



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, September 8, 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 7:02 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.

Bill Bonini asked the Board to think about the capacity for future sewer hook-ups and thought this should be part of the Strategic Plan. Jose Ortiz said the current capacity is 43,000 gallons per day and there is enough capacity for an additional 30,000 gallons flow per day.

III. Approval of September 8, 2021 TVCS D BOD Agenda

Bill Bonini motioned to approve the September 8, 2021 TVCS D Board Agenda. Peter MacLaird seconded the motion. M/S/C

IV. TVCS D Board Member Reports

Donna Clavaud reminded the Board that the CSDA magazine is a valuable resource for TVCS D and advises the Board to take advantage of this resource. Recent articles included reserve policies, drafting meeting minutes, the Brown Act as it relates to Covid pandemic (legislation allows for virtual meetings to continue) and there are \$100 ml in grants that are available to California Special Districts to cover relief of lost revenue due to the Covid pandemic and climate crisis projects (ex: micro grid projects).

V. Approval of July 14, 2021 TVCS D Regular BOD Minutes

Bill Bonini motioned to approve the July 14, 2021 TVCS D Regular meeting minutes as is. Donna Clavaud seconded the motion. M/S/C

VI. Approval of July 21, 2021 TVCS D Special Meeting Minutes

John Ward motioned to approve the July 21, 2021 TVCS D Special Meeting Minutes as is. Bill Bonini seconded the motion. M/S/C

VII. Committee Reports:

a. Park Advisory Committee (PAC):

1. No PAC meetings were held in July or August 2021

Dru Fallon O'Neill said the next PAC meeting will be on 9/27/2021 at 3:00 pm at the Park.

2. Suggest Scheduling PAC Meetings every Month

Dru Fallon O'Neill also said there is a possibility that no meetings would be held in November or December and meetings will resume every month starting in January 2022.

3. Surface Materials for All Playground Areas; Revise Cost Estimates from 100 cubic yards to 50 cubic yards and Schedule Delivery ASAP

Donna Clavaud said David Judd got an estimate for 100 cubic yards. Jose Ortiz said the estimate was for 70 cubic yards and felt that 50 cubic yards was sufficient. Bill Bonini offered to re-measure the areas. Donna Clavaud said it was important to include the empty play area as it is used for rentals.

4. Revise Janitorial Hours at the Park

Donna Clavaud said Edgar Martinez was available seven (7) days a week for one (1) hour per day through September and October, at the current rate, and to re-evaluate hours at the November 10th, 2021 TVCSD Board meeting.

Donna Clavaud motioned to revise the janitorial hours at the Park to seven (7) days a week for one (1) hour per day, at the current rate, and to re-evaluate hours at the November 10, 2021. Bill Bonini seconded the motion M/S/C

5. Discuss Time Frame for Water Tower Demolition

Bill Bonini would like to re-evaluate the water tower demolition and suggested removing the top story; replace the roof and to keep the structure for storage. Bill Bonini said the estimate to totally demolish the structure and to remove the debris was under \$5,000. Bill Bonini and John Ward will meet at the water tower to discuss this option further.

6. Discuss ADA Ramp Project to be Launched before General Manager Retires

Jose Ortiz will contact ADA contractors/architects and will report back to the Board at the October 13, 2021 meeting. Donna Clavaud would like to fast tract this project before Jose Ortiz retires as it has been a priority.

7. Discuss Routine Park Maintenance and Operations (Rentals)

Dru Fallon O'Neill said there needs formality for routine Park maintenance and operations. Donna Clavaud said Melinda Bell is saddled with Park rentals; special requests, contracts, etc. Bill Bonini suggested Cynthia Hammond be responsible for the Park rentals. Cynthia Hammond didn't think it was feasible for her, as she lives in Inverness, and questioned what if people wanted tours or problems arose; would she have to go to Tomales to mitigate. Donna Clavaud said it would be better to have a Tomales resident take this responsibility on. Jose Ortiz said PAC used to handle all of the rentals and after Margaret Graham's passing, Melinda took on the responsibility. Jose Ortiz asked the TVCSD Board if PAC should be handling all of the rentals. John Ward asked if rentals should be a General Manager's role and Jose Ortiz said yes, but Bill Bonini didn't think this was a General Manager's responsibility unless a specific matter arises. John Ward thought the Park rentals were a lot of work for a volunteer to take on.

