TVCSD Board of Director's Meeting Agenda

Date: Wednesday, May 10, 2017, 7:00 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 May 10, 2017 BOD Agenda Action

IV. Board Member Reports

V. Approval of April 12, 2017 Regular Meeting Minutes and April 25, 2017 Special Meeting 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. Ad Valorum Tax (Dru Fallon O'Neill)

VII. General Manager's Report

a. Status report on O & M contract

VIII. NSU Report

a. Review reports for March 2017

IX. Committee Reports

a. Financial Advisory Committee (FAC)

1. No FAC meeting held in April
2. 2017/2018 Draft Budgets for Sewer & Park (review, discuss and amend for preliminary vote) Action

b. Park Advisory Committee (PAC)

1. Review approved April 24, 2017 minutes.
2. Review and approve amended FY 2016-17 Measure A Work Plan Action
3. Calendar of Park rentals
4. Update from Ted Anderson
5. Thank you letter to Tomales Girl Scout Troop Action

X. Pending Business

XI. Other Business

XII. New Business

a. TVCSD new website discussion.

XIII. Correspondence

XIV. Adjournment

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

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

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

Board of Directors:

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

TVCSD Board of Director's Meeting Minutes

Date: Wednesday, April 12, 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

Board Members Absent: Deborah Parrish, Peter MacLaird

Also Present: Jose Ortiz, TVCSD General Manager; Melinda Bell, TVCSD Accountant; Cynthia Hammond, TVCSD Recording Secretary; Dennis Rodoni, Marin County Supervisor; Venta Leon, Margaret Graham, Walter Earle, Silas Valentino, (Pt. Reyes Light reporter)

I. Call To Order

Dru Fallon O'Neill called the meeting to order at 7:05 p.m.

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

Donna Clavaud welcomed Marin County Supervisor Dennis Rodoni and introductions were made to those present at the meeting.

Margaret Graham reported that she talked to Nick Whitney of Pacific Slope Tree Company regarding the dead pine tree in the park. Nick Whitney agreed to remove the tree Monday, April 17 for $3,000. The stump of the tree will be capped for use as a table and manageable pieces will be hauled locally. Margaret Graham said the $3,000 cost would be reflected in the current amended 2016/2107 budget. Donna Clavaud explained that in order to develop the 2017/2108 park budget, final expenses for 2016/2017 need to be known. Melinda Bell explained the amended budget for 2016/2017 would reflect $4,000 (from Measure A funding) for the tree removal. Donna Clavaud said expenses for the water fountain haven't been received and are not in the amended 2016/2017 or the 2017/2018 budgets. Margaret Graham said the gazebo and ramp expenses for 2016/2017 are being taken out.

Donna Clavaud suggested making a motion to approve the removal of the tree. Jose Ortez said the tree removal wasn't an action item on the agenda; however the Measure A amended work plan is an action item (which will include the tree removal). Jose Ortiz considers the tree as an eminent threat to public safety and needs to be removed.

III. Approval of April 12, 2017 TVCSD BOD Agenda

Dru Fallon O'Neill motioned to approve the TVCSD April 12, 2017 BOD meeting agenda as is. No objections.

IV. TVCSD Board Member Reports

Donna Clavaud reported that as members of the California Special District Association (CSDA), TVCSD receives a bimonthly magazine and urges BOD's to read it. CSDA offers training and education, leadership conferences, etc. Donna Clavaud called Colleen Haley (TVCSD representative) and she alerted Donna Clavaud of low financing, tax-exempt opportunities for Special Districts. Donna Clavaud also explained she learned that licensed contractors, who are working on public agency projects over a certain dollar amount, must be registered with the California Labor Commission and that these contractors must pay a registration fee. It appears the construction of the gazebo would be liable for this registration at the state level. Donna Clavaud will be talking further with Colleen Haley regarding this on Wednesday, April 13, 2017. The Department of Industrial Relations is trying to put a new bill through which will decrease the registration fees while increasing the fines.

Donna Clavaud downloaded a publication "How to avoid the 7 most deadly mistakes in a rate increase". For the first time in eleven (11) years, TVCSD is proposing a rate increase. The publication explains how communities can work to increase their communities' input into financial planning for the long term.

V. Approval of March 8, 2017 TVCSD BOD minutes

Dru Fallon O'Neill motioned to approve the March 8, 2017 TVCSD BOD meeting minutes. No objections

VI. Financial Report (Melinda Bell)

a. Accept check registers and approve expenditures:

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

b. Financial Manager's report:

Melinda Bell reported she is having difficulty getting checks signed. TVCSD policy states any check over $500 requires two (2) signatures. Melinda Bell is authorized to approve routine and budgeted expenditures under $500. TVCSD policy doesn't specifically state that two (2) BOD's need to sign checks; two (2) signatures are required for expenditures over $500. Donna Clavaud asked Melinda Bell if she was recommending modifying the policy to allow Melinda Bell and one (1) board member or General Manager to sign checks. Checks are never written until there is approval of invoices.

Donna Clavaud motioned to accept the signature of TVCSD Financial Manager as one (1) of two (2) signers on checks consistent with the broad definition of in the TVCSD policy. Bill Bonini seconded the motion. M/S/C

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

c. Review and approve financial statements:

Bill Bonini motioned to approve financial statements. Dru Fallon O'Neill seconded the motion. M/S/C

d. Amended Measure A Work Plan for fiscal year 2016/2017:

Melinda Bell said this version for the 2016/2017 Measure A work plan would be amended to include $4,000 for the tree. Donna Clavaud said it isn't done yet because labor invoices for the water fountain hasn't been received. Melinda Bell said invoices need to be received in order to proceed with the 2017/2018 work plan and the 2016/2017 amended work plan. The only invoice missing is David Judd's labor invoice and the handrail invoice, for $462. Margaret Graham will call David Judd.

VII. General Manager's Report

a. Status Report on O & M contract:
Jose Ortiz met with TVCSD O & M contractor, NSU to discuss cost savings to the district. If lab tests were billed directly to TVCSD, and if volunteers could do other general maintenance, the district would save $10,000 annually. Jose Ortiz asked direction from the TVCSD BOD's; to change the RFP eliminating these items from the O & M contract. TVCSD has used the same contractor since 1999 with few amendments for cost of living increases. Donna Clavaud felt the current contractor has served the district well in terms of keeping up with current mandates/regulations however; there is a need to save $10,000 to $12,000 annually from the contract. Donna Clavaud requests a new contract and a scope of work attached as soon as possible.

Donna Clavaud motioned that Jose Ortiz and one (1) additional TVCSD Board Member request a meeting with NSU to begin restructuring the scope of work and to achieve a service contract within thirty (30) days and to bring back a proposal to the May 10, 2017 TVCSD BOD meeting. Bill Bonini seconded the motion. M/S/C

VIII. NSU Report

a. Review reports for February 2017:
Jose Ortiz reported there was a Notice of Violation from the San Francisco Bay Regional Water Quality Control Board for not having submitted sanitary sewer overflows. Notice of Violation showed the former administrator as the contact person, the database has been updated and Jose Ortiz will submit reports by April 28, 2017. There have not been any overflows.

Jose Ortiz reported receiving the Notification of November 2017 District Elections from Marin County Department of Elections. Forms and resolution are due to the County by June 23, 1017. Terms for three (3) TVCSD Board of Directors end December 1, 2017. Jose Ortiz suggests making the next election for three (3) years, which will put TVCSD in a cycle of elections falling on an even year. Resolution will be prepared and adopted at the June 14, 2017 TVCSD BOD meeting.

IX. Committee Reports

a. Financial Advisory Committee (FAC)

1. Review approved March 22, 2017 minutes:

Donna Clavaud reported the Financial Committee has been preparing to be ready for the 2017/2018 budget process for at least a year. An Asset Management Plan for the entire sewer district and a ten (10) year Capital Improvement Plan (CIP) has been done. FAC has also developed all TVCSD financial policies and in addition, Melinda Bell has developed financial and budget statements that are user friendly and easier to understand. The months of February, March and April, FAC has been working towards a 2017/2018 draft budget which will include the ten (10) year financial projections/improvements. By lowering the O & M contract, the budget will almost balance out.

The solar bonds that were sold to raise money to purchase and install the solar panels are a debt that is still being paid into the future. The former administrator and board didn't develop a plan to repay the solar bonds except for a $5 per month service fee for fifteen (15) years. The PG & E annual tax rebate ($14,500) ended in 2016. The solar bonds service obligation ($7,680) is for nine (9) more years and, in addition, in 2010/2011, the district undertook major improvements to the sewer system due to lack of investment and maintenance that was inherited from North Marin Water District. TVCSD is still paying off these debts and there hasn't been a rate increase in eleven (11) years. The last rate increase of $8/mo per EU was in 2008/2009.

Donna Clavaud explained FAC struggled with how to create a budget that balances for daily operations and how to pay the two (2) debt services; the solar bonds and the state revolving loan fund. $296,284 is owed over the next nine (9) years. The TVCSD BOD's and FAC know that a rate increase is needed. The proposed rate increase is $9.45 per EU, per month for 2017/2018 and another proposed rate increase of $9.45 per EU, per month for 2018/2019. It is projected with the proposed rate increases; TVCSD debt services will be paid off in 2025/2026.

Jose Ortiz reiterated the revenue to the district barely covers the costs and there wasn't a strategy to pay down the debt services.

Non-approval of rate increase will deplete TVCSD emergency reserves in less than three (3) years.

2. Discussion on proposed sewer and park budgets for fiscal year 2017/2018:

Melinda Bell projected the debt payment obligations payoff:
$17,941 per year for nine (9) years to pay off solar bonds.
$38,000 - $39,000 per year for (6) six years to pay off state revolving loan fund.

Bill Bonin asked Supervisor Dennis Rodoni if he had any comments or suggestions. Supervisor Dennis Rodoni said he has always been a proponent of small increases per year and praised the TVCSD BOD's for their work.

Donna Clavaud requested that Melinda Bell show where the cash outlay is coming from on the proposed Sewer Program Budget for 2017/2018. Jose Ortiz suggested showing a budget comparison to show what would happen without a rate increase.

3. Review draft of Public Hearing mailer for proposed rate increase:
The TVCSD Public Hearing for the proposed rate increase is scheduled for Wednesday, April 26, 2017 but there is a conflict with the Tomales Town Hall, therefore the meeting will be rescheduled for Tuesday, April 25, 2017 at 6:30. Percentages will be changed to dollar figures and change Proposed 2017 -2018 Sewer Rate Increase to Proposed 2017 -2018 Sewer Rate. This rate increase is specifically to pay off the service debts. Jose Ortiz will check the noticing requirements for Special Districts. Donna Clavaud studied the Brown Act regarding Public Meeting noticing requirements; notices need to be mailed to Tomales postal patrons, publically post the agenda and advertise in the Pt. Reyes Light.

