



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, September 13, 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 September 13, 2023 TVCS D BOD Meeting 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 July 12, 2023 TVCS D Board and Public Hearing Meeting Minutes
- b. Review and Approve Check Registers and Expenditures

V. Items Removed from Consent Calendar Action

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

VI. Board Member Reports

VII. Committee Reports

a. Park Advisory Committee (PAC)

1. No PAC meeting was held in August 2023 as there wasn't a quorum. Next PAC meeting is scheduled for September 27, 2023 at 5:30 pm at the Tomales Town Hall.
2. Status Update for Park

b. Financial Advisory Committee (FAC)

1. Review FAC Approved Meeting Minutes from July 24th 2023

VIII. Financial Report (Bonnie MacLaird)

a. Review Financial Narrative

IX. General Manager's Report

X. NSU Report

a. Review June and July NSU Reports

XI. Pending Business

XII. Other Business

XIII. New Business

XIV. Old Business

XV. Correspondence

XVI. Adjournment

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

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

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

Board of Directors:

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



TVCS D Board of Director's & Public Hearing Meeting Minutes
Date: Wednesday, July 12, 2023 7:00 pm Tomales Town Hall (Upstairs)

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

Board Members Absent: Dru Fallon O'Neill

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

Others Present: David Judd, Community Member and Park Volunteer; Laura Trippi, Community Member; Brian Kois, Co-owner of Two Rock Local Area Network (LAN) arrived at 7:30 pm to discuss the feasibility of an internet tower at TVCS D upper ponds.

I. Call to Order

Donna Clavaud called the meeting to order at 7:03 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 July 12, 2023 TVCS D BOD & Public Hearing Meeting Agenda

Bill Bonini motioned to approve the July 12, 2023 TVCS D BOD meeting agenda. John Ward seconded the motion. M/S/C

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

There were no community members present who commented on the resolutions.

1. Resolution 2023-03: Approve Setting Sewer Service Rates

Bill Bonini motioned to Adopt Resolution 2023-03: Approve Setting Sewer Service Rates. John Ward seconded the motion. M/S/C

2. Resolution 2023-04: Approve Setting Ad Valorum Tax Rate and Sewer Connection Fees

John Ward motioned to Adopt Resolution 2023-04: Approve Setting Ad Valorum Tax Rate and Sewer Connection Fees. David Kitts seconded the motion. M/S/C

3. Resolution 2023-05: Adopt Final Sewer Budget for FY 2023/2024

Bill Bonini motioned to Adopt Resolution 2023-05: Adopt Final Sewer Budget for FY 2023/2024. John Ward seconded the motion. M/S/C

4. Resolution 2023-06: Adopt Final Park Budget for FY 2023/2024

David Kitts motioned to Adopt Resolution 2023-06: Adopt Final Park Budget for FY 2023/2024. Bill Bonini seconded the motion. M/S/C

V. Consent Calendar

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- a. Approval of June 14, 2023 TVCSD 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)**

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

VI. Items Removed from Consent Calendar

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

VII. Board Member Reports

None

VIII. Committee Reports

a. Park Advisory Committee (PAC)

1. No PAC meeting was held in June 2023. The next PAC meeting is scheduled for July 26, 2023. Donna Clavaud reported the success of the Golden Gate Triathlon Park rental and pruning was done to get ready for Chipper Day.

David Judd passed out photos of a BBQ from the Paso Robles Downtown City Park as an idea of what a new BBQ could look like at the Tomales Community Park. David Judd said the budget for the just stainless steel was \$10,000 and this conversation was a starting point for further discussion. Donna Clavaud pointed out that this is not in the Park budget for FY 2023-2024 as it wasn't submitted during the budgeting process. \$1,700 is budgeted for FY 2023-2024. This needs to be revisited at the PAC meeting which is scheduled for September 27, 2023. Bill Bonini asked David Judd for a list of materials and suggested they both look at the pricing. David Kitts, Bill Bonini and Donna Clavaud all wondered about the practicality and the cost benefit of having a BBQ at the Park. Donna Clavaud said if there was a guarantee the BBQ could be finished by the Tomales Festival on September 3, 2023 she could consider talking to Kevin Wright, Government Affairs Manager for Marin County Parks, in amending the submitted Measure A work plan. It was determined that this was unrealistic within the timeframe. Donna Clavaud and Bill Bonini both liked the BBQ design and acknowledged David Judd's work on this project.

b. Financial Advisory Committee (FAC)

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

Donna Clavaud gave a summary of the approved FAC Meeting summary notes.

IX. Financial Report (Bonnie MacLaird)

a. Review Financial Narrative for June 2023

Bonnie MacLaird reviewed the Financial Narrative for June 2023 and pointed out expenditures were normal with the exception of mowing the grass, annual subscriptions and bark for the Park. Bonnie MacLaird also reviewed the Financial Manager projects and activity as noted in the narrative.

IX. General Manager's Report

Mary Halley reviewed her General Manager's report which included the following:

1. Annual **SP**ecial **AS**essment (SPAS) Tax:

Mary Halley completed for submittal for the annual Marin County SPAS Tax Roll.

2. Measure A Work Plan for FY 2023-2024:

The Measure A work Plan was completed on the preliminary FY 2023-2024 Park Budget Draft.

