TVCSD Board of Director's Meeting Agenda

Date: Wednesday, June 8, 2016, 7 – 9 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 June 8, 2016 BOD Agenda Action

IV. Board Member Reports

V. Approval of July 8 & 22, 2015, August 12 & 17, 2015, September 9, 2015 and May 11, 2016 and May 25, 2016 Minutes Action

VI. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures Action
b. Financial Manager's Report
c. Review and Approve Financial Statements Action

VII. General Manager's Report

VIII. Phillips & Associates Report

a. Review reports for April 2016
b. Gary Phillips from Phillips and Associates to discuss tasks under current O & M contract.

IX. Committee Reports

a. Financial Advisory Committee (FAC)
No meeting held

b. Park Advisory Committee (PAC)
1. Review May 23, 2016 minutes
2. Update on status of PAC Committee Policy

X. Pending Business

1. Adopt final Sewer and Park budgets for fiscal year 2016/2017
2. Adopt Resolutions 16-03 and 16-04 for hook-up fees and Ad Valorum tax rate

XI. Other Business

XII. New Business

1. TVCSD Board Meeting Agenda planning for 2016/2017 fiscal year. Priority examples:

Assets inventory, five (5) and ten (10) year financial plan, service contract renewals, TVCSD Newsletter, Rate analysis

XIII. Correspondence

XIV. Adjournment

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

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

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

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

TVCSD Board of Director's Meeting Minutes
and Open Public Hearing
Date: Wednesday, July 8, 2015, 7 pm
Location: Tomales Town Hall, Tomales, California 94971 **DRAFT**

Board Members Present: President, Bill Bonini, Deborah Parrish, Patty Oku, Sue Sims
Board Members Absent: None
Also Present: Melinda Bell, Donna Clavaud, Terry Duffy, Walter Earle

I. Call To Order:
See Item #5

II. Open Public Hearing on 2015-2016 Approved Draft Sewer and Park Budgets:
Bill Bonini opened the Public Hearing by thanking former Board Members and Volunteers for their hard work and time. TVCSD has a good system and is working well and thanked Board Members, Volunteers and Phillips and Associates. The Park is beautiful and has great potential. TVCSD has a healthy banking account & is building up reserves. There is a commitment to transparency, business at hand, stability, accountability and building for the future. TVCSD is restructuring our organization with competitive bidding processes, RFP's, efficiency audit completed, board training, open dialogue with Shoreline Unified School District, budgeted monies for inspecting lines, working on a Strategic Plan, a five (5) year Financial Plan, and a policy manual. TVCSD is seeking new board members.

III. Present Budgets for Review:
Park has secured Measure A funds totaling $250,000 for the next nine (9) years for projects. Bill Bonini asked if there were any questions in regards to the Park budget. Donna Clavaud mentioned the possibility of getting $10,000 of Measure A funds in advance. The recent Park safety assessment noted the necessity of ADA ramps to each individual play areas and will take priority.

IV: Public Comments:
Guest comment: Walter Earle congratulated the board on the new division of labor.

Requested budget information and asked about professional fees on page 11, particularly legal fees of $5,000, for potential litigation. Deborah Parrish said TVCSD didn't know exactly what the fees would be and that was the best guess. Patty Oku said more

information would come at the Regular Board meeting. She questioned Administrator offer of $21,000 and if that is somewhere in the budget. Sue Sims said that came up after the budget was already done, Patty Oku said it might be covered by insurance. Terry Duffy questioned the health insurance allowance, Deborah Parrish explained this was an error, will be removed and placed back in the general fund.

V. Adjourn Public Hearing and Open Regular Board Meeting
Bill Bonini called to order the Regular Board of Directors Meeting at 7:50 p.m.

VI. Approve July 8, 2015 Meeting Agenda:

July 8, 2016 Agenda approved as is.

VII. 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.

VIII. Additions, Corrections and Approval of the June 10, 2015 Regular Board Meeting Minutes:
Deborah Parrish noticed a typo on page 29, first motion box, regarding motion to contract with Melinda Bell for financial services. Deborah Parrish was listed twice (the second Deborah Parrish); should be Hope Sturges. Correction: Abstain: Oku, delete Parrish, insert Sturges.

President, Bill Bonini made a motion to approve the June 10, 2015 minutes with corrections as noted above. No objections, motion carries.

IX. Approval of Agreement with Karl Drexel:
Bill Bonini explained Karl Drexel would work through the end of July 2015.
The agreement is $21,606.00 for services through the end of the month and will no longer be a contractor with TVCSD. TVCSD will be paying for 60 days of services to avoid a potential lawsuit. Agreement is signed; Karl Drexel is working with Melinda Bell in the transition.

Patty Oku made a motion to approve agreement with Karl Drexel, ending TVCSD's relationship with Karl Drexel at the end of July 2015. Deborah Parrish seconded the motion.
M/S/U

X. Financial Report:

A.) Accept check registers and approve expenditures

Bill Bonini made a motion to approve check registers and approve expenditures. No objections, motion carries.

B.) Review and accept new Quickbooks financial statements

Bill Bonini made a motion to accept new Quickbooks financial statements. No objections, motion carries.

C.) Preliminary draft budget.

1.) Review and approve final sewer budget with any changes.

Deborah Parrish made a motion to approve final sewer budget with the correction of eliminating health insurance expenditures. Sue Sims seconded motion. M/S/U

2.) Review and approve final park budget with any changes.

Patty Oku made a motion to approve final Park budget for 2015/2016. Deborah Parrish seconded the motion. M/S/U

3.) Adopt Resolution 15-01 authorizing County to maintain the same sewer rate.

Deborah Parrish made a motion to adopt resolution 15-01 authorizing County to maintain same sewer rate. Patty Oku seconded motion. M/S/U

4.) Adopt Resolution 15-02 authorizing County to collect sewer fees on behalf of the District.

Deborah Parrish made a motion to adopt Resolution 15-02 authorizing County to collect sewer fees on behalf of the District. Patty Oku seconded motion. M/S/U

XI. Phillips and Associates Report:
Bill Bonini spoke with Gary Phillips regarding valve and sprinkler issues, talked with contractor to get estimates and everything is good at the plant.

A.) Self-monitoring report.
Bill Bonini stated that are no problems.

B.) Telstar new SCADA equipment.
Getting estimates for new equipment.

C.) Irrigation discharge pressure sensor valve replacement.
Getting estimates from contractor.

D.) New irrigation guns (3)
Getting estimates from contractor.

XII. Committee Reports:
A.) Financial Advisory Committee report.

1.) Review approved minutes from May 18th, 2015 and June 22nd, 2015.
May 18th, 2015 and June 22nd, 2015 approved minutes were attached.

2.) Proposed financial management transition plan.
Donna Clavaud called attention to a financial management transition plan for Melinda Bell and to give Melinda Bell a checklist of what she would need to handle during the transition. Melinda Bell added a status report for issues and responsibilities that would need to be assigned during the transition.

Bill Bonini talked to Gary Phillips and Gary Phillips could temporarily sit in as Administrator. TVCSD BOD's to hold a Special Meeting to discuss Phillips and Associates proposal and transition items on Wednesday, July 15th at 6:00, location TBD.

B.) Park advisory committee report.

1.) Review DRAFT minutes of June Park Advisory Committee minutes
Patty Oku stated there were no minutes attached.

2.) Update gazebo design and engineering.
Patty Oku stated the PAC would like to move on project as quickly as possible. PAC would like project completed one (1) week prior to Founder's Day. Would like to receive bids as soon as possible, David Judd will oversee. David Judd and Bill Bonini both know concrete contractors and will contact them to get proposals to complete all concrete work.

3.) Park inspection.
Patty Oku reported inspection and assessment went very well.

4.) Table tennis and corn hole boards, re: work plan.
Approval of tennis table was two (2) months ago and was in the last month's budget.

5.) Fence bids.
Bill Bonini requested to move this item to the August 12th, 2015 TVCSD BOD's meeting agenda.

XIII: Pending Business:

A.) RFP update.

1.) RFP – next steps, committee appointments, expected timeframe.
Deborah Parrish recommended to create a committee to appoint and recruit recommendations for Administrator/General Manager position. Currently there are two (2) applications for Administrator/General Manager position.

a.) Open remaining bids for Administrator services and Operator services.
Deborah Parrish recommended moving this item to the TVCSD BOD's Special Meeting scheduled for Wednesday July 15th, 2015.

B.) Board training.

1.) Discussion regarding Richard Levy Mediation. Board has no interest at this time.

2.) Brown Act training by Jenna Brady from County counsel, in January 2016 when new board is seated. Patty Oku understood that the Board wouldn't have training until January 2016 and thinks it would be a good idea for current board to do the training this year (2015).

Patty Oku worries about Brown Act violations and recommends training this year (2015) as well as next year (2016). Patty Oku said the county is working on official Brown Act training and won't be ready for several months. Deborah Parrish will email Jenna Brady asking her about Board training and will copy Board.

C.) Derbes/Hodges Annexation.

1.) Derbes correspondence and response.

Patty Oku said there was an agreement between Kitts and Derbes/Hodges. Missing a $10,000 payment for an easement that Kitts is willing to do it but will take time to work its way through the County. Patty Oku suggests asking Karl Drexel for documentation that will get this moving along, also has to go through LAFCO. Bill Bonini will call Karl Drexel.

2.) Kitts Letter of Intent. See above.

D.) SDRMA election of Directors.

1.) Review candidate statements and vote.

Item is off the agenda.

2.) Adopt resolution 15-04 selecting SDRMA Directors.

Item is off the agenda.

E.) Board vacancy to December 2015.

1.) Post notice and collect applications.

Bill Bonini advised that notices of Board vacancies were posted.

XIV: New Business:

None

XV: Correspondence *(This if for review only. No action needed)*

None

XVI: Adjournment:

Deborah Parrish motioned to adjourn the meeting. Sue Sims Seconded the motion. M/S/U

Meeting adjourned 8:56 p.m.

Next Meeting: August 12, 2015 7:00 p.m.

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Approved by: President Bill Bonini Date

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Attested by: Cynthia Hammond, Secretary Date

TVCSD SPECIAL Board of Director's Meeting Minutes

Date: Wednesday, July 22, 2015, 6:00 pm

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

Board Members Present: President Bill Bonini, Deborah Parrish, Sue Sims
Board Members Absent: Patty Oku (arrived late).
Also Present: Melinda Bell, Donna Clavaud, Gary Phillips, (Phillips and Associates), Ted Anderson.

I. Call To Order:
Bill Bonini called meeting to order at 6:09 p.m.

II. Open Communication: None
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.

Sue Sims motioned to strike item #9 and #10 from the July 22, 2015 Special board meeting agenda, as they aren't on topic. Deborah Parrish seconded the motion. M/S/Carried

III. Appointment of Treasurer:
A. Discuss, determine and vote on District Treasurer.

Deborah Parrish motioned to elect Melinda Bell as treasurer for TVCSD. Sue Sims seconded the motion. Melinda Bell accepted the position as Treasurer for TVCSD. M/S/Carried

IV: Adopt bank signature cards:
A. Sign bank signature cards for Bank of Marin and Redwood Credit Union.

