



TVCS D Board of Director's & Public Hearing Meeting Minutes
Date: Wednesday, July 12, 2023 7:00 pm Tomales Town Hall (Upstairs)

Board Members Present: Donna Clavaud, President; Bill Bonini, Vice President; John Ward, David Kitts,

Board Members Absent: Dru Fallon O'Neill

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

Others Present: David Judd, Community Member and Park Volunteer; Laura Trippi, Community Member; Brian Kois, Co-owner of Two Rock Local Area Network (LAN) arrived at 7:30 pm to discuss the feasibility of an internet tower at TVCS D upper ponds.

I. Call to Order

Donna Clavaud called the meeting to order at 7:03 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 July 12, 2023 TVCS D BOD & Public Hearing Meeting Agenda

Bill Bonini motioned to approve the July 12, 2023 TVCS D BOD meeting agenda. John Ward seconded the motion. M/S/C

VI. Conduct Public Hearing for Adoption of Final Sewer and Park Budgets for FY 2023-2024

There were no community members present who commented on the resolutions.

1. Resolution 2023-03: Approve Setting Sewer Service Rates

Bill Bonini motioned to Adopt Resolution 2023-03: Approve Setting Sewer Service Rates. John Ward seconded the motion. M/S/C

2. Resolution 2023-04: Approve Setting Ad Valorum Tax Rate and Sewer Connection Fees

John Ward motioned to Adopt Resolution 2023-04: Approve Setting Ad Valorum Tax Rate and Sewer Connection Fees. David Kitts seconded the motion. M/S/C

3. Resolution 2023-05: Adopt Final Sewer Budget for FY 2023/2024

Bill Bonini motioned to Adopt Resolution 2023-05: Adopt Final Sewer Budget for FY 2023/2024. John Ward seconded the motion. M/S/C

4. Resolution 2023-06: Adopt Final Park Budget for FY 2023/2024

David Kitts motioned to Adopt Resolution 2023-06: Adopt Final Park Budget for FY 2023/2024. Bill Bonini 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 June 14, 2023 TVCSD Board Meeting Minutes
- b. Review and Approve Check Registers and Expenditures
- c. Review and Approve Financial Statements for Sewer and Park (Profit and Loss/Balance Sheets)

Bill Bonini motioned to approve the Consent Calendar. John Ward seconded the motion. M/S/C

VI. Items Removed from Consent Calendar

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

VII. Board Member Reports

None

VIII. Committee Reports

a. Park Advisory Committee (PAC)

1. No PAC meeting was held in June 2023. The next PAC meeting is scheduled for July 26, 2023. Donna Clavaud reported the success of the Golden Gate Triathlon Park rental and pruning was done to get ready for Chipper Day.

David Judd passed out photos of a BBQ from the Paso Robles Downtown City Park as an idea of what a new BBQ could look like at the Tomales Community Park. David Judd said the budget for the just stainless steel was \$10,000 and this conversation was a starting point for further discussion. Donna Clavaud pointed out that this is not in the Park budget for FY 2023-2024 as it wasn't submitted during the budgeting process. \$1,700 is budgeted for FY 2023-2024. This needs to be revisited at the PAC meeting which is scheduled for September 27, 2023. Bill Bonini asked David Judd for a list of materials and suggested they both look at the pricing. David Kitts, Bill Bonini and Donna Clavaud all wondered about the practicality and the cost benefit of having a BBQ at the Park. Donna Clavaud said if there was a guarantee the BBQ could be finished by the Tomales Festival on September 3, 2023 she could consider talking to Kevin Wright, Government Affairs Manager for Marin County Parks, in amending the submitted Measure A work plan. It was determined that this was unrealistic within the timeframe. Donna Clavaud and Bill Bonini both liked the BBQ design and acknowledged David Judd's work on this project.

b. Financial Advisory Committee (FAC)

1. Review FAC Approved Meeting Minutes from June 19th 2023

Donna Clavaud gave a summary of the approved FAC Meeting summary notes.

IX. Financial Report (Bonnie MacLaird)

a. Review Financial Narrative for June 2023

Bonnie MacLaird reviewed the Financial Narrative for June 2023 and pointed out expenditures were normal with the exception of mowing the grass, annual subscriptions and bark for the Park. Bonnie MacLaird also reviewed the Financial Manager projects and activity as noted in the narrative.

