



TVCS D Board of Director's Meeting Minutes DRAFT
Date: Wednesday, January 11, 2023 7 pm Tomales Town Hall

Board Members Present: Donna Clavaud, President; Bill Bonini, Vice President; Dru Fallon O'Neill

Board Members Absent: John Ward

Also Present: Mary Halley, TVCS D General Manager; Melinda Bell (Retiring) & Bonnie MacLaird (New Hire), Financial Managers; David Kitts, Incoming TVCS D Board Member

Others Present: None

I. Call to Order

Donna Clavaud called the January 11, 2023 TVCS D BOD meeting to order at 7:02 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 January 11, 2023 TVCS D BOD Agenda

Dru Fallon O'Neill motioned to approve the January 11, 2023 agenda as is. Bill Bonini seconded the motion. M/S/C

IV. Welcome and Administer Oath of Office to New Incoming Board Members

Dru Fallon O'Neill motioned to Administer Oath of Office to New Incoming Board Member, David Kitts, and current Board Members. Bill Bonini seconded the motion. M/S/C

V. TVCS D Board Officer Elections

Dru Fallon O'Neill motioned to have Donna Clavaud continue as TVCS D President and Bill Bonini to continue as TVCS D Vice President. David Kitts seconded the motion. M/S/C

VI. 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 November 9, 2022 TVCS D Board Meeting Minutes**
- b. **Review and Approve Check Registers**
- c. **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



VII. Items Removed from the Consent Calendar

Items moved from the Consent Calendar to the Regular Agenda, if any.

None

VIII. Board Member Reports

None

IX. Committee Reports

d. Park Advisory Committee (PAC)

1. No PAC meeting was held in December 2022

2. Groundskeeper hired and good progress to date. Rental Coordinator position – talks in progress.

Henry Elfstrom, as the part-time Park Groundskeeper reports regularly of his duties to keep the grounds trimmed paths clear and play areas weed free. Henry Elfstrom is submitting his monthly activity list and billing invoice to Dru Fallon O’Neill and TVCSD Financial Services.

3. Updates: New auto-lock bathroom doors installed; 7 new Park signs to be mounted asap; time to early order surface materials for Spring delivery; information from SRMA Insurance liability re: ADA ramps; issue of malingering in Park.

The new bathroom doors have been installed and the auto-locks have been set to close the bathrooms from 7 pm to 7 am. Seven (7) new Park signs have been received and will be mounted to reflect the new Park rules. TVCSD will not be installing ADA ramps in to the play area; TVCSD is not mandated by State law nor does TVCSD’s insurance provider offer any reasons for us to proceed. The Park paths, gazebo, bathrooms and parking lot meet ADA compliances and TVCSD is moving forward to obtain an ADA picnic table. There are continued challenges with people lingering in the Park but it is hopeful the closure of the bathrooms at night will discourage overnight use, in addition to new Park rules about use.

4. Dru Fallon O’Neill, Donna Clavaud and David Judd to coordinate meeting date and attend upcoming meeting with Tomales High School principal John McGurke and the metal/wood shop teachers to further explore Park project involvement by students.

A meeting with Tomales High School (THS) is hopeful in the near future to explore student involvement with the manufacture of two (2) picnic tables, cut-out fence boards and possibly a metal sign for the front entry to the Park.

5. Marin Cyclists donated \$1,000 to the Park. See Melinda Bell’s thank you letter.

e. Financial Advisory Committee (FAC)

1. Review Approved December 12, 2022 FAC Meeting Minutes. Next meeting is January 1/25/2023 at 3 pm via Zoom.

Approved FAC Meeting minutes were reviewed. Donna Clavaud noted highlights from the approved December 12, 2022 FAC meeting minutes: the new computer needs the added financials to the on-line Quickbooks. Melinda Bell listed transition steps as Bonnie MacLaird takes on more of the Financial Services scope of work. Melinda Bell stressed that all emails relating to Financial Services should be copied to Bonnie MacLaird. There will be a new, on-line banking service with Bank of Marin for bill pay. Bonnie MacLaird is currently preparing sewer financials while Melinda Bell retains Park financials at this time. FAC discussed the Financial Services Contract Bonnie MacLaird submitted and the FAC Committee all agreed it should be specific to incorporate the Standard TVCSD Service Contract and more detailed scope of work. The FAC Committee agreed to present a revised draft at the upcoming January 11, 2023 BOD meeting for



further discussion and action. Bonnie MacLaird was not at the FAC meeting due to an emergency so FAC could not discuss it with her at that time.

