



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, October 14, 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; Chick Petersen, TVCS D FAC Member; Tamara Hicks, Community Member, Venta Leon; Community Member

I. Call To Order:

Dru Fallon O'Neill called the meeting to order at 7:05 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.

Tamara Hicks, and her husband are the owners of Toluma Farms, the Piezzi Building in Tomales and the Water Tower property in Dillon Beach. Tamara Hicks will be joining future TVCS D Board meetings and has been added to the TVCS D distribution list.

III. Approval of October 14, 2020 TVCS D BOD Agenda

Donna Clavaud motioned to approve the October 14, 2020 TVCS D Board Agenda. Deborah Parrish seconded the motion. M/S/C

IV. TVCS D Board Member Reports

None

V. Approval of September 9, 2020 TVCS D BOD Minutes

Bill Bonini motioned to approve the September 9, 2020 TVCS D BOD minutes. Deborah Parrish seconded the motion. M/S/C

VI. Committee Reports

a. Park Advisory Committee (PAC):

1. No PAC meeting was held in September 2020.

- b. Financial Advisory Committee (FAC):
 - 1. No FAC meeting was held in September 2020.

VII. Financial Report (Melinda Bell)

- a. Accept Check Registers and Approve Expenditures:

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

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

Melinda Bell reported the phone bill was reduced and the Redwood Credit Union account has been credited, a new account was opened in Petaluma and the Santa Rosa account was closed.

The sewer income for the first quarter is close to budget however Shoreline Unified School District is questioning their invoice because of school closures; and AT&T shows as income billed rather than payment received. Jose Ortiz contacted the new Shoreline Unified School District’s CFO and is waiting for a response from the school district.

The auditor’s report indicated that when the solar bonds were issued in 2009/2010, the portion of the sewer fees calculated at \$5 monthly solar debt repayment was based on total parcels in the County reports, not the total of those parcels paying sewer service fees. Melinda Bell said this was an internal reporting calculation between Solar and Sewer designation of income received and this can be easily corrected because it is a paper accounting change.

- c. Review and Approve Financial Statements:

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

- d. Redwood Credit Union Update:
This was discussed under the Financial Manager’s report.

- e. Review and Approve Measure A Expenditure Report:

Deborah Parrish motioned to approve Measure A Expenditure report. Bill Bonini seconded the motion. M/S/C

VIII. General Manager's Report

Jose Ortiz reported the SCADA system and the computers at the Plant turned off on September 28th, therefore no data is being reported. Jack Miller, consultant from JMIIntegration, has been contacted to look at the system and to calibrate the sensors. Jose Ortiz will request NSU operators to make more frequent visits to the Plant.

Jose Ortiz said there are three (3) areas that need to be resolved:

1.) If the Derbes property had been annexed to the District, it would appear in the District report, which it doesn't. This prevents the property to be on the Levy 3 list. Melinda Bell has tried twice to add the property to the Levy 3 list and the County has rejected it twice. Jose Ortiz said he would contact LAFCO. Jose Ortiz will discuss with Melinda Bell in regards to billing Derbes.

2.) Jose Ortiz said Paul Bantle asked if his sewer connection fee had already been paid. It was discovered it had never been paid. The previous owners had a sewer assessment that was shown as a sewer improvement that wasn't tied to the collection system. The Ad Valorem tax (Levy 4) is being paid which hasn't anything to do with the connection fee.

3.) Jose Ortiz said Scott Hochstrasser who has two (2) parcels; one (1) of which fronts Highway One. Scott Hochstrasser says that although he has two (2) buildings, he doesn't have two (2) sewer connections and yet he's being charged two (2) equivalent units.

Donna Clavaud requested a summary of Proposition 68 funds. Jose Ortiz said it provided for local cost of sharing for Park projects to leverage Measure A funding. Jose Ortiz attended a workshop and the Park is eligible for about \$177,000 for improvements. Projects could include the gate, the fence, ADA ramp engineering and drawings. Donna Clavaud suggested repairs for the water tower.

IX. NSU Report

a. Review August 2020 report:
NSU Report was reviewed.

X. Pending Business

None

XI. Other Business

None

XII. New Business

a. Board Member Resignation Letter

Donna Clavaud and Dru Fallon O'Neill praised Deborah Parrish for her huge contributions, leadership, commitment, productive and motivating force as a TVCSD Board Member. TVCSD Board also expressed their appreciation to Chick Petersen as a FAC member. Deborah Parrish and Chick Petersen expressed their appreciation for having served the District.

