



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, July 13, 2016, 7 – 9 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 July 13, 2016 BOD Agenda Action

IV. Board Member Reports

V. Approval of June 8, 2016 Minutes Action

VI. Financial Report (Melinda Bell)

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

VII. General Manager's Report

VIII. Phillips & Associates Report

- a. Review reports for June 2016
- b. Review Phillips and Associates price list and identify next steps Action

IX. Committee Reports

- a. Financial Advisory Committee (FAC)
 1. Review approved June minutes
 2. Discuss and approve proposed TVCS D Board calendar Action
- b. Park Advisory Committee (PAC)
 1. No June meeting
 2. Update on CIP's
 3. PAC fundraiser on Founder's Day, (Sunday September 4, 2016) Action

X. Pending Business

1. Request final rate analysis from RCAC Action

XI. Other Business

- 1.

XII. New Business

1. Conflict of Interest Policy response to County 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:

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



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, June 8, 2016, 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

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

Board Members Absent: None

Also Present: Jose Ortiz, TVCS D General Manager; Melinda Bell, TVCS D Treasurer; Cynthia Hammond, TVCS D Secretary; Margaret Graham, Walter Earle, Terry Duffy, Venta Leon, Gary Phillips (Phillips and Associates, and Andy Zinkevich (Natural Systems Utilities: NSU)

I. Call To Order

Bill Bonini called the meeting to order at 7:00 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.

Margaret Graham announced to the Board and guests of the book sale on Sunday, October 16, 2016. Mostly Native Nursery will accept donations of hard and soft covered books. Dru Fallon O'Neill announced that Founder's Day would be Labor Day, September 5, 2016.

III. Approval of June 8, 2016 TVCS D BOD Agenda

Dru Fallon O'Neill motioned to move Phillips and Associates after Open Communication and to approve agenda as is. No objections

IV. TVCS D Board Member reports

Donna Clavaud called the planning department and the permitted plans for the Park are ready. A check for \$1,868.28 is needed to pick up the permitted plans; Donna Clavaud will pick up plans.

In order to submit a summary proposal for the fence, a new procedure is required, as supervisors can no longer approve expenditures. This procedure is The Community Service Grant Program. The cycle is July 1st with a September 30th deadline. The applications are now on-line and Donna Clavaud will submit the grant on-line.

V. Approval of July 8 & 22, 2015, August 12 & 17, 2015, September 9, 2015, May 11, 2016 and May 25, 2016 TVCSD BOD minutes

Bill Bonini motioned to approve July 8 & 22, 2015, August 12 & 17, 2015, September 9, 2015, May 11, 2016 and May 25, 2016 minutes. Dru Fallon O'Neill seconded the motion. M/S/U

VI. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures:

Dru Fallon O'Neill motioned to accept check registers and approve expenditures. Deborah Parrish seconded the motion. M/S/U

b. Financial Manager's Report:

Melinda Bell reported that the most important part of the financial report is the budget to actual comparison for both the park and sewer program. The sewer program results for the current year through May (11/12 of the year) are -\$53,609, but \$47,000 of this is depreciation. The sewer program budget for 2016/2017 is balanced without appropriations for depreciation. The Sewer program budget also does not include expenditures for debt principal payment as these cash outlays reduce the liability and are not expenses. Cash outlay for debt reduction in 2016/2017 will be \$38,526. With anticipated budget surplus of \$1,500 and anticipated debt reduction, Sewer program cash will be decreased \$37,026.

The park program results for the current year through May are a positive \$37,453 due to delayed expenditures. Park cash balances will decrease during 2016/2017 by the amount of the spending of prior year receipts, anticipated at \$39,707.

c. Review and Approve Financial Statements:

Dru Fallon O'Neill motioned to approve the financial statements. Deborah Parrish seconded the motion. M/S/U

VII. General Manager's Report

Jose Ortiz met with Telstar and the system was working but it is still sending error messages. A new radio transmitter was ordered for \$1,150 and will be installed by Telstar. Estimate for transmitter and installation will be about \$2,000. It was discovered the communication failure was due to a bug in the software.

Jose Ortiz met with Blair Allen to inspect plant and to discuss the operation of FOG tank. Jose Ortiz will submit letter to formally request bypassing the FOG tank for a year. This will save the district approximately \$5,000 per year in pumping costs.

Jose Ortiz will work with Andy Zinkevich to prepare an asset management plan, capital improvement, and ten (10) year plan.

Responded to 2015/2016 Grand Jury Web Transparency Report: Jose Ortiz will provide Cynthia Hammond a list of requirements/documents missing from the TVCSD website, Cynthia Hammond will forward documents to Walter Earle for inclusion on the website.

VIII. Phillips & Associates Report

- a. Review reports for April 2016
- b. Gary Phillips from Phillips and Associates attended the Board meeting to discuss routine tasks performed under current O & M contract.

Gary Phillips introduced Andy Zinkevich as the Transition Manager for the Phillips and Associates merger with Natural Systems Utilities (NSU). Andy Zinkevich provided a handout of primary activities (operations, maintenance, utility and construction management) and support activities (safety and compliance, electrical, control and piping expertise, process monitoring, analysis, trouble shooting, technology, engineering, planning, permit management, human resources and administration, legal and accounting). Andy Zinkevich emphasized the level of automation will be raised. Phillips and Associates currently manages 30 plants in 25 locations.

The following questions were submitted to Phillips and Associates from TVCSD Board of Directors:

1.) What activities are performed on a daily, weekly, monthly, quarterly, semi-annually, and annually?

Answer: Appendix A of the contract describes these activities and includes a management plan to manage the facility. Tasks are developed and are always at the treatment plant. Logbooks are bound, and entries are penned in ink. The regulatory requirements to regional boards are done as required. Some of the testing is done on a weekly, quarterly, monthly or annually; reports are done monthly and annually.

2.) What personnel perform those activities and what are their titles and rates?

Answer: The Schedule of Rates lists titles and billing rates for all positions. Gary Phillips will provide the current one.

3.) On average, how much staff time, by position (supervisor, operator, maintenance worker, chief plant operator, etc.) is spent monthly performing these activities?

Answer: Phillips and Associates business model is not set up to provide this information, it varies by the need.

4.) How much of the monthly fee is for purchasing chemicals such as chlorine, herbicides, and materials for signage and grounds maintenance (not including the additional lab testing required by the new WDR's which is paid at cost plus 20% by TVCSD)?

Answer: Billing system is not set up to keep track of every bit of material used. Example: a contractor wouldn't keep track of every nail used.

5.) How much time and by what classification of employee is spent on remote monitoring and controls?

Answer: Phillips and Associates business model does not capture most of this data. There are direct costs for staff operators and staff maintenance but Steve Phillips and Gary Phillips are not direct costs. Jose Ortiz said Steve Phillips monitors the SCADA system every morning and evening and TVCSD isn't charged for his time directly.

6.) How many hours monthly is spent to produce the self-monitoring reports?

Answer: 60 – 90 minutes unless there is a non-compliance and a corrective action needs to be written.

7.) Are call-outs included in the monthly fee and how often over the course of a year does this occur?

Answer: It depends who gets called out. Steve Phillips doesn't bill for his time. NSU may change this. However, depending upon circumstances (such as a storm, a car hits a power pole) and depending who gets called out, costs will incur.

This area has to do with clarifying the potential impact to the District by the recent acquisition of Phillips & Associates by NSU:

1.) How does the merger affect TVCSD in terms of services and costs?

Answer: Services, resources and capabilities will improve and there hasn't been any discussion on changing costs. Jose Ortiz mentioned the Contract states that Phillips and Associates will meet annually with the TVCSD General Manager (Jose Ortiz) to assess the various conditions of the facilities to develop an asset management plan. Andy Zinkevich will work with Jose Ortiz to develop an asset management plan and will continue to be an annual service.

