



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

**Date: Wednesday, June 12, 2019, 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 June 12, 2019 BOD Agenda** Action

**IV. Board Member Reports**

**V. Approval of May 8, 2019 Minutes** Action

**VI. Committee Reports**

- a. Park Advisory Committee (PAC)
  - 1. Review May 27, 2019 PAC Meeting Minutes
- b. Financial Advisory Committee (FAC)
  - 1. No FAC Meeting was held in May

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

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

**VIII. General Manager's Report**

**IX. NSU Report**

- a. Review March 2019 reports

**X. Pending Business**

**XI. Other Business**

**XII. New Business**

- a. Staff Review Process
- b. Noise Pop
- c. Plant Maintenance
- d. Special District Risk Management Authority Board of Directors Election Action
- e. Disaster Preparedness Plan
- f. Readiness for PG & E power shutdowns

**XIII. Old Business**

**XIV. Correspondence**

**XV. Adjournment**

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

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

PO Box 303 ● Tomales, CA ● 94971 ● ph 707.878.2767 ● [www.tomalescsd.ca.gov](http://www.tomalescsd.ca.gov)

Board of Directors:

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, May 8, 2019 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, Deborah Parrish

**Board Members Absent:** Peter MacLaird

**Also Present:** Walter Earle, Park Committee Chair; Cynthia Hammond, TVCS D Recording Secretary; Venta Leon; Kevin Arnold, CEO & Founder of Noise Pop

### **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.

Walter Earle reported the May 4, 2019 annual clean-up party at the Park was a success; new bark needs to be ordered; this item will be added to the May 2019 Park agenda and the Park Work Plan. Donna Clavaud will contact Tomales High School to recruit students for 2020 Park clean up.

Kevin Arnold of Noise Pop, a concert/event promoter, introduced himself. Noise Pop is working in tandem with Ted Wilson, of the William Tell, to explore the idea of staging a small-scale music festival in Tomales in the fall of 2019. Kevin Arnold drafted a sample rental agreement to rent the Park for the weekend of the festival and emailed the draft to Dru Fallon O'Neill. The tentative date for the festival is the weekend of October 19 & 20, 2019 with a back up date in September. Kevin Arnold said 800 tickets would be sold; there would be three different stages; the Park, the Tomales Town Hall & the William Tell; Tomales High School would be used for parking. Kevin Arnold proposed renting the Park for ½ day on Friday, full day on Saturday and Sunday for a rental fee of \$2,500. Dru Fallon O'Neill asked Kevin Arnold if there were for any comments regarding non-support. Kevin Arnold said camping was the main concern as well as concerns for "changing Tomales".

Donna Clavaud asked what the TVCS D board thought about the process of renting the Park. Deborah Parrish asked if a Park committee member would handle the contract and suggested Kevin Arnold contact Melinda Bell in regards to the contract. After Melinda Bell's review of the contract, Melinda Bell would present the contract to the TVCS D Board.

### III. Approval of May 8, 2019 TVCSD BOD Agenda

Bill Bonini motioned to approve the May 8, 2019 TVCSD Agenda. Deborah Parrish seconded the motion. M/S/C

### IV. TVCSD Board Member Reports

None

### V. Approval of April 10, 2019 TVCSD BOD minutes

Donna Clavaud motioned to approve the TVCSD April 10, 2019 minutes. Bill Bonini seconded the motion. M/S/C

### VI. Committee Reports

#### a. Park Advisory Committee

1. No Pac meeting was held in April due to May 4<sup>th</sup> Annual Park Clean-up Volunteer Day
2. Status of Park bids

Donna Clavaud reported no bids have been received as of Monday, May 4<sup>th</sup> 2019 and the extended permit expires June 27<sup>th</sup>, 2019. Jose Ortiz will try to extend the permit for a second time. If a new permit is required, Jose Ortiz will ask that the fees be waived. Deborah Parrish and Donna Clavaud suggested keeping the bid process open regardless of the permit status. Deborah Parrish feels the process is grinding to a halt. Bill Bonini explained that contractors are busy building very expensive homes due to the North Bay fires and a small project like the gazebo, with extensive government paperwork, is a deterrent. Donna Clavaud suggests forming a committee to work with the General Manager to outreach to contractors. Bill Bonini suggests engaging Melinda Bell to prepare the paperwork. Donna Clavaud and Walter Earle agreed to be on the committee.

Donna Clavaud motioned to create a committee to assist in securing a contractor for the construction projects in the park. Deborah Parrish seconded the motion. M/S/C

#### b. Financial Advisory Committee (FAC)

- 1.) Review April 24, 2019 meeting minutes

Minutes were reviewed.

2.) Review and Approve Measure A Work Plan & Park Budget for 2019/2020

Deborah Parrish motioned to approve Measure A Work Plan & Park Budget for 2019/2010. Bill Bonini seconded the motion. M/S/C

3.) Review and Adopt Preliminary Sewer Budget for 2019/2020

Deborah Parrish motioned to Adopt Preliminary Sewer Budget for 2019/2020. Bill Bonini seconded the motion. M/S/C

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

a. Accept check registers and approve expenditures:

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

b. Financial Manager's report:

Financial Manager's report was reviewed.

c. Review and Approve Financial Statements:

Deborah Parrish motioned to approve the financial statements. Bill Bonini seconded the motion. M/S/C

**VIII. General Manager's Report**

Donna Clavaud said the maintenance projects proposed by the CEO's from Elemental Excelaretor cancelled.

