



**TVCS D Board of Director's Meeting Agenda**  
**Date: Wednesday, October 12, 2022 7 pm Tomales Town Hall**

**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 October 12, 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).*

**a. Approval of September 14, 2022 TVCS D Board Meeting Minutes**

**b. 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)**

1. No PAC meeting was held in September 2022
2. Review and Approve DRAFT Job Description for Park Rental Coordinator **Action**
3. Review and Approve DRAFT Job Description for Park Maintenance Coordinator **Action**
4. Update on Park Signage and Restroom Replacement Doors
5. Discuss Possible Collaboration with Tomales High School (THS) and Tomales Community Park Projects
6. October 21<sup>st</sup>, 2022 City of Hope Bike Event at Tomales Community Park

**b. Financial Advisory Committee (FAC)**

1. Review Approved September 26, 2022 FAC Meeting Minutes

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

**a. Review Financial Manager's Report**

**IX. General Manager's Report**

**X. NSU Report**

**a. Review August 2022 reports**

**XI. Pending Business**

**a. Board Meetings Looking Forward:**

1. November 9<sup>th</sup> 2022, TVCS D BOD Meeting; Review and Approve SCADA Proposals
2. January 11<sup>th</sup>, 2023, TVCS D BOD Meeting; Welcome New TVCS D Board Member. Review and Update Strategic Planning Goals. TVCS D 2023 Winter Newsletter (Late February, Early March); Seeking Advice on Content

**XII. Other Business**

**XIII. New Business**



**XIV. Old Business**

**a. Website update**

**XV. Correspondence**

**XVI. Adjournment**

**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.*

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

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

Board of Directors:

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



**TVCSO Board of Director's Meeting Minutes DRAFT**  
**Date: Wednesday, September 14, 2022 7 pm Via Zoom**

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

**Board Members Absent:** None

**Also Present:** Mary Halley, TVCSO General Manager; Melinda Bell, TVCSO Finance Manager; Cynthia Hammond, TVCSO Recording Secretary

**Others Present:** None

**I. Call to Order**

Donna Clavaud called the meeting to order at 7:00 pm and expressed her appreciation to the TVCSO Board & Staff.

**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 September 14, 2022 TVCSO BOD Agenda**

Dru Fallon O'Neill motioned to approve the September 14, 2022 TVCSO BOD Agenda as is. Bill Bonini seconded the motion. M/S/C

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

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

**Director's 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**

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Board of Directors:  
Donna Clavaud, President • Bill Bonini, Vice President • Dru Fallon O'Neill • John Ward



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

None

**VI. Board Member Reports**

None

**VII. Committee Reports**

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

1. No PAC Meetings were held in July or August 2022

2. Margaret Nettles resigned from PAC; currently, two (2) volunteer positions are open

Donna Clavaud would like the TVCSD Board and Park Advisory Committee (PAC) to actively recruit two (2) new PAC committee members who can commit their time to the committee. Bill Bonini asked if committee members have to live within the District or can they reside outside the district? Donna Clavaud looked at the committee policy documents and it is not stated that committee members must reside within the District. Donna Clavaud stressed the importance of recruitment so that the PAC can remain a viable and valuable standing committee.

Dru Fallon O’Neill reported she had a few candidates who expressed interest.

3. Rental updates: THS July 30<sup>th</sup>, BBQ Reunion and September 4<sup>th</sup>, Tomales Festival very successful, (Tomales Festival has been added to District Insurance Policy at no additional cost), and the Marin Century on August 6<sup>th</sup>. Two (2) more rentals are coming: October 21<sup>st</sup>, the City of Hope Bicycle Event and a May wedding

4. Chipper Day is week of October 3<sup>rd</sup>, 2022. Should PAC register for this event?

It was determined that PAC should register for Chipper Day and a work committee needs to be established.

5. New doors and signage will be finished soon

Dru Fallon O’Neill said she has two (2) bids for the Park signage. Donna Clavaud said she would work with Dru Fallon O’Neill to get the signage done. David Judd is working on the new doors and safety lock and will be finished soon.

6. Update on January 2023, Measure A payment

Donna Clavaud said there was a 8/29/2022 email from Kevin Wright; Marin County Parks, stating “there would be little funding being disbursed in January 2023; and revenue under the new tax would be collected in October 1<sup>st</sup>, 2022 with a three (3) month delay in payment. A more typical disbursement will be made in July 2023.” March 2022 – October 1<sup>st</sup>, 2022 will result in a payment gap.

**b. Financial Advisory Committee (FAC)**

1. Review Approved July 25, 2022 FAC meeting minutes

Donna Clavaud reviewed the July 25, 2022 FAC meeting minutes with the TVCSD Board which included Park project priorities, staffing and maintenance for the Park, replacing the SCADA monitoring system, planning a calendar for FY 22/23 cash flows and bank account consolidation.

2. Present notes from Work Sessions on August 18<sup>th</sup>, 2022 and September 8<sup>th</sup> 2022

August 18<sup>th</sup>, 2022 Work Session notes stated Melinda Bell would write a draft Management Discussion & Analysis report (MD & A). The draft MD & A was included in the September 14, 2022 Board packet.

September 8<sup>th</sup>, 2022 Work Session notes was a discussion on a draft Two (2) year TVCSD Sewer Budget for FY 22/23 and FY 23/24 and the formation of an Ad Hoc SCADA Committee for the sewer system. Ad Hoc Committee members are Mary Halley, Bill Bonini, John Ward with Brandan Jacka (NSU) as an advisor for the process.



Donna Clavaud suggested two (2) edits for the MD & A report: 1. a typo was discovered on page two (2); second paragraph should read “.....the auditors asked FAC to “”add”” not “a” footnotes and 2.) And in paragraph three (3) it states “...daily restroom and playground equipment sanitizing”; the word “daily” should be deleted from the playground equipment as it is sanitized weekly.

SUSD is a major customer and partner paying 1/3<sup>rd</sup> of the annual expenses for the sewer enterprise.

Donna Clavaud also recommended editing the last paragraph; the last line to read “We are reminded of this importance now in planning funding for our major SCADA “”infrastructure improvement project expense””.

3. Review and Approve amended 2021/2022 Management Discussion and Analysis (MD & A) for the Annual TVCSD Audit

Dru Fallon O’Neill motioned to approve the Amended 2021/2022 Management Discussion and Analysis (MD & A) for the Annual TVCSD Audit. Bill Bonini seconded the motion. M/S/C

**Director’s Roll Call:**

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

Ayes **4**; Noes **0**; Abstain **0**; Absent **0**

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

**a. Review Financial Manager’s Report**

Melinda Bell reviewed her Financial Manager’s report with the TVCSD Board. Melinda Bell requested the TVCSD Board discuss and approve the two (2) year budget and Melinda Bell (FAC Chair) said FAC recommended the SCADA project be deferred to the next Fiscal Year. John Ward suggested a new contract with SUSD could/should be implemented within a new Fiscal Year.

