

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING**

Minutes of Meeting held February 10, 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
Bert Crews

Peter MacLaird
Donna Clavaud
Ted Anderson
Cornelia Crocker

Doris Pareas
Steve Quirt

Board Vice President Bill Tucker called the meeting to order at 6:04p.m.

Open Communication:

Terry Duffey requested that Steve Quirt be allowed to address the Board out of order because he had another appointment and needed to leave. The Chair moved to Item 6.B. and his comments are under the agenda item Fundraising Committee.

Cornelia Crocker and Doris Pareas addressed the Board about getting services to the community. She passed out a flyer announcing breast exams at the Town Hall on Friday. She noted that if the community uses the services, the agency providing the service are more willing to come back, so she asked that everybody talk it up in town and post flyers. She also announced that on the following Wednesday there will be free H1N1 flu vaccinations and reported that if they give out 120 vaccinations, they will come back. She also handed out flyers for this.

Cornelia then reported that Doris and she had been attending transportation meetings to try and improve public transportation in West Marin. She said that they have been in discussions with Marin County Whistle Stop Transportation and the County Transportation Authority. She mentioned that they both knew people from Dillon Beach and the Landing who moved there when they were able bodied and are now finding it difficult to get around. She said that Whistle Stop provided a ride to San Rafael and Petaluma one day a week. She said that she initially tried to get additional trips per week from Whistle Stop and tried to get the West Marin Stagecoach to add Petaluma to their route, but was unsuccessful due to budget constraints. She explained that there might be an alternative to either of those. She explained that Whistle Stop is mandated by their bylaws to retire each bus after so many miles and donate it to a community agency that could continue using them for transportation. She mentioned that each bus is a nine passenger bus so it does not take a special license to drive one. She said the waiting list is about 6-9 months out.

She explained that they were hoping that the District would get on the list to receive a bus and if it happens, the community could form a group of volunteers to actually run a small bus service for Tomales and Dillon Beach on any schedule the community wants. She said grants would have to be acquired to cover the cost of maintenance and insurance, and that Whistle Stop would be willing to discuss maintenance needs. She also suggested that maybe the Fire Department would be willing to help in the maintenance since they maintain their vehicles. Maybe the school bus mechanic would be able to help. She said there has been a lot of community support and that if the District were willing to pursue it, the people at Whistle Stop would be willing to come out and discuss it further. She said she would get the contact information to the Administrator. The Administrator noted to the Board that the District's Property and Liability insurance policy already included any District owned vehicles, even though they didn't have any. He said it was not an add-on to the policy, but already part of it. He commented that he did not know how that would relate to a commercial bus with volunteer drivers, however.

Patty Oku asked Cornelia what the population of riders might be in the Tomales area. Doris Pareas noted that she was not familiar with the Lawson's Landing and Tomales populations, but that she knew personally 14 people who live alone over 65 and 9 of them do not drive, in Dillon Beach alone. Patty asked if they would use the bus and Doris said that they use it every week on Wednesdays now. Cornelia said another group that might use the bus are the people in the surrounding ranches where there might not be vehicles for everybody to use. The Administrator asked if the community did form a group of volunteers to operate a bus, would Whistle Stop continue to do their Wednesday run or discontinue it. Cornelia said she would have to find that out. The Administrator noted that this was not an agenda item and no action could be taken, but if she would send him the contact information he would put them on the next month's agenda.

Cornelia also reported that the Church received information regarding monthly USDA Food Distributions that are free of charge to low income individuals and passed out a flyer indicating the distribution site in Pt Reyes for West Marin. She noted that she was investigating creating a distribution site in Tomales for the Tomales-Dillon Beach area.

Approval of Minutes:

The Chair entertained a motion to approve the January 13, 2010 board meeting minutes and asked for any corrections and additions to the minutes. Terry Duffey pointed out that the spelling of transpiration was misspelled twice. Eric corrected the statement that the Farmer's Market was Steve Quirt's idea. He said the idea actually came from another homeowner in Tomales. After corrections:

Walter Earle made a motion to approve the minutes of the January 13, 2010 Regular Board Meeting as corrected. Seconded by Patty Oku. M/S/U.

