



## **TVCS D Board of Director's Meeting Agenda**

**Date: Wednesday, September 14, 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 September 14, 2016 BOD Agenda** Action

### **IV. Board Member Reports**

**V. Approval of July 13, 2016 Minutes** Action

### **VI. Financial Report (Melinda Bell)**

- a. Accept Check Registers and Approve Expenditures Action
- b. Financial Manager's Report Action (MD&A, refund of park rental deposits)
- c. Review and Approve Financial Statements Action

### **VII. General Manager's Report**

### **VIII. Phillips & Associates Report**

- a. Review reports for June and July 2016

### **IX. Committee Reports**

- a. Financial Advisory Committee (FAC)
  1. Review approved August minutes
  2. Auditor's recommendation (bank reconciliation review) Action
- b. Park Advisory Committee (PAC)
  1. Review Park rental policy. Discuss event that occurred on July 23, 2016
  2. Review approved August minutes
  3. Update on park projects

### **X. Pending Business**

### **XI. Other Business**

### **XII. New Business**

1. Newsletter

### **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](http://www.tomalescsd.ca.gov)

Board of Directors:

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



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

**Date: Wednesday, July 13, 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:** Cynthia Hammond; TVCS D Secretary, Walter Earle, Terry Duffy, Venta Leon

**I. Call To Order**

Bill Bonini called the meeting to order at 7:10 p.m.

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

**III. Approval of July 13, 2016 TVCS D BOD Agenda**

Bill Bonini motioned to approve TVCS D BOD agenda as is with no corrections or additions. No objections.

**IV. TVCS D Board Member reports**

None

**V. Approval of June 8, 2016 TVCS D BOD minutes**

Dru Fallon O’Neill motioned to approve June 8, 2016 TVCS D BOD minutes. Donna Clavaud seconded the motion. M/S/U

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

a. Accept Check Registers and Approve Expenditures:

Bill Bonini motioned to accept check register and approve expenditures. No objections.

Deborah Parrish pointed out that these were year-end financials and the only difference was that depreciation, expenses, repairs and maintenance went over budget however financials were close to being on budget.

b. Financial Manager's Report:

Financial report was reviewed. Melinda Bell will be on vacation from July 28, 2016 through August 19, 2016. Melinda Bell will pay bills before she leaves.

c. Review and Approve Financial Statements:

Deborah Parrish motioned to approve Financial Statements. Donna Clavaud seconded the motion.  
M/S/U

**VII. General Manager's Report**

Bill Bonini reported Jose Ortiz is in communication with Telstar as there are still problems with generating reports and server communications. These issues never worked properly from the beginning of installation. Jose Ortiz will draft a letter to Telstar. Bill Bonini noted that Telstar might not want to work with TVCSD anymore.

Donna Clavaud questioned if "NSU" was the new owner of Phillips and Associates, it was determined NSU is the new owner.

Donna Clavaud questioned the "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". Bill Bonini said Jose Ortiz might be working with Napa County on another project and according to TVCSD bylaws; this would have to be disclosed and will need clarification regarding conflict of interest.

Under District Coordination, "Conduct facility inspection and needs assessment with Phillips and Associates. Goal is to prepare an asset management plan, a CIP, and a ten (10) year plan". Donna Clavaud stressed this is priority in order to keep the timeline that was developed for the District. TVCSD's ability to take steps forward is crucial in keeping with the timeline. Deborah Parrish suggests sending Jose Ortiz an email with this reminder.

**VIII. Phillips & Associates Report**

a. Review reports for May 2016

b. Review Phillips and Associates price list and identify next steps

Deborah Parrish clarified that the "Action" item was to discuss what TVCSD is going to do in regards to the TVCSD Contractor (NSU/Phillips and Associates) as the contract with Phillips and Associates is up for renewal in October. Deborah Parrish reminded the Board that the key was the request of a breakdown of what Phillips and Associates is charging TVCSD and now a month later, nothing has been received. An hourly rate sheet and **not** a breakdown of costs were received. Donna Clavaud said the contract was developed in 1999. Walter Earle suggested that since NSU has merged with Phillips and Associates, a new contract should be negotiated; that has been the requested. Dru Fallon O'Neill suggested Jose Ortiz write a letter to NSU/Phillips and Associates requesting a price breakdown by the September TVCSD BOD meeting. This will allow the TVCSD BOD to review prior to contract negotiations. Peter MacLaird didn't think a price breakdown was relevant and suggested putting it out an RFP. If there are competitors, this is the way to lower the price. Deborah Parrish said an RFP was already developed and it didn't need to be rewritten except to change the date and deadlines. A question arose as to what other contractor's service the North Bay.

Deborah Parrish suggested the Action item may be for Jose Ortiz to:

- 1.) Research and identify contractors
- 2.) Reach out to contractors

- 3.) Meet with contractors
- 4.) Bring suggestions back to TVCSD BOD's
- 5.) Obtain proposals

Dru Fallon O'Neill motioned for Bill Bonini to contact Jose Ortiz to look for local providers/operators and to send out RFP's. Deborah Parrish seconded the motion. M/S/U

## **IX. Committee Reports**

### **a. Financial Advisory Committee (FAC)**

1. Review approved June 22, 2016 minutes

Minutes were reviewed.

