



TVCS D Board of Director's Meeting Minutes
Date: Wednesday, October 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

Board Members Absent: Deborah Parrish, Peter MacLaird

Also Present: Melinda Bell, TVCS D Financial Manager; Cynthia Hammond, TVCS D Recording Secretary; Venta Leon, Community Member

I. Call To Order

Dru Fallon O'Neill called the meeting to order at 7:10 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 9, 2019 TVCS D BOD Agenda

Bill Bonini motioned to approve the October 9, 2019 TVCS D Board Agenda. Donna Clavaud seconded the motion. M/S/C

IV. TVCS D Board Member Reports

None.

V. Approval of September 11, 2019 TVCS D BOD Minutes

Donna Clavaud motioned to approve the TVCS D September 11, 2019 minutes. Bill Bonini seconded the motion. M/S/C

VI. Committee Reports

a. Park Advisory Committee (PAC)

1. Review September 23, 2019 PAC Meeting Minutes
PAC meeting minutes were reviewed.

Walter Earle asked Jose Ortiz to contact the two (2) contractors regarding the Park projects. Margaret Graham's memorial bench is in progress; a plaque will be installed on the bench honoring her. Walter Earle received a from Kevin Wright regarding Measure A expenses.

b. Financial Advisory Committee (FAC)

- 1.) No FAC meeting was held in September 2019.

2.) Accept the Auditor's Report (2018/2019) on Accounting Controls and Procedures. Melinda Bell pointed out Prior year recommendations, (Policy Manual, Records Retention Policy and Credit Card Policy) were followed up on and they are either completed or in draft waiting for approval.

Bill Bonini motioned to accept the Auditor's Report (2018/2019) on Accounting Controls and Procedures. Donna Clavaud seconded the motion. M/S/C/

3.) Accept the Independent Auditor's Report (2018/2019)

Melinda Bell reviewed the Financial Statements and Independent Auditor's Report (2018/2019) with the TVCSD Board. Page four (4) shows a "Statement of Net Position" which includes Sewer and Park. The change in Net Position is a positive \$21,946 for 2019.

Bill Bonini motioned to Accept the independent Auditor's Report (2018/2019). Donna Clavaud seconded the motion. M/S/C/

VII. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures:

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

b. Financial Manager's report:

General Manager's report was reviewed.

Melinda Bell reported that one (1) of the new sewer connections has been billed but not paid for the inspection and connection fees. This item will be put on the November 13, 2019 TVCSD Agenda.

FAC will have a discussion at their next meeting regarding choosing an Auditor for the next three (3) years and will bring a recommendation to the TVCSD Board in the November 13, 2019.

c. Review and Approve Financial Statements:

Dru Fallon O'Neill questioned Levy 4. Melinda Bell explained that those payments come in December and April.

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.

Bill Bonini pointed out that Jose Ortiz received the authorization codes from Telstar for the SCADA system. This information will be forwarded to JM Integration for review; once the codes are confirmed as valid, an agreement will be executed for work to commence.

IX. NSU Report

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

X. Pending Business

General Manager's Performance Review will take place at the TVCSD Board of Director's Meeting on November, 13, 2019 in a Closed Session.

XI. Other Business

None

XII. New Business

None

XIII. Old Business

None

XIV. Correspondence

None

XV. Adjournment

Meeting was adjourned at 7:48 pm. No objections.

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

Dru Fallon O'Neill

11-13-19

Approved by: Dru Fallon O'Neill, President

Date:

Cynthia Hammond

11/13/19

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.

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Board of Directors:

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