



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, March 11, 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 March 11, 2020 BOD Agenda Action

IV. Board Member Reports

V. Approval of February 12, 2020 Minutes Action

VI. Committee Reports

- a. Park Advisory Committee (PAC)
 - 1. Review PAC February 24th, 2020 Meeting Minutes
 - 2. Review and Approve Construction Service Agreement for Park Projects Action
- b. Financial Advisory Committee (FAC)
 - 1. Review Approved March 2nd, 2020 FAC Meeting Minutes

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 February 2020 reports

X. Pending Business:

XI. Other Business

XII. New Business

- a. Policies for Accessory Dwelling Units (ADU's)

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, February 12, 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, Peter MacLaird, Deborah Parrish

Board Members Absent: None

Also Present: Jose Ortiz, TVCS D General Manager Manager; Cynthia Hammond, TVCS D Recording Secretary

I. Call To Order

Dru Fallon O’Neill called the meeting to order at 7:08 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 February 12, 2020 TVCS D BOD Agenda

Deborah Parrish motioned to approve the February 12, 2020 TVCS D Board Agenda. Peter MacLaird seconded the motion. M/S/C

IV. TVCS D Board Member Reports

Dru Fallon O’Neill apologized for missing the January 27, 2020 Park meeting.

V. Approval of January 8, 2020 TVCS D BOD Minutes

Donna Clavaud motioned to approve the TVCS D January 8, 2020 minutes as is. Deborah Parrish seconded the motion. M/S/C

VI. Committee Reports

a. Park Advisory Committee (PAC):

1. Review PAC January 27, 2020 Meeting Minutes

The bark was delivered and distributed in the Park and the gazebo has been demolished. Cindy & Randy Biehler built and financed Margaret Graham’s memorial bench. Donna Clavaud will send a thank you card to the Biehler’s on behalf of the TVCS D Board and staff.

Peter MacLaird expressed concerns about late night noise and traffic in the Park. Deborah Parrish suggested installing an automatic, timing locking system for the restroom doors; Dru Fallon O’Neill suggested a no loitering sign; Donna Clavaud suggested a day use only sign.

2. Review Park Construction Bid(s). Clarify Selection Process

Jose Ortiz received four (4) sealed bids for the Park Projects. DMR Builders out of Santa Rosa was the lowest bidder at \$130,000. The three (3) other bids came in at \$135,500, \$164,945 and \$183,900.

Bidders had questions for Jose Ortiz about the specifications for the gazebo; Jose Ortiz checked with the structural engineer to clarify a few issues particularly with the roof details. Details will be sorted out at the pre-construction meeting.

Jose Ortiz will send the TVCSD Board a Service Agreement he developed and will put together a bid proposal package which will include payment bonds (though not mandatory for Public Works contracts), performance bonds and labor materials bonds (ensures if the contractor doesn't pay their suppliers, TVCSD would not be held liable). The next step will be to hold a pre-construction conference with DMR Builders. TVCSD **may** hold a Special Meeting to award the contract and execute the agreement with a "Notice to Proceed". Jose Ortiz recommends DMR Builders for the Park projects and for David Judd to be the Project Manager. Project could begin March 1, 2020.

Bill Bonini asked if DMR Builders references and licenses have been checked. Jose Ortiz said they have Class A & B licenses, and they are registered with the Department of Industrial Relations. Jose Ortiz said the project, by law, must go to the lowest bidder. Jose Ortiz will contact DMR Builders references.

Peter MacLaird motioned to accept DMR's Builders proposal for \$130,000 for the Park projects pending positive outcome of their references and to allow Jose Ortiz to award the contract to DMR Builders. Bill Bonini seconded the motion. M/S/C

b. Financial Advisory Committee (FAC):

1. Review Approved January 23, 2020 FAC Meeting Minutes

Minutes were reviewed.

