



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, October 11, 2023 7:00 pm Tomales Town Hall (Upstairs)

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 October 11, 2023 TVCS D BOD Meeting Agenda Action

IV. Consent Calendar Action

All items on the Consent Calendar are considered to be either routine or non-controversial and will be enacted by a single blanket action of the Board. Upon request from a Board member or any member of the public, individual items may be removed from the Consent Calendar in which case they will be discussed in the meeting (under Items Removed from the Consent Calendar).

- a. **Approval of August 9, 2023 TVCS D Board and Public Hearing Meeting Minutes**
- b. **Review and Approve Check Registers and Expenditures**
- c. **Review and Approve Financial Statements**

V. Items Removed from Consent Calendar Action

Items moved from the Consent Calendar to the Regular Agenda, if any

VI. Brandon Jacka, NSU Regional Operations Manager, will Present the need to Purchase two (2) Replacement Pumps for the Lift Station and two (2) Replacement Pumps for the Irrigation Field. These purchases will Require TVCS D Board Approval. Action

VII. Board Member Reports

VIII. Committee Reports

a. Park Advisory Committee (PAC)

1. No PAC meeting was held on September 27, 2023 as there wasn't a quorum. Next PAC meeting is scheduled for October 25, 2023 at 5:30 pm at the Tomales Town Hall.

b. Financial Advisory Committee (FAC)

1. Review FAC Approved Meeting Minutes from September 25th 2023

IX. Financial Report (Bonnie MacLaird)

a. Review Financial Narrative

X. General Manager's Report

XI. NSU Report

a. Review August NSU Reports

XII. Pending Business

1. Update on Goat grazing possibility at the Storage Ponds and Irrigation Field

XIII. Other Business

XIV. New Business

1. Discuss Solar Panel Replacements
2. Capital Improvement Projects (CIP) Planning: Discuss saving money for unforeseen expenses

XV. Old Business

XVI. Correspondence

XVII. 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:

Donna Clavaud, President ● Bill Bonini, Vice President ● Dru Fallon O’Neill ● John Ward ● David Kitts



TVCSO Board of Director's Meeting Minutes

Date: Wednesday, September 13, 2023 7:00 pm Tomales Town Hall (Upstairs)

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

Board Members Absent: None

Also Present: Mary Halley, TVCSO General Manager; Bonnie MacLaird, TVCSO Financial Services; Cynthia Hammond, TVCSO Recording Secretary

Others Present: None

I. Call to Order

Donna Clavaud called the meeting to order at 7:02 pm

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 September 13, 2023 TVCSO BOD Meeting Agenda

Dru Fallon O'Neill motioned to approve the September 13, 2023 TVCSO BOD meeting agenda. John Ward seconded the motion. M/S/C

IV. Consent Calendar

All items on the Consent Calendar are considered to be either routine or non-controversial and will be enacted by a single blanket action of the Board. Upon request from a Board member or any member of the public, individual items may be removed from the Consent Calendar in which case they will be discussed in the meeting (under Items Removed from the Consent Calendar).

a. Approval of July 12, 2023 TVCSO Board Meeting Minutes

b. Review and Approve Check Registers and Expenditures

David Kitts motioned to approve the Consent Calendar. Dru Fallon O'Neill seconded the motion. M/S/C

V. Items Removed from Consent Calendar

Items moved from the Consent Calendar to the Regular Agenda, if any

None

VI. Board Member Reports

Bill Bonini reported he met with Two Rock Local Area Network (LAN) co-owner Brian Kois to do a site visit of TVCSD property. This site visit was to establish the possibility of accommodating an internet tower for high speed internet service for Tomales. It was determined the TVCSD site would not work because of the site line, however; other land owner's property have been identified as an ideal sites.

Donna Clavaud said she reached out to the Marin County Fire Department regarding a controlled/training burn at the upper ponds. Another suggestion was to contact John Roche who has a goat grazing business that mitigates brush. Bill Bonini and David Kitts will make contact with John Roche to look at the site and to price out the irrigation field and the two (2) ponds. Bonnie MacLaird pointed out that \$4,000 was budgeted for pond treatment maintenance and \$2,000 was budgeted for irrigation field maintenance; Mary Halley said those figures were for ALL maintenance issues, not just for maintaining the fields.

VII. Committee Reports

a. Park Advisory Committee (PAC)

1. No Pac meeting was held in August 2023 as there wasn't a quorum. The next PAC meeting is scheduled for September 27, 2023 at 5:30 at the Tomales Town Hall.

2. Status Up date for the Park

Donna Clavaud and Dru Fallon O'Neill said the Multiple Sclerosis bike ride on September 9, 2023 was successful and the Marin Century bike ride is scheduled for October 20, 2023.

b. Financial Advisory Committee (FAC)

1. Review FAC Approved Meeting Minutes from July 24th 2023
Approved FAC meeting minutes from July 24, 2023 were reviewed.

VIII. Financial Report (Bonnie MacLaird)

a. Review Financial Narrative for June 2023

Bonnie MacLaird reviewed her Financial Manager's report and pointed out a few key elements; July was busier than usual for paying out large expenses and August was a good revenue month. Bill Bonini pointed out the PG&E expense of \$3,965. This could be caused by a "True-Up". A True-Up as explained on PG&E's website is "After 12 months, a final statement of the billing cycle is called a True-Up Statement. The statement provides the net energy charges and credits over the entire year and shows any final balance due. The statement is in addition to the monthly statement which shows the amount due for that billing period including monthly minimum delivery charges. The monthly statement will also include a summary of the year-to-date solar charges and credits tracking towards True-Up". Bonnie MacLaird will research the July PG&E True-Up billing.

