



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, May 8, 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 May 8, 2019 BOD Agenda Action

IV. Board Member Reports

V. Approval of April 10, 2019 Minutes Action

VI. Committee Reports

a. Park Advisory Committee (PAC)

1. No PAC meeting was held in April due to May 4th Annual Park Clean-up Volunteer Day
2. Status of Park bids

b. Financial Advisory Committee (FAC)

1. Review April 24, 2019 meeting minutes
2. Review and Approve Measure A Work Plan & Park Budget for 2019/2020 Action
3. Review and Adopt Preliminary Sewer Budget for 2019/2020 Action

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

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, April 10, 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, Peter MacLaird, Deborah Parrish

Board Members Absent: None

Also Present: Jose Ortiz, TVCS D General Manager; Melinda Bell, TVCS D Financial Manager; Walter Earle, Park Committee Chair; Cynthia Hammond, TVCS D Recording Secretary; 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 April 10, 2019 TVCS D BOD Agenda

Bill Bonini motioned to accept the April 10, 2019 TVCS D agenda as is. Deborah Parrish seconded the motion. M/S/C

IV. TVCS D Board Member Reports

Donna Clavaud reported she and Melinda Bell met with California Special Districts Association (CSDA) Representative Colleen Haley. Colleen Haley will send sample of By-Laws to TVCS D for review in order to update TVCS D By-Laws. Board Member Handbooks will also be sent to the District.

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

Donna Clavaud motioned to approve the TVCS D March 13, 2019 minutes. Peter MacLaird seconded the motion. M/S/C

VI. Committee Reports

a. Park Advisory Committee

1. Review March 25, 2019 PAC meeting minutes

Minutes were reviewed.

Dru Fallon O'Neill said there was interest in starting a farmer's market in Tomales. Bill Bonini said there's a public meeting at the William Tell to introduce the community to the idea of a farmer's market and it would possibly take place in the old creamery lot. Donna Clavaud said the organizers are looking into the permitting and regulatory process.

Dru Fallon O'Neill said Park clean-up day is May 4, 2019. The Gazebo project has been posted with contractor's license A or B. Jose Ortiz said the RFP has been posted on the North Coast Builder's Exchange and TVCSD's website. Bill Bonini asked if no bids come in, how would TVCSD award the bid to the one (1) person who is interested? Jose Ortiz said TVCSD has done its due diligence and he would contact that one (1) person to let him know the RFP has been amended for a B licensed contractor. Donna Clavaud suggested setting a time line, as this is the 7th year in a 10-year time line; the community is counting on this project to get done. Deborah Parrish asked what the barriers were; policy or regulatory? Jose Ortiz said it wasn't regulatory except the extension of the permit expires June 27, 2019. Jose Ortiz will write a Notice to Prospective Bidders to be published in the Press Democrat and will bring bids to the May 8th, 2019 TVCSD Board meeting.

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.

Melinda Bell reported the Park budget Work Plan for 2019/2020 repeats the 2018/2019 expenses as the maintenance costs are on going and the capital project work has been postponed into the new fiscal year. Donna Clavaud offered to write the Park budget narrative. Jose Ortiz said the gazebo replacement shows the preliminary estimate of \$70,000. Melinda Bell will revise the budget and the work plan to show the current project costs.

Melinda Bell said the 2019/2020 Sewer budget increased \$4,887 in expenses primarily for the updated strategic plan. Jose Ortiz said the big item was to replace the SCADA transmitters that haven't been functioning properly; there is \$5,000 from last year's budget and \$2,500 for this upcoming fiscal year. Jose Ortiz has received a bid for \$8,400 that doesn't charge for travel time. Jose Ortiz recommends TVCSD to pursue this bid. Bill Bonini suggested getting a written contract that functioning of the transmitters would meet the needs of the District. Jose Ortiz, in compliance with CIP, will follow up with the transmitter bidder.

Melinda Bell handed out historical Sewer budgets comparing 2016/2017 actuals, 2017/2018 budget and 2017/2018 actuals.

Donna Clavaud would like the TVCSD Board to think about a Disaster Reserve Account. Jose Ortiz said this was an item to discuss further.

VII. Financial Report (Melinda Bell)

a. Accept check registers and approve expenditures:

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

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

c. Review and Approve Financial Statements:

Deborah Parrish motioned to approve the Financial Statements. Donna Clavaud seconded the motion. M/S/C/

VIII. General Manager's Report

A letter was received from Sara Chandler of Elemental Excelsior looking for a volunteer opportunity in the District. It was suggested they could clean the solar panels. Dru Fallon O'Neill, Walter Earle and Ted Anderson will coordinate.

Discussion of Park projects and Telstar was addressed under PAC and FAC.

IX. NSU Report

a. Review February 2019 NSU report
NSU report was reviewed.

X. Pending Business

a. TVCSD Newsletter was mailed on March 28, 2019.

