



TVCS D Board of Director's Meeting Minutes DRAFT
Date: Wednesday, November 9, 2022 7 pm Tomales Town Hall

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

Board Members Absent: Dru Fallon O'Neill

Also Present: Mary Halley, TVCS D General Manager; Cynthia Hammond, TVCS D Recording Secretary

Others Present: Ryan Cantwell, Route One Bakery; David Kitts, TVCS D Board Member Candidate; Venta Leon, Park Advisory Committee Member

I. Call to Order

Donna Clavaud called the meeting to order at 7:00 pm. TVCS D Board and Staff introduced themselves to Ryan Cantwell and David Kitts.

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 9th, 2022 TVCS D BOD Agenda

Bill Bonini motioned to approve the November 9th, 2022 TVCS D BOD Agenda as is. 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 October 12, 2022 TVCS D Board Meeting Minutes**
- b. **Review and Approve Financial Statements**

Donna Clavaud and Cynthia Hammond pointed out the September 14, 2022 TVCS D Board Meeting minutes omitted the last two (2) signature and date lines, on the last page, for the President and Recording Secretary signatures. Minutes will be amended to include the signatures and date lines.

John Ward motioned to approve the Consent Calendar as amended above. Bill Bonini 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 reported she reviewed The County of Marin's Environmental Impact Report (EIR) for the Housing and Safety Element. Tomales was originally designated to supply 118 affordable housing units within eight (8) years. It was noted that Tomales did not have the infrastructure capacity, specifically the Tomales Sewer System, to sustain the 118 units at this time, without substantial costs to the District. TVCS D sent a letter describing the infrastructure capacity issues and constraints to the Marin County Planners and the Marin County Board of Supervisors. EIR therefore recommended relocating the 118 units to either St Vincent's or the Buck Trust Land property.

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VII. Committee Reports

a. Park Advisory Committee (PAC)

1. Review Approved October 26th, 2022 PAC Meeting Minutes

Minutes were reviewed. Donna Clavaud said the October 26th, 2022 PAC meeting was mandatory and there are two (2) new committee member prospects. A big priority for the committee is to rehab/replace the BBQ; the question is who will maintain and clean the BBQ and who will be able to use it, rentals only? Details, safety issues and clarifications will need to be worked out. A memorial celebration for Margaret Graham will be held in March with a bench dedication and potluck. Donna Clavaud will meet with Henry Elfstrom to discuss the Grounds Keeper position.

2. Update on October 21st, 2022 City of Hope Bike Event at Tomales Community Park
The City of Hope Bike Event was very successful and the Park was left immaculate.

b. Financial Advisory Committee (FAC)

1. Review Approved October 24th, 2022 FAC Meeting Minutes

Minutes were reviewed. Donna Clavaud said one of the most important issues was the Ad-Hoc SCADA Committee recommendation of JM Integration's bid. Mary Halley presented to FAC a spreadsheet detailing three (3) bids for review and discussion. Donna Clavaud explained what SCADA does at the Plant and is currently not working to its capacity. FAC recommends approving JM Integration's bid at the January 11th, 2023 TVCSD Board Meeting. The total bid is for \$66,000 - \$67,000 and is active until July 2023. Bill Bonini asked about warranties and was the Cloud based backup system going to function well enough for NSU reporting and asked to be very clear on expectations from JM Integrations. Mary Halley said most parts are warranted for two (2) years; the Cloud based system backup is warranted for seven (7) years and will provide NSU with needed reporting. Bill Bonini also questioned if labor is included in the warranty. This question will be addressed with JM Integrations.

2. Review Sample Monthly Sewer and Park Expense Reports

Melinda Bell presented a draft, in the Board packet, of recommended changes she and John Ward worked on to better clarify and reorganize categories and line items. John Ward said he would like monthly reports as opposed to quarterly reports. Mary Halley explained that aren't many changes from month to month, however it was up to the Board. As a compromise, Donna Clavaud suggested bringing the monthly, detailed report to FAC and quarterly, FAC could provide the Board with a report. John Ward also suggested shifting some of the costs of the staff/administration to Park expenses as it was important to know what the costs are to operate the Park.

VIII. Financial Report (Melinda Bell)

a. Review Financial Manager's Report

Financial Manager's Report was reviewed. In planning Melinda Bell's retirement, Bonnie MacLaird and Melinda Bell are sharing tasks. Salaries will be divided to keep within budget.

IX. General Manager's Report

Mary Halley reviewed her report with the Board. Route One Bakery will be installing a hand washing sink only, not a prep sink, therefore a grease trap will not be required. Pond 1 at the Plant has gravel intrusion; Mary Halley will be getting estimates placing cement bags along the edge of the pond to prevent the intrusion. Bill Bonini will get estimates for a pallet of cement bags and he John Ward will donate the labor to place the bags along the perimeter.



Mary Halley spoke to Jim Jensen about mowing and brush maintenance at the treatment, storage ponds and irrigation field. Pro Solar Cleaning will provide an estimate for a spring cleaning of the solar panels. Mary Halley said she would work on a draft TVCSD ADU policy in December 2022. The Park ADA ramp is on hold until the Board determines the need and if the District insurance company provides a discount for ADA playground equipment. Mary Halley said she contacted the Fair Political Practices Commission (FPPC) in regards to Board members doing minor work/small projects for the District. FPPC said they could not give general information but suggested submitting two (2) scenarios; Bill Bonini said he would provide the scenarios. Mary Halley said she was going to start looking at the Sewer System Management Plan.

X. NSU Report

a. Review September 2022 reports

NSU reports were reviewed.

XI. Pending Business

a. Board Meetings Looking Forward:

1. Discuss and Approve Ad-Hoc SCADA (Supervisory Control and Data Acquisition) Committees Recommendations

This item was discussed above, under FAC, Item #1.

John Ward motioned to approve the Ad-Hoc SCADA Committees recommendation of JM Integration's bid and to include discussions on warranties. Bill Bonini seconded the motion. M/S/C

XII. Other Business

None

XIII. New Business

a. TVCSD Website update: Requesting Resource for Readable & Clear Wastewater System Overview Schematic

Bill Bonini suggested looking at blueprints; Mary Halley suggested exploring Google Earth to see an overview.

XIV. Old Business

None

XV. Correspondence

None

XVI. Adjournment

Meeting was adjourned at 8:40 pm. No objections.

John Ward motioned to Adjourn the November 11, 2022 TVCSD Board meeting. Bill Bonini seconded the motion. M/S/C



Donna K. Clavaud

Approved by Donna Clavaud, President

2/8/2023

Date

Cynthia Hammond

Attested by Cynthia Hammond, Recording Secretary

1/11/2023

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.*

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