



**TVCS D Board of Director's & Public Hearing Meeting Minutes DRAFT**  
**Date: Wednesday, May 10, 2023 6:30 pm Tomales Town Hall Upstairs**

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

**Board Members Absent:** None

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

**Others Present:** None

**I. Call to Order**

Donna Clavaud called the meeting to order at 6:48 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 May 10, 2023 TVCS D BOD Agenda**

Bill Bonini motioned to approve the May 10, 2023 TVCS D BOD Agenda as is. John Ward seconded the motion. M/S/C

**IV. Conduct Public Hearing for Proposed Sewer Rate Annual Increase based upon the annual Consumer Price Index (CPI) rate, & applied per Equivalent Unit (EU), each for five (5) consecutive fiscal years from FY 2023-24 through FY 2027-28. This sewer fee adjustment would be effective July 1, 2023.**

No community members or rate payers attended the TVCS D Public Hearing and no protests were submitted.

**V. Adopt Resolution 2023-02: Approve annual adjustment to TVCS D sewer fees, to be based upon the annual Consumer Price Index (CPI) rate, and applied per Equivalent Unit (EU), each for five (5) consecutive fiscal years from FY 2023-2024 through FY 2027-2028. This sewer fee adjustment would be effective July 1, 2023.**

Bill Bonini motioned to Adopt Resolution 2023-02; Approve annual adjustment to TVCS D sewer fees, to be based upon the annual Consumer Price Index (CPI) rate, and applied per Equivalent Unit (EU), each for five (5) consecutive fiscal years from FY 2023-2024 through FY 2027-2028. This sewer fee adjustment would be effective July 1, 2023. Dru Fallon O'Neill 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 April 12, 2023 TVCS D Board Meeting Minutes**
- b. **Review and Approve Check Registers and Expenditures**

PO Box 303 ● Tomales, CA ● 94971 ● ph 707.878.2767 ● [www.tomalescsd.ca.gov](http://www.tomalescsd.ca.gov)

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Dru Fallon O’Neill motioned to approve the Consent Calendar as is. John Ward seconded the motion.  
M/S/C

**VII. Items Removed from Consent Calendar**

Items moved from the Consent Calendar to the Regular Agenda, if any.  
None

**VIII. Board Member Reports**

Donna Clavaud presented the Board with a poster-board history of TVCSD newspaper articles dated 1976-1977. Poster will be available for review at the TVCSD office.

**IX. Committee Reports**

**a. Park Advisory Committee (PAC)**

1. Review PAC Approved Meeting Minutes from April 26, 2023

PAC approved meeting minutes from April 26, 2023 were reviewed. Donna Clavaud reminded the Board that Margaret Graham’s memorial will be held at the Park, with a bench dedication, on Saturday, May 20, 2023 from 1 pm – 2 pm. Attendance is encouraged. Green Fondo Climate Ride is scheduled for Saturday, May 13, 2023. Marin Century Ride is scheduled for Saturday, August 5, 2023.

**b. Financial Advisory Committee (FAC)**

1. Review FAC Work Session Meeting Notes from April 17, 2023

Donna Clavaud reviewed the FAC Work Session Meeting Notes from April 17, 2023. Topics included:

- 1.) Auditor RFP’s: Donna Clavaud will develop a draft RFP for Audit Services. RFP will be sent to 3-4 possible auditors with a June 1, 2023 deadline.
- 2.) Review DRAFT FY 2023-2024 Sewer Budget: Bonnie MacLaird developed a budget worksheet and FAC went through the worksheet line item by line item. A meeting was held with Shoreline Unified School District (SUSD) Superintendent and (SUSD) Financial Department; their portion of SCADA (1/3 of the loan) will be spread out over three (3) years. John Ward asked if NSU has reduced their contract amount; Mary Halley said the contract has been negotiated thru December 2023. Renegotiations for a longer contract will be discussed after the new SCADA system is completed. John Ward also questioned about allocating expenses to the Park; it was determined to discuss this with the Auditors.
- 3.) Review Draft FY 2023-2024 Park Budget: Estimates for the BBQ renovation, crushed rock and shade canopy are needed in order to be added to the Draft Park budget. Mary Halley pointed out \$2,500 has been budget for the General Manager to oversee Park projects but there are no Park projects to be overseen yet.
- 4.) 2023-2024 Budgets; Next Steps: Preliminary budgets and narratives will be reviewed at June 14, 2023 TVCSD Board meeting and a final vote for budget approvals to be held at the July 12, 2023 Public Hearing and Regular Board meeting.
- 5.) Short Term Investment of SCADA Loan with High Interest Rate: Bonnie MacLaird is exploring options for short term investment interest rates.

**X. Financial Report (Bonnie MacLaird)**

**a. Review Financial Manager’s Report**

Bonnie MacLaird reported TVCSD received a direct deposit from the County for sewer fees on April 13, 2023 for \$52,257. There was an unplanned expenditure of \$6,714 for aerators and valves at the Plant. Mary Halley is including this expenditure in the FEMA Disaster Assistance Grant Program. The loan for SCADA funding was

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approved and funded by the County on May 1, 2023 for \$75,000 and was deposited in to a First Republic JP Morgan/Chase thirty (30) day CD account with a 4.35% interest rate.

**XI. General Manager’s Report**

Mary Halley reviewed her General Manager’s report. Topics included:

- 1.) Supervisory Control Access & Data Acquisition (SCADA): The new SCADA project is moving forward and preparing for a July 2023 installation.
- 2.) FEMA Disaster Assistance Grant Program: The deadline for submission is June 5, 2023. Mary Halley said she has obtained all invoices for emergency work and estimates for the gravel road and drainage project. The maximum grant amount is \$45,000.
- 3.) Sewer Infiltration Issue: The larger source was located and is being mitigated. Smaller leaks were discovered and will be patched during the summer.
- 4.) Connection Fee Increase: \$15,000 connection fees will go into effect July 12, 2023. Mary Halley will contact the current applicants that there is an expiration date to when the connection rate increases.
- 5.) Certification of Continuation of Existing Regulatory Coverage: Mary Halley is updating the account information and setting up new access to continue operating under the new General Order.

**XII. NSU Report**

**a. Review March 2023 reports**

NSU reports were reviewed.

**XIII. Pending Business**

None

**XIV. Other Business**

None

**XV. New Business**

None

**XVI. Old Business**

None

**XVII. Correspondence**

None

**XVIII. Adjournment**

Bill Bonini motioned to adjourn the TVCSD Board meeting. John Ward seconded the motion. M/S/C

Meeting was adjourned at 7:46 pm.

*Donna L. Clavaud*  
Approved by Donna Clavaud, President

*6-14-2023*  
Date

TOMALES  
VILLAGE

COMMUNITY  
SERVICES  
DISTRICT



6/14/2023

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Attested by Cynthia Hammond, Recording Secretary

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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