



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

Date: Wednesday, May 10, 2023 6:30 pm Tomales Town Hall (Upstairs)

### 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 May 10, 2023 TVCS D BOD & Public Hearing Meeting Agenda** Action

**VI. Conduct Public Hearing for Proposed Sewer Rate Annual Increase based upon the annual Consumer Price Index (CPI) rate, & applied per Equivalent Unit (EU), each for five (5) consecutive fiscal years from FY 2023-24 through FY 2027-28. This sewer fee adjustment would be effective July 1, 2023.**

**V. Adopt Resolution 2023-02: Approve annual adjustment to TVCS D sewer fees, to be based upon the annual Consumer Price Index (CPI) rate, and applied per Equivalent Unit (EU), each for five (5) consecutive fiscal years from FY 2023-2024 through FY 2027-2028. This sewer fee adjustment would be effective July 1, 2023** 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 April 12, 2023 TVCS D Board Meeting Minutes

b. Review and Approve Check Registers and Expenditures

**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. Review PAC Approved Meeting Minutes from April 26, 2023

b. Financial Advisory Committee (FAC)

1. Review FAC Work Session Meeting Notes from April 17, 2023

2. Review DRAFT FY 2023-2024 Sewer Budget

3. Review DRAFT FY 2023-2024 Park Budget

**X. Financial Report (Bonnie MacLaird)**

a. Review Financial Report

**XI. General Manager's Report**

**XII. NSU Report**

a. Review March 2023 Reports

**XIII. Pending Business**

**XIV. Other Business**

**XV. New Business**

**XVI. Old Business**

**XVII. Correspondence**

**XVIII. Adjournment**

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

Board of Directors:

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



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

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

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

Board of Directors:

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

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

Board of Directors:

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

**RESOLUTION NO. 23-02**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOMALES VILLAGE  
COMMUNITY SERVICES DISTRICT TO APPROVE AN ANNUAL ADJUSTMENT TO  
THE SEWER RATES BASED UPON THE ANNUAL CONSUMER PRICE INDEX (CPI)  
APPLIED PER EQUIVALENT UNIT (EU) FOR EACH OF FIVE (5) CONSECUTIVE  
FISCAL YEARS STARTING FROM FY 2023-2024 THROUGH FY 2027-2028**

**Recitals**

WHEREAS, the Marin County Board of Supervisors formed the TOMALES VILLAGE COMMUNITY SERVICES DISTRICT ("District"), by Resolution # 98-161, for the purposes of, among other things, providing local control and oversight of the Tomales Wastewater System; and

WHEREAS, the District is a "post-Prop 13" Special District so that our sewer district does not receive income from sales tax distributed by Marin County as do many other Sewer Districts; and

WHEREAS, the District sewer service fees continue to be in the lower mid-range for Wastewater Systems serving under 1,000 customers in our coastal area according to the North Marin Water District Annual Rate Comparison; and

WHEREAS, the District has not had a sewer rate increase since FY 2018/2019; and

WHEREAS, the District has been subject to inflationary cost increases in recent years, specifically with higher operator fees and increasing maintenance costs; and

WHEREAS, the District's System Operator has an annual CPI increase which District revenues have not kept pace along with operating expenses and bond payments since FY2015/2016; and

WHEREAS, the annual Consumer Price Index inflationary rate has fluctuated between 1.1% to 5.0% annually over the past five years with an average annual increase of 3.4%; and

WHEREAS, the District has provided the required Notice of Public Hearing, with a 45-day comment period, posted at the post office, and published in a locally read newspaper; and

WHEREAS, the District has not received a majority of protests (50% plus 1) prior or during the comment period and public hearing; thus

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

1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.
2. Annual Rate Adjustment. The Board hereby approves an annual adjustment to the District sewer fees to be based upon the annual Consumer Price Index (CPI) and applied per Equivalent Unit (EU).

3. CPI Index. The adjustment would be commensurate with the annual percentage increase to the San Francisco-Oakland-San Jose Price Index for All Urban Consumers (CPI) to be calculated each year in June using the April data for the current year.
4. Effective Period. The adjustment will be applied for five (5) consecutive fiscal years from FY2023-24 through FY2027-28.
5. Effective Date. This sewer fee adjustment would be effective July 1, 2023.

**ADOPTED** by the Board of Directors of the Tomales Village Community Services District on May 10, 2023, by the following roll call votes:

Clavaud\_\_\_\_, Bonini\_\_\_\_, O’Neill\_\_\_\_, Kitts,\_\_\_\_, Ward\_\_\_\_

AYES:\_\_\_\_; NOES:\_\_\_\_; ABSENT:\_\_\_\_; ABSTAINED:\_\_\_\_

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

Approved as to content for District:

\_\_\_\_\_

Mary Halley, General Manager

By: \_\_\_\_\_

Donna Clavaud, Board President



**TVCS D Board of Director's Meeting Minutes DRAFT**  
**Date: Wednesday, April 12, 2023 7 pm Tomales Town Hall (Upstairs)**

**Board Members Present:** Donna Clavaud, President; Bill Bonini, Vice President; David Kitts, Dru Fallon O'Neill (arrived late)

**Board Members Absent:** John Ward authorized a proxy to Donna Clavaud to vote on his behalf except for Item #1 under XIV, New Business. John Ward voted No. It was determined after his vote, there wasn't a membership fee for Cal/WARN. John Ward was against the expenditure.

**Also Present:** Mary Halley, TVCS D General Manager; Cynthia Hammond, TVCS D Recording Secretary; Bonnie MacLaird, TVCS D Financial Services

**Others Present:**

Beth Koelker (arrived towards the end of the meeting)

**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 April 12, 2023 TVCS D BOD Agenda**

Bill Bonini motioned to approve the April 12<sup>th</sup>, 2023 TVCS D BOD Agenda as is. David Kitts 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 March 8, 2023 TVCS D Board Meeting Minutes**
- b. **Review and Approve Check Registers and Expenditures**

Bill Bonini motioned to approve the Consent Calendar. David Kitts 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**

None



## **VII. Committee Reports**

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

#### **1. Review PAC Work Session Notes from March 22, 2023**

PAC Work Session Notes from March 22, 2023 were reviewed. Donna Clavaud added that Chipper Days have been scheduled for debris removal from the Park and the Margaret Graham Memorial scheduled for May 20<sup>th</sup>, 2023 will be organized by the Park Advisory Committee. This event will include a bench dedication to Margaret Graham. The Park Advisory Committee is working with David Judd to rehabilitate/replace the BBQ and hopes to have the project completed by Labor Day (Monday, September 4<sup>th</sup>, 2023) weekend. Donna Clavaud also reported that a candidate for the part time Park Rental Coordinator has yet to be identified.