Donna Clavaud reported Jose Ortiz attended the FAC meeting to discuss the Capital Improvement Plan (CIP); Jose Ortiz will redo the CIP budget which will include enlarging the irrigation ditch at the upper pond and to move the sensors higher for earlier warning purposes. The CIP budget will be included on the March 11, 2020 TVCSD meeting agenda.

TVCSD five (5) year strategic planning process will be included on the TVCSD March 11, 2020 meeting agenda. The TVCSD Policy Manual will be revised, reformatted and bound after the Budget is completed.

Melinda calculated the cost difference between subcontracting from agencies for Administrative Services vs. hiring directly as a TVCSD employee and found the District would not be incurring any additional costs.

Jose Ortiz requested that all invoices be approved.

VII. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures:

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

b. Financial Manager's Report:

Financial Manager's report was reviewed.

Melinda Bell requested approval for the District to buy a new phone instrument for the Plant, which has voice messaging capabilities for remote access from another phone so that someone can check messages from his/her own phone. The current on-line service has been declining.

Deborah Parrish motioned to approve purchasing a new phone instrument for the Plant that has voice messaging capabilities with remote access from another phone. Donna Clavaud seconded the motion. M/S/C

c. Review and Approve Financial Statements:

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

VIII. General Manager's Report

General Manager's report was reviewed.

Jose Ortiz reported the SCADA level sensors need to be recalibrated; Jack Miller will recalibrate the sensors.

IX. NSU Report

a. Review January 2020 reports:
Reports were reviewed.

X. Pending Business

None

XI. Other Business

None

XII. New Business

a. Change of Employment Status for Administrative Services:

Donna Clavaud motioned to change Administrative Services status from sub-contractor to part time TVCSD employee effective February 1, 2020. Peter MacLaird seconded the motion. M/S/C

Jose Ortiz will perform employee evaluations on Cynthia Hammond and Melinda Bell.

XIII. Old Business

None

XIV. Correspondence

None

XV. Adjournment

Dru Fallon O’Neill adjourned the meeting at 8:34 pm. No objections

Next TVCSD BOD Meeting, March 11, 2020, 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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Board of Directors:

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

Tomales Park Committee meeting minutes

Monday, February 24, 2020, Meeting began @ 6:00 pm

Walter Earle chaired the meeting.

Walter served as note taker.

Present: Walter Earle, Dru Fallon O'Neill, Randy Biehler, David Judd, Patty Oku

Absent: Beth Koelker, Margaret Nettles

Agenda:

Open Communication

Prospective Bidders: Escon Builders, M3 Integrated Services, DMR (Low Bidder-130K) and FRC Inc.

Adjourn

<u>Agenda Item</u>	<u>Discussion</u>
Open Communication	We discussed Committee positions and decided to put them on next months agenda. Also at some point we will hold a dedication event for Margaret's Bench at the park. Notice will be given and the community will be invited. Walter will be hosting the event.
Prospective bidders	We will most likely be hiring DMR to build the Gazebo. David has marked out the area in the park where it will be built. Most likely it will take up to 4 weeks to build. The fence project is a separate contract.

Meeting adjourned at 6:30 pm.

Date:

TOMALES VILLAGE COMMUNITY SERVICES
DISTRICT
Tomales, California

AGREEMENT

THIS AGREEMENT, made this 11th day of March, 2020 by and between DMR Builders, whose place of business is at 2383 Ignacio Court, Santa Rosa, CA 95401, hereinafter called the "Contractor," and TOMALES VILLAGE COMMUNITY SERVICES DISTRICT, a County Special District, hereinafter called the "District."

