



## TVCSB Board of Director's Meeting Agenda

Date: Wednesday, July 8, 2020, 7 pm

Various Locations- Teleconference Meeting Pursuant to Executive Order N-29-20

### **Notice of Teleconferenced Meeting**

Pursuant to the Governor's Executive Order N-29-20 (dated March 17, 2020), members of the Board of Directors may participate via teleconference. Teleconference locations are not open to the public pursuant to California Governor Executive Order N-29-20. For this meeting, there will be no physical location from which members of the public may observe/comment.

Board Members Teleconferencing: Dru O'Neill, Donna Clavaud, Deborah Parrish, Bill Bonini, and Peter MacLaird. **Members of the Public may participate and provide public comments to teleconference meetings as follows:**

1. If you wish to submit a public comment on agenda items in advance of the meeting, please send to jose91946@sbcglobal.net. Emails received prior to the meeting will be included in the public record. The Board President will read public comments at the Board meeting, not to exceed three minutes (approximately 300 words).
2. If you wish to submit a public comment during the meeting, please use the following information: <https://us02web.zoom.us/j/81839682387> or dial by your location \_ United States \_\_\_\_  
Meeting ID: 818 3968 2387  
Join from a PC, Mac, iPad, iPhone or Android device:

In the event of a Zoom Bombing, the Zoom meeting will be terminated and a new meeting, login credentials below, will be used to continue the District's business. The log-in credentials will not be made public and only written comments will be allowed for the remainder of the meeting.

Public testimony will be taken at the direction of the Board President and members of the public may only comment during times allotted for public comments. If you wish to request a disability-related modification or accommodation, please contact the District by email at [cynthiamarie@sbcglobal.net](mailto:cynthiamarie@sbcglobal.net).

### **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 July 8, 2020 BOD Agenda** Action

**IV. Board Member Reports**

**V. Approval of June 10, 2020 Minutes** Action

**VI. Approval of June 29, 2020 Minutes** Action

**VII. Conduct Public Hearing to Receive Comments on the Proposed Sewer Service Rates and Method of Collection for FY 2020-21**

**VIII. Conduct Public Hearing to Receive Comments on the Proposed Final Budget for FY 2020-21**

**IX. Committee Reports**

a. Park Advisory Committee (PAC)

1. No PAC meeting was held for June.
2. Status of Contract with Henry Elfstrom for Park maintenance and rental.

b. Financial Advisory Committee (FAC)

1. Approval of June 24, 2020 Minutes Action

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



**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. Adopt Resolution 20-2 Maintaining the current connection fee of \$10,000 per equivalent unit and keeping the Ad Valorum Tax Rate at .02% on assessed value for 2020-21. **Action**
- e. Adopt Resolution 20-3 Setting the sewer rate of \$81.90 per month per equivalent unit for 2020-21. **Action**
- f. Adopt Resolution 20-4 approving Final Park Budget for Fiscal Year 2020-21 **Action**
- e. Adopt Resolution 20-5 approving Final Sewer Budget for Fiscal Year 2020-21 **Action**

**VIII. General Manager's Report**

**IX. NSU Report**

- a. Review May 2020 reports

**X. Pending Business:**

**XI. Other Business**

**XII. New Business**

**XIII. Old Business**

**XIV. Correspondence**

**XV. Adjournment**

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

*The agenda and supporting documents can be accessed on the TVCS D website 72 hours prior to the meeting. Anyone requesting disability related accommodations may contact the district office 72 hours prior to the meeting.*



## TVCS D Board of Director's Meeting Minutes

Date: Wednesday, June 10, 2020 7 – 9 pm Via Zoom

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

**Board Members Present:** Dru Fallon O'Neill, President; Donna Clavaud, Vice President; Bill Bonini, Peter MacLaird, Deborah Parrish

**Board Members Absent:** None

**Also Present:** Jose Ortiz, TVCS D General Manager; Melinda Bell, TVCS D Financial Manager; Cynthia Hammond, TVCS D Recording Secretary

### I. Call To Order:

Dru Fallon O'Neill called the meeting to order at 7:04 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 June 10, 2020 TVCS D BOD Agenda

Deborah Parrish motioned to approve the June 10, 2020 TVCS D Board Agenda. Donna Clavaud seconded the motion. M/S/C

### IV. TVCS D Board Member Reports

Deborah Parrish is a proud grandmother of a grandson!

### V. Approval of March 11, 2020 TVCS D BOD Minutes

Deborah Parrish motioned to approve the March 11, 2020 TVCS D BOD minutes. Donna Clavaud seconded the motion. Deborah Parrish withdrew her motion as she was not present at the March 11, 2020 TVCS D Board meeting.

Donna Clavaud motioned to approve the March 11, 2020 TVCS D BOD minutes. Bill Bonini seconded the motion. M/S/C

### VI. Committee Reports

- a. Park Advisory Committee (PAC):
  1. No reports for this meeting.

b. Financial Advisory Committee (FAC):

1. Review and Approve Measure A Work Plan & Park Budget for 2020/2021.

Donna Clavaud said Melinda Bell mentioned that extra costs could be rolled into an amendment and asked if those extra costs included the fascia, electrical, ramp and other costs that could come up. Melinda confirmed extra costs could be rolled into an amendment. The Measure A Work Plan & Park Budget 2020/2021 is due to the County of Marin on July 1, 2020.

Donna Clavaud reminded the Board that Measure A Funding would be voted on in the November 2020 election and to consider the possibility that if funding did not pass, it could pose funding challenges after March 2020. Melinda asked if there were going to be budget hearings in July, and if so, the Measure A Work Plan could be amended at that time. Jose Ortiz suggests having a PAC meeting, prior to the next TVCSD Board meeting, to identify any changes that have to do with the sewer and park budgets.

Jose Ortiz asked if it absolutely necessary to do the handicap ramps, which would free up \$10,000. Donna Clavaud suggested delaying the fencing replacement (\$13,800); these funds could be used for any additional costs (ramps, structural engineering, permits). Bill Bonini thought the ramps were required for liability. Donna Clavaud said the ramps were for liability and ADA certification and suggests not delaying the handicap ramps. Jose Ortiz said the handicap ramps construction is not included in the current building permit; a consultant will need to be hired to prepare the drawings to show ADA compliance. Jose Ortiz will have a report for the next TVCSD Board meeting.

Donna Clavaud suggests approving the Measure A Work Plan & Park Budget for 2020/2021 as is knowing it can be amended.

Deborah Parrish motioned to accept the Measure A Work Plan & Park Budget for 2020/2021.  
Bill Bonini seconded the motion. M/S/C

2. Review and Adopt Preliminary Sewer Budget for 2020/2021.

Melinda reported the Preliminary Sewer Budget for 2020/2021 is not much different compared to other years. Dru Fallon O'Neill asked if there were potential connection fees included in the budget. Jose Ortiz said there's a possibility of additional connection fees; parcel bought on Dillon Beach Road now divided into four (4) lots, which are currently for sale.

Donna Clavaud pointed out a \$3,000 increase in property and liability insurance. Melinda Bell will find out the reason for the increase. Bill Bonini suggested researching other insurance property and liability insurance companies for better rates.

Jose Ortiz reminded the Board that Governor Newsom suspended the penalties on delinquent tax bills. This means that TVCSD may see that not everyone has paid their taxes.

Bill Bonini motioned to adopt the Preliminary Sewer Budget for 2020/2021. Deborah Parrish seconded the motion. M/S/C

**VII. Financial Report (Melinda Bell)**

a. Accept Check Registers and Approve Expenditures:

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

b. Financial Manager’s Report:

Financial Manager’s report was reviewed.

c. Review and Approve Financial Statements:

Bill Bonini motioned to approve financial statements. Peter MacLaird seconded the motion. M/S/C

**VIII. General Manager’s Report**

General Manager’s report was reviewed.

Jose Ortiz contacted Jack Miller from JMIntergration regarding calibrating the pond sensors and Brandon Jacka from NSU regarding various issues with the sensors at the irrigation field. When the scope of work is defined, Jose Ortiz will get an estimate from Jack Miller for work to be done in FY 20/21.

Donna Clavaud asked if the Capital Improvement Plan (CIP) has been outlined in the budget. Jose Ortiz said he would be working with Melinda Bell to make any adjustments; this will be discussed at the Financial Advisory Committee (FAC) meeting.

Jose Ortiz asked if there were plans to have a “Grand Opening” at the Park when the work has been completed and the Covid-19 health order has been lifted. Donna Clavaud suggested celebrating the gazebo completion, Measure A and budget information in an upcoming TVCSD Newsletter. Jose Ortiz asked if the Park fees should be adjusted since electricity will now be available. To be discussed in a Park Advisory Committee (PAC) meeting.

Bill Bonini asked if there were any other issues the TVCSD Board should be worried about at the sewer plant. Jose Ortiz reminded the Board the sewer plant is getting older and the little things that deteriorate over time require replacement.

