



**TVCS D Board of Director's Meeting Minutes**

**Date: Wednesday, November 8, 2017, 7 – 9 pm**

**Location: Tomales Town Hall, Tomales, California 94971 DRAFT**

**Board Members Present:** Dru Fallon O'Neill, President (arrived at 7:20); Donna Clavaud, Vice President; Bill Bonini, Deborah Parrish

**Board Members Absent:** Peter MacLaird

**Also Present:** Cynthia Hammond, TVCS D Recording Secretary; Walter Earle; Margaret Graham

**I. Call To Order**

Donna Clavaud called the meeting to order at 7:10 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 November 8, 2017 TVCS D BOD Agenda**

Deborah Parrish requests all the Committee Reports, Section IX, be moved ahead of the Financial Reports.

Deborah Parrish motioned to approve November 8, 2017 TVCS D BOD agenda with the above changes. Bill Bonini seconded the motion. M/S/C

**IV. TVCS D Board Member Reports**

None

**V. Approval of October 11, 2017 TVCS D BOD minutes**

Bill Bonini motioned to approve the October 11, 2017 TVCS D BOD minutes. Donna Clavaud seconded the motion. Deborah Parrish abstained. M/S/C

**VI. Financial Report (Melinda Bell)**

a. Accept check registers and approve expenditures:

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

b. Financial Manager's report:

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

c. Review and approve financial statements:

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

d. Response to Auditor's report on Internal Control:

Bill Bonini motioned to accept the Auditor's report on Internal Control. Deborah Parrish seconded the motion. M/S/C

**VII. General Manager's Report**

Donna Clavaud requested Jose Ortiz to research other District's disaster plans and to update Park projects in the General Manager's report.

**VIII. NSU Report**

- a. Review reports for September 2016:  
Reports were reviewed.

**IX. Committee Reports**

- a. Financial Advisory Committee (FAC)  
1. Review October 18, 2017 Meeting Minutes  
Donna Clavaud reported the following:

FAC discussed the amendments to the TVCSD By-laws and the amendments were given to local attorney, Jill Sartori for review. Because Jill Sartori is the President of the Shoreline Unified School District (SUSD) Board, this could pose a conflict of interest. It was agreed to explore other legal options such as Marin

County Counsel or California Special District Association (CSDA). Venta Leon will also seek pro bono assistance.

At the October 2017 TVCSD BOD meeting, Jose Ortiz brought up the fact and his concern that TVCSD doesn't currently have a budget for legal expenses. FAC will call CSDA to ask if there is a best practice or standard for small Districts.

FAC will also review all TVCSD policies to determine which ones have been approved and which ones are still in draft form and which few policies still need to be done.

Melinda Bell is analyzing options for reserve balances, which will be discussed at the November FAC meeting; these options will be brought to the January 2018 TVCSD BOD's meeting.

The Auditor asked TVCSD to clarify Asset Inventory details back to 1977 for the District. The Auditor will be questioned about the materiality of identifying more asset details and why this is important.

The TVCSD BOD's referred the Grand Jury Recommendations for Outreach and Housing back to FAC. When FAC analyzed this report, TVCSD wasn't invited to do public engagement plans and the housing response was due July 12, 2017. When Donna Clavaud went to the Grand Jury website report, many Districts didn't respond. FAC decided to turn this matter over to Jose Ortiz and in order to respond to the letter; TVCSD rate structures need to be looked at as TVCSD has never had rate structures for junior accessory units. This item will be addressed at the January 2018 TVCSD BOD meeting.

Donna Clavaud requested Deborah Parrish to approve the FAC meeting minutes for October 18, 2017.

#### b. Park Advisory Committee (PAC)

##### 1. Review October 25, 2017 Meeting Minutes

Margaret Graham reported that one (1) of the diaper changing stations needs to be replaced. Melinda Bell will amend the Measure A 2017 - 2018 budget. The new required signage for the Measure A grant money was redone and mounted on the fence by the restrooms and the rules and regulations signage was redone.

Donna Clavaud reminded the TVCSD BOD the difficulties small Districts are having hiring contractors for park projects. Jose Otriz attended the first quarterly meeting with Marin County Parks to discuss construction collaboration on park projects. Walter Earle will now attend these quarterly meetings.

Walter Earle reported there was a leak in the irrigation and manual valves were installed. Irrigation timer system is now turned off for the rainy system.

Donna Clavaud read from the PAC minutes that David Judd would submit separate bids for the gazebo, handicap ramps and retaining wall by January 5, 2018. David Judd also requested from Jose Ortiz the prevailing wage chart for Marin County. Margaret Graham suggested including the prevailing wage chart with the updated RFP and if Marin County has a website to post the RFP. Donna Clavaud suggested Walter Earle bring the updated RFP to the next quarterly meeting with Marin County Parks. TVCSD will provide support for the state regulatory system.

Margaret Graham reported there are safety issues with the BBQ being located inside the children's park. Walter Earle suggested having a BBQ available for rent that could be stored at the plant.

#### **X. Pending Business**

a. TVCSD Newsletter postponed until February 2018

b. TVCSD Disaster Plan – will be discussed at the January 2018 meeting. Research other District plans.

#### **XI. Other Business**

None

#### **XII. New Business**

a. Oath of Office for three (3) Incumbent Board Members  
Cynthia Hammond administered Oath of Office for Bill Bonini, Deborah Parrish and Dru Fallon O'Neill in this order.

**XIII. Correspondence**

None

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

**Regular Meeting adjourned at 7:52 pm**

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

Agency designated representatives: TVCSD Board of Directors

Unrepresented employee: District General Manager

**CLOSED SESSION**

**Call to Order**

Closed Session opened at 7:52 pm. Closed at 8:23pm.

**XV. Return to Open Session**

It was agreed to hold a Closed Session prior to January 10 Board Meeting at 6pm with General Manager present to discuss labor negotiations. The board prefers to do a joint evaluation of 2016-17 goals and objectives and set new ones for 17-18 prior to new contract. The Board did not complete the rated performance evaluation because the Board felt it was not useful. The Regular Board meeting was adjourned at 8:30pm.

**XVI. Adjournment**

**Meeting adjourned at 8:30 pm**

**Next TVCSD BOD Meeting, January 10, 2018, 7 pm at Tomales Town Hall**

*Dru Fallon O'Neill*

*1-10-18*

Approved by: Dru Fallon O'Neill, President

Date:

*Cynthia Hammond*

*1/10/2018*

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