



**TVCS D Board of Director's Meeting Agenda**  
**Date: Wednesday, January 10, 2024 7:00 pm**

**Alternate Location: Tomales Presbyterian Church, 11 Church Street, Tomales**

**I. Call to Order**

**II. Annual Election of TVCS D Board Officers for Calendar Year 2024 Action**

**III. 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

**IV. Approval of January 10, 2024 TVCS D BOD Meeting Agenda Action**

**V. Consent Calendar Action**

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

- a. **Approval of November 8, 2023 TVCS D Board Meeting Minutes**
- b. **Approval of December 18, 2023 Special Board Meeting Minutes and Signed Resolution #2023-07**
- c. **Review and Approve Check Registers & Expenditures for November & December, 2023**
- d. **Review and Approve Financial Statements for November & December, 2023**

**VI. Items Removed from Consent Calendar Action**

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

**VII. Board Member Reports**

1. Quick Review of being an Effective Board Member from California Special District Association (CSDA) & California Rural Water Association (CRWA) from TVCS D Board President

**VIII. Committee Reports**

**a. Park Advisory Committee (PAC)**

1. No PAC meetings were held in November 2023 or December 2023. Next meeting is undetermined
2. Thank you to Tomales volunteers for installing the Christmas tree at the Tomales Community Park
3. Received 12/6/2023 Marin Century's Marin Cyclists Club charitable donation of \$1,000; Club requests how funds will be spent Action
4. Review estimates; approve purchases & location(s) of bike racks Action
5. Review & approve the estimate received from Ross Recreation Equipment Co. by David Judd, for the Dutton play structure safety upgrade parts (while this repair is urgent for public health & safety, this pricing estimate may vary and; does not clarify cost or schedule for installation, if any) Action
6. BBQ rehab, shade sail, and North fence projects will be on hold until Fiscal Year 2024/2025
7. Performance Reviews are due for Edgar Martinez & Henry Elfstrom, part-time Tomales Community Park contractors

**b. Financial Advisory Committee (FAC)**

1. Review FAC Meeting Minutes from November 27, 2023. No FAC meeting was held in December 2023
2. Distribution of Amended and Approved TVCS D Policy Manual. (TVCS D Policy Manual will be available on the TVCS D website by January 11, 2024 for all, including residents, businesses, schools, churches,

contractors, County/State Officials, Auditors and the general public. Hard copies may be obtained by contacting TVCSD. Please note, fees will apply for hard copies and there will be a seven (7) work day lead time)

**IX. Financial Report (Bonnie MacLaird)**

**a. Review Financial Narrative**

**X. General Manager's Report**

**a. Review and Confirm Addendum to the Wastewater SCADA Contract-Agreement that Approves Contractor Assigns and Time Extension Dated 12/28/2023 Action**

**XI. NSU Report**

**a. Review October & November NSU Reports**

**XII. Pending Business**

1. Status of TVCSD to Research & Purchase November 8, 2023 Board Approved two (2) Irrigation Field Pumps & two (2) Reserve Lift Station Grinder Pumps
2. Need TVCSD Board assistance to identify parcel numbers in the District that require additional information; mailing addresses and/or new owners. Any information should be sent directly to TVCSD Staff only as this is confidential information and is required for County sewer taxes only. (TVCSD has physical street addresses)

**XIII. Other Business**

**XIV. New Business**

**a. Adopt Resolution 2024-01: Authorizes TVCSD Financial Services Treasurer Staff/Contractor to Open Bank Accounts for Funds Received from Federal and/or Grants, County Tax Allocations, Measure A Disbursements, Other Grants or Major Donations, etc. to Fulfill Requests for Verifications by Legal or Banking Institutions or Auditors Action**

**XV. Old Business**

**XVI. Correspondence**

**XVII. 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.*

PO Box 303 ● Tomales, CA ● 94971 ● ph 707.878.2767 ● [www.tomalescsd.ca.gov](http://www.tomalescsd.ca.gov)

Board of Directors:

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



**TVCS D Board of Director's Meeting Minutes**

**Date: Wednesday, November 8, 2023 7:00 pm Tomales Town Hall (Upstairs)**

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

**Board Members Absent:** None

**Staff/Contractors Present:** Mary Halley, TVCS D General Manager; Cynthia Hammond, TVCS D Recording Secretary

**Staff/Contractors Absent:** Bonnie MacLaird

**Others Present:** None

**I. Call to Order**

Donna Clavaud called the meeting to order at 7:02 pm

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

None

**III. Approval of November 8, 2023 TVCS D BOD Meeting Agenda**

Dru Fallon O'Neill motioned to approve the November 8, 2023 TVCS D BOD meeting agenda. John Ward seconded the motion. M/S/C

**IV. Consent Calendar**

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

- a. Approval of October 11, 2023 Board Meeting Minutes**
- b. Review and Approve Check Registers and Expenditures**

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

**V. Items Removed from Consent Calendar**

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

**VI. Board Member Reports**

None

**VII. Committee Reports**

**a. Park Advisory Committee (PAC)**

1. Review October 25, 2023 PAC Meeting Minutes

Minutes were reviewed. Dru Fallon O’Neill said PAC suggested keeping and reusing some of the sound fence boards when the fence project is being rebuilt. Bill Bonini thought that would be OK and Donna Clavaud suggested looking at them. Dru Fallon O’Neill is donating a Christmas tree for the Park. Donna Clavaud questioned what “all equipment has been acquired, awaiting labor” for the BBQ rehab meant (as stated in the PAC minutes). Dru Fallon O’Neill explained that every item had been purchased (\$1,500 - \$2,000) but awaits labor information. Bill Bonini asked who purchased the materials and Donna Clavaud asked for the paperwork as the Park Measure A budget will need to be amended and also asked for a bid proposal from David Judd for TVCSD Board consideration and approval. Donna Clavaud also asked for the shade sail and bike rack estimates in hard copy to add to the Measure A amendment and TVCSD Board approval.

2. Update City of Hope Bike event on October 20, 2023

Dru Fallon O’Neill estimated the City of Hope bike event had about 250-300 riders; not all at once as riders stopped in stages.

**b. Financial Advisory Committee (FAC)**

1. Review FAC Work Session Notes from October 13, 2023 and October 26, 2023

FAC Work Session Notes were reviewed. Donna Clavaud reported that the focus of the Work Sessions were the five (5) Financial Policy drafts. Bill Bonini and David Kitts said they read through the policies and remarked that they looked great and were easy to read and understand. Donna Clavaud said the Competitive Bidding policy draft was repetitive and will need to be edited and better organized; while the content won’t change. David Kitts questioned the Competitive Bidding Policy, Item # 3150.4 which states “Recurring contracts and all expenses over \$25,000 are subject to bidding”. Donna Clavaud explained that TVCSD goes by the terms of the contract. Projects over \$25,000 must consider a bid process to get best fair value for services.



2. Review for Approval the following Financial Policies: Competitive Bidding; General Financial Policy; Investment Policy; Reserve Policy; Capital Improvement Policy

Bill Bonini motioned to move forward with the five (5) Financial Policies with the modifications as recommended above. John Ward seconded the motion. M/S/C

### **VIII. Financial Report (Bonnie MacLaird)**

#### **a. Review Financial Narrative**

Financial Narrative was reviewed. Donna Clavaud said TVCSD is researching banks with high CD interest rates. Mary Halley said TVCSD is exploring the Sewer accounts with Local Agency Investment Fund (LAIF) and; the Tomales Community Park funds will be invested at Bank of Marin for higher CD interest rates. John Ward commented he appreciated that reserves were to be held separately as it is easier to track.

### **IX. General Manager's Report**

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

#### 1. SCADA:

SCADA control system narrative are being established and Human Machine Interface (HMI) screens are being designed. Parts for the additional Pump Panel have being ordered. No updates on delivery arrival yet.

#### 2. FEMA:

All projects have been finalized and are in the final review stage. The two (2) projects have been "obligated" (meaning approved)...Pumping System for \$20,161.97 and SCADA waste water electrical for \$71,910.63. Access road and gravel, pond stabilization, and management costs (not yet submitted) have not yet been obligated (meaning approved). Since FEMA has will pay 75% of the SCADA project, the TVCSD Board will have to determine what to do with the loan that was obtained from the Marin County LAIF. Mary Halley said that the LAIF loan could be "repurposed" and suggested to wait before making any decisions until the January 10, 2024 TVCSD Board meeting.

#### 3. Treatment Ponds:

Aerator for Pond #1 was pulled by NSU for maintenance.

#### 4. Capital Improvement Project (CIP):

No other large replacement or maintenance projects were budgeted for this fiscal year 2023-2024, but it doesn't mean equipment that has been scheduled for replacement on the last CIP schedule will actually expire. FAC has developed a CIP Reserve Policy with more flexibility to better prepare for any equipment replacement situation as they arise. Mary Halley will be working on the next ten (10) year CIP cycle.

5. Connections:

There are no new current applications for sewer connections.

6. Approve NSU Addendum for O&M contract to extend three (3) months from January 1, 2024 through March 31, 2024 (New contract negotiations to Start February 2024)

Dru Fallon O’Neill motioned to approve the NSU Addendum for O&M contract to extend three (3) months from 1/1/2024 through 3/31/2024. David Kitts seconded the motion. M/S/C

**X. NSU Report**

**a. Review September NSU Reports**

Reports were reviewed

**XI. Pending Business**

1. Approve the Replacement of two (2) Irrigation Field Pumps and the Purchase of two (2) Reserve Lift Station Grinder Pumps. Bill Bonini thought that it would be OK to approve this item, however with the allowance for TVCSD to research/supply the motors/pumps through the District to save the NSU mark-up costs. Bill Bonini will do the research.