Jose Ortiz said he needed Dru Fallon O’Neill signature on the DMR agreement to be dated 3/12/2020.

**IX. NSU Report**

a. Review March 2020 and April 2020 reports:

Reports were reviewed.

**X. Pending Business**

None

**XI. Other Business**

None

## **XII. New Business**

### **a.) Policies for Accessory Dwelling Units (ADU's)**

Jose Ortiz asked the TVCSD Board how much information would they like on ADU's and clarified the only policies TVCSD has in this regard are found in the ordinances TVCSD operates under. There are laws, not policies that are in effect. Jose Ortiz asked the Board if this should be discussed in a FAC meeting; to take a look at the ordinances that applies to ADU's & JADU's. Jose Ortiz will look at the Sonoma County ordinances and will report the study back to the TVCSD Board. Bill Bonini asked about affordable units and wondered if each unit would be charged a hook-up fee. Jose Ortiz said there would be charges for each sewer connection and in addition, the annual sewer service fees. Jose Ortiz will send the TVCSD Board the Sonoma County water standards (how to build and connect) in a PDF file for review.

Donna Clavaud would like to look at other ADU/JADU rate structures and will contact Eden Housing, CLAM and other comparable CSD's like Bolinas Public Utility District (BPUD) and Inverness Public Utility District (IPUD).

### **b.) Adopting Sanitation Standards**

Jose Ortiz said wastewater, collection and disposal and connections to homes are covered under TVCSD water standards/ordinances.

## **XIII. Old Business**

None

## **XIV. Correspondence**

None

## **XV. Adjournment**

Meeting was adjourned at 8:35 pm. No objections

**Next TVCSD BOD Meeting, July 8, 2020, 7 pm via Zoom**

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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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**TVCS D Board of Director’s Special Meeting Minutes**

**Date: Tuesday, June 29, 2020, 6:30 pm**

**Location: Tomales Town Hall, Tomales, California 94971    DRAFT**

**Board Members Present:** Dru Fallon O’Neill, President, Donna Clavaud, Vice President; Bill Bonini, Deborah Parrish

**Board Members Absent:** None

**Also Present:** Jose Ortiz, TVCS D General Manager

**I. Call To Order**

Meeting was called to order at 6:39 p.m.

**II. Open Communication/Public Comments** Time for community members and visitors to bring up items they wish to discuss and items that do not appear on the agenda.

None

**III. Approval of June 29, 2020 TVCS D BOD Agenda**

Donna Clavaud motioned to accept the TVCS D June 29, 2020 agenda as is. Peter MacLaird seconded the motion. M/S/C

**IV. New Business**

- a. Review and Adopt Resolution 20-1 to Consolidate Board Election with General Election

Donna Clavaud motioned to Adopt Resolution 20-1 to Consolidate Board Election with General Election. Peter MacLaird seconded the motion. M/S/C

**O’Neill:** Aye

**Clavaud:** Aye

**Bonini:** Aye

**MacLaird:** Aye

**Parrish:** Aye

**XIV. Adjournment**

**Meeting was adjourned at 6:50 pm. No Objections**

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Approved by: Dru Fallon O’Neill, President

Date

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Attested by: Cynthia Hammond, Recording Secretary

Date:

**TVCSO 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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Peter MacLaird ● Deborah Parrish





## **NOTICE OF PUBLIC HEARING**

### **PROPOSED SEWER SERVICE RATES FOR FISCAL YEAR 2020-21 FOR TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

Notice is hereby given that pursuant to Health & Safety Code section 5473 and following, that on Wednesday July 8, 2020, at 7:00 p.m. (or as soon thereafter as the matter may be heard) via teleconference due to shelter in place restrictions, the Board will conduct a public hearing to receive the annual report of charges for FY 2020-2021 for sewer services furnished by the District to be collected on the tax roll. Please note that the hearing is on the method of collection only as there will be no increase in rates and charges for fiscal year 2020-2021.

Any person may join the teleconferenced meeting and be heard regarding this and any other item in the Board meeting agenda scheduled for July 8, 2020. If you wish to submit a public comment during the meeting, please use the following information: <https://us02web.zoom.us/j/81839682387> or dial by your location \_United States\_\_\_\_  
Meeting ID: 818 3968 2387

At the hearing, the Board will hear any and all objections to the method of collection for the charges listed in the report. Please note that the hearing is on the method of collection only and that aside from the already adopted rate effective July 1, 2018, there will be no additional increase in rates and charges for FY 2020-21. The current sewer service rate is \$81.90 per month per "equivalent unit" ("EU"), and the sewer connection fee is \$10,000 per EU.

The Notice of Public Hearing is posted at the Tomales Post Office Bulletin Board, Diekmann's General Store, TVCSD office, and on the [www.tomalescsd.ca.gov](http://www.tomalescsd.ca.gov) website. It will also be published in The Point Reyes Light on June 25, 2020 and July 2, 2020. For further information contact Jose Ortiz, General Manager, at (707) 330-3542.



## **NOTICE OF PUBLIC HEARING**

### **ADOPTION OF FINAL BUDGET FOR FISCAL YEAR 2020-2021**

Notice is hereby given that pursuant to Government Code section 61110 and following, the Tomales Village Community Services District ("District") adopted a preliminary budget on June 10, 2020 and will hold a public hearing on July 8, 2020, beginning at 7:00 p.m. (or as soon thereafter as the matter may be heard), via teleconference due to shelter in place restrictions, to receive public comment and adopt a final budget for Fiscal Year 2020-2021. At the hearing, the Board will hear any public comment on the preliminary budget and the proposed final budget for fiscal year 2020-2021.

Any person may join the teleconferenced meeting and be heard regarding this and any other item in the Board meeting agenda scheduled for July 8, 2020. If you wish to submit a public comment during the meeting, please use the following information: <https://us02web.zoom.us/j/81839682387> or dial by your location \_United States\_\_\_\_  
Meeting ID: 818 3968 2387

The hearing on the budget may be continued from time to time. A copy of the proposed final budget will be available for viewing on the [www.tomalescsd.ca.gov](http://www.tomalescsd.ca.gov) website and at the District office behind Diekmann's General Store.

The Notice of Public Hearing is posted at the Tomales Post Office Bulletin Board, Diekmann's General Store, TVCSD office, and on the [www.tomalescsd.ca.gov](http://www.tomalescsd.ca.gov) website. It will also be published in The Point Reyes Light on June 25, 2020 and July 2, 2020. For further information contact Jose Ortiz, General Manager, at (707) 330-3542.

# FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

## TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

JUNE 24, 2020

**Present:** Melinda Bell, FAC Chairperson & Financial Services; Donna Clavaud, Board member & FAC Secretary; Deborah Parrish, Board member; Jose Ortiz, TVCSD General Manager & Zoom host for meeting.

This meeting was held by teleconference pursuant to Executive Order N-39-20 and hosted by Jose Ortiz. The Agenda was posted for the public prior to the meeting. The meeting was called to order at 6:30pm and Donna Clavaud recorded summary notes of the meeting.

### AGENDA

**1. Reading & Approval of Minutes:**

Minutes from meeting had been approved and included in the last Board of Director's Meeting packet.

**2. New Business:** There was no new business.

**3. Potential Revision of 2020-2021 Preliminary Park Budget for July Public Hearing:**

We reviewed the Park Budget with narrative and recommend it be presented at the July Public Hearing. We also discussed some Measure A Work Plan amendments that we will make in the coming months to address small changes in Measure A funding expenses, such as increased PG&E costs due to the end of Henry Elfstrom's water tower contract & utility usage; potential added costs to engineer, permit and build the ADA Ramps; and possible changes to re-build the north fence. Park maintenance costs will also be revised to include the expense of bathroom maintenance when the Park is re-opened, as Henry Elfstrom will not be performing that duty which was part of his former contract with TVCSD.

We also discussed the need for a careful review of projected income and expenses for the Park and suggest the Park Advisory Committee and the Financial Advisory Committee reassess financial projections for maintaining the Park since the future of Measure A funding after March of 2022 is uncertain. Melinda Bell offered to contact Kevin Wright to inquire about this issue of whether it will be on the November election ballot; and she will also ask why the recent funding allocation was lower.

**4. Potential Revision of 2020-2021 Preliminary Sewer Budget for July Public Hearing:**

We reviewed a draft Sewer Budget and Narrative that Melinda Bell has been refining since our FAC budget work started in April. After discussion of the preliminary sewer budget at the last BOD Meeting in June, this meeting focused primarily on finalizing specific Capital Improvements and plant maintenance items and expenses for a Final

2020-21 Sewer Budget. Jose Ortiz projects the District will catch up on several deferred CIP projects resulting in a higher financial outlay for the 20-21 Budget; however, prior budgets had identified and planned for these costs, primarily the CCTV inspection of the entire system. Due to multiple reasons, the projects were deferred.

