



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

**Date: Wednesday, June 8, 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

**Board Members Absent:** John Ward

**Also Present:** Mary Halley, TVCS D General Manager; Melinda Bell, TVCS D Financial Manager; Cynthia Hammond, TVCS D Recording Secretary

**Others Present:** Steve England, Aspect Engineering

**I. Call To Order:**

Donna Clavaud called the meeting to order at 7:05 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 June 8, 2022 TVCS D BOD Meeting Agenda**

Bill Bonini motioned to approve the June 8, 2022 TVCS D BOD Meeting Agenda as is. Dru Fallon O'Neill seconded the motion. M/S/C

**Directors Roll Call:**

Yes Clavaud, Yes Bonini, Yes O'Neill

AYES 3; NOES 0; ABSTAIN 0; ABSENT 2 (Ward), (MacLaird; joined the BOD meeting at 7:10 pm)

**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 # 22-07: AB 361 Renewing Authorization for Remote Teleconferencing Meetings
- b. Approval of May 11, 2022 TVCS D Board Meeting Minutes

Dru Fallon O'Neill motioned to approve the Consent Calendar. Bill Bonini seconded the motion.

**Directors Roll Call:**

Yes Clavaud, Yes Bonini, Yes O'Neill

AYES 3; NOES 0; ABSTAIN 0; ABSENT 2 (Ward), (MacLaird; joined the BOD meeting at 7:10 pm)

**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 reported CSDA is offering a free webinar, for members, titled Efficiency with Cloud Technology on June 14<sup>th</sup>, 2022 from 10 – 11 am for those who may be interested.

Donna Clavaud also reported the Marin County Housing and Safety Element draft report has been published for public review. The draft report is available on the County of Marin's website.

**VII. Committee Reports**

a. Park Advisory Committee (PAC)

1. Review May 25, 2022 PAC Work Session Notes (No Quorum for Meeting)

Work Session Notes were reviewed. Dru Fallon O'Neill said another Park clean-up day will coincide with Chipper Day; which is scheduled for the week of July 5th.

Donna Clavaud said the Park signage is being designed, once completed Fast Signs will produce the metal signs.

Donna Clavaud reported Measure A passed with 2/3rds majority vote which guarantees continued Park funding.

b. Financial Advisory Committee (FAC)

1. Review May 30, 2022 FAC Meeting Minutes

May 30, 2022 Meeting Minutes were reviewed.

Donna Clavaud made a correction on the April 27<sup>th</sup>, 2022 FAC meeting session notes. The meeting was a Budget Work Session and not a regular meeting; therefore there was no need to approve those Budget Work Session notes.

Dru Fallon O'Neill pointed out a few typos in the FAC Meeting minutes: 1). Board Packet page #13, 5<sup>th</sup> paragraph states "Our policy may be set the limits too low". It should read "Our policy limits may be set too low". 2). Board Packet page #14, 4th paragraph, last line states " What do we do to identify illegal ADU'S who are not connection....." change "connection" to "connected". Donna Clavaud will amend the minutes to reflect changes.

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

Preliminary Park Budget for FY 2022/2023 was reviewed.

Donna Clavaud said there were missing figures in the Park Budget and Narrative because Measure A had not passed prior to developing the Preliminary Park Budget and Narrative. More specific numbers will be added after the Measure A election. A FAC meeting will be held in late June to finalize numbers. Melinda Bell suggested adding \$16,000 - \$17,000 for Measure A income to the budget now that Measure A has been passed and noted the budget can always be amended.

Donna Clavaud said Administrative Management needed to be added to the Park budget for Mary Halley and Cynthia Hammond as well as a Park Rental Coordinator and a Park Maintenance person. Job descriptions for Park Rental Coordinator and Park Maintenance are in the process of being written. Hours TBD.

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

Preliminary Sewer Budget and Narrative for FY 2022/2023 was reviewed.

Mary Halley is reviewing the 10-year CIP Plan for the Sewer system. Mary Halley will also check with NSU about the life span on Sewer system parts, such as slip-lining the entire system, to more accurately project a revised CIP Plan.

Mary Halley developed a DRAFT ADU Resolution for TVCSD and she will contact Marin County Council to clarify the process.

