



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, September 12, 2018, 7 pm

Location: Tomales Town Hall, Tomales, California 94971

I. Call To Order

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

III. Approval of September 12, 2018 BOD Agenda Action

IV. Board Member Reports

V. Approval of July 11, 2018 Minutes Action

VI. Committee Reports

- a. Park Advisory Committee (PAC)
 - 1. No PAC meetings were held in July or August 2018.
 - 2. Discuss Publicity of Park Activities
- b. Financial Advisory Committee (FAC)
 - 1. No FAC meeting was held in July 2018.
 - 2. Review FAC Meeting minutes for August 22, 2018.
 - 3. Discuss Investment options for Cash Reserves.

VII. Financial Report (Melinda Bell)

- a. Accept Check Registers and Approve Expenditures Action
- b. Financial Manager's Report
- c. Review and Approve Financial Statements Action

VIII. General Manager's Report

- a. Review General Manager's Reports
- b. Approve Letter of Support to Marin County for GW Basin Modifications Action

IX. NSU Report

- a. Review reports for June & July 2018

X. Pending Business

XI. Other Business

XII. New Business

- a. Discuss and Plan for five (5) year Strategic Plan
- b. Review and Approve Management Discuss & Analysis for 2017/2018 Action

XIII. Correspondence

XIV. Adjournment

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

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

PO Box 303 • Tomales, CA • 94971 • ph 707.878.2767 • www.tomalescsd.ca.gov

Board of Directors:

Dru Fallon O'Neill, President • Donna Clavaud, Vice President • Bill Bonini • Peter MacLaird • Deborah Parrish



TVCSB Board of Director's Meeting Minutes

Date: Wednesday, July 11, 2018 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

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

Board Members Absent: Deborah Parrish

Also Present: Jose Ortiz, TVCSB General Manager; Cynthia Hammond, TVCSB Recording Secretary

I. Call To Order

Dru Fallon O'Neill called the meeting to order at 7:20 p.m.

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

None

III. Approval of July 11, 2018 TVCSB BOD Agenda

Donna Clavaud motioned to approve the July 11, 2018 TVCSB agenda as is. Bill Bonini seconded the motion. M/S/C

IV. TVCSB Board Member Reports

Donna Clavaud asked the TVCSB Board to think about a memorial bench or tree planting at the park dedicated to Margaret Graham.

V. Approval of June 13, 2018 TVCSB BOD minutes

Donna Clavaud motioned to approve the TVCSB June 13, 2018 minutes. Bill Bonini seconded the motion. M/S/C

VI. Committee Reports

a. Park Advisory Committee (PAC)

- 1.) No PAC meeting was held in June 2018.

Donna Clavaud mentioned the possibility of two (2) people joining PAC.

- 2.) Update on Park projects

Jose Ortiz went over the RFP's and contacted Kevin Wright, Government and External Affairs Manager for Marin County Parks, to get the word out on the park projects and the need of solicitation of bids.

Jose Ortiz will contact the architect to get the approved plans, as the plans in the RFP aren't the approved plans, they are the preliminary plans. Donna Clavaud suggested talking to David Judd to see if he has approved plans.

When Jose Ortiz attended the Public Contract and Competitive Bidding meeting, which also covered conflict of interests, it was discovered that if one is involved in the preparation of plans or preparing the estimates, it is considered a conflict of interest. It would still be a conflict of interest if one were preparing the plans or estimates at no charge. Jose Ortiz asked one of the attorneys if there was only one (1) bid, that still be considered a conflict of interest? Jose Ortiz suggests putting out a solicitation of bids and if there is only one (1) bid, TVCSD to make a call to the County for advise.

Jose Ortiz will get the RFP's out at the end of July 2018. The permit was extended to June 27, 2019.

Donna Clavaud asked when should Ted Anderson be brought in to manage the projects. Jose Ortiz said this would be discussed in a closed session.

b. Financial Advisory Committee (FAC)

- 1.) No FAC meeting was held in June 2018.

VII. Financial Report (Melinda Bell)

a. Accept check registers and approve expenditures:

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

b. Financial Manager's report:

Financial Manager's report was reviewed.

c. Review and Approve financial statements:

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

VIII. General Manager's Report

General Manager's report was reviewed.

Jose Ortiz reported he was working on the Sewer Systems Management Plan (SSMP) and needs an action from the TVCSD Board to approve the revised SSMP. The plan is essentially the same as 2014, but the Regional Board received the plan from 2012. SSMP needs to be revised every five (5) years. Some additional items need to be added such as an emergency response for different categories for spills (NSU will be notified). Notification requirements also changed; only the office of emergency services need to be notified. Donna Clavaud asked TERN to be notified also.

a. Adopt Resolution 18-6. Approve and Certify TVCSD Sewer Management Plan, June 2018.

Donna Clavaud motioned to Adopt Resolution 18-6. Approve and Certify TVCSD Sewer Management Plan, June 2018. Peter MacLaird seconded the motion. M/S/C

Jose Ortiz said NSU completed their evaluation of the SCADA system. A letter was submitted to Telstar regarding the long-standing issues with the SCADA system. A Telstar staff was assigned to work with TVCSD to resolve the issues.

Jose Ortiz said there was an algae bloom in all three (3) ponds and received a bid for \$1,860 – an unforeseen cost.

IX. NSU Report

a. Review reports for May 2018.
Reports were reviewed.

X. Pending Business

None

XI. Other Business

None.

XII. New Business

None

XIII. Correspondence

Jose Ortiz received a Biannual Notice of Conflict of Interest. If there are amendments or new positions, disclosures need to be filed. Dru Fallon O'Neill will respond No Amendment is Required.

XIV. Adjournment

Dru Fallon O'Neill motioned to adjourn the meeting in memory of Margaret Graham. Meeting was adjourned at 8:12 pm. No objections.

Next TVCSD BOD Meeting, September 12, 2018, 7 pm at Tomales Town Hall

Approved by: Dru Fallon O'Neill, President

Date:

Attested by: Cynthia Hammond, Recording Secretary

Date:

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

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Board of Directors:

Dru Fallon O'Neill, President • Donna Clavaud, Vice President • Bill Bonini • Peter MacLaird • Deborah Parrish

Financial Advisory Committee

Tomales Village Community Services District

Meeting Minutes

August 22, 2018

Present: Melinda Bell, Chairperson; Deborah Parrish, Board Member; Donna Clavaud, VP Board.

Absent: Venta Leon, Committee Member; Chick Petersen, Community Member

The meeting was convened at 6:30pm by Melinda Bell and Donna Clavaud recorded minutes of the meeting. There was a quorum to conduct business.

AGENDA

1. Sewer Program Financial History

Melinda Bell developed a history of TVCSD finances so that we can analyze transactions starting in 1999. It provides the District an excellent tool for financial planning.

2. Final Pre-Audit Financial Results for 2017-18:

We reviewed the financials for budgeted and actual for 2017-18 and discussed a few line item figures that we did not clearly understand. These figures will be submitted to Auditors on September 4 & 5.

