



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, March 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/83878065235> dial by your location _United States____
Meeting ID: 838 7806 5235
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 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 March 10, 2021 BOD Agenda Action

IV. Board Member Reports

V. Approval of February 10, 2021 Minutes Action

VI. Committee Reports

- a. Park Advisory Committee (PAC)
 1. Review Approved October 19, 2020 PAC Meeting Minutes
 2. Review Draft February 22, 2021 PAC Meeting Minutes
 3. Review Draft Tomales Community Park Policy



- b. Financial Advisory Committee (FAC)
 - 1. Review February 26, 2021 FAC Meeting Minutes
 - 2. Discuss & Approve Proposition 68 Grant Application (Tentative Action)

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

- a. TVCSD Board Member, Bill Bonini, Requests Status of TV Camera Inspections of Sewer Lines
- b. TVCSD Board Member, Bill Bonini, Requests Remote Access Status of SCADA System

IX. NSU Report

- a. Review January 2021 reports

X. Pending Business

XI. Other Business

XII. New Business

- a. Form 700, from all Board Members & Staff, is due in March
- b. Review Covid-19 Site Protection Plan Template for TVCSD Office
- c. Unauthorized Large Park Gatherings Discussion
- d. New SUSD Superintendant Proposes 2021 Zoom Meeting on Micro Grids

XIII. Old Business

- a. TVCSD Newsletter Discussion for 2021

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.



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, February 10, 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

I. Call To Order:

In Dru Fallon O'Neill called the meeting to order at 7:00 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 February 10, 2021 TVCS D BOD Agenda

Donna Clavaud requested to add, under Park Advisory Committee, a discussion of Park maintenance.

Bill Bonini motioned to approve the February 10, 2021 TVCS D Board Agenda as amended above. John Ward seconded the motion as amended. M/S/C

IV. TVCS D Board Member Reports

Donna Clavaud reminded the TVCS D Board and staff of the Ethics and Sexual Harassment training webinars through CSDA's website. Donna Clavaud will check the CSDA website for upcoming webinars and on-demand required trainings and will let Board and staff know the date(s). Jose Ortiz confirmed the Ethics training is on-demand.

V. Approval of January 13, 2021 TVCS D BOD Minutes

Donna Clavaud motioned to approve the January 13, 2021 TVCS D BOD minutes. Bill Bonini seconded the motion. M/S/C

VI. Committee Reports:

a. Park Advisory Committee (PAC):

1. No PAC meeting was held in January 2021.

Dru Fallon O'Neill said the next PAC meeting would be held February 22, 2021 at 6:00 pm via Zoom.

Donna Clavaud said Melinda Bell received a call from a tourist that the water fountain in the Park was running and not turning off. Edgar Martinez might have fixed the problem as it started working again. Donna Clavaud would like clarification on maintenance responsibilities and to develop a plan, a chain of command and protocols. Dru Fallon O’Neill suggested discussing maintenance responsibilities at the next PAC meeting and would like to invite Edgar Martinez.

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:

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

b. Financial Manager’s Report:

Financial Manager’s report was reviewed.

John Ward would like more visual clarity and to possibly reorganize the monthly reports. Jose Ortiz suggested having this discussion at the next FAC meeting and to address any specific issues that seem confusing in the meeting.

Dru Fallon O’Neill noticed in the Financial Manager’s Report, paragraph six (6), line one (1) stated “...the rate increase of “2009” and the amount billed to SUSD...” The year should have read “2019” not 2009.

Donna Clavaud reminded the TVCSD Board to complete the authorized bank account signer(s) form.

c. Review and Approve Financial Statements:

Donna Clavaud motioned to approve the January financial statement. Peter MacLaird seconded the motion. M/S/C

VIII. General Manager’s Report

Jose Ortiz reported the lift station is now capturing data and can be viewed remotely. Jose Ortiz gave an overview tutorial of the on-line viewing of the SCADA “remote control” system. JMIntergration will be recalibrating the sensors.

Jose Ortiz said he was going to arrange a diagnostic session of the SCADA system with Aspect Engineering.

IX. NSU Report

- a. Review December 2020 reports:
NSU Report was reviewed.

X. Pending Business

None

XI. Other Business

None

XII. New Business

None

XIII. Old Business

a. Auxiliary Dwelling Unit(s) Updates.

