



## **TVCS D Board of Director's Meeting Agenda**

**Date: Wednesday, February 14, 2018, 7 pm**

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

### **I. Call To Order**

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

**III. Approval of February 14, 2018 BOD Agenda** Action

**IV. Board Member Reports**

**V. Approval of January 10, 2018 Minutes** Action

**VI. Committee Reports**

a. Financial Advisory Committee (FAC)

1. Review January 31, 2018 FAC meeting minutes

2. Review and approved changes to Reserve Policy and set reserve balances Action

b. Park Advisory Committee (PAC)

1. No January 2018 PAC meeting was held

2. Discuss updating Park RFP's

**VII. 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

**VIII. General Manager's Report**

a. SCADA System

b. General Manager's contract Action

**IX. NSU Report**

a. Review reports for December 2017 and January 2018

**X. Pending Business**

a. TVCS D Newsletter update

b. Form 700 due

c. Worker's Compensation Resolution 18-1 Action

**XI. Other Business**

**XII. New Business**

**XIII. Correspondence**

**XIV. Adjournment**

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

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

PO Box 303 • Tomales, CA • 94971 • ph 707.878.2767 • [www.tomalescsd.ca.gov](http://www.tomalescsd.ca.gov)

Board of Directors:

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



## TVCS D Board of Director's Meeting Minutes

**Date: Wednesday, January 10, 2018 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, Deborah Parrish

**Board Members Absent:** Peter MacLaird

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

### **I. Call To Order**

Dru Fallon O'Neill called the meeting to order at 7:06 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 January 10, 2018 TVCS D BOD Agenda**

Donna Clavaud suggested moving Item A, "Review and approve new contract", listed under General Manager's Report, to CLOSED SESSION.

Bill Bonini motioned to move Item A, "Review and approve new contract", listed under General Manager's Report, to CLOSED SESSION. Deborah Parrish seconded the motion. M/S/C

### **IV. TVCS D Board Member Reports**

Donna Clavaud wrote to Colleen Haley, TVCS D's representative, from California Special Districts Association (CSDA) regarding disaster preparedness advise. A senior annalist from CSDA wrote Donna Clavaud back and suggested looking at the csda.net website as there are sample policies and urges the TVCS D Board to use csda.net as a resource.

Jose Ortiz said he has the CSDA sample policies on a flash drive, which FAC can use as a resource.

Donna Clavaud told the Board there is a Tomales town meeting on Sunday, January 21, 2018 at the Tomales Town Hall sponsored by the Tomales Emergency Response Network (TERN). This meeting will be a community discussion on how Tomales' responded to the North Bay fire disaster.

Jose Ortiz suggested asking for other districts for their emergency plans. Jose Ortiz attended training for all matters in disaster planning and part of the planning is making the right community connections and having procedures in place for disaster assistance.

Deborah Parrish reminded the Board that every year a priorities calendar is developed which guides and focuses the Board on what needs to be accomplished. Deborah Parrish suggested to build a comprehensive plan and training and proposes to kick-off the disaster and emergency planning in June 2018. This item will be added to the June 13, 2018 TVCSD agenda.

Dru Fallon O’Neill questioned what TVCSD’s insurance policy covers in the event of a disaster.

**V. Approval of November 8, 2017 TVCSD BOD minutes**

Bill Bonini motioned to approve the November 8, 2017 TVCSD BOD minutes. Deborah Parrish seconded the motion. M/S/C

**VI. TVCSD Board Officer Elections**

Bill Bonini motioned to keep all TVCSD BOD’s in the same position they are currently in. Dru Fallon O’Neill to remain President and Donna Clavaud to remain Vice President. Deborah Parrish seconded the motion. M/S/C

**VII. Committee Reports**

a. Financial Advisory Committee (FAC)

- 1. Review November 27, 2017 FAC meeting minutes

Minutes were reviewed.

Donna Clavaud reported FAC is working primarily on policies and the examination of the TVCSD By-Laws. FAC will be meeting at the end of this month to recommend dollar amounts for the draft Reserve Policy.

Donna Clavaud also reported FAC is currently examining TVCSD’s By-Laws to bring them up to date. There is a section in the By-Laws on memberships and what is the understanding of what constitutes memberships. TVCSD is unsure if there are memberships other than ratepayers. Donna Clavaud researched past TVCSD minutes and it was determined that TVCSD was set up as a California Public Benefit Corporation (a non-profit corporation). This was set up this way because of the Park. TVCSD is a Government Agency set up as a California non-profit corporation that demands memberships and memberships require annual meetings. Donna Clavaud suggested utilizing CSDA free one (1) hour legal services. FAC will make a recommendation to TVCSD BOD’s and will draft changes to present to legal services. Deborah Parrish suggested contacting County Council for advise.

b. Park Advisory Committee (PAC)

- 1. No November 2017 or December 2017 PAC meetings were held.

- 2. Review ten (10) year Park plan Draft from October 2017 PAC meeting

Donna Clavaud suggested that at the next PAC meeting, the ten (10) year plan could be organized in to a priority calendar. The ten (10) year plan will be added to the February 14, 2018 TVCSD agenda. Jose Ortiz said it was very important replace the gazebo as soon as possible due to its condition.

3. Discuss updating Park RFP's

Donna Clavaud spoke to Ted Anderson and Ted is eager to be the project manager. The online RFP's needed to be updated. Donna Clavaud asked for assistance is revising the RFP's. Jose Ortiz said Measure A funds can be billed for his time overseeing the Park projects. Jose Ortiz will also review the RFP's and reminded the Board three (3) bids will be needed which may be difficult due to the North Bay fire disaster.

