



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, January 11, 2023 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 January 11, 2023 TVCS D BOD Agenda Action

IV. Welcome and Administer Oath of Office to New Incoming Board Members Action

V. TVCS D Board Officer Elections Action

VI. 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 November 9, 2022 TVCS D Board Meeting Minutes
- b. Review and Approve Check Registers
- c. Review and Approve Financial Statements

VII. Items Removed from Consent Calendar Action

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

VIII. Board Member Reports

IX. Committee Reports

a. Park Advisory Committee (PAC)

1. No PAC meeting was held in December 2022
2. Groundskeeper hired and good progress to date. Rental Coordinator position – talks in progress.
3. Updates: New auto-lock bathroom doors installed; 7 new Park signs to be mounted asap; time to early order surface materials for Spring delivery; information from SRMA Insurance liability re: ADA ramps; issue of malingering in Park
4. Dru Fallon O'Neill, Donna Clavaud and David Judd to coordinate meeting date and attend upcoming meeting with Tomales High School principal John McGurke and the metal/wood shop teachers to further explore Park project involvement by students.
5. Marin Cyclists donated \$1,000 to the Park. See Melinda Bell's thank you letter.

b. Financial Advisory Committee (FAC)

1. Review Approved December 12, 2022 FAC Meeting Minutes. Next meeting is January 1/25/2023 at 3 pm via zoom.

X. Financial Report (Melinda Bell/Bonnie MacLaird)

- a. Review Financial Manager's Report
- b. Update on Bonnie MacLaird's Revised Contract

XI. General Manager's Report

XII. NSU Report

- a. Review October & November 2022 reports



XIII. Pending Business

1. Discuss and Approve Revised SCADA Contract proposal from JM Integration. **Action**

XIV. Other Business

1. Update on Draft Housing Element and sites for Tomales; see attached letters

XV. New Business

1. Discussion of AB 36 Resolution which allows a Board Member to participate remotely by phone or video and to vote. A Roll Call vote will be necessary.
2. New CSDA Board Member Handbooks will be distributed at the meeting and briefly reviewed.
3. Sexual Harassment Training and Ethics Training Webinars, through CSDA's Website are required by all Board and Staff. Form 700/Conflict of Interest Statement is also due. Please complete by the end of January.
4. A Free CSDA Webinar on Brown Act Basics and Updates on will be held on Tuesday, January 17th 10 am-12 pm.

XVI. Old Business

XVII. Correspondence

XVIII. Adjournment

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.



TVCSB Board of Director's Meeting Minutes DRAFT
Date: Wednesday, November 9, 2022 7 pm Tomales Town Hall

Board Members Present: Donna Clavaud, President; Bill Bonini, Vice President; John Ward

Board Members Absent: Dru Fallon O'Neill

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

Others Present: Ryan Cantwell, Route One Bakery; David Kitts, TVCSB Board Member Candidate; Venta Leon, Park Advisory Committee Member

I. Call to Order

Donna Clavaud called the meeting to order at 7:00 pm. TVCSB Board and Staff introduced themselves to Ryan Cantwell and David Kitts.

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 November 9th, 2022 TVCSB BOD Agenda

Bill Bonini motioned to approve the November 9th, 2022 TVCSB BOD Agenda as is. John Ward seconded the motion. M/S/C

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 October 12, 2022 TVCSB Board Meeting Minutes

b. Review and Approve Financial Statements

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

John Ward motioned to approve the Consent Calendar as amended above. Bill Bonini seconded the motion. M/S/C

V. Items Removed from Consent Calendar

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

None

VI. Board Member Reports

Donna Clavaud reported she reviewed The County of Marin's Environmental Impact Report (EIR) for the Housing and Safety Element. Tomales was originally designated to supply 118 affordable housing units within eight (8) years. It was noted that Tomales did not have the infrastructure capacity, specifically the Tomales Sewer System, to sustain the 118 units at this time, without substantial costs to the District. TVCSB sent a letter describing the infrastructure capacity issues and constraints to the Marin County Planners and the Marin County Board of Supervisors. EIR therefore recommended relocating the 118 units to either St Vincent's or the Buck Trust Land property.

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



VII. Committee Reports

a. Park Advisory Committee (PAC)

1. Review Approved October 26th, 2022 PAC Meeting Minutes

Minutes were reviewed. Donna Clavaud said the October 26th, 2022 PAC meeting was mandatory and there are two (2) new committee member prospects. A big priority for the committee is to rehab/replace the BBQ; the question is who will maintain and clean the BBQ and who will be able to use it, rentals only? Details, safety issues and clarifications will need to be worked out. A memorial celebration for Margaret Graham will be held in March with a bench dedication and potluck. Donna Clavaud will meet with Henry Elfstrom to discuss the Grounds Keeper position.

2. Update on October 21st, 2022 City of Hope Bike Event at Tomales Community Park

The City of Hope Bike Event was very successful and the Park was left immaculate.

b. Financial Advisory Committee (FAC)

1. Review Approved October 24th, 2022 FAC Meeting Minutes

Minutes were reviewed. Donna Clavaud said one of the most important issues was the Ad-Hoc SCADA Committee recommendation of JM Integration's bid. Mary Halley presented to FAC a spreadsheet detailing three (3) bids for review and discussion. Donna Clavaud explained what SCADA does at the Plant and is currently not working to its capacity. FAC recommends approving JM Integration's bid at the January 11th, 2023 TVCSD Board Meeting. The total bid is for \$66,000 - \$67,000 and is active until July 2023. Bill Bonini asked about warranties and was the Cloud based backup system going to function well enough for NSU reporting and asked to be very clear on expectations from JM Integrations. Mary Halley said most parts are warranted for two (2) years; the Cloud based system backup is warranted for seven (7) years and will provide NSU with needed reporting. Bill Bonini also questioned if labor is included in the warranty. This question will be addressed with JM Integrations.

2. Review Sample Monthly Sewer and Park Expense Reports

Melinda Bell presented a draft, in the Board packet, of recommended changes she and John Ward worked on to better clarify and reorganize categories and line items. John Ward said he would like monthly reports as opposed to quarterly reports. Mary Halley explained that aren't many changes from month to month, however it was up to the Board. As a compromise, Donna Clavaud suggested bringing the monthly, detailed report to FAC and quarterly, FAC could provide the Board with a report. John Ward also suggested shifting some of the costs of the staff/administration to Park expenses as it was important to know what the costs are to operate the Park.

VIII. Financial Report (Melinda Bell)

a. Review Financial Manager's Report

Financial Manager's Report was reviewed. In planning Melinda Bell's retirement, Bonnie MacLaird and Melinda Bell are sharing tasks. Salaries will be divided to keep within budget.

IX. General Manager's Report

Mary Halley reviewed her report with the Board. Route One Bakery will be installing a hand washing sink only, not a prep sink, therefore a grease trap will not be required. Pond 1 at the Plant has gravel intrusion; Mary Halley will be getting estimates placing cement bags along the edge of the pond to prevent the intrusion. Bill Bonini will get estimates for a pallet of cement bags and he John Ward will donate the labor to place the bags along the perimeter.



Mary Halley spoke to Jim Jensen about mowing and brush maintenance at the treatment, storage ponds and irrigation field. Pro Solar Cleaning will provide an estimate for a spring cleaning of the solar panels. Mary Halley said she would work on a draft TVCSD ADU policy in December 2022. The Park ADA ramp is on hold until the Board determines the need and if the District insurance company provides a discount for ADA playground equipment. Mary Halley said she contacted the Fair Political Practices Commission (FPPC) in regards to Board members doing minor work/small projects for the District. FPPC said they could not give general information but suggested submitting two (2) scenarios; Bill Bonini said he would provide the scenarios. Mary Halley said she was going to start looking at the Sewer System Management Plan.

X. NSU Report

a. Review September 2022 reports

NSU reports were reviewed.

XI. Pending Business

a. Board Meetings Looking Forward:

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

This item was discussed above, under FAC, Item #1.

John Ward motioned to approve the Ad-Hoc SCADA Committees recommendation of JM Integration's bid and to include discussions on warranties. Bill Bonini seconded the motion. M/S/C

XII. Other Business

None

XIII. New Business

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

Bill Bonini suggested looking at blueprints; Mary Halley suggested exploring Google Earth to see an overview.

XIV. Old Business

None

XV. Correspondence

None

XVI. Adjournment

Meeting was adjourned at 8:40 pm. No objections.