Melinda Bell requests that Bill Bonini sign the signature cards for Bank of Marin and Redwood Credit Union. Bill will sign signature cards.

V. Phillips and Associates as Interim GM:

A. Review proposal from Phillips and Associates to provide Interim General Manager services.

Phillips and Associates has been the TVCSD operator for 17 years and responded to Operators/Maintenance portion of RFP (as interim for 60 days as the operator for TVCSD) but not the General Manager portion for the RFP. Sue Sims questioned Gary Phillips if 60 days is adequate until a new Administrator is hired, Gary said it was an arbitrary number and he will be willing to help out until a new Administrator if hired, views this as a transition period and after 60 days there will be more clarity. Deborah Parrish asked Gary Phillips under what circumstances would Phillips and Associates be willing to be the Administrator, for 20 hours per month, as part of the services Phillips and Associates already provides. Gary said it was a possibility but it hasn't been put on the table. Deborah Parrish questioned how much overlap there would be between Phillips and Associates and a General Manager and what would be more efficient. Phillips and Associates does provide operations and management for other clients. Bill Bonini asked Gary Phillips for his recommendation; is it more efficient to hire an Administrator. Prior TVCSD Board wanted to hire an Administrator to write grants, which doesn't fit into Phillips and Associates scope of work. Deborah Parrish broke down job descriptions as follows: General Management, Office Management, Administrative Support, Sewer System Administration, and the Park. Example: Whom would the public call if there were a problem? Gary Phillips said the call would be forwarded to his dispatch center, which is available 24/7. Deborah Parrish asked who would manage state laws and compliant issues? Gary Phillips that's on the radar now and needs to addressed sooner than later. Bill Bonini wants to know what needs to be done by what date and what the Board needs to do. Gary Phillips said revisions of operations and maintenance manuals were due in August. Bill Bonini asked what else needed to be done. Sue Sims said a calendar with deadline dates would be helpful. Gary Phillips said the Administrator would receive this information for Board packets and would be Action items on the TVCSD agenda. Donna Clavaud questioned if the Board or PAC could take more responsibility for the Park. Deborah Parrish read remaining items on RFP, Gary Phillips reminded the board he would be responsible for the technical aspect of the RFP, and not the peripheral items on the list. Deborah Parrish said the secretary could maintain the Board binder, post agenda, put together the monthly board packet, record and type the minutes, and send packet to board members. Donna Clavaud suggested an interim contract or an MOU (Memorandum of Understanding) with Gary Phillips. Deborah Parrish suggests an MOU. Gary Phillips suggests appointing a committee to work out an agreement, and bring it to the Board as an action item.

Deborah Parrish motioned to create a committee to handle the agreement between TVCSD and Phillips and Associates and Bill Bonini will be the Committee Chair. Sue Sims seconded the motion. M/S/Carried

Gary Phillips suggests that TVCSD roll over the operations/maintenance manual the way it is for a year and next year redo the manual with all the new guidelines.

VI. Robert Johnson, CPA Engagement Letter:

A. Review, approve, sign and return audit engagement letter.

Sue Sims motioned to accept Robert Johnson, CPA Engagement letter. Deborah Parrish seconded the motion. M/S/Carried

VII. IRS letter regarding form 8952:

A. Review and advise staff on submitting reclassification statement and signed closing agreement.

Melinda Bell received our check back, which had been sent to the IRS for Form 8952 settlement agreement, negotiated by Sonoma County Counsel. Melinda Bell is revising the form and resubmitting it.

VIII. Secretarial services:

A. Review and approve secretarial duties and appoint new District board secretary.

Deborah Parrish and FAC reviewed the RFP for secretarial duties. Sorted through what could be given to Finance/Treasurer such as secure and maintain insurance policies, budgeting process, working with Marin County Tax Collector, fiscal manager would coordinate with General Manager, adhere to TVCSD goals and objectives. Melinda Bell's contract hasn't been solidified yet and can be amended. Melinda Bell may know someone who may be interested, could be a contractor and suggests looking locally also. Deborah Parrish estimates the position to be 6-10 hours a week, or one (1) day a week. Deborah Parrish recommends revising the RFP with the items appointed to Treasurer changed.

Deborah Parrish motioned to create an RFP for Administrative/Secretarial support to include "all of the green items" (as indicated above). Sue Sims seconded the motion. M/S/Carried Patty Oku abstain (arrived late)

Donna Clavaud suggested to post the RFP the secretarial position in town, and on-line.

Deborah Parrish will send the revised copy of the RFP to the board.

IX. Public notices: Motion made to Strike

A. Review and discuss public notices and approval process.

X. Brown Act Training: Motion made to Strike

A.) Discuss and schedule Brown Act training prior to County training in January 2016.

XI. RFP update:

A.) RFP – Next steps, committee appointments, expected timeframe.

a. Open remaining bids for Administrator services and operator services.

Gary Phillips of Phillips and Associates RFP came for operations only. Ted Anderson's RFP is "on hand". RFP's will be revised as Phillips and Associates will only do the operations portion of the current RFP.

XII. Adjournment:

Bill Bonini motioned to adjourn the meeting. No objections.

Meeting adjourned 7:03 p.m.

Next Meeting: August 12, 2015 7:00 p.m.

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Approved by: President Bill Bonini Date

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Attested by: Cynthia Hammond, Secretary Date

TVCSD Board of Director's Meeting Minutes

Date: Wednesday, August 12, 2015, 7 – 9 pm

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

Board Members Present: President Bill Bonini, Deborah Parrish, Sue Sims, Patty Oku

Board Members Absent: None

Also Present: Melinda Bell, Treasurer, Terry Duffy, Venta Leon, Donna Clavaud

I. Call To Order:

Board President, Bill Bonini called meeting to order at 7:02 p.m.

II. Approval of Agenda:

Bill Bonini motioned to change Phillips and Associates, Item7A, to a non- action item. No objections, motion carries.

II. Open Communication:

(Open time in the time for community members to bring up items they wish to discuss and items that do not appear on the agenda)

III. Additions, corrections and approval of July 2015 Regular and Special Board meeting minutes:

Postponed until Administrative support is available.

IV: Financial Report:

A.) Accept check registers and approve expenditures.

Patty Oku questioned Childers and Taylor payment of $2,325.00. Bill Bonini explained this payment was for District contracts for future contractors. Patty Oku also questioned the payment of $4,961.00 to Marin County Tax Collector; Melinda Bell explained that was for County Council. Patty Oku asked about the History's Center payment of $63.00, Melinda Bell explained the History Center pays that amount each month for their sewer charges. Patty Oku asked about the IRS check being returned, Melinda Bell explained the IRS sent back the check as the application said not to send a check with the application. The check will be sent back when the application is approved.

Melinda Bell said she was open to any suggestions the BOD would like to see on the financials. Karl Drexel accrued the County payments of $9,000 per month, Melinda Bell didn't do it this way this month, but she can show it as an accrual each month. It is on the balance sheet.

Deborah Parrish makes a motion to accept check registers with the changes and approve expenditures as discussed. Sue Sims seconded the motion.
M/S/U

B.) Review and approve financial statements.
Melinda Bell explained that Measure A funds are shown as income, as soon as the work is done, it will show as an expenditure.

Melinda Bell forwards all annexation emails to Deborah Parrish.

Melinda Bell said it was time to invoice Shoreline Unified School District, 34% of the budgeted expenses. Last year $78,000 was budgeted, this year TVCSD budgeted $75,000 As this wasn't on the agenda, Patty Oku suggests making a motion to attach this discussion to agenda.

Bill Bonini makes a motion to attach discussion of Shoreline Unified School District billing to tonight's agenda. Patty Oku seconded the motion.
M/S/U

Bill Bonini feels it should be similar to what is was before the depreciation and it should be fine. Sue Sims said TVCSD forgave them last year; it hasn't been abolished, TVCSD's has the right to ask for it. Patty Oku said the Accountant said to attach it to the financials (State of California new regulations). Melinda Bell said depreciation was a cost. Deborah Parrish suggested making a final statement, that the depreciation is still an open item (Shoreline Unified School District is not being charged depreciation at this time until further discussion).

Deborah Parrish makes a motion to approve financial statements.
Patty Oku seconded the motion. M/S/U

C.) Update on Financial Services by Melinda Bell.
Discussed above in A and B

V. Phillips and Associates Report:

A. Review reports

Bill Bonini reported that everything is working fine, there are a few issues coming up with new laws and regulations and new equipment. Phillips and Associates will continue to send reports. Patty Oku requests reports to be included in Board packets and TVCSD should always have a hard copy of Board packet in the TVCSD office. Phillips and Associates reports will also be available on TVCSD's website.

VI. Committee Reports:

A.) FAC - Review approved July 2015 Meeting minutes.

Donna Clavaud reported finalizing the RFP Scope of Work for the Administrative Support position and made minor revisions to the 2015/2016 budget prior to the Special Hearing: specifically removing the line item for Health Allowances.

B.) PAC - Review June meeting minutes

Donna Clavaud pointed out the meeting date was incorrect: should read June 27th, 2015 not April 27th 2015. Patty Oku stated the minutes were a rough draft and have not been approved.

VII. Pending Business:

A.) Review, discuss and approve Gary Phillips draft agreement for employee position as Interim District Engineer; update on legal review.

Bill Bonini said this draft agreement couldn't be discussed in open session as this is an employment issue and needs to be discussed in a closed session. Deborah Parrish reiterated that it was OK for review only, but cannot discuss or approve in an open meeting, as recommended by lawyer.

Sue Sims questioned why it was Gary Phillips draft agreement, instead of Phillips and Associates draft agreement as Interim District Engineer. Bill Bonini will discuss in a closed meeting and reminds the Board that this is a temporary solution. Patty Oku is concerned that the law requires TVCSD have an Administrator, and wants more information as the RFP has changed to employee. Deborah Parrish explained she took the General Manager's RFP and separated out clerical tasks to develop the Administrative Services RFP . Patty Oku said the RPF's have "employee" reference. Donna Clavaud clarified that the two (2) RFP's are Contracts for Services.

A Special Meeting will be held on Monday, August 17th, 2015 at 6:30 p.m. at Tomales Town Hall to discuss Gary Phillips. Deborah Parrish will post notices of Special Meeting.

Terry Duffy questioned the position for Phillips and Associates as Interim District Engineer. Bill Bonini explained Phillips and Associates would be "temporary" General

Manager/Administrator, not engineer, and wouldn't have anything to do with the Park. This will be discussed at the Special Meeting.

B.) Stipends – tax and payroll obligations.
Melinda Bell included the IRS guidelines in the board packet and was concerned that Board members will be considered employees by the IRS to receive stipends. Melinda Bell can set up a payroll system through payroll services such as ADP or Paychex; or Melinda Bell could use Quickbooks. Melinda bell requested completed W4's for Board members.

