



## TVCS D Board of Director's Meeting Agenda

Date: Wednesday, November 10, 2021 7 pm VIA ZOOM

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

### **Notice of Teleconferenced Meeting**

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

Board Members Teleconferencing: Dru Fallon O'Neill, Donna Clavaud, Deborah Parrish, Bill Bonini, and Peter MacLaird. **Members of the Public may participate and provide public comments to teleconference meetings as follows:**

1. If you wish to submit a public comment on agenda items in advance of the meeting, please send to jose91946@sbcglobal.net. Emails received prior to the meeting will be included in the public record. The Board President will read public comments at the Board meeting, not to exceed three minutes (approximately 300 words).
2. If you wish to submit a public comment during the meeting, please use the following information: <https://us02web.zoom.us/j/82124879964> or dial by your location \_United States\_\_\_\_  
Meeting ID: 821 2487 9964  
Join from a PC, Mac, iPad, iPhone or Android device:

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

Public testimony will be taken at the direction of the Board President and members of the public may only comment during times allotted for public comments. If you wish to request a disability-related modification or accommodation, please contact the District by email at [cynthmarie@sbcglobal.net](mailto: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 November 10, 2021 BOD Agenda** Action

**IV. Board Member Reports**

**V. Approval of October 13, 2021 Minutes** Action

**VI. Adopt Resolution # 2021-06: AB 361. Renewing Authorization for Remote Teleconferencing Meetings** Action

### **VII. Committee Reports**

- a. Park Advisory Committee (PAC)
  1. October PAC meeting was post phoned
  2. Park Update on City of Hope Park Rental
  3. Update Park Projects

PO Box 303 ● Tomales, CA ● 94971 ● ph 707.878.2767 ● [www.tomalescsd.ca.gov](http://www.tomalescsd.ca.gov)

Board of Directors:

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



- b. Financial Advisory Committee (FAC)
  - 1. Review October 27, 2021 Work Session Notes
  - 2. Strategic Plan Status Report and Set Date for Wrap-up Meeting

**VIII. Financial Report (Melinda Bell)**

- a. Accept Check Registers and Approve Expenditures **Action**
- b. Financial Manager's Report
- c. Review and Approve Financial Statements **Action**
- d. Review and Approve CSDA's Hour of Legal Advice for Park Rentals **Action**
- e. Authorize Financial Manager to Investigate Office Computer Solutions for Accounting & Administration **Action**

**IX. General Manager's Report**

- a. SCADA Update
- b. CCTV Update
- c. RFP Status Report

**X. NSU Report**

- a. Review September 2021 reports

**XI. Pending Business**

**XII. Other Business**

**XIII. New Business**

**XIV. Old Business**

**XV. Correspondence**

**XVI. Adjournment**

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

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



## TVCS D Board of Director's Meeting Minutes

**Date: Wednesday, October 13, 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; Melinda Bell, TVCS D Financial Manager; Cynthia Hammond, TVCS D Recording Secretary

### **I. Call To Order:**

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 October 13, 2021 TVCS D BOD Agenda**

Bill Bonini motioned to approve the October 13, 2021 TVCS D BOD Agenda. Peter MacLaird seconded the motion. M/S/C

### **IV. TVCS D Board Member Reports**

None

### **V. Approval of September 8, 2021 TVCS D Regular BOD Minutes**

Donna Clavaud motioned to approve the September 8, 2021 TVCS D Regular BOD meeting minutes as is. John Ward seconded the motion. M/S/C

### **VI. Committee Reports:**

a. Park Advisory Committee (PAC):

1. Review September 27, 2021 Work Session Notes

Work Session notes were reviewed. Dru Fallon O'Neill reported that David Judd will continue to be the Park liaison volunteer and PAC will work Donna Clavaud and Margaret Nettles as back-up liaisons.

Donna Clavaud said there was a need to develop Standard Operating Procedures for the Park.

## 2. Update on October 2, 2021 Marin Century Park Rental Event

Dru Fallon O'Neill said Marin Century used the Park for multiple days and there was very minimal use of utilities and the Park was left clean. Bill Bonini suggested using a check list that would list what is included in renting the Park and what the fees would be for certain extras (such as water, electricity, etc.). Dru Fallon O'Neill suggested reviewing the rental agreement and fees. Donna Clavaud said after, the PG & E costs, the Park made \$180 in the rental fee. John Ward said the staff hours and volunteer work involved in renting the Park needs to be revisited.

## 3. Update of Water Tower

Bill Bonini estimated about \$1,200 - \$1,500 for the replacing the roof and materials and would enlist the help of volunteers. It is undetermined whether or not to keep the water tower one (1) or two (2) stories. Bill Bonini will further inspect the water tower. Donna Clavaud and John Ward both agreed the water tower is worth saving.

## 4. Update on Ordering Surface Material for Park

Jose Ortiz said he would take the lead on ordering the surface material for the Park and will report the status in the TVCSD BOD November meeting.

## 5. Status of ADA Engineer for Park Ramps Project

Jose Ortiz said he was unable to connect with the specialist in ADA ramps and will continue to pursue an ADA Engineer. Jose Ortiz will also talk to Melinda Bell in regards to what the TVCSD insurance company needs in order to be compliant with ADA requirements. Donna Clavaud said the Matrix Study suggested an annual, certified ADA inspection.

