



## TVCSB Board of Director's Meeting Agenda

Date: Wednesday, April 13, 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 [Mhaleysvn@gmail.com](mailto:Mhaleysvn@gmail.com). 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. To Join Zoom Meeting:  
<https://us02web.zoom.us/j/84075378055?pwd=SUFUcUNXWENXTDgwU1FhZGhxWnl4Zz09>  
Meeting ID: 840 7537 8055  
Passcode: 227492  
To Find your local number: <https://us02web.zoom.us/j/ky8ltTq1w>

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 April 13, 2022 BOD Agenda Action**

### **IV. Consent Calendar Action**

*All items on the Consent Calendar are considered to be either routine or non-controversial and will be enacted by a single blanket action of the Board. Upon request from a Board member or any member of the public, individual items may be removed from the Consent Calendar in which case they will be discussed in the meeting (under Items Removed from the Consent Calendar).*

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

Board of Directors:

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



- a. Adopt Resolution # 22-04: AB 361 Renewing Authorization for Remote Teleconferencing Meetings
- b. Approval of March 9, 2022 TVCSD Board Meeting Minutes
- c. Accept Check Registers and Approve Expenditures

**V. Items Removed from Consent Calendar Action**

Items moved from the Consent Calendar to the Regular Agenda, if any.

**VI. Presentation and Discussion with Chris Kubic, Business Relationship Manager, Marin Clean Energy, regarding PG & E Billing Plan**

**VII. Discussion with Brandon Jacka, NSU regarding Sewer System Operations**

**VIII. Board Member Reports**

**IX. Committee Reports**

a. Park Advisory Committee (PAC)

1. Review March 23, 2022 PAC Meeting Minutes
2. Next PAC Meeting Scheduled for April 27<sup>th</sup>, 2022 at 5:30 pm at the Tomales Town Hall
3. Review and Approve Final Draft of Park Rules and Regulation Signage (to be in English & Spanish) Action
4. Review and Approve Final Park Rental Contract Draft Action
5. Park Spring Clean-up Scheduled for May 14, 2022

b. Financial Advisory Committee (FAC)

1. Review March 30<sup>th</sup>, 2022 FAC Meeting Minutes.
2. Next FAC Meeting Scheduled for April 28<sup>th</sup>, 2022 at 3:00 pm at the TVCSD Office – Work Session Only

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

- a. Financial Manager's Report
- b. Review and Approve Financial Statements Action

**XI. General Manager's Report**

**XII. NSU Report**

- a. Review March 2022 reports

**XIII. Pending Business**

- a. Further Discuss Feasibility of Prop 68 Grant for Tomales Community Park Action (If Approved to Move Forward, Resolution # 2022-05 is Required)
- b. Update on Affordable Marin County Housing Mandate for Tomales
- c. Spring Newsletter Update: in Progress for Early May Distribution

**XIV. Other Business**

**XV. New Business**

**XVI. Old Business**

**XVII. Correspondence**

**XVIII. Adjournment**

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

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

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Board of Directors:

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

**RESOLUTION NO. 22-04**

**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 April 13, 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 Tamales Village Community Services District on April 13, 2022, by the following roll call votes:

Clavaud      Bonini      O'Neill      MacLaird      Ward

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

Dated: April 13, 2022                      TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Approved as to content for District:

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Mary Halley, General Manager

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Donna Clavaud, President



**TVCS D Board of Director’s Meeting Minutes**

**Date: Wednesday, March 9, 2022 7 pm Via Zoom**

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

**Board Members Present:** Donna Clavaud, President; Bill Bonini, Vice President; Dru Fallon O’Neill, Peter MacLaird, John Ward

**Board Members Absent:** None

**Also Present:** Mary Halley, TVCS D General Manager; Cynthia Hammond, TVCS D Recording Secretary

**I. Call To Order:**

Donna Clavaud called the meeting to order at 7:07p.m. and welcomed TVCS D’s new General Manager, Mary Halley.

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

None

**III. Approval of March 9, 2022 TVCS D BOD Meeting Agenda**

Donna Clavaud noted that the review of the PAC February 23, 2022 meeting minutes is a draft form only and not approved. Under XVII, Old Business, Item a, (Park spring clean-up), is scheduled for May 14, 2022, (not May 6, 2022) and August 13, 2022 and FAC minutes are in draft form not yet approved.

Donna Clavaud pointed out that under Item XVII Old Business, Item a; states .02 sales tax. It should read .025 instead.

Mary Halley suggested moving Item # XV: Closed Session, (Board and General Manager), be moved under Item #XVIII; Correspondence.

Dru Fallon O’Neill motioned to approve the March 9, 2022 TVCS D BOD Meeting Agenda with the above amendments. John Ward seconded the motion. M/S/C

**Directors Roll Call:**

**Yes** Clavaud, **Yes** Bonini, **Yes** Ward, **Yes** O’Neill, **Yes** MacLaird

**AYES 5; NOES 0; ABSTAIN 0; ABSENT 0**

#### IV. Consent Calendar

All items on the Consent Calendar are considered to be either routine or non-controversial and will be enacted by a single blanket action of the Board. Upon request from a Board member or any member of the public, individual items may be removed from the Consent Calendar in which case they will be discussed in the meeting (under Items Removed from the Consent Calendar).

- a. Adopt Resolution # 22-03: AB 361 Renewing Authorization for Remote Teleconferencing Meetings
- b. Approval of February 9, 2022 TVCSD Board Meeting Minutes

Bill Bonini motioned to approve the above Items of the Consent Calendar. John Ward seconded the motion.

**Directors Roll Call:**

Yes Clavaud, Yes Bonini, Yes Ward, Yes O'Neill, Yes MacLaird

AYES 5; NOES 0; ABSTAIN 0; ABSENT 0

#### V. Items Removed from Consent Calendar

Items moved from the Consent Calendar to the Regular Agenda, if any

None

#### VI. Board Member Reports

Donna Clavaud mentioned she had contact with the Marin/Sonoma Mosquito and Vector Control Technician and the Technician mentioned she needs access to the Plant. Donna Clavaud will give the contact information to Mary Halley.

Donna Clavaud said the solar tax issue (AB 11-39) is before the CA Public Utilities Commission (CPUC) on behalf of PG & E and two (2) other utilities. The Solar Rights Alliance is pushing back on the tax for using solar panels which will affect the Plant and other solar panel users.

#### VII. Committee Reports

- a. Park Advisory Committee (PAC)

1. Review February 23, 2022 PAC Meeting Minutes

Donna Clavaud noted errors and made amendments to the February 23, 2022 PAC minutes; under Old Business, Item B should read 130 not 1,300 cubic yards, and deliveries were two (2) not three (3).

2. Next PAC Meeting Scheduled for March 23<sup>th</sup>, 2022 at 5:30 pm at the Tomales Town Hall

3. Review Park Rules and Regulations & Signage (English & Spanish)

Donna Clavaud included the Park Rules and Regulations & Signage in the Board packet and suggests having new metal signs made, in English & Spanish and placed at the bottom of the Park and near the restrooms on the metal fence. Loitering and vagrancy cannot be mentioned as there is a potential for lawsuits. Donna Clavaud questioned who to call for #9 under Park Rules and Regulations. Bill Bonini

offered to use his cellphone as the contact. Donna Clavaud asked for approval for getting design ideas and to investigate price costs for the signage.

Dru Fallon O'Neill motioned to move forward in getting design ideas and price costs for the Park signage. Bill Bonini seconded the motion.

**Directors Roll Call:**

**Yes** Clavaud, **Yes** Bonini, **Yes** Ward, **Yes** O'Neill, **Yes** MacLaird  
AYES **5**; NOES **0**; ABSTAIN **0**; ABSENT **0**

4. Discussion of Part-time Park Manager position after the Measure A June 2022 Election

Donna Clavaud said the Park needs a part time Park Manager, either a qualified volunteer or a paid position and suggested waiting after the Measure A June 2022 election. This position would be responsible for being the contact person for Park rentals, negotiating the contracts, coordinating rental fees and deposits with Melinda Bell, inspecting end of event site. If Measure A passes, this would determine the possibility of a paid position. Donna Clavaud said she would be working with Dru Fallon O'Neill in negotiating rental contracts, doing post rental event inspections, and drafting a Park Manager Job Description. Bill Bonini said a Park Manager position was needed and agreed using Measure A funds was appropriate. John Ward appreciated the work Donna Clavaud and Dru Fallon O'Neill are doing for the Park.

5. Discuss Park Rental Calendar

It was determined that a Park rental calendar was needed.

6. Park Rental Contract; Draft at April 13, 2022 TVCSD Board Meeting

This item will be examined at the April 13, 2022 TVCSD Board meeting.

7. Approve and Hire Contractor to order/replace (2) bathroom doors and (2) automatic time locks

TVCSD already approved the purchase price of \$3,750 for replacing the bathroom doors with steel doors, and are ADA compliant. The automatic time locks are \$579 apiece. Prices for doors and locks do not include installation. David Judd will give an estimate for installation.

