter influent flows during the rainy season and power outages. The lowering of the ponds changed the effluent to the storage pond draw level and causing increase in the BOD mg/L.

#### **CORRECTIVE ACTION:**

Increased aerations time in ponds 1, 2, and 3.

Tomales Wastewater Facility

### C. August 2016

#### **NON-COMPLIANCE:**

Sample point Eff-Tr exceeded both the monthly average and monthly maximum

#### **PROBABLE CAUSE:**

Seasonal algae growth in pond 3 may have contributed to this.

**CORRECTIVE ACTION:**

Made process adjustments and collected 2 samples per week until the issue was resolved.

D. December 2016

**NON-COMPLIANCE:**

Sample point Eff-Tr exceeded the monthly average

**PROBABLE CAUSE:**

Aerator in pond 3 was found to be off.

**CORRECTIVE ACTION:**

Reset timing program for pond 3 aerator

## **6. Monitoring Station Map**

A table of wastewater monitoring stations is provided in Appendix B. The table includes station codes, station name and description, and station purpose. A map is also included that shows the location of the monitoring stations. The map is not to scale, but we will prepare a scaled map in the future.

**APPENDIX A**

**Appendix A**  
**TABLE 1 ABBREVIATION EXPANSIONS**

**1. Type of Sample Abbreviations**

- F = Flow measurement
- G = Grab Sample
- GL = Ground water level measurement
- O = Observation

**2. Parameter Abbreviations**

- COD = Chemical Oxygen Demand
- BOD<sub>5</sub> 20°C = Biochemical Oxygen Demand, 5-day, at 20°C
- Chlorine Level = Chlorine tank level

**3. Unit Abbreviations**

- F or C = Fahrenheit or Celsius
- mg/L = milligrams per liter
- MPN/100 ml = Most Probable Number, per 100 milliliters of water
- N = Nitrogen

**4. Sampling Frequency Abbreviations (see III.C for definitions)**

- D = Daily
  - A = Annual
  - W = Weekly
  - M = Monthly
  - C = Conditional:
  - Q = Quarterly
- For Dissolved Sulfides, sample for Dissolved Sulfides if Dissolved Oxygen < 2.0 mg/L
- D&M = Continuous monitoring; record and report Daily & Monthly values
  - W|E = Weekly monitoring, during each week when discharges to land occur

**TABLE 1 - SCHEDULE for MONITORING (\*)**

Monitoring Stations:			INF	FOG	TR-1, 2, 3, ST-East, ST-West	EFF-TR	EFF-D	EFF-Flow	FIELD	
			Influent	FOG Unit Influent	All Treatment and Storage Ponds	Treatment Pond Effluent	Disinfected Effluent	Effluent Flow to Land	Discharge Area	
Type of Sample:			F	O	G, O	G, O	G	F	O	
Sample Parameters										
Parameter	(units)	[SMP Reference]								
Flow Volume	(gallons)	[V.B.1]	D&M					D&M		
BOD <sub>5</sub> 20°C	(mg/L)		M			W				
Temperature	(degrees F or C)		M		W	W				
pH	(pH units)		M		W	W				
Dissolved Oxygen	(mg/L)				W	W				
Dissolved Sulfides	(mg/L) (whenever D.O. < 2 mg/L)				C	C				
Nitrogens	(mg/L as N)	[V.B.3]				M				
Total Dissolved Solids	(mg/L)		M			W				
Total Coliform	(MPN/100 mL)						W   E			
Precipitation	(inches)	[V.B.4]							D	
Standard Observations		[V.B.5]	W		W	W			W	
Water Depth and Freeboard (feet)		[III.B.4 and III.B.5]			W					
Chlorine Tank Level	(inches)						W			
Fats, Oils, and Grease Interceptor Service				Q						

\* For explanation of abbreviations used in this table, see **Table 1 Abbreviation Expansions**, on the next page below.