David Kitts motioned to approve the replacement of two (2) Irrigation Field Pumps and the purchase of two (2) Reserve Lift Station Grinder pumps. John Ward seconded the motion. M/S/C  
MOTION AMENDED: to add January 1, 2024 as the deadline (see below).

Mary Halley suggested putting a time frame on the research/purchase. Bill Bonini suggested January 1, 2024 as the deadline, motion amended.

**XII. Other Business**

None

**XIII. New Business**

None

**XIV. Old Business**

None

**XV. Correspondence**

None

**XVI. Adjournment**

Meeting was adjourned at 8:15 pm. No objections.

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Approved by Donna Clavaud, President

Date

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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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Board of Directors:

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



**TVCS D Board of Director's Special Meeting Minutes**  
**Date: Monday, December 18, 2023 9:00 am TVCS D District Office**

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

**Board Members Absent:** None

**Also Present:** Mary Halley, TVCS D General Manager; Cynthia Hammond, TVCS D Recording Secretary

**Others Present:** None

**I. Call to Order**

Donna Clavaud called the meeting to order at 9:03 am

**II. Adopt a Resolution to authorize the General Manager, Mary Halley, to manage the funds for approved FEMA and Cal OES grants.**

Dru Fallon O'Neill motioned to authorize General Manager, Mary Halley, to manage the funds for approved FEMA and Cal OES grants. Bill Bonini seconded the motion. M/S/C

**III. Adjournment**

Meeting was adjourned at 9:05 am. No objections

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Approved by Donna Clavaud, President Date

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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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Board of Directors:

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

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY Board of Directors OF THE Tomales Village  
THE CSD  
(Governing Body) (Name of Applicant)  
THAT Mary Halley - General Manager, OR  
T (Title of Authorized Agent), OR  
(Title of Authorized Agent), OR  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Tomales Village CSD,  
(Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM),** under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA),** under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the Tomales Village CSD, a public entity established under the  
(Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.



Please check the appropriate box below

- This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): \_\_\_\_\_

Passed and approved this 18 day of December, 2023

Donna Clavaud - Board President

(Name and Title of Governing Body Representative)

Bill Bonini - Board Vice-President

(Name and Title of Governing Body Representative)

John Ward - Director

(Name and Title of Governing Body Representative)

Dru Fallon O'Neill - Director

(Name and Title of Governing Body Representative)

CERTIFICATION

I, Cynthia Hammond, duly appointed and Board Secretary of  
(Name) (Title)

Tomales Village CSD, do hereby certify that the above is a true and  
(Name of Applicant)

correct copy of a resolution passed and approved by the Board of Directors  
(Governing Body)

of the Tomales Village CSD on the 18 day of December, 2023.  
(Name of Applicant)



(Signature)

Board Secretary

(Title)

Cal OES Form 130 Instructions

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

**Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. **Titles Only:** The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.

STATE OF CALIFORNIA  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**Cal OES 130 - Instructions**

**Checking Universal or Disaster-Specific Box:** A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

**Governing Body Representative:** These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

**Certification Section:**

**Name and Title:** This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."



**SEWER - Checking Account Detail  
November 2023**

<b>Date</b>	<b>#</b>	<b>Payee</b>	<b>Amount</b>
11/01/2023	Auto	AT&T: office internet	(117.70)
11/05/2023	5295	Mary Halley: GM	(2,489.30)
11/05/2023	5296	Bonnie MacLaird: financial services	(1,062.50)
11/05/2023	5297	Hammond, Cynthia: secretarial	(437.51)
11/06/2023	<b>Xfer</b>	<b>From MM to Checking for Ops</b>	<b>15,000.00</b>
11/08/2023	BoM #10	Natural Systems Utilities-CA	(4,625.33)
11/15/2023	BoM #11	Brelje and Race Laboratories, Inc: LABS	(404.00)
11/15/2023	5298	JM Integration LLC: SCADA	(616.00)
11/20/2023	Auto	PGE: Sewer plant	(262.03)
11/21/2023	Auto	Sonic: Internet	(7.95)
11/22/2023	BoM #12	Brelje and Race Laboratories, Inc: LABS	(300.00)
11/29/2023	Auto	Intuit / QBO: Accounting software	(60.00)
11/29/2023	Auto	AT&T: plant internet and phone	(155.75)
11/30/2023	5299	CSDA: annual dues	(1,457.00)
11/30/2023	<b>EFT</b>	<b>Bank of Marin: interest</b>	<b><u>0.05</u></b>
		<b>Spent:</b>	<b>(11,995.07)</b>
		<b>Amt Added:</b>	<b><u>15,000.05</u></b>
		<b>Net Change:</b>	<b>3,004.98</b>

**PARK - Checking Account Detail  
November 2023**

<b>Date</b>	<b>#</b>	<b>Payee</b>	<b>Amount</b>
11/05/2023	1463	Elfstrom, Henry: groundskeeper	(420.00)
11/05/2023	1464	Martinez, Edgar: park maintenance	(520.00)
11/05/2023	1465	Bonnie MacLaird: financial services	(371.88)
11/17/2023	AutoPay	PGE: park power	(20.03)
11/22/2023	1466	Leon, Venta: park supplies	(42.49)
11/30/2023	<b>EFT</b>	<b>Bank of Marin: interest</b>	<b><u>0.02</u></b>
		<b>Spent:</b>	<b>(1,374.40)</b>
		<b>Amt Added:</b>	<b><u>0.02</u></b>
		<b>Net Change:</b>	<b>(1,374.38)</b>

**SEWER - Checking Account Detail  
December 2023**

<b>Date</b>	<b>#</b>	<b>Payee</b>	<b>Amount</b>
12/04/2023	5300	Mary Halley: GM	(2,425.60)
12/04/2023	5301	Bonnie MacLaird: Financial Services	(1,052.00)
12/04/2023	Auto	AT&T: office	(117.70)
12/05/2023	<b>Xfer</b>	<b>Xfer to pay CREBS and SWRCB annual bills</b>	<b>20,000.00</b>
12/07/2023	5306	Municipal Finance Corp: Fee on CREBS	(750.00)
12/07/2023	BoM#15	Hammond, Cynthia: Secretary	(170.85)
12/07/2023	BoM#13	Natural Systems Utilities - materials	(141.50)
12/07/2023	5305	City National Bank: CREBS SOLAR LOAN, annual	(17,941.18)
12/07/2023	BoM#14	JM Integration LLC: SCADA	(281.60)
12/07/2023	5304	Brelje and Race Laboratories, Inc: LABS	(704.00)
12/07/2023	5302	BoM Credit Card/Elan: office supplies	(83.10)
12/07/2023	5303	State Water Resources Control Board: annual permit	(1,873.00)
12/08/2023	5307	Marin Public Works: Hazardous Material annual permit	(357.00)
12/13/2023	BoM#16	Brelje and Race Laboratories, Inc: LABS	(152.00)
12/13/2023	BoM#17	Natural Systems Utilities: monthly service fee	(4,625.33)
12/13/2023	<b>Xfer</b>	<b>For Operational Expenses</b>	<b>5,000.00</b>
12/19/2023	Auto	PGE: plant	(387.63)
12/21/2023	Auto	Sonic: internet	(7.95)
12/29/2023	Auto	Intuit / QBO: accounting software	(60.00)
12/29/2023	Auto	AT&T: plant	(155.75)
12/29/2023	<b>Interest</b>	<b>Bank of Marin: December interest earned</b>	<b><u>0.06</u></b>
		<b>Spent:</b>	<b>(18,713.93)</b>
		<b>Amt Added:</b>	<b><u>25,000.06</u></b>
		<b>Net Change:</b>	<b>6,286.13</b>

**PARK - Checking Account Detail  
December 2023**

<b>Date</b>	<b>#</b>	<b>Payee</b>	<b>Amount</b>
12/02/2023	1469	Martinez, Edgar: Dec 2023	(600.00)
12/04/2023	1470	Bonnie MacLaird: Financial Svcs Dec 2023	(785.96)
12/05/2023	1467	Elfstrom: Dec 2023	(402.50)
12/07/2023	Deposit	<b>Marin Cyclists: donation</b>	<b>1,000.00</b>
12/19/2023	Auto	PGE: 11/24-12/22	(25.74)
12/29/2023	Deposit	<b>Bank of Marin: interest</b>	<b><u>0.06</u></b>
		<b>Spent:</b>	<b>(814.14)</b>
		<b>Amt Added:</b>	<b><u>1,000.06</u></b>
		<b>Net Change:</b>	<b>185.92</b>

**TVCS D PARK**  
**FY23/24 BALANCE SHEET**

As of December 31, 2023

Dec 31, 23

**ASSETS**

**Current Assets**

**Checking/Savings**

1210 · Park-Checking-BoM	3,381.78
1230 · Park-Money Market Savings-BoM	73,077.90
1240 · Park-CD Savings-BoM	20,611.88
1250 · Park-Savings-LAIF	32,177.72

<b>Total Checking/Savings</b>	<b>129,249.28</b>
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**Other Current Assets**

1498 · Park-Undeposited Funds	250.00
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<b>Total Current Assets</b>	<b>129,499.28</b>
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**Fixed Assets**

