



## TVCS D Board of Director's Meeting Agenda

Date: Wednesday, June 14, 2023 7:00 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 June 14, 2023 TVCS D BOD Agenda** Action

### **IV. Consent Calendar** Action

All items on the Consent Calendar are considered to be either routine or non-controversial and will be enacted by a single blanket action of the Board. Upon request from a Board member or any member of the public, individual items may be removed from the Consent Calendar in which case they will be discussed in the meeting (under Items Removed from the Consent Calendar).

- a. Approval of May 10, 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 Approved PAC Meeting Minutes from May 24, 2023

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

1. Review Approved FAC Meeting Minutes from 5/22/2023
2. Review Revised DRAFT FY 2023-2024 Sewer Budget & Narrative
3. Review Revised DRAFT FY 2023-2024 Park Budget & Narrative
4. Annual Audit Services Secured with Robert W. Johnson

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

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

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

1. Review NSU Addendum for Operations & Maintenance to Extend from July 1, 2023 – December 31, 2023  
Action (New Contract Negotiations to start October 2023)

### **XII. NSU Report**

#### **a. Review April 2023 Reports**

### **XIII. Pending Business**

### **XIV. Other Business**

### **XV. New Business**

### **XVI. Old Business**

### **XVII. Correspondence**

### **XVIII. Adjournment**

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

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

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

Board of Directors:

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



**TVCS D Board of Director's & Public Hearing Meeting Minutes DRAFT**  
**Date: Wednesday, May 10, 2023 6:30 pm Tomales Town Hall Upstairs**

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

**Board Members Absent:** None

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

**Others Present:** None

**I. Call to Order**

Donna Clavaud called the meeting to order at 6:48 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 May 10, 2023 TVCS D BOD Agenda**

Bill Bonini motioned to approve the May 10, 2023 TVCS D BOD Agenda as is. John Ward seconded the motion. M/S/C

**IV. 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.**

No community members or rate payers attended the TVCS D Public Hearing and no protests were submitted.

**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.**

Bill Bonini motioned to 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. Dru Fallon O'Neill seconded the motion. M/S/C

**VI. 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 April 12, 2023 TVCS D Board Meeting Minutes**
- b. Review and Approve Check Registers and Expenditures**

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



Dru Fallon O’Neill motioned to approve the Consent Calendar as is. John Ward seconded the motion.  
M/S/C

**VII. Items Removed from Consent Calendar**

Items moved from the Consent Calendar to the Regular Agenda, if any.  
None

**VIII. Board Member Reports**

Donna Clavaud presented the Board with a poster-board history of TVCSD newspaper articles dated 1976-1977. Poster will be available for review at the TVCSD office.

**IX. Committee Reports**

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

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

PAC approved meeting minutes from April 26, 2023 were reviewed. Donna Clavaud reminded the Board that Margaret Graham’s memorial will be held at the Park, with a bench dedication, on Saturday, May 20, 2023 from 1 pm – 2 pm. Attendance is encouraged. Green Fondo Climate Ride is scheduled for Saturday, May 13, 2023. Marin Century Ride is scheduled for Saturday, August 5, 2023.

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

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

Donna Clavaud reviewed the FAC Work Session Meeting Notes from April 17, 2023. Topics included:

- 1.) Auditor RFP’s: Donna Clavaud will develop a draft RFP for Audit Services. RFP will be sent to 3-4 possible auditors with a June 1, 2023 deadline.
- 2.) Review DRAFT FY 2023-2024 Sewer Budget: Bonnie MacLaird developed a budget worksheet and FAC went through the worksheet line item by line item. A meeting was held with Shoreline Unified School District (SUSD) Superintendent and (SUSD) Financial Department; their portion of SCADA (1/3 of the loan) will be spread out over three (3) years. John Ward asked if NSU has reduced their contract amount; Mary Halley said the contract has been negotiated thru December 2023. Renegotiations for a longer contract will be discussed after the new SCADA system is completed. John Ward also questioned about allocating expenses to the Park; it was determined to discuss this with the Auditors.
- 3.) Review Draft FY 2023-2024 Park Budget: Estimates for the BBQ renovation, crushed rock and shade canopy are needed in order to be added to the Draft Park budget. Mary Halley pointed out \$2,500 has been budget for the General Manager to oversee Park projects but there are no Park projects to be overseen yet.
- 4.) 2023-2024 Budgets; Next Steps: Preliminary budgets and narratives will be reviewed at June 14, 2023 TVCSD Board meeting and a final vote for budget approvals to be held at the July 12, 2023 Public Hearing and Regular Board meeting.
- 5.) Short Term Investment of SCADA Loan with High Interest Rate: Bonnie MacLaird is exploring options for short term investment interest rates.

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

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

Bonnie MacLaird reported TVCSD received a direct deposit from the County for sewer fees on April 13, 2023 for \$52,257. There was an unplanned expenditure of \$6,714 for aerators and valves at the Plant. Mary Halley is including this expenditure in the FEMA Disaster Assistance Grant Program. The loan for SCADA funding was

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



approved and funded by the County on May 1, 2023 for \$75,000 and was deposited in to a First Republic JP Morgan/Chase thirty (30) day CD account with a 4.35% interest rate.

**XI. General Manager’s Report**

Mary Halley reviewed her General Manager’s report. Topics included:

- 1.) Supervisory Control Access & Data Acquisition (SCADA): The new SCADA project is moving forward and preparing for a July 2023 installation.
- 2.) FEMA Disaster Assistance Grant Program: The deadline for submission is June 5, 2023. Mary Halley said she has obtained all invoices for emergency work and estimates for the gravel road and drainage project. The maximum grant amount is \$45,000.
- 3.) Sewer Infiltration Issue: The larger source was located and is being mitigated. Smaller leaks were discovered and will be patched during the summer.
- 4.) Connection Fee Increase: \$15,000 connection fees will go into effect July 12, 2023. Mary Halley will contact the current applicants that there is an expiration date to when the connection rate increases.
- 5.) Certification of Continuation of Existing Regulatory Coverage: Mary Halley is updating the account information and setting up new access to continue operating under the new General Order.

**XII. NSU Report**

**a. Review March 2023 reports**

NSU reports were reviewed.

**XIII. Pending Business**

None

**XIV. Other Business**

None

**XV. New Business**

None

**XVI. Old Business**

None

**XVII. Correspondence**

None

**XVIII. Adjournment**

Bill Bonini motioned to adjourn the TVCSD Board meeting. John Ward seconded the motion. M/S/C

Meeting was adjourned at 7:46 pm.