We also discussed the Narrative and ways we can explain clearly to our stakeholders how we are spending the income from the rate increases to mostly pay down the debt of earlier sewer improvements including repayment of the solar bonds; and utilize our cash reserves to pay the remainder. We discussed the need to watch our cash reserves carefully in order to have sufficient reserves to pay a share of our debt until fully repaid. Careful planning by the Board and FAC also must consider ongoing and sometimes unpredictable plant maintenance and some capital improvements as our sewer system ages. We agreed that a new 5-year Strategic Plan should be undertaken by the Board of Directors. TVCSD will also need to seek additional funding from either additional ratepayer increases or outside funding in order to do critical improvements, such as a new sewer collection system perhaps starting in 2027.

**5. Options for Accessory Dwelling Units {ADUs} Discussion:**

There are numerous methods for calculating sewer hookup fees and annual sewer use fees based on the burden to the system; usually a percentage of 1 Equivalent Unit. We agreed that we will review other comparable Districts to assess what rate structure we might adopt for our TVCSD service area. Jose suggests that we wait until Sonoma County completes their current Rate Study of 8-10 different zones and review the study for possible adaptation by TVCSD. We will defer any decisions until Fall to give us time to investigate, and because the BOD does not meet in August.

**6. Adopted Sanitation Standards & Potential Additional Detail:**

Jose Ortiz reported that TVCSD has an original set of Standards from when NMWD operated the sewer system. An alternative to these standards would be to consider adopting the Sanitation Standards of Sonoma County. The standards were revised in 2009 and have the most current standards in Sonoma County. In Marin County, Ross Valley Sanitary District updated their Standard Specifications and Drawings in April 2015. By comparison, TVCSD still uses Ordinances 100 through 107, effectively the NMWD standards in effect since 1998 except possibly for minor revisions. In the District's files, the aforementioned NMWD Standard Drawings for Sewer date back to 1971.

**7. Compilation of Existing TVCSD Policies & Recommendations for New Policies:**

We discussed organizing the existing approved TVCSD policies and asking our TVCSD Secretary, Cynthia Hammond to re-type them into proper format and assembling a copy

hard copy for each Board member plus a copy for the Office into binders during the month of August. FAC can resume developing a short list of still necessary policies in the Fall.

The meeting was adjourned by Jose Ortiz at 7:45pm.

**JUNE 2020 BANK TRANSACTIONS**

<b>PARK</b>	<b>Type</b>	<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>	<b>Balance</b>
<b>131.00 · Cash</b>					<b>Beginning Balance</b>		<b>176,045.70</b>
<b>131.48 - CA LAIF</b>					<b>Beginning Balance</b>		<b>30,759.29</b>
<b>Total 131.48 - CA LAIF</b>					<b>Ending Balance</b>		<b>30,759.29</b>
<b>131.42 · Bank of Marin - Money Market</b>					<b>Beginning Balance</b>		<b>93,421.20</b>
<b>Total 131.42 · Bank of Marin - Money Market</b>					<b>Ending Balance</b>		<b>93,421.20</b>
<b>131.46 · Bank of Marin - Park Account</b>					<b>Beginning Balance</b>		<b>51,865.21</b>
	Bill Pmt -Check	06/01/2020	1282	DMR Builders	Progress Pymt #2	-36,943.13	14,922.08
	Bill Pmt -Check	06/05/2020	1283	Peter Nissen	TPG inspections and report letter	-866.25	14,055.83
	Bill Pmt -Check	06/09/2020	1284	PGE	4/25-5/26 7399820768-9	-102.78	13,953.05
	Payment	06/25/2020		Henry Elfstrom		70.00	14,023.05
<b>Total 131.46 · Bank of Marin - Park Account</b>					<b>Ending Balance</b>	<b>-37,842.16</b>	<b>14,023.05</b>
<b>Total 131.00 · Cash</b>	<b>PARK</b>				<b>Ending Balance</b>	<b>-37,842.16</b>	<b>138,203.54</b>
<b>SEWER</b>							
<b>131.00 · Cash</b>					<b>Beginning Balance</b>		<b>230,890.36</b>
<b>131.20 · CA Local Agency Investm Fnd</b>					<b>Beginning Balance</b>		<b>71,771.69</b>
<b>Total 131.20 · CA Local Agency Investm Fnd</b>					<b>Ending Balance</b>		<b>71,771.69</b>
<b>131.31 · Redwood Credit Union</b>					<b>Beginning Balance</b>		<b>40,677.55</b>
<b>Total 131.31 · Redwood Credit Union</b>					<b>Ending Balance</b>		<b>40,677.55</b>
<b>131.42 · Bank of Marin - Money Market</b>					<b>Beginning Balance</b>		<b>103,749.54</b>
	Deposit	06/04/2020			Deposit	9.03	103,758.57
	Transfer	06/05/2020			Funds Transfer	-40,000.00	63,758.57
	Deposit	06/16/2020			County	5,685.17	69,443.74
<b>Total 131.42 · Bank of Marin - Money Market</b>					<b>Ending Balance</b>	<b>-34,305.80</b>	<b>69,443.74</b>
<b>131.44 · Bank of Marin - Sewer</b>					<b>Beginning Balance</b>		<b>11,915.17</b>
	Bill Pmt -Check	06/01/2020	4811	Kristin Lawson	June-August rent	-300.00	11,615.17
	Bill Pmt -Check	06/01/2020	4812	Natural Systems Utilities -CA	inv 416622	-4,389.60	7,225.57
	Transfer	06/05/2020			Funds Transfer	40,000.00	47,225.57
	Bill Pmt -Check	06/05/2020	4813	Melinda K. Bell	17.5 hours accounting	-700.00	46,525.57
	Bill Pmt -Check	06/09/2020	4814	Brelje and Race Laboratories, Inc.		-196.00	46,329.57
	Bill Pmt -Check	06/14/2020	4815	PGE	8044736439-1	-84.45	46,245.12
	Deposit	06/18/2020			MCE	725.98	46,971.10
	Payment	06/18/2020		Tomales Regional Histroy Center		81.90	47,053.00
	Bill Pmt -Check	06/19/2020	4816	AT&T Uverse	145835838	-134.55	46,918.45
	Bill Pmt -Check	06/19/2020	4817	Brelje and Race Laboratories, Inc.		-495.00	46,423.45
	Bill Pmt -Check	06/23/2020	4818	AT&T	138729848 6/11 - 7/10	-90.95	46,332.50
	Bill Pmt -Check	06/23/2020	4819	Capital One Bank		-127.94	46,204.56
	Bill Pmt -Check	06/23/2020	4820	O'Neill, Dru Fallon	8 fiscal year meetings less soc sec, Mdc 7.	-369.40	45,835.16
<b>Total 131.44 · Bank of Marin - Sewer</b>					<b>Ending Balance</b>	<b>33,919.99</b>	<b>45,835.16</b>
<b>131.48 · Bank of Marin - Solar</b>					<b>Beginning Balance</b>		<b>2,776.41</b>
<b>Total 131.48 · Bank of Marin - Solar</b>					<b>Ending Balance</b>		<b>2,776.41</b>
<b>Total 131.00 · Cash</b>	<b>SEWER</b>				<b>Ending Balance</b>	<b>-385.81</b>	<b>230,504.55</b>



## Financial Manager's Report July 8, 2020

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This packet includes the preliminary financial reports for the fiscal year through June 30, 2020. Before the year is finally closed in mid-August, more revenues and expenses will be reported. General Manager's compensation has been recorded only through December, Accountant's through May and Secretary's through March. Because the packet was prepared July 1, interest revenue for June has not been recorded. LAIF interest for June will not be recorded until July 15, so no June interest revenue is recorded here.

For the Park the budgetary comparison shows that actual income exceeds budgeted roughly by the amount of the Board of Supervisors and Dean Witter grants received in prior years but earned this year because of the gazebo construction. Of the \$132,850.81 gazebo contract, \$122,850.81 in expenses have been recorded. The remaining \$10,000 will be spent for the ramps in the 2020/2021 fiscal year. Budgeted expenses also included \$13,800 for the fence which will be included in the 20/21 expenses instead of this year. The last factor in the favorable budget variance for Park expenses is lower project management cost than was budgeted. Of the gazebo contract expenses already recorded, \$40,014 is still payable at June 30, and \$6,143 in retentions will be paid when the project is complete and accepted. These have been included in expenses for this year, but have not yet decreased Park cash. They can be seen on the Park balance sheet in the liabilities section.

In looking at the Sewer balance sheet comparison of cash with last year, we see that cash is higher, but that increase is less than the amount of budgeted compensation not yet recorded or paid. Actual income is higher than budgeted by nearly \$6,156 due to the connection fee and interest income, reduced by the lower SUSD share calculated after the budget was adopted. Sewer expenses are \$4,338 under budget, but if we ignore the \$51,806 unbudgeted depreciation, expenses are \$56,144 less than budgeted. Adding in \$30,761 of estimated staff compensation not yet reported, we would still \$25,383 better than budgeted without depreciation expense. The budget comparison report in this packet explains the budget savings to date.

