



**TVCS D Board of Director's Meeting Minutes**

**Date: Wednesday, June 14, 2023 7:00 pm Tomales Town Hall (Upstairs)**

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

**Board Members Absent:** None

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

**Others Present:** None

**I. Call to Order**

Donna Clavaud called the meeting to order at 7:07 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

Donna Clavaud reported a Tomales community group requested to be included on the July 12, 2023 TVCS D Board meeting agenda to discuss internet services and a proposed site location.

**III. Approval of June 14, 2023 TVCS D BOD Agenda**

Bill Bonini motioned to approve the June 14, 2023 TVCS D BOD meeting agenda. John Ward 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 May 10, 2023 TVCS D Board Meeting Minutes**
- b. **Review and Approve Check Registers and Expenditures**

Dru Fallon O'Neill 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**

Donna Clavaud attended a Fire Disaster Conference which included Marin Fire, Marin County Sheriffs, and Volunteers. Steven Torrance was introduced as the new Director of Office of Emergency Management Services (OEM). Tomales Emergency Response Network (TERN) gave a PowerPoint presentation to the group. Steven Torrance launched a new strategic plan with innovative projects and expressed his desire to work with TVCSD.

John Ward weed-wacked around the plant and he and Bill Bonini will continue to maintain the weeds.

#### **VII. Committee Reports**

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

##### **1. Review Approved PAC Meeting Minutes from May 24, 2023**

May 24, 2023 approved PAC meeting minutes were reviewed. Dru Fallon O'Neill reported TVCSD will reschedule Park projects with Tomales High School (THS) in the 2023-2024 school year. Dru Fallon O'Neill said PAC wants to move forward with the fence project. There was discussion about the "cut outs" on the fence panels and it was determined TVCSD would buy the fence panels and the THS students, under direction, would do the cut outs. Park neighbor, Bill Tucker suggested using his contractor for installation of the fence; an RFP will be developed for the contractor.

Donna Clavaud pointed out that PAC doesn't have power to make motions for projects: it is up to PAC to bring recommendations for projects to the TVCSD Board for approval. It was noted that the bike racks were motioned for approval but this item was not brought to the TVCSD Board for approval, therefore, the cost was not included in the Park budget. There are still no estimates for the shade cloth or the BBQ rehab. Dru Fallon O'Neill explained the bike racks, shade cloth and BBQ rehab are added benefits for the Park. Donna Clavaud asked that PAC be in line with the budget process to accommodate Park projects and to submit recommendations and estimates in a timely manner for the budgeting purposes.

Because of the rainy weather, the Park clean-up day was rescheduled for June 10, 2023. It was also noted Dru Fallon O'Neill was the only PAC member who attended the clean-up day. There is a great need for volunteer recruitment. Chipper day prep is scheduled for June 22, 2023.

Upcoming events at the Park include a bike lunch/rest stop and the Tomales Festival Labor Day weekend.

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

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

Donna Clavaud reviewed the Approved FAC Meeting Minutes from May 22, 2023. Topics included:

- 1.) Donna Clavaud reported Bonnie MacLaird has transitioned to the position of Financial Services as Melinda Bell is retiring.
- 2.) Donna Clavaud said John Ward has been keen about allocating expenses to the Park for the first time in order for the Park to pay for their fair share. 2023-2024 Draft budgets reflect the allocations for review. Bonnie MacLaird has continued this effort and further reorganized line items into their logical categories in efforts to increase comprehension.
- 3.) The three (3) RFP's for Audit Services that were sent out yielded no responses. Robert W. Johnson Audit Services are secured. It was noted that the Management, Discussion and Analysis (MD&A) report is not required for TVCSD as the District is too small.

2. Review Revised DRAFT FY 2023-2024 Sewer Budget & Narrative

Donna Clavaud pointed out that Melinda Bell and John Ward made great strides in making the budgets clearer to understand with detailed line items.