2. Discuss and approve proposed TVCSD Board calendar

Donna Clavaud recommends the TVCSD BOD approve the Priority Agenda Calendar for annual meetings starting now. At the last meeting a list of issues and projects that needs to be worked on over the course of the year. It was agreed to lay these out on a calendar. Donna Clavaud reminded the TVCSD BOD that certain things needed to be done prior to the next thing that needed to be done, thus creating a "waterfall effect". Priorities include five (5) and ten (10) year plan, a new asset inventory, and resubmit a request letter to RCAC to redo a final rate analysis. In order to submit the new budget, a new asset inventory and five (5) year plan is needed. The Priority Agenda Calendar will allow scheduling of projects so that TVCSD can be ready by next spring to know whether the budget can be met or if a rate increase has to be considered. If the O & M contract costs can be reduced, this will help meet the budget next year. FAC will assist PAC with planning and timelines. Deborah Parrish pointed out if the timeline of the Priority Agenda Calendar was kept on track, goals would be met. Donna Clavaud requests approval from the TVCSD BOD to email RCAC to request a final rate analysis.

Deborah Parrish motioned to authorize Donna Clavaud to contact RCAC to do another draft of the rate analysis. Dru Fallon O'Neill seconded the motion. M/S/U

Deborah Parrish said FAC will project manage the Priority Agenda Calendar through committee. Deborah Parrish suggested Bill Bonini contact Shoreline Unified School District (SUSD) to begin negotiations in January (at the beginning of SUSD's fiscal year).

Deborah Parrish reminded TVCSD BOD's that the newsletter is due in October and asked if anyone has been identified to do it. No one has at the moment and the board asked to put the word out.

Peter MacLaird motioned to accept the Priority Agenda Calendar. Dru Fallon O'Neill seconded the motion. M/S/U

Walter Earle will post the Priority Agenda Calendar on the TVCSD website.

b. Park Advisory Committee (PAC)

1. No June meeting was held
2. Update on CIP's

The permit from the County was received and a final inspection is due within two (2) years.

Donna Clavaud is working on the County grant proposal for the fence and requests a breakdown of labor and materials. The closing of the grant is September 30, 2016 and the funds requested cannot be more than 50% of the project cost.

Donna Clavaud proposes to put all Park projects in one (1) RFP; the gazebo, fence, water fountain and gate. Bill Bonini suggests that bidders could bid on one (1) or more of the projects in the RFP.

3. PAC fundraiser on Founder's Day (Sunday, September 4, 2016)

Donna Clavaud motioned for the TVCSD BOD's to support the PAC fundraiser to sell books on Founder's Day (Sunday, September 4, 2016). Deborah Parrish seconded the motion. M/S/U

**X. Pending Business**

1. Request final rate analysis from RCAC

Discussed under FAC in Committee Reports

**XI. Other Business**

None

**XII. New Business**

1. Conflict of Interest Policy response to County

Donna Clavaud reported Melinda Bell received from the County Board of Supervisors a bi-annual notice to disclose that the TVCSD Conflict of Interest policy is up to date. Donna Clavaud and Melinda Bell reviewed the Conflict of Interest Policy and it is up to date.

Dru Fallon O'Neill motioned that the TVCSD Conflict of Interest Policy be sent back to the County Board of Supervisor's. Deborah Parrish seconded the motion. M/S/U

**XIII. Correspondence**

None

Deborah Parrish motioned to adjourn the July 13, 2016 TVCSD BOD meeting. Donna Clavaud seconded the motion. M/S/U

**XIV. Adjournment**

**Meeting adjourned at 8:13 pm**

**TVCSD BOD Meeting, September 14, 2016, 7 pm at Tomales Town Hall**

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Approved by: President, Bill Bonini

Date:

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Attested by: Cynthia Hammond, Secretary

Date:

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Peter MacLaird ● Dru Fallon O'Neill

