



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, February 12, 2020, 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 February 12, 2020 BOD Agenda Action

IV. Board Member Reports

V. Approval of January 8, 2020 Minutes Action

VI. Committee Reports

- a. Park Advisory Committee (PAC)
 - 1. Review PAC January 27th, 2020 Meeting Minutes
 - 2. Review Park Construction Bid(s). Clarify Selection Process Action
- b. Financial Advisory Committee (FAC)
 - 1. Review Approved January 23, 2020 FAC Meeting Minutes

VII. Financial Report (Melinda Bell)

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

VIII. General Manager's Report

IX. NSU Report

- a. Review January 2020 reports

X. Pending Business:

XI. Other Business

XII. New Business

- a. Change of Employment Status for Administrative Services Action

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, January 8, 2020 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: Jose Ortiz, TVCS D General Manager Manager; Cynthia Hammond, TVCS D Recording Secretary; Walter Earle, Park Committee Chair; Venta Leon, Community Member

I. Call To Order

Dru Fallon O'Neill called the meeting to order at 7:11 p.m.

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

None.

III. Approval of January 8, 2020 TVCS D BOD Agenda

Bill Bonini motioned to approve the January 8, 2020 TVCS D Board Agenda. Deborah Parrish seconded the motion. M/S/C

IV. TVCS D Board Member Reports

Dru Fallon O'Neill reported today is Serbian Christmas and was celebrated in Amador County.

Deborah Parrish reported she and her husband are going to be grandparents.

V. Approval of November 13, 2019 TVCS D BOD Minutes

Donna Clavaud motioned to approve the TVCS D November 13, 2019 minutes as is. Deborah Parrish seconded the motion. M/S/C

VI. TVCS D Board Officer Elections

Donna Clavaud asked the TVCS D Board to consider retaining the current Officers as is for one (1) more year. Deborah Parrish and Bill Bonini agreed.

Deborah Parrish motioned to keep the TVCS D Officers as is. Bill Bonini seconded the motion. M/S/C

VII. Committee Reports

a. Park Advisory Committee (PAC)

1. Update on gazebo demolition and bark for playground

Walter Earle said on Monday, January 20, 2020 from 9-noon, there would be a planting party at the Park. There is a community service prospect interested in doing community service hours; Donna Clavaud will make sure the Park is on the community service list.

Tim Furlong has demolished the gazebo. Bill Bonini will inspect the gazebo space for any trip hazards.

Walter Earle will order the fifty (50) yards of bark. The next PAC meeting is scheduled for Monday, January 20, 2020.

b. Financial Advisory Committee (FAC)

1. No meetings were held in November or December 2019. Next FAC meeting is scheduled to meet January 23, 2020.

VIII. 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.

Deborah Parrish said the budget planning process would begin in February 2020. Donna Clavaud mentioned Melinda Bell suggested delaying the budget planning process and to first focus on the Strategic five (5) year plan if possible. Deborah Parrish said the process was to interview and select a Strategic Planner; review proposals and thought it would be difficult to do within the budget planning timeline.

Jose Ortiz suggested looking at the 2011 Strategic Plan and look at what remains to be done and to identify issues such as opportunities and those that could threaten operations. The main things to look at are funding streams and changes in regulations. Jose Ortiz suggested looking for a facilitator who has experience with small districts. Deborah Parrish suggested to develop an RFP in February and didn't think it was realistic to do a Strategic Plan prior to the budget.

Deborah Parrish said issues such as disaster preparedness, fires, PG & E outages and water needs to be addressed. Jose Ortiz added succession and annexations.

c. Review and Approve Financial Statements:

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

IX. General Manager's Report

General Manager's report was reviewed.

Jose Ortiz reported on the status of the SCADA system; JM Integration determined the inability to download data into report form and other issues was due to several problems: numerous updates were never installed and there was a lapse in phone software renewals. The report database needed to be completely rebuilt. Two (2) pond level transmitters were replaced due to failure. The third (3rd) level transmitter will be replaced FY 20/21. The SCADA system is currently working properly.

Roy's Sewer Service will begin to Closed Circuit TV (CCTV) inspection of the entire collection system. The sewer mains through town will be inspected after the rains to gauge the amounts of inflow and infiltration.

