



TVCS D Board of Director's & Public Hearing Meeting Agenda

Date: Wednesday, July 14, 2021, 7 pm

Various Locations- Teleconference Meeting Pursuant to Executive Order N-29-20

Notice of Teleconferenced Meeting

Pursuant to the Governor's Executive Order N-29-20 (dated March 17, 2020), members of the Board of Directors may participate via teleconference. Teleconference locations are not open to the public pursuant to California Governor Executive Order N-29-20. For this meeting, there will be no physical location from which members of the public may observe/comment.

Board Members Teleconferencing: Dru Fallon O'Neill, Donna Clavaud, Bill Bonini, John Ward, and Peter MacLaird.

Members of the Public may participate and provide public comments to teleconference meetings as follows:

1. If you wish to submit a public comment on agenda items in advance of the meeting, please send to jose91946@sbcglobal.net. Emails received prior to the meeting will be included in the public record. The Board President will read public comments at the Board meeting, not to exceed three minutes (approximately 300 words).
2. If you wish to submit a public comment during the meeting, please use the following information:
https://us02web.zoom.us/j/83810198755 dial by your location _United States____
Meeting ID: 838 1019 8755

In the event of a Zoom Bombing, the Zoom meeting will be terminated and a new meeting, login credentials below, will be used to continue the District's business. The login credentials will not be made public and only written comments will be allowed for the remainder of the meeting.

Public testimony will be taken at the direction of the Board President and members of the public may only comment during times allotted for public comments. If you wish to request a disability-related modification or accommodation, please contact the District by email at cynthmarie@sbcglobal.net.

I. Call To Order

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

III. Approval of July 14, 2021 BOD Agenda Action

IV. Board Member Reports

V. Approval of June 9, 2021 Minutes Action

VI. Conduct Public Hearing to Receive Comments on the Proposed Sewer Service Rates and Method of Collection for FY 21/22.

VII. Conduct Public Hearing to Receive Comments on the Proposed Final Sewer and Park Budgets for FY 21/22.

VIII. Committee Reports

- a. Park Advisory Committee (PAC)
 1. No PAC Meeting was held in June 2021
 2. Park Clean-up Update

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 John Ward



3. Review and Approve Park Rental Contract **Action**
4. Approve Park Rentals and Large Gatherings (Founder's Day, September 5th, 2021) **Action**
5. Cut Back Park Cleaning Hours

- b. Financial Advisory Committee (FAC)
 1. No FAC Meeting was held in May 2021
- a. Hiring of Strategic Planning Consultant

IX. Financial Report (Melinda Bell)

- a. Accept Check Registers and Approve Expenditures **Action**
- b. Financial Manager's Report
- c. Review and Approve Financial Statements **Action**
- d. Adopt Resolution 21-1: Maintaining the Current Sewer Service Rate at \$81.90 per month per "equivalent unit" ("EU") for FY 21/22 **Action**
- e. Adopt Resolution 21-2: Maintaining the Current Connection Fee of \$10,000 per EU and Keeping the Ad Valorem Tax Rate at .02% on Assessed Value for FY 21/22 **Action**
- f. Adopt Resolution 21-3: Approve Final Sewer Budget for FY 21/22 **Action**
- g. Adopt Resolution 21-4: Approve Final Park Budget for FY 21/22 **Action**

X. General Manager's Report

- a. Draft RFP for General Manager

XI. NSU Report

- a. Review May 2021 reports

XII. Pending Business

XIII. Other Business

XIV. New Business

XV. Old Business

XVI. Correspondence

XVII. 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.



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, June 9, 2021 7 – 9 pm Via Zoom

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

Board Members Present: Dru Fallon O'Neill, President; Donna Clavaud, Vice President; Bill Bonini, Peter MacLaird, John Ward

Board Members Absent: None

Also Present: Jose Ortiz, TVCS D General Manager; Cynthia Hammond, TVCS D Recording Secretary; Hope Sturges, Community Member

I. Call To Order:

In Dru Fallon O'Neill called the meeting to order at 7:04 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.

Hope Sturges asked if the TVCS D Board considered hiring an Administrator as an employee instead of a contractor. Donna Clavaud said this was already on the agenda under "Pending Business".

III. Approval of June 9, 2021 TVCS D BOD Agenda

Bill Bonini motioned to approve the June 9, 2021 TVCS D Board Agenda. Donna Clavaud seconded the motion. M/S/C

IV. TVCS D Board Member Reports

Donna Clavaud reported the Governor is reopening the state California as of June 15, 2021 which means the Park can reopen without any restrictions. The job description for cleaning the Park will be revised to eliminate unnecessary hours. Donna Clavaud and Dru Fallon O'Neill will work with PAC on updating Park rules/regulations and rental contract. The TVCS D Board is in agreement with this assessment.

V. Approval of May 12, 2021 TVCS D BOD Minutes

Donna Clavaud motioned to approve the May 12, 2021 TVCS D BOD minutes as is. John Ward seconded the motion. M/S/C

VI. Committee Reports:

a. Park Advisory Committee (PAC):

1. Review May 24, 2021 Approved PAC Meeting Minutes

Dru Fallon O’Neill said the May 24, 2021 minutes were reviewed but not yet approved by PAC. Dru Fallon O’Neill pointed out that Patty Oku requested a thank you letter be sent to Dean Whitter for their grant. Donna Clavaud suggested directing this item to Melinda Bell as a thank you letter may have already been sent.

The Park volunteer spring clean-up day is scheduled for Saturday, June 26, 2021 from 9 am – 2 pm.

2. Measure A Signs Ordered for Park

Donna Clavaud said Kevin Wright had Measure A support signs they would like to distribute to display at the Park. The signs will be delivered via a Park ranger.

b. Financial Advisory Committee (FAC):

1. No FAC Meeting was held in May 2021.

VII. Financial Report (Melinda Bell)

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

a. Accept Check Registers and Approve Expenditures:

b. Financial Manager’s Report:

Financial Manager’s report was reviewed.

Dru Fallon O’Neill pointed out a few important issues; the uncertainty of managing the Park without Measure A funding (if it doesn’t pass) and the replacement of the General Manager will be the most important project of the year.

Donna Clavaud asked Jose Ortiz if he was going to get the Public Hearing notices to the Pt. Reyes Light. Jose Ortiz said he would get out the notices two (2) weeks prior. Cynthia Hammond will supply the Resolution numbers to Jose Ortiz. The Public Hearing will begin at 7:00 pm at the Regular TVCSD Board Meeting on July 14, 2021.

Bill Bonini asked if a cost of living increase would be included in the budget. Donna Clavaud said this was an important issue and will be part of the Strategic Planning discussion. Another part of the Strategic Plan will be the partnership with Shoreline Unified School District (SUSD).

c. Review and Approve Financial Statements:

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

VIII. General Manager’s Report

Jose Ortiz reported that he contacted Aspect Engineering Group to see if they could log-in to the SCADA system. The internet access had been interrupted, when the router was rebooted that corrected the problem. Jose Ortiz said the SCADA system has been reporting steadily despite the inability to gain access. A follow-up meeting will be scheduled to remotely access the system and to do a preliminary evaluation. The General Manager’s report lists the main issues with the SCADA system.

Jose Ortiz said the condition of the collection system is the biggest issue in the Capital Improvement Plan (CIP). Jose Ortiz is in the process of evaluating Phase 1 of the TV inspection video reports that were

completed in FY 20/21. Phase 2 (the sewer main from the creek-crossing to the plant) will be scheduled in July 2021.

Donna Clavaud asked what the property owners responsibilities are in regards to maintaining the “health” of their laterals that are connected to the main. Jose Ortiz said the rule of thumb is the district is responsible for the sewer mains and the property owners are responsible for their laterals. Bill Bonini pointed out the district does not have clean outs at the laterals. Donna Clavaud suggested discussing this further at a future TVCSD Board meeting and to study and review the Sewer System Management Plan (SSMP). Jose Ortiz will send the SSMP to the TVCSD Board to review. Jose Ortiz pointed out that there isn’t an ordinance in place that requires property owners in the district to make repairs of their laterals if needed, nor is there is an ordinance in place for an inspection of the laterals to be done prior to the sale of property. Peter MacLaird pointed out there is an ordinance in place in southern Marin that requires inspections of sewer laterals. Donna Clavaud asked when Roy’s Sewer Service is inspecting the collection lines, are there any indications of areas that the laterals are causing problems to the main. Jose Ortiz said the TV camera inspections can see if there are problems with the lateral connections to the sewer main. Jose Ortiz will bring model ordinances for the TVCSD Board to review.

IX. NSU Report

- a. Review April 2021 reports
Reports were reviewed.

X. Pending Business

- a. Review and Approve a Draft RFP Outline for a Strategic Planning Consultant. Discuss and Prioritize Goals and Outcomes for the Planning Process

Donna Clavaud said to scratch “discuss and prioritize goals and outcomes for the planning process” as this will be discussed in the planning process. Donna Clavaud said, based on Jose Ortiz’s comments, that it is important for the TVCSD Board to get familiar with the strategic planning process; what and why is a strategic plan, what are the outcomes? Included in the Board packet are excerpts from a “Strategic Planning Consultant; Preparing for Engagement”. These excerpts are an outline for the strategic planning process which will be a partnership between the consultant, the TVCSD Board and staff. A sample Scope of Services outlined the planning, facilitated sessions and final draft. Donna Clavaud offered to write the RFP, and lead the process. Timeline would be: RFP’s would be due July 10, 2021; interviews would be the week of July 12th, the RFP would be awarded by July 16th, completion of final project with a final report completed on September 1st, 2021. Following this, the General Manager search would begin. Jose Ortiz said he was impressed with Donna Clavaud’s report and suggested looking for a consultant who is familiar with small districts.

