

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING**

Minutes of Meeting held August 11, 2010

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

Also Present: Karl Drexel, Administrator

Paul Duffey	Margaret Graham	Beth Kohlker
Terry Duffey	Donna Clavaud	
Venta Leon	Bruce Bramson	

Board Vice President Bill Tucker called the meeting to order at 6:10 p.m.

Open Communication:

Patty Oku reported that she and Eric Knudsen were working on an updated job description for the Administrator's position and a job posting for future reference. She noted that she had the original job description and advertisement for the Administrator's position but asked Karl if he could get some additional ones. Karl indicated he would forward them to her and Eric. Venta Leon noted that she had accumulated several job descriptions and advertisements for General Managers' position from several local agencies and said she would get them to her as well.

Venta requested that the Administrator submit his daily time sheet in a QuickBooks program so that she could review it electronically. The Administrator indicated that the daily time sheet is a recorded accumulation of activities and it is automatically removed after it is downloaded onto the time sheet. He offered to supply a detailed summary for her review.

Approval of Minutes:

The Chair entertained a motion to approve the July 14, 2010 board meeting minutes and asked for any corrections and additions to the minutes. Being none:

Patty Oku made a motion to approve the minutes of the July 14, 2010 Regular Board Meeting. Seconded by Walter Earle. M/S/U. Ayes – 3, Noes – 0, Absent – 2

Financial Report:

A. & B. The Administrator submitted the financial reports for July and August and noted that there was nothing to add to the financials in the Board packets. The exceptional expenditures included a payment to Walter and Pistole for the Levy 4 research.

Walter Earle 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 Tax Collector, Park expenses and miscellaneous office supplies and copies. Seconded by Patty Oku. M/S/U. Ayes – 3. Noes – 0, Absent – 2.

Phillips & Associates Report:

The Administrator reported that irrigation was on and the ponds were going down normally. He noted all systems were operating properly. Walter Earle asked about the BOD levels and Karl noted that the District's permit requires COD sampling and not BOD. He reported that all COD sampling was well within parameters and there were no problems. He said that they were no

longer doing BOD sampling, because the pond algae had cleared up and the Aqua Shadow appeared to be working.

Committee Reports:

A. Newsletter Committee

Terry Duffey indicated the next Newsletter would be in October. She suggested that the main articles be about the completion of the capital projects.

B. Fundraising Committee

The Administrator reported that he has received three confirmations of wineries that will be present for Founders Day: Pt Reyes Vineyards, Cline Cellars, and Corda Winery. He had not heard from Frogs Leap, Long Meadow or Dutton Vineyards. He did get a note from Stubbs Winery saying they would not be able to be there. Patty Oku asked if there had ever been a silent auction at Founders Day. Karl informed her that there had been and they had been successful. He noted that he had received winery tour passes for four from Cline Cellars that would be auctioned off this year. He said Cline listed the value at \$300. Margaret indicated they needed books for the book sale. They had far fewer boxes of books this year than in the past. Margaret and Walter said they would put up some more signs.

Terry Duffey suggested that the District use the proceeds from Founders Day to give David Judd a bonus since he was doing so much work for free. The Administrator noted that the Park now has ongoing monthly expenses that need to be covered with the one fund raiser the District has each year. He also noted that the Board had discussed giving him a gift certificate, but that nothing had been decided and cash could be a consideration when the Board discusses it.

Walter Earle and Bill Tucker offered to head up a community work day for the weekend of August 28th. The work day would be to weed, plant, prune, rototill the mulch, and generally clean up the park.

C. Community Advisory Committee

Terry Duffey indicated the Committee did not have anything to report, but would interject their concerns as issue come up for discussion.

D. Mosquito Committee

Nothing to report.

Hope Sturges arrived at 6:30 for the meeting providing a fourth Director.

