



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

**Date: Wednesday, February 12, 2020 7 – 9 pm**

**Location: Tomales Town Hall, Tomales, California 94971 DRAFT**

**Board Members Present:** Dru Fallon O'Neill, President; Donna Clavaud, Vice President; Bill Bonini, Peter MacLaird, Deborah Parrish

**Board Members Absent:** None

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

**I. Call To Order**

Dru Fallon O'Neill called the meeting to order at 7:08 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 February 12, 2020 TVCS D BOD Agenda**

Deborah Parrish motioned to approve the February 12, 2020 TVCS D Board Agenda. Peter MacLaird seconded the motion. M/S/C

**IV. TVCS D Board Member Reports**

Dru Fallon O'Neill apologized for missing the January 27, 2020 Park meeting.

**V. Approval of January 8, 2020 TVCS D BOD Minutes**

Donna Clavaud motioned to approve the TVCS D January 8, 2020 minutes as is. Deborah Parrish seconded the motion. M/S/C

**VI. Committee Reports**

a. Park Advisory Committee (PAC):

1. Review PAC January 27, 2020 Meeting Minutes

The bark was delivered and distributed in the Park and the gazebo has been demolished. Cindy & Randy Biehler built and financed Margaret Graham's memorial bench. Donna Clavaud will send a thank you card to the Biehler's on behalf of the TVCS D Board and staff.

Peter MacLaird expressed concerns about late night noise and traffic in the Park. Deborah Parrish suggested installing an automatic, timing locking system for the restroom doors; Dru Fallon O'Neill suggested a no loitering sign; Donna Clavaud suggested a day use only sign.

2. Review Park Construction Bid(s). Clarify Selection Process

Jose Ortiz received four (4) sealed bids for the Park Projects. DMR Builders out of Santa Rosa was the lowest bidder at \$130,000. The three (3) other bids came in at \$135,500, \$164,945 and \$183,900.

Bidders had questions for Jose Ortiz about the specifications for the gazebo; Jose Ortiz checked with the structural engineer to clarify a few issues particularly with the roof details. Details will be sorted out at the pre-construction meeting.

Jose Ortiz will send the TVCSD Board a Service Agreement he developed and will put together a bid proposal package which will include payment bond (ensures if the contractor doesn't pay their suppliers, TVCSD would not be held liable), performance bond and labor materials bond (though not mandatory for Public Works contracts). The next step will be to hold a pre-construction conference with DMR Builders. TVCSD **may** hold a Special Meeting to award the contract and execute the agreement with a "Notice to Proceed". Jose Ortiz recommends DMR Builders for the Park projects and for David Judd to be the Project Manager. Project could begin March 11, 2020.

Bill Bonini asked if DMR Builders references and licenses have been checked. Jose Ortiz said they have Class A & B licenses, and they are registered with the Department of Industrial Relations. Jose Ortiz said the project, by law, must go to the lowest bidder. Jose Ortiz will contact DMR Builders references.

Peter MacLaird motioned to accept DMR's Builders proposal for \$130,000 for the Park projects pending positive outcome of their references and to allow Jose Ortiz to award the contract to DMR Builders. Bill Bonini seconded the motion. *M/S/C*

b. Financial Advisory Committee (FAC):

1. Review Approved January 23, 2020 FAC Meeting Minutes  
Minutes were reviewed.

Donna Clavaud reported Jose Ortiz attended the FAC meeting to discuss the Capital Improvement Plan (CIP); Jose Ortiz will redo the CIP budget which will include enlarging the irrigation ditch at the upper pond and to move the sensors higher for earlier warning purposes. The CIP budget will be included on the March 11, 2020 TVCSD meeting agenda.

TVCSD five (5) year strategic planning process will be included in an upcoming TVCSD Board meeting. The TVCSD Policy Manual will be revised, reformatted and bound after the Budget is completed.

Melinda calculated the cost difference between subcontracting from agencies for Administrative Services vs. hiring directly as a TVCSD employee and found the District would not be incurring any additional costs.

Jose Ortiz requested that all invoices be approved.

**VII. Financial Report (Melinda Bell)**

a. Accept Check Registers and Approve Expenditures:

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

**b. Financial Manager's Report:**

Financial Manager's report was reviewed.

Melinda Bell requested approval for the District to buy a new phone instrument for the Plant, which has voice messaging capabilities for remote access from another phone so that someone can check messages from his/her own phone. The current on-line service has been declining.

Deborah Parrish motioned to approve purchasing a new phone instrument for the Plant that has voice messaging capabilities with remote access from another phone. Donna Clavaud seconded the motion. M/S/C

**c. Review and Approve Financial Statements:**

Deborah Parrish motioned to approve financial statements. Peter MacLaird seconded the motion. M/S/C

**VIII. General Manager's Report**

General Manager's report was reviewed.

Jose Ortiz reported the SCADA level sensors need to be recalibrated; Jack Miller will recalibrate the sensors.

**IX. NSU Report**

**a. Review January 2020 reports:**

Reports were reviewed.

**X. Pending Business**

None

**XI. Other Business**

None

**XII. New Business**

**a. Change of Employment Status for Administrative Services:**

Donna Clavaud motioned to change Administrative Services status from sub-contractor to part time TVCSD employee effective February 1, 2020. Peter MacLaird seconded the motion. M/S/C

Jose Ortiz will perform employee evaluations on Cynthia Hammond and Melinda Bell.

**XIII. Old Business**

None


**XIV. Correspondence**


None

**XV. Adjournment**

Dru Fallon O'Neill adjourned the meeting at 8:34 pm. No objections

**Next TVCSD BOD Meeting, March 11, 2020, 7 pm at Tomales Town Hall**

 3-11-2020  
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Approved by: Dru Fallon O'Neill, President Date:

 3/11/2020  
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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.*

PO Box 303 • Tomales, CA • 94971 • ph 707.878.2767 • [www.tomalescsd.ca.gov](http://www.tomalescsd.ca.gov)  
Board of Directors:  
Dru Fallon O'Neill, President • Donna Clavaud, Vice President • Bill Bonini • Peter MacLaird • Deborah Parrish