**b. Review, Discuss and Approve Proposed Two (2) Year TVCSD Budget for 2022/2023 and 2023/2024**

Dru Fallon O’Neill motioned to Approve Proposed Two (2) Year TVCSD Budget for 2022/2023 and 2023/2024 and to defer the SCADA project to the following Fiscal Year to show good will to SUSD. John Ward seconded the motion. M/S/C

**Director’s Roll Call:**

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

**c. Board to Approve Consolidation of TVCSD Bank Accounts by Closing the Redwood Credit Union Account and Transferring the Funds in to the Remaining Local Agency Investment Fund (LAIF) Account**

Bill Bonini motioned to Approve Consolidation of TVCSD Bank Accounts by Closing Redwood Credit Union Account & Transferring the Funds into the Local Agency Investment (LAIF) Account. Dru Fallon O’Neill seconded the motion. M/S/C

**Director’s Roll Call:**

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



**IX. General Manager’s Report**

Mary Halley reviewed her General Manager’s report with the TVCSD Board. FAC approved an Ad Hoc Committee, only for SCADA, to oversee and advise proposals, contracts and installation. Gravel needs to be kept out of Pond # one (1), which is a maintenance issue and needs to be budgeted. Solar invertors: there is a need for three (3) invertors instead of one (1). Park ADA ramps seem to be elective in compliance with new laws stating that all playgrounds built and/or improved from 2012 on, must meet ADA standards. Donna Clavaud asked to verify the dates of the Park improvement projects.

**X. NSU Report**

**a. Review June & July 2022 reports**

Reports were reviewed. Donna Clavaud asked that TVCSD invite Brandon Jacka (NSU) to attend the October 12, 2022 TVCSD BOD meeting to explain lab reports.

**XI. Pending Business**

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

Donna Clavaud said a potential TVCSD candidate needed to file by November 8<sup>th</sup>, 2022 and suggests Board Members take necessary action to identify interested candidates to file for the two (2) year Board position.

**XII. Other Business**

None

**XIII. New Business**

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

Bill Bonini motioned that Committee Meeting Minutes are to be Approved by the Committees Prior to be added to the website.  
Bill Bonini AMENDED THE MOTION TO READ: Committee Meeting Minutes need to be approved by the Committees Prior to being Added to Board Packet. Dru Fallon O’Neill seconded the motion M/S/C  
**Director’s Roll Call as Amended:**  
**Yes** Clavaud, **Yes** Bonini, **Yes** O’Neill, **Yes** Ward  
Ayes **4**; Noes **0**; Abstain **0**; Absent **0**

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

Bill Bonini motioned to Approve an Ad-hoc Supervisory Control & Data Acquisition (SCADA) Committee (until SCADA Project is Complete). John Ward seconded the motion. M/S/C  
Standing Committee is identified as Mary Halley, Bill Bonini, John Ward and Brandon Jacka (NSU Advisor)  
**Director’s Roll Call:**  
**Yes** Clavaud, **Yes** Bonini, **Yes** O’Neill, **Yes** Ward  
Ayes **4**; Noes **0**; Abstain **0**; Absent **0**



**XIV. Old Business**

**a. Website update**

Cynthia Hammond gave an update on the TVCSD website revisions.

**b. Explore Electronic Signatures for TVCSD Board Meeting Minutes**

Donna Clavaud explained that TVCSD meeting minutes are currently signed in person and TVCSD is exploring the idea of using electronic signatures. Cynthia Hammond suggested contacting CSDA and TVCSD's CSDA Representative for advisement.

**XV. Correspondence**

Donna Clavaud said the CSDA On-line forum had a Contractor's Procurement document and will forward to the SCADA Ad Hoc Committee.

**XVI. Adjournment**

September 14, 2022, TVCSD BOD Meeting, was adjourned at 9:20 pm. No objections.

***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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**2022/2023 Budgets and Prior Year Comparisons**

	2022/2023	Jul - Sep 22	Jul - Sep 22	Jul - Sep 21	Change
<b>SEWER PROGRAM</b>	<b>Budget</b>	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>
<b>Income - Sewer</b>					
<b>301.00 · Service Charges</b>					
301.10 · Service Charges - Monthly	983	246	245.70	245.70	0.00
301.15 · Service Charges - Annual Fees	1,966	1,966	1,965.60	1,965.60	0.00
301.20 · Service Charges - SUSD	92,080	92,081	92,081.12	60,379.20	31,701.92
301.30 · Service Charges - County	130,644	2,500	721.06	2,415.96	-1,694.90
<b>Total 301.00 · Service Charges</b>	<b>225,673.00</b>	<b>96,792</b>	<b>95,013.48</b>	<b>65,006.46</b>	<b>30,007.02</b>
<b>303.00 · Connection &amp; inspection Fees</b>	10,250.00	2,563			
<b>305.00 · SUSD Sinking Fund - SWRCB</b>	8,765	8,765	8,765.11	8,062.00	703.11
<b>311.00 · Interest Income</b>	1,348	337	588.68	716.19	-127.51
<b>315.50 · Levy 4</b>	8,767	100	87.53	86.13	1.40
<b>Total Income - Sewer</b>	<b>254,803.00</b>	<b>108,456.97</b>	<b>104,454.80</b>	<b>73,870.78</b>	<b>30,584.02</b>
<b>Expense - Sewer</b>					
410.10 · Sewage Collection Electric			63.49	125.24	-61.75
410.00 · Sewage Collection - Other (Roy's)			2,975.62	0.00	2,975.62
<b>Total 410.00 · Sewage Collection</b>	400	100	3,039.11	125.24	2,913.87
411.08 Solar Panel Maintenance	900	225			
411.05 - Lab Bills	9,000	2,250	2,084.00	1,745.00	339.00
411.10 - Maintenance Supplies	1,000	250		480.00	-480.00
411.03 · Sewage Treatment Electric	5,000	1,250	50.92	7,326.84	-7,275.92
411.00 · Sewage Treatment - Other (pump, algae)	11,230	2,808	9,888.00	1,648.00	8,240.00
<b>Total 411.00 · Sewage Treatment</b>	<b>27,130.00</b>	<b>6,782.50</b>	<b>12,022.92</b>	<b>11,199.84</b>	<b>823.08</b>
412.00 · Sewage Disposal-Other	750	188			
412.10 · Sewage Disposal Electric	120	30	26.28	-149.21	175.49
<b>Total 412.00 · Sewage Disposal</b>	<b>870</b>	<b>218</b>	<b>26.28</b>	<b>(149.21)</b>	<b>175.49</b>
413.20 - Grounds Maintance	4,300	1,075			
414.11 - Social Security Tax	700	175		130.05	-130.05
414.12 - Medicare Payroll Tax	150	38		30.41	-30.41
414.13 - State Unemployment Tax	350	88		52.44	-52.44
414.05 · Administrator's Fees	55,000	13,750	12,275.00	14,103.75	-1,828.75
414.22 · Licenses and Permits	2,050	513		20.00	-20.00
414.31 · Property & Liability Insurance	10,527	10,527	10,527.15	9,222.01	1,305.14
414.33 · Worker's Comp Insurance	791	791	782.59	826.67	-44.08
414.34 · Profess Liab Insurance Reimburs	750	188	187.50	0.00	187.50
414.41 · Postage and Delivery	400	100	34.20	0.00	34.20
414.43 · Office Supplies	600	150	324.94	204.89	120.05
414.44 · Sonic - Web Hosting	100	25	23.85	23.85	0.00
414.45 · Equipment Expense (software subscriptions)	1,000	250	389.98	349.99	39.99
414.465 · Board Member Stipend	3,000	750			
414.467 · Board Training	250	63			
414.47 · Clerical/Bookkeeping	16,000	4,000	3,993.00	4,830.00	-837.00
414.48 · Office Rent	1,200	300	300.00	300.00	0.00
414.49 · Secretary	8,000	2,000	1,716.00	2,295.00	-579.00
414.50 · O&M Contractual Services (pond pumping)	57,732	14,433	17,272.91	13,368.00	3,904.91
414.551 · Legal Fees	1,000	250		60.25	-60.25
414.552 · Audit	6,000	6,000	5,600.00	0.00	5,600.00
414.553 · Consulting				700.00	-700.00



