



TVCS D Board of Director's Regular Meeting Agenda

Date: Wednesday, September 8, 2021, 7 pm via Zoom

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

Notice of Teleconferenced Meeting

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

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

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

1. If you wish to submit a public comment on agenda items in advance of the meeting, please send to jose91946@sbcglobal.net. Emails received prior to the meeting will be included in the public record. The Board President will read public comments at the Board meeting, not to exceed three minutes (approximately 300 words).
2. If you wish to submit a public comment during the meeting, please use the following information:
<https://us02web.zoom.us/j/88576369274> dial by your location _United States____
Meeting ID: 885 7636 9274

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

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

I. Call To Order

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

III. Approval of September 8, 2021 BOD Agenda Action

IV. Board Member Reports

V. Approval of July 14, 2021 Regular Meeting Minutes Action

VI. Approval of July 21, 2021 Special Meeting Minutes Action

VII. Committee Reports

a. Park Advisory Committee (PAC)

1. No PAC Meetings were held in July or August 2021
2. Suggest Scheduling PAC Meetings every Month
3. Surface Materials for All Playground Areas; Revise Cost Estimates from 100 cubic yards to 50 cubic yards and Schedule Delivery ASAP.



4. Revise Janitorial Hours at the Park **Action**
5. Discuss Time Frame for Water Tower Demolition
6. Discuss ADA Ramp Project to be launched before General Manager Retires
7. Discuss Routine Park Maintenance and Operations (Rentals) **Action**

b. Financial Advisory Committee (FAC)

1. No June, July or August 2021 Zoom Meetings were held due to Prior Completion of 2021/2022 Budgets; however Work Sessions were conducted by Phone and email on Annual Audits and Park Rentals
2. Follow up on 2020/2021 Management Discussion & Analysis and Audit Follow-up
3. Recommend Janitorial Services at TVCSD Office **Action**

VIII. Financial Report (Melinda Bell)

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

IX. General Manager's Report

- a. Final Phase of TV Inspection
- b. Board/Staff/Committee Members and Volunteers Tour of Plant and Park before December 1, 2021
- c. Final General Manager RFP for Final Approval **Action**
 1. Post RFP on Website
 2. Identify List of Clearing Houses for Posting of RFP and Notice of Interest
 3. Identify and Determine Search Committee Responsibilities

X. NSU Report

- a. Review June and July 2021 reports

XI. Pending Business

XII. Other Business

XIII. New Business

- a. Marin County Parks Measure A Survey **Action**

<https://www.marincountyparks.org/projectsplans/2021-community-survey>

XIV. Old Business

- a. Review, Update, and Training Session for TVCSD Website Hand Over with Jose Ortiz, Cynthia Hammond & Donna Clavaud **Action**
- b. Update on Five (5) Strategy and Succession Planning Workshops
- c. Discussion on how TVCSD is Responding to Severe Drought Conditions

XV. Correspondence

XVI. Adjournment

TVCSD 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 TVCSD 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 14, 2021 7 – 9 pm Via Zoom

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

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

Board Members Absent: None

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

I. Call To Order:

In Dru Fallon O’Neill called the meeting to order at 7:03 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 14, 2021 TVCS D BOD Agenda

Bill Bonini motioned to approve the July 14, 2021 TVCS D Board Agenda. John Ward seconded the motion. M/S/C

IV. TVCS D Board Member Reports

None

V. Approval of June 9, 2021 TVCS D BOD Minutes

Donna Clavaud motioned to approve the June 9, 2021 TVCS D BOD minutes as is. Bill Bonini seconded the motion. M/S/C

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

No public comments.

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

No public comments.

VIII. Committee Reports:

a. Park Advisory Committee (PAC):

1. No PAC meeting was held in June 2021.

2. Park Clean-up Update

Donna Clavaud thanked all the volunteers who participated in cleaning the Park.

3. Review and Approve Park Rental Contract

Donna Clavaud submitted a 2021 Draft of the Park Rental Contract in the Board packet. The following amendments will be made to the Park Rental Contract:

- Statement of Purpose (line 2) will be edited to read “and to other Tomales area residents”.
- Donna Clavaud will add a sentence to the Statement of Purpose that the Park is available for rental for those outside the 7.5 mile radius.

Under Tomales Community Park Rental Fees and Agreement, a sentence stating the size of the event must be negotiated with TVCSD will be added. John Ward suggested limiting the capacity of Founder’s Day because of parking and traffic issues. Donna Clavaud will consult with Kevin Wright and Max Korten (from Marin County Parks) on capacity issues.

- Under Rules and Regulations, line 5 will be edited to read “Smoking is not allowed”.

Bill Bonini motioned to accept the Park Rental Contract with the above amendments. John Ward seconded the motion. M/S/C

4. Approve Park Rentals and Large Gatherings (Founder’s Day, September 5th, 2021)

Donna Clavaud stated that TVCSD and PAC should not be co-sponsors of the Founder’s Day event as Founder’s Day has its own Committee. Jose Ortiz confirmed that this agenda item was also to approve large gatherings in the Park.

Bill Bonini motioned to approve park rentals and large gatherings. John Ward seconded the motion. M/S/C

5. Cut Back Park Cleaning Hours

Donna Clavaud said Park cleaning hours would be on Monday, Wednesday and Friday’s as of July 1, 2021.

b. Financial Advisory Committee (FAC):

1. No FAC Meeting was held in May and June 2021.

a. Hiring of Strategic Planning Consultant

Donna Clavaud said she sent five (5) RFP’s to recommended Strategic Planning Consultants. Dru Fallon O’Neill and Donna Clavaud reviewed the only proposal received which was from Deborah Parrish. Deborah Parrish facilitated the TVCSD Strategic Plan in 2011. Three (3) working sessions would take place which will include phone interviews with SUSD and NSU, interviews with Board/Staff. The proposal will not exceed \$7,000 (as budgeted) and will fit TVCSD’s deadline of September 1, 2021. Hope Sturges asked if the public would be included; Donna Clavaud said she would ask Deborah Parrish how she would incorporate community input; Dru Fallon O’Neill said the proposal already states how to identify and agree on participants and identify stakeholders. Du Fallon O’Neill and Donna Clavaud will

discuss this with Deborah Parrish this week. Donna Clavaud reminded the Board that the Strategic Plan needs to be completed before the search for a General Manager takes place. John Ward suggested inviting TVCSD stakeholders/ratepayers for a two (2) hour session to express ideas.

A Special Meeting will be held on Wednesday, July 21, 2021 at 7:00 pm to review scope of service, draft agreement and approval of the contract from Deborah Parrish. Bids are now closed for Strategic Planning Consultant.

IX. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures:

John Ward asked about the \$800 payment for mowing around the pond and asked how frequently that occurs. Jose Ortiz said it is usually once a year. Dru Fallon O’Neill requested to have subtotals added to the Sewer Budget Comparison under Expenses.

No motion was made on this agenda item. Acceptance of Check Register and Approval of Expenditures will be added to the TVCSD’s Board of Director’s Special Meeting Agenda which is scheduled for July 21, 2021.

b. Financial Manager’s Report:

Financial Manager’s report was reviewed.

c. Review and Approve Financial Statements:

John Ward motioned to approve the financial statements. Bill Bonini seconded the motion. M/S/C

d. Adopt Resolution 21-1: Maintaining the Current Sewer Service Rate at \$81.90 per month per “equivalent unit” (“EU”) for FY 21/22

Bill Bonini motioned to Adopt Resolution 21-1: Maintaining the Current Sewer Service Rate at \$81.90 per month per “equivalent unit” (“EU”) for FY 21/22. Donna Clavaud seconded the motion. M/S/C

e. Adopt Resolution 21-2: Maintaining the Current Connection Fee of \$10,000 per EU and Keeping the Ad Valorum Tax Rate at .02% on Assessed Value for FY 21/22

Donna Clavaud motioned to Adopt Resolution 21-2: Maintaining the Current Connection Fee of \$10,000 per EU and Keeping the Ad Valorum Tax Rate at .02% on Assessed Value for FY 21/22. John Ward seconded the motion. M/S/C

f. Adopt Resolution 21-3: Approve Final Sewer Budget for FY 21/22

Bill Bonini motioned to Adopt Resolution 21-3: Approve Final Sewer Budget for FY 21/22. Donna Clavaud seconded the motion. M/S/C

g. Adopt Resolution 21-4: Approve Final Park Budget for FY 21/22

John Ward motioned to Adopt Resolution 21-4: Approve Final Park Budget for FY 21/22. Bill Bonini seconded the motion. M/S/C

X. General Manager’s Report

a. Draft RFP for General Manager

A Special Meeting will be held on Wednesday, July 21, 2021 to review Draft RFP for General Manager.