XI. Other Business

Donna Clavaud wanted to clarify the budget timeline stating that a two (2) week public hearing notice needs to be published before the June meeting and adoption of final budget needs to be done before July 1st, therefore budget needs to be adopted at the June meeting.

Jose Ortiz agreed that the final budget needs to be adopted in June, and that TVCSD's preliminary budget can be presented in May. The notice of public hearing can be published and board action to adopt final budget and the public hearing will be in June. Deborah Parrish summarized saying the public hearing and budget adoption can be at the June meeting, and that the preliminary budget can be approved in May.

XII. New Business

None

XIII. Old Business

None

XIV. Correspondence

None

XV. Adjournment

Meeting was adjourned at 8:37 pm. No objections.

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

FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

Tomales Village Community Services District

April 24, 2019

Present: Melinda Bell, Chairperson/Financial Services; Deborah Parrish, Board Member; Donna Clavaud, Board Member/ FAC Secretary.

Absent: Chick Petersen

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

AGENDA

Budget Process-Proposed Changes:

a. Preliminary Adoption and Public Hearing Notice-May or June:

Recommendation: The FAC is in unanimous agreement to recommend that the TVCSD Board review and adopt the Preliminary Budgets at the May regular Board Meeting. A Public Notice can then be published for a Public Hearing in June prior to the regular June Board meeting on June 12, 2019 and Final Budgets can be voted upon. They agree that the TVCSD Board reviewed and discussed a Draft of both Sewer and Park Budgets at the March Board meeting and made adjustments. They will be able to review the Budgets again at the May Board Meeting before a vote. This will enable the Park Measure A Work Plan and Park Budget to be approved and the Work Plan submitted by the June 1 deadline.

b. 2019-2020 Changes Needed After Year End (June 30):

While Budgets can be amended procedurally if there is a change in income or expenses, the FAC members are confident that we have performed our due diligence at this time to forward Preliminary Budgets to the Board of Directors that are consistent with our projected financial planning goals and objectives.

c. & d. Final Budget Adoption and Public Hearing Date:

Recommendation: We agree that a Public Hearing be held on June 12, 2019 to be followed by the TVCSD Regular monthly meeting wherein the Board of Directors can adopt the Final Budgets.

2019/2020 Budget Changes for Sewer and Park:

a. 2019/2020 Sewer Priorities and Cash Projections:

The Committee reviewed sewer priorities and cash projections based on earlier analyses of expected income and expenses. Small changes were made to reflect rate increases of a few line items.

b. Sewer Capital Asset Management Plan 2019/2020:

This item was tabled until we can confer with the General Manager on a progress update.

c. Park Work Plan and Budget 2019/2020:

Numerous revisions were made to the Draft Park Budget and Measure A Work Plan for the new fiscal year that was recommended by the Park Advisory Committee. These updated financials are based on more current project estimates for the construction of the new gazebo and the replacement of the North fence. It was agreed to allocate funds for project management. FAC decided to utilize reserved grant funds that have been restricted for the construction of the gazebo to match Measure A funds allocated in the 2019/2020 Work Plan.

Recommendation: FAC agreed that Melinda Bell will notify PAC members of the changes to the Park Budget and Measure A Work Plan and invite them to the May 8, 2019 TVCSD Board Meeting. The Board will be reviewing both and taking a vote to approve the Measure A Work Plan as it is due to be submitted by June 1. Donna Clavaud will be writing a Draft Park Budget Narrative for FAC members to review and approve prior to the regular May Board Meeting.

Policy Revision Plan and Calendar:

This item was tabled until the next FAC meeting.

Melinda Bell adjourned the meeting at 7:40pm.

Approved on: May 3, 2019

Signed by:



Work Plan

Measure A City, Town, and Applicable Special District Program Proposed Expenditure of Measure A Funds for July 1, 2019 to June 30, 2020

Timely and accurate completion of this report is a condition of receiving Measure A funds.

Instructions:

- This work plan must be completed by an authorized representative of the recipient.
- Please complete this work plan, then scan and e-mail it to Kevin Wright, Marin County Parks External Affairs Coordinator (kwright@marincounty.org), by June 1, 2019.
- Contact Mr. Wright by e-mail (kwright@marincounty.org) or phone (415) 497-3553 if you have any questions, or if you have suggestions to improve this form.
- Marin County Parks will review this plan within one month of its receipt to ensure that proposed expenditures are consistent with Marin County Ordinance 3586 (Measure A).
- Recipients must provide Marin County Parks with 30-days prior notice of any project additions or substitutions that are proposed while a work plan is in effect.
- Total actual project expenditures may not exceed recipient's actual Measure A funding for any given fiscal year, plus any balance remaining from previous years.