**2022/2023 Budgets and Prior Year Comparisons**

	2022/2023	Jul - Sep 22	Jul - Sep 22	Jul - Sep 21	Change
<b>SEWER PROGRAM</b>	<b>Budget</b>	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>
414.61 · Newsletter Expense	500	125			
414.60 · Publication and Notices	200	50			
414.62 · Dues and Subscriptions (USA North)	1,500	375	300.00	150.00	150.00
414.67 · Solar Lease Admin Fee	750				
414.70 · Major Repairs and CIP					
414.71 · Plant and Building Maintenance				5,635.95	-5,635.95
CCTV Inspection	2,600	650			
Solar Panel Improvements	4,400	1,100			
<b>Total 414.70 · Major Repairs and CIP</b>	<b>7,000</b>	<b>1,750</b>		<b>5,635.95</b>	<b>-5,635.95</b>
414.81 · Travel	500	125	139.06	90.96	48.10
414.85 · Training	100	25			
414.90 · Telephone and Internet Services	2,500	625	475.07	529.47	-54.40
417.20 · Election Expense	300	75			
415.50 · Depreciation Expense			10,790.95	9,291.50	1,499.45
417.30 · LAFCO Charges	150	150	143.44	145.87	-2.43
417.40 County Tax Administration Fees	250	63			
420.20 · Interest Expense - SRF Loan	641				
<b>Total Expense - Sewer</b>	<b>212,691.00</b>	<b>65,926.00</b>	<b>80,363.95</b>	<b>73,536.93</b>	<b>6,827.02</b>
<b>Net Income - Sewer</b>	<b>42,112.00</b>	<b>42,530.97</b>	<b>24,090.85</b>	<b>333.85</b>	<b>23,757.00</b>
Cash receipt for SUSD (billed, not received)	2,067		(101,421)		
Payment of old bills			(23,216)		
Cash outlay for loan and bond payments	(44,236)				
Depreciation			10,790.95		
<b>Net Change in Cash Balances - Sewer</b>	<b>(57)</b>		<b>(89,755)</b>		
<b>PARK PROGRAM</b>					
<b>Income - Park</b>					
311.00 · Interest Income	180	45	9.45	6.10	3.35
315.80 · Measure A Funds	33,000	16,500	19,618.76		
320.00 · Contributions Income	1,000	250	7.00	19,142.40	476.36
322.00 · Park Use Rental	800	200	0.00	200.00	-200.00
<b>Total Income - Park</b>	<b>34,980.00</b>	<b>16,995.00</b>	<b>19,635.21</b>	<b>19,348.50</b>	<b>276.36</b>
<b>Expense - Park</b>					
414.82 · Measure A Maintenance (tree, etc.)	9,450	2,363	4,095.76	55.56	4,040.20
414.83 · PGE Park	450	113	76.90	102.23	-25.33
414.86 · Equipment Cleaning Services	7,200	1,800	1,250.00	510.00	740.00
6420 · Park Trash Disposal	700	175	198.65	167.10	31.55
414.81-Measure A Project Expenses	36,000	9,000	4,479.36		4,479.36
414.85-Restricted Project Expenses	3,000	750			0.00
Maintenance Management	4,500	1,125			
Rental Management	1,500	375			
Financial Management	1,000	250			
<b>Total Expense - Park</b>	<b>63,800.00</b>	<b>15,950.00</b>	<b>10,100.67</b>	<b>834.89</b>	<b>9,265.78</b>
<b>Net Income - Park</b>	<b>-28,820.00</b>	<b>1,045.00</b>	<b>9,534.54</b>	<b>18,513.61</b>	<b>8,989.42</b>

