



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, April 10, 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 April 10, 2019 BOD Agenda Action

IV. Board Member Reports

V. Approval of March 13, 2019 Minutes Action

VI. Committee Reports

a. Park Advisory Committee (PAC)

1. Review March 25, 2019 PAC meeting minutes

b. Financial Advisory Committee (FAC)

1. No FAC meeting was held in March

2. Review and discuss Draft 2019/2020 Sewer and Park Budgets and Measure A Work Plan for 2019/2020.

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 February 2019 reports

X. Pending Business

a. Newsletter delivered March 28, 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, March 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; Ted Anderson

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 March 13, 2019 TVCS D BOD Agenda

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

IV. TVCS D Board Member Reports

Bill Bonini reported he had a conversation with Jose Ortiz, TVCS D General Manager, regarding the condition of the winter rains into the sewer. They also talked about resolving the SCADA monitoring system.

V. Approval of February 13, 2019 TVCS D BOD minutes

Donna Clavaud motioned to approve the TVCS D February 13, 2019 minutes. Bill Bonini seconded the motion. M/S/C

VI. Committee Reports

a. Park Advisory Committee

1. Review February 25, 2019 PAC meeting minutes

Minutes were reviewed.

Dru Fallon O'Neill reported there was discussion of the 2019/2020 budget for the Park. There are no changes to be expected for the 2019/2020 Park budget and Measure A work plan. The memorial bench design and the new gazebo project were discussed. The RFP for the Park projects are posted on the TVCS D website. Donna Clavaud pointed out \$30,000 will be moved to the CAL LAIF Investment Fund to earn a higher rate of interest.

2. Status of Park bids

As of March 10, 2019 no inquiries regarding the Park bids have been received. According to the General Manager’s report, an extension to receive bids will be April 8, 2019.

3. Status of Draft Measure A Work Plan & Budget for 2019/2020

Measure A and Park Budget will remain the same.

b. Financial Advisory Committee (FAC)

1.) Review March 6, 2019 Work Session Notes

Donna Clavaud reported she and Melinda Bell worked on the draft budget for 2019/2020 and developed a proposed budget timeline. Projected expenses for maintenance, lab costs and CIP will be required from Jose Ortiz.

Budget Timeline:

- **April 3rd, 2019** deadline for all proposed budget line items to be submitted to Melinda Bell.
- **April 10th 2019** to present draft 2019/2020 Budget for Sewer and Park. TVCSD Board of Directors meeting with Melinda Bell present.
- **May 8th, 2019** Public Budget Hearing followed by Regular May TVCSD Board meeting.
- **June 1st, 2019** Due date for Measure A Work Plan to Marin County.

Donna Clavaud praised Melinda Bell’s work at TVCSD and asked the Board to consider a performance review ASAP and to consider a salary increase or bonus.

VII. Financial Report (Melinda Bell)

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

- a. Accept check registers and approve expenditures:
- b. Financial Manager’s report:
Financial Manager’s report was reviewed.
- c. Review and Approve Financial Statements:

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

VIII. General Manager’s Report

General Manager’s report was reviewed.

Dru Fallon O’Neill questioned how many sewer connections were still available. Bill Bonini reports there are approximately 40 + available based on TVCSD current LAFCO agreement that determines the sewer boundaries.

There was discussion if the RFP could include B Licensed Contractors in addition to the A Licensed Contractors.

Regarding the SCADA monitoring system at the sewer plant the Telstar company is willing to correct the computer generated reports on a time and materials basis. Jose Ortiz will continue to negotiate a resolution.

IX. NSU Report

- a. Review December 2018 NSU report

Report were not included in the Board packet; Electronic file will be sent to BOD this week when received from NSU.

X. Pending Business

- a. TVCSD Newsletter will be distributed 3rd week of March 2019.

Cynthia Hammond reported the TVCSD Newsletter would be distributed to the post office the week of March 25th, 2019.

XI. Other Business

None

XII. New Business

Ted Anderson asked if anything has been done with “Spider House” (water tower) roof, which is located at the Park. Walter Earle said he and his son removed a limb over the roof. Donna Clavaud suggested discussing what to do with structure at the next Park meeting and suggested inviting Henry Elfstrom (Spider House “owner”) to the meeting.

Donna Clavaud asked if PAC would discuss whether the Park could be an optional, future site for a Farmer’s Market.

XIII. Old Business

None

XIV. Correspondence

None

XV. Adjournment

Meeting was adjourned at 7:44 pm.

Next TVCSD BOD Meeting, April 10, 2019, 7 pm at Tomales Town Hall

Approved by: Dru Fallon O’Neill, President

Date:

Attested by: Cynthia Hammond, Recording Secretary

Date:

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

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Board of Directors:

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

Tomales Park Committee meeting minutes

Monday, March 25, 2019 Meeting began @ 6:00 pm

Walter Earle chaired the meeting.

Patty Oku served as note taker.

Present: Walter Earle, David Judd,, Patty Oku, Drew Fallon O’neill

Absent: Kara Davey,Beth Koelker

Agenda:

Open Communication

Contractor License requirement (A or B)

Park Clean-up- Sunday April 21, 2019

Proposed Farmers Market at the Park

Watertower Discussion

Update on Prospective Bidders

Update on Margaret’s Bench

Adjourn

Agenda Item	Discussion
Open Communication	No Open communication
Contractor license requirement for projects (A or B)	Ask Jose to change the requirements posted to the website to read A or B. It specifies just an A license currently. David knows some people in Sebastopol (The Sawyer Family) who might be interested. He will contact them soon.
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. Walter will contact Melinda about providing lunch for volunteers. David and Walter will make a list of chores to be done by volunteers. David also mentioned that the old bench by the pond needs to be repaired.
Proposed Farmers Market at the Park	There is an independent group planning a Farmers Market to be held on the corner of 1st. and Highway 1 on Bill Bonini’s property . Donna has asked us to discuss the idea of holding a Farmers Market at the Tomales Park as an alternate location. Due to construction of the new Gazebo, ramps and entry way, this may not be possible.
Water Tower Discussion	It’s an old building and needs repair. We’re pretty sure the water tank is empty. It has been disconnected from the park water supply for a while. We think Henry is still using his space. He’s still doing work around the park. We need to bring it up at a District Meeting.
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. He found some rotted wood and is concerned. David will ask Randy when he can come by to see how it’s going.
It was discussed that there will be no April Meeting	
Meeting adjourned at 6:36 pm.	Motion to adjourn: Patty/ Walter
Date:	

Tomales Village Community Services District (TVCS D) Annual Budget Process

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The Components of the TVCS D Budget

Revenue Budget

TVCS D derives revenues from a variety of sources including local user charges and miscellaneous revenues. Taxes are the largest source of revenue and usually account for the majority of the total revenues. State and federal aid is another potential source with miscellaneous receipts and transfers from the capital budget representing the remaining portion.