3. Review Revised DRAFT FY 2023-2024 Park Budget & Narrative

Allocated Park expenses will be itemized in order for reimbursement from Measure A funding. Allocated expenses include audit services, office rent and supplies, liability insurance, staff expenses, etc.

Financial Advisory Committee recommends the TVCSD Board to approve the Sewer and Park Budgets for FY 2023-2024 at the TVCSD Board and Public Hearing Meeting scheduled for July 12<sup>th</sup>, 2023. Mary Halley pointed out both the Sewer and Park budgets include "Cash Positions" on the bottom of the budget page(s). Both the Sewer and Park Narratives are almost complete. Donna Clavaud requests the TVCSD BOD to review these Draft budgets for approval prior to the July 12<sup>th</sup>, 2023 TVCSD Board and Public Hearing meeting.

4. Annual Audit Services Secured with Robert W. Johnson

This was discussed above; Robert W. Johnson Audit Services will be contacting Bonnie MacLaird for pre-audit information and scheduling.

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

**a. Review Financial Report**

Financial Manager's report was reviewed.

**IX. General Manager's Report**

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

- 1.) \$75,000 Loan: The loan was invested in a thirty (30) day CD with a 4.35% interest rate. Mary Halley recommends reinvesting for another month at 3% interest rate for another thirty (30) days.

- 2.) Supervisory Control Access and Data Acquisition (SCADA): Mary Halley has been in contact with JM Integrations to prepare the SCADA project design phase and installation in July/August.

- 3.) FEMA Program: Mary Halley continues to meet weekly with FEMA Grant Manager. All supporting documentation has been submitted and uploaded to the Grants Portal. FEMA projects are detailed in the General Manager’s report.
  - 4.) Treatment Ponds: Mowing and weed-wacking around plant buildings, solar panels and treatment ponds are scheduled for the coming week. Chipper Day has been scheduled for the week of June 26<sup>th</sup>, 2023; John Ward will weed-wack around the solar panels and pump shed. Marin County Fire Department will review the possibility of a control burn around the upper storage ponds and hillside slope area.
  - 5.) New Connection: The sewer lateral at the end of Church Street has been conditionally approved by the District.
  - 6.) Sewer System Management Plan (SSMP): The updated SSMP has been completed and submitted prior to the June 15<sup>th</sup>, 2023 deadline.
1. Review and Approve NSU Addendum for Operations & Maintenance to Extend from July 1, 2023 – December 31, 2023 (New Contract Negotiations to start October 2023)

Dru Fallon O’Neill motioned to Approve the NSU Addendum for Operations & Maintenance to extend from July 1, 2023 – December 31, 2023 with Contract Negotiations to start October 2023. David Kitts Seconded the motion. M/S/C

**X. NSU Report**

**a. Review April 2023 Reports**

NSU reports were reviewed.

**XI. Pending Business**

None

**XII. Other Business**

None

**XIII. New Business**

None

**XIV. Old Business**

None

**XV. Correspondence**

None

**XVI. Adjournment**

Meeting was adjourned at 9:27 pm. No objections.

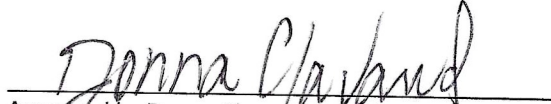
**TVCS D MISSION STATEMENT:** *Enhance quality of life, with commitment to the health of the community, by providing dependable wastewater collection, treatment and reuse in an environmentally friendly manner; maintaining safe and reliable recreational park facilities while providing a welcoming forum 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.*

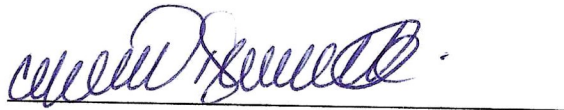
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Board of Directors:

Donna Clavaud, President • Bill Bonini, Vice President • Dru Fallon O'Neill • John Ward • David Kitts

  
Approved by Donna Clavaud, President

7-12-2023  
Date

  
Attested by Cynthia Hammond, Recording Secretary

7/12/2023  
Date