



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, November 8, 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 November 8, 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 October 11, 2023 TVCS D Board 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. Review October 25, 2023 PAC Meeting Minutes
2. Update City of Hope Bike event on October 20, 2023

b. Financial Advisory Committee (FAC)

1. Review FAC Work Session Notes from October 13, 2023 and October 26, 2023
2. Review for Approval the following Financial Policies: General Financial Policy; Competitive Bidding; Investment Policy; Reserve Policy; Capital Improvement Policy Action

VIII. Financial Report (Bonnie MacLaird)

a. Review Financial Narrative

IX. General Manager's Report

1. Approve NSU Addendum for O&M contract to extend three months from January 1, 2024 – March 31, 2024 Action (New Contract Negotiations to start February 2024)

X. NSU Report

a. Review September NSU Reports

XI. Pending Business

1. Approve the Replacement of two (2) Irrigation Field Pumps and the Purchase of two (2) Reserve Lift Station Grinder Pumps. Action

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 ● David Kitts



TVCSO Board of Director's Meeting Minutes

Date: Wednesday, October 11, 2023 7:00 pm Tomales Town Hall (Upstairs)

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

Board Members Absent: John Ward

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

Others Present: Brandon Jacka, NSU Regional Operations Manager

I. Call to Order

Donna Clavaud called the meeting to order at 7:01 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 October 11, 2023 TVCSO BOD Meeting Agenda

Dru Fallon O'Neill motioned to approve the October 11, 2023 TVCSO BOD meeting agenda as is. David Kitts seconded the motion. M/S/C

IV. Consent Calendar

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

- a. Approval of August 9, 2023 TVCSO Board and Public Hearing Meeting Minutes
- b. Review and Approve Check Registers and Expenditures
- c. Review and Approve Financial Statements

It was noticed Item a of the Consent Calendar read “Approval of August 9, 2023 TVCSD Board and Public Hearing Meeting Minutes”. There wasn’t a Public Meeting in August; Item a should instead read: “Approval of August 9, 2023 TVCSD Board Meeting Minutes”.

Dru Fallon O’Neill motioned to approve the Consent Calendar as amended above. Bill Bonini seconded the motion. M/S/C

V. Items Removed from Consent Calendar

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

VI. Brandon Jacka, NSU Regional Operations Manager, will Present the need to Purchase two (2) Replacement Pumps for the Lift Station and two (2) Replacement Pumps for the Irrigation Field. These purchases will Require TVCSD Board Approval.

Brandon Jacka reported two (2) irrigation pumps are at least twenty five (25) to thirty (30) years old and need to be replaced as they are insufficient. A repair tag indicates a repair was made at least twenty (20) years ago. It makes sense to replace these pumps now especially since the new SCADA is in the process of being replaced. Brandon Jacka also reported the lift station pumps are working fine but suggested to have at least one (1) back-up, if not two (2).

Estimates for the two (2) irrigation pumps and two (2) back up lift station pumps are \$20,000 including labor (except for the labor for the back-up lift station pumps), valves and piping.

Mary Halley asked where the prices come from; Brandon Jacka said NSU uses two (2) vendors + a NSU 20% mark-up. Bill Bonini asked Brando Jacka for the pump manufacturer numbers so Bill Bonini could research TVCSD’s own sources to avoid the 20% mark-up. Brandon Jacka also said NSU would prefer if TVCSD sourced the pumps and will send Bill Bonini the pump specs.

Bill Bonini also asked Brandon Jacka about other issues besides the four (4) pumps.

Brandon Jacka suggested a back-up aerator motor; estimated cost is \$3,000 - \$5,000. And, an electrician should look at the electrical panels at the plant. The comminutor, which grinds paper towels, feminine products, etc. is kind of obsolete and should it fail, would need to be replaced.

Donna Clavaud asked if action needs to be taken tonight as it was on the agenda. Mary Halley said no and suggested the TVCSD Board continue the discussion and place the action item on the November 8, 2023 TVCSD Board meeting agenda.

VII. Board Member Reports

Donna Clavaud reported TVCSD received two (2) awards from TVCSD’s Worker’s Compensation and Liability insurers stating there were no filing of claims for five (5) years.

VIII. Committee Reports

a. Park Advisory Committee (PAC)

1. No PAC meeting was held on September 27, 2023 as there wasn’t a quorum. Next PAC meeting is scheduled for October 25, 2023 at 5:30 pm at the Tomales Town Hall.

Donna Clavaud said the City of Hope bike ride is scheduled for October 20, 2023.

b. Financial Advisory Committee (FAC)

1. Review FAC Approved Meeting Minutes from September 25, 2023

September 25, 2023 approved FAC meeting minutes were reviewed. FAC also went over the draft policies. Donna Clavaud said she met with Cynthia Hammond to review the process of the TVCSD draft policies; ones that are edited and approved by the TVCSD Board, all policies will be formatted and bound.

Donna Clavaud said the NSU extension is good through December 31, 2023 and there may not be a need for another extension. Mary Halley will update the NSU contract in her General Manager's report.

