



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, February 8, 2017, 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

Board Members Present: Dru Fallon O'Neill, President; Donna Clavaud, Vice President; Bill Bonini, Peter MacLaird, Deborah Parrish

Board Members Absent: None

Also Present: Jose Ortiz; TVCS D General Manager, Cynthia Hammond; TVCS D Recording Secretary, Walter Earle, Margaret Graham, Venta Leon, Ted Anderson

I. Call To Order

Dru Fallon O'Neill called the meeting to order at 7:04 p.m.

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

None

III. Approval of February 8, 2017 TVCS D BOD Agenda

Dru Fallon O'Neill motioned to approve February 8, 2017 TVCS D BOD agenda. No objections.

IV. TVCS D Board Member Reports

Donna Clavaud reported Tom Nunes, the TVCS D Fire Department Chief, is looking for a site for a radio emitter. This would be part of the West Marin Disaster Council Network. The ponds would allow a range of all directions. The next step would be for the Fire Department and Richard Dillman of the West Marin Disaster Council to visit the site to see if this would be an ideal location. The emitter (a small box) would need to be protected from the elements. Bill Bonini will coordinate with Tom Nunes and Richard Dillman.

V. Approval of January 11, 2017 TVCS D BOD minutes

Dru Fallon O'Neill motioned to approve the January 11, 2016 TVCS D BOD minutes. No objections.

VI. Financial Report (Melinda Bell)

a. Accept check registers and approve expenditures:

Deborah Parrish motioned to approve check registers and approve expenditures. Donna Clavaud seconded the motion. M/S/C

b. Financial Manager's report:

Jose Ortiz pointed out \$16, 903.70 of Measure A funds were received.

Deborah Parrish motioned to accept the Financial Manager's report. Donna Clavaud seconded the motion. M/S/C

c. Review and approve financial statements:

Deborah Parrish motioned to approve financial statements. Donna Clavaud seconded the motion. M/S/C

VII. General Manager's Report

a. General Service Administration (GSA) policy on General Manager Annual Performance Evaluations: Jose Ortiz included a performance evaluation sample from California Special Districts Association (CSDA). The draft is standard wording and describes the process, which is done annually after the initial six (6) months. To set the groundwork for the next evaluation, Jose Ortiz stressed it is important to indicate what goals TVCSD wants to accomplish. For the evaluation to be effective, it needs to be measurable. Deborah Parrish explained that TVCSD goals were developed by FAC in May, during the budgeting process, and not when the General Manager's contract renews. Donna Clavaud suggested re-clarifying Jose Ortiz's specific role based on the priorities calendar. Jose Ortiz' priorities and goals can be updated every couple of months, the priorities calendar is the framework. Donna Clavaud suggests submitting the CSDA evaluation sample and performance evaluation policy to FAC for review and to craft it for TVCSD. The performance evaluation, once reviewed and modified by FAC, will be submitted to the TVCSD BOD's for approval at the March 8, 2017 meeting. Jose Ortiz questioned if he should be more involved or not in FAC and PAC. Deborah Parrish explained that FAC Chair, Melinda Bell, would be the conduit to Jose Ortiz and if the TVCSD BOD's needed Jose Ortiz to be more involved, it would be up to the BOD to make that determination. The draft performance evaluation will be conducted in closed session after tonight's meeting.

b. Five – ten year financial planning: (No Action)

Jose Ortiz attended the January 18, 2007 FAC meeting. Jim Lino, Board SUSD Representative and Bruce Abbott, CFO of SUSD were also in attendance. TVCSD Capital Improvement Plan (CIP) and Asset Inventory were discussed. CIP estimated costs would run \$17,500 - \$20,000 per year for the next five (5)

years in anticipated maintenance and repairs. To be conservative, in the tenth (10th) year, to replace 25% of the collection system (1,250 feet of slip lining, at \$100 per foot) would cost \$125,000. Anticipated costs of rehabilitating forty-five (45) manhole covers would cost \$30,000. Jose Ortiz recommended there needs to be enough reserves to make sure all operational expenses for six (6) months are taken care of and once the CIP is approved, some of the reserves TVCSD has now has should be shifted into the CIP. Jose Ortiz also reported there are a number of aging computer software and hardware issues. Jose Ortiz will be meeting with NSU/PSI on February 9, 2017 to find out what could be eliminated to reduce the contract amount. Bill Bonini felt that the time NSU/PSI spent at the plant was a minimal amount. Deborah Parrish questioned if the labs were billed separately. Jose Ortiz explained "basic" testing was included in their contract, and anything additional is approximately \$239. Jose Ortiz would like to cut the contract by 20% and will negotiate this with NSU/PSI. The O & M manual is complete and will be used as a basis when talking to NSU/PSI.

