



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, January 13, 2021 · 7 – 9 pm Via Zoom

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

Board Members Present: Dru Fallon O'Neill, President (arrived at 7:19 pm); Donna Clavaud, Vice President; Bill Bonini, Peter MacLaird

Board Members Absent: None

Also Present: Jose Ortiz, TVCS D General Manager; Melinda Bell, TVCS D Financial Manager; Cynthia Hammond, TVCS D Recording Secretary; John Ward, potential TVCS D Board Member

I. Call To Order:

In Dru Fallon O'Neill's absence, Donna Clavaud called the meeting to order at 7:06 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 January 13, 2021 TVCS D BOD Agenda

Jose Ortiz suggested moving the introduction and approving John Ward as a new TVCS D Board Member from New Business (a) to the beginning of the meeting.

Bill Bonini motioned to approve the January 13, 2021 TVCS D Board Agenda as amended above. Peter MacLaird seconded the motion as amended. M/S/C

Peter MacLaird motioned to approve John Ward as a TVCS D Board Member to fulfill Deborah Parrish's vacancy – a two (2) year term. Bill Bonini seconded the motion. M/S/C

John Ward will sign the Oath of Office at the TVCS D office. Donna Clavaud will administer and attest the signing of the Oath of Office.

IV. TVCS D Board Member Reports

None

V. Approval of November 11, 2020 TVCSD BOD Minutes

Bill Bonini motioned to approve the November 11, 2020 TVCSD BOD minutes. Peter MacLaird seconded the motion. M/S/C

Dru Fallon O'Neill joined the meeting at 7:19.

VI. Committee Reports:

a. Park Advisory Committee (PAC):

1. No PAC meeting was held in December 2020.
2. Status Update on Park Cleaning in Response to Covid-19 (Venta Leon).

Venta Leon reported in an email that Edgar Martinez was doing a stellar job maintaining the restroom and disinfection of the playground equipment under Covid-19 protocols. Donna Clavaud is keeping aware of any changes that may take place in regards to Covid-19 through Marin County Health & Human Services and Marin County Parks.

b. Financial Advisory Committee (FAC):

1. No FAC meeting was held in December 2020.

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 she has been having difficulty reaching AT & T for sewer service at 165 Valley Street. Many attempts to reach them have failed. Donna Clavaud offered to help solve the problem and Jose Ortiz will hand deliver a letter to the Valley Street address.

TVCSD Policy states that all Board Members and Financial Manager needs to be signers on accounts. This means Board Members must go to the bank to submit a signed form to remove or to add a new Board Member. Melinda Bell suggests that the TVCSD Policy be changed to authorize fewer signers or make sure everyone goes to the bank personally. A Resolution for authorizing signers will be presented at the February 2021 Board Meeting.

Melinda Bell said, as recommended by the Auditor's, new lines have been added on the sewer budgetary comparison report showing income received from the County tax rolls and Shoreline Unified School District designated for payment of debt. Actual expenses do include depreciation but not in the budget. Monthly reporting could show funding for debt retirement with debt repayment separate from operating income and expenses. This would help in planning for the debt projected (which is part of the

CIP plan) for 2026/2027.

c. Review and Approve Financial Statements:

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

d. Update on five (5) and ten (10) year Capital Improvement Projects (CIP) Plan(s).

Melinda Bell stated that an updated CIP Plan should be drafted and reviewed by the Finance Committee (FAC).

VIII. General Manager's Report

a. SCADA work estimates.

Jose Ortiz reported the SCADA system is transmitting and collecting data however, NSU operators are not able to remotely turn on pumps, aerators and other equipment. Once the sensors are recalibrated, remote control issues will be diagnosed. Jose Ortiz will coordinate with Jack Miller of JMIntergration.

CIP estimate for the pond erosion repairs was \$6,000. NSU did the repairs for \$4,780. CIP estimate for re-roofing only was estimated at \$2,000. However, termite infested wood also needed to be replaced – which increased the cost to \$5,060.

Jose Ortiz said the main project that needs to be done this winter is a closed circuit TV inspection of the entire collection system; however, the closed circuit TV inspection may be broken down in two (2) phases; in the winter and in the spring. Jose Ortiz will report in the February 2021 Board meeting, Roy's Sewer Service estimate.

IX. NSU Report

a. Review October and November reports:

NSU Report was reviewed.

X. Pending Business

None

XI. Other Business

None

XII. New Business

a. Introduce and Approve John Ward as a New TVCSD Board Member.

This item and action item was discussed under "Approval of Agenda".

b. Verify Peter MacLaird's Reappointment as TVCSD Board Member.

Peter MacLaird received a letter dated November 2020 from the Marin County Board of Supervisors verifying his reappointment.

XIII. Old Business

a. Auxiliary Dwelling Unit(s) Updates & Consider the Formation of a TVCSD ADU Committee.

Jose Ortiz said that Sonoma Water District was looking at the rates to charge ADU's and is hiring a consultant. Currently TVCSD charges ADU's the same rate as a primary residence. Donna Clavaud would like to get a policy in place in regards to ADU rates and to look at existing housing stock. Bill Bonini and Jose Ortiz suggested waiting to develop a policy until more information is gathered. Jose Ortiz suggested reading the publication that was released by the State of California in regards to ADU's and JADU's.

b. CSDA Ethics Training Reminder (1/2020 – 3/2021)

Donna Clavaud reminded the TVCSD Board of the required Ethics Training, on January 20th, 2021, made available through a webinar on CSDA's website.

c. Website Postings: Who's Responsible? Grand Jury Compensation Report, Annual Budgets and Minutes.

Jose Ortiz said SB 929 (which requires the following to be posted on Special District's websites): Board Contact Information, most recent Agenda, Financial Transaction Reports, Board/Staff compensation reports and an Enterprise System Catalogue (related to Public Information Act). Cynthia Hammond will manage the website in the spring.

XIV. Correspondence

None

XV. Adjournment

Meeting was adjourned at 8:44 pm. No objections

Next TVCSD BOD Meeting, February 10, 2021, 7 pm via Zoom



2-10-21

Approved by: Dru Fallon O'Neill, President

Date:



2/10/2021

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

John Ward