3. 2017-18 Management Discussion & Analysis:

We discussed a draft of the MD&A and identified annual accomplishments as the following:

- *Updated the Sewer Management Plan as mandated every 5 years to add emergency protocols in particular
- *Signed a new Operations & Maintenance Contract with NPU that saves on expenses
- *Implemented a second Rate Increase for Ratepayers
- *Continuing development of District Policies & Amendments to By-laws

Melinda will forward a Draft to the Auditors and we will recommend that the TVCSD Board vote to approve this document at the upcoming September meeting.

4. Nine-year Cash Projections & Investment Returns

We examined a 10-year projection of District cash reserves based on debt payments. We reviewed a number of attractive options for investing a portion of District Reserves that are now offering a 2.5% interest rate in 18-month Certificates of Deposit. We agreed that it is worth serious consideration and we will recommend the Board study the options and take a vote on investing.

5. Status on Policies and By-law Revisions:

We need to continue our work on policy development and By-law revisions at upcoming meetings.

The meeting was adjourned at 7:35pm.

Minutes Approved on:

Signed by:

Sewer Program Cash Projection 2017 to 2026

[illegible]

| | | Aug 31, 18 | Aug 31, 17 |
|--|---------------------------------------|---------------------|---------------------|
| | PARK ASSETS | | |
| | 131.42 · Bank of Marin - Money Market | 35,442.84 | 16,855.42 |
| | 131.46 · Bank of Marin - Park Account | 135,667.65 | 120,015.64 |
| | Total 131.00 · Cash | 171,110.49 | 136,871.06 |
| | Fixed Assets | | |
| 100.20 · Land and Land Rights | | 132,000.00 | 132,000.00 |
| | Original Cost | 314,653.66 | 314,653.66 |
| | 105.00 · Depreciation | -59,063.90 | -59,063.90 |
| | Total Fixed Assets | 387,589.76 | 387,589.76 |
| | PARK ASSETS | 558,700.25 | 524,460.82 |
| | PARK LIABILITIES & EQUITY | | |
| | PARK Liabilities | | |
| | 222.00 · Accounta Payable | 0.00 | 79.08 |
| | 217.00 · Unearned Revenue | 25,000.00 | 25,000.00 |
| | Total Liabilities | 25,000.00 | 25,079.08 |
| | PARK Equity | | |
| 252.50 · Investment in Capital Assets | | 387,589.76 | 387,589.76 |
| 260.00 · Unassigned Fund Balance | | 128,545.05 | 95,139.62 |
| Net Income | | 17,565.44 | 16,652.36 |
| | PARK Equity | 533,700.25 | 499,381.74 |
| | PARK LIABILITIES & EQUITY | 558,700.25 | 524,460.82 |
| | SEWER ASSETS | | |
| | 131.31 · Redwood Credit Union | 116,356.13 | 116,062.48 |
| | 131.42 · Bank of Marin - Money Market | 10,612.43 | 14,077.34 |
| | 131.44 · Bank of Marin - Sewer | 18,286.29 | 27,290.80 |
| | 131.48 · Bank of Marin - Solar | 20,408.12 | 19,098.52 |
| | Total 131.00 · Cash | 165,662.97 | 176,529.14 |
| | Fixed Assets | | |
| 100.00 · Property, Plant and Equipment | | 791,665.97 | 791,665.97 |
| 100.10 · Maps and Records | | 17,248.00 | 17,248.00 |
| 100.20 · Land and Land Rights | | 52,788.00 | 52,788.00 |
| 105.00 · Less Accumulated Depreciation | | -649,390.67 | -595,205.67 |
| 110.00 · Improvement Project | | 939,393.31 | 939,393.31 |
| 112.00 · Solar System | | 269,945.21 | 269,945.21 |
| | Total Fixed Assets | 1,421,649.82 | 1,475,834.82 |
| 136.00 · SUSD Note Receivable | | 16,731.46 | 18,275.90 |
| | SEWER ASSETS | 1,604,044.25 | 1,670,639.86 |
| | SEWER LIABILITIES & EQUITY | | |
| | SEWER Liabilities | | |
| 222.00 · Accounts Payable | | 1,658.93 | 10,278.73 |
| 230.00 · Fed Payroll Tax Payab | | 34.42 | 38.25 |
| | Total Current Liabilities | 1,693.35 | 10,316.98 |
| | Long Term Liabilities | | |
| 211.00 · SWRCB SRF Loan | | 114,046.57 | 134,813.90 |
| 215.00 · CREBS Bond | | 143,529.38 | 161,470.56 |
| | Total Long Term Liabilities | 257,575.95 | 296,284.46 |
| | Total Liabilities | 259,269.30 | 306,601.44 |
| | SEWER Equity | | |
| 260.00 · Retained Earnings | | -35,441.23 | 1,167,305.83 |
| 261.00 · Sinking Fund - Debt Reserve | | 0.00 | 47,775.00 |
| 262.00 · Capital Asset Reserve | | 40,000.00 | 42,758.97 |
| 263.00 · Emergency Reserve | | 0.00 | 33,982.00 |
| 264.00 · Operating Reserve | | 44,572.00 | 3,537.37 |
| 265.00 · Net Assets - Unrestricted | | 1,315,787.17 | 105,000.00 |
| Net Income | | -20,142.99 | -36,320.75 |
| | SEWER Equity | 1,344,774.95 | 1,364,038.42 |
| | SEWER LIABILITIES & EQUITY | 1,604,044.25 | 1,670,639.86 |



Financial Manager's Report September 12, 2018

For the July meeting packet I included preliminary reports for the fiscal year ending June 30, 2018. Rather than include a second set of updated reports this month to be followed by the audited statements next month, I am summarizing the effect of the updates recorded for the past fiscal year since the reports in the July packet.

Park net income for 2017/2018 decreased \$140.64 in the two months due to several more small bills received in July and August. Park total income for the year was \$36,648.23, and expenses in 2017/2018 were \$3,243.34. Ending cash was \$153,720.69. The audited statements will be available for next month's meeting, but no major changes are expected.

Since the July packet reports, Sewer 2017/2018 net loss has increased \$12,239 to be a net loss of \$35,441 for the 2017/2018 fiscal year. Quite a few bills were recorded in the two months, but this ending number is not expected to change further.

We do not include depreciation expense in the budget. The 2017/2018 Sewer budget planned a net income of \$10,511 without any depreciation expense. On a budget basis, removing the depreciation expense from the actual results, 2017/2018 net income was better than budgeted, \$18,744. Since we do not increase fees to balance our budget including depreciation, we are not building up a cash reserve to replace the depreciation assets. Therefore we must borrow when asset replacements or improvements are needed. As a result we must look at our cash balances to provide for required debt service payments annually, \$38,709 in 2017/2018.

Sewer cash decreased \$14,573 in 2017/2018. Net income of \$18,744 plus \$5,392 changes in payables and receivables contributed all but \$14,573 to the \$38,709 debt service payments. The second increase in sewer rates adopted for 2018/2019 will provide \$13,923 additional revenue. If we could keep 2018/2019 actual expenses close to 2017/2018 actual expenses, we could come close to eliminating any drain on cash reserves in 2018/2019.

I am including the financial reports for the first two months of the new year in this packet. In the Sewer reports, income exceeds budget because no connection or inspection fees were budgeted for the year. Expenses are somewhat higher than budgeted due to depreciation and repair costs, but not all administrative bills are in yet. For the two months the budgetary comparison is favorable, but results will not be final until all August bills have been recorded.