This year's CIP expenses are only \$4,128 under budget, but in the two previous years of the CIP plan, \$25,000 in planned CIP work was not done. The 2020/2021 budget includes \$13,000 of that prior CIP work in addition to the CIP work originally planned for 2020/2021. We need to evaluate the other \$12,000 of previously deferred CIP work and this year's \$4,128 to see if we need to provide for these costs in future years. We are hoping to maintain sufficient cash through June 2026 when the last payment for current debt retirement will have been made. Keeping costs under control and analyzing our Capital Improvement Project needs will be important.

**June 2020 Preliminary Balance Sheets**

ASSETS PARK		Jun 30, 20	Jun 30, 19	\$ Change	% Change
Current Assets					
	131.48 · CA LAIF	30,759.29	30,051.99	707.30	2.35%
	131.42 · Bank of Marin - Money Market	93,421.20	56,280.34	37,140.86	65.99%
	131.46 · Bank of Marin - Park Account	14,023.05	98,543.44	-84,520.39	-85.77%
	<b>Total 131.00 · Cash</b>	<b>138,203.54</b>	<b>184,875.77</b>	<b>-46,672.23</b>	<b>-25.25%</b>
	139.00 · Accrued Interest Receivable	0.00	192.17	-192.17	-100.0%
	<b>Total Current Assets</b>	<b>138,203.54</b>	<b>185,067.94</b>	<b>-46,864.40</b>	<b>-25.32%</b>
Fixed Assets					
100.20 · Land and Land Rights		132,000.00	132,000.00	0.00	0.0%
	Original Cost	314,653.66	314,653.66	0.00	0.0%
	105.00 · Depreciation	-74,326.10	-74,326.10	0.00	0.0%
	<b>Total 111.00 · Park Equipment</b>	<b>240,327.56</b>	<b>240,327.56</b>	<b>0.00</b>	<b>0.0%</b>
	<b>Total Fixed Assets</b>	<b>372,327.56</b>	<b>372,327.56</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL ASSETS PARK</b>		<b>510,531.10</b>	<b>557,395.50</b>	<b>-46,864.40</b>	<b>-8.41%</b>
<b>LIABILITIES &amp; EQUITY PARK</b>					
	222.00 · Accounta Payable	40,013.58	1,653.97	38,359.61	2,319.25%
	217.00 · Unearned Revenue	0.00	25,000.00	-25,000.00	-100.0%
	219.00 · 219.00 - Retentions Payable	6,142.54	0.00	6,142.54	100.0%
	<b>Total Liabilities</b>	<b>46,156.12</b>	<b>26,653.97</b>	<b>19,502.15</b>	<b>73.17%</b>
Equity					
	252.50 · Investment in Capital Assets	372,327.56	372,327.56	0.00	0.0%
	260.00 · Unassigned Fund Balance	158,413.97	128,545.05	29,868.92	23.24%
	<b>Net Income</b>	<b>-66,366.55</b>	<b>29,868.92</b>	<b>-96,235.47</b>	<b>-322.19%</b>
	<b>Total Equity</b>	<b>464,374.98</b>	<b>530,741.53</b>	<b>-66,366.55</b>	<b>-12.5%</b>
<b>TOTAL LIABILITIES &amp; EQUITY PARK</b>		<b>510,531.10</b>	<b>557,395.50</b>	<b>-46,864.40</b>	<b>-8.41%</b>
<b>ASSETS SEWER</b>					
Current Assets					
	131.20 · CA Local Agency Investm Fnd	71,771.69	70,121.30	1,650.39	2.35%
	131.31 · Redwood Credit Union	40,677.55	40,537.25	140.30	0.35%
	131.42 · Bank of Marin - Money Market	69,443.74	83,052.09	-13,608.35	-16.39%
	131.44 · Bank of Marin - Sewer	45,835.16	11,027.42	34,807.74	315.65%
	131.48 · Bank of Marin - Solar	2,776.41	2,467.29	309.12	12.53%
	<b>Total 131.00 · Cash</b>	<b>230,504.55</b>	<b>207,205.35</b>	<b>23,299.20</b>	<b>11.24%</b>
	135.00 · Accrued Interest Receivable	0.00	448.39	-448.39	-100.0%
	<b>Total Current Assets</b>	<b>230,504.55</b>	<b>207,653.74</b>	<b>22,850.81</b>	<b>11.0%</b>
Fixed Assets					
	100.00 · Property, Plant and Equipment	791,665.97	791,665.97	0.00	0.0%
	100.10 · Maps and Records	17,248.00	17,248.00	0.00	0.0%
	100.20 · Land and Land Rights	52,788.00	52,788.00	0.00	0.0%
	105.00 · Less Accumulated Depreciation	-739,438.65	-687,633.00	-51,805.65	-7.53%
	110.00 · Improvement Project	939,393.31	939,393.31	0.00	0.0%
	112.00 · Solar System	269,945.21	269,945.21	0.00	0.0%
	<b>Total Fixed Assets</b>	<b>1,331,601.84</b>	<b>1,383,407.49</b>	<b>-51,805.65</b>	<b>-3.75%</b>
	136.00 · SUSD Note Receivable	13,359.01	15,094.35	-1,735.34	-11.5%
<b>TOTAL ASSETS SEWER</b>		<b>1,575,465.40</b>	<b>1,606,155.58</b>	<b>-30,690.18</b>	<b>-1.91%</b>
<b>LIABILITIES &amp; EQUITY SEWER</b>					
Liabilities					
	222.00 · Accounts Payable	303.95	13,208.57	-12,904.62	-97.7%
	230.00 · Fed Payroll Tax Payab	69.28	237.15	-167.87	-70.79%
	231.00 · CA Payroll Tax Payable	0.00	68.20	-68.20	-100.0%
	<b>Total Current Liabilities</b>	<b>373.23</b>	<b>13,513.92</b>	<b>-13,140.69</b>	<b>-97.24%</b>
Long Term Liabilities					
	211.00 · SWRCB SRF Loan	70,941.37	92,760.05	-21,818.68	-23.52%
	215.00 · CREBS Bond	107,647.02	125,588.20	-17,941.18	-14.29%
	<b>Total Long Term Liabilities</b>	<b>178,588.39</b>	<b>218,348.25</b>	<b>-39,759.86</b>	<b>-18.21%</b>
	<b>Total Liabilities</b>	<b>178,961.62</b>	<b>231,862.17</b>	<b>-52,900.55</b>	<b>-22.82%</b>
Equity					
	262.00 · Capital Asset Reserve	40,000.00	40,000.00	0.00	0.0%
	262.50 · Restricted Connection Fees	20,000.00	10,000.00	10,000.00	100.0%
	264.00 · Operating Reserve	47,627.50	44,572.00	3,055.50	6.86%
	265.00 · Net Assets - Unrestricted	1,266,665.91	1,273,866.95	-7,201.04	-0.57%
	<b>Net Income</b>	<b>22,210.37</b>	<b>5,854.46</b>	<b>16,355.91</b>	<b>279.38%</b>
	<b>Total Equity</b>	<b>1,396,503.78</b>	<b>1,374,293.41</b>	<b>22,210.37</b>	<b>1.62%</b>
<b>TOTAL LIABILITIES &amp; EQUITY SEWER</b>		<b>1,575,465.40</b>	<b>1,606,155.58</b>	<b>-30,690.18</b>	<b>-1.91%</b>



**PRELIMINARY PARK BUDGETARY COMPARISON FISCAL YEAR 2019/2020**

							<b>Jul '19 - Jun 20</b>	<b>Budget</b>
	<b>PARK</b>							
	<b>Income</b>	311.00 · Interest Income					584.65	850.00
		315.80 · Measure A Funds					37,075.55	37,582.01
		320.20 · Restricted					0.00	500.00
		<b>Total 320.00 · Contributions Income</b>					285.00	500.00
		322.50 · Cleaning and Security Deposit					200.00	0.00
		322.00 · Park Use Rental - Other					800.00	400.00
		322.60 · Water Tower PGE					770.00	840.00
		340.00 · Grants						
		340.10 · Board of Supervisors					15,000.00	
		340.20 · Dean Witter Foundation					10,000.00	
		<b>Total 340.00 · Grants</b>					25,000.00	
	<b>Total Income</b>						64,715.20	40,172.01
	<b>Expense</b>	414.57 · Accounting					201.25	1,500.00
		414.59 · Engineering and Design					1,113.75	
		<b>Total 414.55 · Professional Fees</b>					1,315.00	1,500.00
		414.81 · Measure A Project Expenses					3,854.68	14,009.00
		414.82 · Measure A Maintenance Expenses					490.15	1,300.00
		414.83 · PGE Park					991.91	1,299.92
		414.84 · Measure A Capital Expenditures					122,850.81	117,575.00
		414.85 · Matching Project Funds					0.00	700.00
		414.87 · Measure A Project Management					1,170.00	5,000.00
		414.80 · Measure A - Other					0.00	13,800.00
		<b>Total 414.80 · Measure A</b>					129,357.55	153,683.92
		6420 · Park Trash Disposal					409.20	500.00
		<b>Total 6390 · Utilities</b>					409.20	500.00
	<b>Total Expense</b>						131,081.75	155,683.92
	<b>Net Ordinary Income</b>		<b>PARK</b>				<b>-66,366.55</b>	<b>-115,511.91</b>