John Ward motioned to Adjourn the November 11, 2022 TVCSD Board meeting. Bill Bonini seconded the motion. M/S/C



Approved by Donna Clavaud, President

Date

Attested by Cynthia Hammond, Recording Secretary

Date

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Tomales Village Community Services District

Check Detail
December 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
131.00 Cash						
131.44 Sewer - BoM#1479						
12/05/2022	Bill Payment (Check)	5182	Brelje and Race Laboratories, Inc.		R	-445.00 -445.00
12/05/2022	Bill Payment (Check)	5184	Kristin Lawson	December-February	R	-300.00 -300.00
12/08/2022	Bill Payment (Check)	5185	Halley, Mary C.	November 19 hours, 50 miles, insur	R	-2,118.75 -2,118.75
12/08/2022	Bill Payment (Check)	5186	Melinda K. Bell	November	R	-737.00 -737.00
12/08/2022	Bill Payment (Check)	5187	Natural Systems Utilities -CA	inv 1017699	R	-4,625.33 -4,625.33
12/08/2022	Bill Payment (Check)	5188	SWRCB SRF Loan	AR #98843-15-13	R	-26,295.32 -26,295.32
12/22/2022	Bill Payment (Check)	5189	AT&T	145835838	R	-122.07 -122.07
12/22/2022	Bill Payment (Check)	5190	Brelje and Race Laboratories, Inc.		R	-260.00 -260.00
12/22/2022	Bill Payment (Check)	5191	SWRCB	inv WD-0212734		-1,727.00 -1,727.00
12/22/2022	Bill Payment (Check)	5193	PGE	8044736439-1	R	-41.00 -41.00
12/23/2022	Bill Payment (Check)	5194	AT&T	138729848	R	-74.90 -74.90
12/23/2022	Bill Payment (Check)	5158	Capital One Bank	6428	R	-24.45 -24.45
131.48 Solar - BoM#1495						
12/08/2022	Bill Payment (Check)	1011	City National Bank	annual lease payment	R	-17,941.18 -17,941.18
12/08/2022	Bill Payment (Check)	1012	Municipal Finance Corp.	administrative annual fee	R	-750.00 -750.00

**TVCS D Park
Bank Account Activity
December 2022**

Type	Date	Num	Name	Memo	Amount	Balance
131.00 · Cash				Beginning Balance		133,667.19
131.48 - CA LAIF				Beginning Balance		31,266.34
Total 131.48 - CA LAIF				Ending Balance		31,266.34
131.42 · Bank of Marin - Money Market				Beginning Balance		86,496.64
Transfer	12/08/2022			Funds Transfer	-10,000.00	76,496.64
Deposit	12/31/2022			Int Alloc	4.16	76,500.80
Total 131.42 · Bank of Marin - Money Market				Ending Balance	-9,995.84	76,500.80
131.46 · Bank of Marin - Park Account				Beginning Balance		15,904.21
Bill Pmt -Check	12/08/2022	1396	Elfstrom	11/18-11/30 park patrol & weeding	-202.50	15,701.71
Bill Pmt -Check	12/08/2022	1397	Martinez, Edgar	30 hours November	-600.00	15,101.71
Bill Pmt -Check	12/08/2022	1398	Melinda K. Bell	November work on Expenditure Report	-121.00	14,980.71
Bill Pmt -Check	12/08/2022	1399	PGE	7399820788-9	-5.66	14,975.05
Transfer	12/08/2022			Funds Transfer	10,000.00	24,975.05
Deposit	12/29/2022			Marin Cyclists	1,000.00	25,975.05
Deposit	12/31/2022			Interest	0.09	25,975.14
Total 131.46 · Bank of Marin - Park Account				Ending Balance	10,070.93	25,975.14
Total 131.00 · Cash				Ending Balance	75.09	133,742.28

Tomales Village Community Services District
Balance Sheet
As of December 31, 2022

	Total	Notes
ASSETS		
131.00 Cash		
131.20 CA Local Agency Investm Fnd	42,890	
131.31 Redwood Credit Union-Closed	0	<i>closed in Nov</i>
131.42 Money Market - BoM#0591	94,173	<i>+77179 county</i>
131.44 Sewer - BoM#1479	28,126	
131.48 Solar - BoM#1495	2,395	
Total Current Assets	167,583	
Fixed Assets		
100.00 Property, Plant and Equipment	791,666	
100.10 Maps and Records	17,248	
100.20 Land and Land Rights	52,788	
105.00 Less Accumulated Depreciation	-847,894	
110.00 Improvement Project	939,393	
112.00 Solar System	269,945	
Total Fixed Assets	1,223,146	
Other Assets		
136.00 SUSD Note Receivable	7,505	
TOTAL ASSETS	1,398,235	
 LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
222.00 Accounts Payable	1,135	
230.00 - Fed Payroll Tax Payable	163	
231.00 - CA Payroll Tax Payable	4	
215.00 CREBS Bond	53,823	
Total Liabilities	55,126	
Equity		
262.00 Capital Asset Reserve	40,000	
262.50 Restricted Connection Fees	30,000	
264.00 Operating Reserve	47,962	
265.00 Net Assets - Unrestricted	1,172,445	
Net Income*	52,702	<i>*matches P&L</i>
Total Equity	1,343,109	
TOTAL LIABILITIES AND EQUITY	1,398,235	

Tomales Village Community Services District

Profit and Loss July - December, 2022

	JUL 2022	AUG 2022	SEP 2022	OCT 2022	NOV 2022	DEC 2022	TOTAL
Income							
301.00 Service Charges							\$0.00
301.10 Service Charges - Monthly	81.90	81.90	81.90	81.90	81.90	81.90	\$491.40
301.15 Service Charges - Annual Fees		1,965.60					\$1,965.60
301.20 Service Charges - SUSD			92,081.12				\$92,081.12
301.30 Service Charges - County	721.06					66,343.81	\$67,064.87
301.35 Solar Portion - County						5,520.00	\$5,520.00
Total 301.30 Service Charges - County	721.06					71,863.81	\$72,584.87
Total 301.00 Service Charges	802.96	2,047.50	92,163.02	81.90	81.90	71,945.71	\$167,122.99
305.00 SUSD Sinking Fund - SWRCB			8,765.11				\$8,765.11
311.00 Interest Income	5.56	4.98	578.14	174.28	3.37	3.63	\$769.96
315.00 Intergovernmental Revenues							\$0.00
315.50 Levy 4	87.07	0.46		41.00		5,474.26	\$5,602.79
Total 315.00 Intergovernmental Revenues	87.07	0.46		41.00		5,474.26	\$5,602.79
Total Income	\$895.59	\$2,052.94	\$101,506.27	\$297.18	\$85.27	\$77,423.60	\$182,260.85
GROSS PROFIT	\$895.59	\$2,052.94	\$101,506.27	\$297.18	\$85.27	\$77,423.60	\$182,260.85
Expenses							
410.00 Sewage Collection	2,975.62						\$2,975.62
410.10 Sewage Collection Electric	33.46	30.03					\$63.49
Total 410.00 Sewage Collection	3,009.08	30.03					\$3,039.11
411.00 Sewage Treatment		9,040.00	848.00				\$9,888.00
411.03 Sewage Treatment Electric	26.28	24.64	-53.96	28.65		64.49	\$90.10
411.05 - Lab Bills	895.00	697.00	750.00	531.00	791.00		\$3,664.00
411.08 Solar Panel Inspection,Cleaning				265.00			\$265.00
411.10 - Maintenance Supplies						157.03	\$157.03
Total 411.00 Sewage Treatment	921.28	9,761.64	1,544.04	824.65	791.00	221.52	\$14,064.13
412.00 Sewage Disposal							\$0.00
412.10 Sewage Disposal Electric	26.28		-50.12	24.72		27.22	\$28.10
Total 412.00 Sewage Disposal	26.28		-50.12	24.72		27.22	\$28.10
414.00 Administration and General							\$0.00
414.05 Administrator's Fees	4,850.00	3,150.00	4,275.00	4,775.00		1,900.00	\$18,950.00
414.10 - Payroll Tax Expense							\$0.00
414.11 - Social Security Tax				124.98			\$124.98
414.12 - Medicare Payroll Tax				29.23			\$29.23
414.13 - State Unemployment Tax				34.28			\$34.28
Total 414.10 - Payroll Tax Expense				188.49			\$188.49
414.22 Licenses and Permits					347.00	1,727.00	\$2,074.00
414.30 Insurance							\$0.00
414.31 Property & Liability Insurance	10,527.15						\$10,527.15
414.33 Worker's Comp Insurance	782.59				7.45		\$790.04
414.34 Profess Liab Insurance Reimburs		187.50				187.50	\$375.00
Total 414.30 Insurance	11,309.74	187.50			7.45	187.50	\$11,692.19

