



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

Date: Wednesday, July 12, 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 July 12, 2023 TVCS D BOD & Public Hearing Meeting Agenda [Action](#)

VI. Conduct Public Hearing for Adoption of Final Sewer and Park Budgets for FY 2023-2024

1. Resolution 2023-03: Approve Setting Sewer Service Rates [Action](#)

2. Resolution 2023-04: Approve Setting Ad Valorem Tax Rate and Sewer Connection Fees [Action](#)

3. Resolution 2023-05: Adopt Final Sewer Budget for FY 2023/2024 [Action](#)

4. Resolution 2023-06: Adopt Final Park Budget for FY 2023/2024 [Action](#)

V. 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 June 14, 2023 TVCS D Board Meeting Minutes
- b. Review and Approve Check Registers and Expenditures
- c. Review and Approve Financial Statements for Sewer and Park (Profit and Loss/Balance Sheets)

VI. Items Removed from Consent Calendar [Action](#)

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

VII. Board Member Reports

VIII. Committee Reports

a. Park Advisory Committee (PAC)

1. No PAC meeting was held in June. Next PAC meeting is scheduled for July 26, 2023.

b. Financial Advisory Committee (FAC)

1. Review FAC Approved Meeting Minutes from June 19th 2023

IX. Financial Report (Bonnie MacLaird)

a. Review Financial Narrative for June 2023

IX. General Manager's Report

X. NSU Report

a. Review May 2023 Reports

XII. Pending Business

XIII. Other Business

XIV. New Business

a. Two Rock Local Area Network (LAN) Brian Kois (co-owner) and Tomales Resident Laura Trippi to Discuss Feasibility of Internet Tower at TVCS D Upper Ponds

XV. Old Business

a. Discuss Possibility of Establishing a TVCS D Policy Committee to Review and Make Recommendations for Next Steps – Work to be Scheduled in August?

b. Establish a TVCS D Strategic Plan Committee to Review and Make Recommendations on Implementation Status– Work to be Scheduled in August?

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

Board of Directors:

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



XVI. Correspondence

XVII. Adjournment

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

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

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NOTICE OF PUBLIC HEARING

ADOPTION OF FINAL BUDGET FOR FISCAL YEAR 2023-2024

Notice is hereby given that pursuant to Government Code section 61110 and following, the Tomales Village Community Services District ("District") reviewed preliminary Sewer and Park budgets on May 10 and June 14, 2023 and will hold a public hearing on July 12, 2023 beginning at 7:00 p.m. (or as soon thereafter as the matter may be heard) at the Tomales Town Hall to receive public comment and adopt a final budget for FY 2023-2024.

Any person may attend the meeting and be heard regarding this and/or any other item on the Board meeting agenda scheduled for July 12, 2023. If you wish to submit a public comment prior to the meeting, please mail your written comments to: TVCSD, PO Box 303, Tomales, CA 94971

The hearing on the budget may be continued from time to time. A copy of the proposed final budget will be available for viewing on the www.tomalescsd.ca.gov website and at the District office behind Dickmann's General Store.

The Notice of Public Hearing is posted at the Tomales Post Office Bulletin Board, Dickmann's General Store, TVCSD office, and on the www.tomalescsd.ca.gov website. It will also be published in The Point Reyes Light on May 25, 2023 and June 1, 2023. For further information contact the General Manager, at (415) 297-1831.

PROOF OF PUBLICATION (2015.5 CCP)

This space is for the County Clerk's Filing Stamp

STATE OF CALIFORNIA County of Marin

I am a citizen of the United States and a resident of the county aforesaid. I am over the age of eighteen years, and not a party to or interest in the above-entitled matter. I am the publisher of the Point Reyes Light, a newspaper of general circulation, printed and published in the town of Point Reyes Station, County of Marin and which newspaper has been adjudged a newspaper for general circulation by the Superior Court of the County of Marin, State of California, under the date April 26, 1949, Case Number 183007; that the notice of which annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates to wit:

5/25/23, 6/1/23

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Date at Inverness, California, this

6/1/23

Signature



Proof of Publication

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For further information contact the General Manager, at (415) 297-1831. Published in the Point Reyes Light, May 25, June 1, 2023.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

RESOLUTION # 23-03

July 12, 2023

WHEREAS, pursuant to Health & Safety Code section 5473 and following, the Board of Directors Tomales Village Community Services District conducted a public hearing to receive the annual report of charges for FY 2023-2024 sewer services furnished by the District to be collected on the tax roll, and

WHEREAS, the hearing confirmed that there will be no change in the method of collection, but only on the amount, which will increase services rate charges by 4.2% for FY 2023-2024 resulting in a sewer service rate of \$85.34 per month or \$1,024.08 per year per equivalent unit, and

WHEREAS, WHEREAS, at their July 12, 2023 regular Board of Directors meeting, the Tomales Village Community Services District Board voted to increase the current sewer service rate to \$85.34 per month or \$1,024.08 per year per equivalent unit.

THEREFORE, be it resolved that the Tomales Village Community Services District Board of Directors authorizes the General Manager to submit to the Marin County Auditor's Office notice of the annual sewer service rates to be collected on the County Property Tax Bill and directed to the District.

This Resolution shall take effect immediately upon adoption.

DIRECTORS:

____ CLAVAUD, ____ BONINI, ____ KITTS, ____ O'NIELL, ____ WARD

AYES ____; NOES ____; ABSTAIN ____; ABSENT ____

WHEREUPON, the President declared the foregoing resolution adopted and SO ORDERED.

Donna Clavaud, President, TVCSD

Attested by:

Cynthia Hammond, Secretary, TVCSD

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

RESOLUTION # 23-04

July 12, 2023

WHEREAS, the Marin County Board of Supervisors, by Resolution # 98-161, formed the Tomales Village Community Services District for the purposes of, among other things, local control of the Tomales Wastewater System and Tomales Community Park, and

WHEREAS, the voters of Tomales elected a Levy 4 Assessment to supplement the Sewer Operations & Maintenance in 1976, based on the assessed value of property within the District, at a current rate of \$0.020/\$100, and

WHEREAS, the Tomales Village Community Services District's current fee for new connection is \$15,000 per equivalent unit, and

WHEREAS, at their July 12, 2023 regular Board of Directors meeting, the Tomales Village Community Services District Board conducted a public hearing to receive the annual report of charges for FY 2023-2024 for sewer services furnished by the District to be collected on the tax roll, and

WHEREAS, the District Board unanimously voted to maintain the current tax rate of \$0.020/\$100 assessed value and increase the current connection fee of \$15,000 per new connection per equivalent unit, until changed by resolution.

THEREFORE, be it resolved that the Tomales Village Community Services District Board of Directors authorizes the General Manager to submit to the Marin County Auditor's Office notice of the Levy 4 Assessment tax rate and sewer connection fee to be collected on the County Property Tax Bill and directed to the District.

This Resolution shall take effect immediately upon adoption.

DIRECTORS:

___ CLAVAUD, ___ BONINI, ___ KITTS, ___ O'NEILL, ___ WARD

AYES ___; NOES ___; ABSTAIN ___; ABSENT ___

WHEREUPON, the President declared the foregoing resolution adopted and SO ORDERED.

Donna Clavaud, President, TVCSD

Attested by:

Cynthia Hammond, Secretary, TVCSD



TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
SEWER ENTERPRISE
FISCAL YEAR 2023-2024 SEWER BUDGET

SUBMITTED: July 12, 2023

APPROVED:

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
PO BOX 303, Tomales, CA 94971 707-878-2767
www.tomalescsd.ca.gov

Date: July 12, 2023

TO: Stakeholders

FROM: TVCSD Board of Directors

SUBJECT: Sewer Budget for Fiscal Year 2023-2024

OVERVIEW:

This Fiscal Year 2023-24 Budget Proposal is the outcome of a continuing effort by Board Members, staff, and standing committees to analyze District expenses and keep daily operational costs low by implementing efficiencies. Administrative costs are kept at a minimum with part-time staff and low office overhead expenses. Also, a new emphasis on solar system maintenance has helped reduce electrical expenses, which had been rising sharply.

Budgeted income must pay for operational expenses as well as debt repayment, so the District has now implemented an annual Consumer Price Index (CPI) increase for the next five years to assure sufficient income levels are maintained to keep up with inflation and continue to improve the sewer system and pay off its debt.

The major capital expenditure anticipated in the FY23/24 budget cycle will provide for significantly enhanced operational and monitoring improvements with a new updated Supervisory Control Access and Data Acquisition (SCADA) system. This system upgrade will increase remote sewer system monitoring abilities, automate control settings, and improve operational controls and ultimate system safety under both routine operations and more challenging conditions such as last winter's storms.

