



TVCS Board of Director's Meeting Agenda

Date: Wednesday, January 13, 2021, 7 pm

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

Notice of Teleconferenced Meeting

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

Board Members Teleconferencing: Dru Fallon O'Neill, Donna Clavaud, Bill Bonini, 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/87343290605> or dial by your location _United States____ Meeting ID: 873 4329 0605
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 January 13, 2021 BOD Agenda Action

IV. Board Member Reports

V. Approval of November 11, 2020 Minutes Action



VI. Committee Reports

- a. Park Advisory Committee (PAC)
 - 1. No PAC meeting was held in December 2020
 - 2. Status Update on Park Cleaning in Response to Covid-19 (Venta Leon)
- b. Financial Advisory Committee (FAC)
 - 1. No FAC meeting was held in December 2020

VII. Financial Report (Melinda Bell)

- a. Accept Check Registers and Approve Expenditures **Action**
- b. Financial Manager's Report
- c. Review and Approve Financial Statements **Action**
- d. Update on Five (5) and Ten (10) year Capital Improvement Projects (CIP) Plan(s)

VIII. General Manager's Report

- a. SCADA Work Estimates

IX. NSU Report

- a. Review October & November 2020 reports

X. Pending Business

XI. Other Business

XII. New Business

- a. Introduce and Approve John Ward as a New TVCSD Board Member **Action Item**
- b. Verify Peter MacLaird's Reappointment as TVCSD Board Member

XIII. Old Business

- a. Auxiliary Dwelling Unit(s) Updates & Consider the Formation of a TVCSD ADU Committee
- b. CSDA Ethics Training Reminder (1/2021 – 3/2021)
- c. Website Postings; Who is Responsible? Grand Jury Compensation Report, Annual Budgets and Minutes

XIV. Correspondence

XV. 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.



TVCSB Board of Director's Meeting Minutes

Date: Wednesday, November 11, 2020 7 – 9 pm

Via Zoom

Location: Remote meeting via Zoom

DRAFT

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

Board Members Absent: Peter MacLaird

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

I. Call To Order:

Dru Fallon O'Neill called the meeting to order at 7:20 p.m. (due to technical difficulties).

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 November 11, 2020 TVCSB BOD Agenda

Bill Bonini motioned to approve the November 11, 2020 TVCSB Board Agenda. Donna Clavaud seconded the motion. M/S/C

IV. TVCSB Board Member Reports

Donna Clavaud reported the Marin County Board of Supervisors anonymously approved her appointment to the TVCSB Board of Directors on November 3, 2020. Since Peter MacLaird was absent from this meeting, it was unable to confirm his appointment; however his appointment was likely confirmed by the Marin County Board of Supervisors. Peter MacLaird's appointment will be determined/confirmed at the January 13, 2021 TVCSB BOD meeting.

Donna Clavaud reminded the TVCSB Board and staff of the Ethics Training offered by California Special District Association (CSDA). This training is offered free when CSDA membership fees are received. The window for this free training is January 2021 thru March 2021 when membership fees are received, an email will be sent to TVCSB Board and staff to enroll in the free training.

V. Approval of October 14, 2020 TVCSD BOD Minutes

Donna Clavaud noticed in the October 14, 2020 minutes under “Open Communication” it was stated that Tamara Hicks and her husband owned the “Water Tower property in Dillon Beach”. The Water Tower property is located in Lower Town, not in Dillon Beach.

Donna Clavaud motioned to accept the October 14, 2020 TVCSD BOD minutes as amended above. Bill Bonini seconded the motion. M/S/C

VI. Committee Reports

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

Dru Fallon O’Neill said Venta Leon has joined the Park Advisory Committee and will be ordering the all supplies for the Park. Edgar Martinez has been hired and trained to clean the Park as recommended by the State and County for reopening parks and playgrounds under Covid-19 protocols. Community member Jerry Swallow will disinfect the play area structures through February 15, 2021. Donna Clavaud said the BBQ needs to be removed and a bathroom name plate needs replacement. Park “Play it Safe” signage has been posted and the Park reopened on November 10, 2020 for day use.

- b. Financial Committee Meeting (FAC):
 - 1. No FAC meeting was held for July or August

VII. Financial Report (Melinda Bell)

- a. Accept Check Registers and Approve Expenditures:

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

- b. Financial Manager’s Report:

Financial Manager’s report was reviewed.

Melinda Bell reported Shoreline Unified School District’s sewer payment was received and all fees from Redwood Credit Union have been restored to TVCSD’s checking account.

Melinda Bell will consult with Jose Ortiz regarding Capital Improvement Projects (CIP) that are pending and to update project estimates.

- c. Review and Approve Financial Statements:

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

VIII. General Manager's Report

Jose Ortiz reported he and Jack Miller (JMIntergration) and NSU met at the Plant on October 29, 2020; for Jack Miller to calibrate the pond level sensors and to investigate why the SCADA system no longer track data transmission from the lift station and irrigation fields. Jack Miller thinks some of the components may be incompatible with the software upgrade that was done in 2015. Jack Miller also offered to prepare a proposal to build a replacement system which could cost \$65,000; this estimate is not in TVCSD CIP and cannot be funded with operating reserves. Jose Ortiz will get estimates from Aspect Engineering Group and two (2) other firms. Jose Ortiz will report these findings at the January 2021 TVCSD Board meeting. In the meantime, NSU is making sure all pumps and equipment are working properly without the SCADA system.

The roof replacement cost of the control building at the irrigation field is \$5,060. This work will begin in a week. While the roof is being replaced, floats at the collection overflow and inlet sump will be relocated at a cost of \$420. In addition, at no additional cost, tree branches and debris will be removed.

It was determined the Derbes parcels are within the District and will be added to the Levy 3 tax roll. Mr. Bantle accepted the findings that his connection fee was not paid by the prior owner(s).

IX. NSU Report

a. Review September 2020 reports:
Reports were reviewed.