1551 · Park-Land/Land Rights	132,000.00
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**1552 · Park-Equipment**

1553 · Park-Equipment-Cost	461,790.46
1554 · Park-Equipment-Depreciation	-118,557.00

<b>Total 1552 · Park-Equipment</b>	<b>343,233.46</b>
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<b>Total Fixed Assets</b>	<b>475,233.46</b>
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<b>TOTAL ASSETS</b>	<b>604,732.74</b>
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**LIABILITIES & EQUITY**

**Liabilities**

2110 · Park-Accounts Payable	1,436.72
2200 · Park-Refundable Deposits	250.00
2215 · Park-Expenses Due to Sewer	4.56
2230 · Park-Fed Payroll Tax Payable	14.00

<b>Total Liabilities</b>	<b>1,705.28</b>
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**Equity**

3500 · Park-Investment-Capital Assets	475,233.46
3530 · Park-Unassigned Fund Balance	116,288.32
Net Income	11,505.68

<b>Total Equity</b>	<b>603,027.46</b>
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>604,732.74</b>
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**TVCS D PARK**  
**PROFIT LOSS V. BUDGET**  
**FY23/24 through 12/31/23**

Through 12/31/23	2023/2024 BUDGET	ACTUAL TO DATE	Benchmark 50% % OF BUDGET
<b>INCOME</b>			
4500 Measure A County of Marin Funds	41,758	21,240	50.9%
4620 Contributions & Donations	1,150	1,151	100.1% <i>Marin Cyclists \$1000</i>
4700 Park Use Rentals	1,100	900	81.8%
4800 Interest Income	963	2,302	239.0% <i>MM &amp; CD paying well</i>
<b>TOTAL INCOME</b>	<b>44,971</b>	<b>25,593</b>	<b>56.9%</b> <i>Rev exceeding Budget</i>
<b>EXPENSES</b>			
<b>5550 PARK MAINTENANCE EXPENSES</b>			
5520 Park Maintenance - Groundskeeper	4,500	2,048	45.5% <i>Missing Dec 23 invoice</i>
5530 Facilities and Equipment Cleaning	6,690	3,040	45.4% <i>Missing Dec 23 invoice</i>
5534 Park Maintenance - Path Gravel	1,500	0	0.0%
5535 Park Maintenance - Surface Material/Tanbark	4,196	0	0.0%
5540 Park - Trash Removal	700	413	59.0%
5560 Park Supplies - Bathroom etc	1,200	185	15.4%
5561 Park Supplies - CleanUp Days Supplies	150	0	0.0%
5570 PGE Park	450	152	33.7%
5590 Property & Liability Insurance - SDRMA	3,308	3,308	100.0% <i>Paid share for year</i>
5592 Workers Comp Insurance - SDRMA	490	490	100.0% <i>Paid share for year</i>
<b>TOTAL PARK MAINTENANCE EXPENSES</b>	<b>23,184</b>	<b>9,635</b>	<b>41.6%</b>
<b>5700 PARK - CAPITAL PROJECTS</b>			
5705 Park Entry Gate (Privately Funded)	3,000	0	0.0%
5710 Project Management	1,500	0	0.0%
5720 2 Picnic Tables	1,500	0	0.0%
5720 Replace Partial North Fence and Retaining Wall	10,000	0	0.0%
5720 Water Tower Repairs	5,000	0	0.0%
5720 Repairs, including gate signage & BBQ	1,733	0	0.0%
<b>TOTAL CAPITAL PROJECT EXPENSES</b>	<b>22,733</b>	<b>0</b>	<b>0.0%</b> <i>No CIP to date</i>
<b>7200 ADMINISTRATION PERSONNEL</b>			
7210 General Manager	2,400	0	0.0% <i>Missing Dec 23 invoice</i>
7220 Financial Services Manager	4,080	3,141	77.0% <i>Audit&amp;Measure A report</i>
7230 Secretarial Services	528	602	114.1% <i>Policy Manual work</i>
7240 Rental Coordinator	2,000	0	0.0%
7250 Board Member Stipends	450	50	11.1% <i>Missing Q4 invoice</i>
7260 Travel & Entertainment	-	42	0.0% <i>Trips to banks</i>
7310 Legal Fees	150	0	0.0%
7320 Accounting Consultant	-	99	0.0% <i>Melinda's assistance</i>
7340 Annual Audit	5,312	0	0.0% <i>Not yet invoiced</i>
7410 Fed Payroll Tax	50	106	213.0% <i>Policy Manual costs</i>
7420 State Payroll Tax	7	18	257.6% <i>Policy Manual costs</i>
<b>TOTAL PARK ADMIN PERSONNEL</b>	<b>14,977</b>	<b>4,059</b>	<b>27.1%</b>
<b>7500 PARK OFFICE &amp; ADMINISTRATION</b>			
7510 Office Rent	300	300	100.0% <i>Paid 1/4 of year</i>
7520 Postage & Delivery	38	0	0.0%
7540 Subscriptions & Software	333	0	0.0%
7550 Office Supplies	50	93	185.8% <i>Policy Manual costs</i>
<b>TOTAL PARK OFFICE &amp; ADMIN EXPENSES</b>	<b>721</b>	<b>393</b>	<b>54.5%</b>
<b>TOTAL EXPENSES</b>	<b>61,615</b>	<b>14,087</b>	<b>22.9%</b> <i>Expenses far below Budget</i>
<b>BUDGET Y.E.      ACTUAL YTD</b>			
<b>Net Income for the Year (Income - Expenses)</b>	<b>(16,644)</b>	<b>11,506</b>	

**TVCS D SEWER  
FY23/24 Balance Sheet  
As of December 31, 2023**

**ASSETS**

Bank Accounts	
1110 Sewer-Checking BoM #1479	1,791.52
1130 Sewer-Money Market BoM#0591	202,403.03
1135 Sewer-MM-BoM-CIP Reserves-Restricted (New!)	5,293.68
1140 Sewer-CD-BoM-CIP Reserves-Unrestricted (New!)	40,000.00
1150 Sewer-LAIF-Operating Reserves (assigned as Reserves)	44,139.18
<b>Total Bank Accounts</b>	<b>\$ 293,627.41</b>
Fixed Assets	
1500 Sewer - Prop, Plant, Equipment (pre-2014)	791,665.97
1510 Sewer - Machinery, Pumps, Motors (new 2023)	24,717.62
1520 Sewer - Improvement Project (pre-2014)	939,393.31
1525 Sewer-Improvements (FEMA 2023)	1,000.00
1530 Sewer - SCADA (new 2023)	2,097.60
1540 Sewer - Solar System (pre-2014)	269,945.21
1550 Sewer - Land and Land Rights (pre-2014)	52,788.00
1560 Sewer - Maps and Records (pre-2014)	17,248.00
1590 Sewer - Accumulated Depreciation (up to date)	-891,503.52
<b>Total Fixed Assets</b>	<b>\$ 1,207,352.19</b>
Other Assets	
1310 Sewer - SUS D Note Receivable	5,314.71
1350 Receivable - due from TVCS D Park	32.56
Total Other Assets	<b>\$ 5,347.27</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,506,326.87</b>

**LIABILITIES AND EQUITY**

Liabilities	
Current Liabilities	
2100 Sewer - Accounts Payable	1,570.53
2210 Sewer - Inspection Fees Collected	1,500.00
2310 Sewer - Fed Payroll Tax Payable	175.27
2410 Sewer - CA Payroll Tax Payable	18.00
Total Current Liabilities	<b>\$ 3,263.80</b>
Long-Term Liabilities	
2720 Sewer - CREBS Bond	35,882.30
2730 SEWER - SCADA loan	75,000.00
Total Long-Term Liabilities	<b>\$ 110,882.30</b>
<b>Total Liabilities</b>	<b>\$ 114,146.10</b>
Equity	
3100 Sewer - Retained Earnings	11,489.11
3200 Sewer - Unrestricted Net Assets	1,177,163.11
3400 Sewer - Reserve Accounts	
3410 Sewer - Operating Reserve - Unrestricted	47,962.00
3420 Sewer - Capital Asset Reserve - Unrestricted	40,000.00
3490 Sewer - Connection Fees - Restricted for Capital	25,282.00
Total 3400 Sewer - Reserve Accounts	<b>\$ 113,244.00</b>
Net Income	90,284.55
<b>Total Equity</b>	<b>\$ 1,392,180.77</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,506,326.87</b>

