



**TVCS D Board of Director's Meeting Agenda**

**Date: Wednesday, September 11, 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 September 11, 2019 BOD Agenda** Action

**IV. Board Member Reports**

**V. Approval of July 10, 2019 Minutes** Action

**VI. Committee Reports**

a. Park Advisory Committee (PAC)

1. Review August 26, 2019 PAC Meeting Minutes

b. Financial Advisory Committee (FAC)

1. Review approved August 28, 2019 FAC Meeting Minutes

2. Fiscal year 2018/2019 Management Discussion & Analysis Action

3. Credit Card Policy & Record Retention Policy 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 June and July 2019 reports

**X. Pending Business**

**XI. Other Business**

**XII. New Business**

**XIII. Old Business**

**XIV. Correspondence**

**CLOSED SESSION**

**XV. Review Evaluation Tools**

**XVI. Return to Open Session**

**XVII. Report Out of Closed Session**

**XVIII. 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](http://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 and Public Hearing Minutes**

**Date: Wednesday, July 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; Peter MacLaird, Deborah Parrish

**Board Members Absent:** Bill Bonini

**Also Present:** Jose Ortiz, TVCS D General Manager; Melinda Bell, TVCS D Financial Manager; Cynthia Hammond, TVCS D Recording Secretary; Walter Earle, PAC Chair; Venta Leon, Finance Committee member

**I. Call To Order**

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

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

None.

**III. Approval of July 10, 2019 TVCS D BOD Agenda**

Deborah Parrish motioned to approve the July 10, 2019 TVCS D Board Agenda. Donna Clavaud seconded the motion. M/S/C

**IV. TVCS D Board Member Reports**

None

**V. Approval of June 12, 2019 TVCS D BOD Minutes**

Donna Clavaud motioned to approve the TVCS D June 12, 2019 minutes. Deborah Parrish seconded the motion. M/S/C

**VI. Conduct Public Hearing to Receive Comment on the Proposed Sewer Service Rate for Fiscal Year 2019/2020**

Dru Fallon O'Neill reminded the board and the public attending tonight's meeting the proposed sewer rate is the second (2<sup>nd</sup>) installment for maintenance and improvements for the future.

## VII. Committee Reports

### a. Park Advisory Committee

1. No PAC meeting was held in June. The next PAC meeting will be held on July 22<sup>nd</sup>, 2019.

### b. Financial Advisory Committee (FAC)

- 1.) No FAC meeting was held in June. The next FAC meeting will be held on July 24<sup>th</sup>, 2019.

## VIII. Financial Report (Melinda Bell)

### a. Accept check registers and approve expenditures:

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

### b. Financial Manager's report:

Melinda Bell reported the financial results are preliminary for Fiscal Year 2018/2019 as not all June invoices have been received. Melinda Bell reviewed the budget comparisons and balance sheets.

Melinda Bell requested Board advice regarding the contract for the Noise Pop event at the Park. Dru Fallon O'Neill offered to work with Melinda Bell.

### c. Review and Approve Financial Statements:

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

### d. Adopt final Sewer and Park budgets for Fiscal Year 2019/2020

Deborah Parrish motioned to adopt the final Sewer and Park budgets for Fiscal Year 2019/2020. Peter MacLaird seconded the motion. M/S/C

### e. Adopt Resolution 19-1. Maintain the current connection fee of \$10,000 per equivalent unit and keep Ad Valorum Tax Rate at .02% on assessed value for 2019/2020.

Deborah Parrish motioned to adopt Resolution 19-1 and to maintain the current connection fee of \$10,000 per equivalent unit and keep Ad Valorum Tax Rate at .02% on assessed value for 2019/2020. Peter MacLaird seconded the motion. M/S/C

### f. Adopt Resolution 19-2. Set the sewer rate of \$81.90 per month per equivalent unit for 2019/2020.

Donna Clavaud motioned to adopt Resolution 19-2 and to set the sewer rate of \$81.90 per month per equivalent unit for 2019/2020. Peter MacLaird seconded the motion. M/S/C

## **IX. General Manager's Report**

Jose Ortiz reported he received an inquiry about connecting to the sewer system; the property in question isn't within the district and would cost \$45,000 for an extension in addition to \$100,000 for another 500 feet inside the property. Deborah Parrish asked if it would be less expensive to install a septic system, Jose Ortiz said it would be.

Jose Ortiz said he noticed differences between what LAFCO shows on their maps and studies and what TVCSD shows as district boundaries. Jose Ortiz said the Derby property owners requested annexation in to the District; collection of their annual sewer services will be made through property taxes. Melinda Bell said the Derby property could be added to the tax roll in October 2019 or later in the year; and would be effective July 1, 2019. Melinda Bell said the Derby property is on the tax roll for Levy 4 and not Levy 3; Melinda Bell will contact the County.

Jose Ortiz contacted Telstar asking them where the information was that he asked for. Deborah Parrish asked if there was any legal recourse; Jose Ortiz will contact County Council to draft a letter.

Jose Ortiz spoke to Bill Bonini regarding the Park bark. It was agreed 50 cubic yards would be ordered. Donna Clavaud would like the bark delivered before Founder's Day. Walter Earle will order the bark; Dru Fallon O'Neill will help Bill Bonini with the bark delivery and Tim Furlong will do the demolition of the gazebo. Donna Clavaud said a contractor is interested in bidding on the Park project; David Judd is interested in being a sub-contractor/project manager. Deborah Parrish would like to show the plans of the Park projects at Founder's Day to educate the community. Jose Ortiz suggested extending the bid notice and then offer a pre-bid conference. The permit has been extended until June 2020.

Donna Clavaud asked about the maintenance at the Plant. Jose Ortiz said Tim Furlong did the mowing. Mark Clavaud offered to help with the reconstruction of the porch. Rewiring the aerator needs to be done at pond #1.

## **X. NSU Report**

- a. Review April 2019 NSU report  
NSU report was reviewed.

## **XI. Pending Business**

- a. Guidance from General Manager regarding staff reviews  
Donna Clavaud asked Jose Ortiz to conduct staff reviews for Melinda Bell and Cynthia Hammond. TVCSD Board will conduct General Manager's review in a close session at September's meeting. Deborah Parrish wants to review the tools for the reviews and asked for staff review input.

## **XII. Other Business**

None

## **XIII. New Business**

None

## **XIV. Old Business**

None

## **XV. Correspondence**

None

**XVI. Adjournment**

Deborah Parrish motioned to adjourn the July 10, 2019 TVCSD Board meeting. Peter MacLaird seconded the motion. M/S/C

Meeting was adjourned at 8:20 pm.

**Next TVCSD BOD Meeting, September 11, 2019, 7 pm at Tomales Town Hall**

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Approved by: Dru Fallon O’Neill, President

Date:

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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:

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**Tomales Park Committee meeting minutes**

Monday, August 26, 2019 Meeting began @ 6:00 pm

Walter Earle chaired the meeting.

Drew served as note taker.

