



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, February 13, 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 February 13, 2019 BOD Agenda Action

IV. Board Member Reports

V. Approval of January 9, 2019 Minutes Action

VI. Committee Reports

a. Park Advisory Committee (PAC)

1. Review January 28, 2019 PAC meeting minutes

2. Status of Park bids

b. Financial Advisory Committee (FAC)

1. Review January 23, 2019 FAC minutes

VII. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures Action

b. Financial Manager's Report

c. Review and Approve Financial Statements Action

VIII. General Manager's Report

IX. NSU Report

a. Review December 2018 reports

X. Pending Business

a. Status/Discussion of TVCS D Newsletter

XI. Other Business

XII. New Business

XIII. Old Business

a. Status update on website revisions

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, January 9, 2019 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, Peter MacLaird

Board Members Absent: None

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

I. Call To Order

Dru Fallon O'Neill 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
None

III. Approval of January 9, 2019 TVCS D BOD Agenda

Donna Clavaud motioned to accept the January 9, 2019 TVCS D agenda as is. Bill Bonini seconded the motion. M/S/C

IV. TVCS D Board Member Reports

None

V. Approval of November 14, 2018 TVCS D BOD minutes

Bill Bonini motioned to approve the TVCS D November 14, 2018 minutes. Deborah Parrish seconded the motion. M/S/C

VI. Board Officer Elections

Dru Fallon O'Neill asked the TVCS D Board if there were any volunteers for officers or requests. Peter MacLaird requested Dru Fallon O'Neill stay as TVCS D President. Donna Clavaud felt she is chairing many committees at this time to step up as the TVCS D President but would continue as the Vice President.

Peter MacLaird made a motion to nominated Dru Fallon O'Neill as the TVCS D President. Deborah Parrish seconded the motion. M/S/C

Deborah Parrish made a motion to retain Donna Clavaud as the TVCSD Vice President. Peter MacLaird seconded the motion. M/S/C

VII. Committee Reports

a. Park Advisory Committee (PAC)

1.) Review November 19, 2018 PAC meeting minutes:

Minutes were reviewed.

Walter Earle questioned the status of the Park projects. Jose Ortiz said he is going to post a Notice to Prospective Bidders at the Builder's Exchange, on the TVCSD website and potentially the Press Democrat. Donna Clavaud suggested posting on the Pt. Reyes Light; and to refer potential bidders to the TVCSD website for the details. Jose Ortiz will post on the TVCSD website Friday, January 11, 2019; the bid will open on January 11, 2019. At the February 13, 2019 TVCSD BOD meeting, Jose Ortiz will report and present the Board the bids and bonds with the request of the Board to give notice to proceed. Park projects to be competed by May 24, 2019. The fence and gate projects will be a separate bid. Jose Ortiz will instruct Tim Furlong to demolish the gazebo.

b. Financial Advisory Committee (FAC)

1.) No FAC meeting was held in December 2018.

Jose Ortiz said he brought a flash drive with templates for financial policies from the CSDA Policy Handbook. These policies can be tailored to TVCSD needs.

VIII. Financial Report (Melinda Bell)

a. Accept check registers and approve expenditures:

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

b. Financial Manager's report:

Financial Manager's report was reviewed.

c. Review and Approve Financial Statements:

Jose Ortiz mentioned NSU monthly billing increased from \$4,095.64 per month to \$4,242.80 per month. NSU has not increased their rates for eighteen (18) months.

Bill Bonini motioned to approve the financial statements. Peter MacLaird seconded the motion. M/S/C

IX. General Manager's Report

Jose Ortiz reported he would meet with Emily Brady on Monday, January 14, 2019 regarding a sewer connection, which will require an extension to the sewer main.

Jose Ortiz will prepare Will Serve letters to Norman McGaffey for four (4) lots in the District that he intends to sell. Purchasers of these lots will need to extend the sewer main to their lot frontage at their expense.

Jose Ortiz authorized Chief Plant Operator, Brandon Jacka, to obtain the needed materials to replace the steel cable that snapped at one of the pond aerators.

Dru Fallon O'Neill asked about the status of Telstar. Jose Ortiz said a former Telstar technician, Jack Miller, has started his own business. Jack Miller is a certified electrical engineer. Jose Ortiz will talk to Jack Miller about the lift station and connecting the solar panels to the SCADA system.

