



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

**Date: Wednesday, March 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:** Mary Halley, TVCS D General Manager; Cynthia Hammond, TVCS D Recording Secretary

**I. Call To Order:**

Donna Clavaud called the meeting to order at 7:07p.m. and welcomed TVCS D's new General Manager, Mary Halley.

**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 March 9, 2022 TVCS D BOD Meeting Agenda**

Donna Clavaud noted that the review of the PAC February 23, 2022 meeting minutes is a draft form only and not approved. Under XVII, Old Business, Item a, (Park spring clean-up), is scheduled for May 14, 2022, (not May 6, 2022) and August 13, 2022 and FAC minutes are in draft form not yet approved.

Donna Clavaud pointed out that under Item XVII Old Business, Item a; states .02 sales tax. It should read .025 instead.

Mary Halley suggested moving Item # XV: Closed Session, (Board and General Manager), be moved under Item #XVIII; Correspondence.

Dru Fallon O'Neill motioned to approve the March 9, 2022 TVCS D BOD Meeting Agenda with the above amendments. 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

#### IV. Consent Calendar

*All items on the Consent Calendar are considered to be either routine or non-controversial and will be enacted by a single blanket action of the Board. Upon request from a Board member or any member of the public, individual items may be removed from the Consent Calendar in which case they will be discussed in the meeting (under Items Removed from the Consent Calendar).*

- a. Adopt Resolution # 22-03: AB 361 Renewing Authorization for Remote Teleconferencing Meetings
- b. Approval of February 9, 2022 TVCSD Board Meeting Minutes

Bill Bonini motioned to approve the above Items of the Consent Calendar. John Ward seconded the motion.

#### Directors Roll Call:

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

#### V. Items Removed from Consent Calendar

Items moved from the Consent Calendar to the Regular Agenda, if any  
None

#### VI. Board Member Reports

Donna Clavaud mentioned she had contact with the Marin/Sonoma Mosquito and Vector Control Technician and the Technician mentioned she needs access to the Plant. Donna Clavaud will give the contact information to Mary Halley.

Donna Clavaud said the solar tax issue (AB 11-39) is before the CA Public Utilities Commission (CPUC) on behalf of PG & E and two (2) other utilities. The Solar Rights Alliance is pushing back on the tax for using solar panels which will affect the Plant and other solar panel users.

#### VII. Committee Reports

##### a. Park Advisory Committee (PAC)

##### 1. Review February 23, 2022 PAC Meeting Minutes

Donna Clavaud noted errors and made amendments to the February 23, 2022 PAC minutes; under Old Business, Item B should read 130 not 1,300 cubic yards, and deliveries were two (2) not three (3).

##### 2. Next PAC Meeting Scheduled for March 23<sup>th</sup>, 2022 at 5:30 pm at the Tomales Town Hall

##### 3. Review Park Rules and Regulations & Signage (English & Spanish)

Donna Clavaud included the Park Rules and Regulations & Signage in the Board packet and suggests having new metal signs made, in English & Spanish and placed at the bottom of the Park and near the restrooms on the metal fence. Loitering and vagrancy cannot be mentioned as there is a potential for lawsuits. Donna Clavaud questioned who to call for #9 under Park Rules and Regulations. Bill Bonini

offered to use his cellphone as the contact. Donna Clavaud asked for approval for getting design ideas and to investigate price costs for the signage.

Dru Fallon O'Neill motioned to move forward in getting design ideas and price costs for the Park signage. Bill Bonini seconded the motion.

**Directors Roll Call:**

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

4. Discussion of Part-time Park Manager position after the Measure A June 2022 Election

Donna Clavaud said the Park needs a part time Park Manager, either a qualified volunteer or a paid position and suggested waiting after the Measure A June 2022 election. This position would be responsible for being the contact person for Park rentals, negotiating the contracts, coordinating rental fees and deposits with Melinda Bell, inspecting end of event site. If Measure A passes, this would determine the possibility of a paid position. Donna Clavaud said she would be working with Dru Fallon O'Neill in negotiating rental contracts, doing post rental event inspections, and drafting a Park Manager Job Description. Bill Bonini said a Park Manager position was needed and agreed using Measure A funds was appropriate. John Ward appreciated the work Donna Clavaud and Dru Fallon O'Neill are doing for the Park.

5. Discuss Park Rental Calendar

It was determined that a Park rental calendar was needed.

6. Park Rental Contract; Draft at April 13, 2022 TVCSD Board Meeting

This item will be examined at the April 13, 2022 TVCSD Board meeting.

