



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, January 9, 2019 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, Peter MacLaird

Board Members Absent: None

Also Present: Jose Ortiz, TVCS D General Manager; Cynthia Hammond, TVCS D Recording Secretary; Walter Earle, Park Committee Chair, Venta Leon

I. Call To Order

Dru Fallon O'Neill called the meeting to order at 7:04 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 January 9, 2019 TVCS D BOD Agenda

Donna Clavaud motioned to accept the January 9, 2019 TVCS D agenda as is. Bill Bonini seconded the motion. M/S/C

IV. TVCS D Board Member Reports

None

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

Bill Bonini motioned to approve the TVCS D November 14, 2018 minutes. Deborah Parrish seconded the motion. M/S/C

VI. Board Officer Elections

Dru Fallon O'Neill asked the TVCS D Board if there were any volunteers for officers or requests. Peter MacLaird requested Dru Fallon O'Neill stay as TVCS D President. Donna Clavaud felt she is chairing many committees at this time to step up as the TVCS D President but would continue as the Vice President.

Peter MacLaird made a motion to nominated Dru Fallon O'Neill as the TVCS D President. Deborah Parrish seconded the motion. M/S/C

Deborah Parrish made a motion to retain Donna Clavaud as the TVCSD Vice President. Peter MacLaird seconded the motion. M/S/C

VII. Committee Reports

a. Park Advisory Committee (PAC)

1.) Review November 19, 2018 PAC meeting minutes:

Minutes were reviewed.

Walter Earle questioned the status of the Park projects. Jose Ortiz said he is going to post a Notice to Prospective Bidders at the Builder's Exchange, on the TVCSD website and potentially the Press Democrat. Donna Clavaud suggested posting on the Pt. Reyes Light; and to refer potential bidders to the TVCSD website for the details. Jose Ortiz will post on the TVCSD website Friday, January 11, 2019; the bid will open on January 11, 2019. At the February 13, 2019 TVCSD BOD meeting, Jose Ortiz will report and present the Board the bids and bonds with the request of the Board to give notice to proceed. Park projects to be competed by May 24, 2019. The fence and gate projects will be a separate bid. Jose Ortiz will instruct Tim Furlong to demolish the gazebo.

b. Financial Advisory Committee (FAC)

1.) No FAC meeting was held in December 2018.

Jose Ortiz said he brought a flash drive with templates for financial policies from the CSDA Policy Handbook. These policies can be tailored to TVCSD needs.

VIII. Financial Report (Melinda Bell)

a. Accept check registers and approve expenditures:

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

b. Financial Manager's report:

Financial Manager's report was reviewed.

c. Review and Approve Financial Statements:

Jose Ortiz mentioned NSU monthly billing increased from \$4,095.64 per month to \$4,242.80 per month. NSU has not increased their rates for eighteen (18) months.

Bill Bonini motioned to approve the financial statements. Peter MacLaird seconded the motion. M/S/C

IX. General Manager's Report

Jose Ortiz reported he would meet with Emily Brady on Monday, January 14, 2019 regarding a sewer connection, which will require an extension to the sewer main.

Jose Ortiz will prepare Will Serve letters to Norman McGaffey for four (4) lots in the District that he intends to sell. Purchasers of these lots will need to extend the sewer main to their lot frontage at their expense.

Jose Ortiz authorized Chief Plant Operator, Brandon Jacka, to obtain the needed materials to replace the steel cable that snapped at one of the pond aerators.

Dru Fallon O'Neill asked about the status of Telstar. Jose Ortiz said a former Telstar technician, Jack Miller, has started his own business. Jack Miller is a certified electrical engineer. Jose Ortiz will talk to Jack Miller about the lift station and connecting the solar panels to the SCADA system.

Bill Bonini asked when the TV inspection would be scheduled. Jose Ortiz talked to Roy's Sewer Service and the inspection will be scheduled after the next set of rains, perhaps next week.

Bill Bonini asked Jose Ortiz if there was a policy for lateral inspections when a property is sold. Jose Ortiz will check the ordinance. TVCSD Board thought this was a good idea.

X. NSU Report

Review October and November 2018 NSU reports:

Jose Ortiz said the October NSU report was included in the January 9, 2019 TVCSD Board packet but not the November report. Jose Ortiz will email the November NSU report to the TVCSD Board when he receives it.

XI. Pending Business

a. Board review of Best Practices for Directors

Donna Clavaud said this was included in the Board packet to refresh Board members responsibilities.

Jose Ortiz said there is an updated Board Member Handbook from CSDA; he will get copies for TVCSD.

Donna Clavaud reminded the Board to fill out Form 700.

b. Content Ideas for TVCSD February 2019 Newsletter

Deborah Parrish suggested including items such as what not to put down the drains, the effect of rains, maintaining downspouts, etc. Donna Clavaud added pharmaceuticals and contact lenses should not be flushed. Bill Bonini offered to do courtesy inspections for property owners. Jose Ortiz suggested "side sewer laterals" which property owners have the responsibility of maintaining. Dru Fallon O'Neill suggested "Health of the Sewer District"; how to maintain a healthy sewer system. Deborah Parrish suggested asking for volunteers/referrals to help get the Park projects completed. Donna Clavaud suggested a section "Did you know", with statistics and to reinstate a tour for the community and the school. Cynthia Hammond will submit a draft of the newsletter at the February 13, 2019 TVCSD Board meeting. Walter Earle will write a column about the Park.

XII. Other Business

None

XIII. New Business

a. TVCSD Website Discussion-Clarify Management & protocols; website updates needed
Donna Clavaud reviewed the TVCSD website and produced a handout of what needs to be updated. These include: updating Board of Director expiration dates, deleting the subcommittees (fundraising/community and mosquito advisory), updating the committees (FAC and PAC), deleting the Park calendar, updating the FAC minutes, archive the priority board agenda calendar and replace with 2017/2018 priority board agenda calendar; 2018/2019 needs to be created, removing one (1) General Manager's report dated 3/2018.

Walter Earle archived all 2017/2018 agendas and minutes.

Donna Clavaud suggested adding TVCSD CIP plan, ten (10) year financial plan, assets Inventory and the Notice to Bidders for the Park projects.

Jose Ortiz will check the Grand Jury recommendations for records retention and compliance with CSDA law. Donna Clavaud said TVCSD has a Records Retention Policy but it doesn't include website documents; the TVCSD Records Retention Policy will be reviewed.

Donna Clavaud asked who would direct Walter Earle on the contents and the uploading of contents on the website. Jose Ortiz said he often uploads documents and makes document changes and will keep Walter Earle apprised of changes.

b. Resolution needed for Board of Directors Elections

Resolution 18-2 was included in the TVCSD Board packet and was passed May 9, 2018. Jose Ortiz mailed Dan Miller a copy of the resolution.

XIV. Correspondence

Jose Ortiz received a letter from Marin LAFCO asking if anyone was interested in nominating themselves to the Marin LAFCO Board. The deadline is April. Jose Ortiz will scan and email to TVCSD Board members. Dru Fallon O'Neill said she was interested.

XV. Adjournment

Meeting was adjourned at 8:22 pm. No objections.

Next TVCSD BOD Meeting, February 13, 2019, 7 pm at Tomales Town Hall

Dru Fallon O'Neill

3-13-19

Approved by: Dru Fallon O'Neill, President

Date:

Cynthia Hammond

3/13/19

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.*

PO Box 303 • Tomales, CA • 94971 • ph 707.878.2767 • www.tomalescso.ca.gov

Board of Directors:

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