



## TVCS D Board of Director's Meeting Agenda

Date: Wednesday, May 11, 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/82113497420?pwd=SEdJNlIUROVhSDVXK09kUEpCUnhSQT09>  
Meeting ID: 821 1349 7420  
Passcode: 897712  
To Find your local number: <https://us02web.zoom.us/u/kfKnva9yr>

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 May 11, 2022 TVCS D 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 # 22-05: AB 361 Renewing Authorization for Remote Teleconferencing Meetings
- b. Adopt Resolution # 22-06: Regularly scheduled election to be held on November 8<sup>th</sup>, 2022
- c. Approval of April 13, 2022 TVCSD Board Meeting Minutes

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

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

**VI. Board Member Reports**

**VII. Committee Reports**

a. Park Advisory Committee (PAC)

1. Review April 27, 2022 PAC Meeting Minutes
2. Park Spring Clean-up Scheduled for May 14, 2022

b. Financial Advisory Committee (FAC)

1. Review April 28, 2022 FAC Meeting Minutes
2. Review Preliminary Park Budget for Fiscal Year 2022/2023
3. Review Preliminary Sewer Budget for Fiscal Year 2022/2023

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

a. Financial Manager's Report

**IX. General Manager's Report**

**X. NSU Report**

a. Review April 2022 reports

**XI. Pending Business**

- a. Reminder to Vote Yes on Measure A
- b. Discussion about Accessory Dwelling Units (ADU's) Ordinances & Policies for TVCSD

**XII. Other Business**

**XIII. New Business**

a. Review & Approve LAFCO Application Annexation to TVCSD Sewer District

**XIV. Old Business**

**XV. Correspondence**

**XVI. 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.*

**RESOLUTION NO. 22-05**

**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 May11, 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 May 11, 2022, by the following roll call votes:

Clavaud      Bonini      O'Neill      MacLaird      Ward

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

Dated: May 11, 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

RESOLUTION NO. 22-06

RESOLUTION OF THE GOVERNING BODY OF THE  
**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

**A REGULARLY SCHEDULED ELECTION TO BE HELD IN THIS JURISDICTION;  
REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE WITH ANY  
OTHER ELECTION CONDUCTED ON SAID DATE, AND REQUESTING  
ELECTION SERVICES BY THE MARIN COUNTY ELECTIONS DEPARTMENT**

**WHEREAS**, it is the determination of said governing body the regularly scheduled election to be held on the 8<sup>th</sup> day of November, 2022, at which election the issue to be presented to the voters shall be to elect the following members to the Board of Directors:

Number of Regular Term Positions (4-year)   3  

Number of Short-Term Positions (2-year)       

**NOW, THEREFORE, BE IT RESOLVED**, pursuant to Elections Code §10002, the Board of Supervisors of the County of Marin is hereby requested to:

- 1) Consolidate said election with any other applicable election conducted on the same day in the manner prescribed in Elections Code §10418;
- 2) Authorize and direct the Marin County Elections Department at District expense, to provide all necessary election services and to canvass the results of said election.

**PASSED AND ADOPTED** this 11th day of May, 2022 by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
PRESIDENT, BOARD OF DIRECTORS

ATTEST: \_\_\_\_\_  
GENERAL MANAGER



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

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

**Guests Present:** Chris Kubic, Business Relationship Manager, Marin Clean Energy and Brandon Jacka, NSU Operations Manager

**I. Call To Order:**

Donna Clavaud called the meeting to order at 7:01p.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 April 13, 2022 TVCS D BOD Meeting Agenda**

Bill Bonini motioned to approve the April 13, 2022 TVCS D BOD Meeting Agenda as is. Dru Fallon O'Neill 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 # 22-04: AB 361 Renewing Authorization for Remote Teleconferencing Meetings
- b. Approval of March 9, 2022 TVCS D Board Meeting Minutes
- c. Accept Check Registers and Approve Expenditures

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

Chris Kubic presented the TVCSD Board a slide presentation showing Marin Clean Energy (MCE) and PG & E. MCE is a generation provider, PGE is responsible for transmission and distribution; the presentation showed the electricity generation is 40% of the bill and the delivery is about 55% of the bill. The question is why have rates from 2019/2020 (\$148.82) to 2020/2021 (\$1,833.73) spiked for generation despite having solar at the Plant? In 2019/2020, MCE rates were raised. In 2020/2021, wildfires and smoke greatly impacted and reduced solar efficiency by 50-70%. This affected all solar producers in the smoke zone. In 2021/2022, PG & E transitioned to a "B" rate; moving peak hours from 4-9 pm (seven (7) days a week) to 12-6 pm. (Monday- Friday) which means solar is being paid 40% lower than previous. Chris Kubic said some public agencies are looking in to battery storage to extend the value of the solar during peak times.

Melinda Bell asked if there were any other suggestions to battery storage to keep costs down. Chris Kubic suggested contacting MCE and CPUC for energy efficiency advice and Chris Kubic will follow up with Melinda Bell. Mary Halley said schedules were being adjusted and battery storage would be considered if the expense would save on the costs.

Donna Clavaud asked for confirmation that the cheapest time to operate solar production was before 4 pm., the off hours. Chris Kubic confirmed that was true.

