



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, May 11, 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

Others Present: None

I. Call To Order:

Donna Clavaud called the meeting to order at 7:01p.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 May 11, 2022 TVCS D BOD Meeting Agenda

Dru Fallon O'Neill motioned to approve the May 11, 2022 TVCS D BOD Meeting Agenda as is.

Bill Bonini 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 # 22-05: AB 361 Renewing Authorization for Remote Teleconferencing Meetings
- b. Adopt Resolution # 22-06: Regularly scheduled election to be held on November 8th, 2022
- c. Approval of April 13, 2022 TVCS D Board Meeting Minutes

Mary Halley and Cynthia Hammond noted that in the minutes, under Item #7, it stated that "Jack Miller, from Aspect Engineering". It should read that "Jack Miller from JM Integrated Systems".

It was also noted under Item #6 it states that "In 2021/2022, PG & E transitioned to a "B" rate; moving peak hours from 4-9 pm, (seven (7) days a week) to 12-6 pm (Monday through Friday)". It should read "In 2021/2022, PG & E transitioned to a "B" rate; moving peak hours from 12-6 pm (Monday-Friday) to 4-9 pm (seven (7) days a week, all year long)".

Dru Fallon O'Neill requested removing Resolution #22-05: Renewing Authorization for Remote Teleconferencing Meetings from the Consent Calendar and to move it under Item V, for discussion.

Bill Bonini motioned to approve Consent Calendar Items b & c (with amended correction of minutes as stated above). 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.

a. Resolution #22-05: Renewing Authorization for Remote Teleconferencing Meetings was removed from the Consent Calendar. Dru Fallon O'Neill was concerned that if the power went out, like it did, there a Zoom meeting couldn't take place. Bill Bonini and Peter MacLaird agreed that TVCSD should resume in-person meetings. Mary Halley stated that by adopting Resolution #22-05 it doesn't mean in person meetings cannot be held if the Board decides to conduct in person meetings and suggested passing the resolution.

Dru Fallon O'Neill motioned to adopt Resolution #22-05: Renewing Authorization for Remote Teleconferencing Meetings. 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

VI. Board Member Reports

None

VII. Committee Reports

a. Park Advisory Committee (PAC)

1. Review April 27, 2022 PAC Meeting Minutes

Meeting Minutes were reviewed.

2. Park Spring Clean-up Scheduled for May 14, 2022

Bill Bonini offered his dump truck for the Park Spring Clean-up event. Mary Halley said she contacted Max Korten from Marin County Parks regarding Measure A support signage for the Park and will meet Max Korten to get the signs.

b. Financial Advisory Committee (FAC)

1. Review April 28, 2022 FAC Meeting Minutes

FAC Meeting Minutes were reviewed. Donna Clavaud reported the FAC meeting was primarily a budget work session.

2. Review Preliminary Park Budget for Fiscal Year 2022/2023

Preliminary Park Budget for FY 2022/2023 was reviewed. John Ward suggested a small percentage of Mary Halley, Melinda Bell and Cynthia Hammond's time could be built in the Park budget. Donna Clavaud said Melinda Bell's time is built in but not for Mary Halley or Cynthia Hammond and it would make sense to do and would be taken in to consideration.

3. Review Preliminary Sewer Budget for Fiscal Year 2022/2023

Preliminary Sewer Budget for FY 2022/2023 was reviewed. Donna Clavaud pointed out replacing the SCADA system would be the major cost. Bill Bonini said replacing the SCADA system was a necessity. Mary Halley pointed out the District has the funds to replace SCADA. Mary Halley has received estimates for partial and complete SCADA replacement. The Board agreed the Preliminary Sewer Budget looked good.

VIII. Financial Report (Melinda Bell)

a. Financial Manager's Report

Financial Manager's Report was reviewed. Donna Clavaud said revised budgets would be reviewed at the June TVCSD Board meeting and adopting the budgets would take place in the July TVCSD Board meeting.

IX. General Manager's Report

Mary Halley reported she has been focusing on the Board's top issues which are: PG & E/MCE cost increases, SCADA system, NSU operations/contract renewal, AT & T billing (resolved), Marin Housing Element, and ADU policy. The solar panels have been cleaned and inspected and are in excellent condition, the solar panel inverter replacements are in the 2022/2023 budget and Mary Halley recommends replacing the three (3) 3,000 kw inverters with an efficient 9,000 kw inverter, the pond clean outs are also scheduled. The new laptop for the office is up and running so all District records will all be in one (1) place.

Bill Bonini asked if there were any bids for the SCADA system. Mary Halley said Aspect Design's estimate is \$75,000 which is broken out in different segments. Jack Miller, from JM Integrated Systems bid is for \$64,000 however, if less expensive components are used, the estimate could be less. Jack Miller will revise the estimate using less expensive components. Mary Halley will present the three (3) estimates at the June 11, 2022 TVCSD Board Meeting.

Donna Clavaud agreed with Mary Halley's suggestion of extending NSU's contract for one (1) year extension and to reconsider any re-negotiations after SCADA is running properly. Bill Bonini and Peter MacLaird agreed.

Donna Clavaud also suggested starting the ADA ramps project in the fall, after Founder's Day, and to reach out to the contractor who replaced the gazebo. Mary Halley said she did get some engineered spec drawings from the County of Marin for ADA ramps.

Donna Clavaud said she sent a letter to the funding manager for the Prop 68 Recreation Grant stating TVCSD would not be submitting a project at this time.

X. NSU Report

- a. Review April 2022 reports

NSU reports were reviewed.

XI. Pending Business

- a. Reminder to Vote Yes on Measure A

- b. Discussion about Accessory Dwelling Units (ADU's) Ordinances & Policies for TVCSD

Mary Halley said it was a good idea to have a policy regarding ADU rules and to draft a policy based on square footages. An ADU is defined as a dwelling having 500 or 600 sf and less than 1,200 sf. whereas a JDU is defined as being attached to a main dwelling and a connection fee cannot be charged. Bill Bonini suggested Mary Halley begin to draft an ADU policy for TVCSD. Donna Clavaud offered to assist. Mary Halley said a draft ADU policy would be presented to FAC for review prior to full Board review.

XII. Other Business

Cynthia Hammond reported the TVCSD Newsletter was delivered to the Tomales Post Office for distribution on Monday, May 9, 2022.

XIII. New Business

- a. Review & Approve LAFCO Application Annexation to TVCSD Sewer District

The LAFCO Application Annexation to TVCSD Sewer District was reviewed. Donna Clavaud said the County of Marin and the Coastal Commission has already approved the homes and the ADU's are separate dwellings less than 1,200 feet which will require sewer hook-ups. The application is for two (2) homes and for two (2) ADU's, for the eventual future.

Bill Bonini motioned to accept LAFCO's Application Annexation to TVCSD Sewer District.
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 asked the Board if the June 11, 2022 TVCSD Board meeting should be held in-person at the Tomales Town Hall. Dru Fallon O'Neill and Peter MacLaird agreed it should be.

XIV. Old Business

None

XV. Correspondence

None

XVI. Adjournment

TVCS D May 11, 2022 Board Meeting was adjourned at 8:41 p.m. No objections.

Donna Clavaud 6-8-22
Approved by: Donna Clavaud, President Date:

Cynthia Hammond 6/8/2022
Attested by: Cynthia Hammond, Recording Secretary Date:

TVCS D 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