IX. General Manager's Report

Mary Halley reviewed her General Manager's report which included the following:

1. FEMA:

All damage descriptions and the scope of work have been finalized and are now waiting for approval. Culvert cleaning and replacement and sediment removal may require permitting and Mary asked the Board to look at and review the costs of the permits before moving forward with the grant funding for these two (2) projects (these permitted projects are not included in the Disaster Assistance Program at this point but could be added at a later date.). The SCADA project is now being considered for mitigation at full costs because the memory module (which went out during a storm) is no longer available. Fires in Maui and flooding in Virginia may push back TVCSD's projects but it has yet to be determined by FEMA. Bill Bonini asked what the time line was; Mary Halley said TVCSD's projects are moving "up the chain".

2. SCADA:

Panel design is complete and panel construction is underway. The installation date was pushed back to mid-October due to custom controller needed for the lift station pump.

3. Treatment Pond Maintenance:

After the solar panels were cleaned it was noticed that there were two (2) broken panels. Solar Works said weed-wacking around the panels could have caused the damage and will give TVCSD a cost estimate for replacement. These two (2) panels need to be either put off line or removed as they will interfere with the inverter production. Bill Bonini and John Ward will look at the broken solar panels.

4. SPAS Tax:

SPAS tax cycle for FY 2023-2024 is complete and ready for Marin County September billing statements. TVCSD will receive an additional \$7,311 which is more than budgeted.

5. Irrigation Pumps:

Brandon Jacka, NSU System Operator, has recommended purchasing and replacing the two (2) irrigation pumps and grinders at the lift station this winter as they are at the end of their life. Mary Halley asked Brandon Jacka to attend the TVCSD BOD meeting scheduled for October 11, 2023 to present the costs and the need for replacement as these items have not been budgeted for FY 2023-2024. Mary Halley said the costs for replacement and labor are approximately \$30,000. FAC will discuss at their upcoming meeting. John Ward would like a five (5) year assessment plan for equipment longevity which would be beneficial in the budgeting process.

6. Mary Halley received an inquiry about a multi-unit connection fee. Mary Halley gave them the information they asked for.

X. NSU Report

a. Review June and July 2023 Reports

NSU Reports were reviewed

XI. Pending Business

None

XII. Other Business

None

XIII. New Business

None

XIV. Old Business

None

XV. Correspondence

None

XVI. Adjournment

Bill Bonini motioned to adjourn the TVCSD September 13, 2023 BOD Meeting. John Ward seconded the motion. M/S/C

Meeting was adjourned at 8:28 pm.

Approved by Donna Clavaud, President Date

Attested by Cynthia Hammond, Recording Secretary Date

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**SEWER - Checking Account Detail
September 2023**

	Payee	Amount	Balance
Beginning Balance			\$11,984.16
09/05/2023	Autopay AT&T	(117.70)	\$11,866.46
09/06/2023	BOM#6 Natural Systems Utilities -CA	(4,625.33)	\$3,998.93
09/06/2023	5288 Halley, Mary C.	(2,382.15)	\$8,624.26
09/06/2023	5287 Bonnie MacLaird	(860.05)	\$11,006.41
09/13/2023	5285 Brelje and Race Laboratories, Inc.	(904.00)	\$3,094.93
09/19/2023	AutoPay PGE	(366.96)	\$1,727.97
09/19/2023	BoM5 Erickson Engineering, Inc.	(1,000.00)	\$2,094.93
09/21/2023	Autopay Sonic	(7.95)	\$1,720.02
09/27/2023	Auto AT&T	(153.87)	\$1,566.15
09/29/2023	Debit Intuit / QBO	(60.00)	\$1,506.17
09/29/2023	Interest Bank of Marin	0.02	\$1,566.17
09/30/2023	5289 Melinda K. Bell	(176.00)	\$1,330.17
		Spent: (10,653.99)	

**PARK - Checking Account Detail
September 2023**

	Payee	Amount	Balance
Beginning Balance			4,753.25
09/06/2023	1453 Bonnie MacLaird	(488.75)	4,264.50
09/06/2023	1454 Elfstrom, Henry	(315.00)	3,949.50
09/14/2023	1450 Martinez, Edgar	(680.00)	3,269.50
09/15/2023	1451 Promoter Line, Inc: Refund MS deposit	(250.00)	3,019.50
09/18/2023	autopay PGE	(39.30)	2,980.20
09/25/2023	1456 Lawson, Kristin: Rent	(300.00)	2,680.20
09/29/2023	Interest Bank of Marin	0.01	2,680.21
		Spent: (2,073.04)	