The Park budgetary comparison is also favorable. Slightly more Measure A funds were received than budgeted, and expenses have been slightly less than budget. Cash balances are adequate for the improvements planned.

I would like to raise the question of investing some reserves to increase our rate of return now that rates available on allowable investments have risen. I have included a Sewer cash flow forecast in this month's packet and will be at the next month's Board meeting to discuss this question. We are currently earning 0.25% on our Sewer reserves and close to 0% on our Park reserves. This Sewer forecast illustrates additional income potential with a 2% CD investment.

August 2018 Bank Registers

| Type | Date | Num | Name | Memo | Amount | Balance |
|--|------------|------|------------------------------------|------------------------------------|-----------|-------------------|
| PARK BANK REGISTERS AUGUST 2018 | | | | Beginning Balance | | 171,010.23 |
| 131.42 · Bank of Marin - Money Market | | | | Beginning Balance | | 35,442.84 |
| Total 131.42 · Bank of Marin - Money Market | | | | Ending Balance | | 35,442.84 |
| 131.46 · Bank of Marin - Park Account | | | | Beginning Balance | | 135,567.39 |
| Bill Pmt -Check | 08/04/2018 | 1216 | Fishman Supply | invoice #1145443 | -148.79 | 135,418.60 |
| Bill Pmt -Check | 08/04/2018 | 1217 | PGE | 7399820768-9 6/23-7/24 326 kwh | -90.28 | 135,328.32 |
| Bill Pmt -Check | 08/04/2018 | 1218 | Melinda K. Bell | | -131.25 | 135,197.07 |
| Deposit | 08/09/2018 | | | Rental | 400.00 | 135,597.07 |
| Payment | 08/15/2018 | | Henry Elfstrom | | 70.00 | 135,667.07 |
| Deposit | 08/31/2018 | | | Interest | 0.58 | 135,667.65 |
| Total 131.46 · Bank of Marin - Park Account | | | | Ending Balance | 100.26 | 135,667.65 |
| | | | | Ending Park Total Balance | | 171,110.49 |
| | | | | | | |
| SEWER BANK REGISTERS AUGUST 2018 | | | | Beginning Balance | | 161,431.51 |
| 131.31 · Redwood Credit Union | | | | Beginning Balance | | 116,327.80 |
| Deposit | 08/31/2018 | | | Interest | 28.33 | 116,356.13 |
| Total 131.31 · Redwood Credit Union | | | | Ending Balance | 28.33 | 116,356.13 |
| 131.42 · Bank of Marin - Money Market | | | | Beginning Balance | | 10,610.67 |
| Deposit | 08/31/2018 | | | Interest | 1.76 | 10,612.43 |
| Total 131.42 · Bank of Marin - Money Market | | | | Ending Balance | 1.76 | 10,612.43 |
| 131.44 · Bank of Marin - Sewer | | | | Beginning Balance | | 14,085.01 |
| Bill Pmt -Check | 08/05/2018 | 4553 | Brelje and Race Laboratories, Inc. | | -455.00 | 13,630.01 |
| Bill Pmt -Check | 08/05/2018 | 4554 | Clavaud, Donna | Jan-March 2018 6 meetings less tax | -277.05 | 13,352.96 |
| Bill Pmt -Check | 08/07/2018 | 4555 | PGE | 8044736439-1 6/23 - 7/24 | -91.05 | 13,261.91 |
| Deposit | 08/09/2018 | | | Derbes | 240.00 | 13,501.91 |
| Deposit | 08/09/2018 | | | Credit Card Rewards | 17.80 | 13,519.71 |
| Bill Pmt -Check | 08/15/2018 | 4556 | Melinda K. Bell | July | -1,128.75 | 12,390.96 |
| Bill Pmt -Check | 08/15/2018 | 4558 | Tim Furlong | mowing invoice 161 | -800.00 | 11,590.96 |
| Payment | 08/16/2018 | | Tomales Regional Histroy Center | | 81.90 | 11,672.86 |
| Bill Pmt -Check | 08/18/2018 | 4559 | AT&T Uverse | 145835838 8/7-9/6 | -123.15 | 11,549.71 |
| Bill Pmt -Check | 08/18/2018 | 4560 | Brelje and Race Laboratories, Inc. | | -192.00 | 11,357.71 |
| Bill Pmt -Check | 08/20/2018 | 4561 | AT&T | 138729848 8/11-9/10 | -85.00 | 11,272.71 |
| Bill Pmt -Check | 08/20/2018 | 4562 | Capital One Bank | | -43.95 | 11,228.76 |
| Bill Pmt -Check | 08/22/2018 | 4563 | Natural Systems Utilities | August | -4,095.64 | 7,133.12 |
| Bill Pmt -Check | 08/22/2018 | 4564 | Tim Furlong | mowing to nozzles and valves | -516.25 | 6,616.87 |
| Bill Pmt -Check | 08/22/2018 | 4565 | Natural Systems Utilities -CA | | -296.25 | 6,320.62 |
| Deposit | 08/23/2018 | | | Connection Fee | 10,000.00 | 16,320.62 |
| Payment | 08/30/2018 | | AT&T - Customer | | 982.80 | 17,303.42 |
| Payment | 08/30/2018 | | Paul Norris | | 982.80 | 18,286.22 |
| Deposit | 08/31/2018 | | | Interest | 0.07 | 18,286.29 |
| Total 131.44 · Bank of Marin - Sewer | | | | Ending Balance | 4,201.28 | 18,286.29 |
| 131.48 · Bank of Marin - Solar | | | | Beginning Balance | | 20,408.03 |
| Deposit | 08/31/2018 | | | Interest | 0.09 | 20,408.12 |
| Total 131.48 · Bank of Marin - Solar | | | | Ending Balance | 0.09 | 20,408.12 |
| | | | | Ending Sewer Total Balance | | 165,662.97 |

