



TVCS D Board of Director's Meeting Minutes
Date: Wednesday, March 13, 2024 7:00 pm Tomales Town Hall

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

Board Members Absent: None

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

Staff/Contractors Absent: None

Others Present: None

I. Call to Order

Donna Clavaud called the meeting to order at 7:00 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 March 13, 2024 TVCS D BOD Meeting Agenda

Bill Bonini motioned to approve the March 13, 2024 TVCS D BOD Meeting Agenda. John Ward 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 February 14, 2024 TVCS D Board Meeting Minutes**
- b. **Review and Approve Check Registers & Expenditures**
- c. **Review and Approve NSU Contract Addendum for April 1, 2024 thru June 30, 2024**

Dru Fallon O'Neill motioned to approve the Consent Calendar as is. John Ward 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. Board Member Reports

Donna Clavaud reminded the TVCSD Board to sign the Commitment to Good Service form located in the TVCSD Policy Manual and submit to Cynthia Hammond or leave the signed form in the District office for filing. Donna Clavaud also reminded the TVCSD Board to fill out and sign Form 700/Conflict of Interest Statement by April 2, 2024; please mail a copy to the address on the form and also leave a copy in the District office for filing. Cynthia Hammond will send information and links from the California Special Districts Association (CSDA) website in order to access the free webinars for Ethics AB 1234 Compliance and Sexual Harassment Prevention. Once webinars are completed, certificates will be awarded which need to be printed for District office filing. These two (2) webinars are due every two (2) years.

Bill Bonini gave an update on the impacts the February 18th & 19th 2024 storms had on the plant: Currently, without the SCADA system running efficiently, a hands-on-person is needed to monitor the pumps. During a power outage, the pumps aren't running and even with a generator system, the pumps still need to be monitored during torrential rains. Bill Bonini is looking at the feasibility of getting a generator, transfer switch, propane tank, etc. Donna Clavaud noted that during the power outage she contacted the Office of Emergency Management (OEM) at Marin County which did a search to borrow a generator, but was unsuccessful. Another attempt to rent a generator from PG & E was cost prohibitive at \$5,000 with a week minimum; not including delivery, transfer switch and fuel. Bill Bonini and Mary Halley suggested the TVCSD Board have a discussion on how to prepare for future storms and what direction to take as without electricity, power is needed to run the Plant. John Ward expressed his concern with Bill Bonini's time spent on monitoring without any help as he is prohibited from getting paid for his time except for parts expenses. Bill Bonini suggested creating a budget for Plant maintenance. Bonnie MacLaird suggested perhaps creating a part time Plant Manager although the hours, time of year needed would be unpredictable and probably not feasible. Dru Fallon O'Neill asked what the default was if Bill Bonini wasn't available. Mary Halley said NSU is available but their contract was renegotiated without certain maintenance/unscheduled work as they were charging an additional 20%. Mary Halley also said the new SCADA replacement is right on schedule and extra battery backup capacity can be added and some of the issues, like maintenance, should be resolved with the new SCADA system and the FEMA/CalOES grants. Donna Clavaud said PG & E is offering generator rebates for \$300. Bill Bonini said this rebate could be applied for the Lift Station. A further discussion regarding generators will be on the April 10th, 2024 TVCSD Board meeting agenda.

VII. Committee Reports

a. Park Advisory Committee (PAC)

1. Review TVCSD Board President Summary Report and PAC Work Session notes (no quorum) for February 28th 2024. Dru Fallon O’Neill reported at the February 28th, 2024 Work Session it was discussed to have PAC meetings every other month. Dru Fallon O’Neill asked the TVCSD Board for their opinion. Bill Bonini thought monthly meetings were not working effectively and gave these as examples; lacking paperwork, needing to amend Measure A, poor attendance and suggested giving the Committee a break as there aren’t any pressing Park issues at the moment. Donna Clavaud said there are currently three (3) rentals which she is handling and does not mind doing so; however Donna Clavaud would like to be able to run the rentals through the PAC as it is important to have a contact person available, organize cleanups, and knows when there are rentals. Bonnie MacLaird suggested posting requests for volunteers as it seems there are new residents. Donna Clavaud also suggested trying to recruit Presbyterian Church members. Bonnie MacLaird will help Dru Fallon O’Neill with volunteer recruitment. Donna Clavaud said she doesn’t like the idea of disbanding the PAC. Dru Fallon O’Neill said absent members had very valid and reasonable reasons for not attending PAC meetings. The TVCSD Board suggested meeting every other month to see how it works out.

Dru Fallon O’Neill said there are two (2) proposed Park clean-up days that are scheduled around Earth Day 2024 and August 2024 prior to the Founder’s Day event, both from 9:00 am to 2:00 pm.

