



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

**Date: Wednesday, May 9, 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 May 9, 2018 BOD Agenda** Action

### **IV. Board Member Reports**

**V. Approval of April 11, 2018 Minutes** Action

### **VI. Committee Reports**

- a. Financial Advisory Committee (FAC)
  1. Discuss and approve Proposed Sewer Budget and Narrative for 2018/2019 Action
- b. Park Advisory Committee (PAC)
  1. Review of Amended March 26, 2018 meeting minutes
  2. Review April 23, 2018 meeting minutes
  3. Review and Approve Measure A Work Plan 2018/2019 Action
  4. Discuss and approve 2018/2019 Proposed Park Budget and Narrative Action

### **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**

### **IX. NSU Report**

- a. Review reports for February 2018

### **X. Pending Business**

- a. Resolution 18-2 to Amend the Future Election Cycle Action
- b. Resolution 18-3 to Support Proposition 68 (statewide funding for wild places and open spaces) 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, April 11, 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; Melinda Bell, TVCS D Financial Manager, Cynthia Hammond, TVCS D Recording Secretary; Margaret Graham, Walter Earle, Venta Leon, Susan Alvarez, David Judd

**I. Call To Order**

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

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

None

**III. Approval of April 11, 2018 TVCS D BOD Agenda**

Donna Clavaud asked if PAC would like to go before FAC due to the sewer budget discussion.

Donna Clavaud motioned to shift the agenda as needed to accommodate the PAC. The April 11, 2018 TVCS D Agenda was approved with the above change. Bill Bonini seconded the motion. M/S/C

**IV. TVCS D Board Member Reports**

Donna Clavaud reported that CSDA offers free webinars for TVCS D staff, board and committee members. In October 2018 there is a webinar addressing disaster planning for Special Districts and on April 27<sup>th</sup>, 2018 there is a webinar on CSDA's sample policy handbook. Jose Ortiz said he had the 2017 version of CSDA's policies and will forward to the board.

**V. Approval of March 14, 2018 TVCS D BOD minutes**

Bill Bonini motioned to approve the March 14, 2018 TVCS D BOD minutes. Donna Clavaud seconded the motion. M/S/C

## **VI. Committee Reports**

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

#### **1.) Review March 28, 2018 FAC meeting minutes**

Donna Clavaud reported that FAC has been meeting to develop a draft sewer budget and PAC has been working on a draft budget and a Measure A work plan. Donna Clavaud said the discussion at the FAC meeting was on how to itemize the operating and maintenance expenses within NSU's new contract. Melinda Bell provided FAC with annual budget comparisons, a current year to date statement and preliminary 2018/2019 line items for a projected budget.

#### **2.) Review and discuss Draft sewer budget for 2018/2019**

Deborah Parrish proposed to change "board training" to "training" and said the board stipend has to be budgeted for the full amount even if it's not used. Deborah Parrish questioned the plant and building maintenance for \$1,200 for fiscal year 2017/2018 (414.71) as it isn't in the 2018/2019 budget. Melinda Bell explained the plant and building maintenance was part of the \$14,000 (414.70) of last year's budget, which included the \$1,200. The 2018/2019 budget for Repairs and Maintenance (414.70) is actually larger with different line items than the 2017/2018 budget, but with nothing for the Plant and Building Maintenance line item.

Deborah Parrish commended the board for adherence to the budget process; in the ten (10) year plan, a prediction of 5% increase of cost and right now, 3% is budgeted for increase expenses for 2018/2019.

Melinda Bell said the forecasted net income for 2018/2019 would be a \$10,000 increase over 2017/2018. Melinda Bell recommends the repair and maintenance costs be carefully tracked with the new O & M contract.

#### **3.) Set date for Public Budget Hearing**

The Public Budget Hearing date will be May 9<sup>th</sup>, 2018; the same date as the Regular TVCSD BOD meeting beginning at 7:00 pm. Jose Ortiz said he sent the Public Hearing Date to the Pt. Reyes Light last year.

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

Margaret Graham reported on Proposition 68, which is statewide funding for "wild places and open spaces"; this will be a Bond Measure on the June 2018 ballot for local parks and natural lands and could be another revenue resource for the Park. Passing of this Proposition would compliment Measure A funding. Kevin Wright, Marin County Parks Government and External Affairs Coordinator, would like to receive support from TVCSD. Jose Ortiz suggests that TVCSD pass a resolution to support Proposition 68 and to bring the resolution back to the May meeting for a vote.

David Judd reported that the restroom doors in the Park have paint damage due to signs being removed and suggests slab (flat) doors to alleviate this problem.

Margaret Graham said PAC discussed the idea of painting a mural on the eastern wall of the bathroom instead of planting plants and hopes to involve students in this mural project. A new toilet paper dispenser will be installed to prevent theft of the toilet paper.

Donna Clavaud said there had been miscommunication in regards to David Judd's "bid" as it was not a bid but a "budget for the gazebo construction project. David Judd's Revised Budget for the Gazebo Construction Project was included the TVCSD Board packet. David Judd explained that the budget was

accurate with prevailing wage costs, which includes him and seven (7) subcontractors and would be interested seeing a competitive bid, which could be more. Jose Ortiz said what was lacking was an engineers estimate that was realistic, and other complexities such as public funding which requires prevailing wages which increases the costs and there are other requirements when awarding a contract.

Donna Clavaud said a year ago in January, the estimate was \$60,000 and now it has doubled. Margaret Graham said the \$60,000 was not the total. Donna Clavaud said the \$60,000 was projected and budgeted for the project.

Deborah Parrish asked how TVCSD goes from where we are now to how to get this project built. Bill Bonini said there needs to be a minimum of three (3) bids based on the cost of the project. Jose Ortiz said the minimum three (3) bid process is required because the project is a public contract and TVCSD also has to be consistent with it's own policy regarding bids.

Jose Ortiz spoke to Kevin Wright to find out if there were any restrictions or requirements to expend Measure A funds. Kevin Wright told Jose Ortiz there weren't any special requirements but there is an obligation to comply by the law. Jose Ortiz said TVCSD could do the following; not do the project at all, (not what anybody wants), wait for a better climate to receive bids or do more leg work to contact registered contractors. RFP's have been posted on the TVCSD website with no response. Donna Clavaud said she felt that limited outreach was done. Jose Ortiz would like to hire a General Contractor to manage all the sub-contractors and suggested instead of doing an RFP, do a request for bids, however plans don't have any specifications. Jose Ortiz said he signed up for a seminar in Oakland on public contracting and competitive bidding. Jose Ortiz asked the board if the cost for the project is \$120,000 - \$130,000, is that ok? Deborah Parrish felt the district has the money, the gazebo is in bad shape and the project will be a legacy for the district. Bill Bonini said the longer the district waits, the costs will not go down and feels the revised budget for the project seems realistic. Jose Ortiz said there's nothing to prohibit going with a single bidder and asked if it was a good financial decision for the board. Deborah Parrish asked what the board could do to get this project built. Donna Clavaud asked Jose Ortiz if there was a way to accept one (1) bid or no bids. Donna Clavaud suggested revising the RFP. Jose Ortiz said he would reach out to contractors with the PDF plan to see if they were interested in submitting a bid.

David Judge said the RFP didn't include gutters but the revised budget does reflect the costs for the gutters. Donna Clavaud asked David Judd about a hypothetical progression of the project should he be awarded the contract; would the gazebo be started first, then the ADA ramps and path and the fence would be last? David Judd said this would be the progression if he was awarded the contract and this would be his primary project. Donna Clavaud asked if the project would be started in May 2018, as the permit expires at the end of June 2018. Jose Ortiz will ask for an extension of the permit and a waiver of the fees.