**PRELIMINARY SEWER BUDGETARY COMPARISON FISCAL YEAR 2019/2020**

							Jul '19 - Jun 20	Budget	Variance
	<b>SEWER</b>								
<b>Income</b>		301.10	· Service Charges - Monthly				982.80	982.80	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
			301.35	· Solar Portion - County			8,280.00	8,280.00	0.00
			301.30	· Service Charges - County - Other			108,851.18	108,456.91	394.27
	<b>Total 301.00</b>		<b>· Service Charges</b>				179,005.30	183,984.31	-4,979.01
			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			2,298.17	2,000.14	298.03
			315.50	· Levy 4			8,767.24	8,179.99	587.25
	<b>Total 315.00</b>		<b>· Intergovernmental Revenues</b>				8,767.24	8,179.99	587.25
<b>Total Income</b>							208,382.71	202,226.44	6,156.27
<b>Expense</b>	<b>413.00</b>		<b>· Grounds Maintenance</b>				800.00	5,000.25	-4,200.25
			410.10	· Sewage Collection Electric			341.44	460.08	-118.64
			410.00	· Sewage Collection - Other			25.64	0.00	25.64
			411.05	· Lab Bills			7,368.60	8,663.00	-1,294.40
			411.10	· Maintenance Supplies			631.52	4,733.79	-4,102.27
			411.03	· Sewage Treatment Electric			-4,198.40	240.31	-4,438.71
			411.00	· Sewage Treatment - Other			7,321.13	0.00	7,321.13
	<b>Total 411.00</b>		<b>· Sewage Treatment</b>				11,122.85	13,637.10	-2,514.25
			412.10	· Sewage Disposal Electric			-180.20	340.06	-520.26
			412.00	· Sewage Disposal - Other			0.00	828.00	-828.00
				414.11	· Social Security Tax		37.35	296.30	-258.95
				414.12	· Medicare Payroll Tax		8.74	60.18	-51.44
				414.13	· State Unemployment Tax		24.04	193.70	-169.66
				414.05	· Administrator's Fees		22,520.00	47,375.25	-24,855.25
				414.22	· Licenses and Permits		1,645.00	1,376.00	269.00
				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		246.17	360.17	-114.00
				414.42	· Printing and Copies		0.00	100.00	-100.00
				414.43	· Office Supplies		14.09	150.01	-135.92
				414.44	· Sonic - Web Hosting		99.76	99.60	0.16
				414.45	· Equipment Expense		739.33	619.63	119.70
				414.465	· Board Member Stipend		1,050.00	5,000.00	-3,950.00
				414.467	· Board Training		0.00	1,000.00	-1,000.00
				414.47	· Clerical/Bookkeeping		8,522.50	11,999.75	-3,477.25
				414.48	· Office Rent		1,200.00	1,200.00	0.00
				414.49	· Secretary		1,571.96	4,000.03	-2,428.07
				414.50	· O&M Contractual Services		52,013.40	51,676.72	336.68
				414.551	· Legal Fees		113.50	2,500.00	-2,386.50
				414.552	· Accounting		5,300.00	5,300.00	0.00
				414.553	· Consulting		0.00	5,000.00	-5,000.00
				414.61	· Newsletter Expense		0.00	500.00	-500.00
				414.60	· Publication and Notices - Other		0.00	175.00	-175.00
				414.62	· Dues and Subscriptions		1,262.00	1,225.00	37.00
				414.67	· Solar Lease Admin Fee		750.00	750.00	0.00
				414.71	· Plant and Building Maintenance		0.00	150.00	-150.00
				414.724	· SCADA Programming & Integration		10,089.99	0.00	10,089.99
				414.74	· Treatment Ponds Maintenance		431.64	9,500.00	-9,068.36
				414.77	· Irrigation Field Maintenance - Other		0.00	5,000.00	-5,000.00
	<b>Total 414.70</b>		<b>· Repairs and Maintenance</b>				10,521.63	14,650.00	-4,128.37
				414.81	· Travel		262.69	700.27	-437.58
				414.85	· Training		0.00	200.00	-200.00
				414.90	· Telephone and Internet Services		2,646.01	2,500.02	145.99
				415.50	· Depreciation Expense		51,805.65	0.00	51,805.65
				417.30	· LAFCO Charges		158.40	189.89	-31.49
				417.40	· County Teeter Admin Fee		184.00	137.19	46.81
				420.20	· Interest Expense - SRF Loan		2,319.00	2,319.16	-0.16
<b>Total Expense</b>							186,172.34	190,510.00	-4,337.66
<b>Net Ordinary Income</b>			<b>SEWER</b>				<b>22,210.37</b>	<b>11,716.44</b>	<b>10,493.93</b>
			<b>Total Expenses Without Depreciation</b>				134,366.69	190,510.00	-56,143.31
			<b>Unrecorded Budgeted Compensation</b>						30,760.57
			<b>Estimated Final Positive Expense Variance Discounting Depreciation</b>						<b>-25,382.74</b>

# TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

## RESOLUTION # 20-02

July 8, 2020

WHEREAS, the Marin County Board of Supervisors, by Resolution # 98-161, formed the Tomales Village Community Services District for the purposes of, among other things, local control of the Tomales Wastewater System and Tomales Community Park, and

WHEREAS, the voters of Tomales elected a Levy 4 Assessment to supplement the Sewer Operations & Maintenance in 1976, based on the assessed value of property within the District, at a current rate of \$0.020/\$100, and

WHEREAS, the Tomales Village Community Services District's current fee for new connection is \$10,000 per equivalent unit, and

WHEREAS, at their July 8, 2020 regular Board of Directors meeting, the Tomales Village Community Services District Board conducted a public hearing to receive the annual report of charges for FY 2020-2021 for sewer services furnished by the District to be collected on the tax roll, and

WHEREAS, the District Board unanimously voted to maintain the current tax rate of \$0.020/\$100 assessed value and maintain the current connection fee of \$10,000 per new connection per equivalent unit, until changed by resolution.

THEREFORE, be it resolved that the Tomales Village Community Services District Board of Directors authorizes the General Manager to submit to the Marin County Auditor's Office notice of the Levy 4 Assessment tax rate and sewer connection fee to be collected on the County Property Tax Bill and directed to the District.

This Resolution shall take effect immediately upon adoption.

DIRECTORS:

\_\_\_ O'NEILL, \_\_\_ CLAUD, \_\_\_ PARRISH, \_\_\_ BONINI, \_\_\_ MACLAIRD

AYES \_\_\_; NOES \_\_\_; ABSTAIN \_\_\_; ABSENT \_\_\_

WHEREUPON, the President declared the foregoing resolution adopted and SO ORDERED.

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Dru Fallon O'Neill, President, TVCSD

Attested by:

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Secretary, TVCSD

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

**RESOLUTION # 20-03**

**July 8, 2020**

**WHEREAS**, pursuant to Health & Safety Code section 5473 and following, the Board of Directors Tomales Village Community Services District conducted a public hearing to receive the annual report of charges for FY 2020-2021 for sewer services furnished by the District to be collected on the tax roll, and

**WHEREAS**, the hearing was on the method of collection only as there will be no increase in rates and charges for fiscal year 2019-2020 and will remain at a current sewer service rate of \$81.90 per month or \$982.80 per year per equivalent unit, and

**WHEREAS**, at their July 8, 2020 regular Board of Directors meeting, the Tomales Village Community Services District Board unanimously voted to maintain the current sewer service rate of \$81.90 per month or \$982.80 per year per equivalent unit.

**THEREFORE**, be it resolved that the Tomales Village Community Services District Board of Directors authorizes the General Manager to submit to the Marin County Auditor's Office notice of the annual sewer service rates to be collected on the County Property Tax Bill and directed to the District.

This Resolution shall take effect immediately upon adoption.

**DIRECTORS:**

\_\_\_ O'NEILL, \_\_\_ CLAUD, \_\_\_ PARRISH, \_\_\_ BONINI, \_\_\_ MACLAIRD

AYES \_\_\_; NOES \_\_\_; ABSTAIN \_\_\_; ABSENT \_\_\_

WHEREUPON, the President declared the foregoing resolution adopted and SO ORDERED.

