



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, January 9, 2019, 7 pm

Location: Tomales Town Hall, Tomales, California 94971

I. Call To Order

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

III. Approval of January 9, 2019 BOD Agenda Action

IV. Board Member Reports

V. Approval of November 14, 2018 Minutes Action

VI. TVCS D Board Officer Elections Action

VII. Committee Reports

- a. Park Advisory Committee (PAC)
 - 1. Review November 19, 2018 PAC meeting minutes
- b. Financial Advisory Committee (FAC)
 - 1. No FAC meeting was held in December 2018

VIII. Financial Report (Melinda Bell)

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

IX. General Manager's Report

X. NSU Report

- a. Review October & November 2018

XI. Pending Business

- a. Board Review of Best Practices for Directors
- b. Content Ideas for TVCS D February 2019 Newsletter

XII. Other Business

XIII. New Business

- a. TVCS D Website Discussion-Clarify Management & Protocols; website updates needed
- b. Resolution needed for Board of Directors Elections

XIV. Correspondence

XV. Adjournment

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

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

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

Board of Directors:

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



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, November 14, 2018 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

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

Board Members Absent: Peter MacLaird

Also Present: Jose Ortiz, TVCS D General Manager; Cynthia Hammond, TVCS D Recording Secretary; Walter Earle, Park Committee Chair

I. Call To Order

Dru Fallon O'Neill called the meeting to order at 7:14 p.m.

II. Open Communication Time for community members and visitors to bring up items they wish to discuss and items that do not appear on the agenda. Added items will be included under Other Business
None

III. Approval of November 14, 2018 TVCS D BOD Agenda

Dru Fallon O'Neill motioned to approve the November 14, 2018 TVCS D agenda as is. No objections.
M/S/C

IV. TVCS D Board Member Reports

Donna Clavaud suggested developing a TVCS D website policy and questioned who was maintaining the website and what the protocols were. Walter Earle is currently posting board packets, and other documents he receives from Jose Ortiz and Melinda Bell on the TVCS D website. Donna Clavaud mentioned that Melinda Bell noticed that some areas need updating/amending and asked TVCS D Board to review the website. Walter Earle said he will continue updating the TVCS D website. Jose Ortiz said he had a template for a website policy. Jose Ortiz noticed a Special District's website didn't contain a lot of information and when speaking to that District, they said they would make their documents available to those who requested them and felt "transparency" could introduce an element of risk (that District received an "F" grade from the Grand Jury). Donna Clavaud said State Senator Mike McGuire put a bill before the State Legislature that led to the Grand Jury investigations into public agency's website transparency. TVCS D has an A- rating from the Grand Jury. Deborah Parrish reminded the TVCS D Board that TVCS D is a public utility and there is an obligation to provide all the information and history.

V. Approval of October 10, 2018 TVCS D BOD minutes

Donna Clavaud pointed out on page three (3), under item four (4), "paying \$2% " and requested removing "\$" so it reads 2%.

Bill Bonini motioned to approve the TVCSD October 10, 2018 minutes with the above correction.
Deborah Parrish seconded the motion. M/S/C

VI. Committee Reports

a. Park Advisory Committee (PAC)

1.) Review October 22, 2018 PAC meeting minutes:

Walter Earle said the PAC would like to fund two (2) benches in honor of Margaret Graham. Cindy and Randy Biehler will fund one (1) of the benches. David Judd has a slab of cypress he would donate and install with a plaque honoring Margaret Graham. Walter Earle questioned how to fundraise for the second bench. Deborah Parrish asked what the fundraising goal was. Walter Earle said Cindy & Randy are looking in to that. Jose Ortiz suggested using Measure A funds for the second bench. Walter Earle said it could be cost could be added to the next Measure A work plan. Donna Clavaud suggested using donations for the plaques. Dru Fallon O'Neill suggested mentioning a request for donations in the upcoming TVCSD newsletter for the plaques and perhaps trees in Margaret Graham's honor. Donna Clavaud said Melinda Bell suggested TVCSD needs a Donor Policy; clarification about how funds are raised, the protocols and who does the fundraising.

Walter Earle questioned Jose Ortiz on the status of bidders for the Park projects. Jose Ortiz said the Notice to Prospective Bidders is prepared and will have a December 20, 2018 deadline to submit a proposal; the TVCSD Board can take action to approve a bid at the January 2019 meeting. The project is to be completed by March 15, 2019. There are questions in regards to lighting of the gazebo; the plans don't reflect that. Bill Bonini suggested taking the lighting out of the bid. Another question is in regards to the ADA ramps to four (4) play areas; Jose Ortiz said another ADA ramp should go from the handicap parking space directly to the swing area which will add a fifth ramp. Conceptual sketches should be made available on the website before it's included in the scope of work. Donna Clavaud said there currently weren't any sketches of the ADA ramps in the RFP. Jose Ortiz is going to contact an architect who specializes in ADA construction to see if he has standard details for ADA ramp specifications.

Jose Ortiz suggested removing the pedestrian gate from the contract. Donna Clavaud agreed because the pedestrian gate is a community-based project; money was raised from the flea market for that project.

Tim Furlong is donating his time to demolish the old gazebo but not the dump fees; Jose Ortiz will contact Tim Furlong to demolish the old gazebo ASAP. Walter Earle brought up the question if prevailing wages applied to demolishing the gazebo and reimbursing the dump fees. Jose Ortiz said he would check to see if prevailing wages applies.

b. Financial Advisory Committee (FAC)

1.) Review approved October 24, 2018 FAC meeting minutes:

Donna Clavaud reported FAC would set a priorities list at the January FAC meeting. The TVCSD Records Retention and Credit Card Policies will be addressed in 2019. Jose Ortiz sent FAC an Accounting, Financial and Procedures Policies, which were drawn from CSDA policy sample handbook. There are two (2) major sections; Accounting Policies and Procedure Policies. Deborah Parrish said the current TVCSD Financial Policies include General Policies such as the Website and Donor Policies, which will need to be amended (where do the General Policies belong).