Jose Ortiz suggested tabling this discussion until FAC meets to see what the financial impacts would have on the District.

XIV. Correspondence

None

XV. Adjournment

Meeting was adjourned at 8:29 pm. No objections

Next TVCSD BOD Meeting, March 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.tomalescscsd.ca.gov

Board of Directors:

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

John Ward

Park Advisory Committee Meeting Minutes

October 19, 2020

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

Absent: Patty Oku

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

AGENDA:

Open Communication: None

PAC Elections: Postponed until Spring

Park Re-Opening:

Plan to hopefully re-open first week of November.

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

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

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

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

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

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

Meeting minutes approved by FAC on 2/22/2021

Park Advisory Committee Meeting Minutes: February 22, 2021

Two (2) Agendas, one (1) from Walter Earle, one (1) from Donna Clavaud, were consolidated for this meeting and discussed as outlined below.

Present: Walter Earle, President/Chairman

Members: Patty Oku; Margaret Nettles; Venta Leon; Dru Fallon O'Neill, TVCSD Board President

Absent: Lisbeth Koelker

Community Members Present: Susan Rockrise, Design Review Board; Sara Duskin, Design Review Board; Donna Clavaud, TVSCD Board Vice President

Old Business:

Updated information on Parks reopening November 2020 has continued non-rental availability. Safe social distancing, no large gatherings or events, and mask protocols are in place, but enforcing compliance is reliant on calls to Marin County Sheriff. Ensuing discussion amongst PAC members and public distilled the need for additional signage with the Sheriff's Department phone number and directions to pay phone. This need was evident due to a large fundraiser hosted by the Wm Tell House. In addition to an abundant crowd in the park, the situation was exacerbated with increased demand on bathrooms and supplies, garbage, and disorganized parking and unsafe traffic patterns.

Donna provided a report on cleaning protocols handled by Edgar Martinez as timely, meticulous, and responsibly executed daily. Edgar maintains contact with Venta who has efficiently sourced supplies and seamless deliveries.

Discussion evolved at this point to include; a safety concern, the small bar-b-que behind bathroom, damaged bathroom signage, and weekend water fountain failure and lack of protocol for handling such, and need of basketball, court relining and new net.

- It was determined to remove the bar-b-que (Walter did).

- Replace broken signs with non-gender designated "Bathroom" signage (both bathrooms have changing stations).

- Work on "in case of" emergency protocols with Donna volunteering to handle signage dispersed throughout the park at access points, per Patty. (Discussions with local contractors, prior to meeting, found a "good neighbor" willingness to participate, which needs detailing prior to implementation and signage).

- Though relining the court would overlap the handicapped parking space, Margaret felt it would not interfere, with polite sports enthusiasts showing courtesy to the needs of the handicapped.

Continuing under Old Business were the yet to be completed, but approved, remaining park improvement projects of handicapped ramps and the re used of the wooden fence on the North side of the park. Donna brought up the Measure A funding, which was \$10,000 less due to decreased sales tax revenue in light of the pandemic. Donna also reminded all of the funds available for metal signage and entry gate at the Northeast corner of the park courtesy of the Farm and Flea Committee with an already approved Design Review plan, just awaiting PAC go ahead through TVCSD. And lastly, the Water Tower...which on paper resides somewhere between old and new business. At issue is rebuild or repair with a final thought of getting info on costs of both.

The minutes of 10/19/20 were approved after a motion by Margaret, seconded by Dru.

Committee elections were postponed until, the March 29th meeting

New Business:

Donna's agenda had listed ideas for new Park Projects which (numerous projects yet to be completed in Old Business) dovetails into the more pressing need for a new Park Budget to include in our financial planning for FY 21/22 in July. Measure A funds run out June 2022 with mixed hope of voters renewing such in the future. Also on the horizon is funds from Prop 68 which we need to apply for via grant application, which TVCSD GM is pursuing. Discussion did not result in any action taken at this meeting.

Without any other business, the meeting was adjourned at 4:22pm; 7 minutes after Margaret was excused for another commitment.

Respectfully Submitted,
Dru Fallon O'Neill, Recording Secretary for this meeting

Tomales Community Park

(2019)

Statement of Purpose

This Park was created to provide a space for cultural, educational and community activities for persons and organizations in the community at large. It was created with the desire to engage only in activities that are charitable and educational, and to be equally available to all members of the community.

