



TVCSB Board of Director's Meeting Agenda

Date: Wednesday, February 9, 2022 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: Donna Clavaud, Bill Bonini, Dru Fallon O'Neill, Peter MacLaird, and John Ward.

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/89092987947> or dial by your location _United States____
Meeting ID: 890 9298 7947
Join from a PC, Mac, iPad, iPhone or Android device:

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

Public testimony will be taken at the direction of the Board President and members of the public may only comment during times allotted for public comments. If you wish to request a disability-related modification or accommodation, please contact the District by email at cynthmarie@sbcglobal.net.

I. Call to Order

II. Open Communication Time for community members and visitors to bring up items they wish to discuss and items that do not appear on the agenda. Added items will be included under Other Business

III. Approval of February 9, 2022 BOD Agenda Action

IV. Adopt Resolution # 22-02: AB 361 Renewing Authorization for Remote Teleconferencing Meetings Action

V. Board Member Reports

VI. Approval of January 12, 2022 Minutes Action

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

Board of Directors:

Donna Clavaud, President ● Bill Bonini, Vice President ● Dru Fallon O'Neill ● Peter MacLaird ● John Ward



VII. Committee Reports

a. Park Advisory Committee (PAC)

1. Review February 2, 2022 PAC Meeting Minutes
2. Weekly use of Park by Marin Learning Bus
3. Proposed use of Measure A funds for wildfire fuel reduction & vegetation management

b. Financial Advisory Committee (FAC)

1. No FAC Meeting was held in January 2022. February FAC meeting planned

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**

IX. General Manager's Report

- a. Develop check list and priorities list for new General Manager Transition

X. NSU Report

- a. Review December 2021 reports

XI. Pending Business

- a. Review Draft Report Presentation: 5-year Strategic & Succession Plan **Action**

XII. Other Business

XIII. New Business

- a. Job reviews for Melinda Bell & Cynthia Hammond
- b. 2022 Spring Newsletter

XIV. Old Business

XV. Correspondence

XVI. Adjournment

TVCSO 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 TVCSO website 72 hours prior to the meeting. Anyone requesting disability related accommodations may contact the district office 72 hours prior to the meeting.

RESOLUTION NO. 22-2

**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 EFFECTIVE
FEBRUARY 9, 2022 PURSUANT TO AB 361**

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), *et seq.* ("Brown Act") and 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, the Board of Directors adopted virtual meeting protocols on June 6, 2020, which include options for public participation; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, which terminated the provisions of Executive Order N-29-20 that allows local legislative bodies to conduct meetings telephonically or by other means effective September 30, 2021;

WHEREAS, on September 16, 2021, Governor Newsom signed Assembly Bill 361 (2021) (“AB 361”), which amended the Brown Act to allow local legislative bodies to continue to conduct meetings by teleconference under specified conditions and pursuant to special rules on notice, attendance, and other matters;

WHEREAS, AB 361, pursuant to Executive Order N-15-21, took full effect on October 1, 2021, and requires the District to make specific findings to continue meeting under special teleconference rules;

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 and Omicron Variants have 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

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 immediately upon its adoption. The Board of Directors will review these findings and the need to conduct meetings by teleconference within 30 days of the adoption of this Resolution in accordance with Government Code section 54953(e)(3).

ADOPTED by the Board of Directors of the Tomales Village Community Services District on February 9, 2022, by the following roll call votes:

O'Neill____, Clavaud____, Bonini____, MacLaird,____, Ward____

AYES:____; NOES:____; ABSENT:____; ABSTAINED:____

Dated: February 9, 2022 TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Approved as to content for District:

Mary Halley, General Manager

By: _____
Donna Clavaud, President



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, January 12, 2022 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; Steven Palmer, TVCS D General Manager Applicant

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 January 12, 2022 TVCS D BOD Agenda

Donna Clavaud motioned to approve the January 12, 2022 TVCS D BOD Agenda. John Ward seconded the motion. M/S/C

IV. TVCS D Board Member Reports

None

V. Approval of November 10, 2021 TVCS D Regular BOD Minutes

Donna Clavaud motioned to approve the November 10, 2021 TVCS D Regular BOD meeting minutes as is. John Ward seconded the motion. M/S/C

VI. Closed Session

Jose Ortiz asked Cynthia Hammond and Steven Palmer to leave the open session. Dru Fallon O'Neill closed open session at 7:09 pm.

VII. Open Closed Session

Dru Fallon O'Neill opened closed session at 7:09 pm.

a. Discuss General Manager Interviews and Approve Steering Committee Recommendations

VIII. Close Closed Session 7:40 pm

IX. Open Open Session

Dru Fallon O'Neill opened open session at 7:40 pm

a. Report Out Any Direction and Action by the TVCSD Board

Dru Fallon O'Neill reported TVCSD received three (3) General Manager Applications and two (2) applicants were interviewed; Mary Haley and Steven Palmer. The TVCSD Board unanimously accepted Mary Haley's application for the new TVCSD General Manager's position. Dru Fallon O'Neill thanked Steven Palmer for his interest and support in applying for the TVCSD General Manager's position.

Bill Bonini motioned to approve Mary Haley as the new TVCSD General Manager John Ward seconded the motion. M/S/C

IX. Committee Reports

a. Park Advisory Committee (PAC):

1. Review December 13, 2021 PAC Meeting Minutes

Dru Fallon O'Neill reported the Presbyterian Church has signage posted directing people to use the Park restrooms. Dru Fallon O'Neill offered to set up a meeting to discuss a partnership.

Dru Fallon O'Neill said PAC will be focusing on the Park as an asset to the community. PAC will meet on January 24th, 2022 either by a Zoom, at the Tomales Town Hall or an outside meeting at the Park.

