



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, July 10, 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 July 10, 2019 BOD Agenda Action

IV. Board Member Reports

V. Approval of June 12, 2019 Minutes Action

VI. Conduct Public Hearing to Receive Comment on the Proposed Sewer Service Rate for Fiscal Year 2019/2020

VII. Committee Reports

a. Park Advisory Committee (PAC)

1. No PAC meeting was held in June

b. Financial Advisory Committee (FAC)

1. No FAC Meeting was held in June

VIII. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures Action

b. Financial Manager's Report

c. Review and Approve Financial Statements Action

d. Adopt final Sewer and Park budgets for Fiscal Year 2019/2020 Action

e. Adopt Resolution 19-1. Maintain the current connection fee of \$10,000 equivalent unit and keep the Ad Valorem Tax Rate at .02% on assessed value for 2019/2020. Action

f. Adopt Resolution 19-2. Set the sewer rate of \$81.90 per month per equivalent unit for 2019/2020. Action

IX. General Manager's Report

X. NSU Report

a. Review April 2019 reports

XI. Pending Business

a. Guidance from General Manager regarding staff reviews

XII. Other Business

XIII. New Business

XIV. Old Business

XV. Correspondence

XVI. 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, June 12, 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, Peter MacLaird, Deborah Parrish

Board Members Absent: None

Also Present: Walter Earle, Park Committee Chair; Cynthia Hammond, TVCS D Recording Secretary; Venta Leon, Terry Duffy

I. Call To Order

Dru Fallon O’Neill called the meeting to order at 7:01 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.

Deborah Parrish notified the TVCS D Board that Sue Simms had passed away and asked the TVCS D Board to think of a way to honor her memory.

III. Approval of June 12, 2019 TVCS D BOD Agenda

Deborah Parrish motioned to approve the June 12, 2019 TVCS D Agenda. Donna Clavaud seconded the motion. M/S/C

IV. TVCS D Board Member Reports

None

V. Approval of May 8, 2019 TVCS D BOD Minutes

Donna Clavaud motioned to approve the TVCS D May 8, 2019 minutes. Deborah Parrish seconded the motion. M/S/C

VI. Committee Reports

a. Park Advisory Committee

1. Review May 27, 2019 PAC Meeting Minutes

Walter Earle said he would be out of town for the next two (2) PAC meetings and there wouldn’t be a June 2019 meeting. Dru Fallon O’Neill reported that in the May 27, 2019 meeting, the budget was updated.

Donna Clavaud noted a correction needed to be made to the minutes regarding the new bark for the Park. The minutes state “200” yards when in fact the estimate is for “100” yards. Donna Clavaud said

Jose Ortiz thought only 50 yards was needed. Bill Bonini said he would do an estimate; 100 or 50 yards.

Dru Fallon O’Neill reported that Patty Oku brought up insurance coverage for the Noise Pop event, which will be held at the Park; is it adequate? Donna Clavaud suggested talking to Melinda Bell about this.

Margaret Nettles is a new PAC member.

Dru Fallon O’Neill asked if the TVCSD Board would endorse the Noise Pop event. It was determined that TVCSD will remain neutral.

Venta Leon asked about the BBQ for the Park and suggested a “drop-in” BBQ. Venta Leon will do the research.

Donna Clavaud presented a check to the Park for \$1,500 (the 2nd and final installment) from the Tomales Farm & Flea Market. This money will be used for the entry gate and signage.

- 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:

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

- b. Financial Manager’s report:

Financial Manager’s report was reviewed. Donna Clavaud said the July 12, 2019 TVCSD meeting will be the Public Hearing and the Regular TVCSD meeting to approve the final budget.

- c. Review and Approve Financial Statements:

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

VIII. General Manager’s Report

Donna Clavaud said she spoke with Jose Ortiz; Tim Furlong will submit a bid to mow around the Plant and solar panels and extensive pruning along the driveway. Donna Clavaud suggested a Board and Committee volunteer day should be organized to do minor repairs. Deborah Parrish suggested a maintenance checklist for budgeting purposes; what needs to be done, who’s doing it and when, and how will the TVCSD Board know it’s being done. Dru Fallon O’Neill suggested this could be part of the General Manager’s report monthly or quarterly.

Donna Clavaud said Jose Ortiz will deal with extending the gazebo permit and will meet with Donna Clavaud and Walter Earle.

Dru Fallon O’Neill pointed out there hasn’t been any response from Telstar and Jose Ortiz will establish contact with County Council.

IX. NSU Report

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

X. Pending Business

None

XI. Other Business

None

XII. New Business

a. Staff Review Process
Deborah Parrish requested this be added to the agenda, as it is time for staff reviews. Donna Clavaud said reviews needed to be done for Jose Ortiz, Melinda Bell and Cynthia Hammond. Deborah Parrish said the TVCSD Board is responsible for the General Manager’s review and Jose Ortiz is responsible for Melinda Bell and Cynthia Hammond’s review. The Board will work on the review process in collaboration with Jose Ortiz.

b. Noise Pop
Dru Fallon O’Neill said Noise Pop was moving forward with the music festival slated for October 19th and 20th. The camping option was eliminated and estimate attendance is 800. Melinda Bell will handle the contract.

c. Plant Maintenance
This was discussed under the General Manager’s report.

d. Special District Risk Management Authority Board of Directors Election
After her review of the candidates, Dru Fallon O’Neill recommended to the TVCSD Board to elect Bob Swan, Sandy Seifert-Raffelson and Patrick O’Rourke.

Peter MacLaird motioned to accept Dru Fallon O’Neill’s recommendation to elect Bob Swan, Sandy Seifert-Raffelson and Patrick O’Rourke as Special District Risk Management Authority Board of Directors. Deborah Parrish seconded the motion. M/S/C

e. Disaster Preparedness Plan
Donna Clavaud would like to have protocols for the Plant and the Park in the event of a disaster. Donna Clavaud said Jose Ortiz would discuss with NSU.

f. Readiness for PG & E Power Shutdowns
Donna Clavaud, (as a member of the Tomales Disaster Group), attended the West Marin Disaster Council meeting. It was determined there’s a huge concern in regards to utility shut-offs in West Marin and requests the TVCSD Board to give this more thought as there could be days without power.