Debt principal of \$561,998 incurred in 2003 and 2010 for major improvements has now been paid off which allows for financing of the new SCADA system with a 3-year loan.

The details of planning for FY2023/2024 follow:

SEWER ENTERPRISE – INCOME:

Service Fees

This year for the first time, we have approved an annual CPI sewer rate increase to keep up with inflationary costs. It is based on the SF Bay Area consumer price index (CPI) and will be identified every April consecutively for a five-year period. For 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, 2023 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 our 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, FY2022-2023, which is not yet finalized and audited as we prepare this FY2023-2024 sewer budget. However, it is estimated that their share will be approximately \$84,257.00, 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 FY2022-2023 for pond improvements from 2003 and 2010.

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. We have begun investing in Certificates of Deposits (CDS) and have negotiated a very favorable Money Market interest rate of 3.25%. Plus, a portion of cash reserves is invested with the State of CA Local Agency Investment Fund (LAIF) paying relatively competitive interest on safe and 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 \$4,500 since we pumped pond # 1 this past FY2022-2023.

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 \$2,600 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 to \$1,500 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 FY2021-22, and we project \$3,740 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 \$2,550 for meeting stipends and possible training. TVCSD policy continues to approve a modest \$50 stipend per meeting for up to two meetings per month for Board members to acknowledge their time and effort to oversee the district. Some Board Members sit on standing committees in addition to monthly Board meetings. Stipends are reported as taxable compensation and the required payroll taxes are paid.

Staff Compensation (General Manager, Financial Services & Secretarial):

TVCSD's part time General Manager is in her second year of a three-year independent contract. Her expected fees for Sewer FY2023/2024 are \$52,600 per year. 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.

TVCSD has a 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. TVCSD 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.

Sewer - Professional Liability Reimbursement & Travel:

This budget includes \$750 for professional liability fees and \$600 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 long-time audit firm. However, we have been very satisfied with this firm, and their fee increase accurately reflects increases in this industry.

*The audit cost is being allocated 50/50 between Park and Sewer.

A minimal budget of \$100 is projected for legal fees. Miscellaneous Consultants is budgeted at \$1,000, most specifically for our previous financial manager/accountant to be on-call as needed.

Payroll Expenses:

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

Office and Administrative Expenses:

Overall, we have budgeted \$7,617 for general office and administrative expenses in FY23/24.

Miscellaneous Expenses:

This category includes estimated Depreciation expense of \$44,000; Property and Liability insurance, which is being allocated between Sewer Enterprise and Park. Also various bond and loan principal and interest expenses.

SUMMATION:

We are projecting a Net Profit of \$5,817 (without Depreciation), and a "loss" of \$38,183 when Depreciation is factored in. Since Depreciation is not actually a cash expenditure, we are showing Net Profit with and without Depreciation.

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**SEWER BUDGET
FISCAL YEAR 2023/2024**

Updated: 7/5/2023 TVCSD SEWER BUDGET

FY 2023/2024

Income

SEWER - SERVICE FEES COLLECTED

4110 Service Fees-Collected Taxes (County taxes)	129,844
4120 Service Fees-Charged Monthly (1 customer)	1,024
4130 Service Fees-Annual Fees (2 customers)	2,048

4150 Service Fees - SUSD	<u>84,257</u>
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Total 4100 SEWER-SERVICE FEES COLLECTED	217,173
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4210 Sewer-Connection Fee	15,000
4220 Sewer-Permit & Inspection Fees	3,000
4350 Sewer-Levy 4 Revenues	10,000
4430 Sewer-Interest Income	1,423

Total Income *	246,596
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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
5230 Sewer-Lab Bills BreljeRace	9,708
5235 Sewer-Treatment Ponds Maintenance	4,000
5240 Sewer-Treatment Maintenance Supplies	500
5250 Sewer-Irrigation Field Maintenance	2,000
5260 Sewer-Collection System Maintenance	500
5270 Sewer-Collection CCTV Inspection	2,600
5280 Sewer-Connection Inspection fees	3,000
5300 SEWER - SCADA System	
5310 SCADA - Maintenance	0
5320 SCADA - Repairs & Programming	0

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
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7000 ADMINISTRATION

7100 BOARD MTG & PERSONNEL

7110 Board Member Stipend	2,550
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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
8220 Legal Fees	100
8260 Misc Professional Consultants	1,000
8300 PAYROLL EXPENSES	
8310 Worker's Comp Insurance	280
8320 Social Security Tax	739
8330 Medicare Payroll Tax	173
8340 State Unemployment Tax	243
9100 SEWER-OFFICE & ADMIN EXPENSES	
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>
TOTAL ADMINISTRATION EXPENSES	<u>95,437</u>
9600 SEWER-MISC EXPENSES	
9610 Depreciation Expense	44,000
9615 Property & Liability Insurance-SDRMA	9,415
2720 CREBS Bond Payment	17,941
2730 SCADA Loan Principal Payment	23,501
9630 SCADA Loan (5/23) - Interest Expense	4,688
9660 County Teeter Admin Fee	250
9670 LAFCO Charges	<u>150</u>
TOTAL MISC EXPENSES	99,944
TOTAL OPERATING EXPENSES **	284,779
NET INCOME (Incl. Depreciation)	(38,183)
NET INCOME (without Depreciation)	5,817

CASH POSITION

CASH as of June 30, 2023 (FY22/23)	=	209,236
-Estimated Payments still pending for June 2023	-	(5,000)
+Budgeted INCOME FY23/24 (*above)	+	246,596
-Budgeted EXPENSES 23/24 (incl. SCADA loan payment & CREBS)	-	(284,779)
+Projected Depreciation Expense 23/24	+	44,000
-Capital Expenditures FY23/24	-	<u>(100,000)</u>
=Projected Cash Position @ June 30, 2024 (EOY 23/24)***	=	110,052
***Note: there is the possibility of a FEMA payment, but still tentative		



**TOMALES COMMUNITY PARK
FISCAL YEAR 2023-2024 PARK BUDGET**

SUBMITTED: JULY 12, 2023

APPROVED:

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
PO BOX 303, Tomales, CA 94971 707-878-2767
www.tomalescsd.ca.gov

Date: July 12, 2023

TO: Stakeholders

FROM: TVCSD Board of Directors

SUBJECT: Park Budget for Fiscal Year 2023-2024

OVERVIEW:

Since 2013, Tomales Community Park has been able to plan and accomplish major park improvements due to Measure A funds allocated to Marin County public parks after voters approved a quarter cent sales tax. Prior to this 10-year multi-year funding, the Park depended on local donations, grassroots fund-raising events, rental income, and occasional public and private grants; most major improvements had to be deferred.

In 2022, this 10-year funding cycle ended, and it was uncertain whether voters would renew funding. However, in June of 2022 at a special election, Marin voters voted to renew this critical funding, and Tomales Community Park now has 10 more years of stable funding for planned infrastructure improvements, and for regular maintenance and operations.

Over the past year, expenditures have primarily focused on substantial maintenance upgrades since the pandemic. We have been able to update all park signage and include Spanish translated signs. We have pruned the larger trees in the park and utilized Marin Firesafe Chipper Program to dispose of the debris. We have increased park rentals for many Marin County organizations. We have also hired a part-time Groundskeeper to oversee regular park mowing and landscaping to keep the grounds and pathways clean. Major projects have emphasized keeping the play areas full of surface bark material to maximize safety; and the replacement of reinforced ADA bathroom doors with new hardware and automatic time locks for security and to promote full ADA access

As we prepare for a new fiscal year, we hope to finally complete numerous capital improvement projects already board planned. The re-building of the north fence line is overdue; we plan to rebuild the northern 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 operational expenses to the park that includes: a calculated portion of the district's property and liability insurance; the cost of worker's compensation for park volunteers; a portion of the office rent utilized by park activities; 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 during their road 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 from large gathering rental income and approximately \$ 1,149 from donations.

EXPENSES: (OPERATIONAL /ADMIN EXPENSES):

General Manager:

We are budgeting about 2 hours per month for contracted services at \$2,400.

Financial Manager:

For payment of bills, payroll, and monthly financials, we are budgeting \$4,080 for financial services.

Secretary:

We are budgeting 1.3 hours per month for routine secretarial services at \$528 per year.

Park Rental Coordinator:

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

Board Members:

We are budgeting \$450 for stipends for board member attendance at the monthly Park Advisory Committee meetings.