> Bill Bonini motioned to accept the Public Hearing mailer, with corrections, and to be mailed to Tomales postal patrons on Friday, April 14, 2017 and to publish the Public Hearing Notice. Donna Clavaud seconded the motion. M/S/C

b. Park Advisory Committee (PAC)

1. Review approved March 27, 2017 minutes:
Minutes were reviewed.

2. Update on water fountain installation and inspection:
No discussion.

3. Update on advertising for RFP:

> Bill Bonini motioned to advertise in the Pt. Reyes Light and the Press Democrat for the park RFP's. Donna Clavaud seconded the motion. M/S/C

4. Update Ted Anderson's scope of work:
Jose Ortiz said he is developing a scope of work for Ted Anderson, which is not to exceed $5,000, and will also suggest Ted Anderson contact North Bay Builders Exchange contractors for the park projects. Donna Clavaud reported no one has applied to the park RFP's and suggests to reach out to farther fields for the ADA ramps. Jose Ortiz will reach out to Architect, Craig Williams, who is an expert with ADA requirements for referrals for the ADA ramps.

X. Pending Business

a. Discuss Senate Bill 415 – Voter Participation:
Discussed earlier, move to TVCSD BOD meeting June 14, 2017.

b. Update on Spring 2017 Newsletter:
The TVCSD Spring 2017 Newsletter is being postponed.

c. LAFCO Call for Election:
Votes are due April 24, 2017.

Donna Clavaud motioned to rank Craig Murrray first, Lew Kious second and Todd Gates third. Bill Bonini seconded the motion. M/S/C

Jose Ortiz added to pending business as of today, a report from Marin County Civil Grand Jury; "Overcoming Barriers to Housing Affordability". New legislation that went into law that relates to accessory/granny units. The way the law was written only applies to a city or a county or a city and county and not Special Districts. The point of this legislation to make housing more affordable which will allow a new living unit without paying connection fees. For now Tomales is exempt because Tomales is a Special District. Donna Clavaud will talk to Colleen Haley about this.

XI. Other Business
None

XII. New Business
None

XIII. Correspondence
None

XIV. Adjournment

Donna Clavaud motioned to adjourn the TVCSD April 12, 2017 BOD meeting. Bill Bonini seconded the motion. M/S/C

Meeting adjourned at 9:37 pm

Important meeting dates:

- Wednesday, May 10, 2017 TVCSD BOD Regular Board Meeting (Primary vote on proposed 2017-2018 budgets)
- Wednesday, June 14, 2017 TVCSD Public Hearing and Regular Board Meeting (Final vote on 2017-2018 budget)

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Approved by: Dru Fallon O'Neill, President Date:

_____

Attested by: Cynthia Hammond, Recording Secretary Date:

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Board of Directors:
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Peter MacLaird ● Deborah Parrish

TVCSD Board of Director's Special Meeting Minutes

Date: Tuesday, April 25, 2017, 6:30 pm

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

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

Board Members Absent: Peter MacLaird

Also Present: Jose Ortiz, TVCSD General Manager; Melinda Bell, TVCSD Accountant; Cynthia Hammond, TVCSD Recording Secretary; Bruce Abbott, Shoreline Unified School District CFO; Jim Lino, Shoreline Unified School District Board Representative; Venta Leon, Margaret Graham, Walter Earle, Silas Valentino, (Pt. Reyes Light reporter).

I. Call To Order

Donna Clavaud called the meeting to order at 6:41 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.

None

III. Approval of April 25, 2017 TVCSD BOD Agenda

Donna Clavaud motioned to accept the TVCSD Special Meeting agenda as is. Deborah Parrish seconded the motion. M/S/C

IV. Discussion and Consideration of Adopting Resolution 17-1 Setting Public Hearing Regarding Proposed Sewer Rate Increase – Action

Jose Ortiz opened the discussion prior to Adopting Resolution 17-1 Setting Public Hearing Regarding Proposed Sewer rate Increase. Jose Ortiz explained there isn't enough revenue generated to pay District expenses. The biggest expense is paying down the debt service. By reducing administration costs and negotiating O & M costs, the proposed 2017/2018 budget can pay for everything except the debt service which is $296,282 over the next nine (9) years until the debt is paid off. TVCSD's Financial Advisory Committee (FAC) demonstrated that without a rate increase, TVCSD cash reserves would be depleted in three (3) years time. The proposed increase is $9.45 per EU per month for 2017-2018 and a $9.45 proposed rate increase per EU per month for 2018-2019 would pay off the debt service in 2025-2026. Shoreline Unified School District (SUSD) pays 1/3 of the costs to TVCSD that includes their part of the debt service. There was speculation at one time, a development of twenty-eight (28) new units would be built that would generate $280,000 in revenue; however the project didn't move forward.

Donna Clavaud reported projecting a ten (10) financial plan was very revealing and FAC has done their due diligence at reducing expenses. There hasn't been a rate increase in eleven (11) years except the $5

per month restricted solar increase and raising rates is the responsible thing to do. Donna Clavaud read an article in the California Special District Association's electronic newsletter that quoted more than ½ of CSD's in California will be forced to raise their rates within thirty-six (36) months because of their infrastructure.

Bill Bonini reported there isn't much growth in Tomales, therefore no new revenue is generated through new hook-up fees. Bill Bonini would prefer not to raise rates but feels it necessary unless there is more growth in Tomales. Bill Bonini questioned his Marin County tax assessment bill that shows $148 to sewer, Melinda Bell will look into this.

Deborah Parrish said she was the last hold out to a rate increase but there was no disputing the numbers looking forward and that all-basic service costs are going up. There is an estimated 5% overall increase in costs per year and TVCSD revenue has to keep up. Deborah Parrish said TVCSD's six (6) months of reserves will remain restricted unless there are emergency expenses. Deborah Parrish said what would be ideal in her view is that any new connection fees would go into the CIP and TVCSD would have to put this into policy.

Dru Fallon O'Neill said this process was to build a framework and a long-term financial plan and this process put everything in black and white. After cutting costs, the only conclusion is to increase rates.

Public Comments:
Margaret Graham suggested making the rate increase $10 instead of $9.45 for 2017/2018 and $20 for 2018-2019. Margaret Graham asked if the $25,000 per year debt was for improvements. Jose Ortiz explained the debt was to pay back the original loan. Margaret Graham asked how this affects the SUSD. Melinda Bell said SUSD rates wouldn't go up because this proposed rate increase is restricted to the debt service, not operating expenses.

Deborah Parrish motioned to accept Resolution 17-1 Setting Public Hearing Regarding Proposed Sewer Rate Increase. Bill Bonini seconded the motion. M/S/C

O'Neill: Aye **Clavaud:** Aye **Bonini:** Aye **MacLaird:** Aye (by Proxy) **Parrish:** Aye

Jose Ortiz said there would be forty-five (45) days for public comment from today, April 25, 2017. On June 14, 2017 there will be a Public Hearing and Regular TVCSD BOD meeting. Each parcel gets one (1) vote.

XIV. Adjournment

Deborah Parrish motioned to adjourn the TVCSD April 25, 2017 BOD Special Meeting. Bill Bonini seconded the motion. M/S/C

Meeting adjourned at 7:25 pm

Important meeting dates:
- Wednesday, May 10, 2017 TVCSD BOD Regular Board Meeting (Primary vote on proposed 2017-2018 budgets)
Wednesday, June 14, 2017 TVCSD Public Hearing and Regular Board Meeting (Final vote on 2017-2018 budget)

Approved by: Dru Fallon O'Neill, President Date:

Attested by: Cynthia Hammond, Recording Secretary Date:

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April 2017 Bank Registers

	Type	Date	Num	Name	Memo	Amount	Balance
					Beginning Balance		**125,911.11**
131.46 · Bank of Marin - Park A	Bill Pmt -Chec	4/8/2017	1166	Melinda K. Bell	March Measure A work plans & 2017/2018 Budge	-262.50	125,648.61
	Bill Pmt -Chec	4/8/2017	1167	Point Reyes Light	classified 3/2,3/9,3/16,/23	-40.00	125,608.61
	Bill Pmt -Chec	4/18/2017	1168	Pacific Slope Tree	removal of dead Monterey Pine	-3,000.00	122,608.61
	Bill Pmt -Chec	4/23/2017	1169	Capital One Bank	food for clean-up day	-56.57	122,552.04
	Payment	04/24/2017		Henry Elfstrom	April	70.00	122,622.04
Total 131.46 · Bank of Marin - Park Account						**-3,289.07**	**122,622.04**
					Beginning Balance All Sewer Cash		**196,971.37**
131.31 · Redwood Credit Union					**Beginning Balance**		**135,924.31**
	Deposit	04/28/2017			Interest	27.08	135,951.39
Total 131.31 · Redwood Credit Union						**27.08**	**135,951.39**
131.42 · Bank of Marin - Money Market					**Beginning Balance**		**41,387.42**
	Transfer	04/08/2017			Funds Transfer	-20,000.00	21,387.42
	Deposit	04/14/2017			40% Sewer Service Charges	39,243.67	60,631.09
	Transfer	04/19/2017			Funds Transfer	-7,200.00	53,431.09
	Deposit	04/28/2017			Interest	1.37	53,432.46
Total 131.42 · Bank of Marin - Money Market						**12,045.04**	**53,432.46**
131.44 · Bank of Marin - Sewer					**Beginning Balance**		**7,761.50**
	Transfer	04/08/2017			Funds Transfer	20,000.00	27,761.50
	Bill Pmt -Check	04/08/2017	4338	Melinda K. Bell	March 25 hours	-875.00	26,886.50
	Bill Pmt -Check	04/08/2017	4339	Natural Systems Utilities	April and lab inv 236761	-5,850.47	21,036.03
	Bill Pmt -Check	04/08/2017	4340	Nelson Staffing	3/15 3 hours	-104.85	20,931.18
	Bill Pmt -Check	04/08/2017	4341	PGE	2/25/2017 8044736439-1	-215.95	20,715.23
	Bill Pmt -Check	04/08/2017	4342	Telstar Instruments	inv 87799 & 86918	-1,829.93	18,885.30
	Bill Pmt -Check	04/18/2017	4344	AT&T	145835838 3/7-4/6	-133.48	18,751.82
	Bill Pmt -Check	04/18/2017	4345	Hammond, Cynthia	printing mailer meeting rate increase	-86.25	18,665.57
	Bill Pmt -Check	04/18/2017	4346	Parrish, Deborah	5 meetings less $15.50 SocSec, $3.63 Medicare	-230.87	18,434.70
	Bill Pmt -Check	04/18/2017	4343	AT&T	138729848 3/11-4/10	-80.00	18,354.70
	Bill Pmt -Check	04/18/2017	4347	USPS	permit	-50.00	18,304.70
	Bill Pmt -Check	04/19/2017	4348	Nelson Staffing	4/3-4/16 invoices 6168829 & 6682980	-358.23	17,946.47
	Bill Pmt -Check	04/19/2017	4349	Ortiz, Jose	March	-4,000.00	13,946.47
	Bill Pmt -Check	04/22/2017	4351	Clavaud, Donna	Jan-Mar Meetings Less $18.60 SocSec & $4.35 Mec	-277.05	13,669.42
	Bill Pmt -Check	04/22/2017	4352	Internal Revenue Servic	94-2598864 2017 Q1 941	-91.80	13,577.62
	Bill Pmt -Check	04/23/2017	4353	Capital One Bank	Payroll taxes and Sonie	-40.95	13,536.67
	Payment	04/24/2017		Tomales Regional Histroy Center		63.00	13,599.67
	Deposit	04/28/2017			Interest	0.07	13,599.74
Total 131.44 · Bank of Marin - Sewer						**5,838.24**	**13,599.74**
131.48 · Bank of Marin - Solar					**Beginning Balance**		**11,898.14**
	Transfer	04/19/2017			Funds Transfer	7,200.00	19,098.14
	Deposit	04/28/2017			Interest	0.06	19,098.20
Total 131.48 · Bank of Marin - Solar						**7,200.06**	**19,098.20**
Total 131.00 ·Sewer Cash						**25,110.42**	**222,081.79**

