

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING**

Minutes of Meeting held January 13, 2010

Board Members Present: Walter Earle, Bill Tucker, Patty Oku, Hope Sturges, Eric Knudsen
Board Members Absent: None

Also Present: Karl Drexel, Administrator

Paul Duffey
Terry Duffey
Venta Leon
Bruce Bramson

Board Vice President Bill Tucker called the meeting to order at 6:00p.m.

Open Communication:

Walter Earle noted that a resume was presented to him from somebody who was interested in the position of Administrative Assistant. He noted that the Community Advisory Committee had suggested that such a position be established, but that the Board had not discussed it so he didn't know how to address the resume maker. He suggested that the issue be added to the February meeting as New Business and it be discussed by the Board at that time as to whether or not the Board wants to pursue that and if so how to go about it. He noted that the Board would have to develop a job description and basically design the position, determine the pay structure, benefits, etc. Patty Oku noted that designing a position like that is not in the Board's expertise and that possibly another agency or outside company that is used to developing job positions and descriptions. Venta Leon mentioned that the community established the original job description and it has evolved from there. She went on to say that since "we" know the community better than an outside agency or other District, it would be better if the Job description and duties be determined from within the community. She also noted that the Administrator has been tracking his job functions and that a job description can be gleaned from that. Patty Oku mentioned that she felt she was out of the loop because there has not been any discussion about an Administrative Assistant since she came on board. Walter noted that it was for that reason that he did not ask that it be put on this agenda, but brought up at the next meeting under New Business when there was time for everybody to discuss it. Patty asked if the agenda item would be the discussion of what the Board would want in that position, what that might look like and if the Board is even interested in establishing the position and if there is a need for the position? Bill Tucker noted that any discussion the Board has regarding that position should include the Administrator since it is his job that would be affected.

The Administrator indicated the District is a member of the CSDA List Serve and that recently there were job descriptions posted that he can collect for the Board's review. Venta noted that the Advisory Committee also collected job descriptions from other Districts. Paul Duffey noted that a discussion like that has to be considered in the context of the Mission Statement of the District. He said his question would be: how does that fit into the safe and economical operation of the sewer District? Walter responded by saying that is why he wants to put it on the agenda for discussion. Paul also noted that as far as outside input into the development of a job description, Bob Rawson, or his engineer, would be available to consult with the District Board. He said Rawson is the local authority on systems operations. Paul said he felt there was probably a formula that could be plugged into the size of a system that would determine what the overall operating costs should be. Walter indicated that the discussion would be on the need,

appropriateness and cost of an Administrative Assistant and not the overall operating costs of the system.

Venta stated that the Advisory Committee had discussed the possibility of making the Administrator's position a part time position once the capital projects that the Administrator has been working on come to completion. She said it was unclear whether or not that is feasible, but it needs to be looked at. Patty noted that in looking at the evolution of the District and what has been accomplished and what discussions are taking place for the future, she's not sure that changes should be made in the near future.

Bruce Bramson interjected that this is a new year and a new decade with a new Board; and this is a very difficult time financially for the District. He noted that every government agency in the State and in the Country is strapped and as a rate payer he is concerned. He went on to discuss the original reasons for forming the District and detachment from North Marin Water District. He said many of the original people involved in that decision let it go and allowed the Board to make the decisions regarding the District. He noted, however, that he and others have taken a real increased interest over the last year and a half and are attending meetings and expressing their opinions, so the Board doesn't feel that there is no community support. He went on to say that he felt that the Ad Hoc committee represents his interest as a rate payer more than anything else. He said he would like to see a sense of caution in moving forward with any new projects, especially one as large and with divergent opinions as the tertiary recycling project. And, he continued, as a ratepayer, he is anxious to see the direction this new Board will take.

Patty asked to clarify that the agenda item for the next meeting regarding an Administrative Assistant. Walter noted that the item should be discussion regarding the position of Administrative Assistant. Patty asked that job descriptions be submitted from other Districts prior to the next meeting so the Board can review them before the discussion.

Venta said that she agreed with Bruce that she would like to see a moratorium on new projects and that she was hoping the Board would review where we're at with everything including the Park, job descriptions, expenses, etc., before moving forward with anything new. Her comment was, just put the brakes on, especially going into a new budget process. Patty asked her what her reason was. She said she did not think the community was real clear with what was going on with the Park and where it stood and that before any new Park structure be built that this project be completed first. And not just the Park, but the groundwater study, the recycling study, any additional sewer projects, etc. She urged the Board to be cautious and take a good look at what is on the table before taking on any new projects, especially in these economic times.

