

TVCS D Board of Director's Meeting Minutes

Date: Wednesday, October 11, 2017, 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

Board Members Present: Dru Fallon O'Neill, President (arrived late due to North Bay fire disaster); Donna Clavaud, Vice President; Bill Bonini, Peter MacLaird

Board Members Absent: Deborah Parrish (excused due to North Bay fire disaster)

Also Present: Jose Ortiz, TVCS D General Manager; Melinda Bell, TVCS D Accountant, Cynthia Hammond, TVCS D Recording Secretary; Venta Leon

I. Call To Order

In Dru Fallon O'Neill's absence, Donna Clavaud called the meeting to order at 7:12 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 October 11, 2017 TVCS D BOD Agenda

Bill Bonini motioned to approve the TVCS D October 11, 2017 BOD meeting agenda. Peter MacLaird seconded the motion. M/S/C

IV. TVCS D Board Member Reports

a. Donna Clavaud to report on SB 96 public works.

Donna Clavaud reported on the California State Legislature Budget Act of 2017 (AB 97) that was passed on June 15, 2017. Important budget trailer bills were also pushed through with the budget act that will have an impact on Special Districts. Trailer bill SB 96 public works is intended to revamp the public works contractor registration program. In a concession to public agencies, the Department's proposal exempts projects under \$25,000 and under \$15,000 for maintenance projects from the requirements of the registration program. Public agencies could face a fine of \$10,000 for using unregistered contractors when required. CSDA and lobbyist were able to get this concession rider. Only the gazebo and maybe the ramps would fall under the need to hire a licensed contractor that is registered at the state public works level; the filing fee is approximately \$1,000. The RFP would have to be modified to reflect this. Projects under \$15,000 for maintenance would not have to utilize a state registered contractor.

Donna Clavaud brought up the issue of the current North Bay fire disaster and disasters in general. Tomales village has been divided in to blocks for the purpose of door-to-door evacuation in the event of an alert notification to evacuate due to fire, flood, or earthquake. Donna Clavaud questioned if TVCS D is ready for a disaster and suggests developing policy/protocols and adding this to the TVCS D priorities calendar. Donna Clavaud suggested contacting the Inverness and Bolinas Utility Districts to get an idea as to what their disaster policies/protocols look like. Bill Bonini suggests that Jose Ortiz look at other Special District's disaster policies. Jose Ortiz said he a lot of experience in emergency response and

emergency management systems and said TVCSD needs to look at what is already in place and what needs to be built upon for different types of disasters. Donna Clavaud would like to look at existing models and to invite Tom Nunes; Tomales Fire Department Captain, to get his point of view at some point. Bill Bonini, Donna Clavaud and Melinda Bell are CERT trained. Jose Ortiz suggested seeing if CSDA has existing templates for disaster planning. Jose Ortiz suggested contacting Supervisor Dennis Rodoni to see what the County has in place regarding an emergency response in Tomales. This issue will be added to the January 2018 TVCSD BOD meeting agenda.

V. Approval of September 13, 2017 Meeting Minutes

Bill Bonini motioned to approve the TVCSD September 13, 2017 BOD meeting minutes. Donna Clavaud seconded the motion. M/S/C

VI. Financial Report (Melinda Bell)

a. Accept check registers and approve expenditures:

Melinda Bell reported the 2016/2017 TVCSD Audit is complete. The financial statements on page nine (9) of the "Financial Statements and Independent Auditor's Report" has a complicated part regarding depreciation and capitalization of assets in regards to the Park. Under General Fund, column one (1) shows no depreciation, as budgeted, while the right side of the column does show depreciation. Melinda Bell pointed out that depreciation is included in the final reports even though depreciation isn't budgeted. Capital outlays aren't expenses. Non-cash and depreciation items are included in the monthly budget reports when requested.