Also to be identified will be Strengths, Weaknesses, Opportunities and Threats (SWAT) and Core Competencies. Donna Clavaud suggested doing the Strategic Plan in August since there are no Board or Committee meetings.

John Ward motioned to approve the draft RFP outline for the strategic planning consultant. Bill Bonini seconded the motion. M/S/C

Donna Clavaud requested to form a committee to read the RFP bids, participate in the interviews and to negotiate the contract. Donna Clavaud said she would target a number of strategic planning consultants and invite them to bid on the RFP. Donna Clavaud, Dru Fallon O’Neill, Bill Bonini and Jose Ortiz will be on the committee. Hope Sturges asked if TVCSD needed to post the RFP to the public. Jose Ortiz said

publically posting an RFP was required for works and improvements and not for consultants.

Donna Clavaud said TVCSD bidding policy is to have three (3) bids and it doesn't need to be publicized if the RFP is under \$5,000. Donna Clavaud said she would research this issue and if necessary publicize in the Pt. Reyes Light and the Marin IJ.

b. Discuss Possible scheduling for 5 Year Strategic Planning Process and Succession to be completed by September 1, 2021

This was discussed above in "a" under Pending Business.

c. Identify a Search Committee for Strategic Planning Consultant

This was discussed above in "a" under Pending Business. No action was needed.

d. Discuss and Identify Scope of Work for General Manager

Donna Clavaud said the RFP for the General Manager was too long and suggested Jose Ortiz to draft a new RFP as he was in the strongest position to do so. Jose Ortiz said he would compete the new draft RFP by the July 14, 2021 TVCSD Board meeting.

Hope Sturges said another district's job description for General Manager/Operator was for an employee and not a contractor. Donna Clavaud said TVCSD wrote a policy to strictly distinguish between an employee and a contractor and TVCSD decided to be strictly contractual. Cynthia Hammond was a contractor through an employment agency and became the only TVCSD employee because it made financial sense for the district. Donna Clavaud suggested the General Manager position; contractor vs. employee; could be a discussion for a future agenda item.

e. Current General Manager to Streamline RFP for New General Manager by July 14, 2021 TVCSD Board Meeting

Jose Ortiz will draft a streamlined General Manager's RFP which will be presented at the July 14, 2021 Board meeting.

Donna Clavaud motioned that Jose Ortiz develop a streamlined draft RFP for the new General Manager's position for the July 14, 2021 TVCSD Board meeting. Bill Bonini seconded the motion. M/S/C

f. Newsletter Update

Cynthia Hammond reported the newsletter is done and will be delivered to the Tomales Post Office on Monday, June 14th for distribution.

XI. Other Business

None

XII. New Business

a. CSDA 2021 Board of Director's Election

Donna Clavaud motioned to elect Ric Lohman to CSDA Board of Directors. John Ward seconded the motion. M/S/C

XIII. Old Business

None

XIV. Correspondence

None

XV. Adjournment

Meeting was adjourned at 9:18 pm. No objections

Next TVCSD BOD Meeting, September 8, 2021, 7 pm via Zoom

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.*

PO Box 303 ● Tomales, CA ● 94971 ● ph 707.878.2767 ● www.tomalescso.ca.gov

Board of Directors:

Dru Fallon O’Neill, President ● Donna Clavaud, Vice President ● Bill Bonini ● Peter MacLaird
John Ward



NOTICE OF PUBLIC HEARING

PROPOSED SEWER SERVICE RATES FOR FISCAL YEAR 2021-22 FOR TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Notice is hereby given that pursuant to Health & Safety Code section 5473 and following, that on Wednesday July 14, 2021, at 7:00 p.m. (or as soon thereafter as the matter may be heard) via teleconference due to shelter in place restrictions, the Board will conduct a public hearing to receive the annual report of charges for FY 2021-2022 for sewer services furnished by the District to be collected on the tax roll. Please note that the hearing is on the method of collection only. There will be no increase in rates and charges for FY 2021-2022.

Any person may join the teleconferenced meeting and be heard regarding this and any other item in the Board meeting agenda scheduled for July 14, 2021. If you wish to submit a public comment during the meeting, please use the following information: <https://us02web.zoom.us/j/83810198755> or dial by your location _United States_____

Meeting ID: 838 1019 8755

At the hearing, the Board will hear any and all objections to the method of collection for the charges listed in the report. Please note that the hearing is on the method of collection only and that aside from the already adopted rate effective July 1, 2018, there will be no additional increase in rates and charges for FY 2021-22. The current sewer service rate is \$81.90 per month per “equivalent unit” (“EU”), and the sewer connection fee is \$10,000 per EU.

The Notice of Public Hearing is posted at the Tomales Post Office Bulletin Board, Diekmann’s General Store, TVCSD office, and on the www.tomalescsd.ca.gov website. It will also be published in The Point Reyes Light on July 1, 2021 and July 8, 2021. For further information contact Jose Ortiz, General Manager, at (707) 330-3542.



NOTICE OF PUBLIC HEARING

ADOPTION OF FINAL BUDGET FOR FISCAL YEAR 2021-2022

Notice is hereby given that pursuant to Government Code section 61110 and following, the Tomales Village Community Services District ("District") adopted a preliminary budget on April 14, 2021 and will hold a public hearing on July 14, 2021 beginning at 7:00 p.m. (or as soon thereafter as the matter may be heard), via teleconference due to shelter in place restrictions, to receive public comment and adopt a final budget for FY 2021-2022. At the hearing, the Board will hear any public comment on the preliminary budget and the proposed final budget for FY 2021-2022.

Any person may join the teleconferenced meeting and be heard regarding this and any other item in the Board meeting agenda scheduled for July 14, 2021. If you wish to submit a public comment during the meeting, please use the following the following information: <https://us02web.zoom.us/j/83810198755> or dial by your location _United States____
Meeting ID: 838 1019 8755

The hearing on the budget may be continued from time to time. A copy of the proposed final budget will be available for viewing on the www.tomalescsd.ca.gov website and at the District office behind Diekmann's General Store.

The Notice of Public Hearing is posted at the Tomales Post Office Bulletin Board, Diekmann's General Store, TVCSD office, and on the www.tomalescsd.ca.gov website. It will also be published in The Point Reyes Light on July 1, 2021 and July 8, 2021. For further information contact Jose Ortiz, General Manager, at (707) 330-3542.

Tomales Community Park

(2019)

Statement of Purpose

This Park was created to provide a space for cultural, educational and community activities for persons and organizations in the community at large. It was created with the desire to engage only in activities that are charitable and educational, and to be equally available to all members of the community.

Rules and Regulations

These rules are established to insure the safety and enjoyment of all and can be amended as necessary should different circumstances arise. They cover regular individual usage as well as rentals by larger private parties.

1. The Park will be open from dawn to dusk.
2. No motorized vehicles are allowed on the grounds.
3. There will be no overnight use or open campfires.
4. All animals will be curbed.
5. No smoking is allowed.
6. Your consideration of our parks' neighbors is appreciated. Please keep the volume of your music and other noise to a minimum.

Tomales Community Park Rental Agreement

Groups larger than 25 need to arrange for Tomales Park rental in advance.

A daily rental fee for the Tomales Park grounds will be \$50 for Tomales Village residents, \$200 for nonresidents. Local nonprofit groups and local memorial services have free rental; out of town nonprofit groups will pay \$200. Local for-profit groups will pay \$350 and all out-of-area for-profit groups including film crews will negotiate with the administrator for a fee schedule. Two bathrooms are available, additional facilities must be arranged by the Rental Party.

Except for local memorial services, a security deposit will be paid in advance and retained and deposited by the District until the grounds are returned to their previous condition. The completely refundable deposit is \$200 for local residents and nonprofits; deposit for all others is \$1,000. All garbage will be removed, and any physical damage to structures or plants may be deducted from the security deposit. If the sheriff's office has to be called, the rental deposit will be forfeited, and future rentals may be suspended.

[All Rental Parties must provide a certificate of liability insurance in the amount of at least \\$1,000,000 and name the TVCSD as additional insured.](#) The Rental Party is responsible for the behavior of their guests.

All activities must end, including all music and external lighting, by dusk.

Rental Contract

Date: _____ Name of Organization: _____

Phone: _____

Contact Name: _____

Mailing Address: City: _____ Zip: _____

Proposed date of use: _____ between hours from _____

Number of persons expected to be in attendance _____

Applicable Fee: _____ **Deposit:** _____ **Total:** _____

Certificate of Insurance must be submitted at least 14 days prior to the event.

I, on behalf of the above group or organization, agree to comply with all the rules and regulations of the Tomales Community Park. I agree to be responsible for all the people in our group as well as restoring all facilities to their original condition after use.

