



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, June 8, 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 admin@tomalescsd.ca.gov. 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://zoom.us/j/94709794514?pwd=VEICUi9tNHlsSk5iZGgyd0lpL2J3UT09>

Meeting ID: 947 0979 4514

Passcode: 666445

Find your local number: <https://zoom.us/u/acijBldPDW>

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

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

I. Call to Order

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

III. Approval of June 8, 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

Board of Directors:

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



- a. Adopt Resolution # 22-07: AB 361 Renewing Authorization for Remote Teleconferencing Meetings
- b. Approval of May 11, 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 May 25, 2022 PAC Work Session Notes (No Quorum for Meeting)
- b. Financial Advisory Committee (FAC)
 - 1. Review May 30, 2022 FAC Meeting Minutes
 - 2. Review Preliminary Park Budget and Narrative for Fiscal Year 2022/2023
 - 3. Review Preliminary Sewer Budget and Narrative for Fiscal Year 2022/2023
 - 4. Review TVCSD Competitive Bidding Policy

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. Review Draft TVCSD ADU Resolution
- b. Review and Approve one (1) year NSU Contract Renewal Action

XII. Other Business

XIII. New Business

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. 22-07

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 June 8, 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 June 8, 2022, by the following roll call votes:

Clavaud Bonini O'Neill MacLaird Ward

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

Dated: June 8, 2022 TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Approved as to content for District:

Mary Halley, General Manager

Donna Clavaud, President



TVCSB Board of Director's Meeting Minutes

Date: Wednesday, May 11, 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, TVCSB General Manager; Cynthia Hammond, TVCSB Recording Secretary

Others Present: None

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 May 11, 2022 TVCSB BOD Meeting Agenda

Dru Fallon O'Neill motioned to approve the May 11, 2022 TVCSB BOD Meeting Agenda as is.

Bill Bonini 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 # 22-05: AB 361 Renewing Authorization for Remote Teleconferencing Meetings
- b. Adopt Resolution # 22-06: Regularly scheduled election to be held on November 8th, 2022
- c. Approval of April 13, 2022 TVCSB Board Meeting Minutes

Mary Halley and Cynthia Hammond noted that in the minutes, under Item #7, it stated that “Jack Miller, from Aspect Engineering”. It should read that “Jack Miller from JM Integrated Systems”.

It was also noted under Item #6 it states that “ 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 through Friday)”. It should read “In 2021/2022, PG & E transitioned to a “B” rate; moving peak hours from 12-6 pm (Monday-Friday) to 4-9 pm (seven (7) days a week, all year long)”.

Dru Fallon O’Neill requested removing Resolution #22-05: Renewing Authorization for Remote Teleconferencing Meetings from the Consent Calendar and to move it under Item V, for discussion.

Bill Bonini motioned to approve Consent Calendar Items b & c (with amended correction of minutes as stated above). 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.

a. Resolution #22-05: Renewing Authorization for Remote Teleconferencing Meetings was removed from the Consent Calendar. Dru Fallon O’Neill was concerned that if the power went out, like it did, there a Zoom meeting couldn’t take place. Bill Bonini and Peter MacLaird agreed that TVCSD should resume in-person meetings. Mary Halley stated that by adopting Resolution #22-05 it doesn’t mean in person meetings cannot be held if the Board decides to conduct in person meetings and suggested passing the resolution.

Dru Fallon O’Neill motioned to adopt Resolution #22-05: Renewing Authorization for Remote Teleconferencing Meetings. 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

VI. Board Member Reports

None

VII. Committee Reports

a. Park Advisory Committee (PAC)

1. Review April 27, 2022 PAC Meeting Minutes

Meeting Minutes were reviewed.

2. Park Spring Clean-up Scheduled for May 14, 2022

Bill Bonini offered his dump truck for the Park Spring Clean-up event. Mary Halley said she contacted Max Korten from Marin County Parks regarding Measure A support signage for the Park and will meet Max Korten to get the signs.

b. Financial Advisory Committee (FAC)

1. Review April 28, 2022 FAC Meeting Minutes

FAC Meeting Minutes were reviewed. Donna Clavaud reported the FAC meeting was primarily a budget work session.

2. Review Preliminary Park Budget for Fiscal Year 2022/2023

Preliminary Park Budget for FY 2022/2023 was reviewed. John Ward suggested a small percentage of Mary Halley, Melinda Bell and Cynthia Hammond's time could be built in the Park budget. Donna Clavaud said Melinda Bell's time is built in but not for Mary Halley or Cynthia Hammond and it would make sense to do and would be taken in to consideration.

3. Review Preliminary Sewer Budget for Fiscal Year 2022/2023

Preliminary Sewer Budget for FY 2022/2023 was reviewed. Donna Clavaud pointed out replacing the SCADA system would be the major cost. Bill Bonini said replacing the SCADA system was a necessity. Mary Halley pointed out the District has the funds to replace SCADA. Mary Halley has received estimates for partial and complete SCADA replacement. The Board agreed the Preliminary Sewer Budget looked good.

VIII. Financial Report (Melinda Bell)

a. Financial Manager's Report

Financial Manager's Report was reviewed. Donna Clavaud said revised budgets would be reviewed at the June TVCSD Board meeting and adopting the budgets would take place in the July TVCSD Board meeting.

IX. General Manager's Report

Mary Halley reported she has been focusing on the Board's top issues which are: PG & E/MCE cost increases, SCADA system, NSU operations/contract renewal, AT & T billing (resolved), Marin Housing Element, and ADU policy. The solar panels have been cleaned and inspected and are in excellent condition, the solar panel inverter replacements are in the 2022/2023 budget and Mary Halley recommends replacing the three (3) 3,000 kw inverters with an efficient 9,000 kw inverter, the pond clean outs are also scheduled. The new laptop for the office is up and running so all District records will all be in one (1) place.

Bill Bonini asked if there were any bids for the SCADA system. Mary Halley said Aspect Design's estimate is \$75,000 which is broken out in different segments. Jack Miller, from JM Integrated Systems bid is for \$64,000 however, if less expensive components are used, the estimate could be less. Jack Miller will revise the estimate using less expensive components. Mary Halley will present the three (3) estimates at the June 11, 2022 TVCSD Board Meeting.

Donna Clavaud agreed with Mary Halley's suggestion of extending NSU's contract for one (1) year extension and to reconsider any re-negotiations after SCADA is running properly. Bill Bonini and Peter MacLaird agreed.

Donna Clavaud also suggested starting the ADA ramps project in the fall, after Founder’s Day, and to reach out to the contractor who replaced the gazebo. Mary Halley said she did get some engineered spec drawings from the County of Marin for ADA ramps.

Donna Clavaud said she sent a letter to the funding manager for the Prop 68 Recreation Grant stating TVCSD would not be submitting a project at this time.

X. NSU Report

- a. Review April 2022 reports

NSU reports were reviewed.

XI. Pending Business

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

Mary Halley said it was a good idea to have a policy regarding ADU rules and to draft a policy based on square footages. An ADU is defined as a dwelling having 500 or 600 sf and less than 1,200 sf. whereas a JDU is defined as being attached to a main dwelling and a connection fee cannot be charged. Bill Bonini suggested Mary Halley begin to draft an ADU policy for TVCSD. Donna Clavaud offered to assist. Mary Halley said a draft ADU policy would be presented to FAC for review prior to full Board review.

XII. Other Business

Cynthia Hammond reported the TVCSD Newsletter was delivered to the Tomales Post Office for distribution on Monday, May 9, 2022.

XIII. New Business

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

The LAFCO Application Annexation to TVCSD Sewer District was reviewed. Donna Clavaud said the County of Marin and the Coastal Commission has already approved the homes and the ADU’s are separate dwellings less than 1,200 feet which will require sewer hook-ups. The application is for two (2) homes and for two (2) ADU’s, for the eventual future.

