



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, January 12, 2022 7 pm VIA ZOOM

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 Fallon O'Neill, Donna Clavaud, Bill Bonini, Peter MacLaird, and John Ward.

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/86942319227> or dial by your location _United States____
Meeting ID: 869 4231 9227
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 cynthmarie@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 January 12, 2022 BOD Agenda Action

IV. Board Member Reports

V. Approval of November 10, 2021 Minutes Action

VI. Close Open Session

VII. Open Closed Session

- a. Discuss General Manager Interviews and Approve Steering Committee Recommendations

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 ● John Ward



VIII. Close Closed Session

IX. Open Open Session

- a. Report Out Any Direction and Action by the TVCSD Board

X. Committee Reports

- a. Park Advisory Committee (PAC)

1. Review December 13, 2021 PAC Meeting Minutes

- b. Financial Advisory Committee (FAC)

1. No FAC Meeting was held in December 2021

XI. Financial Report (Melinda Bell)

- a. Accept Check Registers and Approve Expenditures **Action**

- b. Financial Manager's Report

- c. Review and Approve Financial Statements **Action**

XII. General Manager's Report

XIII. NSU Report

- a. Review October and November 2021 reports

XIV. Pending Business

- a. 5-Year Strategic Plan – Select Date for Final Report **Action**

XV. Other Business

XVI. New Business

- a. Election of TVCSD Officers; President and Vice President **Action**

XVII. Old Business

XVIII. Correspondence

XIX. Adjournment

TVCSD 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 TVCSD website 72 hours prior to the meeting. Anyone requesting disability related accommodations may contact the district office 72 hours prior to the meeting.



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, November 10, 2021 7 – 9 pm **Via Zoom**

Location: Tomales Town Hall, Tomales, California 94971 **DRAFT**

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

Board Members Absent: Peter MacLaird

Also Present: Jose Ortiz, TVCS D General Manager; Cynthia Hammond, TVCS D Recording Secretary

I. Call To Order:

Dru Fallon O'Neill called the meeting to order at 7:00 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 November 10, 2021 TVCS D BOD Agenda

Bill Bonini motioned to approve the November 10, 2021 TVCS D BOD Agenda. John Ward seconded the motion. M/S/C

IV. TVCS D Board Member Reports

None

V. Approval of October 13, 2021 TVCS D Regular BOD Minutes

Donna Clavaud motioned to approve the October 13, 2021 TVCS D Regular BOD meeting minutes as is. John Ward seconded the motion. M/S/C

VI. Adopt Resolution #2021-06: AB 361. Renewing Authorization for Remote Teleconferencing Meetings

Bill Bonini motioned to adopt Resolution #2021-06: AB 361. Renewing Authorization for Remote Teleconferencing Meetings. John Ward Seconded the motion. M/S/C

Jose Ortiz said the Resolution for Renewing Authorization for Remote Teleconferencing Meetings need to be renewed within thirty (30) days; this means a Special Meeting will need to held in December (TVCS D does not hold Board meetings in December) to renew the Resolution to continue virtual

meetings.

VII. Committee Reports:

a. Park Advisory Committee (PAC):

1. October PAC meeting was post phoned.

Dru Fallon O’Neill reported the October 27th, 2021 meeting was post phoned as there wasn’t a quorum. Dru Fallon O’Neill will discuss with Jose Ortiz on how to proceed.

2. Park Update on City of Hope Park Rental

Donna Clavaud said the event went very well and City of Hope was pleased with the use of the Park. Donna Clavaud said a protocol needs to be established in writing.

3. Update of Park Projects

Seventy (70) cubic yards, or two (2) full loads, of bark will be ordered to be distributed through the upper parking lot. Donna Clavaud requested someone to supervise the delivery. Jose Ortiz said he would oversee the delivery.

Dru Fallon O’Neill said Kim Tucker would like to participate in the fence project.

Bill Bonini asked if it was OK to proceed with the water tower roof replacement. Jose Ortiz said it was in the budget (for \$4,800) as a demolition project in the Measure A Work Plan; it is now a rehabilitation project and not a demolition project. The estimate to reroof is \$1,200 to \$1,500.

b. Financial Advisory Committee (FAC):

1. Review October 27, 2021 Work Session Notes

Work Session notes were reviewed.

Donna Clavaud reported job descriptions are updated and need to be part of the policy manual and to be updated once a year. Melinda Bell’s report requested to use one (1) free hour of CSDA’s legal advice for the Park Rental Agreement.

A FAC meeting will be scheduled in January with PGE customer service in regards to the increased costs and their failure to pay. Bill Bonini and John Ward said they would also like to attend the meeting.

Donna Clavaud said she would seek advice from Marin County finance and enforcement department in regards to AT & T’s failure to pay sewer services. All mail correspondence to AT & T has been returned. Jose Ortiz will look at the County Tax Accessors’ records for AT & T.

Donna Clavaud said Melinda Bell is working on creating more “visuals” for TVCSD financial presentation.

Donna Clavaud said cloud back-up storage is currently being researched and a policy will need to be developed to define use and access to data.

Donna Clavaud said Cynthia Hammond would format and bind the TVCSD policy manual; new policies would be added as they are developed.

2. Strategic Plan Status Report and Set Date for Wrap-up Meeting

Donna Clavaud said the Wrap-up/implementation meeting will be scheduled on December 8th, 2021. A final presentation meeting will also be held where Deborah Parrish will present her report.

VIII. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures:

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

b. Financial Manager's Report:

Financial Manager's report was reviewed.