Present: Walter Earle, Margaret Nettles, Beth Koelker, Drew Fallon O'Neill, Randy Biehler

Absent: David Judd, Patty Oku

Agenda:

Open Communication

Margaret's Bench update

Founder's Day

Founder's Day Book Sale

Update on Prospective Bidders

Adjourn

<b><u>Agenda Item</u></b>	<b><u>Discussion</u></b>
Open Communication	No Open Communication. Later on we talked about movies.
Margaret's Bench update	Randy is currently working on a different slab of wood he purchased from Jason McClean. A Plaque will be situated at the end honoring Margaret and her support for the community.
Founder's Day	Founder's Day will be Sunday September 1. The Parade is at Noon. Walter has been chosen to be Grand Marshall.
Founder's Day Book Sale	We will be holding a used book sale to benefit the Park. Not as many book as last time but it should be a good sale.
Update on Prospective Bidders	Nothing new to Report
Meeting adjourned at 6:40 pm.	Motion to adjourn: Beth/ Drew
Date:	

# **FINANCIAL ADVISORY COMMITTEE**

## **TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

**AUGUST 28, 2019**

**PRESENT:** Melinda Bell, Chairperson; Deborah Parrish, Board Member; Donna Clavaud, Board Member & FAC Secretary

### **AGENDA**

#### **2018-19 Management Discussion & Audit:**

We reviewed a Draft version of the document and Melinda Bell provided several financial figures. We will submit it to the Auditors on September 4 and include it in the upcoming Board Packet for Board review and approval.

#### **TVCS D By-Laws:**

We are currently reviewing the sample policy model from CSDA and will discuss possible amendments at our FAC October meeting. We plan to have CSDA legal team review any proposed changes prior to Board approval.

#### **Credit Card Policy:**

We adapted CSDA sample policy to our TVCS D needs. We do need to re-format our draft document at a future date to be consistent with other policies. We are submitting our draft for Board review and approval at the September meeting.

#### **Records Retention Policy:**

We modified the CSDA's sample policy to fit our district needs. There is a question about how long we must keep meeting recordings; FAC is proposing a 90-day retention period. FAC is recommending this draft policy be reviewed and approved at the September meeting.

#### **Tomales Music Festival:**

It seems there will not be a Fall Music Festival so rental of the Park for their venue is off the table this year.

The next FAC meeting will be in October.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT  
MANAGEMENT DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDING JUNE 30, 2019

This section of the District's Financial Statement presents our analysis of the District's financial position and performance for the Fiscal Year that ended June 30, 2019. Readers are encouraged to read this section in conjunction with the accompanying financial statements.

**The District's Operation-an Overview**

The TVCSD is a special district formed under Government Code &61000 to operate and manage the community's wastewater treatment plant (WWTP). The WWTP is funded through sewer service fees and some Ad Valorum property taxes. The operation of the Tomales Community Park is funded through donations, park rentals, fund raisers, grants, and County of Marin Measure A sales taxes dedicated to parks and open spaces.

When the District was formed in 1998/1999, the Wastewater Treatment Plant was acquired from North Marin Water District in an "as-is" condition with several problem areas due to lack of maintenance. The District was able to garner a Small Communities Grant from SWRCB and a low interest loan through the State Revolving Fund to fund major improvements. Loan repayments will be required for five (5) more years.

The District has a Solar System to provide the energy to operate the wastewater treatment system and irrigation field. To acquire the system, the District sold \$305,000 in zero interest Clean Renewable Energy Bonds in July 2009 that have eight (8) more years of payments. Electricity costs were averaging \$6,500 a year before the solar system was installed. From 2010 to 2015 the District earned a rebate for the purchase of the equipment. During these years the solar system returned a positive net income averaging \$10,500 annually over the cost of the electricity. Since 2015 without the rebate, costs for electricity are now averaging \$2,000 annually.

During the 2017/2018 fiscal year a sewer service rate increase was implemented to replace revenues generated in prior years from the solar rebate and higher Ad Valorum tax rates. Sewer system expenses have been reduced in recent years. But revenues must also fund the debt repayments, formerly funded by the higher Ad Valorum tax rate and the solar rebate. The second and last planned sewer service rate increase was implemented in fiscal year 2018/2019.

District review of existing policies and by-laws continues and over the past year, we have developed a Credit Card Policy and a Records Retention Policy. We are currently studying CSDA's sample by-laws in preparation for making necessary amendments and updates to ours.

The Tomales Community Park has embarked on some major improvement projects to rebuild a gazebo, create a new entry gate & signage, add ADA-compliant ramps to our play structure areas and rebuild a north fence. While permits and funding are in place, it has proven challenging to secure building contractors due to high demand from neighboring fire zones, requiring rebuilding. The 2018/2019 budget anticipated an excess of expenditures of \$57,125.

Actual results were an excess of revenues of \$29,869. While we were unable to achieve significant progress in fiscal year 2018/2019, we are hoping to proceed in the near future.

### Financial Statements

The audited financial statements report the Sewer Program on a business-type accounting basis with accruals, capital assets and depreciation. The Park Program is reported on a governmental-fund basis in the Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balances with an adjustment to report the Park in the government-wide report on a comparable basis with the Sewer Program, including capital assets and depreciation.

### Financial Highlights

The Sewer Enterprise Fund received \$182,139 in sewer service charges in 2018/2019 compared to \$165,371 in 2017/2018; other funding brought total income to \$ 210,741 compared to \$182,987 in 2017/2018. Expenses for the fiscal year, except for depreciation, were \$ 154,222 compared to \$164,243 in the prior year. Net income for the fiscal year without depreciation expense was \$56,518. The budget had anticipated net income of \$17,796. Debt service payments reduced the debt by \$39,228. Net operations were able to pay the debt for the first time in six years so that cash balances were not further depleted; in fact cash balances increased by \$20,033 in 2019/2020. The 2018/2019 sewer rate increase helped alleviate the drain on our cash reserves.

The Park Program received \$ 36,934 in Measure A sales tax funding in 2018/2019 compared to \$34,685 in 2017/2018. Donations and park rentals brought total income to \$40,486 compared to \$36,648 in the prior year. In the 2018/2019 fiscal year \$10,617 was spent; 2017/2018 expenses were \$10,874. Cash balances on 6/30/2019 increased from \$153,721 at 3/30/2018 to \$184,876 which will be used for planned improvement projects and park maintenance in future years.

<u>Government-Wide</u>	<u>2017/2018</u>	<u>2018/2019</u>
Current Assets	\$340,893	\$392,722
Capital Assets	1,814,030	1,753,908
Total Assets	2,017,934	1,976,657
Current Liabilities	37,136	40,168
Long-term Liabilities	257,576	218,348
Total Liabilities	294,712	258,516
Net Assets	\$1,876,943	\$1,903,208

### Contacting the Administrator

This financial report is designed to provide our citizens, customers, investors, and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have any questions about this report or need additional

information, contact General Manager Jose Ortiz at Tomales Village Community Services District, Post Office Box 303, Tomales, CA 94971 or [admin@tomalescsd.ca.gov](mailto:admin@tomalescsd.ca.gov) or 707-878-2767.

# TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

**POLICY TITLE: CREDIT CARDS**  
**ADOPTED \_\_\_\_\_, 2019**

**Policy # \_\_\_\_\_**

The following policies and procedures will govern the use of credit cards:

1. Upon approval of the vendor or credit card company, a card may be issued bearing the names of both the individual and the District.
2. Cards will not be transferable between individuals without prior approval of the General Manager.
3. The General Manager may delegate transaction authority to the cardholder.
4. The individual will be responsible to ensure credit card charges are accurate on the monthly statements.
5. All cardholders are required to sign a credit cardholder agreement.

### **Cardholder Responsibilities**

The cardholder must use the credit card for only legitimate business purposes. The cardholder is to be aware that many credit cards look alike and care should be taken to avoid confusing District with personal credit cards. Cardholders must notify the General Manager of any inadvertent personal charges and must reimburse the District immediately for such personal charges. Misuse of the card will subject the cardholder to disciplinary action in accordance with District policies and procedures relating to progressive discipline, up to and including voluntary termination. The cardholder must:

1. Ensure the credit card is only used for legitimate business purposes
2. Ensure that expenditures are budgeted, allowable for District purposes, necessary for the program and that funds are available for the expenditure
3. Maintain the credit card in a secure location at all times
4. Not allow other individuals to use the credit card, unless authorized
5. Adhere to the purchase limits and restrictions of the credit card
6. Obtain all sales slips, register receipts, and/or purchasing/credit card slips and provide same to the Financial Manager within two weeks of purchase for reconciliation, approval, and account allocation of transactions.
7. Attempt to resolve any disputes or billing errors directly with the vendor and notify the Financial Manager if the dispute or billing error is not satisfactorily resolved
8. Ensure that an appropriate credit for the reported disputed item(s) or billing error appears on a subsequent cardholder statement
9. Not accept cash in lieu of a credit to the credit card account and remit rewards payments to District
10. Immediately report a lost or stolen card to the credit card issuer (24 hours a day, 365 days a year) and to the Financial Manager during normal working hours.
11. Return the credit card to the General Manager upon terminating employment.

### **Cardholder Eligibility**

The criteria to receive a District credit card are as follows:

Applicants must be an employee, Board member or contractor of the District and must attend a training session before he/she may be issued a credit card.

### **Documentation**

Every month, each cardholder will be provided with a statement detailing the expenditures that were charged to his/her corporate credit card. The cardholder will review this statement for its accuracy and any unauthorized purchases. The individual assigned to each purchasing/credit card will maintain the slips/charge slips until such time as they are forwarded to the Financial Manager for payment. Each cardholder shall authorize the approved charges. All documentation concerning the credit card program will be maintained by the Financial Manager. This documentation includes, but is not limited to, applications, cardholder agreements, billing statements, reconciliation of accounting statements, copies of transmittals, and correspondence with issuing companies.

### **Use of Personal Credit Cards**

Employees, contractors and Board members incurring legitimate District business expenses may utilize their personal credit cards for such expenditures. The District shall reimburse them for properly supported and documented business expenditures charged to personal credit cards within the next vendor processing cycle upon the proper completion of an expense report.

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# Tomales Village Community Services District

**POLICY TITLE:** Records Retention

**POLICY NUMBER:** 3310

Adopted \_\_\_\_\_, 2019

**3310.1** The purpose of this policy is to: provide guidelines for the retention or disposal of records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and, ensure compliance with legal and regulatory requirements.

**3310.2** Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

**3310.3** The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.

**3310.4** Pursuant to the provisions of California Government Code §§60200 through 60203, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of Tomales Village Community Services District.

**3310.4.1** Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

**3310.4.2** Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

**3310.4.3** In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

**3310.4.4** Any accounting record which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

**3310.4.4.1** There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;

**3310.4.4.2** There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;

**3310.4.4.3** Said audit report or reports were prepared pursuant to procedures outlined in Government Code Section 26909 and other State or Federal audit requirements, and that;

**3090.4.4.4** Said audit or audits contain the expression of an unqualified opinion.

**3310.4.5** The following may be destroyed at any time:

**3310.4.5.1** Duplicated (original-subject to aforementioned requirements).

**3310.4.5.2** Rough drafts, notes or working papers (except audit).

**3310.4.5.3** Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

**3310.4.6** All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven years retention, provided said records have been microfilmed and qualify for destruction section 4, above. Payroll and personnel records include the following:

**3310.4.6.1** Accident reports, injury claims and settlements.

**3310.4.6.3** Injury frequency charts.

**3310.4.6.4** Applications, changes and terminations of contractors and employees.

**3310.4.6.5** Insurance records of contractors, volunteers and employees.

**3310.4.6.6** Time sheets and cards.

**3310.4.6.7** Classification specifications (job descriptions).

**3310.4.6.8** Performance evaluation forms.

**3310.4.6.9** Earning records and summaries.

**3310.4.6.10** Retirements.

**3310.4.7** Records of proceedings for the authorization of long-term debt, bonds, loans, etc., after issuance or execution may be destroyed if copied as provided for in section 3090.4.4, above. Terms and conditions of bonds and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than ten years if copied as provided for in section 4, above.

**3310.5** Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may upon authorization be destroyed if said minutes are microfilmed as provided for in section 4, above. Recording tapes (or other media) of Board meetings will be kept for a period of three months from the date of the recorded meeting, after which they will be destroyed.

