



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, October 11, 2017, 7 pm

Location: Tomales Town Hall, Tomales, California 94971

I. Call To Order

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

III. Approval of October 11, 2017 BOD Agenda Action

IV. Board Member Reports

- a. Donna Clavaud to report on SB 96 Public Works

V. Approval of September 13, 2017 Minutes Action

VI. Financial Report (Melinda Bell)

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

VII. General Manager's Report

- a. Ongoing discussion with NSU regarding SCADA problems.
- b. Fog Tank; request for indefinite extension of disconnect until TVCS D does a video inspection of the line to the Village to check status of grease flow. Discussion of video TV inspection of collection pipe from Plant to Village.
- c. Meeting with Kevin Wright and small Special Districts about construction collaboration on Park projects.
- d. Legal assistance options for the District.

VIII. NSU Report

- a. Review reports for August 2017 and September 2017

IX. Committee Reports

- a. Financial Advisory Committee (FAC)
 - 1. No FAC meeting in September due to Audit in process. Next meeting, October 18, 2017, at 10:30 am.
- b. Park Advisory Committee (PAC)
 - 1. No PAC meeting in September.
 - 2. Schedule next PAC meeting.

X. Pending Business

- a. TVCS D Newsletter

XI. Other Business

XII. New Business

- a. Certification of incumbent Board Members for new terms.

XIII. Correspondence

XIV. Adjournment

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

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

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

Board of Directors:

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



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, September 13, 2017, 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

Board Members Present: Dru Fallon O'Neill, President; Bill Bonini, Deborah Parrish

Board Members Absent: Donna Clavaud, Vice President, Peter MacLaird

Also Present: Venta Leon, Terry Duffy

I. Call To Order

Dru Fallon O'Neill called the meeting to order at 7:15 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.

Tomales resident, "Madam Zablosky" donated her proceeds (\$60.00) from the Founder's Day event to the Park.

III. Approval of September 13, 2017 TVCS D BOD Agenda

Bill Bonini motioned to approve the TVCS D September 13, 2017 BOD meeting agenda. Deborah Parrish seconded the motion. M/S/C

IV. TVCS D Board Member Reports

Bill Bonini looked over the pond with Jose Ortiz and they will work out the specifications of the work to be done there.

Dru Fallon O'Neill read the letter from the Marin County Civil Grand Jury requesting a response to the report titled, "Overcoming Barriers to Housing Affordability (published April 12, 2017). Dru Fallon O'Neill will contact Ron Brown tomorrow, September 14, 2017, for district response.

V. Approval of July 12, 2017 Meeting Minutes

No corrections. TVCS D July 12, 2017 meeting minutes pass as is.

VI. Financial Report (Melinda Bell)

a. Accept check registers and approve expenditures:

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

b. Financial Manager's report:

Bill Bonini motioned to approve the Financial Managers report. Deborah Parrish seconded the motion. M/S/C

c. Review and approve Financial Statements:

Bill Bonini motioned to approve the Financial Statements. Deborah Parrish seconded the motion. M/S/C

d. Management Discussion and Analysis (Audit for FY ending June 30, 2017):

Deborah Parrish motioned to approve the Management Discussion and Analysis. Bill Bonini seconded the motion. M/S/C

VII. General Manager's Report

General Manager's report was reviewed. No questions.

VIII. NSU Report

a. Review reports for June and July 2017:

No questions.

IX. Committee Reports

a. Financial Advisory Committee (FAC):

1. Reviewed and discussed TVCSD Priority Calendar for 2017/2018 presented by FAC.

b. Park Advisory Committee (PAC):

1. No meetings were held in July or August. No one has yet to bid on the Park projects. Jose Ortiz needs to spearhead and develop strategies on how to find contractors.

X. Pending Business

a. TVCSD Newsletter:

Newsletter to be postponed for one (1) month – was scheduled for October – moved to November.

XI. Other Business

None

XII. New Business

a. Resolution 17-5 (Bank signature forms):

Dru Fallon O'Neill read resolution 17-5 regarding new bank signature forms for the District.