WHEREAS, the District, by action of its Board of Directors on the 12th day of February, 2020 directed the General Manager to award to the Contractor a contract for:

TOMALES PARK GAZEBO PROJECT

For considerations hereinafter specified, Contractor and District agree as follows:

Article I: Work to be Done and Documents Forming the Contract

Contractor agrees to do all the work and furnish all materials necessary to construct and complete, in accordance with the Specifications, the following work:

- A new Gazebo
- Handicap ramps to four play areas of the park

Note: The Pedestrian Gate shown in Detail 2 and the Fountain shown in Detail 3 of Sheet A2.0 of the architectural drawings **are not part of this project.**

Said work shall be performed to the satisfaction of the General Manager and Engineer all in accordance with the Drawings, Appendix A and Appendix B, Notice to Prospective Bidders, and the Proposal of the Contractor, all of which documents are hereby specially referred to and by such reference made a part of this Contract.

Article II: Contract Price

District hereby agrees and promises to pay to Contractor the sum of one hundred thirty thousand dollars and no cents (\$130,000.00) for the performance of said work; provided, however, that the above mentioned sum is one determined by the Proposal of Contractor as based upon the estimated work to be done.

Article III: Completion of Contract

It is hereby agreed that the work called for under this Contract, in all its parts and requirements, shall be completed before the expiration of the County of Marin building permit #152531 for this project which is June 27, 2020.

Article IV: Bonds Required

This Contract shall have no force or effect whatsoever unless and until Contractor delivers to the District a Payment Bond for Public Works in the sum of one hundred thirty thousand dollars and no cents (\$130,000.00).

Nor shall such Contract be effective until Contractor also gives a good and sufficient bond in the sum of one hundred thirty thousand dollars and no cents (\$130,000.00) for the faithful performance of the work to be done under the terms of this Contract.

Article V: Certification by Contractor

Contractor hereby certifies as follows:

“I certify that I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Contract.”

IN WITNESS WHEREOF, Contractor and District have caused this agreement to be subscribed as of the day and year first hereinabove written.

TOMALES VILLAGE COMMUNITY
SERVICES DISTRICT

Date District signature affixed:

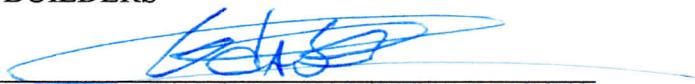
By _____
District

DMR BUILDERS

Date Contractor signature affixed:

3/4/20

32-0570566
Federal I.D. or S.S. Number

By 
Title PRESIDENT
Contractor

FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Monday, March 2, 2020

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

Melinda Bell called the meeting to order at 6:30pm and Donna Clavaud recorded the meeting minutes.

AGENDA

1. DRAFT SEWER BUDGET FOR 2020-21:

Melinda Bell brought budget sheets and we went over the line items for income and expenses. We adjusted line item changes as we project them. There are no major changes to income and expenses. We left line items for Repairs and Maintenance open for Jose Ortiz to complete. We are including a Draft Sewer Budget sheet for Board discussion at the upcoming meeting on March 11.

2. Tomales Park Draft Budget for 2020-21:

We will work on this Budget at our April meeting.

3. TVCSD Policy Manual:

We will work on the policies after we complete the Budget. We agreed to speak with Cynthia Hammond, Secretary for TVCSD to have her estimate the amount of hours needed to re-type and compile the Policy Manual for distribution. Melinda has adjusted her salary line item to reflect this work. We don't expect to incur increased costs since Cynthia has not even met her current projected budget expenses for this year.

We adjourned the meeting at 7:35pm and will meet again in April.

Approved on:

Signed by:

**Tomales Village Community Services District
February 2020 Bank Transactions**

PARK BANK ACCOUNTS		Type	Date	Num	Name	Memo	Amount	Balance
131.00 - Cash	Beginning Balance							215,934.94
131.48 - CA LAIF	Beginning Balance							30,605.26
Total 131.48 - CA LAIF					Ending Balance			30,605.26
131.42 - Bank of Marin - Money Market	Beginning Balance							93,397.79
	Deposit		02/29/2020			BoMinterest	6.92	93,404.71
131.46 - Bank of Marin - Park Account	Beginning Balance							91,931.89
	Bill Pmt -Check		02/07/2020	1274	PGE	7399820768-9 12/25-1/24	-95.64	91,836.25
	Bill Pmt -Check		02/11/2020	1275	Martinez, Maria	October - December, January -March F	-285.30	91,550.95
	Payment		02/26/2020		Henry Elfstrom		70.00	91,620.95
	Deposit		02/29/2020			BoMinterest	0.35	91,621.30
Total 131.00 - Cash Park					Ending Balance		-303.67	215,631.27
SEWER BANK ACCOUNTS								
131.00 - Cash	Beginning Balance							213,284.53
131.20 - CA Local Agency Investm Fnd	Beginning Balance							71,412.28
Total 131.20 - CA Local Agency Investm Fnd					Ending Balance			71,412.28
131.31 - Redwood Credit Union	Beginning Balance							40,623.49
	Deposit		02/03/2020			Deposit	12.71	40,636.20
	Deposit		02/29/2020			RCU int	11.89	40,648.09
Total 131.31 - Redwood Credit Union					Ending Balance		24.60	40,648.09
131.42 - Bank of Marin - Money Market	Beginning Balance							88,131.45
	Transfer		02/01/2020			Funds Transfer	-35,000.00	53,131.45
	Deposit		02/18/2020			Levy 4	69.42	53,200.87
	Deposit		02/20/2020			Levy 4	14.34	53,215.21
	Deposit		02/29/2020			MM interest	3.94	53,219.15
Total 131.42 - Bank of Marin - Money Market					Ending Balance		-34,912.30	53,219.15
131.44 - Bank of Marin - Sewer	Beginning Balance							10,340.95
	Bill Pmt -Check		02/01/2020	4769	Brelje and Race Laboratories, Inc.		-455.00	9,885.95
	Bill Pmt -Check		02/01/2020	4770	Kristin Lawson	rent Dec-Feb 2020	-300.00	9,585.95
	Transfer		02/01/2020			Funds Transfer	35,000.00	44,585.95
	Bill Pmt -Check		02/07/2020	4771	PGE	8044736439-1 12/24/19 - 01/23/20	-106.56	44,479.39
	Bill Pmt -Check		02/07/2020	4772	Melinda K. Bell	January 26.25 hours plus postage	-925.15	43,554.24
	Bill Pmt -Check		02/08/2020	4773	Natural Systems Ut	inv 373377 February services	-4,389.60	39,164.64
	Bill Pmt -Check		02/11/2020	4774	USPS	PO Box 303 marketing mail permit P1	-240.00	38,924.64
	Bill Pmt -Check		02/15/2020	4775	Nelson Staffing	1/26 4 hours	-139.80	38,784.84
	General Journal		02/19/2020	voidLabChk		void ck 4763	455.00	39,239.84
	Bill Pmt -Check		02/19/2020	4776	AT&T Uverse	145835838	-129.77	39,110.07
	Bill Pmt -Check		02/19/2020	4777	Brelje and Race Lat	Replace Ck #4769	-455.00	38,655.07
	Bill Pmt -Check		02/19/2020	4778	Capital One Bank	6428	-7.95	38,647.12
	Bill Pmt -Check		02/19/2020	4779	Hammond, Cynthia	6.75 hours less 7.65%SocSec,Med & \$	-175.01	38,472.11
	Payment		02/20/2020		Tomales Regional Histroy Center		81.90	38,554.01
	Bill Pmt -Check		02/21/2020	4780	AT&T	138729848 2/11-3/10	-90.95	38,463.06
	Deposit		02/29/2020			BoMarinSewer interest	0.15	38,463.21
Total 131.44 - Bank of Marin - Sewer					Ending Balance		28,122.26	38,463.21
131.48 - Bank of Marin - Solar	Beginning Balance							2,776.36
	Deposit		02/28/2020			Interest Solar	0.01	2,776.37
Total 131.48 - Bank of Marin - Solar					Ending Balance		0.01	2,776.37
Total 131.00 - Cash Sewer					Ending Balance		-6,765.43	206,519.10