**APPENDIX B**

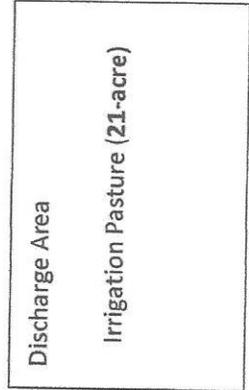
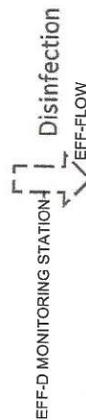
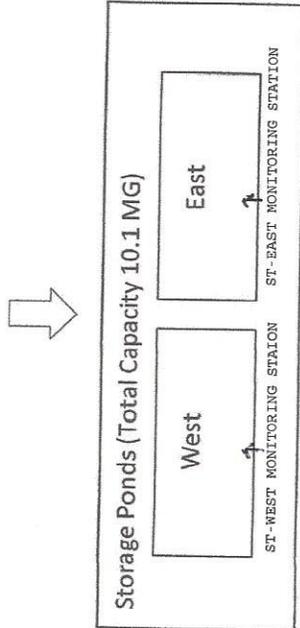
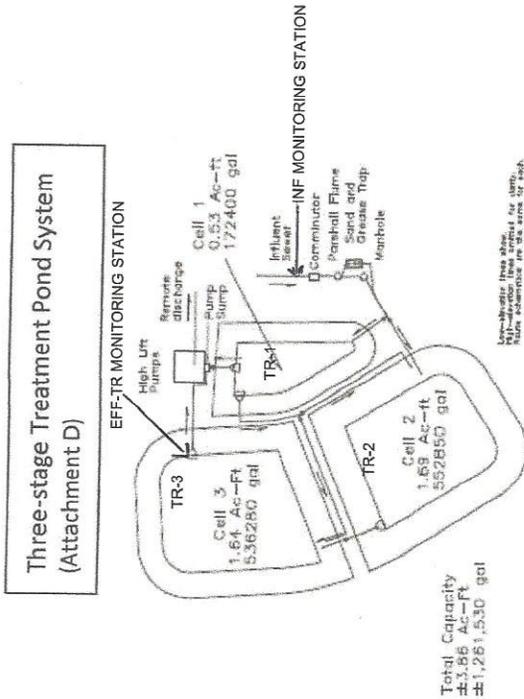
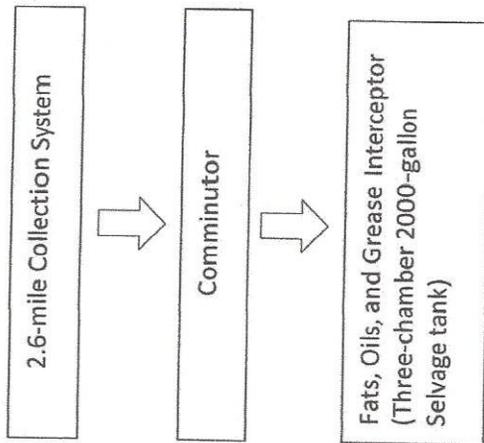
**B. WASTEWATER SYSTEM MONITORING STATIONS**