Budget Comparisons July through
August 2018

| | | | | | Jul - Aug 18 | Budget |
|--|--|--|--|---|-------------------|-------------------|
| | | | | Park Income | | |
| | | | | 311.00 · Interest Income | 1.17 | 0.83 |
| | | | | 315.80 · Measure A Funds | 17,613.01 | 17,342.50 |
| | | | | 322.50 · Cleaning and Security Deposit | 200.00 | 0.00 |
| | | | | 322.00 · Park Use Rental - Other | 200.00 | 0.00 |
| | | | | 322.60 · Water Tower PGE | 140.00 | 140.00 |
| | | | | Park Income | 18,154.18 | 17,483.33 |
| | | | | Park Expense | | |
| | | | | 414.56 · Legal Fees | 0.00 | 2,500.00 |
| | | | | 414.57 · Accounting | 43.75 | 200.00 |
| | | | | 414.82 · Measure A Maintenance Expenses | 148.79 | 300.00 |
| | | | | 414.83 · PGE Park | 90.28 | 200.00 |
| | | | | 414.84 · Measure A Capital Expenditures | 180.76 | |
| | | | | Total 414.80 · Measure A | 419.83 | 500.00 |
| | | | | 6420 · Park Trash Disposal | 125.16 | |
| | | | | Park Expense | 588.74 | 3,200.00 |
| | | | | Park Net Income | 17,565.44 | 14,283.33 |
| | | | | | | |
| | | | | Sewer Income | | |
| | | | | 301.10 · Service Charges - Monthly | 163.80 | 164.00 |
| | | | | 301.15 · Service Charges - Annual Fees | 1,965.60 | 1,966.00 |
| | | | | 301.30 · Service Charges - County - Other | 671.23 | 456.00 |
| | | | | Total 301.00 · Service Charges | 2,800.63 | 2,586.00 |
| | | | | 303.10 · Permit and Inspection Fees | 240.00 | |
| | | | | 303.00 · Connection Fees - Other | 10,000.00 | |
| | | | | 311.00 · Interest Income | 60.54 | 250.00 |
| | | | | 315.50 · Levy 4 | 25.56 | 0.00 |
| | | | | Sewer Income | 13,126.73 | 2,836.00 |
| | | | | Sewer Expense | | |
| | | | | 413.00 - Grounds Maintenance | 1,316.25 | 334.00 |
| | | | | 410.10 · Sewage Collection Electric | 42.56 | 67.00 |
| | | | | 411.05 - Lab Bills | 723.00 | 1,443.00 |
| | | | | 411.10 - Maintenance Supplies | 0.00 | 1,289.00 |
| | | | | 411.03 · Sewage Treatment Electric | 21.03 | 40.00 |
| | | | | 411.00 · Sewage Treatment - Other | 1,864.00 | 0.00 |
| | | | | 412.10 · Sewage Disposal Electric | 27.46 | 56.00 |
| | | | | 412.00 · Sewage Disposal - Other | 0.00 | 138.00 |
| | | | | 414.11 - Social Security Tax | 77.50 | 0.00 |
| | | | | 414.12 - Medicare Payroll Tax | 18.12 | 0.00 |
| | | | | 414.13 - State Unemployment Tax | 66.25 | 137.00 |
| | | | | 414.05 · Administrator's Fees | 0.00 | 7,777.00 |
| | | | | 414.31 · Property & Liability Insurance | 7,514.80 | 7,369.00 |
| | | | | 414.33 · Worker's Comp Insurance | 637.23 | 700.00 |
| | | | | 414.41 · Postage and Delivery | 31.55 | 15.00 |
| | | | | 414.42 · Printing and Copies | 0.00 | 25.00 |
| | | | | 414.43 · Office Supplies | 0.00 | 25.00 |
| | | | | 414.44 · Sonic - Web Hosting | 15.90 | 16.00 |
| | | | | 414.45 · Equipment Expense | 336.64 | 40.00 |
| | | | | 414.465 · Board Member Stipend | 0.00 | 500.00 |
| | | | | 414.467 · Board Training | 0.00 | 100.00 |
| | | | | 414.47 · Clerical/Bookkeeping | 1,128.75 | 2,000.00 |
| | | | | 414.49 · Secretary | 139.80 | 450.00 |
| | | | | 414.50 · O&M Contractual Services | 8,191.28 | 8,191.00 |
| | | | | 414.60 · Publication and Notices - Other | 0.00 | 175.00 |
| | | | | 414.62 · Dues and Subscriptions | 150.00 | |
| | | | | 414.70 · Repairs and Maintenance | | |
| | | | | 414.74 · Treatment Ponds Maintenance | 191.25 | |
| | | | | 414.76 · Collection System Maintenance | 1,165.00 | 0.00 |
| | | | | 414.77 · Irrigation Field Maintenance - Other | 105.00 | 0.00 |
| | | | | Total 414.70 · Repairs and Maintenance | 1,461.25 | 0.00 |
| | | | | 414.81 · Travel | 0.00 | 128.00 |
| | | | | Total 414.80 · Travel and Meetings | 0.00 | 128.00 |
| | | | | 414.90 · Telephone and Internet Services | 416.30 | 416.00 |
| | | | | 415.50 · Depreciation Expense | 8,900.66 | |
| | | | | 417.30 · LAFCO Charges | 189.39 | 160.00 |
| | | | | Total Expense | 33,269.72 | 31,591.00 |
| | | | | Sewer Net Income | -20,142.99 | -28,755.00 |

GENERAL MANAGER'S REPORT

SEPTEMBER 12, 2018

Coordination with Staff

- ❖ Communicated with Donna Clavaud and District administrative support and finance sections staff to review agenda and Board packet information.
- ❖ Reviewed and approved invoices and bills submitted in August and September by NSU, Tim Furlong Construction, the lab, and Melinda Bell.
- ❖ Reviewed SMRs prepared by NSU and submitted to Regional Board for June and July 2018.
- ❖ Followed up with NSU staff on some invoices that M. Bell and I questioned related to the WWTP O&M expenses.
- ❖ Coordinated with Dru O'Neill and Tim Furlong to fill in gopher hole damage at the park which was extensive and potentially hazardous. Tim responded before a weekend of anticipated park use. He did this work pro bono and, as he stated, he did it for the community. Thanks to Tim.

New/Continuing Business

- ❖ I reported to the Board at the July meeting that the building permit to complete work on the gazebo and other park projects had expired on June 26, 2018. As some of you know, we received a one-year extension on that permit, so we can proceed on our projects.
- ❖ I contacted Kevin Wright, our Measure A coordinator with Marin County Parks to get some assistance for finding contractors to do our park projects. Their feedback has been very useful.
- ❖ I inspected the sewer connection work for Alex Derbes at the end of second street. When the sewer main was exposed for the sewer lateral connection, we found two damaged laterals that had previously been connected improperly. I had the Derbes contractor repair the two laterals while the trench was still open. We received checks for the sewer inspection of \$240 and the sewer connection fee of \$10,000. Mr Derbes and his wife will not be occupying their house in Tomales until the end of the year. I have deferred collection the prorated annual sewer service fee until they return to this area and occupy the house.
- ❖ Prepared a letter of support to Marin County in their effort to request DWR to modify groundwater basin boundaries. I sent some background information to the Board members on this project and why it is important to the District. If the Board approves the letter as written (it was drafted from a template provided by Marin County), we should mail the letter immediately to the County. We should also email a scanned copy of the letter to Lorene Jackson, Project Manager, LaJackson@marincounty.org.
- ❖ I am negotiating with Furlong Construction to perform repairs to the air gap discharge splash apron at the storage ponds. His bid came in a little higher than we indicated in the CIP. I am going to reduce the scope of work to try to stay within the budget. Furlong Construction completed some of the mowing work at the storage ponds and the irrigation field. The spray field is very overgrown and interferes with finding and repairing valves, risers, and other irrigation features. I gave the go ahead to Furlong Construction to remove the gorse by the roots with an excavator. It will be stockpiled on site to be burned this fall. This work is budgeted as housekeeping routine maintenance and started on September 9.

- ❖ Accessed CIWQS and reported a No-Spill certification for June and July 2018.
- ❖ After the initial response to our letter and meeting with Telstar technicians, I provided Telstar with more information supporting the contention that we have not had a functioning SCADA system since it was upgraded in 2015. Ben Herston is reviewing that information but has not responded. I have sent email inquiries about a status and will do so again. I am working on this effort with NSU and hope to have a cost estimate to present to the Board at the November regular Board meeting.
- ❖ Normally, I attend the October meeting, but I will be traveling with family to Europe the first two weeks of October. It is for this reason that, with the Board's permission, I will attend the Board meeting in November instead.
- ❖ The CIP item of work for repairing the erosion around the splash aprons at the storage ponds is expected to be completed in November.
- ❖

Miscellaneous

Next Two Months

Review Studies and Data

- ❖ Review the results of the CCTV inspection of our sewer collection system. Based on the findings of that inspection, we will amend the current adopted CIP. We will need to do this in advance of preparing next year's budget.

