



TVCSB Board of Director's Meeting Agenda

Date: Wednesday, September 9, 2020, 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 O'Neill, Donna Clavaud, Deborah Parrish, Bill Bonini, 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/85211304055> or dial by your location _United States____
Meeting ID: 852 1130 4055
Join from a PC, Mac, iPad, iPhone or Android device:

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 log-in 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 September 9, 2020 BOD Agenda Action

IV. Board Member Reports

V. Approval of July 8, 2020 Minutes Action

VI. Committee Reports

- a. Park Advisory Committee (PAC)
 1. No PAC meeting was held for July or August.
- b. Financial Advisory Committee (FAC)
 1. No FAC meeting was held for July or August

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



- d. Conflict of Interest Biennial Notice **Action**
- e. Management Discussion and Analysis **Action**
- f. Resolution 20-06: To Authorize Opening of New Redwood Credit Union Account **Action**

VIII. General Manager's Report

IX. NSU Report

- a. Review June & July 2020 reports

X. Pending Business

XI. Other Business

XII. New Business

XIII. Old Business

XIV. Correspondence

XV. Adjournment

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

The agenda and supporting documents can be accessed on the TVCS D website 72 hours prior to the meeting. Anyone requesting disability related accommodations may contact the district office 72 hours prior to the meeting.



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, July 8, 2020 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

Board Members Absent: Deborah Parrish

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

I. Call To Order:

Dru Fallon O'Neill called the meeting to order at 7:09 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 July 8, 2020 TVCS D BOD Agenda

Bill Bonini motioned to approve the July 8, 2020 TVCS D Board Agenda. Peter MacLaird seconded the motion. M/S/C

IV. TVCS D Board Member Reports

None

V. Approval of June 10, 2020 TVCS D BOD Minutes

Donna Clavaud motioned to approve the June 10, 2020 TVCS D BOD minutes. Bill Bonini seconded the motion. M/S/C

VI. Approval of June 29, 2020 TVCS D Special Meeting Minutes

Donna Clavaud motioned to approve the June 29, 2020 TVCS D Special Meeting minutes. Peter MacLaird seconded the motion. M/S/C

VII. Conduct Public Hearing to Receive Comments on the Proposed Sewer Rates and Method of Collection for FY 2020/2021

No comments.

VIII. Conduct Public Hearing to Receive Comments on the Proposed Final Budget for FY 2020/2021

No comments.

XI. Committee Reports

a. Park Advisory Committee (PAC):

1. No PAC meeting was held in June 2020.

2. Status of Contract with Henry Elfstrom for Park maintenance and rental.

Melinda Bell received a letter from Henry Elfstrom; he will mow the lawn but will no longer tend to the restrooms. Donna Clavaud suggested getting directives from the County for Covid-19 protocols in regards to Park restroom maintenance. Jose Ortiz will contact Kevin Wright from Marin County Parks in regards to protocols for disinfecting the restrooms.

b. Financial Advisory Committee (FAC):

1. Review approved FAC minutes for of June 24, 2020. No action item needed.

Board reviewed and accepted the approved FAC minutes.

X. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures:

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

b. Financial Manager's Report:

Financial Manager's report was reviewed.

c. Review and Approve Financial Statements:

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

d. Adopt Resolution 20-2: Maintaining the current connection fee of \$10,000 per equivalent unit and keeping the Ad Valorum Tax Rate at .02% on assessed value for FY 2020/2021

Donna Clavaud motioned to adopt Resolution 20-02. Bill Bonini seconded the motion. M/S/C

e. Adopt Resolution 20-3: Setting the sewer rate of \$81.90 per month per equivalent unit for FY 2020/2021. Jose Ortiz noticed the resolution stated FY 2019/2020. Resolution will be amended.

Bill Bonini motioned to adopt Resolution 20-3. Donna Clavaud seconded the motion. M/S/C

f. Adopt Resolution 20-4: Approving final Park budget for FY 2020/2021.

Peter MacLaird motioned to adopt Resolution 20-4. Bill Bonini seconded the motion. M/S/C

Jose Ortiz said the “comments” column on the Park budget for FY 2020/2021, which explains the comparison from the previous FY, would be removed.

g. Adopt Resolution 20-5: Approving final sewer budget for FY 2020/2021.

Donna Clavaud motioned to adopt Resolution 20-5. Peter MacLaird seconded the motion. M/S/C

XI. General Manager’s Report

Jose Ortiz gave a verbal General Manager’s report.

Jose Ortiz had a meeting with Brendon Jacka to see how the budget may be affected in regards to the CIP. The roof on the irrigation building is corroded and needs to be replaced. Jose Ortiz will be getting a bid from NSU to replace the roof. The estimate will be brought to the September TVCSD Board meeting. Depending upon the estimate, the \$10,000 that was allocated for the TV inspection of the sewer line may have be deferred to do half of the original, planned inspection. If the bid is over \$5,000 additional bids will need to be gotten. Jose Ortiz will hold off on the TV inspection until he gets the roof estimate.