**Bank Registers July and August 2016**

Date	Num	Name	Memo	Amount	Balance
<b>131.31 · Redwood Credit Union</b>			Beginning		<b>135,802.52</b>
07/31/2016			Interest	11.95	135,814.47
8/31/2016			Interest	11.95	135,826.42
Total 131.31 · Redwood Credit Union				11.95	135,826.42
<b>131.42 · Bank of Marin - Money Market</b>			Beginning		<b>45,799.95</b>
07/19/2016			operating transfer	-20,000.00	25,799.95
07/22/2016			Levy 4	813.23	26,613.18
7/31, 8/31/2016			Interest	3.03	26,616.21
08/05/2016			Leby 4	8.02	26,624.23
Total 131.42 · Bank of Marin - Money Market				-19,175.72	26,624.23
<b>131.44 · Bank of Marin - Sewer</b>			Beginning		<b>21,146.73</b>
07/03/2016	4222	Capital One Bank	VOID:	0.00	21,146.73
07/03/2016	4223	Melinda K. Bell	June	-752.50	20,394.23
07/03/2016	4224	Nelson Staffing		-375.71	20,018.52
07/03/2016	4225	PGE	8044736439-1 True-Up May-June	-518.29	19,500.23
07/03/2016	4226	Phillips & Associ	inv 5646	-5,621.49	13,878.74
07/03/2016	4227	SDRMA		-6,756.77	7,121.97
07/03/2016	4228	Capital One Bank		-139.89	6,982.08
07/05/2016	4231	Internal Revenue Service		-130.05	6,852.03
07/06/2016	4232	Bonini, William A	April-June 5 meetings	-207.92	6,644.11
07/06/2016	4233	Marin County Tax	LAFCO acct 165330	-160.40	6,483.71
07/06/2016	4234	Parrish, Deborah	April-June 5 meetings less FICA & Medicare	-230.87	6,252.84
07/17/2016	4235	AT&T	138729848	-121.59	6,131.25
07/17/2016	4236	Capital One Bank		-100.69	6,030.56
07/17/2016	4237	AT&T Uverse	145835838	-123.93	5,906.63
07/17/2016	4238	Clavaud, Donna	April-June Stipend Less January-June taxes	-254.10	5,652.53
07/17/2016	4239	Nelson Staffing	inv 6128266 7/6-7/9	-131.06	5,521.47
07/19/2016			operating transfer	20,000.00	25,521.47
07/20/2016		Tomales Regional Histry Center		63.00	25,584.47
07/25/2016	4229	Nelson Staffing	7/11-7/17 5.5 hours	-192.22	25,392.25
07/25/2016	4240	Ortiz, Jose	5/22-6/30	-4,958.56	20,433.69
07/25/2016	4241	Phillips & Associ	invoice 5673 August & lab	-5,705.73	14,727.96
07/25/2016	4242	Telstar Instruments		-2,430.00	12,297.96
07/25/2016	4243	USA North	inv 16070852	-161.20	12,136.76
07/28/2016	4244	PGE	8044736439-1	-110.00	12,026.76
07/31/2016			interest	0.08	12,026.84
08/20/2016		Paul Norris		756.00	12,782.84
08/21/2016	4245	AT&T	138729848	-121.59	12,661.25
08/21/2016	4246	AT&T Uverse	145835838	-123.93	12,537.32
08/21/2016	4248	Capital One Bank	6428	-149.00	12,388.32
08/22/2016		Tomales Regional Histry Center		63.00	12,451.32
08/22/2016			interest	0.08	12,451.40
Total 131.44 · Bank of Marin - Sewer				-8,695.41	12,451.40
<b>131.48 · Bank of Marin - Solar</b>					<b>29,838.47</b>
07/31/2016			Interest	0.12	29,838.59
08/31/2016			Interest	0.13	29,838.72
Total 131.48 · Bank of Marin - Solar				0.25	29,838.72
<b>131.42 · Bank of Marin - Money Market</b>					<b>45,799.95</b>
07/26/2016			Interest	16,498.68	62,298.63
08/23/2016			Funds Transfer Measure A	-16,498.68	45,799.95
Total 131.42 · Bank of Marin - Money Market				0.00	45,799.95
<b>131.46 · Bank of Marin - Park Account</b>					<b>101,289.59</b>
07/03/2016	1136	Blount, Kyle	refund deposit	-200.00	101,089.59
07/03/2016	1137	Melinda K. Bell	June	-35.00	101,054.59
07/10/2016	1138	Fishman Supply	bath tissue, seat covers, gloves	-122.78	100,931.81
07/10/2016	1139	PGE	7399820768-9 5/27-6/24	-255.98	100,675.83
07/20/2016		Henry Elfstrom		70.00	100,745.83
07/27/2016	1140	Martinez, Maria	Redwood Empire Disposal Pickup	-104.16	100,641.67
07/31/2016			Interest	0.40	100,642.07
08/20/2016		Henry Elfstrom		70.00	100,712.07
08/21/2016	1141	Fishman Supply	invoice 1045332	-29.10	100,682.97
08/21/2016	1142	PGE	7399820768-9	-9.21	100,673.76
08/23/2016			Funds Transfer Measure A	16,498.68	117,172.44
8/31/2016			Interest	0.47	117,172.91
Total 131.46 · Bank of Marin - Park Account				15,882.85	117,172.91