Bill Bonini motioned to accept LAFCO’s Application Annexation to TVCSD Sewer District.
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**

Donna Clavaud asked the Board if the June 11, 2022 TVCSD Board meeting should be held in-person at the Tomales Town Hall. Dru Fallon O’Neill and Peter MacLaird agreed it should be.

XIV. Old Business

None

XV. Correspondence

None

XVI. Adjournment

TVCS D May 11, 2022 Board Meeting was adjourned at 8:41 p.m. No objections.

Approved by: Donna Clavaud, President

Date:

Attested by: Cynthia Hammond, Recording Secretary

Date:

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

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

Board of Directors:

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



Park Advisory Committee Meeting, 5/25/2022 at the Tomales Town Hall, 5:30 pm

No Quorum: Work session only

Present: Margaret Nettles, Beth Koelker, Dru Fallon O'Neill

Discussed need for another Park Clean-up day to coincide with Chipper Day and scheduled tree trimming. Concentrate on area around Water Tower.

Needed quorum for approval of minutes and recruiting plan.

Next Park Advisory Committee meeting is scheduled for June 29, 2022, 5:30 pm at the Tomales Town Hall.

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

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

Board of Directors:

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



FINANCIAL ADVISORY COMMITTEE NOTES

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

May 30, 2022

PRESENT: Melinda Bell, TVCSD Financial Services and FAC Chairperson; John Ward, TVCSD Board Member; Donna Clavaud, TVCSD Board President and FAC Secretary; Mary Halley, TVCSD General Manager

Melinda Bell called the meeting to order at 3:35pm and Donna Clavaud took notes for the minutes. The meeting was hosted by Mary Halley via teleconference.

AGENDA

Reading & Approval of Minutes:

The FAC Notes from the April 27, 2022, Budget Work Session were reviewed. There was no need for approval since it was not a regular business meeting, but just a work session to revise the Sewer and Park preliminary budgets for Fiscal year 2022-2023, which had been in the Board Packet for initial review at the May 11, 2022 Board of Directors Meeting.

Brief Review of Budget Comments from the May 11, 2022, Board Members:

Board members were supportive of the first drafts for both budgets, although had several suggestions. John Ward recommends that Measure A funds should be allocated to both Cynthia Hammond for secretarial time and for Mary Halley, TVCSD General Manager when they are performing tasks related to Tomales Community Park. Melinda Bell already allocates time for financial billing and budgeting. Board members also agreed that we should move forward to get estimates for a new SCADA system to include a cost instead of the range of process we now expect.

John Ward also recommends we keep track of all volunteer in-kind services for both sewer and park on a regular basis and keep records. This can be useful for reports and fundraising.

We recommend both adding administrative costs to Measure A expenses and a plan to keep track of in-kind volunteer service time to the June Board Meeting as we discuss preliminary budgets and make amendments.

Schedule & Notice of Public Hearings: June 8 or Later?

After discussing the requirement of public notice in a newspaper about a public hearing, the FAC groups recommends we hold the Budget Public Hearing on July 13 before our regular monthly Board Meeting. Mary Halley will post the required Notice; Donna mentioned she might have a template and will send to Mary.

Park Budget, Narrative and Measure A Work Plan:

We will add more specific figures after the June 7 Special Election on Measure A. We agreed to hold a FAC meeting in late June to firm up the Final Budget. Melinda hopes to complete the Measure A Work Plan once we know the outcome of the Measure A vote.

Donna will develop a preliminary draft job description for a Park Rental Coordinator.

Questions emerged about our TVCSD Competitive Bidding Policy when discussing park capital projects. What are our dollar limits that require bidding to occur? Our policy may be set the limits too low. We agreed we should review our policy at the June 8 Board Meeting and include the policy in the Board Packet for review.

See the Tomales Community Park Budget & Narrative for Fiscal Year 2022-2023 in the June 8 Board Packet.

Sewer Budget & Narrative:

Melinda Bell had already received Mary Halley's updated figures for sewer system and solar panel system.

We are adding expenses to paint the Plant building and sewer storage building. We discussed the need for more mowing of the 23-acre irrigation field which is extremely high in weeds. Mary plans to research the use of goats, which would very efficient if we can resolve the lack of water for the animals.

See the Sewer Budget & Narrative for Fiscal Year 2022-23 in the June 8 Board Packet.

Sewer Five-Year Capital/Major Projects Plan:

Mary Halley is currently reviewing the 10-year CIP Plan for the Sewer System and mentions that she wants to check with NSU about the life span estimates on many of the system parts to project a financial plan more accurately as we move forward.

Regarding the sewer collection system of pipes, former General Manager Jose Ortiz had projected slip-lining the entire system of pipes starting in 2026 for about \$162,000. Since most of the lines have been reported via inspection to be still “in excellent condition” per Roy’s Sewer Service, we may not face this major capital project at that time. We are recommending that each year we will inspect 20% of the lines at an estimate of \$2600.

TVCS D New ADU (Accessory Dwelling Units) Policy & Rates:

Mary Halley has developed a Draft ADU Resolution for TVCS D that we reviewed and discussed. In this draft, new connection fees would be based on square footage for ADU’s 500-1200 square feet and using a mathematical calculation determined to be about .87 of 1 EU or about \$8,700. Primary residences are charged a \$10,000 connection fee.

Monthly service rates would remain the same as for primary residences in this draft, although some districts reduce monthly service rates consistent with how they charge for connection fees.

We have questions about how we proceed to approve such a rate and fee resolution. Mary Halley agrees to contact Marin County Council to clarify the process.

There are also other questions that include: what about property owners who paid the full connection fee for an ADU? What do we do to identify illegal ADU’s who are not connection legally to TVCS D and pay no service fee?

We agreed to add this draft ADU Resolution to the June 8 Board Packet for review and discussion as we gather more information on how to proceed on policy and rate structure and the Board process to approve a new rate structure. Donna reiterates that local property owners are keenly interested in ADU’s in Tomales to add affordable housing, especially with the new pressures of a state-mandated housing quota that has identified 118 new affordable housing units to be built over the next 8 years.

Update on New Computer:

Mary Halley notes that the new Dell computer is fully loaded now with all our TVCS D document files at this time. The old computer is still useful for its 17-inch screen and can be used to view “as-builts” and to download maps, but all documents have been transferred to the new computer.

Next FAC Meeting:

June 29, 2022, at 3:30 pm via teleconference.

The meeting was adjourned by Melinda Bell at 5 pm.

Signed:

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

Board of Directors:

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

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

TOMALES COMMUNITY PARK

PRELIMINARY FISCAL YEAR BUDGET

FISCAL YEAR 2022-2023

SUBMITTED: JUNE 8, 2022

APPROVED:

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

PO Box 303 Tomales, CA 94971 707-878-2767

Date: June 8, 2022

TO: Stakeholders

FROM: TVCSD Board of Directors

SUBJECT: Final TVCSD Park Budget for 2022-2023

OVERVIEW:

Since 2013, Tomales Community Park has been able to plan and accomplish major park improvements due to Measure A funds allocated to Marin public parks after voters approved a quarter cent sales tax. Prior to this multi-year funding, the Park depended on local donations, grassroots fundraising events, rental income, and occasional grants; most improvements had to be deferred. The current 10-year funding cycle has ended this year, and it is uncertain whether voters will approve an additional 10-year funding cycle at the June 7 special election.

Over the past year, expenditures have primarily focused on park maintenance since re-opening after the pandemic closures. This last year we were also finally able to resume large gatherings and park rentals. In the past year, TVCSD also conducted an extensive 5-year strategic and succession planning process with Board and Staff. The Board also searched and hired a new general manager.