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

#### **1. Review FAC Work Session Notes from March 27, 2023**

Donna Clavaud reviewed the FAC Work Session Meeting Notes from March 27, 2023. Topics included:

- 1.) Revised Accounting and Reporting: what is the best way to present TVCSD accounting and reporting: produce quarterly financial statements & monthly check register/financial statement OR provide detailed financial statement with monthly check registers and financial narrative. John Ward would like a more detailed monthly statement in addition to spending percentages. FAC will offer TVCSD Board options regarding changes they would like to see.
- 2.) Allocating Park Expenses: Continuing discussion on reflecting monthly expenses and administration costs for Sewer and Park. This procedure will be considered for the 2023-2024 FY.
- 3.) Grants and Loans: JM Integration will begin implementing the SCADA monitoring system July 1, 2023. FAC recommends approving the guaranteed loan of \$75,000 from Marin County Investment Pool at this meeting.
- 4.) Public Notice for the Sewer Service Charge Increase: The Public Notice was mailed on March 20, 2023 to each parcel number. Parcel numbers and mailing addresses were provided by Marin County's tax assessors roll.
- 5.) Connection and Inspection Fees: It was determined that raising the \$10,000 sewer connection fee, for new development, to \$15,000 would be reasonable based upon Mary Halley's analysis from TVCSD insurance provider and auditor. It was noted that the sewer connection fee has never been raised. The current inspection fee for a new hook-up is currently \$250 which is way below the current charges in our area. Based upon a detailed inspection report from a local engineer, the inspection fee should be \$1,000. FAC recommends the TVCSD Board to approve increasing the sewer connection fee from \$10,000 to \$15,000 and increasing the inspection fee from \$250 to \$1,000.
- 6.) Ratepayer Information: Visual graphics will be developed to increase financial transparency.
- 7.) Audit Request for Proposal (RFP): Donna Clavaud will write the RFP using the California Special District (CSD) template for Audit Services.
- 8.) Accessory Dwelling Units (ADU): Currently, TVCSD does not have an ADU policy. Mary Halley and Donna Clavaud are currently studying the California State ADU Handbook. This item has been tabled for discussion at another time.

Bonnie MacLaird questioned how often the TVCSD Board wants to see the full Profit & Loss and Budget; monthly or quarterly? Donna Clavaud suggested to keep what is reported now (quarterly) and to revisit

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

Board of Directors:

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



reporting options after the Budget work is completed. Bonnie MacLaird said she can run monthly P & L statements for anyone who wants to view it and expenses are being allocated to the Park.

## **VIII. Financial Report (Bonnie MacLaird)**

### **a. Review Financial Report**

Financial report was reviewed. Included in the Board packet was the full Profit and Loss (month by month format) and the Balance Sheets for 2022-2023 FY to date. Bonnie MacLaird reviewed the Profit and Loss and the Balance Sheets with the TVCSD Board and pointed out TVCSD will be receiving sewer tax fees from the County tax rolls. Currently, the March Balance Sheet shows Reserves are greater than the bank account totals. Bonnie MacLaird pointed out that certain items need to be taken off of depreciation, such as the pump that was recently replaced; items were not meant to be left on the Balance Sheets forever. David Kitts asked for an explanation of the \$30,000 "Connection Fees – Restricted for Capital" on the Balance Sheet. Bonnie MacLaird said the new pump will be taken out of the \$30,000 as it is a Capital expense and reserves need to be drawn down. Donna Clavaud explained FAC was tasked to develop a Financial and Reserve Policies using CSD's recommendations; to set aside money for future needs.

## **IX. General Manager's Report**

Mary Halley reviewed her General Manager's report with the TVCSD Board. Mary Halley also shared with the TVCSD Board she recently reviewed her first "To Do" list as TVCSD General Manager which included on going issues with AT & T (not being able to bill them), Communications, Park Playground (ADA access), Website, Pipe Survey, SCADA, PG & E (high bills), Solar Panels (cleaned). Those items have been completed/or on track.

- 1.) SCADA update: Project is moving forward with installation date to begin in July. Mary Halley met with Brandon Jacka and two (2) other NSU employees and State Water Resources Control Board inspectors. The lack of a functioning SCADA system was concerning. Mary Halley provided them with Bill Bonini's documentation and daily oversight during the winter storms along with the SCADA contract.
- 2.) Sewer Infiltration Issue: Bill Bonini found the source and issue is being resolved.
- 3.) FEMA Disaster Assistance Program: Mary Halley said she has submitted the request and documentation for the Public Assistance for storm damage. The maximum estimate based upon qualification is \$45,000 but there isn't a guarantee.
- 4.) 406 Mitigation: The 406 Mitigation funding provides discretionary authority to fund mitigation measures in conjunction with the repair of the disaster-damaged facilities, so is limited to declared counties and eligible damaged facilities. Mary will submit a narrative; Bill Bonini will provide the specifications for a generator and Donna Clavaud will write the narrative, for the Lift Station and Plant. The 406 Mitigation funding is not included in the above FEMA Disaster Assistance Program.
- 5.) Sewer Service Fee Increase: Mary Halley said she received and responded to one (1) inquiry regarding the increase. The inquiry was how TVCSD's rate compared to other districts.
- 6.) Connection Fee Increase: TVCSD has done many capital improvements to the wastewater system without any increase of connection fees. An increase from \$10,000 to \$15,000 is keeping in line per sanitary units. This fee is for new customers, not those who have already started the sewer connection process.
- 7.) Inspection Fee Increase: The income from the inspection fees is a "deposit" and any remaining funds from the inspection fee will be returned to the parcel owner. TVCSD will act as a "pass-through" and will not generate income from the inspection fees.
- 8.) Sewer Management Plan: Mary Halley will update the Sewer Management Plan which is due by June 5, 2023.

