



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

Board Members Present: President, Bill Bonini, Deborah Parrish, Donna Clavaud

Board Members Absent: None

Also Present: Melinda Bell (Treasurer), Cynthia Hammond (Secretary), Venta Leon, Margaret Graham, Walter Earle, Beau Evans, Nicole Vigeant

I. Call To Order:

Board President, Bill Bonini called meeting to order at 7:00 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 December 9, 2015 Board Meeting Agenda:

President Bill Bonini, motioned to move Website (under **Other Business**) and PAC (under **Committee Reports**) after Approval of Minutes.
No objections, motion carries.

IV: Approval of November 11, 2015 Minutes:

Patty Oku emailed a request to correct November 11, 2015 minutes to read as follows:

- 1.) "I believe I said I thought the RFP and project management should be done by our GM/Admin."
- 2.) "I suggested new members take Ethics, Sexual Harassment and Brown Act training, through Target Solutions, in Dec., before the January meeting."

President Bill Bonini motioned to approve November 11, 2015 minutes with the above corrections. Deborah Parrish seconded the motion.

M/S/U

V. Financial Report (Melinda Bell):

a. Accept Check Registers and Approve Expenditures.

Melinda Bell distributed an amended list of bills which included SWRCB SRF Loan for \$24,137, City National Bank (annual solar lease payment) \$17,941, Robert Johnson, CPA, \$4,750, Telstar (SCADA upgrade) \$15,002. City Sewer's bill was \$850 (doubled) as there are more solids. Steve Phillips will be monitoring (recommends every two (2) months).

b. Financial Manager's Report.

Currently on balance sheet the Park has \$88,000 and \$283,000 on balance sheet for sewer.

Melinda Bell went over the Auditor's report: Every year there is an internal control report. This year the Auditor has prior year recommendations and no recommendations for current year. Prior year recommendations are the following: Policy Manual, Retention Policy, Reserve Policy, and FDIC Protection. Auditor's report is available in the TVCSD office.

Melinda Bell quoted from Auditor's report, "The Management's Discussion and Analysis is not a required part of the financial statements but is supplemental information required by the Government Auditing Standards Board: Management has elected to omit the Management's Discussion and Analysis".

Melinda Bell will send in application for BOD's to become employees of the state. As of January 31st, 2016 wages (stipends) will be over \$100. BOD's will receive \$50 stipends for meeting attendance.

Beau Evans, a reporter from the Pt. Reyes Light, asked the BOD's if TVCSD is going to charge Shoreline School District the depreciation costs for this year. Melinda Bell explained that the bill has already been paid, less the depreciation. President, Bill Bonini said this would be revisited in 2016 for the following year.

Deborah Parrish motioned to accept check register and approve expenditures.

Donna Clavaud seconded the motion.

M/S/U

c. Review and Approve Financial Statements.

Deborah Parrish motioned to approve financial statements. Donna Clavaud seconded the motion.

M/S/U

VI. Phillips & Associates Report:

a. Review reports for October 2015 and November 2015.

President, Bill Bonini reported that everything was normal.

b. Status report on TV inspection

President, Bill Bonini and Steve Phillips were present with Roy's Sewer Service while the lines were TV'd. No misaligned joints, cracked pipes, leaks, major issues or gravel was found. 2,500 feet were done in one (1) day: Carrie Street, Valley Street, Valley Street to Highway One and Tomales High School to the Plant (1/4 of the system). Everything looked good. When school is in session, gravel is present. There may have been a broken line, gravel got in, line was repaired and the gravel worked its way out. Donna Clavaud suggested that since \$5,000 was budgeted and \$2,500 was used for this project, the lines could be TV'd again in wet weather. President, Bill Bonini was pleased with results.

