



TVCS D Board of Director's Meeting Minutes
Date: Wednesday, January 10, 2024 7:00 pm

Alternate Location: Tomales Presbyterian Church, 11 Church Street, Tomales

Board Members Present: Donna Clavaud, President; Bill Bonini, Vice President; David Kitts, John Ward

Board Members Absent: Dru Fallon O'Neill

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

Staff/Contractors Absent: None

Others Present: None

I. Call to Order

Donna Clavaud called the meeting to order at 7:06 pm and gave appreciation to the Tomales Presbyterian Church for allowing & welcoming TVCS D to conduct the January 10, 2024 Board meeting at the Church due to a conflict with the Tomales Town Hall event.

II. Annual Election of TVCS D Board Officers for Calendar Year 2024

Donna Clavaud opened the floor for nominations for the TVCS D Annual Election of Officers for Calendar Year 2024. John Ward recommended nominating the current incumbents; Donna Clavaud for TVCS D President; Bill Bonini for TVCS D Vice President. David Kitts agreed with this recommendation. Donna Clavaud said she would be honored to continue the roll as the TVCS D President and Bill Bonini said he was fine and happy to remain as the TVCS D Vice President.

John Ward nominated Donna Clavaud to remain as the TVCS D Board President & Bill Bonini to remain as the TVCS D Vice President. David Kitts seconded the motion. M/S/C

III. 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.

IV. Approval of January 10, 2024 TVCS D BOD Meeting Agenda

David Kitts motioned to Approve the January 10, 2024 TVCS D BOD Meeting Agenda. Bill Bonini seconded the motion. M/S/C

V. 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 November 8, 2023 TVCS D Board Meeting Minutes

- b. **Approval of December 18, 2023 Special Board Meeting Minutes and Signed Resolution #2023-07**
- c. **Review and Approve Check Registers & Expenditures for November & December, 2023**
- d. **Review and Approve Financial Statements for November & December, 2023**

David Kitts motioned to Approve the Consent Calendar. John Ward seconded the motion. M/S/C

VI. Items Removed from Consent Calendar

Items moved from the Consent Calendar to the Regular Agenda, if any.

None

VII. Board Member Reports

1. Quick Review of being an Effective Board Member from California Special District Association (CSDA) & California Rural Water Association (CRWA) from TVCSD Board President.

Donna Clavaud asked if the TVCSD Board thought they were an effective Board and if so, what are the qualities of the TVCSD Board. Bill Bonini said there was good communication and respect among the Board, staff & Contractors; a lot of accomplishments have been made; General Manager, Mary Halley has been effective in accomplishing goals and has been a great General Manager. David Kitts said the Board has done a great job identifying and prioritizing the big issues the Board faces. John Ward said he was pleased being on the Board and acknowledged the good work by the General Manager, Contractor's and staff. Donna Clavaud acknowledged John Ward's crucial role work on the Finance Advisory Committee – to increase transparency and comprehension of financial reports. Donna Clavaud stressed Board effectiveness as mission driven, member focused and the commitment to outcomes. Cynthia Hammond will provide copies, and/or email links, of the CSDA Board Member Handbook to Board, Contractors and staff and will confirm with CSDA that Board Members are receiving the publications. Donna Clavaud asked the Board to submit a Board governance topic each month to be added to the agenda for discussion.

VIII. Committee Reports

a. Park Advisory Committee (PAC)

1. No PAC meetings were held in November 2023 or December 2023. Next meeting is undetermined. PAC meetings have been meeting irregularly as it has been a challenge getting a quorum.

2. Thank you to Tomales volunteers for installing the Christmas tree at the Tomales Community Park. Dru Fallon O'Neill was acknowledged for donating & installing the Christmas tree.

3. Received 12/6/2023 Marin Century's Marin Cyclists Club charitable donation of \$1,000; Club requests how funds will be spent.

Donna Clavaud read the charitable donation (\$1,000) letter from Marin Century's Marin Cyclists Club letter stipulating how their charitable donation would be used. Donna Clavaud proposed using the funds to purchase bike rack(s) for the Tomales Community Park as there are none. Two (2) bike racks would accommodate eight (8) bikes. One (1) rack would be placed at the top of the Park and one (1) would be placed at the bottom. This purchase would satisfy PAC and the community at large. John Ward asked if TVCSD would match the charitable contribution. Bill Bonini suggested waiting to see how they fit and how the racks are being used before adding more bike racks.

Bill Bonini motioned to support and allocate the \$1,000 charitable contribution from Marin Century's Marin Cyclists Club for two (2) bike racks for the Tomales Community Park. David Kitts seconded the motion. M/S/C

4. Review estimate and approve purchases & location(s) of bike racks.

Donna Clavaud reviewed the bike rack(s) estimate for \$1090, including the shipping.

