



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, November 11, 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 Fallon 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/84439021166> or dial by your location _United States____ Meeting ID: 844 3902 1166
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 November 11, 2020 BOD Agenda Action

IV. Board Member Reports

V. Approval of October 14, 2020 Minutes Action

VI. Committee Reports

- a. Park Advisory Committee (PAC)
 1. Review PAC meeting Minutes and PAC Attachments for October 19, 2020
 2. Park Reopening
 3. New Committee Member
- b. Financial Advisory Committee (FAC)
 1. No FAC meeting was held in October



VII. Financial Report (Melinda Bell)

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

VIII. General Manager's Report

IX. NSU Report

- a. Review September 2020 reports

X. Pending Business

XI. Other Business

XII. New Business

- a. Board and Committee Recruitment

XIII. Old Business

- a. Auxiliary Dwelling Unit(s) Updates
- b. Website Postings; Who is Responsible? Grand Jury Compensation Report, Annual Budgets and Minutes

XIV. Correspondence

XV. Adjournment

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

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

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

Board of Directors:

Dru Fallon O'Neill, President ● Donna Clavud, Vice President ● Bill Bonini ● Peter MacLaird



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, October 14, 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, Deborah Parrish

Board Members Absent: None

Also Present: Jose Ortiz, TVCS D General Manager; Melinda Bell, TVCS D Financial Manager; Cynthia Hammond, TVCS D Recording Secretary; Chick Petersen, TVCS D FAC Member; Tamara Hicks, Community Member, Venta Leon; Community Member

I. Call To Order:

Dru Fallon O'Neill called the meeting to order at 7:05 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.

Tamara Hicks, and her husband are the owners of Toluma Farms, the Piezzi Building in Tomales and the Water Tower property in Dillon Beach. Tamara Hicks will be joining future TVCS D Board meetings and has been added to the TVCS D distribution list.

III. Approval of October 14, 2020 TVCS D BOD Agenda

Donna Clavaud motioned to approve the October 14, 2020 TVCS D Board Agenda. Deborah Parrish seconded the motion. M/S/C

IV. TVCS D Board Member Reports

None

V. Approval of September 9, 2020 TVCS D BOD Minutes

Bill Bonini motioned to approve the September 9, 2020 TVCS D BOD minutes. Deborah Parrish seconded the motion. M/S/C

VI. Committee Reports

a. Park Advisory Committee (PAC):

1. No PAC meeting was held in September 2020.

- b. Financial Advisory Committee (FAC):
 - 1. No FAC meeting was held in September 2020.

VII. Financial Report (Melinda Bell)

- a. Accept Check Registers and Approve Expenditures:

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

- b. Financial Manager’s Report:
Financial Manager’s report was reviewed.

Melinda Bell reported the phone bill was reduced and the Redwood Credit Union account has been credited, a new account was opened in Petaluma and the Santa Rosa account was closed.

The sewer income for the first quarter is close to budget however Shoreline Unified School District is questioning their invoice because of school closures; and AT&T shows as income billed rather than payment received. Jose Ortiz contacted the new Shoreline Unified School District’s CFO and is waiting for a response from the school district.

The auditor’s report indicated that when the solar bonds were issued in 2009/2010, the portion of the sewer fees calculated at \$5 monthly solar debt repayment was based on total parcels in the County reports, not the total of those parcels paying sewer service fees. Melinda Bell said this was an internal reporting calculation between Solar and Sewer designation of income received and this can be easily corrected because it is a paper accounting change.

- c. Review and Approve Financial Statements:

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

- d. Redwood Credit Union Update:
This was discussed under the Financial Manager’s report.

- e. Review and Approve Measure A Expenditure Report:

Deborah Parrish motioned to approve Measure A Expenditure report. Bill Bonini seconded the motion. M/S/C

VIII. General Manager's Report

Jose Ortiz reported the SCADA system and the computers at the Plant turned off on September 28th, therefore no data is being reported. Jack Miller, consultant from JMIntegration, has been contacted to look at the system and to calibrate the sensors. Jose Ortiz will request NSU operators to make more frequent visits to the Plant.

Jose Ortiz said there are three (3) areas that need to be resolved:

- 1.) If the Derbes property had been annexed to the District, it would appear in the District report, which it doesn't. This prevents the property to be on the Levy 3 list. Melinda Bell has tried twice to add the property to the Levy 3 list and the County has rejected it twice. Jose Ortiz said he would contact LAFCO. Jose Ortiz will discuss with Melinda Bell in regards to billing Derbes.
- 2.) Jose Ortiz said Paul Bantle asked if his sewer connection fee had already been paid. It was discovered it had never been paid. The previous owners had a sewer assessment that was shown as a sewer improvement that wasn't tied to the collection system. The Ad Valorem tax (Levy 4) is being paid which hasn't anything to do with the connection fee.
- 3.) Jose Ortiz said Scott Hochstrasser who has two (2) parcels; one (1) of which fronts Highway One. Scott Hochstrasser says that although he has two (2) buildings, he doesn't have two (2) sewer connections and yet he's being charged two (2) equivalent units.

Donna Clavaud requested a summary of Proposition 68 funds. Jose Ortiz said it provided for local cost of sharing for Park projects to leverage Measure A funding. Jose Ortiz attended a workshop and the Park is eligible for about \$177,000 for improvements. Projects could include the gate, the fence, ADA ramp engineering and drawings. Donna Clavaud suggested repairs for the water tower.