XIII. Old Business

None

XIV. Correspondence

None

XV. Adjournment

Deborah Parrish motioned to adjourn the June 12, 2019 TVCSD Board meeting. Bill Bonini seconded the motion. M/S/C

Meeting was adjourned at 7:55 pm.

Next TVCSD BOD Meeting, July 10, 2019, 7 pm at Tomales Town Hall

Approved by: Dru Fallon O'Neill, President

Date:

Attested by: Cynthia Hammond, Recording Secretary

Date:

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Board of Directors:

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



**NOTICE OF PUBLIC HEARING
PROPOSED SEWER SERVICE RATES FOR FISCAL YEAR 2019-20 FOR
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

Notice is hereby given that pursuant to Health & Safety Code section 5473 and following, that on Wednesday July 10, 2019, at 7:00 p.m. (or as soon thereafter as the matter may be heard) in the Tomales Town Hall in Tomales, California, the Board will conduct a public hearing to receive the annual report of charges for FY 2019-2020 for sewer services furnished by the District to be collected on the tax roll. Please note that the hearing is on the method of collection only as there will be no increase in rates and charges for fiscal year 2019-2020.

Any person may appear and be heard regarding this and any other item in the Board meeting agenda scheduled for July 10, 2019. At the hearing, the Board will hear any and all objections to the method of collection for the charges listed in the report. Please note that the hearing is on the method of collection only and that aside from the already adopted rate effective July 1, 2018, there will be no additional increase in rates and charges for FY 2019-20. The current sewer service rate is \$81.90 per month per "equivalent unit" ("EU"), and the sewer connection fee is \$10,000 per EU.

NOTICE OF PUBLIC HEARING TO ADOPT FINAL BUDGET FOR FISCAL YEAR 2019-2020

Notice is hereby given that pursuant to Government Code section 61110 and following, the Tomales Village Community Services District ("District") adopted a preliminary budget on May 8, 2019 and will hold a public hearing on July 10, 2019, beginning at 7:00 p.m. (or as soon thereafter as the matter may be heard) at its regular meeting place, in the Tomales Town Hall in Tomales, California to receive public comment and adopt a final budget for Fiscal Year 2019-2020. At the hearing, the Board will hear any public comment on the preliminary budget and the proposed final budget for fiscal year 2019-2020. Any person may appear and be heard regarding any item in the budget or regarding the addition of other items. The hearing on the budget may be continued from time to time. A copy of the proposed final budget will be available for viewing on the www.tomalescsd.ca.gov website and at the District office behind Diekmann's General Store.

The Notice of Public Hearings is posted at the Tomales Post Office Bulletin Board, Diekmann's General Store, TVCSD office, and on the www.tomalescsd.ca.gov website. It will also be published in The Point Reyes Light on June 20, 2019 and June 27, 2019. For further information contact Jose Ortiz, General Manager, at (707) 330-3542.

Published in the Point Reyes Light June 20, 27, 2019.

June 2019 Bank Account Activity

	PARK	Type	Date	Num	Name	Memo	Amount	Balance
131.00 · Cash			Beginning Balance					183,725.13
131.48 - CA LAIF			Beginning Balance					30,051.99
Total 131.48 - CA LAIF			Ending Balance					30,051.99
131.42 · Bank of Marin - Money Market			Beginning Balance					54,776.32
		Deposit	06/21/2019			Swap Meet	1,500.00	56,276.32
		Deposit	06/30/2019			Mon Mrk Interest	4.02	56,280.34
Total 131.42 · Bank of Marin - Money Market			Ending Balance				1,504.02	56,280.34
131.46 · Bank of Marin - Park Account			Beginning Balance					98,896.82
		Bill Pmt -Check	06/05/2019	1250	Melinda K. Bell	May	-43.75	98,853.07
		Bill Pmt -Check	06/10/2019	1251	Marks, Cassie	VOID: refund damage deposit	0.00	98,853.07
		Bill Pmt -Check	06/10/2019	1252	PGE	7399820788-9 4/26-5/24	-88.24	98,764.83
		Bill Pmt -Check	06/16/2019	1253	Marin County Community Developme	Permit #152531 Extension	-191.77	98,573.06
		Payment	06/27/2019		Henry Elfstrom		70.00	98,643.06
		Deposit	06/27/2019			Deposit	100.00	98,743.06
		Bill Pmt -Check	06/27/2019	1254	Marks, Cassie	refund damage deposit	-200.00	98,543.06
		Deposit	06/30/2019			Interest	0.38	98,543.44
Total 131.46 · Bank of Marin - Park Account			Ending Balance				-353.38	98,543.44
Total 131.00 · Cash			PARK				1,150.64	184,875.77
SEWER								
131.00 · Cash			Beginning Balance					210,187.01
131.20 · CA Local Agency Investm Fnd			Beginning Balance					70,121.30
Total 131.20 · CA Local Agency Investm Fnd			Ending Balance					70,121.30
131.31 · Redwood Credit Union			Beginning Balance					40,526.37
		Deposit	06/30/2019			Interest RCU	10.88	40,537.25
Total 131.31 · Redwood Credit Union			Ending Balance				10.88	40,537.25
131.42 · Bank of Marin - Money Market			Beginning Balance					76,800.04
		Deposit	06/15/2019			Levy3,4	5,620.31	82,420.35
		Deposit	06/18/2019			Levy 4	14.36	82,434.71
		Deposit	06/24/2019			Levy 4	9.32	82,444.03
		Deposit	06/30/2019			MMinterest allocated	5.77	82,449.80
Total 131.42 · Bank of Marin - Money Market			Ending Balance				5,649.76	82,449.80
131.44 · Bank of Marin - Sewer			Beginning Balance					20,272.02
		Bill Pmt -Check	06/05/2019	4673	Natural Systems Utilities -CA	repair parts, labor and chemicals	-1,044.48	19,227.54
		Bill Pmt -Check	06/05/2019	4674	Brelje and Race Laboratories, Inc.		-595.00	18,632.54
		Bill Pmt -Check	06/05/2019	4675	Kristin Lawson	June-August rent	-300.00	18,332.54
		Bill Pmt -Check	06/05/2019	4676	Melinda K. Bell	May 15.25 hours	-533.75	17,798.79
		Bill Pmt -Check	06/05/2019	4677	Natural Systems Utilities -CA	June services	-4,242.80	13,555.99
		Bill Pmt -Check	06/10/2019	4678	North Bay Tree Weed & Pest	3 ponds algae control	-1,728.00	11,827.99
		Bill Pmt -Check	06/10/2019	4679	PGE	8044736439-1 4/25 - 5/23	-68.82	11,759.17
		Bill Pmt -Check	06/17/2019	4680	AT&T Uverse	145835838 6/7 - 7/6	-123.77	11,635.40
		Bill Pmt -Check	06/19/2019	4681	Pt Reyes Light	2 legal notices 6/20 & 6/27 each	-318.00	11,317.40
		Bill Pmt -Check	06/27/2019	4682	Brelje and Race Laboratories, Inc.		-156.00	11,161.40
		Bill Pmt -Check	06/27/2019	4683	Capital One Bank		-119.94	11,041.46
		Bill Pmt -Check	06/27/2019	4684	AT&T	138729848 6/11 - 7/10	-85.00	10,956.46
		Payment	06/27/2019		Tomales Regional Histroy Center		81.90	11,038.36
		Deposit	06/30/2019			Interest	0.06	11,038.42
Total 131.44 · Bank of Marin - Sewer			Ending Balance				-9,233.60	11,038.42
131.48 · Bank of Marin - Solar			Beginning Balance					2,467.28
		Deposit	06/30/2019			Interest	0.01	2,467.29
Total 131.48 · Bank of Marin - Solar			Ending Balance				0.01	2,467.29
Total 131.00 · Cash			SEWER				-3,572.95	206,614.06