Expense Budget

The expense budget is a fiscal plan to finance the operation of TVCS D. It sets out the amount of money the district expects to spend each year for ongoing operational expenses. These amounts are appropriated to individual expense items by the Board of Directors in the budget adoption process. In addition to operating expenses, the budget also includes amounts which must be allocated for the cost of interest and repayment of the district's debt.

The expense budget serves the function of budget control. Budget control involves assuring that the administrator does not overspend the dollar amounts specified by the Board of Directors for particular purposes. The administrator submits to the Board of Directors an expense budget and supporting schedules which provide a greater level of detail of the items proposed to be funded through the expense budget.

The expense budget includes a funding summary which breaks out the amount of funds allocated to each expenditure. Year over year line item increases greater than 10% must have supporting explanation.

Capital Budget

TVCS D's capital budget is a plan for investment in the district's infrastructure. It provides funding for purchasing property, the construction of facilities, improvements of existing facilities, and the purchase and installation of major equipment. The capital budget is presented as part of a four-year capital program. The first year of the capital program represents the level of capital spending planned for the upcoming fiscal year, while the remaining three years of the capital program are a projection of the spending necessary to complete each project in the capital budget, and to fund new projects anticipated in the following three years. An important focus for the Board of Directors would be to prepare and maintain a ten-year capital strategy. This strategy is approved/supported by the Board of Directors and describes all aspects of the development of the district's capital facilities for the next ten fiscal years. The Board reviews this ten-year plan on an annual basis, or as often as necessary.

Projects included in the capital budget are paid for from two major sources:

1. *Proceeds from loans dedicated to the current costs associated with ongoing capital projects. The debt owed by the district on the interest and principal due on outstanding loans is paid*

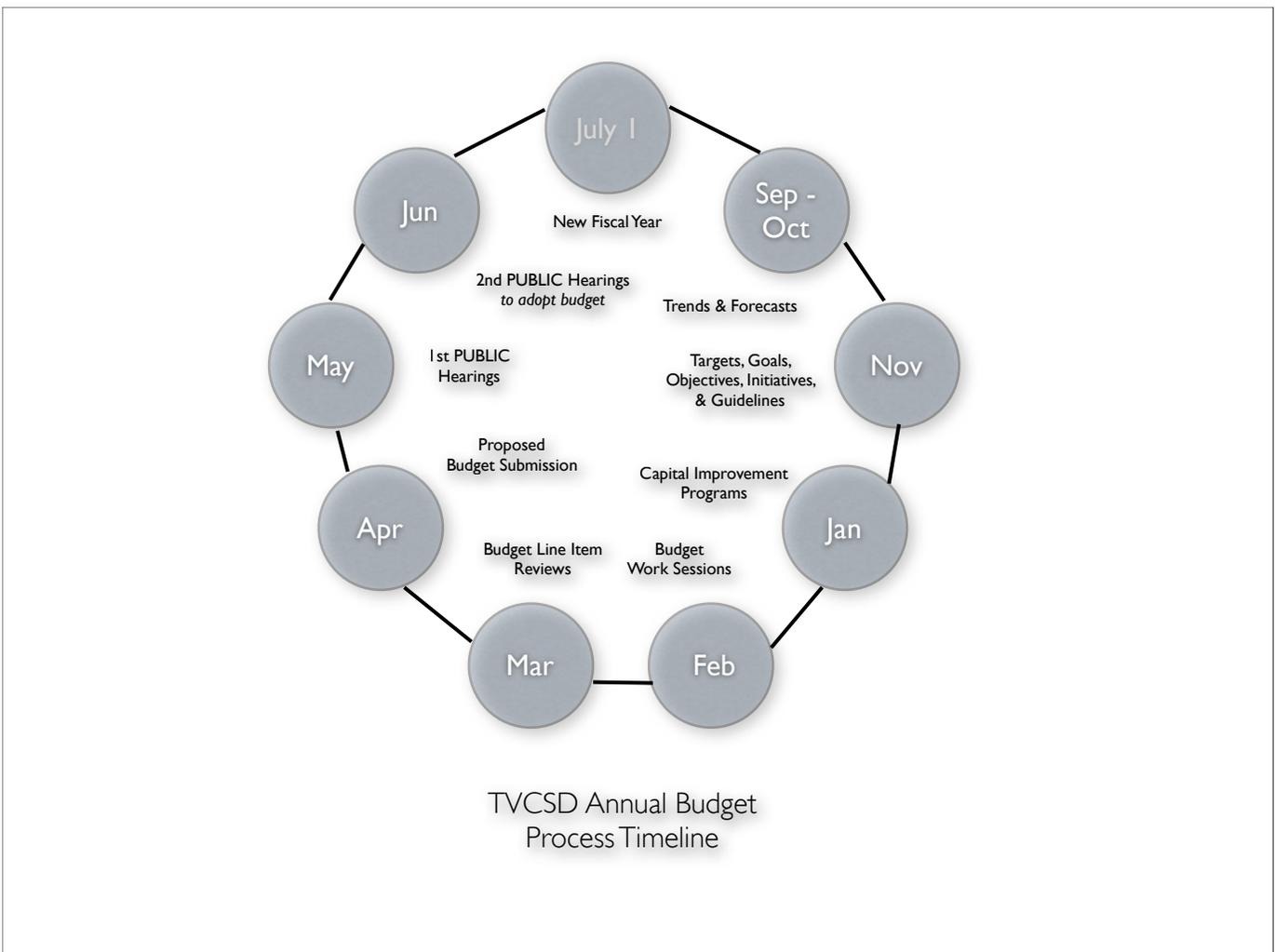
Tomales Village Community Services District (TVCS D) Annual Budget Process

from money appropriated each year in the expense budget, this appropriation is referred to as the "debt service."