Bark for the Park needs to be ordered and delivered. Jose Ortiz will take care of ordering the bark.

b. Financial Advisory Committee (FAC):

1. No FAC Meeting was held in December 2021

XI. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures:

John Ward noticed there were several columns in the Check Register with the payee on the wrong line. Melinda Bell will make the corrections.

Bill Bonini motioned to Approve the Check Register and Approve Expenditures with corrections as noted above. John Ward seconded the motion. M/S/C

b. Financial Manager's Report:

Financial Manager's report was reviewed.

Melinda Bell reported there were very few Park rentals and most were bike ride rentals. In regards to the Park Rental Agreement, Melinda Bell said she asked TVCSD's Insurance agent if the insurance requirements are adequate and their response was to send a copy of TVCSD's current coverage. When Melinda Bell contacted CSDA's free hour of legal advice for the Park Rental Agreement and AT & T's issue with past sewer charges, their response was only for general questions, not specific questions. Melinda Bell suggested perhaps there was a need to pay for a consultant for these issues.

The Park received an unsolicited donation from Marin Century for \$1,000 and praise for PAC's work.

Melinda Bell reported that the PG & E bills have been steadily increased last year and this year. Melinda

Bell will contact PG & E this month with specific questions on the rates, possible changes and options.

Donna Clavaud suggested meeting with a PG & E representative and Jose Ortiz said he would draft a letter to PG & E.

c. Review and Approve Financial Statements:

Melinda Bell she would add additional footnotes in the Financial Statement to better reflect expenses.

John Ward motioned to Approve the Financial Statements. Bill Bonini seconded the motion. M/S/C

XII. General Manager's Report

Jose Ortiz said Melinda Bell sent Jeren Seibel, Deputy Executive Officer of LAFCO, the information he requested.

Jose Ortiz said the CCTV inspection would take place in the spring instead of the winter.

Jose Ortiz requested Aspect Engineering to submit the inspection and troubleshooting report which needs to include the estimate for the cost, for reliable accuracy, of the SCADA system reports.

Marin County Department of Public Works HAZ MAT Emergency Response and Training Plans were submitted to the County and were accepted January 3rd, 2022.

XIII. NSU Report

a. Review October and November 2021 Reports
Reports were reviewed.

XIV. Pending Business

a. 5-Year Strategic Plan – Select Date for Final Report
January 26th, 2022 was selected as a pending date for the 5-Year Strategic Plan Final Report. Donna Clavaud will contact Deborah Parrish in regards to this date. Jose Ortiz said this wasn't an action item and would be scheduled as a Special Meeting at 6:00 pm.

XV. Other Business

None

XVI. New Business

a. Election of TVCSD Officers; President and Vice President
Donna Clavaud volunteered to be the TVCSD President. Bill Bonini offered to step up as TVCSD Vice President if it helped Dru Fallon O'Neill. Dru Fallon O'Neill said she would focus more on the Park.

John Ward motioned to approve Donna Clavaud as TVCSD President and Bill Bonini as TVCSD Vice President. Dru Fallon O'Neill seconded the motion. M/S/C

Jose Ortiz explained that TVCSD has a Treasurer as an Officer and Melinda Bell serves as the Treasurer and the Financial Manager. Cynthia Hammond serves as the Administrative Secretary and not the Board designated Secretary; Donna Clavaud said that was sufficient. Jose Ortiz asked for a motion for Melinda Bell to be designated as the TVCSD Treasurer.

Bill Bonini motioned to approve Melinda Bell as TVCSD Treasurer. Donna Clavaud seconded the motion. M/S/C

XVII. Old Business

None

XVIII. Correspondence

None

XIX. Adjournment

Meeting was adjourned at 8:54 pm. No objections.

Next TVCSD BOD Meeting(s):

PENDING: January 26, 2022, TVCSD Special Meeting – 5-Year Strategic Plan Final Report, 6 pm via Zoom

TVCSD Regular Board Meeting, February 9, 2022, 7 pm via Zoom

Approved by: Dru Fallon O’Neill, President

Date:

Attested by: Cynthia Hammond, Recording Secretary

Date:

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

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Without a quorum, the January 24, 2022 PAC meeting was rescheduled for February 2, 2022.

Call to Order:

The February 2, 2022 meeting was held in the Park and called to order at 4:10 pm.

Present: Dru Fallon O'Neill; Chair/Secretary, Walter Earle, Venta Leon, Margaret Nettles

Absent: Patty Oku, Beth Koelker

Others: None

Review and Approve December 2021 PAC Meeting Minutes:

The committee unanimously voted to approve the December PAC minutes.

New Business:

Posting a Park Calendar; Promotion and Publicity of the Park; and Volunteer Expansion melded in to one (1) inclusive discussion.

The Committee felt the focus should be directed towards residents and promoting and providing activities and functions geared at a community level. For example, The Presbyterian Church is interested in holding an Easter egg hunt in the Park. Discussion also included ideas of reaching out to the Tomales High School for band, drama, etc. opportunities to perform; a Party in the Park event; and other community events; as well as Founder's Day. In addition, with an eye towards expanding the volunteer pool, local student involvement may dovetail with a community service aspect of their school experience. Dru will follow up with the Principal.

It was noted there are young local families taking advantage of the park on a regular basis.

Another item on the New Business agenda for a Rental Liaison connected with an Old Business item of open PAC seats. A new member may have time, or may want to take on the position and the committee was amenable to paying for such a liaison, if needed.

A calendar could be posted in March/April as events arise, and promotion will be addressed at the regular meeting later in February.

With the difficulties of gathering a quorum for the last few months, the Committee would like to try changing the meeting date and time to the 4th Wednesday of the month at 5:30 pm at the Tomales Town Hall. If agreeable to the TVCSD Board, the next PAC meeting will be Wednesday, February 23rd.

The final item under New Business was to have two (2) Park clean up days, 1 in the spring and another one prior to Founder's Day, which passed unanimously.

Old Business:

Bark: The committee was anxious to see delivery of much needed bark, areas are sparse.

