



TVCSB Board of Director's Meeting Agenda

Date: Wednesday, April 10, 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 April 10, 2024 TVCSB 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 March 13, 2024 TVCSB Board Meeting Minutes**
- b. **Review and Approve Check Registers & Expenditures**
- c. **Review and Approve Financial Statements**

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 Approved PAC Meeting Minutes from March 20th 2024.
2. Park Rental Updates.
3. Consider Ideas for New PAC Member Recruitment.

b. Financial Advisory Committee (FAC)

1. Review Approved FAC Meeting Minutes for March 25th, 2024.
2. Next FAC Meeting Scheduled for April 22nd, 2024 via Zoom.

VIII. Financial Report (Bonnie MacLaird)

- a. Review Financial Narrative.

IX. General Manager's Report

X. NSU Report

a. Review February 2024 NSU Reports

XI. Pending Business

1. Continue Discussion Funding Generators for the Plant and the Lift Station and three (3) phase transfer switches.
2. Report on the Meeting of March 14, 2024 with PG & E regarding Tomales Community Micro-grid Proposals.
3. Update on Website Progress on FAQ Sheets for New Connection Fees Process, New Sewer Service Application and Fees.

XII. Other Business

XIII. New Business

XIV. Old Business

XV. Adjournment

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

The agenda and supporting documents can be accessed on the TVCS D website 72 hours prior to the meeting. Anyone requesting disability related accommodations may contact the district office 72 hours prior to the meeting.

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

Board of Directors:

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

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

Board Members Absent: None

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

Staff/Contractors Absent: None

Others Present: None

I. Call to Order

Donna Clavaud called the meeting to order at 7:00 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 March 13, 2024 TVCS D BOD Meeting Agenda

Bill Bonini motioned to approve the March 13, 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 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**

Dru Fallon O'Neill motioned to approve the Consent Calendar as is. John Ward 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 reminded the TVCSD Board to sign the Commitment to Good Service form located in the TVCSD Policy Manual and submit to Cynthia Hammond or leave the signed form in the District office for filing. Donna Clavaud also reminded the TVCSD Board to fill out and sign Form 700/Conflict of Interest Statement by April 2, 2024; please mail a copy to the address on the form and also leave a copy in the District office for filing. Cynthia Hammond will send information and links from the California Special Districts Association (CSDA) website in order to access the free webinars for Ethics AB 1234 Compliance and Sexual Harassment Prevention. Once webinars are completed, certificates will be awarded which need to be printed for District office filing. These two (2) webinars are due every two (2) years.

Bill Bonini gave an update on the impacts the February 18th & 19th 2024 storms had on the plant: Currently, without the SCADA system running efficiently, a hands-on-person is needed to monitor the pumps. During a power outage, the pumps aren't running and even with a generator system, the pumps still need to be monitored during torrential rains. Bill Bonini is looking at the feasibility of getting a generator, transfer switch, propane tank, etc. Donna Clavaud noted that during the power outage she contacted the Office of Emergency Management (OEM) at Marin County which did a search to borrow a generator, but was unsuccessful. Another attempt to rent a generator from PG & E was cost prohibitive at \$5,000 with a week minimum; not including delivery, transfer switch and fuel. Bill Bonini and Mary Halley suggested the TVCSD Board have a discussion on how to prepare for future storms and what direction to take as without electricity, power is needed to run the Plant. John Ward expressed his concern with Bill Bonini's time spent on monitoring without any help as he is prohibited from getting paid for his time except for parts expenses. Bill Bonini suggested creating a budget for Plant maintenance. Bonnie MacLaird suggested perhaps creating a part time Plant Manager although the hours, time of year needed would be unpredictable and probably not feasible. Dru Fallon O'Neill asked what the default was if Bill Bonini wasn't available. Mary Halley said NSU is available but their contract was renegotiated without certain maintenance/unscheduled work as they were charging an additional 20%. Mary Halley also said the new SCADA replacement is right on schedule and extra battery backup capacity can be added and some of the issues, like maintenance, should be resolved with the new SCADA system and the FEMA/CalOES grants. Donna Clavaud said PG & E is offering generator rebates for \$300. Bill Bonini said this rebate could be applied for the Lift Station.

A further discussion regarding generators will be on the April 10th, 2024 TVCSD Board meeting agenda.

VII. Committee Reports

a. Park Advisory Committee (PAC)

1. Review TVCSD Board President Summary Report and PAC Work Session notes (no quorum) for February 28th 2024. Dru Fallon O’Neill reported at the February 28th, 2024 Work Session it was discussed to have PAC meetings every other month. Dru Fallon O’Neill asked the TVCSD Board for their opinion. Bill Bonini thought monthly meetings were not working effectively and gave these as examples; lacking paperwork, needing to amend Measure A, poor attendance and suggested giving the Committee a break as there aren’t any pressing Park issues at the moment. Donna Clavaud said there are currently three (3) rentals which she is handling and does not mind doing so; however Donna Clavaud would like to be able to run the rentals through the PAC as it is important to have a contact person available, organize cleanups, and knows when there are rentals. Bonnie MacLaird suggested posting requests for volunteers as it seems there are new residents. Donna Clavaud also suggested trying to recruit Presbyterian Church members. Bonnie MacLaird will help Dru Fallon O’Neill with volunteer recruitment. Donna Clavaud said she doesn’t like the idea of disbanding the PAC. Dru Fallon O’Neill said absent members had very valid and reasonable reasons for not attending PAC meetings. The TVCSD Board suggested meeting every other month to see how it works out.