Office Rent:

We are budgeting ¼ of annual costs for our district office space to the park at \$300.

Legal Fees:

We are budgeting \$150 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.

Payroll & Workers Comp Tax:

This cost will be approximately \$56 for the year.

Postage & Shipping:

Postage is primarily for paying monthly bills and is budgeted at \$38.

Subscriptions & Software:

We are planning to charge the park 1/3 of the total costs and have budgeted \$333.

Office Supplies:

We have budgeted \$50 for checks, envelopes, paper & other incidental office supplies.

MAINTENANCE EXPENSES:

Park Groundskeeper:

Routine maintenance at the park is budgeted at \$4,500.

Facilities and Equipment Cleaning:

Our part-time contractor cleans the bathrooms and water fountain daily and is budgeted at \$6,690.

Path Gravel:

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

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.

Volunteer Park Clean Up Supplies:

\$150 is budgeted for these periodic clean up events.

Trash Removal:

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

Park Supplies:

All supplies like bathroom products, trash bags, cleaning products are budgeted at \$1,200.

Property & Liability Insurance (SDRMA):

We have a budget of 26% or \$3,217 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.

PG&E:

We are budgeting \$450 for annual costs at the park.

CAPITAL PROJECTS: MEASURE A:

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.

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 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. There may be other minor repairs to existing infrastructure.

Project Management:

We have budgeted \$1500 for any project that requires oversight.

CAPITAL PROJECTS: NON-MEASURE A:

Park Entry Gate & Metal Signage:

We hope to build the new park entry gate and metal signage facing Hwy 1 for an estimated cost of \$3,000 donated to the park

RECOMMENDATIONS:

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

PO Box 303 ● Tomales, CA ● 94971 ● ph 707.878.2767 ●

www.tomalescsd.ca.gov

Board of Directors:

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

**PARK BUDGET
FISCAL YEAR 2023/2024**

Updated 7/5/23

TVCS D Park Budget

**2023/2024
Budget**

INCOME

315.80 · Measure A County of Marin Funds	41,758
320.00 · Contributions & Donations	1,150
322.00 - Park Use Rentals	1,100
311.00 · Interest Income	963
TOTAL INCOME	44,971

EXPENSES

PARK OPERATIONAL/ADMIN EXPENSES

General Manager	2,400
Financial Manager	4,080
Secretary	528
Rental Coordinator	2,000
Board Members	450
Office Rent	300
Legal Fees	150
Annual Audit	5,312
Payroll & Workers Comp Tax	57
Postage & Delivery	38
Subscriptions & Software	333
Office Supplies	50

TOTAL PARK OPERATIONAL EXPENSES 15,697

PARK MAINTENANCE EXPENSES

Park Maintenance Management	4,500
Facilities and Equipment Cleaning	6,690
Path Gravel	1,500
Play Structure Surface Material/Tanbark	4,196
Volunteer Park Clean-Up Days Supplies	150
Trash Removal	700
Park Supplies	1,200
Property & Liability Insurance - SDRMA	3,308
Workers Comp Insurance - SDRMA	490
PGE Park	450

TOTAL PARK MAINTENANCE EXPENSES 23,184

CAPITAL PROJECTS: MEASURE A

2 Picnic Tables	1,500
Replace Partial North Fence and Retaining Wall	10,000
Water Tower Repairs	5,000
Repairs, including gate signage & BBQ	1,733
Project Management	1,500

TOTAL CAPITAL PROJECT EXPENSES 19,733

CAPITAL PROJECTS: NON-MEASURE A

Park Entry Gate	3,000
-----------------	-------

NON-MEASURE A CAPITAL PROJECT(S) 3,000

TOTAL EXPENSES

61,615

Net Ordinary Income for the Year (Income - Expenses) (16,644)

CASH POSITION

**CASH as of June 30, 2023 (FY22/23)	=	117,826
- Estimated EXPENSES outstanding (FY22/23)	-	(1,000)
+ Budgeted INCOME FY23/24 (*above)	+	44,971
- Budgeted EXPENSES FY23/24 (**above)	-	(61,615)
= Projected Cash Position: June 30, 2024 (EOY 23/24)	=	100,182

** There are a few expenses and one interest to pay in July.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

RESOLUTION # 23-05

July 12, 2023

WHEREAS, the Board of Directors of the Tomales Village Community Services District has compiled and reviewed the proposed Sewer budget for fiscal year 2023-24 as required by law, and

WHEREAS, the Government Code requires the adoption of an Approved Final Budget, which is attached to this Resolution as Exhibit A, and

WHEREAS, the Board of Directors of the Tomales Village Community Services District has reviewed the Preliminary Sewer Budget for fiscal year 2023-24 at the June 14, 2023 Regular Board meeting, and

WHEREAS, the Preliminary projected Sewer revenue and expense items require adjustments, and which have been reflected in the proposed Final Budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Tomales Village Community Services District that the Board of Directors hereby approves the District’s Final Sewer Budget for Fiscal Year 2023-24, attached hereto as Exhibit A, and incorporated herein.

BE IT FURTHER RESOLVED that the Board of Directors authorizes and directs District staff to execute and transmit any necessary documents consistent with the intent of this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

In the regular meeting of the Board of Directors of the Tomales Village Community Service District, passed, approved, and adopted this 12th day of July 2023 on regular roll call of the members of the said Board by the following vote:

DIRECTORS:

___ CLAVAUD, ___ BONINI, ___ KITTS, ___ O’NEILL, ___ WARD.

AYES ___; NOES ___; ABSTAIN ___; ABSENT ___.

WHEREUPON, the President declared the foregoing resolution adopted, and SO ORDERED.

Approved: _____
Donna Clavaud, President, Board of Directors
Tomales Village Community Services District

Attest: _____
Cynthia Hammond, Secretary
Tomales Village Community Services District

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

RESOLUTION # 23-06

July 12, 2023

WHEREAS, the Board of Directors of the Tomales Village Community Services District has compiled and reviewed the proposed Park budget for fiscal year 2023-24 as required by law, and

WHEREAS, the Government Code requires the adoption of an Approved Final Budget, which is attached to this Resolution as Exhibit A, and

WHEREAS, the Board of Directors of the Tomales Village Community Services District has reviewed the Preliminary Park Budget for fiscal year 2023-24 at the June 14, 2023 Regular Board meeting, and

WHEREAS, the Preliminary projected Park revenue and expense items require adjustments, and which have been reflected in the proposed Final Budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Tomales Village Community Services District that the Board of Directors hereby approves the District’s Final Budget for Fiscal Year 2023-24, attached hereto as Exhibit A, and incorporated herein.

BE IT FURTHER RESOLVED that the Board of Directors authorizes and directs District staff to execute and transmit any necessary documents consistent with the intent of this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

In the regular meeting of the Board of Directors of the Tomales Village Community Service District, passed, approved, and adopted this 12th day of July 2023 on regular roll call of the members of the said Board by the following vote:

DIRECTORS:

___ CLAVAUD, ___ BONINI, ___ KITTS, ___ O’NIELL, ___ WARD.

AYES ___; NOES ___; ABSTAIN ___; ABSENT ___.

WHEREUPON, the President declared the foregoing resolution adopted, and SO ORDERED.

Approved: _____
Donna Clavaud, President, Board of Directors
Tomales Village Community Services District

Attest: _____
Cynthia Hammond, Secretary
Tomales Village Community Services District



TVCSO Board of Director's Meeting Minutes

Date: Wednesday, June 14, 2023 7:00 pm Tomales Town Hall (Upstairs)

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

Board Members Absent: None

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

Others Present: None

I. Call to Order

Donna Clavaud called the meeting to order at 7:07 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

Donna Clavaud reported a Tomales community group requested to be included on the July 12, 2023 TVCSO Board meeting agenda to discuss internet services and a proposed site location.

III. Approval of June 14, 2023 TVCSO BOD Agenda

Bill Bonini motioned to approve the June 14, 2023 TVCSO BOD meeting agenda. John Ward seconded the motion. M/S/C

IV. Consent Calendar

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

- a. Approval of May 10, 2023 TVCSO Board Meeting Minutes
- b. Review and Approve Check Registers and Expenditures

Dru Fallon O'Neill 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

Donna Clavaud attended a Fire Disaster Conference which included Marin Fire, Marin County Sheriffs, and Volunteers. Steven Torrance was introduced as the new Director of Office of Emergency Management Services (OEM). Tomales Emergency Response Network (TERN) gave a PowerPoint presentation to the group. Steven Torrance launched a new strategic plan with innovative projects and expressed his desire to work with TVCSD.