Volunteer Recruitment: Three (3) possible candidates were identified and will be contacted.

Water Tower Rehab: The Committee fully supports rehab of the Water Tower and would like the TVCSD Board to determine the most cost effective way to handle such. There is a need for storage, and if removing the top story appears to solve a more costly rebuild after demolition, it seems like the right move.

North Fence Replacement: Awaiting TVCSD direction the spring scheduled north fence replacement.

Various Signage: Dru will contact print shop regarding signs for maintenance emergencies, directional signage for bathrooms, simple more prominent signs for Park hours, AND no smoking signs at the gazebo. An issue of concern was regarding party/parties monopolizing certain areas of the park, like the gazebo, for most of the day, and how to address such; no loitering?

Adjournment: Meeting was adjourned at 4:58 pm, no objections.

Respectfully submitted,
Dru Fallon O'Neill, PAC Chair/Secretary

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Donna Clavaud, President ● Bill Bonini, Vice President ● Dru Fallon O'Neill ● Peter MacLaird ● John Ward

BANK TRANSACTIONS JANUARY 2022

PARK		Type	Date	Num	Name	Memo	Amount	Balance
131.00 · Cash			01/01/2022			Total Beginning Balance		114,221.11
131.48 · CA LAIF						Beginning Balance		31,064.09
	Deposit	01/19/2022				Dec 31 LAIF int	17.88	31,081.97
Total 131.48 · CA LAIF			01/31/2022			Ending Balance	17.88	31,081.97
131.42 · Bank of Marin - Money Market						Beginning Balance		44,136.57
	Deposit	01/31/2022				interest	2.44	44,139.01
Total 131.42 · Bank of Marin - Money Market			01/31/2022			Ending Balance	2.44	44,139.01
131.46 · Bank of Marin - Park Account						Beginning Balance		39,020.45
	Bill Pmt -Check	01/06/2022	1347	Martinez, Edgar		December 31 hours	-620.00	38,400.45
	Bill Pmt -Check	01/07/2022	1348	PGE		7399820768-9 11/23-12/22	-20.87	38,379.58
	Deposit	01/31/2022				interest	0.16	38,379.74
Total 131.46 · Bank of Marin - Park Account			01/31/2022			Ending Balance	-640.71	38,379.74
Total 131.00 · Cash - Park			01/31/2022			Ending Balance	-620.39	113,600.72
SEWER		Type	Date	Num	Name	Memo	Amount	Balance
131.00 · Cash		SEWER				Total Beginning Balance		214,158.56
131.20 · CA Local Agency Investm Fnd						Beginning Balance		72,482.85
	Deposit	01/19/2022				Dec 31 int alloc	41.73	72,524.58
Total 131.20 · CA Local Agency Investm Fnd			01/31/2022			Ending Balance	41.73	72,524.58
131.31 · Redwood Credit Union						Beginning Balance		40,790.88
	Deposit	01/31/2022				RCU interest	5.18	40,796.06
Total 131.31 · Redwood Credit Union			01/31/2022			Ending Balance	5.18	40,796.06
131.42 · Bank of Marin - Money Market						Beginning Balance		73,215.90
	Deposit	01/06/2022				Levy 4	22.09	73,237.99
	Deposit	01/14/2022				Levy 4	11.02	73,249.01
	Deposit	01/19/2022				Levy 4	13.22	73,262.23
	Deposit	01/20/2022				Levy 4	10.18	73,272.41
	Deposit	01/31/2022				interest	4.04	73,276.45
Total 131.42 · Bank of Marin - Money Market			01/31/2022			Ending Balance	60.55	73,276.45
131.44 · Bank of Marin - Sewer						Beginning Balance		26,583.42
	Bill Pmt -Check	01/07/2022	5035	Melinda K. Bell		December 23.25 hours	-1,050.00	25,533.42
	Bill Pmt -Check	01/07/2022	5036	Brelje and Race Laboratories, Inc.		11/27 - 12/13 lab bills	-455.00	25,078.42
	Bill Pmt -Check	01/07/2022	5037	Natural Systems Utilities -CA		January	-4,456.00	20,622.42
	Bill Pmt -Check	01/08/2022	5038	Hammond, Cynthia		11/13/21-1/7/22 19 hours	-514.39	20,108.03
	Bill Pmt -Check	01/09/2022	5039	PGE		12/23-1/22	-358.67	19,749.36
	Bill Pmt -Check	01/15/2022	5040	Brelje and Race Laboratories, Inc.		12/17 - 1/6/22 lab bills	-304.00	19,445.36
	Bill Pmt -Check	01/21/2022	5041	AT&T Uverse		phone and plant internet 1/7-2/6	-120.64	19,324.72
	Bill Pmt -Check	01/21/2022	5042	Natural Systems Utilities -CA		invoice 901370 payment #2	-169.33	19,155.39
	Bill Pmt -Check	01/24/2022	5043	AT&T		office internet 1/11 - 2/10	-60.99	19,094.40
	Bill Pmt -Check	01/29/2022	5044	Capital One Bank		3 ink cartridges	-61.33	19,033.07
	Bill Pmt -Check	01/29/2022	5045	Melinda K. Bell		54 hours January	-2,160.00	16,873.07
	Bill Pmt -Check	01/29/2022	5046	Natural Systems Utilities -CA		February #913591	-4,625.33	12,247.74
	Bill Pmt -Check	01/29/2022	5047	Robert Johnson, CPA		State Controller's Report	-500.00	11,747.74
	Bill Pmt -Check	01/31/2022	5048	Clavaud, Donna		Oct - Dec 6 meetings less 7.65% tax	-277.05	11,470.69
	Deposit	01/31/2022				interest	0.12	11,470.81
Total 131.44 · Bank of Marin - Sewer			01/31/2022			Ending Balance	-15,112.61	11,470.81
131.48 · Bank of Marin - Solar						Beginning Balance		1,085.51
Total 131.48 · Bank of Marin - Solar			01/31/2022			Ending Balance		1,085.51
Total 131.00 · Cash		SEWER	01/31/2022			Ending Balance	-15,005.15	199,153.41

FINANCIAL MANAGER'S REPORT

The budget reports have been revised again in the attempt to find the most clear and informative format. This month reverts to the line items from the chart of accounts without any subtotals or general categories. Subtotals seem to confuse rather than clarify. Categories could be Plant, Personnel, Administrative, Outside Consultants, Capital, Maintenance, etc. to simplify the amount of data, but their use raises questions of what is included in each category. So this month presents all the detail in the order set up by the previous General Manager. The lines could easily be reordered; suggestions on groupings would be welcomed. Next month's report will include the same data, but reordered logically.

