



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, July 11, 2018, 7 pm

Location: Tomales Town Hall, Tomales, California 94971

I. Call To Order

II. Open Communication Time for community members and visitors to bring up items they wish to discuss and items that do not appear on the agenda. Added items will be included under Other Business.

III. Approval of July 11, 2018 BOD Agenda Action

IV. Board Member Reports

V. Approval of June 13, 2018 Minutes Action

VI. Committee Reports

a. Park Advisory Committee (PAC)

1. No PAC meeting was held in June 2018.
2. Update on Park projects

b. Financial Advisory Committee (FAC)

1. No FAC meeting was held in June 2018.

VII. Financial Report (Melinda Bell)

- a. Accept Check Registers and Approve Expenditures Action
- b. Financial Manager's Report
- c. Review and Approve Financial Statements Action

VIII. General Manager's Report

- a. Adopt Resolution 18-6. Approve and Certify TVCS D Sewer System Management Plan, June 2018. Action

IX. NSU Report

- a. Review reports for May 2018

X. Pending Business

XI. Other Business

XII. New Business

XIII. Correspondence

XIV. 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:

Dru Fallon O'Neill, President ● Donna Clavaud, Vice President ● Bill Bonini ● Peter MacLaird ● Deborah Parrish



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, June 13, 2018 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

Board Members Present: Dru Fallon O'Neill, President; Donna Clavaud, Vice President; Bill Bonini, Peter MacLaird, Deborah Parrish

Board Members Absent: None

Also Present: Cynthia Hammond, TVCS D Recording Secretary; Walter Earle, Venta Leon

I. Call To Order

Dru Fallon O'Neill called the meeting to order at 7:02 p.m.

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 June 13, 2018 TVCS D BOD Agenda

Bill Bonini motioned to approve the June 13, 2018 TVCS D agenda as is. Deborah Parrish seconded the motion. M/S/U

IV. TVCS D Board Member Reports

Dru Fallon O'Neill reported she had a conversation with Shoreline Unified School District (SUSD) Superintendent, Bob Raines, regarding the SUSD needs assessment, which include anticipated repairs and facilities improvements for the SUSD district. Estimated costs for these projects are \$40 million. The SUSD Board is considering placing a Bond Measure on the November 2018 ballot. Prior to making that decision, the SUSD Board is requesting input from as many community members as possible. The projected annual rate of this bond would be \$60 per \$100,000 of a properties taxable value and would need voter approval. A letter from the SUSD Board of Director's was mailed to box holders within the district.

V. Approval of May 9, 2018 TVCS D BOD minutes

Donna Clavaud motioned to approve the TVCS D May 9, 2018 minutes as received. Deborah Parrish seconded the motion. M/S/U

VI. Conduct Public Hearing to Receive Comment on the Proposed Sewer Service Rate for Fiscal Year 2018/2019.

No comments from the public were made.

VII. Committee Reports

a. Park Advisory Committee (PAC)

- 1.) No PAC meeting was held in May 2018.

Walter Earle reported there wouldn't be a PAC meeting for a while due to Margaret Graham being out of town through mid July.

b. Financial Advisory Committee (FAC)

- 1.) No FAC meeting was held in May 2018.
- 2.) Adopt Resolution 18-4. Set Levy 4 Assessment for 2018/2019 and maintain the current connection fee of \$10,000 for 2018/2019 per equivalent unit.

Deborah Parrish motioned to adopt Resolution 18-4. Set Levy 4 Assessment for 2018/2019 and maintain the current connection fee of \$10,000 for 2018/2019 per equivalent unit. Donna Clavaud seconded the motion. M/S/U

- 3.) Adopt Resolution 18-5. Set sewer rate of \$81.90 per month per equivalent unit, effective July 1, 2018.

Deborah Parrish motioned to Adopt Resolution 18-5. Set sewer rate of \$81.90 per month per equivalent unit, effective July 1. 2018. Donna Clavaud seconded the motion. M/S/U

VIII. Financial Report (Melinda Bell)

a. Accept check registers and approve expenditures:

Deborah Parrish motioned to accept the check registers and approve expenditures. Bill Bonini seconded the motion. M/S/U

b. Financial Manager's report:

Financial Manager's report was reviewed.

c. Review and Approve financial statements:

Bill Bonini motioned to approve the financial statements. Deborah Parrish seconded the motion. M/S/U