Bill Bonini said it looked like the biggest issue is being transitioned to the "B" rate.

Peter MacLaird asked if TVCSD was being charged rates as a non-profit, public utility as opposed to a consumer rate. Public utilities are the same as business rates. Chris Kubic suggested contacting PG & E for a rate analysis.

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

Brandon Jacka has been the Operations Manager for five (5) years. Brandon Jacka explained that the running the aerators (the treatment) are based on the flow and the season; ponds two (2) and three (3) are scheduled and timed during the day and aerator on pond one (1) runs all the time. Ideally, the aerators would run on a timed schedule once the SCADA system is fixed.

Bill Bonini asked Brandon Jacka to connect with Jack Miller of Aspect Engineering regarding the SCADA system. Brandon Jacka will be on site for the meeting which is scheduled for the end of May.



John Ward asked if it mattered what time of day the aerators ran to be effective. Brandon Jacka said no, but it depends upon the time of year and the Biological Oxygen Demand (BOD).

Brandon Jacka said there haven't been any management issues and Mary Halley has been excellent in communications and is very responsive.

Maintenance issues: 1.) Brandon Jacka said pond one (1) needed to be cleaned out, the cost is \$5,000 + the cost of labor. 2.) The solar panels need to be cleaned; Mary Halley has already scheduled this. 3.) There is a blockage in the irrigation field valves, there isn't any flow to the field. Everything in the shed has been tested and the blockage seems to be out in the field. This could be a SCADA issue as well as the lift station communications and will be addressed at the end of May SCADA meeting. 4.) Brandon Jacka said two (2) technicians recommended replacing the SCADA system. Brandon Jacka will ask for the details as to why the SCADA system would need to be replaced. Ideally, the SCADA system would be programmed to pump at the most efficient hours for the solar benefits. Donna Clavaud asked Brandon Jacka to attend a brief Board meeting quarterly or when needed, Brandon Jacka said he would. Mary Halley said the pump cleaning isn't included in the current budget and will be added to the upcoming July budget, same as SCADA work. John Ward asked if there was an alternative to the SCADA system. Brandon Jacka said the SCADA system was essential and is required to have remote capabilities. 5.) Brandon Jacka acknowledged Melinda Bell for her excellent communication.

### VIII. Board Member Reports

None

### IX. Committee Reports

#### a. Park Advisory Committee (PAC)

Dru Fallon O'Neill reported PAC discussed having a sliding scale fee for rentals. Donna Clavaud said FAC talked about that and it was determined it would be complicated to think about tiered rental fees. The Church had a successful Easter egg hunt.

#### 1. Review March 23, 2022 PAC Meeting Minutes

PAC minutes were reviewed.

#### 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)

Final Draft of Park Rules and Regulation Signage were reviewed.

Dru Fallon O'Neill motioned to approve Final Draft of Park Rules and Regulation Signage as is. 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. Review and Approve Final Park Rental Contract Draft

Final Park Rental Contract Draft was reviewed.

Dru Fallon O'Neill motioned to approve the Final Park Rental Contract Draft. 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

1. Review March 30<sup>th</sup>, 2022 FAC Meeting Minutes.

FAC minutes were reviewed.

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

Financial Manager's Report was reviewed.

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

**XI. General Manager's Report**

Mary Halley reported the solar panels are being cleaned, inspected and are in excellent condition. The solar panels are generating 60-70% of their generating capacity. One (1) of the inverters needs to be replaced due to overheating and was taken off line. It may be wise and it was suggested to replace the other two (2). Mary Halley said cleaning the panels should go on a regular maintenance schedule. There is a possibility of hooking up the solar panels to the SCADA system. Mary Halley will talk to Jack Miller from Aspect Engineering about this. Mary Halley will gather information in regards to replacing/updating the SCADA system

The new Dell computer for the TVCSD office arrived – way under budget.

Mary Halley scheduled "Chipper Day" pick up for the Sewer and the Park on July 5<sup>th</sup>, 2022.

Mary Halley has engineered plans for the ADA ramps when a decision is made to move forward.

**XII. NSU Report**

a. Review March 2022 reports

NSU reports were reviewed.

**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)

It was determined that it was not feasible to move forward with the Prop 68 Grant at this time; instead the focus will be on rehabbing the Water Tower for storage, new signage, installing ADA ramps, replacing the fence, and to install a new BBQ which could include “shade sails” for sun protection.

b. Update on Affordable Marin County Housing Mandate for Tomales

Included in the Board packet was Donna Clavaud’s letter to Supervisor Rodoni, County and Housing Element staff. Donna Clavaud said on April 20<sup>th</sup>, 2022 a community meeting with Supervisor Rodoni, County and Housing Element staff will take place at the Tomales Town Hall beginning at 6:00 p.m.

c. Spring Newsletter Update: in Progress for Early May Distribution

Cynthia Hammond is beginning to collect items for the TVCSD Spring Newsletter.

**XIV. Other Business**

None

**XV. New Business**

None

**XVI. Old Business**

None

**XVII. Correspondence**

None

**XVIII. Adjournment**

TVCSD April 13, 2022 Board Meeting was adjourned at 8:58 p.m. No objections.