TVCS D - PARK
Balance Sheet
As of September 30, 2023

	Sep 30, 23
ASSETS	
Current Assets	
1210 · Park-Checking-BoM	2,680.21
1230 · Park-Money Market Savings-BoM	77,476.19
1240 · Park-CD Savings-BoM	20,407.36
1250 · Park-Savings-LAIF	31,890.03
Total Checking/Savings	132,453.79
Other Current Assets	
1498 · Park-Undeposited Funds	250.00
Total Other Current Assets	250.00
Total Current Assets	132,703.79
Fixed Assets	
1551 · Park-Land/Land Rights	132,000.00
1552 · Park-Equipment	
1553 · Park-Equipment-Cost	461,790.46
1554 · Park-Equipment-Depreciation	-107,010.00
Total 1552 · Park-Equipment	354,780.46
Total Fixed Assets	486,780.46
TOTAL ASSETS	619,484.25
LIABILITIES & EQUITY	
Liabilities	
Accounts Payable	
2110 · Park-Accounts Payable	401.07
Total Accounts Payable	401.07
Other Current Liabilities	
2200 · Park-Refundable Deposits	500.00
2215 · Park-Expenses Due to Sewer	4.56
2230 · Park-Fed Payroll Tax Payable	14.00
Total Other Current Liabilities	518.56
Total Liabilities	919.63
Equity	
3500 · Park-Investment-Capital Assets	486,780.46
3530 · Park-Unassigned Fund Balance	116,288.32
Net Income	15,495.84
Total Equity	618,564.62
TOTAL LIABILITIES & EQUITY	619,484.25

PARK: Profit + Loss
YTD 9.30.23 VS FULL YEAR BUDGET

Through 9/30/23	2023/2024 BUDGET	ACTUAL TO DATE	% OF BUDGET
INCOME			
4500 Measure A County of Marin Funds	41,758	21,240	50.9%
4620 Contributions & Donations	1,150	151	13.1%
4700 Park Use Rentals	1,100	900	81.8%
4800 Interest Income	963	1,208	125.4%
TOTAL INCOME	44,971	23,499	52.3%
EXPENSES			
5550 PARK MAINTENANCE EXPENSES			
5520 Park Maintenance - Groundskeeper	4,500	770	17.1%
5530 Facilities and Equipment Cleaning	6,690	1,320	19.7%
5534 Park Maintenance - Path Gravel	1,500	0	0.0%
5535 Park Maintenance - Surface Material/Tanbark	4,196	0	0.0%
5540 Park - Trash Removal	700	207	29.5%
5560 Park Supplies - Bathroom etc	1,200	44	3.6%
5561 Park Supplies - CleanUp Days Supplies	150	0	0.0%
5570 PGE Park	450	106	23.6%
5590 Property & Liability Insurance - SDRMA	3,308	3,308	100.0%
5592 Workers Comp Insurance - SDRMA	490	490	100.0%
TOTAL PARK MAINTENANCE EXPENSES	23,184	6,244	26.9%
5700 PARK - CAPITAL PROJECTS			
5705 Park Entry Gate (Privately Funded)	3,000	0	0.0%
5710 Project Management	1,500	0	0.0%
5720 2 Picnic Tables	1,500	0	0.0%
5720 Replace Partial North Fence and Retaining Wall	10,000	0	0.0%
5720 Water Tower Repairs	5,000	0	0.0%
5720 Repairs, including gate signage & BBQ	1,733	0	0.0%
TOTAL CAPITAL PROJECT EXPENSES	22,733	0	0.0%
7200 ADMINISTRATION PERSONNEL			
7210 General Manager	2,400	0	0.0%
7220 Financial Services Manager	4,080	1,360	33.3%
7230 Secretarial Services	528	99	18.8%
7240 Rental Coordinator	2,000	0	0.0%
7250 Board Member Stipends	450	0	0.0%
7310 Legal Fees	150	0	0.0%
7340 Annual Audit	5,312	0	0.0%
7410 Fed Payroll Tax	50	0	0.0%
7420 State Payroll Tax	7	0	0.0%
TOTAL PARK ADMIN PERSONNEL	14,977	1,459	9.7%
7500 PARK OFFICE & ADMINISTRATION			
7510 Office Rent	300	300	100.0%
7520 Postage & Delivery	38	0	0.0%
7540 Subscriptions & Software	333	0	0.0%
7550 Office Supplies	50	0	0.0%
TOTAL PARK OFFICE & ADMIN EXPENSES	721	300	41.6%
TOTAL EXPENSES	61,615	8,003	13.0%
Net Income for the Year (Income - Expenses)			
	BUDGET Y.E.	ACTUAL YTD	
	(16,644)	15,496	