Financial Manager's Report July 10, 2019

The 2018/2019 fiscal year has just ended. Results for the year are preliminary at this point. Sewer income increased this year due to receipt of a connection fee and activation of the second and final rate increase. Not all June bills have been received, but estimating the outstanding bills, it appears that Sewer expenses could be slightly less than in 2017/2018. Park income was comparable to the previous year. Park expenses increased due to the replacement of the changing table, repair of the sea horse and project management time. Park net income was over \$30,000, providing additional cash for next year's planned construction. The September packet will report the year's final unaudited results which will be given to the auditors for their field work the week before the September meeting.

Budgets for adoption are included in this packet. This is the last Board meeting scheduled before the September 1 deadline for submitting the budget to the County. The budget drafts presented are the third drafts, each version reporting revised estimates. The first draft of the Park budget rolled over the 2018/2019 budget because no construction has begun this year. The second draft increased the cost of the gazebo and the fence replacement due to revised estimates and included LAIF interest income. This third Park draft includes the costs of the playground ground cover material. The budget assumes that all work will be completed during the year and leaves \$67,158 in cash to provide for Park maintenance, augmenting Measure A receipts for the remaining three years of its funding.

The first draft of the Sewer budget in April included funding for strategic planning, the projected CIP expenses for the year, and a few other small changes. Income was little changed from the 2018/2019 budget, and expenses increased under \$5,000. The second draft in May added the increased Operations and Management rate and small updates for actual expenses in 2018/2019. This third draft adds the expected connection and inspection fees and the increased County sewer billings for the two new sewer charges. It also includes the increased insurance bills received for 2019/2020. With the 2019/2020 budget, a positive cash balance of \$3,172 is projected for June 30, 2026 when existing debt will be fully paid off. Major improvements of \$162,000 are forecast for the next year when new borrowing will be necessary.

PARK BALANCE SHEET			Jun 30, 19
ASSETS			
131.00 · Cash			
	131.48 · CA LAIF		30,051.99
	131.42 · Bank of Marin - Money Market		56,280.34
	131.46 · Bank of Marin - Park Account		98,543.44
	Total 131.00 · Cash		184,875.77
Fixed Assets			
	100.20 · Land and Land Rights		132,000.00
	Original Cost		314,653.66
	105.00 · Depreciation		-74,326.10
	Total 111.00 · Park Equipment		240,327.56
	Total Fixed Assets		372,327.56
	TOTAL ASSETS		557,203.33
LIABILITIES & EQUITY			
Liabilities			
	217.00 · Unearned Revenue		25,000.00
	Total Liabilities		25,000.00
Equity			
	252.50 · Investment in Capital Assets		372,327.56
	260.00 · Unassigned Fund Balance		128,545.05
	Net Income		31,330.72
	Total Equity		532,203.33
	TOTAL LIABILITIES & EQUITY		557,203.33
SEWER BALANCE SHEET			
ASSETS			
131.00 · Cash			
	131.20 · CA Local Agency Investm Fnd		70,121.30
	131.31 · Redwood Credit Union		40,537.25
	131.42 · Bank of Marin - Money Market		82,449.80
	131.44 · Bank of Marin - Sewer		11,038.42
	131.48 · Bank of Marin - Solar		2,467.29
	Total 131.00 · Cash		206,614.06
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
	105.00 · Less Accumulated Depreciation		-689,459.64
	110.00 · Improvement Project		939,393.31
	112.00 · Solar System		269,945.21
	Total Fixed Assets		1,381,580.85
Other Assets			
	136.00 · SUSD Note Receivable		15,094.35
	TOTAL ASSETS		1,603,289.26
LIABILITIES & EQUITY			
Liabilities			
	222.00 · Accounts Payable		846.56
	230.00 · Fed Payroll Tax Payab		34.43
	Total Current Liabilities		880.99
Long Term Liabilities			
	211.00 · SWRCB SRF Loan		92,760.05
	215.00 · CREBS Bond		125,588.20
	Total Long Term Liabilities		218,348.25
	Total Liabilities		219,229.24
Equity			
	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		15,621.07
	Total Equity		1,384,060.02
	TOTAL LIABILITIES & EQUITY		1,603,289.26