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A. Name of Recipient (city, town, or special district): ___Tomales Village Community Services District

B. Recipient's representative and contact information: (Please print all information)

Name: Melinda Bell
(Print)

Title: Financial Manager _____
(Print)

Address: P O Box 303 _____

City, Zip: Tomales, CA 94971 _____

Phone: ___707-878-2767 _____

E-mail: ___melinda@tomalescsd.ca.gov _____

C. Total estimated funds for Fiscal Year 2019-20:

i. Estimated carry-over balance of recipient's Measure A funds from previous fiscal years	ii. Estimate of recipient's Measure A funds for FY 2019-20. (This information will be provided by Marin County Parks)	iii. Total estimated available funds for FY 19-20 (i + ii).
\$ 111,765	\$37,582	\$149,347

D. Recipient's Measure A Work Plan for Fiscal Year 2019-20:

Name of work or project:	Primary purpose of work or project. Select only one from list below. **	Description. Be as specific as possible. Include numbers related to square footage of facilities, acreage, etc. If Measure A funds were used for maintenance, use numbers to indicate change from pre-Measure A conditions.	Amount of Measure A funds estimated to be used:	Source(s) and amount(s) of matching funds projected for use. If none, enter "0"	Total expenditures projected for work or project in current reporting year
PG&E, Supplies, Services	Maintenance a	Electricity, trash, bathroom, Landscaping supplies, maintenance	\$1,760	\$840	\$2,600
Gazebo	Construction c	Construction	\$92,575	\$25,000	\$117,575
Paths and Ramps	Construction c	Grading, pouring, inspection	\$8,000		\$8,000
Financial Manager	Maintenance a	Pay park bills, prepare reports	\$1,500		\$1,500
Fence Replacement	Renovation b	Clear area, haul debris, construction	\$13,800		\$13,800
Picnic Table and Bench	Construction c	Purchase and installation	\$700		\$700
Exterior Wall Mural	Construction c	Supplies for community project	\$500		\$500
Project Management	Construction c	Review of bids, contract oversight	\$5,000		\$5,000
Estimated Total			\$123,835	\$25,840	\$149,675

****Select work or project purpose only from the following menu:**

- a) Routine maintenance
- b) Renovation of existing recreational facility, including infrastructure (includes planning, environmental review, permitting, design development, etc.)
- c) Construction of new park or recreation facility (includes planning, environmental review, permitting, design development, etc.)
- d) Parkland acquisition
- e) Fuel reduction - all types of fuelbreaks, including primary, ridgeline, etc.
- f) Flashy fuel reduction (ROW, street ends, trail heads, etc.)
- g) Natural resource protection and restoration, and invasive plant control
- h) Maintaining vehicle access
- i) Sudden Oak Death
- j) Hazard tree removal
- k) Inventory and monitoring
- l) Wildlife management monitoring
- m) Vegetation and wildlife management - Other-

E. Certification

I certify that the information contained herein is true and accurate, to the best of my knowledge.

Signature

Title

Print Name

Date

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

TVCS D PARK

DRAFT

INCOME AND EXPENSE BUDGET

FISCAL YEAR 2019-2020

SUBMITTED:

MAY 8, 2019

PRELIMINARY APPROVED:

FINAL APPROVED:

Tomales Village Community Services District

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

DATE: May 8, 2019

TO: Stakeholders

FROM: TVCSD Board & Committees

SUBJECT: **Preliminary TVCSD Park Budget and Measure A Work Plan for 2019-2020**

OVERVIEW:

Tomales Community Park has been able to plan major park improvements with funding from Measure A. Prior to 2013, we depended on local donations, grassroots fundraising events and occasional grants to maintain the park and undertake necessary improvements. Since 2013, Measure A funds allocated annually have been offering a more predictable source of income for longer range financial planning and are to continue until 2022.

In the 2019-2020 budget year, we are finally hoping to undertake major construction projects that include the building of a new gazebo, four ADA play structure ramps, and the replacement of the North fence. The Park budget for the next fiscal year includes Measure A funds and use of restricted matching grants. Delays have occurred in our search for contractors to perform these public work projects, largely due to the re-building boom since the 2017 and 2018 Fires. In the meanwhile, as we have widened our search for construction bids, we have continued with general park maintenance of landscaping and paths; bathrooms; benches, picnic tables and old gazebo; and various play structures.

Operating Income:

Measure A Funds:

Measure A funds (315.80) are distributed twice each year, once in July and once in January. The disbursement from Marin County for Fiscal Year 2019-2020 is \$37,582. As outlined in the Measure A Work Plan, 95% of these funds will be designated for capital projects. The remaining 5% is designated for park landscape and building maintenance, electrical service, and financial management. TVCSD has a carry-over balance from previous fiscal years of \$111,765. The total allocation for Measure A expenses in this budget is \$123,835 as indicated in the Measure A Work Plan for Fiscal Year 2019-2020.

Restricted Funds:

A total of \$25,000 in restricted grants for building a new gazebo will be allocated for the coming fiscal year. TVCSD received \$10,000 from Marin County and \$15,000 from Dean Whitter Foundation specifically for construction of a new gazebo. These funds are indicated as matching funds in the Measure A Work Plan.

