



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, June 10, 2020, 7 pm

Various Locations- Teleconference Meeting Pursuant to Executive Order N-29-20

Notice of Teleconferenced Meeting

Pursuant to the Governor's Executive Order N-29-20 (dated March 17, 2020), members of the Board of Directors may participate via teleconference. Teleconference locations are not open to the public pursuant to California Governor Executive Order N-29-20. For this meeting, there will be no physical location from which members of the public may observe/comment.

Board Members Teleconferencing: Dru O'Neill, Donna Clavaud, Deborah Parrish, Bill Bonini, and Peter MacLaird.

Members of the Public may participate and provide public comments to teleconference meetings as follows:

1. If you wish to submit a public comment on agenda items in advance of the meeting, please send to jose91946@sbcglobal.net. Emails received prior to the meeting will be included in the public record. The Board President will read public comments at the Board meeting, not to exceed three minutes (approximately 300 words).
2. If you wish to submit a public comment during the meeting, please use the following information: <https://us02web.zoom.us/j/85227827986> or dial by your location _United States____
Meeting ID: 852 2782 7986
Join from a PC, Mac, iPad, iPhone or Android device:

In the event of a Zoom Bombing, the Zoom meeting will be terminated and a new meeting, login credentials below, will be used to continue the District's business. The log-in credentials will not be made public and only written comments will be allowed for the remainder of the meeting.

Public testimony will be taken at the direction of the Board President and members of the public may only comment during times allotted for public comments. If you wish to request a disability-related modification or accommodation, please contact the District by email at cynthiamarie@sbcglobal.net.

I. Call To Order

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

III. Approval of June 10, 2020 BOD Agenda Action

IV. Board Member Reports

V. Approval of March 11, 2020 Minutes Action

VI. Committee Reports

- a. Park Advisory Committee (PAC)
 1. No reports for this meeting.
- b. Financial Advisory Committee (FAC)
 1. Review and Approve Measure A Work Plan & Park Budget for 2020/2021 Action
 2. Review and Adopt Preliminary Sewer Budget for 2020/2021 Action

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

IX. NSU Report

- a. Review March and April 2020 reports

X. Pending Business:

XI. Other Business

XII. New Business

- a. Policies for Accessory Dwelling Units (ADU's)
- b. Adopting Sanitation Standards

XIII. Old Business

XIV. Correspondence

XV. 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, March 13, 2020 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

Board Members Absent: Peter MacLaird, Deborah Parrish

Also Present: Cynthia Hammond, TVCS D Recording Secretary; Walter Earle, Park Chair, Beth Koelker, Park Committee Member

I. Call To Order:

Dru Fallon O'Neill called the meeting to order at 7:16 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 March 13, 2020 TVCS D BOD Agenda

Bill Bonini motioned to approve the March 13, 2020 TVCS D Board Agenda. Donna Clavaud seconded the motion. M/S/C

IV. TVCS D Board Member Reports

None

V. Approval of February 11, 2020 TVCS D BOD Minutes

Jose Ortiz made a change to the minutes (page two (2), paragraph three (3), **from:**

"Jose Ortiz will send the TVCS D Board a Service Agreement he developed and will put together a bid proposal package which will include payment bonds (though not mandatory for Public Works contracts), performance bonds and labor materials bonds (ensures if the contractor doesn't pay their suppliers, TVCS D would not be held liable)".

To read:

"Jose Ortiz will send the TVCS D Board a Service Agreement he developed and will put together a bid proposal package which will include payment bond (ensures if the contractor doesn't pay their suppliers, TVCS D would not be held liable), performance bond and labor materials bond (though not mandatory for Public Works contracts)."

Donna Clavaud motioned to approve the TVCS D February 11, 2020 minutes as amended by Jose Ortiz. Bill Bonini seconded the motion. M/S/C

VI. Committee Reports

a. Park Advisory Committee (PAC):

1. Review PAC February 24, 2020 Meeting Minutes

Minutes were reviewed. Next Park Advisory Committee will be held on March 23, 2020. Walter Earle will email agenda.

Donna Clavaud and Bill Bonini suggested that Park Committee begin to consider future Park projects as Measure A funding will be on the November 2020 ballot.

2. Review and Approve Construction Service Agreement for Park Projects

Donna Clavaud motioned to accept DMR's Construction Service Agreement for the Gazebo and Ramps. Bill Bonini seconded the motion. M/S/C

Signage and the permit will be posted at the Park and the construction site will be cordoned off.

b. Financial Advisory Committee (FAC):

1. Review Approved March 2, 2020 FAC Meeting Minutes

Minutes were reviewed.

Donna Clavaud reported there were no major changes to the Preliminary Draft Sewer Budget for 2020/2021. Line items for Repairs and Maintenance were left open for Jose Ortiz to complete. The Park Preliminary Draft Budget for 2020/2021 will be worked on at the FAC meeting in April. Once the 2020/2021 budgets are completed, TVCSD Policy Manual will be worked on. TVCSD Recording Secretary, Cynthia Hammond will retype and compile the Policy Manual for distribution.

VII. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures:

Bill Bonini motioned to accept check registers and approve expenditures. Donna Clavaud seconded the motion. M/S/C

b. Financial Manager's Report:

Financial Manager's report was reviewed.

Donna Clavaud pointed out the State Water Resources Control Board loan payment of \$26,295 is due December 2022 and in budgeting for FY 2022/2023, TVCSD should have this amount in reserves towards future capital needs or needed infrastructure work). The solar bond payment of \$17,941 is due July 2025. At that point, TVCSD would be debt free and in good position to plan for future capital needs.

c. Review and Approve Financial Statements:

Donna Clavaud motioned to approve financial statements. Bill Bonini seconded the motion. M/S/C

VIII. General Manager's Report

General Manager's report was reviewed.

It was noted in the General Manager's report there were problems with the flow meter at the plant and irrigation field; rendering the flow meter unreadable. A spare was found and Jack Miller will calibrate the pond level sensors this week.

Distributed at the meeting was an update on the leak in the force main to the storage ponds: NSU found numerous small holes in the underside of the pipe and a contractor is schedule on site March, 12, 2020.

IX. NSU Report

a. Review February 2020 reports:
Reports were reviewed.

X. Pending Business

None

XI. Other Business

None

XII. New Business

a. Policies for Accessory Dwelling Units (ADU's)
This item was tabled for a future TVCSD Board meeting.