John Ward would like more clarification regarding distinct categories. It was determined that Jose Ortiz would provide feedback to Melinda Bell to clarify income and expenses that would be easier to understand.

c. Review and Approve Financial Statements:

Donna Clavaud motioned to approve the Financial Statements. Bill Bonini seconded the motion. M/S/C

d. Review and Approve CSDA's Hour of Legal Advice for Park Rentals

Bill Bonini motioned to Approve CSDA's Hour of Legal Advice for Park Rentals. John Ward seconded the motion. M/S/C

e. Authorize Financial Manager to Investigate Office Computer Solutions for Accounting and Administration

John Ward motioned to Authorize the Financial Manager to Investigate Office Computer Solutions for Accounting and Administration. Bill Bonini seconded the motion. M/S/C

IX. General Manager's Report

a. SCADA Update

Jose Ortiz said Aspect Engineering got the SCADA system back on automation and the remote controls of the pumps have been restored. The scheduling of the pump operations will also be looked at and analyzed. Aspect Engineering will submit an estimate for how much it will cost to bring some reliability and accuracy to the SCADA system. When Jose Ortiz gets the estimates, he will call for a Special Meeting to approve the estimate if it is over \$5,000. Donna Clavaud asked if the wiring and the recalibrations as described in the General Manager's report would be part of the estimate. Jose Ortiz said he would also get an estimate to include the wiring and recalibrations.

b. CCTV Update

Jose Ortiz said due to the current storms and rain totals, the CCTV inspection would have to wait until the spring, after the rainy season.

c. RFP Status Report

Donna Clavaud said the General Manager’s RFP is posted on the TVCSD website and the Invitation to Participate will be sent to Donna Clavaud’s contact list. Donna Clavaud asked the Board if it would be beneficial to advertise in the Marin IJ, the Press Democrat, the Pt. Reyes Light, the California Rural Water Association’s on-line job posting and Craigslist. It was determined that it would be.

Jose Ortiz reported that November 20th, 2021 is the deadline for the Hazmat inspection. Jose Ortiz will prepare and submit a revised site plan prior to the deadline.

X. NSU Report

a. Review September 2021 Reports
Reports were reviewed.

XI. Pending Business

None

XII. Other Business

None

XIII. New Business

None

XIV. Old Business

None

XV. Correspondence

None

XVI. Adjournment

Meeting was adjourned at 8:51 pm. No objections.

Next TVCSD BOD Meetings:

TVCSD Regular Board Meeting, January 12, 2022, 7 pm via Zoom

Approved by: Dru Fallon O’Neill, President

Date:

Attested by: Cynthia Hammond, Recording Secretary

Date:

TVCSD 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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Park Advisory Committee Meeting: 12/13/2021 Tomales Town Hall
(No quorum for November meeting, special meeting called for 12/13/21).

Call to Order:

The December meeting was held at 3:16 pm on 12/13/21 at the Tomales Town Hall.

Present: Dru Fallon O'Neill; Chair/Secretary, Walter Earle, Venta Leon, Margaret Nettles and guest David Judd.

Absent: Patty Oku, with Beth Koelker arriving at end of meeting.

Old Business:

Park Rental Agreement: Discussion about updated Park rental agreement will be reviewed in the future due to added requests for water and electricity needs from past rentals which aren't addressed by current agreement. The past utility demands weren't excessive, as reported in the November regular meeting of TVCSD.

Review Projects for FY 21/22: The future projects on the table were for bark delivery, which is pending, and needs to be completed, reversal of water tower demolition turning into a rehab project, and a spring proposal timeline for Northside fence replacement.

New Business:

Energizing the PAC with volunteers is a goal for 2022, to assist with maintenance and promotion of increased park rental. Discussion on how to proceed included adding a 7th member to the committee, along with recruitment of community members (and beyond).

Also discussed was increasing cleanup dates quarterly, a Community Calendar, "sponsorship" from local businesses (be it supplies, activities, etc), and PAC sponsored events (Party in the Park).

The Park is an asset and the feeling from the TVCSD is it's underutilized.

The May minutes were unanimously approved, with the present quorum.

David Judd brought up the fact that the local Catholic Church has been directing parishioners to the Park's public restrooms via signage at the Church and the possibility of contacting them for help with supplies.

Adjournment: Meeting was adjourned at 3:46 pm, no objections.