Deborah Parrish motioned to accept Resolution 17-5. Bill Bonini seconded the motion. M/S/C

b. Bank signature card:

Members who were present signed the bank signature forms.

XIII. Correspondence

None

XIV. Adjournment

TVCS D September 13, 2017 Meeting was adjourned at 7:38 pm. No objections

Approved by: Dru Fallon O'Neill, President

Date:

Attested by: Cynthia Hammond, Recording Secretary

Date:

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

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Board of Directors:

Dru Fallon O'Neill, President • Donna Clavaud, Vice President • Bill Bonini

Peter MacLaird • Deborah Parrish

Bank Registers September 2017

| Type | Date | Num | Name | Memo | Amount | Balance |
|--|------------|------|------------------------------------|--|-------------------|-------------------|
| 131.00 - Cash | | | Beginning Balance | | | 136,871.06 |
| 131.42 - Bank of Marin - Money Market | | | Beginning Balance | | | 16,855.42 |
| Transfer | 09/29/2017 | | Funds Transfer to Park | Checking Account | -16,855.42 | 0.00 |
| Total 131.44 - Bank of Marin - Money Market | | | | | -16,855.42 | 0.00 |
| 131.46 - Bank of Marin - Park Account | | | Beginning Balance | | | 120,015.64 |
| Bill Pmt -Check | 09/11/2017 | 1186 | Fishman Supply | case of paper towels | -30.58 | 119,985.06 |
| Bill Pmt -Check | 09/11/2017 | 1187 | PGE | 7399820768-9 7/26-8/24 | -79.08 | 119,905.98 |
| Payment | 09/12/2017 | | Henry Elfstrom | | 70.00 | 119,975.98 |
| Deposit | 09/14/2017 | | Donations C. Biehler & Cash Box | | 376.40 | 120,352.38 |
| Deposit | 09/20/2017 | | Donations Cash Box | | 60.00 | 120,412.38 |
| Deposit | 09/27/2017 | | Meas A interest | | 1.70 | 120,414.08 |
| Transfer | 09/29/2017 | | Funds Transfer | | 16,855.42 | 137,269.50 |
| Deposit | 09/30/2017 | | Interest | | 0.48 | 137,269.98 |
| | | | TOTAL ENDING PARK CASH | | 17,264.34 | 137,269.98 |
| 131.00 - Cash | | | Beginning Balance | | | 176,529.14 |
| 131.31 - Redwood Credit Union | | | Beginning Balance | | | 116,062.48 |
| Total 131.31 - Redwood Credit Union | | | | | | 116,062.48 |
| 131.42 - Bank of Marin - Money Market | | | Beginning Balance | | | 14,077.34 |
| Payment | 09/27/2017 | | Shoreline Unified School District | Annual Payment | 70,308.31 | 84,385.65 |
| General Journal | 09/27/2017 | | transfer Measure A 7/17 funds | interest to Park | -1.70 | 84,383.95 |
| Deposit | 09/30/2017 | | Interest | | 1.11 | 84,385.06 |
| Total 131.44 - Bank of Marin - Money Market | | | | | 0.00 | 84,385.06 |
| 131.44 - Bank of Marin - Sewer | | | Beginning Balance | | | |
| Bill Pmt -Check | 09/01/2017 | 4404 | Brelje and Race Laboratories, Inc. | 7/25 - 8/8 samples | -442.00 | 26,848.80 |
| Bill Pmt -Check | 09/10/2017 | 4405 | Melinda K. Bell | August | -1,820.00 | 25,028.80 |
| Bill Pmt -Check | 09/10/2017 | 4406 | Natural Systems Utilities | invoices 240993 & 241228 | -6,377.40 | 18,651.40 |
| Bill Pmt -Check | 09/11/2017 | 4407 | Brelje and Race Laboratories, Inc. | 8/15-8/29 samples | -298.00 | 18,353.40 |
| Bill Pmt -Check | 09/11/2017 | 4408 | PGE | 7/26-8/24 | -80.09 | 18,273.31 |
| Bill Pmt -Check | 09/16/2017 | 4409 | AT&T | 145835838 9/7-10/6 | -133.61 | 18,139.70 |
| Bill Pmt -Check | 09/16/2017 | 4410 | Ortiz, Jose | July and August | -7,518.82 | 10,620.88 |
| Bill Pmt -Check | 09/16/2017 | 4411 | SDRMA | adjust 2016/2017 estimate to actual Member # | -84.65 | 10,536.23 |
| Payment | 09/21/2017 | | Tomales Regional Histroy Center | | 72.45 | 10,608.68 |
| Bill Pmt -Check | 09/24/2017 | 4412 | AT&T | 138729848 9/11 - 10/10 | -80.00 | 10,528.68 |
| Bill Pmt -Check | 09/24/2017 | 4413 | Capital One Bank | virus protec, stamps, books | -119.82 | 10,408.86 |
| Bill Pmt -Check | 09/24/2017 | 4414 | Underground Service A | invoice 17070847 | -155.60 | 10,253.26 |
| Deposit | 09/30/2017 | | Interest | | 0.10 | 10,253.36 |
| Total 131.44 - Bank of Marin - Sewer | | | | | 0.00 | 10,253.36 |
| 131.48 - Bank of Marin - Solar | | | Beginning Balance | | | 19,098.52 |
| Deposit | 09/30/2017 | | Interest | | 0.08 | 19,098.60 |
| Total 131.48 - Bank of Marin - Solar | | | | | 0.08 | 19,098.60 |
| Total 131.00 - Cash | | | TOTAL ENDING SEWER CASH | | | 229,799.50 |