XIII. Old Business

None

XIV. Correspondence

None

XV. Adjournment

Dru Fallon O'Neill adjourned the meeting at 7:52 pm. No objections

Next TVCSD BOD Meeting, April 8, 2020, 7 pm at Tomales Town Hall

Approved by: Dru Fallon O'Neill, 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.*

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Work Plan

Measure A City, Town, and Applicable Special District Program Proposed Expenditure of Measure A Funds for July 1, 2020 to June 30, 2021

Timely and accurate completion of this report is a condition of receiving Measure A funds.

Instructions:

- This work plan must be completed by an authorized representative of the recipient.
- Please complete this work plan, then scan and e-mail it to Kevin Wright, Marin County Parks External Affairs Coordinator (kwright@marincounty.org), by July 1, 2020.
- Contact Mr. Wright by e-mail (kwright@marincounty.org) or phone (415) 497-3553 if you have any questions, or if you have suggestions to improve this form.
- Marin County Parks will review this plan within one month of its receipt to ensure that proposed expenditures are consistent with Marin County Ordinance 3586 (Measure A).
- Recipients must provide Marin County Parks with 30-days prior notice of any project additions or substitutions that are proposed while a work plan is in effect.
- Total actual project expenditures may not exceed recipient's actual Measure A funding for any given fiscal year, plus any balance remaining from previous years.

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A. Name of Recipient (city, town, or special district): ___Tomales Village Community Services District

B. Recipient's representative and contact information: (Please print all information)

Name: Melinda Bell
(Print)

Title: Financial Manager _____
(Print)

Address: P O Box 303 _____

City, Zip: Tomales, CA 94971 _____

Phone: ___707-878-2767 _____

E-mail: ___melinda@tomalescsd.ca.gov _____

C. Total estimated funds for Fiscal Year 2020-21:

i. Estimated carry-over balance of recipient's Measure A funds from previous fiscal years	ii. Estimate of recipient's Measure A funds for FY 2020-21. (This information will be provided by Marin County Parks)	iii. Total estimated available funds for FY 20-21 (i + ii).
\$ 79,621	\$28,186	\$107,807

D. Recipient's Measure A Work Plan for Fiscal Year 2020-21:

Name of work or project:	Primary purpose of work or project. Select only one from list below. **	Description. Be as specific as possible. Include numbers related to square footage of facilities, acreage, etc. If Measure A funds were used for maintenance, use numbers to indicate change from pre-Measure A conditions.	Amount of Measure A funds estimated to be used:	Source(s) and amount(s) of matching funds projected for use. If none, enter "0"	Total expenditures projected for work or project in current reporting year
Exterior Wall Mural	Construction c	Supplies for community project	\$500	0	\$500
PG&E, Supplies, Services	Mainten'ce a	Electricity, trash pick-up, bathroom and landscaping supplies	\$1,160	\$840	\$2,000
Financial Manager	Mainten'ce a	Pay park bills, prepare reports	\$1,000	0	\$1,000
Project Management	Construction c	Review of bids, contract oversight	\$5,000	0	\$5,000
Gazebo	Construction c	Construction	\$37,031	0	\$37,031
Paths and Ramps	Construction c	Permits, grading, pouring, inspection	\$8,000	0	\$8,000
Signage at Gate	Construction c	Purchase and installation		\$3,000	\$3,000
Fence Replacement	Renovation b	Clear area, haul debris, construction	\$13,800	0	\$13,800
Picnic Table and Bench	Construction c	Purchase and installation	\$700	0	\$700

Estimated Total			\$67,191	\$3,840	\$71,031

****Select work or project purpose only from the following menu:**

- a) Routine maintenance
- b) Renovation of existing recreational facility, including infrastructure (includes planning, environmental review, permitting, design development, etc.)
- c) Construction of new park or recreation facility (includes planning, environmental review, permitting, design development, etc.)
- d) Parkland acquisition
- e) Fuel reduction - all types of fuel breaks, including primary, ridgeline, etc.
- f) Flashy fuel reduction (ROW, street ends, trail heads, etc.)
- g) Natural resource protection and restoration, and invasive plant control
- h) Maintaining vehicle access
- i) Sudden Oak Death
- j) Hazard tree removal
- k) Inventory and monitoring
- l) Wildlife management monitoring
- m) Vegetation and wildlife management - Other-

E. Certification

I certify that the information contained herein is true and accurate, to the best of my knowledge.

Signature

Financial Manager
Title

Melinda Bell _____
Print Name

6/11/2020
Date

2020/2021 Proposed Budget With Prior Years' Comparison

					PARK PROGRAM BUDGETS						
					Income	2018	2019	2019	2020	2020	2021
311.00					Interest Income		5		850		600
315.80					Measure A Funds		34,685		37,582		28,186
320.00					Contributions Income		500		500		200
322.00					Park Use Rental		400		400		400
322.60					Water Tower PGE		840		840		840
					Total Income		36,430		40,172		30,226
					Expenses						
					414.81						
					Measure A Project Expenses						
					Picnic Table and Log Bench		700		700		700
					Gazebo		70,000		117,575		37,031
					Paths and Ramps		8,000		8,000		8,000
					Fence Replacement		5,255		13,800		13,800
					Playground Surface Material				6,009		
					Project Management				5,000		5,000
					Legal Review		5,000				
					Gate Signage						3,000
					Total 414.81 Measure A Project Expense		88,955		151,084		67,531
					414.82						
					Measure A Maintenance Expense						
					Supplies and Services		1,300		1,300		1,000
					Mural for East Bathroom Wall		500		500		500
					PGE Park		1,300		1,300		1,000
					Financial Management		1,500		1,500		1,000
					Total 414.82		4,600		4,600		3,500
					Total Expense		93,555		155,684		71,031
					Net Ordinary Income		(57,125)		(115,512)		(40,805)