Financial Manager's Report March 11, 2020

The financial reports in this packet present the financial results after two-thirds of the year, or 8 months, have passed. There are some expenses which have not been reported for February, such as my invoice and Jose's, some lab bills and utility bills. These bills for June will be accrued for year-end, adding an extra month into the year-end results, but these February reports are close to two-thirds of the year's expenses. Next month's packet will report three-quarters of the year's results, a basis to begin the budgeting process for fiscal year 2020/2021.

Our year-to-date Park results are inconclusive, once again reporting delays in construction. We are now close to beginning construction with much higher costs than originally planned. Cash reserves for the Park are sufficient to fund construction at the higher cost, but when this project is complete, it would be time for long-range planning for the Park to determine other needed capital improvements and future funding sources for future maintenance expenses. November's election will give an indication of the probability of continued Measure A funding.

The financial results for the Sewer program year-to-date are almost identical to last-year's report at the end of February. In each year we received a \$10,000 connection fee, boosting our net income and cash balances, but we cannot count on this funding in future years. The rate increase, however, contributed to last year's first increase in cash balances since 2009/2010 when funding for the last major capital improvements was received. We may have turned the corner now with the rate increases. If this year continues to report like last year, this year may also add \$20,000 to cash reserves. If expenses are controlled, future years without the connection fee could still add \$10,000 instead of draining cash as had been done for the previous eight years. The key will be controlling expenses and attention to the condition of our capital assets.

Our last State Water Resources Control Board loan payment of \$26,295 is due in December 2022. In budgeting for the 2022/2023 fiscal year, we should have this amount to put in reserves toward future capital needs or begin needed infrastructure work. Our last solar bond payment of \$17,941 is due in July 2025. At that point we would be debt-free and be in a good position to plan for future capital needs.

Tomales Village Community Services District Comparative Balance Sheets February 2019 and 2020

		Feb 29, 20	Feb 28, 19	\$ Change	% Change
ASSETS					
	131.00 · Cash				
	131.48 · CA LAIF	30,605.26	0.00	30,605.26	100.0%
	131.42 · Bank of Marin - Money Market	93,404.71	54,763.55	38,641.16	70.56%
	131.46 · Bank of Marin - Park Account	91,621.30	129,480.34	-37,859.04	-29.24%
	Total 131.00 · Cash	215,631.27	184,243.89	31,387.38	17.04%
Fixed Assets					
	100.20 · Land and Land Rights	132,000.00	132,000.00	0.00	0.0%
	Original Cost	314,653.66	314,653.66	0.00	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		587,958.83	564,202.55	23,756.28	4.21%
LIABILITIES & EQUITY					
Liabilities					
	222.00 · Accounta Payable	0.00	177.61	-177.61	-100.0%
	217.00 · Unearned Revenue	25,000.00	25,000.00	0.00	0.0%
	Total Current Liabilities	25,000.00	25,177.61	-177.61	-0.71%
	Total Liabilities	25,000.00	25,177.61	-177.61	-0.71%
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	32,217.30	30,521.23	1,696.07	5.56%
	Total Equity	562,958.83	539,024.94	23,933.89	4.44%
TOTAL LIABILITIES & EQUITY		587,958.83	564,202.55	23,756.28	4.21%
ASSETS					
	131.00 · Cash				
	131.20 · CA Local Agency Investm Fnd	71,412.28	14,000.00	57,412.28	410.09%
	131.31 · Redwood Credit Union	40,648.09	96,518.66	-55,870.57	-57.89%
	131.42 · Bank of Marin - Money Market	53,219.15	56,849.04	-3,629.89	-6.39%
	131.44 · Bank of Marin - Sewer	38,463.21	26,615.73	11,847.48	44.51%
	131.48 · Bank of Marin - Solar	2,776.37	2,467.25	309.12	12.53%
	Total 131.00 · Cash	206,519.10	196,450.68	10,068.42	5.13%
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	-722,550.65	-671,658.32	-50,892.33	-7.58%
	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	1,348,489.84	1,399,382.17	-50,892.33	-3.64%
Other Assets					
	136.00 · SUSD Note Receivable	13,359.01	15,094.35	-1,735.34	-11.5%
TOTAL ASSETS		1,568,367.95	1,610,927.20	-42,559.25	-2.64%
LIABILITIES & EQUITY					
Liabilities					
	222.00 · Accounts Payable	616.69	9,889.69	-9,273.00	-93.76%
	230.00 · Fed Payroll Tax Payab	38.98	34.43	4.55	13.22%
	Total Current Liabilities	655.67	9,924.12	-9,268.45	-93.39%
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	179,244.06	228,272.37	-49,028.31	-21.48%
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	14,830.48	14,215.88	614.60	4.32%
	Total Equity	1,389,123.89	1,382,654.83	6,469.06	0.47%
TOTAL LIABILITIES & EQUITY		1,568,367.95	1,610,927.20	-42,559.25	-2.64%

