



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, September 9, 2020 7 – 9 pm **Via Zoom**

Location: Remote meeting via Zoom **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: Jose Ortiz, TVCS D General Manager; Melinda Bell, TVCS D Financial Manager; Cynthia Hammond, TVCS D Recording Secretary

I. Call To Order:

Dru Fallon O'Neill called the meeting to order at 7:07 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.

III. Approval of September 9, 2020 TVCS D BOD Agenda

Bill Bonini motioned to approve the September 9, 2020 TVCS D Board Agenda. Peter MacLaird seconded the motion. M/S/C

IV. TVCS D Board Member Reports

Donna Clavaud reported she and Peter MacLaird needed to file election papers. Donna Clavaud spoke to Dan Miller. Dan Miller said the Board of Supervisors will contact the District to reappoint Donna Clavaud and Peter MacLaird to the TVCS D Board of Directors. No community members have filed for TVCS D Board seats. Jose Ortiz said if there are vacancies, the District has 60 (sixty) days to make appointments and at the December 2020 TVCS D Board meeting, appointments can be made for Donna Clavaud and Peter MacLaird to the TVCS D Board of Directors.

Dru Fallon O'Neill had concerns about the lack of restroom facilities for visitors in Tomales as the Park facilities are currently closed due to Covid-19. Dru Fallon O'Neill contacted Sharon Jupe, Marin County Environmental Health Department, to get her advice. Dru Fallon O'Neill said guidelines state that if seating is available, such as the picnic tables, restroom facilities are required. Donna Clavaud felt it wasn't the District's responsibility to provide porta-potties in the Park.

V. Approval of July 8, 2020 TVCSD BOD Minutes

Donna Clavaud motioned to accept the July 8, 2020 TVCSD BOD minutes. Bill Bonini seconded the motion. M/S/C Deborah Parrish abstained as she wasn't present at the July 8, 2020 TVCSD meeting.

VI. Committee Reports

- a. Park Advisory Committee (PAC)
 - 1. No PAC meeting was held for July or August
- b. Financial Committee Meeting (FAC)
 - 1. No FAC meeting was held for July or August

VII. Financial Report (Melinda Bell)

- a. Accept Check Registers and Approve Expenditures:

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

- b. Financial Manager's Report:
Financial Manager's report was reviewed.

- c. Review and Approve Financial Statements:

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

- d. Conflict of Interest Biennial Notice

Peter MacLaird motioned to accept the Conflict of Interest Biennial Notice as is. Bill Bonini seconded the motion. M/S/C

- e. Management Discussion and Analysis

Donna Clavaud motioned to accept the Management Discussion and Analysis for FY 2019/2020. Deborah Parrish seconded the motion. M/S/C

f. Adopt Resolution 20-6: To Authorize Opening of New Redwood Credit Union Account (RCU)
Melinda Bell reported several issues with Redwood Credit Union; there have been unknown electronic access to TVCSD account resulting in withdrawing of funds. A new TVCSD account was opened with a new account number. RCU is now requiring TVCSD to adopt a resolution to appoint signers and to appoint someone who takes the action as well as being a signer. Donna Clavaud asked what the status was with restoring the funds. Melinda Bell said not all the funds have been restored which could take a month. Bill Bonini suggested, now with the new account number, if it happens again, move the money to another financial institution; or when the money is restored, close the account. Jose Ortiz suggested drafting a formal letter recounting and documenting the situation. Jose Ortiz and Melinda Bell will draft the letter.

Peter MacLaird motioned to open a new account at another bank, once the money is restored, close the RCU account. Motioned failed.

Bill Bonini motioned to Adopt Resolution 20-6; to establish a new account at Redwood Credit Union and the Financial Manager is authorized to open the new account and conduct all business for TVCSD. Donna Clavaud seconded the motion. M/S/C

VIII. General Manager's Report

Jose Ortiz reported he and Jack Miller (JMIntergration) looked at the storage ponds and plant; to get an assessment of what is working and what isn't. Jack Miller needs to calibrate the pond level sensors; if the sensors can't be calibrated, other SCADA services will need to be looked at.

Erosion repair work around the splash aprons was completed by the construction division of NSU in July 2020. NSU will do an estimate for the roof replacement at the control building.

The gazebo project and final inspection is complete. The handicap ramps were eliminated from the project due to the fact a separate permit would have been required. Proposition 68 (\$177,000 funding available) is a state wide funding mechanisms for park projects; a proposal from TVCSD can be submitted for the fence and the ramps. Proposition 68 could also include the gate project, repairs to the water tower and other projects not yet part of Measure A work plan. Jose Ortiz will submit an application.

IX. NSU Report

a. Review June and July 2020 reports:
Reports were reviewed.

X. Pending Business

Donna Clavaud doesn't want to lose track of ADU issues and received an inquiry of TVCSD attitudes and information on ADU's policies. Donna Clavaud wants to continue this conversation and TVCSD needs to develop a policy regarding ADU's. This topic will be continued for discussion at the October 2020 Board meeting.

XI. Other Business

None

XII. New Business

None

XIII. Old Business

Donna Clavaud said the TVCSD Newsletter discussion will be continued.



XIV. Correspondence



Dru Fallon O’Neill will send a thank you note from the TVCSD Board to Henry Elfstrom for his dedication to the Park maintenance.

XV. Adjournment

Meeting was adjourned at 8:10 pm. No objections

Next TVCSD BOD Meeting, October 14, 2020, 7 pm via Zoom

	
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Approved by: Dru Fallon O’Neill, President	Date:

	
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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