John Ward weed-wacked around the plant and he and Bill Bonini will continue to maintain the weeds.

VII. Committee Reports

a. Park Advisory Committee (PAC)

1. Review Approved PAC Meeting Minutes from May 24, 2023

May 24, 2023 approved PAC meeting minutes were reviewed. Dru Fallon O'Neill reported TVCSD will reschedule Park projects with Tomales High School (THS) in the 2023-2024 school year. Dru Fallon O'Neill said PAC wants to move forward with the fence project. There was discussion about the "cut outs" on the fence panels and it was determined TVCSD would buy the fence panels and the THS students, under direction, would do the cut outs. Park neighbor, Bill Tucker suggested using his contractor for installation of the fence; an RFP will be developed for the contractor.

Donna Clavaud pointed out that PAC doesn't have power to make motions for projects: it is up to PAC to bring recommendations for projects to the TVCSD Board for approval. It was noted that the bike racks were motioned for approval but this item was not brought to the TVCSD Board for approval, therefore, the cost was not included in the Park budget. There are still no estimates for the shade cloth or the BBQ rehab. Dru Fallon O'Neill explained the bike racks, shade cloth and BBQ rehab are added benefits for the Park. Donna Clavaud asked that PAC be in line with the budget process to accommodate Park projects and to submit recommendations and estimates in a timely manner for the budgeting purposes.

Because of the rainy weather, the Park clean-up day was rescheduled for June 10, 2023. It was also noted Dru Fallon O'Neill was the only PAC member who attended the clean-up day. There is a great need for volunteer recruitment. Chipper day prep is scheduled for June 22, 2023.

Upcoming events at the Park include a bike lunch/rest stop and the Tomales Festival Labor Day weekend.

b. Financial Advisory Committee (FAC)

1. Review Approved FAC Meeting Minutes from May 22, 2023

Donna Clavaud reviewed the Approved FAC Meeting Minutes from May 22, 2023. Topics included:

- 1.) Donna Clavaud reported Bonnie MacLaird has transitioned to the position of Financial Services as Melinda Bell is retiring.
- 2.) Donna Clavaud said John Ward has been keen about allocating expenses to the Park for the first time in order for the Park to pay for their fair share. 2023-2024 Draft budgets reflect the allocations for review. Bonnie MacLaird has continued this effort and further reorganized line items into their logical categories in efforts to increase comprehension.
- 3.) The three (3) RFP's for Audit Services that were sent out yielded no responses. Robert W. Johnson Audit Services are secured. It was noted that the Management, Discussion and Analysis (MD&A) report is not required for TVCSD as the District is too small.

2. Review Revised DRAFT FY 2023-2024 Sewer Budget & Narrative

Donna Clavaud pointed out that Melinda Bell and John Ward made great strides in making the budgets clearer to understand with detailed line items.

3. Review Revised DRAFT FY 2023-2024 Park Budget & Narrative

Allocated Park expenses will be itemized in order for reimbursement from Measure A funding. Allocated expenses include audit services, office rent and supplies, liability insurance, staff expenses, etc.

Financial Advisory Committee recommends the TVCSD Board to approve the Sewer and Park Budgets for FY 2023-2024 at the TVCSD Board and Public Hearing Meeting scheduled for July 12th, 2023. Mary Halley pointed out both the Sewer and Park budgets include "Cash Positions" on the bottom of the budget page(s). Both the Sewer and Park Narratives are almost complete. Donna Clavaud requests the TVCSD BOD to review these Draft budgets for approval prior to the July 12th, 2023 TVCSD Board and Public Hearing meeting.

4. Annual Audit Services Secured with Robert W. Johnson

This was discussed above; Robert W. Johnson Audit Services will be contacting Bonnie MacLaird for pre-audit information and scheduling.

VIII. Financial Report (Bonnie MacLaird)

a. Review Financial Report

Financial Manager's report was reviewed.

IX. General Manager's Report

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

- 1.) \$75,000 Loan: The loan was invested in a thirty (30) day CD with a 4.35% interest rate. Mary Halley recommends reinvesting for another month at 3% interest rate for another thirty (30) days.
- 2.) Supervisory Control Access and Data Acquisition (SCADA): Mary Halley has been in contact with JM Integrations to prepare the SCADA project design phase and installation in July/August.

- 3.) FEMA Program: Mary Halley continues to meet weekly with FEMA Grant Manager. All supporting documentation has been submitted and uploaded to the Grants Portal. FEMA projects are detailed in the General Manager’s report.
 - 4.) Treatment Ponds: Mowing and weed-wacking around plant buildings, solar panels and treatment ponds are scheduled for the coming week. Chipper Day has been schedules for the week of June 26th, 2023; John Ward will weed-wack around the solar panels and pump shed. Marin County Fire Department will review the possibility of a control burn around the upper storage ponds and hillside slope area.
 - 5.) New Connection: The sewer lateral at the end of Church Street has been conditionally approved by the District.
 - 6.) Sewer System Management Plan (SSMP): The updated SSMP has been completed and submitted prior to the June 15th, 2023 deadline.
1. Review and Approve NSU Addendum for Operations & Maintenance to Extend from July 1, 2023 – December 31, 2023 (New Contract Negotiations to start October 2023)

Dru Fallon O’Neill motioned to Approve the NSU Addendum for Operations & Maintenance to extend from July 1, 2023 – December 31, 2023 with Contract Negotiations to start October 2023. David Kitts Seconded the motion. M/S/C

X. NSU Report

a. Review April 2023 Reports

NSU reports were reviewed.

XI. Pending Business

None

XII. Other Business

None

XIII. New Business

None

XIV. Old Business

None

XV. Correspondence

None

XVI. Adjournment

Meeting was adjourned at 9:27 pm. No objections.

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

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

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

Board of Directors:

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

Approved by Donna Clavaud, President

Date

Attested by Cynthia Hammond, Recording Secretary

Date

**SEWER - Checking Account Detail
JUNE 2023**

Date	Num	Name	Amount	Balance
Beginning Balance				5,922.78
06/06/2023	5252	Kristin Lawson: rent	(300.00)	5,622.78
06/06/2023	5253	Melinda K. Bell: May	(550.00)	5,072.78
06/06/2023	5251	Halley, Mary C.: May	(5,016.98)	55.80
06/06/2023	5250	Bonnie MacLaird: May	(1,306.59)	-1,250.79
06/06/2023	XFER	Xfer from MM for Operations	13,000.00	11,749.21
06/07/2023	3424	Tomales Regional History Center: fees	81.90	11,831.11
06/09/2023	autopay	AT&T: internet Office	(74.90)	11,756.21
06/09/2023	5254	Hammond, Cynthia: May	(231.80)	11,524.41
06/12/2023	5256	Kevin Furlong Construction: mowing	(930.00)	10,594.41
06/12/2023	5255	Natural Systems Utilities: sewer service	(4,625.33)	5,969.08
06/13/2023	5257	Brelje and Race Laboratories, Inc.	(836.00)	5,133.08
06/13/2023	XFER	from Park for Payroll & taxes paid	168.21	5,301.29
06/19/2023	autopay	PGE	(204.66)	5,096.63
06/20/2023	autopay	Sonic: web hosting	(7.95)	5,088.68
06/28/2023	5259	Capital One Bank: subscriptions	(521.89)	4,566.79
06/28/2023	autopay	AT&T: phone & internet Plant	(121.69)	4,445.10
06/29/2023	5260	Bonnie MacLaird: June	(1,285.34)	3,159.76
06/29/2023	5261	Natural Systems Utilities: chemicals	(395.15)	2,764.61
06/29/2023	5258	Hammond, Cynthia: June	(475.61)	2,289.00
06/29/2023	autopay	Intuit / QBO: subscription	(55.00)	2,234.00
06/30/2023	Interest	Bank of Marin: interest	0.05	2,234.05
			(3,688.73)	

**PARK - Checking Account Detail
JUNE 2023**

Date	Num	Name	Amount	Balance
				13,099.04
06/06/2023	1430	Applied Landscape Materials: tanbark	(4,196.44)	8,902.60
06/06/2023	1431	Bonnie MacLaird: May	(414.38)	8,488.22
06/06/2023	1432	Elfstrom, Henry: May	(560.00)	7,928.22
06/06/2023	1433	Melinda K. Bell: May	(330.00)	7,598.22
06/13/2023	1434	Martinez, Edgar: May	(620.00)	6,978.22
06/13/2023	XFER	to Sewer for payroll and taxes paid	(168.21)	6,810.01
06/20/2023	autopay	PGE: park	(24.42)	6,785.59
06/29/2023	1437	Bonnie MacLaird: June	(499.38)	6,286.21
06/30/2023	1435	Leon, Venta: park supplies	(185.56)	6,100.65
06/30/2023	1436	Martinez, Edgar: June	(600.00)	5,500.65
06/30/2023	EFT	Bank of Marin: interest	0.04	5,500.69
			(7,598.35)	