Bill Bonini asked when the TV inspection would be scheduled. Jose Ortiz talked to Roy's Sewer Service and the inspection will be scheduled after the next set of rains, perhaps next week.

Bill Bonini asked Jose Ortiz if there was a policy for lateral inspections when a property is sold. Jose Ortiz will check the ordinance. TVCSD Board thought this was a good idea.

X. NSU Report

Review October and November 2018 NSU reports:

Jose Ortiz said the October NSU report was included in the January 9, 2019 TVCSD Board packet but not the November report. Jose Ortiz will email the November NSU report to the TVCSD Board when he receives it.

XI. Pending Business

a. Board review of Best Practices for Directors

Donna Clavaud said this was included in the Board packet to refresh Board members responsibilities.

Jose Ortiz said there is an updated Board Member Handbook from CSDA; he will get copies for TVCSD.

Donna Clavaud reminded the Board to fill out Form 700.

b. Content Ideas for TVCSD February 2019 Newsletter

Deborah Parrish suggested including items such as what not to put down the drains, the effect of rains, maintaining downspouts, etc. Donna Clavaud added pharmaceuticals and contact lenses should not be flushed. Bill Bonini offered to do courtesy inspections for property owners. Jose Ortiz suggested "side sewer laterals" which property owners have the responsibility of maintaining. Dru Fallon O'Neill suggested "Health of the Sewer District"; how to maintain a healthy sewer system. Deborah Parrish suggested asking for volunteers/referrals to help get the Park projects completed. Donna Clavaud suggested a section "Did you know", with statistics and to reinstate a tour for the community and the school. Cynthia Hammond will submit a draft of the newsletter at the February 13, 2019 TVCSD Board meeting. Walter Earle will write a column about the Park.

XII. Other Business

None

XIII. New Business

a. TVCSD Website Discussion-Clarify Management & protocols; website updates needed
Donna Clavaud reviewed the TVCSD website and produced a handout of what needs to be updated. These include: updating Board of Director expiration dates, deleting the subcommittees (fundraising/community and mosquito advisory), updating the committees (FAC and PAC), deleting the Park calendar, updating the FAC minutes, archive the priority board agenda calendar and replace with 2017/2018 priority board agenda calendar; 2018/2019 needs to be created, removing one (1) General Manager’s report dated 3/2018.

Walter Earle archived all 2017/2018 agendas and minutes.

Donna Clavaud suggested adding TVCSD CIP plan, ten (10) year financial plan, assets Inventory and the Notice to Bidders for the Park projects.

Jose Ortiz will check the Grand Jury recommendations for records retention and compliance with CSDA law. Donna Clavaud said TVCSD has a Records Retention Policy but it doesn’t include website documents; the TVCSD Records Retention Policy will be reviewed.

Donna Clavaud asked who would direct Walter Earle on the contents and the uploading of contents on the website. Jose Ortiz said he often uploads documents and makes document changes and will keep Walter Earle apprised of changes.

b. Resolution needed for Board of Directors Elections
Resolution 18-2 was included in the TVCSD Board packet and was passed May 9, 2018. Jose Ortiz mailed Dan Miller a copy of the resolution.

XIV. Correspondence

Jose Ortiz received a letter from Marin LAFCO asking if anyone was interested in nominating themselves to the Marin LAFCO Board. The deadline is April. Jose Ortiz will scan and email to TVCSD Board members. Dru Fallon O’Neill said she was interested.

XV. Adjournment

Meeting was adjourned at 8:22 pm. No objections.

Next TVCSD BOD Meeting, February 13, 2019, 7 pm at Tomales Town Hall

Approved by: Dru Fallon O’Neill, President

Date:

Attested by: Cynthia Hammond, Recording Secretary

Date:

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.*

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

Tomales Park Committee meeting minutes

Monday, January 28, 2019 Meeting began @ 6:31 pm

Walter Earle chaired the meeting.

Drew Fallon O'Neill served as note taker.