IX. Financial Report (Bonnie MacLaird)

a. Review Financial Narrative

Financial Narrative was reviewed and Bonnie MacLaird pointed out a few items on her report: The report was the quarterly report which contained checking detail for Sewer and Park; Balance sheets for Sewer and Park; Profit and Loss for Sewer and Park; and an estimate for cash positions for the Fiscal Year 2023/2024.

Bonnie MacLaird also created a profit and loss template to compare actuals to date to the full year budget which is included in the TVCSD Board packet.

X. General Manager's Report

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

1. SCADA:

Mary Halley said the panel design is complete and the panel construction is underway. Jack Miller updated Mary Halley and said the pump panels have been approved and are moving in to production with an eight (8) week to ten (10) week lead time. Jack Miller will give Mary Halley weekly updates and it looks like the SCADA project will be pushed in to January. Mary Halley suggested extending the NSU contract for three (3) months or six (6) months and advised adding an addendum to the November 8, 2023 agenda for approval.

2. FEMA:

Mary Halley said all the projects for the Disaster Assistance Program for the North Coast Storm Event 4783 have been finalized and submitted for approval and TVCSD was the first to submit.

3. Solar Panels:

Mary Halley will continue to search for used panels and a few spare panels as the panels are no

longer manufactured. Bill Bonini unplugged the two (2) broken panels so they don't interfere with the working panels.

4. Sewer Connections:

Mary Halley inspected the Route One Bakery improvements; no prep sink was installed as indicated in the permit.

XI. NSU Report

a. Review August NSU Reports

Reports were reviewed.

XII. Pending Business

1. Update on Goat grazing possibility at the Storage Ponds and Irrigation Field

Bill Bonini said he is waiting to hear from John Roche regarding wintering the goats at the storage ponds and irrigation field.

Donna Clavaud said she heard from Tom Nunes regarding controlled burns and Tom Nunes said he would prefer doing smaller burns however the gorse would need to be remediated/masticated prior to a burn.

XIII. Other Business

None

XIV. New Business

1. Discuss Solar Panel Replacements

This item was discussed under the General Manager's Report.

2. Capital Improvement Projects (CIP) Planning: Discuss saving money for unforeseen expenses

The 2017/2018 CIP for TVCSD was developed through FY 2026/2027. Bill Bonini asked if the CIP projects were budgeted; where/what has that budgeted money been spent on and suggested to be more proactive; perhaps taking that budgeted CIP money and banking those allocated funds. Mary Halley said the CIP is an estimate of what "may" fail. If in one (1) year nothing fails but money has been budgeted, Mary Halley agreed with Bill Bonini that those funds should be banked.

XV. Old Business

None

XVI. Correspondence

None

XVII. Adjournment

Bill Bonini motioned to adjourn the TVCSD October 11, 2023 BOD Meeting. Dru Fallon O'Neill seconded the motion. M/S/C

Meeting was adjourned at 8:43 pm. No objections.

Approved by Donna Clavaud, President

Date

Attested by Cynthia Hammond, Recording Secretary

Date

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

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

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

Board of Directors:

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

**SEWER - Checking Account Detail
October 2023**

Ck Date	Payee: description	Amount	Balance
Beginning Balance			\$1,330.17
10/03/2023	Autopay AT&T: office	-117.70	\$1,212.47
10/05/2023	5290 Clavaud, Donna: Board Stipend Jul-Sep	-277.05	\$935.42
10/05/2023	5291 Hammond, Cynthia: Admin Sept.	-528.94	\$406.48
10/05/2023	5292 Mary Halley: GM Sept.	-3,029.48	(\$2,623.00)
10/05/2023	5293 Bonnie MacLaird: Fin. Services Sept.	-1,306.73	(\$3,929.73)
10/05/2023	Debit USPS: stamps	-13.20	(\$3,942.93)
10/05/2023	Xfer Xfer fm MM to Ckg for Operations	15,000.00	\$11,057.07
10/06/2023	Xfer Park: reimburse Q3 payroll and taxes	98.52	\$11,155.59
10/09/2023	5294 IRS: Fed payroll taxes	-322.04	\$10,833.55
10/10/2023	EFT EDD: CA payroll taxes	-53.72	\$10,779.83
10/10/2023	BoM#7 NSU: Sewer	-4,625.33	\$6,154.50
10/10/2023	BoM#8 Brelje and Race Laboratories, Inc.	-456.00	\$5,698.50
10/17/2023	Autopay PGE	-102.17	\$5,596.33
10/19/2023	BoM#9 Brelje and Race Laboratories, Inc.	-300.00	\$5,296.33
10/20/2023	Autopay Sonic	-7.95	\$5,288.38
10/29/2023	Autopay Intuit / QBO subscription	-60.00	\$5,228.38
10/30/2023	Autopay AT&T: plant	-155.75	\$5,072.63
10/31/2023	EFT BoM: interest	<u>0.04</u>	\$5,072.67
	Amt Spent:	-11,356.06	
	Amt Added:	<u>15,098.56</u>	
	Net Change:	3,742.50	