---

Approved by Donna Clavaud, President

Date



---

Attested by Cynthia Hammond, Recording Secretary

Date

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

*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

## SEWER - Checking Account Detail

Month: May 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo/Description</u>	<u>Amount</u>
05/01/2021	5241	Halley, Mary C.	Mgmt Services & Mileage: April 2023	(5,243.77)
05/01/2022	5242	Bonnie MacLaird	Treasurer: April 2023	(2,156.88)
05/01/2023	autopay	Intuit / QBO subscription	QBO accounting subscription May	(55.00)
05/01/2023	Journal	Scada loan funded	County Loan	75,000.00
05/02/2023	5238	Brelje and Race Laboratories, Inc.	Lab work April	(617.00)
05/02/2023	5237	Natural Systems Utilities -CA	New Effluent Gate Valves	(6,713.62)
05/04/2023	autopay	AT&T: Internet	Internet	(74.90)
05/06/2023	deposit	Tomales Regional History Center	Monthly services fees paid to TVCSD	81.90
05/09/2023	5244	Hammond, Cynthia	Secretarial Services: April fees	(323.23)
05/09/2023	5243	Melinda K. Bell	Accounting: April fees	(682.00)
05/09/2023	xfer	Money Market to Checking	for Operating Expenses May 2023	18,000.00
05/10/2023	5245	Natural Systems Utilities -CA	May Service	(4,625.33)
05/10/2023	5246	Natural Systems Utilities -CA	signage	(10.99)
05/11/2023	5247	First Republic/Chase Bank	Open new CD - 1 month - SCADA money	(75,000.00)
05/12/2023	5248	Brelje and Race Laboratories, Inc.	Lab work	(496.00)
05/20/2023	autopay	Sonic	WebHosting EFT May 2023	(7.95)
05/22/2023	deposit	PGE	refund from MCE/PGE	647.67
05/29/2023	autopay	AT&T	Telephone & Internet	(121.69)
05/30/2023	autopay	Intuit / QBO	QBO accounting subscription June	(55.00)
05/30/2023	debit	PGE	Utilities	(214.46)
05/30/2023	debit	PGE	Utilities	(77.82)
05/30/2023	5249	Pt Reyes Light	Legal notice for Budget Meeting	(171.00)
05/31/2023	deposit	Bank of Marin	Interest: May 2023	0.15

## PARK - Checking Account Detail

Month: May 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo/Description</u>	<u>Amount</u>
05/02/2023	deposit	Climate Ride Inc	Rental Fee	100.00
05/06/2023	deposit	Marin Century Bike Event	Refundable Deposit	500.00
05/06/2023	deposit	Marin Century Bike Event	Rental Fee	300.00
05/07/2023	1426	Clavaud, Donna	Mileage to Bank	(41.92)
05/08/2023	1428	Elfstrom	Groundskeeping	(420.00)
05/09/2023	1427	PGE	Utility Bill 3/24-4/24/2023	(53.19)
05/29/2023	1429	Martinez, Edgar	Facilities and Equipment Cleaning	(600.00)
05/31/2023	deposit	Bank of Marin	May 2023 interest	0.06



Park Advisory Committee Meeting, May 24, 2023 at the Tomales Town Hall, 5:30 pm: These Minutes were approved by the Park Advisory Committee.

Meeting was called to order at 5:40 pm

**Present:** Dru Fallon O’Neill, Chair; Patty Oku, Secretary; Ted Andersen, Nick Campbell, Venta Leon

**Absent:** Beth Koelker

**Guests:** None

**New Business:**

Ted Andersen made a motion to accept “Moved by Bikes” bid for two (2) bike racks at \$245 each. Dru Fallon O’Neill seconded the motion; there was a unanimous vote to present this information to the TVCSD Board of Directors.

**Old Business:**

Tomales High School collaboration on fence, & picnic tables was tabled to the 2023-2024 school year. Venta will acquire current material, labor costs, & volunteer local labor on the fence & BBQ Rehab.

**Miscellaneous Business:**

The Canopy has been approved. The Marin Century ride will be held at the Park on August 5, 2023 from 8:30 am – noon.

**Items not on the Agenda:**

Park cleanup will be held June 10, 2023 beginning at 9:00 a.m. Chipper day is scheduled for June 26, 2023. Beth will create informational signage for our community.

Adjournment was at 6:33 pm with next meeting scheduled for June 28, 2023 at 6:00 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



## **TVCSO FINANCIAL ADVISORY COMMITTEE MEETING MINUTES**

Thursday, May 18, 2023 via Zoom

**PRESENT:** Melinda Bell, Outgoing Financial Services Manager & FAC Chairperson; Bonnie MacLaird, Incoming Financial Services Manager & FAC Member; Donna Clavaud, TVCSO Board President, FAC Secretary & Incoming Chairperson; and John Ward, TVCSO Board & FAC member; and Mary Halley, TVCSO General Manager.

Mary Halley hosted the Zoom meeting and Melinda Bell Chaired her last meeting. Donna Clavaud recorded the meeting and transcribed the minutes. We had a quorum to conduct business. Melinda Bell called the meeting to order at 3 pm.

### **AGENDA**

#### **1. Sonic Mailboxes and Usage: Replace Melinda's or Rename?**

We discussed usage and John mentioned that we are charged extra if we keep all our emails; attachments use gigabytes. Melinda is deleting most of her old sonic emails. We need to keep Melinda on sonic for a few months until we are sure we have identified all those who contact her and get them transferred to either Bonnie or Mary.

#### **2. Budgets for June Board Meeting and Public Hearing:**

##### **2023-24 Park Budget to 5/19/23:**

We reviewed Bonnie's latest draft budget with new use allocations and projected income and expenses based on the past three years, with actual budget figures to 5/19/23 to project this 2023-24 budget.

Interest Income is increasing, especially since we now have our surplus funds invested in a CD. Measure A funds are received twice a year and vary as County sales tax revenues are collected and distributed to Measure A recipients. Both Contributions and Park Rentals have increased this current fiscal year and we expect some increase next fiscal year.



Measure A Project Expenses include 2 picnic tables; path gravel for better ADA access; replace partial north fence & add retaining wall; phase I water tower repairs; miscellaneous repairs and BBQ renovation; and project management contingency funds if needed.

Measure A Maintenance Expenses include 26% of our SDRMA property & liability insurance; 62% of our district workers compensation insurance for park volunteers; contract labor for Park Groundskeeper; contract labor for our park janitorial services; funds to pay a parttime Rental Coordinator; supplies for periodic volunteer park clean-up days; trash removal services; general park supplies for bathrooms; park PG&E expenses; and park play structure area surface bark.

Measure A Operational Expenses include specific expense allocations for time spent by General Manager; Financial Manager; Secretary; and Board Members stipends for attending Park Advisory Committee Meetings. This budget also allocates partial costs for district office space; legal fees; half of the annual financial audit cost; payroll & worker's compensation tax; postage and shipping; subscriptions and software; and office supplies.

There was unanimous agreement to recommend this budget at the upcoming June 14 monthly Board of Directors meeting.

**2023-2024 Sewer Enterprise Budget:**

Bonnie MacLaird presented an updated draft sewer budget for 2023-24 that will be presented at the June 14 board meeting.

We reviewed Sewer Income from service fees with the projected 4.2% CPI rate increase effective July 1. We noted that the projected share for SUSD is very close to what we projected last year when they asked us to develop a two-year budget; this is approximately \$87,544.

We discussed new connection fees and realized it is uncertain at this point whether the Church Street project will take advantage of the grace period to pay their fee at the current fee before the new fee takes effect July 1. Mary advises we be realistic and cautionary with a lower projection of income for possible new connection fees.

We can expect approximately \$250 interest income from our SCADA loan investment.

