



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, February 14, 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

Board Members Absent: Deborah Parrish, Peter MacLaird

Also Present: Cynthia Hammond; TVCS D Recording Secretary

I. Call To Order

Dru Fallon O'Neill called the meeting to order at 7:15 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 February 14, 2018 TVCS D BOD Agenda

Donna Clavaud motioned to approve the TVCS D BOD meeting agenda for February 14, 2018. Bill Bonini seconded the motion. M/S/C

IV. TVCS D Board Member Reports

None

V. Approval of January 10, 2018 TVCS D BOD minutes

Donna Clavaud motioned to approve the January 10, 2018 TVCS D BOD minutes. Bill Bonini seconded the motion. M/S/C

VI. Committee Reports

a. Financial Advisory Committee (FAC)

1.) Review January 31, 2018 FAC meeting minutes.

Donna Clavaud reported that the FAC meeting on January 31, 2018 primarily focused on the Reserve Policy and setting reserve balances. Minutes were reviewed.

2.) Review and approve changes to Reserve Policy and set reserve balances.

Donna Clavaud reminded the Board that the Reserve Policy was written and approved on February 10, 2016 however at that time FAC was unable to put in the reserve amount because there wasn't a ten (10)

year financial plan. Donna Clavaud said standard practices suggest having six (6) months of emergency operating costs. FAC decided that a three (3) month Emergency Operational Reserves Fund would be sufficient in order to also have a Capital Reserve Fund. FAC is recommending an Emergency Operational Reserves Fund of \$44,572, which is 25% of the District's annual budget, and a Reserve Capital Fund of \$40,000 for the next fiscal year budget.

Bill Bonini motioned to approve the changes to the TVCSD Reserve Policy and to set the reserve balances as stated above. Donna Clavaud seconded the motion M/S/C

b. Park Advisory Committee (PAC)

- 1.) No January 2018 PAC meeting was held.
- 2.) Discuss updating Park RFP's.

Donna Clavaud and Jose Ortiz will update the Park RFP for the Park committee and uploaded to the TVCSD website. The RFP will be updated by February 26, 2018.

VII. Financial Report (Melinda Bell)

a. Accept check registers and approve expenditures:

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

b. Financial Manager's report:

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

c. Review and approve financial statements:

Donna Clavaud motioned to accept the financial statements. Bill Bonini seconded the motion. M/S/C

VIII. General Manager's Report

a. SCADA system.

Dru Fallon O'Neill asked if NSU had any influence regarding the issues with the SCADA system. NSU is working with Jose Ortiz to troubleshoot the SCADA system. Donna Clavaud suggested and asked Melinda Bell to pull the financial records which will indicate how much money has been spend on the SCADA system.

Donna Clavaud asked about the Will Serve letters (to sewer connections and to the wastewater collection system) to Paul Bantle and Karen Karlow. Bill Bonini said Paul Bantle is in the District and Karen Karlow has property listed for sale.

Dru Fallon O'Neill asked what was the best course of action for the gorse abatement; mow it or burn it. Bill Bonini said it's a combination of both. Typically what is done is to mow it and spot spray. The fire department has burned it in the past. Bill Bonini will contact the fire department.

b. General Manager's contract.

Donna Clavaud said the reason the contract states "amended and restated agreement" is because Jose Ortiz's lawyer agreed to review the service contract and it could be strengthened in a few places; under Item 12.) Insurance obtained by the Consultant shall have a self-insured retention or deductible of no more than \$100,000. Under Item 4.) Compensation; a sum not to exceed \$120,000, this dollar amount is not a guarantee that the District will pay that full amount to the Consultant but is merely a limit of potential District expenditures. General Manager's contract Effective date is January 1, 2018 through the close of business on June 30, 2020.

Bill Bonini motioned to accept General Manager's contract effective date January 1, 2018 through June 30, 2020 unless extended or terminated earlier in accordance with the previous set forth in Sections 7 and 8 and for the sum not to exceed \$120,000. Donna Clavaud seconded the motion.

M/S/C

IX. NSU Report

a. Review reports for December 2017 and January 2018:
Reports were reviewed.

X. Pending Business

a. TVCSD Newsletter.

Cynthia Hammond said she has received the President's information and is waiting for PAC, FAC, General Manager's and website information for the newsletter. Mail to Tomales box holders end of March/first week of April.

b. Form 700 due.

Forms have been handed out to those who need to file.

c. Worker's Compensation Resolution 18-1.

Bill Bonini motioned to accept the Worker's Compensation Resolution 18-1. Donna Clavaud seconded the motion. M/S/C

XI. Other Business

Bill Bonini questioned if Cynthia Hammond was still under Nelson Staffing and thought there was a two (2) year limit. Cynthia Hammond will talk to Melinda Bell.

Bill Bonini said Jose Ortiz liability insurance in the TVCSD office.

XII. New Business

None

XIII. Correspondence

None