2. The other source of funding is from grants.

TVCS D's capital commitment plan is a measure of what is planned to be expended on capital projects during the course of a fiscal year. Targets in the commitment plan are representative of the actual dollar amounts that are expected to be spent in the current fiscal year based on projections of the dollar value of contracts that will be entered into. Capital budget appropriations made in past fiscal years are routinely rolled over to the next fiscal year if they are not committed during the course of the present fiscal year.

TVCS D Annual Budget Timeline



Tomales Village Community Services District (TVCS D) Annual Budget Process

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July 1 - New Fiscal Year Begins

September/October - Trends and Forecasts

On a monthly basis, the Board, the FAC, and District Staff review and analyze variances between budgeted and actual receipts. High level reports comparing budget to actuals, actuals to prior period, actuals to prior fiscal year, and distribution of expenses (as percentage of revenue and total expenses).

November - Targets, Goals, Objectives, and Guidelines

The strategic plan is a living document and should be reviewed on a regular basis. The annual budget reflects the objectives of the strategic plan. Budget expenses should be built from priorities set forth by the strategic planning process.

January - Capital Improvement Projects

Identify Capital Improvement Projects to be funded. The Capital Improvement Plan (CIP) is one of the most significant planning processes for TVCS D. This plan should identify the capital needs of the community over a ten-year period. This plan not only identifies the immediate needs but also seeks to capture longer-term capital needs.

The CIP should be updated annually and subject to change as the needs of the community become more defined and individual projects move along in their respective planning and budgeting processes. The effective use of a CIP process provides for considerable advance project identification, planning, evaluation, scope definition, design, public discussion, cost estimating, and financial planning.

The objectives used to develop the CIP include:

- To preserve and improve the infrastructure of Tomales through capital asset construction, rehabilitation and maintenance;
- To maximize the useful life of capital investments by scheduling major renovations and modifications at the appropriate time in the life-cycle of the facility;
- To identify and examine current and future infrastructure needs and establish priorities among projects so that available resources are used to the community's best advantage; and
- To improve financial planning by comparing needs with resources, estimating future bond issues, and identifying potential fiscal implications.

Tomales Village Community Services District (TVCS D) Annual Budget Process

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The CIP is the primary instrument for planning the funding and timing of the needs and priorities that have been approved by the Board of Directors. The funding and implementation of CIP projects are an integral part of the budget process.

February - Preliminary Budget Work Sessions

The budget formulation process begins with the development of the revenue projections. The Financial Advisory Committee (FAC) which is commissioned by the Board of Directors, meets monthly to analyze past economic trends and monitor revenue flows to begin developing revenue projections for the upcoming fiscal year. The FAC, together with District Staff, begins the development of the budget ceilings for projects based on forecasted revenues for the upcoming fiscal year.

March - Budget Line Item Reviews

“Line Item Budgeting” is the simplest form of budgeting, this approach links the inputs of the system to the system. These budgets typically appear in the form of accounting documents that express minimal information regarding purpose or an explicit object within the system. Budget Detail should:

1. Reflect the proper proportion
2. Contain support for each line item
3. Express distribution of expenses relative to other items
4. Include graphic analysis

April - Proposed Budget Submission and Budget Work Sessions

The Board of Directors submit their proposed budgets for the upcoming fiscal year for public review. The FAC, along with district staff, analyze the individual budgets and prepare recommendations for the Board of Directors, update narratives, develop budget schedules, summaries and revenue statements. Board of Directors are presented with a copy of the FAC’s recommendation. If necessary, changes are made and supporting documents are updated for presentation to the Board.

May/June - 1st and 2nd PUBLIC hearings to adopt budget

Public meetings to review the Board’s recommendations are to be held to discuss updated annual goals and objectives, proposed rate adjustments, and district needs. Once the public hearings have been completed and action taken, the Board may vote to adopt the budget.

TVCS D BUDGET TIMELINE

JULY

Measure A Disbursements

Submit Approved Park and Sewer Budgets to County & State

(Required before September 1)

Submit Transmittal 3 to Dept of Finance w/ Rate Schedule/Resolutions/Board Minutes

AUGUST

Measure A Expense Report Forms Mailed Out

Invoice Annual Customers

Submit Transmittal 2 to Dept Finance with any changes to parcels

Submit Transmittal 4 to Dept Finance requesting Full report

Submit Transmittal 5 to Dept Finance-Finalize Assessment

SEPTEMBER

Measure A Expense Reports Due

Bill SUSD Annual Notice

Submit Annual Compensation Report to State Controller's Office

Biennial Filing to Secretary of State

Work with Auditor on Annual Audit & prepare Management Disc & Analysis

OCTOBER-FEBRUARY

Submit Annual Report to State Controller's Office

FAC and Park Committees analyze & start to prepare budget line items

Measure A January Disbursements

MARCH

Measure A Work Plan Forms Mailed Out

Work on Park and Sewer DRAFT Budgets

Draft Measure A Work Plan to Board for Review & Discussion

(Consider posting Notice of Public Hearing for May)

MAY

Measure A Work Plans Completed (due June 1)
Public Hearing on Budgets prior to BOD Meeting
Preliminary Sewer and Park Budget Vote at BOD Meeting

JUNE

Final Budget Vote at BOD Meeting
Adopt Resolution setting Sewer Rate
Adopt Resolution setting Hook-up Fees & Ad Valorum tax rate
Submit Transmittal 1 to Dept Finance requesting Preliminary Report

