



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, March 10, 2021 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, John Ward

Board Members Absent: None

Also Present: Jose Ortiz, TVCS D General Manager; Cynthia Hammond, TVCS D Recording Secretary

I. Call To Order:

In 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 March 10, 2021 TVCS D BOD Agenda

Bill Bonini motioned to approve the March 10, 2021 TVCS D Board Agenda. Donna Clavaud seconded the motion. M/S/C

IV. TVCS D Board Member Reports

Donna Clavaud reminded the TVCS D Board that CSDA has a new Board Member Handbook available at csda.net.

Dru Fallon O'Neill attended a Webinar regarding ADU's but nothing pertained to the government aspect on ADU's.

V. Approval of February 10, 2021 TVCS D BOD Minutes

Dru Fallon O'Neill said the PAC meeting (February 22, 2021) was held in the Park, socially distanced and not via Zoom.

Donna Clavaud motioned to approve the February 10, 2021 TVCS D BOD minutes as amended above. Peter MacLaird seconded the motion. M/S/C

VI. Committee Reports:

a. Park Advisory Committee (PAC):

1. Review Approved October 19, 2020 PAC Meeting Minutes

Minutes were reviewed.

2. Review February 22, 2021 PAC Meeting Minutes

Minutes were reviewed. Dru Fallon O'Neill said the PAC meeting on February 22, 2021 included park maintenance, the water tower, emergency procedures and volunteer recruitment.

Donna Clavaud said the water tower repair/remodeling estimate, which was included in the PAC minutes, is underway in order to make a determination for the upcoming budget.

3. Review Draft Tomales Community Park Policy

Donna Clavaud suggested PAC review the 2019 Tomales Community Park Policy; dog curbing, rental fees, unauthorized large gatherings, etc. and requested PAC to present revisions to the TVCSD Board.

b. Financial Advisory Committee (FAC):

1. Review February 26, 2021 FAC Meeting Minutes

Minutes were reviewed. Donna Clavaud, John Ward and Melinda Bell are currently FAC members. Donna Clavaud said a draft sewer budget will be presented to the Board at the April 14th, 2021 BOD meeting. Recommendations to the Board are to hold a Public Budget Meeting and Final Budget vote in June. Adoption of the final budget and submission to the County must be done in July. Jose Ortiz is working on identifying capital and maintenance items per TVCSD 10 year CIP Plan and to make any adjustments.

Donna Clavaud said FAC is recommending the Draft Park budget and the Measure A Work Plan for 2021/2022 to be presented at the May 2021 TVCSD Board meeting. The Measure A Work Plan is due June 1st, 2021.

Melinda Bell confirmed with Kevin Wright that Measure A funding is ending in March 2022 – a Special Election will be held in June 2022 to keep the quarter cent tax continuance.

Donna Clavaud said a 5 Year Strategic Plan and Succession Plan has been bundled together in order to develop continuity of Board/Staff/Community. An RFP will be developed for consultants to help with this process.

Jose Ortiz recommended amending the FAC minutes to state the Public Hearing will be held in June 2021 and the adoption of the budget to be held in July 2021.

2. Discuss & Approve Proposition 68 Grant Application

Donna Clavaud said TVCSD doesn't qualify for this state grant because the medium income level is too high and the radius restrictions is above the threshold that is acceptable.

VII. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures:

Bill Bonini motioned to accept the check registers and approve expenditures. John Ward seconded the motion. M/S/C

b. Financial Manager's Report:

Financial Manager's report was reviewed.

Dru Fallon O'Neill stated that TVCSD is in the black; Donna Clavaud added that TVCSD has added to its reserves and TVCSD will be debt free in 2025.

c. Review and Approve Financial Statements:

John Ward motioned to approve the January financial statement. Bill Bonini seconded the motion. M/S/C

VIII. General Manager's Report

a. TVCSD Board Member, Bill Bonini, Requests Status of TV Camera Inspections of Sewer Lines.