We have not developed simplified eye-catching reports for the public and rate payers. These reports would involve subtotal categories and graphs. Such reports were included in one Board packet this year, but more examples and groupings could be used. Once the detailed monthly reports for the Board are finalized, that project could begin.

The changes in the budget comparison report this year are to report every month's income and expenses with the total year-to-date and the annual budget. In previous years only the previous month-end year-to-date amounts compared to a year-to-date budget were reported. This year we have not been reporting any year-to-date budgets, only the total annual budget. Footnotes are provided for significant amounts in the Sewer report. When significant transactions have occurred for the Park, footnotes will be added there also.

With the Strategic Planning still in process and a new General Manager on the way, it is difficult to predict what the rest of this fiscal year will bring. However, at this point there have been no surprises, just small differences from budget estimates. Park projects have been delayed again, but routine maintenance costs including sanitization are very close to budget overall for seven months of the year, and Park revenue is as expected.

Sewer expenses, especially plant maintenance and electric power, are not as predicted, but the total expenses are close to budget for seven months of the year after adjusting for the lack of a budget for depreciation expense. However, recording the unreported General Manager's compensation through January 31 would add around \$17,000 to expenses year-to-date. But annual payments already made in Footnote E could compensate for that additional expense since they won't recur this year. At the bottom of the Sewer report you will notice that cash has decreased \$37,012 this year due to accrued expenses of last year paid this year and debt payments offset by positive net income and non-cash depreciation expense.

My own hours are over budget due to Strategic Planning, PG&E analysis, General Manager Search, developing new financial reports, and other additional tasks. At the moment I have five reports to draft and file for the state, California Special Districts Association and Special Districts Risk Management Authority. Quarterly payroll tax returns, 1099s and W-2s have been filed. I plan to retire in a year and a half after completing the 2022/2023 fiscal year. It would be wise to analyze my workload and look for cost saving measures to try out before I leave and a replacement is found.



GOVERNMENT CODE - GOV

TITLE 5. LOCAL AGENCIES [50001 - 57607] (Title 5 added by Stats. 1949, Ch. 81.)

DIVISION 2. CITIES, COUNTIES, AND OTHER AGENCIES [53000 - 55821] (Division 2 added by Stats. 1949, Ch. 81.)

PART 1. POWERS AND DUTIES COMMON TO CITIES, COUNTIES, AND OTHER AGENCIES [53000 - 54999.7] (Part 1 added by Stats. 1949, Ch. 81.)

CHAPTER 1. General [53000 - 53170] (Chapter 1 added by Stats. 1949, Ch. 81.)

ARTICLE 3. Roster of Public Agencies [53050 - 53051] (Article 3 added by Stats. 1963, Ch. 1805.)

53051. (a) Within 70 days after the date of commencement of its legal existence, the governing body of each public agency shall file with the Secretary of State on a form prescribed by the Secretary of State and with the county clerk of each county in which the public agency maintains an office, a statement of all of the following facts:

- (1) The full, legal name of the public agency.
 - (2) The official mailing address of the governing body of the public agency.
 - (3) The name and residence or business address of each member of the governing body of the public agency.
 - (4) The name, title, and residence or business address of the chairperson, president, or other presiding officer, and clerk or secretary of the governing body of the public agency.
- (b) Within 10 days after any change in the facts required to be stated pursuant to subdivision (a), an amended statement containing the information required by subdivision (a) shall be filed as provided therein. The information submitted to the Secretary of State shall be on a form titled "Registry of Public Agencies," prescribed by the Secretary of State.
- (c) It shall be the duty of the Secretary of State and of the county clerk of each county to establish and maintain an indexed "Registry of Public Agencies," to be so designated, which shall contain all information filed as required in subdivisions (a) and (b), which roster is hereby declared to be a public record.

(Amended by Stats. 2019, Ch. 329, Sec. 14. (SB 780) Effective January 1, 2020.)



Secretary of State
Registry of Public Agencies
 (Government Code section 53051)

SF-405

IMPORTANT — Read Instructions before completing this form.

There is **No Fee** for a Registry of Public Agencies filing

Copy Fees – First page \$1.00; each attachment page \$0.50;
 Certification Fee - \$5.00

This Space For Office Use Only

1. Type of Filing (Check one.)

- Initial Filing (first Registry of Public Agencies filing for an agency)
 Updated Filing (change to an existing Registry of Public Agencies record)

2. Agency Information

a. Full Legal Name of Public Agency

b. Nature of Update (complete if Updated Filing)

c. County

d. Official Mailing Address

3. Chairperson, President, or Other Presiding Officer

a. Name

b. Title

c. Business or Residence Address

4. Clerk or Secretary

a. Name

b. Title

c. Business or Residence Address

5. Other Members of the Governing Board (Enter as many as applicable. Attach additional pages for additional members.)

Name	Business or Residence Address
Name	Business or Residence Address
Name	Business or Residence Address
Name	Business or Residence Address
Name	Business or Residence Address

6. Date and Sign Below (Additional members set forth on attached pages, if any, are incorporated herein by reference and made part of this Form SF-405, Registry of Public Agencies.)