As we prepare for a new fiscal year, we hope to complete planned capital improvement projects to add 4 ADA compliant ramps into play structure areas; rebuild a portion of a deteriorating North fence; replace ADA bathroom doors with added time locks; add 2 picnic tables-one ADA and one regular; begin needed repairs on a water tower storage building; and build a new park entry gate with signage.

We are hoping that voters will approve continuing support for Marin public parks. Doing so will offer TVCSD the ability to strengthen oversight to daily park maintenance, since Tomales Community Park is an extremely busy stopping point for visitors travelling Hwy 1, in addition to regular use by residents in our Northwest Marin area, and an increasing number of rentals by Marin County organizations.

OPERATING INCOME:

Measure A Funds:

Measure A funds are distributed by Marin County twice each year, once in July and once in January. The July distribution is estimated to be \$15,970. The January 2023 distribution will be determined by the outcome of the election this month. The \$94,386 carryover of unspent Measure A funds will be available also this budget year.

Restricted Funds:

We are planning to build a Park front entry gate with metal signage from restricted funds of \$3,000 from a donation from the Tomales Farm & Flea Market and in-kind labor from community volunteers.

Unrestricted Funds:

Based on 2021-2022 funds, we anticipate similar contributions of \$800 from large gathering rental income and approximately \$1000 from donations.

CAPITAL PROJECT EXPENSES (414.81):**ADA Ramps:**

We plan to allocate Measure A funds of \$2,000 for engineering plans and county permits and \$10,000 for the building of four ADA ramps into the four play area structures to become fully ADA compliant.

Partial Replacement of North Fence and a Retaining Wall:

The original North Fence was built in 1979 and is in disrepair. We plan to start with the western top section and add a necessary retaining wall with \$10,000 in Measure A funds.

Picnic Tables:

We plan to add a 7-foot ADA accessible picnic table and a regular 6-foot table with Measure A funds of \$1,500.

Repairs to Historic Water Tower:

TVCS D has decided to salvage this remaining original structure built in 1979 when the park was first developed. It provides a very essential storage building for the park. We plan to restore the twelve-by-twelve building in phases. We have budgeted \$4,800 in Measure A funds to begin with priority attention to the roof and windows.

Replacement of ADA bathroom doors:

The 2-bathroom doors and ADA hinges are worn and require replacement. We are planning to install stronger doors and plan to add time locks to the doors so that they can be automatically locked during the night. We have budgeted \$5,000 in Measure A funds for this project.

Project Management:

We have budgeted Measure A funds of \$2500 to project management for the above projects.

Park Front Gate Entry with Metal Signage (414.85):

We are planning to use restricted funds of \$3,000 to build a main front entry gate with over-arching metal sign Tomales Community Park. We have lacked a proper entry so that the park is more visible from Hwy 1. Volunteer labor will assist in this project.

MAINTENANCE EXPENSES (414.82):

This budget allocates Measure A funds of \$800 for bathroom supplies; \$700 for annual trash disposal; \$225 for PG&E; \$500 for any necessary minor repairs; and \$3,000 for play structure surface material.

We have also budgeted Measure A funds for \$1500 for ground maintenance (tree trimming); \$7,200 for daily facilities and equipment cleaning; \$300 for financial management; \$xxxx for administrative management; and \$xxxx for part time park maintenance management.

RECOMMENDATIONS:

Approve the Final Park Budget for 2022-2023 at the July 13, 2022, Board of Director's Meeting.

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

				2020/2021		2021/2022		2022/2023	
				Budget	Actual	Budget	YTD April	Budget	
Income									
311.00 · Interest Income				600	193	180	58	180	
315.80 · Original Measure A Funds Pre-Election				28,186	36,547	36,474	41,848	16,000	
320.00 · Contributions Income				200	52	200	1,287	1,000	
322.00 - Park Use Rental				400			800	800	
Total Income				29,386	36,792	36,854	43,994	17,980	
Expenses									
414.81 · Measure A Project Expenses									
	2 Picnic Tables			700		800		1,500	
	Four ADA Paths and Ramps			10,000		10,000		10,000	
	Replace Partial North Fence and Retaining Wa;			13,800		20,000		10,000	
	Water Tower Repairs				490	4,800		4,800	
	Replacement Bathroom Doors With Time Locks					3,750		5,000	
	Engineering Plans and Permits			200	330	5,000		2,000	
	Project Management			5,000	5,603	2,500		2,500	
Total 414.81 Measure A Project Expense				29,700	6,423	46,850	-	35,800	
414.85 · Restricted Funding Project Expenses									
	Park Entry Gate & Signage			3,000		3,000		3,000	
414.82 · Measure A Maintenance Expense									
	Supplies			500	704	1,300	418	800	bathroom
	Facilities and Equipment Cleaning				5,000	3,500	4,550	7,200	daily
	Trash			500	651	700	668	700	Recology
	PGE Park			1,000	264	225	322	225	\$19 monthly
	Repairs			500	675			500	if needed
	Grounds Maintenance							1,500	tree trimming
	Play Structure Surface Material			3,500		3,000	8,133	3,000	annual
	Park Maintenance Management								Measure A?
	Administrative Management								Measure A?
	Financial Management			500	340	300		300	Reporting
Total 414.82 · Measure A Maintenance Expense				6,500	7,635	9,025	14,091	14,225	
Total Expense				39,200	14,058	58,875	14,091	53,025	
Net Ordinary Income				(9,814)	22,735	(22,021)	29,902	(35,045)	
Beginning Cash Estimated for July 1, 2022				84,264	76,446	100,857	99,181	120,000	
Estimated Ending Cash June 30, 2023				74,450	99,181	78,836	129,083	84,955	

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

TVCS D SEWER ENTERPRISE PROGRAM PRELIMINARY FISCAL YEAR 2022-2023 BUDGET

SUBMITTED: JUNE 8, 2022

Tomales Village Community Services District

P.O. Box 303 Tomales, CA 94971 (707)878-2767

DATE: June 8, 2022

TO: Stakeholders

FROM: Board of Directors, TVCS D

SUBJECT: TVCS D Sewer Budget for 2022-2023

OVERVIEW:

This Fiscal Year 2022-23 Budget Proposal is the outcome of a continuing effort by Board Members, staff, and standing committees to analyze District expenses and keep daily operational costs low by implementing efficiencies. Administrative costs are kept low with part-time staff and low office expense.

The major expenses anticipated in this budget will provide for significantly enhanced monitoring by the SCADA system, long delayed maintenance for the solar equipment and a clean-out of treatment pond #1. These improvements will upgrade performance and prolong the life of the existing equipment. The solar system maintenance should reduce electrical expense which has been rising sharply.

Budgeted income must pay for debt repayment as well as the expenses in this budget. Debt principal of \$561,998 was incurred in 2003 and 2010 for major improvements. After this 2022/2023 budget year, the balance of debt outstanding will be \$35,883. Over the years since 2010 the district has managed its income to maintain and improve the sewer system and pay off its debt. The details of planning for 2022/2023 follow:

SEWER PROGRAM INCOME

Sewer Service Fees (301.10, 301.15, 301.30)

The current service rate is \$81.90 per month per EU, or \$982.80 per year. No rate increase is being recommended in this budget.

Shoreline Unified School District Service Fees (301.20)

SUSD utilizes one-third of the capacity of the sewer system. Each year they are charged for one-third of the costs of operating the sewer program. The charge is derived from actual operating costs of the previous year 2021/2022 which is not yet finalized and audited as we draft this 2022/2023 budget.

SUSD Sinking Fund (305.00)

This is SUSD's one-third portion of the State Revolving Loan Fund debt service.

