

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT  
BOARD MEETING**

Minutes of Meeting held August 12, 2009

**Board Members Present:** Bill Tucker, Kat Marando, Walter Earle and Patty Oku  
**Board Members Absent:** Nicole Vigeant

**Also Present:** Karl Drexel, Administrator

Paul Duffey	Donna Clavaud
Terry Duffey	Venta Leon
Ted Anderson	Bruce Bramson
Hope Sturges	Beth Koelker

**Board Member Bill Tucker called the meeting to order at 6:07p.m.**

**Open Communication:**

Venta Leon addressed the board with two things she said she had been thinking about. She suggested that in the interest of making the Board meeting open and available to people as much as possible and said that if the meeting were to be held at 7:30 in the evening “like the other town meetings.” She said that if it were at 7:30 in the evening it would enable a lot more ratepayers to attend. She also said that as with the other town meetings and the way it was when the District was formed she would like to see the meetings in a roundtable format with all of the people in attendance at the same table in the interest of being inclusive rather than the Board at the table and the public in chairs as observers. Bill Tucker noted her suggestions.

Donna Clavaud passed around post cards advertising the Swap Meet being held in Tomales on the 3<sup>rd</sup> Sunday in September for everybody to pass out. She said they are getting so many sponsors that they are having difficulty putting all of the names on the posters. She advised the Board that they had met with David regarding the Swap Meet donation to the Park for an entrance gate. She said that David suggested they research the History Center for pictures of gates used in the past. She said they were also considering a design contest for the design of a gate. Patty Oku suggested that Ginny Magan and Lois Parks could help with the gates of the past.

Donna also noted that there was very little organizational participation at the last Founders Day Committee meeting and wanted to suggest that anybody that can help to please do. She shared pictures of past festivals where there were pony rides and the school band played in the gazebo. She also said it would be nice to have shearing exhibits. She said that if anyone has ideas or connections for some of these things to please help out at the next meeting.

**Approval of Minutes:**

The Chair entertained a motion to approve the July 8, 2009 board meeting minutes and asked for any corrections and additions to the minutes. Terry Duffey corrected the minutes regarding the name of the publication she described at the last meeting. The name started with Evaluation rather than Valuation.

**Kat Marando made a motion to approve the minutes of the July 8, 2009 Regular Board Meeting. Seconded by Patty Oku. M/S/U.**

**Financial Report:**

**A. & B.** The Administrator noted that there was nothing to add to the financials in the Board packets. The exceptional expenditures included a payment to Phillips for the cleaning of the Selvage interceptor tank and the parking lot at the park. The Administrator noted that the cleaning was exceptionally high this time because it took two trips over two different days

and Phillips staff had to be there. He noted that he was getting bids on a regular maintenance schedule for future cleanings.

**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, SDRMA, Capital One, Furlong Bros. and miscellaneous office supplies and copies. Seconded by Kat Marando. M/S/U.**

#### **Phillips & Associates Report:**

The Administrator reported that the Self Monitoring Report indicated that the COD levels exceeded the permitted levels on three occasions due to algae growth. The levels reached 240 mg/l and the permit requires 210 mg/l. He noted that he and Phillips had been in discussions with the RWQCB to replace the COD requirement with BOD reporting and they seem to be amenable to it. Phillips is taking the test for both categories and reporting them both so that the Regional Board can see what they are. The BOD levels are well below the required levels for BOD so the Board staff thinks it will be OK to change. Bruce Bramson asked the Administrator if there is punitive action taken by the Regional Board for incidences where limits are exceeded or if it is just necessary to take corrective action. The Administrator noted that for over limit recording, corrective action is all that is needed and there is no punitive action taken by the region.

The Administrator explained that the sand and grease interceptor tank that was installed as part of the Pond Project had to be cleaned after five months and will have to be cleaned more often due to the high levels of grease in the system. He noted the William Tell had told them they were using their grease trap so there should not be as much as there is. He also noted that the SSMP requires a Fats, Oil and Grease (FOG) program and this is part of the FOG solution to the treatment process. The other aspect of the Districts FOG plan will be educating the public. Paul Duffey suggested that it would be easy to identify the source or sources of the grease in the system by popping a few manholes. The Administrator noted that it was not evident when the collection system was videoed.

#### **Committee Reports:**

##### **A. Newsletter Committee**

Terry Duffey said there was nothing to report.

##### **B. Fundraising Committee**

Walter reported that the book sale was under control for the Swap Meet, but that they will not be able to be there. He said that Beth Koelker will be doing the book sales, but will need help getting the left over books and the canopy back to the plant. Bill Tucker offered to help. Patty noted that Nicole had contacted Lori and secured two spaces together for the Book Sale and the PTA booth. Walter noted that they had two 6' tables and would talk to Nicole about renting other tables from the Town Hall.

