



TVCS D Board of Director’s Meeting Minutes DRAFT

Date: Wednesday, February 8, 2023 7 pm Tomales Town Hall (Downstairs)

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

Board Members Absent: None

Also Present: Mary Halley, TVCS D General Manager; Cynthia Hammond, TVCS D Recording Secretary; Bonnie MacLaird, TVCS D Financial Manager

Others Present:

None

I. Call to Order

Donna Clavaud called the meeting to order at 7:10 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 February 8, 2023 TVCS D BOD Agenda

It was noted that under New Business (Item XIV #1; Discuss and Approve Resolution # 2023-01 to Establish a Line of Credit with the Marin County Treasurer in the Event a Loan is Require for Capital Expenses was not listed as an Action Item and Item XIV #2; Discuss and Approve a Five (5) Year Cost of Living (COLA) Rate Increase for Annual Sewer Services Fess was listed as an Action Item. These two (2) items should have been reversed as Action items, (Item XIV #1 as an Action Item and Item XIV #2 not an Action Item).

Dru Fallon O’Neill motioned to approve the February 8th, 2023 TVCS D BOD Agenda as amended above. Bill Bonini seconded the motion. M/S/C

IV. Adminster Oath for Office for Current Board Member, John Ward

Mary Halley administered the Oath of Office to John Ward and they both signed the document as required. John Ward was appointed to a new four (4) year term as a TVCS D Director. It was determined that this was not an Action item by the TVCS D Board.

V. 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 January 11, 2023 TVCS D Board Meeting Minutes**
- b. **Review and Approve Check Registers**
- c. **Review and Approve Financial Statements**
- d. **Review and Approve Bonnie MacLaird’s Final Contract for TVCS D Financial Services**

Donna Clavaud reported that the Bonnie MacLaird’s Final Contract for TVSCD Financial Services was presented to the Financial Advisory Committee (FAC) and FAC recommends approving Bonnie MacLaird’s contract.

David Kitts motioned to approve the Consent Calendar. Dru Fallon O’Neill seconded the motion. M/S/C



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 distributed California Special Districts Association (CSDA) information on the required Ethics and Sexual Harassment free training webinars, Form 700 and CSDA's Board Member Handbooks.

Bill Bonini said he would like to streamline discussing the Park Advisory Committee's (PAC) report. Donna Clavaud said this would be taken in to consideration and David Kitts recommended PAC Chair, Dru Fallon O'Neill, to submit a monthly Park update.

VII. Committee Reports

a. Park Advisory Committee (PAC)

1. Review PAC Work Session Notes from January 25, 2023

PAC Work Session Notes from January 25, 2023 were reviewed. Dru Fallon O'Neill introduced Nick Campbell as a PAC member applicant.

2. Upcoming Park Rental on March 11, 2023

Marin County Bicycle Coalition (MCBC) is renting the Park for the Jane Fondo's fundraising event on March 11, 2023.

3. Identify Possible PAC Meeting Dates with Tomales High School Regarding Collaboration of Park Projects

Donna Clavaud and Dru Fallon O'Neill will collaborate to meet with Tomales High School Principal, shop instructor and David Judd, regarding student involvement on specific Park projects.

b. Financial Advisory Committee (FAC)

1. Review Approved January 25, 2023 FAC Meeting Minutes. Next meeting is February 22, 2023 at 3 pm via Zoom.

The approved January 25, 2023 FAC Meeting Minutes were reviewed. Donna Clavaud reported Mary Halley's concerns regarding terms and dates of payments for JM Integration's proposal for the SCADA replacement, the terms and payment dates will need to fit within the 2023-2024 budget. Emergency expenses for Pump #2, which failed after the recent heavy storms, which requires immediate action, could be close to \$15,000 to replace. Mary Halley will investigate a low interest loan from the Marin County Finance Investment Pool; (see Resolution #2023-01 under New Business). Donna Clavaud encouraged the TVCSD Board to consider adding a five (5) year annual Cost of Living Adjustment (COLA). It was noted that within the last eleven (11) years, there have only been two (2) rate increases for sewer services.