Melinda Bell said the 2018/2019 work plan could be approved at tonight's meeting (or next month) and when the new fiscal year starts, the budget and work plan is already done. Jose Ortiz will attend the seminar and said the current RFP has to be changed to a "solicitation of bids" and also suggested contacting some of the other Measure A districts to see if they know contractors as there are 174 registered contractors according to the Department of Public Relations.

Donna Clavaud motioned to authorize the expenditure for TVCSD General Manager to attend the Public Contracts Seminar and the expense of \$149.50. Bill Bonini seconded the motion. M/S/C

Donna Clavaud said the gazebo and ADA ramp bids will be rewritten and there is a need to find contractors to bid on the project. Jose Ortiz said a deadline should be set. Jose Ortiz will contact contractors who may want to bid on the project and asked the board to give him direction to change the RFP to a solicitation of bids. The RFP will be removed from the website and will be replaced by a solicitation of bids once written. David Judd will submit a formal bid.

1.) Review March 26, 2018 meeting minutes

Jose Ortiz said the PAC minutes need to be amended as the minutes state “a motion was made to present David Judd’s bid to the Board with a recommendation for approval at their April meeting in order to have it completed by Founder’s Day.” PAC will amend the minutes to state David Judd’s bid was a budget.

2.) Review Measure A work Plan for 2018/2019

Melinda Bell said the Measure A work plan for 2018/2019 needs to be submitted to Kevin Wright before June 1<sup>st</sup>, 2018.

3.) Review Park budget for 2018/2019

Donna Clavaud asked if the TVCSD board were to move forward, does the 2018/2019 budget have to be approved at the public budget hearing meeting on May 9, 2018? Melinda Bell said the anticipated work is already in the 2017/2018 budget and has been approved.

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

a. Accept check registers and approve expenditures:

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

b. Financial Manager’s report:

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

c. Review and approve financial statements:

Bill Bonini motioned to accept the financial statements. Donna Clavaud seconded the motion. M/S/C

**VIII. General Manager’s Report**

Jose Ortiz will contact Roy’s Sewer Service regarding a TV inspection of the entire collection system.

Jose Ortiz said he is drafting a letter to Telstar regarding the SCADA system and NSU is currently

evaluating the system. It is the opinion that the SCADA system was not upgraded properly and hopefully Telstar will voluntarily correct the system.

Regional Water Quality Control Board inspection report was received and included in the TVCSD board packet.

Jose Ortiz said NSU billing is slow which makes year-end reconciliation a little difficult.

Jose Ortiz reminded the board to fill out their Form 700 to Dan Miller at the Marin County Election Department and the Election Resolution will be passed at the May 9<sup>th</sup>, 2018 board meeting.

**IX. NSU Report**

a. Review reports for February 2018.  
Reports were reviewed.

**X. Pending Business**

a. TVCSD Newsletter update.  
Cynthia Hammond reported the newsletter was delivered to the post office on April 10<sup>th</sup>, 2018.

**XI. Other Business**

None.

**XII. New Business**

None

**XIII. Correspondence**

None

**XIV. Adjournment**

**Meeting was adjourned at 9:04 pm. No objections.**

**Next TVCSD BOD Meeting, May 9, 2018, 7 pm at Tomales Town Hall**

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Approved by: Dru Fallon O’Neill, President

Date:

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Attested by: Cynthia Hammond, Recording Secretary

Date:

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

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Board of Directors:

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

Peter MacLaird ● Deborah Parrish

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 18-4**

May 9, 2018

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOMALES VILLAGE COMMUNITY SERVICES DISTRICT TO APPROVE AND ADOPT THE FINAL SEWER BUDGET FOR FISCAL YEAR 2018-2019.**

**WHEREAS**, the Board of Directors of the Tomales Village Community Services District has compiled and reviewed the proposed budgets for fiscal year 2018-2019 as required by law, and;

**WHEREAS**, the Government Code requires the adoption of an Approved Final Budget, which is attached to this Resolution as Exhibit A; and;

**WHEREAS**, the Board of Directors of the Tomales Village Community Services District has reviewed the Final Sewer Budget for fiscal year 2018-2019 which was preliminarily discussed and reviewed at the April 11, 2018 Regular Board meeting.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Tomales Village Community Services District that the Board of Directors hereby approves the District's Final Budget for Fiscal Year 2018-2019, attached hereto as Exhibit A, and incorporated herein;

**BE IT FURTHER RESOLVED**, that the Board of Directors authorizes and directs District staff to execute and transmit any necessary documents consistent with the intent of this Resolution.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Tomales Village Community Services District held on this 9th day of May 2018, by the following vote:

DIRECTORS:

\_\_\_ O'NEILL, \_\_\_ CLAVAUD, \_\_\_ PARRISH, \_\_\_ BONINI, \_\_\_ MACLAIRD.

AYES \_\_\_; NOES \_\_\_; ABSTAIN \_\_\_; ABSENT \_\_\_.

\_\_\_\_\_  
Dru Fallon O'Neill, President, TVCSD

Attested by:

\_\_\_\_\_  
Secretary, TVCSD

## 2018/2019 Proposed Sewer Program Budget

Income	18/19Draft
301.10 · Service Charges - Monthly	983
301.15 · Service Charges - Annual Fees	1,966
301.20 · Service Charges - SUSD	64,299
301.30 · Service Charges - County	
301.35 · Solar Portion - Debt Serv	8,280
301.30 · Service Charges - County - Other	108,457
<b>Total 301.00 · Sewer Service Charges</b>	<b>183,984</b>
305.00 · SUSD Debt Serv SRF	8,062
311.00 · Interest Income	1,500
315.50 · Levy 4	8,180
<b>Total Income</b>	<b>201,726</b>
Expense	
410.00 · Sewage Collection Electric	405
411.00 · Sewage Treatment Electric	240
411.05 - Lab Costs	8,663
411.10 - Plant Maintenance Supplies	7,734
412.00 · Sewage Disposal-Other	828
412.10 · Sewage Disposal Electric	340
413.20 - Grounds Maintenance	2,000
414.05 · Administrator's Fees	46,661
414.10 - Payroll Tax Expense	550
414.22 · Licenses and Permits	1,376
414.31 · Property & Liability Insurance	7,369
414.33 · Worker's Comp Insurance	700
414.41 · Postage and Delivery	110
414.42 - Printing and Copies	100
414.43 · Office Supplies	150
414.44 · Sonic - Web Hosting	100
414.45 · Equipment Expense	250
414.465 · Board Member Stipend	5,000
414.467 · Board Training	1,000
414.47 · Clerical/Bookkeeping	12,000
414.48 · Office Rent	1,200
414.49 · Secretary	4,500
414.50 · O&M Contractual Services	49,148
414.551 · Legal Fees	2,500
414.552 · Accounting	5,300
414.61 · Newsletter Expense	500
414.60 - Publication and Notices	175
414.62 · Dues and Subscriptions	1,150
414.67 · Solar Lease Admin Fee	750
414.72 - Computer Repairs	150
Sewer Plant Repairs and Maintenance From CIP Plan	
CCTV Inspection of entire collection system	10,000
System integration and SCADA programming	2,500
Repair erosion around air gap apron	4,000
<b>Total 414.70 · Repairs and Maintenance CIP</b>	<b>16,500</b>

## 2018/2019 Proposed Sewer Program Budget

414.81 · Travel	770
414.83 · Conferences and Seminars	200
414.90 · Telephone and Internet Services	2,500
417.30 · LAFCO Charges	160
420.20 · Interest Expense - SRF Loan	2,851
<b>Total Expense</b>	<b>183,930</b>
<b>Net Income</b>	<b>17,797</b>
Cash receipt for initial SUSD advance	1,637
Cash outlay for loan and bond payments	-39,228
<b>Net Change in Cash Balances</b>	<b>-19,794</b>