Tomales Village Community Services District

Profit and Loss July - December, 2022

	JUL 2022	AUG 2022	SEP 2022	OCT 2022	NOV 2022	DEC 2022	TOTAL
414.40 Office Expense							\$0.00
414.41 Postage and Delivery		10.20		21.60			\$31.80
414.43 Office Supplies	-51.22		374.01	69.29			\$392.08
414.44 Sonic - Web Hosting	15.90		7.95	7.95	7.95		\$39.75
414.45 Equipment Expense		349.99	39.99		16.50		\$406.48
414.46 Board Meeting Expense							\$0.00
414.465 Board Member Stipend			300.00				\$300.00
Total 414.46 Board Meeting Expense			300.00				\$300.00
414.47 Clerical/Bookkeeping	1,815.00	2,178.00	3,762.00	1,606.00	737.00	478.13	\$10,576.13
414.48 Office Rent			300.00			300.00	\$600.00
414.49 Secretary	528.00	643.50	544.50	792.00	775.50		\$3,283.50
Total 414.40 Office Expense	2,307.68	3,181.69	5,328.45	2,496.84	1,536.95	778.13	\$15,629.74
414.50 O&M Contractual Services	4,625.33	8,022.25	4,625.33	4,625.33	4,625.33	4,625.33	\$31,148.90
414.55 Professional Fees							\$0.00
414.551 Legal Fees					248.00		\$248.00
414.552 Accounting			5,600.00			500.00	\$6,100.00
Total 414.55 Professional Fees			5,600.00		248.00	500.00	\$6,348.00
414.62 Dues and Subscriptions	300.00			1,388.00			\$1,688.00
414.65 Rents and Leases							\$0.00
414.67 Solar Lease Admin Fee					750.00		\$750.00
Total 414.65 Rents and Leases					750.00		\$750.00
414.80 Travel and Meetings							\$0.00
414.81 Travel	46.80	73.51	18.75	18.75		31.25	\$189.06
Total 414.80 Travel and Meetings	46.80	73.51	18.75	18.75		31.25	\$189.06
414.90 Telephone and Internet Services	78.19	198.44	198.44	196.97	196.97	196.97	\$1,065.98
Total 414.00 Administration and General	23,517.74	14,813.39	20,045.97	13,689.38	7,711.70	9,946.18	\$89,724.36
415.50 Depreciation Expense	3,472.11	3,659.42	3,659.42	3,659.42	3,659.42	3,659.42	\$21,769.21
417.00 Other Operating Expenses							\$0.00
417.30 LAFCO Charges	143.44						\$143.44
417.40 County Teeter Admin Fee						149.11	\$149.11
Total 417.00 Other Operating Expenses	143.44					149.11	\$292.55
420.20 Interest Expense - SRF Loan						641.35	\$641.35
Total Expenses	\$31,089.93	\$28,264.48	\$25,199.31	\$18,198.17	\$12,162.12	\$14,644.80	\$129,558.81
NET OPERATING INCOME	\$ -30,194.34	\$ -26,211.54	\$76,306.96	\$ -17,900.99	\$ -12,076.85	\$62,778.80	\$52,702.04
NET INCOME	\$ -30,194.34	\$ -26,211.54	\$76,306.96	\$ -17,900.99	\$ -12,076.85	\$62,778.80	\$52,702.04

**TVCS D Park
Balance Sheet
As of December 31, 2022**

			Dec 31, 2022
ASSETS			
Current Assets			
	131.00	· Cash	
	131.48	· CA LAIF	31,266.34
	131.42	· Bank of Marin - Money Market	76,500.80
	131.46	· Bank of Marin - Park Account	22,868.30
	Total 131.00 · Cash		130,635.44
Total Current Assets			130,635.44
Fixed Assets			
	100.20	· Land and Land Rights	132,000.00
	111.00	· Park Equipment	
		Original Cost	461,790.46
	105.00	· Depreciation	-107,010.00
	Total 111.00 · Park Equipment		354,780.46
Total Fixed Assets			486,780.46
TOTAL ASSETS			617,415.90
LIABILITIES & EQUITY			
Liabilities			
	Total Liabilities		0.00
Equity			
	252.50	· Investment in Capital Assets	486,780.46
	260.00	· Unassigned Fund Balance	122,732.38
		Net Income	7,903.06
	Total Equity		617,415.90
TOTAL LIABILITIES & EQUITY			617,415.90

**TVCS D Park
Income and Expenses
July - December 2022**

	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22	Jul - Dec 22
Ordinary Income/Expense							
Income							
311.00 · Interest Income	2.57	3.61	3.27	104.88	4.62	4.25	123.20
315.80 · Measure A Funds	19,618.76					0.00	19,618.76
320.00 · Contributions Income		7.00		38.00		1,000.00	1,045.00
322.00 · Park Use Rental				300.00		0.00	300.00
Total Income	19,621.33	10.61	3.27	442.88	4.62	1,004.25	21,086.96
Expense							
414.23 · Office Supplies					35.01	0.00	35.01
414.57 · Accounting					121.00		121.00
414.81 · Measure A Project Expenses	4,479.36			108.41	733.13		5,320.90
414.82 · Measure A Maintenance Expenses		4,095.76		21.24			4,117.00
414.83 · PGE Park		76.90	36.28	-22.30	27.96		118.84
414.86 · Equipment Cleaning Service	620.00	630.00	600.00		1,220.00		3,070.00
414.88 · Groundskeeper						202.50	202.50
Total 414.80 · Measure A	5,099.36	4,802.66	636.28	107.35	1,981.09	202.50	12,829.24
6420 · Park Trash Disposal		198.65					198.65
Total Expense	5,099.36	5,001.31	636.28	107.35	2,137.10	202.50	13,183.90
Net Income	14,521.97	(4,990.70)	(633.01)	335.53	(2,132.48)	801.75	7,903.06



P O Box 303 Tomales, CA 94971

707-878-2767

January 2, 2023

Marin Cyclists

P O Box 2611

San Rafael, CA 94912

We thank you for your thoughtful and generous donation for our community park here in Tomales. Your event does cause extra work for our volunteers and staff which is not covered by our fees. Your donation more than covers our added effort and expense and leaves us with a good feeling about your people managing the event, your organization and bike rides in general. We are happy to be part of your event whenever the planning includes our site.

We applaud your policy to share your positive bottom line funds with the communities and organizations that support cycling. Funding for these organizations is strained and meager, so any unexpected assistance is most welcome.

We plan to use your contribution to repair and replace our infrastructure. In recent years we have used our funding for added improvements such as our new gazebo and improved ramps. But in these years our underlying structures have been deteriorating. The fence and retaining wall, rest room doors and an old unused water tank tower have been eroding and crumbling. Before they become a serious hazard for those enjoying our park, we need to replace them or eliminate the danger.

Your contribution allows us to go ahead with the most serious of these needs. We thank you as a committed supporter of recreation and a healthy life style in Marin.

Most Sincerely,

Melinda Bell, Financial Manager

Tomales Village Community Services District

melinda@tomalescsd.ca.gov

FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

DECEMBER 12, 2022

VIA ZOOM

PRESENT: Melinda Bell, FAC Chair & TVCSD Financial Services; John Ward, TVCSD Board of Director; FAC member; Donna Clavaud, TVCSD Board President & FAC member; Mary Halley, TVCSD General Manager.

ABSENT: Bonnie MacLaird, incoming TVCSD Financial Services staff-absent due to death in the family.

The meeting was held remotely via Zoom with Melinda Bell calling the meeting to order at 3pm and Donna Clavaud taking notes for the minutes. There was a quorum to conduct business.

AGENDA

1. New TVCSD Office Computer:

Mary Halley, General Manager, reports that she is still clearing old emails, but that we currently have everything we need to be operational on the system. It has Zoom capabilities. The last step is to add the financials via the online version of QuickBooks.

2. Transition of Financial Services to Bonnie MacLaird and Financial Reporting:

Melinda Bell reports that the following:

- All emails related to Melinda's job should also copy Bonnie MacLaird via email.
- Melinda is currently working with Bank of Marin to set up a new banking system and update signature cards. The Bank will make checks so we can pay bills through them. Donna will approve all invoices moving forward, but we will not have to physically sign checks. This will enable Bonnie to be out-of-country.
- She is transferring post office duties to Bonnie MacLaird and obtaining keys. Bonnie will have one key and when Melinda retires, Donna will receive her key to function as a backup to pick up the mail.
- Bonnie MacLaird will participate in creating the January 2023 financials for the Board Packet in preparation for the January 11 Board Meeting. Melinda and Bonnie will be meeting to divide the tasks between them for the sewer enterprise and Tomales Community Park for the January 11, Board Meeting.

- Complete QuickBooks Online to enable both sewer and park accounts.

