



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

**Date: Wednesday, May 11, 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 May 11, 2016 BOD Agenda** Action

**IV. Board Member Reports**

**V. Approval of April 13, 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 March 2016

**IX. Committee Reports**

- a. Financial Advisory Committee (FAC)
  1. Review approved April 27, 2016 minutes
  2. Review Draft 2016/2017 Sewer Budget Action
  3. Review PAC Policy for Roles and Responsibilities Action
- b. Park Advisory Committee (PAC)
  1. Review April 25, 2016 minutes

**X. Pending Business**

**XI. Other Business**

**XII. New Business**

**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, April 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:** Jose Ortiz, TVCS D General Manager; Melinda Bell, TVCS D Treasurer; Cynthia Hammond, TVCS D Secretary; Walter Earle, Margaret Graham, Venta Leon, Beth Koelker, Nicole Vigeant, Scott Hochstrasser, Kevin Wright, Measure A Coordinator

**I. Call To Order**

Bill Bonini called the meeting to order at 7:07 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. **See Other Business.**

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

Donna Clavaud suggested moving PAC in front of Committee Reports, after the Phillips Report. Jose Ortiz suggested moving Kevin Wright, Measure A Coordinator Q & A after PAC and Scott Hochstrasser discussion after Kevin Wright.

Dru Fallon O’Neill motioned to change the April 13, 2016 agenda order as suggested. No objections. M/S/C

**IV. Approval of March 9, 2016 Minutes**

Bill Bonini motioned to approve the March 9, 2016 minutes without changes. No objections. M/S/C

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

a. Accept Check Registers and Approve Expenditures

Bill Bonini motioned to accept Check Registers and Approve Expenditures. No objections. M/S/C

b. Financial Manager's Report

1. Melinda Bell requests TVCSD BOD to decide whether to continue Good Board Works.

Donna Clavaud motioned to curtail receiving Good Board Works now and in the future. Deborah Parrish seconded the motion. M/S/U

2. Melinda Bell requests guidance from the TVCSD BOD as to what is budgeted for staff time and what to do about hours that are over the budgeted allotment: particularly with Melinda Bell and Cynthia Hammond's hours.

c. Review and Approve Financial Statements

Bill Bonini motioned to approve the Financial Statements. No objections. M/S/C

**VII. General Manager's Report**

Jose Ortiz introduced Kevin Wright, Measure A Coordinator. PAC put together a set of questions for Kevin Wright to discuss: Kevin Wright answered the following questions:

Question #1: How can PAC pay for supportive services (Secretary, Financial Manager, General Manager) using Measure A funding?

Answer: Measure A funds may be used for maintenance, which can include staff time for the maintenance of specific projects under the PAC Work Plan. If PAC is using existing staff, Kevin Wright said it was important to send a scope of duties related to the maintenance of the Park. 5 % of the total budget is a good rule of thumb for incurring administrative costs.

Question #2: Does PAC need an RFP for Project Manager for the gazebo, water fountain and gate?

Answer: Kevin Wright suggests researching this issue; the expense of Project Manager can be funded by Measure A. Deborah Parrish reminded TVCSD BOD that there is a Board policy stating contract amounts when an RFP is required.

Question #3: Is the PAC last reporting period for expenditures be July 2021 through March 2022 and barring any changes, would the PAC last disbursement be July 2022?

Answer: Correct, however there may be future collections from delinquent tax collections.

Question #4: What is the importance on matching funds in the PAC Work Plan.

Answer: Matching funds are always encouraged but not required.

Question #5: Can Measure A funds be used to hire a grant writer?

Answer: Yes, grant writer could be listed as a maintenance expense. Kevin Wright will send a grant opportunities list to Jose Ortiz.

Question #6: *Independent Auditor's Report on Compliance with Measure A Funds for the period from July 1, 2014 to June 30, 2015* states in Item 3.B.g and h that Marin County has an administration cost limit of 5% of the Parks and Open Space Program's and Farmland Preservation Program's annual

amounts. Are there corresponding percentages of their annual amounts for Special District's administrative costs in utilizing Measure A funds?

Answer: No

Question #7: Ordinance No. 3586 became operative on April 1, 2013 and has a termination date to levy taxes after nine years, or April 1, 2022. Is it possible that disbursements could carry on well past July 2022?

Answer: Yes, disbursements can carry on past July 2022.

Question #8: How long after the last disbursement can a Special District roll over unspent accrued funds or do the funds have to be spent no later than ten years after the tax termination date?

Answer: For 10 years however there is a construction window through 2032.

Kevin Wright will review amended PAC Work Plan.

Phillips and Associates will be replacing three (3) sprinkler head with Nelson Big Guns 100.

Jose Ortiz submitted 2015 Annual Monitoring Report to San Francisco Regional Water Quality Control Board.

Jose Ortiz received construction drawings and application for a sewer connection from Scott Hochstrasser. Jose Ortiz will send Scott Hochstrasser an agreement letter detailing conditions. Under Ordinance #103, application fee is \$10,000 for a sewer connection with a yearly assessment fee of \$756. Assessment fee won't be collected since Scott Hochstrasser won't be physically connecting to the building until he actually uses the service.

Donna Clavaud questioned status of Alex Derbes. Jose Ortiz explained that Marin LAFCO's annexation approval is due to expire August 13, 2016. Paperwork is in process.

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

#### **a. Review reports for February 2016**

Jose Ortiz received self-monitoring report in the form of a spreadsheet, which is deemed incomplete. Jose Ortiz requested a complete package from Phillips and Associates; complete package will be available at the next TVCSD BOD meeting. Jose Ortiz met with Steve Phillips to go over SCADA system and will contact Telstar for a resolution.

### **IX. Committee Reports**

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

##### **1. Review approved March 16, 2016 minutes**

Donna Clavaud reported the focus was on developing the Draft 2016/2017 Sewer budget.

