



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, February 10, 2021, 7 pm

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

Notice of Teleconferenced Meeting

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

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

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

1. If you wish to submit a public comment on agenda items in advance of the meeting, please send to jose91946@sbcglobal.net. Emails received prior to the meeting will be included in the public record. The Board President will read public comments at the Board meeting, not to exceed three minutes (approximately 300 words).
2. If you wish to submit a public comment during the meeting, please use the following information:
<https://us02web.zoom.us/j/82499830357> or dial by your location _United States____
Meeting ID: 824 9983 0357
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 February 10, 2021 BOD Agenda Action

IV. Board Member Reports

V. Approval of January 13, 2021 Minutes Action

VI. Committee Reports

- a. Park Advisory Committee (PAC)
 1. No PAC meeting was held in January 2021
- b. Financial Advisory Committee (FAC)
 1. No FAC meeting was held in January 2021



VII. Financial Report (Melinda Bell)

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

VIII. General Manager's Report

IX. NSU Report

- a. Review December 2020 reports

X. Pending Business

XI. Other Business

XII. New Business

XIII. Old Business

- a. Auxiliary Dwelling Unit(s) Updates

XIV. Correspondence

XV. Adjournment

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

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



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, January 13, 2021 7 – 9 pm **Via Zoom**

Location: Tomales Town Hall, Tomales, California 94971 **DRAFT**

Board Members Present: Dru Fallon O'Neill, President (arrived at 7:19 pm); Donna Clavaud, Vice President; Bill Bonini, Peter MacLaird

Board Members Absent: None

Also Present: Jose Ortiz, TVCS D General Manager; Melinda Bell, TVCS D Financial Manager; Cynthia Hammond, TVCS D Recording Secretary; John Ward, potential TVCS D Board Member

I. Call To Order:

In Dru Fallon O'Neill's absence, Donna Clavaud called the meeting to order at 7:06 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 January 13, 2021 TVCS D BOD Agenda

Jose Ortiz suggested moving the introduction and approving John Ward as a new TVCS D Board Member from New Business (a) to the beginning of the meeting.

Bill Bonini motioned to approve the January 13, 2021 TVCS D Board Agenda as amended above. Peter MacLaird seconded the motion as amended. M/S/C

Peter MacLaird motioned to approve John Ward as a TVCS D Board Member to fulfill Deborah Parrish's vacancy – a two (2) year term. Bill Bonini seconded the motion. M/S/C

John Ward will sign the Oath of Office at the TVCS D office. Donna Clavaud will administer and attest the signing of the Oath of Office.

IV. TVCS D Board Member Reports

None

V. Approval of November 11, 2020 TVCSD BOD Minutes

Bill Bonini motioned to approve the November 11, 2020 TVCSD BOD minutes. Peter MacLaird seconded the motion. M/S/C

Dru Fallon O'Neill joined the meeting at 7:19.

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).

Venta Leon reported in an email that Edgar Martinez was doing a stellar job maintaining the restroom and disinfection of the playground equipment under Covid-19 protocols. Donna Clavaud is keeping aware of any changes that may take place in regards to Covid-19 through Marin County Health & Human Services and Marin County Parks.

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:

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 she has been having difficulty reaching AT & T for sewer service at 165 Valley Street. Many attempts to reach them have failed. Donna Clavaud offered to help solve the problem and Jose Ortiz will hand deliver a letter to the Valley Street address.

TVCSD Policy states that all Board Members and Financial Manager needs to be signers on accounts. This means Board Members must go to the bank to submit a signed form to remove or to add a new Board Member. Melinda Bell suggests that the TVCSD Policy be changed to authorize fewer signers or make sure everyone goes to the bank personally. A Resolution for authorizing signers will be presented at the February 2021 Board Meeting.