Dru Fallon O’Neill said there are two (2) proposed Park clean-up days that are scheduled around Earth Day 2024 and August 2024 prior to the Founder’s Day event, both from 9:00 am to 2:00 pm.

Dru Fallon O’Neill said new AG teacher is being hired at Tomales High School and would like to contact the new AG teacher to discuss student participation at the Park. Dru Fallon O’Neill said she took photos of fence ideas presented the photos to the TVCSD Board. Fence replacement will be scheduled and budgeted for FY 2024/2025.

Donna Clavaud said Chipper Days has expanded the number of chipper days; the first date is scheduled for April 17th, 2024 and almost every month this year.

2. Park Safety Project updates.

Donna Clavaud said the bike racks should be here any day and placements to be determined. The Dutton play structure safety parts have arrived and David Judd has them. David Judd will schedule a time to replace the old parts. The new water fountain anti-freeze sensor will be replaced and the TVCSD Board has given approval to the electrician to do the repair. Measure A budget needs to be amended to add the \$1,350 water fountain repair.

3. PG & E to Trim Trees and Shrubs. Henry Elfstrom will monitor.

Donna Clavaud and Dru Fallon O’Neill said Henry Elfstrom has done an excellent job trimming the trees and shrubs.

4. Consider update on Park Rental Fees.

Donna Clavaud would like PAC to review the Park rental fees. Item to consider are bike events which currently is \$300 per day. It was determined not to increase those fees as the events are rarely all day, they come with their own volunteers and they do an excellent job cleaning the Park. Bonnie MacLaird pointed out there are six (6) different pricing structures and suggested consolidating some of the rental fee structures. Donna Clavaud will revise, combine and simplify the rental fee structures.

5. Amend Measure A Expense Report.

This was discussed under Item 2.

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

Financial Narrative was reviewed. Bonnie MacLaird pointed out that TVCSD received a \$15,000 connection fee and a refundable \$1,500 inspection fee. The \$15,000 connection fee was invested in a money market account with Bank of Marin and was noted under restricted; Capital Improvement Project (CIP). \$16,801 expenditure to JM Integration for SCADA was also noted.

TVCSD received \$89,900 from FEMA/CalOES for the SCADA replacement. This will be deposited in the Money Market account at Bank of Marin, under restricted, for SCADA.

IX. General Manager's Report

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

1. SCADA:

Jack Miller, JM Integrations, is assembling and programming the Primex control panel for SCADA installation to start in May 2024 and completion is on target by June 30th, 2024. Jack Miller offered testing of SCADA will be available for those interested, date to be determined.

2. FEMA/CalOES:

All CalOES holds have been removed for TVCSD reimbursable projects. Mary Halley will be investigating any permitting requirements.

3. Treatment Ponds:

Replacement motor for Pond 2 has been ordered by NSU and will be monitored. Mary Halley and Bill Bonini are monitoring freeboard levels and inflows between storms as there are high inflows during heavy rains. Highest intrusion sources are now from the new Tomales High School line. The treatment Plant has a new rain gauge and rainfall amounts recorded are over 31 7/8" from December 16th, 2023 through March 2nd, 2024. It is also clear that the Plant does need a backup power source, such as a generator, for the Treatment Plant and the Lift Station.

4. Sewer Equipment Replacements and Repairs:

TVCS D Board approved to replace two (2) new irrigation pumps and the purchase of two (2) lift station grinder pumps to have on hand. NSU has ordered the pumps and are scheduling installation in late March, early April but could be pushed back depending upon their schedule. The storage pond skirt repair will get incorporated in to the FY 2024/2025 budget cycle. Proposal and repair costs from NSU are yet to be determined with repair likely to be done in the summer months.

5. Connections:

Applicant on Carrie Street submitted required connection fee and inspection deposit as discussed under the Financial Narrative. The “Will Serve” letter has been issued.

6. Resolution 2024-02:

Authorizes TVCS D to pass through TVCS D’s Allocation (no funds from TVCS D were allocated) from the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access to the Muir Beach Community Services District (MBCSD). This pass through grant takes on the constructional obligations of the grant terms only. The TVCS D Board determined the District did not currently have an appropriate project that met the needs of the grant eligibility guidelines.

Mary Halley expressed MBCSD’s appreciation of receiving the transfer of the pass through grant application as they have projects that will fulfill the application.

X. NSU Report

a. Review January 2024 NSU Reports

Reports were reviewed

XI. Pending Business

a. TVCS D Policy Manual:

1. Discuss changes to Financial Policies.

b. Additional Policies needed:

1. Emergency Preparedness Policy:

Currently, TVCS D does not have an Emergency Preparedness Policy. FAC will review CSDA’s Emergency Preparedness Policy sample template at the March 2024 FAC meeting. FAC will look at CSDA’s sample policy to determine if it is relevant to the District. If so, amendments, recommendations, etc., relative to TVCS D will be discussed. FAC will bring back to the TVCS D Board for review and approval.

Donna Clavaud pointed out that in Policy Manual, **Financial Section 2000; 2. Overview of Tomales Village CSD Accounting System; 2.3 Funds Disbursed**, states approval and limits were restricted at \$500 which is way too low in the event of an emergency. This was discovered during the February storm events. Financial restrictions will be reviewed at the March 2024 FAC

meeting and will be reported to the TVCSD Board meeting on April 10, 2024 for discussion and approval.

