



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, March 13, 2024 7:00 pm Tomales Town Hall

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 March 13, 2024 TVCS D BOD Meeting Agenda Action

IV. Consent Calendar Action

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

- a. Approval of February 14, 2024 TVCS D Board Meeting Minutes**
- b. Review and Approve Check Registers & Expenditures**
- c. Review and Approve NSU Contract Addendum for April 1, 2024 thru June 30, 2024**

V. Items Removed from Consent Calendar Action

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

VI. Board Member Reports

VII. Committee Reports

a. Park Advisory Committee (PAC)

1. Review TVCS D Board President Summary Report and PAC Work Session notes (no quorum) for February 28th 2024.
2. Park Safety Project updates.
3. PG&E to Trim Trees and Shrubs. Henry Elfstrom will monitor.
3. Consider update on Park Rental Fees.
4. Amend Measure A Expense Report.

b. Financial Advisory Committee (FAC)

1. No February 2024 FAC was held. Next Meeting is Scheduled for March 25, 2024.

VIII. Financial Report (Bonnie MacLaird)

- a. Review Financial Narrative.

IX. General Manager's Report

X. NSU Report

a. Review January 2024 NSU Reports

XI. Pending Business

- a. TVCS D Policy Manual:**
 1. Discuss changes to Financial Policies.
- b. Additional Policies:**
 1. Emergency Preparedness Policy.
 2. TVCS D Service Contract Policy.
 3. TVCS D Board Stipend Policy.
- c. Tomales Community Micro-grid Proposal Advances to PG&E Technical Review on March 14, 2024.**
- d. Progress Report/Update on Fact Sheet for New Connection Fees and the Process.**

XII. Other Business

XIII. New Business

- a. Discuss and Plan Obtaining Generators for the Plant and the Lift Station.
- b. TVCSD ADA Compliance of Website Access.
- c. Discuss 2016 Board Stipend Decision and Consider Amendments. **Action**

XIV. Old Business

XV. 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

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, February 14, 2024 7:00 pm Tomales Town Hall

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

Board Members Absent: David Kitts

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

Staff/Contractors Absent: Bonnie MacLaird, TVCS D Financial Services

Others Present: None

I. Call to Order

Donna Clavaud called the meeting to order at 7:01 pm

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

None

III. Approval of February 14, 2024 TVCS D BOD Meeting Agenda

Bill Bonini motioned to approve the February 14, 2024 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 January 10, 2024 TVCS D Board Meeting Minutes**
- b. **Review and Approve Check Registers & Expenditures for January 2024**
- c. **Review and Approve Auditor's Management Letter and Audit Report for Fiscal Year 2022/2023**

Cynthia Hammond pointed out that on page eight (8) of the Board Packet; the last page of the TVCSD Board Meeting Minutes, the signature/date lines for “Approved by” and “Attested by” were omitted. Signature/date lines were added; this change will be reflected on the TVCSD website including the TVCSD President and TVCSD Secretary signatures.

John Ward motioned to approve the Consent Calendar as amended above. Dru Fallon O’Neill 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

Donna Clavaud passed out TVCSD Policy Number 4010; “Commitment to Good Service”, and requested all Board Members sign the commitment and return to Cynthia Hammond or to the TVCSD Office for filing.

Bill Bonini reported his overseeing on the numerous things that occurred at the Plant during the latest storm: running the Lift Stations, wiring, brownouts/full power outages, compactors, etc. Bill Bonini conferred and confirmed with Brandon Jacka at NSU regarding rewiring three (3) coils at the Plant running the pumps. Bill Bonini said the #1 aerator at the Pond wasn’t working. Bill Bonini tested the motor and determined the cable was bad from the disconnect to the motor and needed to be pulled and fixed. Brandon Jacka gave Bill Bonini the go ahead to do the rewiring at a cost of \$500 for the parts (volunteer labor by Bill Bonini). Bill Bonini said TVCSD Board needs to discuss getting generator(s) for the Plant. Bill Bonini said he knew of a used generator for sale for \$6,000 but probably wasn’t ideal. Mary Halley said SCADA has back-up batteries that will last for a few days and suggested upgrading battery backup. Generator(s) and transfer switches discussion will be added to the March 13, 2024 TVCSD Board meeting. Donna Clavaud expressed TVCSD’s sincere gratitude to Bill Bonini for his outstanding service to the District.

VII. Committee Reports

a. Park Advisory Committee (PAC)

Donna Clavaud reminded the TVCSD Board that at the January 10, 2024 Board meeting, the Board voted to focus on Park safety projects only until the FEMA/storm projects were accomplished. Completion of the FEMA/storm projects is scheduled for June 30, 2024.

1. PAC meeting cancelled for January 2024, next PAC meeting is scheduled for February 28th 2024.

2. Update on Tomales Community Park Safety Projects:

a. Dutton Play structure parts (installation will be volunteer labor).

