



TVCS D Board of Director's & Public Hearing Meeting Agenda

Date: Wednesday, July 13, 2022 7 pm VIA ZOOM

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

Notice of Teleconferenced Meeting

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

Board Members Teleconferencing: Donna Clavaud, Bill Bonini, Dru Fallon O'Neill, 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/91391770069?pwd=L0puSWw1YzINbFl2alh5Z0U1QkdIUT09>

Meeting ID: 913 9177 0069

Passcode: 296561

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

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 July 13, 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 ● John Ward



- a. Adopt Resolution # 22-08: AB 361 Renewing Authorization for Remote Teleconferencing Meetings
- b. Approval of June 8, 2022 TVCSD Board Meeting Minutes
- c. Review and Approve Financial Statements
- d. Adopt Resolution #22-06 "Amended": to hold elections to include a short term seat due to the vacancy if it is not to be filled prior to the election

V. Items Removed from Consent Calendar Action

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

VI. Receive Public Comments on the Proposed Sewer Service Rates and Method of Collection for FY 22/23

1. Adopt Resolution 22-09: Maintaining the Current Sewer Service Rate at \$81.90 per month per "equivalent

unit" ("EU") for FY 22/23 Action

2. Adopt Resolution 22-10: Maintaining the Current Connection Fee of \$10,000 per EU and Keeping the Ad Valorum Tax Rate at .02% on Assessed Value for FY 22/23 Action

VII. Conduct Public Hearing to Receive Comments on the Proposed Final Sewer and Park Budgets for FY 22/23

1. Approve 22/23 Sewer Budget Action
2. Approve 22/23 Park Budget Action
3. Adopt Resolution 22-11: Final Sewer Budget for FY 22/23 Action
4. Adopt Resolution 22-12: Final Park Budget for FY 22/23 Action

VI. Board Member Reports

VII. Committee Reports

- a. Park Advisory Committee (PAC)

1. Review June 27, 2022 PAC Meeting Minutes

- b. Financial Advisory Committee (FAC)

1. Review June 29, 2022 FAC Draft Meeting Minutes

VIII. Financial Report (Melinda Bell)

- a. Financial Manager's Report

IX. General Manager's Report

X. NSU Report

- a. Review May 2022 reports

XI. Pending Business

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.

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Board of Directors:

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

RESOLUTION NO. 22-08

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 July 13, 2022 PURSUANT TO AB 361

Recitals

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.
2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and COVID-19 has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District.
3. Ratification of Governor’s Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California’s Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

4. Remote Teleconference Meetings. The General Manager and Staff of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.
5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption. The Board of Directors will review these findings and the need to conduct meetings by teleconference within 30 days of the adoption of this Resolution in accordance with Government Code section 54953(e)(3) .

ADOPTED by the Board of Directors of the Tamales Village Community Services District on July 13, 2022, by the following roll call votes:

Clavaud Bonini O'Neill Ward

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

Dated: July 13, 2022 TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Approved as to content for District:

Mary Halley, General Manager

Donna Clavaud, President



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, June 8, 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

Board Members Absent: John Ward

Also Present: Mary Halley, TVCS D General Manager; Melinda Bell, TVCS D Financial Manager; Cynthia Hammond, TVCS D Recording Secretary

Others Present: Steve England, Aspect Engineering

I. Call To Order:

Donna Clavaud called the meeting to order at 7:05 p.m.

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

None

III. Approval of June 8, 2022 TVCS D BOD Meeting Agenda

Bill Bonini motioned to approve the June 8, 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** O'Neill

AYES 3; NOES 0; ABSTAIN 0; ABSENT 2 (Ward), (MacLaird; joined the BOD meeting at 7:10 pm)

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 # 22-07: AB 361 Renewing Authorization for Remote Teleconferencing Meetings
- b. Approval of May 11, 2022 TVCS D Board Meeting Minutes

Dru Fallon O’Neill motioned to approve the Consent Calendar. Bill Bonini seconded the motion.

Directors Roll Call:

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

AYES 3; NOES 0; ABSTAIN 0; ABSENT 2(Ward), (MacLaird; joined the BOD meeting at 7:10 pm)

V. Items Removed from Consent Calendar

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

None

VI. Board Member Reports

Donna Clavaud reported CSDA is offering a free webinar, for members, titled Efficiency with Cloud Technology on June 14th, 2022 from 10 – 11 am for those who may be interested.

Donna Clavaud also reported the Marin County Housing and Safety Element draft report has been published for public review. The draft report is available on the County of Marin’s website.

VII. Committee Reports

a. Park Advisory Committee (PAC)

1. Review May 25, 2022 PAC Work Session Notes (No Quorum for Meeting)

Work Session Notes were reviewed. Dru Fallon O’Neill said another Park clean-up day will coincide with Chipper Day; which is scheduled for the week of July 5th.

Donna Clavaud said the Park signage is being designed, once completed Fast Signs will produce the metal signs.

Donna Clavaud reported Measure A passed with 2/3rds majority vote which guarantees continued Park funding.

b. Financial Advisory Committee (FAC)

1. Review May 30, 2022 FAC Meeting Minutes

May 30, 2022 Meeting Minutes were reviewed.

Donna Clavaud made a correction on the April 27th, 2022 FAC meeting session notes. The meeting was a Budget Work Session and not a regular meeting; therefore there was no need to approve those Budget Work Session notes.

Dru Fallon O’Neill pointed out a few typos in the FAC Meeting minutes: 1). Board Packet page #13, 5th paragraph states “Our policy may be set the limits too low”. It should read “Our policy limits may be set too low”. 2). Board Packet page #14, 4th paragraph, last line states “ What do we do to identify illegal ADU’S who are not connection.....” change “connection” to “connected”. Donna Clavaud will amend the minutes to reflect changes.

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

Preliminary Park Budget for FY 2022/2023 was reviewed.

Donna Clavaud said there were missing figures in the Park Budget and Narrative because Measure A had not passed prior to developing the Preliminary Park Budget and Narrative. More specific numbers will be added after the Measure A election. A FAC meeting will be held in late June to finalize numbers. Melinda Bell suggested adding \$16,000 - \$17,000 for Measure A income to the budget now that Measure A has been passed and noted the budget can always be amended.

Donna Clavaud said Administrative Management needed to be added to the Park budget for Mary Halley and Cynthia Hammond as well as a Park Rental Coordinator and a Park Maintenance person. Job descriptions for Park Rental Coordinator and Park Maintenance are in the process of being written. Hours TBD.

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

Preliminary Sewer Budget and Narrative for FY 2022/2023 was reviewed.

Mary Halley is reviewing the 10-year CIP Plan for the Sewer system. Mary Halley will also check with NSU about the life span on Sewer system parts, such as slip-lining the entire system, to more accurately project a revised CIP Plan.

Mary Halley developed a DRAFT ADU Resolution for TVCSD and she will contact Marin County Council to clarify the process.

Donna Clavaud noticed that painting the Plant and storage shed was not included in the Sewer budget. Melinda Bell said this can be added to the budget at the next FAC meeting.

Mary Halley received a bid for Solar Works (for Solar panel cleaning and inspection) and hopes to keep it at \$400 yearly.

4. Review TVCSD Competitive Bidding Policy

Donna Clavaud said this policy (#3150) was adopted 3/2014. There were questions regarding 3150.3 and 3150.4. Mary Halley said it seems that \$5,000 should be in the range of maintenance and going through three (3) bidding processes is cumbersome and suggested raising that amount to perhaps \$10,000. Policy also states "Recurring contracts and all expenses over \$25,000 are subject to open bidding for expenses under \$25,000", which seems confusing. These items will be addressed at the FAC meeting and reported back to the TVCSD BOD.

VIII. Financial Report (Melinda Bell)

a. Financial Manager's Report

Financial Manager's Report was reviewed.