District Coordination

- ❖ Continue working with Telstar and Natural Systems Utilities to try to resolve the SCADA issues.



September 12, 2018

Board of Directors

Dru Fallon O'Neill
President

Donna Clavaud
Vice-President

Deborah Parrish
Board Member

Bill Bonini
Board Member

Peter MacLaird
Board Member

General Manager

Jose L. Ortiz, P.E.

Ms. Rebecca Ng
Deputy Director
Environmental Health Services
Marin County Community Development Agency
3501 Civic Center Drive, Suite 236
San Rafael, CA 94903

Re: Marin County Groundwater Basin Boundary Modification Request
Basin 2-27 SAND POINT AREA

Dear Ms. Ng:

The Tomales Village Community Services District supports the Marin County request to extend the northern boundary of the Sand Point Area Basin (Bulletin 118 Basin No. 2-27) to include that portion of the Wilson Grove Formation Highlands Basin (Bulletin 118 Basin No. 1-059) currently in Marin County. The new northern boundary of the Sand Point Area Basin would be the Marin County line. This modification promotes sustainable groundwater management by merging adjoining basins with overlapping water users and aligning the basin boundary with the county boundary. This enhances the County's ability to better manage the groundwater resources in conjunction with land use development.

Sincerely,

Dru Fallon O'Neill, Board President
Tomales Village Community Services District



July 16, 2018
Mr. Blair Allen
Regional Water Quality
San Francisco Bay Region
1515 Clay Street Suite 1400
Oakland, CA 94612

Emailed To:
WDR.monitoring@waterboard.ca.gov

RE: Self-Monitoring Report
Tomales, Marin County
Order No. R2-2015-0019
I.D. No. 264662
June 2018

Mr. Allen

Enclosed please find the Self-Monitoring Report.

Operations is satisfactory and maintenance on schedule.

Please note the pressure pH results were high possibly due to algal blooms, we are treating the ponds and expect average results for next month.

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

Ryan Pulley
Chief Plant Operator
Certified Chief Plant Operator #III 43007

cc: Tomales Village Community Service District
Vanessa Zubkousky, Department of Public Health, Richmond

NSU-CA was formerly Phillips Services Inc. dba Phillips & Associates

SELF MONITORING REPORT

| Date | INF (INFLUENT) | | | | | | EFF-TR (Treatment Pond No. 3 Eff) | | | | | | | | | | EFF-Flow | | EFF-D (Discharge eff) | |
|-----------|----------------|----------------|------------|-------------|------------|------------|-----------------------------------|--------------|----------|------------------|----------------------------|------------|-----------|----------|-------------|------------|---------------|----------------|-------------------------|------------------|
| | Daily (KGALS) | Weekly (KGALS) | Ph (Units) | Temp. (C) | BOD (mg/l) | TDS (mg/l) | Nitrate as N | Nitrite as N | TKN mg/L | Amonnonia N mg/L | Tot. Organic Nitrogen mg/L | TDS (mg/L) | BOD mg/l) | pH Units | D.O. (mg/l) | Temp (C) | Daily (KGALS) | Weekly (KGALS) | Cl2 Tank Level (inches) | Coliform MPN/100 |
| 5/1/2018 | 21.4 | 150.0 | | | | | | | | | | | | | | | 40.4 | 283.1 | | |
| 5/2/2018 | 21.4 | | | | | | | | | | | | | | | | 40.4 | | | |
| 5/3/2018 | 21.4 | | | | | | | | | | | | | | | | 40.4 | | | |
| 5/4/2018 | 21.4 | | | | | | | | | | | | | | | | 40.4 | | | |
| 5/5/2018 | 22.4 | | | | | | | | | | | 290.0 | 31.0 | 9.7 | 5.9 | 19.1 | 26.5 | | 12.0 | 7.8 |
| 5/6/2018 | 22.4 | 157.0 | | | | | | | | | | | | | | | 26.5 | 185.8 | | |
| 5/7/2018 | 22.4 | | | | | | | | | | | | | | | | 26.5 | | | |
| 5/8/2018 | 22.4 | | | | | | | | | | | | | | | | 26.5 | | | |
| 5/9/2018 | 22.4 | | | | | | | | | | | | | | | | 26.5 | | | |
| 5/10/2018 | 22.4 | | | | | | | | | | | | | | | | 26.5 | | | |
| 5/11/2018 | 22.4 | 170.0 | | | | | | | | | | 300.0 | 24.0 | 10.5 | 15.2 | 21.8 | 33.7 | 236.4 | 10.0 | 280.0 |
| 5/12/2018 | 24.2 | | | | | | | | | | | | | | | | 33.7 | | | |
| 5/13/2018 | 24.2 | | | | | | | | | | | | | | | | 33.7 | | | |
| 5/14/2018 | 24.2 | | | | | | | | | | | | | | | | 33.7 | | | |
| 5/15/2018 | 24.2 | | | | | | | | | | | | | | | | 33.7 | | | |
| 5/16/2018 | 24.2 | 253.0 | | | | | | | | | | | | | | | 33.7 | 264.8 | | |
| 5/17/2018 | 24.2 | | | | | | | | | | | | | | | | 33.7 | | | |
| 5/18/2018 | 24.2 | | | | | | | | | | | | | | | | 33.7 | | | |
| 5/19/2018 | 36.1 | | 8.6 | 19.3 | 360.0 | 470.0 | <.2 | <.4 | 13.0 | 0.2 | 12.0 | 360.0 | 45.0 | 10.3 | 10.2 | 21.1 | 37.8 | | 13.0 | 1600.0 |
| 5/20/2018 | 36.1 | | | | | | | | | | | | | | | | 37.8 | | | |
| 5/21/2018 | 36.1 | 253.0 | | | | | | | | | | | | | | | 37.8 | 264.8 | | |
| 5/22/2018 | 36.1 | | | | | | | | | | | | | | | | 37.8 | | | |
| 5/23/2018 | 36.1 | | | | | | | | | | | | | | | | 37.8 | | | |
| 5/24/2018 | 36.1 | | | | | | | | | | | | | | | | 37.8 | | | |
| 5/25/2018 | 36.1 | | | | | | | | | | | | | | | | 37.8 | | | |
| 5/26/2018 | 37.8 | 253.0 | | | | | | | | | | 350.0 | 45.0 | 10.2 | 18.8 | 21.7 | 0.0 | 264.8 | 10.0 | 210.0 |
| 5/27/2018 | 37.8 | | | | | | | | | | | | | | | | 0.0 | | | |
| 5/28/2018 | 37.8 | | | | | | | | | | | | | | | | 0.0 | | | |
| 5/29/2018 | 37.8 | | | | | | | | | | | | | | | | 0.0 | | | |
| 5/30/2018 | 37.8 | | | | | | | | | | | | | | | | 0.0 | | | |
| 5/31/2018 | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| Max | 37.8 | | 8.6 | 19.3 | 360.0 | 470.0 | 0.0 | 0.0 | 13.0 | 0.2 | 12.0 | 360.0 | 45.0 | 10.5 | 18.8 | 21.8 | | | 11.3 | |
| Min | 21.4 | | 8.6 | 19.3 | 360.0 | 470.0 | 0.0 | 0.0 | 13.0 | 0.2 | 12.0 | 290.0 | 24.0 | 9.7 | 5.9 | 19.1 | | | 10.0 | |
| Mean | 28.5 | | 8.6 | 19.3 | 360.0 | 470.0 | #DIV/0! | #DIV/0! | 13.0 | 0.2 | 12.0 | 325.0 | 36.3 | 10.2 | 12.5 | 20.9 | | | 11.3 | |
| Total | 853.5 | | | | | | | | | | | | | | | | 847.6 | | | |