Fifty eight (58) CableCore Cables have been ordered and will be shipped to David Judd. Cost is \$2,535.

b. Two (2) Bike racks have been ordered with the approved expenditure of the \$1,000 Marin Cyclist donation. (installation will be volunteer labor).

The bike racks will accommodate five (5) bikes each and are galvanized, heavy duty “looped” racks. Placement of the bike racks will be at the top and bottom of the Park, exact positions to be determined and discussed at the PAC meeting. Cost is \$1,246 and will be shipped to Bill Bonini.

c. Estimates are pending for water fountain sensor repair.

It was originally thought that this repair would be minor but upon further inspection it was determined the repair was more involved and will require a \$1,350 repair. Bill Bonini reviewed the estimate and said it was reasonable.

Bill Bonini motioned to approve the \$1,350 expenditure to repair the water fountain sensor. Dru Fallon O’Neill seconded the motion M/S/C

Mary Halley asked if bark for the Park needed to be ordered as it needed to be ordered sooner than later. \$4, 196 has already been budgeted for bark. Bill Bonini will measure the amount needed for the bark and will let Mary Halley know how much to order. A “dry” delivery will be needed as opposed to a “wet” delivery because of weight (wet delivery results in less bark).

b. Financial Advisory Committee (FAC)

1. No January 2024 FAC meeting was held.

VIII. Financial Report (Bonnie MacLaird)

a. Review Financial Narrative

Financial Narrative was reviewed. Donna Clavaud said Park funds are now payable through autopay through Bank of Marin. Donna Clavaud said she saw a noticeable amount of interest accrued compared to last year. This is a result of the high CD interest rates and thanked Bonnie MacLaird for her due diligence.

IX. General Manager’s Report

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

1. SCADA:

Jack Miller, JM Integrations, has received the Treatment Plant design specifications for the control panel from Primex and will review and approve Primex to start building SCADA panels. The March 2024 installation is on schedule based upon invoicing and documentation(s). NSU has hired an Information Technology (IT) expert. Brandon Jacka will be meeting with the IT expert to review the project.

2. FEMA/CalOES:

All projects have been obligated (approved) except for Management costs, which will be reimbursed upon completion of all submitted projects. Mary Halley said FEMA/CalOES has accepted all submitted forms but the State of California has put the CalOES program on “hold” pending budgeting allocations; however this hold could be released “any day”. Donna Clavaud suggested contacting Mike McGuire, California State Senate, regarding this issue as he is determined to support and focus on community interests. Mike McGuire has one hundred seventeen (117) California Special Districts in his District, more than any other politician.

3. Treatment Ponds:

Mary Halley said there is a crack in the east Pond skirt and will need to be repaired this summer. Donna Clavaud noted that this issue was a surprise.

5. Connections:

The connection applicant on Carrie Street has submitted a completed application package and requested if connection fees could be paid in one (1) or two (2) checks. Mary Halley said one (1) check would be fine.

Donna Clavaud expressed her appreciation for Mary Halley, TVCSD’s General Manager, and Bill Bonini, TVCSD’s Vice President’s commitment to TVCSD during the recent storm(s).

Bill Bonini would like to communicate, through the TVCSD newsletter/website; how to react to water/sewer conservation during power outages/storm flooding, etc. and how it impacts the plant. This will be an important topic for the next newsletter.

X. NSU Report

a. Review December 2023 NSU Reports

Reports were reviewed

XI. Pending Business

a. Cynthia Hammond still needs Board assistance for current homeowner and mailing addresses. Any information needs to be sent directly to TVCSD staff since this is confidential information as required by Marin County tax assessments.

Cynthia Hammond still needs three (3) more Tomales mailing addresses. The major question is how is the County effectively delivering tax statements to Tomales residents without their mailing addresses? Further research needed. Bill Bonini asked how the County addressed the issue of TVSCD undeliverable mail that was sent to street address if the street addresses are undeliverable. Question to be investigated.

b. Tomales Community micro-grid application needs TVCSD Board approval for ongoing support letter.

Dru Fallon O’Neill motioned to approve a TVCSD letter of support for the Tomales Community micro-grid application. John Ward seconded the motion. M/S/C

XII. Other Business

None

XIII. New Business

a. Review and Adopt Resolution 2024-02: Authorizes Tomales Village Community Services District (TVCSD) to pass through TVCSD's Allocation from the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 to the Muir Beach Community Services District (MBCSD).