TVCS D: SEWER
Balance Sheet
 JUNE 30, 2023

ASSETS	Total
1110 Sewer-Checking BoM #1479	2,234.05
1130 Sewer-Money Market BoM#0591	88,326.67
1150 Sewer-LAIF Savings	43,404.16
1260 SCADA loan - invested in CD	75,271.02
Total Bank Accounts	\$ 209,235.90
Other Current Assets	
140.00 Prepaid Expenses	3,651.33
Total Current Assets	\$ 212,887.23
Fixed Assets	
1500 Sewer - Prop, Plant, Equipment (pre-2014)	791,665.97
1510 Sewer - Machinery, Pumps, Motors (new 2023)	24,717.62
1520 Sewer - Improvement Project (pre-2014)	939,393.31
1540 Sewer - Solar System (pre-2014)	269,945.21
1550 Sewer - Land and Land Rights (pre-2014)	52,788.00
1560 Sewer - Maps and Records (pre-2014)	17,248.00
1590 Sewer - Accumulated Depreciation (up to date)	-869,850.72
Total Fixed Assets	\$ 1,225,907.39
Other Assets	
1310 Sewer - SUSD Note Receivable	7,505.39
1320 Sewer-CREBs Unamortized Issuance Cost	0.00
1350 Receivable - TVCS D Park	32.56
Total Other Assets	\$ 7,537.95
TOTAL ASSETS	\$ 1,446,332.57
LIABILITIES AND EQUITY	
Accounts Payable	
2100 Sewer - Accounts Payable	9,324.18
Other Current Liabilities	
2210 Sewer - Inspection Fees Collected	1,500.00
2310 Sewer - Fed Payroll Tax Payable	-248.49
2410 Sewer - CA Payroll Tax Payable	8.00
Total Current Liabilities	\$ 10,583.69
Long-Term Liabilities	
2710 Sewer - SWRCB SRF Loan (paid off 12/22)	0.00
2720 Sewer - CREBS Bond	53,823.48
2730 SEWER - SCADA loan	75,000.00
Total Long-Term Liabilities	\$ 128,823.48
Total Liabilities	\$ 139,407.17

Equity

3200 Sewer - Unrestricted Net Assets	1,197,162.73
3400 Sewer - Reserve Accounts	
3410 Sewer - Operating Reserve - Unrestricted	47,962.00
3420 Sewer - Capital Asset Reserve - Unrestricted	40,000.00
3430 Sewer - Emergency Reserve - Unrestricted	0.00
3440 Sewer - Sinking Fund - Debt Reserve	0.00
3490 Sewer - Connection Fees - Restricted for Capital	5,282.38
Total 3400 Sewer - Reserve Accounts	<u>\$ 93,244.38</u>
Net Income (from P&L)	16,518.29
Total Equity	<u><u>\$ 1,306,925.40</u></u>
TOTAL LIABILITIES AND EQUITY	<u><u>\$ 1,446,332.57</u></u>

TVCS D SEWER - FY22/23 PROFIT LOSS - JUNE 30, 2023

	ACTUAL @ 6/30/23	BUDGET 2022/2023	% OF BUDGET
Income			
SEWER - SERVICE FEES COLLECTED			
4110 Service Fees-Collected Taxes	125,191	112,200	112%
4120 Service Fees-Charged Monthly	978	983	100%
4130 Service Fees-Annual Fees	1,966	1,966	100%
4145 Service Fees-Solar Portion-Collected	5,520	5,520	100%
4150 Service Fees - SUSD	<u>92,081</u>	<u>92,904</u>	<u>99%</u>
Total 4100 SEWER-SERVICE FEES	225,737	213,573	106%
4210 Sewer-Connection Fee	20,000	10,000	200%
4220 Sewer-Permit & Inspection Fees	0	250	0%
4350 Sewer-Levy 4 Revenues	10,211	8,767	116%
4410 Sewer-SUSD Sinking Fund-SWRCB	8,765	8,765	100%
4430 Sewer-Interest Income	1,737	1,348	129%
4993 Sewer-Services (Park reimbursement)	<u>168</u>	<u>-</u>	
Total 4200 SEWER-OTHER INCOME	40,881	29,130	140%
TOTAL INCOME	<u>266,618</u>	<u>242,703</u>	<u>110%</u>
Expense			
5100 SEWER-OPERATING EXPENSES			
5110 Licenses and Permits	2,074	2,050	101%
5210 Plant and Building Maintenance	6,071	4,300	141%
5220 O&M-NSU contractual services	51,853	56,600	92%
5230 Sewer-Lab Bills-BreljeRace	7,365	8,600	86%
5235 Sewer-Treatment Ponds Maintenance	13,285	11,230	118%
5240 Sewer-Treatment Maint. Supplies	746	1,000	75%
5250 Irrigation Field Maintenance	0	750	0%
5260 Collection System Maintenance	0	400	0%
5270 Collection-CCTV Inspection	1,500	2,600	58%
5400 SEWER-UTILITIES			
5405 SEWER-SOLAR			
5410 Solar Panels-Inspection,Cleaning	265	900	29%
5420 Solar Panel Maintenance	0		
5430 Solar-Lease Admin Fee	750	750	100%
5450 SEWER-PGE			
5460 Sewer-Collection-PGE	496		
5470 Sewer-Treatment-PGE	5,511	9,000	61%
5480 Sewer-Disposal-PGE	461	<u>120</u>	<u>384%</u>
Total 5000 SEWER-OPERATIONS	90,376	98,300	92%

TVCS D SEWER - FY22/23 PROFIT LOSS - JUNE 30, 2023

	ACTUAL @ 6/30/23	BUDGET 2022/2023	% OF BUDGET
7000 ADMINISTRATION			
7100 BOARD MTG & PERSONNEL			
7110 Board Member Stipend	750	3,000	25%
7130 Board Member Training	0	250	0%
8100 SEWER-STAFF COMPENSATION			
8110 General Manager - fees	51,525	55,000	94%
8120 Treasurer/Financial Mgr - fees	27,209	16,000	170%
8130 Secretary/Administration fees	7,367	8,000	92%
8140 Profess Liab Insurance Reimburs	750	750	100%
8160 Travel & Mileage	581	500	116%
8180 Seminars & Training	0	100	0%
8200 PROFESSIONAL CONSULTANTS			
8210 Auditors	6,100	6,000	102%
8220 Legal Fees	0	1,000	0%
8260 Misc Professional Consultants	248	-	
8300 PAYROLL EXPENSES			
8310 Worker's Comp Insurance	790	791	100%
8320 Social Security Tax	325	768	42%
8330 Medicare Payroll Tax	76	180	42%
8340 State Unemployment Tax	177	252	70%
9100 SEWER-OFFICE & ADMIN EXPENSES			
9110 Sewer-Office Rent	1,200	1,200	100%
9120 Sewer-Office Supplies	758	500	152%
9130 Sewer-Telephone and Internet	2,251	2,500	90%
9140 Office Equipment	92	1,000	9%
9160 Postage and Delivery	458	100	458%
9170 Printing and Copies	0	400	0%
9180 Dues / Memberships	1,688	100	1688%
9185 Subscriptions / Software Fees	1,044	-	
9186 Website Domain & Hosting	347	200	174%
9190 Publications and Notices	502	1,500	33%
9195 Newsletter Expenses	0	500	0%
9192 Election Expense	<u>250</u>	<u>300</u>	<u>83%</u>
TOTAL ADMINISTRATION EXPENSES	104,488	112,459	93%
9600 MISC EXPENSES			
9610 Depreciation Expense	43,726	43,913	100%
9615 Prop. & Liability Insurance -SDRMA	10,527	10,527	100%
9620 Interest Expense - SRF Loan	641	641	100%
9660 County Teeter Admin Fee	198	250	79%
9670 LAFCO Charges	<u>143</u>	<u>150</u>	<u>96%</u>
TOTAL MISC EXPENSES	<u>55,235</u>	<u>55,481</u>	100%
TOTAL EXPENSES	<u>250,100</u>	<u>210,759</u>	119%
NET INCOME (Income-Expenses, incl Depreciation)	16,518	27,544	60%