PRELIMINARY BANK BALANCES JUNE 30, 2018

	Type	Date	Num	Name	Memo	Amount	Balance
131.00 · Cash	Beginning Balance						153,862.57
131.42 · Bank of Marin - Money Market							17,829.83
Total 131.42 · Bank of Marin - Money Market	Ending Balance						17,829.83
131.46 · Bank of Marin - Park Account	Beginning Balance						136,032.74
	Bill Pmt -Check	06/05/2018	1208	Fishman Supply	2 bath tissue dispensers	-147.53	135,885.21
	Bill Pmt -Check	06/11/2018	1209	Fishman Supply	inv 1136839 1 case paper towels	-30.58	135,854.63
	Bill Pmt -Check	06/11/2018	1210	PGE	4/25-5/23 7399820768-9	-84.31	135,770.32
	Deposit	06/14/2018			Rental	250.00	136,020.32
	Bill Pmt -Check	06/25/2018	1211	Marks, Cassie	Refund Party Deposit	-200.00	135,820.32
	Payment	06/25/2018		Henry Elfstrom		70.00	135,890.32
Total 131.46 · Bank of Marin - Park Account	Ending Balance					-142.42	135,890.32
TOTAL PARK CASH							153,720.15
131.00 · Cash	Beginning Balance						190,239.62
131.31 · Redwood Credit Union	Beginning Balance						116,272.05
Total 131.31 · Redwood Credit Union	Ending Balance						116,272.05
131.42 · Bank of Marin - Money Market	Beginning Balance						25,065.20
	Deposit	06/04/2018			HOPTR Levy 4	9.27	25,074.47
	Deposit	06/15/2018			June TTR Advance	4,836.01	29,910.48
Total 131.42 · Bank of Marin - Money Market	Ending Balance					4,845.28	29,910.48
131.44 · Bank of Marin - Sewer	Beginning Balance						28,494.51
	Bill Pmt -Check	06/05/2018	4520	Pt Reyes Light	inv 45663	-166.50	28,328.01
	Bill Pmt -Check	06/05/2018	4521	Brelje and Race Laboratories, Inc.		-196.00	28,132.01
	Bill Pmt -Check	06/11/2018	4522	PGE	8044736439-1 4/25-5/23	-81.97	28,050.04
	Bill Pmt -Check	06/15/2018	4523	AT&T Uverse	145835838 145835838	-123.33	27,926.71
	Bill Pmt -Check	06/15/2018	4524	Brelje and Race Laboratories, Inc.		-459.00	27,467.71
	Bill Pmt -Check	06/15/2018	4525	Kristin Lawson	June-Sept	-300.00	27,167.71
	Bill Pmt -Check	06/15/2018	4526	Nelson Staffing	6/6 & 6/20	-122.32	27,045.39
	Bill Pmt -Check	06/19/2018	4527	Melinda K. Bell	May	-665.00	26,380.39
	Bill Pmt -Check	06/19/2018	4528	Natural Systems Utilities	June	-4,095.64	22,284.75
	Payment	06/20/2018		Tomales Regional Histroy Center		72.45	22,357.20
	Bill Pmt -Check	06/20/2018	4529	AT&T	138729848 6/11 - 7/10	-85.00	22,272.20
	Bill Pmt -Check	06/20/2018	4530	Natural Systems Utilities	5/5-5/15 plant operators 4 hours pump	-470.00	21,802.20
	Deposit	06/20/2018			Payroll Taxes	24.50	21,826.70
	Bill Pmt -Check	06/23/2018	4531	Capital One Bank	Sonic and annual Carbonite	-119.94	21,706.76
	Bill Pmt -Check	06/23/2018	4533	Parrish, Deborah	15 FAC and Board meetings 2017/2018	-692.62	21,014.14
	Bill Pmt -Check	06/29/2018	4534	O'Neill, Dru Fallon	10 meetings July-June 2018	-461.75	20,552.39
Total 131.44 · Bank of Marin - Sewer	Ending Balance					-7,942.12	20,552.39
131.48 · Bank of Marin - Solar	Beginning Balance						20,407.86
Total 131.48 · Bank of Marin - Solar	Ending Balance						20,407.86
TOTAL SEWER CASH							187,142.78



Financial Manager's Report July 11, 2018

We have begun the new fiscal year with the new budget this month, but my reports are as of last month-end for the full previous budget year. These reports are preliminary, however, because not all fiscal year invoices have been recorded. I will wait a month to receive more bills before closing the year and sending the results to the auditors. We will have at least \$10,000 more in Sewer bills to recognize. I'm not sure if work has been done but not yet billed for the Park.

The preliminary results show Park income close to budget and only \$3,103 in total Park expenses for the year. The only new equipment for the Park this year was the bathroom paper dispensers. The Park added \$33,346 to its cash balances for future project expenses.

Sewer cash decreased \$14,602 in the last fiscal year. Sewer cash balances have declined every year since the current debt was incurred; we need to monitor our existing balances carefully. But the decrease last year was less than half the decline in each of the last three years. And the decrease in 2017/2018 was close to the expected additional revenue from the sewer rate increase for 2018/2019.