Present: Walter Earle, Beth Koelker, David Judd, Randy Biehler, Patty Oku, Drew Fallon O'Niell

Absent: Kara Davey,

Agenda:

Open Communication

Update on the Margaret Graham Memorial Bench

Revival of Founder's Day Book Sale

Update on Prospective Bidders

Lilly Planting Project

Update on Prospective Bidders

December PAC Meeting is canceled

Adjourn

Agenda Item	Discussion
Open Communication	It's time to start to work on this years park budgeting Measure A work plan. It seems we can do both at the February Committee meeting. The documents then can be submitted to the District Board for approval.
Margaret Graham Memorial Bench update	Randy and David will collaborate on building a bench from a cypress slab donated by Jason McLean.
Revival of Founder's Day Book Sale	Walter suggested reviving the fall book sale at Founder's Day. He will make posters and place them around town. Books can be left at 100 2nd st. He will make sure they are safe from the elements. Drew suggested putting something in the newsletter though the time is short.
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.
Lilly Planting Project	We have 3 bags of large Naked Lady Bulbs to plant around the park. One idea is to have a work party on a weekend and ask for volunteers.
Meeting adjourned at 7:19 pm.	Motion to Motion to adjourn- Beth/Walter
Next Meeting will be February 25, 2019 @6:00pm	
Minutes approved by:	
Date:	

FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Wednesday, January 23, 2019

Present: Melinda Bell, Chairperson; Deborah Parrish, Board Member; Donna Clavaud, VP Board Member & FAC Secretary

Absent: Venta Leon, Community Member; Chick Petersen, Community Member

The meeting was convened at 6:30pm by Melinda Bell and there was a quorum to conduct business. Donna Clavaud recorded the minutes of the meeting.

AGENDA

1. Budget Analysis for new fiscal year 2019-20:

Melinda Bell presented budget sheets for our first discussion and development of a draft budget. We proceeded to review all line items for income and expenses. FAC recommends \$500 for TVCSD Newsletter, \$2500 for Legal and \$5,000 for Consultants. We may need funds for legal advice concerning needed amendments to our TVCSD By-Laws, although we will utilize our free one-hour legal session with CSDA prior to accessing funds to pay for any additional legal assistance. We also need to hire an outside Consultant to facilitate a 5-year Strategic Plan for next fiscal year. Most other line items remain the same. Melinda will seek input from our General Manager, Jose Ortiz on any expenditure changes to our CIP Plan and repairs and maintenance of the sewer system. FAC will continue to work on the Budget through February.

The Park Advisory Committee (PAC) will be meeting next week to work on a Draft Park Budget and will refer their recommendations to the Board. FAC will assist where needed.

2. TVCSD Investment Plan:

The process to re-invest a portion of our Reserves for a better rate of return is almost complete. Melinda Bell will be transferring \$20,000 to LAIF as a start.

3. TVCSD Policies:

*FAC agreed to schedule work sessions to compile all approved policies to date and separate them into two components: Administrative and Financial.

*We will also determine the status of any draft policies that remain to be completed.

*We will review the CSDA Sample Policy Handbook and identify other policies TVCSD should consider drafting and set a timeline to develop them.

4. TVCSD By-Laws:

A second priority will be to re-draft the By-Laws and submit them to CSDA's legal team for review.

The meeting was adjourned at 8pm.

Signed by:

Approved on:

Date		Num	Name	Memo	Amount	Balance
PARK BANK ACCOUNT ACTIVITY JANUARY 2019						
131.42 · Bank of Marin - Money Market					Beginning Balance	35,442.84
Total 131.42 · Bank of Marin - Money Market					Ending Balance	35,442.84
131.46 · Bank of Marin - Park Account					Beginning Balance	133,159.74
01/09/2019		1232	PGE	7399820768-9	-75.28	133,084.46
01/11/2019		1234	Ortiz, Jose	Sept - Dec Serv	-3,705.00	129,379.46
01/16/2019			Henry Elfstrom	January PG&E	70.00	129,449.46
01/30/2019				Donation Box	45.03	129,494.49
01/31/2019				Interest	0.56	129,495.05
Total 131.46 · Bank of Marin - Park Account					Ending Balance	-3,664.69
Total Park Cash Balance 1/31/2019						164,937.89
SEWER BANK ACCOUNT ACTIVITY JANUARY 2019						
131.20 · CA Local Agency Investm Fnd					Beginning Balance	0
01/30/2019				Initial Funds Transfer	20,000.00	20,000.00
Total 131.20 · CA Local Agency Investm Fnd					Ending Balance	20,000.00
131.31 · Redwood Credit Union					Beginning Balance	116,464.74
01/09/2019	ck 126			Funds Transfer for Later LAIF initial deposit	-20,000.00	96,464.74
01/31/2019				Interest	29.65	96,494.39
Total 131.31 · Redwood Credit Union					Ending Balance	0.00
131.42 · Bank of Marin - Money Market					Beginning Balance	86,716.04
01/04/2019				Levy 4	47.33	86,716.04
01/10/2019				Levy 4	21.74	86,763.37
01/11/2019				Funds Transfer	-30,000.00	86,785.11
01/22/2019				Levy 4	3.10	56,785.11
01/31/2019				interest	6.62	56,788.21
Total 131.42 · Bank of Marin - Money Market					Ending Balance	-29,921.21
131.44 · Bank of Marin - Sewer					Beginning Balance	15,343.91
01/04/2019	4614	Internal Revenue Service	94-2598864 form 941	Dec 2018	-30.60	15,313.31
01/07/2019	122018	EDD	Dec 2018 Pysl Tx		-10.60	15,302.71
01/09/2019	ck 126	Transfer	Funds Transfer for Later LAIF initial deposit		20,000.00	35,302.71
01/09/2019	4617	Melinda K. Bell	December		-450.39	34,852.32
01/09/2019	4618	Natural Systems Utilities -CA	January Services		-4,095.64	30,756.68
01/11/2019	4616	Natural Systems Utilities -CA	contract CPI monthly increase January 2019		-147.16	30,609.52
01/11/2019	4619	Clavaud, Donna	3 meetings less 6.2%SocSec1.45%Medicare		-138.52	30,471.00
01/11/2019	4620	Ortiz, Jose	Sept - Dec services		-11,608.15	18,862.85
01/11/2019		Transfer			30,000.00	48,862.85
01/13/2019	4621	Brelje and Race Laboratories, Inc.	12/23 & 12/28 testing		-152.00	48,710.85
01/16/2019		Tomaes Regional History Center	January Services		81.90	48,792.75
01/18/2019	4622	AT&T	145835838 1/7 - 2/6		-123.83	48,668.92
01/18/2019	4623	Nelson Staffing	12/31 - 1/11 8.5 hours		-297.08	48,371.84
01/18/2019	4624	PGE	8044736439-1		-72.06	48,299.78
01/22/2019	4625	AT&T	138729848 1/11-2/10		-85.00	48,214.78
01/24/2019	4626	Capital One Bank	stamps and Sonic		-31.95	48,182.83
01/24/2019	4627	MacLaird, Peter J.	Jan-Dec 2018 stipends 6 meetings less 7.65% p		-277.05	47,905.78
01/29/2019	4628	Brelje and Race Laboratories, Inc.	1/7 - 1/18 testing		-455.00	47,450.78
01/30/2019		Transfer	Initial Funds Transfer		-20,000.00	27,450.78
01/30/2019	BoM fee	Bank of Marin	outbound wire transfer fee for initial transfer to L		-30.00	27,420.78
01/31/2019			Interest		0.16	27,420.94
Total 131.44 · Bank of Marin - Sewer					Ending Balance	27,420.94
131.48 · Bank of Marin - Solar					Beginning Balance	2,467.23
01/31/2019				Interest	0.01	2,467.24
Total 131.48 · Bank of Marin - Solar					Ending Balance	2,467.24
Total Sewer Cash Balance 1/31/2019						203,177.40



Financial Manager's Report February 13, 2019

The Park and Financial Advisory Committees will be meeting later this month to draft 2019/2020 Budgets. Their drafts will be presented to the Board for review and suggestions prior to the public budget hearing. This month's financial statements show that the first seven months of this fiscal year reported both Park and Sewer income close to budget for the year-to-date. Park expenses reflect the continuing delays in finding contractors. Sewer expenses above budget were from algae control, gorse removal, main line lateral repair, dues and mowing. Savings are from lower General Manager's fees submitted, Board Member stipends, maintenance supplies bought last year, air gap repair not done yet, no legal fees and cash-out of accumulated solar electric credits. Some of these variances will be considered in the 2019/2020 budget planning; some are just timing anomalies to be eliminated later in the year.

