



**TVCS D Board of Director's Meeting Minutes**

**Date: Wednesday, April 14, 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; Melinda Bell, Financial Manager; Cynthia Hammond, TVCS D Recording Secretary

**I. Call To Order:**

In Dru Fallon O'Neill called the meeting to order at 7:03 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 April 14, 2021 TVCS D BOD Agenda**

Donna Clavaud motioned to approve the April 14, 2021 TVCS D Board Agenda. Bill Bonini seconded the motion. M/S/C

**IV. TVCS D Board Member Reports**

None

**V. Approval of March 10, 2021 TVCS D BOD Minutes**

Bill Bonini motioned to approve the March 10, 2021 TVCS D BOD minutes. John Ward seconded the motion. M/S/C

**VI. Committee Reports:**

**a. Park Advisory Committee (PAC):**

1. Review Approved March 29, 2021 PAC Work in Progress Session Notes  
March 29, 2021 minutes were reviewed. Dru Fallon O'Neill said there wasn't a quorum for the March 29, 2021 PAC meeting, therefore the February 22, 2021 PAC meeting minutes were not approved.

Dru Fallon O'Neill said the water tower in the Park was beyond repair based on David Judd's assessment and demolition is recommended. Jose Ortiz said David Judd's assessment acknowledges the condition of

the water tower and recommends demolishing it despite the PAC meeting was not held. Donna Clavaud said more information was needed; David Judd is talking to Tim Furlong, Jr. regarding the demolition; updated costs, ADA ramps, fence, new restroom doors, etc. PAC meeting will be held at April 26, 2021 to include these items in the Measure A work plan budget. Donna Clavaud said there could be other viable options to utilize the slab; a one (1) story building for TVCSD office space as the current office space is not ADA compliant.

## 2. Status Update of Park Use, Rentals & Signage

Dru Fallon O'Neill said PAC is not currently renting the Park; this will be addressed at the April 26, 2021 meeting. Donna Clavaud attended a Marin Parks Zoom meeting. The topic was "Reopening". On April 15, 2021, Marin Parks will be lifting a few more restrictions for reopening parks but not for playgrounds. The Governor has indicated lifting all restrictions on June 15, 2021. Donna Clavaud said at the meeting it was determined that until June 15, 2021 there will be no rentals, no large gatherings, continue to decontaminate playground structures and restrooms. Current signage will remain as there are no clear guidelines yet, to reopen on June 15, 2021.

### b. Financial Advisory Committee (FAC):

#### 1. Review March 24, 2021 FAC Meeting Minutes

Minutes were reviewed.

#### 2. Review Draft 2021/2022 Sewer Budget

Donna Clavaud pointed out several factors of the Draft 2021/2022 Sewer Budget; slightly increasing Secretary's budget which has been under budget for four (4) years; recommends \$7,000 to hire a Consultant to develop a five (5) Strategic Plan and Succession Plan for the Sewer and Park; no rate changes are recommended; Jose Ortiz is working on the CIP update; O & M Contractual Services to increase 2% in January 2022.

Melinda Bell reminded the Board the Draft Sewer Budget does not include money for a General Manager's search or a month's salary overlap for a new General Manager. Jose Ortiz suggests updating the RFP for the General Manager's position to post the RFP on various list-serves.

Donna Clavaud said the Public Hearing will be held in June and at the July meeting, a final vote will be held to approve the budgets. At the May 12, 2021 TVCSD meeting, the Park Measure A Work Plan and budget will be presented to the Board.

Jose Ortiz said the 2021/2022 CIP projected expenses were reduced from \$12,000 to \$3,000. These reductions of expenses were to re-rock the Plant and to grade the access road. Bill Bonini suggested this \$7,000 in savings could be redistributed in the budget to the General Manager's search and overlap expenses.

## VII. Financial Report (Melinda Bell)

### a. Accept Check Registers and Approve Expenditures:

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

### b. Financial Manager's Report:

Financial Manager's report was reviewed.

c. Review and Approve Financial Statements:

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

**VIII. General Manager's Report**

a. Retirement Announcement

Jose Ortiz said he would be retiring at the end of 2021 but would be available to TVCSD as he is maintaining his Engineer's license.

b. Hiring Strategy & Timeline

Discussed above.

Jose Ortiz contacted Aspect Engineering to obtain an estimate for a technician to diagnose the SCADA issues.

Jose Ortiz will meet with Melinda Bell in regards to Levy 4.

**IX. NSU Report**

a. Review February 2021 reports

Reports were reviewed.

**X. Pending Business**

None

**XI. Other Business**

None

**XII. New Business**

a. Develop RFP for 5-year Strategic Plan & Succession Process

Discussed above.

**XIII. Old Business**

a. TVCSD Board of Director's Liability

Melinda Bell and Donna Clavaud confirmed TVCSD Board of Director's liability is covered by Special Districts Risk Management Agency (SDRMA).

b. Park Signage Specifying Group Gathering Limits & Covid-19 Safety Protocols

Discussed above.

**XIV. Correspondence**

None

**XV. Adjournment**

Meeting was adjourned at 8:21 pm. No objections

**Next TVCSD BOD Meeting, May 12, 2021, 7 pm via Zoom**

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

May 12, 2021  
Date:

Cynthia Hammond  
Attested by: Cynthia Hammond, Recording Secretary

MAY 12, 2021  
Date:

**TVCSO 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  
John Ward