



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, January 10, 2018, 7 pm

Location: Tomales Town Hall, Tomales, California 94971

I. Call To Order

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

III. Approval of January 10, 2018 BOD Agenda Action

IV. Board Member Reports

V. Approval of November 8, 2017 Minutes Action

VI. TVCS D Board Officer Elections Action

VII. Committee Reports

- a. Financial Advisory Committee (FAC)
 - 1. Review November 27, 2017 FAC meeting minutes
- b. Park Advisory Committee (PAC)
 - 1. No November 2017 or December 2017 PAC meetings were held.
 - 2. Review ten (10) year Park plan draft from October 2017 PAC meeting.
 - 3. Discuss updating Park RFP's.

VIII. 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

IX. General Manager's Report

- a. Review and approve new contract Action

X. NSU Report

- a. Review reports for October 2017 and November 2017

XI. Pending Business

- a. TVCS D Newsletter

XII. Other Business

XIII. New Business

XIV. Correspondence

CLOSED SESSION

XV. Conference with Labor Negotiators (pursuant to Government Code Section 54957.6) Agency designated representatives; TVCS D Board Members. Represented Contractor; District General Manager.

XVI. RETURN TO OPEN SESSION

XVII. REPORT OUT OF CLOSED SESSION

XVIII. 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, November 8, 2017, 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

Board Members Present: Dru Fallon O'Neill, President (arrived at 7:20); Donna Clavaud, Vice President; Bill Bonini, Deborah Parrish

Board Members Absent: Peter MacLaird

Also Present: Cynthia Hammond, TVCS D Recording Secretary; Walter Earle; Margaret Graham

I. Call To Order

Donna Clavaud 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.

None

III. Approval of November 8, 2017 TVCS D BOD Agenda

Deborah Parrish requests all the Committee Reports, Section IX, be moved ahead of the Financial Reports.

Deborah Parrish motioned to approve November 8, 2017 TVCS D BOD agenda with the above changes. Bill Bonini seconded the motion. M/S/C

IV. TVCS D Board Member Reports

None

V. Approval of October 11, 2017 TVCS D BOD minutes

Bill Bonini motioned to approve the October 11, 2017 TVCS D BOD minutes. Donna Clavaud seconded the motion. Deborah Parrish abstained. M/S/C

VI. Financial Report (Melinda Bell)

a. Accept check registers and approve expenditures:

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

b. Financial Manager's report:

Bill Bonini motioned to accept the Financial Manager's report. Deborah Parrish seconded the motion. M/S/C

c. Review and approve financial statements:

Deborah Parrish motioned to approve the financial statements. Donna Clavaud seconded the motion. M/S/C

d. Response to Auditor's report on Internal Control:

Bill Bonini motioned to accept the Auditor's report on Internal Control. Deborah Parrish seconded the motion. M/S/C

VII. General Manager's Report

Donna Clavaud requested Jose Ortiz to research other District's disaster plans and to update Park projects in the General Manager's report.

VIII. NSU Report

a. Review reports for September 2016:
Reports were reviewed.

IX. Committee Reports

a. Financial Advisory Committee (FAC)
1. Review October 18, 2017 Meeting Minutes
Donna Clavaud reported the following:

FAC discussed the amendments to the TVCSD By-laws and the amendments were given to local attorney, Jill Sartori for review. Because Jill Sartori is the President of the Shoreline Unified School District (SUSD) Board, this could pose a conflict of interest. It was agreed to explore other legal options such as Marin

County Counsel or California Special District Association (CSDA). Venta Leon will also seek pro bono assistance.

At the October 2017 TVCSD BOD meeting, Jose Ortiz brought up the fact and his concern that TVCSD doesn't currently have a budget for legal expenses. FAC will call CSDA to ask if there is a best practice or standard for small Districts.

FAC will also review all TVCSD policies to determine which ones have been approved and which ones are still in draft form and which few policies still need to be done.

Melinda Bell is analyzing options for reserve balances, which will be discussed at the November FAC meeting; these options will be brought to the January 2018 TVCSD BOD's meeting.

The Auditor asked TVCSD to clarify Asset Inventory details back to 1977 for the District. The Auditor will be questioned about the materiality of identifying more asset details and why this is important.

The TVCSD BOD's referred the Grand Jury Recommendations for Outreach and Housing back to FAC. When FAC analyzed this report, TVCSD wasn't invited to do public engagement plans and the housing response was due July 12, 2017. When Donna Clavaud went to the Grand Jury website report, many Districts didn't respond. FAC decided to turn this matter over to Jose Ortiz and in order to respond to the letter; TVCSD rate structures need to be looked at as TVCSD has never had rate structures for junior accessory units. This item will be addressed at the January 2018 TVCSD BOD meeting.

Donna Clavaud requested Deborah Parrish to approve the FAC meeting minutes for October 18, 2017.

b. Park Advisory Committee (PAC)

1. Review October 25, 2017 Meeting Minutes

Margaret Graham reported that one (1) of the diaper changing stations needs to be replaced. Melinda Bell will amend the Measure A 2017 - 2018 budget. The new required signage for the Measure A grant money was redone and mounted on the fence by the restrooms and the rules and regulations signage was redone.

Donna Clavaud reminded the TVCSD BOD the difficulties small Districts are having hiring contractors for park projects. Jose Otriz attended the first quarterly meeting with Marin County Parks to discuss construction collaboration on park projects. Walter Earle will now attend these quarterly meetings.