2.) The contract under which Phillips & Associates has provided its services has been unchanged since it was executed in 1999, except for cost increases based on the CPI. It states that you were to have developed and provided a systematic maintenance program that complies with the Operations and Maintenance Manual among other recommendations or practices. We don't have any records of that maintenance program.

Answer: Program was developed as task matrix. From the contract: Section 3.6.6 of contract says to perform work "...which comply with Operations and Maintenance Manual, equipment manufacturers recommendation or best industry practices; whichever the contractor believes is most appropriate." Section 3.12.1 says "the district must give us written notice if they believe we are not in compliance". Gary Phillips said the Operations and Maintenance Manual is a "living document"; as regulations change or better techniques are developed, these will be added to the Operations and Maintenance Manual.

Follow-up questions to Gary Phillips and Andy Zinkevich:

Peter MacLaird questioned internal tracking and billing procedures, as they are vague. Andy Zinkevich explained that Phillips and Associates uses Quickbooks that doesn't lend itself to consolidating hours by the project. NSU uses Deltek and will be using it in the future and will remain market competitive. Currently, monthly billing includes the retainer and unscheduled work is specifically laid out.

Deborah Parrish stated Phillips and Associates billing rates haven't been reviewed and broken down since 1999. The base rate for TVCSD is \$3,475 per month that covers basic services plus CPI adjustments for the last seventeen (17) years. There hasn't been a breakdown of actual work and the rates being charged and requests have been made to substantiate the fees. Deborah Parrish works with a similar client; their contracts provide the specific information; the task, rates, etc. Gary Phillips requested a

template of Deborah Parrish's clients' contract.

Dru Fallon O'Neill reiterated the need to be efficient and to know what TVCSD is spending.

Donna Clavaud explained that RCAC did two (2) rate analysis drafts with inaccurate information. Gary Phillips will work with RCAC if requested by TVCSD Board.

Bill Bonini requested from Gary Phillips that if there were things that could be done differently to save costs to advise the Board. Andy Zinkevich suggested getting together to evaluate a "quasi" comprehensive plan.

Venta Leon asked NSU, being the operator, if everything is done in-house instead of being contracted out would this result in cost savings? Andy Zinkevich said this has been their experience. Venta Leon questioned the use of Roundup. Walter Earle suggested using Burndown herbicide, which is commercial grade and doesn't need a special license to apply.

Terry Duffy asked if the drought would have any effect on the system. Jose Ortiz explained that there could be shrinkage, which could result in soils movement could potentially crack pipes.

IX. Committee Reports

a. Financial Advisory Committee (FAC)

No meeting was held.

b. Park Advisory Committee (PAC)

1. Review May 23, 2016 minutes

Brian Lamoreaux stepped down from PAC. A Project Manager is needed for the gazebo and fence projects. Bill Bonini knows someone who could manage the projects. Jose Ortiz said the Project Manager needs to have experience in contract administration and construction management. Bill Bonini and David Judd will put together the job task, materials list, and description of fence, Jose Ortiz will review and Donna Clavaud will write the RFP. Donna Clavaud would like to see these projects pushed forward and suggested helping PAC to create a timeline.

2. Update on status of PAC Committee Policy

No discussion.

X. Pending Business

1. Adopt final Sewer Enterprise and Community Park budgets for fiscal year 2016/2017

Deborah Parrish motioned to adopt final Sewer Enterprise and Community Park budgets for fiscal year 2016/2017. Donna Clavaud seconded the motion. M/S/U

2. Adopt Resolutions 16-03 and 16-04 for hook-up fees and Ad Valorum tax rate

Deborah Parrish motioned to adopt Resolutions 16-03 and 16-04 for hook-up fees, sewer charges and Ad Valorum tax rate. Donna Clavaud seconded the motion. M/S/U

XI. Other Business

None

XII. New Business

1. TVCSD Board Meeting Agenda planning for fiscal year 2016/2017. Priority examples: Assets inventory, five (5) and ten (10) year financial plan, service contract renewals, TVCSD Newsletter, rate analysis.

Deborah Parrish proposes for agenda planning purposes and efficiency to break BOD meetings into quarterly and non-quarterly meetings. General Manager and Operator to attend quarterly meetings, Financial Manager will attend April and October meetings and Secretary will attend all meetings.

Quarterly meetings to include the following:

January meetings to discuss board elections and orientation.

April meetings to draft budgets.

June meetings to discuss budget presentations.

October meetings to discuss capital budget and audit report.

Non-quarterly meetings to be held in February, March, May, July, September and November will include committee business, policies and procedures, training and board business.

All meetings will include General Manager's report, Financial Manager's report, items needing Board attention and minutes/Board actions.

No meetings will be held in August and December.

Deborah Parrish motioned to suspend for fiscal year 2016/2017 August and December meetings and to approve quarterly and non-quarterly meetings as described above. Dru Fallon O'Neill seconded the motion. M/S/U

Donna Clavaud read a list of priorities (not in any specific order):

Staff contracts and scopes of work, performance evaluations for staff, review and amend the bylaws, asset management inventory, RCAC request for final rate analysis, five (5) and ten (10) year financial plan, refine TVCSD financial policies (especially Reserves Policy), CIP plan for five (5) years, O & M RFP contract process, Tomales Community Park CIP plan and timeline, RFP for construction of CIP's of the Park and hiring contract consolidation. In April decide on the need for a rate increase; educate and outreach to rate payers. 2017/2018 TVCSD budget and a five (5) year strategic plan. Donna Clavaud suggests the Finance Committee meet to discuss and bring findings to the TVCSD Board.

XIII. Correspondence

None

XIV. Adjournment

Dru Fallon O'Neill motioned to adjourn the June 8, 2016 TVCSD BOD meeting. Deborah Parrish seconded the motion. M/S/C

Meeting adjourned at 9:22 pm

Next TVCSD BOD Meeting, July 13, 2016, 7 pm at Tomales Town Hall

Approved by: President, Bill Bonini

Date:

Attested by: Cynthia Hammond, Secretary

Date:

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

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

Board of Directors:

Bill Bonini, President ● Deborah Parrish, Vice President ● Donna Clavaud

Peter MacLaird ● Dru Fallon O'Neill

Preliminary June 2016 Bank Accounts

| Type | Date | Num | Name | Memo | Amount | Balance |
|-----------------|------------|------|--|---|-------------------|-------------------|
| | | | SEWER BANK ACCOUNTS | JUNE ACTIVITY | | |
| | | | | | | |
| | | | 131.31 · Redwood Credit Union | Beginning Balance 6/1/2016 | | 135,790.92 |
| Deposit | 06/30/2016 | | | Deposit | 11.60 | 135,802.52 |
| | | | Total 131.31 · Redwood Credit Union | Ending Balance 6/30/2016 | 11.60 | 135,802.52 |
| | | | 131.42 · Bank of Marin - Money Market | Beginning Balance 6/1/2016 | | 69,112.36 |
| Deposit | 06/06/2016 | | | HOPTR | 8.40 | 69,120.76 |
| Transfer | 06/07/2016 | | | County Sewer Charges Share for Solar | -7,770.00 | 61,350.76 |
| Transfer | 06/07/2016 | | | Funds Transfer | -20,000.00 | 41,350.76 |
| Deposit | 06/14/2016 | | | Deposit | 2.00 | 41,352.76 |
| Deposit | 06/16/2016 | | | Deposit | 4,445.37 | 45,798.13 |
| | | | Total 131.42 · Bank of Marin - Money Market | Ending Balance 6/30/2016 | -23,314.23 | 45,798.13 |
| | | | 131.44 · Bank of Marin - Sewer | Beginning Balance 6/1/2016 | | 14,168.76 |
| Bill Pmt -Check | 06/04/2016 | 4211 | Melinda K. Bell | May | -1,225.00 | 12,943.76 |
| Bill Pmt -Check | 06/04/2016 | 4212 | Nelson Staffing | May 18 - May 29 | -410.66 | 12,533.10 |
| Bill Pmt -Check | 06/04/2016 | 4213 | PGE | 8044736439-1 | -80.11 | 12,452.99 |
| Bill Pmt -Check | 06/04/2016 | 4214 | Phillips & Associates | June | -5,738.13 | 6,714.86 |
| Bill Pmt -Check | 06/06/2016 | 4215 | City Sewer Pumping | 2 loads 6/2 | -850.00 | 5,864.86 |
| Bill Pmt -Check | 06/06/2016 | 4216 | Ortiz, Jose | 26.5 hours, 7.5 hours travel, 336 miles | -3,964.37 | 1,900.49 |
| Transfer | 06/07/2016 | | | Funds Transfer | 20,000.00 | 21,900.49 |
| Bill Pmt -Check | 06/15/2016 | 4217 | AT&T | 138729848 6/11 - 7/10 | -121.59 | 21,778.90 |
| Bill Pmt -Check | 06/15/2016 | 4218 | AT&T Uverse | 145835838 6/7 - 7/6 | -123.93 | 21,654.97 |
| Bill Pmt -Check | 06/15/2016 | 4219 | Nelson Staffing | June 3 - June 12 | -288.33 | 21,366.64 |
| Bill Pmt -Check | 06/15/2016 | 4220 | Kristin Lawson | June - August | -300.00 | 21,066.64 |
| Payment | 06/22/2016 | | Tomales Regional Histroy Center | | 126.00 | 21,192.64 |
| Bill Pmt -Check | 06/22/2016 | 4230 | Clavaud, Donna | MIJ legal notice of budget hearing | -46.00 | 21,146.64 |
| | | | Total 131.44 · Bank of Marin - Sewer | Ending Balance 6/30/2016 | 6,977.88 | 21,146.64 |
| | | | 131.48 · Bank of Marin - Solar | Beginning Balance 6/1/2016 | | 22,068.35 |
| Transfer | 06/07/2016 | | | County Sewer Charges Share for Solar | 7,770.00 | 29,838.35 |
| | | | Total 131.48 · Bank of Marin - Solar | Ending Balance 6/30/2016 | 7,770.00 | 29,838.35 |
| | | | TOTAL SEWER CASH | | -8,554.75 | 232,585.64 |
| | | | | | | |
| | | | PARK CHECKING ACCOUNT | JUNE ACTIVITY | | |
| | | | | | | |
| | | | 131.46 · Bank of Marin - Park Account | Beginning Balance 6/1/2016 | | 103,053.77 |
| Deposit | 06/01/2016 | | | Deposit | 0.45 | 103,054.22 |
| Bill Pmt -Check | 06/04/2016 | 1133 | Melinda K. Bell | budget work 11.75 hours May | -411.25 | 102,642.97 |
| Bill Pmt -Check | 06/06/2016 | 1134 | PGE | | -129.73 | 102,513.24 |
| Payment | 06/08/2016 | | Henry Elfstrom | | 70.00 | 102,583.24 |
| Bill Pmt -Check | 06/08/2016 | 1135 | Marin County Community Development | balance due permit | -1,868.24 | 100,715.00 |
| Payment | 06/15/2016 | | Henry Elfstrom | | 70.00 | 100,785.00 |
| Deposit | 06/29/2016 | | | Deposit | 400.00 | 101,185.00 |
| | | | Total 131.46 · Bank of Marin - Park Account | | -1,868.77 | 101,185.00 |



Financial Manager's Report July 13, 2016

2015/2016 Preliminary Reports

The packet includes preliminary financial reports for June 30, 2016. They are essentially complete, but we should wait a couple of weeks before assuming that we have received all the bills for the fiscal year. For the time being it is worth our while to review these reports for year-end results.

Sewer Program Results

Looking at the balance sheet, we see that Sewer cash decreased \$50,000 this year. However, Sewer liabilities decreased \$52,000. While this is a good use of our cash, we must try to maintain our cash balances for long-term asset management.

Looking at the budget comparison, we see the Sewer program had \$52,000 more in expenses than income. The line item differences are clear in the report. The deficit is only \$400 more than the depreciation expense, getting back to long-term asset management again. It is good that we finished the year close to balanced without including the depreciation of our infrastructure. But we cannot completely ignore long-term asset management and capital planning.

With the transition this fiscal year, comparison with the previous year is not completely clear-cut, but the Financial Advisory Committee will be reviewing the details, which will be available in the final year-end reports later this month. Overall general and administrative expenses decreased from last year \$25,000 from last year, the same improvement you see on the balance sheet on the net income line.

Park Program Results

Looking at the balance sheet, we see that Park cash has increased \$35,000 due to delayed expenditures on the projects. The budget comparison shows an actual net income surprisingly close to the budgeted net income. The budget included higher income, including the use of prior year funds, not true income anyway, and grants not applied for. Actual income was lower, as were expenses, so the net income came out close to budget.

Next Month

I will be on vacation from July 28 through August 19. I hope to be available by cell phone 415-302-3903, but there will be some 4-day gaps in email access. I will pay predictable bills in advance and do the August billings, County transmittals and final year-end reports before I leave. When I return, I will finish the August work. The auditors will be with us for field work September 6 and 7. Please let me know if you have any concerns about my absence at this time.