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

Board of Directors:

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



9.) New Connection: Mary Halley will coordinate with the owners the necessary district requirements, inspections and fees.

**X. NSU Report**

**a. Review February 2023 reports**

NSU reports were reviewed.

**XI. Pending Business**

None

**XII. Other Business**

None

**XIII. New Business**

**1. Discuss and Approve TVCSD membership to Cal/WARN (see attached article in board packet)**

Mary Halley described Cal/WARN as a group/support network; to support and promote statewide emergency preparedness, disaster response, and mutual assistance processes for public and private water and wastewater utilities. There are no membership fees, no downsides or obligations.

Dru Fallon O'Neill motioned to Approve TVCSD membership to Cal/WARN. Bill Bonini seconded the motion.  
Donna Clavaud: Yes      David Kitts: Yes      John Ward: No      Motion passed.

**2. Discuss and Approve a Guaranteed Loan ranging from \$65, 000-\$75,000 from Marin County Investment Pool at this time for the SCADA Project**

Donna Clavaud suggested approving the guaranteed loan from the Marin County Investment Pool as soon as possible to lock in the interest rate. Bill Bonini suggested requesting \$75,000. It was determined that the \$75,000 would be placed in a higher interest rate Certificate of Deposit account. Mary Halley will interface with the County of Marin and Bonnie MacLaird will prepare the application.

Bill Bonini motioned to approve a guaranteed \$75,000 loan from the Marin County Investment Pool as soon as possible. David Kitts seconded the motion. M/S/C

**3. Discuss and Approve a sewer connection fee increase from \$10,000 to \$15,000 per EU (equivalent unit) for new development with a 3-month grace period for applicants already in the planning process to apply and pay at the old rate**

David Kitts asked if the \$15,000 sewer connection fee was comparable to other small districts. Mary Halley said TVCSD's connection fee, even with the increase was low and small district connection fees range between \$20,000 - \$30,000.

Dru Fallon O'Neill motioned to Approve the sewer connection increase from \$10,000 to \$15,000 for new development with a 3 month grace period for applicants already in the planning process. David Kitts seconded the motion. M/S/C





**4. Approve a \$1,000 per EU Inspection deposit fee per new connection to cover the cost of district inspections with actual costs to be determined after inspection and associated billing is complete**

Bill Bonini suggested the inspection deposit fee should be \$1,500 instead of \$1,000 and to be effective immediately. It was determined since John Ward was out of the country, he would be unaware of Bill Bonini's suggestion of increasing the inspection deposit fee, therefore he could not vote on this change.

David Kitts motioned to Approve a \$1,500 inspection deposit fee to be effective immediately. Dru Fallon O'Neill seconded the motion.

Donna Clavaud: Yes      Bill Bonini: Yes      John Ward: No vote      Motion passed.

**XIV. Old Business**

None

**XV. Correspondence**

None

**XVI. Adjournment**

Meeting was adjourned at 9:00 pm. No objections.

---

Approved by Donna Clavaud, President

Date

---

Attested by Cynthia Hammond, Recording Secretary

Date

**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.*

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

Board of Directors:

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

CHECK DETAIL  
For TVCSD BOARD MEETING  
5/10/23

<b>TVCSD SEWER</b>				
<b>Check Detail</b>				
<b>April 2023</b>				
Num	Date	Name	Memo/Description	Amount
EFT	04/05/2023	EDD	Q1 2023 state payroll taxes	-55.61
5224	04/05/2023	Hammond, Cynthia	Secretary: March	-1,336.54
5225	04/05/2023	Natural Systems Utilities -CA	NSU contractual april 2023, Inv 1028104	-4,625.33
5226	04/05/2023	Capital One Bank	Office Expenses for Public Hearing Mailing	-421.46
5227	04/09/2023	Bonnie MacLaird	Financial Services/Sewer: March	-1,232.21
5229	04/10/2023	Pt Reyes Light	Advertising re Public Hearing	-175.00
5233	04/10/2023	USPS	US Marketing Mail Permit #7 - annual 4/23-4/24	-290.00
5230	04/11/2023	Marin County Clerk-Registrar	Election notice	-250.00
5228	04/12/2023	Halley, Mary C.	General Manager: March	-4,928.60
5231	04/13/2023	Brelje and Race Laboratories, Inc.	Lab Work: December 2022	-617.00
5232	04/17/2023	City Sewer Pumping	Pumping/Trucking for Installation New Pump 2	-795.00
5234	04/19/2023	Internal Revenue Service	Q1 2023 Payroll Taxes	-310.68
EFT	04/21/2023	Sonic	WebHosting First payment w/EFT April 2023	-7.95
5235	04/23/2023	Brelje and Race Laboratories, Inc.	Lab Work: February 2023	-701.00
5236	04/23/2023	Melinda K. Bell	Financial Services/Sewer: March	-517.00
5239	04/23/2023	Capital One Bank	Sonic	-7.95
5240	04/24/2023	Clavaud, Donna	Board Stipend Q1-2023	-277.05
EFT	04/25/2023	PGE	Utility	-731.74
EFT	04/29/2023	AT&T	Telephone and Internet	-121.69
<b>TOTAL</b>				<b>-17,401.81</b>

<b>TVCSD PARK</b>				
<b>Check Detail</b>				
<b>April 2023</b>				
Num	Date	Name	Account	Paid Amount
1420	04/06/2023	PGE	414.75 · PGE - Park	-15.14
1421	04/06/2023	Melinda K. Bell	414.57 · Accounting	-660.00
1422	04/07/2023	Elfstrom	414.88 · Groundskeeper	-490.00
1423	04/08/2023	Leon, Venta / Costco	414.82 · Measure A Maintenance Expenses	-21.79
1424	04/08/2023	Martinez, Edgar	414.86 · Equipment Cleaning Services March	-620.00
1425	04/24/2023	Martinez, Maria / Recology Q2	6420 · Park Trash Disposal	-206.61
<b>TOTAL</b>				<b>-2,013.54</b>



Park Advisory Committee Meeting, April 26, 2023 at the Tomales Town Hall, 5:30 pm: These Minutes were approved by the Park Advisory Committee.

