



TVCS Board of Director's Meeting Minutes

Date: Wednesday, October 14, 2015, 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971

I. Call To Order:

Board president, Bill Bonini called meeting to order at 7:00 p.m.

Present: Deborah Parrish, Sue Sims, Melinda Bell, Donna Clavaud, Cynthia Hammond, (Secretary). Absent: Patty Oku

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.

III. Approval of Agenda:

- VI, Phillips and Associates report will come before Financial Report.

- VIII b (1 & 2), Park Advisory Committee (PAC) report will follow Phillips and Associates report.

MSC: (Motion, Seconded, Carried).

IV: Approval of Minutes:

- Transcription of July, August and September minutes will take time due to staff reorganization and new hire.

V. Financial Report (Melinda Bell):

a. Accept Check Registers and Approve Expenditures

- MSC: Check register accepted and expenditures approved.

- MSC: Pay unpaid bills as detailed in "Unpaid Bills Detail" handout.

- Melinda will call John regarding the U-Verse modem invoice and follow up on phone lines.

b. Financial Manager's Report

- Melinda will call Rick to check the network connection of office computer.

- Sonic account: Remove email accounts of former BOD members and those not associated with TVCS, and create accounts for current members. Melinda will be email administrator, password has been changed.

- A late fee incurred by Phillips and Associates was questioned when bill was paid in September. Melinda will discuss with Gary.

c. Review and Approve Financial Statements

- No questions, no motion.

d. Review, approval and payment of invoices

- Who should review? All invoices used to be in the board packet, which included account numbers and not secure. Soon TVCSD will have an Administrator. Administrator and Melinda will review, approve and pay invoices.

e. Status of Good Board Training

- May, June and July have been paid (\$60) per month (\$10 per person). Melinda will change for current BOD members (\$40).

VI. Phillips & Associates Report:

a. Review Reports for July, August and September

- Didn't receive July monitoring report, WDR (Waste Discharge Requirements). Will email report to Melinda.

b. Status Report by Steve Phillips, (Operator of Waste Water Facility)

- Ready for winter, storage ponds are empty and in good shape. Still have issue with rocks; line separated or a hole, need to run a TV line to identify; possibly coming from sideline.

In summer rocks disappear then reappear when school starts. Recommends to get quotes to do the following: provide maps of sewer system, flush lines and run a camera line. Steve will meet with company (s) (ex. Roto Rooter or Roy's from Santa Rosa), to put estimate together, and decide what areas are most vulnerable. Phillips & Associates time will be billed hourly + 20% of non-scheduled work. If district gets involved, Steve will bill for his time, meet with contractor, show them the maps. Steve will put together an estimate to start at plant, church and both schools. Recommends a five (5) year inspection plan. Money was allocated in the 2015/2016 budget to begin TV inspections as recommended by Matrix Efficiency Study.

c. O & M Manual (2010) - Discuss mandatory updates required by new regulations; work to be done, and timeline for completion. Clarify who will do this and assign.

- There is a new WDR that requires someone on board to sign off on report as well as Steve. There is a clause that Steve could have sole approval and sign off without a board signature. Steve feels comfortable signing off on reports. There are no issues now. MSC: Temporary authorization for Steve to sign monitoring reports that are required by state until Administrator is hired.

d. Status on implementation of new mandatory compliance regulations.

- New Administrator will over see, Steve reviews and adds input.

e. Frequency of pumping.

- City Sewer currently taking out 1 load quarterly, hauler recommend taking 2 loads out quarterly, administrator's responsibility to oversee. Melinda called City Sewer and they recommended monthly. Pumping occurred 2x's in April, 1x in May, 2x's August and 1x in September. Solids, rocks and grease are pumped. Steve will take a look, Melinda will email Steve pumping history, and financials will be reviewed.

f. SCADA system.

- In progress. Steve will call technician, everything is up and running. A new sewer plant computer will be brought in 2nd week of September. Telstar came out and put new computer up, problem with phone (invoice was going to street address and not PO address). Steve will call to get back on their schedule list.

g. Other: Reports.

- No issues with compliance or regulations. A lab sample may be a little higher than required every now and then, but that is common.

VII. Committee Reports:

a. Financial Advisory Committee (FAC)

- No September meeting

b. Park Advisory Committee (PAC)

- In order to get safety inspection signed off, four (4) ramps need to be installed in play area. Looking for contractor to do that. Once the ramps are installed, photos can be emailed for the sign-off. Repairs on water tower: fix roof and check structure for leaks (already approved). Ping-Pong table: \$3,500-\$3,750, \$427 shipping, offer valid for three (3) months. Donation received by bicycle club whom frequent restrooms in park. Propose to post signs in restrooms encouraging donations and to install a donation box.
1.) David Judd to present plans for park upgrades.

- David presented completed structural and architectural renderings of gazebo (timber frame with concrete floor), handicap water fountain, and new pedestrian gate for the park. Bid sets will be printed and will seek three (3) bids.

- Concrete ping-pong table location has been identified and plans are moving forward to make final decision.

- Well ran out of water from the restroom faucets being left on. Propose to replace faucets with spring loaded ones.

2.) Process for RFP's for project and Design and Review

- Go through Design and Review. Submit plans to county, and work on RFP. Bill will submit to county and pay fees. BOD requests the PAC write the RFP, Deborah has template. Donna will help write the RFP.

VIII. Pending Business:

- a. Update on Administrative Support and Administrator positions.
- Bill conducted a walk-through of the park and plant and reviewed scope of work with two (2) new candidates. Agreed to interview Ted also as things have changed since the first RFP. Donna and Bill will interview all three (3) candidates.
- One (1) candidate is from California Rural Water has a business that offers technical assistance and is interested part-time contract work. One (1) is a Phillips colleague, civil engineer/administrator, and Ted who has submitted an RFP. Next step is to sit down with newly defined RFP, negotiate tasks and salary. Ted is not a contractor, the other two (2) are.
- Donna and Bill will conduct interviews this month and will bring recommendation/proposal to BOD.
- Conduct interviews this month and have recommendation/proposal to BOD for November's agenda.

IX. Other Business:

- None

X. New Business:

- a. Priority recommendations from Matrix Management Study and discuss.
- Camera in the lines is in the works.
- A lot has been done, once Administrator has been hired, review study, prioritize and address what needs to be completed.

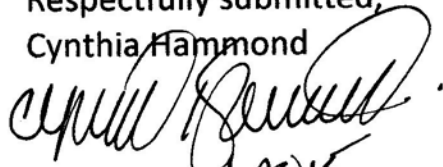
XI. Correspondence:

- a. Correspondence from RCAC (Rural Community Assistance Corporation)
- Grant ran out, closing out contract. In the future, BOD could re-examine, since expenses will be different. Draft analysis allowed TVCSD to address reserves.

XII. Adjournment:

- MSC: Meeting adjourned at 8:35 p.m.

Respectfully submitted,
Cynthia Hammond



10/14/2015

Approved by: *PRESENT ALL BOD W/*
 10/14/2015 *Wm A Bur*

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.*

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Board of Directors:

Bill Bonini, President ● Deborah Parrish, Vice President

● Patty Oku ● Sue Sims