**3310.5.1** Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.

**3310.5.2** Contracts should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.

**3310.5.3** Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

Type	Date	BANK TRANSACTIONS JULY 1 THROUGH AUGUST 31, 2019				Amount	Balance
<b>131.00 · Cash</b>	<b>Total Park</b>	<b>Beginning Balance</b>				<b>184,875.77</b>	<b>184,875.77</b>
131.48 - CA LAIF		<b>Beginning Balance</b>				30,051.99	30,051.99
Deposit	07/15/2019			Deposit LAIF accrued	192.17	30,244.16	
<b>Total 131.48 - CA LAIF</b>		<b>Ending Balance</b>				<b>192.17</b>	<b>30,244.16</b>
<b>131.42 · Bank of Marin - Money Market</b>		<b>Beginning Balance</b>					<b>56,280.34</b>
Deposit	07/12/2019			Meas A First Receipt	17,927.75	74,208.09	
Deposit	07/31/2019			MM interest	6.37	74,214.46	
Deposit	08/31/2019			MM interest	5.80	74,220.26	
<b>Total 131.42 · Bank of Marin - Money Market</b>		<b>Ending Balance</b>				<b>17,939.92</b>	<b>74,220.26</b>
<b>131.46 · Bank of Marin - Park Account</b>		<b>Beginning Balance</b>					<b>98,543.44</b>
Bill Pmt -Check	07/04/2019	1255	Fishman Supply	inv 1199758	-92.47	98,450.97	
Bill Pmt -Check	07/15/2019	1256	PGE	7399820768-9 329 kwh 5/25-6/25	-93.97	98,357.00	
Payment	07/17/2019		Henry Elfstrom	July	70.00	98,427.00	
Deposit	07/31/2019			interest	0.44	98,427.44	
Bill Pmt -Check	08/07/2019	1257	PGE	7399820768-9 6/26-7/25	-87.26	98,340.18	
Deposit	08/08/2019			Rental 9/7	400.00	98,740.18	
Bill Pmt -Check	08/13/2019	1258	Fishman Supply	inv 1206429 soap and towels	-85.85	98,654.33	
Bill Pmt -Check	08/17/2019	1259	Martinez, Maria	July-Sept	-123.90	98,530.43	
Bill Pmt -Check	08/17/2019	1260	Ortiz, Jose	May-June	-1,560.00	96,970.43	
Deposit	08/19/2019				70.00	97,040.43	
<b>Total 131.46 · Bank of Marin - Park Account</b>		<b>Ending Balance</b>				<b>-1,573.01</b>	<b>97,040.43</b>
<b>Total 131.00 · Cash</b>				<b>PARK</b>	<b>16,559.08</b>	<b>201,504.85</b>	
<b>131.00 · Cash</b>	<b>Total Sewer</b>	<b>Beginning Balance</b>					<b>207,205.35</b>
<b>131.20 · CA Local Agency Inv</b>		<b>Beginning Balance</b>					<b>70,121.30</b>
Deposit	07/15/2019			Deposit Accrued Interest		448.39	
<b>Total 131.20 · CA Local Agency Investm Fnd</b>		<b>Ending Balance</b>				<b>448.39</b>	<b>70,569.69</b>
<b>131.31 · Redwood Credit Union</b>		<b>Beginning Balance</b>					<b>40,537.25</b>
Deposit	07/31/2019			nterestRCU		11.64	
<b>Total 131.31 · Redwood Credit Union</b>		<b>Ending Balance</b>				<b>11.64</b>	<b>40,548.89</b>
<b>131.42 · Bank of Marin - Money Market</b>		<b>Beginning Balance</b>					<b>83,052.09</b>
Transfer	07/09/2019			Operating Transfer	-30,000.00	53,052.09	
Deposit	07/31/2019			Alloc Interest MM	4.56	53,056.65	
Deposit	08/31/2019			Alloc Interest MM	4.14	53,060.79	
<b>Total 131.42 · Bank of Marin - Money Market</b>		<b>Ending Balance</b>				<b>-29,991.30</b>	<b>53,060.79</b>
<b>131.44 · Bank of Marin - Sewer</b>		<b>Beginning Balance</b>					<b>11,027.42</b>
Bill Pmt -Check	07/04/2019	4685	Brelje and Race Laboratories, Inc.	6/14, 6/21, 6/30	-419.00	10,608.42	
Bill Pmt -Check	07/04/2019	4686	SDRMA	2019/2020 premiums	-9,047.39	1,561.03	
Bill Pmt -Check	07/07/2019	4687	Internal Revenue Service	94-2598864 form 941	-38.25	1,522.78	
Bill Pmt -Check	07/07/2019	4688	Marin County Tax Collector	182355 LAFCO 2019/2020	-158.40	1,364.38	
Bill Pmt -Check	07/08/2019	4689	Melinda K. Bell	June accounting	-813.75	550.63	
Transfer	07/09/2019			Operating Transfer	30,000.00	30,550.63	
Bill Pmt -Check	07/10/2019	4690	Nelson Staffing	June, July	-279.60	30,271.03	
Payment	07/11/2019		Tomales Regional Histroy Center		81.90	30,352.93	
Bill Pmt -Check	07/12/2019	4691	Clavaud, Donna	Ap-Jun stipends less 6.2%socsec&1.45%Medic	-230.88	30,122.05	
Bill Pmt -Check	07/12/2019	4692	O'Neill, Dru Fallon	July-June meetings less Medicare & SocSecty 7.65%	-461.75	29,660.30	
Bill Pmt -Check	07/15/2019	4693	MacLaird, Peter J.	April-June meeting stipends less 7.65% tax	-92.35	29,567.95	
Bill Pmt -Check	07/16/2019	4694	Parrish, Deborah	18/19Stipends less 7.65% tax	-646.45	28,921.50	
Bill Pmt -Check	07/17/2019	4695	Natural Systems Utilities -CA	July Services inv 294455	-4,242.80	24,678.70	
Bill Pmt -Check	07/17/2019	4696	PGE	5/24 - 6/24 and true-up	-2,963.04	21,715.66	
Bill Pmt -Check	07/20/2019	4697	AT&T Uverse	145835838 7/7 - 8/6	-125.77	21,589.89	
Bill Pmt -Check	07/20/2019	4698	Brelje and Race Laboratories, Inc.	6/30, 7/7, 7/12	-232.00	21,357.89	
Bill Pmt -Check	07/21/2019	4699	Nelson Staffing	7/10 & 7/13 5.5 hours	-192.22	21,165.67	
Bill Pmt -Check	07/22/2019	4700	AT&T	138729848 7/11-8/10	-85.00	21,080.67	
Bill Pmt -Check	07/22/2019	4701	Capital One Bank	blank checks, SquareSpace annual, Sonic	-280.73	20,799.94	
Deposit	07/31/2019			interest	0.11	20,800.05	
Bill Pmt -Check	08/04/2019	4702	Brelje and Race Laboratories, Inc.	7/12, 7/19	-419.00	20,381.05	
Bill Pmt -Check	08/07/2019	4703	Melinda K. Bell	July 38.25 hours	-1,318.84	19,062.21	
Bill Pmt -Check	08/07/2019	4704	Tim Furlong	inv 194 mowing	-800.00	18,262.21	
Bill Pmt -Check	08/07/2019	4705	PGE	6/24-7/24	-28.97	18,233.24	
Deposit	08/08/2019		MCE PGE	cash-out credit balances	4,337.43	22,570.67	
Bill Pmt -Check	08/12/2019	4706	Secretary of State	VOID: SI-100 Co828051	0.00	22,570.67	
Bill Pmt -Check	08/17/2019	4707	Brelje and Race Laboratories, Inc.	7/26, 8/2, 8/11	-272.00	22,298.67	
Bill Pmt -Check	08/17/2019	4708	Natural Systems Utilities -CA	August	-4,242.80	18,055.87	
Bill Pmt -Check	08/17/2019	4709	Ortiz, Jose	May and June	-6,470.97	11,584.90	
Bill Pmt -Check	08/17/2019	4710	PGE	8044736439-1 6/25-7/24	-39.42	11,545.48	
Bill Pmt -Check	08/17/2019	4711	AT&T Uverse	August and September	-251.54	11,293.94	
Deposit	8/19/2019		Tomales Regional History Cnt	August	81.90	11,375.84	
Bill Pmt -Check	08/24/2019	4712	AT&T	138729848 August and September	-170.00	11,205.84	
Bill Pmt -Check	08/24/2019	4713	Capital One Bank	virus protection, Sonic, Secretary of State	-87.94	11,117.90	
Bill Pmt -Check	08/27/2019	4714	Brelje and Race Laboratories, Inc.	8/11, 8/16, 8/24	-459.00	10,658.90	
<b>Total 131.44 · Bank of Marin - Sewer</b>		<b>Ending Balance</b>				<b>-368.52</b>	<b>10,577.00</b>
<b>131.48 · Bank of Marin - Solar</b>		<b>Beginning Balance</b>					<b>2,467.29</b>
Deposit	07/31/2019			interest		0.01	
<b>Total 131.48 · Bank of Marin - Solar</b>		<b>Ending Balance</b>				<b>0.01</b>	<b>2,467.30</b>
<b>Total 131.00 · Cash</b>	<b>Sewer</b>	<b>Ending Balance</b>				<b>SEWER</b>	<b>-29,899.78</b>
							<b>177,223.67</b>