Peter MacLaird motioned to approve ordering the new doors and locks and getting an estimate from David Judd for installation. Dru Fallon O'Neill seconded the motion.

**Directors Roll Call:**

**Yes** Clavaud, **Yes** Bonini, **Yes** Ward, **Yes** O'Neill, **Yes** MacLaird  
AYES **5**; NOES **0**; ABSTAIN **0**; ABSENT **0**



8. Park Spring Clean-up Scheduled for May 14, 2022 and Summer Clean-up Scheduled for August 13, 2022.

Mary Halley suggested contacting “Chipper Days” for their biannual landscape trimming removal.

b. Financial Advisory Committee (FAC)

1. Review February 23, 2022 Approved FAC Meeting Minutes.

As already noted above, the February 23, 2022 FAC Meeting minutes are in draft form and not yet approved. Donna Clavaud mentioned FAC is working on PG & E issue and will get to the bottom of this very soon and the AT & T service fees for 18 months are still in progress. Donna Clavaud said TVCSD is not the only District experiencing issues with AT & T. John Ward said he saw and spoke with someone who handles the AT & T real estate, this information was given to Melinda Bell to contact her.

Donna Clavaud said FAC will have work sessions in April for Sewer and Park budgets. Draft budgets will be presented at the May Regular TVCSD Board meeting; a Public Hearing will be held in June and in July, budgets will be approved.

2. Next FAC Meeting Scheduled for March 30<sup>th</sup>, 2022 at 3:00 pm at the Tomales Town Hall (Note Date Change)

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

a. Financial Manager’s Report

Financial Manager’s Report was reviewed. Bill Bonini reiterated that the PG & E and Solar issues needed to be prioritized.

b. Review and Approve Financial Statements

John Ward motioned to Approve the Financial Statements. Dru Fallon O’Neill seconded the motion.

**Directors Roll Call:**

**Yes** Clavaud, **Yes** Bonini, **Yes** Ward, **Yes** O’Neill, **Yes** MacLaird

**AYES 5;** **NOES 0;** **ABSTAIN 0;** **ABSENT 0**

**IX. General Manager’s Report**

John Ward asked if Mary Halley could ask Brandon Jacka from NSU to attend a TVCSD Board meeting. Mary Halley will ask Brandon Jacka to attend a Board meeting and will supply him with questions in advance. NSU’s contract is up for renewal June 30, 2022.

Bill Bonini suggested giving Mary Halley a list of priorities such as PG & E, AT & T, SCADA, and NSU contract and to include timelines. Donna Clavaud said it was a good time to do so as FAC would start to be building budgets. Mary Halley thought it was a good idea in order to get resolutions. John Ward would like to have NSU as first priority as their contract is up for renewal soon for budgeting purposes.

**X. NSU Report**

a. Review January 2022 reports

NSU reports were reviewed. January and February reports were included in the Board packet.

**XI. Pending Business**

None

**XII. Other Business**

None

**XIII. New Business**

a. Discuss & Review Prop 68 Feasibility Per Capita Grant; link to Application Guide:

[State park development and community revitalization program \(ca.gov\)](https://www.ca.gov)

Does TVCSD want to pursue? (Grant application deadline extended through April 2022; no next cycle opportunity; capital expenditures or acquisitions only; maximum grant \$177,952; requires \$44,488 (20%) matching funds; Measure A funds can be used.

Donna Clavaud thought that after reviewing the grant and application guide, it was not practical for TVCSD to pursue Prop 68 because of the work required (produce an RFP, CEQA, permits) in the midst of the budgeting process and the timeline (six (6) weeks) needed for plans, permits, and design review. Instead, Donna Clavaud suggested using Measure A funds to rehabilitate the Water Tower in phases. Donna Clavaud said other projects could be redoing the BBQ and purchasing “shade sails” to enhance Park rentals. TVCSD Board members agreed this wasn’t the time to take Prop 68 on. Mary Halley said the actual application isn’t that cumbersome and the project needs to be completed by the end of 2023 and has to be recreational oriented. The grant amount + the 20% matching funds total \$222,440. This item will tabled now and reconsidered at the April 13, 2022 TVCSD Board Meeting. A project estimate, conceptual drawings, and a Resolution must be submitted. The California Environmental Quality Act (CEQA) can be submitted later.

b. Further Discuss & Review Prop 68 Feasibility Per Capita Grant; Water Tower Observations by David Judd

David Judd provided a Structural Observation Report for the Water Tower and was included in the Board packet.

c. Purchase of new laptop computer for TVCSD District office with a maximum expenditure amount Proposal to purchase a Dell computer with Windows 11, supporting software, Norton, Adobe Acrobat, auxiliary CD drive, 6 GB Ram, 1 Terabyte of memory,3 year warranty. Cost estimate \$3,000-\$3,500. John Ward suggested allocating the purchase between the Sewer and the Park.

Dru Fallon O’Neill motioned to invest and upgrade TVCSD computer with a Dell computer as described above, not to exceed \$3,500. Peter MacLaird seconded the motion.

**Directors Roll Call:**

**Yes** Clavaud, **Yes** Bonini, **Yes** Ward, **Yes** O’Neill, **Yes** MacLaird

**AYES 5; NOES 0; ABSTAIN 0; ABSENT 0**

d. Affordable Marin County Housing Mandate for Unincorporated Marin; [Housing Sites - County of Marin \(marincounty.org\)](https://www.marincounty.org). Draft Candidate Sites in Tomales for Redevelopment (Proposed 126 homes within the next eight (8) years). Discuss potential impact on TVCSD sewer system & District. Initial response to County needed by March 15, 2022.

Donna Clavaud reported there have been numerous Marin County drafts of Candidate Sites being recommended for affordable housing units based on a State legislative mandate that Marin must incorporate into their new Housing Element. Public meetings are underway. The current Draft is recommending about 120 units for Tomales. TVCSD needs to send a letter, with comments, to the Housing Element Staff and Supervisor prior to the March 15, 2022 Board of Supervisors and Housing Element meeting. Items to include in the letter could include the impact on the sewer system such as storage and treatment capacity, more staffing, traffic, California drought, no public transportation, jobs or law enforcement and infrastructure issues such as the fire department. Donna Clavaud will draft the letter (pending Board approval) as the TVCSD Board President, with input from Mary Halley. Mary Halley will then email letter to the TVCSD Board for final review.

Bill Bonini motioned for Donna Clavaud to draft and send letter to Marin County Board of Supervisors and the Housing Element for the March 15, 2022 meeting. Dru Fallon O'Neill seconded the motion.

**Directors Roll Call:**

**Yes** Clavaud, **Yes** Bonini, **Yes** Ward, **Yes** O'Neill, **Yes** MacLaird  
AYES **5**; NOES **0**; ABSTAIN **0**; ABSENT **0**

**XIV. Public Comment (if any) for Closed Session**

None

**XV. Closed Session (Board and General Manager)**

*The California Government Code provides that certain matters such as litigation, personnel matters, and real estate negotiations may be conducted in closed session. The matters shall be identified as set out below. After any closed session, the legislative body shall reconvene in open session prior to adjournment and make disclosure of action taken during the closed session – authorized by CA Gov't Code Section 54954.5(e) Public Employment – Titles: Secretary and Treasurer – authorized by CA Gov't Code Section 54957(b)(1)*

- a. Review Job Performance Evaluations of Administration Staff by retiring General Manager
- b. Consider Recommended 10% Rate Increase for each with effective Date to be Determined

TVCSD Open Session was closed at 9:45 pm.

**XVI. Reconvene Open Session**

Open Session was Reconvened at 9:55 pm.

Report as required on any actions taken in Closed Session.

Job Performance Evaluations of Administrative Staff was reviewed and a 10% Rate Increase was approved for Administrative Staff with a starting date of March 1, 2022.

**Directors Roll Call:**

**Yes** Clavaud, **Yes** Bonini, **Yes** Ward, **Yes** O'Neill, **Yes** MacLaird  
AYES **5**; NOES **0**; ABSTAIN **0**; ABSENT **0**

**XVII. Old Business**

a. 2022 TVCSD Spring Newsletter planned for April 2022. Discuss focus; Introduce New General Manager; Board Elections and New Board Officers; Thank Retiring General Manager; Measure A (on June 2022 Marin County Ballot) to Seek Voters Extension of .02 Sales Tax for Public Parks & Open Space; May 6, 2022 Park Spring clean-up; Call for Volunteers; 5-year Strategic & Succession Plan for TVCSD; Financial Graphics.

Cynthia Hammond will send out an email calling for TVCSD Newsletter items.

b. Update on 5-year Strategic & Succession Plan for TVCSD

Donna Clavaud, Melinda Bell and Cynthia Hammond received Deborah Parrish’s 5-year Strategic & Succession Plan for TVCSD. The Plan may need to be updated to include Proposition 68 and the Housing Element.

**XVIII. Correspondence**

None

**XIX. Adjournment**

Bill Bonini motioned to adjourn the March 3, 2022 TVCSD Board Meeting at 9:55 pm. Dru Fallon O’Neill seconded the motion.

