



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, March 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; Margaret Graham, Walter Earl, Venta Leon

I. Call To Order

Dru Fallon O'Neill called the meeting to order at 7:02 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 March 14, 2018 TVCS D BOD Agenda

Donna Clavaud suggested moving VI, item b; Park Advisory Committee, ahead of Financial Advisory Committee.

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

IV. TVCS D Board Member Reports

None

V. Approval of February 14, 2018 TVCS D BOD minutes

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

VI. Committee Reports

a. Financial Advisory Committee (FAC)

1.) Review March 5, 2018 FAC meeting minutes.

Minutes were reviewed.

Donna Clavaud reported FAC is working on the budget for 2018/2019. It will be necessary to clarify

expenses for O & M as TVCSD has taken on some of the maintenance expenses; need to break out all operational expenses to track the expenses and to clarify Capital Improvement Plan (CIP) line items; decide where SCADA and Telstar go in the budget.

b. Park Advisory Committee (PAC)

Margaret Graham is requesting a TVCSD Board Member to be on the Park Committee. Dru Fallon O'Neill said she would join the committee. Meetings are held on the 4th Monday of the month at 6:30 at the Presbyterian Church.

Park clean-up day is scheduled for April 22, 2018 (Earth Day).

1.) Review February 26, 2018 meeting minutes.

Minutes were reviewed.

2.) Discuss revised work plan for 2017/2018.

Margaret Graham reported that the committee is reviewing the 2017/2018 Measure A work plan and is making a few minor adjustments to the plan which will be finalized at the next meeting.

Donna Clavaud asked about the increase in the cost of the gazebo/ramps and requests justification for the increase as the RFP's have already been revised and will need to be revised again. Margaret Graham and Bill Bonini explained that the costs of the materials have skyrocketed and the estimate details will be addressed in the March 28, 2018 meeting.

Venta Leon questioned the Financial Manager estimate for \$1,000 in the Measure A Work Plan. It was explained that expense is paid out of the Measure A budget.

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

Donna Clavaud reminded TVCSD Board Members that Melinda Bell is requesting TVCSD Board Members fill out their stipend forms before June 2018. Bill Bonini will not be submitting his stipend form for he is donating his time. Venta Leon asked what that meant to the budget as this expense was budgeted. This is a question for Melinda Bell.

b. Financial Manager's report:

Bill Bonini 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. Donna Clavaud seconded the motion. M/S/C

VIII. General Manager's Report

Bill Bonini pointed out that NSU has nearly completed their evaluation of the SCADA system and will provide an estimate to replace all the faulty sensors.

IX. NSU Report

a. Review reports for January 2018.
Reports were reviewed.

X. Pending Business

a. TVCSD Newsletter update.
Cynthia Hammond said she and Donna Clavaud reviewed the content and layout of the newsletter and it has been emailed to Beth Koelker for final layout for printer. Newsletter will be distributed to Tomales box holders 1st or 2nd week of April.

XI. Other Business

None.

XII. New Business

None

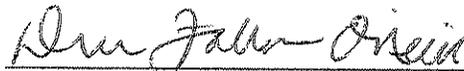
XIII. Correspondence

None

XIV. Adjournment

Meeting was adjourned at 7:30 pm. No objections.

Next TVCSD BOD Meeting, April 11, 2018, 7 pm at Tomales Town Hall


Approved by: Dru Fallon O'Neill, President

4-11-2018
Date:


Attested by: Cynthia Hammond, Recording Secretary

4/11/2018
Date:

TVCSO 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:
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Peter MacLaird • Deborah Parrish