



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, March 9, 2016, 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971

Board Members Present: Bill Bonini, President; Deborah Parrish, Vice President; Donna Clavaud, Dru Fallon O'Neill, Peter MacLaird

Board Members Absent: None

Also Present: Jose Ortiz, TVCS D General Manager; Melinda Bell, TVCS D Treasurer; Cynthia Hammond, TVCS D Secretary; Venta Leon, Beth Koelker, Jim Lino, Shoreline Unified School District (SUSD) Trustee; Chick Petersen

I. Call To Order

Bill Bonini called the meeting to order at 7:08 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.

Jim Lino, SUSD Trustee, mentioned SUSD's Chief Business Official, Bruce Abbott, wants to attend TVCS D FAC meetings. The second item Jim Lino mentioned was the original contract between TVCS D and SUSD. The current contract doesn't clarify the relationship between TVCS D and SUSD. Third item, Jim Lino read the final Matrix Report that suggests SUSD pay 34% of the District's cost (arbitrary at some degree). Metering SUSD waste would be expensive and challenging, however SUSD could be proactive and contribute to a capital improvement project. Monthly TVCS D BOD packets will be emailed to Jim Lino and Bruce Abbott.

III. Approval of March 9, 2016 TVCS D BOD Agenda

Bill Bonini motioned to approve March 9, 2016 TVCS D BOD Agenda. M/S/U

IV. Approval of December 9, 2015 and February 10, 2016 Minutes

Bill Bonini clarified that Steve Chase, not Steve Phillips, was present during the TV'ing of the sewer pipes. Jose Ortiz noticed the misspelling of his name on page 5, under Pending Business.

Dru Fallon O'Neill motioned to approve the December 9, 2015 minutes with the above corrections. Deborah Parrish seconded the motion. M/S/U

Bill Bonini motioned to approve the February 10, 2016 minutes without changes. Donna Clavaud seconded the motion. M/S/U

VI. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures:

Annual dues this month includes: CA Rural Water Association and Water Environment Federation.

At & T replaced jack and wiring for TVCSD phone system, now working fine. Sonic is the TVCSD's web hosting company.

Deborah Parrish motioned to approve the check register and approve expenditures. Donna Clavaud seconded the motion. M/S/U

b. Financial Manager's Report:

Melinda Bell reviewed her financial report. PAC submitted its amended Measure A work plan and reported there is unearned revenue because grant money has yet to be spent, FAC and PAC will discuss this in the budget process. Also included in Melinda Bell's report was a three (3) year, Measure A history for PAC.

c. Review and Approve Financial Statements:

Dru Fallon O'Neill motioned to approve the Financial Statements. Deborah Parrish seconded the motion. M/S/U

VII. General Manager's Report

Jose Ortiz reviewed proposal from Phillips and Associates to purchase and install three (3) Nelson Big Guns 100 sprinkler heads for \$3,850. This is unscheduled work for Phillips and Associates.

Bill Bonini motioned to approve Phillips and Associates for unscheduled work to replace three (3) sprinkler heads for \$3,850. Dru Fallon O'Neill seconded the motion. M/S/U

Jose Ortiz is preparing an Asset Management Plan for TVCSD's five (5) year financial plan. Deborah Parrish requests that Jose Ortiz bring Asset Management Plan to FAC meeting so items may be budgeted.

Jose Ortiz is reviewing files, especially Telstar and SCADA system. SCADA manuals are outdated; Jose Ortiz is working with Phillips and Associates to provide web links for manuals as SCADA is being underutilized. Jose Ortiz will contact Telstar. Melinda Bell will provide summary of invoicing and contracts paid to Telstar.

Jose Ortiz spoke with Steve and Gary of Phillips and Associates regarding a list of unforeseen tasks. Deborah Parrish requested this be tabled to the FAC meeting.