Respectfully submitted,
Dru Fallon O'Neill, Chair/Secretary

| December 2021 Bank Transactions | | Type | Date | Num | Name | Memo | Amount | Balance |
|---|--|-----------------|------------|------------|------------------------------------|---------------------------------|------------|------------|
| 131.00 - Cash | | | | | PARK | | | 113,891.61 |
| 131.48 - CA LAIF | | | | | | Beginning Total Park Cash | | 31,064.09 |
| Total 131.48 - CA LAIF | | | | | | Beginning Balance | | 31,064.09 |
| 131.42 - Bank of Marin - Money Market | | | | | | Ending Balance | | 44,134.33 |
| | | Deposit | 12/31/2021 | | | Interest | 2.24 | 44,136.57 |
| Total 131.42 - Bank of Marin - Money Market | | | | | | Ending Balance | 2.24 | 44,136.57 |
| 131.46 - Bank of Marin - Park Account | | | | | | Beginning Balance | | 38,693.19 |
| | | Bill Pmt -Check | 12/12/2021 | 1345 | Leon, Venta | soap, towels, seat covers | -121.56 | 38,571.63 |
| | | Bill Pmt -Check | 12/12/2021 | 1346 | Martinez, Edgar | 30 hours November | -600.00 | 37,971.63 |
| | | Deposit | 12/15/2021 | | | cash donations | 48.65 | 38,020.28 |
| | | Deposit | 12/22/2021 | | | Marin Century | 1,000.00 | 39,020.28 |
| | | Deposit | 12/31/2021 | | | Deposit | 0.17 | 39,020.45 |
| Total 131.46 - Bank of Marin - Park Account | | | | | | Ending Balance | 327.26 | 39,020.45 |
| | | | | | Total 131.00 - Park Cash | Ending Balance | 329.50 | 114,221.11 |
| 131.00 - Cash | | | | | SEWER | | | 141,338.77 |
| 131.20 - CA Local Agency Investm Fnd | | | | | | Beginning Balance | | 72,482.85 |
| Total 131.20 - CA Local Agency Investm Fnd | | | | | | Ending Balance | | 72,482.85 |
| 131.31 - Redwood Credit Union | | | | | | Beginning Balance | | 40,785.67 |
| | | Deposit | 12/31/2021 | | | RCU | 5.21 | 40,790.88 |
| Total 131.31 - Redwood Credit Union | | | | | | Ending Balance | 5.21 | 40,790.88 |
| 131.42 - Bank of Marin - Money Market | | | | | | Beginning Balance | | 13,978.99 |
| | | Deposit | 12/03/2021 | | | Deposit | 9.47 | 13,988.46 |
| | | Transfer | 12/09/2021 | | | Funds Transfer | -12,000.00 | 1,988.46 |
| | | Deposit | 12/14/2021 | | | County | 71,225.22 | 73,213.68 |
| | | Deposit | 12/31/2021 | | | Interest | 2.22 | 73,215.90 |
| Total 131.42 - Bank of Marin - Money Market | | | | | | Ending Balance | 59,236.91 | 73,215.90 |
| 131.44 - Bank of Marin - Sewer | | | | | | Beginning Balance | | 11,314.60 |
| | | Bill Pmt -Check | 12/09/2021 | 5020 | | inv 847218 | -4,456.00 | 6,858.60 |
| | | Transfer | 12/09/2021 | | Natural Systems Utilities -CA | Funds Transfer | -5,000.00 | 1,858.60 |
| | | Bill Pmt -Check | 12/12/2021 | 5016 | | 138729848 rate increase 11/11 | -13.91 | 1,844.69 |
| | | Bill Pmt -Check | 12/12/2021 | 5017 | AT&T | 8044736439-1 | -25.46 | 1,819.23 |
| | | Bill Pmt -Check | 12/12/2021 | 5021 | PGE | | -455.00 | 1,364.23 |
| | | Bill Pmt -Check | 12/12/2021 | 5022 | Brejle and Race Laboratories, Inc. | 11/3-11/12 15 hours | -403.57 | 960.66 |
| | | Bill Pmt -Check | 12/12/2021 | 5023 | Hammond, Cynthia | December-February | -300.00 | 660.66 |
| | | Payment | 12/14/2021 | | Kristin Lawson | | 163.80 | 824.46 |
| | | Payment | 12/14/2021 | | Tomales Regional Histroy Center | | 71,082.20 | 71,906.66 |
| | | Bill Pmt -Check | 12/15/2021 | 5024 | Shoreline Unified School District | 10/25-11/22 | -616.05 | 71,290.61 |
| | | Bill Pmt -Check | 12/15/2021 | 5025 | PGE | 145835838 | -122.03 | 71,168.58 |
| | | Bill Pmt -Check | 12/15/2021 | 5026 | AT&T Uverse | member # 6261 | -1,291.00 | 69,877.58 |
| | | Bill Pmt -Check | 12/15/2021 | 5027 | CSDA | cers 10033183 | -347.00 | 69,530.58 |
| | | Bill Pmt -Check | 12/15/2021 | 5028 | Marin County Dept of Public Works | | -2,502.16 | 67,028.42 |
| | | Bill Pmt -Check | 12/15/2021 | 5029 | Melinda K. Bell | facility #2 215072001 | -1,663.00 | 65,365.42 |
| | | Bill Pmt -Check | 12/15/2021 | 5030 | SWRCB | project # 4633-110 | -24,137.68 | 41,227.74 |
| | | Bill Pmt -Check | 12/20/2021 | 5031 | SWRCB SRF Loan | 138729848 | -98.80 | 41,128.94 |
| | | General Journal | 12/26/2021 | 4th1/4PRtx | AT&T | state tax due | -48.00 | 41,080.94 |
| | | Bill Pmt -Check | 12/26/2021 | 5032 | | 94-2598864 Form 941 December 20 | -287.04 | 40,793.90 |
| | | Bill Pmt -Check | 12/29/2021 | 5033 | Internal Revenue Service | 6428 | -15.90 | 40,778.00 |
| | | Deposit | 12/31/2021 | | Capital One Bank | interest | 0.13 | 40,778.13 |
| Total 131.44 - Bank of Marin - Sewer | | | | | | Ending Balance | 29,463.53 | 40,778.13 |
| 131.48 - Bank of Marin - Solar | | | | | | Beginning Balance | | 2,776.66 |
| | | Bill Pmt -Check | 12/09/2021 | 1032 | | lease #09-006 | -17,941.18 | -15,164.52 |
| | | Bill Pmt -Check | 12/09/2021 | 1033 | City National Bank | administrative fee #09-006 | -750.00 | -15,914.52 |
| | | Transfer | 12/09/2021 | | Municipal Finance Corp. | Funds Transfer | 12,000.00 | -3,914.52 |
| | | Transfer | 12/09/2021 | | | Funds Transfer | 5,000.00 | 1,085.48 |
| | | Deposit | 12/31/2021 | | | Interest | 0.03 | 1,085.51 |
| Total 131.48 - Bank of Marin - Solar | | | | | | Ending Balance | -1,691.15 | 1,085.51 |
| | | | | | Total 131.00 - Sewer Cash | | 87,014.50 | 228,353.27 |

Financial Manager's Report

This month's packet presents the first half of the fiscal year's financial results. In our ongoing attempt at creating clear transparent financial reports, the Sewer Program Budget Comparison appears in yet another format, this time with summarized lines and footnotes. Board input on the preferred reports would be appreciated. When we decide on the best summarized categories, we can present pie and bar graphs to illustrate the message. The other financial reports this month are relatively unchanged.

This month's reports for a half-year will be helpful in beginning our annual budget work with a new general manager. There will be many questions and suggestions for changes for 2022/2023. Questions of park and sewer property maintenance have been raised, and contracts for NSU and the new manager will have to be drafted and accepted.

Park rentals have become an issue this year. We have very few individual and family rentals of the park. We do have repeating large bicycle rides. One of our most recent rides required work by Margaret Nettles and Donna Clavaud because David Judd, who normally supervises the rides, was on vacation. We need to determine if our current contract covers all points needed and if our rate structure is fair to all. This question encompasses our costs and our need for revenue. Are our insurance requirements adequate and reasonable? I asked our insurance agent this last question, and she merely sent us a copy of our current coverage. I sent a request for legal advice on the rental contract to California Special Districts Association, and they said that their free hour of legal advice is only for general questions, such as the resources available to help in understanding new legislation, not for specific questions. I got the same kind of answer from CSDA when I asked for suggestions for prodding AT&T to pay their past due sewer charges. If we need more answers that we can't get from other districts, we may need to pay for consultants. The good news is that we received an unsolicited donation of \$1,000 from the Marin Century ride and many kind words and thanks from their organizers for Margaret's, David's and Donna's work.

