



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, November 10, 2021 7 – 9 pm Via Zoom

Location: Tomales Town Hall, Tomales, California 94971 DRAFT

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

Board Members Absent: Peter MacLaird

Also Present: Jose Ortiz, TVCS D General Manager; Cynthia Hammond, TVCS D Recording Secretary

I. Call To Order:

Dru Fallon O'Neill called the 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.

None

III. Approval of November 10, 2021 TVCS D BOD Agenda

Bill Bonini motioned to approve the November 10, 2021 TVCS D BOD Agenda. John Ward seconded the motion. M/S/C

IV. TVCS D Board Member Reports

None

V. Approval of October 13, 2021 TVCS D Regular BOD Minutes

Donna Clavaud motioned to approve the October 13, 2021 TVCS D Regular BOD meeting minutes as is. John Ward seconded the motion. M/S/C

VI. Adopt Resolution #2021-06: AB 361. Renewing Authorization for Remote Teleconferencing Meetings

Bill Bonini motioned to adopt Resolution #2021-06: AB 361. Renewing Authorization for Remote Teleconferencing Meetings. John Ward Seconded the motion. M/S/C

Jose Ortiz said the Resolution for Renewing Authorization for Remote Teleconferencing Meetings need to be renewed within thirty (30) days; this means a Special Meeting will need to held in December (TVCS D does not hold Board meetings in December) to renew the Resolution to continue virtual

VII. Committee Reports:

a. Park Advisory Committee (PAC):

1. October PAC meeting was post phoned.

Dru Fallon O'Neill reported the October 27th, 2021 meeting was post phoned as there wasn't a quorum. Dru Fallon O'Neill will discuss with Jose Ortiz on how to proceed.

2. Park Update on City of Hope Park Rental

Donna Clavaud said the event went very well and City of Hope was pleased with the use of the Park. Donna Clavaud said a protocol needs to be established in writing.

3. Update of Park Projects

Seventy (70) cubic yards, or two (2) full loads, of bark will be ordered to be distributed through the upper parking lot. Donna Clavaud requested someone to supervise the delivery. Jose Ortiz said he would oversee the delivery.

Dru Fallon O'Neill said Kim Tucker would like to participate in the fence project.

Bill Bonini asked if it was OK to proceed with the water tower roof replacement. Jose Ortiz said it was in the budget (for \$4,800) as a demolition project in the Measure A Work Plan; it is now a rehabilitation project and not a demolition project. The estimate to reroof is \$1,200 to \$1,500.

b. Financial Advisory Committee (FAC):

1. Review October 27, 2021 Work Session Notes

Work Session notes were reviewed.

Donna Clavaud reported job descriptions are updated and need to be part of the policy manual and to be updated once a year. Melinda Bell's report requested to use one (1) free hour of CSDA's legal advice for the Park Rental Agreement.

A FAC meeting will be scheduled in January with PGE customer service in regards to the increased costs and their failure to pay. Bill Bonini and John Ward said they would also like to attend the meeting.

Donna Clavaud said she would seek advice from Marin County finance and enforcement department in regards to AT & T's failure to pay sewer services. All mail correspondence to AT & T has been returned. Jose Ortiz will look at the County Tax Accessors' records for AT & T.

Donna Clavaud said Melinda Bell is working on creating more "visuals" for TVCSD financial presentation.

Donna Clavaud said cloud back-up storage is currently being researched and a policy will need to be developed to define use and access to data.

Donna Clavaud said Cynthia Hammond would format and bind the TVCSD policy manual; new policies would be added as they are developed.

2. Strategic Plan Status Report and Set Date for Wrap-up Meeting

Donna Clavaud said the Wrap-up/implementation meeting will be scheduled on December 8th, 2021. A final presentation meeting will also be held where Deborah Parrish will present her report.

a. Accept Check Registers and Approve Expenditures:

Bill Bonini motioned to accept the check registers and approve expenditures. Donna Clavaud seconded the motion. M/S/C

b. Financial Manager's Report:

Financial Manager's report was reviewed.

John Ward would like more clarification regarding distinct categories. It was determined that Jose Ortiz would provide feedback to Melinda Bell to clarify income and expenses that would be easier to understand.

c. Review and Approve Financial Statements:

Donna Clavaud motioned to approve the Financial Statements. Bill Bonini seconded the motion. M/S/C

d. Review and Approve CSDA's Hour of Legal Advice for Park Rentals

Bill Bonini motioned to Approve CSDA's Hour of Legal Advice for Park Rentals. John Ward seconded the motion. M/S/C

e. Authorize Financial Manager to Investigate Office Computer Solutions for Accounting and Administration

John Ward motioned to Authorize the Financial Manager to Investigate Office Computer Solutions for Accounting and Administration. Bill Bonini seconded the motion. M/S/C

IX. General Manager's Report

a. SCADA Update

Jose Ortiz said Aspect Engineering got the SCADA system back on automation and the remote controls of the pumps have been restored. The scheduling of the pump operations will also be looked at and analyzed. Aspect Engineering will submit an estimate for how much it will cost to bring some reliability and accuracy to the SCADA system. When Jose Ortiz gets the estimates, he will call for a Special Meeting to approve the estimate if it is over \$5,000. Donna Clavaud asked if the wiring and the recalibrations as described in the General Manager's report would be part of the estimate. Jose Ortiz said he would also get an estimate to include the wiring and recalibrations.

b. CCTV Update

Jose Ortiz said due to the current storms and rain totals, the CCTV inspection would have to wait until the spring, after the rainy season.

c. RFP Status Report

Donna Clavaud said the General Manager's RFP is posted on the TVCSD website and the Invitation to Participate will be sent to Donna Clavaud's contact list. Donna Clavaud asked the Board if it would be beneficial to advertise in the Marin IJ, the Press Democrat, the Pt. Reyes Light, the California Rural Water Association's on-line job posting and Craigslist. It was determined that it would be.

Jose Ortiz reported that November 20th, 2021 is the deadline for the Hazmat inspection. Jose Ortiz will prepare and submit a revised site plan prior to the deadline.

X. NSU Report

a. Review September 2021 Reports

Reports were reviewed.

XI. Pending Business

None

XII. Other Business

None

XIII. New Business

None

XIV. Old Business

None

XV. Correspondence

None

XVI. Adjournment

Meeting was adjourned at 8:51 pm. No objections.

Next TVCSD BOD Meetings:

TVCSD Regular Board Meeting, January 12, 2022, 7 pm via Zoom

Dru Fallon O'Neill 1-12-22
Approved by: Dru Fallon O'Neill, President Date:

Cynthia Hammond JAN 12, 2022
Attested by: Cynthia Hammond, Recording Secretary Date:

TVCSD 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:

Dru Fallon O'Neill, President • Donna Clavaud, Vice President • Bill Bonini • Peter MacLaird • John Ward