Preliminary Sewer income was \$5,840 less than budgeted, due primarily to a \$1,000 shortfall in County revenues and \$4,700 less than budgeted for income from SUSD. SUSD is billed every year in September based on the current year budget with an adjustment for the prior year's actual results. When we have a year like 2016/2017 with expenses under budget, SUSD's 2017/2018 bill for the year will be less than was budgeted for SUSD revenue in the spring for 2017/2018. The new budgets are done before the prior year actuals are known, of course. When we have a good year with expenses under budget, that means SUSD overpaid in the fall of that year and will get a break with the new fiscal year billing long after that new fiscal year's budget was adopted. If we finish a year with expenses right on budget, the following year's SUSD revenue would also be right on budget because no adjustment was necessary after year-end.

Preliminary Sewer expenses were \$27,875 over budget, but discounting \$53,404 in depreciation not budgeted, expenses were \$25,530 under budget. We can hope that we will receive less than \$25,000 in 2017/2018 bills in the next month. We should have final results for the next Board meeting in September after the audit field work September 4 and 5.

We do not budget for depreciation which means we are not funding replacement of capital assets. We do budget around \$15,000 each year for updating and replacing slowly over time. If we budgeted revenue to pay for full depreciation every year, we would be building up a cash reserve to purchase major replacements when needed. Our CIP forecasts that major purchase in 2026/27 after the \$15,000 annual improvements. Without the cash on hand we will be required to borrow again, but our current debt will be paid off by then.

BALANCE SHEETS PRELIMINARY FOR JUNE 30

		Jun 30, 18	Jun 30, 17
PARK BALANCE SHEETS			
ASSETS			
	131.42 · Bank of Marin - Money Market	17,829.83	0.00
	131.46 · Bank of Marin - Park Account	135,890.32	120,374.19
	Total 131.00 · Cash	153,720.15	120,374.19
	137.00 · Accounts Receivable	0.00	70.00
	Total Current Assets	153,720.15	120,444.19
Fixed Assets			
	100.20 · Land and Land Rights	132,000.00	132,000.00
	111.00 · Park Equipment		
	Original Cost	314,653.66	314,653.66
	105.00 · Depreciation	-59,063.90	-59,063.90
	Total 111.00 · Park Equipment	255,589.76	255,589.76
	Total Fixed Assets	387,589.76	387,589.76
	TOTAL ASSETS	541,309.91	508,033.95
LIABILITIES & EQUITY			
Liabilities			
	222.00 · Accounta Payable	35.00	304.57
	217.00 · Unearned Revenue	25,000.00	25,000.00
	Total Liabilities	25,035.00	25,304.57
Equity			
	252.50 · Investment in Capital Assets	387,589.76	387,589.76
	260.00 · Unassigned Fund Balance	95,139.62	75,928.61
	Net Income	33,545.53	19,211.01
	Total Equity	516,274.91	482,729.38
	TOTAL LIABILITIES & EQUITY	541,309.91	508,033.95
SEWER BALANCE SHEETS			
ASSETS			
	131.31 · Redwood Credit Union	116,272.05	136,006.51
	131.42 · Bank of Marin - Money Market	29,910.48	33,465.73
	131.44 · Bank of Marin - Sewer	20,552.39	13,174.49
	131.48 · Bank of Marin - Solar	20,407.86	19,098.36
	Total 131.00 · Cash	187,142.78	201,745.09
	137.00 · Accounts Receivable	0.00	63.00
	Total Current Assets	187,142.78	201,808.09
Fixed Assets			
	100.00 · Property, Plant and Equipment	791,665.97	791,665.97
	100.10 · Maps and Records	17,248.00	17,248.00
	100.20 · Land and Land Rights	52,788.00	52,788.00
	105.00 · Less Accumulated Depreciation	-639,708.97	-586,305.01
	110.00 · Improvement Project	939,393.31	939,393.31
	112.00 · Solar System	269,945.21	269,945.21
	Total Fixed Assets	1,431,331.52	1,484,735.48
	136.00 · SUSD Note Receivable	16,731.46	18,275.90
	TOTAL ASSETS	1,635,205.76	1,704,819.47
LIABILITIES & EQUITY			
Liabilities			
	222.00 · Accounts Payable	377.15	8,095.52
	230.00 - Fed Payroll Tax Payab	95.63	80.32
	Total Current Liabilities	472.78	8,175.84
Long Term Liabilities			
	211.00 · SWRCB SRF Loan	114,046.57	134,813.90
	215.00 · CREBS Bond	143,529.38	161,470.56
	Total Long Term Liabilities	257,575.95	296,284.46
	Total Liabilities	258,048.73	304,460.30
Equity			
	260.00 · Retained Earnings	0.00	1,214,215.19
	261.00 · Sinking Fund - Debt Reserve	0.00	47,775.00
	262.00 · Capital Asset Reserve	40,000.00	42,758.97
	263.00 · Emergency Reserve	0.00	33,982.00
	264.00 · Operating Reserve	44,572.00	3,537.37
	265.00 · Net Assets - Unrestricted	1,315,787.17	105,000.00
	Net Income	-23,202.14	-46,909.36
	Total Equity	1,377,157.03	1,400,359.17
	TOTAL LIABILITIES & EQUITY	1,635,205.76	1,704,819.47

