



TVCS D Board of Director's Meeting Agenda

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

IV. Board Member Reports

V. Approval of February 13, 2019 Minutes Action

VI. Committee Reports

a. Park Advisory Committee (PAC)

1. Review February 25, 2019 PAC meeting minutes
2. Status of Park bids
3. Status of Draft Measure A Work Plan & Budget for 2019/2020

b. Financial Advisory Committee (FAC)

1. Review March 6, 2019 Work Session Notes

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 January 2019 reports

X. Pending Business

- a. TVCS D Newsletter to be distributed 3rd week of March 2019.

XI. Other Business

XII. New Business

XIII. Old Business

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, February 13, 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

Board Members Absent: Deborah Parrish, Peter MacLaird

Also Present: Walter Earle, Park Committee Chair; Beth Koelker

I. Call To Order

Dru Fallon O’Neill called the meeting to order at 7:03 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 February 13, 2019 TVCS D BOD Agenda

Donna Clavaud motioned to accept the February 13, 2019 TVCS D agenda as is. Bill Bonini seconded the motion. M/S/C

IV. TVCS D Board Member Reports

Donna Clavaud and Melinda Bell met with TVCS D CSDA representative last week to go over membership benefits.

V. Approval of January 9, 2019 TVCS D BOD minutes

Donna Clavaud motioned to approve the TVCS D January 9, 2019 minutes. Bill Bonini seconded the motion. M/S/C

VI. Committee Reports

a. Park Advisory Committee

1. Review January 28, 2019 PAC meeting minutes

Minutes were reviewed.

2. Status of Park bids

In Jose Ortiz General Manager’s report; posting the Notice to Bidders for the Park projects was delayed due to the amount of rain in January. The deadline will still be met as the permit expires in late June 2019.

b. Financial Advisory Committee (FAC)

- 1.) Review January 23, 2019 FAC meeting minutes

Donna Clavaud reported FAC met January 23, 2019 and reviewed all line items for income and expenses. FAC recommends \$500 for the TVCS D newsletter, \$2,500 for legal and \$5,000 for consultants.

TVCS D investment plan is almost complete; Melinda Bell will be transferring \$20,000 to LAIF.

FAC will review CSDA Sample Policy Handbook to identify policies TVCS D should consider drafting and set a timeline to develop them

TVCS D By-Laws will be redrafted and submitted to CSDA’s legal team for review.

VII. Financial Report (Melinda Bell)

a. Accept check registers and approve expenditures:

Donna Clavaud motioned to accept check registers and approve expenditures. No objections.
M/S/C

b. Financial Manager’s report:
Financial Manager’s report was reviewed.

c. Review and Approve Financial Statements:

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

VIII. General Manager’s Report

General Manager’s report was reviewed.

CCTV inspection of the sewer system will be reviewed; based on the findings; the current CIP will be amended. Bill Bonini would like to see a wet weather and a dry weather inspection.

IX. NSU Report

a. Review December 2018 NSU report
Report was reviewed.

X. Pending Business

a. Status/Discussion of TVCS D Newsletter
The newsletter is currently being trimmed. Further discussion will be a free, outside visual inspection and a community field trip to the plant.

XI. Other Business

Donna Clavaud reported the idea of electronic signage for road status on Dillon Beach road at the Fire Department.

Donna Clavaud reminded the Board of a community meeting on February 21, 2019 at the Dance Palace to hear the findings/recommendations of the impacts of tourism, garbage and public restrooms in West

Marin.

XII. New Business

None

XIII. Old Business

- a. Status update on website revisions.

Donna Clavaud asked Walter Earle to meet with her to go over the TVCSD website and to make recommendations for updating it.

XIV. Correspondence

None

XV. Adjournment

Meeting was adjourned at 7:22 pm. No objections.

Next TVCSD BOD Meeting, March 13, 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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Board of Directors:

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

Tomales Park Committee meeting minutes

Monday, February 25, 2019 Meeting began @ 6:32 pm

Walter Earle chaired the meeting.

Patty Oku served as note taker.

Present: Walter Earle, Melinda Bell, David Judd, Randy Biehler, Patty Oku, Drew Fallon O’neill

Absent: Kara Davey, Beth Koelker

Agenda:

Open Communication

2019 Park Budget and Measure A Work Plan

Park Clean-up- Sunday April 21, 2019

Plans and Proposals Posted to the TVCSD Website.