##### **2. Review Draft 2016/2017 Sewer Budget**

Deborah Parrish and Melinda Bell want a balanced budget. CSI Solar Rebate may be expiring which has paid for the solar lease agreement. Deborah Parrish questioned why sewage treatment went up \$6,000 and requests a breakdown of costs. Melinda Bell said it was due to increased pumping and lab costs.

Deborah Parrish motioned to take Draft 2016/2017 Sewer Budget back to FAC committee.  
Dru Fallon O'Neill seconded the motion. M/S/U

b. Park Advisory Committee (PAC)

1. Review Draft 2016/2017 Measure A Work Plan

Measure A Work Plan was reviewed and Melinda Bell handed out Measure A History sheet. Measure A Work Plan estimates \$47,731 in available funds for FY 2016/2017 with \$74,400 in total expenditures projected for work or project in current reporting year. Margaret Graham spoke with Supervisor Steve Kinsey about obtaining \$6,000 matching grant for the fence and requests someone to write a proposal by June 2016.

Donna Clavaud motioned to approve FY 2016/2017 PAC Measure A Work Plan. Deborah Parrish seconded the motion. M/S/U

2. Q & A Kevin Wright, Measure A Coordinator

See above under General Manager's report.

3. Review March 28, 2016 minutes

Minutes included PAC Policy for Roles and Responsibilities. PAC Roles and Responsibilities will be brought before the FAC Committee to be included in the TVCSD Standing Committees Policy.

4. Review Draft 2016/2017 Park Budget

Melinda Bell explained PAC budget reflects 2016/2017 Measure A funds.

Dru Fallon O'Neill motioned to accept the first draft of 2016/2017 Park budget. No objections. M/S/C

**X. Pending Business**

None

**XI. Other Business**

Margaret Graham reminded everyone about the disaster meeting to be held on April 23, 2016 at 10:00 a.m. at the Tomales Fire House. Those who would like to be part of the held-hand radio group, please call Margaret Graham or Donna Clavaud.

Peter MacLaird motioned to keep meetings brief and to the point. Dru Fallon O'Neill seconded the motion. M/S/U

**XII. New Business**

a. Board of Director's Commitment to Good Service Agreement handout.

Deborah Parrish explained FAC recommended to the TVCSD BOD a Board of Director's Commitment to Good Service Agreement, to serve as a guide for good board service. Signed copies to be kept by Board members.

b. May 4<sup>th</sup>, 2016 Candidates Forum for County Supervisor (Dance Palace 6-9 p.m.) Identify questions/ who will attend?

Melinda Bell sent everyone information about the forum and suggested questions be submitted for Supervisor candidates. Jose Ortiz said it was a good time to educate candidates and will submit talking points on behalf of TVCSD. Donna Clavaud will attend.

c. Newsletter update.

Every Tomales box holder received the Newsletter.

d. Discuss idea of adding Board Member reports.

Jose Ortiz suggested allocating time on the agenda for Board members to report on seminars or trainings that would be beneficial to the rest of the TVCSD Board members and the public. This could be added after approval of agenda.

### **XIII. Correspondence**

None

### **XIV. Adjournment**

Bill Bonini motioned to adjourn the meeting. Dru Fallon O’Neill seconded the motion. M/S/U

**Meeting adjourned at 8:31**

**Next TVCSD BOD Meeting, May 11<sup>th</sup>, 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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## April Check Registers

Date	Num	Name	Memo	Amount	Balance
<b>131.46 · Bank of Marin - Park Account</b>					<b>103,724.55</b>
04/05/2016	1126	Melinda K. Bell	March 6 hours	-210.00	103,514.55
04/05/2016	1127	PGE	2/25 - 3/24 7399820768-9	-87.94	103,426.61
04/18/2016	1128	Baudelio Martinez	April-June	-104.16	103,322.45
04/19/2016		Henry Elfstrom		70.00	103,392.45
04/22/2016	1129	Fishman Supply	VOID: toilet bowl brush inv 103115	0.00	103,392.45
04/30/2016			Deposit	0.41	103,392.86
<b>131.31 · Redwood Credit Union</b>					<b>135,767.40</b>
<b>131.42 · Bank of Marin - Money Market</b>					<b>52,317.81</b>
04/15/2016			Levy3&4	41,140.40	93,458.21
04/30/2016			Levy3&4	11.54	93,469.75
04/30/2016			Interest	2.63	93,472.38
<b>Total 131.42 · Bank of Marin - Money Market</b>				<b>41,154.57</b>	<b>93,472.38</b>
<b>131.44 · Bank of Marin - Sewer</b>					<b>25,901.81</b>
04/04/2016		TransfrMonM	void lost check #4176	5,689.53	31,591.34
04/05/2016	4185	Nelson Staffing	inv 6111620 3/20 6 hours	-209.70	31,381.64
04/05/2016	4186	PGE	VOID: 8044736439-1	0.00	31,381.64
04/05/2016	4187	Phillips & Associates	reissue March check	-5,689.53	25,692.11
04/05/2016	4188	Melinda K. Bell	March 50 hours and postage	-1,753.94	23,938.17
04/05/2016	4189	Nelson Staffing	5.5 hours 3/27	-192.22	23,745.95
04/05/2016	4190	PGE	8044736439-1	-99.18	23,646.77
04/05/2016	4191	Phillips & Associates	April	-6,041.59	17,605.18
04/07/2016	4192	Clavaud, Donna	thumb drive,newsletter printing,mailing dots,Jan-Mar stipend	-482.85	17,122.33
04/10/2016	4193	Bonini, William A.	Jan-Mar board stipends 6 hrs Park,9 hours Sewer	-300.00	16,822.33
04/12/2016	4194	City Sewer Pumping	Coordinate with Jose or Steve in Advance	-850.00	15,972.33
04/13/2016	4195	Ortiz, Jose	1/22 - 2/21 - 30 hours,7 hours travel 335 miles	-4,370.08	11,602.25
04/13/2016	4196	Ortiz, Jose	2/22 - 3/21 27.5 hours, 6 hours travel, 272 mi	-3,960.74	7,641.51
04/20/2016		Tomales Regional Histroy Center		63.00	7,704.51
04/22/2016	4197	AT&T Uverse	138729848	-121.59	7,582.92
04/22/2016	4198	AT&T Uverse	1458358838 4/7 - 5/6	-123.93	7,458.99
04/22/2016	4199	Capital One Bank	250 blank checks	-50.45	7,408.54
04/22/2016	4200	Nelson Staffing		-253.39	7,155.15
04/22/2016	4201	Parrish, Deborah	Jan-March stipend 5 meetings 9.5 hours	-230.87	6,924.28
04/30/2016			Deposit	0.08	6,924.36
<b>Total 131.44 · Bank of Marin - Sewer</b>				<b>-18,977.45</b>	<b>6,924.36</b>
<b>131.48 · Bank of Marin - Solar</b>					<b>22,068.17</b>
04/30/2016			Interest	0.09	22,068.26
<b>Total 131.48 · Bank of Marin - Solar</b>				<b>0.09</b>	<b>22,068.26</b>
<b>TOTAL SEWER BANK BALANCES</b>					<b>258,232.40</b>