**TVCS Bank Transactions**  
**July 1 through September 30, 2022**

	Type	Date	Num	Name	Memo	Amount	Balance
<b>131.00</b>	<b>Cash</b>			<b>BEGINNING BALANCE TOTAL PARK CASH</b>			<b>124,835.35</b>
<b>131.48</b>	<b>CA LAIF</b>			<b>BEGINNING BALANCE</b>			<b>31,106.46</b>
	Deposit	07/14/2022			Interest LAIF	58.24	31,164.70
<b>Total 131.48</b>	<b>CA LAIF</b>				<b>ENDING BALANCE</b>	<b>58.24</b>	<b>31,164.70</b>
<b>131.42</b>	<b>Bank of Marin - Money Market</b>			<b>BEGINNING BALANCE</b>			<b>66,860.95</b>
	Deposit	07/28/2022			Meas A	19,618.76	86,479.71
	Deposit	07/31/2022			MM interest	2.47	86,482.18
	Deposit	08/31/2022			Alloc MM int	3.52	86,485.70
	Deposit	09/30/2022			MM interest	3.20	86,488.90
<b>Total 131.42</b>	<b>Bank of Marin - Money Market</b>				<b>ENDING BALANCE</b>	<b>19,627.95</b>	<b>86,488.90</b>
<b>131.46</b>	<b>Bank of Marin - Park Account</b>			<b>BEGINNING BALANCE</b>			<b>26,867.94</b>
	Bill Pmt -Check	07/03/2022	1373	Bergy Door & Window Company	estimate #220103	-4,479.36	22,388.58
	Bill Pmt -Check	07/22/2022	1374	Martinez, Edgar	June 30 hours	-600.00	21,788.58
	Bill Pmt -Check	07/22/2022	1375	Melinda K. Bell	June	-130.00	21,658.58
	Bill Pmt -Check	07/22/2022	1376	Ortiz, Jose	Feb park purchase and installati	-540.00	21,118.58
	Bill Pmt -Check	07/25/2022	1372	Leon, Venta	Amazon June 2 and Costco Jun	-156.64	20,961.94
	Deposit	07/31/2022			interest	0.10	20,962.04
	Bill Pmt -Check	08/01/2022	1377	Kaplan, Benjamin	Refund THS Reunion Deposit	-250.00	20,712.04
	Deposit	08/05/2022			Deposit	7.00	20,719.04
	Bill Pmt -Check	08/10/2022	1381	Leon, Venta	tp, towels and vinegar	-83.04	20,636.00
	Bill Pmt -Check	08/10/2022	1380	Martinez, Edgar	July	-620.00	20,016.00
	Bill Pmt -Check	08/10/2022	1379	Martinez, Maria	July - Sep plus new rate adj Ma	-198.65	19,817.35
	Bill Pmt -Check	08/10/2022	1378	PGE	7399820768-9	-20.65	19,796.70
	Bill Pmt -Check	08/10/2022	1382	Smith, Paul;Marin Cyclists	Refund Aug 6	-500.00	19,296.70
	Deposit	08/31/2022			Deposit	0.09	19,296.79
	Bill Pmt -Check	09/03/2022	1383	Mazariegos, Alexander	Cypress Tree Trimming	-3,800.00	15,496.79
	Bill Pmt -Check	09/03/2022	1384	O'Neill, Dru Fallon	Clean-up Day Dump Fee	-73.92	15,422.87
	Bill Pmt -Check	09/08/2022	1385	PGE	7399820768-9	-40.82	15,382.05
	Bill Pmt -Check	09/12/2022	1386	Leon, Venta	8/26-8/30Costco	-138.80	15,243.25
	Bill Pmt -Check	09/12/2022	1387	Martinez, Edgar	August 31.5 hours	-630.00	14,613.25
	Deposit	09/30/2022			interest	0.07	14,613.32
<b>Total 131.46</b>	<b>Bank of Marin - Park Account</b>				<b>ENDING BALANCE</b>	<b>-12,254.62</b>	<b>14,613.32</b>
<b>Total 131.00</b>	<b>Cash</b>			<b>TOTAL ENDING CASH BALANCE - PARK</b>		<b>7,431.57</b>	<b>132,266.92</b>
<b>131.00</b>	<b>Cash</b>			<b>BEGINNING BALANCE TOTAL SEWER CASH</b>			<b>159,218.00</b>
<b>131.20</b>	<b>CA Local Agency Investm Fnd</b>			<b>BEGINNING BALANCE</b>			<b>72,581.73</b>
	Transfer	07/21/2022			Funds Transfer LAIF	-30,000.00	42,581.73
	General Journal	07/31/2022	LAIF		deposit accrued	135.89	42,717.62
<b>Total 131.20</b>	<b>CA Local Agency Investm Fnd</b>				<b>ENDING BALANCE</b>	<b>-29,864.11</b>	<b>42,717.62</b>
<b>131.31</b>	<b>Redwood Credit Union</b>			<b>BEGINNING BALANCE</b>			<b>40,821.20</b>
	Deposit	07/31/2022			RCU	5.18	40,826.38
	Bill Pmt -Check	08/07/2022	1001	City Sewer Pumping	inv 17975 pond pumping 8/2	-9,040.00	31,786.38
	Bill Pmt -Check	08/28/2022	1002	Natural Systems Utilities -CA	inv 1009378	-4,625.33	27,161.05
	Deposit	08/31/2022			Deposit	4.63	27,165.68
	Bill Pmt -Check	09/06/2022	1003	Halley, Mary C.	August	-3,411.01	23,754.67
	Bill Pmt -Check	09/06/2022	1004	Natural Systems Utilities -CA	inv 1010000	-3,396.92	20,357.75
	Bill Pmt -Check	09/23/2022	1005	Robert Johnson, CPA	2021/22 audit	-5,600.00	14,757.75
	Bill Pmt -Check	09/27/2022	1006	Natural Systems Utilities -CA	October	-4,625.33	10,132.42
	Deposit	09/30/2022			RCU interest	3.51	10,135.93
<b>Total 131.31</b>	<b>Redwood Credit Union</b>				<b>ENDING BALANCE</b>	<b>-30,685.27</b>	<b>10,135.93</b>
<b>131.42</b>	<b>Bank of Marin - Money Market</b>			<b>BEGINNING BALANCE</b>			<b>16,004.07</b>
	Transfer	07/04/2022			Funds Transfer	-10,000.00	6,004.07
	Deposit	07/18/2022			Teeter	778.55	6,782.62
	Deposit	07/18/2022			Teeter	29.58	6,812.20
	Deposit	07/31/2022			MM interest	0.22	6,812.42
	Deposit	08/31/2022			Alloc MM int	0.28	6,812.70
	Deposit	08/31/2022			Levy 4 Dec 2021	0.46	6,813.16
	Deposit	09/30/2022			MM interest	0.25	6,813.41
<b>Total 131.42</b>	<b>Bank of Marin - Money Market</b>				<b>ENDING BALANCE</b>	<b>9,190.66</b>	<b>6,813.41</b>