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

# **TVCSD SEWER ENTERPRISE**

**DRAFT**

**INCOME AND EXPENSE BUDGET**

**Fiscal Year 2018-2019**

**SUBMITTED: MAY 9, 2018**

**DRAFT APPROVED:**

**FINAL APPROVAL:**

## **Tomales Village Community Services District**

P.O. Box 303 Tomales, CA 94971 707/878/2767

DATE: May 9, 2018

TO: Stakeholders

FROM: Board of Directors, TVCSD

SUBJECT: Proposed TVCSD Sewer Budget for 2018-2019

### **OVERVIEW:**

This Fiscal Year 2018-19 Budget Proposal is the outcome of a continuing effort by Board Members, Staff, and standing committees to analyze District expenses, lower daily operational costs, and implement efficiencies. We have utilized our Asset Management Plan, our 10-Year Financial Plan and Capital Improvement Plans in this work to anticipate our maintenance, repair and improvement needs. In this 2018-19 budget year we will use cameras to inspect the entire collection system, repair erosion around the air gap apron, and improve our SCADA programming. The estimated cost will be \$16,500. Similar projects are scheduled each year and provided for in the annual budgets.

Loans to improve the sewer system in 2008-2011 were required to upgrade the sewer plant obtained from North Marin County Water District in 1999. Additionally solar bonds were purchased in 2009 to install solar panels to produce electricity at the plant and irrigation ponds. No rate increase had been imposed to service this debt for eleven years until last year. Each year cash reserves were drawn down to meet the debt service requirements. After public hearing a year ago, the Board approved a \$9.45 monthly increase to be effective July 2017 and a second \$9.45 monthly increase to be effective July 2018. Together these two consecutive increases will generate an additional \$27,700 in income each year, alleviating the pressure on our diminishing cash reserves. Payments in 2018/2019 to retire the debt will require \$39,228 in addition to the expenses budgeted. This budget includes a modest 1.9% increase in operating expenses and provides \$17,796 toward repayment of debt.

## **SEWER PROGRAM INCOME**

### **Sewer Service Fees (301.10, 301.15, 301.30)**

The current service rate is \$72.45 per month per EU, or \$869.40 per year. A stepped rate increase approved on June 14, 2017 is reflected in this budget. An additional \$9.45/month per EU becomes effective July 1, 2018, raising the sewer service rate to \$81.90 per month per EU.

### **Shoreline Unified School District Service Fees (301.20)**

SUSD utilizes one-third of the capacity of the sewer system. Each year they are charged for one-third of the costs of operating the sewer program; the charge is derived from actual operating costs of the prior year.

### **SUSD Sinking Fund (305.00)**

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

### **Interest Income (311.00)**

Interest on a loan the SUSD is paying back to the District plus small amounts of bank account interest.

### **Levy 4 (315.50)**

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

## **EXPENSES**

### **Collection, Treatment and Disposal (410.00 through 413.20)**

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

### **Operation and Maintenance Services (414.50)**

The current contract is tied to the Consumer Price Index and has slowly risen over the years since 1999. The District renegotiated the contract and its scope of work with our contractor in an effort to reduce costs.

### **Contracted Management and Administrative Services (414.05, 414.47, 414.49, 414.551, 414.552)**

Three part-time contractors to perform general management, (414.05) financial services (414.47) and secretarial services (414.49) have increased district transparency while saving the District over \$30,000 in expenses for compensation from prior years. Annual audits are performed as required (414.552) and legal services are provided for if needed. (414.551.)

### **Board Stipends (414.465) and Payroll Tax Expense (414.10)**

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

### **Licenses and Permits (414.22)**

Permits are required for sewer system operation from the County of Marin and the California State Water Resources Control Board.

### **Insurance (414.31, 414.33)**

The District's insurance carrier, SDRMA, has increased our rates 6% for Property & Liability Insurance.

### **Office Expenses (414.41 – 414.45)**

Postage, copying, web hosting, office supplies and equipment have been reduced in this budget due to improved efficiencies in printing and web hosting.

### **District Office Rent (414.48)**

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

### **Newsletter (414.61)**

Newsletter costs have been reduced in recent years.

### **Publications and Notices (414.60)**

This budget provides for the publication of required notices, such as the budget hearing in the Point Reyes Light.

### **Dues and Subscriptions (414.62)**

Dues and subscriptions have been reduced in recent years to eliminate unnecessary subscriptions.

### **Solar Lease Agreement (414.67)**

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

### **Repairs and Maintenance (414.70-414.79)**

This section of the budget is now being used to appropriate funds for the infrastructure costs from the 10-year CIP plan as described above in the Overview. Each year approximately \$15,000 is budgeted for repair and maintenance in this area, and in the last year, 2026/2027, major improvements costing \$162,000 are projected. New debt will probably be incurred at that time; existing debt will be paid off by then.

#### **Computer Repairs (414.72)**

In addition to the infrastructure repairs, and additional \$150 is provided for non-system computer repairs.

#### **Travel (414.81)**

Mileage reimbursement for the General Manager at no more than the IRS approved rate

#### **Training (414.85)**

Reimbursement for required and related training for staff and Board

#### **Telephone and Internet Services (414.90)**

AT&T charges for sewer plant phone and internet and for office internet. Costs have been reduced by eliminating telephone service at the office.

#### **LAFCO (417.30)**

Required annual assessment for LAFCO services

#### **Interest Expense on the State Water Resources Control Board Revolving Fund Loan (420.20)**

Interest at 2.50% on the SWRCB Revolving Fund loan. The Solar Bonds have no interest due.

#### **Other Sources and Uses of Cash**

The budget provides \$17,796 toward repayment of the two debt issues. SUSD makes annual payments of \$1,637 toward paying off an advance we made to help them get started. These contribute to funding the total debt principal payments of \$39,228 for the year so that the negative drain on cash reserves is reduced to \$19,794.

Recommendations:

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

- Review and Adopt final Sewer Budget on May 9, 2018
- Adopt Resolution 18-5 to implement the rate increase of \$9.75/month per EU for 2018-19
- Adopt Resolution 18-4 to keep the standard hook-up fees at \$10,000 and keep the Ad Valorum tax rate at \$0.02 per \$100 valuation at the May 9, 2018 Board of Director's Meeting.



<b>Tomales Park Committee meeting minutes</b>	
Monday, March 26, 2018 Meeting began @ 6:35 pm	
Margaret Graham chaired the meeting	
Walter Earle served as note taker	
Present: David Judd, Margaret Graham, Melinda Bell, Susan Alvarez, Patty Oku	
Absent: Beth Koelker, Dru Fallon O’Niell	
<b>Agenda Item</b>	<b>Discussion</b>
Open Communication	Patty is still trying to contact the Catholic Church about using church property for construction of the gazebo. Melinda will contact our insurance company to see if we need additional coverage for construction. David said that Bert’s tent is now stored in the well house and mechanical room. He also said that someone is consistently stealing the toilet paper and suggested we switch to single sheet dispensers.
2018-2019 Revised Park Budget	We reviewed the the work plans for this and next year and amended the numbers. Kenwood Fence Co. submitted a proposal for the fence on the north side, \$13,820 plus \$3,375 for prevailing wage labor rates for \$17,255 as the total cost. David is hoping for numbers and design on the handicap ramps into the four play areas. David went over his proposal for Gazebo construction and will present it to the TVCSD Board at the April 11 meeting. A motion was presented to send David’s budget to the Board with our recommendation for approval at their April meeting in order to have it completed by Founder’s Day. Patty/Susan - all approved
New Idea for the eastern wall of the Bathroom	We discussed the idea of painting a mural on the wall instead of installing plants. We hope to involve the school art class and have students participate. Patty thought that we might include the pond tiles. We’re looking for a liaison for this project.
Spring Park Cleanup Day,	We have scheduled a park cleanup day for Sunday, April 22 (Earth Day). David said that smooth metal doors will cost around \$2420 plus prepping, priming and painting and we would like to put in an order for them. Margaret said that attention to weeding the paths should be a priority and there is always pruning and weeding.
Ten Year Park Plan	We’re almost half way through the Measure A funding period and ways of creating income flows for the ongoing upkeep of the Park were discussed. Walter mentioned an email that he received from Kevin Wright and forwarded on to Jose about Proposition 68 on the June ballot for a state bond measure for local parks and natural lands. Does the TVCSD Board want us to put up signs in the Park about this?
Meeting adjourned at 8:06 pm.	Motion to adjourn - Patty/Walter
Date:	

**Tomales Park Committee meeting minutes**

Monday, April 23, 2018 Meeting began @ 6:35 pm

Margaret Graham chaired the meeting.

