



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, September 14, 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://us06web.zoom.us/j/86065936771?pwd=cjdlQWowLzdmeG84RHJTV0VYQmRvdz09>

Meeting ID: 860 6593 6771

Passcode: 191280

Find your local number: <https://us06web.zoom.us/u/kb2LapnbKw>

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 September 14, 2022 TVCSD 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).

- a. Adopt Resolution # 22-13: AB 361 Renewing Authorization for Remote Teleconferencing Meetings
- b. Approval of July 13, 2022 TVCSD Board Meeting Minutes
- c. Approval of February 3, 2022 TVCSD Special Meeting Minutes (Mary Halley's Contract)
- d. Review and Approve Financial Statements

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)

No PAC Meetings were held in July or August 2022

- 1. Margaret Nettles resigned from PAC; currently, two (2) volunteer positions are open
- 2. Rental updates: THS July 30th, BBQ Reunion and September 4th, Tomales Festival very successful, (Tomales Festival has been added to District Insurance Policy at no additional cost), and the Marin Century on August 6th. Two (2) more rentals are coming: October 21st, the City of Hope Bicycle Event and a May wedding
- 3. Chipper Day is week of October 3rd, 2022. Should PAC register for this event?
- 4. New doors and signage are underway and finished soon
- 5. Update on January 2023, Measure A payment

- b. Financial Advisory Committee (FAC)

- 1. Review Approved July 25, 2022 FAC meeting minutes
- 2. Present notes from Work Sessions on August 18th, 2022 and September 8th 2022
- 3. Review and Approve 2021/2022 Management Discussion and Analysis (MD & A) for the Annual TVCSD Audit Action

VIII. Financial Report (Melinda Bell)

- a. Review Financial Manager's Report
- b. Review and Approve Proposed Two (2) Year TVCSD Budget for 2022/2023 and 2023/2024 Action
- c. Board to approve consolidation of district bank accounts by closing the Redwood Credit Union account and transferring the funds into the remaining LAIF account. Action

IX. General Manager's Report

X. NSU Report

- a. Review June & July 2022 reports

XI. Pending Business

- a. Discuss the Short Term, two (2) Year Appointment, for (1) New TVCSD Board of Director

XII. Other Business

XIII. New Business

- a. Committee Meeting Minutes are to be Approved by the Committees Prior to being Added to Board Packets

Action

- b. Propose and Approve Ad-hoc Supervisory Control & Data Acquisition (SCADA) Committee (until SCADA Project is Complete) **Action**

XIV. Old Business

- a. Website update
- b. Explore Electronic Signatures for TVCSD Board Meeting Minutes

XV. Correspondence

XVI. Adjournment

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Board of Directors:

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

RESOLUTION NO. 22-13

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 September 14, 2022, by the following roll call votes:

Clavaud Bonini O'Neill Ward

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

Dated: September 14, 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 & Public Hearing Meeting Minutes

Date: Wednesday, July 13, 2022 7 pm Via Zoom

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

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

Board Members Absent: None

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

Others Present: None

I. Call To Order:

Donna Clavaud called the meeting to order at 7:06 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 July 13, 2022 TVCS D BOD and Public Hearing Meeting Agenda

Dru Fallon O’Neill motioned to approve the July 13, 2022 TVCS D BOD Meeting Agenda as is. Bill Bonini seconded the motion. M/S/C

Directors Roll Call:

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

AYES 4; 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 # 22-08: AB 361 Renewing Authorization for Remote Teleconferencing Meetings
- b. Approval of June 8, 2022 TVCS D 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 filled prior to the election

Bill Bonini motioned to approve the Consent Calendar as is. Dru Fallon O'Neill seconded the motion. M/S/C

Directors Roll Call:

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

AYES 4; NOES 0; ABSTAIN 0; ABSENT 0

V. Items Removed from Consent Calendar

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

None

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

There were no public comments.

1. Adopt Resolution 22-09: Maintaining the Current Sewer Service Rate at \$81.90 per month per "equivalent unit" ("EU") for FY 22/23

John Ward motioned to Adopt Resolution 22-09: Maintaining the Current Sewer Service Rate at \$81.90 per month per "equivalent unit" ("EU") for FY 22/23. Bill Bonini seconded the motion.

M/S/C

Directors Roll Call:

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

AYES 4; NOES 0; ABSTAIN 0; ABSENT 0

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

Dru Fallon O'Neill motioned to 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.

Bill Bonini seconded the motion. M/S/C

Directors Roll Call:

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

AYES 4; NOES 0; ABSTAIN 0; ABSENT 0

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

There were no public comments.

1. Approve 22/23 Sewer Budget

Bill Bonini motioned to approve the 22/23 Sewer Budget as is. John Ward seconded the motion.

M/S/C

Directors Roll Call:

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

AYES 4; NOES 0; ABSTAIN 0; ABSENT 0

2. Approve 22/23 Park Budget

Dru Fallon O’Neill motioned to approve the 22/23 Park Budget as is. John Ward seconded the motion. M/S/C

Directors Roll Call:

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

AYES 4; NOES 0; ABSTAIN 0; ABSENT 0

3. Adopt Resolution 22-11: Final Sewer Budget for FY 22/23

Bill Bonini motioned to Adopt Resolution 22-11: Final Sewer Budget for FY 22/23. John Ward seconded the motion. M/S/C

Directors Roll Call:

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

AYES 4; NOES 0; ABSTAIN 0; ABSENT 0

4. Adopt Resolution 22-12: Final Park Budget for FY 22/23

Dru Fallon O’Neill motioned to Adopt Resolution 22-12: Final Park Budget for FY 22/23.

Bill Bonini seconded the motion. M/S/C

Directors Roll Call:

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

AYES 4; NOES 0; ABSTAIN 0; ABSENT 0

VI. Board Member Reports

None

VII. Committee Reports

a. Park Advisory Committee (PAC)

1. Review June 27, 2022 PAC Meeting Minutes.

Minutes were reviewed. Donna Clavaud said David Judd picked up the new restroom doors for the

Park; new signage has been designed, translated in to Spanish, and Fast Signs will fabricate signage. Events at the Park include the Tomales High School BBQ Reunion which scheduled for July 30th, 2022 and the Marin Bicycle Coalition Event is schedule for August 6th, 2022. Donna Clavaud & Dru Fallon O'Neill will share responsibilities for overseeing the events.

Bill Bonini asked if the Park Event Coordinator would also be responsible for promoting events at the Park. Donna Clavaud said yes and is currently finishing the job description.

Mary Halley said she received an estimate for \$3,800 the Cyprus tree work by the water tower and will schedule the work as directed by the BOD.

b. Financial Advisory Committee (FAC)

1. Review June 29, 2022 FAC Draft Meeting Minutes

FAC Draft Meeting Minutes were reviewed. Donna Clavaud the meeting concentrated on finalizing the Sewer and Park budgets.

Mary Halley had suggested creating a timeline for the Park projects.

Donna Clavaud said FAC would revisit the TVCSD ADU Ordinance in September.

Donna Clavaud there were many fence repairs that needed to be done in the irrigation fields. Mary Halley has requested an estimate from Tim Furlong for mowing the fields and to consider repairing the fences.

VIII. Financial Report (Melinda Bell)

a. Financial Manager's Report

Financial Manager's Report was reviewed.

John Ward suggested reorganizing the categories for more clarity.

IX. General Manager's Report

Mary Halley reported Roy's Sewer Service flushed out the mains and pumped out the lift station.

Mary Halley also said she received three (3) proposals for the SCADA system and will present the proposals in the September BOD meeting for review. The radio communication signals between the treatment plant, the irrigation filed and the lift station are minimal and suggested installation of new antennas; this work could be done at the same time as the SCADA upgrade.