X. Pending Business

None

XI. Other Business

Jose Ortiz will update TVCSD website by December 31, 2020 and will provide Dru Fallon O'Neill with the Grand Jury report on website transparency.

XII. New Business

a. Board and Committee Recruitment:
Donna Clavaud asked the TVCSD Board to help recruit potential TVCSD Board and Finance Committee Members. A flier will be developed and posted in various Tomales locations.

XIII. Old Business

a. Auxiliary Dwelling Unit(s) Update:
Jose Ortiz said Sonoma County adopted a tier structure for ADU's and said TVCSD Board will need to develop and adopt a rate structure for ADU(s). Jose Ortiz will send the TVCSD Board Sonoma County's tiered structure for review. Dru Fallon O'Neill requested to add ADU(s) updates in the January 13, 2021 TVCSD Board meeting and for TVCSD Board to form an ADU committee.

b. Website Postings; Who is Responsible? Grand Jury Compensation Report, Annual Budgets and Minutes:

Cynthia Hammond said she could take on the responsibility of posting the TVCSD Board packet and minutes on the TVCSD website and in the spring, take on a bigger responsibility of keeping the website current.

XIV. Correspondence

Donna Clavaud made a donation of fourteen (14) steel chairs and café tables to the Park. These items will be stored in the water tower.

Donna Clavaud received a request from the Willian Tell if they could hide a trinket in the Park for a geocache event and requested Board approval. The Board approved the request provided it follows the Park guidelines in response to Covid-19 protocols.

XV. Adjournment

Meeting was adjourned at 8:19 pm. No objections

Next TVCSD BOD Meeting, January 13, 2021, 7 pm via Zoom

Approved by: Dru Fallon O'Neill, President

Date:

Attested by: Cynthia Hammond, Recording Secretary

Date:

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.*

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Board of Directors:

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

		Date	Num	Name		Memo	Amount	Balance
PARK BANK TRANSACTIONS								
131.00 - Cash				Beginning Balance				89,913.69
131.48 - CA LAIF				Beginning Balance				30,937.09
Total 131.48 - CA LAIF				Ending Balance				30,937.09
131.42 - Bank of Marin - Money Market				Beginning Balance				5,471.55
	Deposit	12/31/2020				Alloc MM Interest	0.28	5,471.83
Total 131.42 - Bank of Marin - Money Market				Ending Balance			0.28	5,471.83
131.46 - Bank of Marin - Park Account				Beginning Balance				53,505.05
	Bill Pmt -Check	12/01/2020	1298	Melinda K. Bell		November 3.5 hours	-140.00	53,365.05
	Bill Pmt -Check	12/02/2020	1299	Leon, Venta		November Cleaning Supplies and Sprayer	-259.01	53,106.04
	Bill Pmt -Check	12/02/2020	1300	Martinez, Edgar		November 9-30 23 hours	-460.00	52,646.04
	Bill Pmt -Check	12/11/2020	1301	PGE		7399820768-9 10/24-11/23	-18.96	52,627.08
	Deposit	12/31/2020				Checking Int	0.23	52,627.31
Total 131.46 - Bank of Marin - Park Account				Ending Balance			-877.74	52,627.31
Total 131.00 - Cash	PARK			Ending Balance			-877.46	89,036.23
131.00 - Cash				Beginning Balance	SEWER BANK TRANSACTIONS DECEMBER 2020			246,729.60
131.20 - CA Local Agency Investm Fnd				Beginning Balance				72,186.53
Total 131.20 - CA Local Agency Investm Fnd				Ending Balance				72,186.53
131.31 - Redwood Credit Union				Beginning Balance				40,720.78
	Deposit	12/31/2020				RCU Dividend	6.67	40,727.45
Total 131.31 - Redwood Credit Union				Ending Balance			6.67	40,727.45
131.42 - Bank of Marin - Money Market				Beginning Balance				40,175.26
	Deposit	12/01/2020				Levy 4	14.43	40,189.69
	Deposit	12/03/2020				Levy 4	44.94	40,234.63
	Deposit	12/03/2020				Deposit	1.42	40,236.05
	Deposit	12/04/2020				Deposit	9.03	40,245.08
	Deposit	12/16/2020				60%Advance	69,636.11	109,881.19
	Deposit	12/31/2020				Deposit	3.85	109,885.04
Total 131.42 - Bank of Marin - Money Market				Ending Balance			69,709.78	109,885.04
131.44 - Bank of Marin - Sewer				Beginning Balance				72,179.35
	Bill Pmt -Check	12/01/2020	4878	Kristin Lawson		Dec - Feb Rent	-300.00	71,879.35
	Bill Pmt -Check	12/01/2020	4879	Melinda K. Bell		November	-900.00	70,979.35
	Bill Pmt -Check	12/01/2020	4880	Natural Systems Utilities -CA		November estimate - no invoice	-4,389.60	66,589.75
	Bill Pmt -Check	12/01/2020	4881	Capital One Bank			-276.72	66,313.03
	Bill Pmt -Check	12/01/2020	4882	Marin County Dept of Public Works		Invoice # IN0256919	-312.00	66,001.03
	Bill Pmt -Check	12/01/2020	4883	SWRCB		2215072001 7/2020-6/2021	-1,424.00	64,577.03
	Bill Pmt -Check	12/01/2020	4884	SWRCB SRF Loan		18th of 20 payments Project #C-06-4633-110	-24,137.68	40,439.35
	Bill Pmt -Check	12/11/2020	4885	Brelje and Race Laboratories, Inc.			-455.00	39,984.35
	Bill Pmt -Check	12/11/2020	4886	PGE		8044736439-1 10/23 - 11/22/20	-376.02	39,608.33
	Payment	12/18/2020		Tomales Regional Hstroy Center			81.90	39,690.23
	Bill Pmt -Check	12/18/2020	4887	AT&T Uverse		145835838 12/7-01/6	-110.61	39,579.62
	Bill Pmt -Check	12/20/2020	4888	Natural Systems Utilities -CA		December 2020 by contract	-4,389.60	35,190.02
	Bill Pmt -Check	12/20/2020	4889	Natural Systems Utilities -CA		East and West Ponds Erosion Repairs	-4,780.00	30,410.02
	Bill Pmt -Check	12/27/2020	4890	AT&T		138729848 12/10-1/11	-64.20	30,345.82
	Bill Pmt -Check	12/29/2020	4891	Brelje and Race Laboratories, Inc.			-455.00	29,890.82
	Deposit	12/31/2020				Sewer Interest	0.21	29,891.03
Total 131.44 - Bank of Marin - Sewer				Ending Balance			-42,288.32	29,891.03
131.48 - Bank of Marin - Solar				Beginning Balance				21,467.68
	Bill Pmt -Check	12/01/2020	1009	City National Bank		lease 09-006	-17,941.18	3,526.50
	Deposit	12/31/2020				Solar Interest	0.03	3,526.53
Total 131.48 - Bank of Marin - Solar				Ending Balance			-17,941.15	3,526.53
Total 131.00 - Cash	SEWER			Ending Balance			9,486.98	256,216.58