Background: The previous TVCSD GM submitted an application for the Prop 68 Per Capita grant, as a placeholder for receiving the grant funding, but then after much deliberation, the TVCSD Board determined the district did not currently have an appropriate project that meets the grant eligibility guidelines and subsequently submitted a letter in May 2022 declining the grant. But more recently it was conveyed from State Parks OGAL Program Manager that the TVCSD could transfer the unused grant allocation during the grant extension period to another qualified district that is currently under contract with the State to avoid the funds not getting used. The Muir Beach Community Services District is a similar small Special district to the TVCSD, which provides Park and Recreation facilities to its community and broader coastal visitors, currently has several Park trail revitalization projects that would be good candidates for the grant, and is willing to take on the contractual obligations of the grant terms.

Dru Fallon O’Neill motioned to Adopt Resolution 2024-02: Authorizes Tomales Village Community Services District (TVCSD) to pass through TVCSD's Allocation from the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 to the Muir Beach Community Services District (MBCSD). John Ward seconded the motion. M/S/C

XIV. Old Business

None

XV. Adjournment

Meeting was adjourned at 8:06 pm. No objections

Approved by Donna Clavaud, President

Date

Attested by Cynthia Hammond, Recording Secretary

Date

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

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**SEWER - Checking Account Detail
FEBRUARY 2024**

Date	#	Payee	Amount
02/01/2024	5321	Cynthia Hammond: Scty Svcs	(857.86)
02/01/2024	Bank Fee	Bank of Marin: online fee <i>(This is new b/c we have >5 accounts.)</i>	(6.00)
02/01/2024	Autopay	AT&T: office	(117.70)
02/04/2024	5319	Bonnie MacLaird: Financial Svcs	(1,839.90)
02/04/2024	XFER	Transfer: from Money Market (MM) for Ops & SCADA	30,000.00
02/05/2024	5320	Mary Halley: GM Services	(3,485.05)
02/05/2024	BoM#23	Natural Systems Utilities: system operator	(4,625.33)
02/06/2024	5322	JM Integration LLC: SCADA	(16,801.18)
02/08/2024	BoM#24	Brelje and Race Laboratories, Inc: Lab Tests	(404.00)
02/09/2024	5323	Elan Financial Services: credit card for office admin costs	(321.04)
02/12/2024	BoM#25	Brelje and Race Laboratories, Inc: Lab Tests	(300.00)
02/15/2024	BoM#26	Bonini, William: reimburse for Parts	(521.22)
02/20/2024	autopay	Sonic: website	(7.95)
02/21/2024	Deposit	Pamela Mulvey: Hook Up & Inspection Fees	16,500.00
02/21/2024	Autopay	PGE: plant utility	(958.02)
02/28/2024	XFER	Invested: connection fees to Restricted Reserve Money Market	(15,000.00)
02/29/2024	BoM#27	Natural Systems Utilities: Pond 3 Disconnect	(182.76)
02/29/2024	BoM#28	Brelje and Race Laboratories, Inc: Lab Tests	(100.00)
02/29/2024	Autopay	Intuit / QBO: accounting software subscription	(60.00)
02/29/2024	Interest	Bank of Marin: February interest earned	0.06
			Spent or Invested: (45,588.01)
			Amt Added: 46,500.06
			Net Change: 912.05

**PARK - Checking Account Detail
FEBRUARY 2024**

Date	#	Payee	Amount
02/04/2024	1479	Martinez, Edgar: Park Maintenance January	(620.00)
02/04/2024	1480	Bonnie MacLaird: Financial Services	(704.00)
02/05/2024	1481	Elfstrom, Henry: Groundskeeping January	(455.00)
02/15/2024	BoM#1	Kay Park Recreation: Bicycle Racks	(1,259.27)
02/15/2024	BoM#2	Leon, Venta: Park Supplies	(87.70)
02/23/2024	Autopay	PGE: Park 12/22-1/23	(31.25)
02/29/2024	Interest	Bank of Marin: earned interest	0.02
			Spent: (3,157.22)
			Amt Added: 0.02
			Net Change: (3,157.20)



**ADDENDUM
TO
OPERATIONS AND MAINTENANCE CONTRACT
BETWEEN
TOMALES
AND
NATURAL SYSTEMS UTILITIES**

For The Operations and Maintenance of Tomales WWTP

RECITALS

This Addendum to the "Operations and Maintenance Contract" dated July 1, 2017 ("Contract") is made and entered into as of the __1st_ day of March 2024 ("Effective Date"), by and between Tomales ("Owner") and Natural Systems Utilities ("NSU"). The Owner and NSU are sometimes collectively referred to herein as the "Parties", and each individually as a "Party".