Balance Sheets Preliminary 6/30/2016

| | | | | Jun 30, 16 | Jun 30, 15 |
|----------------------------|--|--|---------------------|---------------------|------------|
| SEWER BALANCE SHEET | | | | | |
| ASSETS | | | | | |
| | | 131.31 · Redwood Credit Union | 135,802.52 | 135,664.86 | |
| | | 131.42 · Bank of Marin - Money Market | 45,798.13 | 112,293.51 | |
| | | 131.44 · Bank of Marin - Sewer | 21,146.64 | 3,457.14 | |
| | | 131.48 · Bank of Marin - Solar | 29,838.35 | 31,352.36 | |
| | | Total Checking/Savings | 232,585.64 | 282,767.87 | |
| | | 137.00 · Accounts Receivable | 0.00 | 1,933.66 | |
| | | Total Current Assets | 232,585.64 | 284,701.53 | |
| | | 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 | |
| | | 110.00 · Improvement Project | 939,393.31 | 939,393.31 | |
| | | 112.00 · Solar System | 269,945.21 | 269,945.21 | |
| | | 105.00 · Less Accumulated Depreciation | -530,316.01 | -478,716.01 | |
| | | Total Fixed Assets | 1,540,724.48 | 1,592,324.48 | |
| | | Other Assets | | | |
| | | 136.00 · SUSD Note Receivable | 19,807.04 | 21,104.04 | |
| | | TOTAL ASSETS | 1,793,117.16 | 1,898,130.05 | |
| | | LIABILITIES & EQUITY | | | |
| | | 222.00 · Accounts Payable | 3,634.45 | 18,602.69 | |
| | | Long Term Liabilities | | | |
| | | 211.00 · SWRCB SRF Loan | 154,749.88 | 174,841.36 | |
| | | 215.00 · CREBS Bond | 179,411.74 | 197,352.92 | |
| | | Total Liabilities | 337,796.07 | 390,796.97 | |
| | | Equity | | | |
| | | 260.00 · Retained Earnings | 1,274,279.74 | 1,353,082.01 | |
| | | 261.00 · Sinking Fund - Debt Reserve | 47,775.00 | 47,775.00 | |
| | | 262.00 · Capital Improvement Reserve | 42,758.97 | 42,758.97 | |
| | | 263.00 · Emergency Reserve | 33,982.00 | 33,982.00 | |
| | | 264.00 · Operating Reserve | 3,537.37 | 3,537.37 | |
| | | 265.00 · Net Assets - Unrestricted | 105,000.00 | 105,000.00 | |
| | | Net Income | -52,011.99 | -78,802.27 | |
| | | Total Equity | 1,455,321.09 | 1,507,333.08 | |
| | | TOTAL LIABILITIES & EQUITY | 1,793,117.16 | 1,898,130.05 | |
| PARK BALANCE SHEET | | | | | |
| | | | | Jun 30, 16 | Jun 30, 15 |
| ASSETS | | | | | |
| | | 131.46 · Bank of Marin - Park Account | 101,185.00 | 66,270.13 | |
| | | Total 131.00 · Cash | 101,185.00 | 66,270.13 | |
| | | Total Checking/Savings | 101,185.00 | 66,270.13 | |
| | | 137.00 · Accounts Receivable | 0.00 | 70.00 | |
| | | Total Current Assets | 101,185.00 | 66,340.13 | |
| | | Fixed Assets | | | |
| | | 100.20 · Land and Land Rights | 132,000.00 | 132,000.00 | |
| | | 111.00 · Park Equipment | | | |
| | | Original Cost | 305,532.92 | 305,532.92 | |
| | | 105.00 · Depreciation | -51,433.00 | -43,933.00 | |
| | | Total 111.00 · Park Equipment | 254,099.92 | 261,599.92 | |
| | | Total Fixed Assets | 386,099.92 | 393,599.92 | |
| | | TOTAL ASSETS | 487,284.92 | 459,940.05 | |
| | | LIABILITIES & EQUITY | | | |
| | | 222.00 · Accounta Payable | 235.00 | 669.55 | |
| | | Total Accounts Payable | 235.00 | 669.55 | |
| | | Other Current Liabilities | | | |
| | | 217.00 · Unearned Revenue | 25,000.00 | 25,000.00 | |
| | | Total Current Liabilities | 25,235.00 | 25,669.55 | |
| | | Total Liabilities | 25,235.00 | 25,669.55 | |
| | | Equity | | | |
| | | 252.50 · Investment in Capital Assets | 393,599.92 | 393,599.92 | |
| | | 260.00 · Retained Earnings | 40,670.58 | 17,233.69 | |
| | | Net Income | 27,779.42 | 23,436.89 | |
| | | Total Equity | 462,049.92 | 434,270.50 | |
| | | TOTAL LIABILITIES & EQUITY | 487,284.92 | 459,940.05 | |

Preliminary Sewer Budget to Actual Comparison 6/30/2016

| | Jul '15 - Jun 16 | YTD Budget | | | Jul '15 - Jun 16 | YTD Budget |
|---|------------------|------------|--|--|------------------|------------|
| 301.10 · Service Charges - Monthly | 756.00 | 756.00 | | Total 414.40 · Office Expense | 27,380.94 | 23,700.40 |
| 301.15 · Service Charges - Annual Fees | 2,268.00 | 1,512.00 | | 414.50 · O&M Contractual Services | 60,692.42 | 67,831.92 |
| 301.20 · Service Charges - SUSD | 68,464.78 | 69,613.00 | | 414.55 · Professional Fees | | |
| 301.35 · Solar Portion - County | 7,770.00 | 7,680.00 | | 414.552 · Accounting | 4,750.00 | 5,000.00 |
| 301.30 · Service Charges - County - Other | 88,456.48 | 90,191.43 | | 414.553 · Consulting | 0.00 | 2,000.00 |
| Total 301.30 · Service Charges - County | 96,226.48 | 97,871.43 | | 414.555 · Grant Writer | 0.00 | 5,000.00 |
| 301.40 · Capital Improvement Component | 0.00 | 4,420.00 | | Total 414.55 · Professional Fees | 5,224.25 | 17,000.00 |
| 301.00 · Service Charges | 167,715.26 | 174,172.43 | | 414.60 · Publication and Notices | | |
| 303.10 · Permit and Inspection Fees | 250.00 | | | 414.60 · Publication and Notices - Other | 46.00 | 0.00 |
| 0 · SUSD Sinking Fund | 8,062.00 | 8,062.00 | | 414.62 · Dues and Subscriptions | 1,531.65 | 1,510.00 |
| 0 · Interest Income | 1,521.91 | 1,422.00 | | 414.65 · Rents and Leases | | |
| 315.50 · Levy 4 | 8,276.04 | 8,200.00 | | 414.68 · Solar Lease Agreement | 0.00 | 17,941.18 |
| 315.00 · Intergovernmental Revenues - Other | 2,515.00 | 0.00 | | Total 414.65 · Rents and Leases | 750.00 | 18,691.18 |
| 315.00 · Intergovernmental Revenues | 10,791.04 | 8,200.00 | | 414.70 · Repairs and Maintenance | | |
| 0 · CSI Solar Rebate | 7,519.93 | 12,750.00 | | 414.71 · Plant and Building Maintenance | 0.00 | 1,000.00 |
| 318.30 · Transfer In | 0.00 | 18,500.00 | | 414.73 · Equipment Repairs | 0.00 | 1,150.00 |
| | | | | 414.77 · Irrigation Field Maintenance | 3,463.73 | 2,000.00 |
| Total Income | 195,860.14 | 223,106.43 | | Total 414.70 · Repairs and Maintenance | 23,915.50 | 10,300.00 |
| Expense | | | | 414.75 · New Equipment | 0.00 | 13,000.00 |
| 0 · Sewage Collection | 352.75 | 375.00 | | 414.80 · Travel and Meetings | | |
| 0 · Sewage Treatment | 9,525.38 | 1,686.00 | | 414.81 · Travel | 831.94 | 1,200.00 |
| 0 · Sewage Disposal | 315.15 | 336.00 | | 414.83 · Meetings and Seminars | 0.00 | 320.00 |
| 0 · Administration and General | | | | Total 414.80 · Travel and Meetings | 831.94 | 1,520.00 |
| 404.10 - Payroll Tax Expense | | | | 414.90 · Telephone and Internet Services | 3,029.09 | 2,640.00 |
| 414.13 - State Unemployment Tax | 28.90 | | | 414.95 · Miscellaneous Expenses | 0.00 | 0.00 |
| 414.12 - Medicare Payroll Tax | 12.33 | | | Total 414.00 · Administration and General | 181,859.29 | 208,949.50 |
| 414.11 - Social Security Tax | 52.70 | | | 417.00 · Other Operating Expenses | | |
| Total 404.10 - Payroll Tax Expense | 93.93 | | | 417.10 · Bank Service Charges | 0.00 | 0.00 |
| 414.05 · Administrator's Fees | 49,976.99 | 45,000.00 | | 417.20 · Election Expense | 289.00 | 428.31 |
| 414.22 · Licenses and Permits | 1,346.50 | 1,346.00 | | 417.30 · LAFCO Charges | -115.50 | 124.00 |
| 414.30 · Insurance | | | | 417.00 · Other Operating Expenses - Other | -0.14 | |
| 414.31 · Property & Liability Insurance | 5,717.31 | 5,312.00 | | Total 417.00 · Other Operating Expenses | 173.36 | 552.31 |
| 414.33 · Worker's Comp Insurance | 772.36 | 738.00 | | 415.00 · Amortization Expense | 0.00 | 0.00 |
| 414.35 · Health Insurance Allowance | 400.00 | 0.00 | | 415.50 · Depreciation Expense | 51,600.00 | 0.00 |
| Total 414.30 · Insurance | 6,889.67 | 6,050.00 | | 420.20 · Interest Expense - SRF Loan | 4,046.20 | 4,371.00 |
| 414.40 · Office Expense | | | | 423.00 · Other Nonoperating Expenses | | |
| 414.41 · Postage and Delivery | 306.19 | 211.00 | | 423.20 · Awards and Gifts | 0.00 | 175.00 |
| 414.42 · Printing and Copies | 0.00 | 50.00 | | Total 423.00 · Other Nonoperating Expenses | 0.00 | 175.00 |
| 414.43 · Office Supplies | 549.80 | 380.00 | | Total Expense | 247,872.13 | 216,444.81 |
| 414.44 · Sonic - Web Hosting | 179.55 | 1,739.40 | | Net Income | -52,011.99 | 6,661.62 |
| 414.45 · Equipment Expense | 296.49 | 0.00 | | | | |
| 414.46 · Board Meeting Expense | | | | | | |
| 414.465 · Board Meber Stipend | 850.00 | 4,200.00 | | | | |
| 414.467 · Board Training | 60.00 | 1,920.00 | | | | |
| 414.468 · Board Meeting Expense - Oth | 0.00 | 1,000.00 | | | | |
| 414.46 · Board Meeting Expense - Othe | 0.00 | 0.00 | | | | |
| Total 414.46 · Board Meeting Expense | 910.00 | 7,120.00 | | | | |
| 414.47 · Clerical/Bookkeeping | 17,491.25 | 4,200.00 | | | | |
| 414.48 · Office Rent | 1,200.00 | 1,200.00 | | | | |
| 414.49 · Secretary | 6,447.66 | 7,800.00 | | | | |
| 414.495 · Recruiting | 0.00 | 1,000.00 | | | | |