Financial Manager's Report for the First Half of 2020/2021

Our long-time address for billing AT&T for sewer service at 165 Valley Street is no longer operative. I called five agencies and got three other billing addresses. All three envelopes came back unopened, unable to forward. I have called AT&T service and corporate phone numbers, but none knew a working mailing address for billing purposes. I will continue to try contact information, but I could use some help in this. The annual \$982.80 invoice is still unpaid.

Our park and sewer income for the first half of the year are both above budget. Measure A revenue is above budget, but will probably finish the year close to budget. The sewer income positive variance is due to receipt of a connection fee this year, the third consecutive year of one connection fee received. Previous to these three we have recorded only four connection fees; they were received in 2001 to 2007. These recent receipts have helped to put an end to eight years of declining sewer cash balances, but we can't count on this income continuing.

Sewer program expenses for the first half of the year are \$36,000 under budget without depreciation. Duckweed treatment was treatment pond maintenance instead of grounds maintenance as budgeted for mowing and ground weed control. This year's CIP projects, budgeted for \$13,200 by December, have not been billed: electrical service panels and controllers, irrigation pump, and reroofing. NSU has been working on the irrigation sump pump, pump house roofing and some tree trimming, but we haven't received an invoice for that work yet.

Natural Systems Utilities sent a \$4,780 invoice for last fall's erosion repair work, unexpected and not budgeted. NSU's January services monthly invoice reflects a 1.5% increase for 2021, which will end up very close to budget for the year. General Manager's compensation for the first half of the year has not been billed or recorded. This expense and the NSU work on the CIP projects will be added to expenses reported later this year. The incurred but unreported expenses are close to the \$36,000 current budget variance, so sewer expenses are in reality close to budget, just not all recorded yet.

With the change in board members, we need to make changes in those authorized to sign on our bank accounts. Our policy requires that all board members and the financial manager be authorized on the accounts. But that means that all signers have to go into the bank to submit a signed form to remove the retired member and add the new one... The last time signers changed, not every signer went into the bank, and they were unable to complete the changeover. So they held our debt service payment check until all the paperwork was complete. We should either change our policy to authorize fewer signers or make sure everyone goes into the banks personally. We will present resolutions for authorizing signers at the February board meeting.

As recommended by our auditors, we now have new lines on the sewer program budgetary comparison report showing income received from the County tax rolls and SUSD designated for payment of debt. The rest of the amount required for the annual debt retirement is shown as the TVCSD part of income received designated for solar bond debt repayment and State Water Resources Control Board debt repayment. The amount for solar bond repayment has been reduced because the original designation in our accounting was based on total parcels, not sewer rate payers. Only the other sewer program income is available for funding operating expenses. Because we do not budget for depreciation to replace aging assets, we need to designate the debt repayment needed to replace assets. Our actual expenses do include depreciation, but not our budget planning. We can revise our monthly reporting if preferred to show funding for debt retirement with debt repayment payments separate from operating income and expenses. This would help if our CIP plan still forecasts new debt to fund CIP projects in 2026/2027 as currently projected.

We need to update our Capital Improvement Projects Plan so we know what asset replacement and improvements will be needed in the future. We will need to note debt retirement requirements in our budget process. The unbudgeted debt payments caused the drain on cash for eight years, now halted. But we need to plan carefully for future needs. For park planning, Measure A funding ends in March 2022 if not extended by the voters. No ballot measure is planned until the 2022 primary election.

