



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, May 10, 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: Melinda Bell, TVCS D Accountant; Cynthia Hammond, TVCS D Recording Secretary; Venta Leon, Margaret Graham, Walter Earle, Terry Duffy

I. Call To Order

Dru Fallon O'Neill called the meeting to order at 7:05 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.

Margaret Graham and Walter Earle will pay for the services of Suzi Katz of Sequoia Web Design to redesign a new TVCS D website. The monthly fee will remain the same; \$20 per month. Squarespace will be the new, user-friendly template and staff will have login access to upload documents. Melinda Bell will be the point person for Suzi Katz to train.

Venta Leon asked if the park was available for rental on June 11, 2017 for Jesus Hernandez to host an Aztec Dance and Ceremony that would be open to the public. It was determined that date was available.

III. Approval of May 10, 2017 TVCS D BOD Agenda

Dru Fallon O'Neill motioned to approve the TVCS D May 10, 2017 BOD meeting agenda as is. No objections.

IV. TVCS D Board Member Reports

Donna Clavaud reported there was a \$300 donation to the District for filming a movie in Tomales.

Donna Clavaud attended a reception for Aaron Peskin, the new Commissioner for the North Central Coast District of the California Coastal Commission. Aaron Peskin used to work for the Trust for Public Land that held the park property until it could be purchased for \$120,000.

V. Approval of April 12, 2017 TVCS D REGULAR Meeting Minutes and April 25, 2017 SPECIAL Meeting Minutes

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Deborah Parrish motioned to approve the April 12, 2017 Regular meeting minutes and the April 25, 2017 Special meeting minutes. Bill Bonini seconded the motion. M/S/U

VI. Financial Report (Melinda Bell)

a. Accept check registers and approve expenditures:

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

b. Financial Manager's report:

Melinda Bell reported that in the budget comparison, the park has spent \$15,500, which is in line with what was budgeted and planned for the Measure A Work Plan. The sewer program is a negative \$10,448 so far which includes \$44,500 of depreciation expenses. The difference of \$34,000 is close to the debt service. Melinda

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

c. Review and approve financial statements:

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

d. Ad Valorem Tax (Dru Fallon O'Neill):

Melinda Bell explained she assumed the Levy 4 was part of the 1% that all the Special Districts get from property taxes. Dru Fallon O'Neill said she spoke to Sandra Kacharos from Marin County property tax finance department and that property tax statements list Sewer Improvements and Tomales CSD. Dru asked Sandra Kacharos what were sewer improvements? In 1975 TVCSD residents within the sewer district voted on an Ad Valorem tax "ad infinitum". Included in the TVCSD BOD packet was a 2010 report from Walter & Pistole explaining the Ad Valorem Tax. Dru Fallon O'Neill explained, based upon the report, when North Marin Water District (NMWD) was running the district, the language was \$.75 per \$100 valuation. NMWD reduced it to \$.2 per \$100 of assessed value, which doesn't add up when looking on property tax assessments, and also in question is how are these assessments determined. Donna Clavaud questioned why this would go on into infinity. Deborah Parrish questioned where those funds were going. Donna Clavaud said TVCSD receives approximately \$8,000 and questioned if these funds are coming back to the district. Dru Fallon O'Neill said that in the 1975 ballot measure, the purpose of the tax was to pay for the construction and operational expenses of the voter created Tomales District. Voters also voted for money to be set aside to continue operations. NMWD lowered the tax from \$.75 to \$.02 ad infinitum. Melinda Bell reported the District has received \$297,000 since

1999. This needs further investigation.

VII. General Manager's Report

a. Status Report on O & M contract:

Donna Clavaud spoke to Jose today & reported that Jose Ortiz had a discussion with NSU regarding saving the district \$12,000 per year. If NSU could guarantee those savings, TVCSD would rewrite the contract for NSU. If not, the contract would go out to bid. NSU said it could guarantee those savings but would want a three (3) year contract with TVCSD. The next step is for Jose Ortiz to meet with NSU to determine the exact scope of work. Donna Clavaud requests a TVCSD Board Member go into a negotiated meeting with NSU to determine the service contract and the scope of work. Deborah Parrish volunteered to be the point person for TVCSD. Deborah Parrish said she wants to know the rate & cost structures and billing fees for NSU employee positions. Peter MacLaird recommended further negotiations could take place on saving the district money. Jose Ortiz will coordinate a meeting with NSU.