**PARK - Checking Account Detail
October 2023**

Ck Date	Payee: description	Amount	Balance
Beginning Balance			\$2,680.21
10/05/2023	1457 Bonnie MacLaird: Fin. Services Sept.	-371.73	\$2,308.48
10/05/2023	1458 Henry Elfstrom: Groundskeeping Sept	-455.00	\$1,853.48
10/06/2023	Xfer to TVCSD for Payroll	-98.52	\$1,754.96
10/09/2023	1459 Edgar Martinez: Maintenance Sept	-600.00	\$1,154.96
10/09/2023	1460 Scott Hochstrasser: reimburse supplies	-98.69	\$1,056.27
10/16/2023	Autopay PGE: Park	-29.34	\$1,026.93
10/20/2023	1461 Maria Martinez: Garbage quarterly	-206.61	\$820.32
10/27/2023	Xfer Transfer MM to Checking for Ops	5,000.00	\$5,820.32
10/30/2023	1462 City of Hope: refund Security Deposit	-250.00	\$5,570.32
10/31/2023	EFT Bank of Marin: interest	<u>0.02</u>	<u>\$5,570.34</u>
	Amt Spent:	-2,109.89	
	Amt Added:	<u>5,000.02</u>	
	Net Change:	2,890.13	



Park Advisory Committee Meeting, October 25, 2023 at the Tomales Town Hall, 5:30 pm: These Minutes were approved by the Park Advisory Committee.

Meeting was called to order.

Present: Dru Fallon O’Neill, Chair; Patty Oku, Secretary; Ted Andersen, Nick Campbell, Beth Koelker

Absent: Venta Leon

Guests: None

New Business:

Park clean up calendar 2024: May, July, August, dates will link with Chipper Day 2024 calendar.

Community Christmas Tree: Dru will donate the tree and will be placed between the palm trees in park.

Old Business:

Barbeque rehab: all equipment has been acquired, awaiting labor.

Shade Sail: moved to next meeting

Bike rack: moved to next meeting

Fence replacement: Committee recommends using standard fence panels and reusing top half of the boards with decorative cutouts as they are sound.

Miscellaneous Business:

None.

Items not on the Agenda:

None.

Adjournment was at 6:05 pm with next meeting scheduled for November 22, 2023 at 5:30 pm, at the Tomales Town Hall.

Respectfully submitted,

Patty Oku

Patty Oku, Secretary

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

Board of Directors:

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



**FINANCIAL ADVISORY COMMITTEE WORK SESSIONS
October 13 & October 26, 2023**

The FAC met twice in person at the district office to work on policy drafts. It was necessary to have access to a printer and Wi-Fi. These meetings were working sessions only, not official public meetings.

On October 13, 2023 Bonnie MaLaird, Donna Clavaud and Mary Halley met. On October 26, 2023 John Ward was also able to attend.

The committee met twice in October 2023 to specifically focus on the revision of a set of financial policy drafts developed over the past four (4) years but never approved. While content was established, in several cases, there were needed revisions and/or numbers to be added. The November 8, 2023 TVCSD Board Meeting Packet includes five (5) policies that the FAC members are recommending for approval after Board member comments and amendments.

The Financial Policies include:

Competitive Bidding

General Financial Policy

Investment Policy

Reserves Policy

Capital Improvement Policy

A handwritten signature in cursive script that reads "Donna L. Clavaud".

November 3, 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

Policy Title: General Financial Policy

Policy #: 2100

.1 TVCSD will carry out the Board's goals, objectives, and policies through a service delivery system financed through the Operating and Capital Budgets.

.2 The relationship between the Operating and Capital Budgets will be explicitly recognized and incorporated in the TVCSD Annual Budget Process. Funding for these budgets shall be sufficient to provide operating services and maintenance or enhancement of fixed assets needed to support public demand for District services.

.3 The District will take positive steps to improve the productivity of its systems and staff and will seek ways to eliminate duplicative functions within the district governance and between the TVCSD and other public agencies. Specifically, intensive reviews of the efficiency and effectiveness of certain District services will be periodically undertaken. A reporting mechanism highlighting the service efforts and accomplishments of TVCSD's major services will also be developed.

.4 Whenever feasible, government activities will be considered Enterprises if doing so will increase efficiency of service delivery or recover the costs of providing the service from the benefiting entity by user fees.

.5 Adequate Reserves will be maintained for all known liabilities to include Reserve Funds for operating and capital outlays.

.6 Where practical, efforts will be coordinated with other governmental agencies to achieve common policy objectives, shared costs of providing governmental services on an equitable basis and support favorable legislation at the state and federal level.

.7 TVCSD will seek out, apply for, and effectively administer federal, state, private foundation grants-in-aid that address the district's current strategic priorities and policy objectives.

.8 TVCSD will initiate, encourage, and participate in economic development efforts, where feasible and consistent with its goals and objectives, to create job

opportunities and to strengthen the local economy through its service delivery systems and its competitive bidding policy and process.

.9 Approval of Expenditures

The authority to approve expenditures is governed by specific roles and positions. This authority is restricted to the General Manager, President and Vice President (if President is unavailable). Additionally, the Finance Manager is authorized to approve routine and budgeted expenses under \$500. For contracted expenditures, approval is not required; only a second signature. Personnel invoices should be approved by the Board President or Vice President.

Non-budget expenditures require Board approval.

The Finance Manager is responsible for keeping the General Manager and the Board informed of unusual expenses before payment.