Jose Ortiz said the County needs detailed, scaled drawings for the handicap ramps in the Park. The contract was decreased by \$10,000 for the cost of the handicap ramps. Jose will get the costs of the plans and the permits for the handicapped ramps. Instead, Jose Ortiz suggests the Board to consider keeping the level of the bark no lower than ½ inch, which would allow accessibility to the play area. The bark could be kept even with the top of the curbs by raking the bark and could be part of Park maintenance. Bill Bonini said the handicap ramps are not necessary and are not a requirement by the County. By bringing the bark up to the accessible path would eliminate the need for the handicap ramps. Jose Ortiz suggested deferring the handicap ramps until it’s decided they are needed. An additional 50 cubic yards will be ordered.

Jose Ortiz will get a bid from NSU for erosion repairs along the splash aprons and will contact Tim Furlong for mowing.

XII. NSU Report

a. Review May 2020 report:

Report was reviewed. Jose Ortiz said the self-monitoring reports from SCADA still have to be done manually. The sensors will be replaced next year.

XIII. Pending Business

None

XIV. Other Business

None

XV. New Business

None

XVI. Old Business

Jose Ortiz submitted the election resolution to Dan Miller. TVCSD elections will be consolidated with Countywide elections. Election manuals will be sent to TVCSD Board members who’s terms are expiring.