Meeting was called to order at 6:30 pm (There wasn't a quorum until then)

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

**Absent:** Ted Andersen, Nick Campbell

**Guests:** Donna Clavaud, TVCSD President

**New Business:**

Venta Leon is awaiting shade/canopy bid information for the open area.

Park clean-up day is scheduled for Saturday, May 6, 2023, 9am-1pm.

David Judd is waiting for the BBQ bid from John Roche.

No new information on proposed Circuit Training Station or Park Rental Coordinator.

Donna Clavaud is the contact for the Green Fondo Climate Ride group on Saturday, May 13, 2023. Marin Century ride is scheduled Saturday, August 5, 2023, 8:30 am-noon at the Park.

**Old Business:**

Tomales High School collaboration for Park projects (fence, signage & picnic tables) will be discussed at the next PAC meeting.

Margaret Graham's Memorial is scheduled for Saturday, May 20, 2023 from 1pm-2pm. Walter Earle's son, Chris, will welcome everyone. Patty Oku will provide refreshments; Beth Koelker will develop signage to invite the community and Donna Clavaud will thank everyone for coming.

**Miscellaneous Business:**

None.

Adjournment was at 6:56 pm with next meeting scheduled for May 24, 2023 at 5:30 pm, at the Tomales Town Hall.

Respectfully submitted,

*Patty Oku*

Patty Oku, Secretary

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

Board of Directors:

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



## **FINANCIAL ADVISORY COMMITTEE WORK SESSION NOTES**

**Monday, April 17, 2023**

**PRESENT:** Bonnie MacLaird, TVCSD Financial Services, Donna Clavaud, TVCSD Board President and FAC Member; Mary Halley, TVCSD General Manager

**ABSENT:** John Ward, TVCSD Board Member

The meeting was called to order at 3pm for this budget work session. Donna Clavaud recorded the meeting for minutes. There was not a quorum.

### **AGENDA**

#### **1. Draft 2023-24 Sewer Budget:**

Bonnie MacLaird passed around a budget worksheet and we proceeded to project income and expenses. Mary Halley noted that we might consider just a 1-year contract extension with NSU until we have SCADA data to determine lower costs for operations. In terms of field maintenance, Mary Halley suggests we speak with Tomales Fire about using the irrigation field for a practice burn site. Regarding the SCADA project, there will be no maintenance costs while the system is under warranty. We also considered saving on payroll taxes and financial services time if secretarial services were a contract position instead of an employee position.

Bonnie MacLaird planned to send it to Melinda Bell (on vacation) for her input.

We want to meet with Shoreline Unified School District (SUSD) as soon as possible to discuss the draft budget. Donna Clavaud will contact them to set an appointment.

#### **2. Options for short-term investment of SCADA loan in high interest CDL**

Bonnie MacLaird has been researching options for investment until we need the loan funds in July and August. She is checking with Wells Fargo, Schwab, Amex, First Republic, Western Alliance, and others for their short-term interest rates. She will also talk with neighbor John Tornes who is a broker locally.

### 3. RFP for Auditor Services:

We reviewed a template from Bolinas Community Public Utility District (BCPUD) and considered it a good match for our use. Donna Clavaud will develop a draft and send it for review. We discussed a timeline and other details. We want to send it out as soon as possible to 3-4 auditors.

The meeting was adjourned at 5pm. The next meeting was not set.

Donna Clavaud



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

Board of Directors:

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

**SEWER - 23/24 BUDGET - DRAFT**

Updated: 5/3/2023 11:05 AM							
		A	B	C	D	E	
	21/22 Actual	22/23 Budget	Actual 22/23	% of .833	23/24 Budget	23/24 Budget	NOTES
	Full Year	Amended (9/22)	YTD 4/30/23	Budget	Projected (9/22)		
<b>Income</b>				B/(A*.8333)			
<b>SEWER - SERVICE FEES COLLECTED</b>							
4110 Service Fees-Collected Taxes (County taxes)	116,351	112,200	119,312	128%	124,655	125,278	ACTUAL + 5% increase
4120 Service Fees-Charged Monthly (we bill 1 customer)	983	983	819	100%	983	1,032	ACTUAL + 5% increase
4130 Service Fees-Annual Fees (we bill 2 customers)	1,966	1,966	1,966	120%	1,966	2,064	ACTUAL + 5% increase
4145 Service Fees-Solar -Collected (County taxes)	5,520	5,520	5,520	120%	5,520	5,520	stat
4150 Service Fees - SUS D	60,379	92,904	92,081	119%	87,645	92,040	*34% expenses w/out Depreciation + 33.4% SCADA \$100k amortized over 3 yrs + CREBS + SUS D NOTE
<b>Total 4100 SEWER-SERVICE FEES COLLECTED</b>	<b>185,199</b>	<b>213,573</b>	<b>219,699</b>	<b>123%</b>	<b>220,769</b>	<b>225,934</b>	
4210 Sewer-Connection Fee	-	10,000	0		10,000	20,000	2 @ 10k
4220 Sewer-Permit & Inspection Fees	-	250	0		250	3,000	** 2 connection @ \$1.5k, this is a passthrough
4350 Sewer-Levy 4 Revenues	9,871	8,767	9,675	132%	10,000	10,000	
4410 Sewer-SUSD Sinking Fund-SWR CB	8,062	8,765	8,765	120%	-	0	
4430 Sewer-Interest Income	1,062	1,348	1,368	122%	800	1,436	ACTUAL + 5% increase
<b>Total Income</b>	<b>204,195</b>	<b>242,703</b>	<b>239,506</b>	<b>118%</b>	<b>241,819</b>	<b>260,370</b>	
<b>Expense</b>							
<b>5100 SEWER-OPERATING EXPENSES</b>							
5110 Sewer-Licenses and Permits	2,030	2,050	2,074	121%	2,050	2,100	
5210 Sewer-Plant and Building Maintenance	1,980	4,300	5,141	143%	2,100	3,000	
5220 Sewer-O&M NSU contractual services	56,587	56,600	41,628	88%	58,298	57,000	est 2.7% increase
5230 Sewer-Lab Bills BreljeRace	7,452	8,600	6,033	84%	9,000	9,708	per Brelje & Race
5235 Sewer-Treatment Ponds Maintenance	5,247	11,230	13,285	142%	4,000	4,000	Cleaning Duckweed fm Ponds
5240 Sewer-Treatment Maintenance Supplies	480	1,000	340	41%	500	500	
5250 Sewer-Irrigation Field Maintenance	3,197	750	0	0%	2,000	2,000	mowing, sprinkler heads, burning?
5260 Sewer-Collection System Maintenance	466	400	0	0%	500	500	
5270 Sewer-Collection CCTV Inspection	5,200	2,600	1,500	69%		2,600	Mary's estimate
5280 Sewer-Connection Inspection fees			0			3,000	**pass through, 2 inspections
5300 SEWER - SCADA System							
5310 SCADA - Maintenance			0			0	Under warranty
5320 SCADA - Repairs & Programming			0			0	Under warranty
<b>5400 SEWER-UTILITIES</b>							
<b>5405 SEWER-SOLAR</b>							
5410 Solar Panels - Inspection, Cleaning	400	900	265	35%	400	500	per Mary
5430 Solar - Lease Admin Fee	750	750	750	120%	750	750	
5450 SEWER-PGE							
5460 Sewer-Collection-PGE			412			500	
5470 Sewer-Treatment-PGE	12,960	9,000	1,954	26%	3,000	3,000	
5480 Sewer-Disposal-PGE	(798)	120	228	228%	80	240	
<b>Total 5000 SEWER-OPERATIONS</b>	<b>95,950</b>	<b>98,300</b>	<b>73,610</b>	<b>90%</b>	<b>82,678</b>	<b>89,398</b>	
<b>7000 ADMINISTRATION</b>							
<b>7100 BOARD MTG &amp; PERSONNEL</b>							
7110 Board Member Stipend	1,200	3,000	750	30%	3,000	2,000	Best Estimate
7130 Board Member Training		250	0	0%	200	0	
<b>8100 SEWER-STAFF COMPENSATION</b>							
8110 General Manager - fees	65,741	55,000	36,850	80%	55,000	55,000	fixed contract
8120 Treasurer/Financial Mgr - fees	20,080	16,000	21,271	160%	16,000	20,080	Prior Year actual
8130 Secretary/Administration fees	7,368	8,000	6,575	99%	8,000	8,000	
8140 Profess Liab Insurance Reimburs	375	750	563	90%	750	750	stat
8160 Travel & Mileage	893	500	409	98%	600	600	
8180 Seminars & Training		100		0%	100	0	

**SEWER - 23/24 BUDGET - DRAFT**

	21/22 Actual	22/23 Budget	Actual 22/23	% of .833	23/24 Budget	23/24 Budget	NOTES
	Full Year	Amended (9/22)	YTD 4/30/23	Budget	Projected (9/22)		
<b>8200 PROFESSIONAL CONSULTANTS</b>							
8210 Auditors	6,000	6,000	6,100	122%	6,000	8,000	Best Estimate, new auditors
8220 Legal Fees	60	1,000	0	0%	100	100	County Council
8260 Misc Professional Consultants	7,000	-	248			1,000	Misc.
<b>8300 PAYROLL EXPENSES</b>							
8310 Worker's Comp Insurance	827	791	790	120%	791	773	per SDRMA
8320 Social Security Tax	695	768	325	51%	704	739	
8330 Medicare Payroll Tax	163	180	76	51%	165	173	
8340 State Unemployment Tax	228	252	168	80%	231	243	
<b>9100 SEWER-OFFICE &amp; ADMIN EXPENSES</b>							
9110 Sewer-Office Rent	1,200	1,200	900	90%	1,200	1,200	
9120 Sewer-Office Supplies	428	500	758	182%	400	500	
9130 Sewer-Telephone and Internet	2,406	2,500	1,783	86%	2,500	2,000	
9140 Office Equipment	3,189	1,000	92	11%	900	900	
9160 Postage and Delivery	399	400	458	137%	400	400	
9160 Printing and Copies		100	0	0%	-	50	
9180 Dues / Memberships	1,441	1,500	1,688	135%	1,500	1,688	actual 22/23
9185 Subscriptions / Software fees			609			1,000	QB, Webroot, Logmein, ____
9186 Sonic Web Hosting	141	100	80	95%	100	100	
9190 Publications and Notices	174	200	331	198%	200	350	
9195 Newsletter Expenses	233	500	0	0%	250	250	
9192 Election Expense		300	250	100%	-	0	
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>120,241</b>	<b>100,891</b>	<b>81,072</b>	<b>96%</b>	<b>99,091</b>	<b>105,896</b>	
<b>9600 SEWER-MISC EXPENSES</b>							
9610 Depreciation Expense	43,913		36,407			44,000	SUSD does not include Depreciation
9615 Property & Liability Insurance -SDRMA	9,222	10,527	10,527	120%	10,527	12,374	per SDRMA
9620 Interest Expense - SRF Loan	1,214	641	641	120%		0	
9630 Interest Expense - new SCADA Loan (5/23)	na					4,500	Fixed Annual interest per contract
9660 County Teeter Admin Fee	190	250	198	95%	250	250	
9670 LAFCO Charges	146	150	143	115%	150	150	
<b>TOTAL MISC EXPENSES</b>	<b>54,685</b>	<b>11,568</b>	<b>47,916</b>	<b>497%</b>	<b>10,927</b>	<b>61,274</b>	
<b>TOTAL EXPENSES</b>	<b>270,877</b>	<b>210,759</b>	<b>202,598</b>	<b>115%</b>	<b>192,696</b>	<b>256,568</b>	<b>Sewer Ops + Admin + Misc Expenses</b>
<b>NET INCOME (Incl. Depreciation)</b>	<b>(83,400)</b>	<b>27,544</b>	<b>36,908</b>	<b>161%</b>	<b>(3,177)</b>	<b>(29,497)</b>	<b>Net with Depreciation</b>
<b>NET INCOME (without Depreciation)</b>	<b>(39,487)</b>		<b>73,315</b>			<b>14,503</b>	<b>Net without Depreciation (EBITDA)</b>
<b>414.70 - Major Repairs and CIP (fixed asset construction)</b>							
414.71 - Plant and Building CIP (5210? Plant & Bldg Maint??)	5,636	-				0	
414.72 - Computer Repairs CIP		-				0	
414.73 - Equipment Repairs CIP		-				0	
System integration and SCADA programming CIP	5,882				52,300	100,000	Cost of Scada / 3 year loan / .334 for SUSD=
414.78 Solar Panel Replacement CIP		4,400				0	\$11,133.33
Treatment Pond Maintenance/Improvement CIP		-				0	
<b>SubTotal 414.70 - Major Repairs, CIP</b>	<b>16,718</b>	<b>4,400</b>			<b>52,300</b>	<b>100,000</b>	
<b>SUSD ALSO OWES:</b>							
CREBS BOND ANNUAL	17,941.18		0.334			5,992.35	
SUSD NOTE PAYABLE (2.2 MORE PAYMENTS AFTER 23/24)						2,641.00	