7. Approve and Hire Contractor to order/replace (2) bathroom doors and (2) automatic time locks

TVCSD already approved the purchase price of \$3,750 for replacing the bathroom doors with steel doors, and are ADA compliant. The automatic time locks are \$579 apiece. Prices for doors and locks do not include installation. David Judd will give an estimate for installation.

Peter MacLaird motioned to approve ordering the new doors and locks and getting an estimate from David Judd for installation. Dru Fallon O'Neill seconded the motion.

**Directors Roll Call:**

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

8. Park Spring Clean-up Scheduled for May 14, 2022 and Summer Clean-up Scheduled for August 13, 2022.

Mary Halley suggested contacting "Chipper Days" for their biannual landscape trimming removal.

b. Financial Advisory Committee (FAC)

1. Review February 23, 2022 Approved FAC Meeting Minutes.

As already noted above, the February 23, 2022 FAC Meeting minutes are in draft form and not yet approved. Donna Clavaud mentioned FAC is working on PG & E issue and will get to the bottom of this very soon and the AT & T service fees for 18 months are still in progress. Donna Clavaud said TVCSD is not the only District experiencing issues with AT & T. John Ward said he saw and spoke with someone who handles the AT & T real estate, this information was given to Melinda Bell to contact her.

Donna Clavaud said FAC will have work sessions in April for Sewer and Park budgets. Draft budgets will be presented at the May Regular TVCSD Board meeting; a Public Hearing will be held in June and in July, budgets will be approved.

2. Next FAC Meeting Scheduled for March 30<sup>th</sup>, 2022 at 3:00 pm at the Tomales Town Hall (Note Date Change)

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

a. Financial Manager's Report

Financial Manager's Report was reviewed. Bill Bonini reiterated that the PG & E and Solar issues needed to be prioritized.

b. Review and Approve Financial Statements

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

**Directors Roll Call:**

Yes Clavaud, Yes Bonini, Yes Ward, Yes O'Neill, Yes MacLaird

AYES 5; NOES 0; ABSTAIN 0; ABSENT 0

**IX. General Manager's Report**

John Ward asked if Mary Halley could ask Brandon Jacka from NSU to attend a TVCSD Board meeting. Mary Halley will ask Brandon Jacka to attend a Board meeting and will supply him with questions in advance. NSU's contract is up for renewal June 30, 2022.

Bill Bonini suggested giving Mary Halley a list of priorities such as PG & E, AT & T, SCADA, and NSU contract and to include timelines. Donna Clavaud said it was a good time to do so as FAC would start to be building budgets. Mary Halley thought it was a good idea in order to get resolutions. John Ward would like to have NSU as first priority as their contract is up for renewal soon for budgeting purposes.

**X. NSU Report**

a. Review January 2022 reports

NSU reports were reviewed. January and February reports were included in the Board packet.

**XI. Pending Business**

None

**XII. Other Business**

None

**XIII. New Business**

a. Discuss & Review Prop 68 Feasibility Per Capita Grant; link to Application Guide:

State park development and community revitalization program (ca.gov)

Does TVCSD want to pursue? (Grant application deadline extended through April 2022; no next cycle opportunity; capital expenditures or acquisitions only; maximum grant \$177,952; requires \$44,488 (20%) matching funds; Measure A funds can be used.

Donna Clavaud thought that after reviewing the grant and application guide, it was not practical for TVCSD to pursue Prop 68 because of the work required (produce an RFP, CEQA, permits) in the midst of the budgeting process and the timeline (six (6) weeks) needed for plans, permits, and design review. Instead, Donna Clavaud suggested using Measure A funds to rehabilitate the Water Tower in phases. Donna Clavaud said other projects could be redoing the BBQ and purchasing "shade sails" to enhance Park rentals. TVCSD Board members agreed this wasn't the time to take Prop 68 on. Mary Halley said the actual application isn't that cumbersome and the project needs to be completed by the end of 2023 and has to be recreational oriented. The grant amount + the 20% matching funds total \$222,440. This item will tabled now and reconsidered at the April 13, 2022 TVCSD Board Meeting. A project estimate, conceptual drawings, and a Resolution must be submitted. The California Environmental Quality Act (CEQA) can be submitted later.

b. Further Discuss & Review Prop 68 Feasibility Per Capita Grant; Water Tower Observations by David Judd

David Judd provided a Structural Observation Report for the Water Tower and was included in the Board packet.

c. Purchase of new laptop computer for TVCSD District office with a maximum expenditure amount Proposal to purchase a Dell computer with Windows 11, supporting software, Norton, Adobe Acrobat, auxiliary CD drive, 6 GB Ram, 1 Terabyte of memory, 3 year warranty. Cost estimate \$3,000-\$3,500. John Ward suggested allocating the purchase between the Sewer and the Park.