Patty Oku makes a motion to begin Board stipends on January 2016. Sue Sims seconded the motion. M/S/U

C.) Review RFP for Administrative Support Services and meet Cynthia Hammond to ask questions and approve next steps.
Patty Oku asked Cynthia Hammond what she was applying for. Cynthia Hammond explained to the board that Melinda Bell talked to her about an employment opportunity at TVCSD. Upon reading the RFP for Administrative Management, Cynthia Hammond felt that the hours for this position were overwhelming and explained that she wouldn't be able to commit to 40 hours per month at TVCSD because she works at West Marin Senior Services 28 hours per week and that 12 to 15 hours per month were doable. Deborah Parrish explained that the hours are an estimate at this point. The RFP was built from the General Manager's list of everything he did. Deborah Parrish said the pressing needs were: being the board secretary (recording and transcribing the minutes), putting together the agenda and board packet, and distribution of the board packet.

Venta Leon surveyed other district board packets and they are generally 16-20 pages long. Typical TVCSD board packets are over 100 pages and could be minimized. Deborah Parrish suggested making phone calls for agenda items instead of emailing for efficiency. Donna Clavaud suggests a calendar with deadlines for agenda items submittal and board packet distribution. Bill Bonini asked Cynthia Hammond if this would fit into her schedule, Cynthia Hammond said she could work at the TVCSD office Wednesday afternoons.

Patty Oku asked Cynthia Hammond if she had any questions. Cynthia Hammond pointed out in the RFP "under district administrative support, under office manager", as doable, as well as bullet items on next page and the newsletter that goes out quarterly or twice yearly.

Cynthia Hammond said she could commit to four (4) hours per week. Sue Sims asked

about computer usage if two (2) people were in the office. Deborah Parrish said as a contractor, TVCSD wasn't responsible to supply computers. Cynthia Hammond explained she wasn't a contractor; she was an employee at her current position. Bill Bonini suggested TVCSD go with the four (4) hours per week for now to get things sorted out. Donna Clavaud would like to see the district prioritize and utilize the 16 hours per month. Melinda Bell said TVCSD wasn't set up to be an employer, Melinda Bell said she could send an application to become an employer. Cynthia Hammond sees the board packet, agenda and minutes as priority. Bill Bonini said this couldn't be an action item tonight because of the employee issue and would have to be discussed at the Special Meeting. Patty Oku said the Scope of Work could begin with the agenda, board packet and minutes. Patty Oku suggested Cynthia Hammond review the Brown Act, Sexual Harassment and Ethics training if Cynthia Hammond is to become a state employee.

Cynthia Hammond questioned if board meetings were held in August and December. Patty Oku said currently that wasn't true and sometimes there are two (2) meetings such as a Special Meeting. Sue Sims said Closed Meetings aren't recorded.

D.) Revised Robert's Rules on Discipline and Meeting Conduct – review and discuss. Sue Sims advises reading Robert's Rule of Order, Newly Revised 11th addition, Section 61, pages 645-648 that was included in the Board packet.

E.) Discuss Park Master Plan – review sample; update from PAC on progress.
Sue Sims got the town of Windsor's Master Plan off the Internet and suggested PAC develop a Master Plan. Sue Sims suggests getting three (3) proposals. Donna Clavaud said there was Master Plan at the beginning, and again one prior to the improvements and thought having another Master Plan was a little late as the Park is full and there isn't any room left. Sue Sims would like to see some planning, as there is a plan to install a ping-pong table and ADA ramps. Donna Clavaud would like to see PAC and TVCSD Board spend a little more time looking at the site to get more familiar with suggestions coming up. Patty Oku said that requests need to go to PAC Chair, Margaret Graham. TVCSD Board gives direction to PAC. Projects coming up are: replacing the gazebo, water fountain, ADA ramps, fence and a new gate. Patty Oku suggests fundraising and grant writing as Measure A funds will be depleted with these projects. Patty Oku, as a PAC member, could relay information to TVCSD board. Bill Bonini suggests a PAC presentation to TVCSD Board from Margaret Graham or Walter Earle.

F.) Election update.
Bill Bonini said there is one (1) candidate, Donna Clavaud, for TVCSD BOD. Donna Clavaud stated the Marin County Board of Supervisors would be given a period of time to find appointments for open seats, if that fails, a Special election is held.

Patty Oku said there are Special Districts that do allow three (3) BOD's.

G.) By-Laws – discuss.

Sue Sims would like to add Robert's Rules with the right edition and Standing Committees with names listed in the By-Laws. This will be presented to a lawyer for review. Bill Bonini suggested to include this in the September 9, 2015 TVCSD BOD agenda as an Action item. Bill Bonini said there are operation manuals that also need to be updated. Sue Sims will look at other By-Laws and will share with TVCSD BOD.

VIII. New Business:

None

IX. Correspondence:

Bill Bonini asked if anyone was going to the LAFCO meeting tomorrow.
Since there isn't an Administrator and there aren't any problems, no one is attending.

X. Adjourn:

Bill Bonini made a motion to Adjourn meeting. No objections, motion carries.

Meeting adjourned 9:06 p.m.

Next Meeting: September 9, 2015 7:00 p.m.

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Approved by: President, Bill Bonini Date

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Attested by: Cynthia Hammond, Secretary Date

TVCSD SPECIAL MEETING of the Board of Director

Date: Wednesday, August 17, 2015, 6:30 pm

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

Board Members Present: Bill Bonini, Deborah Parrish, Sue Sims

Board Members Absent: Patty Oku

Also Present:

I. Call To Order:

Bill Bonini called meeting to order at 6:30 p.m.

II. Open Communication:

Open communication is the time for community members to bring up items they wish to discuss and items that do not appear on the agenda. The Board then determines whether item discussed should be agendized or taken as input to the Board. If an item needs to be agendized, the Board will then decide whether the agenda is full for that evening and the item must be agendized for the next meeting, or whether the agenda for that night can accommodate another agenda item. The Board will open up discussion on all agenda items at he time of the agenda item, so the community members can have input on that agenda item.

The Board will adjourn to Closed Session: Closed sessions are not open to the public

III. Closed Session: Session closed pursuant to Section 54957 – Public Employee Appointment and Employment: Discuss candidates for appointment Title: General Manager and Secretary (Administrative Support)

IV: Return to Open Session: The Board did not report any actions were taken.

V. Adjourn

Meeting adjourned 7:30 p.m.

Next Meeting: September 9, 2015 7:00 p.m.

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Approved by: President, Bill Bonini Date

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Attested by: Cynthia Hammond, Secretary Date

TVCSD Board of Director's Meeting Minutes

Date: Wednesday, September 9, 2015, 7 – 9 pm

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

Board Members Present: President Bill Bonini, Deborah Parrish, Patty Oku, Sue Sims

Board Members Absent: None

Also Present: Melinda Bell, Treasurer, Donna Clavaud, Terry Duffy, Chick Petersen, ??

I. Call To Order:

Board President, Bill Bonini called meeting to order at 7:00 p.m.

II. Open Communication:

(Open time in the time for community members to bring up items they wish to discuss and items that do not appear on the agenda)

III. Amendments and approval of meeting agenda (Action)

Bill Bonini motioned to approve agenda as is. No objections. M/S/C

IV: Postponement of Board and Special meeting minutes for July and August until Administrative support services are available.

V: Financial Report: (Melinda Bell)

A.) Accept check registers and approve expenditures (Action)

Deborah Parrish motioned to accept check registers and approve expenditures. Patty Oku seconded the motion. M/S/U

B.) Financial Manager's report

Financial statements, reports and schedules were sent to Robert Johnson, TVCSD year-end Auditor.

2014/2015 PAC Measure A expenditure report will be sent this week to the County.

TVCSD was accepted into the voluntary classification settlement program and a cashier's check for $916.86 was sent to the IRS.

Melinda Bell reported the TVCSD laptop computer was running slow and requests TVCSD BOD to approve expenditure to have computer analyzed.

Patty Oku motioned to allow Melinda Bell an expenditure of no more than $500.00 to resolve computer problems with Rick Hahn. If estimate is to exceed $500.00, Bill Bonini will have the authority to approve expenditure. Deborah Parrish seconded the motion. M/S/U

C.) Review and approve financial statements (Action)

Deborah Parrish motioned to approve financial statements. Patty Oku seconded the motion. M/S/U

D.) Review and approve current financial goals: evaluation of computer and cash flow projections for remainder of fiscal year (Action)

Bill Bonini motioned to approve current financial goals. No objections. M/S/C

VI. Phillips and Associates Report:

A.) Review reports for July and August

Reports weren't received.

B.) Status report by Steve Phillips

Steve Phillips didn't attend meeting.

C.) O & M Manual (2010) – Discuss mandatory updates required by new regulations; work to be done, and timeline for completion. Clarify who will do this and assign (Action)

Postponed until Phillips and Associates attends TVCSD BOD meeting.

Donna Clavaud reviewed the O & M Manual and after her discussion with Hope Sturgess, feels confident with the document. Donna Clavaud suggests that Phillips and Associates review the O & M Manual, and make recommendations for any compliant regulations that may need to be added.

Patty Oku motioned that Bill Bonini will talk with Phillips and Associates regarding the O & M Manual, SCADA and permits. Deborah Parrish seconded the motion. M/S/U

VII. Committee Reports:

A.) Financial Advisory Committee (FAC) – no August meeting.

Research continues on RFP candidates for Administrator and Administrative support.

B.) Park Advisory Committee (PAC) – July meeting minutes approved; next meeting September 28, 2015; update on capital improvement project (gazebo, gate/entry, water fountain)

Patty Oku reported the architect finished the drawings for the gazebo, gate/entry and water fountain. At the next PAC meeting, September 28, 2015 at 6:00, a decision will be made where the ping-pong table will be placed. There are concerns about the size of the concrete slab the ping-pong table will sit upon as it is 28' x 14' and will be ADA compliant. There are two (2) potential locations - by the BBQ or by the Dutton structure. Bill Bonini suggested that if there are community concerns, these concerns can be acknowledged at the September 28th, 2015 PAC meeting and urges community participation.

VIII. Pending Business:

A.) Melinda Bell: Report on payroll service companies that offer professional services for Board stipends starting in January 2016 should TVCSD BOD's view Board members as employees. Melinda Bell will send in the application when the TVCSD BOD's makes the decision to view TVCSD BOD's members as employees. Melinda Bell talked to four (4) payroll services: Paychex ($54.00 per payroll), ADP ($83.00 per payroll), Bank of Marin ($70.00 per payroll) and Payroll Masters (no quote yet).

Deborah Parrish motioned to engage Nelson Staffing Services to hire Cynthia Hammond as TVCSD part-time administrative support. Patty Oku seconded the motion. M/S/U

B.) Report on research from Manpower and Nelson Staffing Services on costs, benefits and process for service providers hired as their employees and assigned to TVCSD (Donna Clavaud/Deborah Parrish)

Donna Clavaud talked to Nelson Staffing Solutions and Manpower. TVCSD chooses the candidate and the candidate becomes Nelson Staffing Solutions or Manpower's employee.