Jose Ortiz explained the process for replacement of the empty seat; TVCSD has sixty (60) days to fulfill the position. A notice of vacancy needs to be posted on the TVCSD website along with numerous notices in Tomales. Since there isn't a December TVCSD Board meeting, a new term for a Board member replacement will begin in January 2021 and will end in December 2023 (two (2) year term).

b. CSDA Mandatory Ethics Training

Donna Clavaud reminded everyone they need to take the Mandatory Ethics Training. Donna Clavaud will send the information to Cynthia Hammond and she will forward to the Board and staff.

c. Reopening of Park

Donna Clavaud discussed new Covid-19 guidelines from the County and State for reopening the Park and the public restrooms. Donna Clavaud said the pressing issue was to develop a job description to recruit someone to clean the Park. Restrooms and water fountain need to be thoroughly disinfected. This cleaning needs to be done daily, either in the morning or the evening and a rate of pay needs to be determined. There isn't any funding from the County; perhaps Measure A and Proposition 68 funds could be used. Bill Bonini asked where the budget money is going to come from, for how long and is the County mandating opening the Park? Melinda Bell reported the current budget for cleaning supplies is approximately \$3,000. Donna Clavaud said there is pressure from the County and the community to reopen the Park. Jose Ortiz suggested staggering days to open the restrooms and that maintaining the Park is eligible for Measure A funding; Measure A Work Plan could be amended in response to Covid-19 cleaning protocols. Donna Clavaud suggested opening the restrooms on the weekends and to get input and advice from Max Korten, Director and General Manager for Marin County Parks. Venta Leon reminded the Board that the restrooms are not only for the benefit of the community but also visitors. Venta Leon felt funding shouldn't fall directly on the District. Donna Clavaud suggested investigating the cost of renting a sanitizing station. Dru Fallon O'Neill will further this discussion at a Special PAC Meeting on Monday, October 19th which would be held outdoors at the Park. Donna Clavaud recommends PAC develop a time line for reopening the Park and to also develop a job description. Jose Ortiz said he would draw up the maintenance service contract to reopen the Park.

d. Process of Returning to Public Meetings

This item was not discussed.

e. Website Postings; who is Responsible? Grand Jury Compensation Report, Annual Budgets, Board Member Applications and Minutes

Jose Ortiz looked at TVCSD website and noticed that there are items missing; minutes, audit report, compensation report, and budgets. Jose Ortiz suggested having an additional page about website transparency with links to documents. Jose Ortiz will discuss with Walter Earle regarding keeping the website current.

XIII. Old Business

a. Auxiliary Dwelling Unit(s) Discussion

Jose Ortiz explained what other districts are doing in regards to ADU's; they are charging 8/10th of an equivalent unit for an ADU, only if it's a detached unit. Tomales has been historically charging 1 equivalent unit for ADU's and now there is a push to encourage ADU'S by reducing fees. Sonoma County hired a consultant (Woodward & Clyde) and Jose Ortiz suggests following their recommendations based on the varying square footages of ADU's. Donna Clavaud reported she attended a Zoom meeting with Marin County Supervisor, Dennis Rodoni and the Alliance of Coastal Marin Villages and in general learned that Marin is just now developing policies and support that encourages expanding the number of ADU's as one solution to more affordable housing. Water shortages in West Marin, the Coastal Commission, permits, development fees and septic tanks are all possible barriers to residents being able to add ADU'S. An affordable housing group in West Marin has obtained grant money to fund potential ADU's to be secured as affordable housing. Marin County launched a new website: www.adumarin.org. Jose Ortiz will give an updated report on ADU's at the TVCSD BOD meeting in January 2021.

XIV. Correspondence

Jose Ortiz responded to a letter from the Grand Jury on affordable housing stating that TVCSD values the concept of affordable housing, however the district is too small to subsidize sewer/connection fees.

XV. Adjournment

Meeting was adjourned at 9:34 pm. No objections

Next TVCSD BOD Meeting, November 11, 2020, 7 pm via Zoom

Dru Fallon O'Neill

11-11-2020

Approved by: Dru Fallon O'Neill, President

Date:

Cynthia Hammond

11/11/2020

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.*

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Board of Directors:

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