IX. General Manager's Report

Mary Halley reviewed her General Manager's report which included the following:

1. Annual **SP**ecial **AS**essment (SPAS) Tax:

Mary Halley completed for submittal for the annual Marin County SPAS Tax Roll.

2. Measure A Work Plan for FY 2023-2024:

The Measure A work Plan was completed on the preliminary FY 2023-2024 Park Budget Draft.

3. SCADA:

SCADA project started on time the first week of July for the design and installation phase. Panel design is in progress and parts have been ordered.

4. Federal Emergency Management Agency (FEMA):

Mary Halley said all supporting documents for all FEMA projects have been submitted and additional projects through Hazard Management/406 Mitigation have been suggested.

5. Treatment Ponds, Plant and Field Maintenance:

Solar Panel cleaning, mowing and weed-wacking were all completed.

6. Control Burn:

Donna Clavaud said there's a possibility Marin County Fire Department (MCFD) would do a

control burn at the Plant but further discussions with the MCFD will be held in August.

X. NSU Report

a. Review May 2023 Reports

NSU Reports were reviewed

XII. Pending Business

None

XIII. Other Business

None

XIV. New Business

a. Two Rock Local Area Network (LAN) Brian Kois (co-owner) and Tomales Resident Laura Trippi to Discuss Feasibility of Internet Tower at TVCSD Upper Ponds

Laura Trippi said she has small web design and communications businesses both which rely heavily on affordable, reliable high speed internet. In order for LAN to service Tomales, a tower would need to be placed and thought TVCSD would have the space and the property at the upper ponds to accommodate the tower. Currently LAN has approximately 350 customers, not in Tomales. Brian Kois said in order to service Tomales, LAN would need to have a tower without obstructions such as trees and hills; the tower would be about 10' above ground level. Donna Clavaud asked about LAN access to the upper fields as it crosses over private property with grazing cows and possibly coastal zone restrictions. Mary Halley said TVCSD would have to look at the easements. John Ward asked about electricity and what would happen if the power went out. Brian Kois thought a back-up battery (lasts 1 day) or a generator (lasts 2 days) could be a possibility. Bill Bonini asked about compensation for the tower being on TVCSD property, Brian Kois said compensation is \$100 to \$600 per month. The LAN internet service is \$60 per month.

Next Steps:

Donna Clavaud suggested: 1.) Does this project expand and fit in with TVCSD mission statement? 2) Tour the site and look at feasibility. Bill Bonini suggested: 1.) Address the electricity issue; which is currently 400 feet away. 2.) Investigate easements. Bill Bonini said he would show the property to Brian Kois and will report back to the TVCSD Board at the September 13, 2023 BOD meeting.

XV. Old Business

a. Discuss Possibility of Establishing a TVCSD Policy Committee to Review and Make Recommendations for Next Steps – Work to be Scheduled in August?

Donna Clavaud stated that the TVCSD Policies Manual and Strategic Plan have yet to be bound and distributed. It was also determined that both the Policies Manual and Strategic Plan need to be revisited and brought before the TVCSD BOD for approval prior to be bound and distributed. Donna Clavaud and John Ward will look and review the financial policies and bring any recommendations/questions to the TVCSD Financial Committee prior to submitting to the TVCSD BOD for final review.

b. Establish a TVCSD Strategic Plan Committee to Review and Make Recommendations on Implementation Status– Work to be Scheduled in August?

The TVCSD Strategic Plan Committee will review the March 2022 Strategic Plan as there are a number of items that need amending: (SCADA being one of those items).

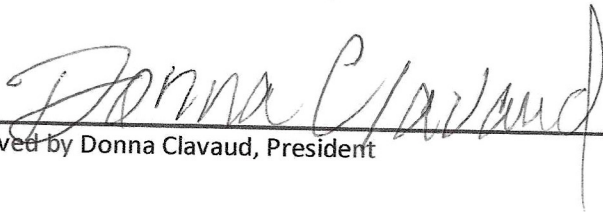
XVI. Correspondence

None


XVII. Adjournment

John Ward motioned to adjourn the TVCSD July 12, 2023 BOD Meeting. Bill Bonini seconded the motion. M/S/C

Meeting was adjourned at 9:12 pm.


Approved by Donna Clavaud, President

9-13-23
Date


Attested by Cynthia Hammond, Recording Secretary

9/13/2023
Date

TVCSD 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 TVCSD 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