TVCS D Park
Preliminary Budget Comparison
June 30 2016

| | | Jul '15 - Jun 16 | YTD Budget | |
|--|----------------------------------|------------------|------------------|----------------------|
| Income | | | | |
| 311.00 | · Interest Income | 4.28 | 1.44 | |
| 315.00 · Intergovernmental Revenues | | | | |
| 315.60 | · HOPTR | 0.00 | 0.00 | not Park |
| 315.65 | · Property Tax Refund | 0.00 | 0.00 | not Park |
| 315.70 | · SB 90 Reimbursement | 7,273.00 | | |
| 315.75 | · Measure A Prior Year Carryover | 0.00 | 27,053.00 | not 2015/5016 income |
| 315.80 | · Measure A Funds | 32,907.56 | 27,387.00 | |
| 315.85 | · Advanced Measure A Funds | 0.00 | 10,000.00 | not 2015/5016 income |
| Total 315.00 · Intergovernmental Revenues | | 40,180.56 | 64,440.00 | |
| 320.00 · Contributions Income | | | | |
| 320.20 · Restricted | | | | |
| 320.25 | · Prior Year Carryover | 0.00 | 1,500.00 | not 2015/5016 income |
| 320.20 | · Restricted - Other | 0.00 | 1,500.00 | |
| Total 320.20 · Restricted | | 0.00 | 3,000.00 | |
| 320.30 · Unrestricted | | | | |
| 320.32 | · 2013 PitP | 0.00 | 0.00 | |
| 320.35 | · Prior Year Carryover | 0.00 | 10,693.00 | not 2015/5016 income |
| 320.30 | · Unrestricted - Other | 100.00 | 200.00 | |
| Total 320.30 · Unrestricted | | 100.00 | 10,893.00 | |
| 320.00 | · Contributions Income - Other | 150.00 | | |
| Total 320.00 · Contributions Income | | 250.00 | 13,893.00 | |
| 322.00 · Park Use Rental | | | | |
| 322.50 | · Cleaning and Security Deposit | 200.00 | 0.00 | |
| 322.00 | · Park Use Rental - Other | 745.00 | 450.00 | |
| Total 322.00 · Park Use Rental | | 945.00 | 450.00 | |
| 322.60 | · Water Tower PGE | 840.00 | 910.00 | |
| 340.00 · Grants | | | | |
| 340.10 | · Board of Supervisors | 0.00 | 10,774.00 | |
| 340.20 | · Dean Witter Foundation | 0.00 | 9,000.00 | |
| Total 340.00 · Grants | | 0.00 | 19,774.00 | |
| Total Income | | 42,219.84 | 99,468.44 | |
| Expense | | | | |
| 414.57 | · Accounting | 927.50 | | |
| 414.80 · Measure A | | | | |
| 414.81 | · Measure A Project Expenses | 3,753.36 | 59,000.00 | |
| 414.82 | · Measure A Maintenance Expenses | 1,261.53 | 800.00 | |
| 414.83 | · PGE Park | 998.03 | 1,310.43 | |
| 414.85 | · Matching Project Funds | 0.00 | 7,000.00 | |
| Total 414.80 · Measure A | | 6,012.92 | 68,110.43 | |
| 415.50 | · Depreciation Expense | 7,500.00 | | |
| 430.00 | · Miscellaneous | 0.00 | 3,000.00 | |
| 6260 | · Printing and Reproduction | 0.00 | 0.00 | |
| Total Expense | | 14,440.42 | 71,110.43 | |
| Net Income | | 27,779.42 | 28,358.01 | |

GENERAL MANAGER'S REPORT

JULY 13, 2016

Coordination with Staff

- ❖ Reviewed July 13, 2016 agenda with Cynthia Hammond.
- ❖ Coordinated with Phillips & Associates to document continuing issues with SCADA communications.
- ❖ Coordinated with Cynthia Hammond on the website transparency project.
- ❖ Continued reviewing existing procedures, gathering and reviewing data and background reports, existing contracts and agreements particularly any contracts with Telstar, and regulatory requirements and self-monitoring reporting procedures.

New/Continuing Business

- ❖ Received invoice from June Johnsen at Telstar for the radio survey that Paul Berson performed. While it appeared that we had finally corrected the communications problems, they worsened at the end of May.
- ❖ Paul Berson notified that the new radio transmitter has been delivered to Telstar and asked to install it this month.
- ❖ Sent letter to Blair Allen from Regional Board formally requesting permission to suspending operation of FOG tank for one year. (Attached)
- ❖ Began discussions with NSU/PSI to identify asset management needs.
- ❖ Potential joint project between Jose L. Ortiz Consulting and NSU for a water system evaluation in Napa County. Disclosure to TVCSD relative to conflict of interest potential.
- ❖ Walter has uploaded existing contracts to the website. When he gets the signed minutes for several Board meetings in 2015, he will upload those as well. We will forward those to Karl Drexel per his request.

Next Month

Report Preparation

- ❖ Prepare revised O&M Manual consistent with WDRs. Tentative submittal date is July 31, 2016.
- ❖ Begin preparation of asset management plan for inclusion into the District's five-year financial plan.
- ❖ Begin preparation of CSD standards and policies for sewer connections.
- ❖ Address contract administration needs for some of the upcoming park improvement projects.

District Coordination

- ❖ Conduct facility inspection and needs assessment with Phillips & Associates. Goal is to prepare an asset management plan, a capital improvement plan, and a 10-year financial plan.
- ❖ Continue to define roles and responsibilities among GM, Administrative Support, and Finance Manager. As some of the recent issues are resolved, we can verify that hours allocated monthly are valid.



July 1, 2016

Board of Directors

Bill Bonini
President

Deborah Parrish
Vice-President

Donna Clavaud
Board Member

Dru Fallon O'Neill
Board Member

Peter MacLaird
Board Member

General Manager

José L. Ortiz, P.E.