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

a. Accept check registers and approve expenditures:

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

b. Financial Manager's report:

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

c. Review and approve financial statements:

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

**IX. General Manager's Report**

a. Review and approve new General Manager's contract. (Moved to CLOSED SESSION)

Jose Ortiz reported a less than \$300 invoice was received from NSU in response to off-hours emergency due to gravel in the communitor. This is considered non-scheduled work.

Jose Ortiz contacted Roy's Sewer Service to schedule closed circuit TV video inspection from the manhole at the intersection Dillon Beach Road and Highway 1 all the way to the Plant. Donna Clavaud reminded the Board that \$5,000 was budgeted for closed circuit TV inspections. After the closed circuit TV inspection is completed, Jose Ortiz will send the report to Blair Allen to request permanent off-line of the FOG tank.

Jose Ortiz received communication from Paul Bantle and local realtor, Karen Karlow requesting information on connections to the wastewater collection system. Jose Ortiz reviewed ordinances and in the sanitary sewer manual plan done in 2012, it calls for an annexation fee in addition to the connection fees. Jose Ortiz will research.

Jose Ortiz discussed converting election years from odd numbered years as stated in the TVCSD By-Laws to even numbered years. In order to do this, terms need to be lengthened by one (1) year. Jose Ortiz will prepare a resolution for the Board to consider.

Jose Ortiz reminded Board and staff the need to complete form 700. Cynthia Hammond will contact Melinda Bell to get the forms. Donna Clavaud will send Jose Ortiz the new Board packet, which includes Board requirements.

Jose Ortiz reviewed the Marin Grand Jury Report on Affordable Housing. The recommendation in the Grand Jury Report is for Special Districts to waive their fees for projects that included affordable housing. Jose Ortiz recommends for TVCSD to have a position on this matter. This would be an unreasonable burden in a small community. Donna Clavaud read the Grand Jury responses and suggests the Board to review the responses. Jose Ortiz will review comments and prepare a statement with input from Dru Fallon O'Neill and Donna Clavaud. Jose Ortiz will respond by January 22, 2018.

The Worker's Comp Resolution will be adopted in the February 14, 2018 TVCSD BOD meeting.

#### **X. NSU Report**

a. Review reports for October 2017 and November 2017:  
Reports were reviewed.

#### **XI. Pending Business**

a. TVCSD Newsletter  
Donna Clavaud suggested moving the TVCSD newsletter to the spring of 2018 and suggested an article regarding fats, oil and grease. Cynthia Hammond will send out an email requesting input.

#### **XII. Other Business**

None

#### **XIII. New Business**

None

#### **XIV. Correspondence**

None

Deborah Parrish motioned to adjourn TVCSD January 10, 2018 BOD meeting for a Closed Session.  
Bill Bonini seconded the motion. M/S/C

**Regular Meeting adjourned at 8:39 pm**

#### **CLOSED SESSION**

**XV. Conference with Labor Negotiators** (pursuant to Government Code Section 54957.6). Agency designated representatives; TVCSD Board Members. Represented Contractor; District General Manager

#### **CLOSED SESSION**

##### **Call to Order**

Closed Session opened at 8:40 pm. Closed at 9:20 pm.

#### **XVI. RETURN TO OPEN SESSION**

#### **XVII. REPORT OUT OF CLOSED SESSION**

TVCSD Board directed the General Manager to prepare his contract with updated addendum for three (3) years effective 1/1/2018.

**XVIII. Adjournment**

**Meeting adjourned at 9:25 pm**

**Next TVCSD BOD Meeting, February 14, 2018, 7 pm at Tomales Town Hall**

---

Approved by: Dru Fallon O’Neill, President

Date:

---

Attested by: Cynthia Hammond, Recording Secretary

Date:

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

PO Box 303 ● Tomales, CA ● 94971 ● ph 707.878.2767 ● [www.tomalescso.ca.gov](http://www.tomalescso.ca.gov)

Board of Directors:

Dru Fallon O’Neill, President ● Donna Clavaud, Vice President ● Bill Bonini

Peter MacLaird ● Deborah Parrish

# FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

## TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

January 31, 2018

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

**ABSENT:** Chick Peterson (Committee Member), absent

The meeting was called to order at 6:30pm by Melinda Bell and Donna Clavaud recorded the meeting minutes. There was a quorum to conduct business.

### AGENDA

#### 1. TVCS D Policies

Work continues on district policies. We reviewed CSDA sample policy table of contents to determine other policies we might want to draft. We plan to obtain CSDA's sample policy manual to cross-check additional policies TVCS D might draft to add to our current work to date. Updates will follow.

#### 2. TVCS D By-Laws

It has been determined that the TVCS D By-Laws were created to reflect that our special district was a public benefit corporation and this explained the inclusion of sections on Members. The district was formed with the inclusion of the non-profit community park and utilized this non-profit status to form its legal document. It has always been confusing to be both a non-profit and a government agency. Recently, we have been reviewing the By-Laws to amend and update them.

Melinda Bell reports that we have not been filing non-profit reports since 2010. We would like to remove the Membership sections of the By-Laws since we actually have ratepayers and not members. We agree to make desired changes to

the By-Laws and submit them with the original TVCSD By-Laws to legal review. We will seek legal review from CSDA since we do have a free hour as CSDA members.

### **3. NSU Invoice**

We reviewed a recent invoice to get familiar with their billing protocol.

### **4. Reserve Balances and Reserve Policy**

In our effort to determine appropriate reserve balances for TVCSD, we asked why we should set aside operation emergency funds, how much we should set aside for emergency operations and how often we should re-calculate these funds.