SEWER - Balance Sheet

As of September 30, 2023

ASSETS	Total
Current Assets	
1110 Sewer-Checking BoM #1479	1,330
1130 Sewer-Money Market BoM#0591	219,615
1150 Sewer-LAIF Savings	43,745
Total Bank Accounts	264,690
1410 Sewer-A/R	0
140.00 Prepaid Expenses	3,651
Total Current Assets	268,342
Fixed Assets	
1500 Sewer - Prop, Plant, Equipment (pre-2014)	791,666
1510 Sewer - Machinery, Pumps, Motors (new 2023)	24,718
1520 Sewer - Improvement Project (pre-2014)	939,393
1525 Sewer-Improvements (FEMA 2023)	1,000
1530 Sewer - SCADA (new 2023)	1,200
1540 Sewer - Solar System (pre-2014)	269,945
1550 Sewer - Land and Land Rights (pre-2014)	52,788
1560 Sewer - Maps and Records (pre-2014)	17,248
1590 Sewer - Accumulated Depreciation (up to date)	-880,829
Total Fixed Assets	1,217,129
Other Assets	
1310 Sewer - SUSD Note Receivable	5,315
1350 Receivable - TVCSD Park	33
Total Other Assets	5,347
TOTAL ASSETS	1,490,818
LIABILITIES AND EQUITY	
Accounts Payable	
2100 Sewer - Accounts Payable	5,914
2210 Sewer - Inspection Fees Collected	1,500
2310 Sewer - Fed Payroll Tax Payable	132
2410 Sewer - CA Payroll Tax Payable	12
Total Current Liabilities	7,558
Long-Term Liabilities	
2720 Sewer - CREBS Bond	53,823
2730 SEWER - SCADA loan	75,000
Total Long-Term Liabilities	128,823
Total Liabilities	136,381
Equity	
3100 Sewer - Retained Earnings	14,796
3200 Sewer - Unrestricted Net Assets	1,197,163
3400 Sewer - Reserve Accounts	
3410 Sewer - Operating Reserve - Unrestricted	47,962
3420 Sewer - Capital Asset Reserve - Unrestricted	40,000
3430 Sewer - Emergency Reserve - Unrestricted	0
3440 Sewer - Sinking Fund - Debt Reserve	0
3490 Sewer - Connection Fees - Restricted for Capital	5,282
Total 3400 Sewer - Reserve Accounts	93,244
Net Income	49,233
Total Equity	1,354,437
TOTAL LIABILITIES AND EQUITY	1,490,818

**SEWER: PROFIT + LOSS
YTD VS FULL YEAR BUDGET**

As of 9/30/2023

FY 2023/2024

Income	BUDGET	ACTUAL	% BUDGET
SEWER - SERVICE FEES COLLECTED			
4110 Service Fees-Collected Taxes (County taxes)	129,844	653	0.5%
4120 Service Fees-Charged Monthly (PAID FULL YEAR)	1,024	0	0.0%
4130 Service Fees-Annual Fees (3 customers)	2,048	3,072	150.0%
4150 Service Fees - SUSD*	<u>100,907</u>	<u>74,405</u>	<u>73.7%</u>
Total 4100 SEWER-SERVICE FEES COLLECTED	233,823	78,130	33.4%
4210 Sewer-Connection Fee	15,000	0	0.0%
4220 Sewer-Permit & Inspection Fees	3,000	0	0.0%
4310 Sewer-Cap Improve. (SUSD)*	0	23,861	-
4350 Sewer-Levy 4 Revenues	10,000	50	0.5%
4430 Sewer-Interest Income	1,423	2,199	154.6%
TOTAL INCOME	263,245	104,239	39.6%
EXPENSES			
5100 SEWER-OPERATING EXPENSES			
5110 Sewer-Licenses and Permits	2,100	0	0.0%
5210 Sewer-Plant and Building Maintenance	3,000	0	0.0%
5220 Sewer-O&M NSU contractual services	57,000	13,876	24.3%
5230 Sewer-Lab Bills BreljeRace	9,708	1,990	20.5%
5235 Sewer-Treatment Ponds Maintenance	4,000	0	0.0%
5240 Sewer-Treatment Maintenance Supplies	500	42	8.3%
5250 Sewer-Irrigation Field Maintenance	2,000	99	4.9%
5260 Sewer-Collection System Maintenance	500	0	0.0%
5270 Sewer-Collection CCTV Inspection	2,600	0	0.0%
5280 Sewer-Connection Inspection fees	<u>3,000</u>	<u>0</u>	<u>0.0%</u>
TOTAL SEWER REPAIRS & MAINTENANCE	84,408	16,007	19.0%
5400 SEWER-UTILITIES			
5405 SEWER-SOLAR			
5410 Solar Panels - Inspection, Cleaning	500	340	68.0%
5430 Solar - Lease Admin Fee	750	0	0.0%
5450 SEWER-PGE			
5460 Sewer-Collection-PGE	500	95	19.1%
5470 Sewer-Treatment-PGE	3,000	488	16.3%
5480 Sewer-Disposal-PGE	240	487	203.4%
Total SEWER-UTILITIES	4,990	1,410	1.6%
TOTAL: SEWER OPERATIONS (A)	89,398	17,417	19.5%
7000 ADMINISTRATION			
7100 BOARD MTG & PERSONNEL			
7110 Board Member Stipend	2,550	300	11.8%
8110 General Manager - fees	52,600	9,425	17.9%
8120 Treasurer/Financial Mgr - fees	16,000	3,804	23.8%
8130 Secretary/Administration fees	7,472	1,081	14.5%
8140 Profess Liab Insurance Reimburs	750	188	25.0%
8160 Travel & Mileage	<u>600</u>	<u>152</u>	<u>25.3%</u>
Total SEWER-COMPENSATION	79,972	14,949	18.7%