Walter Earle served as note taker.

Present: Margaret Graham, Dru Fallon O'Neill, Beth Koelker, Kara Davey, David Judd, Patty Oku, Melinda Bell

Absent: Susan Alvarez

Agenda:

Open Communication

2018-2019 Measure A Work Plan, Budget

Park Mural

Park Cleanup day review

Ten Year Park Plan

Adjourn

<b><u>Agenda Item</u></b>	<b><u>Discussion</u></b>
Open Communication	Kara Davey from John Street attended the meeting and we all encouraged her to submit an application to join the Park Committee.
2018-2019 Measure A Work Plan, Budget	We voted to accept the Park budget and work plan with minor changes. The work plan needs to be submitted to the County and Melinda will send it to Kevin Wright. Dru/Patty. All approved.
Park Mural	Margaret is in contact with the Tomales High Art Teacher Ginny Geoghegan and they'll talk again in the fall. We will leave the design up to the teacher and students.
Park Cleanup day- Review	We had a successful spring park cleanup. Susan and Andrew Alvarez donated the food for lunch, Margaret and Walter donated the drinks. A total of 14 people helped with the event: Randy and Cindy Biehler, Beth Koelker, David Judd, Andrew and Susan Alvarez, Donna Clavaud, Don Armstrong, Katherine Le Mieux, Kristopher Graham, Drew Fallon O'Neill, Kara Davey, Walter Earle and Margaret Graham.
Ten Year Park Plan	We discussed the Water Tower and the expense of bringing it up to code. If the structure needs to be removed, perhaps the site could be used for a water storage tank and additional picnic area. We also can add other features to the Dutton Structure or an articulated Teeter-Totter in the empty play area. We could also reconsider the idea of an outdoor Ping Pong Table and a Corn Hole game. We also discussed bike camping. Someone suggested providing a space for a shed holding disaster supplies.
Meeting adjourned at 7:30 pm.	Motion to adjourn- Patty/Dru

Minutes approved by:

Date:



## **Work Plan**

### **Measure A City, Town, and Applicable Special District Program Proposed Expenditure of Measure A Funds for July 1, 2018 to June 30, 2019**

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

#### **Instructions:**

- This work plan must be completed by an authorized representative of the recipient.
- Please complete this work plan, then scan and e-mail it to Kevin Wright, Marin County Parks External Affairs Coordinator ([kwright@marincounty.org](mailto:kwright@marincounty.org)), by June 1, 2018.
- Contact Mr. Wright by e-mail ([kwright@marincounty.org](mailto:kwright@marincounty.org)) or phone (415) 473-2129 if you have any questions, or if you have suggestions to improve this form.
- Marin County Parks will review this plan within one month of its receipt to ensure that proposed expenditures are consistent with Marin County Ordinance 3586 (Measure A).
- Recipients must provide Marin County Parks with 30-days prior notice of any project additions or substitutions that are proposed while a work plan is in effect.
- Total actual project expenditures may not exceed recipient's actual Measure A funding for any given fiscal year, plus any balance remaining from previous years.

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

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

**Name:** \_\_\_\_\_ Melinda Bell \_\_\_\_\_  
(Print)

**Title:** \_\_\_\_\_ Financial Manager \_\_\_\_\_  
(Print)

**Address:** \_\_\_\_\_ P O Box 303 \_\_\_\_\_

**City, Zip:** \_\_\_\_\_ Tomales, CA 94971-0303 \_\_\_\_\_

**Phone:** \_\_\_\_\_ 707-878-2767 \_\_\_\_\_

**E-mail:** \_\_\_\_\_ melinda@tomalescsd.ca.gov \_\_\_\_\_

**C. Total estimated funds for Fiscal Year 2018-19:**

<b>i. Estimated carry-over balance of recipient's Measure A funds from previous fiscal years</b>	<b>ii. Estimate of recipient's Measure A funds for FY 2018-19. (This information will be provided by Marin County Parks)</b>	<b>iii. Total estimated available funds for FY 18-19 (i + ii).</b>
\$ 68,568.	\$36,809	\$105,377

**D. Recipient's Measure A Work Plan for Fiscal Year 2018-19:**

Name of work or project:	Primary purpose of work or project. Select only one from list below. **	Description. Be as specific as possible. Include numbers related to square footage of facilities, acreage, etc. If Measure A funds were used for maintenance, use numbers to indicate change from pre-Measure A conditions.	Amount of Measure A funds estimated to be used:	Source(s) and amount(s) of matching funds projected for use. If none, enter "0"	Total expenditures projected for work or project in current reporting year
PG&E, Supplies, Services	Maintenance a	Electricity, trash, bathroom, Landscaping supplies, maintenance	\$1,760	\$840	\$2,600
Gazebo	Construction c	Construction	\$70,000		\$70,000
Paths and Ramps	Construction c	Grading, pouring, inspection	\$8,000		\$8,000
Fence Replacement	Renovation b	Clear area, haul debris, construction	\$5,255		\$5,255
Financial Manager	Maintenance a	Pay park bills, prepare reports	\$1,500		\$1,500
Legal Review	Construction c	Review of procedures		\$5,000	\$5,000
6' Picnic Table & Log Bench	Construction c	Purchase and installation	\$700		\$700
Mural for Public Rest Room Exterior Wall	Construction c	Supplies for community project	\$500		\$500
<b>Estimated Total</b>			<b>\$87,715</b>	<b>\$5,840</b>	<b>\$93,555</b>

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

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

**E. Certification**

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

Melinda K. Bell  
Signature

Financial Manager  
Title

Melinda K. Bell  
Print Name

4/20/2018  
Date

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 18-5**

May 9, 2018

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOMALES VILLAGE COMMUNITY SERVICES DISTRICT TO APPROVE AND ADOPT THE FINAL PARK BUDGET FOR FISCAL YEAR 2018-2019.**

**WHEREAS**, the Board of Directors of the Tomales Village Community Services District has compiled and reviewed the proposed budgets for fiscal year 2018-2019 as required by law, and;

**WHEREAS**, the Government Code requires the adoption of an Approved Final Budget, which is attached to this Resolution as Exhibit A; and;

**WHEREAS**, the Board of Directors of the Tomales Village Community Services District has reviewed the Final Park Budget for fiscal year 2018-2019 which was preliminarily discussed and reviewed at the April 11, 2018 Regular Board meeting.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Tomales Village Community Services District that the Board of Directors hereby approves the District's Final Budget for Fiscal Year 2018-2019, attached hereto as Exhibit A, and incorporated herein;

**BE IT FURTHER RESOLVED**, that the Board of Directors authorizes and directs District staff to execute and transmit any necessary documents consistent with the intent of this Resolution.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Tomales Village Community Services District held on this 9th day of May 2018, by the following vote:

DIRECTORS:

\_\_\_ O'NEILL, \_\_\_ CLAVAUD, \_\_\_ PARRISH, \_\_\_ BONINI, \_\_\_ MACLAIRD.