Update on Prospective Bidders

Update on Margaret’s Bench

Adjourn

<u>Agenda Item</u>	<u>Discussion</u>
Open Communication	Walter brought up the proposed Tomales Town Festival sponsored by Noise Pop and Ted at the William Tell. There will be another gathering about the event in Mid-March. Melinda also brought up the possibility of moving some of the park funds into the Local Agency investment fund. We can easily retrieve funds if they’re needed from this account. She has already moved some of the Sewer funds into this account. Dru proposed moving 30K. Walter seconded. Motion carried.
2019 Park Budget and Measure A Work Plan	Measure A and Park Budget same for this year. Patty/Dru. Motion carried.
Park Clean-up- Saturday May 4, 2019	Park Cleanup day has been rescheduled Saturday May 4, 2019 because of Easter and the Easter-egg hunt the previous weekend
Plans and Proposals Posted to the TVCSD Website.	Jose has updated the website with the plans and narrative concerning the park construction projects. They can be found under the Park heading under Planned Projects. Jose suggested including the proposed ramps onto the play areas to be included with the Gazebo Project. Only 4 of the 5 play structures need ramps. David also expressed interest in being project coordinator. There was also discussion about the need for A, B, or C contractors licenses.
Update on Prospective Bidders	See above
Update on Margaret’s Bench	The bench donated by Jason McClean is now at Randy Biehler’s house and he will be getting it ready to install in the park.
Meeting adjourned at 7:12 pm.	Motion to Motion to adjourn- Patty/Walter
Next Meeting will be March 25, 2019 @6:00pm	The meeting time was changed to accommodate Drew’s work schedule.

Minutes approved by:

Date:

FINANCIAL ADVISORY COMMITTEE WORK SESSION NOTES

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

WEDNESDAY, MARCH 6, 2019

PRESENT: Melinda Bell, Chairperson; Donna Clavaud, VP BOD

ABSENT: Deborah Parrish, Board Member; Chick Petersen, Community Member

Melinda Bell opened the meeting at 6:30pm and since we did not have a quorum for decision-making, we decided to hold a Work Session to review the Draft 2019-20 Budget and propose a timeline for rolling out the upcoming budget process.

Proposed Budget Timeline:

April 3-deadline for all proposed budget line items to be submitted to Melinda Bell (this includes all sewer plant line items)

April 10-FAC to present Draft 2019-20 Budget for Sewer and Park at April TVCSD BOD meeting with Melinda Bell present

May 8-2019-2020 Public Budget Hearing and followed by May BOD Meeting wherein Board can approve both Budgets so that Park Work Plan can be submitted by June 1 deadline

An important question to be answered: How much time is required by law to publicize Public Hearing notice in newspapers? Jose Ortiz will publish notice.

Draft 20019-20 Budgets:

We reviewed recommendations by PAC from the Park Budget and Work Plan. They are recommending about the same amounts as last year since only maintenance was done. This budget includes funding the construction projects proposed for last year.

We also reviewed the Draft Sewer Budget by line item. We added the annual charge for TVCSD website with Square Space for \$210 under Equipment Expenses. We also removed \$500 from Secretarial expenses as past budgets determined the prior figures were set too high.

We are still awaiting projected expenses from General Manager Jose Ortiz on sewer grounds maintenance, lab costs, and Capital Improvement Projects.

Melinda Bell adjourned the meeting at 7:32pm.

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BANK REGISTER ACTIVITY FEBRUARY 2019**