3. SCADA:

SCADA project started on time the first week of July for the design and installation phase. Panel design is in progress and parts have been ordered.

4. Federal Emergency Management Agency (FEMA):

Mary Halley said all supporting documents for all FEMA projects have been submitted and additional projects through Hazard Management/406 Mitigation have been suggested.

5. Treatment Ponds, Plant and Field Maintenance:

Solar Panel cleaning, mowing and weed-wacking were all completed.

6. Control Burn:

Donna Clavaud said there's a possibility Marin County Fire Department (MCFD) would do a

control burn at the Plant but further discussions with the MCFD will be held in August.

X. NSU Report

a. Review May 2023 Reports

NSU Reports were reviewed

XII. Pending Business

None

XIII. Other Business

None

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 TVCSD Upper Ponds

Laura Trippi said she has small web design and communications businesses both which rely heavily on affordable, reliable high speed internet. In order for LAN to service Tomales, a tower would need to be placed and thought TVCSD would have the space and the property at the upper ponds to accommodate the tower. Currently LAN has approximately 350 customers, not in Tomales. Brian Kois said in order to service Tomales, LAN would need to have a tower without obstructions such as trees and hills; the tower would be about 10’ above ground level. Donna Clavaud asked about LAN access to the upper fields as it crosses over private property with grazing cows and possibly coastal zone restrictions. Mary Halley said TVCSD would have to look at the easements. John Ward asked about electricity and what would happen if the power went out. Brian Kois thought a back-up battery (lasts 1 day) or a generator (lasts 2 days) could be a possibility. Bill Bonini asked about compensation for the tower being on TVCSD property, Brian Kois said compensation is \$100 to \$600 per month. The LAN internet service is \$60 per month.

Next Steps:

Donna Clavaud suggested: 1.) Does this project expand and fit in with TVCSD mission statement? 2) Tour the site and look at feasibility. Bill Bonini suggested: 1.) Address the electricity issue; which is currently 400 feet away. 2.) Investigate easements. Bill Bonini said he would show the property to Brian Kois and will report back to the TVCSD Board at the September 13, 2023 BOD meeting.

XV. Old Business

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

Donna Clavaud stated that the TVCSD Policies Manual and Strategic Plan have yet to be bound and distributed. It was also determined that both the Policies Manual and Strategic Plan need to be revisited and brought before the TVCSD BOD for approval prior to be bound and distributed. Donna Clavaud and John Ward will look and review the financial policies and bring any recommendations/questions to the TVCSD Financial Committee prior to submitting to the TVCSD BOD for final review.

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

The TVCSD Strategic Plan Committee will review the March 2022 Strategic Plan as there are a number of items that need amending: (SCADA being one of those items).

XVI. Correspondence

None

XVII. Adjournment

John Ward motioned to adjourn the TVCSD July 12, 2023 BOD Meeting. Bill Bonini seconded the motion. M/S/C

Meeting was adjourned at 9:12 pm.

Approved by Donna Clavaud, President

Date

Attested by Cynthia Hammond, Recording Secretary

Date

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TVCS D: Sewer
CHECKING ACCOUNT ACTIVITY
July & August 2023 (Two Months)

Date	Ref No.	Payee	Memo	Payment	Deposit
07/03/2023	autopay	AT&T	Office internet	-\$74.90	
07/05/2023	TRANSFER		Transfer for Operational Expenses		20,000.00
07/10/2023	5266	JM Integration LLC	SCADA: admin support	-\$1,200.00	
07/10/2023	5265	Melinda K. Bell	June fees	-\$352.00	
07/10/2023	5263	SDRMA	Liability Insurance	-\$9,415.35	
07/10/2023	5262	Halley, Mary C.	June fees	-\$4,732.09	
07/13/2023	5264	SDRMA	Workers Comp Insurance	-\$279.14	
07/14/2023	5267	Internal Revenue Service	Q2 taxes	-\$395.29	
07/14/2023	eft	EDD	Q2 taxes	-\$6.00	
07/17/2023	Autopay	PGE	Sewer utility	-\$3,965.44	
07/17/2023	5268	Brelje and Race Laboratories, Inc.	Lab	-\$586.00	
07/19/2023	TRANSFER		Transfer for Operational Expenses		7,000.00
07/19/2023	INCOME	Tomales Regional History Center	Year fees paid in full		1,023.96
07/20/2023	debit	USPS	Stamps	-\$10.56	
07/20/2023	autopay	Sonic	WebHosting July 2023	-\$7.95	
07/20/2023	Debit	EDD	Q2 taxes	-\$65.68	
07/20/2023	5270	ProSolarClean, LLC.	Solar panel cleaning	-\$340.00	
07/20/2023	5269	Natural Systems Utilities -CA	Sewer Service	-\$4,625.33	
07/24/2023	5271	Brelje and Race Laboratories, Inc.	Lab	-\$266.00	
07/31/2023	Autopay	Intuit / QBO	Accounting software	-\$55.00	
07/31/2023	Debit	AT&T	Plant phone and internet	-\$121.77	
07/31/2023	Deposit	Bank of Marin	Interest Earned		0.05
SUM				-\$26,498.50	28,024.01