WHEREAS, the Parties entered into the Agreement on July 1, 2017, pursuant to which the Owner engaged NSU to provide operations and maintenance services for the "System", as more specifically described in the Agreement and the schedules annexed thereto; and

WHEREAS the term of the agreement has changed due to a mutual agreement of the Parties, as further outlined below:

WHEREAS the Owner and NSU desire to modify the Agreement upon the terms and conditions as set forth in this Addendum.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, and intending to be legally bound hereby, the Parties agree that the Contract is amended as follows:

1. The parties agree that the foregoing recitals are true and correct and form part of this Addendum.
2. The parties wish to amend the agreement by way of execution of this addendum to add to "term" the following language:
 - This contract will be extended beyond the 5 year term , and will extend until July 1, 2024.
3. All terms and conditions of the Contract not modified by this Addendum shall remain unchanged and in full force and effect. The terms and conditions of this First Amendment shall be subject to and construed in accordance with the unmodified terms and conditions of the Contract.



WATER REIMAGINED

(Signature page to follow)

IN WITNESS WHEREOF and intending to be legally bound hereby and with the duly authorized delegation of authority to enter into this addendum, the Parties hereto have set their hands and have caused these presents to be executed the day and year above written.

Tomales

By: _____

Name: _____

Title: _____

NATURAL SYSTEMS UTILITIES

By: _____

Name: _____

Title: _____



Park Advisory Committee (PAC) Meeting, February 28, 2024 at the Tomales Town Hall, 6:00 pm
Work Session Notes (there wasn't a quorum to hold a regular meeting).

Work Session Meeting was called to order at 6:15 pm

Present: Dru Fallon O'Neill, Chair; Nick Campbell, Beth Koelker

Absent: Ted Andersen, Patty Oku, Venta Leon

Guests: David Judd, Community Member and PAC Volunteer

New Business:

With Park operations running smoothly, PAC felt monthly meetings weren't necessary and one (1) meeting every other month at 6:00 pm at the Tomales Town Hall, seemed adequate. Proposed dates are: March, May, July, September, and November – pending TVCSD Board approval.

2024 Park clean-up: in 2023, three (3) scheduled dates saw dwindling participation and therefor recommends two (2) clean-up dates: 1st around Earth Day (April 22, 2024) and 2nd in August, prior to Founder's Day, from 9:00 am-2:00 pm. PAC recognized the efforts of Henry Elfstrom maintenance of Park as exceptional.

Old Business:

Committee was happy to hear the recommendation made by PAC for bike racks had been approved by the Board, with funds coming from the Marin Century \$1,000 donation last fall.

With the fence project moved to next fiscal year (2024/2025) now is the time to secure materials due to impending, increasing lumber costs. With the departure of current Tomales High School AG instructor at end of school year, school participation is uncertain and replication of current design would have a higher labor cost. PAC urges TVCSD Board to consider a more cost effective design based on fiscal responsibility to rate payers if school is unable to participate. The condition of current fencing is poor and unable to be reused.

BBQ rehab is moving forward with hopes of completion by Founder's Day, September 1, 2024.

Miscellaneous Business:

David Judd addressed the problem with the park water fountain are nearing an end with the installation of a sensor and unit to keep it from freezing and malfunctioning.

The Park arched gate was last to be mentioned and warranted follow up with the TVCSD Board.

PAC Work Session meeting ended at 6:37 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Dru Fallon O'Neill".

Dru Fallon O'Neill, Chair

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To update Park Advisory Committee (PAC) Agenda for February 28, 2024. Here is Additional Information for Consideration:

1. TVCSD 2024 Policy Manual:

A review of District Policies was completed and updated in October 2023 and approved by the TVCSD Board of Directors at the November 10, 2023 meeting. The Policy Manual was compiled and printed in December 2023. It was distributed in binders to each Staff member and Board of Directors at the Annual Meeting on January 10, 2024. It was posted on the TVCSD website on January 11, 2024; all personnel have binders and there is one (1) extra copy at the TVCSD District Office for review. All Standing Committee members should review it for familiarity and compliance.

a. All Standing Committee Members should have a current application on file at the District Office and complete the mandatory California Special District Association (CSDA) Ethics and Sexual Harassment webinars every two (2) years. A copy of the application and the completed certificates should be submitted to the TVCSD Secretary (the secretary or Dru Fallon O’Neill can assist you with details). These are free, online webinars available to the District.

2. Large Park Projects:

The TVCSD BOD voted on January 10, 2024 at the Annual Meeting to defer major Tomales Community Park projects, (including the North Fence Replacement and Retaining Wall; the BBQ Renovation; the Water Tower Renovation; and Front Gate Entry with Signage). Sewer FEMA related 2023 storm damage projects must be completed on these four (4) critical infrastructure projects before District personnel time and attention can be re-directed to Park major project contract negotiations, hiring, scheduling, project management and oversight, and further resolution of liability issues, and public use and contract maintenance have all been determined. The District has received one (1) bid for the renovation of the Elmer Nelson BBQ. Bids for other projects have not yet been solicited.

3. Public Safety Equipment Projects:

The TVCSD BOD identified three (3) Park public safety projects that are critical to prioritize and voted on January 10, 2024 at the Annual Meeting to approve moving forward with bids to mitigate these projects.