	PRELIMINARY FISCAL YEAR PARK	Jul '17-Jun 18	Budget
Income	311.00 · Interest Income	7.75	5.00
	315.80 · Measure A Funds	34,685.25	36,003.00
	320.00 · Contributions Income	665.23	100.00
	322.50 · Cleaning and Security Deposit	200.00	0.00
	322.00 · Park Use Rental - Other	250.00	400.00
	322.60 · Water Tower PGE	840.00	840.00
	Total Income	36,648.23	37,348.00
Expense	414.23 · Office Supplies	27.95	
	414.57 · Accounting	1,102.50	1,000.00
	414.81 · Measure A Project Expenses	147.53	85,000.00
	414.82 · Measure A Maintenance Expenses	409.21	1,600.00
	414.83 · PGE Park	998.87	1,200.00
	6420 · Park Trash Disposal	416.64	
	Total Expense	3,102.70	88,800.00
	Net Income	33,545.53	-51,452.00
PRELIMINARY FISCAL YEAR SEWER			
Income	301.10 · Service Charges - Monthly	869.40	869.40
	301.15 · Service Charges - Annual Fees	1,738.80	1,739.00
	301.20 · Service Charges - SUSD	59,605.31	64,299.00
	301.35 · Solar Portion - County	3,840.00	7,680.00
	301.30 · Service Charges - County - Other	99,317.53	96,456.30
	Total 301.00 · Service Charges	165,371.04	171,043.70
	305.00 · SUSD Sinking Fund	8,062.00	8,062.00
	311.00 · Interest Income	1,381.52	1,491.00
	315.50 · Levy 4	8,143.07	8,200.00
	Total Income	182,957.63	188,796.70
Expense	413.00 · Grounds Maintenance	1,224.00	2,000.00
	410.10 · Sewage Collection Electric	432.61	0.00
	410.00 · Sewage Collection - Other	0.00	375.00
	411.05 · Lab Bills	8,008.04	7,738.00
	411.10 · Maintenance Supplies	6,387.28	1,320.00
	411.03 · Sewage Treatment Electric	200.43	0.00
	411.00 · Sewage Treatment - Other	19.06	8,594.00
	412.10 · Sewage Disposal Electric	286.60	0.00
	412.00 · Sewage Disposal - Other	827.50	336.00
	414.11 · Social Security Tax	89.90	310.00
	414.12 · Medicare Payroll Tax	21.03	73.50
	414.13 · State Unemployment Tax	39.85	166.50
	414.05 · Administrator's Fees	39,406.25	45,750.00
	414.22 · Licenses and Permits	1,376.00	1,346.00
	414.31 · Property & Liability Insurance	6,952.39	6,655.00
	414.33 · Worker's Comp Insurance	711.08	720.00
	414.41 · Postage and Delivery	326.20	300.00
	414.42 · Printing and Copies	112.00	0.00
	414.43 · Office Supplies	106.88	150.00
	414.44 · Sonic - Web Hosting	63.60	240.00
	414.45 · Equipment Expense	697.96	250.00
	414.465 · Board Member Stipend	1,650.00	5,000.00
	414.467 · Board Training	40.07	1,000.00
	414.47 · Clerical/Bookkeeping	11,352.65	10,220.00
	414.48 · Office Rent	1,200.00	1,200.00
	414.49 · Secretary	3,092.76	6,856.00
	414.50 · O&M Contractual Services	49,820.04	49,148.00
	414.551 · Legal Fees	110.00	
	414.552 · Audit	5,150.00	5,000.00
	414.61 · Newsletter Expense	101.82	710.00
	414.60 · Publication and Notices - Other	166.50	
	414.62 · Dues and Subscriptions	1,154.60	1,110.00
	414.67 · Solar Lease Admin Fee	750.00	750.00
	414.71 · Plant and Building Maintenance	0.00	1,200.00
	414.72 · Computer Repairs	214.20	250.00
	414.73 · Equipment Repairs	0.00	1,150.00
	414.74 · Treatment Ponds Maintenance	810.00	
	414.76 · Collection System Maintenance	1,282.29	5,000.00
	414.77 · Irrigation Field Maintenance	1,598.00	6,000.00
	414.78 · Solar Panel Maintenance	0.00	400.00
	Total 414.70 · Repairs and Maintenance	3,904.49	14,000.00
	414.81 · Travel	654.85	450.00
	414.90 · Telephone and Internet Services	2,517.02	2,688.00
	415.50 · Depreciation Expense	53,403.96	
	417.20 · Election Expense	250.00	300.00
	417.30 · LAFCO Charges	0.00	160.00
	417.40 · County Teeter Admin Fee	182.00	
	420.20 · Interest Expense - SRF Loan	3,370.35	3,370.00
	Total Expense	206,159.77	178,286.00
	Net Income	-23,202.14	10,510.70
	Depreciation Less Debt Payments, etc.	8,599.83	
	Net Effect on Sewer Cash	-14,602.31	

