



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, April 11, 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 April 11, 2018 BOD Agenda Action

IV. Board Member Reports

V. Approval of March 14, 2018 Minutes Action

VI. Committee Reports

- a. Financial Advisory Committee (FAC)
 1. Review March 28, 2018 FAC meeting minutes
 2. Review and discuss Draft sewer budget for 2018/2019
 3. Set date for Public Budget Hearing
- b. Park Advisory Committee (PAC)
 1. Review March 26, 2018 PAC meeting minutes
 2. Review Measure A Work Plan for 2018/2019
 3. Review Park budget for 2018/2019

VII. 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

VIII. General Manager's Report

IX. NSU Report

- a. Review reports for February 2018

X. Pending Business

- a. TVCS D Newsletter update

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

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, March 14, 2018 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

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

Board Members Absent: Deborah Parrish, Peter MacLaird

Also Present: Cynthia Hammond, TVCS D Recording Secretary; Margaret Graham, Walter Earl, Venta Leon

I. Call To Order

Dru Fallon O'Neill called the meeting to order at 7:02 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 March 14, 2018 TVCS D BOD Agenda

Donna Clavaud suggested moving VI, item b; Park Advisory Committee, ahead of Financial Advisory Committee.

Bill Bonini motioned to approve the TVCS D BOD meeting agenda for March 14, 2018 with the above change. Donna Clavaud seconded the motion. M/S/C

IV. TVCS D Board Member Reports

None

V. Approval of February 14, 2018 TVCS D BOD minutes

Donna Clavaud motioned to approve the February 14, 2018 TVCS D BOD minutes. Bill Bonini seconded the motion. M/S/C

VI. Committee Reports

a. Financial Advisory Committee (FAC)

1.) Review March 5, 2018 FAC meeting minutes.

Minutes were reviewed.

Donna Clavaud reported FAC is working on the budget for 2018/2019. It will be necessary to clarify

expenses for O & M as TVCSD has taken on some of the maintenance expenses; need to break out all operational expenses to track the expenses and to clarify Capital Improvement Plan (CIP) line items; decide where SCADA and Telstar go in the budget.

b. Park Advisory Committee (PAC)

Margaret Graham is requesting a TVCSD Board Member to be on the Park Committee. Dru Fallon O’Neill said she would join the committee. Meetings are held on the 4th Monday of the month at 6:30 at the Presbyterian Church.

Park clean-up day is scheduled for April 22, 2018 (Earth Day).

1.) Review February 26, 2018 meeting minutes.

Minutes were reviewed.

2.) Discuss revised work plan for 2017/2018.

Margaret Graham reported that the committee is reviewing the 2017/2018 Measure A work plan and is making a few minor adjustments to the plan which will be finalized at the next meeting.

Donna Clavaud asked about the increase in the cost of the gazebo/ramps and requests justification for the increase as the RFP’s have already been revised and will need to be revised again. Margaret Graham and Bill Bonini explained that the costs of the materials have skyrocketed and the estimate details will be addressed in the March 28, 2018 meeting.

Venta Leon questioned the Financial Manager estimate for \$1,000 in the Measure A Work Plan. It was explained that expense is paid out of the Measure A budget.

VII. Financial Report (Melinda Bell)

a. Accept check registers and approve expenditures:

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

Donna Clavaud reminded TVCSD Board Members that Melinda Bell is requesting TVCSD Board Members fill out their stipend forms before June 2018. Bill Bonini will not be submitting his stipend form for he is donating his time. Venta Leon asked what that meant to the budget as this expense was budgeted. This is a question for Melinda Bell.

b. Financial Manager’s report:

Bill Bonini motioned to accept the Financial Manager’s report. Donna Clavaud seconded the motion. M/S/C

c. Review and approve financial statements:

Bill Bonini motioned to accept the financial statements. Donna Clavaud seconded the motion. M/S/C

FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

Tomales Village Community Services District

Wednesday, March 28, 2018

Present: Melinda Bell, Chairperson; Deborah Parrish, Board Member; Venta Leon, Community Member; Donna Clavaud, Board Member; Jose Ortiz, General Manager.

Absent: Chick Petersen

The meeting was called to order at 6:35pm by Melinda Bell and Donna Clavaud recorded the meeting minutes. The priority agenda item was the Draft 2018-19 Sewer and Park Budgets.

AGENDA

1. Draft Sewer Budget for 2018-19:

Our discussion centered on how to clearly identify sewer repairs and maintenance so we can accurately track District expenses. Melinda provided the group with annual budget comparisons, current year-to-date statement, and preliminary 2018-19 line items for a projected budget. Jose provided insight in how we can itemize sewer costs. We also studied our 10-year budget projections and determined that we are on track with prior projections.

Melinda agreed to develop a draft of a proposed 2018-19 Annual Budget for review and discussion at the upcoming April 11 Board Meeting.

2. Draft Measure A Work Plan and Park Budget for 2018-19:

The Park Advisory Committee met on March 26, 2018 and developed a proposed Draft Budget and Work Plan. Expenses focus primarily on the planned construction projects and estimated costs recommended by PAC. This will be discussed at the upcoming April TVCSD Board Meeting.

The FAC will continue work on the Budgets during April and plan for a Public Hearing in May.

The meeting was adjourned at 7:40pm.

