



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, October 9, 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 October 9, 2019 BOD Agenda Action

IV. Board Member Reports

V. Approval of September 11, 2019 Minutes Action

VI. Committee Reports

a. Park Advisory Committee (PAC)

1. Review September 23, 2019 PAC Meeting Minutes

b. Financial Advisory Committee (FAC)

1. No FAC meeting was held in September

2. Accept the Auditor's report (2018/2019) on Accounting Controls and Procedures Action

3. Accept the Independent Auditor's Report (2018/2019) Action

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 July 2019 reports

X. Pending Business

XI. Other Business

XII. New Business

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

Board of Directors:

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



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, September 11, 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: Cynthia Hammond, TVCS D Recording Secretary; Walter Earle, PAC Chair; Venta Leon, Community Member

I. Call To Order

Dru Fallon O'Neill called the meeting to order at 7:04 p.m. and requested a moment of silence in remembrance of 9/11/2001.

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 book sale from Founder's Day generated \$260.00. ½ of the books were sold, the remaining books will be stored until Founder's Day 2020. It was suggested to raise the prices of the books slightly.

III. Approval of September 11, 2019 TVCS D BOD Agenda

Bill Bonini motioned to approve the September 11, 2019 TVCS D Board Agenda. Deborah Parrish seconded the motion. M/S/C

IV. TVCS D Board Member Reports

Donna Clavaud reported she spoke with Supervisor Rodoni regarding Measure A funding which will be placed on the November 2020 ballot for voter approval. Funding will be competitive and the key criteria will be to demonstrate that the funds will be used and for what projects.

Dru Fallon O'Neill requested everyone use this email address: druoneill@gmail.com.

V. Approval of July 10, 2019 TVCS D BOD Minutes

Donna Clavaud motioned to approve the TVCS D July 10, 2019 minutes. Deborah Parrish seconded the motion. M/S/C

VI. Committee Reports

a. Park Advisory Committee (PAC)

1. Review August 26, 2019 PAC Meeting Minutes

PAC meeting minutes were reviewed.

b. Financial Advisory Committee (FAC)

1.) Review Approved August 28, 2019 FAC Meeting Minutes

FAC minutes were reviewed.

Donna Clavaud said FAC developed a Credit Card and Records Retention policy as requested by the auditors. CSDA models were used and tailored to TVCSD needs. Donna Clavaud said the only issue with the Records Retention Policy was the duration of keeping the recordings of the TVCSD Board meetings. Donna Clavaud and Melinda Bell thought keeping the recordings for a maximum of ninety (90) days was appropriate. Cynthia Hammond said she burns the TVCSD Board meeting recordings to CD's. Deborah Parrish recommended "the recordings of meetings will be kept for a period of three (3) months from the date of the meeting after which they may be destroyed". Donna Clavaud said Melinda Bell would develop a records retention chart.

2.) Credit Card Policy & Record Retention Policy

Bill Bonini motioned to approve the Records Retention Policy as amended by Deborah Parrish. Donna Clavaud seconded the motion. M/S/C

Deborah Parrish motioned to accept the Credit Card policy as written. Bill Bonini seconded the motion. M/S/C

3.) Fiscal Year 2018/2019 Management & Discussion Analysis

Bill Bonini motioned to accept the third (3rd) addendum of Fiscal Year 2018/2019 Management & Discussion Analysis. Deborah Parrish 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:

Donna Clavaud reported the auditors were very please with TVCSD’s financials.

c. Review and Approve Financial Statements:

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

VIII. General Manager’s Report

General Manager’s report was reviewed.

Donna Clavaud pointed out that Jose Ortiz has yet to get the authorization codes from Telstar. Deborah Parrish suggested there must be a legal way to get the authorization codes. Deborah Parrish also suggested that moving forward, via a contract, the codes must be released to TVCSD Board Members. Jose Ortiz will discuss with the TVCSD Board at the October 9, 2019 permission to seek County Council advice.

TVCSD has the names of two (2) contractors; Walter Earle will ask Jose Ortiz to contact them.

IX. NSU Report

a. Review June & July 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

Meeting was adjourned at 7:45 pm. to Closed Session. No objections.

CLOSED SESSION

Closed Session opened at 7:45 pm.