GENERAL MANAGER'S REPORT

JULY 11, 2018

Coordination with Staff

- ❖ Communicated with Donna Clavaud and District administrative support and finance sections staff to review agenda and Board packet information.
- ❖ Reviewed and approved invoices and bills submitted in May by NSU, the lab, and Melinda Bell.
- ❖ Reviewed SMRs prepared by NSU and submitted to Regional Board for May 2018.
- ❖ Met with NSU staff to review expenditure reports from M. Bell for all transactions related to the WWTP O&M expenses.
- ❖ Coordinated with M. Bell regarding PG&E credits and charges.

New/Continuing Business

- ❖ Unfortunately, due to my oversight, I failed to request an extension of the building to complete work on the gazebo and other park projects before the permit expired on June 26, 2018. I left a message with someone at the office of the building inspector, but I have not received a return call. I indicated that we would be requesting an extension. In the meantime, we received a formal notification from the Building and Safety Division that our permit has expired. I have sent them an email requesting an extension of one year to complete the park improvements. I hope to have a response by our next regular Board meeting.
- ❖ Coordinated with the Regional Water Quality Control Board, San Francisco Region to revise the District's Sewer System Management Plan. Due to the complexity of new regulations, revision of the SSMP has been much more extensive than I had estimated. I have obtained information from NSU to incorporate into the Plan.
- ❖ Prepared a resolution to approve and certify the SSMP.
- ❖ Met with NSU and Furlong Construction to obtain a bid to perform repairs to the air gap discharge splash apron at the storage ponds. We also scheduled vegetation management work which includes mowing the sloped areas at the treatment plant. Instead of mowing the gorse from the irrigation field, Tim Furlong recommended that they use an excavator to remove some of the root system of the gorse since it is so invasive. It will be stockpiled on site to be burned this fall.
- ❖ Accessed CIWQS and reported a No-Spill certification for May 2018.
- ❖ NSU completed their evaluation of the SCADA system. We sent a letter by email to Telstar summarizing our findings after reviewing it with NSU staff (copy attached). The new General Manager responded within an hour. He has assigned Telstar staff to work with us to resolve our long-standing issues with them. We look forward to working with Telstar and NSU.
- ❖ The CIP item of work for replacing of a failed sump pump has been completed.
- ❖ Last month we reported that NSU will be relocating the aerator in pond 1 closer to the solids buildup near the inlet pipe to accelerate the breakdown processes. We have postponed that action temporarily since it would necessitate additional electrical work to move the aerator.

Miscellaneous

- ❖ We met with NSU to go over the CIP for the next fiscal year. In addition to video-inspecting and flushing the sewer mains, we will be replacing additional sprinkler heads. We are ahead of schedule for drawing down our storage ponds. In fact, we have temporarily stopped irrigation disposal work. We are asking Roy's Sewer Service for bids to perform both tasks for the section slated to be done last fiscal year.

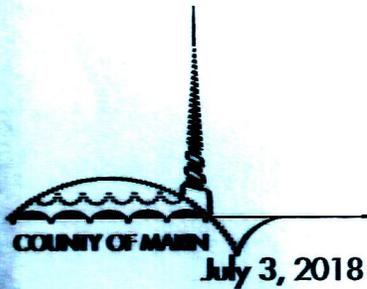
Next Two Months

Review Studies and Data

- ❖ Prepare report on the effect of disconnecting the FOG tank from the influent system for submittal to the Regional Board. The report will be prepared after we complete the collection system closed circuit TV inspection and flushing of the sewer main between First St. and the plant.

District Coordination

- ❖ Work with Telstar and Natural Systems Utilities to try to resolve the SCADA issues.



COMMUNITY DEVELOPMENT AGENCY
BUILDING AND SAFETY DIVISION

**Tomales Village Community Services District
PO Box 303
Tomales Ca 94971**

Re: 10 Valley St, Tomales, Permit #152531: gazebo, gate, water fountain

Our records indicate that your permit has expired and is no longer valid.

