



TVCS D Board of Director's Regular Meeting Agenda

Date: Wednesday, April 12, 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 April 12, 2017 BOD Agenda Action

IV. Board Member Reports

V. Approval of March 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
- d. Amended Measure A Work Plan for Fiscal Year 2017/2018 Action

VII. General Manager's Report

- a. Status report on O & M contract

VIII. NSU Report

- a. Review reports for February 2017

IX. Committee Reports

- a. Financial Advisory Committee (FAC)
 1. Review approved March 22, 2017 minutes
 2. Discussion on proposed sewer and park budgets for Fiscal Year 2017/2018
 3. Review draft of Public Hearing mailer for proposed rate increase Action
- b. Park Advisory Committee (PAC)
 1. Review approved March 27, 2017 minutes
 2. Update on water foundation installation and inspection
 3. Update on advertising for RFP
 4. Update Ted Anderson's scope of work

X. Pending Business

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

XI. Other Business

XII. New Business

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

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, March 8, 2017, 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

Board Members Present: Dru Fallon O'Neill, President (arrived after approval of Financial Statements); Donna Clavaud, Vice President; Bill Bonini, Deborah Parrish

Board Members Absent: Peter MacLaird

Also Present: Cynthia Hammond; TVCS D Recording Secretary, Venta Leon, Silas Valentino, (Pt. Reyes Light reporter)

I. Call To Order

In the absence of Dru Fallon O'Neill, Donna Clavaud called the meeting to order at 7:07 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 March 8, 2017 TVCS D BOD Agenda

Donna Clavaud motioned to approve March 8, 2017 TVCS D BOD agenda. No objections.

IV. TVCS D Board Member Reports

None

V. Approval of February 8, 2017 TVCS D BOD minutes

Donna Clavaud motioned to approve the February 8, 2017 TVCS D BOD minutes. No objections.

VI. Financial Report (Melinda Bell)

a. Accept check registers and approve expenditures:

Deborah Parrish motioned to accept check registers and approve expenditures. Bill Bonini seconded the motion. M/S/C

b. Financial Manager's report:

Deborah Parrish motioned to approve Financial Manager's report. Bill Bonini seconded the motion.
M/S/C

c. Review and approve financial statements:

Deborah Parrish motioned to approve financial statements. Bill Bonini seconded the motion.
M/S/C

VII. General Manager's Report

a. Status Report on O & M contract:

Jose Ortiz will attend the April FAC meeting. Donna Clavaud said at that time, there would be a clear idea on the scope of work and potential savings to move towards an RPF and a new contract. Bill Bonini explained that potential savings could include having the lab invoice TVCSD directly, saving a 20% mark-up from NSU.

A copy of the Annual Wastewater Monitoring Report (2016) was included in the February 8, 2017 TVCSD BOD meeting packet. Dru Fallon O'Neill pointed out an error on page one (1) fourth (4th) paragraph that states, "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". Donna Clavaud requested Cynthia Hammond email Jose Ortiz regarding this matter.

VIII. NSU/Phillips Report

a. Review reports for January 2017:
Reports were reviewed.

IX. Committee Reports

a. Financial Advisory Committee (FAC)

1. Review approved February 22, 2017 minutes:

Donna Clavaud reported there were two (2) meetings, a work session meeting on February 15, 2017 and a February 22, 2017 Regular Meeting that included Jose Ortiz and Bruce Abbott, CFO of Shoreline Unified School District (SUSD). Donna Clavaud explained the February 22, 2017 agenda focused on a ten (10) year financial plan and Melinda Bell, FAC Chair, had developed a budget format that has been simplified to be user friendly; to reflect costs and expenses in each categories. TVCSD has never had a long-term financial plan, and has been unable to plan for a balanced budget. The ten (10) year financial plan looks at projected income and expenses, Capital Improvement Plan (CIP), and outgoing debt service. Over the next nine (9) years the projected CIP's can be budgeted with the existing budget. This has been made possible by reducing expenses. In the tenth (10th) year however, significant

improvements of \$162,000 are to be incurred when the collection system has to be replaced. There is also a debt service obligation from improvement projects that were done in 2010 - 2011 payable over the next nine (9) years. This debt service had no financial plan to repay the loan and now TVCSD lacks funds to repay this loan, which was inherited by the present TVCSD board. A rate increase will be proposed to cover this debt service. The last rate increase was in 2008. There is \$235,000 in cash reserves. These funds are for a six (6) month emergency reserve. In order to pay off this debt, \$28,000 per year needs to be raised (\$28,000 for six (6) years and \$18,000 for the last three (3) years. Therefore FAC is recommending raising rates. FAC will work on a narrative and graphics for presentation to the community in May. Bill Bonini suggests tiered increases; 15% increase in fiscal year 2017/2018 and a 15% the following year, and for FAC to develop a model. It was suggested to have a couple of options to present to the community. Deborah Parrish, in regards to the rate increase, reminded the TVCSD BOD's that there no longer grants to fund projects.

Proposed Calendared Items:

Wednesday, March 22, 2017: FAC to finalize narrative and graphics

Monday, March 27, 2017: PAC budget meeting

Wednesday, April 26, 2017: Public rate hearing

Bill Bonini questioned the \$158.00 on Marin County tax assessment bill, over and above the \$756.00 sewer assessment. This will be researched.

2. Discuss ten (10) year budget plan for debt service and CIP's and recommend rate increase:
No Action taken, discussed above.

b. Park Advisory Committee (PAC)

1. Review approved February 27, 2017 minutes:
No meeting was held February 27, 2017.

2. Update on advertising for RFP:
Donna Clavaud reported the RFP for the park projects are on the TVCSD website, advertised in the Pt. Reyes Light and West Marin Commons. Donna Clavaud contacted fence contractors and a licensed contractor who may be interested in the park projects. David Judd is also bidding on the RFP. David Judd has installed the water fountain and now awaiting county inspection.