First Draft Sewer Program Budget

Income	17/18 Budget	18/19 Draft
301.10 · Service Charges - Monthly	869	983
301.15 · Service Charges - Annual Fees	1,739	1,966
301.20 · Service Charges - SUSD	64,299	64,299
301.30 · Service Charges - County		
301.35 · Solar Portion - Debt Serv	8,280	8,280
301.30 · Service Charges - County - Other	95,857	108,457
Total 301.00 · Service Charges	171,044	183,984
305.00 · SUSD Debt Serv SRF	8,062	8,062
311.00 · Interest Income	1,491	1,500
315.50 · Levy 4	8,200	8,179
Total Income	188,797	201,726
Expense		
410.00 · Sewage Collection Electric	375	405
411.00 · Sewage Treatment Electric	8,594	240
4111.05 - Lab Costs	7,738	8,663
411.10 - Plant Maintenance Supplies	1,320	7,734
412.00 · Sewage Disposal-Other		828
412.10 · Sewage Disposal Electric	336	340
413.20 - Grounds Maintenance	2,000	2,000
414.05 · Administrator's Fees	45,750	46,661
414.10 · Payroll Tax Expense	550	264
414.22 · Licenses and Permits	1,346	1,376
414.31 · Property & Liability Insurance	6,655	7,369
414.33 · Worker's Comp Insurance	720	700
414.41 · Postage and Delivery	300	110
414.42 - Printing and Copies		100
414.43 · Office Supplies	150	150
414.44 · Sonic - Web Hosting	240	100
414.45 · Equipment Expense	250	250
414.465 · Board Member Stipend	5,000	2,400
414.467 · Board Training	1,000	1,000
414.47 · Clerical/Bookkeeping	10,220	12,000
414.48 · Office Rent	1,200	1,200
414.49 · Secretary	6,856	4,500
414.50 · O&M Contractual Services	49,148	49,148
414.551 · Legal Fees	-	2,500
414.552 · Accounting	5,000	5,300
414.61 · Newsletter Expense	710	500
414.60 - Publication and Notices		175
414.62 · Dues and Subscriptions	1,110	1,150
414.67 · Solar Lease Admin Fee	750	750
414.71 - Plant and Building Maintenance	1200	
414.72 - Computer Repairs	250	150
414.73 Equipment Repairs	1150	
CCTV Inspection of entire collection system		10,000
System integration and SCADA programming		2,500
Repair erosion around air gap apron		4,000
414.76 · Collection System Maintenance	5,000	
414.77 · Irrigation Field Maintenance	6,000	
414.78 · Solar Panel Maintenance	400	
Total 414.70 · Repairs and Maintenance	14,000	16,500
414.81 · Travel	450	770
414.83 · Conferences and Seminars		200
414.90 · Telephone and Internet Services	2,688	2,500
417.20 · Election Expense	300	
417.30 · LAFCO Charges	160	160
415.50 · Depreciation Expense	-	
420.20 · Interest Expense - SRF Loan	3,370	2,851
Total Expense	178,286	181,044
Net Income	10,511	20,681
Cash receipt for initial SUSD advance	1,544	1,637
Cash outlay for loan and bond payments	-38,708	-39,228
Net Change in Cash Balances	-26,653	-16,909

Tomales Park Committee meeting minutes

Monday, March 26, 2018 Meeting began @ 6:35 pm

Margaret Graham chaired the meeting.

Walter Earle served as note taker.

Present for meeting were: Margaret Graham, David Judd, Patty Oku, Susan Alvarez, Melinda Bell

Absent: Dru Fallon O'Neill, Beth Koelker

Agenda:

Open Communication

2018-2019 Measure A Work Plan, Budget

New idea for eastern wall of the Bathroom

Park Cleanup day- April 22, 2018

Ten Year Park Plan

Adjourn

<u>Agenda Item</u>	<u>Discussion</u>
Open Communication	Patty is still trying to contact the Catholic Church about using church property for construction of the gazebo. Melinda will contact our insurance company to see if we need additional coverage for construction. David said that Bert's tent is now stored in the well house and mechanical room. He also said that someone is consistently stealing the toilet paper and suggested we switch to single sheet dispensers.
2018-2019 Measure A Work Plan, Budget	We reviewed the work plans for this and next year and amended the numbers. Kenwood Fence Co. submitted a proposal for the fence on the north side. \$13,820.00 plus \$3,375.00 for prevailing wage labor rates for \$17,255.00 as the total cost. David is hoping for numbers and design on the handicap ramps into the four play areas. David went over his proposal for Gazebo construction and will present it to the TVCSD Board at the April 11 meeting. A motion was presented to send David's bid to the Board with our recommendation for approval at their April meeting in order to have it completed by Founder's Day. Patty/Susan- all approved
New idea for eastern wall of the Bathroom	We discussed the idea of painting a mural on the wall instead of installing plants. We hope to involve the school art class and have students participate. Patty thought that we might include the pond tiles. We're looking for a liaison for this project.
Park Cleanup day- April 22, 2018	We have scheduled a park cleanup day for Sunday, April 22 (Earth Day). David said that smooth metal doors will cost around \$2420 plus prepping, priming and painting and we would like to put in an order for them. Margaret said that attention to weeding the paths should be a priority and there is always pruning and weeding.
Ten Year Park Plan	We're almost half way through the Measure A funding period and ways of creating income flows for the ongoing upkeep of the Park were discussed. Walter mentioned an email that he received from Kevin Wright and forwarded on to Jose about Proposition 68 on the June ballot for a state bond measure for local parks and natural lands. Does the TVCSD Board want us to put up signs in the Park about this?
Meeting adjourned at 8:06 pm.	Motion to adjourn- Patty/Walter

Minutes approved by:

Date:

D. Recipient's Measure A Work Plan for Fiscal Year 2018-19:

Name of work or project:	Primary purpose of work or project. Select only one from list below. **	Description. Be as specific as possible. Include numbers related to square footage of facilities, acreage, etc. If Measure A funds were used for maintenance, use numbers to indicate change from pre-Measure A conditions.	Amount of Measure A funds estimated to be used:	Source(s) and amount(s) of matching funds projected for use. If none, enter "0"	Total expenditures projected for work or project in current reporting year
PG&E, Supplies, Services	Maintenance a	Electricity, trash, bathroom, Landscaping supplies, maintenance	\$1,760	\$840	\$2,600
Gazebo	Construction c	Construction	\$70,000		\$70,000
Paths and Ramps	Construction c	Grading, pouring, inspection	\$8,000		\$8,000
Fence Replacement	Renovation b	Clear area, haul debris, construction	\$5,255		\$5,255
Financial Manager	Maintenance a	Pay park bills, prepare reports	\$1,500		\$1,500
6' Picnic Table & Log Bench	Construction c	Purchase and installation	\$700		\$700
Mural for Public Rest Room Exterior Wall	Renovation b	Supplies for community	\$500		\$500
Estimated Total			\$87,715	\$840	\$88,555