Donna Clavaud requested plant maintenance be added to the June 2019 Agenda. Deborah Parrish requested plan for staff reviews also be added to the June 2019 agenda.

**IX. NSU Report**

a. Review February 2019 NSU report  
NSU report was reviewed.

**X. Pending Business**

None

**XI. Other Business**

None

**XII. New Business**

None

**XIII. Old Business**

None

**XIV. Correspondence**

None

**XV. Adjournment**

Meeting was adjourned at 7:55 pm. No objections.

**Next TVCSD BOD Meeting, June 12, 2019, 7 pm at Tomales Town Hall**

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Approved by: Dru Fallon O’Neill, President

Date:

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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:

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**Tomales Park Committee meeting minutes**

Monday, May 27, 2019 Meeting began @ 6:00 pm

Walter Earle chaired the meeting.

Patty Oku served as note taker.

Present: Walter Earle, Margaret Nettles, Beth Koelker, Patty Oku, Drew Fallon O'neill, Randy Biehler

Absent: David Judd

Agenda:

Open Communication

Measure A Work Plan

New Bark for the Park

Park Clean-up- Saturday May 4, 2019

Update on Prospective Bidders

Adjourn

<b><u>Agenda Item</u></b>	<b><u>Discussion</u></b>
Open Communication	Donna explained the up coming Tomales Festival (Food and Music). Proposed by Ted Wilson (new owner of the William Tell) in collaboration with Noise Pop, it will be a 2 day event with about 800 people attending. They will use the Tomales Park and pay \$2,500.00 for the two days. We will have to contact Melinda to see if we can increase our insurance coverage. The Festival promoters also will have insurance. It will be held sometime in October. Also we have a new Tomales resident, Margaret Nettles, who has applied to serve on the Park Committee.
Measure A Work Plan	We approved the Measure A work plan so it can be submitted to the county. Drew/Beth.
New Bark for the Park	We received a proposal from Applied Landscape Materials out of Rocklin to deliver 200 yards of approved fall surface bark. The total was \$6,000.35 delivered. The amount was added to the work plan budget. When it's approved at the general meeting we will order the material.
Park Clean-up- Saturday May 4, 2019	We had about 10 people show up to mow, cut and pull weeds. The paths still need some work. It was suggested we contact the volunteer coordinator at Tomales High School to seek students needing community service hours for next years work day.
Update on Prospective Bidders	Don Armstrong has worked with some contractors as part of his job as a School Superintendent. Walter will ask him for contact info. Donna and Walter will work together to seek out a contractor.
No Meeting in June, Drew will chair the July Meeting	Walter will be gone for the June and July Meetings. Patty will miss July and August.
Meeting adjourned at 6:40 pm.	Motion to adjourn: Beth/ Drew
Date:	

**May 2019 Bank Account Activity**

	Type	Date	Num	Name	Memo	Amount	Balance
<b>Checking/Savings</b>			<b>PARK</b>		<b>Beginning</b>		<b>183,876.66</b>
<b>131.48 - CA LAIF</b>					<b>Beginning</b>		<b>30,051.99</b>
Total 131.48 - CA LAIF					<b>Ending</b>		30,051.99
<b>131.42 - Bank of Marin - Money Market</b>					<b>Beginning</b>		<b>54,771.90</b>
	Deposit	05/31/2019			Interest	4.42	54,776.32
Total 131.42 - Bank of Marin - Money Market					<b>Ending</b>	4.42	54,776.32
<b>131.46 - Bank of Marin - Park Account</b>					<b>Beginning</b>		<b>99,052.77</b>
	Bill Pmt -Ch	05/03/2019	1243	Martinez, Maria	April - June 1810459362	-123.90	98,928.87
	Bill Pmt -Ch	05/03/2019	1244	Melinda K. Bell	Park Clean-Up Day lunch	-54.87	98,874.00
	Bill Pmt -Ch	05/08/2019	1245	Fishman Supply	order 1190493	-31.84	98,842.16
	Bill Pmt -Ch	05/08/2019	1246	PGE	7399820768-9 3/27-4/25/19	-75.76	98,766.40
	Bill Pmt -Ch	05/11/2019	1247	Ortiz, Jose	April Project Management	-390.00	98,376.40
	Deposit	05/12/2019			Deposit	400.00	98,776.40
	Payment	05/20/2019		Henry Elfstrom		70.00	98,846.40
	Deposit	05/20/2019			Park Rental	250.00	99,096.40
	Bill Pmt -Ch	05/23/2019	1248	NCAC	VOID: Refund Deposit 5/17	0.00	99,096.40
	Bill Pmt -Ch	05/23/2019	1249	CCSD	Refund damage deposit 5/17	-200.00	98,896.40
	Deposit	05/31/2019			interest	0.42	98,896.82
Total 131.46 - Bank of Marin - Park Account					<b>Ending</b>	-155.95	98,896.82
<b>Total Checking/Savings</b>			<b>PARK</b>		<b>Ending</b>	-151.53	<b>183,725.13</b>
<b>Checking/Savings</b>			<b>SEWER</b>		<b>Beginning</b>		<b>220,670.84</b>
<b>131.20 - CA Local Agency Investm Fnd</b>					<b>Beginning</b>		<b>70,121.30</b>
Total 131.20 - CA Local Agency Investm Fnd					<b>Ending</b>		70,121.30
<b>131.31 - Redwood Credit Union</b>					<b>Beginning</b>		<b>40,515.15</b>
	Deposit	05/31/2019			interest	11.22	40,526.37
Total 131.31 - Redwood Credit Union					<b>Ending</b>	11.22	40,526.37
<b>131.42 - Bank of Marin - Money Market</b>					<b>Beginning</b>		<b>76,772.11</b>
	Deposit	05/08/2019			Levy 4	21.74	76,793.85
	Deposit	05/31/2019			Interest	6.19	76,800.04
Total 131.42 - Bank of Marin - Money Market					<b>Ending</b>	27.93	76,800.04
<b>131.44 - Bank of Marin - Sewer</b>					<b>Beginning</b>		<b>30,795.01</b>
	Bill Pmt -Ch	05/03/2019	4663	Brelje and Race Laboratories, Inc.		-455.00	30,340.01
	Bill Pmt -Ch	05/03/2019	4664	Melinda K. Bell	April	-1,041.25	29,298.76
	Bill Pmt -Ch	05/09/2019	4665	PGE	8044736439-1 3/26-4/24	-80.87	29,217.89
	Bill Pmt -Ch	05/11/2019	4666	Ortiz, Jose	April 25.5 hours, 3 hours travel, 148 miles	-3,980.66	25,237.23
	Bill Pmt -Ch	05/12/2019	4667	Natural Systems Utilities	May	-4,242.80	20,994.43
	Bill Pmt -Ch	05/20/2019	4668	AT&T	145835838	-123.77	20,870.66
	Bill Pmt -Ch	05/20/2019	4669	Brelje and Race Laboratories, Inc.		-268.00	20,602.66
	Bill Pmt -Ch	05/20/2019	4670	Nelson Staffing		-209.70	20,392.96
	Payment	05/20/2019		Tomales Regional Histry Center		81.90	20,474.86
	Bill Pmt -Ch	05/23/2019	4671	AT&T	138729848 internet 5/11-6/10/19	-85.00	20,389.86
	Bill Pmt -Ch	05/23/2019	4672	Capital One Bank		-117.95	20,271.91
	Deposit	05/31/2019			Interest	0.11	20,272.02
Total 131.44 - Bank of Marin - Sewer					<b>Ending</b>	-10,522.99	20,272.02
<b>131.48 - Bank of Marin - Solar</b>					<b>Beginning</b>		<b>2,467.27</b>
	Deposit	05/31/2019			interest	0.01	2,467.28
Total 131.48 - Bank of Marin - Solar					<b>Ending</b>	0.01	2,467.28
<b>Total Checking/Savings</b>			<b>SEWER</b>		<b>Ending</b>	-10,483.83	<b>210,187.01</b>