We reviewed Sewer Expenses, and since we had presented a preliminary sewer budget at the May board meeting, FAC only focused here on the new expense allocations to the park budget that affect this proposed sewer budget. These allocations were noted above when discussing the park budget.

Bonnie will send this Sewer Budget to SUSD for their budget planning purposes. In September, we will have to determine their actual share of expenses (reconciliation) for the fiscal year ending June 30, 2022 and bill them.

### **3. Changes for 2023-24:**

#### **a. Contact Changes Needed:**

Melinda has been notifying those who contact her that she is retiring, but particularly Marin County departments are slow to make necessary changes. We will most likely have to deal with contact changes as they occur. Melinda mentions County and State departments have her as the TVCSD contact person and they will gradually be referred to Bonnie and Mary. Melinda will contact County departments again to urge them to change information so that Bonnie and Mary are listed as contacts.

We are changing the credit cards over from having Melinda's name. Bonnie now has a Bank of Marin debit card.

Bonnie needs to register with CSDA.

#### **b. Expense Allocation Policy:**

We have made specific allocations to the Park's Measure A budget to reflect real expenses more accurately for operations, including hours spent by the general manager, for financial and secretarial services, and hours spent by board members at park committee meetings; office supplies utilized; annual audit services; and park property & liability insurance. We are also charging for park office space and legal services. These new allocations also affect the proposed sewer budget for the new fiscal year. They are discussed above.

### **4. Grants and Loan Update and Pending Maintenance Projects:**

Mary Halley reports that the SCADA project is on schedule for July and August, and she has sent the 'as-built' blueprints for the contractor's review. The SCADA loan of \$75,000 has been received from Marin County, and Bonnie MacLaird has invested it in a short-term CD until we start making our payments in the new fiscal year.

The pending maintenance projects at the sewer plant will emphasize mowing. Mary received an estimate from Tim Furlong for mowing around the treatment plant and ponds for \$930. This work will have to be done before the SCADA project begins in July. He will prepare a bid estimate for mowing up at the irrigation fields to control the weeds before they are too high and to control the gorse that is spreading. We need to mow before the gorse gets tough to mow. Donna Clavaud offered to contact Captain Tom Nunes to inquire if Marin Fire would like the opportunity to conduct a controlled burn practice on our irrigation field to mitigate fire danger. All agreed this was a good idea and would be a benefit to TVCSD and Marin Fire.

Mary Halley reported on the FEMA grant process underway. She has been meeting with a representative for several months and completing all the paperwork for hopeful reimbursement for storm damage to our pond system. The deadline is June 5, 2023. We have four claims. We have already paid for three this fiscal year to replace pumps and aerators ruined by the storms.

We are hoping our approximately \$45,000 claims will be granted to reimburse the district. The fourth claim is newly submitted to repave the plant access road and add a culvert for drainage on one side. Mary has bids for \$18,000 to repair and improve this road. She reports that if we do not receive this grant, we may consider modest pothole repairs later this summer.

## **5. Annual Audit Issues:**

### **a. 2023-24 Audit Proposals:**

We discussed the priority of securing Auditor Services for the current fiscal year ending June 30 and Donna Clavaud developed an RFP utilizing Bolinas Public Utilities District's RFP as a working model and simplified it where needed. She sent it with a letter to 3 audit firms on May 1 and set a deadline for responses by June 1. The responses to the RFP were to be directed to our GM Mary Halley.

Mary Halley reported that after the May board meeting, she called Michael Connors Firm that performs the Audits for BPUD and Muir Beach Special District. We had sent him an RFP to consider TVCSD. He indicated he had read our RFP, but his firm was not considering additional business for this year. Mary asked him how much his firm would charge TVCSD. She sent him our last Audit, and he responded that he estimated about \$12,000 and \$1,000 for the State Controller's Report. Mary reported that his firm charges Bolinas approximately \$13,000.

As of this meeting, we have not heard from any of the firms. All agreed that perhaps it is not too late to re-contact our former auditor, Robert W Johnson, and discuss a new contract.

### **b. Auditor Selection & Communication:**

Donna Clavaud will contact Robert Johnson accounting firm to request a new contract at their revised pricing. All agreed that with an inflationary environment, we are wise to lock in their three-year revised rates for the audit and the state controller's report. Donna agreed to contact them immediately.

## **6. Review of Improved Parcels without Sewer Service Charges and New Application Forms:**

No need to discuss as we have already added the one new parcel on Hwy 1. Mary indicates she already has a form letter ready to send them for signatures in August. Mary has also updated the application form with the new fee structure for connections and inspections.

## **7. Next Meeting:**

FAC will continue to meet on the third Monday of the month to give more time to prepare documents for the next monthly board meetings. We will meet on Monday, June 19, 2023 at 3 pm via Zoom with Mary Halley hosting. Donna Clavaud will prepare the agenda and chair the meeting.

The meeting was adjourned at 4:42 pm.

Signed by:

*Donna L. Clavaud*

Date Approved: June 6, 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

**Income**

**SEWER - SERVICE FEES COLLECTED**

4110 Service Fees-Collected Taxes (County taxes)	129,844	ACTUAL + 4.2% increase + Solar funds
4120 Service Fees-Charged Monthly (we bill 1 customer)	1,024	ACTUAL + 4.2% increase
4130 Service Fees-Annual Fees (we bill 2 customers)	2,048	ACTUAL + 4.2% increase
		*34% expenses w/out Depreciation + 33.4% SCADA \$100k amortized over 3 yrs + CREBS
4150 Service Fees - SUSD	<u>87,390</u>	+ SUSD NOTE

**Total 4100 SEWER-SERVICE FEES COLLECTED 220,306**

4210 Sewer-Connection Fee	20,000	2 @ 10k
4220 Sewer-Permit & Inspection Fees	3,000	2 @ \$1.5k
4350 Sewer-Levy 4 Revenues	10,000	
4430 Sewer-Interest Income	1,423	ACTUAL + 4% increase, w/new CD

**Total Income \* 254,728 \***

**Expense**

**5100 SEWER-OPERATING EXPENSES**

5110 Sewer-Licenses and Permits	2,100	
5210 Sewer-Plant and Building Maintenance	3,000	
5220 Sewer-O&M NSU contractual services	57,000	est 2.7% increase
5230 Sewer-Lab Bills BreljeRace	9,708	per Brelje & Race
5235 Sewer-Treatment Ponds Maintenance	4,000	Cleaning Duckweed fm Ponds
5240 Sewer-Treatment Maintenance Supplies	500	
5250 Sewer-Irrigation Field Maintenance	2,000	mowing, sprinkler heads, burning?
5260 Sewer-Collection System Maintenance	500	
5270 Sewer-Collection CCTV Inspection	2,600	per Mary
5280 Sewer-Connection Inspection fees	3,000	2 inspections
5300 SEWER - SCADA System		
5310 SCADA - Maintenance	0	Under warranty
5320 SCADA - Repairs & Programming	0	Under warranty

**5400 SEWER-UTILITIES**

5405 SEWER-SOLAR		
5410 Solar Panels - Inspection, Cleaning	500	
5430 Solar - Lease Admin Fee	750	
5450 SEWER-PGE		
5460 Sewer-Collection-PGE	500	
5470 Sewer-Treatment-PGE	3,000	
5480 Sewer-Disposal-PGE	<u>240</u>	