\_\_\_\_\_  
Dru Fallon O'Neill, President, TVCSD

Attested by:

\_\_\_\_\_  
Secretary, TVCSD

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT FINAL PARK BUDGET FISCAL YEAR 2020 - 2021**

							BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	Comments
							2018_2019	2018_2019	2019_2020	2019_2020	2020_2021	2020_2021
						Income						
311.00						Interest Income	5.00	267.09	850.00	584.65	600.00	
315.80						Measure A Funds	34,685.00	36,933.72	37,582.01	37,075.55	28,186.00	Decrease in County Funding
320.00						Contributions Income	500.00	2,195.03	500.00	285.00	200.00	Conservative
322.00						Park Use Rental	400.00	250.00	400.00	1,000.00	400.00	Conservative
322.60						Water Tower PGE	840.00	840.00	840.00	770.00		Water Tower No Longer Used
340.00						Grants				25,000.00		Gazebo Grants Spent
Total Income							36,430.00	40,485.84	40,172.01	64,715.20	29,386.00	
						Expenses						
414.81 Measure A Project Expenses												
414-59 Engineering, Design, Permits								372.53		1,113.75	200.00	Ramp Permit
						Picnic Table and Log Bench	700.00		700.00		700.00	
						Gazebo	70,000.00		117,575.00	123,700.81	-	Project Completed
						Paths and Ramps	8,000.00		8,000.00		10,000.00	Increased Costs
						Fence Replacement	5,255.00		13,800.00		13,800.00	
						Playground Surface Material			6,009.00	3,004.68	3,500.00	Partial Completion
						Project Management		7,150.00	5,000.00	1,170.00	5,000.00	
						Legal Review	5,000.00					
						Gate Signage					3,000.00	CommunityFunded
Total 414.81 Measure A Project Expense							88,955.00	7,522.53	151,084.00	128,989.24	36,200.00	
414.82 Measure A Maintenance Expense												
						Supplies and Services	1,300.00	1,589.47	1,300.00	899.35	1,000.00	No Equipment NeedsAnticipated
						Mural for East Bathroom Wall	500.00		500.00		500.00	
						PGE Park	1,300.00	1,049.92	1,299.92	991.91	1,000.00	
						Financial Management	1,500.00	455.00	1,500.00	201.25	500.00	
Total 414.82 Measure A Maintenance Expense							4,600.00	3,094.39	4,599.92	2,092.51	3,000.00	
Total Expense							93,555.00	10,616.92	155,683.92	131,081.75	39,200.00	
Net Ordinary Income							(57,125.00)	29,868.92	(115,512.00)	(66,366.55)	(9,814.00)	

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

# **TVCS D PARK**

**FINAL**

**INCOME AND EXPENSE BUDGET**

**FISCAL YEAR 2020-2021**

**SUBMITTED: JUNE 10, 2020**

**PRELIMINARY APPROVED: JUNE 10, 2020**

**FINAL APPROVAL: July 8, 2020**

# Tomales Village Community Services District

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

DATE: July 8, 2020

TO: Stakeholders

FROM: TVCSD Board & Committees

SUBJECT: **Final TVCSD Park Budget and Measure A Work Plan for 2020-2021**

## **OVERVIEW:**

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

In the 2019-2020 budget year, we have finally been able to undertake our major construction project, the building of a new gazebo. In the 2020-2021 budget year we hope to replace the north fence and build ADA-compliant ramps. We have continued general park maintenance of landscaping and paths, bathrooms, benches, picnic tables, and various play structures although the park was closed in mid-March 2020 in compliance with the COVID-19 Health Order. The Park funding for the next fiscal year includes Measure A funds, donations, interest and park rentals.

## **Operating Income:**

### **Measure A Funds:**

Measure A funds (315.80) are distributed twice each year, once in July and once in January. The disbursement from Marin County for Fiscal Year 2020-2021 is \$28,186, down from \$37,076 in 2019/2020. TVCSD has a carryover Measure A balance from previous fiscal years of \$33,465. The total allocation for Measure A expenses in this budget is \$36,200 as indicated in the Measure A Work Plan for Fiscal Year 2020-2021. Measure A was passed by the electorate in late 2012 with a 9-year term. The end of this funding is approaching in 2022; at that time we will lose what is 96% of our 2020/2021 income. Planning for a ballot measure to extend the funding is in process, but will require support from the electorate.

### **Unrestricted Funds:**

The Park has a long history of rental usage by private groups and non-profit organizations for special events, and contributions from the public who enjoy park facilities. This budget allocates \$400 as expected rental income (322.00) and \$200 for contributions to park maintenance (320.00). This budget also estimates \$600 for nominal interest income (311).

## **Capital Expenses (414.81):**

### **Paths and ADA Ramps:**

The Park is required to build ADA concrete ramp ways into the four completed play structure areas to meet current park certification requirements. This budget allocates \$10,200 from Measure A funds for this project and permits.

### **North Fence Replacement:**

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

### **Other:**

Measure A funds have been allocated in this budget to include \$700 for an additional picnic table and bench and \$3,500 to complete the replacement of playground surface materials. The budget also includes \$5,000 in Measure A funds for Project Management of all projects. Also planned is a park gate with signage funded by a community event with proceeds dedicated for that purpose.

## **Maintenance Expenses (414.82):**

While the bulk of the Measure A Funds are allocated for capital projects, a small portion can be utilized for routine maintenance expenses. This budget allocates \$1,000 for PG&E, \$1,000 for supplies and services, \$500 for supplies for a mural for the east exterior bathroom wall and \$500 for financial management services. Supplies and services include paper products and cleaning supplies for the restrooms, filter and well service, refuse pick up, and miscellaneous expenses for volunteer workdays.

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

### **Recommendations:**

It is recommended that the Board of Directors take the following action:

Review final Budget at Public Hearing on July 8, 2020

Adopt Resolution 20-4 to approve the Final 2020-2021 Park Budget at the TVCSD Board of Directors' Meeting on July 8, 2020.



TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

RESOLUTION # 20-04

July 8, 2020

WHEREAS, the Board of Directors of the Tomales Village Community Services District has compiled and reviewed the proposed Park budget for fiscal year 2020-21 as required by law, and

WHEREAS, the Government Code requires the adoption of an Approved Final Budget, which is attached to this Resolution as Exhibit A, and

WHEREAS, the Board of Directors of the Tomales Village Community Services District has reviewed the Preliminary Park Budget for fiscal year 2020-21, which was preliminarily adopted at the June 10, 2020 Regular Board meeting, and

WHEREAS, the Preliminary projected Park revenue and expense items require adjustments, and which have been reflected in the proposed Final Budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Tomales Village Community Services District that the Board of Directors hereby approves the District’s Final Budget for Fiscal Year 2020-21, attached hereto as Exhibit A, and incorporated herein.

BE IT FURTHER RESOLVED that the Board of Directors authorizes and directs District staff to execute and transmit any necessary documents consistent with the intent of this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

In the regular meeting of the Board of Directors of the Tomales Village Community Service District, passed, approved, and adopted this 8th day of July 2020 on regular roll call of the members of the said Board by the following vote:

DIRECTORS:

\_\_\_ O’NEILL, \_\_\_ CLAUD, \_\_\_ PARRISH, \_\_\_ BONINI, \_\_\_ MACLAIRD.

AYES \_\_\_; NOES \_\_\_; ABSTAIN \_\_\_; ABSENT \_\_\_.

WHEREUPON, the President declared the foregoing resolution adopted, and SO ORDERED.

Approved: \_\_\_\_\_  
Dru O’Neill, President, Board of Directors  
Tomales Village Community Services District

Attest: \_\_\_\_\_  
Cynthia Hammond, Secretary, Board of Directors  
Tomales Village Community Services District