## **Financial Manager's Report June 12, 2019**

The May 31 year-to-date financial statements included in this packet are for eleven months of our fiscal year. They report Sewer total income at 103% of budget for the eleven months due to the unbudgeted \$10,000 connection fee and under-budget sewer services charges of \$3,600. Sewer total expenses without depreciation are under budget by \$36,000 composed of Sewer plant maintenance costs (\$4,800,) General Manager billings (\$8,200,) CIP expenses (\$14,500,) and other expense accounts \$8,500.

By year-end the General Manager billings, plant maintenance and other expense account costs will probably have caught up to be close to budget. But the CIP expenses probably will not catch up. We need to analyze these planned expenses not incurred in the last two years of our CIP plan to see if they were (1.) completed but recorded in the routine maintenance accounts instead of the CIP accounts, (2.) completed considerably under budget, or (3.) not needed in the final analysis. If some are pending and still needed, we need to include them in the budgets in coming years and move them from 2017/2018 and 2018/2019 to future years in the CIP plan.

We do not budget for depreciation because we are concentrating on building up cash balances by monitoring actual cash outlay compared to planned expenditures of cash. The budgetary comparison report in this packet shows that our Sewer program has positive accrual basis net income year-to-date of \$22,094 even including the non-cash depreciation expense.

But this reporting of net income does not include the cash outlay needed to pay down debt. Debt payments are reductions in liabilities, not expenses, to improve our bottom line but also reduce our cash balances. Depreciation does not affect our cash balance, but does reduce net income. Adjusting our accrual basis net income of \$22,094 to take out non-cash depreciation and include debt payments shows a positive cash flow of \$23,015. The fact that these final numbers are relatively close for accrual and cash bases demonstrates that our debt burden is well matched to our calculated depreciation.

When the time comes to incur new debt in a few years after the old debt is fully retired, we need to check our depreciation rates to match our debt payments scheduled. Then our reporting will be reliable whether we are tracking available cash balances or accrual-basis net income.

Park net income does not include depreciation expense for accounting purposes. Because of delays in finding contractors to do the planned work, net income for the year is \$30,136. With a small adjustment for paying 2017/2018 bills this year, cash balances increased \$30,004. Current cash balances are adequate for the park improvements and maintenance planned for the new fiscal year.