**Total 5000 SEWER-OPERATIONS 89,398**

**7000 ADMINISTRATION**

**7100 BOARD MTG & PERSONNEL**

7110 Board Member Stipend	2,550	
---------------------------	-------	--

**8100 SEWER-STAFF COMPENSATION**

8110 General Manager - fees	52,600	
8120 Treasurer/Financial Mgr - fees	16,000	
8130 Secretary/Administration fees	7,472	
8140 Profess Liab Insurance Reimburs	750	
8160 Travel & Mileage	600	

**8200 PROFESSIONAL CONSULTANTS**

8210 Auditors	5,313	50%: Robert Johnson Co. quote
---------------	-------	-------------------------------

8220 Legal Fees	100	
8260 Misc Professional Consultants	1,000	
<b>8300 PAYROLL EXPENSES</b>		
8310 Worker's Comp Insurance	280	<i>per SDRMA invoice</i>
8320 Social Security Tax	739	
8330 Medicare Payroll Tax	173	
8340 State Unemployment Tax	243	
<b>9100 SEWER-OFFICE &amp; ADMIN EXPENSES</b>		
9110 Sewer-Office Rent	900	
9120 Sewer-Office Supplies	350	
9130 Sewer-Telephone and Internet	2,000	
9140 Office Equipment	900	
9160 Postage and Delivery	362	
9160 Printing and Copies	50	
9180 Dues / Memberships	1,688	
9185 Subscriptions / Software fees	667	
9186 Sonic Web Hosting	100	
9190 Publications and Notices	350	
9195 Newsletter Expenses	<u>250</u>	
<b>TOTAL ADMINISTRATION EXPENSES</b>	<b><u>95,437</u></b>	
<b>9600 SEWER-MISC EXPENSES</b>		
9610 Depreciation Expense	44,000	<i>estimated</i>
9615 Property & Liability Insurance-SDRMA	9,157	
<b>2720 CREBS Bond Payment</b>	<b>17,941</b>	<b><i>(added for Donna)</i></b>
<b>2730 SCADA Loan Principal Payment</b>	<b>33,300</b>	<b><i>(added for Donna)</i></b>
9630 SCADA Loan (5/23) - Interest Expense	4,500	<i>Fixed Annual interest payment</i>
9660 County Teeter Admin Fee	250	
9670 LAFCO Charges	<u>150</u>	
<b>TOTAL MISC EXPENSES</b>	<b>109,298</b>	
<b>TOTAL OPERATING EXPENSES **</b>	<b>294,133 **</b>	
<b>NET INCOME (Incl. Depreciation)</b>	<b>(39,404)</b>	<i>Net with Depreciation</i>
<b>NET INCOME (without Depreciation)</b>	<b>4,596</b>	<i>Net without Depreciation (EBITDA)</i>

**CASH POSITION**

Actual CASH as of June 9, 2023 (FY22/23)	=	<b>121,653</b>	Bank of Marin accounts today
Estimated Payments June 10-30	-	(15,000)	projected and uncashed checks
+SCADA LOAN	+	75,000	First Republic/Chase CD
Budgeted INCOME FY23/24 (*above)	+	254,728	* from Budget above
Budgeted EXPENSES 23/24 (incl. SCADA loan payment & Crebs)	-	(294,133)	** from Budget above
- Projected Depreciation Expense 23/24	+	44,000	remove depreciation from expenses
Capital Expenditures 23/24	-	<u>(100,000)</u>	SCADA capital improvements
Projected Cash Position @ June 30, 2024 (EOY 23/24)***	=	<b>86,249</b>	***see note below

\*\*\*Note: there is the possibility of a FEMA payment, but still tentative

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

**{ draft }**

**TVCS D SEWER ENTERPRISE**

**FISCAL YEAR BUDGET FOR 2023-2024**

**SUBMITTED: JUNE 14, 2023**

**APPROVED:**

**Tomales Village Community Services District**

**PO Box 303 Tomales, CA (707)-878-2767**

**TO: Stakeholders**

**FROM: Board of Directors, TVCS D**

**SUBJECT: TVCS D Sewer Budget for 2023-2024**

## **OVERVIEW:**

### **SEWER ENTERPRISE INCOME**

#### **Sewer Service Fees**

This year for the first time, we have approved a CPI sewer rate increase to keep up with inflationary costs. It is based on the SF Bay Area consumer price index and will be identified every April for a five-year period. As of the new fiscal year starting July 1, 2023 the CPI increase will be 4.2%, which will be added to the current sewer rate per Equivalent Unit (EU) and will be approximately \$132, 916 in total service fees for the district.

As of July 1, we have also raised the new sewer connection fee for the first time from \$10,000 to 15,000.

These modest increases will assist TVCSD in its ongoing efforts to remain financially solvent and sustainable as a small sewer enterprise.

#### **Shoreline Unified School District (SUSD) Service Fees:**

SUSD utilizes one-third of the capacity of the sewer system and has a contractual partnership with TVCSD since the sewer plant was planned and built in 1976-1977.



Each year they are charged for one-third of the actual costs of operating the sewer system. The charge is derived from actual costs of the previous year, 2022-2023, which is not yet finalized and audited as we prepare this 2023-2024 sewer budget. However, it is estimated that their share will be approximately \$87,544.00, which is consistent with our projection last year when we developed a two-year budget.

**SUSD Sinking Fund (SWRCB):**

We successfully paid off the State Revolving Loan Fund in the 20233-23 Fiscal Year for pond improvements from 2003 and 2010.

**Sewer Levy 4 Income:**

The Levy 4 income from Marin County is anticipated to be about \$10,000 for this budget year, however, it does vary from year to year.

**Interest Income:**

Total interest income is expected to be \$1425. A significant portion of cash reserves is now invested with the State of CA Local Agency Investment Fund paying competitive interest on liquid funds.

**SEWER ENTERPRISE EXPENSES**

**SEWER OPERATING EXPENSES:**

**Licenses and Permits:**

There is a small increase in licensing and permit fees from Marin County and the California State Water Resources Board.

**Plant and Building Maintenance:**

This budget projects \$3,000 for routine maintenance of buildings at the plant like roof and window repairs, light bulbs, and janitorial assistance.

### **Operations & Management by NSU Contractual Services:**

The current operating & management contract with Natural Systems Utilities (NSU) is tied to the Consumer Price Index and has slowly risen over the years since we first contracted with them in 1999. TVCSD re-negotiated the contract in July of 2017 for a 27% reduction by assuming costs of the lab fees, supply costs, and periodic ground maintenance. We recently extended our current contract until December. We plan to re-negotiate a new contract after the SCADA system is fully operational. The new remote monitoring system may reduce time spent by NSU technicians on site to calculate measurements to develop regulatory reports. At this time, we are projecting \$57,000 based on last year's cost and this year's CPI rate increase.

### **Lab Bills, Treatment Ponds Maintenance & Treatment Maintenance Supplies:**

While lab bills for testing to meet regulatory standards remain at a projected \$9,708, pond maintenance and supplies will be considerably lower at a projected \$4900 since we pumped pond # 1 this past fiscal year 2022-2023.