Walter Earle reported there was a leak in the irrigation and manual valves were installed. Irrigation timer system is now turned off for the rainy system.

Donna Clavaud read from the PAC minutes that David Judd would submit separate bids for the gazebo, handicap ramps and retaining wall by January 5, 2018. David Judd also requested from Jose Ortiz the prevailing wage chart for Marin County. Margaret Graham suggested including the prevailing wage chart with the updated RFP and if Marin County has a website to post the RFP. Donna Clavaud suggested Walter Earle bring the updated RFP to the next quarterly meeting with Marin County Parks. TVCSD will provide support for the state regulatory system.

Margaret Graham reported there are safety issues with the BBQ being located inside the children's park. Walter Earle suggested having a BBQ available for rent that could be stored at the plant.

X. Pending Business

a. TVCSD Newsletter postponed until February 2018

b. TVCSD Disaster Plan – will be discussed at the January 2018 meeting. Research other District plans.

XI. Other Business

None

XII. New Business

a. Oath of Office for three (3) Incumbent Board Members
Cynthia Hammond administered Oath of Office for Bill Bonini, Deborah Parrish and Dru Fallon O’Neill in this order.

XIII. Correspondence

None

Dru Fallon O’Neill motioned to adjourn TVCSD November 8, 2017 BOD meeting for a closed session.
No objections.

Regular Meeting adjourned at 7:52 pm

XIV. Conference with Labor Negotiators (Pursuant to Government Code Section 54957.6)

Agency designated representatives: TVCSD Board of Directors

Unrepresented employee: District General Manager

CLOSED SESSION

Call to Order

Closed Session opened at 7:52 pm. Closed at 8:23pm.

XV. Return to Open Session

It was agreed to hold a Closed Session prior to January 10 Board Meeting at 6pm with General Manager present to discuss labor negotiations. The board prefers to do a joint evaluation of 2016-17 goals and objectives and set new ones for 17-18 prior to new contract. The Board did not complete the rated performance evaluation because the Board felt it was not useful. The Regular Board meeting was adjourned at 8:30pm.

XVI. Adjournment

Meeting adjourned at 8:30 pm

Next TVCSD BOD Meeting, January 10, 2018, 7 pm at Tomales Town Hall

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

FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

NOVEMBER 27, 2017

PRESENT: Melinda Bell (Chairperson), Deborah Parrish (TVCSO Board Member), Venta Leon (Community Resident), Donna Clavaud (TVCSO Board VP).

Melinda Bell convened the meeting at 6:30pm. There was a quorum for conducting business. Donna Clavaud recorded the minutes.

AGENDA

Update on amending TVCSO By-Laws:

While the committee has made some changes in various articles to update them, we have not been able to understand the sections on membership. FAC committee members continue to get legal input on the content of the By-Laws that pertain to membership provisions and the requirements for annual meetings and voting determinations. We are uncertain as to whether we have a membership other than our rate payers. Venta Leon agreed to have Mary Swan, a local lawyer, look over the By-Laws and Donna Clavaud agreed to have Jeff Young, A Dillon Beach resident who is a member of SCORE, review them. Next, we will contact CSDA and perhaps Marin County Council for legal advice.

Review of TVCSO Policies:

We reviewed all of the TVCSO Policies in an effort to determine those that are complete; those that are still in draft form; and those that yet need to be written.

TVCSO has a Policy Manual approved by the TVCSO Board in 2014 that contains the following completed policies:

Conflict of Interest

Public Records Information Request

Email Ethics, Usage and Security Policy

Competitive Bidding

Commitment to Good Service

Role of Board President

Role of Board Vice President

Role of Board Secretary

Role of District Treasurer

Members of the Board of Directors

Committees of the Board of Directors

Media Communications

TVCS D also has a few other policies that are complete that include:

Performance Evaluation for General Manager

Independent Contractor Policy and Procedures

Accounting Policies and Procedures Manual

General Finance Policies

Capital Improvement Plan

In Draft form, the FAC has been working to complete a Reserve Policy and an Investment Policy.

FAC members agree that we will continue to work toward completion of TVCS D policies for presentation to the Board of Directors in the near future.

Cash Reserve Policy Dollar Amounts:

We have written a Reserve Policy that is still in draft form as we have not yet set dollar amounts. The FAC Committee aims to set amounts prior to our next budget process, but currently is analyzing our cash flow to identify low points; the costs for 6-months of emergency operating costs; and TVCS D annual debt service amounts to set an optimum cash reserve dollar amount. Once we set this amount, we can re-consider it each year at budget time. We will focus on this at our January FAC meeting.

Line Items for Operations and Maintenance:

Since we now have a new O & M Contract with NPS, we will be better able in 2018 to identify separate costs and add these as line items in future financial reporting.

Legal Budget Line Item:

The FAC groups asks: what is a standard for a small special district such as TVCS D? We agreed to contact our CSDA Representative and ask if they can advise us for our upcoming budget planning.

Our next meeting will not be until the end of January 2018. The meeting was adjourned at 7:45pm.

