



**TVCS D Board of Director's Meeting Minutes**

**Date: Wednesday, November 8, 2023 7:00 pm Tomales Town Hall (Upstairs)**

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

**Board Members Absent:** None

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

**Staff/Contractors Absent:** Bonnie MacLaird

**Others Present:** None

**I. Call to Order**

Donna Clavaud called the meeting to order at 7:02 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 November 8, 2023 TVCS D BOD Meeting Agenda**

Dru Fallon O'Neill motioned to approve the November 8, 2023 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 October 11, 2023 Board Meeting Minutes
- b. Review and Approve Check Registers and Expenditures

Dru Fallon O'Neill motioned to approve the Consent Calendar. 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**

None

**VII. Committee Reports**

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

1. Review October 25, 2023 PAC Meeting Minutes

Minutes were reviewed. Dru Fallon O'Neill said PAC suggested keeping and reusing some of the sound fence boards when the fence project is being rebuilt. Bill Bonini thought that would be OK and Donna Clavaud suggested looking at them. Dru Fallon O'Neill is donating a Christmas tree for the Park. Donna Clavaud questioned what "all equipment has been acquired, awaiting labor" for the BBQ rehab meant (as stated in the PAC minutes). Dru Fallon O'Neill explained that every item had been purchased (\$1,500 - \$2,000) but awaits labor information. Bill Bonini asked who purchased the materials and Donna Clavaud asked for the paperwork as the Park Measure A budget will need to be amended and also asked for a bid proposal from David Judd for TVCSD Board consideration and approval. Donna Clavaud also asked for the shade sail and bike rack estimates in hard copy to add to the Measure A amendment and TVCSD Board approval.

2. Update City of Hope Bike event on October 20, 2023

Dru Fallon O'Neill estimated the City of Hope bike event had about 250-300 riders; not all at once as riders stopped in stages.

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

1. Review FAC Work Session Notes from October 13, 2023 and October 26, 2023

FAC Work Session Notes were reviewed. Donna Clavaud reported that the focus of the Work Sessions were the five (5) Financial Policy drafts. Bill Bonini and David Kitts said they read through the policies and remarked that they looked great and were easy to read and understand. Donna Clavaud said the Competitive Bidding policy draft was repetitive and will need to be edited and better organized; while the content won't change. David Kitts questioned the Competitive Bidding Policy, Item # 3150.4 which states "Recurring contracts and all expenses over \$25,000 are subject to bidding". Donna Clavaud explained that TVCSD goes by the terms of the contract. Projects over \$25,000 must consider a bid process to get best fair value for services.

2. Review for Approval the following Financial Policies: Competitive Bidding; General Financial Policy; Investment Policy; Reserve Policy; Capital Improvement Policy

Bill Bonini motioned to move forward with the five (5) Financial Policies with the modifications as recommended above. John Ward seconded the motion. M/S/C

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

#### **a. Review Financial Narrative**

Financial Narrative was reviewed. Donna Clavaud said TVCSD is researching banks with high CD interest rates. Mary Halley said TVCSD is exploring the Sewer accounts with Local Agency Investment Fund (LAIF) and; the Tomales Community Park funds will be invested at Bank of Marin for higher CD interest rates. John Ward commented he appreciated that reserves were to be held separately as it is easier to track.

### **IX. General Manager's Report**

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

#### **1. SCADA:**

SCADA control system narrative are being established and Human Machine Interface (HMI) screens are being designed. Parts for the additional Pump Panel have being ordered. No updates on delivery arrival yet.

#### **2. FEMA:**

All projects have been finalized and are in the final review stage. The two (2) projects have been "obligated" (meaning approved)...Pumping System for \$20,161.97 and SCADA waste water electrical for \$71,910.63. Access road and gravel, pond stabilization, and management costs (not yet submitted) have not yet been obligated (meaning approved). Since FEMA has will pay 75% of the SCADA project, the TVCSD Board will have to determine what to do with the loan that was obtained from the Marin County LAIF. Mary Halley said that the LAIF loan could be "repurposed" and suggested to wait before making any decisions until the January 10, 2024 TVCSD Board meeting.

#### **3. Treatment Ponds:**

Aerator for Pond #1 was pulled by NSU for maintenance.

#### **4. Capital Improvement Project (CIP):**

No other large replacement or maintenance projects were budgeted for this fiscal year 2023-2024, but it doesn't mean equipment that has been scheduled for replacement on the last CIP schedule will actually expire. FAC has developed a CIP Reserve Policy with more flexibility to better prepare for any equipment replacement situation as they arise. Mary Halley will be working on the next ten (10) year CIP cycle.

5. Connections:

There are no new current applications for sewer connections.

6. Approve NSU Addendum for O&M contract to extend three (3) months from January 1, 2024 through March 31, 2024 (New contract negotiations to Start February 2024)

Dru Fallon O'Neill motioned to approve the NSU Addendum for O&M contract to extend three (3) months from 1/1/2024 through 3/31/2024. David Kitts seconded the motion. M/S/C

**X. NSU Report**

**a. Review September NSU Reports**

Reports were reviewed

**XI. Pending Business**

1. Approve the Replacement of two (2) Irrigation Field Pumps and the Purchase of two (2) Reserve Lift Station Grinder Pumps. Bill Bonini thought that it would be OK to approve this item, however with the allowance for TVCSD to research/supply the motors/pumps through the District to save the NSU mark-up costs. Bill Bonini will do the research.

David Kitts motioned to approve the replacement of two (2) Irrigation Field Pumps and the purchase of two (2) Reserve Lift Station Grinder pumps. John Ward seconded the motion. M/S/C  
MOTION AMENDED: to add January 1, 2024 as the deadline (see below).

Mary Halley suggested putting a time frame on the research/purchase. Bill Bonini suggested January 1, 2024 as the deadline, motion amended.

**XII. Other Business**

None

**XIII. New Business**

None

**XIV. Old Business**

None

**XV. Correspondence**

None

**XVI. Adjournment**

Meeting was adjourned at 8:15 pm. No objections.

*Donna L. Clavaud*  
Approved by Donna Clavaud, President

*1/10/2024*  
Date

*Cynthia Hammond*  
Attested by Cynthia Hammond, Recording Secretary

*1/10/2024*  
Date

**TVCS D 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 TVCS D 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