Date	Ref No.	Payee	Memo	Payment	Deposit
08/01/2023	INCOME	Paul Norris	Year fees paid in full		1,023.96
08/01/2023	INCOME	AT&T - Customer	Year fees paid in full		1,023.96
08/02/2023	Autopay	AT&T	Office internet	-\$130.54	
08/02/2023	5274	Marin County Tax Collector	LAFCO: annual	-\$126.57	
08/02/2023	5273	Capital One Bank	office supplies	-\$56.05	
08/02/2023	5272	Clavaud, Donna	2nd Qtr fees	-\$277.05	
08/03/2023	Transfer		Transfer for Operational Expenses		10,000.00
08/03/2023	5281	Bonini, William A.	reimbursement: parts for Pond	-\$68.99	
08/03/2023	5280	Phil Wyatt	reimbursement: parts for Pond	-\$30.00	
08/03/2023	5278	Hammond, Cynthia	July fees	-\$445.13	
08/03/2023	5276	Halley, Mary C.	July fees	-\$4,279.48	
08/03/2023	5275	Bonnie MacLaird	July fees	-\$1,710.34	
08/07/2023	5284	Melinda K. Bell	July fees	-\$275.00	
08/07/2023	5283	Underground Service Alert	Membership: annual	-\$300.00	
08/07/2023	5282	Natural Systems Utilities -CA	Sewer Service	-\$4,666.93	
08/10/2023	BoM online	Brelje and Race Laboratories, Inc.	Labs	-\$682.00	
08/21/2023	Autopay	Sonic	Website hosting	-\$7.95	
08/21/2023	Autopay	PGE	Sewer utility	-\$524.56	
08/23/2023	BoM5	Erickson Engineering, Inc.	H&H study: culverts (FEMA)	-\$1,000.00	
08/29/2023	TRANSFER		Transfer for Operational Expenses		10,000.00
08/29/2023	Autopay	Intuit / QBO	Accounting software	-\$60.00	
08/29/2023	Autopay	AT&T	Plant phone and internet	-\$182.76	
08/31/2023	Deposit	Bank of Marin	interest Aug 2023		0.03
SUM				-\$14,823.35	22,047.95

Sewer-Money Market: Deposits					
July & Aug 2023					
Date	Payee	Memo	Deposit		
07/13/2023	First Republic Bank	Closed CD 7/13/23 Transferred to BoM	75,454.36		
07/31/2023	Bank of Marin	Interest July - MM	285.72		
08/29/2023	SUSD	Payment in full for 23/24 fiscal year	100,907.00		
08/31/2023	Bank of Marin	MM interest Aug 2023	372.13		

TVCS D Park
Checking Account Activity
July 1-August 31, 2023

Date	Num	Name	Account	Payment	Deposit
JULY					
07/07/2023	Income	Golden Gate Triathlon Club	Park - Rental Use Fees		300.00
07/10/2023	1438	Elfstrom	June Fees	-490.00	
07/10/2023	1439	Mary Halley	June Fees	-409.83	
07/10/2023	1440	Melinda K. Bell	June Fees	-88.00	
07/10/2023	Transfer	Transfer from MM	For Operational Expenses		5,000.00
07/11/2023		Golden Gate Triathlon Club	Park-Refundable Deposits		500.00
07/13/2023	1441	SDRMA	Liability Insurance	-3,308.00	
07/13/2023	1442	SDRMA	Workers Comp Insurance	-490.00	
07/13/2023	1443	Golden Gate Triathlon Club	Refund deposit	-500.00	
07/15/2023	autopay	PGE	Park - Utilities	-31.32	
07/17/2023	Income	Donation Box at Park	Contributions-Unassigned		150.60
07/22/2023	1444	Martinez, Maria	Park - Garbage	<u>-206.61</u>	
07/31/2023	Interest	Bank of Marin	Interest Income		<u>0.04</u>
			Sum	-5,523.76	5,950.64

Date	Num	Name	Account	Payment	Deposit
AUGUST					
08/01/2023		City of Hope	Park - Refundable Deposits		250.00
08/01/2023	Income	City of Hope	Park - Rental Use Fees		300.00
08/02/2023	1445	Elfstrom	July fees	-455.00	
08/03/2023	1446	Bonnie MacLaird	July fees	-499.38	
08/03/2023	1447	Martinez, Edgar	July fees	-640.00	
08/07/2023	1448	Melinda K. Bell	July fees	-99.00	
08/07/2023	1449	Marin Century Bike Event	Refund	-500.00	
08/08/2023		National Multiple Sclerosis Society	Park - Refundable Deposits		250.00
08/08/2023	Income	National Multiple Sclerosis Society	Park - Rental Use Fees		300.00
08/18/2023	Autopay	PGE	Park - Utility	-37.39	
08/29/2023	1452	Leon, Venta	Park - Supplies	<u>-43.58</u>	
08/31/2023	Interest	Bank of Marin	Interest Income		<u>0.03</u>
			Sum	-2,274.35	1,100.03

PARK: MONEY MARKET: Deposits					
JULY & AUGUST 2023					
Date	Num	Name	Account	Deposit	
07/31/2023	Interest	Bank of Marin	Interest		141.21
08/01/2023	Income	Marin County Rec and Park	Park - Measure A Funds		21,240.23
08/31/2023	Interest	Bank of Marin	Interest		<u>211.10</u>
			Sum		21,592.54



**FINANCIAL ADVISORY COMMITTEE MEETING MINUTES
TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
3:30-5PM MONDAY, JULY 24, 2023 - via ZOOM MEETING**

PRESENT: Bonnie MacLaird, Financial Services; Donna Clavaud, Board Member & FAC Chairperson; Mary Halley, General Manager.