2. TVCSD Service Contract Policy:

The standard TVCSD Service Contract Policy was not included in the TVCSD Policy Manual. The standard TVCSD Service Contract Policy will be added to the TVCSD Policy Manual.

3. TVCSD Board Stipend Policy:

Currently, TVCSD does not have a Board Stipend Policy. The TVCSD Board stipend was approved in December 2015 but was never written in to a policy. This will need to be written as a policy by FAC, reviewed and approved by the TVCSD Board.

c. Tomales Community Micro-grid Proposal Advances to PG & E Technical Review on March 14, 2024.

Donna Clavaud will attend the meeting scheduled on March 14th, 2024 to meet with PG & E engineers to determine and evaluate the next level. Several sites are being analyzed: District office/elementary school site, Tomales High School and the TVCSD wastewater Plant. Donna Clavaud will report back the meeting discussions at the April 10th, 2024 TVCSD Board meeting.

d. Progress Report/Update on Fact Sheet for New Connection Fees and the Process.

Mary Halley is working on the Sewer Service FAQ sheet and the application for new sewer service for the TVCSD website. This FAQ sheet and application will be uploaded along with links to the TVCSD website. Other information and resources such as what to do in the event of an emergency, how to help keep a healthy sewer, etc. will also be added.

XII. Other Business

None

XIII. New Business

a. Discuss and Plan Obtaining Generators for the Plant and the Lift Station.

This was discussed under item IV. Board Member Reports.

b. TVCSD ADA Compliance of Website Access.

Donna Clavaud received a call from Dallas Madison, a CSDA Representative, regarding TVCSD's ADA compliance of website access and requested a short Zoom meeting. After investigating other websites, it wasn't obvious how one would negotiate a website if one was deaf or blind. TVCSD does relay this information on the its website and supporting documents: "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."

c. Discuss 2016 Board Member Stipend Decision and Consider Amendments.

Donna Clavaud explained that TVCSD has budgeted two (2) meetings; either a Standing Committee (FAC or PAC) or a Board meeting at fifty (\$50) stipend per meeting per Board

member. The stipends are paid quarterly and taxed. Donna Clavaud said the other issue was the dollar amount per meeting as rates vary between \$50 and \$100 per meeting at other Special Districts. The maximum stipend per meeting is \$100. Donna Clavaud asked the TVCSD Board if the definition could be expanded to include "Supervision", Plant Monitoring", etc. David Kitts thought the stipend for meetings should be kept separate from "Supervision" or "Plant Monitoring" and hiring a part time, ongoing Plant Supervisor would better serve the District as opposed to paying a \$100 stipend which wouldn't cover the importance of the position nor the time spent. Bill Bonini said "Supervision", "Plant Monitoring" is more of a winter time position and suggested developing a maintenance contract or a retainer.

No action was taken on this item and will be added to the April 10th, 2024 TVCSD Board meeting for further discussion.

XIV. Old Business

None

Bill Bonini motioned to adjourn the March 13, 2024 Board of Directors meeting. John Ward seconded the motion. M/S/C

Meeting was adjourned at 9:02 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.*

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

**SEWER - Checking Account Detail
MARCH 2024**

Date	#	Payee	Amount
03/01/2024	Autopay	AT&T: plant	(155.79)
03/01/2024	EFT	Bank of Marin: online banking fee	(6.00)
03/03/2024	Transfer	From MM for Op Expenses	10,000.00
03/03/2024	5325	Bonnie MacLaird: Financial Services	(1,100.00)
03/04/2024	Autopay	AT&T: office	(117.70)
03/04/2024	5324	Mary Halley: GM services	(4,347.55)
03/06/2024	5326	Kristin Lawson: 4-months rent	(400.00)
03/09/2024	5327	Hammond, Cynthia: Scty Services	(366.77)
03/11/2024	BoM#29	Natural Systems Utilities: labor charge	(275.00)
03/13/2024	BoM#30	Brelje and Race Laboratories	(362.00)
03/13/2024	5329	Elan Financial Services: credit card, admin supplies	(95.99)
03/13/2024	Transfer	From MM for Op Expenses	15,000.00
03/14/2024	BoM#31	Natural Systems Utilities: contract rate	(4,625.33)
03/18/2024	Autopay	PGE: Sewer	(1,064.49)
03/18/2024	BoM#32	Brelje and Race Laboratories	(340.00)
03/20/2024	5328	USPS: Annual Mail Permit	(320.00)
03/21/2024	Autopay	Sonic: website	(7.95)
03/29/2024	Autopay	AT&T: plant	(155.79)
03/31/2024	Autopay	Intuit / QBO: Accounting subscription	(60.00)
03/31/2024	EFT	Bank of Marin: Interest	0.05
			Spent or Invested: (13,800.36)
			Amount Added: 25,000.05
			Net Change in Sewer Checking Account: 11,199.69

MM = money market

**PARK - Checking Account Detail
MARCH 2024**

Date	#	Payee	Amount
03/03/2024	1482	Ross Recreation Equipment: cablecore parts	(2,535.45)
03/03/2024	Transfer	from MM for Park operations	5,000.00
03/04/2024	BoM#3	Mary Halley: GM services	(50.00)
03/04/2024	1483	Bonnie MacLaird: Financial Services	(264.00)
03/09/2024	1484	Henry Elfstrom: Park Landscaping	(367.50)
03/09/2024	1485	Edgar Martinez: Park Maintenance	(580.00)
03/18/2024	Auto	PGE: Park electricity	(28.25)
03/29/2024	Transfer	from MM for new CD @ First Republic	75,000.00
03/29/2024	1486	Invest in 9-month CD @ 4.75%	(75,000.00)
03/30/2024	EFT	Bank of Marin: interest earned	0.03
			Spent or Invested: (78,825.20)
			Amount Added: 80,000.03
			Net Change in Park Checking Account: 1,174.83