Melinda Bell said she wants to contact Brandon Jacka from NSU regarding the PG & E bill which reflects the reading of the irrigation meter which has shown more generation than usage, until this month. The treatment meter has a credit for the first time since August 2020. Bill Bonini said the pumps are not running at peak time, and 24/7, and the cleaning of the solar panels probably has had a positive effect on the billing.

IX. General Manager's Report

General Manager's report was reviewed.

Mary Halley said she was meeting with goat herders regarding renting goats for vegetation clearance at the Plant.

Mary Halley also stated LAFCO is approving the annexation application tomorrow and sent Mary Halley the paperwork packet; it shows the Levy 4 tax will be forfeited for these parcels. The Levy 4 tax will not be given for any parcels annexed in to the TVCSD district and Mary Halley suggested looking at rates and the DRAFT TVCSD ADU policy.

X. NSU Report

- a. Review April 2022 reports

NSU reports were reviewed.

XI. Pending Business

- a. Review DRAFT TVCSD ADU Resolution

Donna Clavaud asked about Table 1 in the DRAFT ADU Resolution: Recommended Accessory Dwelling EUs for Capacity Charges (No Capacity Charge) for Converted Existing Structure and Table 2 in the DRAFT ADU Resolution: Recommended Accessory Dwelling Annual Service Rate Structure (Converted Existing Structure, EU value 1.0). Donna Clavaud questioned why converted existing structures are charged at EU value 1.0 but no hook-up fees for a converted barn, garage or shed? Mary Halley explained that this came out of the ordinance; if there is something already attached to the house or an already built structure, it can't be charged a connected fee. Donna Clavaud disagreed and Mary Halley said TVCSD BOD should define the categories and this DRAFT TVCSD ADU Resolution is just a starting point to move forward.

Donna Clavaud liked the draft and said in order to approve this resolution, with definitions; it requires a forty five (45) day Public Notice as this would be a new fee structure. Mary Halley agreed. Donna Clavaud said since there isn't an August TVCSD BOD meeting, she would like to approve this resolution in July or September. Bill Bonini would like to hold a workshop meeting regarding this resolution. Donna Clavaud thought this would be a worthy consideration. Mary Halley said that would be fine, however: two (2) Board Members could be assigned to this; otherwise a Special Meeting would be required (if more than two (2) Board members attended this meeting. Donna Clavaud thought a September meeting would be more realistic for approval of the DRAFT TVCSD ADU Resolution.

- b. Review and Approve one (1) year NSU Contract Renewal

Mary Halley said the NSU Contract Renewal renews the current contract to June 30th, 2023.

Bill Bonini motioned to renew the one (1) year NSU Contract to June 30th, 2023. Dru Fallon O'Neill seconded the motion.

Directors Roll Call:

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

AYES 4; **NOES 0;** **ABSTAIN 0;** **ABSENT 1** (Ward)

XII. Other Business

None

XIII. New Business

None

XIV. Old Business

None

XV. Correspondence

The Tomales HS BBQ Reunion is scheduled for July 30th, 2022 at the Park.

XVI. Adjournment

TVCS D June 8, 2022 Board Meeting was adjourned at 8:53 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.*

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**Comparative Balance Sheets Preliminary June 30
2021 and 2022**

		PARK	June 29, 22	June 29, 21	\$ Change	% Change
ASSETS						
Current Assets						
	131.00 · Cash					
	131.48 · CA LAIF		31,106.46	31,019.86	86.60	0.28%
	131.42 · Bank of Marin - Money Market		66,857.61	24,982.81	41,874.80	167.61%
	131.46 · Bank of Marin - Park Account		26,867.83	43,178.52	-16,310.69	-37.78%
	Total 131.00 · Cash		124,831.90	99,181.19	25,650.71	25.86%
	139.00 · Accrued Interest Receivable			25.33		
	Total Current Assets		124,831.90	99,206.52	25,625.38	25.83%
Fixed Assets						
	100.20 · Land and Land Rights		132,000.00	132,000.00	0.00	0.0%
	Original Cost		461,790.46	461,790.46	0.00	0.0%
	105.00 · Depreciation		-95,463.00	-95,463.00	0.00	0.0%
	Total 111.00 · Park Equipment		366,327.46	366,327.46	0.00	0.0%
	Total Fixed Assets		498,327.46	498,327.46	0.00	0.0%
TOTAL ASSETS	PARK		623,159.36	597,533.98	25,625.38	4.29%
LIABILITIES & EQUITY						
Liabilities						
	222.00 · Accounta Payable		667.57	2,954.40	-2,286.83	-77.4%
	220.00 - Refundable Deposits		750.00	0.00	750.00	100.0%
	Total Liabilities		1,417.57	2,954.40	-1,536.83	-52.02%
Equity						
	252.50 · Investment in Capital Assets		498,327.46	498,327.46	0.00	0.0%
	260.00 · Unassigned Fund Balance		96,252.12	73,517.14	22,734.98	30.93%
	Net Income		27,162.21	22,734.98	4,427.23	19.47%
	Total Equity		621,741.79	594,579.58	27,162.21	4.57%
TOTAL LIABILITIES & EQUITY	PARK		623,159.36	597,533.98	25,625.38	4.29%
ASSETS						
SEWER						
Current Assets						
	131.00 · Cash					
	131.20 · CA Local Agency Investm Fnd		72,581.73	72,379.65	202.08	0.28%
	131.31 · Redwood Credit Union		40,816.15	40,760.06	56.09	0.14%
	131.42 · Bank of Marin - Money Market		16,002.37	86,421.99	-70,419.62	-81.48%
	131.44 · Bank of Marin - Sewer		23,725.28	33,827.43	-10,102.15	-29.86%
	131.48 · Bank of Marin - Solar		6,085.60	2,776.61	3,308.99	119.17%
	Total 131.00 · Cash		159,211.13	236,165.74	-76,954.61	-32.59%
	137.00 · Accounts Receivable		0.00	982.80	-982.80	-100.0%
	135.00 Accrued Interest Receivable			59.09	-59.09	-100.0%
	Total Current Assets		159,211.13	237,207.63	-77,996.50	-32.88%
Fixed Assets						
	100.00 · Property, Plant and Equipment		791,665.97	791,665.97	0.00	0.0%
	100.10 · Maps and Records		17,248.00	17,248.00	0.00	0.0%
	100.20 · Land and Land Rights		52,788.00	52,788.00	0.00	0.0%
	105.00 · Less Accumulated Depreciation		-822,377.54	-782,211.99	-40,165.55	-5.14%
	110.00 · Improvement Project		939,393.31	939,393.31	0.00	0.0%
	112.00 · Solar System		269,945.21	269,945.21	0.00	0.0%
	Total Fixed Assets		1,248,662.95	1,288,828.50	-40,165.55	-3.12%
	136.00 · SUSD Note Receivable		9,572.06	11,521.75	-1,949.69	-16.92%
TOTAL ASSETS	SEWER		1,417,446.14	1,537,557.88	-120,111.74	-7.81%
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
	222.00 · Accounts Payable		24,628.71	30,404.17	-5,775.46	-19.0%
	230.00 - Fed Payroll Tax Payab			255.16	-255.16	-100.0%
	231.00 - CA Payroll Tax Payable			8.00	-8.00	-100.0%
	Total Current Liabilities		24,628.71	30,667.33	-6,038.62	-19.69%
Long Term Liabilities						
	211.00 · SWRCB SRF Loan		25,653.97	48,577.22	-22,923.25	-47.19%
	215.00 · CREBS Bond		71,764.66	89,705.84	-17,941.18	-20.0%
	Total Long Term Liabilities		97,418.63	138,283.06	-40,864.43	-29.55%
	Total Liabilities		122,047.34	168,950.39	-46,903.05	-27.76%
Equity						
	262.00 · Capital Asset Reserve		40,000.00	40,000.00	0.00	0.0%
	262.50 · Restricted Connection Fees		30,000.00	30,000.00	0.00	0.0%
	264.00 · Operating Reserve		51,690.75	51,690.75	0.00	0.0%
	265.00 · Net Assets - Unrestricted		1,246,916.74	1,254,492.13	-7,575.39	-0.6%
	Net Income		-73,208.69	-7,575.39	-65,633.30	-866.4%
	Total Equity		1,295,398.80	1,368,607.49	-73,208.69	-5.35%
TOTAL LIABILITIES & EQUITY	SEWER		1,417,446.14	1,537,557.88	-120,111.74	-7.81%