3. Update from Ted Anderson:
Jose Ortiz still needs to contact Ted Anderson to agree on final scope of work.

X. Pending Business

XI. Other Business

None

XII. New Business

a. Senate Bill 415 – Voter Participation:

Dru Fallon O'Neill explained that the regular election process is every two (2) and every four (4) years, except some districts don't match the two (2) year, four (4) year formats and are on an odd year. The Senate Bill goes into effect on 1/20/2018, which means if TVCSD has an election in 2017, it would be an off year. Discussion of this item to be continued.

b. Spring 2017 Newsletter:

Spring newsletter might include narrative and graphics regarding rate increase, park cleanup, ten (10)

year plan and new officers. Newsletter to be mailed April 15, 2017. Cynthia Hammond and Beth Koelker will do layout.

c. LAFCO Call for Election:

Dru Fallon O’Neill said there were three (3) candidates and TVCSD BOD’s are to rank all three (3) candidates. Candidate with the least number of votes will be eliminated, and a runoff will occur should no candidate receive a majority of first place votes. No action taken, voting will take place on the April 14, 2017 TVCSD BOD meeting after discussing with Jose Ortiz.

XIII. Correspondence

None

XIV. Adjournment

Deborah Parrish motioned to adjourn TVCSD March 8, 2017 BOD meeting. Donna Clavaud seconded the motion. M/S/C

Meeting adjourned at 8:15 pm

Next TVCSD BOD Meeting, April 12, 2017, 7 pm at Tomales Town Hall

Approved by: Dru Fallon O’Neill, President

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.*

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Peter MacLaird ● Deborah Parrish

Tonales Village Community Services District Maarch 2017 Bank Registers

	Type	Date	Num	Name	Memo	Amount	Balance
131.46 · Bank of Marin - Park Account							126,652.97
	Bill Pmt -Check	03/04/2017	1163	Fishman Supply	inv 1068909 Wet Floor Sign	-19.73	126,633.24
	Bill Pmt -Check	03/11/2017	1164	PGE	12/23 - 3/2/17 7399820881	-501.75	126,131.49
	Bill Pmt -Check	03/17/2017	1165	Houshar, Michael	Installation of new water fountain	-690.92	125,440.57
	Payment	03/17/2017	70.00	Henry Elfstrom	PG & 7 E	70.00	125,510.57
	Deposit	03/30/2017			park rental	400.00	125,910.57
	Deposit	03/30/2017			interest	0.54	125,911.11
Total 131.46 · Bank of Marin - Park Account							-741.86 125,911.11
131.31 · Redwood Credit Union							135,896.30
Total 131.31 · Redwood Credit Union							135,896.30
131.42 · Bank of Marin - Money Market							41,339.09
	Deposit	03/13/2017			Supplemental Secured Levy 4	46.75	41,385.84
	Deposit	03/31/2017			Interest	1.58	41,387.42
Total 131.42 · Bank of Marin - Money Market							48.33 41,387.42
131.44 · Bank of Marin - Sewer							21,193.84
	Bill Pmt -Check	03/04/2017	4327	Kristin Lawson	March-May	-300.00	20,893.84
	Bill Pmt -Check	03/04/2017	4328	Nelson Staffing	2/15-2/26	-131.06	20,762.78
	Bill Pmt -Check	03/06/2017	4329	Melinda K. Bell	February	-1,242.50	19,520.28
	Bill Pmt -Check	03/06/2017	4330	Natural Systems Utilities	invoices 235839 and 235864	-5,850.47	13,669.81
	Bill Pmt -Check	03/06/2017	4331	PGE	1/24-2/24 8044736439-1	-27.46	13,642.35
	Bill Pmt -Check	03/07/2017	4332	Ortiz, Jose	February 39.5 hours, 7 hours travel	-5,540.85	8,101.50
	Bill Pmt -Check	03/11/2017	4333	PGE	3,489 kwh 2/1-2/22 off Irvin Rd	-21.33	8,080.17
	Payment	03/17/2017		Tomales Regional Histroy Center	monthlyt sewer	63.00	8,143.17
	Bill Pmt -Check	03/17/2017	4334	Nelson Staffing	3/5-3/12	-148.54	7,994.63
	Bill Pmt -Check	03/18/2017	4335	AT&T	3/11-4/10 138729848	-80.00	7,914.63
	Bill Pmt -Check	03/18/2017	4336	AT&T Uverse	145835838 2/7-3/6	-133.23	7,781.40
	Bill Pmt -Check	03/21/2017	4337	Capital One Bank	6428 Sonic service	-19.95	7,761.45
	Deposit	03/31/2017			interest	0.05	7,761.50
Total 131.44 · Bank of Marin - Sewer							-13,432.34 7,761.50
131.48 · Bank of Marin - Solar							11,898.09
	Deposit	03/31/2017			Deposit	0.05	11,898.14
Total 131.48 · Bank of Marin - Solar							0.05 11,898.14
Total Sewer Cash Balances							196,943.36



Financial Manager's Report April 12, 2017

Planning for 2017/2018 Sewer Budget

The current sewer service rates were effective July 1, 2008. There has been no rate increase in the intervening years although costs have increased, and substantial debt to be repaid was taken on in the year following the rate increase and in the next year. Beginning in 2010/2011 that debt has been decreased each year. However, beginning with the acquisition of the debt, cash has also declined each year. The drain on cash balances has been due to the debt retirement and the maintenance cost of the additional assets acquired with the debt. Inflation over the nine years has had an impact with no corresponding rate increase.

Cash balances are again at the same level as when the decision was made to raise rates in 2008. The proposed 2017/2018 sewer program budget is balanced, but debt retirement will require \$38,708.51 of the cash reserves. Retirement of debt is not an expense and therefore is not part of the budget. Cash balances are already down \$39,111 this fiscal year compared to March 31, 2016 due to this year's debt reduction although, discounting depreciation, this fiscal year's results are better than budgeted. The budget for the new 2017/2018 year will have to absorb the \$14,451 loss of the solar rebate and a \$7,428 reduction in sewer service income billed through the County property tax rolls. The loss of this income will put more pressure on the dwindling cash balances and has made it more difficult to balance the 2017/2018 budget. Without new funding cash balances will be depleted in the coming years.