	PARK	BUDGET COMPARISON	Jul 2019 - Feb 2020	Budget	\$ Over Budget
Income	311.00	Interest Income	413.14	570.00	-156.86
	315.80	Measure A Funds	37,075.55	37,582.01	-506.46
		Total 320.00	285.00	0.00	285.00
		Total 322.00	600.00	200.00	400.00
		322.60	560.00	560.00	0.00
Total Income	PARK		38,933.69	38,912.01	21.68
Expense	414.57	Accounting	201.25	900.00	-698.75
	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	870.00	-412.96
	414.83	PGE Park	624.22	925.31	-301.09
	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	409.20	250.00	159.20
Total Expense	PARK		6,716.39	110,364.31	-103,647.92
Net Income	PARK		32,217.30	-71,452.30	103,669.60
	SEWER	BUDGET COMPARISON			
Income	301.10	Service Charges - Monthly	655.20	655.20	0.00
	301.15	Service Charges - Annual Fees	1,965.60	1,965.60	0.00
	301.20	Service Charges - SUSD	58,925.72	64,299.00	-5,373.28
		Total 301.30	64,745.88	64,531.27	214.61
	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	1,895.58	1,359.27	536.31
	315.50	Levy 4	4,895.32	4,479.05	416.27
Total Income	SEWER		151,395.30	145,351.39	6,043.91
Expense	413.00	Grounds Maintenance	800.00	4,766.25	-3,966.25
	410.10	Sewage Collection Electric	179.81	310.36	-154.45
	411.05	Lab Bills	5,027.60	5,747.00	-719.40
	411.10	Maintenance Supplies	631.52	3,393.43	-2,761.91
	411.03	Sewage Treatment Electric	-3,988.28	-2,777.20	-1,253.30
	412.10	Sewage Disposal Electric	13.99	680.24	-666.25
	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	31,510.25	-8,990.25
	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	239.77	250.17	-10.40
	414.43	Office Supplies	14.09	93.23	-79.14
	414.44	Sonic - Web Hosting	49.01	66.40	-17.39
	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	5,993.75	8,063.00	-2,069.25
	414.48	Office Rent	600.00	600.00	0.00
	414.49	Secretary	1,451.96	2,435.32	-983.36
	414.50	O&M Contractual Services	34,455.00	34,705.52	-250.52
	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	536.61	-273.92
		Total 414.80	262.69	536.61	-273.92
	414.85	Training	0.00	200.00	-200.00
	414.90	Telephone and Internet Services	1,739.51	1,666.52	72.99
	415.50	Depreciation Expense	34,917.65	0.00	34,917.65
	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 Expense	SEWER		136,564.82	117,298.98	19,265.84
Net Income			14,830.48	28,052.41	-13,221.93
Net Income Without Depreciation			49,748.13	28,052.41	21,695.72