### **Irrigation Field Maintenance:**

We project \$2,000 for general mowing of the 23-acre irrigation field to keep gorse and weeds low for wildfire safety and access to sprinkler heads.

### **Collection System Maintenance & CCTV Inspection:**

We have budgeted \$2,500 for any necessary close monitoring inspection of collection pipes during the upcoming year. Also, several leaks resulted in infiltration problems during the 22-23' winter storms have been identified and require dry weather patching, while a major leak was mitigated this spring.

### **New Connection Inspection Fees:**

TVCSD approved a pass-through increase of the new connection inspections fees from \$250 to \$1500 to keep up with prevailing engineering rates in this inflationary time..

### **SCADA System (maintenance & repairs):**

We do not expect any maintenance or repairs to the SCADA monitoring system since it will be under warranty.

### **Solar Inspection, Cleaning & Solar Lease Administration Fee:**

Solar panel inspection and cleaning has greatly improved efficiency of energy provided by our solar system, and this projected budget allocates \$500 to continue inspection and cleaning this year. The annual solar lease administration fee remains at \$750 from the original purchase of the solar system with the sale of Clean Energy Renewable Bonds. The bond payment each year requires cash outlay of \$17,941 and the administration fee. These are no-interest bonds and consequently, the fee is the only budgeted expense for this debt.

### **PG&E Sewer Collection, Treatment & Disposal:**

Increased efficiency at the sewer plant in more effectively monitoring electricity use to maximize lower rate structures has reduced our utility costs dramatically since 2021-22, and we project \$4,240.00 for total annual expenses in this budget. NSU now only operates the system's pumps and aerators during low peak hours.

### **ADMINISTRATION:**

#### **Board Meeting Stipends & Training:**

This budget projects \$2,500 for meeting stipends and possible training. TVCSD policy continues to approve a modest \$50 stipend for up to two meetings per month for board members to acknowledge their time and effort to oversee the district. Several sit on standing committees in addition to monthly Board meetings. Stipends are reported as compensation and the required payroll taxes are paid.

#### **Staff Compensation (General Manager & Secretarial):**

TVCSD's part time General Manager is in her second year of a three-year independent contract for \$52,600 per year, which is one third of her three-year salary contract amount. Modest amounts are budgeted for travel and training. TVCSD is very fortunate to have a locally residing professional who has managed to achieve the district's strategic goals for her first year.

A part time contractor performs financial services, and this budget includes \$16,000 for a new locally residing professional to manage our finances.

TVCS D's one part time employee who performs secretarial duties to record and transcribe board meeting minutes, prepare monthly board packets, oversee the agency website, and produce periodic newsletters is budgeted at \$7,472 for the new fiscal year. Once again, we are fortunate to have a West Marin professional in this role. TVCS D has managed to save approximately \$25,000 per year over former costs for administration by having three part time professionals performing separate functions of the job.

**Professional Liability Reimbursement & Travel:**

This budget includes \$750 for professional liability fees and \$800 for travel and mileage for staff and contractors.

**Professional Consultants:**

This budget includes a fee of half\* of \$10,625 for our annual audit and reflects an inflationary increase by our audit firm. However, we have been very satisfied with this firm, and their fee increase accurately reflects increases in this industry. \*The sum is being split 50/50 with Park.

A minimal budget of \$100 is projected for legal fees. Other miscellaneous consultants that may be required is budgeted at \$1,000.

**Payroll Expenses:**

A total of \$1,888 is budgeted for worker's compensation insurance, social security tax, Medicare payroll tax, and state unemployment tax.

**Sewer Office and Administrative Expenses:**

# PARK BUDGET 2023/2024 - DRAFT

Updated 6/9/23

## 2023/2024 Budget

### INCOME

315.80 · Measure A County of Marin Funds	41,758	per County
320.00 · Contributions & Donations	1,150	YTD + 105
322.00 - Park Use Rentals	1,100	YTD + 300
311.00 · Interest Income	963	YTD + CD interest
<b>TOTAL INCOME</b>	<b>44,971</b>	*

### EXPENSES

#### 414.81 · CAPITAL PROJECT EXPENSES

Park Entry Gate	3,000	restricted, privately funded
2 Picnic Tables	1,500	2 @ 750
Path Gravel	1,500	Best Estimate
Replace Partial North Fence and Retaining Wall	10,000	Best Estimate
Water Tower Repairs	5,000	Best Estimate
Repairs, including gate signage & BBQ	1,733	Best Estimate
Play Structure Surface Material	4,196	Tanbark
Project Management	1,500	Best Estimate

**TOTAL CAPITAL PROJECT EXPENSES** **28,430**

#### 414.82 · PARK MAINTENANCE EXPENSES

Property & Liability Insurance - SDRMA	3,217	26% of \$12,374 per SDRMA
Workers Comp Insurance - SDRMA	490	64% of \$769 for volunt.coverage
Park Maintenance Management	4,500	Hourly
Rental Coordinator	2,000	Hourly
Facilities and Equipment Cleaning	6,690	Hourly
Volunteer Park Clean-Up Days Supplies	150	
Trash Removal	700	
Park Supplies	1,200	
PGE Park	450	

**TOTAL PARK MAINTENANCE EXPENSES** **19,397**

#### 414.20 - PARK OPERATIONAL EXPENSES

General Manager	2,400	2 hrs/month
Financial Manager	4,080	8 hrs/month: payroll, bills, budget
Secretary	528	1.3 hrs/month on Packet
Board Members	450	PAC monthly attendance
Office Rent	300	Used for files, meetings
Legal Fees	150	
Annual Audit	5,312	50%: Robert Johnson Co. quote
Payroll & Workers Comp Tax	57	10.15% tax plus .0058% WC
Postage & Delivery	38	5 stamps/month @.63
Subscriptions & Software	333	Admin softwares
Office Supplies	50	checks, envelopes, paper, ink

**TOTAL PARK OPERATIONAL EXPENSES** **13,697**

**TOTAL EXPENSES** **61,524** \*\*

**Net Ordinary Income for the Year (Income - Expenses)** **(16,553)**

### CASH POSITION

CASH as of June 30, 2022 (End of FY21/22)	=	<b>122,659</b>	
Estimated INCOME 22/23 (current FY)	+	26,108	
Estimated EXPENSES 22/23 (current FY)	-	(32,522)	
Estimated CASH as of June 30, 2023 (FY22/23) will be	=	<b>116,245</b>	
Budgeted INCOME FY23/24 (*above)	+	44,971	*
Budgeted EXPENSES FY23/24 (**above)	-	(61,524)	**
Projected Cash Position: June 30, 2024 (EOY 23/24)	=	<b>99,692</b>	

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

**TOMALES COMMUNITY PARK**

**DRAFT FISCAL YEAR 2023-24 PARK BUDGET**

SUBMITTED: JUNE 14, 2023

APPROVED:

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

PO BOX 303 Tomales, CA 94971 707-878-2767

Date: June 14, 2023

TO: Stakeholders

FROM: TVCSD Board of Directors

SUBJECT: Draft Park Budget for 2023-24

## OVERVIEW

In 2022, this 10-year funding cycle ended, and it was uncertain whether voters would renew funding. However, on June 6, 2022 at Marin County's Special Election, Marin voters passed the Measure A Initiative for another 10-years to support Marin public parks, open space, and fire prevention. Tomales Community Park now has 10 more years of funding for infrastructure improvements and for regular maintenance and operations.