Mary Halley is gathering information and quotes to deal with excess vegetation growth and will present various approaches at a future BOD meeting.

LAFCO Annexation has been approved pending adequate engineering map.

Mary Halley said she would focus on the Park ADA handicap ramps once sewer projects are underway. Mary Halley contacted Marin County Parks and received engineered specs on handicap ramps and asked if ADA ramps are required by law. Donna Clavaud suggested contacting TVCSD's insurance company and asked if all Marin County Parks have ADA ramps. Bill Bonini suggested visiting other parks and to contact Max Korten, Marin County Parks, regarding requirements and compliance.

Donna Clavaud asked the TVCSD BOD to think about the Board vacancy and who could/would be a candidate for the vacant position, which would be a two (2) year position. Dru Fallon O’Neill, Bill Bonini and John Ward’s terms are up for reelection.

X. NSU Report

a. Review May 2022 reports

NSU reports were reviewed.

XI. Pending Business

None

XII. Other Business

None

XIII. New Business

None

XIV. Old Business

None

XV. Correspondence

None

XVI. Adjournment

Bill Bonini motioned to adjourn the TVCSD July 13, 2022 Board and Public Hearing Meeting. Meeting was adjourned at 7:50 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.tomalescsd.ca.gov

Board of Directors:

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



TVCS D Board of Director’s Special Meeting Minutes

Date: Wednesday, February 3, 2022 6 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: Jose Ortiz, TVCS D General Manager; Melinda Bell, TVCS D Financial Manager; Mary Halley, Cynthia Hammond, TVCS D Recording Secretary; Deborah Parrish, Strategic Planner

I. Call To Order:

Donna Clavaud called the meeting to order at 6:04 p.m.

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

None

III. Approval of February 3, 2022 BOD Special Meeting Agenda

Jose Ortiz requested to eliminate Item IV; Adopt Resolution #22-01 from the Agenda. This Item will be included in the TVCS D Regular Board meeting scheduled for February 9, 2022 as it falls within the thirty (3) days.

Dru Fallon O’Neill motioned to approve the February 3, 2022 TVCS D BOD Special Meeting Agenda as amended above. Bill Bonini seconded the motion. M/S/C

IV. Adopt Resolution #22-01: AB 361 Renewing Authorization for Remote Teleconferencing Meetings

No Action was taken as mentioned above.

V. Review and Approve Mary Halley’s TVCS D General Manager Contract

Donna Clavaud asked Jose Ortiz to lead this discussion. Jose Ortiz reported the main changes were sections six (6) and seven (7): default and remedies. The template was tailored to construction contracts and doesn’t fit. The not to exceed amount is \$165,000 for General Management services through 6/30/2025. Both the District and Consultant can both terminate the contract within sixty (60) days written notice.

Insurance: Limits will be \$300,000 and will require thirty (30) day notice in the event coverage is cancelled.

Exhibit A: Cannot to tasks within the 30-40 hours per month. General examples of additional tasks: Plant tours and the Gazebo project. Additional tasks/services beyond the normal scope of work, as requested by the Board, will be compensated separately at the Consultant’s hourly rate.

TVCS D
Balance Sheets
As of August 31, 2022

		TVCS D Sewer Enterprise	Aug 31, 22
ASSETS			
Current Assets			
		131.00 · Cash	
		131.20 · CA Local Agency Investm Fnd	42,717.62
		131.31 · Redwood Credit Union	27,161.05
		131.42 · Bank of Marin - Money Market	6,812.42
		131.44 · Bank of Marin - Sewer	5,555.65
		131.48 · Bank of Marin - Solar	6,085.62
		Total 131.00 · Cash	88,332.36
		137.00 · Accounts Receivable	982.80
		Total Current Assets	89,315.16
Fixed Assets			
		100.00 · Property, Plant and Equipment	791,665.97
		100.10 · Maps and Records	17,248.00
		100.20 · Land and Land Rights	52,788.00
		105.00 · Less Accumulated Depreciation	-833,256.52
		110.00 · Improvement Project	939,393.31
		112.00 · Solar System	269,945.21
		Total Fixed Assets	1,237,783.97
		136.00 · SUSD Note Receivable	9,572.06
		TOTAL ASSETS	1,336,671.19
LIABILITIES & EQUITY			
Liabilities			
		222.00 · Accounts Payable	2,680.55
		230.00 · Fed Payroll Tax Payab	73.35
		231.00 · CA Payroll Tax Payable	2.00
		Total Current Liabilities	2,755.90
Long Term Liabilities			
		211.00 · SWRCB SRF Loan	25,653.97
		215.00 · CREBS Bond	71,764.66
		Total Long Term Liabilities	97,418.63
		Total Liabilities	100,174.53
Equity			
		262.00 · Capital Asset Reserve	40,000.00
		262.50 · Restricted Connection Fees	30,000.00
		264.00 · Operating Reserve	47,962.00
		265.00 · Net Assets - Unrestricted	1,172,445.11
		Net Income	-53,910.45
		Total Equity	1,236,496.66
		TOTAL LIABILITIES & EQUITY	1,336,671.19
TVCS D Park Program			
ASSETS			
Current Assets			
		131.48 · CA LAIF	31,164.70
		131.42 · Bank of Marin - Money Market	86,482.18
		131.46 · Bank of Marin - Park Account	19,296.70
		Total Current Assets	136,943.58
Fixed Assets			
		100.20 · Land and Land Rights	132,000.00
		Original Cost	461,790.46
		105.00 · Depreciation	-107,010.00
		Total Fixed Assets	486,780.46
		TOTAL ASSETS	623,724.04
LIABILITIES & EQUITY			
Liabilities			
		222.00 · Accounta Payable	3,873.92
		Total Liabilities	3,873.92
Equity			
		252.50 · Investment in Capital Assets	486,780.46
		260.00 · Unassigned Fund Balance	122,732.38
		Net Income	10,337.28
		Total Equity	619,850.12
		TOTAL LIABILITIES & EQUITY	623,724.04

**Income and Expenses
July through August 2022**

		TVCS D Sewer Enterprise	Jul - Aug 22
Income			
	301.10 · Service Charges - Monthly		163.80
	301.15 · Service Charges - Annual Fees		1,965.60
	301.30 · Service Charges - County		721.06
	Total 301.00 · Service Charges		2,850.46
	311.00 · Interest Income		5.53
	315.50 · Levy 4		87.07
Total Income	SEWER		2,943.06
Expense			
	410.10 · Sewage Collection Electric		33.46
	410.00 · Sewage Collection - Other Roy's clean mains		2,975.62
	Total 410.00 · Sewage Collection		3,009.08
	411.05 · Lab Bills		1,385.00
	411.03 · Sewage Treatment Electric		26.28
	411.00 · Sewage Treatment - Other City Sewer Pump Pond #1		9,040.00
	Total 411.00 · Sewage Treatment		10,451.28
	412.10 · Sewage Disposal Electric		26.28
	414.05 · Administrator's Fees		8,000.00
	414.31 · Property & Liability Insurance annual		10,527.15
	414.33 · Worker's Comp Insurance annual		782.59
	414.34 · Profess Liab Insurance Reimburs		187.50
	414.41 · Postage and Delivery		10.20
	414.43 · Office Supplies		-51.22
	414.44 · Sonic - Web Hosting		15.90
	414.45 · Equipment Expense		349.99
	414.47 · Clerical/Bookkeeping		1,815.00
	414.49 · Secretary		1,110.27
	414.50 · O&M Contractual Services \$3,400 work pond #1 pumping		12,647.58
	414.62 · Dues and Subscriptions		300.00
	414.81 · Travel		120.31
	414.90 · Telephone and Internet Services		276.63
	415.50 · Depreciation Expense		7,131.53
	417.30 · LAFCO Charges		143.44
Total Expense			56,853.51
Net Income	SEWER		\$ (53,910)
		TVCS D Park Program	
Income			
	311.00 · Interest Income		2.57
	315.80 · Measure A Funds 50% of year		19,618.76
	320.00 · Contributions Income		7.00
	Total Income	PARK	19,628.33
Expense			
	414.81 · Measure A Project Expenses lockable bathroom doors		4,479.36
	414.82 · Measure A Maintenance Expenses \$3,800 tree work		3,956.96
	414.83 · PGE Park		36.08
	414.86 · Equipment Cleaning Services		620.00
	6420 · Park Trash Disposal		198.65
	Total Expense		9,291.05
	Net Income	PARK	10,337.28

FINANCIAL ADVISORY COMMITTEE MINUTES

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

MONDAY, JULY 25, 2022, BY ZOOM

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

The meeting was held via Zoom and there was a quorum to conduct business. Melinda Bell called the meeting to order at 3:30pm. Donna Clavaud recorded the minutes of the meeting.