GENERAL MANAGER'S REPORT

MARCH 11, 2020

UPDATE ON THE SCADA SYSTEM REPAIR PROJECT

NSU is testing the SCADA system before I follow up with JMIntegration on the work performed. In addition to the two failed pond level transmitters that I reported last week, we have had problems with the flow meter at the plant and at the irrigation field. The flow meter at the irrigation field was no longer readable because the lens has fogged over. NSU found a spare that we mined for parts. I will contact Jack Miller to calibrate the pond level sensors this week. He will be gone for a month beginning March 24.

STATUS OF THE GAZEBO PROJECT

As reported to the Board on February 12, the low bidder for this project is DMR Builders out of Santa Rosa with a bid of \$130,000. The work includes construction of the gazebo and of the handicap ramps. After a pre-construction conference on February 20, attended also by David Judd, I sent DMR Builders a notice of intent to award the contract on February 25, 2020. I want to use David's services to be the onsite construction manager due to his familiarity with the project. I have not gotten a response from David of his rate. I received the required bonds and insurance and a signed agreement for the project last Saturday. Dru can sign two copies of the agreement on behalf of the District. One copy of the agreement and attachments will be mailed to DMR Builders and one set is for our files. I will ask Cynthia to set up a project file.

STATUS OF THE CCTV INSPECTION PROGRAM

I was not able to schedule Roy's Sewer Service on the video inspection of the entire collection system. I am aiming for early April for this part of the inspection followed by the rest of the inspection to the plant in May/June.

STATUS OF THE CIP PROJECTS

I have been working with NSU to identify CIP related needs and work. We need to evaluate further whether or not the two flow meters need to be replaced. At the very least both have to be recalibrated or replaced. If the cost to recalibrate them is nearly as much as the cost to replace them, we may just replace them. NSU is researching the cost of the flow meters. We have a tentative agreement with Furlong construction to perform erosion repairs at the storage ponds. That work will be delayed until late summer, early fall after we have lowered the pond levels. Last week we found a leak in the force main to the storage ponds. Repairs under way.

BUDGET PROCESS

The preliminary budget will be presented to the Board at the May meeting. I will prepare a budget schedule before the Board meeting.



February 17, 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
January 2020

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
1/1/2020	36.0																			
1/2/2020	36.0																			
1/3/2020	36.0	288.0	8.4	13.9							370.0	23.0	8.3	3.1	11.3					
1/4/2020	33.1																			
1/5/2020	33.1																			
1/6/2020	33.1																			
1/7/2020	33.1																			
1/8/2020	33.1																			
1/9/2020	33.1																			
1/10/2020	33.1	232.0			530.0	440.0	2.7	0.4	10.0	1.8	8.3	520.0	27.0	9.2	7.4	7.4				
1/11/2020	35.8																			
1/12/2020	35.8																			
1/13/2020	35.8																			
1/14/2020	35.8																			
1/15/2020	35.8	179.0									480.0	36.0	2.4	2.4	10.2					
1/16/2020	42.2																			
1/17/2020	42.2																			
1/18/2020	42.2																			
1/19/2020	42.2																			
1/20/2020	42.2																			
1/21/2020	42.2	253.0									460.0	69.0	8.5	5.9	11.1					
1/22/2020	39.3																			
1/23/2020	39.4																			
1/24/2020	39.3																			
1/25/2020	39.3																			
1/26/2020	39.3																			
1/27/2020	39.3																			
1/28/2020	39.3																			
1/29/2020	39.3	314.0									480.0	55.0	8.4	2.9	13.6					
1/30/2020	34.1																			
1/31/2020	34.1																			
Max	42.2		8.4	13.9	530.0	440.0	2.7	0.4	10.0	1.8	8.3	520.0	69.0	9.2	7.4	13.6			#DIV/0!	
Min	33.1		8.4	13.9	530.0	440.0	2.7	0.4	10.0	1.8	8.3	370.0	23.0	2.4	2.4	7.4			0.0	
Mean	37.2		8.4	13.9	530.0	440.0	2.7	0.4	10.0	1.8	8.3	462.0	42.0	7.4	4.3	10.7			#DIV/0!	
Total	1154.4																0.0			