Dru Fallon O'Neill questioned the bakery's request of a waiver for a grease trap. Jose Ortiz said having a grease trap is a requirement for a food preparation establishment and the bakery understands the requirement.

Jose Ortiz said the proposals for the Park projects have a deadline of February 12, 2020. Copies of plans and specifications have been sent to two (2) contractors who have shown interested in the projects. Proposals will be presented to the TVCSD Board at the February 12, 2020 meeting.

Jose Ortiz said there is a need for procedures and written policies for annexations. Jose Ortiz will contact LAFCO regarding this issue.

Jose Ortiz will complete an analysis of the Capital Improvement Projects (CIP). \$60,000 was budgeted for expenditures, which has not been exceeded.

Jose Ortiz said he was raising his rate 4% from November 2019, forward, due to the increase of his professional liability insurance. An amendment will be made to his contract.

X. NSU Report

- a. Review October and November reports.

Reports were reviewed.

XI. Pending Business

- a. Micro-grid update: See Shoreline Unified School District article in the Pt. Reyes Light.

Donna Clavaud reported Shoreline Unified School District (SUSD) would be doing a feasibility study, conducted by CleanSpark, on a micro-grid project and how to create one in Tomales. This study will be presented at the March 2020 SUSD Board meeting: what kind of a system and how much it would cost. The plan would include a way to eventually support the village of Tomales. CleanSpark is paying for the feasibility study through a grant. Donna Clavaud suggested inviting Ciel & Terre to give a presentation to the TVCSD Board, Jose Ortiz will contact them.

- b. Five (5) year Strategic Plan Update

This was discussed under the Financial Manager's Report.

XII. Other Business

None

XIII. New Business

None

XIV. Old Business

None

XV. Correspondence

None

XVI. Adjournment

Meeting was adjourned at 8:43 pm.

Next TVCSD BOD Meeting, February 12, 2020, 7 pm at Tomales Town Hall

Approved by: Dru Fallon O’Neill, President

Date:

Attested by: Cynthia Hammond, Recording Secretary

Date:

TVCSO 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, January 27, 2020, Meeting began @ 6:00 pm

Walter Earle chaired the meeting.

Walter served as note taker.

Present: Walter Earle, Margaret Nettles, Beth Koelker

Absent: Patty Oku, Dru Fallon O'Neill, David Judd

Agenda:

Open Communication

MLK Day Report

New Bark for the Park

Update on Prospective Bidders

Adjourn

<u>Agenda Item</u>	<u>Discussion</u>
Open Communication	No Open Communication.
MLK Day Report	We had 15 people show up to plant bulbs, do some weeding and clean the walk in front. We also successfully installed Margaret's Bench. Randy built and financed the entire project, including the Plaque honoring her. At some point in the future I will be dedicating the bench and inviting the community to attend.
New Bark for the Park	Our new Bark was installed by Applied Landscape Materials on Wednesday the 29th. We added bark to the Dutton House, Children's swings and the climbing dome areas. We will need more bark for the swings near the Water Tower.
Update on Prospective Bidders	Jose has set a target date of February 12 for bid submissions.
Meeting adjourned at 6:35 pm.	
Date:	

FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Thursday, January 23, 2020

PRESENT: Melinda Bell, FAC Chairperson; Deborah Parrish, TVCSD Board Member; Donna Clavaud, TVCSD Board Member

ABSENT: Chick Peterson, Community Member

GUEST: Jose Ortiz, TVCSD General Manager

The meeting was convened at 6:30pm by Chair Melinda Bell and Donna Clavaud recorded the minutes.

AGENDA

1. Revision of Capital Improvement Plan:

The District has spent less than half of its designated budget the past year for capital improvements. A best practice is to move these expense items forward into the next budget cycle.

Jose Ortiz discussed one new item to add to the budget, which is to enlarge the irrigation ditch at the upper pond and move the sensors higher for earlier warning purposes.

Ortiz plans to re-do the CIP budget for Board discussion in March.

2. Update of TVCSD 5-year Strategic Plan:

We discussed scheduling of a strategic planning process and agreed to put it on the Agenda for the upcoming TVCSD Board Meeting.

