

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT BOARD MEETING
Minutes of Meeting held Wednesday, May 12, 2010

Board Members Present: Walter Earle, Bill Tucker, Patty Oku, Hope Sturges, Eric Knudsen

Board Members Absent: None

Also present: Karl Drexel, Administrator

1. **Call to Order:** Board Vice President Bill Tucker called to order the open meeting at 5:38 p.m.
2. **Open Communication:** none.
3. **Closed Session:** Bill Tucker called for the meeting to go to a closed session at 5:40 pm. The closed session meeting was to evaluate the performance of the administrator and is authorized under government code section 54957 (B).
4. **Return to Open Session:** Bill Tucker called for the meeting to return to open session at 6:14 PM. He reported that an evaluation form for evaluating the Administrator's position was developed and approved and will be in the next Board Packet.

Present in addition to above: Jane Healy (School Board Member), Paul Duffey, Terry Tanaka, Venta Leon, Margaret Graham, Ted Anderson, Donna Clavaud, and Nicole Vigeant.

Open Communication: Report of closed session: Patty Oku and Eric Knudson developed an evaluation form that each board member will fill out in the next 2 weeks, and a self evaluation form that Karl Drexel will fill out in the next two weeks. There was a consensus that the evaluation forms were good and to use them as an evaluative tool. It was decided that the administrator's job would be evaluated annually at this time before the annual budget, and whether to do it every two years will be decided in the future. Also decided was that the June 9th, 2010 Board meeting will be held at 5:30pm, consist of open meeting, then closed session until 6:00 pm at which time the Board will open the regular meeting.

5. Approval of Minutes:

Additions & Corrections: Hope Sturges pointed out some misspelled words, typos, and grammatical errors.

Walter Earle made a motion to approve the April 14th 2010 Regular Board Meeting Minutes after corrections. Eric Knudson seconded it. Motion made to accept the minutes 4 ayes, 0 nays.

6. **Financial Report:** Eric asked if we could combine park and sewer PG&E meters to save money. Karl stated that probably not, but that he would look into it. Patty asked about checking account fees. Karl stated we never had to pay for having a checking account but that we pay a fee for check images. Patty asked whether the \$2.00 fee per month for check images were necessary and whether we could save that \$24.00/ year. Walter stated that they are nice to have in case there is any discrepancy of whether someone cashed a check or not. Karl and Walter stated that the bank charges a \$4.00 fee to look up and get a copy of the cashed check. Patty stated it would be rare that someone would state they did not receive a check after they have already cashed it.
 - A. The Administrator submitted the Bank Statements and monthly Expenditures
 - B. The Administrator submitted the monthly financial statements and year-to-date financials

There was a motion to accept the last month's bank statements, expenditures, and financial statement by Patty Oku. Hope seconded it. Four ayes 0 nays.

C. Levy 4 funding: The Levy 4 special tax generates about \$6,000 per year for the district. County counsel has indicated that they believe that tax can continue because the construction loans were actually refinanced and the original loan paid off. This can continue. However we have a person representing us on the county counsel and the department of finance has a person with county counsel so there is a conflict of interest. So they have suggested that we hire a lawyer. Karl recommends we go with Walter & Pistole who has proposed a fee agreement to investigate so we can continue collecting the Levy 4. We have worked with Walter & Pistole in the past. The Department of finance has stated that they need a letter in order to continue to collecting the tax. If the district has this special tax it gets the unitary tax as well which should be \$2000.00 per year. Karl stated that we were supposed to get \$2000/year for the last 10 years but that we got \$23,000/year the last 10 years and that's why we are going through these legal issues right now. Karl stated that \$16,000 of the \$23,000 was from the unitary tax and that the other \$6000 was from the Levy 4 tax. The Administrator submitted Resolution #10-01 to hire Walter & Pistole to investigate and look into Levy 4 special Tax, not to exceed \$7,500. This would include producing the letter and the argument to the county if they find it is the case that we can legally continue this tax.