.10 Check Expenditure Limits:

There are two levels of expenditure limits:

Limit 1-without approval, up to \$500

Limit 2-over \$500, requires second signature

.11 Check Signatures:

Designated board members can sign checks. New designated board members sign a bank signature card. It is the responsibility of the Finance Manager to keep the signature cards current. Departing board members are removed from the signature cards immediately upon leaving the office.

.12 Reimbursement:

Reimbursement of out-of-pocket expenses follows the same approval process as above and requires the use of an Expense Reimbursement Form or monthly compensation form. This will be filled out and submitted with receipts within 30 days to the Finance Manager for re-payment.

.13 Competitive Bids and Contracts:

Competitive bidding limits and rules require Board approval. The Board of Directors is to approve all contracts and contractors who do work for TVCSD.

Policy Title: Competitive Bidding

Policy Number: 3150

3150.1 The purpose of this policy is to ensure that Tomales Village Community Services District (TVCS D) is obtaining the products and services at a competitive cost given the required product or service quality. This policy also establishes responsibility for the development of procedures and the bidding process. TVCS D Board of Directors has the responsibility to promote maximum competition in meeting the District's procurement needs. The TVCS D Board of Directors will use alternative means of procurement in those cases where competitive bidding cannot be reasonably or practically followed.

3150.2 Transparent procurement method in which bids from competing contractors, suppliers, or vendors are invited by openly advertising the scope, specifications, and terms and conditions of the proposed contract as well as the criteria by which the bids, will be evaluated. Competitive bidding aims at obtaining goods and services at the best value by stimulating competition, and by preventing favoritism. In open competitive bidding, the sealed bids are opened in full view of all who wish to witness the bid opening.

3150.3. Annual Expenses/Project Costs up to \$25,000 are not subject to bidding:

The TVCS D is required to solicit quotes/bids from potential suppliers. The quotes/bids are reviewed, and the best value is selected. All quotes received are included as well as a short explanation of why the winning entity was selected (e.g., offered lowest cost, able to meet specific requirements, etc.). This includes a proposed contract modification that changes the scope of a contract or increases the contract by more than the \$25,000 threshold.

3150.4. Recurring contracts and all expenses over \$25,000 are subject to open bidding.

If a need is recurring, the TVCS D is not required to solicit bids each year but is the term of the contract, whichever comes first and provide a summary of that review.

3150.5. The TVCS D Board of Directors will appoint a contact person to receive all the bids. This designated person must not be a bidder.

In order to provide maximum open and free competition, the District's purchasing procedures will include:

3150.5.1. Provide a clear and accurate description of the technical requirements for the product or service.

3150.5.2. Provide any and all requirements that must be fulfilled by the bidder and/or the District, as well as criteria that will be used during the evaluation of the bids or proposals.

3150.5.3. When applicable, provide a description of performance requirements including the range of acceptable characteristics and minimum standards.

3150.5.4. Provide any specific features of "brand name or equal" that must be met by the bidders.

3150.5.5. Accept, when applicable and feasible, products or services that conserve resources, protect the environment, and/or are energy efficient.

3150.6. Guidelines on Review of Bids:

Bid documents should include any required specifications and deadlines. All bidders will be determined to meet all requirements.

Bids received within a specified timeline that meet requirements shall be considered for review. The bid should be awarded to the lowest bidder based on either cost alone or best value and/or quality. If using the best value method, the rationale for selection should be documented and submitted with the contract.

Upon receipt of the competitive bids, a comparison of products and costs will be made. Documentation includes, but is not limited to advertisements, past purchases and quotes, and current list prices.

3150.7. Instances will arise where it may not be possible or appropriate to solicit competitive bids (for example, some products or services may only be available maintenance agreements; site licenses). In such situations, a sole source justification must be provided and, if compelling, will be approved by the TVCSD Board of Directors.

In the event of emergency, when time is of the essence, sole source vendors may be used.

3150.8. TVCSD Board of Directors will only make contracts with responsible contractors who possess the potential to perform successfully under the terms and conditions of the proposed procurement. When reviewing bids and offers, consideration will be given to contractor integrity, record of past performance, financial and technical resources, or accessibility to other necessary resources.

The bidder or offeror whose bid meets the criteria set forth in the solicitation and who presents the most advantageous offer relating to price, quality, and ability to provide the goods and/or services, will be awarded the contract.

Policy Title: Investment Policy

Policy #: 2130

.1 Compliance

The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (CA Government Code (CGC) #53630.1); and

Government Code Sections 5921 and 53601, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency; and

The Finance Manager, in conjunction with the Financial Advisory Committee are required to annually prepare and submit a statement of investment policy, and such policy, and any changes thereto, is to be considered by the TVCSD Board of Directors at a public meeting (CGC#53646(a)).

For these reasons, and to insure prudent and responsible management of the public's funds, it is the policy of the TVCSD to invest funds in a manner which will provide the highest investment return with the maximum security, while meeting the daily cash flow demands of the District and conforming to all the statutes governing the investment of TVCSD funds.