This month's Sewer balance sheet report includes a column for changes to cash from elements in the budget and from other payments and receipts from receivables and payables. This information is included because cash reserves have been declining since 2009/2010 due to required debt repayments incurred at that time for capital improvements. For long-term planning we must be aware of these demands on available cash not included in the budgets. Although equity is increasing as debt decreases, adequate cash balances must be maintained. Implementation of the second rate increase and the connection fees have resulted in a positive cash flow year-to-date of \$16,005. We can monitor this cash flow monthly in the reports to see how this year ends. I can make any changes to these reports to improve clarity.

The other change in the reports this month, requested by the Financial Advisory Committee, moves depreciation expense below the line for total budgeted and actual expenses to report the total budget expense variance not including the actual expense for depreciation. The bottom line does include the actual depreciation. Without depreciation, the \$3,151 positive income variance plus the positive \$18,469 expense variance yields a total positive budget variance of \$21,620. The infrastructure is aging, however, so the year-to-date depreciation expense of \$30,239 results in a final negative variance of \$8,619.

Not budgeting for depreciation means that replacement of capital assets is not being funded. The assumption is that new borrowing will therefore fund the replacements, now planned for 2026/2027. With existing debt paid off in July 2025, new borrowing should be possible. We will need to provide cash resources for the new debt payments from then on.

Another change this month is the appearance of the Local Agency Investment Fund balance of \$20,000 as a first test of the process. LAIF was paying 2.38% on completely liquid funds in accounts at the end of January. More tests will follow this month.

PARK BALANCE SHEET			Jan 31, 19		
ASSETS					
Current Assets					
	131.00	Cash			
		131.42	Bank of Marin - Money Market	35,442.84	
		131.46	Bank of Marin - Park Account	129,495.05	
		Total 131.00 · Cash		164,937.89	
Total Current Assets				164,937.89	
Fixed Assets					
	100.20	Land and Land Rights		132,000.00	
	111.00	Park Equipment			
		Original Cost		314,653.66	
		105.00	Depreciation	-66,695.00	
		Total 111.00 · Park Equipment		247,958.66	
Total Fixed Assets				379,958.66	
TOTAL ASSETS				544,896.55	
LIABILITIES & EQUITY					
Liabilities					
		217.00	Unearned Revenue	25,000.00	
Total Liabilities				25,000.00	
Equity					
	252.50	Investment in Capital Assets		379,958.66	
	260.00	Unassigned Fund Balance		128,545.05	
		Net Income		11,392.84	
Total Equity				519,896.55	
TOTAL LIABILITIES & EQUITY				544,896.55	
SEWER BALANCE SHEET					Change in Sewer Cash
ASSETS					
Current Assets					
		131.20	CA Local Agency Investm Fnd	20,000.00	
		131.31	Redwood Credit Union	96,494.39	
		131.42	Bank of Marin - Money Market	56,794.83	
		131.44	Bank of Marin - Sewer	27,420.94	
		131.48	Bank of Marin - Solar	2,467.24	
		Total 131.00 · Cash		203,177.40	
Total Current Assets				203,177.40	
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	
	105.00	Less Accumulated Depreciation		-667,207.99	expense, not cash 30,238.99
	110.00	Improvement Project		939,393.31	
	112.00	Solar System		269,945.21	
Total Fixed Assets				1,403,832.50	
Other Assets					
	136.00	SUSD Note Receivable		15,094.35	received installment 1,637.11
TOTAL ASSETS				1,622,104.25	
LIABILITIES & EQUITY					
Liabilities					
		222.00	Accounts Payable	153.85	
		230.00	Fed Payroll Tax Payab	49.73	
Total Current Liabilities				203.58	paid 2018 accrued (11,756.47)
Long Term Liabilities					
	211.00	SWRCB SRF Loan		92,760.05	
	215.00	CREBS Bond		125,588.20	
Total Long Term Liabilities				218,348.25	debt payments (39,227.70)
Total Liabilities				218,551.83	
Equity					
	262.00	Capital Asset Reserve		40,000.00	
	264.00	Operating Reserve		44,572.00	
	265.00	Net Assets - Unrestricted		1,283,866.95	
		Net Income		35,113.47	more than expenses 35,113.47
Total Equity				1,403,552.42	
TOTAL LIABILITIES & EQUITY				1,622,104.25	
Beginning Sewer Cash 7/1/2018				187,172.00	
Change in Sewer Cash From June 30, 2018					16,005.40