The projects include:

- a. Repairs of \$1,350 to the water fountain to withstand freezing in cold weather. The Board of Directors voted to approve a bid from David Judd for parts and contract labor and the project will be scheduled as soon as possible to get the water fountain operational. It is currently turned off and has been since November.
- b. Repairs to the Dutton Play Structure to replace fifty eight (58) connector parts that are deteriorating for a cost of \$3,250. These parts are ordered and will be installed with in-kind volunteer labor as soon as they arrive.
- c. Purchase of two heavy duty, galvanized, in-ground Bike Racks (5 bikes each) for placement at lower end of Tomales Community Park and another one near bathrooms for \$1,279.00. Marin Cyclists gave Tomales Community Park a donation of \$1,000 in December 2023 and Measure A funds will cover the remaining costs. The bike racks will be installed with in-kind volunteer labor. Recommendations for placement are currently being considered and Park Advisory Committee should weigh in with their input.

4. 2024 Tomales Community Park Rentals:

PAC might consider reviewing the 2023 Park Rental Agreement to determine fee structure, create a scheduling calendar for large events (and cleanup/chipper days), identify Park Event Contact Volunteers, and clarify Rental coordination responsibilities.

- a. TVCSD has received a Rental request from the Bay Area Multiple Sclerosis (MS) Bike Ride group for a return reservation for September 14, 2024. Tentative scheduling has been sent; however, they await the 2024 Rental Agreement and have sent their proposed layout site plan for TVCSD review.

5. Performance Evaluations for Tomales Community Park Contract Labor Personnel are Underway:

- a. Park Groundskeeper Contractor, Henry Elfstrom: TVCSD Board President met with him on February 19, 2024 to review his job description, invoicing, and solicited his input on priorities and concerns. He agrees to continue his job in 2024; he is fulfilling his job duties as prescribed; submits summary notes monthly and texts to TVCSD Board President as needed. Henry Elfstrom asks if Park Advisory Committee needs any information. He currently submits invoices and summary notes monthly to Financial Services and Board President for review and approval.
- b. Edgar Martinez, Janitorial Contractor: will schedule review in March with Venta Leon who purchases his supply requests. Due to continued daily use of bathrooms by the public, TVCSD has not reduced his hours for public health & safety.

c. Recycling and Trash Contract with Martinez family:
TVCS D Board President will schedule job evaluation in March 2024.

6. 2024 Park Cleanups and Chipper Days:

Park Advisory Committee should consider scheduling of all dates to prune trees and shrubs and walkway along Highway 1. Consider coordinating priorities and dates with Henry Elfstrom, David Judd, TVCS D Board of Directors, and Staff; and doing advance outreach to village, Girl Scout and Boy Scout groups, Tomales Elementary School Family Center, and churches (especially Catholic Church).

8. Materials Update and Items to Consider :

- a. Play Structure Surface Materials (bark) has been ordered for delivery on June 24, 2024.
- b. Consider large row of cypress trees along north fence boundary and offer input on need to prune for public safety. One issue is how to collaborate assessment and action with neighboring property owners.
- c. Park Drainage in Heavy Rains: The park drains at lower end of Park were clogged during recent storms and caused considerable flooding. Bill Bonini cleaned and opened one drain near steel gate. Park Advisory Committee could confer with David Judd on the system.

Thank you for your consideration,



Donna Clavaud
President, Tomales Village Community Services District

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Board of Directors:

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



FEBRUARY 2024 - FINANCIAL NARRATIVE

This month you'll find the abbreviated set of reports for the month of **February 2024**:

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

SUMMARY of ACCOUNT ACTIVITY

SEWER Checking: This month we received connection fees of \$15,000 and refundable inspection fees of \$1,500 from a local resident with construction plans at 15 Carrie St.

The expenditures of note were:

\$16,801 to JM Integration for SCADA, and I invested the \$15,000 connection fees into our Bank of Marin Money Market (MM) specifically for CIP Restricted.

I transferred \$30,000 from the unrestricted Sewer Money Market savings to the Sewer Checking account to cover operating and SCADA expenditures.

PARK Checking: The expenses were normal, rather on the low side. The Park Checking had expenditures of only \$3,157, and this includes the purchase of bicycle racks \$1,259.

FINANCIAL MANAGER ACTIVITIES:

After a whirlwind month in January, the month of February was routine for me. The only out-of-ordinary task was to send the full FY22/23 Audit to the California Office of State Controller, after the audit was approved at the Board Meeting on 2/14/24.