TOMALES WASTEWATER FACILITY

Treatment and Storage Ponds Summery Report

Phillips and Associates
Management and Technical Resources
707 254-1931

[illegible]

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year)

Jun-18

2. Pond Standard Observation required every week year round.

| INSPECTION | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 4 |
|--|------------|------------|------------|------------|
| Date | 6/5/18 | 6/12/2018 | 6/19/2018 | 6/26/18 |
| Day | TUE | TUE | TUE | TUE |
| Time | 9:00 | 9:00 | 9:00 | 9:30 |
| Operator | SZ | SZ | SZ | SZ |
| * Nuisance odors from ponds | N | N | N | N |
| * Evidence of pond berm seepage | N | N | N | N |
| ' Evidence of improper system components and hydraulic integrity | N | N | N | N |
| Sign posting that wastewater is unsafe to drink | Y | Y | Y | Y |

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

TOMALES INFLUENT HEADWORKS

STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) June 2018

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

| INSPECTION | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 4 |
|---|------------|------------|------------|------------|
| Date | 6/5/18 | 6/12/2018 | 6/19/2018 | 6/26/19 |
| Day | TUE | TUE | TUE | TUE |
| | | | | |
| | | | | |
| Rain fall, inches | 0 | 0 | 0 | 0 |
| * Nuisance odors (smell) | N | N | N | N |
| *Evidence of any standing water | N | N | N | N |
| * Evidence of mosquitos breeding | N | N | N | N |
| *Evidence of improper system components and hydraulic integrity | N | N | N | N |
| * Evidence of structure seepage | N | N | N | N |

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

TOMALES STORAGE PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) June 2018

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

| INSPECTION | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 4 |
|--|------------|------------|------------|------------|
| Date | 6/5/18 | 6/12/2018 | 6/19/2018 | 6/26/18 |
| Day | TUE | TUE | TUE | TUE |
| Time | 9:00 | 9:00 | 9:00 | 9:30 |
| Operator | SZ | SZ | SZ | SZ |
| - Nuisance odors from ponds | N | N | N | N |
| * Evidence of pond berm seepage | N | N | N | N |
| * Evidence of improper system components and hydraulic integrity | N | N | N | N |
| Signage that wastewater is unsafe to drink | Y | Y | Y | Y |

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

TOMALES CHLORINE STORAGE TANK STANDARD OBSERVATION REPORT

1.Reporting period (Month/Year) June 2018

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

| INSPECTION | Week1 | Week 2 | Week 3 | Week 4 |
|---|---------------|------------------|------------------|----------------|
| Date | <i>6/5/18</i> | <i>6/12/2018</i> | <i>6/19/2018</i> | <i>6/26/18</i> |
| Day | TUE | TUE | TUE | TUE |
| Time | <i>9:00</i> | 9:00 | 9:00 | 9:30 |
| Tech | SZ | SZ | SZ | SZ |
| * Evident of any leaks | N | N | N | N |
| Tank level, inches | 12 | 10 | 13 | 10 |
| Cl2 gallons added | 0 | 30 | 0 | 0 |
| New tank level after adding C12, inches | 12 | 15 | <i>13</i> | <i>10</i> |
| Gallons used for treatment since last check | 16 | 16 | <i>16</i> | 24 |
| Warning Signs Improperly Posted | N | N | N | N |

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

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

1 inch = 8 gallons

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

Month: June 2018

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

| INSPECTION | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 4 | Week No. 5 |
|--|------------|------------|------------|------------|------------|
| Day | 6/5/2018 | 6/12/2018 | 6/19/2018 | 6/26/2018 | |
| Time | 9:00 | 9:00 | 9:00 | 9:30 | |
| Operator | SZ | SZ | SZ | SZ | |
| Evidence of standing water | N | N | N | N | |
| * Evidence of runoff from site | N | N | N | N | |
| Evidence of erosion caused by irrigation | N | N | N | N | |
| Evidence of system run off containment system from proper condition and integrity. | N | N | N | N | |
| *Any odors | N | N | N | N | |
| Mosquito breeding resulting from irrigation | N | N | N | N | |
| * Evidence of improper distribution system components and hydraulic integrity | N | N | N | N | |
| Perimeter fence posting informing public wastewater is not safe to drink | Y | Y | Y | Y | |
| Sodium Hypochloride tank level, inches | 12 | 10 | 13 | 10 | |

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

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



(707) 254-1931



August 15, 2018
Mr. Blair Allen
Regional Water Quality
San Francisco Bay Region
1515 Clay Street Suite 1400
Oakland, CA 94612

Emailed To:
WDR.monitoring@waterboard.ca.gov

RE: Self-Monitoring Report
Tomales, Marin County
Order No. R2-2015-0019
I.D. No. 264662
June 2018

Mr. Allen

Enclosed please find the Self-Monitoring Report.

Operations is satisfactory and maintenance on schedule.

Please note the pressure pH results were high possibly due to agal blooms, we are treating the ponds and expect average results for next month.

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

Ryan Pulley
Chief Plant Operator
Certified Chief Plant Operator #III 43007

cc: Tomales Village Community Service District
Vanessa Zubkousky, Department of Public Health, Richmond