	<b>Code</b>	<b>Station Name and Description</b>	<b>Station Purpose</b>
1.	INF	Influent: Wastewater at a point in the Wastewater Treatment Facility (Facility) where all wastes upstream of the treatment process are present.	Measurement of the total volume of wastewater flow into the Facility to document compliance with the Authorized Wastewater Flow (annual total flow) limit given in Discharge Specification B.4 of this Order. Sampling and analytical characterization of influent into the Facility.
2.	FOG	Fats, Oils, and Grease Interceptor: Wastewater solids serviced by septic waste hauler.	Record of the service event and measured amount of wastewater solids collected.
3.	TR-1, TR-2, TR-3	Treatment Ponds 1, 2, and 3: Wastewater at a point in each of the three respective treatment ponds, representative of the water in the pond; a physical location suitable for general observations of pond conditions.	Sampling and analytical characterization of pond water for Dissolved Oxygen, pH, Temperature, and Dissolved Sulfides as needed; for standard observations of pond conditions, to document compliance with the requirements of Discharge Specification B.2 of this Order.
4.	EFF- TR	Treatment Pond Effluent: Wastewater at a point in the Facility where all treatment has been completed, except for disinfection by chlorination, prior to discharge to the irrigation field.	Sampling and analytical characterization of final treated effluent prior to discharge to land, to monitor and evaluate treatment system performance and to document compliance with requirements of Discharge Specification B.5.
5.	ST-East, ST-West	Storage Ponds, East and West: Wastewater at a point in each of the two respective storage ponds, representative of the water in the pond, and a physical location at each pond suitable for general observations of pond conditions.	Sampling and analytical characterization of pond water for Dissolved Oxygen, pH, and Dissolved Sulfides as needed; for standard observations of pond conditions, to document compliance with requirements of Discharge Specification B.2.
6.	EFF-D	Disinfected Effluent: Wastewater at a point in the Facility where all treatment has been completed, including disinfection by chlorination, suitable for bacteriological quality analyses.	Sampling and analytical characterization of the bacteriological quality of the final treated effluent, to document compliance with Total Coliform limits given in Discharge Specification B.5.iv.
7.	EFF- Flow	Effluent Flow: Wastewater at a point in the Facility where all treatment has been completed, including disinfection by chlorination, suitable for final effluent flow measurement.	Measurement of the total flow of final treated disinfected wastewater effluent discharged to land at the irrigation field.
8.	FIELD	Irrigation Field: The irrigation field land area used for discharges of treated wastewater to land.	Standard observations of discharge area conditions and to document compliance with requirements of Discharge Specification B.3.

ATTACHMENT B

MONITORING STATION MAP

Process flow diagram.



Discharge to Irrigation Pasture (Discharge Area):  
 Order 86-086 (rescinded); NOT during wet weather: Nov 15-Apr 15  
 Order R2-2015-0019: Conditional discharge per Order; wastewater is  
 disinfected in the effluent line to irrigation field

**FINANCIAL ADVISORY COMMITTEE MEETING MINUTES**  
**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**  
**FEBRUARY 22, 2017**

**PRESENT:** Melinda Bell (Chairperson), Deborah Parrish (Board Member), Donna Clavaud (Board Member), Venta Leon

**ABSENT:** Chick Peterson

**Guests:** Jose Ortiz (TVCS D General Manager), Bruce Abbott (CFO/SUSD)

The meeting was convened at 6:30pm and Donna Clavaud recorded the minutes.

The Agenda focused on an analysis of a new 10-year financial plan for TVCS D and discussion of projected expenses for operations, debt service and capital improvement plans. A recent FAC Work Session the prior week examined District financial resources in order to develop a balanced budget for the 10-year planning period. Recommendations to TVCS D Board were identified for a necessary rate increase in order to meet unfunded obligations.

FAC has spent the past year re-formatting the District budget to accurately reflect costs and expenses. We have also reduced expenses in many categories of our operational expenses. To date, TVCS D has never had a long-term financial plan and so has been unable to plan for a balanced budget.

Those present first examined projected CIP expenses on a yearly basis for the next 10-years. It appears that TVCS D can project a balanced budget for the next nine years with projected repair and maintenance expenses that range from \$14,000-22,000 per year. SUSD CFO Bruce Abbott indicated that their portion will be calculated and billed for each of these years. In the 10<sup>th</sup> year, we expect more significant expenses of approximately \$ 162,000 to replace a major section of the collection system. It is possible that TVCS D can apply for a grant or a loan to cover these costs. We have time to plan for this projected expense.

However, the debt service for the sewer system improvements completed in 2010 presents TVCS D with a major challenge as we have a Revolving Loan Fund debt to pay for an additional nine years. There was no financial plan to repay this loan and we now face a lack of funds to meet an annual debt service obligation of approximately \$28,000. SUSD has been paying their share of the debt annually so we are focusing on a rate increase for our Tomales ratepayers to cover our share.

While we have cash reserves of approximately \$235,000 on hand, most of these funds are required for a 6-month emergency reserve as is standard best practice.

**RECOMMENDATION:**

After careful analysis and a review of options, FAC and SUSD recommend a rate increase of approximately 33% to enable the District to pay this annual debt service for the next nine years.