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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 Advisory Committee Meeting: 4/27/2022 at the Tomales Town Hall

**Call to Order:**

The April meeting called to order at 5:42 pm

**Present:**

Dru Fallon O’Neill, Chair; Walter Earle, Venta Leon, Margaret Nettles, Patty Oku

**Absent:**

Beth Koelker

**Others Present:**

Donna Clavaud, TVCSD President

**Old Business:**

Tomales Community Park Clean-up Day, May 14, 2022. Flyers and signage calling for volunteers and tools will be posted May 3<sup>rd</sup> – May 5<sup>th</sup>. A master plan will be formulated to focus on areas of needed attention prior to the May 14<sup>th</sup>. Refreshments will be provided and will be dependent on what is available from the Food Pantry surplus. Disposal of green waste could be a volunteer truck brigade augmented with locals donating use of green bins (TVCSD reimbursement of dump fees) or a possible donation of waste receptacle from Recology.

There was consensus for support of a paid Park Manager. The logic of having a go-to person responsible for management of Park Rentals and upkeep seemed to be a prudent asset going forward with potential Measure A funds.

Parks projects for the new fiscal year were reviewed. Water Tower demolition turned rehab, with a \$5,000 cap was approved by the TVCSD Board. ADA Ramp plans approved and will go forward, maintaining safety and compliance with State Regulations. Entry gate is closer to becoming a reality with funding already secured with a donation from the Tomales Farm and Flea event. Bathroom doors will be adjusted to accommodate auto locks. Fence project on Northside of Park will be completed in stages, a plan proposed by new TVCSD General Manager, Mary Halley. Safety mats on order to supplement those already placed, and missing. The new Park Rental agreement approved by TVCSD Board will be reviewed and adjusted as needed.

Gatherings and events are increasing: a Park Calendar would be of help in regards to prospective rentals. PAC was keen on having TVCSD Recording Secretary, Cynthia Hammond take on this duty in concert with her managing the TVCSD website. A Park Calendar is already on the website; data needs to be entered.

Donna provided an update on signage. Donna and Venta consolidated the verbiage. The final version will be translated into Spanish, and taken to printers for pricing.

**New Business:**

Volunteer extraordinaire, Henry Elfstrom, discussed with Donna his schedule for mowing and plans to continue his long standing community service.

**Other Business:**

Minutes from the last two (2) Park Advisory Committee meetings were approved following a motion by Margaret and seconded by Venta.

**Miscellaneous Business:**

Park Advisory Committee supports Measure A and recommends voting Yes, on June 7, 2022.

**Adjournment:** Meeting was adjourned at 6:43 pm, no objections. Next Park Advisory Committee meeting is scheduled for May 25, 2022 at the Tomales Town Hall.

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

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John Ward



## **FINANCIAL ADVISORY COMMITTEE NOTES**

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

**APRIL 28, 2022**

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

This was primarily a Budget Work Session and not a public meeting. Melinda Bell called the meeting to order at 3pm and Donna Clavaud took notes to record the meeting.

### **AGENDA**

#### **Reading and Approval of prior FAC minutes, if any:**

The FAC Minutes from March 30, 2022, were reviewed and approved as written.

#### **Brief Review of Strategic Planning Goals from October 21, 2021 FAC Work Session:**

1. Succession Planning-General Manager Search- Done
2. Clarification of Staff Duties & Personnel Reviews-Done
3. Park Management-Staffing, Rental Policy, Insurance-Rental Policy completed, Board approved and will be added to website.
4. Use of PG&E Consultants-underway
5. More transparent financial visuals for stakeholders-underway/requires more research.
6. Evaluation of Computer Storage, Access and Protection of Data-underway
7. Standard formatting and archiving of TVCSD Policies; new policies needed-near future.

#### **Calendar Suggestions for FAC Attention for Fiscal Year 2022-23:**

1. 2022-23 Budgets and Public Hearings
2. Newsletters
3. Plan for New office computer

4. Review of Investment Options
5. Park Management post June 7 Measure A election
6. Website Updates & Accessible Policy Documents
7. Others? Revise TVCSD By-Laws

**Preliminary Draft Park Budget Presentation for Fiscal Year 22-23 at May Board Meeting:**

Measure A Project Expenses were identified to include: 2 picnic tables, replacement bathroom doors with time locks, 4 ADA ramps, replace partial north fence and retaining wall, water tower repairs, engineering plans & permit for ADA ramps, & Project Management.

Measure A Maintenance Expenses were identified to include Supplies, Facilities & Equipment Cleaning, Trash, PG&E, Misc. Repairs, Grounds Maintenance, Play Structure Surface Material, Park Management, and Financial Management.

We also include Front Gate Entry & Signage as a project with restricted funds.

**See attached Preliminary Park Budget for Fiscal Year 2022-2023.**

**Preliminary Sewer Budget Presentation for Fiscal Year 22-23 at May Meeting:**

Under projected Income the group noted that TVCSD should be receiving at least one new connection fee for the next fiscal year.

We discussed each line item, noting increased rates for most services.

We spent considerable time discussing the solar system and agreed that annual inspection & cleaning are important budget items.

