



TVCS Board of Director's Meeting Agenda

Date: Wednesday, April 14, 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/82354103461> dial by your location _United States____
Meeting ID: 823 5410 3461
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 April 14, 2021 BOD Agenda Action

IV. Board Member Reports

V. Approval of March 10, 2021 Minutes Action

VI. Committee Reports

- a. Park Advisory Committee (PAC)
 1. Review Approved March 29, 2021 PAC Work in Progress Session Notes
 2. Status Update of Park Use, Rentals & Signage



- b. Financial Advisory Committee (FAC)
 - 1. Review March 24, 2021 FAC Meeting Minutes
 - 2. Review Draft 2021/2022 of Sewer Budget

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. Retirement Announcement
- b. Hiring Strategy and Timeline

IX. NSU Report

- a. Review February 2021 reports

X. Pending Business

XI. Other Business

XII. New Business

- a. Develop RFP for 5-Year Strategic Plan & Succession Process

XIII. Old Business

- a. TVCSD Board of Director's Liability
- b. Park Signage Specifying Group Gathering Limits and Covid-19 Safety Protocols.

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, March 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, TVCSB General Manager; Cynthia Hammond, TVCSB Recording Secretary

I. Call To Order:

In Dru Fallon O'Neill called the meeting to order at 7:04 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 March 10, 2021 TVCSB BOD Agenda

Bill Bonini motioned to approve the March 10, 2021 TVCSB Board Agenda. Donna Clavaud seconded the motion. M/S/C

IV. TVCSB Board Member Reports

Donna Clavaud reminded the TVCSB Board that CSDA has a new Board Member Handbook available at csda.net.

Dru Fallon O'Neill attended a Webinar regarding ADU's but nothing pertained to the government aspect on ADU's.

V. Approval of February 10, 2021 TVCSB BOD Minutes

Dru Fallon O'Neill said the PAC meeting (February 22, 2021) was held in the Park, socially distanced and not via Zoom.

Donna Clavaud motioned to approve the February 10, 2021 TVCSB BOD minutes as amended above. Peter MacLaird seconded the motion. M/S/C

VI. Committee Reports:

a. Park Advisory Committee (PAC):

1. Review Approved October 19, 2020 PAC Meeting Minutes
Minutes were reviewed.

2. Review February 22, 2021 PAC Meeting Minutes
Minutes were reviewed. Dru Fallon O’Neill said the PAC meeting on February 22, 2021 included park maintenance, the water tower, emergency procedures and volunteer recruitment.

Donna Clavaud said the water tower repair/remodeling estimate, which was included in the PAC minutes, is underway in order to make a determination for the upcoming budget.

3. Review Draft Tomales Community Park Policy
Donna Clavaud suggested PAC review the 2019 Tomales Community Park Policy; dog curbing, rental fees, unauthorized large gatherings, etc. and requested PAC to present revisions to the TVCSD Board.

b. Financial Advisory Committee (FAC):

1. Review February 26, 2021 FAC Meeting Minutes
Minutes were reviewed. Donna Clavaud, John Ward and Melinda Bell are currently FAC members. Donna Clavaud said a draft sewer budget will be presented to the Board at the April 14th, 2021 BOD meeting. Recommendations to the Board are to hold a Public Budget Meeting and Final Budget vote in June. Adoption of the final budget and submission to the County must be done in July. Jose Ortiz is working on identifying capital and maintenance items per TVCSD 10 year CIP Plan and to make any adjustments.

Donna Clavaud said FAC is recommending the Draft Park budget and the Measure A Work Plan for 2021/2022 to be presented at the May 2021 TVCSD Board meeting. The Measure A Work Plan is due June 1st, 2021.

Melinda Bell confirmed with Kevin Wright that Measure A funding is ending in March 2022 – a Special Election will be held in June 2022 to keep the quarter cent tax continuance.

Donna Clavaud said a 5 Year Strategic Plan and Succession Plan has been bundled together in order to develop continuity of Board/Staff/Community. An RFP will be developed for consultants to help with this process.

Jose Ortiz recommended amending the FAC minutes to state the Public Hearing will be held in June 2021 and the adoption of the budget to be held in July 2021.

2. Discuss & Approve Proposition 68 Grant Application
Donna Clavaud said TVCSD doesn’t qualify for this state grant because the medium income level is too high and the radius restrictions is above the threshold that is acceptable.

VII. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures:

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

b. Financial Manager's Report:

Financial Manager's report was reviewed.

Dru Fallon O'Neill stated that TVCSD is in the black; Donna Clavaud added that TVCSD has added to its reserves and TVCSD will be debt free in 2025.

c. Review and Approve Financial Statements:

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

VIII. General Manager's Report

a. TVCSD Board Member, Bill Bonini, Requests Status of TV Camera Inspections of Sewer Lines.

Jose Ortiz said he spoke with Roy's Sewer Service and there will be a two (2) phased approach; how far will the allocated \$10,000 go in doing the collection system and will prevailing wages apply to a maintenance project? Jose Ortiz has a meeting scheduled with Roy's Sewer Service to discuss further.

b. TVCSD Board Member, Bill Bonini, Requests Remote Access Status of SCADA System

Bill Bonini asked if the SCADA system can be accessed remotely. Jose Ortiz said not yet. Bill Bonini also asked about the aerator pumps as they are running all the time. Jose Ortiz said the aerator pumps are being run manually. Jose Ortiz has contacted Aspect Engineering Group to arrange a diagnostic session on the SCADA system.

Jose Ortiz said he and Melinda Bell are getting the Levy 4 (sewer service tax fees) list from the Marin County Tax Collector. Melinda Bell will be collecting Derby's fees directly, every year and Bantle is in the process of making his sewer connection; the \$10,000 sewer connection fee is required prior to the physically making the connection and once the final inspection permit is completed, the annual sewer fee will be prorated.

IX. NSU Report

a. Review January 2021 reports:

NSU Report was reviewed.

Jose Ortiz will print out the spreadsheet with the actual numbers for January 2021 as there seems to be a discrepancy of readings. Bill Bonini will review the report.