Melinda Bell said, as recommended by the Auditor's, new lines have been added on the sewer budgetary comparison report showing income received from the County tax rolls and Shoreline Unified School District designated for payment of debt. Actual expenses do include depreciation but not in the budget. Monthly reporting could show funding for debt retirement with debt repayment separate from operating income and expenses. This would help in planning for the debt projected (which is part of the

CIP plan) for 2026/2027.

c. Review and Approve Financial Statements:

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

d. Update on five (5) and ten (10) year Capital Improvement Projects (CIP) Plan(s).

Melinda Bell stated that an updated CIP Plan should be drafted and reviewed by the Finance Committee (FAC).

VIII. General Manager's Report

a. SCADA work estimates.

Jose Ortiz reported the SCADA system is transmitting and collecting data however, NSU operators are not able to remotely turn on pumps, aerators and other equipment. Once the sensors are recalibrated, remote control issues will be diagnosed. Jose Ortiz will coordinate with Jack Miller of JMIntergration.

CIP estimate for the pond erosion repairs was \$6,000. NSU did the repairs for \$4,780. CIP estimate for re-roofing only was estimated at \$2,000. However, termite infested wood also needed to be replaced – which increased the cost to \$5,060.

Jose Ortiz said the main project that needs to be done this winter is a closed circuit TV inspection of the entire collection system; however, the closed circuit TV inspection may be broken down in two (2) phases; in the winter and in the spring. Jose Ortiz will report in the February 2021 Board meeting, Roy's Sewer Service estimate.

IX. NSU Report

a. Review October and November reports:

NSU Report was reviewed.

X. Pending Business

None

XI. Other Business

None

XII. New Business

a. Introduce and Approve John Ward as a New TVCSD Board Member.

This item and action item was discussed under "Approval of Agenda".

b. Verify Peter MacLaird's Reappointment as TVCSD Board Member.

Peter MacLaird received a letter dated November 2020 from the Marin County Board of Supervisors verifying his reappointment.

XIII. Old Business

a. Auxiliary Dwelling Unit(s) Updates & Consider the Formation of a TVCSD ADU Committee.

Jose Ortiz said that Sonoma Water District was looking at the rates to charge ADU's and is hiring a consultant. Currently TVCSD charges ADU's the same rate as a primary residence. Donna Clavaud would like to get a policy in place in regards to ADU rates and to look at existing housing stock. Bill Bonini and Jose Ortiz suggested waiting to develop a policy until more information is gathered. Jose Ortiz suggested reading the publication that was released by the State of California in regards to ADU's and JADU's.

b. CSDA Ethics Training Reminder (1/2020 – 3/2021)

Donna Clavaud reminded the TVCSD Board of the required Ethics Training, on January 20th, 2021, made available through a webinar on CSDA’s website.

c. Website Postings: Who’s Responsible? Grand Jury Compensation Report, Annual Budgets and Minutes.

Jose Ortiz said SB 929 (which requires the following to be posted on Special District’s websites): Board Contact Information, most recent Agenda, Financial Transaction Reports, Board/Staff compensation reports and an Enterprise System Catalogue (related to Public Information Act). Cynthia Hammond will manage the website in the spring.

XIV. Correspondence

None

XV. Adjournment

Meeting was adjourned at 8:44 pm. No objections

Next TVCSD BOD Meeting, February 10, 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.*

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

Board of Directors:

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

John Ward

			SEWER CASH	JANUARY 2021 BANK TRANSACTIONS			
Type	Date	Num	Name	Memo	Amount	Balance	
131.20 · CA Local Agency Investm Fnd				BEGINNING		72,186.53	
Deposit	01/31/2021		LAIF	311.00 · Interest Income	114.13	72,300.66	
Total 131.20 · CA Local Agency Investm Fnd				ENDING		72,300.66	
131.31 · Redwood Credit Union				BEGINNING		40,727.45	
				RCU interest	6.64	40,734.09	
Total 131.31 · Redwood Credit Union				ENDING		40,734.09	
131.42 · Bank of Marin - Money Market				BEGINNING		109,885.04	
Deposit	01/12/2021			HOPTR	21.07	109,906.11	
	01/15/2021			315.50 · Levy 4	83.62	109,989.73	
Deposit	01/21/2021			315.50 · Levy 4	161.28	110,151.01	
				311.00 · Interest Income	5.68	110,156.69	
Total 131.42 · Bank of Marin - Money Market				ENDING	271.65	110,156.69	
131.44 · Bank of Marin - Sewer				BEGINNING		29,891.03	
Bill Pmt -Check	01/01/2021	4892	Natural Systems Utilities -CA	new rate 2021 inv 543922	-4,456.00	25,435.03	
Bill Pmt -Check	01/01/2021	1205	EDD	4th quarter payroll	-36.01	25,399.02	
Bill Pmt -Check	01/02/2021	4894	Internal Revenue Service	94-2598864 Form 941X 2nd quarter 2020	-3.27	25,395.75	
Bill Pmt -Check	01/05/2021	4895	Melinda K. Bell	December 10.5 hours	-420.00	24,975.75	
Bill Pmt -Check	01/07/2021	4896	Internal Revenue Service	94-2598864 form 941 quarter 4 2020	-152.35	24,823.40	
Bill Pmt -Check	01/11/2021	4897	PGE	8044736439-1	-356.80	24,466.60	
Bill Pmt -Check	01/13/2021	4898	Clavaud, Donna	Oct-Dec 2020 Stipend less 7.65% tax	-230.87	24,235.73	
Bill Pmt -Check	01/13/2021	4899	Ortiz, Jose	July and August	-6,494.15	17,741.58	
Deposit	01/14/2021			Redemptions	83.62	17,825.20	
Payment	01/20/2021		Tomales Regional Histry Center		81.90	17,907.10	
Bill Pmt -Check	01/20/2021	4900	AT&T Uverse	145835838 1/7 - 2/6	-112.29	17,794.81	
Bill Pmt -Check	01/20/2021	4901	Brelje and Race Laboratories,	12/16 - 12/30 testing	-228.00	17,566.81	
Bill Pmt -Check	01/23/2021	4902	AT&T	138729848 12/11-1/10	-74.19	17,492.62	
Bill Pmt -Check	01/23/2021	4903	Capital One Bank	monthly Sonic	-7.95	17,484.67	
Bill Pmt -Check	01/28/2021	4904	Natural Systems Utilities -CA	inv 566296	-835.00	16,649.67	
Bill Pmt -Check	01/28/2021	4905	Natural Systems Utilities -CA	inv 566333	-4,456.00	12,193.67	
	01/31/2021			interest	0.09	12,193.76	
Total 131.44 · Bank of Marin - Sewer				ENDING	-17,697.36	12,193.76	
131.48 · Bank of Marin - Solar				BEGINNING		3,526.53	
Bill Pmt -Check	01/28/2021	1010	Municipal Finance Corp.	Lease #09-006	-750.00	2,776.53	
interest				interest	0.02	2,776.55	
Total 131.48 · Bank of Marin - Solar				ENDING	-749.98	2,776.55	
			PARK CASH	JANUARY 2021 BANK TRANSACTIONS			
131.48 - CA LAIF				BEGINNING		30,937.09	
Deposit	01/31/2021			LAIF quarterly interest	48.92	30,986.01	
Total 131.48 - CA LAIF				ENDING		30,986.01	
131.42 · Bank of Marin - Money Market				BEGINNING		5,471.83	
Deposit	01/31/2021			MM interest	0.28	5,472.11	
Total 131.42 · Bank of Marin - Money Market				ENDING		5,472.11	
131.46 · Bank of Marin - Park Account				BEGINNING		52,627.31	
Bill Pmt -Check	01/10/2021	1302	Martinez, Edgar	33 hours daily cleaning December 2020	-660.00	51,967.31	
Bill Pmt -Check	01/10/2021	1303	PGE	7399820768.9	-19.14	51,948.17	
Bill Pmt -Check	01/13/2021	1304	Ortiz, Jose	July and August hours	-2,970.00	48,978.17	
Bill Pmt -Check	01/20/2021	1305	Martinez, Maria	Jan-March 2021	-161.40	48,816.77	
Deposit	01/31/2021			interest	0.20	48,816.97	
Total 131.46 · Bank of Marin - Park Account				ENDING	0.00	48,816.97	