IX. NSU Report

- a. Review August 2020 report:
NSU Report was reviewed.

X. Pending Business

None

XI. Other Business

None

XII. New Business

- a. Board Member Resignation Letter
Donna Clavaud and Dru Fallon O'Neill praised Deborah Parrish for her huge contributions, leadership, commitment, productive and motivating force as a TVCSD Board Member. TVCSD Board also expressed their appreciation to Chick Petersen as a FAC member. Deborah Parrish and Chick Petersen expressed their appreciation for having served the District.

Jose Ortiz explained the process for replacement of the empty seat; TVCSD has sixty (60) days to fulfill the position. A notice of vacancy needs to be posted on the TVCSD website along with numerous notices in Tomales. Since there isn't a December TVCSD Board meeting, a new term for a Board member replacement will begin in January 2021 and will end in December 2023 (two (2) year term).

b. CSDA Mandatory Ethics Training

Donna Clavaud reminded everyone they need to take the Mandatory Ethics Training. Donna Clavaud will send the information to Cynthia Hammond and she will forward to the Board and staff.

c. Reopening of Park

Donna Clavaud discussed new Covid-19 guidelines from the County and State for reopening the Park and the public restrooms. Donna Clavaud said the pressing issue was to develop a job description to recruit someone to clean the Park. Restrooms and water fountain need to be thoroughly disinfected. This cleaning needs to be done daily, either in the morning or the evening and a rate of pay needs to be determined. There isn't any funding from the County; perhaps Measure A and Proposition 68 funds could be used. Bill Bonini asked where the budget money is going to come from, for how long and is the County mandating opening the Park? Melinda Bell reported the current budget for cleaning supplies is approximately \$3,000. Donna Clavaud said there is pressure from the County and the community to reopen the Park. Jose Ortiz suggested staggering days to open the restrooms and that maintaining the Park is eligible for Measure A funding; Measure A Work Plan could be amended in response to Covid-19 cleaning protocols. Donna Clavaud suggested opening the restrooms on the weekends and to get input and advice from Max Korten, Director and General Manager for Marin County Parks. Venta Leon reminded the Board that the restrooms are not only for the benefit of the community but also visitors. Venta Leon felt funding shouldn't fall directly on the District. Donna Clavaud suggested investigating the cost of renting a sanitizing station. Dru Fallon O'Neill will further this discussion at a Special PAC Meeting on Monday, October 19th which would be held outdoors at the Park. Donna Clavaud recommends PAC develop a time line for reopening the Park and to also develop a job description. Jose Ortiz said he would draw up the maintenance service contract to reopen the Park.

d. Process of Returning to Public Meetings

This item was not discussed.

e. Website Postings; who is Responsible? Grand Jury Compensation Report, Annual Budgets, Board Member Applications and Minutes

Jose Ortiz looked at TVCSD website and noticed that there are items missing; minutes, audit report, compensation report, and budgets. Jose Ortiz suggested having an additional page about website transparency with links to documents. Jose Ortiz will discuss with Walter Earle regarding keeping the website current.

XIII. Old Business

a. Auxiliary Dwelling Unit(s) Discussion

Jose Ortiz explained what other districts are doing in regards to ADU's; they are charging 8/10th of an equivalent unit for an ADU, only if it's a detached unit. Tomales has been historically charging 1 equivalent unit for ADU's and now there is a push to encourage ADU'S by reducing fees. Sonoma County hired a consultant (Woodward & Clyde) and Jose Ortiz suggests following their recommendations based on the varying square footages of ADU's. Donna Clavaud reported she attended a Zoom meeting with Marin County Supervisor, Dennis Rodoni and the Alliance of Coastal Marin Villages and in general learned that Marin is just now developing policies and support that encourages expanding the number of ADU's as one solution to more affordable housing. Water shortages in West Marin, the Coastal Commission, permits, development fees and septic tanks are all possible barriers to residents being able to add ADU'S. An affordable housing group in West Marin has obtained grant money to fund potential ADU's to be secured as affordable housing. Marin County launched a new website: www.adumarin.org. Jose Ortiz will give an updated report on ADU's at the TVCSD BOD meeting in January 2021.

XIV. Correspondence

Jose Ortiz responded to a letter from the Grand Jury on affordable housing stating that TVCSD values the concept of affordable housing, however the district is too small to subsidize sewer/connection fees.

XV. Adjournment

Meeting was adjourned at 9:34 pm. No objections

Next TVCSD BOD Meeting, November 11, 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.*

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Board of Directors:

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CA Dept of Public Health: September 29, 2020

Compliance Requirements for Playgrounds

- 1. Face Masks Required for 2 years and older & Caregiver Supervision to ensure use at all times.**
- 2. Different households are not to use same play structures & remain 6 feet distance.**
- 3. Caregivers responsible for keeping different households (adults & kids) at least 6 feet apart.**
- 4. Consider avoiding busy times.**
- 5. No eating and drinking in play areas, to ensure masks are worn at all times.**
- 6. Wash or sanitize hands before and after using play structures.**
- 7. Elderly and persons with underlying conditions should avoid playground when others are present.**
- 8. Limit visits to 30 minutes when others are present.**

Operating Recommendations:

- Increase cleaning of frequency touched surfaces, daily.**
- If possible, provide handwashing stations or sanitizer stations.**
- Determine & post maximum occupancy of each play structure with 6 foot vertical & horizontal distancing.**
- Offer directions on how & where to wait to utilize play structure.**

Park Advisory Committee Meeting Minutes

October 19, 2020

Present: Walter Earle, Beth Koelker, Dru O’Neill, Donna Clavau, David Judd, Venta Leon, Randy Biehler

Absent: Patty Oku

The meeting was held in Tomales Park in the new gazebo with masks and social distancing.