Unrestricted Funds:

Our tenant in the water tower continues to pay a partial PG&E cost of \$70 per month or \$840 annually, as shown in the budget (322.60). The Park has a long history of rental usage by private groups and non-profit organizations for special events, and contributions from the public who enjoy park facilities. This budget allocates \$400 as expected rental income (322.00) and \$500 for contributions to park maintenance (320.00). This budget also estimates \$850 for nominal interest income (311).

Capital Expenses (414.81):

Gazebo Shade Shelter:

This budget has allocated \$92,575 from Measure A funds and \$25,000 from restricted grants (Marin County and Dean Whitter Foundation) for the construction of a new 20' diameter gazebo shade shelter with steel columns, concrete floor, a roof with copper edge flashing and cedar ceiling, beams and fascia. The total budget allocation for this fiscal year is \$117,575 for the entire project as indicated in the Measure A Work Plan.

Paths and ADA Ramps:

The Park is required to build ADA concrete ramp ways into the four completed play structure areas to meet current park certification requirements. This budget allocates \$8000 from Measure A funds for this project.

North Fence Replacement:

The North fence that runs the entire length of the Park was originally built in 1979 and is now in disrepair. This budget allocates \$13,800 from Measure A funds to build a replacement fence and a necessary retaining wall at the upper end.

Other:

Measure A funds have been allocated in this budget to include \$700 for an additional picnic table and bench. The budget also includes \$5,000 in Measure A funds for Project Management of all projects during fiscal year 2019-2020.

Maintenance Expenses (414.82):

While the bulk of the Measure A Funds are allocated for capital projects, a small portion of 5% can be utilized for routine maintenance expenses. This budget allocates \$1,300 for PG&E; \$1,300 for supplies and services; \$500 for supplies for a mural for the east exterior bathroom wall; and \$1,500 for financial management services.

Supplies and services include paper products for the restrooms; filter and well service; refuse pick up; and miscellaneous expenses for volunteer workdays.

The Park is maintained largely through the local volunteer efforts of David Judd, Henry Elfstrom and Walter Earle, the Park Advisory Committee, and other local Tomales residents. Volunteer clean up events are scheduled prior to large community-wide events that utilize the Park and there is an Annual Park Clean-Up Day that attracts many volunteers. Tomales High School students can earn community service hours to assist. We also are registered with Marin County as a site for minor offenders to perform court-mandated community service hours such as landscaping maintenance. In all of these volunteer ways, TVCSD receives in-kind services for park maintenance.

RECOMMENDATIONS:

Approve the Preliminary 2019-2020 Park Budget and Approve the Measure A Work Plan at the TVCSD Board of Directors' Meeting on May 8, 2019.

Hold a Public Hearing on June 12, 2019. Approve the Final Park Budget and Measure A Work Plan at the Board of Directors' regular meeting on June 12, 2019.

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

				Income		
311.00				· Interest Income		850
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						40,172
				Expenses		
414.81 · Measure A Project Expenses						
				Picnic Table and Log Bench		700
				Gazebo		117,575
				Paths and Ramps		8,000
				Fence Replacement		13,800
				Project Management		5,000
Total 414.81 Measure A Project Expense						145,075
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						149,675
Net Ordinary Income						(109,503)
Beginning Cash						174,000
Use of Prior Year Marin County and Dean Witter Grant						(25,000)
Use of Prior Year Measure A Funding						(84,503)
Estimated Ending Cash						64,497

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 Valorum 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 State 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
Second 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
411.05 - 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			47,375
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			51,677
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			1,225
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
417.40 · County Administration Fees			137
420.20 · Interest Expense - SRF Loan			2,319
Total Expense			190,510
Net Income			11,716
Cash repayment on initial SUSD advance			1,735
Cash outlay for loan and bond payments			(39,760)
Total Other Sources and Uses of Cash			(38,025)
Net Change in Cash Balances			-26,309