NSU-CA was formerly Phillips Services Inc. dba Phillips & Associates

8/6/2018

TOMALES VILLAGE CSD

9:13 AM

SELF MONITORING REPORT

| Date | INF (INFLUENT) | | | | | | EFF-TR (Treatment Pond No. 3 Eff) | | | | | | | | | | EFF-Flow | | EFF-D (Discharge eff) | |
|-----------|----------------|----------------|------------|-------------|------------|------------|-----------------------------------|--------------|----------|------------------|----------------------------|------------|-----------|----------|-------------|------------|---------------|----------------|-------------------------|------------------|
| | Daily (KGALS) | Weekly (KGALS) | Ph (Units) | Temp. (C) | BOD (mg/l) | TDS (mg/l) | Nitrate as N | Nitrite as N | TKN mg/L | Amonnonia N mg/L | Tot. Organic Nitrogen mg/L | TDS (mg/L) | BOD mg/l) | pH Units | D.O. (mg/l) | Temp (C) | Daily (KGALS) | Weekly (KGALS) | CI2 Tank Level (inches) | Coliform MPN/100 |
| 7/1/2018 | 33.7 | | | | | | | | | | | | | | | | 0.0 | | | |
| 7/2/2018 | 33.7 | | | | | | | | | | | | | | | | 0.0 | | | |
| 7/3/2018 | 33.7 | | | | | | | | | | | | | | | | 0.0 | | | |
| 7/4/2018 | 33.7 | | | | | | | | | | | | | | | | 0.0 | | | |
| 7/5/2018 | 33.7 | | | | | | | | | | | | | | | | 0.0 | | | |
| 7/6/2018 | 33.7 | | | | | | | | | | | | | | | | 0.0 | | | |
| 7/7/2018 | 33.7 | | | | | | | | | | | | | | | | 0.0 | | | |
| 7/8/2018 | 33.7 | | | | | | | | | | | | | | | | 0.0 | | | |
| 7/9/2018 | 33.7 | | | | | | | | | | | | | | | | 0.0 | | | |
| 7/10/2018 | 33.7 | 236.0 | | | | | | | | | | | | 10.2 | 8.9 | 21.5 | 0.0 | 0.0 | 10.0 | |
| 7/11/2018 | 33.7 | | | | | | | | | | | | | | | | 0.0 | | | |
| 7/12/2018 | 33.7 | | | | | | | | | | | | | | | | 0.0 | | | |
| 7/13/2018 | 33.7 | | | | | | | | | | | | | | | | 0.0 | | | |
| 7/14/2018 | 33.7 | | | | | | | | | | | | | | | | 0.0 | | | |
| 7/15/2018 | 33.7 | | | | | | | | | | | | | | | | 0.0 | | | |
| 7/16/2018 | 33.7 | | | | | | | | | | | | | | | | 0.0 | | | |
| 7/17/2018 | 33.7 | 236.0 | 8.4 | 21.4 | 250.0 | 440.0 | <0.20 | <0.40 | 18.0 | <0.20 | 17.0 | 370.0 | 35.0 | 9.9 | 3.7 | 19.1 | 0.0 | 0.0 | 10.0 | |
| 7/18/2018 | 11.7 | | | | | | | | | | | | | | | | 0.0 | | | |
| 7/19/2018 | 11.7 | | | | | | | | | | | | | | | | 0.0 | | | |
| 7/20/2018 | 11.7 | | | | | | | | | | | | | | | | 0.0 | | | |
| 7/21/2018 | 11.7 | | | | | | | | | | | | | | | | 0.0 | | | |
| 7/22/2018 | 11.7 | | | | | | | | | | | | | | | | 0.0 | | | |
| 7/23/2018 | 11.7 | | | | | | | | | | | | | | | | 0.0 | 0.0 | 10.0 | |
| 7/24/2018 | 11.7 | 81.9 | | | | | | | | | | | | 8.3 | 2.0 | 19.2 | 1.1 | | | |
| 7/25/2018 | 38.5 | | | | | | | | | | | | | | | | 1.1 | | | |
| 7/26/2018 | 38.5 | | | | | | | | | | | | | | | | 1.1 | | | |
| 7/27/2018 | 38.5 | | | | | | | | | | | | | | | | 1.1 | | | |
| 7/28/2018 | 38.5 | | | | | | | | | | | | | | | | 1.1 | | | |
| 7/29/2018 | 38.5 | | | | | | | | | | | | | | | | 1.1 | | | |
| 7/30/2018 | 38.5 | | | | | | | | | | | | | | | | 1.1 | | | |
| 7/31/2018 | 38.5 | | | | | | | | | | | | | 9.3 | 10.3 | 19.6 | 1.1 | 7.7 | 10.0 | |
| Max | 38.5 | | 8.4 | 21.4 | 250.0 | 440.0 | 0.0 | 0.0 | 18.0 | 0.0 | 17.0 | 370.0 | 35.0 | 10.2 | 10.3 | 21.5 | | | 10.0 | |
| Min | 11.7 | | 8.4 | 21.4 | 250.0 | 440.0 | 0.0 | 0.0 | 18.0 | 0.0 | 17.0 | 370.0 | 35.0 | 8.3 | 2.0 | 19.1 | | | 10.0 | |
| Mean | 29.8 | | 8.4 | 21.4 | 250.0 | 440.0 | #DIV/0! | #DIV/0! | 18.0 | #DIV/0! | 17.0 | 370.0 | 35.0 | 9.4 | 6.2 | 19.9 | | | 10.0 | |
| Total | 924.3 | | | | | | | | | | | | | | | | 8.8 | | | |

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year)

July 2018

2. Pond Standard Observation required every week year round.

| INSPECTION | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 4 |
|--|----------------|------------------|------------------|----------------|
| Date | <i>7/10/18</i> | <i>7/17/2018</i> | <i>7/24/2018</i> | <i>7/31/18</i> |
| Day | TUE | TUE | TUE | TUE |
| Time | <i>9:00</i> | 9:00 | 9:00 | 9:30 |
| Operator | RP | RP | RP | RP |
| * 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)

July 2018

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

| INSPECTION | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 4 |
|---|------------|------------|------------|------------|
| Date | 7/10/18 | 7/17/2018 | 7/24/2018 | 7/31/18 |
| Day | TUE | TUE | TUE | TUE |
| | | | | |
| | | | | |
| Rain fall, inches | 0 | 0 | 0 | 0 |
| * Nuisance odors (smell) | N | N | N | N |
| *Evidence of any standing water | N | N | N | N |
| * Evidence of mosquitos breeding | N | N | N | N |
| *Evidence of improper system components and hydraulic integrity | N | N | N | N |
| * Evidence of structure seepage | N | N | N | N |

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

TOMALES STORAGE PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year)

July 2018

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

| INSPECTION | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 4 |
|--|----------------|------------------|------------------|----------------|
| Date | <i>7/10/18</i> | <i>7/17/2018</i> | <i>7/24/2018</i> | <i>7/31/18</i> |
| Day | TUE | TUE | TUE | TUE |
| Time | <i>9:00</i> | 9:00 | 9:00 | 9:30 |
| Operator | RP | RP | RP | RP |
| - Nuisance odors from ponds | N | N | N | <i>N</i> |
| * Evidence of pond berm seepage | N | N | N | N |
| * Evidence of improper system components and hydraulic integrity | N | N | N | N |
| Signage that wastewater is unsafe to drink | Y | Y | Y | Y |

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

TOMALES CHLORINE STORAGE TANK STANDARD OBSERVATION REPORT

1.Reporting period (Month/Year)

July 2018

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

| INSPECTION | Week1 | Week 2 | Week 3 | Week 4 |
|---|---------|-----------|-----------|---------|
| Date | 7/10/18 | 7/17/2018 | 7/24/2018 | 7/31/18 |
| Day | TUE | TUE | TUE | TUE |
| Time | 9:00 | 9:00 | 9:00 | 9:30 |
| Tech | RP | RP | RP | RP |
| * Evident of any leaks | N | N | N | N |
| Tank level, inches | 12 | 10 | 13 | 10 |
| Cl2 gallons added | 0 | 30 | 0 | 0 |
| New tank level after adding C12, inches | 12 | 15 | 13 | 10 |
| Gallons used for treatment since last check | 16 | 16 | 16 | 24 |
| Warning Signs Improperly Posted | N | N | N | N |