Financial Manager's Report October 11, 2017

The auditors came September 5 and 6 for their annual audit field work. Their reports have been distributed to all Board and Finance Committee members. The most complicated part of their report is page 9 showing the results of the Park activities both as a governmental fund and also on a basis comparable to the Sewer reports. On a governmental basis, the results for the year were a positive \$19,211 for the Park. For the District-wide Statement of Activities, the additions to Park capital assets are recognized, as is depreciation. With more depreciation than additions in 2016/2017, the net results are reduced to \$16,947. The reports for the Sewer activities report a net loss for the year of \$46,909 after \$54,185 in depreciation expense. The auditors' management letter has also been distributed. They had no new recommendations this year, but noted TVCSD's ongoing process of writing policies and implementing the recommendations of the Matrix study. They credited TVCSD's action on their recommendations to hold the audit in August or September and institute bank statement reviews by the Board President. They still recommend setting reserve amounts, writing a document retention policy, and adding more detail to the listing of capital assets.

This has been a busy month. The Measure A Expenditure Report for 2016/2017 was submitted reporting \$16,387 in governmental basis Park expenditures before capitalization and depreciation. These expenditures were in line with the Amended Work Plan which forecast governmental basis expenditures for the year of \$18,598, surprisingly and coincidentally close to the actual expenditures with depreciation and capitalization of \$18,650. Also this month Shoreline Unified School District was billed its annual invoice, which has already been paid. Because the Sewer program 2016/2017 expenses were \$14,400 under budget excluding depreciation, the actual billing was \$4,700 less than budgeted for 2017/2018, as is reported in this month's Budget Comparisons in the packet. SUSD is billed for the current year budgeted amounts without depreciation, with an adjustment for the prior year actual results. The last important report for this month is the final tax roll for 2017/2018, coming in at \$103,267 after the rate increase compared to budget of \$104,477.

Although there are no surprises in this month's financial reports in the packet, and operations seem to be proceeding according to plan, cash levels have been reduced in prior years, so continued monitoring of expenses and income will be important. Prompt SUSD payment of their invoice helped limit the transfer of Redwood Credit Union cash to \$20,000 at the end of August. The next critical period will be in December with the receipt of County Sewer Service Charges timed with the State Water Resources Control Board debt service payment due. The solar bond debt service payment due in December is already provided for in the solar bank account by transfer of some County Sewer Service Charges to that account in the spring.