MM = money market

Note: deposits to Checking Accounts are Bolded

TVCS D PARK
FY2023/2024 BALANCE SHEET
As of March 31, 2024

ASSETS

Current Assets

Checking/Savings

1210 · Park-Checking-BoM	3,313.77
1230 · Park-Money Market Savings-BoM	27,991.04
1240 · Park-CD-BoM (<i>matured Mar 20,2024</i>)	0.00
1245 · Park-CD-First Republic (<i>New</i>)	75,000.00
1250 · Park-Savings-LAIF	32,501.13

Total Checking/Savings	138,805.94
-------------------------------	-------------------

Other Current Assets

1498 · Park-Undeposited Funds	250.00
-------------------------------	--------

Total Current Assets	139,055.94
-----------------------------	-------------------

Fixed Assets

1551 · Park-Land/Land Rights	132,000.00
------------------------------	------------

1552 · Park-Equipment

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

Total 1552 · Park-Equipment	343,233.46
------------------------------------	-------------------

Total Fixed Assets	475,233.46
---------------------------	-------------------

TOTAL ASSETS	614,289.40
---------------------	-------------------

LIABILITIES & EQUITY

Liabilities

2110 · Park-Accounts Payable	0.00
2200 · Park-Refundable Deposits	250.00
2215 · Park-Expenses Due to Sewer	4.56
2230 · Park-Fed Payroll Tax Payable	14.00

Total Liabilities	268.56
--------------------------	---------------

Equity

3500 · Park-Investment-Capital Assets	475,233.46
3530 · Park-Unassigned Fund Balance	116,288.32
Net Income (<i>from P&L</i>)	22,499.06

Total Equity	614,020.84
---------------------	-------------------

TOTAL LIABILITIES & EQUITY	614,289.40
---------------------------------------	-------------------

TVCS D PARK
PROFIT and LOSS vs BUDGET
FY23/24 through 3/31/2024

Through 3/31/2024	2023/2024 BUDGET	ACTUAL TO DATE	Benchmark 75% % of BUDGET
INCOME			
4500 Measure A County of Marin Funds	41,758	44,671	107.0%
4620 Contributions & Donations (non-Measure A)	1,150	1,151	100.1%
4700 Park Use Rentals (non-Measure A)	1,100	900	81.8%
4800 Interest Income (non-Measure A)	963	3,496	362.9%
TOTAL INCOME	44,971	50,218	111.7%
EXPENSES			
5550 PARK MAINTENANCE EXPENSES			
5520 Park Maintenance - Groundskeeper	4,500	3,255	72.3%
5530 Facilities and Equipment Cleaning	6,690	4,860	72.6%
5532 Park Maintenance - Misc (New: cablecore)	0	2,535	0.0%
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	620	88.5%
5560 Park Supplies - Bathroom etc	1,200	272	22.7%
5561 Park Supplies - CleanUp Days Supplies	150	0	0.0%
5570 Park - Utilities - PGE	450	238	52.9%
5590 Property & Liability Insurance - SDRMA	3,308	3,308	100.0%
5592 Workers Comp Insurance - SDRMA	490	490	100.0%
TOTAL PARK MAINTENANCE EXPENSES	23,184	15,579	67.2%
5700 PARK - PROJECTS			
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 Bicycle Racks (New)	0	1,259	0.0%
5720 Repairs, including gate signage & BBQ	1,733	0	0.0%
TOTAL CAPITAL PROJECT EXPENSES	22,733	1,259	5.5%
7200 ADMINISTRATION PERSONNEL*			
7210 General Manager	2,400	50	2.1%
7220 Financial Services Manager	4,080	4,109	100.7%
7230 Secretarial Services	528	602	114.1%
7240 Rental Coordinator	2,000	0	0.0%
7250 Board Member Stipends	450	50	11.1%
7260 Travel & Entertainment	0	42	0.0%
7310 Legal Fees	150	0	0.0%
7320 Accounting Consultant	0	99	0.0%
7340 Annual Audit	5,312	5,312	100.0%
7410 Fed Payroll Tax	50	106	213.0%
7420 State Payroll Tax	7	18	257.6%
TOTAL PARK ADMIN PERSONNEL	14,977	10,389	69.4%
7500 PARK OFFICE & ADMINISTRATION			
7510 Office Rent	300	300	100.0%
7520 Postage & Delivery	38	26	69.8%
7530 Printing & Copies (Share of Policy Manual costs)	0	72	0.0%
7540 Subscriptions & Software	333	0	0.0%
7550 Office Supplies	50	93	185.8%
TOTAL PARK OFFICE & ADMIN EXPENSES	721	492	68.2%
TOTAL EXPENSES	61,615	27,719	45.0%
Net Income for the Year (Income - Expenses)	(16,644)	22,499	

*Note: Does NOT include Personnel costs for March 2024. Report produced before receipt/processing.