	Worksheet for Sewer Budget Changes	16/17Act	17/18Bud	17/18Act	18/19Bud	18/19Act	19/20Bud	change	20/21Bud	
Income										
301.10 · Service Charges - Monthly		756	756	869	983	983	983		983	
301.15 · Service Charges - Annual Fees		1,512	1,512	1,739	1,966	1,966	1,966		1,966	
301.20 · Service Charges - SUSD		68,689	64,299	59,605	64,299	61,782	64,299	-2,000	62,000	based on actual 19/20
	301.35 · Solar Portion - Debt Serv	7,200	7,680	7,140	8,280	8,280	8,280		8,280	
	301.30 · Service Charges - County - Other	83,337	82,874	96,018	108,457	109,128	108,457	983	109,440	additional rate payer
Proposed \$9.45 Sewer Rate Increase 2017/2018			13,923				-			
Total 301.00 · Service Charges		161,495	171,044	165,371	183,984	182,139	183,984	-1,017	182,967	
303.00 - Connection Fees						10,000				
303.10 · Permit and Inspection Fees						240				
305.00 · SUSD Debt Serv SRF		8,062	8,062	8,062	8,062	8,062	8,062		8,062	
311.00 · Interest Income		1,409	1,491	1,411	1,500	1,903	2,000	1,000	3,000	LAIF
315.50 · Levy 4		9,313	8,200	8,143	8,180	8,396	8,180	20	8,200	
317.00 · Other Operating Income		250	-							
Total Income		180,529	188,797	182,987	201,726	210,741	202,226	3	202,229	
Expense										
410.00 · Sewage Collection Electric		458	375	470	405	583	460	-60	400	
411.00 · Sewage Treatment		8,123	8,594	1,324	240	4,584	240	-40	200	
4111.05 - Lab Costs		283	7,738	8,655	8,663	7,328	8,663		8,663	
411.10 - Plant Maintenance Supplies		259	1,320	6,387	7,734	945	4,734	-3,734	1,000	19/20 experience
412.00 · Sewage Disposal Other				828	828	1,093	828	172	1,000	repair work
412.00 · Sewage Disposal Electric		349	336	312	340	254	340	-40	300	
413.20 - Grounds Maintenance			2,000	1,224	2,000	4,166	5,000	-4,000	1,000	19/20 experience
414.05 · Administrator's Fees		49,313	45,750	47,375	46,661	40,972	47,375	1,825	49,200	new rate
414.10 - Payroll Tax Expense		214	550	151	550	517	550	495	1,045	secretary as employee
414.22 · Licenses and Permits		1,334	1,346	1,376	1,376	1,455	1,376	269	1,645	SWRCB increase
414.31 · Property & Liability Insurance		6,051	6,655	6,952	7,369	7,515	7,737	3,051	10,788	quoted
414.33 · Worker's Comp Insurance		751	720	711	700	612	854	46	900	quoted
414.41 · Postage and Delivery		379	300	326	110	408	360		360	
414.42 - Printing and Copies		86		112	100		100		100	
414.43 · Office Supplies		69	150	107	150	441	150		150	
414.44 · Sonic - Web Hosting		412	240	64	100	96	100		100	
414.45 · Equipment Expense		100	250	698	250	665	620		620	
414.465 · Board Member Stipend		2,950	5,000	2,100	5,000	2,450	5,000		5,000	
414.467 · Board Training			1,000	40	1,000		1,000		1,000	
414.47 · Clerical/Bookkeeping		12,955	10,220	11,991	12,000	11,287	12,000		12,000	
414.48 · Office Rent		1,200	1,200	1,200	1,200	1,200	1,200		1,200	
414.49 · Secretary		4,346	6,856	3,093	4,500	2,429	4,000	500	4,500	new rate as employee
414.50 · O&M Contractual Services		66,460	49,148	49,820	49,148	50,031	51,677	517	52,193	new rate
414.551 · Legal Fees			-	110	2,500		2,500		2,500	
414.552 · Accounting		5,000	5,000	5,150	5,300	5,200	5,300	300	5,600	quoted
414.553 · Consulting			-				5,000		5,000	
414.61 · Newsletter Expense		442	710	102	500	124	500		500	
414.60 - Publication and Notices		345		333	175	318	175	175	350	2 hearing notices
414.62 · Dues and Subscriptions		1,108	1,110	1,155	1,150	1,209	1,225	50	1,275	
414.67 · Solar Lease Admin Fee		750	750	750	750	750	750	0	750	
414.71 - Plant and Building Maintenance			1,200	1,044		191	150	50	200	
414.72 - Computer Repairs		709	250	214	150	100		0		
414.73 Equipment Repairs		1,270	1,150				-	0		
CCTV Inspection of entire collection system					10,000					
System integration and SCADA programming					2,500					
Treatment pond Maintenance							9,500	-7,000	2,500	CIP plan
414.76 · Collection System Maintenance			5,000	1,282		900				
414.77 · Irrigation Field Maintenance			6,000	1,598	4,000	105	5,000	8,000	13,000	CIP plan
414.78 · Solar Panel Maintenance			400				-			
Total 414.70 · Major Repairs and CIP		1,979	14,000	4,138	16,500	1,296	14,500	1,000	15,500	
414.81 · Travel		720	450	712	770	511	700		700	
414.85 Training				150	200		200		200	
414.90 · Telephone and Internet Services		2,596	2,688	2,525	2,500	2,505	2,500	150	2,650	19/20 experience
417.20 · Election Expense			300	250		34			-	
417.30 · LAFCO Charges		344	160	182	160	189	190		190	
417.40 County Tax Administration Fees						204	137	1	138	
415.50 · Depreciation Expense		54,185	-	50,664		50,664			-	
420.20 · Interest Expense - SRF Loan		3,877	3,370	3,370	2,851	2,851	2,319	-545	1,774	quoted
Total Expense		227,438	178,286	214,907	183,930	204,886	190,510	181	190,691	
Net Income		-46,909	10,511	-31,921	17,796	5,854	11,717	-178	11,538	
Cash receipt for initial SUSD advance		1,454	1,544	1,544	1,637	1,637	1,735	102	1,837	quoted
Cash outlay for loan and bond payments		-38,202	-38,708	-38,709	-39,228	-39,228	-39,760	-545	-40,305	quoted
Depreciation		54,185		50,664		50,664		-		
Change in Receivables, Payables		-1,370		3,848		1,405		-		
Net Change in Cash Balances		-30,843	-26,653	-14,573	-19,795	20,333	-26,308	-622	-26,930	