Bank Account Activity April 2019

	PARK		Type	Date	Num	Name	Memo	Amount	Balance
CA LAIF			Beginning Balance						30,000.00
			Deposit	04/30/2019			InterestLAIF	51.99	30,051.99
Total CA LAIF			Ending Balance					51.99	30,051.99
131.00 · Cash			Beginning Balance						153,985.16
131.42 · Bank of Marin - Money Market									54,767.68
			Deposit	04/30/2019			Interest	4.22	54,771.90
Total 131.42 · Bank of Marin - Money Market			Ending Balance					4.22	54,771.90
131.46 · Bank of Marin - Park Account			Beginning Balance						99,217.48
			Bill Pmt -Check	04/02/2019	1241	Melinda K. Bell	March	-157.50	99,059.98
			Bill Pmt -Check	04/06/2019	1243	PGE	2/26-3/26 348 kwh	-77.64	98,982.34
			Payment	04/25/2019		Henry Elfstrom		70.00	99,052.34
			Deposit	04/30/2019			Interest	0.43	99,052.77
Total 131.46 · Bank of Marin - Park Account			Ending Balance					-164.71	99,052.77
Total 131.00 Park Cash								-160.49	183,876.66
SEWER									
131.00 · Cash			Beginning Balance						189,292.59
131.20 · CA Local Agency Investm Fnd			Beginning Balance						70,000.00
			Deposit	04/15/2019			1stQtrLAIF	121.30	70,121.30
Total 131.20 · CA Local Agency Investm Fnd			Ending Balance					121.30	70,121.30
131.31 · Redwood Credit Union			Beginning Balance						40,535.52
			General Journal	04/10/2019		Bank fee	minimum balance fee	-15.00	40,520.52
			General Journal	04/30/2019		RCU April	bank fee	-15.00	40,505.52
			General Journal	04/30/2019		RCU April	interest	9.63	40,515.15
Total 131.31 · Redwood Credit Union			Ending Balance					-20.37	40,515.15
131.42 · Bank of Marin - Money Market			Beginning Balance						56,853.33
			Deposit	04/12/2019			County 40%	49,912.87	106,766.20
			Transfer	04/13/2019			Funds Transfer	-30,000.00	76,766.20
			Deposit	04/30/2019			Interest MonMrk	5.91	76,772.11
Total 131.42 · Bank of Marin - Money Market			Ending Balance					19,918.78	76,772.11
131.44 · Bank of Marin - Sewer			Beginning Balance						19,436.49
			Bill Pmt -Check	04/02/2019	4651	Melinda K. Bell	March 24.25 hours	-848.75	18,587.74
			Bill Pmt -Check	04/02/2019	4652	Natural Systems Utilities	invoice 273052	-4,242.80	14,344.94
			Bill Pmt -Check	04/07/2019	4653	Clavaud, Donna	5 meetings Jan-March les	-230.87	14,114.07
			Bill Pmt -Check	04/07/2019	33119	EDD	1st quarter state payroll ta	-19.80	14,094.27
			Bill Pmt -Check	04/07/2019	4654	Internal Revenue Servic	94-2598864 Form 941 Qu	-68.86	14,025.41
			Bill Pmt -Check	04/10/2019	4655	PGE	2/25-3/25	-120.85	13,904.56
			Transfer	04/13/2019			Funds Transfer	30,000.00	43,904.56
			Bill Pmt -Check	04/13/2019	4656	Brelje and Race Laboratories, Inc.		-228.00	43,676.56
			Bill Pmt -Check	04/13/2019	4657	Ortiz, Jose		-12,433.24	31,243.32
			Bill Pmt -Check	04/17/2019	4658	Marin County Clerk-Reg	cost of changing election	-34.00	31,209.32
			Bill Pmt -Check	04/17/2019	4659	Nelson Staffing		-279.60	30,929.72
			Bill Pmt -Check	04/19/2019	4660	AT&T	145835838 4/7-5/6	-123.77	30,805.95
			Bill Pmt -Check	04/19/2019	4661	Capital One Bank	monthly Sonic charge	-7.95	30,798.00
			Bill Pmt -Check	04/20/2019	4662	AT&T	138729848 4/11 - 5/10	-85.00	30,713.00
			Payment	04/25/2019		Tomales Regional Histroy Center		81.90	30,794.90
Total 131.44 · Bank of Marin - Sewer			Ending Balance					11,358.41	30,794.90
131.48 · Bank of Marin - Solar			Beginning Balance						2,467.25
			Deposit	04/30/2019			SolarInterest	0.02	2,467.27
Total 131.48 · Bank of Marin - Solar			Ending Balance					0.02	2,467.27
Total 131.00 Sewer Cash								31,378.14	220,670.73



Financial Manager's Report May 8, 2019

The April 30 year-to-date financial statements included in this packet report Sewer total income around \$6,000 over budget, composed of the unbudgeted \$10,000 sewer connection fee and around \$4,000 under budget in the other income accounts. Sewer total expenses without depreciation are under budget by almost \$36,000 composed mostly of Sewer treatment maintenance costs (\$8,500,) Board member stipends (\$3,000,) staff contractor billings (\$9,000,) and CIP expenses (almost \$15,000.) Park income is around \$2,000 over budget in Measure A funding and around \$58,000 under budget in expenses due to delays in project work.

It is always difficult to predict year-end results from a partial year report. Last year's Park numbers saw little change from April 30 to June 30. Last year's Sewer income increase around \$5,000 in County service charges from April 30 to June 30 and expenses increased around \$31,000 due to around \$8,000 in NSU expected monthly fees and \$23,000 in staff contractor invoices. For budgeting purposes all of these April to June differences could have been predicted, but that is not always the case. We are now deciding when to finalize our 2019/2020 budget work. We could use these April 30 numbers with the expected changes found in 2018 to estimate final results for the budget work and adopt the new year budget before year-end.

It has been pointed out that the new budget is not required until August 31. The adoption of the final budget and the budget hearing have to be planned and held before then. To compare the accuracy of final 2018/2019 numbers known by May from last year's examples above with what final numbers might be available later, we need to look at what was updated after year-end for the July packet.