Approved on: January 5, 2018

Recorded by: Donna Clavaud

Tomales Park Committee meeting minutes		
Wednesday October 25, 2017 Meeting began @ 6:35 pm		
Margaret chaired the meeting		
Walter served as note taker		
Present: David Judd, Bill Bonini, Margaret Graham, Susan Alvarez, Patty Oku Walter Earle		
Absent: Beth Koelker		
Agenda Item	Discussion	Action
Open Communication	No Comments	
Diaper Changing table replacement - Revise 2017-2018 Measure A Budget	David will order a replacement table and install it working with Melinda.	Measure A 2017-2018 budget will be amended to reflect \$ when done
Required Signage	The signage required to acknowledge grant money received for the first Park renovation is displayed on the fence in front of the bathrooms. New signs for revised Rules and Regulations are posted at the bottom of the Park by the front gate and at the top on the well house.	
Representative for Small Parks in West Marin Collaborative Committee	Walter volunteered to attend the quarterly West Marin Committee meetings as needed at the Civic Center. He will contact Jose to get the schedule and location and report back to Jose about progress.	Walter will contact Jose
Explanation of new State Rules for Public Works Contractors	Starting in June 2017 competitive bids are needed for new construction projects exceeding \$25,000 and maintenance projects exceeding \$15,000. David will submit separate bids for the Gazebo, handicap ramps and retaining wall on the north side by Tucker's house by January 5th, 2018. The Water fountain is almost complete and the inspection should extend our project permit deadline with the County.	David requested that Jose provide for him and other bidders the prevailing wage chart for Marin County.
Park 10 year Plan	<ul style="list-style-type: none"> •Projects include: •Rebuild the north fence and install retaining wall by Tucker's corner, •install cement handicap access ramps to 3 play structures and add trim to the second floor railing in the Dutton structure to finalize our Park safety inspection, •rebuild the gazebo, •repair chipped bathroom paint, • repair water tower roof, •redo striping in the parking lot, •replace the mirrors in the bathrooms, •contact Arolo Pump Service to maintain water filter and investigate water stoppage problems with the system. •It was mentioned that the last curbed open area is used for events such as Founder's Day (Bert's Large Tent) and staging weddings so leave this area as is. This would also be an answer to the sentiment of 'too much stuff in the park.' •Bill will provide materials for Patty to make a labeled board to hang in the Mechanical room with extra keys for the park buildings. •Walter will make a copy of the storage area key for Bill •Possible Shade Structure- David pointed out that such a structure if permanent would need to be handicap accessible which would be difficult / expensive to do where the old pine tree once stood because of the slope and the need for a wheelchair turnaround. This was explored when the ping pong table idea was first proposed. It was decided to wait until the new gazebo is done to see if that changes the dynamics of the Park. •Barbecue for the Park - safety regulations change when it is located unsecured inside a Children's Park. It could be fenced off and locked or a moveable one could be purchased and stored off site then brought to the park with a rental fee for events. •Some thought was given to a possible revenue stream when measure A ends and there was discussion about a complete rebuilding of the water tower so that it could be rented out for small events. Eventually we'll need to pay a person to cover the jobs now done by volunteers - cleaning and restocking the bathrooms, taking care of the grounds, and handling the before and after duties associated with rental events. We'll work on other ideas for revenue at future meetings. 	Find out if the district's RFPs need to be reposted and ask Kevin Wright if there is a Marin County website to post Measure A RFPs
Meeting adjourned at 7:45 pm.		Motion to adjourn: Patty/Bill
Date:		

