



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, November 9, 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 November 9, 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 October 12, 2022 TVCS D Board Meeting Minutes
- b. Review and Approve Check Registers

V. Items Removed from Consent Calendar Action

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

VI. Board Member Reports

VII. Committee Reports

a. Park Advisory Committee (PAC)

1. Review Approved October 26th, 2022 PAC Meeting Minutes
2. Update on October 21st, 2022 City of Hope Bike Event at Tomales Community Park

b. Financial Advisory Committee (FAC)

1. Review Approved October 24th, 2022 FAC Meeting Minutes
2. Review Sample Monthly Sewer and Park Expense Reports

VIII. Financial Report (Melinda Bell)

a. Review Financial Manager's Report

IX. General Manager's Report

X. NSU Report

a. Review September 2022 reports

XI. Pending Business

1. Discuss and Approve Ad-Hoc SCADA (Supervisory Control and Data Acquisition) Committees Recommendations Action

XII. Other Business

XIII. New Business

a. TVCS D Website update: Requesting Resource for Readable & Clear Wastewater System Overview Schematic

XIV. Old Business

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

Board of Directors:

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



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

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; Melinda Bell, TVCS D Finance Manager; Cynthia Hammond, TVCS D Recording Secretary

Others Present: None

I. Call to Order

Donna Clavaud called the meeting to order at 7:04 pm

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 October 12, 2022 TVCS D BOD Agenda

Bill Bonini motioned to approve the October 12, 2022 TVCS D BOD Agenda as is. John Ward 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. Approval of September 14, 2022 TVCS D Board Meeting Minutes

b. Review and Approve Financial Statements

Donna Clavaud and Cynthia Hammond pointed out the September 14, 2022 TVCS D Board Meeting minutes omitted the last two (2) signature and date lines, on the last page, for the President and Recording Secretary signatures and minutes need to be amended to include the signature and date lines.

Dru Fallon O'Neill motioned to approve the September 14, 2022 TVCS D BOD Board Meeting minutes as amended above and to Approve the Financial Statements. 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

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 meeting was held in September 2022

Dru Fallon O'Neill suggested reorganizing the Park Advisory Committee in order to reorganize, restructure and facilitate a cohesive group who can attend meetings regularly and who will actively participate in Park projects in order to alleviate burdens on TVCSD Board Members and Park volunteers. Donna Clavaud recommended advising the Park Advisory Committee a notice of a mandatory committee meeting to confirm each committee member's commitments. John Ward asked if it states on the volunteer application that if a certain number of meetings are missed it will result in removal from the committee. Currently, the application does not specify that. It was also determined that the Park Rental Coordinator and the Park Maintenance Coordinator become members of the Park Advisory Committee as this would be part of their job.

2. Review and Approve DRAFT Job Description for Park Rental Coordinator

Donna Clavaud said there are approximately twelve (12) Park rentals per year, 1x a month, with about three (3) hours of coordination per rental. Bill Bonini suggested adding \$75 or \$100 per rental to cover Park Rental Coordinator hours and bookkeeping expenses. This position will be a contract position, Measure A funds will be used and reviewed after six (6) months. This position will pay \$25 per hour.

3. Review and Approve DRAFT Job Description for Park Maintenance Coordinator

Donna Clavaud suggested the Park Maintenance Coordinator to inspect the Park three (3) times a week looking for trash, inspection of gazebo, restrooms, play structures, grounds, shrubbery, etc. Bill Bonini suggested in addition, eight (8) hours per month for landscaping, mowing, weed-whacking, etc. Costs for the Park Maintenance Coordinator are estimated to be \$7,000 per year. Measure A funds will be used and this position will also be a contract position. This position will be reviewed after three (3) months and will require detailed invoices. After the three (3) month review, reviews will be done every six (6) months and will be coordinated with the Park Rental Coordinator review. It was determined that the Park Maintenance Coordinator is really a "Groundskeeper". Any maintenance issues will be brought up at the Park Advisory Committee and the TVCSD Board of Directors. It was also suggested that this position would require attending the TVCSD BOD meeting. John Ward suggested changing "Report to..." to "Attend" TVCSD BOD meetings in both job descriptions. This position will pay \$35 per hour.

Dru Fallon O'Neill motioned to approve the DRAFT Job Descriptions for Park Maintenance/Groundskeeper Coordinator and Park Rental Coordinator, on a temporary basis, with changes as discussed and hours to be determined. 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



After the above motion, John Ward questioned who the Park Maintenance/Groundskeeper and Park Rental Coordinator would report to. It was determined that these positions will report to the Park Committee Chair.

Dru Fallon O'Neill motioned to amend the approved the DRAFT Job Descriptions for Park Maintenance/Groundskeeper Coordinator and Park Rental Coordinator, to include that these positions will report to the Park Advisory Committee Chair. 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**

4. Update on Park Signage and Restroom Replacement Doors

Donna Clavaud reported there are three (3) sets of signs outlining the Park Rules & Regulations in English and Spanish. The signs are ready to be sent to the printer. David Judd will install the replacement restroom doors on October 17th, 2022.