We allowed for sewer main cleaning by Roy's Sewer Service to proceed by doing 1/5 of the system each year at \$2600; this offers a buffer for any problems that may arise.

We added in the pumping of sludge buildup in Pond #1 for \$8500.

And we discussed adding CIP costs of a new SCADA system for \$44,000-64,000.

**See attached Preliminary Draft Sewer Budget for Fiscal Year 2022-2023.**

The meeting was adjourned at 7pm.

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**Proposed 2022/2023 Park Budget With Comparative Budget and Actual Prior Years**

				<b>2022/2023</b>	
				<b>Budget</b>	
<b>Income</b>					
<b>311.00 · Interest Income</b>				180	
<b>315.80 · Original Measure A Funds Pre-Election</b>				16,000	
<b>320.00 · Contributions Income</b>				1,000	
<b>322.00 - Park Use Rental</b>				800	
<b>Total Income</b>				<b>17,980</b>	
<b>Expenses</b>					
<b>414.81 · Measure A Project Expenses</b>					
	2 Picnic Tables			1,500	
	Four ADA Paths and Ramps			10,000	
	Replace Partial North Fence and Retaining Wa;			10,000	
	Water Tower Repairs			4,800	
	Replacement Bathroom Doors With Time Locks			5,000	
	Engineering Plans and Permits			2,000	
	Project Management			2,500	
<b>Total 414.81 Measure A Project Expense</b>				<b>35,800</b>	
<b>414.85 · Restricted Funding Project Expenses</b>					
	Park Entry Gate & Signage			<b>3,000</b>	
<b>414.82 · Measure A Maintenance Expense</b>					
	Supplies			800	bathroom
	Facilities and Equipment Cleaning			7,200	daily
	Trash			700	
	PGE Park			225	\$35 monthly
	Repairs			500	if needed
	Grounds Maintenance			1,500	tree trimming
	Play Structure Surface Material			3,000	annual
	Park Management				
	Financial Management			300	
<b>Total 414.82 · Measure A Maintenance Expense</b>				<b>14,225</b>	
<b>Total Expense</b>				<b>53,025</b>	
<b>Net Ordinary Income</b>				<b>(35,045)</b>	
<b>Beginning Cash Estimated for July 1</b>				120,000	
<b>Estimated Ending Cash June 30</b>				<b>84,955</b>	