### b. Financial Advisory Committee (FAC):

#### 1. Review September 29, 2021 Work Session Notes

Work Session notes were reviewed. Donna Clavaud pointed out the Priorities and Tasks which included the five (5) priorities in Strategic Planning; reviewing the Park budget and Park Administration Support; formatting TVCSD Policy Manual; reviewing existing financial reporting; working with the General Manager to write step-by-step procedures for new sewer connections, hook-up and service fees, billing; and the need for Cloud back-up storage, as outlined in the Work Session notes.

#### 2. Review One (1) Page Invitation to Participate in General Manager RFP

Jose Ortiz sent the most current RFP for General Manager's position to the TVCSD Board to review and suggested not having an Invitation to Participate as this step would take up time and didn't think it was necessary. Donna Clavaud was persistent in having and distributing the Invitation to Participate. It was determined there would be an Invitation to Participate and it would be distributed.

#### 3. Review Full General Manager RFP

The RFP proposals will request they be mailed to the District PO Box and will be made "to the attention" of the Search Committee (Donna Clavaud, John Ward and Melinda Bell). Jose Ortiz's email will replace [info@tomalescsd.ca.gov](mailto:info@tomalescsd.ca.gov) for questions and correspondence pertaining to the RFP. Donna Clavaud noticed in the RFP that there wasn't a range of hours, a budget range or when the position would begin.

Donna Clavaud suggested looking in to California Rural Water Association for General Management services.

Jose Ortiz stated he would extend his TVCSD employment through the end of February in the event a new General Manager hasn't been hired.

## 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.

Melinda Bell said Cloud back-up is needed for the accounting system, and cloud access to documents for reference and signatures. The draft Auditor's report that TVCSD was transparent and was made available to the Board. Bound copies of the Auditor's report will be available at the TVCSD District office and will be posted on the TVCSD website. Melinda Bell said there is a need to have clear, concise financial reports for rate payers and interested individuals. Donna Clavaud suggested using pie charts that showed income and expenses would be helpful.

John Ward asked about retrieving the phone messages while Melinda Bell is out of town. Jose Ortiz suggested a Frequently Asked Question (FAQ) regarding sewer connections to be posted on the website. Jose Ortiz said he would develop the FAQ. In addition, Donna Clavaud said TVCSD also needs to develop and adopt an ordinance for ADU's fees and services.

### c. Review and Approve Financial Statements:

Bill Bonini motioned to approve the financial statements. Peter MacLaird seconded the motion. M/S/C

## VIII. General Manager's Report

### a. Status of CCTV Inspection of Sewer Main

Jose Ortiz said the final phase of the CCTV inspection from Highway One to the treatment plant will begin at the end of October.

### b. Status of SCADA System for Reports

Jose Ortiz said he would reach out to Jack Miller who last worked on the SCADA system.

### c. Status of Sewer Connection Inquiries

This was discussed under the Financial Manager's report.

### d. General Manager's Contract

Bill Bonini motioned to accept the amended agreement for professional services between Jose Ortiz and TVCSD effective July, 1, 2020 through February 28, 2022 with the possibility of not needing the extension through February 28, 2022. Donna Clavaud seconded the motion. M/S/C

**IX. NSU Report**

a. Review August 2021 Reports  
Reports were reviewed.

**X. Pending Business**

None

**XI. Other Business**

None

**XII. New Business**

None

**XIII. Old Business**

a. Update on Five (5) Year Strategic and Succession Planning Workshops  
Donna Clavaud said Deborah Parrish is writing the Strategic and Succession Planning notes and thinking on how to translate and implement the Succession Plan. Dates for the Wrap-up Session are TBD.

b. Update on TVCSD Website Hand-off  
Training session took place with Cynthia Hammond and she reported feeling confident in updating the website.

**XIV. Correspondence**

a. Discuss and Clarify and who is Responsible for Correspondence  
Melinda Bell reported that correspondence via US mail is generally for Melinda. Any mail for Jose Ortiz is scanned and emailed by Melinda. Melinda Bell said picking up the phone messages is another issue Cynthia Hammond said she would retrieve the phone messages. Jose Ortiz will check the [admin@tomalescsd.ca.gov](mailto:admin@tomalescsd.ca.gov) email to set up a new password.

**XV. Adjournment**

Meeting was adjourned at 9:15 pm. No objections.

**Next TVCSD BOD Meetings:**

**TVCSD Regular Board Meeting, November 10, 2021, 7 pm via Zoom**

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Approved by: Dru Fallon O’Neill, President

Date:

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Attested by: Cynthia Hammond, Recording Secretary

Date:

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

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Board of Directors:

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John Ward

**RESOLUTION NO. 21-6**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOMALES VILLAGE COMMUNITY SERVICES DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM'S ORDER DATED MARCH 4, 2020 AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE TOMALES VILLAGE COMMUNITY SERVICES DISTRICT FOR THE PERIOD OF NOVEMBER 1, 2021 TO NOVEMBER 30, 2021 PURSUANT TO BROWN ACT PROVISIONS**

**Recitals**

WHEREAS, the TOMALES VILLAGE COMMUNITY SERVICES DISTRICT ("District") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings the District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, the State of Emergency declared by Governor Newsom on March 4, 2020, due to COVID-19; and

WHEREAS, on August 2, 2021, the Marin County Health Officer issued an order requiring face coverings in all public indoor settings attributable to the rise in SARS-CoV-2 Delta Variant; and