Banking Transactions December 2917

				Date	Num	Name	Memo	Amount	Balance
131.46	Bank of Marin - Park Account		Beginning Balance						136,614.20
			Bill Pmt -Check	12/12/2017	1194	Fishman Supply	case bath tissue, case paper	-87.42	136,526.78
			Bill Pmt -Check	12/12/2017	1195	PGE	7399820768-9 10/25-11/21	-70.80	136,455.98
			Deposit	12/31/2017			interest	0.54	136,456.52
	Total 131.46	Bank of Marin - Park Account						-157.68	136,456.52
131.31	Redwood Credit Union		Beginning Balance						116,086.25
			Deposit	12/31/2017			interest	23.81	116,110.06
	Total 131.31	Redwood Credit Union						23.81	116,110.06
131.42	Bank of Marin - Money Market		Beginning Balance						54,390.54
			Deposit	12/06/2017			Deposit	33.64	54,424.18
			Deposit	12/08/2017			Deposit	23.11	54,447.29
			Deposit	12/08/2017			Deposit	9.27	54,456.56
			Transfer	12/12/2017			Funds Transfer	-30,000.00	24,456.56
			Deposit	12/14/2017			60%Levies	61,008.42	85,464.98
			Transfer	12/20/2017			Funds Transfer	-25,000.00	60,464.98
			Transfer	12/20/2017			Funds Transfer	-10,000.00	50,464.98
			Deposit	12/31/2017			interest	1.67	50,466.65
	Total 131.42	Bank of Marin - Money Market						-3,923.89	50,466.65
131.44	Bank of Marin - Sewer		Beginning Balance						9,915.22
			Bill Pmt -Check	12/05/2017	4443	Brelje and Race Laboratories, Inc.		-494.00	9,421.22
			Bill Pmt -Check	12/05/2017	4444	Kristin Lawson	December-February rent	-300.00	9,121.22
			Bill Pmt -Check	12/06/2017	4445	Melinda K. Bell	November	-847.58	8,273.64
			Bill Pmt -Check	12/06/2017	4446	Natural Systems Ut	December	-4,299.64	3,974.00
			Bill Pmt -Check	12/06/2017	4447	Ortiz, Jose	October	-4,395.21	-421.21
			Bill Pmt -Check	12/12/2017	4448	PGE	November 8044736439-1	-72.10	-493.31
			Transfer	12/12/2017			Funds Transfer	30,000.00	29,506.69
			Bill Pmt -Check	12/14/2017	4449	Brelje and Race Laboratories, Inc.		-268.00	29,238.69
			Bill Pmt -Check	12/14/2017	4450	CSDA	member #6261 dues 2018	-999.00	28,239.69
			Bill Pmt -Check	12/14/2017	4451	SWRCB	WD 0131303	-1,044.00	27,195.69
			Bill Pmt -Check	12/14/2017	4452	SWRCB SRF Loan	98843-550-0	-24,137.68	3,058.01
			Payment	12/14/2017		Tomales Regional Histroy Center		72.45	3,130.46
			Transfer	12/20/2017			Funds Transfer	25,000.00	28,130.46
			Bill Pmt -Check	12/20/2017	4453	Ortiz, Jose	November 29 hours	-3,625.00	24,505.46
			Bill Pmt -Check	12/22/2017	4454	AT&T Uverse	12/11-1/10	-80.00	24,425.46
			Bill Pmt -Check	12/22/2017	4455	Capital One Bank	Sonic	-7.95	24,417.51
			Bill Pmt -Check	12/26/2017	4456	AT&T Uverse	145835838	-117.83	24,299.68
			Bill Pmt -Check	12/30/2017	4457	Brelje and Race Laboratories, Inc.		-494.00	23,805.68
			Deposit	12/31/2017			interest	0.11	23,805.79
	Total 131.44	Bank of Marin - Sewer						13,890.57	23,805.79
131.48	Bank of Marin - Solar		Beginning Balance						19,098.76
			Bill Pmt -Check	12/01/2017	1004	City National Bank	Lease # 09-006	-17,941.18	1,157.58
			Bill Pmt -Check	12/01/2017	1005	Municipal Finance	Lease #09-006	-750.00	407.58
			Transfer	12/20/2017			Funds Transfer	10,000.00	10,407.58
			Deposit	12/31/2017			interest	0.03	10,407.61
	Total 131.48	Bank of Marin - Solar						-8,691.15	10,407.61
		Totl Sewer Cash						1,299.34	200,790.11



Financial Manager's Report January 10, 2018

Halfway through the year at 12/31/2017, the Park program is within \$750 of budget year-to-date. Discounting depreciation, the Sewer program is doing \$7,000 better than budget year-to-date. Total Sewer income is around \$500 better than budget year-to-date, and sewer program expenses without depreciation are \$6,500 under budget. This budgetary variance comprises primarily \$3,000 in General Manager's compensation because the December invoice has not been recorded, a \$1,250 savings in board stipends not submitted, and the remaining \$2,250 variance in sewage collection, treatment, maintenance and repair costs combined. We have budgeted for these costs, but not for depreciation to account for eventual replacements, now planned for 2026/2027.

The other issue of note at this point in the year is the current cash balance of \$200,000 in the Sewer program. Our cash balance is down \$46,000 from this time last year and \$67,000 from this time two years ago. Over the same two year period long-term debt has decreased \$77,000. Thus our overall position has improved, but we cannot continue to reduce our cash balances without careful planning. Our sewer fee funding is received in September, December and April. We need to provide cash for approximately \$180,000 in budgeted expenses plus around \$40,000 in debt reduction payments due each year. The Financial Advisory Committee will be meeting later this month to analyze cash needs and recommend reserves levels to the Board. Budgeting for depreciation is a common method of building up cash reserves for the purchase of capital assets. But instead of building up cash, we are using our cash to pay down existing debt. By 2026/2027 when we are estimating that major capital outlay will be required, we will have the existing debt paid off and be able to acquire new debt at that time to fund needed outlay.

In March we will begin the budget process. Our County sewer service levy increased \$12,713 with this year's approved increase in rates plus \$340.20 in monthly and annual billings. This increase will reduce the ongoing drain on cash, but in planning the 2018/2019 budget, we must provide for Sewer program operating expenses and required debt payments while maintaining needed cash reserves. We will start by evaluating the status of the 2nd planned rate increase. The Park Advisory Committee will consider revising the 2017/2018 Work Plan in March before beginning to draft the 2018/2019 Work Plan and budget for the April Board meeting. The Park program has nearly \$20,000 in cash more than at this time last year and will be receiving approximately \$17,000 in Measure A funding later this month. Timing of expenditures will be critical in their work.