Signature _____ Phone _____

Name _____

Remit To:

Tomales Village Community Services District
PO Box 303
Tomales, CA 94971
Phone (707) 878-2767
E-Mail melinda@tomalescsd.ca.gov

2021 DRAFT: TOMALES COMMUNITY PARK

Statement of Purpose

Tomales Community Park was created to provide a space for cultural, educational, and recreational activities for persons and organizations in the village of Tomales, and to other residents within approximately a 7.5-mile radius, including the villages of Valley Ford, Dillon Beach, Two Rock and Marshall whose communities do not have access to a park. Furthermore, the park is a popular destination for visitors along Hwy 1.

Rules and Regulations

These rules are established to ensure the safety and enjoyment of all and can be amended as necessary should changing circumstances arise. They cover individual usage as well as rentals by larger parties under a TVCSD/Tomales Community Park Rental Agreement.

1. The Tomales Community Park will be open from dawn to dusk.
2. No motorized vehicles are allowed on the grounds.
3. There will be no overnight use or open campfires.
4. All animals must be curbed.
5. No smoking is allowed.
6. Your consideration of our Park's neighbors is appreciated. Please keep the volume of your music and other noise at a minimum.

Tomales Community Park Rental Fees and Agreement

Groups larger than 20 need to arrange for a rental contract in advance and any user fees must be collected prior to a scheduled event.

Fees per Day:	Tomales area residents	\$50	Local nonprofits	free
	Out-of-area residents	\$200	Other nonprofits	\$200
	Businesses	\$350		

Security Deposits: Local residents & nonprofits \$250 Others \$500

A security deposit must be paid in advance and retained by TVCSD until the grounds are inspected after the event. All garbage will be removed and any physical damage to landscape or structures may be deducted from the security deposit.

Additionally, all rental parties must provide a Certificate of Liability Insurance for at least \$1M and name TVCSD as additional insured.

The rental party is responsible for the behavior of their guests. If the Marin Sheriff or CA Hwy Patrol must be notified due to a park disturbance during a rental event, the deposit will be forfeited and future rentals will be suspended.

All activities must end at Dusk, including all music, external lighting, the cleaning up after the event.

Tomales Community Park Rental Contract

Date: _____

Name of Individual, Organization or Business: _____

Phone: _____

Email: _____

Contact Name: _____

Mailing Address: _____

Proposed date of use: _____ between the hours of _____ and _____

Number of persons expected to be in attendance: _____

Applicable Fee: _____ **Deposit:** _____ **Total:** _____

Certificate of Liability Insurance due 14 days prior to event: date received: _____

I, on behalf of the above individual, organization or business event, have read and agree to comply with all the rules and regulations of the Tomales Community Park. I agree to be responsible for all the people in our group, and I will see that all facilities are restored to their original condition after use. I agree to assume all responsibility and liability for this rental.

Signature: _____

Printed Name: _____

REMIT TO:

Tomales Village Community Services District (TVCS D)

PO Box 303 Tomales, CA 94971

707-878-2767

Email: admin@tomalescsd.ca.gov

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

P.O. BOX 303 TOMALES, CA 94971

REQUEST FOR PROPOSAL:

STRATEGIC PLANNING CONSULTANT FOR A 5-YEAR STRATEGIC AND SUCCESSION PLAN

PURPOSE:

TVCSO, a small CSD in the Northwest Marin County village of Tomales, oversees a sewer plant and community park. We have a 5-member Board, 3 part time administrators, 2 advisory committees, and a long-term service contract for the operation and maintenance of the sewer system. We are seeking a Strategic Planning Consultant for a short-term service contract to assist us in developing a Strategic and Succession Plan to clarify new goals and objectives for the next 5 years.

BACKGROUND:

TVCSO is an independent special district formed in 1998 to manage the village's wastewater treatment plant formerly operated by the North Marin Water District. The sewer program is funded through sewer service fees, connection fees and some property taxes. The Tomales Community Park was founded as a 501(c)(3) organization funded through donations, park rentals, fundraisers, grants. It was merged into the District in 1998. With the passage of the County of Marin Measure A sales tax dedicated to parks and open spaces, the park program has been funded largely from that revenue source since 2013.

The wastewater treatment plant was acquired from North Marin Water District in an "as-is" condition with several problem areas due to lack of maintenance. The District was able to garner a Small Communities Grant from SWRCB and a low interest loan through the State Revolving Fund to fund major improvements. Loan repayments will be required for four (4) more years.

The District has a Solar System to provide the energy to operate the wastewater treatment system and irrigation field. To acquire the system, the District sold \$305,000 in zero interest Clean Renewable Energy Bonds in July 2009 that have seven (7) more years of payments. The system has enabled TVCSO to save considerably each year on energy costs.

During the 2017/2018 fiscal year, a sewer rate increase was implemented and in 2018/2019 a second planned sewer rate increase was implemented. These added revenues help pay our debt repayments and the District has increased efficiencies by reducing sewer system expenses.

The Tomales Community Park has embarked on significant improvements by re-building all play structures, adding a permanent bathroom, adding a large gazebo, and upgrading the park to be ADA compliant. We have several additional projects budgeted for the new fiscal year.

In addition to our 5-member Board and 2 advisory committees, we have a part time General Manager and a part time Financial Services professional who are both Contractors. We also have a part time employed Secretary. Over the past 5 years, we have performed a Rate Study and a Management Efficiency Audit. Outcomes from these studies enabled us to cut expenses dramatically, develop a 10 -year financial plan, a 10-year Capital Improvement Plan, add major policies to our Policy Manual, increase our financial reserves, and invest some of our assets at higher rates.

In 2011, we developed a 5-year Strategic Plan and greatly benefited from clarifying our vision, mission, a set of strategies and a series of 5-year action plans for immediate, mid-term and later goals. Now, we need a new strategic and succession plan. We are eager to identify our strengths, weaknesses, opportunities, and threats to better assess sustainable pathways forward for both our sewer system and our community park. We have reviewed strategic planning concepts and are asking what core competencies will we need over the next 5 years? What do we have to work with? Where do we want to be? How do we get there?

PROPOSAL CONTENTS & REQUIREMENTS:

Include a Cover Letter: Name of firm, address, all contact information, date proposal submitted.

Summarize proposed team, approach, and structure of a strategic planning process in a 1-month timeframe.

Proposed Budget for scope of services and additional expenses for the project.

Qualifications: Describe background, experience, capabilities. List applicable training, certifications, insurance.

References: List 3 references and two similar projects.

ELIGIBILITY:

TVCS D prefers candidates who have experience working with small special districts or small government agencies. We intend to include our Board of Directors, Staff and Committee chairs. We may be interested in including input via interviews from our operators and from our local school district stakeholder.

PREFERRED SCOPE OF SERVICES:

- Conduct a pre-meeting with Search Committee to sign a services contract, clarify expectations, discuss location for sessions, set schedule. (Standard TVCSD service contract will be utilized with addendum).
- Review relevant agency documents, website, last 5-year Strategic Plan.
- Partner with TVCSD Secretary to insure session notifications.
- Organize and facilitate sessions. Encourage full participation to identify critical issues, strategies and tactics, desired outcomes.
- Lead the group through a process of succession planning for agency roles to address retention, recruitment strategies with special attention on maintaining agency leadership, continuity, and knowledge.
- Consider interviewing other stakeholders, such as CFO at Shoreline Unified School District and chief operator at NSU to gain insight on their assessment of challenges facing TVCSD.
- Present findings of preliminary direction of priority outcomes for a strategic and succession plan.
- Provide a Draft 5-year Plan by August 21, 2021.
- Provide a Final Report by September 1, 2021.

PREFERRED SCHEDULE:

RFPs are due on July 10, 2021.

Interviews to be held the week of July 12, 2021.

Contract awarded by July 16, 2021.

Sign contract by July 19, 2021.

Project to be completed by September 1, 2021.

SEND PROPOSALS BY JULY 10, 2021 TO:

SEARCH COMMITTEE, TVCSD P.O. BOX 303 TOMALES, CA 94971

Bank Transactions and Balances June 2021

	Type	Date	Num	Name	Memo	Amount	Balance
131.00 - Cash	PARK				Total Cash Beginning Balance		100,724.95
131.48 - CA LAIF					Beginning Balance		31,019.86
Total 131.48 - CA LAIF					Ending Balance		31,019.86
131.42 - Bank of Marin - Money Market					Beginning Balance		24,981.15
	Deposit	05/31/2021			MonMrkIntAlloc	1.66	24,982.81
Total 131.42 - Bank of Marin - Money Market					Ending Balance	1.66	24,982.81
131.46 - Bank of Marin - Park Account					Beginning Balance		43,251.70
	Bill Pmt -Check	06/10/2021	1326	Melinda K. Bell	May 2.5 hours	-100.00	43,151.70
	Bill Pmt -Check	06/10/2021	1325	PGE	4/27-5/25 53 kwh	-25.13	43,126.57
	Deposit	06/16/2021			Donation Box	51.75	43,178.32
	Deposit	06/30/2021			checking interest	0.20	43,178.52
Total 131.46 - Bank of Marin - Park Account					Ending Balance	-73.18	43,178.52
Total 131.00 - Cash	PARK				Total Park Ending Balance	-71.52	99,181.19
131.00 - Cash	SEWER				Total Cash Beginning Balance		246,576.73
131.20 - CA Local Agency Investm Fnd					Beginning Balance		72,379.65
Total 131.20 - CA Local Agency Investm Fnd					Ending Balance		72,379.65
131.31 - Redwood Credit Union					Beginning Balance		40,755.02
	Deposit	05/31/2021			RCU interest	5.04	5.04
Total 131.31 - Redwood Credit Union					Ending Balance	5.04	40,760.06
131.42 - Bank of Marin - Money Market					Beginning Balance		120,925.26
	Transfer	06/10/2021			Operating funds Transfer	-40,000.00	80,925.26
	Deposit	06/11/2021			Levy 4	153.94	81,079.20
	Deposit	06/15/2021			Teeter Advance	5,328.20	86,407.40
	Deposit	06/24/2021			Levy 4	9.03	86,416.43
	Deposit	06/30/2021			MM interest alloc	5.56	86,421.99
Total 131.42 - Bank of Marin - Money Market					Ending Balance	-34,503.27	86,421.99
131.44 - Bank of Marin - Sewer					Beginning Balance		9,740.21
	Payment	06/04/2021		Bantle, Paul		163.80	9,904.01
	Bill Pmt -Check	06/05/2021	4944	Kristin Lawson	June, July & August office rent	-300.00	9,604.01
	Bill Pmt -Check	06/10/2021	4947	Melinda K. Bell	May 34.5 hours	-1,380.00	8,224.01
	Bill Pmt -Check	06/10/2021	4948	Natural Systems	inv 671697	-4,456.00	3,768.01
	Bill Pmt -Check	06/10/2021	4949	Hammond, Cynth	5/26-6/9 16 hours less \$48.72 tax	-431.28	3,336.73
	Transfer	06/10/2021			Operating funds Transfer	40,000.00	43,336.73
	Bill Pmt -Check	06/12/2021	4950	Brelje and Race	Laboratories, Inc.	-228.00	43,108.73
	Bill Pmt -Check	06/13/2021	4951	PGE	4/25-5/25	-234.09	42,874.64
	Deposit	06/16/2021			Deposit	330.00	43,204.64
	Payment	06/16/2021		Tomales Regional	Histry Center	81.90	43,286.54
	Bill Pmt -Check	06/18/2021	4952	AT&T Uverse	6/7-7/6 145835838	-112.86	43,173.68
	Bill Pmt -Check	06/22/2021	4953	AT&T	138729848	-64.20	43,109.48
	Bill Pmt -Check	06/22/2021	4954	Capital One Bank	6428	-520.45	42,589.03
	Bill Pmt -Check	06/27/2021	4956	O'Neill, Dru Fallo	2020/2021 meetings 10 @\$50 less 7.65% tax	-461.75	42,127.28
	Bill Pmt -Check	06/29/2021	4957	Roy's Sewer Serv	inv 212928 May 7, 24, 28	-7,500.00	34,627.28
	Bill Pmt -Check	06/30/2021	4958	Tim Furlong	mowing lower ponds invoice 223	-800.00	33,827.28
	Deposit	06/30/2021			Interest	0.15	33,827.43
Total 131.44 - Bank of Marin - Sewer					Ending Balance	24,087.22	33,827.43
131.48 - Bank of Marin - Solar					Beginning Balance		2,776.59
	Deposit	05/31/2021			checking interest	0.02	2,776.61
Total 131.48 - Bank of Marin - Solar					Ending Balance	0.02	2,776.61
Total 131.00 - Cash	SEWER				Total Sewer Ending Balance	-10,410.99	236,165.74

Financial Manager's Report

The Proposed Budgets for 2021/2022 are included in this meeting's packet. We had planned to include them in last month's packet, but instead they are presented in July for review, the public hearing and adoption effective July 1, 2021.

The June financial reports in this packet are preliminary because not all bills have been received for work done before July 1, 2021.

By the date of preparing these reports for the packet, cash balances as of June 30 are final. Because bills unreported as of this Board meeting will be paid in 2021.2022, new year cash will be reduced, but not cash as of June 30. It's the expense numbers that will change as more bills arrive.

The Sewer program shows an increase in cash now, smaller than the previous two years, but still positive by \$5,649.18. Income helped to increase cash due to a connection fee, expenses contributed from consulting and CIP work not done and staff costs not yet reported. Last year at June 30 we had \$21,975 in unpaid bills at year-end. This year will probably be similar, with late reported bills reducing our net income for the Sewer program, now a healthy \$22,305.39. Our September final June 30, 2021 financial reports will probably show net income similar to last year's \$1,889.47.

Park program results show better than expected net income even with the pandemic closure and equipment cleaning expense. Net income of \$24,223.11 will contribute to Park reserves for weathering the potential loss of Measure A funding. The ballot measure is still planned for June 2022 for a 9-year extension of the sales tax. A major campaign of outreach to voters would help save the funding. The program ends in March 2022, so we may have the reduction in funding next year which we expected this year due to the pandemic. But the shortfall didn't materialize in the year now closing.

Future Park expenses will depend on the continuation of Measure A funding. When we are finalizing the budget a year from now, we should have an indication of its chances of voter approval. Park expenses this year were largely for maintenance, cleaning and project management. The Park budget for the new year included in this packet allows for \$52,850 in Park projects and \$6,025 for maintenance expense. Park cash at June 30 is \$99,181.19, and we expect \$37,000 or perhaps less in Measure A funding next year.

COMPARATIVE BALANCE SHEETS JUNE 30 2021 AND 2020

		June 30, 21	June 30, 20	\$ Change
ASSETS	PARK			
	131.48 - CA LAIF	31,019.86	30,759.29	260.57
	131.42 - Bank of Marin - Money Market	24,982.81	93,426.78	-68,443.97
	131.46 - Bank of Marin - Park Account	43,178.52	14,023.14	29,155.38
	Total 131.00 - Cash	99,181.19	138,209.21	-39,028.02
	139.00 - Accrued Interest Receivable		103.78	
	Fixed Assets			
	100.20 - Land and Land Rights	132,000.00	132,000.00	0.00
	Original Cost	461,790.46	461,790.46	0.00
	105.00 - Depreciation	-83,916.10	-83,916.10	0.00
	Total 111.00 - Park Equipment	377,874.36	377,874.36	0.00
	Total Fixed Assets	509,874.36	509,874.36	0.00
TOTAL ASSETS	PARK	609,055.55	648,187.35	-39,131.80
LIABILITIES & EQUITY				
	Liabilities			
	222.00 - Accounts Payable	1,440.94	58,675.42	-57,234.48
	219.00 - 219.00 - Retentions Payable	0.00	6,120.43	-6,120.43
	Total Liabilities	1,440.94	64,795.85	-63,354.91
	Equity			
	252.50 - Investment in Capital Assets	509,874.36	509,874.36	0.00
	260.00 - Unassigned Fund Balance	73,517.14	158,413.97	-84,896.83
	Net Income	24,223.11	-84,896.83	109,119.94
	Total Equity	607,614.61	583,391.50	24,223.11
TOTAL LIABILITIES & EQUITY	PARK	609,055.55	648,187.35	-39,131.80
ASSETS	SEWER			
	131.20 - CA Local Agency Investm Fnd	72,379.65	71,771.69	607.96
	131.31 - Redwood Credit Union	40,760.06	40,685.42	74.64
	131.42 - Bank of Marin - Money Market	86,421.99	69,447.69	16,974.30
	131.44 - Bank of Marin - Sewer	33,827.43	45,835.34	-12,007.91
	131.48 - Bank of Marin - Solar	2,776.61	2,776.42	0.19
	Total 131.00 - Cash	236,165.74	230,516.56	5,649.18
	137.00 - Accounts Receivable	982.80	242.17	740.63
	Total Current Assets	237,148.54	230,758.73	6,389.81
	Fixed Assets			
	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	-782,211.99	-738,297.00	-43,914.99
	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	1,288,828.50	1,332,743.49	-43,914.99
	136.00 - SUSD Note Receivable	11,521.75	13,359.01	-1,837.26
TOTAL ASSETS	SEWER	1,537,498.79	1,576,861.23	-39,362.44
LIABILITIES & EQUITY				
	Liabilities			
	222.00 - Accounts Payable	531.00	21,975.02	-21,444.02
	230.00 - Fed Payroll Tax Payab	190.46	112.94	77.52
	231.00 - CA Payroll Tax Payable	6.00	2.00	4.00
	Total Current Liabilities	727.46	22,089.96	-21,362.50
	Long Term Liabilities			
	211.00 - SWRCB SRF Loan	48,577.22	70,941.37	-22,364.15
	215.00 - CREBS Bond	89,705.84	107,647.02	-17,941.18
	Total Long Term Liabilities	138,283.06	178,588.39	-40,305.33
	Total Liabilities	139,010.52	200,678.35	-61,667.83
	Equity			
	262.00 - Capital Asset Reserve	40,000.00	40,000.00	0.00
	262.50 - Restricted Connection Fees	30,000.00	20,000.00	10,000.00
	264.00 - Operating Reserve	51,690.75	47,627.50	4,063.25
	265.00 - Net Assets - Unrestricted	1,254,492.13	1,266,665.91	-12,173.78
	Net Income	22,305.39	1,889.47	20,415.92
	Total Equity	1,398,488.27	1,376,182.88	22,305.39
TOTAL LIABILITIES & EQUITY	SEWER	1,537,498.79	1,576,861.23	-39,362.44