Planning for 2017/2018 Park Budget

The current year park work plan has been revised to move most of the planned \$74,400 in 2016/2017 expenditures to 2017/2018. Both work plans are included in this packet and will be sent to the County when finalized and approved. Estimated costs for the gazebo and other projects have risen, so the total budgeted expenses for 2017/2018 are \$88,800, utilizing \$33,272 in 2017/2018 Measure A funding, \$33,915 in unspent Measure A prior year funding, and \$20,268 in other unspent grant funding. Current cash balances of \$125,911 will allow this use of prior year funds.

Check Signing

Our policy states that the Board of Directors and General Manager will authorize any purchase over the amount of \$500. The Financial Manager is authorized to approve routine and budgeted expenditures of \$500 and under. Only the General Manager, Financial Manager or Board of Directors may authorize the issuance of checks. Two signatures are required for the issuance of checks over \$500 from TVCSD checking accounts. We have interpreted this to mean two Board Member signatures.

Checks are now waiting a week or two for the second Board Member signature. I think we can interpret our policy to mean that if one Board member or the General Manager approves the purchase over \$500, the two signers on the check can include my signature as Financial Manager. With Board approval, interpreting the policy in this way will eliminate the delay in waiting for the second Board Member signature. Without Board approval we will need another solution.

Tomales Village Community Services District
March 31, 2017 Balance Sheets

		Mar 31, 17	Mar 31, 16	\$ Change	% Change
PARK					
ASSETS					
	131.46 · Bank of Marin - Park Account	125,911.11	103,724.55	22,186.56	21.39%
	Total Current Assets	125,911.11	103,724.55	22,186.56	21.39%
Fixed Assets					
	100.20 · Land and Land Rights	132,000.00	132,000.00	0.00	0.0%
	111.00 · Park Equipment				
	Original Cost	309,286.28	305,532.92	3,753.36	1.23%
	105.00 · Depreciation	-51,433.00	-43,933.00	-7,500.00	-17.07%
	Total 111.00 · Park Equipment	257,853.28	261,599.92	-3,746.64	-1.43%
	Total Fixed Assets	389,853.28	393,599.92	-3,746.64	-0.95%
	TOTAL ASSETS	515,764.39	497,324.47	18,439.92	3.71%
LIABILITIES & EQUITY					
Liabilities					
	222.00 · Accounta Payable	-321.30	297.94	-619.24	-207.84%
	217.00 · Unearned Revenue	25,000.00	25,000.00	0.00	0.0%
	Total Current Liabilities	24,678.70	25,297.94	-619.24	-2.45%
	Total Liabilities	24,678.70	25,297.94	-619.24	-2.45%
Equity					
	252.50 · Investment in Capital Assets	389,853.28	393,599.92	-3,746.64	-0.95%
	260.00 · Unassigned Fund Balance	75,928.61	40,670.58	35,258.03	86.69%
	Net Income	25,303.80	37,756.03	-12,452.23	-32.98%
	Total Equity	491,085.69	472,026.53	19,059.16	4.04%
	TOTAL LIABILITIES & EQUITY	515,764.39	497,324.47	18,439.92	3.71%
SEWER					
ASSETS					
	131.31 · Redwood Credit Union	135,896.30	135,767.40	128.90	0.1%
	131.42 · Bank of Marin - Money Market	41,387.42	52,317.81	-10,930.39	-20.89%
	131.44 · Bank of Marin - Sewer	7,761.50	25,901.81	-18,140.31	-70.04%
	131.48 · Bank of Marin - Solar	11,898.14	22,068.17	-10,170.03	-46.09%
	Total 131.00 · Cash	196,943.36	236,055.19	-39,111.83	-16.57%
	Total Checking/Savings	196,943.36	236,055.19	-39,111.83	-16.57%
	Total Current Assets	196,943.36	236,055.19	-39,111.83	-16.57%
Fixed Assets					
	100.00 · Property, Plant and Equipment	791,665.97	791,665.97	0.00	0.0%
	100.10 · Maps and Records	17,248.00	17,248.00	0.00	0.0%
	100.20 · Land and Land Rights	52,788.00	52,788.00	0.00	0.0%
	110.00 · Improvement Project	939,393.31	939,393.31	0.00	0.0%
	112.00 · Solar System	269,945.21	269,945.21	0.00	0.0%
	105.00 · Less Accumulated Depreciation	-554,371.66	-517,416.01	-36,955.65	-7.14%
	Total Fixed Assets	1,516,668.83	1,553,624.48	-36,955.65	-2.38%
Other Assets					
	136.00 · SUSD Note Receivable	18,275.90	19,729.90	-1,454.00	-7.37%
	TOTAL ASSETS	1,731,888.09	1,809,409.57	-77,521.48	-4.28%
LIABILITIES & EQUITY					
Liabilities					
	222.00 · Accounts Payable	0.00	18,139.11	-18,139.11	-100.0%
	231.00 · CA Payroll Tax Payable	0.00	8.75	-8.75	-100.0%
	230.00 · Fed Payroll Tax Payab	45.89	38.26	7.63	19.94%
	Total Current Liabilities	45.89	18,186.12	-18,140.23	-99.75%
Long Term Liabilities					
	211.00 · SWRCB SRF Loan	134,813.90	155,074.71	-20,260.81	-13.07%
	215.00 · CREBS Bond	161,470.56	197,352.92	-35,882.36	-18.18%
	Total Long Term Liabilities	296,284.46	352,427.63	-56,143.17	-15.93%
	Total Liabilities	296,330.35	370,613.75	-74,283.40	-20.04%
Equity					
	260.00 · Retained Earnings	1,214,215.19	1,274,279.74	-60,064.55	-4.71%
	261.00 · Sinking Fund - Debt Reserve	47,775.00	47,775.00	0.00	0.0%
	262.00 · Capital Improvement Reserve	42,758.97	42,758.97	0.00	0.0%
	263.00 · Emergency Reserve	33,982.00	33,982.00	0.00	0.0%
	264.00 · Operating Reserve	3,537.37	3,537.37	0.00	0.0%
	265.00 · Net Assets - Unrestricted	105,000.00	105,000.00	0.00	0.0%
	Net Income	-11,710.79	-68,537.26	56,826.47	82.91%
	Total Equity	1,435,557.74	1,438,795.82	-3,238.08	-0.23%
	TOTAL LIABILITIES & EQUITY	1,731,888.09	1,809,409.57	-77,521.48	-4.28%