AGENDA:

Open Communication: None

PAC Elections: Postponed until Spring

Park Re-Opening:

Plan to hopefully re-open first week of November.

Cleaning protocols reviewed from State and County for reopening parks with playgrounds.

Park bathrooms and water fountain will be cleaned and disinfected daily. PAC seeking guidance from Marin County Parks on frequency of enhanced cleaning for high touch surfaces on play structures. Donna Clavaud will contact Max Korten, Director of Marin Parks for guidance. We agreed the bathrooms and fountain can be cleaned on a flexible schedule, preferably early morning or before sunset.

Signage: Donna suggested we use park signage used by Sonoma & Marin County park playgrounds that has been developed by CA State Public Health. They are in English and Spanish. We will have them laminated and will replace all current signs around Tomales Park that have been posted since March regarding closure due to Covid.

Hiring: Donna will post a Job Opening flyer at post office and on TVCSD Office door for 1 week. Dru and Walter will interview any applicants. Donna will develop a TVCSD Job Description for Sanitation Janitor.

Discussed wage to be paid, timesheet, contractor requiring W-9. Will check with Melinda Bell on details. TVCSD will provide all necessary PPE and cleaning supplies for the job.

Supplies: All cleaning supplies will be purchased either through Fishman’s Supply. or Costco. Venta Leon has offered to take over all purchase of supplies and will coordinate this through David Judd and Melinda Bell to review necessary inventory. All supplies will be stored in locked storage room. A key will be provided to cleaning contractor.

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ALL

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Actué con Precaución



Debido a la propagación continua de Covid-19 en nuestras comunidades, siga estos pasos sencillos para ayudar a mantener nuestros parques infantiles al aire libre seguros, abiertos y divertidos.

- ✓ **USE UNA MASCARILLA**
Todas las personas mayores de dos años deben usar una mascarilla que cubra su cara.
- ✓ **MANTENGA DISTANCIA**
Mantén una distancia física de 6 pies entre personas de diferentes hogares y evite que se amontonen los niños.
- ✓ **NADA DE COMIDA NI BEBIDA**
No coma ni beba en el parque infantil para asegurarse que se usen mascarillas en todo momento.
- ✓ **LAVE MANOS**
Lávase y desinfecte sus manos antes y después de su visita.
- ✓ **PLANEA CON ANTICIPACIÓN**
Visite el parque en diferentes horarios o días para evitar demasiadas personas y esperas.
- ✓ **SEPA CUANDO QUEDARSE EN CASA**
Las personas mayores y las personas con condiciones médicas subyacentes deben evitar parques infantiles cuando hay otros presentes.
- ✓ **COMPARTE EL ESPACIO**
Para evitar aglomeraciones y permitir que todos usen el espacio, por favor limite su visita a 30 minutos cuando otros están esperando.





Play It Safe



Due to the ongoing spread of COVID-19 in our communities, please follow these simple steps to help keep our outdoor playgrounds safe, open and fun.

- ✓ **WEAR A MASK**
Everyone 2 years and older should wear a mask covering their face.
- ✓ **MAINTAIN DISTANCE**
Maintain physical distance of 6 feet between individuals from different households and prevent crowding of children.
- ✓ **NO FOOD OR DRINK**
Do not eat or drink in playground to ensure face masks are worn at all times.
- ✓ **WASH HANDS**
Wash or sanitize your hands before and after you visit
- ✓ **PLAN AHEAD**
Visit the park at different times or days to avoid crowds and waits.
- ✓ **KNOW WHEN TO STAY HOME**
Elderly individuals and people with underlying medical conditions should avoid playgrounds when others are present.
- ✓ **SHARE OUR SPACE**
To avoid crowding and allow everyone to use this space, please limit your visit to 30 minutes when others are waiting.



LOCAL POSITION AVAILABLE

SANITATION JANITOR FOR TOMALES COMMUNITY PARK

CONTRACT POSITION FOR 2 HOURS DAILY TO CLEAN & SANITIZE PARK BATHROOMS AND WATER FOUNTAIN.

ALL SUPPLIES WILL BE PROVIDED. SALARY TO BE NEGOTIATED.

IF INTERESTED, PLEASE CONTACT DRU O'NEILL AT 707-878-2606 OR 415-717-5869. INTERVIEWS WILL BE SCHEDULED THE WEEK OF OCTOBER 26.

JOB IS SLATED TO BEGIN FIRST WEEK OF NOVEMBER.

TOMALES COMMUNITY PARK/TVCS D

SANITATION JANITOR

JOB DESCRIPTION

DESCRIPTION:

Under the oversight of the TVCS D General Manager and the Park Advisory Committee, the Sanitation Janitor is responsible for the enhanced cleaning of the Tomales Community Park during the Covid pandemic so that the park facilities can be reopened for public use. Areas to be cleaned and sanitized daily will include: both bathrooms, water fountain, and 5 play structures (high touch areas only). Time for cleaning is estimated to be 2 hours each day. Salary will be paid at \$20 per hour. Contractor will bill TVCS D twice monthly or monthly to be determined.