3. Bonnie MacLaird's Financial Services Contract:

The group reviewed Bonnie's Contract and agreed it should offer more detail for the Scope of Work. We also recognized that for all staff and contractors, we utilize our TVCSD standard Service Contract and then an addendum for the Scope of Work. Melinda asked who would revise the Contract; Donna indicated she was not able to do this due to lack of familiarity with the planned scope of work. Melinda agreed that she and Bonnie could meet to develop a revised draft contract, using Melinda's Contract as a template, which uses the TVCSD Service Contract and an addendum for the Scope of Work, compensation, and any other specifics to tailor the Contract for Bonnie.

We recommend that a Draft Revised Contract be reviewed and approved at the upcoming January 11 Board Meeting.

4. JM Integration Proposal for SCADA system:

Mary Halley reported that their proposal figures have been revised with the addition of a radio communications system that was not included in the prior proposal expense. The radio components include 3 radios and an antenna and associated labor costs. In addition, there are cost adjustments to the proposal due to higher charges on other SCADA parts in this inflationary environment. The new price is \$ 98,000 instead of \$ 69,000. Jack Miller indicated to Mary that he could hold this figure through January.

We discussed the fact that is new cost proposal is well above our cost projections last fall when we met with SUSD, and then subsequently developed a two-year budget projection and decided to delay the SCADA project until after July 1, 2023.

Grants:

In efforts to reduce the cost, we agreed to explore grants for perhaps the radio system, which may qualify as emergency equipment since it will be a remote system that communicates the status of the sewer system and can help us to remotely identify any system failures.

Loans:

We also agreed to investigate any low-cost partial project loans.

Melinda will talk with CSDA and Donna will contact Supervisor Rodoni to investigate funding opportunities through Marin County or Marin Measure W Funds. She will also contact RCAC to seek their advice. Additionally, FAC will be looking for other grant opportunities to help us with partial costs.

We agreed that TVCSD really needs this vital remote monitoring system for the sewer enterprise, and we would like to move forward to approve JM Integration's proposal soon and sign a contract to set the project in motion for the new fiscal year starting July 1, 2023.

5. Cash Projections:

There are several sewer maintenance tasks to be done, but currently, our cash projections are on target. Mary reported she is eager to stop the gravel from entering pond # 1 and adding cement bags around the north perimeter, thereby creating a lip, will be a very affordable and simple remedy. She is pricing the costs now. She also discussed the need for mowing once the rains stop and her discussions with Jim Jensen to contract for this work. We will also need weed control in other areas around the ponds and buildings.

6. Park Maintenance:

a. Groundskeeper

Donna Clavaud reported that Henry Elfstrom is now working as the Park Groundskeeper and reports that his job is going well. He currently reports to Donna Clavaud and submits his monthly invoices to TVCSD with a special activity/time log and will be delivering a copy of each invoice to Dru Fallon O'Neill in her role as Chairperson of the Park Advisory Committee, so she is informed of his activities.

b. Surface bark for Play Areas

Mary Halley reminds us that it is time to decide on a surface material order for the post-rain season. We need to place our order early! We can discuss this with the Board at the upcoming Board meeting.

7. Tomales Community Park Insurance Status for ADA Ramps into Play Structures:

Melinda Bell checked with our insurance agent at SMRA to clarify if the installation of ADA Ramps into the play areas would reduce our insurance fees. They indicated that they would not. In our continuing efforts to evaluate the benefit of having ADA Ramps installed, it seems that our Tomales Community Park was built prior to 2012 and state law does not require them. There is no real need to move forward with this project currently.

Overall, the Tomales Community Park has ADA bathrooms, handicap parking, smooth wheelchair path access throughout the almost 1-acre grounds, ADA access to the Gazebo, and access to park benches. We are going to install a new ADA picnic table this year.

8. Calendar for Budget Planning for next fiscal year 2023-2024:

We agreed that we will start the budget planning for 2023-2024 in April. We also agreed that it will be essential to confer with the SUSD Superintendent Adam Jennings and his Alice Enochs, Chief Business Official, as we begin the annual budget analysis and planning process.

Next FAC Meeting: January 25, 2023 at 3pm via zoom.

The meeting was adjourned at 4:45pm by Melinda Bell.

Minutes signed by: Donna Clavaud

Approved on: January 7, 2023



FINANCIAL REPORT JANUARY 2023

FINANCIAL MANAGEMENT PLANNING

I need to retire from my involvements and commitments because as we get older, they take a physical toll on the body which should not continue. I deeply regret not being able to continue working with you for the Sewer and Park program. Bonnie MacLaird has agreed to take my position, contract pending. She has accounting experience and will be able to manage the financial duties.

Because Bonnie is out of the country some of the time, she will be working remotely. When she is not in Tomales, someone else can notify her of relevant US mail and phone calls. She can receive most official and routine messages by email or cell phone. She will instruct the bank to write and mail checks. She will be using Quick Books online instead of the desktop version in use for twenty years.

We have downloaded the current Sewer file to the online version so she is able to handle all Sewer accounting work. Until 2013 both programs were in the same Quick Books file. The auditors told Karl they had to be separated to keep the Sewer assets and liabilities separate from those of the Park. We have had two Quick Books "companies" for ten years. Quick Books charges \$55 per month for each online company. We asked the auditors if we could put them back together again. They said that could be done if the accounting were very careful to keep Park net assets remaining at year-end separate from Sewer net assets. That will require separate income, expense, asset and liability accounts, which we already have, and separate equity accounts. We can set those separate equity accounts up with separate reserves if we need any reserves. After we set up the Park accounts in the online database, we can start using the online Quick Books for both programs. After setting up the online Quick Books, we will start reorganizing the Sewer reporting to be more logical than the current order of expenses. But first we need to get the online software working for both programs.

CASH MANAGEMENT AND BUDGETING

Shoreline Unified School District pays for one-third of our expenses and debt payments. To get their agreement to make the payment for this year, we had to postpone the SCADA work a couple of months into the 2023/2024 fiscal year. We sent them a two-year budget, but now the revised SCADA proposal is far above what was in that budget. We could run out of cash. There are no Sewer cash reserves. Careful planning will be needed this spring to continue our partnership with SUSD and fund the SCADA expenditures. Our annual \$24,000 debt payments ended when the state revolving fund debt was paid off last month. We may need another loan to fund the SCADA project. That is a topic for a future Board meeting. The good news is that our December receipt of County sewer service charges is \$8,000 more than last year due to research we did on charges by parcel last year.

AGREEMENT ON FREELANCE SERVICES

Dated: December 1, 2022

Bonnie Berg MacLaird (hereafter called Consultant) agrees to provide the following services to **Tomales Village Community Service District** (TVCS D):

- A. Bookkeeping and monthly Financial Reporting to Board
- B. Record-Keeping and Governmental Reporting
- C. Attend meetings where Financial Manager attendance is required or requested.
- D. Provide leadership to the **TVCS D** Financial Advisory Group (FAC).

Client agrees to:

- E. Provide necessary training, support, feedback

Timeline and Hours:

- F. Beginning: 12/1/2022 and open-ended (see G). The hours are estimated to be no more than 40 hours per month.

Compensation:

- G. \$42.50 per hour, billable at ¼ hour increments, plus reimbursement of any out-of-pocket expenses. Compensation reviewed annually per cost-of-living.

General Understandings:

- H. All information will be strictly confidential, and shall remain the property of the **TVCS D**, not the Consultant.
- I. Either Party may terminate this agreement with 60 days written notice.
- J. Consultant is an independent contractor and not an employee of the **TVCS D**. Accordingly, Contractor shall maintain her own liability, medical insurance, workers compensation coverage, and pay own taxes.

Signed:

Bonnie Berg MacLaird, Consultant	Date

Mary Halley, General Manager, TVCS D	Date

GENERAL MANAGER REPORT

JANUARY 11, 2023

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) interim treatment ponds winter pumping protocols and program 5) installing protection barrier for treatment pond #1 6) continued research for draft ADU policy and 7) as time allows, begin update of SSMP.

