



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

**Date: Wednesday, May 12, 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; Hope Sturges, Community Member

**I. Call To Order:**

In Dru Fallon O'Neill called the meeting to order at 7:02 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.

Hope Sturges, former Board member and attendee at this meeting via zoom, comments that there are no board packets/agendas on the website since 4/20. General Manager Jose Ortiz reports a website management shift is in progress as the task shifted from Walter Earle at about that time; Jose has been posting all the Agendas and Board Packets, but in a different location. He will be training Cynthia Hammond, TVCS D Secretary very soon to assume the task of keeping the website current.

**III. Approval of May 12, 2021 TVCS D BOD Agenda**

Donna Clavaud motioned to approve the May 12, 2021 TVCS D Board Agenda. Bill Bonini seconded the motion. M/S/C

**IV. TVCS D Board Member Reports**

None

**V. Approval of April 14, 2021 TVCS D BOD Minutes**

Bill Bonini motioned to approve the April 14, 2021 TVCS D BOD minutes. John Ward seconded the motion. M/S/C

**VI. Committee Reports:**

a. Park Advisory Committee (PAC):

1. Review April 26, 2021 PAC Meeting Minutes  
Minutes were reviewed.

PAC recommends sending an invitation to adjoining neighbors to consider sharing the expense of the rebuilding of the fence & retaining wall. No Board action was taken on this issue.

2. Review PAC Proposed Preliminary Budget for 2021/2022

Measure A project expenses are \$42,350: This includes \$15,000 for fence replacement and retaining wall; \$800 picnic table; \$3,750 for restroom doors; \$10,000 for paths and ramps; \$4,800 for water tower demolition; \$5,000 engineering plans and permits and \$3,000 for play structure surface materials.

Restricted funding is \$3,000 for gate signage; Measure A maintenance expenses total \$6,025.

Total expenses equal \$51,375.

Jose Ortiz suggested modifying the fence replacement budget from \$15,000 to \$20,000 due to the rising costs of materials.

Donna Clavaud suggested reducing the disinfecting and cleaning costs for the Park by ½ as of June 15, 2021 when Marin County releases Covid-19 restrictions. Donna Clavaud also pointed out that there wasn't a line item for a project manager. Jose Ortiz suggested adding \$2,500 for project management.

3. Approve 2021/2022 Measure A Work Plan

Bill Bonini motioned to approve the 2021/2022 Measure A Work Plan and budget by modifying the fence replacement costs from \$15,000 to \$20,000 and to add \$2,500 for project management. Donna Clavaud seconded the motion. M/S/C

Donna Clavaud will work with Melinda Bell to modify the PAC budget and the Measure A Work Plan.

b. Financial Advisory Committee (FAC):

1. Review April 28, 2021 FAC Meeting Minutes

Minutes were reviewed. The FAC meeting was held on April 28, 2021 and not on April 29, 2021 as stated on the FAC minutes.

2. Schedule 5 Year Strategic Planning Event

Donna Clavaud said a new 5 year strategic and succession plan was needed to identify goals and objectives for the Sewer District and the Park. Issues that may affect financials include the future of Measure A funding for the Park and sewer rates. This effort, if accomplished in June or July would allow time to begin a new search for a General Manager with clear priorities. John Ward suggested the search for a new General Manager should begin soon. The review of the General Manager needs to be reviewed and updated with the proposed scope of work. Donna Clavaud also proposed hiring a strategic planning consultant and offered to write an RFP for a consultant. Jose Ortiz said the RFP should define outcomes. The TVCSD Board agrees with this assessment.

Bill Bonini asked if it would be beneficial to wait until Covid-19 restrictions are lifted so Strategic Planning meetings could be held face to face. Donna Clavaud said meetings could be held outdoors, socially distanced. Jose Ortiz said this could be included in the RFP by asking how the consultant would conduct meetings.

John Ward asked how much time it took to do the last strategic plan and to find Jose Ortiz as the General Manager. Donna Clavaud said the strategic planning process took place within 3 meetings and

a few months for the final product; a timeline was developed with defined outcomes. John Ward would like a schedule for this process. Donna Clavaud said it would probably take 2-3 months.

Hope Sturges asked if the 5 year strategic and succession plan could be a separate. RFP's may not be necessary if they were separate. Donna Clavaud said the RFP to include both the strategic and succession plan was doable and asked if there was a Board Member would help her to develop it.

When the General Manager RFP is updated, the search for a General Manager should begin in August. The General Manager's draft RFP will be included in the TVCSD June Board meeting. Jose Ortiz also suggested updating the Financial Manager's RFP with Melinda Bell's advice.

Scheduling 5 year Strategic Planning Event was an Action Item on the agenda. It was determined to schedule this Action Item for the June TVCSD Board Meeting instead.

#### **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.

Donna Clavaud pointed out the changes Melinda Bell made to improve clarity and transparency in the budget.

##### **c. Review and Approve Financial Statements:**

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

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

Peter MacLaird asked about the results of the video TV inspection. Jose Ortiz said 2,100 feet were done for the inspection and it was clean. The remainder for Phase 1 will continue this month; Phase 2 will be schedule for July.

Aspect Engineering is reviewing the history of problems of the SCADA system. One of their technicians will access the system remotely; if necessary, the technician will visit the Plant when they are in the Forestville area. Jose Ortiz asked permission from the TVCSD Board to spend \$5,000 for 8 hours of remote diagnosis of the SCADA system. The Board approved this expenditure.

No other projects except the TV inspection and SCADA are scheduled for this or next fiscal year.

Jose Ortiz is working with Melinda Bell on the Tax Collector's Levy 4 list.

#### **IX. NSU Report**

a. Review March 2021 reports  
Reports were reviewed.

**X. Pending Business**

Dru Fallon O'Neill said the newsletter was pending. Cynthia Hammond sent an email with suggestions for the newsletter. TVCSD Board will respond.

**XI. Other Business**

None

**XII. New Business**

a. Review Template for General Manager RFP and Discuss New Scope of Work

Jose Ortiz will closely review the General Manager's RFP and scope of work. Jose Ortiz suggested it would be beneficial to hire a General Manager with SCADA experience and to streamline the RFP.

b. Develop RFP for Strategic Planner

This item was discussed above under FAC.

**XIII. Old Business**

None

**XIV. Correspondence**

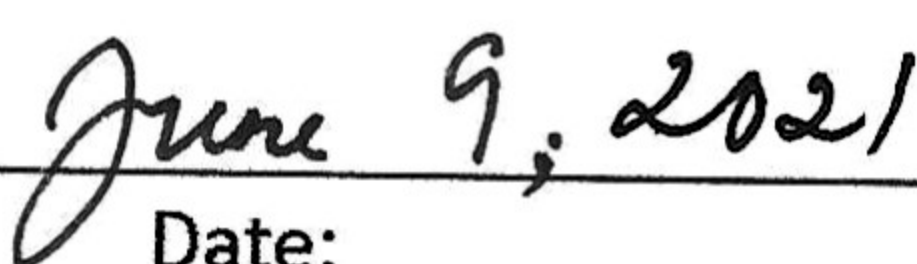
None

**XV. Adjournment**


Meeting was adjourned at 8:55 pm. No objections

**Next TVCSD BOD Meeting, July 14, 2021, 7 pm via Zoom**

  
Approved by: Dru Fallon O'Neill, President

  
Date:

  
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