XVII. Correspondence

None

XVIII. Adjournment

Meeting was adjourned at 7:54 pm. No objections

Next TVCSD BOD Meeting, September 9, 2020, 7 pm via Zoom

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.*

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

Type	Date	Num	Name	Memo	PARK	Amount	Balance
131.00 - Cash				Beginning Balance			138,209.21
131.48 - CA LAIF				Beginning Balance			30,759.29
General Journal	07/15/2020	LAIF Inter		deposit April-June LAIF interest		103.78	30,863.07
Deposit	07/29/2020			DepositLAIF2nd		8.46	30,871.53
Total 131.48 - CA LAIF				Ending Balance		112.24	30,871.53
131.42 - Bank of Marin - Money Market				Beginning Balance			93,426.78
Transfer	07/06/2020			Funds Transfer for construction		-45,000.00	48,426.78
Transfer	07/06/2020			Funds Transfer		-60,000.00	-11,573.22
Deposit	07/14/2020			Meas A		17,043.17	5,469.95
Deposit	07/31/2020			Int Alloc		0.78	5,470.73
Total 131.42 - Bank of Marin - Money Market				Ending Balance		-87,956.05	5,470.73
131.46 - Bank of Marin - Park Account				Beginning Balance			14,023.14
Bill Pmt -Check	07/02/2020	1285	Michael Barber	inv 2612		-390.00	13,633.14
Bill Pmt -Check	07/06/2020	1286	Ortiz, Jose			-13,626.02	7.12
Bill Pmt -Check	07/06/2020	1287	Peter Nissen	field observation - final framing		-330.00	-322.88
Transfer	07/06/2020			Funds Transfer for construction		45,000.00	44,677.12
Transfer	07/06/2020			Funds Transfer		60,000.00	104,677.12
Bill Pmt -Check	07/07/2020	1288	DMR Builders	completed gazebo contract no ramp		-39,593.51	65,083.61
Bill Pmt -Check	07/07/2020	1289	PGE	7399820768-9 5/27 - 6/24		-67.06	65,016.55
Deposit	07/31/2020			interest		0.29	65,016.84
Bill Pmt -Check	08/01/2020	1290	Martinez, Maria	July-September		-161.40	64,855.44
Bill Pmt -Check	08/02/2020	1291	Bohemian Creative	Feb-June oversight, inspection, supplies		-4,998.83	59,856.61
Bill Pmt -Check	08/07/2020	1292	PGE	7399820768-9 6/25-7/23		-16.26	59,840.35
Bill Pmt -Check	08/25/2020	1293	DMR Builders	pay retentions payable		-6,120.43	53,719.92
Total 131.46 - Bank of Marin - Park Account				Ending Balance		39,696.78	53,719.92
TOTAL PARK CASH 8/31/2020						-48,147.03	90,062.18
131.00 - Cash				Beginning Balance	SEWER		230,516.56
131.20 - CA Local Agency Investm Fnd				Beginning Balance			71,771.69
General Journal	07/15/2020		DepositLAIF	deposit LAIF Ap-June interest		242.17	72,013.86
Deposit	07/29/2020			LAIFdepositJuly		19.71	72,033.57
Total 131.20 - CA Local Agency Investm Fnd				Ending Balance		261.88	72,033.57
131.31 - Redwood Credit Union				Beginning Balance			40,685.42
Deposit	07/31/2020			interest		7.90	7.90
Total 131.31 - Redwood Credit Union				Ending Balance		7.90	40,693.32
131.42 - Bank of Marin - Money Market				Beginning Balance			69,447.69
Deposit	07/07/2020			County		631.69	70,079.38
Deposit	07/21/2020			Levy 4		83.62	70,163.00
Deposit	07/31/2020			mm interest alloc		2.86	70,165.86
Transfer	08/01/2020			Funds Transfer		-30,000.00	40,165.86
Total 131.42 - Bank of Marin - Money Market				Ending Balance		-29,281.83	40,165.86
131.44 - Bank of Marin - Sewer				Beginning Balance			45,835.34
Bill Pmt -Check	07/01/2020	4821	Hammond, Cynthia	June 8 hours less taxes		-209.64	45,625.70
Bill Pmt -Check	07/01/2020	4822	Pt Reyes Light	invoice #54403		-184.50	45,441.20
Bill Pmt -Check	07/03/2020	4823	Brelje and Race Laboratories, Inc.			-459.00	44,982.20
Bill Pmt -Check	07/06/2020	4824	Melinda K. Bell	June accounting, reporting, budget and audit support		-1,920.00	43,062.20
Bill Pmt -Check	07/06/2020	4825	Ortiz, Jose	Jan - June 2020		-15,593.23	27,468.97
Bill Pmt -Check	07/08/2020	4826	Natural Systems Utilities	July		-4,389.60	23,079.37
Bill Pmt -Check	07/08/2020	4827	Pt Reyes Light	2 7/2 legal notices public hearings 7/8		-184.50	22,894.87
Bill Pmt -Check	07/08/2020	4828	SDRMA	Bus & Wk Cmp 2020/21		-11,685.29	11,209.58
Bill Pmt -Check	07/08/2020	4829	Clavaud, Donna	4 June meet's less Soc Sec \$12.40, Medic \$2.90		-184.70	11,024.88
Bill Pmt -Check	07/11/2020	4830	Natural Systems Utilities	Graybar disconnect		-345.00	10,679.88
Bill Pmt -Check	07/11/2020	4831	PGE	8044736439-1 5/25-6/24		-2,663.00	8,016.88
Bill Pmt -Check	07/11/2020	4832	Marin County Tax Collector	20/21 LAFCO		-130.16	7,886.72
Bill Pmt -Check	07/15/2020	10000	EDD	2nd 1/4 PR Tax		-30.49	7,856.23
Bill Pmt -Check	07/17/2020	4833	Brelje and Race Laboratories, Inc.			-192.00	7,664.23
Bill Pmt -Check	07/17/2020	4834	Internal Revenue Service	94-2598864 941 June 30		-124.55	7,539.68
Payment	07/21/2020		Tomales Regional History Center			81.90	7,621.58
Bill Pmt -Check	07/21/2020	4835	AT&T	138729848		-90.95	7,530.63
Bill Pmt -Check	07/21/2020	4836	AT&T Uverse	145835838		-137.00	7,393.63
Bill Pmt -Check	07/21/2020	4837	Capital One Bank			-256.95	7,136.68
Deposit	07/31/2020			interest		0.10	7,136.78
Transfer	08/01/2020			Funds Transfer		30,000.00	37,136.78
Bill Pmt -Check	08/02/2020	4838	Melinda K. Bell	July		-1,726.90	35,409.88
Bill Pmt -Check	08/07/2020	4839	PGE	8044736439-1 6/24-7/22		-81.86	35,328.02
Bill Pmt -Check	08/08/2020	4840	Brelje and Race Laboratories, Inc.			-451.00	34,877.02
Payment	08/18/2020		Tomales Regional History Center			81.90	34,958.92
Bill Pmt -Check	08/19/2020	4841	AT&T Uverse	145835838 Aug 7 - Sept 6		-157.00	34,801.92
Bill Pmt -Check	08/22/2020	4843	Capital One Bank			-357.94	34,443.98
	08/25/2020	4844	AT&T	138729848		-110.95	34,333.03
	08/25/2020	4845	North Bay Tree Weed	duckweed #1 and #2		-1,648.00	32,685.03
Total 131.44 - Bank of Marin - Sewer				Ending Balance		-13,150.31	32,685.03
131.48 - Bank of Marin - Solar				Beginning Balance			2,776.42
Deposit	07/31/2020			Interest		0.01	2,776.43
Total 131.48 - Bank of Marin - Solar				Ending Balance		0.01	2,776.43
Total 131.00 - Sewer Cash 8/31/2020				Ending Balance		-42,170.25	188,354.21



Financial Manager's Report September 9, 2020

This packet includes the financial reports for July and August 2020. The July packet included the preliminary fiscal year 2019/2020 financial reports. Next month's packet will include the audited financial reports for 2019/2020.

Also in this packet are three issues needing Board action. The first is the biennial notice to Board of Supervisors stating if an amendment to the Conflict of Interest Policy is needed. For reference the Conflict of Interest Policy is also included. In the past we have responded every two years that no amendment to our policy is needed.

The second document for Board approval in the packet is the Management Discussion and Analysis for 2019/2020. Government Accounting Standards Board Statement #34 says, "Management's discussion and analysis (MD&A) should introduce the basic financial statements and provide an analytical overview of the government's financial activities. Governments are required to present MD&A *before* the basic financial statements." After Board review and approval, the MD&A will be sent to the auditors who completed their field work last week.