**SEWER: PROFIT + LOSS
YTD VS FULL YEAR BUDGET**

As of 9/30/2023

FY 2023/2024

EXPENSES, CONT.	BUDGET	ACTUAL	% BUDGET
8200 PROFESSIONAL CONSULTANTS			
8210 Auditors	5,313	0	0.0%
8220 Legal Fees	100	0	0.0%
8260 Misc Professional Consultants (Melinda)	<u>1,000</u>	<u>451</u>	<u>45.1%</u>
Total SEWER-PROF CONSULTANTS	6,413	451	7.0%
8300 PAYROLL EXPENSES			
8320 Social Security Tax	739	0	0.0%
8330 Medicare Payroll Tax	173	0	0.0%
8340 State Unemployment Tax	<u>243</u>	<u>0</u>	<u>0.0%</u>
Total SEWER-PAYROLL EXPENSES	1,155	0	0.0%
TOTAL: PERSONNEL/CONSULTANT/TAXES (B)	87,540	15,400	17.6%
9100 SEWER-OFFICE & ADMIN EXPENSES			
9110 Sewer-Office Rent	900	0	0.0%
9120 Sewer-Office Supplies	350	56	16.0%
9130 Sewer-Telephone and Internet	2,000	824	41.2%
9140 Office Equipment	900	0	0.0%
9160 Postage and Delivery	362	11	2.9%
9160 Printing and Copies	50	0	0.0%
9180 Dues / Memberships	1,688	300	17.8%
9185 Subscriptions / Software fees	667	175	26.2%
9186 Sonic Web Hosting	100	24	23.9%
9190 Publications and Notices	350	0	0.0%
9195 Newsletter Expenses	<u>250</u>	<u>0</u>	<u>0.0%</u>
TOTAL: OFFICE & ADMIN EXPENSES (C)	7,617	1,390	18.2%
9600 SEWER-MISC EXPENSES			
9610 Depreciation Expense**	44,000	10,978	25.0%
9615 Property & Liability Insurance-SDRMA	9,415	9,415	100.0%
9616 Worker's Comp Insurance	280	279	99.7%
2720 CREBS Bond Payment	17,941	0	0.0%
2730 SCADA Loan Principal Payment	23,501	0	0.0%
9630 SCADA Loan (5/23) - Interest Expense	4,688	0	0.0%
9660 County Teeter Admin Fee	250	0	0.0%
9670 LAFCO Charges	<u>150</u>	<u>127</u>	<u>84.4%</u>
TOTAL: MISC EXPENSES (D)	100,224	20,799	20.8%
TOTAL EXPENSES (A+B+C+D)	284,779	55,006	19.3%
NET INCOME	(21,534)	49,233	

Monthly Cash Position 23/24 - Projected

10/5/2023

Actual	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	YTD / YE	AVERAGE
monthly income	895.59	2,052.94	101,506.27	297.18	85.27	77,423.60	366.05	171.26	43.92	56,663.56	214.10	27,605.41	267,325.15 Sum Inc	26,732.52
monthly expenses	31,089.93	28,264.48	25,199.31	18,198.17	12,162.12	16,294.80	17,145.69	21,774.43	19,010.78	18,239.72	16,550.76	22,857.26	246,787.45 Sum Exp	24,678.75
net income	(30,194.34)	(26,211.54)	76,306.96	(17,900.99)	(12,076.85)	61,128.80	(16,779.64)	(21,603.17)	(18,966.86)	38,423.84	(16,336.66)	4,748.15	20,537.70 Sum Net	2,053.77
depreciation	3,472.11	3,659.42	3,659.42	3,659.42	3,659.42	3,659.42	3,659.42	3,659.42	3,659.42	3,659.42	3,659.42	3,659.42	3,659.42 static	
debt principal						(44,236.00)							(44,236.00)	
estimated cash change	(26,722.23)	(22,552.12)	79,966.38	(14,241.57)	(8,417.43)	20,552.22	(13,120.22)	(17,943.75)	(15,307.44)	42,083.26	(12,677.24)	8,407.57	68,433.12 Net+Depr -Debt Princ	
Actual ending cash bal	114,410.34	88,337.83	69,463.18	160,128.73	145,770.49	167,583.00	160,441.23	141,648.80	110,006.84	141,941.13	122,943.38	136,642.83	136,642.83 Actual	
actual change cash		(26,072.51)	(18,874.65)	90,665.55	(14,358.24)	21,812.51	(7,141.77)	(18,792.43)	(31,641.96)	31,934.29	(18,997.75)	13,699.45	22,232.49 Sum chgs	

PROJECTED CASH BALANCE AT YEAR END FY23/24

Actual	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-23	Feb 24	Mar 24	Apr 24	May 24	Jun 24	SUM	AVERAGE
+monthly income	4,585	100,693	1,000	600	1,000	66,422	1,500	1,500	16,500	66,422	1,500	1,500	263,222 +Est. Income	26,322.20
-monthly expenses	27,236	13,242	15,000	19,698	13,662	17,795	18,646	21,774	20,511	19,740	18,351	22,857	228,511 -Est. Expenses	22,851.10
+depreciation	3,659	3,659	3,659	3,659	3,659	3,659	3,659	3,659	3,659	3,659	3,659	3,659	43,913 +TBD depreciation	
=net income	-18,991	91,110	-10,341	-15,439	-9,003	52,287	-13,486	-16,615	-351	50,342	-13,191	-17,698	78,624 =Net w/o Depreciation	7,862.41
-Debt Payments / Cap. Projects				-45,000	-45,000	-17,941					-28,188		-136,129 -Sum add'l payments	
				SCADA	SCADA	CREBS LOAN					SCADA LOAN		-57,505 =Net change in cash	
=EST CASH BALANCE	185,279	274,814	264,473	204,035	150,032	184,377	170,891	154,276	153,925	204,267	162,887	145,189		
	ACTUAL	ACTUAL	estimate	estimate	estimate	estimate	estimate	estimate	estimate	estimate	estimate	estimate		
Balance at 6/30/23	136,642.83											145,189	8,547 diff fm last June	
estimated cash change	(15,331.82)	94,769.84	#REF!	33,220.67	#REF!	38,004.86	(9,826.85)	(12,955.16)	3,308.06	54,001.12	18,656.19	(14,038.42)	258,666.41 Net+Depr -Debt Princ	
Actual ending cash bal	185,279.47	274,813.87											- Actual	
actual CASH CHANGE	48,636.64	89,534.40	(274,813.87)	-	-	-	-	-	-	-	-	-	(136,642.83) Sum chgs	