XV. Review Evaluation Tools

Evaluation Tool for the performance review of the General Manager was reviewed and it was determined to continue to use the Evaluation Tool as is.

XVI. Return to Open Session

XVII. Report Out of Closed Session

The Evaluation Tool will be sent to Jose Ortiz to complete prior to October 9, 2019 TVCSD Board meeting. There will be a Closed Session performance review at the October 9, 2019 TVCSD Board meeting.

XVIII. Adjournment

Closed Session was adjourned at 8:40 pm.

Next TVCSD BOD Meeting, October 9, 2019, 7 pm at Tomales Town Hall

Approved by: Dru Fallon O’Neill, President

Date:

Attested by: Cynthia Hammond, Recording Secretary

Date:

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

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Tomales Park Committee meeting minutes

Monday, September 23, 2019 Meeting began @ 6:00 pm

Walter Earle chaired the meeting.

Walter served as note taker.

Present: Walter Earle, Margaret Nettles, David Judd

Absent: Beth Koelker, Patty Oku, Dru Fallon O'Neill

Agenda:

Open Communication

Margaret's Bench update

Update on Prospective Bidders

Measure A Expenditure Report

Adjourn

<u>Agenda Item</u>	<u>Discussion</u>
Open Communication	No Open Communication.
Margaret's Bench update	Randy is currently working on a different slab of wood he purchased from Jason McClean. A Plaque will be situated at the end honoring Margaret and her support for the community. David has delivered the Stanchions to support the bench. These will be mounted on the underside of the bench.
Update on Prospective Bidders	Walter has asked Jose to contact 2 contractors regarding construction at the park.
Measure A Expenditure Report	Walter received a form from Kevin Wright regarding Measure A expenses. He will contact Melinda as she needs to sign the form.
Meeting adjourned at 6:40 pm.	
Date:	

Bank Activity September 2019

PARK	Type	Date	Num	Name	Memo	Amount	Balance
131.00 · Cash		PARK		Beginning			201,505.26
	131.48 · CA LAIF			Beginning			30,244.16
	Total 131.48 · CA LAIF			Ending			30,244.16
	131.42 · Bank of Marin - Money Market			Beginning			74,220.26
	Total 131.42 · Bank of Marin - Money Market			Ending			74,220.26
	131.46 · Bank of Marin - Park Account			Beginning			97,040.84
	Bill Pmt -Check	09/02/2019	1261	Breathe California	refund 9/7 deposit	-200.00	96,840.84
	Bill Pmt -Check	09/07/2019	1262	PGE	7399820168-9	-92.84	96,748.00
	Bill Pmt -Check	09/08/2019	1265	Ortiz, Jose	July and August project	-1,170.00	95,578.00
	Payment	09/30/2019		Henry Elfstrom	deposit	70.00	95,648.00
	Total 131.46 · Bank of Marin - Park Account			Ending		-1,392.84	95,648.00
Total 131.00 · Cash		PARK		Ending		-1,392.84	200,112.42
131.00 · Cash		SEWER					178,302.30
	131.20 · CA Local Agency Investm Fnd			Beginning			70,569.69
	Total 131.20 · CA Local Agency Investm Fnd			Ending			70,569.69
	131.31 · Redwood Credit Union			Beginning			40,562.71
	Total 131.31 · Redwood Credit Union			Ending			40,562.71
	131.42 · Bank of Marin - Money Market			Beginning			53,060.79
	Transfer	09/02/2019		Ending	Funds Transfer	-25,000.00	28,060.79
	Total 131.42 · Bank of Marin - Money Market			Ending		-25,000.00	28,060.79
	131.44 · Bank of Marin - Sewer			Beginning			11,641.80
	Transfer	09/02/2019			Funds Transfer	25,000.00	36,641.80
	Bill Pmt -Check	09/02/2019	4715	Melinda K. Bell	August	-1,268.75	35,373.05
	Bill Pmt -Check	09/02/2019	4716	Natural Systems Utilities -CA	estimate September services	-4,242.80	31,130.25
	Bill Pmt -Check	09/07/2019	4717	Kristin Lawson	Sept-Nov 2019	-300.00	30,830.25
	Bill Pmt -Check	09/07/2019	4718	PGE	8044736439-1 7/25 - 8/25	-73.36	30,756.89
	Bill Pmt -Check	09/08/2019	4722	Ortiz, Jose	July & August	-6,378.03	24,378.86
	Payment	09/30/2019		Paul Norris	Annual Sewer Service	982.80	25,361.66
	Payment	09/30/2019		Tomales Regional Histry Center	Monthly Sewer Service	81.90	25,443.56
	Total 131.44 · Bank of Marin - Sewer			Ending		13,801.76	25,443.56
	131.48 · Bank of Marin - Solar			Beginning			2,467.31
	Total 131.48 · Bank of Marin - Solar			Ending			2,467.31
Total 131.00 · Cash		SEWER		Ending		-11,198.24	167,104.06



