



TVCS D Board of Director's Regular Meeting Agenda
Date: Wednesday, November 8, 2017, 7 pm
Location: Tomales Town Hall, Tomales, California 94971

I. Call To Order

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

III. Approval of November 8, 2017 BOD Agenda Action

IV. Board Member Reports

V. Approval of October 11, 2017 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. Response to Auditor's report on Internal Control Action

VII. General Manager's Report

VIII. NSU Report

- a. Review reports for September 2017

IX. Committee Reports

- a. Financial Advisory Committee (FAC)- Review October 18, 2017 Meeting Minutes
- b. Park Advisory Committee (PAC)- Review October 24, 2017 Meeting Minutes

X. Pending Business

- a. TVCS D Newsletter postponed until February 2018.
- b. TVCS D Disaster Plan - will be discussed at January 2018 meeting. Research other District plans.

XI. Other Business

XII. New Business

- a. Oath of Office for three (3) Incumbent Board Members Action

XIII. Correspondence

CLOSED SESSION

XIV. CONFERENCE WITH LABOR NEGOTIATORS

- (Pursuant to Government Code Section 54957.6)
- Agency designated representative: Board President
- Unrepresented employee: District General Manager

RETURN TO OPEN SESSION _____

XV. REPORT OUT OF CLOSED SESSION

XVI. Adjournment

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

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

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Board of Directors:

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



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, October 11, 2017, 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

Board Members Present: Dru Fallon O'Neill, President (arrived late due to North Bay fire disaster); Donna Clavaud, Vice President; Bill Bonini, Peter MacLaird

Board Members Absent: Deborah Parrish (excused due to North Bay fire disaster)

Also Present: Jose Ortiz, TVCS D General Manager; Melinda Bell, TVCS D Accountant, Cynthia Hammond, TVCS D Recording Secretary; Venta Leon

I. Call To Order

In Dru Fallon O'Neill's absence, Donna Clavaud called the meeting to order at 7:12 p.m.

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

None

III. Approval of October 11, 2017 TVCS D BOD Agenda

Bill Bonini motioned to approve the TVCS D October 11, 2017 BOD meeting agenda. Peter MacLaird seconded the motion. M/S/C

IV. TVCS D Board Member Reports

a. Donna Clavaud to report on SB 96 public works.

Donna Clavaud reported on the California State Legislature Budget Act of 2017 (AB 97) that was passed on June 15, 2017. Important budget trailer bills were also pushed through with the budget act that will have an impact on Special Districts. Trailer bill SB 96 public works is intended to revamp the public works contractor registration program. In a concession to public agencies, the Department's proposal exempts projects under \$25,000 and under \$15,000 for maintenance projects from the requirements of the registration program. Public agencies could face a fine of \$10,000 for using unregistered contractors when required. CSDA and lobbyist were able to get this concession rider. Only the gazebo and maybe the ramps would fall under the need to hire a licensed contractor that is registered at the state public works level; the filing fee is approximately \$1,000. The RFP would have to be modified to reflect this. Projects under \$15,000 for maintenance would not have to utilize a state registered contractor.

Donna Clavaud brought up the issue of the current North Bay fire disaster and disasters in general. Tomales village has been divided in to blocks for the purpose of door-to-door evacuation in the event of an alert notification to evacuate due to fire, flood, or earthquake. Donna Clavaud questioned if TVCS D is ready for a disaster and suggests developing policy/protocols and adding this to the TVCS D priorities calendar. Donna Clavaud suggested contacting the Inverness and Bolinas Utility Districts to get an idea as to what their disaster policies/protocols look like. Bill Bonini suggests that Jose Ortiz look at other Special District's disaster policies. Jose Ortiz said he a lot of experience in emergency response and

emergency management systems and said TVCSD needs to look at what is already in place and what needs to be built upon for different types of disasters. Donna Clavaud would like to look at existing models and to invite Tom Nunes; Tomales Fire Department Captain, to get his point of view at some point. Bill Bonini, Donna Clavaud and Melinda Bell are CERT trained. Jose Ortiz suggested seeing if CSDA has existing templates for disaster planning. Jose Ortiz suggested contacting Supervisor Dennis Rodoni to see what the County has in place regarding an emergency response in Tomales. This issue will be added to the January 2018 TVCSD BOD meeting agenda.

V. Approval of September 13, 2017 Meeting Minutes

Bill Bonini motioned to approve the TVCSD September 13, 2017 BOD meeting minutes. Donna Clavaud seconded the motion. M/S/C

VI. Financial Report (Melinda Bell)

a. Accept check registers and approve expenditures:

Melinda Bell reported the 2016/2017 TVCSD Audit is complete. The financial statements on page nine (9) of the “Financial Statements and Independent Auditor’s Report” has a complicated part regarding depreciation and capitalization of assets in regards to the Park. Under General Fund, column one (1) shows no depreciation, as budgeted, while the right side of the column does show depreciation. Melinda Bell pointed out that depreciation is included in the final reports even though depreciation isn’t budgeted. Capital outlays aren’t expenses. Non-cash and depreciation items are included in the monthly budget reports when requested.