.2 Accounts

This investment policy applies to all financial assets of TVCSD. These funds are accounted for in the Annual Financial Report and include:

Demand Account:

Operation & Maintenance Fund

CIP Fund

Investments:

Local Agency Investment Fund (LAIF)

FDIC Insured Accounts

Local Agency Investment Fund (LAIF)

.3 Responsibilities

Investments of surplus funds shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the “prudent investor” standard (CGC#53600.3) and shall be applied in the context of managing an overall portfolio. Investment officials acting in accordance with written procedures, and this TVCSD Investment Policy, and exercising due diligence shall be relieved of personal responsibility for an individual’s security credit risk or market price changes, provided deviations for expectations are reported in a timely fashion and appropriate action is taken to control adverse and/or risky developments.

.4 OBJECTIVES

As specified in CGC#53600.5, when investing, re-investing, purchasing, acquiring, exchanging, selling, and managing public funds, the primary objectives of the investment activities, in priority order, shall be:

4.1. Safety-

7.Safety of principal is the foremost objective of the TVCSD investment program. Investments of TVCSD shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. To obtain and sustain this key objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

4.2. Liquidity-

The investment program will remain sufficiently liquid to enable TVCSD to meet all operating requirements, which might be reasonably anticipated.

4.3. Return on Investment-

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout annual budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the District portfolio.

.5 DELEGATION OF AUTHORITY

5.1.

Authority to manage the investment program is derived from CA Government Code Sections 53600, et seq. Management responsibility for the investment program is hereby delegated to the TVCSD Board of Directors, who shall establish written procedures for the operation of the investment program consistent with this investment policy.

5.2.

No person may engage in an investment transaction, except as provided under the terms of this policy and the procedures established by the TVCSD Board of Directors.

5.3.

The Finance Manager shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

5.4.

Under the provisions of CA Government Code #53600.3, the District Finance Manager, in coordination with the Board of Directors who handle District funds, are trustees and fiduciary subjects to the prudent investor standard.

.6 ETHICS AND CONFLICTS OF INTEREST

Officers and staff involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

.7 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

7.1.

The Board of Directors requests that the Finance Manager develop and maintain a list of financial institutions, selected based on creditworthiness, financial strength, experience, and minimal capitalization authorized to provide investment services. No deposit shall be made except in a qualified public depository as established by state laws.

7.2.

For brokers/dealers of government securities and other investments, the Finance Manager as directed by the Board of Directors shall select only those who are licensed and in good standing with the CA Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers, or other applicable self-regulatory organizations.

.8 AUTHORIZED AND SUITABLE INVESTMENTS

Time Deposits

LAIF Deposits

Banker's Acceptances

United States Treasuries

County Investment Pool

.9 REPORTING

The Finance Manager shall submit to each member of the Board of Directors a quarterly investment report, which will be posted publicly on the District website and will include a Balance Sheet and a Profit & Loss Statement. The investment policy will be reviewed on an annual basis, and the Board of Directors must approve any and all modifications or approval of continuance of the investment(s).

Policy Title: RESERVES POLICY

Policy #: 2150

Approved on:

PURPOSE

The purpose of the Reserves Policy for TVCSD is to ensure the stability of on-going operations of the mission and the operations of the organization and to provide such as emergency operations and capital improvements.

The Reserves Policy will be implemented in concert with the other governance and financial policies of TVCSD and is intended to support the goals and strategies contained in these related policies and in strategic and operational plans.

DEFINITIONS AND GOALS

Operating Reserves

The Operating Reserves is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss of funding, or uninsured losses. Operating Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of Operating Reserves to be used and replenished within the next budget cycle. The Operating Reserve Fund is defined as the designated fund set aside by action of the Board of Directors. The minimum amount to be designated as Operating Reserves will be established in an amount sufficient to maintain ongoing operations and programs measured for a set period, measured in months. The Operating Reserve serves a dynamic role and will be reviewed and adjusted in response to both internal and external changes.

The target minimum Operating Reserve Fund is equal to three (3) months of average operating costs. The calculation of average monthly operating costs includes all recurring, predictable expenses such as salaries, stipends, office, travel, program, and ongoing professional services. Depreciation, in-kind, and other non-cash expenses are not included in the calculation. The calculation of average monthly expenses also excludes one-time or unusual capital purchases. The amount of the Operating Reserve Fund target minimum will be calculated each year within the approval of the annual budget, in conjunction with the Financial Advisory Committee, Finance Manager and the General Manager and is reported to the Board of Directors. This is to be included in the regular quarterly financial reports.

Capital Improvements

Capital Improvement Reserves are intended to provide a ready source of funds for repair or acquisition of physical assets necessary for the effective operation of the organization and its programs. The target amount of the Capital Improvement Fund(s) will be determined by the Annual Budget, the CIP, and the long-range 5–10-year financial plan.

ACCOUNTING FOR RESERVES

The Reserve Fund will be in the financial records as Board Designated (name) Reserve. The Fund will be funded and available in cash or cash equivalent funds. Reserves will always be actively invested for income generation.

FUNDING OF RESERVES

The Operation Reserve Fund will be funded with surplus unrestricted operating funds.

The Capital Improvement Reserve Fund will be funded by setting aside funds received from connection fees, any capital campaigns, grants, or similar appeals or by setting aside the equivalent amount of cash in the annual district budget.