WHEREAS, the Board of Directors does hereby find that the rise in SARS-CoV-2 Delta Variant has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency exists and ratify the proclamation of state of emergency by the Governor of the State of California and the Marin County Health Officer's order; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of the District shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the Board of Directors adopted virtual meeting protocols on June 6, 2020, which include options for public participation.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Tomales Village Community Services District, as follows:

1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.
2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and COVID-19 has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District.
3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.
4. Remote Teleconference Meetings. The General Manager and Staff of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.
5. Effective Date of Resolution. This Resolution shall take effect on November 1, 2021, and shall be effective until the earlier of (i) November 30, 2021, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

**ADOPTED** by the Board of Directors of the Tomales Village Community Services District on November 10, 2021, by the following roll call votes:

O'Neill\_\_\_\_, Clavaud\_\_\_\_, Bonini\_\_\_\_, MacLaird,\_\_\_\_, Ward\_\_\_\_

AYES:\_\_\_\_; NOES:\_\_\_\_; ABSENT:\_\_\_\_; ABSTAINED:\_\_\_\_

Dated: November 10, 2021 TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Approved as to content for District:

\_\_\_\_\_

Jose L. Ortiz, General Manager

By: \_\_\_\_\_

Dru Fallon O'Neill, President

# **FINANCIAL ADVISORY COMMITTEE WORK SESSION NOTES**

## **TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

**WEDNESDAY, OCTOBER 27, 2021**

**PRESENT:** Melinda Bell, Financial Services & FAC Chairperson; John Ward, Board Member; Donna Clavaud, Board Member & FAC Recording Secretary.

This Work Session was called to order at 4pm by Melinda Bell and Donna Clavaud recorded notes.

### **AGENDA**

**1. General Manager Search/Update:**

Donna reported that the documents are being further revised by Jose Ortiz before posting.

**2. Clarifications on Staffing Job Descriptions:**

Staff job descriptions are now updated as of 9/1/21. We agreed that they should be added to the Policy Manual in appropriate section. They should be updated as needed or once per year.

**3. Tomales Community Park Management:**

Melinda will add to her Board Report that the Rental Policy and Insurance require legal review and to recommend that Board approve use of 1 hour free of charge legal counsel with CSDA.

**4. Billing Issues with PG&E and AT&T:**

We plan to schedule a January customer service meeting at TVCSD Office to review billing to clarify increasing costs. Melinda will contact PG&E.

As a starting point with AT&T's failure to pay service fees for the past 2 years, Donna will file a complaint with Marin County Enforcement Department. She will also seek advice from Marin Finance.

**5. Transparent Financial Presentations:**

Melinda is trying more visual presentations of TVCSD financial information in an effort Offer a more transparent profile of our finances at Park and Sewer. We reviewed an example of a pir chart that shows sewer program expenses from 7/1/21-10/30/21.

**6. Evaluation of Storage and Protection of Computer Data for District:**

We are still researching the best means to store and protect District Data. We are thinking of using Google Docs and the Cloud. We will need policies to define use and access to data.

**7. Policy Manual: Standard formatting and archiving; new policies needed:**

We will review and finalize in January so Cynthia can format and bind the policies that we have in place. We can then add policies that are still needed: use of office, access to District data to name a few. We also discussed our Reserve Policy and agree that a Capital Reserve is probably not needed. We have an Operating Reserve now set at 25% of budget and an Improvement Reserve which consists of collected connection fees.

The meeting was adjourned at 5:30pm.

