



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

**Date: Wednesday, April 11, 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, TVCS D General Manager; Melinda Bell, TVCS D Financial Manager, Cynthia Hammond, TVCS D Recording Secretary; Margaret Graham, Walter Earle, Venta Leon, Susan Alvarez, David Judd

**I. Call To Order**

Dru Fallon O'Neill called the meeting to order at 7:05 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 April 11, 2018 TVCS D BOD Agenda**

Donna Clavaud asked if PAC would like to go before FAC due to the sewer budget discussion.

Donna Clavaud motioned to shift the agenda as needed to accommodate the PAC. The April 11, 2018 TVCS D Agenda was approved with the above change. Bill Bonini seconded the motion. M/S/C

**IV. TVCS D Board Member Reports**

Donna Clavaud reported that CSDA offers free webinars for TVCS D staff, board and committee members. In October 2018 there is a webinar addressing disaster planning for Special Districts and on April 27<sup>th</sup>, 2018 there is a webinar on CSDA's sample policy handbook. Jose Ortiz said he had the 2017 version of CSDA's policies and will forward to the board.

**V. Approval of March 14, 2018 TVCS D BOD minutes**

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

## **VI. Committee Reports**

### **a. Financial Advisory Committee (FAC)**

#### **1.) Review March 28, 2018 FAC meeting minutes**

Donna Clavaud reported that FAC has been meeting to develop a draft sewer budget and PAC has been working on a draft budget and a Measure A work plan. Donna Clavaud said the discussion at the FAC meeting was on how to itemize the operating and maintenance expenses within NSU's new contract. Melinda Bell provided FAC with annual budget comparisons, a current year to date statement and preliminary 2018/2019 line items for a projected budget.

#### **2.) Review and discuss Draft sewer budget for 2018/2019**

Deborah Parrish proposed to change "board training" to "training" and said the board stipend has to be budgeted for the full amount even if it's not used. Deborah Parrish questioned the plant and building maintenance for \$1,200 for fiscal year 2017/2018 (414.71) as it isn't in the 2018/2019 budget. Melinda Bell explained the plant and building maintenance was part of the \$14,000 (414.70) of last year's budget, which included the \$1,200. The 2018/2019 budget for Repairs and Maintenance (414.70) is actually larger with different line items than the 2017/2018 budget, but with nothing for the Plant and Building Maintenance line item.

Deborah Parrish commended the board for adherence to the budget process; in the ten (10) year plan, a prediction of 5% increase of cost and right now, 3% is budgeted for increase expenses for 2018/2019.

Melinda Bell said the forecasted net income for 2018/2019 would be a \$10,000 increase over 2017/2018. Melinda Bell recommends the repair and maintenance costs be carefully tracked with the new O & M contract.

#### **3.) Set date for Public Budget Hearing**

The Public Budget Hearing date will be May 9<sup>th</sup>, 2018; the same date as the Regular TVCSD BOD meeting beginning at 7:00 pm. Jose Ortiz said he sent the Public Hearing Date to the Pt. Reyes Light last year.

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

Margaret Graham reported on Proposition 68, which is statewide funding for "wild places and open spaces"; this will be a Bond Measure on the June 2018 ballot for local parks and natural lands and could be another revenue resource for the Park. Passing of this Proposition would compliment Measure A funding. Kevin Wright, Marin County Parks Government and External Affairs Coordinator, would like to receive support from TVCSD. Jose Ortiz suggests that TVCSD pass a resolution to support Proposition 68 and to bring the resolution back to the May meeting for a vote.

David Judd reported that the restroom doors in the Park have paint damage due to signs being removed and suggests slab (flat) doors to alleviate this problem.

Margaret Graham said PAC discussed the idea of painting a mural on the eastern wall of the bathroom instead of planting plants and hopes to involve students in this mural project. A new toilet paper dispenser will be installed to prevent theft of the toilet paper.

Donna Clavaud said there had been miscommunication in regards to David Judd's "bid" as it was not a bid but a "budget for the gazebo construction project. David Judd's Revised Budget for the Gazebo Construction Project was included the TVCSD Board packet. David Judd explained that the budget was

accurate with prevailing wage costs, which includes him and seven (7) subcontractors and would be interested seeing a competitive bid, which could be more. Jose Ortiz said what was lacking was an engineers estimate that was realistic, and other complexities such as public funding which requires prevailing wages which increases the costs and there are other requirements when awarding a contract.

Donna Clavaud said a year ago in January, the estimate was \$60,000 and now it has doubled. Margaret Graham said the \$60,000 was not the total. Donna Clavaud said the \$60,000 was projected and budgeted for the project.

Deborah Parrish asked how TVCSD goes from where we are now to how to get this project built. Bill Bonini said there needs to be a minimum of three (3) bids based on the cost of the project. Jose Ortiz said the minimum three (3) bid process is required because the project is a public contract and TVCSD also has to be consistent with it's own policy regarding bids.