The Administrator reported that there had been discussion last month regarding kid activities at the Swap Meet and that Nicole Vigeant said her daughter Sophie was interested in doing something. He also noted that there were commitments from four wineries. So far Pt. Reyes Vineyard, Cline Cellars and Corda will be pouring their wines and Dutton Estate has offered to donate two cases, but that we will need volunteers to help pour. He noted that he had not heard back from Frog's Leap or Ted Hall from Long Meadow. He also has asked Mary Stubbs from Stubbs Winery and Starry Night Winery from Novato and has not heard back one way or another.

##### **C. Community Advisory Committee**

Donna Clavaud asked who votes in the upcoming election. She was told that all registered voters in the District boundaries have a vote in the general election for three board members. She asked if there was a weighing of the votes based on the number of EUs or the number of hookups one had. The Administrator noted that it is a regular election and that there was only one vote per registered voter. It is not like a Prop 218 vote where each property got one vote

and not like an annexation vote where property size or valuation gets a weighted vote. Bruce Bramson said that he understood that the Tomales “precinct” would vote on the Board members, which would include the surrounding area. The Administrator noted that people outside the District boundary as it exists today are not eligible to vote for the District Board. He said the elections department and the polling volunteers will have to issue separate ballots for those in the District and those outside the District even if they are voting in the same polling place.

Donna Clavaud also said the committee wanted the Board to provide a “meet the candidates’ night” at one of the Board meetings or after one of the Board meetings. Walter Earle mentioned that it should be closer to the election; and that maybe the committee should organize it or sponsor it rather than the Board. The Administrator noted that the Board cannot legally do anything that could be construed to be supporting one candidate or another and by sponsoring a candidate’s night during the Board meeting when one of the candidates is an incumbent could give the appearance of favoritism or conflict of interest, which is not allowed under the Brown Act. Walter suggested that maybe the ad-hoc committee could put it on their agenda to put on. Venta Leon suggested that it be held on a Board meeting night because many of the candidates would be there anyhow and would not have to attend another meeting. Patty Oku noted that it would probably allow a greater number of residents to attend if it were held on a weekend rather late at night after a Board meeting.

Donna also reported that the Community Advisory committee unanimously agreed to recommend that Karl continue to log his hours and tasks. She noted that it is a valuable way to better understand his job, his hours and his tasks. She said the committee also had some questions regarding the organizational charts in the Draft Sanitary Sewer Management Plan. Paul Duffey said he felt that the ratepayers should be listed at the top of the organizational chart and the Board of Directors below that. Bruce Bramson indicated that the Chain of Communication chart should include the notification of Board of Directors. The Administrator concurred with both suggestions and said he would make the changes.

## **Pending Business:**

### **A. Grant Writing**

1. The Administrator reported that he met with Nick Zaninovich to review the As-Builts, the Self Monitoring Reports, the Operations Manual, look at the school infrastructure and meet with Rosenthal.
2. The Administrator noted that there was nothing new to report on the Small Communities Grant. He did note that Piazza has some minor cleanup work and that Control Systems West had submitted a final bill for the computer work and software updates. He noted that the software requires an authorization and licensing, which is being done. He also reported that the new comminator from Groundwater Pump and Well has been ordered and will be billed to Piazza under the Pond Project.
3. The Administrator noted that he had nothing new to report on the RZH grant.
4. The Administrator noted that he had nothing new to report on the LWCF grant.

### **B. Capital Improvement Projects**

The Administrator noted that previous discussion covered the Pond Project and the Solar Project and Park Project will be discussed in a later agenda item. Terry Duffey asked how often the new primary pond will have to be cleaned out since it is so much smaller than the old treatment pond. The Administrator noted that he did not know since the Selvage tank interceptor will intercept a lot of the sludge and be hauled away. What sludge is built up over time would probably have to be removed every 10 years instead of every 30 years. He also noted that there will be considerably less sludge built up and therefore not as expensive as it was for this project. Terry also asked how the liner will be protected when it is cleaned. The Administrator suggested that it will probably be pumped out as a slurry mix so that the liner isn’t affected. Donna Clavaud asked what determined the decision of the size of the pond.

The Administrator explained that the pond was built by removing the piping of the two old sand filters that were already there in order to take advantage of the existing footprint.

**C. Sass Property and LAFCO Sphere of Influence Study**

The Administrator noted that he had nothing new to report on the Sass Project or Sphere of Influence. Terry Duffey commented that she had heard that somebody had put an offer in on Wes Hulbert's house and that it had been determined that the property is too low to feed to the main collection line on Second St. and that the District does not allow private lift stations. She asked what the District would do to supply sewer service to that parcel. The Administrator noted that the property appears to be too low to connect to the Second St. line, but that nobody had actually measured to determine that. He said that the possibility exists to lower the Second St main, which is probably not feasible because of the difficulty digging in that area; a sewer easement could be acquired by the property owner from Sass to feed to the main on Railroad; and the District could allow a private lift station. He noted that the Board had approved discouraging lift stations, but that they were legally unable to ban them outright. Paul Duffey commented that he had measured the line depth at John Wards property across from the Hulbert property and the sewer main is only 26" below grade at that point, so none of the three parcels could connect to the Second St. main by gravity.