C.) Report on CA Rural Water Association as resource for Interim General Manager assignment; share Graton's experience; contact information. Assign Board member or committee member to contact them (Action)

CA Rural Water Association sent an Interim General Manager to Graton and provides excellent technical assistance, information and training. Bill Bonini suggests contacting CA Rural Water Association to get a temporary Administrator ASAP.

Patty Oku motioned that Bill Bonini make initial contact with CA Rural Water Association, and to source an Interim General Manager and what documents they may need to accomplish this. Deborah Parrish seconded the motion. M/S/U

D.) Resolve urgent need for PT General Manager and PT Administrative support for TVCSD (Action) **See VIII Pending Business above.**

IX. New Business:

A.) Indentify priority recommendations from Matrix Management Study and discuss (Action)

Three (3) key items in Matrix study were discussed:

"The Board of Directors should adopt the proposed overall roles and responsibilities for the Board of Directors, as contained within this report, as a District policy and procedure, and publish them to the District's website". The Matrix study is posted on the TVCSD website.

"The Board of Directors should adopt the proposed overall roles and responsibilities for the General Manager, as contained within this report, as a District policy and procedure and include them in any contract between the District and the General Manager". FAC is starting to work on General Manager overall roles and responsibilities.

"The Finance Committee should develop a five-year financial plan and capital improvement program." Finance Committee beginning to work on five-year financial plan and capital improvement program.

No motion.

Bill Bonini motioned to adjourn September 9, 2015 TVCSD BOD meeting.
No objections. M/S/C

Meeting adjourned 8:42 p.m.

Next TVCSD BOD Meeting: October 14, 2015 7:00 p.m.

_____

Approved by: President, Bill Bonini Date

_____

Attested by: Cynthia Hammond, Secretary Date

TVCSD Board of Director's Meeting Minutes
Date: Wednesday, May 11, 2016, 7 – 9 pm
Location: Tomales Town Hall, Tomales, California 94971 **DRAFT**

Board Members Present: Bill Bonini, President; Deborah Parrish, Vice President; Donna Clavaud, Dru Fallon O'Neill
Board Members Absent: Peter MacLaird
Also Present: Jose Ortiz, TVCSD General Manager (arrived late); Melinda Bell, TVCSD Treasurer; Cynthia Hammond, TVCSD Secretary

I. Call To Order
Bill Bonini called the meeting to order at 7:04 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.

III. Approval of May 11, 2016 TVCSD BOD Agenda

Bill Bonini motioned to approve TVCSD BOD agenda. Dru Fallon O'Neill seconded the motion. M/S/C

IV. TVCSD Board Member reports

None

V. Approval of April 13, 2016 TVCSD BOD minutes

Bill Bonini motioned to approve April 13, 2016 TVCSD BOD minutes. Dru Fallon O'Neill seconded the motion. M/S/C

VI. Financial Report (Melinda Bell)
a. Accept Check Registers and Approve Expenditures:

Melinda Bell reported $41,140 in property tax revenue. Sewer bank balance is $258,232 and Park bank balance is $103, 393.

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

b. Financial Manager's Report:

Melinda Bell spent time with the Measure A auditor and will reconcile cash balance reports.
Park income and expense shows income of $32, 907. Sewer expenses are lower than last year by $26,323.

c. Review and Approve Financial Statements:

Dru Fallon O'Neill motioned to approve Financial Statements. Donna Clavaud seconded the motion. M/S/C

VII. General Manager's Report
Jose Ortiz spoke to June Johnsen at Telstar regarding SCADA issues. Telstar's position is that this new, billable work. Transmission towers at the lift station and irrigation field are not working properly with the radio system. Jose Ortiz asked Steve Phillips for other vendors. Radio communications needs to be addressed, as the old report builder doesn't work with the new server. Telstar's estimate is $3,000, not including parts. Jose Ortiz requests Board approval to negotiate with Telstar the radio survey to identify and correct communication errors and not to exceed $3,000.

Deborah Parrish motioned to allow Jose Ortiz to negotiate with Telstar the radio survey to identify and correct communication errors and not to exceed $3,000. Dru Fallon O'Neill seconded the motion. M/S/C

TVCSD received notification from Marin County that the permit for the gazebo has been issued.

Jose Ortiz emailed Blair Allen at Regional Board to request suspension of the FOG tank for three (3) months.

Jose Ortiz received an email from Karl Drexel requesting copies of approved minutes from May 2015 – September 2015 minutes. Jose Ortiz will respond to Karl Drexel.

Jose Ortiz sent permit for sewer hook-up to Scott Hochstrasser.

Grand Jury Report on TVCSD website dated March 17, 2016: Posting contracts need to be placed on website.

VIII. Phillips & Associates Report

a. Review reports for March 2016

IX. Committee Reports

a. Financial Advisory Committee (FAC)
   1. Review approved April 27, 2016 minutes

Donna Clavaud submitted FAC minutes, which focused on the 1016/2017 proposed sewer budget and were included in the TVCSD BOD packet. Bruce Abbott from SUSD attended the meeting and suggested a user-friendly format: one being a cash budget and the other being an accrual budget. Cash budget

reflects actual income and actual expenses. FAC committee arrived at a preliminary balanced budget with proposals for changes to expenses.

Deborah Parrish reminded TVCSD BOD that there was a request last year to break out the reserves that made sense: answering the question for the community, what are the reserves for. Deborah Parrish made the following recommendations and suggested developing a Reserves Policy to include the following:

1.) That there are six (6) months of restricted operating cash reserves. These reserves would be used for an emergency. Deborah Parrish requests that the TVCSD BOD define what an emergency is and what the fund should be.

2.) There is one (1) year of Debt Reserves payments. Deborah Parrish did a ten (10) year projection with a 5% increase in general expenses. Deborah Parrish explained that by drawing on reserves to pay debt for the last five (5) there is a little over two (2) years left of cash payments to pay off debt. Deborah Parrish requests TVCSD BOD to make this a priority within the next quarter and suggests the TVCSD BOD to consider a cash budget, as this will be made clear.

3.) Capital Reserves "Reserves" for Capital improvements. Deborah Parrish suggests connection fees go under Capital Reserves.

4.) Unrestricted Cash Reserves.

2. Review Draft 2016/2017 sewer budget

Deborah Parrish suggests the following to reduce expenses by $6,500 and will need TVCSD BOD approval. Conduct TVCSD BOD meetings ten (10) times a year instead of twelve (12), taking off August and December. Finance Manager to attend two (2) meetings per year and the General Manager to attend quarterly meetings. Secretary will attend all meetings.

Deborah Parrish suggests paying someone to produce the newsletter. Proposed 2016/2017 budget only covers printing and postage. Donna Clavaud suggests producing newsletter two (2) times a year and add $350 to budget to include design labor. Newsletters will be mailed in September and March.

Deborah Parrish motioned that TVCSD has a standard of two (2) newsletters per year and will be funded. Dru Fallon O'Neill seconded the motion. M/S/C

Donna Clavaud mentioned that Rural Community Assistance Corporation (RCAC) did a rate analysis for TVCSD to determine if rates were enough or too much. RCAC performed two (2) drafts. The first rate analysis only looked at expenses and failed to look at how to cut costs. The outcome was to undertake a 33% rate increase. Study was halted and a second draft looks at cutting costs. A final rate analysis can be conducted if a new set of expenses and an asset management inventory is supplied. This will allow evidence to ratepayers the necessity to raise rates and how much. This analysis is free.

Deborah Parrish said there is six (6) years left to pay off the $180,000 loan. To pay of this loan in year three (3), money will have to come from restricted reserves. Any rate increase will have to cover the principal. Deborah Parrish requests TVCSD BOD to review projections.

Deborah Parrish requests a detailed breakdown of Phillips and Associates service fees and is making this request a priority. Jose Ortiz will contact Phillips and Associates to request Gary Phillips attend the

June 8th, 2016 TVCSD BOD meeting and to provide the basis of their annual and/or monthly fees.

Deborah Parrish motioned to approve the Preliminary TVCSD Draft 2016/2017 Sewer Budget.
Dru Fallon O'Neill seconded the motion. M/S/C

Dru Fallon O'Neill motioned to adopt Resolution 16-03, continuing the existing rate.
Donna Clavaud seconded the motion. M/S/C

Donna Clavaud motioned to adopt Resolution 16-04 to keep the standard hook-up fees at $10,000.00 and to keep the Ad Valorum tax rate at $0.02 per $100.00 valuation.
Dru Fallon O'Neill seconded the motion. M/S/C

TVCSD Public Budget Hearing will be held on Wednesday, May 25, 2016 at 6:00 pm at the Tomales Town Hall.

3. Review PAC Policy for Roles and Responsibilities

There was no discussion on this item. This will be added to the June 8, 2016 TVCSD Board Meeting Agenda to check on status of PAC Committee Policy Definition.

b. Park Advisory Committee (PAC)

1. Review April 25, 2016 minutes

Margaret Graham requests finding/appointing a Project Manager for the gazebo. Jose Ortiz suggests doing an RFP for a contractor with a cap amount. Deborah Parrish said a template already exists.

Donna Clavaud agreed to write a proposal for grant funds for the Park fence to Steve Kinsey and is requesting figures for the proposal.

X. Pending Business

None

XI. Other Business

None

XII. New Business

None

XIII. Correspondence

None

XIV. Adjournment

Dru Fallon O'Neill motioned to adjourn the May 11, 2016 TVCSD BOD meeting. Deborah Parrish seconded the motion. M/S/C

Meeting adjourned at 9:22
TVCSD Public Budget Hearing Meeting, May 25, 6 pm at Tomales Town Hall
TVCSD BOD Meeting, June 8, 2016, 7 pm at Tomales Town Hall

_____

Approved by: President, Bill Bonini Date:

_____

Attested by: Cynthia Hammond, 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.*

PO Box 303 ● Tomales, CA ● 94971 ● ph 707.878.2767 ● www.tomalescsd.ca.gov
Board of Directors:
Bill Bonini, President ● Deborah Parrish, Vice President ● Donna Clavaud
Peter MacLaird ● Dru Fallon O'Neill

TVCSD Board of Director's Public Budget Hearing Minutes

Date: Wednesday, May 25, 2016, 6 pm

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

Board Members Present: Bill Bonini, President, Deborah Parrish, Vice President, Donna Clavaud, Dru Fallon O'Neill
Board Members Absent: Peter MacLaird
Also Present: Melinda Bell, TVCSD Treasurer, Cynthia Hammond, TVCSD Secretary, Venta Leon

I. Call To Order
Bill Bonini called the TVCSD Public Budget Hearing meeting to order at 6:02

II. Open Communication Time for community members and visitors to bring up items they wish to discuss and items that do not appear on the agenda.
None

III. Discussion and approval of TVCSD Draft Budget for Fiscal Year 2016/2017 Action
Deborah Parrish, Bill Bonini, Donna Clavaud and Dru Fallon O'Neill thanked everyone for work done on the budget; it is very clear, and was held to the objectives and goals for the District. There was great collaboration with TVCSD BOD's, TVCSD Committees, staff and Shoreline Unified School District.