Financial Manager's Report October 9, 2019

This is my favorite month for financial reporting because we have the auditors' reports for last year, and after two months of reviewing the year's results, we can finally put it away and get on with the new fiscal year. Also we now have three months to report for the new fiscal year, the first quarter, which is finally enough to be meaningful. And, not that many accounts have been used this year so far; consequently it's really easy to fit the reports on one page.

In looking at the budgetary comparisons for the first quarter of the year, we see that Park income is extremely close to budget, and we know that expenses have been minimal. Sewer income lags budget primarily because Shoreline Unified School District charges for the year are based on actual results for the prior year. Because last year's results were significantly under budget, SUSD shares in those savings in their percentage of expenses paid. In reviewing Sewer expenses in comparison with budget, only two of the three months Administrator Fees have been reported; the auditor's bill will be paid in October, and grounds maintenance work has been delayed. Sewer Treatment Electric Expense shows receipt of the Marin Clean Energy cash-out of credits higher than expected. For these reasons Sewer expenses are \$9,400 under budget for the period.

Reviewing the balance sheets, we see that Park cash is \$31,000 higher than at September 30, 2018. This year's Park budget calls for \$155,684 in expenses. With a September 30, 2019 cash balance of \$200,112, the Park should be in a positive cash position at year-end.

Sewer cash at the quarter's end is \$13,500 higher than a year earlier, the result of last year's second rate increase and the receipt of a connection fee plus this year's budget savings. Monitoring Sewer cash is important because our budget does not provide for depreciation or repayment of debt. We need to provide funding for operating expenses plus \$39,800 in debt repayment this year. Our budget anticipates that our funding will be \$26,300 short of this goal in 2019/2020. Our first quarter results have provided over half of that cash.

The auditors have estimated audit costs for the next three-year period of \$5,400, \$5,500 and \$5,600. Their first-year rates were \$5,000 in 2012/2013. This year's costs will be \$5,300. It is time to decide whether to continue with these auditors or conduct a search for new auditors. The decision could be made at the November Board meeting.

