



TVCS D Board of Director's Meeting Agenda and Closed Session

Date: Wednesday, November 13, 2019, 7 pm

Location: Tomales Town Hall, Tomales, California 94971

I. Call To Order

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

III. Approval of November 13, 2019 BOD Agenda Action

IV. Board Member Reports

V. Approval of October 9, 2019 Minutes Action

VI. Committee Reports

a. Park Advisory Committee (PAC)

1. October Meeting Canceled: No Quorum.

b. Financial Advisory Committee (FAC)

1. Review Approved October 23, 2019 FAC Meeting Minutes

2. Approve Recommendation from FAC Regarding Auditor Selection for the Next Three (3) Years Action

3. Recommendation to Approve 1 Free Hour of CSDA Legal Counsel to Review & Assess TVCS D 1999 By-Laws 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

d. Approve 2018/2019 Expenditure Report for the Park Action

VIII. General Manager's Report

IX. NSU Report

a. Review August 2019 reports

X. Pending Business:

a. Direct General Manager to Develop Policies, Protocols & Inspections for New Connections, Service Fees & Inspections Immediately Action

XI. Other Business

XII. New Business

a. Introduce Renewable Energy Micro-Grid for Tomales Area

XIII. Old Business

XIV. Correspondence

CLOSED SESSION

XV. Conference with Labor Negotiators (Pursuant to Government Code Section 54957.6)

Agency Designated Representatives: TVCS D Board of Directors

Contractor: District General Manager

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

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, October 9, 2019 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

Board Members Present: Dru Fallon O'Neill, President; Donna Clavaud, Vice President; Bill Bonini

Board Members Absent: Deborah Parrish, Peter MacLaird

Also Present: Melinda Bell, TVCS D Financial Manager; Cynthia Hammond, TVCS D Recording Secretary; Venta Leon, Community Member

I. Call To Order

Dru Fallon O'Neill called the meeting to order at 7:10 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 October 9, 2019 TVCS D BOD Agenda

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

IV. TVCS D Board Member Reports

None.

V. Approval of September 11, 2019 TVCS D BOD Minutes

Donna Clavaud motioned to approve the TVCS D September 11, 2019 minutes. Bill Bonini seconded the motion. M/S/C

VI. Committee Reports

a. Park Advisory Committee (PAC)

1. Review September 23, 2019 PAC Meeting Minutes

PAC meeting minutes were reviewed.

Walter Earle asked Jose Ortiz to contact the two (2) contractors regarding the Park projects. Margaret Graham's memorial bench is in progress; a plaque will be installed on the bench honoring her. Walter Earle received a from Kevin Wright regarding Measure A expenses.

b. Financial Advisory Committee (FAC)

- 1.) No FAC meeting was held in September 2019.

2.) Accept the Auditor's Report (2018/2019) on Accounting Controls and Procedures. Melinda Bell pointed out Prior year recommendations, (Policy Manual, Records Retention Policy and Credit Card Policy) were followed up on and they are either completed or in draft waiting for approval.

Bill Bonini motioned to accept the Auditor's Report (2018/2019) on Accounting Controls and Procedures. Donna Clavaud seconded the motion. M/S/C/

3.) Accept the Independent Auditor's Report (2018/2019)

Melinda Bell reviewed the Financial Statements and Independent Auditor's Report (2018/2019) with the TVCSD Board. Page four (4) shows a "Statement of Net Position" which includes Sewer and Park. The change in Net Position is a positive \$21,946 for 2019.

Bill Bonini motioned to Accept the independent Auditor's Report (2018/2019). Donna Clavaud seconded the motion. M/S/C/

VII. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures:

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

b. Financial Manager's report:

General Manager's report was reviewed.

Melinda Bell reported that one (1) of the new sewer connections has been billed but not paid for the inspection and connection fees. This item will be put on the November 13, 2019 TVCSD Agenda.

FAC will have a discussion at their next meeting regarding choosing an Auditor for the next three (3) years and will bring a recommendation to the TVCSD Board in the November 13, 2019.

c. Review and Approve Financial Statements:

Dru Fallon O'Neill questioned Levy 4. Melinda Bell explained that those payments come in December and April.

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

VIII. General Manager's Report

General Manager's report was reviewed.

Bill Bonini pointed out that Jose Ortiz received the authorization codes from Telstar for the SCADA system. This information will be forwarded to JM Integration for review; once the codes are confirmed as valid, an agreement will be executed for work to commence.

IX. NSU Report

- a. Review July 2019 NSU report

NSU report was reviewed.

X. Pending Business

General Manager’s Performance Review will take place at the TVCSD Board of Director’s Meeting on November, 13, 2019 in a Closed Session.

XI. Other Business

None

XII. New Business

None

XIII. Old Business

None

XIV. Correspondence

None

XV. Adjournment

Meeting was adjourned at 7:48 pm. No objections.

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

Approved by: Dru Fallon O’Neill, President

Date:

Attested by: Cynthia Hammond, Recording Secretary

Date:

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

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Board of Directors:

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



Expenditure Report

Measure A City, Town, and Applicable Special District Program Expenditure of Measure A Funds for July 1, 2018 to June 30, 2019

Timely and accurate completion of this report is a condition of receiving Measure A funds, and is necessary to fulfill financial reporting requirements pursuant to Marin County Ordinance 3586 (Measure A). Information contained in this report is subject to verification and will be included in a Measure A Annual Report prepared by Marin County Parks.