AYES \_\_\_; NOES \_\_\_; ABSTAIN \_\_\_; ABSENT \_\_\_.

\_\_\_\_\_  
Dru Fallon O'Neill, President, TVCSD

Attested by:

\_\_\_\_\_  
Secretary, TVCSD

## 2018/2019 Proposed Park Program Budget

				Income			
<b>311.00 · Interest Income</b>							5
<b>315.80 · Measure A Funds</b>							34,685
<b>320.00 · Contributions Income</b>							500
<b>322.00 · Park Use Rental</b>							400
<b>322.60 · Water Tower PGE</b>							840
<b>Total Income</b>							<b>36,430</b>
				Expenses			
<b>414.81 · Measure A Project Expenses</b>							
		Picnic Table and Log Bench					700
		Gazebo					70,000
		Paths and Ramps					8,000
		Fence Replacement					5,255
		Legal Review					5,000
<b>Total 414.81 Measure A Project Expense</b>							<b>88,955</b>
<b>414.82 · Measure A Maintenance Expense</b>							
		Supplies and Services					1,300
		Landscaping					
		Mural for East Bathroom Wall					500
		PGE Park					1,300
		Financial Management					1,500
<b>Total 414.82 · Measure A Maintenance Expense</b>							<b>4,600</b>
<b>Total Expense</b>							<b>93,555</b>
<b>Net Ordinary Income</b>							<b>(57,125)</b>
<b>To Be Funded By Use of Prior Year Measure</b>							<b>57,125</b>
<b>Beginning Cash</b>							<b>68,922</b>
<b>Use of Prior Year Funding</b>							<b>(57,125)</b>
<b>Estimated Ending Cash</b>							<b>11,797</b>

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

# **TVCS D PARK**

**DRAFT**

**INCOME AND EXPENSE BUDGET**

**FISCAL YEAR 2018-2019**

**SUBMITTED: MAY 9, 2018**

**DRAFT APPROVED:**

**FINAL APPROVED:**

## **Tomales Village Community Services District**

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

Date: May 9, 2018

TO: Stakeholders

FROM: Board of Directors, TVCSD

SUBJECT: Proposed TVCSD Park Budget for 2018-2019

### **OVERVIEW:**

Tomales Community Park has been able to plan major park improvements with funding from Measure A funds. Prior to 2013 we depended on local donations, grassroots fundraising events, rental income and occasional grants to maintain the park and undertake any improvements needed. Since 2013 Measure A funds have been offering a more predictable source of income and are to continue at this level until 2022.

In the past year, we were able to remove a dangerously weakened tree, improve the play surfaces and install an ADA-compliant drinking fountain. This current year we have been maintaining the park bathrooms and landscaping, and we have the permit necessary to begin construction soon on a new gazebo. In the 2018/2019 budget year, we plan to build the new gazebo, replace the north fencing, and add four ADA-compliant concrete ramps. This extensive work will begin with the current year's budget provisions; the remainder is provided in the 2018/2019 budget.

### **Operating Income:**

#### **Measure A Funds:**

Measure A funds (315.80) are distributed twice each year, once in July and once in January. The anticipated disbursement from Marin County for Fiscal Year 2017-18 is \$36,003. As outlined in the Measure A Work Plan, 95% of these funds will be designated for capital projects. The remaining 5% is designated for park landscape and building maintenance, electrical service and financial management. With the \$ 57,125 carry-over from unspent prior year funds, the total allocation for expenses in this budget is \$ 93,555 as indicated in the Measure A Work Plan.

#### **Unrestricted Funds:**

Our tenant in the water tower continues to pay a partial PG&E cost of \$70 per month or \$840 annually as shown in this budget (322.60.) The Park has a history of rental usage by non-profit organizations and other outside private parties and of contributions for continued maintenance from those who enjoy the facilities available. We have allocated \$400 as expected rental income (322.00) and \$500 as contributions for park maintenance (320.00) along with nominal interest income (311.00.)

## **CAPITAL EXPENSES (414.81):**

### **Gazebo and Shade Shelter:**

This budget has allocated \$70,000 from Measure A funds for the construction of the new gazebo with steel columns, a roof with copper edge flashing and cedar ceiling, beams and fascia. The FY 2018-19 allocation of \$70,000 is in addition to last fiscal year's allocation of \$60,000 for a grand total of \$130,000.

### **Paths and ADA Ramps:**

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

### **Replacement North Fence:**

The north fence was originally built in 1979 and is now in disrepair. This budget allocates \$5,255 in Measure A funds for its replacement.

### **Other**

We have appropriated \$700 in this budget for an additional picnic table and log bench. The budget also includes \$5,000 for careful legal review.

## **MAINTENANCE EXPENSES (414.82):**

While the bulk of the Measure A Funds are allocated for capital projects, the conditions of the Measure A allow a portion to be spent on routine maintenance. This budget allocates \$1,300 for PG&E; \$1,300 for supplies and services; \$500 for a mural for the east bathroom wall; and \$1,500 for Financial Administration.

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

Supplies and Services include paper products for the bathrooms, filter and well service, refuse pick-up and miscellaneous expenses for workdays.

## **RECOMMENDATIONS:**

Approve the Final Park Budget, as presented, at the TVCSD Board of Directors' Meeting on May 9, 2018.

**April 2018 Bank Account Activity**

	<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>	<b>Balance</b>
<b>131.00 · Park Cash</b>				<b>Beginning Balance</b>		<b>154,043.54</b>
<b>131.42 · Bank of Marin - Money Market</b>				<b>Beginning Balance</b>		<b>17,829.83</b>
<b>Total 131.42 · Bank of Marin - Money Market</b>						<b>17,829.83</b>
<b>131.46 · Bank of Marin - Park Account</b>				<b>Beginning Balance</b>		<b>136,213.71</b>
	04/05/2018	1203	PGE	386 kwh 2/23-3/23	-83.41	136,130.30
	04/09/2018	1203	Melinda K. Bell	March accounting, budget, audit and work plan v	-271.25	135,859.05
	04/13/2018	1204	Fishman Supply	inv 1128459	-84.93	135,774.12
	04/18/2018		Henry Elfstrom	April	70.00	135,844.12
	04/19/2018		City of Hope	Deposit and rental	400.00	136,244.12
	04/19/2018	1205	Martinez, Maria	April-June	-104.16	136,139.96
	04/30/2018			Interest	0.58	136,140.54
<b>Total 131.46 · Bank of Marin - Park Account</b>					<b>-73.17</b>	<b>136,140.54</b>
<b>Total 131.00 · Park Cash</b>					<b>-73.17</b>	<b>153,970.37</b>
<b>131.00 · Sewer Cash</b>				<b>Beginning Balance</b>		<b>172,784.27</b>
<b>131.31 · Redwood Credit Union</b>				<b>Beginning Balance</b>		<b>116,225.21</b>
	04/30/2018			Interest	23.03	116,248.24
<b>Total 131.31 · Redwood Credit Union</b>					<b>23.03</b>	<b>116,248.24</b>
<b>131.42 · Bank of Marin - Money Market</b>				<b>Beginning Balance</b>		<b>20,559.69</b>
	04/13/2018			40% Levy 3 and Levy 4	44,423.53	64,983.22
	04/30/2018			Interest	2.29	64,985.51
<b>Total 131.42 · Bank of Marin - Money Market</b>					<b>44,425.82</b>	<b>64,985.51</b>
<b>131.44 · Bank of Marin - Sewer</b>				<b>Beginning Balance</b>		<b>25,591.63</b>
	04/04/2018	4496	Natural Systems	Utilities -CA	-4,560.98	21,030.65
	04/05/2018	4497	Brelje and Race	Laboratories, Inc.	-379.00	20,651.65
	04/09/2018	4498	Hammond, Cynt	Staples newsletter printing	-101.82	20,549.83
	04/09/2018	4499	Melinda K. Bell	March	-1,111.25	19,438.58
	04/09/2018	4500	PGE	8044736439-1 2/23-3/23	-82.94	19,355.64
	04/12/2018	4502	Nelson Staffing	10.25 hours March 14-17, April 3 - 6	-358.24	18,997.40
	04/13/2018	4501	Ortiz, Jose	VOID:	0.00	18,997.40
	04/13/2018	4503	Ortiz, Jose	February and March	-8,263.25	10,734.15
	04/17/2018	4504	AT&T Uverse	4/7-5/6 145835838	-123.33	10,610.82
	04/17/2018	4505	Internal Revenue	94-2598864 2018 Form 941	-30.60	10,580.22
	04/17/2018	1st qtr py	EDD	payroll tax first quarter 2018	-10.60	10,569.62
	04/18/2018		Tomales Regional	History Center	72.45	10,642.07
	04/19/2018			tax refund	10.50	10,652.57
	04/19/2018	4506	Brelje and Race	Laboratories, Inc.	-192.00	10,460.57
	04/21/2018	4507	AT&T	138729848 4/11 - 6/10	-160.00	10,300.57
	04/25/2018	4508	Capital One Ban	annual postal permit, Sonic	-232.95	10,067.62
	04/25/2018	4509	Nelson Staffing	April 10-22 7 hours	-244.65	9,822.97
	04/30/2018			Interest	0.07	9,823.04
<b>Total 131.44 · Bank of Marin - Sewer</b>					<b>-15,768.59</b>	<b>9,823.04</b>
<b>131.48 · Bank of Marin - Solar</b>				<b>Beginning Balance</b>		<b>10,407.74</b>
	04/30/2018			Interest	0.04	10,407.78
<b>Total 131.48 · Bank of Marin - Solar</b>					<b>0.04</b>	<b>10,407.78</b>
<b>Total 131.00 · Sewer Cash</b>					<b>28,680.30</b>	<b>201,464.57</b>