Donna Clavaud noticed that painting the Plant and storage shed was not included in the Sewer budget. Melinda Bell said this can be added to the budget at the next FAC meeting.

Mary Halley received a bid for Solar Works (for Solar panel cleaning and inspection) and hopes to keep it at \$400 yearly.

## 4. Review TVCSD Competitive Bidding Policy

Donna Clavaud said this policy (#3150) was adopted 3/2014. There were questions regarding 3150.3 and 3150.4. Mary Halley said it seems that \$5,000 should be in the range of maintenance and going through three (3) bidding processes is cumbersome and suggested raising that amount to perhaps \$10,000. Policy also states "Recurring contracts and all expenses over \$25,000 are subject to open bidding for expenses under \$25,000", which seems confusing. These items will be addressed at the FAC meeting and reported back to the TVCSD BOD.

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

### **a. Financial Manager's Report**

Financial Manager's Report was reviewed.

Melinda Bell said she wants to contact Brandon Jacka from NSU regarding the PG & E bill which reflects the reading of the irrigation meter which has shown more generation than usage, until this month. The treatment meter has a credit for the first time since August 2020. Bill Bonini said the pumps are not running at peak time, and 24/7, and the cleaning of the solar panels probably has had a positive effect on the billing.

**IX. General Manager's Report**

General Manager's report was reviewed.

Mary Halley said she was meeting with goat herders regarding renting goats for vegetation clearance at the Plant.

Mary Halley also stated LAFCO is approving the annexation application tomorrow and sent Mary Halley the paperwork packet; it shows the Levy 4 tax will be forfeited for these parcels. The Levy 4 tax will not be given for any parcels annexed in to the TVCSD district and Mary Halley suggested looking at rates and the DRAFT TVCSD ADU policy.

**X. NSU Report**

a. Review April 2022 reports

NSU reports were reviewed.

**XI. Pending Business**

a. Review DRAFT TVCSD ADU Resolution

Donna Clavaud asked about Table 1 in the DRAFT ADU Resolution: Recommended Accessory Dwelling EUs for Capacity Charges (No Capacity Charge) for Converted Existing Structure and Table 2 in the DRAFT ADU Resolution: Recommended Accessory Dwelling Annual Service Rate Structure (Converted Existing Structure, EU value 1.0). Donna Clavaud questioned why converted existing structures are charged at EU value 1.0 but no hook-up fees for a converted barn, garage or shed? Mary Halley explained that this came out of the ordinance; if there is something already attached to the house or an already built structure, it can't be charged a connected fee. Donna Clavaud disagreed and Mary Halley said TVCSD BOD should define the categories and this DRAFT TVCSD ADU Resolution is just a starting point to move forward.

Donna Clavaud liked the draft and said in order to approve this resolution, with definitions; it requires a forty five (45) day Public Notice as this would be a new fee structure. Mary Halley agreed. Donna Clavaud said since there isn't an August TVCSD BOD meeting, she would like to approve this resolution in July or September. Bill Bonini would like to hold a workshop meeting regarding this resolution. Donna Clavaud thought this would be a worthy consideration. Mary Halley said that would be fine, however: two (2) Board Members could be assigned to this; otherwise a Special Meeting would be required (if more than two (2) Board members attended this meeting. Donna Clavaud thought a September meeting would be more realistic for approval of the DRAFT TVCSD ADU Resolution.

b. Review and Approve one (1) year NSU Contract Renewal

Mary Halley said the NSU Contract Renewal renews the current contract to June 30<sup>th</sup>, 2023.

Bill Bonini motioned to renew the one (1) year NSU Contract to June 30<sup>th</sup>, 2023. Dru Fallon O'Neill seconded the motion.

**Directors Roll Call:**

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

AVES 4; NOES 0; ABSTAIN 0; ABSENT 1 (Ward)

**XII. Other Business**

None

**XIII. New Business**

None

**XIV. Old Business**

None

**XV. Correspondence**

The Tomales HS BBQ Reunion is scheduled for July 30<sup>th</sup>, 2022 at the Park.

**XVI. Adjournment**

TVCS D June 8, 2022 Board Meeting was adjourned at 8:53 p.m. No objections.

*Donna Clavaud*

*7-13-22*

Approved by: Donna Clavaud, President

Date:

*Cynthia Hammond*

*7/13/2022*

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:

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