AGENDA

Reading & Approval of prior minutes, if necessary:

The group approved the FAC Minutes from the June 29 meeting, which had focused on a final review of the FY2022-2023 Budget for the July 13, 2022 Public Hearing and monthly Board Meeting.

Park Budget Priorities for 2022-23:

Projects:

With the passing of the Measure A sales tax by Marin voters at the June Special Election, there will be ongoing funding to Tomales Community Park over the next ten years. Current projects for FY2022-23 are the ADA Ramps into the four play areas to meet full ADA compliance for certification; repairs to the aging water tower to maintain its importance for park storage; replacement of a portion of the north fence and the addition of a necessary retaining wall in one area. None of these projects have been scheduled at this time. Mary Halley has recommended that we develop a calendar for the implementation of these improvement projects. We can address this at our next few meetings, and we all agreed that we need to schedule project work around large rental events and weather considerations.

Smaller projects include the addition of two additional picnic table); new ADA replacement doors for the bathroom with added time lock and safety lock hardware; and new metal park signage in English and Spanish. The latter two small projects are underway. The custom bathroom doors and hardware have been purchased and stored until local contractor, David Judd installs them in late August or early September. Donna Clavaud reported that the updated park signage template in English and Spanish is ready, and three new metal signs will be

ordered soon. It should be noted that local Marshall resident Caroline Dutton and local Tomales resident Elvira Xaxni provided a Spanish translation for the signage. Board member and Park Advisory Committee (PAC) Chairperson Dru Fallon O’Neill is checking with three different regional printers for competitive pricing and procurement details. We hope to re-check procurement and pricing details for the two picnic tables that are in the budget in the next few months or in the Spring of 2023.

We also want to use reserve funds received from two Tomales Farm & Flea Market cash grants to build a pre-approved new front gate entry with over-arching metal signage. A timeline for this project has not yet been determined.

Staffing for Rentals:

We are developing a draft job description for a part time Park Rental Coordinator to oversee and coordinate all large rental events at Tomales Park. This position would include responding to rental requests to use the park facilities for large events of over 25 people; overseeing the discussion and completion of the 2022 Tomales Park Rental Agreement with the interested individual or group; clarifying park amenities needed; insuring rental fees, security deposit and insurance liability certificate are received from user prior to event; and identifying a TVCSD volunteer as contact person and post-event site inspector for the day of the event. This would be a contract position and funded by Measure A. The two TVCSD standing committees, FAC and PAC will be coordinating this effort prior to review and approval by the TVCSD Board of Directors.

Maintenance:

We are also developing a draft job description for a part time Tomales Park Site Maintenance Coordinator to oversee routine park maintenance, including regular mowing, and trimming of the landscape, and performing small emergency repairs. This contract position would require routine inspections to determine the need for contract services, with particular attention to regular maintenance and repairs due to increased use by locals and visitors and large rental events. Ongoing part time staffing will continue for contract garbage and recycling services, and bathroom sanitation services. These part- time services (current and proposed) are budgeted with Measure A funds.

Sewer Budget 2022-2023 Commitments & Needs

The #1 sewer pond will be pumped of sludge buildup the first week of August. A solar inverter will be replaced by December and requires a permit. Ongoing discussions are underway to replace the outdated and failing remote SCADA monitoring system, which is a critical capital improvement need; initial proposals from three companies are underway. A contractor selection and schedule for this project has not yet been determined.

Cash Flow Analysis for Sewer 2022-2023:

- a. 2021/2022 History**
- b. 2022/2023 Required Expenditures Calendar**
- c. Priorities for Available 2022/2023 Cash**

We reviewed and discussed the FY 2020-2021 budget statement to examine our prior year's financials. We agreed unanimously that TVCSD should carefully plan a calendar for FY2022-2023 required cash expenditures to clarify expected cash flows from projected income revenues to manage this budget.

Solutions for Cash Management:

a. Bank Account Consolidation:

b. 2023-2024 Priorities:

We reviewed options for TVCSD bank account consolidations and cash transfers over the next few months to meet required expenditures. Melinda Bell will review this in her September Board Meeting Financial Report, and she will attend the Board Meeting to answer questions and discussion.

We agreed that Melinda will schedule a meeting with SUSD in August to discuss the budget priorities and expenses for their share of the budget. Their payment invoice is sent September 1 and we will require their timely payment to meet required expenditures. Each of us agreed to attend a meeting with SUSD.

Invite Brandon Jacka, NSU Operator to TVCSD Board meetings more regularly to better understand how we can implement cost cutting efficiencies.

Next Meeting Date:

The next FAC meeting will be focused on the annual independent audit for FY 2020-2021 by the independent firm of Robert W. Johnson, CPA in late August. Melinda Bell and the FAC members will be preparing for this two-day process. The dates for their visit are tentative currently. FAC members will be meeting with the auditors to answer any questions they might have for Board members or our general manager. Any FAC Work Session will focus on the TVCSD Management Discussion & Analysis (MD&A) Report we must submit to the auditors as a requirement for the 2020-2021 Audit of our TVCSD sewer enterprise. Melinda Bell will keep the Committee informed of the scheduling and audit needs.

The meeting was adjourned at 5pm.

Signed by:

Date:

FAC Work Session Notes for August 18, 2022

Tomales Village Community Services District

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

This internal work session with the above met at the TVCSD District while the auditors were out at lunch. We had met with the auditors at 11:30am to answer their questions about the fiscal year ending June 30, 2022. The internal FAC work session lasted for about 45 minutes.

Purpose:

We agreed that Melinda Bell would write a Draft FY2020- 2022 Management Discussion & Analysis report (MD&A), as required each fiscal year as part of our independent annual audit by the firm of Robert W. Johnson, CPA; and email it for our review. This draft report will be presented to the TVCSD Board at its upcoming September 14 meeting for review, discussion, and approval before submittal to the auditors for their final independent audit report on FY 2020-2021.

The Draft MD&A will be on the FAC reports to the Board and included in the Board Packet for the upcoming meeting (see attached Draft MD&A for FY2020-2021 in the Board Packet, which is posted on the TVCSD website and emailed to our TVCSD Board, Staff and to our current stakeholder email list).

These notes were compiled by Donna Clavaud, Recording Secretary, for the Financial Advisory Committee.

Present:

Melinda Bell, FAC Chairperson & Financial Services; John Ward, TVCSO Board Member; Donna Clavaud, FAC Recording Secretary & TVCSO Board President; Mary Halley, TVCSO General Manager

Purpose:

This FAC meeting was only an internal committee Work Session. There was no public Agenda posted as it was for information sharing and discussion only of a Draft Two Year TVCSO Sewer Budget for FY 2022-23 and FY 2023-2024 and a discussion of the formation of an Ad Hoc SCADA Committee to pursue this capital improvement project for our sewer system.