Financial Manager's Report

There has been no progress on finding the new address for billing AT&T for sewer service at 165 Valley Street. The annual \$982.80 invoice for 2020/2021 is still unpaid.

The Board voted last month to remove former Board member Deborah Parrish as a signer on the bank accounts and not add any new signers. A letter was sent January 29 to Bank of Marin to remove Deborah as an authorized signer. They need some undated information from one Board member, and then we can pick up signature cards for everyone to sign; then we will return them to the bank. When we opened the new Redwood Credit Union account in September 2020, and the Board adopted Resolution 20-06, the signers authorized in that resolution were Dru O'Neill, Donna Clavaud and Melinda Bell. When the LAIF account was opened in December 2018, the same three signers were authorized; Deborah Parrish was not authorized as a signer. Consequently nothing else needs to be done to complete this change on these two accounts. We should probably update our policy for authorized bank account signers.

Sewer program expenses for the first half of the year are \$45,866 under budget without depreciation, but some unreported expenses will come due later. Sewer program cash is roughly \$25,000 more than January 31 last year, slightly more than the amount of unreported expenses. This is important because by now all long-term debt payments due in the year have been made. Net income after debt payments without depreciation is positive. But an updated CIP projection is needed and should be provided for 2021/2022 budget planning to allow a complete understanding of the current and long-term prognosis.

Marin County last June estimated TVCSD share of Measure A funding for 2020/2021 to be \$28,186.28, down from \$37,075.55 last year. That was a big cut. Kevin Wright said it was due to sales tax collection estimates, not the phasing out of Measure A funding close to its end March 31, 2022. February 2 we received the last of our Measure A funding for the year. The total received this year is \$36,547.49. The Park will have a nice Measure A funding budget variance for the rest of this year. The next fiscal year ending in June 2022 will not be so easy.

The January 31, 2021 Park reports in this packet do not record the second receipt of Measure A funding. It was expected in January, so the budget in the report shows a Measure A funding shortfall of \$11,142.83. The February reports will show \$8,361.49 positive variance for Measure A funding instead. Because Park expenses are under budget by \$12,117.54 at January 31, and other income is under budget by \$913.26, the Park is actually only \$61.45 from being exactly right on budget – for January 31. If the path and ramp work is done later in the year, the unexpected Measure A funding will help to fund those projects.

In last month's budgetary comparison report we had new lines added for the sewer program showing separately income received from the County from the rate increase of 2009 and the amount billed to SUSD both designated for payment of debt. The rest of the amount needed for the annual debt retirements was shown separately as designated debt repayment income not available for operations. This was an example to disclose the obligation to provide funding for debt principal payments in the current year and the resulting reduction in operational funding available. This month's budgetary comparison does not have this detail; the reports are the same as the previous monthly reports.

John Ward has some ideas about clarifying the monthly reports. There was not time this month to implement most of his ideas, but the Board should consider what changes are preferred in the monthly reports. One idea is to regroup the accounts in the budgetary comparison to show maintenance costs, administrative costs, staff costs and CIP costs grouped together in the report with subtotals. Another idea is to add the full year's budget in the budgetary comparisons. The current reports have year-to-date actual and year-to-date budget, but not the total budget for the year. Some changes were made this month in the bank reports. After Board input, any ideas for revising the reports can be displayed in the March reports.

