



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, July 13, 2016, 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

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

Board Members Absent: None

Also Present: Cynthia Hammond; TVCS D Secretary, Walter Earle, Terry Duffy, Venta Leon

I. Call To Order

Bill Bonini called the meeting to order at 7:10 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 July 13, 2016 TVCS D BOD Agenda

Bill Bonini motioned to approve TVCS D BOD agenda as is with no corrections or additions. No objections.

IV. TVCS D Board Member reports

None

V. Approval of June 8, 2016 TVCS D BOD minutes

Dru Fallon O'Neill motioned to approve June 8, 2016 TVCS D BOD minutes. Donna Clavaud seconded the motion. M/S/U

VI. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures:

Bill Bonini motioned to accept check register and approve expenditures. No objections.

Deborah Parrish pointed out that these were year-end financials and the only difference was that depreciation, expenses, repairs and maintenance went over budget however financials were close to being on budget.

b. Financial Manager's Report:

Financial report was reviewed. Melinda Bell will be on vacation from July 28, 2016 through August 19, 2016. Melinda Bell will pay bills before she leaves.

c. Review and Approve Financial Statements:

Deborah Parrish motioned to approve Financial Statements. Donna Clavaud seconded the motion.
M/S/U

VII. General Manager's Report

Bill Bonini reported Jose Ortiz is in communication with Telstar as there are still problems with generating reports and server communications. These issues never worked properly from the beginning of installation. Jose Ortiz will draft a letter to Telstar. Bill Bonini noted that Telstar might not want to work with TVCSD anymore.

Donna Clavaud questioned if "NSU" was the new owner of Phillips and Associates, it was determined NSU is the new owner.

Donna Clavaud questioned the "Potential joint project between Jose L. Ortiz Consulting and NSU for a water system evaluation in Napa County. Disclosure to TVCSD relative to conflict of interest potential". Bill Bonini said Jose Ortiz might be working with Napa County on another project and according to TVCSD bylaws; this would have to be disclosed and will need clarification regarding conflict of interest.

Under District Coordination, "Conduct facility inspection and needs assessment with Phillips and Associates. Goal is to prepare an asset management plan, a CIP, and a ten (10) year plan". Donna Clavaud stressed this is priority in order to keep the timeline that was developed for the District. TVCSD's ability to take steps forward is crucial in keeping with the timeline. Deborah Parrish suggests sending Jose Ortiz an email with this reminder.

VIII. Phillips & Associates Report

a. Review reports for May 2016

b. Review Phillips and Associates price list and identify next steps

Deborah Parrish clarified that the "Action" item was to discuss what TVCSD is going to do in regards to the TVCSD Contractor (NSU/Phillips and Associates) as the contract with Phillips and Associates is up for renewal in October. Deborah Parrish reminded the Board that the key was the request of a breakdown of what Phillips and Associates is charging TVCSD and now a month later, nothing has been received. An hourly rate sheet and **not** a breakdown of costs were received. Donna Clavaud said the contract was developed in 1999. Walter Earle suggested that since NSU has merged with Phillips and Associates, a new contract should be negotiated; that has been the requested. Dru Fallon O'Neill suggested Jose Ortiz write a letter to NSU/Phillips and Associates requesting a price breakdown by the September TVCSD BOD meeting. This will allow the TVCSD BOD to review prior to contract negotiations. Peter MacLaird didn't think a price breakdown was relevant and suggested putting it out an RFP. If there are competitors, this is the way to lower the price. Deborah Parrish said an RFP was already developed and it didn't need to be rewritten except to change the date and deadlines. A question arose as to what other contractor's service the North Bay.

Deborah Parrish suggested the Action item may be for Jose Ortiz to:

- 1.) Research and identify contractors
- 2.) Reach out to contractors

- 3.) Meet with contractors
- 4.) Bring suggestions back to TVCSD BOD's
- 5.) Obtain proposals

Dru Fallon O'Neill motioned for Bill Bonini to contact Jose Ortiz to look for local providers/operators and to send out RFP's. Deborah Parrish seconded the motion. M/S/U

IX. Committee Reports

a. Financial Advisory Committee (FAC)

- 1. Review approved June 22, 2016 minutes

Minutes were reviewed.

