



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, September 13, 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; 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 7:02 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 September 13, 2023 TVCS D BOD Meeting Agenda

Dru Fallon O'Neill motioned to approve the September 13, 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 July 12, 2023 TVCS D Board Meeting Minutes**
- b. **Review and Approve Check Registers and Expenditures**

David Kitts motioned to approve the Consent Calendar. Dru Fallon O'Neill 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

Bill Bonini reported he met with Two Rock Local Area Network (LAN) co-owner Brian Kois to do a site visit of TVCSD property. This site visit was to establish the possibility of accommodating an internet tower for high speed internet service for Tomales. It was determined the TVCSD site would not work because of the site line, however; other land owner's property have been identified as an ideal sites.

Donna Clavaud said she reached out to the Marin County Fire Department regarding a controlled/training burn at the upper ponds. Another suggestion was to contact John Roche who has a goat grazing business that mitigates brush. Bill Bonini and David Kitts will make contact with John Roche to look at the site and to price out the irrigation field and the two (2) ponds. Bonnie MacLaird pointed out that \$4,000 was budgeted for pond treatment maintenance and \$2,000 was budgeted for irrigation field maintenance; Mary Halley said those figures were for ALL maintenance issues, not just for maintaining the fields.

VII. Committee Reports

a. Park Advisory Committee (PAC)

1. No Pac meeting was held in August 2023 as there wasn't a quorum. The next PAC meeting is scheduled for September 27, 2023 at 5:30 at the Tomales Town Hall.
2. Status Up date for the Park

Donna Clavaud and Dru Fallon O'Neill said the Multiple Sclerosis bike ride on September 9, 2023 was successful and the Marin Century bike ride is scheduled for October 20, 2023.

b. Financial Advisory Committee (FAC)

1. Review FAC Approved Meeting Minutes from July 24th 2023
Approved FAC meeting minutes from July 24, 2023 were reviewed.

VIII. Financial Report (Bonnie MacLaird)

a. Review Financial Narrative for June 2023

Bonnie MacLaird reviewed her Financial Manager's report and pointed out a few key elements; July was busier than usual for paying out large expenses and August was a good revenue month. Bill Bonini pointed out the PG&E expense of \$3,965. This could be caused by a "True-Up". A True-Up as explained on PG&E's website is "After 12 months, a final statement of the billing cycle is called a True-Up Statement. The statement provides the net energy charges and credits over the entire year and shows any final balance due. The statement is in addition to the monthly statement which shows the amount due for that billing period including monthly minimum delivery charges. The monthly statement will also include a summary of the year-to-date solar charges and credits tracking towards True-Up". Bonnie MacLaird will research the July PG&E True-Up billing.

IX. General Manager's Report

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

1. FEMA:

All damage descriptions and the scope of work have been finalized and are now waiting for approval. Culvert cleaning and replacement and sediment removal may require permitting and Mary asked the Board to look at and review the costs of the permits before moving forward with the grant funding for these two (2) projects (these permitted projects are not included in the Disaster Assistance Program at this point but could be added at a later date.). The SCADA project is now being considered for mitigation at full costs because the memory module (which went out during a storm) is no longer available. Fires in Maui and flooding in Virginia may push back TVCSD's projects but it has yet to be determined by FEMA. Bill Bonini asked what the time line was; Mary Halley said TVCSD's projects are moving "up the chain".

2. SCADA:

Panel design is complete and panel construction is underway. The installation date was pushed back to mid-October due to custom controller needed for the lift station pump.

3. Treatment Pond Maintenance:

After the solar panels were cleaned it was noticed that there were two (2) broken panels. Solar Works said weed-wacking around the panels could have caused the damage and will give TVCSD a cost estimate for replacement. These two (2) panels need to be either put off line or removed as they will interfere with the inverter production. Bill Bonini and John Ward will look at the broken solar panels.

4. SPAS Tax:

SPAS tax cycle for FY 2023-2024 is complete and ready for Marin County September billing statements. TVCSD will receive an additional \$7,311 which is more than budgeted.

5. Irrigation Pumps:

Brandon Jacka, NSU System Operator, has recommended purchasing and replacing the two (2) irrigation pumps and grinders at the lift station this winter as they are at the end of their life. Mary Halley asked Brandon Jacka to attend the TVCSD BOD meeting scheduled for October 11, 2023 to present the costs and the need for replacement as these items have not been budgeted for FY 2023-2024. Mary Halley said the costs for replacement and labor are approximately \$30,000. FAC will discuss at their upcoming meeting. John Ward would like a five (5) year assessment plan for equipment longevity which would be beneficial in the budgeting process.

6. Mary Halley received an inquiry about a multi-unit connection fee. Mary Halley gave them the information they asked for.

X. NSU Report

a. Review June and July 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

Bill Bonini motioned to adjourn the TVCSD September 13, 2023 BOD Meeting. John Ward seconded the motion. M/S/C

Meeting was adjourned at 8:28 pm.

Donna Clavaud 10-11-2023
Approved by Donna Clavaud, President Date

Cynthia Hammond Oct 11, 2023
Attested by Cynthia Hammond, Recording Secretary Date

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 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