			Jul '18 - Jun 19	Budget	\$ Over Budget
PARK BUDGETARY COMPARISON					
Income					
311.00	· Interest Income		74.92	5.00	69.92
315.80	· Measure A Funds		36,933.72	34,685.00	2,248.72
320.20	· Restricted		1,500.00	0.00	1,500.00
320.33	· Film Fees		500.00	0.00	500.00
320.30	· Unrestricted		195.03	500.00	-304.97
Total 320.00 · Contributions Income			2,195.03	500.00	1,695.03
322.00	· Park Use Rental				
	322.50 · Cleaning and Security Deposit		-200.00	0.00	-200.00
	322.00 · Park Use Rental - Other		450.00	400.00	50.00
322.60	· Water Tower PGE		840.00	840.00	0.00
Total Income			40,293.67	36,430.00	3,863.67
Expense					
414.56	· Legal Fees		0.00	5,000.00	-5,000.00
414.57	· Accounting		455.00	1,500.00	-1,045.00
414.81	· Measure A Project Expenses		372.53	83,955.00	-83,582.47
414.82	· Measure A Maintenance Expenses		1,099.75	1,800.00	-700.25
414.83	· PGE Park		955.95	1,300.00	-344.05
414.87	· Measure A Project Management		5,590.00		5,590.00
6420	· Park Trash Disposal		489.72		
Total Expense			17,925.90	187,110.00	-169,673.82
Net Income			31,330.72	-57,125.00	88,455.72
SEWER BUDGETARY COMPARISON					
Income					
301.10	· Service Charges - Monthly		982.80	983.00	-0.20
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		108,544.52	108,456.00	88.52
Total 301.00 · Service Charges			181,555.28	183,984.00	-2,428.72
303.10	· Permit and Inspection Fees		240.00		240.00
303.00	· Connection Fees - Other		10,000.00		10,000.00
305.00	· SUSD Sinking Fund		8,062.00	8,062.00	0.00
311.00	· Interest Income		1,454.75	1,500.00	-45.25
315.50	· Levy 4		8,355.70	8,180.00	175.70
Total Income			209,667.73	201,726.00	7,941.73
Expense					
413.00	· Grounds Maintenance		4,166.25	2,000.00	2,166.25
410.10	· Sewage Collection Electric		549.73	405.00	144.73
411.05	· Lab Bills		7,136.00	8,663.00	-1,527.00
411.10	· Maintenance Supplies		485.79	7,734.00	-7,248.21
411.03	· Sewage Treatment Electric		-1,916.32	240.00	-2,156.32
411.00	· Sewage Treatment - Other		3,592.00	0.00	3,592.00
412.10	· Sewage Disposal Electric		233.03	340.00	-106.97
412.00	· Sewage Disposal - Other		1,092.98	828.00	264.98
414.11	· Social Security Tax		158.10	0.00	158.10
414.12	· Medicare Payroll Tax		36.98	0.00	36.98
414.13	· State Unemployment Tax		120.50	550.00	-429.50
414.05	· Administrator's Fees		34,536.25	46,661.00	-12,124.75
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	110.00	298.17
414.42	· Printing and Copies		0.00	100.00	-100.00
414.43	· Office Supplies		358.04	150.00	208.04
414.44	· Sonic - Web Hosting		95.40	100.00	-4.60
414.45	· Equipment Expense		664.63	250.00	414.63
414.467	· Board Training		0.00	1,000.00	-1,000.00
414.47	· Clerical/Bookkeeping		10,473.75	12,000.00	-1,526.25
414.48	· Office Rent		1,200.00	1,200.00	0.00
414.49	· Secretary		2,429.03	4,500.00	-2,070.97
414.50	· O&M Contractual Services		50,030.64	49,148.00	882.64

Preliminary Budget Comparisons 2018/2019

				Jul '18 - Jun 19	Budget	\$ Over Budget
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			318.00	175.00	143.00
414.62	Dues and Subscriptions			1,209.00	1,150.00	59.00
414.67	Solar Lease Admin Fee			750.00	750.00	0.00
414.70	Repairs and Maintenance					
	414.724	SCADA Programming & Integration		0.00	2,500.00	-2,500.00
	414.72	Computer Repairs - Other		100.00	150.00	-50.00
	414.74	Treatment Ponds Maintenance		191.25		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
	Total 414.70	Repairs and Maintenance		1,296.25	16,650.00	-15,353.75
414.81	Travel			475.24	770.00	-294.76
414.83	Meetings and Seminars			0.00	200.00	-200.00
414.90	Telephone and Internet Services			2,504.52	2,500.00	4.52
417.10	Bank Service Charges			90.00		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		182.00
420.20	Interest Expense - SRF Loan			2,851.16	2,851.00	0.16
	Total Expense Without Depreciation			141,556.02	183,930.00	-42,373.98
	Net Income Without Depreciation			68,111.71	17,796.00	50,315.71
	Payment of Long Term Debt			-39,227.70	-39,227.70	
	Net Cash Result			28,884.01	-21,431.70	50,315.71
415.50	Depreciation Expense			52,490.64		
	Net Income	SEWER		15,621.07	17,796.00	-2,174.93

**Tomales Village Community Services District 2019/2020 Budget
Second Draft**

Income			
301.10 · Service Charges - Monthly			983
301.15 · Service Charges - Annual Fees			1,966
301.20 · Service Charges - SUSD			64,299
301.30 · Service Charges - County			116,737
Total 301.00 · Service Charges			183,984
305.00 · SUSD Debt Funding			8,062
311.00 · Interest Income			2,000
315.50 · Levy 4			8,180
Total Income			202,226
Expense			
410.00 · Sewage Collection Electric			460
411.03 · Sewage Treatment Electric			240
411.05 - Lab Costs			8,663
411.10 - Plant Maintenance Supplies			4,734
412.00 · Sewage Disposal Other			828
412.00 · Sewage Disposal Electric			340
413.20 - Grounds Maintenance			5,000
414.05 · Administrator's Fees			47,375
414.10 - Payroll Tax Expense			550
414.22 · Licenses and Permits			1,376
414.31 · Property & Liability Insurance			7,737
414.33 · Worker's Comp Insurance			854
414.41 · Postage and Delivery			360
414.42 - Printing and Copies			100
414.43 · Office Supplies			150
414.44 · Sonic - Web Hosting			100
414.45 · Equipment Expense			620
414.465 · Board Member Stipend			5,000
414.467 · Board Training			1,000
414.47 · Clerical/Bookkeeping			12,000
414.48 · Office Rent			1,200
414.49 · Secretary			4,000
414.50 · O&M Contractual Services			51,677
414.551 · Legal Fees			2,500
414.552 · Accounting			5,300
414.553 · Consulting			5,000
414.61 · Newsletter Expense			500
414.60 - Publication and Notices			175
414.62 · Dues and Subscriptions			1,225
414.67 · Solar Lease Admin Fee			750
414.71 - Plant and Building Maintenance			150
414.74 - Treatment Pond Maint pump, motor, power supply			9,500
414.77 · Irrigation Field Maint sprinklers, level transmitter			5,000
Total 414.70 · Major Repairs and CIP			14,500
414.81 · Travel			700
414.85 - Training			200
414.90 · Telephone and Internet Services			2,500
417.30 · LAFCO Charges			190
417.40 · County Administration Fees			137
420.20 · Interest Expense - SRF Loan			2,319
Total Expense			190,510
Net Income			11,716
Cash repayment on initial SUSD advance			1,735
Cash outlay for loan and bond payments			(39,760)
Total Other Sources and Uses of Cash			(38,025)
Net Change in Cash Balances			-26,309