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

RE: Tomales Village Community Services District, Operation of FOG tank

Dear Mr. Allen:

This letter follows our meeting June 1, 2016 at Tomales Village Community Services District (District) Wastewater Treatment Facility located at 10 Irvin Road in Tomales, Marin County. The purpose of the meeting, also attended by Steve Phillips, Chief Plant Operator, was to evaluate the effectiveness of the 2000-gallon FOG tank.

As I indicated to you in my email dated May 10, 2016 the FOG tank is located immediately downstream of the comminutor and Parshall flume. Originally, under the 2010 operations and maintenance manual, it was anticipated the cleaning of the tank would be needed quarterly. We have found that the tank is filling more rapidly, requiring on average one pumping out per month. This has resulted in pumping costs three times what was anticipated.

We scheduled the FOG tank pumping for the same day of our meeting so that we could verify our assessment that the FOG tank traps more biosolids than fats, oil, and grease. During the pumping it was apparent the buildup in the tank was biosolids and very little FOG. Instead of biosolids flowing into Pond 1 to begin the secondary treatment process, some of the solids are trapped in the tank. In effect, the FOG tank is acting more like a septic tank than a FOG tank. Part of the reason that very little FOG gets to this tank is that under our ordinance, food establishments are required to have grease traps and they are required to clean them as needed.

The improvements that added the FOG tank also included valves and piping that allow us to bypass the FOG tank altogether. As we discussed at our meeting, we request permission to bypass the FOG tank for a period of one year.

P.O. Box 303
Tomales, CA 94971
Ph 707/878-2767 • e-mail admin@tomalescsd.ca.gov

During that time, in addition to performing our regular monitoring required by Regional Board Order No. R2-2015-0019, we will monitor pond 1 for buildup of grease balls. We also plan to conduct a closed circuit TV inspection of the sewer main between Highway 1 and the WWTP to determine FOG buildup, if any, inside the sewer main. We are confident that the wastewater treatment plant will meet performance criteria since, as Steve noted, prior to the installation of the FOG tank in 2009, all the influent went directly to the treatment ponds.

At the end of the year, we will report to the Regional Board a summary of our findings and conclusions. If you have any questions, please contact me at (707) 330-3542 or by email at jose91946@sbcglobal.net.

Sincerely,



Jose L. Ortiz, P.E.
General Manager

Cc: Phillips & Associates

Phillips & Associates
Management & Technical Resources

General
Engineering
Contractor
#A-751807

SWRCB
Operations
Management
Maintenance
Contractor
#CO-0021

June 14, 2016

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 PhillipsOnSite.com

RE: Self-Monitoring Report
Tomales, Marin County
Order No. R2-2015-0019
T.D. No. 264662
May 2016

Mr. Allen

Enclosed please find the Self-Monitoring Report.

Operations is satisfactory and maintenance on schedule.

I certify under the penalty of law that this document and all attachments have been prepared under my direction or supervision in accordance with a system designed to assure that qualified personal proper gathered and evaluated the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Sincerely,

PHILLIPS & ASSOCIATES


Steve C. Phillips
Process Control Engineer
Certified Chief Plant Operator #IV-05675

cc: Tomales Village Community Service District
Vanessa Zubkousky, Department of Public Health, Richmond
Via email at: Vanessa.Zubkousk

SELF MONITORING REPORT

| Date | INF (INFLUENT) | | | | | | | | | | EFF-TR (Treatment Pond No. 3 Eff) | | | | | EFF-Flow | | EFF-D (Discharge eff) | | | |
|--------------|----------------|----------------|------------|-----------|------------|------------|--------------|--------------|----------|----------------|-----------------------------------|------------|------------|----------|-------------|----------|---------------|-----------------------|-------------------------|------------------|----|
| | Daily (KGALS) | Weekly (KGALS) | PI (Units) | Temp. (C) | BOD (mg/l) | TDS (mg/l) | Nitrate as N | Nitrite as N | TKV mg/L | Ammonia 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 | |
| 5/1/2016 | 17.5 | | | | | | | | | | | | | | | | 15.0 | | | | |
| 5/2/2016 | 19.8 | | 8.3 | 20.5 | 390.0 | 600.0 | <0.2 | <0.4 | 4.1 | 0.6 | 3.5 | 300.0 | 32.0 | 7.7 | 5.3 | 20.1 | 16.3 | | 31.0 | <2 | |
| 5/3/2016 | 19.8 | | | | | | | | | | | | | | | | 16.3 | | | | |
| 5/4/2016 | 19.8 | | | | | | | | | | | | | | | | 16.3 | | | | |
| 5/5/2016 | 19.8 | | | | | | | | | | | | | | | | 16.3 | | | | |
| 5/6/2016 | 19.8 | | | | | | | | | | | | | | | | 16.3 | | | | |
| 5/7/2016 | 19.8 | 136.3 | | | | | | | | | | | | | | | 16.3 | 112.8 | | | |
| 5/8/2016 | 19.8 | | | | | | | | | | | | | | | | 16.3 | | | | |
| 5/9/2016 | 19.8 | | | | | | | | | | | | | | | | 16.3 | | | | |
| 5/10/2016 | 16.2 | | | | | | | | | | | 350.0 | 24.0 | 7.8 | 2.8 | 15.5 | 39.0 | | | | |
| 5/11/2016 | 16.2 | | | | | | | | | | | | | | | | 39.0 | | | | |
| 5/12/2016 | 16.2 | | | | | | | | | | | | | | | | 39.0 | | | 24.0 | <2 |
| 5/13/2016 | 16.2 | | | | | | | | | | | | | | | | 39.0 | | | | |
| 5/14/2016 | 16.2 | 104.4 | | | | | | | | | | | | | | | 39.0 | 204.9 | | | |
| 5/15/2016 | 16.2 | | | | | | | | | | | | | | | | 39.0 | | | | |
| 5/16/2016 | 16.2 | | | | | | | | | | | | | | | | 39.0 | | | | |
| 5/17/2016 | 16.2 | | | | | | | | | | | | | | | | 39.0 | | | | |
| 5/18/2016 | 16.2 | | | | | | | | | | | | | | | | 46.6 | | | | |
| 5/19/2016 | 16.2 | | | | | | | | | | | | | | | | 46.6 | | | 27.5 | <2 |
| 5/20/2016 | 16.2 | | | | | | | | | | | 360.0 | 42.0 | 8.2 | 6.2 | 22.0 | 46.6 | | | | |
| 5/21/2016 | 16.2 | 113.4 | | | | | | | | | | | | | | | 46.6 | 303.4 | | | |
| 5/22/2016 | 16.2 | | | | | | | | | | | | | | | | 46.6 | | | | |
| 5/23/2016 | 16.2 | | | | | | | | | | | | | | | | 33.8 | | | | |
| 5/24/2016 | 16.0 | | | | | | | | | | | | | | | | 33.8 | | | | |
| 5/25/2016 | 16.0 | | | | | | | | | | | | | | | | 33.8 | | | | |
| 5/26/2016 | 16.0 | | | | | | | | | | | 370.0 | 27.0 | 8.1 | 6.5 | 21.3 | 33.8 | | | | |
| 5/27/2016 | 16.0 | | | | | | | | | | | | | | | | 33.8 | | | | |
| 5/28/2016 | 16.0 | 112.6 | | | | | | | | | | | | | | | 33.8 | 249.4 | | | |
| 5/29/2016 | 16.0 | | | | | | | | | | | | | | | | 33.8 | | | | |
| 5/30/2016 | 16.0 | | | | | | | | | | | | | | | | 33.8 | | | | |
| 5/31/2016 | 21.6 | | | | | | | | | | | 420.0 | 45.0 | 8.1 | 8.6 | 23.2 | 41.2 | | | 22.0 | <2 |
| Max | 21.6 | 136.3 | | | 390.0 | 600.0 | 0.0 | 0.0 | 4.1 | 0.6 | 3.5 | 420.0 | 45.0 | 8.2 | 8.6 | 23.2 | 46.6 | 303.4 | 31.0 | <2 | |
| Min | 16.0 | 104.4 | | | 390.0 | 500.0 | 0.0 | 0.0 | 4.1 | 0.6 | 3.5 | 300.0 | 24.0 | 7.7 | 2.8 | 15.5 | 15.0 | 112.8 | 22.0 | <2 | |
| Mean | 17.3 | 116.7 | | | 390.0 | 500.0 | #DTV/01 | #DTV/01 | 4.1 | 0.6 | 3.5 | 360.0 | 34.2 | 8.0 | 5.9 | 20.4 | 31.6 | 217.6 | 26.1 | <2 | |
| Total | 979.3 | | | | | | | | | | | | | | | | 979.3 | | | | |