Budget Comparison July 1 through August 31, 2016

SEWER PROGRAM INCOME AND EXPENSES		Jul - Aug 16	Budget
<b>Income</b>			
301.00 · Service Charges			
	301.10 · Service Charges - Monthly	126.00	126.00
	301.30 · Service Charges - County - Other	729.05	0.00
	<b>Total 301.30 · Service Charges - County</b>	<b>729.05</b>	<b>0.00</b>
<b>Total</b>		<b>2,367.05</b>	<b>126.00</b>
303.00 · Connection Fees		0.00	0.00
305.00 · SUSD Sinking Fund		0.00	0.00
311.00 · Interest Income		27.34	0.00
<b>315.00 · Intergovernmental Revenues</b>			
	315.50 · Levy 4	92.20	2,050.00
	<b>Total 315.00 · Intergovernmental Revenues</b>	<b>92.20</b>	<b>2,050.00</b>
<b>Total Income</b>		<b>2,486.59</b>	<b>2,176.00</b>
<b>Expense</b>			
410.00 · Sewage Collection		1,116.58	62.00
411.00 · Sewage Treatment		155.52	1,350.00
412.00 · Sewage Disposal		0.00	56.00
404.10 · Payroll Tax Expense		1.00	92.00
414.05 · Administrator's Fees		0.00	7,579.00
<b>Total 414.30 · Insurance</b>		<b>6,756.77</b>	<b>6,500.00</b>
414.41 · Postage and Delivery		0.00	58.00
414.42 · Printing and Copies		0.00	0.00
414.43 · Office Supplies		49.99	52.00
414.44 · Sonic - Web Hosting		19.95	41.00
414.45 · Equipment Expense		0.00	41.00
414.465 · Board Meber Stipend		0.00	500.00
414.467 · Board Training		0.00	100.00
414.47 · Clerical/Bookkeeping		2,196.25	1,420.00
414.49 · Secretary		323.28	1,000.00
<b>Total 414.40 · Office Expense</b>		<b>2,589.47</b>	<b>3,212.00</b>
414.50 · O&M Contractual Services		10,931.94	11,833.00
414.62 · Dues and Subscriptions		161.20	150.00
	414.71 · Plant and Building Maintenance	0.00	166.00
	414.72 · Computer Repairs	149.00	41.00
	414.73 · Equipment Repairs	0.00	192.00
	<b>414.76 · Collection System Maintenance</b>	<b>0.00</b>	<b>833.00</b>
	414.77 · Irrigation Field Maintenance	0.00	1,000.00
	414.78 · Solar Panel Maintenance	0.00	67.00
<b>Total 414.70 · Repairs and Maintenance</b>		<b>149.00</b>	<b>2,299.00</b>
414.83 · Meetings and Seminars		0.00	80.00
414.90 · Telephone and Internet Services		491.04	440.00
417.30 · LAFCO Charges		160.40	0.00
415.50 · Depreciation Expense		8,600.00	0.00
<b>Total Expense</b>		<b>31,112.92</b>	<b>33,653.00</b>
<b>Net Income</b>		<b>-28,626.33</b>	<b>-31,477.00</b>
<b>PARK PROGRAM INCOME AND EXPENSES</b>			
<b>Income</b>			
311.00 · Interest Income		0.87	0.00
	315.80 · Measure A Funds	16,498.68	16,450.00
	<b>Total 315.00 · Intergovernmental Revenues</b>	<b>16,498.68</b>	<b>16,450.00</b>
322.00 · Park Use Rental		0.00	200.00
322.60 · Water Tower PGE		140.00	140.00
<b>Total Income</b>		<b>16,639.55</b>	<b>16,790.00</b>
<b>Expense</b>			
	414.81 · Measure A Project Expenses	0.00	5,000.00
	414.82 · Measure A Maintenance Expenses	151.88	100.00
	414.83 · PGE Park	273.19	220.00
	<b>414.85 · Matching Project Funds</b>	<b>0.00</b>	<b>3,169.00</b>
<b>Total 414.80 · Measure A</b>		<b>425.07</b>	<b>8,489.00</b>
	6420 · Park Trash Disposal	104.16	0.00
<b>Total Expense</b>		<b>529.23</b>	<b>8,489.00</b>
<b>Net Ordinary Income</b>		<b>16,110.32</b>	<b>8,301.00</b>

SEWER BALANCE SHEET		Aug 31, 16	Aug 31, 15
ETS			
	131.31 · Redwood Credit Union	135,826.42	135,687.88
	131.42 · Bank of Marin - Money Market	26,624.23	49,148.02
	131.44 · Bank of Marin - Sewer	12,451.40	5,090.50
	131.48 · Bank of Marin - Solar	29,838.72	34,927.06
	<b>Total 131.00 · Cash</b>	<b>204,740.77</b>	<b>224,853.46</b>
	137.00 · Accounts Receivable	756.00	1,575.00
	<b>Current Assets</b>	<b>205,496.77</b>	<b>226,428.46</b>
	<b>Assets</b>		
	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	-538,916.01	-487,316.01
	<b>Fixed Assets</b>	<b>1,532,124.48</b>	<b>1,583,724.48</b>
	136.00 · SUSD Note Receivable	19,729.90	21,104.04
	<b>Other Assets</b>	<b>19,729.90</b>	<b>21,104.04</b>
	<b>TOTAL ASSETS</b>	<b>1,757,351.15</b>	<b>1,831,256.98</b>
	<b>LIABILITIES &amp; EQUITY</b>		
	<b>Liabilities</b>		
	222.00 · Accounts Payable	2,418.50	8,407.86
	<b>Total Current Liabilities</b>	<b>2,418.50</b>	<b>8,407.86</b>
	<b>Long Term Liabilities</b>		
	211.00 · SWRCB SRF Loan	155,074.71	174,841.36
	215.00 · CREBS Bond	179,411.74	197,352.92
	<b>Total Long Term Liabilities</b>	<b>334,486.45</b>	<b>372,194.28</b>
	<b>Liabilities</b>	<b>336,904.95</b>	<b>380,602.14</b>
	<b>Equity</b>		
	260.00 · Retained Earnings	1,216,019.19	1,274,279.74
	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
	<b>Net Income</b>	<b>-28,626.33</b>	<b>-56,678.24</b>
	<b>Equity</b>	<b>1,420,446.20</b>	<b>1,450,654.84</b>
	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,757,351.15</b>	<b>1,831,256.98</b>
<b>PARK BALANCE SHEET</b>			
ETS			
	131.46 · Bank of Marin - Park Account	117,172.91	89,690.34
	<b>Current Assets</b>	<b>117,172.91</b>	<b>89,690.34</b>
	<b>Assets</b>		
	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	-51,573.85	-43,933.00
	<b>Total 111.00 · Park Equipment</b>	<b>253,959.07</b>	<b>261,599.92</b>
	<b>Fixed Assets</b>	<b>385,959.07</b>	<b>393,599.92</b>
	<b>TOTAL ASSETS</b>	<b>503,131.98</b>	<b>483,290.26</b>
	<b>LIABILITIES &amp; EQUITY</b>		
	<b>Liabilities</b>		
	222.00 · Accounta Payable	133.98	667.15
	217.00 · Unearned Revenue	25,000.00	25,000.00
	<b>Liabilities</b>	<b>25,133.98</b>	<b>25,667.15</b>
	<b>Equity</b>		
	252.50 · Investment in Capital Assets	385,959.07	393,599.92
	260.00 · Unassigned Fund Balance	75,928.61	40,670.58
	<b>Net Income</b>	<b>16,110.32</b>	<b>23,352.61</b>
	<b>Equity</b>	<b>477,998.00</b>	<b>457,623.11</b>
	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>503,131.98</b>	<b>483,290.26</b>