2018/2019 First Draft Park Program Budget

		2017/2018 Budget		2018/2019 Draft	
		Income			
311.00	· Interest Income		5		5
315.80	· Measure A Funds		36,003		34,685
320.00	· Contributions Income		100		500
322.00	· Park Use Rental		400		400
322.60	· Water Tower PGE		840		840
Total Income			37,348		36,430
		Expenses			
414.81 · Measure A Project Expenses					
	Picnic Table and Log Bench				700
	Gazebo		60,000		70,000
	Paths and Ramps		8,000		8,000
	Fence Replacement		12,000		5,255
	Project Management		5,000		
	Legal Review				5,000
Total 414.81 Measure A Project Expense			85,000		88,955
414.82 · Measure A Maintenance Expense					
	Supplies and Services		1,300		1,300
	Landscaping		300		
	Mural for East Bathroom Wall				500
	PGE Park		1,200		1,300
	Financial Management		1,000		1,500
Total 414.82 · Measure A Maintenance Expense			3,800		4,600
Total Expense			88,800		93,555
Net Ordinary Income			(51,452)		(57,125)
To Be Funded By Use of Prior Year Dean Witter Grant			10,000		
To Be Funded By Use of Prior Year Marin County Grant			15,000		
To Be Funded By Use of Prior Year Measure A Funds			26,452		57,125
Total Funding From Reserves			51,452		57,125
Beginning Cash			120,374		68,922
Use of Prior Year Funding			(51,452)		(57,125)
Estimated Ending Cash			68,922		11,797

Revised Budget for Gazebo Construction Project

Project start up, site prep, rental 24' container, temp const. fence: (\$6,605.00)

Existing gazebo demo/removal, excavate @ new fdtn/slab, demo ADA path at affected areas/save mat.: (\$4,520.00)

Layout, conc. forms, rebar, pour fdtn & slab: (\$23,690.00)

Framing (incl. 6 steel columns, collar/hip beams, rafters, blocking, sheathing): (\$24,190.00)

Ext. finish (2x6 cedar vented ceiling, cedar clad collar beams, 2x10 cedar fascia w/1x trim): (\$14,860.00)

Elect. rough/finish: (\$4,780.00)

Roofing (tear off/install new 50 yr comp. w/copper edge flashing): (\$14,640.00)

ADA path re-work/repair, backfill/landscape prep, job clean out/clean site: (\$5,140.00)

Gutters/downspouts to grade: (\$4,820.00)

Stain-grade sealing at cedar ceiling/collar beam/trim: (\$3,850.00)

Project sub-total: \$107,095.00

Add 20% Profit, overhead & waste: \$133,870.00

Bank Account Activity March 2018

				Type	Date	Num	Name	Memo			Amount	Balance
131.00 · Cash	PARK											
	131.42 · Bank of Marin - Money Market							Beginning				154,166.01
	Total 131.42 · Bank of Marin - Money Market							Ending				17,829.83
	131.46 · Bank of Marin - Park Account							Beginning				136,336.18
				Bill Pmt -Check	03/07/2018	1201	Melinda K. Bell	February 4 hours			-140.00	136,196.18
				Bill Pmt -Check	03/10/2018	1202	PGE	7399820768-9			-82.86	136,113.32
				Deposit	03/14/2018			Deposit			29.83	136,143.15
				Payment	03/21/2018		Henry Elfstrom				70.00	136,213.15
				Deposit	03/31/2018			Interest			0.56	136,213.71
	Total 131.46 · Bank of Marin - Park Account							Ending			-122.47	136,213.71
Total 131.00 · Cash							PARK				-122.47	154,043.54
131.00 · Cash	SEWER											170,789.31
	131.31 · Redwood Credit Union							Beginning				116,201.38
				Deposit	03/31/2018			Interest			23.83	116,225.21
	Total 131.31 · Redwood Credit Union							Ending			23.83	116,225.21
	131.42 · Bank of Marin - Money Market							Beginning				50,558.05
				Transfer	03/07/2018			Funds Transfer			-30,000.00	20,558.05
				Deposit	03/31/2018			Interest			1.64	20,559.69
	Total 131.42 · Bank of Marin - Money Market							Ending			-29,998.36	20,559.69
	131.44 · Bank of Marin - Sewer							Beginning				-6,377.81
				Bill Pmt -Check	03/03/2018	4485	Brelje and Race Laboratories, Inc.				-343.00	-6,720.81
				Bill Pmt -Check	03/03/2018	4486	Clavaud, Donna	Oct-Dec			-184.70	-6,905.51
				Bill Pmt -Check	03/07/2018	4487	Kristin Lawson	March, April, May			-300.00	-7,205.51
				Bill Pmt -Check	03/07/2018	4488	Melinda K. Bell	February			-1,015.00	-8,220.51
				Bill Pmt -Check	03/07/2018	4489	Natural Systems Utilities	March services, 1.5 hours Jan 2, chorine			-4,411.76	-12,632.27
				Transfer	03/07/2018			Funds Transfer			30,000.00	17,367.73
				Bill Pmt -Check	03/10/2018	4490	PGE	8044736439-1 1/24-2/22			-85.53	17,282.20
				Bill Pmt -Check	03/16/2018	4491	Nelson Staffing				-166.02	17,116.18
				Bill Pmt -Check	03/18/2018	4492	AT&T Uverse	707-878-2767			-123.72	16,992.46
				Bill Pmt -Check	03/18/2018	4493	Brelje and Race Laboratories, Inc.				-232.00	16,760.46
				Payment	03/21/2018		Tomales Regional Histroy Center				72.45	16,832.91
				Bill Pmt -Check	03/21/2018	4494	Capital One Bank				-61.90	16,771.01
				Bill Pmt -Check	03/26/2018	4495	AT&T	138729848 3/11-4/10			-80.00	16,691.01
				Deposit	03/31/2018			Interest			0.09	16,691.10
	Total 131.44 · Bank of Marin - Sewer							Ending			23,068.91	16,691.10
	131.48 · Bank of Marin - Solar							Beginning				10,407.69
				Deposit	03/31/2018			Interest			0.05	10,407.74
	Total 131.48 · Bank of Marin - Solar							Ending			0.05	10,407.74
Total 131.00 · Cash							SEWER					163,883.74



Financial Manager's Report April 11, 2018

We are presenting the first drafts of the 2018/2019 budgets for Board consideration this month.

After revisions are incorporated, there will be another presentation to the Board at the May 9 meeting and a Budget Hearing before adoption at the June 13 Board meeting. I am out of town May 21 through June 5, but I can provide all the information needed in response to questions and appear at any meetings or hearings at any other time.