**Preliminary 2023/2024 Park Budget With Comparative Budgets Prior Years**

			2020/2021	2021/2022	2022/2023	July-March	ChangeBudget	Reason for Change	2023/2024
			Budget	Budget	Budget	2022/23 Actual	for 2023/2024	2023/2024	Budget
<b>311.00 · Interest Income</b>			600	180	180	320	400	market rate	580
<b>315.80 · Measure A Funds</b>			28,186	36,474	33,000	23,659	9,000	2022 amount	42,000
<b>320.00 · Contributions Income</b>			200	200	1,000	1,045		history	1,000
<b>322.00 - Park Use Rental</b>			400		800	400		history	800
<b>Total Income</b>			<b>29,386</b>	<b>36,854</b>	<b>34,980</b>	<b>25,424</b>	<b>9,400</b>		<b>44,380</b>
<b>414.81 · Measure A Project Expenses</b>									
	2 Picnic Tables		700	800	1,500			not done	1,500
	Four ADA Paths and Ramps		10,000	10,000	10,000		(10,000)	won't do	
	Replace Partial North Fence and Retaining Wa		13,800	20,000	10,000			not done	10,000
	Water Tower Repairs			4,800	5,000	108		not done	5,000
	Replacement Bathroom Doors With Time Locks			3,750	5,000	7,536	(5,000)	done	-
	Engineering Plans and Permits		200	5,000	2,000		(2,000)	not needed	-
	Project Management		5,000	2,500	2,500			GM supervis	2,500
<b>Total 414.81 Measure A Project Expense</b>			<b>29,700</b>	<b>46,850</b>	<b>36,000</b>	<b>7,645</b>	<b>(17,000)</b>	<b>-</b>	<b>19,000</b>
<b>414.85 · Restricted Funding Project Expenses</b>									
	Park Entry Gate - Flea Market Funded		<b>3,000</b>	<b>3,000</b>	<b>3,000</b>			not done	<b>3,000</b>
<b>414.82 · Measure A Maintenance Expense</b>									
	Cleaning Supplies		500	1,300	800	867	400	2023 usage	1,200
	Facilities and Equipment Cleaning Services			3,500	7,200	5,490		daily 1 hour	7,200
	Volunteer Park Clean-Up Days Supplies				150				150
	Trash Collection		500	700	700	385			700
	PGE Park		1,000	225	450	199		allow increase	450
	Repairs, including gate signage		500		1,700	733	(700)	contingency	1,000
	Cypress Trimming				3,800	3,800	(3,800)	done	-
	Play Structure Surface Material		3,500	3,000	3,000		1,000	past order history	4,000
	Park Maintenance Management				4,500	1,808	1,500	14 hours per month	6,000
	Rental Coordinator				1,500		500	allow increase	2,000
	Financial Management		500	300	1,000	1,375	500	more work	1,500
<b>Total 414.82 · Measure A Maintenance Expense</b>			<b>6,500</b>	<b>9,025</b>	<b>24,800</b>	<b>14,656</b>	<b>(600)</b>	<b>-</b>	<b>24,200</b>
<b>Expenses Not Previously Budgeted for Park</b>									
	Legal Fees					128		Meas A one-time	-
	Payroll Tax					5	88	Secretary, Board	88
	Office Supplies					35	20	contingency	20
	Secretary					33	500	minutes,newsletter	500
	Board Expense					150	450	PAC attendance	450
<b>Total Expense</b>			<b>39,200</b>	<b>58,875</b>	<b>63,800</b>	<b>22,651</b>	<b>(16,542)</b>	<b>-</b>	<b>47,258</b>
<b>Net Ordinary Income</b>			<b>(9,814)</b>	<b>(22,021)</b>	<b>(28,820)</b>	<b>2,773</b>	<b>25,942</b>	<b>-</b>	<b>(2,878)</b>
<b>Beginning Cash Estimated for July 1</b>					<b>125,000</b>				<b>96,180</b>
<b>Estimated Ending Cash June 30</b>					<b>96,180</b>				<b>93,302</b>





## FINANCIAL NARRATIVE – MAY 10, 2023 BOARD MEETING

In this month's packet you'll find the simple Check Detail for Sewer and for Park, as well as this Financial Narrative. Should any Board Member wish for more detailed information, please contact Bonnie MacLaird.

### **Prior Month Snapshot:**

On April 13, 2023 our TVCSD Sewer Money Market received via Direct Deposit **\$52,257.44** from County Collected Sewer Fees. This has greatly improved our financial picture but cash flow is still a concern as our expenses remain high.

While most expenses reflected in the Check Detail are routine, there is still an outstanding bill (to be paid this week) for an unplanned expenditure of \$6,714 by NSU for Pump vaults aerators and valves. This cost will be Capitalized and Depreciated (which means it is reflected on the Balance Sheet, and not as an expense on our Profit & Loss report.)