Financial Report:

A. & B. The Administrator submitted the financial reports for February and noted that there was nothing to add to the financials in the Board packets. The exceptional expenditures included a payment to Marin County Clerk for the election.

Eric Knudsen 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, Marin County Clerk and miscellaneous office supplies and copies. Seconded by Hope Sturges. M/S/U.

The Administrator reported that the Unitary Tax situation was still up in the air. He noted that Steve Kinsey and Liza Crosse had gotten involved in the issue and are working on some type of solution with the Department of Finance. They have held several meetings and are going to come out to Tomales and meet with the Administrator and one or two Board members to discuss options on March 4th. He asked if any Board members were available on that day to let him know.

Phillips & Associates Report:

The Administrator reported that the ponds were operating well and the rain has not been a problem. He reported that Phillips was not doing any BOD sampling presently, so it is unknown if the operational changes have had any effect. He said BOD testing will resume when it gets close to irrigation season. Hope Sturges mentioned that she was taking Environmental Technology with Bob Rawson at the JC and he suggested that the District try Aqua-Marine Shadow, a non-toxic water dye, to keep the algae down and lower the BOD and TSS readings. He told her that he uses it at Graton CSD and gets tertiary level readings in BOD and TSS, both around 10mg/l. Hope said that Bob sent her the distributors name and contact information. She said that this could be a solution to the BOD problem. The Administrator noted that he had been

in discussions with another operator and trainer with the CRWA and they have discussed different water dyes. He said he was not aware of Aqua Shadow, but would look into it. He noted that Aqua Shade product was pretty expensive and labor intensive. If there is a product out there that works as well, is cheaper and doesn't have to be constantly applied, he would like to get more information about it. Hope said she would get the information and pass it on.

Committee Reports:

A. Newsletter Committee

Terry Duffey indicated she would have something next month.

B. Fundraising Committee

Eric Knudsen introduced Steve Quirt, the Organic and Sustainable Coordinator with UC Cooperative Extension, to talk about the idea of a Farmer's Market during the summer. Eric explained that he was thinking of a Market in the Park on Friday afternoons from 4:00 to 8:00 and asked Steve to explain what it would entail, if there was any interest for another Market, are there enough suppliers in the area to supply a Market, etc. Steve said he had been thinking about it as well and wasn't sure if Tomales would have the draw that Pt Reyes has, but that small regional markets are going to be popular. He said that Pt Reyes and Occidental are both doing great and that Tomales is sort of in a no-man's-land in the middle. He said that if a Farmer's Market were kept really simple it could be tested to see how it worked. He said he felt it would be worth a try. His question would be how do you make it work and make money. He said that a true certified legal Farmer's Market has to be registered with the state and have a dedicated Market Manager to file reports, etc. He said the Pt. Reyes Farmers Market is funded by Steve Kinsey with \$5,000 to \$10,000 per year and the Marin Community Foundation supplies an additional \$5,000 per year to offset some of the costs. He noted that without that funding the Market would not happen. He also noted that Marin Organic put in some money for that Market. He commented that a lot of that money is drying up and it is questionable how the Market will continue. The Administrator asked what expenses were involved in a Market. Steve noted that the Market had to have a manager to organize, collect fees, file reports, advertise, etc. He also mentioned that the District could put on a crafts fair and not call it a Farmer's Market. If it has both crafts and farm items, it falls into another type of event. He also commented that after a short time, Environmental Health might get involved, sales tax issue become involved, etc. He went on to discuss the table fees being charged locally and what the Park could expect to charge, which would be \$25 to \$50 for a booth space. Eric asked him if the vendors provide their own insurance or if the Park supplied the insurance. Steve said that a Farmer's Market is business of itself, outside of the vendors, and the vendors join the Market and pay a fee, so the Market has to supply insurance. Walter Earle commented that they were responsible for providing their own insurance with a rider on their business policy and Steve commented that some Markets do require the vendors to supply their own insurance. Discussion was also held about serving alcohol, opening it up to crafts and food sales, etc. He thought if it were opened up to other vendors other than just farmers it would be more successful and not have to be as restrictive with reporting to the State.