VIII. Financial Report (Melinda Bell and Bonnie MacLaird)

a. Review Financial Manager's Report

Financial Manager's report was reviewed. Donna Clavaud pointed out the Financial Narrative is much easier to read. John Ward is working with Bonnie MacLaird and Melinda Bell to simplify the Chart of Accounts. It was also noted that the Sewer should not incur all costs for the Park; a fair allocation for expenses such as insurance, audit fees, office rent, administrative expenses, newsletter, etc. will be determined. TVCSD is also transiting to the online version of Quickbooks. TVCSD's Auditor's fees from Robert Johnson have doubled. Bonnie MacLaird suggested remaining with Robert Johnson for one (1) more year and requested Donna Clavaud contact Robert Johnson to ask for a one (1) year extension. Donna Clavaud said she would contact Robert Johnson.



IX. General Manager’s Report

Mary Halley said the free radio licenses have been renewed. The Marin County Treasurer Division of Finances has approved a request for TVCSD to apply for a line of credit ranging from \$50,000 to \$75,000 for a two (2) to three (3) year loan period; Draft Resolution 2023-01 for the line of credit will need to be approved by the TVCSD Board. This line of credit does not commit TVCSD to take out the loan. CSDA’s option for a loan estimate for \$60,000 to \$75,000 interest rate is 4.75%. CSDA adds a \$2,000 fee that Marin County does not. If Draft Resolution 2023-01 is approved and TVCSD requests the loan, the turnaround time to receive the loan is five (5) days. Mary Halley said the County of Marin knows that TVCSD has tax revenues paid to TVCSD which secures the loan. The revised draft agreement from JM Integration is \$89, 152. David Kitts asked when the SCADA installation would begin, Mary Halley said in July 2023. John Ward asked for Melinda Bell to do a financial analysis of the situation. Donna Clavaud explained that Melinda Bell reminds the Board that TVCSD has finished paying off the State Revolving Fund debt with a final \$24,000 payment as of December 2022. Based on this, Melinda Bell believes TVCSD could pay a new annual loan debt amount. Donna Clavaud said by agreeing and signing Resolution 2023-01, it guarantees TVCSD has the money if a loan is required. Meanwhile, the Finance Advisory Committee will be carefully analyzing and developing a revised draft 2023-2024 sewer budget. Donna Clavaud said TVCSD needs the month of April 2023 to develop the revised 2023-2024 sewer draft budget and meets with Shoreline Unified School District (SUSD) and Donna Clavaud recommends adhering to that process and time-line.

X. NSU Report

a. Review December 2022 reports

NSU reports were reviewed.

XI. Pending Business

1. Review and Approve Negotiated Draft Contract Agreement between JM Integration and TVCSD

Donna Clavaud said there isn’t a payment schedule and questioned what the invoices would look like. Mary Halley said if TVCSD takes out a loan, the payments would be spread out and felt it wasn’t reasonable to ask JM Integration to take payments over the next three (3) years. Mary Halley said when the works begin; billing for the parts and labor would be as it progresses. Bill Bonini asked if the job could stretch out for over three (3) months and asked how the billing would be broken up. Mary Halley said parts wouldn’t be charged until the project begins. Mary Halley said Brandon Jacka from NSU has confidence in JM Integration’s Draft Contract.

Bill Bonini motioned to move forward and approve JM Integration’s Draft Contract Agreement as is. Dru Fallon O’Neill seconded the motion. M/S/C

David Kitts requested that JM Integration begin work in July. Mary Halley said that was the plan because of supply issues. John Ward would like to observe the replacement project. Mary Halley didn’t see a problem observing. Mary Halley also said TVCSD Board could have viewing access to the cloud based system and training systems.