Financial Manager's Report May 10, 2017

In my last two monthly reports I have outlined the elements in the decline in cash balances over the past seven years. We have explained that although debt has decreased more than the decrease in cash, cash balances are now critically low and a rate increase is needed to be able to continue paying off the remaining debt. If you look at this month's balance sheets, you'll see that is true this year also; sewer cash is down again, and sewer debt is down even more. We also have said and written much about the proposed budgets for 2017/2018. I will make this report short because those are the important messages at this time.

I will, however, report on what I have learned from the County about TVCSD charges on Tomales Village property tax bills because that question came up at a recent meeting here. Our sewer service fees are charged for 120 sanitary units on 92 parcels total. Of those, 80.66 sanitary units on 75 parcels are charged $756 per year. Twelve sanitary units on 5 parcels are charged $1,512 per year. Nine parcels with 20.66 sanitary units total are charged varying commercial rates. Three non-profit parcels with 6.66 sanitary units are charged varying rates. There are other terms used for planning sewer systems, such as equivalent units, but for property tax bill purposes, the terms are sanitary unit and parcel. The total County sewer service fee tax roll is $90,553.68 for 2016/2017 for both sewer and solar.

A question was asked about the other TVCSD charge on property tax bills. I did not have an answer because ad valorem property taxes are part of the 1% rate and not itemized on the bills separately. I had assumed the other County revenue, Levy 4, was an ad valorem property tax, but it was appearing on the bills. I knew it wasn't a voter approved-bond, which does appear on the individual tax bills. Dru was able to find the extremely complicated answer to the question. It's a pre-Proposition 13 voter-approved ad valorem tax for land improvements which does appear on the property tax bills along with the 1% and the voter-approved bonds. I'll let Dru explain the details because she tracked them down and even got the County Counsel opinion on it.

Tomales Village Community Services Distrcit Comparative Balance Sheets

	Apr 30, 17	Apr 30, 16	$ Change
PARK PROGRAM			
ASSETS			
131.46 · Bank of Marin - Park Account	122,622.04	103,392.86	19,229.18
Total Current Assets	122,622.04	103,392.86	19,229.18
Fixed Assets			
100.20 · Land and Land Rights	132,000.00	132,000.00	0.00
111.00 · Park Equipment			
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
TOTAL ASSETS	**512,475.32**	**496,992.78**	**15,482.54**
LIABILITIES & EQUITY			
Liabilities			
222.00 · Accounta Payable	114.63	149.25	-34.62
217.00 · Unearned Revenue	25,000.00	25,000.00	0.00
Total Liabilities	25,114.63	25,149.25	-34.62
Equity			
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	21,578.80	37,573.03	-15,994.23
Total Equity	487,360.69	471,843.53	15,517.16
TOTAL LIABILITIES & EQUITY	**512,475.32**	**496,992.78**	**15,482.54**
SEWER PROGRAM			
ASSETS			
131.31 · Redwood Credit Union	135,951.39	135,778.97	172.42
131.42 · Bank of Marin - Money Market	53,432.46	93,472.38	-40,039.92
131.44 · Bank of Marin - Sewer	13,599.74	6,924.36	6,675.38
131.48 · Bank of Marin - Solar	19,098.20	22,068.26	-2,970.06
Total 131.00 · Cash	222,081.79	258,243.97	-36,162.18
Total Current Assets	222,081.79	258,243.97	-36,162.18
Fixed Assets			
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	-576,623.31	-521,716.01	-54,907.30
Total Fixed Assets	1,494,417.18	1,549,324.48	-54,907.30
Other Assets			
136.00 · SUSD Note Receivable	18,275.90	19,729.90	-1,454.00
TOTAL ASSETS	**1,734,774.87**	**1,827,298.35**	**-92,523.48**
LIABILITIES & EQUITY			
Liabilities			
222.00 · Accounts Payable	1,582.07	7,914.00	-6,331.93
230.00 - Fed Payroll Tax Payab	87.97	61.21	26.76
Total Current Liabilities	1,670.04	7,975.21	-6,305.17
Long Term Liabilities			
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	297,954.50	360,402.84	-62,448.34
Equity			
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	-10,448.16	-40,437.57	29,989.41
Total Equity	1,436,820.37	1,466,895.51	-30,075.14
TOTAL LIABILITIES & EQUITY	**1,734,774.87**	**1,827,298.35**	**-92,523.48**

PARK	Jul - Apr	YTD Budg	Annual Budg
311.00 · Interest Income	4.35	2.00	3.00
315.80 · Measure A Funds	33,402.38	32,900.00	32,900.00
Total 320.00 · Contributions Income	550.00	400.00	400.00
322.00 · Park Use Rental - Other	400.00	550.00	550.00
322.60 · Water Tower PGE	700.00	700.00	840.00
Total Income	35,056.73	34,552.00	34,693.00
Expense			
414.57 · Accounting	586.25	1,250.00	1,500.00
414.60 · Publication and Notices	40.00		
414.74 · Park Maintenance	63.72		
414.81 · Measure A Project Expenses	7,964.53	30,300.00	40,300.00
414.82 · Measure A Maintenance Expenses	3,827.91	521.00	621.00
414.83 · PGE Park	967.57	1,090.00	1,310.00
414.85 · Matching Project Funds	0.00	20,919.00	30,669.00
423.30 · Fundraising Expense	27.95		
Total Expense	13,477.93	54,080.00	74,400.00
Net Income Park	**21,578.80**	**-19,528.00**	**-39,707.00**
SEWER			
301.10 · Service Charges - Monthly	630.00	630.00	756.00
301.15 · Service Charges - Annual Fees	1,512.00	1,512.00	1,512.00
301.20 · Service Charges - SUSD	68,689.47	61,258.00	61,258.00
301.35 · Solar Portion - County	7,200.00	7,680.00	7,680.00
301.30 · Service Charges - County	79,371.04	90,191.00	90,191.00
Total 301.00 · Service Charges	157,402.51	161,271.00	161,397.00
303.00 · Connection Fees	0.00	10,000.00	10,000.00
305.00 · SUSD Sinking Fund	8,062.00	8,062.00	8,062.00
311.00 · Interest Income	1,350.60	1,492.00	1,492.00
315.50 · Levy 4	8,248.89	8,200.00	8,200.00
Total Income	175,064.00	189,025.00	189,151.00
Expense			
410.00 · Sewage Collection	367.38	313.00	375.00
411.00 · Sewage Treatment	6,883.62	6,750.00	8,100.00
412.00 · Sewage Disposal	270.08	280.00	336.00
414.10 - Payroll Tax Expense	259.85	458.00	550.00
414.05 · Administrator's Fees	35,937.50	37,897.00	45,477.00
414.22 · Licenses and Permits	1,334.00	0.00	1,346.00
414.30 · Insurance	6,801.32	6,500.00	6,500.00
414.41 · Postage and Delivery	378.66	292.00	350.00
414.42 · Printing and Copies	86.25	40.00	50.00
414.43 · Office Supplies	66.91	259.00	310.00
414.44 · Sonic - Web Hosting	179.55	208.00	250.00
414.45 · Equipment Expense	0.00	208.00	250.00
414.46 · Board Meeting Expense	2,450.00	4,800.00	6,000.00
414.47 · Clerical/Bookkeeping	10,736.25	8,320.00	10,220.00
414.48 · Office Rent	900.00	900.00	1,200.00
414.49 · Secretary	3,250.32	5,600.00	6,856.00
414.50 · O&M Contractual Services	55,238.66	59,166.00	71,000.00
414.55 · Professional Fees	5,000.00	4,750.00	4,750.00
414.60 · Publication and Notices	442.03	710.00	710.00
414.62 · Dues and Subscriptions	1,108.20	1,510.00	1,510.00
414.67 · Solar Lease Admin Fee	750.00	750.00	750.00
414.71 · Plant and Building Maintenance	0.00	834.00	1,000.00
414.72 · Computer Repairs	709.00	208.00	250.00
414.73 · Equipment Repairs	1,269.93	958.00	1,150.00
414.76 · Collection System Maintenance	0.00	4,167.00	5,000.00
414.77 · Irrigation Field Maintenance	0.00	5,000.00	6,000.00
414.78 · Solar Panel Maintenance	0.00	333.00	400.00
Total 414.70 · Repairs and Maintenance	1,978.93	11,500.00	13,800.00
414.80 · Travel and Meetings	383.21	320.00	320.00
414.90 · Telephone and Internet Services	2,168.87	2,200.00	2,640.00
417.30 · LAFCO Charges	160.40	0.00	124.00
415.50 · Depreciation Expense	44,503.30		
420.20 · Interest Expense - SRF Loan	3,876.87	3,877.00	3,877.00
Total Expense	**185,512.16**	**157,608.00**	**187,651.00**
Net Income Sewer	**-10,448.16**	**31,417.00**	**1,500.00**