BANK ACCOUNT ACTIVITY MAY 2020

	Type	Date	Num	Name	Memo	Split	Amount	Balance
131.00 · Park Cash					Beginning Balance			176,334.15
131.48 - CA LAIF					Beginning Balance			30,759.29
Total 131.48 - CA LAIF					Ending Balance			30,759.29
131.42 · Bank of Marin - Money Market								93,416.38
	Deposit	05/30/2020			Deposit	311.00 · Interest Income	4.82	93,421.20
Total 131.42 · Bank of Marin - Money Market					Ending Balance		4.82	93,421.20
131.46 · Bank of Marin - Park Account					Beginning Balance			52,158.48
	Bill Pmt -Check	05/06/2020	1279	Peter Nissen	review and revisions	222.00 · Accounta Payable	-247.50	51,910.98
	Bill Pmt -Check	05/06/2020	1280	PGE	7399820768-9	222.00 · Accounta Payable	-82.87	51,828.11
	Bill Pmt -Check	05/09/2020	1281	Fishman Supply	inv 1251421 case towels	222.00 · Accounta Payable	-33.11	51,795.00
	Payment	05/19/2020		Henry Elfstrom		137.00 · Accounts Receivable	70.00	51,865.00
	Deposit	05/30/2020			interest	311.00 · Interest Income	0.21	51,865.21
Total 131.46 · Bank of Marin - Park Account					Ending Balance		-293.27	51,865.21
Total 131.00 · Park Cash					Ending Balance		-288.45	176,045.70
131.00 · Sewer Cash					Beginning Balance			237,345.13
131.20 · CA Local Agency Investm Fnd					Beginning Balance			71,771.69
Total 131.20 · CA Local Agency Investm Fnd					Ending Balance			71,771.69
131.31 · Redwood Credit Union					Beginning Balance			40,669.45
	Deposit	05/31/2020			Interest	311.00 · Interest Income	8.10	40,677.55
Total 131.31 · Redwood Credit Union					Ending Balance		8.10	40,677.55
131.42 · Bank of Marin - Money Market					Beginning Balance			103,723.11
	Deposit	05/12/2020			Levy 4	315.50 · Levy 4	21.07	103,744.18
	Deposit	05/31/2020			Interest	311.00 · Interest Income	5.36	103,749.54
Total 131.42 · Bank of Marin - Money Market					Ending Balance		26.43	103,749.54
131.44 · Bank of Marin - Sewer					Beginning Balance			18,404.48
	Bill Pmt -Check	05/02/2020	4803	Brelje and Race Laboratories, Inc.		222.00 · Accounts Payable	-455.00	17,949.48
	Bill Pmt -Check	05/07/2020	4804	Melinda K. Bell	April 13.25 hours	222.00 · Accounts Payable	-530.00	17,419.48
	Bill Pmt -Check	05/07/2020	4805	Natural Systems Utilities -CA		222.00 · Accounts Payable	-4,821.24	12,598.24
	Bill Pmt -Check	05/11/2020	4806	PGE	3/25-4/23 8044736439-1	222.00 · Accounts Payable	-172.57	12,425.67
	Payment	05/19/2020		Tomales Regional Histroy Center		137.00 · Accounts Receivable	81.90	12,507.57
	Bill Pmt -Check	05/19/2020	4807	AT&T Uverse	145835838	222.00 · Accounts Payable	-134.55	12,373.02
	Bill Pmt -Check	05/19/2020	4808	Brelje and Race Laboratories, Inc.		222.00 · Accounts Payable	-348.00	12,025.02
	Bill Pmt -Check	05/22/2020	4809	AT&T	138729848 5/11 - 6/10 inte	222.00 · Accounts Payable	-90.95	11,934.07
	Bill Pmt -Check	05/22/2020	4810	Capital One Bank		222.00 · Accounts Payable	-18.95	11,915.12
	Deposit	05/30/2020			Interest	311.00 · Interest Income	0.05	11,915.17
Total 131.44 · Bank of Marin - Sewer					Ending Balance		-6,489.31	11,915.17
131.48 · Bank of Marin - Solar					Beginning Balance			2,776.40
	Deposit	05/30/2020			Interest	311.00 · Interest Income	0.01	2,776.41
Total 131.48 · Bank of Marin - Solar					Ending Balance		0.01	2,776.41
Total 131.00 · Sewer Cash					Ending Balance		-6,454.77	230,890.36



Financial Manager's Report June 10, 2020

This packet includes the financial reports for the fiscal year through May 31, 2020. While year-end is close at hand, these reports do not include some significant expenses. General Manager's compensation has been recorded only through December; Bookkeeping through April; Secretary through March. O & M, lab and utility bills are pretty much up to date.

For the Park, of the \$130,000 gazebo contract, \$80,731 has been paid. We should receive an invoice for work through the end of this month, but work after that will have to be included in next year's budget. There will be other costs recently revealed to be included in the 20/21 budget for the gazebo work. The Work Plan is due to Marin County July 1. The packet includes the 2020/21 Work Plan. We can adopt this plan with our best information now for 2020/21, send it to the County later this month, and amend it, as we have done in the past, after adoption of the final 20/21 budget.

Park cash has decreased \$45,770 year-to-date because net income is a negative \$23,348, and part of the income recognized was the grant revenue received years ago, but not earned. It was carried as a liability to be paid back if we didn't build the gazebo. With the first contractor payment this year, the grants were earned and recognized this year as income, but with no new cash received. The other small difference is due to the year's changes in receivables and payables, notably unpaid retentions of contractor billings.

In reviewing the Sewer budgetary comparison, we see that income is higher than budgeted by nearly \$7,000 due to the connection fee and interest income, reduced by the lower SUSD share calculated after the budget was adopted. Sewer expenses are within \$1,000 of budget, but if we ignore the unbudgeted depreciation, expenses are \$46,500 less than budgeted. Adding in \$25,000 of estimated staff compensation not yet reported, we are still \$21,500 better than budget, due to lower expenses for maintenance supplies, grounds maintenance, CIP, legal and consulting fees.

Sewer cash has increased \$23,685 since last year-end. Net income has contributed the bulk of the increase, offset by paying 2019/2020 accrued bills at the beginning of this year but relieved by the \$8,000 excess non-cash depreciation expense over non-expense debt payment cash outlay. The cash increase is good news as we begin the 2020/21 budget preparation.

In the packet is a budget worksheet showing the history of final annual budget to actual comparisons for the past two completed years plus actual for 2016/17. This month's financial budget comparison gives an idea of the comparison of eleven months of actual to the 2019/2020 fiscal year Sewer budget in the budget worksheet as well as to eleven months' budget in the budget comparison report.

