



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

**Date: Wednesday, November 11, 2015, 7 – 9 pm**

**Location: Tomales Town Hall, Tomales, California 94971**

  
**DRAFT**

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

**Board Members Absent:** Sue Sims (Sue advised absence at last meeting)

**Also Present:** Melinda Bell (Treasurer), Cynthia Hammond (Secretary), Donna Clavaud, Terry Duffy, Venta Leon, Dru O'Neill, Theodore Anderson

**I. Call To Order:**

Board President, Bill Bonini called meeting to order at 7:04 p.m.

**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.*

**III. Approval of November 11, 2015 Board Meeting Agenda:**

President Bill Bonini, motioned to move Phillips and Associated item #C, TV the lines, to be an action item and that Committee Reports be moved after Pending Business. Deborah Parrish seconded the motion.

M/S/Carried

Patty Oku asked about estimate for TV inspection line and President Bill Bonini indicated estimate will be discussed under item #C, but it arrived too late for board packet.

**IV: Approval of Minutes:**

President Bill Bonini motioned to approve minutes. Deborah Parrish seconded the motion.

M/S/Carried

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

**a. Accept Check Registers and Approve Expenditures.**

Melinda Bell presented the board a list of accounts payable.

**b. Financial Manager's Report.** Melinda Bell stresses the need for the review and approval of all invoices and bills. Reviewing invoices for approval is constant and would like someone to come to the office to review and approve bills for payment. Deborah Parrish stated approval of invoices would be the new General Manager/ Administrator's job. Patty Oku stated that in the past checks were written as they arrived, and approved at the next board meeting. Melinda Bell has been given authority to write checks but feels a board member should approve them until General Manager/Administrator.

Patty Oku motioned to accept check register and approve expenditures. Deborah Parrish seconded the motion.  
M/S/Carried

Melinda Bell depleted sewer checks. Previous Administrator had the bank run the checks, which takes at least a week to produce, causing a delay. Melinda Bell wants checks to run through the office printer, more professional looking and comes right out of QuickBooks.

Management Discussion and Analysis (MD&A): A summary of budget highlights, which goes in the auditor's report, was last done in 2010. Current auditor says it is optional. Melinda Bell would like to work with FAC to develop the summary.

**c. Review and approve financial statements**

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

**d. This item is redundant, refer to a**

**e. Board approval of Melinda Bell's application to FAC.** President Bill Bonini approved Melinda Bell's application to FAC.

**VI. Phillips & Associates Report:**

**a. August report was reviewed in October.** July and September reports were reviewed.

**b. Pumping tanks at the lift stations and ponds need to be pumped more frequently.** Phillips and Associates is managing; both tanks were pumped this month and recommend pumping more often. City Sewer is recommending pumping more than once a month,

Phillip's and Associates isn't sure this needs to be done. There has to be a reason pumping has to be more than once a month so Phillips and Associates is monitoring the situation. Most of their plants have video surveillance: if there is a problem, one could log on to a computer and look. SCADA also does video surveillance. President Bill Bonini requested a proposal from SCADA. Should have an estimate for December 9<sup>th</sup>, 2015 board meeting.

c. Update TV lines and flushing, non-scheduled work/Action item: cost estimate was not received in time for board packet. Proposed estimate would be the following: Roy's Septic Service (flushing/TV camera company) is \$2,500 for the day + Phillip's \$1,000 for a total of \$3,500. 2015/16 budgeted \$5,000 for this work. President Bill Bonini explains if we could keep them for the whole day, and get other camera work done, he would be there if decisions need to be made. The TV line will go to the high school, partially to the middle school from the plant and then camera back to town. TV lines will all start from the plant.

President Bill Bonini would like to camera as much as they can for the day for due diligence. Work scheduled for Monday, November 16<sup>th</sup> at 7:00 am.

Patty Oku motioned to accept estimate for this non-scheduled work. Deborah Parrish seconded the motion.

M/S/Carried

#### **Pending Business:**

##### **a. Update on General Manager/Administrator's position**

As directed by the board at the last meeting, President Bill Bonini and Donna Clavaud interviewed three (3) candidates. Developed a list of questions with a rating system and were sent ahead along with the RFP. 1-hour interviews for each of three (3) candidates were conducted on the same day, November 3, 2015. The Board had asked for a recommendation to hire be brought to the November 11<sup>th</sup> 2015 meeting.

Recommending Jose Ortiz, a licensed civil engineer, to be contracted as part time TVCSD Administrator based on years of experience, quality of proposal, responses and ratings of interview questions and project costs and time for services. Part time, with a 90-day review to reevaluate scope of work and hours as they "may not be doable". Non-scheduled work would be charged hourly and would need to be reviewed and addressed by the Board of Directors. References were checked.

Patty Oku would have liked to have all of the administrator applications in advance of the board packet and also felt an opportunity was missed when the board didn't review interview questions first. Deborah Parrish explained that the board decided to draw from

prior interview questions. Patty Oku felt the questions could have been tweaked a bit, to get more information from candidates, "something to consider going forward".

President Bill Bonini requests board make a motion to enter into a contract with Jose Ortiz. Start date could begin immediately. Candidate lives in Vacaville. President Bill Bonini states that candidate would be in Tomales 1 or 1.5 days per month, on board meeting day.

