



TVCSO Board of Director's Meeting Minutes

Date: Wednesday, January 10, 2018 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: Jose Ortiz; TVCSO General Manager, Cynthia Hammond; TVCSO Recording Secretary, Venta Leon

I. Call To Order

Dru Fallon O'Neill called the meeting to order at 7:06 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 January 10, 2018 TVCSO BOD Agenda

Donna Clavaud suggested moving Item A, "Review and approve new contract", listed under General Manager's Report, to CLOSED SESSION.

Bill Bonini motioned to move Item A, "Review and approve new contract", listed under General Manager's Report, to CLOSED SESSION. Deborah Parrish seconded the motion. M/S/C

IV. TVCSO Board Member Reports

Donna Clavaud wrote to Colleen Haley, TVCSO's representative, from California Special Districts Association (CSDA) regarding disaster preparedness advise. A senior annalist from CSDA wrote Donna Clavaud back and suggested looking at the csda.net website as there are sample policies and urges the TVCSO Board to use csda.net as a resource.

Jose Ortiz said he has the CSDA sample policies on a flash drive, which FAC can use as a resource.

Donna Clavaud told the Board there is a Tomales town meeting on Sunday, January 21, 2018 at the Tomales Town Hall sponsored by the Tomales Emergency Response Network (TERN). This meeting will be a community discussion on how Tomales' responded to the North Bay fire disaster.

Jose Ortiz suggested asking for other districts for their emergency plans. Jose Ortiz attended training for all matters in disaster planning and part of the planning is making the right community connections and having procedures in place for disaster assistance.

Deborah Parrish reminded the Board that every year a priorities calendar is developed which guides and focuses the Board on what needs to be accomplished. Deborah Parrish suggested to build a comprehensive plan and training and proposes to kick-off the disaster and emergency planning in June 2018. This item will be added to the June 13, 2018 TVCSD agenda.

Dru Fallon O'Neill questioned what TVCSD's insurance policy covers in the event of a disaster.

V. Approval of November 8, 2017 TVCSD BOD minutes

Bill Bonini motioned to approve the November 8, 2017 TVCSD BOD minutes. Deborah Parrish seconded the motion. M/S/C

VI. TVCSD Board Officer Elections

Bill Bonini motioned to keep all TVCSD BOD's in the same position they are currently in. Dru Fallon O'Neill to remain President and Donna Clavaud to remain Vice President. Deborah Parrish seconded the motion. M/S/C

VII. Committee Reports

a. Financial Advisory Committee (FAC)

1. Review November 27, 2017 FAC meeting minutes

Minutes were reviewed.

Donna Clavaud reported FAC is working primarily on policies and the examination of the TVCSD By-Laws. FAC will be meeting at the end of this month to recommend dollar amounts for the draft Reserve Policy.

Donna Clavaud also reported FAC is currently examining TVCSD's By-Laws to bring them up to date. There is a section in the By-Laws on memberships and what is the understanding of what constitutes memberships. TVCSD is unsure if there are memberships other than ratepayers. Donna Clavaud researched past TVCSD minutes and it was determined that TVCSD was set up as a California Public Benefit Corporation (a non-profit corporation). This was set up this way because of the Park. TVCSD is a Government Agency set up as a California non-profit corporation that demands memberships and memberships require annual meetings. Donna Clavaud suggested utilizing CSDA free one (1) hour legal services. FAC will make a recommendation to TVCSD BOD's and will draft changes to present to legal services. Deborah Parrish suggested contacting County Council for advise.

b. Park Advisory Committee (PAC)

1. No November 2017 or December 2017 PAC meetings were held.

2. Review ten (10) year Park plan Draft from October 2017 PAC meeting

Donna Clavaud suggested that at the next PAC meeting, the ten (10) year plan could be organized in to a priority calendar. The ten (10) year plan will be added to the February 14, 2018 TVCSD agenda. Jose Ortiz said it was very important replace the gazebo as soon as possible due to its condition.