Venta also asked for a tour of the facility. Walter mentioned that it was going to happen with the Grand Opening of the Park last Fall, but that has not happened. He indicated that it should be scheduled this Spring. She also mentioned that she had brought up before that she requested the Board establish a process by which contracts are let and applications like this are processed.

Welcome New Board Members:

The Administrator issued the Oath of Office to the three new Board Members: Walter Earle, Hope Sturges and Eric Knudsen. The Administrator then advised the Board that, historically, new officers were elected at the first meeting of newly elected members.

Bill Tucker made a motion to elect Walter Earle as President of the Board. Seconded by Patty Oku. M/S/U/.

Patty Oku made a motion to elect Bill Tucker as Vice-President. Seconded by Eric Knudsen. M/S/U/.

Bill Tucker made a motion to select Karl Drexel as the Board's Secretary/Treasurer. Seconded by Eric Knudsen.

Approval of Minutes:

The Chair entertained a motion to approve the November 11, 2009 board meeting minutes and asked for any corrections and additions to the minutes. The Administrator indicated that he had a correction to the November 11th minutes. He noted that at that meeting, Venta Leon had asked if he was submitting all e-mails and correspondence received to the Board members in the Board Packets and he responded "pretty much all." The Administrator corrected that statement by saying that, although "pretty much all" was technically correct, he acknowledged that he receives a ton of e-mails and correspondence that he sorts through and submits those items that he feels are pertinent to Board Members and relevant to Board business. Terry Duffey noted a typo on page 3 and page 4 where "regarding" should be "re-grading". She also noted the sentence in Item F in the minutes did not come to completion. It was corrected. After corrections:

Walter Earle made a motion to approve the minutes of the November 11, 2009 Regular Board Meeting as corrected. Seconded by Hope Sturges. M/S/U.

Financial Report:

A. & B. The Administrator submitted the financial reports for December and January and noted that there was nothing to add to the financials in the Board packets. The exceptional expenditures included a payment to SWRCB for the annual payment of the SRF Loan. Other payments include Marin County for Haz Mat Permit, CSDA Annual Membership, Terry Duffey for Newsletter and SDRMA for quarterly Workers Comp insurance. Bill Tucker noted that Margaret Graham was the Board member selected to reconcile the bank accounts and asked who was going to do it now. Walter indicated he has been doing it and will be glad to continue to do it. Walter explained that was recommended by a previous auditor that one Board member reconcile and balance the accounts in addition to the Administrator, on a monthly basis. Patty Oku offered to take over the responsibility as well. It was decided that Patty would take over and get help from Walter if necessary. New member Eric Knudsen mentioned that he noticed the P&L for Dec and Jan showed a negative net income and asked if that was a regular thing. The Administrator explained that one third of the operating income comes from the SUSD, and they are billed once a year, therefore the monthly income statements run negative except the month that the school District is billed and that month shows a large positive income. At the end of the year, the District operates at a positive level, not counting depreciation. Walter asked about items on the P&L under Professional Fees. He asked what the \$6,000 charge under Accounting was and the \$3,170 under Consulting was. The Administrator explained that the \$6,000 charge was for the FY Annual Audit and the Consulting fees were for the Feasibility Study for that month that is being paid for by the CDBG. Terry Duffey noted that she did not see an invoice for the Administrator's fees for the month. The Administrator noted that the fee was listed on the monthly payables list, but that he had not submitted an invoice before the Board Packets went out. She asked the Administrator if the Board could pay him without an invoice. He explained that they could because they were approving the list of payables that went along with the photocopies of the bills, just as they can for PG&E, AT&T and other monthly bills that are not photocopied.

Patty Oku made a motion to accept bank statements and financial statements and approve expenditures including Phillips and Associates O&M, PGE facility costs, Karl Drexel, AT&T, Capital One, SDRMA, SWRCB, CSDA and miscellaneous office supplies and copies. Seconded by Eric Knudsen. M/S/U.

C. The Administrator submitted copies of correspondence between the District and the County regarding Levy 4 funding. He noted that he is pursuing a reinstatement of Levy 4 funding or

some derivative of that and Liza Crosse, Steve Kinsey and the County are all working to come up with a solution. He explained to the new members that the District has always received Levy 4 funds that helped pay for the construction loan. A portion of that money is from an Ad Valorum tax that levy's \$0.02 per \$100 valuation on property and the balance was from other sources within the County tax coffers. However, the Auditor/Controller's office has been revamped and the new person in charge of this says that the County was not supposed to supplement the Ad Valorum tax and they will no longer do it. The Administrator went on to explain that he was trying to get it re-instated and the correspondence indicates that it is still ongoing.