Donna Clavaud requested the following items to be included in the General Manager’s RFP: SCADA system and budgeting knowledge, regulations, asset management, government codes, CIP planning and grants. CSDA had an article about what Special Districts are looking for and suggested the TVCSD Board to review the CSDA article.

Aspect Engineering has not been in contact with Jose Ortiz yet in regards to the SCADA system. Hope Sturges said she knows of a company that programs SCADA systems and will give the contact information to Jose Ortiz.

The Phase 1 inspection of the collection system has been completed. The remainder will be done later this month. Total costs have come in as budgeted (\$12,500).

Jose Ortiz reported that LAFCO was interested in forming a sub-group of Municipal Services to possibly share services such as general management, bookkeeping and administration.

Donna Clavaud requested Jose Ortiz email the Sewer System Management Plan to the TVCSD Board members for review and presentation for the September 8, 2021 TVCSD Board meeting agenda.

XI. NSU Report

a. Review May 2021 reports

Reports were reviewed.

XII. Pending Business

None

XIII. Other Business

None

XIV. New Business

None

XV. Old Business

None

XVI. Correspondence

None

XVII. Adjournment

Meeting was adjourned at 8:42 pm. No objections.

Next TVCSD BOD Meetings:

TVCSD Special Board Meeting, July 21, 2021, 7 pm via Zoom

TVCSD Regular Board Meeting, September 8, 2021, 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:

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



TVCS D Board of Director's Special Meeting Minutes

Date: Wednesday, July 21, 2021 7 – 9 pm Via Zoom

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

Board Members Present: Donna Clavaud, Vice President; Bill Bonini, Peter MacLaird, John Ward

Board Members Absent: Dru Fallon O'Neill (unable to establish connection to Zoom meeting)

Also Present: Jose Ortiz, TVCS D General Manager; Cynthia Hammond, TVCS D Recording Secretary; Deborah Parrish, Strategic Planner

I. Call To Order:

Donna Clavaud called the meeting to order at 7:03 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 21, 2021 TVCS D BOD Special Meeting Agenda

Peter MacLaird motioned to approve the July 21, 2021 TVCS D BOD Special Meeting Agenda. Bill Bonini seconded the motion. M/S/C

IV. Review, Approve and Execute Strategic Planner's Proposal

Deborah Parrish's Proposal and Addendum were included in the Board packet along with the standard TVCS D Service Contract. John Ward asked if the meeting dates were established yet. Donna Clavaud said once the proposal is signed the meeting dates would be established along with a work plan; session materials; a calendar; an agenda; meeting facilities and to identify stakeholders. Deborah Parrish said establishing the calendar and the timing would be important. Deborah Parrish asked what would be the time frame. Donna Clavaud said the Strategic Plan should be completed by the beginning of September as the search for a General Manager needs to begin. Jose Ortiz said the proposal is following what the RFP is requiring and it may be easier to follow the RFP; the idea is to have a 5 year draft by August 21st, 2021 and to be completed by September 1st, 2021. Jose Ortiz asked if there would be enough time for community input and outreach to SUS D. Donna Clavaud suggested having an open community session for a couple of hours at the beginning then to focus on Board and Staff. Deborah Parrish asked who would harvest community comments and what would be the roles and responsibilities of Board and Staff. Deborah Parrish asked the Board how this would be structured. Jose Ortiz said meetings would have to be noticed as a Public Meeting and open to the public as well. The Board would ask for community input and perhaps follow with a closed meeting (no public comments), however community would be allowed to remain for Board discussion.

Deborah Parrish questioned the following:

- Deborah Parrish requests to work with Jose Ortiz on structuring the agenda and break-out sessions.
- Given the time frames and timing, what is the tolerance of the Board and Staff for having multiple sessions in a week? Compressing the time line means more meetings per week but the duration of the meeting could possibly be shorter.

John Ward asked when Deborah Parrish could begin this process. Deborah Parrish said she could begin the week of August 9th, 2021 but needs a planning session to develop agendas. Bill Bonini suggested Jose Ortiz should be the point of contact. Jose Ortiz said identifying critical areas to be examined should be divided among the Board members and to bring the identified areas to the full Board for review. Jose Ortiz said Melinda Bell (Financial Manager) would be a resource to the Board. Deborah Parrish suggested breaking the Strategic Planning process in to two (2) sub-committees; the Sewer and the Park.

Deborah Parrish would like suggestions as to what the next steps are. Peter MacLaird asked if having the public meeting at the Tomales Town Hall (TTH) was out of the question. Donna Clavaud said the TTH is open and is being utilized for meetings. Peter MacLaird suggested having the public meeting at the TTH for the public's input. Donna Clavaud suggested an exercise on focusing on Strengths, Weaknesses, Opportunities and Threats (SWOT) would generate a lot of input from ratepayers; this would allow TVCSD to develop strategies and tactics to correct weaknesses. Deborah Parrish said a public meeting would not be step one (1), but perhaps step three (3), as the Board needs to be efficient on how to present the public meeting and work needs to be done prior to a public meeting. Donna Clavaud suggested Deborah Parrish conduct phone interviews with the Board and staff prior to a public meeting. Questions to Board and staff could be: what are TVCSD's top three (3) achievements, what are TVCSD's greatest strengths, greatest weaknesses, etc. Peter MacLaird suggested the public meeting should come first. John Ward said he didn't think the timeline could be met and asked if Jose Ortiz could extend his retirement by three (3) months; and for TVCSD to focus on the Succession Plan in the immediate future. John Ward said that by focusing on the Succession Plan first, then the Strategic Plan, would allow the hiring of a new General Manager to participate in the Strategic/five (5) year Planning process. Jose Ortiz said there are good reasons to do this process now as one of the challenges to the Board is finding their own replacements; general management and financial services for the short amount of time each month; how do you entice someone to work thirty (30) hours per month. Jose Ortiz said he would extend his retirement for a short duration. Deborah Parrish said succession strategies are different from organizational strategies and suggested breaking the process in to pieces. Deborah Parrish reminded the Board that the last Strategic Planning process was community driven and this current Strategic Process is TVCSD Board driven and doesn't want dates to drive these processes. Deborah Parrish suggested by doing the Succession Plan first would allow the new General Manager to participate in the Strategic Planning process. Jose Ortiz said he felt the Succession Plan is a small part of the Strategic Plan.

Jose Ortiz reminded the Board of the Matrix Management Study that identified certain things that needed to be done which drove the Board's direction; funding mechanisms need to be examined and needs to be part of the Strategic Plan.

Donna Clavaud agreed that the Succession Plan was of less importance and would like to focus on the Strategic Plan, strategies of hypothetical threats and better outreach to community to encourage their participation. Bill Bonini asked Deborah Parrish how long this process would take. Deborah Parrish said it would be a rush to complete the process, with a draft in place, within a month, especially with the

availability of the Board and staff. Bill Bonini suggested the end of September would be a good target date.

Donna Clavaud asked the Board to approve Deborah Parrish’s contract. Deborah Parrish said she has professional liability insurance – Jose Ortiz suggested Deborah Parrish retain a short duration, commercial liability insurance policy, for \$300,000 instead of \$1ml coverage. Deborah Parrish will research retaining a commercial liability insurance policy. Donna Clavaud suggested the effective date should start immediately (7/21/2021) and not to exceed four (4) months.

Bill Bonini motioned to accept Deborah Parrish’s proposal as of 7/21/2021 and not to exceed four (4) months. Peter MacLaird seconded the motion. M/S/C

Deborah Parrish requested a list of people and their contact information for phone interviews. Donna Clavaud will be the logistics coordinator and Cynthia Hammond will assist with secretarial duties. Jose Ortiz will be the compliance manager and will host the Zoom meetings.

V. Review General Manager Draft RFP

Donna Clavaud said the General Manager Draft RFP looked good. Donna Clavaud asked it was necessary to include “skilled areas” such as the SCADA system knowledge, familiarity with collection systems, contract negotiations, etc. Jose Ortiz said he felt it wasn’t necessary to put in a lot of detail of things that were part of the General Manager’s job, but said he would expand on the detail if the Board felt it was necessary.

Jose Ortiz said he would remove reaching out to an “engineering firm” and replace with “individual” as the TVCSD General Manager’s position requires one (1) person working thirty (30) hours per month.