**SEWER: PROFIT + LOSS**  
**FY23/24 YTD VS FULL YEAR BUDGET**

As of 12/31/2023 = 50% of year	FY 2023/2024	benchmark	
		50.0%	
<b>Income</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>% BUDGET</b>
<b>SEWER - SERVICE FEES COLLECTED</b>			
4110 Service Fees-Collected Taxes (County taxes)	129,844	76,088	58.6%
4120 Service Fees-Charged Monthly (ALL PAID FULL YEAR!)	1,024	0	0.0%
4130 Service Fees-Annual Fees (3 customers)	2,048	3,072	150.0%
4145 Service Fees-Solar-Collected (County taxes)	0	5,798	0.0%
4150 Service Fees - SUSD*	100,907	74,405	73.7%
<b>Total 4100 SEWER-SERVICE FEES COLLECTED</b>	<b>233,823</b>	<b>159,363</b>	<b>68.2%</b>
4210 Sewer-Connection Fee	15,000	0	0.0%
4220 Sewer-Permit & Inspection Fees	3,000	0	0.0%
4310 Sewer-Capital Improvement (SUSD)*	0	23,861	0.0%
4350 Sewer-Levy 4 Revenues	10,000	474	4.7%
4430 Sewer-Interest Income	1,423	4,165	292.8%
<b>TOTAL INCOME</b>	<b>263,245</b>	<b>187,862</b>	<b>71.4%</b>
<b>EXPENSES</b>			
<b>5100 SEWER-OPERATING EXPENSES</b>			
5110 Sewer-Licenses and Permits	2,100	2,230	106.2%
5210 Sewer-Plant and Building Maintenance	3,000	0	0.0%
5220 Sewer-O&M NSU contractual services	57,000	27,752	48.7%
5230 Sewer-Lab Bills BreljeRace	9,708	4,226	43.5%
5235 Sewer-Treatment Ponds Maintenance	4,000	0	0.0%
5240 Sewer-Treatment Maintenance Supplies	500	300	60.0%
5250 Sewer-Irrigation Field Maintenance	2,000	99	4.9%
5260 Sewer-Collection System Maintenance	500	0	0.0%
5270 Sewer-Collection CCTV Inspection	2,600	0	0.0%
5280 Sewer-Connection Inspection fees	3,000	0	0.0%
<b>TOTAL SEWER REPAIRS &amp; MAINTENANCE</b>	<b>84,408</b>	<b>34,607</b>	<b>41.0%</b>
<b>5400 SEWER-UTILITIES</b>			
<b>5405 SEWER-SOLAR</b>			
5410 Solar Panels - Inspection, Cleaning	500	340	68.0%
5430 Solar - Lease Admin Fee (paid 12/7/23)	750	750	100.0%
<b>5450 SEWER-PGE</b>			
5460 Sewer-Collection-PGE	500	159	31.8%
5470 Sewer-Treatment-PGE	3,000	985	32.8%
5480 Sewer-Disposal-PGE	240	499	208.3%
<b>Total SEWER-UTILITIES</b>	<b>4,990</b>	<b>2,733</b>	<b>54.8%</b>
<b>TOTAL: SEWER OPERATIONS (A)</b>	<b>89,398</b>	<b>37,340</b>	<b>41.8%</b>
<b>7000 ADMINISTRATION</b>			
<b>7100 BOARD MTG &amp; PERSONNEL</b>			
7110 Board Member Stipend	2,550	250	9.8%
8110 General Manager - fees	52,600	14,100	26.8%
8120 Treasurer/Financial Mgr - fees	16,000	7,201	45.0%
8130 Secretary/Administration fees	7,472	2,863	38.3%
8140 Profess Liab Insurance Reimburs	750	375	50.0%
8160 Travel & Mileage	600	225	37.6%
<b>Total SEWER-COMPENSATION</b>	<b>79,972</b>	<b>25,014</b>	<b>31.3%</b>

Notes:

Rcvd in December

Rcvd in August

Rcvd in December

Rcvd in August

Rcvd in August

Good interest

**SEWER: PROFIT + LOSS  
FY23/24 YTD VS FULL YEAR BUDGET**

As of 12/31/2023 = 50% of year	FY 2023/2024	benchmark 50.0%	
EXPENSES, CONT.	BUDGET	ACTUAL	% BUDGET
<b>8200 PROFESSIONAL CONSULTANTS</b>			
8210 Auditors	5,313	0	0.0%
8220 Legal Fees	100	0	0.0%
8260 Misc Professional Consultants (Melinda)	<u>1,000</u>	<u>451</u>	<u>45.1%</u>
<b>Total SEWER-PROF CONSULTANTS</b>	<b>6,413</b>	<b>451</b>	<b>7.0%</b>
<b>8300 PAYROLL EXPENSES</b>			
8320 Social Security Tax	739	105	14.2%
8330 Medicare Payroll Tax	173	28	16.0%
8340 State Unemployment Tax	<u>243</u>	<u>52</u>	<u>21.2%</u>
<b>Total SEWER-PAYROLL EXPENSES</b>	<b><u>1,155</u></b>	<b><u>184</u></b>	<b><u>15.9%</u></b>
<b>TOTAL: PERSONNEL/CONSULTANT/TAXES (B)</b>	<b>87,540</b>	<b>25,649</b>	<b>29.3%</b>
<b>9100 SEWER-OFFICE &amp; ADMIN EXPENSES</b>			
9110 Sewer-Office Rent	900	300	33.3%
9120 Sewer-Office Supplies	350	139	39.8%
9130 Sewer-Telephone and Internet	2,000	1,645	82.2%
9140 Office Equipment	900	0	0.0%
9160 Postage and Delivery	362	24	6.6%
9160 Printing and Copies	50	0	0.0%
9180 Dues / Memberships	1,688	1,757	104.1%
9185 Subscriptions / Software fees	667	355	53.2%
9186 Sonic Web Hosting	100	48	47.7%
9190 Publications and Notices	350	0	0.0%
9195 Newsletter Expenses	<u>250</u>	<u>0</u>	<u>0.0%</u>
<b>TOTAL: OFFICE &amp; ADMIN EXPENSES (C)</b>	<b>7,617</b>	<b>4,267</b>	<b>56.0%</b>
<b>9600 SEWER-MISC EXPENSES</b>			
9610 Depreciation Expense**	44,000	21,957	49.9%
9615 Property & Liability Insurance-SDRMA	9,415	9,415	100.0%
9616 Worker's Comp Insurance	280	279	99.7%
2720 CREBS Bond Payment (paid 12/7/23)***	17,941	17,941	100.0%
2730 SCADA Loan Principal Payment***	23,501	0	0.0%
9630 SCADA Loan (5/23) - Interest Expense	4,688	0	0.0%
9660 County Teeter Admin Fee	250	147	58.8%
9670 LAFCO Charges	<u>150</u>	<u>127</u>	<u>84.4%</u>
<b>TOTAL: MISC EXPENSES (D)</b>	<b>100,224</b>	<b>49,866</b>	<b>49.8%</b>
<b>TOTAL EXPENSES (A+B+C+D)</b>	<b>284,779</b>	<b>117,123</b>	<b>41.1%</b>
<b>NET INCOME</b>	<b>(21,534)</b>	<b>70,740</b>	

Not yet invoiced

**NET INCOME (without Depreciation\*\*)                      22,466                      92,696**

\*\*\*Crebs & Scada repayments not typically a P&L item. Shown here because we included on our Budget!

Your order

Loop Style Bike Rack with <sup>steel</sup> 2 3/8 OD Tubing x 1  
Length: 88 inches (Holds 9 Bikes)  
Frame Finish: Forest Green Powder Coat  
Mounting Options: In-Ground Mount

→ \$779.00

Subtotal

\$779.00

Shipping

→  Shipping F: \$311.60

Factory Pickup in Janesville, IA

In ground Bike Racks

Options > 2-4 Bike Racks

or 1-9 Bike Rack

# Total: > 1,090.80 to purchase/ship either optional size

[ Volunteer labor for Installation ]

**About Kay Park**

Key Park Recreation

1301 Pine St

Janesville, IA 50647 (<https://goo.gl/maps/UAGp6yZHSEyCcXL16>)

Phone: 866-741-8266 (tel: 8667418266)

*Jones Company*

[ Location for In-ground site(s) TBD by Board ]

**Social Media:**

**F** Facebook (<https://www.facebook.com/pages/Key-Park-Rec/1482717684026256>)

(<https://www.linkedin.com/authwall?>

**In** LinkedInrk=ql0original\_referer=https://kaypark.com/0sessionRedirect=https%3A%2F%2Fwww.linkedin.com%2Fcompany%2Fkay-park-rec-corp%2F)

**Spread The Word!**



REVIEW US ON GOOGLE

([https://www.google.com/search?hl=en-](https://www.google.com/search?hl=en-UABGL=UABQ=KAY+PARK+RECREATION,+1301+PINE+ST,+JANESVILLE,+IA+50647,+UNITED+STATES&lludocid=1267153273794PL8DJUJkLAIGXHN3MEXEN#LRD=0X87FAA8D143A0C67:0XB404244C6D691862,3)

UABGL=UABQ=KAY+PARK+RECREATION,+1301+PINE+ST,+JANESVILLE,+IA+50647,+UNITED+STATES&lludocid=1267153273794PL8DJUJkLAIGXHN3MEXEN#LRD=0X87FAA8D143A0C67:0XB404244C6D691862,3)



From: **dwjudd** [dwjudd@sonic.net](mailto:dwjudd@sonic.net)  
Subject: **FW: Quote for Tomales Community Cablecore**  
Date: **Dec 8, 2023 at 12:08:11PM**  
To: **Donna Clavaud** [donna.clavaud@gmail.com](mailto:donna.clavaud@gmail.com)

---

**Hi Donna,**

**Here's the quote for replacing all 58 red rubber cable core pc's that make up the chimney climber on the W/D play structure. This pricing is good until 1st week of Jan. Please let me know if you have any questions.** *1/6/24*

**Thank you very much,  
David**

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From: Rebecca Whitten** <[rebeccaw@rossrec.com](mailto:rebeccaw@rossrec.com)>  
**Date: 12/8/23 11:14 AM (GMT-08:00)**  
**To: [dwjudd@sonic.net](mailto:dwjudd@sonic.net)**  
**Subject: Quote for Tomales Community Cablecore**