Donna Clavaud said there were issues with people not wanting to secure Certificates of Liability

Insurance for the day of the event. Bill Bonini suggested using the current contract for a couple of months and to re-evaluate if the same issues keep coming up. Cynthia Hammond suggested stating specifically what amenities are included in renting the Park as issues arose after a contract was signed; such as water, tables, electricity, etc. Dru Fallon O'Neill will ask for volunteers at the next PAC meeting, such as requests for Tours by prospective Park renters.

Donna Clavaud motioned for TVCSD Board to give PAC direction to continue using updated Park rental agreement; to meet with Melinda Bell & David Judd to clarify Park rental process and PAC will identify support for Melinda Bell and David Judd. In addition, to add a list amenities and surcharges for electricity and additional water usage to the rental agreement. Bill Bonini seconded the motion. M/S/C

b. Financial Advisory Committee (FAC):

1. No June, July or August FAC Zoom meetings were held due to prior completion of 2021/2022 Budgets; however Work Sessions were conducted by phone and email on Annual Audits and Park Rentals

2. Follow-up on 2021/2022 Management Discussion & Analysis and Audit Follow-up

Donna Clavaud said the auditors required a new format and praised Melinda Bell for her outstanding and thorough work. Donna Clavaud reported the audit went very well and they were impressed with the financial successes and accomplishments of TVCSD this past year. One of the auditor's recommendations was to have Melinda Bell's successor pinned down prior to Melinda Bell's retirement. Jose Ortiz said the auditors questioned him on fraud and corporation of assets vulnerability. Jose Ortiz explained the District financial policies in place that stipulate internal controls and procedures to avoid violations.

3. Recommend Janitorial Services at TVCSD Office

Jose Ortiz asked what the lease agreement was in regards to janitorial services. Bill Bonini will talk to the landlord to clarify.

Bill Bonini motioned to call and schedule Edgar Martinez to clean the TVCSD office, the stairway and the bathroom as needed, until the end of the year, and to re-evaluate the schedule at the end of the year. Donna Clavaud seconded the motion. M/S/C

Bill Bonini will also talk to the landlord about replacing ceiling fan and light fixture in the TVCSD office.

VIII. 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 pointed out the sewer plant electric bill for \$6,642 was unexpected. This issue will be discussed at the FAC meeting on 9/29/2021. Bill Bonini suggested checking out the solar output. John

Ward also mentioned that there are two (2) more years to pay off the solar system. Jose Ortiz will email John Ward the engineer's analysis report in regards to the solar pay-off schedule. Jose Ortiz said the PG & E expenses will be examined more closely.

c. Review and Approve Financial Statements:

Peter MacLaird motioned to approve the financial statements. John Ward seconded the motion.
M/S/C

IX. General Manager's Report

a. Final Phase of TV Inspection

Roy's Sewer Service will do the final phase of the TV inspection of system pipes at the end of September, beginning of October. NSU found substantial leaking at the valve and strainer coming into the irrigation shed from the storage ponds. Repair costs, including labor will be \$2,300.