X. Pending Business

None

XI. Other Business

None

XII. New Business

a. Form 700, from all Board Members & Staff, is due in March

Melinda Bell emailed Form 700 to all Board Members so they could fill them out and mail the original form to Dan Miller at the County Elections Department. A copy of the form shall be retained in the

TVCS D office.

b. Review Covid-19 Site Protection Plan Template for TVCS D Office

Donna Clavaud reminded the TVCS D Board that currently Marin County is in Tier 2 of the Covid-19 pandemic and unless one is an essential worker, people must work from home remotely, including TVCS D Board and staff. If one needs to enter the TVCS D office to drop something off, precautions must be met such as sanitizing surfaces and wearing masks. For the time being TVCS D Board Meetings will be held remotely.

c. Unauthorized Large Park Gatherings Discussion

Dru Fallon O’Neill reported that an event at the William Tell spilled out throughout town and Park. There are no enforcement rules unless a call is made to the Marin County Sheriff’s Department. Bill Bonini said the Park was for visitor usage and agreed with Donna Clavaud’s recommendation of signage possibly stating “Park usage over 25 requires a TVCS D Park rental agreement” in addition to a sign listing Covid-19 protocols. There was concern over Covid-19 violations and possible TVCS D liability.

Peter MacLaird suggested making a motion for TVCS D to post signage at the Park.

Donna Clavaud made a motion for TVCS D to make signage that states Park rules and regulations to specify that groups over 25 must have a rental agreement to utilize the Park and must adhere to safety protocols in regards to Covid-19. Not seconded, motion tabled.

Motion postponed until April 14, 2021 TVCS D Board meeting. In the meantime, Donna Clavaud will contact Max Korten of Marin County Parks, for advice on signage.

d. New SUSD Superintendent Proposes 2021 Zoom Meeting in Micro Grids

SUSD new Superintendent, Adam Jennings, proposes a Zoom meeting in 2021 with TVCS D Board to discuss Micro grids. Jose Ortiz will reach out to Adam Jennings.

XIII. Old Business

a. TVCS D Newsletter Discussion for 2021

Possible content ideas for newsletter are meeting schedules, committees & committee members, new gazebo, Henry Elfstrom’s retirement, etc. Date of distribution TBD.

XIV. Correspondence

None

XV. Adjournment

Meeting was adjourned at 8:49 pm. No objections

Next TVCS D BOD Meeting, April 14, 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

March 29, 2021 PAC Work in Progress Session Notes:

Meeting called to order by Chairman Walter Earle at 3:10 m in the Park. Dru Fallon O'Neill took the notes of the meeting.

Present:

Walter Earle, Chair, Lisbeth Koelker, Dru Fallon O'Neill, TVCSD President

Absent:

Venta Leon, Margaret Nettles, Patty Oku

Public Attendees: Melinda Bell, TVCSD Financial Manager; Donna Clavaud, TVCSD Vice President; David Judd

Due to a the lack of a quorum, the meeting pivoted to a workshop on budget and projects, taking advantage of David Judd and Melinda Bell's expertise and presence.

Projects discussed:

- 1) New bathroom signage purchased but not yet installed due to condition of paint on doors and door design. Earlier plans to replace doors that would address ongoing maintenance issues were revisited, with David Judd to check on pricing. Of note is critical placement of signs to comply with ADA regulations when installed.
- 2) Front gate and park signage project file is with Jose. Posts are donated by Jason McClean and metal sign project arrangements had been made with assist from Tomales High. Donna Clavaud is the point person for project execution, with donated funds from Tomales Farm and Flea. Donna Clavaud will also contact THS principal.
- 3) ADA playground ramps need more detail. \$10k was budgeted, former work plan estimate was \$8k, but costs for building supplies are rising and need another assessment. Beth Koelker will follow up with SUSD and Tomales Elementary Principal for contact info/personnel since the ADA work recently completed at the school.
- 4) Northside park fence replacement discussion centered on costs and contributions. Currently no request to contiguous neighbors; Truckers and Wm Tell. Fence detail, though beloved, has extra costs, versus a more pedestrian style wooden board cladding. There are 2 or 3 more Measure A payments due the District with 9 years to spend the proceeds. Discussion regarding higher materials cost and putting project on back burner evolved into a direction of addressed this sooner rather than later.
- 4a) Discussion turned to aging picnic table(s) one which had been ordered, but not yet received. David Judd will check status and may be able to adjust size up from 6' to 8', due to the larger area in the new gazebo.
- 5) Water Tower News isn't very positive regarding repair and salvage. David Judd made an assessment and it has come down to unknown costs and current liability direct efforts towards demolition. There was sad, but understandable, consensus to proceed in this direction.
- 6) Final discussion about renewing the basketball court painted lines was put into perspective from David Judd's review of how they got there in the first place. He found the company working on a painting project at the local schools and their employee was amenable to donating his time! Donna Clavaud will contact Adam Jennings at the local school for resource and future painting projects at school.
- 7) Dru Fallon O'Neill volunteered to draft a Utility/Maintenance protocol list and list of volunteers to contact when such need arises.
- 8) Dru also volunteered to be the next Chairperson and Secretary, which will be addressed at the next fully attended PAC meeting (with a hope of attracting a Co-Secretary).
- 9) Minutes of February meeting will be slated for approval at the April 26th PAC meeting, with no minutes for the March meeting, just this review of items discussed at the workshop.

NOTICE

Tomales Community Park

Re-opens Tuesday, November 10, 2020

Due to the Covid-19 pandemic, all park facilities and bathrooms have been closed since mid-March 2020, per State and Marin County Public Health mandates.

Tomales Village Community Services District (TVCS), which manages and operates Tomales Community Park, will be re-opening November 10, 2020, and will be following required CA Public Health Covid-19 safety guidelines.

While rental and large events will not be scheduled at this time, the public will be welcome to visit and enjoy day use of play structures, public bathrooms, water fountain, gazebo, picnic tables and benches.

Please observe signage for all safety guidelines.

For questions, email: admin@tomalescsd.ca.gov

PO Box 303 Tomales, CA 94971 * 707-878-2767* www.tomalescsd.ca.gov

FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

MARCH 24, 2021

PRESENT: Melinda Bell, Chairperson, Financial Services; Donna Clavaud, TVCSD Board member; John Ward, TVCSD Board member; Jose Ortiz, TVCSD General Manager.

The meeting was conducted remotely via Zoom and called to order at 4pm by Chairperson Melinda Bell. There was a quorum to conduct business and TVCSD General Manager was present to contribute to the Agenda items focused on 2021-2022 budget discussions and ideas on prioritizing a TVCSD 5-year Strategic Plan and development of a Succession Plan.

AGENDA

1. Reading & Approval of Minutes from prior meeting if necessary:

Prior FAC minutes approved by FAC member prior to March Board meeting.

2. New Business:

None presented.

3. 2021-2022 Budget Process and Scheduling for Park Program

a. PAC/FAC Draft for Presentation to Board in May

b. June Public Meeting

The Tomales Park 2021-2022 Annual Budget and Measure A Work Plan will be presented at the May 13 TVCSD Board Meeting for review and the Work Plan will need approval with any necessary amendments as it is due to be submitted by June 1. The Final Park Budget and Work Plan will be presented at a June Public Hearing and then approved by final Board vote at the July Board meeting, signed and submitted to County.