It is time to set the schedule for the first presentation of the 2021/2022 budgets, the budget hearings and adoption. The sooner these schedules are set, the better to allow the Finance Committee time to plan. The Finance Committee would appreciate Board discussion of the issue and also replacement of Deborah Parrish on the Finance Committee.

**TVCS D Sewer Enterprise
Balance Sheet
As of January 31, 2021**

		Jan 31, 21
ASSETS		
Current Assets		
131.00 · Cash		
131.20 · CA Local Agency Investm Fnd		72,300.66
131.31 · Redwood Credit Union		40,734.09
131.42 · Bank of Marin - Money Market		110,156.69
131.44 · Bank of Marin - Sewer		12,193.76
131.48 · Bank of Marin - Solar		2,776.55
Total 131.00 · Cash		238,161.75
137.00 · Accounts Receivable		982.80
Total Current Assets		239,144.55
Fixed Assets		
100.00 · Property, Plant and Equipment		791,665.97
100.10 · Maps and Records		17,248.00
100.20 · Land and Land Rights		52,788.00
105.00 · Less Accumulated Depreciation		-764,851.44
110.00 · Improvement Project		939,393.31
112.00 · Solar System		269,945.21
Total Fixed Assets		1,306,189.05
136.00 · SUS D Note Receivable		11,521.75
TOTAL ASSETS		1,556,855.35
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
222.00 · Accounts Payable		-2,146.22
230.00 · Fed Payroll Tax Payab		19.13
Total Current Liabilities		-2,127.09
211.00 · SWRCB SRF Loan		48,577.22
215.00 · CREBS Bond		89,705.84
Total Long Term Liabilities		138,283.06
Total Liabilities		136,155.97
Equity		
262.00 · Capital Asset Reserve		40,000.00
262.50 · Restricted Connection Fees		30,000.00
264.00 · Operating Reserve		51,690.75
265.00 · Net Assets - Unrestricted		1,254,492.13
Net Income		44,516.50
Total Equity		1,420,699.38
TOTAL LIABILITIES & EQUITY		1,556,855.35