COMPARATIVE BALANCE SHEETS DECEMBER 31, 2020 AND 2019				
ASSETS	PARK	Dec 31, 20	Dec 31, 19	\$ Change
131.00 - Cash				
131.48 - CA LAIF		30,937.09	30,430.45	506.64
131.42 - Bank of Marin - Money Market		5,471.83	74,243.79	-68,771.96
131.46 - Bank of Marin - Park Account		52,627.31	95,040.82	-42,413.51
Total 131.00 - Cash		89,036.23	199,715.06	-110,678.83
Total Current Assets		89,036.23	199,715.06	-110,678.83
Fixed Assets				
100.20 - Land and Land Rights		132,000.00	132,000.00	0.00
Original Cost		461,790.46	314,653.66	147,136.80
105.00 - Depreciation		-83,916.10	-74,326.10	-9,590.00
Total 111.00 - Park Equipment		377,874.36	240,327.56	137,546.80
Total Fixed Assets		509,874.36	372,327.56	137,546.80
TOTAL ASSETS	PARK	598,910.59	572,042.62	26,867.97
LIABILITIES & EQUITY	PARK			
Liabilities				
222.00 - Accounts Payable		0.00	92.97	-92.97
217.00 - Unearned Revenue		0.00	25,000.00	-25,000.00
Total Current Liabilities		0.00	25,092.97	-25,092.97
Total Liabilities		0.00	25,092.97	-25,092.97
Equity				
252.50 - Investment in Capital Assets		509,874.36	372,327.56	137,546.80
260.00 - Unassigned Fund Balance		73,517.14	158,413.97	-84,896.83
Net Income		15,519.09	16,208.12	-689.03
Total Equity		598,910.59	546,949.65	51,960.94
TOTAL LIABILITIES & EQUITY	PARK	598,910.59	572,042.62	26,867.97
ASSETS	SEWER			
131.00 - Cash				
131.20 - CA Local Agency Investm Fnd		72,186.53	71,004.38	1,182.15
131.31 - Redwood Credit Union		40,727.45	40,623.49	103.96
131.42 - Bank of Marin - Money Market		109,885.04	88,101.61	21,783.43
131.44 - Bank of Marin - Sewer		29,891.03	32,496.59	-2,605.56
131.48 - Bank of Marin - Solar		3,526.53	2,776.35	750.18
Total 131.00 - Cash		256,216.58	235,002.42	21,214.16
137.00 - Accounts Receivable		982.80	0.00	982.80
Total Current Assets		257,199.38	235,002.42	22,196.96
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		-761,379.33	-714,106.65	-47,272.68
110.00 - Improvement Project		939,393.31	939,393.31	0.00
112.00 - Solar System		269,945.21	269,945.21	0.00
Total Fixed Assets		1,309,661.16	1,356,933.84	-47,272.68
136.00 - SUSD Note Receivable		11,521.75	13,359.01	-1,837.26
TOTAL ASSETS	SEWER	1,578,382.29	1,605,295.27	-26,912.98
LIABILITIES & EQUITY	SEWER			
Liabilities				
222.00 - Accounts Payable		427.95	17,796.79	-17,368.84
230.00 - Fed Payroll Tax Payab		86.17	30.61	55.56
231.00 - CA Payroll Tax Payable		4.00	11.00	-7.00
Total Other Current Liabilities		90.17	41.61	48.56
Total Current Liabilities		518.12	17,838.40	-17,320.28
Long Term Liabilities				
211.00 - SWRCB SRF Loan		48,577.22	70,941.37	-22,364.15
215.00 - CREBS Bond		89,705.84	107,647.02	-17,941.18
Total Long Term Liabilities		138,283.06	178,588.39	-40,305.33
Total Liabilities		138,801.18	196,426.79	-57,625.61
Equity				
262.00 - Capital Asset Reserve		40,000.00	40,000.00	0.00
262.50 - Restricted Connection Fees		30,000.00	10,000.00	20,000.00
264.00 - Operating Reserve		51,690.75	47,627.50	4,063.25
265.00 - Net Assets - Unrestricted		1,254,492.13	1,276,665.91	-22,173.78
Net Income		63,398.23	34,575.07	28,823.16
Total Equity		1,439,581.11	1,408,868.48	30,712.63
TOTAL LIABILITIES & EQUITY	SEWER	1,578,382.29	1,605,295.27	-26,912.98

BUDGETARY COMPARISON JULY TO DECEMBER 2020						
	2020/2021	PARK		Jul - Dec 20	Budget	\$ Over Budget
Income	311.00 - Interest Income			77.34	300.00	-222.66
	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		17,120.51	14,200.00	2,920.51
Expense						
	414.57 - Accounting			140.00	250.00	-110.00
	414.59 - Engineering and Design			330.00	200.00	130.00
	414.81 - Measure A Project Expenses			0.00	0.00	0.00
	414.82 - Measure A Maintenance Expenses			259.01	3,740.00	-3,480.99
	414.83 - PGE Park			89.61	459.50	-369.89
	414.84 - Measure A Capital Expenditures			0.00	10,000.00	-10,000.00
	414.85 - Matching Project Funds			0.00	0.00	0.00
	414.86 - Equipment Cleaning Services			460.00		
	414.87 - Measure A Project Management			0.00	2,500.00	-2,500.00
	414.80 - Measure A - Other			0.00	0.00	0.00
	6420 - Park Trash Disposal			322.80	250.00	72.80
Total Expense		PARK		1,601.42	17,399.50	-15,798.08
Net Ordinary Income		PARK		15,519.09	-3,199.50	18,718.59