		PARK BUDGETARY COMPARISON	
		Jul '19 - May 20	Budget
Income Park	311.00 · Interest Income	584.65	780.00
	315.80 · Measure A Funds	37,075.55	37,582.01
	320.00 · Contributions Income	285.00	0.00
	322.50 · Cleaning and Security Deposit	200.00	200.00
	322.00 · Park Use Rental - Other	800.00	400.00
	322.60 · Water Tower PGE	700.00	770.00
	340.10 · Board of Supervisors	15,000.00	
	340.20 · Dean Witter Foundation	10,000.00	
Total Income Park		64,645.20	39,732.01
Expense Park	414.57 · Accounting	201.25	1,500.00
	414.59 · Engineering and Design	247.50	
	414.81 · Measure A Project Expenses	3,854.68	14,009.00
	414.82 · Measure A Maintenance Expenses	490.15	1,200.00
	414.83 · PGE Park	889.13	1,205.95
	414.84 · Measure A Capital Expenditures	80,731.25	117,575.00
	414.85 · Matching Project Funds	0.00	700.00
	414.87 · Measure A Project Management	1,170.00	4,500.00
	414.80 · Measure A - Other	0.00	11,000.00
	6420 · Park Trash Disposal	409.20	375.00
Total Expense Park		87,993.16	152,064.95
Net Income Park		-23,347.96	-112,332.94
SEWER BUDGETARY COMPARISON			
Income Sewer	301.10 · Service Charges - Monthly	900.90	900.90
	301.15 · Service Charges - Annual Fees	1,965.60	1,965.60
	301.20 · Service Charges - SUSD	58,925.72	64,299.00
	301.35 · Solar Portion - County	8,280.00	8,280.00
	301.30 · Service Charges - County - Other	103,553.79	102,921.06
	303.10 · Permit and Inspection Fees	250.00	0.00
	303.00 · Connection Fees - Other	10,000.00	0.00
	305.00 · SUSD Sinking Fund	8,062.00	8,062.00
	311.00 · Interest Income	2,298.17	1,535.03
	315.50 · Levy 4	8,370.43	7,754.37
Total Income Sewer		202,606.61	195,717.96
Expense Sewer	413.00 - Grounds Maintenance	800.00	5,000.25
	410.10 · Sewage Collection Electric	309.55	436.73
	410.00 · Sewage Collection - Other	25.64	
	411.05 - Lab Bills	6,637.60	7,972.00
	411.10 - Maintenance Supplies	631.52	4,733.79
	411.03 · Sewage Treatment Electric	-3,738.27	-2,698.35
	411.00 · Sewage Treatment - Other	7,321.13	0.00
	412.10 · Sewage Disposal Electric	33.09	319.03
	412.00 · Sewage Disposal - Other	0.00	828.00
	414.11 - Social Security Tax	37.35	164.70
	414.12 - Medicare Payroll Tax	8.74	34.08
	414.13 - State Unemployment Tax	24.04	120.50
	414.05 · Administrator's Fees	22,520.00	43,375.25
	414.22 · Licenses and Permits	1,645.00	1,376.00
	414.31 · Property & Liability Insurance	8,289.01	7,736.80
	414.33 · Worker's Comp Insurance	758.38	853.84
	414.41 · Postage and Delivery	246.17	360.17
	414.42 · Printing and Copies	0.00	100.00
	414.43 · Office Supplies	14.09	93.23
	414.44 · Sonic - Web Hosting	91.81	91.30
	414.45 · Equipment Expense	619.34	507.64
	414.465 · Board Member Stipend	650.00	3,900.00
	414.467 · Board Training	0.00	500.00
	414.47 · Clerical/Bookkeeping	7,822.50	11,186.00
	414.48 · Office Rent	900.00	900.00
	414.49 · Secretary	1,571.96	3,660.23
	414.50 · O&M Contractual Services	48,055.44	47,433.92
	414.551 · Legal Fees	113.50	2,500.00
	414.552 · Accounting	5,300.00	5,300.00
	414.553 · Consulting	0.00	5,000.00
	414.61 · Newsletter Expense	0.00	500.00
	414.62 · Dues and Subscriptions	1,262.00	1,225.00
	414.67 · Solar Lease Admin Fee	750.00	750.00
	414.71 · Plant and Building Maintenance	0.00	150.00
	414.724 · SCADA Programming & Integration CIP	10,089.99	0.00
	414.74 · Treatment Ponds Maintenance CIP	0.00	9,500.00
	414.77 · Irrigation Field Maintenance - Other CIP	0.00	5,000.00
	Total 414.70 · Repairs and Maintenance CIP	10,089.99	14,650.00
	414.81 · Travel	262.69	617.27
	414.85 · Training	0.00	200.00
	414.90 · Telephone and Internet Services	2,420.51	2,291.25
	415.50 · Depreciation Expense	47,583.65	0.00
	417.30 · LAFCO Charges	158.40	189.89
	417.40 · County Teeter Admin Fee	184.00	115.00
	420.20 · Interest Expense - SRF Loan	2,319.00	2,319.16
Total Expense Sewer		175,717.83	174,642.68
Net Income Sewer		26,888.78	21,075.28