3. Discuss updating Park RFP's

Donna Clavaud spoke to Ted Anderson and Ted is eager to be the project manager. The online RFP's needed to be updated. Donna Clavaud asked for assistance is revising the RFP's. Jose Ortiz said Measure A funds can be billed for his time overseeing the Park projects. Jose Ortiz will also review the RFP's and reminded the Board three (3) bids will be needed which may be difficult due to the North Bay fire disaster.

VIII. Financial Report (Melinda Bell)

a. Accept check registers and approve expenditures:

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

b. Financial Manager's report:

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

c. Review and approve financial statements:

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

IX. General Manager's Report

a. Review and approve new General Manager's contract. (Moved to CLOSED SESSION)

Jose Ortiz reported a less than \$300 invoice was received from NSU in response to off-hours emergency due to gravel in the communitor. This is considered non-scheduled work.

Jose Ortiz contacted Roy's Sewer Service to schedule closed circuit TV video inspection from the manhole at the intersection Dillon Beach Road and Highway 1 all the way to the Plant. Donna Clavaud reminded the Board that \$5,000 was budgeted for closed circuit TV inspections. After the closed circuit TV inspection is completed, Jose Ortiz will send the report to Blair Allen to request permanent off-line of the FOG tank.

Jose Ortiz received communication from Paul Bantle and local realtor, Karen Karlow requesting information on connections to the wastewater collection system. Jose Ortiz reviewed ordinances and in the sanitary sewer manual plan done in 2012, it calls for an annexation fee in addition to the connection fees. Jose Ortiz will research.

Jose Ortiz discussed converting election years from odd numbered years as stated in the TVCSD By-Laws to even numbered years. In order to do this, terms need to be lengthened by one (1) year. Jose Ortiz will prepare a resolution for the Board to consider.

Jose Ortiz reminded Board and staff the need to complete form 700. Cynthia Hammond will contact Melinda Bell to get the forms. Donna Clavaud will send Jose Ortiz the new Board packet, which includes Board requirements.

Jose Ortiz reviewed the Marin Grand Jury Report on Affordable Housing. The recommendation in the Grand Jury Report is for Special Districts to waive their fees for projects that included affordable housing. Jose Ortiz recommends for TVCSD to have a position on this matter. This would be an unreasonable burden in a small community. Donna Clavaud read the Grand Jury responses and suggests the Board to review the responses. Jose Ortiz will review comments and prepare a statement with input from Dru Fallon O'Neill and Donna Clavaud. Jose Ortiz will respond by January 22, 2018.

The Worker's Comp Resolution will be adopted in the February 14, 2018 TVCSD BOD meeting.

X. NSU Report

- a. Review reports for October 2017 and November 2017:
Reports were reviewed.

XI. Pending Business

- a. TVCSD Newsletter

Donna Clavaud suggested moving the TVCSD newsletter to the spring of 2018 and suggested an article regarding fats, oil and grease. Cynthia Hammond will send out an email requesting input.

XII. Other Business

None

XIII. New Business

None

XIV. Correspondence

None

Deborah Parrish motioned to adjourn TVCSD January 10, 2018 BOD meeting for a Closed Session. Bill Bonini seconded the motion. M/S/C

Regular Meeting adjourned at 8:39 pm

CLOSED SESSION

XV. Conference with Labor Negotiators (pursuant to Government Code Section 54957.6). Agency designated representatives; TVCSD Board Members. Represented Contractor; District General Manager

CLOSED SESSION

Call to Order

Closed Session opened at 8:40 pm. Closed at 9:20 pm.

XVI. RETURN TO OPEN SESSION

XVII. REPORT OUT OF CLOSED SESSION

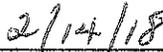
TVCSD Board directed the General Manager to prepare his contract with updated addendum for three (3) years effective 1/1/2018.

XVIII. Adjournment

Meeting adjourned at 9:25 pm

Next TVCSD BOD Meeting, February 14, 2018, 7 pm at Tomales Town Hall


Approved by: Dru Fallon O'Neill, President


Date:


Attested by: Cynthia Hammond, Recording Secretary


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.*

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Board of Directors:

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