



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, October 13, 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, TVCS D Financial Manager; Cynthia Hammond, TVCS D Recording Secretary

I. Call To Order:

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 October 13, 2021 TVCS D BOD Agenda

Bill Bonini motioned to approve the October 13, 2021 TVCS D BOD Agenda. Peter MacLaird seconded the motion. M/S/C

IV. TVCS D Board Member Reports

None

V. Approval of September 8, 2021 TVCS D Regular BOD Minutes

Donna Clavaud motioned to approve the September 8, 2021 TVCS D Regular BOD meeting minutes as is. John Ward seconded the motion. M/S/C

VI. Committee Reports:

a. Park Advisory Committee (PAC):

1. Review September 27, 2021 Work Session Notes

Work Session notes were reviewed. Dru Fallon O'Neill reported that David Judd will continue to be the Park liaison volunteer and PAC will work Donna Clavaud and Margaret Nettles as back-up liaisons. Donna Clavaud said there was a need to develop Standard Operating Procedures for the Park.

2. Update on October 2, 2021 Marin Century Park Rental Event

Dru Fallon O'Neill said Marin Century used the Park for multiple days and there was very minimal use of utilities and the Park was left clean. Bill Bonini suggested using a check list that would list what is included in renting the Park and what the fees would be for certain extras (such as water, electricity, etc.). Dru Fallon O'Neill suggested reviewing the rental agreement and fees. Donna Clavaud said after, the PG & E costs, the Park made \$180 in the rental fee. John Ward said the staff hours and volunteer work involved in renting the Park needs to be revisited.

3. Update of Water Tower

Bill Bonini estimated about \$1,200 - \$1,500 for the replacing the roof and materials and would enlist the help of volunteers. It is undetermined whether or not to keep the water tower one (1) or two (2) stories. Bill Bonini will further inspect the water tower. Donna Clavaud and John Ward both agreed the water tower is worth saving.

4. Update on Ordering Surface Material for Park

Jose Ortiz said he would take the lead on ordering the surface material for the Park and will report the status in the TVCSD BOD November meeting.

5. Status of ADA Engineer for Park Ramps Project

Jose Ortiz said he was unable to connect with the specialist in ADA ramps and will continue to pursue an ADA Engineer. Jose Ortiz will also talk to Melinda Bell in regards to what the TVCSD insurance company needs in order to be compliant with ADA requirements. Donna Clavaud said the Matrix Study suggested an annual, certified ADA inspection.

b. Financial Advisory Committee (FAC):

1. Review September 29, 2021 Work Session Notes

Work Session notes were reviewed. Donna Clavaud pointed out the Priorities and Tasks which included the five (5) priorities in Strategic Planning; reviewing the Park budget and Park Administration Support; formatting TVCSD Policy Manual; reviewing existing financial reporting; working with the General Manager to write step-by-step procedures for new sewer connections, hook-up and service fees, billing; and the need for Cloud back-up storage, as outlined in the Work Session notes.

2. Review One (1) Page Invitation to Participate in General Manager RFP

Jose Ortiz sent the most current RFP for General Manager's position to the TVCSD Board to review and suggested not having an Invitation to Participate as this step would take up time and didn't think it was necessary. Donna Clavaud was persistent in having and distributing the Invitation to Participate. It was determined there would be an Invitation to Participate and it would be distributed.

3. Review Full General Manager RFP

The RFP proposals will request they be mailed to the District PO Box and will be made "to the attention" of the Search Committee (Donna Clavaud, John Ward and Melinda Bell). Jose Ortiz's email will replace info@tomalescsd.ca.gov for questions and correspondence pertaining to the RFP. Donna Clavaud noticed in the RFP that there wasn't a range of hours, a budget range or when the position would begin.

Donna Clavaud suggested looking in to California Rural Water Association for General Management services.

Jose Ortiz stated he would extend his TVCSD employment through the end of February in the event a new General Manager hasn't been hired.

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.

Melinda Bell said Cloud back-up is needed for the accounting system, and cloud access to documents for reference and signatures. The draft Auditor’s reported that TVCSD was transparent and was made available to the Board. Bound copies of the Auditor’s report will be available at the TVCSD District office and will be posted on the TVCSD website. Melinda Bell said there is a need to have clear, concise financial reports for rate payers and interested individuals. Donna Clavaud suggested using pie charts that showed income and expenses would be helpful.

John Ward asked about retrieving the phone messages while Melinda Bell is out of town. Jose Ortiz suggested a Frequently Asked Question (FAQ) regarding sewer connections to be posted on the website. Jose Ortiz said he would develop the FAQ. In addition, Donna Clavaud said TVCSD also needs to develop and adopt an ordinance for ADU’s fees and services.

c. Review and Approve Financial Statements:

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

VIII. General Manager’s Report

a. Status of CCTV Inspection of Sewer Main

Jose Ortiz said the final phase of the CCTV inspection from Highway One to the treatment plant will begin at the end of October.

b. Status of SCADA System for Reports

Jose Ortiz said he would reach out to Jack Miller who last worked on the SCADA system.

c. Status of Sewer Connection Inquiries

This was discussed under the Financial Manager’s report.

d. General Manager’s Contract

Bill Bonini motioned to accept the amended agreement for professional services between Jose Ortiz and TVCSD effective July, 1, 2020 through February 28, 2022 with the possibility of not needing the extension through February 28, 2022. Donna Clavaud seconded the motion. M/S/C

IX. NSU Report

a. Review August 2021 Reports
Reports were reviewed.

X. Pending Business

None

XI. Other Business

None

XII. New Business

None

XIII. Old Business

a. Update on Five (5) Year Strategic and Succession Planning Workshops
Donna Clavaud said Deborah Parrish is writing the Strategic and Succession Planning notes and thinking on how to translate and implement the Succession Plan. Dates for the Wrap-up Session are TBD.

b. Update on TVCSD Website Hand-off
Training session took place with Cynthia Hammond and she reported feeling confident in updating the website.

XIV. Correspondence

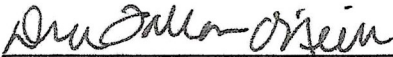
a. Discuss and Clarify and who is Responsible for Correspondence
Melinda Bell reported that correspondence via US mail is generally for Melinda. Any mail for Jose Ortiz is scanned and emailed by Melinda. Melinda Bell said picking up the phone messages is another issue Cynthia Hammond said she would retrieve the phone messages. Jose Ortiz will check the admin@tomalescscsd.ca.gov email to set up a new password.


XV. Adjournment

Meeting was adjourned at 9:15 pm. No objections.

Next TVCSD BOD Meetings:

TVCSD Regular Board Meeting, November 10, 2021, 7 pm via Zoom


Approved by: Dru Fallon O'Neill, President 11-10-2021
Date:


Attested by: Cynthia Hammond, Recording Secretary 11/10/2021
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.