



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, October 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, Peter MacLaird, Deborah Parrish

Board Members Absent: None

Also Present: Melinda Bell, TVCS D Financial Manager; Cynthia Hammond, TVCS D Recording Secretary

I. Call To Order

Dru Fallon O'Neill called the meeting to order at 7:03 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 October 10, 2018 TVCS D BOD Agenda

Donna Clavaud motioned to approve the October 10, 2018 TVCS D agenda as is. Peter MacLaird seconded the motion. M/S/C

IV. TVCS D Board Member Reports

None

V. Approval of September 12, 2018 TVCS D BOD minutes

Donna Clavaud motioned to approve the TVCS D September 12, 2018 minutes. Bill Bonini seconded the motion. M/S/C

VI. Committee Reports

a. Park Advisory Committee (PAC)

1.) Review September 24, 2018 PAC meeting minutes

Donna Clavaud noticed there wasn't an agreement about the demolition of the gazebo, just a discussion. Dru Fallon O'Neill said Tim Furlong volunteered to do the demolition of the gazebo and haul it away. There was concern from David Judd that the demolition and hauling it away, free of charge, would be subject to Prevailing Wage rules. Donna Clavaud said demolishing and hauling for free wouldn't be subjected to Prevailing Wage and suggested further discussion at the November 2018 TVCS D meeting. Dru Fallon O'Neill said PAC felt they didn't have the authority to make the decision about demolition and hauling without board approval.

Dru Fallon O'Neill reported Randy and Cindy Biehler proposed to fund a memorial bench at the Park in

honor of Margaret Graham.

Dru Fallon O'Neill said Jose Ortiz would hold a "project walk through" at the Park on October 15, 2018 at 1:00 pm for interested bidders. Donna Clavaud said this would be delayed until the third week of October because Jose Ortiz was on vacation until October 15, 2018. Dru Fallon O'Neill said David Judd has been trying to contact Jose Ortiz and has not been told of the "project walk through". Donna Clavaud explained that Jose Ortiz may have limited Internet access and he was finishing working on the bid.

Dru Fallon O'Neill said PAC is interested in having a peg rack for clothing left at the Park as well as a lock box for valuables with signage and a phone number to contact if visitors have left items at the Park. Donna Clavaud said this is an item PAC can do without the direction of TVCSD. Dru Fallon O'Neill will take this back to PAC.

2.) Discuss Publicity of Park Activities

Dru Fallon O'Neill said a PAC calendar was a good idea. Melinda Bell said publishing a calendar would allow people to know when the Park is reserved. The busiest month for Park reservations is August, September and October. Donna Clavaud suggested revisiting this item in the spring.

b. Financial Advisory Committee (FAC)

1.) Discuss New Audit Contract

Melinda Bell said now is the best time of year to look for a new auditor or to continue with TVCSD current Auditor, Robert W. Johnson. The quote for next year is \$5,300 (\$5,200 this year). Deborah Parrish asked Melinda Bell how she felt working with Robert W. Johnson; Melinda Bell said they were the easiest Auditors she has ever worked with. Deborah Parrish said new Auditors would need to be experienced with Special Districts and non-profits and feels the field is limited. Donna Clavaud feels the current Auditor is very competent, sharp, and efficient and has been very helpful with TVCSD policies. Deborah Parrish asked Melinda Bell to ask Robert W. Johnson for a price break for the next three (3) years.

Bill Bonini motioned to keep Auditors, Robert W. Johnson for another year and for Melinda Bell to get a price quote for the next three (3) years. Deborah Parrish seconded the motion. M/S/C

2.) No FAC meeting was held in September 2018

VII. Financial Report (Melinda Bell)

a. Accept check registers and approve expenditures:

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

b. Financial Manager's report:

Financial Manager's report was reviewed.

Melinda Bell reported the annual Measure A Expenditure Report is being submitted to the County; the total reported for FY 2017/2018 (\$3,243.34) agrees with the Auditor's report. TVCSD also received

Special Acknowledgement Awards for both Worker's Compensation and Property and Liability.

Melinda Bell reviewed the Internal Control Report from the Auditor's that includes:

- 1.) Paid invoices need written documentation of authorization to pay besides the Financial Manager. When the check signer on larger invoices would review and initial invoices when signing checks, that authorization would meet the Auditor's requirements. The Auditor's would also like to see approval on all invoices. Deborah Parrish said there is already a policy; that up to \$500, Melinda Bell can approve expenses. These expenses are documented in the check registers and on the bank statements. Melinda Bell will address this with the Auditors.
- 2.) TVCSD needs a written, adopted policy on document retention. CSDA has samples of document retention. Deborah Parrish said there is a draft on documentation retention.
- 3.) TVCSD needs a policy on use of District credit cards. TVCSD does have a credit card and Melinda Bell uses it for virus protection, payroll taxes and various subscriptions.
- 4.) TVCSD should have a capital asset listing with full descriptions, dates, amounts and depreciation. Using Jose Ortiz's CIP list would be a start and add what the Auditor's suggest. Melinda Bell will request from the Auditor's an example of what they want.

Melinda Bell asked for the Board's decision on whether to invest some of the reserves to increase the interest rate of return. There are several options as pointed out on the Financial Manager's Report dated October 10, 2018. Deborah Parrish mentioned that interest rates are slowly increasing and tying money up for a short time seems more feasible than for years in a Certificate of Deposit. State of California Local Agency Investment Fund (CAL LAIF) allows fifteen (15) transactions per month with a minimum of \$5,000 withdrawals each, paying 2%. Melinda Bell asked the TVCSD BOD for direction. Bill Bonini suggested starting with a deposit of \$100,000 to CAL LAIF. Deborah Parrish suggested dividing reserves in to two (2) entities; CAL LAIF and a one (1) year CD. Dru Fallon O'Neill suggested bringing this item to the FAC for discussion. Deborah Parrish would like to move the reserves in the interim to CAL LAIF prior to the FAC meeting.

Bill Bonini motioned to move \$100,000 to CAL LAIF with the option of moving some of it to a CD. Deborah Parrish and Peter MacLaird seconded the motion. M/S/C

c. Review and Approve financial statements:

Deborah Parrish pointed out the biggest expense differential is the depreciation expense (Item 415.50), and requested to move that item to the bottom of the report.

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

VIII. General Manager's Report

Due to General Manager being on vacation, there weren't General Manager or NSU reports to review.

IX. NSU Report

NSU reports will be reviewed in the TVCSD BOD November meeting.

X. Pending Business

None

XI. Other Business

None

XII. New Business

None

XIII. Correspondence

None

XIV. Adjournment

Bill Bonini motioned to adjourn the meeting. Donna Clavaud seconded the motion. Meeting was adjourned at 8:02 pm.

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

Dru Fallon O'Neill

11-14-18

Approved by: Dru Fallon O'Neill, President

Date:

Cynthia Hammond

11/14/2018

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