Over the past year, expenditures have primarily focused on substantial maintenance since the pandemic. We have been able to update all park signage and include Spanish translated signs. We have trimmed the larger trees in the park and utilized the Marin Firesafe Chipper Program to dispose of the debris. We have increased park rentals for many Marin County organizations. We have also hired a parttime Groundskeeper to oversee regular park mowing and trimming to keep the grounds and pathways clean and clear. Major projects have emphasized keeping the play areas full of surface bark material to maximize safety and the replacement of both bathroom doors to ensure full ADA access, and we have added automatic time locks as it is a dawn to dusk park, and does not permit overnight camping.

As we prepare for a new fiscal year, we hope to complete numerous capital improvement projects already board approved prior to the pandemic. The replacement of the north fence is overdue; we plan to rebuild the upper section and add a retaining wall. We want to add two more picnic tables, begin needed repairs on the water tower storage building, and add a new park entry gate and over-arching sign facing the Hwy 1 park entry. We also hope to add new crushed rock to the ADA pathways.

Additionally, we are allocating a percentage of operational expenses to the park that include: a portion of the district's property and liability insurance, the cost of worker's compensation for park volunteers, a portion of the office rent, and half the cost of our required annual audit costs.

Tomales Community Park is an extremely busy stopping point for visitors travelling Hwy 1, in addition to regular daily use by residents in our Northwest Marin service area, and an increasing number of Marin County bike groups who choose to designate the Park as one of their official resting areas at major events.

## **OPERATING INCOME:**

### **Interest Income:**

We expect interest income to be approximately \$963.

### **Measure A Funds:**

Measure A Funds are distributed by Marin County twice each year, once in July and once in January. We expect \$41,758 over the next fiscal year.

### **Restricted Funds**

We continue to have \$3,000 on hand for the park entry gate and sign, which was donated by the Tomales Farm and Flea Market.

### **Unrestricted (Contributions and Rental Income):**

We anticipate \$1,100.00 from large gathering rental income and approximately \$ 1,149.00 from donations.

## **MEASURE A PROJECT EXPENSES:**

### **2 Picnic Tables:**

We plan to add a 7-foot ADA accessible picnic table and a regular 6-foot table with Measure A funds of \$1500.

### **Path Gravel:**

To keep the paths readily ADA accessible, we plan to re-surface them with crushed gravel for approximately \$1,500.

### **Replace Partial North Fence & add new retaining wall:**

We will be re-building a third of the north fence and adding a needed retaining wall at the west end of the fence at an estimated \$10,000.

### **Water Tower Repairs:**

We plan to begin renovating our historic water tower building with a new roof and siding repairs for \$5,000.00 as it provides valuable park storage for larger events.



**BBQ Renovations and other routine Repairs:**

Our large BBQ is in dire need of renovation to add new grills, a rotisserie and crank, and a new cover for large event rentals. We have estimated approximately \$1,733.00. There may be other minor repairs to existing infrastructure.

**Project Management:**

We have budgeted \$1500.00 for any project that requires oversight.

**MEASURE A MAINTENANCE EXPENSES:**

**Property & Liability Insurance (SDRMA):**

We have budget 26% or \$3,217.00 for Park insurance to cover public use of the park.

**Worker's Comp Insurance-SDRMA):**

We have budgeted 62% of our annual expenses to cover volunteer participation in our park clean up events or \$ 490.00.

**Park Groundskeeper:**

Routine maintenance at the park is budgeted at \$4,500.00.

**Park Rental Coordinator:**

We hope to hire a parttime local individual to oversee and coordinate all park rentals and liaison between renter and PAC and Board at \$ 2,000.

**Facilities and Equipment Cleaning:**

Our parttime contractor cleans the bathrooms and water fountain daily and is budgeted at \$6,690.00.

**Volunteer Park Clean Up Supplies:**

\$150.00 is budgeted for these periodic clean up events.

**Trash Removal:**

Trash and recyclables are removed and disposed of on a routine basis for \$700.per year.

**Park Supplies:**

All supplies like bathroom products, trash bags, cleaning products are budgeted at \$1,200.00.

**PG&E:**

We are budgeting \$450.00 for annual costs at the park.

**Play Structure Surface Material:**

To keep the play structure areas safe for public use, we plan to apply a load of Tanoak bark for a cost of \$4,196.00.

**PARK RESTRICTED FUNDS PROJECT EXPENSE:**

We hope to build the new park entry gate and metal signage facing Hwy 1 for an estimated cost of \$3,000.00 donated to the park.

**PARK OPERATIONAL EXPENSES:**

**General Manager:**

We are budgeting about 2 hours per month for contracted services at 2,400.00.

**Financial Manager:**

For payment of bills, payroll, and monthly financials, we are budgeting \$4,080.00 for financial services.

**Secretary:**

We are budgeting 1.3 hours per month for routine secretarial services at \$528.00 per year.

**Board Members:**

We are budgeting \$450.00 for stipends for board member attendance at monthly Park Advisory Committee meetings.

**Office Rent:**

We are budgeting ¼ of annual costs for our district office space to the park at \$300.00.

**Legal Fees:**

We are budgeting \$150.00 for potential legal questions.

**Annual Audit:**

TVCS D is required to have an annual audit of financials and management and since the park is central to the district's oversight, we are budgeting half of the cost at \$5,312.00.

**Payroll & Workers Comp Tax:**

This cost will be approximately 56.00 for the year.

**Postage & Shipping:**

Postage is primarily for paying monthly bills and is budgeted at \$38.00.

**Subscriptions & Software:**

We are planning to charge the park 1/3 of the total costs and have budgeted \$333.00.

**Office Supplies:**

We have budgeted \$50.00 for checks, envelopes, paper & other incidental office supplies.

**RECOMMENDATIONS:**

Approve the Final Park Budget for Fiscal Year 2023-24 at the July 12, 2023 TVCS D Board of Director's Meeting.



## FINANCIAL NARRATIVE – JUNE 14, 2023 - BOARD MEETING

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

### Prior Month Snapshot:

- In the **SEWER checking account** all expenditures were normal and routine with the following exception:  
On May 1<sup>st</sup> the TVCSD Sewer checking account received a wire deposit of **\$75,000** for the SCADA loan. This is a three-year loan specifically to fund SCADA improvements. These funds were invested into a 30-day CD at 4.35% at First Republic/Chase Bank on May 11. The CD matures 6/10/23 at which time we'll withdraw enough to pay any expected SCADA expenses and reinvest the remainder for another 30 days.
- In the **PARK checking account** all expenditures were also normal and routine. We received two Rental Fees from **Climate Ride Inc** and **Marin Century Bike Event**. We are holding a refundable \$500 security deposit from the latter organization.