**TVCS Bank Transactions**  
**July 1 through September 30, 2022**

	Type	Date	Num	Name	Memo	Amount	Balance
<b>131.44 · Bank of Marin - Sewer</b>				<b>BEGINNING BALANCE</b>			<b>23,725.38</b>
	Bill Pmt -Check	07/03/2022	5120	Halley, Mary C.	June 59 miles & services 44.25 hours	-4,459.52	19,265.86
	Bill Pmt -Check	07/03/2022	5121	Ortiz, Jose		-10,780.58	8,485.28
	Bill Pmt -Check	07/03/2022	5122	PGE	8044736439-1	-4,138.20	4,347.08
	Transfer	07/04/2022			Funds Transfer	10,000.00	14,347.08
	Transfer	07/21/2022			Funds Transfer LAIF	30,000.00	44,347.08
	Bill Pmt -Check	07/22/2022	5126	Melinda K. Bell	June 42.5 hours	-1,700.00	42,647.08
	Bill Pmt -Check	07/22/2022	5127	Natural Systems Utilities -CA		-974.00	41,673.08
	Bill Pmt -Check	07/22/2022	5128	Ortiz, Jose		-19,144.53	22,528.55
	Bill Pmt -Check	07/25/2022	5123	AT&T Uverse	145835838	-3.29	22,525.26
	Bill Pmt -Check	07/25/2022	5124	AT&T	138729848	-74.90	22,450.36
	Bill Pmt -Check	07/25/2022	5129	Brelje and Race Laboratories, Inc.		-446.00	22,004.36
	Bill Pmt -Check	07/25/2022	5130	Capital One Bank	6428	-7.95	21,996.41
	Bill Pmt -Check	07/25/2022	5131	Clavaud, Donna	7 meetings 4/13 - 6/24 less tax	-277.04	21,719.37
	Bill Pmt -Check	07/25/2022	5132	Hammond, Cynthia	7/5 - 7/14 16 hours	-475.61	21,243.76
	Bill Pmt -Check	07/25/2022	5133	Underground Service Alert	2022 membership #175704	-150.00	21,093.76
	Bill Pmt -Check	07/25/2022	5134	Underground Service Alert	2022 membership #175704	-150.00	20,943.76
	Bill Pmt -Check	07/30/2022	5135	Roy's Sewer Service, Inc.	Cleaned Mains and Well	-2,975.62	17,968.14
	Deposit	07/31/2022			Deposit	0.13	17,968.27
	Payment	08/04/2022		Tomales Regional Histry Center		81.90	18,050.17
	Bill Pmt -Check	08/04/2022	5136	Brelje and Race Laboratories, Inc.		-496.00	17,554.17
	Bill Pmt -Check	08/04/2022	5137	Marin County Tax Collector	customer #21584	-143.44	17,410.73
	Bill Pmt -Check	08/06/2022	5138	Halley, Mary C.	July	-4,896.80	12,513.93
	Bill Pmt -Check	08/06/2022	5139	Natural Systems Utilities -CA	inv 1007673	-4,625.33	7,888.60
	Bill Pmt -Check	08/06/2022	5140	PGE	8044736439-1	-86.02	7,802.58
	Bill Pmt -Check	08/07/2022	5141	Melinda K. Bell	July hours less Capital rewards	-1,763.78	6,038.80
	Bill Pmt -Check	08/12/2022	5142	Brelje and Race Laboratories, Inc.		-399.00	5,639.80
	Bill Pmt -Check	08/25/2022	5143	AT&T	138729848	-74.90	5,564.90
	Bill Pmt -Check	08/25/2022	5144	Capital One Bank	6428	-368.14	5,196.76
	Bill Pmt -Check	08/25/2022	5145	AT&T Uverse	1458358.38	-123.54	5,073.22
	Bill Pmt -Check	08/25/2022	5146	Hammond, Cynthia	8/2 - 8/24 website and audit 19.5 hours	-582.27	4,490.95
	Payment	08/27/2022		AT&T - Customer		982.80	5,473.75
	Payment	08/27/2022		Tomales Regional Histry Center		81.90	5,555.65
	Deposit	08/31/2022			interest	0.05	5,555.70
	Bill Pmt -Check	09/04/2022	5147	Kristin Lawson	September-November	-300.00	5,255.70
	Bill Pmt -Check	09/06/2022	5148	Brelje and Race Laboratories, Inc.		-490.00	4,765.70
	Bill Pmt -Check	09/11/2022	5149	PGE	8044736439-1	-54.67	4,711.03
	Bill Pmt -Check	09/12/2022	5150	Hammond, Cynthia	8/25 - 9/11 website and packet 16.5 ho	-490.85	4,220.18
	Payment	09/15/2022		Paul Norris		982.80	5,202.98
	Payment	09/21/2022		Tomales Regional Histry Center		81.90	5,284.88
	Bill Pmt -Check	09/21/2022	5151	AT&T	138729848	-74.90	5,209.98
	Bill Pmt -Check	09/21/2022	5152	AT&T Uverse	145835838	-123.54	5,086.44
	Bill Pmt -Check	09/23/2022	5153	Capital One Bank	6428	-47.94	5,038.50
	Bill Pmt -Check	09/27/2022	5154	Brelje and Race Laboratories, Inc.		-480.00	4,558.50
	Bill Pmt -Check	09/27/2022	5155	North Bay Tree Weed & Pest	duckweed order 13493648	-848.00	3,710.50
	Deposit	09/30/2022			interest	0.02	3,710.52
<b>Total 131.44 · Bank of Marin - Sewer</b>				<b>ENDING BALANCE</b>		<b>-20,014.86</b>	<b>3,710.52</b>
<b>131.48 · Bank of Marin - Solar</b>				<b>BEGINNING BALANCE</b>			<b>6,085.62</b>
	Deposit	07/31/2022			solar	0.03	6,085.65
	Deposit	08/31/2022			Solar	0.02	6,085.67
	Deposit	09/30/2022			Interest	0.03	6,085.70
<b>Total 131.48 · Bank of Marin - Solar</b>				<b>ENDING BALANCE</b>		<b>0.08</b>	<b>6,085.70</b>
<b>Total 131.00 · Cash</b>				<b>TOTAL ENDING CASH BALANCE -SEWER</b>			<b>69,463.18</b>



**TOMALES COMMUNITY PARK  
DRAFT JOB DESCRIPTION: PARK RENTAL COORDINATOR**

**DESCRIPTION:**

This is a part-time/as needed contract position by Tomales Village Community Services District to provide outreach, oversight, and coordination to organizers for all large rental events (over 25 people) at Tomales Community Park.

TVCS D receives inquiries throughout the year from area residents and from Marin County organizations who are interested in holding a special large event at our park—a birthday, a high school reunion BBQ, a wedding, Founder’s Day Festival, bike club rest stop or large group picnic. Smaller events can take place at will without a rental agreement.

All inquiries to book for large events are emailed to the Park Rental Coordinator, who contacts the organizer about the details of the rental request: desired date of event, required amenities, number of guests, and a review of the Rental Agreement for park rules, day use fees, returnable security deposit, and required certificate of insurance liability. Once the event has been discussed and the event is approved, the Park Rental Coordinator ensures the contract; appropriate fees and required insurance certificate have been received by TVCS D prior to the event. The Park Rental Coordinator also coordinates with the Park Advisory Committee (PAC) to identify a Volunteer to function as Contact Person for the group event to meet and greet, assist with set up needs, and to inspect the park site after the event.

**ESSENTIAL FUNCTIONS:**

- Customer Service
- Communication
- Coordination

## **SCOPE OF WORK:**

Requests for large group use of Tomales Community Park are requested by phone or email to TVCSD. These inquiries will be referred to the Park Rental Coordinator to assist the party with details to include scheduling, completing the Park Rental Contract, payment of day use and security deposit fees prior to the day of the event, submittal of insurance certificate, and identifying special needs for park amenities and parking. This communication can be via email and/or phone. Tours of the Park site for potential event use may be requested and will be conducted by the Park Rental Coordinator. It is important for event holders to understand that Tomales Community Park is a public park and must remain open to public use during all rentals.

The Park Rental Coordinator is responsible for scheduling a PAC Volunteer to be available the day of the event to assist organizers as needed and to inspect the Park after the event to determine proper cleanup for the security deposit to be returned.

The Park Rental Coordinator will attend the PAC meetings to keep committee members informed about rentals and the park rental schedule. This information will be conveyed by PAC to the Board.

The Park Rental Coordinator will keep a file box at the Park Supply Room with all the park rental documents and liaison with TVCSD financial services staff on conveyance of all fees, rental contract, and insurance certificate.

If considerable parking is requested, event organizer will be referred to the Catholic Church for permission to schedule and utilize their parking lot. A small donation to the church is advised.

Signage about the event is important to notify residents of a scheduled large event at the park. The Park Rental Coordinator is responsible for posting a notice or flyer about the event at the USPS on the designated bulletin board and in the window at the TVCSD office. A sign at the front entrance of the park is also essential. It is important to state at the bottom of each sign that the park will remain open for public use during rentals.

## **QUALIFICATIONS:**

This role requires excellent customer service skills, effective computer and phone skills, and the ability to coordinate TVCSD staff and volunteers, local Tomales residents and businesses, and other park visitors, to ensure that group organizers and their large events integrate successfully into the overall mission of TVCSD to offer a healthy and inclusive recreational space at Tomales Community Park in the local village of Tomales. Special attention must be paid to event schedules by other local Tomales groups and by businesses to avoid traffic, parking, and noise issues.

**WORK CONDITIONS:**

This person can work remotely or utilize the TVCSD Office and will be walking on the park site for any pre-arranged tours.

**COMPENSATION:**

A TVCSD service contract will be developed, and compensation will be negotiated and agreed upon based on experience. It is expected that it will take approximately three (3) hours per event to complete necessary tasks. TVCSD estimates twelve (12) large events per year.

Contractor will submit a periodic invoice for payment from TVCSD. Compensation for this position will derive from Measure A park funds.

This position will be reviewed every six (6) months.

(Revised October 5, 2022)

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Board of Directors:

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**Tomales Community Park**  
**DRAFT Job Description: Park Maintenance Coordinator**

**DESCRIPTION:**

This is a part time contract position for Tomales Community Park to maintain the landscape and mow the grasses as needed; and to oversee any small repairs needed to buildings, fences, signage or play equipment. This will require routine inspections 2-3 times per week across the park site to determine that the site and its amenities are in good condition. Special attention will be paid to ensuring the site is inspected prior to large rental events. Larger repairs and projects will be separately contracted by the TVCSD Board.