We agreed that it is essential to have reserve emergency operational reserves in case we need them for unexpected expenses. We agreed that a 3-month reserve fund would be sufficient rather than a 6-month reserve.

We are recommending a Reserve Operations Fund of \$44,572, which is 25% of our annual budget and a Reserve Capital Fund of \$40,000 for the next fiscal year budget. The remainder will be shown on our sewer balance sheet as Unrestricted Cash Assets. This Reserve Policy will become effective July 1, 2018 and the amounts will be set each year during the Annual Budget process.

While we originally considered a 6-month emergency operations reserve fund, FAC will now be recommending that we change the number of months to allow TVCSD to have a Capital Reserve Fund.

We will complete our draft Reserve Policy and it will be presented at the regular TVCSD Board Members meeting in February, 2018 with the Financial Manager's Report. We are requesting a vote from the Board to accept the recommended FAC TVCSD Reserve Policy.

The next meeting will be in February. The meeting was adjourned at 7:35pm.

Approved on:

Signed:



## TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Category        Operations  
Title            Reserves Policy  
Policy Title     Reserves  
Policy Number 3600

**3600.1** The purpose of the Reserves policy for Tomales Village Community Services District is to ensure the stability of ongoing operations of the mission and the operations of the organization and to provide a source of internal funds for organizational priorities such as building repair and improvement, program opportunity, and capacity-building. The Reserves policy will be implemented in concert with the other governance and financial policies of TVCSD and is intended to support the goals and strategies contained in these related policies and in strategic and operational plans.

### **3600.2 Operating Reserve**

The Operating Reserve is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. Operating Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of Operating Reserves to be used and replenished within a reasonably short period of time. The Operating Reserve Fund is defined as the designated fund set aside by action of the Board of Directors. The minimum amount to be designated as Operating Reserve will be established in an amount sufficient to maintain ongoing operations and programs measured for a set period of time, measured in months. The Operating Reserve serves a dynamic role and will be reviewed and adjusted in response to both internal and external changes. The target minimum Operating Reserve Fund is equal to three (3) months of average operating costs. The calculation of average monthly operating costs includes all recurring, predictable expenses such as salaries, stipends, office, travel, program, and ongoing professional services. Depreciation, in-kind, and other non-cash expenses are not included in the calculation. The calculation of average monthly expenses also excludes one-time or unusual capital purchases. The amount of the Operating Reserve Fund target minimum will be calculated each year after approval of the annual budget, in conjunction with the Financial Advisory Committee, Treasurer and the General Manager and is reported to the Board of Directors. This is to be included in the regular financial reports.

### **3600.3 Building and Capital Asset Reserve**

The Building and Capital Asset Reserve is intended to provide a ready source of funds for repair or acquisition of physical assets necessary for the effective operation of the organization and its programs. The target amount of the Building and Capital Asset Reserve will be determined by the Annual Budget, the CIP and the long range 5-10 year financial plan.

### **3600.4 ACCOUNTING FOR RESERVES**

The Reserve Fund will be recorded in the financial records as Board Designated Reserve. The Fund will be funded and available in cash or cash equivalent funds. Reserves will be commingled with the general cash and investment accounts of the organization.

### **3600.5 FUNDING OF RESERVES**

**3600.5.1 The Operating Reserve** fund will be funded with surplus unrestricted operating funds. The Board of Director may from time to time direct that a specific source of revenue be set aside for Operating Reserves. Examples could include one-time gifts or bequests, special grants, or special appeal.

**3600.5.2 The Building and Capital Assets Reserve** will be funded by setting aside funds received from any capital campaigns, grants or similar appeals or by setting aside the equivalent amount of cash in the annual district budget.

### **3600.6 USE OF RESERVES**

**Use of the Reserves requires three (3) steps:**

### **3600.6.1 Identification of appropriate use of reserve fund**

The General Manager and Financial Advisory Committee will identify the need for access to Reserve funds and confirm that the use is consistent with the purpose of the Reserves as described in this Policy. This step requires analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and evaluation of the time period that the funds will be needed and replenished.

### **3600.6.2 Authority to use reserves**

The General Manager will submit a request to use Reserves to the Financial Advisory Committee of the TVCSD Board of Directors. The request will include the analysis and determination of the use of the funds and plans for replenishment. The organization's goal is to replenish the funds used within twelve (12) months to restore the Reserve Fund to the target minimum amount. If the use of the Reserves will take longer than 12 months to replenish, the request will be scrutinized more carefully and the Board of Directors will approve a timeframe. The Financial Advisory Committee will recommend the request for Reserve Funds to the Board of Directors for final approval.

### **3600.6.3 Reporting and Monitoring**

The General Manager and the Treasurer are responsible for assuring that the Reserve funds are maintained and used only as described in this Policy. Upon approval for the use of the Reserve funds, the General Manager will maintain records of the use of the funds and plans for replenishment, if required. He/she will provide monthly reports to the Financial Advisory Committee and Board of Directors of progress to restore the fund to the target minimum amount.

### **3600.7 RELATIONSHIP TO OTHER POLICIES**

TVCSD shall maintain the following board-approved policies, which may contain provisions that affect the creation, sufficiency, and management of the Reserve Fund.

- General Financial Policy

- Annual Budget Process Policy

- CIP Policy

- Investment Policy

### **3600.8 REVIEW OF POLICY**

This policy will be reviewed every other year, at minimum, by the Financial Advisory Committee, or sooner, if warranted by internal or external events or changes. Changes to the Policy will be recommended by the Financial Advisory Committee to the Board of Directors for amendment.

