

TOMALES VILLAGE

COMMUNITY
SERVICES
DISTRICT

TVCSO Board of Director's Meeting Minutes DRAFT

Date: Wednesday, April 12, 2023 7 pm Tomales Town Hall (Upstairs)

Board Members Present: Donna Clavaud, President; Bill Bonini, Vice President; David Kitts, Dru Fallon O'Neill (arrived late)

Board Members Absent: John Ward authorized a proxy to Donna Clavaud to vote on his behalf except for Item #1 under XIV, New Business. John Ward voted No. It was determined after his vote, there wasn't a membership fee for Cal/WARN. John Ward was against the expenditure.

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

Others Present:

Beth Koelker (arrived towards the end of the meeting)

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 April 12, 2023 TVCSO BOD Agenda

Bill Bonini motioned to approve the April 12th, 2023 TVCSO BOD Agenda as is. David Kitts seconded the motion. M/S/C

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 March 8, 2023 TVCSO Board Meeting Minutes**
- b. **Review and Approve Check Registers and Expenditures**

Bill Bonini motioned to approve the Consent Calendar. David Kitts 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

None

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VII. Committee Reports

a. Park Advisory Committee (PAC)

1. Review PAC Work Session Notes from March 22, 2023

PAC Work Session Notes from March 22, 2023 were reviewed. Donna Clavaud added that Chipper Days have been scheduled for debris removal from the Park and the Margaret Graham Memorial scheduled for May 20th, 2023 will be organized by the Park Advisory Committee. This event will include a bench dedication to Margaret Graham. The Park Advisory Committee is working with David Judd to rehabilitate/replace the BBQ and hopes to have the project completed by Labor Day (Monday, September 4th, 2023) weekend. Donna Clavaud also reported that a candidate for the part time Park Rental Coordinator has yet to be identified.

b. Financial Advisory Committee (FAC)

1. Review FAC Work Session Notes from March 27, 2023

Donna Clavaud reviewed the FAC Work Session Meeting Notes from March 27, 2023. Topics included:

- 1.) Revised Accounting and Reporting: what is the best way to present TVCSD accounting and reporting: produce quarterly financial statements & monthly check register/financial statement OR provide detailed financial statement with monthly check registers and financial narrative. John Ward would like a more detailed monthly statement in addition to spending percentages. FAC will offer TVCSD Board options regarding changes they would like to see.
- 2.) Allocating Park Expenses: Continuing discussion on reflecting monthly expenses and administration costs for Sewer and Park. This procedure will be considered for the 2023-2024 FY.
- 3.) Grants and Loans: JM Integration will begin implementing the SCADA monitoring system July 1, 2023. FAC recommends approving the guaranteed loan of \$75,000 from Marin County Investment Pool at this meeting.
- 4.) Public Notice for the Sewer Service Charge Increase: The Public Notice was mailed on March 20, 2023 to each parcel number. Parcel numbers and mailing addresses were provided by Marin County's tax assessors roll.
- 5.) Connection and Inspection Fees: It was determined that raising the \$10,000 sewer connection fee, for new development, to \$15,000 would be reasonable based upon Mary Halley's analysis from TVCSD insurance provider and auditor. It was noted that the sewer connection fee has never been raised. The current inspection fee for a new hook-up is currently \$250 which is way below the current charges in our area. Based upon a detailed inspection report from a local engineer, the inspection fee should be \$1,000. FAC recommends the TVCSD Board to approve increasing the sewer connection fee from \$10,000 to \$15,000 and increasing the inspection fee from \$250 to \$1,000.
- 6.) Ratepayer Information: Visual graphics will be developed to increase financial transparency.
- 7.) Audit Request for Proposal (RFP): Donna Clavaud will write the RFP using the California Special District (CSD) template for Audit Services.
- 8.) Accessory Dwelling Units (ADU): Currently, TVCSD does not have an ADU policy. Mary Halley and Donna Clavaud are currently studying the California State ADU Handbook. This item has been tabled for discussion at another time.

Bonnie MacLaird questioned how often the TVCSD Board wants to see the full Profit & Loss and Budget; monthly or quarterly? Donna Clavaud suggested to keep what is reported now (quarterly) and to revisit

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reporting options after the Budget work is completed. Bonnie MacLaird said she can run monthly P & L statements for anyone who wants to view it and expenses are being allocated to the Park.

VIII. Financial Report (Bonnie MacLaird)

a. Review Financial Report

Financial report was reviewed. Included in the Board packet was the full Profit and Loss (month by month format) and the Balance Sheets for 2022-2023 FY to date. Bonnie MacLaird reviewed the Profit and Loss and the Balance Sheets with the TVCSD Board and pointed out TVCSD will be receiving sewer tax fees from the County tax rolls. Currently, the March Balance Sheet shows Reserves are greater than the bank account totals. Bonnie MacLaird pointed out that certain items need to be taken off of depreciation, such as the pump that was recently replaced; items were not meant to be left on the Balance Sheets forever. David Kitts asked for an explanation of the \$30,000 "Connection Fees – Restricted for Capital" on the Balance Sheet. Bonnie MacLaird said the new pump will be taken out of the \$30,000 as it is a Capital expense and reserves need to be drawn down. Donna Clavaud explained FAC was tasked to develop a Financial and Reserve Policies using CSD's recommendations; to set aside money for future needs.