**TVCS D Sewer Enterprise
Budget and Previous Year Comparison
July 2021 through June 2022**

	Budget	Actual	Actual	
	2021/2022	2021/2022	2020/2021	\$ Change
Income				
301.10 · Service Charges - Monthly	983	982.80	1,146.60	-163.80
301.15 · Service Charges - Annual Fees	1,966	1,965.60	4,422.60	-2,457.00
301.25 · Solar Portion - SUSD		0.00	5,992.35	-5,992.35
301.20 · Service Charges - SUSD - Other	61,782	60,379.20	56,968.21	3,410.99
301.35 · Solar Portion - County	5,520	5,520.00	5,520.00	0.00
301.30 · Service Charges - County - Other	112,200	121,622.17	111,846.71	9,775.46
Total 301.00 · Service Charges	182,451	190,469.77	185,896.47	4,573.30
303.10 · Permit and Inspection Fees		0.00	250.00	-250.00
303.00 · Connection Fees - Other		0.00	10,000.00	-10,000.00
305.00 · SUSD Sinking Fund - SWRCB	8,062	8,062.00	8,062.00	0.00
311.00 · Interest Income	2,000	919.19	1,348.08	-428.89
315.50 · Levy 4	8,500	4,600.86	9,748.66	-5,147.80
Total Income	201,013.00	204,051.82	215,305.21	-11,253.39
Expense				
413.00 - Grounds Maintenance		1,980.00	1,600.00	380.00
410.10 · Sewage Collection Electric	450	465.55	320.96	144.59
410.00 · Sewage Collection - Other		0.00	30.96	-30.96
411.05 - Lab Bills	8,150	7,147.00	6,641.70	505.30
411.10 - Maintenance Supplies	2,325	480.00	160.86	319.14
411.03 · Sewage Treatment Electric	4,500	12,959.80	2,160.55	10,799.25
411.08 · Solar Panel Inspection, Cleaning		400.00	0.00	400.00
411.00 · Sewage Treatment - Other		5,246.50	4,780.00	466.50
412.10 · Sewage Disposal Electric	180	-833.62	118.93	-952.55
412.00 · Sewage Disposal - Other	730	3,232.52	0.00	3,232.52
414.11 - Social Security Tax		721.06	174.38	546.68
414.12 - Medicare Payroll Tax		126.58	42.42	84.16
414.13 - State Unemployment Tax		239.07	95.22	143.85
Total 414.10 - Payroll Tax Expense	1,200	1,086.71	312.02	774.69
414.05 · Administrator's Fees	53,300	65,741.25	50,422.50	15,318.75
414.22 · Licenses and Permits	1,800	2,030.00	1,736.00	294.00
414.31 · Property & Liability Insurance	9,143	9,222.01	10,787.49	-1,565.48
414.33 · Worker's Comp Insurance	827	826.67	897.80	-71.13
414.34 · Profess Liab Insurance Reimburs		375.00	0.00	375.00
414.41 · Postage and Delivery	360	398.96	428.00	-29.04
414.43 · Office Supplies	220	427.92	420.43	7.49
414.44 · Sonic - Web Hosting	100	140.90	95.40	45.50
414.45 · Equipment Expense	740	3,189.40	992.34	2,197.06
414.467 · Board Meeting Training	500			
414.465 · Board Member Stipend	5,000	900.00	1,400.00	-500.00
414.47 · Clerical/Bookkeeping	13,000	20,272.00	14,966.90	5,305.10
414.48 · Office Rent	1,200	1,200.00	1,200.00	0.00
414.49 · Secretary	6,000	7,368.00	3,015.00	4,353.00
414.50 · O&M Contractual Services	54,007	55,612.98	54,683.30	929.68
414.551 · Legal Fees		60.25	0.00	60.25
414.552 · Accounting	5,500	6,000.00	5,400.00	600.00
414.553 · Consulting	7,000	7,000.00	0.00	7,000.00
414.61 · Newsletter Expense	500	232.94	21.91	211.03
414.60 · Publication and Notices - Other	200	174.00	184.50	-10.50
414.62 · Dues and Subscriptions	1,300	1,441.00	1,290.00	151.00
414.67 · Solar Lease Admin Fee	750	750.00	750.00	0.00
414.70 · Repairs and Maintenance CIP				
414.71 · Plant and Building Maintenance CIP		5,635.95	0.00	5,635.95
414.724 · SCADA Programming & Integ CIP		5,881.85	0.00	5,881.85
414.74 · Treatment Ponds Maintenance CIP	3,000	0.00	1,648.00	-1,648.00
414.764 · CCTV Inspection CIP	3,000	5,200.00	7,500.00	-2,300.00
Total 414.70 · Repairs and Maintenance CIP	6,000	16,717.80	9,148.00	7,569.80
414.81 · Travel	500	893.43	552.27	341.16
414.90 · Telephone and Internet Services	3,000	2,405.69	2,360.10	45.59
415.50 · Depreciation Expense		40,165.55	43,914.99	-3,749.44
417.30 · LAFCO Charges	150	145.87	130.16	15.71
417.40 · County Teeter Admin Fee	200	190.00	184.00	6.00
420.20 · Interest Expense - SRF Loan	1,214	1,214.43	1,773.53	-559.10
Total Expense	191,846.00	277,260.51	222,880.60	54,379.91
Net Income	9,167.00	-73,208.69	-7,575.39	-65,633.30

TVCS D Park
Park Prior Year and Preliminary Budget Comparison
July 2021 through June 30, 2022

		Annual Budget	Year To Date	Last Year To Date
		July 2021 - June 2022	Jul '21 - 6/30/22	Jul '20 - 6/30/21
Income				
	311.00 · Interest Income	180.00	89.50	193.25
	315.80 · Measure A Funds	36,474.00	41,848.30	36,547.49
	320.30 · Contributions	200.00	1,287.45	51.75
	322.00 · Park Use Rental		850.00	0.00
Total Income		36,854.00	44,075.25	36,792.49
Expense				
	414.57 · Accounting	300.00	143.00	340.00
	414.59 · Engineering and Design	5,000.00	0.00	330.00
	414.82 · Measure A Maintenance Expenses	2,000.00	1,899.08	2,520.64
	414.83 · PGE Park	225.00	428.08	264.37
	414.86 · Equipment Cleaning Services	3,500.00	5,770.00	5,000.00
	414.87 · Measure A Project Management	2,500.00	540.00	5,602.50
	Surface Material	3,000.00	8,132.88	
	Picnic Table	800.00		
	Paths and Ramps	10,000.00		
	Fence	20,000.00		
	Water Tower	4,800.00		
	Bathroom Doors	3,750.00		
	Gate Signage	3,000.00		
Total Expense		58,875.00	16,913.04	14,057.51
Net Ordinary Income		(22,021.00)	27,162.21	22,734.98

RESOLUTION NO. 22-06 (Amended)

**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 8th 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) due to vacancy 1

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 13 day of July, 2022 by the following vote:

AYES:

NOES:

ABSENT:

PRESIDENT, BOARD OF DIRECTORS

ATTEST: _____
Secretary

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

RESOLUTION # 22-09

July 13, 2022

WHEREAS, pursuant to Health & Safety Code section 5473 and following, the Board of Directors Tomales Village Community Services District conducted a public hearing to receive the annual report of charges for FY 2022-2023 for sewer services furnished by the District to be collected on the tax roll, and

WHEREAS, the hearing was on the method of collection only as there will be no increase in rates and charges for FY 2022-2023 and will remain at a current sewer service rate of \$81.90 per month or \$982.80 per year per equivalent unit, and

WHEREAS, at their July 13, 2022 regular Board of Directors meeting, the Tomales Village Community Services District Board unanimously voted to maintain the current sewer service rate of \$81.90 per month or \$982.80 per year per equivalent unit.