The Administrator noted that it will be a Board decision as to what that property can and can't do. He reiterated that the Board has not eliminated the use of lift stations, but that there are strict design requirements when they are allowed. He also noted that whether or not that property is even going to be in the District is still up in the air and whether or not the property even sells is still up in the air. He said he believes that all of the Sass properties would be best served by having an easement to Railroad St if they are ever included in the District. Terry asked if Sass would deed easements for those properties and the Administrator noted that he had no idea. He said that Sass had agreed to it, but it was not in the last map application. He said if Jeremy Tejerian reopens the application and requests comment from the District he would continue to require utility easements through the lower properties as he has all along.

**D. Tomales Farm and Dairy and LAFCO Sphere of Influence**

The Administrator noted that he did not have anything new to report on the Tomales Farm and Dairy. Terry Duffey asked if LAFCO was working on the Sphere of Influence study. The Administrator reported that Peter Banning's wife died and that he was off work for some time, but that they were working on it. He said he did not know where they were on the study, but that they were still shooting for a Draft in September.

**E. Clean Renewable Energy Bonds**

The Administrator reported that the Solar Project is in the works. He noted that the solar contractor is working through the County and Coastal Commission for permits. He also reported that he submitted the first disbursement request for the first draw by the contractor. The contractor has placed a container at the plant to store the panels and other materials until they are ready to install them. Bruce Bramson asked if there was any indication from the County that they might put a snag into the project. The Administrator noted that there shouldn't be a problem with the County, but they ran into a snag in Bolinas with the Coastal Commission.

**F. SSMP**

The Administrator submitted a copy of the interim Draft of the SSMP that he submitted to the State. He noted that several of the required chapters are not due until 2010. Walter Earle noted that he did not think that Drew Alden still owned the Tomales Bay Oyster Co. The Administrator said he would research it before submitting the final copy. Members of the audience gave high praise to the quality and completeness of the SSMP.

**G. Irrigation Field Vegetation Management Plan**

The Administrator reported that he tried to get Thunder Mountain to reveal what herbicide they would recommend for the gorse and has not heard back. He also mentioned that he has not contacted the Borellos about the gorse problem because he lost their numbers. Hope Sturges said she had the number and would get it to the Administrator.

## **H. Complaints and Correspondence From the Community**

The Administrator reported that there was no Correspondence from the Community.

### **New Business**

#### **A. SDRMA Election**

The Administrator reported that the SDRMA is a Joint Powers agency and requires the members to pass a Resolution when voting for the SDRMA Board of Directors. He submitted the statements from each candidate running for the Board and commented that he only knew one candidate and would recommend him for re-election and that was David Aranda. There was discussion regarding the candidates and the Board chose to wait and vote at the September meeting when they had more time to consider the candidates.

#### **Administrator's Report:**

The Administrator submitted a daily timesheet which detailed his activities for the month. Terry Duffey asked the Administrator to explain the entry in his task list that said he contacted Karen Karlow for Design Review Board minutes. The Administrator indicated that Karen Karlow had offered to post the TVCSD agendas and have the minutes available for anyone who asked for them. The Administrator agreed to supply her with the minutes and agenda when he posts them in town. He asked her if she would forward the minutes and agenda of the DRB when she got them to him as well, and she agreed. Venta Leon asked why he wasn't getting them from Design Review and he said that he wasn't and it was easier to get them on a regular basis from Karen than writing to Blair every month for a copy. Bruce Bramson offered to put the District on the list for the minutes and agendas when they are posted, so he won't have to write to Blair every month.

#### **Correspondence**

The Administrator submitted copies of correspondence. He noted that a new state law adds broadband service to the latent powers of CSD' in areas where none exist, which was the basis for the letter from LAFCO. However, he said it did not apply to the TVCSD since there was already broadband in town. He also submitted a copy of a letter from PGE stating that the District is an essential customer and is on a list now to not be included in rolling blackouts during high peak times. He said he requested the designation and was at first told that the District was an essential customer but not exempt from the rolling blackouts required by the State Independent System Operator. After further discussion with PGE, they classified the District as exempt.

#### **Park Task Force**

The Administrator reported that nothing was new on the Park Project. He noted that David Judd just got back today and would start on the Dutton House right after Founders' Day. Venta Leon asked what delayed the Dutton House from being built this summer. The Administrator explained that the engineer had specified pressure treated Douglas Fir for the posts but that the District chose not to use pressure treated, but rather Alaska Yellow Cedar. The engineer required a structural grade on the wood, but the industry does not grade AYC structurally, but rather appearance grades. This went around and around for several weeks and the District was able to get the sawmill to grade it structurally with a letter of certification and got the engineer to accept that. That took several more weeks. When we finally got the approvals and ordered and received the wood, there was not enough time to start and complete the project before Founders Day, so it was decided to wait until after Founders Day to get started.

Adjourned at 7:15 PM

Next Meeting: September 9, 2009 6:00 PM.



Approved

9-9-2009

Date