Dru Fallon O'Neill motioned to invest and upgrade TVCSD computer with a Dell computer as described above, not to exceed \$3,500. Peter MacLaird seconded the motion.

**Directors Roll Call:**

Yes Clavaud, Yes Bonini, Yes Ward, Yes O'Neill, Yes MacLaird

AYES 5; NOES 0; ABSTAIN 0; ABSENT 0

d. Affordable Marin County Housing Mandate for Unincorporated Marin; Housing Sites - County of Marin (marincounty.org). Draft Candidate Sites in Tomales for Redevelopment (Proposed 126 homes within the next eight (8) years). Discuss potential impact on TVCSD sewer system & District. Initial response to County needed by March 15, 2022.

Donna Clavaud reported there have been numerous Marin County drafts of Candidate Sites being recommended for affordable housing units based on a State legislative mandate that Marin must incorporate into their new Housing Element. Public meetings are underway. The current Draft is recommending about 120 units for Tomales. TVCSD needs to send a letter, with comments, to the Housing Element Staff and Supervisor prior to the March 15, 2022 Board of Supervisors and Housing Element meeting. Items to include in the letter could include the impact on the sewer system such as storage and treatment capacity, more staffing, traffic, California drought, no public transportation, jobs or law enforcement and infrastructure issues such as the fire department. Donna Clavaud will draft the letter (pending Board approval) as the TVCSD Board President, with input from Mary Halley. Mary Halley will then email letter to the TVCSD Board for final review.

Bill Bonini motioned for Donna Clavaud to draft and send letter to Marin County Board of Supervisors and the Housing Element for the March 15, 2022 meeting. Dru Fallon O'Neill seconded the motion.

**Directors Roll Call:**

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

**XIV. Public Comment (if any) for Closed Session**

None

**XV. Closed Session (Board and General Manager)**

*The California Government Code provides that certain matters such as litigation, personnel matters, and real estate negotiations may be conducted in closed session. The matters shall be identified as set out below. After any closed session, the legislative body shall reconvene in open session prior to adjournment and make disclosure of action taken during the closed session – authorized by CA Gov't Code Section 54954.5(e) Public Employment – Titles: Secretary and Treasurer – authorized by CA Gov't Code Section 54957(b)(1)*

- a. Review Job Performance Evaluations of Administration Staff by retiring General Manager
- b. Consider Recommended 10% Rate Increase for each with effective Date to be Determined

TVCSD Open Session was closed at 9:45 pm.

**XVI. Reconvene Open Session**

Open Session was Reconvened at 9:55 pm.

Report as required on any actions taken in Closed Session.

Job Performance Evaluations of Administrative Staff was reviewed and a 10% Rate Increase was approved for Administrative Staff with a starting date of March 1, 2022.

**Directors Roll Call:**

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

**XVII. Old Business**

a. 2022 TVCSD Spring Newsletter planned for April 2022. Discuss focus; Introduce New General Manager; Board Elections and New Board Officers; Thank Retiring General Manager; Measure A (on June 2022 Marin County Ballot) to Seek Voters Extension of .02 Sales Tax for Public Parks & Open Space; May 6, 2022 Park Spring clean-up; Call for Volunteers; 5-year Strategic & Succession Plan for TVCSD; Financial Graphics.

Cynthia Hammond will send out an email calling for TVCSD Newsletter items.

b. Update on 5-year Strategic & Succession Plan for TVCSD

Donna Clavaud, Melinda Bell and Cynthia Hammond received Deborah Parrish's 5-year Strategic & Succession Plan for TVCSD. The Plan may need to be updated to include Proposition 68 and the Housing Element.

**XVIII. Correspondence**

None

**XIX. Adjournment**

Bill Bonini motioned to adjourn the March 3, 2022 TVCSD Board Meeting at 9:55 pm. Dru Fallon O'Neill seconded the motion.

**Directors Roll Call:**

Yes Clavaud, Yes Bonini, Yes Ward, Yes O'Neill, Yes MacLaird

AYES 5; NOES 0; ABSTAIN 0; ABSENT 0

*Donna Clavaud*

Approved by: Donna Clavaud, President

*4-13-22*

Date:

*Cynthia Hammond*

Attested by: Cynthia Hammond, Recording Secretary

*APRIL 13, 2022*

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:

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