Background:

The two-year draft budgets had been prepared and sent via email on September 7 to SUSD Superintendent Adam Jennings and CFO Alice Enochs for their review. Both are new in their positions at SUSD and our FAC committee had a meeting with them at their District Office on August 30 to discuss budget issues and cost sharing for FY2022-23 budget, with particular attention on increased expense for a priority capital improvement project required to replace the outdated and failing remote SCADA system that monitors the operation of our sewer system and offers reporting functions.

SUSD has an upcoming Board of Trustee Meeting; and since they are a 1/3 cost-sharing partner in our annual budget, they will be discussing their expected costs for this capital improvement project and other increased expenses facing our sewer enterprise. SUSD has been billed approximately \$10,000 less than projected for each of the past 7 years, but this year they face a higher share.

Outcomes:

During this FAC Work Session, we clarified our understanding of this Two-Year Sewer Budget projection, and organized our thoughts about presenting this information to the TVCSO Board at our upcoming meeting and clarified next steps.

1. We will be seeking TVCSO Board review and approval for a Two-year Sewer Budget. ACTION

Melinda Bell will be at the TVCSO Board Meeting on September 14, 2022 to discuss financials and Mary Halley, General Manager will offer insight into her meetings and discussions with our NSU operator, Brandon Jacka and her communications with three companies who could offer us potential contract services for a new SCADA system.

2. Add to Pending Business on TVCSO Board Meeting for September 14, 2022:

- a. Recommendation for Board approval to form an Ad Hoc SCADA Project Committee for the duration of this capital improvement project. **ACTION**

* Pursuant to TVCSO Policy 4060.1, the TVCSO President shall appoint such ad hoc committees as may be deemed necessary or advisable with approval by the TVCSO Board

- Such committee will be dissolved when project is completed, and a report is presented to the TVCSD Board at a regular monthly meeting.
- Members recommended include Mary Halley, General Manager; TVCSD board members Bill Bonini and John Ward; and Brandon Jacka, NSU Operator for TVCSD sewer system as an advisor.
- Duties will include review of 3 current contractor proposals and selection of most competitive proposal; recommendation to Financial Advisory Committee (next meeting is September 26); Board review and approval to proceed with contract negotiations (next Board Meeting is October 12); present a contract for approval at January 2023 Board meeting w/ plans to start the project in July FY23-24; provide oversight during installation; report to Board upon project completion.

This FAC Work Session was adjourned at 4:30pm.

Notes written by Donna Clavaud, FAC recording secretary.

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
MANAGEMENT DISCUSSION AND ANALYSIS
FOR THE YEAR ENDING JUNE 30, 2022**

1. Introduction

This section of the District's Financial Statement presents our analysis of the District's financial position and performance for the Fiscal Year that ended June 30, 2022. Readers are encouraged to read this section in conjunction with the accompanying financial statements.

2. Financial Summary

The audited financial statements report the Sewer Program on a business-type accounting basis with accruals, capital assets and depreciation. The Park Program is reported on a governmental-fund basis in the Statement of Activities and Governmental Fund Revenues, Expenditures and Changes in Fund Balances with an adjustment to report the Park in the government-wide report on a comparable basis with the Sewer Program, also showing capital assets and depreciation in the column for Statement of Activities, but not in the Governmental Fund column or the report on the next page. That next page includes a comparison of actual results to budget for the Park Program. The Sewer Program, reported on a business basis, does not include a comparison of actual to budget.

Condensed Financial Statements

	2022	2021
Assets:		
Current assets	\$284,247	\$308,364
Other assets	9,572	39,572
Capital assets, net	<u>1,731,696</u>	<u>1,787,155</u>
Total Assets	<u>\$2,025,515</u>	<u>\$2,135,091</u>
Liabilities and net position:		
Current liabilities	\$72,413	\$74,485
Long-term debt, less current portion	<u>53,182</u>	<u>97,419</u>
Total liabilities	<u>125,595</u>	<u>171,904</u>
Total net position	<u>1,899,920</u>	<u>1,963,187</u>
Total liabilities and net position	<u>\$2,025,515</u>	<u>\$2,135,091</u>

Statement of Activities (Sewer and Park)

Operational revenues	\$187,336	\$196,198
Operational expenses	<u>300,051</u>	<u>248,484</u>
Operational loss	(112,715)	(52,286)
General revenues/expenses	<u>60,995</u>	<u>55,899</u>
Change in net position	<u>(\$51,720)</u>	<u>\$3,613</u>

3. Detailed Analysis

The TVCSD is a special district formed under Government Code 61000 to operate and manage the community's wastewater treatment plant (WWTP) and Tomales Community Park. The WWTP is funded through sewer service fees and some Ad Valorem property taxes. The WWTP provides sewer service for 126 sanitary units in 101 parcels on 13 acres and the three Tomales campus of the Shoreline Unified School District (SUSD.) SUSD uses one-third of system capability, and therefore funds one-third of the annual budget. The operation of the Tomales Community Park is funded through donations, park rentals, fund raisers, grants, and County of Marin Measure A sales taxes dedicated to parks and open spaces.

The Sewer Program records \$40,166 in depreciation of its WWTP infrastructure annually and has not required significant capital improvements since 2009/2010. Expenses have been maintenance, repair and replacement during the past twelve years. The Tomales Community Park made major progress in 2019/2020 in rebuilding the gazebo. Ongoing Park Program maintenance, repair and utility costs in 2021/2022 were increased to include \$6,970 for daily sanitation of the playground equipment and bathrooms in compliance with public health orders to prevent the spread of COVID-19. And in 2021/2022 playground surface material costing \$8,133 was added.

4. Significant Capital Asset and Long-Term Debt Activity

When the District was formed in 1998/1999, the Wastewater Treatment Plant was acquired from North Marin Water District. The District was able to garner a Small Communities Grant from SWRCB and a loan of \$315,594 at 2.5% through the State Revolving Fund to fund major improvements in 2002/2003. The last payment on this debt will be made in December 2022. The amount due is \$25,295.32 The District has a solar system to provide the energy to operate the wastewater treatment system and irrigation field. To acquire the system, the District sold \$305,000 in zero interest Clean Renewable Energy Bonds in July 2009. The bonds have four more payments due totaling \$71,764.72. All existing long-term debt will be fully repaid in July 2025.

5. Currently Known Facts, Decisions or Conditions

The major funding source for Tomales Community Park, Marin County Measure A sales tax, expired in March 2022, but its renewal was unequivocally approved by the voters in June 2022. Expenses during 2021/2022 were kept low because of the uncertainty of the passage of the renewal near year-end. With the funding in place, the TVCSD Board is now considering hiring staff to provide oversight of park rentals, maintenance and improvements. During 2020 to 2021 pandemic public health regulations kept travelers at home and reduced park rentals. However, with the pandemic easing, park visitors are back and cleaning costs are continuing. Adequate staffing will provide consistent planning and better use of the park.

The District faces the challenge of limiting costs to keep rates as low as economically feasible for the 126 residences, businesses and the school district in the Sewer Program. Expenses have been kept under budget for the previous seven years. However, costs increased significantly in 2021/2022 because of deferred maintenance, electric bills, work on the Strategic Plan, and replacement of the retiring General Manager. The higher expenses have reduced cash balances, so careful planning and evaluation of options for funding will be necessary. The busy year made progress in many ways which will pay off in the long-run. Sewer plant electrical costs have been reduced for the future by the 2021/2022 maintenance work and analysis of power usage. Accounts receivable and sewer service charges have been analyzed and issues resolved. With the Strategic Plan completed and a new General Manager, long-term planning will begin. The videotaped imaging work done in 2021/2022 showed that the system's pipes are still in good shape, but SCADA improvements are planned immediately for the Supervisory Control and Data Acquisition system. .