**FINANCIAL ADVISORY COMMITTEE MEETING MINUTES
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
3:15-5PM MONDAY, September 25, 2023 via Zoom**

PRESENT: Bonnie MacLaird, TVCSD Financial Services; Donna Clavaud, TVCSD Board Member, FAC Chairperson & Recording Secretary; John Ward, TVCSD Board & FAC Committee Member; Mary Halley, TVCSD General Manager.

ABSENT: None

Donna Clavaud called the meeting to order at 3:15pm and there was a quorum to conduct business.

AGENDA

1. NSU CONTRACT RENEWAL:

The current extension ends December 31. Brandon believes they will have SCADA data by then to negotiate a new contract. The NSU contract and two extensions can be reviewed on the TVCSD website under Current Documents.

2. ADDITIONAL SIGNER FOR Bank of Marin accounts?

John Ward will agree to be backup singer on accounts when necessary. Currently, Donna and Dru are signers and Melinda Bell's name will be removed.

3. Policy Documents: Mostly print copies. How to proceed? Planning for CIP improvements? Identify additional policies needed. Form committee to review?

Donna has copies of the documents in three sections: General; Accounting Policies & Procedures; and Financial Policies, but it is unstated when they were Board approved. Mary has a list from Melinda Bell of when the policies were approved by the Board. Donna & Cynthia will meet and research the policy approval dates. Then FAC can review them for accuracy before returning them to the Board for approval. Cynthia can then re-type and format them for distribution.

We discussed the CIP planning strategy and raised the following questions: What is the cut-off between repair and improvement? When do we want to replace assets? How do we want to save each year for these expenses?

Bonnie recommends that we set annual reserve amounts that can be applied to any CIP expenses.

4. Discuss Additional Expenses for Two Irrigation Pumps and Two Lift Station Pumps:

Mary has invited Brandon from NSU to our October Board Meeting to discuss the need for new pumps. Mary has stated that the irrigation pumps are needed by winter and that the lift station pump replacements might be more flexible. The estimate for all parts and labor is about \$30,000.

We are requesting that Bonnie determine how we might afford these unbudgeted expenses.

5. Additional Agenda Items:

Solar Panels:

We discussed the two broken solar panels. It seems PG&E is most likely responsible for the incident when weed whacking their meter. Mary will try to file a claim.

She has been researching used solar panels since they are no longer making our panels. She may be able to purchase extra panels. Meanwhile, we recommend that we have the solar company come out and remove the broken panels to preserve the efficiency of the system.

We can always hire them to return to replace panels if we find some.

Mowing of Upper Ponds:

It turns out that grazing the goats is too expensive. Bill Bonini and John Roche are pursuing the idea of winter grazing the goats at no cost to the District.

Next Meeting:

Friday, October 13, 2023 at 3pm.

The meeting was adjourned at 4:39 pm.



Approved and signed on:
September 30, 2023

PO Box 303 ● Tomales, CA ● 94971 ● ph 707.878.2767 ●

www.tomalescsd.ca.gov

Board of Directors:

Donna Clavaud, President ● Bill Bonini, Vice President ● Dru Fallon O'Neill ● John Ward ● David Kitts



FINANCIAL NARRATIVE – OCTOBER 2023 BOARD MEETING

This month's you'll find the full set of financial reports for the month of **September 2023**:

- 1) the Checking Account Detail for Sewer and for Park
- 2) the Balance Sheets for the Sewer and for the Park
- 3) the Profit & Loss Reports for the Sewer and the Park
- 4) this Financial Narrative
- 5) a projection of an Estimated Cash Position for the fiscal year

Prior Month Snapshot:

In the **SEWER checking account** all expenditures were normal and routine. The \$1000 check to Erickson Engineering was a replacement check for last month's check which went missing.

In the **PARK checking account** all expenditures were also normal. Of note is that this fiscal year we are allocating shared expenses. The Park account paid the Office Rent of \$300 for the first quarter. All remaining Rent quarterly payments will be made by Sewer account.