		Date	Num	Name	Memo	Amount	Balance
131.00 · Cash					Beginning Balance - PARK		164,937.89
131.42 · Bank of Marin - Money Market					Beginning Balance		35,442.84
		02/08/2019			Measure A 2nd half	19,320.71	54,763.55
Total 131.42 · Bank of Marin - Money Market					Ending Balance	19,320.71	54,763.55
131.46 · Bank of Marin - Park Account					Beginning Balance		129,495.05
		02/06/2019	1235	PGE	VOID: 7399820768-9 12/25-1/24 389.0 kwh	0.00	129,495.05
		02/06/2019	1236	PGE	7399820768-9 12/25-1/24 389.0 kwh	-85.21	129,409.84
		02/20/2019		Henry Elfstrom		70.00	129,479.84
		02/28/2019			interest	0.50	129,480.34
Total 131.46 · Bank of Marin - Park Account					Ending Balance	-14.71	129,480.34
131.00 · Cash - Other							0.00
Total 131.00 · Cash - Other							0.00
Total 131.00 · Cash					Ending Balance - PARK	19,306.00	184,243.89
<hr/>							
131.00 · Cash					Beginning Balance		203,177.40
131.20 · CA Local Agency Investm Fnd					Funds Transfer Test		20,000.00
		02/26/2019			Funds Transfer Test	-6,000.00	14,000.00
Total 131.20 · CA Local Agency Investm Fnd					Ending Balance	34,000.00	14,000.00
131.31 · Redwood Credit Union					Beginning Balance		96,494.39
		02/28/2019			interest	24.27	96,518.66
Total 131.31 · Redwood Credit Union					Ending Balance	24.27	96,518.66
131.42 · Bank of Marin - Money Market					Beginning Balance		56,794.83
		02/13/2019			Levy 4	47.33	56,842.16
		02/28/2019			interest	6.88	56,849.04
Total 131.42 · Bank of Marin - Money Market					Ending Balance	54.21	56,849.04
131.44 · Bank of Marin - Sewer					Beginning Balance		27,420.94
		02/06/2019	4629	PGE	8044736439-1 12/24-1/23	-109.20	27,311.74
		02/07/2019	4630	Melinda K. Bell	January Financial Management	-1,531.25	25,780.49
		02/07/2019	4631	Natural Systems Util	February Services	-4,242.80	21,537.69
		02/13/2019	4632	Brelje and Race Laboratories, Inc.		-228.00	21,309.69
		02/13/2019	4633	Nelson Staffing	Jan 25 - February 9	-192.22	21,117.47
		02/20/2019			Tomales Regional Histroy Center	81.90	21,199.37
		02/20/2019	4634	AT&T	138729848	-85.00	21,114.37
		02/20/2019	4635	AT&T Uverse	145835838 2/7 - 3/6	-124.19	20,990.18
		02/20/2019	4636	Capital One Bank	Sonic and Staples supplies	-274.54	20,715.64
		02/26/2019			Funds Transfer Test	6,000.00	26,715.64
		02/26/2019	4637	SequoiaWebDesign	invoice 9669 technical support domain name	-100.00	26,615.64
		02/28/2019			interest	0.09	26,615.73
Total 131.44 · Bank of Marin - Sewer					Ending Balance	-805.21	26,615.73
131.48 · Bank of Marin - Solar					Beginning Balance		2,467.24
			02/28/2019		interest	0.01	2,467.25
Total 131.48 · Bank of Marin - Solar					Ending Balance	0.01	2,467.25
Total 131.00 · Cash					Ending Balance SEWER		196,450.68



Financial Manager's Report March 13, 2019

We are in the preliminary stages of the 2019/2020 budget process. The FAC and PAC have both met and begun planning. The main changes as of now for the Sewer program are the \$1,764 annual increase in the NSU fees effective January 2019 for half the current year and \$5,000 budgeted for strategic planning in 2019/2020. Insurance and postage rates are increasing by 5% and 10% respectively.

Grounds maintenance, lab bills and maintenance supplies vary from year to year and were covered in the Phillips and then NSU \$5,466 monthly flat rate and in the NSU \$5,611 flat rate from January 2017. The NSU rate was reduced to \$4,096 monthly for 2017/2018 and until January 2019 when it went to \$4,243. The grounds maintenance, lab bills and maintenance supplies costs for the last two fiscal years are shown in the Budgetary Comparison spreadsheet in this packet. NSU was charging in addition for overtime and alarm call-out time, but not after September 2018.

Park income levels have been steady and reliable in recent years. Rental usage has been down, but contributions have increased. We are two-thirds through the life of Measure A. With the delays in Park project construction, cash has been accumulating to provide for the planned \$83,555 in project costs and for maintenance costs for some following years.

Maintaining adequate cash reserves for the Sewer program is an important part of the planning process. We have to provide \$39,759 in the coming budget year for Sewer debt payments in addition to funding the budgeted expenses. The recent two rate increases are providing \$26,000 of this amount. The connection fee in this fiscal year increased income by \$10,000, not anticipated in the budget. Our current cash projections with flat revenues and yearly 1.5% increases in expenses will now give us positive cash levels in 2025/2026, the last year of our debt payments. Major capital expenditures of \$162,000 are planned for 2026/2027 at which time borrowing will be necessary again. To keep cash balances positive through 2025/2026, budget increases will have to be kept to a minimum or new revenue sources found.