Tomales Village Community Services District Budget Comparisons 3/31/2017

	PARK	Jul '16 - Mar 17	YTD Budget
Income	311.00 · Interest Income	4.35	2.00
	315.80 · Measure A Funds	33,402.38	32,900.00
	320.00 · Contributions Income - Other	550.00	100.00
	322.00 · Park Use Rental - Other	400.00	550.00
	322.60 · Water Tower PGE	630.00	630.00
Total Income		34,986.73	34,182.00
Expense			
	414.55 · Professional Fees		
	414.57 · Accounting	105.00	
	414.81 · Measure A Project Expenses	7,964.53	25,300.00
	414.82 · Measure A Maintenance Expenses	717.08	421.00
	414.83 · PGE Park	868.37	980.00
	414.85 · Matching Project Funds	0.00	18,169.00
	423.30 · Fundraising Expense	27.95	
Total Expense		9,682.93	44,870.00
Net Income		25,303.80	-10,688.00
	SEWER		
Income			
301.00 · Service Charges			
	301.10 · Service Charges - Monthly	567.00	567.00
	301.15 · Service Charges - Annual Fees	1,512.00	1,512.00
	301.20 · Service Charges - SUSD	68,689.47	61,258.00
	301.35 · Solar Portion - County	0.00	5,000.00
	301.30 · Service Charges - County - Other	50,395.57	57,000.00
Total 301.30 · Service Charges - County		50,395.57	62,000.00
Total 301.00 · Service Charges		121,164.04	125,337.00
303.00 · Connection Fees		0.00	10,000.00
305.00 · SUSD Sinking Fund		8,062.00	8,062.00
311.00 · Interest Income		1,294.01	1,492.00
	315.50 · Levy 4	5,180.69	6,150.00
Total Income		135,700.74	151,041.00
Expense			
410.00 · Sewage Collection		194.51	282.00
411.00 · Sewage Treatment		6,652.27	6,075.00
412.00 · Sewage Disposal		218.59	252.00
	414.13 · State Unemployment Tax	47.63	133.00
	414.12 · Medicare Payroll Tax	21.74	45.00
	414.11 · Social Security Tax	77.68	234.00
Total 414.10 · Payroll Tax Expense		147.05	412.00
414.05 · Administrator's Fees		31,937.50	34,107.00
414.22 · Licenses and Permits		1,334.00	0.00
	414.31 · Property & Liability Insurance	6,050.59	6,000.00
	414.33 · Worker's Comp Insurance	750.73	500.00
	414.41 · Postage and Delivery	103.66	262.00
	414.42 · Printing and Copies	0.00	20.00
	414.43 · Office Supplies	65.91	233.00
	414.44 · Sonic - Web Hosting	159.60	187.00
	414.45 · Equipment Expense	0.00	187.00
	414.465 · Board Meber Stipend	1,900.00	3,500.00
	414.467 · Board Training	0.00	700.00
	414.47 · Clerical/Bookkeeping	8,627.50	7,420.00
	414.48 · Office Rent	900.00	900.00
	414.49 · Secretary	2,664.92	5,000.00
414.50 · O&M Contractual Services		49,627.95	53,249.00
	414.552 · Accounting	5,000.00	4,750.00
	414.61 · Newsletter Expense	442.03	355.00
Total 414.60 · Publication and Notices		442.03	355.00
414.62 · Dues and Subscriptions		1,108.20	1,510.00
	414.67 · Solar Lease Admin Fee	750.00	750.00
	414.71 · Plant and Building Maintenance	0.00	750.00
	414.72 · Computer Repairs	149.00	187.00
	414.73 · Equipment Repairs	0.00	862.00
	414.76 · Collection System Maintenance	0.00	3,750.00
	414.77 · Irrigation Field Maintenance	0.00	4,500.00
	414.78 · Solar Panel Maintenance	0.00	300.00
Total 414.70 · Repairs and Maintenance		149.00	10,349.00
Total 414.80 · Travel and Meetings		383.21	240.00
414.90 · Telephone and Internet Services		1,955.39	1,980.00
Total 414.00 · Administration and General		114,057.24	132,611.00
	417.30 · LAFCO Charges	160.40	0.00
415.50 · Depreciation Expense		22,251.65	
420.20 · Interest Expense - SRF Loan		3,876.87	3,877.00
Total Expense		147,411.53	143,097.00
Net Income		-11,710.79	7,944.00

