



**TVCS D Board of Director's Meeting Minutes**  
**Date: Wednesday, February 14, 2024 7:00 pm Tomales Town Hall**

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

**Board Members Absent:** David Kitts

**Staff/Contractors Present:** Mary Halley, TVCS D General Manager; Cynthia Hammond, TVCS D Recording Secretary

**Staff/Contractors Absent:** Bonnie MacLaird, TVCS D Financial Services

**Others Present:** None

**I. Call to Order**

Donna Clavaud called the meeting to order at 7:01 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 February 14, 2024 TVCS D BOD Meeting Agenda**

Bill Bonini motioned to approve the February 14, 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 January 10, 2024 TVCS D Board Meeting Minutes**
- b. **Review and Approve Check Registers & Expenditures for January 2024**
- c. **Review and Approve Auditor's Management Letter and Audit Report for Fiscal Year 2022/2023**

Cynthia Hammond pointed out that on page eight (8) of the Board Packet; the last page of the TVCSD Board Meeting Minutes, the signature/date lines for “Approved by” and “Attested by” were omitted. Signature/date lines were added; this change will be reflected on the TVCSD website including the TVCSD President and TVCSD Secretary signatures.

John Ward motioned to approve the Consent Calendar as amended above. Dru Fallon O’Neill 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 passed out TVCSD Policy Number 4010; “Commitment to Good Service”, and requested all Board Members sign the commitment and return to Cynthia Hammond or to the TVCSD Office for filing.

Bill Bonini reported his overseeing on the numerous things that occurred at the Plant during the latest storm: running the Lift Stations, wiring, brownouts/full power outages, compactors, etc. Bill Bonini conferred and confirmed with Brandon Jacka at NSU regarding rewiring three (3) coils at the Plant running the pumps. Bill Bonini said the #1 aerator at the Pond wasn’t working. Bill Bonini tested the motor and determined the cable was bad from the disconnect to the motor and needed to be pulled and fixed. Brandon Jacka gave Bill Bonini the go ahead to do the rewiring at a cost of \$500 for the parts (volunteer labor by Bill Bonini). Bill Bonini said TVCSD Board needs to discuss getting generator(s) for the Plant. Bill Bonini said he knew of a used generator for sale for \$6,000 but probably wasn’t ideal. Mary Halley said SCADA has back-up batteries that will last for a few days and suggested upgrading battery backup. Generator(s) and transfer switches discussion will be added to the March 13, 2024 TVCSD Board meeting. Donna Clavaud expressed TVCSD’s sincere gratitude to Bill Bonini for his outstanding service to the District.

**VII. Committee Reports**

**a. Park Advisory Committee (PAC)**

Donna Clavaud reminded the TVCSD Board that at the January 10, 2024 Board meeting, the Board voted to focus on Park safety projects only until the FEMA/storm projects were accomplished. Completion of the FEMA/storm projects is scheduled for June 30, 2024.

1. PAC meeting cancelled for January 2024, next PAC meeting is scheduled for February 28<sup>th</sup> 2024.

2. Update on Tomales Community Park Safety Projects:

a. Dutton Play structure parts (installation will be volunteer labor).

Fifty eight (58) CableCore Cables have been ordered and will be shipped to David Judd. Cost is \$2,535.

b. Two (2) Bike racks have been ordered with the approved expenditure of the \$1,000 Marin Cyclist donation. (installation will be volunteer labor).

The bike racks will accommodate five (5) bikes each and are galvanized, heavy duty “looped” racks. Placement of the bike racks will be at the top and bottom of the Park, exact positions to be determined and discussed at the PAC meeting. Cost is \$1,246 and will be shipped to Bill Bonini.

c. Estimates are pending for water fountain sensor repair.

It was originally thought that this repair would be minor but upon further inspection it was determined the repair was more involved and will require a \$1,350 repair. Bill Bonini reviewed the estimate and said it was reasonable.

Bill Bonini motioned to approve the \$1,350 expenditure to repair the water fountain sensor. Dru Fallon O’Neill seconded the motion M/S/C

Mary Halley asked if bark for the Park needed to be ordered as it needed to be ordered sooner than later. \$4, 196 has already been budgeted for bark. Bill Bonini will measure the amount needed for the bark and will let Mary Halley know how much to order. A “dry” delivery will be needed as opposed to a “wet” delivery because of weight (wet delivery results in less bark).