5. Discuss Possible Collaboration with Tomales High School (THS) and Tomales Community Park Projects

Donna Clavaud had a conversation with Tomales High School Principal, John McGurke, to involve the wood and metal shop students to be involved in the Park projects. David Judd will provide the specs for the projects; picnic tables, fencing, signage, etc. Donna Clavaud and Dru Fallon O'Neill will schedule a follow up meeting with the school.

6. October 21st, 2022 City of Hope Bike Event at Tomales Community Park

Three hundred (300) bicyclists are registered for this event and Dru Fallon O'Neill will be the contact person.

b. Financial Advisory Committee (FAC)

1. Review Approved September 26, 2022 FAC Meeting Minutes

Donna Clavaud reported that more research is needed to determine how other California Special Districts are defining Accessory Dwelling Units (ADU's) before TVCSD approves a policy. Mary Halley will continue researching. Also in discussion is the possibility of repurposing the five hundred (500) gallon water tank at the Tomales Community Park, to the Plant, so there is a water supply for cleaning the solar panels. Mary Halley said she would get an estimate from the company that recently cleaned the solar panels. It was agreed that an annual inspection will be done to assess the efficiency of the solar panels. John Ward asked if cleaning the solar panels could be a community service project for Tomales High School; the TVCSD Board thought this was a great idea.

VIII. Financial Report (Melinda Bell)

a. Review Financial Manager's Report

The Financial Manager's report was reviewed. Melinda Bell reported the Auditors found no deficiencies in internal controls but recommended a Cloud back-up system for accounting records. In regards to succession planning, recruitment is underway and in keeping within the budget the position will be split in half between Melinda Bell and her replacement until Melinda Bell retires. Succession planning will be discussed at the October 24th, 2022 Financial Advisory Committee. John Ward asked what the History Center payment was for;



Melinda Bell explained it was the sewer fee. Melinda Bell also reported TVCSD received payment from Shoreline Unified School District.

IX. General Manager's Report

Mary Halley reported Route One Bakery would not be required to have a grease trap for the dough prep area but will be subject to two (2) inspections per year at the District's discretion. Mary Halley will summarize the SCADA proposals and present them to the SCADA Project Committee and to the Financial Advisory Committee. A recommendation will be presented to the TVCSD Board on the November 9th, 2022 regular meeting. Mary Halley is in the process of reaching out to individuals who can do mowing for on-going maintenance at the storage ponds and irrigation fields. Duckweed treatment was applied to ponds 1, 2 and 3. Mary Halley is coordinating to resolve gravel intrusion in pond 1. It was discovered that the three (3) 3,000 KW inverters cannot be replaced with one (1) 9,000 KW inverter. Estimate for replacement of all three is \$8,373 (Includes parts, labor +ten (10) year warranty. The other solution is to purchase older, used models. Mary Halley said this project didn't need to be done immediately. Regarding the ADA ramps for the Park; someone needs to contact TVCSD's insurance company to see if it would be good idea to install ADA ramps. There still seems to be a gray area if ADA ramps need to be installed as the Park was built prior to 2012 and it appears ADA ramps would be at the District's discretion.

X. NSU Report

a. Review August 2022 reports

NSU reports were reviewed.

XI. Pending Business

a. Board Meetings Looking Forward:

1. November 9th 2022, TVCSD BOD Meeting; Review and Approve SCADA Proposals

This item was discussed above in the General Manager's report.

2. January 11th, 2023, TVCSD BOD Meeting; Welcome New TVCSD Board Member. Review and Update Strategic Planning Goals. TVCSD 2023 Winter Newsletter (Late February, Early March); Seeking Advice on Content

XII. Other Business

None

XIII. New Business

None

XIV. Old Business

a. Website update

Cynthia Hammond reported 2022 Resolutions need to be renamed and added to the Current Documents page and will be completed this coming week. Other ideas were to create a FAQ page about new sewer hook-up information and other information for prospective property owners, realtors and others.



XVI. Adjournment

Meeting was adjourned at 9:12 pm. No objections.

John Ward motioned to Adjourn the October 12, 2022 TVCSD Board meeting. Dru Fallon O’Neill 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