USE OF OPERATIONAL RESERVES

The Finance Manager will inform the FAC and Board of Directors of use of emergency operational reserves in monthly financial reports and reflect expenses in quarterly Balance Sheet and Profit & Loss Statements.

USE OF CAPITAL IMPROVEMENT PROJECT RESERVES

Use of CIP Reserves involves 3 steps:

1. Identification of appropriate use of reserve fund

The General Manager, Financial Advisory Committee and Finance Manager will identify the need for access to Reserve Funds and confirm that the use is consistent with the purpose of the Reserves as described in this policy. This step requires analysis of the reason for the shortfall and the availability of any other sources of funds before using reserves.

2. Authority to use funds

The General Manager will submit a request to use Reserves to the Financial Advisory Committee of the TVCSD. The request will include the analysis and determination of the

use of the funds. The organization's goal is to replenish the funds within 12 months to restore the Reserve Fund to the target minimum amount. The Financial Advisory Committee will recommend the request for Reserve Funds to the Board of Directors for final approval.

3. Reporting and Monitoring

The General Manager and the Finance Manager are responsible for assuring that the Reserve funds are maintained and used only as described in the policy. Upon approval for the use of the Reserve funds, the Finance Manager will maintain records of the use of the funds and plans for replenishment. Reports will be directed to the FAC and Board of Directors.

RELATIONSHIP TO OTHER POLICIES

TVCS D shall maintain the following board approved policies, which may contain provisions that affect the creation, sufficiency, and management of the Reserve Fund.

- General Financial Policy
- Annual Budget Process Policy
- Competitive Bidding Policy
- Investment Policy
- CIP Policy

REVIEW OF POLICY

This policy will be reviewed every other year, at a minimum, by the Financial Advisory Committee, or sooner, if warranted by internal or external events or changes. Changes to the policy will be recommended by the Finance Manager and Financial Advisory Committee to the Board of Directors for amendment.

Policy Title: Capital Improvement Plan

Policy #: 2165

2165.1: Annually review and monitor the state of TVCSD's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives and availability of financial resources.

- .2. -The CIP Policy must follow the General Financial Policy and all other financial policies.
- .3.-Establish and maintain a complete and annually updated inventory of all assets.
- .4.-The asset inventory must reflect an analytical approach that examines retirement and replacement of equipment and infrastructure.
- .5.-TVCSD will develop a multi-year plan for capital improvements in accordance with the plan.
- .6.-TVCSD will maintain its physical assets at a level adequate to protect the District's capital investments and to minimize future maintenance and replacement costs. The TVCSD Annual Budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.
- .7. - Capital projects will conform to the following criteria:
 - a. Will be part of an approved TVCSD Strategic Plan.
 - b. Will be part of an adopted maintenance, retirement and/or replacement schedule.
 - c. Will minimize operating costs.
 - d. Will be selected according to the established CIP.
- .8.- The capital budget process works in conjunction with the regular operating budget process. CIP projects are flagged as funded or unfunded, depending on whether the forecasted operating budget can support or fund the project. All funded CIP projects are included in the operating budget for the current budget year.

.9.-Authorities and Responsibilities:

The asset inventory is the responsibility of the General Manager in collaboration with contracted operators to maintain and update.



FINANCIAL NARRATIVE – NOVEMBER 2023 BOARD MEETING

This month you’ll find the abbreviated set of reports for the month of **October 2023**:

- 1) the Checking Account Detail for Sewer and for Park, combined on one page
- 2) this Financial Narrative, including Bank Account balances

Snapshot:

In the **SEWER checking account** all expenditures were normal and routine. There were expenditures of \$11,356 and I transferred \$15,000 from the Sewer’s Money Market savings account to the Checking to cover expenditures.

In the **PARK checking account** all expenditures were also normal. There were expenditures of \$2,110 and I transferred \$5,000 from the Park’s Money Market savings account to the Park’s Checking to cover expenditures.

Since checking accounts earn very little interest, I keep those account balances minimal and transfer funds as needed. This leaves most funds in the interest-bearing Money Markets.

A reminder that this fiscal year we are allocating shared expenses. In October the Park reimbursed Sewer \$98.52 for Payroll expenditures and quarterly taxes.

Financial Manager Activities and comments:

- No new projects were begun in October. I expect a busy November preparing for the annual Audit which is scheduled for December 4-5.
- My compensation adjustment: December 1, 2023 marks my 1-year anniversary. Since the Board will be on holiday hiatus in December, I am hereby notifying the Board of my adjusted rate beginning 12/1/2023. It will be adjusted 3.7% in line with Cost of Living, to \$44.00/hour.

“C. **Compensation and Reimbursement of Expenses.** The Consultant will be compensated at the rate of **\$42.50 hourly** for work performed, to be reviewed annually and raised in accordance with Cost-of-Living increases.”