6. Contacting the Administrator

This financial report is designed to provide our citizens, customers, investors, and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have any questions about this report or need additional information, contact General Manager Mary Halley at Tomales Village Community Services District, Post Office Box 303, Tomales, CA 94971 or admin@tomalescsd.ca.gov or 707-878-2767.

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FINANCIAL REPORT SEPTEMBER 2022

The basic two reports for the 2022/2023 year-to-date through August 31 are included in this packet. The preliminary reports for the year ended June 30, 2022 were in the July packet, and next month the auditors' report for July 2021 to June 2022 should be ready for the Board meeting

Sewer cash was depleted in the year ending June 30, 2022. Expenses were \$78,200 more than income, or \$34,287 over income not counting depreciation expense. An additional \$40,864 was needed for debt repayment. After year-end we paid \$25,993 of last year's bills. Sewer cash balances at August 31 total \$88,332 spread among the three financial institutions. We do not receive County funding until December.

Park cash has a healthy balance with the renewal of Measure A by the voters. The work plan and budget anticipate \$63,800 in expenses this year. Park cash balances at August 31, 2022 are \$136,944. The Park income and expense report through August 31 shows that Measure A funding received in July continued to be higher than in the early years of 2014 to 2018. Park expenses were primarily for trimming the Cypress tree and the new rest room locking doors. Other expenses were for sanitizing, clean-up day, supplies and trash pick-up.

Changes in the equipment usage schedule at the sewer plant and the solar panel maintenance have paid off in lower electric bills. For the first time since August 2020 we have a credit balance with more power generated than used in May and June 2022. Other Sewer expenses have been high this year due to the clean-out of pond #1. Also Roy's Sewer Service cleaned the mains and well, and we have paid the year's insurance premiums. NSU's O & M expenses are higher due to their clean-out support work.

The General Manager and the Financial Advisory Committee met with SUSD Superintendent Adam Jennings and Director of Financial Services Alice Enochs because our billing for 2022/2023 was \$122,487 compared to \$71,082 the previous year and to an average of \$78,236 over the ten years 2011/12 to 2020/21. This \$51,000 increase to the previous \$71,082 invoice was primarily due to two factors. We finished the 2021/2022 year with expenses over budget by \$46,636. In each of the previous seven years we had finished the year under budget. SUSD had received a credit of close to \$10,000 each year. This year they were charged an extra \$15,417 instead. Also the 2022/2023 budget with the SCADA expense is \$77,460 more than the 2021/2021 budget or \$25,820 more for SUSD. They have asked us for a two-year budget to demonstrate that next year will be better or to spread the increase out.

A two-year budget for 2022/2023 and 2023/2024 is included in this packet for Board input and approval. The adopted budget did not include this large increase to be billed to SUSD because we had not discussed it with them yet. Instead it showed an amount similar to the prior year. SUSD pays the amounts on the two highlighted income lines plus an annual payment to TVCSD of \$2,641 on a 40-year loan from 1985 setting up the system. The two-year budget has two options: complete the SCADA project this year or defer to next. Board action will be needed.

The audit work has been completed. Included in the audit report will be the Management Discussion and Analysis (MD&A) written by our General Manager and Financial Advisory Committee. MD&A introduces the

audited financial statements and gives readers an objective and more easily readable analysis of the government's financial performance for the year. The 2021/2022 MD&A is included in this month's packet for Board review, discussion, changes and approval before including it in the audit report.

In addition to writing the MD&A for the audit, the auditors asked the FAC to add footnotes, one on the impact of COVID-19 on the district:

The Tomales Village Community Services District was impacted in 2020/2021 by the COVID-19 pandemic with difficulty finding contractors and supplies, sanitizing costs and loss of park rental income. In 2021/2022 the noticeable impact has been reduced to the cost of daily rest room and playground equipment sanitizing. The District has received praise from renters for the exceptionally clean rest rooms. There is still less park rental income, and there are procurement delays due to staff and supply shortages, but these impacts are minor.

The auditors wrote a new footnote for this year on our major customer Shoreline Unified School District.

Major Customer:

The District has one major customer, Shoreline Unified School District, that accounted for 33% and \$60,379 of operating sewer revenues for the year ended June 30, 2022. The District expects to maintain this relationship with the customer.

This footnote should be included because we need to disclose the importance of SUSD to our district. Any important relationship needs to be disclosed in the audited report. We are reminded of this importance now in planning funding for our major SCADA expense.

TVCS D 2-YEAR SEWER BUDGET 2022/2023 AND 2023/2024

	Adopted	Updated	No SCADA	Projected	With SCADA
	2022/2023 Budget			2023/24 Budget	
Income					
301.10 · Service Charges - Monthly	983	983	983	983	983
301.15 · Service Charges - Annual Fees	1,966	1,966	1,966	1,966	1,966
301.20 · Service Charges - SUS D	62,961	109,513	92,080	70,854	88,287
301.30 · Service Charges - County	112,200	125,124	125,124	126,044	126,044
301.35 · Solar Portion - Debt Serv	5,520	5,520	5,520	5,520	5,520
301.30 · Total Service Charges - County	117,720	130,644	130,644	131,564	131,564
Total 301.00 · Service Charges	183,630	243,106	225,673	205,366	222,800
303.00 - Connection Fees	10,000	10,000	10,000	10,000	10,000
303.10 · Permit and Inspection Fees	250	250	250	250	250
305.00 · SUS D Debt Serv SRF (last payment is December 2022)	8,062	8,765	8,765		
311.00 · Interest Income	1,348	1,348	1,348	800	800
315.50 · Levy 4	8,767	8,767	8,767	10,000	10,000
Total Income	212,057	272,236	254,803	226,416	243,850
Expense					
410.00 · Sewage Collection	400	400	400	500	500
411.00 · Sewage Treatment-Other	11,230	11,230	11,230	4,000	4,000
411.03 · Sewage Treatment Electric	9,000	5,000	5,000	3,000	3,000
411.08 - Solar Panel Inspect'n,Cleaning	900	900	900	400	400
411.05 - Lab Costs	8,600	9,000	9,000	9,200	9,200
411.10 - Plant Maintenance Supplies	1,000	1,000	1,000	500	500
412.00 · Sewage Disposal Other	750	750	750	2,000	2,000
412.10 · Sewage Disposal Electric	120	120	120	80	80
413.20 - Grounds Maintance Disposal	2,500	2,500	2,500	700	700
413.30 - Grounds MaintenanceTreatment	1,800	1,800	1,800	1,400	1,400
414.05 · Administrator's Fees	55,000	55,000	55,000	55,000	55,000
414.10 - Payroll Tax Expense	1,200	1,200	1,200	1,100	1,100
414.22 · Licenses and Permits	2,050	2,050	2,050	2,200	2,200
414.31 · Property & Liability Insurance	10,417	10,527	10,527	10,677	10,677
414.33 · Worker's Comp Insurance	782	791	791	800	800
414.34 · Profess Liab Insurance Reimburs	750	750	750	750	750
414.41 · Postage and Delivery	400	400	400	400	400
414.42 - Printing and Copies	100	100	100	-	-
414.43 · Office Supplies	500	500	500	400	400
414.44 · Sonic - Web Hosting	100	100	100	100	100
414.45 · Equipment Expense	1,000	1,000	1,000	900	900
414.465 · Board Member Stipend	5,000	3,000	3,000	3,000	3,000
414.467 · Board Training	500	250	250	150	150
414.47 · Clerical/Bookkeeping	16,000	16,000	16,000	16,000	16,000
414.48 · Office Rent	1,200	1,200	1,200	1,200	1,200
414.49 · Secretary	8,000	8,000	8,000	8,000	8,000
414.50 · O&M Contractual Services	56,600	57,732	57,732	59,464	59,464
414.551 · Legal Fees	1,000	1,000	1,000	100	100
414.552 · Audit	6,000	6,000	6,000	6,200	6,200
414.61 · Newsletter Expense	500	500	500	250	250
414.60 - Publication and Notices	200	200	200	200	200
414.62 · Dues and Subscriptions	1,500	1,500	1,500	1,500	1,500