C. Community Advisory Committee

Bert Crews reported that the committee met and discussed the tertiary water reuse project and developed a letter sent to the Board asking the Board to pass a motion "to cease any further expenditures on a tertiary system, including any further research, investigation or analysis." He said based on the figures from the Feasibility Report there were no cost effective benefits to the District and that rates would double and the District would go further into debt. That along with the Phillips report opposed to tertiary, they felt it was time to stop considering it. Walter Earle asked if the figures he used were based on 100% financing. Terry Duffey said that it was not based on 100% financing by the ratepayers, but that it reflected a partial grant and payments of 34% by SUSD and 50% by SUSD to come up with their figures. The

Administrator noted that the next item on the agenda addressed this issue and Walter asked the committee if they had any other business to report. Bert said they did not, so the discussion continued under Pending Business.

D. Mosquito Committee

Nothing to report.

Pending Business:

A. Grant Writing

1. The Administrator reported that the first part of the Feasibility and Planning Study funded by the CDBG has been completed and everybody was sent an electronic copy of the final report. Discussion was tabled at the last meeting until Board members had time to review the report. The Administrator reported that he had requested reimbursement for the first phase, which was received. He noted that there was \$7,700 remaining in the grant for the second phase. The Administrator explained that the Feasibility and Planning Study contract was broken into two parts. The first part was to examine the different filtration technologies, look at the treatment level and operational complexities and capital and operational costs. It also addressed certain requirements of the California Department of Public Health Service's Recommended Planning Outline for water recycling projects. The second part of the study was to take it a step further and start the Engineer's Report and complete the rest of the requirements of the Recommended Planning Outline. The Administrator submitted a proposal by Zaninovich Engineering for the Engineer's Report for \$7,000.

Bill Tucker mentioned that for several years the Board was interested in moving toward tertiary treatment and that the Board was under the impression that the community was in favor of a tertiary system and recycling water as well. He asked Terry Duffey if that was the case. Terry said that the SUSD was interested at one time because they had received recycled water before and that Kathleen Crane was the driving force behind the recycling and was very interested in the school getting water for their needs. Bill asked the Administrator if the SUSD was still interested in recycled water for their irrigation. The Administrator noted that he had not talked to Dr. Rosenthal since he sent him a copy of the final Feasibility Report, but that he had indicated he was still interested as recently as a couple of months ago. Bill then noted that the Community Advisory Committee had submitted a request that the District pass a motion "to cease any further expenditures on a tertiary system, including any further research, investigation or analysis." He asked the Administrator if the District could put off a decision on phase two of the Feasibility and Planning Study for 2-3 months. The Administrator explained that if the District did not advise the CDBG that it was going ahead with the second phase or had some other project related to tertiary treatment to spend the balance of the funds on, the CDBG would reallocate it and the District would lose it.

Donna Clavaud asked why we would move forward with the planning of a tertiary treatment project if it hasn't been decided to go forward. Patty Oku explained that at the last Board meeting it was discussed among the Board members and it was determined that unless outside funding was available and the SUSD was willing and able to pay a larger share of the additional O&M costs, the tertiary project was a no starter, but in order to find funding when it is available we have to have the information and statistics that go with it. The Administrator added that the Board has made it clear over the last several months that a tertiary recycling project that costs \$1 million to build is not going to go forward without grant money to build it. He said he felt it was short sighted to say stop looking at it and investigating the options. The Administrator also cautioned the Board that the Feasibility Study and the

committee's figures are based on a grant of only \$200,000 on a \$1 million project, with the rest being financed by rate payers. He noted that it did not take into consideration the school district getting grants or the District getting additional funding from other sources. He also noted that the loan figures were for a commercial loan at 5% interest rather than a State Revolving Fund loan at 2% interest. He said the numbers being bantered about are not realistic, because the Board would not move forward with a project that would rely that heavily on ratepayers. He said the only real numbers are that a tertiary project will cost about \$1 million and it will cost an additional \$16,000 per year to operate. Those are the only accurate figures to work with.