## **Financial Manager's Report May 9, 2018**

We are presenting the 2018/2019 budgets today. The Sewer program budget includes minimal increases for increased costs and additional maintenance. The Sewer program finished last fiscal year slightly better than budget estimates, and is on track to do the same this current year. But the budgets do not provide for depreciation of capital assets or repayment of debt. Rates were increased in 2017/2018 to provide approximately \$13,500 toward repayment of debt and in 2018/2019 to provide around \$27,000 toward the approximately \$39,000 of debt repayment required each year. These two consecutive increases will help to reduce the depletion of cash balances persisting since 2009/2010 when the last debt obligations were incurred.

Maintaining adequate Sewer program cash balances is necessary for smooth operations, allowing for emergencies, and also for a creditable financial position. Current debt will be completely paid off in 2025/2026. Our ten-year CIP plan anticipates funding approximately \$15,000 in each year's budget for capital asset repairs and maintenance. Then in 2026/2027 a major outlay of \$162,000 will be needed for infrastructure projects. With no long-term debt and adequate cash balances at that time, we would be in a good position to qualify for grant or loan financing for this major improvement project in 2026/2027.

The 2018/2019 Park budget anticipates spending close to the budgeted Work Plan \$88,800 by June 30, 2018. The 2018/2019 Park budget estimates a slightly larger amount of expenses next year. The current 2017/2018 fiscal year will complete 4.5 years of funding from Measure A, half its expected lifetime. Expenses each of the previous Measure A years averaged only \$10,000 per year. Therefore, with around \$33,000 of Measure A funding annually, the Park cash position has built up to be able to fund the large expenses anticipated for 2017/2018 and 2018/2019.

The challenges to be faced in this 2018/2019 budget year will be to keep Sewer program expenses low to limit the drain on cash balances. The challenges for the Park program will be to manage the major construction projects so as to build a lasting infrastructure for the Park for the years to come after Measure A.

**Tomales Village Community Services District**

<b>PARK BALANCE SHEET</b>			<b>Apr 30, 18</b>
<b>ASSETS</b>	131.00 · Cash		
	131.42 · Bank of Marin - Mone		17,829.83
	131.46 · Bank of Marin - Park		136,140.54
	<b>Total 131.00 · Cash</b>		<b>153,970.37</b>
	<b>Total Checking/Savings</b>		<b>153,970.37</b>
	100.20 · Land and Land Rights		132,000.00
	111.00 · Park Equipment		
	Original Cost		314,653.66
	105.00 · Depreciation		-59,063.90
	<b>Total 111.00 · Park Equipment</b>		<b>255,589.76</b>
	<b>Total Fixed Assets</b>		<b>387,589.76</b>
	<b>TOTAL ASSETS</b>		<b>541,560.13</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>	217.00 · Unearned Revenue		25,000.00
<b>Total Liabilities</b>			25,000.00
<b>Equity</b>	252.50 · Investment in Capital Assets		387,589.76
	260.00 · Unassigned Fund Balance		95,139.62
	Net Income		33,830.75
<b>Total Equity</b>			<b>516,560.13</b>
	<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>541,560.13</b>
<b>SEWER BALANCE SHEET</b>			
<b>ASSETS</b>	131.00 · Cash		
	131.31 · Redwood Credit Unio		116,248.24
	131.42 · Bank of Marin - Mone		64,985.51
	131.44 · Bank of Marin - Sewel		9,823.04
	131.48 · Bank of Marin - Solar		10,407.78
	<b>Total 131.00 · Cash</b>		<b>201,464.57</b>
	<b>Total Checking/Savings</b>		<b>201,464.57</b>
	<b>Total Current Assets</b>		<b>201,464.57</b>
<b>Fixed Assets</b>	100.00 · Property, Plant and Equipment		791,665.97
	100.10 · Maps and Records		17,248.00
	100.20 · Land and Land Rights		52,788.00
	105.00 · Less Accumulated Depreciation		-630,808.31
	110.00 · Improvement Project		939,393.31
	112.00 · Solar System		269,945.21
<b>Total Fixed Assets</b>			<b>1,440,232.18</b>
<b>Other Assets</b>	136.00 · SUSD Note Receivable		16,731.46
<b>Total Other Assets</b>			<b>16,731.46</b>
	<b>TOTAL ASSETS</b>		<b>1,658,428.21</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Current Liabilities</b>	Accounts Payable		
<b>Liabilities</b>	222.00 · Accounts Payable		144.05
	<b>Total Accounts Payable</b>		<b>144.05</b>
	<b>Other Current Liabilities</b>		
	230.00 · Fed Payroll Tax Payak		0.00
	<b>Total Other Current Liabilities</b>		<b>0.00</b>
	<b>Total Current Liabilities</b>		<b>144.05</b>
<b>Long Term Liabilities</b>	211.00 · SWRCB SRF Loan		114,046.57
	215.00 · CREBS Bond		143,529.38
	<b>Total Long Term Liabilities</b>		<b>257,575.95</b>
<b>Total Liabilities</b>			<b>257,720.00</b>
<b>Equity</b>	260.00 · Retained Earnings		0.00
	261.00 · Sinking Fund - Debt Reserve		0.00
	262.00 · Capital Asset Reserve		40,000.00
	263.00 · Emergency Reserve		0.00
	264.00 · Operating Reserve		44,572.00
	265.00 · Net Assets - Unrestricted		1,315,787.17
	Net Income		349.04
<b>Total Equity</b>			<b>1,400,708.21</b>
	<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>1,658,428.21</b>