3. Hiring thru Agencies:

Melinda agreed to calculate the cost difference between sub-contracting from agencies for services versus the district hiring the individual. We will discuss this more at the upcoming Board meeting.

4. Policy Revisions:

We agreed to work on the Policy Manual after the Budget is complete. Most of our policies are done; we have a few more we can work on later. They will need to be re-formatted, numbered and bound.

The meeting was adjourned at 7:45pm.

Tomales Village Community Services District Bank Transactions January 2020

Type	Date	Num	Name	Memo	PARK	Amount	Balance
				131.00 - Cash			199,715.06
				Beginning			
				131.48 - CA LAIF			30,430.45
				Beginning			
Deposit	01/15/2020			Deposit		174.81	30,605.26
				Total 131.48 - CA LAIF			30,605.26
				Ending		174.81	
				131.42 - Bank of Marin - Money Market			74,243.79
				Beginning			
Deposit	01/24/2020			Meas A 2nd		19,147.80	93,391.59
Deposit	01/31/2020			Interest		6.20	93,397.79
				Total 131.42 - Bank of Marin - Money			93,397.79
				Ending		19,154.00	
				131.46 - Bank of Marin - Park Accour			95,040.82
				Beginning			
Bill Pmt -Check	01/10/2020	1271	PGE	7399820768-9 11/23 - 12/24		-92.97	94,947.85
Bill Pmt -Check	01/21/2020	1272	Fishman Supply	inv 1232097 towels & liners		-81.69	94,866.16
Bill Pmt -Check	01/22/2020	1273	Applied Landscape	invoice 9691		-3,004.68	91,861.48
Payment	01/25/2020		Henry Elfstrom			70.00	91,931.48
Deposit	01/31/2020			interest		0.41	91,931.89
				Total 131.46 - Bank of Marin - Park A			91,931.89
				Ending		-3,108.93	
				Total 131.00 - Cash	Ending Park		
						16,219.88	215,934.94
					SEWER		
				Beginning			226,131.89
				131.00 - Cash			
				Beginning			71,004.38
				131.20 - CA Local Agency Investm Fnd			
Deposit	01/15/2020			interest		407.90	
				Total 131.20 - CA Local Agency Investm Fnd			71,412.28
				Ending			
				131.31 - Redwood Credit Union			40,623.49
				Beginning			
				Total 131.31 - Redwood Credit Union			40,623.49
				Ending			
				131.42 - Bank of Marin - Money Market			88,101.61
				Beginning			
Deposit	01/03/2020			Levy 4		21.07	88,122.68
Deposit	01/09/2020			Levy 4		1.11	88,123.79
Deposit	01/21/2020			Levy 4		0.36	88,124.15
Deposit	01/21/2020			interest		7.30	88,131.45
				Total 131.42 - Bank of Marin - Money Market			88,131.45
				Ending		29.84	
				131.44 - Bank of Marin - Sewer			32,496.59
				Beginning			
Bill Pmt -Check	01/04/2020	4758	Clavaud, Donna	Oct-Dec meetings less 7.65% tax		-138.52	32,358.07
Bill Pmt -Check	01/04/2020	4759	Melinda K. Bell	December		-323.75	32,034.32
Bill Pmt -Check	01/07/2020	4760	Internal Revenue Servic	94-2598864		-38.25	31,996.07
Bill Pmt -Check	01/08/2020	1	EDD	Q4 2019 DE 6		-11.00	31,985.07
Bill Pmt -Check	01/10/2020	4761	Ortiz, Jose			-16,404.66	15,580.41
Bill Pmt -Check	01/10/2020	4762	PGE	8044736439-111/22-12/23		-90.91	15,489.50
Bill Pmt -Check	01/15/2020	4763	Brelje and Race Laboratories, Inc.			-455.00	15,034.50
Bill Pmt -Check	01/15/2020	4764	Natural Systems Utilities	inv 360417 January services		-4,389.60	10,644.90
Payment	01/19/2020		Tomales Regional Histroy Center			81.90	10,726.80
Bill Pmt -Check	01/21/2020	4765	AT&T Uverse	145835838 1/7 - 2/6		-129.77	10,597.03
Bill Pmt -Check	01/21/2020	4766	Nelson Staffing	1/3 - 1/5 4.5 hours inv 6307646		-157.28	10,439.75
Bill Pmt -Check	01/21/2020	4767	AT&T	138729848		-90.95	10,348.80
Bill Pmt -Check	01/21/2020	4768	Capital One Bank	Sonic		-7.95	10,340.85
Deposit	01/31/2020			interest		0.10	10,340.95
				Total 131.44 - Bank of Marin - Sewer			10,340.95
				Ending		-22,155.64	
				131.48 - Bank of Marin - Solar			2,776.35
				Beginning			
Deposit	01/31/2020			Interest		0.01	2,776.36
				Total 131.48 - Bank of Marin - Solar			2,776.36
				Ending		0.01	
Total 131.00 - Cash				SEWER	Ending		
						-22,125.79	213,284.53