Patty Oku has a few concerns about overseeing the Community Park: candidate asked if TVCSD has funds to pay for contract oversight, Patty Oku said it was pretty obvious that overseeing park is part of RFP. Hours allotted for the Park are not a lot (10%) and some of the time may be unscheduled work. The Community Park is part of the RFP and candidate does see the need of oversight of improvements. Donna Clavaud said candidate wasn't familiar with the allocation of Measure A funds for Administrative oversight. Candidate will attend BOD, FAC and PAC meetings, but was hoping they were on the same day; however attending all meetings may not be necessary. Patty recommends candidate attend BOD, FAC and PAC meetings (3 meetings per month) for the first 90 days. Costs not to include travel (which is 50%) of hourly (\$62.50) and mileage (\$.57). Comes to \$3,500 per month.

Ted Anderson questioned travel time and perhaps adjusts his hourly upward. He thought travel time should start when you arrive at the job and not from the house.

Deborah Parrish makes a motion to engage Jose Ortiz as General Manager/Administrator for TVCSD for 90 days with an evaluation at that time. Patty Oku makes an amendment: Jose Ortiz to attend all 3 meetings per month for 90 days and reimburse \$.57 per mile with no travel time. Patty Oku seconded the motion.  
M/S/Carried

What will the position be called, General Manager, Administrator? A title from the RFP will be chosen.

## **VII. Committee Reports:**

a. Financial Advisory Committee (FAC): meeting on Monday, November 16<sup>th</sup> 2015.  
No report.

b. Park Advisory Committee meeting (PAC):

1. Update project permit status

David Judd gave project plans to President Bill Bonini to bring to the County. President Bill Bonini talked to Liza Crosse at Supervisor Steve Kinsey's office. Apply for a grant to get a 60-70% reimbursement of permit costs. President Bill Bonini will bring plans to the

county on Friday.

## **2. September meeting minutes**

September PAC minutes approved. President Bill Bonini signed PAC minutes and gave to Cynthia Hammond, Secretary. Verify if President needs to sign PAC minutes.

## **3. Spring loaded faucets**

Patty Oku submitted invoice from Ferguson Enterprises, Inc. for park faucets. The invoice will be added to the December 9<sup>th</sup> 2015 board packet. Park faucets: approve expenditure.

Deborah Parrish made a motion to approve \$500 expenditure. Patti Oku seconded the motion.

M/S/Carried

## **4. Gazebo RFP status**

Patty Oku asked for an update on the RFP. Deborah Parrish reminded committees they are to manage their own projects and that FAC did RFP's because there wasn't anyone else to do them. Deborah Parrish said FAC is not doing contractor's RFP for the park projects and that PAC needs to be responsible for its own RFP. Patty Oku said the RFP and project management should be done by TVCSD General Manager/Administrator. Deborah Parrish also said a paid staff member should do the RFP. Donna Clavaud has offered to help PAC to write RFP and plans to work with David Judd for technical advice and had talked to Jose Ortiz to see if he could help with it. It is OK to give bidders the budget for the project especially since the park is a non-profit, 501 3(c).

## **5. Gazebo funding:**

Patty Oku reminds the board that when the park was making capital improvements, the sewer district loaned money to the Park when they didn't have the money to pay off the installments. Park has two (2) Measure A payouts per year. Patty Oku is requesting the district consider doing the same thing for the gazebo, gate, and water fountain projects. She requested the sewer district float the Park money until the next installment if necessary. President Bill Bonini sees no problem with this request.

## **6. Donations checks payable to Park:**

Melinda Bell asked the question if people could make checks out to "TCS" (Tomales Community Services) instead of TVCSD. A test check was made out to TCS, Melinda Bell will see if there's an issue with depositing the check. PAC wants to install a donation box with a sign. Melinda Bell will check with the bank to make sure that a check made out to TCS can be deposited.

## **IX. Other Business:**

Patty Oku called TVCSD office, no dial tone and no message. Melinda Bell has calls in for servicing.

Liza Cross of Supervisor Kinsey's office questioned President Bill Bonini regarding TVCSD need for more board members. President Bill Bonini said there would be three (3) new TVCSD board members: Dru O'Neill, Donna Clavaud and Peter MacLaird.

Donna Clavaud asked about a December board meeting: three (3) new board members may be sworn in and this will also be the last meeting for Sue Sims and Patty Oku and a new General Manager/Administrator may be attending.

Cynthia Hammond will put together and distribute new board member packets.

Patty Oku suggested new board members take the Ethics, Sexual Harassment and Brown Act on-line training, through Target Solutions, in December, before the January meeting.

**X. New Business:**

None

**XI. Correspondence:**

None

**XII. Adjournment:**

President Bill Bonini made a motion to adjourn the meeting. Patty Oku seconded the motion.  
M/S/Carried

**Meeting adjourned 8:35 p.m.**

**Next Meeting: December 9, 2015 7:00 p.m.**

Wm H. Bonini 11/11/2015  
Approved by: President Bill Bonini Date

Cynthia Hammond 11/11/2015  
Attested by: Cynthia Hammond, Secretary Date