Approved by Donna Clavaud, President

Date

Attested by Cynthia Hammond, Recording Secretary

Date

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

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PARK BANK ACTIVITY OCTOBER 2022		Date	Num	Name	Memo	Amount	Balance
131.00 · Cash		10/01/2022			PARK BEGINNING BALANCE		132,266.92
131.48 - CA LAIF		10/01/2022			BEGINNING BALANCE		31,164.70
		10/31/2022			LAIF int alloc	101.64	31,266.34
Total 131.48 - CA LAIF		10/31/2022			Ending Balance	101.64	31,266.34
131.42 · Bank of Marin - Money Market		10/01/2022			BEGINNING BALANCE		86,488.90
		10/31/2022			MM int alloc	3.27	86,492.17
Total 131.42 · Bank of Marin - Money Market		10/31/2022			Ending Balance	3.27	86,492.17
131.46 · Bank of Marin - Park Account		10/01/2022			BEGINNING BALANCE		14,613.32
		10/07/2022	1388	PGE	7399820768-9	-36.28	14,577.04
		10/12/2022			donations	38.00	14,615.04
		10/18/2022	1389	Ward, John	Tarp to Protect Water Tank	-108.41	14,506.63
		10/24/2022	1390	Leon, Venta	paper towels	-21.24	14,485.39
		10/24/2022	1391	Martinez, Edgar	30 days cleaning September	-600.00	13,885.39
		10/27/2022			City of Hope	550.00	14,435.39
		10/27/2022	1392	City of Hope	refund deposit 10/21 Tomales Park	-250.00	14,185.39
		10/31/2022			chck int	0.06	14,185.45
Total 131.46 · Bank of Marin - Park Account		10/31/2022			Ending Balance	-427.87	14,185.45
TOTAL PARK CASH		10/31/2022			Ending Balance		131,943.96
SEWER BANK ACTIVITY OCTOBER 2022							
131.00 · Cash		10/01/2022			SEWER BEGINNING BALANCE		69,463.18
131.20 · CA Local Agency Investm Fnd		10/01/2022			BEGINNING BALANCE		42,717.62
		10/31/2022			LAIF int	171.92	42,889.54
Total 131.20 · CA Local Agency Investm Fnd		10/31/2022			Ending Balance	171.92	42,889.54
131.31 · Redwood Credit Union		10/01/2022			BEGINNING BALANCE		10,135.93
		10/31/2022			RCU int	1.90	10,137.83
		10/31/2022			RCU fee	-15.00	10,122.83
Total 131.31 · Redwood Credit Union		10/31/2022			Ending Balance	-13.10	10,122.83
131.42 · Bank of Marin - Money Market		10/01/2022			BEGINNING BALANCE		6,813.41
		10/03/2022			Levy 4	41.00	6,854.41
		10/10/2022			Funds Transfer to Sewer Checking	-5,000.00	1,854.41
		10/31/2022			MM int alloc	0.16	1,854.57
Total 131.42 · Bank of Marin - Money Market		10/31/2022			Ending Balance	-4,958.84	1,854.57
131.44 · Bank of Marin - Sewer		10/01/2022			BEGINNING BALANCE		3,710.52
		10/08/2022	5156	ProSolarClean, LLC.	solar panel cleaning	-265.00	3,445.52
		10/09/2022	5157	United States Treasury	94-2598864 Form 941 Third Quarter	-338.44	3,107.08
		10/10/2022			Funds Transfer from Money Market	5,000.00	8,107.08
		10/10/2022	5159	Hammond, Cynthia	9/15 - 10/9 24 hours	-719.41	7,387.67
		10/12/2022			PayrollEDD	-40.28	7,347.39
		10/12/2022		Shoreline Unified School District		103,487.23	110,834.62
		10/12/2022	5161	Clavaud, Donna	6 meetings less \$22.95 federal tax	-277.05	110,557.57
		10/12/2022	5162	Halley, Mary C.	September time, mileage	-4,293.75	106,263.82
		10/12/2022	5163	Melinda K. Bell	August 1 - September 7	-4,367.00	101,896.82
		10/17/2022		Tomales Regional Histroy Center		81.90	101,978.72
		10/18/2022	5164	AT&T Uverse	145835838 10/7-11/6	-122.07	101,856.65
		10/18/2022	5165	CSDA	#6261 CSDA annual membership	-1,388.00	100,468.65
		10/22/2022	5166	AT&T	138729848	-74.90	100,393.75
		10/22/2022	5168	Capital One Bank	6428	-381.96	100,011.79
		10/24/2022	5169	Brelje and Race Laboratories, Inc.		-391.00	99,620.79
		10/31/2022	5170	Brelje and Race Laboratories, Inc.		-445.00	99,175.79
		10/31/2022			chck int	0.28	99,176.07
Total 131.44 · Bank of Marin - Sewer		10/31/2022			Ending Balance	95,465.55	99,176.07
131.48 · Bank of Marin - Solar		10/01/2022			BEGINNING BALANCE		6,085.70
		10/31/2022			Solar Chck Int	0.02	6,085.72
Total 131.48 · Bank of Marin - Solar		10/31/2022			Ending Balance	0.02	6,085.72
TOTAL SEWER CASH		10/31/2022			Ending Balance	90,665.55	160,128.73



Park Advisory Committee Meeting, October 26, 2022 at the Tomales Town Hall, 5:30 pm: These Minutes were approved by the Park Advisory Committee on October 28, 2022.

Meeting was called to order at 5:45 pm

Present: Dru Fallon O’Neill, Chair/Secretary; Beth Koelker, Venta Leon, Patty Oku

Absent: Walter Earle

Guests: Donna Clavaud, TVCSD President

New Business:

Dru reached out to Tomales High School teacher, Nick Dudley, in regards to students collaborating with TVCSD and the Park Advisory Committee on Park projects; north fence replacement, picnic tables and front gate signage. All present agreed the projects would instill a pride of participation and "ownership" between the school and community. Dru will meet with Mr. Dudley soon to present specs and discuss timeline.