Pacific Gas and Electric charges have escalated steadily last year and this. I have been reluctant to begin investigating this issue because I am not budgeted for these extra hours. However, the sharp increases have gone beyond the cost of time it will take me to investigate. This month I analyzed the past three and a half years of the meter for the treatment facility where the increase has occurred. There are three factors in the increase. From a comparison of July through November 2018 and 2021,

1. Power usage has gone from an average monthly 2,489 kilowatt hours in 2018 to 3,735 in 2021 at the treatment facility.
2. Power generation was an average monthly 1,474 KWH in 2018 and 1,208 in 2021.
3. Rates for PG&E power have increased from \$.013 to \$.10 per KWH and for solar power net usage from \$.078 to \$.357 per KWH.

Distribution/irrigation has not changed much, and collection is not on solar power. I will contact PG&E this month with specific questions on our rates, possible changes and options in the plans.

| 2021/2022 Park Annual Budget | | Monthly Actual Expenses | | | | | | Actual FY |
|---|-----------------|-------------------------|-------------|-------------|----------------|--------------|--------------|---------------|
| Income | | July | August | Sept | Oct | Nov | Dec | Annual |
| 311.00 · Interest Income | 180 | 2 | 2 | 1 | 21 | 2 | 2.41 | 31 |
| 315.80 · Measure A Funds | 36,474 | 19,142 | | | | | | 19,142 |
| 320.00 · Contributions Income | 200 | | | | | 239 | 1048.7 | 1,287 |
| 322.00 · Park Use Rental | | 200 | | | 200 | | | 400 |
| Total Income | 36,854 | 19,344 | 2 | 1 | 221 | 241 | 1,051 | 20,861 |
| Expenses | | | | | | | | - |
| 414.81 · Measure A Project Expenses | | | | | | | | |
| Picnic Table | 800 | | | | | | | - |
| Bathroom Doors | 3,750 | | | | | | | - |
| ADA Paths and Ramps | 10,000 | | | | | | | - |
| Fence Replacement | 20,000 | | | | | | | - |
| Water Tower Demolition | 4,800 | | | | | | | - |
| Engineering Plans and Permits | 5,000 | | | | | | | - |
| Project Management | 2,500 | | | | | | | - |
| Play Structure Surface Material | 3,000 | | | | | | | - |
| Total 414.81 Measure A Project Expense | 49,850 | | 0 | | | | | 0 |
| 414.85 · Restricted Funding Project Expenses | | | | | | | | - |
| Gate Signage | 3,000 | | | | | | | - |
| 414.82 · Measure A Maintenance Expense | | | | | | | | - |
| Supplies and Services | 2,000 | 223 | | | 167 | 48 | 122 | 559 |
| Rest Room Cleaning | 3,500 | 510 | | | 1,020 | 600 | | 2,130 |
| PGE Park | 225 | 35 | 31 | 36 | 61 | 40 | | 203 |
| Financial Management | 300 | | | | | | | - |
| Total 414.82 · Measure A Maintenance Expense | 6,025 | 767 | 31 | 36 | 1,248 | 688 | 122 | 2,892 |
| Total Expense | 58,875 | 767 | 31 | 36 | 1,248 | 688 | 122 | 2,892 |
| | | | | | | | | - |
| Net Park Ordinary Income | (22,021) | 18,577 | (29) | (35) | (1,027) | (447) | 930 | 17,969 |
| | | | | | | | | - |
| PARK PROGRAM BALANCE SHEET | | Dec 31, 21 | | | | | | |
| ASSETS | | | | | | | | |
| Current Assets | | | | | | | | |
| Checking/Savings | | | | | | | | |
| 131.00 · Cash | | | | | | | | |
| 131.48 - CA LAIF | 31,064 | | | | | | | |
| 131.42 · Bank of Marin - Money Market | 44,137 | | | | | | | |
| 131.46 · Bank of Marin - Park Account | 39,020 | | | | | | | |
| Total 131.00 · Cash | 114,221 | | | | | | | |
| Total Checking/Savings | 114,221 | | | | | | | |
| Total Current Assets | 114,221 | | | | | | | |
| Fixed Assets | | | | | | | | |
| 100.20 · Land and Land Rights | | 132,000 | | | | | | |
| 111.00 · Park Equipment | | | | | | | | |
| Original Cost | 461,790 | | | | | | | |
| 105.00 · Depreciation | -95,463 | | | | | | | |
| Total 111.00 · Park Equipment | 366,327 | | | | | | | |
| Total Fixed Assets | 366,327 | | | | | | | |
| TOTAL ASSETS | 612,549 | | | | | | | |
| LIABILITIES & EQUITY | | | | | | | | |
| Liabilities | | | | | | | | |
| Accounts Payable | | 0 | | | | | | |
| Total Liabilities | 0 | | | | | | | |
| Equity | | | | | | | | |
| 252.50 · Investment in Capital Assets | | 498,327 | | | | | | |
| 260.00 · Unassigned Fund Balance | | 96,252 | | | | | | |
| Net Income | 17,969 | | | | | | | |
| Total Equity | 612,549 | | | | | | | |
| TOTAL LIABILITIES & EQUITY | 612,549 | | | | | | | |