Bruce Bramson asked how much this Levy 4 amounted to. The Administrator noted that it was about \$22,000 last year, but that it varies. The Administrator explained that the Ad Valorum tax started out at \$0.75 per \$100 valuation and continually decreased under North Marin until it got down to the \$0.02 it is now. That tax generates approximately \$7,000. The balance has come from the Unitary Tax the County was able to use to supplement that.

Phillips & Associates Report:

The Administrator reported that Steve Phillips was prepared to make the December meeting but was unable to make tonight's meeting. He noted that he didn't have anything new to report. The irrigation is still off and everything is working properly. He noted that there was still a high level of TSS in the discharge pond due to algae, but that it wasn't an operational problem unless the District decides to go forward with tertiary. He also noted that there are still problems with the log data for the self monitoring report from the SCADA system, but that Rockwell, CED and Control Systems West are working on a solution.

Committee Reports:

A. Newsletter Committee

Terry Duffey indicated there was nothing to report.

B. Fundraising Committee

Eric Knudsen introduced the idea of a Farmers' Market during the summer to the Board as a possible fundraiser. He said it could possibly be on a Friday afternoon from 4:00 to 8:00 with farmers bringing in local produce, dairy goods, olive oil, etc. and it would generate income for the Park with booth fees. Discussion was held regarding the popularity of the Market at Founders Day and whether or not it could be sustained over the whole summer. Bruce Bramson reported that Steve Quirt, the Organic and Sustainable Coordinator with UC Cooperative Extension, had concerns about permits through the County. Eric mentioned that he had discussed the idea for the Farmer's Market and Steve will be able to address the Board at the next meeting. The Administrator noted that his concern would be insurance holding the District harmless. He noted that for Founders' Day, the Founders' Day committee buys insurance for the day at a cost of about \$300. This covers all of the participants and vendors, except liquor sales, so the organizers don't have to collect insurance riders from each vendor. He said that might be prohibitively costly for a Farmer's Market. However, if each vendor provided their own insurance rider, that shouldn't be a problem. The consensus was that the idea was a good one and the Board asked Eric to invite Steve to the next meeting.

C. Community Advisory Committee

Terry Duffey and Venta Leon reported that they had nothing to report, but would comment on issues as they came up.

D. Mosquito Committee

Walter Earle indicated that the Mosquito Committee only meets twice a year, and if Margaret has anything to report after a meeting she will let the Board know. The Administrator noted that he would take it off the agenda until he hears something from Margaret.

Pending Business:

A. Grant Writing

1. The Administrator reported that the Feasibility Study funded by the CDBG has been completed and everybody was sent an electronic copy of the final report. The Administrator explained that the Feasibility and Planning Study contract was broken into two parts. One part was to get the basic capital costs and operating costs determined to see if it is feasible to proceed. The second part of the study was to take it a step further and start the Engineer's Report or some other function that will benefit the final design and construction. He noted that the Feasibility Report gives us numbers to work with and for planning purposes. Walter Earle indicated he would like more time reviewing the report before any serious discussion happens. The Administrator noted that a lot of studying of the report has to happen before the Board can make any decisions; the SUSD has to review the study and see if they want to have further discussion; and the Board then can determine the direction to go in the future. Bruce Bramson said that at some point in the decision making process as to whether or not to pursue this project, he would like the ratepayers to weigh in on that decision. He went on to say that the commitment to doing this project has significant ramifications to the community with the potential of doubling the monthly service fees. The Administrator noted that the feasibility report indicated that the addition Operations & Maintenance costs would be approximately \$12,000 in the first year and with inflation increase somewhat over time. He noted that a \$15,000 cost increase over the current O&M costs would be about \$6 -7 per month per Equivalent Unit under the current billing formula. He agreed that the community needs to be involved in the process, when that time comes, but that they need accurate information and accurate figures. He mentioned that information was being spread around already saying the rates are going to double if the District pursues tertiary treatment, which is blatantly not true and is influencing any legitimate discussion that might go on. He went on to say that the SUSD was the entity that requested this information be pursued to see if it is feasible. If they choose to go forward under a contract with the District for tertiary treated water, a new financial agreement would have to be entered into, which would reduce the cost to the rest of the ratepayers even more. But those numbers are not known and won't be known until a considerable amount of discussion is held and SUSD makes a commitment, Capital funding is found, and the numbers known; and then, and only then, a meaningful discussion can be held with the rate payers. He went on to say that it could be possible for the SUSD to pay for the entire increase in O&M costs because in the past they were importing water at some cost, but he didn't know what it was. Hope Sturges noted that the school has a new 250,000 water tank and the middle school has their own water tanks she didn't see where the school District would need tertiary water to water the athletic fields when they have way more than an ample amount to do that now. Patty Oku said that it is up to the school district to decide whether or not it is needed. Bill Tucker interjected that previous school Boards wanted to pursue this and the school staff wanted to pursue this, but he did not know if that has changed with the new water tank.