**b. Financial Advisory Committee (FAC)**

1. No January 2024 FAC meeting was held.

**VIII. Financial Report (Bonnie MacLaird)**

**a. Review Financial Narrative**

Financial Narrative was reviewed. Donna Clavaud said Park funds are now payable through autopay through Bank of Marin. Donna Clavaud said she saw a noticeable amount of interest accrued compared to last year. This is a result of the high CD interest rates and thanked Bonnie MacLaird for her due diligence.

**IX. General Manager’s Report**

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

**1. SCADA:**

Jack Miller, JM Integrations, has received the Treatment Plant design specifications for the control panel from Primex and will review and approve Primex to start building SCADA panels. The March 2024 installation is on schedule based upon invoicing and documentation(s). NSU has hired an Information Technology (IT) expert. Brandon Jacka will be meeting with the IT expert to review the project.

2. FEMA/CalOES:

All projects have been obligated (approved) except for Management costs, which will be reimbursed upon completion of all submitted projects. Mary Halley said FEMA/CalOES has accepted all submitted forms but the State of California has put the CalOES program on "hold" pending budgeting allocations; however this hold could be released "any day". Donna Clavaud suggested contacting Mike McGuire, California State Senate, regarding this issue as he is determined to support and focus on community interests. Mike McGuire has one hundred seventeen (117) California Special Districts in his District, more than any other politician.

3. Treatment Ponds:

Mary Halley said there is a crack in the east Pond skirt and will need to be repaired this summer. Donna Clavaud noted that this issue was a surprise.

5. Connections:

The connection applicant on Carrie Street has submitted a completed application package and requested if connection fees could be paid in one (1) or two (2) checks. Mary Halley said one (1) check would be fine.

Donna Clavaud expressed her appreciation for Mary Halley, TVCSD's General Manager, and Bill Bonini, TVCSD's Vice President's commitment to TVCSD during the recent storm(s).

Bill Bonini would like to communicate, through the TVCSD newsletter/website; how to react to water/sewer conservation during power outages/storm flooding, etc. and how it impacts the plant. This will be an important topic for the next newsletter.

**X. NSU Report**

**a. Review December 2023 NSU Reports**

Reports were reviewed

**XI. Pending Business**

a. Cynthia Hammond still needs Board assistance for current homeowner and mailing addresses. Any information needs to be sent directly to TVCSD staff since this is confidential information as required by Marin County tax assessments.

Cynthia Hammond still needs three (3) more Tomales mailing addresses. The major question is how is the County effectively delivering tax statements to Tomales residents without their mailing addresses? Further research needed. Bill Bonini asked how the County addressed the issue of TVSCD undeliverable mail that was sent to street address if the street addresses are undeliverable. Question to be investigated.

b. Tomales Community micro-grid application needs TVCSD Board approval for ongoing support letter.

Dru Fallon O'Neill motioned to approve a TVCSD letter of support for the Tomales Community micro-grid application. John Ward seconded the motion. M/S/C

**XII. Other Business**

None

**XIII. New Business**

**a. Review and Adopt Resolution 2024-02: Authorizes Tomales Village Community Services District (TVCSD) to pass through TVCSD's Allocation from the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 to the Muir Beach Community Services District (MBCSD).**

Background: The previous TVCSD GM submitted an application for the Prop 68 Per Capita grant, as a placeholder for receiving the grant funding, but then after much deliberation, the TVCSD Board determined the district did not currently have an appropriate project that meets the grant eligibility guidelines and subsequently submitted a letter in May 2022 declining the grant. But more recently it was conveyed from State Parks OGAL Program Manager that the TVCSD could transfer the unused grant allocation during the grant extension period to another qualified district that is currently under contract with the State to avoid the funds not getting used. The Muir Beach Community Services District is a similar small Special district to the TVCSD, which provides Park and Recreation facilities to its community and broader coastal visitors, currently has several Park trail revitalization projects that would be good candidates for the grant, and is willing to take on the contractual obligations of the grant terms.

Dru Fallon O'Neill motioned to Adopt Resolution 2024-02: Authorizes Tomales Village Community Services District (TVCSD) to pass through TVCSD's Allocation from the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 to the Muir Beach Community Services District (MBCSD). John Ward seconded the motion. M/S/C

**XIV. Old Business**

None

**XV. Adjournment**

Meeting was adjourned at 8:06 pm. No objections

Donna L Clavaud 3-13-24  
Approved by Donna Clavaud, President Date

Cynthia Hammond 3/13/2024  
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 TVCSO 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](http://www.tomalescsd.ca.gov)

Board of Directors:

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