Jose Ortiz will fine tune the General Manager’s draft RFP and will request proposals be sent to “Search Committee” with TVCSD’s PO Box 303. Jose Ortiz will review proposals and will use his email as a contact.

VI. Other Business

None

VII. Old Business

a. Accept Check Register and Approve Expenditures from TVCSD July 14, 2021 Board Meeting.

Peter MacLaird motioned to Accept Check Register and Approve Expenditures from TVCSD Board Meeting dated July 14, 2021. Donna Clavaud seconded the motion. M/S/C

VIII. Adjournment

Peter MacLaird motioned to adjourn the July 21, 2021 TVCSD Special Meeting. Bill Bonini seconded the motion. Meeting was adjourned at 9:00 pm. M/S/C

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

Approved by: Dru Fallon O'Neill, President

Date:

Attested by: Cynthia Hammond, Recording Secretary

Date:

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Board of Directors:

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

John Ward

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
MANAGEMENT DISCUSSION AND ANALYSIS
FOR THE YEAR ENDING JUNE 30, 2021**

1. Introduction

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, 2021. Readers are encouraged to read this section in conjunction with the accompanying financial statements.

2. Financial Summary

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, showing capital assets and depreciation in the column for Statement of Activities, but not in the Governmental Fund column or the report on the next page. That next page also includes a comparison of actual results to budget for the Park Program. Park expenditures were less than budgeted because of continuing problems in finding contractors and supplies for the fence, paths and ramps work. The Sewer Program, reported on a business basis, does not include a comparison of actual to budget.

Condensed Financial Statements

	2021	2020
Assets:		
Current assets	\$336,414	\$350,909
Other assets	11,522	31,522
Capital assets, net	<u>1,782,364</u>	<u>1,842,617</u>
Total Assets	<u>\$2,130,300</u>	<u>\$2,225,048</u>
Liabilities and net position:		
Current liabilities	\$74,486	\$127,191
Long-term debt, less current portion	<u>97,419</u>	<u>138,283</u>
Total liabilities	<u>171,904</u>	<u>265,474</u>
Total net position	<u>1,958,395</u>	<u>1,959,574</u>
Total liabilities and net position	<u>\$2,130,300</u>	<u>\$2,225,048</u>

Statement of Activities (Sewer and Park)

Operational revenues	\$ 196,391	\$214,255
Operational expenses	<u>243,687</u>	<u>216,603</u>
Operational loss	<u>(47,296)</u>	<u>(2,348)</u>
General revenues/expenses	<u>55,706</u>	<u>56,887</u>
Change in net position	\$8,411	\$54,539

3. Detailed Analysis

The TVCSD is a special district formed under Government Code 61000 to operate and manage the community's wastewater treatment plant (WWTP) and Tomales Community Park. The WWTP is funded through sewer service fees and some Ad Valorem property taxes. The operation of the Tomales Community

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
MANAGEMENT DISCUSSION AND ANALYSIS
FOR THE YEAR ENDING JUNE 30, 2021**

Park is funded through donations, park rentals, fund raisers, grants, and County of Marin Measure A sales taxes dedicated to parks and open spaces.

The Sewer Program records \$50,664 in depreciation of its WWTP annually and has not required significant capital improvements since 2009/2010. Expenses have been maintenance, repair and replacement during the past eleven years. In 2019/2020 \$10,090 was spent for needed improvements to the SCADA system, and in 2020/2021 \$7,500 was spent to videotape the pipes to allow for analysis of their condition.

The Tomales Community Park made major progress in 2019/2020 in rebuilding the gazebo, long delayed due to difficulty finding contractors. Project expenses this 2020/2021 year were minimal: final finishing work, review and inspection of the completed projects. Ongoing maintenance, repair and utility costs in 2020/2021 were increased to include \$5,000 for daily sanitation of the equipment and surfaces in compliance with public health orders to prevent the spread of COVID-19. Funding for the Park Program in recent years has been primarily from the 2013/2014 Measure A sales tax. In 2020/2021 \$36,547 was received. Measure A has a life of nine years; so next year will be the last year of funding. A ballot measure is planned to extend the sales tax. Voter approval of the extension is important for the Park Program.

4. Significant Capital Asset and Long-Term Debt Activity

When the District was formed in 1998/1999, the Wastewater Treatment Plant was acquired from North Marin Water District. 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. This fiscal year was the eighteenth year of payments. Loan repayments will be required for two more years to pay off the total principal due of \$48,777 as of June 30, 2021.

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 five more years of payments due totaling \$89,706. Electricity costs were averaging \$6,500 a year before the solar system was installed. Costs for electricity are now averaging \$2,500 annually.

All existing long-term debt will be fully repaid in July 2025.

5. Currently Known Facts, Decisions or Conditions

The WWTP provides sewer service for 123 sanitary units in 92 parcels on 10 acres and the Tomales campus of the Shoreline Unified School District (SUSD.) The District faces the challenge of limiting costs to keep rates competitive for the 123 residences and businesses and the school district. SUSD uses one-third of system capability and therefore funds one-third of the annual budget.

The prospect of losing Measure A sales tax funding and continuing compliance with public health regulations in the pandemic are challenges for the Park Program.

An update of the Five-Year Strategic Plan will be adopted in the next fiscal year to plan for needed WWTP and Park infrastructure, financing, maintenance, staff and board retention and replacement. The current General Manager is retiring in December 2021. The search for a replacement and careful planning overall will be important in the next fiscal year.

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 or his replacement at Tomales Village Community Services District, Post Office Box 303, Tomales, CA 94971 or admin@tomalescsd.ca.gov or 707-878-2767.

PARK BANK TRANSACTIONS JULY AND AUGUST 2021

Park Bank Account	Type	Date	Num	Name	Memo	Amount	Balance
131.00 · Total Park Cash					Beginning Balance		99,181.19
131.20 · CA Local Agency Investm Fnd					Beginning Balance		31,019.86
	Deposit	07/15/2021			LAIF alloc	25.33	31,045.19
Total 131.48 - CA LAIF					Ending Balance	25.33	31,045.19
131.42 · Bank of Marin - Money Market					Beginning Balance		24,982.81
	Deposit	07/15/2021			Measure A	19,142.40	44,125.21
	Deposit	07/31/2021			MMalloc	1.83	44,127.04
	Deposit	08/31/2021			MMalloc	2.27	44,129.31
Total 131.42 · Bank of Marin - Money Market					Ending Balance	19,146.50	44,129.31
					Beginning Balance		43,178.52
	Bill Pmt -Check	07/06/2021	1327	Leon, Venta	seat covers, hand soap, paper to	-110.84	43,067.68
	Bill Pmt -Check	07/06/2021	1328	Martinez, Edgar	May and June Sanitizing	-1,300.00	41,767.68
	Bill Pmt -Check	07/06/2021	1329	PGE	7399820768-9 5/25 - 6/24	-30.10	41,737.58
	Bill Pmt -Check	07/10/2021	1330	Clavaud, Donna	clean-up day	-28.46	41,709.12
	Deposit	07/26/2021			Marin Century	1,200.00	42,909.12
	Deposit	07/31/2021			IntChecking	0.18	42,909.30
	Bill Pmt -Check	08/07/2021	1331	Leon, Venta	Costco bath tissue	-55.56	42,853.74
	Bill Pmt -Check	08/07/2021	1332	Martinez, Edgar	July 25.5 hours	-510.00	42,343.74
	Bill Pmt -Check	08/07/2021	1333	Martinez, Maria	July-September 32 gallon trash s	-167.10	42,176.64
	Bill Pmt -Check	08/12/2021	1334	PGE	7399820768-9 6/25 - 7/24	-34.69	42,141.95
	Deposit	08/31/2021			IntChecking	0.19	42,142.14
Total 131.46 · Bank of Marin - Park Account					Ending Balance	-767.16	42,142.14
TOTAL PARK CASH	PARK	08/31/21			Ending Balance	18,404.67	117,316.64