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JEFFREY A. WALTER*
VALERIE PISTOLE
*A PROFESSIONAL CORPORATION

VERONICA A.F. NEBB
JOHN A. ABACI

FAX TRANSMITTAL

DATE: 6-30-2010

Re: Tomales

TIME:

TO: Jack Bovi
Assist. County Counsel
County of Marin

FROM: Liz Maroshek

FAX NUMBER: (415) 499-3796

WE ARE SENDING THE FOLLOWING DOCUMENTS TO YOU BY FACSIMILE MACHINE. THESE ARE TRANSMITTED AS CHECKED BELOW:

____	For your approval	____	Please review/comment
____	For your use	✓	As you requested
____	For your records	____	Other

____ Photocopying and routing to the City Council

____ Place on Council Agenda for the next meeting

____ Sign and return original document

NO. OF PAGES 7 (Including cover pages) DESCRIPTION

____ ORIGINAL TO FOLLOW BY MAIL

COMMENTS:

TO FAX A REPLY, DIAL (707) 996-9603

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JEFFREY A. WALTER*
VALERIE PISTOLE
*A PROFESSIONAL CORPORATION

VERONICA A.F. NEBB
JOHN A. ABACI

June 28, 2010

Jack Govi
Assistant County Counsel
Office of the Marin County Counsel
3501 Civic Center Drive
Suite 275
San Rafael, CA 94903

Re: The Tomales Village Community Services District Ad Valorem Tax Approved by District Voters in 1975

Dear Mr. Govi:

Introduction and Conclusion: My office serves as District Counsel for the Tomales Village Community Services District ("Tomales"). The purpose of this correspondence is to outline why Tomales is entitled to continue to impose and collect the ad valorem tax approved by the voters in 1975 as part of a ballot measure incorporating Tomales into the North Marin Water District ("NMWD").

The 1975 ballot measure, in addition to authorizing the ad valorem tax, also authorized the NMWD, on behalf of Tomales, to enter into a loan for $189,200 with the Regional Water Quality Control Board ("Board") for the construction of sewer collection and treatment facilities. The loan with the Board was executed in 1976. In 1999, Tomales was detached from the NMWD and became an independent district, assuming the Board loan. In 2008, Tomales refinanced that loan with the Board, using some of the loan proceeds to pay off the remainder of the $189,200 loan, and to pay for other necessary construction projects to serve Tomales. This new loan was not approved by the voters.

The County of Marin has questioned whether Tomales can legally continue to impose and collect the 1975 ad valorem tax. Article XIIIA, section 1 of the California Constitution sets the maximum ad valorem tax rate on real property at one percent of full cash value. Ad valorem taxes in excess of one percent are permissible in only two instances. The first instance involves indebtedness approved by the voters prior to July 1, 1978. The second instance involves bonded indebtedness for improvements to real property approved on or after July 1, 1978 by a two-thirds vote of the electorate. It is my understanding that the County has taken the position that the 1975

ad valorem tax was approved by Tomales voters specifically to pay off the original Board loan, and because that Board loan has been paid off, it no longer constitutes a Tomales "indebtedness" within the meaning of Article XIIIA, section 1. Therefore, Tomales can no longer continue to impose and collect the ad valorem tax. Moreover, since the 2008 loan did not receive voter approval, Tomales cannot impose and collect the ad valorem tax in connection with its refinanced loan with the Board.

As shall be explained below, the voter approval of the 1975 ad valorem tax was not tied to the construction of the sewer collection and treatment facilities financed by the Board loan. The intention of the voters, therefore, was not to restrict the tax proceeds to paying off the Board loan or paying for the construction of sewer collection and treatment facilities. Instead, the purpose of the 1975 tax was to provide a necessary funding source for Tomales' costs of operations: costs that continue to this day and will continue until Tomales dissolves and is no longer in existence. As such, according to *Patton v. City of Alameda* (1985) 40 Cal.3d 41, the ad valorem tax constitutes an indebtedness approved by the voters and Tomales may continue to impose and collect the tax.

The 1975 Ballot Measure: The Intention of the Voters to Impose a Separate and Independent Ad Valorem Tax: Because of the importance of the wording of the 1975 ballot measure, it is quoted below in its entirety:

> Shall the territory known as the Town of Tomales be annexed to North Marin County Water District, shall Improvement District No TS-1 of North Marin County Water District be formed in said territory for the purpose of constructing and operating sanitary sewer collection and treatment facilities, shall the maximum tax rate of Improvement District No, TS-1 be 75 cents per $100 assessed valuation, and shall the North Marin County Water District on behalf of Improvement District No, TS-1 enter into a contract with the State of California for a loan of not to exceed $189,200 to finance the local share of the cost of said facilities.

Through the approved ballot measure, Tomales voters approved four separate actions: (1) the annexation of Tomales into the NMWD; (2) the establishment of Tomales as a separate improvement district within the NMWD for the purpose of constructing and operating sewer collection and treatment facilities and services; (3) the imposition of an ad valorem tax at the rate

of 75 cents per $100 of assessed valuation[1]; and (4) the execution of a contract in the amount of $189,000 to pay for the construction of the sewer collection and treatment facilities.

In ascertaining the intent of this measure, we must "turn first to the statutory language, since the words . . . are the best indicators of [the electorate's] intent." *Freedom Newspapers, Inc. v. Orange* (1993) 6 Cal.4th 821, 926. Here, the words describing each of these activities were separated by a comma and were introduced with the same word, "shall". Each of these separate clauses were independent clauses and gramatically stood on their own. In *Universal Pictures Corporation v. Superior Court* (1935) 9 Cal.App.2d 490, the court held that statutory language must be given a reasonable interpretation compatible with common sense. As part of such a common sense interpretation, clauses that are independent and separated by commas must be given independent meanings and applications, *Piscioneri v. City of Ontario* (2002) 95 Cal.App.4th 1037. Therefore, the ad valorem tax must be deemed a separate and independent clause of the ballot measure. The measure does not state that the ad valorem tax must be used or is authorized solely to pay off the Board loan. In fact, the measure does not specify how the ad valorem tax revenues are to be used at all. This is not surprising. For the voters knew that a vote to create Tomales and to assure its continued existence, required that Tomales have sufficient revenues to pay for the varying costs and expenses associated with operating a district. This measure's purpose, then, was to ascertain whether the voters were not only willing to create the Tomales district, and pay for the construction of sewer collection and treatment facilities, but also to impose upon themselves an ad valorem tax to fund the various and myriad, but unspecified, costs necessary to operate a district. The ballot measure does not limit the use of the ad valorem tax proceeds to construction costs for the sewer and treatment facilities or to pay off the Board loan. The tax was designed to pay for the broad range of Tomales' operations which include, but are not limited to, construction *and operations* costs for Tomales. As a result, Tomales may continue to impose and collect the ad valorem tax irrespective of the refinancing of the Board construction loan.

Of course, the continued imposition and collection of the ad valorem tax must comply with the requirements of Article XIIIA, section 1 of the California Constitution. According to section 1(b), to meet constitutional requirements necessary to the continued imposition and collection of the tax after the advent of Proposition 13, the ad valorem tax must have been enacted "to pay the interest and redemption charges on . . . indebtedness approved by the voters prior to July 1, 1978." The subject 1975 ad valorem tax satisfies this requirement.

---

[1]The NMWD had reduced the ad valorem tax to 2 cents per $100 of assessed value prior to Tomales becoming an independent district. The tax remains at 2 cents per $100 of assessed value. Tomales collects approximately $6,000 a year from the tax to fund District costs and expenses.

The issue of what constitutes interest and redemption charges as well as indebtedness for purposes of Article XIIIA, section 1 was discussed in *Carman v. H.B. Alvord* (1982) 31 Cal.3d 318. In that case the California Supreme Court was confronted with whether a 1948 voter approved ballot measure of the city of San Gabriel authorizing an ad valorem tax to pay for employee benefits satisfied the requirements of Article XIIIA, section 1. The San Gabriel city council used the proceeds of the ad valorem tax to fund its yearly employee benefit obligations.

The plaintiff contended that based on the language of Article XIIIA, section 1(b), the tax was invalid because it was unconnected with San Gabriel bonded indebtedness. According to the plaintiff, the absence of such a connection meant that the ad valorem tax could not constitute interest and redemption charges. The court, however, rejected that argument:

> Plaintiff suggests that the phrase 'interest and redemption charges' show an intent to limit the indebtedness protected by subdivision (b) to bonded or secured debt. Article XIIIA does not, though, use these well-known limitations on the term 'indebtedness.' . . . Rather it speaks of '*any* indebtedness approved by the voters. *Carmen*, supra, 31 Cal.3d at 327.

Therefore, the court rejected any "notion that subdivision (b) applies only to borrowed funds or bonded debt." *Carmen*, supra, 31 Cal.3d at 328. Instead, the court held "interest and redemption charges" should be held to apply to "irrevocable, long-term obligations, solemnly approved by local electorates and entered on faith in taxing powers then available. . . ." *Carmen*, supra, 31 Cal.3d at 327. In essence, the court found that the term "interest and redemption charges" should be equated with the assumption of long term financial obligations:

> We should not assume that the phrase 'interest and redemption charges' is a hypertechnical, arbitrary category meant to protect some, while excluding other 'indebtedness . . . approved by the voters.' In the context of subdivision (b), we conclude 'interest and redemption charges' denotes no more or less than any sums from time to time necessary to avoid default on obligations to pay money, including those for pensions. *Carmen*, supra, 31 Cal.3d at 328.

As a result of the decision in *Carmen*, a voter approved ad valorem tax satisfied the requirements of Article XIIIA, section (1)(b), as long as the tax proceeds were designed to pay for a financial obligation assumed by the voters. It was not necessary that the tax be tied to a bonded indebtedness or even to a public improvement.

Three years later, in *Patton v. City of Alameda* (1985) 40 Cal.3d 41, the California Supreme Court further expanded the type of pre-1978 voter approved ad valorem taxes that satisfied the requirements of Article XIIIA, section (b)(1). In *Patton*, the issue before the court was a 1937

voter approved charter amendment authorizing an ad valorem tax in the amount of 7 cents on each $100 of assessed valuation to pay for library services. The tax was not tied to the construction of libraries. Alameda was not subject to any contractual obligation that required the expenditure of funding for library services. The charter amendment did not contain any explicit standards for the use of these tax proceeds. The charter amendment simply provided Alameda with a source of money to pay for library operations because of the importance of library services to the voters. As such, the Alameda ad valorem tax is almost indistinguishable from the Tomales ad valorem tax that is the subject of this present inquiry. Both taxes provide a source of funds for operational expenses. The Alameda tax was designed to pay for library operations. The Tomales tax authorized a funding source for Tomales district operations.