Instructions:

- This report must be completed by an authorized representative of the recipient and signed by both the authorized representative and the chief fiscal officer.
- Please complete this report, then scan and e-mail it to Kevin Wright, Marin County Parks Government and External Affairs Coordinator (kwright@marincounty.org), by November 15, 2019.
- Contact Mr. Wright by e-mail (kwright@marincounty.org) or phone (415) 473-2129 if you have any questions, or if you have suggestions to improve this form.
- Recipients are encouraged to accompany reports with photos of finished work and projects funded in full or in part by Measure A. Please include the project name and other pertinent information in the photo file name. If you plan on submitting a large number of photos, please contact Mr. Wright for access to a Dropbox folder to facilitate the file transfer.

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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:

Name: Melinda Bell **Title:** Financial Manager
Address: P O Box 303 **City, Zip Code** Tomales, CA 94971-0303
Phone: 415-302-3903 **E-mail:** melinda@tomalescsd.ca.gov

C. Recipient’s total actual allocation of Measure A funds for Fiscal Year 2018-19 (sum of disbursements received):

\$ 36,933.72

D. Balance of recipient’s Measure A funds on June 30, 2019:

| i. Beginning balance as of July 1, 2018 (prior year) | ii. Total Measure A disbursements received in FY 2018-19 (Item C. above) | iii. 2018-19 Total Interest Income | iv. FY 2018-19 Total Measure A expenditures (Item E. below) | v. Ending balance as of June 30, 2019 |
|---|---|---|--|--|
| \$ 101,173.64 | +\$36,933.72 | +\$267.09 | -\$9,776.92 | =\$128,597.53 |

| Name of work or project (as it appears in the Work Plan): | Primary purpose of work or project. Select only one from list below. | Revised description based on what was actually accomplished (use numeric values where possible to quantify and update information from Work Plan) | Amount of Measure A funds used: | Source(s) and amount(s) of matching funds used. If none, enter "0" | Total expenditures for work or project in reporting year |
|---|--|---|---------------------------------|--|--|
| Supplies ,Services | Maintenance | Rest room supplies, replace changing table, playground equipment, lockset | \$1,764.68 | \$ | \$1,764.68 |
| Paths and Ramps | Construction | | | \$ | |
| Gazebo | Construction | Permit Extensions | \$372.53 | \$ | \$372.53 |
| Fence | Renovation | | \$ | \$ | \$ |
| Financial Manager | Maintenance | Verify, pay bills, cash flow, budget, work plan, deposits, reporting | \$455.00 | \$ | \$455.00 |
| Picnic Table | Construction | | \$ | \$ | \$ |
| Project Management | Construction | Write RFPs, notice to bidders, interview contractors, cost estimates, manage permit extensions | \$7,150.00 | \$ | \$7,150.00 |
| Exterior Wall Mural | Construction | | \$ | \$ | \$ |
| Utilities | Maintenance | Trash Pick-up, Electric Power at Park | \$1,539.64 | \$840.00 | \$699.64 |
| Actual Total | | | \$ 9,776.92 | \$840.00 | \$10,616.92 |

**MARIN COUNTY
PARKS**
PRESERVATION · RECREATION

F. Certification

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

Signature

Donna Clavaud
Print Name

Board Vice President
Title (Print)

11/04/2019
Date



Signature, Chief Fiscal Officer

Melinda Bell
Print Name, Chief Fiscal Officer

11/04/2019
Date

TOMALES VILLAGE COMMUNITY SERVICE DISTRICT

FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

WEDNESDAY, OCTOBER 23, 2019

PRESENT: Melinda Bell, Chairperson & Financial Services Staff; Deborah Parrish, TVCSD Board Member; Donna Clavaud, TVCSD VP Board member

Chairperson Melinda Bell convened the meeting at 6:30pm and there was a quorum for conducting business of the FAC. Donna Clavaud transcribed minutes for the meeting.

AGENDA

ACTION PLAN FOR REVIEW OF 1999 TVCSD BY-LAWS:

RECOMMENDATION TO BOARD OF DIRECTORS:

After careful and ongoing review of the 1999 TVCSD Bylaws, and review of several CSDA recommended samples from other CSD's, the FAC recommends that the BOD approve a motion to seek legal counsel and ask the following question:

How can our CSD amend or re-write our 1999 Bylaws to more accurately support and reflect the structure and management of our District, which includes the sewer system and the Tomales Community Park?

FAC recommends that we seek a 1-hour free membership legal appointment with CSDA at our earliest convenience. If necessary, TVCSD may decide to seek additional legal counsel from Marin County Legal.

FAC Analysis: The TVCSD Bylaws were developed in 1999 and have not been actively utilized since it was noted during TVCSD's first Strategic Planning Process 5 years ago, that the Bylaws were a complicated set of Articles combining rules and protocols for a government CSD with those of a public benefit corporation with a voting membership. Perhaps this occurred due to the takeover of Tomales Community Park, a non-profit public benefit corporation, although TCP never had a voting membership.