TOMALES WASTEWATER FACILITY
Treatment Pond Summary 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 | | | | |
|--------|--------------------|-------|------|-------|----------------------|-------|------|-------|----------------------|-------|------|-------|---------|-------|------|-------|---------|-------|------|-------|--|
| | 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. | |
| May-16 | 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 | 2.6 | 7.6 | 5.8 | 18.0 | 2.6 | 8.8 | 5.9 | 18.3 | 2.6 | 9.6 | 7.1 | 18.6 | 4.9 | 9.2 | 8.7 | 19.0 | 5.2 | 7.7 | 5.3 | 20.1 | |
| 3 | | | | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | | | | | | |
| 10 | 2.8 | 7.7 | 5.0 | 16.5 | 2.8 | 7.9 | 5.4 | 16.8 | 2.8 | 8.9 | 6.5 | 17.0 | 5.0 | 9.1 | 5.2 | 15.9 | 5.3 | 7.8 | 2.8 | 15.5 | |
| 11 | | | | | | | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | | | | | | |
| 18 | 2.7 | 7.8 | 5.6 | 19.7 | 2.8 | 8.6 | 7.7 | 10.1 | 2.8 | 9.6 | 9.6 | 20.4 | 5.1 | 9.2 | 7.3 | 23.3 | 5.5 | 8.2 | 6.2 | 22 | |
| 19 | | | | | | | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | | | | | | | | |
| 23 | 2.8 | 8.0 | 5.6 | 22.1 | 2.8 | 9.1 | 8.4 | 21.2 | 2.7 | 9.3 | 6.5 | 20.8 | 5.4 | 9.2 | 8.6 | 2.7 | 5.2 | 8.1 | 6.5 | 21.3 | |
| 24 | | | | | | | | | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | | | | | | | | | | |
| 28 | | | | | | | | | | | | | | | | | | | | | |
| 29 | | | | | | | | | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | | | | | | | | | |
| 31 | 2.5 | 7.8 | 4.3 | 19.3 | 2.7 | 8.4 | 4.9 | 21.1 | 2.7 | 9.5 | 5.7 | 20.8 | 5.8 | 9.5 | 7.0 | 23.7 | 5.9 | 8.1 | 8.6 | 23.2 | |

Revised 1506

TOMALES WASTEWATER TREATMENT FACILITY STANDARD OBSERVATION REPORT FIELD DISCHARGE AREA

Month of May 2016

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 | 5-2 | Mo | Tu | Wed | Thu |
| Time | 1200 | 0830 | 1100 | 1000 1000 | 1000 |
| Operator | SC | SC | SC | JF | JF |
| Evidence of standing water | N | N | N | N | N |
| * Evidence of runoff from site | N | N | N | N | N |
| Evidence of erosion caused by irrigation | N | N | N | N | N |
| Evidence of system run off containment system from proper condition and integrity. | N | N | N | N | N |
| * Any odors | N | N | N | N | N |
| Mosquito breeding resulting from irrigation | N | N | N | N | N |
| * Evidence of improper distribution system components and hydraulic integrity | N | N | N | N | N |
| Perimeter fence posting informing public wastewater is not safe to drink | Y | Y | Y | Y | Y |
| Sodium Hypochloride tank level, inches | 31.0 31.0 | 31.0 | 28 | 27.5 | 22 |

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

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

TOMALES INFLUENT HEADWORKS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) May 2012

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

| INSPECTION | | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 4 |
|--|--|------------|------------|------------|------------|
| Date | | 5-2 | 5-10 | 5-18 | 5-23 |
| Day | | MO | TU | WE | MO |
| Time | | 1030 | 0900 | 1000 | 1330 |
| Operator | | SC | SC | SC | JF |
| Rain fall, inches | | 0 | 0.2 | 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 Oper

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) May 2016
2. Pond Standard Observation required every week year round.

| INSPECTION | | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 4 |
|--|--|------------|------------|------------|------------|
| Date | | 5-2 | 5-10 | 5-18 | 5-23 |
| Day | | MO | TU | WE | MO |
| Time | | 1025 | 0845 | 0945 | 1330 |
| Operator | | SC | SC | SC | DF |
| * 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 STORAGE PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) MAY 2016

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 | 5-2 | 5-10 | 5-18 | 5-23 | 5-31 |
| Day | MO | TU | WE | MO | MO |
| Time | 1200 | 0815 | 1030 | 1300 | 1000 |
| Operator | SC | SC | SC | JF | JF |
| * 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 response s please report immediately to supervisor or Chief Plant Operator

**TOMALES CHLORINE STORAGE TANK
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year) MAY 2016

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

| INSPECTION | 5-2-16 | 5-9 | | | |
|---|-------------------------|-----------------------|-----------------------|------|------|
| Date | 4 5-2-16 | 5-10 | 5-18 | 5-23 | 5-31 |
| Day | MO | TU | WE | MO | MO |
| Time | 1145 | 0800 | 1030 | 1500 | 1000 |
| Tech | SC | SC | SC | JF | JF |
| * Evident of any leaks | N | N | N | N | N |
| Tank level, inches | 31.5 20.5 | 31 20.5 | 28 20.5 | 27.5 | 22 |
| Cl2 gallons added | 0 | 0 | 0 | 0 | 0 |
| New tank level after adding Cl2, inches | 31.5 20.5 | 31 20.5 | 28 | 27.5 | 22 |
| Gallons used for treatment since last check | 8 | 4 | 24 | 4 | 36 |
| Warning Signs Improperly Posted | N | N | N | N | N |

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

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

1 in. = 8 GALLONS

TANK HEIGHT = 52 in (APPROX)

Schedule of Rates
Effective January 2015

| | |
|---|-------------------|
| PRINCIPAL CONSULTANT/MANAGER | \$133.00 |
| REGISTERED CIVIL ENGINEER | \$133.00 |
| ENVIRONMENTAL SYSTEMS ENGINEER | \$113.00 |
| SENIOR PROCESS CONTROL ENGINEER | \$ 99.50 |
| UTILITY SYSTEMS OPERATOR | \$ 96.00 |
| SENIOR CERTIFIED PLANT OPERATOR | \$ 79.50 |
| CERTIFIED PLANT OPERATOR | \$ 65.50 |
| OPERATIONS/MAINTENANCE TECHNICIAN | \$ 55.50 |
| OPERATIONS/MAINTENANCE TECHNICIAN ASSISTANT | \$ 50.50 |
| OFFICE SUPPORT/ACCOUNTING/BILLING | \$ 45.00 |
| OFFICE SUPPORT/CLERICAL | \$ 35.50 |
| OTHER POSITIONS | Quote |
| HOLIDAY, WEEKEND, NIGHT AND OVERTIME | 1 ½ Regular Rate |
| CONSUMABLES, SUPPLIES, SUBCONTRACTORS, SERVICES, RENTALS, ETC | Cost + 20% |
| VEHICLES | \$0.61 per mile + |
| SERVICE VEHICLE (RANGER SIZE PICKUP OR CAR) | \$ 8.00 per hour |
| SERVICE VEHICLE (FULL SIZE PICKUP) | \$ 9.50 per hour |
| SERVICE VEHICLE (3/4 TON OR 4X4 PICKUP) | \$11.00 per hour |
| ON CALL RESPONSE TO ALARM CALLS HANDLED REMOTELY. MINIMUM | 1 hour |

Note: Phillips & Associates bills to the next full hour. Minimum billing is two hours.