Rules and Regulations

These rules are established to insure the safety and enjoyment of all and can be amended as necessary should different circumstances arise. They cover regular individual usage as well as rentals by larger private parties.

1. The Park will be open from dawn to dusk.
2. No motorized vehicles are allowed on the grounds.
3. There will be no overnight use or open campfires.
4. All animals will be curbed.
5. No smoking is allowed.
6. Your consideration of our parks' neighbors is appreciated. Please keep the volume of your music and other noise to a minimum.

Tomales Community Park Rental Agreement

Groups larger than 25 need to arrange for Tomales Park rental in advance.

A daily rental fee for the Tomales Park grounds will be \$50 for Tomales Village residents, \$200 for nonresidents. Local nonprofit groups and local memorial services have free rental; out of town nonprofit groups will pay \$200. Local for-profit groups will pay \$350 and all out-of-area for-profit groups including film crews will negotiate with the administrator for a fee schedule. Two bathrooms are available, additional facilities must be arranged by the Rental Party.

Except for local memorial services, a security deposit will be paid in advance and retained and deposited by the District until the grounds are returned to their previous condition. The completely refundable deposit is \$200 for local residents and nonprofits; deposit for all others is \$1,000. All garbage will be removed, and any physical damage to structures or plants may be deducted from the security deposit. If the sheriff's office has to be called, the rental deposit will be forfeited, and future rentals may be suspended.

[All Rental Parties must provide a certificate of liability insurance in the amount of at least \\$1,000,000 and name the TVCSD as additional insured.](#) The Rental Party is responsible for the behavior of their guests.

All activities must end, including all music and external lighting, by dusk.

Rental Contract

Date: _____ Name of Organization: _____

Phone: _____

Contact Name: _____

Mailing Address: City: _____ Zip: _____

Proposed date of use: _____ between hours from _____

Number of persons expected to be in attendance _____

Applicable Fee: _____ **Deposit:** _____ **Total:** _____

Certificate of Insurance must be submitted at least 14 days prior to the event.

I, on behalf of the above group or organization, agree to comply with all the rules and regulations of the Tomales Community Park. I agree to be responsible for all the people in our group as well as restoring all facilities to their original condition after use.

Signature _____ Phone _____

Name _____

Remit To:

Tomales Village Community Services District
PO Box 303
Tomales, CA 94971
Phone (707) 878-2767
E-Mail melinda@tomalescsd.ca.gov

FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

FEBRUARY 26, 2021: ZOOM MEETING

Present: Melinda Bell, Chair & TVCSD Financial Services; Donna Clavaud, TVCSD Board Member & FAC Secretary; John Ward, TVCSD Board Member; Jose Ortiz, TVCSD General Manager.

The FAC zoom meeting was recorded on Cloud and transcribed by Donna Clavaud. Jose Ortiz hosted the zoom meeting and Melinda Bell chaired the meeting.

AGENDA:

2021-2022 BUDGET FOR SEWER ENTERPRISE:

We reviewed the TVCSD Budget and Process Policy and discussed a feasible timeline to prepare a preliminary Annual Budget and FAC recommends that we have a Draft for the April Board of Director's Meeting. Melinda Bell presented budget worksheets that enable FAC members to project numbers for expenses in each of the grouped line items. She is identifying projected income sources. Jose Ortiz is working to identify priority capital and maintenance items per our TVCSD 10-year CIP Plan and make any cost adjustments. The SCADA system for remote reporting has yet to be resolved, but progress is underway at this time in order to identify any additional expenses.

We discussed the importance of the Summary Statement that explains the Annual Budget to our stakeholders line item by line item; and we are working to identify 20-21' accomplishments at the sewer plant, and some of our priority goals for the next fiscal year.

We recommend that we hold a Public Budget Hearing and Final Budget vote in June. The Budget is due to the County in July.

2021-2022 TOMALES PARK BUDGET & MEASURE A WORK PLAN:

We are recommending that we present the Park Budget for 21-22' at the May Board of Director's Meeting so that we can send in the Measure A Work Plan by the June 1 deadline. The FAC group will work with PAC members to develop a Draft Park Budget and Work Plan. Melinda Bell is conferring with Kevin Wright about the Measure A fund payments yet to arrive and the end date of June 2022. We need to inquire about the prospects of Measure A continuance at the June Special Election; and how long we can continue to utilize the funds.