Jose Ortiz spoke to Kevin Wright to find out if there were any restrictions or requirements to expend Measure A funds. Kevin Wright told Jose Ortiz there weren't any special requirements but there is an obligation to comply by the law. Jose Ortiz said TVCSD could do the following; not do the project at all, (not what anybody wants), wait for a better climate to receive bids or do more leg work to contact registered contractors. RFP's have been posted on the TVCSD website with no response. Donna Clavaud said she felt that limited outreach was done. Jose Ortiz would like to hire a General Contractor to manage all the sub-contractors and suggested instead of doing an RFP, do a request for bids, however plans don't have any specifications. Jose Ortiz said he signed up for a seminar in Oakland on public contracting and competitive bidding. Jose Ortiz asked the board if the cost for the project is \$120,000 - \$130,000, is that ok? Deborah Parrish felt the district has the money, the gazebo is in bad shape and the project will be a legacy for the district. Bill Bonini said the longer the district waits, the costs will not go down and feels the revised budget for the project seems realistic. Jose Ortiz said there's nothing to prohibit going with a single bidder and asked if it was a good financial decision for the board. Deborah Parrish asked what the board could do to get this project built. Donna Clavaud asked Jose Ortiz if there was a way to accept one (1) bid or no bids. Donna Clavaud suggested revising the RFP. Jose Ortiz said he would reach out to contractors with the PDF plan to see if they were interested in submitting a bid.

David Judge said the RFP didn't include gutters but the revised budget does reflect the costs for the gutters. Donna Clavaud asked David Judd about a hypothetical progression of the project should he be awarded the contract; would the gazebo be started first, then the ADA ramps and path and the fence would be last? David Judd said this would be the progression if he was awarded the contract and this would be his primary project. Donna Clavaud asked if the project would be started in May 2018, as the permit expires at the end of June 2018. Jose Ortiz will ask for an extension of the permit and a waiver of the fees.

Melinda Bell said the 2018/2019 work plan could be approved at tonight's meeting (or next month) and when the new fiscal year starts, the budget and work plan is already done. Jose Ortiz will attend the seminar and said the current RFP has to be changed to a "solicitation of bids" and also suggested contacting some of the other Measure A districts to see if they know contractors as there are 174 registered contractors according to the Department of Public Relations.

Donna Clavaud motioned to authorize the expenditure for TVCSD General Manager to attend the Public Contracts Seminar and the expense of \$149.50. Bill Bonini seconded the motion. M/S/C

Donna Clavaud said the gazebo and ADA ramp bids will be rewritten and there is a need to find contractors to bid on the project. Jose Ortiz said a deadline should be set. Jose Ortiz will contact contractors who may want to bid on the project and asked the board to give him direction to change the RFP to a solicitation of bids. The RFP will be removed from the website and will be replaced by a solicitation of bids once written. David Judd will submit a formal bid.

1.) Review March 26, 2018 meeting minutes

Jose Ortiz said the PAC minutes need to be amended as the minutes state "a motion was made to present David Judd's bid to the Board with a recommendation for approval at their April meeting in order to have it completed by Founder's Day." PAC will amend the minutes to state David Judd's bid was a budget.

2.) Review Measure A work Plan for 2018/2019

Melinda Bell said the Measure A work plan for 2018/2019 needs to be submitted to Kevin Wright before June 1<sup>st</sup>, 2018.

3.) Review Park budget for 2018/2019

Donna Clavaud asked if the TVCSD board were to move forward, does the 2018/2019 budget have to be approved at the public budget hearing meeting on May 9, 2018? Melinda Bell said the anticipated work is already in the 2017/2018 budget and has been approved.

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

a. Accept check registers and approve expenditures:

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

b. Financial Manager's report:

Deborah Parrish motioned to accept the Financial Manager's report. Bill Bonini 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**

Jose Ortiz will contact Roy's Sewer Service regarding a TV inspection of the entire collection system.

Jose Ortiz said he is drafting a letter to Telstar regarding the SCADA system and NSU is currently

evaluating the system. It is the opinion that the SCADA system was not upgraded properly and hopefully Telstar will voluntarily correct the system.

Regional Water Quality Control Board inspection report was received and included in the TVCSD board packet.

Jose Ortiz said NSU billing is slow which makes year-end reconciliation a little difficult.

Jose Ortiz reminded the board to fill out their Form 700 to Dan Miller at the Marin County Election Department and the Election Resolution will be passed at the May 9<sup>th</sup>, 2018 board meeting.

**IX. NSU Report**

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

**X. Pending Business**

a. TVCSD Newsletter update.  
Cynthia Hammond reported the newsletter was delivered to the post office on April 10<sup>th</sup>, 2018.

**XI. Other Business**

None.

**XII. New Business**

None

**XIII. Correspondence**

None

**XIV. Adjournment**

Meeting was adjourned at 9:04 pm. No objections.

Next TVCSD BOD Meeting, May 9, 2018, 7 pm at Tomales Town Hall

*Dru Fallon O'Neill*

5-9-18

Approved by: Dru Fallon O'Neill, President

Date:

*Cynthia Hammond*

5/9/18

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 Clavaud, Vice President • Bill Bonini

Peter MacLaird • Deborah Parrish