



## TVCS D Board of Director's Meeting Minutes

Date: Wednesday, November 11, 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

**Board Members Absent:** Peter MacLaird

**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 7:20 p.m. (due to technical difficulties).

**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 November 11, 2020 TVCS D BOD Agenda

Bill Bonini motioned to approve the November 11, 2020 TVCS D Board Agenda. Donna Clavaud seconded the motion. M/S/C

### IV. TVCS D Board Member Reports

Donna Clavaud reported the Marin County Board of Supervisors anonymously approved her appointment to the TVCS D Board of Directors on November 3, 2020. Since Peter MacLaird was absent from this meeting, it was unable to confirm his appointment; however his appointment was likely confirmed by the Marin County Board of Supervisors. Peter MacLaird's appointment will be determined/confirmed at the January 13, 2021 TVCS D BOD meeting.

Donna Clavaud reminded the TVCS D Board and staff of the Ethics Training offered by California Special District Association (CSDA). This training is offered free when CSDA membership fees are received. The window for this free training is January 2021 thru March 2021 when membership fees are received, an email will be sent to TVCS D Board and staff to enroll in the free training.

## V. Approval of October 14, 2020 TVCSD BOD Minutes

Donna Clavaud noticed in the October 14, 2020 minutes under “Open Communication” it was stated that Tamara Hicks and her husband owned the “Water Tower property in Dillon Beach”. The Water Tower property is located in Lower Town, not in Dillon Beach.

Donna Clavaud motioned to accept the October 14, 2020 TVCSD BOD minutes as amended above. Bill Bonini seconded the motion. M/S/C

## VI. Committee Reports

### a. Park Advisory Committee (PAC)

1. No PAC meeting was held for July or August

Dru Fallon O’Neill said Venta Leon has joined the Park Advisory Committee and will be ordering the all supplies for the Park. Edgar Martinez has been hired and trained to clean the Park as recommended by the State and County for reopening parks and playgrounds under Covid-19 protocols. Community member Jerry Swallow will disinfect the play area structures through February 15, 2021. Donna Clavaud said the BBQ needs to be removed and a bathroom name plate needs replacement. Park “Play it Safe” signage has been posted and the Park reopened on November 10, 2020 for day use.

### 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:

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.

Melinda Bell reported Shoreline Unified School District’s sewer payment was received and all fees from Redwood Credit Union have been restored to TVCSD’s checking account.

Melinda Bell will consult with Jose Ortiz regarding Capital Improvement Projects (CIP) that are pending and to update project estimates.

### c. Review and Approve Financial Statements:

Bill Bonini motioned to approve financial statements. Donna Clavaud seconded the motion. M/S/C

## **VIII. General Manager's Report**

Jose Ortiz reported he and Jack Miller (JM Intergration) and NSU met at the Plant on October 29, 2020; for Jack Miller to calibrate the pond level sensors and to investigate why the SCADA system no longer track data transmission from the lift station and irrigation fields. Jack Miller thinks some of the components may be incompatible with the software upgrade that was done in 2015. Jack Miller also offered to prepare a proposal to build a replacement system which could cost \$65,000; this estimate is not in TVCSD CIP and cannot be funded with operating reserves. Jose Ortiz will get estimates from Aspect Engineering Group and two (2) other firms. Jose Ortiz will report these findings at the January 2021 TVCSD Board meeting. In the meantime, NSU is making sure all pumps and equipment are working properly without the SCADA system.

The roof replacement cost of the control building at the irrigation field is \$5,060. This work will begin in a week. While the roof is being replaced, floats at the collection overflow and inlet sump will be relocated at a cost of \$420. In addition, at no additional cost, tree branches and debris will be removed.

It was determined the Derbes parcels are within the District and will be added to the Levy 3 tax roll. Mr. Bantle accepted the findings that his connection fee was not paid by the prior owner(s).

## **IX. NSU Report**

a. Review September 2020 reports:

Reports were reviewed.

## **X. Pending Business**

None

## **XI. Other Business**

Jose Ortiz will update TVCSD website by December 31, 2020 and will provide Dru Fallon O'Neill with the Grand Jury report on website transparency.

## **XII. New Business**

a. Board and Committee Recruitment:

Donna Clavaud asked the TVCSD Board to help recruit potential TVCSD Board and Finance Committee Members. A flier will be developed and posted in various Tomales locations.

## **XIII. Old Business**

a. Auxiliary Dwelling Unit(s) Update:

Jose Ortiz said Sonoma County adopted a tier structure for ADU's and said TVCSD Board will need to develop and adopt a rate structure for ADU(s). Jose Ortiz will send the TVCSD Board Sonoma County's tiered structure for review. Dru Fallon O'Neill requested to add ADU(s) updates in the January 13, 2021 TVCSD Board meeting and for TVCSD Board to form an ADU committee.

b. Website Postings; Who is Responsible? Grand Jury Compensation Report, Annual Budgets and Minutes:

Cynthia Hammond said she could take on the responsibility of posting the TVCSD Board packet and minutes on the TVCSD website and in the spring, take on a bigger responsibility of keeping the website current.

**XIV. Correspondence**

Donna Clavaud made a donation of fourteen (14) steel chairs and café tables to the Park. These items will be stored in the water tower.

Donna Clavaud received a request from the Willian Tell if they could hide a trinket in the Park for a geocache event and requested Board approval. The Board approved the request provided it follows the Park guidelines in response to Covid-19 protocols.

**XV. Adjournment**

Meeting was adjourned at 8:19 pm. No objections

**Next TVCSD BOD Meeting, January 13, 2021, 7 pm via Zoom**

*Dru Fallon O'Neill*

*1-13-2021*

Approved by: Dru Fallon O'Neill, President

Date:

*Cynthia Hammond*

*1/13/2021*

Attested by: Cynthia Hammond, Recording Secretary

Date:

**TVCS D 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](http://www.tomalescsd.ca.gov)

Board of Directors:

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