The Sewer Balance Sheet in the packet shows cash balances at August 31 of \$40,693.32 with Redwood Credit Union. I had considered asking the Board to close this account and transfer the funds to Bank of Marin because there have now been six months of fraudulent withdrawals from the account in recent years. For three months several years ago someone was using our account for his automatic payments monthly. That got fixed each month and finally once and for all. In May this year someone withdrew \$98,900 from our account for a Citizens Ln Payment. That got fixed. In the July 2020 bank statement there were five ACH withdrawals to Capital One totaling almost \$5,000. These withdrawals continued in August until I received the July statement and froze the account. As in the other incidents, we were charged minimum balance fees later reversed. The credit union has closed this account and transferred the funds to a new account at the Petaluma branch instead of the Santa Rosa branch. They are still investigating the fraud and they are working on restoring all our funds, so I am willing to give them another chance. In the packet is a resolution needed to authorize the signers on the new account. I have suggested authorizing President Dru Fallon O'Neill, Vice President Donna Clavaud and myself as signers on the account and myself as authorized to open, close, deposit and withdraw on the account. Those are the RCU terms, but the Board should word the resolution, choose whom to authorize and decide whether to approve as the third action item.

In our monthly budget comparison reports we usually see a shortfall in the SUSD income received. This is a good time to explain the billing and the recurring shortfalls. We billed SUSD at this time a year ago based on the 2019.2020 budget with adjustments for the prior year actual results. Last week we billed for the 2020/2021 budget with adjustments for the 2019/2020 actual results. Total budgeted Sewer expenses for 2019/2020 were \$190,510. Actual 2019/2020 expenses were \$206,747.42. Subtracting depreciation, actual expenses billable to SUSD were \$156,083.42 which was \$34,426.58 under budget. SUSD is entitled to one-third of that credit or \$11,498.48. Every year when we adopt the budget, we don't know the amount we will be under budget for the year, consequently the shortfalls in budgeted SUSD income. This year in budgeting we did a little better in anticipating the large positive 2019/2020 budget variance, so the shortfall will be smaller. SUSD also pays one-third of the solar bond and state water board loan principal payments, and they are paying off each year a loan we made to them in the beginning, to be fully paid in 2026/2027.

BALANCE SHEETS			Aug 31 20
ASSETS		PARK	
	Current Assets		
		131.00 · Cash	
		131.48 · CA LAIF	30,871.53
		131.42 · Bank of Marin - Money Market	5,470.73
		131.46 · Bank of Marin - Park Account	53,719.92
		Total 131.00 · Cash	90,062.18
	Fixed Assets		
		100.20 · Land and Land Rights	132,000.00
		Original Cost	314,653.66
		105.00 · Depreciation	-74,326.10
		Total 111.00 · Park Equipment	240,327.56
	Total Fixed Assets		372,327.56
TOTAL ASSETS		PARK	462,389.74
LIABILITIES & EQUITY			
	Equity		
		252.50 · Investment in Capital Assets	372,327.56
		260.00 · Unassigned Fund Balance	78,515.97
		Net Income	11,546.21
	Total Equity		462,389.74
TOTAL LIABILITIES & EQUITY		PARK	462,389.74
ASSETS		SEWER	
	Current Assets		
		131.00 · Cash	
		131.20 · CA Local Agency Investm Fnd	72,033.57
		131.31 · Redwood Credit Union	40,693.32
		131.42 · Bank of Marin - Money Market	40,165.86
		131.44 · Bank of Marin - Sewer	32,685.03
		131.48 · Bank of Marin - Solar	2,776.43
		Total 131.00 · Cash	188,354.21
		Total Checking/Savings	188,354.21
		137.00 · Accounts Receivable	1,965.60
	Total Current Assets		190,319.81
	Fixed Assets		
		100.00 · Property, Plant and Equipment	791,665.97
		100.10 · Maps and Records	17,248.00
		100.20 · Land and Land Rights	52,788.00
		105.00 · Less Accumulated Depreciation	-746,741.00
		110.00 · Improvement Project	939,393.31
		112.00 · Solar System	269,945.21
	Total Fixed Assets		1,324,299.49
		136.00 · SUSD Note Receivable	13,359.01
TOTAL ASSETS		SEWER	1,527,978.31
LIABILITIES & EQUITY			
	Liabilities		
		222.00 · Accounts Payable	159.95
	Total Current Liabilities		159.95
	Long Term Liabilities		
		211.00 · SWRCB SRF Loan	70,941.37
		215.00 · CREBS Bond	107,647.02
	Total Long Term Liabilities		178,588.39
	Total Liabilities	SEWER	178,748.34
	Equity		
		262.00 · Capital Asset Reserve	40,000.00
		262.50 · Restricted Connection Fees	20,000.00
		264.00 · Operating Reserve	47,627.50
		265.00 · Net Assets - Unrestricted	1,268,555.38
		Net Income	-26,952.91
	Total Equity		1,349,229.97
TOTAL LIABILITIES & EQUITY		SEWER	1,527,978.31

