



TVCS D Board of Director's Meeting Minutes DRAFT
Date: Wednesday, October 12, 2022 7 pm Tomales Town Hall

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 7:04 pm

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 October 12, 2022 TVCS D BOD Agenda

Bill Bonini motioned to approve the October 12, 2022 TVCS D BOD Agenda as is. John Ward 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. Approval of September 14, 2022 TVCS D Board Meeting Minutes

b. Review and Approve Financial Statements

Donna Clavaud and Cynthia Hammond pointed out the September 14, 2022 TVCS D Board Meeting minutes omitted the last two (2) signature and date lines, on the last page, for the President and Recording Secretary signatures and minutes need to be amended to include the signature and date lines.

Dru Fallon O'Neill motioned to approve the September 14, 2022 TVCS D BOD Board Meeting minutes as amended above and to Approve the Financial Statements. 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

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 meeting was held in September 2022

Dru Fallon O'Neill suggested reorganizing the Park Advisory Committee in order to reorganize, restructure and facilitate a cohesive group who can attend meetings regularly and who will actively participate in Park projects in order to alleviate burdens on TVCSD Board Members and Park volunteers. Donna Clavaud recommended advising the Park Advisory Committee a notice of a mandatory committee meeting to confirm each committee member's commitments. John Ward asked if it states on the volunteer application that if a certain number of meetings are missed it will result in removal from the committee. Currently, the application does not specify that. It was also determined that the Park Rental Coordinator and the Park Maintenance Coordinator become members of the Park Advisory Committee as this would be part of their job.

2. Review and Approve DRAFT Job Description for Park Rental Coordinator

Donna Clavaud said there are approximately twelve (12) Park rentals per year, 1x a month, with about three (3) hours of coordination per rental. Bill Bonini suggested adding \$75 or \$100 per rental to cover Park Rental Coordinator hours and bookkeeping expenses. This position will be a contract position, Measure A funds will be used and reviewed after six (6) months. This position will pay \$25 per hour.

3. Review and Approve DRAFT Job Description for Park Maintenance Coordinator

Donna Clavaud suggested the Park Maintenance Coordinator to inspect the Park three (3) times a week looking for trash, inspection of gazebo, restrooms, play structures, grounds, shrubbery, etc. Bill Bonini suggested in addition, eight (8) hours per month for landscaping, mowing, weed-whacking, etc. Costs for the Park Maintenance Coordinator are estimated to be \$7,000 per year. Measure A funds will be used and this position will also be a contract position. This position will be reviewed after three (3) months and will require detailed invoices. After the three (3) month review, reviews will be done every six (6) months and will be coordinated with the Park Rental Coordinator review. It was determined that the Park Maintenance Coordinator is really a "Groundskeeper". Any maintenance issues will be brought up at the Park Advisory Committee and the TVCSD Board of Directors. It was also suggested that this position would require attending the TVCSD BOD meeting. John Ward suggested changing "Report to..." to "Attend" TVCSD BOD meetings in both job descriptions. This position will pay \$35 per hour.

Dru Fallon O'Neill motioned to approve the DRAFT Job Descriptions for Park Maintenance/Groundskeeper Coordinator and Park Rental Coordinator, on a temporary basis, with changes as discussed and hours to be determined. 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**



After the above motion, John Ward questioned who the Park Maintenance/Groundskeeper and Park Rental Coordinator would report to. It was determined that these positions will report to the Park Committee Chair.

Dru Fallon O'Neill motioned to amend the approved the DRAFT Job Descriptions for Park Maintenance/Groundskeeper Coordinator and Park Rental Coordinator, to include that these positions will report to the Park Advisory Committee Chair. 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

4. Update on Park Signage and Restroom Replacement Doors

Donna Clavaud reported there are three (3) sets of signs outlining the Park Rules & Regulations in English and Spanish. The signs are ready to be sent to the printer. David Judd will install the replacement restroom doors on October 17th, 2022.