BUDGETARY COMPARISON JULY TO DECEMBER 2020						
	2020/2021		Jul - Dec 20	Budget	\$ Over Budget	
Income		SEWER				
301.10 · Service Charges - Monthly			491.40	491.40	0.00	
301.15 · Service Charges - Annual Fees			4,422.60	1,965.60	2,457.00	
301.25 · Solar Portion - SUSD			5,992.35			
305.00 · WRCB Portion - SUSD			8,062.00			
301.20 · Service Charges - SUSD - Other			56,968.21	62,299.00		
Total 301.20 · Service Charges - SUSD			71,022.56	62,299.00	8,723.56	
301.35 · Solar Portion - County			5,520.00			
301.36 · Solar Portion - TVCSD			7,178.83			
301.37 · WRCB Debt Portion-TVCSD			16,075.68			
301.30 · Service Charges - County - Other			36,560.06	65,145.88		
Total 301.30 · Service Charges - County			65,334.57	65,145.88	188.69	
Total 301.00 · Service Charges			133,209.13	129,901.88	3,307.25	
303.10 · Permit and Inspection Fees			250.00	0.00	250.00	
303.00 · Connection Fees - Other			10,000.00	0.00	10,000.00	
311.00 · Interest Income			1,032.33	1,841.57	-809.24	
315.50 · Levy 4			5,228.02	4,288.78	939.24	
Total Income		SEWER	157,781.48	144,094.23	13,687.25	
Expense		SEWER				
413.00 · Grounds Maintenance			800.00	3,000.00	-2,200.00	
410.10 · Sewage Collection Electric			133.39	198.37	-64.98	
411.05 · Lab Bills			3,151.70	4,470.00	-1,318.30	
411.10 · Maintenance Supplies			160.86	561.92	-401.06	
411.03 · Sewage Treatment Electric			752.60	-2,013.34	2,765.94	
411.00 · Sewage Treatment - Other			4,780.00	0.00	4,780.00	
412.10 · Sewage Disposal Electric			158.27	70.52	87.75	
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	24,000.00	-24,000.00	
414.22 · Licenses and Permits			1,736.00	1,645.00	91.00	
414.31 · Property & Liability Insurance			10,787.49	10,788.00	-0.51	
414.33 · Worker's Comp Insurance			897.80	900.00	-2.20	
414.41 · Postage and Delivery			57.20	22.00	35.20	
414.42 · Printing and Copies			0.00	50.00	-50.00	
414.43 · Office Supplies			299.07	60.00	239.07	
414.44 · Sonic - Web Hosting			47.70	48.00	-0.30	
414.45 · Equipment Expense			409.98	310.00	99.98	
414.465 · Board Member Stipend			100.00	2,500.00	-2,400.00	
414.467 · Board Training			0.00	500.00	-500.00	
414.47 · Clerical/Bookkeeping			7,346.90	6,000.00	1,346.90	
414.48 · Office Rent			600.00	600.00	0.00	
414.49 · Secretary			765.00	1,600.00	-835.00	
414.50 · O&M Contractual Services			26,337.60	26,472.00	-134.40	
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			1,290.00	1,275.00	15.00	
414.67 · Solar Lease Admin Fee			0.00	750.00	-750.00	
414.72 · Computer Repairs - Other			0.00	200.00	-200.00	
414.73 · Equipment Repairs			0.00	3,000.00	-3,000.00	
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 414.76 · Collection System Maintenance			0.00	10,000.00	-10,000.00	
Total 414.70 · Repair and Maintenance			1,648.00	13,200.00	-11,552.00	
414.81 · Travel			0.00	280.00	-280.00	
414.85 · Training			0.00	200.00	-200.00	
414.90 · Telephone and Internet Services			1,279.47	1,320.00	-40.53	
415.50 · Depreciation Expense			23,082.33	0.00	23,082.33	
417.30 · LAFCO Charges			130.16	190.00	-59.84	
417.40 · County Teeter Admin Fee			138.00	138.00	0.00	
420.20 · Interest Expense - SRF Loan			1,773.53	1,774.00	-0.47	
Total Expense		SEWER	94,383.25	107,304.47	-12,921.22	
Net Income		SEWER	63,398.23	36,789.76	26,608.47	
Net Income Without Depreciation			86,480.56	36,789.76	49,690.80	
Net Income With Debt Repayment and No Depreciation			46,175.23	-3,515.57	9,385.47	

TVCSO 5-Year Capital Improvement Plan

PROJECT	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
TVCSO CAPITAL PROJECTS					
Electrical Service Panels repairs for Lift Station	\$2,000				
CCTV Inspection of entire collection system		\$10,000			
CCTV Inspection of 25% of collection system					\$2,500
Replace high lift pump and motor (#1)			\$7,500		
Replace under drain sump pump and motor	\$3,000				
Replace uninterrupted power supply units (3)			\$2,000		
Replace level transmitters in treatment ponds (3)	\$5,000			\$2,500	
System integration and SCADA programming		\$2,500			
Re-rock access roads					\$10,000
Electrical Service Panels and new controllers for Irrigation Field and WWTP				\$5,000	
Irrigation guns #6, 7	\$4,000				
Irrigation Rainbird sprinklers (33)			\$2,500		
Replace irrigation pump (1)				\$6,000	
Re-roof Control Building				\$2,000	
Regrade access road					\$2,000
Repair erosion around air gap apron		\$4,000			
Replace level transmitter in storage ponds (1)			\$2,500		
TVCSO CAPITAL PROJECTS TOTAL:	\$14,000.00	\$16,500.00	\$14,500.00	\$15,500.00	\$14,500.00
CAPITAL FUND BALANCE					
Appropriation from Operations to Capital Fund	?				
Capital Fund total	?				
Less CIP - TVCSO Capital Projects	\$14,000.00	\$16,500.00	\$14,500.00	\$15,500.00	\$14,500.00

TVCSO Capital Improvement Plan Years 6-10

PROJECT	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27
TVCSO CAPITAL REPLACEMENT PROJECTS					
Electrical Service Panels and new controllers for Lift Station	\$5,000				
Slip lining collection (1,250 ft)					\$125,000
CCTV Inspection of 25% of collection system		\$2,500		\$2,500	
Rehabilitate 10 Manholes					\$25,000
Lift Station 2 pumps		\$10,000			
Replace high lift pump and motor (#2)	\$7,500				
Comminutor grinder pipe		\$3,000			
Replace uninterrupted power supply units (3)				\$2,000	
Replace level transmitters in treatment ponds (2)	\$5,000				
SCADA software, programming, and hardware			\$15,000		
Effluent flow meter					\$10,000
Electrical Service Panels and new controllers for Irrigation Field				\$5,000	
Irrigation Rainbird sprinklers (33)		\$2,500			
Replace irrigation pump (1)				\$6,000	
Regrade access road					\$2,000
Replace level transmitter in storage ponds (1)			\$2,500		
TVCSO CAPITAL PROJECTS TOTAL:	\$17,500.00	\$18,000.00	\$17,500.00	\$15,500.00	\$162,000.00
CAPITAL FUND BALANCE					
Appropriation from Operations to Capital Fund	?				
Capital Fund total	?				
Less CIP - TVCSO Capital Projects	\$17,500.00	\$18,000.00	\$17,500.00	\$15,500.00	\$162,000.00

GENERAL MANAGER'S REPORT

NOVEMBER 11, 2020

UPDATE ON THE SCADA SYSTEM REPAIR PROJECT

At the November Board meeting, I presented a proposal from JMIntegration for a replacement SCADA system since the upgraded SCADA system installed by Telstar had stopped transmitting data. The Telstar system has not worked since it was installed. The proposal was \$65,000 which the District cannot fund with current revenues. In the interim, the current SCADA system which I regularly check started transmitting and collecting data again. We aren't sure why it started working again, but we think that replacing the uninterrupted power supplies may be the reason. We will coordinate with JMIntegration to calibrate the pond level sensors which Jack Miller installed about one year and a half ago.