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) **January 2020**

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	<i>1/3/20</i>	<i>1/10/2020</i>	<i>1/15/2020</i>	<i>1/21/15</i>	<i>1/29/20</i>
Day	FRI	FRI	WED	TUE	WED
Time	<i>10:40</i>	8:45	13:20	15:30	15:15
Operator	AG	AG	AG	AG	AG
* Nuisance odors from ponds	N	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N	N
Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Sign posting that wastewater is unsafe to drink	Y	Y	Y	Y	Y

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

TOMALES INFLUENT HEADWORKS

STANDARD OBSERVATION REPORT

1.Reporting period (Month/Year) **January 2020**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	<i>1/3/20</i>	<i>1/10/2020</i>	<i>1/15/2020</i>	<i>1/21/15</i>	<i>1/29/20</i>
Day	FRI	FRI	WED	TUE	WED
Time	<i>10:40</i>	<i>8:45</i>	<i>13:20</i>	<i>15:30</i>	<i>15:15</i>
Operator	AG	AG	AG	AG	AG
Rain fall, inches	0.5	<i>1.3</i>	0.25	1.5	0.85
* Nuisance odors (smell)	N	N	N	N	N
*Evidence of any standing water	N	N	N	N	N
* Evidence of mosquitos breeding	N	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N	N
* Evidence of structure seepage	N	N	N	N	N

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

TOMALES STORAGE PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year)

January 2020

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	<i>1/3/20</i>	<i>1/10/2020</i>	<i>1/15/2020</i>	<i>1/21/15</i>	<i>1/29/20</i>
Day	FRI	FRI	WED	TUE	WED
Time	<i>10:40</i>	<i>8:45</i>	<i>13:20</i>	<i>15:30</i>	<i>15:15</i>
Operator	AG	AG	AG	AG	AG
- Nuisance odors from ponds	N	N	N	<i>N</i>	<i>N</i>
* Evidence of pond berm seepage	N	N	N	N	N
* Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Signage that wastewater is unsafe to drink	Y	Y	Y	Y	Y

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

**TOMALES CHLORINE STORAGE TANK
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year)

January 2020

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

INSPECTION	Week1	Week 2	Week 3	Week 4	Week 5
Date	<i>1/3/20</i>	<i>1/10/2020</i>	<i>1/15/2020</i>	<i>1/21/15</i>	<i>1/29/20</i>
Day	FRI	FRI	WED	TUE	WED
Time	<i>10:40</i>	8:45	13:20	15:30	15:15
Tech	AG	AG	AG	AG	AG
* Evident of any leaks	N	N	N	N	N
Tank level, inches	10	10	10	10	10
Cl2 gallons added	0	0	0	0	0
New tank level after adding C12, inches	10	10	10	10	10
Gallons used for treatment since last check	0	0	0	0	0
Warning Signs Improperly Posted	N	N	N	N	N

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

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

1 inch = 8 gallons

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

Month: January 2020

IRRIGATION CURRENTLY NOT RUNNING

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Day					
Time					
Operator					
Evidence of standing water					
* Evidence of runoff from site					
Evidence of erosion caused by irrigation					
Evidence of system run off containment system from proper condition and integrity.					
*Any odors					
Mosquito breeding resulting from irrigation					
* Evidence of improper distribution system components and hydraulic integrity					
Perimeter fence posting informing public wastewater is not safe to drink					
Sodium Hypochloride tank level, inches					

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

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



(707) 254-1931