**Tomales Village Community Services District
2019/2020 Park Program Budget First Draft**

				Income		
311.00				· Interest Income		20
315.80				· Measure A Funds		37,582
320.00				· Contributions Income		500
322.00				· Park Use Rental		400
322.60				· Water Tower PGE		840
Total Income						39,342
				Expenses		
414.81 · Measure A Project Expenses						
				Picnic Table and Log Bench		700
				Gazebo		70,000
				Paths and Ramps		8,000
				Fence Replacement		5,255
				Legal Review		5,000
Total 414.81 Measure A Project Expense						88,955
414.82 · Measure A Maintenance Expense						
				Supplies and Services		1,300
				Mural for East Bathroom Wall		500
				PGE Park		1,300
				Financial Management		1,500
Total 414.82 · Measure A Maintenance Expense						4,600
Total Expense						93,555
Net Ordinary Income						(54,213)
To Be Funded By Use of Prior Year Measure A Funds						54,213
Beginning Cash Estimated for July 1, 2019						183,500
Use of Prior Year Funding						(54,213)
Estimated Ending Cash						129,287

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

TVCS D SEWER ENTERPRISE

DRAFT

INCOME AND EXPENSE BUDGET

Fiscal Year 2019-2020

SUBMITTED: APRIL 10, 2019

DRAFT APPROVED:

FINAL APPROVAL:

Tomales Village Community Services District

P.O. Box 303 Tomales, CA 94971

707-878-2767

DATE: April 10, 2019

TO: Stakeholders

FROM: Board of Directors, TVCSD

SUBJECT: Proposed TVCSD Sewer Budget for 2019-2020

Recommendations:

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

- Review and Adopt final Budget at Public Hearing on May 8, 2019
- Adopt Resolution 19-1 to keep the monthly sewer service rate at \$81.90 per EU, the standard hook-up fees at \$10,000 and the Ad Valorem tax rate at \$0.02 per \$100 valuation at the May 8, 2019 Board of Directors' Meeting.

OVERVIEW:

This Fiscal Year 2019-20 Budget Proposal is the outcome of a continuing effort by Board Members, staff, and standing committees to analyze District expenses and keep daily operational costs low by implementing efficiencies. Incorporating our ten-year maintenance, repair and improvement plan, this 2019-20 budget includes replacing a high lift pump and motor, three uninterrupted power supply units, a level transmitter and thirty-three sprinkler heads. The estimated cost of this infrastructure maintenance will be \$14,500. Similar projects are scheduled each year and provided for in the annual budgets to maintain the existing infrastructure over the years.

The last major upgrade to the sewer plant obtained in 1999 from North Marin Water District was undertaken in 2007/2008 using debt financing. No rate increase had been imposed to service this debt for eleven years until the past two years' consecutive increases. Additionally, solar bonds were purchased in 2009 to install solar panels to power the plant and irrigation ponds. Payments in 2019/2020 to retire these two debt issues will require \$39,760 in addition to the expenses budgeted. The two consecutive rate increases have generated additional income each year, alleviating the pressure on diminishing cash reserves for debt repayment. This budget includes a modest 3% increase in operating expenses and still provides \$13,409 toward repayment of debt.

Major improvements to the system are projected for 2026/2027. The current two debt issues will be completely retired the previous fiscal year. The challenge facing us will be to maintain adequate cash balances in the coming years until financing for the planned 2026/2027 improvements can be arranged.

SEWER PROGRAM INCOME

Sewer Service Fees (301.10, 301.15, 301.30)

The current service rate is \$81.90 per month per EU, or \$982.80 per year. No rate increase is being recommended in this budget.

Shoreline Unified School District Service Fees (301.20)

SUSD utilizes one-third of the capacity of the sewer system. Each year they are charged for one-third of the costs of operating the sewer program. The charge is derived from actual operating costs of the previous year now in process as we draft this budget.

SUSD Sinking Fund (305.00)

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

Interest Income (311.00)

Interest of \$907 on a loan the SUSD is paying back to the District plus bank account and investment interest. A significant portion of cash reserves are now invested with the State of California Local Agency Investment Fund paying competitive interest on liquid funds.

Levy 4 (315.50)

The Levy 4 Income from Marin County is anticipated to be about \$8,180 for this budget year; however, it does vary somewhat year to year.

EXPENSES

Collection, Treatment and Disposal (410.00 through 413.20)

Ongoing expenses for the community's wastewater collection, treatment and disposal. These costs include laboratory charges for testing, grounds maintenance, treatment supplies, and electrical power, cost of the latter being reduced by the solar system. The 2019/2020 budget reduces maintenance supplies by \$3,000 due to current supply levels, and increases grounds maintenance by the same amount due to higher mowing costs.

Operation and Maintenance Services (414.50)

The current contract is tied to the Consumer Price Index and has slowly risen over the years since 1999. The District renegotiated the contract for a 27% reduction effective July 2017, concurrent with assuming lab fee, grounds maintenance and supplies costs. The first CPI increase in the monthly contract fee since the renegotiation occurred in January 2019, a 3.6% increase.

Contracted Management and Administrative Services (414.05, 414.47, 414.49, 414.551, 2 and 3)

Three part-time contractors to perform general management, (414.05) financial services (414.47) and secretarial services (414.49) have increased district transparency while saving the District over \$25,000 in annual expenses in compensation from prior years. Annual audits are performed as required (414.552) and legal services. (414.551) are provided for if needed. This budget includes \$5,000 in consulting fees for an update of the Strategic Plan adopted in 2011.

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

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

Licenses and Permits (414.22)

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

Insurance (414.31, 414.33)

The District's insurance carrier, SDRMA, has increased our rates 5% for Property & Liability Insurance. The District pays the minimum fee for workers' compensation insurance for Board members and volunteers.

Office Expenses (414.41 – 414.45)

Postage, copying, web hosting, office supplies and equipment expenses, including software subscriptions, are kept to a minimum.

District Office Rent (414.48)

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

Publications and Notices (414.60)

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

Newsletter (414.61)

The budget provides for the expenses of two newsletters this year.

Dues and Subscriptions (414.62)

Dues are limited to California Special Districts Association membership and the charges for 811 – Call Before You Dig inquiries in our area.

Solar Lease Agreement (414.67)

The Solar System was purchased with the sale of Clean Renewable Energy Bonds. The bond payment each year requires cash outlay of \$17,941 and the solar administrative fee is \$750. These are no-interest bonds, and the \$750 is the only budgeted expense for the debt.

Plant and Building Maintenance (414.71)

A nominal amount is provided for upkeep of the structures at the sewer plant independent of the collection, treatment and disposal systems. Examples would be paint, minor repairs and light bulbs.