ABSENT: John Ward (sent proxy vote)

Donna Clavaud called the meeting to order at 3:30pm and there was a quorum to conduct business.

AGENDA

ONGOING BUSINESS:

1. Review and Discuss 2022-23 Year-end Budget Numbers for Sewer and Park:

Minor changes to a few line items were made for increased clarity.

2. SDRMA Worker's Compensation Reconciliation Report due August 15:

Bonnie will be meeting with Melinda to review the online form and will have it completed prior to her departure on 8/7.

3. Plan for Coverage of Mail Pickup and Possible Expenses for Park from 8/7 to 8/27:

John Ward will pick up mail and notify Bonnie. Park utilities are on autopay and the two park contractors, both Edgar and Henry, will be paid before 8/7. Bonnie plans to leave a few checks with Donna in case of any park expenses.

4. Update on County Transmittals (SPAS) Due in August:

Mary Halley will do these until Bonnie can take the take over the task. 1-3 concern new rates, resolutions, and proofs. #4 shows bills for new rates and new parcels. #5 involves accuracy and signature.

5. Status Update of 2022-23 Audit: Date of Audit and Preparations:

The date of the audit will be the first week of December. To date, preparation involves Cynthia Hammond sending Minutes of the meetings.

ONGOING BUSINESS:

A. Discuss Pros & Cons of TVCSD Use of Debit Card vs. Credit Card for Autopayments. Discuss Benefits of a District Credit Card:

We discussed moving forward and whether to use a debit card or a credit card. Bonnie prefers debit card for monthly expenses, saying that either way they both offer the same security. Mary Halley points out that using a credit card makes it easier to challenge any discrepancies and that most purchases require a credit card.

We decided to have a District credit card that can be used by Bonnie or Cynthia.

B. Review TVCSD Software subscriptions. Recommend Retaining or Let Expire. Clarify “owners” and/or “administrators”:

-“log me in” on old office laptop and plant laptop-let expire; possible partial refund of \$400.

-Carbonite is only on the new district laptop.

-Webroot-let expire.

The new district laptop has Norton for anti-virus and backup and is no cost since Mary has a subscription for multiple devices.

Sonic-rolled over to John Ward.

Zoom subscription-Mary has a subscription. Mary also has this.

Adobe- Mary has this application.

QuickBooks-Bonnie has this software, and the cost is \$55/month.

Squarespace- Cynthia is the administrator.

C. Discuss Use of QuickBooks Payroll Add-on:

Bonnie suggests we try a 3-month trial. She thinks it will be more cost effective to have to do payroll as it will reduce the time it takes her to complete the necessary work.

D. SCADA Update:

It turns out that the starter motor at the lift station is outdated. We were unable to discern this when we designed the project as there were no 'as built' plans to study. We cannot proceed without updating this module. The cost is \$12,000 and we agreed to use our contingency fund for the expense. It has been ordered.

E. FEMA Update:

Mary reports that we continue to proceed on two paths: repairs and mitigation. Repairs would pay 75% of the costs and mitigation projects will pay 100%. We have added the removal of the gravel in the ponds to repair projects. Mary's time will be reimbursed as she continues to meet regularly with FEMA to comply with their document requests.

The meeting was adjourned at 5pm.



Approved and signed on:

September 8, 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 – SEPTEMBER 2023 - BOARD MEETING

This month's packet includes the Checking Account Detail reports for Sewer and for Park. The reports include activity for **both July and August** 2023 since there was no meeting in August.

SEWER HIGHLIGHTS: July was a busier than usual month for paying large expenses, and August was a more typical month:

- the annual insurance bills for the whole year, which were shared between Sewer and Park for the first time, were paid in July.
- the PGE bill for Sewer was \$3965.
- the SCADA project paid \$1200 for some administrative preliminary work.
- there was a \$1000 charge for a H&H study re. culverts for a FEMA project.
- everything else was standard.

On the **Revenue side for SEWER:**

- I billed the Shoreline Unified School District (SUSD) in August and they promptly paid \$100,907 which represents 1/3 of the Sewer annual expenses. This deposit is reflected under the Money Market information, at the bottom of the Check Activity report.
- I also billed the three independent Sewer Fee payers (Paul Norris, the AT&T building, and the Tomales Regional History Center). They all have also paid in full for the year.
- Lastly, we are now receiving good interest rate returns from Bank of Marin so we earned nearly \$660 in interest on the Sewer's Money Market funds.

Thus the TVCSD Sewer is in a strong position to carry us through until the first fees from Property Taxes are received in late December.

PARK HIGHLIGHTS:

- As mentioned, the Park shared the cost of the Liability Insurance policy and the Workers Compensation Insurance policy. This is the first time to split the shared expenses.
- All other expenditures were fairly routine and normal.