D. Recipient's Measure A Work Plan for Fiscal Year 2017-18:

Name of work or project:	Primary purpose of work or project. Select only one from list below. **	Description. Be as specific as possible. Include numbers related to square footage of facilities, acreage, etc. If Measure A funds were used for maintenance, use numbers to indicate change from pre-Measure A conditions.	Amount of Measure A funds estimated to be used:	Source(s) and amount(s) of matching funds projected for use. If none, enter "0"	Total expenditures projected for work or project in current reporting year
PG&E, Supplies, Services	Maintenance a	Electricity, trash, bathroom, landscaping supplies, maintenance	\$1,660	\$840	\$2,500
Gazebo	Construction c	Specifications, bids, construction	\$40,500	\$19,500	\$60,000
Paths and Ramps	Construction c	Grading, pouring, inspection	\$8,000		\$8,000
Fence Replacement	Renovation b	Clear area, haul debris, construction	\$12,000		\$12,000
Project Manager	Construction c	Review bids, oversee park projects	\$4,000	\$1,000	\$5,000
Financial Manager	Maintenance a	Pay park bills, prepare reports Budgets, for park program	\$500	\$500	\$1,000
Landscaping	Maintenance a	Plant, weed, trim, mow park area	\$300		\$300
Estimated Total			\$66,960	\$21,840	\$88,800

D. Recipient's Measure A Work Plan for Fiscal Year 2016-17:

Name of work or project:	Primary purpose of work or project. Select only one from list below. **	Description. Be as specific as possible. Include numbers related to square footage of facilities, acreage, etc. If Measure A funds were used for maintenance, use numbers to indicate change from pre-Measure A conditions.	Amount of Measure A funds estimated to be used:	Source(s) and amount(s) of matching funds projected for use. If none, enter "0"	Total expenditures projected for work or project in current reporting year
PG&E, Supplies, Services	Maintenance a	Electricity, trash, bathroom, landscaping supplies, maintenance	\$1,650	\$850	\$2,500
Play Surface	Construction c	Grading, pouring, inspection	\$4,650		\$4,650
2 Picnic Tables	Construction c	Purchase, installation, finishing	\$1,300		\$1,300
Required Signage	Construction c	Purchase of LWCF compliant sign	\$216		\$216
Accessible Water Fountain	Renovation b	Purchase and install fountain	\$4,000		\$4,000
Project Manager	Construction c	Review bids, oversee park projects	\$1,000		\$1,000
Financial Manager	Maintenance a	Pay park bills, prepare reports Budgets, for park program	\$1,000		\$1,000
Estimated Total			\$13,816	\$850	\$14,666

GENERAL MANAGER'S REPORT

APRIL 12, 2017

Coordination with Staff

- ❖ Reviewed April 12, 2017 agenda and optimized agenda packet.
- ❖ Coordinated with Financial Manager and approved invoices submitted by NSU/PSI, Telstar, and others.
- ❖ Filled out and mailed Form 700 to County of Marin Department of Elections.
- ❖ Reviewed reports from PAC and FAC for upcoming actions.
- ❖ Coordinated with Steve Chase from NSU on various items.

New/Continuing Business

- ❖ Because of the heavy rains, one of the storage ponds was full and the other pond was almost full. NSU notified the Regional Board that we would begin spraying treated effluent in the irrigation field.
- ❖ The North Bay Tree and Weed chemical applications to Pond #1 for duckweed control appear to have been effective. The second and final application will be done in the spring.
- ❖ We received a Notice of Violation for not having submitted sanitary sewer overflows reports. We did not get the NOV because the data base still shows the former administrator as the District contact person. The database has been updated and overflow reports will be submitted by April 28, 2017.
- ❖ As I reported last month, I met with NSU/PSI to review revised the O&M Plan and to update the scope of services. By having the lab testing billed the directly to us, the District could save up to \$10,000 annually. This was discussed with the FAC and will be discussed at the April meeting.
- ❖ It is expected that the contract for project management services by Ted Anderson will be discussed during the PAC agenda item in April. The scope of work for upcoming park construction projects will include the replacement of the gazebo structure, the fence, and construction of the handicap ramps.
- ❖ I contacted Regional Board to inform them that I would be submitting a revised 2016 Annual Wastewater Monitoring Report. The attached spreadsheets were truncated and lost formula links.
- ❖ Received and reviewed Notification of November 2017 District Elections from County of Marin Department of Elections. The terms of office for three Board Directors end on December 1, 2017. Forms and a resolution are due to the County by June 23, 2017. A resolution will be prepared for review and adoption at the May regular BOD meeting.

Next Month

Report Preparation/Tasks

- ❖ 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. Due to the length of the April BOD meeting, I will bring recommended standards for the Board to adopt at the May 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.

San Francisco Bay Regional Water Quality Control Board

October 13, 2016
File: CW-713736

Tomales Village CSD
Karl Drexel
PO Box 156
Tomales, CA 94971
Via email to karl@tomalescsd.ca.gov

SUBJECT: Notice of Violation for Non-Compliance with Reporting Requirements of Sanitary Sewer Collection Systems Order No. 2006-0003-DWQ (Order) and Monitoring and Reporting Program (MRP) Order No. 2013-0058-EXEC, Tomales Village, Marin County

Dear Mr. Drexel:

The submittal of sanitary sewer overflow (SSO) reports for the Tomales Village CSD (Discharger) collection system is regulated under the above-mentioned Order and MRP. As described further below, we have identified specific reporting violations by the Discharger. Therefore, we require that the Discharger submit a report addressing these violations.

Violations of the Order and MRP

We recently audited SSO reports the Discharger submitted to the California Integrated Water Quality System (CIWQS) for the period of September 9, 2013, through June 30, 2016. During this review, we identified the following reporting violations:

- The Discharger failed to certify or failed to timely certify SSO reports, and
- The Discharger failed to certify or failed to timely certify “No Spill” reports for months in which no SSO occurred.

Tables 1 and 2 of Attachment A to this letter contain specific details related to the violations. We reiterate the reporting requirements below.