The *Patton* court found that the Alameda tax satisfied the requirements of Article XIIIA, section 1(b). The court interpreted the *Carman* court as holding that Article XIIIA authorized voter approved ad valorem taxes as long as the taxes created an indebtedness and an obligation to pay money. In *Carman*, according to the *Patton* court, the voters assumed the financial obligation of paying for contractually negotiated employee benefits. The *Patton* court then went on to hold that an indebtedness for purposes of Article XIIIA, is not dependent on the existence of a contractual obligation. The indebtedness can also arise by statute.

> The critical consideration in determining whether a city has created an indebtedness under subdivision (b) is not whether there is a formal contract between a governmental body and a distinct agency to make certain payments, but whether the voters obligated themselves prior to 1978 to make expenditures in the future for a specified purpose.
>
> Section 16-2 represents such an obligation. The city's voters undertook a duty to pay a specified tax for the support of the library long before article XIIIA was enacted. This promise is just as much an indebtedness as the obligation in *Carman* . . . . *Patton*, supra, 40 Cal.3d at 46.

The court concluded that the Alameda charter provision, by authorizing the imposition of an ad valorem tax for library operations, constitutes an indebtedness regarding the provision of library services. Since that indebtedness was approved by the voters prior to 1978, the Alameda ad valorem tax was valid under the provisions of Article XIIIA, *Patton*, supra, 40 Cal.3d at 48.

Based on the holding in *Patton*, the Tomales ad valorem tax similarly satisfies the requirements of Article XIIIA. The Tomales tax was approved by the voters prior to 1978. The purpose of the tax is to pay for the construction and operational expenses of the voter created Tomales district. This represents just as much of an indebtedness as the library tax in Alameda. The voter creation of the Tomales district to provide sanitary sewer services for the persons in Tomales and the

adoption of an ad valorem tax to pay for those services created an indebtedness for purposes of Article XIIIA. As a result, Tomales can continue to impose and collect the ad valorem tax at issue here. The propriety of assessing and collecting the tax does not depend upon the Board loan nor on whether there remains obligations owed by Tomales thereunder. Therefore, the 2008 refinancing of that loan had no impact on Tomales' legal ability to continue to collect the ad valorem tax.

Please give me a call after you have read this correspondence so we can discuss this matter further.

Sincerely,

for Jeffrey A. Walter

Jeffrey A. Walter
Counsel for the Tomales Village Community Services District

cc: Karl Drexel, Administrator of the Tomales Village Community Services District
Jennifer Vuillermet, Office of the Marin County Counsel

GENERAL MANAGER'S REPORT

MAY 10, 2017

Coordination with Staff

- Reviewed May 10, 2017 agenda and optimized agenda packet.
- Coordinated with Financial Manager and approved invoices submitted by NSU/PSI, Telstar, and others.
- Reviewed April 25, 2017 special meeting agenda and optimized agenda package.
- Reviewed reports from PAC and FAC for upcoming actions.
- Coordinated with Steve Chase from NSU on various items.

New/Continuing Business

- NSU has begun to change two more spray guns in the irrigation field. Additionally, they will replace about half of the Rainbird type sprinkler heads in the zone that was added in 2002-03. Several of the heads are stuck and some risers have been broken. These will need to be replaced about every three years.
- The North Bay Tree and Weed second (final) chemical application to Pond #1 for duckweed control was scheduled to be done on May 9, 2017. The treatments have been successful.
- In response to the Notice of Violation received in March, "no spill" certifications were submitted by the April 28, 2017 deadline. A copy of the letter and table of certifications is attached.
- I contacted NSU/PSI to discuss possible savings to the current O&M contract. A status report is attached.
- It was expected that the contract for project management services by Ted Anderson would be discussed during the PAC agenda item in April. The minutes do not reflect that the discussion occurred. 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.
- 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 June regular BOD meeting.

Next Month

Report Preparation/Tasks

- After direction from Board, will renegotiate contract with NSU/PSI or issue an RFP for O&M Contract Services.
- Continue with adoption of CSD standards and policies for sewer connections. I will bring recommended standards for the Board to adopt at the June 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.

TOMALES VILLAGE
COMMUNITY SERVICES DISTRICT

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.

April 28, 2017

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

RE: Completion Report for NOV for Non-Compliance with SSO Reporting

Dear Mr. Chee,

This letter is submitted in response to a 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, Marin County.

I have certified "No Spill" report entries into the CIWQS database for July 2015 through March 2017. To ensure the timely reporting of SSOs/No Spills, I have put it on my calendar to log that information onto the CIWQS database within one week of receiving the monthly SMR from our contract operator, Natural Systems Utilities. I have attached quarterly "no spill" reports and a table from the CIWQS site showing all "no spill" certifications and certification numbers.

"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

P.O. Box 303
Tomales, CA 94971
Ph 707/878-2767 • e-mail admin@tomalescsd.ca.gov

SSO - No Spill Certification ? SSO Menu

Regional Water Board: Region 2 - San Francisco Bay
Agency: Tomales Village CSD
Sanitary Sewer System: Tomales Village CS
WDID:

No Spill Certification:

I certify under penalty of law that no spills occurred for the month specified below. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalities for submitting false information, including the possibility of a fine or imprisonment, for knowing violations. Clicking the "Certify" button below indicates my certification of this report and my understanding of the above conditions.

Month/Year Without Spills:* - Select Month - ▼ - Select Year - ▼

Certifier Name:*

Certifier Title:*

Executed On:* 04/28/2017

Executed At:*

Certify

Previously Submitted Months with "No Spill Certification"

Confirmation Number	No Spill Certificate for the Month of	Entered Date/Time	Certified UserID	Certified Name
2483908	March 2017	2017-04-28 20:33:49	Karl Drexel	Jose Ortiz
2483907	February 2017	2017-04-28 20:33:24	Karl Drexel	Jose Ortiz
2483906	January 2017	2017-04-28 20:32:51	Karl Drexel	Jose Ortiz
2483905	December 2016	2017-04-28 20:32:22	Karl Drexel	Jose Ortiz
2483904	November 2016	2017-04-28 20:31:58	Karl Drexel	Jose Ortiz
2483903	October 2016	2017-04-28 20:31:13	Karl Drexel	Jose Ortiz
2483902	September 2016	2017-04-28 20:30:12	Karl Drexel	Jose Ortiz
2483901	August 2016	2017-04-28 20:29:49	Karl Drexel	Jose Ortiz
2483900	July 2016	2017-04-28 20:29:26	Karl Drexel	Jose Ortiz
2483899	June 2016	2017-04-28 20:29:01	Karl Drexel	Jose Ortiz
2483898	May 2016	2017-04-28 20:28:35	Karl Drexel	Jose Ortiz
2483897	April 2016	2017-04-28 20:27:30	Karl Drexel	Jose Ortiz
2483896	March 2016	2017-04-28 20:26:24	Karl Drexel	Jose Ortiz
2483895	February 2016	2017-04-28 20:25:56	Karl Drexel	Jose Ortiz
2483894	January 2016	2017-04-28 20:24:39	Karl Drexel	Jose Ortiz
2483893	December 2015	2017-04-28 20:23:39	Karl Drexel	Jose Ortiz
2483892	November 2015	2017-04-28 20:23:10	Karl Drexel	Jose Ortiz
2483891	October 2015	2017-04-28 20:22:38	Karl Drexel	Jose Ortiz
2483890	September 2015	2017-04-28 20:22:05	Karl Drexel	Jose Ortiz
2483889	August 2015	2017-04-28 20:21:11	Karl Drexel	Jose Ortiz
2483888	July 2015	2017-04-28 20:19:28	Karl Drexel	Jose Ortiz
2432695	June 2015	2015-07-18 13:08:20	Karl Drexel	Karl Drexel
2432694	May 2015	2015-07-18 13:07:55	Karl Drexel	Karl Drexel
2427140	April 2015	2015-05-01 10:24:48	Karl Drexel	Karl Drexel
2424875	March 2015	2015-04-04 11:24:26	Karl Drexel	Karl Drexel
2424874	February 2015	2015-04-04 11:24:04	Karl Drexel	Karl Drexel
2420408	January 2015	2015-02-08 13:26:05	Karl Drexel	Karl Drexel
2420407	December 2014	2015-02-08 13:25:41	Karl Drexel	Karl Drexel
2416717	November 2014	2014-12-29 19:15:55	Karl Drexel	Karl Drexel
2416716	October 2014	2014-12-29 19:15:24	Karl Drexel	Karl Drexel
2407735	September 2014	2014-10-01 20:33:44	Karl Drexel	Karl Drexel
2405984	August 2014	2014-09-12 18:29:33	Karl Drexel	Karl Drexel
2404108	July 2014	2014-08-21 13:22:18	Karl Drexel	Karl Drexel
2404107	June 2014	2014-08-21 13:21:50	Karl Drexel	Karl Drexel
2397800	May 2014	2014-06-23 21:54:39	Karl Drexel	Karl Drexel