Tomales Village Community Services District Budgetary Comparisons July 1 - August 31, 2020

				Jul 1 - Aug 31, 20	Budget	\$ Over Budg
Income	311.00 · Interest Income	PARK		9.53	144.84	-135.31
	315.00 · Intergovernmental Revenues			17,043.17	13,500.00	3,543.17
	322.00 · Park Use Rental			0.00	193.55	-193.55
Total Income		PARK		17,052.70	13,838.39	3,214.31
Expense	414.59 · Engineering and Design			330.00	0.00	330.00
	414.81 · Measure A Project Expenses			4,998.83	0.00	4,998.83
	414.82 · Measure A Maintenance Expenses			0.00	78.71	-78.71
	414.83 · PGE Park			16.26	182.10	-165.84
Total Expense		PARK		5,506.49	381.78	5,124.71
Net Income		PARK		11,546.21	13,456.61	-1,910.40
Income		SEWER				
	301.10 · Service Charges - Monthly			163.80	163.80	0.00
	301.15 · Service Charges - Annual Fees			1,965.60	1,965.60	0.00
	301.20 · Service Charges - SUSD			0.00	0.00	0.00
	301.30 · Service Charges - County			588.69	0.00	588.69
	311.00 · Interest Income			30.58	34.39	-3.81
	315.50 · Levy 4			126.62	0.00	126.62
Total Income		SEWER		2,875.29	2,163.79	711.50
Expense		SEWER				
	413.00 · Grounds Maintenance			0.00	2,000.00	-2,000.00
	410.10 · Sewage Collection Electric			34.22	32.96	1.26
	411.05 · Lab Bills			603.00	1,598.00	-995.00
	411.10 · Maintenance Supplies			0.00	194.24	-194.24
	411.03 · Sewage Treatment Electric			23.82	-2,122.32	2,146.14
	412.10 · Sewage Disposal Electric			23.82	-106.86	130.68
	414.11 · Social Security Tax			9.41	180.00	-170.59
	414.12 · Medicare Payroll Tax			2.20	30.00	-27.80
	414.13 · State Unemployment Tax			28.49	85.00	-56.51
	414.05 · Administrator's Fees			0.00	8,000.00	-8,000.00
	414.22 · Licenses and Permits			0.00	20.00	-20.00
	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			33.00	11.00	22.00
	414.44 · Sonic - Web Hosting			15.90	16.00	-0.10
	414.45 · Equipment Expense			349.99	310.00	39.99
	414.465 · Board Member Stipend			0.00	1,250.00	-1,250.00
	414.47 · Clerical/Bookkeeping			1,726.90	2,000.00	-273.10
	414.49 · Secretary			0.00	400.00	-400.00
	414.50 · O&M Contractual Services			4,389.60	8,824.00	-4,434.40
	414.60 · Publication and Notices - Other			184.50	0.00	184.50
	414.62 · Dues and Subscriptions			0.00	150.00	-150.00
	414.74 · Treatment Ponds Maintenance			1,648.00	0.00	1,648.00
	414.81 · Travel			0.00	80.00	-80.00
	414.90 · Telephone and Internet Services			495.90	440.00	55.90
	415.50 · Depreciation Expense			8,444.00	0.00	8,444.00
	417.30 · LAFCO Charges			130.16	190.00	-59.84
Total Expense		SEWER		29,828.20	35,270.02	-5,441.82
Net Income		SEWER		-26,952.91	-33,106.23	6,153.32

FAIR POLITICAL PRACTICES COMMISSION

2020 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

By **July 1, 2020**: The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

By **October 1, 2020**: The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2020 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in **more than one county** and will contact them.

The Local Agency Biennial Notice is not forwarded to the FPPC.

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body.

If you answer yes, to any of the questions below, your agency's code probably needs to be amended.

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you have any questions or are still not sure if you should amend your agency's conflict of interest code, please contact the FPPC. Additional information including an online webinar regarding how to amend a conflict of interest code is available on [FPPC's website](#).

2020 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2020**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

MANAGEMENT DISCUSSION AND ANALYSIS

FOR THE YEAR ENDING JUNE 30, 2020

This section of the District's Financial Statement presents our analysis of the District's financial position and performance for the Fiscal Year that ended June 30, 2020. Readers are encouraged to read this section in conjunction with the accompanying financial statements.

The District's Operation-an Overview

The TVCSD is a special district formed under Government Code &61000 to operate and manage the community's wastewater treatment plant (WWTP). The WWTP is funded through sewer service fees and some Ad Valorem property taxes. The operation of the Tomales Community Park is funded through donations, park rentals, fund raisers, grants, and County of Marin Measure A sales taxes dedicated to parks and open spaces.

When the District was formed in 1998/1999, 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 three more years to pay off the total principal due of \$70,941.37 as of June 30, 2020.

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. The bonds have six more years of payments due totaling \$107,647.08. Electricity costs were averaging \$6,500 a year before the solar system was installed. Costs for electricity are now averaging \$1,150 annually. Operational savings have resulted and the Sewer program has finished each of the last three years both with positive net income and better than budget without including depreciation expense, but funding must cover not only operational costs, but also the reduction of the two debt obligations not included in the operational budget.