Interest Income (311.00)

Interest of \$574 on the loan the SUSD is paying back to the District plus bank account and investment interest. A significant portion of cash reserves is now invested with the State of California Local Agency Investment Fund paying competitive interest on liquid funds.

Levy 4 (315.50)

The Levy 4 Income from Marin County is anticipated to be about \$8,767 for this budget year; however, it does vary somewhat year to year.

SEWER PROGRAM EXPENSES

Collection, Treatment and Disposal (410.00 through 413.20)

Ongoing expenses for the community's wastewater collection, treatment and disposal. These costs include laboratory charges for testing, grounds maintenance, treatment supplies, solar equipment maintenance and electric power, cost of the latter being reduced by the solar system. Electricity expense has increased significantly in recent years, so \$4,000 is included in this budget for solar panel repairs to improve solar system efficiency. Funding for treatment pond maintenance includes \$8,500 to clean out one treatment pond. Laboratory testing costs have increased this year.

Licenses and Permits (414.22)

Permits are required for sewer system operation from the County of Marin and the California State Water Resources Control Board.

Insurance (414.31, 414.33)

The District's insurance carrier, SDRMA, has increased our rates 13% for Property & Liability Insurance for fiscal year 2022/2023 and reduced the workers' compensation rate 5%. The District pays the minimum fee for workers' compensation insurance for Board members and volunteers because of the small wage total.

Operation and Maintenance Services (414.50)

The current contract with Natural Systems Utilities is tied to the Consumer Price Index and has slowly risen over the years since 1999. The District renegotiated the contract for a 27% reduction effective July 2017, concurrent with assuming lab fee, grounds maintenance and supplies costs. A CPI increase in February 2023 of 4% is included in this budget, higher than recent years due to recent CPI increases.

Administrator's Fees (414.05,) Travel (414.81) and Training (414.85)

This budget includes one-third of the three-year contract with our new General Manager. We were very fortunate to find a qualified experienced special district administrator who began in this current fiscal year. The 2022/2023 budget is the first under her direction. Modest amounts are budgeted for travel and training.

Contracted Services (414.47, 414.49, 414.551, 414.552 and 414.553)

Part-time contractors perform financial services (414.47) and secretarial services (414.49) and have increased district transparency while saving the District over \$25,000 annually from prior years. Annual audits are performed as required (414.552) and legal services. (414.551) are provided for if needed. No consultant work (414.553) is anticipated.

Board Stipends (414.465,) Board Training (414.467) and Payroll Tax Expense (414.10)

This budget proposes \$5,000 for Board stipends to acknowledge time and effort for District oversight. Stipends are limited to \$100 per month per Board member. Our Board members are to be paid \$50 per meeting for up to 2 meetings per month as some Board members also sit on standing committees. Stipends are reported as compensation and the required payroll taxes are paid. The budget provides \$500 for training classes offered for special district and sewer service board members.

Office Expenses (414.41 – 414.45)

Postage, copying, web hosting, office supplies and equipment expenses, including software subscriptions, are kept to a minimum with increases only for rising prices. However, a new office computer is included in Equipment Expense (414.45) to replace a Dell computer purchased in 2005.

District Office Rent (414.48)

This budget allocates \$1,200 for our Tomales office space above Diekmann's Store.

Publications and Notices (414.60)

This budget includes the publication of required notices, such as the budget hearing, in the Point Reyes Light.

Newsletter (414.61)

The budget provides for the expenses of two newsletters this year.

Dues and Subscriptions (414.62)

Dues are limited to California Special Districts Association membership and the charges for 811 – Call Before You Dig inquiries in our area.

Solar Lease Agreement (414.67)

The Solar System was purchased with the sale of Clean Renewable Energy Bonds. The bond payment each year requires cash outlay of \$17,941 and the solar administrative fee is \$750. These are no-interest bonds, and consequently the \$750 fee is the only budgeted expense for this debt.

Plant and Building Maintenance (414.71)

A nominal amount is provided for upkeep of the structures at the sewer plant independent of the collection, treatment and disposal systems. Examples would be paint, minor repairs and light bulbs. Extensive repair work was done in the current year, so no further expense is anticipated in 2022/2023.

Repairs and Maintenance (414.72-414.79)

This section of the budget is used to appropriate funds for the infrastructure costs in the 10-year CIP plan. In the CIP plan \$17,500 had been estimated for 2022/2023 costs, but we have the opportunity to improve the functionality of the existing SCADA system, never performing as expected. Consequently this budget includes \$47,000 to improve the existing system to the performance and technology needed. The budget also includes \$2,600 for completing the CCTV inspection of the collection pipes.

Telephone and Internet Services (414.90)

AT&T charges for sewer plant phone and internet and for office internet. Costs have been reduced by eliminating telephone service at the office.

Election, LAFCO, County Administration (417.20-417.40)

Required annual assessments for LAFCO services, County election and sewer service fee collection through the County property tax system.

Interest Expense on the State Water Resources Control Board Revolving Fund Loan (420.20)

Interest expense at 2.50% on the SWRCB Revolving Fund loan, the last payment for which will occur in this 2022/2023 year.

Recommendations:

It is recommended that the Board of Directors take the following actions:

- Adopt resolution to maintain the rate of \$81.90/month per EU for 2022-2023 at the July 13, 2022 Board of Directors' Meeting.
- Adopt resolution to keep the standard hook-up fees at \$10,000 and keep the Ad Valorem tax rate at 0.02% of assessed valuation at the July 13, 2022 Board of Directors' Meeting.
- Adopt resolution to approve final Budget at the July 13, 2022 Board of Directors' Meeting.

Preliminary Sewer Program Budget 2022/2023

	19/20Budget	19/20Actual	20/21Budget	20/21Actual	21/22Budget	May31,2022Act 91.7% of year	2022_23Budget
Income							
301.10 · Service Charges - Monthly	983	983	983	1,147	983	819	983
301.15 · Service Charges - Annual Fees	1,966	1,966	1,966	4,423	1,966	1,966	1,966
301.20 · Service Charges - SUSD	64,299	58,926	62,299	62,961	61,782	60,379	62,961
301.30 · Service Charges - County	108,457	108,851	109,440	111,847	112,200	116,334	112,200
301.35 · Solar Portion - Debt Serv	8,280	8,280	8,280	5,520	5,520	5,520	5,520
301.30 · Total Service Charges - County	116,737	117,131	117,720	117,367	117,720	121,854	117,720
Total 301.00 · Service Charges	183,984	179,006	182,968	185,896	182,451	185,018	183,630
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	8,062
311.00 · Interest Income	2,000	2,552	3,000	1,348	2,000	911	1,348
315.50 · Levy 4	8,180	8,767	8,200	9,749	8,500	4,105	8,767
Total Income	202,226	208,637	202,230	215,305	201,013	198,096	212,057
Expense							
410.00 · Sewage Collection	460	391	400	352	450	408	3,300
411.00 · Sewage Treatment		7,321		4,780	2,500	1,648	10,150
411.03 · Sewage Treatment Electric	240	-1,592	200	2,161	2,000	8,864	9,000
411.08 - Solar Panel Inspect'n,Cleaning						400	900
4111.05 - Lab Costs	8,663	7,940	8,663	6,642	8,150	5,796	8,600
411.10 - Plant Maintenance Supplies	4,734	977	1,000	161	2,325	480	1,000
412.00 · Sewage Disposal Other	828		1,000		730	1,890	750
412.10 · Sewage Disposal Electric	340	-147	300	119	180	20	120
413.20 - Grounds Maintenance	5,000	800	4,000	1,600	1,600		1,800
414.05 · Administrator's Fees	47,375	37,942	49,200	50,423	99,623	27,554	55,000.00
414.10 - Payroll Tax Expense	550	70	1,045	312	1,200	867	1,200
414.22 · Licenses and Permits	1,376	1,645	1,645	1,736	1,800	2,030	2,050
414.31 · Property & Liability Insurance	7,737	8,289	10,788	10,787	9,143	9,222	10,417
414.33 · Worker's Comp Insurance	854	758	900	898	827	827	782
414.34 · Profess Liab Insurance Reimburs						188	750
414.41 · Postage and Delivery	360	246	360	428	360	313	400
414.42 - Printing and Copies	100		100				100
414.43 · Office Supplies	150	14	150	420	220	384	500
414.44 · Sonic - Web Hosting	100	100	100	95	100	125	100
414.45 · Equipment Expense	620	739	620	992	740	2,704	1,000
414.465 · Board Member Stipend	5,000	1,250	5,000	1,400	5,000	900	5,000
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	16,000
414.48 · Office Rent	1,200	1,200	1,200	1,200	1,200	900	1,200
414.49 · Secretary	4,000	1,812	4,000	3,015	6,000	5,883	8,000
414.50 · O&M Contractual Services	51,677	52,013	52,965	54,683	54,007	46,362	56,600
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	6,000
414.553 · Consulting	5,000		5,000		7,000	7,000	
414.61 · Newsletter Expense	500		500	22	500		500