2.) Discuss, review and approve TVCSD Draft Investment Policy:

Donna Clavaud said the TVCSD Draft Investment Policy, will be included in the Accounting and Procedures Manual. This will allow TVCSD to transfer funds in to CA LAIF, which was approved at the October 10, 2018 TVCSD meeting.

Donna Clavaud motioned to adopt the TVCSD Investment Policy, which has been developed by the TVCSD Financial Advisory Committee. Deborah Parrish seconded the motion. M/S/C

3.) Review and approve Resolution 18-7, Authorizing Investment in the Local Agency Investment Fund (CA LAIF) in State Treasury:

Donna Clavaud motioned to adopt Resolution 18-7, Authorizing Investment in the Local Agency Investment Fund (CA LAIF) in State Treasury. Bill Bonini seconded the motion. M/S/C

Resolution 18-7 passed by a 4-0 vote. 1 Absent

4.) Approve and complete Local Agency Investment Fund (CA LAIF) New Regular Account Application:

Bill Bonini motioned to approve Local Agency Investment Fund (CA LAIF) New Regular Account Application. Deborah Parrish seconded the motion. M/S/C

VII. Financial Report (Melinda Bell)

a. Accept check registers and approve expenditures:

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

b. Financial Manager's report:

Financial Manager's report was reviewed.

c. Review and Approve financial statements:

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

d. Review Draft Response to Auditor’s Internal Control Report (2017/2018):

Bill Bonini motioned to approve response to Auditor’s Internal Control Report (2017/2018).
Deborah Parrish seconded the motion. M/S/C

VIII. General Manager’s Report

Jose Ortiz said he received an inquiry from Emily Brady about a sewer connection. Emily Brady and her husband are interested in purchasing a vacant lot next to Alex Derbes. Connection to the sewer system may require an extension to the sewer main. Jose Ortiz questioned if someone needs to extend the main, do they need to foot the entire bill themselves, if they do, does that satisfy their sewer connection fee and would they be entitled to a rebate if someone else connects to the system? Bill Bonini said if the main needs to be extended, the property owner would be responsible for the cost in addition to the sewer connection fee. Deborah Parrish asked how other districts handle a situation like this. Jose Ortiz said the burden and the cost would be the responsibility of the owner but will do some research with other districts. Donna Clavaud questioned if TVCSD should develop a policy. Jose Ortiz said there are ordinances however TVCSD should adopt certain policies.

Jose Ortiz has yet to hear from Telstar regarding the SCADA system and will be contacting the General Manager to ask for a resolution. The sensors need to be replaced but there isn’t a point in replacing them yet if the system isn’t working properly.

Ryan Pulley has left NSU and has been replaced by Brandon Jacka as the new Chief Plant Operator.

Jose Ortiz is scheduling the TV inspection of the entire sewer system. If there are any problems, the CIP will be amended.

IX. NSU Report

Review August & September 2018 NSU reports:

Reports were reviewed. Jose Ortiz wants to see the sampling reports on the NSU reports.

X. Pending Business

None

XI. Other Business

None

XII. New Business

a. Planned TVCSD Newsletter for February 2019:

TVCSD Newsletter will be planned for February 2019.

b. TVCSD Board Election of Officers for January 2019:

Officers will be elected at the January 9, 2019 TVCSD Board meeting.

c. Discussion of Board of Directors Policy Handbook Orientation and Best Practices:

Board of Directors Policy Handbook and Best Practices will be reviewed. Jose Ortiz has a CSDA sample template for a Board of Directors Policy Handbook and will email it to TVCSD Board of Directors.

XIII. Correspondence

None

XIV. Adjournment

Meeting was adjourned at 9:06 pm. No objections.

Next TVCSD BOD Meeting, January 9, 2019, 7 pm at Tomales Town Hall

Approved by: Dru Fallon O’Neill, President

Date:

Attested by: Cynthia Hammond, Recording Secretary

Date:

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Tomales Park Committee meeting minutes

Monday, November 19, 2018 Meeting began @ 6:35 pm

Walter Earle chaired the meeting.

Drew Fallon O'Neill served as note taker.

Present: Walter Earle, Beth Koelker, David Judd,

Absent: Kara Davey, Patty Oku

Agenda:

Open Communication

Update on the Margaret Graham Memorial Bench

Handicap Ramp To Upper Swings

Update on Prospective Bidders

Demolition of Old Gazebo

Postpone Entry Gate Portion of the Project

December PAC Meeting is canceled

Adjourn

<u>Agenda Item</u>	<u>Discussion</u>
Open Communication	Walter is generously providing Pink Naked Ladies to beautify the park and is awaiting rain followed by volunteers to help plant the dozens of bulbs he has collected. A call for volunteers will follow the rain, making digging in the hard pan a more pleasant experience than is currently available.
Margaret Graham Memorial Bench update	Discussion continued with more input from the recent TVCSD meeting of the prior week on using Measure A funds for the Margaret Graham Memorial Bench(es). Cindy and Randy Biehler had graciously offered to fund the bench project to honor Margaret and her contributions to the Park and Community, and this seed of thought has grown to include more than 1 bench. Placement, material and types of benches were further discussed with David who brought up a more community participatory project of making a clay bench with materials gleaned from the park itself. Beth added David Duskin as a potential collaborator to the design side, and after a healthy exchange of ideas, David Judd will go forward with research on pre-fab bench additions. Discussion from the TVCSD was offered regarding splitting Measure A to cover the cost of the bench with the Biehler's contribution going toward a plaque.
Handicap Ramp To Upper Swings	Combining Handicap Ramp to upper swings and grade issues with the Handicap Ramp project were discussed with there being an advantage to putting in an additional ramp at the same time as the others for future needs, instead of coming back and installing an additional ramp at a future date which would result in more costs and a separate project. By combining everything at the same time a cost saving would be possible.
Update on Prospective Bidders	Walter brought information discussed at the TVCSD meeting on the Gazebo projects with dates concerning the bidding process with General Manage Jose Ortiz setting dates of a Dec 7 th deadline for questions from prospective bidders, deadline for submitting bids is Dec 20 th with work to be completed by March 15, 2019. Weather considerations/concerns were voiced by David, but group was in agreement on having a proposed deadline to work with.
Demolition of Old Gazebo	Support for Tim Furlong's offer to demolish the aging gazebo was tempered with concern over potential damage to park grounds should equipment not have rubber treads. David will address the Trex curbs and brown shale paths and care needed in the demolition of gazebo to prevent damage to grounds. TVCSD Board gave approval at their Nov 14 th meeting following discussion did not find any conflict of protocols. TVCSD will cover the cost of dumpster.
Postpone Entry Gate Portion of the Project	Park Committee was in agreement to postpone the entry gate project, concentrating on the other pressing current projects on the books.
Meeting adjourned at 7:19 pm.	Motion to Motion to adjourn- Beth/Walter
Next Meeting will be January 28, 2019	

Minutes approved by:

Date:

**Bank Transactions
December 2018**

DECEMBER BANK TRANSACTIONS		Type	Date	Num	Name	Memo	Amount	Balance
PARK		131.42 · Bank of Marin - Money Marke			Beginning Balance			35,442.84
		Total 131.42 · Bank of Marin - Money Ma			Ending Balance 12/31/2018			35,442.84
		131.46 · Bank of Marin - Park Account			Beginning Balance			132,824.52
		Bill Pmt -Check	12/09/2018	1233	PGE	7399820768-9 10/25-11/24	-94.83	132,729.69
		Bill Pmt -Check	12/14/2018	1231	Fishman Supply	inv 1167006 towels, tissue,soap, covers	-140.51	132,589.18
		Deposit	12/18/2018			Filming	500.00	133,089.18
		Payment	12/18/2018		Henry Elfstrom		70.00	133,159.18
		Total 131.46 · Bank of Marin - Park Accd			Ending Balance 12/31/2018		334.66	133,159.18
					TOTAL PARK BANK BALANCES			168,602.02
SEWER								
131.31 · Redwood Credit Union					Beginning Balance			116,433.36
		Total 131.31 · Redwood Credit Union			Ending Balance 12/31/2018			116,433.36
131.42 · Bank of Marin - Money Market					Beginning Balance			53,140.47
		Deposit	12/04/2018			HOPTR	9.32	53,149.79
		Transfer	12/05/2018			Funds Transfer	-35,000.00	18,149.79
		Deposit	12/07/2018			Levy 4	3.78	18,153.57
		Deposit	12/13/2018			Levy 3 & 4	68,556.26	86,709.83
		Total 131.42 · Bank of Marin - Money Market			Ending Balance 12/31/2018		33,569.36	86,709.83
131.44 · Bank of Marin - Sewer					Beginning Balance			14,214.10
		Transfer	12/05/2018			Funds Transfer	35,000.00	49,214.10
		Bill Pmt -Check	12/05/2018	4599	Brelje and Race Laboratories, Inc.		-379.00	48,835.10
		Bill Pmt -Check	12/05/2018	4600	Capital One Bank		-15.90	48,819.20
		Bill Pmt -Check	12/05/2018	4601	CSDA	member #6261 dues and sample policy ha	-1,059.00	47,760.20
		Bill Pmt -Check	12/05/2018	4602	Kristin Lawson	Dec-Feb rent	-300.00	47,460.20
		Bill Pmt -Check	12/05/2018	4603	Marin County Dept of Public Works	Facility 21-000-600549	-312.00	47,148.20
		Bill Pmt -Check	12/05/2018	4604	Melinda K. Bell	November	-865.12	46,283.08
		Bill Pmt -Check	12/05/2018	4605	Nelson Staffing	inv 6256026 11/14&17 4.0 hours	-139.80	46,143.28
		Bill Pmt -Check	12/05/2018	4606	SWRCB	2215072001 2018/2019	-1,143.00	45,000.28
		Bill Pmt -Check	12/05/2018	4607	SWRCB SRF Loan	8843-556-0 payment #16	-24,137.68	20,862.60
		Bill Pmt -Check	12/09/2018	4608	PGE	10/24-11/25 8044736439-1	-91.19	20,771.41
		Bill Pmt -Check	12/14/2018	4609	Municipal Finance Corp.	admin fee Lease 09-006 2018/2019	-750.00	20,021.41
		Bill Pmt -Check	12/14/2018	4610	Natural Systems Utilities -CA	inv 256455 December	-4,095.64	15,925.77
		Payment	12/18/2018		Tomales Regional Histroy Center		81.90	16,007.67
		Bill Pmt -Check	12/22/2018	4611	AT&T	138729848 12/110-01/10	-85.00	15,922.67
		Bill Pmt -Check	12/22/2018	4612	AT&T Uverse	145835838	-123.87	15,798.80
		Bill Pmt -Check	12/27/2018	4613	Brelje and Race Laboratories, Inc.		-455.00	15,343.80
		Total 131.44 · Bank of Marin - Sewer			Ending Balance 12/31/2018		1,129.70	15,343.80
131.48 · Bank of Marin - Solar					Beginning Balance			20,408.37
		Bill Pmt -Check	12/05/2018	1006	City National Bank	#09-006 annual	-17,941.18	2,467.19
		Total 131.48 · Bank of Marin - Solar			Ending Balance 12/31/2018		-17,941.18	2,467.19
					TOTAL SEWER BANK BALANCES			220,954.18



Financial Manager's Report January 9, 2019

With this month's packet we can see the financial results of the first half of the fiscal year, a good starting point for our annual budget process which will begin next month. Since the packet deadline is January 2, there are many bills not yet received for the last part of the period reported. By the spring when the draft budgets are reported, all expenses for the first half of the year will have been recorded and accrued for December 31. The reports for the second half of the year will be completed after two months' delay, allowing time for accrual of all expenses for the year. But for now, these reports give us a good idea of the results of the first six months of 2018/2019.