## **Financial Manager's Report September 11, 2019**

We now have the 2018/2019 fiscal year reports given to the auditors. Park income was \$4,000 higher than budgeted, higher in every category, especially the \$1,500 in flea market contributions for the gate. Park expenses were \$83,000 under budget due to delays in finding contractors. The Park ended the year with net income of \$30,000. In the new fiscal year, the July Measure A revenue was \$400 higher than budgeted. There have been almost no expenses for the Park in the new fiscal year.

Sewer service charges were almost \$2,000 under budget due to the SUSD share, but the unbudgeted permit and connection fees boosted total sewer income to \$9,000 over budget. Mowing, grouse and algae control costs were \$5,750 over budget, but those were eclipsed by lower lab fees and maintenance supplies together \$8,125 under budget. Because some of the General Manager's time was spent on Park project management, those Sewer expenses were \$5,700 under budget. Costs for the Secretary, Board member stipends and Board training were \$5,600 under budget. The deferral of CIP maintenance contributed \$15,350 in budgetary savings. But actual expenses include \$52,500 in depreciation expense under generally accepted governmental accounting policy for sewer programs. Consequently the \$29,700 in total line item budgetary savings offset by \$52,500 unbudgeted depreciation expense yields a net result of expenses over budget by \$22,800. With the \$9,000 positive budget variance in income, the resulting net income for the year is \$13,800 under budget estimates.

Of equal importance with budgetary performance is our cash position. The \$30,000 in Park net income will be needed for the capital improvements when a contractor is found. The Sewer actual net income of \$4,000 plus the \$52,500 non-cash depreciation and \$2,800 changes in payables and receivables contributed a total of \$59,300 toward payment of the \$39,300 in annual debt requirements. The Sewer program ended the 2018/2019 fiscal year with \$20,000 more cash than it began. It remains to be seen if some of that \$20,000 will be needed in future years for CIP maintenance costs not yet undertaken.

The Shoreline Unified School District shares in our successes in finishing the year with expenses under budget, discounting depreciation. We bill them in September for the current year's budget one-third portion. At the same time we credit them with one-third of the previous year's savings in actual expenses compared to the budget for which we billed them a year earlier without depreciation. For that reason, following a year of expenses under budget, the actual income for SUSD services charges will be less than was budgeted for that income. We see that in last year's report here, and we will see it again soon in the 2019/2020 reports. The under-budget 2019/2020 SUSD income will be due to their one-third share of our \$29,700 2018/2019 budgetary savings.

I am including in this packet comparisons of income and expenses with the budgets and also the balance sheet comparisons with the prior year for the 2018/2019 year-end submitted to the auditors for their field work this month. These year-end financial statements are final except for any changes the auditors may make. The only reports included for the current fiscal year are the bank registers to avoid a numbers overload. Next month's packet will include current year reports.

**Balance Sheets June 30, 2019**

		Jun 30, 19	Jun 30, 18	\$ Change
<b>ASSETS</b>	<b>PARK</b>			
	131.48 · CA LAIF	30,051.99	0.00	30,051.99
	131.42 · Bank of Marin - Money Market	56,280.34	17,829.83	38,450.51
	131.46 · Bank of Marin - Park Account	98,543.44	135,890.86	-37,347.42
	<b>Total 131.00 · Cash</b>	<b>184,875.77</b>	<b>153,720.69</b>	<b>31,155.08</b>
	139.00 · Accrued Interest Receivable	192.17	0.00	192.17
	100.20 · Land and Land Rights	132,000.00	132,000.00	0.00
	Original Cost	314,653.66	314,653.66	0.00
	105.00 · Depreciation	-74,326.10	-66,695.00	-7,631.10
	<b>Total Fixed Assets</b>	<b>372,327.56</b>	<b>379,958.66</b>	<b>-7,631.10</b>
<b>TOTAL ASSETS</b>	<b>PARK</b>	<b>557,395.50</b>	<b>533,679.35</b>	<b>23,716.15</b>
<b>LIABILITIES &amp; EQUITY</b>	<b>PARK</b>			
<b>Liabilities</b>				
	222.00 · Accounts Payable	1,653.97	175.64	1,478.33
	217.00 · Unearned Revenue	25,000.00	25,000.00	0.00
	<b>Total Liabilities</b>	<b>26,653.97</b>	<b>25,175.64</b>	<b>1,478.33</b>
<b>Equity</b>				
	252.50 · Investment in Capital Assets	372,327.56	379,958.66	-7,631.10
	260.00 · Unassigned Fund Balance	128,545.05	95,139.62	33,405.43
	Net Income	29,868.92	33,405.43	-3,536.51
	<b>Total Equity</b>	<b>530,741.53</b>	<b>508,503.71</b>	<b>22,237.82</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>PARK</b>	<b>557,395.50</b>	<b>533,679.35</b>	<b>23,716.15</b>
<b>ASSETS</b>	<b>SEWER</b>			
	131.20 · CA Local Agency Investm Fnd	70,121.30	0.00	70,121.30
	131.31 · Redwood Credit Union	40,537.25	116,299.48	-75,762.23
	131.42 · Bank of Marin - Money Market	83,052.09	29,912.09	53,140.00
	131.44 · Bank of Marin - Sewer	11,027.42	20,552.49	-9,525.07
	131.48 · Bank of Marin - Solar	2,467.29	20,407.94	-17,940.65
	<b>Total 131.00 · Cash</b>	<b>207,205.35</b>	<b>187,172.00</b>	<b>20,033.35</b>
	135.00 · Accrued Interest Receivable	448.39	0.00	448.39
	100.00 · Property, Plant and Equipment	791,665.97	791,665.97	0.00
	100.10 · Maps and Records	17,248.00	17,248.00	0.00
	100.20 · Land and Land Rights	52,788.00	52,788.00	0.00
	105.00 · Less Accumulated Depreciation	-689,459.64	-636,969.00	-52,490.64
	110.00 · Improvement Project	939,393.31	939,393.31	0.00
	112.00 · Solar System	269,945.21	269,945.21	0.00
	<b>Total Fixed Assets</b>	<b>1,381,580.85</b>	<b>1,434,071.49</b>	<b>-52,490.64</b>
	136.00 · SUSD Note Receivable	15,094.35	16,731.46	-1,637.11
<b>TOTAL ASSETS</b>	<b>SEWER</b>	<b>1,604,328.94</b>	<b>1,637,974.95</b>	<b>-33,646.01</b>
<b>LIABILITIES &amp; EQUITY</b>	<b>SEWER</b>			
<b>Liabilities</b>				
	222.00 · Accounts Payable	13,208.57	11,830.00	1,378.57
	230.00 · Fed Payroll Tax Payab	237.15	130.05	107.10
	231.00 · CA Payroll Tax Payable	68.20	0.00	68.20
	211.00 · SWRCB SRF Loan	92,760.05	114,046.57	-21,286.52
	215.00 · CREBS Bond	125,588.20	143,529.38	-17,941.18
	<b>Total Liabilities</b>	<b>231,862.17</b>	<b>269,536.00</b>	<b>-37,673.83</b>
<b>Equity</b>				
	262.00 · Capital Asset Reserve	40,000.00	40,000.00	0.00
	264.00 · Operating Reserve	44,572.00	44,572.00	0.00
	265.00 · Net Assets - Unrestricted	1,283,866.95	1,315,787.17	-31,920.22
	Net Income	4,027.82	-31,920.22	35,948.04
	<b>Total Equity</b>	<b>1,372,466.77</b>	<b>1,368,438.95</b>	<b>4,027.82</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>SEWER</b>	<b>1,604,328.94</b>	<b>1,637,974.95</b>	<b>-33,646.01</b>