Preliminary Sewer Program Budget 2022/2023

	19/20Budget	19/20Actual	20/21Budget	20/21Actual	21/22Budget	May31,2D22Act 91.7% of year	2022_23Budget
Income							
414.60 - Publication and Notices	175	185	350	185	200		200
414.62 · Dues and Subscriptions	1,225	1,262	1,275	1,290	1,300	1,441	1,500
414.67 · Solar Lease Admin Fee	750	750	750	750	750	750	750
414.70 · Major Repairs and CIP							
414.71 - Plant and Building Maintenance CIP	150		2,200			5,636	
414.72 - Computer Repairs CIP		0		-			
414.73 Equipment Repairs CIP		0		-			
CCTV Inspection of entire collection system CIP			10,000	7,500	3,000	5,200	2,600
System integration and SCADA programming CIP		10,090		-		1,405	52,300
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							
SubTotal 414.70 · Major Repairs and CIP	14,650	10,522	28,700	9,148	6,000	12,241	54,900
414.81 · Travel	700	434	500	552	500	250	500
414.85 Training	200		200	-	200		200
414.90 · Telephone and Internet Services	2,500	2,646	2,650	2,360	3,000	1,895	2,500
417.20 · Election Expense				-			300
417.30 · LAFCO Charges	190	158	190	130	150	146	150
417.40 County Tax Administration Fees	137	184	138	184	200	190	250
415.50 · Depreciation Expense		50,664		43,915		33,221	
420.20 · Interest Expense - SRF Loan	2,319	2,319	1,774	1,774	1,214	1,214	641
Total Expense	190,510	206,747	206,763	222,881	238,169	199,192	264,610
Net Income	11,717	1,890	-4,533	(7,576)	(37,156)	(1,096)	(52,554)
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	
Change in Receivables, Payables		8,782		7,778		(20,882)	
Net Change in Cash Balances	(26,308)	23,312	(43,001)	5,649	(76,070)	(27,672)	(94,199)
Beginning Cash		207,205		230,517		236,166	181,667
Ending Cash		230,517		236,166		181,667	87,468

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Category:	Financial	Policy 3150
Title:	Competitive Bidding	

POLICY TITLE: Competitive Bidding
POLICY NUMBER: 3150

3150.1 The purpose of this policy is to ensure that Tomales Village Community Services District (TVCS D) is obtaining its products and services at a competitive cost given the required product or service quality. This policy also establishes responsibility for the development of procedures and the bidding process. TVCS D Board of Directors has the responsibility to promote maximum competition in meeting the District’s procurement needs. The TVCS D Board of Directors will develop procedures for the solicitation of competitive bids and the use of alternative means of procurement in those cases where competitive bidding cannot be reasonably or practically followed.

3150.2 Transparent procurement method in which bids from competing contractors, suppliers, or vendors are invited by openly advertising the scope, specifications, and terms and conditions of the proposed contract as well as the criteria by which the bids will be evaluated. Competitive bidding aims at obtaining goods and services at the best value by stimulating competition, and by preventing favoritism. In open competitive bidding (also called open bidding) the sealed bids are opened in full view of all who may wish to witness the bid opening; in closed competitive bidding (also called closed bidding), the sealed bids are opened in presence only of the TVCS D Board of Directors.

3150.3 Annual Expenses/Project Costs greater than or equal to \$5,000 not subject to sealed bidding:

The TVCS D is required to solicit quotes/bids from at least 3 potential suppliers (assuming there are at least three feasible suppliers). The three quotes/bids are reviewed and the best value supplier selected. All quotes received are included as well as a short explanation of why the winning entity was selected (e.g., offered lowest cost, able to meet specific requirements, etc). This includes a proposed contract modification that changes the scope of a contract or increases the contract amount by more than the amount of the \$5,000 threshold.

3150.4 Recurring contracts and all expenses over \$25,000 are subject to open bidding:

If a need is recurring, the TVCS D is not required to solicit bids each year but is required to go out to do a competitive review at least once every 3-5 years, or at the term of the contract, whichever comes first and provide a summary of that review. The TVCS D Board of Directors will decide how to administer the process by either open or closed bidding. This also applies to expenses over \$25,000.

The TVCSD Board of Directors may decide to follow the open bidding process for expenses under \$25,000.

3150.5 The TVCSD Board of Directors will appoint a contact person to receive all sealed bids. This designated person *must not be a bidder*.

In order to provide maximum open and free competition, the District's purchasing procedures will not restrict or eliminate competition and, whenever appropriate, will not be brand name specific. When soliciting bids for products and/or services, the District should:

3150.5.1 Provide a clear and accurate description of the technical requirements for the product or service.

3150.5.2 Provide any and all requirements that must be fulfilled by the bidder and/or District as well as criteria that will be used during the evaluation of the bids or proposals.

3150.5.3 When applicable, provide a description of performance requirements including the range of acceptable characteristics and minimum standards.

3150.5.4 Provide any specific features of "brand name or equal" that must be met by the bidders.

3150.5.5 Accept, when applicable and feasible, products or services that conserve resources, protect the environment, and/or are energy efficient.

3150.6 Guidelines on Review of Bids:

Bid documents should include any required specifications and deadlines. All bidders will be determined to meet all requirements.

Bids received within specified timeline that meet requirements shall be considered for review. The bid should be awarded to the lowest bidder based on either cost alone or best value and/or quality. If using the best value method, rationale for selection should be documented and submitted with the contract.

Upon receipt of the competitive bids, a comparison of products and costs will be performed. Documentation verifying prices of the products and services are fair and reasonable will be maintained in the Central Purchasing files. Documentation includes, but is not limited to, advertisements, past purchases and quotes, and current list prices.

3150.7 Instances will arise where it may not be possible or appropriate to solicit competitive bids (for example, some products or services may only be available from a single source such as specialized research equipment or supply purchases; maintenance agreements; site licenses). In such situations, a sole source justification must be provided and, if compelling, will be approved by the TVCSD Board of Directors.

When a purchase involves a sole source vendor, a written justification needs to accompany the purchase request. In the event of emergency, when time is of the essence, sole source vendors may be used. The following components should be included within the justification:

- 3150.7.1** Reason the purchase is thought to be a sole source selection.
- 3150.7.2** Reason why the vendor was selected.
- 3150.7.3** Description of the selection process.
- 3150.7.4** Explanation of how the price was determined to be "reasonable."