Melinda Bell reported on the "Report on Accounting Controls and Procedures" from the Auditors. It is noted that TVCSD has finished some policies and is working on implementing the Matrix study. Auditor recommends setting the amounts on the reserve policy. Donna Clavaud told the auditors that setting the dollar amounts depended upon the analysis of the ten (10) year plan, the capital planning analysis and development and the rate increase. These analyses will now allow TVCSD to move forward to set amounts for the reserve policy now that there is more financial information.

Jose Ortiz pointed out the ten (10) year projection identified that a rate increase was needed to pay the debt service and it didn't have a component to raise revenues to set the operations and capital reserves. Jose Ortiz questioned how setting a reserve may vary over the course of a fiscal year. Melinda Bell said she had to transfer \$20,000 from the Redwood Credit Union to meet expenses in August as TVCSD waits for the service charge increase to become available in December 2017.

Melinda Bell reviewed with the TVCSD Board the Budgetary Comparison Statements as it shows the beginning and ending CASH amounts for Sewer and Park as requested by Deborah Parrish.

Donna Clavaud questioned what was under "maintenance and supplies". Donna Clavaud pointed out that \$264 was budgeted and \$2,280 was already spent. Melinda Bell said it was chlorine and chemicals (being stockpiled for the future) and sprinkler heads.

Jose Ortiz commented that when TVCSD adopted the budget, it was before the O & M contract was renegotiated with NSU. Jose Ortiz suggested that next time the budget is adopted; the budget needs to reflect a more specific breakdown of operation expenses. Donna Clavaud would like to see what the specific items are on the budgetary comparison and suggested FAC can make a recommendation and bring it back to the board in November 2017.

Bill Bonini motioned to accept check registers and expenditures. Peter MacLaird seconded the motion. M/S/C

b. Financial Manager's report:

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

c. Review and approve Financial Statements:

Bill Bonini motioned to approve the Financial Statements. Peter MacLaird seconded the motion. M/S/C

VII. General Manager's Report

a. Ongoing discussion with NSU regarding SCADA problems.

Jose Ortiz reported the on his disappointment and lack of confidence he has in regards to the Telstar/SCADA system as the system is not generating reports. NSU is currently generating reports manually. NSU brought in an electrical engineer with SCADA experience to examine the system and NSU will give TVCSD a proposal as to what it will take to correct the system.

b. FOG tank; request for indefinite extension of disconnect until TVCSD does a video TV inspection of the line to the Village to check status of grease flow. Discussion of video TV inspection of collection pipe from plant to Village.

Jose Ortiz said in May 2017, TVCSD received permission to bypass the FOG tank as it was put in the wrong place and is costing the district \$5,000 per year to pump the FOG tank. A video inspection will be done from the plant to downtown to see if there is grease, oil and fat collecting in the inside of the sewer main. Donna Clavaud asked if TVCSD was going to ask the state for an indefinite disconnect from the FOG tank. Jose Ortiz said he had this discussion with Blair Allen from the Bay Area Regional Water Control Board and would ask for an indefinite disconnect if it can ne proven the FOG tank serves no purpose.

c. Meeting with Kevin Wright (Marin County Parks Government & External Affairs Coordinator) and small Special Districts about construction collaboration on Park projects.

Jose Ortiz met on October 2nd, 2017 with Kevin Wright and Max Korten; Director and General Manager of Marin County Parks to collaborate with other small districts that receive Measure A funds in order to reduce some of the costs such as building inspection fees. Meeting will be held quarterly. Other Special Districts are also finding it difficult to find contractors therefore perhaps "bundling" similar projects together might make it more attractive to contractors.

d. Legal assistance options for the District.

Jose Ortiz said TVCSD has been operating without any legal support and legal service fees aren't in the current fiscal years' budget. Jose Ortiz will reacquaint himself with County Council. Donna Clavaud said

that there are various legal issues that do come up and proposes to put together questions to present to County Council. TVCSD receives one (1) hour of free legal service per year from CSDA (California Special Districts Association) membership. Jose Ortiz suggested asking what CSDA recommends in regards to the minimum amount of legal support TVCSD should have and to have CSDA identify certain legal issues TVCSD should be concerned about. Jose Ortiz said once construction projects are underway, it's important to have legal support.