The Tomales Community Park has made major progress in 2019/2020 in its goal to rebuild the gazebo, create a new entry gate & signage, add ADA-compliant ramps to our play structure areas and rebuild a north fence. Project expenses totaled \$141,024 in the 2019/2020 fiscal year. To finish the planned projects, the 2020/2021 budget provides an additional \$36,200 in funding. Park maintenance costs for the 2019/2020 fiscal year were \$2,383. Funding for the park in recent years has been primarily from the 2013/2014 Measure A sales tax. Measure A has a life of nine years so the last year of funding will be 2021/2022. Planned projects will be completed by then, but the annual maintenance costs will remain without Measure A funding unless the voters approve an extension of the tax.

Financial Statements

The audited financial statements report the Sewer Program on a business-type accounting basis with accruals, capital assets and depreciation. The Park Program is reported on a governmental-fund basis in the Statement of Activities and Governmental Fund Revenues, Expenditures and

Changes in Fund Balances with an adjustment to report the Park in the government-wide report on a comparable basis with the Sewer Program, including capital assets and depreciation.

Condensed Financial Statements						
			<u>2020</u>			<u>2019</u>
Assets:						
Current assets			\$ 369,072			\$ 394,456
Other assets			13,359			13,359
Capital assets, net			1,705,071			1,755,734
Total Assets			<u>\$ 2,087,502</u>			<u>\$ 2,163,549</u>
Liabilities and net position:						
Current liabilities			\$ 122,192			\$ 79,926
Long-term debt, less current portion			138,283			178,588
Total liabilities			<u>260,475</u>			<u>258,514</u>
Total net position			<u>1,827,026</u>			<u>1,905,035</u>
Total liabilities and net position			<u>\$ 2,087,502</u>			<u>\$ 2,163,549</u>
Statement of Activities (Sewer and Park)						
Operational revenues			\$ 214,190			\$ 192,379
Operational expenses			351,470			223,134
Operational loss			<u>(137,280)</u>			<u>(30,755)</u>
General revenues			59,271			58,847
Change in net position			<u>\$ (78,009)</u>			<u>\$ 28,092</u>

Contacting the Administrator

This financial report is designed to provide our citizens, customers, investors, and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have any questions about this report or need additional information, contact General Manager Jose Ortiz at Tomales Village Community Services District, Post Office Box 303, Tomales, CA 94971 or admin@tomalescsd.ca.gov or 707-878-2767.

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
RESOLUTION # 20-06**

September 9, 2020

WHEREAS, the Board of Directors of the Tomales Village Community Services District is in need of a new account at Redwood Credit Union and

WHEREAS, adopted Tomales Village Community Services District financial policy states that Board members and the Financial Manager can sign checks

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Tomales Village Community Services District that Board President Dru Fallon O’Neill, Board Vice President Donna Clavaud and Financial Manager Melinda Bell are authorized to sign for and on behalf of Tomales Village Community Services District and that Financial Manager Melinda Bell is authorized to bind Tomales Village Community Services District as it is authorized to conduct all business on financial institution accounts for it, including but not limited to opening accounts, closing accounts, depositing, withdrawing funds, establishing authorized signers on the account and establishing products and services.

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 9th day of September 2020 on regular roll call of the members of the said Board by the following vote:

DIRECTORS:

___ O’NEILL, ___ CLAVAUD, ___ PARRISH, ___ BONINI, ___ MACLAIRD.

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

Tomales Village Community Services District

Attest: _____
Cynthia Hammond,

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Category:	General	Policy 1020
Title:	Conflict of Interest	

POLICY TITLE: Conflict of Interest
POLICY NUMBER: 1020

1020.1 Pursuant to the Political Reform Act of 1974, the District has adopted Section 18730 of Title 2, Division 6, California Code of Regulations as the regulatory Conflict-of-Interest Code of the District. The full text of Section 18730, together with any amendments thereto, may be found at: <http://www.fppc.ca.gov/llellal/regs/current/18730.pdf>. Any Director, Officer, Administrator, Administrative Management Consultant, Financial Management Consultant, Contract Operator, Employee or Independent Contractor involved in voting on matters, negotiating contracts, or making recommendations on purchases on behalf of the District, is subject to this code. All parties subject to the Conflict-of-Interest Code are required to file a Statement of Economic Interests (Form 700), with the District Administrator at the time of assuming their duties and on an annual basis thereafter. Annual filing of Form 700 is due by April 2nd of each year and within 30 days of leaving office or position. Disclosure of only those investments, real property, sources of income and business positions that may affect the decision-making of an individual pertaining to the Tomales Village Community Services District are required. Any person who has a conflict of interest is required to disqualify him or herself from making or participating in a decision or action that may affect their interest or have a significant monetary impact on them or their interest.