Patty Oku made a motion to adopt resolution #10-01. Eric Knudson seconded it. 4 ayes, 0 nays

D. Draft Budget 2010-2011 Karl stated that this budget does not call for rate increase although it is something that has to be considered for future years just because of the cost of living functions. It also deals with Levy 4, based on the reduced rate going forward. It has been reduced from \$23,000 and will now be about \$8,000, if we are able to continue with the special tax. The SB 90 reimbursements would generally go to the general unrestricted fund, but because of the reduction in the Levy 4 next year we will put some in the restricted funds to help pay down some of the SRF loan. Under ordinary income, item 315.70 addresses the SB 90 reimbursements. In 2000, 2001, 2003 the district did not get SB 90 reimbursements because the program was stopped by the legislature. The District has a \$6000 restricted fund budgeted for an annual audit paid for by the bonds we have. The solar lease agreement is covered from the \$5.00 rate increase from last year and goes into a separate account to pay that loan down. The school district pays a third of the full amount of the \$18,691 for the solar funding. Regarding the SRF loan, the state revolving fund loan is paid from the Levy 4 and from the general fund. The school has paid their portion of the SRF loan. Funding for the SRF comes from the Levy 4, unitary tax and the general reserve fund. In response to a question from Jane Healy, Karl stated the shoreline unified school district paid their share for the pond project and the ballpark figure cost for that was \$150,000 to SUSD. It was \$1,000,000 project. Jane Healy stated as the representative of SUSD that she would like to renegotiate their share. She stated that a SUSD overpays for what they use. She has asked if in the future we could consider that SUSD subsidizes our system and she's a rate payer. She said the Administrator continues to stonewall the School District. Walter Earle stated that he thought that was not a fair characterization of TVSCD's relationship with the SUSD. Patty Oku stated that this could be an agenda item for next month if she would like. The recommendation is to review the preliminary draft of the budget, provide discussions, questions, and recommend changes if any, and vote on it next month or before the next fiscal year. Karl's recommendation is to review and adopt resolutions to keep the standard hookup fee, to keep the rates the same, and the special tax for the SRF loan at the June 9 meeting. Jane Healy asked if the public could be a part of the budget process by mailing a letter and Patty and Karl stated that the public could even bring up their concerns at the next meeting during open communication or if the board could somehow get recommendations and suggestions before the next meeting it would be optimal. Jane Healy asked if our contract with administrator was public, it was pointed out that we currently do not have a contract

with the administrator. Jane Healy asked if we would need the same level of administration in the future if all the big projects are done, and whether our administrator could be paid part time. The administrator is currently paid for 160 hours a month. Walter stated that this was something that we had to talk about. Jane stated that the SUSD is having to do the same thing. Bill Tucker stated that the Board and Karl have discussed this in the past and that Karl is aware that all the big projects are finishing and that we would be going through this process for the next three months. Jane Healy stated that SUSD is having to do some heavy slashing on their administrative staff and it's a sensitive subject and was difficult to do but there is no new revenue coming in.

7. Phillips & Associates Report: Karl stated that there was nothing new to add to the self monitoring report. He stated that the irrigation heads have all been cleaned and there was a little problem with a sump pump and a fence that needed to be fixed after the cows knocked it over.

8. Committee Reports:

A. Newsletter Committee: One letter was returned of John Williams due to a wrong address.

B. Fundraising Committee/Donations: The district received a donation for \$500 from Sam Cohen that was to partially offset the cost for the metal hangers of the Dutton structure. Karl stated that now is the time to start thinking of Founders Day and what's going happen. Eric Knudsen brought up having a farmers market. He stated that it would be costly and time consuming to administrate it. Everyone agreed that a trial run would be good to start. Venta Leon stated that the people in the community, from what she's heard are enthusiastic about the idea of a farmers market.