## **Financial Manager's Report September 14, 2016**

### **2015/2016 Management's discussion and analysis (MD&A)**

Management's discussion and analysis (MD&A) is a narrative introduction to the annual audited financial report. Intended to make the financial report easier for experienced analysts to analyze and more accessible to less-sophisticated readers, MD&A can be one of the most valuable parts of the financial report, according to the Government Accounting Standards Board. The Financial Advisory Committee has approved the M D & A included in this packet for Board action and submission to the auditors to be part of the annual audited financial report.

### **Quarterly Meeting Attendance Reports**

This is a reminder for Board members to submit their time sheets for payment of Board stipends through September 30.

### **Shoreline Unified School District Billing for 2016/2017**

The SUSD 2016/2017 billing has been completed, and the worksheet for the calculation is included in the packet.

### **Refund of Deposits for Park Rentals**

Unless there is Board action to the contrary, all deposits for park rentals this summer will be refunded as the park has been left in good condition each time.

### **Problems in Office Network**

Staff have on occasion not been able to connect the office printer to the office computer. At other times the email is not operational. The office telephone does not seem to be functional. If the office is to be useful, an evaluation of the network there should be done.

### **Potential Need for Cash Transfer**

At the beginning of fiscal year 2013/2014 the balance in the Bank of Marin money market account was \$208,272. Over the last three years we have been steadily using those funds for operations. The balance is now down to \$26,614. The County funds are deposited in the money market account, but we are not expecting any deposits until November and December. We may have to transfer funds in October from the Redwood Credit Union account. The balance there is \$135,814. At the beginning of fiscal year 2013/2014 the balance was \$85,453; \$50,000 was deposited in February 2015. A transfer would be reclaiming some of that \$50,000 for operations, to be restored, hopefully, in another year.

### **Fiscal Year Changes in Estimated 2016/2017 Income**

Three parcels have independently communicated with the County and been removed from the County roll providing our sewer charges income. This is offset, however, by an increase in SUSD income. The budget is adopted before year-end. The SUSD billing is done three months later and includes in its calculations the actual results for the year by then ended, but not yet audited. The SUSD billing calculation always includes our actual results without any audit adjustments because of the timing of the billing and the audit.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT  
MANAGEMENT DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2016

**Management's Discussion and Analysis**

This section of the District's Financial Statement presents our analysis of the District's financial performance for the Fiscal Year that ended June 30, 2016. 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 District is also a nonprofit corporation authorized in the state of California. The WWTP is funded through sewer service fees, some ad-valorem property taxes and low interest loans through the State Water Resources Control Board. The operation of the Tomales Community Park has been funded through donations, Measure A sales taxes, 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, resulting in a three stage ponding system, a proven way of optimizing the performance of aerated lagoons in the treatment of wastewater.

The District has a Solar System to provide the energy needs to operate the wastewater treatment system and the irrigation field. The District sold zero interest Clean Renewable Energy Bonds that have a repayment period of 16 years and will return on the investment in year 18. After that the system will provide a savings of \$50,000 - \$100,000 in energy costs over the subsequent 10 years.

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 and large containment areas for play equipment and play structures for safety reasons.

**Financial Highlights**

The Sewer Enterprise Fund received \$167,715 in sewer service charges in 2015/2016; other funding resulted in total income of \$195,785. Expenses for the year, except for depreciation, were \$202,446. The newly constituted Board and all new staff are making an ongoing effort to examine costs and implement efficiency recommendations from auditors and management consultants. Although current levels of income are funding operations, maintenance and restructured administration, Board and staff in 2016/2017 will produce an Asset Management and Capital Improvement Plan to provide for replacements and improvements needed long-term.