COMPARATIVE BALANCE SHEETS MAY 2020 AND 2019

		May 31, 20	May 31, 19	\$ Change	% Change
ASSETS	PARK				
	131.00 · Cash				
	131.48 · CA LAIF	30,759.29	30,051.99	707.30	2.35%
	131.42 · Bank of Marin - Money Mar	93,421.20	54,776.32	38,644.88	70.55%
	131.46 · Bank of Marin - Park Accou	51,865.21	98,896.82	-47,031.61	-47.56%
	Total 131.00 · Cash	176,045.70	183,725.13	-7,679.43	-4.18%
	Fixed Assets				
	100.20 · Land and Land Rights	132,000.00	132,000.00	0.00	0.0%
	Original Cost	314,653.66	314,653.66	0.00	0.0%
	105.00 · Depreciation	-74,326.10	-66,695.00	-7,631.10	-11.44%
	Total 111.00 · Park Equipment	240,327.56	247,958.66	-7,631.10	-3.08%
	Total Fixed Assets	372,327.56	379,958.66	-7,631.10	-2.01%
	TOTAL ASSETS PARK	548,373.26	563,683.79	-15,310.53	-2.72%
	LIABILITIES & EQUITY PARK				
	Liabilities				
	222.00 · Accounta Payable	36,943.13	781.99	36,161.14	4,624.25%
	217.00 · Unearned Revenue	0.00	25,000.00	-25,000.00	-100.0%
	219.00 · 219.00 - Retentions Payabl	4,036.56	0.00	4,036.56	100.0%
	Total Liabilities	40,979.69	25,781.99	15,197.70	58.95%
	Equity				
	252.50 · Investment in Capital Assets	372,327.56	379,958.66	-7,631.10	-2.01%
	260.00 · Unassigned Fund Balance	158,413.97	128,545.05	29,868.92	23.24%
	Net Income	-23,347.96	29,398.09	-52,746.05	-179.42%
	Total Equity	507,393.57	537,901.80	-30,508.23	-5.67%
	TOTAL LIABILITIES & EQUITY PARK	548,373.26	563,683.79	-15,310.53	-2.72%
	ASSETS SEWER				
	131.00 · Cash				
	131.20 · CA Local Agency Investm	71,771.69	70,121.30	1,650.39	2.35%
	131.31 · Redwood Credit Union	40,677.55	40,526.37	151.18	0.37%
	131.42 · Bank of Marin - Money Mar	103,749.54	76,800.04	26,949.50	35.09%
	131.44 · Bank of Marin - Sewer	11,915.17	20,272.02	-8,356.85	-41.22%
	131.48 · Bank of Marin - Solar	2,776.41	2,467.28	309.13	12.53%
	Total 131.00 · Cash	230,890.36	210,187.01	20,703.35	9.85%
	Fixed Assets				
	100.00 · Property, Plant and Equipment	791,665.97	791,665.97	0.00	0.0%
	100.10 · Maps and Records	17,248.00	17,248.00	0.00	0.0%
	100.20 · Land and Land Rights	52,788.00	52,788.00	0.00	0.0%
	105.00 · Less Accumulated Depreciation	-735,216.65	-685,009.31	-50,207.34	-7.33%
	110.00 · Improvement Project	939,393.31	939,393.31	0.00	0.0%
	112.00 · Solar System	269,945.21	269,945.21	0.00	0.0%
	Total Fixed Assets	1,335,823.84	1,386,031.18	-50,207.34	-3.62%
	136.00 · SUSD Note Receivable	13,359.01	15,094.35	-1,735.34	-11.5%
	TOTAL ASSETS SEWER	1,580,073.21	1,611,312.54	-31,239.33	-1.94%
	LIABILITIES & EQUITY SEWER				
	Liabilities				
	222.00 · Accounts Payable	263.95	5,827.97	-5,564.02	-95.47%
	230.00 · Fed Payroll Tax Payab	38.68	19.13	19.55	102.2%
	Total Current Liabilities	302.63	5,847.10	-5,544.47	-94.82%
	Long Term Liabilities				
	211.00 · SWRCB SRF Loan	70,941.37	92,760.05	-21,818.68	-23.52%
	215.00 · CREBS Bond	107,647.02	125,588.20	-17,941.18	-14.29%
	Total Long Term Liabilities	178,588.39	218,348.25	-39,759.86	-18.21%
	Total Liabilities	178,891.02	224,195.35	-45,304.33	-20.21%
	Equity				
	262.00 · Capital Asset Reserve	40,000.00	40,000.00	0.00	0.0%
	262.50 · Restricted Connection Fees	20,000.00	0.00	20,000.00	100.0%
	264.00 · Operating Reserve	47,627.50	44,572.00	3,055.50	6.86%
	265.00 · Net Assets - Unrestricted	1,266,665.91	1,283,866.95	-17,201.04	-1.34%
	Net Income	26,888.78	18,678.24	8,210.54	43.96%
	Total Equity	1,401,182.19	1,387,117.19	14,065.00	1.01%
	TOTAL LIABILITIES & EQUITY SEWER	1,580,073.21	1,611,312.54	-31,239.33	-1.94%

GENERAL MANAGER'S REPORT

JUNE 10, 2020

UPDATE ON THE SCADA SYSTEM REPAIR PROJECT

I contacted Jack Miller from JMIntegration upon his return from military service and informed him that he still needs to calibrate the pond level sensors. I also asked Brandon Jacka from NSU to list the various issues with the sensors at the irrigation field. The remaining tasks for Jack Miller from the old P.O. should not have additional charges, but the new work will. Once the scope of work is defined, I will get an estimate from Miller. That work will be done in the next fiscal year.

STATUS OF THE GAZEBO PROJECT

I reported to the Board at the March 11 Board meeting that I issued the notice to proceed with the Tomales Park Gazebo Project to DMR. We need Dru to sign two copies of the agreement on behalf of the District. One copy of the agreement and attachments will be mailed to DMR Builders and one set is for our files.

Project startup was on March 24. Because of the COVID-19 shelter in place order, I tried unsuccessfully to get permission from Marin County to allow this project to be considered essential services. By then preliminary excavation for the gazebo had begun and the steel construction materials had been ordered. David Judd is the on-site project coordinator, but he is present as needed. Because the approved plans are over 4 years old, we have needed to do more coordination with the architect, the structural engineer, and the County. After the second SIP order went into effect March 31, we shut the job down officially on April 7. All we were allowed to do was to have workers present to receive the materials already ordered and to secure the site safely.

The project was allowed to resume on May 4. We are probably about 80% complete at this point. The concrete foundation, slab, steel columns, and roof framing have been installed. I approved three contract change orders. The first CO was to contract work to install lighting for the gazebo. Lighting details were not on the drawings and the specifications were not very clear. We negotiated with DMR to share the cost for the electrical work. We also purchased three canned LED lights that will be installed in the ceiling of the gazebo. Our portion of the cost was \$1,270 and except for the lights includes all materials. The other two COs pertain to work on the fascia of the gazebo. The two Cos were for a total of \$1,580. We do not anticipate any other changes.

The scope of work for this project included construction of the gazebo and of the handicap ramps. The Marin County inspector informed us that the construction of handicap ramps is not included with the current building permit. To proceed with this work we will need to get a consultant to prepare drawings and details showing compliance with ADA requirements.

I will discuss this process with the Board at the June meeting. We anticipate completing the permitted work in the next couple of weeks.

STATUS OF THE CCTV INSPECTION PROGRAM

I had hoped to schedule Roy's Sewer Service on the video inspection of the entire collection system. The COVID-19 pandemic has required an adjustment to otherwise normal practices. I will follow up this month with Roy's Sewer Service and report to the Board of the schedule. This work will be performed next fiscal year, but the unused funds will roll over anyway. The final budget will reflect this work.

STATUS OF THE CIP PROJECTS

For the coming fiscal year, the video inspection of the collection system will be done for a cost not to exceed \$10,000. Although not identified initially, the leak in the force main cost \$7,500. The cost could have been much greater. We dodged a bullet. We replaced two level transmitters at the treatment plant. The third level transmitter at the plant needs to be replaced also as well as the one at the upper storage pond. Replacement, installation and calibration will cost about \$6,000. The control building at the irrigation field need to be re-roofed. That will cost between \$2,000 and \$4,000. As I reported some time ago, a big eucalyptus tree fell across the perimeter collection ditch. It currently is not blocking the flow, but we may need to trim some of the branches to prevent a blockage during storms, causing an overflow. Depending on what we do, the cost could range between \$1,000 and \$5,000. Portions of the irrigation field use the Rainbird type sprinklers. We have identified a number of broken sprinklers and lines. With the replacement of the big guns, NSU feels that we do not need to use the Rainbird sprinklers. We are going to defer those repairs to a later time but not this year. Lastly, some of our flow meters have not been reporting flows accurately. We are still evaluating the causes. It may be a calibration issue or it may be a replacement issue. Either way, we may have to spend up to \$5,000 plus labor.

BUDGET PROCESS

The preliminary budget will be presented to the Board at the June meeting. I will prepare a budget schedule before the Board meeting.