The 10-page 1999 TVCSD Bylaws written and approved by the founding BOD when the CSD was formed, are complicated and misrepresent the way the District is managed. The major barrier to their usefulness as a guiding district document, is the fact that the Bylaws cannot be amended without a membership 2/3 vote of approval. We do not, and never have had a membership per say. Furthermore, the Articles contained in the Bylaws appear unclear on procedural motions and voting.

Other CSD models we examined are easier to read, understand and utilize as a framework for the management of their government agency (see Cambria CSD Bylaws).

Once TVCSD gets some legal counsel on how to proceed to either amend the Bylaws or re-write them to more accurately reflect our organization in 2019, we can either make the changes or the BOD can seek additional legal counsel to assist.

RENEWAL OF AUDITOR’S CONTRACT:

RECOMMENDATION TO BOARD: Take a final vote by the BOD at the November 13 Regular Board Meeting to approve another contract with our current Auditor or seek additional bids.

PRIORITIES FOR TVCSD POLICY REVISIONS:

The Committee reviewed the CSDA Table of Contents on Sample Policies and noted several additional policy areas that should be considered for TVCSD. Among these are the following:

Claims Against the District under General

Emergency Preparedness under Risk Management

Press Relations, Public Complaints, Social Media Use, Whistleblowing & Performance Evaluations under Personnel

The FAC agreed that we would work on additional policies in early 2020. We also agreed to compile our existing Policies for Distribution at the January 2020 meeting. We agreed we might request that our Staff Secretary perform this task.

RECOMMENDATION TO BOARD: Retain Cynthia Hammond, Secretary, to compile the TVCSD Policy Manual.

UPDATE ON A TVCSD 5-YEAR STRATEGIC PLANNING PROCESS:

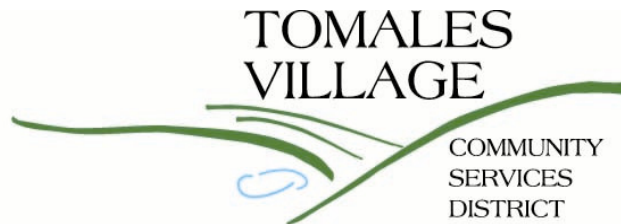
We were given two sources for individuals/firms that conduct strategic planning for groups in West Marin. We have not yet researched these sources, but will do so in the next few months, and report to the BOD at the January 2020 Regular BOD Meeting. At that time, we can develop an RFP to solicit bids. The BOD can and should discuss a timeline to schedule this planning event and explore the scope of the event. Is it to be an internal TVCSD BOD and Advisory Committee process; is it to include ratepayers? Do we need a committee to oversee?

The meeting was adjourned at 7:45pm.

Signed & Approved:

Date:

| | Type | Date | Num | Name | Memo | Split | Amount | Balance |
|---|-----------------|------------|---------|---|--------------------------------------|----------------------------------|------------|-------------------|
| 131.00 - Cash | | | | PARK CASH BEGINNING BALANCE | | | | 200,118.96 |
| 131.48 - CA LAIF | | | | | | | | 30,244.16 |
| | Deposit | 10/15/2019 | | | LAIF interest | 311.00 - Interest Income | 186.29 | 30,430.45 |
| Total 131.48 - CA LAIF | | | | | | | 186.29 | 30,430.45 |
| 131.42 - Bank of Marin - Money Market | | | | | | | | 74,226.39 |
| | Deposit | 10/31/2019 | | | MM interest | 311.00 - Interest Income | 5.46 | 74,231.85 |
| Total 131.42 - Bank of Marin - Money Market | | | | | | | 5.46 | 74,231.85 |
| 131.46 - Bank of Marin - Park Account | | | | | | | | 95,648.41 |
| | Bill Pmt -Check | 10/01/2019 | 1263 | Fishman Supp | inv 1214925 case towels, case covers | 222.00 - Accounta Payable | -104.56 | 95,543.85 |
| | Bill Pmt -Check | 10/09/2019 | 1264 | PGE | 8/27-9/25 | 222.00 - Accounta Payable | -89.58 | 95,454.27 |
| | Deposit | 10/31/2019 | | | Interest | 311.00 - Interest Income | 0.41 | 95,454.68 |
| Total 131.46 - Bank of Marin - Park Account | | | | | | | -193.73 | 95,454.68 |
| TOTAL PARK CASH | | | | | | | | 200,116.98 |
| 131.00 - Cash | | | | SEWER CASH BEGINNING BALANCE | | | | 158,251.11 |
| 131.20 - CA Local Agency Investm Fnd | | | | | | | | 70,569.69 |
| | Deposit | 10/15/2019 | | | LAIF Jul-Sep interest | 311.00 - Interest Income | 434.69 | 71,004.38 |
| Total 131.20 - CA Local Agency Investm Fnd | | | | | | | 434.69 | 71,004.38 |
| 131.31 - Redwood Credit Union | | | | | | | | 40,577.84 |
| | Deposit | 10/31/2019 | | | RCU | 311.00 - Interest Income | 15.62 | 40,593.46 |
| Total 131.31 - Redwood Credit Union | | | | | | | 15.62 | 40,593.46 |
| 131.42 - Bank of Marin - Money Market | | | | | | | | 28,063.11 |
| | Payment | 10/04/2019 | | Shoreline Unified School District | | 137.00 - Accounts Receivable | 69,628.72 | 97,691.83 |
| | Transfer | 10/09/2019 | | | Funds transfer for debt reduction | 131.48 - Bank of Marin - Solar | -19,000.00 | 78,691.83 |
| | Transfer | 10/09/2019 | | | Funds Transfer | 131.44 - Bank of Marin - Sewer | -30,000.00 | 48,691.83 |
| | Deposit | 10/31/2019 | | | Mon Mrk interest | 311.00 - Interest Income | 3.58 | 48,695.41 |
| Total 131.42 - Bank of Marin - Money Market | | | | | | | 20,632.30 | 48,695.41 |
| 131.44 - Bank of Marin - Sewer | | | | | | | | 25,443.68 |
| | Bill Pmt -Check | 10/01/2019 | 4719 | Capital One Bank | | 222.00 - Accounts Payable | -357.94 | 25,085.74 |
| | Bill Pmt -Check | 10/01/2019 | 4720 | Natural Systems Utilities -CA | | 222.00 - Accounts Payable | -907.28 | 24,178.46 |
| | Bill Pmt -Check | 10/01/2019 | 4721 | Nelson Staffing | | 222.00 - Accounts Payable | -244.65 | 23,933.81 |
| | Bill Pmt -Check | 10/01/2019 | 4723 | Brelje and Race Laboratories, Inc. | | 222.00 - Accounts Payable | -691.00 | 23,242.81 |
| | Bill Pmt -Check | 10/04/2019 | 4724 | Melinda K. Bel September accounting services | | 222.00 - Accounts Payable | -953.75 | 22,289.06 |
| | Bill Pmt -Check | 10/04/2019 | 4725 | Robert Johnson 2018/2019 audit and state controller's rep | | 222.00 - Accounts Payable | -5,300.00 | 16,989.06 |
| | Bill Pmt -Check | 10/09/2019 | 4726 | Brelje and Race Laboratories, Inc. | | 222.00 - Accounts Payable | -495.00 | 16,494.06 |
| | Bill Pmt -Check | 10/09/2019 | 4727 | Natural Systems Utilities -CA | | 222.00 - Accounts Payable | -4,426.64 | 12,067.42 |
| | Bill Pmt -Check | 10/09/2019 | 4728 | PGE | 8/26-9/24 | 222.00 - Accounts Payable | -69.28 | 11,998.14 |
| | Transfer | 10/09/2019 | | | Funds Transfer | 131.42 - Bank of Marin - Money M | 30,000.00 | 41,998.14 |
| | Bill Pmt -Check | 10/17/2019 | 4729 | Clavaud, Donn | July-Sept 5 meetings less 7.65% tax | 222.00 - Accounts Payable | -230.87 | 41,767.27 |
| | Bill Pmt -Check | 10/17/2019 | 4730 | Nelson Staffing | | 222.00 - Accounts Payable | -235.91 | 41,531.36 |
| | Bill Pmt -Check | 10/20/2019 | 4731 | AT&T Uverse | 145835838 10/7 - 11/06 | 222.00 - Accounts Payable | -130.97 | 41,400.39 |
| | Bill Pmt -Check | 10/20/2019 | 4732 | Capital One B | 6428 Sonic | 222.00 - Accounts Payable | -7.95 | 41,392.44 |
| | Bill Pmt -Check | 10/20/2019 | 4733 | Internal Reven | 94-2598864 form 941 quarter #3 | 222.00 - Accounts Payable | -237.15 | 41,155.29 |
| | Bill Pmt -Check | 10/20/2019 | 92019EF | EDD | 060-2910-2 form DE9 quarter #3 2019 | 222.00 - Accounts Payable | -68.20 | 41,087.09 |
| | Bill Pmt -Check | 10/26/2019 | 4734 | AT&T | 10/11 - 11/10 138729848 | 222.00 - Accounts Payable | -90.95 | 40,996.14 |
| | Deposit | 10/31/2019 | | | Hochstrasserr | -SPLIT- | 10,250.00 | 51,246.14 |
| | Payment | 10/31/2019 | | Tomales Regional Histroy Center | | 137.00 - Accounts Receivable | 81.90 | 51,328.04 |
| | Bill Pmt -Check | 10/31/2019 | 4735 | USA North | NEVER RECEIVED FIRST BILLING | 222.00 - Accounts Payable | -150.00 | 51,178.04 |
| | Deposit | 10/31/2019 | | | Interest | 311.00 - Interest Income | 0.17 | 51,178.21 |
| Total 131.44 - Bank of Marin - Sewer | | | | | | | 25,734.53 | 51,178.21 |
| 131.48 - Bank of Marin - Solar | | | | | | | | 2,467.32 |
| | Transfer | 10/09/2019 | | | Funds transfer for debt reduction | 131.42 - Bank of Marin - Money M | 19,000.00 | 21,467.32 |
| | Deposit | 10/31/2019 | | | Interest | 311.00 - Interest Income | 0.07 | 21,467.39 |
| Total 131.48 - Bank of Marin - Solar | | | | | | | 19,000.07 | 21,467.39 |
| TOTAL SEWER CASH | | | | | | | | 232,938.55 |



Financial Manager's Report November 13, 2019

It is time to decide whether to search for new auditors or sign their letter agreeing to their prices for the next three years, starting with 2020/2021 \$5,400, then 2021/2022 \$5,500 and 2022/2023 \$5,600. They have been our auditors since 2012/2013. For fiscal year 2010/2011 and 2011/2012 Fechter & Company from Sacramento were the auditors. Sue Goranson from Santa Rosa did the audits for 2007/2008, 2008/2009, and 2009/2010. The financial records reference the solar bond project for the payments to Goranson, so the bonds may have required annual audits for those three years. The only previous audit was performed by Torkelson and Associates for 2002/2003, a year of \$119,000 in SWRCB Clean Water grants. Torkelson's fee was \$7,500. Goranson's fee annually was \$6,000. Fechter charged \$4,500 the first year and \$5,113 the second. Johnson's fees have been \$4,500 to \$5,300 each year for seven years, \$5,300 for this last year. Board action is requested to decide whether to start searching for a new audit firm or sign the letter of agreement with the current firm.