## PARK AND SEWER BANK TRANSACTIONS OCTOBER 2021

Type	Date	Num	Name	Memo	Amount	Balance
	<b>131.00</b>	<b>Cash</b>		<b>PARK Total</b>		
				<b>Beginning Balance</b>		<b>117,287.04</b>
	<b>131.48</b>	<b>CA LAIF</b>		<b>Beginning Balance</b>		<b>31,045.19</b>
Deposit	10/31/2021			Laif quarterly interest	18.90	31,064.09
Total 131.48 - CA LAIF				<b>Ending Balance</b>	18.90	31,064.09
	<b>131.42</b>	<b>Bank of Marin - Money Market</b>		<b>Beginning Balance</b>		<b>44,130.94</b>
Deposit	10/31/2021			MM interest	1.58	44,132.52
Total 131.42 - Bank of Marin - Money Market				<b>Ending Balance</b>	1.58	44,132.52
	<b>131.46</b>	<b>Bank of Marin - Park Account</b>		<b>Beginning Balance</b>		<b>42,110.91</b>
Bill Pmt -Check	10/03/2021	1337	PGE	7399820768-9	-36.31	42,074.60
Deposit	10/04/2021			Checking interest	0.18	42,074.78
Deposit	10/07/2021			City of Hope	450.00	42,524.78
Bill Pmt -Check	10/07/2021	1336	Martinez, Edgar	August, September 51 hours	-1,020.00	41,504.78
Bill Pmt -Check	10/07/2021	1338	Smith, Paul; Marin Cyclists	Refund 10/2 Deposit	-1,000.00	40,504.78
Bill Pmt -Check	10/17/2021	1339	City of Hope	refund deposit for 10/15	-250.00	40,254.78
Bill Pmt -Check	10/27/2021	1341	Martinez, Maria	Oct-Dec Recology	-167.10	40,087.68
Bill Pmt -Check	10/27/2021	1340	PGE	73998207689	-40.00	40,047.68
Deposit	10/31/2021			Checking interest	0.16	40,047.84
Total 131.46 - Bank of Marin - Park Account				<b>Ending Balance</b>	-2,063.07	40,047.84
<b>Total 131.00 - Cash</b>			<b>PARK</b>	<b>Ending Balance</b>	<b>-2,042.59</b>	<b>115,244.45</b>
			<b>SEWER Total</b>	<b>Beginning Cash</b>		<b>191,020.78</b>
	<b>131.20</b>	<b>CA Local Agency Investm Fnd</b>		<b>Beginning Cash</b>		<b>72,438.74</b>
Deposit	10/31/2021			LAIF	44.11	72,482.85
Total 131.20 - CA Local Agency Investm Fnd				<b>Ending Cash</b>	44.11	72,482.85
	<b>131.31</b>	<b>Redwood Credit Union</b>		<b>Beginning Cash</b>		<b>40,775.47</b>
	10/31/2021			RCU interest	5.18	40,780.65
Total 131.31 - Redwood Credit Union				<b>Ending Cash</b>	5.18	40,780.65
	<b>131.42</b>	<b>Bank of Marin - Money Market</b>		<b>Beginning Cash</b>		<b>48,933.10</b>
Deposit	10/14/2021			County Unsec Levy 4	43.57	48,976.67
Deposit	10/25/2021			MM interest	1.75	48,978.42
Total 131.42 - Bank of Marin - Money Market				<b>Ending Cash</b>	45.32	48,978.42
	<b>131.44</b>	<b>Bank of Marin - Sewer</b>		<b>Beginning Cash</b>		<b>26,096.83</b>
Bill Pmt -Check	10/01/2021	4996	Natural Systems Utilities -CA	October inv 784010	-4,456.00	21,640.83
Bill Pmt -Check	10/01/2021	4998	Hammond, Cynthia	9/19-9/30 15 hours less tax \$4	-403.57	21,237.26
Bill Pmt -Check	10/03/2021	4999	PGE	8044736439-1	-299.86	20,937.40
Bill Pmt -Check	10/04/2021	5001	Brelje and Race Laboratories, Inc.		-455.00	20,482.40
Bill Pmt -Check	10/07/2021	5000	USA North	cust # 175704	-150.00	20,332.40
Bill Pmt -Check	10/07/2021	5002	Melinda K. Bell	Sept 32 hours	-1,280.00	19,052.40
Bill Pmt -Check	10/07/2021	5003	Natural Systems Utilities -CA	inv 798932 valve & strainer - in	-1,889.84	17,162.56
Bill Pmt -Check	10/13/2021	32021	Internal Revenue Service	Federal Payroll Tax Return	-441.68	16,720.88
General Journal	10/13/2021	3rd1/4PRtx		Pay EDD 3rd 1/4 tax	-74.00	16,646.88
Bill Pmt -Check	10/13/2021	5004	Clavaud, Donna	6 Meetings (plus 4 not include	-277.05	16,369.83
Bill Pmt -Check	10/14/2021	5005	Robert Johnson, CPA	2020/21 audit	-5,500.00	10,869.83
Bill Pmt -Check	10/17/2021	5006	Brelje and Race Laboratories, Inc.		-228.00	10,641.83
Bill Pmt -Check	10/21/2021	5007	AT&T	138729848	-128.40	10,513.43
Bill Pmt -Check	10/21/2021	5008	AT&T Uverse	145835838 2 months	-225.00	10,288.43
Bill Pmt -Check	10/21/2021	5009	Clavaud, Donna	keys, lock, fan, light, chain	-155.95	10,132.48
Bill Pmt -Check	10/21/2021	5010	Hammond, Cynthia	10/6-10/20 16 hours	-431.28	9,701.20
Payment	10/27/2021		Tomales Regional Histroy Center		81.90	9,783.10
Bill Pmt -Check	10/27/2021	5011	Capital One Bank	6428	-174.66	9,608.44
Bill Pmt -Check	10/27/2021	5012	Natural Systems Utilities -CA	inv 818770	-4,456.00	5,152.44
	10/31/2021			checking interest	0.09	5,152.53
Total 131.44 - Bank of Marin - Sewer				<b>Ending Cash</b>	-20,944.30	5,152.53
	<b>131.48</b>	<b>Bank of Marin - Solar</b>		<b>Beginning Cash</b>		<b>2,776.64</b>
	10/31/2021			solar interest	0.01	2,776.65
Total 131.48 - Bank of Marin - Solar				<b>Ending Cash</b>	0.01	2,776.65
<b>TOTAL CASH - SEWER</b>					<b>-20,849.68</b>	<b>170,171.1</b>

## Financial Manager's Report

We have been using the same financial report format for many years. With the goal of developing some briefer more clear reports, last month's packet included an executive summary report with the same information as the usual sewer budget comparison, but with summarized subtotals instead of so many individual accounts. This month's packet includes a detailed income and expense report for the Sewer program with categories noted for the line items, that same executive summary report for the Sewer program with the categories totaled, and the addition of a graph showing the same subtotals in a pie chart. It would be helpful to receive comments on these reports so that we can improve or replace them.