TVCSD needs to clarify whether to continue with already approved construction projects or re-focus our priorities.

TVCS D is researching potential costs of repair and remodel of the Water Tower for office space or other new uses. We need to decide if the north fence needs replacement in the new fiscal year or perhaps prioritize the retaining wall. We also need to determine whether the ADA Ramps into the play structures are required to be a “certified” community park. If so, we will need to hire an ADA engineer to do drawings and obtain a Marin County permit before putting it out to bid for construction. FAC will work with PAC members to determine any other project needs or ideas.

5-Year Strategic Plan & Succession:

We discussed budgeting and scheduling a 5-year strategic planning process for TVCS D, utilizing an outside consultant to facilitate the process. We discussed the important of identifying opportunities and constraints and re-setting agency goals, objectives and timelines. The last Plan we undertook was successful and assisted the District in setting priorities with timelines. It would be best if we can involve more of our stakeholders, including SUSD and residents.

We also discussed succession of Board members, Staff and Committee members and all agree it is vital for “best practices” to think ahead of personnel needs We stressed the importance of maintaining a continuum in a healthy organization and the need to overlap experience and history; and also it is important to train all incoming people at all levels.

We all agree that planning and succession go together. We also discussed having a strategic plan for the Tomales Park and the Sewer System.

Donna Clavaud submitted contact information for a Marin consultant that is reputable and recommended. We should identify several more; once the Budgets are done, the FAC can develop a Request for Proposal after getting input from Board, Staff and Committees.

The next FAC Meeting to work on the Preliminary 21-22’ Sewer Budget will be March 24, 2021.

The meeting was adjourned at 6pm.

All February 2021 Bank Transactions

PARK BANK TRANSACTIONS February 2021		Type	Date	Num	Name	Memo	Debit	Credit	Balance
131.42 · Bank of Marin - Money Market						BEGINNING			5,472.11
		Deposit	02/02/2021			Second Measure A Receipt	19,504.32		24,976.43
		Deposit	02/28/2021			MM int	1.22		24,977.65
Total 131.42 · Bank of Marin - Money Market						ENDING	19,505.54	0.00	24,977.65
131.46 · Bank of Marin - Park Account						BEGINNING			48,816.97
		Bill Pmt -Check	02/02/2021	1306	Martinelli Electric	LED light fixtures, sensors, utility light		675.00	48,141.97
		Bill Pmt -Check	02/06/2021	1307	PGE	7399820768-9 12/24-1/25		22.33	48,119.64
		Bill Pmt -Check	02/10/2021	1308	Leon, Venta	Costco toilet paper and paper towels		88.04	48,031.60
		Bill Pmt -Check	02/10/2021	1309	Martinez, Edgar	33.5 hours January		670.00	47,361.60
		Deposit	02/28/2021			checking interest	0.19		47,361.79
Total 131.46 · Bank of Marin - Park Account						ENDING	0.19	1,455.37	47,361.79
Total 131.00 · Ending Park Cash						ENDING	19,505.73	1,455.37	103,325.45
SEWER BANK TRANSACTIONS February 2021									
131.31 · Redwood Credit Union						BEGINNING			40,734.09
		Deposit	02/28/2021			RCU interest	5.53		40,739.62
Total 131.31 · Redwood Credit Union						ENDING	5.53		40,739.62
131.42 · Bank of Marin - Money Market						BEGINNING			110,156.69
		Transfer	02/28/2021			Operating Transfer to Sewer Checking		40,000.00	70,156.69
		Deposit	02/28/2021			MM interest	5.38		70,162.07
Total 131.42 · Bank of Marin - Money Market						ENDING	5.38	40,000.00	70,162.07
131.44 · Bank of Marin - Sewer						BEGINNING			12,110.14
		Bill Pmt -Check	02/02/2021	4906	Melinda K. Bell	47 hours January		1,880.00	10,230.14
		Bill Pmt -Check	02/06/2021	4907	Brelje and Race Laboratories, Inc.			455.00	9,775.14
		Bill Pmt -Check	02/06/2021	4908	PGE	8044736439-1		441.67	9,333.47
		Bill Pmt -Check	02/18/2021	4909	AT&T Uverse	145835838 Feb 7-Mar6		112.29	9,221.18
		Bill Pmt -Check	02/20/2021	4910	AT&T	138729848		64.20	9,156.98
		Payment	02/20/2021			Tomales Regional Histry Center	81.90		9,238.88
		Bill Pmt -Check	02/23/2021	4911	Capital One Bank	6428		50.78	9,188.10
		Transfer	02/28/2021			Operating Transfer fm Money Market	40,000.00		49,188.10
		Deposit	02/28/2021			checking interest	0.05		49,188.15
Total 131.44 · Bank of Marin - Sewer						ENDING	40,081.95	3,003.94	49,188.15
131.48 · Bank of Marin - Solar						BEGINNING			2,776.55
		Deposit	02/28/2021			checking interest	0.01		2,776.56
Total 131.48 · Bank of Marin - Solar						ENDING	0.01		2,776.56
Total 131.00 · Ending Sewer Cash						ENDING	40,092.87	43,003.94	162,866.40