Bank Account Balances as of October 31, 2023:

Sewer Checking @ BoM @ .01%	\$5,255	Park Checking @ BoM @ .01%	\$6,056
Sewer Money Market @ BoM @ 3.3%	\$205,206	Park Money Market @ BoM @ 3.3%	\$72,695
		Park CD @ BoM @ 4.0%	\$20,475
Sewer Savings @ LAIF @ 3.59%	<u>\$44,139</u>	Park Savings @ LAIF @ 3.59%	<u>\$32,178</u>
SUM:	\$254,600	SUM:	\$131,404

Bonnie MacLaird
 Financial Manager, TVCSD
 November 2, 2023

GENERAL MANAGER REPORT

NOVEMBER 08, 2023

General Management Statement and Goals

- Management and staff have currently been focusing on: 1) FEMA /CalOES RPA storm project grants, 2) SCADA installation project, 3) irrigation and lift station pump replacements, 4) draft financial policies, and 5) CIP planning.

New/Continuing Business

SEWER

- Supervisory Control Access and Data Acquisition (SCADA) – Pump panel builder is still procuring parts for assembly, no updates on delivery yet. SCADA Control narratives are being created. HMI screens are being designed.
- FEMA/CalOES – Disaster Assistance Program for North Coast Storm event 4683 – all projects have been finalized and are in Phase 4 of the FEMA process for final review. Two projects have now moved to Phase 5 and have been obligated and will transfer to CalOES to manage. Project #715721 (WWTP – pumping system) has been obligated for \$20,161.97 (at 75% of full submitted costs of \$26,882.62). Then Project #715808 (WWTP – electrical) has been obligated for \$71,910.63 (also at 75% of full submitted costs of \$95,880.84). The three projects not yet obligated are Project #715722 (WWTP – access road and gravel), #721810 (WWTP – pond stabilization), and #726555 (Management costs – not yet submitted). Going forward, we have until 7/14/2024 to complete any obligated projects and until 1/14/2027 to submit all management costs. FEMA only reimburses 100% of management costs up to 5% of the total of all submitted project amounts.
- Treatment Ponds, Plant, and Irrigation Field maintenance – NSU pulled the aerator in pond #1 for maintenance – estimates about 2 billing hours or work.
- Sewer Equipment replacements – NSU is recommending 2 new irrigation pumps be replaced this winter and 2 lift station grinder pumps be purchased to have on hand to be ready for quick replacement as they are aging out. Director Bonini is getting additional parts quotes to see if the district can save any additional costs on the NSU proposal. Replacement of these pumps has not previously been budgeted for this year (current NSU proposal is \$23,132.34). The pumps will be on the November 8 Board meeting agenda for consideration and approval.
- Capital Improvement Project (CIP) planning - no other large maintenance or replacement projects were budgeted for this year aside for the SCADA project, but that doesn't mean that equipment that has been previously scheduled for replacement on the last 10-year CIP schedule may not choose this year to actually expire, so the FAC committee has developed a CIP reserve policy with more flexibility to better prepare for any equipment replacement and repairs as they arise. The FAC committee reviewed the two methods that could be used to determine a CIP reserve (either the CIP Plan or the Depreciation expense schedule) and determined that the current CIP Plan – with an estimated amount each year around \$17,000 – could be strategically used to have any unused excess amounts in any given year be rolled over to the next budget year to first begin and then continue to build a reserve to a maximum amount that the Board sets (ex. \$60,000) that would then be available for any CIP projects with Board approval.
- Connections – there are no current new applications for new sewer connections. I reviewed County Planning Decision concerning a lot line adjustment for two adjacent parcels at 150 Second St and 205 Valley St. and determined it does not affect the current status of sewer line connections to those two improved parcels that now currently have one sanitary unit each.
- NSU System Operator Contract – we will need to approve another 3 month short-term extension of the current NSU contract that expires 12/31/23 in the interim until the SCADA project is completed.

GENERAL ADMINISTRATION

- Management – have been contacted by OGALS that Prop 68 Per Capita Recreation Grant has been given a 4-year extension to liquidate on 6/30/28 so TVCSD can still submit a resolution to apply.

Respectfully Submitted, *Mary Halley*



October 13, 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
September 2023

Enclosed please find the Self-Monitoring Report.

Operations are satisfactory and maintenance is 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 personnel properly 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

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
9/1/2023	7.9																			
9/2/2023	7.9																			
9/3/2023	7.9																			
9/4/2023	7.9																			
9/5/2023	7.9																			
9/6/2023	7.9	63.0	8.1	22.2	210.0	540.0	<.2	<.4	8.2	3.10	5.1	610.0	20.0	7.3	2.2	20.5				
9/7/2023	9.0																			
9/8/2023	9.0																			
9/9/2023	9.0																			
9/10/2023	9.0																			
9/11/2023	9.0																			
9/12/2023	9.0																			
9/13/2023	9.0	63.0										660.0	22.0	7.5	2.2	19.6				
9/14/2023	13.7																			
9/15/2023	13.7																			
9/16/2023	13.7																			
9/17/2023	13.7																			
9/18/2023	13.7											640.0	17.0							
9/19/2023	13.7	82.0												7.6	2.1	18.9				
9/20/2023	11.0																			
9/21/2023	11.0																			
9/22/2023	11.0																			
9/23/2023	11.0																			
9/24/2023	11.0																			
9/25/2023	11.0																			
9/26/2023	11.0	77.0										650.0	20.0	7.5	2.3	19.7				
9/27/2023	9.4																			
9/28/2023	9.4																			
9/29/2023	9.4																			
9/30/2023	9.4																			
#NAME?																			#DIV/0!	
Min	7.9		8.1	22.2	210.0	540.0	0.0	0.0	8.2	3.1	5.1	610.0	17.0	7.3	2.1	18.9			0.0	
Mean	10.2		8.1	22.2	210.0	540.0	#DIV/0!	#DIV/0!	8.2	3.1	5.1	640.0	19.8	7.5	2.2	19.7			#DIV/0!	
Total	307.0																0.0			