For another Board action item, I have included the annual Measure A Expenditure Report for 2018/2019 in the packet. Page Three shows total expenditures for the year of \$10,616.92 which agree with the auditor's report and our reports. All expenditures are shown as expenditures of Measure A funds except for the \$840.00 in PG&E cost reimbursement funded by Henry Elfstrom. The only page that requires explanation is Page Two. This page shows the balance available of Measure A funds, not total Park funds. Total Park cash at year-end was \$184,875.77, of which \$128,597.53 was Measure A funds. The Measure A Expenditure Report is due November 15. After Board review and approval, I can email the report to Kevin Wright at Marin County Parks. I can incorporate any changes suggested by the Board before sending the report.

In reviewing the budget comparisons July through October, we see that Park income is close to budget, but expenses await finding contractors. Sewer income from SUSD, based on 2018/2019 actual expenses, reflects that year's expenses lower than budgeted so SUSD service charges are lower than budgeted. Sewer income includes the receipts of the second new connection and inspection fees, one set this year and one last year. Sewer expenses without depreciation are approximately \$20,000 under budget due to lower mowing, algae control, maintenance supply costs, legal fees, unreported General Manager compensation and cash payment of solar credits.

Budgeted Sewer CIP improvements for this year were planned for the spring. This is the third year of our five-year Capital Improvement Plan. Our success in keeping expenses under budget in the past two years has been largely due to expending \$7,000 rather than the budgeted \$30,000 in CIP costs in those years. If this pattern continues this spring, we may see a larger positive budget variance than we see at this point in the year. Or some of these prior year expected CIP expenses may come due later this year. At this point in the fiscal year, however, the positive budget variance is preserving out cash. Next month \$40,000 will be required for paying down long-term debt. This cash outlay is not included in the budget, but must be provided for in our cash balances.

TVCS D BALANCE SHEETS October 31, 2019

| | | Oct 31, 19 | | | Oct 31, 19 |
|--|-------------------|------------|---|---------------------|------------|
| PARK ASSETS | | | SEWER ASSETS | | |
| Current Assets | | | Current Assets | | |
| 131.00 · Cash | | | 131.00 · Cash | | |
| 131.48 · CA LAIF | 30,430.45 | | 131.20 · CA Local Agency Investm Fnd | 71,004.38 | |
| | | | 131.31 · Redwood Credit Union | 40,593.46 | |
| 131.42 · Bank of Marin - Money Market | 74,231.85 | | 131.42 · Bank of Marin - Money Market | 48,695.41 | |
| 131.46 · Bank of Marin - Park Account | 95,454.68 | | 131.44 · Bank of Marin - Sewer | 51,178.21 | |
| | | | 131.48 · Bank of Marin - Solar | 21,467.39 | |
| Total 131.00 · Cash | 200,116.98 | | Total 131.00 · Cash | 232,938.85 | |
| 137.00 · Accounts Receivable | 70.00 | | 136.00 · SUSD Note Receivable | 13,359.01 | |
| Total Current Assets | 200,186.98 | | Total Current Assets | 246,297.86 | |
| Fixed Assets | | | Fixed Assets | | |
| 100.20 · Land and Land Rights | 132,000.00 | | 100.00 · Property, Plant and Equipment | 791,665.97 | |
| 111.00 · Park Equipment | | | 100.10 · Maps and Records | 17,248.00 | |
| Original Cost | 314,653.66 | | 100.20 · Land and Land Rights | 52,788.00 | |
| 105.00 · Depreciation | -74,326.10 | | 105.00 · Less Accumulated Depreciation | -705,434.32 | |
| Total 111.00 · Park Equipment | 240,327.56 | | 110.00 · Improvement Project | 939,393.31 | |
| | | | 112.00 · Solar System | 269,945.21 | |
| Total Fixed Assets | 372,327.56 | | Total Fixed Assets | 1,365,606.17 | |
| TOTAL ASSETS | 572,514.54 | | TOTAL ASSETS | 1,611,904.03 | |
| PARK LIABILITIES & EQUITY | | | SEWER LIABILITIES & EQUITY | | |
| Liabilities | | | Liabilities | | |
| Current Liabilities | | | Current Liabilities | | |
| 217.00 · Unearned Revenue | 25,000.00 | | 222.00 · Accounts Payable | 1,152.00 | |
| | | | 230.00 · Payroll Taxes Payable | 30.13 | |
| Total Current Liabilities | 25,000.00 | | Total Current Liabilities | 1,182.13 | |
| Long Term Liabilities | | | 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 | 25,000.00 | | Total Liabilities | 219,530.38 | |
| Equity | | | Equity | | |
| 252.50 · Investment in Capital Assets | 372,327.56 | | 262.00 · Capital Asset Reserve | 40,000.00 | |
| 260.00 · Unassigned Fund Balance | 158,413.97 | | 262.50 · Restricted Connection Fees | 10,000.00 | |
| | | | 264.00 · Operating Reserve | 47,627.50 | |
| | | | 265.00 · Net Assets - Unrestricted | 1,276,665.91 | |
| Net Income | 16,773.01 | | Net Income | 18,080.24 | |
| Total Equity | 547,514.54 | | Total Equity | 1,392,373.65 | |
| TOTAL PARK LIABILITIES & EQUITY | 572,514.54 | | TOTAL SEWER LIABILITIES & EQUITY | 1,611,904.03 | |

