



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, July 8, 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

Board Members Absent: Deborah Parrish

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 7:09 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 July 8, 2020 TVCS D BOD Agenda

Bill Bonini motioned to approve the July 8, 2020 TVCS D Board Agenda. Peter MacLaird seconded the motion. M/S/C

IV. TVCS D Board Member Reports

None

V. Approval of June 10, 2020 TVCS D BOD Minutes

Donna Clavaud motioned to approve the June 10, 2020 TVCS D BOD minutes. Bill Bonini seconded the motion. M/S/C

VI. Approval of June 29, 2020 TVCS D Special Meeting Minutes

Donna Clavaud motioned to approve the June 29, 2020 TVCS D Special Meeting minutes. Peter MacLaird seconded the motion. M/S/C

VII. Conduct Public Hearing to Receive Comments on the Proposed Sewer Rates and Method of Collection for FY 2020/2021

No comments.

VIII. Conduct Public Hearing to Receive Comments on the Proposed Final Budget for FY 2020/2021

No comments.

XI. Committee Reports

a. Park Advisory Committee (PAC):

1. No PAC meeting was held in June 2020.

2. Status of Contract with Henry Elfstrom for Park maintenance and rental.

Melinda Bell received a letter from Henry Elfstrom; he will mow the lawn but will no longer tend to the restrooms. Donna Clavaud suggested getting directives from the County for Covid-19 protocols in regards to Park restroom maintenance. Jose Ortiz will contact Kevin Wright from Marin County Parks in regards to protocols for disinfecting the restrooms.

b. Financial Advisory Committee (FAC):

1. Review approved FAC minutes for of June 24, 2020. No action item needed.

Board reviewed and accepted the approved FAC minutes.

X. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures:

Bill Bonini motioned to accept the check registers and approve expenditures. Donna Clavaud 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. Adopt Resolution 20-2: Maintaining the current connection fee of \$10,000 per equivalent unit and keeping the Ad Valorum Tax Rate at .02% on assessed value for FY 2020/2021

Donna Clavaud motioned to adopt Resolution 20-02. Bill Bonini seconded the motion. M/S/C

e. Adopt Resolution 20-3: Setting the sewer rate of \$81.90 per month per equivalent unit for FY 2020/2021. Jose Ortiz noticed the resolution stated FY 2019/2020. Resolution will be amended.

Bill Bonini motioned to adopt Resolution 20-3. Donna Clavaud seconded the motion. M/S/C

f. Adopt Resolution 20-4: Approving final Park budget for FY 2020/2021.

Peter MacLaird motioned to adopt Resolution 20-4. Bill Bonini seconded the motion. M/S/C

Jose Ortiz said the "comments" column on the Park budget for FY 2020/2021, which explains the comparison from the previous FY, would be removed.

g. Adopt Resolution 20-5: Approving final sewer budget for FY 2020/2021.

Donna Clavaud motioned to adopt Resolution 20-5. Peter MacLaird seconded the motion. M/S/C

XI. General Manager's Report

Jose Ortiz gave a verbal General Manager's report.

Jose Ortiz had a meeting with Brendon Jacka to see how the budget may be affected in regards to the CIP. The roof on the irrigation building is corroded and needs to be replaced. Jose Ortiz will be getting a bid from NSU to replace the roof. The estimate will be brought to the September TVCSD Board meeting. Depending upon the estimate, the \$10,000 that was allocated for the TV inspection of the sewer line may have be deferred to do half of the original, planned inspection. If the bid is over \$5,000 additional bids will need to be gotten. Jose Ortiz will hold off on the TV inspection until he gets the roof estimate.

Jose Ortiz said the County needs detailed, scaled drawings for the handicap ramps in the Park. The contract was decreased by \$10,000 for the cost of the handicap ramps. Jose will get the costs of the plans and the permits for the handicapped ramps. Instead, Jose Ortiz suggests the Board to consider keeping the level of the bark no lower than ½ inch, which would allow accessibility to the play area. The bark could be kept even with the top of the curbs by raking the bark and could be part of Park maintenance. Bill Bonini said the handicap ramps are not necessary and are not a requirement by the County. By bringing the bark up to the accessible path would eliminate the need for the handicap ramps. Jose Ortiz suggested deferring the handicap ramps until it's decided they are needed. An additional 50 cubic yards will be ordered.

Jose Ortiz will get a bid from NSU for erosion repairs along the splash aprons and will contact Tim Furlong for mowing.

XII. NSU Report

a. Review May 2020 report:

Report was reviewed. Jose Ortiz said the self-monitoring reports from SCADA still have to be done manually. The sensors will be replaced next year.

XIII. Pending Business

None

XIV. Other Business

None

XV. New Business

None

XVI. Old Business

Jose Ortiz submitted the election resolution to Dan Miller. TVCSD elections will be consolidated with Countywide elections. Election manuals will be sent to TVCSD Board members who's terms are expiring.

XVII. Correspondence

None

XVIII. Adjournment

Meeting was adjourned at 7:54 pm. No objections

Next TVCSD BOD Meeting, September 9, 2020, 7 pm via Zoom



September 9, 2020

Approved by: Dru Fallon O'Neill, President

Date:



SEPTEMBER 9, 2020

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.*

PO Box 303 • Tomales, CA • 94971 • ph 707.878.2767 • www.tomalescsd.ca.gov

Board of Directors:

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