## **Financial Manager's Report May 11, 2016**

### **Schedule of Financial Events**

This time of year is a busy one financially according to the schedule Karl gave to me. Our plans include:

May: Measure A Work Plans due, votes on preliminary budgets, budget hearings

June: Adopt budgets, adopt resolutions setting sewer rates and send to County, adopt resolution setting hook-up fee and Ad Valorem tax rate, send to County, send Transmittal One to County

July: Send budgets to County, send Transmittal Three to County with rate schedule, resolutions and Board minutes, file first payroll tax returns

August: Annual invoicing, send to County Transmittals Two, Four and Five reporting annexed property

September: SUSD invoicing, send report of Measure A expenditures to County, send to State report of compensation paid, file with Secretary of State, annual audit September 6 and 7

We are on schedule this year, and we met all deadlines last year. I will be gone this year July 28 through August 18, but I can meet the August deadlines before I leave in July if I have the information on the new parcels.

### **Financial Reports**

Park cash balance is \$103,393 of which approximately \$41,500 is scheduled for expenditure in the 2016/2017 Measure A Work Plan and park program budget. Park net income for the year is \$37,661 because this year's expenditures have been only \$4,218.

Sewer cash balance is \$258,232, down \$84,585 from June 30, 2011. But liabilities are down \$169,992 over the same period. Our capital assets have decreased \$335,606 since June 30, 2011 because we have been depreciating our assets without adding more than minimal improvements. After adopting our 2016/2017 budgets, our most important priority should be an asset management, long-range capital improvement plan. Knowing our infrastructure and maintenance needs, we can project our cash requirements for the next five years and beyond.

### **2016/2017 Sewer Program Budget**

At this meeting the Board will consider the 2016/2017 sewer program budget presented by the Financial Advisory Committee. This budget estimates income of \$191,976, lower than any budgeted income in the last six years, but only \$5,000 less than actual audited income in 2010/11 and 2013/14.

TVCS D budgets do not include depreciation. If we do not include depreciation in our budgets, we must include in the budget any cash outlay for our capital assets to get a true picture of our costs. This is what we have done in the last five years, expensing cash outlay on renovating and maintaining our assets rather than recording expenditures as additions to those assets. This same policy has been followed in drafting the 2016/2017 budget.

Budgeted expenses are reduced \$27,916 from the 2015/2016 budget, balancing the budget with the positive net income to be added to reserves. The FAC has met three times to draft this proposed budget; their presentation will explain all facets of the budget.

**Balance Sheets Prev Year Comparison  
As of April 30, 2016**

ASSETS		PARK	Apr 30, 16	Apr 30, 15
	131.46	· Bank of Marin - Park Account	103,392.86	72,258.62
	100.20	· Land and Land Rights	132,000.00	132,000.00
	111.00	· Park Equipment		
		Original Cost	305,532.92	299,899.00
	105.00	· Depreciation	-43,933.00	-36,433.00
		Total 111.00 · Park Equipment	261,599.92	263,466.00
		Total Fixed Assets	393,599.92	395,466.00
<b>TOTAL ASSETS</b>			<b>496,992.78</b>	<b>467,724.62</b>
LIABILITIES & EQUITY				
	Liabilities			
		222.00 · Accounta Payable	61.25	-411.03
		217.00 · Unearned Revenue	25,000.00	25,000.00
		216.00 · Loan Payable - TVCSD Sewer	0.00	3,211.00
	Total Liabilities		25,061.25	27,799.97
	Total Equity		471,931.53	439,924.65
<b>TOTAL LIABILITIES &amp; EQUITY</b>			<b>496,992.78</b>	<b>467,724.62</b>
ASSETS		SEWER		
		131.31 · Redwood Credit Union	135,767.40	135,642.18
		131.42 · Bank of Marin - Money Market	93,472.38	130,452.99
		131.44 · Bank of Marin - Sewer	6,924.36	11,576.78
		131.48 · Bank of Marin - Solar	22,068.26	28,629.73
		Total 131.00 · Cash	258,232.40	306,301.68
		138.00 · Receivable - TVCSD Park	0.00	3,211.00
	Total Current Assets		258,232.40	309,512.68
	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	-521,716.01	-468,312.01
	Total Fixed Assets		1,549,324.48	1,602,728.48
		136.00 · SUSD Note Receivable	19,807.04	21,104.04
		151.00 · CREBs Unamortized Issuance Cost	0.00	15,250.00
		152.00 · Accumulated Amortization	0.00	-4,485.18
	Total Other Assets		19,807.04	31,868.86
<b>TOTAL ASSETS</b>			<b>1,827,363.92</b>	<b>1,944,110.02</b>
LIABILITIES & EQUITY				
	Liabilities			
		222.00 · Accounts Payable	1,892.20	6,949.23
		211.00 · SWRCB SRF Loan	154,749.88	174,841.36
		215.00 · CREBS Bond	197,352.92	215,294.10
	Total Liabilities		353,995.00	397,084.69
	Total Equity		1,473,368.92	1,547,025.33
<b>TOTAL LIABILITIES &amp; EQUITY</b>			<b>1,827,363.92</b>	<b>1,944,110.02</b>

