



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

**Date: Wednesday, March 13, 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

**Board Members Absent:** Deborah Parrish, Peter MacLaird

**Also Present:** Walter Earle, Park Committee Chair; Ted Anderson

**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 March 13, 2019 TVCS D BOD Agenda**

Bill Bonini motioned to accept the March 13, 2019 TVCS D agenda as is. Donna Clavaud seconded the motion. M/S/C

**IV. TVCS D Board Member Reports**

Bill Bonini reported he had a conversation with Jose Ortiz, TVCS D General Manager, regarding the condition of the winter rains into the sewer. They also talked about resolving the SCADA monitoring system.

**V. Approval of February 13, 2019 TVCS D BOD minutes**

Donna Clavaud motioned to approve the TVCS D February 13, 2019 minutes. Bill Bonini seconded the motion. M/S/C

**VI. Committee Reports**

**a. Park Advisory Committee**

1. Review February 25, 2019 PAC meeting minutes

Minutes were reviewed.

Dru Fallon O'Neill reported there was discussion of the 2019/2020 budget for the Park. There are no changes to be expected for the 2019/2020 Park budget and Measure A work plan. The memorial bench design and the new gazebo project were discussed. The RFP for the Park projects are posted on the TVCS D website. Donna Clavaud pointed out \$30,000 will be moved to the CAL LAIF Investment Fund to earn a higher rate of interest.

2. Status of Park bids

As of March 10, 2019 no inquiries regarding the Park bids have been received. According to the General Manager’s report, an extension to receive bids will be April 8, 2019.

3. Status of Draft Measure A Work Plan & Budget for 2019/2020

Measure A and Park Budget will remain the same.

b. Financial Advisory Committee (FAC)

1.) Review March 6, 2019 Work Session Notes

Donna Clavaud reported she and Melinda Bell worked on the draft budget for 2019/2020 and developed a proposed budget timeline. Projected expenses for maintenance, lab costs and CIP will be required from Jose Ortiz.

Budget Timeline:

- April 3<sup>rd</sup>, 2019 deadline for all proposed budget line items to be submitted to Melinda Bell.
- April 10<sup>th</sup> 2019 to present draft 2019/2020 Budget for Sewer and Park. TVCSD Board of Directors meeting with Melinda Bell present.
- May 8<sup>th</sup>, 2019 Public Budget Hearing followed by Regular May TVCSD Board meeting.
- June 1<sup>st</sup>, 2019 Due date for Measure A Work Plan to Marin County.

Donna Clavaud praised Melinda Bell’s work at TVCSD and asked the Board to consider a performance review ASAP and to consider a salary increase or bonus.

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

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

a. Accept check registers and approve expenditures:

b. Financial Manager’s report:

Financial Manager’s report was reviewed.

c. Review and Approve Financial Statements:

Bill Bonini motioned to approve financial statements. Donna Clavaud seconded the motion. M/S/C

**VIII. General Manager’s Report**

General Manager’s report was reviewed.

Dru Fallon O’Neill questioned how many sewer connections were still available. Bill Bonini reports there are approximately 40 + available based on TVCSD current LAFCO agreement that determines the sewer boundaries.

There was discussion if the RFP could include B Licensed Contractors in addition to the A Licensed Contractors.

Regarding the SCADA monitoring system at the sewer plant the Telstar company is willing to correct the computer generated reports on a time and materials basis. Jose Ortiz will continue to negotiate a resolution.

**IX. NSU Report**

- a. Review December 2018 NSU report

Report were not included in the Board packet; Electronic file will be sent to BOD this week when received from NSU.

**X. Pending Business**

- a. TVCSD Newsletter will be distributed 3<sup>rd</sup> week of March 2019.

Cynthia Hammond reported the TVCSD Newsletter would be distributed to the post office the week of March 25<sup>th</sup>, 2019.

**XI. Other Business**

None

**XII. New Business**

Ted Anderson asked if anything has been done with "Spider House" (water tower) roof, which is located at the Park. Walter Earle said he and his son removed a limb over the roof. Donna Clavaud suggested discussing what to do with structure at the next Park meeting and suggested inviting Henry Elfstrom (Spider House "owner") to the meeting.

Donna Clavaud asked if PAC would discuss whether the Park could be an optional, future site for a Farmer's Market.

**XIII. Old Business**

None

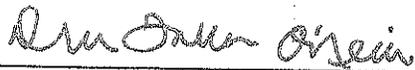
**XIV. Correspondence**

None

**XV. Adjournment**

Meeting was adjourned at 7:44 pm.

Next TVCSD BOD Meeting, April 10, 2019, 7 pm at Tomales Town Hall



4-10-19

Approved by: Dru Fallon O'Neill, President

Date:



4/10/19

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.