Jose Ortiz reported there are low voltage messages from the lift station. There could be a short in the system due to moisture in the control panel; an electrician will look in to the problem.

Jose Ortiz said TVCSD BOD's contact information needs to be added to the TVCSD website. Margaret Graham suggested everyone use (name)@tomalescsd.ca.gov.

VIII. Phillips & Associates Report

a. Review reports for December 2016:

Jose Ortiz explained the reports the SCADA system produces are zero. Manual readings are taken and entered into spreadsheets.

b. Status and action steps for O & M RFP:

Jose Ortiz will add more specificity to the RFP and will send a draft to the TVCSD BOD's. Jose Ortiz will talk to NSU to define what tasks they do with the current contract and what could be eliminated. Deborah Parrish reminded the BOD's that requests for billing specifics and clarity from NSU/PSI have gone unanswered. Donna Clavaud requested a draft of the RFP for the March 8, 2017 TVCSD BOD meeting.

IX. Committee Reports

a. Financial Advisory Committee (FAC)

1. Review approved January 18, 2017 minutes:

Minutes were reviewed.

2. Updated priorities calendar:

Discussed under General Manager's report.

b. Park Advisory Committee (PAC)

1. Review approved January 23, 2017 minutes:

Minutes were reviewed.

2. Email from Kevin Wright, Measure A Administrator:

Kevin Wright's email was included in the TVCSD BOD packet. No discussion was held.

3. Sign contract for Fiber for play surfaces: (No Action, project was already approved)

Walter Earle passed out the Applied Landscape Materials proposal for certified playground fiber for the

park. Dru Fallon O'Neill signed the contract, Cynthia Hammond will fax proposal to Applied Landscape Materials.

4. Next steps for construction RFP: (No Action)

Margaret Graham reported the RFP and plans for the park projects are on the TVCSD website. Donna Clavaud has a list of contacts for general contractors, fence contractors and handicap contractors.

5. Status update for Ted Anderson's contract as Project Manager:

Margaret Graham gave Ted Anderson the list of projects. Donna Clavaud gave Ted Anderson the plans, the RFP and permit. Jose Ortiz and Ted Anderson will develop a scope of work. Ted Anderson asked if he needed General Liability Insurance, Jose Ortiz said he didn't. Deborah Parrish asked if Ted Anderson needed Workers' Compensation or liability insurance. Workers' Compensation and Liability question will be referred to Melinda Bell. Ted Anderson said he could get General Liability Insurance through his own insurance.

X. Pending Business

None

XI. Other Business

None

XII. New Business

None

XIII. Correspondence

None

Dru Fallon O'Neill motioned to adjourn TVCSD February 8, 2017 BOD meeting for a closed session.
No objections.

Regular Meeting adjourned at 8:31 pm

XIV. Conference with Labor Negotiators (Pursuant to Government Code Section 54957.6)

Agency designated representatives: TVCSD Board of Directors

Contractor...District General Manager

CLOSED SESSION

Call to Order

Closed Session opened at 8:45 pm. Closed at 9:15 pm.

Conducted Performance Evaluation for Jose Ortiz, TVCSD General Manager. Extended contract for one (1) year.

XV. Return to Open Session

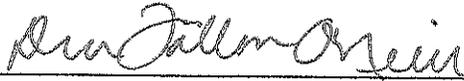
Re-opened Regular meeting at 9:15 pm

Deborah Parrish motioned to accept contract through December 31, 2017 and to approve Addendum #3. Peter MacLaird seconded the motion. M/S/U

XVI. Adjournment

Meeting adjourned at 9:20 pm

Next TVCSD BOD Meeting, March 8, 2017, 7 pm at Tomales Town Hall



Approved by: Dru Fallon O'Neill, President

3/8/2017

Date:



Attested by: Cynthia Hammond, Recording Secretary

3/8/2017

Date:

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

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Board of Directors:

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Peter MacLaird • Deborah Parrish