Mary Halley presented revised cost of the SCADA system at \$98,000 due to inflation and inclusion of radio components. Since this cost is above TVCSD's projected budget for 2023-2024, TVCSD will be looking into grants and low-cost loans to bring the costs closer to what TVCSD initially projected.

FAC recommends that the TVCSD Board approve this SCADA proposal by JM Integration and address conditions for negotiating a contract.

FAC recommends the budget process for 2023-2024 to begin in April 2023 and will require conferring with Shoreline Unified School District (SUSD).

X. Financial Report (Melinda Bell/Bonnie MacLaird)

a. Review Financial Manager's Report

Financial Manager's Report was reviewed. Melinda Bell outlined the transition of financial management and planning as Bonnie MacLaird gradually undertakes the tasks involved. Melinda Bell also reviewed cash management and budgeting and the need for careful planning as TVCSD develops the 2023-2024 budget with the SCADA capital project. Melinda Bell and Bonnie MacLaird shared the good news that TVCSD has completed all debt payments to the State Revolving Fund for past sewer improvements and has received \$8,000 more in sewer fees due to careful parcel survey undertaken last year.

b. Update on Bonnie MacLaird's Revised Contract

Bonnie MacLaird clarified her concerns about the need for liability insurance as part of a Financial Services contract since she only meets at the TVCSD office and not in her home. Bonnie MacLaird also has requested that she not lead the FAC, but is willing to attend. Melinda Bell and Bonnie MacLaird will work together to revise another contract for review at the January 25, 2023 FAC meeting before final TVCSD Board approval at the February 8, 2023 TVCSD BOD meeting.

XI. General Manager's Report

General Manager's Report was reviewed. Mary Halley reviewed her report with the TVCSD Board and offered detailed updates on progress to approve a revised SCADA proposal from JM Integration, including a labor warranty, completion details and flexible maintenance terms. Mary Halley has also been following the Marin County Housing Element hearings and has submitted two (2) letters with questions to Community Development Agency (CDA) staff and one (1) comment letter to Planning Commissioners concerning the proposed housing development numbers for Tomales and their potential impacts on the TVCSD sewer capacity as noted in the County Environmental Impact Report (EIR).

Other issues detailed in Mary Halley's report included resolving the gravel intrusion into pond #1; new sewer grounds maintenance to begin in the spring and an interim treatment ponds winter pumping protocols and program. Work will continue soon on adoption of an Accessory Dwelling Unit (ADU) policy; update of sewer System Management Plan (SSMP) and a solar system cleaning system or contractor.

XII. NSU Report

a. Review October & November 2022 reports

NSU Reports were reviewed.

XIII. Pending Business

1. Discuss and Approve Revised SCADA Contract proposal from JM Integration. The revised JM Integration SCADA proposal was reviewed and discussed. TVCSD BOD's voiced strong support for specific warranties of equipment and maintenance. Schedule to include annual inspection and several additional visits for troubleshooting. The proposal was approved.

Bill Bonini motioned to approve the revised SCADA Contract proposal as is from JM Integration. Dru Fallon O'Neill seconded the motion. M/S/C

XIV. Other Business

1. Update on Draft Housing Element and sites for Tomales; see attached letters in Board packet. The Housing Element is scheduled to be approved by the Planning Commission and ultimately by the Marin County Board of Supervisors, to meet the January 31, 2023 State deadline for submission. Attached letters reflect comments submitted by TVCSD to CDA staff, Planning Commission and the Marin County Board of Supervisors and highlighted the TVCSD sewer system capacity constraints to serve one hundred eighteen (118) housing units over eight (8) years.

XV. New Business

1. Discussion of AB 36 Resolution which allows a Board Member to participate remotely by phone or video and to vote. A Roll Call vote will be necessary.

Tabled until more information is obtained.

2. New CSDA Board Member Handbooks will be distributed at the meeting and briefly reviewed.

CSDA BOD Handbooks will be made available to all TVCSD Board Members ASAP.

3. Sexual Harassment Training and Ethics Training Webinars, through CSDA's Website are required by all Board and Staff. Form 700/Conflict of Interest Statement is also due. Please complete by the end of January. All TVCSD Board and Staff must complete Ethics and Sexual Harassment training webinars and submit Conflict of Interest Form 700.

4. A Free CSDA Webinar on Brown Act Basics and Updates on will be held on Tuesday, January 17th 10 am-12 pm.

XVI. Old Business

None

XVII. Correspondence

None

XVIII. Adjournment

Meeting was adjourned at 9:35 pm. No objections.

Donna Clavaud 2-8-2023
Approved by Donna Clavaud, President Date

Cynthia Hammond 2/8/2023
Attested by Cynthia Hammond, Recording Secretary Date