**SCOPE OF WORK:**

- Perform routine inspections 3x per week of the entire park grounds to assess any work needed-in the areas of landscaping, mowing, refuse pickup, graffiti removal, raking of paths, sweeping of gazebo, raking of surface material in play areas, overflow of refuse bins, or malfunction of water fountain or play equipment.
- Perform as needed the mowing, landscaping, or small repairs to keep the park clean, safe, and well maintained.
- Keep a logbook of dates, time and activities performed.
- Report to Park Advisory Committee monthly with a general update.
- Refer overflow of garbage in bins, bathroom emergencies, or any need for larger repairs to appropriate TVCSD contractors for immediate attention.

**QUALIFICATIONS:**

- Familiar with mowing and weed-whacking grasses and pruning of shrubs and trees for safe public access and good visibility of entire park grounds.
- Familiar with natural products to keep paths clear of excessive weeds.
- Experienced with carpentry and mechanical skills for small repairs.
- Willing and able to convey monthly updates and refer special problem issues to key TVCSD personnel
- Ability to take initiative and work independently.
- Utilizes own tools and vehicle to perform duties.

**WORK CONDITIONS:**

All work will take place in Tomales Community Park. Work can be done on own schedule. Contractor will use own tools and will be reimbursed for fuel used for mowing and landscaping. Supplies needed for repairs can be requested or contractor can be reimbursed upon submittal of an invoice.

**COMPENSATION:**

A TVCSD service contract will be developed and agreed upon by Contractor and TVCSD that sets the agreed upon duties and compensation. Compensation will be based on experience and an estimation of time required monthly. The position will be reviewed after the first three (3) months to evaluate time spent and activities performed and make any required adjustments to the contract.

(Revised October 8, 2022)

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**FINANCIAL ADVISORY COMMITTEE MEETING MINUTES**  
**MONDAY, SEPTEMBER 26, 2022**  
VIA ZOOM

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

Melinda Bell called the meeting to order at 3pm and Mary Halley hosted the zoom meeting. Donna Clavaud took notes for meeting.

**AGENDA**

**1. Update on park projects now underway:**

**New Park Signage:** Donna Clavaud reported that the new signage for Tomales Park is not yet at the printer. Cynthia Hammond has done a design layout of the English sign and recommends that there be separate signage for English and Spanish due to the amount of print. We hope to get the pdfs to a printer soon. We will save money by doing the layout for the signs.

**Replacement ADA Bathroom Doors:** David Judd continues to work on the installation of the doors. He had to order safety locks to be added to the doors (in addition to time locks already added) to assure someone never gets locked inside the bathrooms if the time locks activate. He plans to have the project completed in October.

**2. Park Rentals:** The next rental is on October 21 with the City of Hope Bike Event. Their paperwork is almost complete, and plans are moving forward. We also have an inquiry about a Spring wedding, and they are reviewing the Rental Agreement, but the event is not set at this time. Donna reported that the MS Annual Bike Event organizer is interested in renting the park next year in August and toured the park with her.

**3. Calendar for 2022-2023 Park Projects:** Still in progress.

**4. Draft Job Descriptions for Park Rental Coordinator & Park Maintenance Coordinator:** Still in progress. Donna hopes to have them for review at the October 1 Board Meeting.

**5. ADU Draft Ordinance:** All agreed that more research is needed to determine how other similar CSDs are defining their categories and fee schedules. Mary Halley will continue to pursue this.

**6. Solar Panel Cleaning and Water Supply:** Mary Halley reviewed the issue of keeping the solar panels clean. She recommended that TVCSD consider having a water tank at the plant so that there is a water supply. She wondered if we could re-purpose the 500-gallon water tank in the

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7. Tomales Park water tower since it is not being used. She has also priced new tanks, and for \$800 we could purchase a 1,000-gallon tank. We explored the idea of cleaning the panels with volunteer help and our own water supply. John agreed to talk with Walter Earle and Terry Duffy to inquire how Walter and Paul cleaned the panels in the past, and what tools and equipment were used. Mary reminded us that the last time we paid to have the panels cleaned, the company underbid the job as the panels were very dirty and the process took much longer than they had expected. Their charge was \$5/per panel, and we have 114 panels; the total price was \$705. The company has still not billed TVCSD. We agreed to call to remind them.

We will continue to discuss our options before we plan for future cleaning. We did agree that an annual inspection by a professional company is essential to assess the efficiency of the system.

8. **Pond #1 Gravel Intrusion Remediation:** There is gravel slipping from the sides into the pond and we discussed the need to correct this problem by installing a rim around the pond to prevent the intrusion. Mary will continue to research solutions.
9. **Solar Inverters:** The critical question we must address is: How urgent is this project with one inverter not working? The panels are operating at a 70% efficiency rate now. Mary received a second quote: a recommendation to purchase 3 new inverters with monitoring capability for about \$8,000, which we do not have budgeted. Mary learned that we might find inverters on E-Bay, but we agreed that this posed too much risk. We tabled the issue for now due to budgetary concerns.
10. **Update on SUSD Invoices, MOU & NMWD Documents:** We are waiting to hear from SUSD. Melinda reported that the Trustees had a few questions at their September meeting. We discussed the documents we have on file containing the SUSD MOU, and the historical letters and emails we have on file that trace the partnership since 1975 before the sewer plant was built, continuing through the years when NMMWD operated the sewer enterprise, and into the years after our CSD was formed to take over management. We agreed to wait until the first week of October to hear from SUSD about their bill. Melinda will re-contact them at that point to see if they have any further questions.
11. **Sewer 2022-2023 Cash Projections and Bank Accounts:** We must be very prudent with cash expenditures at this time. We agreed that we recommend closing the RCU bank account due to its low interest rate.



**12. Ad Hoc SCADA Committee Update:** We are still waiting for details on the 3<sup>rd</sup> bid for the SCADA system project. Once all the bids are complete, the Committee can meet to review them and then make a recommendation to the Board.

Melinda adjourned the meeting at 5pm. The next FAC meeting will be on October 24, 2022.

Signed by: Donna Clavaud

Minutes approved on: October 9, 2022

**TVCSO 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 TVCSO website 72 hours prior to the meeting. Anyone requesting disability related accommodations may contact the district office 72 hours prior to the meeting.*



## **FINANCIAL REPORT OCTOBER 2022**

### **AUDIT REPORTS**

Copies of the 2021/2022 audit reports are available here at this meeting. The report shows that at year-end Sewer cash totaled \$129,219, down from \$236,166 at the beginning of the year, and there was a net Sewer program loss for the year of \$78,200. As we know, this loss was due to PG&E expenses, CCTV work, deferred solar, pond, and SCADA maintenance, staff time on strategic planning and other projects and some overlap of General Managers. It was an unusual year, and with the low cash balances now, we must be careful with Sewer expenditures in 2022/2023. The audit report shows ending Park cash of \$124,908 at June 30, 2022, and a net positive income for the year of \$14,933. The auditors cited no deficiencies in internal controls but recommended obtaining a cloud back-up system for the accounting records. There has been such a system for the plant and old office computers, and a cloud back-up has been purchased for the new office computer.