GENERAL MANAGER'S REPORT

SEPTEMBER 9, 2020

UPDATE ON THE SCADA SYSTEM REPAIR PROJECT

I will follow up with Jack Miller from JMIntegration about calibrating the pond level sensors. Brandon Jacka from NSU and I reviewed system needs in July and will coordinate with Mr. Miller. As an introductory incentive, JMIntegration waived travel time costs for the first part of the work. Their regular fees which include travel time will not be waived for future work, so we need to be selective about which work to contract for. We also need to finalize our assessment of needs at the irrigation site before proceeding.

STATUS OF THE GAZEBO PROJECT

I reported to the Board at the July 8 Board meeting that except for some minor work, the Tomales Park Gazebo Project is effectively complete. The supervising inspector from Marin County attended the final inspection and gave the District a final for the Gazebo work. We have released the funds for the 5% retention to the contractor, DMR. The next step will be to file a Notice of Completion with the Marin County Clerk of the Board of Supervisors.

Also mentioned at the July meeting was that the work on the handicap ramps was eliminated from the contract due to a requirement by the Building Inspector that a separate permit will be required for the work. I spoke with David Judd about possible architects specializing in ADA compliance, particularly as it relates to parks since requirements are different than for buildings. I have not proceeded with this after have attended by teleconference Prop 68 mandated training as a prerequisite to getting park-related funding of a little over \$177,000. Since any work on this project may be eligible for this funding, I want to submit project applications and get approval for those projects before incurring costs.

Prop 68 funds may also be used for the cost-sharing portion of special districts. Some of the projects that may be eligible under the Prop 68 program are the handicap ramps, the fence replacement and gate projects, repairs to the water tower as a possible historic building, and other projects not yet part of the Measure A work plan.

STATUS OF THE CIP PROJECTS

The COVID-19 pandemic has required an adjustment to otherwise normal practices. I have not yet contacted Roy's Sewer Service, but will do so soon and report to the Board of the schedule. The final budget reflects this work as a CIP project.

I met with Brandon Jacka in mid-July to go over the sewer system needs. I also gave him the go-ahead with the work to repair the erosion around the

concrete splash aprons where the force main discharges into the storage ponds. The work has been completed by the new construction division of NSU.

The control building at the irrigation field need to be re-roofed. That will cost between \$2,000 and \$4,000. During our inspection, we discovered that there is substantial damage to wood members requiring replacement rather than repair only. NSU will be providing me with an estimate for the roof replacement.

As time permits, NSU and I will be evaluating modifications to the perimeter collection system and early shut-off features of the irrigation disposal filed.



July 14, 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
June 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-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
6/1/2020	11.3																0.0			
6/2/2020	11.9	95.0	8.4	21.2	180.0	480.0	<0.20	<0.40	7.8	4.5	3.3	440.0	8.8	8.4	3.5	23.5	0.0	0.0		7.8
6/3/2020	11.9																0.0			
6/4/2020	11.9																0.0			
6/5/2020	11.9																0.0			
6/6/2020	11.9																0.0			
6/7/2020	11.9																0.0			
6/8/2020	11.9																0.0			
6/9/2020	11.9																0.0			
6/10/2020	11.9	80.0										380.0	7.0	8.2	1.5	22.9	0.0	0.0		<2.0
6/11/2020	13.3																0.0			
6/12/2020	13.3																0.0			
6/13/2020	13.3																0.0			
6/14/2020	13.3																0.0			
6/15/2020	13.3																0.0			
6/16/2020	13.3	215.0										450.0	14.0	8.6	3.0	23.1	0.0	0.0		<2..0
6/17/2020	26.9																0.0			
6/18/2020	26.9																0.0			
6/19/2020	26.9																0.0			
6/20/2020	26.9																0.0			
6/21/2020	26.9																0.0			
6/22/2020	26.9																0.0			
6/23/2020	26.9																0.0			
6/24/2020	26.9	568.0												8.4	2.0	22.7	0.0	0.0		<2.0
6/25/2020	71.0											450.0	9.5				0.0			
6/26/2020	71.0																0.0			
6/27/2020	71.0																0.0			
6/28/2020	71.0																0.0			
6/29/2020	71.0																0.0			
6/30/2020	71.0																0.0			
Max	71.0		8.4	21.2	180.0	480.0	0.0	0.0	7.8	4.5	3.3	450.0	14.0	8.6	3.5	23.5			#DIV/0!	
Min	11.3		8.4	21.2	180.0	480.0	0.0	0.0	7.8	4.5	3.3	380.0	7.0	8.2	1.5	22.7			0.0	
Mean	28.0		8.4	21.2	180.0	480.0	#DIV/0!	#DIV/0!	7.8	4.5	3.3	430.0	9.8	8.4	2.5	23.1			#DIV/0!	
Total	839.4																0.0			

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

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

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>6/2/20</i>	<i>6/10/2020</i>	<i>6/16/2020</i>	<i>6/24/20</i>
Day	TU	WED	TE	WED
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) **June 2020**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	6/2/20	6/10/2020	6/16/2020	6/24/20
Day	TU	WED	TE	WED
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) **June 2020**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	6/2/20	6/10/2020	6/16/2020	6/24/20
Day	TU	WED	TE	WED
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)

June 2020

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

INSPECTION	Week1	Week 2	Week 3	Week 4
Date	<i>6/2/20</i>	<i>6/10/2020</i>	<i>6/16/2020</i>	<i>6/24/20</i>
Day	TU	WED	TE	WED
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: June 2020

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Day	6/2/20	6/10/2020	6/16/2020	6/24/20
Time	TU	WED	TE	WED
Operator				
Evidence of standing water	AG	AG	AG	AG
* Evidence of runoff from site				
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.