**Hello David,**

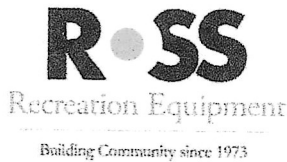
**I have attached the quote you requested for Tomales**

**Community Cablecore. Is the Ship To address on the quote correct? Our pricing is valid until the expiration date.**

**If you would like to place the order, please write your purchase order number on the quote or sign the quote as approved and email it back to me.**

**Let me know if you have any questions or need any additional information.**

**Rebecca Whitten  
Ross Recreation Equipment Co.  
100 Brush Creek Rd, suite 206  
Santa Rosa CA 95404  
707-538-3800  
rebeccaw@rossrec.com**



**Opportunity Name** Tomales Comm Cablecore  
**Quote Name** Tomales Community Cablecore  
**Quote Number** 00043106  
**Quote Date** 12/7/2023  
**Quote Exp Date** 1/6/2024  
**Est Lead Time** 5-7 weeks

**Bill To Name** Tomales Village CSD  
**Bill To** PO Box 303  
Tomales, California 94971  
United States

**Ship To Name** David Judd  
**Ship To** 50 Carrie  
Tomales, California 94971  
United States

Quantity	Product	Product Description	Sales Price	Total Price
58.00	145562	CableCore Cable, 12 inch Red	\$39.30	\$2,279.40

Total Quote Amounts

County/ City Tax	Marin County	Materials Amount	\$2,279.40
Tax Rate	8.2500%	Tax Amount	\$188.05
Credit Terms	Net 30 Prelien With Order	Labor Amount	\$0.00
		Freight Amount	\$63.00
		Total	\$2,530.45

Notes to Customer

SHIPPING UPS

Thank you for the opportunity to quote your upcoming project. PLEASE NOTE: Quote does not include installation, offload, payment and performance bonds, engineering calculations, security, storage, permits, inspection or safety surfacing, unless otherwise noted. Unless noted, freight costs are based on semi-truck access and do not include a lift-gate.

Deposits may be required before an order can be placed depending on customer credit terms. Your purchase is subject to the terms and conditions of this quote. Approval of this quote agrees to those terms.

If ordering materials after the quoted expiration date, please contact your sales representative for current pricing.

Sales tax will be based on the current rate at the time of shipping, not the order date. Customer will be expected to cover these, or any changes, to sales taxes.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Prepared By Rebecca Whitten  
Email rebeccaw@rossrec.com

100 Brush Creek Road, Suite 206, Santa Rosa, California 95404  
p 855.882.3240 • rossrec.com • Contractors License #520752 • DIR #1000003500 • TaxID #68-0103540



## **FINANCIAL ADVISORY COMMITTEE MEETING MINUTES**

**November 27, 2023 3-4 pm VIA ZOOM**

**PRESENT:** Donna Clavaud, Board President & FAC Chair & Recorder; and FAC Member; Mary Halley, TVCSD General Manager Contractor; Bonnie MacLaird, TVCSD Treasurer & Financial Services Contract Staff member.

**ABSENT:** John Ward, TVCSD Board Member

**GUESTS:** None

### **AGENDA**

#### **1. CALL TO ORDER/ROLL CALL:**

The FAC Meeting was held via Zoom; Mary Halley hosted the invitation for us to join. Donna Clavaud called the meeting to order at 3:07 pm, and there was a quorum to conduct business.

The following Meeting Agenda was specific to discuss & explore receipt, handling & allocation of funds being received in next few months, and ways to invest to meet newly established Reserve Policy goals for Operations and Capital Improvement Projects & meet the current budget for the sewer enterprise and Tomales Community Park.

### **AGENDA: FOCUS on RESERVE FUNDS & CDs**

**1. A). Do we want to consider “tagging” our invested funds in Marin County Investment Pool (LAIF) as sewer enterprise funds, specifically as Emergency Operational Reserve funds?**

**B). Review and explore Interest Rates (3.45%) at LAIF and amounts currently invested.**

**C). Do we want to invest some sewer funds as a (CIP) Capital Improvement Project Reserve Account in a 6-month Certificate of Deposit @ 4.25 % Interest Rate? Can we do better than Bank of Marin at the above rate or perhaps open another local banking institution account?**

**2. Shall we move some Tomales Community Park Measure A funds into a separate banking investment CD account?**

**SUMMARY of ABOVE AGENDA DISCUSSION:**

FAC committee members explored current research at hand and agreed it would be prudent and more transparent to the Board, Staff, and all Stakeholders if Reserve Fund Accounts were set up and managed in separate Accounts at separate institutions.

We also acknowledged that more funds will be coming in December and April from County for taxes from rate payers; Measure A disbursements; and possibly FEMA grants for 2023 storm damage and for additional environmental mitigation improvement projects.

We will continue to pursue best practice strategies and action steps to meet our TVCSD strategic goals and current fiscal year 2023-24 Budget, and a 10-year CIP plan, now underway to be updated by our General Manager, Mary Halley.

**4. NEXT MEETING:**

TBD

**5. ADJOURNMENT:**

November 27, 2023 FAC meeting was adjourned at 4 pm. No objections.

**Signed by:**



**Date Approved by FAC Members:**

PO Box 303 ● Tomales, CA ● 94971 ● ph 707.878.2767 ● [www.tomalescsd.ca.gov](http://www.tomalescsd.ca.gov)

Board of Directors:

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



## FINANCIAL NARRATIVE – JANUARY 2024 BOARD MEETING

In this month's financial packet, you'll find the full set of financial reports through Dec 31, 2023:

- 1) Checking Activity for Sewer and Park – NOVEMBER 2023 (because no mtg in December)
- 2) Checking Activity for Sewer and Park – DECEMBER 2023
- 3) SEWER Balance Sheet through 12.31.2023
- 4) SEWER Profit & Loss through 12.31.2023
- 5) PARK Balance Sheet through 12.31.2023
- 6) PARK Profit & Loss through 12.31.2023
- 7) This Financial Narrative

### Snapshot:

In the **SEWER checking account** all expenditures were normal and routine, with the exception of paying the CREBS Solar Bond annual repayment of \$17,941.18 and a few annual dues and permits.

In the **PARK checking account** all expenditures were also normal. The Park received a \$1,000 donation from Marin Cyclists in December.

### Financial Manager Activities and/or further comments:

On the Profit & Loss reports we show Actuals-to-date compared to the full-year Budget. This month I included a column with a few italicized notes to explain any changes. Of note re the **% of Budget** column, it is comparing Actuals-to-date with full year Budget. Since the P&L report is produced quarterly for the Board this quarter the Benchmark comparison is **50%**

In November the Park Expenditure Report was due to the County of Marin. Being my first time this took a few hours and a handful of phone conversations with the County.

The Financial Advisory Committee met on November 27<sup>th</sup>. Decisions were made to invest some SEWER funds in a second CD at Bank of Marin at 4.25% and specifically set it aside for "**Reserves: Capital Assets Unrestricted**" and open a Money Market at 3.25% specifically set aside for "**Reserves: Capital Assets Restricted**". Both of these new accounts can be found on the SEWER Balance Sheet.

We will also open a new account for Park, but I've since learned that the District needs to pass a Resolution allowing me to open or close bank accounts.

In early December the Robert Johnson Auditors came to Tomales. I spent a couple days preparing our files, followed by two full 8-hour days working with them in our offices, answering questions, finding invoices, etc. I believe they are happy with our accounting procedures. Their full report is due by the middle of January. I will share that at the next Board Meeting in Feb'24.

Bonnie MacLaird  
Financial Manager, TVCSD  
January 3, 2024

# GENERAL MANAGER REPORT

JANUARY 10, 2024

## General Management Statement and Goals

- Management and staff have currently been focusing on: 1) FEMA /CalOES RPA storm grants and mitigation projects planning and management for reimbursement, 2) SCADA installation project, 3) irrigation and lift station pump replacements, 4) aerator repair, and 5) CIP planning.

## New/Continuing Business

### SEWER

- Supervisory Control and Data Acquisition (SCADA) – Jack Miller at JM Integrations has received the Lift-station control panel from Primex (previously delayed by Covid supply chain issues) and has now requisitioned Primex to build the other panels with parts that Jack has already secured so he can focus on the programming to move the project forward and avoid any further delays. All the antenna equipment has now been delivered to his shop and is ready for installation. He estimates installation to start this March and we have updated in writing an addendum to the contract allowing for a time extension and the outsourcing of the panels as required by the terms of the contract. Board will be asked to review and confirm the addendum post execution out of an abundance of caution to make sure every step of the project is documented if needed for grant reimbursement.
- FEMA/CalOES – Disaster Assistance Program for North Coast Storm event 4683 – all projects have been finalized and obligated except for Management costs – which is finalized but does not get obligated until all the other projects are completed. I attended the FEMA Recovery Transition Meeting (RTM) and signed off on the RTM checklist as part of the transfer process to CalOES who is now classified as the Recipient of the FEMA grant with the district as the Sub-applicant/Subrecipient. TVCSD was our program manager’s first applicant to complete the RTM and move onto the CalOES project work and reimbursement phase. FEMA will reimburse 75% of the projects, and 100% for management costs up to 5% of the total combined grant amount, with CalOES to pay 20.6%, leaving the district’s contribution of 4.4%. As part of the new CalOES “VAYGO” (Validate As You Go) process to ensure cost verification and environmental compliance, the district will need to pre-fund each of the projects then request reimbursement from CalOES through the FEMA Grants Portal. I have started to carefully review the CalOES project requirements and we will start moving ahead with a systematic approach for completing and submitting each project for reimbursement before the 7/14/2024 deadline. Summary of projects: P#715721 (WWTP – pumping system-completed), P#715808 (WWTP – electrical-SCADA), P#715722 (WWTP – access road and gravel), P#721810 (WWTP – pond stabilization), and P#726555 (Management Costs). Any changes to the FEMA/CalOES defined Scope of Work must be pre-approved by FEMA or could jeopardize funding. All project costs will be combined after final completion to determine if there is any cost overruns or underruns.