PARK BALANCE SHEET			Dec 31, 17	Dec 31, 16
ASSETS				
	131.46	· Bank of Marin - Park Account	136,456.52	117,178.01
	137.00	· Accounts Receivable	70.00	70.00
	Total Current Assets		136,526.52	117,248.01
	100.20	· Land and Land Rights	132,000.00	132,000.00
		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		524,116.28	507,101.29
LIABILITIES & EQUITY				
Liabilities				
	222.00	· Accounta Payable	0.00	2,518.07
	217.00	· Unearned Revenue	25,000.00	25,000.00
	Total Liabilities		25,000.00	27,518.07
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		16,386.90	13,801.33
	Total Equity		499,116.28	479,583.22
	TOTAL LIABILITIES & EQUITY		524,116.28	507,101.29
SEWER BALANCE SHEET				
ASSETS				
	131.31	· Redwood Credit Union	116,110.06	135,873.54
	131.42	· Bank of Marin - Money Market	50,466.65	60,552.47
	131.44	· Bank of Marin - Sewer	23,805.79	37,366.02
	131.48	· Bank of Marin - Solar	10,407.61	11,897.99
	Total 131.00 · Cash		200,790.11	245,690.02
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	-613,006.99	-558,821.99
	Total Fixed Assets		1,458,033.50	1,512,218.50
	136.00	· SUSD Note Receivable	16,731.46	18,275.90
	TOTAL ASSETS		1,675,555.07	1,776,184.42
LIABILITIES & EQUITY				
Liabilities				
	222.00	· Accounts Payable	446.20	16,901.48
	230.00	· Fed Payroll Tax Payab	15.30	34.42
	Total Current Liabilities		461.50	16,935.90
Long Term Liabilities				
	211.00	· SWRCB SRF Loan	114,046.57	134,813.90
	215.00	· CREBS Bond	143,529.38	161,470.56
	Total Long Term Liabilities		257,575.95	296,284.46
	Total Liabilities		258,037.45	313,220.36
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		17,158.45	15,695.53
	Total Equity		1,417,517.62	1,462,964.06
	TOTAL LIABILITIES & EQUITY		1,675,555.07	1,776,184.42

	PARK PROGRAM	Jul - Dec 17	Budget
Income			
311.00 · Interest Income		4.91	2.50
315.80 · Measure A Funds		16,855.42	18,001.50
320.30 · Unrestricted Contributions Income		555.40	0.00
322.00 · Park Use Rental - Other		0.00	400.00
322.60 · Water Tower PGE		420.00	420.00
Total Income		17,835.73	18,824.00
Expense			
414.57 · Accounting		481.25	200.00
414.82 · Measure A Maintenance Expenses		367.28	900.00
414.83 · PGE Park		496.14	600.00
6420 · Park Trash Disposal		104.16	
Total 414.80 · Measure A		967.58	1,500.00
Total Expense		1,448.83	1,700.00
Net Income		16,386.90	17,124.00
	SEWER PROGRAM		
Income			
301.10 · Service Charges - Monthly		434.70	434.70
301.15 · Service Charges - Annual Fees		1,738.80	1,739.00
301.20 · Service Charges - SUSD		59,605.31	64,299.00
301.35 · Solar Portion - County		3,840.00	3,840.00
301.30 · Service Charges - County - Other		53,518.47	48,228.30
305.00 · SUSD Sinking Fund		8,062.00	8,062.00
311.00 · Interest Income		1,208.85	1,491.00
315.50 · Levy 4		4,462.82	4,300.00
Total Income		132,870.95	132,394.00
Expense			
413.00 · Grounds Maintenance		0.00	1,000.00
410.00 · Sewage Collection		176.51	187.75
411.10 · Maintenance Supplies		8,448.61	660.00
411.05 · Lab Bills		4,650.04	3,869.00
411.00 · Sewage Treatment - Other		99.23	3,895.00
412.00 · Sewage Disposal		829.59	168.00
414.13 · State Unemployment Tax		37.75	41.50
414.12 · Medicare Payroll Tax		49.33	18.38
414.11 · Social Security Tax		31.00	77.50
414.10 · Payroll Tax Expense - Other		1.00	
414.05 · Administrator's Fees		19,906.25	22,875.00
414.22 · Licenses and Permits		1,376.00	1,346.00
414.31 · Property & Liability Insurance		6,952.39	6,655.00
414.33 · Worker's Comp Insurance		711.08	720.00
414.41 · Postage and Delivery		49.00	150.00
414.42 · Printing and Copies		112.00	0.00
414.43 · Office Supplies		86.28	100.00
414.44 · Sonic - Web Hosting		15.90	120.00
414.45 · Equipment Expense		309.98	0.00
414.465 · Board Meber Stipend		200.00	1,250.00
414.467 · Board Training		40.07	250.00
414.47 · Clerical/Bookkeeping		6,312.65	5,000.00
414.48 · Office Rent		600.00	600.00
414.49 · Secretary		1,179.25	2,856.00
414.50 · O&M Contractual Services		24,777.84	24,574.00
414.552 · Accounting		5,150.00	5,000.00
414.61 · Newsletter Expense		0.00	355.00
Total 414.60 · Publication and Notices		0.00	355.00
414.62 · Dues and Subscriptions		1,154.60	1,110.00
414.67 · Solar Lease Admin Fee		750.00	750.00
414.71 · Plant and Building Maintenance		0.00	600.00
414.72 · Computer Repairs		0.00	125.00
414.73 · Equipment Repairs		0.00	600.00
414.76 · Collection System Maintenance		0.00	2,500.00
414.77 · Irrigation Field Maintenance		0.00	3,000.00
414.78 · Solar Panel Maintenance		0.00	250.00
Total 414.70 · Repairs and Maintenance		0.00	7,075.00
414.81 · Travel		221.50	180.00
414.90 · Telephone and Internet Services		1,275.82	1,344.00
417.40 · County Teeter Admin Fee		136.50	
415.50 · Depreciation Expense		26,701.98	
420.20 · Interest Expense - SRF Loan		3,370.35	3,370.00
Total Expense		115,712.50	95,597.13
Net Income		17,158.45	36,796.87