2392506	April 2014	2014-05-03 12:06:43	Karl Drexel	Karl Drexel
2392505	March 2014	2014-05-03 12:05:57	Karl Drexel	Karl Drexel
2386717	February 2014	2014-03-04 08:47:42	Karl Drexel	Karl Drexel
2385032	January 2014	2014-02-14 17:21:49	Karl Drexel	Karl Drexel
2382521	December 2013	2014-01-23 12:36:05	Karl Drexel	Karl Drexel
2382520	November 2013	2014-01-23 12:35:24	Karl Drexel	Karl Drexel
2382519	October 2013	2014-01-23 12:34:47	Karl Drexel	Karl Drexel
2382518	September 2013	2014-01-23 12:33:59	Karl Drexel	Karl Drexel
2370595	August 2013	2013-09-05 08:09:54	Karl Drexel	Karl Drexel
2370594	July 2013	2013-09-05 08:09:01	Karl Drexel	Karl Drexel
2370593	June 2013	2013-09-05 08:08:15	Karl Drexel	Karl Drexel
2370592	May 2013	2013-09-05 08:04:23	Karl Drexel	Karl Drexel
2370591	April 2013	2013-09-05 08:03:29	Karl Drexel	Karl Drexel
2370588	March 2013	2013-09-05 08:02:33	Karl Drexel	Karl Drexel
2355676	February 2013	2013-03-19 14:07:42	Karl Drexel	Karl Drexel
2355674	January 2013	2013-03-19 14:06:46	Karl Drexel	Karl Drexel
2355673	January 2013	2013-03-19 14:06:46	Karl Drexel	Karl Drexel
2349943	December 2012	2013-01-08 12:08:34	Karl Drexel	Karl Drexel
2349942	November 2012	2013-01-08 12:07:49	Karl Drexel	Karl Drexel
2349940	October 2012	2013-01-08 12:06:48	Karl Drexel	Karl Drexel
2343236	September 2012	2012-10-11 14:51:26	Karl Drexel	Karl Drexel
2339641	August 2012	2012-09-01 18:22:17	Karl Drexel	Karl Drexel
2339640	July 2012	2012-09-01 18:21:33	Karl Drexel	Karl Drexel
2331701	June 2012	2012-07-05 14:04:45	Karl Drexel	Karl Drexel
2327660	May 2012	2012-06-04 09:19:25	Karl Drexel	Karl Drexel
2326067	April 2012	2012-05-18 10:09:36	Karl Drexel	Karl Drexel
2322243	March 2012	2012-04-12 11:40:30	Karl Drexel	Karl Drexel
2322242	February 2012	2012-04-12 11:39:47	Karl Drexel	Karl Drexel
2316290	January 2012	2012-02-10 18:23:07	Karl Drexel	Karl Drexel
2316289	December 2011	2012-02-10 18:22:13	Karl Drexel	Karl Drexel
2316291	November 2011	2012-02-10 18:24:07	Karl Drexel	Karl Drexel
2305602	October 2011	2011-11-02 10:58:52	Karl Drexel	
2302606	September 2011	2011-10-01 13:15:51	Karl Drexel	
2302605	August 2011	2011-10-01 13:15:15	Karl Drexel	
2302604	July 2011	2011-10-01 13:12:46	Karl Drexel	
2293730	June 2011	2011-07-05 13:03:45	Karl Drexel	
2293729	May 2011	2011-07-05 13:03:19	Karl Drexel	
2285139	April 2011	2011-05-01 14:04:18	Karl Drexel	
2282179	March 2011	2011-04-01 15:32:47	Karl Drexel	
2278981	February 2011	2011-03-07 17:56:17	Karl Drexel	
2278980	January 2011	2011-03-07 17:55:48	Karl Drexel	
2270652	December 2010	2011-01-03 12:22:37	Karl Drexel	
2266370	November 2010	2010-12-02 15:30:42	Karl Drexel	
2266368	October 2010	2010-12-02 15:30:06	Karl Drexel	
2260761	September 2010	2010-10-18 13:47:28	Karl Drexel	
2260760	August 2010	2010-10-18 13:46:58	Karl Drexel	
2251777	July 2010	2010-08-04 10:59:23	Karl Drexel	
2247470	June 2010	2010-07-06 12:43:47	Karl Drexel	
2243301	May 2010	2010-06-01 14:08:24	Karl Drexel	
2239488	April 2010	2010-05-01 17:08:45	Karl Drexel	
2239487	March 2010	2010-05-01 17:08:28	Karl Drexel	
2232250	February 2010	2010-03-03 13:57:23	Karl Drexel	
2227813	January 2010	2010-02-01 11:09:14	Karl Drexel	
2227812	December 2009	2010-02-01 11:08:49	Karl Drexel	
2227811	November 2009	2010-02-01 11:08:15	Karl Drexel	
2216862	October 2009	2009-12-07 14:15:18	Karl Drexel	
2216863	October 2009	2009-12-07 14:15:41	Karl Drexel	

2207470	September 2009	2009-10-08 14:59:00	Karl Drexel	
2201777	August 2009	2009-09-10 12:42:42	Karl Drexel	
2193181	July 2009	2009-08-03 11:14:53	Karl Drexel	
2207471	June 2009	2009-10-08 14:59:23	Karl Drexel	
832811	May 2009	2009-06-08 11:13:12	Karl Drexel	
824970	April 2009	2009-05-03 18:16:32	Karl Drexel	
820758	March 2009	2009-04-01 15:34:43	Karl Drexel	
817582	February 2009	2009-03-06 14:14:10	Karl Drexel	
817580	January 2009	2009-03-06 14:13:41	Karl Drexel	
817583	December 2008	2009-03-06 14:15:12	Karl Drexel	
806052	November 2008	2008-12-05 11:34:06	Karl Drexel	
802956	October 2008	2008-11-08 16:44:00	Karl Drexel	
798422	September 2008	2008-10-02 09:53:22	Karl Drexel	
795125	August 2008	2008-09-03 11:31:22	Karl Drexel	
790533	July 2008	2008-08-08 12:08:18	Karl Drexel	
781234	June 2008	2008-07-08 17:12:36	Karl Drexel	
756745	May 2008	2008-06-01 10:53:04	Karl Drexel	
749086	April 2008	2008-05-05 15:21:44	Karl Drexel	
740710	March 2008	2008-03-31 13:38:19	Karl Drexel	
732832	February 2008	2008-02-29 09:10:48	Karl Drexel	
730046	January 2008	2008-02-22 13:50:27	Karl Drexel	
2266366	December 2007	2010-12-02 15:29:45	Karl Drexel	
2266364	November 2007	2010-12-02 15:29:22	Karl Drexel	
2266362	October 2007	2010-12-02 15:28:52	Karl Drexel	
2266360	September 2007	2010-12-02 15:28:30	Karl Drexel	
2266358	August 2007	2010-12-02 15:28:03	Karl Drexel	
2266273	July 2007	2010-12-02 15:00:43	Karl Drexel	
2266271	June 2007	2010-12-02 15:00:21	Karl Drexel	
2266270	May 2007	2010-12-02 14:59:52	Karl Drexel	

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Status Report on O&M Contract with Natural Systems Utilities

Jose Ortiz discussed with NSU ways to reduce the cost to the District by $1,000 per month. This is a follow-up to a meeting in January with Andre Sinkevich (Andy) on this same topic. At that time, as was reported to the Board, NSU thought that by billing some of the services directly to the District, we could save almost $900 by not having to pay the 20% surcharge that the contract allows for services that are sub-contracted out. Among these services are laboratory testing, mowing, and chemical weed abatement.

Basically, a $1,000 per month cost savings is achievable, but the contract would have to be revised to reflect these changes. NSU is amenable to making the necessary changes, but in exchange request that part of the agreement include a provision to make the contract effective for a three year period. At the May 10 meeting, the Board should discuss this matter and give direction to the General Manager on whether to revise the current contract accordingly or to proceed with advertising a request for proposals for Operations and Maintenance Contract Services.

If the Board directs the General Manager to revise the current contract, I will initiate meetings with NSU to verify that the savings are, in fact, achievable. Although I am not scheduled to attend the May Board meeting, I can be present or phone in and teleconference if I am needed.

Jose Ortiz
General Manager

April 14, 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
March 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

Tomales Wastewater Facility

Non-compliance Report March 2017

NON-COMPLIANCE:

Sample point Eff.-Tr. exceeded the daily average on the 7th, which caused the monthly average to also exceed its limit.

PROBABLE CAUSE:

Unknown, may be due to Pond 1 still Off-line for duck weed treatment.

CORRECTIVE ACTION:

Made process adjustments to pond levels 2 and 3 and also adjusted aeration time.

SELF MONITORING REPORT

Date	INF (INFLUENT)						EFF-TR (Treatment Pond No. 3 Eff)										EFF-Flow		EFF-D (Discharge eff)	
	Daily (KGALS)	Weekly (KGALS)	Ph (Units)	Temp. (C)	BOD (mg/l)	TDS (mg/l)	Nitrate as N	Nitrite as N	TKN mg/L	Amonnonia N mg/L	Tot. Organic Nitrogen mg/L	TDS (mg/L)	BOD mg/l)	pH Units	D.O. (mg/l)	Temp (C)	Daily (KGALS)	Weekly (KGALS)	Cl2 Tank Level (inches)	Coliform MPN/100
3/1/2017	40.2																			
3/2/2017	40.2																			
3/3/2017	40.2																			
3/4/2017	40.2																			
3/5/2017	40.2																			
3/6/2017	40.2																			
3/7/2017	41.6	322.0	8.2	15.9	140.0	400.0	3.0	1.1	3.4	1.4	2.0	31.0	240.0	9.5	12.0	12.4			14.0	
3/8/2017	41.6																			
3/9/2017	41.6																			
3/10/2017	41.6																			
3/11/2017	41.6																			
3/12/2017	41.6																			
3/13/2017	41.6																			
3/14/2017	37.1	291.0										230.0	61.0	10.0	15.2	17.7			14.0	
3/15/2017	37.1																			
3/16/2017	37.1																			
3/17/2017	37.1																			
3/18/2017	37.1																			
3/19/2017	37.1																			
3/20/2017	37.1																			
3/21/2017	51.1	260.0										230.0	65.0	8.1	6.3	15.8			14.0	
3/22/2017	51.1																			
3/23/2017	51.1																			
3/24/2017	51.1																			
3/25/2017	51.1																			
3/26/2017	51.1																			
3/27/2017	51.1																			
3/28/2017	41.8	358.0										250.0	30.0	8.9	9.1	17.0			14.0	
3/29/2017	41.8																			
3/30/2017	41.8																			
3/31/2017	41.8																			
Max	51.1		8.2	15.9	140.0	400.0	3.0	1.1	3.4	1.4	2.0	250.0	240.0	10.0	15.2	17.7			14.0	
Min	37.1		8.2	15.9	140.0	400.0	3.0	1.1	3.4	1.4	2.0	31.0	30.0	8.1	6.3	12.4			14.0	
Mean	42.5		8.2	15.9	140.0	400.0	3.0	1.1	3.4	1.4	2.0	185.3	99.0	9.1	10.7	15.7			14.0	
Total	1316.8																0.0			

TOMALES TREATMENT PONDS
STANDARD OBSERVATION REPORT

1.Reporting period (Month/Year)

2.Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	*3/7/17*	*3/14/2017*	3/21/2017	*3/28/17*
Day	TUES.	TUES.	TUES.	TUES.
Time	*10:15*	13:15	9:10	11:50
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)

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	3/7/2017	*3/14/2017*	*3/21/2017*	*3/28/2017*
Day	*TUES.*	*TUES.*	*TUES.*	*TUES.*
Time	*10:00*	13:15	9:10	11:50
Operator	SC	*SC*	*SC*	*SC*
Rain fall, inches	0.5	*0*	0.3	1.25
* Nuisance odors (smell)	N	N	N	N
*Evidence of any standing water	N	N	N	N
* Evidence of mosquitoos breeding	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N
* Evidence of structure seepage	N	N	N	N

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

TOMALES STORAGE PONDS
STANDARD OBSERVATION REPORT

1.Reporting period (Month/Year)

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	3/7/2017	*3/14/2017*	3/21/2017	3/28/2017
Day	TUES.	TUES.	TUES.	TUES.
Time	10:45	13:30	9:30	11:30
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 responses please report immediately to supervisor or Chief Plant Operator

TOMALES CHLORINE STORAGE TANK
STANDARD OBSERVATION REPORT

1.Reporting period (Month/Year)

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

INSPECTION	Week1	Week 2	Week 3	Week 4
Date	3/7/2017	3/14/2017	3/21/2017	3/28/2017
Day	Tues.	Tues.	Tues.	Tues.
Time	10:40	*13:30*	9:30	*11:30*
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 C12, 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.