Treatment Ponds, Plant, and Irrigation Field maintenance – NSU needed to replace the aerator in pond #3 and will now need to replace the pond #3 aerator disconnect as well. The pond #2 aerator bearings are getting very loud and have already been rebuilt once with bearings greased to extend its useful life, but NSU has acknowledged and informed us that the motor will need to be replaced fairly soon as well. NSU advises us to let it wear out and then replace, so it’s up to the district if we want to purchase the motor now, to have it ready, or purchase at the time of failure knowing that parts only get more expensive with time. I have been collaborating with Director Bonini on winter treatment pond monitoring of freeboard levels and inflows between storms. This is to not only to keep track of pond levels, but also to add to our monitoring data base as we continue to evaluate any significant levels of infiltration or sources of fresh water intrusion into the closed sewer system. So far, the flow numbers are looking dramatically better than last winter when we had flows as much as 123 gpm during the heaviest rains. This year 32 gpm is the highest we have recorded, but we are also monitoring to see if that changes once the ground is saturated, and also, at what rainfall level saturation occurs – although, that is variable and subject to the rate of rainfall over a given period of time. We purchased a new rain gage for the treatment plant for the district’s use so we can better track daily rain as well as cumulative rain going forward. Then, a local sheep owner has been grazing about 10 sheep at the treatment plant which will greatly reduce the grass growth at the plant at no cost to the district.

- Sewer Equipment replacements – NSU will replace 2 new irrigation pumps this winter and 2 lift station grinder pumps may be purchased to have on hand to be ready for quick replacement as they are aging out. Director Bonini was not able to locate any additional pump quotes before 1/1/2024 that would have been either logistically feasible or could have saved the district the 20% markup on the pump cost included in the NSU proposal. Replacement of these pumps Board Request Page 27 previously budgeted for this year (NSU proposal is \$23,132.34) but the pump replacements were approved at

the November 8, 2023 Board meeting with a grace period until January 1, 2024 for the district to source the pumps. After that date, NSU would commence work with pumps either provided by the district or purchased at the prices included in their approved proposal.

- Capital Improvement Project (CIP) planning - the FAC committee determined that a CIP (Capital Improvement Projects) reserve should be established with a dedicated annual estimated amount between \$17,000-\$20,000 to be set aside for strategic CIP planning and replacement projects. Any unused excess amounts in any given year would be rolled over to the next budget year to continue to build a reserve to a maximum amount set by the Board or towards any larger CIP projects the Board has determined the district needs to create a special reserve. I will work this spring with our System Operator to research and revise a more accurate list and age of sewer equipment and assets to be used to update the district's depreciation schedule and develop a more realistic CIP plan for budgeting and planning purposes.
- Connections – we have received and are currently processing one new application for a new sewer connection. The applicant at 15 Carrie St. has submitted a complete application package including revised engineered plans for new sewer lateral to connect to the Railroad Ave. sewer main. The District has reviewed current plans (Revision #3) and has sent applicant a conditional letter of approval pending receipt of sewer connection fee and inspection deposit based on one sanitary unit along with the district's building and inspection requirements. Applicant hopes to start construction April 2024.
- NSU System Operator Contract – the district may likely need to approve another 3-month short-term extension of the current NSU contract extension that expires 3/31/24 for the interim period until the SCADA project is completed. The addendum to extend the SCADA project is now through 6/30/2024 as the district's hard stop date for completion and funding.

#### **GENERAL ADMINISTRATION**

- Management – developed Resolution 2024-1 authorizing the district's Financial Services Manager to open and manage bank accounts. Will need to renew SAM.Gov Unique Entity registration number this month to keep district qualified to apply and receive State and Federal grants.

Respectfully Submitted, *Mary Halley*



# Tomales Village CSD

PO Box 303/ 10 Irvin Rd.  
Tomales, CA 94971

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## Addendum to Contract Agreement for Wastewater SCADA and Ethernet Upgrade Services

Date	Services Performed By:	Services Performed For:
December 28, 2023	Jack Miller DBA: JM Integration LLC	Tomales Village CSD PO Box 303/ 10 Irvin Rd. Tomales, CA 94971

---

This Addendum is to the Contract Agreement made between Jack Miller (owner) of JM Integrations LLC (“Contractor”) and Tomales Village CSD (“Client”), with the original effective date of February 8, 2023 (the “Agreement”), and becomes an extension to the Agreement effective December 28, 2023. This Addendum is subject to the terms and conditions contained in the original Agreement between the parties and is made a part thereof. This Addendum is for the specific purpose of 1) extending the ending date of the contract from December 31, 2023 to June 30, 2024, 2) revising the on-site installation start date from July 2023 to March 2024, 3) confirming a delivery date of a completely installed, functional, and operating SCADA system no later than June 30, 2024, and 4) approving the outsourcing by the Contractor for the assembly of project control panels to Primex a UL 508A Panel Shop. Any verbal agreement is superseded by this Agreement, which may not be amended except in a signed written document.

## Extended Contract Period and Delivery Date

The Services shall be extended by six additional one-month extensions to the original contract until June 30, 2024 with a new on-site installation start date of March 2024 and final delivery date no later than June 30, 2024.

## Approved Assigns

The client approves the outsourcing of the assembly of the project control panels to Primex which is a UL 508A Panel Shop with certification specific to the safety and reliability of industrial control panels. This rating ensures that the panels adhere to strict guidelines concerning electrical safety, performance metrics, and quality assurance and that parts and materials will be covered under the original Agreement fees and warranties with no additional cost to the Client.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be effective as of the day, month and year first written above.

Jack Miller DBA: JM Integration LLC

Tomales Village CSD

By: **Jack Miller**  
Name: Jack Miller, Owner JM Integration LLC

Digitally signed by Jack Miller  
Date: 2023.12.28 13:59:25 -08'00'

By:   
Name: Mary Halley, General Manager



November 30, 2023

Regional Water Quality  
San Francisco Bay Region  
1515 Clay Street Suite 1400  
Oakland, CA 94612

**Emailed To: [WDR.monitoring@waterboard.ca.gov](mailto:WDR.monitoring@waterboard.ca.gov)**

RE: Self-Monitoring Report  
Tomales, Marin County  
Order No. R2-2015-0019  
I.D. No. 264662  
October 2023

Enclosed please find the Self-Monitoring Report.

Operations are satisfactory and maintenance is on schedule.

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

Storage ponds were too low to get readings week 4.

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

Sincerely,

**NATURAL SYSTEMS UTILITIES**

A handwritten signature in blue ink that reads 'Brandon Jacka'.

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

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

## SELF MONITORING REPORT

Date	INF (INFLUENT)						EFF-TR (Treatment Pond No. 3 Eff)										EFF-Discharge		EFF-D (Discharge eff)		
	Daily (KGALS)	Weekly (KGALS)	Ph (Units)	Temp. (C)	BOD (mg/l)	TDS (mg/l)	Nitrate as N	Nitrite as N	TKN mg/L	Amonnonia N mg/L	Tot. Organic Nitrogen mg/L	TDS (mg/L)	BOD mg/l)	pH Units	D.O. (mg/l)	Temp (C)	Daily (KGALS)	Weekly (KGALS)	Cl2 Tank Added (gallons)	Coliform MPN/100	
10/1/2023	9.4																				
10/2/2023	9.4																				
10/3/2023	12.8	77.0			610.0	600.0	<.2	<.4	8.6	2.7	5.9	710.0	29.0	7.2	2.3	17.9					
10/4/2023	12.8																				
10/5/2023	12.8																				
10/6/2023	12.8																				
10/7/2023	12.8																				
10/8/2023	12.8																				
10/9/2023	12.8																				
10/10/2023	11.0	66.0	7.8	20.2								670.0	9.5	7.5	2.2	17.6					
10/11/2023	11.0																				
10/12/2023	11.0																				
10/13/2023	11.0																				
10/14/2023	11.0																				
10/15/2023	11.0																				
10/16/2023	11.0											700.0	30.0								
10/17/2023	8.8	70.0												7.7	2.1	19.0					
10/18/2023	8.8																				
10/19/2023	8.8																				
10/20/2023	8.8																				
10/21/2023	8.8																				
10/22/2023	8.8																				
10/23/2023	8.8											650.0	18.0	7.5	2.2	16.9					
10/24/2023	11.9	70.0																			
10/25/2023	11.9																				
10/26/2023	11.9																				
10/27/2023	11.9																				
10/28/2023	11.9																				
10/29/2023	11.9																				
10/30/2023	11.9																				
10/31/2023	11.9																				
<b>Max</b>	12.8																			#DIV/0!	
<b>Min</b>	8.8		7.8	20.2	610.0	600.0	0.0	0.0	8.6	2.7	5.9	650.0	9.5	7.2	2.1	16.9				0.0	
<b>Mean</b>	11.0		7.8	20.2	610.0	600.0			8.6	2.7	5.9	682.5	21.6	7.5	2.2	17.9				#DIV/0!	
<b>Total</b>	342.2																				0.0