Financial Manager's Report February 12, 2020

The financial reports included in this packet report that with 58.333% of the year behind us, the Park has spent \$6,335 compared to budget of \$109,956. We have received \$37,075.55 in Measure A funding, both allocations, whereas the budget anticipated the second payment arriving in February. Sewer income is \$6,010 above budget due to the receipt of a second recent connection fee. Sewer expenses are \$9,740 under budget without accounting for depreciation, even with the large bill for SCADA repair work.

The January 31 financial reports are not as meaningful as last month's at 50% of the year or next month's at 66.6% of the year or the following month at 75% of the year. The Park reports for January 31 have turned out to be especially less meaningful than the following months will be. Therefore I am taking this opportunity to bring up several topics which I find to be important at this time.

REQUIRED ETHICS TRAINING

Thank you for renewing CSDA membership!

Below are instructions to access free Ethics Training only available between January 8 to March 15, 2020.

The basic thrust of AB 1234 is to require covered officials and staff to take two hours of training in ethics principles and laws every two years.

Log into www.csda.net Your username = your email address (click on forgot password if you are unsure of your password or need to reset it).

- Locate [Required Ethics AB1234 Compliance On-Demand Webinar](#):
- Proceed to Checkout. Enter the promo code **CSDA20** and click Apply (this should make the balance \$0). Submit your order.
- Please wait 30 minutes after submitting your order before trying to access your webinar.
- Access by logging in <https://www.csda.net/home> >click on [My Webinars](#) (from the home page or under Learn) > click on webinar title> watch the ENTIRE webinar > click yes on the acknowledgement window.
- Print your certificate under My Webinars > My Webinar Certificates.

Note: You must be logged in under **your own User ID and Password** to access this webinar and receive certificate of completion printed in your own name. These instructions were emailed to everyone within your agency with a unique email address on file. .

TELEPHONE CONTACT NUMBER

Five years ago we had two telephone numbers, one at the plant and one in the office. The plant telephone was forwarded to Karl's cell phone. When Karl left, the plant telephone voice service was forwarded to my cell phone. Phillips had their own telephones at the plant. The important line on our own plant account was the internet for the computer and remote login to the system controls. We went through many AT&T service calls to get our plant line, both voice and data, working properly when AT&T brought in Uverse.

At year-end 2017/2018 we disconnected the office telephone because it was interfering with the internet there, saving \$40 a month. By this time we had switched the plant voice service from my cell phone to AT&T online voice messaging. We usually receive one or two calls a month on this telephone 878-2767, now our only phone line. But the functionality of the online service has been declining rapidly over the past year. The voice message service works less than half the time. When it is not working, the lack of service can continue for two weeks, leaving callers waiting for a response. I am suggesting that we buy a new phone instrument for the plant which has voice messaging capability for remote access from another telephone so that someone can check messages from his or her own phone.

I am explaining this history because responsiveness to telephone messages should be restored; our rate payers may have expressed dissatisfaction with the current situation. I ask for Board approval for this change, perhaps not necessary, but an informed decision affecting customer service should have Board support.