### Financial Manager Projects:

In May we continued to fine-tune the FY 2023/2024 **Sewer Budget** and began the 2023/2024 **Park Budget**. The decision was made by the FAC to allocate (share) overhead costs fairly between the Sewer and the Park based upon each group's usage. This was the first time the two budgets were created under these guidelines, therefore the FAC team reviewed each line item multiple times to judge accuracy and fairness. These two budgets, along with the narratives, are included in the board packet for review.

Signed,

Bonnie MacLaird  
Financial Manager  
June 4, 2023

# GENERAL MANAGER REPORT

JUNE 14, 2023

## General Management Statement and Goals

- Management and staff are currently focusing on: 1) FY23/24 Sewer and Park Budgets for July 12, 2023 Public Hearing and associated Measure A Work Plan and Marin Tax Collector SPAS, 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) sewer grounds maintenance, and 6) system operator contract extension.

## New/Continuing Business

### SEWER

Supervisory Control Access and Data Acquisition (SCADA) – have been continuing to stay in communication with JM Integrations in preparation for SCADA project in July/August for design phase and installation. Searched for existing electronics and controls records in TVCSD archived documents but only found original NMWD design schematic and not more recent TelStar. Contacted TelStar to request documentation but they did not maintain a copy in their records.

- FEMA/Cal OES – Disaster Assistance Program for North Coast Storm event 4683 – am continuing to meet weekly with our FEMA PDMG grant manager to move projects forward. All supporting documentation for the three (out of four original) projects has now been submitted and uploaded onto the Grants Portal. PDMG grant manager finalizing Treatment Pump replacement project to move forward for review and possible grant approval. Then met with FEMA and CalOES inspectors to review drainage ditches and gravel access road damage on 5/31. The inspector's job was to document and measure the damages related to the storm. I have located the original NMWD engineered design specifications for the road and looked into its previous history of road maintenance. With the 6/5 deadline for submitting any additional damages and projects to FEMA, our PDMG manager identified several other 'potential' projects for submittal and added them to our project list just to make sure we had everything that could possibly be considered damages. These included: 4) the additional loss of functionality of the SCADA system for possible 406 mitigation measures, such as, surge protectors and backup generator, 5) fallen branches and tree limb pruning and disposal along the treatment plant road, and 6) gravel and sediment intrusion in treatment pond #1 for possible 406 mitigation to install a barrier around the road side of the pond. I am currently working on required damage descriptions and statements for the additional three projects and then trying to finalize the original three projects: 1) treatment plant pump #1 replacement, 2) gravel access road and drainage ditch repairs, and 3) donated storm response time. The submittal and follow-up for the January storms FEMA projects has been taking up quite a bit of time but all time is supposed to be reimbursable at the conclusion of the process.
- Treatment Ponds, Plant, and Irrigation Field maintenance – due to the excessive amount of rain this past winter, all the grasses, weeds, and brush are exceptionally profuse and high this year. We have now mowed around the treatment plant and will hand weed whack the smaller areas around the plant buildings, equipment, and solar panels this coming week. We have also signed up for the Chipper Day week of 6/26 to remove fallen and cut tree branches. We will just need to coordinate a work day to get the branches from the driveway out to the edge of Irvin Rd. Then, in preparation for the SCADA installation project, John Ward volunteered his time to weed whack around the irrigation field pump shed and solar panels. Donna, John, and myself met with Marin County Fire

Department Captain Tom Nunes on 6/7 to review the possibility of doing a control burn around the upper storage ponds and irrigation field. This would be done in two phases: 1) around storage ponds and the front hillside slope area, and 2) the irrigation field including lower gorse patch. Tom suggested the possibility of burning two years in a row to try to get a better reduction in the gorse when it tries to grow back the following spring. I also met with Kevin Furlong previously to get a mowing estimate for around the storage ponds and irrigation field if burning did not get done in time for the SCADA install. Kevin also gave me the neighboring (eastside) rancher's phone number to see if in the future we could workout some kind of arrangement for fence repairs so that cattle may be able to graze the fields again to keep the gorse from returning.

- Sewer infiltration issues – will work on scheduling some patch repairs on some of the smaller leaks and cracks discovered in various manholes in the collection system.
- Service Fee CPI Adjustment – the CPI Adjustment was approved at the Public Hearing on 5/10/23. The first April CPI adjustment was 4.2% to be used for the FY23-24 sewer rates.
- New Connections – the revised engineer's sewer lateral connection plan re-submittal for the applicant at the end of Church St. has now been conditionally approved by the District.
- Sewer System Management Plan Internal Audit and Update (SSMP) – the bi-annual internal audit and update to the SSMP was completed and submitted it to the California Integrated Water Quality System (CIWQS) prior to the 6/15/23 deadline.
- NSU System Operator Contract – NSU has provided an addendum to their current contract extending it for another 6-months through December 2023, at which time, we will renegotiate a longer-term contract starting around October after the new SCADA system has been installed.

## **PARK**

- Park Maintenance – we received delivery of 65 cubic feet of CedarSafe Certified Engineered Playground Fiber as scheduled on 6/5. It was a sufficient amount to refill all playground equipment areas plus add to the middle empty open play space.

## **GENERAL ADMINISTRATION**

- Annual Audit – the audit firm of Robert W. Johnson was again selected to do the district audits.
- 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 – revised FY23-24 Sewer and Park budgets will be reviewed at the 6/14 Board meeting for final input before the (already posted) FY23-24 Budget Public Hearing on 7/12.
- Document Management – sorted through another approximately 1650 old emails from 2016 – 2021 to reduce the email load on the Sonic server account and still have about another 600 to review.

Respectfully Submitted,

*Mary Halley*



**ADDENDUM  
TO  
OPERATIONS AND MAINTENANCE CONTRACT  
BETWEEN  
TOMALES  
AND  
NATURAL SYSTEMS UTILITIES**

**For The Operations and Maintenance of Tomales WWTP**

**RECITALS**

This Addendum to the "Operations and Maintenance Contract" dated July 1, 2017 ("Contract") is made and entered into as of the   1st   day of July 2023 ("Effective Date"), by and between Tomales ("Owner") and Natural Systems Utilities ("NSU"). The Owner and NSU are sometimes collectively referred to herein as the "Parties", and each individually as a "Party".

**WHEREAS**, the Parties entered into the Agreement on July 1, 2017, pursuant to which the Owner engaged NSU to provide operations and maintenance services for the "System", as more specifically described in the Agreement and the schedules annexed thereto; and

**WHEREAS** the term of the agreement has changed due to a mutual agreement of the Parties, as further outlined below:

**WHEREAS** the Owner and NSU desire to modify the Agreement upon the terms and conditions as set forth in this Addendum.

**NOW, THEREFORE**, in consideration of the mutual covenants hereinafter contained, and intending to be legally bound hereby, the Parties agree that the Contract is amended as follows:

1. The parties agree that the foregoing recitals are true and correct and form part of this Addendum.
2. The parties wish to amend the agreement by way of execution of this addendum to add to "term" the following language:
  - This contract will be extended beyond the 5 year term , and will extend until December 31, 2023.
3. All terms and conditions of the Contract not modified by this Addendum shall remain unchanged and in full force and effect. The terms and conditions of this First Amendment shall be subject to and construed in accordance with the unmodified terms and conditions of the Contract.