Donna Clavaud asked if the District was seriously considering spending \$1 million to water the football field? Walter Earle said that it was not necessarily just the athletic fields at the high school, but that it might be used for agricultural crops as well. The Administrator explained that the original request was from the SUSD to irrigate not only the high school football field, but also the baseball and soccer fields and landscaping for both the high school and middle school. Hope Sturges said she can't imagine the school wanting or needing additional water for irrigation with their new 250,000 gallon tank. She added that she felt it would be a mistake for the school to use taxpayer money to get tertiary recycled water and she added that she was not in favor of the District going to tertiary treatment. She said in a perfect world it would be wonderful for everybody to have tertiary treated water. But she said what it boils down to is more moving parts, more equipment, another phase of treatment, a lot more monitoring, and she felt we should keep it simple and continue with the treatment level we have.

Paul Duffey said that if the District has questions they need to address them to the SUSD Board. He said they are the ones that make the decision. He said he talked to Paul Norris and the high school is using between 600 and 700 gallons of water a day. He said that did not include irrigation, because they are not irrigating. He commented that if that number was doubled to include the elementary school, middle school and District office, it still only represents about 1500 gallons per day of water use. He said that represents approximately 15 EUs and they are paying a lot more than 15 EUs. He said the District needs to talk to the school board and have them decide where they want to go with the tertiary system. Paul also went on to say that the mission of the District is to provide a safe and economical operation of the sewer. He said that tertiary treatment was complicated and expensive by definition and that it does not meet the mission statement of the District. He said if someone was willing to pay the District to provide tertiary treated water then he would say go for it. But short of that he would be opposed and the Feasibility Study indicates that selling the water does not bring in enough to make it worthwhile.

The Administrator reiterated that selling the water on the open market or for agriculture was never the primary force behind pursuing a Feasibility Study for tertiary treatment and recycling. The force behind it was previous Boards AND the community wanted the District to pursue tertiary treatment and so did the school district. Based on that interest, the District got a grant in 2004 to develop a Feasibility and Planning Study for the treatment of the wastewater to tertiary standards for recycling and reuse. To date the District has used \$12,300 of that grant and there is \$7,700 left. He said that in fact if the District proceeds with the second phase of the study, they would get their moneys worth by completing the requirements of the Department of Health Services for recycled water if the District decides at some future date to move forward with tertiary treatment and finds the funding to do so. It

is also information that is valuable for processing and investigating and researching grants. If the District does not use the funding it will lose the funding.

Peter MacLaird asked if we didn't already have a system that works? The Administrator noted that the District absolutely has a system that works. Peter also asked if Phillips & Associates didn't submit a list of reasons not to go to tertiary. The Administrator noted that Phillips had his biases toward tertiary and that the school district wanted additional information and that the CDBG agreed to fund getting that information. He also noted that the list of reasons Phillips stated have been mostly disproven by the feasibility report. He noted that there were not high capital costs and high debt service if you get grants. Donna Clavaud questioned whether there really was grant money in this economic climate. The Administrator reminded her that the Department of Water Resources and the SWRCB are charged with grant programs constantly and that the federal \$780 Billion ARRA "stimulus package" would have funded a project like this if it were ready to go. Venta Leon asked why the District should spend the money, just because they have it. Why not give it back to the County and let them use it for something else. Patty Oku said why let it go and burn what has already been done. The information gathered from an Engineers Report will be useful in researching funding if the District decides to go forward.