Financial Manager's Report

The bank account signature authorizations have been changed to drop former Board member Deborah Parrish from the list of authorized signers.

Kevin Wright of Marin County Parks assured us that Tomales Village Community Services District will have ten years after the end of Measure A funding to spend any remaining balance. At the beginning of this year the remainder left to be spent was \$79,898. This year we have received \$36,547 and spent \$7,475. As of February 28, 2021 we therefore have \$108,970 to spend on park projects and ongoing maintenance. Measure A will end in March 2022 unless it is extended by the voters in the spring of 2022. Since MALT receives 20% of Measure A total funding, recent bad press about MALT may hinder the chances of extension of the quarter-cent Marin County sales tax measure unless memories have faded by then. We will receive Measure A funding next fiscal year in July and January as usual, and probably even one or two payments the following year. After that it will be as determined by the voters.

The Financial Advisory Committee has begun work on the 2021/2022 budget. As always it will be important to curtail spending increases since no increased income is expected. We will need to pay for sewer operating expenses and the roughly \$41,000 in sewer debt retirement due in December 2021 as usual. After those payments next year, we have only one more payment left, \$25,654 on the state revolving fund loan due in December 2022 plus \$17,941 due each December through 2024 and July 2025 to repay the solar bond. In August 2025 we will be debt-free.

Long-term planning for the sewer plant infrastructure will be important. We are planning in the budget for updating the strategic plan and also for succession planning. In each of the last two years we have increased sewer cash reserves \$20,000 after eight years of needing to rely on cash reserves to fund operations plus the \$41,000 of annual debt retirement. In those eight years sewer cash balances declined an average of \$29,000 a year. We have made quite a turn-around, but we need to take a serious look at what may lie ahead

Our new Board member has made suggestions for clarifying the monthly reports. In the report of bank transactions you will notice that those bank accounts with no activity have been eliminated, debit and credit columns have been added, and there is more spacing between accounts. Next month the Financial Advisory Committee will bring preliminary budgets to the Board to begin the planning for the new fiscal year. At the May meeting the park work plan for the new fiscal year must be reviewed and adopted. Public budget hearings will follow in June. There will be no major changes in the financial reporting during these months. Additional reports with groupings and category totals will be introduced for comparison to see if they are helpful.

In this month's reports as of February 28, year-to-date park income is over budget for this time in the year by \$8,361 because we used the estimate given by Marin County Parks for our Measure A revenue in the budget. Fortunately we did receive close to the average Measure A amount instead. Park expenses are \$12,810 below budget because ramp and playground surface materials costs expected by now have not yet been recorded.

Sewer income is \$13,442 over budget due to an unbudgeted connected fee and the payment of prior year service fees by the new Sewer customer. Sewer expenses overall are slightly under budget for this time of year, comprising many offsetting line item budget variances. Sewer net income year-to-date is \$30,905, which is over budget by \$17,336 as anticipated in the budget for this time of year. If we omit depreciation which spreads the cost of our capital assets over their lifetime, net income is \$60,932. If we look at a modified cash basis net income with no depreciation but with the cash outlay for debt repayment, net sewer income year-to-date is \$20,627, still in the black cash-wise. On an accrual basis we're \$30,905 in the black.