Melinda Bell reported on the “Report on Accounting Controls and Procedures” from the Auditors. It is noted that TVCSD has finished some policies and is working on implementing the Matrix study. Auditor recommends setting the amounts on the reserve policy. Donna Clavaud told the auditors that setting the dollar amounts depended upon the analysis of the ten (10) year plan, the capital planning analysis and development and the rate increase. These analyses will now allow TVCSD to move forward to set amounts for the reserve policy now that there is more financial information.

Jose Ortiz pointed out the ten (10) year projection identified that a rate increase was needed to pay the debt service and it didn’t have a component to raise revenues to set the operations and capital reserves. Jose Ortiz questioned how setting a reserve may vary over the course of a fiscal year. Melinda Bell said she had to transfer \$20,000 from the Redwood Credit Union to meet expenses in August as TVCSD waits for the service charge increase to become available in December 2017.

Melinda Bell reviewed with the TVCSD Board the Budgetary Comparison Statements as it shows the beginning and ending CASH amounts for Sewer and Park as requested by Deborah Parrish.

Donna Clavaud questioned what was under “maintenance and supplies”. Donna Clavaud pointed out that \$264 was budgeted and \$2,280 was already spent. Melinda Bell said it was chlorine and chemicals (being stockpiled for the future) and sprinkler heads.

Jose Ortiz commented that when TVCSD adopted the budget, it was before the O & M contract was renegotiated with NSU. Jose Ortiz suggested that next time the budget is adopted; the budget needs to reflect a more specific breakdown of operation expenses. Donna Clavaud would like to see what the specific items are on the budgetary comparison and suggested FAC can make a recommendation and bring it back to the board in November 2017.

Bill Bonini motioned to accept check registers and expenditures. Peter MacLaird seconded the motion. M/S/C

b. Financial Manager's report:

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

c. Review and approve Financial Statements:

Bill Bonini motioned to approve the Financial Statements. Peter MacLaird seconded the motion. M/S/C

VII. General Manager's Report

a. Ongoing discussion with NSU regarding SCADA problems.

Jose Ortiz reported the on his disappointment and lack of confidence he has in regards to the Telstar/SCADA system as the system is not generating reports. NSU is currently generating reports manually. NSU brought in an electrical engineer with SCADA experience to examine the system and NSU will give TVCSD a proposal as to what it will take to correct the system.

b. FOG tank; request for indefinite extension of disconnect until TVCSD does a video TV inspection of the line to the Village to check status of grease flow. Discussion of video TV inspection of collection pipe from plant to Village.

Jose Ortiz said in May 2017, TVCSD received permission to bypass the FOG tank as it was put in the wrong place and is costing the district \$5,000 per year to pump the FOG tank. A video inspection will be done from the plant to downtown to see if there is grease, oil and fat collecting in the inside of the sewer main. Donna Clavaud asked if TVCSD was going to ask the state for an indefinite disconnect from the FOG tank. Jose Ortiz said he had this discussion with Blair Allen from the Bay Area Regional Water Control Board and would ask for an indefinite disconnect if it can ne proven the FOG tank serves no purpose.

c. Meeting with Kevin Wright (Marin County Parks Government & External Affairs Coordinator) and small Special Districts about construction collaboration on Park projects.

Jose Ortiz met on October 2nd, 2017 with Kevin Wright and Max Korten; Director and General Manager of Marin County Parks to collaborate with other small districts that receive Measure A funds in order to reduce some of the costs such as building inspection fees. Meeting will be held quarterly. Other Special Districts are also finding it difficult to find contractors therefore perhaps "bundling" similar projects together might make it more attractive to contractors.

d. Legal assistance options for the District.

Jose Ortiz said TVCSD has been operating without any legal support and legal service fees aren't in the current fiscal years' budget. Jose Ortiz will reacquaint himself with County Council. Donna Clavaud said

that there are various legal issues that do come up and proposes to put together questions to present to County Council. TVCSD receives one (1) hour of free legal service per year from CSDA (California Special Districts Association) membership. Jose Ortiz suggested asking what CSDA recommends in regards to the minimum amount of legal support TVCSD should have and to have CSDA identify certain legal issues TVCSD should be concerned about. Jose Ortiz said once construction projects are underway, it's important to have legal support.

Jose Ortiz reported that Alex Derbes has four (4) parcels he wants to annex to the District. Jose Ortiz said there was an order to build an individual lift station and that a recorded agreement must be made by a civil engineer and that Alex Derbes is responsible for the maintenance.

VIII. NSU Report

a. Review reports for August 2017 and September 2017:

Reports were reviewed; there were no questions. Jose Ortiz received an email from Steve Chase, Plant Supervisor for NSU, who is resigning as of October 20th, 2017. In the mean time, Steve Phillips will be taking his place.