Dru Fallon O’Neill said new AG teacher is being hired at Tomales High School and would like to contact the new AG teacher to discuss student participation at the Park. Dru Fallon O’Neill said she took photos of fence ideas presented the photos to the TVCSD Board. Fence replacement will be scheduled and budgeted for FY 2024/2025.

Donna Clavaud said Chipper Days has expanded the number of chipper days; the first date is scheduled for April 17th, 2024 and almost every month this year.

2. Park Safety Project updates.

Donna Clavaud said the bike racks should be here any day and placements to be determined. The Dutton play structure safety parts have arrived and David Judd has them. David Judd will schedule a time to replace the old parts. The new water fountain anti-freeze sensor will be replaced and the TVCSD Board has given approval to the electrician to do the repair. Measure A budget needs to be amended to add the \$1,350 water fountain repair.

3. PG & E to Trim Trees and Shrubs. Henry Elfstrom will monitor.

Donna Clavaud and Dru Fallon O’Neill said Henry Elfstrom has done an excellent job trimming the trees and shrubs.

4. Consider update on Park Rental Fees.

Donna Clavaud would like PAC to review the Park rental fees. Item to consider are bike events which currently is \$300 per day. It was determined not to increase those fees as the events are rarely all day, they come with their own volunteers and they do an excellent job cleaning the Park. Bonnie MacLaird pointed out there are six (6) different pricing structures and suggested consolidating some of the rental fee structures. Donna Clavaud will revise, combine and simplify the rental fee structures.

5. Amend Measure A Expense Report.

This was discussed under Item 2.

b. Financial Advisory Committee (FAC)

1. No February 2024 FAC was held. Next Meeting is scheduled for March 25, 2024.

VIII. Financial Report (Bonnie MacLaird)

a. Review Financial Narrative

Financial Narrative was reviewed. Bonnie MacLaird pointed out that TVCSD received a \$15,000 connection fee and a refundable \$1,500 inspection fee. The \$15,000 connection fee was invested in a money market account with Bank of Marin and was noted under restricted; Capital Improvement Project (CIP). \$16,801 expenditure to JM Integration for SCADA was also noted.

TVCSD received \$89,900 from FEMA/CalOES for the SCADA replacement. This will be deposited in the Money Market account at Bank of Marin, under restricted, for SCADA.

IX. General Manager's Report

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

1. SCADA:

Jack Miller, JM Integrations, is assembling and programming the Primex control panel for SCADA installation to start in May 2024 and completion is on target by June 30th, 2024. Jack Miller offered testing of SCADA will be available for those interested, date to be determined.

2. FEMA/CalOES:

All CalOES holds have been removed for TVCSD reimbursable projects. Mary Halley will be investigating any permitting requirements.

3. Treatment Ponds:

Replacement motor for Pond 2 has been ordered by NSU and will be monitored. Mary Halley and Bill Bonini are monitoring freeboard levels and inflows between storms as there are high inflows during heavy rains. Highest intrusion sources are now from the new Tomales High School line. The treatment Plant has a new rain gauge and rainfall amounts recorded are over 31 7/8" from December 16th, 2023 through March 2nd, 2024. It is also clear that the Plant does need a backup power source, such as a generator, for the Treatment Plant and the Lift Station.

4. Sewer Equipment Replacements and Repairs:

TVCSO Board approved to replace two (2) new irrigation pumps and the purchase of two (2) lift station grinder pumps to have on hand. NSU has ordered the pumps and are scheduling installation in late March, early April but could be pushed back depending upon their schedule. The storage pond skirt repair will get incorporated in to the FY 2024/2025 budget cycle. Proposal and repair costs from NSU are yet to be determined with repair likely to be done in the summer months.

5. Connections:

Applicant on Carrie Street submitted required connection fee and inspection deposit as discussed under the Financial Narrative. The "Will Serve" letter has been issued.

6. Resolution 2024-02:

Authorizes TVCSO to pass through TVCSO's Allocation (no funds from TVCSO were allocated) from the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access to the Muir Beach Community Services District (MBCSD). This pass through grant takes on the constructional obligations of the grant terms only. The TVCSO Board determined the District did not currently have an appropriate project that met the needs of the grant eligibility guidelines.

Mary Halley expressed MBCSD's appreciation of receiving the transfer of the pass through grant application as they have projects that will fulfill the application.