SEWER BANK TRANSACTIONS JULY 1 TO AUGUST 31, 2021

	Sewer Bank Account	Type	Date	Num	Name	Memo	Amount	Balance
	131.00 - Total Sewer Cash				Beginning Balance			236,165.74
	131.20 - CA Local Agency Investm Fnd				Beginning Balance			72,379.65
		Deposit	07/15/2021			Deposit LAIF	59.09	72,438.74
	Total 131.20 - CA Local Agency Investm Fnd		08/31/2021		Ending Balance		59.09	72,438.74
	131.31 - Redwood Credit Union				Beginning Balance			40,760.06
	***	Deposit	07/31/2021			RCU interest	5.18	40,765.24
	***	Deposit	08/31/2021			RCU interest	5.18	40,770.42
	Total 131.31 - Redwood Credit Union		08/31/2021		Ending Balance		10.36	40,770.42
	131.42 - Bank of Marin - Money Market				Beginning Balance			86,421.99
	***	Deposit	07/15/2021			Teeter	2,489.10	88,911.09
	***	Deposit	07/20/2021			SupSec2021	12.99	88,924.08
	***	Deposit	07/31/2021			Alloc MM int	4.70	88,928.78
		Transfer	08/07/2021			Funds Transfer	-40,000.00	48,928.78
	***	Deposit	08/31/2021			Alloc MM int	2.51	48,931.29
	Total 131.42 - Bank of Marin - Money Market		08/31/2021		Ending Balance		-37,490.70	48,931.29
	131.44 - Bank of Marin - Sewer				Beginning Balance			33,827.43
		Bill Pmt -Check	07/07/2021	4959	Brelje and Race Laboratories, Inc.		-531.00	33,296.43
		Bill Pmt -Check	07/07/2021	4961	SDRMA	2021/2022 invoice 70110	-826.67	32,469.76
		Bill Pmt -Check	07/07/2021	4962	SDRMA	70595 21/22	-9,222.01	23,247.75
		Bill Pmt -Check	07/10/2021	4963	Clavaud, Donna	April-June 5 meetings	-230.87	23,016.88
		Bill Pmt -Check	07/10/2021	4964	Hammond, Cynthia	June time, June minutes,newsletter	-417.43	22,599.45
		Bill Pmt -Check	07/15/2021	4965	Melinda K. Bell	June 24 hours	-960.00	21,639.45
		Bill Pmt -Check	07/15/2021	4966	Natural Systems Utilities -CA	invoice 696463	-4,456.00	17,183.45
		Bill Pmt -Check	07/21/2021	4967	AT&T Uverse	7/7-8/6 145835838	-112.29	17,071.16
		Bill Pmt -Check	07/21/2021	4968	Marin County Tax Collector	2021/2022 LAFCO #21584	-145.87	16,925.29
		Bill Pmt -Check	07/21/2021	4969	PGE	8044736439-1 True-Up	-6,450.55	10,474.74
		Bill Pmt -Check	07/25/2021	4970	AT&T	138729848	-64.20	10,410.54
		General Journal	07/27/2021	EDD		pay 2nd 1/4 EDD	-58.44	10,352.10
		General Journal	07/27/2021	IRS9412		IRS941pay	-350.92	10,001.18
		Bill Pmt -Check	07/27/2021	4971	Capital One Bank	6428	-7.95	9,993.23
		Bill Pmt -Check	07/27/2021	4972	Hammond, Cynthia	July 8 - July 16 14.5 hours @ \$30	-389.72	9,603.51
	***	Deposit	07/31/2021			Checking Int	0.11	9,603.62
		Bill Pmt -Check	08/06/2021	4973	Melinda K. Bell	36.75 hours July	-1,470.00	8,133.62
		Bill Pmt -Check	08/06/2021	4974	Natural Systems Utilities -CA	inv 739541 August	-4,456.00	3,677.62
		Transfer	08/07/2021			Funds Transfer	40,000.00	43,677.62
		Bill Pmt -Check	08/07/2021	4975	Brelje and Race Laboratories, Inc.		-152.00	43,525.62
		Bill Pmt -Check	08/07/2021	4976	Natural Systems Utilities -CA	inv 739619 chemicals	-480.00	43,045.62
		Bill Pmt -Check	08/15/2021	4977	Brelje and Race Laboratories, Inc.		-455.00	42,590.62
		Bill Pmt -Check	08/15/2021	4978	PGE	8044736439-1	-307.01	42,283.61
		Bill Pmt -Check	08/18/2021	4979	AT&T Uverse	145835838	-112.29	42,171.32
		Bill Pmt -Check	08/22/2021	4980	Parrish, Deborah	10% strategic plan payment #1	-700.00	41,471.32
		Bill Pmt -Check	08/25/2021	4981	AT&T	138729848	-64.20	41,407.12
		Bill Pmt -Check	08/25/2021	4982	Capital One Bank	6428	-377.94	41,029.18
	***	Payment	08/25/2021			Tomales Regional Histroy Center	81.90	41,111.08
		Bill Pmt -Check	08/25/2021	4983	Hammond, Cynthia	July 21 - August 28 15 hours	-403.58	40,707.50
	***	Deposit	08/31/2021			Checking Int	0.17	40,707.67
	Total 131.44 - Bank of Marin - Sewer		08/31/2021		Ending Balance		6,880.24	40,707.67
	131.48 - Bank of Marin - Solar				Beginning Balance			2,776.61
	***	Deposit	07/31/2021			Solar	0.01	2,776.62
	***	Deposit	08/31/2021			Solar	0.01	2,776.63
	Total 131.48 - Bank of Marin - Solar		08/31/2021		Ending Balance		0.02	2,776.63
	TOTAL SEWER CASH	SEWER			Ending Balance			205,624.75
	***	Total Sewer Income July and August on Budget Comparison Report					4,567.46	

Financial Manager's Report

This month the financial reports present the first two months of the new fiscal year. The auditors came for their field work August 30 and 31. They will probably have their audit report for the fiscal year which closed at June 30 completed and ready for next month's Board meeting. This packet includes the Management Discussion and Analysis which we write to introduce the auditor's report in the year-end audited financial statements and explain the results of the year. This is a draft and open for Board suggestions and approval.

This month we include a new format for the 2021/2022 budget and actual reports as proposed by John Ward. The bank transactions and balance sheet reports are unchanged. The budget and actual reports show the total annual budgets and the monthly income and expenses through the year to date. The previous monthly budget comparison reports showed one column for the budget year-to-date and one for the actual year-to-date. This new report shows each month's actual amounts separately and the total with no budget for the year-to-date, only the full year budget. The new report at year-end will have fourteen columns, one for each month, one for the total year actual, and one for the total year budget. The goal is to present clear financial reports to the Board, so opinions and suggestions for improvement from all Board members are welcome.

The strategic and succession planning process is well underway. This process can be an effective tool for changing financial reports, policies and procedures as well as other policies affecting financial areas of governance. Planning for the computers, office, maintenance, staffing, income and financing all affect financial resources.

In the first two months of the fiscal year the Park received \$19,142.40 from the county, the first of two Measure A payments for the year. Last year in July we received \$17,043.17, and in 2019, \$17,927.75. Neither the pandemic nor the uncertainty of the last year of the funding has affected this year's income. Park expenses this year have been only for maintenance so far. No work has been done yet on the planned projects, notably paths, ramps, rest room doors, water tower demolition, gate and fencing. Playground surface material is being ordered, with delivery and installation arranged. Park cash balance at August 31 is \$117,317. Expenses budgeted for the 2021/2022 year total \$58,875.

The Sewer program shows a loss for the first two months of the year of \$33,359. The year's \$10,049 insurance is paid in July; two months of NSU charges are \$9,392; depreciation is \$6,944 and electric bills are \$6,758. Income is only \$4,567, but at least more than last year's \$2,718 by August 31 because of additional 2020/2021 County payments this year. Overall Sewer program net income is approximately \$6,992 less of a loss than at August 31, 2020.

The electric bills need investigation. The charges in July were for the annual true-up adjustment for the solar energy system plus the July monthly charges. The annual adjustment was around \$500 in 2016, \$1,000 in 2017 and 2018, \$2,962 and \$2,663 in 2019 and 2020. The large increase this year to \$6,642 was unexpected.