**Tomales Village Community Services District Balance Sheets May 31, 2019**

	<b>PARK</b>		<b>May 31, 19</b>
<b>ASSETS</b>			
		131.48 · CA LAIF	30,051.99
		131.42 · Bank of Marin - Money Market	54,776.32
		131.46 · Bank of Marin - Park Account	98,896.82
		<b>Total Checking/Savings</b>	<b>183,725.13</b>
	<b>Fixed Assets</b>		
		100.20 · Land and Land Rights	132,000.00
		Original Cost	314,653.66
		105.00 · Depreciation	-66,695.00
		<b>Total 111.00 · Park Equipment</b>	<b>247,958.66</b>
	<b>Total Fixed Assets</b>		<b>379,958.66</b>
<b>TOTAL ASSETS</b>		<b>PARK</b>	<b>563,683.79</b>
<b>LIABILITIES &amp; EQUITY</b>			
	<b>Liabilities</b>		
		222.00 · Accounts Payable	43.75
		217.00 · Unearned Revenue	25,000.00
	<b>Total Liabilities</b>		<b>25,043.75</b>
	<b>Equity</b>		
		252.50 · Investment in Capital Assets	379,958.66
		260.00 · Unassigned Fund Balance	128,545.05
		Net Income	30,136.33
	<b>Total Equity</b>		<b>538,640.04</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>PARK</b>	<b>563,683.79</b>
		<b>SEWER</b>	
<b>ASSETS</b>			
		131.20 · CA Local Agency Investm Fnd	70,121.30
		131.31 · Redwood Credit Union	40,526.37
		131.42 · Bank of Marin - Money Market	76,800.04
		131.44 · Bank of Marin - Sewer	20,272.02
		131.48 · Bank of Marin - Solar	2,467.28
		<b>Total Checking/Savings</b>	<b>210,187.01</b>
	<b>Fixed Assets</b>		
		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
		105.00 · Less Accumulated Depreciation	-685,009.31
		110.00 · Improvement Project	939,393.31
		112.00 · Solar System	269,945.21
	<b>Total Fixed Assets</b>		<b>1,386,031.18</b>
		136.00 · SUSD Note Receivable	15,094.35
<b>TOTAL ASSETS</b>		<b>SEWER</b>	<b>1,611,312.54</b>
<b>LIABILITIES &amp; EQUITY</b>			
		222.00 · Accounts Payable	2,397.18
		230.00 · Fed Payroll Tax Payab	34.43
	<b>Total Current Liabilities</b>		<b>2,431.61</b>
	<b>Long Term Liabilities</b>		
		211.00 · SWRCB SRF Loan	92,760.05
		215.00 · CREBS Bond	125,588.20
	<b>Total Long Term Liabilities</b>		<b>218,348.25</b>
	<b>Total Liabilities</b>		<b>220,779.86</b>
	<b>Equity</b>		
		262.00 · Capital Asset Reserve	40,000.00
		264.00 · Operating Reserve	44,572.00
		265.00 · Net Assets - Unrestricted	1,283,866.95
		Net Income	22,093.73
	<b>Total Equity</b>		<b>1,390,532.68</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>SEWER</b>	<b>1,611,312.54</b>

BUDGETARY COMPARISONS MAY 31, 2019		Jul '18 - May 19	Budget	\$ Over Budget
<b>PARK</b>				
<b>Income</b>				
311.00	· Interest Income	70.52	4.58	65.94
315.80	· Measure A Funds	36,933.72	34,685.00	2,248.72
320.33	· Film Fees	500.00	0.00	500.00
320.30	· Unrestricted - Other	95.03		
320.00	· Contributions Income - Other	0.00	500.00	-500.00
322.00	· Park Use Rental - Other	450.00	400.00	50.00
322.60	· Water Tower PGE	770.00	770.00	0.00
<b>Total Income</b>		<b>38,819.27</b>	<b>36,359.58</b>	<b>2,459.69</b>
<b>Expense</b>				
414.56	· Legal Fees	0.00	5,000.00	-5,000.00
414.57	· Accounting	455.00	1,400.00	-945.00
414.81	· Measure A Project Expenses	180.76	69,955.00	-69,774.24
414.82	· Measure A Maintenance Expenses	1,099.75	1,650.00	-550.25
414.83	· PGE Park	867.71	1,200.00	-332.29
414.87	· Measure A Project Management	5,590.00		
6420	· Park Trash Disposal	489.72		
<b>Total Expense</b>		<b>8,682.94</b>	<b>79,205.00</b>	<b>-70,522.06</b>
<b>Net Income</b>		<b>30,136.33</b>	<b>-42,845.42</b>	<b>72,981.75</b>
<b>PARK</b>				
	Payment of prior year accounts payable	-131.89		
	Beginning Cash July 1, 2018	153,720.69		
<b>PARK</b>	<b>Ending Cash May 31, 2019</b>	<b>183,725.13</b>		
<b>SEWER</b>				
<b>Income</b>				
301.10	· Service Charges - Monthly	900.90	901.00	-0.10
301.15	· Service Charges - Annual Fees	1,965.60	1,966.00	-0.40
301.20	· Service Charges - SUSD	61,782.36	64,299.00	-2,516.64
301.35	· Solar Portion - County	8,280.00	8,280.00	0.00
301.30	· Service Charges - County - Other	103,291.36	104,456.00	-1,164.64
<b>Total 301.00 · Service Charges</b>		<b>176,220.22</b>	<b>179,902.00</b>	<b>-3,681.78</b>
303.10	· Permit and Inspection Fees	240.00		
303.00	· Connection Fees - Other	10,000.00		
305.00	· SUSD Sinking Fund	8,062.00	8,062.00	0.00
311.00	· Interest Income	1,438.03	1,375.00	63.03
315.50	· Levy 4	7,964.87	8,180.00	-215.13
<b>Total Income</b>		<b>203,925.12</b>	<b>197,519.00</b>	<b>6,406.12</b>

