



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, July 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; 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 7:03 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 July 14, 2021 TVCS D BOD Agenda

Bill Bonini motioned to approve the July 14, 2021 TVCS D Board Agenda. John Ward seconded the motion. M/S/C

IV. TVCS D Board Member Reports

None

V. Approval of June 9, 2021 TVCS D BOD Minutes

Donna Clavaud motioned to approve the June 9, 2021 TVCS D BOD minutes as is. Bill Bonini seconded the motion. M/S/C

VI. Conduct Public Hearing to Receive Comments on Proposed Sewer Service Rates and Methods of Payment Collection for FY 21/22

No public comments.

VII. Conduct Public Hearing to Receive Comments on Proposed Final Sewer and Park Budgets for FY 21/22

No public comments.

VIII. Committee Reports:

a. Park Advisory Committee (PAC):

1. No PAC meeting was held in June 2021.

2. Park Clean-up Update

Donna Clavaud thanked all the volunteers who participated in cleaning the Park.

3. Review and Approve Park Rental Contract

Donna Clavaud submitted a 2021 Draft of the Park Rental Contract in the Board packet. The following amendments will be made to the Park Rental Contract:

- Statement of Purpose (line 2) will be edited to read "and to other Tomales area residents".
- Donna Clavaud will add a sentence to the Statement of Purpose that the Park is available for rental for those outside the 7.5 mile radius.

Under Tomales Community Park Rental Fees and Agreement, a sentence stating the size of the event must be negotiated with TVCSD will be added. John Ward suggested limiting the capacity of Founder's Day because of parking and traffic issues. Donna Clavaud will consult with Kevin Wright and Max Korten (from Marin County Parks) on capacity issues.

- Under Rules and Regulations, line 5 will be edited to read "Smoking is not allowed".

Bill Bonini motioned to accept the Park Rental Contract with the above amendments. John Ward seconded the motion. M/S/C

4. Approve Park Rentals and Large Gatherings (Founder's Day, September 5th, 2021)

Donna Clavaud stated that TVCSD and PAC should not be co-sponsors of the Founder's Day event as Founder's Day has its own Committee. Jose Ortiz confirmed that this agenda item was also to approve large gatherings in the Park.

Bill Bonini motioned to approve park rentals and large gatherings. John Ward seconded the motion. M/S/C

5. Cut Back Park Cleaning Hours

Donna Clavaud said Park cleaning hours would be on Monday, Wednesday and Friday's as of July 1, 2021.

b. Financial Advisory Committee (FAC):

1. No FAC Meeting was held in May and June 2021.

a. Hiring of Strategic Planning Consultant

Donna Clavaud said she sent five (5) RFP's to recommended Strategic Planning Consultants. Dru Fallon O'Neill and Donna Clavaud reviewed the only proposal received which was from Deborah Parrish. Deborah Parrish facilitated the TVCSD Strategic Plan in 2011. Three (3) working sessions would take place which will include phone interviews with SUSD and NSU, interviews with Board/Staff. The proposal will not exceed \$7,000 (as budgeted) and will fit TVCSD's deadline of September 1, 2021. Hope Sturges asked if the public would be included; Donna Clavaud said she would ask Deborah Parrish how she would incorporate community input; Dru Fallon O'Neill said the proposal already states how to identify and agree on participants and identify stakeholders. Du Fallon O'Neill and Donna Clavaud will

discuss this with Deborah Parrish this week. Donna Clavaud reminded the Board that the Strategic Plan needs to be completed before the search for a General Manager takes place. John Ward suggested inviting TVCSD stakeholders/ratepayers for a two (2) hour session to express ideas.

A Special Meeting will be held on Wednesday, July 21, 2021 at 7:00 pm to review scope of service, draft agreement and approval of the contract from Deborah Parrish. Bids are now closed for Strategic Planning Consultant.

IX. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures:

John Ward asked about the \$800 payment for mowing around the pond and asked how frequently that occurs. Jose Ortiz said it is usually once a year. Dru Fallon O'Neill requested to have subtotals added to the Sewer Budget Comparison under Expenses.

No motion was made on this agenda item. Acceptance of Check Register and Approval of Expenditures will be added to the TVCSD's Board of Director's Special Meeting Agenda which is scheduled for July 21, 2021.

b. Financial Manager's Report:

Financial Manager's report was reviewed.

c. Review and Approve Financial Statements:

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

d. Adopt Resolution 21-1: Maintaining the Current Sewer Service Rate at \$81.90 per month per "equivalent unit" ("EU") for FY 21/22

Bill Bonini motioned to Adopt Resolution 21-1: Maintaining the Current Sewer Service Rate at \$81.90 per month per "equivalent unit" ("EU") for FY 21/22. Donna Clavaud seconded the motion. M/S/C

e. Adopt Resolution 21-2: Maintaining the Current Connection Fee of \$10,000 per EU and Keeping the Ad Valorum Tax Rate at .02% on Assessed Value for FY 21/22

Donna Clavaud motioned to Adopt Resolution 21-2: Maintaining the Current Connection Fee of \$10,000 per EU and Keeping the Ad Valorum Tax Rate at .02% on Assessed Value for FY 21/22. John Ward seconded the motion. M/S/C

f. Adopt Resolution 21-3: Approve Final Sewer Budget for FY 21/22

Bill Bonini motioned to Adopt Resolution 21-3: Approve Final Sewer Budget for FY 21/22. Donna Clavaud seconded the motion. M/S/C

g. Adopt Resolution 21-4: Approve Final Park Budget for FY 21/22

John Ward motioned to Adopt Resolution 21-4: Approve Final Park Budget for FY 21/22. Bill Bonini seconded the motion. M/S/C

X. General Manager's Report

a. Draft RFP for General Manager

A Special Meeting will be held on Wednesday, July 21, 2021 to review Draft RFP for General Manager.

Donna Clavaud requested the following items to be included in the General Manager's RFP: SCADA system and budgeting knowledge, regulations, asset management, government codes, CIP planning and grants. CSDA had an article about what Special Districts are looking for and suggested the TVCSD Board to review the CSDA article.

Aspect Engineering has not been in contact with Jose Ortiz yet in regards to the SCADA system. Hope Sturges said she knows of a company that programs SCADA systems and will give the contact information to Jose Ortiz.

The Phase 1 inspection of the collection system has been completed. The remainder will be done later this month. Total costs have come in as budgeted (\$12,500).

Jose Ortiz reported that LAFCO was interested in forming a sub-group of Municipal Services to possibly share services such as general management, bookkeeping and administration.

Donna Clavaud requested Jose Ortiz email the Sewer System Management Plan to the TVCSD Board members for review and presentation for the September 8, 2021 TVCSD Board meeting agenda.

XI. NSU Report

a. Review May 2021 reports

Reports were reviewed.

XII. Pending Business

None

XIII. Other Business

None

XIV. New Business

None

XV. Old Business

None

XVI. Correspondence

None

XVII. Adjournment

Meeting was adjourned at 8:42 pm. No objections.

Next TVCSD BOD Meetings:

TVCSD Special Board Meeting, July 21, 2021, 7 pm via Zoom

TVCSD Regular Board Meeting, September 8, 2021, 7 pm via Zoom

Dru Fallon O'Neill

Sept 8, 2021

Approved by: Dru Fallon O'Neill, President

Date:

Cynthia Hammond

Sept 8, 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.

PO Box 303 • Tomales, CA • 94971 • ph 707.878.2767 • www.tomalescsd.ca.gov

Board of Directors:

Dru Fallon O'Neill, President • Donna Clavaud, Vice President • Bill Bonini • Peter MacLaird
John Ward