(707) 254-1931



August 13, 2020

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
July 2020

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
7/1/2020	71.0																0.0			
7/2/2020	71.0	568.0												8.6	3.0	22.4	0.0			
7/3/2020	77.6											620.0					0.0			<2.0
7/4/2020	77.6																0.0			
7/5/2020	77.6																0.0			
7/6/2020	77.6																0.0			
7/7/2020	77.6	388.0	7.6	19.6	170.0	460.0	0.9	0.7	16.0	1.7	14.0	710.0	62.0	8.2	3.0	20.2	0.0			
7/8/2020	11.9																0.0			
7/9/2020	11.9																0.0			
7/10/2020	11.9																0.0			
7/11/2020	11.9																0.0			
7/12/2020	11.9																0.0			
7/13/2020	11.9																0.0			
7/14/2020	11.9																0.0			
7/15/2020	11.9																0.0			
7/16/2020	11.9																0.0			
7/17/2020	11.9	119.0										580.0	29.0	8.6	3.5	22.6	0.0			
7/18/2020	12.3																0.0			
7/19/2020	12.3																0.0			
7/20/2020	12.3																0.0			
7/21/2020	12.3																0.0			
7/22/2020	12.3																0.0			
7/23/2020	12.3	74.0															0.0			
7/24/2020	9.0	9.0										580.0	51.0	8.4	3.5	22.9	0.0			
7/25/2020	12.5																0.0			
7/26/2020	12.5																0.0			
7/27/2020	12.5																0.0			
7/28/2020	12.5																0.0			
7/29/2020	12.5																0.0			
7/30/2020	12.5	75.0										530.0	45.0	8.8	3.0	23.1	0.0			
7/31/2020	14.8																0.0			
Max	77.6		7.6	19.6	170.0	460.0	0.9	0.7	16.0	1.7	14.0	710.0	62.0	8.8	3.5	23.1			#DIV/0!	
Min	9.0		7.6	19.6	170.0	460.0	0.9	0.7	16.0	1.7	14.0	530.0	29.0	8.2	3.0	20.2			0.0	
Mean	26.5		7.6	19.6	170.0	460.0	0.9	0.7	16.0	1.7	14.0	604.0	46.8	8.5	3.2	22.2			#DIV/0!	
Total	821.5																0.0			

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) **July 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	7/2/20	7/7/2020	7/17/2020	7/24/20	7/30/20
Day	THURS	TUES	FRI	FRI	THURS
Time	12:00	9:30	13:30	12:20	14:45
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) **July 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	7/2/20	7/7/2020	7/17/2020	7/24/20	7/30/20
Day	THURS	TUES	FRI	FRI	THURS
Time	12:00	9:30	13:30	12:20	14:45
Operator	AG	AG	AG	AG	AG
Rain fall, inches	0	0	0	0	0
* Nuisance odors (smell)	N	N	N	N	N
*Evidence of any standing water	N	N	N	N	N
* Evidence of mosquitoos 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) **July 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	7/2/20	7/7/2020	7/17/2020	7/24/20	7/30/20
Day	THURS	TUES	FRI	FRI	THURS
Time	12:00	9:30	13:30	12:20	14:45
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
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)

July 2020

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

INSPECTION	Week1	Week 2	Week 3	Week 4	Week 5
Date	7/2/20	7/7/2020	7/17/2020	7/24/20	7/30/20
Day	THURS	TUES	FRI	FRI	THURS
Time	12:00	9:30	13:30	12:20	14:45
Tech	AG	AG	AG	AG	AG
* Evident of any leaks	N	N	N	N	N
Cl2 gallons added	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.

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

Month: July 2020

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	7/2/20	7/7/2020	7/17/2020	7/24/20	7/30/20
Time	THURS	TUES	FRI	FRI	THURS
Operator	12:00	9:30	13:30	12:20	14:45
Evidence of standing water	AG	AG	AG	AG	AG
* Evidence of runoff from site	N	N	N	N	N
Evidence of erosion caused by irrigation	N	N	N	N	N
Evidence of system run off containment system from proper condition and integrity.	N	N	N	N	N
*Any odors	N	N	N	N	N
Mosquito breeding resulting from irrigation	N	N	N	N	N
* Evidence of improper distribution system components and hydraulic integrity	N	N	N	N	N
Perimeter fence posting informing public wastewater is not safe to drink	Y	Y	Y	Y	Y

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

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



(707) 254-1931