Jose Ortiz said the Rain Bird sprinkler heads at the top of the hill needed maintenance. The cost was \$3,200, is non-scheduled work, and is an item that was included under the CIP.

IX. Committee Reports

a. Financial Advisory Committee (FAC):

1. No FAC meeting was held in September due to Audit in process. Next meeting is scheduled for October 18, 2017 at 10:30 am.

b. Park Advisory Committee (PAC):

1. No PAC meeting was held in September.
2. Schedule next PAC meeting.

Bill Bonini said the next PAC meeting would be at the end of the month; Donna Clavaud said it would be Monday, October 30th. Donna Clavaud said Margaret Graham asked the board for clarification; what would a PAC meeting be about, what would PAC talk about? Jose Ortiz suggested PAC do long range planning/vision; there are several projects already identified and instead of looking for projects to do, identify the needs and develop the projects to fill those needs. Jose Ortiz said there were resources out there that TVCSD isn't taking advantage of, example: templates for signage from Marin County Parks and suggests a PAC member attend the quarterly meetings in San Rafael.

Donna Clavaud said the installation of the water fountain may have extended the permit and suggested putting this item on the agenda. The baby-changing table is broken and needs to be resolved. The roof the water tower is also leaking.

X. Pending Business

a. TVCSD Newsletter:

Donna Clavaud proposes to put the newsletter on the November 2017 agenda.

XI. Other Business

None

XII. New Business

a. Certification of incumbent Board Members for new terms:

Donna Clavaud read a letter from Dan Miller, Marin County Board of Elections stating there will not be an election because the number of candidates does not exceed the number of offices to be filled and there were no petitions filed. Swearing in will be on the November 8th, 2017 TVCSD BOD meeting.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BANK TRANSACTIONS OCTOBER 2017

Type	Date	Num	Name	Memo	Amount	Balance
131.46 · Bank of Marin - Park Account						137,269.98
Bill Pmt -Check	10/09/2017	1188	PGE	7399820768-9 8/25-9/25 289 kwh	-80.72	137,189.26
Bill Pmt -Check	10/11/2017	1189	Melinda K. Bell	September Year-End Audit and Measure A Exp	-323.75	136,865.51
Payment	10/25/2017		Henry Elfstrom	Deposit for October	70.00	136,935.51
Total 131.46 · Bank of Marin - Park Account						-334.47
131.00 · Cash						229,499.50
			SEWER			
			Beginning			
131.31 · Redwood Credit Union						116,062.48
Total 131.31 · Redwood Credit Union						116,062.48
			Beginning			
131.42 · Bank of Marin - Money Market						84,385.06
Transfer	10/10/2017			Funds Transfer	-30,000.00	54,385.06
Total 131.42 · Bank of Marin - Money Market						-30,000.00
			Ending			
131.44 · Bank of Marin - Sewer						9,953.36
Bill Pmt -Check	10/02/2017	4416	Brelje and Race Laboratories, Inc.		-488.00	9,465.36
Bill Pmt -Check	10/02/2017	4417	Robert Johnson, CPA	2016/2017 audit work	-5,150.00	4,315.36
Transfer	10/10/2017			Funds Transfer	30,000.00	34,315.36
Bill Pmt -Check	10/11/2017	4418	Melinda K. Bell	September	-1,006.25	33,309.11
Bill Pmt -Check	10/11/2017	4419	Natural Systems Utilities	invoices 241601, 241848 Sept bills, October services	-7,360.73	25,948.38
Bill Pmt -Check	10/11/2017	4420	Ortiz, Jose	September 37.0 hrs, 1 hour travel, 49 miles	-4,588.72	21,359.66
Bill Pmt -Check	10/11/2017	4421	PGE	8044736439-1 8/25-9/25	-85.49	21,274.17
Bill Pmt -Check	10/14/2017	4422	Brelje and Race Laboratories, Inc.		-116.00	21,158.17
Bill Pmt -Check	10/14/2017	4423	Nelson Staffing		-200.66	20,957.51
Bill Pmt -Check	10/14/2017	4424	Internal Revenue Service	94-2598864 941 9/30/2017	-76.50	20,881.01
Bill Pmt -Check	10/18/2017	4425	AT&T	138729848 10/11-11/10	-80.00	20,801.01
Bill Pmt -Check	10/18/2017	4426	AT&T Uverse	145835838 10/7-11/6	-134.22	20,666.79
Bill Pmt -Check	10/26/2017	4429	Brelje and Race Laboratories, Inc.		-454.00	20,212.79
Bill Pmt -Check	10/26/2017	4428	Nelson Staffing		-279.60	19,933.19
Total 131.44 · Bank of Marin - Sewer						9,979.83
			Ending			
131.48 · Bank of Marin - Solar						19,098.60
Total 131.48 · Bank of Marin - Solar						19,098.60
			Ending			
Total 131.00 · Cash						-20,020.17
			Ending	SEWER CASH		209,479.33



Financial Manager's Report November 8, 2017

This is our last Board meeting until January. Aside from a report for the Secretary of State and the Measure A disbursements report already filed, there are no deadlines in January except payroll taxes and 1099's. However, by January we should have submitted a response to the auditor's report on internal controls and made some progress on drafting policies. With that goal in mind, I have included in the packet a draft response to the auditor for Board review and approval.