The Financial Advisory Committee is working on several issues which surfaced in the strategic planning process. With Board approval, I would like to take the following steps:

1. Use our free annual CSDA hour's consultation with an attorney on our Park rental contract, recommended insurance, and written procedures needed for rentals
2. Investigate computer storage and protection for our accounting system and our archived files. We need off-site back-ups and access to specific files through the cloud for those who need to be able to access documents.

The Financial Advisory Committee is still working on other issues such as the PG&E charges, AT&T's nonpayment of invoices sent, and policies and procedures.

This month's financial reports show Park maintenance expenses for one-third of the year including sanitization costs, half this year's Measure A funding, and adequate cash for projects currently planned. There have been no project expenses yet this year, so net income is positive. Last year's Expenditure Report was sent to the County as required by November 15.

Sewer income shows income from our billing of Shoreline Unified School District in early September, but payment has not been received. Our roughly \$42,000 in debt repayment is due December 15, and 60% of our County sewer service charges are received around the same time, approximately \$65,000. Sewer expenses shown for the first third of the year include the annual insurance costs, the annual audit fee, bills for maintenance and repair work done by NSU, and the annual "true-up" PG&E charges. The General Manager's accrued invoices for last year have been paid, but not for this year's work. We have no meeting in December, but the January packet will report the results of the first half of the year with these pending issues probably resolved.

2020/2021 Park Annual Budget		Monthly Actual Expenses				Actual FY
Income		July	August	Sept	Oct	Annual
311.00 · Interest Income	180	2	2	2	21	27
315.80 · Measure A Funds	36,474	19,142				19,142
320.00 · Contributions Income	200					-
322.00 · Park Use Rental		200			200	400
<b>Total Income</b>	<b>36,854</b>	<b>19,344</b>	<b>2</b>	<b>2</b>	<b>221</b>	<b>19,570</b>
<b>Expenses</b>						-
<b>414.81 · Measure A Project Expenses</b>						
Picnic Table	800					-
Bathroom Doors	3,750					-
ADA Paths and Ramps	10,000					-
Fence Replacement	20,000					-
Water Tower Demolition	4,800					-
Engineering Plans and Permits	5,000					-
Project Management	2,500					-
Play Structure Surface Material	3,000					-
<b>Total 414.81 Measure A Project Expense</b>	<b>49,850</b>		0			0
<b>414.85 · Restricted Funding Project Expenses</b>						-
Gate Signage	3,000					-
<b>414.82 · Measure A Maintenance Expense</b>						-
Supplies and Services	2,000	223			167	390
Rest Room Cleaning	3,500	510			1,020	1,530
PGE Park	225	35		68	101	203
Financial Management	300					-
<b>Total 414.82 · Measure A Maintenance Expense</b>	<b>6,025</b>	<b>767</b>	-	<b>68</b>	<b>1,288</b>	<b>2,123</b>
<b>Total Expense</b>	<b>58,875</b>	<b>767</b>	0	<b>68</b>	<b>1,288</b>	<b>2,123</b>
						-
<b>Net Park Ordinary Income</b>	<b>(22,021)</b>	<b>18,577</b>	<b>2</b>	<b>(66)</b>	<b>(1,067)</b>	<b>17,447</b>
						-
<b>PARK PROGRAM BALANCE SHEET</b>						
	<b>Oct 31, 21</b>					
<b>ASSETS</b>						
<b>Current Assets</b>						
<b>Checking/Savings</b>						
<b>131.00 · Cash</b>						
131.48 - CA LAIF	31,064					
131.42 · Bank of Marin - Money Market	44,133					
131.46 · Bank of Marin - Park Account	40,048					
<b>Total 131.00 · Cash</b>	<b>115,244</b>					
<b>Total Checking/Savings</b>	<b>115,244</b>					
<b>Total Current Assets</b>	<b>115,244</b>					
<b>Fixed Assets</b>						
<b>100.20 · Land and Land Rights</b>						
111.00 · Park Equipment						
Original Cost	461,790					
105.00 · Depreciation	-95,463					
<b>Total 111.00 · Park Equipment</b>	<b>366,327</b>					
<b>Total Fixed Assets</b>	<b>366,327</b>					
<b>TOTAL ASSETS</b>	<b>613,572</b>					
<b>LIABILITIES &amp; EQUITY</b>						
<b>Liabilities</b>						
Accounts Payable	1,546					
<b>Total Liabilities</b>	<b>1,546</b>					
<b>Equity</b>						
252.50 · Investment in Capital Assets	498,327					
260.00 · Unassigned Fund Balance	96,252					
Net Income	17,447					
<b>Total Equity</b>	<b>612,026</b>					
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>613,572</b>					