MEASURE A RENEWAL ON THE NOVEMBER BALLOT

The January 30 Point Reyes Light reported that Marin County Parks is placing the renewal of Measure A on the November ballot. The quarter cent funding measure was approved in 2012 and expires in 2021. The measure provides \$1,562,790 to cities and towns and \$561,886 to special districts this year as well as funding county parks, open space preserves and 30% of MALT's budget. TVCSD cannot expend any resources in support of the measure, but we as individuals can remind our supporters of the importance of this funding for our park.

BALANCE SHEETS JANUARY 2019 AND 2020

	PARK	Jan 31, 20	Jan 31, 19	\$ Change	% Change
ASSETS					
Current Assets					
131.48 · CA LAIF		30,605.26	-	30,605.26	100.0%
131.42 · Bank of Marin - Money Market		93,397.79	35,442.84	57,954.95	163.52%
131.46 · Bank of Marin - Park Account		91,931.89	129,495.05	(37,563.16)	-29.01%
Total 131.00 · Cash		215,934.94	164,937.89	50,997.05	30.92%
Total Current Assets		215,934.94	164,937.89	50,997.05	30.92%
Fixed Assets					
100.20 · Land and Land Rights		132,000.00	132,000.00	-	0.0%
111.00 · Park Equipment					
Original Cost		314,653.66	314,653.66	-	0.0%
105.00 · Depreciation		(74,326.10)	(66,695.00)	(7,631.10)	-11.44%
Total 111.00 · Park Equipment		240,327.56	247,958.66	(7,631.10)	-3.08%
Total Fixed Assets		372,327.56	379,958.66	(7,631.10)	-2.01%
TOTAL ASSETS		588,262.50	544,896.55	43,365.95	7.96%
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
222.00 · Accounts Payable		-	85.21	(85.21)	-100.0%
217.00 · Unearned Revenue		25,000.00	25,000.00	-	0.0%
Total Current Liabilities		25,000.00	25,085.21	(85.21)	-0.34%
Total Liabilities		25,000.00	25,085.21	(85.21)	-0.34%
Equity					
252.50 · Investment in Capital Assets		372,327.56	379,958.66	(7,631.10)	-2.01%
260.00 · Unassigned Fund Balance		158,413.97	128,545.05	29,868.92	23.24%
Net Income		32,520.97	11,307.63	21,213.34	187.6%
Total Equity		563,262.50	519,811.34	43,451.16	8.36%
TOTAL LIABILITIES & EQUITY		588,262.50	544,896.55	43,365.95	7.96%
SEWER					
ASSETS					
Current Assets					
131.20 · CA Local Agency Investm Fnd		71,412.28	20,000.00	51,412.28	257.06%
131.31 · Redwood Credit Union		40,623.49	96,494.39	-55,870.90	-57.9%
131.42 · Bank of Marin - Money Market		88,131.45	56,794.83	31,336.62	55.18%
131.44 · Bank of Marin - Sewer		10,340.95	27,420.94	-17,079.99	-62.29%
131.48 · Bank of Marin - Solar		2,776.36	2,467.24	309.12	12.53%
Total 131.00 · Cash		213,284.53	203,177.40	10,107.13	4.98%
Total Checking/Savings		213,284.53	203,177.40	10,107.13	4.98%
Total Current Assets		213,284.53	203,177.40	10,107.13	4.98%
Fixed Assets					
100.00 · Property, Plant and Equipment		791,665.97	791,665.97	0.00	0.0%
100.10 · Maps and Records		17,248.00	17,248.00	0.00	0.0%
100.20 · Land and Land Rights		52,788.00	52,788.00	0.00	0.0%
105.00 · Less Accumulated Depreciation		-709,884.65	-667,207.99	-42,676.66	-6.4%
110.00 · Improvement Project		939,393.31	939,393.31	0.00	0.0%
112.00 · Solar System		269,945.21	269,945.21	0.00	0.0%
Total Fixed Assets		1,361,155.84	1,403,832.50	-42,676.66	-3.04%
Other Assets					
136.00 · SUSD Note Receivable		13,359.01	15,094.35	-1,735.34	-11.5%
Total Other Assets		13,359.01	15,094.35	-1,735.34	-11.5%
TOTAL ASSETS		1,587,799.38	1,622,104.25	-34,304.87	-2.12%
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
222.00 · Accounts Payable		755.00	5,922.60	-5,167.60	-87.25%
230.00 · Fed Payroll Tax Payab		11.49	34.43	-22.94	-66.63%
Total Current Liabilities		766.49	5,957.03	-5,190.54	-87.13%
Long Term Liabilities					
211.00 · SWRCB SRF Loan		70,941.37	92,760.05	-21,818.68	-23.52%
215.00 · CREBS Bond		107,647.02	125,588.20	-17,941.18	-14.29%
Total Long Term Liabilities		178,588.39	218,348.25	-39,759.86	-18.21%
Total Liabilities		179,354.88	224,305.28	-44,950.40	-20.04%
Equity					
262.00 · Capital Asset Reserve		40,000.00	40,000.00	0.00	0.0%
262.50 · Restricted Connection Fees		10,000.00	0.00	10,000.00	100.0%
264.00 · Operating Reserve		47,627.50	44,572.00	3,055.50	6.86%
265.00 · Net Assets - Unrestricted		1,276,665.91	1,283,866.95	-7,201.04	-0.56%
Net Income		34,151.09	29,360.02	4,791.07	16.32%
Total Equity		1,408,444.50	1,397,798.97	10,645.53	0.76%
TOTAL LIABILITIES & EQUITY		1,587,799.38	1,622,104.25	-34,304.87	-2.12%