PARK BUDGETARY COMPARISON		Jul '17 - Apr 18	YTD Budget
Income	311.00 · Interest Income	7.17	4.17
	315.80 · Measure A Funds	34,685.25	36,003.00
	320.00 · Contributions Income	585.23	100.00
	322.50 · Cleaning and Security Deposit	200.00	
	322.00 · Park Use Rental - Other	200.00	400.00
	322.60 · Water Tower PGE	700.00	700.00
<b>Total Income</b>		<b>36,377.65</b>	<b>37,207.17</b>
Expense	414.23 · Office Supplies	27.95	
	414.57 · Accounting	892.50	1,000.00
	414.81 · Measure A Project Expenses	0.00	11,000.00
	414.82 · Measure A Maintenance Expenses	378.63	1,200.00
	414.83 · PGE Park	831.18	1,000.00
	6420 · Park Trash Disposal	416.64	
<b>Total Expense</b>		<b>2,546.90</b>	<b>14,200.00</b>
<b>Net Income</b>		<b>33,830.75</b>	<b>23,007.17</b>
SEWER BUDGETARY COMPARISON			
Income	301.10 · Service Charges - Monthly	724.50	724.50
	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	94,825.40	96,456.60
<b>Total 301.00 · Service Charges</b>		<b>160,734.01</b>	<b>167,059.10</b>
	305.00 · SUSD Sinking Fund	8,062.00	8,062.00
	311.00 · Interest Income	1,355.53	1,491.00
	315.50 · Levy 4	7,712.21	4,800.00
<b>Total Income</b>		<b>177,863.75</b>	<b>181,412.10</b>
Expense	413.00 - Grounds Maintenance	1,224.00	1,500.00
	410.10 · Sewage Collection Electric	69.81	
	410.00 · Sewage Collection - Other	216.59	312.75
	411.05 - Lab Bills	6,778.04	6,448.33
	411.10 - Maintenance Supplies	6,265.64	1,056.00
	411.00 · Sewage Treatment - Other	179.40	6,494.00
	412.10 · Sewage Disposal Electric	319.33	
	412.00 · Sewage Disposal - Other	782.00	280.00
<b>Total Sewer Plant Maintenance</b>		<b>14,610.81</b>	<b>14,591.08</b>
	414.11 - Social Security Tax	89.90	232.50
	414.12 - Medicare Payroll Tax	21.03	55.13
	414.13 - State Unemployment Tax	64.35	125.00
	414.05 · Administrator's Fees	35,375.00	38,125.00
	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	326.20	250.00
	414.42 · Printing and Copies	112.00	0.00
	414.43 · Office Supplies	106.88	150.00
	414.44 · Sonic - Web Hosting	47.70	200.00
	414.45 · Equipment Expense	309.98	250.00
	414.465 · Board Member Stipend	400.00	3,750.00
	414.467 · Board Training	40.07	750.00
	414.47 · Clerical/Bookkeeping	9,480.15	8,500.00
	414.48 · Office Rent	900.00	900.00
	414.49 · Secretary	2,551.04	5,506.00
<b>Total 414.40 · Office Expense</b>		<b>14,274.02</b>	<b>20,256.00</b>
	414.50 · O&M Contractual Services	41,629.40	40,956.66
	414.551 · Legal Fees	110.00	
	414.552 · Accounting	5,150.00	5,000.00
	414.61 · Newsletter Expense	101.82	710.00
	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	1,000.00
	414.72 · Computer Repairs	0.00	250.00
	414.73 · Equipment Repairs	0.00	950.00
	414.76 · Collection System Maintenance	1,282.29	4,166.00
	414.77 · Irrigation Field Maintenance	1,598.00	5,000.00
	414.78 · Solar Panel Maintenance	0.00	400.00
<b>Total 414.70 · Repairs and Maintenance</b>		<b>2,880.29</b>	<b>11,766.00</b>
	414.81 · Travel	555.34	360.00
	414.90 · Telephone and Internet Services	2,179.03	2,240.00
<b>Total 414.00 · Administration and General</b>		<b>113,374.25</b>	<b>130,407.29</b>
	415.50 · Depreciation Expense	44,503.30	
	417.20 · Election Expense	250.00	300.00
	417.40 · County Teeter Admin Fee	182.00	
	420.20 · Interest Expense - SRF Loan	3,370.35	3,370.00
<b>Total Expense</b>		<b>177,514.71</b>	<b>150,168.37</b>
<b>Net Income</b>		<b>349.04</b>	<b>31,243.73</b>

# GENERAL MANAGER'S REPORT

MAY 9, 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 April by NSU, the lab, and Melinda Bell.
- ❖ Reviewed SMRs prepared by NSU and submitted to Regional Board for March 2018.
- ❖ Reviewed expenditure reports from M. Bell for all transactions related to the WWTP O&M expenses. Reviewed proposed budgets for sewer and park.
- ❖ Coordinated with M. Bell regarding sewer connection requests.

## New/Continuing Business

- ❖ Coordinated with the Regional Water Quality Control Board, San Francisco Region to remove duplicate non-spill certifications.
- ❖ The pre and post-emergent herbicide application to the roads and ditches at the plant will likely be done in June. North Bay Tree, Weed, and Pest will perform the work.
- ❖ Accessed CIWQS website and reported a No-Spill certification for March 2018.
- ❖ We are still working with NSU to complete their evaluation of the SCADA system. We are drafting a letter to send to Telstar summarizing our findings.
- ❖ I submitted to the Regional Board a completed questionnaire regarding private sewer lateral inspection and repair/replacement.
- ❖ Prepared resolution to extend current Board Directors' terms one year each for a total term of five years (from when elected into office). This allows the District to comply with the statewide directive to shift elections to even years.
- ❖ We are getting ready to schedule springtime vegetation management work which includes mowing the gorse from the irrigation field and mowing the sloped areas at the treatment plant.
- ❖ One of the CIP items of work for this fiscal year is the replacement of a failed sump pump. We have received the new pump and will arrange to have NSU perform the installation as non-scheduled work.
- ❖ Since we put the FOG tank offline, there has been a buildup of solids near the inlet pipe into pond 1. NSU will be relocating the aerator in pond 1 closer to the buildup to accelerate the breakdown processes.

## Miscellaneous

- ❖ I attended a one-day seminar from LORMAN on Public Contracting and Competitive Bidding. Because I attended that seminar (which I was able to get a 50% reduction in the seminar fee) LORMAN contacted me and offered me one year's access to all their online seminars at a substantial discount. At the May meeting which I plan to attend, I will give a summary of the website materials at my disposal. The subscription will be at no cost to the District.

