



TVCS D Board of Director's Meeting Minutes DRAFT
Date: Wednesday, March 8, 2023 7 pm Tomales Town Hall (Upstairs)

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; Melinda Bell, TVCS D Financial Manager

Others Present:

None

I. Call to Order

Donna Clavaud called the meeting to order at 7:01 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 March 8, 2023 TVCS D BOD Agenda

Dru Fallon O'Neill motioned to approve the March 8th, 2023 TVCS D BOD Agenda as is. John Ward seconded the motion. M/S/C

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 February 8, 2023 TVCS D Board Meeting Minutes**
- b. **Review and Approve Check Registers**
- c. **Approval of Revised Resolution 2023-01 to Establish Guarantee Loan from Marin County Investment Pool**

Donna Clavaud questioned Item "c" and asked for a clearer explanation/definition of what "Guarantee Loan" means. Mary Halley explained that the County of Marin changed the original terminology from "Line of Credit" to "Loan" and that the County of Marin was guaranteeing a loan to TVCS D and submitting a loan application wasn't necessary.

Dru Fallon O'Neill motioned to approve the Consent Calendar. Bill Bonini 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 reported her conversation with TVCSD's current Auditor, Robert W. Johnson, regarding the substantial increase for Audit services. It was determined that TVCSD would develop a Request for Proposals (RFP) to seek a new Auditor. Melinda Bell suggested waiting until after the 2023/2024 budget process and the Public Hearing to publically post the RFP.

VII. Committee Reports

a. Park Advisory Committee (PAC)

1. Review Approved PAC Meeting Minutes from February 22, 2023

February 22, 2023 approved PAC meeting minutes were reviewed. Dru Fallon O'Neill said Patty Oku would take over the Secretarial position from Dru Fallon O'Neill beginning March 2023. Donna Clavaud said Henry Elfstrom suggested getting crushed granite for the paths in the Park. Donna Clavaud asked PAC to research this idea and bring their findings back to the TVCSD Board. Bill Bonini said he would figure out how much crushed granite would be needed and the cost is \$175 per cubic yard.

2. Review Summary of Park Addendum Updates

Donna Clavaud pointed out the Park Addendum that had been included in the Board packet. The Jane Fondo event which was scheduled for March 11, 2023 was rescheduled (due to the forecasted rain event) to April 15, 2023. Donna Clavaud also gave an update on the collaboration with Tomales High School (THS) Shop students and their involvement with the Park projects; tow (2) picnic tables, cut-outs for the fence and a metal arch for the front gate. Donna Clavaud, David Judd (Project Manager) and Dru O'Neill will meet soon with THS Principal and the Shop teacher to discuss the projects. It was also noted that the students would be supervised by the Shop teacher and David Judd for fabricating the projects and would not be involved in the installation process.

b. Financial Advisory Committee (FAC)

1. Review Approved FAC Meeting Minutes from February 22, 2023 FAC

February 22, 2023 approved FAC minutes were reviewed. Donna Clavaud said that Bonnie MacLaird, along with John Ward's input developed a Chart of Accounts and reorganized the Profit & Loss (P & L) statement for better transparency and accountability. Donna Clavaud said she wanted to make sure all parcels have sewer service fees; Mary Halley said the tax roll has been reconciled for the year. Donna Clavaud also praised both Melinda Bell and John Ward for their due diligence in overseeing TVCSD's financials.

VIII. Financial Report (Melinda Bell and Bonnie MacLaird)

a. Review Financial Manager's Report

Financial Manager's report was reviewed. Melinda Bell said quarterly financial statements for January, February and March will be included in the April 12, 2023 TVCSD Board packet. There were questions regarding Depreciation/Misc. Expenses/Cash and how money was allocated to these categories. It was noted in the Financial Manager's Report this was a work in process and requests the TVCSD Board to submit feedback. FAC will hold a Work Session meeting in March to discuss allocation of expenses to the Park and will further review the P & L statement and category allocations. Mary Halley would like to see in the reports what was budgeted so she can determine how much money is allocated for expenses and what is left for unforeseen expenses.