Repairs and Maintenance (414.72-414.79)

This section of the budget is now being used to appropriate funds for the infrastructure costs from the 10-year CIP plan as described above in the Overview. Each year approximately \$15,000 is budgeted for repair and maintenance of the collection, treatment and disposal systems. The 2019/2020 projects are described in the Overview section of this budget.

Travel (414.81)

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

Training (414.85)

Reimbursement for required and related training and resource materials for staff and Board

Telephone and Internet Services (414.90)

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

LAFCO (417.30)

Required annual assessment for LAFCO services

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

Interest expense at 2.50% on the SWRCB Revolving Fund loan.

Net Change in Cash Balance

The District does not budget for depreciation. Instead it focuses on maintaining adequate cash levels. Budgeted expenses for 2019/2020 total \$188,817. In addition the District appropriates the cash needed for payment on the debt issues less the funds collected from SUSD for their debt to the District. The resulting drain on cash planned for 2019/2020 is \$24,616.

**Tomales Village Community Services District 2019/2020 Budget
First Draft**

Income			
301.10 · Service Charges - Monthly			983
301.15 · Service Charges - Annual Fees			1,966
301.20 · Service Charges - SUSD			64,299
301.30 · Service Charges - County			116,737
Total 301.00 · Service Charges			183,984
305.00 · SUSD Debt Funding			8,062
311.00 · Interest Income			2,000
315.50 · Levy 4			8,180
Total Income			202,226
Expense			
410.00 · Sewage Collection Electric			460
411.03 · Sewage Treatment Electric			240
4111.05 - Lab Costs			8,663
411.10 - Plant Maintenance Supplies			4,734
412.00 · Sewage Disposal Other			828
412.00 · Sewage Disposal Electric			340
413.20 - Grounds Maintenance			5,000
414.05 · Administrator's Fees			46,661
414.10 - Payroll Tax Expense			550
414.22 · Licenses and Permits			1,376
414.31 · Property & Liability Insurance			7,737
414.33 · Worker's Comp Insurance			854
414.41 · Postage and Delivery			360
414.42 - Printing and Copies			100
414.43 · Office Supplies			150
414.44 · Sonic - Web Hosting			100
414.45 · Equipment Expense			620
414.465 · Board Member Stipend			5,000
414.467 · Board Training			1,000
414.47 · Clerical/Bookkeeping			12,000
414.48 · Office Rent			1,200
414.49 · Secretary			4,000
414.50 · O&M Contractual Services			50,910
414.551 · Legal Fees			2,500
414.552 · Accounting			5,300
414.553 · Consulting			5,000
414.61 · Newsletter Expense			500
414.60 - Publication and Notices			175
414.62 · Dues and Subscriptions			1,150
414.67 · Solar Lease Admin Fee			750
414.71 - Plant and Building Maintenance			150
414.74 - Treatment Pond Maint pump, motor, power supply			9,500
414.77 · Irrigation Field Maint sprinklers, level transmitter			5,000
Total 414.70 · Major Repairs and CIP			14,500
414.81 · Travel			700
414.85 - Training			200
414.90 · Telephone and Internet Services			2,500
417.30 · LAFCO Charges			190
420.20 · Interest Expense - SRF Loan			2,319
Total Expense			188,817
Net Income			13,409
Cash repayment on initial SUSD advance			1,735
Cash outlay for loan and bond payments			(39,760)
Net Change in Cash Balances			-24,616

BANK REGISTERS ACTIVITY MARCH 2019

	Type	Date	Num	Name	Memo	Amount	Balance
Checking/Savings		PARK					184,244.39
CA LAIF							0.00
	Transfer	03/15/2019			Funds Transfer	30,000.00	30,000.00
Total CA LAIF						30,000.00	30,000.00
131.42 · Bank of Marin - Money Market							54,763.55
	Deposit	03/28/2019			interest Park share	4.13	4.13
Total 131.42 · Bank of Marin - Money Market						4.13	54,767.68
131.46 · Bank of Marin - Park Account							129,480.84
	Bill Pmt -Check	03/10/2019	1237	Melinda K. Bell	February 2.5 hours	-87.50	129,393.34
	Bill Pmt -Check	03/10/2019	1238	PGE	1/25 - 2/25 7399820768-9	-90.11	129,303.23
	Bill Pmt -Check	03/13/2019	1239	Fishman Supply	case multifold towels	-31.80	129,271.43
	Transfer	03/15/2019			Funds Transfer	-30,000.00	99,271.43
	Bill Pmt -Check	03/21/2019	1240	Martinez, Maria	Jan-March Recology	-123.90	99,147.53
		03/29/2019			interest	0.45	99,147.98
Total 131.46 · Bank of Marin - Park Account						-30,332.86	99,147.98
Total 131.00 · Cash						-30,328.73	153,915.66
Total Checking/Savings		PARK				-328.73	183,915.66
131.00 · Cash		SEWER					196,450.68
131.20 · CA Local Agency Investm Fnd							14,000.00
	Transfer	03/15/2019			2nd LAIF investment	56,000.00	70,000.00
Total 131.20 · CA Local Agency Investm Fnd						56,000.00	70,000.00
131.31 · Redwood Credit Union							96,518.66
	Transfer	03/11/2019			Transfer RCU to SewCheckingForLAIF	-56,000.00	40,518.66
Total 131.31 · Redwood Credit Union						-56,000.00	40,518.66
131.42 · Bank of Marin - Money Market							56,849.04
	Deposit	03/28/2019			interest Sewer share	4.29	4.29
Total 131.42 · Bank of Marin - Money Market						4.29	56,853.33
131.44 · Bank of Marin - Sewer							26,615.73
	Bill Pmt -Check	03/05/2019	4638	Kristin Lawson	March-May	-300.00	26,315.73
	Bill Pmt -Check	03/06/2019	4639	USPS	annual permit P O Box 303	-235.00	26,080.73
	Bill Pmt -Check	03/10/2019	4640	Brelje and Race Laboratories, Inc.		-379.00	25,701.73
	Bill Pmt -Check	03/10/2019	4641	Melinda K. Bell	February 18.50 hours	-647.50	25,054.23
	Bill Pmt -Check	03/10/2019	4642	Natural Systems Utilities -CA		-4,304.60	20,749.63
	Bill Pmt -Check	03/10/2019	4643	PGE	1/24 - 2/24 8044736439-1	-123.53	20,626.10
	Transfer	03/11/2019			Transfer RCU to SewCheckingForLAIF	56,000.00	76,626.10
	Bill Pmt -Check	03/13/2019	4644	Nelson Staffing		-174.75	76,451.35
	Payment	03/14/2019		Tomales Regional History Center		81.90	76,533.25
	Transfer	03/15/2019			2nd LAIF investment	-56,000.00	20,533.25
	Bill Pmt -Check	03/21/2019	4645	AT&T	138729848 3/11-4/10	-85.00	20,448.25
	Bill Pmt -Check	03/21/2019	4646	AT&T Uverse	145835838	-124.19	20,324.06
	Bill Pmt -Check	03/21/2019	4647	Capital One Bank	6428 Sonic 1/20-2/20	-7.95	20,316.11
	Bill Pmt -Check	03/24/2019	4648	Hammond, Cynthia	270 newsletters printing	-123.87	20,192.24
	Bill Pmt -Check	03/28/2019	4649	Brelje and Race Laboratories, Inc.		-455.00	19,737.24
	Deposit	03/28/2019			interest	0.11	19,737.35
	Bill Pmt -Check	03/28/2019	4650	Nelson Staffing		-270.86	19,466.49
Total 131.44 · Bank of Marin - Sewer						-7,149.24	19,466.49
131.48 · Bank of Marin - Solar							2,467.25
Total 131.48 · Bank of Marin - Solar							2,467.25
Total 131.00 · Cash		SEWER				-7,144.95	189,305.73



