



**TVCS D Board of Director's Meeting and Public Hearing Minutes**

**Date: Wednesday, July 10, 2019 7 – 9 pm**

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

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

**Board Members Absent:** Bill Bonini

**Also Present:** Jose Ortiz, TVCS D General Manager; Melinda Bell, TVCS D Financial Manager; Cynthia Hammond, TVCS D Recording Secretary; Walter Earle, PAC Chair; Venta Leon, Finance Committee member

**I. Call To Order**

Dru Fallon O'Neill called the meeting to order at 7:14 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 July 10, 2019 TVCS D BOD Agenda**

Deborah Parrish motioned to approve the July 10, 2019 TVCS D Board Agenda. Donna Clavaud seconded the motion. M/S/C

**IV. TVCS D Board Member Reports**

None

**V. Approval of June 12, 2019 TVCS D BOD Minutes**

Donna Clavaud motioned to approve the TVCS D June 12, 2019 minutes. Deborah Parrish seconded the motion. M/S/C

**VI. Conduct Public Hearing to Receive Comment on the Proposed Sewer Service Rate for Fiscal Year 2019/2020**

Dru Fallon O'Neill reminded the board and the public attending tonight's meeting the proposed sewer rate is the second (2<sup>nd</sup>) installment for maintenance and improvements for the future.

**VII. Committee Reports**

a. Park Advisory Committee

1. No PAC meeting was held in June. The next PAC meeting will be held on July 22<sup>nd</sup>, 2019.

b. Financial Advisory Committee (FAC)

1.) No FAC meeting was held in June. The next FAC meeting will be held on July 24<sup>th</sup>, 2019.

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

a. Accept check registers and approve expenditures:

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

b. Financial Manager's report:

Melinda Bell reported the financial results are preliminary for Fiscal Year 2018/2019 as not all June invoices have been received. Melinda Bell reviewed the budget comparisons and balance sheets.

Melinda Bell requested Board advice regarding the contract for the Noise Pop event at the Park. Dru Fallon O'Neill offered to work with Melinda Bell.

c. Review and Approve Financial Statements:

Deborah Parrish motioned to approve the Financial Statements. Donna Clavaud seconded the motion. M/S/C

d. Adopt final Sewer and Park budgets for Fiscal Year 2019/2020

Deborah Parrish motioned to adopt the final Sewer and Park budgets for Fiscal Year 2019/2020. Peter MacLaird seconded the motion. M/S/C

e. Adopt Resolution 19-1. Maintain the current connection fee of \$10,000 per equivalent unit and keep Ad Valorum Tax Rate at .02% on assessed value for 2019/2020.

Deborah Parrish motioned to adopt Resolution 19-1 and to maintain the current connection fee of \$10,000 per equivalent unit and keep Ad Valorum Tax Rate at .02% on assessed value for 2019/2020. Peter MacLaird seconded the motion. M/S/C

f. Adopt Resolution 19-2. Set the sewer rate of \$81.90 per month per equivalent unit for 2019/2020.

Donna Clavaud motioned to adopt Resolution 19-2 and to set the sewer rate of \$81.90 per month per equivalent unit for 2019/2020. Peter MacLaird seconded the motion. M/S/C

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

Jose Ortiz reported he received an inquiry about connecting to the sewer system; the property in question isn't within the district and would cost \$45,000 for an extension in addition to \$100,000 for another 500 feet inside the property. Deborah Parrish asked if it would be less expensive to install a septic system, Jose Ortiz said it would be.

Jose Ortiz said he noticed differences between what LAFCO shows on their maps and studies and what TVCSD shows as district boundaries. Jose Ortiz said the Derby property owners requested annexation in to the District; collection of their annual sewer services will be made through property taxes. Melinda Bell said the Derby property could be added to the tax roll in October 2019 or later in the year; and would be effective July 1, 2019. Melinda Bell said the Derby property is on the tax roll for Levy 4 and not Levy 3; Melinda Bell will contact the County.

Jose Ortiz contacted Telstar asking them where the information was that he asked for. Deborah Parrish asked if there was any legal recourse; Jose Ortiz will contact County Council to draft a letter.

Jose Ortiz spoke to Bill Bonini regarding the Park bark. It was agreed 50 cubic yards would be ordered. Donna Clavaud would like the bark delivered before Founder's Day. Walter Earle will order the bark; Dru Fallon O'Neill will help Bill Bonini with the bark delivery and Tim Furlong will do the demolition of the gazebo. Donna Clavaud said a contractor is interested in bidding on the Park project; David Judd is interested in being a sub-contractor/project manager. Deborah Parrish would like to show the plans of the Park projects at Founder's Day to educate the community. Jose Ortiz suggested extending the bid notice and then offer a pre-bid conference. The permit has been extended until June 2020.

Donna Clavaud asked about the maintenance at the Plant. Jose Ortiz said Tim Furlong did the mowing. Mark Clavaud offered to help with the reconstruction of the porch. Rewiring the aerator needs to be done at pond #1.

## **X. NSU Report**

a. Review April 2019 NSU report  
NSU report was reviewed.

## **XI. Pending Business**

a. Guidance from General Manager regarding staff reviews  
Donna Clavaud asked Jose Ortiz to conduct staff reviews for Melinda Bell and Cynthia Hammond. TVCSD Board will conduct General Manager's review in a close session at September's meeting. Deborah Parrish wants to review the tools for the reviews and asked for staff review input.

## **XII. Other Business**

None

## **XIII. New Business**

None

## **XIV. Old Business**

None

## **XV. Correspondence**


None


**XVI. Adjournment**

Deborah Parrish motioned to adjourn the July 10, 2019 TVCSD Board meeting. Peter MacLaird seconded the motion. M/S/C

Meeting was adjourned at 8:20 pm.

**Next TVCSD BOD Meeting, September 11, 2019, 7 pm at Tomales Town Hall**

 9-11-19  
Approved by: Dru Fallon O'Neill, President Date:

 9/11/19  
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.*

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Board of Directors:

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