THEREFORE, be it resolved that the Tomales Village Community Services District Board of Directors authorizes the General Manager to submit to the Marin County Auditor's Office notice of the annual sewer service rates to be collected on the County Property Tax Bill and directed to the District.

This Resolution shall take effect immediately upon adoption.

DIRECTORS:

____ CLAVAUD, ____ WARD, ____ BONINI, ____ O’Niell

AYES ____; NOES ____; ABSTAIN ____; ABSENT ____

WHEREUPON, the President declared the foregoing resolution adopted and SO ORDERED.

Donna Clavaud, President, TVCSD

Attested by:

Cynthia Hammond, Secretary, TVCSD

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

RESOLUTION # 22-10

July 13, 2022

WHEREAS, the Marin County Board of Supervisors, by Resolution # 98-161, formed the Tomales Village Community Services District for the purposes of, among other things, local control of the Tomales Wastewater System and Tomales Community Park, and

WHEREAS, the voters of Tomales elected a Levy 4 Assessment to supplement the Sewer Operations & Maintenance in 1976, based on the assessed value of property within the District, at a current rate of \$0.020/\$100, and

WHEREAS, the Tomales Village Community Services District's current fee for new connection is \$10,000 per equivalent unit, and

WHEREAS, at their July 13, 2022 regular Board of Directors meeting, the Tomales Village Community Services District Board conducted a public hearing to receive the annual report of charges for FY 2022-2023 for sewer services furnished by the District to be collected on the tax roll, and

WHEREAS, the District Board unanimously voted to maintain the current tax rate of \$0.020/\$100 assessed value and maintain the current connection fee of \$10,000 per new connection per equivalent unit, until changed by resolution.

THEREFORE, be it resolved that the Tomales Village Community Services District Board of Directors authorizes the General Manager to submit to the Marin County Auditor's Office notice of the Levy 4 Assessment tax rate and sewer connection fee to be collected on the County Property Tax Bill and directed to the District.

This Resolution shall take effect immediately upon adoption.

DIRECTORS:

___ CLAVAUD, ___ WARD, ___ BONINI, ___ O'NEILL

AYES ___; NOES ___; ABSTAIN ___; ABSENT ___

WHEREUPON, the President declared the foregoing resolution adopted and SO ORDERED.

Donna Clavaud, President, TVCSD

Attested by:

Cynthia Hammond, Secretary, TVCSD



NOTICE OF PUBLIC HEARING

ADOPTION OF FINAL BUDGET FOR FISCAL YEAR 2022-2023

Notice is hereby given that pursuant to Government Code section 61110 and following, the Tomales Village Community Services District ("District") reviewed a preliminary budget on June 8, 2022 and will hold a public hearing on July 13, 2022 beginning at 7:00 p.m. (or as soon thereafter as the matter may be heard), via teleconference due to shelter in place restrictions, to receive public comment and adopt a final budget for FY 2022-2023. At the hearing, the Board will hear any public comment on the preliminary budget and the proposed final budget for FY 2022-2023.

Any person may join the teleconferenced meeting and be heard regarding this and any other item in the Board meeting agenda scheduled for July 13, 2022. If you wish to submit a public comment during the meeting, please use the following information:

<https://zoom.us/j/91391770069?pwd=L0puSWw1YzINbFI2alh5Z0U1QkdIUT09> or dial by your location _United States_____

Meeting ID: 913 9177 0069

Passcode: 296561

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

The hearing on the budget may be continued from time to time. A copy of the proposed final budget will be available for viewing on the www.tomalescsd.ca.gov website and at the District office behind Diekmann's General Store.

The Notice of Public Hearing is posted at the Tomales Post Office Bulletin Board, Diekmann's General Store, TVCSD office, and on the www.tomalescsd.ca.gov website. It will also be published in The Point Reyes Light on June 30, 2022 and July 7, 2022. For further information contact the General Manager, at (415) 297-1831.

PROOF OF PUBLICATION (2015.5 CCP)

This space is for the County Clerk's Filing Stamp

STATE OF CALIFORNIA County of Marin

I am a citizen of the United States and a resident of the county aforesaid. I am over the age of eighteen years, and not a party to or interest in the above-entitled matter. I am the publisher of the Point Reyes Light, a newspaper of general circulation, printed and published in the town of Point Reyes Station, County of Marin and which newspaper has been adjudged a newspaper for general circulation by the Superior Court of the County of Marin, State of California, under the date April 26, 1949, Case Number 183007; that the notice of which annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates to wit:

6/30/22, 7/7/22

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Date at Inverness, California, this

7/7/22

Signature



Proof of Publication

NOTICE OF PUBLIC HEARING ADOPTION OF FINAL BUDGET FOR FISCAL YEAR 2022-2023

Notice is hereby given that pursuant to Government Code section 61110 and following, the Tomales Village Community Services District ("District") adopted a preliminary budget on June 8, 2022 and will hold a public hearing on July 13, 2022, beginning at 7:00 p.m. (or as soon thereafter as the matter may be heard), via teleconference due to shelter in place restrictions, to receive public comment and adopt a final budget for Fiscal Year 2022-2023. At the hearing, the Board will hear any public comment on the preliminary budget and the proposed final budget for fiscal year 2022-2023.

Any person may join the teleconferenced meeting and be heard regarding this and any other item in the Board meeting agenda scheduled for July 13, 2022. If you wish to submit a public comment during the meeting, please use the following information: <https://zoom.us/j/94806854628> or dial by your location...United States... Meeting ID: 948 0685 4628

The hearing on the budget may be continued from time to time. A copy of the proposed final budget will be available for viewing on the www.tomalescsd.ca.gov website and at the District office behind Diekmann's General Store. The Notice of Public Hearing is posted at the Tomales Post Office Bulletin Board, Diekmann's General Store, TVCSD office, and on the www.tomalescsd.ca.gov website. It will also be published in The Point Reyes Light on June 30, 2022 and July 7, 2022. For further information contact the General Manager, at admin@tomalescsd.ca.gov. Published in The Point Reyes Light, June 30 and July 7, 2022

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: July 13, 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. But after several years of deferred maintenance, this budget plans a large increase for pond clean-up, grounds maintenance, solar equipment maintenance and repairs to the SCADA system. These expenditures should prolong the life of the equipment as well as enhance its operation and lower future costs.

Budgeted income must pay for debt repayment as well as the expenses in this budget. After this 2022/2023 budget year, the balance of debt outstanding will be \$35,883, down from \$561,998 in June 2010. 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 413.30)

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 \$4,400 is included in this budget for solar panel repairs and \$900 for ongoing cleaning to improve solar system efficiency. Based on 2021/2022 costs for electric power, \$9,000 is budgeted for PG&E power. Funding for treatment pond maintenance includes \$8,500 to clean out one treatment pond and \$2,730 for algae and duckweed control for a total of \$11,230. Laboratory testing costs have increased this year, so \$8,600 is included in the budget. Disposal costs have been kept low, but \$2,500 is included for grounds maintenance of the irrigation fields.

Administrator's Fee (414.05)

The budget includes \$55,000, one third of the three-year contract for our new part-time 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.

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.