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BALANCE SHEETS 2/28/2019 and 2/28/2018**

PARK BALANCE SHEETS		Feb 28, 19	Feb 28, 18
ASSETS			
Current Assets			
	131.42 · Bank of Marin - Money Market	54,763.55	17,829.83
	131.46 · Bank of Marin - Park Account	129,480.34	136,336.18
Total Current Assets		184,243.89	154,166.01
	100.20 · Land and Land Rights	132,000.00	132,000.00
	111.00 · Park Equipment	314,653.66	314,653.66
	105.00 · Depreciation	-66,695.00	-59,063.90
Total Fixed Assets		379,958.66	387,589.76
TOTAL ASSETS		564,202.55	541,755.77
LIABILITIES & EQUITY			
Liabilities			
	222.00 · Accounts Payable	0.00	140.00
	217.00 · Unearned Revenue	25,000.00	25,000.00
Total Liabilities		25,000.00	25,140.00
Equity			
	252.50 · Investment in Capital Assets	379,958.66	387,589.76
	260.00 · Unassigned Fund Balance	128,545.05	95,139.62
	Net Income	30,698.84	33,886.39
Total Equity		539,202.55	516,615.77
TOTAL LIABILITIES & EQUITY		564,202.55	541,755.77
SEWER BALANCE SHEETS			
ASSETS			
Current Assets			
	131.20 · CA Local Agency Investm Fnd	14,000.00	0.00
	131.31 · Redwood Credit Union	96,518.66	116,201.38
	131.42 · Bank of Marin - Money Market	56,849.04	50,558.05
	131.44 · Bank of Marin - Sewer	26,615.73	2,522.72
	131.48 · Bank of Marin - Solar	2,467.25	10,407.69
Total Current Assets		196,450.68	179,689.84
	100.00 · Property, Plant and Equipment	791,665.97	791,665.97
	100.10 · Maps and Records	17,248.00	17,248.00
	100.20 · Land and Land Rights	52,788.00	52,788.00
	105.00 · Less Accumulated Depreciation	-671,658.32	-621,907.65
	110.00 · Improvement Project	939,393.31	939,393.31
	112.00 · Solar System	269,945.21	269,945.21
Total Fixed Assets		1,399,382.17	1,449,132.84
	136.00 · SUSD Note Receivable	15,094.35	16,731.46
TOTAL ASSETS		1,610,927.20	1,645,554.14
Liabilities			
	222.00 · Accounts Payable	242.95	6,222.26
	230.00 · Fed Payroll Tax Payab	49.73	15.30
	211.00 · SWRCB SRF Loan	92,760.05	114,046.57
	215.00 · CREBS Bond	125,588.20	143,529.38
Total Liabilities		218,640.93	263,813.51
Equity			
	262.00 · Capital Asset Reserve	40,000.00	40,000.00
	264.00 · Operating Reserve	44,572.00	44,572.00
	265.00 · Net Assets - Unrestricted	1,283,866.95	1,315,787.17
	Net Income	23,847.32	-18,618.54
Total Equity		1,392,286.27	1,381,740.63
TOTAL LIABILITIES & EQUITY		1,610,927.20	1,645,554.14