FINANCIAL NARRATIVE – FEBRUARY 2024 ACTIVITY

Bank Account Balances as of February 29, 2024:

Sewer Checking @ BoM @ .01%	\$2,730	Park Checking @ BoM @ .01%	\$3,038
Sewer Money Market @ BoM @ 3.31%	\$141,543	Park Money Market @ BoM @ 3.31%	\$86,947
Sewer MM CIP Restricted Reserves 3.31%	\$20,326	Park CD @ BoM @ 4.0%	\$20,752
Sewer CD CIP Unrestricted Reserves 4.16%	\$40,284		
Sewer Savings @ LAIF @ 4.01%	<u>\$44,582</u>	Park Savings @ LAIF @ 4.01%	<u>\$32,501</u>
CASH SUM this month:	\$249,465	CASH SUM this month:	\$143,238
SUM last month:	<u>\$268,098</u>	SUM last month:	<u>\$150,790</u>
Difference:	(\$18,633)	Difference:	(\$7,552)

Bonnie MacLaird
 TVCSD Financial Manager
 March 1, 2024

GENERAL MANAGER REPORT

MARCH 13, 2024

General Management Statement and Goals

- Management and staff continue to be focused 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) estimate for crack in the east irrigation pond skirt repair for this summer, 5) winter storm monitoring, and 6) CIP planning.

New/Continuing Business

SEWER

- Supervisory Control and Data Acquisition (SCADA) – Jack Miller at JM Integrations (JMI) reported on 3/5 that the PLCs, HMIs, and Radios were dropped off this week for assembly and expects Primex control panel to arrive any day. He doesn't have an exact ETA yet but will find out later this week. He will be programming in his office for the next couple of months to prepare for the installation. When the panels are completed, he will then download the programs and update firmware. Once the panels have been tested, he can schedule installation. Likely myself, Bill (if available), and Brandon (if available) will attend the panel testing and Jack will keep me posted on the dates. He'll be programming the software portion of the project while the panels are being built, so that everything can be completed on time, and estimates everything to be ready for installation by May and completed by June 30.
- FEMA/CalOES – update on Disaster Assistance Program for North Coast Storm event 4683. CalOES is now considered the "Recipient" of the FEMA grant funds and the TVCSD the "Sub-recipient". We have been informed by CalOES Financial Division that all HOLDS have been removed, for both our account and the State Budget Appropriations, and that we are now in the project work and reimbursement phase. I assumed the first project that was completed and ready for reimbursement would be the for the Pump #2 motor replacement (P#715721: WWTP – pumping system), but instead we have received our first notice of payment (NOP) for the SCADA project (P#715808: WWTP – electrical-SCADA). I have heard it can take the State Controller's Office (SCO) up to 8 weeks to actually send the payment so it could still be another month until we receive the warrant. In the meantime, we continue to move forward on the other projects. Brandon Jacka (NSU) is still trying to locate a VAC vendor to remove gravel from Pond #1 (P#721810: WWTP – pond stabilization) but is also considering the possibility of pumping the sludge portion and hauling offsite and then screening the gravel and leaving it remaining onsite. He should have a final plan developed in the next couple of weeks or by mid-to-end of March. Then, I'm continuing to look into any permits that may possibly be needed for the Treatment Plant driveway and culvert work (P#715722: WWTP – access road and gravel) for when the rains end and construction season opens. All projects must be completed by the 7/14/2024 deadline. Any changes to the FEMA/CalOES defined Scope of Work must be pre-approved by FEMA or could jeopardize funding. I continue to track my time as always on the grants and project management for reimbursement at the end (P#726555: Management Costs).

Treatment Plant and Ponds maintenance – NSU ordered a replacement motor for the Pond #2 aerator, as its bearings are getting very loud, but since the power outages, it has now quieted down again, so we can keep the motor on-hand and allow the current motor to remain in service until it goes out. The disconnects in both aerators #1 and #3 both needed to be replaced due to power brownouts during the storm as well. I continue to work with Director Bonini on winter treatment pond monitoring of freeboard levels and inflows between storms. We have continued to see very high inflows during the heaviest rains, similar to last year's intrusion levels, and as high as 175gpm during the heaviest rains, which is as bad or worse than the previous winter storms. Some of the highest sources of intrusion are now coming from the new THS line and still quite a bit from the old THS even with the previously discovered drains plugged. Since we purchased the new rain gage for the treatment plant and began tracking rain amounts, we have recorded over 31 7/8" of rain for the period between 12/16/23 to 3/2/2024. It is becoming apparent that the plant does need to have

a backup power source, such as a generator, to be less vulnerable during power outages at both the treatment plant and the lift station.