## TOMALES VILLAGE COMMUNITY SERVICES DISTRICT FINAL SEWER BUDGET FISCAL YEAR 2020 - 2021

	16/17Act	17/18Bud	17/18Act	18/19Bud	18/19Act	19/20Bud	change	20/21Bud	
<b>Income</b>									
301.10 · Service Charges - Monthly	756	756	869	983	983	983		983	
301.15 · Service Charges - Annual Fees	1,512	1,512	1,739	1,966	1,966	1,966		1,966	
301.20 · Service Charges - SUSD	68,689	64,299	59,605	64,299	61,782	64,299	-2,000	62,000	based on actual 2019/20
301.30 · Service Charges - County									
301.35 · Solar Portion - Debt Serv	7,200	7,680	7,140	8,280	8,280	8,280		8,280	
301.30 · Service Charges - County - Other	83,337	82,874	96,018	108,457	109,128	108,457	983	109,440	additional rate payer
Proposed \$9.45 Sewer Rate Increase 2017/2018		13,923				-			
<b>Total 301.00 · Service Charges</b>	<b>161,495</b>	<b>171,044</b>	<b>165,371</b>	<b>183,984</b>	<b>182,139</b>	<b>183,984</b>	<b>-1,017</b>	<b>182,967</b>	
303.00 - Connection Fees					10,000				
303.10 · Permit and Inspection Fees					240				
305.00 · SUSD Debt Serv SRF	8,062	8,062	8,062	8,062	8,062	8,062		8,062	
311.00 · Interest Income	1,409	1,491	1,411	1,500	1,903	2,000	1,000	3,000	Local Agency Investm Fnd
315.50 · Levy 4	9,313	8,200	8,143	8,180	8,396	8,180	20	8,200	
317.00 · Other Operating Income	250	-							
320.00 - Contributions Income		-							
<b>Total Income</b>	<b>180,529</b>	<b>188,797</b>	<b>182,987</b>	<b>201,726</b>	<b>210,741</b>	<b>202,226</b>	<b>3</b>	<b>202,229</b>	
<b>Expense</b>									
410.00 · Sewage Collection Electric	458	375	470	405	583	460	-60	400	2019/20 pattern
411.00 · Sewage Treatment	8,123	8,594	1,324	240	4,584	240	-40	200	2019/20 pattern
4111.05 - Lab Costs	283	7,738	8,655	8,663	7,328	8,663		8,663	2019/20 pattern
411.10 - Plant Maintenance Supplies	259	1,320	6,387	7,734	945	4,734	-3,734	1,000	2019/20 pattern
412.00 · Sewage Disposal Other			828	828	1,093	828	172	1,000	repairs
412.00 · Sewage Disposal Electric	349	336	312	340	254	340	-40	300	2019/20 pattern
413.20 - Grounds Maintenance		2,000	1,224	2,000	4,166	5,000	-1,000	4,000	algae,grouse,mow,duckweed
414.05 · Administrator's Fees	49,313	45,750	47,375	46,661	40,972	47,375	1,825	49,200	new rate 28 hours monthly & travel
414.10 - Payroll Tax Expense	214	550	151	550	517	550	495	1,045	secretary as employee
414.22 · Licenses and Permits	1,334	1,346	1,376	1,376	1,455	1,376	269	1,645	SWRCB permit increase
414.31 · Property & Liability Insurance	6,051	6,655	6,952	7,369	7,515	7,737	3,051	10,788	quoted
414.33 · Worker's Comp Insurance	751	720	711	700	612	854	46	900	quoted
414.41 · Postage and Delivery	379	300	326	110	408	360		360	
414.42 - Printing and Copies	86		112	100		100		100	
414.42 · Printing and Copies									
414.43 · Office Supplies	69	150	107	150	441	150		150	
414.44 · Sonic - Web Hosting	412	240	64	100	96	100		100	
414.45 · Equipment Expense	100	250	698	250	665	620		620	

## TOMALES VILLAGE COMMUNITY SERVICES DISTRICT FINAL SEWER BUDGET FISCAL YEAR 2020 - 2021

	16/17Act	17/18Bud	17/18Act	18/19Bud	18/19Act	19/20Bud	change	20/21Bud	
414.465 · Board Member Stipend	2,950	5,000	2,100	5,000	2,450	5,000		5,000	
414.467 · Board Training		1,000	40	1,000		1,000		1,000	
414.47 · Clerical/Bookkeeping	12,955	10,220	11,991	12,000	11,287	12,000		12,000	new rate
414.48 · Office Rent	1,200	1,200	1,200	1,200	1,200	1,200		1,200	
414.49 · Secretary	4,346	6,856	3,093	4,500	2,429	4,000		4,000	new rate
414.50 · O&M Contractual Services	66,460	49,148	49,820	49,148	50,031	51,677	1,288	52,965	CPI increase in contract
414.551 · Legal Fees		-	110	2,500		2,500		2,500	
414.552 · Accounting	5,000	5,000	5,150	5,300	5,200	5,300	300	5,600	quoted
414.553 · Consulting		-				5,000		5,000	
414.61 · Newsletter Expense	442	710	102	500	124	500		500	
414.60 · Publication and Notices	345		333	175	318	175	175	350	2 notices
414.62 · Dues and Subscriptions	1,108	1,110	1,155	1,150	1,209	1,225	50	1,275	CSDA increase
414.67 · Solar Lease Admin Fee	750	750	750	750	750	750		750	
414.71 · Plant and Building Maintenance		1,200	1,044		191	150	50	200	plant building maintenance
414.72 · Computer Repairs	709	250	214	150	100		0		
414.73 Equipment Repairs	1,270	1,150				-	0		
414.74 CCTV Inspection of entire collection system				10,000			10,000	10,000	deferred to 20/21
System integration and SCADA programming				2,500					
Repair erosion around air gap apron									
Level Transmitter in storage ponds						-	3,000	3,000	replace remaining transmitters
Treatment pond Maintenance						9,500	-7,000	2,500	\$2,500 CIP 20/21
414.76 · Collection System Maintenance		5,000	1,282		900				
414.77 · Irrigation Field Maintenance		6,000	1,598	4,000	105	5,000	8,000	13,000	\$13,000 CIP 20/21
414.78 · Solar Panel Maintenance		400				-			
<b>Total 414.70 · Major Repairs and CIP</b>	<b>1,979</b>	<b>14,000</b>	<b>4,138</b>	<b>16,500</b>	<b>1,296</b>	<b>14,500</b>	<b>14,000</b>	<b>28,500</b>	
414.81 · Travel	720	450	712	770	511	700	-200	500	2019/20 mileage
414.85 Training			150	200		200		200	
414.90 · Telephone and Internet Services	2,596	2,688	2,525	2,500	2,505	2,500	150	2,650	voice message machine
417.20 · Election Expense		300	250		34			-	
417.30 · LAFCO Charges	344	160	182	160	189	190		190	
417.40 County Tax Administration Fees					204	137	1	138	
<b>415.50 · Depreciation Expense</b>	<b>54,185</b>	<b>-</b>	<b>50,664</b>		50,664			-	
420.20 · Interest Expense - SRF Loan	3,877	3,370	3,370	2,851	2,851	2,319	-545	1,774	quoted
<b>Total Expense</b>	<b>227,438</b>	<b>178,286</b>	<b>214,907</b>	<b>183,930</b>	<b>204,886</b>	<b>190,510</b>	<b>16,253</b>	<b>206,763</b>	
<b>Net Income</b>	<b>-46,909</b>	<b>10,511</b>	<b>-31,921</b>	<b>17,796</b>	<b>5,854</b>	<b>11,717</b>	<b>-16,253</b>	<b>-4,533</b>	

	16/17Act	17/18Bud	17/18Act	18/19Bud	18/19Act	19/20Bud	change	20/21Bud		
Cash receipt for initial SUSD advance	1,454	1,544	1,544	1,637	1,637	1,735	102	1,837		
Cash outlay for loan and bond payments	-38,202	-38,708	-38,709	-39,228	-39,228	-39,760	-545	-40,305		
Depreciation	54,185		50,664		50,664		-			
Change in Receivables, Payables	-1,370		3,848		1,405		-			
<b>Net Change in Cash Balances</b>	<b>-30,843</b>	<b>-26,653</b>	<b>-14,573</b>	<b>-19,795</b>	<b>20,333</b>	<b>-26,308</b>	<b>-16,696</b>	<b>-43,002</b>		

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

**TVCS D SEWER**

**FINAL**

**INCOME AND EXPENSE BUDGET**

**FISCAL YEAR 2020-2021**

**SUBMITTED: JUNE 10, 2020**

**PRELIMINARY APPROVED: JUNE 10, 2020**

**FINAL APPROVAL: JULY 8, 2020**

# **TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

## **SEWER ENTERPRISE PROGRAM**

### **FINAL BUDGET 2020-2021**

#### **Tomales Village Community Services District**

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

DATE: July 8, 2020

TO: Stakeholders

FROM: Board of Directors, TVCSD

SUBJECT: Final TVCSD Sewer Budget for 2020-2021

#### **OVERVIEW:**

This Fiscal Year 2020-21 Budget Proposal is the outcome of a continuing effort by Board Members, staff, and standing committees to analyze District expenses and keep daily operational costs low by implementing efficiencies. This budget includes a modest 1.2% increase in operating expenses. As scheduled in our ten-year maintenance, repair and improvement plan, the 2020-21 budget also includes CCTV inspection of the entire collection system, electrical service panels and new controllers, replacing level transmitters, reroofing the building, and an irrigation pump. The estimated cost of these CIP costs will be \$28,500. This amount is around double the normal annual cost. Part of this is \$13,000 which had been budgeted in prior years, but not spent. Those prior year cash savings will be utilized this year to fund the previously deferred projects.

The last major upgrade to the sewer plant obtained in 1999 from North Marin Water District was undertaken in 2007/2008 using debt financing. No rate increase had been imposed to service this debt for eleven years until the recent two years' consecutive increases. Solar bonds were purchased in 2009 to install solar panels to power the plant and irrigation ponds. Payments in 2020/2021 to retire these two debt issues will require \$40,305 in addition to the expenses budgeted. The two consecutive rate increases in 2017/18 and 2018/19 contribute approximately two-thirds of the funds needed for annual debt retirement.

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

## **Tomales Village Community Services District**

### **SEWER PROGRAM INCOME**

#### **Sewer Service Fees (301.10, 301.15, 301.30)**

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

#### **Shoreline Unified School District Service Fees (301.20)**

SUSD utilizes one-third of the capacity of the sewer system. Each year they are charged for one-third of the costs of operating the sewer program. The charge is derived from actual operating costs of the previous year 2019/2020 which is not yet finalized and audited as we draft this 2020/2021 budget.