The Park Governmental Fund received \$32,908 in Measure A funding in 2015/2016 of which only \$6,035 was spent due to delays in obtaining permits and beginning construction of park improvements. Plans for 2016/2017 include \$74,400 in park improvement expenses, including play surfaces, paths, ramps, a picnic table, and replacement fence and gazebo. Community Park cash balance at 6/30/2016 of \$101,290 will make possible these major expenditures.

**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](mailto:admin@tomalescsd.ca.gov) or 707-878-2767.



**SEPTEMBER 2016 SUSD BILLING WORKSHEET**

Actual Sewer Expenses 2015-2016	254,045.58	6-30-16 P/L	
	17,941.18	Add CREBS payment	
	(51,600.00)	Less Depreciation	
	(4,371.03)	Less SRF Interest	
Total	<u>216,015.73</u>		
SUSD Operating Expense	72,149.25	33.4%	
SRF (Sinking Fund)	8,062.00	24,138 * .334	
Loan		1,374 Principal	
	2,641.00	1,267 Interest	
<u>SUSD Share 2014/15</u>	<u>82,852.25</u>		
	79,088.21	Paid	
	3,764.04	Balance Due	
<hr/>			
16-17 PRELIMINARY BILLING			
Budgeted Expenses	187,651.00	2016-17 Budget	
	17,941.00	Add CREBS Payment	
	(3,877.00)	Less SRF Interest	
Total	<u>201,715.00</u>		
	67,372.81	33.4%	
SRF (Sinking Fund)	8,062.00	24,138 * .334	
Loan		1,454 Principal	
	2,641.00	1,187 Interest	
<u>SUSD Share 2015/16</u>	<u>78,075.81</u>		
	3,764.04	Plus 2015/2016 Balance Due	
	<u><b>81,839.85</b></u>	Amount Due 2016/2017	

# GENERAL MANAGER'S REPORT

SEPTEMBER 14, 2016

## Coordination with Staff

- ❖ Reviewed September 14, 2016 agenda and optimized agenda packet.
- ❖ Coordinated with Phillips & Associates to document continuing issues with SCADA communications and the installation of the new radio transmitter.
- ❖ Coordinated with Melinda Bell to request a breakdown of two invoices from Telstar in terms of classifications used, hourly rates, report preparation charges, travel time, and mileage.
- ❖ 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

- ❖ The work that Paul Berson from Telstar performed for the radio survey in May and the follow up work in June have corrected some of the communications problems.
- ❖ Paul Berson installed the new radio transmitter last month. We have asked Phillips & Associates to monitor any improvement to communications.
- ❖ No response yet to letter sent to Blair Allen from Regional Board formally requesting permission to suspending operation of FOG tank for one year. The FOG tank is presently bypassed. There have been no reports from Phillips & Associates of problems stemming from this operational change.
- ❖ Continued discussions with NSU/PSI to identify asset management needs.
- ❖ Walter has uploaded the signed minutes for several Board meetings in 2015 to the website. We are well on our way to meet the website transparency recommendations of the Marin County Grand Jury.

## *Next Month*

### Report Preparation

- ❖ Prepare revised O&M Manual consistent with WDRs and with discussions with NSU/PSI. Tentative submittal date to the Regional Board is October 31, 2016. We will present the O&M Plan to the TVCSD Board at the October meeting prior to forwarding it to the Regional Board. We expect that this O&M Plan will be the basis for an RFP for a new OM&M Agreement for the wastewater system services contract.
- ❖ Continue working with NSU/PSI on the 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 Natural Systems Utilities and Phillips & Associates. Goal is to prepare asset management plan, capital improvement plan, and 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.

# Phillips & Associates

Management & Technical Resources

General  
Engineering  
Contractor  
#A-751807

SWRCB  
Operations  
Management  
Maintenance  
Contractor  
#CO-0021

July 11, 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**

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

Mr. Allen

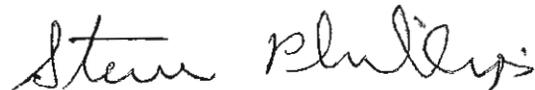
Enclosed please find the Self-Monitoring Report.

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





revised 1506

**TOMALES INFLUENT HEADWORKS  
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year) June 2016

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	6-6-16	6-14-16	6-21-16	6-28-16
Day	Mon	Tue	Tue	Tue
Time	1212	1000	1400	1125
Operator	JF	JF	JF	JF
Rain fall, inches	<del>0</del>	<del>0</del>	0	<del>0</del>
* 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 Op

revised 1506

### TOMALES STORAGE PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) June 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	6-6-16	6-14-16	6-21-16	6-28-16	
Day	Mon	Tue	Tue	Tue	
Time	1910	1010	1353	1120	
Operator	JF	JF	JF	JF	
* 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 response s please report immediately to supervisor or Chief Plant Operator

revised 02/2010

**TOMALES CHLORINE STORAGE TANK  
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year) June 2016

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

*6-13-16*

INSPECTION					
Date	6-6-16	6-14-16	6-21-16	6-28-16	
Day	Mon	Tue	Tue	Tue	
Time	1005	1000	1350	1100	
Tech	JF	JF	JF	JF	
* Evident of any leaks	N	N	N	N	
Tank level, inches	21	20	17	20	
Cl2 gallons added	<del>0</del>	<del>0</del>	45	<del>0</del>	
New tank level after adding Cl2, inches	<del>21</del> 21	21	23	20	
Gallons used for treatment since last check	8	8	24	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.