PARK BUDGET COMPARISON JULY 1, 2020 TO JUNE 30, 2021

				Actual			Budget			\$ Over Budget
				Jul '20 - June 21			Jul '20 -June 21			Jul '20-June 21
Income			PARK							
	311.00	· Interest Income		167.92		600.00		-432.08		
	315.80	· Measure A Funds		36,547.49		28,186.00		8,361.49		
	320.00	· Contributions Income		51.75		200.00		-148.25		
	322.00	· Park Use Rental - Other		0.00		400.00		-400.00		
Total Income			PARK	36,767.16		29,386.00		7,381.16		
Expense										
	414.57	· Accounting		340.00		500.00		-160.00		
	414.59	· Engineering and Design		330.00		200.00		130.00		
	414.81	· Measure A Project Expenses		490.00		13,800.00		-13,310.00		
	414.82	· Measure A Maintenance Expenses		1,350.88		4,500.00		-3,149.12		
	414.83	· PGE Park		264.37		1,000.00		-735.63		
	414.84	· Measure A Capital Expenditures		0.00		10,700.00		-10,700.00		
	414.85	· Matching Project Funds		0.00		3,000.00		-3,000.00		
	414.86	· Equipment Cleaning Services		5,000.00				5,000.00		
	414.87	· Measure A Project Management		4,117.50		5,000.00		-882.50		
	6420	· Park Trash Disposal		651.30		500.00		151.30		
Total Expense			PARK	12,544.05		39,200.00		-26,655.95		
Net Ordinary Income			PARK	24,223.11		-9,814.00		34,037.11		

SEWER BUDGET COMPARISON JULY 1, 2020 TO JUNE 30, 2021

	INCOME	SEWER			
301.00 · Service Charges					
301.10 · Service Charges - Monthly			1,146.60	982.80	163.80
301.15 · Service Charges - Annual Fees			4,422.60	1,965.60	2,457.00
301.25 · Solar Portion - SUSD			5,992.35	0.00	5,992.35
301.20 · Service Charges - SUSD - Other			56,968.21	62,299.00	-5,330.79
301.35 · Solar Portion - County			5,520.00	8,280.00	-2,760.00
301.36 · Solar Portion - TVCSD				0.00	0.00
301.37 · WRCB Debt Portion-TVCSD				0.00	0.00
301.30 · Service Charges - County - Other			111,846.71	109,440.18	2,406.53
Total 301.00 · Service Charges			185,896.47	182,967.58	2,928.89
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 - SWRCB			8,062.00	8,062.00	0.00
311.00 · Interest Income			1,288.99	3,000.00	-1,711.01
315.50 · Levy 4			9,748.66	8,200.00	1,548.66
Total Income		SEWER	215,246.12	202,229.58	13,016.54
	EXPENSES				
413.00 · Grounds Maintenance			1,600.00	4,000.00	-2,400.00
410.10 · Sewage Collection Electric			296.32	400.00	-103.68
410.00 · Sewage Collection - Other			30.96	0.00	30.96
411.05 · Lab Bills			6,641.70	8,663.00	-2,021.30
411.10 · Maintenance Supplies			160.86	1,000.00	-839.14
411.03 · Sewage Treatment Electric			2,160.55	200.00	1,960.55
411.00 · Sewage Treatment - Other			4,780.00	0.00	4,780.00
412.10 · Sewage Disposal Electric			95.93	300.00	-204.07
412.00 · Sewage Disposal - Other			47.64	1,000.00	-952.36
414.11 · Social Security Tax			174.38	630.00	-455.62
414.12 · Medicare Payroll Tax			42.42	105.00	-62.58
414.13 · State Unemployment Tax			95.22	310.00	-214.78
414.05 · Administrator's Fees			22,477.50	49,200.00	-26,722.50
414.22 · Licenses and Permits			1,736.00	1,645.00	91.00
414.31 · Property & Liability Insurance			10,787.49	10,788.00	-0.51
414.33 · Worker's Comp Insurance			897.80	900.00	-2.20
414.41 · Postage and Delivery			428.00	360.00	68.00
414.42 · Printing and Copies			0.00	100.00	-100.00
414.43 · Office Supplies			420.43	150.00	270.43
414.44 · Sonic - Web Hosting			87.45	100.00	-12.55
414.45 · Equipment Expense			992.34	620.00	372.34
414.465 · Board Member Stipend			1,150.00	5,000.00	-3,850.00
414.467 · Board Training			0.00	1,000.00	-1,000.00
414.47 · Clerical/Bookkeeping			14,006.90	12,000.00	2,006.90
414.48 · Office Rent			1,200.00	1,200.00	0.00
414.49 · Secretary			2,550.00	4,000.00	-1,450.00
414.50 · O&M Contractual Services			54,683.30	52,965.00	1,718.30
414.551 · Legal Fees			0.00	2,500.00	-2,500.00
414.552 · Accounting			5,400.00	5,600.00	-200.00
414.553 · Consulting			0.00	5,000.00	-5,000.00
414.61 · Newsletter Expense			21.91	500.00	-478.09
414.60 · Publication and Notices - Other			184.50	350.00	-165.50
414.62 · Dues and Subscriptions			1,290.00	1,275.00	15.00
414.67 · Solar Lease Admin Fee			750.00	750.00	0.00
414.70 · CIP, Repairs and Maintenance					
414.72 · Computer Repairs			0.00	2,200.00	-2,200.00
414.73 · Equipment Repairs			0.00	3,000.00	-3,000.00
414.74 · Treatment Ponds Maintenance			1,648.00	2,500.00	-852.00
414.764 · CCTV Inspection			7,500.00	10,000.00	-2,500.00
414.77 · Irrigation Field Maintenance			0.00	11,000.00	-11,000.00
Total 414.70 · CIP, Repairs and Maintenance			9,148.00	28,700.00	-19,552.00
414.81 · Travel			240.35	500.00	-259.65
414.85 · Training			0.00	200.00	-200.00
414.90 · Telephone and Internet Services			2,360.10	2,650.00	-289.90
415.50 · Depreciation Expense			43,914.99	0.00	43,914.99
417.30 · LAFCO Charges			130.16	190.00	-59.84
417.40 · County Teeter Admin Fee			184.00	138.00	46.00
420.20 · Interest Expense - SRF Loan			1,773.53	1,774.00	-0.47
Total Expense		SEWER	192,940.73	206,763.00	-13,822.27
Net Income		SEWER	22,305.39	-4,533.42	26,838.81
Plus non-cash depreciation			43,914.99		
Less cash outlay for debt retirement			-40,305.33		
Other changes in receivables and payables			-20,265.9	see balance sheet payables not yet accrued	
Increase in cash balances July 2020 through June 2021			5,649.15		

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

RESOLUTION # 21-01

July 14, 2021

WHEREAS, pursuant to Health & Safety Code section 5473 and following, the Board of Directors Tomales Village Community Services District conducted a public hearing to receive the annual report of charges for FY 2021-2022 for sewer services furnished by the District to be collected on the tax roll, and

WHEREAS, the hearing was on the method of collection only as there will be no increase in rates and charges for FY 2021-2022 and will remain at a current sewer service rate of \$81.90 per month or \$982.80 per year per equivalent unit, and

WHEREAS, at their July 14, 2021 regular Board of Directors meeting, the Tomales Village Community Services District Board unanimously voted to maintain the current sewer service rate of \$81.90 per month or \$982.80 per year per equivalent unit.

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

This Resolution shall take effect immediately upon adoption.

DIRECTORS:

___ O'NEILL, ___ CLAUD, ___ WARD, ___ BONINI, ___ MACLAIRD

AYES ___; NOES ___; ABSTAIN ___; ABSENT ___

WHEREUPON, the President declared the foregoing resolution adopted and SO ORDERED.

Dru Fallon O'Neill, President, TVCSD

Attested by:

Cynthia Hammond, Secretary, TVCSD

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

RESOLUTION # 21-02

July 14, 2021

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

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

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

WHEREAS, at their July 14, 2021 regular Board of Directors meeting, the Tomales Village Community Services District Board conducted a public hearing to receive the annual report of charges for FY 2021-2022 for sewer services furnished by the District to be collected on the tax roll, and

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

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

This Resolution shall take effect immediately upon adoption.

DIRECTORS:

___ O'NEILL, ___ CLAUD, ___ WARD, ___ BONINI, ___ MACLAIRD

AYES ___; NOES ___; ABSTAIN ___; ABSENT ___

WHEREUPON, the President declared the foregoing resolution adopted and SO ORDERED.

Dru Fallon O'Neill, President, TVCSD

Attested by:

Cynthia Hammond, Secretary, TVCSD

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

RESOLUTION # 21-03

July 14, 2021

WHEREAS, the Board of Directors of the Tomales Village Community Services District has compiled and reviewed the proposed Sewer budget for fiscal year 2021-22 as required by law, and

WHEREAS, the Government Code requires the adoption of an Approved Final Budget, which is attached to this Resolution as Exhibit A, and

WHEREAS, the Board of Directors of the Tomales Village Community Services District has reviewed the Preliminary Sewer Budget for fiscal year 2021-22, which was adopted at the April 14, 2021 Regular Board meeting, and

WHEREAS, the Preliminary projected Sewer revenue and expense items require adjustments, and which have been reflected in the proposed Final Budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Tomales Village Community Services District that the Board of Directors hereby approves the District’s Final Sewer Budget for Fiscal Year 2021-22, attached hereto as Exhibit A, and incorporated herein.