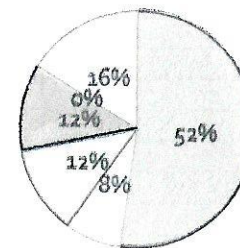
Sewer Program Income and Expense	Oct 21	Jul - Oct 21
<b>Income</b>		
301.10 · Service Charges - Monthly	81.90	327.60
301.15 · Service Charges - Annual Fees	0.00	1,965.60
301.20 · Service Charges - SUSD		60,379.20
301.30 · Service Charges - County	0.00	2,415.96
305.00 · SUSD Sinking Fund		8,062.00
311.00 · Interest Income	51.14	767.33
315.50 · Levy 4	43.57	129.70
<b>Total Income</b>	<b>176.61</b>	<b>74,047.39</b>
<b>Expense</b>		
<b>Total 410.00 · Sewage Collection</b>	a	125.24
411.05 · Lab Bills		1,745.00
411.10 · Maintenance Supplies		480.00
411.03 · Sewage Treatment Electric		7,326.84
411.00 · Sewage Treatment - Other		1,648.00
<b>Total 411.00 · Sewage Treatment</b>	0.00 a	11,199.84
412.10 · Sewage Disposal Electric		-149.21
412.00 · Sewage Disposal - Other	1,889.84	1,889.84
<b>Total 412.00 · Sewage Disposal</b>	1,889.84 a	1,740.63
414.11 · Social Security Tax	158.72	288.77
414.12 · Medicare Payroll Tax	37.12	67.53
414.13 · State Unemployment Tax	64.00	116.44
<b>Total 414.10 · Payroll Tax Expense</b>	259.84 b	472.74
<b>Total 414.22 · Licenses and Permits</b>	0.00 e	20.00
414.31 · Property & Liability Insurance	0.00 e	9,222.01
414.33 · Worker's Comp Insurance	0.00 b	826.67
<b>Total 414.30 · Insurance</b>	0.00	10,048.68
414.43 · Office Supplies	d	204.89
414.44 · Sonic - Web Hosting	7.95 d	31.80
414.465 · Board Member Stipend	300.00 b	300.00
414.47 · Clerical/Bookkeeping	0.00 b	4,830.00
414.48 · Office Rent	d	300.00
414.49 · Secretary	480.00 b	2,775.00
<b>Total 414.40 · Office Expense</b>	2,078.95	8,441.69
414.50 · O&M Contractual Services	4,456.00 a	17,824.00
414.551 · Legal Fees	d	60.25
414.552 · Audits	5,500.00 d	5,500.00
414.553 · Consulting	0.00 d	700.00
<b>Total 414.55 · Professional Fees</b>	5,500.00 d	6,260.25
<b>Total 414.62 · Dues and Subscriptions</b>	1,291.00 d	1,441.00
414.70 · Repairs and Maintenance CIP		
414.71 · Plant and Building Maint CIP	c	5,635.95
414.73 · Equipment Repairs CIP	0.00 c	349.99
<b>Total 414.70 · Repairs and Maintenance CIP</b>	0.00 c	5,985.94
<b>Total 414.90 · Telephone and Internet Services</b>	353.40 d	882.87
<b>Total 415.50 · Depreciation Expense</b>	3,097.16 f	12,388.67
<b>Total 417.30 · LAFCO Charges</b>	0.00 e	145.87
<b>Total Expense</b>	<b>17,635.19</b>	<b>76,977.42</b>
<b>Net Income</b>	<b>-17,458.58</b>	<b>-2,930.03</b>

EXECUTIVE SUMMARY BY CATEGORY		Oct 21	Jul - Oct 21	%
<b>Income</b>		177	74,047	
<b>Expense</b>				
<b>Sewer System Operating Expenses</b>		6,346 a	40,112	52.1%
<b>Sewer System Major Projects Expenses</b>		c	5,986	7.8%
<b>Staff and Board Expenses</b>		1,040 b	9,204	12.0%
<b>Office Expenses</b>		7,152 d	9,121	11.8%
<b>Permits, Insurance and Fees</b>		e	166	0.2%
<b>Depreciation</b>		3,097 f	12,389	16.1%
<b>Total Expense</b>		<b>17,635</b>	<b>76,977</b>	<b>100.0%</b>
<b>Net Income</b>	<b>SEWER</b>	<b>(17,458.58)</b>	<b>(2,930.03)</b>	

Plant Operating	Projects	Staff&Board	Office	Permits,Ins	Depreciation	Total
52.1%	7.8%	12.0%	11.8%	0.2%	16.1%	1.000

### Sewer Program Expenses July through October

2021



□ Plant Operating □ Projects □ Staff&Board □ Office □ Permits,Ins □ Depreciation



# GENERAL MANAGER'S REPORT

NOVEMBER 10, 2021

## UPDATE ON THE CLOSED-CIRCUIT TV INSPECTION PROJECT

Unfortunately, I was caught by surprise at the intensity of the storm from October 21 to October 25 and was not able to schedule Roy's Sewer Service to complete the CCTV inspections of the sewer mains from Highway 1 to the plant. With total rainfall estimated at 6" to 8", the ground is too saturated for the inspection truck to set up along the sewer main alignment. If we get a dry period between now and mid-December, I will work with Kevin Berry to try to finish the work. If not, we will have to wait until spring.

## UPDATE ON THE SCADA SYSTEM EVALUATION

I met with Adam Strickland from Aspect Engineering on October 27 to evaluate the SCADA system and to do a preliminary troubleshooting assessment. Adam is the Operations Manager for Aspect. The evaluation was timely for a couple of reasons. First of all, the extended power outage on October 24 seemed to reboot the SCADA system when power was restored since all stations began to transmit data. Second of all, since all systems were operating normally, for now, Adam was able to establish GPS coordinates for all remote stations.

We discovered that some locations, such as the lift station, may not be wired correctly. Adam also found that the transformer may be close to failing. This may account for why we keep getting low voltage alarms even though the equipment seems to be working properly. We also found the riser pipe for Cell 1 pond is slightly skewed and may be why the sensor cannot stay calibrated. I asked NSU to switch the level sensors for ponds 1 and 2 to see if we can get consistent readings since the riser pipe for pond 2 is perfectly vertical. We should not get odd readings from signals bouncing off the sides.