The balance sheet reports show that Park cash has increased from a year ago by \$32,000, and net income for the six months is close to the amount recorded at this time last year. The 2018/2019 Park budget anticipates \$93,555 in expenses for the whole fiscal year.

The Sewer balance sheet also reports increased cash from a year ago. Cash balances have increased \$20,000, and debt has decreased nearly \$40,000. Sewer equity has increased only \$12,000 because capital assets are depreciating at the rate of nearly \$50,000 a year. The \$49,751 in depreciation is a non-cash expense, but serves as a reminder we must plan for the future. Increasing cash balances and paying down debt will help us prepare for capital expenditures.

I have also included on the budget pages in this packet a year-to-year comparison with the 2017/2018 results for the first half of last year. The Park budgetary comparison reflects the construction delays with expenses year-to-date of \$3,500 compared to the budget estimate of \$22,200 for the first half of the year. Total Park income is very close to budget. Park income is also very close to total Park income at December 31 2017, and Park expenses are also close to 2017/2018 levels, reflecting only increased costs for RFP and planning work this year.

Sewer net income for the first six months is \$57,500 compared to budgeted \$55,705. Actual net income includes \$25,800 in six months' depreciation, which was not in the budget. Budgeted amounts for electrical expense due to the solar cash-out, and administrator's fees, NSU maintenance supplies, Board member stipends, CIP costs, legal fees have not been spent, so the budget variance is only \$1,800 favorable.

Sewer total income is \$20,000 higher than 2017/2018 due to the higher rate in sewer service charges and the connection fees. Sewer expenses are \$24,000 less than 2017/2018 due to late payment of administrator's fees and lab fees and lower expenses for NSU maintenance supplies and electricity due to the solar credit cash-out.

PARK COMPARATIVE BALANCE SHEETS FIRST HALF FISCAL YEAR				Dec 31, 18	Dec 31, 17	\$ Change
ASSETS						
	131.42 · Bank of Marin - Money Market			35,442.84	0.00	35,442.84
	131.46 · Bank of Marin - Park Account			133,159.18	136,526.52	-3,367.34
Total 131.00 · Cash				168,602.02	136,526.52	32,075.50
	100.20 · Land and Land Rights			132,000.00	132,000.00	0.00
	111.00 · Park Equipment			247,958.66	255,589.76	-7,631.10
Total Fixed Assets				379,958.66	387,589.76	-7,631.10
TOTAL ASSETS				548,560.68	524,116.28	24,444.40
LIABILITIES & EQUITY						
Liabilities						
	222.00 · Accounts Payable			0.00	82.68	-82.68
	217.00 · Unearned Revenue			25,000.00	25,000.00	0.00
Total Liabilities				25,000.00	25,082.68	-82.68
Equity						
	252.50 · Investment in Capital Assets			379,958.66	387,589.76	-7,631.10
	260.00 · Unassigned Fund Balance			128,545.05	95,139.62	33,405.43
	Net Income			15,056.97	16,304.22	-1,247.25
Total Equity				523,560.68	499,033.60	24,527.08
TOTAL LIABILITIES & EQUITY				548,560.68	524,116.28	24,444.40
SEWER COMPARATIVE BALANCE SHEETS FIRST HALF FISCAL YEAR						
ASSETS						
	131.31 · Redwood Credit Union			116,433.36	116,156.10	277.26
	131.42 · Bank of Marin - Money Market			86,709.83	50,466.65	36,243.18
	131.44 · Bank of Marin - Sewer			15,343.80	23,805.79	-8,461.99
	131.48 · Bank of Marin - Solar			2,467.19	10,407.61	-7,940.42
Total 131.00 · Cash				220,954.18	200,836.15	20,118.03
	100.00 · Property, Plant and Equipment			791,665.97	791,665.97	0.00
	100.10 · Maps and Records			17,248.00	17,248.00	0.00
	100.20 · Land and Land Rights			52,788.00	52,788.00	0.00
	105.00 · Less Accumulated Depreciation			-662,757.66	-613,006.99	-49,750.67
	110.00 · Improvement Project			939,393.31	939,393.31	0.00
	112.00 · Solar System			269,945.21	269,945.21	0.00
Total Fixed Assets				1,408,282.83	1,458,033.50	-49,750.67
	136.00 · SUSD Note Receivable			15,094.35	16,731.46	-1,637.11
TOTAL ASSETS				1,644,331.36	1,675,601.11	-31,269.75
LIABILITIES & EQUITY						
Liabilities						
	222.00 · Accounts Payable			7.95	4,187.47	-4,179.52
	230.00 · Fed Payroll Tax Payab			15.30	30.60	-15.30
Total Current Liabilities				23.25	4,218.07	-4,194.82
	211.00 · SWRCB SRF Loan			92,760.05	114,046.57	-21,286.52
	215.00 · CREBS Bond			125,588.20	143,529.38	-17,941.18
Total Long Term Liabilities				218,348.25	257,575.95	-39,227.70
Total Liabilities				218,371.50	261,794.02	-43,422.52
Equity						
	260.00 · Retained Earnings			0.00	1,167,305.83	-1,167,305.83
	261.00 · Sinking Fund - Debt Reserve			0.00	47,775.00	-47,775.00
	262.00 · Capital Asset Reserve			40,000.00	42,758.97	-2,758.97
	263.00 · Emergency Reserve			0.00	33,982.00	-33,982.00
	264.00 · Operating Reserve			44,572.00	3,537.37	41,034.63
	265.00 · Net Assets - Unrestricted			1,283,866.95	105,000.00	1,178,866.95
	Net Income			57,520.91	13,447.92	44,072.99
Total Equity				1,425,959.86	1,413,807.09	12,152.77
TOTAL LIABILITIES & EQUITY				1,644,331.36	1,675,601.11	-31,269.75