The auditor's point numbers four and seven have already been implemented. The Financial Advisory Committee will be working on points two and three before January with a report to the Board before budget season. Points one and five are long-term projects to be addressed as time is available. We should have some progress to report in these areas by June. Point six will take considerable time; as time is available, descriptions of capital asset additions will be made more meaningful. I ask for Board action on this response to the auditor.

This month's financial reports are close to budget and show enough cash on hand to make the two debt service payments due in a month. The park results are very close to last year's results for July through October. This year includes donations from local residents and from users of the park, both by check and by cash left in the donation box. Park cash is around \$20,000 more than this time last year due to positive net income because of delayed expenditures as anticipated in the budget. Park net income is very close to budget.

Sewer results are within \$1,300 of budget after removing depreciation expense. Sewer treatment maintenance costs are over budget, but repair and maintenance costs are under budget. In the Natural Systems Utilities contract negotiations it was agreed that maintenance supplies would be paid directly by TVCSD. The amounts paid for this maintenance are being recorded as sewer treatment expense because previous additional non-scheduled work contract costs were recorded there. In this way expenses are reported consistently from year to year. However, the budget was adopted before the contract was finalized; therefore no budget was provided for these maintenance expenses.

In the 10-year capital improvement plan annual equipment and plant expenses of around \$15,000 are anticipated through 2025/2026. These costs have always been recorded as repair costs except for periods of major plant improvements. They were therefore included in this section in this year's budget. The need for these expenses has not materialized except for the sprinkler heads which were recorded as sewer treatment expense with the other maintenance supplies instead of in this section. We have had maintenance supply expense instead of minor equipment repair costs. Distinguishing between maintenance and repair costs should be easier in next year's budget with a year of experience in paying these costs directly and by providing descriptions of repairs expected.

Sewer cash levels at this point are down \$50,000 from October 31 last year. We should see the impact of the rate increase next month in our first receipt of County sewer service fees. Cash reserves are still sufficient to make the debt payments due at the same time the receipts are deposited. The rate increase should provide an additional \$13,000 this year toward the annual debt service cash drain of \$40,000. Developing policy on cash reserve balance levels will assist in our planning to avoid depleting cash balances to the point that insufficient reserves are available for the December annual payments in the future. Part of the discussion on cash reserve balances will be deciding if we want to budget to add to existing cash in planning for our major \$162,000 capital outlay projected for 2026/2027.

Tomales Village Community Services District Balance Sheets October 31, 2016 and 2017

	PARK	Oct 31, 17	Oct 31, 16	\$ Change
ASSETS				
	131.46 · Bank of Marin - Park Account	136,935.51	117,330.62	19,604.89
Total Current Assets		136,935.51	117,330.62	19,604.89
Fixed Assets				
	100.20 · Land and Land Rights	132,000.00	132,000.00	0.00
	Original Cost	314,653.66	309,286.28	5,367.38
	105.00 · Depreciation	-59,063.90	-51,433.00	-7,630.90
	Total 111.00 · Park Equipment	255,589.76	257,853.28	-2,263.52
Total Fixed Assets		387,589.76	389,853.28	-2,263.52
TOTAL ASSETS		524,525.27	507,183.90	17,341.37
LIABILITIES & EQUITY				
Liabilities				
	222.00 · Accounts Payable	215.20	0.00	215.20
	217.00 · Unearned Revenue	25,000.00	25,000.00	0.00
	Total Current Liabilities	25,215.20	25,000.00	215.20
Total Liabilities		25,215.20	25,000.00	215.20
Equity				
	252.50 · Investment in Capital Assets	387,589.76	389,853.28	-2,263.52
	260.00 · Unassigned Fund Balance	95,139.62	75,928.61	19,211.01
	Net Income	16,580.69	16,402.01	178.68
Total Equity		499,310.07	482,183.90	17,126.17
TOTAL LIABILITIES & EQUITY		524,525.27	507,183.90	17,341.37
	SEWER			
ASSETS				
Current Assets				
	131.31 · Redwood Credit Union	116,062.48	135,849.98	-19,787.50
	131.42 · Bank of Marin - Money Market	54,385.06	6,625.24	47,759.82
	131.44 · Bank of Marin - Sewer	19,933.19	87,400.00	-67,466.81
	131.48 · Bank of Marin - Solar	19,098.60	29,838.97	-10,740.37
	Total 131.00 · Cash	209,479.33	259,714.19	-50,234.86
	137.00 · Accounts Receivable	72.45	0.00	72.45
Total Current Assets		209,551.78	259,714.19	-50,162.41
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	-604,106.33	-549,921.33	-54,185.00
Total Fixed Assets		1,466,934.16	1,521,119.16	-54,185.00
	136.00 · SUSD Note Receivable	16,731.46	18,275.90	-1,544.44
TOTAL ASSETS		1,693,217.40	1,799,109.25	-105,891.85
LIABILITIES & EQUITY				
Liabilities				
	222.00 · Accounts Payable	1,140.00	16,345.52	-15,205.52
	230.00 · Fed Payroll Tax Payab	0.00	15.30	-15.30
	Total Current Liabilities	1,140.00	16,360.82	-15,220.82
	Long Term Liabilities			
	211.00 · SWRCB SRF Loan	134,813.90	155,074.71	-20,260.81
	215.00 · CREBS Bond	161,470.56	179,411.74	-17,941.18
	Total Long Term Liabilities	296,284.46	334,486.45	-38,201.99
Total Liabilities		297,424.46	350,847.27	-53,422.81
Equity				
	260.00 · Retained Earnings	1,167,305.83	1,214,215.19	-46,909.36
	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	-4,566.23	993.45	-5,559.68
Total Equity		1,395,792.94	1,448,261.98	-52,469.04
TOTAL LIABILITIES & EQUITY		1,693,217.40	1,799,109.25	-105,891.85