BALANCE SHEETS AUGUST 31 2021 and 2020

Balance Sheets		Aug 31, 21	Aug 31, 20	\$ Change
ASSETS	PARK			
131.48 - CA LAIF		31,045.19	30,871.53	173.66
131.42 - Bank of Marin - Money Market		44,129.31	5,470.94	38,658.37
131.46 - Bank of Marin - Park Account		42,142.14	53,720.17	-11,578.03
Total Current Assets	PARK	117,316.64	90,062.64	27,254.00
100.20 - Land and Land Rights		132,000.00	132,000.00	0.00
Original Cost		461,790.46	461,790.46	0.00
105.00 - Depreciation		-93,506.10	-83,916.10	-9,590.00
Total 111.00 - Park Equipment		368,284.36	377,874.36	-9,590.00
Total Fixed Assets	PARK	500,284.36	509,874.36	-9,590.00
TOTAL ASSETS	PARK	617,601.00	599,937.00	17,664.00
LIABILITIES & EQUITY				
Liabilities	PARK			
222.00 - Accounta Payable		1,485.00	2,988.09	-1,503.09
220.00 - Refundable Deposits		1,000.00	0.00	1,000.00
Total Liabilities	PARK	2,485.00	2,988.09	-503.09
Equity				
252.50 - Investment in Capital Assets		500,284.36	509,874.36	-9,590.00
260.00 - Unassigned Fund Balance		96,252.12	73,517.14	22,734.98
Net Income		18,579.52	13,557.41	5,022.11
Total Equity	PARK	615,116.00	596,948.91	18,167.09
TOTAL LIABILITIES & EQUITY	PARK	617,601.00	599,937.00	17,664.00
ASSETS	SEWER			
131.20 - CA Local Agency Investm Fnd		72,438.74	72,033.57	405.17
131.31 - Redwood Credit Union		40,770.42	40,693.32	77.10
131.42 - Bank of Marin - Money Market		48,931.29	40,167.40	8,763.89
131.44 - Bank of Marin - Sewer		40,707.67	29,278.38	11,429.29
131.48 - Bank of Marin - Solar		2,776.63	2,776.45	0.18
Total 131.00 - Cash	SEWER	205,624.75	184,949.12	20,675.63
137.00 - Accounts Receivable		3,030.30	982.80	2,047.50
Total Current Assets	SEWER	208,655.05	185,931.92	22,723.13
Fixed Assets				
100.00 - Property, Plant and Equipment		791,665.97	791,665.97	0.00
100.10 - Maps and Records		17,248.00	17,248.00	0.00
100.20 - Land and Land Rights		52,788.00	52,788.00	0.00
105.00 - Less Accumulated Depreciation		-795,905.21	-746,741.00	-49,164.21
110.00 - Improvement Project		939,393.31	939,393.31	0.00
112.00 - Solar System		269,945.21	269,945.21	0.00
Total Fixed Assets	SEWER	1,275,135.28	1,324,299.49	-49,164.21
136.00 - SUSD Note Receivable		11,521.75	13,359.01	-1,837.26
TOTAL ASSETS	SEWER	1,495,312.08	1,523,590.42	-28,278.34
LIABILITIES & EQUITY	SEWER			
Liabilities				
Current Liabilities				
Accounts Payable				
222.00 - Accounts Payable		28,289.37	9,125.12	19,164.25
Total Accounts Payable		28,289.37	0.00	28,289.37
Other Current Liabilities				
230.00 - Fed Payroll Tax Payab		152.40	45.66	106.74
231.00 - CA Payroll Tax Payable		6.00	0.00	6.00
Total Current Liabilities	SEWER	28,447.77	9,170.78	19,276.99
211.00 - SWRCB SRF Loan		48,577.22	70,941.37	-22,364.15
215.00 - CREBS Bond		89,705.84	107,647.02	-17,941.18
Total Long Term Liabilities		138,283.06	178,588.39	-40,305.33
Total Liabilities	SEWER	166,730.83	187,759.17	-21,028.34
Equity	SEWER			
262.00 - Capital Asset Reserve		40,000.00	40,000.00	0.00
262.50 - Restricted Connection Fees		30,000.00	20,000.00	10,000.00
264.00 - Operating Reserve		51,690.75	47,627.50	4,063.25
265.00 - Net Assets - Unrestricted		1,240,167.74	1,268,555.38	-28,387.64
Net Income	SEWER	-33,277.24	-40,351.63	7,074.39
Total Equity	SEWER	1,328,581.25	1,335,831.25	-7,250.00
TOTAL LIABILITIES & EQUITY	SEWER	1,495,312.08	1,523,590.42	-28,278.34

Park Income and Expenses July and August 2021

Park Annual Budget		Monthly Actual		Total FY
Income		July	August	Annual
311.00 · Interest Income	180	2	2	4
315.80 · Measure A Funds	36,474	19,142		19,142
320.00 · Contributions Income	200			-
322.00 · Park Use Rental		200		200
Total Income	36,854	19,344	2	19,347
Expenses				-
414.81 · Measure A Project Expenses				
Picnic Table	800			-
Bathroom Doors	3,750			-
ADA Paths and Ramps	10,000			-
Fence Replacement	20,000			-
Water Tower Demolition	4,800			-
Engineering Plans and Permits	5,000			-
Project Management	2,500			-
Play Structure Surface Material	3,000			-
Total 414.81 Measure A Project Exp	49,850		0	0
414.85 · Restricted Funding Project Expenses				-
Gate Signage	3,000			-
414.82 · Measure A Maintenance Expense				-
Supplies and Services	2,000	223		223
Rest Room Cleaning	3,500	510		510
PGE Park	225	35		35
Financial Management	300			-
Total 414.82 · Measure A Maintenance	6,025	767		767
Total Expense	58,875	767	0	767
				-
Net Ordinary Income	(22,021)	18,577	2	18,580

Sewer Income and Expenses July and August 2021

Sewer	Annual Budget	Monthly Actual		
		July	August	Total Annual
Total 2021/2022 Sewer Program Income	201,013	2,512	2,055	4,567
2021/2022 Expenses				
Sewage Collection				
sewage collection electric	450	33	32	65
CIP CCTV inspection	3,000			-
Sewage Treatment				
Lab bills	8,150	607		607
maintenance supplies	2,325			-
sewage treatment electric	2,160	6,642	248	6,891
treatment ponds maintenance	2,340			-
CIP treatment pond maintenance	3,000			-
Sewage Disposal				
Irrigation Field maintenance	730			-
sewage disposal electric	180	(225)	26	(198)
Sewer Plant and Building Maintenance				
Grounds maintenace expenses	1,600			-
plant computer repairs / replacements			350	350
Licenses and permits	1,800	20		20
Board and Payroll expenses:				
member meeting stipend	5,000			-
member training expenses	500			-
Secretary's fee (Cynthia	6,000	435	450	885
social security tax	671	130		130
Medical payroll tax	163	30		30
State Unemployment tax	366	52		52
Workers' Compensation Insurance	827	827		827
training	200			-
Office Expenses:				
office rent	1,200			-
postage and delivery	360			-
property and liability insurance	9,143	9,222		9,222
office supplies	220		32	32
Sonic - web hosting	100	8		8
office equipment repairs / purchases	740			-
telephone & internet services	3,000	176	176	353
newsletter	500			-
dues and subscriptions	1,300			-
Contract & professional fees:				
Administrator's fee (Jose)	53,300			-
travel reimbursement	500			-
O&M fees (NSU)	54,007	4,936	4,456	9,392
CPA's fee (Melinda)	13,000	1,470		1,470
external auditing fees	5,500			-
consulting fees	7,000		700	700
Other expenses:				
LAFCO charges	150	146		146
County Teter Admin Fee	200			-
Solar Bond Administrative Fee	750			-
State Water Board Loan Interest	1,214			-
Public Notice Expense	200			-
Depreciation		3,472	3,472	6,944
Total Sewer Program Expenses	191,846	27,983	9,944	37,926
Net Income	9,167	(25,470)	(7,889)	(33,359)
Received (Billed) for Receivables	1,950	59	(1,966)	(1,907)
Loan and Bond Repayments	(40,864)			-
Depreciation		3,472	3,472	6,944
Paid For Old Bills or (Unpaid New Bills)		287	(2,506)	(2,220)
Change in Cash	(29,747)	(21,653)	(8,888)	(30,541)

GENERAL MANAGER'S REPORT

SEPTEMBER 8, 2021

UPDATE ON THE CLOSED-CIRCUIT TV INSPECTION PROJECT

The final phase of the inspection of the collection system will begin at the end of this month or beginning of October. The section from Highway 1 to the treatment plant is what remains to be inspected. As reported in July, the remaining sections should be completed in two days maximum, bringing the total cost of inspections to \$12,500.

UPDATE ON THE CAPITAL IMPROVEMENT PLAN

While preparing the irrigation system for drawing down the ponds, NSU found substantial leaking at the valve and strainer coming into the irrigation shack from the storage ponds.



This will be repaired at a cost of \$2,300, including labor.