The PAC held a general discussion of the upcoming Budget and Work Plan at their last two meetings on 2/22/21 and on 3/29/21. They have proceeded to gather necessary updated information on previously approved construction projects that include the ADA ramps into the play structures; the replacement of the North fence and addition of a retaining wall at the west juncture of the Tucker property; and the construction of a new front gate with metal signage. They also discussed renovation of the Water Tower, now in serious disrepair, and David Judd

agreed to offer a structural assessment at the recommendation of our General Manager and Committees. Other projects include additional picnic tables, replacing bathroom doors and adding new gender-free signage, and the re-stripping of the parking lot to include half court lines for the basketball area.

The PAC will meet on April 26 to firm up project information. Melinda Bell and Donna Clavaud will work with any PAC members available to firm up a 2021-2022 Park Budget and Measure A Work Plan for the May Board of Directors Meeting.

4. 2021-2022 Preliminary Sewer Budget Draft for April Board Meeting

a. Contract and Rate Increases

b. CIP Update

c. Other anticipated changes such as Strategic and Succession Planning

FAC has attached a proposed Preliminary Sewer Budget for 2020-2021 for Board review and discussion in the April 14, 2021 Board Packet. The Sewer Budget will then be presented at a June Public Hearing. Jose Ortiz will prepare the necessary attached Resolutions and a Public Notice that can be submitted to the Point Reyes Light newspaper in a timely manner. At the July Board meeting, the Board will vote on the Final Sewer Budget for 2021-2022. It can then be submitted to the County.

Melinda presented a sewer draft for FAC review with the past four-year budgets and actuals which offered a means for us to view trends and changes.

*No rate changes are recommended in the upcoming budget.

*FAC is recommending additional expenses as TVCSD Secretary, Cynthia Hammond, increases her hours to do additional work for the District, such as management of our webpage and compilation of the TVCSD Policy Manual. (Note that she has been under budget for the past four years).

* O & M Contractual Services contract will increase by 2% in January of 2022.

*FAC recommends \$7,000 for a TVCSD 5-year Strategic Planning Process that includes both sewer system and Tomales Park, in addition to the development of a Succession Plan to examine Staff, Board and Committee positions to insure District continuity and representation, and to attempt to avoid pitfalls of loss of District expertise and familiarity with our sewer system and the Tomales Park. FAC recommends TVCSD develop an RFP and put it out to bid to search for a Consultant to facilitate this process as soon as possible.

* CIP update is underway with Jose Ortiz meeting with Roy's Sewer Service to assess costs of a 2-phased approach for CCTV inspection of collection pipes. He is particularly focused on the pipes south of First Street at Hwy 1, which catches the fats/oils from Tomales food venues to

determine degree of buildup; costs can increase dramatically and will determine our 2021-2022 budget outlay and scope of work for CCTV inspection. The SCADA system still requires additional assessment to determine costs to get the remote system operating effectively to print needed reports.

5. Changes Proposed in Monthly Budget Comparisons

- a. Groupings and a reordering of accounts**
- b. Inclusion of all prior month numbers**
- c. Report Annual Budget, not year-to-date budget**
- d. How to include cash effects in accrual reports**

Significant changes have been made over the past five years under the leadership of Melinda Bell, TVCSD Financial Services staff member, in efforts to increase transparency of the budgets and make them easier to read and understand. Now, our newest Board member and FAC member, John Ward brings fresh eyes to the budgets, and has been working with Melinda to recommend some new proposed changes to the monthly budget comparisons to further increase comprehension. The FAC recommends the four proposed changes listed above for Board review and discussion. Proposed changes include re-grouping line items under subject categories; listing prior month numbers; and listing Annual Budget for line items rather than year-to-date budget. Any questions can be directed to Melinda Bell and John Ward for additional explanation.

Next Meeting: Wednesday, April 28, 2021, 4pm via zoom.

The meeting was adjourned at 5:18pm.

	17/18Bud	17/18Act	18/19Bud	18/19Act	19/20Bud	19/20Act	20/21Bud	Change	21/22 Prelim	
Income										
301.10 · Service Charges - Monthly	756	869	983	983	983	983	983	-	983	
301.15 · Service Charges - Annual Fees	1,512	1,739	1,966	1,966	1,966	1,966	1,966	-	1,966	
301.20 · Service Charges - SUSD	64,299	59,605	64,299	61,782	64,299	58,926	62,299	(517)	61,782	based on current year actual
301.30 · Service Charges - County	104,477	103,158	116,737	117,408	116,737	117,131	117,720	-	117,720	
Total 301.00 · Service Charges	171,044	165,371	183,984	182,139	183,984	179,006	182,968	(517)	182,451	
303.00 - Connection Fees				10,000		10,000		-		
303.10 · Permit and Inspection Fees				240		250		-		
305.00 · SUSD Debt Serv SRF	8,062	8,062	8,062	8,062	8,062	8,062	8,062	-	8,062	
311.00 · Interest Income	1,491	1,411	1,500	1,903	2,000	2,552	3,000	(1,000)	2,000	lower rate estimate
315.50 · Levy 4	8,200	8,143	8,180	8,396	8,180	8,767	8,200	300	8,500	average 19/20 & 20/21
	-									
Total Income	188,797	182,987	201,726	210,741	202,226	208,637	202,230	(1,217)	201,013	
Expense										
410.00 · Sewage Collection	375	470	405	583	460	391	400	50	450	average recent years
411.00 · Sewage Treatment	8,594	1,324	240	4,584	240	5,729	200	4,300	4,500	average recent years
4111.05 - Lab Costs	7,738	8,655	8,663	7,328	8,663	7,940	8,663	(513)	8,150	average recent years
411.10 - Plant Maintenance Supplies	1,320	6,387	7,734	945	4,734	977	1,000	1,325	2,325	average recent years
412.00 · Sewage Disposal Other		828	828	1,093	828		1,000	(270)	730	average recent years
412.10 · Sewage Disposal Electric	336	312	340	254	340	-147	300	(120)	180	average recent years
413.20 - Grounds Maintenance	2,000	1,224	2,000	4,166	5,000	800	4,000	(2,400)	1,600	two mowings
414.05 · Administrator's Fees	45,750	47,375	46,661	40,972	47,375	37,942	49,200	-	49,200	based on no Park charges
414.10 - Payroll Tax Expense	550	151	550	517	550	70	1,045	155	1,200	allow for maximum
414.22 · Licenses and Permits	1,346	1,376	1,376	1,455	1,376	1,645	1,645	155	1,800	fees usually increase
414.31 · Property & Liability Insurance	6,655	6,952	7,369	7,515	7,737	8,289	10,788	-	10,788	
414.33 · Worker's Comp Insurance	720	711	700	612	854	758	900	-	900	
414.41 · Postage and Delivery	300	326	110	408	360	246	360	-	360	
414.42 - Printing and Copies		112	100		100		100	(100)		none recently
414.43 · Office Supplies	150	107	150	441	150	14	150	70	220	average recent years actual
414.44 · Sonic - Web Hosting	240	64	100	96	100	100	100	-	100	no increase anticipated
414.45 · Equipment Expense	250	698	250	665	620	739	620	120	740	office, plant virus, logmein, bac
414.465 · Board Member Stipend	5,000	2,100	5,000	2,450	5,000	1,250	5,000	-	5,000	maximum budget
414.467 · Board Training	1,000	40	1,000		1,000		1,000	(500)	500	budgets not used in past-CSD
414.47 · Clerical/Bookkeeping	10,220	11,991	12,000	11,287	12,000	10,443	12,000	1,000	13,000	20/21 actual hours
414.48 · Office Rent	1,200	1,200	1,200	1,200	1,200	1,200	1,200	-	1,200	no change
414.49 · Secretary	6,856	3,093	4,500	2,429	4,000	1,812	4,000	2,000	6,000	additional work added
414.50 · O&M Contractual Services	49,148	49,820	49,148	50,031	51,677	52,013	52,965	1,042	54,007	2% increase Jan 2022-contra
414.551 · Legal Fees	-	110	2,500		2,500	114	2,500	(2,500)		none anticipated
414.552 Audit	5,000	5,150	5,300	5,200	5,300	5,300	5,600	(100)	5,500	contract
414.553 · Consulting	-				5,000		5,000	2,000	7,000	strateg plan, succession plan