**TVCS D Park
Balance Sheet
As of June 30, 2023**

	Jun 30, 23
ASSETS	
Current Assets	
Checking/Savings	
131.00 · Cash	
131.48 · CA LAIF	31,641.49
131.40 · Bank of Marin - CD	20,000.00
131.42 · Bank of Marin - Money Market	60,683.85
131.46 · Bank of Marin - Park Account	5,500.69
Total 131.00 · Cash	117,826.03
Total Checking/Savings	117,826.03
Other Current Assets	
1499 · Undeposited Funds	250.00
Total Other Current Assets	250.00
Total Current Assets	118,076.03
Fixed Assets	
100.20 · Land and Land Rights	132,000.00
111.00 · Park Equipment	
Original Cost	461,790.46
105.00 · Depreciation	-107,010.00
Total 111.00 · Park Equipment	354,780.46
Total Fixed Assets	486,780.46
TOTAL ASSETS	604,856.49
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
222.00 · Accounta Payable	931.15
Total Accounts Payable	931.15
Other Current Liabilities	
220.00 - Refundable Deposits	750.00
215 · Federal Payroll Tax Payable	14.00
216 · Due to Sewer	4.56
Total Other Current Liabilities	768.56
Total Current Liabilities	1,699.71
Total Liabilities	1,699.71
Equity	
252.50 · Investment in Capital Assets	486,780.46
260.00 · Unassigned Fund Balance	122,732.38
Net Income	-6,356.06
Total Equity	603,156.78
TOTAL LIABILITIES & EQUITY	604,856.49

**PARK P+L vs BUDGET
FISCAL YEAR 2023/2024**

	ACTUAL 6/30/2023 (*near final)	2022/2023 BUDGET	ACTUAL VS BUDGET DIFF	% OF BUDGET
INCOME				
315.80 · Measure A County of Marin Funds	23,659	33,000	(9,341)	71.7%
320.00 · Contributions & Donations	1,045	1,000	45	104.5%
322.00 - Park Use Rentals	800	800	-	100.0%
311.00 · Interest Income	641	180	461	356.3%
TOTAL INCOME	26,146	34,980	(8,834)	74.7%
EXPENSES				
PARK OPERATIONAL/ADMIN EXPENSES				
General Manager: Mary	410	-	410	
Financial Manager: Melinda & Bonnie	2,619	1,000	1,619	261.9%
Secretary: Cynthia	173		173	
Rental Coordinator	-	1,500	(1,500)	0.0%
Board Member Stipends	192		192	
Office Rent	-		-	
Legal Fees	128		128	
Annual Audit	-		-	
Payroll & Workers Comp Tax	33		33	
Postage & Delivery	-		-	
Subscriptions & Software	-		-	
Office Supplies	66		66	
TOTAL PARK OPERATIONAL EXPENSES	3,620	2,500	1,120	144.8%
PARK MAINTENANCE EXPENSES				
Park Maintenance: Henry	3,278	4,500	(1,223)	72.8%
Facilities and Equipment Cleaning: Edgar	7,310	7,200	110	101.5%
Path: Gravel	-	10,000	(10,000)	0.0%
Play Structure Surface Material: Tanbark	4,196	3,000	1,196	139.9%
Volunteer Clean-Up Days Supplies	74	150	(76)	49.3%
Trash Removal	591	700	(109)	84.5%
Park Supplies: cleaners, paper, etc	574	800	(226)	71.8%
Property & Liability Insurance: SDRMA	-		-	
Workers Comp Insurance: SDRMA	-		-	
PGE Park	308	450	(142)	68.4%
Cypress Trimming	3,800	3,800	-	100.0%
TOTAL PARK MAINTENANCE EXPENSES	20,131	30,600	(10,469)	65.8%
CAPITAL PROJECTS: MEASURE A				
Picnic Tables: 2	-	1,500	(1,500)	0.0%
Fences and Retaining Walls Repairs	-	10,000	(10,000)	0.0%
Water Tower Repairs: tarp	108	5,000	(4,892)	2.2%
Misc Repairs: doors, locks, bilingual signage	8,642	1,700	6,942	508.3%
Project Management	-	2,500	(2,500)	
TOTAL CAPITAL PROJECT EXPENSES	8,750	27,700	(18,950)	31.6%
CAPITAL PROJECTS: NON-MEASURE A				
Park Entry Gate	-	3,000	(3,000)	0.0%
NON-MEASURE A CAPITAL PROJECT(S)				
TOTAL EXPENSES	32,502	63,800	(31,298)	50.9%
Net Income for the Year (Income - Expenses)	(6,356)	(28,820)	22,464	22.1%

*Note: not all expenses are received and logged as of 7/4/23



FINANCIAL ADVISORY COMMITTEE MEETING SUMMARY MINUTES

JUNE 19, 2023 3-5 pm VIA ZOOM

PRESENT: Bonnie MacLaird, TVCSD Financial Services; Donna Clavaud, FAC Chair & Recorder; John Ward, TVCSD Board Member; Mary Halley, TVCSD General Manager; Melinda Bell, Retiring TVCSD Financial Services.

ABSENT: None.

AGENDA

1. CALL TO ORDER/ROLL CALL

Mary Halley hosted the meeting via zoom. The meeting was called to order at 3pm by incoming FAC Chair, Donna Clavaud. We had a quorum to conduct business and we recorded the meeting to transcribe summary minutes for the record. Melinda Bell, retiring TVCSD Financial Services staff member, joined the meeting to consult and we recognized that this will be her final official meeting.

ONGOING BUSINESS:

2. COMPLETE SEWER BUDGET & NARRATIVE: Clarify wording for narrative Overview. Complete expense allocations for the budget. Have we accurately included SCADA loan, short-term loan interest on CD investment, and forthcoming loan payment? Does the Narrative match the Budget?

Bonnie MacLaird presented an updated draft sewer budget for fiscal year 2023-24 for our review and we discussed the challenges of presenting a budget that reflects the full cash position to include the SCADA loan of \$75,000, the loan interest being accrued from a short-term CD investment, and the expected loan payment for this coming fiscal year. Mary Halley suggests a Cash Position Box at the bottom of the Budget to reflect above mentioned items for added stakeholder comprehension.

We agreed that we will wait to complete the narrative until closer to end of fiscal year, and Mary Halley offered to draft an Overview statement to the draft sewer narrative that Donna Clavaud has developed. We also agreed that the sewer narrative Overview does not need to detail the expense allocations since this can be better done when writing the Overview for new expense allocations in the park budget narrative.

3. COMPLETE PARK BUDGET & NARRATIVE: Does the narrative match the budget?

Bonnie MacLaird presented an updated fiscal year 2023-24 Park Budget with new expense allocations that she and Melinda Bell have calculated for the park's share in operational and administrative expenses, based on a careful analysis of hours spent and percentages of use for the line items.

To reflect the uses of Measure A funds more accurately, we discussed how to group the line items to highlight capital projects from other operational, administrative, and maintenance expenses.

We recommended Bonnie add the Path Gravel and the Surface Materials to Park Maintenance Expenses since they are not capital expenses but periodic maintenance.

We also suggested she add a Cash Position at the bottom of the Park Budget to state the end of year cash balance that includes the roll-over unspent funds that are currently in bank accounts. This also reflects current outstanding expenses for 2022-23; budget income for 2023-24; budget expenses projected for 2023-24; and finally, a projected total cash position for June 30, 2024. This is designed to the stakeholder a true picture of the park finances.

Finally, we decided that we will wait to complete the park budget narrative until the end of June so that the figures will be as accurate and complete as possible.

NEW BUSINESS:

4. MEASURE A WORK PLAN DUE JULY 1:

After discussing the Work Plan and the fact that Bonnie MacLaird is unfamiliar with the process, Mary Halley indicated that she would add the numbers and then Bonnie could submit it.

We also discussed that the Park Advisory committee "voted to approve" the purchase of portable bike racks for the park at their last meeting.

It is too late in the budget process to be adding park project expenses. It was noted that the PAC should be recommending possible projects and their estimated expenses to the Board for approval in a timely manner. As a result, this item is not included in the proposed Budget or Measure A Work Plan. We agreed that it is important for all the PAC members to understand the advisory nature of their mission and adhere more closely with the annual budget process and the deadlines for submitting potential expenses to the Board for approval.

5. COUNTY TRANSMITTAL PROCESS: How will the end of year (June 30) process for the rate increase implementation occur? Discuss and strategize process for Marin County tax forms T1-T3 to be submitted.