**Directors Roll Call:**

Yes Clavaud, Yes Bonini, Yes Ward, Yes O’Neill, Yes MacLaird

AYES 5; NOES 0; ABSTAIN 0; ABSENT 0

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Approved by: Donna Clavaud, 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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**PARK AND SEWER BANK TRANSACTIONS MARCH 2022**

Type	Date	Num	Name	Memo	Amount	Balance
<b>Total 131.00 - Cash</b>			<b>PARK</b>	<b>Beginning Balance</b>		<b>104,514.17</b>
<b>131.48 - CA LAIF</b>				<b>Beginning Balance</b>		<b>31,081.97</b>
<b>Total 131.48 - CA LAIF</b>				<b>Ending Balance</b>		<b>31,081.97</b>
<b>131.42 - Bank of Marin - Money Market</b>				<b>Beginning Balance</b>		<b>44,141.13</b>
Deposit	03/01/2022			Measure A	22,705.90	66,847.03
Deposit	03/31/2022			MM interest	3.58	66,850.61
<b>Total 131.42 - Bank of Marin - Money Market</b>				<b>Ending Balance</b>	<b>22,709.48</b>	<b>66,850.61</b>
<b>131.46 - Bank of Marin - Park Account</b>				<b>Beginning Balance</b>		<b>29,291.07</b>
Bill Pmt -Check	03/08/2022	1355	PGE	7399820768-9 1/24-2/22	-34.51	29,256.56
Bill Pmt -Check	03/10/2022	1356	Martinez, Edgar	February	-560.00	28,696.56
Deposit	03/13/2022			Rental and Deposit	900.00	29,596.56
Deposit	03/31/2022			Interest	0.13	29,596.69
<b>Total 131.46 - Bank of Marin - Park Account</b>				<b>Ending Balance</b>	<b>305.62</b>	<b>29,596.69</b>
<b>Total 131.00 - Cash</b>			<b>PARK</b>	<b>Ending Balance</b>	<b>23,015.10</b>	<b>127,529.27</b>
<b>Total 131.00 - Cash</b>			<b>SEWER</b>	<b>Beginning Balance</b>		<b>197,212.42</b>
<b>131.20 - CA Local Agency Investm Fnd</b>				<b>Beginning Balance</b>		<b>72,524.58</b>
<b>Total 131.20 - CA Local Agency Investm Fnd</b>				<b>Ending Balance</b>		<b>72,524.58</b>
<b>131.31 - Redwood Credit Union</b>				<b>Beginning Balance</b>		<b>40,800.74</b>
Deposit	03/31/2022			RCUinterest	5.21	40,805.95
<b>Total 131.31 - Redwood Credit Union</b>				<b>Ending Balance</b>	<b>5.21</b>	<b>40,805.95</b>
<b>131.42 - Bank of Marin - Money Market</b>				<b>Beginning Balance</b>		<b>43,304.54</b>
Deposit	03/08/2022			levy 4	29.58	43,334.12
Transfer	03/31/2022			Funds Transfer	-25,000.00	18,334.12
<b>Total 131.42 - Bank of Marin - Money Market</b>				<b>Ending Balance</b>	<b>-24,970.42</b>	<b>18,334.12</b>
<b>131.44 - Bank of Marin - Sewer</b>				<b>Beginning Balance</b>		<b>34,497.04</b>
Bill Pmt -Check	03/01/2022	5057	Kristin Lawson	March-May Rent	-300.00	34,197.04
Bill Pmt -Check	03/01/2022	5058	USPS	PI #7 permit	-265.00	33,932.04
Bill Pmt -Check	03/04/2022	5059	Natural Systems Utilities	inv 958097 associate 1 hour WDR permit	-125.00	33,807.04
Bill Pmt -Check	03/05/2022	5060	Brelje and Race Laboratories, Inc.		-234.00	33,573.04
Bill Pmt -Check	03/05/2022	5061	Halley, Mary C.	February time, insurance, mileage	-2,822.60	30,750.44
Bill Pmt -Check	03/08/2022	5062	Hammond, Cynthia	2/15-3/6 17.5 hours less taxes	-472.84	30,277.60
Bill Pmt -Check	03/08/2022	5063	Melinda K. Bell	February	-1,860.00	28,417.60
Bill Pmt -Check	03/08/2022	5064	Parrish, Deborah	balance due for Strategic Planning	-6,300.00	22,117.60
Bill Pmt -Check	03/09/2022	5065	Roy's Sewer Service, In	inv 216380 Completion of CCTV work 16 hours	-5,200.00	16,917.60
Bill Pmt -Check	03/13/2022	5066	PGE	8044736439-1	-188.38	16,729.22
Bill Pmt -Check	03/18/2022	5067	AT&T Uverse	145835838	-120.76	16,608.46
Bill Pmt -Check	03/22/2022	5068	AT&T	138729848	-74.90	16,533.56
Payment	03/24/2022		AT&T - Customer	2 years sewer service	1,965.60	18,499.16
Payment	03/24/2022		Tomales Regional History Center		81.90	18,581.06
Bill Pmt -Check	03/26/2022	5069	Brelje and Race Laboratories, Inc.		-465.00	18,116.06
Bill Pmt -Check	03/26/2022	5070	Capital One Bank	credit card payment	-67.94	18,048.12
Bill Pmt -Check	03/29/2022	5071	Aspect Engineering Gro	inv 21082 SCADA evaluation report	-1,404.60	16,643.52
Bill Pmt -Check	03/29/2022	5072	Natural Systems Utilities -CA		-10,250.66	6,392.86
Transfer	03/31/2022			Funds Transfer	25,000.00	31,392.86
Deposit	03/31/2022			Checking Interest	0.12	31,392.98
<b>Total 131.44 - Bank of Marin - Sewer</b>				<b>Ending Balance</b>	<b>-3,104.06</b>	<b>31,392.98</b>
<b>131.48 - Bank of Marin - Solar</b>				<b>Beginning Balance</b>		<b>6,085.52</b>
Deposit	03/31/2022			Solar Interest	0.04	6,085.56
<b>Total 131.48 - Bank of Marin - Solar</b>				<b>Ending Balance</b>	<b>0.04</b>	<b>6,085.56</b>
<b>Total 131.00 - Cash</b>			<b>SEWER</b>	<b>Ending Balance</b>	<b>-28,069.23</b>	<b>169,143.19</b>



Park Advisory Committee Meeting: 3/23/2022 at the Tomales Town Hall

**Call to Order:**

The March meeting called to order at 5:40 pm

**Present:**

Dru Fallon O’Neill, Chair; Walter Earle, Venta Leon, Margaret Nettles, Beth Koelker

**Absent:**

Patty Oku

**Others Present:**

Donna Clavaud, TVCSD President; Tomales resident and William Tell Events Coordinator, Dan Baldwin.

**New Business:**

Park Rental rules and protocols were actively discussed. Rental rates for non-profits were thought to be on the low side, a sliding scale (tiered scale) was proposed for the number of attendees, ie, up to 25, 50, 100+. New contract should include questions about needed amenities and noise level/limits.

**Old Business:**

Signage with Park Rules will be updated and streamlined, with placement of new signs at entrance and on fence in front of restrooms.

The scheduled Park clean up days will stay at the 2 designated dates, May 14<sup>th</sup> 2022 and August 13<sup>th</sup> 2022, with a call for volunteers in our Spring Newsletter.

**Adjournment:** Meeting was adjourned at 6:40 pm, no objections. Next Park Advisory Committee meeting is scheduled for April 27, 2022.

Respectfully submitted,  
Dru Fallon O’Neill, Chair/Secretary

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Board of Directors:

Donna Clavaud, President • Bill Bonini, Vice President • Dru Fallon O’Neill • Peter MacLaird  
• John Ward



**TOMALES COMMUNITY PARK  
RULES & REGULATIONS  
Final Draft as of 3/31/22**

- 1. Tomales Community Park is open for 'Day Use Only' from dawn until dusk.**
- 2. Public bathrooms at the rear of the park are open from dawn until dusk.**
- 3. No camping, overnight use, or open fires; no smoking; and no motorized vehicles on the grounds.**
- 4. Dogs must be leashed. Dog owners must collect and dispose of waste in refuse bins.**
- 5. Vandalism and criminal activities in the park will be referred to law enforcement.**
- 6. For medical emergencies, call 911; for park maintenance emergencies, call 707-322-5237; and for TVCSD/Park general information, call 707-878-2767.**

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**2022: TOMALES COMMUNITY PARK RULES & REGULATIONS AND RENTAL CONTRACT**

**Statement of Purpose**

Tomales Community Park was created to provide an open space for cultural, educational, and recreational activities for persons and organizations in the village of Tomales, and for other area residents within approximately a 7.5-mile radius, including Valley Ford, Dillon Beach, and Marshall, whose communities do not have close access to a public park. Furthermore, we are a popular destination for visitors along scenic Hwy 1, and to larger group events on a rental contract basis.