This Contractor position by TVCS D and will be on a month-to-month basis during the Covid pandemic. Contract can be renegotiated later for ongoing cleaning when the pandemic no longer requires enhanced Covid disinfectant cleaning.

ESSENTIAL FUNCTIONS AND SCOPE OF WORK:

Essential Functions:

Bathrooms: Clean sinks, changing stations, toilets, mop floors, add toilet paper & paper towels, refill soap dispenser, clean & refill sanitizers, take out trash, replace trash bags, clean door handles.

Water Fountain: Clean and disinfect all surfaces.

Play Structures: Spray disinfect high touch areas on play structures.

Scope of Work:

- Clean and disinfect both bathrooms daily. Refill all bathroom supplies.
- Clean and disinfect water fountain.
- Spray disinfect all 5 play structures (only high touch surfaces)

QUALIFICATIONS:

- Ability to understand and agree to all park policies, rules and regulations set by TVCSD.
- Experience performing janitorial work.
- Willingness to wear PPE (gloves & mask) while cleaning.
- Ability to bill TVCSD for hours worked.

PHYSICAL AND MENTAL REQUIREMENTS:

- Frequent repetitive motion; bending, grasping, turning

WORKING CONDITIONS:

Work will be performed at Tomales Community Park. Time of work to be determined by candidate's work schedule; however, best done first thing in the morning or at the end of the day. All PPE and cleaning supplies will be provided by TVCSD.

I have reviewed and agree to the job description. I am able to perform the essential functions of this position with or without reasonable accommodation.

Name (printed): _____

Signature: __ _____

Date: _____

BANK ACCOUNT TRANSACTIONS OCTOBER 2020

	PARK		Type	Date	Num	Name		Memo	Split		Amount	Balance
			131.00 - Cash				Beginning Balance	PARK TOTAL				90,044.97
131.48 - CA LAIF							Beginning Balance					30,871.53
			Deposit	10/31/2020				Int LAIF	311.00 · Interest Income		65.56	30,937.09
Total 131.48 - CA LAIF							Ending Balance				65.56	30,937.09
131.42 - Bank of Marin - Money Market							Beginning Balance					5,471.14
			Deposit	10/31/2020				MM int	311.00 · Interest Income		0.23	5,471.37
Total 131.42 - Bank of Marin - Money Market							Ending Balance				0.23	5,471.37
131.46 - Bank of Marin - Park Account							Beginning Balance					53,702.30
			Bill Pmt -Check	10/09/2020	1295	PGE		7399820768-9	222.00 · Accounta Payable		-18.56	53,683.74
			Deposit	10/31/2020				Interest	311.00 · Interest Income		0.23	53,683.97
Total 131.46 - Bank of Marin - Park Account							Ending Balance				-18.33	53,683.97
Total 131.00 - Cash							Ending Balance	PARK TOTAL			47.46	90,092.43
	SEWER											
131.00 - Cash							Beginning Balance	SEWER TOTAL				176,871.50
131.20 - CA Local Agency Investm Fnd												72,033.57
			Deposit	10/31/2020				LAIF int	311.00 · Interest Income		152.96	72,186.53
Total 131.20 - CA Local Agency Investm Fnd							Ending Balance				152.96	72,186.53
131.31 - Redwood Credit Union							Beginning Balance					40,692.71
			Deposit	10/31/2020				RCU interest	311.00 · Interest Income		21.64	40,714.35
Total 131.31 - Redwood Credit Union							Ending Balance				21.64	40,714.35
131.42 - Bank of Marin - Money Market							Beginning Balance					40,168.88
			Deposit	10/16/2020				Levy 4	315.50 · Levy 4		3.35	40,172.23
			Deposit	10/31/2020				MM interest alloc	311.00 · Interest Income		1.49	40,173.72
Total 131.42 - Bank of Marin - Money Market							Ending Balance				4.84	40,173.72
131.44 - Bank of Marin - Sewer							Beginning Balance					21,199.88
			Bill Pmt -Check	10/06/2020	4857	Brelje and Race Laboratories, Inc.			222.00 · Accounts Payable		-380.00	20,819.88
			Bill Pmt -Check	10/06/2020	4858	Hammond, Cynthia		July-Oct 9 hours less fed & state taxes	222.00 · Accounts Payable		-237.35	20,582.53
			Bill Pmt -Check	10/09/2020	4859	Melinda K. Bell		36 hours September	222.00 · Accounts Payable		-1,440.00	19,142.53
			Bill Pmt -Check	10/09/2020	4860	PGE		8044736439-1	222.00 · Accounts Payable		-194.69	18,947.84
			Bill Pmt -Check	10/09/2020	4861	Robert Johnson, CPA		2019/2020 audit	222.00 · Accounts Payable		-5,400.00	13,547.84
			Check	10/11/2020	3 2020	Employment Developmt Dept		3rd quarter WH & employer tax EDD	-SPLIT-		-18.28	13,529.56
			Bill Pmt -Check	10/12/2020	4862	Internal Revenue Service		94-2598864 Q3 Form 941 2020	222.00 · Accounts Payable		-77.32	13,452.24
			Bill Pmt -Check	10/14/2020	4863	Natural Systems Utilities -CA		invoice 0000482061	222.00 · Accounts Payable		-4,389.60	9,062.64
			Payment	10/16/2020		Tomales Regional History Center		October	137.00 · Accounts Receivable		81.90	9,144.54
			Bill Pmt -Check	10/17/2020	4864	CSDA		6261 membership 2021	222.00 · Accounts Payable		-1,140.00	8,004.54
			Bill Pmt -Check	10/20/2020	4865	AT&T Uverse		145835838 10/7 - 11/5	222.00 · Accounts Payable		-117.99	7,886.55
			Bill Pmt -Check	10/20/2020	4866	Capital One Bank			222.00 · Accounts Payable		-31.71	7,854.84
			Bill Pmt -Check	10/27/2020	4867	AT&T		138729848 10/11-11/10	222.00 · Accounts Payable		-48.15	7,806.69
			Payment	10/29/2020		Shoreline Unified School District		2020/2021	137.00 · Accounts Receivable		73,663.56	81,470.25
			Deposit	10/31/2020				BoM interest	311.00 · Interest Income		0.08	81,470.33
Total 131.44 - Bank of Marin - Sewer							Ending Balance				60,270.45	81,470.33
131.48 - Bank of Marin - Solar							Beginning Balance					2,776.46
			Deposit	10/31/2020				Solar interest	311.00 · Interest Income		0.01	2,776.47
Total 131.48 - Bank of Marin - Solar							Ending Balance				0.01	2,776.47
Total 131.00 - Cash							Ending Balance	SEWER TOTAL			60,449.90	237,321.40