SEPTEMBER 30 2018 AND 2019 BALANCE SHEETS						
			Sep 30, 19	Sep 30, 18	\$ Change	
ASSETS	PARK					
		131.48 - CA LAIF	30,244.16	0.00	30,244.16	
		131.42 - Bank of Marin - Money Market	74,220.26	35,442.84	38,777.42	
		131.46 - Bank of Marin - Park Account	95,648.00	133,669.69	-38,021.69	
		Total 131.00 - Cash	200,112.42	169,112.53	30,999.89	
Total Current Assets			200,112.42	169,112.53	30,999.89	
		100.20 - Land and Land Rights	132,000.00	132,000.00	0.00	
		Original Cost	314,653.66	314,653.66	0.00	
		105.00 - Depreciation	-74,326.10	-66,695.00	-7,631.10	
		Total 111.00 - Park Equipment	240,327.56	247,958.66	-7,631.10	
Total Fixed Assets			372,327.56	379,958.66	-7,631.10	
TOTAL ASSETS	PARK		572,439.98	549,071.19	23,368.79	
LIABILITIES & EQUITY						
Liabilities						
		222.00 - Accounts Payable	104.56	1,495.00	-1,390.44	
		217.00 - Unearned Revenue	25,000.00	25,000.00	0.00	
Total Liabilities	PARK		25,104.56	26,495.00	-1,390.44	
Equity						
		252.50 - Investment in Capital Assets	372,327.56	379,958.66	-7,631.10	
		260.00 - Unassigned Fund Balance	158,413.97	128,545.05	29,868.92	
		Net Income	16,593.89	14,072.48	2,521.41	
Total Equity	PARK		547,335.42	522,576.19	24,759.23	
TOTAL LIABILITIES & EQUITY	PARK		572,439.98	549,071.19	23,368.79	
ASSETS	SEWER					
		131.20 - CA Local Agency Inves	70,569.69	0.00	70,569.69	
		131.31 - Redwood Credit Union	40,562.71	116,383.58	-75,820.87	
		131.42 - Bank of Marin - Money	28,060.79	10,614.02	17,446.77	
		131.44 - Bank of Marin - Sewer	25,443.56	6,128.84	19,314.72	
		131.48 - Bank of Marin - Solar	2,467.31	20,408.19	-17,940.88	
		Total 131.00 - Cash	167,104.06	153,534.63	13,569.43	
		137.00 - Accounts Receivable	0.00	72,485.36	-72,485.36	
Total Current Assets			167,104.06	226,019.99	-58,915.93	
		100.00 - Property, Plant and Equipment	791,665.97	791,665.97	0.00	
		100.10 - Maps and Records	17,248.00	17,248.00	0.00	
		100.20 - Land and Land Rights	52,788.00	52,788.00	0.00	
		105.00 - Less Accumulated Depreciation	-700,983.99	-649,635.00	-51,348.99	
		110.00 - Improvement Project	939,393.31	939,393.31	0.00	
		112.00 - Solar System	269,945.21	269,945.21	0.00	
Total Fixed Assets			1,370,056.50	1,421,405.49	-51,348.99	
		136.00 - SUSD Note Receivable	15,094.35	15,094.35	0.00	
TOTAL ASSETS	SEWER		1,552,254.91	1,662,519.83	-110,264.92	
LIABILITIES & EQUITY						
Liabilities	SEWER					
		222.00 - Accounts Payable	1,876.22	10,618.70	-8,742.48	
		230.00 - Fed Payroll Tax Payab	237.15	34.42	202.73	
		231.00 - CA Payroll Tax Payable	68.20	0.00	68.20	
Total Current Liabilities			2,181.57	10,653.12	-8,471.55	
Long Term Liabilities						
		211.00 - SWRCB SRF Loan	92,760.05	114,046.57	-21,286.52	
		215.00 - CREBS Bond	125,588.20	143,529.38	-17,941.18	
Total Long Term Liabilities			218,348.25	257,575.95	-39,227.70	
Total Liabilities			220,529.82	268,229.07	-47,699.25	
Equity	SEWER					
		260.00 - Retained Earnings	5,854.46	0.00	5,854.46	
		262.00 - Capital Asset Reserve	40,000.00	40,000.00	0.00	
		262.50 - Restricted Connection Fees	10,000.00	0.00	10,000.00	
		264.00 - Operating Reserve	44,572.00	44,572.00	0.00	
		265.00 - Net Assets - Unrestricted	1,273,866.95	1,283,866.95	-10,000.00	
		Net Income	-42,568.32	25,851.81	-68,420.13	
Total Equity	SEWER		1,331,725.09	1,394,290.76	-62,565.67	
TOTAL LIABILITIES & EQUITY	SEWER		1,552,254.91	1,662,519.83	-110,264.92	

GENERAL MANAGER'S REPORT

OCTOBER 9, 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 September by NSU, the lab, and Melinda Bell.
- ❖ Reviewed the August 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.

New/Continuing Business

- ❖ Received authorization codes from Telstar for the SCADA system. I have forwarded the information from Telstar to JMIntegration to see if it sufficient to login to our system and to begin making the repairs we need. Once he confirms that the authorization codes are valid we will execute an agreement for the work to commence.
- ❖ M. Bell forwarded to me requests to add new connections to sewer system.
- ❖ Accessed CIWQS and reported a No-Spill Certs for August 2019.
- ❖ M. Bell met with auditors. Good feedback on website and budget process.
- ❖ I arranged with to remove the overhanging growth along the driveway to the plant this month. The work will be done on a time and materials basis. We have a credit for \$800 that should cover the cost of the work.
- ❖ I have scheduling the CCTV inspection of 3,000 feet of sewer main in October. As I reported last month, the rest of the CCTV inspection will be scheduled during the rainy season so the we can observe inflow and infiltration issues.
- ❖ I received the names of two contractors that may be interested in bidding for the Gazebo project. We will report to the Board in November on the bid process.