The Park budget anticipates spending close to the budgeted Work Plan amounts by June 30. The 2018/2019 Park budget estimates a similar amount of expenses next year. The Sewer budget includes the second adopted rate increase in sewer charges for the year. Anticipated Sewer expenses are based on current year expenses plus the CIP projects for CCTV inspection of the entire collection system, SCADA programming and repair of the air gap apron. These CIP costs are \$2,500 more than the CIP elements included in the 2017/2018 budget.

By minimizing increases in expenses and including the second rate increase for the Sewer program, the net budget for the 2018/2019 year is a \$10,000 improvement in the use of cash reserves in last year's budget. But we are still using cash reserves and must monitor reserve balances in the years ahead to maintain cash levels adequate for effective operations. Beginning with the 2018/2019 fiscal year we have five years of approximately \$40,000 of debt to retire each year. After that there are three more years of almost \$18,000 in debt retirements annually. Funding these debt payments as well as expenses will be the budgetary challenge each year.

TVCS D Balance Sheets 3/31/2018

			Mar 31, 18
			PARK
ASSETS			
131.00 · Cash			
	131.42 · Bank of Marin - Money Market		17,829.83
	131.46 · Bank of Marin - Park Account		136,213.71
Total 131.00 · Cash			154,043.54
Fixed Assets			
	100.20 · Land and Land Rights		132,000.00
	111.00 · Park Equipment		
		Original Cost	314,653.66
		105.00 · Depreciation	-59,063.90
Total 111.00 · Park Equipment			255,589.76
Total Fixed Assets			387,589.76
TOTAL ASSETS			541,633.30
LIABILITIES & EQUITY			
Liabilities			
	222.00 · Accounts Payable		271.25
		217.00 · Unearned Revenue	25,000.00
Total Liabilities			25,271.25
Equity			
	252.50 · Investment in Capital Assets		387,589.76
	260.00 · Unassigned Fund Balance		95,139.62
	Net Income		33,632.67
Total Equity			516,362.05
TOTAL LIABILITIES & EQUITY			541,633.30
SEWER			
ASSETS			
131.00 · Cash			
	131.31 · Redwood Credit Union		116,225.21
	131.42 · Bank of Marin - Money Market		20,559.69
	131.44 · Bank of Marin - Sewer		25,591.63
	131.48 · Bank of Marin - Solar		10,407.74
Total 131.00 · Cash			172,784.27
Fixed Assets			
	100.00 · Property, Plant and Equipment		791,665.97
	100.10 · Maps and Records		17,248.00
	100.20 · Land and Land Rights		52,788.00
	110.00 · Improvement Project		939,393.31
	112.00 · Solar System		269,945.21
	105.00 · Less Accumulated Depreciation		-626,357.98
Total Fixed Assets			1,444,682.51
Other Assets			
	136.00 · SUSD Note Receivable		16,731.46
TOTAL ASSETS			1,634,198.24
LIABILITIES & EQUITY			
Liabilities			
	222.00 · Accounts Payable		1,257.15
	230.00 · Fed Payroll Tax Payab		15.30
Total Current Liabilities			1,272.45
Long Term Liabilities			
	211.00 · SWRCB SRF Loan		114,046.57
	215.00 · CREBS Bond		143,529.38
Total Long Term Liabilities			257,575.95
Total Liabilities			258,848.40
Equity			
	262.00 · Capital Asset Reserve		40,000.00
	264.00 · Operating Reserve		44,572.00
	265.00 · Net Assets - Unrestricted		1,315,787.17
	Net Income		-25,009.33
Total Equity			1,375,349.84
TOTAL LIABILITIES & EQUITY			1,634,198.24

Budgetary Comparisons 3/31/2018

				Jul '17 - Mar 18	Budget
Income	PARK				
	311.00 · Interest Income			6.59	3.75
	315.80 · Measure A Funds			34,685.25	18,001.50
	320.30 · Cntributions			585.23	100.00
	322.00 · Park Use Rental			0.00	400.00
	322.60 · Water Tower PGE			630.00	630.00
Total Income				35,907.07	19,135.25
Expense					
	414.23 · Office Supplies			27.95	
	414.57 · Accounting			892.50	700.00
	414.81 · Measure A Project Expenses			0.00	4,500.00
	414.82 · Measure A Maintenance			606.18	1,200.00
	414.83 · PGE Park			747.77	900.00
	Total 414.80 · Measure A			1,353.95	6,600.00
Total Expense				2,274.40	7,300.00
	Net Income			33,632.67	11,835.25
Income	SEWER				
	301.10 · Service Charges - Monthly			652.05	652.05
	301.15 · Service Charges - Annual			1,738.80	1,739.00
	301.20 · Service Charges - SUSD			59,605.31	64,299.00
	301.30 · Service Charges - County			57,358.47	52,068.30
	Total 301.00 · Service Charges			119,354.63	118,758.35
	305.00 · SUSD Sinking Fund			8,062.00	8,062.00
	311.00 · Interest Income			1,330.10	1,491.00
	315.50 · Levy 4			4,550.11	4,400.00
Total Income				133,296.84	132,711.35
Expense					
	413.00 · Grounds Maintenance			1,224.00	1,500.00
	410.00 · Sewage Collection			270.64	281.50
	411.10 · Maintenance Supplies			5,800.30	924.00
	411.05 · Lab Bills			6,131.04	5,803.50
	411.00 · Sewage Treatment - Other			160.34	4,970.00
	Total 411.00 · Sewage Treatment			12,091.68	11,697.50
	412.10 · Sewage Disposal Electric			225.71	252.00
	412.00 · Sewage Disposal -RotoRooter,Pump			827.50	
	414.10 · Payroll Tax Expense			159.88	274.76
	414.05 · Administrator's Fees			27,218.75	34,312.50
	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			101.20	200.00
	414.42 · Printing and Copies			112.00	0.00
	414.43 · Office Supplies			106.88	100.00
	414.44 · Sonic - Web Hosting			47.70	180.00
	414.45 · Equipment Expense			309.98	250.00
	414.465 · Board Member Stipend			400.00	2,500.00
	414.467 · Board Training			40.07	500.00
	414.47 · Clerical/Bookkeeping			9,480.15	7,500.00
	414.48 · Office Rent			900.00	900.00
	414.49 · Secretary			2,018.05	4,806.00
	414.50 · O&M Contractual Services			37,533.76	36,861.00
	414.551 · Legal Fees			110.00	
	414.552 · Accounting			5,150.00	5,000.00
	414.61 · Newsletter Expense			0.00	710.00
	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	900.00
	414.72 · Computer Repairs			0.00	250.00
	414.73 · Equipment Repairs			0.00	850.00
	414.76 · Collection System Maintenance			1,282.29	3,750.00
	414.77 · Irrigation Field Maintenance			1,598.00	4,500.00
	414.78 · Solar Panel Maintenance			0.00	400.00
	Total 414.70 · Repairs and Maintenance			2,880.29	10,650.00
	414.81 · Travel			448.34	315.00
	414.90 · Telephone and Internet Services			1,895.70	2,016.00
	417.40 · County Teeter Admin Fee			136.50	
	417.20 · Election Expense			250.00	300.00
	415.50 · Depreciation Expense			40,052.97	
	420.20 · Interest Expense - SRF Loan			3,370.35	3,370.00
Total Expense				158,306.17	135,057.26
Net Income				-25,009.33	-2,345.91
	Beginning Cash	6/30/2017		201,745.09	
Depreciation	40,052.97	Debt	(38,708.51)	YrEndAcc (5,295.95)	(3,951.49)
	Ending Cash			172,784.27	