Bert Crews said the community wanted to explore tertiary systems, and there have been a series of explorations and investigations and everything points to the fact that it is not a good idea. The Administrator said he disagreed. An increase of \$16,000 per year in additional operating expenses would cost ratepayers \$5 per month if the SUSD didn't pay for it all, which was the most likely scenario. Terry Duffey interjected that the ratepayers would be required to repay the loan. The Administrator commented that would only be the case if a future Board decided to take out a loan. This Board has made it clear that they would move forward only if it were primarily funded by grants. Terry Duffey quoted a newspaper article indicating that 47 spills happened in the SF Bay because of aging pipelines and that the grant money will go to those districts before it goes to the District for a tertiary system because it is not a priority. The Administrator noted that several districts including Graton are being required to go to tertiary treatment and by investigating it now, the District is ahead of the curve of future requirements. Terry commented that Graton is only required to go to tertiary because they don't have enough storage and they are required to discharge into Atascadero Creek. The Administrator acknowledged that and also noted that the EPA, the SWRCB and the RWQCB SF Bay Region are becoming more and more strict with their discharge requirements and it is only a matter of time that tertiary treatment will be the norm, if not a requirement. He also reminded the Board that the District was part of the Tomales Bay Watershed Counsel's Integrated Water Management Plan grant proposal that was selected as one of the finalist for funding and the District's share for a Tertiary System was \$435,000. Unfortunately, the project was not selected for final funding, but that it could come up again. There will be funding opportunities in the future. He said it was not reasonable to say that there is no grant money out there, It is not practical to say that this project has to be funded by loans, and it is not realistic to say that the ratepayers would be burdened with double their rates. That would just not happen. Patty Oku reiterated that the Board would not approve this project if it was funded by loans and wondered what the underlying issue really was with the committee's desire to stop any further investigation. Hope Sturges reiterated that she didn't care if it was funded by grants or loans, she did not want to go to tertiary because it was not necessary right now. If it becomes necessary in the future then the Board at that time can bring it back up.

Patty commented that it is important to be prepared so that the District is ready if it does become necessary. Those Districts that are prepared and ready to move forward are the ones that get the funding when it becomes available. And she asked what is the negative, or downside, to being ready? She said she didn't see any negative. Donna Clavaud said that you need to have a need. Patty reminded her that there has been a need proclaimed by the school, previous boards and the community. And just because right now people are concerned that the District is going to go off and spend \$1 million dollars of ratepayer's money, she said that could not happen with this Board. She said she has watched the District evolve and she was glad that the District Board and our Administrator had the foresight to build what we have today, so that we are not spilling wastewater into the creeks.

Terry Duffey asked Bill Tucker if he knew if the school still trucked water in for irrigation. He said that he did not think that they have trucked water in for about a year. He also noted that the elementary and middle schools do not have any water storage for irrigation. Eric Knudsen noted that the schools athletic fields are dry and basically dirt and really unusable during the dry season, which is about 7 months out of the year. Terry said she was curious because there is always water in the tank. Bill said he was not sure if the piping was set up to irrigate from the tanks.

Bill Tucker said he agreed that he did not want rates increased, but that he said there was money left to complete the study that the Board implemented and he feels it is important to complete that study. He wants to see the completion of the study and see if the SUSD wants to go forward and if they are willing and able to help finance it. Bert Crews said the study does not have to be finished in order to find out if the school wants to continue pursuing tertiary recycling. Patty Oku said that she felt it was necessary to complete the process that the community and the school district asked the District to pursue in order to have a complete report. Donna Clavaud said that the Feasibility Study is done and now the District is going to the planning phase. The Administrator said that it is not a planning phase and the name planning study might be confusing her. It is the second half of the overall study called a Feasibility and Planning Study that incorporates the Engineers Report and the CDPH guidelines that are required for any recycled water project. It was always a two step study. The first portion of it was to look at technologies, costs and address other CDPH guidelines to see if it is feasible to develop a tertiary treatment system. He said that it was clear to him that given the information in the first part of the study it was certainly feasible. The second part of the study is to address the rest of the CDPH guidelines that were not addressed in the first part, and incorporate it all into an Engineers Report. Donna asked what those DPH requirements are. The Administrator pointed out that they were listed in the Board packet that the committee received, but went ahead and listed some of the items. He said that all of these questions have to be answered by an engineer to satisfy the CDPH, before anything else can be done. Eric Knudsen said he would like to know the answers as well. Donna said she agreed. When she first saw the report she was asking where is the market assessment, what are the alternatives, what is the need and so forth. She said she felt the report was incomplete. Eric said another item is identifying the category of users, which will involve the school. He said he felt it was important to get the answers and the additional information that can come from a full Engineers Report and then make an informed decision.