Comparative Balance Sheets February 2021 and 2020

		Feb 28, 21	Feb 29, 20
	PARK		
ASSETS			
Current Assets			
131.48 - CA LAIF	30,986.01	30,605.26	
131.42 - Bank of Marin - Money Market	24,977.65	93,404.71	
131.46 - Bank of Marin - Park Account	47,361.79	91,621.30	
Total Current Assets	103,325.45	215,631.27	
Fixed Assets			
100.20 - Land and Land Rights	132,000.00	132,000.00	
Original Cost	461,790.46	314,653.66	
105.00 - Depreciation	-83,916.10	-74,326.10	
Total Fixed Assets	509,874.36	372,327.56	
TOTAL ASSETS - PARK	613,199.81	587,958.83	
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
222.00 - Accounts Payable	607.50	6,830.89	
217.00 - Unearned Revenue	0.00	25,000.00	
Total Liabilities	607.50	31,830.89	
Equity			
252.50 - Investment in Capital Assets	509,874.36	372,327.56	
260.00 - Unassigned Fund Balance	73,517.14	158,413.97	
Net Income	29,200.81	25,386.41	
Total Equity	612,592.31	556,127.94	
TOTAL LIABILITIES & EQUITY - PARK	613,199.81	587,958.83	
	SEWER		
ASSETS			
Current Assets			
131.20 - CA Local Agency Investm Fnd	72,300.66	71,412.28	
131.31 - Redwood Credit Union	40,739.62	40,648.09	
131.42 - Bank of Marin - Money Market	70,162.07	53,219.15	
131.44 - Bank of Marin - Sewer	49,188.15	38,463.21	
131.48 - Bank of Marin - Solar	2,776.56	2,776.37	
Total Checking/Savings	235,167.06	206,519.10	
Total Accounts Receivable	982.80	0.00	
Total Current Assets	236,149.86	206,519.10	
Fixed Assets			
100.00 - Property, Plant and Equipment	791,665.97	791,665.97	
100.10 - Maps and Records	17,248.00	17,248.00	
100.20 - Land and Land Rights	52,788.00	52,788.00	
105.00 - Less Accumulated Depreciation	-768,323.55	-722,550.65	
Total Fixed Assets	1,302,716.94	1,348,489.84	
136.00 - SUSD Note Receivable	11,521.75	13,359.01	
TOTAL ASSETS - SEWER	1,550,388.55	1,568,367.95	
LIABILITIES & EQUITY			
Liabilities			
222.00 - Accounts Payable	4,948.86	6,272.20	
230.00 - Fed Payroll Tax Payab	66.42	38.98	
231.00 - CA Payroll Tax Payable	2.00	0.00	
Total Current Liabilities	5,017.28	6,311.18	
Long Term Liabilities			
211.00 - SWRCB SRF Loan	48,577.22	70,941.37	
215.00 - CREBS Bond	89,705.84	107,647.02	
Total Long Term Liabilities	138,283.06	178,588.39	
Total Liabilities	143,300.34	184,899.57	
Equity			
262.00 - Capital Asset Reserve	40,000.00	40,000.00	
262.50 - Restricted Connection Fees	30,000.00	10,000.00	
264.00 - Operating Reserve	51,690.75	47,627.50	
265.00 - Net Assets - Unrestricted	1,254,492.13	1,276,665.91	
Net Income	30,905.33	9,174.97	
Total Equity	1,407,088.21	1,383,468.38	
TOTAL LIABILITIES & EQUITY - SEWER	1,550,388.55	1,568,367.95	