### **CASH MANAGEMENT AND PROJECTIONS**

Current Sewer cash balances at September 30, 2022 are now \$69,463, down from \$159,219 at the beginning of the year. Projected deposits include \$103,487 this month from Shoreline Unified School District for their share of Sewer expenses and debt payments, and in December \$78,386 from Marin County sewer service charges. But until we get this funding, our bank balances are very low with 61.5% of our funds at the state's Local Agency Investment Fund where interest rates earned are higher. As the Board approved last month, the Redwood Credit Union account is being diminished with the goal of closing it. Operating funds remain at Bank of Marin.

### **BUDGETARY CONTROLS**

Our budget for this year as adopted last month by the Board plans for \$212,691 in expenses and a very small decrease in cash. The SCADA project of \$52,300 was delayed until next year because of our need to maintain sufficient cash balances and the impact on the Shoreline Unified School District (SUSD.) With SCADA expenses this year, the SUSD payment due to TVCSD would have been \$122,488 after average amounts due the last five years of \$71,434. If we end this year on budget, their payment now for this year will be \$103,486. We need to stick to budget this year to maintain our cash balances and avoid needing to bill them next year for our higher actual expenses this year. SUSD pays one-third of our actual expenses, not budget.

### **FIRST QUARTER REPORTS IN PACKET**

Because we need to monitor our compliance with the budget, a report comparing first quarter expenses with one-quarter of the budget and with last year's actual results is in this packet. Also included are the bank transactions in the first quarter. Any input on improvements to reports would be welcome.

### **MY SUCCESSION PLANS**

I announced a year ago that I would be retiring in summer 2023. Plans are already underway to plan for recruitment of my successor. I will miss everyone here and miss working with TVCSD, but it is time...

# GENERAL MANAGER REPORT

OCTOBER 12, 2022

## General Management Statement and Goals

- Management and staff are currently focusing on 1) SCADA system estimates for upgrade and installation quotes 2) sewer grounds maintenance contractor 3) solar panel cleaning system or contractor 4) solar inverter replacement at storage ponds 5) continued research for draft ADU policy and 6) begin update of SSMP.

## New/Continuing Business

### SEWER

- Connections management – investigated and wrote letter to owners of Route One Bakery for their operations expansion into the third Piazza Building retail space stating that a grease trap would not be required by the district for the new dough prepping area subject to two inspections per/year at the district’s discretion. Also, researched and confirm for the real estate agent that 130 John St. is connected to the sewer system.
- SCADA – finally received the last Xio installation quote so we have now received estimates for partial upgrades and/or complete SCADA system replacements from Aspect Engineering, JM Integrations, and Xio Systems plus WBE installation estimate. I will summarize proposals for meeting with SCADA Project Committee and then FAC committee in October to develop a proposed recommendation at 11/9 Board meeting.
- Treatment pond and Plant maintenance – duckweed treatment was applied on 9/21 to pond #1 with touch-up treatments to ponds #2 and #3 at the same time (included for free). Coordinating to resolve Pond#1 gravel intrusion issue starting with sweeping loose gravel away from pond edge. Have reached out to several individuals in the local area who have mowers, or do mowing, and hope to get an estimate soon for several of the ongoing maintenance items at the treatment, storage ponds and irrigation field.
- PG&E and Solar panel billing issues – continuing to work on setting up regular solar cleaning and maintenance to make sure system is generating maximum power output. Lack of clean water onsite and high weed growth around panels create maintenance issues.
- 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 with parts available as of September. We have received the revised estimate of \$8,373 which includes parts and labor, 10-year warranty, and 3 cell kits to monitor production levels. An alternative solution is to purchase older used model 3000kw or 4000kw on ebay for between \$1200 to \$2000 plus \$218 shipping (with no warranty and subject to availability) then have SolarWorks install for \$400.
- Parcel Tax Service Fees – district should evaluate doing a rate increase before the next fiscal year to keep up with inflation. The district’s wastewater system operator has an

automatic CPI clause built into their contract so the district revenues are likely falling behind expenses each year as service fees continue to remain static.

- TVCSADU Policy – am continuing to research how other districts are dealing with ADU capacity and service fees for a draft-ADU policy and how to seamlessly coordinate with fees currently being charged. Any 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 and found, that 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 but not permitted and completed until after 2012 so it's a bit of a grey area as to if ADA ramps are required. It was discussed at the last Board meeting that currently there doesn't seem to be any entity or agency requiring the district to install, so it was asked if it would make any difference to the insurance company. It was thought it would be good to ask the insurance company, but to-date not sure if anyone has been assigned to that task. Otherwise, the 2010 ADA Standards also provides for exception for structural impracticability so it could be elective based on what structures can accommodate the turning radius, slopes and grades required for ADA handicap ramps.
- Park maintenance – signed the Park up for another Chipper Day on 10/3. The Park committee and various volunteers have made massive efforts towards clearing brush at the park and coordinating many park projects.

## **GENERAL ADMINISTRATION**

- Board Vacancy – the vacant Board seat will now need to be filled by appointment and approval of the Marin County Board of Supervisors. One district resident, David Kitt, has applied.
- Audits – treasurer will distribute bound copies to the Board and will be available to answer any questions at the October 12 Board meeting.
- DocuSign – Board wanted to verify that DocuSign was legally binding for district documents. The answer is yes, electronic signatures are valid in all U.S. states and are granted the same legal status as handwritten signatures under state laws.
- Document Management – continuing to organize, merge and centralize all the district's business, documents, records, and emails as time allows. Helped Cynthia get Pay.gov setup on website and advised on other website document related questions.

Respectfully Submitted,

*Mary Halley*



September 22, 2022

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

**Emailed To: [WDR.monitoring@waterboard.ca.gov](mailto:WDR.monitoring@waterboard.ca.gov)**

RE: Self-Monitoring Report  
Tomales, Marin County  
Order No. R2-2015-0019  
I.D. No. 264662  
August 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
8/1/2022	10.0																			
8/2/2022	10.0	60.0	8.8	20.0	180.0	590.0	4.0	0.7	14.0	0.7	13.0	610.0	44.0	9.6	4.5	18.8				<2.0
8/3/2022	10.1																			
8/4/2022	10.1																			
8/5/2022	10.1																			
8/6/2022	10.1																			
8/7/2022	10.1																			
8/8/2022	10.1																			
8/9/2022	10.1																			
8/10/2022	10.1	81.0	8.6	21.3								580.0	17.0	9.8	5.0	21.9				
8/11/2022	10.8																			
8/12/2022	10.8																			
8/13/2022	10.8																			
8/14/2022	10.8																			
8/15/2022	10.8																			
8/16/2022	10.8	65.0	8.7	21.0								570.0	18.0	8.8	4.0	23.1				
8/17/2022	11.6																			
8/18/2022	11.6																			
8/19/2022	11.6																			
8/20/2022	11.6																			
8/21/2022	11.6																			
8/22/2022	11.6																			
8/23/2022	11.6																			
8/24/2022	10.6	93.0	8.6	20.7								590.0	18.0	9.1	4.5	23.2				
8/25/2022	10.6																			
8/26/2022	10.6																			
8/27/2022	10.6																			
8/28/2022	10.6																			
8/29/2022	10.6																			
8/30/2022	10.6																			
8/31/2022	10.6																			
<b>Min</b>	10.0		8.6	20.0	180.0	590.0	4.0	0.7	14.0	0.7	13.0	570.0	17.0	8.8	4.0	18.8			#DIV/0!	0.0
<b>Mean</b>	10.7		8.7	20.8	180.0	590.0	4.0	0.7	14.0	0.7	13.0	587.5	24.3	9.3	4.5	21.8			#DIV/0!	
<b>Total</b>	331.6																			0.0