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

SEWER ENTERPRISE PROGRAM

FINAL BUDGET 2019-2020

Tomales Village Community Services District

P.O. Box 303 Tomales, CA 94971 707/878/2767

DATE: July 10, 2019

TO: Stakeholders

FROM: Board of Directors, TVCSD

SUBJECT: Proposed TVCSD Sewer Budget for 2019-2020

OVERVIEW:

This Fiscal Year 2019-20 Budget Proposal is the outcome of a continuing effort by Board Members, staff, and standing committees to analyze District expenses and keep daily operational costs low by implementing efficiencies. Incorporating our ten-year maintenance, repair and improvement plan, this 2019-20 budget includes replacing a high lift pump and motor, three uninterrupted power supply units, a level transmitter and thirty-three sprinkler heads. The estimated cost of this infrastructure maintenance will be \$14,500. Similar projects are scheduled each year and provided for in the annual budgets to maintain the existing infrastructure over the years.

The last major upgrade to the sewer plant obtained in 1999 from North Marin Water District was undertaken in 2007/2008 using debt financing. No rate increase had been imposed to service this debt for eleven years until the past two years' consecutive increases. Additionally, solar bonds were purchased in 2009 to install solar panels to power the plant and irrigation ponds. Payments in 2019/2020 to retire these two debt issues will require \$39,760 in addition to the expenses budgeted.

The two consecutive rate increases have generated additional income each year, alleviating the pressure on diminishing cash reserves for debt repayment. This budget includes a modest 3.7% increase in operating expenses, primarily for an update to the Strategic Plan, and provides all but \$14,499 needed for repayment of the two long-term debt issues. This amount will come from existing reserves.

Major improvements to the system are projected for 2026/2027. The current two debt issues will be completely retired the previous fiscal year. The challenge facing us will be to maintain adequate cash balances in the coming years until financing for the planned 2026/2027 improvements can be arranged.

SEWER PROGRAM INCOME**Sewer Service Fees (301.10, 301.15, 301.30)**

The current service rate is \$81.90 per month per EU, or \$982.80 per year. No rate increase is being recommended in this budget.

Shoreline Unified School District Service Fees (301.20)

SUSD utilizes one-third of the capacity of the sewer system. Each year they are charged for one-third of the costs of operating the sewer program. The charge is derived from actual operating costs of the previous year not yet finalized and audited as we draft this budget.

SUSD Sinking Fund (305.00)

This is SUSD's debt service requirement for their portion of the State Revolving Loan Fund.

Interest Income (311.00)

Interest of \$907 on a loan the SUSD is paying back to the District plus bank account and investment interest. A significant portion of cash reserves are now invested with the State of California Local Agency Investment Fund paying competitive interest on liquid funds.

Levy 4 (315.50)

The Levy 4 Income from Marin County is anticipated to be about \$8,180 for this budget year; however, it does vary somewhat year to year.

EXPENSES**Collection, Treatment and Disposal (410.00 through 413.20)**

Ongoing expenses for the community's wastewater collection, treatment and disposal. These costs include laboratory charges for testing, grounds maintenance, treatment supplies, and electrical power, cost of the latter being reduced by the solar system. The 2019/2020 budget reduces maintenance supplies by \$3,000 due to current supply levels, and increases grounds maintenance by the same amount due to higher maintenance costs.

Operation and Maintenance Services (414.50)

The current contract is tied to the Consumer Price Index and has slowly risen over the years since 1999. The District renegotiated the contract for a 27% reduction effective July 2017, concurrent with assuming lab fee, grounds maintenance and supplies costs. The first CPI increase in the monthly contract fee since the renegotiation occurred in January 2019, a 3.6% increase. A second CPI increase in January 2020 of 3% is included in this budget.

Contracted Management and Administrative Services (414.05, 414.47, 414.49, 414.551, 2 and 3)

Three part-time contractors to perform general management, (414.05) financial services (414.47) and secretarial services (414.49) have increased district transparency while saving the District over \$25,000 in annual expenses in compensation from prior years. Annual audits are performed as required (414.552) and legal services. (414.551) are provided for if needed. This budget includes \$5,000 in consulting fees for an update of the Strategic Plan adopted in 2011.

Board Stipends (414.465) and Payroll Tax Expense (414.10)

This budget proposes \$5000 for Board stipends to acknowledge time and effort for District oversight. Legally, Special District stipends are limited to \$100 per meeting per Board member with a maximum of 6 meetings per month. TVCSD policy states that our Board members are to be paid \$50 per meeting for up to 2 meetings per month as some Board members also sit on standing committees. Stipends are reported as compensation and the required payroll taxes are paid.

Licenses and Permits (414.22)

Permits are required for sewer system operation from the County of Marin and the California State Water Resources Control Board.

Insurance (414.31, 414.33)

The District's insurance carrier, SDRMA, has increased our rates 5% for Property & Liability Insurance. The District pays the minimum fee for workers' compensation insurance for Board members and volunteers because of the small wage total.

Office Expenses (414.41 – 414.45)

Postage, copying, web hosting, office supplies and equipment expenses, including software subscriptions, are kept to a minimum. The 2019 postage rate increase is included in the budget.

District Office Rent (414.48)

This budget allocates \$1,200 for our Tomales office space above Diekmann's Store.