In accordance with the requirements of Marin County Code, Section 19.04.055. **"Every permit issued by the building official under the provisions of this chapter shall expire by limitation and become null and void, if the building or work authorized by such permit has not substantially commenced within one year from the date of such permit. All permits shall expire due to exceeding the allowable construction time limit and become null and void, if the building or work authorized by such permit is not completed within two years from the date of permit issuance".**

"Before work can be recommenced on a permit that has expired, a new permit may be required to be applied for by the permittee. Permit fees for the new permit shall be based on the work remaining to be completed. New work remaining to be completed may be subject to the regulations in effect at the time application for the new permit is accepted by the community development agency and may require revised plan submittal, as well as additional plan review fees".

"In accordance with county or department policy, the building official is authorized to grant one or more extensions of time for additional periods of not less than seven days and not exceeding three hundred sixty-five days each. Extension requests shall be submitted in writing and justifiable cause beyond the reasonable control of the applicant shall be demonstrated. Extension requests granted by the building official are subject to payment of extension fees and may be subject to revised plan submittal to demonstrate compliance with the regulations in effect at the time the application extension request is received, as well as additional plan review fees".

If you would like to request an extension, please e-mail Nichole Houstone, Senior Building Permit Technician at: nhoustone@marincounty.org. Please include the permit number, job-site address and the reason for permit expiration in your email. Nichole will contact you with further instructions. Please contact our office at **(415) 473-6550 Monday through Thursday 8:00 A.M. – 4:00 P.M.** if you have questions.

This letter is a courtesy notification. If you don't respond within 30 days, your building permit file will be discarded after being processed for imaging, and will be added to the public record for this parcel without a recorded final inspection.

Thank you in advance for your timely attention to this matter,
CDA – Building & Safety Administrative Staff

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

RESOLUTION # 18-06

July 11, 2018

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

WHEREAS, the TVCSD owns and operates a sanitary sewer system that collects, treats and disposes of wastewater from the Tomales community, and

WHEREAS, the TVCSD operates its sewer system pursuant to Order 86-86 of the California Regional Water Quality Control Board, and

WHEREAS, the sewer collection system consists of approximately 2.25 miles of pipeline, and

WHEREAS, on May 2, 2006, the State Water Resources Control Board (“SWRCB”) adopted statewide Order No. 2006-0003-DWQ which requires all public wastewater collection system agencies in California with greater than one mile of collection pipes to be regulated and monitored in accordance with the terms of the Order, and

WHEREAS, on February 20, 2008, the State Water Board Executive Director adopted a revised MRP for the SSS WDRs to rectify early notification deficiencies and ensure that first responders are notified in a timely manner of SSOs discharged into waters of the state, and

WHEREAS, on August 6, 2013, SWRCB concluded that the February 20, 2008 MRP must be updated to better advance the SSO Reduction Program objectives, assess compliance, and enforce the requirements of the SSS WDRs, and

WHEREAS, effective September 9, 2013 TVCSD is therefore subject to the requirements of amended SWRCB Order No. WQ 2013-0058-EXEC, and

WHEREAS, SWRCB Order No. 2006-003-DWQ mandates, among other things, that all subject agencies update a Sewer System Management Plan (“SSMP”) every five years, and

WHEREAS, the TVCSD’s Board of Directors is required to approve the TVCSD’s SSMP at a public meeting, and

WHEREAS, the TVCSD General Manager has prepared the documents required for the SSMP in accordance with the terms of Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Order No. 2006-0003-DWQ, and Monitoring and Reporting Program Orders 2006-0003-DWQ, WQ 2008-0002-EXEC and WQ 2013-0058-EXEC and submits it to the Board for approval.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Board of Directors of the TVCSD approves the district’s Sewer System Management Plan.

EXECUTED THIS 11TH DAY OF JULY, TWO THOUSAND EIGHTEEN.

Dru Fallon O'Neill, President, TVCSD

Attested by:

Secretary, TVCSD



June 15, 2018

Board of Directors

Dru Fallon O'Neill
President

Donna Clavaud
Vice-President

Deborah Parrish
Board Member

Bill Bonini
Board Member

Peter MacLaird
Board Member

General Manager

Jose L. Ortiz, P.E.

Mr. Jason Misenhimer
Telstar Instruments, Inc.
1717 Solano Way, Unit 34
Concord, CA 94520

RE: Tomales Village Community Services District, SCADA System Status
Invoice Number 83813, dated 12-3-15, SCADA UPGRADE

Dear Mr. Misenhimer:

I am writing this letter to request your assistance to correct a long-standing problem with the SCADA system that Telstar Instruments, Inc. (Telstar) installed for Tomales Village Community Services District (District) in 2015.