The Park Advisory Committee is behind efforts to rehabilitate the barbeque to make it functional. Venta had done research and discussions with David Judd, local contractor, as had Donna.

Another Chipper Day is scheduled for the week of November 7th, 2022 and will focus on the area around the water tower and eradication of berry bushes sprouting in previously addressed areas. Several Park Advisory Committee members will donate their green bins for the berry bushes as they are not accepted by the Chipper Day guidelines.

Two (2) new potential community members have expressed a desire to join the Park Advisory Committee. They are Nick Campbell, a new resident of Tomales and Ted Anderson, who lives between Tomales and Marshall. Donna provided them the applications.

Venta brought worked on an improved time sheet/supply list for Park Maintenance. Melinda Bell, TVCSD Financial Manager, gave her approval.

In addition, a memorial celebration for Margaret Graham received a go ahead by her husband Walter Earle, with a proposed date of March 25, 2023. The Park Advisory Committee will work with her family to firm up details.

Old Business:

Donna presented the job descriptions for a Park Maintenance Manager and Park Events Coordinator, along with two (2) candidates, both Tomales residents; Henry Engstrom, longtime Park volunteer, and newcomer, Dan Baldwin, respectively. The Park Advisory Committee and TVCSD are both agree to move forward to approve candidates.

The bathroom door installation is near completion, with an adjustment to an inside lock.

The Park Advisory Committee agreed to move forward with Phase 1 of the fence project, namely the northwest section that borders the Tucker property and corner retaining wall. Time line will be determined after talks with Tomales High School on student's availability.

Miscellaneous Business:

The Park Advisory Committee was receptive to installing bike racks, one (1) at the front of the Park, and the other near the restrooms, once Measure A funds come in. (another possible project for Tomales High School).

Adjournment was at 6:45 pm with next meeting scheduled for November 23rd, 5:30 pm, at the Tomales Town Hall.

Respectfully submitted,



Dru Fallon O'Neill, Chair/Secretary
Approved 10/28/2022

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

Board of Directors:

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



FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

WEDNESDAY, October 24, 2022 Zoom Meeting

Present: Melinda Bell, FAC Chairperson & Financial Services; Donna Clavaud, TVCSD Board President & FAC Recording Secretary; Mary Halley, TVCSD General Manager.

Guest: Bonnie MacLaird

Absent: John Ward, TVCSD Board Member & FAC Member

This meeting was conducted by Zoom remote. Melinda Bell called the meeting to order at 3pm and Donna Clavaud recorded the minutes.

AGENDA

1. FINANCIAL MANAGER/TRANSITION:

Bonnie MacLaird attended the meeting after sending her resume and expressing interest in the Financial Services position after learning that Melinda Bell is ready to retire by summer 2023. She is enthusiastic about the duties and responsibilities and has considerable experience in accounting. She would be ready to begin transitioning into the job in December and gradually take on additional duties over the next few months.

We discussed the accounting software and agreed that TVCSD should purchase an online accounting software and monthly subscription that allows up to three users at a time.

Melinda Bell will send us her service contract that we can use as a template for a contract with Bonnie.

2. ACQUIRING ELECTRONIC SIGNATURE SOFTWARE:

We discussed the issue of signatures required for minutes and could subscribe for a Docu-signs software for about \$25/month. However, we recommend exploring other options before incurring more expense. Mary suggested scanning signed minutes to Cynthia Hammond, Recording Secretary.

3. NEW PARK POSITIONS-NEXT STEPS:

Donna Clavaud reported that she revised the two job descriptions for the new proposed positions of Park Groundskeeper and Park Rental Coordinator based on suggestions at the October Board Meeting. She indicated we are ready to meet with prospective candidates about the jobs.

4. SEWER 2022/2023 CASH PROJECTIONS:

Melinda Bell developed a Cash Liability History for TVCSD, both monthly and annually, that is a useful analytic tool for us to study income and expense patterns.

5. CLEAR ACCOUNTING REPORTS & GRAPHS:

John Ward has been working with Melinda Bell to re-organize and better clarify categories and expense items on the financial reports. We discussed the need to more adequately allocate expenses to Measure A for administrative overhead such as office rental, insurance liability, office supplies, phone & Internet, newsletters, and the annual audit. Mary suggests contacting Kevin Wright on the regulations and that we could establish a percentage to cover these expenses. Melinda presented a draft of recommended changes she and John have explored. We will be discussing this more at the upcoming November Board Meeting to agree upon changes before Melinda retires.

6. STATUS OF SEWER PROJECTS:

Mary Halley discussed projects remaining at this time that include the radio system and antennas and the solar inverters for the solar system.

We also need to solve the gravel problem at Pond # 1; John Ward has suggested an easy and inexpensive solution that involves re-trenching near the road and creating a barrier by using concrete bags to form a rim around the pond to prevent gravel from entering the pond.