PARK BUDGETARY COMPARISON 1/31/2019		Actual Year-to-Date	Budget YTD	\$ Over Budget
Income	311.00 · Interest Income	3.96	2.91	1.05
	315.80 · Measure A Funds	17,613.01	17,342.50	270.51
	320.33 · Film Fees	500.00	0.00	500.00
	320.30 · Unrestricted - Other	95.03		95.03
	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	490.00	490.00	0.00
Total Park Income		18,702.00	18,235.41	466.59
Expense	414.56 · Legal Fees	0.00	5,000.00	-5,000.00
	414.57 · Accounting	166.25	750.00	-583.75
	414.81 · Measure A Project Expenses	180.76	15,000.00	-14,819.24
	414.82 · Measure A Maintenance Expenses	981.24	1,050.00	-68.76
	414.83 · PGE Park	538.99	770.00	-231.01
	414.87 · Measure A Project Management	5,200.00		5,200.00
	6420 · Park Trash Disposal	241.92		241.92
Total Park Expense		7,309.16	22,570.00	-15,260.84
Net Income - Park		11,392.84	-4,334.59	15,727.43
SEWER BUDGETARY COMPARISON 1/31/2019				
Income	301.10 · Service Charges - Monthly	573.30	574.00	-0.70
	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
	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	1,231.02	875.00	356.02
	315.50 · Levy 4	4,632.22	4,900.00	-267.78
Total Sewer Income		153,363.07	150,212.00	3,151.07
Expense	413.00 · Grounds Maintenance	4,166.25	1,167.00	2,999.25
	410.10 · Sewage Collection Electric	244.90	235.00	9.90
	411.05 · Lab Bills	4,029.00	5,053.00	-1,024.00
	411.10 · Maintenance Supplies	145.43	4,511.00	-4,365.57
	411.03 · Sewage Treatment Electric	-2,015.54	140.00	-2,155.54
	411.00 · Sewage Treatment - Other	1,864.00	0.00	1,864.00
	412.10 · Sewage Disposal Electric	134.73	198.00	-63.27
	412.00 · Sewage Disposal - Other	326.14	483.00	-156.86
	414.11 · Social Security Tax	130.20	0.00	130.20
	414.12 · Medicare Payroll Tax	30.45	0.00	30.45
	414.13 · State Unemployment Tax	100.70	412.00	-311.30
	414.05 · Administrator's Fees	18,351.25	27,218.00	-8,866.75
	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	63.17	65.00	-1.83
	414.42 · Printing and Copies	0.00	50.00	-50.00
	414.43 · Office Supplies	27.64	88.00	-60.36
	414.44 · Sonic - Web Hosting	55.65	58.00	-2.35
	414.45 · Equipment Expense	336.64	145.00	191.64
	414.465 · Board Member Stipend	650.00	2,500.00	-1,850.00
	414.467 · Board Training	0.00	500.00	-500.00
	414.47 · Clerical/Bookkeeping	5,871.25	7,000.00	-1,128.75
	414.48 · Office Rent	600.00	600.00	0.00
	414.49 · Secretary	1,232.00	2,250.00	-1,018.00
	414.50 · O&M Contractual Services	28,816.64	28,669.00	147.64
	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	0.00	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 - Other	900.00	0.00	900.00
	Total 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
	414.77 · Irrigation Field Maintenance - Other	105.00	0.00	105.00
	414.81 · Travel	246.34	449.00	-202.66
	414.83 · Meetings and Seminars	0.00	100.00	-100.00
	414.90 · Telephone and Internet Services	1,459.83	1,458.00	1.83
	417.10 · Bank Service Charges	30.00		30.00
	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 Sewer Budgeted Expenses		88,010.61	106,480.00	-18,469.39
	415.50 · Depreciation Expense	30,238.99		30,238.99
Net Income - Sewer		35,113.47	43,732.00	-8,618.53