IX. General Manager's Report

Mary Halley reviewed her General Manager's report with the TVCSD Board. Mary Halley also shared with the TVCSD Board she recently reviewed her first "To Do" list as TVCSD General Manager which included on going issues with AT & T (not being able to bill them), Communications, Park Playground (ADA access), Website, Pipe Survey, SCADA, PG & E (high bills), Solar Panels (cleaned). Those items have been completed/or on track.

- 1.) SCADA update: Project is moving forward with installation date to begin in July. Mary Halley met with Brandon Jacka and two (2) other NSU employees and State Water Resources Control Board inspectors. The lack of a functioning SCADA system was concerning. Mary Halley provided them with Bill Bonini's documentation and daily oversight during the winter storms along with the SCADA contract.
- 2.) Sewer Infiltration Issue: Bill Bonini found the source and issue is being resolved.
- 3.) FEMA Disaster Assistance Program: Mary Halley said she has submitted the request and documentation for the Public Assistance for storm damage. The maximum estimate based upon qualification is \$45,000 but there isn't a guarantee.
- 4.) 406 Mitigation: The 406 Mitigation funding provides discretionary authority to fund mitigation measures in conjunction with the repair of the disaster-damaged facilities, so is limited to declared counties and eligible damaged facilities. Mary will submit a narrative; Bill Bonini will provide the specifications for a generator and Donna Clavaud will write the narrative, for the Lift Station and Plant. The 406 Mitigation funding is not included in the above FEMA Disaster Assistance Program.
- 5.) Sewer Service Fee Increase: Mary Halley said she received and responded to one (1) inquiry regarding the increase. The inquiry was how TVCSD's rate compared to other districts.
- 6.) Connection Fee Increase: TVCSD has done many capital improvements to the wastewater system without any increase of connection fees. An increase from \$10,000 to \$15,000 is keeping in line per sanitary units. This fee is for new customers, not those who have already started the sewer connection process.
- 7.) Inspection Fee Increase: The income from the inspection fees is a "deposit" and any remaining funds from the inspection fee will be returned to the parcel owner. TVCSD will act as a "pass-through" and will not generate income from the inspection fees.
- 8.) Sewer Management Plan: Mary Halley will update the Sewer Management Plan which is due by June 5, 2023.

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9.) New Connection: Mary Halley will coordinate with the owners the necessary district requirements, inspections and fees.

X. NSU Report

a. Review February 2023 reports

NSU reports were reviewed.

XI. Pending Business

None

XII. Other Business

None

XIII. New Business

1. Discuss and Approve TVCSD membership to Cal/WARN (see attached article in board packet)

Mary Halley described Cal/WARN as a group/support network; to support and promote statewide emergency preparedness, disaster response, and mutual assistance processes for public and private water and wastewater utilities. There are no membership fees, no downsides or obligations.

Dru Fallon O'Neill motioned to Approve TVCSD membership to Cal/WARN. Bill Bonini seconded the motion.
Donna Clavaud: Yes David Kitts: Yes John Ward: No Motion passed.

2. Discuss and Approve a Guaranteed Loan ranging from \$65, 000-\$75,000 from Marin County Investment Pool at this time for the SCADA Project

Donna Clavaud suggested approving the guaranteed loan from the Marin County Investment Pool as soon as possible to lock in the interest rate. Bill Bonini suggested requesting \$75,000. It was determined that the \$75,000 would be placed in a higher interest rate Certificate of Deposit account. Mary Halley will interface with the County of Marin and Bonnie MacLaird will prepare the application.

Bill Bonini motioned to approve a guaranteed \$75,000 loan from the Marin County Investment Pool as soon as possible. David Kitts seconded the motion. M/S/C

3. Discuss and Approve a sewer connection fee increase from \$10,000 to \$15,000 per EU (equivalent unit) for new development with a 3-month grace period for applicants already in the planning process to apply and pay at the old rate

David Kitts asked if the \$15,000 sewer connection fee was comparable to other small districts. Mary Halley said TVCSD's connection fee, even with the increase was low and small district connection fees range between \$20,000 - \$30,000.

Dru Fallon O'Neill motioned to Approve the sewer connection increase from \$10,000 to \$15,000 for new development with a 3 month grace period for applicants already in the planning process. David Kitts seconded the motion. M/S/C

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4. Approve a \$1,000 per EU Inspection deposit fee per new connection to cover the cost of district inspections with actual costs to be determined after inspection and associated billing is complete

Bill Bonini suggested the inspection deposit fee should be \$1,500 instead of \$1,000 and to be effective immediately. It was determined since John Ward was out of the country, he would be unaware of Bill Bonini's suggestion of increasing the inspection deposit fee, therefore he could not vote on this change.

David Kitts motioned to Approve a \$1,500 inspection deposit fee to be effective immediately. Dru Fallon O'Neill seconded the motion.

Donna Clavaud: Yes Bill Bonini: Yes John Ward: No vote Motion passed.

XIV. Old Business

None

XV. Correspondence

None

XVI. Adjournment

Meeting was adjourned at 9:00 pm. No objections.

Donna Clavaud

Approved by Donna Clavaud, President

5-10-2023

Date

Cynthia Hammond

Attested by Cynthia Hammond, Recording Secretary

MAY 10, 2023

Date

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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