O & M Manual from 2010 is copied from North Marin Water District with changes TVCSD is obligated to meet. Jose Ortiz spoke with Blair Allen at San Francisco Regional Water Quality Control Board and received an extension to submit the Annual Monitoring Plan on March 31, 2016. Jose Ortiz will prepare revised O & M Manual consistent with Water Discharge Requirements (WDR). O & M Manual needs to reflect what is being contracted for. Deborah Parrish stated that if the O & M Manual is inaccurate, the RFP is not accurate and wants to know when and how the RFP and the contract with Phillips and Associates will be revisited. Jose Ortiz will ask Phillips and Associates for a detailed report of services they provide and will request Phillips and Associates attend the May 11, TVCSD BOD meeting.

Bill Bonini said manuals and documents are inconsistent and out of date. Bill Bonini suggests Jose Ortiz choose priorities that include: getting the SCADA system running efficiently, reviewing when reports need to be submitted and updating the O & M Manual.

Jose Ortiz spoke with Kevin Wright, Measure A Coordinator, regarding Measure A Funds. Jose Ortiz requested TVCSD Board and Committee members submit a list of questions in advance to Jose Ortiz, Jose Ortiz will consolidate questions and will forward to Kevin Wright. The two (2) issues are: work plan and tracking systems for eligible costs.

Donna Clavaud motioned that Jose Ortiz consolidate a list of questions to send to Kevin Wright in preparation of April 13, 2016 TVCSD meeting. Dru Fallon O'Neill seconded the motion M/S/U

Jose Ortiz reviewed his 90-day kick-off period along with the Matrix recommendation of two (2) days per week. Jose Ortiz suggests budgeting thirty two (32) hours per month, which will allow for day-to-day management of the District. Scope of work is divided into three (3) areas:

- 1.) Routine Services
- 2.) Provide Administrative Support
- 3.) Sewer System Administration

Addendum #2 to Jose Ortiz's contract was reviewed. If there are certain reports and procedures that TVCSD BOD wants done, another addendum can be added. Deborah Parrish questioned where PAC fits into the Scope of Work. Jose Ortiz will add "Item #4" under Scope of Work that will include PAC.

Deborah Parrish motioned to approve Addendum # 2 to the Services Contract dated March 9, 2016 with the changes discussed, adding PAC Administration to the Scope of Work as Item #4. Dru Fallon O'Neill seconded the motion. M/S/U

VIII. Phillips & Associates Report

a. Review reports for January 2016

Steve Phillips of Phillips and Associates called Jose Ortiz to let him know the collection ditch filled in and wasn't draining properly, if water goes over the bank it would cause erosion. There is also an erosion problem along the concrete apron, adding rip-rap or fabric would help prevent erosion. Re-grading ditches also needs to be done. These items have been assessed and will be fine until the dry season or September.

There are false notifications from the lift station due to the SCADA system reporting incorrectly.

IX. Committee Reports

a. Financial Advisory Committee (FAC)

1. Review approved February 24, 2016 minutes

Donna Clavaud reported that FAC reviewed PAC rental agreement and rental contract. Rental fees and security deposits will be waived for memorial events for local residents. Certificates of Insurance will be required two (2) weeks prior to event.

2. Review draft policies for Park Rental Policy/Contract and Committees Policy

Item # 5 will state, "No smoking is allowed" instead of "No smoking allowed in the play areas". Remit contact information also needs to be changed.

Bill Bonini motioned to accept the new Park Rental Agreement with changes as noted above.
Deborah Parrish seconded the motion. M/S/U

Deborah Parish requests the PAC Rental Agreement and Contract be included in the TVCSD Policy Manual.

Donna Clavaud reported FAC reviewed Policy Title: Committees of the TVCSD Board of Directors. FAC decided the PAC definition (4060.6) is vague and requires more specific definitions and duties. Bill Bonini will present to PAC asking PAC committee to provide more specified definitions and resubmit to TVCSD BOD for review & approval.

Donna Clavaud reported the Personal Policy is on going and FAC is presently reviewing template models for independent contractors.