TVCS
 FY23/24 Balance Sheet
 As of March 31, 2024

ASSETS	<u>Total</u>
Bank Accounts	
1110 Sewer-Checking BoM #1479	13,796.68
1130 Sewer-Money Market BoM #0591	144,906.54
1135 Sewer-MM-BoM-Cap Reserve-Restricted <i>(includes new SCADA)</i>	82,374.76
1140 Sewer-CD-BoM-CIP Reserves-Unrestricted	40,417.00
1150 Sewer-LAIF-Operating Reserves	44,582.47
Total Bank Accounts	\$ 326,077.45
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) <i>Study of culverts</i>	1,000.00
1530 Sewer - SCADA (new in 2023)	28,001.51
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)	-902,668.02
Total Fixed Assets	\$ 1,222,091.60
Other Assets	
1310 Sewer - SUSD Note Receivable	5,314.71
1350 Receivable - TVCS Park	32.56
Total Other Assets	\$ 5,347.27
TOTAL ASSETS	\$ 1,553,516.32
 LIABILITIES AND EQUITY	
Liabilities	
2100 Sewer - Accounts Payable	-20.00
2210 Sewer - Inspection Fees Collected	3,000.00
2310 Sewer - Fed Payroll Tax Payable	325.77
2410 Sewer - CA Payroll Tax Payable	81.27
Total Current Liabilities	\$ 3,387.04
Long-Term Liabilities	
2720 Sewer - CREBS Bond	35,882.30
2730 SEWER - SCADA loan	75,000.00
Total Long-Term Liabilities	\$ 110,882.30
Total Liabilities	\$ 114,269.34
Equity	
3100 Sewer - Retained Earnings	11,495.11
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	\$ 113,244.00
Net Income	137,344.76
Total Equity	\$ 1,439,246.98
TOTAL LIABILITIES AND EQUITY	\$ 1,553,516.32

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

As of 3/31/2024 = 75% of year	FY 2023/2024	benchmark	75.0%
Income	BUDGET	ACTUAL	% BUDGET
SEWER - SERVICE FEES COLLECTED			
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%
Total 4100 SEWER-SERVICE FEES COLLECTED	233,823	159,363	68.2%
4210 Sewer-Connection Fee	15,000	15,000	100.0%
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	692	6.9%
4401 Sewer-Grant SCADA (new!)	0	89,888	0.0%
4430 Sewer-Interest Income	1,423	6,503	457.1%
TOTAL INCOME	263,245	295,308	112.2%
EXPENSES			
5100 SEWER-OPERATING EXPENSES			
5110 Sewer-Licenses and Permits	2,100	2,230	106.2%
5210 Sewer-Plant and Building Maintenance	3,000	521	17.4%
5220 Sewer-O&M NSU contractual services	57,000	41,628	73.0%
5230 Sewer-Lab Bills BreljeRace	9,708	6,032	62.1%
5235 Sewer-Treatment Ponds Maintenance	4,000	6,063	151.6%
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%
TOTAL SEWER REPAIRS & MAINTENANCE	84,408	56,874	67.4%
5400 SEWER-UTILITIES			
5410 Solar Panels - Inspection, Cleaning	500	340	68.0%
5430 Solar - Lease Admin Fee (paid 12/7/23)	750	750	100.0%
5460 Sewer-PGE-Collection	500	465	92.9%
5470 Sewer-PGE-Treatment	3,000	3,050	101.7%
5480 Sewer-PGE-Disposal	240	576	240.2%
Total SEWER-UTILITIES	4,990	5,180	103.8%
TOTAL: SEWER OPERATIONS (A)	89,398	62,053	69.4%
7000 ADMINISTRATION			
7100 BOARD MTG & PERSONNEL^			
7110 Board Member Stipend	2,550	550	21.6%
8110 General Manager - fees	52,600	24,725	47.0%
8120 Treasurer/Financial Mgr - fees	16,000	10,094	63.1%
8130 Secretary/Administration fees	7,472	3,919	52.4%
8140 Profess Liab Insurance Reimburs	750	563	75.0%
8160 Travel & Mileage	600	332	55.3%
Total SEWER-COMPENSATION	79,972	40,182	50.2%

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

As of 3/31/2024 = 75% of year	FY 2023/2024	benchmark	
		75.0%	
EXPENSES, CONT.	BUDGET	ACTUAL	% BUDGET
8200 PROFESSIONAL CONSULTANTS			
8210 Auditors	5,313	5,313	100.0%
8220 Legal Fees	100	0	0.0%
8260 Misc Professional Consultants (Melinda)	<u>1,000</u>	<u>660</u>	<u>66.0%</u>
Total SEWER-PROF CONSULTANTS	6,413	5,973	93.1%
8300 PAYROLL EXPENSES			
8320 Social Security Tax	739	143	19.3%
8330 Medicare Payroll Tax	173	58	33.7%
8340 State Unemployment Tax	243	83	34.0%
Total SEWER-PAYROLL EXPENSES	<u>1,155</u>	<u>284</u>	<u>24.6%</u>
TOTAL: PERSONNEL/CONSULTANT/TAXES (B)	87,540	46,439	53.0%
9100 SEWER-OFFICE & ADMIN EXPENSES			
9110 Sewer-Office Rent	900	700	77.8%
9120 Sewer-Office Supplies	350	403	115.3%
9130 Sewer-Telephone and Internet	2,000	2,347	117.4%
9140 Office Equipment	900	0	0.0%
9160 Postage and Delivery	362	417	115.3%
9160 Printing and Copies	50	0	0.0%
9180 Dues / Memberships	1,688	1,757	104.1%
9185 Subscriptions / Software fees	667	666	99.8%
9186 Sonic Web Hosting	100	72	71.6%
9190 Publications and Notices	350	0	0.0%
9195 Newsletter Expenses	<u>250</u>	<u>0</u>	<u>0.0%</u>
TOTAL: OFFICE & ADMIN EXPENSES (C)	7,617	6,363	83.5%
9600 SEWER-MISC EXPENSES			
9610 Depreciation Expense**	44,000	33,121	75.3%
9615 Property & Liability Insurance-SDRMA	9,415	9,415	100.0%
9616 Worker's Comp Insurance	280	286	102.2%
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%
9650 Sewer-Bank Service Charges	0	12	0.0%
9660 County Teeter Admin Fee	250	147	58.8%
9670 LAFCO Charges	<u>150</u>	<u>127</u>	<u>84.4%</u>
TOTAL: MISC EXPENSES (D)	100,224	61,049	60.9%
TOTAL EXPENSES (A+B+C+D)	284,779	175,904	61.8%
NET INCOME	(21,534)	119,404	