Available year-end numbers for the July 2018 packet prepared on July 1, 2018 showed \$29.22 less Sewer total income than numbers given to the auditors for year-end August 18, 2018. The difference in income was strictly interest. Sewer expenses known on July 1 were \$12,268 less than the expenses reported in mid-August. The difference in expenses were electric, telephone and lab bills, the General Manager's and Financial Manager's invoices, Board member stipends, public hearing notice, depreciation and treatment pond expenses. The treatment pond expense was a bill for overtime call-out on an alarm June 9 and 17. If the General, Financial Managers and Board members would submit their invoices promptly, the difference between early July and mid-August expenses would be reduced to \$2,430, half of which were electric bills. NSU has not been charging overtime call-outs since September 2018.

Available year-end numbers for the July 2018 packet prepared on July 1, 2018 showed \$88.14 less Park expenses, also electric bills, than numbers given to the auditors for year-end August 18, 2018. Income numbers for this year-end are expected to be strictly interest.

April 30, 2019 Balance Sheets

			PARK	Apr 30, 19
ASSETS				
		CA LAIF		30,051.99
		131.42 · Bank of Marin - Money Market		54,771.90
		131.46 · Bank of Marin - Park Account		99,052.77
		Total Checking/Savings		183,876.66
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 ASSETS		563,835.32
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		30,331.61
		Total Equity		538,835.32
		TOTAL LIABILITIES & EQUITY		563,835.32
SEWER				
ASSETS				
		131.20 · CA Local Agency Investm Fnd		70,121.30
		131.31 · Redwood Credit Union		40,515.15
		131.42 · Bank of Marin - Money Market		76,772.11
		131.44 · Bank of Marin - Sewer		30,794.90
		131.48 · Bank of Marin - Solar		2,467.27
		Total Checking/Savings		220,670.73
		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		-680,558.98
		110.00 · Improvement Project		939,393.31
		112.00 · Solar System		269,945.21
		Total Fixed Assets		1,390,481.51
		136.00 · SUSD Note Receivable		15,094.35
		TOTAL ASSETS		1,626,246.59
LIABILITIES & EQUITY				
Liabilities				
		222.00 · Accounts Payable		572.95
		230.00 · Fed Payroll Tax Payab		34.43
		Total Current Liabilities		607.38
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		218,955.63
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		38,852.01
		Total Equity		1,407,290.96
		TOTAL LIABILITIES & EQUITY		1,626,246.59

Year-To-Date Budgetary Comparisons April 30, 2019

		Jul '18 - Apr 19	Budget	\$ Over Budget
	PARK PROGRAM			
Income				
	311.00 · Interest Income	65.68	4.16	61.52
	315.80 · Measure A Funds	36,933.72	34,685.00	2,248.72
	320.33 · Film Fees	500.00	0.00	500.00
	320.30 · Unrestricted - Other	95.03		
	320.00 · Contributions Income - Other	0.00	500.00	-500.00
	322.50 · Cleaning and Security Deposit	-200.00	0.00	-200.00
	322.00 · Park Use Rental - Other	200.00	400.00	-200.00
	322.60 · Water Tower PGE	700.00	700.00	0.00
Total Income	Park	38,294.43	36,289.16	2,005.27
Expense				
	414.56 · Legal Fees	0.00	5,000.00	-5,000.00
	414.57 · Accounting	411.25	1,250.00	-838.75
	414.81 · Measure A Project Expenses	180.76	57,000.00	-56,819.24
	414.82 · Measure A Maintenance Expenses	1,013.04	1,500.00	-486.96
	414.83 · PGE Park	791.95	1,100.00	-308.05
	414.87 · Measure A Project Management	5,200.00		
	Total 414.80 · Measure A	7,185.75	59,600.00	-52,414.25
	6420 · Park Trash Disposal	365.82		
Total Expense		7,962.82	65,850.00	-57,887.18
	NET PARK INCOME	30,331.61	-29,560.84	59,892.45
	Beginning Park Cash Balance	153,720.69		
	Payment of 2018/2019 Accounts Payable	-175.64		
	Ending Park Cash Balance	183,876.66		
	SEWER PROGRAM			
Income				
301.00 · Service Charges				
	301.10 · Service Charges - Monthly	819.00	819.00	0.00
	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	103,291.36	104,456.00	-1,164.64
Total 301.00 · Service Charges		176,138.32	179,820.00	-3,681.68
	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	0.00
311.00 · Interest Income		1,420.39	1,250.00	170.39
	315.50 · Levy 4	7,943.13	8,180.00	-236.87
Total Income	Sewer	203,803.84	197,312.00	6,491.84
Expense				
413.00 - Grounds Maintenance		4,166.25	1,667.00	2,499.25
	410.10 · Sewage Collection Electric	477.56	337.00	140.56
	410.00 · Sewage Collection - Other	0.00	0.00	0.00
	411.05 - Lab Bills	5,698.00	7,219.00	-1,521.00
	411.10 - Maintenance Supplies	207.23	6,445.00	-6,237.77
	411.03 · Sewage Treatment Electric	-1,955.08	200.00	-2,155.08
	411.00 · Sewage Treatment - Other	1,864.00	0.00	1,864.00
	412.10 · Sewage Disposal Electric	194.27	283.00	-88.73
	412.00 · Sewage Disposal - Other	327.06	690.00	-362.94
	414.11 - Social Security Tax	158.10	0.00	158.10
	414.12 - Medicare Payroll Tax	36.98	0.00	36.98
	414.13 - State Unemployment Tax	120.50	550.00	-429.50
	Total 414.10 - Payroll Tax Expense	315.58	550.00	-234.42
	414.05 · Administrator's Fees	30,636.25	38,884.00	-8,247.75
	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
	Total 414.30 · Insurance	8,126.64	8,069.00	57.64
	414.41 · Postage and Delivery	408.17	95.00	313.17
	414.42 · Printing and Copies	0.00	75.00	-75.00
	414.43 · Office Supplies	294.23	125.00	169.23
	414.44 · Sonic - Web Hosting	79.50	83.00	-3.50
	414.45 · Equipment Expense	336.64	210.00	126.64
	414.465 · Board Member Stipend	900.00	4,000.00	-3,100.00
	414.467 · Board Training	0.00	800.00	-800.00
	Total 414.46 · Board Meeting Expense	900.00	4,800.00	-3,900.00
	414.47 · Clerical/Bookkeeping	8,898.75	10,000.00	-1,101.25
	414.48 · Office Rent	900.00	900.00	0.00
	414.49 · Secretary	2,079.53	3,600.00	-1,520.47
	Total 414.40 · Office Expense	13,896.82	19,888.00	-5,991.18
	414.50 · O&M Contractual Services	41,545.04	40,956.00	589.04
	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	500.00	-376.13