Melinda Bell described the annual submittal process for the various forms that are due. She explained that the forms are easy to complete and return. She and Mary will guide Bonnie through the process.

6. COMPLETING THE AUDIT FIELDWORK:

Melinda Bell states that Cynthia Hammond, TVCSD Secretary, will coordinate all the TVCSD Meeting Minutes for the auditors to review. The auditors will send Bonnie MacLaird a list of audit questions to answer prior to the audit. The annual audit has not been scheduled as of this meeting, but we should hear from them soon.

7. DISCUSS HOW TO DEPOSIT NEW CONNECTION FEES AND PASS-THROUGH INSPECTION FEE DEPOSITS:

New connection fees must be deposited when they are received; this requires TVCSD to deposit them before the June 30, 2023 end of year. This means we will be starting the new fiscal year with more cash than planned.

We discussed how to account for the sewer inspection fees that are pass-through income as the fee is received from client, and then passed on to the engineer who does the inspections. We agree to view it as deferred or unearned income.

8. DISCUSS USING RESERVE FUNDS FOR THE TVCSD PAYMENT PORTION OF SCADA CAPITAL PROJECT IN COMING FISCAL YEAR OF 2023-24:

The FAC group discussed the option of utilizing these funds to pay for our SCADA capital loan payment of approximately \$23,000 in the forthcoming fiscal year. It was agreed it is an option since the reserve fund is designated for capital project expenditures. We noted that some of these funds were used to replace Pump #2 after it failed during the winter storms. We do not yet know if FEMA will be reimbursing the district for this necessary capital expense.

9. REVIEW NEW WILL-SERVE LETTER TEMPLATE:

We reviewed a letter Mary Halley has developed to utilize as a will-serve letter.

Mary also notes that we need to review our annexation policy to re-evaluate whether it is consistent with TVCSD protocols. We will place this topic on an upcoming Agenda.

10. NEXT MEETING:

Monday, July 17, 2023 AT 3 pm via ZOOM.

11. ADJOURN.

Signed by:

Donna L. Clavaud

Date Approved:

July 7, 2023

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

Board of Directors:

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



FINANCIAL NARRATIVE – JULY 12, 2023 - BOARD MEETING

In this month's packet you'll find the full set of financial reports: the Checking Account Detail for Sewer and for Park, the Balance Sheets for the Sewer and for the Park, the Profit & Loss Reports for the Sewer and the Park, and this Financial Narrative.

Re. the P&L's, I've included columns showing projected FY22/23 Budget expenditures, as well as columns showing the \$ Difference and % Difference from Actual.

Also re. the Financials, there are still some outstanding invoices for expenditures for the just completed Fiscal Year and at least one outstanding revenue (the LAIF interest for Q2.) Thus I expect the financials for the FY just completed will be finalized sometime in late July. 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 exceptions:
 - We paid Kevin Furlong Construction to mow grasses: \$930.00
 - 3 annual subscriptions renewed: Zoom, SquareSpace and Carbonite: sum \$521.89
- **PARK checking account:** we ordered a load of tanbark for the playground: \$4,196.44. All other expenditures were routine and normal.

Financial Manager Projects and Activity:

- I continued to fine-tune the FY 2023/2024 **Sewer Budget** and the 2023/2024 **Park Budget**. They are included in this month's Board Packet, along with the Narratives which were composed by Donna Clavaud and Mary Halley. Thank you!
- I renewed the \$75,000 **30-day CD** at First Republic/Chase. The first 30-days earned \$270 in interest. The current CD will mature July 10; at which time a portion of the funds will be withdrawn to be used to start paying for SCADA project. The remainder will be invested short-term.
- Of note: we received two checks for the new project on Church Street: \$20,000 for two connections fees (deposited in FY22/23), and \$1,500 for pre-paid inspection fees (deposited into FY23/24). The \$20k greatly improved the Sewer's bottom line for the just completed fiscal year.

Signed,

Bonnie MacLaird
Financial Manager
July 5, 2023

GENERAL MANAGER REPORT

JULY 12, 2023

General Management Statement and Goals

- Management and staff have currently been focusing on: 1) FY23/24 Sewer and Park Budgets for July 12, 2023 Public Hearing and associated 2) Measure A Work Plan and 3) Marin Tax Collector SPAS, 4) FEMA /CalOES RPA storm grants, 5) SCADA system project, and 6) sewer grounds maintenance.

New/Continuing Business

SEWER

- Supervisory Control Access and Data Acquisition (SCADA) – project started on time first week of July for design phase and installation. Panel design is underway and should have the first draft submitted by July 9. Parts were ordered the first week. The output modules currently have an estimated lead time of the end of July, everything else looks to be available. Panel assembly scheduled to begin July 20, pending design approval.
- 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 all projects has now been submitted and uploaded onto the Grants Portal. These included: 1) treatment plant pump #1 replacement, 2) gravel access road and drainage ditch repairs, 3) donated storm response time, 4) the additional loss of functionality of the SCADA system for possible 406 mitigation measures, such as, surge protectors and backup generator, 5) gravel and sediment intrusion in treatment pond #1 for possible 406 mitigation to install a barrier around the road side of the pond. The project for debris removal of fallen branches and tree limb pruning along the treatment plant road was withdrawn as it would not meet the \$3800 cost threshold for damages. Program grant manager informs me we are about 50% through the process.

Treatment Ponds, Plant, and Irrigation Field maintenance – after completing the annual mowing at the Treatment Plant, the hand weed whack of the smaller areas around the plant buildings, equipment, and solar panels were completed this month.

- Sewer infiltration issues – will work on scheduling a few cement patch repairs on some of the smaller leaks and cracks discovered in various manholes in the collection system.
- Annual SPAS Tax – have completed for submittal the first three forms of the annual Marin County SPAS Tax Roll process - T1, T2, and T3. One additional parcel was added to the tax roll this year and the service rate was increased by this year's annual April CPI of 4.2%. Will complete and submit T4 and T5 this week to complete the cycle.
- NSU System Operator Contract – we will begin renegotiations for a longer-term contract starting around October after the new SCADA system has been installed.

PARK

- Measure A – completed the FY23-24 Work Plan based on the preliminary approved draft- FY23-24 Park Budget.

GENERAL ADMINISTRATION

- Annual Audit – have started researching and providing some information for the district audits.
- FY 23-24 Budget – FY23-24 Sewer and Park budgets ready for approval at the FY23-24 Budget Public Hearing 7/12.
- Management – have responded to customer inquiries.

Respectfully Submitted, *Mary Halley*



June 27, 2023

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

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

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

Enclosed please find the Self-Monitoring Report.

Operations are satisfactory and maintenance on schedule.

We exceeded average BOD in May. We also exceeded daily max in week 1. We are going to revisit aeration schedules.

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
5/1/2023	11.0																0.0			
5/2/2023	11.0	77.0	8.8	14.4	45.0	270.0	<.20	<.40	10.0	1.7	8.3	490.0	160.0	9.3	4.5	14.3	0.0	0.0		
5/3/2023	12.5																0.0			
5/4/2023	12.5																0.0			
5/5/2023	12.5																0.0			
5/6/2023	12.5																0.0			
5/7/2023	12.5																0.0			
5/8/2023	12.5																0.0			
5/9/2023	12.5																0.0			
5/10/2023	12.5	100.0										290.0	34.0	9.8	5.1	16.7	0.0			
5/11/2023	15.3																0.0	0.0		
5/12/2023	15.3																93.8			
5/13/2023	15.3																93.8			
5/14/2023	15.3																93.8			
5/15/2023	15.3																93.8			
5/16/2023	15.3																93.8			
5/17/2023	15.3	107.0										290.0	25.0	9.5	3.0	17.6	93.8	563.0		<2.0
5/18/2023	20.3																928.9			
5/19/2023	20.3																928.9			
5/20/2023	20.3																928.9			
5/21/2023	20.3																928.9			
5/22/2023	20.3																928.9			
5/23/2023	20.3	122.0										310.0	45.0	9.6	5.4	19.2	928.9	5573.5		130.0
5/24/2023	18.0																928.9			
5/25/2023	18.0																928.9			
5/26/2023	18.0																928.9			
5/27/2023	18.0																928.9			
5/28/2023	18.0																928.9			
5/29/2023	18.0																928.9			
5/30/2023	18.0											320.0	37.0				928.9			
5/31/2023	18.0	144.0												9.1	4.0	16.4	928.9	7431.2		170.0
#NAME?																			#DIV/0!	
Min	11.0		8.8	14.4	45.0	270.0	0.0	0.0	10.0	1.7	8.3	290.0	25.0	9.1	3.0	14.3			0.0	
Mean	16.0		8.8	14.4	45.0	270.0	#DIV/0!	#DIV/0!	10.0	1.7	8.3	340.0	60.2	9.5	4.4	16.8			#DIV/0!	
Total	494.9																13567.4			