Tomales Village Community Services District Budgetary Comparisons October 2017

		PARK	Jul - Oct 17	Budget	Over Budget
Income	311.00 · Interest Income		3.20	1.67	1.53
	315.80 · Measure A Funds		16,855.42	18,001.50	-1,146.08
	320.00 · Contributions Income		536.40	0.00	536.40
	322.00 · Park Use Rental		0.00	400.00	-400.00
	322.60 · Water Tower PGE		280.00	280.00	0.00
Total Income			17,675.02	18,683.17	-1,008.15
Expense	414.57 · Accounting		481.25	200.00	281.25
	414.82 · Measure A Maintenance Expenses		279.86	400.00	-120.14
	414.83 · PGE Park		333.22	400.00	-66.78
	Total 414.80 · Measure A		613.08	800.00	-186.92
Total Expense			1,094.33	1,000.00	94.33
Net Income			16,580.69	17,683.17	-1,102.48
		Beginning Cash	120,374.19		
		Collected Receivable	70.00		
		Paid Old Bills	-89.37		
		Ending Park Cash	136,935.51		
		SEWER			
Income	301.00 · Service Charges				
	301.10 · Service Charges - Monthly		289.80	289.80	0.00
	301.15 · Service Charges - Annual Fees		1,738.80	1,739.00	-0.20
	301.20 · Service Charges - SUSD		59,605.31	64,299.00	-4,693.69
	301.30 · Service Charges - County - Other		561.44	0.00	561.44
	Total 301.00 · Service Charges		62,195.35	66,327.80	-4,132.45
	305.00 · SUSD Sinking Fund		8,062.00	8,062.00	0.00
	311.00 · Interest Income		1,154.59	1,491.00	-336.41
	315.50 · Levy 4		48.00	200.00	-152.00
Total Income			71,459.94	76,080.80	-4,620.86
Expense	413.00 - Grounds Maintenance		0.00	500.00	-500.00
	410.00 · Sewage Collection		108.40	125.00	-16.60
	411.10 - Maintenance Supplies		5,544.09	396.00	5,148.09
	411.05 - Lab Bills		3,162.04	2,579.33	582.71
	411.00 · Sewage Treatment - Other		61.77	2,595.00	-2,533.23
	Total 411.00 · Sewage Treatment		8,767.90	5,570.33	3,197.57
	412.00 · Sewage Disposal		80.67	112.00	-31.33
	414.13 - State Unemployment Tax		37.75	41.50	-3.75
	414.12 - Medicare Payroll Tax		49.33	18.38	30.95
	414.11 - Social Security Tax		31.00	77.50	-46.50
	414.05 · Administrator's Fees		12,000.00	15,250.00	-3,250.00
	414.22 · Licenses and Permits		20.00	0.00	20.00
	414.31 · Property & Liability Insurance		6,952.39	6,655.00	297.39
	414.33 · Worker's Comp Insurance		711.08	720.00	-8.92
	414.41 · Postage and Delivery		49.00	100.00	-51.00
	414.42 · Printing and Copies		112.00	0.00	112.00
	414.43 · Office Supplies		0.00	50.00	-50.00
	414.44 · Sonic - Web Hosting		0.00	80.00	-80.00
	414.45 · Equipment Expense		309.98	0.00	309.98
	414.465 · Board Meber Stipend		0.00	1,250.00	-1,250.00
	414.467 · Board Training		40.07	250.00	-209.93
	414.47 · Clerical/Bookkeeping		5,105.15	3,500.00	1,605.15
	414.48 · Office Rent		300.00	300.00	0.00
	414.49 · Secretary		899.66	2,078.00	-1,178.34
	414.50 · O&M Contractual Services		16,382.56	16,382.66	-0.10
	414.552 · Accounting		5,150.00	5,000.00	150.00
	414.61 · Newsletter Expense		0.00	355.00	-355.00
	414.62 · Dues and Subscriptions		155.60	110.00	45.60
	414.71 · Plant and Building Maintenance		0.00	400.00	-400.00
	414.72 · Computer Repairs		0.00	125.00	-125.00
	414.73 · Equipment Repairs		0.00	400.00	-400.00
	414.76 · Collection System Maintenance		0.00	1,666.00	-1,666.00
	414.77 · Irrigation Field Maintenance		0.00	2,000.00	-2,000.00
	414.78 · Solar Panel Maintenance		0.00	0.00	0.00
	Total 414.70 · Repairs and Maintenance		0.00	4,591.00	-4,591.00
	414.81 · Travel		107.54	135.00	-27.46
	414.90 · Telephone and Internet Services		854.77	896.00	-41.23
	415.50 · Depreciation Expense		17,801.32		
Total Expense			76,026.17	64,147.37	11,878.80
Net Income			-4,566.23	11,933.43	-16,499.66
		Beginning Cash	201,745.09		
		Collected Reveivables	1,534.99		
		Paid Old Bills	(7,035.84)		
		Non-Cash Depreciation	17,801.32		
		Ending Sewer Cash	209,479.33		