1 inch = 8 gallons

TOMALES WASTEWATER TREATMENT FACILITY
STANDARD OBSERVATION REPORT
FIELD DISCHARGE AREA

Month:

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Day					
Time					
Operator					
Evidence of standing water					
* Evidence of runoff from site					
Evidence of erosion caused by irrigation					
Evidence of system run off containment system from proper condition and integrity.					
*Any odors					
Mosquito breeding resulting from irrigation					
* Evidence of improper distribution system components and hydraulic integrity					
Perimeter fence posting informing public wastewater is not safe to drink					
Sodium Hypochloride tank level, inches					

If irrigation runoff is evident, estimate size of effected area (include sketch)

"* If odors evident, note source and area affected.

NATURAL SYSTEMS UTILITIES
A BETTER WAY

(707) 254-1931

TOMALES WASTEWATER FACILITY

Treatment Pond Summery Report

NATURAL SYSTEMS UTILITIES
A BETTER WAY

(707)254-1931

Month	Treatment Pond # 1				Treatment Pond No. 2				Treatment Pond No. 3				ST-West				ST-East			
Mar. 2017	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.
Date	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C
1																				
2																				
3																				
4																				
5																				
6																				
7	2.1	9.0	15.2	12.3	2.6	8.9	12.8	12.7	2.6	9.5	12.0	12.4	3.1	8.1	6.4	12.6	2.0	8.1	4.8	12.9
8																				
9																				
10																				
11																				
12																				
13																				
14	2.1	9.9	20.0	18.4	2.8	9.3	19.5	18.2	2.8	10.2	15.2	17.7	2.5	8.4	7.5	18.7	2.5	8.2	5.0	19
15																				
16																				
17																				
18																				
19																				
20																				
21	7.1	7.9	1.5	15.0	2.7	7.8	3.4	15.7	2.7	8.1	6.3	15.8	2.4	8.2	4.6	14.7	2.4	8.1	5.5	15
22																				
23																				
24																				
25																				
26																				
27																				
28	2.0	8.0	2.0	16.2	2.6	8.1	8.7	16.9	2.6	8.9	9.1	17.0	2.3	8.2	5.1	15.9	2.3	8.1	5.2	16.2
29																				
30																				
31																				

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

TVCSD SEWER ENTERPRISE

DRAFT

INCOME AND EXPENSE BUDGET

Fiscal Year 2017-2018

SUBMITTED: MAY 10, 2017

DRAFT APPROVED:

FINAL APPROVAL:

Tomales Village Community Services District

P.O. Box 303 Tomales, CA 94971 (707) 878-2767

DATE: May 10, 2017

TO: Stakeholders

FROM: Board of Directors, TVCSD

SUBJECT: Proposed TVCSD Sewer Budget for 2017-2018

OVERVIEW:

This Fiscal Year 2017-18 Budget Proposal is the outcome of a rigorous year-long effort by Board Members, part-time Staff, standing committees, and our Shoreline Unified School District partners to analyze District expenses, lower daily operational costs, and continue to implement efficiency recommendations from our professional management study in 2015. We have cut expenses dramatically, particularly in the ongoing administration of the District. We have developed an Asset Inventory and Management Plan for the sewer system and a 10-Year Capital Improvement Plan that is necessary for the maintenance and repair of our system as it ages. We have also developed a 10-Year Financial Plan based on our projected income and expenses. We have worked diligently to study the past, examine the present and forecast the future. This process revealed that while our District expenses have increased with sewer improvements made since 2009, our revenues have not kept pace.

Loans to improve the sewer system in 2010-11 were required to upgrade the sewer plant when we obtained it from North Marin County Water District in 1999. Solar bonds were purchased in 2009 to install solar panels to produce electricity at the plant and irrigation ponds. No rate increase has been implemented in 11 years, so the District has been utilizing its cash reserves to pay annual debt amounts. Furthermore, Tomales has not grown with new service fees and connection fees as once envisioned, which would have generated more revenue for the District. The District has reduced its cash balances by $100,000 to keep up with our annual debt payments. At this rate, we would be insolvent in less than 5 years. We must maintain operating reserves and cash reserves for emergencies per industry standards.

A major goal in this proposed budget is to present a balanced cash budget for the annual operation of the district that includes a modest outlay of expenses for the necessary maintenance and repairs required for the sewer system.

A second goal is to curb the steady depletion of our cash reserves. To accomplish this we recommend a monthly rate increase of $9.45 per Equivalent Unit (EU) this fiscal year 2017-18 and an additional monthly rate increase of $9.45 per EU in 2018-19. It is the intent of the

District to spread this much needed rate increase over two years. If approved, the first increase would be effective July 1, 2017.

It is important to understand that this proposed rate increase is not required for District operations, maintenance or capital improvements. It is required to pay the unfunded debt obligations over the next 9 years of approximately $297,000 for past improvements until the debts are retired in 2025-26.

Over the coming year, we will continue to develop our TVCSD Policy Manual and renew our Memorandum of Agreement with our partner, SUSD. We also plan to continue a review of our O & M contract in an effort to achieve some cost-saving measures and a revised scope of work.

SEWER DIVISION: RESTRICTED FUNDS, OPERATING INCOME

Sewer Service Fees

The current service rate is $63 per month per EU, or $756 per year. A monthly rate increase of an additional $9.45 per EU is being recommended in the FY 2017-18 budget and an additional monthly rate increase of $9.45 per EU in the FY 2018-19 budget year.

California Solar Initiative (CSI) Rebate

This PG&E rebate of approximately $12,500 ended last year. The solar system generates energy to reduce monthly PG&E costs, and we had received rebates on these costs for the past 5 years. The 2009 monthly rate increase of $5 per EU was established to help offset the initial annual costs of the solar system. However, this rate increase does not cover the entire costs of the annual lease payment of $17,941 for the next 9 years when the debt will be retired.

No capital replacements in the Solar System are anticipated.

EXPENSES:

Solar Lease Agreement

The Solar System was purchased with the sale of Clean Renewable Energy Bonds. The Bond agreement sets up the sale as a lease until the bonds are paid off. The bond payment for this fiscal year will be $17,941 and the solar administrative fee is $750.

State Revolving Loan for Sewer Improvements

The District has six years left of annual payments on its low-interest loan for capital improvements made in 2010-11 to upgrade the sewer system. This budget requires a cash outlay of $20,767 to meet its annual debt payment.

The proposed sewer budget statement for 2017-18 shows the above two payments for the Solar Lease and the State Revolving Loan as Cash outlays of $38,708 at the bottom of the statement.

SEWER DIVISION: UNRESTRICTED FUNDS, OPERATING INCOME

SUSD Sinking Fund

This is SUSD's debt service requirement for their portion of the Sate Revolving Loan Fund.

Connection Fees

There are no anticipated connection fees in this budget.

Levy 4

The Levy 4 Unitary Tax from Marin County is anticipated to be about $8200 for this budget; however, it does vary year to year and may be higher.

NON-OPERATING INCOME

Interest Income

Approximately $1492 interest on a loan the SUSD is paying back to the District is expected.

EXPENSES

Collection, Treatment and Disposal

Ongoing expenses for the community's wastewater collection, treatment and disposal. Due to new State mandated regulations for increased monitoring and laboratory testing, expenses have increased for wastewater treatment.

Repairs and Maintenance

This budget proposes $14,000 for projected capital improvements that include plant and building maintenance, computer repairs to our SCADA remote system, general equipment repairs, CCTV video inspection of another section of the collection system, irrigation field maintenance and solar panel maintenance. This is Year 1 of our 10-Year Capital Improvement Plan.

Contracted Management and Administrative Services

Three part-time contractors to perform general management, financial services and secretarial services have increased district transparency while saving the District over $30,000 in expenses for compensation from prior years.

Operation and Maintenance Services

The current contract is tied to the Consumer Price Index and has slowly risen over the years since 1999. The District is now reviewing the contract and its scope of work with our contractor,

in an effort to reduce costs and develop a new contract. This budget, however reflects the current annual costs.

Board Stipends

This budget proposes $5000 for Board stipends to acknowledge time and effort for District oversight. Legally, Special District stipends are limited to $100 per meeting per Board member with a maximum of 6 meetings per month. TVCSD policy states that our Board members are to be paid $50 per meeting for up to 2 meetings per month as some Board members also sit on standing committees.

Board Training

This budget allocates $1000 for Board training above state required Ethics and Sexual Harassment training.

District Office Rental

This budget allocates $1,200 for our Tomales office space above Diekmann's Store.

Insurance

The District's insurance carrier, SDRMA, has increased our rates for Property & Liability and for Workers Compensation.

Office Expenses

Printing, copying and office supplies have been reduced in this budget while sonic web hosting and office equipment have remained the same as last year.

Professional Fees

This budget does not include line items for legal, consulting or grant writing.

Dues and Subscriptions

This budget reflects reduced expenses and emphasizes memberships with organizations who offer technical support services and information to the District.

In order to further contain expenses, this budget, like last year, proposes to decrease our regular Board Meetings by two meetings per year, August and December. This saves Staff time and Board stipends. This budget also continues to limit the General Manager to attendance at quarterly Board Meetings and the Financial Manager's attendance at two meetings per year to present the Budget and oversee the annual audit. Their monthly Reports are included in the Board Packets for review and action by the Board of Directors. The Financial Manager does oversee the Financial Advisory Committee.

Recommendations:

It is recommended that the Financial Advisory Committee and the Board of Director's take the following action:

- Hold a Public Hearing on June 14, 2017 for a Proposed 2017-18 Sewer Service Rate Increase
- Review and Adopt final Budget at Public Hearing on June 14, 2017
- Adopt Resolution 17-2 to approve a rate increase of $9.45/month per EU for 2017-18 and another rate increase of $9.45/month per EU the following fiscal year
- Adopt Resolution 17-2 at the June 14, 2017 Board of Director's Meeting to keep the standard hook-up fees at $10,000 and to keep the Ad Valorum tax rate at $0.02 per $100 valuation.