BE IT FURTHER RESOLVED that the Board of Directors authorizes and directs District staff to execute and transmit any necessary documents consistent with the intent of this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

In the regular meeting of the Board of Directors of the Tomales Village Community Service District, passed, approved, and adopted this 14th day of July 2021 on regular roll call of the members of the said Board by the following vote:

DIRECTORS:

___ O’NEILL, ___ CLAUDAUD, ___ WARD, ___ BONINI, ___ MACLAIRD.

AYES ___; NOES ___; ABSTAIN ___; ABSENT ___.

WHEREUPON, the President declared the foregoing resolution adopted, and SO ORDERED.

Approved: _____
Dru O’Neill, President, Board of Directors
Tomales Village Community Services District

Attest: _____
Cynthia Hammond, Secretary, Board of Directors
Tomales Village Community Services District

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
SEWER ENTERPRISE PROGRAM
BUDGET 2021-2022**

FINAL APPROVAL: JULY 14, 2021

DATE: July 14, 2021

TO: Stakeholders

FROM: Board of Directors, TVCSD

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

SUBJECT: Final TVCSD Sewer Budget for 2021-2022

OVERVIEW:

This Fiscal Year 2021-22 Budget Proposal is the outcome of a continuing effort by Board Members, staff, and standing committees to keep daily operational costs low by implementing efficiencies. This budget decreased 7% from 2020/2021 due primarily to a reassessment of the condition of pipes, irrigation equipment and pumps. Anticipated replacements will not be needed in 2021/2022, and planned work was completed in 2020/2021.

Major upgrades to the sewer plant obtained in 1999 from North Marin Water District were undertaken in 2007/2008 using debt financing. Solar bonds were issued in 2009 to install solar panels to power the plant and irrigation ponds. No rate increase had been imposed to service either incurred debt until the increases in 2017/2018 and 2018/2019. Payments in 2021/2022 to retire these two debt issues will require \$40,864 in addition to the expenses in the budget. After eight years of using cash reserves to retire the debt, the rate increases have meant increases in cash reserves the past three years instead. We have turned the corner and are making up some of our diminished financial reserves.

Major improvements to the system are projected for 2026/2027. The current two debt issues will be completely retired the previous fiscal year. The challenge facing us will be to maintain adequate cash balances in the coming years until financing for the planned 2026/2027 improvements can be arranged. Our General Manager is retiring in the 2021/2022 budget year. A new General Manager will need to plan for improvements needed, financing and continued resilience and reliability.

Tomales Village Community Services District Proposed Preliminary Budget

SEWER PROGRAM INCOME

Sewer Service Fees (301.10, 301.15, 301.30)

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

Shoreline Unified School District Service Fees (301.20)

SUSD utilizes one-third of the capacity of the sewer system. Each year they are charged for one-third of the costs of operating the sewer program. The charge is derived from actual operating costs of the previous year 2020/2021 which is not yet finalized and audited as we draft this 2021/2022 budget.

SUSD Sinking Fund (305.00)

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

Interest Income (311.00)

Interest of \$691 on the loan the SUSD is paying back to the District plus bank account and investment interest. A significant portion of cash reserves are now invested with the State of California Local Agency Investment Fund paying competitive interest on liquid funds.

Levy 4 (315.50)

The Levy 4 Income from Marin County is anticipated to be about \$8,500 for this budget year based on recent averages, but it does vary somewhat year to year. Marin County numbers tax levies. Sewer service charges billed on the property tax bills are numbered Levy 3. Levy 4 appears on property tax bills as Sewer Improvement. It is a minimal charge of 0.02% (two-one hundredths of one percent) of assessed valuation approved by the voters prior to Proposition 13, charged to support continued maintenance of the original infrastructure acquired from North Marin Water District.

EXPENSES

Collection, Treatment and Disposal (410.00 through 413.20)

Ongoing expenses for the community's wastewater collection, treatment and disposal. These costs include laboratory charges for testing, grounds maintenance, treatment supplies, and electrical power, cost of the latter being reduced by the solar system. The 20210/2022 budget reduces grounds maintenance, but increases treatment pond maintenance for algae and duckweed control.

Operation and Maintenance Services (414.50)

Natural Systems Utilities is the contractor managing maintenance and operation of the sewer plant facility. The current contract is tied to the Consumer Price Index which has slowly risen over the years. A CPI increase in January 2021 of 2.0% is included in this budget.

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

Two part-time contractors to perform general management, (414.05) and financial services (414.47) and a part-time employee to perform secretarial services (414.49) have increased district transparency

while providing considerable savings in compensation expense from prior years. The current General Manager is retiring in this budget year, so account 414.05 includes one month of overlap for both contractors to be working together. Annual audits are performed as required (414.552) and legal services. (414.551) are provided for if needed. This budget also includes \$7,000 in consulting fees for strategic plan update and succession planning.

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

This budget proposes \$5,000 for Board stipends to acknowledge time and effort required for District governance. TVCSD policy states that our Board members are to be paid \$50 per meeting for up to 2 meetings per month as some Board members also sit on standing committees. Stipends are reported as compensation and the required payroll taxes are paid.

Licenses and Permits (414.22)

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

Insurance (414.31, 414.33)

The District's insurance carrier, SDRMA, has decreased our rates for Property & Liability Insurance for fiscal year 2021/2022. The District pays the minimum fee for workers' compensation insurance for Board members and volunteers because of the small wage total. This rate has also decreased.

Office Expenses (414.41 – 414.45)

Postage, copying, web hosting, office supplies and equipment expenses, including software subscriptions, are kept to a minimum.

District Office Rent (414.48)

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

Publications and Notices (414.60)

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

Newsletter (414.61)

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

Dues and Subscriptions (414.62)

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

Solar Lease Agreement (414.67)

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

Plant and Building Maintenance (414.71)

No funds are provided in this year's budget because of extensive work done in 2020/2021.

Repairs and Maintenance (414.72-414.79)

This section of the budget is being used to appropriate funds for the infrastructure costs from the 10-year CIP plan. Each year approximately \$15,000 has been budgeted for major repair and upgrades of the collection, treatment and disposal systems. Close to double the average amount was budgeted for last year for the CCTV inspection of the entire collection system. This budget year the amount budgeted is reduced considerably because most of that work has been done, and other anticipated work is not needed.

Travel (414.81)

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

Training (414.85)

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

Telephone and Internet Services (414.90)

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

Election, LAFCO, County Administration (417.20-417.40)

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

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

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

Recommendations:

It is recommended that the Board of Directors take the following action:

- Adopt Resolution 21-1 to maintain the rate of \$81.90/month per EU for 2021-2022 at the July 14, 2021 Board of Directors' Meeting.
- Adopt Resolution 21-2 to keep the standard hook-up fees at \$10,000 and keep the Ad Valorem tax rate at 0.02% of assessed valuation at the July 14, 2021 Board of Directors' Meeting.
- Adopt Resolution 21-3 to approve final Budget at the July 14, 2021 Board of Directors' Meeting.

2021/2022 Sewer Program Budget

		21/22Budget			
	Income				
301.10	· Service Charges - Monthly	983	no change		
301.15	· Service Charges - Annual Fees	1,966	no change		
301.20	· Service Charges - SUSD	61,782	based on current year actual		
301.30	· Service Charges - County		audit comment		
301.35	· Solar Portion - Debt Serv	5,520	audit comment		
		112,200			
301.30	· Service Charges - County	117,720	no change		
Total 301.00 · Service Charges		182,451			
303.00	- Connection Fees		none anticipated		
303.10	· Permit and Inspection Fees		none anticipated		
305.00	·SUSD Debt Serv SRF	8,062	contract		
311.00	· Interest Income	2,000	lower rate estimate		
315.50	· Levy 4	8,500	average 19/20 & 20/21		
			extra margin		
Total Income		201,013			-
Expense					
410.00	· Sewage Collection	450	average recent years		
411.00	· Sewage Treatment	4,500	average recent years		
4111.05	- Lab Costs	8,150	average recent years		
411.10	- Plant Maintenance Supplies	2,325	average recent years		
412.00	· Sewage Disposal Other	730	average recent years		
412.10	· Sewage Disposal Electric	180	average recent years		
413.20	- Grounds Maintenance	1,600	two mowings		
414.05	· Administrator's Fees	53,300	with one month overlap		
414.10	- Payroll Tax Expense	1,200	allow for maximum		
414.22	· Licenses and Permits	1,800	fees usually increase		
414.31	· Property & Liability Insurance	9,143	reduced due to claims history		
414.33	· Worker's Comp Insurance	827	minimal charge reduced		
414.41	· Postage and Delivery	360			
414.42	- Printing and Copies		none recently		
414.42	· Printing and Copies		20/21 actual		
414.43	· Office Supplies	220	average recent years actual		
414.44	· Sonic - Web Hosting	100	no increase anticipated		
414.45	· Equipment Expense	740	office, plant virus, logmein, backup, web		
414.465	· Board Member Stipend	5,000	maximum budget		
414.467	· Board Training	500	budgets not used in past-CSDA free		
414.47	· Clerical/Bookkeeping	13,000	20/21 actual hours		
414.48	· Office Rent	1,200	no change		
414.49	· Secretary	6,000	additional work added		
414.50	· O&M Contractual Services	54,007	2% increase Jan 2022-contract		
414.551	· Legal Fees		none anticipated		
414.5	· Audit	5,500	contract		
414.553	· Consulting	7,000	strategic plan, succession plan		
414.61	· Newsletter Expense	500	two newsletters		
414.60	- Publication and Notices	200	19/20 actual + increase		
414.62	· Dues and Subscriptions	1,300	CSDA dues increasing		