Tomales Village Community Services District Balance Sheets 9/30/2017 and 9/30/2016

| | | Sep 30, 17 | Sep 30, 16 |
|--|---------------------------------------|--------------|--------------|
| ASSETS | PARK | | |
| | 131.46 · Bank of Marin - Park Account | 137,269.98 | 117,633.83 |
| Total Current Assets | | 137,269.98 | 117,633.83 |
| 100.20 · Land and Land Rights | | 132,000.00 | 132,000.00 |
| 111.00 · Park Equipment | | | |
| | Original Cost | 314,653.66 | 309,286.28 |
| | 105.00 · Depreciation | -59,063.90 | -51,433.00 |
| Total 111.00 · Park Equipment | | 255,589.76 | 257,853.28 |
| Total Fixed Assets | | 387,589.76 | 389,853.28 |
| TOTAL ASSETS | | 524,859.74 | 507,487.11 |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| | 222.00 · Accounts Payable | 0.00 | 269.55 |
| | 217.00 · Unearned Revenue | 25,000.00 | 25,000.00 |
| Total Liabilities | | 25,000.00 | 25,269.55 |
| Equity | | | |
| 252.50 · Investment in Capital Assets | | 387,589.76 | 389,853.28 |
| 260.00 · Unassigned Fund Balance | | 95,139.62 | 75,928.61 |
| Net Income | | 17,130.36 | 16,435.67 |
| Total Equity | | 499,859.74 | 482,217.56 |
| TOTAL LIABILITIES & EQUITY | | 524,859.74 | 507,487.11 |
| ASSETS | SEWER | | |
| | 131.31 · Redwood Credit Union | 116,062.48 | 135,838.02 |
| | 131.42 · Bank of Marin - Money Market | 84,385.06 | 6,624.23 |
| | 131.44 · Bank of Marin - Sewer | 10,253.36 | 18,890.86 |
| | 131.48 · Bank of Marin - Solar | 19,098.60 | 29,838.72 |
| | Total 131.00 · Cash | 229,799.50 | 191,191.83 |
| | 137.00 · Accounts Receivable | 0.00 | 79,392.47 |
| Total Current Assets | | 229,799.50 | 270,584.30 |
| 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 | | -599,656.00 | -545,471.00 |
| Total Fixed Assets | | 1,471,384.49 | 1,525,569.49 |
| 136.00 · SUSD Note Receivable | | 16,731.46 | 18,275.90 |
| TOTAL ASSETS | | 1,717,915.45 | 1,814,429.69 |
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| | 222.00 · Accounts Payable | 5,638.00 | 12,643.00 |
| | 230.00 · Fed Payroll Tax Payab | 38.25 | 15.30 |
| Total Current Liabilities | | 5,676.25 | 12,658.30 |
| Long Term Liabilities | | | |
| | 211.00 · SWRCB SRF Loan | 134,813.90 | 155,074.71 |
| | 215.00 · CREBS Bond | 161,470.56 | 179,411.74 |
| Total Long Term Liabilities | | 296,284.46 | 334,486.45 |
| Total Liabilities | | 301,960.71 | 347,144.75 |
| Equity | | | |
| 260.00 · Retained Earnings | | 1,167,305.83 | 1,214,215.19 |
| 261.00 · Sinking Fund - Debt Reserve | | 47,775.00 | 47,775.00 |
| 262.00 · Capital Improvement Reserve | | 42,758.97 | 42,758.97 |
| 263.00 · Emergency Reserve | | 33,982.00 | 33,982.00 |
| 264.00 · Operating Reserve | | 3,537.37 | 3,537.37 |
| 265.00 · Net Assets - Unrestricted | | 105,000.00 | 105,000.00 |
| Net Income | | 15,595.57 | 20,016.41 |
| Total Equity | | 1,415,954.74 | 1,467,284.94 |
| TOTAL LIABILITIES & EQUITY | | 1,717,915.45 | 1,814,429.69 |