Background

Shortly after the District was formed in 1999, Telstar designed and installed hardware and software for a SCADA system at our treatment plant and two satellite locations. In fact, Paul Berson was the principal designer according to the former Chief Plant Operator with Phillips and Associates. Begun in November 2003, the project was completed in March 2003. Since the very beginning, the District has had constant problems with communication issues. Along the way we have replaced antennas, radios, auto dialers, modems, etc.

In early 2015, the District entered into an agreement with Telstar to upgrade the hardware and software for the SCADA system. In late 2015, Telstar technicians declared that work was completed, and that everything was working fine. The final payment for that installation was made in November 2015. Shortly after I was hired as General Manager in late December, it became apparent that the SCADA system has not worked at all. In May 2016, I contacted June Johnson to request a meeting with her to detail the various issues with the SCADA system. She suggested that instead of meeting, we should get together with one of Telstar's top technicians and just fix it. Unfortunately, without talking to us, he determined that the problems were not software-related. \$6,500 later we have a brand-new radio transmitter that we did not yet need and a SCADA system that has not worked since it was installed in 2015 and deemed "working fine".

Current Status

Because of the litany of problems that we have experienced with the SCADA system, it is our opinion that the Upgrade of the SCADA system per our February 2015 agreement is not yet complete. We are transmitting this letter by email and have attached two pdf files with information that supports our conclusion.

With help from our contract Operations and Maintenance firm, Natural Systems Utilities (NSU) who merged with Phillips and Associates, we have conducted our own assessment of the system problems and are forwarding our findings to you.

Summary

The SCADA UPGRADE was to produce a turnkey system and improved environment, involving:

Server 2012 hardware and software,

Upgraded RSLinx (Rockwell),

Report Migration, using REPORT BUILDER 6.0, i.e., the same or improved capabilities.

In fact, this is the situation we are in:

1. No Reports Print

Prior to the SCADA UPGRADE, reports had been printing.

An email from Phil Maffei (Telstar) to Karl Drexel (TVCS D) included an attachment (find attached), referencing those reports.

The Upgrade to REPORT BUILDER 6.0 was to have included training of up to 8 hours. No one from TVCS D was trained by Telstar.

A forwarded email (Tuesday, May 03, 2016) contained a thread, where Suresh reports to June that Ryan (Telstar) informed him that the Reports following the SCADA UPGRADE were correct. Currently, No Reports Print.

We have no specimens of the reports printing post-SCADA UPGRADE.

2. Pond Sensors (Cell 1, Cell 2, Cell 3) do not reflect Free Board correctly

The SCADA screen display of Free Board variances should have been addressed during SCADA UPGRADE

The ponds at the plant are all the same bottom elevation. Since they are "equalized", depth and freeboard should be reported the same for all three ponds.

One sensor is producing a negative Free Board, this generates a low-level alarm. This alarm calls out through the SCADA Phone, and is a nuisance alarm.

3. Correct various SCADA Screen Errors.

Attached please find a pdf document SCADA ERROR MESSAGES

4. Lift Station, Low Voltage Alarm calls out through the SCADA Phone.

The amperage to run the lift pump is sufficient. We don't want Low Voltage to call out through the SCADA Phone.

5. Telstar Mistakes that have challenged TVCSD

Server was plugged into to Modem Outlet (model outlet was set up by Paul Berson to reset power to modem)

During SCADA Upgrade, Rockwell Driver mis-configuration had to be discovered after the Upgrade was said to be complete and working fine.

TVCSD incurred additional charges for service work to correct these mistakes

Next Steps

We ask that Telstar review the contents of this email and the attachments. The desired outcome is to be able to agree on a "punch list" of items to be addressed and to finally have SCADA as tool for managing our wastewater treatment facility. Going forward, although I will be involved, our main point of contact to help resolve this matter is Dan Ryken with NSU who is cc'd on this email, and who has done the bulk of the assessment.

We appreciate the 16 years of service Telstar has provided to TVCSD.

Thank you for your attention in this matter. If you have any questions, please contact me at (707) 330-3542 or by email at jose91946@sbcglobal.net.

Sincerely,



Jose L. Ortiz, P.E.
General Manager

Cc: Natural Systems Utilities



June 14, 2018
Mr. Blair Allen
Regional Water Quality
San Francisco Bay Region
1515 Clay Street Suite 1400
Oakland, CA 94612

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

RE: Self-Monitoring Report
Tomales, Marin County
Order No. R2-2015-0019
I.D. No. 264662
May 2018

Mr. Allen

Enclosed please find the Self-Monitoring Report.

Operations is satisfactory and maintenance on schedule.