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

November 8, 2017

Robert W. Johnson, CPA
6234 Birdcage Street
Citrus Heights, CA 95610

We appreciate your scheduling the audit at a time convenient for us and sending us the copies of the internal control report, financial statements and independent auditor's report on a timely basis. Here are our responses to your recommendations.

Response to Internal Control Report June 30, 2017

1. Policy Manual

The ongoing process continues. TVCSD bylaws are in the process of being reviewed, and policies are being drafted, adopted, and implemented.

2. Reserves

Reserve balance amounts are being drafted by the Financial Advisory Committee and will be submitted to the Board for review and adoption in the winter of 2017.

3. Retention Policy

The Financial Advisory Committee will draft a policy setting retention periods for specific documents and providing for the destruction of old records and the safeguarding of current documents.

4. Audit

The audit is held in September and will continue to be scheduled for late August or early September in subsequent years.

5. Organization and Management Study

The Board, staff and committees have been working to review and implement the 34 recommendations of the study. Each recommendation is given consideration in planning any changes and improvements. As time is available and circumstances are appropriate, the recommendations are being implemented.

6. Property List

Staff and committees will assess the materiality of the items on the list and provide more informative descriptions, if available.

7. Separate Duties – Cash

The Board president is reviewing all bank statements and monthly reconciliations.

We look forward to working with you again in 2018.

Melinda Bell, Financial Manager
Tomales Village Community Services District

P.O. Box 303
Tomales, CA 94971
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GENERAL MANAGER'S REPORT

NOVEMBER 8, 2017

Coordination with Staff

- ❖ Communicated with Donna Clavaud and District administrative support and finance sections staff to review agenda and Board packet information.
- ❖ Reviewed and approved invoices and bills submitted in October and November by NSU, the lab, and Melinda Bell. We also received a bill for NSU changing the irrigation field sprinkler heads. This is considered non-scheduled work.
- ❖ Reviewed SMR prepared by NSU and submitted for to Regional Board for September 2017.
- ❖ Contacted NSU about upcoming CCTV video inspection of the sewer main from Highway 1 to Pond #1 at the WWTP.

New Business

- ❖ Contacted by Steve Phillips to discuss WWTP faulty inflow readings. Contracted with Roto-Rooter to clear the blockage in the pipe entering Pond #1. Found gravel had nearly completely plugged the pipe.
- ❖ Per Melinda Bell, AT&T contacted us regarding poor telephone communications at WWTP. Coordinated with NSU to open the plant for AT&T technicians to evaluate problems.
- ❖ Accessed CIWQS website and reported a No-Spill certification for September and October 2017.
- ❖ Andy Zinkevich and other NSU employees/consultants are continuing to evaluate and troubleshoot the SCADA system. We expect an estimate this month to make repairs to sensors, components, etc., need to make the SCADA reporting accurate.
- ❖ We are still waiting to receive an estimate from Tim Furlong to perform erosion repairs at the storage ponds. This work needs to be done soon while the storage ponds are drawn down.
- ❖ Walter Earle has volunteered to be the contact with Kevin Wright at Marin County Parks Department and other Measure A participants at the quarterly meetings. These meetings are forums for exchanging project ideas and discussing common issues when implementing Park Work Plan elements.
- ❖ We have received communications from Scott Hochstrasser questioning the sewer service fees that he was charged for the additional connection to our sewer system for an accessory dwelling unit. I have not seen any official correspondence on this matter.
- ❖ I contacted Dan Miller at Marin County regarding converting our election schedule from odd-numbered years as our Bylaws state to even-numbered years. I had previously been informed by Dan that report was to be submitted by January 1, 2018 on how TVCSD planned to do that. After talking to County Counsel, the due date for that report is no longer applicable. We will include this topic at the January meeting that I am slated to attend.