	PARK BUDGETARY COMPARISON			Jul '19 - Jan 20	Budget	\$ Over Budget
Income	311.00 · Interest Income			405.87	500.00	-94.13
	315.80 · Measure A Funds			37,075.55	17,500.01	19,575.54
	320.00 · Contributions Income			285.00	0.00	285.00
	322.50 · Cleaning and Security Deposit			0.00	0.00	0.00
	322.00 · Park Use Rental - Other			600.00	200.00	400.00
	322.60 · Water Tower PGE			490.00	490.00	0.00
Total Income	PARK			38,856.42	18,690.01	20,166.41
Expense	414.57 · Accounting			201.25	700.00	-498.75
	414.74 · Park Maintenance			0.00	6,009.00	-6,009.00
	414.81 · Measure A Project Expenses			3,854.68	8,000.00	-4,145.32
	414.82 · Measure A Maintenance Expenses			457.04	760.00	-302.96
	414.83 · PGE Park			528.58	827.20	-298.62
	414.84 · Measure A Capital Expenditures			0.00	90,000.00	-90,000.00
	414.87 · Measure A Project Management			1,170.00	3,410.00	-2,240.00
	6420 · Park Trash Disposal			123.90	250.00	-126.10
Total Expense	PARK			6,335.45	109,956.20	-103,620.75
Net Income	PARK			32,520.97	-91,266.19	123,787.16
	SEWER BUDGETARY COMPARISON					
Income	301.10 · Service Charges - Monthly			1,965.60	1,965.60	0.00
	301.20 · Service Charges - SUSD			58,925.72	64,299.00	-5,373.28
	301.35 · Solar Portion - County			0.00	8,280.00	-8,280.00
	301.30 · Service Charges - County - Other			64,745.88	56,251.27	8,494.61
	Total 301.00 · Service Charges			126,210.50	131,369.17	-5,158.67
	303.10 · Permit and Inspection Fees			250.00	0.00	250.00
	303.00 · Connection Fees - Other			10,000.00	0.00	10,000.00
	305.00 · SUSD Sinking Fund			8,062.00	8,062.00	0.00
	311.00 · Interest Income			1,866.88	1,328.02	538.86
	315.50 · Levy 4			4,811.56	4,431.72	379.84
Total Income	SEWER			151,200.94	145,190.91	6,010.03
Expense	413.00 - Grounds Maintenance			800.00	4,766.25	-3,966.25
	410.10 · Sewage Collection Electric			155.91	246.36	-90.45
	410.00 · Sewage Collection - Other			23.90		23.90
	411.05 - Lab Bills			4,425.00	5,116.00	-691.00
	411.10 - Maintenance Supplies			631.52	1,844.43	-1,212.91
	411.03 · Sewage Treatment Electric			-4,055.96	-2,777.20	-1,278.76
	411.00 · Sewage Treatment - Other			42.22	0.00	42.22
	412.10 · Sewage Disposal Electric			-106.53	224.24	-330.77
	412.00 · Sewage Disposal - Other			39.42	425.00	-385.58
	414.11 - Social Security Tax			15.50	131.80	-116.30
	414.12 - Medicare Payroll Tax			3.63	27.55	-23.92
	414.13 - State Unemployment Tax			11.00	100.70	-89.70
	414.05 · Administrator's Fees			22,520.00	27,090.25	-4,570.25
	414.22 · Licenses and Permits			1,645.00	1,376.00	269.00
	414.31 · Property & Liability Insurance			8,289.01	7,736.80	552.21
	414.33 · Worker's Comp Insurance			758.38	853.84	-95.46
	414.41 · Postage and Delivery			-6.63	45.17	-51.80
	414.43 · Office Supplies			0.00	26.64	-26.64
	414.44 · Sonic - Web Hosting			41.06	58.10	-17.04
	414.45 · Equipment Expense			403.34	321.64	81.70
	414.465 · Board Member Stipend			400.00	2,650.00	-2,250.00
	414.467 · Board Training			0.00	500.00	-500.00
	414.47 · Clerical/Bookkeeping			5,075.00	7,422.50	-2,347.50
	414.48 · Office Rent			600.00	600.00	0.00
	414.49 · Secretary			1,109.66	2,013.00	-903.34
	414.50 · O&M Contractual Services			30,065.40	30,262.72	-197.32
	414.551 · Legal Fees			113.50	1,250.00	-1,136.50
	414.552 · Accounting			5,300.00	5,300.00	0.00
	414.61 · Newsletter Expense			0.00	250.00	-250.00
	414.62 · Dues and Subscriptions			1,262.00	1,225.00	37.00
	414.67 · Solar Lease Admin Fee			750.00	750.00	0.00
	414.724 · SCADA Programming & Integration			10,089.99	0.00	10,089.99
	414.81 · Travel			262.69	464.67	-201.98
	414.85 · Training			0.00	200.00	-200.00
	414.90 · Telephone and Internet Services			1,518.79	1,458.33	60.46
	417.30 · LAFCO Charges			158.40	189.89	-31.49
	417.40 · County Teeter Admin Fee			138.00	69.50	68.50
420.20 · Interest Expense - SRF Loan				2,319.00	2,319.16	-0.16
Total Expenses Without Depreciation	SEWER			94,798.20	104,538.34	-9,740.14
Net Income Without Depreciation				56,402.74	40,652.57	15,750.17
	415.50 · Depreciation Expense			22,251.65	0.00	22,251.65
Total Expenses With Depreciation	SEWER			117,049.85	104,538.34	12,511.51
Net Income	SEWER			34,151.09	40,652.57	-6,501.48