Financial Manager Activities and/or further comments:

- I created a Profit & Loss template to compare Actuals-to-date to the full-year Budget. Of note re the **% of Budget** column, it is comparing actual to full year. Since the P&L report is produced quarterly for the Board each will represent the following percentage of Budget:
 - Q1 July-September = 25% of Budget
 - Q2 October-December = 50% of Budget
 - Q3 January-March = 75% of Budget
 - Q4 April-June = 100% of BudgetSo in this enclosed report, the benchmark to keep in mind is 25%...any Expense percentage over 25% means we've spent a bit more, and any percentage under 25% means we've spent less than predicted. Some expenses are front-loaded, such as the Insurance. Next quarter the benchmark to consider will be 50%.
- The enclosed Monthly Cash Position is a broad-stroke projection for the fiscal year. Anything in yellow is an educated guess. Of note are the boxes in blue at the bottom showing the big expenditures for a) the Scada project, b) Crebs loan repayment and c) Scada loan repayment. At the end of FY22/23 (June 2023) the SEWER had \$136,643 in cash. I project it will have \$145,189 at the end of this FY. That is a Y-o-Y improvement of \$8,547.

Bonnie MacLaird
Financial Manager
October 3, 2023

GENERAL MANAGER REPORT

OCTOBER 11, 2023

General Management Statement and Goals

- Management and staff have currently been focusing on: 1) FEMA /CalOES RPA storm project grants, 2) SCADA installation project, 3) sewer system grounds maintenance, and 4) broken solar panel replacement.

New/Continuing Business

SEWER

- Supervisory Control Access and Data Acquisition (SCADA) – panel design is complete and panel construction currently underway from both the supplier and Jack Miller. Radio test now completed.
- FEMA/CalOES – Disaster Assistance Program for North Coast Storm event 4683 – all projects have been finalized and are in process for final approval. Two additional requests from FEMA for additional information pertained to the treatment pond pump #2 replacement needing additional information for pump disposal sites and Project Certifications-No Insurance to be filled out and submitted individually for each of the five projects.
- Treatment Ponds, Plant, and Irrigation Field maintenance – it was discovered and determined that PG&E weed whacking around their power pole was the source of the rocks that broke the 2 solar panels. SolarWorks was not able to locate any replacement panels, as evergreensolar has been out of business since 2011, so they are recommending just removing the panels to protect inverter production. I tried to locate several used sources for the panels (fa3) but the one dealer that had the correct panel code would not return any calls/emails and the other dealer's panels were just one series off (fa2) from what we needed. We have disconnected the two broken panels in the interim until we can possibly find replacements. I will continue to try to look for used panels, as it may be good to have a few spare panels knowing they are no longer manufactured.
- Sewer Equipment replacements – NSU system operator Brandon Jacka will attend the October meeting to present the need and costs for 2 new irrigation pumps and 2 lift station grinder pumps. Replacement of these pumps has not been budgeted for this year (\$23,132.34), but one irrigation pump was due for replacement back in FY20/21, and another not due until FY25/26, but then both lift station pumps were due this year FY23/24 but not budgeted, as the SCADA project was scheduled to use most CIP cash for this year. No other large maintenance or replacement projects were budgeted for this year as a result, so this has brought up discussion among staff (and FAC committee members) as to how to budget for both planned and unplanned CIP items going forward. It is clear that there needs to be some planning as to how to build up a CIP reserve to be ready when equipment needs replacing as the district's current strategy is to replace when they fail and not just on a routine schedule. Our Financial Manager points out that every year cashflow decreases based on these additional expenditures, so the district needs to be able to plan for maintenance and equipment replacement in such a way that cash reserves do not continue to decrease to zero at some point in the future. Two options would be to use either the CIP Plan or the Depreciation expense schedule. The current CIP Plan contains some routine items, such as CCTV pipe inspections, but also estimates replacement schedules on equipment's average useful life. Being as this is only an estimate, the district could plan to set aside the estimated amount each year (currently around \$17,000) into a CIP reserve if it was not used that year. Alternatively, the amount being calculated each year for the equipment depreciation based on equipment's useful life (currently about \$44,000 annually) could also be set aside every year in a reserve account so it will continue to be accumulating for when the replacement is needed. But depreciation is just a calculated number based on the expected useful life of equipment and does not mean that amount of idle cash is available to set aside unless there is a dedicated revenue source to match the expense.
- Connections – inspected Route One Bakery improvements – everything looked as permitted with no prep sink installed.
- NSU System Operator Contract – will begin renegotiations for a longer-term contract starting after the new SCADA system has been installed. We may or may not need to do another short extension of the current contract depending on the timing of the completion of the SCADA project.

GENERAL ADMINISTRATION

- Management – have responded to staff and customer inquiries.

Respectfully Submitted, *Mary Halley*



September 19, 2023

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
August 2023

Enclosed please find the Self-Monitoring Report.

Operations are satisfactory and maintenance is on schedule.

Currently working on upgrades/repairs to SCADA and radio communication for this system.