TVCS D 2-YEAR SEWER BUDGET 2022/2023 AND 2023/2024

	Adopted	Updated	No SCADA	Projected	With SCADA
			2022/2023 Budget		2023/24 Budget
414.67 · Solar Lease Admin Fee	750	750	750	750	750
414.70 · Major Repairs and CIP		-	-		
CCTV Inspection of entire collection system CIP	2,600	2,600	2,600		
System integration and SCADA programming CIP	52,300	52,300			52,300
414.78 · Solar Panel Maintenance CIP	4,400	4,400	4,400		
SubTotal 414.70 · Major Repairs, CIP	59,300	59,300	7,000	-	52,300
414.81 · Travel	500	500	500	600	600
414.85 - Training	200	100	100	100	100
414.90 · Telephone and Internet Services	2,500	2,500	2,500	2,600	2,600
417.20 · Election Expense	300	300	300		
417.30 · LAFCO Charges	150	150	150	150	150
417.40 County Tax Administration Fees	250	250	250	250	250
420.20 · Interest Expense - SRF Loan	641	641	641		
Total Expense	269,690	264,991	212,691	194,621	246,921
Net Income	(57,634)	7,245	42,111	31,795	(3,071)
Cash receipt for SUSD receivable	1,950	2,067	2,067	2,191	2,191
Cash outlay for loan and bond payments	(43,595)	(44,236)	(44,236)	(17,941)	(17,941)
Net Change in Cash Balances	(99,279)	(34,924)	(58)	16,045	(18,821)
Beginning Cash	134,582	134,582	134,582	99,658	134,524
Ending Cash	35,303	99,658	134,524	115,703	115,703
Amount To Be Billed To SUSD					
1/3 of current budget	89,897	88,330	70,897	64,874	82,307
1/3 of solar bond payment	5,980	5,980	5,980	5,980	5,980
2021/2022 actual over budget	15,417	15,417	15,417		
1/3 interest on water board loan	(214)	(214)	(214)		
Line above for service charge	111,080	109,513	92,080	70,854	88,287
1/3 of water board loan payment	8,765	8,765	8,765		
payment on 1985 loan due TVCS D	2,641	2,641	2,641	2,641	2,641
TOTAL SUSD PAYMENT	122,486	120,919	103,486	73,495	90,928
SUSD Two-Year Total SCADA 2022/2023				194,414	
SUSD Total Two-Year SCADA 2023/2024				194,414	

GENERAL MANAGER REPORT

SEPTEMBER 14, 2022

General Management Statement and Goals

- Management and staff currently focusing on 1) SCADA system estimates for upgrade and installation quotes, 2) revised estimates for FY2022-23 and FY23/24 Sewer budgets, 3) parcel tax fee audit and adjustments, 4) sewer system maintenance projects, 5) solar inverter replacement at storage ponds, and 6) continued research for draft ADU policy.

New/Continuing Business

SEWER

- Collection system maintenance – Roy’s Sewer Service completed flushing lines and mains between MH22 – MH23, MH22 – MH2, SSCO4 – MH13, MH7 – MH8 (containing either gravel, grease/fog, candlewax buildup, or a combination) and pumped out lift-station. Follow-up with customer that was contributing to candlewax buildup to make sure the source was mitigated and not continuing to be disposed of via the sewer system.
- SCADA – we have now received estimates for partial upgrades and/or complete SCADA system replacements from Aspect Engineering, JM Integrations, and Xio Systems. I met onsite with Xio technician and electrical contractor to get auxiliary installation quote for the Xio system and am still waiting for that last estimate. We were hoping for a possible patch/repair quote from NSU, but the NSU technician upon review did not recommend patching current outdated system – thus no quote. The FAC committee is recommending the Board approve a SCADA ad-hoc committee to help oversee and advise on the proposals, contract, and installation for the duration of the project. The first goal will be to have all information and quotes ready for the October 12 Board meeting.
- Treatment Pond maintenance – pond #1 was pumped out and cleaned by City Sewer Service and NSU crews with grease and sludge hauled away on Aug 1 - 2. Gravel has been washing into pond #1 which made it difficult to pump to the bottom, without damaging the pumper trucks, so we will need to look into a ‘not-too-costly’ solution to creating a barrier around pond #1 to keep the gravel from continuing to collect and build up.
- PG&E and Solar panel billing issues – repairs and changes to the solar system have resulted in a return to receiving solar credits. I am considering whether district should invest in its own solar panel washing equipment to either use when it’s raining or install agriculture grade water tanks onsite to provide available water at solar panel locations.
- Solar Inverter replacement project – SolarWorks has now discovered that they cannot replace the 3 - 3000 KW inverters with one 9000 KW inverter, so they have now located 3 compatible 3000 KW converters but parts will not be available before September. I have not yet received the revised estimate.
- Parcel Tax Service Fees – did a full review and analysis of all district customer parcels to make sure that the tax roll fees being paid were correct. We found several that had

either not been paying, were underpaying, or possibly overpaying. The District Tax roll was updated and notices were sent out to the effected customers.

- TVCSADU Policy – the FAC committee will start working on the draft-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.

PARK

- Park ADA Handicap ramps for access to play equipment areas – researched the question as to whether ADA handicap ramps would be elective or required at the TVCSAD Park playground. To be in compliance with the Americans Disabilities Act, playground equipment and facilities constructed or altered on or after March 15, 2012, must comply with the 2010 ADA Standards for Accessible Design. It seems that the TVCSAD Park was built prior to 2012 so handicap ramps would be elective and could be placed in those play structures areas that have room to accommodate turning radius and slope standards. The 2010 ADA Standards also provides for exception for structural impracticability.
- Park vegetation management – Cypress tree next to water tower was trimmed back significantly to allow for work on the water tower roof and also opened up the area hidden underneath it's low hanging branches. The next Chipper Day will be October 3.

GENERAL ADMINISTRATION

- District Elections – no election will be held on November 8. There are 3 incumbent candidates running for 3 seats.
- Board Vacancy – the vacant Board seat will now need to be filled by appointment and approval of the Marin County Board of Supervisors.
- Audits – completed all GM audit questionnaires and attended joint meeting with auditors and FAC committee.
- Office Computer – still waiting 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