Mary Halley has also been discussing mowing maintenance of the irrigation fields with Jim Jensen who may be able to mow in the Spring (April?).

7. AD HOC SCADA COMMITTEE UPDATE:

The SCADA Ad Hoc Committee comprising Bill Bonini, John Ward and Mary Halley met with NSU's Brandon Jacka to review the three bids to replace the SCADA remote monitoring system. Mary Halley presented a spreadsheet with details of the three bids for our review and discussion. The SCADA Committee is recommending JM Integration's

bid for a \$60,256 system, plus a \$600 five- year subscription and a \$2,000 bubbler sensor. The total expenses will be \$66-67,000 and the bid is active until July, 2023. TVCSD needs to lock in this bid with a contract in January to ensure that JM Integration can schedule the job and order the parts for a July 2023 project start. The FAC reviewed, discussed, and agreed to forward their recommendation to the TVCSD Board for approval.

Next Meeting: December 12 at 3pm.

The meeting was adjourned at 5pm.

Signed by:

A handwritten signature in cursive script that reads "Donna L. Clavaud".

Approved on: November 3, 2022

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Board of Directors:

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

MONTHLY SEWER AND PARK EXPENSES

13

	Note	22-Jul	22-Aug	22-Sep	22-Oct	22-Nov	22-Dec	23-Jan	23-Feb	23-Mar	23-Apr	23-May	23-Jun	ActualFY	33% FY Budg	FY BUDGET
A	ADMIN And SEWER EXPENSE															
1	Staff Exp Sewer Program															
	Board Stipends			300										300	1,000	3,000
	General Manager	4,850	3,150	4,275										12,275	18,333	55,000
	Accountant	1,815	2,178	2,189										6,182	5,333	16,000
	Secretary	528	644	545	792									2,508	2,667	8,000
	Payroll Tax Expense				189									189	400	1,200
	Worker's Comp Insur annual	783												783	264	791
	Profess Liab Ins Reimburse		188											188	250	750
	Board / Staff Training													-	117	350
	Board / Staff Travel	47	74	19										139	167	500
	sub total Sewer Staff Expenses	8,022	6,233	7,327	981	-	-							22,563	28,530	85,591
2	Office ExpSewer Program															
	Office Rent quarterly			300										300	400	1,200
	Newsletter													-	167	500
	Publication and Notices													-	67	200
	Postage		10		21									31	133	400
	Office Supplies, Software, Equip	(35)	350	422	54									791	567	1,700
	Dues annual	300			1,388									1,688	500	1,500
	Audit (annual)and Legal			5,600										5,600	2,333	7,000
	Bond Ficuciary Fees annual													-	250	750
	Property and Liability Insur annual	10,527												10,527	3,509	10,527
	Telephone / Internet	78	198	198	197									672	833	2,500
	Interest - SRF Loan annual													-	214	641
	sub total Sewer Office Expenses	10,870	559	6,520	1,660	-	-							19,609	8,973	26,918
3	State / County Fees															
	Elections annual													-	100	300
	LAFCO Charges annual	143												143	50	150
	County Tax Admin fee													-	83	250
	sub total State/County Fees	143	-	-	-	-	-							143	233	700
4	Sewer Plant Operations															
	License and Permits annual													-	683	2,050
	Sewer Collection Maint & Repair	a	2,976											2,976	33	100
	Sewer Collection Electric		33	30										63	100	300
	Sewer Treatment Maint & Repair	b		9,040	848									9,888	3,743	11,230
	Sewer Treatment - Electric		26	25	(54)									(3)	1,667	5,000
	Lab Costs (Brelje & Race)		895	697	750	445								2,787	3,000	9,000
	O&M ContractServices (NSU)	c	4,625	8,022	4,625	4,625								21,898	19,244	57,732
	Plant Maintenance Supplies													-	333	1,000