Jose Ortiz reported that Alex Derbes has four (4) parcels he wants to annex to the District. Jose Ortiz said there was an order to build an individual lift station and that a recorded agreement must be made by a civil engineer and that Alex Derbes is responsible for the maintenance.

VIII. NSU Report

a. Review reports for August 2017 and September 2017:

Reports were reviewed; there were no questions. Jose Ortiz received an email from Steve Chase, Plant Supervisor for NSU, who is resigning as of October 20th, 2017. In the mean time, Steve Phillips will be taking his place.

Jose Ortiz said the Rain Bird sprinkler heads at the top of the hill needed maintenance. The cost was \$3,200, is non-scheduled work, and is an item that was included under the CIP.

IX. Committee Reports

a. Financial Advisory Committee (FAC):

1. No FAC meeting was held in September due to Audit in process. Next meeting is scheduled for October 18, 2017 at 10:30 am.

b. Park Advisory Committee (PAC):

1. No PAC meeting was held in September.

2. Schedule next PAC meeting.

Bill Bonini said the next PAC meeting would be at the end of the month; Donna Clavaud said it would be Monday, October 30th. Donna Clavaud said Margaret Graham asked the board for clarification; what would a PAC meeting be about, what would PAC talk about? Jose Ortiz suggested PAC do long range planning/vision; there are several projects already identified and instead of looking for projects to do, identify the needs and develop the projects to fill those needs. Jose Ortiz said there were resources out there that TVCSD isn't taking advantage of, example: templates for signage from Marin County Parks and suggests a PAC member attend the quarterly meetings in San Rafael.

Donna Clavaud said the installation of the water fountain may have extended the permit and suggested putting this item on the agenda. The baby-changing table is broken and needs to be resolved. The roof the water tower is also leaking.

X. Pending Business

a. TVCSD Newsletter:

Donna Clavaud proposes to put the newsletter on the November 2017 agenda.

XI. Other Business

None

XII. New Business

a. Certification of incumbent Board Members for new terms:

Donna Clavaud read a letter from Dan Miller, Marin County Board of Elections stating there will not be an election because the number of candidates does not exceed the number of offices to be filled and there were no petitions filed. Swearing in will be on the November 8th, 2017 TVCSD BOD meeting.

Jose Ortiz said there was a proposal to have all elections occur on "even" years. In order for TVCSD to get on the even numbered years, the TVCSD board needs to consider having terms end in three (3) or five (5) years. Jose Ortiz will be submitting a report to the Marin County Elections Office.

Bill Bonini brought up the Grand Jury letter regarding junior accessory units. Jose Ortiz mentioned there is state legislation to look at reduced costs of utility connections including sewer, water, electric and gas for affordable housing projects. Melinda Bell read from the Grand Jury Report that recommends utility districts reduce fees for low-income housing projects. Donna Clavaud said this would encumber the district financially and Tomales has a healthy, long-term rental percentage and felt it was the responsibility of the County to help the districts develop affordable housing solutions. Jose Ortiz suggested that FAC discuss this at their October 18, 2017 meeting.

XIII. Correspondence

Special District Risk Management Association and Worker's Compensation sent letters to TVCSD acknowledging that there weren't any claims for five (5) years.

XIV. Adjournment

Dru Fallon O'Neill motioned to adjourn the October 11, 2017 TVCSD BOD meeting. Bill Bonini seconded the motion. M/S/C

Meeting adjourned at 9:28 pm.



Approved by: Dru Fallon O'Neill, President

11-8-2017

Date:



Attested by: Cynthia Hammond, Recording Secretary

Date:

11/8/2017

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:

Dru Fallon O'Neill, President • Donna Clavaud, Vice President • Bill Bonini

Peter MacLaird • Deborah Parrish