Comparative Financial Reports December 31, 2018 - Budget and Prior Year

First Half of Fiscal Year Budget Comparisons				Jul - Dec 18	Budget	\$ Over Budget
Income	311.00 · Interest Income	PARK		2.84	2.50	0.34
	315.80 · Measure A Funds			17,613.01	17,342.50	270.51
	320.33 · Film Fees			500.00		500.00
	320.30 · Unrestricted - Other			50.00	400.00	-350.00
	322.50 · Cleaning and Security Deposit			-200.00	-200.00	0.00
	322.00 · Park Use Rental - Other			200.00	200.00	0.00
	322.60 · Water Tower PGE			420.00	420.00	0.00
Total Income	PARK			18,585.85	18,165.00	420.85
Expense	414.56 · Legal Fees			0.00	5,000.00	-5,000.00
	414.57 · Accounting			166.25	650.00	-483.75
	414.81 · Measure A Project Expenses			180.76	15,000.00	-14,819.24
	414.82 · Measure A Maintenance Expenses			981.24	900.00	81.24
	414.83 · PGE Park			463.71	650.00	-186.29
	414.87 · Measure A Project Management			1,495.00		1,495.00
	6420 · Park Trash Disposal			241.92		241.92
Total Expense	PARK			3,528.88	22,200.00	-18,671.12
Net Ordinary Income	PARK			15,056.97	-4,035.00	19,091.97
First Half of Fiscal Year Budget Comparisons				SEWER		
Income	301.10 · Service Charges - Monthly			491.40	492.00	-0.60
	301.15 · Service Charges - Annual Fees			1,965.60	1,966.00	-0.40
	301.20 · Service Charges - SUSD			61,782.36	64,299.00	-2,516.64
	301.35 · Solar Portion - County			8,280.00	8,280.00	0.00
	301.30 · Service Charges - County - Other			56,596.57	61,256.00	-4,659.43
Total 301.00 · Service Charges				129,115.93	136,293.00	-7,177.07
	303.10 · Permit and Inspection Fees			240.00		240.00
	303.00 · Connection Fees - Other			10,000.00		10,000.00
	305.00 · SUSD Sinking Fund			8,062.00	8,062.00	0.00
	311.00 · Interest Income			1,156.84	750.00	406.84
	315.50 · Levy 4			4,560.05	4,900.00	-339.95
Total Income	SEWER			153,134.82	150,005.00	3,129.82
Expense	413.00 · Grounds Maintenance			4,166.25	1,000.00	3,166.25
	410.10 · Sewage Collection Electric			209.38	202.00	7.38
	411.05 · Lab Bills			3,346.00	4,331.00	-985.00
	411.10 · Maintenance Supplies			145.43	3,867.00	-3,721.57
	411.03 · Sewage Treatment Electric			-2,033.94	120.00	-2,153.94
	411.00 · Sewage Treatment - Other			1,864.00	0.00	1,864.00
	412.10 · Sewage Disposal Electric			108.99	170.00	-61.01
	412.00 · Sewage Disposal - Other			333.74	414.00	-80.26
	414.11 · Social Security Tax			105.40	0.00	105.40
	414.12 · Medicare Payroll Tax			24.65	0.00	24.65
	414.13 · State Unemployment Tax			90.10	275.00	-184.90
	414.05 · Administrator's Fees			6,781.25	23,330.00	-16,548.75
	414.22 · Licenses and Permits			1,455.00	1,376.00	79.00
	414.31 · Property & Liability Insurance			7,514.80	7,369.00	145.80
	414.33 · Worker's Comp Insurance			611.84	700.00	-88.16
	414.41 · Postage and Delivery			39.17	55.00	-15.83
	414.42 · Printing and Copies			0.00	50.00	-50.00
	414.43 · Office Supplies			6.00	75.00	-69.00
	414.44 · Sonic - Web Hosting			47.70	49.00	-1.30
	414.45 · Equipment Expense			336.64	125.00	211.64
	414.465 · Board Member Stipend			200.00	2,000.00	-1,800.00
	414.467 · Board Training			0.00	400.00	-400.00
	414.47 · Clerical/Bookkeeping			5,442.50	6,000.00	-557.50
	414.48 · Office Rent			600.00	600.00	0.00
	414.49 · Secretary			865.02	1,800.00	-934.98
	414.50 · O&M Contractual Services			24,573.84	24,574.00	-0.16
	414.551 · Legal Fees			0.00	1,250.00	-1,250.00
	414.552 · Accounting			5,200.00	5,300.00	-100.00
	414.61 · Newsletter Expense			0.00	250.00	-250.00
	414.60 · Publication and Notices - Other			0.00	175.00	-175.00
	414.62 · Dues and Subscriptions			1,209.00		1,209.00
	414.67 · Solar Lease Admin Fee			750.00	750.00	0.00
	414.724 · SCADA Programming & Integration			0.00	800.00	-800.00
	414.72 · Computer Repairs - Other			0.00	150.00	-150.00
	414.74 · Treatment Ponds Maintenance			191.25		191.25
	414.76 · Collection System Maintenance			900.00	0.00	900.00
	414.774 · Air Gap Apron Repair			0.00	2,000.00	-2,000.00