Revised 1506

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

Month of June 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	<del>Monday</del> 6-6-16	6-14-16	6-21-16	6-28-16	
Time	1010	1000	1340	1110	
Operator	JF	JF	JF	JF	
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	21	20	17/23	20	

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

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

revised 1506

### TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	6-6-16	6-14-16	6-21-16	6-28-16
Day	Mon	Tue	Tue	Tue
Time	1000	1000	1330	1110
Operator	JF	JF	JF	JF
* 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

# Phillips & Associates

Management & Technical Resources

General  
Engineering  
Contractor  
#A-751807

SWRCB  
Operations  
Management  
Maintenance  
Contractor  
#CO-0021

August 15, 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  
I.D. No. 264662  
July 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. Chase   
Operations Supervisor  
Certified Chief Plant Operator #II-40930

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

### 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	Amonnia N mg/L	Tot. Organic Nitrogen mg/L	TDS (mg/L)	BOD (mg/l)	pH Units	D.O. (mg/l)	Temp (C)	Daily (KGALS)	Weekly (KGALS)	C12 Tank Level (Inches)	Coliform MPN/100
7/1/2016	17.3																47.1			
7/2/2016	17.3																47.1			
7/3/2016	17.3																47.1			
7/4/2016	17.3																47.1			
7/5/2016	17.3																47.1			
7/6/2016	17.3																47.1			
7/7/2016	21.5	156.0	8.3	18.9	470.0	470.0	<0.2	<0.4	14.0	14.0	<0.20	14.0	27.0	9.5	4.4	17.8	39.5	424.3	15.0	27.0
7/8/2016	21.5																39.5			
7/9/2016	21.5																39.5			
7/10/2016	21.5																39.5			
7/11/2016	21.5																39.5			
7/12/2016	21.5																39.5			
7/13/2016	21.5																39.5			
7/14/2016	30.7	129.0										480.0	40.0	9.6	5.4	20.1	46.0	237.1	18.0	2.0
7/15/2016	30.7																46.0			
7/16/2016	30.7																46.0			
7/17/2016	30.7																46.0			
7/18/2016	30.7																46.0			
7/19/2016	30.7																46.0			
7/20/2016	30.7																46.0			
7/21/2016	15.0	184.0										500.0	58.0	9.6	4.9	20.2	31.0	276.1	21.0	300.0
7/22/2016	15.0																31.0			
7/23/2016	15.0																31.0			
7/24/2016	15.0																31.0			
7/25/2016	15.0																31.0			
7/26/2016	15.0																31.0			
7/27/2016	15.0																31.0			
7/28/2016	17.0	126.0										520.0	56.0	9.8	5.7	20.8	42.2	248.4	20.0	26.0
7/29/2016	17.0																42.2			
7/30/2016	17.0																42.2			
7/31/2016	17.0																42.2			
<b>Max</b>	30.7	184.0			470.0	470.0	0.0	0.0	14.0	14.0	0.0	14.0	58.0	9.8	5.7	20.8	47.1	424.3	31.0	300.0
<b>Min</b>	15.0	126.0			470.0	470.0	0.0	0.0	14.0	14.0	0.0	14.0	27.0	9.5	4.4	17.8	31.0	237.1	15.0	2.0
<b>Mean</b>	20.7	148.8			470.0	470.0	#DIV/0!	#DIV/0!	14.0	14.0	#DIV/0!	14.0	45.0	9.6	5.1	19.7	40.9	296.5	18.5	26.0
<b>Total</b>	642.2																	1266.9		



### TOMALES INFLUENT HEADWORKS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) July 2016

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

INSPECTION		Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	7-6-16	7-12-16	7-18	7-26	
Day	Wed	Tue	Mon	Tue	
Time	1100	1150	1205	1345	
Operator	JF	JF	S	JF	
Rain fall, inches	<del>0</del>	<del>0</del>	<del>0</del>	<del>0</del>	
* 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 Op

## TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

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

INSPECTION		Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	7-6-16	7-13-16	7-18	7-26	
Day	Wed	Tue	MO	Tue	
Time	0830	1130	1205	1330	
Operator	JF	JF	SE	JF	
* 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

9/10

### TOMALES STORAGE PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) July 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	7-6-16	7-12-16	7-18	7-26	
Day	Wed	Tue	Mo	Tue	
Time	1050	1200	1300	1350	
Operator	JF	JF	E	JF	
* 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 response s please report immediately to supervisor or Chief Plant Operator

Revised 1506

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

Month of July 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	7-6-16	7-12-16	7-18	7-26	
Time	1000	1145	1245	1350	
Operator	JF	JF	S	DF	
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	<del>N</del> Y	<del>N</del> Y	9	Y	
Sodium Hypochloride tank level, inches	20.5	18	14/21	20	

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

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

**TOMALES CHLORINE STORAGE TANK  
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year) July 2016

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

INSPECTION					
Date	7-6-16	7-12-16	7-18	7-26	
Day	Wed	Tue	Mo	Tue	
Time	1050	1145	1245	1345	
Tech	JF	JF	SC	JF	
* Evident of any leaks	N	N	N	N	
Tank level, inches	18	18	16	20	
Cl2 gallons added	45	<del>0</del>	60	<del>0</del>	
New tank level after adding Cl2, inches	20.5	18	21	20	
Gallons used for treatment since last check	<del>3.5</del> 18.20	<del>2.5</del>	16	8	
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.