Terry Duffey commented that the Feasibility Study indicated that the school could not take tertiary treated water during the wet season and that the secondary treated water would be pumped to the Districts storage ponds. She asked if that meant that

the tertiary treatment would only be used for half the year. The Administrator noted that it was not necessarily going to be only used for half of the year. The costs reported by the study are based on year around use and the District could continue treating to tertiary levels and still be pumping up to the storage ponds. He also noted that the system would have a bypass around the tertiary filtering during the wet season if the District chose to do that. Patty Oku stated that over the last three years there has been a drought and whether or not that is going to be the norm, there might be other long term uses for the water.

Bert Crews said he wanted to remind the Board that Tomales is a town with barely 100 units. It is not Mill Valley and he said he thinks there are a lot of things going on and this is quite a process for a town the size of Tomales.

Patty Oku made a motion to accept Zaninovich Engineering's proposal to complete the Tertiary Feasibility and Planning Study for \$7,000. Eric Knudsen seconded the motion. Ayes: Oku, Knudsen, Tucker, Earle. Nayes: Sturges. Absent: None. Abstain: None.

2. The Administrator reported that he is still working on the O&M Manual and submitted a first draft to the State. He noted that the project is pretty much complete and he is looking at options for the algae growth and has consulted an expert on lagoon trouble shooting to see if there is something that needs to be done to the ponds that could be covered by grant funds.
3. Nothing new to report on RZH Grant.
4. Nothing new to report on LWCF Grant.

B. Capital Improvement Projects

1. The Administrator reported that the Pond Project is basically done and Piazza has requested the retention funds. He said he was waiting to see if there was something else that needed to be done to the ponds that could be covered by grant money, with the extra money left.
2. The Administrator reported that David had started work on the Dutton House, but that he has not talked to him about a timeline. Bill Tucker asked when the project has to be complete in order to not lose the grant money. He said he had heard both July and March. The Administrator indicated that one grant is due completion on March 31, 2010 and the other is due in June of 2010. Bill asked if he could ask for an extension and the Administrator said he would, but that one of the grants had already been extended.

C. Sass Property and LAFCO Sphere of Influence Study

The Administrator said he had nothing to report. Patty Oku said that she had heard on of the lots was going to go to auction. Terry Duffey said that the Carinalli parcels were going to auction through the bankruptcy. Hope Sturges said that the for sale signs were down on the properties along Second St. Terry said all of the signs for Carinalli's properties are gone, because they are going to auction.

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 Study has gone back to the original staff recommendation, leaving out the Tomales Farm and Dairy property on Highway 1. The public hearing is slated for March 11, 2010.

F. Clean Renewable Energy Bonds

The Administrator reported that the solar project has been delayed by the County because the Department of Public Works did not feel the plot map submitted with the application depicted

the Grants of Easement well enough and they want the District to hire a licensed surveyor to draw the easement on the plot map. He said that this was even after he explained to the DPW each of the Easements and gave them copies of the Grants. He said that the Planning Department has approved the project and that the Public Hearing officer has approved the project, with the condition that DPW can be satisfied. He said he has appealed the decision to require a new surveyed map to the head of DPW.

G. Irrigation Field Vegetation Management Plan

The Administrator noted that he got a hold of Rob Borello and that he wants to go back up on the hill and walk the field again. He also said he wanted to get a hold of someone that was more knowledgeable than he regarding selective spraying. He said he could then give us a precise proposal.

H. Groundwater Study

The Administrator reported that ECON didn't have time to put a proposal together for this month's Board Packet so he said he would get something together for next month.

I. Complaints and Correspondence From the Community

The Administrator noted that the only correspondence from customers was the request from the Advisory Committee that the Board pass a motion "to cease any further expenditures on a tertiary system, including any further research, investigation or analysis." He noted that the letter was sent to each Board member as well.