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 personnel properly 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
8/1/2023	8.9	56.0									540.0	38.0	9.0	4.3	17.9					
8/2/2023	8.9																			
8/3/2023	8.9																			
8/4/2023	8.9																			
8/5/2023	8.9																			
8/6/2023	8.9																			
8/7/2023	8.9																			
8/8/2023	8.9																			
8/9/2023	8.9	80.0	8.2	23.2	140.0	510.0	<.2	<.4	11.0	2.2	9.0	520.0	30.0	8.7	1.6	18.9				
8/10/2023	10.3																			
8/11/2023	10.3																			
8/12/2023	10.3																			
8/13/2023	10.3																			
8/14/2023	10.3																			
8/15/2023	10.3	62.0									550.0	30.0	8.6	3.2	20.6					
8/16/2023	10.7																			
8/17/2023	10.7																			
8/18/2023	10.7																			
8/19/2023	10.7																			
8/20/2023	10.7																			
8/21/2023	10.7																			
8/22/2023	10.7	75.0									550.0	16.0	7.6	3.1	22.9					
8/23/2023	24.3																			
8/24/2023	24.3																			
8/25/2023	24.3																			
8/26/2023	24.3																			
8/27/2023	24.3																			
8/28/2023	24.3																			
8/29/2023	24.3	170.0									600.0	18.0	7.7	2.9	20.0					
8/30/2023	11.4																			
8/31/2023	11.4																			
#NAME?																		#DIV/0!		
Min	8.9		8.2	23.2	140.0	510.0	0.0	0.0	11.0	2.2	9.0	520.0	16.0	7.6	1.6	17.9			0.0	
Mean	13.2		8.2	23.2	140.0	510.0	#DIV/0!	#DIV/0!	11.0	2.2	9.0	552.0	26.4	8.3	3.0	20.1			#DIV/0!	
Total	409.5																0.0			

Month	Treatment Pond # 1				Treatment Pond No. 2				Treatment Pond No. 3				ST-West				ST-East			
Aug-23	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.
Date	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C
1	4.0	7.6	4.7	18.4	4.0	8.0	4.8	18.0	5.0	9.6	4.2	18.0	17.0	9.5	4.7	18.9	17.0	9.5	2.8	19.1
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9	4.1	7.9	3.7	19.1	4.2	8.0	4.0	20.7	4.3	9.5	2.7	20.8	17.0	10.4	8.6	25.2	17.0	10.4	12.4	23.7
10																				
11																				
12																				
13																				
14																				
15	4.1	7.7	4.5	20.2	4.1	7.9	5.2	20.4	4.1	8.7	3.0	20.8	18.0	10.1	4.1	21.2	18.0	9.8	5.9	23.2
16																				
17																				
18																				
19																				
20																				
21																				
22	4.0	7.7	4.0	22.5	4.0	8.0	5.4	22.6	4.0	8.0	2.4	22.3	18.0	10.2	9.6	24.8	18.0	10.0	10.2	28.2
23																				
24																				
25																				
26																				
27																				
28																				
29	3.8	7.2	6.3	19.6	3.8	7.7	4.9	19.4	3.8	7.6	3.9	19.9	19.0	10.6	11.9	22.2	19.0	9.8	9.7	24.8
30																				
31																				

**TOMALES TREATMENT PONDS
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year) **July 2023**

2.Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	8/1/23	8/9/23	8/15/23	8/22/23	8/29/23
Day	TUES	WED	TUES	TUES	TUES
Time	10:07	10:22	9:18	12:17	10:55
Operator	MG	MG	DL	MG	MG
* Nuisance odors from ponds	N	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N	N
Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Sign posting that wastewater is unsafe to drink	Y	Y	Y	Y	Y

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

**TOMALES INFLUENT HEADWORKS
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year) **July 2023**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	<i>8/1/23</i>	<i>8/9/23</i>	<i>8/15/23</i>	<i>8/22/23</i>	<i>8/29/23</i>
Day	TUES	WED	TUES	TUES	TUES
Time	10:07	10:22	9:18	12:17	10:55
Operator	MG	MG	DL	MG	MG
Rain fall, inches	0.0	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>	<i>1.0</i>
* Nuisance odors (smell)	N	N	N	N	N
*Evidence of any standing water	N	N	N	N	N
* Evidence of mosquitos breeding	N	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N	N
* Evidence of structure seepage	N	N	N	N	N

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

**TOMALES STORAGE PONDS
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year) **July 2023**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	<i>8/1/23</i>	<i>8/9/23</i>	<i>8/15/23</i>	<i>8/22/23</i>	<i>8/29/23</i>
Day	TUES	WED	TUES	TUES	TUES
Time	10:07	10:22	9:18	12:17	10:55
Operator	MG	MG	DL	MG	MG
- Nuisance odors from ponds	N	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N	N
* Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Signage that wastewater is unsafe to drink	Y	Y	Y	Y	Y

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

**TOMALES CHLORINE STORAGE TANK
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year)

July 2023

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	8/1/23	8/9/23	8/15/23	8/22/23	8/29/23
Day	TUES	WED	TUES	TUES	TUES
Time	10:07	10:22	9:18	12:17	10:55
Operator	MG	MG	DL	MG	MG
* Evident of any leaks	N	N	N	N	N
Cl2 gallons added	0	0	0	0	1
Warning Signs Improperly Posted	N	N	N	N	N

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

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

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

Month: July 2023

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	8/1/23	8/9/23	8/15/23	8/22/23	8/29/23
Day	TUES	WED	TUES	TUES	TUES
Time	10:07	10:22	9:18	12:17	10:55
Operator	MG	MG	DL	MG	MG
Evidence of standing water	N	N	N	N	N
* Evidence of runoff from site	N	N	N	N	N
Evidence of erosion caused by irrigation	N	N	N	N	N
Evidence of system run off containment system from proper condition and integrity.	N	N	N	N	N
*Any odors	N	N	N	N	N
Mosquito breeding resulting from irrigation	N	N	N	N	N
* Evidence of improper distribution system components and hydraulic integrity	N	N	N	N	N
Perimeter fence posting informing public wastewater is not safe to drink	Y	Y	Y	Y	Y

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

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