Order and MRP Reporting Requirements

Provision G.2 of the Order requires that the Discharger comply with the MRP, and MRP sections C.4.i through C.4.iii require the following:¹⁸

¹⁸ http://www.waterboards.ca.gov/board_decisions/adopted_orders/water_quality/2013/wqo2013_0058exec.pdf

4. **Sanitary Sewer Overflow Reporting to CIWQS – Timeframes**
- i. **Category 1 and Category 2 SSOs** – All SSOs that meet the above criteria for Category 1 or Category 2 SSOs shall be reported to the CIWQS Online SSO Database:
 - a. Draft reports for Category 1 and Category 2 SSOs shall be submitted to the CIWQS Online SSO Database within three (3) business days of the enrollee becoming aware of the SSO. Minimum information that shall be reported in a draft Category 1 SSO report shall include all information identified in section 8.i.a. below. Minimum information that shall be reported in a Category 2 SSO draft report shall include all information identified in section 8.i.c below.
 - b. A final Category 1 or Category 2 SSO report shall be certified through the CIWQS Online SSO Database within 15 calendar days of the end date of the SSO. Minimum information that shall be certified in the final Category 1 SSO report shall include all information identified in section 8.i.b below. Minimum information that shall be certified in a final Category 2 SSO report shall include all information identified in section 8.i.d below.
 - ii. **Category 3 SSOs** – All SSOs that meet the above criteria for Category 3 SSOs shall be reported to the CIWQS Online SSO Database and certified within 30 calendar days after the end of the calendar month in which the SSO occurs (e.g., all Category 3 SSOs occurring in the month of February shall be entered into the database and certified by March 30). Minimum information that shall be certified in a final Category 3 SSO report shall include all information identified in section 8.i.e below.
 - iii. **“No Spill” Certification** – If there are no SSOs during the calendar month, the enrollee shall either 1) certify, within 30 calendar days after the end of each calendar month, a “No Spill” certification statement in the CIWQS Online SSO Database certifying that there were no SSOs for the designated month, or 2) certify, quarterly within 30 calendar days after the end of each quarter, “No Spill” certification statements in the CIWQS Online SSO Database certifying that there were no SSOs for each month in the quarter being reported on. For quarterly reporting, the quarters are Q1 - January/ February/ March, Q2 - April/May/June, Q3 - July/August/September, and Q4 - October/November/December. If there are no SSOs during a calendar month but the enrollee reported a PLSD, the enrollee shall still certify a “No Spill” certification statement for that month.

Submittal of a Completion Report

The Discharger is responsible for compliance with the Order and MRP. The Discharger shall correct all CIWQS SSO reports (i.e., late, uncertified, missing, or incomplete) and all “no spill” certifications for the period beginning May 2, 2006. Therefore, no later than **December 31, 2016**, the Discharger must submit a Completion Report that verifies implementation of corrective measures to come into compliance with, and to prevent future reporting violations of, the Order and MRP, as follows:

- Describe the methods implemented to ensure the timely certification of SSO reports;
- Describe the methods implemented to ensure the timely submittal of “no spill” certifications;
- Provide a table showing all missing, late, uncertified, or incomplete SSO reports that have been corrected in CIWQS because of this notice of violation (include the spill category, event ID, date, and certification date); and
- Provide a table showing all “no spill” certifications that have been corrected or entered into CIWQS because of this notice of violation (include the month, year, and certification number of each “no spill” certification).

Please email your Completion Report to Mike Chee at michael.chee@waterboards.ca.gov. As required by Provision J of the Order, the Discharger’s authorized person must sign and certify the report.

If you have any questions regarding this Notice of Violation, please contact Mr. Chee at michael.chee@waterboards.ca.gov

Sincerely,



Bill Johnson, Chief
NPDES Wastewater and Enforcement Division

CIWQS Violation ID: 1012809, 1012891

cc (vial email):

Jim Fischer, State Water Resources Control Board, Jim.Fischer@waterboards.ca.gov

Attachment A to Notice of Violation

Table 1 – Summary of SSO Late Certification Violations

Spill Date	Spill ID	Category	Certified Report Due Date	Report Certification Date	Number of Days Late
NA	NA	NA	NA	NA	NA
Legend for Table NA = Not Applicable					

Table 2 – Summary of “No Spill” Certification Violations

Month with “no spills” or missing certification	“No spill” confirmation number	Certification Due Date	Certification Date	Number of Days Late
May-15	2432694	6/30/2015	7/18/2015	18
Feb-15	2424874	3/30/2015	4/4/2015	5
Dec-14	2420407	1/30/2015	2/8/2015	9
Oct-14	2416716	11/30/2014	12/29/2014	29
Jun-14	2404107	7/30/2014	8/21/2014	22
Mar-14	2392505	4/30/2014	5/3/2014	3
Nov-13	2382520	12/30/2013	1/23/2014	24
Oct-13	2382519	11/30/2013	1/23/2014	54
Sep-13	2382518	10/30/2013	1/23/2014	85
Jul-15	missing	8/30/2015		
Aug-15	missing	9/30/2015		
Sep-15	missing	10/30/2015		
Oct-15	missing	11/30/2015		
Nov-15	missing	12/30/2015		
Dec-15	missing	1/30/2016		
Jan-16	missing	3/1/2016		
Feb-16	missing	3/30/2016		
Mar-16	missing	4/30/2016		
Apr-16	missing	5/30/2016		
May-16	missing	6/30/2016		
Jun-16	missing	7/30/2016		

March 10, 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
February 2017

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, Richmond

Note: Treatment Pond 1 has been off line for Duckweed treatment and continues to be. It just had its second treatment. Once pond level reached 1ft, water was transferred to pond 2 to get pond 1 back to 2ft freeboard. Pond 1 is currently at 2.1ft freeboard, and should be ready to be put back in line soon.

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) FEB 2017
2. Pond Standard Observation required every week year round.

INSPECTION		Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date		2-7	2-14	2-21	2-27
Day		TU	TU	TU	TU
Time		1030	1315	0815	1230
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

TOMALES INFLUENT HEADWORKS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) FEB 2017

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

INSPECTION		Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date		2-7	2-14	2-21	2-27
Day		TU	TU	TU	TU
Time		1030	1320	0815	1230
Operator		SL	SL	SL	SL
Rain fall, inches		4.5	2.4	4.25	0.3
* Nuisance odors (smell)		N	N	N	N
* Evidence of any standing water		N	N	N	N
* Evidence of mosquitos 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 Op

TOMALES STORAGE PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) FEB 2017

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	2-7	2-14	2-21	2-27	
Day	TU	TU	TU	TU	
Time	1000	1400	0900	1215	
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

TOMALES CHLORINE STORAGE TANK STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) FEB 2017
2. Chlorine Storage Tank Standard Observation required every week year round.