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, software for a new office computer is included in Equipment Expense (414.45.) The new computer replaces a Dell computer purchased in 2005.

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.

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 full-time wages and benefit costs. 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.

District Office Rent (414.48)

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

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.

Newsletter (414.61)

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

.Publications and Notices (414.60)

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

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.

Major Repairs and Replacement (414.721-414.79)

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 which has never performed as expected. Consequently this budget includes \$52,300 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. The \$4,400 for the solar inverter mentioned above is also in this section.

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 With Prior Year Comparative Budgets

	19/20Budget	20/21Budget	21/22Budget	2022/23Budget
Income				
301.10 · Service Charges - Monthly	983	983	983	983
301.15 · Service Charges - Annual Fees	1,966	1,966	1,966	1,966
301.20 · Service Charges - SUSD	64,299	62,299	61,782	62,961
301.30 · Service Charges - County	108,457	109,440	112,200	112,200
301.35 · Solar Portion - Debt Serv	8,280	8,280	5,520	5,520
301.30 · Total Service Charges - County	116,737	117,720	117,720	117,720
Total 301.00 · Service Charges	183,984	182,968	182,451	183,630
303.00 - Connection Fees				10,000
303.10 · Permit and Inspection Fees				250
305.00 · SUSD Debt Serv SRF	8,062	8,062	8,062	8,062
311.00 · Interest Income	2,000	3,000	2,000	1,348
315.50 · Levy 4	8,180	8,200	8,500	8,767
Total Income	202,226	202,230	201,013	212,057
Expense				
410.00 · Sewage Collection	460	400	450	400
411.00 · Sewage Treatment			2,500	11,230
411.03 · Sewage Treatment Electric	240	200	2,000	9,000
411.08 - Solar Panel Inspect'n,Cleaning				900
4111.05 - Lab Costs	8,663	8,663	8,150	8,600
411.10 - Plant Maintenance Supplies	4,734	1,000	2,325	1,000
412.00 · Sewage Disposal Other	828	1,000	730	750
412.10 · Sewage Disposal Electric	340	300	180	120
413.20 - Grounds Maintance Disposal				2,500
413.30 - Grounds MaintenanceTreatment	5,000	4,000	1,600	1,800
414.05 · Administrator's Fees	47,375	49,200	53,300	55,000.00
414.10 - Payroll Tax Expense	550	1,045	1,200	1,200
414.22 · Licenses and Permits	1,376	1,645	1,800	2,050
414.31 · Property & Liability Insurance	7,737	10,788	9,143	10,417
414.33 · Worker's Comp Insurance	854	900	827	782
414.34 · Profess Liab Insurance Reimburs				750
414.41 · Postage and Delivery	360	360	360	400
414.42 - Printing and Copies	100	100		100
414.43 · Office Supplies	150	150	220	500
414.44 · Sonic - Web Hosting	100	100	100	100
414.45 · Equipment Expense	620	620	740	1,000
414.465 · Board Member Stipend	5,000	5,000	5,000	5,000
414.467 · Board Training	1,000	1,000	500	500
414.47 · Clerical/Bookkeeping	12,000	12,000	13,000	16,000
414.48 · Office Rent	1,200	1,200	1,200	1,200
414.49 · Secretary	4,000	4,000	6,000	8,000
414.50 · O&M Contractual Services	51,677	52,965	54,007	56,600
414.551 · Legal Fees	2,500	2,500		1,000
414.552 · Audit	5,300	5,600	5,500	6,000
414.553 · Consulting	5,000	5,000	7,000	

Preliminary Sewer Program Budget 2022/2023 With Prior Year Comparative Budgets

	19/20Budget	20/21Budget	21/22Budget	2022/23Budget
414.61 · Newsletter Expense	500	500	500	500
414.60 - Publication and Notices	175	350	200	200
414.62 · Dues and Subscriptions	1,225	1,275	1,300	1,500
414.67 · Solar Lease Admin Fee	750	750	750	750
414.70 · Major Repairs and CIP				
414.71 - Plant and Building Maintenance CIP	150	2,200		
414.72 - Computer Repairs CIP				
414.73 Equipment Repairs CIP				
CCTV Inspection of entire collection system CIP		10,000	3,000	2,600
System integration and SCADA programming CIP				52,300
Repair erosion around air gap apron CIP				
Level Transmitter in storage ponds CIP				
Treatment pond maintenance CIP	9,500	5,500	3,000	
414.76 · Collection System Maintenance CIP				
414.77 · Irrigation Field Maintenance CIP	5,000	11,000		
414.78 · Solar Panel Maintenance CIP				4,400
SubTotal 414.70 · Major Repairs and CIP	14,650	28,700	6,000	59,300
414.81 · Travel	700	500	500	500
414.85 Training	200	200	200	200
414.90 · Telephone and Internet Services	2,500	2,650	3,000	2,500
417.20 · Election Expense				300
417.30 · LAFCO Charges	190	190	150	150
417.40 County Tax Administration Fees	137	138	200	250
415.50 · Depreciation Expense				
420.20 · Interest Expense - SRF Loan	2,319	1,774	1,214	641
Total Expense	190,510	206,763	191,846	269,690
Net Income	11,717	-4,533	9,167	(57,634)
Cash receipt for SUSD receivable	1,735	1,837	1,950	1,950
Cash outlay for loan and bond payments	(39,760)	(40,305)	(40,864)	(43,595)
Depreciation				
Net Change in Cash Balances	(26,308)	(43,001)	(29,747)	(99,279)
Beginning Cash				118,600
Ending Cash				19,321

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

TOMALES COMMUNITY PARK

**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: July 13, 2022

TO: Stakeholders

FROM: TVCSD Board of Directors

SUBJECT: 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 voters have approved 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.

Marin voters overwhelming approval of Measure A to continue support for Marin public parks 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 anticipated disbursement from Marin County for fiscal year 2022-2023 is \$33,000. The estimated carry-over amount from previous fiscal years is \$90,000. The total estimated available funds for fiscal year 22-23' is \$123,000.

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 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 8-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 \$5,000 in Measure A funds to begin with priority attention to the roof.

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; \$450 for PG&E; \$1,200 for any necessary minor repairs;

\$3,000 for play structure surface material; \$150 for volunteer refreshments; \$3,800 for large Cypress tree pruning; and \$500 for new park signage.

We have also budgeted Measure A funds of \$7,200 for daily facilities and equipment cleaning; \$1,000 for financial management; \$4,500 for park maintenance coordination; and \$1,500 for park rental coordination.

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 Budgets Prior Years

				2020/2021	2021/2022	2022/2023
				Budget	Budget	Budget
Income						
311.00 - Interest Income				600	180	180
315.80 - Original Measure A Funds Pre-Election				28,186	36,474	33,000
320.00 - Contributions Income				200	200	1,000
322.00 - Park Use Rental				400		800
Total Income				29,386	36,854	34,980
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 Wall			13,800	20,000	10,000
	Water Tower Repairs				4,800	5,000
	Replacement Bathroom Doors With Time Locks				3,750	5,000
	Engineering Plans and Permits			200	5,000	2,000
	Project Management			5,000	2,500	2,500
Total 414.81 Measure A Project Expense				29,700	46,850	36,000
414.85 - Restricted Funding Project Expenses						
	Park Entry Gate			3,000	3,000	3,000
414.82 - Measure A Maintenance Expense						
	Supplies			500	1,300	800
	Facilities and Equipment Cleaning				3,500	7,200
	Volunteer Park Clean-Up Days Supplies					150
	Trash			500	700	700
	PGE Park			1,000	225	450
	Repairs, including gate signage			500		1,700
	Cypress Trimming					3,800
	Play Structure Surface Material			3,500	3,000	3,000
	Park Maintenance Management					4,500
	Rental Coordinator					1,500
	Financial Management			500	300	1,000
Total 414.82 - Measure A Maintenance Expense				6,500	9,025	24,800
Total Expense				39,200	58,875	63,800
Net Ordinary Income				(9,814)	(22,021)	(28,820)
Beginning Cash Estimated for July 1, 2022						125,000
Estimated Ending Cash June 30, 2023						96,180

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

RESOLUTION # 22-11

July 13, 2022

WHEREAS, the Board of Directors of the Tomales Village Community Services District has compiled and reviewed the proposed Sewer budget for fiscal year 2022-23 as required by law, and

WHEREAS, the Government Code requires the adoption of an Approved Final Budget, which is attached to this Resolution as Exhibit A, and

WHEREAS, the Board of Directors of the Tomales Village Community Services District has reviewed the Preliminary Sewer Budget for fiscal year 2022-23 at the June 8, 2022 Regular Board meeting, and

WHEREAS, the Preliminary projected Sewer revenue and expense items require adjustments, and which have been reflected in the proposed Final Budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Tomales Village Community Services District that the Board of Directors hereby approves the District’s Final Sewer Budget for Fiscal Year 2022-23, attached hereto as Exhibit A, and incorporated herein.