Our recommendation includes a plan to develop a narrative and graph to show the current financial challenge facing the District in the form of a mailer to be sent to ratepayers. There will be a public hearing for the community to discuss this recommendation.

We are reminded that while there was a \$5.00/month rate increase for the solar system in 2010, there has been no rate increase for the sewer system since 2008.

The next FAC meeting will focus on the development of a mailer on the proposed rate increase.

The meeting was adjourned at 8:30pm.

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**Senate Bill No. 415**

## CHAPTER 235

An act to add Chapter 1.7 (commencing with Section 14050) to Division 14 of the Elections Code, relating to elections.

[ Approved by Governor September 01, 2015. Filed with Secretary of State September 01, 2015. ]

## LEGISLATIVE COUNSEL'S DIGEST

SB 415, Hueso. Voter participation.

Existing law generally requires all state, county, municipal, district, and school district elections be held on an established election date. Existing law also establishes certain dates for statewide elections. Existing law requires any state, county, municipal, district, and school district election held on a statewide election date to be consolidated with a statewide election, except as provided.

This bill, commencing January 1, 2018, would prohibit a political subdivision, as defined, from holding an election other than on a statewide election date if holding an election on a nonconcurrent date has previously resulted in voter turnout for a regularly scheduled election in that political subdivision being at least 25% less than the average voter turnout within the political subdivision for the previous 4 statewide general elections, except as specified.

This bill would require a court to implement appropriate remedies upon a violation of this prohibition. The bill would authorize a voter who resides in a political subdivision where a violation is alleged to file an action in superior court to enforce this prohibition, and it would allow a prevailing plaintiff other than the state or political subdivision to collect a reasonable attorney's fee and litigation expenses, as provided.

Vote: majority Appropriation: no Fiscal Committee: no Local Program: no

## THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

**SECTION 1.** Chapter 1.7 (commencing with Section 14050) is added to Division 14 of the Elections Code, to read:

**CHAPTER 1.7. Voter Participation**

**14050.** This chapter shall be known and may be cited as the California Voter Participation Rights Act.

**14051.** As used in this chapter:

(a) "Political subdivision" means a geographic area of representation created for the provision of government services, including, but not limited to, a city, a school district, a community college district, or other district

organized pursuant to state law.

(b) "Significant decrease in voter turnout" means the voter turnout for a regularly scheduled election in a political subdivision is at least 25 percent less than the average voter turnout within that political subdivision for the previous four statewide general elections.

(c) "Voter turnout" means the percentage of voters who are eligible to cast ballots within a given political subdivision who voted.

**14052.** (a) Except as provided in subdivision (b), a political subdivision shall not hold an election other than on a statewide election date if holding an election on a nonconcurrent date has previously resulted in a significant decrease in voter turnout.

(b) A political subdivision may hold an election other than on a statewide election date if, by January 1, 2018, the political subdivision has adopted a plan to consolidate a future election with a statewide election not later than the November 8, 2022, statewide general election.

**14053.** Upon a finding of a violation of subdivision (a) of Section 14052, the court shall implement appropriate remedies, including the imposition of concurrent election dates for future elections and the upgrade of voting equipment or systems to do so. In imposing remedies pursuant to this section, a court may also require a county board of supervisors to approve consolidation pursuant to Section 10402.5.

**14054.** In an action to enforce subdivision (a) of Section 14052, the court shall allow the prevailing plaintiff other than the state or political subdivision of the state, a reasonable attorney's fee consistent with the standards established in *Serrano v. Priest* (1977) 20 Cal.3d 25, 48-49, and litigation expenses including, but not limited to, expert witness fees and expenses as part of the costs. A prevailing defendant shall not recover any costs, unless the court finds the action to be frivolous, unreasonable, or without foundation.

**14055.** A voter who resides in a political subdivision where a violation of subdivision (a) of Section 14052 is alleged may file an action pursuant to that section in the superior court of the county in which the political subdivision is located.

**14056.** This chapter does not apply to special elections.

**14057.** This chapter shall become operative on January 1, 2018.