**TVCS D Sewer Budget vs. Actual**  
**Prior Year Comparison July 2015 through April 2016**

			Jul '14 - Apr 15	Jul '15 - Apr 16	Budget
<b>Income</b>					
	301.10	· Service Charges - Monthly	630.00	630.00	630.00
	301.15	· Service Charges - Annual Fees	1,512.00	2,268.00	1,512.00
	301.20	· Service Charges - SUSD	73,118.00	68,464.78	69,613.00
	<b>Total 301.30 · Service Charges - County</b>		<b>92,770.48</b>	<b>96,226.48</b>	<b>92,871.43</b>
	301.40	· Capital Improvement Component		0.00	4,420.00
	<b>Total 301.00 · Service Charges</b>		<b>168,030.48</b>	<b>167,589.26</b>	<b>169,046.43</b>
	303.10	· Permit and Inspection Fees		250.00	
	305.00	· SUSD Sinking Fund	8,062.00	8,062.00	8,062.00
	311.00	· Interest Income	1,479.38	1,483.63	1,396.00
	315.50	· Levy 4	7,475.64	3,183.27	7,300.00
	315.00	· Intergovernmental Revenues - Other	0.77	2,515.00	0.00
	316.00	· CSI Solar Rebate	9,217.37	7,519.93	10,650.00
	318.30	· Transfer In		0.00	18,500.00
<b>Total Income</b>			<b>194,265.64</b>	<b>190,603.09</b>	<b>214,954.43</b>
<b>Expense</b>					
	410.00	· Sewage Collection	309.88	263.03	325.00
	411.00	· Sewage Treatment	2,608.56	7,557.30	1,630.00
	412.00	· Sewage Disposal	1,015.79	235.32	280.00
		414.13 - State Unemployment Tax		28.90	
		414.12 - Medicare Payroll Tax		12.33	
		414.11 - Social Security Tax		52.70	
	414.05	· Administrator's Fees	67,540.00	40,360.00	37,500.00
	414.22	· Licenses and Permits	1,326.50	1,346.50	1,346.00
	<b>Total 414.30 · Insurance</b>		<b>10,048.82</b>	<b>6,889.67</b>	<b>6,050.00</b>
		414.41 · Postage and Delivery	111.67	306.19	162.00
		414.42 · Printing and Copies	140.23	0.00	50.00
		414.43 · Office Supplies	1,605.37	549.80	380.00
		414.44 · Sonic - Web Hosting	199.50	119.70	1,699.50
		414.45 · Equipment Expense	293.19	196.50	0.00
		414.465 · Board Meber Stipend	0.00	850.00	3,500.00
		414.467 · Board Training	0.00	60.00	1,400.00
		414.468 · Board Meeting Expense - Other	93.96	0.00	1,000.00
		414.47 · Clerical/Bookkeeping		15,513.75	3,500.00
		414.48 · Office Rent	900.00	900.00	1,000.00
		414.49 · Secretary	80.56	5,005.99	6,500.00
		414.495 · Recruiting		0.00	1,000.00
	<b>Total 414.40 · Office Expense</b>		<b>3,424.48</b>	<b>23,501.93</b>	<b>20,191.50</b>
	414.50	· O&M Contractual Services	53,176.21	49,760.48	56,526.60
		414.551 · Legal Fees	0.00	474.25	5,000.00
		414.552 · Accounting	4,500.00	4,750.00	5,000.00
		414.553 · Consulting	11,568.00	0.00	2,000.00
		414.555 · Grant Writer		0.00	5,000.00
		414.61 · Newsletter Expense	232.75	150.41	360.00
		414.60 · Publication and Notices - Other	905.00	0.00	0.00
	414.62	· Dues and Subscriptions	1,429.94	1,531.65	1,510.00
	<b>Total 414.65 · Rents and Leases</b>		<b>18,691.18</b>	<b>18,691.18</b>	<b>18,691.18</b>
		414.71 · Plant and Building Maintenance	909.69	0.00	1,000.00
		414.72 · Computer Repairs	1,748.30	15,002.77	250.00
		414.73 · Equipment Repairs	1,125.00	0.00	1,150.00
		414.76 · Collection System Maintenance		3,714.00	5,500.00
		414.77 · Irrigation Field Maintenance		0.00	2,000.00
		414.78 · Solar Panel Maintenance	0.00	0.00	400.00
	<b>Total 414.70 · Repairs and Maintenance</b>		<b>3,782.99</b>	<b>18,716.77</b>	<b>10,300.00</b>
	414.75	· New Equipment		0.00	13,000.00
		414.81 · Travel	1,103.16	487.22	1,000.00
		414.83 · Meetings and Seminars	1,462.28	0.00	240.00
	414.90	· Telephone and Internet Services	2,032.97	2,538.05	2,200.00
	<b>Total 414.00 · Administration and General</b>		<b>181,224.28</b>	<b>169,292.04</b>	<b>185,915.28</b>
		417.20 · Election Expense		289.00	428.31
		417.30 · LAFCO Charges		-115.50	124.00
	415.50	· Depreciation Expense	43,000.00	43,000.00	0.00
	420.20	· Interest Expense - SRF Loan	4,853.15	4,046.20	4,371.00
		423.20 · Awards and Gifts	364.00	0.00	175.00
<b>Total Expense</b>			<b>233,375.66</b>	<b>224,567.25</b>	<b>193,248.59</b>
<b>Net Income</b>			<b>-39,110.02</b>	<b>-33,964.16</b>	<b>21,705.84</b>