GENERAL MANAGER'S REPORT

FEBRUARY 12, 2020

UPDATE ON THE SCADA SYSTEM REPAIR PROJECT

I followed up on the work performed by JMIntegration to make sure bthat the SCADA system is still working properly. The two failed pond level transmitters that were replaced are not calibrated properly. I have asked Brandon Jacka to instruct his operators to test the SCADA system in their normal operations so that we can identify what else may not be working as expected. While we have a dry spell next week, Brandon and his operator will do a full day's irrigation to see if the SCADA system is tracking irrigation data. I will contact Jack Miller to calibrate the pond level sensors.

Currently the SCADA reporting system is working properly for remote access and control. It is also downloading flow rates, etc.

STATUS OF THE GAZEBO PROJECT

The bid opening is scheduled for February 12, 2020 at 3:00 pm. We have gotten interest from 5 or 6 contractors. We have also gotten questions about the construction drawings from several contractors. David Judd has helped with some of the answers. I will be recommending to the Board that we use David to be the onsite project manager due to his construction background and familiarity with the work.

STATUS OF THE CCTV INSPECTION PROGRAM

I will be following up with Roy's Sewer Service on the video inspection of the entire collection system. Bill Bonini checked ground conditions between the Highway 1 and the plant. The ground is too wet to support the video inspection trucks and equipment. We can still get a sense of whether or not we have an issue with fats, oil, and grease by inspecting the sewer main from First Street to the creek crossing of the sewer main. The rest of the inspection to the plant will be done this fiscal year, but probably in May or June.

