



TVCS D Board of Director's Meeting Minutes

Date: Wednesday, March 13, 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

Board Members Absent: Peter MacLaird, Deborah Parrish

Also Present: Cynthia Hammond, TVCS D Recording Secretary; Walter Earle, Park Chair, Beth Koelker, Park Committee Member

I. Call To Order:

Dru Fallon O'Neill called the meeting to order at 7:16 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 March 13, 2020 TVCS D BOD Agenda

Bill Bonini motioned to approve the March 13, 2020 TVCS D Board Agenda. Donna Clavaud seconded the motion. M/S/C

IV. TVCS D Board Member Reports

None

V. Approval of February 11, 2020 TVCS D BOD Minutes

Jose Ortiz made a change to the minutes (page two (2), paragraph three (3), **from:**

"Jose Ortiz will send the TVCS D Board a Service Agreement he developed and will put together a bid proposal package which will include payment bonds (though not mandatory for Public Works contracts), performance bonds and labor materials bonds (ensures if the contractor doesn't pay their suppliers, TVCS D would not be held liable)".

To read:

"Jose Ortiz will send the TVCS D 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, TVCS D would not be held liable), performance bond and labor materials bond (though not mandatory for Public Works contracts)."

Donna Clavaud motioned to approve the TVCS D February 11, 2020 minutes as amended by Jose Ortiz. Bill Bonini seconded the motion. M/S/C

VI. Committee Reports

a. Park Advisory Committee (PAC):

1. Review PAC February 24, 2020 Meeting Minutes

Minutes were reviewed. Next Park Advisory Committee will be held on March 23, 2020. Walter Earle will email agenda.

Donna Clavaud and Bill Bonini suggested that Park Committee begin to consider future Park projects as Measure A funding will be on the November 2020 ballot.

2. Review and Approve Construction Service Agreement for Park Projects

Donna Clavaud motioned to accept DMR's Construction Service Agreement for the Gazebo and Ramps. Bill Bonini seconded the motion. M/S/C

Signage and the permit will be posted at the Park and the construction site will be cordoned off.

b. Financial Advisory Committee (FAC):

1. Review Approved March 2, 2020 FAC Meeting Minutes

Minutes were reviewed.

Donna Clavaud reported there were no major changes to the Preliminary Draft Sewer Budget for 2020/2021. Line items for Repairs and Maintenance were left open for Jose Ortiz to complete. The Park Preliminary Draft Budget for 2020/2021 will be worked on at the FAC meeting in April. Once the 2020/2021 budgets are completed, TVCSD Policy Manual will be worked on. TVCSD Recording Secretary, Cynthia Hammond will retype and compile the Policy Manual for distribution.

VII. Financial Report (Melinda Bell)

a. Accept Check Registers and Approve Expenditures:

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

b. Financial Manager's Report:

Financial Manager's report was reviewed.

Donna Clavaud pointed out the State Water Resources Control Board loan payment of \$26,295 is due December 2022 and in budgeting for FY 2022/2023, TVCSD should have this amount in reserves towards future capital needs or needed infrastructure work). The solar bond payment of \$17,941 is due July 2025. At that point, TVCSD would be debt free and in good position to plan for future capital needs.

c. Review and Approve Financial Statements:

Donna Clavaud motioned to approve financial statements. Bill Bonini seconded the motion. M/S/C

VIII. General Manager's Report

General Manager's report was reviewed.

It was noted in the General Manager's report there were problems with the flow meter at the plant and irrigation field; rendering the flow meter unreadable. A spare was found and Jack Miller will calibrate the pond level sensors this week.

Distributed at the meeting was an update on the leak in the force main to the storage ponds: NSU found numerous small holes in the underside of the pipe and a contractor is schedule on site March, 12, 2020.

IX. NSU Report

a. Review February 2020 reports:
Reports were reviewed.

X. Pending Business

None

XI. Other Business

None

XII. New Business

a. Policies for Accessory Dwelling Units (ADU's)
This item was tabled for a future TVCSD Board meeting.

XIII. Old Business

None

XIV. Correspondence

None

XV. Adjournment


Dru Fallon O'Neill adjourned the meeting at 7:52 pm. No objections

Next TVCSD BOD Meeting, April 8, 2020, 7 pm at Tomales Town Hall


Approved by: Dru Fallon O'Neill, President


Date:


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
Board of Directors:
Dru Fallon O'Neill, President • Donna Clavaud, Vice President • Bill Bonini • Peter MacLaird • Deborah Parrish