- 2. Discuss and approve proposed TVCSD Board calendar

Donna Clavaud recommends the TVCSD BOD approve the Priority Agenda Calendar for annual meetings starting now. At the last meeting a list of issues and projects that needs to be worked on over the course of the year. It was agreed to lay these out on a calendar. Donna Clavaud reminded the TVCSD BOD that certain things needed to be done prior to the next thing that needed to be done, thus creating a "waterfall effect". Priorities include five (5) and ten (10) year plan, a new asset inventory, and resubmit a request letter to RCAC to redo a final rate analysis. In order to submit the new budget, a new asset inventory and five (5) year plan is needed. The Priority Agenda Calendar will allow scheduling of projects so that TVCSD can be ready by next spring to know whether the budget can be met or if a rate increase has to be considered. If the O & M contract costs can be reduced, this will help meet the budget next year. FAC will assist PAC with planning and timelines. Deborah Parrish pointed out if the timeline of the Priority Agenda Calendar was kept on track, goals would be met. Donna Clavaud requests approval from the TVCSD BOD to email RCAC to request a final rate analysis.

Deborah Parrish motioned to authorize Donna Clavaud to contact RCAC to do another draft of the rate analysis. Dru Fallon O'Neill seconded the motion. M/S/U

Deborah Parrish said FAC will project manage the Priority Agenda Calendar through committee. Deborah Parrish suggested Bill Bonini contact Shoreline Unified School District (SUSD) to begin negotiations in January (at the beginning of SUSD's fiscal year).

Deborah Parrish reminded TVCSD BOD's that the newsletter is due in October and asked if anyone has been identified to do it. No one has at the moment and the board asked to put the word out.

Peter MacLaird motioned to accept the Priority Agenda Calendar. Dru Fallon O'Neill seconded the motion. M/S/U

Walter Earle will post the Priority Agenda Calendar on the TVCSD website.

b. Park Advisory Committee (PAC)

1. No June meeting was held
2. Update on CIP's

The permit from the County was received and a final inspection is due within two (2) years. Donna Clavaud is working on the County grant proposal for the fence and requests a breakdown of labor and materials. The closing of the grant is September 30, 2016 and the funds requested cannot be more than 50% of the project cost.

Donna Clavaud proposes to put all Park projects in one (1) RFP; the gazebo, fence, water fountain and gate. Bill Bonini suggests that bidders could bid on one (1) or more of the projects in the RFP.

3. PAC fundraiser on Founder's Day (Sunday, September 4, 2016)

Donna Clavaud motioned for the TVCSD BOD's to support the PAC fundraiser to sell books on Founder's Day (Sunday, September 4, 2016). Deborah Parrish seconded the motion. M/S/U

X. Pending Business

1. Request final rate analysis from RCAC
- Discussed under FAC in Committee Reports

XI. Other Business

None

XII. New Business

1. Conflict of Interest Policy response to County

Donna Clavaud reported Melinda Bell received from the County Board of Supervisors a bi-annual notice to disclose that the TVCSD Conflict of Interest policy is up to date. Donna Clavaud and Melinda Bell reviewed the Conflict of Interest Policy and it is up to date.

Dru Fallon O'Neill motioned that the TVCSD Conflict of Interest Policy be sent back to the County Board of Supervisor's. Deborah Parrish seconded the motion. M/S/U

XIII. Correspondence

None

Deborah Parrish motioned to adjourn the July 13, 2016 TVCSD BOD meeting. Donna Clavaud seconded the motion. M/S/U

XIV. Adjournment

Meeting adjourned at 8:13 pm

TVCSD BOD Meeting, September 14, 2016, 7 pm at Tomales Town Hall

Bill Bonini

Approved by: President, Bill Bonini

9/14/2016

Date:

Cynthia Hammond

Attested by: Cynthia Hammond, Secretary

Sept. 14, 2016

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.*

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Board of Directors:

Bill Bonini, President • Deborah Parrish, Vice President • Donna Clavaud
Peter MacLaird • Dru Fallon O'Neill