- Sewer Equipment replacements and repairs – NSU has been given the go ahead (based on Board approval) to replace 2 new irrigation pumps this winter and purchase 2 lift station grinder pumps to have on hand as the current pumps are aging out. Brandon let me know that the NSU has ordered the pumps and should arrive in the next couple of weeks. They are scheduling to install the irrigation pumps the last week of March or first week of April but could be pushed back depending on the timing of several other large projects they are just starting to work on for their other systems. Also, the new aerator motor has arrived in their shop and will be installed as needed. Brandon and Jay have just started working on developing a method to repair the crack in the east storage pond skirt and possibly extending its inflow pipe farther down into the pond. They may want to meet with Bill onsite and review several of the different approaches before developing a proposal and cost quote. The storage pond skirt repair would likely get incorporated into next year's FY budget and work to be done during the summer months.
- Capital Improvement Project (CIP) planning – will continue to work on a new CIP schedule as time allows based on Auditor's depreciation schedule, the insurance companies fixed asset list, and the current CIP schedule developed by the previous GM. Once completed, will review with our System Operator to develop a more realistic CIP plan for budgeting/planning purposes.
- Connections – the applicant at 15 Carrie St. submitted the required connection fee and inspection deposit and the "Will Serve" notice has been issued.
- NSU System Operator Contract – the district contract agreement will need to be extended by another 3-month short-term extension to June 30, 2024 for the interim period until the SCADA project is completed. The contract addendum is on the March Board meeting agenda for approval.

GENERAL ADMINISTRATION

- Management – continue to monitor district communication systems and renewed many district laptop's annual software programs with the new district credit card and also updated CIWQS (California Integrated Water Quality System) account.

Respectfully Submitted, *Mary Halley*



February 14, 2024

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
January 2024

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 during the month of January.

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	
1/1/2024	27.6																				
1/2/2024	27.6																				
1/3/2024	27.6																				
1/4/2024	27.6																				
1/5/2024	16.6	221.0	7.8	15.0	130.0	340.0	1.8	<.4	18.0	14.0	3.9	420.0	38.0	8.1	6.6	11.2					
1/6/2024	16.6																				
1/7/2024	16.6																				
1/8/2024	16.6																				
1/9/2024	16.6																				
1/10/2024	27.8	83.0										410.0	57.0	8.3	7.7	9.1					
1/11/2024	27.8																				
1/12/2024	27.8																				
1/13/2024	27.8																				
1/14/2024	27.8																				
1/15/2024	27.8																				
1/16/2024	27.5	167.0										370.0	78.0	7.9	4.4	12.3					
1/17/2024	27.5																				
1/18/2024	27.5																				
1/19/2024	27.5																				
1/20/2024	27.5																				
1/21/2024	27.5																				
1/22/2024	44.9	165.0										320.0	87.0	7.8	6.1	13.0					
1/23/2024	44.9																				
1/24/2024	44.9																				
1/25/2024	44.9																				
1/26/2024	44.9																				
1/27/2024	44.9																				
1/28/2024	44.9																				
1/29/2024	46.6	314.0										300.0	16.0	7.4	6.8	13.9					
1/30/2024	46.6																				
1/31/2024	46.6																				
Max	46.6																			#DIV/0!	
Min	16.6		7.8	15.0	130.0	340.0	1.8	0.0	18.0	14.0	3.9	300.0	16.0	7.4	4.4	9.1				0.0	
Mean	31.6		7.8	15.0	130.0	340.0			18.0	14.0	3.9	364.0	55.2	7.9	6.3	11.9				#DIV/0!	
Total	979.3																				0.0

TOMALES WASTEWATER FACILITY
Treatment Pond Summery Report

Phillips and Associates
Management and Technical Resources
707 254-1931

Month	Treatment Pond # 1				Treatment Pond No. 2				Treatment Pond No. 3				ST-West				ST-East				
Jan-24	Freeboard	pH	D.O.	Temp.	Freeboard	pH	D.O.	Temp.	Freeboard	pH	D.O.	Temp.	Freeboard	pH	D.O.	Temp.	F/B	pH	D.O.	Temp.	
Date	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	Feet	Units	mg/L	C	
1																					
2																					
3																					
4																					
5	3.2	7.9	5.3	12.7	3.2	8.1	6.8	12.2	3.2	8.2	7.0	11.0	13.0	*	*	*	13.0	*	*	*	
6																					
7																					
8																					
9																					
10	3.5	8.0	6.2	10.9	3.5	8.1	6.8	9.5	3.5	8.3	7.3	9.1	13.0	*	*	*	13.0	*	*	*	
11																					
12																					
13																					
14																					
15																					
16	2.7	8.0	5.4	11.9	2.7	8.1	7.8	11.2	2.7	8.3	6.9	10.5									
17																					
18													12.0	8.5	7.9	12.7	12.0	8.7	7.8	12.1	
19																					
20																					
21																					
22	2.6	7.6	4.5	14.4	2.6	7.8	5.1	13.2	2.7	7.9	5.2	12.7									
23																					
24																					
25													11.0	*	*	*	11.0	*	*	*	
26																					
27																					
28																					
29	3.1	7.4	4.5	14.2	3.1	7.6	4.9	14.8	3.1	7.6	6.0	14.2									
30													11.0	8.0	5.9	13.3	10.0	8.2	6.5	14	
31																					