GENERAL MANAGER'S REPORT

FEBRUARY 13, 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 January and February by NSU, the lab, and Melinda Bell.
- ❖ Reviewed SMRs prepared by NSU and submitted to Regional Board for November and December 2018.
- ❖ Coordinated with M. Bell regarding prorated annual sewer service fees for connections in mid-fiscal year. She will contact Marin County to clarify the procedure for collecting sewer service fees due to TVCSD for these type connections.
- ❖ Requested monthly SMRs and Observation Reports from NSU to prepare 2018 Annual Monitoring report for submittal to the Regional Board.
- ❖ I received notification from Dan Miller that our request to change our election date is scheduled for the February 12th Marin County Board of Supervisors agenda. Per EC 10404(f) Marin County required to send a notice to voters within 30 days after the Board approval, the cost of which is paid by the special districts. The cost to the District is less than \$200.
- ❖

New/Continuing Business

- ❖ I delayed posting the Notice to Bidders for the gazebo and other park projects until this week due to the amount of rain we got in January. We received over 8 inches of rain and I felt that posting the Notice would not get an adequate response. The schedule for this project is to report next regular Board meeting on bids received and to ask the Board to award the contract at the March 2019 Board meeting. We can still meet the deadline to have the gazebo ready for use by the community before the permit expires in late June. The rest of the park will be available for use by the public during construction.
- ❖ I have been having conversations with Steve Dubay, foreman for the construction company installing the sewer lateral for Mr. Scott Hochstrasser. We have clarified materials needed and other details. A pre-construction conference is scheduled for February 11 at the site, 195 John Street. We should probably put a short notice on the District's website informing the residents that this work will be beginning this month.
- ❖ I have communicated technical information for extending the sewer main in Tomales-Dillon Beach Road to Ms. Katrina McMillan. She is interested in purchasing Lot 7 from Mr. Norman McGaffey, to whom we issued a Will Serve letter last month.
- ❖ Accessed CIWQS and reported a No-Spill certification for November and December 2018.
- ❖ I am preparing a status of CIP-related items that have been completed and those that need to be budgeted for FY 2019-20. I will work with the Budget Committee to update this information.
- ❖ I am meeting with Chief Plant Operator Brandon Jacka in advance of the budget process to identify items of work for next budget year. He has reported that operations are satisfactory, and that maintenance is on schedule.

- ❖ As I reported to the Board in January, there is another firm from whom we can procure technical services for working on our SCADA systems. I will be meeting this month with Mr. Martin to obtain a proposal for replacing the faulty and uncalibrated sensors at the treatment plant, lift station, and storage ponds. The potential expenditures will be incorporated into our CIP and budget.

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 28, 2019. I have asked NSU for the monthly data reports.
- ❖ We need to upload past meeting minutes, packets, and resolutions to our website.

District Coordination

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



January 18, 2019

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

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

RE: Self-Monitoring Report
Tomales, Marin County
Order No. R2-2015-0019
I.D. No. 264662
December 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 #V 42398