X. NSU Report

a. Review January 2024 NSU Reports

Reports were reviewed

XI. Pending Business

a. TVCSO Policy Manual:

1. Discuss changes to Financial Policies.

b. Additional Policies needed:

1. Emergency Preparedness Policy:

Currently, TVCSO does not have an Emergency Preparedness Policy. FAC will review CSDA's Emergency Preparedness Policy sample template at the March 2024 FAC meeting. FAC will look at CSDA's sample policy to determine if it is relevant to the District. If so, amendments, recommendations, etc., relative to TVCSO will be discussed. FAC will bring back to the TVCSO Board for review and approval.

Donna Clavaud pointed out that in Policy Manual, **Financial Section 2000; 2. Overview of Tomales Village CSD Accounting System; 2.3 Funds Disbursed**, states approval and limits were restricted at \$500 which is way too low in the event of an emergency. This was discovered during the February storm events. Financial restrictions will be reviewed at the March 2024 FAC

meeting and will be reported to the TVCSD Board meeting on April 10, 2024 for discussion and approval.

2. TVCSD Service Contract Policy:

The standard TVCSD Service Contract Policy was not included in the TVCSD Policy Manual. The standard TVCSD Service Contract Policy will be added to the TVCSD Policy Manual.

3. TVCSD Board Stipend Policy:

Currently, TVCSD does not have a Board Stipend Policy. The TVCSD Board stipend was approved in December 2015 but was never written in to a policy. This will need to be written as a policy by FAC, reviewed and approved by the TVCSD Board.

c. Tomales Community Micro-grid Proposal Advances to PG & E Technical Review on March 14, 2024.

Donna Clavaud will attend the meeting scheduled on March 14th, 2024 to meet with PG & E engineers to determine and evaluate the next level. Several sites are being analyzed: District office/elementary school site, Tomales High School and the TVCSD wastewater Plant. Donna Clavaud will report back the meeting discussions at the April 10th, 2024 TVCSD Board meeting.

d. Progress Report/Update on Fact Sheet for New Connection Fees and the Process.

Mary Halley is working on the Sewer Service FAQ sheet and the application for new sewer service for the TVCSD website. This FAQ sheet and application will be uploaded along with links to the TVCSD website. Other information and resources such as what to do in the event of an emergency, how to help keep a healthy sewer, etc. will also be added.

XII. Other Business

None

XIII. New Business

a. Discuss and Plan Obtaining Generators for the Plant and the Lift Station.

This was discussed under item IV. Board Member Reports.

b. TVCSD ADA Compliance of Website Access.

Donna Clavaud received a call from Dallas Madison, a CSDA Representative, regarding TVCSD's ADA compliance of website access and requested a short Zoom meeting. After investigating other websites, it wasn't obvious how one would negotiate a website if one was deaf or blind. TVCSD does relay this information on the its website and supporting documents: "The agenda and supporting documents can be accessed on the TVCSD website 72 hours prior to the meeting. Anyone requesting disability related accommodations may contact the district office 72 hours prior to the meeting."

c. Discuss 2016 Board Member Stipend Decision and Consider Amendments.

Donna Clavaud explained that TVCSD has budgeted two (2) meetings; either a Standing Committee (FAC or PAC) or a Board meeting at fifty (\$50) stipend per meeting per Board

member. The stipends are paid quarterly and taxed. Donna Clavaud said the other issue was the dollar amount per meeting as rates vary between \$50 and \$100 per meeting at other Special Districts. The maximum stipend per meeting is \$100. Donna Clavaud asked the TVCSD Board if the definition could be expanded to include "Supervision", Plant Monitoring", etc. David Kitts thought the stipend for meetings should be kept separate from "Supervision" or "Plant Monitoring" and hiring a part time, ongoing Plant Supervisor would better serve the District as opposed to paying a \$100 stipend which wouldn't cover the importance of the position nor the time spent. Bill Bonini said "Supervision", "Plant Monitoring" is more of a winter time position and suggested developing a maintenance contract or a retainer.


No action was taken on this item and will be added to the April 10th, 2024 TVCSD Board meeting for further discussion.


XIV. Old Business

None

Bill Bonini motioned to adjourn the March 13, 2024 Board of Directors meeting. John Ward seconded the motion. M/S/C

Meeting was adjourned at 9:02 pm. No objections


Approved by Donna Clavaud, President 4-10-2024
Date


Attested by Cynthia Hammond, Recording Secretary APRIL 10, 2024
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 TVCSD website 72 hours prior to the meeting. Anyone requesting disability related accommodations may contact the district office 72 hours prior to the meeting.

PO Box 303 ● Tomales, CA ● 94971 ● ph 707.878.2767 ● www.tomalescsd.ca.gov

Board of Directors:

Donna Clavaud, President ● Bill Bonini, Vice President ● Dru Fallon O'Neill ● John Ward ● David Kitts