Melinda Bell presented 2016/2017 budgets for sewer and PAC for the past four (4) years. Agenda for March 16, 2016 FAC meeting is to develop draft budgets.

b. Park Advisory Committee (PAC)

1. Review January and February minutes

Bill Bonini reported that January 2016 minutes were resubmitted and approved. February minutes were reviewed.

2. Review and approve 2015/2016 amended Measure A work plan

Deborah Parrish questioned Measure A spending of \$3,000 for Project Manager in the Amended TVCSD Work Plan, Measure A 2015/2016. That line item is a question for Kevin Wright, Measure A Coordinator.

Jose Ortiz explained the earlier version of the Measure A Work Plan had proposed duties that would be done by the Project Manager but is really about Contract Administration. Duties weren't rewritten for the Project Manager and can be decided later. Charges can be attributed to Project Management so there aren't any questions later.

Dru Fallon O'Neill motioned to approve the Amended Measure A work Plan for 2015/2016.
Donna Clavaud seconded the motion M/S/U

Bill Bonini reported that park plans, with corrections, are back at the County and permit should be issued within a week.

Park signs were reviewed. Jose Ortiz requested deleting District Administrator and inserting General Manager.

3. Review and approve PAC vote not to charge fees or deposits for memorial services
See item # 2a under Financial Advisory Committee (FAC).

4. Brainstorm questions for Kevin Wright, Measure A Coordinator, for April 13, 2016 meeting.
See paragraph # 7 under General Manager's report.

X. Pending Business

a. Training updates/reminders

1. Brown Act Training

Donna Clavaud, Dru Fallon O'Neill and Bill Bonini attended County Council Brown Act training. Included in the Board packet is the Power Point presentation. TVCSD Agenda now includes where Board materials on the agenda can be found (on the TVCSD website) and individuals who need special accommodations, according to ADA, who to contact (District office).

2. Ethics

Donna Clavaud reminded Board and staff that Ethics training is mandated.

3. Sexual Harassment

Donna Clavaud reminded Board and staff that Sexual Harassment training is mandated.

b. Form 700 due

Donna Clavaud requested form 700 form be submitted to Cynthia Hammond.

c. TVCSD Organizational Flow Chart

Deborah Parrish updated TVCSD Organizational Flow Chart by adding "Operations Management".

d. Stipend timesheets due end of March

Donna Clavaud reminded Directors to hand in their stipend timesheets.

e. Bank signature authorization forms due

Directors need to take copy of driver's license, fill out form and letter and bring to Bank of Marin.

XI. Other Business

None

XII. New Business

a. Proposed Spring 2016 Newsletter

Donna Clavaud reviewed proposal for Spring 2016 TVCSD Newsletter. Beth Koelker will volunteer her time designing newsletter. Newsletter will introduce new staff and Board Members, General Manager, PAC and FAC summaries, President, General Manager messages and a thank you to outgoing Board Members. Deadline for submission is March 21, 2016. Deborah Parrish requested an email to go out to PAC, Board packet recipients and other interested individuals who may want to submit articles.

Deborah Parrish questioned how many times a year it should go out (2,3,4), what is the cost, should the Board review it prior to mailing and should someone be paid to produce it. Bill Bonini requests this discussion to be added to April 13, 2016 agenda.

Dru Fallon O'Neill motioned to address the current newsletter, have a follow-up meeting and to go forward to discuss details. In order to get information out regarding Park clean up, Donna Clavaud and Beth Koelker will proceed with Spring 2016 Newsletter. Bill Bonini seconded the motion.
M/S/U

XIII. Correspondence

None

XIV. Adjournment

Meeting adjourned, no objections.

Meeting adjourned at 9:45

Next TVCSD BOD Meeting, April 13th, 7 pm at Tomales Town Hall

Wm B Bonini 4/13/2016

Approved by: President, Bill Bonini Date: 4/13/2016

Cynthia Hammond

Attested by: Cynthia Hammond, Secretary Date:

TVCSO 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.

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Board of Directors:

Bill Bonini, President • Deborah Parrish, Vice President • Donna Clavaud

Peter MacLaird • Dru Fallon O'Neill