INSPECTION					
Date	2-7	2-14	2-21	2-27	
Day	TU	TU	TU	TU	
Time	1000	1400	0900	1215	
Tech	SC	SC	SC	SC	
* Evident of any leaks	N	N	N	N	
Tank level, inches	14	14	14	14	
Cl2 gallons added	0	0	0	0	
New tank level after adding Cl2, inches	14	14	14	14	
Gallons used for treatment since last check	0	0	0	0	
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.

**Tomales Village Community Services District
Proposed Sewer Program Budget 2017/2018**

	17/18 Budget
Income	
301.10 · Service Charges - Monthly	756
301.15 · Service Charges - Annual Fees	1,512
301.20 · Service Charges - SUSD	68,195
301.30 · Service Charges - County	
301.35 · Solar Portion - Debt Serv	7,680
301.30 · Service Charges - County - Other	82,874
Total 301.30 · Service Charges - County	90,554
Total 301.00 · Service Charges	161,017
303.00 - Connection Fees	
305.00 · SUSD Debt Serv SRF	8,062
311.00 · Interest Income	1,492
SUSD Sinking Fund	1,544
315.50 · Levy 4	8,200
316.00 · CSI Solar Rebate	-
320.00 - Contributions Income	-
Total Income	180,315
Expense	
410.00 · Sewage Collection	375
411.00 · Sewage Treatment	10,000
412.00 · Sewage Disposal	336
414.05 · Administrator's Fees	45,550
414.22 · Licenses and Permits	1,346
414.31 · Property & Liability Insurance	6,655
414.33 · Worker's Comp Insurance	720
414.41 · Postage and Delivery	300
414.42 · Printing and Copies	
414.43 · Office Supplies	150
414.44 · Sonic - Web Hosting	240
414.45 · Equipment Expense	250
414.465 · Board Member Stipend	5,000
414.467 · Board Training	1,000
414.466-Board Payroll Taxes	550
414.47 · Clerical/Bookkeeping	10,220
414.48 · Office Rent	1,200
414.49 · Secretary	6,856
414.50 · O&M Contractual Services	71,000
414.551 · Legal Fees	-
414.552 · Accounting	5,000
414.553 · Consulting	-
414.61 · Newsletter Expense	710
414.62 · Dues and Subscriptions	1,110
414.67 · Solar Lease Admin Fee	750
414.70 · Repairs and Maintenance	
414.71 · Plant and Building Maintenance	1,200
414.72 · Computer Repairs	250
414.73 · Equipment Repairs	1,150
414.76 · Collection System Maintenance	5,000
414.77 · Irrigation Field Maintenance	6,000
414.78 · Solar Panel Maintenance	400
Total 414.70 · Repairs and Maintenance	14,000
414.75 · New Equipment	-
414.81 · Travel	450
414.90 · Telephone and Internet Services	2,688
417.20 · Election Expense	-
417.30 · LAFCO Charges	160
415.50 · Depreciation Expense	-
420.20 · Interest Expense - SRF Loan	3,370
Total Expense	189,986
Net Income	-9,671
Cash outlay for loan and bond payments	(38,708)
Net Change in Cash Balances	-48,379

**Tomales Village Community Services District
Park Program Proposed Budget 2017/2018**

				Income			
311.00	· Interest Income						5
315.80	· Measure A Funds						33,272
320.00	· Contributions Income						100
322.00	· Park Use Rental						400
322.60	· Water Tower PGE						840
Total Income							34,617
				Expenses			
414.81	· Measure A Project Expenses						
		Gazebo					60,000
		Paths and Ramps					8,000
		Fence Replacement					12,000
		Project Management					5,000
Total 414.81 Measure A Project Expense							85,000
414.82	· Measure A Maintenance Expense						
		Supplies and Services					1,300
		Landscaping					300
		PGE Park					1,200
		Financial Management					1,000
Total 414.82 · Measure A Maintenance Expense							3,800
Total Expense							88,800
Net Ordinary Income							(54,183)
Use of Prior Year Measure A Funds							33,915
Use of Dean Witter and Board of Supervisors Funds							20,268
Results for 2016/2017 after Use of Prior Year Funding							-

Tomales Park Committee meeting minutes		
Monday, January 23, 2017 Meeting began @ 6:35 pm		
Bill Bonini chaired the meeting.		
Walter Earle served as note taker.		
Present for meeting were: David Judd, Patti Oku, Margaret Graham, Melinda Bell		
Absent: Susan Alvarez, Beth Koelker		
<u>Agenda Item</u>	<u>Discussion</u>	<u>Action</u>
Open Communication	It was noticed that the large pine tree in the park appears to be dying. Walter will contact Pacific Slope Tree Service for a consultation and an estimate for removal this year.	
2017-2018 Park Budget	There is currently \$126,000 in the Park account. We decided to increase the estimated cost for the Gazebo to \$60,000 and ramps to play structures to \$8000. Melinda will send revisions to committee members for approval.	
2017-2018 Measure A work Plan and 2017 revisions	The 2016-2017 work plan will be amended to include the pine tree removal and the completion of the water fountain. The fountain has been installed and inspected. Bishop will be working on the guard rails. David will submit costs to Melinda for the budget.	
RFP's- Any Response?	As far as we know we haven't received any inquiries and Bill will ask at the Board Meeting to advertise in more places.	
Spring Park Cleanup Day, Saturday April 22- 10am-2pm.	We have scheduled a Park cleanup day for April 22, Earth Day. David will order one more 6 ft. picnic table to be assembled. Melinda will bring lunch for 15-20 volunteers. Walter and Margaret will come up with a list of landscaping chores and David with a list for everything else. It was noted that the parking area could use re-striping. Davis will contact 101 Striping to get a cost estimate.	
Park Donation Box	We're hoping to install the donation box on the work day.	
Meeting adjourned at 7:50 pm.		Motion to adjourn: Patty/Bill
Date:		