Although the SCADA system is collecting data, NSU operators are not able to remotely turn on pumps, aerators, and other equipment. When the recalibration of the level sensors is done, we will diagnose the remote control issues.

STATUS OF THE CIP PROJECTS

East and West Storage Ponds Erosion Repairs- This project consisted of placing rock riprap around and under the concrete splash aprons at the outlet of the force main from the plant. This project has been completed. Estimated at \$4,780 we have received and paid the invoice. Additionally, the rutted sections of the access road to the storage ponds were regraded and smoothed out at no cost to the District. CIP estimate for both of these projects was \$6,000.

Reroofing control building at irrigation field- this project consisted of replacing all the termite-infested structural wood members and the corrugated steel roof. This project has been completed. The cost was estimated to be \$5,060 and we are awaiting an invoice from NSU. CIP estimate for this work was originally \$2,000 based on only replacing the metal roof sheets that were corroded.

SCADA Programming and Replace level sensors at WWTP- Two level sensors were replaced in ponds 1 and 3 and programming of the SCADA system was done. Issues with the report writer software required that we bring in a specialist to resolve the issues with reporting. Total cost of programming and calibrating the sensors was \$10,090. CIP estimate for programming and replacing 2 level sensors was \$7,500 but that was before we diagnosed the extent of the problems with the 2015 SCADA system upgrade work.

Replace Irrigation high output Guns- All of the big sprinkler guns have been replaced. We had also replaced about half of the Rainbird type

sprinklers but have decided to not continue these smaller sprinkler heads. They are high maintenance items that require a lot of work every year we use them. In consultation with NSU, we are suspending the use of this irrigation zone. We can discharge all the treated wastewater with only the big guns. CIP estimate and cost of the work was around \$3,000.

Modifications to Irrigation Field- NSU removed the portion of the fallen eucalyptus tree blocking the perimeter collection ditch. They also relocated 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 was \$420. This project was not included in the Capital Improvement Plan, but I have informed the Board that I intended to have this done.



November 12, 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
October 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
10/1/2020	11.6																0.0			
10/2/2020	11.6	81.0	7.9	18.7	200.0	600.0	<0.20	<-0.40	4.5	2.1	2.4	600.0	<5.0	8.8	3.0	23.1	0.0			
10/3/2020	13.0																0.0			
10/4/2020	13.0																0.0			
10/5/2020	13.0																0.0			
10/6/2020	13.0																0.0			
10/7/2020	13.0	65.0										600.0	5.8	8.9	3.0	22.9	0.0			
10/8/2020	11.7																0.0			
10/9/2020	11.7																0.0			
10/10/2020	11.7																0.0			
10/11/2020	11.7																0.0			
10/12/2020	11.7																0.0			
10/13/2020	11.7																0.0			
10/14/2020	11.7	82.0										630.0	10.0	9.1	3.0	22.9	0.0			
10/15/2020	11.2																0.0			
10/16/2020	11.2																0.0			
10/17/2020	11.2																0.0			
10/18/2020	11.2																0.0			
10/19/2020	11.2																0.0			
10/20/2020	11.2																0.0			
10/21/2020	11.2																0.0			
10/22/2020	11.2																0.0			
10/23/2020	11.2	101.0										650.0	22.0	9.2	3.5	22.7	0.0			
10/24/2020	10.2																0.0			
10/25/2020	10.2																0.0			
10/26/2020	10.2																0.0			
10/27/2020	10.2	49.0										600.0	28.0	8.1	3.0	22.7	0.0			
10/28/2020	11.9																0.0			
10/29/2020	11.9																0.0			
10/30/2020	11.9																0.0			
10/31/2020	11.9																0.0			
Max	13.0		7.9	18.7	200.0	600.0	0.0	0.0	4.5	2.1	2.4	650.0	28.0	9.2	3.5	23.1			#DIV/0!	
Min	10.2		7.9	18.7	200.0	600.0	0.0	0.0	4.5	2.1	2.4	600.0	5.8	8.1	3.0	22.7			0.0	
Mean	11.6		7.9	18.7	200.0	600.0	#DIV/0!	#DIV/0!	4.5	2.1	2.4	616.0	16.5	8.8	3.1	22.9			#DIV/0!	
Total	359.3																0.0			

**TOMALES TREATMENT PONDS
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year) **October 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	10/2/20	10/7/20	10/14/20	10/23/20	10/27/20
Day	FRI	WED	WED	FRI	TUES
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) **October 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	10/2/20	10/7/20	10/14/20	10/23/20	10/27/20
Day	FRI	WED	WED	FRI	TUES
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) **October 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	10/2/20	10/7/20	10/14/20	10/23/20	10/27/20
Day	FRI	WED	WED	FRI	TUES
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)

October 2020

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

INSPECTION	Week1	Week 2	Week 3	Week 4	Week 5
Date	10/2/20	10/7/20	10/14/20	10/23/20	10/27/20
Day	FRI	WED	WED	FRI	TUES
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: October 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	10/2/20	10/7/20	10/14/20	10/23/20	10/27/20
Time	FRI	WED	WED	FRI	TUES
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



