



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, September 11, 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

Board Members Absent: Peter MacLaird

Also Present: Cynthia Hammond, TVCS D Recording Secretary; Walter Earle, PAC Chair; Venta Leon, Community Member

I. Call To Order

Dru Fallon O'Neill called the meeting to order at 7:04 p.m. and requested a moment of silence in remembrance of 9/11/2001.

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.

Walter Earle reported the book sale from Founder's Day generated \$260.00. ½ of the books were sold, the remaining books will be stored until Founder's Day 2020. It was suggested to raise the prices of the books slightly.

III. Approval of September 11, 2019 TVCS D BOD Agenda

Bill Bonini motioned to approve the September 11, 2019 TVCS D Board Agenda. Deborah Parrish seconded the motion. M/S/C

IV. TVCS D Board Member Reports

Donna Clavaud reported she spoke with Supervisor Rodoni regarding Measure A funding which will be placed on the November 2020 ballot for voter approval. Funding will be competitive and the key criteria will be to demonstrate that the funds will be used and for what projects.

Dru Fallon O'Neill requested everyone use this email address: druoneill@gmail.com.

V. Approval of July 10, 2019 TVCS D BOD Minutes

Donna Clavaud motioned to approve the TVCS D July 10, 2019 minutes. Deborah Parrish seconded the motion. M/S/C

VI. Committee Reports

a. Park Advisory Committee (PAC)

1. Review August 26, 2019 PAC Meeting Minutes

PAC meeting minutes were reviewed.

b. Financial Advisory Committee (FAC)

1.) Review Approved August 28, 2019 FAC Meeting Minutes

FAC minutes were reviewed.

Donna Clavaud said FAC developed a Credit Card and Records Retention policy as requested by the auditors. CSDA models were used and tailored to TVCSD needs. Donna Clavaud said the only issue with the Records Retention Policy was the duration of keeping the recordings of the TVCSD Board meetings. Donna Clavaud and Melinda Bell thought keeping the recordings for a maximum of ninety (90) days was appropriate. Cynthia Hammond said she burns the TVCSD Board meeting recordings to CD's. Deborah Parrish recommended "the recordings of meetings will be kept for a period of three (3) months from the date of the meeting after which they may be destroyed". Donna Clavaud said Melinda Bell would develop a records retention chart.

2.) Credit Card Policy & Record Retention Policy

Bill Bonini motioned to approve the Records Retention Policy as amended by Deborah Parrish. Donna Clavaud seconded the motion. M/S/C

Deborah Parrish motioned to accept the Credit Card policy as written. Bill Bonini seconded the motion. M/S/C

3.) Fiscal Year 2018/2019 Management & Discussion Analysis

Bill Bonini motioned to accept the third (3rd) addendum of Fiscal Year 2018/2019 Management & Discussion Analysis. Deborah Parrish seconded the motion. M/S/C

VII. Financial Report (Melinda Bell)

a. Accept check registers and approve expenditures:

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

b. Financial Manager's report:

Donna Clavaud reported the auditors were very please with TVCSD's financials.

c. Review and Approve Financial Statements:

Bill Bonini motioned to Approve Financial Statements. Deborah Parrish seconded the motion. M/S/C

VIII. General Manager's Report

General Manager's report was reviewed.

Donna Clavaud pointed out that Jose Ortiz has yet to get the authorization codes from Telstar. Deborah Parrish suggested there must be a legal way to get the authorization codes. Deborah Parrish also suggested that moving forward, via a contract, the codes must be released to TVCSD Board Members. Jose Ortiz will discuss with the TVCSD Board at the October 9, 2019 permission to seek County Council advice.

TVCSD has the names of two (2) contractors; Walter Earle will ask Jose Ortiz to contact them.

IX. NSU Report

a. Review June & July 2019 NSU report
NSU report was reviewed.

X. Pending Business

None

XI. Other Business

None

XII. New Business

None

XIII. Old Business

None

XIV. Correspondence

None

Meeting was adjourned at 7:45 pm. to Closed Session. No objections.

CLOSED SESSION

Closed Session opened at 7:45 pm.

XV. Review Evaluation Tools

Evaluation Tool for the performance review of the General Manager was reviewed and it was determined to continue to use the Evaluation Tool as is.

XVI. Return to Open Session

XVII. Report Out of Closed Session

The Evaluation Tool will be sent to Jose Ortiz to complete prior to October 9, 2019 TVCSD Board meeting. There will be a Closed Session performance review at the October 9, 2019 TVCSD Board meeting.

XVIII. Adjournment

Closed Session was adjourned at 8:40 pm.

Next TVCSD BOD Meeting, October 9, 2019, 7 pm at Tomales Town Hall

 10-9-19
Approved by: Dru Fallon O'Neill, President Date:

 10/9/2019
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