GENERAL MANAGER'S REPORT

APRIL 11, 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 March by NSU, the lab, and Melinda Bell.
- ❖ I attended the March FAC meeting to discuss the preliminary budget for FY 2018-19.
- ❖ Reviewed SMRs prepared by NSU and submitted to Regional Board for February 2018.
- ❖ Reviewed expenditure reports from M. Bell for all transactions related to the WWTP O&M expenses. We will report to the Board at the April regular meeting savings made for operations and maintenance expenses with the restructured O&M contract.

New/Continuing Business

- ❖ Received regulatory compliance inspection report from the Regional Water Quality Control Board, San Francisco Region. The inspection of our wastewater collection system was conducted on March 19. A copy of the inspection report is included for your information.
- ❖ The pre and post-emergent herbicide application to the roads and ditches at the plant will be done in May, possibly June. North Bay Tree, Weed, and Pest will perform the work as was reported to the Board last month.
- ❖ Accessed CIWQS website and reported a No-Spill certification for February 2018.
- ❖ NSU has completed their evaluation of the SCADA system. We are drafting a letter to send to Telstar summarizing our findings. We are of the opinion that the SCADA system was not upgraded correctly and are seeking corrections of their prior work from Telstar.
- ❖ Melinda Bell and I reviewed expenditures that may need to be reported in our financial summaries as CIP work. We will report on this at the April meeting.
- ❖ I received a letter from the Regional Board asking that I complete a questionnaire regarding private sewer lateral inspection and repair/replacement and whether the District has an ordinance requiring this program.
- ❖ As a reminder, we will be discussing extending current Board Directors' terms one year each for a total term of five years. The reason for the term extensions is to comply with the statewide directive to shift our elections to even years.
- ❖ We are getting ready to schedule springtime vegetation management work which includes mowing the gorse from the irrigation field and mowing the sloped areas at the treatment plant.

Miscellaneous

- ❖ I attended a one-day seminar from CSDA on Proposition 218, Proposition, 26, and Rate Setting on March 12. The seminar was very informative and confirmed that the rate increases that were adopted by the Board last year complied with all applicable regulations. Some items are pertinent to

- TVCS D operations. I will share these items, such as inspection fees and connection fees for accessory dwelling units, with the Board in April.
- ❖ As I stated last month, I have included in the April meeting packet a recap of the laws that impact the services and activities on the Board of Directors. Topics include the Brown Act, Conflicts of Interest. Quasi judicial matters, etc.. The information was received from Graton CSD's Legal Counsel to share with our Board. As part of the budget discussion, staff will discuss the need to budget for legal services.
 - ❖ I will also discuss at the April meeting adoption of sanitation facilities standards.

Next Two Months

Review Studies and Data

- ❖ Prepare report on the effect of disconnecting the FOG tank from the influent system for submittal to the Regional Board. The report will be prepared after we complete the collection system closed circuit TV inspection of the sewer main between First Street and the plant.

District Coordination

- ❖ Conduct facility inspection and needs assessment with Natural Systems Utilities to try to resolve the SCADA issues.

INSPECTION REPORT

Sanitary Sewer Collection System Compliance Evaluation Inspection Tomales Village Community Service District Collection System, Marin County

(CW-713736)

Inspection Date: March 19, 2018

Prepared By: Debbie Phan, San Francisco Bay Regional Water Quality Control Board (Regional Water Board)

Report Date: April 5, 2018

List of Attendees:

Debbie Phan, Regional Water Board
Michael Chee, Regional Water Board
Jose Ortiz, General Manager, Tomales Village Community Services District
Andre Zinkevich, Vice-President Western Region, Natural Systems Utilities
Ryan Pulley, Chief Plant Operator, Natural System Utilities
Dan Ryke, Natural System Utilities
Steven Zell, Natural System Utilities

1. PURPOSE OF INSPECTION

The purpose of the inspection was to evaluate Tomales Village Community Service District's compliance with the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, State Water Resources Control Board Order 2006-0003-DWQ (Order), including the requirements of Monitoring and Reporting Program (MRP) Orders 2006-0003-DWQ, WQ 2008-0002-EXEC, and WQ 2013-0058-EXEC (2013 MRP).

2. COLLECTION SYSTEM DESCRIPTION

The District operates and maintains the sewer collection system serving the Village of Tomales. The collection system serves a population of approximately 210 and consists of 2.6 miles of gravity sewer, 723 feet of force mains, 1 pump station, and 107 connections. Wastewater is conveyed to the District's wastewater treatment system.

3. VIOLATIONS AND CORRECTIVE MEASURES

The violations described below reflect our pre-inspection, onsite, and post-inspection review process. This includes our evaluation of the District's compliance with the Order, including the Sewer System Management Plan (SSMP) and MRP requirements.