## ***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.



April 16, 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  
March 2018

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
3/1/2018	17.7																14.4			
3/2/2018	17.7																14.4			
3/3/2018	17.7																14.4			
3/4/2018	17.7																14.4			
3/5/2018	17.7																14.4			
3/6/2018	17.7																14.4			
3/7/2018	16.1	142.0									320.0	16.0	8.8	6.7	11.6	0.0	115.4	8.0	<2.0	
3/8/2018	16.1															0.0				
3/9/2018	16.1															0.0				
3/10/2018	16.1															0.0				
3/11/2018	16.1															0.0				
3/12/2018	16.1															0.0				
3/13/2018	22.9	96.8	7.5	13.6	200.0	360.0	<.2	<.4	5.2	<.2	5.2	340.0	16.0	7.9	7.8	11.8	0.0	0.0	15.0	
3/14/2018	22.9															0.0				
3/15/2018	22.9															0.0				
3/16/2018	22.9															0.0				
3/17/2018	22.9															0.0				
3/18/2018	22.9															0.0				
3/19/2018	31.9	137.7									330.0	21.0	7.9	6.1	11.9	0.0	0.0	15.0		
3/20/2018	31.9															0.0				
3/21/2018	31.9															0.0				
3/22/2018	31.9															0.0				
3/23/2018	31.9															0.0				
3/24/2018	31.9															0.0				
3/25/2018	31.9															0.0				
3/26/2018	31.9															0.0				
3/27/2018	9.2	255.3									310.0	15.0	7.9	5.4	13.0	54.2	0.0	15.0		
3/28/2018	9.2															54.2				
3/29/2018	9.2															54.2				
3/30/2018	9.2															54.2				
3/31/2018	9.2															54.2				
<b>Max</b>	31.9		7.5	13.6	200.0	360.0	0.0	0.0	5.2	0.0	5.2	340.0	21.0	8.8	7.8	13.0			13.3	
<b>Min</b>	9.2		7.5	13.6	200.0	360.0	0.0	0.0	5.2	0.0	5.2	310.0	15.0	7.9	5.4	11.6			8.0	
<b>Mean</b>	20.7		7.5	13.6	200.0	360.0	#DIV/0!	#DIV/0!	5.2	#DIV/0!	5.2	325.0	17.0	8.1	6.5	12.1			13.3	
<b>Total</b>	641.4																357.4			

**TOMALES TREATMENT PONDS  
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year)

**March 2018**

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>3/7/18</i>	<i>3/13/2018</i>	<i>3/19/2018</i>	<i>3/27/18</i>
Day	WED	TUE	MON	TUE
Time	<i>9:00</i>	12:00	8:00	7:00
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
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)

**March 2018**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	3/7/2018	3/13/2018	3/19/2018	3/27/201
Day	WED	TUE	MON	TUE
Rain fall, inches	2	1	1	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)

**March 2018**

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	3/7/2018	3/13/2018	3/19/2018	3/27/2018
Day	WED	TUE	MON	TUE
Time	9:00	12:00	8:00	7:00
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)

**March 2018**

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

<b>INSPECTION</b>	Week1	Week 2	Week 3	Week 4
Date	3/7/2018	3/13/2018	3/19/2018	3/27/2018
Day	Wed.	Tues.	Mon.	Tues.
Time	9:00	12:00	8:00	7:00
Tech	SZ	SZ	SZ	SZ
* Evident of any leaks	N	N	N	N
Tank level, inches	8	15	15	11
Cl2 gallons added	60	0	0	0
New tank level after adding Cl2, inches	5	15	15	11
Gallons used for treatment since last check	0	0	0	24
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: March 2018

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Day	3/7/2018	3/13/2018	3/19/2018	3/27/2018	
Time	09:00`	12:00	8:00	8:00	
Operator	SZ	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	5	15	15	15	

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

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



(707) 254-1931



**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 18-2**

May 9, 2018

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOMALES VILLAGE COMMUNITY SERVICES DISTRICT TO AMEND THE FUTURE ELECTION CYCLE TO COMPLY WITH THE CALIFORNIA VOTER PARTICIPATION RIGHTS ACT (SB 415) AND ESTABLISHING DISTRICT BOARD MEMBER NOVEMBER ELECTIONS TO CONSOLIDATE WITH STATEWIDE GENERAL ELECTIONS DURING EVEN-NUMBERED YEARS**

**WHEREAS**, the Tomales Village Community Services District has traditionally held elections for its Board of Directors on odd numbered years; and

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

**WHEREAS**, the California Voter Participation Rights Act (SB 415) was signed into law in 2015; and

**WHEREAS**, SB 415 commences January 1, 2018 and prohibits a political subdivision, as defined, from holding an election other than on a statewide election date if holding an election on a non-concurrent date has previously resulted in voter turnout for a regularly scheduled election in that political subdivision being at least 25% less than the average voter turnout within the political subdivision for the previous 4 statewide general elections, except as specified; and

**WHEREAS**, a political subdivision may hold an election other than on a statewide election date if, by January 1, 2018, the political subdivision has adopted a plan to consolidate a future election with a statewide election not later than the November 8, 2022, statewide general election; and

**WHEREAS**, it is the intent of the Board of Directors of the District to provide its constituents with the lowest possible cost while promoting the increasingly efficient and effective use of government resources; and

**WHEREAS**, by changing the next governing board election from November 2019 {odd-numbered year} to November 2020 {even-numbered year}, the costs of an election would be deferred for an additional calendar year; and

**WHEREAS**, if a special district wishes to move their 2019 general election to 2020, a resolution proposing a new election cycle must be adopted by the governing board of the special district and submitted to the county board of supervisors for each county in which the district has territory no later than 240 days prior to the currently scheduled district election as required in Elections Code section 10404.

**NOW, THEREFORE, THE BOARD HEREBY FINDS, AND BE IT RESOLVED**, that the Tomales Village Community Services District wishes to comply with SB 415 by moving its 2019 Board of Directors election to 2020 and its 2021 Board of Directors election to 2022, and henceforth holding elections on the statewide elections dates in accordance with the law;

**RESOLVED** that the term lengths of the current Tomales Village Community Services District shall be extended as necessary to accommodate the new election schedule.

**RESOLVED** that this Resolution shall take effect immediately.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Tomales Village Community Services District held on this 9th day of May 2018, by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Dru Fallon O'Neill, President, TVCSD

Attested by:

\_\_\_\_\_  
Secretary, TVCSD

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 18-3**

May 9, 2018

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOMALES VILLAGE  
COMMUNITY SERVICES DISTRICT IN SUPPORT OF PROPOSITION 68:  
THE CALIFORNIA CLEAN WATER & SAFE PARKS ACT**

**WHEREAS**, California faces frequent and intense droughts, devastating wildfires, and growing challenges from climate change that threaten our water, parks, coastline, access to the outdoors, and natural resources; and

**WHEREAS**, Our water, parks, and outdoors are what makes California special, and we must safeguard our open spaces, access to our coast, natural areas, forests, and beautiful places where families hike, camp, swim and play; and

**WHEREAS**, Families in some underserved communities in California have water that is so contaminated that they cannot turn on the tap and get clean water to drink; and

**WHEREAS**, Many communities lack access to safe neighborhood parks for children to play and exercise; and

**WHEREAS**, A clean, reliable water supply is essential to the health of our families and strength of our economy, and supports an \$87 billion outdoor recreation and tourism industry that provides over 700,000 jobs; and

**WHEREAS**, It has been 15 years since California passed a bond to provide funding for natural resources; and

**WHEREAS**, Proposition 68 is a general obligation bond that invests \$4.1 billion in the coming years for some of California's most pressing water, parks, and natural resource needs; and

**WHEREAS**, Proposition 68 provides \$1.7 billion to ensure clean drinking water, prepare for the next drought, clean up groundwater, capture and recycle more water, and keep toxic pollutants out of California's rivers, lakes and streams that supply clean water; and

**WHEREAS**, Proposition 68 dedicates \$1.3 billion to create safe parks for every child, improve parks in neighborhoods with the greatest need, repair local and state park facilities, and restore and expand access to outdoor recreation throughout California; and

**WHEREAS**, Proposition 68 invests \$1.1 billion to protect California's natural resources to prevent wildfires, restore rivers, lakes, streams and natural areas, prevent toxic air pollution, address climate change, and protect our coastline to increase access to our coast and beaches; and

**WHEREAS**, All regions of the state will benefit from these investments with strict accountability to ensure funds will be spent efficiently and for intended purposes;

**THEREFORE BE IT RESOLVED**, that Tomales Village Community Services District supports and endorses Proposition 68 on the June 5, 2018 statewide ballot, and hereby adopts this resolution the 9th day of May, 2018, by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Dru Fallon O’Neill, President, TVCSD

Attested by:

\_\_\_\_\_  
Secretary, TVCSD