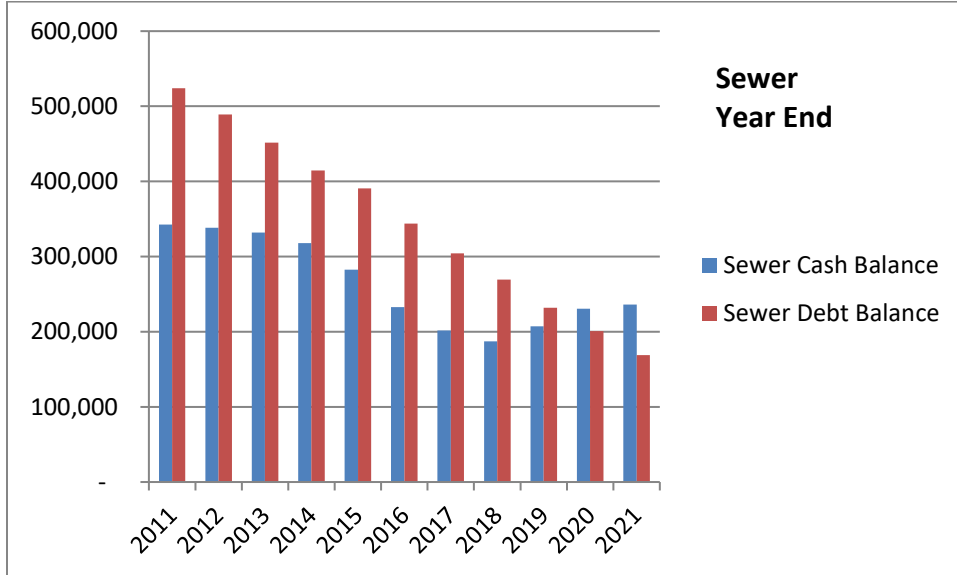


## Preliminary Sewer Program Budget 2022/2023

	19/20Bud	19/20Act	20/21Bud	20/21Act	21/22Bud	AprYTD22Act Is 83.3% of yr	%ofBud inActual	2022_23Bud	
<b>Income</b>									
301.10 · Service Charges - Monthly	983	983	983	1,147	983	819	83.3%	983	
301.15 · Service Charges - Annual Fees	1,966	1,966	1,966	4,423	1,966	1,966	100.0%	1,966	
301.20 · Service Charges - SUSD	64,299	58,926	62,299	62,961	61,782	60,379	97.7%	62,961	
301.30 · Service Charges - County	108,457	108,851	109,440	111,847	112,200	116,334	103.7%	112,200	
301.35 · Solar Portion - Debt Serv	8,280	8,280	8,280	5,520	5,520	5,520	100.0%	5,520	
301.30 · Total Service Charges - County	116,737	117,131	117,720	117,367	117,720	121,854	103.5%	117,720	
<b>Total 301.00 - Service Charges</b>	<b>183,984</b>	<b>179,006</b>	<b>182,968</b>	<b>185,896</b>	<b>182,451</b>	<b>185,018</b>	<b>101.4%</b>	<b>183,630</b>	
303.00 - Connection Fees		10,000		10,000				10,000	
303.10 · Permit and Inspection Fees		250		250				250	
305.00 · SUSD Debt Serv SRF	8,062	8,062	8,062	8,062	8,062	8,062	100.0%	8,062	
311.00 · Interest Income	2,000	2,552	3,000	1,348	2,000	1,207	60.3%	1,348	
315.50 · Levy 4	8,180	8,767	8,200	9,749	8,500	4,105	48.3%	8,767	
<b>Total Income</b>	<b>202,226</b>	<b>208,637</b>	<b>202,230</b>	<b>215,305</b>	<b>201,013</b>	<b>198,391</b>	<b>98.7%</b>	<b>212,057</b>	
<b>Expense</b>									
410.00 · Sewage Collection	460	391	400	352	450	384	85.3%	3,300	PG&E non-solar \$400
411.00 · Sewage Treatment	240	5,729	200	6,941	4,500	10,429	231.8%	18,500	Pond #1 clean out \$8,500
411.08 - Solar Panel Inspect'n,Cleaning						400		900	cleaning and inspection
4111.05 - Lab Costs	8,663	7,940	8,663	6,642	8,150	5,113	62.7%	8,000	rate increase to \$7,788
411.10 - Plant Maintenance Supplies	4,734	977	1,000	161	2,325	480	20.6%	1,000	NSU chlorine
412.00 · Sewage Disposal Other	828		1,000		730	1,890	258.9%	750	irrigation valves?
412.10 · Sewage Disposal Electric	340	-147	300	119	180	(1)	-0.3%	120	P G & E solar for the hills
412.20 - Solar Panel Repairs								4,000.00	solar inverter at irrigation
413.20 - Grounds Maintenance	5,000	800	4,000	1,600	1,600		0.0%	1,800	mow twice
414.05 · Administrator's Fees	47,375	37,942	49,200	50,423	99,623	27,554	27.7%	55,000.00	1/3 three-year contract
414.10 - Payroll Tax Expense	550	70	1,045	312	1,200	867	72.2%	1,200	based on max stipends
414.22 · Licenses and Permits	1,376	1,645	1,645	1,736	1,800	2,030	112.8%	2,050	County, State
414.31 · Property & Liability Insurance	7,737	8,289	10,788	10,787	9,143	9,222	100.9%	10,417	new rate
414.33 · Worker's Comp Insurance	854	758	900	898	827	827	100.0%	782	new rate
414.34 · Profess Liab Insurance Reimburs						188		750	
414.41 · Postage and Delivery	360	246	360	428	360	314	87.1%	400	
414.42 - Printing and Copies	100		100					100	
414.43 · Office Supplies	150	14	150	420	220	384	174.6%	500	
414.44 · Sonic - Web Hosting	100	100	100	95	100	80	79.5%	100	
414.45 · Equipment Expense	620	739	620	992	740	2,704	365.3%	1,000	office computer
414.465 · Board Member Stipend	5,000	1,250	5,000	1,400	5,000	900	18.0%	5,000	maximum
414.467 · Board Training	1,000		1,000		500			500	
414.47 · Clerical/Bookkeeping	12,000	10,443	12,000	14,967	13,000	17,020	130.9%	16,000	10% increase
414.48 · Office Rent	1,200	1,200	1,200	1,200	1,200	900	75.0%	1,200	
414.49 · Secretary	4,000	1,812	4,000	3,015	6,000	5,883	98.1%	8,000	10% increase
414.50 · O&M Contractual Services	51,677	52,013	52,965	54,683	54,007	46,362	85.8%	56,600	4% CPI increase 1/2 year
414.551 · Legal Fees	2,500	114	2,500			60		1,000	
414.552 · Audit	5,300	5,300	5,600	5,400	5,500	6,000	109.1%	6,000	
414.553 · Consulting	5,000		5,000		7,000	7,000	100.0%		
414.61 · Newsletter Expense	500		500	22	500			500	2 newsletters
414.60 - Publication and Notices	175	185	350	185	200			200	public hearings
414.62 · Dues and Subscriptions	1,225	1,262	1,275	1,290	1,300	1,441	110.8%	1,500	CSDA, USA North
414.67 · Solar Lease Admin Fee	750	750	750	750	750	750	100.0%	750	bond agent