MONTHLY SEWER AND PARK EXPENSES

	Note	22-Jul	22-Aug	22-Sep	22-Oct	22-Nov	22-Dec	23-Jan	23-Feb	23-Mar	23-Apr	23-May	23-Jun	ActualFY	33% FY Budg	FY BUDGET
Sewer Disposal Maint & Repair														-	250	750
Sewer Disposal Electric		26		(50)										(24)	40	120
Grounds Maintance Disposal														-	1,050	3,150
Grounds Maintance Treatm														-	383	1,150
Solar Panel Maintenance					265									265	300	900
CIP Project 1 - CCTV Inspection														-	867	2,600
CIP Project 2 - Solar Panel Imprv														-	1,467	4,400
Depreciation		3,472	3,659	3,659	3,659									14,450	-	
sub total Sewer Plant Operations		12,054	21,473	9,779	8,994	-	-							52,300	33,161	99,482
TOTAL SEWER PROGRAM EXPENSE		31,090	28,264	23,626	11,635	-	-							94,616	70,897	212,691
SEWER FOOTNOTES																
a	Roy's cleaned mains & well	2,976														
b	City Sewer Pump pond #1		9,040													
c	\$3,397 pond #1pumping		8,022													
B	PARK EXPENSES	22-Jul	22-Aug	22-Sep	22-Oct	22-Nov	22-Dec	23-Jan	23-Feb	23-Mar	23-Apr	23-May	23-Jun	ActualFY	33% FY Budg	FY BUDGET
1	Staff, Contractors Park Program															
	General Manager													-	-	
	Accountant													-	333	1,000
	Secretary													-	-	
	Payroll Tax Expense													-	-	
	Worker's Comp Insurance													-	-	
	Janitorial Services	620	630	600										1,850	2,400	7,200
	Landscape Maint Service													-	1,500	4,500
	Events Coordinator													-	500	1,500
	sub total Park Staff, Contractors	620	630	600	-	-	-	-	-	-	-	-	-	1,850	4,733	14,200
2	Office Expenses Park Program															
	Office Rent													-	-	
	Newsletter													-	-	
	Publication and Notices													-	-	
	Office Supplies, Equip, Subscrpts													-	-	
	Dues													-	-	
	Audit													-	-	
	Property and Liability Insurance													-	-	
	Telephone / Internet													-	-	
	sub total Park Office Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3	Mainenance Exp Park Program															
	Rest Room & Maint Supplies		222		21									243	267	800

MONTHLY SEWER AND PARK EXPENSES

	Note	22-Jul	22-Aug	22-Sep	22-Oct	22-Nov	22-Dec	23-Jan	23-Feb	23-Mar	23-Apr	23-May	23-Jun	ActualFY	33% FY Budg	FY BUDGET
Grounds Maintenance	a		3,800											3,800	1,267	3,800
Volunteer Park Clean-Up Supplies			74											74	50	150
Playground Surface Material															1,000	3,000
Repairs and Replacement														-	567	1,700
Recology Trash Service			199											199	233	700
Park Electric		36	41	36										113	150	450
sub total Park Maintenance Expen		36	4,335	36	21	-	-	-	-	-	-	-	-	4,429	3,533	10,600
4 Park Project Expenses																
Project A - Water Tower					108									108	1,667	5,000
Project B - Rest Room Doors		4,479												4,479	1,667	5,000
Project C - Picnic Tables														-	500	1,500
Project D - ADA Paths and Ramps														-	3,333	10,000
Project E - North Fence and Wall														-	3,333	10,000
Project F - Plans and Permits														-	667	2,000
Project G - Park Entry Gate														-	1,000	3,000
Project Management														-	833	2,500
sub total Park Project Expenses		4,479	-	-	108	-	-	-	-	-	-	-	-	4,588	13,000	39,000
TOTAL PARK PROGRAM EXPEN		5,135	4,965	636	130									10,867	21,267	63,800
PARK FOOTNOTES																
Cypress Tree Trimming	a		3,800													3,800



FINANCIAL REPORT OCTOBER 2022

REPORTS IN PACKET

Last month's packet included the quarterly financial reports for the first quarter of the fiscal year. The plan this year is to have reports of income and expenses in the packet quarterly and otherwise monthly to report bank transactions only. This month is not the end of the quarter, but we are bringing a new expense report format to the board for feedback and comments. The same format was in the October packet last year, but in subsequent packets other report formats were tried also. We are going to return to this format and would like board opinions on it.

We are also planning to charge more administrative charges to the Park program. There are lines in this month's expense report for charging the Park their share of District costs such as insurance, newsletter, staff time, as well as the new positions as provided in the budget. Most of these new lines have not been used or budgeted yet, but place holders are provided here.

CASH MANAGEMENT

Sewer cash balances declined last fiscal year to less than half the balance in June 2011 when the solar project was completed. That year cash decreased about the same as last year, in the \$76,000 range. Following 2010/2011 there were seven years of depleting cash balances, but the next three years cash balances increased each year until last year. We will need to monitor available cash in carrying out our plans for Sewer infrastructure maintenance and improvement this fiscal year.

THIS MONTH'S CSDA MAGAZINE

Our solar energy project was funded by a type of municipal bond structured and administered by Municipal Finance Corporation. Bill Morton is our contact for payments, audits and any questions about the bonded debt. On page 27 of this month's CSDA magazine is a full page article about him as the recipient of CSDA's most prestigious award. The article would be worth reading since we know him well. His son called this year to get the audit report, saying his father is turning over administrative duties to him. We pay them the \$750 annually for their fiduciary fee as seen on a line in the expense report.

MY SUCCESSION PLANS

I announced a year ago that I would be retiring in summer 2023. That has moved up a bit, and we are now in talks with someone who may be able to start to assume my role in a month or two. Updates will follow.