BUDGETARY COMPARISONS MAY 31, 2019		Jul '18 - May 19	Budget	\$ Over Budget
Expense				
	413.00 - Grounds Maintenance	4,166.25	1,834.00	2,332.25
	410.10 - Sewage Collection Electric	519.01	371.00	148.01
	411.05 - Lab Bills	6,561.00	7,941.00	-1,380.00
	411.10 - Maintenance Supplies	485.79	7,089.00	-6,603.21
	411.03 - Sewage Treatment Electric	-1,935.37	220.00	-2,155.37
	411.00 - Sewage Treatment - Other	1,864.00	0.00	1,864.00
	412.10 - Sewage Disposal Electric	213.98	311.00	-97.02
	412.00 - Sewage Disposal - Other	1,092.98	759.00	333.98
	414.10 - Payroll Tax Expense	315.58	550.00	-234.42
	414.05 - Administrator's Fees	34,536.25	42,772.00	-8,235.75
	414.22 - Licenses and Permits	1,455.00	1,376.00	79.00
	414.31 - Property & Liability Insurance	7,514.80	7,369.00	145.80
	414.33 - Worker's Comp Insurance	611.84	700.00	-88.16
	414.41 - Postage and Delivery	408.17	105.00	303.17
	414.42 - Printing and Copies	0.00	75.00	-75.00
	414.43 - Office Supplies	294.23	137.00	157.23
	414.44 - Sonic - Web Hosting	87.45	91.00	-3.55
	414.45 - Equipment Expense	552.64	230.00	322.64
	414.465 - Board Member Stipend	900.00	4,500.00	-3,600.00
	414.467 - Board Training	0.00	900.00	-900.00
	414.47 - Clerical/Bookkeeping	10,473.75	11,000.00	-526.25
	414.48 - Office Rent	900.00	900.00	0.00
	414.49 - Secretary	2,289.23	4,050.00	-1,760.77
	414.50 - O&M Contractual Services	45,787.84	45,052.00	735.84
	414.551 - Legal Fees	0.00	2,500.00	-2,500.00
	414.552 - Accounting	5,200.00	5,300.00	-100.00
	414.61 - Newsletter Expense	123.87	500.00	-376.13
	414.60 - Publication and Notices - Other	0.00	175.00	-175.00
	414.62 - Dues and Subscriptions	1,209.00	600.00	609.00
	414.67 - Solar Lease Admin Fee	750.00	750.00	0.00
	414.70 - CIP Plan Expenses			
	414.724 - SCADA Programming & Integration	0.00	1,650.00	-1,650.00
	414.72 - Computer Repairs - Other	100.00	150.00	-50.00
	414.74 - Treatment Ponds Maintenance	191.25		
	414.764 - CCTV Inspection	0.00	10,000.00	-10,000.00
	414.76 - Collection System Maintenance - Other	900.00	0.00	900.00
	414.774 - Air Gap Apron Repair	0.00	4,000.00	-4,000.00
	414.77 - Irrigation Field Maintenance - Other	105.00	0.00	105.00
	<b>Total 414.70 - CIP Plan Expenses</b>	<b>1,296.25</b>	<b>15,800.00</b>	<b>-14,503.75</b>
	414.81 - Travel	475.24	705.00	-229.76
	414.83 - Meetings and Seminars	0.00	200.00	-200.00
	414.90 - Telephone and Internet Services	2,295.75	2,291.00	4.75
	415.50 - Depreciation Expense	48,040.31		
	417.10 - Bank Service Charges	90.00		
	417.20 - Election Expense	34.00	0.00	34.00
	417.30 - LAFCO Charges	189.39	160.00	29.39
	417.40 - County Teeter Admin Fee	182.00		
	420.20 - Interest Expense - SRF Loan	2,851.16	2,851.00	0.16
	<b>Total Expense</b>	<b>181,831.39</b>	<b>170,164.00</b>	<b>11,667.39</b>
	<b>Net Income</b>	<b>22,093.73</b>	<b>27,355.00</b>	<b>-5,261.27</b>
	Payment of prior year accounts payable	(9,528.44)		
	Payment of long-term debt	(39,227.70)		
	Depreciation	48,040.31		
	Receipt of receivable	1637.11		
	<b>Sewer Change in Cash Balance July 2018-May 2019</b>	<b>23,015.01</b>		
	Beginning Cash July 1, 2018	187,172.00		
<b>Sewer</b>	<b>Ending Cash May 31, 2019</b>	<b>210,187.01</b>		

# GENERAL MANAGER'S REPORT

JUNE 12, 2019

## 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 April by NSU, the lab, and Melinda Bell.
- ❖ Reviewed the April SMR prepared by NSU and sent to Regional Board.
- ❖ Coordinated with Melinda Bell and Donna Clavaud regarding proposed sewer and park budgets and upcoming public hearings now scheduled for July 10, 2019. This allows us to publish the notices in the local paper.