On the **Revenue side for the PARK:**

- Park rentals are strong this Summer. There were three (3) new rentals booked in July and August: Golden Gate Triathlon Club, City of Hope, and National Multiple Sclerosis Society.
- The first installment of Measure A funds were received \$21,240.23
- plus over \$350 in interest from Bank of Marin.

Financial Manager Projects and Activity: In August I reworked the PARK Chart of Accounts to arrange the line items in a more sensible manner, and to prepare for merging into Quickbooks Online with Sewer accounts.

Signed,

Bonnie MacLaird
Financial Manager
September 5, 2023

GENERAL MANAGER REPORT

SEPTEMBER 13, 2023

General Management Statement and Goals

- Management and staff have currently been focusing on: 1) Marin Tax Collector SPAS - finalized, 2) FEMA /CalOES RPA storm project grants, 3) SCADA project, 4) sewer grounds maintenance, and 5) broken solar panel replacement.

New/Continuing Business

SEWER

- Supervisory Control Access and Data Acquisition (SCADA) – panel design is complete and panel construction currently underway from both the supplier and Jack Miller. The system installation date was pushed back to mid-October due to the unforeseen additional custom controller needed for the Lift-Station pump.
- FEMA/CalOES – Disaster Assistance Program for North Coast Storm event 4683 – all damage descriptions (DDD) and project scope of works (SOW) have been finalized and are now in review for final approval. I am continuing to meet with our FEMA PDMG grant manager on an as needed basis. The final projects included: 1) reimbursement of treatment plant pump #1 replacement, 2) compensation for donated storm response time, 3) SOW for gravel access road and drainage ditch repairs and 406 mitigations for culvert replacement and trash cages, 4) SOW for additional loss of functionality of the SCADA system as 406 mitigation measures, and 5) SOW for removal of sediment intrusion in treatment pond #1 and for possible 406 mitigation to install a barrier around the road side of the pond. The culvert replacement project required a Hydraulics and Hydrology Study (H&H) which was completed by Erickson Engineering for the district with the cost to be reimbursed by FEMA if the project gets funded. Also, the CalOES Environmental and Historic Preservation Unit (CalOES EHP) performed a preliminary EPH review of all projects and believes some of our projects may require permits or exemptions from Fish and Game Code 1600, CA Water Code 13260, California Environmental Quality Act (CEQA), and National Pollution Discharge Elimination System (NPDES). The projects likely to require permit review would be the culvert cleaning and replacement and sediment removal from treatment pond #1. The district will need to look into the possibility of exemptions and cost of permits before moving forward with grant funding for these two projects. Permit costs can be submitted after the grant is issued as additional costs. I have also heard on the news from the Director of FEMA, that FEMA is now prioritizing funding payments for cleanup and immediate disaster response and may postpone project payments until next year.
- Treatment Ponds, Plant, and Irrigation Field maintenance – after completing the annual solar panel cleaning and inspection, Pro Solar Cleaning reported finding two broken solar panels both in the treatment plant array. I have contacted SolarWorks to give us a cost estimates for replacement alternatives and possible evaluation of cause.
- Sewer Equipment replacements – NSU system operator Brandon Jacka has requested and recommended the purchasing and replacement of the two irrigation pumps to be installed this winter and two backup pumps for the lift-station which are close to their end of life. I have asked him to attend the October meeting to present the need and costs for these pumps as they have not been budgeted for this year.
- Annual SPAS Tax – FY23-24 SPAS tax cycle now complete and ready for County September tax billing statements. We should receive an additional \$7,311 more than budgeted for this year.
- NSU System Operator Contract – will begin renegotiations for a longer-term contract starting after the new SCADA system has been installed.

PARK

GENERAL ADMINISTRATION

- Management – have responded to staff inquiries.

Respectfully Submitted, *Mary Halley*



August 11, 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
June 2023

Enclosed please find the Self-Monitoring Report.

Operations are satisfactory and maintenance on schedule.

Currently working on upgrades/repairs to SCADA and radio communication for this system.

I certify under the penalty of law that this document and all attachments have been prepared under my direction or supervision in accordance with a system designed to assure that qualified personal proper gathered and evaluated the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Sincerely,
NATURAL SYSTEMS UTILITIES

Brandon Jacka
Chief Plant Operator
Certified Chief Plant Operator #V 42398

cc: Tomales Village Community Service District
Vanessa Zubkousky, Department of Public Health, Richmond