Comparative Financial Reports December 31, 2018 - Budget and Prior Year

First Half of Fiscal Year Budget Comparisons				Jul - Dec 18	Budget	\$ Over Budget	
		414.77 · Irrigation Field Maintenance - Other		105.00	0.00	105.00	
		Total 414.70 CIP Repairs		1,196.25	2,950.00	-1,753.75	
		414.81 · Travel		208.19	384.00	-175.81	
		414.83 · Meetings and Seminars		0.00	100.00	-100.00	
		414.90 · Telephone and Internet Services		1,251.00	1,249.00	2.00	
		417.30 · LAFCO Charges		189.39	160.00	29.39	
		417.40 · County Teeter Admin Fee		136.50		136.50	
		420.20 · Interest Expense - SRF Loan		2,851.16	2,851.00	0.16	
		Total Expense	SEWER	69,825.25	94,301.00	-24,475.75	
		Net Income Before Depreciation	SEWER	83,309.57	55,704.00	27,605.57	
		415.50 · Depreciation Expense		25,788.66		25,788.66	
		Net Ordinary Income		57,520.91	55,704.00	1,816.91	
		PARK ACTUAL NET INCOME FIRST HALF OF FISCAL YEAR			Jul - Dec 18	Jul - Dec 17	\$ Change
		Income	311.00 · Interest Income	2.84	4.91	-2.07	
			Total 315.00 · Measure A	17,613.01	16,855.42	757.59	
			Total 320.00 · Contributions Income	550.00	555.40	-5.40	
			322.60 · Water Tower PGE	420.00	420.00	0.00	
		Total Income	PARK	18,585.85	17,835.73	750.12	
		Expense	Total 414.55 · Professional Fees	166.25	481.25	-315.00	
			Total 414.80 · Measure A	3,120.71	841.94	2,278.77	
			Total 6390 · Utilities	241.92	208.32	33.60	
		Total Expense	PARK	3,528.88	1,531.51	1,997.37	
		Net Income	PARK	15,056.97	16,304.22	-1,247.25	
		SEWER ACTUAL NET INCOME FIRST HALF OF FISCAL YEAR					
			Total 301.00 · Service Charges	129,115.93	119,137.28	9,978.65	
			303.10 · Permit and Inspection Fees	240.00	0.00	240.00	
			303.00 · Connection Fees - Other	10,000.00	0.00	10,000.00	
			305.00 · SUSD Sinking Fund	8,062.00	8,062.00	0.00	
			311.00 · Interest Income	1,156.84	1,254.89	-98.05	
			315.50 · Levy 4	4,560.05	4,462.82	97.23	
		Total Income	SEWER	153,134.82	132,916.99	20,217.83	
		Expense	413.00 · Grounds Maintenance	4,166.25	360.00	3,806.25	
			Total 410.00 · Sewage Collection	209.38	207.32	2.06	
			Total 411.00 · Sewage Treatment	3,321.49	13,010.25	-9,688.76	
			Total 412.00 · Sewage Disposal	442.73	855.33	-412.60	
			Total 414.10 · Payroll Tax Expense	220.15	119.08	101.07	
			414.05 · Administrator's Fees	6,781.25	22,968.75	-16,187.50	
			414.22 · Licenses and Permits	1,455.00	1,376.00	79.00	
			Total 414.30 · Insurance	8,126.64	7,663.47	463.17	
			414.41 · Postage and Delivery	39.17	49.00	-9.83	
			414.42 · Printing and Copies	0.00	112.00	-112.00	
			414.43 · Office Supplies	6.00	86.28	-80.28	
			414.44 · Sonic · Web Hosting	47.70	15.90	31.80	
			414.45 · Equipment Expense	336.64	309.98	26.66	
			Total 414.46 · Board Meeting Expense	200.00	440.07	-240.07	
			414.47 · Clerical/Bookkeeping	5,442.50	6,312.65	-870.15	
			414.48 · Office Rent	600.00	600.00	0.00	
			414.49 · Secretary	865.02	1,179.25	-314.23	
			414.50 · O&M Contractual Services	24,573.84	24,777.84	-204.00	
			Total 414.55 · Professional Fees	5,200.00	5,260.00	-60.00	
			414.62 · Dues and Subscriptions	1,209.00	1,154.60	54.40	
			Total 414.65 · Rents and Leases	750.00	750.00	0.00	
			Total 414.70 · Repairs and Maintenance	1,196.25	0.00	1,196.25	
			Total 414.80 · Travel and Meetings	208.19	376.65	-168.46	
			414.90 · Telephone and Internet Services	1,251.00	1,275.82	-24.82	
			Total 417.00 · Other Operating Expenses	325.89	136.50	189.39	
			420.20 · Interest Expense - SRF Loan	2,851.16	3,370.35	-519.19	
		Total Expense	SEWER	69,825.25	92,767.09	-22,941.84	
		Net Income Before Depreciation		83,309.57	40,149.90	43,159.67	
		415.50 · Depreciation Expense		25,788.66	26,701.98	-913.32	
		Net Income	SEWER	57,520.91	13,447.92	44,072.99	

GENERAL MANAGER'S REPORT

JANUARY 9, 2019

Coordination with Staff

- ❖ Communicated with Donna Clavaud and District administrative support and finance sections staff to review agenda and Board packet information.
- ❖ Reviewed and approved invoices and bills submitted in November and December by NSU, the lab, and Melinda Bell.
- ❖ Reviewed SMRs prepared by NSU and submitted to Regional Board for October 2018.
- ❖ Coordinated with M. Bell regarding NSU O&M invoice. Due to a CPI increase of 3.593% between the first half of 2017 and the first half of 2018, the monthly billing increased from \$4,095.64 to \$4,242.80.
- ❖ Coordinated with Melinda Bell on invoices for renewing our website subscription with squarespace.com. It was paid in June 2018. We think the invoices are part of a phishing scan. We did not pay them again.
- ❖ Included in the Board packet is a copy of Resolution 18-2 which the Board adopted on May 9, 2018. The resolution extended each Board member's term of office by one year and switched our elections to even years. The next election for Board director vacancies will be in November 2020.

