



TVCSB Board of Director's Meeting Minutes

Date: Wednesday, July 11, 2018 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

Board Members Absent: Deborah Parrish

Also Present: Jose Ortiz, TVCSB General Manager; Cynthia Hammond, TVCSB Recording Secretary

I. Call To Order

Dru Fallon O'Neill called the meeting to order at 7:20 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 11, 2018 TVCSB BOD Agenda

Donna Clavaud motioned to approve the July 11, 2018 TVCSB agenda as is. Bill Bonini seconded the motion. M/S/C

IV. TVCSB Board Member Reports

Donna Clavaud asked the TVCSB Board to think about a memorial bench or tree planting at the park dedicated to Margaret Graham.

V. Approval of June 13, 2018 TVCSB BOD minutes

Donna Clavaud motioned to approve the TVCSB June 13, 2018 minutes. Bill Bonini seconded the motion. M/S/C

VI. Committee Reports

a. Park Advisory Committee (PAC)

1.) No PAC meeting was held in June 2018.

Donna Clavaud mentioned the possibility of two (2) people joining PAC.

2.) Update on Park projects

Jose Ortiz went over the RFP's and contacted Kevin Wright, Government and External Affairs Manager for Marin County Parks, to get the word out on the park projects and the need of solicitation of bids.

Jose Ortiz will contact the architect to get the approved plans, as the plans in the RFP aren't the approved plans, they are the preliminary plans. Donna Clavaud suggested talking to David Judd to see if he has approved plans.

When Jose Ortiz attended the Public Contract and Competitive Bidding meeting, which also covered conflict of interests, it was discovered that if one is involved in the preparation of plans or preparing the estimates, it is considered a conflict of interest. It would still be a conflict of interest if one were preparing the plans or estimates at no charge. Jose Ortiz asked one of the attorneys if there was only one (1) bid, that still be considered a conflict of interest? Jose Ortiz suggests putting out a solicitation of bids and if there is only one (1) bid, TVCSD to make a call to the County for advise.

Jose Ortiz will get the RFP's out at the end of July 2018. The permit was extended to June 27, 2019. Donna Clavaud asked when should Ted Anderson be brought in to manage the projects. Jose Ortiz said this would be discussed in a closed session.

b. Financial Advisory Committee (FAC)

- 1.) No FAC meeting was held in June 2018.

VII. Financial Report (Melinda Bell)

a. Accept check registers and approve expenditures:

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

b. Financial Manager's report:

Financial Manager's report was reviewed.

c. Review and Approve financial statements:

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

VIII. General Manager's Report

General Manager's report was reviewed.

Jose Ortiz reported he was working on the Sewer Systems Management Plan (SSMP) and needs an action from the TVCSD Board to approve the revised SSMP. The plan is essentially the same as 2014, but the Regional Board received the plan from 2012. SSMP needs to be revised every five (5) years. Some additional items need to be added such as an emergency response for different categories for spills (NSU will be notified). Notification requirements also changed; only the office of emergency services need to be notified. Donna Clavaud asked TERN to be notified also.

a. Adopt Resolution 18-6. Approve and Certify TVCSD Sewer Management Plan, June 2018.

Donna Clavaud motioned to Adopt Resolution 18-6. Approve and Certify TVCSD Sewer Management Plan, June 2018. Peter MacLaird seconded the motion. M/S/C

Jose Ortiz said NSU completed their evaluation of the SCADA system. A letter was submitted to Telstar regarding the long-standing issues with the SCADA system. A Telstar staff was assigned to work with TVCSD to resolve the issues.

Jose Ortiz said there was an algae bloom in all three (3) ponds and received a bid for \$1,860 – an unforeseen cost.

IX. NSU Report

a. Review reports for May 2018.
Reports were reviewed.

X. Pending Business

None

XI. Other Business

None.

XII. New Business

None

XIII. Correspondence

Jose Ortiz received a Biannual Notice of Conflict of Interest. If there are amendments or new positions, disclosures need to be filed. Dru Fallon O'Neill will respond No Amendment is Required.


XIV. Adjournment

Dru Fallon O'Neill motioned to adjourn the meeting in memory of Margaret Graham. Meeting was adjourned at 8:12 pm. No objections.

Next TVCSD BOD Meeting, September 12, 2018, 7 pm at Tomales Town Hall


Approved by: Dru Fallon O'Neill, President

9/12/18
Date:


Attested by: Cynthia Hammond, Recording Secretary

9/12/18
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:

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