**Rules and Regulations**

These rules are established to ensure the safety and enjoyment of all and can be amended by the TVCSD Board of Directors as necessary should changing circumstances arise. Rules cover individual day use as well as larger group day use under a TVCSD/Tomales Community Park Rental Contract Agreement.

1. **Tomales Community Park is open for Day Use Only from dawn to dusk.**
2. **Public bathrooms at the rear of the park are open from dawn to dusk.**
3. **No camping, overnight use or open fires; no smoking; no motorized vehicles on the grounds.**
4. **Dogs must be leashed. Dog owners must collect and dispose of waste in refuse bins.**
5. **Vandalism and criminal activities in the park will be referred to law enforcement.**
6. **Please keep the volume of music and other noise at a minimum to respect our neighbors.**
7. **For medical emergencies, call 911. For park maintenance emergencies, call 707-332-5237. For TVCSD/Park general information, call 707-878-2767.**

**Tomales Community Park Rental Fees**

Groups larger than 25 must arrange for a rental contract in advance and any user fees must be collected prior to a scheduled event. The size and needs of the group must be negotiated and approved.

<b>Fees per Day:</b>	Tomales area residents	\$50	Local nonprofits	\$100	Businesses	\$350
	Out-of-area residents	\$200	Other nonprofits	\$300	Film Companies	\$500

**Security Deposits:** Local residents & nonprofits \$250 All Others \$500

A security deposit must be paid in advance and retained by TVCSD until the grounds are inspected after the event. All garbage must be removed by rental group and any physical damage to landscape or structures may be deducted from the security deposit. Take care of Tomales Community Park!

Additionally, all rental parties must provide a copy of a **Certificate of Liability Insurance** for at least \$1M and name TVCSD as additional insured. Your insurance company can help you with a day use event fee.



The rental group is responsible for the behavior of their guests. If the Marin Sheriff or CA Hwy Patrol must be notified due to a park disturbance during a rental event, the deposit will be forfeited by the renter and future rentals will be suspended. Remember, Tomales Community Park is part of TVCSD, which is a public agency. The park remains open to the public, even during rentals or special events.

All activities must end at Dusk, including all music, external lighting, and cleanup after rental events.

## Tomales Community Park Rental Contract

Date of Application: \_\_\_\_\_

Name of Individual, Organization or Business: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Proposed date(s) of use:** \_\_\_\_\_ **between the hours of** \_\_\_\_\_ **and** \_\_\_\_\_

Number of persons expected to be in attendance: \_\_\_\_\_

Park Amenities Included: \_\_\_\_\_

**Applicable Use Fees:** \_\_\_\_\_ **Security Deposit:** \_\_\_\_\_ **Total:** \_\_\_\_\_

**Certificate of Liability Insurance** due prior to event. Please attach copy to this Contract.

I, on behalf of the above individual, group, or business event, have read and agree to comply with all the rules and regulations of the Tomales Community Park. I agree to be responsible for all the people in our group, and I will see that all facilities are restored to their original condition after use. **I understand Tomales Community Park is a public park and will remain open for general use during our event.** I agree to assume responsibility and liability for this rental.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**REMIT TO: (Contract, Copy of Insurance Certificate, Use Fee Check & Security Deposit Check)**

Tomales Community Park Rental Contract  
Tomales Village Community Services District (TVCSD)  
PO Box 303 Tomales, CA 94971  
707-878-2767  
Email: [melinda@tomalescsd.ca.gov](mailto:melinda@tomalescsd.ca.gov)



## **DRAFT FINANCIAL ADVISORY COMMITTEE MEETING MINUTES**

WEDNESDAY, MARCH 30, 2022 @ 3PM

TOMALES TOWN HALL (DOWNSTAIRS)

**PRESENT:** Melinda Bell, FAC Chair & TVCSD Financial Services; Donna Clavaud, FAC Recording Secretary & Board President; John Ward, Board Member; Mary Halley, TVCSD General Manager

The meeting was called to order by Melinda Bell at 3pm and we had a quorum to conduct business. Donna Clavaud took minutes of the meeting.

### **AGENDA**

#### **1. READING & APPROVAL OF MINUTES:**

The FAC Meeting Minutes from February 28, 2022, were discussed by the FAC group and approved.

#### **2. NEW BUSINESS:**

Mary Halley updated the FAC on new business items we are currently addressing:

\* She reported that there are no new sewer hookup requests outside of our LAFCO boundaries.

\*Our NSU operator, Brandon Jacka, reports he has re-calibrated Pond 2 & 3 to only run from 9-5pm and that Pond 1 is running more due to a buildup of sludge at the bottom of the pond.

\*Our solar panel system may not be generating energy efficiently due to its age or due to dirty panels.

\* We agreed that John Ward and Donna Clavaud would check locally to see if there is a water tank that could be available at the plant to clean the solar panels. Mary Halley has located a solar cleaning company that would charge \$5.00 per panel, but they would require a water source at the plant. We will work to find the best solution to get the solar panels cleaned as soon as possible.

\* Mary Halley reports that NSU says that Pond 1 has considerable grease buildup and needs to be pumped. She will get estimates on this cost.

\* She also reports that the CCTV footage shows pipes downtown with a buildup of grease and fats.

\* Brandon Jacka from NSU confirms he can attend the TVCSD Board Meeting on April 13.

\* SCADA system: TVCSD finally received the Diagnostic Report from Aspect Consulting, and it reveals significant problems with the level sensors in the ponds and the lift stations not sending signals.

\* Mary Halley reports she is monitoring the TVCSD Admin email address and has reviewed all the messages from February 2022 through March. She also reports that Cynthia Hammond continues to monitor and relay all phone messages.

\* Mary Halley has ordered a new computer system and our new system should arrive around April 5.

\* The AT&T billing process has been resolved. AT&T is now current on their past due account for their station building on Valley Street. We now have their current contact person and address for billing purposes. Thanks to John Ward and Melinda Bell for working on this problem!

\* Mary Halley reports that TVCSD could invest funds in the Marin County Financial Investment Pool. Melinda Bell had researched this two years ago, but at that time, TVCSD was not eligible. Melinda will research their rates of return.

\* We discussed the TVCSD keys for the plant and park, and we need copies of the park water tower key. John Ward will have copies made, so that Mary Halley has one and there is one located at the TVCSD Office. We agree that we need a central key rack at the TVCSD Office, and we will continue to set this a system and key inventory.

\* Donna Clavaud reports that she has been in touch with David Judd about problems with the park water fountain turning off after each use. He says the fountain needs a new aerator pressure valve and got a quote for \$700.41 for the part, repair kit and taxes. He has consulted with the local plumber, Mike Houshar, who installed the water fountain when it was new. He recommends this is the best option, and he is confident it will be a durable repair for the worn-out part. He will charge \$150 to do this work. The FAC members and General Manager, Mary Halley approved this as a priority emergency expense. The repair work will be performed immediately. The invoices will be sent to Melinda Bell for payment, after the work has been inspected and the fountain is working again.

### **3. BUDGET SEASON SCHEDULING & PROPOSITION 68 PLANS:**

As we begin working on the Sewer and Park Annual Budgets for Fiscal Year 2022-23, the next FAC Meeting will be a Work Session only on April 28, 2022, from 3-5pm at the TVCSD Office, where we have ready access to computers, Wi-Fi access and files. If necessary, FAC can schedule an additional budget work session before the May 11 Board Meeting. FAC will present the preliminary draft budgets at this board meeting.

We discussed the Per Capita Proposition 68 grant for public parks and the extended application deadline of April 30, 2022. A possible TVCSD project is the rehabilitation of the Water Tower at the Tomales Community Park for recreational use. We reviewed the eligibility requirements for the grant; the building could be utilized by TVCSD for rental groups as a small indoor activity room if we renovate it. We discussed the application process, and Mary Halley reported that the TVCSD Board of Directors would have to approve a Resolution at the April 13 board meeting to proceed with the application for a grant with a 20% match. A Board Resolution is required by the grant program. The application has a checklist that includes a budget estimate of the proposed construction project, conceptual drawings of the proposed building project, photos of the current building site, and a copy of the deed for the property.

FAC recommends that TVCSD needs a project cost estimate of a Water Tower renovation to determine a grant request that includes a 20% match from TVCSD funds. TVCSD would have to allocate Measure A funds for this 20% match.

#### **4. PRIORITIES AND SOFTWARE FOR NEW COMPUTER:**

See above in New Business.

#### **5. PARK RENTAL FEES & RENTAL CONTRACT:**

We discussed the recommendations from the Park Advisory Committee for revised Rules and John Ward offered concise re-wording for the rule about dogs in the park. FAC agrees to recommend this final draft to the Board for approval.

We also discussed the rental fees for large group use and agreed to propose a higher day use rate for outside nonprofits, businesses, and film companies. FAC recommends Board approval for the final draft of the document at the April 13 Board Meeting.