New/Continuing Business

SEWER

- Marin County Housing Element 2023 - 2030 – have been monitoring the various revisions of the draft-Housing Element with related Environmental Impact Review (EIR) reports and following and listening to the Board of Supervisors and Planning Commission scheduled individual and joint hearings. I wrote two letters with questions and concerns to CDA staff, along with a Letter of Comment for the January 5, 2023 Planning Commission hearing, all regarding proposed required Regional Housing Needs Allocation (RHNA) development numbers for Tomales as it relates to the TVCSD waste water system capacity and findings and recommendations in the Final EIR.
- SCADA – will present revised SCADA proposal Q220302-03 received 1/2/2023 from JM Integrations after requesting the final revised quote numbers that had been verbally received from JM Integrations based on the initial Q220302 back in March of 2022, and approved by the Board at the November 9, 2022 Board meeting. The initial quote did not include the radio communication system upgrades which are about \$36,000 and are now included in the revised quote for \$89,151.84, but given the increase in cost, will require reapproval of revised estimate by the Board. Jack Miller (from JM Integrations) has agreed that the District can write up a service contract for him to review and sign and he will include his labor warranty to match all manufacturers' parts warranties, which are usually 2-years, and will guarantee that the SCADA system will be up and running and completely functional before closing out on the final contract invoice. He has also proposed some very flexible maintenance contract terms possibilities that the District can consider for keeping the system problem free once it is out of the warranty period. The District may consider breaking out the radio improvements and search for possible grants that may cover it as a separate emergency operations planning measure.
- Treatment ponds and Plant maintenance – continuing to coordinate resolving the Pond #1 gravel intrusion issue starting with sweeping loose gravel away from pond edge and getting cost estimates to put cement bags along the edge of the pond. Bill was able to get cost estimates for materials (around \$4.91 p/sack delivered and we need about 400 sacks to go halfway around two sacks high) so about \$2,000 in materials (it would be around \$4,000 in materials to go all the way around the pond circumference twice). I am waiting for a possible contractor out of Santa Rosa to be able to meet with me one weekend day at the plant to get the labor estimate for both cement bag installation and

digging out the drainage ditch along side the plant road that runs in front of pond #1. Scheduling has been difficult due to back-to-back holidays and subsequent storms occurring over the weekends. Hopefully we can meet up before the end of January.

- PG&E and Solar panel billing issues – we may likely see higher PGE billing for January due to increased pumping schedules caused by water infiltration from storms, which is increasing water inflows into the treatment ponds, coupled with the many shorter overcast winter days which limits solar production as well. These two factors are not unusual for waste water treatment facilities, but with the past several sunny dry winters, the system has not experienced this combination in several years, so it will be good for the District to plan for these costs along with mitigation measures where feasible. Director Bill and I have been monitoring the storm flows and pond levels and keeping in steady contact with Brandon from NSU the system operator. The Board may want to review the possibility of purchasing and installing a backup generator to be prepared for prolonged power outages during heavy rains when inflows are high. Also, research and locate where infiltration is coming into the collection system to try to reduce the increase in inflows during storms thus reducing some increased pumping time and energy costs.

Solar Inverter replacement project – we received notice from SolarWorks that they are withdrawing their revised estimate for replacing all three aging inverters at the irrigation field based on an inability to secure permits on the irrigation field property from Marin County. They had originally applied for a permit while they were still hoping that they could replace all three 3000w inverters with just one new 9000w inverter, and later finding that would not be possible, had still continued to follow through with the permitting process to have in case the District decided to move ahead with replacing all three 3000w inverters. They were never able to pull the permit due to a problem with the APN for the irrigation field/storage pond property and the SolarWorks company has now said they cannot do the project for us and suggested we look into a commercial company that may have better knowledge on Marin County permits. Being as the Board has not approved to accept their last bid and move forward on replacing the non-functioning inverter, I will not seek out a new contractor or investigate into permitting issues until the Board is ready to move forward with the replacement and directs me to pursue the project.

- Parcel Tax Service Fees – FAC committee is still planning to evaluate a rate increase or COLA due to inflationary pressures at its January meeting.
- 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, but I did not have time in December due to various constraints, and will try to have something ready for January FAC committee meeting and then possibly a draft-policy for February 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.
- USA Underground Alert System – have updated the TVCSADU portal page on the Underground Alert website, made the successful transition to the new Pelican cutover, and now have daily updates and alerts forwarding to me as Melinda transitions out.

PARK

- Park ADA Handicap ramps for access to play equipment areas – it has been determined that the district insurance company does not give premium discounts for playgrounds that have ADA access to play equipment. So now, along with not being a regulation requirement, and given the age of the equipment having been installed prior to March 2012, it has now been determined to be an elective decision for the district. The FAC committee at this point is not recommending pursuing additional ADA access ramps at this time, so I will not do any further research.
- Park Maintenance – have inquired as to the need and protocol for me ordering Park surface material (bark) that would need to be ordered now (in January) to reserve a summer (dry season) delivery in late June or July. This item is on the agenda for discussion at the upcoming Board meeting and I expect to get some direction as to if an order will need to be placed for this year.

GENERAL ADMINISTRATION

- Board Vacancy – resident David Kitt was the single applicant for the Board vacancy who was appointment by the Marin County Board of Supervisors at their Nov 8 meeting. David will be sworn in and take his seat at the January 11 Board meeting.
- FPPC – cannot pursue the ability, or any possible needed protocols, that may allow Board members to be paid for minor district projects, until we have an actual project to submit to the FPPC for review.
- Financial Manager Transition – have not been too involved in the position transfer as outgoing Financial Manager Melinda Bell is training in incoming contractor Bonnie MacLaird and they are currently sharing duties. Bonnie’s contract agreement for financial service terms is still being drawn up. The District is now also moving from a Desktop version of QuickBooks to the Online version, and although the Online version was suppose to give accessibility to the GM as well, I can only log into the account but am not authorized to see any of the Chart of Accounts or pullup any reports at this time. With the original Desktop version, I was hoping that the GM/District computer would share the subscription, so that the District would always have a backup of all the financial data. We will now need to see how the Online version eventually develops and if there is some level of approval for the GM/District computer to have backup access.
- 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. Note: did not pursue any non-urgent issues or projects in November or December to help keep District cashflows from being strained.

Respectfully Submitted,

Mary Halley



November 18, 2022

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

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

RE: Self-Monitoring Report
Tomales, Marin County
Order No. R2-2015-0019
I.D. No. 264662
October 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	
10/1/2022	10.5																				
10/2/2022	10.5																				
10/3/2022	10.5																				
10/4/2022	10.5																				
10/5/2022	10.5																				
10/6/2022	10.5	63.0	8.6	19.5	410.0	500.0	<.20	<.40	5.4	7.3	<.40	600.0	16.0	7.8	5.0	20.8					
10/7/2022	10.3																				
10/8/2022	10.3																				
10/9/2022	10.3																				
10/10/2022	10.3																				
10/11/2022	10.3																				
10/12/2022	10.3																				
10/13/2022	10.3																				
10/14/2022	10.3	82.0	8.8	19.6								590.0	14.0	8.2	5.0	19.4					
10/15/2022	10.0																				
10/16/2022	10.0																				
10/17/2022	10.0																				
10/18/2022	10.0																				
10/19/2022	10.0	50.0										690.0	25.0	8.4	4.5	17.8					
10/20/2022	4.2																				
10/21/2022	4.2																				
10/22/2022	4.2																				
10/23/2022	4.2																				
10/24/2022	4.2																				
10/25/2022	4.2	25.0										670.0	56.0	7.5	5.4	18.6					
10/26/2022	9.7																				
10/27/2022	9.7																				
10/28/2022	9.7																				
10/29/2022	9.7																				
10/30/2022	9.7																				
10/31/2022	9.7																				
Min	4.2		8.6	19.5	410.0	500.0	0.0	0.0	5.4	7.3	0.0	590.0	14.0	7.5	4.5	17.8			#DIV/0!	0.0	
Mean	9.0		8.7	19.6	410.0	500.0	#DIV/0!	#DIV/0!	5.4	7.3	#DIV/0!	637.5	27.8	8.0	5.0	19.2			#DIV/0!		
Total	278.8																			0.0	

Month	Treatment Pond # 1				Treatment Pond No. 2				Treatment Pond No. 3				ST-West				ST-East				
Oct-22	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	
Date	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	
1																					
2																					
3																					
4																					
5																					
6	2.6	8.5	4.5	20.9	2.7	8.8	4.5	20.9	2.7	9.2	5.0	21.6	15.0	9.8	7.0	21.4	15.0	10.0	8.0	21.7	
7																					
8																					
9																					
10																					
11																					
12																					
13																					
14	2.5	8.6	4.5	18.3	2.6	8.5	4.0	18.2	2.6	9.0	4.5	18.9	15.0	9.7	7.5	20.2	15.0	9.8	8.0	20.5	
15																					
16																					
17																					
18																					
19	2.4	6.9	4.0	16.6	2.4	8.6	4.0	16.9	2.4	8.7	4.5	16.4	15.0	9.1	6.5	19.4	15.0	9.4	7.0	19.7	
20																					
21																					
22																					
23																					
24																					
25	4.0	7.0	4.5	17.7	4.1	6.7	5.0	19.5	5.0	6.7	5.9	19.3	15.0	9.7	8.2	19.4	15.0	8.6	6.1	17.8	
26																					
27																					
28																					
29																					
30																					
31																					

**TOMALES TREATMENT PONDS
STANDARD OBSERVATION REPORT**

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

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	10/6/22	10/14/22	10/19/22	10/25/22
Day	THURS	FRI	WED	TUES
Time	2:40PM	12:40PM	10:50AM	11:00AM
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) **October 2022**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	10/6/22	10/14/22	10/19/22	10/25/22
Day	THURS	FRI	WED	TUES
Time	2:40PM	12:40PM	10:50AM	11:00AM
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 mosquitos 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) **October 2022**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>10/6/22</i>	<i>10/14/22</i>	<i>10/19/22</i>	<i>10/25/22</i>
Day	THURS	FRI	WED	TUES
Time	2:40PM	12:40PM	10:50AM	11:00AM
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)

October 2022

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	10/6/22	10/14/22	10/19/22	10/25/22
Day	THURS	FRI	WED	TUES
Time	2:40PM	12:40PM	10:50AM	11:00AM
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: October 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	10/6/22	10/14/22	10/19/22	10/25/22
Time	THURS	FRI	WED	TUES
Operator	2:40PM	12:40PM	10:50AM	11:00AM
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.