BUDGETARY COMPARISON		PARK	Jul '18 - Feb 19	Actual2/28	Budget 2/28	FY Budget	2017/18 Actua
Income	311.00	Interest Income		4.46	3.33	5.00	8.29
	315.80	Measure A Funds		36,933.72	34,685.00	34,685.00	34,685.25
	320.33	Film Fees		500.00	0.00		
	320.00	Contributions Income - Other		95.03	400.00	500.00	665.23
	322.50	Cleaning and Security Deposit		-200.00	-200.00		200.00
	322.00	Park Use Rental - Other		200.00	200.00	400.00	250.00
	322.60	Water Tower PGE		560.00	560.00	840.00	840.00
Total Income				38,093.21	35,648.33	36,430.00	36,648.77
Expense	414.56	Legal Fees		0.00	5,000.00	5,000.00	
	414.57	Accounting		166.25	900.00	1,500.00	1,155.00
	414.81	Measure A Project Expenses		180.76	15,000.00	83,955.00	147.53
	414.82	Measure A Maintenance Expenses		981.24	1,200.00	1,800.00	437.16
	414.83	PGE Park		624.20	890.00	1,300.00	1,087.01
	414.87	Measure A Project Management		5,200.00			
	6420	Park Trash Disposal		241.92			416.64
Total Expense				7,394.37	22,990.00	93,555.00	3,243.34
Net Ordinary Income				30,698.84	12,658.33	-57,125.00	33,405.43
BUDGETARY COMPARISON		SEWER	Jul '18 - Feb 19				
Income	301.10	Service Charges - Monthly		655.20	655.00	983.00	869.40
	301.15	Service Charges - Annual Fees		1,965.60	1,966.00	1,966.00	1,738.80
	301.20	Service Charges - SUSD		61,782.36	64,299.00	64,299.00	59,605.31
	301.35	Solar Portion - County		8,280.00	8,280.00	8,280.00	7,140.00
	301.30	Service Charges - County - Other		56,596.57	61,256.00	108,456.00	96,017.53
	303.10	Permit and Inspection Fees		240.00			
	303.00	Connection Fees - Other		10,000.00			
	305.00	SUSD Sinking Fund		8,062.00	8,062.00	8,062.00	8,062.00
	311.00	Interest Income		1,262.27	1,000.00	1,500.00	1,410.74
	315.50	Levy 4		4,679.55	4,900.00	8,180.00	8,143.07
Total Income				153,523.55	150,418.00	201,726.00	182,986.85
Expense	413.00	Grounds Maintenance		4,166.25	1,334.00	2,000.00	1,224.00
	410.10	Sewage Collection Electric		313.36	269.00	405.00	470.13
	411.05	Lab Bills		4,181.00	5,775.00	8,663.00	8,655.04
	411.10	Maintenance Supplies		145.43	5,156.00	7,734.00	6,387.28
	411.03	Sewage Treatment Electric		-1,995.17	160.00	240.00	1,324.12
	411.00	Sewage Treatment - Other		1,864.00	0.00		
	412.10	Sewage Disposal Electric		155.10	226.00	340.00	312.34
	412.00	Sewage Disposal - Other		326.14	552.00	828.00	827.50
	414.10	Payroll Tax Expense		261.35	412.00	550.00	150.78
	414.05	Administrator's Fees		18,351.25	31,107.00	46,661.00	47,375.00
	414.22	Licenses and Permits		1,455.00	1,376.00	1,376.00	1,376.00
	414.31	Property & Liability Insurance		7,514.80	7,369.00	7,369.00	6,952.39
	414.33	Worker's Comp Insurance		611.84	700.00	700.00	711.08
	414.41	Postage and Delivery		298.17	75.00	110.00	326.20
	414.42	Printing and Copies		0.00	50.00	100.00	112.00
	414.43	Office Supplies		294.23	100.00	150.00	106.88
	414.44	Sonic - Web Hosting		63.60	66.00	100.00	63.60
	414.45	Equipment Expense		336.64	165.00	250.00	697.96
	414.465	Board Member Stipend		650.00	3,000.00	5,000.00	2,100.00
	414.467	Board Training		0.00	650.00	1,000.00	40.07
	414.47	Clerical/Bookkeeping		7,402.50	8,000.00	12,000.00	11,991.40
	414.48	Office Rent		600.00	600.00	1,200.00	1,200.00
	414.49	Secretary		1,354.32	2,700.00	4,500.00	3,092.76
	414.50	O&M Contractual Services		33,059.44	32,765.00	49,148.00	49,820.04
	414.551	Legal Fees		0.00	1,250.00	2,500.00	110.00
	414.552	Accounting		5,200.00	5,300.00	5,300.00	5,150.00
	414.61	Newsletter Expense		0.00	250.00	500.00	101.82
	414.60	Publication and Notices - Other		0.00	175.00	175.00	333.00
	414.62	Dues and Subscriptions		1,209.00	0.00	1,150.00	1,154.60
	414.67	Solar Lease Admin Fee		750.00	750.00	750.00	750.00
	414.724	SCADA Programming & Integration		0.00	1,650.00	2,500.00	
	414.72	Computer Repairs - Other		100.00	150.00	150.00	214.20
	414.74	Treatment Ponds Maintenance		191.25			1,043.61
	414.76	Collection System Maintenance&CCTV		900.00	0.00	10,000.00	1,282.29
	414.774	Air Gap Apron Repair		0.00	2,000.00	4,000.00	
	414.77	Irrigation Field Maintenance - Other		105.00	0.00		1,598.00
		Total 414.70 -CIP and Maintenance		1,296.25	3,800.00	16,650.00	4,138.10
	414.81	Travel		246.34	513.00	770.00	712.17
	414.83	Meetings and Seminars		0.00	100.00	200.00	149.50
	414.90	Telephone and Internet Services		1,669.02	1,666.00	2,500.00	2,524.97
	417.10	Bank Service Charges		30.00			
	417.30	LAFCO Charges		189.39	160.00	160.00	250.00
	417.40	County Teeter Admin Fee		136.50			182.00
	420.20	Interest Expense - SRF Loan		2,851.16	2,851.00	2,851.00	3,370.35
Total Expense				94,986.91	119,422.00	183,930.00	164,243.08
Net Income As Budgeted				58,536.64	30,996.00	17,796.00	18,743.77
	415.50	Depreciation Expense		34,689.32			50,663.99
Net Income				23,847.32	30,996.00	17,796.00	-31,920.22