## New/Continuing Business

- ❖ I received the Final 2018 Sanitary Survey Update Report for Tomales Bay. There were no substantial changes from the draft.
- ❖ As Donna Clavaud reported to the Board at the May meeting, Elemental Excelaretor who had proposed to do volunteer projects at Tomales Village CSD instead chose to do their volunteer work at another location. I had hope the volunteers would complete three projects at the plant, but that will not happen.
- ❖ The Board has included an agenda item for the June meeting to discuss treatment plant maintenance. I have attached to this General Manager's Report an email discussion of this topic with Donna Clavaud to assist the Board. Some of the plant maintenance needs which fall under buildings and ground maintenance need to be done soon, such as mowing around the plant. I am scheduling that with Tim Furlong. I was planning to ask him for a quote to remove overhanging growth along the entry driveway. I will hold off until I get the results of the Board discussion.
- ❖ **Status of Park Gazebo Project:** As reported by Donna Clavaud to the Board last month, we received no bids. I will request a second extension to our building permit from Marin County. Once I get an answer as to whether my request is granted, I will schedule a meeting with the newly formed ad hoc committee on contractor outreach to facilitate securing interest on our projects. The committee will be made up of Donna Clavaud, Walter Earle, me, and possibly Melinda Bell. The week of June 17 may work for us.
- ❖ **PLEASE NOTE:** The PAC is recommending that playground bark be replenished. I have a couple of comments after I spoke with Walter Earle. First, the Work Plan that is proposed shows adding 200 (cubic) yards of bark at a cost of \$6,009.35. The actual quote is for **100 cubic yards, not 200**. Second, I calculated the areas of the four playground areas and the total surface area is just under 4,000 square feet. The quote for 100 cubic yards would add a blanket of over 8 inches thick to the play areas. We can probably get by with 50 cubic yards since that would raise the current levels 4 inches. I am concerned about matching the proposed handicap ramps to the levels of the bark, also referred to as engineered playground fiber.
- ❖ **Status of SCADA system repairs:** I am still waiting to receive the authorization codes. I will follow up this week with Telstar and with bringing in the new contractor to perform corrective work of replacing and calibrating all the failed sensors. If I don't get a response this week, I will re-establish contact with County Counsel to see what remedies we have.

- ❖ I received more inquiries about connecting to the sewer system. Melinda Bell and are working to collect sewer connection fees for recent connections. We are also working with Marin County Tax Collector staff to add new connections to the direct charge list.
- ❖ Brandon Jacka, the Chief Plant Operator, informed me that the effluent flow meter at the plant is not working. He will diagnose the problem and recommend a repair or replacement.
- ❖ Accessed CIWQS and reported a No-Spill certification for April 2019.
- ❖ Coordinated with Brandon Jacka from NSU to treat the ponds with algaecide. This work was performed by North Bay Tree Weed and Pest.

## **Miscellaneous**

### ***Next Two Months***

#### **Review Studies and Data**

- ❖ Review the results of the CCTV inspection of our sewer collection system. Based on the findings of that inspection, we will amend the current adopted CIP. We will need to do this in advance of preparing next year's budget.
- ❖ We need to upload past meeting minutes, packets, and resolutions to our website.

#### **District Coordination**

- ❖ Work with SCADA system contractor and Natural Systems Utilities to try to resolve the SCADA issues.

## Re: Maintenance Observations at Lower Sewer Plant

---

From: Jose Ortiz (jose91946@sbcglobal.net)

To: donna.clavaud@gmail.com

Date: Tuesday, April 16, 2019, 07:38 PM PDT

---

Thanks for your observations. I will share with you and the rest of the Board some information so that we are all on the same page. When we restructured the contract to reduce overall costs, we assumed responsibility for building and grounds maintenance. I will address your points using the same numeration.

1. I definitely agree that the branches encroaching the driveway need to be trimmed back. I brought this up to NSU last summer. Our former Plant Supervisor Ryan Pulley agreed to do it. Unfortunately, Ryan found a better job and left NSU. There are two ways we can correct this. About ten months ago, we inadvertently paid NSU \$800 for mowing around the plant in May. Since the mowing occurred before we restructured the old contract, it should have been paid since it was embedded into the \$5,500 monthly service fee. We talked to NSU, but never got to the point of asking to be reimbursed. The current Chief Plant Operator, Brandon Jacka, is aware of this. I am going to see about NSU taking care of the pruning in exchange for the credit we are due. Another option is that when Tim Furlong does the mowing and weed eating, we ask him to do the pruning as well.

2. I will check with NSU to see if they sprayed the blackberries since they took over a couple of years ago. You realize that although the names have been changed to protect the innocent, the transition from Phillips and Associates to NSU involved the same personnel. The institutional knowledge would have transferred to NSU. I don't remember seeing an invoice for herbicide work, and I can't imagine NSU contracting this type of work and not billing us for it.

2. The front porch is rotted out and needs to be replaced, as has been the case since I first joined the District. The 3/4 inch plywood directly in front of the door covers a large hole and has been there as long as I've been here. The new, smaller hole on the right side looks to be someone poking it to see just how rotten the wood is. I place a piece of plywood over the new hole.

3. When I inspected the shed in February, I did notice mouse droppings but not dead mice. I also did not notice that the window facing Tomales Road was shot twice. I suspect that's how the mice got in the shed. We will need to replace the glass or board it up temporarily. Had I known about the window I could have fixed it in five minutes yesterday.

4. The Trex decking boards are UV resistant and do not need to be covered. Someone had covered the nicely-stacked boards with a plastic tarp that has disintegrated due to UV rays. If there isn't some designated use for the Trex boards, I would like to rebuild the porch. We first need to replace the support structure. The shed is worth keeping because it has a fairly useful roof. The building is watertight. The only other work it needs is the side you can't see from the front. Someone went to the trouble of painting three sides and left the side you can't see untouched.

5. Normally, we schedule the mowing at the plant around May or June. If done too early, it would require a second mowing. Around the solar panels, the work is mostly weed wacker work. Basically, this work hasn't been scheduled, but will be done at a later time.

6. I talked to Brandon about this. They could do it as extra work, but it would be expensive. I could not tell if there are nesting birds. We would need to do a bird survey to determine their presence or wait until nesting season is over around the end of June. Going contrary to the Migratory Bird Treaty Act is classified as a federal crime and punishments are varied depending on the severity of the offense. Petty offenses may attract **up to \$500** in fines and a jail term of six months. A felony can lead to fines of up to \$2,000 and a jail term of up to two years.