3150.8 TVCSD Board of Directors will only make contracts with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. When reviewing bids and offers, consideration will be given to contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.

The bidder or offeror whose bid meets the criteria set forth in the solicitation and who presents the most advantageous offer relating to price, quality, and ability to provide the goods and/or services, will be awarded the contract.



FINANCIAL REPORT JUNE 2022

We have received the annual Marin Clean Energy payment for the credit balances built up in our solar program for the irrigation field equipment and the treatment pond equipment. Last year we received \$330.00. This year our payment was \$876.88. This improvement is all due to the solar system at the irrigation fields. The last time we earned a credit balance for the treatment ponds system was in 2018/2019. That credit was paid out to TVCSD in 2020, and none has built up since for the treatment ponds.

The 2022/2023 Sewer Program Budget presented in this month's packet includes significant expenses to maintain and improve our solar equipment and to get the SCADA system functional to monitor the solar equipment performance and perform as needed otherwise. This budget as presented forecasts using over \$90,000 of our cash reserves. Our current Sewer cash balances are \$181,667, down from \$236,166 at the end of last year. The low point of our cash balances this year was in November at \$141,000. Being down \$94,000 will mean consolidating our bank accounts. But we must have a working SCADA system. In December of 2022 we will make the last payment on one of our two debt obligations. Retiring this debt will mean the end of the debt payments made annually since 2003. Since 2010 the payments have been \$24,138 each year. After the 2022/2023 large expenditures and without one of our debt payments, we can hope to begin rebuilding some cash reserves in 2023/2024.

As we prepare this packet for the meeting, we are also hopeful for the continuation of Measure A for our park. The budget for the park is tentative at this point, but if Measure A continues, we will be able to provide for more management and utilization of the park. During this new budget year we aim to use our new office computer to make more information available to the Board, provide more clear reports, and improve our operating efficiency. The investment in our sewer system should also improve efficiency and provide much better information. It is something we can manage without incurring more debt.

GENERAL MANAGER REPORT

JUNE 8, 2022

General Management Statement and Goals

- Management and staff continued to focus this past month on 1) PGE/MCE/Solar NEM cost increase issue, 2) SCADA system problems 3) NSU operations contract renewal, 4) Sewer and Park FY2022-23 budgets, 5) new ADU policy, and 6) LAFCo parcel annexations.

New/Continuing Business

SEWER

- Sewer mains – the estimate from Roy’s Sewer Service for the flushing of the lines and mains between MH22 and MH23 as well as SSC01 (containing either gravel or grease/fog buildup) has been scheduled 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. We will review, compare, and possibly solicit one additional bid/estimate to assure that we have 3 bids from 3 different vendors before proceeding with confirming a contract. The complete SCADA system replacement is being included in the FY22-23 Draft-Budget to be completed this year using current estimates.
- Sewer system maintenance issues – repairs of the primary operational issues of concern have now been successfully completed by Jack Miller of JM Integrations – items completed are: 1) calibration of all 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. Duckweed and algae will be treated this week in ponds#2 and #3. NSU is now preparing for treatment pond #1 be pumped out by City Sewer Service, with grease and sludge hauled away, and pond cleaned for early July. This item is included in the FY22-23 Draft-Budget.
- NSU – the TVCSD/NSU contract is up for renewal June 30, 2022. NSU system Supervisor Brandon Jacka has provided the district with a 1-yr extension to the current 5-yr contract under the same terms and conditions for approval at the 6/8/22 board meeting.
- PG&E and Solar panel billing issues – we are continuing to monitor if repairs and changes to the solar system and usage are making a difference and reducing the previously increasing true-up billing costs. Treatment pond level sensors have now been repaired and/or calibrated so that NSU has better control to set aerator and pumping schedules to coordinate with daylight hours during solar generation. Solar panels have now been cleaned and one non-functioning 3000kw inverter at the storage ponds is scheduled to be replaced as soon as the County permit is issued. We have included for replacement of all three 3000kw solar inverters at the storage ponds with one new more efficient 9000kw inverter in the FY22-23 Draft-budget. We have also budgeted for annual maintenance to do an annual routine inspection of all the solar system components and to have the solar panels cleaned.

- LAFCo Annexation Request – the Board approved the annexation application request for one parcel (APN: 102-100-01) that includes addresses 21 and 23 Church Street. Plans include potential sewer connections for 2 Primary residences and 2 ADUs. I have been in communications with the property owner as they work through the LAFCo approval process.
- TVCS D ADU Policy – after researching State Legislative Statute AB 1866, Marin County Planning ordinances around ADUs, along with Sonoma County Water and other District’s policies, I have now drafted a new TVCS D ADU policy for Board review and input. I confirmed with Marin County Counsel Brandon Halter (assigned to TVCS D) that this would be a new fee and would need to follow the processes set out in Prop 218 for a 45-day public noticing and review period prior to a public hearing.

PARK

- Park ADA Handicap ramps for access to play equipment areas – met with Darin Judd to review previous Park plans and engineered drawings, then contacted Michael Watkins (from Ballard & Watkins – a third-party project administrator for Marin County planning) to discuss planning ADA requirements. Darin Judd is willing to be the architect on the project and has worked with Michael Watkins previously. It looks like potential target work dates would be in the fall after the Tomales Founders Day. This project has been included in the FY22-23 Draft-Budget.
- Chipper Days – both the Park and the Sewer Plant are separately scheduled for brush chipping at the Park (10 Valley Street) and Sewer plant (10 Irvin Road) for July 5. I am looking into the cost of hiring a tree or landscape maintenance crew to trim the Cypress tree next to the Water Tower prior to July 5. The second Chipper Day will be October 3 and the district can schedule for that if needed as well.
- Measure A Ballot Renewal – arrange for pickup of various Measure A signs.
- Park Cleanup Day – volunteered time and enjoyed helping in this great community effort.

GENERAL ADMINISTRATION

- District Elections – are to be held on November 8. We have 3 Board seats with terms expiring. I have submitted all documents with Marin County Elections Office for the TVCS D to hold an election.
- Office Computer – still need to transfer the subscription for the Carbonite backup system from the old computer to the new and install QuickBooks accounting software. I have now downloaded drivers for the office printer and my home office printer, and will continue organizing, merging and centralizing all the district’s business, documents, records, and emails.

Respectfully Submitted,
Mary Halley



May 23, 2022

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

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

RE: Self-Monitoring Report
Tomales, Marin County
Order No. R2-2015-0019
I.D. No. 264662
April 2022

Enclosed please find the Self-Monitoring Report.

Operations are satisfactory and maintenance on schedule.

Currently working on upgrades/repairs to SCADA and radio communication for this system.