TVCS D Park

Prior Year Comparison Budget vs. Actual  
July 2015 through April 2016

		Jul14-Apr 15	Jul15-Apr 16	Budget
Ordinary Income/Expense				
Income				
311.00 · Interest Income		2.70	3.83	1.20
315.00 · Intergovernmental Revenues				
	315.60 · HOPTR	29.96	0.00	0.00
	315.65 · Property Tax Refund		0.00	0.00
	315.70 · SB 90 Reimbursement	3,568.00	7,273.00	
	315.75 · Measure A Prior Year Carryover		0.00	27,053.00
	315.80 · Measure A Funds	32,151.64	32,907.56	27,387.00
	315.85 · Advanced Measure A Funds		0.00	10,000.00
Total 315.00 · Intergovernmental Revenues		35,749.60	40,180.56	64,440.00
320.00 · Contributions Income				
	320.20 · Restricted			
	320.25 · Prior Year Carryover		0.00	1,500.00
	320.20 · Restricted - Other		0.00	1,500.00
Total 320.20 · Restricted			0.00	3,000.00
	320.30 · Unrestricted			
	323.00 Founders' Day Committee	64.00	0.00	0.00
	320.35 · Prior Year Carryover		0.00	10,693.00
	320.30 · Unrestricted - Other		100.00	100.00
Total 320.30 · Unrestricted		64.00	100.00	10,793.00
	320.00 · Contributions Income - Other	95.00	150.00	
Total 320.00 · Contributions Income		159.00	250.00	13,793.00
322.00 · Park Use Rental				
	322.50 · Cleaning and Security Deposit	(400.00)	200.00	0.00
	322.00 · Park Use Rental - Other	750.00	545.00	450.00
Total 322.00 · Park Use Rental		350.00	745.00	450.00
322.60 · Water Tower PGE		630.00	700.00	700.00
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		36,891.30	41,879.39	99,158.20
Expense				
414.10 · Licenses and Permits		220.00		
414.20 · Office Expense				
	414.21 · Postage and Delivery	9.72	0.00	0.00
	414.22 · Printing and Copies	102.52	0.00	0.00
Total 414.20 · Office Expense		112.24	0.00	0.00
414.55 · Professional Fees				
	414.56 · Legal Fees		0.00	0.00
	414.57 · Accounting		481.25	
Total 414.55 · Professional Fees			481.25	0.00
414.70 · Repairs				
	414.74 · Park Maintenance	169.62	0.00	0.00
Total 414.70 · Repairs		169.62	0.00	0.00
414.75 · PGE - Park			0.00	0.00
414.80 · Measure A				
	414.81 · Measure A Project Expenses	3,489.34	1,885.12	59,000.00
	414.82 · Measure A Maintenance Expenses	4,526.97	1,096.62	500.00
	414.83 · PGE Park	936.27	755.37	1,089.16
	414.85 · Matching Project Funds		0.00	7,000.00
Total 414.80 · Measure A		8,952.58	3,737.11	67,589.16
	423.20 · Awards and Gifts	211.90	0.00	0.00
430.00 · Miscellaneous			0.00	3,000.00
Total Expense		9,666.34	4,218.36	70,589.16
Net Income		27,224.96	37,661.03	28,569.04

# GENERAL MANAGER'S REPORT

MAY 11, 2016

## Coordination with Staff

- ❖ Reviewed May 11, 2016 agenda with Cynthia Hammond and Melinda Bell.
- ❖ Phillips & Associates replaced three sprinkler heads with Nelson Big Guns 100; they work well, but there are issues with SCADA communications.
- ❖ 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.
- ❖ Attended Finance Advisory Committee meeting on April 27 to prepare revised draft FY 2016-17 budgets for sewer district.
- ❖ Provided Melinda Bell contracts and reports for solar panel installation.

## New/Continuing Business

- ❖ Contacted June Johnsen at Telstar to discuss SCADA issues. Their position is that our request for correcting the problems with our SCADA system is new and therefore billable work.
- ❖ Responded to an application for a sewer connection From Mr. Scott Hochstrasser and issued permit conditions.
- ❖ Verified that District record information, drawings, and existing Operations and Maintenance Plans are stored at plant.
- ❖ Received request from Karl Drexel for copies of approved BOD agenda minutes for May, June, July, August, and September 2015
- ❖ Sent email to Blair Allen at Regional Board requesting to suspend operation of FOG tank temporarily.
- ❖ TVCSD received notification from Building and Safety Division of Marin County that the permit for the gazebo is ready to be issued.

## *Next Month*

### Report Preparation

- ❖ Prepare revised O&M Manual consistent with WDRs. Tentative submittal date is May 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.
- ❖ Prepare responses to Grand Jury Report dated March 17, 2016

### District Coordination

- ❖ Conduct facility inspection and needs assessment with Phillips & Associates.
- ❖ Continue to define roles and responsibilities among GM, Administrative Support, and Finance Manager

**Phillips & Associates**  
Management & Technical Resources

General  
Engineering  
Contractor  
#A-751807

SWRCB  
Operations  
Management  
Maintenance  
Contractor  
#CO-0021  
PhillipsOnSite.com

April 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](mailto:WDR.monitoring@waterboard.ca.gov)  
PhillipsOnSite.com

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

Mr. Allen

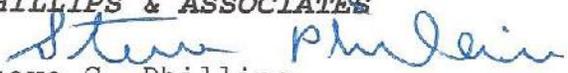
Enclosed please find the Self-Monitoring Report.