Financial Manager's Report November 11, 2020

This packet includes the financial reports for October 2020 ending the first third of the year. Park income shows the larger Measure A distribution than that which will come in our January payment. Park expenses are for trash pick-up, engineering, and the very low PG&E bill now that the water tower is no longer being used. The budget had anticipated that the ramp work would have been done this autumn, so expenses are considerably under budget with only the engineering costs reported as project expenses.

The Sewer program income is very close to budget. The exceptions are due to unanticipated lower interest rates, a County year-end adjustment for sewer service charges and a Levy Four distribution. Sewer expenses are much lower than budgeted due to the CCTV Inspection anticipated but not yet done, General Manager pay and lab bills not yet billed, and grounds maintenance not yet scheduled. Disregarding depreciation expense, Sewer program expenses are nearly \$30,000 under budget. Compensation and lab bills will certainly be paid later this year, and delayed CIP work and maintenance will have to be done sooner or later.

In early November we received payment for a new sewer connection and inspection. We have received payment for a new connection in each of the past three years now. One of these parcels is also paying regular sewer service fees now. Presumably the latest connection will also be added to the County billing system, but the second connection is not being billed for sewer services. We received payment from Shoreline Unified School District in October for their one-third of our budgeted expenses, adjusted each year for actual results. With a new Superintendent probably next summer and a new Finance Director in place now, discussion of the SUSD portion and history of our system might be in order.

All TVCSD funds were restored to the new Redwood Credit Union account. The AT&T telephone and internet bills were reduced to eliminate the newly imposed unneeded charges. The TVCSD annual invoice sent to the long-standing AT&T address for sewer charges for 165 Valley Avenue was returned with no forwarding address. The same was true for a second invoice sent to that address and one sent to the address on file with Marin County. Property taxes for the parcel are billed by the Board of Equalization, as is true for all utilities. An invoice was mailed to the address on file with the Board of Equalization, but insufficient time has elapsed since the mailing for a response.

Sewer cash balance has increased \$4,382 this year. In the past two years, cash increased by around \$20,000 each year, following years of declining cash. This has been accomplished by late payment of bills not submitted during the year, CIP budgeted expenses not needed and connection fee income. We have been lucky in preserving our cash due to these factors, but we need to project the need for deferred CIP projects, factor in unpaid anticipated bills, and estimate future connection fee income. We have been estimating the need to borrow for capital improvements in 2026/27. We should update our estimates to see if borrowing at that time will still be needed. It could be part of the strategic plan work budgeted for this fiscal year. That work could also include options for Park program funding if Measure A is not extended in the March 2022 election.