The prep work for the irrigation shack also includes evaluating the SCADA sensors and radio transmitters. We contacted Jack Miller to find out what his availability is. At this time, he is working on a big project for another client. We will see if he can fit us in for one day. While he evaluates this new problem, we will ask him to calibrate the level sensors and re-establish remote control of equipment to have reliable readings at the plant. For the moment, I am not pursuing Aspect Engineering since the Operations Manager has yet to contact me.

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

STRATEGIC PLANNING

This topic will be discussed at the September regular Board meeting. In particular, I would like to the Board's opinion about moving forward with some of the subjects learned so far about strengths and weaknesses before finishing the strategic planning process.

TOMALES
VILLAGE



COMMUNITY
SERVICES
DISTRICT

Request for Proposal

***General Management for Tomales
Village Community Services District,
a California Special District***

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For more information, please refer to the TVCS D website: www.tomalescsd.ca.gov

1 PURPOSE

The Tomales Village Community Services District (TVCS D), a California Special District, is requesting proposals from qualified and experienced firms or individuals who can provide efficient general management services to TVCS D located in northwest Marin County for three (3) to five (5) years. The position of General Manager is a part-time contract position, not an employee of TVCS D. The position will be filled through a competitive selection process.

Under policy direction, the General Manager serves as agent of the Board of Directors in planning, directing, managing, and overseeing the services, activities, and operations of TVCS D including Finance and Administrative Services, Operations and Maintenance and asset management; serves as chief executive officer of TVCS D ensuring that services and operations are delivered in an efficient and effective manner; implements policy decisions made by the Board of Directors; facilitates the development and implementation of TVCS D goals and objectives; and provides highly complex administrative support to the Board of Directors.

Qualified entities are invited to submit written proposals for consideration in accordance with this request. These services will be conducted under a contract with the TVCS D hereinafter referred to as the "District" and the Contracted entity is hereinafter referred to as "Consultant."

2 BACKGROUND

The Service District was formed in 1998 after being acquired from North Marin Water District. The primary purpose of the District is to operate and manage the wastewater treatment plant (WWTP) and the community park. The operation and maintenance of the WWTP is funded through service fees, while the capital improvements are funded through grants and low interest loans through the State Water Resources Control Board. Loans are repaid through operating funds. The operation and maintenance of the Tomales Community Park is funded entirely through donations, fundraisers, grants and Measure A funds. Capital improvements at the Park are paid for by state, federal and private grants and material and in-kind donations.

SELECTION CRITERIA

The District will evaluate proposals based on the following criteria and may short-list for interview purposes:

1. The completeness of the proposal in response to this RFP.
2. The methodology for carrying out the tasks described in the proposal.
3. The qualifications and experience of the personnel of the successful proposer, their performance of similar work and the experience and qualifications to perform the work.
4. References.
5. Proposed fees.
6. Interviews, if conducted.

The Board will rank all timely and responsive proposals. The Board may interview some or all proposers. If interviews are conducted, the proposal rankings will not be final until interviews are complete. When rankings are final, the Board or designated Board member(s) will commence negotiations with the highest ranked proposer.

After negotiating a proposed agreement that is fair and reasonable, the final agreement will be presented to the full Board for approval. The Board has final authority to approve or reject the final agreement.

By submitting a proposal, each proposer agrees to the following:

1. The District reserves the right to waive any irregularity in any proposal.

TVCS D Request For Proposal:

General Management for Community Services
District

2. The District reserves the right to reject any or all proposals.
3. The District reserves the right to request additional proposals.
4. The District reserves the right to request clarification of information submitted and to request additional information from any proposer.
5. The District reserves the right to award any contract to the next most qualified proposer, if it cannot reach agreement with the first selected proposer.
6. The agreement between the successful proposer and the District will be in a form supplied or approved by the District.
7. This RFP does not constitute an offer by TVCS D to enter into a contract, nor does any response to this RFP constitute an acceptance of an offer. A response to this RFP does not bind the District in any way.
8. The District will not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.
9. Each proposal will remain valid for a period of at least 60 calendar days from proposal due date.

3 SCOPE OF WORK

The Scope of Work is to provide full service general management of the District in accordance with all provisions within this RFP. The contract term is a three (3) to five (5) year agreement renewable through the TVCS D competitive bidding process (posted on TVCS D website). Consultant will provide an approved person or persons as needed to deliver the required services for this contract period. The firm or individual selected will be a California entity and all subjects performing the District's general management functions will have the appropriate qualifications. Your proposal should contain, but not be limited to the following considerations:

Eligibility – educational background and references.

Experience with government administration and preferably non-profit.

A list of similar local government and non-profits or pertinent accounts served by you or your firm.

Your staff assignments and availability to complete the required duties on a timely basis.

- Participation of senior personnel assigned to the engagement.
- Frequency of contact with assigned personnel.
- Availability of staff to respond to questions within the scope of the described duties and the hourly charge, if any, for services outside the scope of the described duties (“Non-Standard Duties”).

Stability history - what assurances can you provide the District regarding the assignment of your permanent personnel to this engagement? Describe transition plan in the event of personnel changes.

Describe capability to manage, improve and maintain existing TVCS D systems.

Describe specific activities that will support and improve the environmental sustainability of the District. Give examples of proposed initiatives that will advance the Board's strategic sustainability goals.

Procedures and tools (i.e. software and hardware) used to perform general management transactions along with all supporting documents to develop management reports for all personnel within the District structure.

Describe package to be provided for regular Board meetings, availability of assigned personnel to attend Board meetings and discuss general management issues and concerns, as well as projections based on approved budget and District needs.

Your fee proposal to conduct the required general management function, along with your fee schedule for additional services that may be required beyond the scope of the basic general management engagement (i.e. management of occasional approved CIPs). The proposal should also state that any increase in the general management fee will be immediately disclosed to the TVCS D Board of Directors. This disclosure should include an estimation of the increased fees and the reason for the increase.

Estimated number of hours to complete the requested general management duties by classification of you and/or your employees, i.e. partners, senior, junior.

Detail of expenses expected to be incurred, i.e. mileage, per diem, telephone, etc.

Administrative personnel will produce documentation detailing monthly activities and summary reports to be included in monthly TVCS D Board packet, annual budget supporting documents (as necessary), and provide general management input and analysis into the annual report.

3.1 TYPICAL DUTIES

Services to be provided for this Agreement are in 4 primary areas and include:

1. Routine services to conduct the required general management functions. These services include:

- Interface with community members, conduct surveys, and assimilate relevant information; receive complaints and forward to the Board.
- As directed by the Board, coordinate bid proposals and contracts for regular operations work to be performed.
- Adhere to all local and state laws and advise Board on changes to said laws and address compliance issues.
- Oversee submittal of regulatory monitoring reports to local and state agencies as required.
- Coordinate with District Administrative Support Section and with Finance Section staff.

2. Provide Administrative support, including:

- Gather backup information for ongoing Board discussions of the annual budget process.
- Oversee all aspects of District Board meetings, including regular and special meetings, agenda setting, and meeting attendance.
- Adhere to Tomales Village CSD Reserve Policy goals and objectives and assure that required funds are being added regularly and that use of funds follows Tomales Village CSD CIP protocols.
- Assist with documentation of policies; maintain historical and reference documents.
- Oversee administrative staff, ensure performance standards are being met, provide annual review of staff performance, and hire and terminate staff as necessary.

3. Sewer System Administration, including:

- Oversee sewer operations and maintenance by operators and contractors, insure performance standards are being met; oversee annual review of performance contracts and professional services.

TVCS D Request For Proposal:

General Management for Community Services District

- Oversee development of District maintenance work order system. Maintain record book.
- Coordinate all new sewer hook-ups and insure they are all inspected and meet District standards according to ordinances and specifications.
- Maintain maps of all sewer components and new hook-ups and annexations.
- Assure the sewer maintenance schedule is adhered to and effective at all times.
- Oversee all capital improvement projects as directed by the Board and Standing Committees (subject to monthly hourly budget limitations).
- Coordinate Sewer Plant Tours.
- Develop, with board input, a five-year plan to address current district issues, including the aging collection system, illegal hookups, high electrical costs, review and implementation of strategic plans and management studies.

4. Community Park Administration, including:

- As directed by the Board, coordinate bid proposals and contracts for regular construction work to be performed.
- Oversee contract Park Project Manager contractor and Park improvements.
- Oversee administration of Measure A funds.
- Review and provide feedback to Board on recommendations by Park Advisory Committee
- Coordinate with District Administrative Support Section and with Finance Section staff.