GENERAL MANAGER REPORT

NOVEMBER 9, 2022

General Management Statement and Goals

- Management and staff are still currently focusing on 1) SCADA system approval for FY23/24 installation 2) new sewer grounds maintenance contractor to start in the spring of 2023 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 second letter to owner of Route One Bakery for their operation expansion into the third Piazza Building retail space stating that a grease trap (GT) would be required by the district for the new County required prep sink in the new dough prepping area. The owner then responded that they will not be installing a prep sink, only the hand sink, so they will use the initial district letter stating that a GT is not required for just the hand sink. Also, replied to real estate agent that there were no District water connections available in Tomales, as there is no public water system in Tomales.
- SCADA – will present SCADA Project Committee recommendation, and FAC committee approved, SCADA replacement project proposal at 11/9 Board meeting. The SCADA Committee is recommending JM Integration's bid for a \$60,256 system, plus a \$600 five- year Stridelinx subscription and a \$2,000 bubbler sensor. The total expenses will be \$66-67,000 and the bid is active until July, 2023.
- Treatment ponds and Plant maintenance – coordinating to resolve Pond #1 gravel intrusion issue starting with sweeping loose gravel away from pond edge and getting cost estimates to put cement or sand bags along the edge of the pond. Also, have spoken with Jim Jensen about doing the mowing and brush maintenance at the treatment, storage ponds and irrigation field. We've discussed starting next April 2023 to do a run through so he can get time and cost estimates.
- PG&E and Solar panel billing issues – continuing to work on setting up regular solar panel cleaning program and maintenance. I have contacted ProSolarCleaning (who did the previous cleaning) to give us an estimate for cleaning in the spring. I have not setup an annual inspection program with Solarworks as the inverter replacement project is still pending. Routine maintenance and cleaning will be essential to make sure system is generating maximum power output and credits.
- Solar Inverter replacement project – we received from SolarWorks the revised estimate for replacing all three aging inverters at the irrigation field for \$8,373 which includes all parts and labor, 10-year warranty, and 3 cell kits to monitor production

levels. Due to higher cost, and the lack of a practical alternative option which would have included the purchasing of non-warranty used parts to match outdated existing inverters, the FAC committee has recommended waiting to do the project until funds are available.

- Parcel Tax Service Fees – FAC committee will evaluate doing a rate increase in January due to inflationary pressures.
- TVCSADU Policy – continuing to research ADU capacity and service fees for a draft-ADU policy to coordinate with fees currently being charged. FAC committee recommended focusing on research in December to have draft policy ready for Board input at January 2023 Board meeting. 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 – possibility of ADA ramp project on hold until Board determines areas of need or if the district insurance company gives premium discounts for playgrounds that have ADA access to play equipment.
- Park Maintenance – signed the Park up for another Chipper Day on 11/7. The Park committee is preparing to do hire a Park Rental Coordinator and separate Park Maintenance person for a 3-months trial period and also looking into collaborating with the THS woodshop on fencing replacement and picnic tables as well as the metal shop for the main park sign.

GENERAL ADMINISTRATION

- Board Vacancy – one district resident, David Kitt, has applied for the Board vacancy who is up for appointment by the Main County Board of Supervisors at their Nov 8 meeting.
- FPPC – researching if there is any process that allows for a Board member to do minor work for the district. Initial call to the FPPC said the agency will not give general information over their advisory call line, but I can email a real-life example and their attorneys can then reply to that particular situation.
- DocuSign – staff and Board President decided to hold off on subscribing to \$300 annual DocuSign subscription to see if any other possible print/scan methods may work.
- Document Management – continuing to organize, merge and centralize all the district's business, documents, records, and emails as time allows. In less busier months, I will work on developing a user-friendly new connection information and application page for the website, as well as a realtor information page, and update the SSMP.

Respectfully Submitted,

Mary Halley



October 12, 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
September 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
9/1/2022	10.6																			
9/2/2022	10.6	95.0	8.1	20.9	240.0	590.0	<.20	<.40	7.8	4.8	3.0	590.0	18.0	8.9	4.0	22.4				
9/3/2022	11.6																			
9/4/2022	11.6																			
9/5/2022	11.6																			
9/6/2022	11.6																			
9/7/2022	11.6	58.0	6.9	21.4								600.0	12.0	9.0	4.5	22.7				
9/8/2022	10.7																			
9/9/2022	10.7																			
9/10/2022	10.7																			
9/11/2022	10.7																			
9/12/2022	10.7																			
9/13/2022	10.7																			
9/14/2022	10.7																			
9/15/2022	10.7																			
9/16/2022	10.7	96.0	7.9	20.4								590.0	24.0	8.8	4.0	21.9				<2.0
9/17/2022	9.9																			
9/18/2022	9.9																			
9/19/2022	9.9																			
9/20/2022	9.9																			
9/21/2022	9.9																			
9/22/2022	9.9																			
9/23/2022	9.9	69.0	6.8	21.3								580.0	15.0	8.4	4.5	22.1				
9/24/2022	11.1																			
9/25/2022	11.1																			
9/26/2022	11.1																			
9/27/2022	11.1																			
9/28/2022	11.1																			
9/29/2022	11.1																			
9/30/2022	11.1	78.0	6.7	19.9										8.6	4.5	21.5				
Min	9.9		6.7	19.9	240.0	590.0	0.0	0.0	7.8	4.8	3.0	580.0	12.0	8.4	4.0	21.5			#DIV/0!	0.0
Mean	10.8		7.3	20.8	240.0	590.0	#DIV/0!	#DIV/0!	7.8	4.8	3.0	590.0	17.3	8.7	4.3	22.1			#DIV/0!	
Total	322.5																0.0			