| July 2021 through December 2021 | Monthly Actual Sewer Program 2021/2022 | | | | | | 6 Months | Annual | 6 Months | 6 Months | FOOTNOTES |
|---------------------------------------|--|-----------------|---------------|-----------------|-----------------|---------------|----------------|----------------|----------------|-----------------|-----------|
| | July | Aug | Sept | Oct | Nov | Dec | ActTotal | Budget | Budget | Variance | |
| 2021/2022 Sewer Program Income | 2,594 | 2,055 | 69,221 | 177 | 88 | 71,459 | 145,602 | 201,013 | 100,507 | 45,095 | A |
| SEWER PLANT EXPENSE | | | | | | | - | | | | |
| Sewer Plant Maintenance | 7,538 | 1,083 | 2,555 | 2,503 | 1,147 | - | 14,826 | 17,935 | 8,968 | 5,858 | B |
| Sewer Plant CIP | 5,480 | 350 | 156 | - | - | - | 5,986 | 6,000 | 3,000 | 2,986 | C |
| Sewer Plant Depreciation | 3,097 | 3,097 | 3,097 | 3,097 | 3,472 | 3,472 | 19,333 | - | - | 19,333 | D |
| Sewer Plant Admin | 4,476 | 4,456 | 4,456 | 4,456 | 4,803 | 6,119 | 28,766 | 55,807 | 27,904 | 863 | |
| TOTAL SEWER PLANT EXPENSE | 20,591 | 8,987 | 10,264 | 10,056 | 9,422 | 9,591 | 68,910 | 79,742 | 39,871 | 29,039 | |
| DISTRICT ADMIN EXPENSE | | | | | | | | | | | |
| Board Stipends & Training | - | - | - | 300 | - | - | 300 | 5,700 | 2,850 | (2,550) | E |
| Secretary | 435 | 450 | 1,410 | 480 | 450 | - | 3,225 | 6,000 | 3,000 | 225 | |
| Employer Tax and Workers' Comp | 1,040 | - | - | 260 | - | 171 | 1,470 | 2,027 | 1,014 | 456 | |
| Training | | | | | | | - | | - | - | |
| General Manager | - | - | - | - | - | - | - | 53,800 | 26,900 | (26,900) | F |
| Accountant | 1,470 | 2,080 | 1,280 | 1,840 | 660 | - | 7,330 | 13,000 | 6,500 | 830 | |
| Office Expenses | 334 | 231 | 643 | 1,655 | 31 | 576 | 3,470 | 7,420 | 3,710 | (240) | |
| Business Insurance | 9,222 | - | - | - | - | - | 9,222 | 9,143 | 9,143 | 79 | - |
| Taxes & Fees | 146 | - | - | - | - | 143 | 288 | 550 | 275 | 13 | |
| Consultants | - | 700 | 60 | 5,500 | - | - | 6,260 | 12,500 | 6,250 | 10 | |
| Debt Service Expense | - | - | - | - | - | 1,964 | 1,964 | 1,964 | 1,964 | 0 | |
| TOTAL DISTRICT ADMIN EXPENSE | 12,647 | 3,461 | 3,393 | 10,034 | 1,141 | 2,854 | 33,530 | 112,104 | 61,606 | (28,075) | |
| TOTAL EXPENSES SEWER PROGRAM | 33,238 | 12,447 | 13,657 | 20,090 | 10,564 | 12,445 | 102,440 | 191,846 | 101,477 | 964 | G |
| NET INCOME SEWER PROGRAM | (30,644) | (10,392) | 55,564 | (19,913) | (10,476) | 59,014 | 43,161 | 9,167 | (970) | 44,131 | |
| FOOTNOTES | | | | | | | | | | | |
| A | First six months actual income exceeds 6 months income budgeted because all SUSD funding is in first half, connection fee was not budgeted, and County pays 60% of sewer charges in first installment | | | | | | | | | | |
| B | Electric bills, valve and strainer by NSU for irrigation fields | | | | | | | | | | |
| C | Plant building roof | | | | | | | | | | |
| D | Never budgeted | | | | | | | | | | |
| E | Board stipends not all claimed | | | | | | | | | | |
| F | No 2021/2022 invoices received from General Manager | | | | | | | | | | |
| G | Although Sewer Program expenses are very close to budget for the first half of the year, the General Manager expenses will be recorded soon. | | | | | | | | | | |

GENERAL MANAGER'S REPORT

JANUARY 12, 2022

UPDATE ON THE CLOSED-CIRCUIT TV INSPECTION PROJECT

I contacted Kevin Berry to schedule Phase 2 of the sewer system CCTV inspection during a break in the weather. Unfortunately, other clients of Rot's Sewer Service had the same idea. We could not schedule the inspection. We will have to wait until spring.

UPDATE ON THE SCADA SYSTEM EVALUATION

We received an invoice from Aspect Engineering for the October 27 evaluation of the SCADA system and preliminary troubleshooting assessment. I contacted Aspect Engineering Accounting to inform them that we need the inspection/troubleshooting report from Adam Strickland before we can process the invoice for payment. Part of that report should include an estimate for how much it will cost to bring some reliability and accuracy to the SCADA system.

STRATEGIC PLANNING

The Board met with Deborah Parrish on December 8, 2021 to complete the succession plan and have the wrap-up session with strategic goals and objectives. We actually discussed the formation of a community outreach advisory committee. Therefore, we will schedule another meeting for the wrap-up session later this month.

UPDATE ON GENERAL MANAGER RFP

The Selection Committee interviewed two of the prospective candidates and will discuss the results of the interview process in closed session with the Board during the January regular meeting.

INSPECTION BY MARIN COUNTY DPW FOR HAZ MAT BUSINESS PLAN

As requested by Tracey Nguyen following the site inspection on October 21, 2021 for hazardous materials compliance, I submitted a site plan acceptable to the department prior to the November 20 deadline. I also submitted an emergency response and training plan working in conjunction with NSU. I received the following notification from the Marin County Haz Mat department:

Your **Emergency Response and Training Plans** submittal on *December 7, 2021* for *Tomales Village Community Services District* (CERS ID 10033183) was **Accepted** by Marin County Dept of Public Works, Waste Mgmt, CUP on January 3, 2022. This indicates the regulator has reviewed the submittal element and finds the data/documents meet state and local

reporting requirements. The regulator has not necessarily field-verified the submitted data. Any comments from the regulator are shown below.