_____ Date

_____ Signature

_____ Type or Print Name

Instructions for Completing the Registry of Public Agencies (Form SF-405)

The governing body of a public agency is required, within 70 days after the commencement of the agency's legal existence, to file a specified statement of facts about the agency with the Secretary of State. This information is also required to be updated within 10 days of a change to it.

Fees:

- **Filing Fee:** There is **no fee** for a Registry of Public Agencies filing.

Copies: To obtain copies or certified copies of the filed document, include payment for copy fees and certification fees at the time the document is submitted. Copy fees are \$1.00 for the first page and \$0.50 for each additional page. For certified copies, there is an additional \$5.00 certification fee, per copy.

Payment Type: Check(s) or money orders should be made payable to the Secretary of State. **Do not send cash by mail.** If submitting the document in person in our Sacramento office, payment also may be made by credit card (Visa or Mastercard).

If you are not completing this form online, please **type or legibly print** in black or blue ink. **Complete the Registry of Public Agencies (Form SF-405) as follows:**

Item	Instruction	Tips
1.	You must check the appropriate box (check one).	<ul style="list-style-type: none"> • If this is the first Registry of Public Agencies filing for an agency, check "Initial Filing". • If this is a change to an existing Registry of Public Agencies record, check "Updated Filing".
2a.	Enter the full legal name of the public agency.	
2b.	Indicate the nature of the update if this is an updated filing.	<ul style="list-style-type: none"> • Leave this blank for initial filings. • For updated filings, list information that has changed.
2c.	Enter the county or counties in which the agency operates.	<ul style="list-style-type: none"> • List as many as applicable. If additional space is required, attach additional pages.
2d.	Enter the agency's official mailing address.	<ul style="list-style-type: none"> • The complete address is required, including the street name and number, city, state, and zip code. • P.O. box is acceptable.
3a.	Enter the Chairperson, President, or Other Presiding Officer's name.	
3b.	Enter the Chairperson, President, or Other Presiding Officer's official title.	<ul style="list-style-type: none"> • Include the full official title.
3c.	Enter the Chairperson, President, or Other Presiding Officer's business or residence address.	<ul style="list-style-type: none"> • A complete address is required, including the street name and number, city, state, and zip code.
4a.	Enter the Clerk or Secretary's name.	
4b.	Enter the Clerk or Secretary's official title.	<ul style="list-style-type: none"> • Include the full official title.

4c.	Enter the Clerk or Secretary's business or residence address.	<ul style="list-style-type: none"> • A complete address is required, including the street name and number, city, state, and zip code.
5.	Enter the name and business or residence of any other members of the agency's governing board, if applicable.	<ul style="list-style-type: none"> • A complete address is required, including the street name and number, city, state, and zip code. • Attach additional pages if additional space is required.
6.	Date, sign, and print the name of the individual completing the form.	

Where to File: Completed forms along with the applicable fees, if any can be mailed to Secretary of State, Special Filings Unit, P.O. Box 942870, Sacramento, CA 94277-2870 or delivered in person (drop off) to the Sacramento office, 1500 11th Street, 2nd Floor, Sacramento, CA 95814. This form is filed only in the Sacramento office.

Legal Authority: General statutory filing provisions are found in Section [53051](#). All statutory references are to the California Government Code, unless otherwise stated.

Budget Reports Page 1			Monthly Actual Sewer Program 2021/2022						See	Total YTD	Budget	
SEWER 2021/2022 BUDGET COMPARISON			July	Aug	Sept	Oct	Nov	Dec	Jan'y	Ftnote	21/22	FY 21/22
Total Income - Sewer			2,594	2,055	69,221	177	88	71,467	189	A	145,792	201,013
Expense												
	410.10	Sewage Collection Electric	33	62	30	31	46		44	B	246	450
	411.05	Lab Bills	607	531	607	531	531	607			3,414	8,150
	411.10	Maintenance Supplies	480								480	2,325
	411.03	Sewage Treatment Electric	6,642	439	246	25	546		290	B	8,189	3,000
	411.00	Sewage Treatment - Maintenance			1,648					J	1,648	1,500
	412.10	Sewage Disposal Electric	(225)	51	25	25	24		25	B	(75)	180
	412.00	Sewage Disposal - Maintenance				1,890				J	1,890	730
	413.20	Grounds Maintenance								J		1,600
	414.11	Social Security Tax	130			159		104			393	650
	414.12	Medicare Payroll Tax	30			37		24			92	200
	414.13	State Unemployment Tax	52			64		42			158	350
	414.05	Administrator's Fees						14,104		D	14,104	53,300
	414.22	Licenses and Permits	20				347	1,663		E	2,030	1,800
	414.31	Property & Liability Insurance	9,222							E	9,222	9,143
	414.33	Worker's Comp Insurance	827							E	827	827
	414.41	Postage and Delivery				2			46		48	360
	414.43	Office Supplies	46	159			61			F	266	220
	414.44	Sonic - Web Hosting	8	8	8	8	8	8			48	100
	414.45	Office Equipment										740
	414.465	Board Member Stipend				300		300			600	5,000
	414.467	Board Training										500
	414.47	Clerical/Bookkeeping	1,470	2,080	1,280	1,840	660	1,050	2,160	G	10,540	13,000
	414.48	Office Rent			300			300			600	1,200
	414.49	Secretary	435	450	1,410	480	450		570		3,795	6,000
	414.50	O&M Contractual Services	4,456	4,456	4,456	4,456	4,456	4,456	4,625		31,361	54,007
	414.551	Legal Fees			60					H	60	
	414.552	Audit				5,500			500	E	6,000	5,500
	414.553	Consulting		700							700	7,000
	414.60	Publications & Notices										200
	414.61	Newsletter Expense										500
	414.62	Dues and Subscriptions	150			1,291				E	1,441	1,300
	414.65	Rents and Leases									-	
	414.67	Solar Lease Admin Fee						750			750	750
	414.71	CIP Plant and Building	5,480		156					C	5,636	
	414.73	CIP Equipment Replacement		350							350	
	414.76	CIP Collection								C		3,000
	414.77	CIP Treatment								C		3,000
	414.81	Travel						91		D	91	500
	414.85	Training										200
	414.90	Telephone and Internet Services	176	176	176	353	23	207	196		1,309	3,000
	415.50	Depreciation Expense	3,097	3,097	3,097	3,097	3,472	3,472	3,472	I	22,805	
	417.30	LAFCO Charges	146								146	150
	417.40	County Teeter Admin Fee						143			143	200
	420.20	Interest Expense - SRF Loan						1,214		E	1,214	1,214
Total Expense - Sewer			33,284	12,560	13,498	20,090	10,625	28,535	11,928		130,520	191,846
Net Income - Sewer			(30,690)	(10,504)	55,723	(19,913)	(10,537)	42,932	(11,739)		15,271	9,167
Cash receipt for SUSD receivable											1,950	1,950
Cash outlay for loan and bond payments										I	(40,864)	(40,864)
Depreciation										I	22,805	40,164
Change in Receivables, Payables										K	(36,173)	
Net Change in Cash Balances - Sewer											(37,012)	10,417