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1. Review and Approve Investment of \$20,000 Park Funds in a one (1) year Certificate of Deposit (CD) at Bank of Marin to Earn 4.0% Interest Rate.

Dru Fallon O’Neill motioned to Approve Investment of \$20,000 Park Funds in a one (1) year Certificate of Deposit (CD) at Bank of Marin to Earn 4.0% Interest Rate. David Kitts seconded the motion. M/S/C

2. Review New Arrangement and Category Names for Profit and Loss Statements (P/L) to Clarify Reports for More Transparency.

This was discussed under the Committee Reports; a. Financial Advisory Committee (FAC), Item 1.

IX. General Manager’s Report

Mary Halley said she registered with the State Water Board’s new general plan for sewer certification. Mary Halley also said that NSU would negotiate new, lower fees once the new SCADA is implemented. Mary Halley will be attending the Disaster Assistance Program for North Coast Storm Event briefing tomorrow, March 9th, 2023. This briefing is to request a public assistance grant for storm damage incurred at the treatment plant and mitigation of storm damages. Pump # 2 will be replaced which failed during the January storms. Mary Halley and Brandon Jacka lifted manhole covers to figure out where water intrusion is occurring which has caused an increase in PG & E expenses because of extensive pumping. It was determined that roof or drain spout run-off is causing the intrusion and plans are underway to find out where the intrusion is coming from. Mary Halley has sent out applications for two (2) new connections.

X. NSU Report

a. Review January 2023 reports

NSU reports were emailed to the TVCSD Board members as the reports were not available in a timely manner for insertion and distribution of the Board packet.

XI. Pending Business

1. Discuss and Approve Proposed Consumer Price Index (CPI) Adjustment to be added to Annual Sewer Service Fees Using April Data from the San Francisco Bay Area Consumer Price Index Chart. Public Hearing Notice with more Information will be mailed by the end of March. CPI Adjustment is Proposed to be Effective July 1, 2023 for five (5) Years.

Bill Bonini motioned to Approve Proposed Consumer Price Index (CPI) Adjustment to be added to Annual Sewer Service Fees Using April Data from the San Francisco Bay Area Consumer Price Index Chart. Public Hearing Notice with more Information will be mailed by the end of March. CPI Adjustment is Proposed to be Effective July 1, 2023 for five (5) Years. John Ward seconded the motion. M/S/C

2. Continue Discussion for an Accessory Dwelling Unit (ADU) Ordinance Policy for TVCSD Prior to FAC March Work Session.

Donna Clavaud reported that the County of Marin Planning Department has designated an ADU planner and contracted with a Bay Area non-profit called Hello ADU to assist Marin property owners who are interested in adding an Accessory Dwelling Unit to their property. The non-profit will be available for free services for design

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and construction and includes a registry of ADU contractors. FAC continues to study the question of sewer services for ADU's and Mary Halley said the California state law allows fees for connections and inspections for the ADU; District can also charge an impact fee if the ADU is built at the same time as the main house. The District can also determine if the connection should be hooked directly to the main system or to the house lateral.

3. Spring Newsletter and Public Notice to Property Owners Scheduled to be sent out by the end of March. Newsletter and Public Notice will be going out at the end of March.

XII. Other Business

None

XIII. New Business

1. District 4 Supervisor Dennis Rodoni will be Holding Spring Office Hours, in Person, for Tomales and Dillon Beach on Friday, March 24, 2023 from 3:00 pm – 4:30 pm at the Tomales Town Hall Upstairs. Attendance is Strongly Encouraged.

Donna Clavaud encouraged the TVCSD Board to attend this meeting.

XIV. Old Business

None

XV. Correspondence

None

XVI. Adjournment

Meeting was adjourned at 9:24 pm. No objections.

Donna Clavaud 4/12/2023
Approved by Donna Clavaud, President Date

Cynthia Hammond 4/12/2023
Attested by Cynthia Hammond, Recording Secretary Date

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TVCSO 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 TVCSO website 72 hours prior to the meeting. Anyone requesting disability related accommodations may contact the district office 72 hours prior to the meeting.

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