

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING**

Minutes of Meeting held January 11, 2012

Board Members Present: Walter Earle, Patty Oku, Hope Sturges, Joyce Coll and Eric Knudsen
Board Members Absent: None

Also Present: Karl Drexel, Administrator

Paul Duffey	Bruce Bramson	Mark Bettis
Terry Duffey	Sue Sims	Nicole Vigeant
Venta Leon	John Ward	

Board President Walter Earle called the meeting to order at 6:07 p.m.

The Administrator administered the Oath of Office to new Board Member Joyce Coll.

On behalf of the Board of Directors the Administrator presented a Plaque and gift certificate to T&B Sports to retiring Board Member Bill Tucker for his hard work and dedication to the District over the last 14 years. Bill accepted the gifts and addressed the Board and audience with his support of this and previous Boards and the Administrator for what the District has accomplished since its inception.

The President of the Board opened the election of officers and appointment of Committee Chairs. The Officers that are up for election are the President, Vice-President, and Treasurer (or Secretary/Treasurer). Currently the positions are for two year terms.

Patty Oku made a motion to elect the Administrator, Karl Drexel, as the Secretary/Treasurer. Seconded by Eric Knudsen. M/S/U.

Patty Oku made a motion to elect Walter Earle as President. Seconded by Hope Sturges. M/S/U.

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

Approval of Minutes:

The Chair noted that there was a posted Agenda for the December meeting, but that it had been cancelled. The Chair entertained a motion to approve the November 9, 2011 board meeting minutes and asked for any corrections and additions to the minutes. Terry Duffey made a correction to the spelling of Baudelio Martinez. She also noted that the letter of complaint submitted to the Board by Dru Fallon O'Neil and read out loud at the November meeting was not in the November minutes and should be made a part of those minutes. She requested that a copy of the letter be included in the February Board Packet. The Administrator reported that he did not have a copy of the letter. It was decided that he would contact Kinsey for his copy of the letter and put it in the February Board Packet and made a part of the November minutes. With changes stated:

Eric Knudsen made a motion to approve the minutes of the November 9, 2012 Regular Board Meeting with corrections and additions. Seconded by Patty Oku. M/S/U.

Financial Report:

A. B & C. The Administrator submitted the financial reports and a list of payables for the months of November – December and December – January since there was no meeting in December. He also submitted a copy of the October bill from Phillips that was not in the October Board Packet, showing Non-Scheduled Work charges for cleaning the solar panels. Discussion was held regarding volunteers cleaning the panels twice a year for a savings of about \$1000 per year. Paul Duffey and Walter Earle volunteered to head up that project. Terry Duffey asked how the bills were paid without an approval of expenditures in

December. The Administrator explained that all expenses, except incidental expenses at Office Depot or the like, have already been implicitly approved by the Board when the decision was made to make that financial arrangement. For example, when the District signed up with ATT the District approved paying them in a timely manner. The same holds true for Phillips, PGE, the Administrator, etc. The list of payables presented to the board each month is for record keeping, transparency and to keep the Board apprised of the monthly expenses. The vote to approve is a formality acknowledging that the Board has seen and agrees with the list.

Joyce Coll made a motion to accept bank statements and approve expenditures. Seconded by Hope Sturges. M/S/U.

- D. The Administrator submitted correspondence from PGE indicating that they were now required to buy back excess energy from commercial customers with solar systems. They also indicated that over the last reporting period, neither the Irrigation Field solar nor the Treatment Plant solar had generated an excess so the District did not meet the requirements for PGE purchasing excess energy.

Phillips & Associates Report:

- A. The Administrator reported that there is a problem with the SCADA system in that it is not presenting all of the data collected in the Self Monitoring Report. He noted that Control West wasn't interested in working on it, but that he had another integrator that might be able to fix it. Paul Duffey mentioned there were a couple of local people who were up on SCADA integration and he would get the contact information for the Administrator.

The Administrator reported that Steve Phillips contacted him and requested that any questions, concerns or suggestions that community members, or others, have of their operations or of their personnel be directed to them in writing through the Board or through district Administrator, not their employees. They are concerned that information will be taken out of context or be misinterpreted and passed on to the public without being reviewed. Hope Sturges said she felt that a certified operator of Phillips be present when ever any work is done on any equipment by somebody other than Phillips.

The Administrator reported that the aerator motor that was pulled out of Pond Three would cost the district \$2100 to have it rewound and approximately \$8000 to replace the motor according to the bids Phillips got. He said Phillips recommended that the District do nothing at this time. The spare aerator seems to be working fine and if it does go bad we can discuss the options at that time.

The Administrator also reported that the comminutor has been taken off line because the rubber / plastic gears break when the rocks go through and jam things up. Steve Phillips feels like it isn't a problem leaving the comminutor out and wants to investigate the rock issue from the school line.

The Administrator submitted a copy of the newest revision from Phillips and Associates for their contract renewal. He noted that he is still working on the revisions.

Discussion was held regarding purchasing a new computer for the District with newer software and operating systems and to subscribe to an online backup system. Sue Sims offered to help with the selection of a new computer.

Hope Sturges made a motion to authorize the Administrator to purchase a District computer current software and operating system and to subscribe to an online backup system. Patty Oku seconded the motion. M/S/U.