Jose Ortiz said he spoke with Roy's Sewer Service and there will be a two (2) phased approach; how far will the allocated \$10,000 go in doing the collection system and will prevailing wages apply to a maintenance project? Jose Ortiz has a meeting scheduled with Roy's Sewer Service to discuss further.

b. TVCSD Board Member, Bill Bonini, Requests Remote Access Status of SCADA System

Bill Bonini asked if the SCADA system can be accessed remotely. Jose Ortiz said not yet. Bill Bonini also asked about the aerator pumps as they are running all the time. Jose Ortiz said the aerator pumps are being run manually. Jose Ortiz has contacted Aspect Engineering Group to arrange a diagnostic session on the SCADA system.

Jose Ortiz said he and Melinda Bell are getting the Levy 4 (sewer service tax fees) list from the Marin County Tax Collector. Melinda Bell will be collecting Derby's fees directly, every year and Bantle is in the process of making his sewer connection; the \$10,000 sewer connection fee is required prior to the physically making the connection and once the final inspection permit is completed, the annual sewer fee will be prorated.

IX. NSU Report

a. Review January 2021 reports:

NSU Report was reviewed.

Jose Ortiz will print out the spreadsheet with the actual numbers for January 2021 as there seems to be a discrepancy of readings. Bill Bonini will review the report.

X. Pending Business

None

XI. Other Business

None

XII. New Business

a. Form 700, from all Board Members & Staff, is due in March

Melinda Bell emailed Form 700 to all Board Members so they could fill them out and mail the original form to Dan Miller at the County Elections Department. A copy of the form shall be retained in the

TVCSO office.

b. Review Covid-19 Site Protection Plan Template for TVCSO Office

Donna Clavaud reminded the TVCSO Board that currently Marin County is in Tier 2 of the Covid-19 pandemic and unless one is an essential worker, people must work from home remotely, including TVCSO Board and staff. If one needs to enter the TVCSO office to drop something off, precautions must be met such as sanitizing surfaces and wearing masks. For the time being TVCSO Board Meetings will be held remotely.

c. Unauthorized Large Park Gatherings Discussion

Dru Fallon O'Neill reported that an event at the William Tell spilled out throughout town and Park. There are no enforcement rules unless a call is made to the Marin County Sheriff's Department. Bill Bonini said the Park was for visitor usage and agreed with Donna Clavaud's recommendation of signage possibly stating "Park usage over 25 requires a TVCSO Park rental agreement" in addition to a sign listing Covid-19 protocols. There was concern over Covid-19 violations and possible TVCSO liability.

Peter MacLaird suggested making a motion for TVCSO to post signage at the Park.

Donna Clavaud made a motion for TVCSO to make signage that states Park rules and regulations to specify that groups over 25 must have a rental agreement to utilize the Park and must adhere to safety protocols in regards to Covid-19. Not seconded, motion tabled.

Motion postponed until April 14, 2021 TVCSO Board meeting. In the meantime, Donna Clavaud will contact Max Korten of Marin County Parks, for advice on signage.

d. New SUSD Superintendent Proposes 2021 Zoom Meeting in Micro Grids

SUSD new Superintendent, Adam Jennings, proposes a Zoom meeting in 2021 with TVCSO Board to discuss Micro grids. Jose Ortiz will reach out to Adam Jennings.

XIII. Old Business

a. TVCSO Newsletter Discussion for 2021

Possible content ideas for newsletter are meeting schedules, committees & committee members, new gazebo, Henry Elfstrom's retirement, etc. Date of distribution TBD.

XIV. Correspondence

None

XV. Adjournment

Meeting was adjourned at 8:49 pm. No objections

Next TVCSO BOD Meeting, April 14, 2021, 7 pm via Zoom

Dru Fallon O'Neill
Approved by: Dru Fallon O'Neill, President

April 14, 2021
Date:

Cynthia Hammond
Attested by: Cynthia Hammond, Recording Secretary

4/14/21
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

Board of Directors:

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