Budget Comparisons Year-to-Date February 28, 2021

					Jul '20 - Feb 21	Budget	\$ Over Budget
		SEWER					
Income							
	301.00	Service Charges					
	301.10	Service Charges - Monthly			655.20	655.20	0.00
	301.15	Service Charges - Annual Fees			4,422.60	1,965.60	2,457.00
		Total 301.20	Service Charges - SUSD		62,960.56	62,299.00	661.56
		Total 301.30	Service Charges - County		65,334.57	65,145.88	188.69
Total 301.00		Service Charges			133,372.93	130,065.68	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			1,169.86	2,385.40	-1,215.54
	315.50	Levy 4			5,493.99	4,394.08	1,099.91
Total Income		SEWER			158,348.78	144,907.16	13,441.62
Expense							
	413.00	Grounds Maintenance			800.00	3,000.00	-2,200.00
	410.10	Sewage Collection Electric			196.53	309.28	-112.75
	411.05	Lab Bills			3,910.70	5,783.00	-1,872.30
	411.10	Maintenance Supplies			160.86	561.92	-401.06
	411.03	Sewage Treatment Electric			1,436.19	-1,961.60	3,397.79
	411.00	Sewage Treatment - Other			4,780.00	0.00	4,780.00
	412.10	Sewage Disposal Electric			210.01	142.26	67.75
	414.10	Payroll Tax Expense					
	414.05	Administrator's Fees			10,057.50	32,500.00	-22,442.50
	414.22	Licenses and Permits			1,736.00	1,645.00	91.00
	414.30	Insurance					
		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
		Total 414.30	Insurance		11,685.29	11,688.00	-2.71
	414.41	Postage and Delivery			373.00	238.00	135.00
	414.42	Printing and Copies			0.00	50.00	-50.00
	414.43	Office Supplies			315.10	90.00	225.10
	414.44	Sonic - Web Hosting			63.60	64.00	-0.40
	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	8,000.00	1,226.90
	414.48	Office Rent			600.00	600.00	0.00
	414.49	Secretary			1,252.50	2,400.00	-1,147.50
	414.50	O&M Contractual Services			36,577.30	35,296.00	1,281.30
	414.551	Legal Fees			0.00	1,250.00	-1,250.00
	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
	414.71	Plant and Building Maintenance			0.00	0.00	0.00
	Total 414.72	Computer Repairs			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	CIP Plan Repairs			1,648.00	13,200.00	-11,552.00
	414.81	Travel			81.65	440.00	-358.35
	414.85	Training			0.00	200.00	-200.00
	414.90	Telephone and Internet Services			1,642.44	1,760.00	-117.56
	415.50	Depreciation Expense			30,026.55	0.00	30,026.55
	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					127,443.45	131,337.86	-3,894.41
Net Income		SEWER			30,905.33	13,569.30	17,336.03
Net Income Without Depreciation - Sewer					60,931.88		
With Cash Outlay for Debt Repayment Without Depreciatio					20,626.88		

Budget Comparisons Year-to-Date February 28, 2021

	PARK			Jul '20 - Feb 21	Budget	\$ Over Budget
Income						
	311.00 · Interest Income			128.15	445.00	-316.85
	315.80 · Measure A Funds			36,547.49	28,186.00	8,361.49
	320.00 · Contributions Income			0.00	200.00	-200.00
	322.50 · Cleaning and Security Deposit			0.00	0.00	0.00
	322.00 · Park Use Rental - Other			0.00	400.00	-400.00
Total Income				36,675.64	29,231.00	7,444.64
Expense						
	414.57 · Accounting			140.00	250.00	-110.00
	414.59 · Engineering and Design			330.00	200.00	130.00
	414.82 · Measure A Maintenance Expenses			1,022.05	3,820.00	-2,797.95
	414.83 · PGE Park			131.08	640.00	-508.92
	414.84 · Measure A Capital Expenditures			0.00	10,000.00	-10,000.00
	414.86 · Equipment Cleaning Services			1,790.00		
	414.87 · Measure A Project Management			3,577.50	5,000.00	-1,422.50
Total 414.80 · Measure A				6,520.63	19,460.00	-12,939.37
	6420 · Park Trash Disposal			484.20	375.00	109.20
Total Expense				7,474.83	20,285.00	-12,810.17
Net Income	PARK			29,200.81	8,946.00	20,254.81

GENERAL MANAGER'S REPORT

MARCH 10, 2021

UPDATE ON THE SCADA SYSTEM REPAIR PROJECT

I contacted Aspect Engineering Group to arrange a diagnostic session of our SCADA system with them. I also gave them a brief history of the SCADA system upgrade and corrections efforts to date. During our conversation we agreed that as a starting point, I will forward to them our documentation of problem areas. I also went to the plant to take photos of all of the SCADA components. Once they see what they would be dealing with, we will speak again to see what, if any, next steps we can take. I also want to get a not-to-exceed estimate for diagnosing our system issues.