In addition, Consultant shall perform such other services as requested by the District. If Consultant is requested to provide services that are beyond the normal scope of work, those services will be compensated at the Consultant's hourly rate on a time and materials basis.

3.2 INSURANCE

3.2.1 CONSULTANT'S INSURANCE

Consultant will maintain and keep in full force the insurances listed in this section. Additionally, the Consultant will name the District as additional insured. Consultant will provide Certificates of Insurance to the District.

- Workers Compensation Insurance - Statutory amounts in compliance with state laws.
- Commercial General Liability and Automobile: \$1,000,000 per occurrence.
- Professional Liability Insurance: \$1,000,000 per occurrence.

All questions and correspondence should be directed in writing to:

_____, Tomales Village Community Services District
P.O. Box 303, Tomales, CA 94971
Email: _____
Phone: (707) 878-2767

Contact with TVCS D personnel, other than the Board President of TVCS D, regarding this RFP may be grounds for elimination from the selection process. We will look forward to your proposals by the due date.



July 12, 2021

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

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

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

Enclosed please find the Self-Monitoring Report.

Operations are satisfactory and maintenance on schedule.

I certify under the penalty of law that this document and all attachments have been prepared under my direction or supervision in accordance with a system designed to assure that qualified personal proper gathered and evaluated the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Sincerely,
NATURAL SYSTEMS UTILITIES

Brandon Jacka
Chief Plant Operator
Certified Chief Plant Operator #V 42398

cc: Tomales Village Community Service District
Vanessa Zubkousky, Department of Public Health, Richmond

NSU-CA was formerly Phillips Services Inc. dba Phillips & Associates

SELF MONITORING REPORT

Date	INF (INFLUENT)						EFF-TR (Treatment Pond No. 3 Eff)										EFF-Discharge		EFF-D (Discharge eff)	
	Daily (KGALS)	Weekly (KGALS)	Ph (Units)	Temp. (C)	BOD (mg/l)	TDS (mg/l)	Nitrate as N	Nitrite as N	TKN mg/L	Amonnonia N mg/L	Tot. Organic Nitrogen mg/L	TDS (mg/L)	BOD mg/l)	pH Units	D.O. (mg/l)	Temp (C)	Daily (KGALS)	Weekly (KGALS)	Cl2 Tank Added (gallons)	Coliform MPN/100
6/1/2021	11.2																0.0			
6/2/2021	11.2	67.0	8.4	18.7	200.0	500.0	0.2	0.4	10.0	5.8	4.2	520.0	24.0	8.9	6.5	18.3	0.0			
6/3/2021	12.1																0.0			
6/4/2021	12.1																0.0			
6/5/2021	12.1																0.0			
6/6/2021	12.1																0.0			
6/7/2021	12.1																0.0			
6/8/2021	12.1																0.0			
6/9/2021	12.1											520.0	26.0				0.0			
6/10/2021	12.1	97.0	8.9	21.2										8.8	5.5	19.2	0.0			
6/11/2021	11.3																0.0			
6/12/2021	11.3																0.0			
6/13/2021	11.3																0.0			
6/14/2021	11.3																0.0			
6/15/2021	11.3																0.0			
6/16/2021	11.3	68.0	8.1	21.1								570.0	5.0	7.9	4.0	22.0	0.0			
6/17/2021	11.8																0.0			
6/18/2021	11.8																0.0			
6/19/2021	11.8																0.0			
6/20/2021	11.8																0.0			
6/21/2021	11.8																0.0			
6/22/2021	11.8																0.0			
6/23/2021	11.8																0.0			
6/24/2021	11.8	94.0	8.5	21.0								500.0	9.7	8.7	3.1	20.1	0.0			
6/25/2021	11.2																0.0			
6/26/2021	11.2																0.0			
6/27/2021	11.2																0.0			
6/28/2021	11.2																0.0			
6/29/2021	11.2																0.0			
6/30/2021	11.2	67.0	8.9	19.8										8.4	4.5	20.4	0.0			
																	0.0			
Min	11.2		8.1	18.7	200.0	500.0	0.2	0.4	10.0	5.8	4.2	500.0	5.0	7.9	3.1	18.3			#DIV/0!	0.0
Mean	11.6		8.6	20.4	200.0	500.0	0.2	0.4	10.0	5.8	4.2	527.5	16.2	8.5	4.7	20.0			#DIV/0!	
Total	348.6																0.0			

TOMALES WASTEWATER FACILITY
Treatment and Storage Ponds Summery Report

Natural Systems Utilities
Management and Technical Resources
707 254-1931

Month	Treatment Pond # 1				Treatment Pond No. 2				Treatment Pond No. 3				ST-West				ST-East				
Jun-21	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	
Date	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	
1																					
2	3.0	8.5	4.0	17.5	3.0	8.8	5.5	18.4	3.1	9.5	7.0	18.6	10.5	9.3	6.5	19.0	10.0	9.1	6.0	19.3	
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10	3.1	9.2	5.0	19.2	3.2	9.3	6.0	19.6	3.2	9.6	6.5	19.3	10.0	9.7	7.0	19.9	10.0	9.4	7.0	20.5	
11																					
12																					
13																					
14																					
15																					
16	2.9	8.8	4.1	21.0	3.0	8.3	5.1	19.8	3.0	8.5	3.9	21.1	10.0	9.1	4.5	22.0	10.0	9.0	4.0	22.0	
17																					
18																					
19																					
20																					
21																					
22																					
23																					
24	2.6	8.7	4.1	19.7	2.6	8.9	5.1	20.1	2.7	9.0	5.0	21.0	10.0	9.1	4.0	21.1	10.0	9.0	3.5	22.0	
25																					
26																					
27																					
28																					
29																					
30	2.8	8.6	4.5	19.2	2.8	9.2	5.5	20.4	2.8	9.4	5.5	20.7	10.0	9.6	5.0	20.9	10.0	9.9	4.5	21.5	

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

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

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	6/2/21	6/10/21	6/16/21	6/24/21	6/30/21
Day	WED	THUR	WED	THUR	WED
Time					
Operator	AG	AG	BJ	BJ	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) **June 2021**

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	6/2/21	6/10/21	6/16/21	6/24/21	6/30/21
Day	WED	THUR	WED	THUR	WED
Time					
Operator	AG	AG	BJ	BJ	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) **June 2021**

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	6/2/21	6/10/21	6/16/21	6/24/21	6/30/21
Day	WED	THUR	WED	THUR	WED
Time					
Operator	AG	AG	BJ	BJ	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)

June 2021

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

INSPECTION	Week1	Week 2	Week 3	Week 4	Week 5
Date	6/2/21	6/10/21	6/16/21	6/24/21	6/30/21
Day	WED	THUR	WED	THUR	WED
Time					
Tech	AG	AG	BJ	BJ	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: June 2021

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	6/2/21	6/10/21	6/16/21	6/24/21	6/30/21
Time	WED	THUR	WED	THUR	WED
Operator					
Evidence of standing water	AG	AG	BJ	BJ	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.



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

June 28, 2021

Sample Collected: 06/02/21
 Sample Received: 06/02/21
 Collected By : AG/NSU
 Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	621-11077	621-11078-80
Sample Description:	Influent	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	200.	24.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	500.	520.
Nitrate N mg/L (EPA Mthd. 352.1)		<0.20
Nitrite N mg/L (EPA Mthd. 300.0)		<0.40
Total Kjeldahl N mg/L (EPA Mthd. 351.2)		10.
Ammonia N mg/L (EPA Mthd. 350.1)		5.8
Total Organic N mg/L		4.2

BOD Start Date: 06/04/21
 BOD Completed Date: 06/09/21

Ammonia & Total Kjeldahl N: Analyses performed by an approved outside laboratory.

BRELJE AND RACE LABORATORIES, INC.



JAMIE LYNCH, LABORATORY DIRECTOR
 JL:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

June 25, 2021

Sample Collected: 06/09/21
Sample Received: 06/09/21
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	621-11777
Sample Description:	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	26.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	520.

BOD Start Date: 06/11/21
BOD Completed Date: 06/16/21

BRELJE AND RACE LABORATORIES, INC.

JAMIE LYNCH, LABORATORY DIRECTOR
JL:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

June 25, 2021

Sample Collected: 06/16/21
Sample Received: 06/16/21
Collected By : BJ/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	621-12194
Sample Description:	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	<5.0
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	570.

BOD Start Date: 06/17/21
BOD Completed Date: 06/22/21

BRELJE AND RACE LABORATORIES, INC.