Bruce Bramson noted that he had a letter from Gary Phillips regarding the pros and cons of the District going to tertiary treatment. He said that there were two or three positive reasons for tertiary and about 15 reasons against it. He said that there were several very important considerations to look at in that letter. The Administrator acknowledged that there were several considerations that needed to be addressed, and he noted that Gary likes to keep systems as simple as possible and has a personal bias

against advanced treatment when it isn't required by the State. He noted that he could not see any circumstance in which the tertiary project would be approved by this Board without SUSD agreeing to pay more for the water than they are now and resolving all of the concerns that the majority of the community might have. The bottom line is that more information has to be gathered in order to make any decisions.

Bruce Bramson added that he feels the water percolating into the ground at the irrigation field is replenishing the aquifer. And as far as aquifer replenishment goes, until we know for sure, from a water study, whether or not that water is going into the Franciscan Assemblage and has nothing to do with the Wilson Grove water aquifer, the District is doing a sizeable job recharging the aquifer, whichever it is. He said he thought what the District is doing right now is very beneficial and safe and tertiary treatment will not necessarily make it more safe.

2. Nothing new to report.
3. Nothing new to report.
4. Nothing new to report.

B. Capital Improvement Projects

The Administrator reported that the Pond Project is basically done. The runoff problem has been fixed with regarding the roads and placing a berm around pond #1. He said the treatment building still needs gutters. He also noted he had been working on the O&M Manual when time permits and that the State is wanting it as soon it is finished.

C. Sass Property and LAFCO Sphere of Influence Study

Nothing new to report

D. Tomales Farm and Dairy and LAFCO Sphere of Influence

Nothing new to report

E. LAFCO Sphere of Influence Study

The Administrator reported that the LAFCO Sphere of Influence public hearing would be postponed to March 2010. There seems to be some concern about putting the Tomales Farm and Dairy property on Highway 1 back into the SOI. It appears the County will not allow Williams to deed restrict that parcel until there is a master plan submitted and they are not ready to submit one yet. Peter Banning and the County are in talks to decide if anything can be done to allow a deed restriction. As it stands right now, LAFCO is going back to the original recommendation and that is to mitigate the parcel out of the SOI.

Bruce Bramson noted that the expansion of the Sphere of Influence would only include the Sass and Carinalli parcels and that the County will not separate the mixed zoning parcel owned by Sass that had the zoning for 6,000 sq ft minimum and a 2 acre minimum zoning on the same parcel. Bruce asked the Administrator if the annexation and sewer hookup for those parcels would be a lot by lot application or a combined application. The Administrator noted that he had no idea at this time. The Sass Tentative Map application is still an open application, but he does not know where it is in the process or what it looks like today. Hope Sturges asked if Carinalli was bankrupt. The Administrator said that he was, but that he thought the parcels were in the names of different corporations and he didn't know if they were included in the bankruptcy. Bruce noted that they were listed in the Press Democrat as being part of the bankruptcy. He noted that the properties and the entire Sass project are in jeopardy because of the bankruptcy. He commented that if a property sold for \$300,000 and the property next to it was auctioned off for \$0.20 on the dollar, the property owners could tie everything up for lack of disclosure.

F. Clean Renewable Energy Bonds

The Administrator reported that the solar project was now moving forward. He noted that there was a bit of a delay due to the Planner's concern over the possible presence of

endangered plant specie. It turned out they were only concerned about the Baker's Larkspur that did not grow on the site and Walter and another plant specialist wrote about the habitat and known location of the plant and the problem was resolved. The other problem was that Public Works wanted copies of the Deeded Easements for the roads going into the two sites, which he went to the County Recorders office and procured and supplied to them. The County set Feb 11th as the public hearing date and hopefully they will be able to start work in March. Walter Earle explained about the discovery of the Baker's Larkspur and that there is only one location in the wild and that's on the Marshall-Petaluma Rd. He noted that the County wiped out most of the plants while performing flood and landslide protection.