Donna Clavaud thanked Melinda Bell for her work on the Park budget as well and a great Measure A budget. Melinda Bell received an email from Kevin Wright, Measure A Coordinator, and Kevin Wright was pleased with the expenditures for the Park Measure A work plan.

Deborah Parrish said FAC is working on the ten (10) year plan and will present before the TVCSD Board within a month or two (2). Jose Ortiz is working on the asset list and along with the expenditures and the rate study plan; there will be a clear direction for the future.

Deborah Parrish requests the following agenda item for the next TVCSD BOD meeting which will be held on June 8, 2016: putting together a rough agenda plan for 2016/2017. For example, the assets list, operator's cost of service, and bringing the PAC closer to provide guidance/input/direction to develop timelines to move projects along and the TVCSD Newsletter (for February and September agendas).

Donna Clavaud noticed two (2) errors on the TVCSD Sewer Enterprise DRAFT Income and Expense Budget under "Recommendations", Adopt Resolution 15-03 (rates) should read 16-03 and Adopt Resolution 15-04 (sewer hook-ups) should read 16-04.

Donna Clavaud motioned to change the Resolution for rates from 15-03 to 16-03 and Resolution for sewer hook-ups from 15-04 to 16-04. Deborah Parrish seconded the motion. M/S/C

Deborah Parrish motioned to approve the TVCSD Draft Budget for fiscal year 2016/2017. Dru Fallon O'Neill seconded the motion. M/S/C

Deborah Parrish motioned to adjourn the TVCSD Public Budget Hearing Meeting. Dru Fallon O'Neill seconded the motion. M/S/C

IV. Adjournment

Meeting adjourned at 6:26 pm.
Next TVCSD BOD Meeting, June 8, 2016, 7:00 pm at Tomales Town Hall

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

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

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Board of Directors:
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Peter MacLaird ● Dru Fallon O'Neill

Cash Transactions Mary 2016

	Type	Date	Num	Name	Memo	Amount	Balance
131.00 · Cash- Sewer							**258,243.97**
131.31 · Redwood Credit Union							**135,778.97**
Total 131.31 · Redwood Credit Union							135,778.97
131.42 · Bank of Marin - Money Market							**93,472.38**
	Transfer	05/08/2016			Funds Transfer	-25,000.00	68,472.38
	Deposit	05/09/2016			Deposit	19.60	68,491.98
	Deposit	05/19/2016			Deposit	11.70	68,503.68
	Deposit	05/28/2016			Deposit	605.70	69,109.38
Total 131.42 · Bank of Marin - Money Market						-24,363.00	69,109.38
131.44 · Bank of Marin - Sewer							**6,924.36**
	Transfer	05/08/2016			Funds Transfer	25,000.00	31,924.36
	Bill Pmt -Check	05/09/2016	4202	Phillips & Associa	May and Sprinkler Work	-9,296.90	22,627.46
	Bill Pmt -Check	05/09/2016	4203	Melinda K. Bell	April and supplies	-1,636.87	20,990.59
	Bill Pmt -Check	05/09/2016	4204	Nelson Staffing		-157.27	20,833.32
	Bill Pmt -Check	05/09/2016	4205	PGE	8044736439-1 3/25 - 4/24	-86.47	20,746.85
	Bill Pmt -Check	05/11/2016	4206	Ortiz, Jose	3/22 - 4/21 6 hrs travel and 43.5 hrs	-5,960.74	14,786.11
	Bill Pmt -Check	05/24/2016	4207	AT&T Uverse	145835838 4/7 -5/6	-123.93	14,662.18
	Bill Pmt -Check	05/24/2016	4208	AT&T	138729848 4/11-5/10	-121.59	14,540.59
	Bill Pmt -Check	05/24/2016	4209	Capital One Bank		-39.90	14,500.69
	Bill Pmt -Check	05/24/2016	4210	Nelson Staffing		-332.02	14,168.67
Total 131.44 · Bank of Marin - Sewer						7,244.31	14,168.67
131.48 · Bank of Marin - Solar							**22,068.26**
Total 131.48 · Bank of Marin - Solar							22,068.26
131.00 · Cash - Other							**0.00**
Total 131.00 · Cash - Other							0.00
Total 131.00 · Cash						-17,118.69	241,125.28
Total Checking/Savings- Sewer						**-17,118.69**	**241,125.28**
131.46 · Bank of Marin - Park Account							**103,392.86**
	Bill Pmt -Check	05/09/2016	1130	PGE	7399820768-9 3/25 - 4/24 540 kwh	-112.93	103,279.93
	Bill Pmt -Check	05/11/2016	1131	Melinda K. Bell	April	-149.25	103,130.68
	Bill Pmt -Check	05/24/2016	1132	Fishman Supply	invoice 1034944	-76.91	103,053.77
Total 131.46 · Bank of Marin - Park Account						**-339.09**	**103,053.77**

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Financial Manager's Report June 8, 2016

2016/2017 Budgets

After relatively low Measure A expenditures in the beginning years of Measure A funding, the 2016/2017 Park program budget anticipates substantial work on Park projects. The $74,400 in expenses will require the current year Measure A funding as well as the unspent Measure A funding from prior years and the grants from Dean Witter and the Board of Supervisors received in prior years. Therefore Park cash balances will decrease during 2016/2017 by the amount of the spending of prior year receipts, anticipated at $39,707.

The Sewer program budget is balanced with no appropriations for depreciation. TVCSD budgets have not included depreciation expense. Virtually all expenditures for the sewer plant have been expensed rather than added as capital assets in recent years. However, depreciation is recorded monthly in the financial reports to depreciate the original capital assets acquired years ago. Actual depreciation reported will exceed budgeted depreciation, which is zero. Depreciation reported, of course, has no effect on cash.

The Sewer program budget does not include expenditures for debt principal payment as these cash outlays reduce the liability and are not expenses. Cash outlay for debt reduction in 2016/2017 will be $38,526. With anticipated budget surplus of $1,500 and anticipated debt reduction, Sewer program cash will be decreased $37,026.

Impact on New Fiscal Year

Long-term cash projections will be an important part of the work of the Financial Advisory Committee in 2016/2017. A long-term asset management plan is also needed to plan for future plant and park infrastructure needs. The Committee will be working with staff to have a plan in place by June 2017.

In drafting the 2016/2017 budget, all attempts were made to reduce expenses to provide for continued sustainability. Meetings were reduced, and staff time at meetings was reduced even further. Other noncritical expenses were eliminated. As the year progresses, it will be important to monitor variances from budgeted expectations in order to implement this budget successfully. We will also monitor cash balances during the year as usual.

SEWER PROGRAM	BALANCE SHEET			May 31, 16
ASSETS				
	Checking/Savings			
	131.31 · Redwood Credit Union			135,778.97
	131.42 · Bank of Marin - Money Market			69,109.38
	131.44 · Bank of Marin - Sewer			14,168.67
	131.48 · Bank of Marin - Solar			22,068.26
		Total 131.00 · Cash		241,125.28
	Total Checking/Savings			241,125.28
	Accounts Receivable			
		137.00 · Accounts Receivable		63.00
	Total Accounts Receivable			63.00
Total Current Assets				241,188.28
Fixed Assets				
	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
	110.00 · Improvement Project			939,393.31
	112.00 · Solar System			269,945.21
	105.00 · Less Accumulated Depreciation			-526,016.01
Total Fixed Assets				1,545,024.48
Other Assets				
	136.00 · SUSD Note Receivable			19,807.04
Total Other Assets				19,807.04
TOTAL ASSETS				**1,806,019.80**
LIABILITIES & EQUITY				
Liabilities				
		222.00 · Accounts Payable		193.17
	Total Current Liabilities			193.17
	Long Term Liabilities			
	211.00 · SWRCB SRF Loan			154,749.88
	215.00 · CREBS Bond			197,352.92
	Total Long Term Liabilities			352,102.80
Total Liabilities				352,295.97
Equity				
	260.00 · Retained Earnings			1,274,279.74
	261.00 · Sinking Fund - Debt Reserve			47,775.00
	262.00 · Capital Improvement Reserve			42,758.97
	263.00 · Emergency Reserve			33,982.00
	264.00 · Operating Reserve			3,537.37
	265.00 · Net Assets - Unrestricted			105,000.00
	Net Income			-53,609.25
Total Equity				1,453,723.83
TOTAL LIABILITIES & EQUITY				**1,806,019.80**

PARK PROGRAM	BALANCE SHEET			May 31, 16
ASSETS				
	Checking/Savings			
	131.46 · Bank of Marin - Park Account			103,053.77
	Total 131.00 · Cash			103,053.77
	Total Checking/Savings			103,053.77
	Accounts Receivable			
		137.00 · Accounts Receivable		70.00
	Total Accounts Receivable			70.00
Total Current Assets				103,123.77
Fixed Assets				
	100.20 · Land and Land Rights			132,000.00
	111.00 · Park Equipment			
		Original Cost		305,532.92
		105.00 · Depreciation		-43,933.00
	Total 111.00 · Park Equipment			261,599.92
Total Fixed Assets				393,599.92
				496,723.69
TOTAL ASSETS				
LIABILITIES & EQUITY				
Liabilities				
	Other Current Liabilities			
	217.00 · Unearned Revenue			25,000.00
	Total Other Current Liabilities			25,000.00
	Total Current Liabilities			25,000.00
Total Liabilities				25,000.00
Equity				
	252.50 · Investment in Capital Assets			393,599.92
	265.00 · Net Assets - Unrestricted			40,670.58
	Net Income			37,453.19
Total Equity				471,723.69
TOTAL LIABILITIES & EQUITY				**496,723.69**

GENERAL MANAGER'S REPORT

JUNE 8, 2016

Coordination with Staff

- Reviewed June 8, 2016 agenda with Donna Clavaud, Cynthia Hammond, and Melinda Bell.
- Coordinated with Phillips & Associates to document continuing issues with SCADA communications.
- Continued reviewing existing procedures, gathering and reviewing data and background reports, existing contracts and agreements particularly any contracts with Telstar, and regulatory requirements and self-monitoring reporting procedures.

New/Continuing Business

- Continued discussions with June Johnsen at Telstar to discuss SCADA issues. Met with Paul Berson and Steve Phillips to begin radio survey. It appears that we have finally corrected the communications problems.
- Ordered a new radio transmitter through Telstar for the irrigation field station (approximately $1,150). It will be installed later next month.
- Met with Blair Allen from Regional Board to inspect the plant and to request suspending operation of FOG tank for one year. Will submit letter formally requesting permission to do so. Also received approval to update the O&M manual using the format of the 2010 O&M manual.
- Communicated request from Board for Gary Phillips to attend June 8, 2016 meeting to explain the basis for their monthly fee. Prepared Statement of Facts form for submittal to State of California.
- Prepared responses to Grand Jury Report, 2015-2016 Web Transparency Report Card.

Next Month

Report Preparation

- Prepare revised O&M Manual consistent with WDRs. Tentative submittal date is May 31, 2016.
- Begin preparation of asset management plan for inclusion into the District's five-year financial plan.
- Begin preparation of CSD standards and policies for sewer connections.
- Prepare responses to Grand Jury Report dated March 17, 2016.
- Address contract administration needs for some of the upcoming park improvement projects.