Footnotes for Sewer January 31, 2022 Budget Report (See first page.)

- A** First seven months actual income exceeds 7/12 of annual income budgeted because all SUSD funding is billed in September, connection fee was received but not budgeted, and County pays 60% of sewer charges in first installment.
- B** Electric bills for Collection have averaged \$450 annually, and for Disposal \$333 annually. Treatment annual costs had been around \$1,000, but 2020/2021 went to \$8,097 per year. Kilowatt hours used increased from 21,269 in 2019/2020 at \$0.05 per KWH to 36,605 KWH at \$0.22 per KWH. These rates are overall net average for the year. Last month's report quoted rates separately for usage charges and credits for solar savings.
- C** Plant building roof was not anticipated in the CIP budget. The CIP budget included finishing the CCTV work and treatment pond equipment.
- D** The first three months of 2021/2022 invoices have been submitted for payment. Expenses reported are through September.
- E** These are annual payments and should not increase during the year. Audit fees are higher due to charges for State Controller's Report.
- F** Ink cartridges formerly provided by secretary, now no longer available
- G** Workload has expanded this year; can aim for fewer hours until budget time
- H** County Counsel charged for answering auditor's inquiries; first time charge.
- I** This is never budgeted. Non-cash expense is offset by loan payment at end of this report, but paying off debt is not a budgeted expense.
- J** 411- Duckweed treatment, 412-valve and strainer not anticipated. 413-mowing not done yet.
- K** July payments of accrued prior year unpaid bills drained cash. This will be offset by June 2022 bills not paid until next year.

PARK 2021/2022 BUDGET COMPARISON			Monthly Actual Income and Expenses - Park							Actual FY	Annual
	Park Income		July	August	Sept	Oct	Nov	Dec	Jan	Total	Budget
	311.00 · Interest Income		2	2	1	21	2	2	20	51	180
	315.80 · Measure A Funds		19,142							19,142	36,474
	320.00 · Contributions Income						239	1,049		1,287	200
	322.00 · Park Use Rental		200			200				400	
	Total Income - Park		19,344	2	1	221	241	1,051	20	20,881	36,854
	Park Expenses										
	414.81 · Measure A Project Expenses									-	
	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
	Total 414.81 Meas A Project Expense			-						0	49,850
	414.85 · Restricted Funding Project Expenses										
	Gate Signage									-	3,000
	Total 414.85 Restrict Fund Proj Exp									-	3,000
	414.82 · Measure A Maintenance Expense										
	Supplies and Services		223			167	48	122		559	2,000
	Rest Room Cleaning		510	280	740		600	620		2,750	3,500
	PGE Park		35	31	36	61	40	21		224	225
	Financial Management									-	300
	Total 414.82 · Meas A Maintenance Expense		767	311	776	228	688	762		3,533	6,025
	Total Expenses - Park		767	311	776	228	688	762		3,533	58,875
	Net Park Ordinary Income		18,577	(309)	(775)	(7)	(447)	289		17,348	(22,021)