GENERAL MANAGER'S REPORT

MARCH 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.
- ❖ Contacted NSU to request the January SMR prepared by NSU and submitted to Regional Board. This report is not included in the Board packet. I will forward the electronic file this week after I receive it from NSU.
- ❖ Coordinated with M. Bell regarding prorated annual sewer service fees for connections in mid-fiscal year. She contacted Marin County to clarify the procedure for collecting sewer service fees due to TVCSD for these type connections. Shortly, we will be billing new sewer service customers for their recent connections to the sewer system.

New/Continuing Business

- ❖ Began preparation 2018 Annual Monitoring report for submittal to the Regional Board.
- ❖ **Status of Park Project Bids:** I posted the Notice to Bidders and the approved plans and specifications onto the District's web site. Afterwards, I met with Dave Judd on February 19 to clarify the specific details for the handicap ramps so that the proposed improvements are ADA compliant. As of March 10, I have not received any inquiries about the project. I will repost the Notice to Bidders for the gazebo and other park projects extending the time to receive bids to April 8, 2019. I will also publish an ad in the classified section of the Santa Rosa Press Democrat directing interested bidders to the Tomales Village website for plans and specifications. 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 April 10, 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.
- ❖ **Status of On-Going Dispute with Telstar, Inc.:** After weeks of communications with Telstar trying to get them to accept responsibility for not having delivered a working SCADA system upgrade, I received an answer to our request to make the system right. They would be willing to correct all the problems that we have identified on a time and materials basis. We have contacted other companies that work on SCADA systems and have received one bid, also on a time and materials basis for slightly over half of the cost of the original SCADA system and computer system upgrades. I will be responding to Telstar's proposal shortly. I will report to the Board at the April regular Board meeting which I am scheduled to attend.
- ❖ I conducted a pre-construction conference on February 11 with Steve Dube, foreman for the construction company installing the sewer lateral for Mr. Scott Hochstrasser at the site at 195 John Street. They completed the sewer lateral installation on Thursday, February 21. All that is left is to do

is to patch the asphalt. This will be done in conjunction with the trench work for the PG&E tie-in.

- ❖ 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.
- ❖ I met with Brandon Jacka, the Chief Plant Operator to get a status of CIP-related items that have been completed and those that need to be budgeted for FY 2019-20. Primarily, we went over improvements to the irrigation field. This includes replacing two big irrigation “guns” which we previously purchased and modifying the collection ditch overflow sump. I will work with the Budget Committee to update this information.
- ❖ As I reported above in the Status of Telstar related issues, there is another firm from whom we can procure technical services for working on our SCADA systems. I met with the owner and with NSU representatives on February 19 and obtained a proposal for replacing the faulty and uncalibrated sensors at the treatment plant, lift station, and storage ponds. If accepted, the potential expenditures will be incorporated into our CIP and budget.
- ❖ I received and reviewed the 2019 Management Plan for Commercial Shellfish Harvesting in Tomales Bay, CA from Mr. Sam Rankin of the California Department of Public Health.

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 March 15, 2019. I have received the monthly data reports that I requested from NSU.
- ❖ 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.