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
4/1/2022	10.0	40.0	8.2	14.9	500.0	760.0	0.2	0.4	5.2	1.6	3.6	410.0	16.0	9.2	5.5	14.9	0.0			
4/2/2022	10.0																0.0			
4/3/2022	10.0																0.0			
4/4/2022	10.0																0.0			
4/5/2022	12.4	87.0	7.8	15.4								410.0	12.0	8.9	4.5	14.7	0.0			
4/6/2022	12.4																0.0			
4/7/2022	12.4																0.0			
4/8/2022	12.4																0.0			
4/9/2022	12.4																0.0			
4/10/2022	12.4																0.0			
4/11/2022	12.4																0.0			
4/12/2022	12.5	100.0	7.4	14.2								430.0	28.0	9.1	5.0	14.5	0.0			
4/13/2022	12.5																0.0			
4/14/2022	12.5																0.0			
4/15/2022	12.5																0.0			
4/16/2022	12.5																0.0			
4/17/2022	12.5																0.0			
4/18/2022	12.5																0.0			
4/19/2022	12.5																0.0			
4/20/2022	13.1	105.0	6.5	14.5								420.0	14.0	9.0	5.5	14.9	0.0			
4/21/2022	13.1																0.0			
4/22/2022	13.1																0.0			
4/23/2022	13.1																0.0			
4/24/2022	13.1																0.0			
4/25/2022	13.1																0.0			
4/26/2022	13.1																0.0			
4/27/2022	13.1																0.0			
4/28/2022	11.3	90.0	7.9	15.4								440.0	8.7	9.4	5.5	14.4	0.0			
4/29/2022	11.3																0.0			
4/30/2022	11.3																0.0			
Min	10.0		6.5	14.2	500.0	760.0	0.2	0.4	5.2	1.6	3.6	410.0	8.7	8.9	4.5	14.4			#DIV/0!	0.0
Mean	12.2		7.6	14.9	500.0	760.0	0.2	0.4	5.2	1.6	3.6	422.0	15.7	9.1	5.2	14.7			#DIV/0!	
Total	365.5																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			
Apr-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	3.1	8.5	4.5	14.1	3.1	8.8	4.5	14.6	3.1	9.4	5.5	14.7	7.0	9.5	7.5	15.2	7.0	9.3	6.5	15.3
2																				
3																				
4																				
5	3.0	8.1	3.5	14.3	3.0	8.4	4.0	14.6	3.0	8.8	5.0	14.7	7.5	9.8	8.0	15.5	7.5	9.8	8.0	15.4
6																				
7																				
8																				
9																				
10																				
11																				
12	3.4	8.7	4.0	14.0	3.5	9.0	5.0	14.2	3.5	9.3	6.0	14.3	7.0	10.2	7.5	14.8	7.0	9.9	8.5	14.9
13																				
14																				
15																				
16																				
17																				
18																				
19																				
20	3.0	8.4	3.5	14.2	3.0	8.7	4.0	14.3	3.0	9.2	6.0	14.6	7.0	9.8	8.0	14.6	7.0	9.7	8.0	14.8
21																				
22																				
23																				
24																				
25																				
26																				
27																				
28	3.3	8.6	3.0	14.0	3.3	9.0	4.0	14.2	3.3	9.4	5.5	14.3	7.0	9.9	8.0	14.6	6.5	10.1	8.5	14.7
29																				
30																				

**TOMALES TREATMENT PONDS
STANDARD OBSERVATION REPORT**

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

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	4/1/22	4/5/22	4/12/22	4/20/22	4/28/22
Day	FRI	TUES	TUES	WED	THURS
Time	1:40PM	1:30PM	2:10PM	2:40PM	4:00PM
Operator	AG	AG	AG	AG	AG
* Nuisance odors from ponds	N	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N	N
Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Sign posting that wastewater is unsafe to drink	Y	Y	Y	Y	Y

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

TOMALES INFLUENT HEADWORKS

STANDARD OBSERVATION REPORT

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

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	4/1/22	4/5/22	4/12/22	4/20/22	4/28/22
Day	FRI	TUES	TUES	WED	THURS
Time	1:40PM	1:30PM	2:10PM	2:40PM	4:00PM
Operator	AG	AG	AG	AG	AG
Rain fall, inches	0.25	0	0.1	1.4	0
* Nuisance odors (smell)	N	N	N	N	N
*Evidence of any standing water	N	N	N	N	N
* Evidence of mosquitos breeding	N	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N	N
* Evidence of structure seepage	N	N	N	N	N

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

**TOMALES STORAGE PONDS
STANDARD OBSERVATION REPORT**

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

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	4/1/22	4/5/22	4/12/22	4/20/22	4/28/22
Day	FRI	TUES	TUES	WED	THURS
Time	1:40PM	1:30PM	2:10PM	2:40PM	4:00PM
Operator	AG	AG	AG	AG	AG
- Nuisance odors from ponds	N	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N	N
* Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Signage that wastewater is unsafe to drink	Y	Y	Y	Y	Y

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

**TOMALES CHLORINE STORAGE TANK
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year)

April 2022

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	4/1/22	4/5/22	4/12/22	4/20/22	4/28/22
Day	FRI	TUES	TUES	WED	THURS
Time	1:40PM	1:30PM	2:10PM	2:40PM	4:00PM
Tech	AG	AG	AG	AG	AG
* Evident of any leaks	N	N	N	N	N
Cl2 gallons added	0	0	0	0	0
Warning Signs Improperly Posted	N	N	N	N	N

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

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

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

Month: April 2022

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Day	4/1/22	4/5/22	4/12/22	4/20/22	4/28/22
Time	FRI	TUES	TUES	WED	THURS
Operator	AG	AG	AG	AG	AG
Evidence of standing water					
* Evidence of runoff from site	N	N	N	N	N
Evidence of erosion caused by irrigation	N	N	N	N	N
Evidence of system run off containment system from proper condition and integrity.	N	N	N	N	N
*Any odors	N	N	N	N	N
Mosquito breeding resulting from irrigation	N	N	N	N	N
* Evidence of improper distribution system components and hydraulic integrity	N	N	N	N	N
Perimeter fence posting informing public wastewater is not safe to drink	Y	Y	Y	Y	Y

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

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



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

April 30, 2022

Sample Collected: 04/01/22
Sample Received: 04/01/22
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	422-6938	422-6939-41
Sample Description:	Influent	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	500.	16.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	760.	410.
Nitrate N mg/L (EPA Mthd. 352.1)		<0.20
Nitrite N mg/L (EPA Mthd. 300.0)		<0.40
Total Kjeldahl N mg/L (Std. Mthds. 4500-NH ₃ C, 2011)		5.2
Ammonia N mg/L (EPA Mthd. 350.1)		1.6
Total Organic N mg/L		3.6

BOD Start Date: 04/01/22
BOD Completed Date: 04/06/22

BRELJE AND RACE LABORATORIES, INC.

SARA McCALLUM, LABORATORY DIRECTOR
SM:lja



April 30, 2022

Sample Collected: 04/05/22
Sample Received: 04/05/22
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	422-7259
Sample Description:	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	12.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	410.

BOD Start Date: 04/07/22
BOD Completed Date: 04/12/22

BRELJE AND RACE LABORATORIES, INC.

SARA M^cCALLUM, LABORATORY DIRECTOR
SM:lja



April 30, 2022

Sample Collected: 04/12/22
Sample Received: 04/12/22
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER 422-7781
Sample Description: TR – Effluent

ANALYSIS
BOD₅ @ 20°C mg/L 28.
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 430.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 04/14/22
BOD Completed Date: 04/19/22

BRELJE AND RACE LABORATORIES, INC.

SARA M^cCALLUM, LABORATORY DIRECTOR
SM:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

May 7, 2022

Sample Collected: 04/20/22
Sample Received: 04/20/22
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	422-8366
Sample Description:	TR – Effluent

ANALYSIS

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

BOD Start Date: 04/21/22
BOD Completed Date: 04/26/22

BRELJE AND RACE LABORATORIES, INC.

SARA ROSAS, LABORATORY DIRECTOR
SR:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

May 7, 2022

Sample Collected: 04/28/22
Sample Received: 04/28/22
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER 422-8912
Sample Description: TR – Effluent

ANALYSIS

BOD₅ @ 20°C mg/L 8.7
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 440.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 04/29/22
BOD Completed Date: 05/04/22

BRELJE AND RACE LABORATORIES, INC.



