



**TVCS D Board of Director’s Meeting Minutes DRAFT**  
**Date: Wednesday, September 14, 2022 7 pm Via Zoom**

**Board Members Present:** Donna Clavaud, President; Bill Bonini, Vice President; Dru Fallon O’Neill, John Ward

**Board Members Absent:** None

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

**Others Present:** None

**I. Call to Order**

Donna Clavaud called the meeting to order at 7:00 pm and expressed her appreciation to the TVCS D Board & Staff.

**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 September 14, 2022 TVCS D BOD Agenda**

Dru Fallon O’Neill motioned to approve the September 14, 2022 TVCS D BOD Agenda as is. Bill Bonini seconded the motion. M/S/C

**Director’s Roll Call:**

**Yes** Clavaud, **Yes** Bonini, **Yes** O’Neill, **Yes** Ward  
Ayes **4**; 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 # 22-13: AB 361 Renewing Authorization for Remote Teleconferencing Meetings**
- b. **Approval of July 13, 2022 TVCS D Board Meeting Minutes**
- c. **Approval of February 3, 2022 TVCS D Special Meeting Minutes (Mary Halley’s Contract)**
- d. **Review and Approve Financial Statements**

Dru Fallon O’Neill motioned to approve the Consent Calendar as is. Bill Bonini seconded the motion. M/S/C

**Director’s Roll Call:**

**Yes** Clavaud, **Yes** Bonini, **Yes** O’Neill, **Yes** Ward  
Ayes **4**; Noes **0**; Abstain **0**; Absent **0**

**V. Items Removed from Consent Calendar**

PO Box 303 • Tomales, CA • 94971 • ph 707.878.2767 • [www.tomalescsd.ca.gov](http://www.tomalescsd.ca.gov)  
Board of Directors:  
Donna Clavaud, President • Bill Bonini, Vice President • Dru Fallon O’Neill • John Ward



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

**VI. Board Member Reports**

None

**VII. Committee Reports**

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

1. No PAC Meetings were held in July or August 2022
2. Margaret Nettles resigned from PAC; currently, two (2) volunteer positions are open  
Donna Clavaud would like the TVCSD Board and Park Advisory Committee (PAC) to actively recruit two (2) new PAC committee members who can commit their time to the committee. Bill Bonini asked if committee members have to live within the District or can they reside outside the district? Donna Clavaud looked at the committee policy documents and it is not stated that committee members must reside within the District. Donna Clavaud stressed the importance of recruitment so that the PAC can remain a viable and valuable standing committee.  
Dru Fallon O’Neill reported she had a few candidates who expressed interest.
3. Rental updates: THS July 30<sup>th</sup>, BBQ Reunion and September 4<sup>th</sup>, Tomales Festival very successful, (Tomales Festival has been added to District Insurance Policy at no additional cost), and the Marin Century on August 6<sup>th</sup>. Two (2) more rentals are coming: October 21<sup>st</sup>, the City of Hope Bicycle Event and a May wedding
4. Chipper Day is week of October 3<sup>rd</sup>, 2022. Should PAC register for this event?  
It was determined that PAC should register for Chipper Day and a work committee needs to be established.
5. New doors and signage will be finished soon  
Dru Fallon O’Neill said she has two (2) bids for the Park signage. Donna Clavaud said she would work with Dru Fallon O’Neill to get the signage done. David Judd is working on the new doors and safety lock and will be finished soon.
6. Update on January 2023, Measure A payment  
Donna Clavaud said there was a 8/29/2022 email from Kevin Wright; Marin County Parks, stating “there would be little funding being disbursed in January 2023; and revenue under the new tax would be collected in October 1<sup>st</sup>, 2022 with a three (3) month delay in payment. A more typical disbursement will be made in July 2023.” March 2022 – October 1<sup>st</sup>, 2022 will result in a payment gap.

**b. Financial Advisory Committee (FAC)**

1. Review Approved July 25, 2022 FAC meeting minutes  
Donna Clavaud reviewed the July 25, 2022 FAC meeting minutes with the TVCSD Board which included Park project priorities, staffing and maintenance for the Park, replacing the SCADA monitoring system, planning a calendar for FY 22/23 cash flows and bank account consolidation.
2. Present notes from Work Sessions on August 18<sup>th</sup>, 2022 and September 8<sup>th</sup> 2022  
August 18<sup>th</sup>, 2022 Work Session notes stated Melinda Bell would write a draft Management Discussion & Analysis report (MD & A). The draft MD & A was included in the September 14, 2022 Board packet.  
September 8<sup>th</sup>, 2022 Work Session notes was a discussion on a draft Two (2) year TVCSD Sewer Budget for FY 22/23 and FY 23/24 and the formation of an Ad Hoc SCADA Committee for the sewer system. Ad Hoc Committee members are Mary Halley, Bill Bonini, John Ward with Brandan Jacka (NSU) as an advisor for the process.



Donna Clavaud suggested two (2) edits for the MD & A report: 1. a typo was discovered on page two (2); second paragraph should read “.....the auditors asked FAC to “”add”” not “a” footnotes and 2.) And in paragraph three (3) it states “...daily restroom and playground equipment sanitizing”; the word “daily” should be deleted from the playground equipment as it is sanitized weekly.

SUSD is a major customer and partner paying 1/3<sup>rd</sup> of the annual expenses for the sewer enterprise.

Donna Clavaud also recommended editing the last paragraph; the last line to read “We are reminded of this importance now in planning funding for our major SCADA “”infrastructure improvement project expense””.