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

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

1 inch = 8 gallons

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

Month: July 2018

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

| INSPECTION | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 4 |
|--|------------|------------|------------|------------|
| Day | 7/10/2018 | 7/17/2018 | 7/24/2018 | 7/31/2018 |
| Time | 9:00 | 9:00 | 9:00 | 9:30 |
| Operator | SZ | SZ | SZ | SZ |
| Evidence of standing water | N | N | N | N |
| * Evidence of runoff from site | N | N | N | N |
| Evidence of erosion caused by irrigation | N | N | N | N |
| Evidence of system run off containment system from proper condition and integrity. | N | N | N | N |
| *Any odors | N | N | N | N |
| Mosquito breeding resulting from irrigation | N | N | N | N |
| * Evidence of improper distribution system components and hydraulic integrity | N | N | N | N |
| Perimeter fence posting informing public wastewater is not safe to drink | Y | Y | Y | Y |
| Sodium Hypochloride tank level, inches | 12 | 10 | 13 | 10 |

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

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



(707) 254-1931

TOMALES WASTEWATER FACILITY
Treatment Pond Summery Report

Phillips and Associates
Management and Technical Resources
707 254-1931

| Month | Treatment Pond # 1 | | | | Treatment Pond No. 2 | | | | Treatment Pond No. 3 | | | | ST-West | | | | ST-East | | | |
|--------|--------------------|-------|------|-------|----------------------|-------|------|-------|----------------------|-------|------|-------|---------|-------|------|-------|---------|-------|------|-------|
| Jul-18 | 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 | | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | | | | | |
| 10 | 2.6 | 8.2 | 7.2 | 19.8 | 2.6 | 8.3 | 7.8 | 20.0 | 2.5 | 10.2 | 8.9 | 21.5 | 10.2 | 10.4 | 12.2 | 20.3 | 10.2 | 10.4 | 10.1 | 19 |
| 11 | | | | | | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | | | | | | |
| 17 | 2.5 | 8.1 | 4.8 | 19.1 | 2.5 | 8.4 | 4.9 | 19.7 | 2.6 | 9.9 | 3.7 | 19.1 | 10.5 | 10.0 | 7.8 | 19.3 | 10.5 | 9.7 | 6.5 | 19.4 |
| 18 | | | | | | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | | | | | | | |
| 24 | 2.5 | 7.8 | 4.3 | 19.3 | 2.5 | 7.8 | 4.6 | 19.4 | 2.6 | 8.3 | 2.0 | 19.2 | 10.5 | 9.9 | 7.7 | 19.2 | 10.5 | 9.8 | 5.8 | 19.2 |
| 25 | | | | | | | | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | | | | | | | | |
| 29 | | | | | | | | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | | | | | | | | |
| 31 | 2.3 | 7.9 | 7.2 | 19.2 | 2.4 | 8.3 | 8.0 | 19.2 | 2.3 | 9.3 | 10.3 | 19.6 | 10.5 | 10.1 | 6.6 | 19.1 | 10.5 | 10.3 | 5.6 | 19 |

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT MANAGEMENT DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2018

This section of the District's Financial Statement presents our analysis of the District's financial position and performance for the Fiscal Year that ended June 30, 2018. Readers are encouraged to read this section in conjunction with the accompanying financial statements.

The District's Operation – an Overview

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

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

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

During the 2017/2018 fiscal year a sewer service rate increase was implemented to replace revenues generated in prior years from the solar rebate and the higher Ad Valorem tax rate. Sewer system expenses have been reduced in recent years. But revenues must also fund the debt repayments, formerly funded by the higher Ad Valorem tax rate and the solar rebate. The second and last planned sewer service rate increase will be implemented in fiscal year 2018/2019. During the year the services contract for the operation and maintenance of the sewer facilities was renegotiated, and the Operation and Maintenance Manual for the facilities was revised. The website was updated in compliance with Grand Jury recommendations, and the future election cycle was amended to consolidate with statewide general elections beginning in November 2020. Review of policies and by-laws is a continuing process.

The Community Park that the District inherited when the District was formed was also in disrepair. The Park was built in 1982 and had served the community well for a number of years. However, after a state mandated inspection of the play equipment, it was determined that all of the equipment had to be replaced. The Park Renovation Project involved extensive grading and terracing in order to meet the strict accessibility regulations. For its next improvement project in 2018/2019 the District is planning a wall mural, picnic table and bench, replacement fencing, gazebo, and ADA-compliant ramps.

Financial Highlights

The Sewer Enterprise Fund received \$165,371 in sewer service charges in 2017/2018; other funding brought total income to \$182,987. Expenses for the year, except for depreciation, were \$164,243. Debt service payments reduced the debt by \$38,709. Net operations funded \$24,136 of this debt repayment, but cash balances were reduced \$14,573 to meet the remaining debt service requirement. The 2018/2019 rate increase will help to alleviate this ongoing drain on cash reserves.

The Park Governmental Fund received \$34,685 in Measure A sales tax funding in 2017/2018. Donations and park rentals brought total income to \$36,649 of which \$3,243 was spent during the year. Cash balances at 6/30/2018 of \$153,721 will be used for planned improvement projects and park maintenance in future years.

Contacting the District Administrator

This financial report is designed to provide our citizens, customers, investors, and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have any questions about this report or need additional information, contact General Manager Jose Ortiz at Tomales Village Community Services District, Post Office Box 303, Tomales CA 94971 or admin@tomalescsd.ca.gov or 707-878-2767.

EXPLANATION OF PURPOSE OF MANAGEMENT DISCUSSION AND ANALYSIS

Established in 1984, the Governmental Accounting Standards Board (GASB) is the independent, private-sector organization based in Norwalk, Connecticut, that establishes accounting and financial reporting standards for U.S. state and local governments that follow Generally Accepted Accounting Principles (GAAP).

The GASB standards are recognized as authoritative by state and local governments, state Boards of Accountancy, and the American Institute of CPAs (AICPA). The GASB develops and issues accounting standards through a transparent and inclusive process intended to promote financial reporting that provides useful information to taxpayers, public officials, investors, and others who use financial reports.

SUMMARY OF STATEMENT NO. 34

BASIC FINANCIAL STATEMENTS—AND MANAGEMENT'S DISCUSSION AND ANALYSIS—FOR STATE AND LOCAL GOVERNMENTS
(ISSUED 6/99)

Summary

This Statement establishes financial reporting standards for state and local governments, including states, cities, towns, villages, and special-purpose governments such as school districts and public utilities. It establishes that the basic financial statements and required supplementary information (RSI) for general purpose governments should consist of:

- *Management's discussion and analysis (MD&A)*. MD&A should introduce the basic financial statements and provide an analytical overview of the government's financial activities. Although it is RSI, governments are required to present MD&A *before* the basic financial statements.
- The financial managers of governments are knowledgeable about the transactions, events, and conditions that are reflected in the government's financial report and of the fiscal policies that govern its operations. For the first time, those financial managers will be asked to share their insights in a required management's discussion and analysis (referred to as MD&A) by giving readers an objective and easily readable analysis of the government's *financial* performance for the year. This analysis should provide users with the information they need to help them assess whether the government's financial position has improved or deteriorated as a result of the year's operations.