BUDGETARY COMPARISONS 9/30/2017 YEAR-TO-DATE

| | | PARK | Jul - Sep 17 | Budget | \$ Over Budget |
|----------------------|---------|----------------------------------|------------------|------------------|-------------------|
| Income | 311.00 | Interest Income | 3.20 | 1.25 | 1.95 |
| | 315.80 | Measure A Funds | 16,855.42 | 18,001.50 | -1,146.08 |
| | | Total 320.00 | 536.40 | 0.00 | 536.40 |
| | | Total 322.00 | 0.00 | 200.00 | -200.00 |
| | 322.60 | Water Tower PGE | 210.00 | 270.00 | 60.00 |
| Total Income | | | 17,605.02 | 18,412.75 | -807.73 |
| Expense | 414.57 | Accounting | 0.00 | 200.00 | -200.00 |
| | 414.82 | Measure A Maintenance Expenses | 118.00 | 300.00 | -182.00 |
| | 414.83 | PGE Park | 252.50 | 300.00 | -47.50 |
| | 6420 | Park Trash Disposal | 104.16 | | 104.16 |
| Total Expense | | | 474.66 | 800.00 | -325.34 |
| Net Income | | | 17,130.36 | 17,612.75 | -482.39 |
| | | Beginning Cash | 120,374.19 | | |
| | | Collected Receivable | 70.00 | | |
| | | Paid Old Bills | (304.57) | | |
| | | Ending Park Cash | 137,269.98 | | |
| | | SEWER | | | |
| Income | 301.00 | Service Charges | | | |
| | 301.10 | Service Charges - Monthly | 217.35 | 217.35 | 0.00 |
| | 301.15 | Service Charges - Annual Fees | 1,738.80 | 1,739.00 | -0.20 |
| | 301.20 | Service Charges - SUSD | 59,605.31 | 64,299.00 | -4,693.69 |
| | 301.30 | Service Charges - County - Other | 561.44 | 0.00 | 561.44 |
| | 305.00 | SUSD Sinking Fund | 8,062.00 | 8,062.00 | 0.00 |
| | 311.00 | Interest Income | 1,154.59 | 1,491.00 | -336.41 |
| | 315.50 | Levy 4 | 48.00 | 100.00 | -52.00 |
| Total Income | | | 71,387.49 | 75,908.35 | -4,520.86 |
| Expense | 413.00 | Grounds Maintenance | 0.00 | 500.00 | -500.00 |
| | 410.00 | Sewage Collection | 71.40 | 93.75 | -22.35 |
| | 411.10 | Maintenance Supplies | 2,279.00 | 264.00 | 2,015.00 |
| | 411.05 | Lab Bills | 2,467.04 | 1,934.50 | 532.54 |
| | 411.00 | Sewage Treatment - Other | 40.74 | 1,575.00 | -1,534.26 |
| Total 411.00 | | Sewage Treatment | 4,786.78 | 3,773.50 | 1,013.28 |
| | 412.00 | Sewage Disposal | 53.21 | 84.00 | -30.79 |
| | | Total 414.10 | 62.33 | 0.00 | 62.33 |
| | 414.05 | Administrator's Fees | 7,437.50 | 11,437.50 | -4,000.00 |
| | 414.22 | Licenses and Permits | 20.00 | 0.00 | 20.00 |
| | 414.31 | Property & Liability Insurance | 6,952.39 | 6,655.00 | 297.39 |
| | 414.33 | Worker's Comp Insurance | 711.08 | 720.00 | -8.92 |
| | 414.41 | Postage and Delivery | 49.00 | 50.00 | -1.00 |
| | 414.42 | Printing and Copies | 112.00 | 0.00 | 112.00 |
| | 414.43 | Office Supplies | 0.00 | 50.00 | -50.00 |
| | 414.44 | Sonic - Web Hosting | 0.00 | 60.00 | -60.00 |
| | 414.45 | Equipment Expense | 309.98 | 0.00 | 309.98 |
| | 414.467 | Board Training | 40.07 | 0.00 | 40.07 |
| | 414.47 | Clerical/Bookkeeping | 3,101.40 | 2,800.00 | 301.40 |
| | 414.48 | Office Rent | 0.00 | 300.00 | -300.00 |
| | 414.49 | Secretary | 419.40 | 1,428.00 | -1,008.60 |
| | 414.50 | O&M Contractual Services | 12,286.92 | 12,287.00 | -0.08 |
| | 414.552 | Accounting | 5,150.00 | 5,000.00 | 150.00 |
| | 414.62 | Dues and Subscriptions | 155.60 | 110.00 | 45.60 |
| | 414.71 | Plant and Building Maintenance | 0.00 | 300.00 | -300.00 |
| | 414.73 | Equipment Repairs | 0.00 | 300.00 | -300.00 |
| | 414.76 | Collection System Maintenance | 0.00 | 1,250.00 | -1,250.00 |
| | 414.77 | Irrigation Field Maintenance | 0.00 | 1,500.00 | -1,500.00 |
| | | Total 414.70 | 0.00 | 3,350.00 | -3,350.00 |
| | 414.81 | Travel | 81.32 | 90.00 | -8.68 |
| | 414.90 | Telephone and Internet Services | 640.55 | 672.00 | -31.45 |
| 415.50 | | Depreciation Expense | 13,350.99 | | 13,350.99 |
| Total Expense | | | 55,791.92 | 49,460.75 | 6,331.17 |
| Net Income | | | 15,595.57 | 26,447.60 | -10,852.03 |
| | | Beginning Cash | 201,745.09 | | |
| | | Collected Receivables | 1,607.44 | | |
| | | Paid Old Bills | (2,499.59) | | |
| | | Depreciation | 13,350.99 | | |
| | | Ending Sewer Cash | 229,799.50 | | |