For our pre-inspection and post-inspection, we reviewed "no SSO" certifications the District reported to CIWQS.¹

We observed the violations and findings listed below during the inspection. Corrective measures to be included in the Completion Report are shown in italics.

A. CIWQS "No SSO" Certification Requirement

- 1) *Requirement.* Order section 9 states that uniform SSO reporting is needed to collect information to allow State Water Board and Regional Water Board to effectively analyze the extent of SSOs.
- 2) *Violation and Corrective Measure.* The District erroneously created redundant "no SSO" certifications for January 2013 and October 2009. *The District must contact the CIWQS help desk (866-792-4977 or ciwqs@waterboards.ca.gov) to remove the duplicate "no SSO" certifications.*

B. SSMP Requirements

The District's SSMP violated the Order and 2013 MRP requirements. The Order requires the District to update the SSMP every five years and to include any significant changes. Because the District's SSMP was last approved September 12, 2012, it must submit a system-specific SSMP that addresses the following violations:

- 1) Order section D.13(ii)(c) requires a chain of communication for reporting SSOs, including the person responsible for reporting SSOs to the State and Regional Water Boards and other agencies if applicable. The District's chain of communication does

¹ The District submits "no SSO" certifications and operational data to the State Water Board's California Integrated Water Quality System (CIWQS), an online database. The public has access to SSO information through the Public Report Portal (www.waterboards.ca.gov/ciwqs/publicreports.shtml#sso).

not provide procedures for a Category 1, Category 2, or Category 3 SSO. *The District's SSMP must provide a chain of communication for addressing Category 1, Category 2, and Category 3 SSOs.*

- 2) Order section D.13(iv)(b) requires the District to describe routine preventative operation and maintenance activities done by staff and contractors, including a system for scheduling regular maintenance and cleaning of the sanitary sewer system. The SSMP did not adequately describe the District contractor's maintenance activities and did not include its collection system's cleaning schedule. *The District's SSMP must describe routine maintenance activities done by its current contractors and include its collection system's cleaning schedule.*
- 3) Order section D.13(iv)(c) requires a rehabilitation and replacement plan to implement short-term and long-term rehabilitation. It also requires a system for ranking sewer pipe condition and scheduling rehabilitation. During the inspection, the District clarified that the replacement program described in the SSMP was no longer in place. There was also no program implemented to rank sewer pipe conditions. *The District's SSMP must include its current rehabilitation and replacement plans and a program that ranks sewer pipe conditions.*
- 4) Order section D.13(v)(b) requires procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances for rehabilitation and repair projects. The District did not provide procedures on inspecting and testing new installations. *The District's SSMP must include procedures on inspecting and testing new installations.*
- 5) Order section D.13(vi)(c) requires procedures that ensure prompt notifications to appropriate regulatory agencies and other potentially affected entities. These notifications are described in 2013 MRP section C.² The SSMP did not provide procedures regarding when to contact the appropriate regulatory agencies and other potentially affected entities for each SSO Category. *The District's SSMP must include procedures regarding which agencies to contact for each SSO category.*
- 6) Order section D.13(vi)(e) requires procedures to address emergency operations, such as traffic and crowd control. The SSMP did not include any procedures to address emergency operations. *The District's SSMP must include procedures to address emergency operations.*
- 7) Order section D.13(vi)(f) requires a program that ensures all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States, and to minimize or correct any adverse impact on the environment resulting from any SSOs. The SSMP did not include any procedures regarding containing SSOs. *The District's SSMP must include a program for containing SSOs.*
- 8) Order section D.13(x) requires the District to conduct periodic internal audits of the SSMP. At minimum, these audits must occur every two years. The District last

² The 2013 MRP became effective September 9, 2013.

conducted an internal audit on September 2014. The internal audit is two years past due. *The District must conduct an internal SSMP audit.*

C. MISCELLANEOUS FINDINGS

We made the following miscellaneous findings during our audit:

- 1) The District has a fat, oil, and grease collection tank at the end of the collection system line.
- 2) Phillips and Associates, the District's previous contractor, merged with Natural Utilities Systems, the District's current contractor.
- 3) Ninety-eight percent of the sewer system was constructed in 1976. The remaining two percent was completed after 2000 as part of the village's extension on Second Street.

CIWQS RM: 357012

CIWQS Inspection ID: 32023042

Welcome to new Board Directors:

It is my pleasure to welcome you to the Graton Community Services District Board of Directors. As you know, I have the honor of serving as General Counsel for the Graton Community Services District and providing legal counsel to the Board of Directors. On behalf of my colleagues at Meyers Nave and the Graton Community Services District ("District") staff, please accept our congratulations on your appointment to the Board of Directors. I am sure you are acquainted with the laws that impact your service and activities on the Board of Directors. As a reminder, I want to call your attention to a few of the more important areas of law that will apply to you as a Director. Also, please be aware that these laws apply to you, effective immediately, even before you attend a meeting as a member of the Board of Directors.

1. The Brown Act. Passed as a result of a series of newspaper articles in the 1950s, in which it was revealed that much of the government's business was taking place at secret meetings behind closed doors, the Ralph M. Brown Act (Government Code Sections 54950, *et seq.*) provides rules and regulations to ensure that the actions of legislative bodies are conducted openly, with the opportunity for the public to provide input on decision-making activities. As a Board Member, you are subject to the restrictions of the Brown Act.

The Act has been broadly interpreted. All parts of a legislative body's deliberative processes, including discussion, debate, and acquisition of information, must be open and available for public scrutiny. Violations of the Act may result in invalidation of the Board's action and, in extreme cases, civil or criminal charges.

The majority of Brown Act concerns are handled on a staff level. Thus, for example, the District Manager and the District Counsel, in consultation with the sitting Board President, prepares the language to be included in posted agendas, including those items that can be discussed in closed session. The Act provides a number of specific exceptions to the general requirement that all legislative business must be conducted in public; personnel and labor issues, negotiations concerning the acquisition of real property, and pending or ongoing litigation can all be the subject of closed session discussions.

The most common questions concerning the Act arise in determining whether a violation of the Act occurs if a quorum of the Board of Directors discusses an issue within the subject matter jurisdiction of the District outside of a regularly scheduled meeting. This can occur when the members of the District have occasion to socialize. An informal discussion of a pending matter among three Board Members at a function such as a conference may be a violation of the Brown Act. Such a discussion would be deemed as "action" on the part of the legislative body outside of public scrutiny and without public notice.