Month	Treatment Pond # 1				Treatment Pond No. 2				Treatment Pond No. 3				ST-West				ST-East			
Oct-23	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.
Date	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C
1																				
2																				
3	3.1	7.3	4.2	17.3	3.1	7.8	5.6	17.7	3.1	7.4	2.1	17.8	14.0	10.0	20.0	24.5	14.0	*	*	*
4																				
5																				
6																				
7																				
8																				
9																				
10	3.0	7.9	4.4	18.2	3.0	8.0	7.1	18.2	3.0	7.4	2.1	17.6	14.0	9.7	15.0	19.4	14.0	8.5	12.8	20.7
11																				
12																				
13																				
14																				
15																				
16																				
17	3.0	7.6	4.0	21.5	3.0	7.8	6.2	19.8	3.0	7.6	4.0	19.5	14.0	10.4	13.3	24.1	14.0	8.6	8.7	25.6
18																				
19																				
20																				
21																				
22																				
23																				
24	2.6	7.4	2.1	17.6	2.6	7.9	5.5	17.5	2.6	7.4	2.1	16.6	14.0	**	**	**	14.0	**	**	**
25																				
26																				
27																				
28																				
29																				
30																				
31																				

\* unble to safely grab sample

\*\* below 2 ft

# TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

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

2. Pond Standard Observation required every week year round.

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>10/3/23</i>	<i>10/10/23</i>	<i>10/17/23</i>	<i>10/24/23</i>
Day	TUES	TUES	TUES	TUES
Time	11:45	10:15	12:00	11:15
Operator	MG	MG	MG	MG
* Nuisance odors from ponds	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N
Evidence of improper system components and hydraulic integrity	N	N	N	N
Sign posting that wastewater is unsafe to drink	Y	Y	Y	Y

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

**TOMALES INFLUENT HEADWORKS  
STANDARD OBSERVATION REPORT**

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

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

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>10/3/23</i>	<i>10/10/23</i>	<i>10/17/23</i>	<i>10/24/23</i>
Day	TUES	TUES	TUES	TUES
Time	11:45	10:15	12:00	11:15
Operator	MG	MG	MG	MG
Rain fall, inches	0.0	<i>0.1</i>	<i>0.0</i>	<i>0.1</i>
* Nuisance odors (smell)	N	N	N	N
*Evidence of any standing water	N	N	N	N
* Evidence of mosquitoos breeding	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N
* Evidence of structure seepage	N	N	N	N

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

**TOMALES STORAGE PONDS  
STANDARD OBSERVATION REPORT**

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

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

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>10/3/23</i>	<i>10/10/23</i>	<i>10/17/23</i>	<i>10/24/23</i>
Day	TUES	TUES	TUES	TUES
Time	11:45	10:15	12:00	11:15
Operator	MG	MG	MG	MG
- Nuisance odors from ponds	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N
* Evidence of improper system components and hydraulic integrity	N	N	N	N
Signage that wastewater is unsafe to drink	Y	Y	Y	Y

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



**TOMALES CHLORINE STORAGE TANK  
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year)

**October 2023**

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

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>10/3/23</i>	<i>10/10/23</i>	<i>10/17/23</i>	<i>10/24/23</i>
Day	TUES	TUES	TUES	TUES
Time	11:45	10:15	12:00	11:15
Operator	MG	MG	MG	MG
* Evident of any leaks	N	N	N	N
Cl2 gallons added	0	0	0	0
Warning Signs Improperly Posted	N	N	N	N

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

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

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

Month: October 2023

**OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING**

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	10/3/23	10/10/23	10/17/23	10/24/23
Day	TUES	TUES	TUES	TUES
Time	11:45	10:15	12:00	11:15
Operator	MG	MG	MG	MG
Evidence of standing water	N	N	N	N
* Evidence of runoff from site	N	N	N	N
Evidence of erosion caused by irrigation	N	N	N	N
Evidence of system run off containment system from proper condition and integrity.	N	N	N	N
*Any odors	N	N	N	N
Mosquito breeding resulting from irrigation	N	N	N	N
* Evidence of improper distribution system components and hydraulic integrity	N	N	N	N
Perimeter fence posting informing public wastewater is not safe to drink	Y	Y	Y	Y

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

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



## Analytical Report

November 7, 2023

Sample Collected: 10/03/23 @ 10:15, 10:20  
Sample Received: 10/03/23  
Collected By : DL/NSU  
Cc : e-mail

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

## Tomales Village CSD

<b>LOG NUMBER</b>	<b>1023-20478</b>	<b>1023-20479-81</b>
Sample Description:	Influent	TR – Effluent

<b>ANALYSIS</b>			<b>Start Date &amp; Time</b>
BOD <sub>5</sub> @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	610.	29.	
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	600.	710.	
Nitrate N mg/L (EPA Mthd. 352.1)		<0.20	
Nitrite N mg/L (EPA Mthd. 300.0)		<0.40	10/04/23 @ 19:04
Total Kjeldahl N mg/L (Std. Mthds. 4500-NH <sub>3</sub> C, 2011)		8.6	
Ammonia N mg/L (Std. Mthds. 4500-NH <sub>3</sub> C, 2011)		2.7	
Total Organic N mg/L		5.9	

BOD Start Date & Time: 10/05/23 @ 10:10  
BOD Completed Date: 10/10/23

### BRELJE AND RACE LABORATORIES, INC.

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



## Analytical Report

October 25, 2023

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

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

## Tomales Village CSD

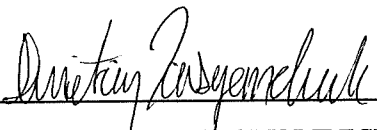
<b>LOG NUMBER</b>	<b>1023-21146</b>
Sample Description:	TR – Effluent

**ANALYSIS**

BOD <sub>5</sub> @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	9.5
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	670.

BOD Start Date & Time: 10/12/23 @ 10:15  
 BOD Completed Date: 10/17/23

**BRELJE AND RACE LABORATORIES, INC.**



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



## Analytical Report

October 27, 2023

Sample Collected: 10/16/23 @ 10:35  
Sample Received: 10/16/23  
Collected By : MG/NSU  
Cc : e-mail

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

## Tomales Village CSD

**LOG NUMBER** 1023-21528  
Sample Description: TR – Effluent

### ANALYSIS

BOD<sub>5</sub> @ 20°C mg/L 30.  
(Std. Mthds. 5210 B, 2011)  
Total Dissolved Solids mg/L 700.  
(Std. Mthds. 2540 C, 2011)

BOD Start Date & Time: 10/18/23 @ 11:00  
BOD Completed Date: 10/23/23

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

**BRELJE AND RACE LABORATORIES, INC.**

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



## Analytical Report

November 7, 2023

Sample Collected: 10/23/23 @ 12:20  
 Sample Received: 10/23/23  
 Collected By : MG/NSU  
 Cc : e-mail

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

## Tomales Village CSD

<b>LOG NUMBER</b>	<b>1023-21911</b>
Sample Description:	TR – Effluent

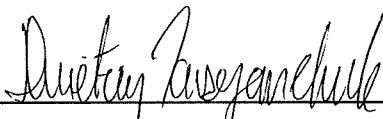
### ANALYSIS

BOD <sub>5</sub> @ 20°C mg/L (Std. Mthds. 5210 B, 2011)	18.
Total Dissolved Solids mg/L (Std. Mthds. 2540 C, 2011)	650.

BOD Start Date & Time: 10/25/23 @ 13:00  
 BOD Completed Date: 10/30/23

Note: The Seed Blank average for BOD fell below 0.60 mg/L.

**BRELJE AND RACE LABORATORIES, INC.**

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



January 5, 2024

Regional Water Quality  
San Francisco Bay Region  
1515 Clay Street Suite 1400  
Oakland, CA 94612

**Emailed To: [WDR.monitoring@waterboard.ca.gov](mailto:WDR.monitoring@waterboard.ca.gov)**

RE: Self-Monitoring Report  
Tomales, Marin County  
Order No. R2-2015-0019  
I.D. No. 264662  
November 2023

Enclosed please find the Self-Monitoring Report.

Operations are satisfactory and maintenance is on schedule.

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

Storage ponds were too low to get readings weeks 1-3.

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

Sincerely,

**NATURAL SYSTEMS UTILITIES**

A handwritten signature in blue ink that reads 'Brandon Jacka'.