BE IT FURTHER RESOLVED that the Board of Directors authorizes and directs District staff to execute and transmit any necessary documents consistent with the intent of this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

In the regular meeting of the Board of Directors of the Tomales Village Community Service District, passed, approved, and adopted this 13th day of July 2022 on regular roll call of the members of the said Board by the following vote:

DIRECTORS:

___ CLAVAUD, ___ WARD, ___ BONINI, ___ O’NEILL.

AYES ___; NOES ___; ABSTAIN ___; ABSENT ___.

WHEREUPON, the President declared the foregoing resolution adopted, and SO ORDERED.

Approved: _____
Donna Clavaud, President, Board of Directors
Tomales Village Community Services District

Attest: _____
Cynthia Hammond, Secretary
Tomales Village Community Services District

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

RESOLUTION # 22-12

July 13, 2022

WHEREAS, the Board of Directors of the Tomales Village Community Services District has compiled and reviewed the proposed Park budget for fiscal year 2022-23 as required by law, and

WHEREAS, the Government Code requires the adoption of an Approved Final Budget, which is attached to this Resolution as Exhibit A, and

WHEREAS, the Board of Directors of the Tomales Village Community Services District has reviewed the Preliminary Park Budget for fiscal year 2022-23 at the June 8, 2022 Regular Board meeting, and

WHEREAS, the Preliminary projected Park revenue and expense items require adjustments, and which have been reflected in the proposed Final Budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Tomales Village Community Services District that the Board of Directors hereby approves the District’s Final Budget for Fiscal Year 2022-23, attached hereto as Exhibit A, and incorporated herein.

BE IT FURTHER RESOLVED that the Board of Directors authorizes and directs District staff to execute and transmit any necessary documents consistent with the intent of this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

In the regular meeting of the Board of Directors of the Tomales Village Community Service District, passed, approved, and adopted this 13th day of July 2022 on regular roll call of the members of the said Board by the following vote:

DIRECTORS:

___ CLAVAUD, ___ WARD, ___ BONINI, ___ O’NIELL.

AYES ___; NOES ___; ABSTAIN ___; ABSENT ___.

WHEREUPON, the President declared the foregoing resolution adopted, and SO ORDERED.

Approved: _____
Donna Clavaud, President, Board of Directors
Tomales Village Community Services District

Attest: _____
Cynthia Hammond, Secretary
Tomales Village Community Services District



Park Advisory Committee Meeting, June 27, 2022 at the Tomales Town Hall, 5:30 pm

Meeting was called to order at 5:38 pm

Present: Dru Fallon O'Neill, Chair; Walter Earle, Margaret Nettles, Patty Oku,

Absent: Beth Koelker, Venta Leon

Guests: Donna Clavaud, TVCSD President; David Judd, and briefly, Johnny Knudsen

New Business:

Measure A funding has passed and discussion about adding to Park improvements include shade structures, more picnic tables, and a wall mural on bathroom structure were thought to be more beneficial than adding plants, in light of the drought. Ideas will be up to Board for approval. The committee also took into consideration judicious spending to conserve anticipated funds.

With Measure A funds secured, conversation about augmenting our bank account via fundraising had a lukewarm response.

Margaret felt that there should be a specific project to drive the cause, whereas as Donna didn't feel it was a priority at this time.

Old Business:

Back to the topic of Board recruitment, Patty had opened the door via conversation with a village resident who expressed interest in park involvement. PAC will continue with more leads as well, also promoting volunteerism with park projects from residents.

The Park clean-up day on June 25th produced 5 volunteers who worked clearing brush/trees around water tower and power washing buildings and play structure. Tree debris was placed for upcoming Chipper Day, Bill Bonini will handle disposal of other vegetation.

Pending projects were discussed with David Judd, bathroom doors and locks will be ordered. ADA ramp design needs a certified ADA playground inspector to determine the scope and compliance of this project which should lead to possible insurance savings. North Fence project should start during the new fiscal year in stages (to conserve funds), along with Water Tower rehab project.

PAC supports part-time Park Events Coordinator and Maintenance Manager. Donna is working on job descriptions for both (with interested parties in the wings).

Miscellaneous Business:

Donna presented translated text for updated rules signage. Donna and Dru will get estimates. Donna presented draft park budget that included \$500 for new signs, which could be amended once estimates are gathered.

Dru gave a summary of topics discussed at last meeting which was turned into a work session due to lack of quorum. Most was a rehash of our pending projects with Board recruitment and Park management reserved for full PAC consideration.

Adjournment at 6:18 pm with next meeting slated for July 27th, 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 • John Ward



FINANCIAL ADVISORY COMMITTEE MINUTES DRAFT

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

June 29, 2022

PRESENT: Melinda Bell, FAC Chair; John Ward, TVCSD Board Member; Donna Clavaud, FAC Board Member/FAC Secretary; Mary Halley, General Manager.

We conducted the meeting via zoom and Melinda called the meeting to order at 3:30. Donna Clavaud recorded notes for the minutes.

AGENDA

Park Budget:

Everyone agreed that the Budget looks fine. Mary suggested that we develop a timeline for all the major projects with the key people involved and any scheduled activities in the park.

Sewer Budget:

One change to the sewer budget is that we added \$4,400 to 414.78 for the solar inverter. We did discuss how to clarify distinctions between Collection, Treatment and Disposal categories and decided to discuss with the Board how to organize each of the expenses so that they are clearer.

Mary Halley has requested an estimate from Tim Furlong Jr. to do mowing and fence repair in the irrigation fields. Using goats with the current broken fencing is too cost prohibitive.

ADU Ordinance:

We will revisit this in September.

Resolutions and Budgets to County:

We agreed that Cynthia will type up July 13, 2022 Board Meeting Minutes so that Melinda can send to County when she returns post July 20, 2022.

New Computer:

We just need to carbonite and we will be fully active with the new system.

Next Meeting: July 25. Melinda closed the meeting at 5pm.

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 • John Ward



FINANCIAL REPORT JULY 2022

This month's financial reports are preliminary for the year ended June 30, 2022. Not all invoices have been received for work done during the fiscal year. The year-end financial reports in the September packet will have all 2021/2022 transactions recorded. This report focuses on the preliminary reports for the fiscal year just ended, not on the budgets presented elsewhere in the packet.

The preliminary park reports for 2021/2022 show that we received more Measure A income in the last year of the original ballot measure than we had anticipated in the 2021/2022 budget. They also report more contributions and rental income. Maintenance expenses show the increase due to the replenishment of the playground surface material. This increase is offset by less project management expense in 2021/2022. Utility costs have increased, but no work was done on the planned projects, so these are carried forth in the work plan and the budget for 2022/2023. The extension of Measure A funding means we will be able to plan for continued maintenance and enhancement of park facilities in the years ahead.