December 13, 2020

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

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

RE: Self-Monitoring Report
Tomales, Marin County
Order No. R2-2015-0019
I.D. No. 264662
November 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
11/1/2020	11.9																0.0			
11/2/2020	11.9																0.0			
11/3/2020	11.9																0.0			
11/4/2020	11.9																0.0			
11/5/2020	11.9																0.0			
11/6/2020	11.9	119.0									670.0	18.0	8.3	3.0	20.2	0.0				
11/7/2020	11.8																0.0			
11/8/2020	11.8																0.0			
11/9/2020	11.8	47.0															0.0			
11/10/2020	11.8		7.9	18.7	1300.0	530.0	<0.20	<0.40	6.3	2.2	4.1	590.0	9.0	8.4	2.5	18.4	0.0			
11/11/2020	13.6																0.0			
11/12/2020	13.6																0.0			
11/13/2020	13.6																0.0			
11/14/2020	13.6																0.0			
11/15/2020	13.6																0.0			
11/16/2020	13.6																0.0			
11/17/2020	13.6	95.0									610.0	61.0	8.7	3.5	16.9	0.0				
11/18/2020	13.1																0.0			
11/19/2020	13.1																0.0			
11/20/2020	13.1																0.0			
11/21/2020	13.1																0.0			
11/22/2020	13.1																0.0			
11/23/2020	13.1																0.0			
11/24/2020	13.1	92.0									640.0	26.0	8.8	3.5	16.7	0.0				
11/25/2020	10.8																0.0			
11/26/2020	10.8																0.0			
11/27/2020	10.8																0.0			
11/28/2020	10.8																0.0			
11/29/2020	10.8																0.0			
11/30/2020	10.8																0.0			
Max	13.6		7.9	18.7	1300.0	530.0	0.0	0.0	6.3	2.2	4.1	670.0	61.0	8.8	3.5	20.2			#DIV/0!	
Min	10.8		7.9	18.7	1300.0	530.0	0.0	0.0	6.3	2.2	4.1	590.0	9.0	8.3	2.5	16.7			0.0	
Mean	12.3		7.9	18.7	1300.0	530.0	#DIV/0!	#DIV/0!	6.3	2.2	4.1	627.5	28.5	8.5	3.1	18.1			#DIV/0!	
Total	370.3																0.0			

TOMALES WASTEWATER FACILITY

Treatment Pond Summary Report

Month	Treatment Pond # 1				Treatment Pond No. 2				Treatment Pond No. 3				ST-West				ST-East			
Nov-20	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																				
4																				
5																				
6	2.3	8.2	2.5	20.0	2.3	8.6	4.0	19.8	2.3	8.8	4.5	20.4	DRY	n/a	n/a	n/a	DRY	n/a	n/a	n/a
7																				
8																				
9																				
10	2.2	8.1	3.0	18.2	2.2	8.4	4.0	18.5	2.2	8.7	4.0	18.6	DRY	n/a	n/a	n/a	DRY	n/a	n/a	n/a
11																				
12																				
13																				
14																				
15																				
16																				
17	2.0	8.5	3.0	17.3	2.1	8.6	4.0	17.1	2.1	9.2	5.5	17.3	DRY	n/a	n/a	n/a	DRY	n/a	n/a	n/a
18																				
19																				
20																				
21																				
22																				
23																				
24	2.9	8.3	3.0	16.2	2.9	8.4	4.0	16.9	2.9	9.0	4.5	16.5	DRY	n/a	n/a	n/a	DRY	n/a	n/a	n/a
25																				
26																				
27																				
28																				
29																				
30																				



**TOMALES TREATMENT PONDS
STANDARD OBSERVATION REPORT**

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

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	11/6/20	11/10/20	11/17/20	11/24/20
Day	FRI	TUES	TUES	TUES
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) **November 2020**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	11/6/20	11/10/20	11/17/20	11/24/20
Day	FRI	TUES	TUES	TUES
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 mosquitoos 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) **November 2020**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	11/6/20	11/10/20	11/17/20	11/24/20
Day	FRI	TUES	TUES	TUES
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)

November 2020

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

INSPECTION	Week1	Week 2	Week 3	Week 4
Date	11/6/20	11/10/20	11/17/20	11/24/20
Day	FRI	TUES	TUES	TUES
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: November 2020

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Day	11/6/20	11/10/20	11/17/20	11/24/20
Time	FRI	TUES	TUES	TUES
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.



(707) 254-1931



NOTICE OF BOARD VACANCY

November 20, 2020

Due to the recent resignation of Tomales Village Community Services District Director Deborah Parrish, the District has a vacancy on its Board of Directors. Pursuant to § 1780 of the California Government Code, the Board of Directors of the Tomales Village Community Services District will meet on January 13, 2021 for its Regular Meeting and fill this Board of Directors' vacancy. Given Covid-19 safety protocols, it is likely that the Board meeting will be teleconferenced. A replacement Director will be appointed at said meeting to serve out the remainder of Ms. Parrish's term of office which concludes December 1, 2022.

Interested persons should apply to the Board of Directors position no later than December 5, 2020. Please submit a letter of interest stating why you are interested in serving on the board and attach a resume. A link to the Zoom meeting will be sent to interested persons.

Applications should be emailed to jose91946@sbcglobal.net or sent via mail to: Tomales Village Community Services District, P.O. Box 303, Tomales, CA 94971.

All applications must be received by 5pm December 5, 2020.

Thank you for your interest in the Tomales Village Community Services District.

MEMORANDUM



TO: Lynne Rosselli, Sonoma County Water Agency
CC: Doug Dove and Abigail Seaman, Bartle Wells Associates
FROM: David Richardson, Greg Sands, Kelsey Bradley
DATE: April 14, 2020
RE: ADU Flow Factor Recommendations

1. BACKGROUND

1.1 Context

For several years, the State of California has been considering and implementing legislation to remove obstacles to creating accessory dwelling units (ADUs). The legislation has been aimed at reducing local building code restrictions and eliminating or minimizing certain fees. Municipalities and agencies have begun adapting policies to align with enacted and pending legislation. Among the many impacts, utility providers must consider the capacity charge and rate structure for residential customers.

1.2 Definitions

1.2.1 Accessory Dwelling Unit

An ADU is a secondary living space that shares the same building lot of a primary single-family residential dwelling. The ADU may or may not be within the footprint of the primary residential dwelling. An ADU can be a converted living space or a newly constructed living space. An ADU must have its own living, sleeping, eating, cooking, and sanitation facilities¹ (full kitchen and bathroom²).