Facility Name: Tomales Village Community Services District

CERS ID: 10033183

Facility Address: Cerini Road (0.5 miles west of), Tomales, CA 94971



November 12, 2021

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
October 2021

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 | |
| 10/1/2021 | 10.5 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/2/2021 | 10.5 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/3/2021 | 10.5 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/4/2021 | 10.5 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/5/2021 | 10.5 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/6/2021 | 10.5 | 84.0 | 7.9 | 19.8 | 760.0 | 570.0 | 0.2 | 0.4 | 6.7 | 3.3 | 3.4 | 680.0 | 27.0 | 8.9 | 5.5 | 19.8 | 0.0 | | | | |
| 10/7/2021 | 10.7 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/8/2021 | 10.7 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/9/2021 | 10.7 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/10/2021 | 10.7 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/11/2021 | 10.7 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/12/2021 | 10.7 | 64.0 | 8.7 | 19.5 | | | | | | | | 710.0 | 29.0 | 8.2 | 5.5 | 18.9 | 0.0 | | | | |
| 10/13/2021 | 12.1 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/14/2021 | 12.1 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/15/2021 | 12.1 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/16/2021 | 12.1 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/17/2021 | 12.1 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/18/2021 | 12.1 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/19/2021 | 12.1 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/20/2021 | 12.1 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/21/2021 | 12.1 | 109.0 | 6.4 | 17.9 | | | | | | | | 760.0 | 5.0 | 8.6 | 6.0 | 17.1 | 0.0 | | | | |
| 10/22/2021 | 30.3 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/23/2021 | 30.3 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/24/2021 | 30.3 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/25/2021 | 30.3 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/26/2021 | 30.3 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/27/2021 | 30.3 | 182.0 | 6.2 | 16.8 | | | | | | | | 570.0 | 26.0 | 8.3 | 5.5 | 17.6 | 0.0 | | | | |
| 10/28/2021 | 16.1 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/29/2021 | 16.1 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/30/2021 | 16.1 | | | | | | | | | | | | | | | | 0.0 | | | | |
| 10/31/2021 | 16.1 | | | | | | | | | | | | | | | | 0.0 | | | | |
| Min | 10.5 | | 6.2 | 16.8 | 760.0 | 570.0 | 0.2 | 0.4 | 6.7 | 3.3 | 3.4 | 570.0 | 5.0 | 8.2 | 5.5 | 17.1 | | | #DIV/0! | 0.0 | |
| Mean | 15.6 | | 7.3 | 18.5 | 760.0 | 570.0 | 0.2 | 0.4 | 6.7 | 3.3 | 3.4 | 680.0 | 21.8 | 8.5 | 5.6 | 18.4 | | | #DIV/0! | | |
| Total | 482.3 | | | | | | | | | | | | | | | | | 0.0 | | | |

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) **October 2021**

2. Pond Standard Observation required every week year round.

| INSPECTION | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 5 |
|--|----------------|-----------------|-----------------|-----------------|
| Date | <i>10/6/21</i> | <i>10/12/21</i> | <i>10/21/21</i> | <i>10/27/21</i> |
| Day | WED | TUES | THURS | WED |
| 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) **October 2021**

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

| INSPECTION | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 5 |
|---|------------|------------|------------|------------|
| Date | 10/6/21 | 10/12/21 | 10/21/21 | 10/27/21 |
| Day | WED | TUES | THURS | WED |
| Time | | | | |
| Operator | AG | AG | AG | AG |
| Rain fall, inches | 0 | 0 | 0.75 | 4 |
| * 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) **October 2021**

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

| INSPECTION | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 5 |
|--|----------------|-----------------|-----------------|-----------------|
| Date | <i>10/6/21</i> | <i>10/12/21</i> | <i>10/21/21</i> | <i>10/27/21</i> |
| Day | WED | TUES | THURS | WED |
| 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)

October 2021

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

| INSPECTION | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 5 |
|---------------------------------|----------------|-----------------|-----------------|-----------------|
| Date | <i>10/6/21</i> | <i>10/12/21</i> | <i>10/21/21</i> | <i>10/27/21</i> |
| Day | WED | TUES | THURS | WED |
| Time | | | | |
| Tech | AG | AG | AG | AG |
| * Evident of any leaks | N | N | N | N |
| Cl2 gallons added | 0 | 0 | 0 | 0 |
| Warning Signs Improperly Posted | N | N | N | N |

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

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

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

Month: October 2021

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

| INSPECTION | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 5 |
|--|-------------------|-------------------|-------------------|-------------------|
| Day | 10/6/21 | 10/12/21 | 10/21/21 | 10/27/21 |
| Time | WED | TUES | THURS | WED |
| Operator | | | | |
| Evidence of standing water | AG | AG | AG | AG |
| * Evidence of runoff from site | N | N | N | N |
| Evidence of erosion caused by irrigation | N | N | N | N |
| Evidence of system run off containment system from proper condition and integrity. | N | N | N | N |
| *Any odors | N | N | N | N |
| Mosquito breeding resulting from irrigation | N | N | N | N |
| * Evidence of improper distribution system components and hydraulic integrity | N | N | N | N |
| Perimeter fence posting informing public wastewater is not safe to drink | Y | Y | Y | Y |

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

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



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

November 9, 2021

Sample Collected: 10/06/21
 Sample Received: 10/06/21
 Collected By : AG/NSU
 Cc : e-mail

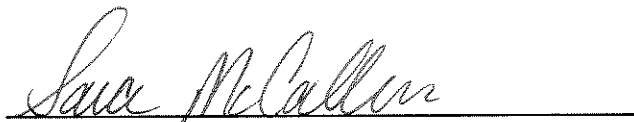
Natural Systems Utilities
 1070 Horicon Drive, Suite A
 Fairfield, CA. 94533

Tomales Village CSD

| LOG NUMBER | 1021-20758 | 1021-20759-61 |
|---|-------------------|----------------------|
| Sample Description: | Influent | TR – Effluent |
| ANALYSIS | | |
| BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011) | 760. | 27. |
| Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011) | 570. | 680. |
| Nitrate N mg/L (EPA Mthd. 352.1) | | <0.20 |
| Nitrite N mg/L (EPA Mthd. 300.0) | | <0.40 |
| Total Kjeldahl N mg/L (Std. Mthds. 4500-NH ₃ C, 2011) | | 6.7 |
| Ammonia N mg/L (Std. Mthds. 4500-NH ₃ C, 2011) | | 3.3 |
| Total Organic N mg/L | | 3.4 |

BOD Start Date: 10/07/21
 BOD Completed Date: 10/12/21

BRELJE AND RACE LABORATORIES, INC.