Budget Comparisons July - October 2020

				Jul - Oct 20	Budget	\$ Over Budget
Income		PARK				
	311.00	Interest Income		76.43	290.00	-213.57
	315.80	Measure A Funds		17,043.17	13,500.00	3,543.17
	322.00	Park Use Rental - Other		0.00	400.00	-400.00
Total Income		PARK		17,119.60	14,190.00	2,929.60
Expense						
	414.57	Accounting		0.00	250.00	-250.00
	414.59	Engineering and Design		330.00	200.00	130.00
	414.82	Measure A Maintenance Expenses		0.00	160.00	-160.00
	414.83	PGE Park		52.91	369.50	-316.59
	414.84	Measure A Capital Expenditures		0.00	10,000.00	-10,000.00
	414.87	Measure A Project Management		0.00	2,500.00	-2,500.00
	6420	Park Trash Disposal		161.40	125.00	36.40
Total Expense		PARK		544.31	13,604.50	-13,060.19
Net Income		PARK		16,575.29	585.50	15,989.79
Income		SEWER				
	301.10	Service Charges - Monthly		327.60	327.60	0.00
	301.15	Service Charges - Annual Fees		1,965.60	1,965.60	0.00
	301.20	Service Charges - SUSD		62,960.56	62,299.00	661.56
	301.30	Service Charges - County		588.69	0.00	588.69
	Total 301.00	Service Charges		65,842.45	64,592.20	1,250.25
	305.00	SUSD Sinking Fund		8,062.00	8,062.00	0.00
	311.00	Interest Income		1,013.21	1,801.76	-788.55
	315.50	Levy 4		129.97	0.00	129.97
Total Income		SEWER		75,047.63	74,455.96	591.67
Expense						
	413.00	Grounds Maintenance		800.00	3,000.00	-2,200.00
	410.10	Sewage Collection Electric		70.82	100.12	-29.30
	411.05	Lab Bills		1,634.70	3,204.00	-1,569.30
	411.10	Maintenance Supplies		160.86	378.08	-217.22
	411.03	Sewage Treatment Electric		186.72	-2,081.58	2,268.30
	412.10	Sewage Disposal Electric		108.17	-27.32	135.49
	414.11	Social Security Tax		75.02	330.00	-254.98
	414.12	Medicare Payroll Tax		15.91	55.00	-39.09
	414.13	State Unemployment Tax		44.77	160.00	-115.23
	414.05	Administrator's Fees		0.00	16,500.00	-16,500.00
	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		55.00	22.00	33.00
	414.42	Printing and Copies		0.00	50.00	-50.00
	414.43	Office Supplies		23.76	30.00	-6.24
	414.44	Sonic - Web Hosting		31.80	32.00	-0.20
	414.45	Equipment Expense		409.98	310.00	99.98
	414.465	Board Member Stipend		0.00	1,250.00	-1,250.00
	414.467	Board Training		0.00	500.00	-500.00
	414.47	Clerical/Bookkeeping		4,856.90	4,000.00	856.90
	414.48	Office Rent		300.00	300.00	0.00
	414.49	Secretary		270.00	1,200.00	-930.00
	414.50	O&M Contractual Services		17,558.40	17,648.00	-89.60
	414.552	Accounting		5,400.00	5,600.00	-200.00
	414.61	Newsletter Expense		0.00	250.00	-250.00
	414.60	Publication and Notices - Other		184.50	0.00	184.50
	414.62	Dues and Subscriptions		1,140.00	1,275.00	-135.00
	414.72	Computer Repairs - Other		0.00	200.00	-200.00
	414.74	Treatment Ponds Maintenance		1,648.00	0.00	1,648.00
	414.764	CCTV Inspection		0.00	10,000.00	-10,000.00
	Total 414.70	Repairs and Maintenance		1,648.00	10,200.00	-8,552.00
	414.81	Travel		0.00	120.00	-120.00
	414.85	Training		0.00	200.00	-200.00
	414.90	Telephone and Internet Services		929.99	880.00	49.99
	415.50	Depreciation Expense		16,138.11	0.00	16,138.11
	417.30	LAFCO Charges		130.16	190.00	-59.84
Total Expense		SEWER		63,858.86	77,383.30	-13,524.44
Net Income		SEWER		11,188.77	-2,927.34	14,116.11
		Total Expense Without Depreciation		47,720.75	77,383.30	-29,662.55
		Net Income Without Depreciation		27,326.88	-2,927.34	30,254.22

BALANCE SHEETS 10/31/2020

		PARK	Oct 31, 20
ASSETS			
Current Assets			
		131.48 - CA LAIF	30,937.09
		131.42 - Bank of Marin - Money Market	5,471.37
		131.46 - Bank of Marin - Park Account	53,683.97
	Total 131.00 - Cash		90,092.43
Fixed Assets			
	100.20 - Land and Land Rights		132,000.00
	111.00 - Park Equipment		
	Original Cost		461,790.46
	105.00 - Depreciation		-83,916.10
	Total 111.00 - Park Equipment		377,874.36
	Total Fixed Assets		509,874.36
TOTAL ASSETS		PARK	599,966.79
LIABILITIES & EQUITY			
Liabilities			
	Total Liabilities		0.00
Equity			
	252.50 - Investment in Capital Assets		509,874.36
	260.00 - Unassigned Fund Balance		73,517.14
	Net Income		16,575.29
	Total Equity		599,966.79
TOTAL LIABILITIES & EQUITY		PARK	599,966.79
ASSETS		SEWER	
Current Assets			
		131.20 - CA Local Agency Investm Fnd	72,186.53
		131.31 - Redwood Credit Union	40,714.35
		131.42 - Bank of Marin - Money Market	40,173.72
		131.44 - Bank of Marin - Sewer	81,470.33
		131.48 - Bank of Marin - Solar	2,776.47
	Total 131.00 - Cash		237,321.40
	137.00 - Accounts Receivable		982.80
	Total Current Assets		238,304.20
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		-754,435.11
	110.00 - Improvement Project		939,393.31
	112.00 - Solar System		269,945.21
	Total Fixed Assets		1,316,605.38
	136.00 - SUSD Note Receivable		11,521.75
TOTAL ASSETS			1,566,431.33
LIABILITIES & EQUITY			
Liabilities			
	222.00 - Accounts Payable		438.64
	230.00 - Fed Payroll Tax Payab		30.65
	231.00 - CA Payroll Tax Payable		2.00
	Total Current Liabilities		471.29
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		179,059.68
Equity			
	262.00 - Capital Asset Reserve		40,000.00
	262.50 - Restricted Connection Fees		20,000.00
	264.00 - Operating Reserve		51,690.75
	265.00 - Net Assets - Unrestricted		1,264,492.13
	Net Income		11,188.77
	Total Equity		1,387,371.65
TOTAL LIABILITIES & EQUITY			1,566,431.33