July 21, 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
June 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
6/1/2022	10.8	86.0	8.3	17.6	250.0	560.0	<.20	<.40	7.1	2.4	4.7	460.0	15.0	8.7	3.0	19.3	43.6	261.4		5.6
6/2/2022	11.0																34.8			
6/3/2022	11.0																34.8			
6/4/2022	11.0																34.8			
6/5/2022	11.0																34.8			
6/6/2022	11.0	55.0	8.1	17.8	51.0	540.0								8.9	3.5	18.8	34.8	174.2		8.2
6/7/2022	11.3																85.5			
6/8/2022	11.3																85.5			
6/9/2022	11.3																85.5			
6/10/2022	11.3																85.5			
6/11/2022	11.3																85.5			
6/12/2022	11.3																85.5			
6/13/2022	11.3																85.5			
6/14/2022	11.3	90.0	6.3	18.6								530.0	27.0	9.4	5.0	19.1	85.5	683.9		47.0
6/15/2022	11.8																3.9			
6/16/2022	11.8																3.9			
6/17/2022	11.8																3.9			
6/18/2022	11.8																3.9			
6/19/2022	11.8																3.9			
6/20/2022	11.8																3.9			
6/21/2022	11.8																3.9			
6/22/2022	11.8	94.0	6.8	19.7													3.9			
6/23/2022	10.7											530.0	23.0	9.1	5.5	19.8	3.9	31.2		<2.0
6/24/2022	10.7																0.0			
6/25/2022	10.7																0.0			
6/26/2022	10.7																0.0			
6/27/2022	10.7																0.0			
6/28/2022	10.7	64.0	7.3	17.8								510.0	15.0	9.4	5.0	19.6	0.0			<2.0
6/29/2022	11.9																0.0			
6/30/2022	11.9																0.0			
Min	10.7		6.3	17.6	51.0	540.0	0.0	0.0	7.1	2.4	4.7	460.0	15.0	8.7	3.0	18.8			#DIV/0!	0.0
Mean	11.3		7.4	18.3	150.5	550.0	#DIV/0!	#DIV/0!	7.1	2.4	4.7	507.5	20.0	9.1	4.4	19.3			#DIV/0!	
Total	337.5																936.7			

TOMALES WASTEWATER FACILITY
Treatment and Storage Ponds Summery Report

Natural Systems Utilities
Management and Technical Resources
707 254-1931

Month	Treatment Pond # 1				Treatment Pond No. 2				Treatment Pond No. 3				ST-West				ST-East			
Jun-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	3.0	8.2	3.5	18.1	3.0	8.8	4.0	17.4	3.0	9.8	4.0	18.7	11.5	9.9	6.0	22.4	11.5	9.3	6.0	21.6
2																				
3																				
4																				
5																				
6	3.9	8.4	3.5	17.9	4.1	9.2	4.5	17.8	4.4	9.6	4.5	18.4	12.0	9.7	6.0	21.8	12.0	9.2	6.5	21.2
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14	3.9	8.3	4.0	18.4	4.1	9.3	5.0	18.6	4.3	9.9	6.0	18.9	14.0	9.8	7.0	22.5	14.0	9.5	8.0	22.3
15																				
16																				
17																				
18																				
19																				
20																				
21																				
22	4.0	8.4	4.5	18.9	4.0	9.6	5.5	19.2	4.0	10.2	6.5	19.4	14.5	10.2	7.0	22.8	14.5	9.8	7.5	22.6
23																				
24																				
25																				
26																				
27																				
28	3.8	8.1	4.0	19.2	3.9	9.0	5.0	19.4	3.9	9.8	5.5	19.3	14.5	9.9	7.0	22.2	14.5	9.6	7.5	22.0
29																				
30																				

**TOMALES TREATMENT PONDS
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year) **June 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	6/1/22	6/6/22	6/14/22	6/22/22	6/28/22
Day	WED	MON	TUES	WED	WED
Time	3:35PM	10:50AM	3:45PM	2:30PM	11:10AM
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) **June 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	6/1/22	6/6/22	6/14/22	6/22/22	6/28/22
Day	WED	MON	TUES	WED	WED
Time	3:35PM	10:50AM	3:45PM	2:30PM	11:10AM
Operator	AG	AG	AG	AG	AG
Rain fall, inches	0	0	0	0	0
* Nuisance odors (smell)	N	N	N	N	N
*Evidence of any standing water	N	N	N	N	N
* Evidence of mosquitoos 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) **June 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	6/1/22	6/6/22	6/14/22	6/22/22	6/28/22
Day	WED	MON	TUES	WED	WED
Time	3:35PM	10:50AM	3:45PM	2:30PM	11:10AM
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)

June 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	6/1/22	6/6/22	6/14/22	6/22/22	6/28/22
Day	WED	MON	TUES	WED	WED
Time	3:35PM	10:50AM	3:45PM	2:30PM	11:10AM
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: June 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	6/1/22	6/6/22	6/14/22	6/22/22	6/28/22
Time	3:35PM	10:50AM	3:45PM	2:30PM	11:10AM
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

June 24, 2022

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

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

Tomales Village CSD

LOG NUMBER 622-11631A
Sample Description: TR – Effluent

ANALYSIS

BOD₅ @ 20°C mg/L 51.
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 540.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 06/08/22
BOD Completed Date: 06/13/22

BRELJE AND RACE LABORATORIES, INC.

SARA ROSAS, LABORATORY DIRECTOR
SR:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

July 7, 2022

Sample Collected: 06/14/22
Sample Received: 06/14/22
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	622-12428
Sample Description:	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	27.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	530.

BOD Start Date: 06/16/22
BOD Completed Date: 06/21/22

BRELJE AND RACE LABORATORIES, INC.

SARA ROSAS, LABORATORY DIRECTOR
SR:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

July 7, 2022

Sample Collected: 06/28/22
Sample Received: 06/28/22
Collected By : AG/NSU
Cc : e-mail

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


Tomales Village CSD

LOG NUMBER 622-13429
Sample Description: TR – Effluent

ANALYSIS
BOD₅ @ 20°C mg/L 15.
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 510.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 06/29/22
BOD Completed Date: 07/04/22

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: June 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
622-11330	06/01/22	06/01/22	06/05/22	EFF-D	1.85	5.6

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



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: June 14, 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
622-11608	06/06/22	06/06/22	06/10/22	EFF-D	1.8	8.2

Std. Mthds. 9221

COPY SENT TO: e-mail - Natural Systems Utilities

Note: Samples set and received "out of hold time".

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: June 22, 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
622-12426	06/14/22	06/14/22	06/18/22	EFF-D	1.6	47.

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: June 28, 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
622-13035	06/22/22	06/22/22	06/24/22	EFF-D	1.6	<2.0

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: July 1, 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
622-13428	06/28/22	06/28/22	06/30/22	EFF-D	1.7	<2.0

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



August 18, 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
July 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.

Flows are averaged from 7/21 – 7/31. We had some material stuck in the flume and this affected flow readings.

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
7/1/2022	11.9																0.0			
7/2/2022	11.9																0.0			
7/3/2022	11.9																0.0			
7/4/2022	11.9																0.0			
7/5/2022	11.9																0.0			
7/6/2022	11.9	95.0	8.6	19.4	200.0	470.0	<.20	<.40	7.1	4.7	2.4	480.0	16.0	8.4	4.5	20.2	0.0	0.0		<2.0
7/7/2022	11.2																11.0			
7/8/2022	11.2											540.0	60.0				11.0			
7/9/2022	11.2																11.0			
7/10/2022	11.2																11.0			
7/11/2022	11.2	56.0	8.2	18.6								540.0	36.0	8.9	4.5	20.5	11.0	55.0		<2.0
7/12/2022	9.8																0.1			
7/13/2022	9.8																0.1			
7/14/2022	9.8																0.1			
7/15/2022	9.8																0.1			
7/16/2022	9.8																0.1			
7/17/2022	9.8																0.1			
7/18/2022	9.8																0.1			
7/19/2022	9.8	78.0	6.4	16.8								500.0	16.0	8.6	4.0	20.1	0.1	1.0		<2.0
7/20/2022	10.0																0.0			
7/21/2022	10.0																0.0			
7/22/2022	10.0																0.0			
7/23/2022	10.0																0.0			
7/24/2022	10.0																0.0			
7/25/2022	10.0																0.0			
7/26/2022	10.0																0.0			
7/27/2022	10.0	80.0	7.6	19.8													0.0			<2.0
7/28/2022	10.0											530.0	16.0	8.7	4.0	20.8	0.0			
7/29/2022	10.0																0.0			
7/30/2022	10.0																0.0			
7/31/2022	10.0																0.0			
Min	9.8		6.4	16.8	200.0	470.0	0.0	0.0	7.1	4.7	2.4	480.0	16.0	8.4	4.0	20.1			#DIV/0!	
Mean	10.5		7.7	18.7	200.0	470.0	#DIV/0!	#DIV/0!	7.1	4.7	2.4	518.0	28.8	8.7	4.3	20.4			#DIV/0!	
Total	325.8																55.8			