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

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

SELF MONITORING REPORT

Date	INF (INFLUENT)						EFF-TR (Treatment Pond No. 3 Eff)										EFF-Flow		EFF-D (Discharge eff)	
	Daily (KGALS)	Weekly (KGALS)	Ph (Units)	Temp. (C)	BOD (mg/l)	TDS (mg/l)	Nitrate as N	Nitrite as N	TKN mg/L	Amonnonia N mg/L	Tot. Organic Nitrogen mg/L	TDS (mg/L)	BOD mg/l)	pH Units	D.O. (mg/l)	Temp (C)	Daily (KGALS)	Weekly (KGALS)	Cl2 Tank Level (inches)	Coliform MPN/100
12/1/2018																				
12/2/2018																				
12/3/2018																				
12/4/2018	38.7	271.0	7.8	17.3	220.0	580.0	<.2	<.4	9.3	0.8	8.5	480.0	14.0	9.0	3.9	15.6	18.9	132.5		
12/5/2018	38.7																18.9			
12/6/2018	38.7																18.9			
12/7/2018	38.7																18.9			
12/8/2018	38.7																18.9			
12/9/2018	38.7																18.9			
12/10/2018	38.7																18.9			
12/11/2018	49.4	346.0										510.0	24.0	7.6	2.0	12.1	18.9	132.5		
12/12/2018	49.4																18.9			
12/13/2018	49.4																18.9			
12/14/2018	49.4																18.9			
12/15/2018	49.4																18.9			
12/16/2018	49.4																18.9			
12/17/2018	49.4																18.9			
12/18/2018	16.4	115.0										470.0	18.0	8.3	5.3	12.8	31.5	220.5		
12/19/2018	16.4																31.5			
12/20/2018	16.4																31.5			
12/21/2018	16.4																31.5			
12/22/2018	16.4																31.5			
12/23/2018	16.4																31.5			
12/24/2018	16.4																31.5			
12/25/2018	16.4																31.5			
12/26/2018	16.4																31.5			
12/27/2018	23.6	165.0										460.0	12.0	8.1	5.6	14.1	22.0	154.4		
12/28/2018	23.6																22.0			
12/29/2018	23.6																22.0			
12/30/2018	23.6																22.0			
12/31/2018	23.6																22.0			
Max	49.4		7.8	17.3	220.0	580.0	0.0	0.0	9.3	0.8	8.5	510.0	24.0	9.0	5.6	15.6			#DIV/0!	
Min	16.4		7.8	17.3	220.0	580.0	0.0	0.0	9.3	0.8	8.5	460.0	12.0	7.6	2.0	12.1			0.0	
Mean	31.8		7.8	17.3	220.0	580.0	#DIV/0!	#DIV/0!	9.3	0.8	8.5	480.0	17.0	8.2	4.2	13.7			#DIV/0!	
Total	858.7																636.1			

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

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

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>12/4/18</i>	<i>12/11/2018</i>	<i>12/18/2018</i>	<i>12/27/18</i>
Day	TUE	TUE	TUE	TUE
Time	<i>6:00</i>	6:00	7:00	7:00
Operator	BJ	BJ	BJ	BJ
* Nuisance odors from ponds	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N
Evidence of improper system components and hydraulic integrity	N	N	N	N
Sign posting that wastewater is unsafe to drink	Y	Y	Y	Y

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

TOMALES INFLUENT HEADWORKS

STANDARD OBSERVATION REPORT

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

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>12/4/18</i>	<i>12/11/2018</i>	12/18/2018	<i>12/27/18</i>
Day	TUE	TUE	TUE	TUE
Time	<i>6:00</i>	6:00	7:00	7:00
Operator	BJ	<i>BJ</i>	<i>BJ</i>	<i>BJ</i>
Rain fall, inches	0	<i>1</i>	0	0
* Nuisance odors (smell)	N	N	N	N
*Evidence of any standing water	N	N	N	N
* Evidence of mosquito breeding	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N
* Evidence of structure seepage	N	N	N	N

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

**TOMALES STORAGE PONDS
STANDARD OBSERVATION REPORT**

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

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>12/4/18</i>	<i>12/11/2018</i>	<i>12/18/2018</i>	<i>12/27/18</i>
Day	TUE	TUE	TUE	TUE
Time	<i>6:00</i>	6:00	7:00	7:00
Operator	BJ	BJ	BJ	BJ
- Nuisance odors from ponds	N	N	N	<i>N</i>
* Evidence of pond berm seepage	N	N	N	N
* Evidence of improper system components and hydraulic integrity	N	N	N	N
Signage that wastewater is unsafe to drink	Y	Y	Y	Y

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

**TOMALES CHLORINE STORAGE TANK
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year)

December 2018

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

INSPECTION	Week1	Week 2	Week 3	Week 4
Date	<i>12/4/18</i>	<i>12/11/2018</i>	<i>12/18/2018</i>	<i>12/27/18</i>
Day	TUE	TUE	TUE	TUE
Time	<i>6:00</i>	6:00	7:00	7:00
Tech	BJ	BJ	BJ	BJ
* Evident of any leaks	N	N	N	N
Tank level, inches	12	10	13	10
Cl2 gallons added	0	30	0	0
New tank level after adding Cl2, inches	12	15	<i>13</i>	<i>10</i>
Gallons used for treatment since last check	16	16	<i>16</i>	24
Warning Signs Improperly Posted	N	N	N	N

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

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

1 inch = 8 gallons