*Lin = 8 Gallons*

## **Financial Advisory Committee Meeting Minutes**

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

**Wednesday, July 27, 2016**

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

**Absent:** Chick Petersen

**Guests:** Terry Duffy

The meeting was called to order at 6:30 by Melinda Bell and we were able to conduct business as there was a quorum. Donna Clavaud recorded the minutes of the meeting.

### **AGENDA**

#### **1. Review year-end Financial Statements and July Manager's Report**

We reviewed the year-end financial statements ahead of the upcoming Auditor's visit scheduled for early September. Melinda stressed in her July Financial Report that the critical challenge for the sewer program in 2016-17 will be long-range planning to maintain adequate cash for debt payments and capital improvements. For the Park, the challenge for 2016-17 will be to launch the capital improvement projects that have been delayed due to planning and permitting. Also, it will be critical to keep costs under control and within available funding parameters and to continue to plan for ongoing maintenance and improvements within the limits of funding.

Melinda also shared a copy of the Management Discussion and Analysis for the year ending June 30, 2016, which will be submitted to the Auditor. It includes an Overview of District history and Financial Highlights for the fiscal year ending June 30, 2016. The FAC agreed with her Analysis and recommended it be submitted for the annual audit.

#### **2. Park RFPs for Capital Improvement Projects:**

We discussed the Fence grant format to apply for Marin County Community funds and Donna Clavaud is working on this. She will meet with PAC and

then submit the grant online during the grant cycle which ends September 30. Any potential funds will not be available until the end of the year.

We also discussed an RFP for the gazebo, water fountain, fence and handicap ramps. We agreed it would make sense to develop a scope of work for each project so that we could have the projects stand alone or be consolidated. Donna Clavaud agreed to draft the sections for review by PAC and the Board.

There will not be any August meetings. FAC will meet September 28 to discuss Contracts and take up work on the development of Policies for the District.

The meeting was concluded at 8pm.

Signed:

Dated:



# Tomales Community Park

## Statement of Purpose

This Park was created to provide a space for cultural, educational and community activities for persons and organizations in the community at large. It was created with the desire to engage only in activities that are charitable and educational, and to be equally available to all members of the community.

## Rules and Regulations

These rules are established to insure the safety and enjoyment of all and can be amended as necessary should different circumstances arise. They cover regular individual usage as well as rentals by larger private parties.

- 1.The Park will be open from dawn to dusk.
- 2.No motorized vehicles are allowed on the grounds.
- 3.There will be no overnight use or open campfires.
- 4.All animals will be curbed.
- 5.No smoking is allowed in the play areas.
- 6.Your consideration of our parks' neighbors is appreciated. Please keep the volume of your music and other noise to a minimum.

## Tomales Community Park Rental Agreement

Groups larger than 25 need to arrange for Tomales Park rental in advance.

A daily rental fee for the Tomales Park grounds will be \$50 for Tomales Village residents, \$200 for nonresidents. Local nonprofit groups have free rental; out of town nonprofit groups will pay \$200. Local for-profit groups will pay \$350 and all out-of-area for-profit groups including film crews will negotiate with the administrator for a fee schedule. Two bathrooms are available, additional facilities must be arranged by the Rental Party.

A security deposit of \$200 will be paid in advance and retained and deposited by the District until the grounds are returned to their previous condition. All garbage will be removed and any physical damage to structures or plants may be deducted from the security deposit. [All Rental Parties must provide a certificate of liability insurance in the amount of at least \\$1,000,000 and name the TVCSD as additional insured.](#) The Rental Party is responsible for the behavior of their guests.

All activities must end, including all music and external lighting, by dusk.

**Rental Contract**

Date: \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: City: \_\_\_\_\_ Zip: \_\_\_\_\_

Proposed date of use: \_\_\_\_\_ between hours from \_\_\_\_\_

Number of persons expected to be in attendance \_\_\_\_\_

**Applicable Fee:** \_\_\_\_\_ **Deposit:** \_\_\_\_\_ **Total:** \_\_\_\_\_

Certificate of Insurance must be submitted at least 30 days prior to the event.

I, on behalf of the above group or organization, agree to comply with all the rules and regulations of the Tomales Community Park. I agree to be responsible for all the people in our group as well as restoring all facilities to their original condition after use.

Signature \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Remit To:

Tomales Village Community Services District  
PO Box 303  
Tomales, CA 94971  
Ph (707) 878-2767  
Fax (707) 575-4306  
E-Mail [admin@tomalescsd.ca.gov](mailto:admin@tomalescsd.ca.gov)