Financial Manager's Report April 10, 2019

The first drafts of the 2019/2020 budgets are presented in this packet for Board review and discussion prior to next month's public hearing and adoption in June. The Park budget and Work Plan for 2019/2020 repeat the 2018/2019 expenses because maintenance costs are ongoing with no expected changes, and the capital project work has been postponed into the new fiscal year. The Work Plan should be approved at the May Board meeting to submit to the County by their June 1 deadline.

The 2019/2020 Sewer budget increases expenses \$4,887 from the 2018/2019 budget primarily for the updated strategic plan. Other offsetting changes include \$2,000 less in capital improvement and repair costs, \$1,762 in increased fees for the O & M contract and small increases in insurance and postage rates. There is no change anticipated in income in the Sewer budget except for a small increase in interest earnings.

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 in July 2017 until January 2019 when it went to \$4,243 monthly. NSU had been charging in addition for overtime and alarm call-out time from December 2017 to 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 \$93,555 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 \$39,760 in the coming budget year for Sewer debt payments in addition to funding the budgeted expenses. The recent two rate increases are providing \$26,864 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 expense increases limited to 1.5% would 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. Completing the year with actual expenses under budget will also help us meet our goal.

PARK BALANCE SHEET		March 31, 2019
PARK ASSETS		
Current Assets		
CA LAIF		30,000.00
131.42 · Bank of Marin - Money Market		54,767.68
131.46 · Bank of Marin - Park Account		99,147.98
Total Checking/Savings		183,915.66
137.00 · Accounts Receivable		70.00
Fixed Assets		
100.20 · Land and Land Rights		132,000.00
Original Cost		314,653.66
105.00 · Depreciation		-66,695.00
Total Fixed Assets		379,958.66
TOTAL PARK ASSETS		563,944.32
PARK LIABILITIES & EQUITY		
Liabilities		
217.00 · Unearned Revenue		25,000.00
Equity		
252.50 · Investment in Capital Assets		379,958.66
260.00 · Unassigned Fund Balance		128,545.05
Net Income		30,440.61
Total Equity		538,944.32
TOTAL PARK LIABILITIES & EQUITY		563,944.32
SEWER BALANCE SHEET		
ASSETS		
Current Assets		
131.20 · CA Local Agency Investm Fnd		70,000.00
131.31 · Redwood Credit Union		40,518.66
131.42 · Bank of Marin - Money Market		56,853.33
131.44 · Bank of Marin - Sewer		19,466.49
131.48 · Bank of Marin - Solar		2,467.25
Total Checking/Savings		189,305.73
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		-676,108.65
110.00 · Improvement Project		939,393.31
112.00 · Solar System		269,945.21
Total Fixed Assets		1,394,931.84
136.00 · SUSD Note Receivable		15,094.35
TOTAL ASSETS		1,599,331.92
LIABILITIES & EQUITY		
Liabilities		
222.00 · Accounts Payable		7.95
230.00 · Fed Payroll Tax Payab		49.73
Total Current Liabilities		57.68
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
Total Liabilities		218,405.93
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		12,487.04
Total Equity		1,380,925.99
TOTAL LIABILITIES & EQUITY		1,599,331.92