NET INCOME (without Depreciation)** 22,466 152,525

^Note: Report does NOT include Personnel Costs for March 2024. Not yet received.

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



Park Advisory Committee (PAC) Meeting, March 20, 2024 at the Tomales Town Hall, 6:00 pm

Park Advisory Committee Meeting was called to order at 6:25 pm

Present: Dru Fallon O’Neill, Chair; Patty Oku, Secretary; Nick Campbell, Beth Koelker (via phone), Venta Leon

Absent: Ted Andersen

Guests: David Judd, Community Member and PAC Volunteer

New Business:

2024 PAC Meetings are scheduled on the 4th Wednesday at 6:00 pm at the Tomales Town Hall for the following months: May 22nd, July 24th, September 25th, and November 27th.

Park clean up days are scheduled for April 27th and August 17th 2024 from 9:00 am to 2:00 pm.

Old Business:

BBQ rehab: PAC will ask TVCSD Administrator to ask insurance company what the cost is for BBQ liability.

PAC will attend the April 10th, 2024 TVCSD Board of Directors meeting.

Miscellaneous Business:

Create new rules and regulations signage to include BBQ use.

Dutton play structure costs were \$2,535.

Bark delivery needs to be scheduled for a dry load prior to a potential price increase.

Quorum: OK Tomales Community Park flyer with addition of community service hours for volunteering at the Park.

PAC meeting was adjourned at 6:58 pm.

Respectfully submitted,

Patty Oku

Patty Oku, Secretary

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



FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

MONDAY, MARCH 25, 2024 VIA ZOOM

PRESENT: Donna Clavaud, Chairperson; John Ward, Board Member; Bonnie MacLaird, Financial Services; Mary Halley, General Manager.

ABSENT: None

GUESTS: None

The meeting was called to order at 3:00 pm by Donna Clavaud. We had a quorum to conduct business. Donna Clavaud recorded minutes for the meeting.

AGENDA

1. FAC recommends to the Board to add the TVCSD standard template Service Contract to the TVCSD Policy Manual after the Competitive Bidding Policy. Donna will instruct Cynthia to add this.
2. TVCSD's Board Stipend Policy was Board approved in August 2015 and was effective starting January 2016. However, we never wrote a specific policy for our handbook. Donna proposes to draft a Stipend Policy based on our current guidelines for FAC review before adding it to our TVCSD Policy Manual. Cynthia can re-format the final copy and add it after the Standing Committees Policy.
3. The recent winter storms point to the need for an emergency preparedness policy that defines such events, and clearly stipulates protocols, management, and record keeping. Cynthia found a sample CSDA policy for our review and use in developing a policy for TVCSD. Donna will send it to FAC members for review; we can discuss how to adapt it for TVCSD at the next FAC meeting.

4. Financial Policies-emergency expense limits and authorizations: During the recent winter storms and a 3-day power outage at the sewer treatment plant, TVCSD struggled to keep the ponds at safe levels without electricity for pumping. During our search for emergency assistance to borrow or lease a generator, we discovered that our Financial Policies posed serious restrictions on any emergency use of funds for critical resources, like a generator. The amounts that could be accessed were only \$250-500, and unless budgeted, access and authority required calling a Board of Directors meeting. Mary & Donna discovered that the Financial Accounting Procedures, written and approved around 2016, needed to be re-written to allow easier approval and authority to use Reserve Operational Funds for emergencies or disasters. FAC discussed the subject, and Donna offered to re-draft areas of the Financial Policies to make special access and authorizations to spend funds if critical conditions existed for public health and safety. Donna will send a re-draft to FAC members for review before recommendations to the Board for amendments.
5. Bonnie MacLaird recommends we move Park funds from Bank of Marin to a Bank with a higher interest rate. We agreed to move \$75,000 into a 12- month CD with a 5% interest rate. We also agreed to move \$32,700 of Park funds from LAIF to Bank of Marin for a better rate.
6. Bonnie and Mary reminded us that we need to make final preparations before we start the new fiscal year budget planning in April. One item we need to research might be a 3-phase transfer switch so that when & if we purchase or lease a generator, we will have the equipment to utilize one.