Since this is related to our Winter Storms, Mary is including this expenditure in her FEMA Grant requests.

### **Financial Manager Projects:**

Bonnie has both the Sewer and the Park accounting. It was decided to keep Sewer and Park accounts separate until the end of the Fiscal Year due to the upcoming workload for Budgets. The Sewer books are on QB online, and Park is on the older 2014 version of QB desktop.

The biggest project in April for the Financial Manager was the FY 2023/2024 Budget. Once drafted, the FAC met to discuss the Sewer Budget line by line. This revised draft Budget was presented to SUSD today (5/2) for their own budgeting process. It is included in the board packet for review.

Next project for May will be the FY 2023/2024 Park Budget.

SCADA funding: The loan from the Marin County Treasurers Office was approved and funded 5/1/23. We are researching a short-term high interest, yet safe, place to park the funds until they are needed in July.

# GENERAL MANAGER REPORT

MAY 10, 2023

## General Management Statement and Goals

- Management and staff are currently focusing on 1) Consumer Price Index (CPI) annual rate adjustment for May 10, 2023 Public Hearing 2) FEMA /CalOES Request for Public assistance (RPA) storm grant 3) updating Sewer System Management Plan (SSMP) 4) SCADA system project and funding for design and installation starting July 2023 5) estimates for sewer grounds maintenance program and duckweed management to start in May/June 6) auditor RFP and 7) FY23-24 Budget review.

## New/Continuing Business

### SEWER

- Supervisory Control Access and Data Acquisition (SCADA) – continuing to move the new SCADA project forward to make sure we are prepared for the July installation date. In the face of rising interest rates, the district secured a \$75,000/3-year loan from the Marin County Treasurer starting on 5/1 to finance the upcoming SCADA project. I will finish processing the fully executed loan documents and process the quarterly County audit statements going forward. The FAC is recommending that the Treasurer invest it a short-term CD until the funds are needed to offset some of the interest costs. We have not yet received the SWRCB onsite inspection report from their visit on 4/6/23.
- FEMA Cal OES – Disaster Assistance Program for North Coast Storm event 4683 – am continuing to work with our FEMA PDMG grant manager at our weekly meetings to get all supporting documentation submitted and uploaded onto the Grants Portal. I have obtained all of the company invoices for emergency work and estimates for the gravel road and drainage project yet to be completed. The maximum estimate if we qualify would be about \$45,000, but there is no guarantee at this point. I am still waiting on emergency generator and narrative for Mitigation 404 submittal. Deadline is 6/5 for all submissions unless I apply for a 7/14 extension – which doesn't seem necessary.
- Treatment ponds and Plant maintenance – am coordinating to get estimates for both the mowing at the treatment plant and possibly the irrigation pond. Signed the plant road tree trimming up for Chipper Day week of 6/26.
- Sewer infiltration issues – after some preliminary research, we were able to start narrowing down the likely areas that indicate infiltration. One large source was identified and now mitigated and this summer we will work on patching some of the smaller leaks and cracks discovered in various manholes.
- Service Fee CPI Adjustment – the Public Hearing and Resolution 23-02 for the proposed annual Consumer Price Index (CPI) is set for 5/10/23, at 6:30pm. No protests have been received to-date.
- Connection fee increase – the Board approved a \$15,000 per EU connection fee which will go into effect on July 12, 2023.

- Inspection process and fee increase – the Board approved a \$1500 per EU pass-through inspection fee deposit – which should be sufficient enough to cover most inspections. Any differences will be billed or refunded to the new connection when completed.
- New Connections – am still waiting for a revised engineer’s sewer lateral connection plan submittal for new connection applicant at the end of Church St.
- General Order 2006-0003-DWQ – Certification of Continuation of Existing Regulatory Coverage – updated the district’s California Integrated Water Quality System (CIWQS) account information and setup new access, then filed Certification for Continuation of Existing Regulatory Coverage to allow the District to continue operating under the new General Order and not need to reapply to the State Water Quality Control Board.
- NSU System Operator Contract – am in discussions with NSU Supervisor as to extending their current contract for another 6-month extension through December 2023 and then renegotiate a longer contract after the new SCADA system has been installed.

## **PARK**

- Park Maintenance – nothing to report this month.

## **GENERAL ADMINISTRATION**

- Annual Audit – Board President Clavaud sent out the RFP for new auditor hire to four auditing firms.
- Tax Roll Audit – one additional parcel will be added to the tax roll this year during the July/August SPAS cycle.
- FY 23-24 Budget – helping to review drafts and add cost information in developing the upcoming year’s budget. Attended meeting with SUSD Superintendent and Financial Manager to present FY 23-24 Sewer Budget along with Board President Clavaud and incoming and outgoing TVCSD Financial Managers’ Maclaird and Bell.
- 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 currently updating the SSMP.

Respectfully Submitted,

*Mary Halley*



April 21, 2023

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

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

RE: Self-Monitoring Report  
Tomales, Marin County  
Order No. R2-2015-0019  
I.D. No. 264662  
March 2023