#### **6. EFFECTIVENESS OF SEWER SOLAR EQUIPMENT & INCREASES IN ELECTRIC EXPENSES:**

Melinda Bell distributed a printout of electricity usage and our solar energy generated in efforts to understand why our costs have been rising dramatically. After months of data analysis and efforts to speak with PG&E representatives, Melinda reports that we have finally identified that we need to be talking with Marin Clean Energy to analyze the generation side of our resultant electric bills.

#### **7. GUEST SPEAKER AT UPCOMING BOARD MEETING:**

We will have an MCE representative present at our April 13 Board meeting to discuss this issue. Melinda has sent her printout data so MCE can prepare a presentation and be able to hopefully provide answers to our questions.

As noted above, Brandon Jacka, NSU operator, will also be present at our April 13 Board Meeting.

#### **8. CURRENT CASH & BUDGETARY POSITIONS:**

In preparation for our budgeting sessions, Melinda Bell distributed a “Statement of Cash Flows, July 2021 through March 2022” showing operating activities, investing activities and debt financing activities for the TVCSD Sewer Enterprise. This useful breakdown allows us to see net cash at beginning of period and net cash at end of the period.

Another useful reference sheet she distributed was a “Sewer Cash Balances 2014-2022” broken down by months.

She also distributed a current fiscal year “Income and Expense Statement for the Sewer Enterprise” with columns for year-to-date financials and 2021-22 Budget amounts.

Each of these statements will be useful reference tools as we begin budgeting for Fiscal Year 2022-23.

The FAC meeting was concluded at 5:15pm.

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## FINANCIAL MANAGER'S REPORT

To provide a broader range of financial reports, the traditional financial reports are now being included in the packet quarterly rather than monthly, and other reports will be included in the other months. The quarterly reporting will be in October, January, April and July. With Board input, we can get creative with the other months' reports, creative with the format, not the numbers. Please give me your ideas so that we can have the most clear understandable reports.

This month's budget comparison reports are somewhat different from the traditional reports. The Park report has income and expense compared to last year for the year-to-date and compared to budget for the entire year. The Sewer report has quarterly totals, year-to-date totals and comparison to the budget for the entire year. It also has shaded categories which could be used for graph sections in another packet month's reports. The shaded areas have subtotals, and the shading shows which lines are included in each subtotal. Lines without shading are not included in any subtotal, just in total income or expense. Other graph sections for the unshaded lines could be: plant wages, administration wages, office expense, depreciation and insurance. Suggestions would be welcome.

Looking at the traditional reports, we can see in the balance sheet that Park cash is around \$25,000 more than this time last year. The net income is only near \$2,000 more than last year, but last year we had to pay a lot more old bills from the previous year, draining cash but not recorded in expenses in 2020/2021 because they were old bills recorded in the prior 2019/2020 expenses and not paid until 2020/2021. The cash increase this year, essentially from low expenses in 2021/2022 and low old bills paid, will help provide a cash reserve going into the Measure A ballot measure in two months.

The opposite is true of the Sewer program balance sheet. Sewer cash as of March 31 has decreased around \$54,000 since March 31, 2021 because there were around \$35,000 in unpaid 2020/2021 bills paid this year. The negative net income, debt payments and the offsetting depreciation were also factors, as usual.

As we prepare for the budget season, we will be monitoring cash balances as well as income and expenses. Our plan this year is to present both the Park and Sewer budgets at the May Board meeting next month, hold the public hearings in June and adopt the 2022/2023 budgets in July. I will be on vacation from July 8 through July 25, but the budget will have been thoroughly discussed by then and the July packet prepared.

John Ward was able to talk with an AT&T employee at their office on Valley Street. This employee, unlike others previously reached, had the telephone number of a new AT&T facilities management representative. She was surprised that two years of our invoices had been returned, having been sent to four different addresses suggested by other public agencies. The invoices have now been paid in full, and the accounts receivable on the Sewer balance sheet are finally back to zero.

Bank of Marin has acquired American River Bank, expanding their customer base to nine counties from Sacramento to San Mateo. Our services has not been affected. Our email provider Sonic is limiting disk usage in their system by the number of mailboxes. In the transition of General Managers two emailboxes were deleted. Sonic policy has not been publicized, so TVCSD was unexpectedly charged \$45.41 for disk usage over its new limit at month-end of 2.5 gigabytes. Two new mailboxes were added quickly with no assigned users as of yet, so the limit is now back to 5.0 gigabytes, and we have two available emailboxes.

**Comparative Balance Sheets March 31, 2021 and 2022**

		PARK	Mar 31, 22	Mar 31, 21	\$ Change	% Change
<b>ASSETS</b>						
<b>Current Assets</b>						
	131.00 · Cash					
	131.48 · CA LAIF		31,081.97	30,986.01	95.96	0.31%
	131.42 · Bank of Marin - Money Market		66,850.61	24,978.73	41,871.88	167.63%
	131.46 · Bank of Marin - Park Account		29,596.69	46,097.36	-16,500.67	-35.8%
	<b>Total 131.00 · Cash</b>		<b>127,529.27</b>	<b>102,062.10</b>	<b>25,467.17</b>	<b>24.95%</b>
	<b>Total Current Assets</b>		<b>127,529.27</b>	<b>102,062.10</b>	<b>25,467.17</b>	<b>24.95%</b>
<b>Fixed Assets</b>						
	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%
	<b>Total 111.00 · Park Equipment</b>		<b>366,327.46</b>	<b>377,874.36</b>	<b>-11,546.90</b>	<b>-3.06%</b>
	<b>Total Fixed Assets</b>		<b>498,327.46</b>	<b>509,874.36</b>	<b>-11,546.90</b>	<b>-2.27%</b>
<b>TOTAL ASSETS</b>	<b>PARK</b>		<b>625,856.73</b>	<b>611,936.46</b>	<b>13,920.27</b>	<b>2.28%</b>
<b>LIABILITIES &amp; EQUITY</b>						
<b>Liabilities</b>						
	222.00 · Accounta Payable		0.00	25.83	-25.83	-100.0%
	220.00 · Refundable Deposits		500.00	0.00	500.00	100.0%
	<b>Total Liabilities</b>		<b>500.00</b>	<b>25.83</b>	<b>474.17</b>	<b>1,835.73%</b>
<b>Equity</b>						
	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		30,777.15	28,519.13	2,258.02	7.92%
	<b>Total Equity</b>		<b>625,356.73</b>	<b>611,910.63</b>	<b>13,446.10</b>	<b>2.2%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>PARK</b>		<b>625,856.73</b>	<b>611,936.46</b>	<b>13,920.27</b>	<b>2.28%</b>
<b>ASSETS</b>						
<b>Current Assets</b>						
	131.00 · Cash					
	131.20 · CA Local Agency Investm Fnd		72,524.58	72,300.66	223.92	0.31%
	131.31 · Redwood Credit Union		40,805.95	40,744.83	61.12	0.15%
	131.42 · Bank of Marin - Money Market		18,334.12	70,165.11	-51,830.99	-73.87%
	131.44 · Bank of Marin - Sewer		31,392.98	37,153.26	-5,760.28	-15.5%
	131.48 · Bank of Marin - Solar		6,085.56	2,776.57	3,308.99	119.18%
	<b>Total 131.00 · Cash</b>		<b>169,143.19</b>	<b>223,140.43</b>	<b>-53,997.24</b>	<b>-24.2%</b>
	137.00 · Accounts Receivable		0.00	982.80	-982.80	-100.0%
	<b>Total Current Assets</b>		<b>169,143.19</b>	<b>224,123.23</b>	<b>-54,980.04</b>	<b>-24.53%</b>
<b>Fixed Assets</b>						
	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		-811,961.21	-771,795.66	-40,165.55	-5.2%
	110.00 · Improvement Project		939,393.31	939,393.31	0.00	0.0%
	112.00 · Solar System		269,945.21	269,945.21	0.00	0.0%
	<b>Total Fixed Assets</b>		<b>1,259,079.28</b>	<b>1,299,244.83</b>	<b>-40,165.55</b>	<b>-3.09%</b>
	136.00 · SUSD Note Receivable		9,572.06	11,521.75	-1,949.69	-16.92%
<b>TOTAL ASSETS</b>	<b>SEWER</b>		<b>1,437,794.53</b>	<b>1,534,889.81</b>	<b>-97,095.28</b>	<b>-6.33%</b>
<b>LIABILITIES &amp; EQUITY</b>						
<b>Liabilities</b>						
<b>Current Liabilities</b>						
	222.00 · Accounts Payable		3,783.72	2,643.47	1,140.25	43.14%
	230.00 · Fed Payroll Tax Payab		223.03	89.37	133.66	149.56%
	231.00 · CA Payroll Tax Payable		8.00	2.00	6.00	300.0%
	225.00 · Insurance Reimbursement Payable		187.50			
	<b>Total Current Liabilities</b>		<b>4,202.25</b>	<b>2,734.84</b>	<b>1,467.41</b>	<b>53.66%</b>
<b>Long Term Liabilities</b>						
	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%
	<b>Total Long Term Liabilities</b>		<b>97,418.63</b>	<b>138,283.06</b>	<b>-40,864.43</b>	<b>-29.55%</b>
	<b>Total Liabilities</b>		<b>101,620.88</b>	<b>141,017.90</b>	<b>-39,397.02</b>	<b>-27.94%</b>
<b>Equity</b>						
	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		-32,433.84	17,689.03	-50,122.87	-283.36%
	<b>Total Equity</b>		<b>1,336,173.65</b>	<b>1,393,871.91</b>	<b>-57,698.26</b>	<b>-4.14%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>SEWER</b>		<b>1,437,794.53</b>	<b>1,534,889.81</b>	<b>-97,095.28</b>	<b>-6.33%</b>