GENERAL MANAGER'S REPORT

JANUARY 10, 2018

Coordination with Staff

- ❖ Communicated with Donna Clavaud and District administrative support and finance sections staff to review agenda and Board packet information.
- ❖ Reviewed and approved invoices and bills submitted in December by NSU, the lab, and Melinda Bell. We also received a bill for NSU responding to off-hours emergency due to gravel in the communitor. This is considered non-scheduled work.
- ❖ Reviewed SMRs prepared by NSU and submitted for to Regional Board for October 2017 and November 2017.
- ❖ Contacted Roy's Sewer Service to schedule CCTV video inspection of the sewer main from Highway 1 to Pond #1 at the WWTP.
- ❖ Forwarded request for FY 2016-17 expenditure report and backup from Kevin Wright to Melinda Bell, Walter Earle and Margaret Graham. Also, informed Kevin that Walter will represent the District at future District Measure A Discussions meetings.

New/Continuing Business

- ❖ Contacted by Silas Valentino of the Point Reyes Light regarding the use of legal counsel.
- ❖ Per Melinda Bell, AT&T contacted us regarding poor telephone communications at WWTP. The cost for the "improved" service, after an introductory period, would be an additional \$100 per month. We have refused the service
- ❖ Accessed CIWQS website and reported a No-Spill certification for November 2017.
- ❖ Andy Zinkevich and other NSU employees/consultants are continuing to evaluate and troubleshoot the SCADA system. We have not yet received an estimate to make repairs to sensors, components, etc., that will make the SCADA reporting accurate.
- ❖ We did not receive an estimate from Tim Furlong to perform erosion repairs at the storage ponds. This work needs will be done in the fall of 2018. We will likely have to expand the search for contractors to do the work.
- ❖ We have received communications from Paul Bantle and from a realtor, Karen Karlow, requesting Will Serve letters for sewer connections to the wastewater collection system. We are responding to their requests.
- ❖ We will discuss converting our election schedule from odd-numbered years as our Bylaws state to even-numbered years at this January Board meeting.

Miscellaneous

- ❖ Reminder that we need to come up with a plan to clean the solar panels during the upcoming winter. We will discuss at January Board meeting.
- ❖ Review Marin County Grand Jury Report on Affordable Housing and the potential impact on special districts like TVCSD. Begin preparation of a position statement that we can submit to the Grand Jury, even though we originally did not submit a formal response by the July 12, 2017 deadline.

- ❖ We will need to adopt a resolution to continue covering Board bMembers and volunteers with workers' compensation insurance coverage. See attached letter from SDRMA.

Next Two Months

Review Studies and Data

- ❖ Prepare Annual Wastewater Report for 2017 to submit to the Regional Board.

District Coordination

- ❖ Conduct facility inspection and needs assessment with Natural Systems Utilities to try to resolve the SCADA issues.
- ❖ Review current ordinances and regulations for setting use fees.
- ❖ Propose adoption of sanitation facilities standards.



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141 or 800.537.7790 • F 916.231.4111

Maximizing Protection. Minimizing Risk. • www.sdrma.org

November 30, 2017

Ms. Melinda Bell
Finance Manager
Tomales Village Community Services District
Post Office Box 303
Tomales, California 94971-0303

Re: Workers' Compensation Resolution for Governing Body Member and/or Volunteer Coverage

Dear Ms. Bell,

Recently our excess carrier has made us aware that SDRMA Workers' Compensation (WC) members need to pass a **new Resolution** if they would like to continue (or start) covering their Governing Body members and/or volunteers.

Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a Resolution by the Governing Body of the agency so declaring, be deemed to be an employee for workers' compensation purposes. Thus, if such a resolution is adopted, and the volunteer is injured while performing duties for the agency, the volunteer is entitled to receive workers' compensation benefits and their exclusive remedy for recovery against the agency is through the Workers' Compensation system.

Such Governing Body members and/or volunteers may be covered for workers' compensation benefits only if a Resolution to that effect is adopted by the Governing Body pursuant to Labor Code § 3363.5 and a copy of the Resolution is filed with SDRMA.

A new Resolution (see attached) has been created by our coverage counsel. The Resolution permits your Governing Body to designate the various categories of persons who the agency desires to "deem" to be employees for purposes of workers' compensation. It declares, on a blanket basis, that the designated categories of volunteers are deemed employees and those categories consist of Governing Body Members, persons performing voluntary service, persons on work study, interns, and other volunteers. In addition, those so designated persons also need to be listed under our Workers' Compensation Program (which includes paying an annual contribution amount) to enable coverage.

When using the sample Resolution provided, please do not make any changes other than the areas highlighted in yellow. **To ensure accurate and timely implementation of your Resolution, please return your Governing Body approved Workers' Compensation Resolution as soon as possible by fax or email.** A Microsoft Word version of the sample Resolution can be downloaded at <http://www.sdrma.org/program-coverages/workers-compensation-program>. If your agency has any questions please contact Ellen Doughty, Chief Member Services Officer, at 800.537.7790 or edoughty@sdrma.org.