Approved minutes signed by:



The meeting was adjourned at 4:34 pm. No objections

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



FINANCIAL NARRATIVE – FOR APRIL 2024 BOARD MEETING

This month you'll find the FULL set of reports for Financials through **MARCH 2024**:

- 1) the Checking Account Detail for Sewer and for Park, combined onto one page
- 2) this Financial Narrative, including Bank Account balances @ 3/31/24
- 3) Profit & Loss Reports showing Actual vs Budget, for Sewer and Park
- 4) Balance Sheets, for Sewer and Park

SUMMARY of ACCOUNT ACTIVITY

SEWER Checking: No abnormal activity in the Sewer Checking account

SEWER Money Market / Investment Accounts: We received \$89,888 from FEMA/CalOES for our SCADA system. This was deposited in the Bank of Marin "Restricted for Capital Improvements" Money Market account. I then transferred \$28,001.51 from that Restricted MM to our unrestricted Operating Money Market account. This was a "reimbursement" of SCADA expenditures to date that were out-of-pocket.

PARK Checking: The expenses were normal with the exception of \$2,535 to Ross Recreation Equipment for cablecore replacement parts.

PARK Money Market / Investment Accounts: The CD at Bank of Marin matured and was due to roll over at a much lower interest rate. I closed that CD and have now reinvested \$75,000 into a First Republic/JP Morgan Chase CD for term of 9-months @ 4.75%

FINANCIAL MANAGER ACTIVITIES:

This month my extra-curricular activities focused on big checks! Early in the month the SEWER Enterprise received two very big checks from FEMA/CalOES for SCADA expenses. Those had to be deposited in person...too big to use the mobile check deposit!

At the end of the month the BoM PARK CD matured. Much research and footwork went into finding a better rate for the longest term possible.

Bank Account Balances as of March 31, 2024:

Sewer Checking @ BoM @ .01%	\$13,800	Park Checking @ BoM @ .01%	\$79,173*
Sewer Money Market @ BoM @ 3.31%	\$144,907	Park Money Market @ BoM @ 3.31%	\$27,991
Sewer MM CIP Restricted Reserves 3.31%	\$82,375	Park CD @ BoM @ 4.0% (closed 3/20)	\$0
Sewer CD CIP Unrestricted Resv @ 4.16%	\$40,417	Park CD @ First Rep @ 4.75% (opened 3/29)	\$0*
Sewer Savings @ LAIF @ 4.12%	\$44,582	Park Savings @ LAIF @ 4.12%	\$32,501
SUM this month:	\$326,081	SUM this month:	\$139,665
SUM last month:	\$249,465	SUM last month:	\$143,238
Month over Month Cash Difference:	+\$76,616*	Month over Month Cash Difference:	-\$3,573
*Rcvd \$89,888 from FEMA/CalOES 3/8/24		*\$75k check to First Rep hasn't cleared.	

Bonnie MacLaird
 TVCSD Financial Manager
 April 1, 2024

GENERAL MANAGER REPORT

APRIL 10, 2024

General Management Statement and Goals

- Management and staff continue to be focused on: 1) FEMA /CalOES RPA storm grants and mitigation project implementation, 2) SCADA installation project, 3) irrigation pump replacements, 4) estimate for crack in the east irrigation pond skirt repair for this summer, and 5) CIP planning for budget preparation.

New/Continuing Business

SEWER

- Supervisory Control and Data Acquisition (SCADA) – Jack Miller at JM Integrations (JMI) reported we are still on schedule for 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 sent Notice of Payment for all projects (Cat F - Utilities and Cat C - Roads) except Cat Z (Management Costs) – which gets calculated and submitted at the end of the project completion process. The first payment received totaled \$89,888.29 and the balance of the next three payments will be \$103,492.95 for a total of \$193,381.24. The Pump #2 motor replacement (P#715721: WWTP – pumping system) has now been reimbursed and the SCADA project (P#715808: WWTP – electrical-SCADA project is in process. Brandon Jacka (NSU) is still trying to locate a VAC vendor to remove gravel from Pond #1 (P#721810: WWTP – pond stabilization) and working on the EPA permit number required for the project. We hope to have the project ready to implement in May or June. Then I've contacted Rob Damazio who gave us a bid for repairing the gravel road and cleaning and upsizing the culvert(s) to make sure he will be available to do the work before the end of June – he has responded but still waiting for details. I've contacted the US Army Corp of Engineers (USACE) as to whether a permit will be needed or not – am still waiting for call back. The H&H report we had prepared for the project determined that there would be no change or impact on waterflows through the area, so hopefully that will negate the need for a permit for the Treatment Plant driveway and culvert work (P#715722: WWTP – access road and gravel). 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 – some of the highest sources of intrusion during this winter's storms is now coming from the new THS line and still quite a bit from the old THS even with the previously discovered open drains plugged. I will discuss with Bill what approaches he thinks would be acceptable for investigating where the intrusion is since he is the most familiar with the two properties and yard crews. A backup power source, such as a generator and 3 phase transfer switch is being looked into for purchase and installation for this coming fiscal year budget.
- Sewer Equipment replacements and repairs –NSU has now received the irrigation replacement pumps and lift station backup grinder pumps in their shop. They are scheduling to install the irrigation pumps the third week of April. Both the backup lift grinder pumps and spare aerator motor will be stored at the Treatment Plant until needed. Brandon and Jay would also like to meet with myself and Bill Bonini onsite at the storage ponds the third week of April to discuss the cracked skirt in the east storage pond to review several different repair approaches and the possibility of also extending its inflow pipe farther down into the pond for them to be able to develop a cost quote. This project is a priority and will likely get incorporated into next year's FY budget so the work can be done during the late 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 Brandon Jacka our System Operator to develop a more realistic CIP and routine maintenance plan for budgeting/planning purposes.