2021/2022 Sewer Program Budget

	21/22Budget			
414.67 · Solar Lease Admin Fee	750	no change	contract	
414.70 · Major Repairs and CIP				
414.71 - Plant and Building Maintenance		work finished		
414.72 - Computer Repairs		none anticipated		
414.73 Equipment Repairs		none anticipated		
CCTV Inspection of entire collection system	3,000	town to plant portion		
System integration and SCADA programming		no estimate yet		
Repair erosion around air gap apron		21/22 CIP		
Level Transmitter in storage ponds		none anticipated		
Treatment pond Maintenance	3,000	21/22 CIP projected		
414.76 · Collection System Maintenance		none anticipated		
414.77 · Irrigation Field Maintenance		none anticipated		
414.78 · Solar Panel Maintenance		none anticipated		
SubTotal 414.70 · Major Repairs and CIP	6,000	Total CIP Expense		
414.81 · Travel	500	no change		
414.85 Training	200	no change		
414.90 · Telephone and Internet Services	3,000	allow for increase		
417.20 · Election Expense		election in 22/23		
417.30 · LAFCO Charges	150	19/20 actual		
417.40 County Tax Administration Fees	200	recent actuals		
415.50 · Depreciation Expense		never budgeted		
420.20 · Interest Expense - SRF Loan	1,214	contract		
Total Expense	191,846	-7%	from 2020/2021	
Net Income	9,167			
Cash receipt for SUSD receivable	1,950	contract scheduled		
Cash outlay for loan and bond payments	(40,864)	contract scheduled		
Depreciation		not budgeted		
Change in Receivables, Payables		not predictable, but positive		
Net Change in Cash Balances	(29,747)			

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

RESOLUTION # 21-04

July 14, 2021

WHEREAS, the Board of Directors of the Tomales Village Community Services District has compiled and reviewed the proposed Park budget for fiscal year 2021-22 as required by law, and

WHEREAS, the Government Code requires the adoption of an Approved Final Budget, which is attached to this Resolution as Exhibit A, and

WHEREAS, the Board of Directors of the Tomales Village Community Services District has reviewed the Preliminary Park Budget for fiscal year 2021-22, which was preliminarily adopted at the April 14, 2021 Regular Board meeting, and

WHEREAS, the Preliminary projected Park revenue and expense items require adjustments, and which have been reflected in the proposed Final Budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Tomales Village Community Services District that the Board of Directors hereby approves the District’s Final Budget for Fiscal Year 2021-22, attached hereto as Exhibit A, and incorporated herein.

BE IT FURTHER RESOLVED that the Board of Directors authorizes and directs District staff to execute and transmit any necessary documents consistent with the intent of this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

In the regular meeting of the Board of Directors of the Tomales Village Community Service District, passed, approved, and adopted this 14th day of July 2021 on regular roll call of the members of the said Board by the following vote:

DIRECTORS:

___ O’NEILL, ___ CLAUD, ___ WARD, ___ BONINI, ___ MACLAIRD.

AYES ___; NOES ___; ABSTAIN ___; ABSENT ___.

WHEREUPON, the President declared the foregoing resolution adopted, and SO ORDERED.

Approved: _____
Dru O’Neill, President, Board of Directors
Tomales Village Community Services District

Attest: _____
Cynthia Hammond, Secretary, Board of Directors
Tomales Village Community Services District

**TOMALES VILLAGE COMMUNITY SERVICES
DISTRICT
TVCS D PARK
INCOME AND EXPENSE BUDGET
FISCAL YEAR 2021-2022**

SUBMITTED: July 14, 2021

Tomales Village Community Services District

PO Box 303 Tomales, CA 94971 707-878-2767

Date: July, 2021

TO: Stakeholders

FROM: Board of Directors, TVCS D

SUBJECT: Proposed TVCS D Park Budget for 2021-2022

OVERVIEW:

Tomales Community Park has been able to plan and accomplish major park improvements with funding from Measure A funds since 2013 when Marin voters approved a small sales tax for parks and open spaces. Prior to this 10-year funding, the Park depended on local donations, grassroots fundraising events, rental income and occasional grants to maintain the park; most improvements had to be deferred. Measure A funds have continued to offer a more predictable source of income and enable much needed improvements. This current 10-year funding cycle will end in 2022 unless voters extend the funding at the June 2022 election.

Over the past year, despite the pandemic, we have achieved the construction and completion of a new 20' diameter Gazebo to replace a small one built in 1977. We had to close the Park in March 2020 with the County-wide Stay-at-Home Order and contractors had to stop construction on the Gazebo. However, once that was lifted, we were able to complete the project in late summer.

A real challenge we faced was the re-opening of the Park with its 5 play structures and public bathrooms to meet State and County Covid restrictions. We sought guidance from Marin County Parks to identify appropriate signage and cleaning protocols to allow safe public day use. This involved hiring a cleaning janitor to disinfect bathrooms, water fountain and play structures. Measure A funds enabled us to allocate funds to re-open and to offer safe public access to residents and visitors to the Park. The public bathrooms serve visitors along Hwy 1 and are the only facility in existence between Bodega Bay and Point Reyes Station.

During the upcoming new fiscal year 2021-2022, we plan on capital projects to add 5 ADA-compliant concrete ramps into the play structures; replace a worn-out North Fence and add a small retaining wall; and build a Park entry gate with metal signage at the front entrance that faces Hwy 1. We also plan to replace worn ADA bathroom doors, add an 8' ADA picnic table, and demolish a deteriorated water tower.

We are also hoping that in 2021 we will be able to resume large gatherings and park rentals in the Park and ease covid restrictions that are currently in place.

Operating Income:

Measure A Funds:

Measure A funds (315.80) are distributed twice each year, once in July and once in January. The anticipated disbursement from Marin County for Fiscal Year 2021-2022 is \$36,474. As outlined in the Measure A Work Plan, 89% of these funds will be designated to capital projects. The remaining 11% is designated to building maintenance and supplies, utility services, landscape and financial management.

With the \$72,100 carry-over of unspent prior year funds, the total allocation for expenses in this proposed budget is \$108,574 as indicated in the Measure A Work Plan.

Restricted Funds:

We are planning on building a front gate entry with signage with restricted funds of \$3,000 from the Tomales Farm & Flea Market and in-kind labor from community volunteers.

Unrestricted Funds:

The Park no longer has a tenant in the Water Tower and has lost income for a portion of the utility costs. Also, due to the pandemic, we have not been able to derive rental income from groups, and at this time, can not predict when we will be able to resume. While we are hopeful to lift restrictions in 2021, we are not including any expected funds in the new budget now.

CAPITAL EXPENSES:

ADA RAMPS: (414.81)

We plan to allocate Measure A funds of \$5,000 for engineering plans and county permit and \$10,000 for the building of the ADA concrete ramps into the already completed play structures.

REPLACEMENT NORTH FENCE & RETAINING WALL: (414.81)

The original North Fence was built in 1979 and is in serious disrepair. It is crucial for health and safety of children using the Park, which is situated on Hwy 1 and adjacent to a parking lot. We have allocated \$20,000 in Measure A funds to demolish and re-build a new 230' fence and a necessary retaining wall in a mid-section of the fence.

PARK ENTRY GATE WITH METAL SIGNAGE: (414.85)

We are planning to use restricted funds of \$3,000 from a local donation to build a front park gate and entry with over-arching metal sign for Tomales Community Park. We plan to use in-kind volunteer labor to install this project.

OTHER: (414.81)

Demolition of Water Tower: We plan to allocate \$4,800 of Measure A funds to demolish a 1979 wooden water tower that is now in disrepair.

ADA-compliant Picnic Table: We plan to purchase an 8' picnic table with Measure A funds for \$800.

Play Structure ground surface materials: We plan to use \$3,000 in Measure A funds to fill the ground surface under the play structures as a health and safety mandate.

Replacement of 2 bathroom doors: The 2 bathroom doors and ADA hinges are worn and require replacement. We have budgeted \$3,750 in Measure A funds to replace them.

Project Management: We have allocated \$2,500 for project management costs for overseeing all capital expenses this fiscal year.

MAINTENANCE EXPENSES (414.82):

This budget allows funds from Measure A of \$225 for PG&E expenses; \$2,000 for supplies and services; \$3,500 for cleaning of bathrooms; and \$300 for financial management.

RECOMMENDATIONS:

Approve the Final Park Budget for 2021-2022 at the July 14, 2021 Board Meeting.