October 27, 2022

Sample Collected: 10/06/22
Sample Received: 10/06/22
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	1022-20809	1022-20810-2
Sample Description:	Influent	TR – Effluent


ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	410.	16.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	500.	600.
Nitrate N mg/L (EPA Mthd. 352.1)		<0.20
Nitrite N mg/L (EPA Mthd. 300.0)		<0.40
Total Kjeldahl N mg/L (EPA Mthd. 351.2)		5.4
Ammonia N mg/L (Std. Mthds. 4500-NH ₃ C, 2011)		7.3
Total Organic N mg/L		<0.40

BOD Start Date: 10/07/22
BOD Completed Date: 10/12/22

Total Kjeldahl N: Analysis performed by an approved outside laboratory.

BRELJE AND RACE LABORATORIES, INC.



SARA ROSAS, LABORATORY DIRECTOR
SR:lja



October 25, 2022

Sample Collected: 10/14/22
Sample Received: 10/14/22
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	1022-21406
Sample Description:	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	14.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	590.

BOD Start Date: 10/14/22
BOD Completed Date: 10/19/22

BRELJE AND RACE LABORATORIES, INC.

SARA ROSAS, LABORATORY DIRECTOR
SR:lja



November 5, 2022

Sample Collected: 10/19/22
Sample Received: 10/19/22
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER 1022-21703
Sample Description: TR – Effluent

ANALYSIS

BOD₅ @ 20°C mg/L 25.
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 690.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 10/20/22
BOD Completed Date: 10/25/22

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

BRELJE AND RACE LABORATORIES, INC.

SARA ROSAS, LABORATORY DIRECTOR
SR:lja



November 5, 2022

Sample Collected: 10/25/22
Sample Received: 10/25/22
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER 1022-21992
Sample Description: TR – Effluent

ANALYSIS

BOD₅ @ 20°C mg/L 56.
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 670.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 10/26/22
BOD Completed Date: 10/31/22

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

BRELJE AND RACE LABORATORIES, INC.

SARA ROSAS, LABORATORY DIRECTOR
SR:lja



December 20, 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
November 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
11/1/2022	9.7	68.0	7.7	17.7	340.0	630.0	<.20	<.40	6.5	2.3	4.2	680.0	54.0	8.3	5.1	15.9				
11/2/2022	10.7																			
11/3/2022	10.7																			
11/4/2022	10.7																			
11/5/2022	10.7																			
11/6/2022	10.7																			
11/7/2022	10.7																			
11/8/2022	10.7	75.0									680.0	24.0	7.9	4.7	14.7					
11/9/2022	10.8																			
11/10/2022	10.8																			
11/11/2022	10.8																			
11/12/2022	10.8																			
11/13/2022	10.8																			
11/14/2022	10.8																			
11/15/2022	10.8																			
11/16/2022	10.8	86.0									620.0	21.0	7.8	4.5	14.4					
11/17/2022	10.0																			
11/18/2022	10.0																			
11/19/2022	10.0																			
11/20/2022	10.0																			
11/21/2022	10.0	50.0	7.7	17.7							680.0	10.0	7.6	4.6	14.2					
11/22/2022	10.3																			
11/23/2022	10.3																			
11/24/2022	10.3																			
11/25/2022	10.3																			
11/26/2022	10.3																			
11/27/2022	10.3																			
11/28/2022	10.3																			
11/29/2022	10.3	82.0									610.0	52.0	8.9	9.6	13.3					
11/30/2022	11.0																			
Min	9.7		7.7	17.7	340.0	630.0	0.0	0.0	6.5	2.3	4.2	610.0	10.0	7.6	4.5	13.3			#DIV/0!	0.0
Mean	10.5		7.7	17.7	340.0	630.0	#DIV/0!	#DIV/0!	6.5	2.3	4.2	654.0	32.2	8.1	5.7	14.5			#DIV/0!	
Total	314.4																0.0			

TOMALES WASTEWATER FACILITY
Treatment Pond Summery Report

Month	Treatment Pond # 1				Treatment Pond No. 2				Treatment Pond No. 3				ST-West				ST-East			
Nov-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	4.0	7.7	4.1	15.9	3.9	7.0	4.4	14.9	5.0	8.6	5.3	14.7	15.0	9.2	7.4	12.9	15.0	10.3	6.7	14.1
2																				
3																				
4																				
5																				
6																				
7																				
8	4.0	7.3	3.3	14.3	4.0	8.5	5.0	14.1	3.9	8.2	5.2	14.2	15.0	8.6	6.8	12.4	15.0	9.3	6.4	12.7
9																				
10																				
11																				
12																				
13																				
14																				
15																				
16	3.9	8.2	4.0	14.4	3.9	8.5	4.7	13.9	3.9	8.6	4.8	13.9	15.0	9.5	7.3	12.3	15.0	9.6	6.6	12.8
17																				
18																				
19																				
20																				
21	3.7	8.7	4.0	14.4	3.9	8.5	4.6	13.9	3.9	8.6	4.6	13.9	16.0	9.5	7.3	12.3	16.0	9.6	6.6	12.3
22																				
23																				
24																				
25																				
26																				
27																				
28																				
29	3.4	7.8	7.6	10.5	3.5	8.2	8.1	10.1	3.5	8.9	9.2	9.8	16.0	9.4	11.4	11.7	16.0	10.5	14.3	13.2
30																				

**TOMALES TREATMENT PONDS
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year) **November 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	11/1/22	11/8/22	11/16/22	11/21/22	11/29/22
Day	TUES	TUES	WED	MON	TUES
Time	9:50AM	10:30AM	11:55AM	11:10AM	2:10PM
Operator	AG	AG	AG	DL	DL
* 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) **November 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	<i>11/1/22</i>	<i>11/8/22</i>	<i>11/16/22</i>	<i>11/21/22</i>	<i>11/29/22</i>
Day	TUES	TUES	WED	MON	TUES
Time	9:50AM	10:30AM	11:55AM	11:10AM	2:10PM
Operator	AG	AG	AG	DL	DL
Rain fall, inches	0.4	<i>0.8</i>	<i>0.15</i>	<i>0</i>	<i>0</i>
* Nuisance odors (smell)	N	N	N	N	N
*Evidence of any standing water	N	N	N	N	N
* Evidence of mosquitos breeding	N	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N	N
* Evidence of structure seepage	N	N	N	N	N

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

**TOMALES STORAGE PONDS
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year) **November 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	11/1/22	11/8/22	11/16/22	11/21/22	11/29/22
Day	TUES	TUES	WED	MON	TUES
Time	9:50AM	10:30AM	11:55AM	11:10AM	2:10PM
Operator	AG	AG	AG	DL	DL
- 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)

November 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	11/1/22	11/8/22	11/16/22	11/21/22	11/29/22
Day	TUES	TUES	WED	MON	TUES
Time	9:50AM	10:30AM	11:55AM	11:10AM	2:10PM
Operator	AG	AG	AG	DL	DL
* 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: November 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
Date	11/1/22	11/8/22	11/16/22	11/21/22	11/29/22
Day	TUES	TUES	WED	MON	TUES
Time	9:50AM	10:30AM	11:55AM	11:10AM	2:10PM
Operator	AG	AG	AG	DL	DL
Evidence of standing water	N	N	N	N	N
* 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.