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)	BOD (mg/l)	TDS (mg/l)	Nitrate as N	Nitrite as N	TKN mg/L	Ammonia 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)	C12 Tank Level (ftches)	Coliform MPN/100
3/1/2016	30.7		470.0	530.0	5.8	0.5	3.0	0.2	2.8	330.0	39.0	9.7	10.9	17.4	0.0				
3/2/2016	30.7														0.0				
3/3/2016	30.7														0.0				
3/4/2016	30.7														0.0				
3/5/2016	30.7														0.0				
3/6/2016	30.7														0.0				
3/7/2016	30.7	214.9													0.0				
3/8/2016	56.7		51.0	330.0	6.6	1.9	2.2	<0.20	2.1	330.0	51.0	9.4	6.6	14.2	0.0				
3/9/2016	56.7														0.0				
3/10/2016	56.7														0.0				
3/11/2016	56.7														0.0				
3/12/2016	56.7														0.0				
3/13/2016	56.7														0.0				
3/14/2016	31.1	340.2								290.0	28.0	9.0	9.8	15.2	0.0				
3/15/2016	31.1														0.0				
3/16/2016	31.1														0.0				
3/17/2016	31.1														0.0				
3/18/2016	31.1														0.0				
3/19/2016	31.1														0.0				
3/20/2016	31.1														0.0				
3/21/2016	31.1	217.7													0.0				
3/22/2016	27.8									270.0	63.0	9.4	>10	16.2	0.0				
3/23/2016	27.8														0.0				
3/24/2016	27.8														0.0				
3/25/2016	27.8														0.0				
3/26/2016	27.8														0.0				
3/27/2016	27.8														0.0				
3/28/2016	22.0	197.9								270.0	36.0	9.3	>10	15.9	0.0				
3/29/2016	22.0														0.0				
3/30/2016	22.0														0.0				
3/31/2016	22.0														0.0				
<b>Max</b>	56.7	340.2	470.0	530.0	6.6	1.9	3.0	0.2	2.8	330.0	53.0	9.7	10.9	17.4	0.0	0.0	0.0	0.0	0.9
<b>Min</b>	22.0	197.9	51.0	330.0	5.8	0.5	2.2	0.2	2.1	270.0	28.0	9.0	6.6	14.2	0.0	0.0	0.0	0.0	0.0
<b>Mean</b>	34.2	242.7	260.5	430.0	6.2	1.2	2.6	0.2	2.5	298.0	43.4	9.4	9.1	15.8	0.0	0.0	0.0	0.0	0.1
<b>Total</b>	970.7														0.0				0.0



## TOMALES INFLUENT HEADWORKS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) March 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		3/1/16	3.8.16	3-14	3-22	3-28
Day		Tues	Tue	MO	TO	MO
Time		1000	1215	1000	1315	1350
Operator		ST	SV	SL	SL	SL
Rain fall, inches		NO	2.75	4.5	1.3	0
* Nuisance odors (smell)		NO	NO	N	N	N
* Evidence of any standing water		NO	NO	N	N	N
* Evidence of mosquitos breeding		NO	NO	N	N	N
* Evidence of improper system components and hydraulic integrity		NO	NO	N	N	N
* Evidence of structure seepage		NO	NO	N	N	N

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

## TOMALES STORAGE PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) March 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	3-1-16	3-8-16	3-14-16	3-22	3-28
Day	Tues	Tue	MO	TO	MO
Time	1215	1000	1015	1230	1310
Operator	ST	SO	SL	SE	R
* Nuisance odors from ponds	NO	NO	N	N	N
* Evidence of pond berm seepage	NO	NO	N	N	N
* Evidence of improper system components and hydraulic integrity	NO	NO	N	N	N
Signage that wastewater is unsafe to drink	<del>NO</del> YES	<del>NO</del> YES	Y	Y	Y
					Y

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

## TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

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

INSPECTION		Week No. 1	Week No. 2	Week No. 3	Week No. 4	
Date		3/1/16	3.8.16	3-14	3-22	3-28
Day		Tues	Tue	MO	TU	MO
Time		1015	1215	1000	1300	1350
Operator		ST	SO	SL	SL	SC
* Nuisance odors from ponds		NO	NO	N	N	N
* Evidence of pond berm seepage		NO	NO	N	N	N
* Evidence of improper system components and hydraulic integrity		NO	NO	N	N	N
Sign posting that wastewater is unsafe to drink		<del>Yes</del> NO	Yes	YES	YES	Y

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

Financial Advisory Committee Meeting Minutes

Tomales Village Community Services District

Wednesday, April 27, 2016

Present: Melinda Bell (Chairperson), Venta Leon, Donna Clavaud, Jose Ortiz (General Manager)

Absent: Deborah Parrish (excused)

Guests: Bruce Abbott (SUSD)

Melinda convened the meeting at 6:30pm and Donna Clavaud recorded the minutes. FAC had a quorum to conduct business. The main topic at this meeting was the Proposed Sewer Budget for 2016-17. The Board referred the draft proposed budget back to committee to review line items and to develop a balanced budget. Discussion focused on how to reflect the District's income and expenses in order to present a user-friendly format for ratepayers. The first Draft Budget projected a deficit and several Board members reminded the District that we have sought to reduce expenses and allow for some funds to be put into reserve.

After considerable review and discussion, we decided to develop a cash on hand proposed budget and not include depreciation, which leads to a deficit balance. Bruce Abbott reminds us that we can develop two budgets if needed, one being a cash budget and the other being an accrual budget. A cash budget more accurately can reflect district income and actual estimated expenses.

Melinda agreed to develop this cash budget for our review. We agreed that we would meet on Monday evening to review the draft. Deborah Parrish can attend this meeting. Donna Clavaud volunteered to write a draft narrative to go along with this budget. We hope to have a revised draft ready for Board review and consideration at the May 11 Board of Directors meeting.