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.



September 12, 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
August 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
8/1/2019	13000.0										450.0	5.5				50000.0		3.0	<2.0	
8/2/2019	13000.0															50000.0				
8/3/2019	13000.0															50000.0				
8/4/2019	13000.0															50000.0				
8/5/2019	13000.0	91000.0														50000.0	350000			
8/6/2019	13285.7		8.9	22.2	270.0	470.0	<0.20	<0.40	11.0	0.3	10.0	500.0	7.2	9.2	4.7	23.0	54000.0		>3.5	<2.0
8/7/2019	13285.7															54000.0				
8/8/2019	13285.7															54000.0				
8/9/2019	13285.7															54000.0				
8/10/2019	13285.7															54000.0				
8/11/2019	13285.7															54000.0	378000			
8/12/2019	13285.7	93000.0											9.5	3.1	26.4	53714.0				
8/13/2019	13571.4															53714.0		>3.5	<2.0	
8/14/2019	13571.4				9.4	260.0										53714.0				
8/15/2019	13571.4															53714.0				
8/16/2019	13571.4															53714.0				
8/17/2019	13571.4															53714.0				
8/18/2019	13571.4															53714.0				
8/19/2019	13571.4	95000.0														53714.0	376000			
8/20/2019	13714.2													9.6	3.6	23.6	40571.4			
8/21/2019	13714.2															40571.4				
8/22/2019	13714.2															40571.4				
8/23/2019	13714.2				5.4	530.0										40571.4		NS	4.5	
8/24/2019	13714.2															40571.4				
8/25/2019	13714.2															40571.4				
8/26/2019	13714.2	96000.0														40571.4	284000			
8/27/2019	14714.2				5.7	500.0								9.0	4.1	25.4	69428.5		>3.5	170.0
8/28/2019	14714.2															69428.5				
8/29/2019	14714.2															69428.5				
8/30/2019	14714.2															69428.5				
8/31/2019	14714.2															69428.5				
Max	14714.2	96000.0	8.9	22.2	270.0	530.0	0.0	0.0	11.0	0.3	10.0	500.0	7.2	9.6	4.7	26.4	69428.5	378000.0	3.0	170.0
Min	13000.0	91000.0	8.9	22.2	5.4	260.0	0.0	0.0	11.0	0.3	10.0	450.0	5.5	9.0	3.1	23.0	40571.4	284000.0	3.0	4.5
Mean	13595.2	93750.0	8.9	22.2	72.6	440.0	#DIV/0!	#DIV/0!	11.0	0.3	10.0	475.0	6.4	9.3	3.9	24.6	52180.9	347000.0	3.0	87.3
Total	407855.9																#####			

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) **August 2019**

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	8/6/19	8/13/2019	8/20/2019	8/27/19
Day	TUE	TUE	TUE	TUE
Time				
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)

August 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	8/6/19	8/13/2019	8/20/2019	8/27/19
Day	TUE	TUE	TUE	TUE
Time				
Operator	AG	AG	AG	AG
Rain fall, inches	0	0	0	0
* Nuisance odors (smell)	N	N	N	N
*Evidence of any standing water	N	N	N	N
* Evidence of mosquitos breeding	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N
* Evidence of structure seepage	N	N	N	N

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

**TOMALES STORAGE PONDS
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year)

August 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	8/6/19	8/13/2019	8/20/2019	8/27/19
Day	TUE	TUE	TUE	TUE
Time				
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)

August 2019

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

INSPECTION	Week1	Week 2	Week 3	Week 4
Date	8/6/19	8/13/2019	8/20/2019	8/27/19
Day	TUE	TUE	TUE	TUE
Time				
Tech	AG	AG	AG	AG
* Evident of any leaks	N	N	N	N
Tank level, inches	2	4-6	4	10
Cl2 gallons added	10	5	30	5
Gallons used for treatment since last check	0	0	0	0
Warning Signs Improperly Posted	N	N	N	N

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

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

1 inch = 8 gallons

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

Month: August 2019

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	8/6/2019	8/13/2019	8/20/2019	8/27/2019
Day	TUE	TUE	TUE	TUE
Time				
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	10	5	10	5

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

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



(707) 254-1931