Publications and Notices (414.60)

This budget includes the publication of required notices, such as the budget hearing, in the Point Reyes Light.

Newsletter (414.61)

The budget provides for the expenses of two newsletters this year.

Dues and Subscriptions (414.62)

Dues are limited to California Special Districts Association membership and the charges for 811 – Call Before You Dig inquiries in our area.

Solar Lease Agreement (414.67)

The Solar System was purchased with the sale of Clean Renewable Energy Bonds. The bond payment each year requires cash outlay of \$17,941 and the solar administrative fee is \$750. These are no-interest bonds, and consequently the \$750 fee is the only budgeted expense for this debt.

Plant and Building Maintenance (414.71)

A nominal amount is provided for upkeep of the structures at the sewer plant independent of the collection, treatment and disposal systems. Examples would be paint, minor repairs and light bulbs.

Repairs and Maintenance (414.72-414.79)

This section of the budget is now being used to appropriate funds for the infrastructure costs from the 10-year CIP plan as described above in the Overview. Each year approximately \$15,000 is budgeted for major repair and upgrades of the collection, treatment and disposal systems. The 2019/2020 projects are described in the Overview section of this budget.

Travel (414.81)

Mileage reimbursement for the General Manager at no more than the IRS approved rate

Training (414.85)

Reimbursement for required and related training and resource materials for staff and Board

Telephone and Internet Services (414.90)

AT&T charges for sewer plant phone and internet and for office internet. Costs have been reduced by eliminating telephone service at the office.

Election, LAFCO, County Administration (417.20-417.40)

Required annual assessments for LAFCO services and County election and sewer service fee collections

Interest Expense on the State Water Resources Control Board Revolving Fund Loan (420.20)

Interest expense at 2.50% on the SWRCB Revolving Fund loan.

Net Change in Cash Balance

The District does not budget for depreciation. Instead it focuses on maintaining adequate cash levels. Budgeted expenses for 2019/2020 total \$190,916. In addition to these operating expenses, \$39,760 is needed for required long-term debt repayment. With \$214,442 in total income and \$1,735 planned SUSD repayment of start-up costs, the resulting drain on cash planned for 2019/2020 is \$14,499.

Recommendations:

It is recommended that the Financial Advisory Committee and the Board of Directors take the following action:

- Review and Adopt final Budget at Public Hearing on July 10, 2019
- Adopt Resolution 19-1 to implement the rate of \$81.90/month per EU for 2019-2020.
- Adopt Resolution 19-2 to keep the standard hook-up fees at \$10,000 and keep the Ad Valorem tax rate at 0.02% of assessed valuation at the July 10, 2019 Board of Directors' Meeting.

2019/2020 Park Program Budget

				Income	
311.00		· Interest Income			850
315.80		· Measure A Funds			37,582
320.00		· Contributions Income			500
322.00		· Park Use Rental			400
322.60		· Water Tower PGE			840
Total Income					40,172
				Expenses	
414.81 · Measure A Project Expenses					
		Picnic Table and Log Bench			700
		Gazebo			117,575
		Paths and Ramps			8,000
		Fence Replacement			13,800
		Playground Surface Material			6,009
		Project Management			5,000
Total 414.81 Measure A Project Expense					151,084
414.82 · Measure A Maintenance Expense					
		Supplies and Services			1,300
		Mural for East Bathroom Wall			500
		PGE Park			1,300
		Financial Management			1,500
Total 414.82 · Measure A Maintenance Expense					4,600
Total Expense					155,684
Net Ordinary Income					(115,512)
To Be Funded By Use of Prior Year Funds					115,512
Beginning Cash Estimated for July 1, 2019					
					183,500
Use of Prior Year Measure A Funding					(91,342)
Use of Prior Year Grant Funding					(25,000)
Estimated Ending Cash					67,158

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

TVCS D PARK

INCOME AND EXPENSE BUDGET

FISCAL YEAR 2019-2020

SUBMITTED: MAY 8, 2019

PRELIMINARY APPROVED: May 8, 2019

FINAL APPROVED:

Tomales Village Community Services District

P.O. Box 303 Tomales, CA 94971 707-878-2767

DATE: May 8, 2019

TO: Stakeholders

FROM: TVCSD Board & Committees

SUBJECT: **TVCSD Park Budget and Measure A Work Plan for 2019-2020**

OVERVIEW:

Tomales Community Park has been able to plan major park improvements with funding from Measure A. Prior to 2013, we depended on local donations, grassroots fundraising events and occasional grants to maintain the park and undertake necessary improvements. Since 2013, Measure A funds allocated annually have been offering a more predictable source of income for longer range financial planning and are to continue until 2022.

In the 2019-2020 budget year, we are finally hoping to undertake major construction projects that include the building of a new gazebo, four ADA play structure ramps, and the replacement of the North fence. The Park budget for the next fiscal year includes Measure A funds and use of restricted matching grants. Delays have occurred in our search for contractors to perform these public work projects, largely due to the re-building boom since the 2017 and 2018 Fires. In the meanwhile, as we have widened our search for construction bids and extended our construction permit, we have continued with general park maintenance of landscaping and paths; bathrooms; benches, picnic tables and old gazebo; and various play structures.

Operating Income:

Measure A Funds:

Measure A funds (315.80) are distributed twice each year, once in July and once in January. The disbursement from Marin County for Fiscal Year 2019-2020 is \$37,582. As outlined in the Measure A Work Plan, 95% of these funds will be designated for capital projects. The remaining 5% is designated for park landscape and building maintenance, electrical service, and financial management. TVCSD has a carry-over balance from previous fiscal years of \$111,765. The total allocation for Measure A expenses in this budget is \$129,844 as indicated in the Measure A Work Plan for Fiscal Year 2019-2020.

Restricted Funds:

A total of \$25,000 in restricted grants for building a new gazebo will be allocated for the coming fiscal year. TVCSD received \$10,000 from Marin County and \$15,000 from Dean Whitter Foundation specifically for construction of a new gazebo. These funds are indicated as matching funds in the Measure A Work Plan.