NSU-CA was formerly Phillips Services Inc. dba Phillips & Associates

SELF MONITORING REPORT

Date	INF (INFLUENT)						EFF-TR (Treatment Pond No. 3 Eff)										EFF-Discharge		EFF-D (Discharge eff)	
	Daily (KGALS)	Weekly (KGALS)	Ph (Units)	Temp. (C)	BOD (mg/l)	TDS (mg/l)	Nitrate as N	Nitrite as N	TKN mg/L	Amonnonia N mg/L	Tot. Organic Nitrogen mg/L	TDS (mg/L)	BOD mg/l)	pH Units	D.O. (mg/l)	Temp (C)	Daily (KGALS)	Weekly (KGALS)	Cl2 Tank Added (gallons)	Coliform MPN/100
6/1/2023	17.3																113.2			
6/2/2023	17.3																113.2			
6/3/2023	17.3																113.2			
6/4/2023	17.3																113.2			
6/5/2023	17.3																113.2			
6/6/2023	17.3	104.0	8.6	17.8	230.0	470.0	<.20	<.40	7.8	0.40	7.4	350.0	29.0	9.4	2.5	18.2	113.2	679.2		49.0
6/7/2023	9.9																			
6/8/2023	9.9																			
6/9/2023	9.9																			
6/10/2023	9.9																			
6/11/2023	9.9																			
6/12/2023	9.9																			
6/13/2023	9.9																			
6/14/2023	9.9	79.0										340.0	20.0	9.4	4.5	19.3				
6/15/2023	8.8																			
6/16/2023	8.8																			
6/17/2023	8.8																			
6/18/2023	8.8																			
6/19/2023	8.8																			
6/20/2023	8.8	53.0										360.0	26.0	9.5	5.7	17.9				
6/21/2023	10.0																			
6/22/2023	10.0																			
6/23/2023	10.0																			
6/24/2023	10.0																			
6/25/2023	10.0																			
6/26/2023	10.0																			
6/27/2023	10.0	70.0										440.0	28.0	10.0	7.0	18.2				
6/28/2023	11.8																			
6/29/2023	11.8																			
6/30/2023	11.8																			
#NAME?																		#DIV/0!		
Min	8.8		8.6	17.8	230.0	470.0	0.0	0.0	7.8	0.4	7.4	340.0	20.0	9.4	2.5	17.9			0.0	
Mean	11.4		8.6	17.8	230.0	470.0	#DIV/0!	#DIV/0!	7.8	0.4	7.4	372.5	25.8	9.6	4.9	18.4			#DIV/0!	
Total	341.2																679.2			

TOMALES WASTEWATER FACILITY
Treatment and Storage Ponds Summery Report

Natural Systems Utilities
Management and Technical Resources
707 254-1931

Month	Treatment Pond # 1				Treatment Pond No. 2				Treatment Pond No. 3				ST-West				ST-East				
Jun-23	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	
Date	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	
1																					
2																					
3																					
4																					
5																					
6	2.7	7.4	3.8	18.1	2.7	7.8	4.0	17.5	2.8	9.7	3.6	18.4	9.0	9.7	5.0	18.6	9.0	9.1	5.4	18.4	
7																					
8																					
9																					
10																					
11																					
12																					
13																					
14	2.6	8.7	9.9	22.4	2.5	8.0	5.8	19.4	2.5	9.8	8.8	20.0	9.0	9.6	6.7	21.2	9.0	9.3	8.0	21.0	
15																					
16																					
17																					
18																					
19																					
20	2.5	7.7	5.3	17.8	2.5	8.0	5.3	17.5	2.5	9.7	7.9	18.1	9.5	9.3	4.8	19.8	9.5	8.5	4.3	19.9	
21																					
22																					
23																					
24																					
25																					
26																					
27	2.5	7.5	4.4	17.0	2.5	8.2	5.0	16.8	2.5	10.2	11.7	18.1	11.0	8.3	8.7	19.1	10.0	8.1	6.0	19.1	
28																					
29																					
30																					

**TOMALES TREATMENT PONDS
STANDARD OBSERVATION REPORT**

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

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	6/6/23	6/14/23	6/20/23	6/27/23
Day	TUES	WED	TUES	TUES
Time	11:30am	12:25pm	10:45am	10:05am
Operator	DL	MG	DL	MG
* 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) **June 2023**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>6/6/23</i>	<i>6/14/23</i>	<i>6/20/23</i>	<i>6/27/23</i>
Day	TUES	WED	TUES	TUES
Time	11:30am	12:25pm	10:45am	10:05am
Operator	DL	MG	DL	MG
Rain fall, inches	0.0	<i>0.0</i>	<i>0.0</i>	<i>0.0</i>
* Nuisance odors (smell)	N	N	N	N
*Evidence of any standing water	N	N	N	N
* Evidence of mosquitoos 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) **June 2023**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	6/6/23	6/14/23	6/20/23	6/27/23
Day	TUES	WED	TUES	TUES
Time	11:30am	12:25pm	10:45am	10:05am
Operator	DL	MG	DL	MG
- 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)

June 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
Date	6/6/23	6/14/23	6/20/23	6/27/23
Day	TUES	WED	TUES	TUES
Time	11:30am	12:25pm	10:45am	10:05am
Operator	DL	MG	DL	MG
* 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: June 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	6/6/23	6/14/23	6/20/23	6/27/23
Day	TUES	WED	TUES	TUES
Time	11:30am	12:25pm	10:45am	10:05am
Operator	DL	MG	DL	MG
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

June 28, 2023

Sample Collected: 06/06/23 @ 10:45,10:30
Sample Received: 06/06/23
Collected By : DL/NSU
Cc : e-mail

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

Tomales Village CSD

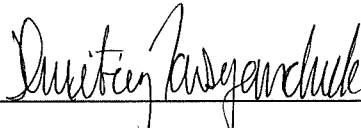
<u>LOG NUMBER</u>	<u>623-11657</u>	<u>623-11658-60</u>
Sample Description:	Influent	TR – Effluent