5. Discuss Possible Collaboration with Tomales High School (THS) and Tomales Community Park Projects
 Donna Clavaud had a conversation with Tomales High School Principal, John McGurke, to involve the wood and metal shop students to be involved in the Park projects. David Judd will provide the specs for the projects; picnic tables, fencing, signage, etc. Donna Clavaud and Dru Fallon O'Neill will schedule a follow up meeting with the school.

6. October 21st, 2022 City of Hope Bike Event at Tomales Community Park

Three hundred (300) bicyclists are registered for this event and Dru Fallon O'Neill will be the contact person.

b. Financial Advisory Committee (FAC)

1. Review Approved September 26, 2022 FAC Meeting Minutes

Donna Clavaud reported that more research is needed to determine how other California Special Districts are defining Accessory Dwelling Units (ADU's) before TVCSD approves a policy. Mary Halley will continue researching. Also in discussion is the possibility of repurposing the five hundred (500) gallon water tank at the Tomales Community Park, to the Plant, so there is a water supply for cleaning the solar panels. Mary Halley said she would get an estimate from the company that recently cleaned the solar panels. It was agreed that an annual inspection will be done to assess the efficiency of the solar panels. John Ward asked if cleaning the solar panels could be a community service project for Tomales High School; the TVCSD Board thought this was a great idea.

VIII. Financial Report (Melinda Bell)

a. Review Financial Manager's Report

The Financial Manager's report was reviewed. Melinda Bell reported the Auditors found no deficiencies in internal controls but recommended a Cloud back-up system for accounting records. In regards to succession planning, recruitment is underway and in keeping within the budget the position will be split in half between Melinda Bell and her replacement until Melinda Bell retires. Succession planning will be discussed at the October 24th, 2022 Financial Advisory Committee. John Ward asked what the History Center payment was for;

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Melinda Bell explained it was the sewer fee. Melinda Bell also reported TVCSD received payment from Shoreline Unified School District.

IX. General Manager's Report

Mary Halley reported Route One Bakery would not be required to have a grease trap for the dough prep area but will be subject to two (2) inspections per year at the District's discretion. Mary Halley will summarize the SCADA proposals and present them to the SCADA Project Committee and to the Financial Advisory Committee. A recommendation will be presented to the TVCSD Board on the November 9th, 2022 regular meeting. Mary Halley is in the process of reaching out to individuals who can do mowing for on-going maintenance at the storage ponds and irrigation fields. Duckweed treatment was applied to ponds 1, 2 and 3. Mary Halley is coordinating to resolve gravel intrusion in pond 1. It was discovered that the three (3) 3,000 KW inverters cannot be replaced with one (1) 9,000 KW inverter. Estimate for replacement of all three is \$8,373 (Includes parts, labor +ten (10) year warranty. The other solution is to purchase older, used models. Mary Halley said this project didn't need to be done immediately. Regarding the ADA ramps for the Park; someone needs to contact TVCSD's insurance company to see if it would be good idea to install ADA ramps. There still seems to be a gray area if ADA ramps need to be installed as the Park was built prior to 2012 and it appears ADA ramps would be at the District's discretion.

X. NSU Report

a. Review August 2022 reports

NSU reports were reviewed.

XI. Pending Business

a. Board Meetings Looking Forward:

1. November 9th 2022, TVCSD BOD Meeting; Review and Approve SCADA Proposals
This item was discussed above in the General Manager's report.

2. January 11th, 2023, TVCSD BOD Meeting; Welcome New TVCSD Board Member. Review and Update Strategic Planning Goals. TVCSD 2023 Winter Newsletter (Late February, Early March); Seeking Advice on Content

XII. Other Business

None

XIII. New Business

None

XIV. Old Business

a. Website update

Cynthia Hammond reported 2022 Resolutions need to be renamed and added to the Current Documents page and will be completed this coming week. Other ideas were to create a FAQ page about new sewer hook-up information and other information for prospective property owners, realtors and others.



XVI. Adjournment

Meeting was adjourned at 9:12 pm. No objections.

John Ward motioned to Adjourn the October 12, 2022 TVCSD Board meeting. Dru Fallon O’Neill 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**

Donna Clavaud *11-9-2022*

 Approved by Donna Clavaud, President Date

Cynthia Hammond *NOV 9, 2022*

 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.*