Bill Bonini motioned approve the purchase of two (2) bike racks for the Tomales Community Park. David Kitts seconded the motion. M/S/C

Donna Clavaud will order the bike racks this week.

5. Review & approve the estimate received from Ross Recreation Equipment Co. by David Judd, for the Dutton play structure safety upgrade parts (while this repair is urgent for public health & safety, this pricing estimate may vary and; does not clarify cost or schedule for installation, if any).

Bill Bonini said he inspected the fifty eight (58) CableCore Cables for the Dutton play structure, at the Tomales Community Park, and they need to be replaced as the rubber is disintegrating. Donna Clavaud concurred as this is a public safety issue. Estimate is \$2,530, freight and tax included. Bill Bonini and John Ward will do the installation as volunteers – saving labor costs.

David Kitts motioned to approve the purchase of fifty eight (58) CableCore Cables for the Dutton play structure, at the Tomales Community Park, from Ross Recreation Equipment Co. John Ward seconded the motion. M/S/C

Bill Bonini asked that the parts be delivered to his residence.

6. BBQ rehab, shade sail, and North fence projects will be on hold until Fiscal Year 2024/2025.

This is a statement, no further discussion.

7. Performance Reviews are due for Edgar Martinez & Henry Elfstrom, part-time Tomales Community Park contractors.

Donna Clavaud said she will schedule the performance reviews for Edgar Martinez and Henry Elfstrom; part-time Tomales Community Park contractors.

Additionally, Bill Bonini reported the water fountain has been turned off since the end of October due to a freezing sensor. David Judd is scheduling the repair; the sensor needs to be replaced at minimal expense. Donna Clavaud said it was the Tomales Community Park Advisory Committees responsibility to bring up issues concerning the Park before the TVCSD Board in order to resolve issues. John Ward suggested the Tomales Community Park Advisory Committee attend a Regular TVCSD Board meeting to review their responsibilities and procedures; Bill Bonini and Donna Clavaud both reported Park responsibilities and procedures have already been explained numerous times and perhaps a structural change needs to take place. Donna Clavaud also reiterated that in the TVCSD Policy Manual, under Standing Committees, it explains that the TVCSD Board President has the authority to pause/restructure Standing Committees. Mary Halley noted much has been accomplished at the Tomales Community Park and achievements have been done correctly and thoughtfully with steady progress: hiring part time Park Maintenance, an improved clean-up and chipper day scheduling, more organized rentals, automatic time locks for restroom doors, and new bilingual signage, etc. Mary Halley also reiterated that the big projects such as the BBQ rehab and fence replacement both need more thought and budgeting. Donna Clavaud also brought up the fact that decisions need to be made regarding who would be responsible for cleaning, maintaining, legal issues, insurance and details regarding the BBQ rehab. Bill Bonini suggested putting the fence as a priority once the storm related sewer work deadline projects for the District have been completed.

b. Financial Advisory Committee (FAC)

1. Review FAC Meeting Minutes from November 27, 2023. No FAC meeting was held in December 2023. November 27, 2023 FAC Meeting Minutes were approved on January 10, 2024.

Donna Clavaud reported that the FAC Meeting Minutes from November 27, 2023 focused on exploring and discussing handling of funds; best interest rates for Certificate of Deposits (CD's), and how to allocate money in reserve accounts. Bonnie MacLaird said the \$40,000 CD under the Sewer balance sheet, was designated unrestricted for Capital Improvements and \$5,293 is in a money market account.

2. Distribution of Amended and Approved TVCSD Policy Manual. (TVCSD Policy Manual will be available on the TVCSD website by January 11, 2024 for all, including residents, businesses, schools, churches, contractors, County/State Officials, Auditors and the general public. Hard copies may be obtained by contacting TVCSD. Please note, fees will apply for hard copies and there will be a seven (7) work day lead time).

Amended and Approved TVCSD Policy Manual was distributed to the TVCSD Board, Mary Halley; General Manager & Financial Manager; Bonnie MacLaird. Donna Clavaud said the Policy Manual would grow and would be added to as necessary. Donna Clavaud extended her appreciation to Melinda Bell, Deborah Parrish, the Financial Advisory Committee, Mary Halley and Cynthia Hammond for their contributions of the Amended and Approved TVCSD Policy Manual contents and design.

IX. Financial Report (Bonnie MacLaird)

a. Review Financial Narrative

Financial narrative was reviewed.

It was brought up that "Notes" on the Profit & Loss statements state "Missing Invoice" and this could be confusing. "Missing Invoice" refers to the moment the Profit and Loss statement was generated; Invoice was billed but has yet to be received. John Ward suggested using the word "Pending" instead of "Missing". John Ward also questioned the \$281.60 on the Sewer checking detail and asked if this was part of JM Integration's contract. Mary Halley said it was part of their contract and JM Integration can bill monthly.