Unrestricted Funds:

Our tenant in the water tower continues to pay a partial PG&E cost of \$70 per month or \$840 annually, as shown in the budget (322.60). The Park has a long history of rental usage by private groups and non-profit organizations for special events, and contributions from the public who enjoy park facilities. This budget allocates \$400 as expected rental income (322.00) and \$500 for contributions to park maintenance (320.00). This budget also estimates \$850 for nominal interest income (311).

Capital Expenses (414.81):

Gazebo Shade Shelter:

This budget has allocated \$92,575 from Measure A funds and \$25,000 from restricted grants (Marin County and Dean Whitter Foundation) for the construction of a new 20' diameter gazebo shade shelter with steel columns, concrete floor, a roof with copper edge flashing and cedar ceiling, beams and fascia. The total budget allocation for this fiscal year is \$117,575 for the entire project as indicated in the Measure A Work Plan.

Paths and ADA Ramps:

The Park is required to build ADA concrete ramp ways into the four completed play structure areas to meet current park certification requirements. This budget allocates \$8000 from Measure A funds for this project.

North Fence Replacement:

The North fence that runs the entire length of the Park was originally built in 1979 and is now in disrepair. This budget allocates \$13,800 from Measure A funds to build a replacement fence and a necessary retaining wall at the upper end.

Other:

Measure A funds have been allocated in this budget to include \$6,009 for playground surface material, \$700 for an additional picnic table and bench. The budget also includes \$5,000 in Measure A funds for Project Management of all projects during fiscal year 2019-2020.

Maintenance Expenses (414.82):

While the bulk of the Measure A Funds are allocated for capital projects, a small portion of 5% can be utilized for routine maintenance expenses. This budget allocates \$1,300 for PG&E; \$1,300 for supplies and services; \$500 for supplies for a mural for the east exterior bathroom wall; and \$1,500 for financial management services.

Supplies and services include paper products for the restrooms; filter and well service; refuse pick up; and miscellaneous expenses for volunteer workdays.

The Park is maintained largely through the local volunteer efforts of David Judd, Henry Elfstrom and Walter Earle, the Park Advisory Committee, and other local Tomales residents. Volunteer clean up events are scheduled prior to large community-wide events that utilize the Park and there is an Annual Park Clean-Up Day that attracts many volunteers. Tomales High School students can earn community service hours to assist. We also are registered with Marin County as a site for minor offenders to perform court-mandated community service hours such as landscaping maintenance. In all of these volunteer ways, TVCSD receives in-kind services for park maintenance.

RECOMMENDATIONS:

Approve the Preliminary 2019-2020 Park Budget and Approve the Measure A Work Plan at the TVCSD Board of Directors' Meeting on May 8, 2019.

Hold a Public Hearing on July 10, 2019. Approve the Final Park Budget and Measure A Work Plan at the Board of Directors' regular meeting on July 10, 2019.

TOMALES VILLAGE COMMUNITY SERVICES
DISTRICT

RESOLUTION # 19-01

July 10, 2019

WHEREAS, the Marin County Board of Supervisors, by Resolution # 98-161, formed the Tomales Village Community Services District for the purposes of, among other things, local control of the Tomales Wastewater System and Tomales Community Park, and

WHEREAS, the voters of Tomales elected a Levy 4 Assessment to supplement the Sewer Operations & Maintenance in 1976, based on the assessed value of property within the District, at a current rate of \$0.020/\$100, and

WHEREAS, the Tomales Village Community Services District's current fee for new connection is \$10,000 per equivalent unit, and

WHEREAS, at their July 10, 2019 regular scheduled Board of Directors meeting, the Tomales Village Community Services District Board conducted a public hearing to receive the annual report of charges for FY 2019-2020 for sewer services furnished by the District to be collected on the tax roll, and

WHEREAS, the District Board unanimously voted to maintain the current tax rate of \$0.020/\$100 assessed value and maintain the current connection fee of \$10,000 per new connection per equivalent unit, until changed by resolution.

THEREFORE, be it resolved that the Tomales Village Community Services District Board of Directors authorizes the General Manager to submit to the Marin County Auditor's Office notice of the Levy 4 Assessment tax rate and sewer connection fee to be collected on the County Property Tax Bill and directed to the District.

EXECUTED THIS 10th DAY OF JULY TWO THOUSAND AND NINETEEN.

Dru Fallon O'Neill, President, TVCSD

Attested by:

Secretary, TVCSD

TOMALES VILLAGE COMMUNITY SERVICES
DISTRICT

RESOLUTION # 19-02

July 10, 2019

WHEREAS, pursuant to Health & Safety Code section 5473 and following, the Board of Directors Tomales Village Community Services District conducted a public hearing to receive the annual report of charges for FY 2019-2020 for sewer services furnished by the District to be collected on the tax roll, and

WHEREAS, the hearing was on the method of collection only as there will be no increase in rates and charges for fiscal year 2019-2020 and will remain at a current sewer service rate of \$81.90 per month or \$869.40 per year per equivalent unit, and

WHEREAS, at their July 10, 2019 regular scheduled Board of Directors meeting, the Tomales Village Community Services District Board unanimously voted to maintain the current sewer service charge of \$81.90 per month or \$869.40 per year per equivalent unit.

THEREFORE, be it resolved that the Tomales Village Community Services District Board of Directors authorizes the General Manager to submit to the Marin County Auditor's Office notice of the annual sewer service rates to be collected on the County Property Tax Bill and directed to the District.

EXECUTED THIS 10th DAY OF JUNE TWO THOUSAND AND NINETEEN.

Dru Fallon O'Neill, President, TVCSD

Attested by:

Secretary, TVCSD

GENERAL MANAGER'S REPORT

JULY 10, 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 May by NSU, the lab, and Melinda Bell.
- ❖ Reviewed the May SMR prepared by NSU and sent to Regional Board.
- ❖ Coordinated with Melinda Bell regarding proposed sewer and park budgets and upcoming public hearings scheduled for July 10, 2019.
- ❖ Two notices of public hearings were published in the Point Reyes Light.