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
3/1/2023	28.8																			
3/2/2023	28.8																			
3/3/2023	28.8																			
3/4/2023	28.8																			
3/5/2023	28.8																			
3/6/2023	28.8																			
3/7/2023	28.8																			
3/8/2023	28.8	230.0	7.5	15.3	110.0	360.0	8.3	1.2	17.0	3.5	13.5	380.0	65.0	6.7	10.0	12.2				
3/9/2023	48.8																			
3/10/2023	48.8																			
3/11/2023	48.8																			
3/12/2023	48.8																			
3/13/2023	48.8																			
3/14/2023	48.8	293.0										270.0	39.0	7.1	6.1	13.7				
3/15/2023	50.2																			
3/16/2023	50.2																			
3/17/2023	50.2																			
3/18/2023	50.2																			
3/19/2023	50.2																			
3/20/2023	50.2																			
3/21/2023	50.2																			
3/22/2023	50.2																			
3/23/2023	50.2	452.0										210.0	46.0	7.1	7.7	13.2				
3/24/2023	32.6																			
3/25/2023	32.6																			
3/26/2023	32.6																			
3/27/2023	32.6																			
3/28/2023	32.6	163.0	4.6									220.0	24.0	7.1	8.0	13.6				
3/29/2023	38.4																			
3/30/2023	38.4																			
3/31/2023	38.4																			
<b>Min</b>	28.8		4.6	15.3	110.0	360.0	8.3	1.2	17.0	3.5	13.5	210.0	24.0	6.7	6.1	12.2			#DIV/0!	0.0
<b>Mean</b>	40.4		6.1	15.3	110.0	360.0	8.3	1.2	17.0	3.5	13.5	270.0	43.5	7.0	8.0	13.2			#DIV/0!	
<b>Total</b>	1253.2																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				
Mar-23	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																					
7																					
8	3.4	7.1	5.4	11.6	3.4	7.2	9.0	12.0	3.3	7.8	9.8	11.6	9.0	8.8	9.5	12.4	5.0	9.0	7.7	10.1	
9																					
10																					
11																					
12																					
13																					
14	3.5	7.6	5.7	14.5	3.5	7.5	3.8	14.0	3.4	7.6	3.8	13.6	7.5	8.2	8.1	13.1	4.9	8.4	6.5	11.5	
15																					
16																					
17																					
18																					
19																					
20																					
21																					
22																					
23	3.2	8.4	7.3	11.6	3.2	7.5	7.9	11.3	3.2	7.1	8.4	11.2	6.0	7.0	3.0	11.4	4.0	6.8	6.2	10.7	
24																					
25																					
26																					
27																					
28	3.3	8.1	1.6	12.0	3.3	7.5	6.5	11.9	3.3	7.9	8.5	12.1	5.5	6.9	3.1	12.4	4.0	7.3	5.3	10.5	
29																					
30																					
31																					

\* Pond #1 Aeration Issue - wasn't staying on in Auto, it is now in HAND so D.O. should go up.

**TOMALES TREATMENT PONDS  
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year)                      **March      2023**

2. Pond Standard Observation required every week year round.

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	3/8/23	3/14/23	3/23/23	3/28/23
Day	WED	TUES	TUES	TUES
Time	9:50AM	10:20AM	8:00AM	8:35AM
Operator	DL	DL	DL	DL
* 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)                   **March    2023**

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

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>3/8/23</i>	<i>3/14/23</i>	<i>3/23/23</i>	<i>3/28/23</i>
Day	WED	TUES	TUES	TUES
Time	9:50AM	10:20AM	8:00AM	8:35AM
Operator	DL	DL	DL	DL
Rain fall, inches	1.5	<i>1.5</i>	<i>2.25</i>	<i>1.0</i>
* 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)                      **March    2023**

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

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>3/8/23</i>	<i>3/14/23</i>	<i>3/23/23</i>	<i>3/28/23</i>
Day	WED	TUES	TUES	TUES
Time	9:50AM	10:20AM	8:00AM	8:35AM
Operator	DL	DL	DL	DL
- 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)

**March 2023**

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

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	3/8/23	3/14/23	3/23/23	3/28/23
Day	WED	TUES	TUES	TUES
Time	9:50AM	10:20AM	8:00AM	8:35AM
Operator	DL	DL	DL	DL
* 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: March 2023

**OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING**

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	3/8/23	3/14/23	3/23/23	3/28/23
Day	WED	TUES	TUES	TUES
Time	9:50AM	10:20AM	8:00AM	8:35AM
Operator	DL	DL	DL	DL
Evidence of standing water	N	N	N	N
* 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.



## Analytical Report

April 7, 2023

Sample Collected: 03/08/23  
 Sample Received: 03/08/23  
 Collected By : DL/NSU  
 Cc : e-mail

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

## Tomales Village CSD


<b>LOG NUMBER</b>	<b>323-5022</b>	<b>323-5023-5</b>
Sample Description:	Influent	TR – Effluent

### ANALYSIS

BOD <sub>5</sub> @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	110.	65.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	360.	380.
Nitrate N mg/L (EPA Mthd. 352.1)		8.3
Nitrite N mg/L (EPA Mthd. 300.0)		1.2
Total Kjeldahl N mg/L (Std. Mthds. 4500-NH <sub>3</sub> C, 2011)		17.
Ammonia N mg/L (Std. Mthds. 4500-NH <sub>3</sub> C, 2011)		3.5
Total Organic N mg/L		13.5

BOD Start Date: 03/09/23  
 BOD Completed Date: 03/14/23

**BRELJE AND RACE LABORATORIES, INC.**

  
 \_\_\_\_\_

SARA ROSAS, LABORATORY DIRECTOR  
 DMITRIY KASYANCHUK, LABORATORY SUPERVISOR  
 SR&DK:lja



## Analytical Report

April 7, 2023

Sample Collected: 03/14/23  
 Sample Received: 03/14/23  
 Collected By : DL/NSU  
 Cc : e-mail

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

## Tomales Village CSD

<b>LOG NUMBER</b>	<b>323-5427</b>
Sample Description:	TR – Effluent

### ANALYSIS

BOD <sub>5</sub> @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	39.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	270.

BOD Start Date: 03/15/23  
 BOD Completed Date: 03/20/23

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

**BRELJE AND RACE LABORATORIES, INC.**

*Sara Rosas*

SARA ROSAS, LABORATORY DIRECTOR  
 DMITRIY KASYANCHUK, LABORATORY SUPERVISOR  
 SR&DK:lja



## Analytical Report

April 7, 2023

Sample Collected: 03/23/23  
 Sample Received: 03/23/23  
 Collected By : DL/NSU  
 Cc : e-mail

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

### Tomales Village CSD

<b>LOG NUMBER</b>	<b>323-6221</b>
Sample Description:	TR – Effluent

#### ANALYSIS

BOD <sub>5</sub> @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	46.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	210.

BOD Start Date: 03/24/23  
 BOD Completed Date: 03/29/23

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

**BRELJE AND RACE LABORATORIES, INC.**

  
 \_\_\_\_\_

SARA ROSAS, LABORATORY DIRECTOR  
 DMITRIY KASYANCHUK, LABORATORY SUPERVISOR  
 SR&DK:lja