UPDATE ON THE CAPITAL IMPROVEMENT PLAN

We discussed updating the CIP at the February 26 FAC meeting in preparation for the FY 2021-22 budget. The main CIP project is to complete the closed-circuit TV inspection of the collection system. We intend to complete that in two phases. The first phase will be to inspect the in-town sewer pipes and manholes from the manhole at 1st Street and Highway 1 to the upper end of the sewer pipes that flow to that point. The first phase will be done this fiscal year prior to June 30. The second phase will be to inspect the remainder of the sewer pipes downstream of the manhole at 1st Street and Highway 1 to the plant. The only exception is the line from the high school which was inspected in November 2015.

Depending on the outcome of discussions with Aspect Engineering, we may try to contract for more software programming of the SCADA system.

One lingering problem has been repeated low-voltage alarms at the lift station. We will contract with an electrician to evaluate the lift station to see what the problem is.

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

LEVY 4 UPDATING

Melinda Bell and I will be working this spring to update the Levy 4 list to be sure that sewer connections in recent years are reflected on that list. Among the recent connections are those from Derbes, Hochstrasser, and Bantle.



February 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
January 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
1/1/2021	10.3																0.0			
1/2/2021	10.3																0.0			
1/3/2021	10.3																0.0			
1/4/2021	10.3																0.0			
1/5/2021	10.3																0.0			
1/6/2021	10.3	93.0	6.4	15.2	350.0	530.0	5.7	0.4	7.1	0.3	6.8	590.0	33.0	8.7	3.5	15.1	0.0			
1/7/2021	7.7																0.0			
1/8/2021	7.7																0.0			
1/9/2021	7.7																0.0			
1/10/2021	7.7																0.0			
1/11/2021	7.7	54.0	6.2	15.2								680.0	39.0	8.7	5.0	15.3	0.0			
1/12/2021	26.5																0.0			
1/13/2021	26.5																0.0			
1/14/2021	26.5																0.0			
1/15/2021	26.5																0.0			
1/16/2021	26.5																0.0			
1/17/2021	26.5																0.0			
1/18/2021	26.5																0.0			
1/19/2021	26.5	212.0	7.3	15.3								540.0	52.0	8.6	4.0	15.4	0.0			
1/20/2021	13.6																0.0			
1/21/2021	13.6																0.0			
1/22/2021	13.6																0.0			
1/23/2021	13.6																0.0			
1/24/2021	13.6																0.0			
1/25/2021	13.6																0.0			
1/26/2021	13.6	68.0	8.1	13.9								580.0	22.0	8.2	2.0	13.0	0.0			
1/27/2021	16.3																0.0			
1/28/2021	16.3																0.0			
1/29/2021	16.3																0.0			
1/30/2021	16.3																0.0			
1/31/2021	16.3																0.0			
Max	26.5		8.1	15.3	350.0	530.0	5.7	0.4	7.1	0.3	6.8	680.0	52.0	8.7	5.0	15.4			#DIV/0!	
Min	7.7		6.2	13.9	350.0	530.0	5.7	0.4	7.1	0.3	6.8	540.0	22.0	8.2	2.0	13.0			0.0	
Mean	15.8		7.0	14.9	350.0	530.0	5.7	0.4	7.1	0.3	6.8	597.5	36.5	8.5	3.6	14.7			#DIV/0!	
Total	489.0																0.0			

**TOMALES TREATMENT PONDS
STANDARD OBSERVATION REPORT**

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

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>1/6/21</i>	<i>1/11/21</i>	<i>1/19/21</i>	<i>1/26/21</i>
Day	WED	MON	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) **January 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	<i>1/6/21</i>	<i>1/11/21</i>	<i>1/19/21</i>	<i>1/26/21</i>
Day	WED	MON	TUES	TUES
Time				
Operator	AG	AG	AG	AG
Rain fall, inches	0.7	0.25	0	0.1
* 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) **January 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	<i>1/6/21</i>	<i>1/11/21</i>	<i>1/19/21</i>	<i>1/26/21</i>
Day	WED	MON	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)

January 2021

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

INSPECTION	Week1	Week 2	Week 3	Week 4
Date	<i>1/6/21</i>	<i>1/11/21</i>	<i>1/19/21</i>	<i>1/26/21</i>
Day	WED	MON	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: January 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	<i>1/6/21</i>	<i>1/11/21</i>	<i>1/19/21</i>	<i>1/26/21</i>
Time	WED	MON	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.