ADUs are allowed where there is an existing or proposed primary residence on a parcel and at parcels that are zoned as agricultural, residential, or mixed-used, except for parcels within the Z Combing District and/or for parcels subject to Williamson Act contracts.

ADUs have been referred to colloquially as granny flats, in-law units, backyard cottages, and secondary units among other names³. If the space meets the definition of an ADU, the new California Government Code is applicable.

¹ GC 65852.2(j)(1)

² At minimum, a bathroom must include a sink, toilet, and shower or bath facilities.

³ California Department of Housing and Community Development



1.2.2 Junior Accessory Dwelling Unit

A Junior Accessory Dwelling Unit (Jr. ADU, JADU):

- Must be generally contained¹ within the footprint of the primary residential dwelling
- Must be less than 500 square feet floor space
- Must have an efficiency kitchen²
- May or may not have its own bathroom

JADUs need to be connected to either a septic or sewer system and are exempt from capacity charges and annual user fees.

1.3 Pertinent Legislation

California Government Code Title 7, Division 1, Chapter 4—Zoning Regulations, Article 2. (CGC 65852.2)

Note: The County’s Chapter 26, Article 88-060 “Accessory Dwelling Units” and Article 88-061 “Junior Accessory Dwelling Units” ordinances are no longer applicable.

2. EXISTING RATE STRUCTURE

2.1 Existing Capacity Charges

Currently, Sonoma County Water Agency (Sonoma Water) administers and operates 4 sanitation zones and 4 sanitation districts. On behalf of these districts and zones, Sonoma Water assesses a one-time capacity charge in order to connect to the sewer system. Capacity charges are based on the capacity needed in the sewer system as compared to the estimated single-family dwelling contribution. The comparison is known as an equivalent single-family dwelling (ESD). A dollar amount that approximates the value of the capacity committed by the parcel is multiplied by the ESD to generate the capacity charge amount. Standard single-family dwellings are assessed at 1.0 ESD. Currently, Sonoma Water assesses accessory dwelling units (ADUs) at 0.8 ESD.

2.2 Existing Annual User Rates

There is no monitoring of actual wastewater flows at individual residential properties, and in most Sonoma Water sanitation zones and districts, water use information is not available. However, there is an assumed flow and load associated with each ESD. Annual user rates are determined by multiplying a parcel’s assigned ESD value by the wastewater rate.

3. RECOMMENDATIONS

¹ May include an expansion of up to 150 square feet (CGC 65852.2)

² As defined by Sonoma County Code of Ordinances, Chapter 26, Article 2, Sec 26-02-140



3.1 Proposed Capacity Charges

New legislation requires that capacity charges be proportional to the burden of the proposed ADU. Consistent with the CGC 65852.2, the proportion can either be based upon drainage fixture units or square footage. Because Sonoma Water is considering moving all ESD weighting to a square footage basis, the recommended ADU rate structure is based on square footage.

The population of each district and zone ranges from 2.3 people per ESD to 2.6 people per ESD, with a median value of 2.5 people per ESD¹. For the purposes of assigning proportional burden, it is assumed that ADUs that are 750 square feet and smaller will be occupied by one person, ADUs between 751 and 900 square feet will be occupied by 2 people, and ADUs over 900 square feet will have the expected occupancy of a single family dwelling. The ESDs for each unit is then calculated in accordance with the expected occupancy. The recommend changes to capacity charges are summarized in Table 2 below.

Table 1. Recommended Accessory Dwelling ESDs for Capacity Charges

Accessory Dwelling Space	Capacity Charge ESD Value
All JADUs	0 (No Capacity Charge)
Converted Existing Structure ¹	0 (No Capacity Charge)
New Construction ADUs, 750 square feet and smaller	0.4
New Construction ADUs, 751 to 900 square feet	0.8
New Construction ADUs, 901 square feet and larger	1.0

¹When converted in accordance with CGC 65852.2 (e)(1)(A) as determined by the County of Sonoma.

3.2 Proposed Annual User Rates

The recommended changes to Appendix A for annual user rates are summarized in Table 3. Wastewater flows, biochemical oxygen demand loads, and total suspended solids loads should be proportional to a single-family dwelling's assumed flows and loads for each district's or zone's Appendix A.

¹Sonoma County Water Agency Design and Construction Standards for Sanitation Facilities (February 3, 2009), standard drawing 138.



Table 2. Recommended Accessory Dwelling Annual User Rate Structure

Accessory Dwelling Space	ESD Value
All JADUs	0.0
ADUs 750 square feet and smaller	0.4
ADUs 751 to 900 square feet	0.8
ADUs 901 square feet and larger	1.0

4. REFERENCES

California Legislative Information "Government Code."

<https://leginfo.ca.gov/faces/codesTOCSelected.xhtml?tocCode=GOV&tocTitle=+Government+Code+-+GOV> Accessed on March 4, 2020. County of Sonoma, "Accessory Dwelling Units." <https://sonomacounty.ca.gov/PRMD/Regulations/Housing/Housing-Types/Accessory-Units-and-Junior-Units/Accessory-Dwelling-Units/>

Accessed March 4, 2020.

County of Sonoma, "Junior Accessory Dwelling Units."

<https://sonomacounty.ca.gov/PRMD/Regulations/Housing/Housing-Types/Accessory-Units-and-Junior-Units/Junior-Accessory-Units/> Accessed March 4, 2020.

Department of Housing and Community Development, Local Agency Accessory Dwelling Units Memorandum, January 10, 2020.

Department of Housing and Community Development, "Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs)." <https://hcd.ca.gov/policy-research/AccessoryDwellingUnits.shtml#newlaws>

Accessed on March 4, 2020.

Sonoma County Permit and Resource Management Department (Permit Sonoma), "Policy and Procedure 1-4-5, Definition of a Kitchen." Effective August 15, 2014.