The meeting was concluded at 7:30pm.

Approved on:

Signed:

## 2016/2017 Sewer Budget Worksheet

	14/15Act	15/16Budg	Changes	Comments	16/17Prelim	Changes	Comments	16/17Proposed
<b>Income</b>								
301.10 · Service Charges - Monthly	819	756			756			756
301.15 · Service Charges - Annual Fees	1,512	1,512			1,512			1,512
301.20 · Service Charges - SUSD	73,118	69,613	-5,531	1/3 of exp	64,082	-2,904	1/3 of exp	61,178
301.30 · Service Charges - County								
301.35 · Solar Portion - County	7,770	7,680			7,680			7,680
301.30 · Service Charges - County - Other	89,899	90,191			90,191			90,191
Total 301.30 · Service Charges - County	97,669	97,871			97,871			97,871
301.40 · Capital Improvement Component		4,420	-4,420					
Total 301.00 · Service Charges	173,118	174,172	-9,951		164,222	-2,904		161,317
303.00 - Connection Fees			10,000	annexation	10,000			10,000
305.00 · SUSD Sinking Fund	8,062	8,062			8,062			8,062
311.00 · Interest Income	1,511	1,422	70	actual	1,492			1,492
315.50 · Levy 4	7,779	8,200			8,200			8,200
315.00 · Intergovernmental Revenues - Other	1	0						
Total 315.00 · Intergovernmental Revenues	7,780	8,200			8,200			8,200
316.00 · CSI Solar Rebate	13,076	12,750	-12,750	expires				
318.00 · Other Nonoperating Income								
320.00 - Contributions Income		18,500	-18,500	not income				
<b>Total Income</b>	<b>203,546</b>	<b>223,106</b>	<b>-31,131</b>		<b>191,976</b>	<b>-2,904</b>		<b>189,071</b>
<b>Expense</b>								
410.00 · Sewage Collection	342	375			375			375
411.00 · Sewage Treatment	3,088	1,686	6,414	lab,pumping	8,100			8,100
412.00 · Sewage Disposal	955	336			336			336
414.00 · Administration and General								
414.05 · Administrator's Fees	81,048	45,000	5,000	contract	50,000	-4,523	only 4 bd mtgs	45,477
414.22 · Licenses and Permits	1,327	1,346			1,346			1,346
414.31 · Property & Liability Insurance	5,313	5,312	688		6,000			6,000
414.33 · Worker's Comp Insurance	736	738	-238		500			500
414.35 · Health Insurance Allowance	4,800							
Total 414.30 · Insurance	10,849	6,050	450		6,500	-		6,500
414.40 · Office Expense								
414.41 · Postage and Delivery	112	211	139	actuals	350			350
414.42 · Printing and Copies	153	50			50			50
414.43 · Office Supplies	1,714	380			380	-70	cut 2 bd pack	310
414.44 · Sonic - Web Hosting	239	1,739	-1,489	\$20/month	250			250
414.45 · Equipment Expense	293	0	250	misc office	250			250
414.46 · Board Meeting Expense					0			
414.465 · Board Member Stipend		4,200	1,800		6,000	-1,000	cut 2 months	5,000
414.467 · Board Training	120	1,920	-920		1,000			1,000
414.468 · Board Meeting Expense - Other	94	1,000		misc	1,000	-1,000	No Need	0
414.466-Board Payroll Taxes			660	11% SSc,Md,SUI	660			660
Total 414.40 · Board Expense	2,725	9,500	440		9,940	-2,070		7,870
414.47 · Clerical/Bookkeeping		4,200	6,720	6 hrs/week	10,920	-700	only 2 bd mtgs	10,220
414.48 · Office Rent	1,200	1,200			1,200			1,200