UPDATE ON THE LEAK IN THE FORCE MAIN TO THE STORAGE PONDS

The good news is that the repairs held.

TOMALES VILLAGE COMMUNITY SERVICES
DISTRICT
Tomales, California

AGREEMENT

THIS AGREEMENT, made this 11th day of March, 2020 by and between DMR Builders, whose place of business is at 2383 Ignacio Court, Santa Rosa, CA 95401, hereinafter called the "Contractor," and TOMALES VILLAGE COMMUNITY SERVICES DISTRICT, a County Special District, hereinafter called the "District."

WHEREAS, the District, by action of its Board of Directors on the 12th day of February, 2020 directed the General Manager to award to the Contractor a contract for:

TOMALES PARK GAZEBO PROJECT

For considerations hereinafter specified, Contractor and District agree as follows:

Article I: Work to be Done and Documents Forming the Contract

Contractor agrees to do all the work and furnish all materials necessary to construct and complete, in accordance with the Specifications, the following work:

- A new Gazebo
- Handicap ramps to four play areas of the park

Note: The Pedestrian Gate shown in Detail 2 and the Fountain shown in Detail 3 of Sheet A2.0 of the architectural drawings **are not part of this project.**

Said work shall be performed to the satisfaction of the General Manager and Engineer all in accordance with the Drawings, Appendix A and Appendix B, Notice to Prospective Bidders, and the Proposal of the Contractor, all of which documents are hereby specially referred to and by such reference made a part of this Contract.

Article II: Contract Price

District hereby agrees and promises to pay to Contractor the sum of one hundred thirty thousand dollars and no cents (\$130,000.00) for the performance of said work; provided, however, that the above mentioned sum is one determined by the Proposal of Contractor as based upon the estimated work to be done.

Article III: Completion of Contract

It is hereby agreed that the work called for under this Contract, in all its parts and requirements, shall be completed before the expiration of the County of Marin building permit #152531 for this project which is June 27, 2020.

Article IV: Bonds Required

This Contract shall have no force or effect whatsoever unless and until Contractor delivers to the District a Payment Bond for Public Works in the sum of one hundred thirty thousand dollars and no cents (\$130,000.00).

Nor shall such Contract be effective until Contractor also gives a good and sufficient bond in the sum of one hundred thirty thousand dollars and no cents (\$130,000.00) for the faithful performance of the work to be done under the terms of this Contract.

Article V: Certification by Contractor

Contractor hereby certifies as follows:

“I certify that I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Contract.”

IN WITNESS WHEREOF, Contractor and District have caused this agreement to be subscribed as of the day and year first hereinabove written.

TOMALES VILLAGE COMMUNITY
SERVICES DISTRICT

Date District signature affixed:


By _____
District

DMR BUILDERS

Date Contractor signature affixed:

3/4/20

32-0570566
Federal I.D. or S.S. Number

By  _____
Title PRESIDENT
Contractor



April 17, 2020

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
March 2020

Mr. Allen

Enclosed please find the Self-Monitoring Report.

Operations are 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

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

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

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

SELF MONITORING REPORT

Date	INF (INFLUENT)						EFF-TR (Treatment Pond No. 3 Eff)										EFF-Discharge		EFF-D (Discharge eff)	
	Daily (KGALS)	Weekly (KGALS)	Ph (Units)	Temp. (C)	BOD (mg/l)	TDS (mg/l)	Nitrate as N	Nitrite as N	TKN mg/L	Amonnonia N mg/L	Tot. Organic Nitrogen mg/L	TDS (mg/L)	BOD (mg/l)	pH Units	D.O. (mg/l)	Temp (C)	Daily (KGALS)	Weekly (KGALS)	C12 Tank Added (gallons)	Coliform MPN/100
3/1/2020	14.9																0.0			
3/2/2020	14.9																0.0			
3/3/2020	14.9																0.0			
3/4/2020	14.9																0.0			
3/5/2020	14.9	119.0	8.7	14.5	270.0	500.0	0.9	<0.40	14.0	2.4	11.0	360.0	50.0	8.4	2.2	14.2	0.0	0.0		<2.0
3/6/2020	10.6																50.4			
3/7/2020	10.6																50.4			
3/8/2020	10.6																50.4			
3/9/2020	10.6																50.4			
3/10/2020	10.6	53.0										350.0	35.0				50.4	252.2	15.0	<2.0
3/11/2020	11.0																63.6			
3/12/2020	11.0																63.6			
3/13/2020	11.0																63.6			
3/14/2020	11.0																63.6			
3/15/2020	11.0																63.6			
3/16/2020	11.0																63.6			
3/17/2020	11.0																63.6			
3/18/2020	11.0	88.0										440.0	29.0	8.0	2.3	12.4	63.6	508.9		
3/19/2020	11.5																0.0			
3/20/2020	11.5																0.0			
3/21/2020	11.5																0.0			
3/22/2020	11.5																0.0			
3/23/2020	11.5																0.0			
3/24/2020	11.5	69.0										440.0	43.0	7.1	2.4	15.0	0.0	0.0		
3/25/2020	13.3																0.0			
3/26/2020	13.3																0.0			
3/27/2020	13.3																0.0			
3/28/2020	13.3																0.0			
3/29/2020	13.3																0.0			
3/30/2020	13.3																0.0			
3/31/2020	13.3																0.0			
Max	14.9		8.7	14.5	270.0	500.0	0.9	0.0	14.0	2.4	11.0	440.0	50.0	8.4	2.4	15.0			15.0	
Min	10.6		8.7	14.5	270.0	500.0	0.9	0.0	14.0	2.4	11.0	350.0	29.0	7.1	2.2	12.4			15.0	
Mean	12.2		8.7	14.5	270.0	500.0	0.9	#DIV/0!	14.0	2.4	11.0	397.5	39.3	7.8	2.3	13.9			15.0	
Total	377.1																760.8			

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) **March 2020**

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>3/5/20</i>	<i>3/10/2020</i>	<i>3/18/2020</i>	<i>3/24/20</i>
Day	TUES	TUES	WED	TUES
Time				
Operator	AG	AG	AG	AG
* 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) **March** **2020**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>3/5/20</i>	<i>3/10/2020</i>	<i>3/18/2020</i>	<i>3/24/20</i>
Day	TUES	TUES	WED	TUES
Time				
Operator	AG	AG	AG	AG
Rain fall, inches			0.25	0.75
* 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 Operatc**

**TOMALES STORAGE PONDS
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year)

March 2020

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	3/5/20	3/10/2020	3/18/2020	3/24/20
Day	TUES	TUES	WED	TUES
Time				
Operator	AG	AG	AG	AG
- 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)

March 2020

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

INSPECTION	Week1	Week 2	Week 3	Week 4
Date	<i>3/5/20</i>	<i>3/10/2020</i>	<i>3/18/2020</i>	<i>3/24/20</i>
Day	TUES	TUES	WED	TUES
Time				
Tech	AG	AG	AG	AG
* Evident of any leaks	N	N	N	N
Cl2 gallons added	0	15	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: March 2020

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Day	3/5/20	3/10/2020	3/18/2020	3/24/20
Time	TUES	TUES	WED	TUES
Operator				
Evidence of standing water	AG	AG	AG	AG
* Evidence of runoff from site				
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.