VII. Committee Reports:

a. Financial Advisory Committee (FAC)

1. Review and approve November 16, 2015 minutes.

FAC committee met on November 16th, 2015. Donna Clavaud reported that Melinda Bell was voted as new acting Chair as she is best to keep FAC on task financially. Donna Clavaud explained what FAC is currently working on: TVCSD needs a new five (5) year strategic plan, Matrix recommends developing a five (5) and 10 year financial plan, a set of financial policies for the District, revisit negotiations with Shoreline Unified School District on their contract, develop a draft of Policies and Procedures Manual. At next FAC meeting the focus will be on orientation packet for new BOD with policies. Also to look at financial projections for the management report that goes with the audit.

Deborah Parrish recommends that at the January 13th, 2016 BOD meeting spending ¼ to ½ the meeting focusing on Board orientation. This will be added as an agenda item. Deborah Parrish suggests providing BOD with drafts of policies and documents. BOD will submit to Cynthia Hammond policies and documents for BOD orientation packet for distribution at January 13th, 2016 BOD meeting.

b. Park Advisory Committee (PAC)

2. Update projects

Margaret Graham recommends that once the Park plans were accepted, there should be two (2) RFP's. One (1) for the gazebo, water fountain and gate and one (1) for a Project Manager to oversee the project. Prevailing wages laws as of April 1st, 2015 will be under new regulations of \$1,000 or more. PAC won't put out an RFP for the handicap ramps as this falls under the prevailing wage laws and Measure A. Deborah Parrish sited code 20682A:

A district may purchase materials and supplies for the construction or completion of any

building, structure, or improvements in the open market when the cost does not exceed twenty-five thousand dollars (\$25,000). The gazebo will be over \$25,000. Patty Oku volunteered to do the RFP's. Margaret Graham said contractor rates are between \$50 and \$150 per hour. Donna Clavaud suggested the General Manager be the Project Manager, as he will be overseeing the Park. Margaret Graham says PAC will discuss the General Manager as the Project Manager and asked what the General Manager's hourly rate was (\$125 per hour), Deborah Parrish said it may behoove PAC to look at other bids as other hourly rates may be less. President Bill Bonini said General Manager could possibly make an offer as Project Manager. President, Bill Bonini said General Manager will be working 25 hours per month which includes general oversight of the Park, will look the project over, and will look over the RFP's. Donna Clavaud said his first 90 days will be an assessment of what District priorities need to be and at the end of the 90 days, General Manager and TVCSD will have a better sense of what the burning issues are. PAC will review applicants and will make a recommendation to Board; Board will review RFP'S.

Margaret Graham would like to have a \$1,000 spending limit without board approval. Deborah Parrish thought there was a policy on that, President, Bill Bonini doesn't have an issue with \$500 and suggested to add this to the January 2016 Board meeting agenda: approve a \$1,000 spending expenditure at the Park that the Advisory Committee could use. Deborah Parrish stated that FAC is going to request to the BOD starting January 2016 that policies are written down to avoid confusion. President, Bill Bonini stated that some policies probably needed to be reviewed and updated.

Margaret Graham asked that when the gazebo project is started and Measure A funds are available two (2) times a year, if the PAC needs to go over Measure A funding, will the District cover that until the next funding comes in? President, Bill Bonini stated that once there is a budget, how much the project will cost, how much Measure A funding there is, TVCSD could loan the Park money until the next Measure A payment. President, Bill Bonini doesn't see a problem with this but wants to see documentation. Donna Clavaud recommends familiarity with Measure A regulations and recommends a conversation with Kevin Wright. Measure A website states that a project needs to stay within a work plan budget: it hints that loans may not be acceptable, though funds can be carried over and advancements are allowed. Prior General Manager put \$10,000 in Park budget as an advance from Measure A funds. Melinda Bell confirmed it was in the Park budget (\$27,000 prior year funds, \$10,000 prior year funds and \$10,000 advancement). Donna Clavaud suggested PAC may have to stage out projects based on when Measure A funding becomes available.

Margaret Graham requests a TVCSD board member for PAC. Item will be added to TVCSD January 13th 2016 BOD meeting. Next PAC meeting is scheduled for January 22nd 2016.