**TVCS D Sewer Enterprise Budget vs. Actual
July 2020 through January 2021**

	Jul '20 - Jan 21	Budget	\$ Over
Income			
301.00 · Service Charges			
301.10 · Service Charges - Monthly	573.30	573.30	0.00
301.15 · Service Charges - Annual Fees	4,422.60	1,965.60	2,457.00
301.20 · Service Charges - SUSD	62,960.56	62,299.00	661.56
301.30 · Service Charges - County	65,334.57	65,145.88	188.69
Total 301.00 · Service Charges	133,291.03	129,983.78	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
305.00 · SUSD Sinking Fund - SWRCB	8,062.00	8,062.00	0.00
311.00 · Interest Income	1,158.89	2,356.88	-1,197.99
315.50 · Levy 4	5,577.61	4,311.32	1,266.29
Total Income	158,339.53	144,713.98	13,625.55
Expense			
413.00 - Grounds Maintenance	800.00	3,000.00	-2,200.00
410.10 · Sewage Collection Electric	162.93	259.01	-96.08
411.05 - Lab Bills	3,758.70	5,172.00	-1,413.30
411.10 - Maintenance Supplies	160.86	561.92	-401.06
411.03 · Sewage Treatment Electric	1,055.22	-1,987.88	3,043.10
411.00 · Sewage Treatment - Other	4,780.00	0.00	4,780.00
412.10 · Sewage Disposal Electric	182.91	105.98	76.93
414.11 - Social Security Tax	128.65	480.00	-351.35
414.12 - Medicare Payroll Tax	31.73	80.00	-48.27
414.13 - State Unemployment Tax	76.78	235.00	-158.22
414.05 · Administrator's Fees	6,412.50	28,500.00	-22,087.50
414.22 · Licenses and Permits	1,736.00	1,645.00	91.00
414.31 · Property & Liability Insurance	10,787.49	10,788.00	-0.51
414.33 · Worker's Comp Insurance	897.80	900.00	-2.20
414.41 · Postage and Delivery	84.00	33.00	51.00
414.42 · Printing and Copies	0.00	50.00	-50.00
414.43 · Office Supplies	315.10	60.00	255.10
414.44 · Sonic - Web Hosting	55.65	56.00	-0.35
414.45 · Equipment Expense	409.98	310.00	99.98
414.465 · Board Member Stipend	350.00	2,500.00	-2,150.00
414.467 · Board Training	0.00	500.00	-500.00
414.47 · Clerical/Bookkeeping	9,226.90	7,500.00	1,726.90
414.48 · Office Rent	600.00	600.00	0.00
414.49 · Secretary	765.00	2,000.00	-1,235.00
414.50 · O&M Contractual Services	31,628.60	30,884.00	744.60
414.552 · Accounting	5,400.00	5,600.00	-200.00
414.61 · Newsletter Expense	0.00	250.00	-250.00
414.60 · Publication and Notices - Other	184.50	0.00	184.50
414.62 · Dues and Subscriptions	1,290.00	1,275.00	15.00
414.67 · Solar Lease Admin Fee	750.00	750.00	0.00
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 414.70 · Repairs and Maintenance	1,648.00	13,200.00	-11,552.00
414.81 · Travel	81.65	360.00	-278.35
414.85 · Training	0.00	200.00	-200.00
414.90 · Telephone and Internet Services	1,465.95	1,540.00	-74.05
415.50 · Depreciation Expense	26,554.44	0.00	26,554.44
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	113,823.03	119,509.03	-5,686.00
Net Income	44,516.50	25,204.95	19,311.55
Net Income Without Depreciation Expense	71,070.94	25,204.95	45,865.99
Net Income With Debt Principal Payments and Interest	30,765.61	-15,100.38	5,566.66

GENERAL MANAGER'S REPORT

FEBRUARY 10, 2021

UPDATE ON THE SCADA SYSTEM REPAIR PROJECT

Aspect Engineering Group contacted me after seeing our minutes of the January Board meeting. I am trying to arrange a diagnostic session of our SCADA system with them. Since they are working on a SCADA system project for Forestville Water District, I hope to cut some of the travel time costs by scheduling the analysis when their technicians are in the area anyway.

Facility Conditions and Winter Preparedness

We are operating the treatment ponds for wintertime conditions. What that means is that instead of pond levels staying within the required 2 feet minimum freeboard, we maintain a minimum of 2.5 feet of freeboard. This provides us extra storage in the event of a sustained power outages.

I inspected recent completed work at the storage ponds and at the plant. The roof looks very solid and the inside of the irrigation shed was cleaned up nicely. This spring before we begin irrigation in our disposal field, we may consider mowing an access strip to all the valve locations. As reported to the Board previously, the erosion control work around and under the splash aprons is holding up well.

NSU rebuilt the porch at the storage shed where we house many of our records. They used, with my permission, the Trex Boards stored at the plant. They also hauled away a lot of junk and non-functioning pumps, etc.

Bill Bonini had brought to my attention that some of the aerator motors seemed excessively loud and could be heard from his house. I shot video and forwarded them to NSU. They went to the plant and pulled out the aerators for inspection. There was some clogging of the inlets. These were cleaned up. They are not as loud now.

We have had an ongoing discussion about the best way to clean the solar panels especially since we don't have a potable water supply at the plant. I inspected the solar panels at the plant to see how much dirt had built up. Even with my white-glove test, I could not find much, if any, residue. I had previously talked to Brandon Jacka about the solar panels at the storage ponds up on the hill. He had said he would have the tree crew clean those while they were there. I will ask him if his crew cleaned the solar panels at the plant also.

Although we have taken on the responsibility for buildings and grounds maintenance, NSU is taken care of a few things not in their contract.