September 14, 2017
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
August 2017

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,
NATURAL SYSTEMS UTILITIES

Steve C. Chase
Operations Supervisor
Certified Chief Plant Operator #II-40930

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

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

477 Devlin Road, Suite 107 Napa, CA 94558 | T: 707.254.1931 | www.naturalsystemsutilities.com
Contractor's license number: 751807 WWTP Contract Operator Certificate of Registration: CO-0021

9/14/2017

TOMALES VILLAGE CSD

12:51 PM

SELF MONITORING REPORT

| Date | INF (INFLUENT) | | | | | | EFF-TR (Treatment Pond No. 3 Eff) | | | | | | | | | | EFF-Flow | | EFF-D (Discharge eff) | |
|-----------|----------------|----------------|------------|-----------|------------|------------|-----------------------------------|--------------|----------|------------------|----------------------------|------------|-----------|----------|-------------|----------|---------------|----------------|-------------------------|------------------|
| | Daily (KGALS) | Weekly (KGALS) | Ph (Units) | Temp. (C) | BOD (mg/l) | TDS (mg/l) | Nitrate as N | Nitrite as N | TKN mg/L | Amonnonia N mg/L | Tot. Organic Nitrogen mg/l | TDS (mg/L) | BOD mg/l) | pH Units | D.O. (mg/l) | Temp (C) | Daily (KGALS) | Weekly (KGALS) | Ci2 Tank Level (inches) | Coliform MPN/100 |
| 8/1/2017 | 20.3 | | | | | | | | | | 310.0 | 7.8 | 9.3 | 7.1 | 21.9 | 55.5 | | | 20.0 | <2.0 |
| 8/2/2017 | 20.3 | | | | | | | | | | | | | | | 55.5 | | | | |
| 8/3/2017 | 20.3 | | | | | | | | | | | | | | | 55.5 | | | | |
| 8/4/2017 | 20.3 | | | | | | | | | | | | | | | 55.5 | | | | |
| 8/5/2017 | 20.3 | | | | | | | | | | | | | | | 55.5 | | | | |
| 8/6/2017 | 20.3 | | | | | | | | | | | | | | | 55.5 | | | | |
| 8/7/2017 | 20.3 | | | | | | | | | | | | | | | 55.5 | | | | |
| 8/8/2017 | 17.0 | 142.0 | 9.6 | 21.9 | 340.0 | 410.0 | <.20 | | 4.5 | <.20 | 4.5 | 330.0 | 21.0 | 9.8 | 10.4 | 19.4 | 34.1 | 388.6 | 17.0 | 2.0 |