BOARD OF SUPERVISORS

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1ST DISTRICT

Katie Rice
2ND DISTRICT

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3RD DISTRICT

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CLERK OF THE BOARD

Marin County Civic Center
3501 Civic Center Drive
Suite 329
San Rafael, CA 94903
415 473 7331 T
415 473 3645 F
415 473 6172 TTY
www.marincounty.org/bos

March 15, 2017

Via U.S. Mail and email

Re: Request from Special Districts to Move to Even-Numbered Year Elections

Our office is notifying you, as required by Section 10404 of the Elections Code, that several special districts have submitted resolutions to the Board of Supervisors to change their regularly scheduled elections for governing board members from odd-numbered years to even-numbered years. The following districts have submitted resolutions: Alto Sanitary District, Bel Marin Keys Community Services District, Bolinas Community Public Utility District, Homestead Valley Sanitary District, Inverness Public Utility District, Kentfield Fire Protection District, Las Gallinas Valley Sanitary District, Marinwood Community Services District, North Marin Water District, Novato Fire Protection District, Novato Sanitary District, Richardson Bay Sanitary District, Sanitary District No. 5, Sausalito-Marín City Sanitary District, Southern Marin Fire Protection District, Stinson Beach Fire Protection District, Tamalpais Community Services District and the Tiburon Fire Protection District have adopted resolutions to move to even-numbered elections.

Copies of the resolutions from the above-named districts requesting the change are available for review in the Clerk of the Board Office. The Marin County Elections Department/Registrar of Voters will be advising the Board of Supervisors that it will be able to facilitate the requested changes.

Pursuant to Section 10404 of the Elections Code, the Board of Supervisors is now offering you the option of providing input regarding the effect of the move. However, you are not required to submit input. Comments on the plans submitted by the above-named districts can be presented at the March 21, 2017 Board of Supervisors' meeting, or written comments may be submitted to the Clerk of the Board, to be received no later than 12:00 p.m. on Monday, March 20, 2017. (Written comments are to be submitted to the Clerk of the Board, Room 329, Marin County Civic Center, San Rafael, CA 94903. The start time of the March 21, 2017 meeting can be obtained by viewing the posted agenda on-line at <http://www.marincounty.org/depts/bs/meeting-archive> or by calling the Clerk of the Board office at 415-473-7331.)

Sincerely,

DIANE PATTERSON
Assistant Clerk of the Board



Notice of Public Hearing

Proposed 2017-2018 Sewer Rate Increase

Wednesday, April 26, 2017 @ 6:30pm, at Tomales Town Hall

RATES UPDATE

The District is required to notify all ratepayers by mail of any proposed increases in TVCSD sewer service fees. The 2017-18 proposed budget reflects the need for a sewer rate increase, in order to enable the District to meet unfunded obligations incurred in past years to improve the sewer plant. This debt was recently identified during budget analysis.

The proposed increase is 15% per Equivalent Unit (EU) this fiscal year, and another 15% increase the following year. This translates to a 30% increase, spread over two years. If approved, this would be effective July 1, 2017.

WHY A RATE INCREASE IS NEEDED

There has been no sewer rate increase in 11 years. The previous increases were 12% in 2006 and 12% in 2001. Since its inception in 1999, the District has kept fees to a minimum and has made many upgrades and repairs. In 2009, a solar system was installed to provide electricity for the treatment plant and irrigation field. A special 15-year rate increase of 8% or \$3/month created a restricted fund to help repay bonds for the solar system. The solar tax rebate ended in 2015.

For the past year, Board of Directors, Staff, and Committee members have worked very hard to analyze finances and have reduced operational costs considerably. For the first time, there is a 10-year Financial Plan to project future income and expenses accurately, and a 10-year Capital Improvement Plan. The sewer system is in good shape, and our collection system is not in need of complete replacement. We have \$245,000 in cash emergency reserves, which is a 6-month operational protection per industry standards.

It is important to understand this proposed rate increase is not required for District operations, maintenance, or capital improvements, but to pay the unfunded debt obligations. Existing cash balances have been depleted every year since the debt was incurred. Previous Administration estimates counted on development growth in Tomales to provide sewer connection fee income, which did not happen - there have only been four new customers since 2000. In our 2017/2018 budget, we are facing a \$7,400 reduction in service fees and \$14,500 loss of the solar rebate. The total debt we face over the next nine years is \$296,284.

OTHER DISTRICTS

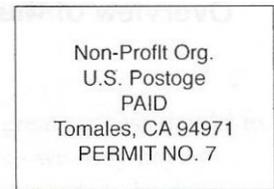
The TVCSD's service fees are in the mid-range of rates for systems under 1,000 people statewide. We are in the higher range as a "post-Prop 13" special district and do not receive income from sales tax distributed by Marin County as many other Districts do. Many other regional Districts only collect waste and do not treat waste so their costs are less.

You Can Be Heard

State law allows customers to respond to proposed rate increases prior to the public hearing. If you object to the proposed increase in the monthly service charges described in this notice, you may file a written protest with the District General Manager at, or before the time set for the public hearing or 45 days from the receipt of this notice (whichever is longer).

A valid protest must be written and contain: a description of the property address and written evidence that the signer(s) is/are the owner(s) of the property, if the signer(s) was/were not shown on the last equalized assessment roll as the owner(s) of the property.

Protests can be mailed to: TVCSD P.O. BOX 303 TOMALES, CA 94971



POSTAL PATRON
TOMALES CA
94971