Date Approved: 2/10/2016

**Bank Transactions January 2018**

Type	Date	Num	Name	Memo	Amount	Balance
	<b>131.46 · Bank of Marin - Park A</b>			<b>Beginning Balance</b>		<b>136,526.52</b>
Bill Pmt -Check	01/04/2018	1196	PGE	7399820768-9 11/22-12/22 383 kwh	-82.68	136,443.84
Payment	01/17/2018		Henry Elfstrom		70.00	136,513.84
Bill Pmt -Check	01/18/2018	1197	Martinez, Maria	trash Jan-March	-104.16	136,409.68
Deposit	01/31/2018			Interest	0.60	136,410.28
	<b>Total 131.46 · Bank of Marin - Park Account</b>				<b>-116.24</b>	<b>136,410.28</b>
	<b>131.00 · Sewer Cash</b>			<b>Beginning Balance</b>		<b>200,836.15</b>
	<b>131.31 · Redwood Credit Union</b>			<b>Beginning Balance</b>		<b>116,156.10</b>
General Journal	01/31/2018		interest	interest RCU	23.79	116,179.89
	<b>Total 131.31 · Redwood Credit Union</b>				<b>23.79</b>	<b>116,179.89</b>
	<b>131.42 · Bank of Marin - Money Market</b>			<b>Beginning Balance</b>		<b>50,466.65</b>
Deposit	01/16/2018			Levy 4	21.64	50,488.29
Deposit	01/22/2018			Levy 3	56.20	50,544.49
Deposit	01/31/2018			Interest	1.99	50,546.48
	<b>Total 131.42 · Bank of Marin - Money Market</b>				<b>79.83</b>	<b>50,546.48</b>
	<b>131.44 · Bank of Marin - Sewer</b>			<b>Beginning Balance</b>		<b>23,805.79</b>
Bill Pmt -Check	01/05/2018	4458	Internal Revenue Serv	94-2598864 Dec 2017 941	-30.60	23,775.19
Bill Pmt -Check	01/05/2018	4459	PGE	8044736439-1	-76.92	23,698.27
Bill Pmt -Check	01/10/2018	4460	Hammond, Cynthia	DVD for Board meetings	-20.60	23,677.67
Bill Pmt -Check	01/10/2018	4461	Melinda K. Bell	December	-393.75	23,283.92
Bill Pmt -Check	01/10/2018	4462	Ortiz, Jose	December	-3,217.65	20,066.27
Bill Pmt -Check	01/12/2018	4463	Natural Systems Utilities	Jan services, 11/22,12/2 unsched, 11/7 chlorine	-4,535.32	15,530.95
Payment	01/17/2018			Tomales Regional Histroy Center	72.45	15,603.40
Bill Pmt -Check	01/18/2018	4466	AT&T Uverse	145835838 1/7-2/6	-132.56	15,470.84
Bill Pmt -Check	01/18/2018	4467	Nelson Staffing		-200.96	15,269.88
Bill Pmt -Check	01/20/2018	4468	AT&T	138729848	-80.00	15,189.88
Bill Pmt -Check	01/20/2018	4469	Capital One Bank		-33.45	15,156.43
Bill Pmt -Check	01/22/2018	4470	Brelje and Race Laboratories, Inc.		-228.00	14,928.43
Bill Pmt -Check	01/22/2018	4471	Marin County Tax Colle	12/8 Marin County Counsel Acct 173989	-110.00	14,818.43
Deposit	01/31/2018			interest	0.09	14,818.52
	<b>Total 131.44 · Bank of Marin - Sewer</b>				<b>-8,987.27</b>	<b>14,818.52</b>
	<b>131.48 · Bank of Marin - Solar</b>			<b>Beginning Balance</b>		<b>10,407.61</b>
Deposit	01/31/2018			interest	0.04	10,407.65
	<b>Total 131.48 · Bank of Marin - Solar</b>				<b>0.04</b>	<b>10,407.65</b>
	<b>Total 131.00 · Sewer Cash</b>				<b>-8,883.61</b>	<b>191,952.54</b>



## **Financial Manager's Report February 14, 2018**

Because we are a paid-up member of the Special District Risk Management Authority, we can all take the California Special Districts Association free online webinars in 2018. Some are on demand; some are scheduled. The code SDRMAFREE18 on the check-out screen on the CSDA website will give the free benefit. Ethics and sexual harassment classes are required.

The financial reports included in this packet show a positive net income for the sewer program of \$2,396.92 compared to a negative \$871.12 at this time last year. The reports also show that actual sewer program revenues are very close to budget, and expenses are \$10,559.53 under budget, discounting depreciation.

Sewer program cash is down \$30,585 from January 31, 2017. Long-term debt is down \$38,708.51, a good use of our cash, but we must monitor our cash balances to allow for uninterrupted operations and to be prepared for emergencies. Good practices dictate maintaining an extra cash balance of a certain number of months in operating expenses to allow for paying bills when due. There are times in a fiscal year before revenues are received when expenses have been incurred. The year's budget may be balanced, but expected revenues have not yet been received at times when bills are due. Secondly, good practices recommend having cash on hand in case of emergency for necessary repair or replacement without delay.