XII. Other Business

1. Update on Housing Element Approval by Marin County Board of Supervisors

Donna Clavaud reported that the Marin County Board of Supervisors approved the Housing Element despite the Planning Commissioners voting against approving the Housing Element. Mary Halley spoke on behalf of the Alliance of Coastal Marin Villages to support West Marin community plans. Supervisor Dennis Rodoni commented that the planners should meet with each West Marin community planning group.



XIII. New Business

1. Discuss and Approve Resolution 2023-01 to Establish a Line of Credit with the Marin County Treasurer in the Event a Loan is Required for Capital Expenses

Donna Clavaud asked if approving Resolution 2023-01 would commit TVCSD to use this Resolution, and if TVCSD wanted to proceed with a CSDA loan, would it be possible? Mary Halley said all Resolution 2023-01 does is that the County wants to see that the TVCSD Board has a Resolution to apply for a loan. Mary Halley said she has limited the Resolution to emergencies and capital improvements, and has capped any loan at \$75,000 maximum. Bill Bonini recommends approving this Resolution.

Bill Bonini motioned to approve Resolution 2023-01 to Establish a Line of Credit with the Marin County Treasurer in the Event a Loan is Required for Capital Improvements and Emergencies. Dru Fallon O'Neill seconded the motion. M/S/C

2. Discuss and Approve a Five (5) Year Cost of Living (COLA) Rate Increase for Annual Sewer Service Fees

Dru Fallon O'Neill asked if all was on board for COLA. Bill Bonini asked if the rates go up every year. David Kitts said COLA is currently 5-6%. Donna Clavaud said historically, COLA rates vary anywhere from 1% annually to 5%; everything else is going up and the District is not. The Bay Area Standard Consumer Price Index (CPI) – changes every year and it is the Finance job to work with the county to determine the changing rate. Donna Clavaud reminded the Board TVCSD has been counseled to do this. Bill Bonini said it would be compounded yearly; could progressively go up or down. Donna Clavaud said TVCSD was not ready to do a rate increase. Bill Bonini asked what the time limits for a CPI would be – five (5) years or three (3) years? John Ward recommended five (5) years. Mary Halley said TVCSD needs to follow Prop 218 – to conduct a Public Hearing to approve at May 2023 meeting, and count on it in the budget using April 2023 rate. For rate payers, COLA is applied to December 2023 property tax statement. COLA is a one (1) hearing process for 5 years instead of raising rates every year. Mary Halley recommends approving COLA idea. Bill Bonini suggested adding this item on the March 8, 2023 agenda. Donna Clavaud agreed to add this discussion as a March 8, 2023 action item.

XIV. Old Business

1. Newsletter Scheduled for End of March 2023

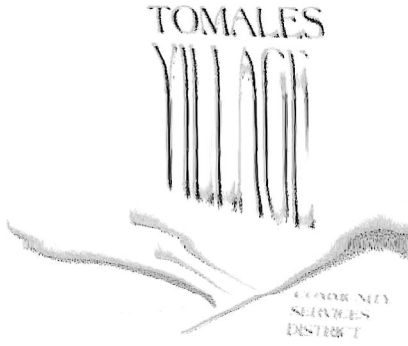
It was discussed that newsletter items would include introducing new Board Member, David Kitts; new Financial Manager, Bonnie MacLaird; Parks Groundkeeper, Henry Elfstrom; Supervisory Control and Data Acquisition (SCADA) update and Cost of Living Adjustment (COLA) information.

XV. Correspondence

None

XVI. Adjournment

Meeting was adjourned at 9:02 pm. No objections.



Donna Clavaud
Approved by Donna Clavaud, President

3/8/2023
Date

Cynthia Hammond
Attested by Cynthia Hammond, Recording Secretary

3/8/2023
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. The agenda and supporting documents can be accessed on the TVCS D website 72 hours prior to the meeting. Anyone requesting disability related accommodations may contact the district office 72 hours prior to the meeting.*