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				
May-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	2.1	8.1	6.2	14.1	2.2	8.3	6.9	14.1	2.2	9.4	4.4	14.2	5.1	9.6	2.7	14.8	4.2	7.7	3.3	15.8	
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10	2.2	7.8	5.1	16.8	2.3	8.3	7.4	16.4	2.3	9.9	7.4	16.6	5.3	9.7	8.8	20.7	4.2	8.2	6.1	19.0	
11																					
12																					
13																					
14																					
15																					
16																					
17	2.2	7.5	4.0	17.4	2.2	7.9	5.6	18.4	2.2	10.0	4.9	18.6	5.3	9.7	6.2	18.0	5.1	7.7	4.1	18.0	
18																					
19																					
20																					
21																					
22																					
23	2.5	7.6	5.6	18.5	2.5	7.7	4.5	18.7	2.5	9.2	3.5	19.6	7.0	9.9	9.5	21.2	7.0	8.0	4.7	20.0	
24																					
25																					
26																					
27																					
28																					
29																					
30																					
31	2.2	7.4	4.7	16.4	2.2	7.8	5.8	15.7	2.2	9.4	4.8	16.0	7.2	9.7	8.1	17.0	7.2	8.2	6.4	17.3	

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

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

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	5/2/23	5/10/23	5/17/23	5/23/23	5/31/23
Day	TUES	THURS	WED	TUES	WED
Time	8:55am	11:00am	10:40am	10:50am	9:30am
Operator	MG	DL	DL	MG	DL
* Nuisance odors from ponds	N	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N	N
Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Sign posting that wastewater is unsafe to drink	Y	Y	Y	Y	Y

Report Yes or No and any Yes responses please report immediately to supervisor or Chief Plant Operator

**TOMALES INFLUENT HEADWORKS
STANDARD OBSERVATION REPORT**

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

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	<i>5/2/23</i>	<i>5/10/23</i>	<i>5/17/23</i>	<i>5/23/23</i>	<i>5/31/23</i>
Day	TUES	THURS	WED	TUES	WED
Time	8:55am	11:00am	10:40am	10:50am	9:30am
Operator	MG	DL	DL	MG	DL
Rain fall, inches	0.0	<i>0.5</i>	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>
* Nuisance odors (smell)	N	N	N	N	N
*Evidence of any standing water	N	N	N	N	N
* Evidence of mosquitoos breeding	N	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N	N
* Evidence of structure seepage	N	N	N	N	N

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

**TOMALES STORAGE PONDS
STANDARD OBSERVATION REPORT**

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

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	5/2/23	5/10/23	5/17/23	5/23/23	5/31/23
Day	TUES	THURS	WED	TUES	WED
Time	8:55am	11:00am	10:40am	10:50am	9:30am
Operator	MG	DL	DL	MG	DL
- Nuisance odors from ponds	N	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N	N
* Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Signage that wastewater is unsafe to drink	Y	Y	Y	Y	Y

Report Yes or No and any Yes responses please report immediately to supervisor or Chief Plant Operator

**TOMALES CHLORINE STORAGE TANK
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year)

May 2023

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	5/2/23	5/10/23	5/17/23	5/23/23	5/31/23
Day	TUES	THURS	WED	TUES	WED
Time	8:55am	11:00am	10:40am	10:50am	9:30am
Operator	MG	DL	DL	MG	MG
* Evident of any leaks	N	N	N	N	N
Cl2 gallons added	0	0	3	0	0
Warning Signs Improperly Posted	N	N	N	N	N

3.* Any Yes response s please report immediately to supervisor

4. I certify that this report information, to the best of my knowledge is true and correct.

**TOMALES WASTEWATER TREATMENT FACILITY
STANDARD OBSERVATION REPORT
FIELD DISCHARGE AREA**

Month: May 2023

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	5/2/23	5/10/23	5/17/23	5/23/23	5/31/23
Day	TUES	THURS	WED	TUES	WED
Time	8:55am	11:00am	10:40am	10:50am	9:30am
Operator	MG	DL	DL	MG	DL
Evidence of standing water	N	N	N	N	N
* Evidence of runoff from site	N	N	N	N	N
Evidence of erosion caused by irrigation	N	N	N	N	N
Evidence of system run off containment system from proper condition and integrity.	N	N	N	N	N
*Any odors	N	N	N	N	N
Mosquito breeding resulting from irrigation	N	N	N	N	N
* Evidence of improper distribution system components and hydraulic integrity	N	N	N	N	N
Perimeter fence posting informing public wastewater is not safe to drink	Y	Y	Y	Y	Y

If irrigation runoff is evident, estimate size of effected area (include sketch)

** If odors evident, note source and area affected.



Analytical Report

June 8, 2023

Sample Collected: 05/02/23
Sample Received: 05/02/23
Collected By : DL/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	523-9291	523-9292-4
Sample Description:	Influent	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	160.	45.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	490.	270.
Nitrate N mg/L (EPA Mthd. 352.1)		<0.20
Nitrite N mg/L (EPA Mthd. 300.0)		<0.40
Total Kjeldahl N mg/L (Std. Mthds. 4500-NH ₃ C, 2011)		10.
Ammonia N mg/L (Std. Mthds. 4500-NH ₃ C, 2011)		1.7
Total Organic N mg/L		8.3

BOD Start Date: 05/03/23
BOD Completed Date: 05/08/23

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

June 1, 2023

Sample Collected: 05/10/23
 Sample Received: 05/10/23
 Collected By : DL/NSU
 Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	523-9935
Sample Description:	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	34.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	290.

BOD Start Date: 05/10/23
 BOD Completed Date: 05/15/23

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

June 2, 2023

Sample Collected: 05/17/23
 Sample Received: 05/17/23
 Collected By : DL/NSU
 Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	523-10410
Sample Description:	TR – Effluent


ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	25.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	290.

BOD Start Date: 05/19/23
 BOD Completed Date: 05/24/23

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

June 8, 2023

Sample Collected:	05/23/23
Sample Received:	05/23/23
Collected By :	DL/NSU
Cc :	e-mail

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

Tomales Village CSD

LOG NUMBER	523-10758
Sample Description:	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	45.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	310.

BOD Start Date: 05/25/23
BOD Completed Date: 05/30/23

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

June 9, 2023

Sample Collected: 05/30/23
 Sample Received: 05/30/23
 Collected By : DL/NSU
 Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	523-11104
Sample Description:	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	37.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	320.

BOD Start Date: 06/01/23
 BOD Completed Date: 06/06/23

BRELJE AND RACE LABORATORIES, INC.



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



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

BACTERIOLOGICAL EXAMINATION OF WATER

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

DATE REPORTED: May 20, 2023
COLLECTED BY : DL/NSU

Tomales Village CSD

Log Number	Date Collected	Date Set	Date Completed	Sample Source	Cl ₂ Residual	Total Coliform MPN/mL
523-10409	05/17/23	05/17/23	05/19/23	Effluent – D	2.0	<2.0

Std. Mthds 9221

COPY SENT TO: e-mail

BRELJE AND RACE LABORATORIES, INC.

LEAH POST, LABORATORY SUPERVISOR
LSP:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

BACTERIOLOGICAL EXAMINATION OF WATER

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

DATE REPORTED: June 9, 2023
COLLECTED BY : DL/NSU

Tomales Village CSD

Log Number	Date Collected	Date Set	Date Completed	Sample Source	Cl ₂ Residual	Total Coliform MPN/mL
523-10732	05/23/23	05/23/23	05/27/23	Effluent - D	0.80	130.

Std. Mthds 9221

COPY SENT TO: e-mail

BRELJE AND RACE LABORATORIES, INC.

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



BACTERIOLOGICAL EXAMINATION OF WATER

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

DATE REPORTED: June 9, 2023
COLLECTED BY : DL/NSU

Tomales Village CSD

Log Number	Date Collected	Date Set	Date Completed	Sample Source	Cl ₂ Residual	Total Coliform MPN/mL
523-11103	05/31/23	05/31/23	06/04/23	Effluent - D	1.02	170.

Std. Mthds 9221

COPY SENT TO: e-mail

BRELJE AND RACE LABORATORIES, INC.

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