WATER REIMAGINED

(Signature page to follow)

**IN WITNESS WHEREOF** and intending to be legally bound hereby and with the duly authorized delegation of authority to enter into this addendum, the Parties hereto have set their hands and have caused these presents to be executed the day and year above written.

**Tomales**

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

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**NATURAL SYSTEMS UTILITIES**

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

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_





May 23, 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  
April 2023

Enclosed please find the Self-Monitoring Report.

Operations are satisfactory and maintenance on schedule.

We exceeded average BOD in April. Permit limit is 45 mg/l and we had 47.5 mg/l. We are going to revisit aeration schedules.

We had some data logger issues on 4/11 and our data for the EAST/WEST ponds did not save. Other weeks during the month were within normal ranges.

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

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
4/1/2023	38.4																			
4/2/2023	38.4																			
4/3/2023	38.4																			
4/4/2023	38.4	269.0	8.3	14.9	200.0	450.0	2.2	0.5	13.0	1.3	12.0	230.0	48.0	9.9	7.9	15.7				
4/5/2023	19.9																			
4/6/2023	19.9																			
4/7/2023	19.9																			
4/8/2023	19.9																			
4/9/2023	19.9																			
4/10/2023	19.9																			
4/11/2023	19.9	139.0										210.0	64.0	9.3	4.9	16.4				
4/12/2023	16.3																			
4/13/2023	16.3																			
4/14/2023	16.3																			
4/15/2023	16.3																			
4/16/2023	16.3																			
4/17/2023	16.3																			
4/18/2023	16.3	114.0										230.0	36.0	10.2	5.3	16.4				
4/19/2023	13.1																			
4/20/2023	13.1																			
4/21/2023	13.1																			
4/22/2023	13.1																			
4/23/2023	13.1																			
4/24/2023	13.1																			
4/25/2023	13.1	92.0										250.0	41.0	10.2	5.8	18.7				
4/26/2023	11.0																			
4/27/2023	11.0																			
4/28/2023	11.0																			
4/29/2023	11.0																			
4/30/2023	11.0																			
#NAME?																			#DIV/0!	
Min	11.0		8.3	14.9	200.0	450.0	2.2	0.5	13.0	1.3	12.0	210.0	36.0	9.3	4.9	15.7			0.0	
Mean	18.5		8.3	14.9	200.0	450.0	2.2	0.5	13.0	1.3	12.0	230.0	47.3	9.9	6.0	16.8			#DIV/0!	
Total	553.7																0.0			

**TOMALES WASTEWATER FACILITY**  
**Treatment Pond Summery Report**

**Phillips and Associates**  
**Management and Technical Resources**  
**707 254-1931**

Month	Treatment Pond # 1				Treatment Pond No. 2				Treatment Pond No. 3				ST-West				ST-East				
Apr-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	3.1	8.1	7.4	14.6	3.1	9.5	9.4	14.4	3.1	9.9	7.9	14.2	5.0	9.9	11.2	16.2	3.7	9.2	10.2	14.7	
5																					
6																					
7																					
8																					
9																					
10																					
11	2.7	8.2	6.1	16.5	2.8	9.1	7.6	17.1	2.9	9.9	6.7	17.1									
12																					
13																					
14																					
15																					
16																					
17																					
18	2.5	8.4	7.6	13.5	2.5	9.6	8.5	14.4	2.5	10.9	9.8	15.4	5.0	10.3	12.8	15.3	4.0	8.2	5.4	15.4	
19																					
20																					
21																					
22																					
23																					
24																					
25	2.2	8.2	6.8	16.7	2.3	8.6	7.3	18.0	2.3	10.7	9.4	18.3	5.0	10.4	9.4	20.3	4.0	8.7	6.3	19.1	
26																					
27																					
28																					
29																					
30																					

**TOMALES TREATMENT PONDS  
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year)                      **April      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	4/4/23	4/11/23	4/18/23	4/25/23
Day	TUES	TUES	TUES	TUES
Time	10:50am	10:00am	10:10am	11:05am
Operator	MG	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)                    **April      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>4/4/23</i>	<i>4/11/23</i>	<i>4/18/23</i>	<i>4/25/23</i>
Day	TUES	TUES	TUES	TUES
Time	10:50am	10:00am	10:10am	11:05am
Operator	MG	DL	DL	DL
Rain fall, inches	1.0	<i>0.4</i>	<i>0.2</i>	<i>0.0</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)                      **April      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	4/4/23	4/11/23	4/18/23	4/25/23
Day	TUES	TUES	TUES	TUES
Time	10:50am	10:00am	10:10am	11:05am
Operator	MG	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)

**April 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	4/4/23	4/11/23	4/18/23	4/25/23
Day	TUES	TUES	TUES	TUES
Time	10:50am	10:00am	10:10am	11:05am
Operator	MG	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: April 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	4/4/23	4/11/23	4/18/23	4/25/23
Day	TUES	TUES	TUES	TUES
Time	10:50am	10:00am	10:10am	11:05am
Operator	MG	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

May 8, 2023

Sample Collected: 04/04/23  
 Sample Received: 04/04/23  
 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>423-7180</b>	<b>423-7181-3</b>
Sample Description:	Influent	TR – Effluent

#### ANALYSIS

BOD <sub>5</sub> @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	200.	48.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	450.	230.
Nitrate N mg/L (EPA Mthd. 352.1)		2.2
Nitrite N mg/L (EPA Mthd. 300.0)		0.50
Total Kjeldahl N mg/L (Std. Mthds. 4500-NH <sub>3</sub> C, 2011)		13.
Ammonia N mg/L (Std. Mthds. 4500-NH <sub>3</sub> C, 2011)		1.3
Total Organic N mg/L		12.

BOD Start Date: 04/06/23  
 BOD Completed Date: 04/11/23

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



## Analytical Report

April 23, 2023

Sample Collected:	04/11/23
Sample Received:	04/11/23
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>423-7744</b>
Sample Description:	TR – Effluent

### ANALYSIS

BOD <sub>5</sub> @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	64.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	210.

BOD Start Date: 04/12/23  
 BOD Completed Date: 04/17/23

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



## Analytical Report

May 8, 2023

Sample Collected: 04/18/23  
 Sample Received: 04/18/23  
 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>423-8340</b>
Sample Description:	TR – Effluent

### ANALYSIS

BOD <sub>5</sub> @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	36.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	230.

BOD Start Date: 04/20/23  
 BOD Completed Date: 04/25/23

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



## Analytical Report

May 8, 2023

Sample Collected: 04/25/23  
Sample Received: 04/25/23  
Collected By : DL/NSU  
Cc : e-mail

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

## Tomales Village CSD

**LOG NUMBER**

**423-8707**

Sample Description:

TR – Effluent

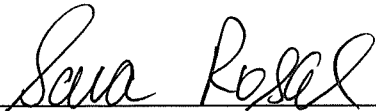
**ANALYSIS**

BOD<sub>5</sub> @ 20°C mg/L 41.  
(Std. Mthds. 5210 B, 2011)  
Total Dissolved Solids mg/L 250.  
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 04/27/23  
BOD Completed Date: 05/02/23

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