Sincerely,
Special District Risk Management Authority


Gregory S. Hall, ARM
Chief Executive Officer

Enclosures: Sample Resolution for Covering Governing Body and/or Volunteers

RESOLUTION OF THE GOVERNING BODY OF
THE AGENCY NAME,
DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL
BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF
PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN
INDIVIDUALS WHILE PROVIDING THEIR SERVICES

WHEREAS, the Agency Name utilizes the services of Governing Body Members and Volunteers; and

WHEREAS, Section 3363.5 of the California Labor Code provides that a person who performs voluntary service for a public agency as designated and authorized by the Governing Body of the agency or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed to be an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

WHEREAS, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark in the box to the left of the descriptions:

- All Members of the Governing Body of the [Agency Name] as presently or hereafter constituted and/or
- All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- Individuals on Work-study programs
- Interns
- Other Volunteers
- _____
[designate]

NOW, THEREFORE, BE IT RESOLVED, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the Agency Name for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Governing Body Members and other designated individuals will not be considered an employee of the Agency Name for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Governing Body Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the Agency Name.

PASSED, APPROVED AND ADOPTED this DATE by the following vote:

AYES:
NOES:
ABSENT:

Name, Chairperson
Agency Name

APPROVED AS TO FORM:



November 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
October 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 Phillips
Chief Plant Operator
Certified Chief Plant Operator #IV-05675

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

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

SELF MONITORING REPORT

Date	INF (INFLUENT)						EFF-TR (Treatment Pond No. 3 Eff)										EFF-Flow		EFF-D (Discharge eff)	
	Daily (KGALS)	Weekly (KGALS)	Ph (Units)	Temp. (C)	BOD (mg/l)	TDS (mg/l)	Nitrate as N	Nitrite as N	TKN mg/L	Amonnonia N mg/L	Tot. Organic Nitrogen mg/L	TDS (mg/L)	BOD mg/l)	pH Units	D.O. (mg/l)	Temp (C)	Daily (KGALS)	Weekly (KGALS)	Cl2 Tank Level (inches)	Coliform MPN/100
10/1/2017	17.0																26.2			
10/2/2017	17.0																26.2			
10/3/2017	54.1	119.0	8.8	17.1	620.0	590.0	<.2	<.4	6.0	<.2	6.0	360.0	39.0	10.1	9.9	17.0	28.6	183.6	13.0	<2.0
10/4/2017	54.1																28.6			
10/5/2017	54.1																28.6			
10/6/2017	54.1																28.6			
10/7/2017	54.1																28.6			
10/8/2017	54.1																28.6			
10/9/2017	54.1																28.6			
10/10/2017	54.1	379.0									350.0	22.0	10.0	7.5	13.6	13.9	200.6	18.0	<2.0	
10/11/2017	151.4																13.9			
10/12/2017	151.4																13.9			
10/13/2017	151.4																13.9			
10/14/2017	151.4																13.9			
10/15/2017	151.4																13.9			
10/16/2017	151.4	1060.0															13.9	97.5		
10/17/2017	146.0										360.0	42.0	10.7	6.9	15.7	44.7		16.0	<2.0	
10/18/2017	146.0																44.7			
10/19/2017	146.0																44.7			
10/20/2017	146.0																44.7			
10/21/2017	146.0																44.7			
10/22/2017	146.0																44.7			
10/23/2017	146.0	1022.0															44.7	313.2		
10/24/2017	15.8										350.0	19.0	9.2	8.3	16.6	131.6		11.0	9.0	
10/25/2017	15.8																131.6			
10/26/2017	15.8																131.6			
10/27/2017	15.8																131.6			
10/28/2017	15.8																131.6			
10/29/2017	15.8																131.6			
10/30/2017	15.8	111.1															131.6	921.7		
10/31/2017											380.0	26.0	9.5	6.9	14.4			6.0	2.0	
Max	151.4		8.8	17.1	620.0	590.0	0.0	0.0	6.0	0.0	6.0	380.0	42.0	10.7	9.9	17.0			12.8	
Min	15.8		8.8	17.1	620.0	590.0	0.0	0.0	6.0	0.0	6.0	350.0	19.0	9.2	6.9	13.6			6.0	
Mean	83.6		8.8	17.1	620.0	590.0	#DIV/0!	#DIV/0!	6.0	#DIV/0!	6.0	360.0	29.6	9.9	7.9	15.5			12.8	
Total	2507.8																1584.0			

TOMALES WASTEWATER FACILITY
Treatment Pond Summary Report

Phillips and Associates
Management and Technical Resources
707 254-1931

Month	Treatment Pond # 1				Treatment Pond No. 2				Treatment Pond No. 3				ST-West				ST-East				
Oct. 2017	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	
Date	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	
1																					
2																					
3	2.4	8.5	4.4	16.5	2.3	8.8	8.4	17.2	2.4	10.1	9.9	17.0	8.2	11.1	11.3	21.4	8.2	9.5	9.7	19	
4																					
5																					
6																					
7																					
8																					
9																					
10	2.2	8.0	3.1	14.8	2.3	8.5	6.6	13.2	2.2	10.0	7.5	13.6	8.5	10.0	10.1	14.5	8.5	9.9	8.7	15.2	
11																					
12																					
13																					
14																					
15																					
16																					
17	2.2	8.2	2.8	15.3	2.3	8.4	4.9	14.8	2.2	9.8	8.0	14.5	8.8	10.7	6.9	15.7	8.8	9.8	8.3	15.8	
18																					
19																					
20																					
21																					
22																					
23																					
24	2.3	8.2	2.2	15.8	2.3	8.4	5.5	14.4	2.2	9.5	6.9	14.8	9.2	10.6	8.3	16.6	9.2	9.8	7.4	16.9	
25																					
26																					
27																					
28																					
29																					
30																					
31	2.7	8.2	3.7	15.6	2.8	8.4	5.3	14.3	2.8	9.5	6.9	14.4	10.3	10.3	4.8	14.7	10.3	9.7	6.8	14	