**TVCS D Sewer Enterprise  
Quarterly Budget Comparison  
July 2021 through March 2022**

	Jul - Sep 21	Oct-Dec 21	Jan - Mar 22	YearToDate	Annual Budget
<b>Income</b>					
301.10 · Service Charges - Monthly	245.70	245.70	245.70	737.10	983.00
301.15 · Service Charges - Annual Fees	1,965.60			1,965.60	1,966.00
301.20 · Service Charges - SUSD	60,379.20			60,379.20	61,782.00
301.30 · Service Charges - County	2,415.96	71,367.72		73,783.68	117,720.00
<b>Total 301.00 · Service Charges</b>	<b>65,006.46</b>	<b>71,613.42</b>	<b>245.70</b>	<b>136,865.58</b>	<b>182,451.00</b>
305.00 · SUSD Sinking Fund - SWRCB	8,062.00			8,062.00	8,062.00
311.00 · Interest Income	716.19	64.39	64.23	844.81	2,000.00
315.50 · Levy 4	86.13	53.04	111.15	250.32	8,500.00
<b>Total Income</b>	<b>73,870.78</b>	<b>71,730.85</b>	<b>421.08</b>	<b>146,022.71</b>	<b>201,013.00</b>
<b>Expense</b>					
410.10 · Sewage Collection Electric	125.24	76.74	72.55	274.53	450.00
410.00 · Sewage Collection - Other			82.73	82.73	
411.05 · Lab Bills	1,745.00	1,669.00	1,310.00	4,724.00	8,150.00
411.10 · Maintenance Supplies	480.00			480.00	2,325.00
411.03 · Sewage Treatment Electric	7,326.84	571.88	733.74	8,632.46	
411.00 · Sewage Treatment - Other	1,648.00			1,648.00	4,500.00
412.10 · Sewage Disposal Electric	-149.21	49.28	75.56	(24.37)	180.00
412.00 · Sewage Disposal- Other		1,889.84		1,889.84	730.00
413.20 · Grounds Maintenance					1,600.00
<b>Subtotal Plant Marintenance</b>	<b>11,175.87</b>	<b>4,256.74</b>	<b>2,274.58</b>	<b>17,707.19</b>	<b>17,935.00</b>
414.05 · Administrator's Fees	14,103.75		8,600.00	22,703.75	53,300.00
414.10 · Payroll Tax Expense	212.90	430.35		643.25	1,200.00
414.22 · Licenses and Permits	20.00	2,010.00		2,030.00	1,800.00
414.31 · Property & Liability Insurance	9,222.01			9,222.01	9,143.00
414.33 · Worker's Comp Insurance	826.67			826.67	827.00
414.34 · Profess Liab Insurance Reimburs			375.00	375.00	
414.41 · Postage and Delivery		2.16	311.40	313.56	360.00
414.43 · Office Supplies	204.89	61.33	117.91	384.13	220.00
414.44 · Sonic - Web Hosting	23.85	23.85	23.85	71.55	100.00
414.45 · Equipment Expense			59.99	59.99	740.00
414.465 · Board Member Stipend		600.00		600.00	5,000.00
414.467 · Board Training					500.00
414.47 · Clerical/Bookkeeping	4,830.00	3,550.00	6,230.00	14,610.00	13,000.00
414.48 · Office Rent	300.00	300.00	300.00	900.00	1,200.00
414.49 · Secretary	2,295.00	930.00	2,092.50	5,317.50	6,000.00
414.50 · O&M Contractual Services	13,368.00	13,368.00	15,000.99	41,736.99	54,007.00
414.551 · Legal Fees	60.25			60.25	
414.552 · Audit		5,500.00	500.00	6,000.00	5,500.00
414.553 · Consulting	700.00		6,300.00	7,000.00	7,000.00
414.60 · Publication and Notices					200.00
414.61 · Newsletter Expense					500.00
414.62 · Dues and Subscriptions	150.00	1,291.00		1,441.00	1,300.00
414.67 · Solar Lease Admin Fee		750.00		750.00	750.00
414.81 · Travel	90.96		70.20	161.16	500.00
414.85 Staff Training					200.00
414.90 · Telephone and Internet Services	529.47	583.66	586.86	1,699.99	3,000.00
414.71 · Plant and Building Maintenance	5,635.95			5,635.95	
414.72 · Computer Repairs					
414.724 · SCADA Programming & Integration			1,404.60	1,404.60	
414.73 · Equipment Repairs	349.99			349.99	
414.76 · Collection System Maintenance					3,000.00
414.764 · CCTV Inspection			5,200.00	5,200.00	3,000.00
414.78 · Solar Panel Matintenance					
<b>Subtotal 414.70 · Repairs CIP</b>	<b>5,985.94</b>	<b>0.00</b>	<b>6,604.60</b>	<b>12,590.54</b>	<b>6,000.00</b>
415.50 · Depreciation Expense	9,291.50	10,041.39	10,416.33	29,749.22	
417.30 · LAFCO Charges	145.87			145.87	150.00
417.40 · County Teeter Admin Fee		142.50		142.50	200.00
420.20 · Interest Expense - SRF Loan		1,214.43		1,214.43	1,214.00
<b>Total Expense</b>	<b>73,536.93</b>	<b>45,055.41</b>	<b>59,864.21</b>	<b>178,456.55</b>	<b>191,846.00</b>
<b>Net Income</b>	<b>333.85</b>	<b>26,675.44</b>	<b>-59,443.13</b>	<b>-32,433.84</b>	<b>9,167.00</b>



**TVCS D Sewer Enterprise  
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<b>Net Income</b>	<b>333.85</b>	<b>26,675.44</b>	<b>-59,443.13</b>	<b>-32,433.84</b>	<b>9,167.00</b>

# GENERAL MANAGER REPORT

APRIL 13, 2022

## General Management Statement and Goals

- The Board gave direction at the February 9 Board Meeting of their top five list of important issues that they would like to see resolved. So based on those top five issues, management and staff have focused this past month into devoting extra time into resolving 1) PGE/MCE/Solar NEM cost increase issue, 2) SCADA system problems 3) NSU operations issues and contract renewal, 4) AT&T billing issue (which has been resolved), and 5) catching up on many outstanding management issues; such as organization of communications/email distributions, and LAFCo parcel annexation verifications and boundary cleanup.

## New/Continuing Business

- CCTV Inspection of sewer mains – Roy's Sewer Service completed the last reports for the CCTV inspections from both May 2021 and February 2022. The reports did indicate some maintenance issues in limited areas between MH22 and MH23 as well as SSCO1 containing either gravel or grease/fog buildup. I have requested an estimate from Roy's for cleaning and flushing of these areas to coordinate with the cleaning of treatment pond #1. We are still evaluating for potential longer-range issues which will inform future CPI for sewer main maintenance and replacement schedule. Most problem areas had a rating of 3 or lower, and one area had a rating of 4, but no there was no ratings of 5. I will run through reports again as I have some questions for Roy's as to some of their notations and ratings.
- SCADA – we received the Aspect report for the evaluation of the SCADA system and it appears that there are a few interim patches that we can possibly try to be able to continue to use the current system. But ultimately, the system uses a series of software programs that are becoming outdated, and thus less compatible with each other, so will just become more problematic in the future.
- Sewer system maintenance issues – Our primary issues of concern right now that will need to be addressed as soon as possible are; 1) calibration of level sensors at the aerator and storage ponds, 2) repair of solenoid valves at irrigational field, and 3) intermittent communication issues at the lift-station. We are hoping to get an estimate from Jack Miller (JM Engineering) to come out for a day to do both instrument and electrical repairs. Also, treatment pond #1 needs to be pumped out and cleaned. Brandon Jacka of NSU is putting together a quote for both the NSU costs and a separate estimate from City Sewer Pumping to haul away sludge.
- NSU – contract is up for renewal June 30, 2022. We have begun some preliminary discussions with Brandon Jacka and he doesn't feel at this time that NSU is looking necessarily at any changes to the contract. He suggested it could be possible to just do another extension to the current contract if that was of interest to the District.