#### **SUSD Sinking Fund (305.00)**

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

#### **Interest Income (311.00)**

Interest of \$804 on the loan the SUSD is paying back to the District plus bank account and investment interest. A significant portion of cash reserves are now invested with the State of California Local Agency Investment Fund paying competitive interest on liquid funds.

#### **Levy 4 (315.50)**

The Levy 4 Income from Marin County is anticipated to be about \$8,200 for this budget year; however, it does vary somewhat year to year.

### **EXPENSES**

#### **Collection, Treatment and Disposal (410.00 through 413.20)**

Ongoing expenses for the community's wastewater collection, treatment and disposal. These costs include laboratory charges for testing, grounds maintenance, treatment supplies, and electrical power, cost of the latter being reduced by the solar system. The 2020/2021 budget reduces maintenance supplies by \$3,734 due to current supply levels and decreases grounds maintenance by \$1,000 because of extensive maintenance work done last fiscal year.

#### **Operation and Maintenance Services (414.50)**

The current contract is tied to the Consumer Price Index and has slowly risen over the years since 1999. The District renegotiated the contract for a 27% reduction effective July 2017, concurrent with assuming lab fee, grounds maintenance and supplies costs. A CPI increase in February 2020 of 2.5% before the impact of COVID-19 is included in this budget.

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

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

## **Tomales Village Community Services District**

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

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

### **Licenses and Permits (414.22)**

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

### **Insurance (414.31, 414.33)**

The District's insurance carrier, SDRMA, has increased our rates 39% for Property & Liability Insurance for fiscal year 2020/2021. The District pays the minimum fee for workers' compensation insurance for Board members and volunteers because of the small wage total.

### **Office Expenses (414.41 – 414.45)**

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

### **District Office Rent (414.48)**

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

### **Publications and Notices (414.60)**

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

### **Newsletter (414.61)**

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

### **Dues and Subscriptions (414.62)**

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

### **Solar Lease Agreement (414.67)**

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

### **Plant and Building Maintenance (414.71)**

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



## **Tomales Village Community Services District**

### **Repairs and Maintenance (414.72-414.79)**

This section of the budget is now being used to appropriate funds for the infrastructure costs from the 10-year CIP plan as described above in the Overview. Each year approximately \$15,000 is budgeted for major repair and upgrades of the collection, treatment and disposal systems. The 2020/2021 projects planned are described in the Overview section of this budget.

### **Travel (414.81)**

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

### **Training (414.85)**

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

### **Telephone and Internet Services (414.90)**

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

### **Election, LAFCO, County Administration (417.20-417.40)**

Required annual assessments for LAFCO services, County election and sewer service fee collections

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

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

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### **Recommendations:**

It is recommended that the Board of Directors take the following action:

- Review final Budget at Public Hearing on July 8, 2020
- Adopt Resolution 20-3 to maintain the rate of \$81.90/month per EU for 2020-2021.
- Adopt Resolution 20-2 to keep the standard hook-up fees at \$10,000 and keep the Ad Valorem tax rate at 0.02% of assessed valuation at the July 8, 2020 Board of Directors' Meeting.
- Adopt Resolution 20-5 to approve final Budget at the July 8, 2020 Board of Directors' Meeting.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

RESOLUTION # 20-05

July 8, 2020

WHEREAS, the Board of Directors of the Tomales Village Community Services District has compiled and reviewed the proposed Sewer budget for fiscal year 2020-21 as required by law, and

WHEREAS, the Government Code requires the adoption of an Approved Final Budget, which is attached to this Resolution as Exhibit A, and

WHEREAS, the Board of Directors of the Tomales Village Community Services District has reviewed the Preliminary Sewer Budget for fiscal year 2020-21, which was adopted at the June 10, 2020 Regular Board meeting, and

WHEREAS, the Preliminary projected Sewer revenue and expense items require adjustments, and which have been reflected in the proposed Final Budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Tomales Village Community Services District that the Board of Directors hereby approves the District’s Final Sewer Budget for Fiscal Year 2020-21, attached hereto as Exhibit A, and incorporated herein.

BE IT FURTHER RESOLVED that the Board of Directors authorizes and directs District staff to execute and transmit any necessary documents consistent with the intent of this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

In the regular meeting of the Board of Directors of the Tomales Village Community Service District, passed, approved, and adopted this 8th day of July 2020 on regular roll call of the members of the said Board by the following vote:

DIRECTORS:

\_\_\_ O’NEILL, \_\_\_ CLAUD, \_\_\_ PARRISH, \_\_\_ BONINI, \_\_\_ MACLAIRD.

AYES \_\_\_; NOES \_\_\_; ABSTAIN \_\_\_; ABSENT \_\_\_.

WHEREUPON, the President declared the foregoing resolution adopted, and SO ORDERED.

Approved: \_\_\_\_\_  
Dru O’Neill, President, Board of Directors  
Tomales Village Community Services District

Attest: \_\_\_\_\_  
Cynthia Hammond, Secretary, Board of Directors  
Tomales Village Community Services District



June 15, 2020

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  
May 2020

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-Discharge		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 Added (gallons)	Coliform MPN/100
5/1/2020	10.8																154.5			
5/2/2020	10.8																154.5			
5/3/2020	10.8																154.5			
5/4/2020	10.8																154.5			
5/5/2020	10.8																154.5			
5/6/2020	10.8																154.5			
5/7/2020	10.8																154.5			
5/8/2020	10.8	108.0	8.5	19.1	1100.0	940.0	<0.20	<0.40	7.5	3.1	4.4	450.0	34.0	8.7	4.0	22.5	154.5	1545.0		79.0
5/9/2020	14.8																0.0			
5/10/2020	14.8																0.0			
5/11/2020	14.8																0.0			
5/12/2020	14.8	59.0										410.0	8.4	8.4	4.0	23.1	0.0	0.0		
5/13/2020	10.6																192.8			7.8
5/14/2020	10.6																192.8			
5/15/2020	10.6																192.8			
5/16/2020	10.6																192.8			
5/17/2020	10.6																192.8			
5/18/2020	10.6																192.8			
5/19/2020	10.6																192.8			
5/20/2020	10.6	85.0										440.0	42.0	8.8	5.0	23.3	192.8	1542.0		
5/21/2020	12.1																0.0			17.0
5/22/2020	12.1																0.0			
5/23/2020	12.1																0.0			
5/24/2020	12.1																0.0			
5/25/2020	12.1																0.0			
5/26/2020	12.1																0.0			
5/27/2020	12.1	85.0										450.0	15.0	9.2	5.5	23.9	0.0	0.0		49.0
5/28/2020	11.3																0.0			
5/29/2020	11.3																0.0			
5/30/2020	11.3																0.0			
5/31/2020	11.3																0.0			
<b>Max</b>	14.8		8.5	19.1	1100.0	940.0	0.0	0.0	7.5	3.1	4.4	450.0	42.0	9.2	5.5	23.9			#DIV/0!	
<b>Min</b>	10.6		8.5	19.1	1100.0	940.0	0.0	0.0	7.5	3.1	4.4	410.0	8.4	8.4	4.0	22.5			0.0	
<b>Mean</b>	11.6		8.5	19.1	1100.0	940.0	#DIV/0!	#DIV/0!	7.5	3.1	4.4	437.5	24.9	8.8	4.6	23.2			#DIV/0!	
<b>Total</b>	360.6																2778.0			



**TOMALES TREATMENT PONDS  
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year)                      **May        2020**

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	<i>5/8/20</i>	<i>5/12/2020</i>	<i>5/20/2020</i>	<i>5/27/20</i>
Day	FRI	TUES	WED	WED
Time				
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)                      **May      2020**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>5/8/20</i>	<i>5/12/2020</i>	<i>5/20/2020</i>	<i>5/27/20</i>
Day	FRI	TUES	WED	WED
Time				
Operator	AG	AG	AG	AG
Rain fall, inches	0	<i>0.5</i>	0.4	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)                      **May      2020**

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	5/8/20	5/12/2020	5/20/2020	5/27/20
Day	FRI	TUES	WED	WED
Time				
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)

**May 2020**

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

<b>INSPECTION</b>	Week1	Week 2	Week 3	Week 4
Date	<i>5/8/20</i>	<i>5/12/2020</i>	<i>5/20/2020</i>	<i>5/27/20</i>
Day	FRI	TUES	WED	WED
Time				
Tech	AG	AG	AG	AG
* Evident of any leaks	N	N	N	N
Cl2 gallons added	0	0	0	5
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.

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

Month: May 2020

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Day	5/8/20	5/12/2020	5/20/2020	5/27/20
Time	FRI	TUES	WED	WED
Operator				
Evidence of standing water	AG	AG	AG	AG
* Evidence of runoff from site				
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

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

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



(707) 254-1931