## PARK AND SEWER BUDGETARY COMPARISONS FISCAL YEAR 2018/2019

			Jul '18 - Jun 19	Budget	\$ Over Budget
<b>PARK BUDGET COMPARISON</b>					
<b>Income</b>					
	311.00 · Interest Income		267.09	5.00	262.09
	315.80 · Measure A Funds		36,933.72	34,685.00	2,248.72
	320.20 · Restricted		1,500.00	0.00	1,500.00
	320.33 · Film Fees		500.00	0.00	500.00
	320.30 · Unrestricted - Other		195.03	0.00	195.03
	<b>Total 320.00 · Contributions Income</b>		<b>2,195.03</b>	<b>500.00</b>	<b>1,695.03</b>
	322.50 · Cleaning and Security Deposit		-200.00	0.00	-200.00
	322.00 · Park Use Rental - Other		450.00	400.00	50.00
	322.60 · Water Tower PGE		840.00	840.00	0.00
	<b>Total Income</b>		<b>40,485.84</b>	<b>36,430.00</b>	<b>4,055.84</b>
<b>Expense</b>					
	414.56 · Legal Fees		0.00	5,000.00	-5,000.00
	414.57 · Accounting		455.00	1,500.00	-1,045.00
	414.81 · Measure A Project Expenses		372.53	83,955.00	-83,582.47
	414.82 · Measure A Maintenance Expenses		1,099.75	1,800.00	-700.25
	414.83 · PGE Park		1,049.92	1,300.00	-250.08
	414.84 · Measure A Capital Expenditures		0.00	0.00	0.00
	414.87 · Measure A Project Management		7,150.00	0.00	7,150.00
	6420 · Park Trash Disposal		489.72	0.00	489.72
	<b>Total Expense</b>		<b>10,616.92</b>	<b>93,555.00</b>	<b>-82,938.08</b>
	<b>Net Income</b>		<b>29,868.92</b>	<b>-57,125.00</b>	<b>86,993.92</b>
<b>SEWER BUDGET COMPARISON</b>					
<b>Income</b>					
	301.10 · Service Charges - Monthly		982.80	983.00	-0.20
	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		109,128.21	108,456.00	672.21
	303.10 · Permit and Inspection Fees		240.00	0.00	240.00
	303.00 · Connection Fees - Other		10,000.00	0.00	10,000.00
	305.00 · SUSD Sinking Fund		8,062.00	8,062.00	0.00
	311.00 · Interest Income		1,903.14	1,500.00	403.14
	315.50 · Levy 4		8,396.49	8,180.00	216.49
	<b>Total Income</b>		<b>210,740.60</b>	<b>201,726.00</b>	<b>9,014.60</b>
<b>Expense</b>					
	413.00 · Grounds Maintenance		4,166.25	2,000.00	2,166.25
	410.10 · Sewage Collection Electric		583.08	405.00	178.08
	411.05 · Lab Bills		7,328.00	8,663.00	-1,335.00
	411.10 · Maintenance Supplies		945.39	7,734.00	-6,788.61
	411.03 · Sewage Treatment Electric		992.34	240.00	752.34
	411.00 · Sewage Treatment - Other		3,592.00	0.00	3,592.00
	412.10 · Sewage Disposal Electric		254.06	340.00	-85.94
	412.00 · Sewage Disposal - Other		1,092.98	828.00	264.98
	414.11 · Social Security Tax		257.30	0.00	257.30
	414.12 · Medicare Payroll Tax		60.18	0.00	60.18
	414.13 · State Unemployment Tax		199.70	550.00	-350.30
	414.05 · Administrator's Fees		40,971.25	46,661.00	-5,689.75
	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		408.17	110.00	298.17
	414.42 · Printing and Copies		0.00	100.00	-100.00
	414.43 · Office Supplies		351.01	150.00	201.01
	414.44 · Sonic - Web Hosting		95.40	100.00	-4.60
	414.45 · Equipment Expense		664.63	250.00	414.63
	414.465 · Board Member Stipend		2,450.00	5,000.00	-2,550.00
	414.467 · Board Training		0.00	1,000.00	-1,000.00
	414.47 · Clerical/Bookkeeping		11,287.50	12,000.00	-712.50
	414.48 · Office Rent		1,200.00	1,200.00	0.00
	414.49 · Secretary		2,429.03	4,500.00	-2,070.97
	414.50 · O&M Contractual Services		50,030.64	49,148.00	882.64
	414.551 · Legal Fees		0.00	2,500.00	-2,500.00
	414.552 · Accounting		5,200.00	5,300.00	-100.00