	17/18Bud	17/18Act	18/19Bud	18/19Act	19/20Bud	19/20Act	20/21Bud	Change	21/22 Prelim	
414.61 · Newsletter Expense	710	102	500	124	500		500	-	500	two newsletters
414.60 · Publication and Notices		333	175	318	175	185	350	(150)	200	19/20 actual + indrease
414.62 · Dues and Subscriptions	1,110	1,155	1,150	1,209	1,225	1,262	1,275	25	1,300	CSDA dues increasing
414.67 · Solar Lease Admin Fee	750	750	750	750	750	750	750	-	750	no change-contract
414.70 · Major Repairs and CIP										
414.71 - Plant and Building Maintenance	1,200	1,044		191	150		2,200	(2,200)		work finished
414.72 - Computer Repairs	250	214	150	100		0		-		none anticipated
414.73 Equipment Repairs	1,150				-	0		-		none anticipated
CCTV Inspection of entire collection system			10,000				10,000	(7,000)	3,000	town to plant portion
System integration and SCADA programming			2,500			10,090		-		no estimate yet
Treatment pond Maintenance					9,500	432	5,500	6,500	12,000	21/22 CIP projected
414.76 · Collection System Maintenance	5,000	1,282		900				-		none anticipated
414.77 · Irrigation Field Maintenance	6,000	1,598	4,000	105	5,000		11,000	(11,000)		none anticipated
414.78 · Solar Panel Maintenance	400				-					none anticipated
SubTotal 414.70 · Major Repairs and CIP	14,000	4,138	16,500	1,296	14,500	10,522	28,700	(13,700)	15,000	Total CIP Expense
414.81 · Travel	450	712	770	511	700	434	500	-	500	
414.85 Training		150	200		200		200	-	200	
414.90 · Telephone and Internet Services	2,688	2,525	2,500	2,505	2,500	2,646	2,650	350	3,000	allow for increase
417.20 · Election Expense	300	250		34				-		no election
417.30 · LAFCO Charges	160	182	160	189	190	158	190	(40)	150	19/20 actual
417.40 County Tax Administration Fees				204	137	184	138	62	200	recent actuals
415.50 · Depreciation Expense	-	50,664		50,664		50,664		-		never budgeted
420.20 · Interest Expense - SRF Loan	3,370	3,370	2,851	2,851	2,319	2,319	1,774	(560)	1,214	contract
Total Expense	178,286	214,907	183,930	204,886	190,510	206,747	206,763	-8,299	198,464	
Net Income	10,511	-31,921	17,796	5,854	11,717	1,890	-4,533	7,082	2,549	
Cash receipt for SUSD receivable	1,544	1,544	1,637	1,637	1,735	1,735	1,837	113	1,950	contract scheduled
Cash outlay for loan and bond payments	-38,708	-38,709	-39,228	-39,228	-39,760	(39,760)	(40,305)	(559)	(40,864)	contract scheduled
Depreciation		50,664		50,664		50,664				
Change in Receivables, Payables		3,848		1,405		8,782				not predictable, but positive
Net Change in Cash Balances	(26,653)	(14,573)	(19,795)	20,333	(26,308)	23,312	(43,001)	6,636	(36,365)	