The Financial Advisory Committee has analyzed our cash reserves policy and balances, and has the following recommendations for Board Action at this time:

- Change the Operating Reserve policy from a six month minimum of average operating cost to a three-month minimum of average operating cost
- Set the Operating Reserve balance at \$44,572, which is 25% of the 2017/2018 budgeted expenses.
- Set the Building and Capital Asset Reserve balance at \$40,000 for the 2017/2018 fiscal year.
- Restore the other Reserve amounts currently shown on our Sewer Program balance sheet to Unrestricted Net Assets

These reserve balances will be set every fiscal year as part of the budget process. Also in the 2018/2019 budget process we will include the second rate increase of \$9.45 a month adopted in 2017 through the public hearing. This 2018/2019 rate increase should be made clear to all in the budget process.

The Park Program is also very close to budget because the improvements planned for the fiscal year were forecast to take place later in the year. The Work Plans for the new fiscal year will be sent out from the County next month. The Park Advisory Committee will be deciding if it will amend this year's work plan before drafting the 2018/2019 Work Plan for Board action at the April meeting.

		Jan 31, 18	Jan 31, 17
	<b>PARK BALANCE SHEETS</b>		
<b>ASSETS</b>			
	Current Assets		
	131.46 · Bank of Marin - Park Account	136,410.28	116,790.97
	<b>Total Current Assets</b>	<b>136,410.28</b>	<b>116,790.97</b>
	Fixed Assets		
	100.20 · Land and Land Rights	132,000.00	132,000.00
	111.00 · Park Equipment		
	Original Cost	314,653.66	309,286.28
	105.00 · Depreciation	-59,063.90	-51,433.00
	<b>Total 111.00 · Park Equipment</b>	<b>255,589.76</b>	<b>257,853.28</b>
	<b>Total Fixed Assets</b>	<b>387,589.76</b>	<b>389,853.28</b>
	<b>TOTAL ASSETS</b>	<b>524,000.04</b>	<b>506,644.25</b>
	<b>LIABILITIES &amp; EQUITY</b>		
	Liabilities		
	222.00 · Accounta Payable	114.04	2,434.41
	217.00 · Unearned Revenue	25,000.00	25,000.00
	<b>Total Liabilities</b>	<b>25,114.04</b>	<b>27,434.41</b>
	Equity		
	252.50 · Investment in Capital Assets	387,589.76	389,853.28
	260.00 · Unassigned Fund Balance	95,139.62	75,928.61
	Net Income	16,156.62	13,427.95
	<b>Total Equity</b>	<b>498,886.00</b>	<b>479,209.84</b>
	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>524,000.04</b>	<b>506,644.25</b>
	<b>SEWER BALANCE SHEETS</b>		
<b>ASSETS</b>			
	Current Assets		
	131.42 · Bank of Marin - Money Market	116,179.89	135,885.50
	131.44 · Bank of Marin - Sewer	50,546.48	61,284.94
	131.48 · Bank of Marin - Solar	14,818.52	13,469.30
		10,407.65	11,897.99
	<b>Total Current Assets</b>	<b>191,952.54</b>	<b>222,537.73</b>
	Fixed Assets		
	100.00 · Property, Plant and Equipment	791,665.97	791,665.97
	100.10 · Maps and Records	17,248.00	17,248.00
	100.20 · Land and Land Rights	52,788.00	52,788.00
	110.00 · Improvement Project	939,393.31	939,393.31
	112.00 · Solar System	269,945.21	269,945.21
	105.00 · Less Accumulated Depreciation	-617,457.32	-563,272.32
	<b>Total Fixed Assets</b>	<b>1,453,583.17</b>	<b>1,507,768.17</b>
	Other Assets		
	136.00 · SUSD Note Receivable	16,731.46	18,275.90
	<b>TOTAL ASSETS</b>	<b>1,662,267.17</b>	<b>1,748,581.80</b>
	<b>LIABILITIES &amp; EQUITY</b>		
	Liabilities		
	222.00 · Accounts Payable	1,935.13	5,865.51
	230.00 - Fed Payroll Tax Payab	0.00	34.42
	<b>Total Current Liabilities</b>	<b>1,935.13</b>	<b>5,899.93</b>
	Long Term Liabilities		
	211.00 · SWRCB SRF Loan	114,046.57	134,813.90
	215.00 · CREBS Bond	143,529.38	161,470.56
	<b>Total Long Term Liabilities</b>	<b>257,575.95</b>	<b>296,284.46</b>
	<b>Total Liabilities</b>	<b>259,511.08</b>	<b>302,184.39</b>
	Equity		
	260.00 · Retained Earnings	1,167,305.83	1,214,215.19
	261.00 · Sinking Fund - Debt Reserve	47,775.00	47,775.00
	262.00 · Capital Improvement Reserve	42,758.97	42,758.97
	263.00 · Emergency Reserve	33,982.00	33,982.00
	264.00 · Operating Reserve	3,537.37	3,537.37
	265.00 · Net Assets - Unrestricted	105,000.00	105,000.00
	Net Income	2,396.92	-871.12
	<b>Total Equity</b>	<b>1,402,756.09</b>	<b>1,446,397.41</b>
	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,662,267.17</b>	<b>1,748,581.80</b>