Committee Reports:

A. Newsletter Committee

Terry Duffey reported that there was no Newsletter scheduled at this time. She noted that the next Newsletter will have an article regarding the best way to communicate questions or concerns with the Board.

B. Fundraising Committee

Patty and Eric reported that they are working on a new Party in the Park for July 1st this year. Eric noted that it was nice that Party in the Park and Founders Day were two distinctly different events and it is important to keep it that way. Patty reported that she attended a seminar about fundraising ideas put on by a company called Bidding for Good. Their business is to work with non-profits to coordinate live online auctions and share the proceeds. They have a large customer base of people that buy from non-profits and can tap that resource. She will get more information to present to the Board.

C. Policy and Planning Committee

1. Eric submitted copies of the updated Park Committee and Finance Committee cover page and application form that he and Patty had created. Patty said she would contact Deborah Parrish regarding the Finance Committee. The Administrator was asked to contact the local media outlets.
2. The Administrator introduced Mark Bettis, an attorney from Santa Rosa, who offered to research the question regarding paying the Administrator's fees with sewer funds when he works on park business. The Administrator submitted a copy of Mark's response to the District. The basic premise is that the District is a District with latent powers approved by LAFCO and any funds received can be used for any of the latent powers. Therefore, the District can pay the Administrator's fees with general funds from sewer fees or any other source, even if he works on Park business. The only restriction, in general municipal law terms, is if the Board has a specific policy not allowing the expenditure, or a specific policy restricting certain funds. There was discussion regarding what statutes specifically address this issue and they were noted on the written report from Mark.

Hope Sturges brought up the question of the ad-valorem tax and asked if Mark had reviewed it. He noted he did not have any copies of documentation of specific funding or policies of the District. Hope said that she felt the funds collected on the tax rolls should say specifically what those funds are for and what percentage is used for what expenses. She also suggested a new tax be put before the voters for a revenue stream for the Park of about \$10 per year per household. She offered to look into that.

3. The Administrator reported that he had been working on the first three sections of the Draft Policy Manual but that the information is locked up in the frozen hard drive so he had nothing to present regarding the Policy Manual. Patty Oku noted that she would like to see a public hearing to discuss the budget separate from the regular meeting.

Pending Business:

A. Grant Writing

1. The Administrator noted that he was not working on any grant proposals at this time.

B. Capital Improvement Projects

1. The Administrator reported that he didn't have anything to report. He said that he contacted David and asked for an updated schedule for the Park, but has not heard back.

C. SSMP

The Administrator noted that he is still working on the SSMP.

D. Annual Audit

The Administrator reported that the auditor submitted a Draft of the Financial Statements and he included it in the Board packet. The final audited Financial Statement will be presented to the Board at the February meeting. Patty Oku asked if the training that the auditor offered could be at the same meeting as the audit presentation. The Administrator said he would find

out. Terry Duffey submitted a question to be asked of the auditor regarding the billing by the Operator and the Administrator. Specifically she wondered how an expense can be recognized and paid before it is incurred. The Administrator noted that he would present that to the auditor.

E. Kitts Property

The Administrator reported that he had nothing new to report on the Kitts property. He did not that someone interested in the other properties that are owned by the bank called for information.

F. Complaints and Correspondence

The Administrator reported that he had nothing to submit.

New Business

No new business to report

Administrator's Report:

The Administrator submitted a written Manager's Report and noted he had nothing new to add to it.

Open Communication:

Bruce Bramson commented that he had not run for the TVCSD Board due to scheduling conflicts but tries to attend meetings when he can. He then read out loud and presented to the Board a letter he wrote regarding what he called excessive compensation for the Administrator and requested the following actions by the Board:

1. That the TVCSD Board identify and define all specific administrative and operational services currently required by the District;
2. That the Board immediately, and henceforth annually, put out to local, competitive bidding those services defined above.

The letter is attached and made a part of these minutes.

John Ward addressed the Board and said he concurred with the letter and felt that the Administrator's role is over compensated.

Correspondence

The Administrator noted that one item in correspondence required attention and that was the notice of the Sanitary Sewer Management Plan Proposed Updates. He advised the Board that the new proposed updates would have an adverse impact on the District and that he was going to be attending. He requested permission from the Board to stay overnight the night before since he had business at the CSDA office the previous day as well. The Board agreed to authorize a one night stay based on the reduced rate that he found.

Adjourned at 8:20 PM

Next Meeting: February 8, 2012 6:00 PM.



Feb 8, 2012

Approved

Date

January 11, 2012

Dear Board Members -

As both a concerned resident and rate payer, I respectfully direct these comments to the Service District Board, not its current Administrator. Further, I wish to make it quite clear that Mr. Drexel, in my opinion, answers to the Board and, as such, I have no issue with him. Surely he is accountable in his capacities as consultant, administrator and independent contractor, but it is the Board who directs and empowers him. And it is the Board to whom I look for prudence and due diligence. Given this perspective, I both request and recommend:

1. that the TVCSD Board identify and define all specific administrative and operational services currently required by the District;
2. that the Board immediately, and henceforth annually, put out to local, competitive bidding those services defined above.

In these difficult fiscal times, my intent is to more prudently allocate our small community's limited funds which are now dedicated to what I consider excessive compensation.

Thanking you in advance for your consideration.

Bruce Bramson [original signed on file]

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ps. As a personal clarification, my time restraints on the second Wednesday of many months preclude me from holding a Board seat.