District Coordination

- Conduct facility inspection and needs assessment with Phillips & Associates. Goal is to prepare an asset management plan, a capital improvement plan, and a 10-year financial plan.
- Continue to define roles and responsibilities among GM, Administrative Support, and Finance Manager. As some of the recent issues are resolved, we can verify that hours allocated monthly are valid.

Phillips & Associates
Management & Technical Resources

General
Engineering
Contractor
#A 751807

SWRCB
Operations
Management
Maintenance
Contractor
#OW0021

PhillipsOnSite.com

May 12, 2016
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
April 2016

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,
PHILLIPS & ASSOCIATES

Steve Phillips

Steve C. Phillips
Process Control Engineer
Certified Chief Plant Operator #IV-05675

cc: Tomales Village Community Service District
Vanessa Zubkousky, Department of Public Health, Richmomd
Via email at: Vanessa.Zubkousk

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
4/1/2016	22.0																0.0			
4/2/2016	22.0																0.0			
4/3/2016	22.0																0.0			
4/4/2016	22.0																0.0			
4/5/2016	25.5		8.7	17.0	200.0	770.0	1.9	0.6	7.1	<0.2	7.1	280.0	32.0	9.3	11.8	18.3	0.0			
4/6/2016	25.5																0.0			
4/7/2016	25.5	164.5															0.0	0.0		
4/8/2016	25.5																0.0			
4/9/2016	25.5																0.0			
4/10/2016	25.5																0.0			
4/11/2016	25.5																0.0			
4/12/2016	17.1											260.0	54.0	9.8	10.4	17.8	0.0			
4/13/2016	17.1																0.0			
4/14/2016	17.1	136.2															0.0	0.0		
4/15/2016	17.1																0.0			
4/16/2016	17.1																0.0			
4/17/2016	17.1																0.0			
4/18/2016	17.1																57.0			
4/19/2016	17.0											290.0	24.0	9.5	10.1	20.5	13.0		35.0	<2
4/20/2016	17.0																1.4			
4/21/2016	17.0	119.5															0.0	71.4		
4/22/2016	17.0																0.0			
4/23/2016	17.0																0.0			
4/24/2016	17.0																0.0			
4/25/2016	17.0																0.0			
4/26/2016	17.5											280.0	40.0	9.9	8.6	16.6	15.0			
4/27/2016	17.5																15.0			
4/28/2016	17.5	120.0															15.0	45.0	33.0	2.0
4/29/2016	17.5																15.0			
4/30/2016	17.5																15.0			
Max	25.5	164.5			200.0	770.0	1.9	0.6	7.1	0.0	7.1	290.0	54.0	9.9	11.8	20.5	57.0	71.4	0.0	2.0
Min	17.0	119.5			200.0	770.0	1.9	0.6	7.1	0.0	7.1	260.0	24.0	9.3	8.6	16.6	0.0	0.0	0.0	2.0
Mean	19.8	135.1			200.0	770.0	1.9	0.6	7.1	#DIV/0!	7.1	277.5	37.5	9.6	10.2	18.3	4.9	29.1	#DIV/0!	2.0
Total	540.2																146.4			

TOMALES WASTEWATER FACILITY
Treatment Pond Summery Report

Phillips and Associates
Management and Technical Resources
707 254-1931

Month	Treatment Pond # 1				Treatment Pond No. 2				Treatment Pond No. 3				ST-West				ST-East			
Apr-16	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.
Date	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C
1																				
2																				
3																				
4																				
5	2.4	8.1	8.8	18.5	2.4	8.3	12.5	18.2	2.4	9.3	11.8	18.3	4.6	9.3	14.9	19.3	6.0	9.3	14.5	19.4
6																				
7																				
8																				
9																				
10																				
11																				
12	2.4	8.4	7.7	17.4	2.5	8.9	11.0	17.5	2.6	9.8	10.4	17.8	4.6	9.1	12.7	19.8	5.9	9.2	13.7	20.1
13																				
14																				
15																				
16																				
17																				
18																				
19	2.6	8.0	9.0	19.9	2.6	9.3	19.0	21.0	2.6	9.5	10.1	20.5	4.7	9.4	10.0	20.8	5.5	9.1	6.4	22
20																				
21																				
22																				
23																				
24																				
25																				
26	2.6	7.9	9.1	16.2	2.6	9.1	9.6	16.5	2.6	9.9	8.6	16.6	4.8	8.9	6.8	16.8	5.5	7.7	4.6	17.1
27																				
28																				
29																				
30																				
31																				

Revised 1506

TOMALES WASTEWATER TREATMENT FACILITY
STANDARD OBSERVATION REPORT
FIELD DISCHARGE AREA

Month of APRIL **20**16

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

INSPECTION		Week No. 1 (4-5)	Week No. 2 (4-12)	Week No. 3 (4-19)	Week No. 4 (4-26)	Week No. 5
Day		N/A	N/A	TU	TU	
Time				1530	1130	
Operator				SC	SC	
Evidence of standing water				N	N	
* Evidence of runoff from site				N	N	
Evidence of erosion caused by irrigation				N	N	
Evidence of system run off containment system from proper condition and integrity.				N	N	
*Any odors				N	N	
Mosquito breeding resulting from irrigation				N	N	
* Evidence of improper distribution system components and hydraulic integrity				N	N	
Perimeter fence posting informing public wastewater is not safe to drink				Y	Y	
Sodium Hypochloride tank level, inches				~~18.5~~ 35	19.5 33	

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

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

revised 1506

TOMALES STORAGE PONDS
STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) APRIL 2016

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	4-5	4-12	4-19	4-26	
Day	Tu	~~1330~~ Tu	Tu	Tu	
Time	1500	1330	1500	1125	
Operator	SC	SC/DP	SC	SC	
* Nuisance odors from ponds	N	N	N	N	
* Evidence of pond berm seepage	N	N	N	N	
* Evidence of improper system components and hydraulic integrity	N	N	N	N	
Signage that wastewater is unsafe to drink	Y	Y	Y	Y	

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

revised 02/2010

TOMALES CHLORINE STORAGE TANK
STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) APRIL

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

INSPECTION					
Date	4-5	4-12	4-19	4-26	
Day	Tu	Tu	Tu	Tu	
Time	1500	1300	1500	1120	
Tech	SC	SC/BP	SC	SC	
* Evident of any leaks	N	N	N	N	
Tank level, inches	32	19	18.5	19.5	
Cl2 gallons added	0	0	0	0	
New tank level after adding Cl2, inches		19	18.5	19.5	
Gallons used for treatment since last check	0	0	4	8	
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 in = 8 GALLONS

revised 1506

TOMALES INFLUENT HEADWORKS
STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) APRIL 2016

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

INSPECTION		Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date		4-5	4-12	4-19	4-26
Day		Tu	Tu	Tu	Tu
Time		1445	1200	1330	1100
Operator		SC	SC	SC	SC
Rain fall, inches		Ø	0.1	Ø	0.8
* Nuisance odors (smell)		N	N	N	N
*Evidence of any standing water		N	N	N	N
* Evidence of mosquitoos breeding		N	N	N	N
* Evidence of improper system components and hydraulic integrity		N	N	N	N
* Evidence of structure seepage		N	N	N	N

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

revised 1506

TOMALES TREATMENT PONDS
STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) APRIL 2016

2. Pond Standard Observation required every week year round.

INSPECTION		Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date		4-5	4-12	4-19	4-26
Day		Tu	Tu	Tu	Tu
Time		1445	1150	1315	1100
Operator		SC	SC	SC	SC
* Nuisance odors from ponds		N	N	N	N
* Evidence of pond berm seepage		N	N	N	N
* Evidence of improper system components and hydraulic integrity		N	N	N	N
Sign posting that wastewater is unsafe to drink		Y	Y	Y	Y

* Report Yes or No and any Yes responses please report immediately to supervisor or Chief Plant Operator

BRELJE AND RACE LABORATORIES, INC.

April 26, 2016

Sample Collected: 04/05/16
Sample Received: 04/05/16
Collected By : SC/Phillips
Cc : Fax 837-0872

Phillips & Associates
2201 Jefferson Street
Napa, CA. 94558

Tomales

LOG NUMBER	416-7072	416-7073-5
Sample Description:	Influent	Effluent
ANALYSIS		
BOD_5 @ 20°C mg/L (Std. Mthds. 20th ed. 5210 B)	200.	32.
Total Dissolved Solids mg/L (Std. Mthds. 20th ed. 2450 C)	770.	280.
Nitrate N mg/L (EPA Mthd. 352.1)		1.9
Nitrite N mg/L (EPA Mthd. 300.0)		0.61
Total Kjeldahl N mg/L (Std. Mthds. 20th ed. 4500-NH_3 C)		7.1
Ammonia N mg/L (Std. Mthds. 20th ed. 4500-NH_3 C)		<0.20
Total Organic N mg/L		7.1

BOD Start Date: 04/06/16
BOD Completed Date: 04/11/16

BRELJE AND RACE LABORATORIES, INC.

Jill Brodt

JILL BRODT, LABORATORY MANAGER

JB:lja

425 SOUTH E STREET • SANTA ROSA, CALIFORNIA 95404 • (707) 544-8807

BRELJE AND RACE LABORATORIES, INC.

April 26, 2016

Sample Collected:	04/12/16
Sample Received:	04/12/16
Collected By :	SC/Phillips
Cc :	Fax 837-0872

Phillips & Associates
2201 Jefferson Street
Napa, CA. 94558

Tomales

LOG NUMBER	**416-7614**
Sample Description:	Effluent Treated
ANALYSIS	
BOD_5 @ 20°C mg/L (Std. Mthds. 20th ed. 5210 B)	54.
Total Dissolved Solids mg/L (Std. Mthds. 20th ed. 2450 C)	260.

BOD Start Date: 04/13/16
BOD Completed Date: 04/18/16

BRELJE AND RACE LABORATORIES, INC.

JILL BRODT, LABORATORY MANAGER

JB:ljа

425 SOUTH E STREET • SANTA ROSA, CALIFORNIA 95404 • (707) 544-8807

BRELJE AND RACE LABORATORIES, INC.

May 2, 2016

Sample Collected: 04/19/16
Sample Received: 04/19/16
Collected By : SC/Phillips
Cc : Fax 837-0872

Phillips & Associates
2201 Jefferson Street
Napa, CA. 94558

Tomales

LOG NUMBER	416-8145
Sample Description:	Effluent Treated
ANALYSIS	
BOD_5 @ 20°C mg/L (Std. Mthds. 20th ed. 5210 B)	24.
Total Dissolved Solids mg/L (Std. Mthds. 20th ed. 2450 C)	290.

BOD Start Date: 04/20/16
BOD Completed Date: 04/25/16

BRELJE AND RACE LABORATORIES, INC.

JILL BRODT, LABORATORY MANAGER

JB:lja

425 SOUTH E STREET • SANTA ROSA, CALIFORNIA 95404 • (707) 544-8807

BRELJE AND RACE LABORATORIES, INC.