PARK PROGRAM BUDGET COMPARISON		Jul '17 - Jan 18	Budget
Income	311.00 · Interest Income	5.51	2.92
	315.80 · Measure A Funds	16,855.42	18,001.50
	320.30 · Unrestricted Contributions	555.40	100.00
	322.00 · Park Use Rental	0.00	400.00
	322.60 · Water Tower PGE	490.00	490.00
<b>Total Income</b>		<b>17,906.33</b>	<b>18,994.42</b>
Expense	414.23 · Office Supplies	27.95	
	414.57 · Accounting	481.25	200.00
	414.81 · Measure A Project Expenses	0.00	500.00
	414.82 · Measure A Maintenance Expenses	367.28	1,000.00
	414.83 · PGE Park	664.91	700.00
	414.85 · Matching Project Funds	0.00	0.00
	6420 · Park Trash Disposal	208.32	
<b>Total Expense</b>		<b>1,749.71</b>	<b>2,400.00</b>
<b>Net Income</b>		<b>16,156.62</b>	<b>16,594.42</b>
<b>SEWER PROGRAM BUDGET COMPARISON</b>			
Income	301.10 · Service Charges - Monthly	507.15	507.15
	301.15 · Service Charges - Annual Fees	1,738.80	1,739.00
	301.20 · Service Charges - SUSD	59,605.31	64,299.00
	301.35 · Solar Portion - County	3,840.00	3,840.00
	301.30 · Service Charges - County - Other	53,518.47	48,228.30
	305.00 · SUSD Sinking Fund	8,062.00	8,062.00
	311.00 · Interest Income	1,280.80	1,491.00
	315.50 · Levy 4	4,540.66	4,300.00
<b>Total Income</b>		<b>133,093.19</b>	<b>132,466.45</b>
Expense	413.00 - Grounds Maintenance	0.00	1,000.00
	410.00 · Sewage Collection	230.56	219.00
	411.10 - Maintenance Supplies	8,650.29	660.00
	411.05 - Lab Bills	5,252.04	4,513.83
	411.00 · Sewage Treatment - Other	140.63	3,920.00
	<b>Total 411.00 · Sewage Treatment</b>	<b>14,042.96</b>	<b>9,093.83</b>
	412.00 · Sewage Disposal	899.97	196.00
	414.13 - State Unemployment Tax	63.25	83.00
	414.12 - Medicare Payroll Tax	52.23	36.76
	414.11 - Social Security Tax	43.40	155.00
	414.10 - Payroll Tax Expense - Other	1.00	
	<b>Total 414.10 - Payroll Tax Expense</b>	<b>159.88</b>	<b>274.76</b>
	414.05 · Administrator's Fees	22,968.75	26,687.50
	414.22 · Licenses and Permits	1,376.00	1,346.00
	414.31 · Property & Liability Insurance	6,952.39	6,655.00
	414.33 · Worker's Comp Insurance	711.08	720.00
	414.41 · Postage and Delivery	55.20	150.00
	414.42 · Printing and Copies	112.00	0.00
	414.43 · Office Supplies	106.88	100.00
	414.44 · Sonic - Web Hosting	23.85	140.00
	414.45 · Equipment Expense	309.98	250.00
	414.465 · Board Meber Stipend	200.00	2,500.00
	414.467 · Board Training	40.07	500.00
	414.47 · Clerical/Bookkeeping	7,353.90	6,000.00
	414.48 · Office Rent	600.00	600.00
	414.49 · Secretary	1,502.53	3,506.00
	414.50 · O&M Contractual Services	29,111.48	28,669.66
	414.551 · Legal Fees	110.00	
	414.552 · Accounting	5,150.00	5,000.00
	414.61 · Newsletter Expense	0.00	355.00
	414.60 · Publication and Notices	0.00	355.00
	414.62 · Dues and Subscriptions	1,154.60	1,110.00
	414.67 · Solar Lease Admin Fee	750.00	750.00
	414.71 · Plant and Building Maintenance	0.00	700.00
	414.72 · Computer Repairs	0.00	125.00
	414.73 · Equipment Repairs	0.00	700.00
	414.76 · Collection System Maintenance	0.00	2,916.00
	414.77 · Irrigation Field Maintenance	0.00	3,500.00
	414.78 · Solar Panel Maintenance	0.00	250.00
	<b>Total 414.70 · Repairs and Maintenance</b>	<b></b>	<b>8,191.00</b>
	414.81 · Travel	376.65	225.00
	414.90 · Telephone and Internet Services	1,488.38	1,568.00
	417.40 · County Teeter Admin Fee	136.50	
	417.20 · Election Expense	250.00	300.00
	417.30 · LAFCO Charges	0.00	0.00
	415.50 · Depreciation Expense	31,152.31	
	420.20 · Interest Expense - SRF Loan	3,370.35	3,370.00
<b>Total Expense</b>		<b>130,696.27</b>	<b>109,476.75</b>
<b>Net Income</b>		<b>2,396.92</b>	<b>22,989.70</b>

# GENERAL MANAGER'S REPORT

FEBRUARY 14, 2018

## 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 January by NSU, the lab, and Melinda Bell.
- ❖ Reviewed SMRs prepared by NSU and submitted for to Regional Board for December 2017.
- ❖ Contacted Roy's Sewer Service to schedule CCTV video inspection of the sewer main from Highway 1 to Pond #1 at the WWTP.
- ❖ Requested expenditure report from M. Bell for all transactions related to the WWTP O&M expenses. We will compare expenses over the first six months of the fiscal year under the new O&M contract provisions to last year's expenses under the previous contract amount to verify that we achieved the cost savings reflected in this year's budget.