New Business

A. Administrative Assistant Job Description

The Administrator submitted copies of several samples of job descriptions for Administrative Assistant, Clerk, General Manager, Controller and other staff positions from other Districts. He said between the samples that he collected and what Venta and the committee have collected, there is enough for a Board committee to review if the Board chooses. Walter Earle said that what he initially wanted to see, and it is now on the agenda, is for the Board to discuss whether or not it wants to investigate or pursue a new staff position, with job description, duties and pay. He said if the Board wants to pursue it, he would recommend that a committee be formed to sort through all of the descriptions and make a recommendation to the full Board. Hope Sturges said she felt it was always a good idea to have a job description for what a job entails. But she was curious of the origin of this discussion since it seems it would increase costs rather than decrease costs. Walter said he felt that he did not want to raise costs, but the idea originated with the Committee looking at having an assistant to take some of the jobs that the Administrator does at a lower hourly rate and reducing the hours that the Administrator puts in. Bill Tucker asked if that would be less money or more money. Patty Oku asked wouldn't the Administrator be required to oversee an assistant and wouldn't there be a lot of duplication. Hope Sturges said maybe the Advisory Committee had some input.

Donna Clavaud said that when they did their survey, most of the Districts had Administrative Assistants that did some of the clerical type of jobs, such as taking notes at the meeting and transcribing the minutes, compiling the Board Packets, etc. She said there were a lot of clerical jobs that would require some oversight, but that could be paid at a far lower rate than the Administrator is making. She said that the committee did a survey of different districts and different job's of staff positions and found that the other districts are spending a lot less money on administration. She said she would bring the new Board Members up to date by supplying them with the job descriptions of other Districts and what they are paying. She said she would e-mail them the spread sheets they had developed.

Bert Crews said that if the Board wanted to form a committee they could definitely find two or three people from the audience tonight that would be willing to serve on that committee. Patty Oku asked if in fact a committee could be made of non-Board members. The

Administrator noted that the Board can appoint an advisory committee for any subject, but that establishing policy, job descriptions, compensation, etc. has to be done by the Board. Walter Earle said that maybe before the Board appoints a committee, the Board should decide if they even want to pursue another staff position and if they do he felt it should be included in the next year's budget discussion to work out the numbers.

Patty Oku said she wanted to know how the Administrator feels about the District hiring an Administrative Assistant. The Administrator noted that there are a lot of areas where he could use help with, but he said he did not know how that would look. He said he didn't know where they would work, does it mean renting office space. It would certainly require additional computer, phone and fax lines, other office expenses. He said that an assistant could certainly open mail, transcribe minutes work on Board Packets, but all of which he would have to participate in as well, so there will be a duplication of effort. He said he needed help with filing, but didn't think that a qualified Administrative Assistant would want to do filing. He said it would just depend on what that position would look like. He noted that any district that has General Managers, Ass't GM, Assistant to the GM, Clerks, grant writers, Finance Directors or any number of other staff positions, has an office space where they all work and can interact and have economies of scale working together. They all have computers, they all have phones, they all have the tools that make a system work. Tomales does not have that. He said he didn't think that is what the community would want and it certainly wouldn't be any cheaper than it is today. Donna Clavaud said she did not believe that was a forgone conclusion and that it might be cheaper. She said as an employment specialist she felt that there are jobs that could be done for a lot less than the District is paying now. She said that it would be a good idea to take the list of duties that the Administrator has written and break it down into various job descriptions. She said a lot of it like copying, filing, invoicing, etc are just clerical tasks that could be done by somebody else. The Administrator said he agreed, but his point is where would they do it? The District does not have office space. The treatment plant does not have a bathroom, it does not have running water, and it does not have heat. He said you cannot have someone try to work in those conditions.