May 7, 2016

Sample Collected: 04/26/16
Sample Received: 04/26/16
Collected By : SC/Phillips
Cc : Fax 837-0872

Phillips & Associates
2201 Jefferson Street
Napa, CA. 94558

Tomales

LOG NUMBER	**416-8554**
Sample Description:	Effluent

ANALYSIS

BOD_5 @ 20°C mg/L (Std. Mthds. 20th ed. 5210 B)	40.
Total Dissolved Solids mg/L (Std. Mthds. 20th ed. 2450 C)	280.

BOD Start Date: 04/27/16
BOD Completed Date: 05/02/16

BRELJE AND RACE LABORATORIES, INC.

Jill Brodt

JILL BRODT, LABORATORY MANAGER

JB:lja

425 SOUTH E STREET • SANTA ROSA, CALIFORNIA 95404 • (707) 544-8807

BRELJE AND RACE LABORATORIES, INC.

BACTERIOLOGICAL EXAMINATION OF WATER

REPORTED TO:
C/o Phillips and Associates
Tomales
2201 Jefferson St.
Napa, CA 95448

DATE REPORTED: April 25, 2016
COLLECTED BY : SC

Log Number	Date Collected	Date Set	Date Completed	Sample Source		Coliform MPN/100 ml
416-8144	04/19/16	04/19/16	04/21/16	Effluent (D) Chlorine Residual 3.0	Total	<2.0
					Fecal	<2.0

COPY SENT TO: Fax 837-0872

Approved By Sarah Marshall
BRELJE & RACE LABORATORIES, INC.

425 SOUTH E STREET • SANTA ROSA, CALIFORNIA 95404 • (707) 544-8807

BRELJE AND RACE LABORATORIES, INC.

BACTERIOLOGICAL EXAMINATION OF WATER

REPORTED TO:
C/o Phillips and Associates
Tomales
2201 Jefferson St.
Napa, CA 95448

DATE REPORTED: May 3, 2016
COLLECTED BY : SP

Log Number	Date Collected	Date Set	Date Completed	Sample Source		Coliform MPN/100 ml
416-8815	04/28/16	04/28/16	05/02/16	Effluent (D) Chlorine Residual 2.5	Total	2.0
					Fecal	<2.0

COPY SENT TO: Fax 837-0872

Approved By Clare Masten
BRELJE & RACE LABORATORIES, INC.

425 SOUTH E STREET • SANTA ROSA, CALIFORNIA 95404 • (707) 544-8807

TVCSD Board of Director's Meeting Agenda
Date: Wednesday, May 25, 2016, 6 pm
Location: Tomales Town Hall, Tomales, California 94971

PUBLIC BUDGET HEARING

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.

III. Discussion and approval of TVCSD Draft Budget for Fiscal Year 2016/2017 Action

IV. Adjournment

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

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

PO Box 303 • Tomales, CA • 94971 • ph 707.878.2767 • www.tomalescsd.ca.gov
Board of Directors:
Bill Bonini, President • Deborah Parrish, Vice President • Donna Clavaud
Peter MacLaird • Dru Fallon O'Neill

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

TVCSD SEWER ENTERPRISE

DRAFT

INCOME AND EXPENSE BUDGET

Fiscal Year 2016-2017

SUBMITTED: May 11, 2016

DRAFT APPROVED: May 25, 2016

FINAL APPROVAL:

Tomales Village Community Services District

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

DATE: May 11, 2016

TO: Stakeholders

FROM: Board of Directors, TVCSD

SUBJECT: Proposed TVCSD Budget for 2016-17

OVERVIEW:

This Fiscal Year 2016-17 Budget Proposal is the outcome of a newly constituted Board, all new Staff and the ongoing work of its two standing committees, the Financial Advisory Committee and the Park Advisory Committee. It represents an ongoing effort to examine expenses, lower costs, and implement efficiency recommendations. Our goal has been to present a balanced cash budget and to work towards an asset management plan that will allow the district to budget for future necessary capital improvements. Ratepayer participation is encouraged and always welcome in an effort to maximize transparency and represent the ratepayers needs and interests.

This budget includes separate part time contracts for staffing the District with a General Manager, Financial Services and Administrative Support in order to insure checks and balances between the roles. It is noteworthy that we have been able to reduce our costs with this change. There are ongoing budget outlays for maintenance of the sewer system and a continuation of TV inspection of a section of our collection system. No new capital improvements are scheduled for this budget. We do have one new sewer hook-up which is new income. The solar rebate income has now expired.

Over the coming year, we will be developing a five and ten year financial plan, completing a TVCSD Policy Manual, and continuing discussions with our partner, SUSD, to revise our Memorandum of Agreement. We will continue to implement recommendations for increased district efficiency and we hope to finalize a Rate Analysis, both being Board actions for third-party professional assistance to assess and improve our abilities for economic sustainability and overall transparency.

SEWER DIVISION: RESTRICTED FUNDS, OPERATING INCOME

Sewer Service Fees

The current service rate is $63 per month per equivalent unit, or $756 per year. A rate increase is not recommended for this budget. We hope to submit new data to RCAC so that they can finalize a Rate Study to evaluate TVCSD rates and assist in the analysis of our ability to remain solvent and be able to address future capital improvements.

California Solar Initiative (CSI) Rebate

The Solar System generates energy to reduce monthly PG&E costs, and we have received PG&E rebates based on these costs for the past 5 years. The CSI Rebate of approximately $12,500 annually has ended in 2015-16. This budget does not recommend an additional rate increase to help pay the annual solar lease agreement.

NOTE: The 2009 rate increase of $5/month per EU was established to help offset the initial annual costs of the solar system and is set aside in a separate account for the repayment of the annual Bond issue for the Solar Project. However, this rate increase does not cover the entire cost of the annual lease agreement.

No major capital replacements in the Solar system are anticipated.

EXPENSES:

Solar Lease Agreement

The Solar System was purchased with the sale of Clean Renewable Energy Bonds. The Bond agreement sets up the sale as a lease until the bonds are paid off over a ten-year period. This lease payment and administrative fee is $18,691.18 each year.

SEWER DIVISION: UNRESTRICTED FUNDS, OPERATING INCOME

Solar System

This includes a maintenance budget item of $400 since the system is now entering its sixth year.

SUSD Sinking Fund

This is SUSD's debt service requirement for their portion of the State Revolving Fund loan. This Budget will decrease their annual payment by $8,355 due to our reduction in overall District expenses.

Connection Fees

One new sewer connection fee of $10.000 is anticipated for this fiscal year.

Levy 4

The Levy 4 Unitary Tax from the County is anticipated to be about $10,000 but it does vary from year to year and we have projected $8200 for this budget.

NON OPERATING INCOME

Interest Income

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

NON OPERATING INCOME: Transfer In

EXPENSES

Collection, Treatment and Disposal

Expenses in the cleaning of the FOG separator have increased dramatically and we are currently investigating mitigation to contain costs. Treatment has been budgeted at $8,100, which is up from $1,686 the prior year.

New equipment and maintenance costs:

- CCTV collection lines, videoing another section of the collection system for $5,000
- Plant and Building Maintenance of $1,000
- Irrigation Field Maintenance of $6,000
- Equipment Repairs of$1,150
- Computer Repairs (SCADA) of $250

Board Member Stipends

This budget includes the roll-out of a new TVCSD board stipend policy for attendance at Board meetings and Standing Committee meetings to acknowledge the effort of board member time and oversight. This stipend is budgeted at $50 per meeting with a maximum of two meetings per month per board member.

Contract Services

This budget reflects our new competitive bidding policy and RFP procedures and we have new contracts for services in an effort to insure market efficiency and to increase transparency of the process.

- **General Management Services**
  As a result of the Matrix Efficiency Study recommendation that TVCSD only required part time administration, we now have a contract for services for 32 hours per month for strictly management.
- **Financial Management Service**
  To separate duties and increase financial controls within the District, we have a financial services contract person for 6 hours per week.
- **Administrative Support**
  We have secretarial services budgeted at 4 hours per week and have a person who is hired from Nelson Staffing Solutions.
- **Operation and Maintenance Services**

This budget is based on the existing agreement with current Plant Operators Phillips and Associates. The current agreement is tied to the CPI. We plan to negotiate the terms of this agreement in the upcoming year to determine competitive market value for these services.

In order to contain costs, this budget proposes savings by decreasing our regular board meetings by two meetings per year, August and December. This will save staff time and board stipends. This budget also proposes that the General Manager will only attend quarterly board meetings and the Financial Services staff will only attend two meetings per year for the development of the budget and to oversee the annual audit.

Recommendations:

It is recommended that the Financial Advisory Committee and the Board of Directors take the following action:

- Review and Adopt final Budget at a July Public Hearing
- Adopt Resolution 16-03 continuing the existing rate at the July Board of Director's Meeting
- Adopt Resolution 16-04 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 July Board of Director's Meeting.

Sewer Budget to Actual Comparison July - May 2016 and Budget Comparison 2015-2016 and 2016/2017

	YEAR-TO-DATE		FULL FISCAL YEAR	
	Jul '15 - May 16	YTD Budget	15_16Budg	16/17Proposed
Income				
301.00 · Service Charges				
301.10 · Service Charges - Monthly	693.00	693	756	756
301.15 · Service Charges - Annual Fees	2,268.00	1,512	1,512	1,512
301.20 · Service Charges - SUSD	68,464.78	69,613	69,613	61,258
301.30 · Service Charges - County				
301.35 · Solar Portion - County	7,770.00	7,680	7,680	7,680
301.30 · Service Charges - County - Other	88,456.48	90,191	90,191	90,191
Total 301.30 · Service Charges - County	96,226.48	97,871	97,871	97,871
301.40 · Capital Improvement Component	0.00	4,420	4,420	
Total 301.00 · Service Charges	167,652.26	174,109	174,172	161,397
303.00 · Connection Fees				10,000
303.10 · Permit and Inspection Fees	250.00			
305.00 · SUSD Sinking Fund	8,062.00	8,062	8,062	8,062
311.00 · Interest Income	1,495.20	1,409	1,422	1,492
315.00 · Intergovernmental Revenues				-
315.50 · Levy 4	3,820.27	7,900	8,200	8,200
315.00 · Intergovernmental Revenues -SB 90	2,515.00	0	-	
Total 315.00 · Intergovernmental Revenues	6,335.27	7,900	8,200	8,200.00
316.00 · CSI Solar Rebate	7,519.93	11,700	12,750	
318.00 · Other Nonoperating Income				
318.30 · Transfer In	0.00	18,500	18,500	
Total Income	**191,314.66**	**221,680**	**223,106**	**189,151**
Expense				
410.00 · Sewage Collection	321.58	350	375	375
411.00 · Sewage Treatment	8,215.73	1,658	1,686	8,100
412.00 · Sewage Disposal	287.68	308	336	336
414.00 · Administration and General				
404.10 - Payroll Tax Expense				
414.13 - State Unemployment Tax	28.90			169
414.12 - Medicare Payroll Tax	12.33			72
414.11 - Social Security Tax	52.70			309
Total 404.10 - Payroll Tax Expense	93.93			550
414.05 · Administrator's Fees	46,195.74	41,250	45,000	45,477
414.22 · Licenses and Permits	1,346.50	1,346	1,346	1,346
414.30 · Insurance				-
414.31 · Property & Liability Insurance	5,717.31	5,312	5,312	6,000
414.33 · Worker's Comp Insurance	772.36	738	738	500
414.35 · Health Insurance Allowance	400.00	0	-	
Total 414.30 · Insurance	6,889.67	6,050	6,050	6,500
414.40 · Office Expense				
414.41 · Postage and Delivery	306.19	211	211	350
414.42 · Printing and Copies	0.00	50	50	50
414.43 · Office Supplies	549.80	380	380	310
414.44 · Sonic - Web Hosting	139.65	1,719	1,739	250
414.45 · Equipment Expense	196.50	0	-	250
414.46 · Board Meeting Expense				
414.465 · Board Meber Stipend	850.00	3,850	4,200	5,000
414.467 · Board Training	60.00	1,860	1,920	1,000
414.468 · Board Meeting Expense - Other	0.00	1,000	1,000	
414.46 · Board Meeting Expense - Other	0.00	0	-	
Total 414.46 · Board Meeting Expense	910.00	6,710	7,120	6,000
414.47 · Clerical/Bookkeeping	15,513.75	3,850	4,200	10,220
414.48 · Office Rent	900.00	1,100	1,200	1,200
414.49 · Secretary	5,372.96	7,150	7,800	6,856
414.495 · Recruiting	0.00	1,000	1,000	
Total 414.40 · Office Expense	23,888.85	22,170	23,700	25,486
414.50 · O&M Contractual Services	55,226.45	62,179	67,832	71,000
414.55 · Professional Fees				