**Tomales Village Community Services District
2021/2022 Proposed Preliminary
Park Program Budget**

	Page 4 of 4				
				Income	
311.00	· Interest Income				180
315.80	· Measure A Funds				36,474
320.00	· Contributions Income				200
Total Income					36,854
				Expenses	
414.81	· Measure A Project Expenses				
		Picnic Table			800
		Bathroom Doors			3,750
		ADA Paths and Ramps			10,000
		Fence Replacement			20,000
		Water Tower Demolition			4,800
		Engineering Plans and Permits			5,000
		Project Management			2,500
		Play Structure Surface Material			3,000
Total 414.81 Measure A Project Expense					49,850
414.85	· Restricted Funding Project Expenses				
		Gate Signage			3,000
414.82	· Measure A Maintenance Expense				
		Supplies and Services			2,000
		Rest Room Cleaning			3,500
		PGE Park			225
		Financial Management			300
Total 414.82 · Measure A Maintenance Expense					6,025
Total Expense					58,875
Net Ordinary Income					(22,021)
Beginning Cash Estimated for July 1, 2021					100,857
Estimated Ending Cash June 30, 2022					78,836

GENERAL MANAGER'S REPORT

JULY 14, 2021

UPDATE ON THE SCADA SYSTEM REPAIR PROJECT

I still have not heard from Aspect's Operations Manager to schedule a time to remotely access our system and do a preliminary evaluation. I will follow up with a call this month.

UPDATE ON THE CAPITAL IMPROVEMENT PLAN

As I reported last month, Roy's Sewer service completed the closed-circuit TV inspection of TVCSD sewer mains from the creek crossing to all points uphill. The inspections were done on May 6, May 24 and May 28 to complete Phase 1 of the inspections. Kevin Berry, the owner, gave us a break on the daily rate and also will be charging us the reduced rate of \$2,500 per day when we begin Phase 2 inspections. Phase 2, which consists of the sewer main from the creek-crossing to the plant, will be scheduled in July as part of next fiscal year's CIP work. The remaining sections should be completed in two days maximum, bringing the total cost of inspections to \$12,500. This total is exactly what we estimated in the CIP through FY 2021.

I am in the process of evaluating the video and the reports at this time.

Depending on the outcome of discussions with Aspect Engineering, we may try to contract for more software programming of the SCADA system. The SCADA system has been reporting data from the lift station and the plant continuously since November 25, 2020. This is a good sign, but we still need to calibrate the level sensors and re-establish remote control of equipment to have reliable readings.

Other than these projects, no other CIP projects are scheduled in this or next fiscal year.

STRATEGIC PLANNING

This topic will be discussed at the July regular Board meeting.

INTERAGENCY COMMUNICATIONS

I spoke with Jason Fried from LAFCO about their effort to prepare a Municipal Services Review for 12 agencies in West Marin County. There is some interest in forming a sub-group to evaluate the possibility of having shared services. Typical services are for general management, bookkeeping, and administration.



June 14, 2021

Regional Water Quality
San Francisco Bay Region
1515 Clay Street Suite 1400
Oakland, CA 94612

Emailed To: WDR.monitoring@waterboard.ca.gov

RE: Self-Monitoring Report
Tomales, Marin County
Order No. R2-2015-0019
I.D. No. 264662
May 2021

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-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 Added (gallons)	Coliform MPN/100
5/1/2021	13.0																0.0			
5/2/2021	13.0																0.0			
5/3/2021	13.0																0.0			
5/4/2021	13.0																0.0			
5/5/2021	13.0	91.0	6.7	16.1	240.0	500.0	0.5	0.4	19.0	2.0	17.0	470.0	63.0	8.8	5.0	15.7	0.0			
5/6/2021	10.6																0.0			
5/7/2021	10.6																0.0			
5/8/2021	10.6																0.0			
5/9/2021	10.6																0.0			
5/10/2021	10.6																0.0			
5/11/2021	10.6																0.0			
5/12/2021	10.6	74.0	8.2	19.5								510.0	13.0	8.9	6.0	18.8	0.0			
5/13/2021	11.5																0.0			
5/14/2021	11.5																0.0			
5/15/2021	11.5																0.0			
5/16/2021	11.5																0.0			
5/17/2021	11.5																0.0			
5/18/2021	11.5																0.0			
5/19/2021	11.5											500.0	13.0				0.0			
5/20/2021	11.5	92.0	8.3	18.2										8.7	5.0	18.1	0.0			
5/21/2021	15.6																0.0			
5/22/2021	15.6																0.0			
5/23/2021	15.6																0.0			
5/24/2021	15.6																0.0			
5/25/2021	15.6																0.0			
5/26/2021	15.6																0.0			
5/27/2021	15.6	109.0	7.8	19.4								520.0	6.8	8.6	6.0	18.9	0.0			
5/28/2021	11.2																0.0			
5/29/2021	11.2																0.0			
5/30/2021	11.2																0.0			
5/31/2021	11.2																0.0			
Max	15.6		8.3	19.5	240.0	500.0	0.5	0.4	19.0	2.0	17.0	520.0	63.0	8.9	6.0	18.9			#DIV/0!	
Min	10.6		6.7	16.1	240.0	500.0	0.5	0.4	19.0	2.0	17.0	470.0	6.8	8.6	5.0	15.7			0.0	
Mean	12.4		7.7	18.3	240.0	500.0	0.5	0.4	19.0	2.0	17.0	500.0	24.0	8.7	5.5	17.9			#DIV/0!	
Total	385.2																0.0			

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) **May 2021**

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>5/5/21</i>	<i>5/12/21</i>	<i>5/20/21</i>	<i>5/27/21</i>
Day	WED	WED	THUR	THUR
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) **May 2021**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	5/5/21	5/12/21	5/20/21	5/27/21
Day	WED	WED	THUR	THUR
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 Operator

**TOMALES STORAGE PONDS
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year) **May 2021**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>5/5/21</i>	<i>5/12/21</i>	<i>5/20/21</i>	<i>5/27/21</i>
Day	WED	WED	THUR	THUR
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)

May 2021

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

INSPECTION	Week1	Week 2	Week 3	Week 4
Date	<i>5/5/21</i>	<i>5/12/21</i>	<i>5/20/21</i>	<i>5/27/21</i>
Day	WED	WED	THUR	THUR
Time				
Tech	AG	AG	AG	AG
* Evident of any leaks	N	N	N	N
Cl2 gallons added	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.

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

Month: May 2021

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Day	5/5/21	5/12/21	5/20/21	5/27/21
Time	WED	WED	THUR	THUR
Operator				
Evidence of standing water	AG	AG	AG	AG
* 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

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

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



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

May 24, 2021

Sample Collected: 05/05/21
 Sample Received: 05/05/21
 Collected By : AG/NSU
 Cc : e-mail

Natural Systems Utilities
 1070 Horicon Drive, suite A
 Fairfield, CA. 94533

Tomales Village CSD

LOG NUMBER	521-8886	521-8887-9
Sample Description:	Influent	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	240.	63.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	500.	470.
Nitrate N mg/L (EPA Mthd. 352.1)		<0.20
Nitrite N mg/L (EPA Mthd. 300.0)		<0.40
Total Kjeldahl N mg/L (Std. Mthds. 4500-NH ₃ C, 2011)		19.
Ammonia N mg/L (Std. Mthds. 4500-NH ₃ C, 2011)		2.0
Total Organic N mg/L		17.

BOD Start Date: 05/06/21
 BOD Completed Date: 05/11/21

BRELJE AND RACE LABORATORIES, INC.

JAMIE LYNCH, LABORATORY DIRECTOR
 JL:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

June 7, 2021

Sample Collected: 05/12/21
Sample Received: 05/13/21
Collected By : AG/NSU
Cc : e-mail

Natural Systems Utilities
1070 Horizon Drive, Suite A
Fairfield, CA. 94533

Tomales Village CSD

LOG NUMBER

521-9612

Sample Description:

TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	13.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	510.

BOD Start Date: 05/13/21
BOD Completed Date: 05/18/21

BRELJE AND RACE LABORATORIES, INC.

JAMIE LYNCH, LABORATORY DIRECTOR
JL:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

June 2, 2021

Sample Collected: 05/19/21
Sample Received: 05/19/21
Collected By : AG/NSU
Cc : e-mail

Natural Systems Utilities
1070 Horizon Drive, Suite A
Fairfield, CA. 94533

Tomales Village CSD

LOG NUMBER 521-10073
Sample Description: TR – Effluent

ANALYSIS

BOD₅ @ 20°C mg/L 13.
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 500.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 05/21/21
BOD Completed Date: 05/26/21

BRELJE AND RACE LABORATORIES, INC.

JAMIE LYNCH, LABORATORY DIRECTOR
JL:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

June 10, 2021

Sample Collected: 05/27/21
Sample Received: 05/27/21
Collected By : AG/NSU
Cc : e-mail

Natural Systems Utilities
1070 Horizon Drive, Suite A
Fairfield, CA. 94533

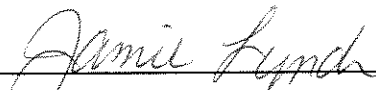
Tomales Village CSD

LOG NUMBER 521-10593
Sample Description: TR – Effluent

ANALYSIS
BOD₅ @ 20°C mg/L 6.8
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 520.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 05/28/21
BOD Completed Date: 06/02/21

BRELJE AND RACE LABORATORIES, INC.



JAMIE LYNCH, LABORATORY DIRECTOR
JL:lja