New/Continuing Business

- ❖ Due to the rains in November and December, the Notice to Bidders for the gazebo and other park projects has been posted to run through early February. This will allow contractors interested in bidding on the project enough time to review the plans and to ask questions about the project. The schedule for this project is to report on bids received and to ask the Board to award the contract at the February 2019 Board meeting. With a 90-day construction window, this will allow us to have the gazebo ready for use by the community by Spring. The rest of the park will be available for use by the public during construction. The work can be completed before the expiration of the permit in June.
- ❖ I rescheduled the meeting with Emily Brady. She and her husband are interested in purchasing a vacant lot from Alex Derbes at the end of second street. Connection to the sewer system will require an extension of the sewer main.
- ❖ I prepared Will Serve letters to Mr. Norman McGaffey for four lots that he intends to sell. Although the lots are in the District, the sewer main ends at First Street and Church Street. As with Ms. Brady, purchasers of these lots will need to extend the sewer main to their lot frontage at their expense.
- ❖ I did not get a chance to contact the fire station to see if they are interested in burning the gorse piles as part of their training exercises.
- ❖ Accessed CIWQS and reported a No-Spill certification for October 2018. NSU did not send me the November SMR so I cannot certify a no-spill for that month.
- ❖ I am still working with NSU to order and install replacement equipment and sensors at the plant and storage ponds. These are CIP-related items and need to be budgeted accordingly.
- ❖ Our Chief Plant Operator, Brandon Jacka, notified me that the steel cable to one of the pond aerators snapped. I authorized NSU to obtain the needed materials to perform the repairs.

- ❖ The CIP item of work for repairing the erosion around the splash aprons at the storage ponds was not completed in December due to weather.

Miscellaneous

Next Two Months

Review Studies and Data

- ❖ Review the results of the CCTV inspection of our sewer collection system. Based on the findings of that inspection, we will amend the current adopted CIP. We will need to do this in advance of preparing next year's budget.
- ❖ Prepare the 2018 Annual Monitoring Report and submit it to the Regional Board by February 1, 2019.
- ❖ We need to upload past meeting minutes, packets, and resolutions to our website.

District Coordination

- ❖ Continue working with Telstar and Natural Systems Utilities to try to resolve the SCADA issues.



November 20, 2018

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

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

RE: Self-Monitoring Report
Tomales, Marin County
Order No. R2-2015-0019
I.D. No. 264662
October 2018

Mr. Allen

Enclosed please find the Self-Monitoring Report.

Operations is satisfactory and maintenance on schedule.

I certify under the penalty of law that this document and all attachments have been prepared under my direction or supervision in accordance with a system designed to assure that qualified personal proper gathered and evaluated the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Sincerely,
NATURAL SYSTEMS UTILITIES

Brandon Jacka
Chief Plant Operator
Certified Chief Plant Operator #IV 42398

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

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

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year)

October 2018

2. 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	<i>10/2/18</i>	<i>10/9/2018</i>	<i>10/16/2018</i>	<i>10/23/18</i>	<i>10/29/18</i>
Day	TUE	TUE	TUE	TUE	TUE
Time	<i>6:00</i>	6:00	7:00	7:00	7:00
Operator	BJ	BJ	BJ	BJ	BJ
* Nuisance odors from ponds	N	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N	N
Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Sign posting that wastewater is unsafe to drink	Y	Y	Y	Y	Y

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

TOMALES INFLUENT HEADWORKS

STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) **October 2018**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	10/2/18	10/9/2018	10/16/2018	10/23/18	10/29/18
Day	TUE	TUE	TUE	TUE	TUE
Time	6:00	6:00	7:00	7:00	7:00
Operator	BJ	BJ	BJ	BJ	BJ
Rain fall, inches	0	1	0	0	0
* Nuisance odors (smell)	N	N	N	N	N
*Evidence of any standing water	N	N	N	N	N
* Evidence of mosquitos breeding	N	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N	N
* Evidence of structure seepage	N	N	N	N	N

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

**TOMALES STORAGE PONDS
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year) **October 2018**

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	<i>10/2/18</i>	<i>10/9/2018</i>	10/16/2018	<i>10/23/18</i>	<i>10/29/18</i>
Day	TUE	TUE	TUE	TUE	WED
Time	<i>6:00</i>	6:00	7:00	7:00	7:00
Operator	BJ	BJ	BJ	BJ	BJ
- Nuisance odors from ponds	N	N	N	<i>N</i>	<i>N</i>
* Evidence of pond berm seepage	N	N	N	N	N
* Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Signage that wastewater is unsafe to drink	Y	Y	Y	Y	Y

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

**TOMALES CHLORINE STORAGE TANK
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year)

October 2018

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

INSPECTION	Week1	Week 2	Week 3	Week 4	Week 5
Date	<i>10/2/18</i>	<i>10/9/2018</i>	<i>10/16/2018</i>	<i>10/23/18</i>	<i>10/29/18</i>
Day	TUE	TUE	TUE	TUE	TUE
Time	<i>6:00</i>	<i>6:00</i>	<i>7:00</i>	<i>7:00</i>	<i>7:00</i>
Tech	BJ	BJ	BJ	BJ	BJ
* Evident of any leaks	N	N	N	N	N
Tank level, inches	12	10	13	10	10
Cl2 gallons added	0	30	0	0	0
New tank level after adding Cl2, inches	12	15	<i>13</i>	<i>10</i>	<i>10</i>
Gallons used for treatment since last check	16	16	<i>16</i>	24	24
Warning Signs Improperly Posted	N	N	N	N	N