Paul Duffey talked about a District in Southern California that has been able to reduce costs and reduce rates by reducing operating costs and consolidating staff positions. The Administrator also noted that Tamalpais CSD just raised their rates 42% so there is a wide discrepancy as to the operating costs of different Districts. He noted that Santa Margarita has a large customer base and does not need to raise rates very much to cover expenses. Tomales does not. Bert Crews said it didn't cost anything to form a committee. Patty Oku asked what the specific goal would be for the committee and Bert answered to save money. Paul Duffey said the mission of the District is to provide the safe and economical operation of the sewer system, and that would be the goal of the committee.

Bill Tucker started to wrap up the discussion by asking the Board where they wanted to go with this. Did they want to form a committee to develop job descriptions for an Administrative Assistant? Should something be presented before the next budget? Hope Sturges asked why the District doesn't hire somebody to help the Administrator to do the minutes and other clerical work and cut down on costs. She said she realizes that it would cut into the Administrators pay and that she doesn't want to lose him, but that they need to cut costs. Bert said that the Board could appoint some of them to be on a committee to bring recommendations to the Board with job descriptions, without getting into who gets hired and at what rate. Donna said that they have lots of data from the Administrator's daily time sheet that describes numerous tasks that can be broken out to the lesser paid clerical type jobs and the administrative type jobs. Patty asked the Administrator if there was a percentage of his fees that he felt could be reduced without detriment to him and his well being. The

Administrator said that he was not able to change his fees at this time. Patty said she did not consider Karl as just the Administrator of the District, and she felt the community was lucky to have him, because of his ability to multi-task, write grants, be forward thinking and for looking after the interest of the District. She said she felt like the committee is almost trying to drive him away and she wondered why. She said if he was not able to make enough money at this job, he will find another job. Bert Crews said the District's purpose is not to preserve Karl's job. Patty said she agreed, but it was the District's purpose to preserve and operate the District at the highest level. She said she wondered if the District would be able to find somebody with the qualifications, the ability to write grants, and the ability to administer this district forward in the future as he has for the last 10 years. Bert said at some point you will have to find someone else. Patty acknowledged that, but said that she hoped it would be later rather than sooner. She said she just hoped that it was not the intent of the committee to drive Karl away, and she hoped that the rest of the Board and the committee sees the benefit of having Karl even as half as strongly as she does.

Bill asked the Board again if they would like to set up a committee to develop a job description for an Administrative Assistant. Patty said that if the Board does, she would like to have at least one Board Member on it. Bill and Eric said they did not feel strongly enough about it to be on a committee. Walter Earle offered to be on it. Bert Crews and Donna Clavaud also volunteered to be on it. Walter asked the rest of the Board if there was desire amongst the Board to pursue this idea. Hope Sturges said that she though it would be a good idea if the District could save money by having someone help the Administrator with clerical duties. The majority of the Board said they were not interested in pursuing it.

The Administrator recommended to the Board that they need to determine what that position would look like first of all. He noted that there were a lot of clerical and filing chores that needed to be done that he could use help with, if the Board can figure out how they are going to do that without office space. But he was not ready to go part-time at this time, and if and when the Board feels that the Administrator's position should be part time, he would be willing to look at it at a considerably higher rate than he is being paid at this time. He noted that he was hired to administer the District, which he is doing at a monthly rate, and he sees no reason to change that at this time. Donna Clavaud commented that there was discussion in the past about the Administrator going part time and asked if that has been buried. The Administrator noted that if and when it was feasible to go part time, that he would look at it at that time, but he did not feel that it was a part time position at this time. He said there are a lot of things that still need to be done and they cannot be done on a part time basis even with an assistant.

Walter said he felt there was not a lot of support on the Board to pursue it at this time and that we should shelve the idea until we get into the budget and go from there. The consensus was to shelve the idea of a committee developing and Administrative Assistant position and job description at this time.

Administrator's Report:

The Administrator submitted a daily timesheet for January and said he had nothing to add to it.

Correspondence

The Administrator submitted copies of correspondence including a notice from the Rural Communities Assistance Corporation and the SWRCB regarding upcoming training seminars for Board members that are being provided for free. Patty Oku asked if the courses are open to members of the community or just District Board and staff. The Administrator said he would find out.

Adjourned at 7:49 PM

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


Approved _____ Date Mar 10, 2010