**TOMALES TREATMENT PONDS
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year)

Oct-17

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>10/3/17</i>	<i>10/10/2017</i>	<i>10/17/2017</i>	<i>10/24/17</i>
Day	Tue	TUE	TUE	TUE
Time	<i>9:30</i>	8:30	9:00	8:30
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) Oct-17

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	10/3/2017	10/10/2017	10/17/2017	10/24/2017
Day	TUE	TUE	TUE	TUE
Time	9:50	8:40	9:00	8:30
Operator	SZ	SZ	SZ	SZ
Rain fall, inches	0	0	0	0
* Nuisance odors (smell)	N	N	N	N
*Evidence of any standing water	N	N	N	N
* Evidence of mosquitos breeding	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N
* Evidence of structure seepage	N	N	N	N

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

**TOMALES STORAGE PONDS
STANDARD OBSERVATION REPORT**

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

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	10/3/2017	10/10/2017	10/17/2017	10/24/2017
Day	TUE	TUE	TUE	TUE
Time	12:05	9:20	10:45	10:00
Operator	SZ	SZ	SZ	SZ
- Nuisance odors from ponds	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N
* Evidence of improper system components and hydraulic integrity	N	N	N	N
Signage that wastewater is unsafe to drink	Y	Y	Y	Y

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

**TOMALES CHLORINE STORAGE TANK
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year)

Oct-17

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

INSPECTION	Week1	Week 2	Week 3	Week 4
Date	10/3/2017	10/10/2017	10/17/2017	10/24/2017
Day	TUE	TUE	TUE	TUE
Time	12:25	9:35	10:30	10:30
Tech	SZ	SZ	SZ	SZ
* Evident of any leaks	N	N	N	N
Tank level, inches	13	18	16	13
Cl2 gallons added	45	0	0	0
New tank level after adding Cl2, inches	19	18	16	13
Gallons used for treatment since last check	16	8	16	24
Warning Signs Improperly Posted	N	N	N	N

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

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

1 inch = 8 gallons

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

Month: October 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	12:40	10:00	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	13	18	16	11	6

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

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



(707) 254-1931



December 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
November 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 Phillips
Chief Plant Operator
Certified Chief Plant Operator #IV-05675

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

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

**TOMALES TREATMENT PONDS
STANDARD OBSERVATION REPORT**

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

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>11/7/17</i>	<i>11/14/2017</i>	<i>11/21/2017</i>	<i>11/28/17</i>
Day	TUE	TUE	TUE	TUE
Time	<i>11:00</i>	9:30	9:00	8:30
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) Nov-17

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	11/7/2017	11/14/2017	11/21/2017	11/28/2017
Day	TUE	TUE	TUE	TUE
Time	11:10	11:00	10:40	10:50
Operator	SZ	SZ	SZ	SZ
Rain fall, inches	0	0	0	0
* Nuisance odors (smell)	N	N	N	N
*Evidence of any standing water	N	N	N	N
* Evidence of mosquitos breeding	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N
* Evidence of structure seepage	N	N	N	N

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

**TOMALES STORAGE PONDS
STANDARD OBSERVATION REPORT**

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

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	11/7/2017	11/14/2017	11/21/2017	11/28/2017
Day	TUE	TUE	TUE	TUE
Time	10:10	10:30	9:30	10:00
Operator	SZ	SZ	SZ	SZ
- Nuisance odors from ponds	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N
* Evidence of improper system components and hydraulic integrity	N	N	N	N
Signage that wastewater is unsafe to drink	Y	Y	Y	Y

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

**TOMALES CHLORINE STORAGE TANK
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year)

Nov-17

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

INSPECTION	Week1	Week 2	Week 3	Week 4
Date	11/7/2014	11/14/2017	11/21/2017	11/28/2017
Day	TUE	TUE	TUE	TUE
Time	0:00	11:10	10:00	9:15
Tech	SZ	SZ	SZ	SZ
* Evident of any leaks	N	N	N	N
Tank level, inches	4	7	9	8
Cl2 gallons added	30	30	0	0
New tank level after adding Cl2, inches	8	9	9	8
Gallons used for treatment since last check	16	8	0	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: November 2017

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Day	TUE	TUE	TUE	TUE
Time	10:45	11:30	10:10	9:45
Operator	SZ	SZ	SZ	SZ
Evidence of standing water	N	N	N	N
* Evidence of runoff from site	N	N	N	N
Evidence of erosion caused by irrigation	N	N	N	N
Evidence of system run off containment system from proper condition and integrity.	N	N	N	N
*Any odors	N	N	N	N
Mosquito breeding resulting from irrigation	N	N	N	N
* Evidence of improper distribution system components and hydraulic integrity	N	N	N	N
Perimeter fence posting informing public wastewater is not safe to drink	Y	Y	Y	Y
Sodium Hypochloride tank level, inches	8	9	9	8

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

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



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