We will update the CIP in a FAC meeting in preparation for the budget.



January 14, 2021

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

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

RE: Self-Monitoring Report
Tomales, Marin County
Order No. R2-2015-0019
I.D. No. 264662
December 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)	C12 Tank Added (gallons)	Coliform MPN/100
12/1/2020	10.8																0.0			
12/2/2020	10.8	86.0	6.7	16.2	1200.0	510.0	<0.20	<0.40	5.2	1.4	3.8	650.0	15.0	8.2	2.0	15.1	0.0			
12/3/2020	9.0																0.0			
12/4/2020	9.0																0.0			
12/5/2020	9.0																0.0			
12/6/2020	9.0																0.0			
12/7/2020	9.0																0.0			
12/8/2020	9.0	54.0	6.4	16.1								650.0	7.6	8.7	3.0	15.4	0.0			
12/9/2020	11.1																0.0			
12/10/2020	11.1																0.0			
12/11/2020	11.1																0.0			
12/12/2020	11.1																0.0			
12/13/2020	11.1																0.0			
12/14/2020	11.1																0.0			
12/15/2020	11.1	78.0	6.2	15.8								790.0	100.0	8.3	2.5	15.3	0.0			
12/16/2020	11.1																0.0			
12/17/2020	11.1																0.0			
12/18/2020	11.1																0.0			
12/19/2020	11.1																0.0			
12/20/2020	11.1																0.0			
12/21/2020	11.1																0.0			
12/22/2020	11.1	78.0	6.8	15.8								650.0	30.0	8.8	3.0	15.0	0.0			
12/23/2020	10.7																0.0			
12/24/2020	10.7																0.0			
12/25/2020	10.7																0.0			
12/26/2020	10.7																0.0			
12/27/2020	10.7																0.0			
12/28/2020	10.7																0.0			
12/29/2020	10.7	75.0	6.3	16.0								600.0	15.0	8.9	3.0	14.8	0.0			
12/30/2020	13.3																0.0			
12/31/2020	13.3																0.0			
Max	13.3		6.8	16.2	1200.0	510.0	0.0	0.0	5.2	1.4	3.8	790.0	100.0	8.9	3.0	15.4			#DIV/0!	
Min	9.0		6.2	15.8	1200.0	510.0	0.0	0.0	5.2	1.4	3.8	600.0	7.6	8.2	2.0	14.8			0.0	
Mean	10.7		6.5	16.0	1200.0	510.0	#DIV/0!	#DIV/0!	5.2	1.4	3.8	668.0	33.5	8.6	2.7	15.1			#DIV/0!	
Total	333.1																0.0			

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) **December 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	<i>12/2/20</i>	<i>12/8/20</i>	<i>12/15/20</i>	<i>12/22/20</i>	<i>12/29/20</i>
Day	WED	TUES	TUES	TUES	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) **December 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	<i>12/2/20</i>	<i>12/8/20</i>	<i>12/15/20</i>	<i>12/22/20</i>	<i>12/29/20</i>
Day	WED	TUES	TUES	TUES	TUES
Time					
Operator	AG	AG	AG	AG	AG
Rain fall, inches	0	0	0	0	1
* 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) **December 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	<i>12/2/20</i>	<i>12/8/20</i>	<i>12/15/20</i>	<i>12/22/20</i>	<i>12/29/20</i>
Day	WED	TUES	TUES	TUES	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)

December 2020

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

INSPECTION	Week1	Week 2	Week 3	Week 4	Week 5
Date	12/2/20	12/8/20	12/15/20	12/22/20	12/29/20
Day	WED	TUES	TUES	TUES	TUES
Time					
Tech	AG	AG	AG	AG	AG
* Evident of any leaks	N	N	N	N	N
Cl2 gallons added	0	0	0	0	1
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: December 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	12/2/20	12/8/20	12/15/20	12/22/20	12/29/20
Time	WED	TUES	TUES	TUES	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