- PG&E and Solar panel billing issues – we have been proceeding with a three-pronged approach to investigating the increased PGE true up billing costs. While Melinda continues to follow up with MCE (Marin Clean Energy) and PGE as to the billing protocols, NEM calculations, and costs, I have been inquiring into our operating procedures and if our aerator and pumping schedules are coordinating with daylight hours during solar generation or during off-peak hours, along with the efficiency of the solar panels. NSU was running all 3 aerators 24/7 due to lack of real-time SCADA data, but has now been able to rescheduled ponds #2 and #3 to run only during daylight hours to align better with solar production. We will follow up to see if this is making a difference. Pumping from the treatment ponds to the storage ponds only occurs about once every two weeks, but does run overnight due to NSU staff schedules. I have also had the solar panels evaluated by Solar Works and should have a written report by the time of the Board meeting on 4/13. Preliminarily, the solar production is around 74% of total production capacity at the treatment ponds and 60% at the storage pond array. One inverter (of the 3) needed to be taken off-line and will need to be replaced due to overheating inside the box which caused a blackened melted plastic part inside the box, and although the inverter was still generating power, it was at about half its compacity. Inspector said it was unsafe, being as it had overheated, and he could not leave it online in its condition. He said it was lucky it didn't start a fire. I have also contracted with ProSolarCleaning to clean all of the solar panels as soon as they can schedule us. While the solar array at the treatment plant did need cleaning, it likely wasn't causing a reduction in generation capacity, whereas, the moss buildup on the panels at the storage tank he felt was definitely affecting generation capacity.
- Office Computer – the new office DELL VOSTRO computer was ordered, and has arrived, and will now go along with the old non-functional office computer to the computer technician to have the data transferred over from the old computer to the new and get all the software setup and streamlined. The computer was ordered to include operating system Windows 10 (with Windows 11 license), and with software programs Microsoft 365, Acrobat Pro DC, and an anti-virus software. Spending on new computer is still well under \$3500 budget at approx. \$1900 so far having taken advantage of DELL's 50% off sale.
- Park ADA Handicap ramps for access to play equipment areas – have secured a set of planning specifications and engineered drawings for park playground ADA ramps for when that project needs to move forward.
- Park Prop 68 Per Capita Recreation Grant – have written up RESOLUTION: 2022-05 RESOLUTION OF THE BOARD OF DIRECTORS OF TOMALES VILLAGE COMMUNITY SERVICES DISTRICT APPROVING APPLICATION(S) FOR PER CAPITA GRANT FUNDS for the 4/13 Board meeting in the event that the Board approves moving forward with the Prop 68 Per Capita Recreation Grant.

Respectfully Submitted,  
Mary Halley



March 22, 2022

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  
February 2022

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
2/1/2022	13.0																0.0			
2/2/2022	13.0	65.0	6.7	13.9	260.0	600.0	0.2	0.4	14.0	15.0	0.4	330.0	17.0	9.1	5.5	13.7	0.0			
2/3/2022	11.7																0.0			
2/4/2022	11.7																0.0			
2/5/2022	11.7																0.0			
2/6/2022	11.7																0.0			
2/7/2022	11.7																0.0			
2/8/2022	10.1	70.0	6.1	13.3										8.6	5.5	13.5	0.0			
2/9/2022	10.1										300.0	67.0					0.0			
2/10/2022	10.1																0.0			
2/11/2022	10.1																0.0			
2/12/2022	10.1																0.0			
2/13/2022	10.1																0.0			
2/14/2022	10.1																0.0			
2/15/2022	11.0	71.0	6.8	14.6							370.0	42.0	8.7	5.0	13.4	0.0				
2/16/2022	11.0										360.0	89.0					0.0			
2/17/2022	11.0																0.0			
2/18/2022	11.0																0.0			
2/19/2022	11.0																0.0			
2/20/2022	11.0																0.0			
2/21/2022	11.0																0.0			
2/22/2022	11.0										360.0	48.0					0.0			
2/23/2022	11.0	88.0	6.4	12.9										8.9	5.5	13.0	0.0			
2/24/2022	11.0																0.0			
2/25/2022	11.0																0.0			
2/26/2022	11.0																0.0			
2/27/2022	11.0																0.0			
2/28/2022	11.0																0.0			
<b>Min</b>	10.1		6.1	12.9	260.0	600.0	0.2	0.4	14.0	15.0	0.4	300.0	17.0	8.6	5.0	13.0			#DIV/0!	0.0
<b>Mean</b>	11.0		6.5	13.7	260.0	600.0	0.2	0.4	14.0	15.0	0.4	344.0	52.6	8.8	5.4	13.4			#DIV/0!	
<b>Total</b>	309.2																0.0			

**TOMALES WASTEWATER FACILITY**  
**Treatment Pond Summery Report**

**Phillips and Associates**  
**Management and Technical Resources**  
**707 254-1931**

Month	Treatment Pond # 1				Treatment Pond No. 2				Treatment Pond No. 3				ST-West				ST-East				
Feb-22	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	
Date	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	
1																					
2	2.9	8.6	4.5	13.3	3.0	8.6	5.0	13.2	3.0	9.2	5.5	13.4	8.0	9.4	6.0	13.1	7.5	9.9	7.0	13.5	
3																					
4																					
5																					
6																					
7																					
8	3.1	8.8	4.5	13.4	3.1	8.8	5.5	13.4	3.1	9.3	6.0	13.5									
9													8.0	9.2	6.0	13.6	7.5	9.5	6.0	13.7	
10																					
11																					
12																					
13																					
14																					
15	3.4	8.5	4.0	13.1	3.4	8.5	4.5	13.1	3.4	9.2	5.5	13.2									
16																					
17																					
18																					
19																					
20																					
21																					
22																					
23	3.8	8.2	4.5	12.6	3.9	8.2	5.0	12.7	4.0	9.4	6.5	12.8									
24													7.5	9.6	7.0	12.8	7.0	9.8	7.5	12.9	
25																					
26																					
27																					
28																					

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

**TOMALES TREATMENT PONDS  
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year)      **February    2022**

2. Pond Standard Observation required every week year round.

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	2/2/22	2/8/22	2/15/22	2/24/22
Day	WED	TUES	TUES	THURS
Time				
Operator	AG	AG	AG	AG
* Nuisance odors from ponds	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N
Evidence of improper system components and hydraulic integrity	N	N	N	N
Sign posting that wastewater is unsafe to drink	Y	Y	Y	Y

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

# TOMALES INFLUENT HEADWORKS

## STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year)      **February 2022**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	2/2/22	2/8/22	2/15/22	2/24/22
Day	WED	TUES	TUES	THURS
Time				
Operator	AG	AG	AG	AG
Rain fall, inches	0	0	0	0
* Nuisance odors (smell)	N	N	N	N
*Evidence of any standing water	N	N	N	N
* Evidence of mosquitoos breeding	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N
* Evidence of structure seepage	N	N	N	N

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



**TOMALES STORAGE PONDS  
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year)                      **February    2022**

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
Date	2/2/22	2/8/22	2/15/22	2/24/22
Day	WED	TUES	TUES	THURS
Time				
Operator	AG	AG	AG	AG
- Nuisance odors from ponds	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N
* Evidence of improper system components and hydraulic integrity	N	N	N	N
Signage that wastewater is unsafe to drink	Y	Y	Y	Y

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

**TOMALES CHLORINE STORAGE TANK  
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year)

**February 2022**

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
Date	2/2/22	2/8/22	2/15/22	2/24/22
Day	WED	TUES	TUES	THURS
Time				
Tech	AG	AG	AG	AG
* Evident of any leaks	N	N	N	N
Cl2 gallons added	0	0	0	0
Warning Signs Improperly Posted	N	N	N	N

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

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

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

Month: February 2022

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Day	2/2/22	2/8/22	2/15/22	2/24/22
Time	WED	TUES	TUES	THURS
Operator				
Evidence of standing water	AG	AG	AG	AG
* Evidence of runoff from site	N	N	N	N
Evidence of erosion caused by irrigation	N	N	N	N
Evidence of system run off containment system from proper condition and integrity.	N	N	N	N
*Any odors	N	N	N	N
Mosquito breeding resulting from irrigation	N	N	N	N
* Evidence of improper distribution system components and hydraulic integrity	N	N	N	N
Perimeter fence posting informing public wastewater is not safe to drink	Y	Y	Y	Y

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

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



**BRELJE AND RACE LABORATORIES, INC.**

Providing quality laboratory analysis since 1967

March 9, 2022

Sample Collected: 02/02/22  
Sample Received: 02/02/22  
Collected By : AG/NSU  
Cc : e-mail

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

**Tomales Village CSD**

<b>LOG NUMBER</b>	<b>222-2760</b>	<b>222-2761-3</b>
Sample Description:	Influent	TR – Effluent

**ANALYSIS**

BOD <sub>5</sub> @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	260.	17.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	600.	330.
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 <sub>3</sub> C, 2011)		14.
Ammonia N mg/L (EPA Mthd. 350.1)		15.
Total Organic N mg/L		<0.40

BOD Start Date: 02/03/22  
BOD Completed Date: 02/08/22

**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

February 26, 2022

Sample Collected: 02/09/22  
Sample Received: 02/09/22  
Collected By : AG/NSU  
Cc : e-mail

