



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, May 9, 2018 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

Board Members Present: Dru Fallon O'Neill, President (arrived late); Donna Clavaud, Vice President; Bill Bonini, Peter MacLaird, Deborah Parrish

Board Members Absent: None

Also Present: Jose Ortiz, TVCS D General Manager; Melinda Bell, TVCS D Financial Manager, Cynthia Hammond, TVCS D Recording Secretary; Margaret Graham, Walter Earle, David Judd

I. Call To Order

In Dru Fallon O'Neill's absence, Donna Clavaud 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.

Margaret Graham reported Susan Alvarez donated her sales proceeds (\$80) from the Farm and Flea Market to the Park and David Judd located new toilet paper dispensers for the restroom.

III. Approval of May 9, 2018 TVCS D BOD Agenda

PAC Committee Report will be moved ahead of FAC Committee Report. Approved as amended.
No objections.

IV. TVCS D Board Member Reports

Donna Clavaud reported that in the California Special Districts publication; Volume 13, Issue #2, (pages 34 & 35) there was an article titled "New California Law has Immediate Impact on Public Works Projects". This article outlined that projects in excess of \$25,000 or \$15,000 for maintenance will require Form PWC-100. The PWB-100 forms are to be completed within thirty (30) days of the contract award, but no later than the first day work begins on the project. There are two (2) new labor codes for labor contracts that Donna Clavaud relayed to Jose Ortiz. Prevailing wages still apply to all public works (including maintenance) over \$1,000. Registration must be made prior to bidding on a project in order to avoid fines.

V. Approval of April 11, 2018 TVCS D BOD minutes

Bill Bonini motioned to approve the April 11, 2018 TVCS D BOD minutes. Deborah Parrish seconded the motion. Peter MacLaird abstained. M/S/C

VI. Committee Reports

a. Financial Advisory Committee (FAC)

1.) Discuss and Approve Proposed Sewer Budget and Narrative for 2018/2019

Donna Clavaud motioned to adopt Resolution 18-4 for fiscal year 2018/2019. Bill Bonini seconded the motion. M/S/U

Resolution 18-4 Roll Call

“A resolution of the Board of Directors of the Tomales Village Community Services District to Approve and Adopt the final Sewer Budget for fiscal year 2018/2019.”

Y O’Neill

Y Clavaud

Y Parrish

Y Bonini

Y MacLaird

AYES 5; NOES 0; Abstain 0; Absent; 0

b. Park Advisory Committee (PAC)

1.) Review Amended March 26, 2018 meeting minutes

The Amended March 26, 2018 were reviewed. The word “bid” was changed to “budget”.

2.) Review April 23, 2018 meeting minutes

Donna Clavaud questioned the idea for the mural and would like to see the design prior to implementation. Margaret Graham would like to give the students the creative freedom as opposed to a committee decision.

Margaret Graham said the RFP for the park projects was taken off the website. Jose Ortiz said he is writing a “Solicitation of Bids” for posting on the website. David Judd said if he were awarded the park project, it would be completed in time for Founder’s Day and he is not available in August. Jose Ortiz will check to see if the \$400 registration fee can be carried over to fiscal year 2018/2019. Donna Clavaud asked who would contact the County to get a permit extension with the fees waived as permit expires June 26, 2018. Jose Ortiz said he would contact the County.

3.) Review and Approve Measure A Work Plan for 2018/2019

Deborah Parrish motioned to approve the measure A Work Plan for fiscal year 2018/2019. Bill Bonini seconded the motion. M/S/U

4.) Discuss and Approve 2018/2019 Proposed Park Budget and Narrative

Deborah Parrish motioned to adopt Resolution 18-5 for fiscal year 2018/2019. Bill Bonini seconded the motion. M/S/U

Resolution 18-5 Roll Call

"A resolution of the Board of Directors of the Tomales Village Community Services District to Approve and Adopt the final Park Budget for Fiscal Year 2018/2019."

Y O'Neill

Y Clavaud

Y Parrish

Y Bonini

Y MacLaird

AYES 5; NOES 0; Abstain 0; Absent; 0

Donna Clavaud noticed there wasn't a line item for a Project Manager for the park projects and requested that it be added to the budget like it was for fiscal year 2017/2018. Donna Clavaud said an independent Project Manager was needed to report to the General Manager. Melinda Bell suggested to amend the budget October 1, 2018.

VII. Financial Report (Melinda Bell)

a. Accept check registers and approve expenditures:

Deborah Parrish motioned to accept the check registers and approve expenditures. Peter MacLaird seconded the motion. M/S/U

b. Financial Manager's report:

Financial Manager's report was reviewed. Deborah Parrish requested to strike "Action" off Financial Manager's report moving forward.

c. Review and Approve financial statements:

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

VIII. General Manager's Report

Jose Ortiz said there have been some expenditures that don't address progress for meeting some of the CIP projects. Melinda Bell and Jose Ortiz will rearrange on how some of those expenditures are reported between now and the end of the fiscal year. An example is the replacement of the sump pump, which is considered non-scheduled work, and it is also part of the CIP. A cost analysis will be done in July to see if money has been saved with the 2017/2018 NSU contract.

Jose Ortiz said a notification of violations was received which included a duplicate entries report and the Sewer System Management Plan hasn't been updated which is due June 1st, 2018.

Jose Ortiz said closed circuit TV will be done from downtown to the plant and suggests flushing the sewer lines which would increase the cost from anywhere to \$1.00 to \$1.80 a linear foot. There is \$10,00 in the proposed budget for this work. There has been a build up of solid waste since the FOG tank has been offline. NSU will relocate the aerator in pond 1 to accelerate the breakdown process.

Jose Ortiz attended a seminar on Public Contracting and Competitive Bidding that also discussed potential conflicts of interests and requests an open discussion in a closed session with the TVCSD board.

IX. NSU Report

a. Review reports for February 2018.

Deborah Parrish pointed out that the NSU reports were for March and not February. March reports were reviewed.

X. Pending Business

a. **Resolution 18-2 to Amend the Future Election Cycle**

“A resolution of the Board of Directors of the Tomales Village Community Services District to amend the future election cycle to comply with California Voter Participation Rights Act (SB 415) and establishing district board member November elections to consolidate with statewide general elections during even numbered years.”

Deborah Parrish motioned to adopt Resolution 18-2, to amend the Future Election Cycle. Bill Bonini seconded the motion. M/S/U

Y O’Neill Y Clavaud Y Parrish Y Bonini Y MacLaird

AYES 5; NOES 0; Abstain 0; Absent; 0

b. **Resolution 18-3 to Support Proposition 68 (Statewide funding for wild places and open spaces)**

“A resolution of the Board of Directors of the Tomales Village Community Services District in support of Proposition 68: The California Clean Water and Safe Parks Act.”

Deborah Parrish motioned to adopt Resolution 18-3 to support Proposition 68. Peter MacLaird seconded the motion. M/S/U

Y O’Neill Y Clavaud Y Parrish Y Bonini Y MacLaird

AYES 5; NOES 0; Abstain 0; Absent; 0

XI. Other Business

None.

XII. New Business

None

XIII. Correspondence

None

XIV. Adjournment

Meeting was adjourned at 8:26 pm. No objections.

Next TVCSD BOD Meeting, June 13, 2018, 7 pm at Tomales Town Hall

Dru Fallon O'Neill

6-13-18

Approved by: Dru Fallon O'Neill, President

Date:

Cynthia Hammond

6/13/2018

Attested by: Cynthia Hammond, Recording Secretary

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:

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