(707) 254-1931



May 15, 2020

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
April 2020

Mr. Allen

Enclosed please find the Self-Monitoring Report.

Operations are 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

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

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

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

SELF MONITORING REPORT

Date	INF (INFLUENT)						EFF-TR (Treatment Pond No. 3 Eff)										EFF-Discharge		EFF-D (Discharge eff)		
	Daily (KGALS)	Weekly (KGALS)	Ph (Units)	Temp. (C)	BOD (mg/l)	TDS (mg/l)	Nitrate as N	Nitrite as N	TKN mg/L	Amonnonia N mg/L	Tot. Organic Nitrogen mg/L	TDS (mg/L)	BOD (mg/l)	pH Units	D.O. (mg/l)	Temp (C)	Daily (KGALS)	Weekly (KGALS)	Cl2 Tank Added (gallons)	Coliform MPN/100	
4/1/2020	12.0										170.0	43.0	8.2	2.5	14.8	0.0					
4/2/2020	12.0																164.3				
4/3/2020	12.0																164.3				
4/4/2020	12.0																164.3				
4/5/2020	12.0																164.3				
4/6/2020	12.0																164.3				
4/7/2020	12.0																164.3				
4/8/2020	12.1	84.0	8.7	15.1	110.0	460.0	0.5	1.5	11.0	6.4	4.4	390.0	62.0	7.9	3.5	16.0	164.3	1150.0			
4/9/2020	11.1																0.0				
4/10/2020	11.1																0.0				
4/11/2020	11.1																0.0				
4/12/2020	11.1																0.0				
4/13/2020	11.1																0.0				
4/14/2020	11.1																0.0				
4/15/2020	11.1	78.0									230.0	31.0	7.4	4.5	18.4	0.0	0.0				
4/16/2020	11.7																0.0				
4/17/2020	11.7																0.0				
4/18/2020	11.7																0.0				
4/19/2020	11.7																0.0				
4/20/2020	11.7																0.0				
4/21/2020	11.7																0.0				
4/22/2020	11.7	82.0									350.0	7.3	8.5	2.1	15.9	0.0	0.0	5.0	4.5		
4/23/2020	11.5																3.7				
4/24/2020	11.5																3.7				
4/25/2020	11.5																3.7				
4/26/2020	11.5																3.7				
4/27/2020	11.5																3.7				
4/28/2020	11.5	69.0									370.0	15.0	8.6	4.0	23.0	3.7	22.0		430.0		
4/29/2020	13.3																154.5				
4/30/2020	13.3																154.5				
Max	13.3		8.7	15.1	110.0	460.0	0.5	1.5	11.0	6.4	4.4	390.0	62.0	8.6	4.5	23.0			5.0		
Min	11.1		8.7	15.1	110.0	460.0	0.5	1.5	11.0	6.4	4.4	170.0	7.3	7.4	2.1	14.8			5.0		
Mean	11.7		8.7	15.1	110.0	460.0	0.5	1.5	11.0	6.4	4.4	302.0	31.7	8.1	3.3	17.6			5.0		
Total	351.5																1481.3				

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) **April 2020**

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	4/1/20	4/8/2020	4/15/2020	4/22/20	4.28-20
Day	TUES	TUES	WED	TUES	TUES
Time	16:00	13:00	13:15	8:30	10:30
Operator	AG	AG	AG	AG	AG
* Nuisance odors from ponds	N	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N	N
Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Sign posting that wastewater is unsafe to drink	Y	Y	Y	Y	Y

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

TOMALES INFLUENT HEADWORKS

STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) **April 2020**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	4/1/20	4/8/2020	4/15/2020	4/22/20	4.28-20
Day	TUES	TUES	WED	TUES	TUES
Time	16:00	13:00	13:15	8:30	10:30
Operator	AG	AG	AG	AG	AG
Rain fall, inches					
* Nuisance odors (smell)	N	N	N	N	N
*Evidence of any standing water	N	N	N	N	N
* Evidence of mosquitoos breeding	N	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N	N
* Evidence of structure seepage	N	N	N	N	N

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

**TOMALES STORAGE PONDS
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year) **April 2020**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	<i>4/1/20</i>	<i>4/8/2020</i>	<i>4/15/2020</i>	<i>4/22/20</i>	<i>4.28-20</i>
Day	TUES	TUES	WED	TUES	TUES
Time	16:00	13:00	13:15	8:30	10:30
Operator	AG	AG	AG	AG	AG
- Nuisance odors from ponds	N	N	N	<i>N</i>	<i>N</i>
* Evidence of pond berm seepage	N	N	N	N	N
* Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Signage that wastewater is unsafe to drink	Y	Y	Y	Y	Y

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

**TOMALES CHLORINE STORAGE TANK
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year)

April 2020

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

INSPECTION	Week1	Week 2	Week 3	Week 4	Week 5
Date	4/1/20	4/8/2020	4/15/2020	4/22/20	4.28-20
Day	TUES	TUES	WED	TUES	TUES
Time	16:00	13:00	13:15	8:30	10:30
Tech	AG	AG	AG	AG	AG
* Evident of any leaks	N	N	N	N	N
Cl2 gallons added	0	0	0	5	0
Warning Signs Improperly Posted	N	N	N	N	N

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

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

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

Month: April 2020

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	4/1/20	4/8/2020	4/15/2020	4/22/20	4.28-20
Time	TUES	TUES	WED	TUES	TUES
Operator	16:00	13:00	13:15	8:30	10:30
Evidence of standing water	AG	AG	AG	AG	AG
* Evidence of runoff from site					
Evidence of erosion caused by irrigation	N	N	N	N	N
Evidence of system run off containment system from proper condition and integrity.	N	N	N	N	N
*Any odors	N	N	N	N	N
Mosquito breeding resulting from irrigation	N	N	N	N	N
* Evidence of improper distribution system components and hydraulic integrity	N	N	N	N	N
Perimeter fence posting informing public wastewater is not safe to drink	Y	Y	Y	Y	Y

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

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



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