Miscellaneous

- ❖ We need to come up with a plan to clean the solar panels during the upcoming winter. We will discuss in January.

Next Two Months

Review Studies and Data

- ❖ Review Marin County Grand Jury Report on Affordable Housing and the potential impact on special districts like TVCSD. Begin preparation of a position statement that we can submit to the Grand Jury, even though we originally did not submit a formal response by the July 12, 2017 deadline.

District Coordination

- ❖ Conduct facility inspection and needs assessment with Natural Systems Utilities to try to resolve the SCADA issues.
- ❖ Review current ordinances and regulations for setting use fees.
- ❖ Propose adoption of sanitation facilities standards.

Miscellaneous

- ❖ Prepare plan for transitioning from odd-year to even-year elections.



October 13, 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
September 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

NSU-CA was formerly Phillips Services Inc. dba Phillips & Associates

**TOMALES TREATMENT PONDS
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year) Sep-17

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	9/6/17	9/12/2017	9/19/2017	9/26/17
Day	WED	TUE	TUE	TUE
Time	8:30	10:40	10:30	9:00
Operator	SC	SZ	SZ	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) Sep-17

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	9/6/2017	9/12/2017	9/19/2017	9/26/2017
Day	<i>WED</i>	<i>TUE</i>	<i>TUE</i>	<i>TUE</i>
Time	<i>8:30</i>	<i>10:40</i>	<i>10:40</i>	<i>9:25</i>
Operator	SC	SZ	SZ	SC
Rain fall, inches	0	0	0	0
* Nuisance odors (smell)	N	N	N	N
*Evidence of any standing water	N	N	N	N
* Evidence of mosquitos breeding	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N
* Evidence of structure seepage	N	N	N	N

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

**TOMALES CHLORINE STORAGE TANK
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year)

Sep-17

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	9/6/2017	9/12/2017	9/19/2017	9/26/2017
Day	WED	TUE	TUE	TUE10:00
Time	9:15	11:45	11:15	10:00
Tech	SC	SZ	SZ	SC
* Evident of any leaks	N	N	N	N
Tank level, inches	22	19	17	15
Cl2 gallons added	0	0	0	0
New tank level after adding Cl2, inches	22	19	17	15
Gallons used for treatment since last check	8	24	16	16
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: SEPTEBER 2017

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Day	WED	TUE	TUE	TUE
Time	9:15	12:10	11:30	10:10
Operator	SC	SZ	SZ	SZ
Evidence of standing water	N	N	N	N
* Evidence of runoff from site	N	N	N	N
Evidence of erosion caused by irrigation	N	N	N	N
Evidence of system run off containment system from proper condition and integrity.	N	N	N	N
*Any odors	N	N	N	N
Mosquito breeding resulting from irrigation	N	N	N	N
* Evidence of improper distribution system components and hydraulic integrity	N	N	Y	N
Perimeter fence posting informing public wastewater is not safe to drink	Y	Y	Y	Y
Sodium Hypochloride tank level, inches	22			

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

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



(707) 254-1931

FINANCIAL ADVISORY COMMITTEE MEETING MINUTES
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

WEDNESDAY, OCTOBER 18, 2017-10:30am

Location: Downstairs, Tomales Town Hall

PRESENT: Melinda Bell, Chair & Financial Services; Deborah Parrish, TVCSD Board Member; Donna Clavaud, VP TVCSD Board; Venta Leon, Community Member

ABSENT: Chick Peterson, Community Member

AGENDA

FAC PRIORITIES FOR 2017-18:

- A. By-laws-**We discussed the amendments to our district By-Laws and Venta Leon agreed to check back with Jill Sartori, local lawyer who offered to review the language and particularly certain sections we question. All agreed we want to complete this process soon and we explored other legal options, such as CSDA or Marin County Counsel. Venta will see if we can obtain pro bono assistance first.
- B. Legal Advice-**At the October Board meeting, Jose Ortiz brought up his concern that TVCSD does not currently have a budget for legal expenses. He commented that we could ask CSDA what they would advise a small district such as TVCSD to budget each year. He referred to possible legal advice being required for issues such as construction bidding, contracts, potential conflicts of interest, and By-law amendments.
FAC members discussed the fact that we do have limited CSDA legal advice and we can utilize Legal Aid and the CA Bar before turning to Marin County Counsel, which can be costly.
We agreed this may not be a high priority at this time but agreed to do some research to determine our options.
- C. TVCSD Policies-** We agreed to review all TVCSD policies and determine which ones have been approved by the TVCSD Board and which ones are still in draft form. Once we have an inventory, we can complete the

draft policies first and then proceed to identify other policies we want to develop. We will work on this at our next FAC meeting.

- D. **Reserve Balances**-Our Reserve Policy has been drafted, but we have not yet set annual reserve amounts. This policy is a priority to complete as identified by our Auditor in September. We had a discussion about accounting terminology in regard to setting different reserve accounts. Melinda will analyze financials and recommend reserve amounts to be set.