Adam will submit an estimate for how much it will cost to bring some reliability and accuracy to the SCADA system.

## STRATEGIC PLANNING

Deborah will need to confirm the schedule to complete the strategic planning process. The next step is to complete the succession plan and have the wrap-up session with strategic goals and objectives.

## UPDATE ON GENERAL MANAGER RFP

The GM RFP has been finalized. The Invitation for Expressions of Interest will be circulated beginning Monday November 8 with a deadline to submit EOIs by Monday December 6. The plan is for the Selection Committee to

interview prospective candidates before the January annual business meeting.

### **INSPECTION BY MARIN COUNTY DPW FOR HAZ MAT BUSINESS PLAN**

I met with Tracey Nguyen on October 21, 2021 to inspect our hazardous materials. We have only sodium hypochlorite at our irrigation and disinfection facilities. What prompted the inspection was that when I updated the Certified Unified Program Agency reporting in June earlier this year, I did not submit a site plan which they already had in their system. With a new inspector on board, the current site map is inadequate. Oddly enough, the site map had previously been prepared by the former County inspector now retired.

I will prepare and submit a revised site plan prior to the November 20 deadline.



October 13, 2021

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

**Emailed To: [WDR.monitoring@waterboard.ca.gov](mailto:WDR.monitoring@waterboard.ca.gov)**

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

Enclosed please find the Self-Monitoring Report.

Operations are satisfactory and maintenance on schedule.

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

Sincerely,  
**NATURAL SYSTEMS UTILITIES**

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

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

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

## SELF MONITORING REPORT

Date	INF (INFLUENT)						EFF-TR (Treatment Pond No. 3 Eff)										EFF-Discharge		EFF-D (Discharge eff)	
	Daily (KGALS)	Weekly (KGALS)	Ph (Units)	Temp. ( C )	BOD (mg/l)	TDS (mg/l)	Nitrate as N	Nitrite as N	TKN mg/L	Amonnonia N mg/L	Tot. Organic Nitrogen mg/L	TDS (mg/L)	BOD mg/l)	pH Units	D.O. (mg/l)	Temp ( C )	Daily (KGALS)	Weekly (KGALS)	Cl2 Tank Added (gallons)	Coliform MPN/100
9/1/2021	39.8																0.0			
9/2/2021	39.8	358.0	7.8	21.1	260.0	750.0	0.2	0.4	5.6	2.0	3.6	620.0	8.2	8.9	5.0	22.1	0.0			
9/3/2021	39.8																0.0			
9/4/2021	13.0																0.0			
9/5/2021	13.0																0.0			
9/6/2021	13.0																0.0			
9/7/2021	13.0																0.0			
9/8/2021	13.0	78.0	6.4	20.6								840.0	38.0	8.8	5.0	22.4	0.0			
9/9/2021																	0.0			
9/10/2021	11.9																0.0			
9/11/2021	11.9																0.0			
9/12/2021	11.9																0.0			
9/13/2021	11.9																0.0			
9/14/2021	11.9																0.0			
9/15/2021	11.9	83.0	8.2	21.7								710.0	6.2	8.7	5.5	22.2	0.0			
9/16/2021	10.1																0.0			
9/17/2021	10.1																0.0			
9/18/2021	10.1																0.0			
9/19/2021	10.1																0.0			
9/20/2021	10.1																0.0			
9/21/2021	10.1																0.0			
9/22/2021	10.1	71.0	8.6	20.9								710.0	8.8	9.2	5.0	21.6	0.0			
9/23/2021	11.7																0.0			
9/24/2021	11.7																0.0			
9/25/2021	11.7																0.0			
9/26/2021	11.7																0.0			
9/27/2021	11.7																0.0			
9/28/2021	11.7	70.0	8.1	23.4								660.0	13.0	9.2	6.5	21.1	0.0			
9/29/2021	10.5																0.0			
9/30/2021	10.5																0.0			
<b>Min</b>	10.1		6.4	20.6	260.0	750.0	0.2	0.4	5.6	2.0	3.6	620.0	6.2	8.7	5.0	21.1			#DIV/0!	0.0
<b>Mean</b>	14.4		7.8	21.5	260.0	750.0	0.2	0.4	5.6	2.0	3.6	708.0	14.8	9.0	5.4	21.9			#DIV/0!	
<b>Total</b>	417.7																0.0			



# TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

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

2. Pond Standard Observation required every week year round.

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	9/2/21	9/8/21	9/15/21	9/22/21	9/28/21
Day	THUR	WED	WED	WED	TUES
Time					
Operator	AG	AG	AG	AG	AG
* Nuisance odors from ponds	N	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N	N
Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Sign posting that wastewater is unsafe to drink	Y	Y	Y	Y	Y

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

# TOMALES INFLUENT HEADWORKS

## STANDARD OBSERVATION REPORT

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

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	9/2/21	9/8/21	9/15/21	9/22/21	9/28/21
Day	THUR	WED	WED	WED	TUES
Time					
Operator	AG	AG	AG	AG	AG
Rain fall, inches	0	0	0	0	0
* Nuisance odors (smell)	N	N	N	N	N
*Evidence of any standing water	N	N	N	N	N
* Evidence of mosquitos breeding	N	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N	N
* Evidence of structure seepage	N	N	N	N	N