| | | | | Jul - Oct 19 | Budget | \$ Over Budget |
|--|---|--|--|------------------|-------------------|-------------------|
| PARK BUDGET COMPARISON | | | | | | |
| Income | | | | | | |
| | 311.00 · Interest Income | | | 211.72 | 290.00 | -78.28 |
| | 315.80 · Measure A Funds | | | 17,927.75 | 17,500.01 | 427.74 |
| | 322.00 · Park Use Rental - Other | | | 200.00 | 200.00 | 0.00 |
| | 322.60 · Water Tower PGE | | | 280.00 | 280.00 | 0.00 |
| Total Income | PARK | | | 18,619.47 | 18,270.01 | 349.46 |
| Expense | | | | | | |
| | 414.57 · Accounting | | | 0.00 | 700.00 | -700.00 |
| | 414.74 · Park Maintenance | | | 0.00 | 6,009.00 | -6,009.00 |
| | 414.81 · Measure A Project Expenses | | | 0.00 | 5,000.00 | -5,000.00 |
| | 414.82 · Measure A Maintenance Expenses | | | 282.88 | 430.00 | -147.12 |
| | 414.83 · PGE Park | | | 269.68 | 387.90 | -118.22 |
| | 414.84 · Measure A Capital Expenditures | | | 0.00 | 20,000.00 | -20,000.00 |
| | 414.87 · Measure A Project Management | | | 1,170.00 | 3,410.00 | -2,240.00 |
| | 6420 · Park Trash Disposal | | | 123.90 | 250.00 | -126.10 |
| Total Expense | | | | 1,846.46 | 36,186.90 | -34,340.44 |
| Net Income | PARK | | | 16,773.01 | -17,916.89 | 34,689.90 |
| SEWER BUDGET COMPARISON | | | | | | |
| Income | | | | | | |
| | 301.10 · Service Charges - Monthly | | | 327.60 | 327.60 | 0.00 |
| | 301.15 · Service Charges - Annual Fees | | | 1,965.60 | 1,965.60 | 0.00 |
| | 301.20 · Service Charges - SUSD | | | 58,925.72 | 64,299.00 | -5,373.28 |
| | 301.30 · Service Charges - County - Other | | | 0.00 | 667.10 | -667.10 |
| Total 301.00 · Service Charges | | | | 61,218.92 | 67,259.30 | -6,040.38 |
| | 303.10 · Permit and Inspection Fees | | | 250.00 | 0.00 | 250.00 |
| | 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 | | | 1,411.76 | 1,122.98 | 288.78 |
| | 315.50 · Levy 4 | | | 0.00 | 25.56 | -25.56 |
| Total Income | | | | 80,942.68 | 76,469.84 | 4,472.84 |
| Expense | | | | | | |
| | 413.00 · Grounds Maintenance | | | 800.00 | 4,766.25 | -3,966.25 |
| | 410.10 · Sewage Collection Electric | | | 90.13 | 127.20 | -37.07 |
| | 411.05 · Lab Bills | | | 2,416.00 | 3,012.00 | -596.00 |
| | 411.10 · Maintenance Supplies | | | 631.52 | 1,844.43 | -1,212.91 |
| | 411.03 · Sewage Treatment Electric | | | -4,101.29 | -2,836.66 | -1,264.63 |
| | 411.00 · Sewage Treatment - Other | | | 19.71 | 0.00 | 19.71 |
| Total 411.00 · Sewage Treatment | | | | -1,034.06 | 2,019.77 | -3,053.83 |
| | 412.10 · Sewage Disposal Electric | | | -174.37 | 126.41 | -300.78 |
| | 412.00 · Sewage Disposal - Other | | | 39.42 | 425.00 | -385.58 |
| Total 412.00 · Sewage Disposal | | | | -134.95 | 551.41 | -686.36 |
| | Total 414.10 - Payroll Tax Expense | | | 11.00 | 229.15 | -218.15 |
| | 414.05 · Administrator's Fees | | | 6,305.00 | 16,515.25 | -10,210.25 |
| | 414.22 · Licenses and Permits | | | 20.00 | 0.00 | 20.00 |
| | 414.31 · Property & Liability Insurance | | | 8,289.01 | 7,736.80 | 552.21 |
| | 414.33 · Worker's Comp Insurance | | | 758.38 | 853.84 | -95.46 |
| | 414.41 · Postage and Delivery | | | -6.63 | 20.55 | -27.18 |
| | 414.43 · Office Supplies | | | 0.00 | 6.00 | -6.00 |
| | 414.44 · Sonic - Web Hosting | | | 17.21 | 33.20 | -15.99 |
| | 414.45 · Equipment Expense | | | 403.34 | 321.64 | 81.70 |
| | 414.465 · Board Member Stipend | | | 250.00 | 1,200.00 | -950.00 |
| | 414.47 · Clerical/Bookkeeping | | | 3,561.25 | 4,405.00 | -843.75 |
| | 414.48 · Office Rent | | | 300.00 | 300.00 | 0.00 |
| | 414.49 · Secretary | | | 812.58 | 1,231.47 | -418.89 |
| | 414.50 · O&M Contractual Services | | | 16,971.20 | 16,971.28 | -0.08 |
| | 414.551 · Legal Fees | | | 0.00 | 1,250.00 | -1,250.00 |
| | 414.552 · Accounting | | | 5,300.00 | 5,300.00 | 0.00 |
| | 414.61 · Newsletter Expense | | | 0.00 | 250.00 | -250.00 |
| | 414.62 · Dues and Subscriptions | | | 1,262.00 | 160.00 | 1,102.00 |
| | 414.81 · Travel | | | 73.03 | 316.22 | -243.19 |
| | 414.90 · Telephone and Internet Services | | | 854.23 | 832.46 | 21.77 |
| | 415.50 · Depreciation Expense | | | 17,801.32 | 0.00 | 17,801.32 |
| | 417.30 · LAFCO Charges | | | 158.40 | 189.89 | -31.49 |
| Total Expense | | | | 62,862.44 | 65,587.38 | -2,724.94 |
| Net Income | | | | 18,080.24 | 10,882.46 | 7,197.78 |
| Net Income Without Depreciation Expense | | | | 35,881.56 | 10,882.46 | 24,999.10 |