Asset Inventory Details: The Auditor also requests that we clarify Asset Inventory details for the District, which would require analysis back to 1977 when the sewer system was developed. We agreed that we will ask the Auditor about the materiality of identifying more asset details; why is this important? Melinda will respond to the Auditor that the District will allocate resources to examine such details as we are able.

Grand Jury Recommendations for Outreach and Housing: While the TVCSD Board referred this project to FAC, it was agreed that we need to read the full reports before drafting responses. Donna agreed to study the issue, seek consultation as needed and prepare a draft response for review by the Board.

The meeting was adjourned at 11:45 am.

Submitted by: Donna Clavaud

Approved on:

Tomales Park Committee meeting minutes		
Wednesday October 25, 2017 Meeting began @ 6:35 pm		
Margaret chaired the meeting		
Walter served as note taker		
Present: David Judd, Bill Bonini, Margaret Graham, Susan Alvarez, Patty Oku Walter Earle		
Absent: Beth Koelker		
Agenda Item	Discussion	Action
Open Communication	No Comments	
Diaper Changing table replacement - Revise 2017-2018 Measure A Budget	David will order a replacement table and install it working with Melinda.	Measure A 2017-2018 budget will be amended to reflect \$ when done
Required Signage	The signage required to acknowledge grant money received for the first Park renovation is displayed on the fence in front of the bathrooms. New signs for revised Rules and Regulations are posted at the bottom of the Park by the front gate and at the top on the well house.	
Representative for Small Parks in West Marin Collaborative Committee	Walter volunteered to attend the quarterly West Marin Committee meetings as needed at the Civic Center. He will contact Jose to get the schedule and location and report back to Jose about progress.	Walter will contact Jose
Explanation of new State Rules for Public Works Contractors	Starting in June 2017 competitive bids are needed for new construction projects exceeding \$25,000 and maintenance projects exceeding \$15,000. David will submit separate bids for the Gazebo, handicap ramps and retaining wall on the north side by Tucker's house by January 5th, 2018. The Water fountain is almost complete and the inspection should extend our project permit deadline with the County.	David requested that Jose provide for him and other bidders the prevailing wage chart for Marin County.
Park 10 year Plan	<ul style="list-style-type: none"> •Projects include: •Rebuild the north fence and install retaining wall by Tucker's corner, •install cement handicap access ramps to 3 play structures and add trim to the second floor railing in the Dutton structure to finalize our Park safety inspection, •rebuild the gazebo, •repair chipped bathroom paint, • repair water tower roof, •redo striping in the parking lot, •replace the mirrors in the bathrooms, •contact Arolo Pump Service to maintain water filter and investigate water stoppage problems with the system. •It was mentioned that the last curbed open area is used for events such as Founder's Day (Bert's Large Tent) and staging weddings so leave this area as is. This would also be an answer to the sentiment of 'too much stuff in the park.' •Bill will provide materials for Patty to make a labeled board to hang in the Mechanical room with extra keys for the park buildings. •Walter will make a copy of the storage area key for Bill •Possible Shade Structure- David pointed out that such a structure if permanent would need to be handicap accessible which would be difficult / expensive to do where the old pine tree once stood because of the slope and the need for a wheelchair turnaround. This was explored when the ping pong table idea was first proposed. It was decided to wait until the new gazebo is done to see if that changes the dynamics of the Park. •Barbecue for the Park - safety regulations change when it is located unsecured inside a Children's Park. It could be fenced off and locked or a moveable one could be purchased and stored off site then brought to the park with a rental fee for events. •Some thought was given to a possible revenue stream when measure A ends and there was discussion about a complete rebuilding of the water tower so that it could be rented out for small events. Eventually we'll need to pay a person to cover the jobs now done by volunteers - cleaning and restocking the bathrooms, taking care of the grounds, and handling the before and after duties associated with rental events. We'll work on other ideas for revenue at future meetings. 	Find out if the district's RFPs need to be reposted and ask Kevin Wright if there is a Marin County website to post Measure A RFPs
Meeting adjourned at 7:45 pm.		Motion to adjourn: Patty/Bill
Date:		

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

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

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

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

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

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

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

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

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

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

Please rate the general manager using the following scale:

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

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

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

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

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

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

Community Relations

Does the General Manager work well with citizens and properly handle their requests for service and/or complaints?

Rating

Comments:

Administrative Duties

Does the General Manager properly handle his administrative duties?

Rating

Comments:

Inter governmental Relations

Does the General Manager cooperate cordially and effectively with County agencies, the Shoreline Unified School District, and regulatory agencies and community citizens while looking after the interests of the District?

Rating

Comments:

Planning

Does the General Manager involve himself in the planning process to the correct degree? Does he review the process and look for better ways to handle community interaction?

Rating

Comments:

Financial Management / Budget

Does the General Manager ensure the budget is prepared and executed in the manner approved by the city council? Does he ensure the city's monies are managed properly?

Rating

Comments:

Additional Comments:

Name of Rater: _____

Date: _____