The 2021/2022 preliminary report shows sewer service charges higher than budget and the previous year. This was offset by lower interest rates in 2021/2022 and decreased Levy 4 income. Total 2021/22 income is down \$11,253 from 2020/2021 because no connection fees were received this year. Preliminary sewer expenses are around \$45,250 over budget without depreciation expense and \$54,380 more than 2020/2021. These increases are from electric costs, staff expense, strategic planning and CIP work on the plant buildings and SCADA equipment.

The park balance sheet reports an increase in cash of \$25,651 over a year ago due to deferral of work planned for the year. With the extension of Measure A funding, these cash reserves will provide funding for the projects when they are undertaken.

The sewer balance sheet reports a decrease in cash from June 2021 of \$77,000. This decreased available cash will make it difficult to manage the budgeted expenses for the new 2022/2023 year. On the sewer balance sheet we see unpaid bills at both year-ends which decreases cash balances in the coming years. The \$30,404 in 2020/2021 expenses outstanding at the end of 2020/2021 as accounts payable on the balance sheet for June 30, 2021 was paid in 2021/2022 and contributed to the \$77,000 decrease in cash this year. Likewise, the \$24,629 unpaid at this time will require payment from cash in the new year being budgeted. So on the sewer budget the beginning cash for the new budget year has been reduced from the sewer cash balance shown on this balance sheet. That \$24,629 won't be available for new year budgeting.

GENERAL MANAGER REPORT

JULY 13, 2022

General Management Statement and Goals

- Management and staff continue to focus on 1) SCADA system upgrade and additional quote, 2) collection line flushing plan, 3) solar inverter replacement at storage ponds, 4) irrigation field vegetation reduction options 5) cost estimates for Sewer and Park FY2022-23 budgets, 6) ADU policy research, and 7) LAFCo parcel annexation.

New/Continuing Business

SEWER

- Collection system maintenance – Roy’s Sewer Service has been scheduled for Monday 7/11 to flush lines and mains between MH22 – MH23, MH22 – MH2, SSCO4 – MH13, MH7 – MH8 (containing either gravel, grease/fog buildup, or a combination of both) along with locating MH1 and SSCO1, and to pump out the lift-station if there is time.
- SCADA – we have received estimates for both partial upgrades and/or complete SCADA system replacement from Aspect Engineering and JM Integrations and now working to get one additional bid/estimate from Xio Systems to assure that we have 3 bids. I held zoom orientation meeting with NSU and Xio technician to get a better understanding of the Xio (Expandable Integration Operations) Systems software and provide Tomales wastewater system components and technical information. Quote due by 7/14.
- Radio Communication system test – JM Integrations tested radio communication signals between treatment plant, irrigation field, and lift-station. He provided a full report on the tests, and based on that report, he recommended installation of two new yagi antennas at the irrigation field and lift-station, and to move to 900 MHz Ethernet radios. This work would be done at the same time as the SCADA system upgrade.
- Treatment Pond maintenance – duckweed and algae treatments have now been applied over the last several weeks in ponds#2 and #3. NSU has scheduled treatment pond #1 to be pumped out and cleaned by City Sewer Service with grease and sludge hauled away on Aug 1 - 2.
- Irrigation Field Vegetation – have been researching how to deal with the excess vegetation growth at the 23-acre irrigation field and storage ponds including Milk thistle, Gorse, Coyote brush, abundant tall grasses and various other plants and weeds. I am gathering information and quotes on various approaches to present to the Board at a future meeting for review, discussion, and eventual approval of some workable strategy going forward. Options being reviewed are the logistics and costs of goats, sheep or cattle grazing along with fencing repair requirements, as well as, tractor mowing and hand weed whacking, or some combination of all approaches.
- PG&E and Solar panel billing issues – we are continuing to monitor whether repairs and changes to the solar system and usage is making any positive changes. Our Financial

Manager has reported, that for the first time in quite a while, we have an electrical credit for the month verses a payment due.

- Solar Inverter replacement project – SolarWorks came out again to get some additional information from the old inverters at the storage pond for the Marin County building permit. As soon as they receive the permit, SolarWorks is ready to install the new 9000 KW inverter which should help in generating more electricity for use and to increase our true up credits.
- LAFCo Annexation Request – the annexation application request for one parcel (APN: 102-100-01) that includes addresses 21 and 23 Church Street was approved by LAFCo at their 6/8 meeting with conditions that the parcel cannot be connected to the Tomales Wastewater system until the official application maps have been completed.
- TVCSADU Policy – the FAC committee decided to wait until September to start working on the new ADU policy, as the policy adoption will need to follow the processes set out in Prop 218 for a 45-day public noticing and review period prior to a public hearing. I will continue to research State Legislative Statute AB 1866, Marin County Planning ordinances for ADUs, along with other District’s policies in preparation for drafting a new TVCSADU policy for Board review and input.

PARK

- Park ADA Handicap ramps for access to play equipment areas – no forward progress on this project this month, but will start up after I finish focusing on sewer projects.
- Park vegetation management – brush Chipper Day at the Park (10 Valley Street) the week of July 5 was reported very successful by Dru. I have received a quote for trimming the Cypress tree next to the Water Tower which can be scheduled for any time after the July 4th weekend and July 5th Chipper Day. The next Chipper Day will be October 3.

GENERAL ADMINISTRATION

- District Elections – are to be held on November 8. I have amended the election documents to include the one additional short-term vacancy due to one Board resignation. Amended resolution to be included in meeting Consent calendar.
- Board Resignation – have met reporting requirement timelines, along with follow-up communications regarding no appointment, with the Marin Elections Office.
- Office Computer – transferred Carbonite (backup system) subscription from old computer to new computer and still need to install QuickBooks accounting software. I will continue organizing, merging and centralizing all the district’s business, documents, records, and emails.

Respectfully Submitted,
Mary Halley



June 15, 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
May 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)	Ci2 Tank Added (gallons)	Coliform MPN/100
5/1/2022	11.3																160.2			
5/2/2022	11.3																160.2			
5/3/2022	11.3																160.2			
5/4/2022	11.3																160.2	640.8		
5/5/2022	11.3																234.0			
5/6/2022	13.3	90.0	8.7	18.1	210.0	500.0	<.20	<.40	11.0	1.6	9.4	450.0	22.0	9.8	6.0	15.2	234.0	468.0		4.5
5/7/2022	13.3																0.1			
5/8/2022	13.3																0.1			
5/9/2022	13.3																0.1			
5/10/2022	13.3																0.1			
5/11/2022	13.3																0.1			
5/12/2022	11.2	80.0	7.9	15.9								440.0	7.8	9.4	5.5	15.5	0.1	0.8		70.0
5/13/2022	11.2																171.8			
5/14/2022	11.2																171.8			
5/15/2022	11.2																171.8			
5/16/2022	11.2																171.8			
5/17/2022	11.2																171.8			
5/18/2022	11.2	67.0	7.4	17.2								440.0	9.8	9.5	5.5	17.2	171.8	1031.0		170.0
5/19/2022	11.2																0.0			
5/20/2022	11.2																0.0			
5/21/2022	11.2																0.0			
5/22/2022	11.2																0.0			
5/23/2022	11.2																0.0			
5/24/2022	10.8	67.0	8.8	18.1								470.0	13.0	9.9	3.0	19.1	0.0			9.2
5/25/2022	10.8																0.0			
5/26/2022	10.8																0.0			
5/27/2022	10.8																0.0			
5/28/2022	10.8																0.0			
5/29/2022	10.8																0.0			
5/30/2022	10.8																0.0			
5/31/2022	10.8																0.0			
Min	10.8		7.4	15.9	210.0	500.0	0.0	0.0	11.0	1.6	9.4	440.0	7.8	9.4	3.0	15.2			#DIV/0!	
Mean	11.5		8.2	17.3	210.0	500.0	#DIV/0!	#DIV/0!	11.0	1.6	9.4	450.0	13.2	9.7	5.0	16.8			#DIV/0!	
Total	357.1																2140.2			