Nicole Vigeant asked the status of the PAC plans that were submitted to the County. President, Bill Bonini said the plans have been submitted and the County hopefully would

get back to TVCSD before Christmas. Permit fee was \$1,300. Donna Clavaud said application fee waiver form was submitted. The Coastal Commission is the biggest issue.

VIII. Pending Business:

a. Review and approve Jose Ortiz service contract for General Manager President, Bill Bonini to sign Jose Otriz's contract as new General Manager beginning December 15th, 2015. Deborah Parrish wants to clarify that Jose Ortiz contract is for thirty two (32) hours per month for first three (3) months. After the ninety (90) days, his hours are estimated to be 20-24 hours per month. Deborah Parrish asked where the point was stated that after ninety (90) days the contract would be reviewed and suggested to add "term" for how long the contract is. The "term" is stated in the addendum, and shall remain in effect according to attached addendum, which will be dated. Once the ninety (90) days are completed, only the addendum will need to be changed and not the entire contract. Travel time is added into his contract.

Deborah Parrish motioned to approve the service contract for Jose Ortiz with stated changes: adding the date to the addendum and making the term for ninety (90) days.

Donna Clavaud seconded the motion.

M/S/U

IX. Other Business:

a. Walter Earle to report on Grand Jury website recommendations.

Grand Jury looked at TVCSD website and found deficiencies. Walter went onto LAFCO's website, copied TVCSD boundary map, and map is now on TVCSD website. A Description of "Services and Functions" is also missing but not sure what that means. The past three (3) years of budgets are now on website as recommended by Grand Jury. Elected and appointed officials with biographies are also recommended along with expirations of terms (expiration of terms are now on TVCSD website). Walter Earle raised a question to the BOD: "Do you want to add biographies"? President, Bill Bonini suggests to wait until new board members are sworn in. This item will be added to January 2016 agenda. Election procedures and deadlines and reimbursement policies (stipends) are also suggested to be on the website. Starting January 2016, Board of Directors will be given stipends (a maximum of \$100 per month). Other Grand Jury suggested items are: List of administrative officials, General Manager, key staff and their salaries and benefits. Deborah Parrish stated that there are no employees, just contractors, and no one receives benefits. Melinda Bell confirmed everyone is a contractor. Salaries and wages are included as line items in the budget and may be stated on the website this way. Missing are downloadable Public Records. Melinda Bell receives and responds to all Public Records request. Last item missing is Authorizing Statute Enabling Act, the original Act that authorizes TVCSD as a Special District. Walter Earle searched LACFO and County of Marin website and didn't find anything, will continue to investigate; Donna Clavaud stated the General Manager could do this. Board member Ethics Training Certificates

also need to be on the website.

Walter Earle will resubmit by December 11, 2015 with an explanation to the Grand Jury that TVCSD is working on the website, some changes have been made, new Board Members are beginning their terms in January and the TVCSD website will be updated with recommendations.

President, Bill Bonini asked Walter Earl if he was OK updating the website. Walter Earl said yes. Walter Earl is currently uploading documents to website, Margaret Graham suggested documents could be given to Cynthia Hammond and she could upload, but Walter Earl would need to create the links. Walter Earle will think about how this would work and this item will be added to the TVCSD January 13th 2016 BOD agenda.

Nicole Vigeant questioned if the TVCSD phone system has been resolved and suggests removing TVCSD office phone number from website. Donna Clavaud stated the phone issue will be the first order of business for the new General Manager. President, Bill Bonini said new General Manager begins December 15, 2015. Walter Earle will remove TVCSD phone number. Melinda Bell currently monitors and responds to administrator emails.

X. New Business:

None

XI. Correspondence:

None

XII. Adjournment:

Deborah Parrish made a motioned to adjourn the meeting. Donna Clavaud seconded the motion.

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Meeting adjourned 8:26 p.m.

Next Meeting: January 13, 2016 7:00 p.m.



Approved by: President Bill Bonini

2/10/2016

Date



Attested by: Cynthia Hammond, Secretary

2/10/2016

Date