## PARK AND SEWER BUDGETARY COMPARISONS FISCAL YEAR 2018/2019

				Jul '18 - Jun 19	Budget	\$ Over Budget
	414.61	· Newsletter Expense		123.87	500.00	-376.13
	414.60	· Publication and Notices - Other		318.00	175.00	143.00
	414.62	· Dues and Subscriptions		1,209.00	1,150.00	59.00
	414.67	· Solar Lease Admin Fee		750.00	750.00	0.00
	414.724	· SCADA Programming & Integration		0.00	2,500.00	-2,500.00
	414.72	· Computer Repairs - Other		100.00	150.00	-50.00
	414.74	· Treatment Ponds Maintenance		191.25	0.00	191.25
	414.764	· CCTV Inspection		0.00	10,000.00	-10,000.00
	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
<b>Total</b>	<b>414.70</b>	<b>· CIP Repairs and Maintenance</b>		<b>1,296.25</b>	<b>16,650.00</b>	<b>-15,353.75</b>
	414.81	· Travel		511.21	770.00	-258.79
	414.83	· Meetings and Seminars		0.00	200.00	-200.00
	414.90	· Telephone and Internet Services		2,504.52	2,500.00	4.52
	415.50	· Depreciation Expense		52,490.64	0.00	52,490.64
	417.10	· Bank Service Charges		90.00		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		204.19	0.00	204.19
	420.20	· Interest Expense - SRF Loan		2,851.16	2,851.00	0.16
<b>Total Expense</b>				<b>206,712.78</b>	<b>183,930.00</b>	<b>22,782.78</b>
<b>Net Income</b>				<b>4,027.82</b>	<b>17,796.00</b>	<b>-13,768.18</b>
		<b>Expenses Without Depreciation</b>		<b>154,222.14</b>	<b>183,930.00</b>	<b>-29,707.86</b>
		<b>Net Income Without Depreciation</b>		<b>56,518.46</b>	<b>17,796.00</b>	<b>38,722.46</b>

# GENERAL MANAGER'S REPORT

SEPTEMBER 11, 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 June, July, and August by NSU, Tim Furlong, the lab, and Melinda Bell.
- ❖ Reviewed the June and July SMR prepared by NSU and sent to Regional Board.
- ❖ Coordinated with Melinda Bell regarding proposed sewer and park budgets and upcoming public hearings scheduled for July 10, 2019.

## New/Continuing Business

- ❖ Further communications with Telstar to get the authorization codes. Telstar has assigned June Johnson to get this information for me. You may recall that this whole mess with the SCADA system and our efforts to correct it started with June Johnson. I have not heard from them in two weeks. I plan to meet with Marin County Counsel to see if there is a legal remedy. I will not initiate any legal action without Board direction and approval. We can discuss this option in October.
- ❖ M. Bell and I are coordinating with Marin County to add new connections to sewer charge lists.
- ❖ Accessed CIWQS and reported a No-Spill Certs for June and July 2019.
- ❖ M. Bell met with auditors. Good feedback on website and budget process.
- ❖ North Bay Tree Weed and Pest treated the ponds with algaecide, but ponds 2 and 3 look green to me. I have asked Brandon Jacka to keep an eye out for changing conditions.
- ❖ I inspected the mowing done at the storage ponds and the gorse removal at the irrigation fields. Because of the late rains the grass at the treatment plant has regrown. We likely will not mow again. We had planned to mow any gorse that has re-sprouted and then spray it. The herbicide Burnout that we planned to use is about 8-10 more expensive than Roundup. I will have to decide whether to do the herbicide treatments after all.
- ❖ I will arrange to remove the overhanging growth along the driveway to the plant this month.
- ❖ I will be scheduling the CCTV inspection of 3,000 feet of sewer main in September as well. As for the rest of the CCTV inspection which is part of the CIP plan, we will schedule it during the rainy season so the we can observe inflow and infiltration issues.

## Miscellaneous

### Review Studies and Data

- ❖ Review the results of the CCTV inspection of our sewer collection system.
- ❖ 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.



July 16, 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  
June 2019

Mr. Allen

Enclosed please find the Self-Monitoring Report, operations are satisfactory and maintenance on schedule.

We had high pH readings in pond 3 due to algae. We treated all 3 treatment ponds in the month of June.

While treating the ponds for algae we stopped flow from the ponds to give the treatment contact time. We had less than 2 feet of freeboard for about 36 hours, but we monitoring continuously.

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
6/1/2019	1412.3																			
6/2/2019	1412.3																			
6/3/2019	1412.3	9900.0																		
6/4/2019	1357.1		8.5	21.7	410.0	780.0	<.2	<.4	9.0	7.3	1.7	290.0	15.0	8.2	5.0	19.9	191.1		<2.0	
6/5/2019	1357.1																191.1			
6/6/2019	1357.1																191.1			
6/7/2019	1357.1																191.1			
6/8/2019	1357.1																191.1			
6/9/2019	1357.1																191.1			
6/10/2019	1357.1	9500.0															191.1	1338.0		
6/11/2019	1300.0											370.0	18.0	8.7	4.2	27.5	531.4		170.0	
6/12/2019	1300.0																531.4			
6/13/2019	1300.0																531.4			
6/14/2019	1300.0																531.4			
6/15/2019	1300.0																531.4			
6/16/2019	1300.0																531.4			
6/17/2019	1300.0	9100.0															531.4	372.0		
6/18/2019	1277.8													9.1	3.1	21.4	441.1			
6/19/2019	1277.8																441.1		<2.0	
6/20/2019	1277.8											350.0	6.5				441.1			
6/21/2019	1277.8																441.1			
6/22/2019	1277.8																441.1			
6/23/2019	1277.8																441.1			
6/24/2019	1277.8																441.1			
6/25/2019	1277.8																441.1			
6/26/2019	1277.8	1150.0															441.1	3970.0		
6/27/2019												330.0	7.0	9.4	3.6	23.7	142.0		<2.0	
6/28/2019																	142.0			
6/29/2019																	142.0			
6/30/2019																	142.0			
<b>Max</b>	1412.3	9900.0	8.5	21.7	410.0	780.0	0.0	0.0	9.0	7.3	1.7	370.0	18.0	9.4	5.0	27.5	531.4	3970.0	0.0	170.0
<b>Min</b>	1277.8	1150.0	8.5	21.7	410.0	780.0	0.0	0.0	9.0	7.3	1.7	290.0	6.5	8.2	3.1	19.9	142.0	372.0	0.0	170.0
<b>Mean</b>	1320.6	7412.5	8.5	21.7	410.0	780.0	#DIV/0!	#DIV/0!	9.0	7.3	1.7	335.0	11.6	8.8	4.0	23.1	355.4	1893.3	#DIV/0!	170.0
<b>Total</b>	34336.8																9595.4			



# TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year)

**June 2019**

2. Pond Standard Observation required every week year round.

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	6/4/19	6/11/2019	6/18/2019	6/27/19
Day	TUE	TUE	TUE	TUE
Time	8:00	1:00	9:45	10:45
Operator	AG	AG	AG	AG
* 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)

**June 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	6/4/19	6/11/2019	6/18/2019	6/27/19
Day	TUE	TUE	TUE	TUE
Time	8:00	1:00	9:45	10:45
Operator	AG	AG	AG	AG
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 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 Operatc

**TOMALES STORAGE PONDS  
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year)

**June 2019**

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

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	6/4/19	6/11/2019	6/18/2019	6/27/19
Day	TUE	TUE	TUE	TUE
Time	11:15	3:00	11:30	12:15
Operator	AG	AG	AG	AG
- 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