C. Community Advisory Committee: No new reports

D. Mosquito Committee: Margaret stated that the west Nile virus is on the decline. Margaret stated that with all the rain there's a lot of standing water and she recommends you dump out any standing water that may be in buckets or tires. If the weather warms up, the mosquitoes will start breeding more and be more active. She also wanted to point out that the mosquitoes here don't commonly carry the west Nile virus. To get mosquito fish and you have to go to vector control. Margaret stated that a mosquito fish are not the best fish to have in your ponds to eat mosquito larvae because they eat the larvae of other fish and frogs and then there's a problem with them getting into our public waterways.

9. Pending Business:

A. Grant writing: The engineering report is basically done. We should have it in the next couple weeks. Terry Duffey asked Hope Sturges about what Bob Rawson's view on tertiary for Tomales was and whether it was discussed when Hope and Karl went to the Graton plant. Hope stated that her interpretation of Bob Rawson's views was that it could be possible to get grant funding to help with a tertiary project but that the operation and maintenance of the system would be too costly to such a small community with such a small rate payer base. Karl stated he got an extension on the small communities grant. Also Karl stated the O&M Manual for the ponds project was almost completed. A copy was sent to both Steve and Gary Phillips to review and that was 128 pages not including the appendix. Karl stated that he has to do a performance report for the state to show that the ponds project is doing what we planned. The two park grants are still on hold waiting for a final report.

B. Capital Improvement Projects: Karl stated that the SCADA System was fixed except for the licensing issue, but that he was having a Rockwell agent and his boss working on it. The license was issued for 1500 tag system when we were supposed to get a 300 tag system license. The Park project is coming along. David is hoping to get to the point where he can need some volunteers. Karl and Bill stated that we usually have a park clean up day in June or July. Venta stated we could put the date in the new Tomales community newsletter.

C. Sass Project: Nothing new to report

D. Tomales Farm: Nothing to report

E. Clean Renewable Energy Bonds: The solar panels are in and are all connected to the grid. They were switched on and turned back off because the District can't run the solar without PG& E approval. PG &E has to come out and approve it and then it can start running.

F. Irrigation Field Vegetation Management: Rob Borello has almost completed chopping down and grinding up all the gorse in the irrigation field.

G. Complaints and Correspondence from Customers: Nothing to report

10. New Business

No new Business

11. Administrator's Report: Venta asked Karl about his charging the board for mileage to drive to Tomales from his house and questioned whether we should be paying for that. Karl stated that he does not charge to come out here for his normal routine functions like checking the mail, checking the plant, or for board meetings but that if he has to come out here extra to meet with state water board officials or consultants he does charge for that. Patty Oku asked the board whether we were going to continue having Karl write his time sheets that account for how he spends his time. She stated that he has been doing this for a year now, that we're coming up with a job description and that it doesn't seem necessary anymore. Walter Earle said that three months ago we had decided to continue with it. He stated that he believes we are paying Karl correctly for what he needs to do and that going back to the simpler form of listing tasks is good at this point. Jane Healy, Venta, Donna Clavaud pointed out that the time sheets that Karl has been asked to keep is based on a time when there's a lot of big projects going on and now that the projects are finishing that in the future we shouldn't be paying him so much because the job would be less. Patty Oku stated that there are always new things that need to be developed. Jane Healy stated that the time sheets should be used to figure out how much time it takes to do each specific task and there should be a certain amount time allotted for each task. Patty Oku stated that saving money is good but that we also want to have a viable public entity that is reporting correctly to the state and doing the best it can for the ratepayers and that the two are not mutually exclusive. Margaret stated that the unitary tax will take a lot of time and energy of the administrator in the coming year. Patty added that that was dollars in the ratepayers pockets. It was resolved to review it in September.

12. Correspondence: There's an open house on May 18 at the Golden Gate Park Service. There is a Marin calendar that any organization can announce the events and fundraisers.

Bill Tucker adjourned the meeting at 7:30pm.

Next Meeting: June 9, 2010 6:00 PM.

Submitted By Hope Sturges



Approved

June 9, 2010

Date