Donna Clavaud said when she went to the storage shed at the Plant, there was evidence of mice and suggested Edgar Martinez could be hired to thoroughly clean the shed and requests Board approval. John Ward offered to help.

b. Board/Staff/Committee Members & Volunteers Tour of Plant and Park before December 1, 2021

John Ward suggested conducting the tour when the new General Manager is hired. After some discussion, it was agreed to schedule a Tour sooner, on October 13th, 2021 at 3:00 pm for Board/Staff/Committee Volunteers before General Manager search.

c. Final General Manager RFP for Final Approval

1. Post RFP on Website

Jose Ortiz said he reviewed and amended the General Manager's RFP. Jose Ortiz will review the Matrix Study to determine the required hours per month for the RFP. Jose Ortiz reached out to Heather Brooks, the General Manager for Tamalpais Community Services District. Heather Brooks pointed out a group is forming to see how Special Districts in Marin County, that have part time General Manager's, may want to expand their workload. Jose Ortiz will continue this conversation with Heather Brooks.

2. Identify List of Clearing Houses for Posting of RFP and Notice of Interest

Donna Clavaud reminded the TVCSD Board a Notice of Interest (a short job description) was to be written and to post on TVCSD website. Jose Ortiz said the Notice of Interest would give directions to potential applicants how to access the RFP and who to contact with questions. Jose Ortiz asked who should be the contact. Donna Clavaud said technical questions should go to Jose Ortiz and the RFP's would go to the TVCSD General Manager Search Committee and suggested a schedule for submissions, deadlines, etc.

3. Identify and Determine Search Committee Responsibilities

Donna Clavaud, John Ward and Melinda Bell will be on the General Manager Search Committee. Donna Clavaud offered to be the contact to field RFP questions; will write the Notice of Interest, develop the schedule and will review the amended RFP.

No Action was taken. Direction on roles, responsibilities and process was given.

X. NSU Report

a. Review June and July 2021 reports

Reports were reviewed.

XI. Pending Business

None

XII. Other Business

None

XIII. New Business

a. Marin County Parks Measure A Survey

<https://www.marincountyparks.org/projectsplans/2021-community-survey>

Donna Clavaud said the Measure A survey is being saturated throughout Marin County and requested the TVCSD Board to fill out the survey. Measure A seeks to extend funding support. Dru Fallon O'Neill said she would fill out the survey as a representative of TVCSD. Cynthia Hammond pointed out she took the survey and it wasn't restricted to Tomales residents.

Donna Clavaud motioned that Dru Fallon O'Neill complete the survey for Measure A on behalf of TVCSD and requested all Board and Staff take the survey. Bill Bonini seconded the motion. M/S/C

XIV. Old Business

a. Review, Update and Training Session for TVCSD Website Hand Over with Jose Ortiz, Cynthia Hammond and Donna Clavaud

A face to face meeting (TBD) will be held at the TVCSD office for website training.

Bill Bonini motioned hand off website responsibilities to Cynthia Hammond. John Ward seconded the motion. M/S/C

b. Update on Five (5) Year Strategic and Succession Planning Workshops

Dru Fallon O'Neill said the Five (5) Year Succession Planning Workshops were going well. The next Workshop meeting is scheduled for September 15, 2021 at 6:00 via Zoom. Jose Ortiz said it would be ideal to adopt the Five (5) Year Strategic and Succession Plan at the October 13, 2021 TVCSD Regular Board Meeting.

c. Discussion on how TVCSD is Responding to Severe Drought Conditions

Jose Ortiz said over the years there have been requests about people drafting water from the ponds. A recycling water permit would be needed and Jose Ortiz will investigate further.

XV. Correspondence

Bill Bonini was contacted by a community member that fixed the gate and the fence around the irrigation ponds. The community member asked if he could be compensated. Jose Ortiz requested copies of the invoices and this will be added as agenda item for the October 13, 2021 TVCSD Regular Board Meeting.

Jose Ortiz received verbal communications from Pamela Mulvey regarding a sewer hook-up.

XVI. Adjournment

Meeting was adjourned at 9:51 pm. No objections.

Next TVCSD BOD Meetings:

TVCSD Special Board Meeting (SWOT, Phase 2), September 15, 6 pm via Zoom

TVCSD Regular Board Meeting, October 13, 2021, 7 pm via Zoom



10.13.2021

Approved by: Dru Fallon O'Neill, President

Date:



10/13/21

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