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

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

## SELF MONITORING REPORT

Date	INF (INFLUENT)						EFF-TR (Treatment Pond No. 3 Eff)										EFF-Discharge		EFF-D (Discharge eff)		
	Daily (KGALS)	Weekly (KGALS)	Ph (Units)	Temp. (C)	BOD (mg/l)	TDS (mg/l)	Nitrate as N	Nitrite as N	TKN mg/L	Amonnonia N mg/L	Tot. Organic Nitrogen mg/L	TDS (mg/L)	BOD mg/l)	pH Units	D.O. (mg/l)	Temp (C)	Daily (KGALS)	Weekly (KGALS)	Cl2 Tank Added (gallons)	Coliform MPN/100	
11/1/2023	11.9																				
11/2/2023	11.9	107.0	8.6	12.1	320.0	650.0	<.2	<.4	7.8	3.0	4.8	650.0	29.0	7.5	2.2	9.3					
11/3/2023	13.0																				
11/4/2023	13.0																				
11/5/2023	13.0																				
11/6/2023	13.0																				
11/7/2023	13.0	65.0									660.0	27.0	7.4	2.2	14.4						
11/8/2023	10.1																				
11/9/2023	10.1																				
11/10/2023	10.1																				
11/11/2023	10.1																				
11/12/2023	10.1																				
11/13/2023	10.1																				
11/14/2023	10.1	71.0									640.0	13.0	7.4	2.1	13.5						
11/15/2023	11.5																				
11/16/2023	11.5																				
11/17/2023	11.5																				
11/18/2023	11.5																				
11/19/2023	11.5																				
11/20/2023	11.5																				
11/21/2023	11.5																				
11/22/2023	11.5	92.0									620.0	16.0	7.7	3.0	10.5						
11/23/2023	14.2																				
11/24/2023	14.2																				
11/25/2023	14.2																				
11/26/2023	14.2																				
11/27/2023	14.2	71.0									600.0	17.0	7.4	2.2	6.7						
11/28/2023	10.1																				
11/29/2023	10.1																				
11/30/2023	10.1																				
<b>Max</b>	14.2																			#DIV/0!	
<b>Min</b>	10.1		8.6	12.1	320.0	650.0	0.0	0.0	7.8	3.0	4.8	600.0	13.0	7.4	2.1	6.7				0.0	
<b>Mean</b>	11.8		8.6	12.1	320.0	650.0			7.8	3.0	4.8	634.0	20.4	7.5	2.4	10.9				#DIV/0!	
<b>Total</b>	352.8																				0.0



**TOMALES TREATMENT PONDS  
STANDARD OBSERVATION REPORT**

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

2. Pond Standard Observation required every week year round.

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>11/7/23</i>	<i>11/14/23</i>	<i>11/21/23</i>	<i>11/27/23</i>
Day	TUES	TUES	WED	WED
Time	9:45	12:50	8:30	8:00
Operator	MG	MG	MG	MG
* Nuisance odors from ponds	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N
Evidence of improper system components and hydraulic integrity	N	N	N	N
Sign posting that wastewater is unsafe to drink	Y	Y	Y	Y

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

**TOMALES INFLUENT HEADWORKS  
STANDARD OBSERVATION REPORT**

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

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

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>11/7/23</i>	<i>11/14/23</i>	<i>11/21/23</i>	<i>11/27/23</i>
Day	TUES	TUES	WED	WED
Time	9:45	12:50	8:30	8:00
Operator	MG	MG	MG	MG
Rain fall, inches	0.0	<i>0.1</i>	<i>0.0</i>	<i>0.1</i>
* Nuisance odors (smell)	N	N	N	N
*Evidence of any standing water	N	N	N	N
* Evidence of mosquitoos breeding	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N
* Evidence of structure seepage	N	N	N	N

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

**TOMALES STORAGE PONDS  
STANDARD OBSERVATION REPORT**

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

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

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>11/7/23</i>	<i>11/14/23</i>	<i>11/21/23</i>	<i>11/27/23</i>
Day	TUES	TUES	WED	WED
Time	9:45	12:50	8:30	8:00
Operator	MG	MG	MG	MG
- Nuisance odors from ponds	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N
* Evidence of improper system components and hydraulic integrity	N	N	N	N
Signage that wastewater is unsafe to drink	Y	Y	Y	Y

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

**TOMALES CHLORINE STORAGE TANK  
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year)

**November 2023**

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

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	<i>11/7/23</i>	<i>11/14/23</i>	<i>11/21/23</i>	<i>11/27/23</i>
Day	TUES	TUES	WED	WED
Time	9:45	12:50	8:30	8:00
Operator	MG	MG	MG	MG
* Evident of any leaks	N	N	N	N
Cl2 gallons added	0	0	0	0
Warning Signs Improperly Posted	N	N	N	N

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

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

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

Month: November 2023

**OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING**

<b>INSPECTION</b>	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	11/7/23	11/14/23	11/21/23	11/27/23
Day	TUES	TUES	WED	WED
Time	9:45	12:50	8:30	8:00
Operator	MG	MG	MG	MG
Evidence of standing water	N	N	N	N
* Evidence of runoff from site	N	N	N	N
Evidence of erosion caused by irrigation	N	N	N	N
Evidence of system run off containment system from proper condition and integrity.	N	N	N	N
*Any odors	N	N	N	N
Mosquito breeding resulting from irrigation	N	N	N	N
* Evidence of improper distribution system components and hydraulic integrity	N	N	N	N
Perimeter fence posting informing public wastewater is not safe to drink	Y	Y	Y	Y

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

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

**TOMALES WASTEWATER FACILITY**  
**Treatment Pond Summery Report**

Month	Treatment Pond # 1				Treatment Pond No. 2				Treatment Pond No. 3				ST-West				ST-East				
Nov-23	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	
Date	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	
1																					
2																					
3	3.0	8.0	7.6	11.5	3.0	8.0	9.1	9.5	3.0	7.6	2.1	8.2	12.0	*	*	*	12.0	*	*	*	
4																					
5																					
6																					
7	3.0	7.4	3.7	15.8	3.0	7.7	5.7	15.1	3.0	7.4	2.1	14.4	12.0	*	*	*	12.0	*	*	*	
8																					
9																					
10																					
11																					
12																					
13																					
14	2.6	7.7	5.9	14.8	2.5	8.0	7.1	14.4	2.5	7.4	2.1	13.7	12.0	*	*	*	12.0	*	*	*	
15																					
16																					
17																					
18																					
19																					
20																					
21																					
22	3.6	8.2	7.6	9.1	3.5	8.0	5.3	9.2	3.5	7.4	2.3	10.0	11.0	8.8	7.6	11.0	11.0	8.9	7.6	11.4	
23																					
24																					
25																					
26																					
27	3.4	8.3	7.8	6.1	3.3	8.1	7.4	5.4	3.3	7.4	2.3	5.2	11.0	8.7	8.0	6.0	11.0	7.9	7.8	7.2	
28																					
29																					
30																					

\* Pond was dry

**RESOLUTION NO. 24-01**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOMALES VILLAGE  
COMMUNITY SERVICES DISTRICT TO AUTHORIZE AND DIRECT THE  
DISTRICT TREASURER AND/OR THE FINANCIAL SERVICES MANAGER TO  
CONDUCT ALL BOARD APPROVED DISTRICT BANKING AND INVESTMENT  
ACTIVITES**

**Recitals**

WHEREAS, Pursuant to California Gov't Code 61053, the TOMALES VILLAGE COMMUNITY SERVICES DISTRICT ("District") board of directors shall appoint a district treasurer who shall serve in the place of the county treasurer; and

WHEREAS, Pursuant to California Gov't Code 61053, the Tomales Village Community Services District is required to adopt a procedure for drawing and signing checks, provided that the procedure adheres to generally accepted accounting principles. The procedure shall provide that bond principal and salaries shall be paid when due. The procedure may provide that checks to pay claims and demands need not be approved by the board of directors before payment if the district treasurer determines that the claims and demands conform to the district's approved budget.; and

WHEREAS, Pursuant to California Gov't Code 61053, the Tomales Village Community Services District Board is required to designate a bank, a savings and loan association, or a credit union as the depository of the district's money. A bank, savings and loan association, or credit union may act as a depository, paying agent, or fiscal agency for the holding or handling of the district's money, notwithstanding the fact that a member of the board of directors, whose funds are on deposit in that bank or savings and loan association is an officer, employee, or stockholder of that bank or savings and loan association, or of a holding company that owns any of the stock of that bank or savings and loan association.; and

WHEREAS, Pursuant to California Gov't Code 61053, the Tomales Village Community Services District Board requires that the district treasurer shall make quarterly or more frequent written reports to the board of directors, as the board of directors shall determine, regarding the receipts and disbursements and balances in the accounts controlled by the district treasurer. The district treasurer shall sign the reports and file them with the general manager.; and

WHEREAS, the Tomales Village Community Services District has hired an independent contractor as Financial Services Manager to serve as district treasurer; and

WHEREAS, the Tomales Village Community Services District currently manages public funds received from Federal, State, County, and/or other Grants, County Tax Allocations, Measure A Recreation Disbursements, and Major Donations, among other sources; and

WHEREAS, the Tomales Village Community Services District does utilize FDIC insured financial institutions, such as a bank, a savings and loan association, or a credit union as the depository of the district's money;



NOW, THEREFORE, THE BOARD HEREBY FINDS AND BE IT RESOLVED, that the Recitals set forth above are true and correct and are incorporated into this Resolution by this reference;

RESOLVED, that the Tomales Village Community Services District wishes to authorize the District Treasurer and/or the Financial Services Manager acting as District Treasurer, to represent the Tomales Village Community Services District Board in all Board approved banking transactions, including opening and closing accounts, signing all warrants and checks, and investing funds in FDIC insured banking institutions.

RESOLVED, that this Resolution shall take effect immediately upon approval.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Tomales Village Community Services District held on this 10th day of January, 2024, by the following vote:

Clavaud\_\_\_\_, Bonini\_\_\_\_, O’Neill\_\_\_\_, Ward, \_\_\_\_\_, Kitts\_\_\_\_\_

AYES: \_\_\_\_\_; NOES: \_\_\_\_\_; ABSENT: \_\_\_\_\_; ABSTAINED: \_\_\_\_\_

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT**

Approved as to content for District:

By: \_\_\_\_\_

Donna Clavaud, Board President

Attests: \_\_\_\_\_

Mary Halley, General Manager