- Connections – have had only one possible new sewer connection informational inquiry from the owners of a vacant parcel, but no current applications in progress. A New Service Connection Process FAQ sheet has been added to a new “New Service FAQ” webpage on the TVCSD website along with a link to the Application form and Current Rates sheet.
- NSU System Operator Contract – current contract now extended to June 30, 2024 for the interim period until the SCADA project is completed.

GENERAL ADMINISTRATION

- Management – continue to monitor district communication systems and help give input as needed on updating or creating new District policies.

Respectfully Submitted, *Mary Halley*



March 21, 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
February 2024

Enclosed please find the Self-Monitoring Report.

Storage ponds were inaccessible in the beginning of the month due to weather conditions, we resumed weekly readings February 13, 2024.

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

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 properly 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
2/1/2024	54.3																			
2/2/2024	54.3																			
2/3/2024	54.3																			
2/4/2024	54.3																			
2/5/2024	54.3																			
2/6/2024	54.3																			
2/7/2024	54.3		7.3	12.2	180.0	300.0	7.1		8.2	4.7	3.5	270.0	8.2	6.9	2.7	11.0				
2/8/2024	54.3	Power Out																		
2/9/2024	54.3																			
2/10/2024	54.3																			
2/11/2024	54.3																			
2/12/2024	34.7	652.0										260.0	57.0	7.4	5.2	10.5				
2/13/2024	34.7																			
2/14/2024	34.7																			
2/15/2024	34.7																			
2/16/2024	34.7																			
2/17/2024	34.7																			
2/18/2024	34.7																			
2/19/2024	39.5	243.0												7.6	7.1	12.7				
2/20/2024	39.5																			
2/21/2024	39.5											230.0	28.0							
2/22/2024	39.5																			
2/23/2024	39.5																			
2/24/2024	39.5																			
2/25/2024	39.5																			
2/26/2024	39.5																			
2/27/2024	39.5																			
2/28/2024	39.2	435.0						<.4				210.0	24.0	7.5	7.4	12.1				
2/29/2024	39.2																			
Max	54.3																			#DIV/0!
Min	34.7		7.3	12.2	180.0	300.0	7.1	0.0	8.2	4.7	3.5	210.0	8.2	6.9	2.7	10.5				0.0
Mean	43.9		7.3	12.2	180.0	300.0			8.2	4.7	3.5	242.5	29.3	7.3	5.6	11.6				#DIV/0!
Total	1274.1																0.0			

TOMALES WASTEWATER FACILITY
Treatment Pond Summery Report

Month	Treatment Pond # 1				Treatment Pond No. 2				Treatment Pond No. 3				ST-West				ST-East				
Feb-24	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																					
4																					
5																					
6																					
7	2.2	6.8	2.1	12.7	2.2	7.1	2.2	11.3	2.2	7.1	2.8	10.8	**	**	**	**	**	**	**	**	
8																					
9																					
10																					
11																					
12	3.4	6.8	2.0	13.1	3.4	7.5	5.6	11.1	3.4	7.7	7.1	10.2									
13													10.0	8.7	8.0	14.9	9.0	9.0	7.8	14	
14																					
15																					
16																					
17																					
18																					
19	3.3	7.4	4.9	13.9	3.3	7.6	5.6	13.2	3.3	7.6	6.4	12.6						*	*	*	
20																					
21																					
22																					
23													9.0	*	*	*	7.5				
24																					
25																					
26																					
27																					
28	3.4	7.4	8.0	12.3	3.4	7.6	7.8	12.3	3.4	7.7	8.0	11.7	8.0	8.7	7.9	15.3	6.5	7.9	7.9	16.4	

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

TOMALES TREATMENT PONDS STANDARD OBSERVATION REPORT

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

2. Pond Standard Observation required every week year round.

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	2/7/24	2/12/24	2/19/24	2/28/24
Day	Wed.	Mon.	Mon.	Wed.
Time	10:40	8:30	9:30	8:40
Operator	DL	DL	DL	DL
* 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)

February 2024

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	2/7/24	2/12/24	2/19/24	2/28/24
Day	Wed.	Mon.	Mon.	Wed.
Time	10:40	8:30	9:30	8:40
Operator	DL	DL	DL	DL
Rain fall, inches	N	N	N	N
* Nuisance odors (smell)	N	N	N	N
*Evidence of any standing water	N	N	N	N
* Evidence of mosquitos breeding	Y	Y	Y	Y
*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) **February 2024**

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

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	2/7/24	2/12/24	2/19/24	2/28/24
Day	Wed.	Mon.	Mon.	Wed.
Time	10:40	8:30	9:30	8:40
Operator	DL	DL	DL	DL
- 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)

February 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
Date	2/7/24	2/12/24	2/19/24	2/28/24
Day	Wed.	Mon.	Mon.	Wed.
Time	10:40	8:30	9:30	8:40
Operator	DL	DL	DL	DL
* Evident of any leaks	N	N	N	N
Cl ₂ 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: February 2024

OBSERVATIONS ARE TO BE PERFORMED WEEKLY WHEN IRRIGATION IS RUNNING

INSPECTION	Week No. 1	Week No. 2	Week No. 3	Week No. 4
Date	2/7/24	2/12/24	2/19/24	2/28/24
Day	Wed.	Mon.	Mon.	Wed.
Time	10:40	8:30	9:30	8:40
Operator	DL	DL	DL	DL
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.