## New/Continuing Business

- ❖ We were contacted by the Regional Water Quality Control Board, San Francisco Region to schedule a regulatory compliance inspection of our wastewater system. It is scheduled for March 19 and will be attended by NSU and Jose Ortiz.
- ❖ We have arranged with North Bay Tree, Weed, and Pest to apply pre and post-emergent herbicide to the roads and ditches at the plant. This is part of the building and grounds maintenance responsibilities that shifted from NSU to the District.
- ❖ Accessed CIWQS website and reported a No-Spill certification for December 2017.
- ❖ NSU continues to evaluate and troubleshoot the SCADA system. We have provided additional requests for information but have not yet received an estimate to make repairs to sensors, components, etc., that will make the SCADA reporting accurate.
- ❖ We have issued Will Serve letters to Paul Bantle and to Karen Karlow, for sewer connections to the wastewater collection system. We are also reviewing plans submitted to Marin County Planning Department by Mr. Bantle's architect.
- ❖ As part of our effort to convert our election schedule from odd-numbered years as our Bylaws state to even-numbered years, we will be preparing for Board consideration a resolution extending current Board Directors' terms one year each for a total term of five years. Thereafter, the terms of office will revert to four-year terms as our By Laws state. The By Laws will be revised to reflect even-year elections. The next election for two Board members will be in 2020.
- ❖ I have drafted an amended Services Contract per Board direction at the January Board meeting closed session. Part of the direction was to revise the contract term to match the fiscal year timeline as opposed to the current timeline that follows the calendar year.
- ❖ We are currently evaluating the methods for removing the gorse from the irrigation field. Because the growth is interfering with the sprinklers, we will need to decide whether to mow it or arrange with the Fire Department to burn it as was done in past years.

## **Miscellaneous**

- ❖ Reminder that we need to come up with a plan to clean the solar panels during the upcoming winter. We will discuss at January Board meeting.
- ❖ We prepared a response to Marin County Grand Jury Report on Affordable Housing and the potential impact on special districts like TVCSD. The letter, signed by Dru O'Neill, was mailed and emailed to the Grand Jury Foreperson, Ron Brown.
- ❖ Resolution 18-1 is included in the February meeting package to continue covering Board Members and volunteers with workers' compensation insurance coverage.
- ❖ We have begun to review RFPs for park projects. Donna Clavaud will meet later this month to update them.

## ***Next Two Months***

### **Review Studies and Data**

- ❖ Prepare report on the effect of disconnecting the FOG tank from the influent system for submittal to the Regional Board. The report will be prepared after we complete the collection system closed circuit TV inspection of the sewer main between First Street and the plant.

### **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.



January 15, 2018  
Mr. Blair Allen  
Regional Water Quality  
San Francisco Bay Region  
1515 Clay Street Suite 1400  
Oakland, CA 94612

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

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

Ryan Pulley  
Chief Plant Operator  
Certified Chief Plant Operator #II 43007

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

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

## SELF MONITORING REPORT

Date	INF (INFLUENT)						EFF-TR (Treatment Pond No. 3 Eff)										EFF-Flow		EFF-D (Discharge eff)	
	Daily (KGALS)	Weekly (KGALS)	Ph (Units)	Temp. ( C )	BOD (mg/l)	TDS (mg/l)	Nitrate as N	Nitrite as N	TKN mg/L	Amonnonia N mg/L	Tot. Organic Nitrogen mg/L	TDS (mg/L)	BOD mg/l)	pH Units	D.O. (mg/l)	Temp ( C )	Daily (KGALS)	Weekly (KGALS)	Cl2 Tank Level (inches)	Coliform MPN/100
12/1/2017	15.5																23.3			
12/2/2017	15.5																23.3			
12/3/2017	15.5																23.3			
12/4/2017	15.5																23.3			
12/5/2017	16.5	116.0	8.3	15.8	480.0	520.0	1.5	<.4	9.3	<.2	9.3	480.0	24.0	8.8	7.1	10.3	41.5	291.1	6.0	2.0
12/6/2017	16.5																41.5			
12/7/2017	16.5																41.5			
12/8/2017	16.5																41.5			
12/9/2017	16.5																41.5			
12/10/2017	16.5																41.5			
12/11/2017	16.5																41.5			
12/12/2017	15.4	108.0										380.0	16.0	8.4	6.1	12.7	11.9	83.3	7.0	<2.0
12/13/2017	15.4																11.9			
12/14/2017	15.4																11.9			
12/15/2017	15.4																11.9			
12/16/2017	15.4																11.9			
12/17/2017	15.4																11.9			
12/18/2017	15.4																11.9			
12/19/2017	16.6	133.0										370.0	23.0	8.9	10.2	8.1	0.0	0.0	5.0	<2.0
12/20/2017	16.6																0.0			
12/21/2017	16.6																0.0			
12/22/2017	16.6																0.0			
12/23/2017	16.6																0.0			
12/24/2017	16.6																0.0			
12/25/2017	16.6																0.0			
12/26/2017	16.6	128.0															0.0			
12/27/2017	18.2											400.0	16.0	8.9	11.7	8.3	0.0	0.0	5.0	
12/28/2017	18.2																0.0			
12/29/2017	18.2																0.0			
12/30/2017	18.2																0.0			
12/31/2017	18.2																0.0			
<b>Max</b>	18.2		8.3	15.8	480.0	520.0	1.5	0.0	9.3	0.0	9.3	480.0	24.0	8.9	11.7	12.7			5.8	
<b>Min</b>	15.4		8.3	15.8	480.0	520.0	1.5	0.0	9.3	0.0	9.3	370.0	16.0	8.4	6.1	8.1			5.0	
<b>Mean</b>	16.4		8.3	15.8	480.0	520.0	1.5	#DIV/0!	9.3	#DIV/0!	9.3	407.5	19.8	8.8	8.8	9.9			5.8	
<b>Total</b>	509.1																467.0			



# TOMALES INFLUENT HEADWORKS

## STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year)      December 2017

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

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	12/5/2017	12/12/2017	12/19/2017	12/27/2017
Day	TUE	TUE	TUE	WED
Time	9:05	11:30	11:45	10:15
Operator	SZ	SZ	SZ	SZ
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 TREATMENT PONDS  
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year)                      December 2017

