



TVCS D Board of Director’s Meeting Minutes
Date: Wednesday, July 12, 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, Deborah Parrish

Board Members Absent: Peter MacLaird

Also Present: Cynthia Hammond, TVCS D Recording Secretary; Venta Leon

I. Call To Order

Dru Fallon O’Neill called the meeting to order at 7:00 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 July 12, 2017 TVCS D BOD Agenda

Deborah Parrish motioned to approve the TVCS D July 12, 2017 BOD meeting agenda. Bill Bonini seconded the motion. M/S/C

IV. TVCS D Board Member Reports

Deborah Parrish reported the O & M contract with NSU has been forwarded to her from General Manager, Jose Ortiz. The signed O & M contract is included in the Board packet.

Donna Clavaud expressed her appreciation to the Board, staff and committees for all that has been accomplished this past fiscal year; a new O & M contract, a new website, worked hard to reduce costs and after a lot of research, with the districts support, the approval of a rate increase. TVCS D is under good guidance with a great General Manager, supportive staff and a Board that has put in a lot of hard work moving into a new fiscal year.

Dru Fallon O’Neill requests the Board’s support in donating a raffle item, on behalf of TVCS D, to the Tomales Volunteer Fire Department’s pancake breakfast, which is being held Sunday, June 16, 2017. At no cost to the District, an environmentally safe, recyclable container containing eco friendly household products will be donated. TVCS D Board approves.

V. Approval of June 14, 2017 Public Hearing & Regular Meeting Minutes

Dru Fallon O’Neill and Venta Leon pointed out two (2) typo’s; page four (4), paragraph four (4), “Previous General Manager consulted an attorney and it was the attorney’s opinion that it was an operating cost/tax that when into Ad Infinitum”. Change when to went.

Page three (3), paragraph six (6), and correct spelling of Clavaud to Clavaud.

Bill Bonini motioned to approve the TVCS D June 14, 2017 Public Hearing and Regular Meeting Minutes. Deborah Parrish seconded the motion. M/S/C with changes. 1

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:

Donna Clavaud pointed out that the sewer net income, including depreciation; showed a loss of \$44,000. However, in the second year of the rate increase, \$27,800 will be provided from the increased sewer service charges. A connection fee for \$10,000 was budgeted for fiscal year 2016/2017 however that connection fee never occurred.

Deborah Parrish said depreciation differences aren't a cash event and shouldn't be seen as such and the 2017/2018 budget is "cash" break even. Deborah Parrish suggests TVCSD develop a policy that would use connection fee revenues for a capital improvement fund instead of operating funds; as it is hard to predict future connection fees. The next stage is to build for future sustainability; what should the District do to fund future capital and repair/upgrade projects? This will be the goal for this fiscal year.

Donna Clavaud said Melinda Bell wants FAC to start talking about setting dollar amounts and goals for the reserve policy. Bill Bonini agrees that the connection fees should not be in the budget. Deborah Parrish said Melinda Bell will reclassify connections fees from revenue to a capital improvement fund.

c. Review and approve financial statements:

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

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

d. Ad Valorem Levy 4 Assessment update (Dru Fallon O'Neill):

Dru Fallon O'Neill requests Melinda Bell and another Board Member meet with Marin County

Assessor, Roy Givens to go over the Unitary Levy 4 definition and how it applies to TVCSD. Levy 4, according to Roy Givens, could have been used as a vehicle for the rate increase without a community vote, just a Board vote. The way the County feels about Levy 4 is different than the attorneys' opinion that was received from the previous General Manager. Deborah Parrish agreed to attend the meeting with Roy Givens. More information is needed from North Marin Water District first. The County doesn't think Levy 4 is Ad Infinitum item, which is for a specific term.

VII. General Manager's Report

a. O & M contract:

Bill Bonini said the O & M contract looked great. Donna Clavaud said she was happy with the standardized service contract. Deborah Parrish will forward additional attachments with the routine tasks. Jose Ortiz will develop a protocol for washing the solar panels 2x's a year and other TVCSD's responsibilities.

VIII. NSU Report

a. Review reports for May 2017:

Reports were reviewed and look professional.

IX. Committee Reports

a. Financial Advisory Committee (FAC):

1. No meeting was held in June.

b. Park Advisory Committee (PAC):

1. No meeting was held in June.

2. Status/update on Park projects:

Jose Ortiz's next direction is to focus on the Park projects. Jose Ortiz spoke to ADA design and construction specialist, Craig Williams regarding Park projects. It is confirmed that contractors are very busy right now and if contractors were to take on the projects, the bids would be higher than it would cost. The scope of work for Park projects will include the gazebo, fence and ADA ramps.

X. Pending Business

None

XI. Other Business

None

XII. New Business

a. TVCSD Newsletter:

TVCSD produced a Spring newsletter and it was determined a Fall newsletter would be done. This will be discussed in the September 2017 TVCSD Board meeting.

b. Election filing papers:

Donna Clavaud contacted Dan Miller from the Board of Elections. There are three (3) TVCSD Board seats open. If no one else files, there won't be an election however incumbents still need to file before August 11, 2017 by 5:00. Incumbents should take their Candidate Application Form to the County Elections Department in person. If the form is done online, it will require a Notary's stamp. Form 700 also needs to be completed.

XIII. Correspondence

None

XIV. Adjournment

Deborah Parrish motioned to adjourn the July 12, 2017 TVCSD BOD meeting. Bill Bonini seconded the motion. M/S/C

Meeting adjourned at 7:46 pm

Approved by: Dru Fallon O'Neill, 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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Board of Directors:

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