Balance Sheets
As of January 31, 2021 and 2022

PARK BALANCE SHEET				Jan 31, 22	Jan 31, 21	\$ Change	% Change
ASSETS							
	131.48	- CA LAIF		31,081.97	30,986.01	95.96	0.31%
	131.42	- Bank of Marin - Money Market		44,139.01	5,472.11	38,666.90	706.62%
	131.46	- Bank of Marin - Park Account		38,379.74	48,816.97	-10,437.23	-21.38%
	Total 131.00 - Cash			113,600.72	85,275.09	28,325.63	33.22%
Fixed Assets							
	100.20	- Land and Land Rights		132,000.00	132,000.00	0.00	0.0%
		Original Cost		461,790.46	461,790.46	0.00	0.0%
	105.00	- Depreciation		-95,463.00	-83,916.10	-11,546.90	-13.76%
	Total Fixed Assets			498,327.46	509,874.36	-11,546.90	-2.27%
TOTAL ASSETS - PARK				611,928.18	595,149.45	16,778.73	2.82%
LIABILITIES & EQUITY							
Liabilities							
	222.00	- Accounta Payable		0.00	1,299.83	-1,299.83	-100.0%
	Total Liabilities			0.00	1,299.83	-1,299.83	-100.0%
Equity							
	252.50	- Investment in Capital Assets		498,327.46	509,874.36	-11,546.90	-2.27%
	260.00	- Unassigned Fund Balance		96,252.12	73,517.14	22,734.98	30.93%
		Net Income		17,348.60	10,458.12	6,890.48	65.89%
	Total Equity			611,928.18	593,849.62	18,078.56	3.04%
TOTAL LIABILITIES & EQUITY - PARK				611,928.18	595,149.45	16,778.73	2.82%
SEWER BALANCE SHEET							
ASSETS							
	131.00 - Cash						
	131.20	- CA Local Agency Investm Fnc		72,524.58	72,300.66	223.92	0.31%
	131.31	- Redwood Credit Union		40,796.06	40,734.09	61.97	0.15%
	131.42	- Bank of Marin - Money Market		73,276.45	110,156.69	-36,880.24	-33.48%
	131.44	- Bank of Marin - Sewer		11,470.81	12,110.14	-639.33	-5.28%
	131.48	- Bank of Marin - Solar		1,085.51	2,776.55	-1,691.04	-60.9%
	Total 131.00 - Cash			199,153.41	238,078.13	-38,924.72	-16.35%
	137.00	- Accounts Receivable		2,047.50	982.80	1,064.70	108.33%
	Total Current Assets			201,200.91	239,060.93	-37,860.02	-15.84%
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		-805,016.99	-764,851.44	-40,165.55	-5.25%
	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			1,266,023.50	1,306,189.05	-40,165.55	-3.08%
	136.00	- SUSD Note Receivable		9,572.06	11,521.75	-1,949.69	-16.92%
TOTAL ASSETS - SEWER				1,476,796.47	1,556,771.73	-79,975.26	-5.14%
LIABILITIES & EQUITY							
Liabilities							
	222.00	- Accounts Payable		-4,578.93	2,092.45	-6,671.38	-318.83%
	230.00	- Fed Payroll Tax Payab		76.56	19.13	57.43	300.21%
	231.00	- CA Payroll Tax Payable		2.00	0.00	2.00	100.0%
	Total Current Liabilities			-4,500.37	2,111.58	-6,611.95	-313.13%
Long Term Liabilities							
	211.00	- SWRCB SRF Loan		25,653.97	48,577.22	-22,923.25	-47.19%
	215.00	- CREBS Bond		71,764.66	89,705.84	-17,941.18	-20.0%
	Total Long Term Liabilities			97,418.63	138,283.06	-40,864.43	-29.55%
	Total Liabilities			92,918.26	140,394.64	-47,476.38	-33.82%
Equity							
	262.00	- Capital Asset Reserve		40,000.00	40,000.00	0.00	0.0%
	262.50	- Restricted Connection Fees		30,000.00	30,000.00	0.00	0.0%
	264.00	- Operating Reserve		51,690.75	51,690.75	0.00	0.0%
	265.00	- Net Assets - Unrestricted		1,246,916.74	1,254,492.13	-7,575.39	-0.6%
		Net Income		15,270.72	40,194.21	-24,923.49	-62.01%
	Total Equity			1,383,878.21	1,416,377.09	-32,498.88	-2.3%
TOTAL LIABILITIES & EQUITY - SEWER				1,476,796.47	1,556,771.73	-79,975.26	-5.14%

GENERAL MANAGER'S REPORT

FEBRUARY 9, 2022

UPDATE ON THE CLOSED-CIRCUIT TV INSPECTION PROJECT

Kevin Berry of Roy's Sewer Service and I decided it was best to schedule Phase 2 of the sewer system CCTV inspection in the spring. However, after a very heavy, wet early winter, the recent dry spell may allow us to schedule this before Jose leaves. He will reach out to Kevin again.

UPDATE ON THE SCADA SYSTEM EVALUATION

We have not received the field report for the October 27 evaluation of the SCADA system and preliminary troubleshooting assessment. We expect the report to include an estimate for how much it will cost to restore reliability and accuracy to the SCADA system. NSU asked for the contact information of the IT technician that performed the evaluation. When he contacts Adam Strickland, the tech, he will remind Adam that paying the invoice is dependent on first getting the field report. We need the report to properly inform Mary of what remains to be done.

STRATEGIC PLANNING

The Board met with Deborah Parrish on February 3, 2022 to receive and discuss the draft strategic plan. New General Manager Mary Halley attended the meeting. Deborah will go through the plan elements and color code them in terms of high, medium, and low priority. Thereafter, the draft will be distributed to the Board for their individual review and comments. We plan to agendize the Strategic Plan for adoption at the March 9, 2022 regular Board meeting.

UPDATE ON GENERAL MANAGER APPOINTMENT

The Board directed Donna Clavaud, Dru O'Neill, and outgoing General Manager Jose Ortiz to negotiate an agreement with Mary Halley during the January regular Board meeting. This was done and reported to the Board in the special meeting on February 3. The Board unanimously approved the Agreement effective immediately. As part of the transition, Jose and Mary have scheduled a meeting for February 15 to facilitate the transfer of responsibility. The morning will be dedicated to a tour of the facilities with NSU and a description of various works accomplished at various locations and work that remains to be done.

The afternoon session will be a meeting with our Finance Manager, Melinda Bell, and our Administrative Secretary, Cynthia Hammond.

Jose will prepare a summary of outstanding issues and projects to be considered and a status of CIP projects.



