



**TVCS D Board of Director's Meeting Minutes**  
**Date: Wednesday, September 9, 2015, 7 – 9 pm**  
**Location: Tomales Town Hall, Tomales, California 94971**

**Board Members Present:** President Bill Bonini, Deborah Parrish, Patty Oku, Sue Sims

**Board Members Absent:** None

**Also Present:** Melinda Bell, Treasurer, Donna Clavaud, Terry Duffy, Chick Petersen, ??

**I. Call To Order:**

Board President, Bill Bonini called meeting to order at 7:00 p.m.

**II. Open Communication:**

*(Open time in the time for community members to bring up items they wish to discuss and items that do not appear on the agenda)*

**III. Amendments and approval of meeting agenda (Action)**

Bill Bonini motioned to approve agenda as is. No objections. M/S/C

**IV:** Postponement of Board and Special meeting minutes for July and August until Administrative support services are available.

**V: Financial Report: (Melinda Bell)**

**A.)** Accept check registers and approve expenditures (Action)

Deborah Parrish motioned to accept check registers and approve expenditures.

Patty Oku seconded the motion. M/S/U

**B.)** Financial Manager's report

Financial statements, reports and schedules were sent to Robert Johnson, TVCS D year-end Auditor.

2014/2015 PAC Measure A expenditure report will be sent this week to the County.

TVCS D was accepted into the voluntary classification settlement program and a cashier's check for \$916.86 was sent to the IRS.

Melinda Bell reported the TVCS D laptop computer was running slow and requests TVCS D BOD to approve expenditure to have computer analyzed.

Patty Oku motioned to allow Melinda Bell an expenditure of no more than \$500.00 to resolve computer problems with Rick Hahn. If estimate is to exceed \$500.00, Bill Bonini will have the authority to approve expenditure. Deborah Parrish seconded the motion. M/S/U

**C.) Review and approve financial statements (Action)**

Deborah Parrish motioned to approve financial statements. Patty Oku seconded the motion. M/S/U

**D.) Review and approve current financial goals: evaluation of computer and cash flow projections for remainder of fiscal year (Action)**

Bill Bonini motioned to approve current financial goals. No objections. M/S/C

**VI. Phillips and Associates Report:**

**A.) Review reports for July and August**

Reports weren't received.

**B.) Status report by Steve Phillips**

Steve Phillips didn't attend meeting.

**C.) O & M Manual (2010) – Discuss mandatory updates required by new regulations; work to be done, and timeline for completion. Clarify who will do this and assign (Action)**

Postponed until Phillips and Associates attends TVCSD BOD meeting.

Donna Clavaud reviewed the O & M Manual and after her discussion with Hope Sturgess, feels confident with the document. Donna Clavaud suggests that Phillips and Associates review the O & M Manual, and make recommendations for any compliant regulations that may need to be added.

Patty Oku motioned that Bill Bonini will talk with Phillips and Associates regarding the O & M Manual, SCADA and permits. Deborah Parrish seconded the motion. M/S/U

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

**A.) Financial Advisory Committee (FAC) – no August meeting.**

Research continues on RFP candidates for Administrator and Administrative support.

**B.) Park Advisory Committee (PAC) – July meeting minutes approved; next meeting September 28, 2015; update on capital improvement project (gazebo, gate/entry, water fountain)**

Patty Oku reported the architect finished the drawings for the gazebo, gate/entry and water fountain. At the next PAC meeting, September 28, 2015 at 6:00, a decision will be made where the ping-pong table will be placed. There are concerns about the size of the concrete slab the ping-pong table will sit upon as it is 28' x 14' and will be ADA compliant. There are two (2) potential locations - by the BBQ or by the Dutton structure. Bill Bonini suggested that if there are community concerns, these concerns can be acknowledged at the September 28<sup>th</sup> 2015 PAC meeting and urges community participation.

### **VIII. Pending Business:**

**A.) Melinda Bell:** Report on payroll service companies that offer professional services for Board stipends starting in January 2016 should TVCSD BOD's view Board members as employees. Melinda Bell will send in the application when the TVCSD BOD's makes the decision to view TVCSD BOD's members as employees. Melinda Bell talked to four (4) payroll services: Paychex (\$54.00 per payroll), ADP (\$83.00 per payroll), Bank of Marin (\$70.00 per payroll) and Payroll Masters (no quote yet).

Deborah Parrish motioned to engage Nelson Staffing Services to hire Cynthia Hammond as TVCSD part-time administrative support. Patty Oku seconded the motion. M/S/U

**B.) Report on research from Manpower and Nelson Staffing Services on costs, benefits and process for service providers hired as their employees and assigned to TVCSD (Donna Clavaud/Deborah Parrish)**

Donna Clavaud talked to Nelson Staffing Solutions and Manpower. TVCSD chooses the candidate and the candidate becomes Nelson Staffing Solutions or Manpower's employee.

**C.) Report on CA Rural Water Association as resource for Interim General Manager assignment; share Graton's experience; contact information. Assign Board member or committee member to contact them (Action)**

CA Rural Water Association sent an Interim General Manager to Graton and provides excellent technical assistance, information and training. Bill Bonini suggests contacting CA Rural Water Association to get a temporary Administrator ASAP.

Patty Oku motioned that Bill Bonini make initial contact with CA Rural Water Association, and to source an Interim General Manager and what documents they may need to accomplish this. Deborah Parrish seconded the motion. M/S/U

**D.) Resolve urgent need for PT General Manager and PT Administrative support for TVCSD (Action) See VIII Pending Business above.**

#### **IX. New Business:**

**A.) Identify priority recommendations from Matrix Management Study and discuss (Action)**

Three (3) key items in Matrix study were discussed:

"The Board of Directors should adopt the proposed overall roles and responsibilities for the Board of Directors, as contained within this report, as a District policy and procedure, and publish them to the District's website". The Matrix study is posted on the TVCSD website.

"The Board of Directors should adopt the proposed overall roles and responsibilities for the General Manager, as contained within this report, as a District policy and procedure and include them in any contract between the District and the General Manager". FAC is starting to work on General Manager overall roles and responsibilities.

"The Finance Committee should develop a five-year financial plan and capital improvement program." Finance Committee beginning to work on five-year financial plan and capital improvement program.

No motion.

Bill Bonini motioned to adjourn September 9, 2015 TVCSD BOD meeting.  
No objections. M/S/C

Meeting adjourned 8:42 p.m.

Next TVCSD BOD Meeting: October 14, 2015 7:00 p.m.

  
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Approved by: President, Bill Bonini 6/8/2016  
Date

  
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Attested by: Cynthia Hammond, Secretary 6/8/2016  
Date