					Jul 1, '18 - Mar 31 19	Budget	\$ Over Budget
PARK BUDGETARY COMPARISON							
Income					PARK		
	311.00 · Interest Income				9.54	3.67	5.87
	315.80 · Measure A Funds				36,933.72	34,685.00	2,248.72
	320.33 · Film Fees				500.00	0.00	500.00
	322.50 · Cleaning and Security Deposit				-200.00	-32.26	-167.74
	322.00 · Park Use Rental - Other				200.00	367.74	-167.74
	322.60 · Water Tower PGE				630.00	618.71	11.29
Total Income					PARK 38,168.29	36,042.86	2,125.43
Expense					PARK		
	414.56 · Legal Fees				0.00	5,000.00	-5,000.00
	414.57 · Accounting				253.75	1,067.74	-813.99
	414.81 · Measure A Project Expenses				180.76	26,741.94	-26,561.18
	414.82 · Measure A Maintenance Expenses				1,013.04	1,325.81	-312.77
	414.83 · PGE Park				714.31	982.26	-267.95
	414.87 · Measure A Project Management				5,200.00	0.00	5,200.00
	6420 · Park Trash Disposal				365.82	0.00	365.82
Total Expense					PARK 7,727.68	35,117.75	-27,390.07
Net Income					PARK 30,440.61	925.11	29,515.50
Effect on Cash Balance	Paid Off 2017/2018 Bills				-175.64		
	Recorded Receivable Not Yet Received				-70.00		
Change in Cash Balance July 1, 2018 through March 31, 2019					30,194.97		
SEWER BUDGETARY COMPARISON							
Income					SEWER		
301.00 · Service Charges							
	301.10 · Service Charges - Monthly				737.10	737.00	0.10
	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 301.30 · Service Charges - County				64,876.57	69,536.00	-4,659.43
Total 301.00 · Service Charges					129,361.63	136,538.00	-7,176.37
	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				1,266.67	1,125.00	137.27
	315.50 · Levy 4				4,679.55	4,900.00	-220.45
Total Income					SEWER 153,609.85	150,625.00	2,984.85
Expense					SEWER		
	413.00 - Grounds Maintenance				4,166.25	1,500.00	2,666.25
	410.10 · Sewage Collection Electric				394.83	303.00	91.83
	410.00 · Sewage Collection - Other				0.00	0.00	0.00
	411.05 - Lab Bills				5,015.00	6,497.00	-1,482.00
	411.10 - Maintenance Supplies				207.23	5,800.00	-5,592.77
	411.03 · Sewage Treatment Electric				-1,974.14	180.00	-2,154.14
	411.00 · Sewage Treatment - Other				1,864.00	0.00	1,864.00
	412.10 · Sewage Disposal Electric				194.27	255.00	-60.73
	412.00 · Sewage Disposal - Other				308.00	621.00	-313.00
	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	34,995.00	-16,643.75
	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				298.17	85.00	213.17
	414.42 · Printing and Copies				0.00	75.00	-75.00
	414.43 · Office Supplies				294.23	112.00	182.23
	414.44 · Sonic - Web Hosting				71.55	74.00	-2.45
	414.45 · Equipment Expense				336.64	190.00	146.64
	414.465 · Board Member Stipend				650.00	3,500.00	-2,850.00
	414.467 · Board Training				0.00	650.00	-650.00
	414.47 · Clerical/Bookkeeping				8,050.00	9,000.00	-950.00
	414.48 · Office Rent				900.00	900.00	0.00
	414.49 · Secretary				1,799.93	3,150.00	-1,350.07
	414.50 · O&M Contractual Services				37,302.24	36,861.00	441.24
	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				123.87	250.00	-126.13
	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

Fiscal Year-to-Date Comparison to Budget

					Jul 1, '18 - Mar 31 19	Budget	\$ Over Budget
	414.67	· Solar Lease Admin Fee			750.00	750.00	0.00
	414.724	· SCADA Programming & Integration			0.00	1,650.00	-1,650.00
	414.72	· Computer Repairs - Other			100.00	150.00	-50.00
	414.74	· Treatment Ponds Maintenance			191.25		191.25
	414.76	· Collection System Maintenance - Other			900.00	0.00	900.00
	414.774	· Air Gap Apron Repair			0.00	4,000.00	-4,000.00
	414.77	· Irrigation Field Maintenance - Other			105.00	0.00	105.00
	Total 414.70 · Repairs and Maintenance				1,296.25	5,800.00	-4,503.75
	414.81	· Travel			246.34	577.00	-330.66
	414.83	· Meetings and Seminars			0.00	100.00	-100.00
	414.90	· Telephone and Internet Services			1,878.21	1,875.00	3.21
	415.50	· Depreciation Expense			39,139.65		39,139.65
	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 Expense				SEWER	141,122.81	133,693.00	7,429.81
Net Income				SEWER	12,487.04	16,932.00	-4,444.96
Effect on Cash Balance		Paid Off 2017/2018 Bills			-11,902.37		
		2017/2018 Receivable Received			1,637.11		
		Depreciation			39,139.65		Note: budgeted depreciation usually covers cash
		Long-Term Debt			-39,227.70		outlay for debt payments over the same period.
Change in Cash Balance July 1, 2018 through March 31, 2019					2,133.73		

GENERAL MANAGER'S REPORT

APRIL 10, 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 March 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 and Donna Clavaud regarding proposed sewer and park budgets. I have additional information to share with the Board regarding the Public Hearing for the budget adoption. The government code requires that you publish a notice of public hearing after adopting the preliminary budget, but before adopting the final budget. The applicable section of the Government Code is attached at the end of the General Manager's Report for those interested.

New/Continuing Business

- ❖ Completed 2018 Annual Monitoring report for submittal to the Regional Board.
- ❖ I received a request from Sara Chandler with Elemental Excelator asking if there are any volunteer project opportunities. I have included a copy of her email request with this report.
- ❖ **Status of Park Project Bids:** I discussed the Gazebo Project with Donna. She relayed to me that questions about advertising the notice to prospective bidders to holders of Class A licenses had come up at the PAC. I reviewed the regulations pertaining to licensing requirements and concluded that a contractor with a Class B license can enter into a prime contract if the "B" General Building contractor holds the appropriate license classification or subcontracts with an appropriately licensed specialty contractor to perform the work. I have re-advertised the Notice to Prospective Bidders allowing Class A or Class B contractors to submit bids.
- ❖ **Status of On-Going Dispute with Telstar, Inc.:** I communicated with Telstar general manager of the Concord office that their proposal to perform the SCADA corrective work on a time and materials basis is rejected. As I reported last month, we have contacted other companies that work on SCADA systems and have received one bid. We have asked Telstar to provide us with the authorization codes. This will allow other contractors to evaluate the extent of work needed to finally deliver to us a working SCADA system. I will discuss this with the Board at the April regular Board meeting.
- ❖ 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 received requests for connecting to the sewer system, but have not had a chance to call the man. I will do so this week.
- ❖ Brandon Jacka, the Chief Plant Operator, informed me that he received a call from a sewer customer about a blocked sewer lateral. Our response to the caller is that the owner, not the District, is responsible for the maintenance of the sewer lateral. Brandon will also tell him that we will be inspecting the sewer mains this year, and we can determine whether the condition of the main may be contributing to the blockages.
- ❖ Accessed CIWQS and reported a No-Spill certification for January and February 2019.

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.
- ❖ 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.

Attachment

61110.

(a) On or before July 1 of each year or, for districts using two one-year budgets or a biennial budget, every other year, the board of directors may adopt a preliminary budget that conforms to generally accepted accounting and budgeting procedures for special districts.