## 2016/2017 Sewer Budget Worksheet

	14/15Act	15/16Budg	Changes	Comments	16/17Prelim	Changes	Comments	16/17Proposed
414.49 · Secretary	81	7,800	-524	4 hrs/week	7,276	-420	cut 2 bd mtgs	6,856
414.495 · Recruiting		1,000	-1,000					
<b>Total 414.40 · Office Expense</b>	<b>4,006</b>	<b>23,700</b>	<b>5,636</b>		<b>29,336</b>	<b>-3,190</b>		<b>26,146</b>
<b>414.50 · O&amp;M Contractual Services</b>	<b>63,842</b>	<b>67,832</b>	<b>3,168</b>		<b>71,000</b>			<b>71,000</b>
414.551 · Legal Fees	12,472	5,000	-4,000		1,000	-1,000	No Need	0
414.552 · Accounting	4,500	5,000	-250	actual	4,750			4,750
414.553 · Consulting	13,650	2,000	<b>-2,000</b>					
414.555 · Grant Writer		5,000	-5,000					
<b>Total 414.55 · Professional Fees</b>	<b>30,622</b>	<b>17,000</b>	<b>-11,250</b>		<b>5,750</b>	<b>-1,000</b>		<b>4,750</b>
414.61 · Newsletter Expense	233	360			360			360
414.62 · Dues and Subscriptions	1,530	1,510			1,510			1,510
414.67 · Solar Lease Admin Fee	750	750			750			750
414.68 · Solar Lease Agreement		17,941	<b>-17,941</b>					
<b>Total 414.65 · Rents and Leases</b>	<b>750</b>	<b>18,691</b>	<b>-17,941</b>		<b>750</b>	<b>0</b>		<b>750</b>
<b>414.70 · Repairs and Maintenance</b>								
414.71 · Plant and Building Maintenance	3,545	1,000			1,000			1,000
414.72 · Computer Repairs	1,817	250			250			250
414.73 · Equipment Repairs	1,125	1,150			1,150			1,150
414.76 · Collection System Maintenance		5,500	-500		5,000			5,000
414.77 · Irrigation Field Maintenance	675	2,000	<b>4,000</b>		6,000			6,000
414.78 · Solar Panel Maintenance		400			400			400
<b>Total 414.70 · Repairs and Maintenance</b>	<b>7,162</b>	<b>10,300</b>	<b>3,500</b>		<b>13,800</b>	<b>0</b>		<b>13,800</b>
414.75 · New Equipment		13,000	-13,000					
<b>414.80 · Travel and Meetings</b>								
414.81 · Travel	1,255	1,200	-1,200					
414.83 · Meetings and Seminars	1,462	320			320			320
<b>Total 414.80 · Travel and Meetings</b>	<b>2,717</b>	<b>1,520</b>	<b>-1,200</b>		<b>320</b>	<b>0</b>		<b>320</b>
414.90 · Telephone and Internet Services	2,510	2,640			2,640			2,640
414.95 · Miscellaneous Expenses	932							
<b>Total 414.00 · Administration and General</b>	<b>210,252</b>	<b>208,950</b>	<b>-25,638</b>		<b>183,312</b>	<b>-8,713</b>		<b>174,599</b>
417.10 · Bank Service Charges		0						
417.20 · Election Expense		428	-428					
417.30 · LAFCO Charges	135	124			124			124
<b>Total 417.00 · Other Operating Expenses</b>	<b>917</b>	<b>552</b>	<b>-428</b>		<b>124</b>			<b>124</b>
415.00 · Amortization Expense		0						
415.50 · Depreciation Expense	53,404	0						
420.20 · Interest Expense - SRF Loan	4,853	4,371			4,371			4,371
423.00 · Other Nonoperating Expenses	10,765							
423.20 · Awards and Gifts	364	175	-175		0			
<b>Total 423.00 · Other Nonoperating Expenses</b>	<b>15,618</b>	<b>175</b>	<b>-175</b>					
<b>Total Expense</b>	<b>282,349</b>	<b>216,445</b>	<b>-19,827</b>		<b>196,618</b>	<b>-8,713</b>		<b>187,905</b>
<b>Net Income</b>	<b>-78,803</b>	<b>6,662</b>	<b>-11,304</b>		<b>-4,642</b>	<b>5,809</b>	add to reserves	<b>1,166</b>

TVCS D Sewer Program  
Estimated Cash Projection 2016/2017

Current Cash on Hand 5/4/2016		258,232.00
Operating Reserves	93,952.50	
Emergency Reserves	33,982.00	
Debt Reserves	47,775.00	
Capital Reserves	42,758.97	
Unrestricted Cash	<u>39,763.53</u>	
	<u>258,232.00</u>	
2016/2017 Budgeted Income		
Ratepayers Sewer Charges	100,139.00	
SUSD Sewer Charges	61,178.00	
Connection Fees	10,000.00	
SUSD Sinking Fund	8,062.00	
Interest Income	1,492.00	
Property Taxes	8,200.00	
Total 2016/2017 Budgeted Income	<u>189,071.00</u>	
2016/2017 Budgeted Expenses		
Sewer Plant Operations Expense	8,811.00	
Sewer Plant Maintenance Expense	13,800.00	
Plant Operator	71,000.00	
General Manager	45,477.00	
Financial Manager	10,220.00	
Secretary	6,856.00	
Board Expense	6,660.00	
Office Expense	1,404.00	
Publications	1,870.00	
Rents and Leases	1,950.00	
Insurance	6,500.00	
Licenses and Permits	1,346.00	
Audit	4,750.00	
Telephone and Internet	2,890.00	
Interest Expense	4,371.00	
Total 2016/2017 Budgeted Expense	<u>187,905.00</u>	-
2016/2017 Estimated Addition to Reserves		1,166.00
2016/2017 Debt Payments Due		
State Water Resources Control Bd Loan	20,260.81	
Solar Bond	17,941.12	(38,201.93)
<b>Estimated Ending Cash June 30, 2017</b>		<b>221,196.07</b>

<b>Tomales Park Committee meeting minutes</b>		
Monday, April 25, 2016 Meeting began @ 6:35 pm		
Margaret Graham chaired the meeting.		
Walter Earle served as note taker.		
Present for meeting were: Bill Bonini. Absent: Brian Lamoreaux, Beth Koelker, Patty Oku		
Agenda:		
Open Communication		
Review Minutes		
Kevin Wright@the TVCSD Board Mrrting		
Park Cleanup Roundup		
Project Manager for ramps and Gazebo		
Gazebo news		
North Fence cost estimates for matching funds from County		
Donation Sign on Bathrooms		
Park signs for contact numbers		
Booksale		
<b>Agenda Item</b>	<b>Discussion</b>	<b>Action</b>
Open Communication		
Review Minutes	Process is working	
Kevin Wright@the TVCSD Board Martins	It was very helpful having Kevin attend our last general board meeting and answer our questions so that we were all on the same page.	
Park Cleanup Roundup	The cleanup went well. 19 people signed our attendance list and it was given to Bill to hand off to Melinda for the archives.	
Project Manager for ramps and Gazebo	TVCSD Board hasn't found a project manager. Bill will contact potential contractors for the ramps.	PAC requests the board to prioritize finding or appointing a project manager
Gazebo news	Bill will once again contact the county as to the progress of our permit.	Once the permits have been issued, Melinda will contact Dean Whitter about how their grant is being used.
North Fence cost estimates for matching funds from County		Margaret will contact David about cost estimates
Donation sign on Bathrooms	No changes or news to report.	
Park signs for contact numbers	No changes or news to report.	
Booksale	We would like to hold a fundraising Bookstall at either Founders day or at the Tomales Farm and Flea.	Margaret and Walter will organize the sale
Meeting adjourned at 7:00 pm.		
Minutes approved by:		
Date:		