BANK TRANSACTIONS MARCH 2021

PARK	Type	Date	Num	Name	Memo	Amount	Balance
131.00 - Cash				BEGINNING PARK TOTAL CASH			103,325.45
131.48 - CA LAIF				BEGINNING LAIF PARK CASH			30,986.01
Total 131.48 - CA LAIF				ENDING LAIF PARK CASH			30,986.01
131.42 - Bank of Marin - Money Market				BEGINNING MONEY MARKET PARK CASH			24,977.65
	Deposit	03/31/2021			MM int	1.08	24,978.73
Total 131.42 - Bank of Marin - Money Market				ENDING MONEY MARKET PARK CASH		1.08	24,978.73
131.46 - Bank of Marin - Park Account				BEGINNING PARK CHECKING CASH			47,361.79
	Bill Pmt -Check	03/02/2021	1310	Ortiz, Jose	4.5 hrs September constr mngmt,COVID regs	-607.50	46,754.29
	Bill Pmt -Check	03/10/2021	1311	Leon, Venta	Costco disposable gloves	-32.61	46,721.68
	Bill Pmt -Check	03/10/2021	1312	Martinez, Edgar	30 hours cleaning February	-600.00	46,121.68
	Bill Pmt -Check	03/11/2021	1313	PGE	7399820768-9 1/26-2/24	-24.53	46,097.15
	Deposit	03/31/2021			Checking Int	0.21	46,097.36
Total 131.46 - Bank of Marin - Park Account				ENDING PARK CHECKINGVCASH		-1,264.43	46,097.36
Total 131.00 - Cash				ENDING TOTAL PARK CASH		-1,263.35	102,062.10
	SEWER						
131.00 - Cash				BEGINNING SEWER TOTAL CASH			235,167.06
131.20 - CA Local Agency Investm Fnd				BEGINNING LAIF SEWER CASH			72,300.66
Total 131.20 - CA Local Agency Investm Fnd				ENDING LAIF SEWER CASH			72,300.66
131.31 - Redwood Credit Union				BEGINNING SEWER REDWOOD CU CASH			40,739.62
	Deposit	03/31/2021			RCU int	5.21	40,744.83
Total 131.31 - Redwood Credit Union				ENDING REDWOOD CU SEWER CASH		5.21	40,744.83
131.42 - Bank of Marin - Money Market				BEGINNING MONEY MARKET SEWER CASH			70,162.07
	Deposit	03/31/2021			MM interest	3.04	70,165.11
Total 131.42 - Bank of Marin - Money Market				ENDING MONEY MARKET SEWER CASH		3.04	70,165.11
131.44 - Bank of Marin - Sewer							49,188.15
	Bill Pmt -Check	03/01/2021	4912	Natural Systems	Utilities -CA	-4,948.70	44,239.45
	Bill Pmt -Check	03/01/2021	4913	USPS	bulk mailing permit	-245.00	43,994.45
	Bill Pmt -Check	03/01/2021	4914	Hammond, Cynth	January, February and Ethics Time 16.25 hours	-438.21	43,556.24
	Bill Pmt -Check	03/01/2021	4915	Kristin Lawson	March-May Rent	-300.00	43,256.24
	Bill Pmt -Check	03/02/2021	4916	Ortiz, Jose	September 27 hours	-3,645.00	39,611.24
	Bill Pmt -Check	03/10/2021	4917	Melinda K. Bell	February 31.5 hours	-1,260.00	38,351.24
	Bill Pmt -Check	03/11/2021	4918	PGE	8044736439-1	-380.25	37,970.99
	Bill Pmt -Check	03/15/2021	4919	Brelje and Race	Laboratories, Inc.	-455.00	37,515.99
	Payment	03/16/2021		Tomales Regional	Histry Center	81.90	37,597.89
	Bill Pmt -Check	03/17/2021	4920	AT&T Uverse	145835838 2/7-3/6	-122.28	37,475.61
	Bill Pmt -Check	03/22/2021	4921	Capital One Bank	6428	-258.33	37,217.28
	Bill Pmt -Check	03/26/2021	4922	AT&T	138729848 3/11 - 4/10	-64.20	37,153.08
	Deposit	03/31/2021			Deposit	0.18	37,153.26
Total 131.44 - Bank of Marin - Sewer				ENDING SEWER CHECKING CASH		-12,034.89	37,153.26
131.48 - Bank of Marin - Solar				BEGINNING SEWER SOLAR CASH			2,776.56
	Deposit	03/31/2021			Deposit	0.01	2,776.57
Total 131.48 - Bank of Marin - Solar				ENDING SEWER SOLAR CASH		0.01	2,776.57
Total 131.00 - Cash				ENDING SEWER TOTAL CASH		-12,026.63	223,140.43

Financial Manager's Report

This month's financial reports show results after nine of the twelve months of the fiscal year. We are beginning the budget season to adopt the plan for 2021/2022. For the Park the balance sheets are of interest because of the uncertainty of the renewal of Measure A which expires in spring 2022. We will receive all of next year's funding, around \$36,000, but after that, continued funding will depend on an election in 2022, currently planned for June. At the end of March 2021 Park cash was \$102,062.10. No more significant income is expected this fiscal year.

The Park balance sheet shows that the cost of park equipment is now \$147,136.80 more than a year ago. This is the cost of capital equipment added in 2019/2020, capitalized at year-end 2020. Very little has been spent so far this year on capital equipment to be capitalized this June. The Park Advisory Committee will have the current year cash plus next year's Measure A income to plan their 2021/2022 budget and rainy day fund for future operations and maintenance. Next month they will present the 2021/2022 Work Plan to the Board for approval and submission to the County by June 1, 2021.

The Financial Advisory Committee has submitted the first draft of the preliminary 2021/2022 Sewer budget to the Board in this packet for Board review and discussion. The worksheet includes the budget and actual numbers for the past three completed years plus the current year budget for comparison. The 2020/2021 budget shown in this worksheet is the budget for the whole year. The budget in this month's Sewer Budget to Actual Comparison report is the budget for the first nine months of the fiscal year.

The Sewer Budget to Actual Comparison reports income higher than budget because of unbudgeted connection fees and the sewer service charges paid by those new sewer system users. Also reported are total expenses \$15,249.60 under budget, but that includes \$33,498.66 in depreciation expense recorded, but not budgeted. Discounting the depreciation, actual expenses are \$48,748.26 under budget. Of that variance, roughly \$26,442.50 in administrator's fees have been incurred, but not yet paid. But that still leaves a positive budget variance, mostly from CIP, legal and consultant fees that will not have to be paid this year. Positive net income, net income higher than budget, and net income high enough to cover the long-term debt repayments make for a good environment for beginning budget planning.