<u>ANALYSIS</u>			<u>Start Date & Time</u>
BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	230.	29.	
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	470.	350.	
Nitrate N mg/L (EPA Mthd. 352.1)		<0.20	
Nitrite N mg/L (EPA Mthd. 300.0)		<0.40	06/07/23 @ 22:10
Total Kjeldahl N mg/L (Std. Mthds. 4500-NH ₃ C, 2011)		7.8	
Ammonia N mg/L (Std. Mthds. 4500-NH ₃ C, 2011)		0.40	
Total Organic N mg/L		7.4	

BOD Start Date: 06/08/23 @ 10:30
BOD Completed Date: 06/13/23

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 28, 2023

Sample Collected: 06/14/23 @ 12:15
 Sample Received: 06/14/23
 Collected By : DL/NSU
 Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	623-12413
Sample Description:	TR – Effluent

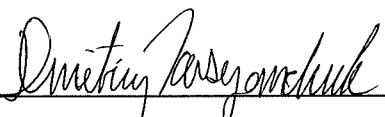
ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	20.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	340.

BOD Start Date: 06/15/23 @ 10:30
 BOD Completed Date: 06/20/23

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 29, 2023

Sample Collected: 06/20/23 @ 10:00
 Sample Received: 06/20/23
 Collected By : DL/NSU
 Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	623-12778
Sample Description:	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	26.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	360.

BOD Start Date: 06/22/23 @ 10:00
 BOD Completed Date: 06/27/23

BRELJE AND RACE LABORATORIES, INC.



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



Analytical Report

July 9, 2023

Sample Collected: 06/27/23 @ 10:00
 Sample Received: 06/27/23
 Collected By : MG/NSU
 Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	623-13276
Sample Description:	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	28.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	440.

BOD Start Date & Time: 06/29/23 @ 10:30
 BOD Completed Date: 07/04/23

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



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 16, 2023

COLLECTED BY : DL

Tomales Village CSD

Log Number	Date Collected	Date Set	Date Completed	Sample Source	Cl ₂ Residual	Total Coliform MPN/mL
623-11661	06/06/23	06/06/23	06/10/23	Effluent - D	1.13	49.

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



August 23, 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
July 2023

Enclosed please find the Self-Monitoring Report.

Operations are satisfactory and maintenance is on schedule.

We had a coliform exceedance for irrigation last month. Adjustments were made to the chlorine pump.

We had a pond reading of 1.9 for DO in treatment pond 3. The dissolved sulfide sample was not pulled.

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 personnel 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
7/1/2023	11.8																			
7/2/2023	11.8																			
7/3/2023	11.8																			
7/4/2023	11.8																			
7/5/2023	11.8																			
7/6/2023	11.8	106.0	8.1	17.7	320.0	500.0	<.20	<.40	8.6	0.40	8.2	360.0	25.0	9.8	3.6	17.7				
7/7/2023	9.8																218.8			920.0
7/8/2023	9.8																218.8			
7/9/2023	9.8																218.8			
7/10/2023	9.8																218.8			
7/11/2023	9.8	49.0										410.0	22.0	10.0	6.5	19.1	218.8	1093.9		33.0
7/12/2023	11.4																229.7			
7/13/2023	11.4																229.7			
7/14/2023	11.4																229.7			
7/15/2023	11.4																229.7			
7/16/2023	11.4																229.7			
7/17/2023	11.4																229.7			
7/18/2023	11.4											400.0	15.0				229.7			33.0
7/19/2023	11.4	91.0												9.9	2.5	19.3	229.7	1837.4		
7/20/2023	9.3																			
7/21/2023	9.3																			
7/22/2023	9.3																			
7/23/2023	9.3																			
7/24/2023	9.3																			
7/25/2023	9.3	56.0										490.0	22.0	9.7	1.9	19.0				
7/26/2023	9.4																			
7/27/2023	9.4																			
7/28/2023	9.4																			
7/29/2023	9.4																			
7/30/2023	9.4																			
7/31/2023	9.4																			
#NAME?																		#DIV/0!		
Min	9.3		8.1	17.7	320.0	500.0	0.0	0.0	8.6	0.4	8.2	360.0	15.0	9.7	1.9	17.7			0.0	
Mean	10.4		8.1	17.7	320.0	500.0	#DIV/0!	#DIV/0!	8.6	0.4	8.2	415.0	21.0	9.9	3.6	18.8			#DIV/0!	
Total	323.2																2931.6			

Month	Treatment Pond # 1				Treatment Pond No. 2				Treatment Pond No. 3				ST-West				ST-East				
Jul-23	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	
Date	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	
1																					
2																					
3																					
4																					
5																					
6	2.2	7.5	4.3	17.4	2.3	7.8	5.6	17.4	2.3	9.9	5.5	17.7	10.5	8.5	4.8	18.2	10.5	9.2	5.8	17.8	
7																					
8																					
9																					
10																					
11	2.2	7.4	4.5	18.5	2.2	7.8	5.7	20.1	2.2	10.3	11.0	19.3	12.0	9.6	12.4	21.2	12.0	9.5	8.0	22.5	
12																					
13																					
14																					
15																					
16																					
17																					
18																					
19	2.2	7.6	4.0	18.2	2.2	7.9	4.9	18.5	2.2	10.2	3.9	19.4	16.0	N/A	N/A	N/A	16.0	N/A	N/A	N/A	
20																					
21																					
22																					
23																					
24																					
25	2.2	7.2	3.8	18.9	2.2	7.5	4.9	18.6	2.2	9.7	3.7	19.1	18.0	10.0	7.3	19.9	18.0	9.5	5.6	19.6	
26																					
27																					
28																					
29																					
30																					
31																					