January 11, 2022

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

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

RE: Self-Monitoring Report
Tomales, Marin County
Order No. R2-2015-0019
I.D. No. 264662
December 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
12/1/2021	9.4																0.0			
12/2/2021	9.4																0.0			
12/3/2021	9.4	94.0	7.9	16.7	180.0	550.0	0.2	0.4	3.0	0.6	2.4	500.0	11.0	9.4	5.0	16.1	0.0			
12/4/2021	20.3																0.0			
12/5/2021	20.3																0.0			
12/6/2021	20.3																0.0			
12/7/2021	20.3	81.0	6.7	16.3								460.0	17.0	9.1	5.5	15.8	0.0			
12/8/2021	27.9																0.0			
12/9/2021	27.9																0.0			
12/10/2021	27.9																0.0			
12/11/2021	27.9																0.0			
12/12/2021	27.9																0.0			
12/13/2021	27.9																0.0			
12/14/2021	27.9																0.0			
12/15/2021	27.9																0.0			
12/16/2021	27.9	251.0	6.5	14.8								360.0	8.2	9.1	6.0	15.3	0.0			
12/17/2021	37.3																0.0			
12/18/2021	37.3																0.0			
12/19/2021	37.3																0.0			
12/20/2021	37.3	149.0	7.7	14.2								320.0	16.0	9.3	5.5	15.0	0.0			
12/21/2021	30.0																0.0			
12/22/2021	30.0																0.0			
12/23/2021	30.0	90.0	7.8	12.5										8.4	3.9	14.0	0.0			
12/24/2021	41.3																0.0			
12/25/2021	41.3																0.0			
12/26/2021	41.3																0.0			
12/27/2021	41.3											410.0	35.0				0.0			
12/28/2021	41.3																0.0			
12/29/2021	41.3	248.0	6.9	13.1										8.8	4.0	13.0	0.0			
12/30/2021	29.4																0.0			
12/31/2021	29.4																0.0			
Min	9.4		6.5	12.5	180.0	550.0	0.2	0.4	3.0	0.6	2.4	320.0	8.2	8.4	3.9	13.0			#DIV/0!	
Mean	29.2		7.2	14.6	180.0	550.0	0.2	0.4	3.0	0.6	2.4	410.0	17.4	9.0	5.0	14.9			#DIV/0!	
Total	906.3																0.0			

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

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

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	12/3/21	12/7/21	12/16/21	12/23/21	12/27/21
Day	FRI	TUES	THURS	THURS	MON
Time					
Operator	AG	AG	AG	BJ	MS
* Nuisance odors from ponds	N	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N	N
Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Sign posting that wastewater is unsafe to drink	Y	Y	Y	Y	Y

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

TOMALES INFLUENT HEADWORKS

STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) **December 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	12/3/21	12/7/21	12/16/21	12/23/21	12/27/21
Day	FRI	TUES	THURS	THURS	MON
Time					
Operator	AG	AG	AG	BJ	MS
Rain fall, inches	0	0.1	3.3	2	1.1
* Nuisance odors (smell)	N	N	N	N	N
*Evidence of any standing water	N	N	N	N	N
* Evidence of mosquitos breeding	N	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N	N
* Evidence of structure seepage	N	N	N	N	N

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

**TOMALES STORAGE PONDS
STANDARD OBSERVATION REPORT**

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

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	12/3/21	12/7/21	12/16/21	12/23/21	12/27/21
Day	FRI	TUES	THURS	THURS	MON
Time					
Operator	AG	AG	AG	BJ	MS
- Nuisance odors from ponds	N	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N	N
* Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Signage that wastewater is unsafe to drink	Y	Y	Y	Y	Y

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

**TOMALES CHLORINE STORAGE TANK
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year)

December 2021

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	<i>12/3/21</i>	<i>12/7/21</i>	<i>12/16/21</i>	<i>12/23/21</i>	<i>12/27/21</i>
Day	FRI	TUES	THURS	THURS	MON
Time					
Tech	AG	AG	AG	BJ	MS
* 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: December 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	12/3/21	12/7/21	12/16/21	12/23/21	12/27/21
Time	FRI	TUES	THURS	THURS	MON
Operator					
Evidence of standing water	AG	AG	AG	BJ	MS
* 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

December 30, 2021

Sample Collected: 12/03/21
 Sample Received: 12/03/21
 Collected By : AG/NSU
 Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	1221-24884	1221-24885-7
Sample Description:	Influent	TR – Effluent
ANALYSIS		
BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	180.	11.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	550.	500.
Nitrate N mg/L (EPA Mthd. 352.1)		<0.20
Nitrite N mg/L (EPA Mthd. 300.1)		<0.40
Total Kjeldahl N mg/L (Std. Mthds. 4500-NH ₃ C, 2011)		3.0
Ammonia N mg/L (Std. Mthds. 4500-NH ₃ C, 2011)		0.60
Total Organic N mg/L		2.4

BOD Start Date: 12/03/21
 BOD Completed Date: 12/08/21

BRELJE AND RACE LABORATORIES, INC.



SARA McCALLUM, LABORATORY DIRECTOR
 SM:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

December 30, 2021

Sample Collected: 12/07/21
Sample Received: 12/07/21
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	1221-25185
Sample Description:	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	17.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	460.

BOD Start Date: 12/09/21
BOD Completed Date: 12/14/21

BRELJE AND RACE LABORATORIES, INC.



SARA McCALLUM, LABORATORY DIRECTOR
SM:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

December 30, 2021

Sample Collected: 12/16/21
Sample Received: 12/16/21
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	1221-26112
Sample Description:	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	8.2
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	360.

BOD Start Date: 12/17/21
BOD Completed Date: 12/22/21

BRELJE AND RACE LABORATORIES, INC.

SARA McCALLUM, LABORATORY DIRECTOR
SM:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

January 8, 2022

Sample Collected: 12/20/21
Sample Received: 12/20/21
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER 1221-26278
Sample Description: TR – Effluent

ANALYSIS
BOD₅ @ 20°C mg/L 16.
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 320.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 12/21/21
BOD Completed Date: 12/26/21

BRELJE AND RACE LABORATORIES, INC.



SARA McCALLUM, LABORATORY DIRECTOR
SM:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

January 8, 2022

Sample Collected: 12/27/21
Sample Received: 12/27/21
Collected By : MS/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	1221-26655
Sample Description:	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	35.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	410.

BOD Start Date: 12/28/21
BOD Completed Date: 01/02/22

BRELJE AND RACE LABORATORIES, INC.

SARA McCALLUM, LABORATORY DIRECTOR
SM:lja