

TVCS D Board of Director's Meeting Minutes

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

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

Board Members Present: Dru Fallon O'Neill, President (arrived after approval of Financial Statements); Donna Clavaud, Vice President; Bill Bonini, Deborah Parrish

Board Members Absent: Peter MacLaird

Also Present: Cynthia Hammond; TVCSD Recording Secretary, Venta Leon, Silas Valentino, (Pt. Reyes Light reporter)

I. Call To Order

In the absence of Dru Fallon O'Neill, Donna Clavaud called the meeting to order at 7:07 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 March 8, 2017 TVCSD BOD Agenda

Donna Clavaud motioned to approve March 8, 2017 TVCSD BOD agenda. No objections.

IV. TVCSD Board Member Reports

None

V. Approval of February 8, 2017 TVCSD BOD minutes

Donna Clavaud motioned to approve the February 8, 2017 TVCSD BOD minutes. No objections.

VI. Financial Report (Melinda Bell)

a. Accept check registers and approve expenditures:

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

b. Financial Manager's report:

Deborah Parrish motioned to approve Financial Manager's report. Bill Bonini seconded the motion.
M/S/C

c. Review and approve financial statements:

Deborah Parrish motioned to approve financial statements. Bill Bonini seconded the motion.
M/S/C

VII. General Manager's Report

a. Status Report on O & M contract:

Jose Ortiz will attend the April FAC meeting. Donna Clavaud said at that time, there would be a clear idea on the scope of work and potential savings to move towards an RPF and a new contract. Bill Bonini explained that potential savings could include having the lab invoice TVCSD directly, saving a 20% mark-up from NSU.

A copy of the Annual Wastewater Monitoring Report (2016) was included in the February 8, 2017 TVCSD BOD meeting packet. Dru Fallon O'Neill pointed out an error on page one (1) fourth (4th) paragraph that states, "Collected sewage is routed by gravity flow to a series of three stabilization ponds on the east side of Highway 121 adjacent to the Chance Ranch". Donna Clavaud requested Cynthia Hammond email Jose Ortiz regarding this matter.

VIII. NSU/Phillips Report

a. Review reports for January 2017:

Reports were reviewed.

IX. Committee Reports

a. Financial Advisory Committee (FAC)

1. Review approved February 22, 2017 minutes:

Donna Clavaud reported there were two (2) meetings, a work session meeting on February 15, 2017 and a February 22, 2017 Regular Meeting that included Jose Ortiz and Bruce Abbott, CFO of Shoreline Unified School District (SUSD). Donna Clavaud explained the February 22, 2017 agenda focused on a ten (10) year financial plan and Melinda Bell, FAC Chair, had developed a budget format that has been simplified to be user friendly; to reflect costs and expenses in each categories. TVCSD has never had a long-term financial plan, and has been unable to plan for a balanced budget. The ten (10) year financial plan looks at projected income and expenses, Capital Improvement Plan (CIP), and outgoing debt service. Over the next nine (9) years the projected CIP's can be budgeted with the existing budget. This has been made possible by reducing expenses. In the tenth (10th) year however, significant

improvements of \$162,000 are to be incurred when the collection system has to be replaced. There is also a debt service obligation from improvement projects that were done in 2010 - 2011 payable over the next nine (9) years. This debt service had no financial plan to repay the loan and now TVCSD lacks funds to repay this loan, which was inherited by the present TVCSD board. A rate increase will be proposed to cover this debt service. The last rate increase was in 2008. There is \$235,000 in cash reserves. These funds are for a six (6) month emergency reserve. In order to pay off this debt, \$28,000 per year needs to be raised (\$28,000 for six (6) years and \$18,000 for the last three (3) years. Therefore FAC is recommending raising rates. FAC will work on a narrative and graphics for presentation to the community in May. Bill Bonini suggests tiered increases; 15% increase in fiscal year 2017/2018 and a 15% the following year, and for FAC to develop a model. It was suggested to have a couple of options to present to the community. Deborah Parrish, in regards to the rate increase, reminded the TVCSD BOD's that there no longer grants to fund projects.

Proposed Calendared Items:

Wednesday, March 22, 2017: FAC to finalize narrative and graphics

Monday, March 27, 2017: PAC budget meeting

Wednesday, April 26, 2017: Public rate hearing

Bill Bonini questioned the \$158.00 on Marin County tax assessment bill, over and above the \$756.00 sewer assessment. This will be researched.

2. Discuss ten (10) year budget plan for debt service and CIP's and recommend rate increase:
No Action taken, discussed above.

b. Park Advisory Committee (PAC)

1. Review approved February 27, 2017 minutes:
No meeting was held February 27, 2017.

2. Update on advertising for RFP:
Donna Clavaud reported the RFP for the park projects are on the TVCSD website, advertised in the Pt. Reyes Light and West Marin Commons. Donna Clavaud contacted fence contractors and a licensed contractor who may be interested in the park projects. David Judd is also bidding on the RFP. David Judd has installed the water fountain and now awaiting county inspection.

3. Update from Ted Anderson:
Jose Ortiz still needs to contact Ted Anderson to agree on final scope of work.

X. Pending Business

XI. Other Business

None

XII. New Business

a. Senate Bill 415 – Voter Participation:
Dru Fallon O'Neill explained that the regular election process is every two (2) and every four (4) years, except some districts don't match the two (2) year, four (4) year formats and are on an odd year. The Senate Bill goes into effect on 1/20/2018, which means if TVCSD has an election in 2017, it would be an off year. Discussion of this item to be continued.

b. Spring 2017 Newsletter:
Spring newsletter might include narrative and graphics regarding rate increase, park cleanup, ten (10)

year plan and new officers. Newsletter to be mailed April 15, 2017. Cynthia Hammond and Beth Koelker will do layout.

c. LAFCO Call for Election:

Dru Fallon O'Neill said there were three (3) candidates and TVCSD BOD's are to rank all three (3) candidates. Candidate with the least number of votes will be eliminated, and a runoff will occur should no candidate receive a majority of first place votes. No action taken, voting will take place on the April 14, 2017 TVCSD BOD meeting after discussing with Jose Ortiz.

XIII. Correspondence

None

XIV. Adjournment

Deborah Parrish motioned to adjourn TVCSD March 8, 2017 BOD meeting. Donna Clavaud seconded the motion. M/S/C

Meeting adjourned at 8:15 pm

Next TVCSD BOD Meeting, April 12, 2017, 7 pm at Tomales Town Hall


Approved by: Dru Fallon O'Neill, President

4/12/17
Date:


Attested by: Cynthia Hammond, Recording Secretary

APRIL 12, 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.*

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

Board of Directors:

Dru Fallon O'Neill, President • Donna Clavaud, Vice President • Bill Bonini
Peter MacLaird • Deborah Parrish