## Preliminary Sewer Program Budget 2022/2023

	19/20Bud	19/20Act	20/21Bud	20/21Act	21/22Bud	AprYTD22Act Is 83.3% of yr	%ofBud inActual	2022_23Bud	
<b>414.70 · Major Repairs and CIP</b>									
414.71 - Plant and Building Maintenance CIP	150		2,200			5,636			plant buildings
414.72 - Computer Repairs CIP		0		-					plant computer
414.73 Equipment Repairs CIP		0		-					other plant equipment
CCTV Inspection of entire collection system CIP			10,000	7,500	3,000	5,200	173.3%	2,600	1/5 of system for manhole
System integration and SCADA programming CIP		10,090		-		1,405		47,000	new
Repair erosion around air gap apron CIP				-					
Level Transmitter in storage ponds CIP				-					
Treatment pond maintenance CIP	9,500	432	5,500	1,648	3,000				
414.76 · Collection System Maintenance CIP				-					
414.77 · Irrigation Field Maintenance CIP	5,000		11,000						
414.78 · Solar Panel Maintenance CIP									
<b>SubTotal 414.70 · Major Repairs and CIP</b>	<b>14,650</b>	<b>10,522</b>	<b>28,700</b>	<b>9,148</b>	<b>6,000</b>	<b>12,241</b>	<b>204.0%</b>	<b>49,600</b>	
414.81 · Travel	700	434	500	552	500	250	49.9%	500	GM
414.85 Training	200		200	-	200			200	staff
414.90 · Telephone and Internet Services	2,500	2,646	2,650	2,360	3,000	1,895	63.2%	2,500	office and plant
417.20 · Election Expense				-				300	
417.30 · LAFCO Charges	190	158	190	130	150	146	97.2%	150	
417.40 County Tax Administration Fees	137	184	138	184	200	190	95.0%	250	
<b>415.50 · Depreciation Expense</b>		50,664		43,915		33,221			actual, not budgeted
420.20 · Interest Expense - SRF Loan	2,319	2,319	1,774	1,774	1,214	1,214	100.0%	641	
<b>Total Expense</b>	<b>190,510</b>	<b>206,747</b>	<b>206,763</b>	<b>222,881</b>	<b>238,169</b>	<b>198,336</b>	<b>83.3%</b>	<b>262,060</b>	
<b>Net Income</b>	<b>11,717</b>	<b>1,890</b>	<b>-4,533</b>	<b>(7,576)</b>	<b>(37,156)</b>	<b>55</b>	<b>-0.1%</b>	<b>(50,004)</b>	
Cash receipt for SUSD receivable	1,735	1,735	1,837	1,837	1,950	1,950		1,950	
Cash outlay for loan and bond payments	(39,760)	(39,760)	(40,305)	(40,305)	(40,864)	(40,864)		(43,595)	
Depreciation		50,664		43,915		33,221			actual, not budgeted
Change in Receivables, Payables		8,782		7,778		(21,738)			unpaid June 2023 bills
<b>Net Change in Cash Balances</b>	<b>(26,308)</b>	<b>23,312</b>	<b>(43,001)</b>	<b>5,649</b>	<b>(76,070)</b>	<b>(27,376)</b>		<b>(91,649)</b>	
Beginning Cash		207,205.35		230,516.56		236,165.74			
Ending Cash		230,516.56		236,165.74		208,789.23			





## **FINANCIAL REPORT MAY 2022**

This month's packet does not include monthly or quarterly financial reports because it is the beginning of the budget season. To allow thorough review and discussion of the 2022/2023 budgets, we're not including any other spreadsheets in the packet. Instead we have an example of graphs from our work to develop some clear financial reporting that will illustrate the district's financial history and position in a more interesting way than with spreadsheets. Next fiscal year we will have the full financial reports quarterly, but demonstrate in the other months some examples of other simpler, transparent and illuminating financial reports. At least that is our goal.

The budgets included in this packet are the drafts for Board review and suggestions. We can try to get all questions answered, suggestions addressed and a presentation ready for the June Board meeting and public hearing. After incorporating suggestions from the June meeting and hearing, the budgets will be adopted at the July Board meeting. This is a time of uncertainties. We do not know if Measure A funding will continue next year, and we have not fully evaluated sewer system repair and replacement needs. We can respond by amending the budget partway through the year if either funding or needs estimates change dramatically.

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

# GENERAL MANAGER REPORT

MAY 11, 2022

## General Management Statement and Goals

- Management and staff continued to focus this past month on resolving the Board's stated top five important issues 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 annexations. Also, new on the list of concerns, is the new Marin Housing Element potential buildout map for Tomales, highlighting the need for developing an ADU policy, and then Sewer and Park upcoming fiscal year budgets.

## 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. We now have an estimate for the flushing of the lines and I have requested this as a maintenance item in the FY22-23 Draft-Budget.
- SCADA – we have received estimates for both partial upgrades and/or complete SCADA system replacement. The current system is a series of program software that has not functioned properly since its installation. Previous system repairs and patches have just caused problems to the other software system components in the series, as all the various components become more outdated, so I am recommending complete system replacement of the SCADA system in the FY22-23 Draft-Budget to be completed this year.
- Sewer system maintenance issues – we have scheduled for repairs of the primary issues of concern that are currently non-functioning; 1) calibration of level sensors at the aerator and storage ponds, 2) replacement of level sensor at treatment pond#1, 3) repair of solenoid valves at irrigational field, and 4) intermittent communication issues at the lift-station. Jack Miller (JM Engineering) to scheduled to complete work in May. Also, I am recommending that treatment pond #1 be pumped out by City Sewer Service, grease and sludge hauled away, and pond cleaned for early July in the FY22-23 Draft-Budget.
- NSU – contract is up for renewal June 30, 2022. System supervisor Brandon Jacka doesn't feel at this time that NSU is looking necessarily at any changes to the contract. He suggested NSU would be fine with another extension to the current contract. I am recommending that an extension be done again for one-year and then the district consider any re-negotiations of the contract (if desired) next year (2023) after the SCADA system is up and running again.
- PG&E and Solar panel billing cost 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, we have been working with NSU on our aerator and pumping schedules to coordinate with daylight hours during solar generation, along with the efficiency of the solar panels. We have now completed a solar panel inspection which revealed one of the three inverters at the storage ponds had failed. We have also completed having the solar panels cleaned by ProSolarCleaning which turned out to be very challenging and slow process due to all the moss and lichen growth on the panels and a lack of water supply onsite. We will monitor solar production to see if cleaning the panels, and then next replacing the failed inverter, will help with net metering solar production and begin to reduce electricity costs. I am recommending for the FY22-23 Draft-Budget replacement of all three 3000kw solar inverters with one new more efficient 9000kw inverter at the storage plant. I am also recommending, as a maintenance item, to start an annual routine inspection of all the solar system components and to have the solar panels cleaned, at a minimum, annually depending on the rate of moss and lichen growth.