SARA ROSAS, LABORATORY DIRECTOR
SR:lja

DRAFT-RESOLUTION NO. XX-XX

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOMALES VILLAGE
COMMUNITY SERVICES DISTRICT TO SET SEWER RATES FOR AUXILARY
DWELLING UNITS (ADUs and JDUs)**

Recitals

WHEREAS, the TOMALES VILLAGE COMMUNITY SERVICES DISTRICT ("District") has no current set sewer connection fees, permit fees, or capacity rates for the inclusion or addition of Auxiliary Dwelling Units (ADUs) within the District's service area; and

WHEREAS, the County of Marin, as the local building regulatory agency, provides for the building and permitting of ADUs throughout unincorporated Marin County (Title 22 Development Code Section 22.32.120), and that only one ADU is allowed on a lot restricted to single family residential development. An ADU may be rented but shall not be sold or otherwise conveyed separately from the primary dwelling unit and an ADU can only be rented for terms longer than 30 consecutive days; and

WHEREAS, the State of California has enacted legislation (AB 68 2018) to amend California Government Code Sections 65852.2 and 65852.22 relating to land use, with the intention of reducing restrictive local ADU building codes and to encourage the development of ADUs; and

WHEREAS, local utility agencies and special districts have begun adapting policies to align with enacted legislation that must consider the impact and capacity charges and rate structure for residential customers; and

WHEREAS, ADUs are allowed where there is an existing or proposed primary residence on parcels that are zoned as agricultural, residential, or mixed-used, and with specific conditions for parcels subject to Williamson Act contracts.; and

WHEREAS, an ADU is defined as a secondary living space not exceeding 1,200 square feet that shares the same building lot of a primary single-family residential dwelling. The ADU may or may not be within the footprint of the primary residential dwelling. An ADU can be a converted living space or a newly constructed living space. An ADU must have its own living, sleeping, eating, cooking, and sanitation facilities (full kitchen and bathroom); and

WHEREAS, ADUs can also be referred to more commonly as granny flats, in-law units, backyard cottages, and secondary units among other names, but if the space meets the definition of an ADU, the new California Government Code is applicable; and

WHEREAS, a Junior Accessory Dwelling Unit (Jr. ADU, JADU) is defined as a space that is generally contained within the footprint of the primary residential dwelling, has less than 500 square feet floor space, has an efficiency kitchen, but may or may not have its own bathroom that is connected to a sewer system. As such, JDUs and are exempt from capacity charges and annual service fees; and

WHEREAS, for JDUs (constructed within the existing spaces of a single-family residence or accessory structure), Government Code prohibits a local agency, including a special district, to require a new sewer connection, or charge connection fees, for built-in JDUs; and

WHEREAS, for independent ADUs (on the same lot as the main residence but not within any existing structure), the local agency can require a new connection, and impose a connection fee, but the fee must be proportionate to the burden of the proposed ADU on the sewer system based on either its size or the number of plumbing fixtures. The connection fee also cannot exceed the reasonable cost of providing the sewer service. (GC 65852.2(f)(2)(B); GC 66013(a)); and

WHEREAS, currently, the District assesses charges based on the capacity needed in the sewer system as compared to the estimated single-family dwelling contribution. The comparison is known as an equivalent (single-family) unit (EU). A dollar amount that approximates the value of the capacity committed by the parcel is multiplied by the EU to generate the capacity charge amount. Standard single-family dwellings are assessed at 1.0 EU; and

WHEREAS, currently the District assesses a one-time capacity charge or connection fee of \$10,000 in order to connect to the sewer system, a one-time \$240 permit fee to cover the cost of one inspection, and an ongoing \$983 annual service fee; and

WHEREAS, legislation requires that capacity charges be proportional to the burden of the proposed ADU and to be consistent with CGC 65852.2. The proportion can either be based upon drainage fixture units or square footage. The District has determined it will use a square footage basis for the ADU capacity charge rate structure; and

WHEREAS, the LAFCo 2022 MSR has the population of the District as 187 with 82 residential units, which makes 2.3 people per EU. For the purpose of assigning proportional burden, it is assumed that ADUs that are 1,200 square feet or smaller, and will be occupied by a maximum of 2 persons. The EU for each unit is calculated in accordance with the expected occupancy. The recommend changes to capacity charges are summarized in **Table 1.** below; and

Accessory Dwelling Space	Capacity Charge EU Value
All JADUs	<i>0 (No Capacity Charge)</i>
Converted Existing Structure	<i>0 (No Capacity Charge)</i>
New Construction ADUs, 1200 square feet and smaller ¹	<i>0.87</i>
New Construction non-ADUs	<i>1.0</i>

Table 1. Recommended Accessory Dwelling EUs for Capacity Charges

¹When converted in accordance with CGC 65852.2 (e)(1)(A) as determined by the TVCSD.

WHEREAS, wastewater flows, biochemical oxygen demand loads, and total suspended solids loads cannot be completely determined by square footage, such that each ADU should be considered equivalent to a single-family dwelling assumed flows and loads for annual service rates as summarized in **Table 2.;** and

Accessory Dwelling Space	<i>EU Value</i>
All JADUs	0.0
Converted Existing Structure	1.0
New Construction ADUs, 1200 square feet and smaller	1.0
All non-ADUs	1.0

Table 2. Recommended Accessory Dwelling Annual Service Rate Structure

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. New ADU Connection Fee. The Board hereby approves an ADU connection that will be 0.87 of the current Non-ADU Connection fee.
3. Annual Service Fee. The Board hereby approves that all connections (ADU and Non-ADU) will incur the same rate of Annual service fee which is based on 1 EU.
4. Permit Inspection Fee. The Board approves that the District will charge at a rate of \$250 per inspection as required to complete any new connection.
5. Effective Date of Ordinance. This Resolution shall take effect immediately upon its adoption.

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

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

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

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Approved as to content for District:

Mary Halley, General Manager

By: _____

Donna Clavaud, Board President



**ADDENDUM
TO
OPERATIONS AND MAINTENANCE CONTRACT
BETWEEN
TOMALES
AND
NATURAL SYSTEMS UTILITIES**

For The Operations and Maintenance of Tomales WWTP

RECITALS

This Addendum to the "Operations and Maintenance Contract" dated July 1, 2017 ("Contract") is made and entered into as of the __1st_ day of July 2022 ("Effective Date"), by and between Tomales ("Owner") and Natural Systems Utilities ("NSU"). The Owner and NSU are sometimes collectively referred to herein as the "Parties", and each individually as a "Party".

WHEREAS, the Parties entered into the Agreement on July 1, 2017, pursuant to which the Owner engaged NSU to provide operations and maintenance services for the "System", as more specifically described in the Agreement and the schedules annexed thereto; and

WHEREAS the term of the agreement has changed due to a mutual agreement of the Parties, as further outlined below:

WHEREAS the Owner and NSU desire to modify the Agreement upon the terms and conditions as set forth in this Addendum.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, and intending to be legally bound hereby, the Parties agree that the Contract is amended as follows:

1. The parties agree that the foregoing recitals are true and correct and form part of this Addendum.
2. The parties wish to amend the agreement by way of execution of this addendum to add to "term" the following language:
 - This contract will be extended beyond the 5 year term to add a sixth year July 1, 2022 – June 30, 2023.



WATER REIMAGINED

- 3. All terms and conditions of the Contract not modified by this Addendum shall remain unchanged and in full force and effect. The terms and conditions of this First Amendment shall be subject to and construed in accordance with the unmodified terms and conditions of the Contract.

(Signature page to follow)

IN WITNESS WHEREOF and intending to be legally bound hereby and with the duly authorized delegation of authority to enter into this addendum, the Parties hereto have set their hands and have caused these presents to be executed the day and year above written.

Tomales

By: _____

Name: _____

Title: _____

NATURAL SYSTEMS UTILITIES

By: _____

Name: _____

Title: _____





WATER REIMAGINED