Likewise, and perhaps less obviously, you should avoid serial meetings, where a quorum of the Board of Directors participates in a discussion without being physically present in one place at one time. A good example would be a discussion between Board Member A and Board Member B in which some discussion, deliberation or action is taken on a pending issue, and then subsequent communication of this action to Board Member C. In that scenario, Board Members have discussed about how to act on a matter but have not done so at a public meeting. Their actions therefore would violate the Brown Act.

Please do not hesitate to contact me if you ever have any questions concerning the Brown Act's applicability to your actions or to the procedures employed by the Board of Directors.

2. Conflicts Of Interest. The Political Reform Act of 1974 governs questions regarding conflicts of interest. (See Cal. Gov't. Code, §§ 81000-91015.) The Act bars a public official (you will now be a "public official") from making a governmental decision when that decision will have a reasonably foreseeable material financial effect upon an economic interest of that official. As a general matter, the analysis to be employed in determining whether a conflict exists can be broken into four sub-issues. A public official has a conflict of interest only when all four of the following elements exist:

A. Governmental Decision

For a conflict to exist, a public official must make, participate in making, or use his or her official position to influence a "governmental decision." The Fair Political Practices Commission ("FPPC") has interpreted participation broadly to include voting, negotiating, researching, investigating, or in any way attempting to use one's influence to alter a decision on a pending matter.

B. Reasonably Foreseeable Effect

For a conflict to exist, the effect of a Board of Directors decision on your economic interest must be "foreseeable." An effect does not have to be certain to be foreseeable. Rather, an effect on an official's economic interest is foreseeable when there is a substantial likelihood that it will ultimately occur as a result of a governmental decision. For example, in *Downey Cares v. Downey Community Development Company* (1987) 196 Cal.App.3d 983, the court struck down the city council's action on the amendment of a city's redevelopment plan when it was disclosed that the new plan included property owned by a councilmember. The court reasoned that, although inclusion of the property did not in and of itself have an effect on the councilmember's property, it was reasonably foreseeable that various projects which might be undertaken within the redevelopment area would have the effect of either decreasing or increasing the value of the councilmember's property.

C. Material Financial Effect

For a conflict to exist, a governmental decision must have a material financial effect on your financial interest. The FPPC has drafted detailed regulations to define material effects. For example, a conflict is deemed material if a given decision will affect any real property in which the public official has a direct or indirect interest worth \$2,000 or more. (Cal. Gov't Code, § 87103.)

D. Distinguishable Effect

The fourth element of the conflict test requires that the decision's effect on the official's economic interest be distinguishable from the effect on the public-at-large. For a conflict of interest to be avoided, the official's interest must be affected in substantially the same manner as the interests of all other members of a "significant segment" of the public-at-large.

When conflicts are identified, the conflicted Board Member is required to disclose the conflict in public and refrain from participating in the matter during Board of Directors discussion and action. State regulations require the Board Member to leave the room. In some cases you may be allowed to address the Board on an issue on which you have a conflict as a member of the public rather than as a fellow Board Member. **In violating the conflicts law, a public official**

may be subject to criminal or civil penalties. The action of the Board may also be subject to scrutiny, or invalidated, as a result of the undisclosed conflict.

Moreover, there are a number of “common law” rules that may prevent you from participating on the vote of the matter, even if you don’t have a financial conflict, in order to avoid the appearance of impropriety. For example, if a close friend, family member or domestic partner has a business matter pending before the District, it may be in your best interest to recuse yourself from participating in an official capacity to avoid the appearance of bias and impropriety.

This is an exceedingly complex area of the law. As the District’s General Counsel, I can provide you with guidance in the area of conflicts, **but only the FPPC can provide you with a definitive opinion (an advice letter) as to whether a conflict exists.** When relied upon for subsequent action, an FPPC advice letter also has the benefit of conferring immunity from liability upon the individual seeking the opinion.

If you believe that you may have a conflict on a given issue, please feel free to discuss it with me as early as possible. It is best to try to avoid making determinations concerning conflicts during the course of open meetings.

The District staff should provide you with an FPPC form that you must complete upon assuming office.

3. California Government Code Section 1090. California Government Code Section 1090 prohibits public officials from being financially interested in a contract made by them or by the commissions of which they are members. Unlike conflicts of interest under the Political Reform Act, which may be addressed by abstaining from participating in a decision, a conflict of interest under Government Code Section 1090 may require that a public official choose between maintaining a private interest and remaining in public office. Contracts made in violation of Section 1090 are void and violation of this section may subject a public official to criminal prosecution. There are some exceptions to the requirement of Section 1090. These exceptions are too numerous to list here, but if you ever believe a Government Code Section 1090 situation could potentially exist, please contact me so that we can evaluate whether any of the exceptions might apply.

4. Incompatibility of Office. The concept of “incompatibility of office” is important if you provide or contemplate providing community service as a member of some agency or legislative entity other than the Board of Directors. The doctrine of incompatibility of offices concerns a conflict between potentially overlapping duties of two or more offices. To fall within the doctrine of incompatibility of office, two elements must be present: (1) the official in question must hold two public offices simultaneously; and (2) there must be some potential conflict or overlap in the functions or responsibilities of the two offices.

In evaluating issues to be addressed in determining whether an incompatibility exists, one should look to whether there is any significant clash of duties or loyalties between the offices, whether considerations of public policy make it improper for one person to hold both offices, and whether either office exercises a supervisory, auditory, appointive, or removal power over the other.

The common law rule is that where a public official is found to have accepted two public offices, the first office is automatically vacated. Examples of instances in which dual offices have been

held to be incompatible include the offices of fire chief of a county fire protection city and a member of the county board of supervisors, offices of school district member and city councilmember, and offices of the city and county planning commission.

5. Approach To Quasi-Judicial Matters. Quasi-judicial matters generally involve decisions implicating individual property and liberty interests protected by the Constitution. For example, the Board of Directors acts in a quasi-judicial capacity when it considers questions of land-use or development affecting private property.