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

TVCSD PARK

DRAFT

INCOME AND EXPENSE BUDGET

FISCAL YEAR 2017-2018

SUBMITTED: MAY 10, 2017

DRAFT APPROVED:

FINAL APPROVED:

Tomales Village Community Services District

P.O. Box 303 Tomales, CA 94971 (707) 878-2767

Date: May 10, 2017

TO: Stakeholders

FROM: Board of Directors, TVCSD

SUBJECT: Proposed TVCSD Park Budget for 2017-2018

OVERVIEW:

Tomales Community Park has seen increased stability of its finances with the addition of Measure A funds. Prior years made dependence on local donations, grassroots fundraising events, rental income and occasional grants a challenge to undertake the major capital improvements necessary to upgrade the original infrastructure from the 1970s. Measure A funds are offering a more predictable source of income as we address necessary projects to continue to provide safe and reliable public access to our Park, which is a community resource for local residents, community organizations and the increasing visitors coming to the Northwest Marin area.

Over the past year, we have been able to plan and engineer several major projects and obtain necessary permits for construction. We have purchased and installed an ADA water fountain with handrails, installed required signage, re-surfaced four play structure areas, removed a large tree that died, ordered 2 new picnic tables, and allocated funds for pavement re-striping in our parking lot.

We are now seeking competitive bids in a Request for Proposal for planned capital improvement construction projects, namely a new gazebo, a replacement north fence, and ADA concrete ramps into 4 play areas. With funding and permits in hand, the District is eager to launch these projects as soon as we can select contractors and schedule them to begin.

This Park Budget for Fiscal Year 2017-18 has been developed in our Park Advisory Committee with the assistance of Melinda Bell, Financial Manager, and with periodic reviews by the Financial Advisory Committee.

RESTRICTED FUNDS:

Operating Income:

Measure A:

Measure A funds are distributed twice each year, once in July and once in January. The anticipated disbursement from Marin County for Fiscal Year 2017-18 is $36,003, up slightly from the prior year. As per the spending requirements, the bulk of these funds will be designated for capital projects recommended by the Park Advisory Committee and approved by the TVCSD Board of Directors. A small amount is set aside in unrestricted funds for general park maintenance, project management and financial management. With the $ 67,155 carry-over from unspent 2016-17 funds, the total allocation for capital projects in this budget is $ 85,000 as indicated in the Measure A Work Plan at the end of this Budget.

EXPENSES:

Gazebo and Shade Shelter:

This budget has allocated $60,000 from Measure A funds for the construction of the new gazebo.

Paths and ADA Ramps:

This budget contains $8,000 from Measure A funds for the construction of the State mandated ADA concrete ramps into the four completed play structure areas.

Replacement North Fence:

The north fence was originally built in 1979 and is now in disrepair. This budget allocates $12,000 in Measure A funds for its replacement.

UNRESTRICTED FUNDS:

Measure A Funds:

While the bulk of the Measure A Funds are allocated for capital projects, the conditions of the Fund allow a portion to be spent on routine maintenance. This budget allocates $1,200 for PG&E; $1,300 for supplies and services; $300 for Landscaping; $4,000 for Project Management; and $1,000 for Financial Services.

Henry's PG&E Usage:

Our tenant in the water tower continues to pay a partial PG&E cost of $70 per month or $840 annually as shown in this budget.

Park Rentals:

The Park has a history of rental usage by non-profit organizations and other outside private parties and businesses. Based on Park Policy we have rental fees we charge. It is difficult to project rental usage for the year ahead, but we have allocated $550 as a minimum expected rental income.

EXPENSES:

Routine Maintenance:

The Park is maintained largely through the volunteer efforts of David Judd, Henry Elfstrom, Margaret Graham, Walter Earle, and the Park Advisory Committee and its volunteers from the Tomales community. There is an Annual Park Workday that attracts many volunteers, and also students from the high school who earn community service hours. There are also volunteer clean up events scheduled as required prior to large community events or private rentals.

Regular maintenance includes paper products for the bathrooms, filter and well service, and miscellaneous expenses for workdays. These maintenance expenses are paid from Measure A funds and park rentals.

PG&E Expenses:

The remainder of the PG&E costs have been budgeted at $1,200 and are offset by Measure A funds.

RECOMMENDATIONS:

This Budget for Fiscal Year 2017-2018 recommends that the Park Advisory Committee and the TVCSD Board of Directors take the following action:

- Preliminary vote on Park Budget at the May 10, 2017 Board of Director's Meeting
- Approve the Final Park Budget at the Public Hearing on June 10, 2017
- Adopt the Final Park Budget at the June 10, 2017 Board of Director's Meeting.

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

				Income			
311.00 · Interest Income							5
315.80 · Measure A Funds							36,003
320.00 · Contributions Income							100
322.00 · Park Use Rental							400
322.60 · Water Tower PGE							840
Total Income							**37,348**
				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							(51,452)
To Be Funded By Use of Prior Year Measure A Funds							51,452

Tomales Park Committee meeting minutes		
Monday, May 24, 2017 Meeting began @ 6:35 pm		
Bill Bonini chaired the meeting		
Walter Earle served as note taker		
Present: David Judd, Margaret Graham, Melinda Bell, Susan Alverez, Beth Koelker, Donna Clavaud		
Absent:	Patty Oku	
Agenda Item	**Discussion**	**Action**
Open Communication	There needs to be an update of the point person for the Park RFP on the website. The committee thought that the General Manager of the District made sense and then he could redirect it if needed. We also need to clarify the RFP budgets and may need to help the contractor with new regulations.	
2016-2017 Revised Park Budget	We revised the '16-'17 budget to include the following: Pine Tree Removal $3000 plus $25 for the Christy box to underground the utilities, Water Fountain $5,016.54 (charged as separate items, purchase of unit and installation), additional picnic table ($581), Project manager $1000, bookkeeping $1000 and new striping for the parking lot, ($525).	
2017-2018 Measure A Park Budget	We increased the Gazebo from $42,000 to $60,000 because of the complexity of the project and to add security fencing around the construction area. We also increased the amount for the Handicap ramps to $8000 because of the necessary changes to the pathways. See attached budget.	
RFP's- Any Response?	As far as we know we haven't received any inquiries. Donna is exploring other places to advertise.	
Spring Park Cleanup Day,	We had about 15 hard working volunteers show up for our annual park cleanup. We undergrounded the electrical and water hookups near the old pine stump and cleaned up the tree removal debris. We installed a donation box on the utility door between the bathrooms, mowed the entire park and string trimmed the tall weeds inside and in front of the Park. The restroom building was hand weeded and power washed, the path weeding marathon begun and trees pruned up and back for views, path accessibility and shade. Several Tomales High students worked for their community service credits. Thanks to Melinda Bell and her husband Bob we all had a nice and well earned lunch followed by incredible brownies from Kristin Lawson.	
Meeting adjourned at 7:18 pm.		Motion to adjourn: Patty/Bill
Date:		

MARIN COUNTY
PARKS
PRESERVATION · RECREATION

Work Plan

Measure A City, Town, and Applicable Special District Program
Proposed Expenditure of Measure A Funds for July 1, 2016 to June 30, 2017

Timely and accurate completion of this report is a condition of receiving Measure A funds.

Instructions:

- This work plan must be completed by an authorized representative of the recipient.
- Please complete this work plan, then scan and e-mail it to Kevin Wright, Marin County Parks External Affairs Coordinator (kwright@marincounty.org), by June 1, 2016.
- Contact Mr. Wright by e-mail (kwright@marincounty.org) or phone (415) 473-2129 if you have any questions, or if you have suggestions to improve this form.
- Marin County Parks will review this plan within one month of its receipt to ensure that proposed expenditures are consistent with Marin County Ordinance 3586 (Measure A).
- Recipients must provide Marin County Parks with 30-days prior notice of any project additions or substitutions that are proposed while a work plan is in effect.
- Total actual project expenditures may not exceed recipient's actual Measure A funding for any given fiscal year, plus any balance remaining from previous years.

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A. Name of Recipient (city, town, or special district): Tomales Village Community Services District

B. Recipient's representative and contact information: (Please print all information)

Name: _____Melinda Bell_____
(Print)

Title: ____ Financial Manager_____
(Print)

Address: ____P O Box 303_____

City, Zip: ____Tomales, CA 94971-0303_____

Phone: ___707-878-2767_____

E-mail: _____melinda@tomalescsd.ca.gov_____

C. Total estimated funds for Fiscal Year 2016-17:

i. Estimated carry-over balance of recipient's Measure A funds from previous fiscal years	**ii. Estimate of recipient's Measure A funds for FY 2016-17. (This information will be provided by Marin County Parks)**	**iii. Total estimated available funds for FY 16-17 (i + ii).**
$ 52.350	$33,403	$85,753

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	$1,660	$840	$2,500
Play Surface	Construction c	Grading, pouring, inspection	$4,650	$0	$4,650
Picnic Table	Construction c	Purchase, installation, finishing	$565	$0	$565
Required Signage	Construction c	Purchase of LWCF-compliant sign	$216	$0	$216
Accessible Fountain	Renovation b	Purchase and install fountain	$5,117	$0	$5,117
Project Manager	Construction c	Review bids, oversee park projects	$1,000	$0	$1,000
Financial Manager	Maintenance a	Pay park bills, prepare reports Budgets, for park program	$1,000	$0	$1,000
Tree Removal	Maintenance a	Remove diseased dead pine	$3,025	$0	$3,025
Pavement Refinishing	Renovation b	Repaint striping, handicap access	$525	$0	$525
Estimated Total			$17,758	$840	$18,598

****Select work or project purpose only from the following menu**:

a) Routine maintenance
b) Renovation of existing recreational facility, including infrastructure (includes planning, environmental review, permitting, design development, etc.)
c) Construction of new park or recreation facility (includes planning, environmental review, permitting, design development, etc.)
d) Parkland acquisition
e) Fuel reduction - all types of fuelbreaks, including primary, ridgeline, etc.
f) Flashy fuel reduction (ROW, street ends, trail heads, etc.)
g) Natural resource protection and restoration, and invasive plant control
h) Maintaining vehicle access
i) Sudden Oak Death
j) Hazard tree removal
k) Inventory and monitoring
l) Wildlife management monitoring
m) Vegetation and wildlife management - Other-

E. Certification

I certify that the information contained herein is true and accurate, to the best of my knowledge.

Melinda K Bell
Signature

Financial Manager
Title

Melinda K. Bell
Print Name

4/24/2017
Date