X. General Manager's Report

Mary Halley expressed her appreciation of excellence to the TVCSD Board with a balance of talents and skills, working together, prioritizing and focusing on projects which include. As examples, Mary Halley noted Donna Clavaud's leadership, Bill Bonini's historical knowledge and John Ward's contribution to the transparency and clarity of financial statements. Bill Bonini and Donna Clavaud both agreed that it takes a team with great working relationships to achieve shared priority outcomes.

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

1. SCADA:

The lift station control panel is now complete and JM Integrations has requisitioned with Primex to build the other panels. Mary Halley confirmed with Brandon Jacka, NSU Regional Operations Manager, and he agreed with the requisition. Installation is estimated to begin in March 2024; Mary Halley requested an addendum allowing for a time extension and the outsourcing of the control panels which makes sure the project is documented for grant reimbursement and the final delivery date no later than June 30th, 2024. TVCSD Board is required to approve the JM Integration addendum to extend the contract period and delivery date (see below under **Item a**).

2. FEMA/CalOES: Disaster Assistance Program for North Coast Storm event 4783

All projects have been finalized and obligated (approved) except for Mary Halley's Management costs. Project details and funding amounts are listed in General Manager's report.

3. Treatment Ponds:

NSU needed to replace the Pond 3 aerator and the Pond 3 disconnect. Pond 2 aerator bearings have already been replaced once and now wearing out and quite load, so NSU has recommended replacing sooner than later; estimated cost is \$3, 288 including parts and labor. Mary Halley will coordinate with NSU to replace the Pond 2 aerator.

4. Sewer Equipment:

NSU will replace the two (2) Irrigation Field Pumps & two (2) Reserve Lift Station Grinder Pumps. NSU proposal is \$23,132 and costs have been budgeted for this year.

5. Connections:

One (1) new application has been received and is in process for a new sewer connection.

6. NSU:

NSU contract will need to be approved for another three (3) month short term extension. Current contract extension expires on 3/31/2024.

a. Review and Confirm Addendum to the Wastewater SCADA Contract-Agreement that Approves Contractor Assigns and Time Extension Dated 12/28/2023

Bill Bonini motioned to Approve the Addendum to the Wastewater SCADA Contract-Agreement that Approves Contractor Assigns and Time Extension Dated 12/28/2023. John Ward seconded the motion. M/S/C

Donna Clavaud mentioned she would meet with Scott Hochstrasser and Tom Flynn to discuss micro-grids. Scott Hochstrasser and Tom Flynn resubmitted a grant to develop collaborative micro-grid projects for Tomales and Dillon Beach. Donna Clavaud will report back to the TVCSD Board regarding the meeting which is scheduled for January 11, 2024.

XI. NSU Report

a. Review October & November NSU Reports

Reports were reviewed.

XII. Pending Business

1. Status of TVCSD to Research & Purchase November 8, 2023 Board Approved two (2) Irrigation Field Pumps & two (2) Reserve Lift Station Grinder Pumps.

Discussed above, under Item 6.

2. Need TVCSD Board assistance to identify parcel numbers in the District that require additional information; mailing addresses and/or new owners. Any information should be sent directly to TVCSD Staff only as this is confidential information and is required for County sewer taxes only. (TVCSD has physical street addresses).

Bill Bonini offered to assist in obtaining missing parcel owner information.

XIII. Other Business

None

XIV. New Business

a. Adopt Resolution 2024-01: Authorizes TVCSD Financial Services Treasurer Staff/Contractor to Open Bank Accounts for Funds Received from Federal and/or Grants, County Tax Allocations, Measure A Disbursements, Other Grants or Major Donations, etc. to Fulfill Requests for Verifications by Legal or Banking Institutions or Auditors

Bill Bonini motioned to Authorize TVCSD Financial Services Treasurer Staff/Contractor to Open Bank Accounts for Funds Received from Federal and/or Grants, County Tax Allocations, Measure A Disbursements, Other Grants or Major Donations, etc. to Fulfill Requests for Verifications by Legal or Banking Institutions or Auditors. John Ward seconded the motion. M/S/C

XV. Old Business

None

XVI. Correspondence

None. This item will be removed from further agendas as it is not needed. Any correspondence is reported in the TVCSD General Manager’s report; from the TVCSD President; other Board Members; staff or Contractors.

XVII. Adjournment

John Ward motioned to adjourn the January 10, 2024 TVCSD Board Meeting. Bill Bonini seconded the motion. M/S/C

Meeting was adjourned at 9:53 pm.

Donna Clavaud 2/14/2024
Approved by Donna Clavaud, President Date

Cynthia Hammond 2/14/2024
Attested by Cynthia Hammond, Recording 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.*

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.

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Board of Directors:

Donna Clavaud, President • Bill Bonini, Vice President • Dru Fallon O’Neill • John Ward • David Kitts