(b) The board of directors may divide the preliminary budget into categories, including, but not limited to, the following:

- (1) Maintenance and operation.
- (2) Services and supplies.
- (3) Employee compensation.
- (4) Capital outlay.
- (5) Interest and redemption for indebtedness.
- (6) Designated reserve for capital outlay.
- (7) Designated reserve for contingencies.

(c) On or before July 1 of each year or, for districts using two one-year budgets or a biennial budget, every other year, the board of directors shall publish a notice stating all of the following:

- (1) Either that it has adopted a preliminary budget or that the general manager has prepared a proposed final budget which is available for inspection at a time and place within the district specified in the notice.

(2) The date, time, and place when the board of directors will meet to adopt the final budget and that any person may appear and be heard regarding any item in the budget or regarding the addition of other items.

(d) The board of directors shall publish the notice at least two weeks before the hearing in at least one newspaper of general circulation in the district pursuant to Section 6061.

(e) At the time and place specified for the hearing, any person may appear and be heard regarding any item in the budget or regarding the addition of other items. The hearing on the budget may be continued from time to time.

(f) On or before September 1 of each year or, for districts using two one-year budgets or a biennial budget, every other year, the board of directors shall adopt a final budget that conforms to generally accepted accounting and budgeting procedures for special districts. The general manager shall forward a copy of the final budget to the auditor of each county in which the district is located.

Volunteer project at Tomales Village Community Services District?

From: Sara Chandler (sara@elementalexcelerator.com)

To: jose91946@sbcglobal.net; admin@tomalescsd.ca.gov

Date: Wednesday, March 27, 2019, 09:53 PM PDT

Hi Jose,

I hope this message finds you well. I'm reaching out on behalf of my organization, Elemental Excelerator.

We're a non-profit startup accelerator & every year we select 15-20 start-ups to do earth-positive projects across the water, mobility, energy, and agriculture (aquaculture too!) sectors. More about us [here!](#)

Every year, we also gather the CEOs in our portfolio together for a CEO Summit to engage as peers on issues close to them. This year, we'll stay at the beautiful Marconi Center. While we're there we'd love to do a volunteer project together in the surrounding area.

Do you all offer or know of any volunteer opportunities that might be able to host a group of ~40 on May 18th, 2019 from 2:30-6p? If so, we would love if we had the opportunity to include a history, education, or cultural component. I noticed that you currently have a gazebo and a solar project? Are either in need of volunteers?

We'd be open to the unique opportunity to volunteer with you all.

Thank you very much for considering,
Sara

--

Sara Chandler

Manager of Policy & Community, California | Elemental Excelerator

[281.787.9220](tel:281.787.9220)



E L E M E N T A L
E X C E L E R A T O R

p.s. Help us find the best startups for our next cohort! Know a team solving the most urgent environmental issues or increasing equity & access for low-income communities?

[Refer a company or apply today!](#)



March 15, 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
February 2019

Mr. Allen

Enclosed please find the Self-Monitoring Report.

Operations are 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
2/1/2019	30.0																33.3			
2/2/2019	30.0																33.3			
2/3/2019	30.0																33.3			
2/4/2019	30.4		7.6	14.6	64.0	240.0	1.0	<.4	12.0	6.5	5.4	340.0	110.0	8.1	5.0	12.6	33.5	100.0		
2/5/2019	30.4																33.5			
2/6/2019	30.4																33.5			
2/7/2019	30.4																33.5			
2/8/2019	30.4																33.5			
2/9/2019	30.4																33.5			
2/10/2019	30.4																33.5			
2/11/2019	50.0	213.0															66.1	234.5		
2/12/2019	50.0											300.0	62.0				66.1			
2/13/2019	50.0																66.1			
2/14/2019	50.0																66.1			
2/15/2019	50.0																66.1			
2/16/2019	50.0																66.1			
2/17/2019	50.0																66.1			
2/18/2019	50.0																66.1			
2/19/2019	19.5	400.0															25.9	528.8		
2/20/2019	19.5																25.9			
2/21/2019	19.5																25.9			
2/22/2019	19.5											260.0	<5.0				25.9			
2/23/2019	19.5																25.9			
2/24/2019	19.5																25.9			
2/25/2019	19.5																32.0	155.4		
2/26/2019	24.5	117.0										230.0	74.0				32.0			
2/27/2019	24.5																32.0			
2/28/2019	24.5																32.0			
	24.5																32.0			
	24.5																32.0			
	24.5																32.0			
	24.5																32.0			
Max	50.0		7.6	14.6	64.0	240.0	1.0	0.0	12.0	6.5	5.4	340.0	110.0	8.1	5.0	12.6			#DIV/0!	
Min	19.5		7.6	14.6	64.0	240.0	1.0	0.0	12.0	6.5	5.4	230.0	62.0	8.1	5.0	12.6			0.0	
Mean	32.1		7.6	14.6	64.0	240.0	1.0	#DIV/0!	12.0	6.5	5.4	282.5	82.0	8.1	5.0	12.6			#DIV/0!	
Total	961.8																1210.6			

**TOMALES TREATMENT PONDS
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year) **February 2019**

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>2/4/19</i>	<i>2/11/2019</i>	<i>2/19/2019</i>	<i>2/25/19</i>
Day	TUE	TUE	Monday	TUE
Time	<i>10:00</i>	8:00	7:00	10:00
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) **February 2019**

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>2/4/19</i>	<i>2/11/2019</i>	<i>2/19/2019</i>	<i>2/25/19</i>
Day	TUE	TUE	Monday	TUE
Time	<i>10:00</i>	8:00	7:00	10:00
Operator	BJ	<i>BJ</i>	<i>BJ</i>	<i>BJ</i>
Rain fall, inches	0	<i>0</i>	0	0
* Nuisance odors (smell)	N	N	N	N
*Evidence of any standing water	N	N	N	N
* Evidence of mosquitos breeding	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N
* Evidence of structure seepage	N	N	N	N

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

**TOMALES STORAGE PONDS
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year) **February 2019**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	2/4/19	2/11/2019	2/19/2019	2/25/19
Day	TUE	TUE	Monday	TUE
Time	8:00	10:00	7:00	8:00
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
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