YEAR-TO-DATE BUDGET AND YEAR-TO-DATE ACTUAL COMPARISON July 1, 2020 - March 31, 2021

					Jul '20 - Mar 21		
					Actual	Budget	\$ Over Budget
Income		SEWER					
	301.10	· Service Charges - Monthly			737.10	737.10	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			133,454.83	130,147.58	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			1,178.30	2,401.06	-1,222.76
		315.50 · Levy 4			5,493.99	4,401.18	1,092.81
Total Income		SEWER			158,439.12	145,011.82	13,427.30
Expense		SEWER					
	413.00	· Grounds Maintenance			800.00	3,000.00	-2,200.00
	410.10	· Sewage Collection Electric			229.43	339.11	-109.68
	411.05	· Lab Bills			4,896.70	6,494.00	-1,597.30
	411.10	· Maintenance Supplies			160.86	561.92	-401.06
	411.03	· Sewage Treatment Electric			1,758.90	-1,890.16	3,649.06
	411.00	· Sewage Treatment - Other			4,780.00	0.00	4,780.00
	412.10	· Sewage Disposal Electric			234.65	195.08	39.57
	412.00	· Sewage Disposal - Other			0.00	1,000.00	-1,000.00
	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			10,057.50	36,500.00	-26,442.50
	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			373.00	249.00	124.00
	414.42	· Printing and Copies			0.00	100.00	-100.00
	414.43	· Office Supplies			320.83	90.00	230.83
	414.44	· Sonic - Web Hosting			71.55	73.00	-1.45
	414.45	· Equipment Expense			616.36	310.00	306.36
	414.465	· Board Member Stipend			350.00	3,750.00	-3,400.00
	414.467	· Board Training			0.00	500.00	-500.00
	414.47	· Clerical/Bookkeeping			11,606.90	8,500.00	3,106.90
	414.48	· Office Rent			900.00	900.00	0.00
	414.49	· Secretary			1,252.50	2,800.00	-1,547.50
	414.50	· O&M Contractual Services			41,315.30	39,709.00	1,606.30
	414.551	· Legal Fees			0.00	2,500.00	-2,500.00
	414.552	· Accounting			5,400.00	5,600.00	-200.00
	414.553	· Consulting			0.00	5,000.00	-5,000.00
	414.61	· Newsletter Expense			0.00	500.00	-500.00
	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
	414.70	· CIP Repairs					
	414.72	· Computer Repairs			0.00	2,200.00	-2,200.00
	414.73	· Equipment Repairs			0.00	3,000.00	-3,000.00
	414.74	· Treatment Ponds Maintenance			1,648.00	2,500.00	-852.00
	414.764	· CCTV Inspection			0.00	10,000.00	-10,000.00
	Total 414.70	· CIP Repairs			1,648.00	17,700.00	-16,052.00
	414.81	· Travel			81.65	440.00	-358.35
	414.85	· Training			0.00	200.00	-200.00
	414.90	· Telephone and Internet Services			1,828.92	1,980.00	-151.08
	415.50	· Depreciation Expense			33,498.66	0.00	33,498.66
	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			140,106.35	155,355.95	-15,249.60
Net Income		SEWER			18,332.77	-10,344.13	28,676.90
	415.50	· Depreciation Expense			33,498.66		
		Long-term Debt Repayments			-40,305.33		
Net Income Cash Impact					11,526.10		

COMPARATIVE BALANCE SHEETS MARCH 31 2021 AND 2020

		PARK	Mar 31, 21	Mar 31, 20	\$ Change	% Change
ASSETS						
	131.48 - CA LAIF		30,986.01	30,605.26	380.75	1.24%
	131.42 - Bank of Marin - Money Market		24,978.73	93,411.34	-68,432.61	-73.26%
	131.46 - Bank of Marin - Park Account		46,097.36	91,925.33	-45,827.97	-49.85%
	Total 131.00 - Cash		102,062.10	215,941.93	-113,879.83	-52.74%
Fixed Assets						
	100.20 - Land and Land Rights		132,000.00	132,000.00	0.00	0.0%
	111.00 - Park Equipment		461,790.46	314,653.66	147,136.80	46.76%
	105.00 - Depreciation		-83,916.10	-74,326.10	-9,590.00	-12.9%
	Total 111.00 - Park Equipment		377,874.36	240,327.56	137,546.80	33.86%
	Total Fixed Assets		509,874.36	372,327.56	137,546.80	36.94%
TOTAL ASSET	PARK		611,936.46	588,269.49	23,666.97	4.02%
LIABILITIES & EQUITY						
Liabilities						
	222.00 - Accounts Payable		0.00	8,170.19	-8,170.19	-100.0%
	217.00 - Unearned Revenue		0.00	25,000.00	-25,000.00	-100.0%
	Total Liabilities		0.00	33,170.19	-33,170.19	-100.0%
Equity						
	252.50 - Investment in Capital Assets		509,874.36	372,327.56	137,546.80	36.94%
	260.00 - Unassigned Fund Balance		73,517.14	191,584.16	-118,067.02	-61.63%
	Net Income		28,544.96	24,357.77	4,187.19	17.19%
	Total Equity		611,936.46	588,269.49	23,666.97	4.02%
TOTAL LIABILITIES & EQUITY	PARK		611,936.46	621,439.68	-9,503.22	-1.53%
ASSETS		SEWER				
Current Assets						
	131.20 - CA Local Agency Investm Fnd		72,300.66	71,412.28	888.38	1.24%
	131.31 - Redwood Credit Union		40,744.83	40,659.80	85.03	0.21%
	131.42 - Bank of Marin - Money Market		70,165.11	53,230.02	16,935.09	31.82%
	131.44 - Bank of Marin - Sewer		37,153.26	27,084.07	10,069.19	37.18%
	131.48 - Bank of Marin - Solar		2,776.57	2,776.39	0.18	0.01%
	Total 131.00 - Cash		223,140.43	195,162.56	27,977.87	14.34%
	137.00 - Accounts Receivable		982.80	0.00	982.80	100.0%
	Total Current Assets		224,123.23	195,162.56	28,960.67	14.84%
Fixed Assets						
	100.00 - Property, Plant and Equipment		791,665.97	791,665.97	0.00	0.0%
	100.10 - Maps and Records		17,248.00	17,248.00	0.00	0.0%
	100.20 - Land and Land Rights		52,788.00	52,788.00	0.00	0.0%
	105.00 - Less Accumulated Depreciation		-771,795.66	-726,772.65	-45,023.01	-6.2%
	110.00 - Improvement Project		939,393.31	939,393.31	0.00	0.0%
	112.00 - Solar System		269,945.21	269,945.21	0.00	0.0%
	Total Fixed Assets		1,299,244.83	1,344,267.84	-45,023.01	-3.35%
	136.00 - SUSD Note Receivable		11,521.75	13,359.01	-1,837.26	-13.75%
TOTAL ASSET	SEWER		1,534,889.81	1,552,789.41	-17,899.60	-1.15%
LIABILITIES & EQUITY						
Liabilities						
	222.00 - Accounts Payable		2,022.68	11,791.89	-9,769.21	-82.85%
	230.00 - Fed Payroll Tax Payab		66.42	75.65	-9.23	-12.2%
	231.00 - CA Payroll Tax Payable		2.00	2.00	0.00	0.0%
	Total Current Liabilities		2,091.10	11,869.54	-9,778.44	-82.38%
Long Term Liabilities						
	211.00 - SWRCB SRF Loan		48,577.22	70,941.37	-22,364.15	-31.53%
	215.00 - CREBS Bond		89,705.84	107,647.02	-17,941.18	-16.67%
	Total Long Term Liabilities		138,283.06	178,588.39	-40,305.33	-22.57%
	Total Liabilities		140,374.16	190,457.93	-50,083.77	-26.3%
Equity						
	262.00 - Capital Asset Reserve		40,000.00	40,000.00	0.00	0.0%
	262.50 - Restricted Connection Fees		30,000.00	20,000.00	10,000.00	50.0%
	264.00 - Operating Reserve		51,690.75	47,627.50	4,063.25	8.53%
	265.00 - Net Assets - Unrestricted		1,254,492.13	1,266,665.91	-12,173.78	-0.96%
	Net Income		18,332.77	-11,961.93	30,294.70	253.26%
	Total Equity		1,394,515.65	1,362,331.48	32,184.17	2.36%
TOTAL LIABILITIES & EQUITY	SEWER		1,534,889.81	1,552,789.41	-17,899.60	-1.15%