G. Irrigation Field Vegetation Management Plan

The Administrator noted that he had nothing new to report on the Vegetation Management Plan. He said he was still waiting to hear back from Borello. He noted that the management of the gorse at the irrigation field would be an ongoing program, so he wanted to keep it local. He said from everything he's heard the first thing would be to cut it all down and selectively spray the gorse, and then try to keep it from returning by mowing twice a year. The Administrator explained how the sprayed water over the irrigation field percolates and evapo-transpirates and that the gorse is taking over the grass area needed for the evapo-transpiration. Hope mentioned that Rob Borello told her that he was waiting to hear from the District, so the Administrator said he would try to contact him again.

H. Groundwater Study

The Administrator reported that ECON was supposed to put a proposal together for a study. He noted that there was an article in the Board Packet referencing the Collaborative Policy Center in Sacramento. He told the Board that ECON was recommending the Center as a first step toward getting the input from all of the interested stakeholders to determine what a groundwater study should look like. He noted that researching this issue has taken up some of his time, but that he was charged by the Board to look into a groundwater study at the request of Bruce Bramson and the Community. He also noted that getting a proposal from them will not cost the District any money, but that without it, there is no way of knowing how much funding might be necessary. Hope Sturges asked the Administrator why the District wants a groundwater study for Tomales. He asked Bruce Bramson to respond since it was his request initially. Bruce responded that everybody is on private wells and when a developer like Sass comes in and drills two very deep wells and the adjacent shallower wells draw down significantly, it is apparent that for the core of the town there are draws on the aquifer that don't necessarily get replenished. He mentioned that when you pave over an area and you divert drainage water, that water is not percolating and replenishing the groundwater. So it is imperative that we know what that aquifer can support.

Bill Tucker interrupted the discussion to comment that the District is responsible for the community's wastewater and park and that if the community and the Board want to take on another function, it is going to add more time on the Administrator's schedule and work load when the committee is asking for him to reduce his hours. Hope Sturges commented that she was not necessarily in favor of it at this point in time. She said that if the developer was starting to build a bunch of houses that might have an effect on the water, then it might be OK for the District to get involved with a groundwater study, but that isn't the case right now. Patty Oku noted that with the political issue of water statewide and nationally, there is probably going to be funding made available at some time. If the District is on the leading edge of requests for such a study is important and you have to have the information ahead of time. Hope said that she felt the District should wait until funding is available. The Administrator noted that the Department of Water Resources at the state level is holding public hearings to set the guidelines for future funding. And, just like the feasibility study, you have to be able to move when the funding becomes available. He reminded the Board that the District was part of a larger collaborative grant application with the Tomales Bay

Watershed Council, but the application was denied funding for several reasons, one of which was because we did not have a feasibility study completed. By having a proposal from ECON or somebody else, we have a starting point to know what type of funding is needed, and this is just the preliminary stage. The actual ground water study would come after it is determined what the community wants and needs from such a study. Bill said that if the proposal does not cost anything and if funding can be garnered for the first stage, then he would be for it. However, if it costs the District then he said he would not be for it.

The Administrator reminded Bill and the rest of the Board that the District is not paying him extra to research a groundwater study or anything else. The District is paying him a fixed fee every month to do the JOB. It doesn't matter if he is working on the O&M Manual, the SSMP or researching a groundwater study; he is paid the same amount. So it doesn't matter what he does, he gets the same amount, so the District is not paying any more for him to research the groundwater study and look for funding.

Bruce Bramson said there is an overview in California and globally that there are too many people on the planet and the water is a big issue. He also said that Scott Callow from the County Environmental Health says that Tomales is better off than 95% of the people in Marin with regards to water because they are all on wells. However, Bruce maintained that the town is at the very bottom of the aquifer and wells can not be drilled deeper than 180 feet for fear of salination of the aquifer since it is 110 feet below sea level. He also said that the developer is unwilling to indemnify the property owners from losing their water when the development is complete and all of the houses are drawing down water. He said it may be that the most valuable thing about water is what is under the ground. If we can get somebody to pay for a groundwater study he would love to see it happen.