Year-To-Date Budgetary Comparisons April 30, 2019

		Jul '18 - Apr 19	Budget	\$ Over Budget
	414.60 · Publication and Notices - Other	0.00	175.00	-175.00
	414.62 · Dues and Subscriptions	1,209.00	600.00	609.00
	414.67 · Solar Lease Admin Fee	750.00	750.00	0.00
	414.70 · Repairs and Maintenance			
	414.724 · SCADA Programming & Integratic	0.00	1,650.00	-1,650.00
	414.72 · Computer Repairs - Other	100.00	150.00	-50.00
	Total 414.72 · Computer Repairs	100.00	1,800.00	-1,700.00
	414.74 · Treatment Ponds Maintenance	191.25		
	414.764 · CCTV Inspection	0.00	10,000.00	-10,000.00
	414.76 · Collection System Maintenance - C	900.00	0.00	900.00
	Total 414.76 · Collection System Maintenance	900.00	10,000.00	-9,100.00
	414.774 · Air Gap Apron Repair	0.00	4,000.00	-4,000.00
	414.77 · Irrigation Field Maintenance - Othe	105.00	0.00	105.00
	Total 414.77 · Irrigation Field Maintenance	105.00	4,000.00	-3,895.00
	Total 414.70 · Repairs and Maintenance	1,296.25	15,800.00	-14,503.75
	414.81 · Travel	394.58	641.00	-246.42
	414.83 · Meetings and Seminars	0.00	100.00	-100.00
	Total 414.80 · Travel and Meetings	394.58	741.00	-346.42
	414.90 · Telephone and Internet Services	2,086.98	2,083.00	3.98
	Total 414.00 · Administration and General	107,036.01	136,922.00	-29,885.99
	415.50 · Depreciation Expense	43,589.98		
	417.10 · Bank Service Charges	90.00		
	417.20 · Election Expense	34.00	0.00	34.00
	417.30 · LAFCO Charges	189.39	160.00	29.39
	417.40 · County Teeter Admin Fee	182.00		
	420.20 · Interest Expense - SRF Loan	2,851.16	2,851.00	0.16
	Total Expense	164,951.83	156,774.00	8,177.83
	Net Income	Sewer	38,852.01	40,538.00
				-1,685.99
	Beginning Park Cash Balance	187,172.00		
	Payment of 2018/2019 Accounts Payable	-11,352.67		
	Receipt of Note Receivable Payable	1,637.11		
	Long-Term Debt Payments	-39,227.70		
	Depreciation	43,589.98		
	Ending Park Cash Balance	220,670.73		

GENERAL MANAGER'S REPORT

MAY 8, 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.
- ❖ Reviewed the March SMR prepared by NSU and submitted to Regional Board.
- ❖ Coordinated with M. Bell and Donna Clavaud regarding proposed sewer and park budgets.