GENERAL MANAGER'S REPORT

APRIL 14, 2021

UPDATE ON THE SCADA SYSTEM REPAIR PROJECT

I contacted Aspect Engineering Group again. I will be getting an estimate for one technician to diagnose our system issues. We will try to keep it to one day. I am hoping that during that work, they will take care of easy fixes. In particular, I would like to have them restore our ability to remotely access and start or stop plant and irrigation equipment.

UPDATE ON THE CAPITAL IMPROVEMENT PLAN

As I reported last month, the main CIP project is to complete the closed-circuit TV inspection of the collection system. I met with Kevin Berry from Roy's Sewer Service. His office is in Cotati and he is very familiar with our collection system. He video inspected the collection system in 1998 and also did a 2,500-foot section in November 2015. At present, I am trying to find out whether prevailing wages apply for this service. Although we are a public agency, prevailing wages may not apply since technically it may not be a work of public improvements. If prevailing wages do apply, the daily cost for the CCTV crew is about \$1,000 more. Kevin understands that ideally, if we get heavy rain this month or next, he will try to schedule the inspection within 72 hours of such a rain. In this manner, we can identify any inflow or infiltration problems.

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

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

LEVY 4 UPDATING

Melinda Bell and I didn't get a chance to discuss this topic. We would like to have everything sorted out by next month.

GENERAL MANAGER PLANNED RETIREMENT

Apparently, I have not informed the Board of my intent to retire at the end of this year. For this reason I asked Donna Clavaud to attend a special meeting that Graton Community Services District held on March 29 to strategize on how to advertise and when to advertise for the General Manager position. We will discuss this at April's regular Board meeting.



March 13, 2021

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

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

RE: Self-Monitoring Report
Tomales, Marin County
Order No. R2-2015-0019
I.D. No. 264662
February 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
2/1/2021	19.0																0.0			
2/2/2021	19.0																0.0			
2/3/2021	19.0				340.0	760.0	4.1	0.7	6.3	1.0	5.3	560.0	16.0	8.6	5.0	12.3	0.0			
2/4/2021	19.0	114.0	8.2	14.8													0.0			
2/5/2021	10.0																0.0			
2/6/2021	10.0																0.0			
2/7/2021	10.0																0.0			
2/8/2021	10.0																0.0			
2/9/2021	10.0																0.0			
2/10/2021	10.0	60.0	8.3	14.7								480.0	17.0	8.4	4.5	13.9	0.0			
2/11/2021	12.8																0.0			
2/12/2021	12.8																0.0			
2/13/2021	12.8																0.0			
2/14/2021	12.8																0.0			
2/15/2021	12.8																0.0			
2/16/2021	12.8																0.0			
2/17/2021	12.8																0.0			
2/18/2021	12.8	102.0	8.1	16.8								520.0	44.0	8.3	4.5	15.6	0.0			
2/19/2021	13.3																0.0			
2/20/2021	13.3																0.0			
2/21/2021	13.3																0.0			
2/22/2021	13.3																0.0			
2/23/2021	13.3																0.0			
2/24/2021	13.3																0.0			
2/25/2021	13.3	93.0	8.3	15.6								440.0	13.0	8.6	5.0	15.1	0.0			
2/26/2021	12.4																0.0			
2/27/2021	12.4																0.0			
2/28/2021	12.4																0.0			
																	0.0			
																	0.0			
																	0.0			
																	0.0			
																	0.0			
Max	19.0		8.3	16.8	340.0	760.0	4.1	0.7	6.3	1.0	5.3	560.0	44.0	8.6	5.0	15.6			#DIV/0!	
Min	10.0		8.1	14.7	340.0	760.0	4.1	0.7	6.3	1.0	5.3	440.0	13.0	8.3	4.5	12.3			0.0	
Mean	13.2		8.2	15.5	340.0	760.0	4.1	0.7	6.3	1.0	5.3	500.0	22.5	8.5	4.8	14.2			#DIV/0!	
Total	368.7																0.0			

TOMALES WASTEWATER FACILITY
Treatment Pond Summery Report

Phillips and Associates
Management and Technical Resources
707 254-1931

Month	Treatment Pond # 1				Treatment Pond No. 2				Treatment Pond No. 3				ST-West				ST-East				
Feb-21	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	
Date	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	
1																					
2																					
3																					
4	2.9	8.4	5.0	13.2	2.9	8.5	4.5	13.0	2.9	8.6	7.0	12.5	DRY	n/a	n/a	n/a	DRY	n/a	n/a	n/a	
5																					
6																					
7																					
8																					
9																					
10	3.0	8.3	5.0	13.1	3.1	8.3	5.0	12.8	3.1	8.3	6.0	12.6	DRY	n/a	n/a	n/a	DRY	n/a	n/a	n/a	
11																					
12																					
13																					
14																					
15																					
16																					
17																					
18	3.1	8.1	3.5	12.9	3.2	8.3	5.0	13.3	3.2	8.6	4.5	12.8	DRY	n/a	n/a	n/a	DRY	n/a	n/a	n/a	
19																					
20																					
21																					
22																					
23																					
24																					
25	3.0	8.3	4.0	12.8	3.1	8.5	5.0	13.1	3.1	8.7	5.5	12.8	DRY	n/a	n/a	n/a	DRY	n/a	n/a	n/a	
26																					
27																					
28																					

* Pond #1 Aeration Issue - wasn't staying on in Auto, it is now in HAND so D.O. should go up.