GENERAL MANAGER'S REPORT

NOVEMBER 13, 2019

Coordination with Staff

- ❖ Communicated with Donna Clavaud and District administrative support and finance sections staff to review agenda and Board packet information.
- ❖ Reviewed and approved invoices and bills submitted in October by NSU, the lab, and Melinda Bell.
- ❖ Reviewed the September SMR prepared by NSU and sent to Regional Board.

New/Continuing Business

- ❖ JMIntegration has begun analyzing our SCADA system to determine the inability to download data into report form and other issues such as false alarms and diminished remote access and control. Early indications are that many of our problems may be related to hardware issues, namely the server that we purchased as part of the SCADA upgrade. I will discuss this with the Board as well as the cost implications to resolve this. We have ordered two level monitors to replace the failed ones at the treatment plant. These will be installed and calibrated when we receive them in about two weeks.
- ❖ M. Bell and I have been communicating with Scott Hochstrasser regarding possible overbilling for sewer fees for his property on Highway 1 and premature billing of the annual sewer service fee for the new connection on 195 John Street. I will report to the Board in more detail about this matter.
- ❖ Accessed CIWQS and reported a No-Spill Certs for September 2019.
- ❖ M. Bell met with auditors. Good feedback on website and budget process.
- ❖ The overhanging growth along the driveway to the plant was cut back this month. There will be no additional cost to the District since we had a credit with NSU for a previous billing.
- ❖ I have scheduling the CCTV inspection of 3,000 feet of sewer main this month. I was not able to schedule the inspection in October. As I reported previously, the rest of the CCTV inspection will be scheduled during the rainy season so the we can observe inflow and infiltration issues.
- ❖ I will report to the Board in November on the bid process.

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.