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

**TOMALES STORAGE PONDS  
STANDARD OBSERVATION REPORT**

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

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

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	9/2/21	9/8/21	9/15/21	9/22/21	9/28/21
Day	THUR	WED	WED	WED	TUES
Time					
Operator	AG	AG	AG	AG	AG
- Nuisance odors from ponds	N	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N	N
* Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Signage that wastewater is unsafe to drink	Y	Y	Y	Y	Y

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



**TOMALES CHLORINE STORAGE TANK  
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year)

**September 2021**

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

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	9/2/21	9/8/21	9/15/21	9/22/21	9/28/21
Day	THUR	WED	WED	WED	TUES
Time					
Tech	AG	AG	AG	AG	AG
* Evident of any leaks	N	N	N	N	N
Cl2 gallons added	0	0	0	0	0
Warning Signs Improperly Posted	N	N	N	N	N

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

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

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

Month: September 2021

**OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING**

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Day	9/2/21	9/8/21	9/15/21	9/22/21	9/28/21
Time	THUR	WED	WED	WED	TUES
Operator					
Evidence of standing water	AG	AG	AG	AG	AG
* Evidence of runoff from site	N	N	N	N	N
Evidence of erosion caused by irrigation	N	N	N	N	N
Evidence of system run off containment system from proper condition and integrity.	N	N	N	N	N
*Any odors	N	N	N	N	N
Mosquito breeding resulting from irrigation	N	N	N	N	N
* Evidence of improper distribution system components and hydraulic integrity	N	N	N	N	N
Perimeter fence posting informing public wastewater is not safe to drink	Y	Y	Y	Y	Y

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

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



# BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

September 29, 2021

Sample Collected: 09/02/21  
Sample Received: 09/02/21  
Collected By : AG/NSU  
Cc : e-mail

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

## Tomales Village CSD

<u>LOG NUMBER</u>	<u>921-18030</u>	<u>921-18031-3</u>
Sample Description:	Influent	TR – Effluent
<b>ANALYSIS</b>		
BOD <sub>5</sub> @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	260.	8.2
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	750.	620.
Nitrate N mg/L (EPA Mthd. 352.1)		<0.20
Nitrite N mg/L (EPA Mthd. 300.0)		<0.40
Total Kjeldahl N mg/L (Std. Mthds. 4500-NH <sub>3</sub> C, 2011)		5.6
Ammonia N mg/L (Std. Mthds. 4500-NH <sub>3</sub> C, 2011)		2.0
Total Organic N mg/L		3.6

BOD Start Date: 09/03/21  
BOD Completed Date: 09/08/21

**BRELJE AND RACE LABORATORIES, INC.**

SARA M<sup>c</sup>CALLUM, LABORATORY DIRECTOR  
SM:lja



# BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

September 29, 2021

Sample Collected: 09/08/21  
Sample Received: 09/08/21  
Collected By : AG/NSU  
Cc : e-mail

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

## Tomales Village CSD

<b>LOG NUMBER</b>	<b>921-18396</b>
Sample Description:	TR – Effluent

### ANALYSIS

BOD <sub>5</sub> @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	38.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	840.

BOD Start Date: 09/10/21  
BOD Completed Date: 09/15/21

**BRELJE AND RACE LABORATORIES, INC.**

SARA M<sup>c</sup>CALLUM, LABORATORY DIRECTOR  
SM:lja



# BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

September 29, 2021

Sample Collected: 09/15/21  
Sample Received: 09/15/21  
Collected By : AG/NSU  
Cc : e-mail

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

## Tomales Village CSD

<b>LOG NUMBER</b>	<b>921-18927</b>
Sample Description:	TR – Effluent

### ANALYSIS

BOD <sub>5</sub> @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	6.2
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	710.

BOD Start Date: 09/17/21  
BOD Completed Date: 09/22/21

**BRELJE AND RACE LABORATORIES, INC.**

SARA M<sup>c</sup>CALLUM, LABORATORY DIRECTOR  
SM:lja



# BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

October 8, 2021

Sample Collected: 09/22/21  
Sample Received: 09/22/21  
Collected By : AG/NSU  
Cc : e-mail

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

## Tomales Village CSD

<u>LOG NUMBER</u>	<u>921-19479</u>
Sample Description:	TR – Effluent

### ANALYSIS

BOD <sub>5</sub> @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	8.8
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	710.

BOD Start Date: 09/23/21  
BOD Completed Date: 09/28/21

**BRELJE AND RACE LABORATORIES, INC.**

SARA McCALLUM, LABORATORY DIRECTOR  
SM:lja



**BRELJE AND RACE LABORATORIES, INC.**

Providing quality laboratory analysis since 1967

October 8, 2021

Sample Collected: 09/28/21  
Sample Received: 09/28/21  
Collected By : AG/NSU  
Cc : e-mail

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

**Tomales Village CSD**

**LOG NUMBER** 921-19835  
Sample Description: TR – Effluent

**ANALYSIS**

BOD<sub>5</sub> @ 20°C mg/L 13.  
(Std. Mthds. 5210 B, 2011)  
Total Dissolved Solids mg/L 660.  
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 09/30/21  
BOD Completed Date: 10/05/21

**BRELJE AND RACE LABORATORIES, INC.**

  
\_\_\_\_\_

SARA M<sup>c</sup>CALLUM, LABORATORY DIRECTOR  
SM:lja