| 8/9/2017 | 17.0 | | | | | | | | | | | | | | | 34.1 | | | | |
| 8/10/2017 | 17.0 | | | | | | | | | | | | | | | 34.1 | | | | |
| 8/11/2017 | 17.0 | | | | | | | | | | | | | | | 34.1 | | | | |
| 8/12/2017 | 17.0 | | | | | | | | | | | | | | | 34.1 | | | | |
| 8/13/2017 | 17.0 | | | | | | | | | | | | | | | 34.1 | | | | |
| 8/14/2017 | 17.0 | | | | | | | | | | | | | | | 34.1 | | | | |
| 8/15/2017 | 22.3 | 119.0 | | | | | <.40 | | | | 300.0 | 17.0 | 9.3 | 6.9 | 19.5 | 19.7 | 138.0 | 22.0 | 2.0 | |
| 8/16/2017 | 22.3 | | | | | | | | | | | | | | | 19.7 | | | | |
| 8/17/2017 | 22.3 | | | | | | | | | | | | | | | 19.7 | | | | |
| 8/18/2017 | 22.3 | | | | | | | | | | | | | | | 19.7 | | | | |
| 8/19/2017 | 22.3 | | | | | | | | | | | | | | | 19.7 | | | | |
| 8/20/2017 | 22.3 | | | | | | | | | | | | | | | 19.7 | | | | |
| 8/21/2017 | 22.3 | | | | | | | | | | | | | | | 19.7 | | | | |
| 8/22/2017 | 19.1 | 156.0 | | | | | | | | | 320.0 | 17.0 | 9.3 | 4.9 | 19.5 | 34.7 | 243.0 | 28.0 | <2.0 | |
| 8/23/2017 | 19.1 | | | | | | | | | | | | | | | 34.7 | | | | |
| 8/24/2017 | 19.1 | | | | | | | | | | | | | | | 34.7 | | | | |
| 8/25/2017 | 19.1 | | | | | | | | | | | | | | | 34.7 | | | | |
| 8/26/2017 | 19.1 | | | | | | | | | | | | | | | 34.7 | | | | |
| 8/27/2017 | 19.1 | | | | | | | | | | | | | | | 34.7 | | | | |
| 8/28/2017 | 19.1 | | | | | | | | | | | | | | | 34.7 | | | | |
| 8/29/2017 | 17.4 | 134.0 | | | | | | | | | 310.0 | 30.0 | 8.1 | 4.9 | 20.1 | 34.9 | 279.3 | 25.0 | 8.0 | |
| 8/30/2017 | 17.4 | | | | | | | | | | | | | | | 34.9 | | | | |
| 8/31/2017 | 17.4 | | | | | | | | | | | | | | | 34.9 | | | | |
| Max | 22.3 | | 9.6 | 21.9 | 340.0 | 410.0 | 0.0 | 0.0 | 4.5 | 0.0 | 4.5 | 330.0 | 30.0 | 9.8 | 10.4 | 21.9 | | | 22.4 | |
| Min | 17.0 | | 9.6 | 21.9 | 340.0 | 410.0 | 0.0 | 0.0 | 4.5 | 0.0 | 4.5 | 300.0 | 7.8 | 8.1 | 4.9 | 19.4 | | | 17.0 | |
| Mean | 19.5 | | 9.6 | 21.9 | 340.0 | 410.0 | #DIV/0! | #DIV/0! | 4.5 | #DIV/0! | 4.5 | 314.0 | 18.6 | 9.2 | 6.8 | 20.1 | | | 22.4 | |
| Total | 603.1 | | | | | | | | | | | | | | | 1112.7 | | | | |