When a public agency makes decisions involving individual constitutional property rights and is therefore acting in a quasi-judicial capacity, the Constitution requires decision makers to accord due process to those whose interests are affected. Accordingly, when considering quasi-judicial matters, you are, in a sense, acting in a role similar to a judge and are subject to similar constraints.

Due process requires several things of public agencies like the District and their decision maker. Agencies must provide interested parties, particularly those whose interests will be affected by the decision, with notice and an opportunity to prepare and present evidence. For the decision making process to be fair and impartial, as a member of the Board of Directors, you must remain fair and impartial throughout the process. Being fair and impartial means that you must withhold judgment until you have heard the evidence presented during the formal proceeding. Additionally, you must base your decision on that evidence alone, which requires, among other things, that you avoid any discussions outside the hearing about proposed projects and appeals with applicants, appellants, other interested parties, and other members of the Board. Although you should limit the basis of your decision to information in the record, you may nevertheless view property involved in a proposed project on your own; do not, however, enter upon it when doing so.

Basing your decision on the evidence presented does not prohibit you from forming and expressing opinions about specific projects and appeals or about matters of general concern. (See *Fairfield v. Superior Court* (1975) 14 Cal.3d 768.) The fairness and impartiality requirements of due process nevertheless preclude you from participating in a decision if your opinions, as expressed, demonstrate a completely closed mind with a pre-formed and unalterable position on the outcome of a proceeding without regard to the evidence to be presented during a hearing. (See *Cohan v. City of Thousand Oaks* (1994) 30 Cal.App.4th 547.) Striking the appropriate balance between those two is not necessarily easy. In general, expressing opinions about a specific project or appeal or about a general issue is allowable, as long as those comments indicate that, despite your opinion, you will not reach a final conclusion about a specific matter until you have heard all the evidence, which you will consider in a fair and impartial manner. And those kinds of comments should be reflective of your actual approach to making a decision on a quasi-judicial matter: you are required, despite what information you receive prior to and outside of a hearing, to reserve judgment until the completion of the hearing, and at the time you make your decision, you must ignore information that is not in the record created by the hearing.

If a court ever found that the Board's decision in a quasi-judicial proceeding was tainted by the failure of one of the members of the Board to act in an impartial manner, the Board's decision could be overturned and the applicant's or appellant's request approved, among other penalties.

6. Disclosure of Information Obtained in Closed Session. Government Code Section 54963, which is part of the Brown Act, prohibits disclosure of confidential information obtained

by being present in closed sessions pursuant to the Brown Act, except where the legislative body (in this case, the Board of Directors) has authorized disclosure by a majority vote. Section 54963 applies to closed sessions authorized pursuant to sections of the Brown Act, including closed sessions for real property negotiations (§ 54956.8), pending litigation (§ 54956.9), employee appointment, evaluation, discipline, and dismissal (§ 54957), and compensation of represented and unrepresented employees (§ 54957.6). The prohibition against unauthorized disclosure in Section 54963 is limited to disclosure of information communicated in closed session that is specifically relevant to the legal basis for meeting in closed session.

Penalties for violation of Section 54963 include injunctive relief to prevent prohibited disclosure, disciplinary action against an employee that has willfully disclosed confidential information, and referral of a member of the legislative body to the grand jury.

Section 54963 provides that employees may not be disciplined under the section unless they have received notice of the section, and also includes certain specific exemptions for confidential inquiries or complaints to a General Counsel or grand jury concerning perceived legal violations, expression of opinions on the legality of actions taken by the legislative body in closed session, and disclosure of information conveyed in closed session that is not confidential.

Therefore, in accordance with Section 54963, Board Members and District employees should not disclose confidential information obtained in closed sessions pursuant to the Brown Act unless a majority of the Board authorizes such disclosure. Disclosure in violation of Section 54963 may result in a court order enjoining disclosure, discipline, or referral to the grand jury as provided in the section.

7. Disclosure of Written Information from Legal Counsel. A client's communications with its attorney, and opinions and advice given by the attorney, are protected by the attorney-client privilege, which protects the confidentiality of those communications. (Cal. Evid. Code, §§ 952, 953 and 954.) This privilege is recognized by the Brown Act, which authorizes the City Council to meet in closed session to discuss pending litigation against the Town.

In the case of a public agency such as the Graton Community Services District, the General Counsel's client is the District itself and not individual members of the Board of Directors. Because it is the entire Board of Directors that holds the attorney-client privilege, the General Counsel's communications with staff members and individual members of the District cannot be kept confidential from the full District. It also means that the client can waive the attorney-client privilege only by action of a majority of the District Board of Directors. Thus, all communications from our office to Board Members are privileged pursuant to the attorney-client privilege and only the District Board of Directors can waive the privilege and disclose such communications. Accordingly, an individual Board Member cannot release any memoranda or other correspondence that I have sent to the Board, without the consent of a majority of the Board.



March 13, 2018
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
February 2018

Mr. Allen

Enclosed please find the Self-Monitoring Report.

Operations is satisfactory and maintenance on schedule.

We had a high coliform of 4.5 on 02/27/2018. We are examining possible problems with disinfection, and expect our next samples to be within range.

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

Ryan Pulley
Chief Plant Operator
Certified Chief Plant Operator #II 43007

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) **February 2018**

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>2/6/18</i>	<i>2/13/2018</i>	<i>2/20/2018</i>	<i>2/27/18</i>
Day	TUES	TUES	TUES	TUES
Time	<i>8:30</i>	10:00	9:00	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
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) **February 2018**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	2/6/2018	2/13/2018	2/20/2018	2/27/2018
Day	TUE	TUE	TUE	TUE
Rain fall, inches	0	0	0	2
* 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) **February 2018**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	2/6/2018	2/13/2018	2/20/2018	2/27/2018
Day	WED	WED	TUE	TUE
Time	9:00	10:00	9:00	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
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)

February 2018

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

INSPECTION	Week1	Week 2	Week 3	Week 4
Date	2/5/2018	2/13/2018	2/20/2018	2/27/2018
Day	TUE	TUE	TUE	TUE
Time	0:00	0:00	0:00	0:00
Tech	SZ	RP	SZ	SZ
* Evident of any leaks	N	N	N	N
Tank level, inches	5	5	5	11
Cl2 gallons added	0	0	60	30
New tank level after adding Cl2, inches	5	5	16	15
Gallons used for treatment since last check	0	0	0	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

