



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

**Date: Wednesday, June 10, 2020 7 – 9 pm Via Zoom**

**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:** 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 7:04 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 June 10, 2020 TVCS D BOD Agenda**

Deborah Parrish motioned to approve the June 10, 2020 TVCS D Board Agenda. Donna Clavaud seconded the motion. M/S/C

**IV. TVCS D Board Member Reports**

Deborah Parrish is a proud grandmother of a grandson!

**V. Approval of March 11, 2020 TVCS D BOD Minutes**

Deborah Parrish motioned to approve the March 11, 2020 TVCS D BOD minutes. Donna Clavaud seconded the motion. Deborah Parrish withdrew her motion as she was not present at the March 11, 2020 TVCS D Board meeting.

Donna Clavaud motioned to approve the March 11, 2020 TVCS D BOD minutes. Bill Bonini seconded the motion. M/S/C

**VI. Committee Reports**

a. Park Advisory Committee (PAC):

1. No reports for this meeting.

b. Financial Advisory Committee (FAC):

1. Review and Approve Measure A Work Plan & Park Budget for 2020/2021.

Donna Clavaud said Melinda Bell mentioned that extra costs could be rolled into an amendment and asked if those extra costs included the fascia, electrical, ramp and other costs that could come up. Melinda confirmed extra costs could be rolled into an amendment. The Measure A Work Plan & Park Budget 2020/2021 is due to the County of Marin on July 1, 2020.

Donna Clavaud reminded the Board that Measure A Funding would be voted on in the November 2020 election and to consider the possibility that if funding did not pass, it could pose funding challenges after March 2020. Melinda asked if there were going to be budget hearings in July, and if so, the Measure A Work Plan could be amended at that time. Jose Ortiz suggests having a PAC meeting, prior to the next TVCSD Board meeting, to identify any changes that have to do with the sewer and park budgets.

Jose Ortiz asked if it absolutely necessary to do the handicap ramps, which would free up \$10,000. Donna Clavaud suggested delaying the fencing replacement (\$13,800); these funds could be used for any additional costs (ramps, structural engineering, permits). Bill Bonini thought the ramps were required for liability. Donna Clavaud said the ramps were for liability and ADA certification and suggests not delaying the handicap ramps. Jose Ortiz said the handicap ramps construction is not included in the current building permit; a consultant will need to be hired to prepare the drawings to show ADA compliance. Jose Ortiz will have a report for the next TVCSD Board meeting.

Donna Clavaud suggests approving the Measure A Work Plan & Park Budget for 2020/2021 as is knowing it can be amended.

Deborah Parrish motioned to accept the Measure A Work Plan & Park Budget for 2020/2021.  
Bill Bonini seconded the motion. M/S/C

2. Review and Adopt Preliminary Sewer Budget for 2020/2021.

Melinda reported the Preliminary Sewer Budget for 2020/2021 is not much different compared to other years. Dru Fallon O'Neill asked if there were potential connection fees included in the budget. Jose Ortiz said there's a possibility of additional connection fees; parcel bought on Dillon Beach Road now divided into four (4) lots, which are currently for sale.

Donna Clavaud pointed out a \$3,000 increase in property and liability insurance. Melinda Bell will find out the reason for the increase. Bill Bonini suggested researching other insurance property and liability insurance companies for better rates.

Jose Ortiz reminded the Board that Governor Newsom suspended the penalties on delinquent tax bills. This means that TVCSD may see that not everyone has paid their taxes.

Bill Bonini motioned to adopt the Preliminary Sewer Budget for 2020/2021. Deborah Parrish seconded the motion. M/S/C

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

a. Accept Check Registers and Approve Expenditures:

Donna Clavaud motioned to accept the check registers and approve expenditures. Bill Bonini 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

**VIII. General Manager’s Report**

General Manager’s report was reviewed.

Jose Ortiz contacted Jack Miller from JMIntergration regarding calibrating the pond sensors and Brandon Jacka from NSU regarding various issues with the sensors at the irrigation field. When the scope of work is defined, Jose Ortiz will get an estimate from Jack Miller for work to be done in FY 20/21.

Donna Clavaud asked if the Capital Improvement Plan (CIP) has been outlined in the budget. Jose Ortiz said he would be working with Melinda Bell to make any adjustments; this will be discussed at the Financial Advisory Committee (FAC) meeting.

Jose Ortiz asked if there were plans to have a “Grand Opening” at the Park when the work has been completed and the Covid-19 health order has been lifted. Donna Clavaud suggested celebrating the gazebo completion, Measure A and budget information in an upcoming TVCSD Newsletter. Jose Ortiz asked if the Park fees should be adjusted since electricity will now be available. To be discussed in a Park Advisory Committee (PAC) meeting.

Bill Bonini asked if there were any other issues the TVCSD Board should be worried about at the sewer plant. Jose Ortiz reminded the Board the sewer plant is getting older and the little things that deteriorate over time require replacement.

Jose Ortiz said he needed Dru Fallon O’Neill signature on the DMR agreement to be dated 3/12/2020.

**IX. NSU Report**

a. Review March 2020 and April 2020 reports:  
Reports were reviewed.

**X. Pending Business**

None

**XI. Other Business**

None

**XII. New Business**

a.) Policies for Accessory Dwelling Units (ADU's)

Jose Ortiz asked the TVCSD Board how much information would they like on ADU's and clarified the only policies TVCSD has in this regard are found in the ordinances TVCSD operates under. There are laws, not policies that are in effect. Jose Ortiz asked the Board if this should be discussed in a FAC meeting; to take a look at the ordinances that applies to ADU's & JADU's. Jose Ortiz will look at the Sonoma County ordinances and will report the study back to the TVCSD Board. Bill Bonini asked about affordable units and wondered if each unit would be charged a hook-up fee. Jose Ortiz said there would be charges for each sewer connection and in addition, the annual sewer service fees. Jose Ortiz will send the TVCSD Board the Sonoma County water standards (how to build and connect) in a PDF file for review.

Donna Clavaud would like to look at other ADU/JADU rate structures and will contact Eden Housing, CLAM and other comparable CSD's like Bolinas Public Utility District (BPUD) and Inverness Public Utility District (IPUD).

b.) Adopting Sanitation Standards

Jose Ortiz said wastewater, collection and disposal and connections to homes are covered under TVCSD water standards/ordinances.

**XIII. Old Business**

None

**XIV. Correspondence**

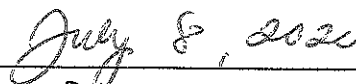
None

**XV. Adjournment**


Meeting was adjourned at 8:35 pm. No objections

**Next TVCSD BOD Meeting, July 8, 2020, 7 pm via Zoom**

  
Approved by: Dru Fallon O'Neill, President

  
Date:

  
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