3. Review and Approve amended 2021/2022 Management Discussion and Analysis (MD & A) for the Annual TVCSD Audit

Dru Fallon O’Neill motioned to approve the Amended 2021/2022 Management Discussion and Analysis (MD & A) for the Annual TVCSD Audit. Bill Bonini seconded the motion. M/S/C

**Director’s Roll Call:**

**Yes** Clavaud, **Yes** Bonini, **Yes** O’Neill, **Yes** Ward

Ayes **4**; Noes **0**; Abstain **0**; Absent **0**

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

**a. Review Financial Manager’s Report**

Melinda Bell reviewed her Financial Manager’s report with the TVCSD Board. Melinda Bell requested the TVCSD Board discuss and approve the two (2) year budget and Melinda Bell (FAC Chair) said FAC recommended the SCADA project be deferred to the next Fiscal Year. John Ward suggested a new contract with SUSD could/should be implemented within a new Fiscal Year.

**b. Review, Discuss and Approve Proposed Two (2) Year TVCSD Budget for 2022/2023 and 2023/2024**

Dru Fallon O’Neill motioned to Approve Proposed Two (2) Year TVCSD Budget for 2022/2023 and 2023/2024 and to defer the SCADA project to the following Fiscal Year to show good will to SUSD. John Ward seconded the motion. M/S/C

**Director’s Roll Call:**

**Yes** Clavaud, **Yes** Bonini, **Yes** O’Neill, **Yes** Ward

**c. Board to Approve Consolidation of TVCSD Bank Accounts by Closing the Redwood Credit Union Account and Transferring the Funds in to the Remaining Local Agency Investment Fund (LAIF) Account**

Bill Bonini motioned to Approve Consolidation of TVCSD Bank Accounts by Closing Redwood Credit Union Account & Transferring the Funds into the Local Agency Investment (LAIF) Account. Dru Fallon O’Neill seconded the motion. M/S/C

**Director’s Roll Call:**

**Yes** Clavaud, **Yes** Bonini, **Yes** O’Neill, **Yes** Ward



**IX. General Manager’s Report**

Mary Halley reviewed her General Manager’s report with the TVCSD Board. FAC approved an Ad Hoc Committee, only for SCADA, to oversee and advise proposals, contracts and installation. Gravel needs to be kept out of Pond # one (1), which is a maintenance issue and needs to be budgeted. Solar invertors: there is a need for three (3) invertors instead of one (1). Park ADA ramps seem to be elective in compliance with new laws stating that all playgrounds built and/or improved from 2012 on, must meet ADA standards. Donna Clavaud asked to verify the dates of the Park improvement projects.

**X. NSU Report**

**a. Review June & July 2022 reports**

Reports were reviewed. Donna Clavaud asked that TVCSD invite Brandon Jacka (NSU) to attend the October 12, 2022 TVCSD BOD meeting to explain lab reports.

**XI. Pending Business**

**a. Discuss the Short Term, two (2) Year Appointment, for (1) New TVCSD Board of Director**

Donna Clavaud said a potential TVCSD candidate needed to file by November 8<sup>th</sup>, 2022 and suggests Board Members take necessary action to identify interested candidates to file for the two (2) year Board position.

**XII. Other Business**

None

**XIII. New Business**

**a. Committee Meeting Minutes are to be Approved by the Committees Prior to being Added to Board Packets**

Bill Bonini motioned that Committee Meeting Minutes are to be Approved by the Committees Prior to be added to the website.  
Bill Bonini AMENDED THE MOTION TO READ: Committee Meeting Minutes need to be approved by the Committees Prior to being Added to Board Packet. Dru Fallon O’Neill seconded the motion M/S/C  
**Director’s Roll Call as Amended:**  
**Yes** Clavaud, **Yes** Bonini, **Yes** O’Neill, **Yes** Ward  
**Ayes 4; Noes 0; Abstain 0; Absent 0**

**b. Propose and Approve Ad-hoc Supervisory Control & Data Acquisition (SCADA) Committee (until SCADA Project is Complete)**

Bill Bonini motioned to Approve an Ad-hoc Supervisory Control & Data Acquisition (SCADA) Committee (until SCADA Project is Complete). John Ward seconded the motion. M/S/C  
Standing Committee is identified as Mary Halley, Bill Bonini, John Ward and Brandon Jacka (NSU Advisor)  
**Director’s Roll Call:**  
**Yes** Clavaud, **Yes** Bonini, **Yes** O’Neill, **Yes** Ward  
**Ayes 4; Noes 0; Abstain 0; Absent 0**

**XIV. Old Business**

**a. Website update**

Cynthia Hammond gave an update on the TVCSD website revisions.

**b. Explore Electronic Signatures for TVCSD Board Meeting Minutes**

Donna Clavaud explained that TVCSD meeting minutes are currently signed in person and TVCSD is exploring the idea of using electronic signatures. Cynthia Hammond suggested contacting CSDA and

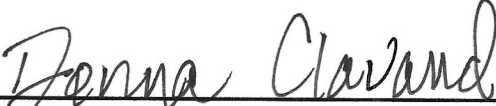

TVCSD's CSDA Representative for advisement.



**XV. Correspondence**

Donna Clavaud said the CSDA On-line forum had a Contractor's Procurement document and will forward to the SCADA Ad Hoc Committee.

**XVI. Adjournment**

September 14, 2022, TVCSD BOD Meeting, was adjourned at 9:20 pm. No objections.

   
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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.*

*The agenda and supporting documents can be accessed on the TVCSD website 72 hours prior to the meeting. Anyone requesting disability related accommodations may contact the district office 72 hours prior to the meeting.*