**TOMALES TREATMENT PONDS
STANDARD OBSERVATION REPORT**

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

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	7/6/23	7/11/23	7/19/23	7/25/23
Day	THURS	TUES	WED	TUES
Time	10:20am	2:45pm	12:40pm	10:20am
Operator	MG	MG	DL	MG
* 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) **July 2023**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>7/6/23</i>	<i>7/11/23</i>	<i>7/19/23</i>	<i>7/25/23</i>
Day	THURS	TUES	WED	TUES
Time	10:20am	2:45pm	12:40pm	10:20am
Operator	MG	MG	DL	MG
Rain fall, inches	0.0	<i>0.0</i>	<i>0.0</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) **July 2023**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	7/6/23	7/11/23	7/19/23	7/25/23
Day	THURS	TUES	WED	TUES
Time	10:20am	2:45pm	12:40pm	10:20am
Operator	MG	MG	DL	MG
- 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)

July 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
Date	7/6/23	7/11/23	7/19/23	7/25/23
Day	THURS	TUES	WED	TUES
Time	10:20am	2:45pm	12:40pm	10:20am
Operator	MG	MG	DL	MG
* 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: July 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	7/6/23	7/11/23	7/19/23	7/25/23
Day	THURS	TUES	WED	TUES
Time	10:20am	2:45pm	12:40pm	10:20am
Operator	MG	MG	DL	MG
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

July 29, 2023

Sample Collected: 07/06/23 @ 09:30,09:45
Sample Received: 07/06/23
Collected By : MG/NSU
Cc : e-mail

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

Tomales Village CSD

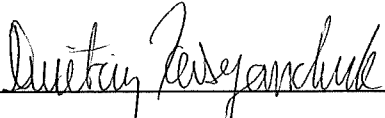
LOG NUMBER	723-13914	723-13915-7
Sample Description:	Influent	TR – Effluent

ANALYSIS			Start Date & Time
BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	320.	25.	
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	500.	360.	
Nitrate N mg/L (EPA Mthd. 352.1)		<0.20	
Nitrite N mg/L (EPA Mthd. 300.0)		<0.40	07/11/23 @ 09:08
Total Kjeldahl N mg/L (Std. Mthds. 4500-NH ₃ C, 2011)		8.6	
Ammonia N mg/L (Std. Mthds. 4500-NH ₃ C, 2011)		0.40	
Total Organic N mg/L		8.2	

BOD Start Date & Time: 07/07/23 @ 10:30
BOD Completed Date: 07/12/23

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

July 29, 2023

Sample Collected: 07/11/23 @ 09:20
 Sample Received: 07/11/23
 Collected By : MG/NSU
 Cc : e-mail

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

Tomales Village CSD


LOG NUMBER	723-14252
Sample Description:	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	22.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	410.

BOD Start Date & Time: 07/13/23 @ 10:30
 BOD Completed Date: 07/18/23

BRELJE AND RACE LABORATORIES, INC.



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



Analytical Report

July 29, 2023

Sample Collected: 07/18/23 @ 12:30
 Sample Received: 07/18/23
 Collected By : MG/NSU
 Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	723-14849
Sample Description:	TR – Effluent

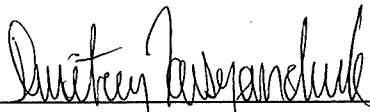
ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	15.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	400.

BOD Start Date & Time: 07/20/23 @ 10:15
 BOD Completed Date: 07/25/23

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

August 5, 2023

Sample Collected: 07/25/23 @ 09:30
 Sample Received: 07/25/23
 Collected By : MG/NSU
 Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	723-15391
Sample Description:	TR – Effluent

ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	22.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	490.

BOD Start Date & Time: 07/26/23 @ 11:45
 BOD Completed Date: 07/31/23

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



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: July 20, 2023
COLLECTED BY : MG/NSU

Tomales Village CSD

Log Number	Date Collected	Date Set	Date Completed	Sample Source	Cl ₂ Residual	Total Coliform MPN/100mL
723-13962	07/07/23	07/07/23	07/11/23	Effluent - D	Not Specified	920.

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:rf



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: July 24, 2023

COLLECTED BY : MG/NSU

Tomales Village CSD

Log Number	Date Collected	Date Set	Date Completed	Sample Source	Cl ₂ Residual	Total Coliform MPN/100mL
723-14251	07/11/23	07/11/23	07/15/23	Effluent - D	1.3	33.

Std. Mthds 9221

COPY SENT TO: e-mail

Note: Sample set "out of hold time".

BRELJE AND RACE LABORATORIES, INC.

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



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: July 24, 2023
COLLECTED BY : MG/NSU

Tomales Village CSD

Log Number	Date Collected	Date Set	Date Completed	Sample Source	Cl ₂ Residual	Total Coliform MPN/100mL
723-14848	07/18/23	07/18/23	07/22/23	Effluent - D	Not Specified	33.

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:rf