



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

**Date: Wednesday, June 12, 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, Peter MacLaird, Deborah Parrish

**Board Members Absent:** None

**Also Present:** Walter Earle, Park Committee Chair; Cynthia Hammond, TVCS D Recording Secretary; Venta Leon, Terry Duffy

**I. Call To Order**

Dru Fallon O'Neill called the meeting to order at 7:01 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.

Deborah Parrish notified the TVCS D Board that Sue Simms had passed away and asked the TVCS D Board to think of a way to honor her memory.

**III. Approval of June 12, 2019 TVCS D BOD Agenda**

Deborah Parrish motioned to approve the June 12, 2019 TVCS D Agenda. Donna Clavaud seconded the motion. M/S/C

**IV. TVCS D Board Member Reports**

None

**V. Approval of May 8, 2019 TVCS D BOD Minutes**

Donna Clavaud motioned to approve the TVCS D May 8, 2019 minutes. Deborah Parrish seconded the motion. M/S/C

**VI. Committee Reports**

**a. Park Advisory Committee**

**1. Review May 27, 2019 PAC Meeting Minutes**

Walter Earle said he would be out of town for the next two (2) PAC meetings and there wouldn't be a June 2019 meeting. Dru Fallon O'Neill reported that in the May 27, 2019 meeting, the budget was updated.

Donna Clavaud noted a correction needed to be made to the minutes regarding the new bark for the Park. The minutes state "200" yards when in fact the estimate is for "100" yards. Donna Clavaud said

Jose Ortiz thought only 50 yards was needed. Bill Bonini said he would do an estimate; 100 or 50 yards.

Dru Fallon O'Neill reported that Patty Oku brought up insurance coverage for the Noise Pop event, which will be held at the Park; is it adequate? Donna Clavaud suggested talking to Melinda Bell about this.

Margaret Nettles is a new PAC member.

Dru Fallon O'Neill asked if the TVCSD Board would endorse the Noise Pop event. It was determined that TVCSD will remain neutral.

Venta Leon asked about the BBQ for the Park and suggested a "drop-in" BBQ. Venta Leon will do the research.

Donna Clavaud presented a check to the Park for \$1,500 (the 2<sup>nd</sup> and final installment) from the Tomales Farm & Flea Market. This money will be used for the entry gate and signage.

- b. Financial Advisory Committee (FAC)
  - 1.) No FAC meeting was held in May.

#### **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. Donna Clavaud said the July 12, 2019 TVCSD meeting will be the Public Hearing and the Regular TVCSD meeting to approve the final budget.

- c. Review and Approve Financial Statements:

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

#### **VIII. General Manager's Report**

Donna Clavaud said she spoke with Jose Ortiz; Tim Furlong will submit a bid to mow around the Plant and solar panels and extensive pruning along the driveway. Donna Clavaud suggested a Board and Committee volunteer day should be organized to do minor repairs. Deborah Parrish suggested a maintenance checklist for budgeting purposes; what needs to be done, who's doing it and when, and how will the TVCSD Board know it's being done. Dru Fallon O'Neill suggested this could be part of the General Manager's report monthly or quarterly.

Donna Clavaud said Jose Ortiz will deal with extending the gazebo permit and will meet with Donna Clavaud and Walter Earle.

Dru Fallon O'Neill pointed out there hasn't been any response from Telstar and Jose Ortiz will establish contact with County Council.

**IX. NSU Report**

a. Review March 2019 NSU report  
NSU report was reviewed.

**X. Pending Business**

None

**XI. Other Business**

None

**XII. New Business**

a. Staff Review Process  
Deborah Parrish requested this be added to the agenda, as it is time for staff reviews. Donna Clavaud said reviews needed to be done for Jose Ortiz, Melinda Bell and Cynthia Hammond. Deborah Parrish said the TVCSD Board is responsible for the General Manager's review and Jose Ortiz is responsible for Melinda Bell and Cynthia Hammond's review. The Board will work on the review process in collaboration with Jose Ortiz.

b. Noise Pop  
Dru Fallon O'Neill said Noise Pop was moving forward with the music festival slated for October 19<sup>th</sup> and 20<sup>th</sup>. The camping option was eliminated and estimate attendance is 800. Melinda Bell will handle the contract.

c. Plant Maintenance  
This was discussed under the General Manager's report.

d. Special District Risk Management Authority Board of Directors Election  
After her review of the candidates, Dru Fallon O'Neill recommended to the TVCSD Board to elect Bob Swan, Sandy Seifert-Raffelson and Patrick O'Rourke.

Peter MacLaird motioned to accept Dru Fallon O'Neill's recommendation to elect Bob Swan, Sandy Seifert-Raffelson and Patrick O'Rourke as Special District Risk Management Authority Board of Directors. Deborah Parrish seconded the motion. M/S/C

e. Disaster Preparedness Plan  
Donna Clavaud would like to have protocols for the Plant and the Park in the event of a disaster. Donna Clavaud said Jose Ortiz would discuss with NSU.

f. Readiness for PG & E Power Shutdowns  
Donna Clavaud, (as a member of the Tomales Disaster Group), attended the West Marin Disaster Council meeting. It was determined there's a huge concern in regards to utility shut-offs in West Marin and requests the TVCSD Board to give this more thought as there could be days without power.

**XIII. Old Business**

None

**XIV. Correspondence**

None

**XV. Adjournment**

Deborah Parrish motioned to adjourn the June 12, 2019 TVCSD Board meeting. Bill Bonini seconded the motion. M/S/C

Meeting was adjourned at 7:55 pm.

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

 7-10-19  
Approved by: Dru Fallon O'Neill, President Date:

 July 10, 2019  
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