Pending Business:

A. Grant Writing

There are no new grants in the works. The Community Development Block grant is completed. The Small Communities Grant is completed and the Prop 40 and Land and Water Conservation program are waiting for the park to be completed. Bill Tucker asked if there were any other grants available for the park. Karl Drexel replied that the integrated water management program has grants available. Patty Oku requested the Administrator search for grant funding for community education and training on composting and drip irrigation. The Administrator also stated in December CDBG grant would be available again. In regards to the tertiary study, Terry Duffey questioned whether the district has permission to alternate between tertiary and secondary during the year if there are anti backsliding laws. Bill Tucker mentioned that the idea of tertiary is a mute point because the SUSD is not interested in it anymore because they don't have the funding and they have a 250,000 gallon water tank and don't feel short of water right now. Karl stated that tertiary treatment would be done in the dry season and be used by school district for irrigation of their fields. Then it would go to secondary treatment during the wet months.

Hope Sturges made it a motion to put tertiary treatment study and project on hold indefinitely. Patty Oku amended the motion to shelve any action or pursuit of the tertiary treatment study at this time. Hope Sturges seconded it. Three ayes, zero nays, absent – 1.

- B. Capital improvement projects** Terry stated that tertiary treatment does not get rid of radioactive isotopes and chemotherapy drugs, Bill pointed out that Shoreline started the whole idea of tertiary. SUSD came to TVSCD asking if there was any way to use wastewater to water the fields. But that now, Mr. Rosenthal is not interested because of cost. Terry Duffey stated that the community action committee does not want to see in the park another large play structure and that she didn't want us to get grants for another play structure in the park. Patty Oku stated she felt the same about having another play structure vs. having it open. Karl stated that they had been looking at a grain tower play structure to go in with the agricultural heritage of the area. A few other people commented in agreement to not having another play structure and keeping the park more open. Letter was read from Scott Taylor read by Terry in support of not another play structure. Walter Earle stated our funding was based on play structures for children. Hope and Patty commented how nice the play structures in the park now are. Venta stated she thought the TVCSD should not compete for the same grants as the Town Hall, Design Review Board or the History Center. She brought up having an annual grant and funding meeting between all the entities of Tomales. Donna Clauvaud mentioned that other communities like Point Reyes steering meeting to decide who gets a piece of the pie, such as the community block grant. Paul stated that community members should have equal say as well. Bill asked who would organize this meeting. Patty asked who would be interested in organizing it. Paul said he would ask if other agencies or entities have interests by the next meeting.
- C. Sass Property:** Nothing new to report.
- D. Tomales Farm:** Nothing new to report.
- E. Clean and Renewable Energy Bonds- Solar Project:** The solar project is working. Our PG&E bill from June 6th to the end of July was \$9.02. The contractors suggested security monitoring for vandalism. We are currently covered by insurance. Currently there are three security methods in place, special bolts that hold the panels in place, an electrical current that would set off an would set off a high decibel alarm locally, and the alarm would also go to the SCADA system which alerts Phillips and Associates. A security company would charge \$1500.00 to set it up and then \$50.00 per month thereafter. Karl stated to them we were not interested. CSI Incentive Claim form was submitted by Karl that indicates we will be getting refund from PG&E for the next five years totaling \$60,242.
- F. Irrigation Field Vegetation Management:** Nothing new to report.
- G. RWQCB Notice of Violation:** Karl wrote to regional Board after no reply asking for a confirmation that we were not in violation and we got that in the form of a email.
- H. Integrated Regional Water Management Program:** Because of the new Prop 84 Cycle there is funding available.
- I. SDRMA Workers Comp** There is a new workers comp company we will be using called New Well Comp Provider Network.
- J. Complaints and Correspondence from Customers:** none

8. New Business: no new business

9. Administrators report: Nothing to add to what is already in the packet.

10. Correspondence: Discussed Newsletter of Jared Huffman, ECO logic and Engineering Services and a work shop regarding groundwater.

Meeting adjourned at 7:14

Next Meeting Sept 8, 2010 6:00 PM

Minutes Submitted by Hope Sturges, Board Member



Approved

September 8, 2010

Date