Month	Treatment Pond # 1				Treatment Pond No. 2				Treatment Pond No. 3				ST-West				ST-East			
Aug-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	5.5	0.0	0.0	0.0	3.9	9.2	4.5	19.6	3.9	9.7	5.0	19.9	15.0	10.2	7.0	20.3	15.0	9.8	7.5	20.0
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10	4.0	8.2	4.5	21.4	4.0	8.8	5.0	22.0	4.0	10.7	6.5	22.9	15.0	11.1	7.5	21.4	15.0	10.9	7.0	21.0
11																				
12																				
13																				
14																				
15																				
16	3.9	8.5	4.0	20.1	3.9	8.7	4.5	20.9	3.9	10.4	5.0	22.7	15.0	10.2	7.0	21.9	15.0	10.4	7.0	21.7
17																				
18																				
19																				
20																				
21																				
22																				
23																				
24	3.7	8.3	3.5	19.6	3.7	8.5	4.0	21.2	3.7	9.9	4.5	22.7	15.0	10.2	7.0	21.7	15.0	10.3	7.5	21.4
25																				
26																				
27																				
28																				
29																				
30																				
31																				

**TOMALES TREATMENT PONDS  
STANDARD OBSERVATION REPORT**

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

2. Pond Standard Observation required every week year round.

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	8/2/22	8/10/22	8/16/22	8/24/22
Day	TUES	WED	TUES	WED
Time	4:30PM	2:20PM	3:15PM	4:15PM
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)                    **August    2022**

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

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	8/2/22	8/10/22	8/16/22	8/24/22
Day	TUES	WED	TUES	WED
Time	4:30PM	2:20PM	3:15PM	4:15PM
Operator	AG	AG	AG	AG
Rain fall, inches	0	0	0	0
* Nuisance odors (smell)	N	N	N	N
*Evidence of any standing water	N	N	N	N
* Evidence of mosquitoos breeding	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N
* Evidence of structure seepage	N	N	N	N

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

**TOMALES STORAGE PONDS  
STANDARD OBSERVATION REPORT**

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

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

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	8/2/22	8/10/22	8/16/22	8/24/22
Day	TUES	WED	TUES	WED
Time	4:30PM	2:20PM	3:15PM	4:15PM
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)

**August 2022**

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

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	8/2/22	8/10/22	8/16/22	8/24/22
Day	TUES	WED	TUES	WED
Time	4:30PM	2:20PM	3:15PM	4:15PM
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: August 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	8/2/22	8/10/22	8/16/22	8/24/22
Time	TUES	WED	TUES	WED
Operator	4:30PM	2:20PM	3:15PM	4:15PM
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.



August 24, 2022

Sample Collected: 08/02/22  
Sample Received: 08/02/22  
Collected By : AG/NSU  
Cc : e-mail

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

**Tomales Village CSD**

<b>LOG NUMBER</b>	<b>822-16142</b>	<b>822-16143-5</b>
Sample Description:	Influent	TR – Effluent

**ANALYSIS**

BOD <sub>5</sub> @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	180.	44.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	590.	610.
Nitrate N mg/L (EPA Mthd. 352.1)		4.0
Nitrite N mg/L (EPA Mthd. 300.0)		0.68
Total Kjeldahl N mg/L (Std. Mthds. 4500-NH <sub>3</sub> C, 2011)		14.
Ammonia N mg/L (EPA Mthd. 350.1)		0.70
Total Organic N mg/L		13.

BOD Start Date: 08/04/22  
BOD Completed Date: 08/09/22

**BRELJE AND RACE LABORATORIES, INC.**

SARA ROSAS, LABORATORY DIRECTOR  
SR:lja



August 24, 2022

Sample Collected: 08/10/22  
Sample Received: 08/10/22  
Collected By : AG/NSU  
Cc : e-mail

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

**Tomales Village CSD**

**LOG NUMBER** 822-16716  
Sample Description: TR – Effluent

**ANALYSIS**

BOD<sub>5</sub> @ 20°C mg/L 17.  
(Std. Mthds. 5210 B, 2011)  
Total Dissolved Solids mg/L 580.  
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 08/11/22  
BOD Completed Date: 08/16/22

**BRELJE AND RACE LABORATORIES, INC.**

  
\_\_\_\_\_

SARA ROSAS, LABORATORY DIRECTOR  
SR:lja





**BRELJE AND RACE LABORATORIES, INC.**

Providing quality laboratory analysis since 1967

September 1, 2022

Sample Collected: 08/16/22  
Sample Received: 08/16/22  
Collected By : AG/NSU  
Cc : e-mail

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

**Tomales Village CSD**

**LOG NUMBER** 822-17112  
Sample Description: TR – Effluent

**ANALYSIS**  
BOD<sub>5</sub> @ 20°C mg/L 18.  
(Std. Mthds. 5210 B, 2011)  
Total Dissolved Solids mg/L 570.  
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 08/18/22  
BOD Completed Date: 08/23/22

**BRELJE AND RACE LABORATORIES, INC.**

  
\_\_\_\_\_

SARA ROSAS, LABORATORY DIRECTOR  
SR:lja



September 9, 2022

Sample Collected: 08/24/22  
Sample Received: 08/24/22  
Collected By : AG/NSU  
Cc : e-mail

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

### Tomales Village CSD


**LOG NUMBER** 822-17597  
Sample Description: TR – Effluent

**ANALYSIS**

BOD<sub>5</sub> @ 20°C mg/L 18.  
(Std. Mthds. 5210 B, 2011)  
Total Dissolved Solids mg/L 590.  
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 08/26/22  
BOD Completed Date: 08/31/22

**BRELJE AND RACE LABORATORIES, INC.**

  
\_\_\_\_\_

SARA ROSAS, LABORATORY DIRECTOR  
SR:lja



**BACTERIOLOGICAL EXAMINATION OF WATER**

REPORTED TO:  
Natural Systems Utilities  
1070 Horizon Dr. Suite A  
Fairfield, CA 94533

DATE REPORTED: August 15, 2022  
COLLECTED BY : AG/NSU

**Tomales Village CSD**

Log Number	Date Collected	Date Set	Date Completed	Sample Source	Cl <sub>2</sub> Residual	Total Coliform MPN/mL
822-16110	08/02/22	08/02/22	08/04/22	Effluent - D	2.4	<2.0

Std. Mthds 9221

**COPY SENT TO: e-mail**

Note: Sample received "out of hold time".

**BRELJE AND RACE LABORATORIES, INC.**

ALEX BOENIG & DMITRY KASYANCHUK,  
LABORATORY SUPERVISOR

AB&DK:lja