- Office Computer – the new office DELL VOSTRO computer had all of the data transferred onto it from the old non-functional office computer and then all the new software setup and streamlined. The last step is to setup the Carbonite backup system and install QuickBooks accounting software. I will continue to update all new district business and records as we begin to centralize the district’s business, documents, records and emails.
- 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 the Park. The FY22-23 Draft-Budget includes additional funds to complete the engineering and possible installation of the project in the fall of 2022.
- Park Prop 68 Per Capita Recreation Grant – I informed the OGALS grant funding manager that the TVCSD Board is not going to submit a project. He has requested a short letter from the TVCSD Board President stating/confirming the non-use of funds.
- 
- Chipper Days – have scheduled both the Park and Sewer Plant separately for brush chipping at the Park (10 Valley Street) and Sewer plant (10 Irvin Road) for July 5. The second Chipper Day will be October 3 and the district can schedule for that if needed as well.
- LAFCo Annexation Request – we have a new annexation request for one parcel (APN: 102-100-01) that includes two addresses 21 and 23 Church Street for Board approval. Plans include potential sewer connections for 2 Primary residences and 2 ADUs.
- TVCSD ADU Policy – have started researching State Legislative Statutes and Marin County Planning ordinances around ADUs, along with Sonoma County Water and other District’s policies, as we look to draft a new TVCSD ADU policy given the community’s interest in ADUs along with the new Marin County Housing Element designation for ADUs to count towards potential development quotas and State RHNA allocations.

Respectfully Submitted,  
Mary Halley



April 28, 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  
March 2022

Enclosed please find the Self-Monitoring Report.

Operations are satisfactory and maintenance on schedule.

We had some issues with the flow meter readings during the last week of the month so those flow readings are averaged. Flow meter is now reading correctly.

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
3/1/2022	10.0																0.0			
3/2/2022	10.0																0.0			
3/3/2022	10.0																0.0			
3/4/2022	10.0	40.0	6.5	13.2	370.0	640.0	1.4	0.7	17.0	6.2	10.8	450.0	24.0	8.1	3.5	12.8	0.0			
3/5/2022	9.8																0.0			
3/6/2022	9.8																0.0			
3/7/2022	9.8																0.0			
3/8/2022	9.8	39.0	8.4	14.9								360.0	39.0	8.0	6.5	13.8	0.0			
3/9/2022	11.0																0.0			
3/10/2022	11.0																0.0			
3/11/2022	11.0																0.0			
3/12/2022	11.0																0.0			
3/13/2022	11.0																0.0			
3/14/2022	11.0																0.0			
3/15/2022	11.0																0.0			
3/16/2022	11.0	84.0	8.4	14.6								420.0	14.0	9.1	6.0	13.3	0.0			
3/17/2022	11.0																0.0			
3/18/2022	11.0																0.0			
3/19/2022	11.0																0.0			
3/20/2022	11.0																0.0			
3/21/2022	11.0	56.0	6.9	14.1													0.0			
3/22/2022	10.0											410.0	27.0	9.0	6.0	14.7	0.0			
3/23/2022	10.0																0.0			
3/24/2022	10.0																0.0			
3/25/2022	10.0																0.0			
3/26/2022	10.0																0.0			
3/27/2022	10.0																0.0			
3/28/2022	10.0																0.0			
3/29/2022	10.0																0.0			
3/30/2022	10.0																0.0			
3/31/2022	10.0	100.0															0.0			
<b>Min</b>	9.8		6.5	13.2	370.0	640.0	1.4	0.7	17.0	6.2	10.8	360.0	14.0	8.0	3.5	12.8			#DIV/0!	0.0
<b>Mean</b>	10.4		7.6	14.2	370.0	640.0	1.4	0.7	17.0	6.2	10.8	410.0	26.0	8.6	5.5	13.7			#DIV/0!	
<b>Total</b>	322.2																0.0			