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

**Tomales Village CSD**

**LOG NUMBER** 222-3426  
Sample Description: TR – Effluent

**ANALYSIS**  
BOD<sub>5</sub> @ 20°C mg/L 67.  
(Std. Mthds. 5210 B, 2011)  
Total Dissolved Solids mg/L 300.  
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 02/10/22  
BOD Completed Date: 02/15/22

**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

February 26, 2022

Sample Collected: 02/15/22  
Sample Received: 02/15/22  
Collected By : AG/NSU  
Cc : e-mail

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

**Tomales Village CSD**

**LOG NUMBER** 222-3724  
Sample Description: TR – Effluent

**ANALYSIS**  
BOD<sub>5</sub> @ 20°C mg/L 42.  
(Std. Mthds. 5210 B, 2011)  
Total Dissolved Solids mg/L 370.  
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 02/16/22  
BOD Completed Date: 02/21/22

**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

February 26, 2022

Sample Collected: 02/16/22  
Sample Received: 02/16/22  
Collected By : AG/NSU  
Cc : e-mail

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

**Tomales Village CSD**

**LOG NUMBER** 222-3803  
Sample Description: TR – Effluent

**ANALYSIS**  
BOD<sub>5</sub> @ 20°C mg/L 89.  
(Std. Mthds. 5210 B, 2011)  
Total Dissolved Solids mg/L 360.  
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 02/16/22  
BOD Completed Date: 02/21/22

**BRELJE AND RACE LABORATORIES, INC.**

SARA McCALLUM, LABORATORY DIRECTOR  
SM:lja



**BRELJE AND RACE LABORATORIES, INC.**

Providing quality laboratory analysis since 1967

March 9, 2022

Sample Collected: 02/22/22  
Sample Received: 02/22/22  
Collected By : AG/NSU  
Cc : e-mail

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

**Tomales Village CSD**

**LOG NUMBER** 222-4068  
Sample Description: TR – Effluent

**ANALYSIS**  
BOD<sub>5</sub> @ 20°C mg/L 48.  
(Std. Mthds. 5210 B, 2011)  
Total Dissolved Solids mg/L 360.  
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 02/23/22  
BOD Completed Date: 02/28/22

**BRELJE AND RACE LABORATORIES, INC.**

  
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SARA McCALLUM, LABORATORY DIRECTOR  
SM:lja



**RESOLUTION: 2022-05**

**RESOLUTION OF THE BOARD OF DIRECTORS OF TOMALES VILLAGE  
COMMUNITY SERVICES DISTRICT APPROVING APPLICATION(S) FOR PER  
CAPITA GRANT FUNDS**

**Recitals**

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing application(s); and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State; and

WHEREAS, the grantee will enter into a contract(s) with the State of California to complete project(s);

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby:

1. Approves the filing of project application(s) for Per Capita program grant project(s); and
2. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the project(s); and
3. Certifies that the grantee has or will have sufficient funds to operate and maintain the project(s), and
4. Certifies that all projects proposed will be consistent with the park and recreation element of the Tomales Village Community Services District general or recreation plan (PRC §80063(a)), and
5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)), and
6. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and
7. (PRC §80001(b)(8)(A-G)) To the extent practicable, as identified in the "Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017, the Tomales Village Community Services District will consider a range of actions that include, but are not limited to, the following:
  - (A) Conducting active outreach to diverse populations, particularly minority, low-income, and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.
  - (B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.

- (C) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.
- (D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.
- (E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.
- (F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.
- (G) Identifying possible staff liaisons to diverse populations.

8. Agrees that to the extent practicable, the project(s) will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b)(5)).
9. Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient's annual expenditures. (PRC §80062(d)).
10. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and
11. Delegates the authority to the General Manager, or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope(s); and
12. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and adopted the 13th day of April, 2022.

I, the undersigned, hereby certify that the foregoing Resolution Number 2022-5 was duly adopted by the Board of Directors following a roll call vote:

Ayes:  
 Noes:  
 Absent:

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§  
 Donna Clavaud, TVCSD Board President

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§  
 Mary Halley, TVCSD General Manager



March 13, 2022

**Via Email:** [housingelement@marncounty.org](mailto:housingelement@marncounty.org); [dennisrodoni@marincounty.org](mailto:dennisrodoni@marincounty.org)

Dear Supervisor Rodoni and Housing Element Staff,

We appreciate the opportunity to provide comments on the Draft Hybrid Sites List for housing development in Tomales. We realize the EIR analysis of recommended housing development sites is slated for April and will offer more detailed technical information on environmental hazards and infrastructure barriers to guide planning efforts and site determination; however, the Tomales Village Community Service District Board of Directors unanimously voted to approve this letter with initial comments arising out of our regular monthly meeting on March 9, and is being submitted prior to the March 15 Board of Supervisors and Planning Commission Meeting.

We are asking ourselves: Is significant housing growth within a short timeframe (8-years) an opportunity and are there constraints that must be addressed? We agree that while it may be an opportunity to grow and develop more housing in Tomales, particularly workforce housing, there are technical plant and service issues that must be analyzed. We note that major technical, managerial, and operational constraints do exist. If we are projecting a 50% or 100% growth within an 8-year planning cycle, does the County, State or Federal government have the funds to allow detailed, analytical feasibility studies to determine the growth impacts on TVCSD? Who pays to prepare and expand our sewer system for projected growth? Please consider the following:

- A. Currently, within our LAFCO approved boundary for TVCSD wastewater services, we have approximately 100 connections (80 homes, 7 businesses, post office, the Shoreline Unified School District, 2 churches, and 1 community hall) and pump 15-16,000 gallons per day; the system has a capacity to pump 43,000 gallons/day. However, these are yearly average flows, and do not include spikes during storms (up to 100,000 gallons/day in 2020). Such spikes currently pose challenges to inflows at TVCSD.
- B. TVCSD may face the need for larger, and certainly additional collection pipes to reach our system from specific targeted high density growth sites.
- C. Pond storage would have to be expanded to accommodate spikes in daily wet weather processing of more wastewater.

- D. We currently have a 10-acre disposal field via spray irrigation for treated wastewater. We would require additional acres of land to dispose of an added load of treated wastewater.
- E. A dramatic growth of homes would add to the load of wastewater into the system and would require added costs to pumps and meters currently operating at peak performance at the plant.
- F. We currently have part time contracts for the operation and management of the sewer system. We would need larger and more expensive, contracts for service.
- G. We currently have a part time General Manager for 30-40 hours per month. We would require a contract for significantly more time to oversee the sewer system enterprise and Tomales Community Park if growth doubles.
- H. A major growth plan for Tomales that doubles our housing stock over 8 years would max out our sewer system capacity in the simplest terms; and stimulate the growth for more businesses and other direct services to serve the area. This support service growth would further impact TVCSD with demands for sewer service; and must be factored into carrying capacity determinations.

Tomales homeowners, businesses, churches, community organizations, and the school district have been paying for TVCSD services since 1999. Dramatic growth, while an opportunity for SUSD to add enrollment to their declining numbers, would require increased costs for SUSD to share in our sewer system enterprise. In fact, sewer service fees might be increased for all stakeholders within the boundaries. Only a careful analysis can produce facts to ascertain all the added costs for infrastructure expansion due to projected housing growth.

Finally, would building affordable housing preclude current homeowners from developing market value ADU's on their properties, as they may have expected our sewer system to permit?

Please note that TVCSD is also aware of other kinds of general community infrastructure barriers that currently exist, such as: rising costs of inflation on construction materials, food, gasoline, and utilities; lack of public transportation; narrow congested roads with traffic and insufficient parking; few other vital social services; lack of fire hydrants and water storage for firefighting, despite a new fire station; lack of street lighting; safe routes to school. In addition, Tomales is in the coastal zone and experiences growing numbers of visitors on Hwy 1 passing through and frequently stopping at our businesses and resulting in impacts on our resources.

There are also environmental impact considerations that must be assessed in Tomales, such as creek protection; fire risk due to being surrounded by wildlands (agriculture mostly); and importantly, the need for a water table study for this planning area since we are entirely on wells, many of them shallow, some shared and some old. We are a historical resource area with national registry buildings, historic design standards, and a small village atmosphere. Please refer to our Tomales Community Plan Update in 1997 for planning goals and objectives and current policies.

In summary, TVCSD has spent the last eight months developing a 5-year Strategic and Succession Plan that is soon to be implemented. However, we now face the challenge of re-visiting our goals, strategies, and action steps to address these potential changes to housing development plans for our service area. We will be following the Housing Element planning process to be a responsible Board for our local stakeholders, to fulfill our mission and vision for efficient and sustainable wastewater service.

Sincerely,

Donna Clavaud  
Board of Directors President  
Tomales Village Community Services District

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

Board of Directors:

Donna Clavaud, President • Bill Bonini, Vice President • Dru Fallon O’Neill • Peter MacLaird  
• John Ward