Financial Advisory Committee Meeting Minutes

Tomales Village Community Services District

Wednesday, June 22, 2016

Present: Melinda Bell (Chair), Deborah Parrish, Donna Clavaud, Venta Leon

Absent: Chick Petersen

Guests: Terry Duffy

The meeting was called to order at 6:30pm and we proceeded to conduct business as there was a quorum. Donna Clavaud recorded minutes of the meeting.

AGENDA

1. Priority Board Agenda Calendar for fiscal year 2016-17:

The primary focus of this meeting was to re-visit a priority list of district issues that were identified at the last Board meeting to be worked on in the new fiscal year 2016-17. The Board directed the FAC to review this list and to develop a Priority Agenda Calendar for our 2016-17 Board meeting agendas. Many of the tasks for TVCSD to address over the coming year are dependent upon one another; ie- they have a waterfall effect-one must be done in order to do the next one.

The committee discussed the list and worked to put them on a calendar of our upcoming meetings. The Priority Agenda Calendar is attached for review and discussion.

Recommendation:

FAC is recommending that the Board approve this Priority Agenda Calendar at the July Board meeting. We also recommend that the Board clarify action steps needed for each priority issue and who is tasked with the details.

At our next FAC meeting on July 27, committee members will address Tomales Community Park in an effort to develop a plan and timeline for projects to be built so that we can proceed.

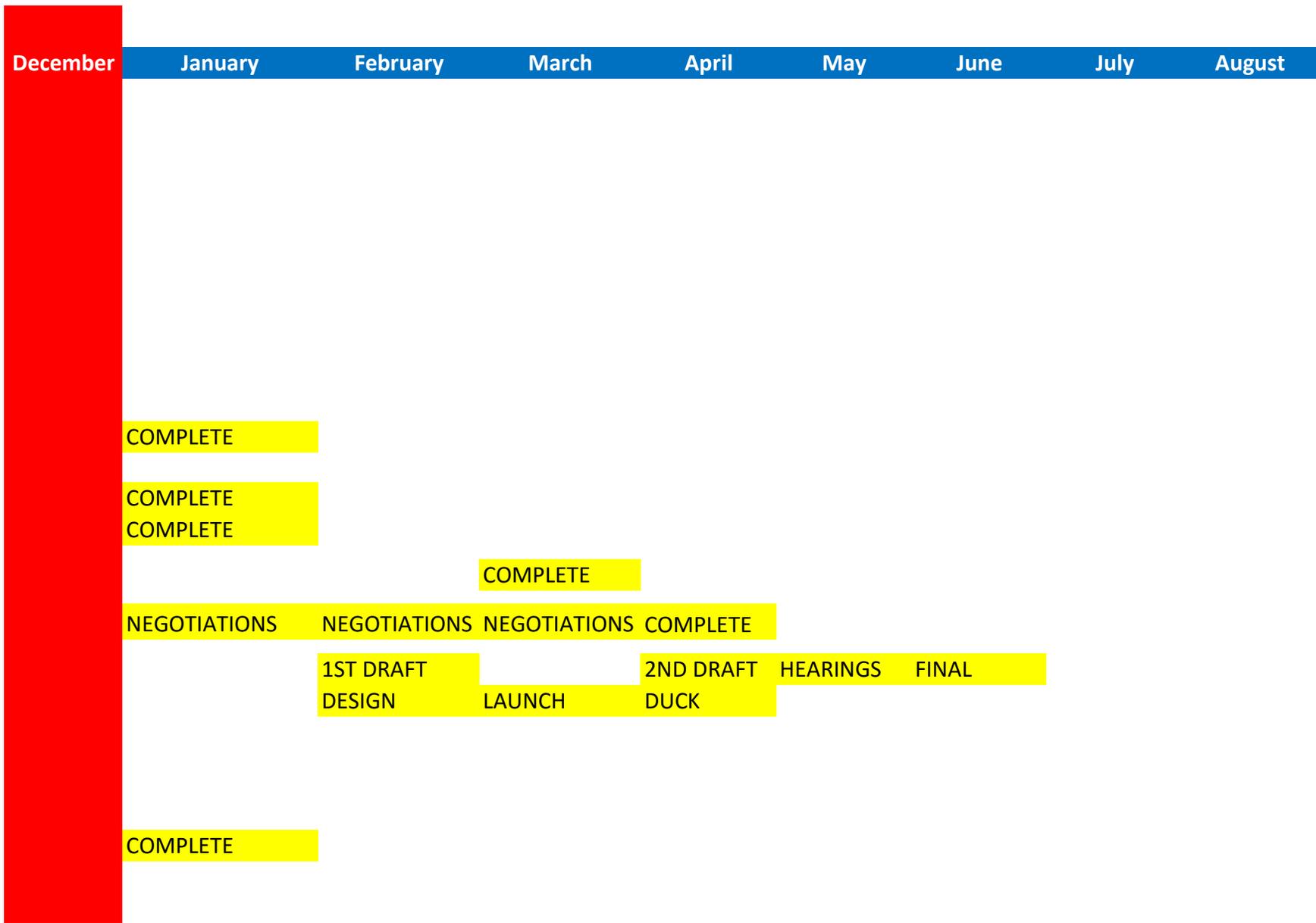
The meeting was concluded at 8pm.

Signed:

Approved:

2016-17 Priorities

| TASK | Comments | July | August | September | October | November |
|--|---------------------|----------|----------|-----------|----------|----------|
| Tomales Park CIP Plan & Timeline | FAC | COMPLETE | | | | |
| RFP for TCP Construction Projects | FAC | COMPLETE | | | | |
| Fence Grant | Donna | COMPLETE | | | | |
| Staff Contracts/Scope of Work | FAC | | | FINALIZE | | |
| O&M RFP/Contract Process | FAC | | | COMPLETE | | |
| Asset Management Inventory | Jose | | COMPLETE | | | |
| Resubmit Rate Analysis to RCAC for Final 5 & 10 Year Financial Plans | RCAC | | | SEND OUT | | RECEIVE |
| CIP Plan for 5 & 10 years | FAC | | | | | DRAFT |
| | FAC | | | | | COMPLETE |
| FINANCIAL Policies & Procedures Manual | Break into 4 pieces | | | WIP | WIP | WIP |
| Reserves | FAC | | | | | COMPLETE |
| Personnel Policies - GM/Staff Positions | Break into 4 pieces | | | WIP | WIP | WIP |
| Succession Policies - continuity, emergency | Break into 4 pieces | | | WIP | WIP | WIP |
| Newsletter - Fall & Spring issues | Contracted | | | | COMPLETE | |
| SUSD Negotiations & Agreement | BILL/BOD | | | | | |
| 2017-18 Annual Budgets | FAC/BOD | | | | | |
| Education Outreach on Rates for 17-18 | FAC/BOD | | | | | |
| Staff Performance Evaluation - forms/process | FAC | | | | COMPLETE | |
| Strategic 5 Year Plan | BOD | | | | | |
| Review & Amend TVCSD By-laws | FAC/BOD | | | RESEARCH | RESEARCH | RESEARCH |
| MD&A | Melinda | | | DRAFT | | |



September

October

November

December

January

February

March

April

May

June

COMPLETE