



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, October 11, 2023 7:00 pm Tomales Town Hall (Upstairs)

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

Board Members Absent: John Ward

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

Others Present: Brandon Jacka, NSU Regional Operations Manager

I. Call to Order

Donna Clavaud called the meeting to order at 7:01 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 October 11, 2023 TVCS D BOD Meeting Agenda

Dru Fallon O'Neill motioned to approve the October 11, 2023 TVCS D BOD meeting 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 August 9, 2023 TVCS D Board and Public Hearing Meeting Minutes**
- b. **Review and Approve Check Registers and Expenditures**
- c. **Review and Approve Financial Statements**

It was noticed Item a of the Consent Calendar read “Approval of August 9, 2023 TVCSD Board and Public Hearing Meeting Minutes”. There wasn’t a Public Meeting in August; Item a should instead read: “Approval of August 9, 2023 TVCSD Board Meeting Minutes”.

Dru Fallon O’Neill motioned to approve the Consent Calendar as amended above. Bill Bonini 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. Brandon Jacka, NSU Regional Operations Manager, will Present the need to Purchase two (2) Replacement Pumps for the Lift Station and two (2) Replacement Pumps for the Irrigation Field. These purchases will Require TVCSD Board Approval.

Brandon Jacka reported two (2) irrigation pumps are at least twenty five (25) to thirty (30) years old and need to be replaced as they are insufficient. A repair tag indicates a repair was made at least twenty (20) years ago. It makes sense to replace these pumps now especially since the new SCADA is in the process of being replaced. Brandon Jacka also reported the lift station pumps are working fine but suggested to have at least one (1) back-up, if not two (2).

Estimates for the two (2) irrigation pumps and two (2) back up lift station pumps are \$20,000 including labor (except for the labor for the back-up lift station pumps), valves and piping.

Mary Halley asked where the prices come from; Brandon Jacka said NSU uses two (2) vendors + a NSU 20% mark-up. Bill Bonini asked Brando Jacka for the pump manufacturer numbers so Bill Bonini could research TVCSD’s own sources to avoid the 20% mark-up. Brandon Jacka also said NSU would prefer if TVCSD sourced the pumps and will send Bill Bonini the pump specs.

Bill Bonini also asked Brandon Jacka about other issues besides the four (4) pumps.

Brandon Jacka suggested a back-up aerator motor; estimated cost is \$3,000 - \$5,000. And, an electrician should look at the electrical panels at the plant. The comminutor, which grinds paper towels, feminine products, etc. is kind of obsolete and should it fail, would need to be replaced.

Donna Clavaud asked if action needs to be taken tonight as it was on the agenda. Mary Halley said no and suggested the TVCSD Board continue the discussion and place the action item on the November 8, 2023 TVCSD Board meeting agenda.

VII. Board Member Reports

Donna Clavaud reported TVCSD received two (2) awards from TVCSD’s Worker’s Compensation and Liability insurers stating there were no filing of claims for five (5) years.

VIII. Committee Reports

a. Park Advisory Committee (PAC)

1. No PAC meeting was held on September 27, 2023 as there wasn’t a quorum. Next PAC meeting is scheduled for October 25, 2023 at 5:30 pm at the Tomales Town Hall.

Donna Clavaud said the City of Hope bike ride is scheduled for October 20, 2023.

b. Financial Advisory Committee (FAC)

1. Review FAC Approved Meeting Minutes from September 25, 2023

September 25, 2023 approved FAC meeting minutes were reviewed. FAC also went over the draft policies. Donna Clavaud said she met with Cynthia Hammond to review the process of the TVCSD draft policies; ones that are edited and approved by the TVCSD Board, all policies will be formatted and bound.

Donna Clavaud said the NSU extension is good through December 31, 2023 and there may not be a need for another extension. Mary Halley will update the NSU contract in her General Manager's report.

IX. Financial Report (Bonnie MacLaird)

a. Review Financial Narrative

Financial Narrative was reviewed and Bonnie MacLaird pointed out a few items on her report: The report was the quarterly report which contained checking detail for Sewer and Park; Balance sheets for Sewer and Park; Profit and Loss for Sewer and Park; and an estimate for cash positions for the Fiscal Year 2023/2024.

Bonnie MacLaird also created a profit and loss template to compare actuals to date to the full year budget which is included in the TVCSD Board packet.

X. General Manager's Report

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

1. SCADA:

Mary Halley said the panel design is complete and the panel construction is underway. Jack Miller updated Mary Halley and said the pump panels have been approved and are moving in to production with an eight (8) week to ten (10) week lead time. Jack Miller will give Mary Halley weekly updates and it looks like the SCADA project will be pushed in to January. Mary Halley suggested extending the NSU contract for three (3) months or six (6) months and advised adding an addendum to the November 8, 2023 agenda for approval.

2. FEMA:

Mary Halley said all the projects for the Disaster Assistance Program for the North Coast Storm Event 4783 have been finalized and submitted for approval and TVCSD was the first to submit.

3. Solar Panels:

Mary Halley will continue to search for used panels and a few spare panels as the panels are no

longer manufactured. Bill Bonini unplugged the two (2) broken panels so they don't interfere with the working panels.

4. Sewer Connections:

Mary Halley inspected the Route One Bakery improvements; no prep sink was installed as indicated in the permit.

XI. NSU Report

a. Review August NSU Reports

Reports were reviewed.

XII. Pending Business

1. Update on Goat grazing possibility at the Storage Ponds and Irrigation Field

Bill Bonini said he is waiting to hear from John Roche regarding wintering the goats at the storage ponds and irrigation field.

Donna Clavaud said she heard from Tom Nunes regarding controlled burns and Tom Nunes said he would prefer doing smaller burns however the gorse would need to be remediated/masticated prior to a burn.

XIII. Other Business

None

XIV. New Business

1. Discuss Solar Panel Replacements

This item was discussed under the General Manager's Report.

2. Capital Improvement Projects (CIP) Planning: Discuss saving money for unforeseen expenses
The 2017/2018 CIP for TVCSD was developed through FY 2026/2027. Bill Bonini asked if the CIP projects were budgeted; where/what has that budgeted money been spent on and suggested to be more proactive; perhaps taking that budgeted CIP money and banking those allocated funds. Mary Halley said the CIP is an estimate of what "may" fail. If in one (1) year nothing fails but money has been budgeted, Mary Halley agreed with Bill Bonini that those funds should be banked.

XV. Old Business

None

XVI. Correspondence

None

XVII. Adjournment

Bill Bonini motioned to adjourn the TVCSD October 11, 2023 BOD Meeting. Dru Fallon O'Neill seconded the motion. M/S/C

Meeting was adjourned at 8:43 pm. No objections.

Donna L. Clavaud

November 8, 2023

Approved by Donna Clavaud, President

Date

Cynthia Hammond

November 8, 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 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