GENERAL MANAGER'S REPORT

NOVEMBER 11, 2020

UPDATE ON THE SCADA SYSTEM REPAIR PROJECT

I met with Jack Miller from JMIntegration and the plant operator from NSU on October 29. The purpose of the meeting was twofold. First, we needed Jack to calibrate the pond level sensors which JM Integration had installed about one year ago. Second, we needed Jack to investigate why the SCADA system no longer tracks data transmission from the lift station and irrigation fields. Jack found some errors in the SCADA programming for which he had no clear answer. He told us that to diagnose this further, we would need to hire another consultant to assist with that evaluation.

Jack thinks that some of the components may be incompatible with the upgrade software done in 2015. As to whether to bring someone else in, it is beginning to look like we are throwing good money after bad. Jack offered to prepare a proposal for building a replacement system. Unfortunately, the cost estimate is approximately \$65,000 to build a replacement system. This possible system upgrade is not in our CIP and we cannot fund it with operating reserves. We will discuss this at the Board meeting. In the meantime, NSU is making sure that all pumps and equipment are still working properly with or without SCADA.

STATUS OF THE CIP PROJECTS

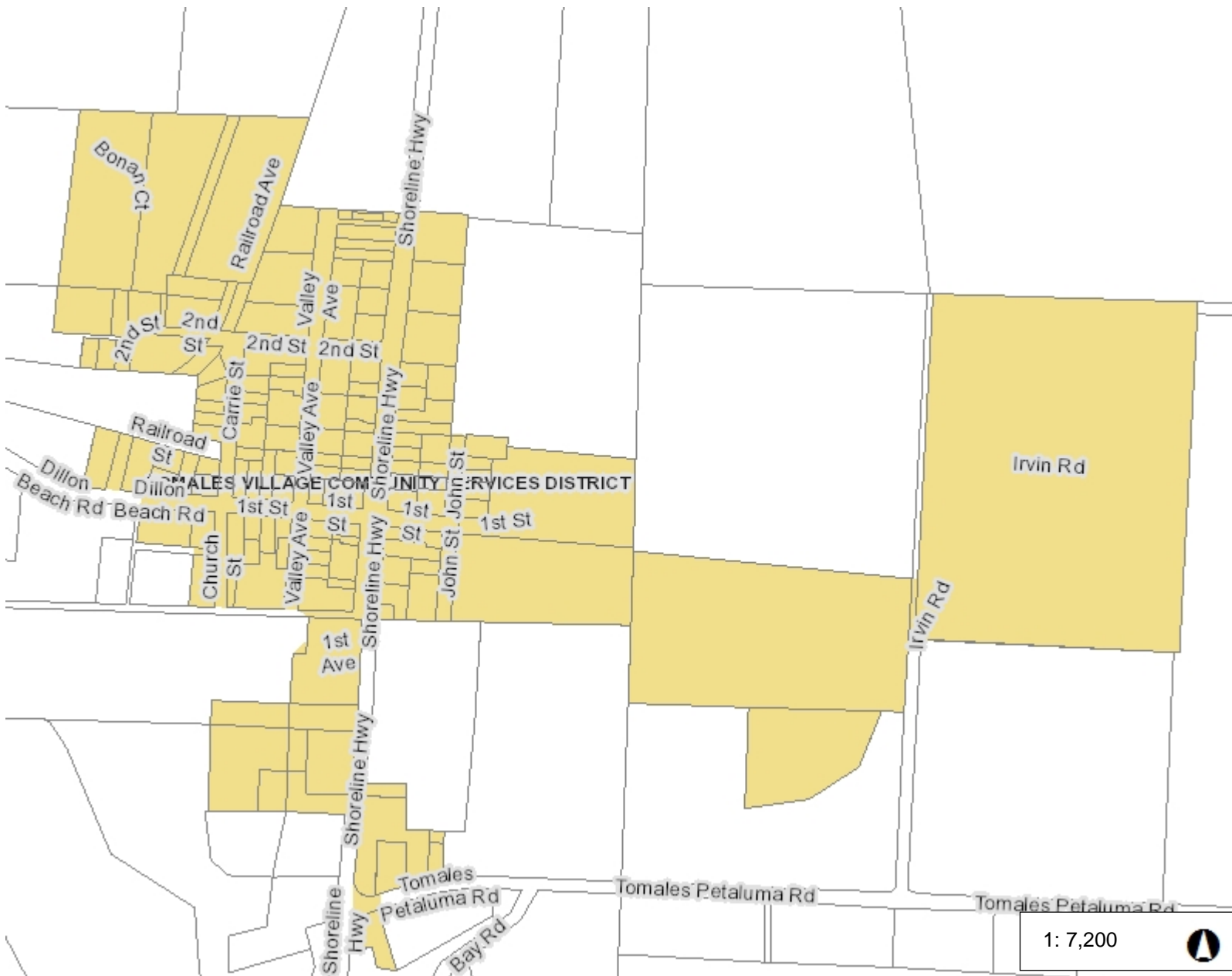
The control building at the irrigation field need to be re-roofed. NSU provided me with an estimate for the roof replacement. The cost to replace all the termite infested structural wood members and a new roof will be \$5,060. I approved the work and have informed NSU to proceed. They are scheduled to begin in about one week.