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



Month	Treatment Pond # 1				Treatment Pond No. 2				Treatment Pond No. 3				ST-West				ST-East			
Mar-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																				
3																				
4	3.7	7.6	3.5	12.5	3.7	8.2	4.0	12.7	3.7	8.6	4.0	12.6	7.0	9.6	7.0	13.0	7.0	9.6	7.0	13.2
5																				
6																				
7																				
8	3.5	8.1	4.0	13.5	3.5	8.8	5.5	13.9	3.5	9.2	5.5	14.1								
9																				
10																				
11																				
12																				
13																				
14																				
15																				
16	3.3	8.3	4.5	13.2	3.3	8.4	5.5	13.5	3.3	9.4	6.0	13.8	7.0	9.7	9.0	16.3	15.7	8.4	8.0	15.7
17																				
18																				
19																				
20																				
21	3.2	8.7	5.0	13.3	3.2	9.0	5.0	13.7	3.3	9.7	6.5	14.3								
22																				
23																				
24																				
25																				
26																				
27																				
28																				
29																				
30																				
31																				

\* 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)                      **March      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	3/4/22	3/8/22	3/16/22	3/21/22
Day	FRI	TUES	WED	MON
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)                      **March    2022**

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

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>3/4/22</i>	<i>3/8/22</i>	<i>3/16/22</i>	<i>3/21/22</i>
Day	FRI	TUES	WED	MON
Time				
Operator	AG	AG	AG	AG
Rain fall, inches	0.1	0	0	0
* Nuisance odors (smell)	N	N	N	N
*Evidence of any standing water	N	N	N	N
* Evidence of mosquitos breeding	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N
* Evidence of structure seepage	N	N	N	N

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

**TOMALES STORAGE PONDS  
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year)                      **March      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	3/4/22	3/8/22	3/16/22	3/21/22
Day	FRI	TUES	WED	MON
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)

**March 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	3/4/22	3/8/22	3/16/22	3/21/22
Day	FRI	TUES	WED	MON
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: March 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	3/4/22	3/8/22	3/16/22	3/21/22
Time	FRI	TUES	WED	MON
Operator	AG	AG	AG	AG
Evidence of standing water				
* 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

April 8, 2022

Sample Collected: 03/04/22  
 Sample Received: 03/04/22  
 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>322-5075</b>	<b>322-5076-8</b>
Sample Description:	Influent	TR – Effluent
<b>ANALYSIS</b>		
BOD <sub>5</sub> @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	370.	24.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	640.	450.
Nitrate N mg/L (EPA Mthd. 352.1)		1.4
Nitrite N mg/L (EPA Mthd. 300.0)		0.65
Total Kjeldahl N mg/L (Std. Mthds. 4500-NH <sub>3</sub> C, 2011)		17.
Ammonia N mg/L (EPA Mthd. 350.1)		6.2
Total Organic N mg/L		10.8

BOD Start Date: 03/04/22  
 BOD Completed Date: 03/09/22

**BRELJE AND RACE LABORATORIES, INC.**



SARA McCALLUM, LABORATORY DIRECTOR  
 SM:rat



**BRELJE AND RACE LABORATORIES, INC.**

Providing quality laboratory analysis since 1967

March 22, 2022

Sample Collected: 03/08/22  
Sample Received: 03/08/22  
Collected By : AG/NSU  
Cc : e-mail

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

**Tomales Village CSD**

**LOG NUMBER** 322-5278  
Sample Description: TR – Effluent

**ANALYSIS**

BOD<sub>5</sub> @ 20°C mg/L 39.  
(Std. Mthds. 5210 B, 2011)  
Total Dissolved Solids mg/L 360.  
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 03/10/22  
BOD Completed Date: 03/15/22

**BRELJE AND RACE LABORATORIES, INC.**

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





# BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

March 30, 2022

Sample Collected: 03/16/22  
 Sample Received: 03/16/22  
 Collected By : AG/NSU  
 Cc : e-mail

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

## Tomales Village CSD

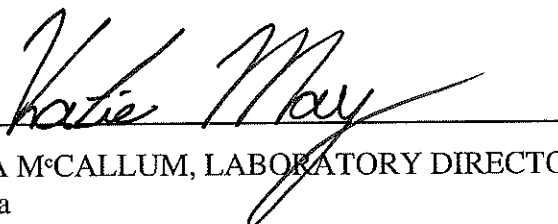
<b>LOG NUMBER</b>	<b>322-6004</b>
Sample Description:	TR – Effluent

### ANALYSIS

BOD <sub>5</sub> @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	14.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	420.

BOD Start Date: 03/18/22  
 BOD Completed Date: 03/23/22

**BRELJE AND RACE LABORATORIES, INC.**

  
 \_\_\_\_\_  
 SARA McCALLUM, LABORATORY DIRECTOR  
 SM:lja



April 5, 2022

Sample Collected: 03/21/22  
Sample Received: 03/21/22  
Collected By : AG/NSU  
Cc : e-mail

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

**Tomales Village CSD**

**LOG NUMBER** 322-6291  
Sample Description: TR – Effluent

**ANALYSIS**  
BOD<sub>5</sub> @ 20°C mg/L 27.  
(Std. Mthds. 5210 B, 2011)  
Total Dissolved Solids mg/L 410.  
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 03/23/22  
BOD Completed Date: 03/28/22

**BRELJE AND RACE LABORATORIES, INC.**

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