



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, June 9, 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 7:04 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.

Hope Sturges asked if the TVCS D Board considered hiring an Administrator as an employee instead of a contractor. Donna Clavaud said this was already on the agenda under "Pending Business".

III. Approval of June 9, 2021 TVCS D BOD Agenda

Bill Bonini motioned to approve the June 9, 2021 TVCS D Board Agenda. Donna Clavaud seconded the motion. M/S/C

IV. TVCS D Board Member Reports

Donna Clavaud reported the Governor is reopening the state California as of June 15, 2021 which means the Park can reopen without any restrictions. The job description for cleaning the Park will be revised to eliminate unnecessary hours. Donna Clavaud and Dru Fallon O'Neill will work with PAC on updating Park rules/regulations and rental contract. The TVCS D Board is in agreement with this assessment.

V. Approval of May 12, 2021 TVCS D BOD Minutes

Donna Clavaud motioned to approve the May 12, 2021 TVCS D BOD minutes as is. John Ward seconded the motion. M/S/C

VI. Committee Reports:

a. Park Advisory Committee (PAC):

1. Review May 24, 2021 Approved PAC Meeting Minutes

Dru Fallon O'Neill said the May 24, 2021 minutes were reviewed but not yet approved by PAC. Dru Fallon O'Neill pointed out that Patty Oku requested a thank you letter be sent to Dean Whitter for their grant. Donna Clavaud suggested directing this item to Melinda Bell as a thank you letter may have already been sent.

The Park volunteer spring clean-up day is scheduled for Saturday, June 26, 2021 from 9 am – 2 pm.

2. Measure A Signs Ordered for Park

Donna Clavaud said Kevin Wright had Measure A support signs they would like to distribute to display at the Park. The signs will be delivered via a Park ranger.

b. Financial Advisory Committee (FAC):

1. No FAC Meeting was held in May 2021.

VII. Financial Report (Melinda Bell)

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

a. Accept Check Registers and Approve Expenditures:

b. Financial Manager's Report:

Financial Manager's report was reviewed.

Dru Fallon O'Neill pointed out a few important issues; the uncertainty of managing the Park without Measure A funding (if it doesn't pass) and the replacement of the General Manager will be the most important project of the year.

Donna Clavaud asked Jose Ortiz if he was going to get the Public Hearing notices to the Pt. Reyes Light. Jose Ortiz said he would get out the notices two (2) weeks prior. Cynthia Hammond will supply the Resolution numbers to Jose Ortiz. The Public Hearing will begin at 7:00 pm at the Regular TVCSD Board Meeting on July 14, 2021.

Bill Bonini asked if a cost of living increase would be included in the budget. Donna Clavaud said this was an important issue and will be part of the Strategic Planning discussion. Another part of the Strategic Plan will be the partnership with Shoreline Unified School District (SUSD).

c. Review and Approve Financial Statements:

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

VIII. General Manager's Report

Jose Ortiz reported that he contacted Aspect Engineering Group to see if they could log-in to the SCADA system. The internet access had been interrupted, when the router was rebooted that corrected the problem. Jose Ortiz said the SCADA system has been reporting steadily despite the inability to gain access. A follow-up meeting will be scheduled to remotely access the system and to do a preliminary evaluation. The General Manager's report lists the main issues with the SCADA system.

Jose Ortiz said the condition of the collection system is the biggest issue in the Capital Improvement Plan (CIP). Jose Ortiz is in the process of evaluating Phase 1 of the TV inspection video reports that were

completed in FY 20/21. Phase 2 (the sewer main from the creek-crossing to the plant) will be scheduled in July 2021.

Donna Clavaud asked what the property owners responsibilities are in regards to maintaining the "health" of their laterals that are connected to the main. Jose Ortiz said the rule of thumb is the district is responsible for the sewer mains and the property owners are responsible for their laterals. Bill Bonini pointed out the district does not have clean outs at the laterals. Donna Clavaud suggested discussing this further at a future TVCSD Board meeting and to study and review the Sewer System Management Plan (SSMP). Jose Ortiz will send the SSMP to the TVCSD Board to review. Jose Ortiz pointed out that there isn't an ordinance in place that requires property owners in the district to make repairs of their laterals if needed, nor is there is an ordinance in place for an inspection of the laterals to be done prior to the sale of property. Peter MacLaird pointed out there is an ordinance in place in southern Marin that requires inspections of sewer laterals. Donna Clavaud asked when Roy's Sewer Service is inspecting the collection lines, are there any indications of areas that the laterals are causing problems to the main. Jose Ortiz said the TV camera inspections can see if there are problems with the lateral connections to the sewer main. Jose Ortiz will bring model ordinances for the TVCSD Board to review.