JAMIE LYNCH, LABORATORY DIRECTOR
JL:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

July 1, 2021

Sample Collected: 06/24/21
Sample Received: 06/24/21
Collected By : MS/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	621-12791
Sample Description:	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	9.7
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	500.

BOD Start Date: 06/24/21
BOD Completed Date: 06/29/21

BRELJE AND RACE LABORATORIES, INC.

JAMIE LYNCH, LABORATORY DIRECTOR
JL:aja



August 13, 2021

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

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

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

Enclosed please find the Self-Monitoring Report.

Operations are satisfactory and maintenance on schedule.

I certify under the penalty of law that this document and all attachments have been prepared under my direction or supervision in accordance with a system designed to assure that qualified personal proper gathered and evaluated the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Sincerely,
NATURAL SYSTEMS UTILITIES

Brandon Jacka
Chief Plant Operator
Certified Chief Plant Operator #V 42398

cc: Tomales Village Community Service District
Vanessa Zubkousky, Department of Public Health, Richmond

NSU-CA was formerly Phillips Services Inc. dba Phillips & Associates

SELF MONITORING REPORT

Date	INF (INFLUENT)						EFF-TR (Treatment Pond No. 3 Eff)										EFF-Discharge		EFF-D (Discharge eff)	
	Daily (KGALS)	Weekly (KGALS)	Ph (Units)	Temp. (C)	BOD (mg/l)	TDS (mg/l)	Nitrate as N	Nitrite as N	TKN mg/L	Amonnonia N mg/L	Tot. Organic Nitrogen mg/L	TDS (mg/L)	BOD mg/l)	pH Units	D.O. (mg/l)	Temp (C)	Daily (KGALS)	Weekly (KGALS)	C12 Tank Added (gallons)	Coliform MPN/100
7/1/2021	10.5				300.0	390.0	0.7	0.4	18.0	0.2	18.0						0.0			
7/2/2021	10.5																0.0			
7/3/2021	10.5																0.0			
7/4/2021	10.5																0.0			
7/5/2021	10.5																0.0			
7/6/2021	10.5																0.0			
7/7/2021	10.5																0.0			
7/8/2021	10.5	88.0	8.1	20.3								640.0	10.0	8.7	4.0	20.9	0.0			
7/9/2021	10.9																0.0			
7/10/2021	10.9																0.0			
7/11/2021	10.9																0.0			
7/12/2021	10.9																0.0			
7/13/2021	10.9																0.0			
7/14/2021	10.9																0.0			
7/15/2021	10.9																0.0			
7/16/2021	10.5	87.0	7.8	19.4								680.0	24.0	9.2	5.0	21.3	0.0			
7/17/2021	9.8																0.0			
7/18/2021	9.8																0.0			
7/19/2021	9.8																0.0			
7/20/2021	9.8																0.0			
7/21/2021	9.8	49.0	8.5	22.4								640.0	9.5	8.8	4.0	21.9	0.0			
7/22/2021	10.6																0.0			
7/23/2021	10.6																0.0			
7/24/2021	10.6																0.0			
7/25/2021	10.6																0.0			
7/26/2021	10.6																0.0			
7/27/2021	10.6																0.0			
7/28/2021	10.6																0.0			
7/29/2021	10.6	85.0	8.2	22.7								680.0	12.0	8.5	3.0	23.5	0.0			
7/30/2021	12.0																0.0			
7/31/2021	120.0																0.0			
Min	9.8		7.8	19.4	300.0	390.0	0.7	0.4	18.0	0.2	18.0	640.0	9.5	8.5	3.0	20.9			#DIV/0!	
Mean	14.1		8.1	21.2	300.0	390.0	0.7	0.4	18.0	0.2	18.0	660.0	13.9	8.8	4.0	21.9			#DIV/0!	
Total	436.6																0.0			

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

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

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	7/8/21	7/16/21	7/21/21	7/29/21
Day	THUR	FRI	WED	THUR
Time				
Operator	AG	AG	AG	AG
* Nuisance odors from ponds	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N
Evidence of improper system components and hydraulic integrity	N	N	N	N
Sign posting that wastewater is unsafe to drink	Y	Y	Y	Y

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

TOMALES INFLUENT HEADWORKS

STANDARD OBSERVATION REPORT

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

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	7/8/21	7/16/21	7/21/21	7/29/21
Day	THUR	FRI	WED	THUR
Time				
Operator	AG	AG	AG	AG
Rain fall, inches	0	0	0	0
* Nuisance odors (smell)	N	N	N	N
*Evidence of any standing water	N	N	N	N
* Evidence of mosquitos breeding	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N
* Evidence of structure seepage	N	N	N	N

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

**TOMALES STORAGE PONDS
STANDARD OBSERVATION REPORT**

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

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	7/8/21	7/16/21	7/21/21	7/29/21
Day	THUR	FRI	WED	THUR
Time				
Operator	AG	AG	AG	AG
- Nuisance odors from ponds	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N
* Evidence of improper system components and hydraulic integrity	N	N	N	N
Signage that wastewater is unsafe to drink	Y	Y	Y	Y

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

**TOMALES CHLORINE STORAGE TANK
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year)

July 2021

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	7/8/21	7/16/21	7/21/21	7/29/21
Day	THUR	FRI	WED	THUR
Time				
Tech	AG	AG	AG	AG
* Evident of any leaks	N	N	N	N
Cl2 gallons added	0	0	0	0
Warning Signs Improperly Posted	N	N	N	N

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

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

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

Month: July 2021

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Day	7/8/21	7/16/21	7/21/21	7/29/21
Time	THUR	FRI	WED	THUR
Operator				
Evidence of standing water	AG	AG	AG	AG
* Evidence of runoff from site	N	N	N	N
Evidence of erosion caused by irrigation	N	N	N	N
Evidence of system run off containment system from proper condition and integrity.	N	N	N	N
*Any odors	N	N	N	N
Mosquito breeding resulting from irrigation	N	N	N	N
* Evidence of improper distribution system components and hydraulic integrity	N	N	N	N
Perimeter fence posting informing public wastewater is not safe to drink	Y	Y	Y	Y

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

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



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

August 8, 2021

Sample Collected: 07/01/21
 Sample Received: 07/01/21
 Collected By : AG/NSU
 Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	721-13316	721-13317-9
Sample Description:	Influent	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	300.	22.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	390.	680.
Nitrate N mg/L (EPA Mthd. 352.1)		0.68
Nitrite N mg/L (EPA Mthd. 300.0)		<0.40
Total Kjeldahl N mg/L (EPA Mthd. 351.2)		18.
Ammonia N mg/L (EPA Mthd. 350.1)		<0.20
Total Organic N mg/L		18.

BOD Start Date: 07/02/21
 BOD Completed Date: 07/07/21

Ammonia & Total Kjeldahl N: Analyses performed by an approved outside laboratory.

BRELJE AND RACE LABORATORIES, INC.

SARA McCALLUM, LABORATORY DIRECTOR
 SM:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

July 29, 2021

Sample Collected: 07/08/21
Sample Received: 07/08/21
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	721-13848
Sample Description:	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	10.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	640.

BOD Start Date: 07/09/21
BOD Completed Date: 07/14/21

BRELJE AND RACE LABORATORIES, INC.

SARA McCALLUM, LABORATORY DIRECTOR
SM:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

July 28, 2021

Sample Collected: 07/16/21
Sample Received: 07/16/21
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER 721-14498
Sample Description: TR – Effluent

ANALYSIS
BOD₅ @ 20°C mg/L 24.
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 680.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 07/16/21
BOD Completed Date: 07/21/21

BRELJE AND RACE LABORATORIES, INC.

SARA McCALLUM, LABORATORY DIRECTOR
SM:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

August 8, 2021

Sample Collected: 07/21/21
Sample Received: 07/21/21
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	721-14816
Sample Description:	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	9.5
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	640.

BOD Start Date: 07/23/21
BOD Completed Date: 07/28/21

BRELJE AND RACE LABORATORIES, INC.

SARA McCALLUM, LABORATORY DIRECTOR
SM:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

August 8, 2021

Sample Collected: 07/29/21
Sample Received: 07/29/21
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	721-15477
Sample Description:	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	12.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	680.

BOD Start Date: 07/30/21
BOD Completed Date: 08/04/21

BRELJE AND RACE LABORATORIES, INC.

SARA McCALLUM, LABORATORY DIRECTOR
SM:lja