November 18, 2022

Sample Collected: 11/01/22
Sample Received: 11/01/22
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

<u>LOG NUMBER</u>	<u>1122-22458</u>	<u>1122-22459-61</u>
Sample Description:	Influent	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	340.	54.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	630.	680.
Nitrate N mg/L (EPA Mthd. 352.1)		<0.20
Nitrite N mg/L (EPA Mthd. 300.0)		<0.40
Total Kjeldahl N mg/L (EPA Mthd. 351.2)		6.5
Ammonia N mg/L (Std. Mthds. 4500-NH ₃ C, 2011)		2.3
Total Organic N mg/L		4.2

BOD Start Date: 11/02/22
BOD Completed Date: 11/07/22

Total Kjeldahl N: Analysis performed by an approved outside laboratory.
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

November 18, 2022

Sample Collected: 11/08/22
Sample Received: 11/08/22
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER 1122-23132
Sample Description: TR – Effluent

ANALYSIS
BOD₅ @ 20°C mg/L 24.
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 680.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 11/10/22
BOD Completed Date: 11/15/22

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

BRELJE AND RACE LABORATORIES, INC.



SARA ROSAS, LABORATORY DIRECTOR
SR:lja



December 5, 2022

Sample Collected: 11/16/22
Sample Received: 11/16/22
Collected By : AG/NSU
Cc : e-mail

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


Tomales Village CSD

LOG NUMBER 1122-23718
Sample Description: TR – Effluent

ANALYSIS
BOD₅ @ 20°C mg/L 21.
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 620.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 11/17/22
BOD Completed Date: 11/22/22

BRELJE AND RACE LABORATORIES, INC.



SARA ROSAS, LABORATORY DIRECTOR
SR:lja



December 8, 2022

Sample Collected: 11/21/22
Sample Received: 11/21/22
Collected By : BJ/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER **1122-23958-9**
Sample Description: TR – Effluent


ANALYSIS

BOD₅ @ 20°C mg/L 10.
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 680.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 11/22/22
BOD Completed Date: 11/27/22

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

BRELJE AND RACE LABORATORIES, INC.



SARA ROSAS, LABORATORY DIRECTOR
SR:lja



December 8, 2022

Sample Collected: 11/29/22
Sample Received: 11/29/22
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER 1122-24319
Sample Description: TR – Effluent


ANALYSIS

BOD₅ @ 20°C mg/L 52.
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 610.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 11/30/22
BOD Completed Date: 12/05/22

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

BRELJE AND RACE LABORATORIES, INC.



SARA ROSAS, LABORATORY DIRECTOR
SR:lja

March 14, 2022

RE: Tomales Site Recommendations List

Via Email: housingelement@marincounty.org

Dear Housing Element Staff and Supervisor Rodoni,

We appreciate the opportunity to provide comments on the Draft Recommended Sites List for housing development of 118 homes in Tomales. We realize the EIR analysis of recommended housing development sites is slated for April and will offer more detailed technical information on environmental hazards and infrastructure barriers to guide planning efforts and site determination. However, the Tomales Village Community Service District Board of Directors unanimously voted to approve this letter with initial comments arising out of our regular monthly meeting on March 9, and is being submitted prior to the March 15 Board of Supervisors and Planning Commission Meeting.

We are asking ourselves: Is significant housing growth within a short timeframe (8-years) an opportunity, and are there constraints that must be addressed? We agree that while it may be an opportunity to grow and develop more housing in Tomales, particularly workforce housing, there are technical plant and service issues that must be analyzed. We note that major technical, managerial, and operational constraints do exist. If we are projecting a more than 100% growth within an 8-year planning cycle, does the County, State or Federal government have the funds to allow detailed, analytical feasibility studies to determine the growth impacts on TVCSD? Who pays to prepare and expand our sewer system for projected growth? Please consider the following:

- A. Currently, within our LAFCO approved boundary for TVCSD wastewater services, we have approximately 100 connections (80 homes, 7 businesses, post office, the Shoreline Unified School District, 2 churches, and 1 community hall) and pump 15-16,000 gallons per day; the system has a capacity to pump 43,000 gallons/day. However, these are yearly average flows, and do not include spikes during storms (up to 100,000 gallons/day in 2020). Such spikes currently pose challenges to inflows at TVCSD.
- B. TVCSD may face the need for larger, and certainly additional collection pipes to reach our system from specific targeted high density growth sites.
- C. Pond storage would have to be expanded to accommodate spikes in daily wet weather processing of more wastewater.
- D. We currently have a 10-acre disposal field via spray irrigation for treated wastewater. We would require additional acres of land to dispose of an added load of treated wastewater.

- E. A dramatic growth of homes would add to the load of wastewater into the system and would require added costs to pumps and meters currently operating at peak performance at the plant.
- F. We currently have part time contracts for the operation and management of the sewer system. We would need larger and more expensive contracts for service.
- G. We currently have a part time General Manager for 30-40 hours per month. We would require a contract for significantly more time to oversee the sewer system enterprise and Tomales Community Park if growth doubles.
- H. A major growth plan for Tomales that doubles our housing stock over 8 years would max out our sewer system capacity in the simplest terms; and stimulate the growth for more businesses and other direct services to serve the area. This support service growth would further impact TVCSD with demands for sewer service and must be factored into carrying capacity determinations.

Tomales homeowners, businesses, churches, community organizations, and the school district have been paying for TVCSD services since 1999. Dramatic growth, while an opportunity for SUSD to add enrollment to their declining numbers, would require increased costs for SUSD to share in our sewer system enterprise. In fact, sewer service fees might be increased for all stakeholders within the boundaries. Only a careful analysis can produce facts to ascertain all the added costs for infrastructure expansion due to projected housing growth.

Finally, would building affordable housing preclude current homeowners from developing market value ADU's on their properties, as they now expect TVCSD to accommodate?

Please note that TVCSD is also aware of other kinds of general community infrastructure barriers that currently exist, such as: rising costs of inflation on construction materials, food, gasoline, and utilities; lack of public transportation; narrow congested roads with traffic and insufficient parking; few other vital social services; lack of fire hydrants and water storage for firefighting, despite a new fire station; lack of street lighting; safe routes to school. In addition, Tomales is in the coastal zone and experiences growing numbers of visitors on Hwy 1 passing through and frequently stopping at our businesses and resulting in impacts on our resources.

There are also environmental impact considerations that must be assessed in Tomales, such as creek protection; fire risk due to being surrounded by wildlands (agriculture mostly); and importantly, the need for a water table study for this planning area since we are entirely on wells, many of them shallow, some shared and some old. We are a historical resource area with national registry buildings, historic design standards, and a small village atmosphere. Please refer to our Tomales Community Plan Update in 1997 for planning goals, objectives and current policies.

In summary, TVCSD has spent the last eight months developing a 5-year Strategic and Succession Plan that is soon to be implemented. However, we now face the challenge of re-

visiting our goals, strategies, and action steps to address these potential dramatic changes to housing development plans for our service area. We will be following the Housing Element planning process closely to be a responsible Board of Directors for our local stakeholders and to fulfill our mission and vision for efficient and sustainable wastewater service.

Sincerely,

Donna Clavaud

Board of Directors, President

P.O. Box 303 Tomales, CA 94971

www.tomalescsd.ca.gov.

707-878-2767

Cc: Dennis Rodoni, Marin County Supervisor
drodoni@marincounty.org.

From: [Donna Clavaud](#)
To: [Dennis Rodoni](#)
Cc: [Rhonda Kutter](#)
Subject: 118 housing units for Tomales?
Date: Friday, December 2, 2022 8:50:11 AM

Hello Dennis,

TVCS D is seriously concerned about the proposed housing numbers for Tomales in the draft Housing Element. As we stated in our March comment letter, we do not currently have the wastewater infrastructure capacity to accommodate 118 housing units. This was re-confirmed in the DEIR and it was recommended the sites be re-located.

Why have these sites remained in the housing inventory?

Any information you can offer at this time will assist us as we prepare another comment letter.

Thanking you in advance,

Donna Clavaud
Board President
TVCS D

Sent from my iPhone

From: [Donna Clavaud](#)
To: bos@marincounty.org; housingelement@marincounty.org
Subject: Candidate Housing Sites: Tomales
Date: Monday, December 5, 2022 2:49:14 PM

Dear Board of Supervisors and Housing Element Planning Staff.

We appreciate the opportunity to comment on the proposed candidate housing sites for Tomales in West Marin. The Board of Directors of the Tomales Village Community Services District sent a comment letter in the Spring with our concerns for the 118 proposed housing sites to be included in the Marin Housing Element for the 2023-2030 cycle. As we stated then, we do not have the infrastructure capacity to more than double our current service capacity. The recent EIR confirmed this fact, yet it seems the sites remain on the candidate housing list.