** Weather did not permit access for readings to be taken*

**TOMALES TREATMENT PONDS
STANDARD OBSERVATION REPORT**

1. Reporting period (Month/Year) **January 2024**

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	1/5/24	1/10/24	1/18/24	1/22/24	1/30/24
Day	Fri.	Wed.	Wed.	Thurs	Thurs.
Time	10:40	8:30	9:30	8:40	9:15
Operator	DL	DL	DL	DL	DL
* Nuisance odors from ponds	N	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N	N
Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Sign posting that wastewater is unsafe to drink	Y	Y	Y	Y	Y

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

**TOMALES INFLUENT HEADWORKS
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year) **January 2024**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	<i>1/5/24</i>	<i>1/10/24</i>	<i>1/17/24</i>	<i>1/22/24</i>	<i>1/29/24</i>
Day	Fri.	Wed.	Wed.	Thurs	Thurs.
Time	10:40	8:30	9:30	8:40	9:15
Operator	DL	DL	DL	DL	DL
Rain fall, inches	<i>2.3</i>	<i>0.4</i>	<i>2.0</i>	<i>2.1</i>	<i>0.3</i>
* Nuisance odors (smell)	N	N	N	N	N
*Evidence of any standing water	N	N	N	N	N
* Evidence of mosquitos breeding	N	N	N	N	N
*Evidence of improper system components and hydraulic integrity	N	N	N	N	N
* Evidence of structure seepage	N	N	N	N	N

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

**TOMALES STORAGE PONDS
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year) **January 2024**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	1/5/24	1/10/24	1/17/24	1/22/24	1/29/24
Day	Fri.	Wed.	Wed.	Thurs	Thurs.
Time	10:40	8:30	9:30	8:40	9:15
Operator	DL	DL	DL	DL	DL
- Nuisance odors from ponds	N	N	N	N	N
* Evidence of pond berm seepage	N	N	N	N	N
* Evidence of improper system components and hydraulic integrity	N	N	N	N	N
Signage that wastewater is unsafe to drink	Y	Y	Y	Y	Y

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

**TOMALES CHLORINE STORAGE TANK
STANDARD OBSERVATION REPORT**

1.Reporting period (Month/Year)

January 2024

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	1/5/24	1/10/24	1/18/24	1/22/24	1/30/24
Day	Fri.	Wed.	Wed.	Thurs	Thurs.
Time	10:40	8:30	9:30	8:40	9:15
Operator	DL	DL	DL	DL	DL
* Evident of any leaks	N	N	N	N	N
CL ₂ gallons added	0	0	0	0	0
Warning Signs Improperly Posted	N	N	N	N	N

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

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

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

Month: January 2024

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4	Week No. 5
Date	1/5/24	1/10/24	1/17/24	1/22/24	1/29/24
Day	Fri.	Wed.	Wed.	Thurs	Thurs.
Time	10:40	8:30	9:30	8:40	9:15
Operator	DL	DL	DL	DL	DL
Evidence of standing water	N	N	N	N	N
* Evidence of runoff from site	N	N	N	N	N
Evidence of erosion caused by irrigation	N	N	N	N	N
Evidence of system run off containment system from proper condition and integrity.	N	N	N	N	N
*Any odors	N	N	N	N	N
Mosquito breeding resulting from irrigation	N	N	N	N	N
* Evidence of improper distribution system components and hydraulic integrity	N	N	N	N	N
Perimeter fence posting informing public wastewater is not safe to drink	Y	Y	Y	Y	Y

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

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



March 3, 2024

To whom this may concern:

On behalf of the Board of Directors of the Tomales Village Community Services District (TVCS D), we are writing this letter to support PG&E's Community Microgrid Incentive Program, and to express our approval to explore potential funding with our technical partner Clean Coalition.

We oversee a small wastewater plant for the unincorporated village of Tomales, located in Northwest Marin County, CA three (3) miles from the coast, and serving 101 hookups, including a school district with three campuses, eleven (11) businesses, (2) churches, a community center, and eighty-one (81) residences.

We are rural, far from urban services, located in a high fire zone, and as a critical infrastructure site, we are extremely vulnerable to climate disruptions such as power outages and power shut offs that disable the collection and treatment of village wastewater.

TVCS D is extremely interested in a community microgrid project that would "energize" our wastewater system and facilities with either undergrounding of electrical lines or the development of renewable solar energy panels and battery storage to enable critical plant operations in a disaster or emergency.

We are available for engineering analysis of our facilities at your convenience.

Sincerely,

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

Donna Clavaud
President, Tomales Village Community Services District

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

Board of Directors:

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