I met with NSU to evaluate modifications to the perimeter collection system and early shut-off features of the irrigation disposal filed. While the crew is out working on the reroofing project, they will relocate the floats at the collection overflow sump to another inlet sump to give us an earlier shutoff to irrigation activity. The cost for the work is \$420. At no additional cost, this crew will remove branches and debris that could block flow in the perimeter ditch. This problem is due to a eucalyptus tree that fell across the ditch. We don't plan to remove the tree at this time due to the cost.

SEWER CONNECTION REQUESTS

I communicated the answer to Mr. Bantle that the \$10,000 sewer connection fee and inspection fee are due. He graciously accepted our findings that connection fees weren't paid by the prior owners.

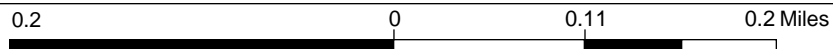
We confirmed that the Derbes parcels are indeed in the District and will add them to the Levy 3 tax roll.



Legend

- Parcel
- Condominium Common Area
- Mobile Home Pad
- Marin County Legal Boundary
- Other Bay Area County
- Community Service District**
 - BEL MARIN COMMUNITY SERVICE DISTRICT
 - MARIN CITY COMMUNITY SERVICE DISTRICT
 - MARINWOOD COMMUNITY SERVICE DISTRICT
 - MUIR BEACH COMMUNITY SERVICE DISTRICT
 - TAMALPAIS COMMUNITY SERVICE DISTRICT
 - TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
- City**
 - Belvedere
 - Corte Madera
 - Fairfax
 - Larkspur
 - Mill Valley
 - Novato
 - Ross
 - San Anselmo
 - San Rafael
 - Sausalito
 - Tiburon
- Recreation District**
 - Recreation District
- Sanitary District**
 - Almonte Sanitary District
 - Alto Sanitary District

1: 7,200



NAD_1983_HARN_StatePlane_California_III_FIPS_0403_Feet
© Latitude Geographics Group Ltd.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

Current TVCSD boundary as of 11-8-20



October 15, 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
September 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
9/1/2020	12.3																0.0			
9/2/2020	12.3	74.0	6.4	21.8	180.0	410.0	<0.20	<0.40	10.0	4.7	5.4	560.0	36.0	8.4	3.0	22.9	0.0			
9/3/2020	12.5																0.0			
9/4/2020	12.5																0.0			
9/5/2020	12.5																0.0			
9/6/2020	12.5																0.0			
9/7/2020	12.5																0.0			
9/8/2020	12.5																0.0			
9/9/2020	12.5																0.0			
9/10/2020	12.5	100.0															0.0			
9/11/2020	11.0											660.0	8.1	8.4	2.0	22.4	0.0			
9/12/2020	11.0																0.0			
9/13/2020	11.0																0.0			
9/14/2020	11.0																0.0			
9/15/2020	11.0	55.0										670.0	30.0	9.0	5.0	23.3	0.0			
9/16/2020	12.0																0.0			
9/17/2020	12.0																0.0			
9/18/2020	12.0																0.0			
9/19/2020	12.0																0.0			
9/20/2020	12.0																0.0			
9/21/2020	12.0																0.0			
9/22/2020	12.0																0.0			
9/23/2020	12.0	96.0												8.6	4.0	22.6	0.0			
9/24/2020	10.0																0.0			
9/25/2020	10.0	20.0										540.0	32.0	8.8	4.5	23.1	0.0			
9/26/2020	11.0																0.0			
9/27/2020	11.0																0.0			
9/28/2020	11.0																0.0			
9/29/2020	11.0																0.0			
9/30/2020	11.0																0.0			
																	0.0			
Max	12.5		6.4	21.8	180.0	410.0	0.0	0.0	10.0	4.7	5.4	670.0	36.0	9.0	5.0	23.3			#DIV/0!	
Min	10.0		6.4	21.8	180.0	410.0	0.0	0.0	10.0	4.7	5.4	540.0	8.1	8.4	2.0	22.4			0.0	
Mean	11.7		6.4	21.8	180.0	410.0	#DIV/0!	#DIV/0!	10.0	4.7	5.4	607.5	26.5	8.6	3.7	22.9			#DIV/0!	
Total	350.6																0.0			

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) **September 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	9/2/20	9/10/2020	9/15/2020	9/23/2020	9/25/20
Day	WED	THUR	TUES	WED	FRI
Time					
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) **September 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	9/2/20	9/10/2020	9/15/2020	9/23/2020	9/25/20
Day	WED	THUR	TUES	WED	FRI
Time					
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 mosquitos breeding	N	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N	N
* Evidence of structure seepage	N	N	N	N	N

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

TOMALES STORAGE PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) **September 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	9/2/20	9/10/2020	9/15/2020	9/23/2020	9/25/20
Day	WED	THUR	TUES	WED	FRI
Time					
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)

September 2020

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

INSPECTION	Week1	Week 2	Week 3	Week 4	Week 5
Date	9/2/20	9/10/2020	9/15/2020	9/23/2020	9/25/20
Day	WED	THUR	TUES	WED	FRI
Time					
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: September 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	9/2/20	9/10/2020	9/15/2020	9/23/2020	9/25/20
Time	WED	THUR	TUES	WED	FRI
Operator					
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