**TOMALES TREATMENT PONDS
STANDARD OBSERVATION REPORT**

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

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	9/6/23	9/13/23	9/18/23	9/26/23
Day	TUES	WED	TUES	TUES
Time	10:07	10:22	9:18	12:17
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) **September 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	9/6/23	9/13/23	9/18/23	9/26/23
Day	TUES	WED	TUES	TUES
Time	10:07	10:22	9:18	12:17
Operator	MG	MG	DL	MG
Rain fall, inches	0.0	0.0	0.0	0.0
* Nuisance odors (smell)	N	N	N	N
*Evidence of any standing water	N	N	N	N
* Evidence of mosquitos breeding	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N
* Evidence of structure seepage	N	N	N	N

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

**TOMALES STORAGE PONDS
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year) **September 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	9/6/23	9/13/23	9/18/23	9/26/23
Day	TUES	WED	TUES	TUES
Time	10:07	10:22	9:18	12:17
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)

September 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	9/6/23	9/13/23	9/18/23	9/26/23
Day	TUES	WED	TUES	TUES
Time	10:07	10:22	9:18	12:17
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: September 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	9/6/23	9/13/23	9/18/23	9/26/23
Day	TUES	WED	TUES	TUES
Time	10:07	10:22	9:18	12:17
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.

Month	Treatment Pond # 1				Treatment Pond No. 2				Treatment Pond No. 3				ST-West				ST-East				
Sep-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	3.8	7.4	4.1	20.8	3.8	7.7	5.2	20.7	3.8	7.5	2.1	20.2	19.0	9.9	10.9	24.7	19.0	10.5	14.8	24.6	
7																					
8																					
9																					
10																					
11																					
12																					
13	3.8	6.9	2.2	19.4	3.8	7.8	4.9	19.6	3.8	7.4	2.2	19.7	19.0	10.1	13.6	25.7	19.0	10.0	4.1	21	
14																					
15																					
16																					
17																					
18																					
19	3.5	7.6	3.7	19.6	3.5	7.9	4.7	19.0	3.5	7.8	5.4	19.0	20.0	9.6	8.9	21.1	19.0	9.9	5.4	19.9	
20																					
21																					
22																					
23																					
24																					
25																					
26	3.5	7.8	3.5	21.1	3.3	8.1	4.5	20.3	3.3	7.6	2.7	20.2	21.0	10.7	13.2	26.3	21.0	10.5	10.5	22.9	
27																					
28																					
29																					
30																					



Analytical Report

September 22, 2023

Sample Collected: 09/06/23 @ 11:30,11:30
 Sample Received: 09/06/23
 Collected By : MG/NSU
 Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	923-18385	923-18386-8
Sample Description:	Influent	TR – Effluent

ANALYSIS			Start Date & Time
BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	210.	20.	
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	540.	610.	
Nitrate N mg/L (EPA Mthd. 352.1)		<0.20	
Nitrite N mg/L (EPA Mthd. 300.0)		<0.40	09/07/23 @ 16:48
Total Kjeldahl N mg/L (Std. Mthds. 4500-NH ₃ C, 2011)		8.2	
Ammonia N mg/L (Std. Mthds. 4500-NH ₃ C, 2011)		3.1	
Total Organic N mg/L		5.1	

BOD Start Date & Time: 09/07/23 @ 10:30
 BOD Completed Date: 09/12/23

BRELJE AND RACE LABORATORIES, INC.



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



Analytical Report

October 3, 2023

Sample Collected: 09/13/23 @ 10:30
 Sample Received: 09/13/23
 Collected By : MG/NSU
 Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	923-18955
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)	660.

BOD Start Date: 09/14/23 @ 10:15
 BOD Completed Date: 09/19/23

BRELJE AND RACE LABORATORIES, INC.



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



Analytical Report

October 4, 2023

Sample Collected: 09/18/23 @ 12:30
 Sample Received: 09/18/23
 Collected By : MG/NSU
 Cc : e-mail

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

Tomales Village CSD

LOG NUMBER	923-19276
Sample Description:	TR – Effluent


ANALYSIS

BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	17.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	640.

BOD Start Date: 09/20/23 @ 13:30
 BOD Completed Date: 09/25/23

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

October 7, 2023

Sample Collected: 09/26/23 @ 13:00
Sample Received: 09/26/23
Collected By : MG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER 923-19853
Sample Description: TR – Effluent

ANALYSIS

BOD₅ @ 20°C mg/L 20.
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 650.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 09/27/23 @ 13:30
BOD Completed Date: 10/02/23

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

BRELJE AND RACE LABORATORIES, INC.

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