Month	Treatment Pond # 1				Treatment Pond No. 2				Treatment Pond No. 3				ST-West				ST-East				
Jul-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	3.7	7.9	3.5	19.4	3.8	8.5	4.5	19.5	3.8	9.2	5.0	19.4	14.5	9.8	7.5	22.0	14.5	9.4	7.5	21.9	
7																					
8																					
9																					
10																					
11	3.5	8.1	4.0	20.1	3.6	8.8	5.0	20.3	3.6	9.5	6.0	20.4	14.5	10.1	7.5	22.3	14.5	9.8	7.5	22.1	
12																					
13																					
14																					
15																					
16																					
17																					
18																					
19	3.4	8.2	4.0	19.8	3.6	8.9	5.0	20.0	3.6	9.3	5.5	20.1	14.5	9.9	7.0	21.6	14.5	9.6	7.5	21.3	
20																					
21																					
22																					
23																					
24																					
25																					
26																					
27	3.4	8.5	3.0	20.2	3.4	8.9	5.0	20.3	3.4	9.2	5.0	20.3	14.5	9.3	7.5	20.8	14.5	9.8	8.5	20.4	
28																					
29																					
30																					
31																					

**TOMALES TREATMENT PONDS
STANDARD OBSERVATION REPORT**

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

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	7/6/22	7/11/22	7/19/22	7/27/22
Day	WED	MON	TUES	WED
Time	11:30AM	1:00PM	1:50PM	3:05PM
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) **July 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	7/6/22	7/11/22	7/19/22	7/27/22
Day	WED	MON	TUES	WED
Time	11:30AM	1:00PM	1:50PM	3:05PM
Operator	AG	AG	AG	AG
Rain fall, inches	0.1	0	0	0
* Nuisance odors (smell)	N	N	N	N
*Evidence of any standing water	N	N	N	N
* Evidence of 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) **July 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	7/6/22	7/11/22	7/19/22	7/27/22
Day	WED	MON	TUES	WED
Time	11:30AM	1:00PM	1:50PM	3:05PM
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)

July 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	7/6/22	7/11/22	7/19/22	7/27/22
Day	WED	MON	TUES	WED
Time	11:30AM	1:00PM	1:50PM	3:05PM
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: July 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	7/6/22	7/11/22	7/19/22	7/27/22
Time	WED	MON	TUES	WED
Operator	11:30AM	1:00PM	1:50PM	3:05PM
Evidence of standing water	AG	AG	AG	AG
* Evidence of runoff from site	N	N	N	N
Evidence of erosion caused by irrigation	N	N	N	N
Evidence of system run off containment system from proper condition and integrity.	N	N	N	N
*Any odors	N	N	N	N
Mosquito breeding resulting from irrigation	N	N	N	N
* Evidence of improper distribution system components and hydraulic integrity	N	N	N	N
Perimeter fence posting informing public wastewater is not safe to drink	Y	Y	Y	Y

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

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



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

July 22, 2022

Sample Collected: 07/06/22
 Sample Received: 07/06/22
 Collected By : AG/NSU
 Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	722-13996	722-13997-9
Sample Description:	Influent	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	200.	16.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	470.	480.
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)		7.1
Ammonia N mg/L (EPA Mthd. 350.1)		4.7
Total Organic N mg/L		2.4

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

BRELJE AND RACE LABORATORIES, INC.

SARA ROSAS, LABORATORY DIRECTOR
 SR:lja



July 29, 2022

Sample Collected: 07/08/22
Sample Received: 07/08/22
Collected By : AG/NSU
Cc : e-mail

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


Tomales Village CSD

LOG NUMBER 722-14298
Sample Description: TR – Effluent

ANALYSIS
BOD₅ @ 20°C mg/L 60.
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 540.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 07/08/22
BOD Completed Date: 07/13/22

BRELJE AND RACE LABORATORIES, INC.



SARA ROSAS, LABORATORY DIRECTOR
SR:lja



July 29, 2022

Sample Collected: 07/11/22
Sample Received: 07/11/22
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER 722-14372
Sample Description: TR – Effluent

ANALYSIS

BOD₅ @ 20°C mg/L 36.
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 540.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 07/13/22
BOD Completed Date: 07/18/22

BRELJE AND RACE LABORATORIES, INC.

SARA ROSAS, LABORATORY DIRECTOR
SR:lja



August 3, 2022

Sample Collected: 07/19/22
Sample Received: 07/19/22
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER 722-15124
Sample Description: TR – Effluent

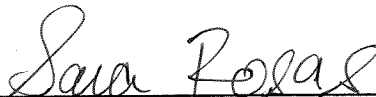
ANALYSIS

BOD₅ @ 20°C mg/L 16.
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 500.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 07/20/22
BOD Completed Date: 07/25/22

Note: The Dilution Water Blank average for BOD exceeds 0.20 mg/L.

BRELJE AND RACE LABORATORIES, INC.



SARA ROSAS, LABORATORY DIRECTOR
SR:lja



August 5, 2022

Sample Collected: 07/27/22
Sample Received: 07/27/22
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER 722-15668
Sample Description: TR – Effluent


ANALYSIS

BOD₅ @ 20°C mg/L 16.
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 530.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 07/29/22
BOD Completed Date: 08/03/22

Note: The Dilution Water Blank average for BOD exceeds 0.20 mg/L.

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: July 13, 2022
COLLECTED BY : AG/NSU

Tomales Village CSD

Log Number	Date Collected	Date Set	Date Completed	Sample Source	Total	
					Cl ₂ Residual	Coliform MPN/100 mL
722-13995	07/06/22	07/06/22	07/08/22	EFF-D	1.46	<2.0

Std. Mthds. 9221

COPY SENT TO: e-mail - Natural Systems Utilities

BRELJE AND RACE LABORATORIES, INC.

Dmitriy Kasyanchuk

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: July 21, 2022
COLLECTED BY : AG/NSU

Tomales Village CSD

Log Number	Date Collected	Date Set	Date Completed	Sample Source	Cl ₂ Residual	Total Coliform MPN/mL
722-14371	07/11/22	07/11/22	07/13/22	EFF-D	2.5	<2.0

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: July 29, 2022
COLLECTED BY : AG/NSU

Tomales Village CSD

Log Number	Date Collected	Date Set	Date Completed	Sample Source	Cl ₂ Residual	Total Coliform MPN/mL
722-15096	07/19/22	07/19/22	07/21/22	EFF-D	2.6	<2.0

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.

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BACTERIOLOGICAL EXAMINATION OF WATER

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

DATE REPORTED: August 1, 2022
COLLECTED BY : AG/NSU

Tomales Village CSD

Log Number	Date Collected	Date Set	Date Completed	Sample Source	Cl ₂ Residual	Total Coliform MPN/mL
722-15667	07/27/22	07/27/22	07/29/22	EFF-D	2.4	<2.0

Std. Mthds. 9221

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BRELJE AND RACE LABORATORIES, INC.

Dmitriy Kasyanchuk

ALEX BOENIG & DMITRIY KASYANCHUK,
LABORATORY SUPERVISOR

AB&DK:acm