SARA M^cCALLUM, LABORATORY DIRECTOR
 SM:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

October 28, 2021

Sample Collected: 10/12/21
Sample Received: 10/12/21
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

| | |
|---------------------|-------------------|
| LOG NUMBER | 1021-21137 |
| Sample Description: | TR – Effluent |

ANALYSIS

| | |
|--|------|
| BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011) | 29. |
| Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011) | 710. |

BOD Start Date: 10/13/21
BOD Completed Date: 10/18/21

BRELJE AND RACE LABORATORIES, INC.

SARA McCALLUM, LABORATORY DIRECTOR
SM:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

November 5, 2021

Sample Collected: 10/21/21
Sample Received: 10/21/21
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

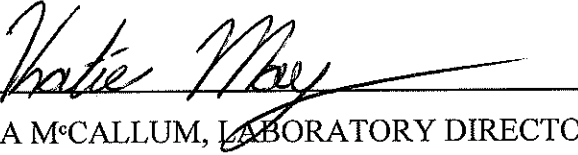
| | |
|---------------------|-------------------|
| LOG NUMBER | 1021-21780 |
| Sample Description: | TR – Effluent |

ANALYSIS

| | |
|--|------|
| BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011) | <5.0 |
| Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011) | 760. |

BOD Start Date: 10/22/21
BOD Completed Date: 10/27/21

BRELJE AND RACE LABORATORIES, INC.


SARA McCALLUM, LABORATORY DIRECTOR
SM:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

November 10, 2021

Sample Collected: 10/27/21
Sample Received: 10/27/21
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

| | |
|---------------------|-------------------|
| LOG NUMBER | 1021-22142 |
| Sample Description: | TR – Effluent |

ANALYSIS

| | |
|--|------|
| BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011) | 26. |
| Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011) | 570. |

BOD Start Date: 10/29/21
BOD Completed Date: 11/03/21

BRELJE AND RACE LABORATORIES, INC.

SARA McCALLUM, LABORATORY DIRECTOR
SM:lja



December 14, 2021

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
November 2021

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 |
| 11/1/2021 | 16.1 | | | | | | | | | | | | | | | | 0.0 | | | |
| 11/2/2021 | 16.1 | | | | | | | | | | | | | | | | 0.0 | | | |
| 11/3/2021 | 16.1 | 113.0 | 7.5 | 17.2 | 160.0 | 730.0 | 1.2 | 0.4 | 0.8 | 10.0 | 9.2 | 500.0 | 12.0 | 8.8 | 5.0 | 17.8 | 0.0 | | | |
| 11/4/2021 | 15.4 | | | | | | | | | | | | | | | | 0.0 | | | |
| 11/5/2021 | 15.4 | | | | | | | | | | | | | | | | 0.0 | | | |
| 11/6/2021 | 15.4 | | | | | | | | | | | | | | | | 0.0 | | | |
| 11/7/2021 | 15.4 | | | | | | | | | | | | | | | | 0.0 | | | |
| 11/8/2021 | 15.4 | | | | | | | | | | | | | | | | 0.0 | | | |
| 11/9/2021 | 15.4 | | | | | | | | | | | 510.0 | 5.9 | 8.4 | 4.5 | 17.5 | 0.0 | | | |
| 11/10/2021 | 15.4 | 108.0 | 6.6 | 16.9 | | | | | | | | | | | | | 0.0 | | | |
| 11/11/2021 | 13.6 | | | | | | | | | | | | | | | | 0.0 | | | |
| 11/12/2021 | 13.6 | | | | | | | | | | | | | | | | 0.0 | | | |
| 11/13/2021 | 13.6 | | | | | | | | | | | | | | | | 0.0 | | | |
| 11/14/2021 | 13.6 | | | | | | | | | | | | | | | | 0.0 | | | |
| 11/15/2021 | 13.6 | | | | | | | | | | | | | | | | 0.0 | | | |
| 11/16/2021 | 13.6 | | | | | | | | | | | | | | | | 0.0 | | | |
| 11/17/2021 | 13.6 | 95.0 | 7.7 | 17.3 | | | | | | | | 440.0 | 11.0 | 8.7 | 6.0 | 17.8 | 0.0 | | | |
| 11/18/2021 | 13.0 | | | | | | | | | | | | | | | | 0.0 | | | |
| 11/19/2021 | 13.0 | | | | | | | | | | | | | | | | 0.0 | | | |
| 11/20/2021 | 13.0 | | | | | | | | | | | | | | | | 0.0 | | | |
| 11/21/2021 | 13.0 | | | | | | | | | | | | | | | | 0.0 | | | |
| 11/22/2021 | 13.0 | | | | | | | | | | | | | | | | 0.0 | | | |
| 11/23/2021 | 13.0 | 78.0 | 8.3 | 17.6 | | | | | | | | 480.0 | 5.0 | 9.1 | 5.5 | 16.3 | 0.0 | | | |
| 11/24/2021 | 9.4 | | | | | | | | | | | | | | | | 0.0 | | | |
| 11/25/2021 | 9.4 | | | | | | | | | | | | | | | | 0.0 | | | |
| 11/26/2021 | 9.4 | | | | | | | | | | | | | | | | 0.0 | | | |
| 11/27/2021 | 9.4 | | | | | | | | | | | | | | | | 0.0 | | | |
| 11/28/2021 | 9.4 | | | | | | | | | | | | | | | | 0.0 | | | |
| 11/29/2021 | 9.4 | | | | | | | | | | | | | | | | 0.0 | | | |
| 11/30/2021 | 9.4 | | | | | | | | | | | | | | | | 0.0 | | | |
| | | | | | | | | | | | | | | | | | 0.0 | | | |
| Min | 9.4 | | 6.6 | 16.9 | 160.0 | 730.0 | 1.2 | 0.4 | 0.8 | 10.0 | 9.2 | 440.0 | 5.0 | 8.4 | 4.5 | 16.3 | | | #DIV/0! | 0.0 |
| Mean | 13.2 | | 7.5 | 17.3 | 160.0 | 730.0 | 1.2 | 0.4 | 0.8 | 10.0 | 9.2 | 482.5 | 8.5 | 8.7 | 5.3 | 17.4 | | | #DIV/0! | |
| Total | 395.1 | | | | | | | | | | | | | | | | 0.0 | | | |