**TOMALES TREATMENT PONDS
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year) **February 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>2/4/21</i>	<i>2/10/21</i>	<i>2/18/21</i>	<i>2/25/21</i>
Day	THUR	WED	THUR	THUR
Time				
Operator	AG	AG	AG	AG
* Nuisance odors from ponds	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N
Evidence of improper system components and hydraulic integrity	N	N	N	N
Sign posting that wastewater is unsafe to drink	Y	Y	Y	Y

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

TOMALES INFLUENT HEADWORKS

STANDARD OBSERVATION REPORT

1.Reporting period (Month/Year) **February 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>2/4/21</i>	<i>2/10/21</i>	<i>2/18/21</i>	<i>2/25/21</i>
Day	THUR	WED	THUR	THUR
Time				
Operator	AG	AG	AG	AG
Rain fall, inches	0	0	0.75	0.3
* 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) **February 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>2/4/21</i>	<i>2/10/21</i>	<i>2/18/21</i>	<i>2/25/21</i>
Day	THUR	WED	THUR	THUR
Time				
Operator	AG	AG	AG	AG
- Nuisance odors from ponds	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N
* Evidence of improper system components and hydraulic integrity	N	N	N	N
Signage that wastewater is unsafe to drink	Y	Y	Y	Y

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

**TOMALES CHLORINE STORAGE TANK
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year)

February 2021

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

INSPECTION	Week1	Week 2	Week 3	Week 4
Date	<i>2/4/21</i>	<i>2/10/21</i>	<i>2/18/21</i>	<i>2/25/21</i>
Day	THUR	WED	THUR	THUR
Time				
Tech	AG	AG	AG	AG
* Evident of any leaks	N	N	N	N
Cl2 gallons added	0	0	0	0
Warning Signs Improperly Posted	N	N	N	N

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

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

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

Month: February 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	2/4/21	2/10/21	2/18/21	2/25/21
Time	THUR	WED	THUR	THUR
Operator				
Evidence of standing water	AG	AG	AG	AG
* Evidence of runoff from site	N	N	N	N
Evidence of erosion caused by irrigation	N	N	N	N
Evidence of system run off containment system from proper condition and integrity.	N	N	N	N
*Any odors	N	N	N	N
Mosquito breeding resulting from irrigation	N	N	N	N
* Evidence of improper distribution system components and hydraulic integrity	N	N	N	N
Perimeter fence posting informing public wastewater is not safe to drink	Y	Y	Y	Y

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

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

Special District Risk Management Authority

Policy Lines of Coverage for Program Year 2020-21



Tomales Village Community Services District

Line of Coverage	Item Count	Total Insured Value (TIV)	Deductible	Limit
Property	12	\$2,122,804		
Property			\$1,000	\$800,000,000
Boiler & Machinery			\$1,000	\$100,000,000
Flood (excluding A and V)			\$500,000	\$800,000,000
Flood (A and V)			\$500,000	\$800,000,000
Pollution			\$150,000	\$2,000,000
Cyber			\$50,000	\$2,000,000
Catastrophic Loss			\$500,000	\$800,000,000
General Liability				
Bodily Injury			\$0	\$2,500,000
Property Damage			\$500	\$2,500,000
Public Officials Personal			\$500	\$500,000
Employment Benefits			\$0	\$2,500,000
Employee/Public Officials E & O			\$0	\$2,500,000
Employment Practices Liability			\$0	\$2,500,000
Employee/Public Officials Dishonesty (Crime)			\$0	\$1,000,000
Auto Liability (includes non-owned auto)				
Auto Bodily Injury			\$0	\$2,500,000
Auto Property Damage			\$1,000	\$2,500,000
Non-Owned Auto Bodily Injury			\$0	\$2,500,000
Non-Owned Auto Property Damage			\$1,000	\$2,500,000
Uninsured Motorist			\$0	\$1,000,000
Workers' Compensation	3			
Employers Liability			\$0	\$5,000,000
Workers' Compensation			\$0	Statutory

* Special Deductibles/Limits

INSURANCE COVERAGE 2020/2021

SPECIAL DISTRICTS RISK MANAGEMENT AGENCY

Definitions

G. **Covered Individual(s)** means a person duly elected or appointed to and holding an elected or appointed director or board member position in any district/agency which is a **Member** of SDRMA.

L. **Personal Injury** means:

1. **Bodily Injury**, mental anguish or mental injury;
 2. False arrest, false imprisonment, wrongful detention, or malicious prosecution;
 3. Wrongful entry into, or eviction of any person from, a room, dwelling or premises that a person occupies, or other invasion of the right of private occupancy by or on behalf of its owner, landlord or lessor;
 4. A publication, including a publication placed on the internet or on similar electronic means of communication or an utterance that slanders or libels a person or organization or disparages a person's or organization's goods, products or services;
 5. A publication, including a publication placed on the internet or on similar electronic means of communication or utterance that violates a person's right of privacy;
 6. Assault and battery, not committed by or at the direction of, or with the consent of the **Covered Individual**. However, this limitation does not apply if committed or directed for the purpose of protecting persons from injury or death, or property from damage;
- Parts 4 and 5 above do not apply to advertising, publishing, broadcasting or telecasting done by or for the **Member**.

M. **Property Damage** means physical injury to or destruction of tangible property covered by this Memorandum and resulting loss of use.

PERSONAL LIABILITY COVERAGE FOR BOARD MEMBERS/DIRECTORS

We will pay those damages which a **Covered Individual** becomes legally obligated to pay because of **Personal Injury** resulting from an **Occurrence** to which this coverage applies. With attorneys of our choice, we will defend a **Covered Individual** against any covered claim or suit. We will also pay:

- A. All costs we incur in the settlement of a claim or defense of a suit with attorneys of our choice.
- B. Assessments on bonds required in a suit we defend, but not for bond amounts greater than the Personal Liability limit of liability. We are not obligated to apply for or furnish a bond.
- C. Reasonable expenses incurred by a **Covered Individual** at our request to help us investigate or defend a claim or suit. These include loss of earnings (but not other income) of up to \$60 per day.
- D. Interest after entry of judgment on any amount that does not exceed our limit of liability.

All defense costs we incur in the defense of any claim or suit are included within the limits of risk financing stated in the Declarations. We are not obligated to pay any costs, including attorneys' fees, of any claim or suit where you select an attorney not chosen by us because there is a dispute between you and us over coverage. We may investigate and settle any claim or suit that we consider proper. Our obligation to defend any claim or suit ends once we have paid our limit of liability in damages, defense costs or both.

Tomales Community Park

Rules and Regulations

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

The Park will be open from dawn to dusk

No overnight use or open campfires

No motorized vehicles are allowed on the grounds

Pick up after your animals

No smoking

Your consideration of our Park's neighbors is appreciated. Please keep the volume of your music and other noise to a minimum.

Park Use Information

Groups larger than 25 and film companies need to arrange for use of Tomales Community Park in advance. Please call the Tomales Village Community Services District at 707-878-2767 for scheduling and other details. For more information you can visit our website at www.tomalescsd.ca.gov

In case of emergency call 911

**TOMALES
VILLAGE**

COMMUNITY
SERVICES
DISTRICT