October 14, 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
September 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) | C12 Tank Level (inches) | Coliform MPN/100 |
| 9/1/2019 | 14714.3 | | | | | | | | | | | | | | | | 69428.6 | | | |
| 9/2/2019 | 14714.0 | | | | | | | | | | | | | | | | 69428.6 | | | |
| 9/3/2019 | 14714.0 | 103000.0 | 7.8 | 22.0 | 250.0 | 720.0 | <0.20 | <0.40 | 9.2 | <0.20 | 9.2 | 490.0 | 11.0 | 9.0 | 3.3 | 23.6 | 69429.6 | 486000.0 | 12.0 | <2.0 |
| 9/4/2019 | 10375.0 | | | | | | | | | | | | | | | | 93000.0 | | | |
| 9/5/2019 | 10375.0 | | | | | | | | | | | | | | | | 93000.0 | | | |
| 9/6/2019 | 10375.0 | | | | | | | | | | | | | | | | 93000.0 | | | |
| 9/7/2019 | 10375.0 | | | | | | | | | | | | | | | | 93000.0 | | | |
| 9/8/2019 | 10375.0 | | | | | | | | | | | | | | | | 93000.0 | | | |
| 9/9/2019 | 10375.0 | | | | | | | | | | | | | | | | 93000.0 | | | |
| 9/10/2019 | 10375.0 | | | | | | | | | | | | | | | | 93000.0 | | | |
| 9/11/2019 | 10375.0 | 83000.0 | | | | | | | | | | 590.0 | 9.2 | | | | 93000.0 | 744000.0 | 12.0 | <2.0 |
| 9/12/2019 | 18888.9 | | | | | | | | | | | | | | | | 43555.6 | | | |
| 9/13/2019 | 18888.9 | | | | | | | | | | | | | | | | 43555.6 | | | |
| 9/14/2019 | 18888.9 | | | | | | | | | | | | | | | | 43555.6 | | | |
| 9/15/2019 | 18888.9 | | | | | | | | | | | | | | | | 43555.6 | | | |
| 9/16/2019 | 18888.9 | | | | | | | | | | | | | | | | 43555.6 | | | |
| 9/17/2019 | 18888.9 | | | | | | | | | | | | | | | | 43555.6 | | | |
| 9/18/2019 | 18888.9 | | | | | | | | | | | | | | | | 43555.6 | | | |
| 9/19/2019 | 18888.9 | | | | | | | | | | | | | | | | 43555.6 | | | |
| 9/20/2019 | 18888.9 | 170000.0 | | | 110.0 | 340.0 | <0.20 | <0.40 | 12.0 | <0.20 | 12.0 | 490.0 | 13.0 | | | | 43555.6 | 392000.0 | 8.0 | <2.0 |
| 9/21/2019 | 13833.3 | | | | | | | | | | | | | | | | 36000.0 | | | |
| 9/22/2019 | 13833.3 | | | | | | | | | | | | | | | | 36000.0 | | | |
| 9/23/2019 | 13833.3 | | | | | | | | | | | | | | | | 36000.0 | | | |
| 9/24/2019 | 13833.3 | | | | | | | | | | | | | | | | 36000.0 | | | |
| 9/25/2019 | 13833.3 | | | | | | | | | | | | | | | | 36000.0 | | | |
| 9/26/2019 | 13833.3 | 70000.0 | | | | | | | | | | 7.6 | 400.0 | | | | 36000.0 | 216000.0 | 10.0 | <2.0 |
| 9/27/2019 | 11666.7 | | | | | | | | | | | | | | | | 57333.3 | | | |
| 9/28/2019 | 11666.7 | | | | | | | | | | | | | | | | 57333.3 | | | |
| 9/29/2019 | 11666.7 | | | | | | | | | | | | | | | | 57333.3 | | | |
| 9/30/2019 | 11666.7 | | | | | | | | | | | | | | | | 57333.3 | | | |
| Max | 18888.9 | 170000.0 | 7.8 | 22.0 | 250.0 | 720.0 | 0.0 | 0.0 | 12.0 | 0.0 | 12.0 | 590.0 | 400.0 | 9.0 | 3.3 | 23.6 | 93000.0 | 744000.0 | 12.0 | 0.0 |
| Min | 10375.0 | 70000.0 | 7.8 | 22.0 | 110.0 | 340.0 | 0.0 | 0.0 | 9.2 | 0.0 | 9.2 | 7.6 | 9.2 | 9.0 | 3.3 | 23.6 | 36000.0 | 216000.0 | 8.0 | 0.0 |
| Mean | 14227.0 | 106500.0 | 7.8 | 22.0 | 180.0 | 530.0 | #DIV/0! | #DIV/0! | 10.6 | #DIV/0! | 10.6 | 394.4 | 108.3 | 9.0 | 3.3 | 23.6 | 59654.0 | 459500.0 | 10.5 | #DIV/0! |
| Total | 426809.0 | | | | | | | | | | | | | | | | ##### | | | |

**TOMALES TREATMENT PONDS
STANDARD OBSERVATION REPORT**

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

2. Pond Standard Observation required every week year round.

| INSPECTION | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 4 |
|--|-------------------|-------------------|-------------------|-------------------|
| Date | 9/3/2019 | 9/11/2019 | 9/20/2019 | 9/26/2019 |
| Day | TUE | TUE | TUE | TUE |
| Time | 12:30 | 13:00 | 8:20 | 14:00 |
| 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)

September 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 | 9/3/2019 | 9/11/2019 | 9/20/2019 | 9/26/2019 |
| Day | TUE | TUE | TUE | TUE |
| Time | 12:30 | 13:00 | 8:20 | 14:00 |
| 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 Operator**

**TOMALES STORAGE PONDS
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year) **September 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 | 9/3/2019 | 9/11/2019 | 9/20/2019 | 9/26/2019 |
| Day | TUE | TUE | TUE | TUE |
| Time | 12:30 | 13:00 | 8:20 | 14:00 |
| 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) **September 2019**

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

| INSPECTION | Week1 | Week 2 | Week 3 | Week 4 |
|---|----------|-----------|-----------|-----------|
| Date | 9/3/2019 | 9/11/2019 | 9/20/2019 | 9/26/2019 |
| Day | TUE | TUE | TUE | TUE |
| Time | 12:30 | 13:00 | 8:20 | 14:00 |
| Tech | AG | AG | AG | AG |
| * Evident of any leaks | N | N | N | N |
| Tank level, inches | 12 | 12 | 8 | 10 |
| Cl2 gallons added | 0 | 0 | 10 | 0 |
| Gallons used for treatment since last check | 0 | 0 | 0 | 0 |
| 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: September 2019

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

| INSPECTION | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 4 |
|--|------------|------------|------------|------------|
| Date | 9/3/2019 | 9/11/2019 | 9/20/2019 | 9/26/2019 |
| Day | TUE | TUE | TUE | TUE |
| Time | 12:30 | 13:00 | 8:20 | 14:00 |
| 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 | 12 | 12 | 8 | 10 |

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

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



(707) 254-1931