Donna Clavaud motioned to authorize Jose Ortiz and Deborah Parrish to go into contract negotiations with NSU to specify a new scope of work that guarantees requested savings in exchange for writing a three (3) year contract. Bill Bonini seconded the motion. M/S/U

VIII. NSU Report

a. Review reports for March 2017:

TVCSD Notice of Violation was received March 2017. Jose Ortiz submitted the No Spill certifications by the April 28, 2017 deadline. The No Spill Certifications were sent to the wrong email address from July 2016 through March 2017.

IX. Committee Reports

a. Financial Advisory Committee (FAC)

1. No FAC meeting held in April:

2. 2017/2018 draft budgets for sewer and park (review, discuss and amend for preliminary vote):
Deborah Parrish thanked the TVCSD BOD's for the all the hard work that went into the draft budgets. Deborah Parrish questioned the sewer budget, as it is not the budget that is being proposed which should reflect the sewer rate increase. Deborah Parrish also questioned the O & M Contractual Services as this figure (\$71,000) could change based upon pending negotiations. Donna Clavaud suggested adding a line that would reflect the sewer rate increase of \$13,923.

Deborah Parrish motioned to approve the 2017/2018 sewer draft budget with the following changes; adding \$13,923 for the as yet to be approved rate increase and O & M Contractual Services for \$59,000 maximum. Peter MacLaird seconded the motion. M/S/U

Melinda Bell will make the above sewer budget changes and send to Donna Clavaud. Donna Clavaud will make the 2017/2018 sewer narrative changes.

2017/2018 park budget:

Donna Clavaud explained there are unspent funds from 2016/2017; (from the Board of Supervisors and

Dean Whitter for a total of \$25,000). These funds are for the gazebo. Donna Clavaud proposes going back to the original budget to reallocate the unspent grant funding. Measure A funding can be rolled over.

Bill Bonini motioned to add the Board of Supervisors and Dean Whitter grant money (\$25,000) to the 2017/2018 park budget. Deborah Parrish seconded the motion. M/S/U

Melinda Bell will rework the 2017/2018 park budget to reflect the above changes and Donna Clavaud will edit the TVCSD park narrative to reflect the allocation of grant monies.

b. Park Advisory Committee (PAC)

1. Review approved April 24, 2017 minutes:

Minutes were reviewed.

2. Review and approve amended FY 2016/2017 Measure A Work Plan:

Melinda Bell said the Measure A Work Plan gets sent to the County and the only thing that changes is the carry over funds (\$52, 350) from Measure A.

Donna Clavaud motioned to pass the amended 2016/2017 Measure A work plan for submittal. Deborah Parrish seconded the motion. M/S/U

Melinda Bell will submit the work plan to Kevin Wright, Marin County Parks.

3. Calendar of Park rentals:

Melinda Bell reported there is one (1) park rental for October 7th, 2017. Donna Clavaud suggested the park committee advertise the park is for rent.

4. Update from Ted Anderson:

Donna Clavaud said Ted Anderson is eager to get started on the park projects and has contacted several contractors. Bill Bonini said contractors are very busy and county work projects require a lot of paperwork. Venta Leon suggested TVCSD offer to help with the required paperwork. Donna Clavaud said Jose Otriz first priority is the O & M contract and the second priority is to sit down with Ted Anderson to outlay his scope of work. Venta Leon has a few comments about the park budget: 1.) Does the park fence really needed to be replaced, 2.) There is no mention of the BBQ and 3.) And there is no shade since the removal of the pine tree. Donna Clavaud suggested using Measure A money to buy a canopy. Bill Bonini said the fence is $\frac{3}{4}$ gone and the BBQ issue will be addressed at the park meeting.

5. Thank you letter to Tomales Girl Scout Troop:

The Tomales Girl Scout Troop planted flowers at the park and a thank you letter needs to be sent.

Deborah Parrish motioned to send a thank you letter to the Tomales Girl Scout Troop for planting flowers at the park. Bill Bonini seconded the motion. M/S/U

X. Pending Business

None

XI. Other Business

None

XII. New Business

TVCS D new website discussion:

This item was discussed under Open Communication.

XIII. Correspondence

None

XIV. Adjournment

Deborah Parrish motioned to adjourn the TVCS D May 10, 2017 BOD meeting. Bill Bonini seconded the motion. M/S/U

Meeting adjourned at 8:36 pm

Dru Fallon O'Neill

6-14-17

Approved by: Dru Fallon O'Neill, President

Date:

Cynthia Hammond

June 14, 2017

Attested by: Cynthia Hammond, Recording Secretary

Date:

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

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Board of Directors:

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