IX. NSU Report

- a. Review April 2021 reports
Reports were reviewed.

X. Pending Business

- a. Review and Approve a Draft RFP Outline for a Strategic Planning Consultant. Discuss and Prioritize Goals and Outcomes for the Planning Process

Donna Clavaud said to scratch "discuss and prioritize goals and outcomes for the planning process" as this will be discussed in the planning process. Donna Clavaud said, based on Jose Ortiz's comments, that it is important for the TVCSD Board to get familiar with the strategic planning process; what and why is a strategic plan, what are the outcomes? Included in the Board packet are excerpts from a "Strategic Planning Consultant; Preparing for Engagement". These excerpts are an outline for the strategic planning process which will be a partnership between the consultant, the TVCSD Board and staff. A sample Scope of Services outlined the planning, facilitated sessions and final draft. Donna Clavaud offered to write the RFP, and lead the process. Timeline would be: RFP's would be due July 10, 2021; interviews would be the week of July 12th, the RFP would be awarded by July 16th, completion of final project with a final report completed on September 1st, 2021. Following this, the General Manager search would begin. Jose Ortiz said he was impressed with Donna Clavaud's report and suggested looking for a consultant who is familiar with small districts.

Also to be identified will be Strengths, Weaknesses, Opportunities and Threats (SWAT) and Core Competencies. Donna Clavaud suggested doing the Strategic Plan in August since there are no Board or Committee meetings.

John Ward motioned to approve the draft RFP outline for the strategic planning consultant. Bill Bonini seconded the motion. M/S/C

Donna Clavaud requested to form a committee to read the RFP bids, participate in the interviews and to negotiate the contract. Donna Clavaud said she would target a number of strategic planning consultants and invite them to bid on the RFP. Donna Clavaud, Dru Fallon O'Neill, Bill Bonini and Jose Ortiz will be on the committee. Hope Sturges asked if TVCSD needed to post the RFP to the public. Jose Ortiz said

publically posting an RFP was required for works and improvements and not for consultants.

Donna Clavaud said TVCSD bidding policy is to have three (3) bids and it doesn't need to be publicized if the RFP is under \$5,000. Donna Clavaud said she would research this issue and if necessary publicize in the Pt. Reyes Light and the Marin IJ.

b. Discuss Possible scheduling for 5 Year Strategic Planning Process and Succession to be completed by September 1, 2021

This was discussed above in "a" under Pending Business.

c. Identify a Search Committee for Strategic Planning Consultant

This was discussed above in "a" under Pending Business. No action was needed.

d. Discuss and Identify Scope of Work for General Manager

Donna Clavaud said the RFP for the General Manager was too long and suggested Jose Ortiz to draft a new RFP as he was in the strongest position to do so. Jose Ortiz said he would compete the new draft RFP by the July 14, 2021 TVCSD Board meeting.

Hope Sturges said another district's job description for General Manager/Operator was for an employee and not a contractor. Donna Clavaud said TVCSD wrote a policy to strictly distinguish between an employee and a contractor and TVCSD decided to be strictly contractual. Cynthia Hammond was a contractor through an employment agency and became the only TVCSD employee because it made financial sense for the district. Donna Clavaud suggested the General Manager position; contractor vs. employee; could be a discussion for a future agenda item.

e. Current General Manager to Streamline RFP for New General Manager by July 14, 2021 TVCSD Board Meeting

Jose Ortiz will draft a streamlined General Manager's RFP which will be presented at the July 14, 2021 Board meeting.

Donna Clavaud motioned that Jose Ortiz develop a streamlined draft RFP for the new General Manager's position for the July 14, 2021 TVCSD Board meeting. Bill Bonini seconded the motion. M/S/C

f. Newsletter Update

Cynthia Hammond reported the newsletter is done and will be delivered to the Tomales Post Office on Monday, June 14th for distribution.

XI. Other Business

None

XII. New Business

a. CSDA 2021 Board of Director's Election

Donna Clavaud motioned to elect Ric Lohman to CSDA Board of Directors. John Ward seconded the motion. M/S/C

XIII. Old Business

None

XIV. Correspondence

None

XV. Adjournment

Meeting was adjourned at 9:18 pm. No objections

Next TVCSD BOD Meeting, September 8, 2021, 7 pm via Zoom



7.14.2021

Approved by: Dru Fallon O'Neill, President

Date:



7/14/2021

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