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

Ryan Pulley
Chief Plant Operator
Certified Chief Plant Operator #II 43007

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-Flow		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 Level (inches)	Coliform MPN/100
5/1/2018	19.0										310.0	17.0	8.5	4.0	15.0	15.9		9.0	13.0	
5/2/2018	19.0															15.9				
5/3/2018	19.0															15.9				
5/4/2018	19.0															15.9				
5/5/2018	19.0															15.9				
5/6/2018	19.0															15.9				
5/7/2018	19.0															15.9				
5/8/2018	19.0															15.9				
5/9/2018	19.2	152.0									320.0	37.0	8.8	7.1	15.8	34.4	127.6	7.0	350.0	
5/10/2018	19.2															34.4				
5/11/2018	19.2															34.4				
5/12/2018	19.2															34.4				
5/13/2018	19.2															34.4				
5/14/2018	19.2															34.4				
5/15/2018	19.2															34.4				
5/16/2018	15.6	135.0									320.0	22.0	9.9	16.3	19.4	19.8	241.0	9.0	130.0	
5/17/2018	15.6															19.8				
5/18/2018	15.6															19.8				
5/19/2018	15.6															19.8				
5/20/2018	15.6															19.8				
5/21/2018	15.6															19.8				
5/22/2018	19.5	94.0	8.8	18.2	34.0	380.0	<.2	<.4	5.6	<.2	5.5	320.0	15.0	9.7	4.3	17.8	12.2	119.2	12.0	14.0
5/23/2018	19.5															12.2				
5/24/2018	19.5															12.2				
5/25/2018	19.5															12.2				
5/26/2018	19.5															12.2				
5/27/2018	19.5															12.2				
5/28/2018	19.5															12.2				
5/29/2018	21.4	137.0												9.3	4.5	19.7	40.4	85.8	10.0	17.0
5/30/2018	21.4															40.4				
5/31/2018	21.4															40.4				
Max	21.4		8.8	18.2	34.0	380.0	0.0	0.0	5.6	0.0	5.5	320.0	37.0	9.9	16.3	19.7			9.4	
Min	15.6		8.8	18.2	34.0	380.0	0.0	0.0	5.6	0.0	5.5	310.0	15.0	8.5	4.0	15.0			7.0	
Mean	18.7		8.8	18.2	34.0	380.0	#DIV/0!	#DIV/0!	5.6	#DIV/0!	5.5	317.5	22.8	9.2	7.2	17.5			9.4	
Total	580.7																693.4			

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year)

May 2018

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>5/1/18</i>	<i>5/9/2018</i>	<i>5/16/2018</i>	<i>5/22/18</i>
Day	TUE	WED	WED	TUE
Time	<i>11:00</i>	10:00	13:00	10:30
Operator	SZ	SZ	SZ	SZ
* 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)

May 2018

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	5/1/18	5/9/2018	5/16/2018	5/22/18
Day	TUE	WED	WED	TUE
Rain fall, inches	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)

May 2018

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>5/1/18</i>	<i>5/9/2018</i>	<i>5/16/2018</i>	<i>5/22/18</i>
Day	TUE	WED	WED	TUE
Time	<i>11:00</i>	10:00	13:00	10:30
Operator	SZ	SZ	SZ	SZ
- Nuisance odors from ponds	N	N	N	<i>N</i>
* 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)

May 2018

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

INSPECTION	Week1	Week 2	Week 3	Week 4
Date	<i>5/1/18</i>	<i>5/9/2018</i>	<i>5/16/2018</i>	<i>5/22/18</i>
Day	TUE	WED	WED	TUE
Time	<i>11:00</i>	10:00	13:00	10:30
Tech	SZ	SZ	SZ	SZ
* Evident of any leaks	N	N	N	N
Tank level, inches	9	7	9	12
Cl2 gallons added	0	30	60	45
New tank level after adding Cl2, inches	9	11	<i>15</i>	<i>17</i>
Gallons used for treatment since last check	16	16	<i>16</i>	16
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.

1 inch = 8 gallons

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

Month: MAY 2018

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Day	5/1/2018	5/9/2018	5/16/2018	5/22/2018	5/29/2018
Time	10:00	11:00	13:00	10:30	11:00
Operator	SZ	SZ	SZ	SZ	SZ
Evidence of standing water	N	N	N	N	N
* Evidence of runoff from site	N	N	N	N	N
Evidence of erosion caused by irrigation	N	N	N	N	N
Evidence of system run off containment system from proper condition and integrity.	N	N	N	N	N
*Any odors	N	N	N	N	N
Mosquito breeding resulting from irrigation	N	N	N	N	N
* Evidence of improper distribution system components and hydraulic integrity	N	N	N	N	N
Perimeter fence posting informing public wastewater is not safe to drink	Y	Y	Y	Y	Y
Sodium Hypochloride tank level, inches	9	7	9	12	10

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

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



(707) 254-1931