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

1. Reporting period (Month/Year) **November 2021**

2. Pond Standard Observation required every week year round.

| INSPECTION | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 5 |
|--|----------------|-----------------|-----------------|-----------------|
| Date | <i>11/3/21</i> | <i>11/10/21</i> | <i>11/17/21</i> | <i>11/23/21</i> |
| Day | WED | WED | 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) **November 2021**

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

| INSPECTION | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 5 |
|---|----------------|-----------------|-----------------|-----------------|
| Date | <i>11/3/21</i> | <i>11/10/21</i> | <i>11/17/21</i> | <i>11/23/21</i> |
| Day | WED | WED | WED | TUES |
| Time | | | | |
| Operator | AG | AG | AG | AG |
| Rain fall, inches | 0.4 | <i>1.25</i> | <i>0</i> | 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) **November 2021**

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

| INSPECTION | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 5 |
|--|----------------|-----------------|-----------------|-----------------|
| Date | <i>11/3/21</i> | <i>11/10/21</i> | <i>11/17/21</i> | <i>11/23/21</i> |
| Day | WED | WED | 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)

November 2021

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

| INSPECTION | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 5 |
|---------------------------------|----------------|-----------------|-----------------|-----------------|
| Date | <i>11/3/21</i> | <i>11/10/21</i> | <i>11/17/21</i> | <i>11/23/21</i> |
| Day | WED | WED | WED | TUES |
| Time | | | | |
| Tech | AG | AG | AG | AG |
| * Evident of any leaks | N | N | N | N |
| Cl2 gallons added | 0 | 0 | 0 | 0 |
| Warning Signs Improperly Posted | N | N | N | N |

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

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

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

Month: November 2021

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

| INSPECTION | Week No. 1 | Week No. 2 | Week No. 3 | Week No. 5 |
|--|-------------------|-------------------|-------------------|-------------------|
| Day | 11/3/21 | 11/10/21 | 11/17/21 | 11/23/21 |
| Time | WED | WED | WED | TUES |
| Operator | | | | |
| Evidence of standing water | AG | AG | AG | AG |
| * Evidence of runoff from site | N | N | N | N |
| Evidence of erosion caused by irrigation | N | N | N | N |
| Evidence of system run off containment system from proper condition and integrity. | N | N | N | N |
| *Any odors | N | N | N | N |
| Mosquito breeding resulting from irrigation | N | N | N | N |
| * Evidence of improper distribution system components and hydraulic integrity | N | N | N | N |
| Perimeter fence posting informing public wastewater is not safe to drink | Y | Y | Y | Y |

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

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



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

December 2, 2021

Sample Collected: 11/03/21
 Sample Received: 11/03/21
 Collected By : AG/NSU
 Cc : e-mail

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

Tomales Village CSD

| LOG NUMBER | 1121-22857 | 1121-22858-60 |
|----------------------------|-------------------|----------------------|
| Sample Description: | Influent | TR – Effluent |

ANALYSIS

| | | |
|---|------|-------|
| BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011) | 160. | 12. |
| Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011) | 730. | 500. |
| Nitrate N mg/L (EPA Mthd. 352.1) | | 1.2 |
| Nitrite N mg/L (EPA Mthd. 300.1) | | <0.40 |
| Total Kjeldahl N mg/L (Std. Mthds. 4500-NH ₃ C, 2011) | | 0.75 |
| Ammonia N mg/L (Std. Mthds. 4500-NH ₃ C, 2011) | | 10. |
| Total Organic N mg/L | | 9.2 |

BOD Start Date: 11/05/21
 BOD Completed Date: 11/10/21

BRELJE AND RACE LABORATORIES, INC.

SARA McCALLUM, LABORATORY DIRECTOR
 SM:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

November 24, 2021

Sample Collected: 11/09/21
Sample Received: 11/09/21
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER 1121-23348
Sample Description: TR – Effluent

ANALYSIS

BOD₅ @ 20°C mg/L 5.9
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 510.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 11/11/21
BOD Completed Date: 11/16/21

BRELJE AND RACE LABORATORIES, INC.

SARA McCALLUM, LABORATORY DIRECTOR
SM:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

December 2, 2021

Sample Collected: 11/17/21
Sample Received: 11/17/21
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

| | |
|---------------------|-------------------|
| LOG NUMBER | 1121-23950 |
| Sample Description: | TR – Effluent |

ANALYSIS

| | |
|--|------|
| BOD ₅ @ 20°C mg/L (Std. Mthds. 5210 B, 2011) | 11. |
| Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011) | 440. |

BOD Start Date: 11/19/21
BOD Completed Date: 11/24/21

BRELJE AND RACE LABORATORIES, INC.

SARA M^cCALLUM, LABORATORY DIRECTOR
SM:lja



BRELJE AND RACE LABORATORIES, INC.

Providing quality laboratory analysis since 1967

December 2, 2021

Sample Collected: 11/23/21
Sample Received: 11/23/21
Collected By : AG/NSU
Cc : e-mail

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

Tomales Village CSD

LOG NUMBER 1121-24317
Sample Description: TR – Effluent

ANALYSIS

BOD₅ @ 20°C mg/L <5.0
(Std. Mthds. 5210 B, 2011)
Total Dissolved Solids mg/L 480.
(Std. Mthds. 2540 C, 2011)

BOD Start Date: 11/24/21
BOD Completed Date: 11/29/21

BRELJE AND RACE LABORATORIES, INC.

SARA McCALLUM, LABORATORY DIRECTOR
SM:lja