**TOMALES TREATMENT PONDS
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year) Aug-17

2. Pond Standard Observation required every week year round.

| INSPECTION | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 4 |
|--|------------|------------|------------|------------|
| Date | 8/1/17 | 8/8/2017 | 8/15/2017 | 8/22/17 |
| Day | TUE | TUE | TUE | TUE |
| Time | 10:50 | 12:00 | 0:00 | 9:30 |
| Operator | SZ | SZ | SZ | SZ |
| * Nuisance odors from ponds | N | N | N | N |
| * Evidence of pond berm seepage | N | N | N | N |
| ' Evidence of improper system components and hydraulic integrity | N | N | N | N |
| Sign posting that wastewater is unsafe to drink | Y | Y | Y | Y |

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

TOMALES INFLUENT HEADWORKS

STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) Aug-17

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

| INSPECTION | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 4 | Week No. 5 |
|--|------------|------------|------------|------------|------------|
| Date | 8/1/2017 | 8/8/2017 | 8/15/2017 | 8/22/2017 | 8/29/2017 |
| Day | TUE | TUE | TUE | TUE | TUE |
| Time | 11:10 | 12:10 | 9:30 | 9:35 | 8:00 |
| Operator | SZ | SZ | SZ | SZ | SZ |
| Rain fall, inches | 0 | 0 | 0 | 0 | 0 |
| * Nuisance odors (smell) | N | N | N | N | N |
| * Evidence of any standing water | N | N | N | N | N |
| * Evidence of mosquitoes breeding | N | N | N | N | N |
| * Evidence of improper system components and hydraulic integrity | N | N | N | N | N |
| * Evidence of structure seepage | N | N | N | N | N |

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

**TOMALES STORAGE PONDS
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year)

Aug-17

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 | 8/1/2017 | 8/8/2017 | 8/15/2017 | 8/22/2017 | 8/29/2017 |
| Day | TUE | TUE | TUE | TUE | TUE |
| Time | 10:00 | 11:00 | 11:00 | 10:20 | 8:40 |
| Operator | SZ | SZ | SZ | SZ | SZ |
| - Nuisance odors from ponds | N | N | N | N | N |
| * Evidence of pond berm seepage | N | N | N | N | N |
| * Evidence of improper system components and hydraulic integrity | N | N | N | N | N |
| Signage that wastewater is unsafe to drink | Y | Y | Y | Y | Y |

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

**TOMALES CHLORINE STORAGE TANK
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year)

Aug-17

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

| INSPECTION | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 4 |
|---|------------|------------|------------|------------|
| Date | 8/1/2017 | 8/8/2017 | 8/15/2017 | 8/22/2017 |
| Day | TUE | TUE | TUE | TUE |
| Time | 9:40 | 10:00 | 10:30 | 10:00 |
| Tech | SZ | SZ | SC | SZ |
| * Evident of any leaks | N | N | N | N |
| Tank level, inches | 20 | 17 | 22 | 28 |
| Cl2 gallons added | 0 | 45 | 45 | 0 |
| New tank level after adding Cl2, inches | 20 | 23 | 29 | 28 |
| Gallons used for treatment since last check | 16 | 24 | 8 | 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.

1 inch = 8 gallons

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

Month: AUGUST 2017

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 | TUE | TUE | TUE | TUE | TUE |
| Time | 9:50 | 11:30 | 10:00 | 10:00 | 10:00 |
| Operator | SZ | SZ | SZ | SZ | SZ |
| Evidence of standing water | N | N | N | N | N |
| * Evidence of runoff from site | N | N | N | N | N |
| Evidence of erosion caused by irrigation | N | N | N | N | N |
| Evidence of system run off containment system from proper condition and integrity. | N | N | N | N | N |
| *Any odors | N | N | N | N | N |
| Mosquito breeding resulting from irrigation | N | N | N | N | N |
| * Evidence of improper distribution system components and hydraulic integrity | N | N | N | N | N |
| Perimeter fence posting informing public wastewater is not safe to drink | Y | Y | Y | Y | Y |
| Sodium Hypochloride tank level, inches | 20 | 17 | 22 | 28 | 25 |

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

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



(707) 254-1931