New/Continuing Business

- ❖ I contacted Sara Chandler with Elemental Excelerator to describe volunteer project opportunities at Tomales Village CSD. There are three projects that her group of CEOs could do at the treatment plant. One, a cost-saving item that we removed from the NSU O&M contract was building and grounds maintenance. The volunteers could cut back branches along the driveway into the plant. Two, the porch of the small building at the plant has rotted. The volunteers could rebuild the porch. And three, the volunteers could weed-eat the grass between and around the solar panels in addition to cleaning them. Sara seemed open to the projects. There is another volunteer opportunity will and Sara is looking into it. She was supposed to have let me know one way or the other by May 4 but has not done so. I will contact her before the Board meeting to get a status and give that update to Cynthia to share with the Board.
- ❖ **Status of Park Project Bids:** I re-advertised the Notice to Prospective Bidders allowing Class A or Class B contractors to submit bids. The bid opening was May 4. I will submit a Bid Summary Report to the Board on Tuesday or Wednesday.
- ❖ **Status of SCADA system repairs:** The Telstar general manager of the Concord office responded to my request that they provide us with the authorization codes. They will email me that information soon. This will allow other contractors to evaluate the extent of work needed to finally deliver to us a working SCADA system. As soon as I get the authorization codes, I will issue a notice to proceed for performing the corrective work, replacing failed sensors, and calibrating all the sensors.
- ❖ I received inquiries about connecting to the sewer system on John Street.
- ❖ Brandon Jacka, the Chief Plant Operator, informed me that some of the Rainbird-type sprinklers were damaged and must be repaired. He thinks that the cows have gotten into the irrigation field and broke five of them off. I authorized the repairs. While the two-man crew is out there, they will also install the two new big irrigation guns that we purchased last year. Even though NSU will be using two men, they will only charge us for one person.
- ❖ Accessed CIWQS and reported a No-Spill certification for March 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

- ❖ Work with SCADA system contractor and Natural Systems Utilities to try to resolve the SCADA issues.



April 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
March 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
3/1/2018	28.0																28.0			
3/2/2018	28.0																28.0			
3/3/2018	28.0																28.0			
3/4/2018	28.0																28.0			
3/5/2018	42.0	112.0	7.8	14.0	87.0	290.0	1.5	1.7	11.0	4.4	6.4	200.0	71.0	7.6	3.6	12.1	45.4	112.0		
3/6/2018	42.0																45.4			
3/7/2018	42.0																45.4			
3/8/2018	42.0																45.4			
3/9/2018	42.0																45.4			
3/10/2018	42.0																45.4			
3/11/2018	42.0																45.4			
3/12/2018	22.2	294.0										200.0	63.0	7.8	3.4	12.0	16.0	318.0		
3/13/2018	22.2																16.0			
3/14/2018	22.2																16.0			
3/15/2018	22.2																16.0			
3/16/2018	22.2																16.0			
3/17/2018	22.2																16.0			
3/18/2018	26.1	133.0										180.0	58.0	8.0	4.0	13.0	26.4	96.5		
3/19/2018	26.1																26.4			
3/20/2018	26.1																26.4			
3/21/2018	26.1																26.4			
3/22/2018	26.1																26.4			
3/23/2018	26.1																26.4			
3/24/2018	26.1																26.4			
3/25/2018	26.1																26.4			
3/26/2018	26.1											220.0	<5.0	8.0	5.4	14.0	20.2	211.0		
3/27/2018	20.0	209.0															20.2			
3/28/2018	20.0																20.2			
3/29/2018	20.0																20.2			
3/30/2018	20.0																20.2			
3/31/2018	20.0																20.2			
Max	42.0		7.8	14.0	87.0	290.0	1.5	1.7	11.0	4.4	6.4	220.0	71.0	8.0	5.4	14.0			#DIV/0!	
Min	20.0		7.8	14.0	87.0	290.0	1.5	1.7	11.0	4.4	6.4	180.0	58.0	7.6	3.4	12.0			0.0	
Mean	28.5		7.8	14.0	87.0	290.0	1.5	1.7	11.0	4.4	6.4	200.0	64.0	7.9	4.1	12.8			#DIV/0!	
Total	854.1																838.0			

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) **March 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>3/5/19</i>	<i>3/12/2019</i>	<i>3/18/2019</i>	<i>3/26/19</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)

March 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	3/5/19	3/12/2019	3/18/2019	3/26/19
Day	TUE	TUE	Monday	TUE
Time	10:00	8:00	7:00	10:00
Operator	BJ	BJ	BJ	BJ
Rain fall, inches	0	0	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) **March 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	<i>3/5/19</i>	<i>3/12/2019</i>	<i>3/18/2019</i>	<i>3/26/19</i>
Day	TUE	TUE	Monday	TUE
Time	<i>8:00</i>	10:00	7:00	8:00
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)

March 2019

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

INSPECTION	Week1	Week 2	Week 3	Week 4
Date	<i>3/5/19</i>	<i>3/12/2019</i>	<i>3/18/2019</i>	<i>3/26/19</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