7. I brought this up with Steve Phillips and he said he would take care of it. I brought this up with Steve Chase and he said he would take care of it. I brought this up with Ryan Pulley and he said he would take care of it. I brought this up with Brandon Jacka and he said he would take care of it. I looks like someone glued some of the smaller pieces together and loosely replaced them. That might have been step one. Step two would be to attach the glued pieces to the building. I will talk to him again. You are right though, I think it might have been Steve Chase that clipped the corner with his pickup.

8. I think those valve covers are just laying on the ground. There is one valve box with the cover correctly in place for a gate valve that supplies undisinfectated water to wash down the comminutor. The only exposed pipe that I saw was the one exiting the plant office which connects the effluent pumps to the force main.

9. I like your suggestion for the planter. Right now it's mostly grasses less than 18 inches tall. When Tim does the mowing, we can have him weed wack the dry grass. One problem with trying to grow a garden or planting anything is the unavailability of potable water. The only water available, barring bringing in what you need, is undisinfectated recycled water. It will work, but I would have to make sure there wouldn't be any health problems using it.

With respect to the irrigation control building, we have \$2,000 in the CIP for FY 2020-21 to reroof the building. If that needs to be moved up, there are some CIP projects that can be deferred.

I'll put together a to do list and share it at the FAC meeting which I plan to attend. I have attached some photos for those that haven't been to the plant in a while.

Jose

On Sunday, April 14, 2019, 08:41:40 PM PDT, Donna Clavaud <donna.clavaud@gmail.com> wrote:

Hi Jose,

This morning I drove to the Plant as Melinda and Walter could not find the Annual Park Clean up Signs in the , and I remembered they used to be stored in the little shed with all the TVCSD File Archives & assorted District pop-up tents & other stuff.

They were not there, and I emailed Walter to ask David Judd if they are at the Park in the pump house shed.

Anyway, while at the Plant, I did a little walk-around and noted quite a few things that could use some maintenance. I am a little unclear on what things we are responsible for now and what NSU oversees. The following caught my attention:

1. the tree branches on the L side of the road into the plant are hanging over the roadway; it is hard to get a vehicle down the road without scraping. They should be trimmed with long lopers.
2. The thick blackberry bushes on the R side of the road (where residents know there are the best berries to pick each July-Sept) have been poisoned with some application and are mostly dead now. Phillips knew not to poison them but cut them if they touched the roadway. Not sure what has happened.
2. The storage shed for our archives has a big hole in the porch and is a liability. Bird nests in the porch eaves have left a huge pile of guano right at the doorway.
3. Inside the shed, it is infested with mice droppings all over everything, and there are dead mice. Not sure what is going on.
4. There is a lot of really expensive wood resources (ie-Trek boards) uncovered, tho stacked. They should be covered. And, could be used to repair buildings.
5. The solar panels are surrounded by tall grasses; and the ground is **very** squishy with water running across the field from the rains. We are due more rain tomorrow. Any volunteers would/will need boots.
6. On the south side of the plant office, there are about a dozen swallow nests and a mountain of guano all along the side of the building. It probably should be power washed and cleaned.
7. Someone hit the NW end of the plant office building with their vehicle (it appears) and has broken the corner and it exposes a small section to the inside of the building. Should be repaired and sealed.
8. I noticed there are several ground level valve covers off outside the plant office with the pipes inlets exposed and the lids just laying on the ground. Not sure what they are but it doesn't look right.
9. I also noticed there is a garden bed in front of the plant office facing S and it is waist high in weeds. Perhaps this could be a volunteer project and I know Walter has his old nursery greenhouses full of plants right now. I wonder if we can plant it so it looks more inviting than it currently does.

Peter and my husband Marc went too and they are willing to volunteer to do some maintenance.

We are unclear who is actually responsible for what. The CEO volunteers can perhaps do some tasks. Let's make a maintenance plan and fix all these things in due time.

I recall when we went up to the top to the upper pond/irrigation fields a year ago or so with our Disaster group to check that area as a potential radio station site, there were some rather pressing maintenance needs Bill and I noted too. The shed was in very bad repair.

Perhaps we need a "to do list" and a schedule. We might need to do a volunteer work day, like the Park is planning. Why we could even take a portable BBQ and make it a party!

Just thought I would mention these things.

Warm regards,  
Donna Clavaud  
TVCS D Board Member

PS Peter took a few photos but I cannot seem to attach them here on my laptop.  
Be in touch!



IMG\_2707.JPG  
141.1kB



IMG\_2708.JPG  
120.9kB



IMG\_2711.JPG  
169.4kB



IMG\_2712.JPG  
187.6kB



IMG\_2716.JPG  
110kB

PLANT MAINTENANCE PHOTOS



1 Deteriorated porch



2 Weeds and Bird nests/droppings



3 Damaged corner 2 of 2



4 Damaged corner 1 of 2



May 14, 2019

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  
April 2019

Mr. Allen

Enclosed please find the Self-Monitoring Report.