3.* Any Yes response s please report immediately to supervisor

4. I certify that this report information, to the best of my knowledge is true and correct.

1 inch = 8 gallons

**TOMALES WASTEWATER TREATMENT FACILITY
STANDARD OBSERVATION REPORT
FIELD DISCHARGE AREA**

Month: October 2018

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Day	10/2/2018	10/9/2018	10/16/2018	10/23/2018	10/29/2018
Time	6:00	6:00	7:00	7:00	7:00
Operator	BJ	BJ	BJ	BJ	BJ
Evidence of standing water	N	N	N	N	N
* Evidence of runoff from site	N	N	N	N	N
Evidence of erosion caused by irrigation	N	N	N	N	N
Evidence of system run off containment system from proper condition and integrity.	N	N	N	N	N
*Any odors	N	N	N	N	N
Mosquito breeding resulting from irrigation	N	N	N	N	N
* Evidence of improper distribution system components and hydraulic integrity	N	N	N	N	N
Perimeter fence posting informing public wastewater is not safe to drink	Y	Y	Y	Y	Y
Sodium Hypochloride tank level, inches	12	10	13	10	11

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

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



(707) 254-1931

ROLES & RESPONSIBILITIES OF THE SPECIAL DISTRICT BOARD

Excerpted from CSDA Handbook for New Directors/Trustees, page 4

- **SETTING THE DIRECTION FOR THE DISTRICT**
- **ESTABLISHING & SUPPORTING THE STRUCTURE OF THE DISTRICT**
- **HOLDING THE DISTRICT ACCOUNTABLE ON BEHALF OF THE COMMUNITY**
- **SERVING AS COMMUNITY LEADERS**

THE ESSENCE OF EFFECTIVE DISTRICT GOVERNANCE:

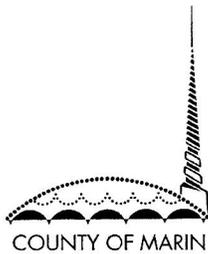
- **HIGHLY EFFECTIVE BOARD ORGANIZATION & CULTURE**
 - **CITIZENS ARE EFFECTIVE BOARD LEADERS**
 - **ACCOMPLISH ONGOING DUTIES & RESPONSIBILITIES**
- **ESTABLISH & MAINTAIN CULTURE OF PARTICIPATING, LEARNING & CONTINUING TO LEARN**

CHARACTERISTICS OF EFFECTIVE BOARDS

Excerpts from "Special District Board Member/Trustee HANDBOOK. CSDA, pages 3-4

EFFECTIVE BOARDS OPERATE IN AN ENVIRONMENT OF TRUST, HONESTY & OPENNESS

- **ALL BOARD MEMBERS ARE PERCEIVED TO BE EQUALLY LEGITIMATE**
- **BOARD STRIVES TO MAINTAIN A "NO SECRETS, NO SURPRISES" OPERATING NORM**
- **RECOGNIZES & ACCEPTS THAT DIFFERENCES ARE INEVITABLE; MUST BE FACED & ANALYZED; CONFLICTS & DIFFERENCES ARE NOT NECESSARILY "BAD"**
- **TENDS TO IMMEDIATELY TURN TO SOLUTIONS**
- **TREATS ALL STAFF WITH DIGNITY & RESPECT**
- **TREATS ALL COMMUNITY MEMBERS WITH DIGNITY & RESPECT, EVEN IN THE FACE OF CRITICISM AND OPPOSITION**
- **EXHIBITS CREATIVE THINKING, KNOWS HOW TO HANDLE FAILURE AS WELL AS SUCCESS, ENCOURAGES RISK-TAKING, & CREATES A CLIMATE OF SUPPORT FOR EXCELLENCE**
- **ASSUMES COLLECTIVE RESPONSIBILITY FOR THE CONDUCT, BEHAVIOR & EFFECTIVENESS OF THE BOARD**



ELECTIONS DEPARTMENT

Providing a responsive, transparent, and professional approach to conducting elections.

Lynda Roberts
REGISTRAR OF VOTERS

Melvin Briones
ASSISTANT REGISTRAR OF
VOTERS

Tomales Village Community Services District
PO Box 303
Tomales, CA 94971

December 28, 2018

PO Box E
San Rafael, CA 94913

Marin County Civic Center
3501 Civic Center Drive
Suite 121
San Rafael, CA 94903
415 473 6456 T
415 473 6447 F
415 473 6899 TTY
www.marinvotes.org
elections@marincounty.org

This is a reminder that you are required to change your scheduled candidate elections from odd years to even years. This is accomplished by passing a resolution and submitting it with the Board of Supervisors for approval no later than March 10, 2019.

Pursuant to Elections Code §14052 California law prohibits a political subdivision from holding an election other than on a statewide election date if holding an election on a non-concurrent date (i.e. November of odd years) has previously resulted in voter turnout being at least 25% less than the average voter turnout within the political subdivision for the previous 4 statewide general elections.

Your district did not meet the 25% threshold, and your district did not adopt a plan for future elections. Therefore, your resolution to move to the even year election cycle must be submitted to and approved by the Board of Supervisors by ***March 10, 2019.***

A word of caution on this point. Elections Code sections 14053 & 14055 authorizes and allows the court or a voter, in a district that fails to comply with the requirements of this legislation, to implement appropriate remedies via court intervention. As well, Elections Code §14054, in an effort to enforce this legislation, allows for the prevailing plaintiff to collect attorney's fee and litigation expenses.

Please contact your legal counsel if you need assistance with this matter.

Dan Miller
Candidate & Filing Services
415-473-6437

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

RESOLUTION NO. 18-2

May 9, 2018

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

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

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

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

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

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

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

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

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

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

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

RESOLVED that this Resolution shall take effect immediately.

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

AYES: 5 NOES: 0 ABSENT: 0



Dru Fallon O'Neill, President, TVCSD

Attested by:



Secretary, TVCSD