I. Audit

The Administrator reported that the audit was done and that he had sent out electronic copies to the Board and several members of the community and that he also had hard copies if anybody wanted. He also submitted a copy of the journal entries that have to be done every year. He reported that one of the things that the auditor recommended was for the District to separate the non-profit entity from the enterprise function of the District. He acknowledged that he did not quite understand the reasoning. He noted that when the District was formed it was a government agency. When the Northwest Marin Community and Cultural Center asked the new District to take over the Park and assume the non-profit, the District also became a non-profit. According to the auditors, these should be two separate entities with separate ID Numbers. Discussion was held regarding how that might look and the Administrator said it would have to go through County Counsel to determine how the structure and organization would look. Bruce Bramson said when the District was formed, Kinsey and LAFCO said they could not have fast tracked the organization of the District without the non-profit status, but with the non-profit status we immediately became eligible under LAFCO's criteria to organize as a special district. Walter noted that the District has had problems in the past regarding filing reports. The Administrator acknowledged that, and noted that each State agency is going through their files looking for additional money, and that the recommendation was just that. It is not necessarily a requirement, although the District still has to file 990's to the other agency that just popped up.

Terry said she had a question regarding the long term debt shown on page 10. She noted that the long term debt was listed at \$225,925. She asked how the repayment of the Solar Project Bonds was listed on the financials. The Administrator noted that it wasn't listed on the audit because the audit was as of June 30, 2009 and there had not been any draws from the bond sale. Terry asked how much the solar project will cost, and the Administrator explained that the Bond Sale was for \$305,000 to cover all of the project costs and the administration and

engineering costs as well. Hope Sturges asked if the audits were every year. The Administrator explained that he had negotiated with the County and the State to have audits every five years, but because of the Bond Sale, the District is now required to have annual audits that will be paid for by the administrative portion of the bonds. Walter Earle asked if the annual audits will be the same amount in the future. The Administrator said that this was the cheapest one he found. He said one firm came back with a \$7,500 price, but that most of them were between \$10,000 - \$15,000. He said that next years will be more than the \$6,000 cost of this audit, because there are new government standards that are required.

J. Complaints and Correspondence From the Community

There was no correspondence from the community

New Business

No new business

Administrator's Report:

The Administrator submitted a daily timesheet for November which was in the December meeting Board Packet, but not one for December. Instead he submitted a Manager's Report in the same format as he used to do at Nicole's request before she left the Board so the new member's could see both types of reports and determine what they want to see every month. Terry Duffey said that the committee has discussed the issue and would like to see the reinstatement of the daily time sheets. Bruce Bramson said the daily time sheets have more detail to determine what functions and tasks may be used for job descriptions. The Board came to the decision to have the Administrator continue with the daily time sheet and not submit the older form Administrator's Report.

Patty Oku asked why the Board needs the detailed daily information of the Administrator's tasks rather than a monthly recap of what he has done. Walter said it was so it is clear what the Administrator is spending his time with at the request of the Community Advisory Committee. She asked if it was for any future use. The Administrator explained that the Advisory Committee had asked him to detail what he did on a daily basis and what functions he was responsible for, so that they could determine if there were any jobs or functions that could be done by someone else at a lower rate than he was being paid, such as an Administrative Assistant, a clerk, or some other District employee. Patty tried to clarify it by saying that this was for analysis to decide what parts of the Administrator's job could be done by someone else and to potentially develop job descriptions for other staff positions. Walter said that the Board had not got to that point yet, but that was the reasoning behind it. Patty asked the Administrator if he could collect job descriptions for the Administrator's position from other District's as well while he is collecting job descriptions for Administrative Assistant. Bill Tucker noted that the committee had already collected some from the surrounding area.

Bruce Bramson indicated that during the course of increased interest by the committee in what the Board was doing and what the Administrator was doing was to get a handle on how things were being run. He said that it was not really clear how things were with the Administrator being a consultant and being paid on a two tiered system and that they wanted to know how other Districts operate and to find ways to streamline the way this District is operated. Patty Oku asked if the committee could make those job descriptions available to the Board since most of them did not see that information. They agreed to submit them to the Board before the next meeting.

Correspondence

The Administrator submitted copies of correspondence. No action was necessary.

Park Task Force

The Administrator reported that he wrote a letter to David requesting that he get started on the Park project again. He said he has not heard from him, but that he has started on the project. Walter noted that the Park project has to be completed by June. The Administrator said that the extension was until

the end of March. He noted that David brought a container in to hold all of the tools and materials that are spread all over town and he has a barrier set up to keep people out of the construction area. But he said he hasn't got a timeline from David yet.

Adjourned at 8:10 PM

Next Meeting: February 10, 2010 6:00 PM.


Approved _____ Date Feb 10, 2010