Sewer Budget to Actual Comparison July - May 2016 and Budget Comparison 2015-2016 and 2016/2017

	YEAR-TO-DATE			FULL FISCAL YEAR	
	Jul '15 - May 16	YTD Budget		15_16Budg	16/17Proposed
414.551 · Legal Fees	474.25	5,000		5,000	
414.552 · Accounting	4,750.00	5,000		5,000	4,750
414.553 · Consulting	0.00	2,000		2,000	
414.555 · Grant Writer	0.00	5,000		5,000	
Total 414.55 · Professional Fees	5,224.25	17,000		17,000	4,750
414.60 · Publication and Notices					
414.61 · Newsletter Expense	150.41	360		360	710
414.62 · Dues and Subscriptions	1,531.65	1,510		1,510	1,510
414.65 · Rents and Leases					
414.67 · Solar Lease Admin Fee	750.00	750		750	750
414.68 · Solar Lease Agreement	17,941.18	17,941		17,941	
Total 414.65 · Rents and Leases	18,691.18	18,691		18,691	750
414.70 · Repairs and Maintenance					
414.71 · Plant and Building Maintenance	0.00	1,000		1,000	1,000
414.72 · Computer Repairs	15,002.77	250		250	250
414.73 · Equipment Repairs	0.00	1,150		1,150	1,150
414.76 · Collection System Maintenance	3,714.00	5,500		5,500	5,000
414.77 · Irrigation Field Maintenance	3,191.57	2,000		2,000	6,000
414.78 · Solar Panel Maintenance	0.00	400		400	400
Total 414.70 · Repairs and Maintenance	21,908.34	10,300		10,300	13,800
414.75 · New Equipment	0.00	13,000		13,000	
414.80 · Travel and Meetings					
414.81 · Travel	648.82	1,100		1,200	
414.83 · Meetings and Seminars	0.00	320		320	320
Total 414.80 · Travel and Meetings	648.82	1,420		1,520	320
414.90 · Telephone and Internet Services	2,783.57	2,420		2,640	2,640
414.95 · Miscellaneous Expenses	0.00	0		-	
Total 414.00 · Administration and General	184,579.36	197,697		208,950	174,839.00
417.00 · Other Operating Expenses					
417.10 · Bank Service Charges	0.00	0		-	
417.20 · Election Expense	289.00	428		428	
417.30 · LAFCO Charges	-115.50	124		124	124
417.00 · Other Operating Expenses - Other	-0.14				
Total 417.00 · Other Operating Expenses	173.36	552		552	124.00
415.00 · Amortization Expense	0.00	0		-	
415.50 · Depreciation Expense	47,300.00	0		-	
420.20 · Interest Expense - SRF Loan	4,046.20	4,371		4,371	3,877
423.20 · Awards and Gifts	0.00	175		175	
Total Expense	244,923.91	205,111		216,445	**187,651.00**
Net Income	**-53,609.25**	**16,569**		**6,662**	**1,500**

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

RESOLUTION # 16-03 and RESOLUTION # 16-04

May 25, 2016

WHEREAS, the Marin County Board of Supervisors, by Resolution # 98-161, formed the Tomales Village Community Services District for the purposes of, among other things, local control of the Tomales Wastewater System and Tomales Community Park, and

WHEREAS, the voters of Tomales elected a Levy 4 Assessment to supplement the Sewer Operations & Maintenance in 1976, based on the assessed value of property within the District, at a current rate of $0.020/$100, and

WHEREAS, the Tomales Village Community Services District's current sewer service rate is $756/year, and current fee for new connection is $10,000, and

WHEREAS, at their May 11, 2016 regular scheduled Board of Directors meeting, the Tomales Village Community Services District Board unanimously voted to maintain **(RESOLUTION #16-03)** the current tax rate of $0.020/$100 assessed value; maintain the current sewer service charge to $756/year per equivalent unit; and maintain the current connection fee of $10,000 per new connection per equivalent unit **(RESOLUTION #16-04)** until changed by resolution.

THEREFORE, be it resolved that, the Tomales Village Community Services District Board of Directors authorizes the General Manager to submit to the Marin County Auditor's Office notice of the override tax rate and sewer rate to be collected on the County Property Tax Bill and directed to the District.

EXECUTED THIS 8TH DAY OF JUNE, TWO THOUSAND AND SIXTEEN.

_____

Bill Bonini, President, TVCSD

Attested by:

_____

Cynthia Hammond, Secretary, TVCSD

Park Budget to Actual July to May 2016, 2015/2016 and 2016/2017 Budgets

	Actual	YTD Budget	Jul '15-Jun'16	Jul '16 - Jun 17
	Jul '15 - May 16	Jul '15 - May 16	Annual Budget	Annual Budget
Ordinary Income/Expense				
Income				
311.00 · Interest Income	3.83	1	1	3
315.00 · Intergovernmental Revenues				
315.60 · HOPTR	0.00	0	0	
315.65 · Property Tax Refund	0.00	0	0	
315.70 · SB 90 Reimbursement	7,273.00			
315.75 · Measure A Prior Year Carryover	0.00	27,053	27,053	
315.80 · Measure A Funds	32,907.56	27,387	27,387	32,900
315.85 · Advanced Measure A Funds	0.00	10,000	10,000	
320.00 · Contributions Income				
320.20 · Restricted				
320.25 · Prior Year Carryover	0.00	1,500	1,500	
320.20 · Restricted - Other	0.00	1,500	1,500	100
Total 320.20 · Restricted	0.00	3,000	3,000	100
320.30 · Unrestricted				
320.32 · 2013 PitP	0.00	0	0	
320.35 · Prior Year Carryover	0.00	10,693	10,693	
320.30 · Unrestricted - Other	100.00	200	200	300
Total 320.30 · Unrestricted	100.00	10,893	10,893	300
320.00 · Contributions Income - Other	150.00			
Total 320.00 · Contributions Income	250.00	13,893	13,893	400
322.00 · Park Use Rental				
322.50 · Cleaning and Security Deposit	200.00	0	0	
322.00 · Park Use Rental - Other	545.00	450	450	550
Total 322.00 · Park Use Rental	745.00	450	450	550
322.60 · Water Tower PGE	770.00	770	910	840
340.00 · Grants				
340.10 · Board of Supervisors	0.00	10,774	10,774	0
340.20 · Dean Witter Foundation	0.00	9,000	9,000	0
Total 340.00 · Grants	0.00	19,774	19,774	0
Total Income	**41,949.39**	**99,328**	**99,468**	**34,693**
Expense				
414.80 · Measure A				
414.81 · Measure A Project Expenses	1,885.12	59,000	59,000	40,300
414.82 · Measure A Maintenance Expenses	1,742.78	500	800	621
414.83 · PGE Park	868.30	1,205	1,310	1,310
414.85 · Matching Project Funds	0.00	7,000	7,000	32,169
Total 414.80 · Measure A	4,496.20	67,705	68,110	74,400
430.00 · Miscellaneous	0.00	3,000	3,000	0
Total Expense	**4,496.20**	**70,705**	**71,110**	**74,400**
Net Ordinary Income	**37,453.19**	**28,624**	**28,358**	**-39,707**
Use of Prior Year Measure A Funds				14,831
Use of Dean Witter and Board of Supervisors Funds				25,000
Results for 2016/2017 after Use of Carryovers				124

Tomales Park Committee meeting minutes		
Monday, May 23rd, 2016 Meeting began @ 6:35 pm		
Margaret Graham chaired the meeting.		
Walter Earle served as note taker.		
Present for meeting were: Bill Bonini, Brian Lamoreaux, Beth Koelker, Patty Oku, David Judd		
Agenda:		
Open Communication		
Gazebo decisions for cost estimates		
North Fence cost estimates for matching funds from County		
Adjourn		
Agenda Item	**Discussion**	**Action**
Open Communication	Patty asked for clarification of staff time spent on park issues.	Bill will investigate.
Gazebo decisions for cost estimates	Davis Sand Concrete Color (Tan) Hot dipped galvanized posts and brackets Western Red Cedar beams Western Red Cedar Tongue&Groove (To hide Plywood for roof) ½ inch Plywood on top of Tongue and Groove Winchester Gray 40 year composition shingles LED lighting around perimeter. Switch in a locked box by outlets No gutters	Walter motioned we accept these design details. Patty seconded. Motion approved unanimously
North Fence cost estimates for matching funds from County	Bill and David have 2 bids for fence replacement. The fence is 230ft. long. Posts will be 4x6, with 6ft redwood boards spaced 1.5 inches apart. The bids include demolition and removal of the old fence. One bid was for $16,000, the other was for $10,800. The lower bid was with 4x4 inch posts. David will ask what the cost difference would be to use the larger posts and a retaining wall at the corner of the Tucker property. Bill Tucker requested a gate to his back yard and will pay for it. Patty asked Bill Bonini to check on liability issues with SDRMA. Donna has the information to use for a grant request to Supervisor Kinsey's office. $12,000 has been budgeted for the fence project.	Patty motioned we accept the Gabino bid. Walter second. Proposal will be made to the TVCSD Board. Motion approved unanimously
Meeting adjourned at 8:20 pm.	The Committee thanked Brian for his generous participation on the PAC	
Minutes approved by:		
Date:		