2. Pond Standard Observation required every week year round.

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>12/5/17</i>	<i>12/12/2017</i>	<i>12/19/2017</i>	<i>12/27/17</i>
Day	TUE	TUE	TUE	WED
Time	<i>0:00</i>			
Operator	SZ	SZ	SZ	SZ
* 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)      December 2017

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

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	12/5/2017	12/12/2017	12/19/2017	12/27/2017
Day	TUE	TUE	TUE	WED
Time	9:05	11:30	11:45	10:15
Operator	SZ	SZ	SZ	SZ
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 STORAGE PONDS  
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year)                      December 2017

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

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	12/5/2017	12/12/2017	12/19/2017	12/27/2017
Day	TUE	TUE	TUE	WED
Time	9:45	11:15	10:45	11:00
Operator	SZ	SZ	SZ	SZ
- 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)

December 2017

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

<b>INSPECTION</b>	Week1	Week 2	Week 3	Week 4
Date	12/5/2017	12/12/2017	12/19/2017	12/27/2017
Day	TUE	TUE	TUE	WED
Time	10:00	11:15	10:30	11:15
Tech	SZ	SZ	SZ	SZ
* Evident of any leaks	N	N	N	N
Tank level, inches	6	4	5	5
Cl2 gallons added	0	3	0	0
New tank level after adding Cl2, inches	6	7	5	5
Gallons used for treatment since last check	24	16	16	0
Warning Signs Improperly Posted	N	N	N	N

3.\* Any Yes responses 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: December 2017

**OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING**

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Day	TUE	TUE	TUE	WED
Time	8:30	11:00	11:00	11:30
Operator	RP	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	N	N
Perimeter fence posting informing public wastewater is not safe to drink	Y	Y	Y	Y
Sodium Hypochloride tank level, inches	6	7	5	5

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

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



(707) 254-1931

**RESOLUTION NO. 18-1**

**RESOLUTION OF THE GOVERNING BODY OF THE  
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

**DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL  
BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF  
PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN  
INDIVIDUALS WHILE PROVIDING THEIR SERVICES**

**WHEREAS**, the Tomales Village Community Services District (District) utilizes the services of the Board of Directors, as its Governing Body, and Volunteers; and

**WHEREAS**, Section 3363.5 of the California Labor Code provides that a person, who performs voluntary service for a public agency as designated and authorized by the Governing Body of the District or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

**WHEREAS**, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark to the left of the descriptions:

- All members of the Governing Body of Tomales Village Community Services District as presently or hereafter constituted and/or
- All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- Other Volunteers
- \_\_\_\_\_

**NOW, THEREFORE, BE IT RESOLVED**, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the Tomales Village Community Services District for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Board of Directors Members and other designated individuals will not be considered an employee of the District for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Board of Directors Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the District.

**PASSED AND ADOPTED** this 14<sup>TH</sup> day of February , 2018 by the following vote, to wit:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
PRESIDENT, BOARD OF DIRECTORS

ATTEST: \_\_\_\_\_  
Secretary



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

1112 I Street, Suite 300  
Sacramento, California 95814-2865  
T 916.231.4141 or 800.537.7790 • F 916.231.4111

**Maximizing Protection. Minimizing Risk. • [www.sdrma.org](http://www.sdrma.org)**

November 30, 2017

Ms. Melinda Bell  
Finance Manager  
Tomales Village Community Services District  
Post Office Box 303  
Tomales, California 94971-0303

**Re: Workers' Compensation Resolution for Governing Body Member and/or Volunteer Coverage**

Dear Ms. Bell,

Recently our excess carrier has made us aware that SDRMA Workers' Compensation (WC) members need to pass a **new Resolution** if they would like to continue (or start) covering their Governing Body members and/or volunteers.

Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a Resolution by the Governing Body of the agency so declaring, be deemed to be an employee for workers' compensation purposes. Thus, if such a resolution is adopted, and the volunteer is injured while performing duties for the agency, the volunteer is entitled to receive workers' compensation benefits and their exclusive remedy for recovery against the agency is through the Workers' Compensation system.

Such Governing Body members and/or volunteers may be covered for workers' compensation benefits only if a Resolution to that effect is adopted by the Governing Body pursuant to Labor Code § 3363.5 and a copy of the Resolution is filed with SDRMA.

A new Resolution (see attached) has been created by our coverage counsel. The Resolution permits your Governing Body to designate the various categories of persons who the agency desires to "deem" to be employees for purposes of workers' compensation. It declares, on a blanket basis, that the designated categories of volunteers are deemed employees and those categories consist of Governing Body Members, persons performing voluntary service, persons on work study, interns, and other volunteers. In addition, those so designated persons also need to be listed under our Workers' Compensation Program (which includes paying an annual contribution amount) to enable coverage.

When using the sample Resolution provided, please do not make any changes other than the areas highlighted in yellow. **To ensure accurate and timely implementation of your Resolution, please return your Governing Body approved Workers' Compensation Resolution as soon as possible by fax or email.** A Microsoft Word version of the sample Resolution can be downloaded at <http://www.sdrma.org/program-coverages/workers-compensation-program>. If your agency has any questions please contact Ellen Doughty, Chief Member Services Officer, at 800.537.7790 or [edoughty@sdrma.org](mailto:edoughty@sdrma.org).

Sincerely,  
Special District Risk Management Authority

Gregory S. Hall, ARM  
Chief Executive Officer

Enclosures: Sample Resolution for Covering Governing Body and/or Volunteers