



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

**Date: Wednesday, January 12, 2022 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; Steven Palmer, TVCS D General Manager Applicant

**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 January 12, 2022 TVCS D BOD Agenda**

Donna Clavaud motioned to approve the January 12, 2022 TVCS D BOD Agenda. John Ward seconded the motion. M/S/C

**IV. TVCS D Board Member Reports**

None

**V. Approval of November 10, 2021 TVCS D Regular BOD Minutes**

Donna Clavaud motioned to approve the November 10, 2021 TVCS D Regular BOD meeting minutes as is. John Ward seconded the motion. M/S/C

**VI. Closed Session**

Jose Ortiz asked Cynthia Hammond and Steven Palmer to leave the open session. Dru Fallon O'Neill closed open session at 7:09 pm.

**VII. Open Closed Session**

Dru Fallon O'Neill opened closed session at 7:09 pm.

a. Discuss General Manager Interviews and Approve Steering Committee Recommendations

**VIII. Close Closed Session 7:40 pm**

**IX. Open Open Session**

Dru Fallon O'Neill opened open session at 7:40 pm

a. Report Out Any Direction and Action by the TVCSD Board

Dru Fallon O'Neill reported TVCSD received three (3) General Manager Applications and two (2) applicants were interviewed; Mary Haley and Steven Palmer. The TVCSD Board unanimously accepted Mary Haley's application for the new TVCSD General Manager's position. Dru Fallon O'Neill thanked Steven Palmer for his interest and support in applying for the TVCSD General Manager's position.

Bill Bonini motioned to approve Mary Haley as the new TVCSD General Manager John Ward seconded the motion. M/S/C

**IX. Committee Reports**

a. Park Advisory Committee (PAC):

1. Review December 13, 2021 PAC Meeting Minutes

Dru Fallon O'Neill reported the Presbyterian Church has signage posted directing people to use the Park restrooms. Dru Fallon O'Neill offered to set up a meeting to discuss a partnership.

Dru Fallon O'Neill said PAC will be focusing on the Park as an asset to the community. PAC will meet on January 24th, 2022 either by a Zoom, at the Tomales Town Hall or an outside meeting at the Park.

Bark for the Park needs to be ordered and delivered. Jose Ortiz will take care of ordering the bark.

b. Financial Advisory Committee (FAC):

1. No FAC Meeting was held in December 2021

**XI. Financial Report (Melinda Bell)**

a. Accept Check Registers and Approve Expenditures:

John Ward noticed there were several columns in the Check Register with the payee on the wrong line. Melinda Bell will make the corrections.

Bill Bonini motioned to Approve the Check Register and Approve Expenditures with corrections as noted above. John Ward seconded the motion. M/S/C

b. Financial Manager's Report:

Financial Manager's report was reviewed.

Melinda Bell reported there were very few Park rentals and most were bike ride rentals. In regards to the Park Rental Agreement, Melinda Bell said she asked TVCSD's Insurance agent if the insurance requirements are adequate and their response was to send a copy of TVCSD's current coverage. When Melinda Bell contacted CSDA's free hour of legal advice for the Park Rental Agreement and AT & T's issue with past sewer charges, their response was only for general questions, not specific questions. Melinda Bell suggested perhaps there was a need to pay for a consultant for these issues.

The Park received and unsolicited donation from Marin Century for \$1,000 and praise for PAC's work.

Melinda Bell reported that the PG & E bills have been steadily increased last year and this year. Melinda

Bell will contact PG & E this month with specific questions on the rates, possible changes and options.

Donna Clavaud suggested meeting with a PG & E representative and Jose Ortiz said he would draft a letter to PG & E.

c. Review and Approve Financial Statements:

Melinda Bell she would add additional footnotes in the Financial Statement to better reflect expenses.

John Ward motioned to Approve the Financial Statements. Bill Bonini seconded the motion. M/S/C

**XII. General Manager's Report**

Jose Ortiz said Melinda Bell sent Jeren Seibel, Deputy Executive Officer of LAFCO, the information he requested.

Jose Ortiz said the CCTV inspection would take place in the spring instead of the winter.

Jose Ortiz requested Aspect Engineering to submit the inspection and troubleshooting report which needs to include the estimate for the cost, for reliable accuracy, of the SCADA system reports.

Marin County Department of Public Works HAZ MAT Emergency Response and Training Plans were submitted to the County and were accepted January 3<sup>rd</sup>, 2022.

**XIII. NSU Report**

a. Review October and November 2021 Reports  
Reports were reviewed.

**XIV. Pending Business**

a. 5-Year Strategic Plan – Select Date for Final Report  
January 26<sup>th</sup>, 2022 was selected as a pending date for the 5-Year Strategic Plan Final Report. Donna Clavaud will contact Deborah Parrish in regards to this date. Jose Ortiz said this wasn't an action item and would be scheduled as a Special Meeting at 6:00 pm.

**XV. Other Business**

None

**XVI. New Business**

a. Election of TVCSD Officers; President and Vice President  
Donna Clavaud volunteered to be the TVCSD President. Bill Bonini offered to step up as TVCSD Vice President if it helped Dru Fallon O'Neill. Dru Fallon O'Neill said she would focus more on the Park.

John Ward motioned to approve Donna Clavaud as TVCSD President and Bill Bonini as TVCSD Vice President. Dru Fallon O'Neill seconded the motion. M/S/C

Jose Ortiz explained that TVCSD has a Treasurer as an Officer and Melinda Bell serves as the Treasurer and the Financial Manager. Cynthia Hammond serves as the Administrative Secretary and not the Board designated Secretary; Donna Clavaud said that was sufficient. Jose Ortiz asked for a motion for Melinda Bell to be designated as the TVCSD Treasurer.

Bill Bonini motioned to approve Melinda Bell as TVCSD Treasurer. Donna Clavaud seconded the motion. M/S/C

**XVII. Old Business**

None

**XVIII. Correspondence**

None


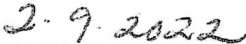
**XIX. Adjournment**

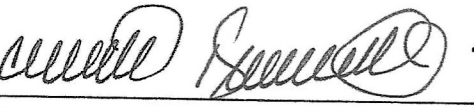

Meeting was adjourned at 8:54 pm. No objections.

**Next TVCSD BOD Meeting(s):**

**PENDING: January 26, 2022, TVCSD Special Meeting – 5-Year Strategic Plan Final Report, 6 pm via Zoom**

**TVCSD Regular Board Meeting, February 9, 2022, 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