Please consider the following technical and operational constraints on wastewater collection and treatment capacity that exist:

1. Yearly average water flows projected in our current LAFCO wastewater service boundary suggest we have capacity to pump 43,000 gallons per day. However, these figures do not reflect wet weather spikes, which in 2020 rose to 100,000 gallons per day.
2. TVCSD will necessarily face the need for additional and larger collection pipes to reach our sewer plant from many of the targeted sites.
3. Pond storage would have to be expanded to accommodate spikes in wet weather inflows to process the additional wastewater.
4. TVCSD does not currently have sufficient acreage for spray irrigation of treated wastewater in order to keep treatment ponds at safe levels.
5. A dramatic increase in housing units would add to the load of wastewater into the system and would require larger pumps and meters to treat the wastewater.
6. TVCSD currently has part time contracts for operation and management. We would require a more extensive contract to manage a larger system.
7. Our current part time General Manager position would also need to be expanded.
8. A major growth plan for Tomales that recommends doubling our housing stock and more than doubling service outreach would more than max out our service capacity in even the simplest of terms. Such growth would tend to also stimulate the need for more businesses and services, all requiring wastewater service.

All of these factors need to be factored into carrying capacity determinations.

9. Major housing growth will increase sewer service rates for all our stakeholders, and particularly our major partner, Shoreline Unified School District, who pays one third of all our annual expenses.

Does the County, State or Federal government have the funds and capability to perform detailed feasibility studies to determine such projected growth impacts on critical infrastructure for the Tomales community? Who pays to expand our sewer system for such mandated housing growth? Why doesn't the EIR recommend solutions to mitigate this lack of infrastructure capacity? Does the TVCSD have the authority to deny a proposed development project that it cannot serve? How can a Housing Element be implemented successfully if inappropriate sites and locations are identified to fulfill state mandated numbers for housing?

Thank you in advance for your serious reconsideration.

Sincerely,

Donna Clavaud
Board President
Tomales Village Community Services District
PO Box 303
Tomales, CA 94971

From: admin@tomalescsd.ca.gov <tvcsd@sonic.net>
Sent: Thursday, December 29, 2022 11:54 AM
To: 'housingelement@marincounty.org' <housingelement@marincounty.org>;
'planningcommission@marincounty.org' <planningcommission@marincounty.org>
Cc: 'drodoni@marincounty.org' <drodoni@marincounty.org>
Subject: January 5 Planning Commission Hearing on Housing Element

Dear Commissioners and Planning Staff,

Thank you for this opportunity to comment. The Tomales Village Community Services District (TVCS D) has just a few technical points relating to Item #4 (Final EIR) and Item #6 (Exhibit B).

The town of Tomales has a small wastewater system that the 'Program' EIR determined to have insufficient capacity to accommodate the current 118 Regional Housing Needs Assessment (RHNA) units allocated to Tomales to be built within this 8 year Housing Element/RHNA cycle. Additionally, most building structures in Tomales have their own wells for potable water which have diminishing capacity in the late summer months, coupled with the unknown long-term drought impacts, and then other parts of town (some areas designated in the RHNA) have little to no water at all.

The current Program EIR is developed to be a general overall 'umbrella' of risk factors that could occur due to the overall implementation of the Housing Element along with recommended mitigation measures, but that the actual build-out of any of the individual parcels included in the RHNA would not be ultimately known until a development application for a given 'Project' EIR or CEQA review was completed. The TVCS D district in general agrees with the risk factors defined in the EIR for Tomales but are concerned that the recommendations in the EIR are not reflected in the Housing Element RHNA and Housing Overlay Designation (HOD) site lists.

The Program Final EIR recommended removing the 70 units allocated in Tomales for Alternative 2: Reduced Vehicle Miles Traveled and removing 118 units allocated based on Alternative 3: Reduced Utility Impact. The current RHNA and HOD site lists still include 118 units in the draft-Housing Element, so our concerns are:

- 1) if the 118 RHNA numbers stay assigned to Tomales, and then individual 'Project' EIRs determine the lots are eventually unbuildable for various reasons – which may include lack of water, or insufficient wastewater capacity, or located near ESHA, etc., do the individual parcels then get removed from the RHNA so that they do not rollover and become 'By-right' in the next round of RHNA? It is not completely clear from the language how this process works, but only that there is a buffer provided for parcels that do not get developed verses ultimately undevelopable under current conditions.
- 2) also, if the wastewater district determines that it does not have capacity for a given development project, and cannot provide a 'Will-Serve Notice', would either the current draft-Housing Element (including HOD list) or By-right authority override utility restrictions and limitations?

Thank you for your consideration on these two procedural points as it is not clear how including parcels/units that may not be buildable get removed from the next round of RHNA.

Best,

Mary Halley
General Manager, TVCSD
Tomales Village Community Services District
PO Box 303
Tomales, CA 94971
admin@tomalescsd.ca.gov

From: Thomas, Leelee <LThomas@marincounty.org>
Sent: Wednesday, January 4, 2023 3:03 PM
To: admin@tomalescsd.ca.gov <tvcsd@sonic.net>
Cc: Kutter, Rhonda <RKutter@marincounty.org>; Rodoni, Dennis <DRodoni@marincounty.org>; Jones, Sarah <sbjones@marincounty.org>; 'Donna Clavaud' <donna.clavaud@gmail.com>
Subject: RE: Question on RHNA

Hello Mary Halley, My apologies for the delay in responding, your email was included as public comment but I just realized you had specific questions for staff. Please see below and let me know if this answers your questions.



Leelee Thomas
Deputy Director
Housing & Federal Grants Division

County of Marin
Community Development Agency
3501 Civic Center Drive, Suite 308
San Rafael, CA 94903
415 473 6697 T
415 473 2951 F

From: admin@tomalescsd.ca.gov <tvcsd@sonic.net>
Sent: Tuesday, December 20, 2022 12:08 PM
To: Thomas, Leelee <LThomas@marincounty.org>
Cc: Kutter, Rhonda <RKutter@marincounty.org>; Rodoni, Dennis <DRodoni@marincounty.org>; Jones, Sarah <sbjones@marincounty.org>; 'Donna Clavaud' <donna.clavaud@gmail.com>
Subject: FW: Question on RHNA

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Hi Leelee,

I am the General Manager for the Tomales Village Community Services District and our district has just a few technical questions that we weren't sure which portion of the Housing Element/RHNA/DEIR discussions it relates to directly, so we are hoping to getting some input from CDA staff.

As you know, the town of Tomales has a small wastewater system that the 'Program' DEIR determined to have insufficient capacity to accommodate the current 118 RHNA units allocated to be built within this 8 year RHNA cycle. Also, most building structures in Tomales have their own wells for potable water which have diminishing capacity in the late summer months, as well as the unknown long-term drought impacts, and then other parts of town (some areas designated in the RHNA) have little to no water at all.

We were told that the current Program DEIR was just an overall ‘umbrella’ that more generally included the risk factors and related mitigation measures that could occur due to the overall implementation of the housing element, but that the actual build-out of any of the individual parcels included in the RHNA would not be ultimately known until a development application had a ‘Project’ EIR or CEQA review.

The Program DEIR recommended removing the 118 units allocated in Tomales for both Alternative 2: Reduced Vehicle Miles Traveled and Alternative 3: Reduced Utility Impact. The County for the moment has chosen to leave the 118 units included in the current Housing Element RHNA, so our questions are:

- 1) if the 118 RHNA numbers stay assigned to Tomales, and then individual ‘Project’ EIRs determine the lots are unbuildable for various reasons – which may include lack of water, or insufficient wastewater capacity, or located near ESHA, etc., will the individual parcels then be removed from the RHNA so that they do not rollover and become By-right in the next round of RHNA?

If an inventory site is no longer available for housing during the housing element planning period, the County must insure that other sites are available which could accommodate those units – either by having a “buffer” or opening the housing element and adding more sites. However, a site would not become by-right unless it is reused in a future housing element under the following circumstances:

- *For a non-vacant site: Included in prior planning period’s housing element (e.g. 5th or 6th cycle housing element)*
 - *For a vacant site: Included in two or more consecutive planning periods (e.g. 5th cycle and 4th Cycle housing element)*
- 2) also, if the wastewater district determines that it does not have capacity for a given development project, and withholds the ‘Will-Serve Notice’, would either the current draft-Housing Element (with or without Form Based Code) or By-right authority override utility restrictions and limitations? Could the County’s ability to reject a project due to lack of sufficient onsite water production be challenged?

State law (Chapter 727, Statutes of 2004 (SB 1087)) provides that if water or sewer connections are limited water and sewer providers must grant priority for service allocations to proposed developments that include housing units affordable to lower-income households. More information can be found here

Thank you for your help as we try better to understand how the new Housing Element will impact the TVCSD district.

Best,
Mary Halley
General Manager, TVCSD

Tomales Village Community Services District
PO Box 303
Tomales, CA 94971
admin@tomalescscsd.ca.gov

Email Disclaimer: <https://www.marincounty.org/main/disclaimers>