



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, February 9, 2022 7 pm Via Zoom

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

Board Members Present: Donna Clavaud, President; Bill Bonini, Vice President; Dru Fallon O'Neill, Peter MacLaird, John Ward

Board Members Absent: None

Also Present: Jose Ortiz, TVCS D General Manager; Mary Halley, TVCS D General Manager; Cynthia Hammond, TVCS D Recording Secretary;

I. Call To Order:

Donna Clavaud called the meeting to order at 7:14 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 February 9, 2022 TVCS D BOD Meeting Agenda

Bill Bonini motioned to approve the February 9, 2022 TVCS D BOD Meeting Agenda. Dru Fallon O'Neill seconded the motion. M/S/C

IV. Adopt Resolution #22-02: AB 361 Renewing Authorization for Remote Teleconferencing Meetings

Dru Fallon O'Neill motioned to Adopt Resolution #22-02: AB 361 Renewing Authorization for Remote Teleconferencing Meetings. John Ward seconded the motion. M/S/C

Directors Roll Call:

Yes Clavaud, Yes Bonini, Yes Ward, Yes O'Neill, Yes MacLaird
AYES 5; NOES 0; ABSTAIN 0; ABSENT 0

V. Board Member Reports

None

VI. Approval of January 12, 2022 Meeting Minutes

Dru Fallon O'Neill pointed out the misspelling of Mary Halley's last name under Item IX: Open Open Session. Correct spelling is Halley, not Haley.

Bill Bonini motioned to approve the January 12, 2022 Meeting Minutes with the correction as noted above. John Ward seconded the motion. M/S/C

VII. Committee Reports

a. Park Advisory Committee (PAC)

1. Review February 2, 2022 PAC Meeting Minutes

Dru Fallon O'Neill reported on the February 2, 2022 PAC meeting. The committee discussed using the Park primarily as a community resource and not necessarily using the Park for "out of area events" because of Covid and the out of area events were not community inclusive.

The committee will be reaching out to prospective committee members. Dru Fallon O'Neill suggested changing the PAC meetings to the fourth Wednesday of the month because the current meeting date has low attendance rates. Donna Clavaud pointed out that FAC meets on that day but it could be worked out.

Dru Fallon O'Neill has been in contact with Tomales High School, 4-H and the Boy Scouts for engagement activities at the Park.

The Presbyterian Church is interested in having an Easter event at the Park. Dru Fallon O'Neill asked if a rental agreement would be needed. Donna Clavaud said a rental agreement would be needed.

Dru Fallon O'Neill discussed the idea of having signage for emergency maintenance contact and no vagrancy or loitering. Dru Fallon O'Neill also asked about the possibility of locking the Park restrooms at night; Bill Bonini suggested talking to Supervisor Dennis Rodoni about this item, Donna Clavaud will reach out to him. Dru Fallon O'Neill suggested using a timer for locking the restrooms. The concern of locking the restrooms is that the Sheriff's and the Highway Patrol use the restrooms after Park hours.

2. Weekly use of Park by Marin Learning Bus

The Marin Learning Bus is using the Park on Thursday's for children's games and readings. Donna Clavaud said she would reach out to them to request that they contact the District to fill out a rental agreement.

Bill Bonini asked about scheduling the bark delivery for the Park. Jose Ortiz said he would try to schedule a delivery for Tuesday, February 15th.

3. Proposed use of Measure A funds for wildfire fuel reduction and vegetation management

A % of proposed Measure A funding will be used for wildfire fuel reduction and vegetation management in County Parks. These funds could be used for tree maintenance at the Park.

b. Financial Advisory Committee (FAC)

1. No FAC meeting was held in January 2022. February 23, 2022 FAC will meet on February 23, 2022 at 3:00 pm.

VIII. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures

John Ward motioned to Accept the Check Registers and Approve Expenditures. Bill Bonini seconded the motion. M/S/C

John Ward pointed out the Budget Reports are now organized with monthly columns and suggested giving Melinda Bell feedback on this new format.

b. Financial Manager's Report

Financial Manager's report was reviewed.

Donna Clavaud asked the Board if there were categories on the reports they would like to see. Donna Clavaud said Melinda Bell is in the process of making contact with a PG&E representative in regards to the electrical generation billing. Bill Bonini asked if the increase has to do with the solar panels. Jose Ortiz will get estimates for cleaning the solar panels. John Ward suggested this might reveal the issue with the electrical generation billing.

c. Review and Approve Financial Statements

Dru Fallon O'Neill motioned to Approve the Financial Statements. John Ward seconded the motion. M/S/C

IX. General Manager's Report

a. Develop check list and priorities list for new General Manager Transition

Donna Clavaud requested a check list and priorities list for the new General Manager transition.

Jose Ortiz said he would schedule the last leg of the TV inspection.

Jose Ortiz is also waiting for the October 27, 2021 field report for the SCADA system. This report will include an estimate to restore the reliability and accuracy of the SCADA system.

The TVCSD BOD directed Jose Ortiz to negotiate the agreement with Mary Halley and this was done in the Special Meeting on February 3rd, 2022. Donna Clavaud said the contract is signed and is the TVCSD office. Jose Ortiz, Mary Halley and NSU will meet on February 15th, 2022; Jose Ortiz, Mary Halley, Melinda Bell and Cynthia Hammond will meet later that afternoon.

X. NSU Report

a. Review December 2021 reports

Reports were reviewed.

XI. Pending Business

a. Review Draft Report Presentation: 5-year Strategic and Succession Plan

Jose Ortiz asked the Board if they wanted all of Deborah Parrish's PowerPoint presentations or just the summary. It was determined the final summary report would suffice. Cynthia Hammond will match all of the meeting agenda's with the individual PowerPoint presentations for documentation and will be in a separate Board binder in the TVCSD office. Donna Clavaud asked the board to review the DRAFT report and submit edits to Deborah Parrish by February 18th, 2022. The final approval of the plan will be

done at the March 9th, 2022 TVCSD BOD meeting. Donna Clavaud will also ask Deborah Parrish to provide a visual time line graph for the TVCSD office.

XII. Other Business

None

XIII. New Business

a. Job Reviews for Melinda Bell and Cynthia Hammond

Cynthia Hammond updated her job description with added tasks and requested a salary increase for Jose Ortiz to consider. Melinda Bell mentioned her workload in her Financial Manager's report. Bill Bonini asked if this was Mary Halley's responsibility. Jose Ortiz said the performance reviews would be his responsibility and has already discussed salary increases with Mary Halley. This item would be agendized in the March 9, 2022 TVCSD BOD meeting in closed session with an action item.

b. 2022 Spring Newsletter

Donna Clavaud requested TVCSD Board input for the 2022 Spring Newsletter. Items to be included would be to introduce Mary Halley as the new TVCSD General Manager; thanking Jose Ortiz for his work, visual/graphic financial graphs; spring clean-up in the Park, etc.

XIV. Old Business

None

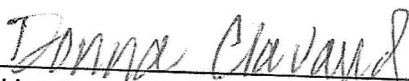
XV. Correspondence


None

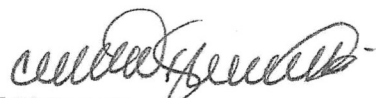
XVI. Adjournment

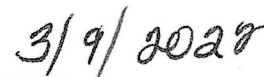
Bill Bonini motioned to adjourn the February 9th, 2022 TVCSD BOD meeting. John Ward seconded the motion. M/S/C

Meeting was adjourned at 8:17 pm. No objections


Approved by: Donna Clavaud, 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:

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