Operations are 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**

Brandon Jacka  
Chief Plant Operator  
Certified Chief Plant Operator #V 42398

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	
4/1/2019																					
4/2/2019	24.4	171.0			500.0	2700.0	<.2	<.4	2.2	<.2	2.1	270.0	11.0	7.7	3.5	16.4	23.1	161.9			
4/3/2019	24.4																23.1				
4/4/2019	24.4																23.1				
4/5/2019	24.4																23.1				
4/6/2019	24.4																23.1				
4/7/2019	24.4																23.1				
4/8/2019	24.4																23.1				
4/9/2019	18.0	108.0	8.4	14.6								230.0	37.0	8.3	5.5	17.1	11.5	66.9			
4/10/2019	18.0																11.5				
4/11/2019	18.0																11.5				
4/12/2019	18.0																11.5				
4/13/2019	18.0																11.5				
4/14/2019	18.0																11.5				
4/15/2019	15.0	120.0										210.0	55.0	9.4	8.3	18.1	8.9	71.2			
4/16/2019	15.0																8.9				
4/17/2019	15.0																8.9				
4/18/2019	15.0																8.9				
4/19/2019	15.0																8.9				
4/20/2019	15.0																8.9				
4/21/2019	15.0																8.9				
4/22/2019	15.0																8.9				
4/23/2019	14.9	104.0										240.0	28.0				6.5	45.3			
4/24/2019	14.9																6.5				
4/25/2019	14.9																6.5				
4/26/2019	14.9																6.5				
4/27/2019	14.9																6.5				
4/28/2019	14.9																6.5				
4/29/2019	14.9																6.5				
4/30/2019	14.9											270.0	38.0	8.7	4.3	17.9	6.5			>1600	
<b>Max</b>	24.4		8.4	14.6	500.0	2700.0	0.0	0.0	2.2	0.0	2.1	270.0	55.0	9.4	8.3	18.1			#DIV/0!		
<b>Min</b>	14.9		8.4	14.6	500.0	2700.0	0.0	0.0	2.2	0.0	2.1	210.0	11.0	7.7	3.5	16.4			0.0		
<b>Mean</b>	17.9		8.4	14.6	500.0	2700.0	#DIV/0!	#DIV/0!	2.2	#DIV/0!	2.1	244.0	33.8	8.5	5.4	17.4			#DIV/0!		
<b>Total</b>	517.9																		353.9		

**TOMALES WASTEWATER FACILITY**  
**Treatment Pond Summery 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				
Apr. 2019	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	2.8	7.9	5.7	14.8	2.9	7.6	3.2	16.2	2.9	7.7	3.5	16.4	4.0	8.0	6.2	10.8	4.0	7.8	6.4	10.7	
3																					
4																					
5																					
6																					
7																					
8																					
9	2.8	7.98	5.2	15.2	2.8	8.02	4.9	16.1	2.8	8.3	5.5	17.1	3.0	9.8	7.6	17.6	3.0	8.0	4.5	18.9	
10																					
11																					
12																					
13																					
14																					
15	2.8	8.2	5.8	16.3	2.8	8.5	7.0	17.3	2.8	9.4	8.3	18.1	4.0	8.6	7.1	17.2	4.0	8.1	5.1	17	
16																					
17																					
18																					
19																					
20																					
21																					
22																					
23	2.4	8.0	5.0	15.9	2.4	8.1	6.4	16.3	2.4	8.7	7.1	16.9	4.0	8.9	6.5	17.5	4.0	8.5	5.0	17.5	
24																					
25																					
26																					
27																					
28																					
29																					
30	2.8	7.9	5.7	15.6	2.8	7.9	5.9	17.6	2.8	8.9	6.1	17.9	4.2	8.8	5.0	17.0	4.2	8.1	5.0	17	

# TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year)

**April 2019**

2. Pond Standard Observation required every week year round.

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	4/2/19	4/9/2019	4/15/2019	4/23/19	4/30/19
Day	TUE	TUE	TUE	TUE	TUE
Time	8:15	8:50	10:50	8:00	8:20
Operator	AG	AG	AG	AG	AG
* Nuisance odors from ponds	N	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N	N
Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Sign posting that wastewater is unsafe to drink	Y	Y	Y	Y	Y

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

# TOMALES INFLUENT HEADWORKS

## STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year)

**April 2019**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	4/2/19	4/9/2019	4/15/2019	4/23/19	4/30/19
Day	TUE	TUE	TUE	TUE	TUE
Time	8:15	8:50	10:50	8:00	8:20
Operator	AG	AG	AG	AG	AG
Rain fall, inches	0	0	0	0	1
* Nuisance odors (smell)	N	N	N	N	N
*Evidence of any standing water	N	N	N	N	N
* Evidence of mosquitos breeding	N	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N	N
* Evidence of structure seepage	N	N	N	N	N

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

**TOMALES STORAGE PONDS  
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year)

**April 2019**

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

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	4/2/19	4/9/2019	4/15/2019	4/23/19	4/30/19
Day	TUE	TUE	TUE	TUE	TUE
Time	8:00	10:00	7:00	8:00	9:00
Operator	AG	AG	AG	AG	AG
- Nuisance odors from ponds	N	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N	N
* Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Signage that wastewater is unsafe to drink	Y	Y	Y	Y	Y

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

**TOMALES CHLORINE STORAGE TANK  
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year)

**April 2019**

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

<b>INSPECTION</b>	Week1	Week 2	Week 3	Week 4	Week 5
Date	4/2/19	4/9/2019	4/15/2019	4/23/19	4/30/19
Day	TUE	TUE	TUE	TUE	TUE
Time	6:00	6:00	7:00	7:00	8:00
Tech	AG	AG	AG	AG	AG
* Evident of any leaks	N	N	N	N	N
Tank level, inches	18	18	24	21	18
Cl2 gallons added	0	0	20	0	0
Gallons used for treatment since last check	0	0	6	6	4
Warning Signs Improperly Posted	N	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: April 2019

**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	Tuesday	Tuesday	Tuesday	Tuesday	Tuesday
Time	10:00	8:00	7:00	10:00	11:00
Operator	AG	AG	AG	AG	AG
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	18	18	24	21	18

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

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



(707) 254-1931