Month	Treatment Pond # 1				Treatment Pond No. 2				Treatment Pond No. 3				ST-West				ST-East			
Sep-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	3.5	8.1	3.0	20.3	3.5	8.4	4.0	20.9	3.6	9.2	4.0	22.2	15.0	9.9	6.5	22.3	15.0	10.1	7.0	21.8
3																				
4																				
5																				
6																				
7	3.3	8.2	3.5	21.7	3.3	8.7	4.0	21.4	3.3	9.5	4.5	22.3	15.0	9.6	7.0	22.6	15.0	9.8	7.5	22.2
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				
16	3.1	7.9	3.5	21.1	3.2	8.5	4.0	21.2	3.2	9.2	5.0	22.0	15.0	9.3	6.5	22.4	15.0	9.8	7.5	21.9
17																				
18																				
19																				
20																				
21																				
22																				
23	3.0	8.1	4.0	21.4	3.1	8.6	4.5	21.4	3.1	9.4	5.5	22.3	15.0	9.5	7.0	23.2	15.0	9.8	7.5	22.9
24																				
25																				
26																				
27																				
28																				
29																				
30	2.9	8.4	4.5	21.3	2.9	8.8	4.5	21.3	2.9	9.1	5.0	22.0	15.0	9.4	7.5	22.8	15.0	9.8	8.0	22.4

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) **September 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	9/2/22	9/7/22	9/16/22	9/23/22	9/30/22
Day	FRI	WED	FRI	FRI	FRI
Time	12:50PM	1:35PM	1:10PM	12:55PM	1:15PM
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) **September 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	9/2/22	9/7/22	9/16/22	9/23/22	9/30/22
Day	FRI	WED	FRI	FRI	FRI
Time	12:50PM	1:35PM	1:10PM	12:55PM	1:15PM
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) **September 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	9/2/22	9/7/22	9/16/22	9/23/22	9/30/22
Day	FRI	WED	FRI	FRI	FRI
Time	12:50PM	1:35PM	1:10PM	12:55PM	1:15PM
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)

September 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	9/2/22	9/7/22	9/16/22	9/23/22	9/30/22
Day	FRI	WED	FRI	FRI	FRI
Time	12:50PM	1:35PM	1:10PM	12:55PM	1:15PM
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: September 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	9/2/22	9/7/22	9/16/22	9/23/22	9/30/22
Time	FRI	WED	FRI	FRI	FRI
Operator	12:50PM	1:35PM	1:10PM	12:55PM	1:15PM
Evidence of standing water	AG	AG	AG	AG	AG
* 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.



September 21, 2022

Sample Collected: 09/02/22
Sample Received: 09/02/22
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

Table with 3 columns: LOG NUMBER, 922-18100, 922-18101-3. Row 1: Sample Description, Influent, TR - Effluent

ANALYSIS

Table with 3 columns: Parameter, 922-18100, 922-18101-3. Rows include BOD5 @ 20°C mg/L, Total Dissolved Solids mg/L, Nitrate N mg/L, Nitrite N mg/L, Total Kjeldahl N mg/L, Ammonia N mg/L, Total Organic N mg/L.

BOD Start Date: 09/02/22
BOD Completed Date: 09/07/22

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

BRELJE AND RACE LABORATORIES, INC.

Handwritten signature of Sara Rosas

SARA ROSAS, LABORATORY DIRECTOR
SR:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

September 21, 2022

Sample Collected: 09/07/22
Sample Received: 09/07/22
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER 922-18433
Sample Description: TR – Effluent

ANALYSIS
BOD₅ @ 20°C mg/L 12.
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 600.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 09/08/22
BOD Completed Date: 09/13/22

BRELJE AND RACE LABORATORIES, INC.

SARA ROSAS, LABORATORY DIRECTOR
SR:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

September 30, 2022

Sample Collected: 09/16/22
Sample Received: 09/16/22
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER 922-19086
Sample Description: TR – Effluent


ANALYSIS

BOD₅ @ 20°C mg/L 24.
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 590.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 09/16/22
BOD Completed Date: 09/21/22

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

October 7, 2022

Sample Collected: 09/23/22
Sample Received: 09/23/22
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER 922-19628
Sample Description: TR – Effluent

ANALYSIS
BOD₅ @ 20°C mg/L 15.
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 580.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 09/23/22
BOD Completed Date: 09/28/22

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
 1070 Horizon Dr. Suite A
 Fairfield, CA 94533

DATE REPORTED: September 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
922-19085	09/16/22	09/16/22	09/18/22	Effluent - D	1.80	<2.0

Std. Mthds 9221

COPY SENT TO: e-mail

BRELJE AND RACE LABORATORIES, INC.

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