STATUS OF THE CIP PROJECTS

I attended the FAC and updated the committee members on likely additions to the CIP exclusive of the CCTV inspection findings.

Some of the projects currently on the CIP list will be deferred. For example, our schedule called for us to replace one high lift pump and motor this fiscal year. Both pumps and motors are working fine at this time. It does not make sense to replace either one until it fails or shows it is close to failing. I will develop a plan with NSU so that replacement pump and motors are available at a moment's notice. The funds earmarked for such work will be rolled over to the next year(s).



January 15, 2020

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
December 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 Discharge		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
12/1/2019	28.4																NO	Discharge		
12/2/2019	28.4																			
12/3/2019	28.4																			
12/4/2019	28.4		8.3	15.3	60.0	320.0	2.1	0.5	9.3	0.6	8.8	520.0	37.0	8.2	5.3	12.8				
12/5/2019	35.7	113.6																		
12/6/2019	35.7																			
12/7/2019	35.7																			
12/8/2019	35.7																			
12/9/2019	35.7																			
12/10/2019	35.7																			
12/11/2019	35.7																			
12/12/2019	35.7	249.9																		
12/13/2019	35.7											490.0	14.0	8.4	5.1	11.9				
12/14/2019	36.8																			
12/15/2019	36.8																			
12/16/2019	36.8																			
12/17/2019	36.8																			
12/18/2019	36.8																			
12/19/2019	36.8	255.4										520.0	38.0	8.6	6.9	11.4				
12/20/2019	42.6																			
12/21/2019	42.6																			
12/22/2019	42.6																			
12/23/2019	42.6																			
12/24/2019	42.6																			
12/25/2019	42.6																			
12/26/2019	42.6	292.4										530.0	86.0	8.5	6.6	11.2				
12/27/2019	36.0																			
12/28/2019	36.0																			
12/29/2019	36.0																			
12/30/2019	36.0																			
12/31/2019	36.0																			
Max	42.6	292.4	8.3	15.3	60.0	320.0	2.1	0.5	9.3	0.6	8.8	530.0	86.0	8.6	6.9	12.8	0.0	0.0	0.0	0.0
Min	28.4	113.6	8.3	15.3	60.0	320.0	2.1	0.5	9.3	0.6	8.8	490.0	14.0	8.2	5.1	11.2	0.0	0.0	0.0	0.0
Mean	36.6	227.8	8.3	15.3	60.0	320.0	2.1	0.5	9.3	0.6	8.8	515.0	43.8	8.4	6.0	11.8	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total	1098.1																0.0			

**TOMALES TREATMENT PONDS
STANDARD OBSERVATION REPORT**

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

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	12/4/2019	12/13/2019	12/19/2019	12/26/2019
Day	WED	FRI	THURS	THURS
Time	15:00	10:00	12:20	8:00
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)

December 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	12/4/2019	12/13/2019	12/19/2019	12/26/2019
Day	WED	FRI	THURS	THURS
Time	15:00	10:00	12:20	8:00
Operator	AG	AG	AG	AG
Rain fall, inches	0	0	3	0
* Nuisance odors (smell)	N	N	N	N
*Evidence of any standing water	N	N	N	N
* Evidence of mosquitos breeding	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N
* Evidence of structure seepage	N	N	N	N

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

**TOMALES STORAGE PONDS
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year) **December 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	12/4/2019	12/13/2019	12/19/2019	12/26/2019
Day	WED	FRI	THURS	THURS
Time	15:00	10:00	12:20	8:00
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)

December 2019

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

INSPECTION	Week1	Week 2	Week 3	Week 4
Date	12/4/2019	12/13/2019	12/19/2019	12/26/2019
Day	WED	FRI	THURS	THURS
Time	15:00	10:00	12:20	8:00
Tech	AG	AG	AG	AG
* Evident of any leaks	N	N	N	N
Tank level, inches	10	10	10	10
Cl2 gallons added	0	0	0	0
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