New/Continuing Business

- ❖ I took some measurements for repairing the porch of the shed we use to store our archives and engineering drawings. Donna suggested that Water and Marc would be willing to help with the repairs.
- ❖ My request for a second extension to our building permit from Marin County was granted. Our new expiration date is June 27, 2020.
- ❖ I spoke with Bill Bonini about playground bark volume to be replenished. He suggested that the 100 cubic yards would raise the level of bark in the play areas to the top of the perimeter curbs. We agreed to raise the level of bark to two inches below the top of curb.
- ❖ I followed up with Telstar to get the authorization codes. We will bring in the new contractor to perform corrective work of replacing and calibrating all the failed sensors. I received an updated list of items to be looked at for the SCADA system from Brandon Jacka.
- ❖ I received more inquiries about connecting to the sewer system.
- ❖ Brandon Jacka, the Chief Plant Operator, informed me that the effluent flow meter at the plant is working. We aren't sure what interrupted the reporting of flows.
- ❖ Accessed CIWQS and reported a No-Spill certification for May 2019.
- ❖ North Bay Tree Weed and Pest treated the ponds with algacide. It seems to have killed the algae.
- ❖ Tim Furlong completed the mowing at the plant. I will be inspecting the storage ponds and irrigation fields before Wednesday's meeting to see if we need to mow any gorse that has re-sprouted.
- ❖ I am waiting for an estimate to remove the overhanging growth along the driveway to the plant.
- ❖ I will be scheduling the CCTV inspection of 3,000 feet of sewer main.

Miscellaneous

Review Studies and Data

- ❖ Review the results of the CCTV inspection of our sewer collection system.
- ❖ 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.



June 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
May 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	
5/1/2019	13142.0																70.6				
5/2/2019	13142.0																70.6				
5/3/2019	13142.0																70.6				
5/4/2019	13142.0																70.6				
5/5/2019	13142.0																70.6				
5/6/2019	13142.0	92000.0	8.7	16.6	260.0	440.0	<.2	<.4	7.5	0.5	7.0	260.0	24.0	9.2	2.0	17.5	70.6	494.0		220.0	
5/7/2019	13857.0																72.3				
5/8/2019	13857.0																72.3				
5/9/2019	13857.0																72.3				
5/10/2019	13857.0																72.3				
5/11/2019	13857.0																72.3				
5/12/2019	13857.0																72.3				
5/13/2019	13857.0	97000.0	8.3	15.8								290.0	8.5	8.9	6.2	17.2	72.3	506.0		<2.0	
5/14/2019	19285.0																142.1				
5/15/2019	19285.0																142.1				
5/16/2019	19285.0																142.1				
5/17/2019	19285.0																142.1				
5/18/2019	19285.0																142.1				
5/19/2019	19285.0	135000.0	8.6	17.0													142.1				
5/20/2019	19285.0											260.0	22.0	9.1	7.3	17.0	142.1	995.0		350.0	
5/21/2019	15428.0																142.0				
5/22/2019	15428.0																142.0				
5/23/2019	15428.0																142.0				
5/24/2019	15428.0																142.0				
5/25/2019	15428.0																142.0				
5/26/2019	15428.0																142.0				
5/27/2019	15428.0	108000.0	8.8	17.4								310.0	10.0	8.1	2.8	18.2	142.0	994.0			
5/28/2019	14142.0																0.0				
5/29/2019	14142.0																0.0				
5/30/2019	14142.0																0.0				
5/31/2019	14142.0																0.0				
Max	19285.0	135000.0	8.8	17.4	260.0	440.0	0.0	0.0	7.5	0.5	7.0	310.0	24.0	9.2	7.3	18.2	142.1	995.0	0.0	350.0	
Min	13142.0	92000.0	8.3	15.8	260.0	440.0	0.0	0.0	7.5	0.5	7.0	260.0	8.5	8.1	2.0	17.0	0.0	494.0	0.0	220.0	
Mean	15375.6	108000.0	8.6	16.7	260.0	440.0	#DIV/0!	#DIV/0!	7.5	0.5	7.0	280.0	16.1	8.8	4.6	17.5	97.3	747.3	#DIV/0!	285.0	
Total	475410.0																	2918.4			

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year)

May 2019

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	5/7/19	5/14/2019	5/21/2019	5/28/19
Day	TUE	TUE	TUE	TUE
Time	8:00	9:00	11:00	9:00
Operator	AG	AG	AG	AG
* 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)

May 2019

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	5/7/19	5/14/2019	5/21/2019	5/28/19
Day	TUE	TUE	TUE	TUE
Time	8:00	9:00	11:00	9:00
Operator	AG	AG	AG	AG
Rain fall, inches	0	0	0.5	0
* Nuisance odors (smell)	N	N	N	N
*Evidence of any standing water	N	N	N	N
* Evidence of mosquitos breeding	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N
* Evidence of structure seepage	N	N	N	N

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

**TOMALES STORAGE PONDS
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year)

May 2019

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	5/7/19	5/14/2019	5/21/2019	5/28/19
Day	TUE	TUE	TUE	TUE
Time	8:00	9:00	11:00	9:00
Operator	AG	AG	AG	AG
- 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)

May 2019

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

INSPECTION	Week1	Week 2	Week 3	Week 4
Date	<i>5/7/19</i>	<i>5/14/2019</i>	<i>5/21/2019</i>	<i>5/28/19</i>
Day	TUE	TUE	TUE	TUE
Time	<i>6:00</i>	6:00	7:00	7:00
Tech	AG	AG	AG	AG
* Evident of any leaks	N	N	N	N
Tank level, inches	18	18	24	21
Cl2 gallons added	0	0	20	0
Gallons used for treatment since last check	0	0	6	6
Warning Signs Improperly Posted	N	N	N	N

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

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

1 inch = 8 gallons

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

Month: May 2019

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Day	Tuesday	Tuesday	Tuesday	Tuesday
Time	10:00	8:00	7:00	10:00
Operator	AG	AG	AG	AG
Evidence of standing water	N	N	N	N
* Evidence of runoff from site	N	N	N	N
Evidence of erosion caused by irrigation	N	N	N	N
Evidence of system run off containment system from proper condition and integrity.	N	N	N	N
*Any odors	N	N	N	N
Mosquito breeding resulting from irrigation	N	N	N	N
* Evidence of improper distribution system components and hydraulic integrity	N	N	N	N
Perimeter fence posting informing public wastewater is not safe to drink	Y	Y	Y	Y
Sodium Hypochloride tank level, inches	18	18	24	21

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

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



(707) 254-1931