**TOMALES CHLORINE STORAGE TANK  
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year)

**June 2019**

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

<b>INSPECTION</b>	Week1	Week 2	Week 3	Week 4
Date	6/4/19	6/11/2019	6/18/2019	6/27/19
Day	TUE	TUE	TUE	TUE
Time	8:00	14:00	11:30	12:15
Tech	AG	AG	AG	AG
* Evident of any leaks	N	N	N	N
Tank level, inches	8	6	5	8
Cl2 gallons added	0	0	20	0
Gallons used for treatment since last check	0	0	6	6
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

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

Month: June 2019

**OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING**

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Day	Tuesday	Tuesday	Tuesday	Tuesday
Time	9:00	14:00	11:30	12:15
Operator	AG	AG	AG	AG
Evidence of standing water	N	N	N	N
* Evidence of runoff from site	N	N	N	N
Evidence of erosion caused by irrigation	N	N	N	N
Evidence of system run off containment system from proper condition and integrity.	N	N	N	N
*Any odors	N	N	N	N
Mosquito breeding resulting from irrigation	N	N	N	N
* Evidence of improper distribution system components and hydraulic integrity	N	N	N	N
Perimeter fence posting informing public wastewater is not safe to drink	Y	Y	Y	Y
Sodium Hypochloride tank level, inches	8	6	5	8

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

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



(707) 254-1931



August 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  
July 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
7/1/2019	12778.0																			
7/2/2019	13714.0	89022.0	8.5	20.2	220.0	560.0	<.4					360.0	6.6	9.3	4.6	22.2	35571.0		>3.5	79.0
7/3/2019	13714.0																35571.0			
7/4/2019	13714.0																35571.0			
7/5/2019	13714.0																35571.0			
7/6/2019	13714.0																35571.0			
7/7/2019	13714.0																35571.0			
7/8/2019	13714.0																35571.0			
7/9/2019	13428.0	89118.0					<.2		13.0	1.2	11.0	390.0	11.0	9.7	7.2	21.7	67428.0	249000.0	1.2	<2.0
7/10/2019	13428.0																67428.0			
7/11/2019	13428.0																67428.0			
7/12/2019	13428.0																67428.0			
7/13/2019	13428.0																67428.0			
7/14/2019	13428.0																67428.0			
7/15/2019	13428.0																67428.0			
7/16/2019	13857.0	89212.0										390.0	14.0	9.4	5.2	23.4	52571.0	472000.0	1.4	210.0
7/17/2019	13857.0																52571.0			
7/18/2019	13857.0																52571.0			
7/19/2019	13857.0																52571.0			
7/20/2019	13857.0																52571.0			
7/21/2019	13857.0																52571.0			
7/22/2019	13857.0																52571.0			
7/23/2019	13714.0	89309.0										430.0	26.0	9.5	4.2	23.8	39000.0	386000.0	3.0	6.8
7/24/2019	13714.0																39000.0			
7/25/2019	13714.0																39000.0			
7/26/2019	13714.0																39000.0			
7/27/2019	13714.0																39000.0			
7/28/2019	13714.0																39000.0			
7/29/2019	13714.0																39000.0			
7/30/2019		89405.0												8.7	6.7	23.2		273000.0		
7/31/2019																				
<b>Max</b>	13857.0	89405.0	8.5	20.2	220.0	560.0	0.0	0.0	13.0	1.2	11.0	430.0	26.0	9.7	7.2	23.8	67428.0	472000.0	3.0	210.0
<b>Min</b>	12778.0	89022.0	8.5	20.2	220.0	560.0	0.0	0.0	13.0	1.2	11.0	360.0	6.6	8.7	4.2	21.7	35571.0	249000.0	1.2	6.8
<b>Mean</b>	13647.2	89213.2	8.5	20.2	220.0	560.0	#DIV/0!	#DIV/0!	13.0	1.2	11.0	392.5	14.4	9.3	5.6	22.9	48642.5	345000.0	1.9	98.6
<b>Total</b>	395769.0																#####			



# TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year)

**July 2019**

2. Pond Standard Observation required every week year round.

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	7/2/19	7/9/2019	7/16/2019	7/23/19	7/30/19
Day	TUE	TUE	TUE	TUE	TUE
Time	8:00	1:00	9:45	10:45	11:15
Operator	AG	AG	AG	AG	AG
* Nuisance odors from ponds	N	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N	N
Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Sign posting that wastewater is unsafe to drink	Y	Y	Y	Y	Y

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

# TOMALES INFLUENT HEADWORKS

## STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year)

**July 2019**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	7/2/19	7/9/2019	7/16/2019	7/23/19	7/30/19
Day	TUE	TUE	TUE	TUE	TUE
Time	8:00	1:00	9:45	10:45	11:15
Operator	AG	AG	AG	AG	AG
Rain fall, inches	0	0	0	0	0
* Nuisance odors (smell)	N	N	N	N	N
*Evidence of any standing water	N	N	N	N	N
* Evidence of mosquitos breeding	N	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N	N
* Evidence of structure seepage	N	N	N	N	N

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

**TOMALES STORAGE PONDS  
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year)

**July 2019**

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

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	7/2/19	7/9/2019	7/16/2019	7/23/19	7/30/19
Day	TUE	TUE	TUE	TUE	TUE
Time	11:15	3:00	11:30	12:15	13:45
Operator	AG	AG	AG	AG	AG
- Nuisance odors from ponds	N	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N	N
* Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Signage that wastewater is unsafe to drink	Y	Y	Y	Y	Y

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

**TOMALES CHLORINE STORAGE TANK  
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year)

**July 2019**

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

<b>INSPECTION</b>	Week1	Week 2	Week 3	Week 4	Week 5
Date	7/2/19	7/9/2019	7/16/2019	7/23/19	7/30/19
Day	TUE	TUE	TUE	TUE	TUE
Time	8:00	14:00	11:30	12:15	13:15
Tech	AG	AG	AG	AG	AG
* Evident of any leaks	N	N	N	N	N
Tank level, inches	6	6	8	6	6
Cl2 gallons added	0	10	20	0	0
Gallons used for treatment since last check	0	0	0	0	0
Warning Signs Improperly Posted	N	N	N	N	N

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

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

1 inch = 8 gallons

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

Month: July 2019

**OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING**

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Day	Tuesday	Tuesday	Tuesday	Tuesday	Tuesday
Time	9:00	14:00	11:30	12:15	13:15
Operator	AG	AG	AG	AG	AG
Evidence of standing water	N	N	N	N	N
* Evidence of runoff from site	N	N	N	N	N
Evidence of erosion caused by irrigation	N	N	N	N	N
Evidence of system run off containment system from proper condition and integrity.	N	N	N	N	N
*Any odors	N	N	N	N	N
Mosquito breeding resulting from irrigation	N	N	N	N	N
* Evidence of improper distribution system components and hydraulic integrity	N	N	N	N	N
Perimeter fence posting informing public wastewater is not safe to drink	Y	Y	Y	Y	Y
Sodium Hypochloride tank level, inches	6	8	8	6	6

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

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



(707) 254-1931