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				
May-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																					
5																					
6	3.5	8.1	4.0	14.7	3.5	8.4	5.0	14.9	3.6	9.6	6.0	14.9	9.0	9.3	7.0	15.2	9.0	9.7	7.5	15.0	
7																					
8																					
9																					
10																					
11																					
12	3.3	8.2	4.5	15.1	3.4	8.3	4.5	15.3	3.4	9.2	5.5	15.4	9.0	9.3	7.0	15.4	9.0	9.5	7.0	15.1	
13																					
14																					
15																					
16																					
17																					
18	3.2	8.6	4.0	17.1	3.2	8.7	4.5	16.7	3.2	9.4	5.0	17.4	10.5	9.9	8.5	20.9	10.5	9.0	8.0	20.4	
19																					
20																					
21																					
22																					
23																					
24	3.1	8.5	4.0	17.8	3.1	8.6	5.0	17.3	3.1	10.1	4.5	19.2	10.5	10.2	7.0	22.2	10.5	9.3	6.5	20.8	
25																					
26																					
27																					
28																					
29																					
30																					
31																					

**TOMALES TREATMENT PONDS
STANDARD OBSERVATION REPORT**

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

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	5/6/22	5/12/22	5/18/22	5/24/22
Day	FRI	THURS	WED	FRI
Time	1:30PM	3:00PM	1:15PM	1:30PM
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) **May 2022**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	5/6/22	5/12/22	5/18/22	5/24/22
Day	FRI	THURS	WED	FRI
Time	1:30PM	3:00PM	1:15PM	1:30PM
Operator	AG	AG	AG	AG
Rain fall, inches	0.4	0	0	0
* Nuisance odors (smell)	N	N	N	N
*Evidence of any standing water	N	N	N	N
* Evidence of mosquitoos breeding	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N
* Evidence of structure seepage	N	N	N	N

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

**TOMALES STORAGE PONDS
STANDARD OBSERVATION REPORT**

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

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	5/6/22	5/12/22	5/18/22	5/24/22
Day	FRI	THURS	WED	FRI
Time	1:30PM	3:00PM	1:15PM	1:30PM
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)

May 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
Date	5/6/22	5/12/22	5/18/22	5/24/22
Day	FRI	THURS	WED	FRI
Time	1:30PM	3:00PM	1:15PM	1:30PM
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: May 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	5/6/22	5/12/22	5/18/22	5/24/22
Time	FRI	THURS	WED	FRI
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

May 27, 2022

Sample Collected: 05/06/22
 Sample Received: 05/06/22
 Collected By : AG/NSU
 Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	522-9718	522-9719-21
Sample Description:	Influent	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	210.	22.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	500.	450.
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)		11.
Ammonia N mg/L (EPA Mthd. 350.1)		1.6
Total Organic N mg/L		9.4

BOD Start Date: 05/06/22
 BOD Completed Date: 05/11/22

BRELJE AND RACE LABORATORIES, INC.

SARA ROSAS, LABORATORY DIRECTOR
 SR:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

May 27, 2022

Sample Collected: 05/12/22
Sample Received: 05/12/22
Collected By : AG/NSU
Cc : e-mail

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

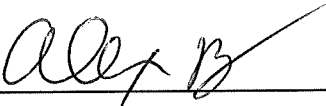
Tomales Village CSD

LOG NUMBER 522-10190
Sample Description: TR – Effluent

ANALYSIS
BOD₅ @ 20°C mg/L 7.8
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 440.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 05/13/22
BOD Completed Date: 05/18/22

BRELJE AND RACE LABORATORIES, INC.



SARA ROSAS, LABORATORY DIRECTOR
SR:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

May 27, 2022

Sample Collected: 05/18/22
Sample Received: 05/18/22
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER 522-10620
Sample Description: TR – Effluent

ANALYSIS
BOD₅ @ 20°C mg/L 9.8
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 440.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 05/20/22
BOD Completed Date: 05/25/22

BRELJE AND RACE LABORATORIES, INC.

SARA ROSAS, LABORATORY DIRECTOR
SR:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

June 8, 2022

Sample Collected: 05/24/22
Sample Received: 05/24/22
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER 522-10911
Sample Description: TR – Effluent

ANALYSIS

BOD₅ @ 20°C mg/L 13.
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 470.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 05/26/22
BOD Completed Date: 05/31/22

BRELJE AND RACE LABORATORIES, INC.

SARA ROSAS, LABORATORY DIRECTOR
SR:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

BACTERIOLOGICAL EXAMINATION OF WATER

REPORTED TO:
Natural Systems Utilities
477 Devlin Road, Suite 107
Napa, CA. 94558

DATE REPORTED: May 17, 2022
COLLECTED BY : AG/NSU

Tomales Village CSD

Log Number	Date Collected	Date Set	Date Completed	Sample Source	Cl ₂ Residual	Total Coliform MPN/100 mL
522-9717	05/06/22	05/06/22	05/09/22	EFF-D	2.0	4.5

Std. Mthds. 9221

COPY SENT TO: e-mail - Natural Systems Utilities

BRELJE AND RACE LABORATORIES, INC.

ALEX BOENIG & DMITRIY KASYANCHUK,
LABORATORY SUPERVISOR
AB&DK:acm



BACTERIOLOGICAL EXAMINATION OF WATER

REPORTED TO:
Natural Systems Utilities
477 Devlin Road, Suite 107
Napa, CA. 94558

DATE REPORTED: May 24, 2022
COLLECTED BY : AG/NSU

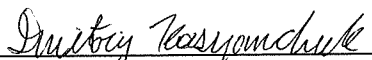
Tomales Village CSD

Log Number	Date Collected	Date Set	Date Completed	Sample Source	Cl ₂ Residual	Total Coliform MPN/100 mL
522-10619	05/18/22	05/18/22	05/21/22	EFF-D	1.5	170.

Std. Mthds. 9221

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BRELJE AND RACE LABORATORIES, INC.



 ALEX BOENIG & DMITRIY KASYANCHUK,
 LABORATORY SUPERVISOR
 AB&DK:acm



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

BACTERIOLOGICAL EXAMINATION OF WATER

REPORTED TO:
Natural Systems Utilities
477 Devlin Road, Suite 107
Napa, CA. 94558

DATE REPORTED: May 18, 2022
COLLECTED BY : AG/NSU

Tomales Village CSD

Log Number	Date Collected	Date Set	Date Completed	Sample Source	Cl ₂ Residual	Total Coliform MPN/100 mL
522-10173	05/12/22	05/12/22	05/16/22	EFF-D	1.6	70.

Std. Mthds. 9221

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BRELJE AND RACE LABORATORIES, INC.

ALEX BOENIG & DMITRIY KASYANCHUK,
LABORATORY SUPERVISOR
AB&DK:acm



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

BACTERIOLOGICAL EXAMINATION OF WATER

REPORTED TO:
Natural Systems Utilities
477 Devlin Road, Suite 107
Napa, CA. 94558

DATE REPORTED: May 31, 2022
COLLECTED BY : AG/NSU

Tomales Village CSD

Log Number	Date Collected	Date Set	Date Completed	Sample Source	Cl ₂ Residual	Total Coliform MPN/100 mL
522-10909	05/24/22	05/24/22	05/28/22	EFF-D	1.0	9.2

Std. Mthds. 9221

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BRELJE AND RACE LABORATORIES, INC.

ALEX BOENIG & DMITRIY KASYANCHUK,
LABORATORY SUPERVISOR
AB&DK:acm