

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT  
BOARD MEETING**

Minutes of Meeting held April 11, 2012

**Board Members Present:** Walter Earle, Hope Sturges, Joyce Coll and Eric Knudsen

**Board Members Absent:** Patty Oku

**Also Present:** Karl Drexel, Administrator

**Board President Walter Earle called the meeting to order at 5:30 p.m.**

**Open Communication**

There was no open communication

**Entered Closed Session at 5:32 p.m.:**

The Board met in closed session pursuant to Government Code Section 94957 (b), regarding the appointment, employment, evaluation of performance, discipline or dismissal of an employee or contractor.

**Re-entered Open Session at 6:30 p.m.:**

The Board declared no action was taken in closed session.

**Also Present for Open Session:** Donna Clavaud  
Paul Duffey  
Terry Duffey

**Approval of Minutes:**

The Chair entertained a motion to approve the March 14, 2012 board meeting minutes. Terry Duffey clarified that she was not at the meeting due to illness:

**Eric Knudsen made a motion to approve the minutes of the March 14, 2012 Regular Board Meeting. Seconded by Joyce Coll. 4 Ayes, 0 Noes, 1 Absent.**

**Financial Report:**

**A. &B.** The Administrator submitted the financial reports and a list of payables for the months of March – April along with copies of the check registers for the month of March. He noted that the only exceptional charge for the month was for Roto Rooter and NSW for Phillips for the collection line flushing.

**Eric Knudsen made a motion to accept bank statements, accept the financial reports, and approve expenditures. Seconded by Joyce Coll. 3 Ayes, 0 Noes, 1 Absent, 1 Abstain**

**Phillips & Associates Report:**

- A.** The Administrator submitted a copy of the Self Monitoring Report and noted that he did not have anything to add to it. He did note that there were some ongoing repair issues.
- B.** The SCADA system was still collecting data on a daily basis, but was still skipping occasional days. He reported that he had contacted another SCADA integrator who has been working on the issue and hopes to find a solution. Discussion was held about the effect that brown outs and power outages have on the system and that it could be a factor. The Administrator noted that the UPS to the SCADA has died and that a power outage might cause a problem, but he was unsure about brown outs. He noted that he had an integrator working on it and submitted copies of the e-mails showing the data he had collected.
- C.** The Administrator also reported that he had an electrician out to fix some other problems that were causing alarms. He reported there was a low level alarm at the storage ponds due to a broken wire that was fixed; the solar alarm was due to a faulty circuit breaker that was replaced and the electrician is watching it to determine if the circuit breaker is the right size;

Treatment Pond #1 has a faulty level transducer and the electrician is looking to replace it and recalibrate them all; and the UPS has to be replaced.

Paul Duffey explained that all three ponds at the treatment pond are in series and at the same level at all times when the flow through valves are open. He wondered about the need to replace pond #1 level sensor when there were level sensors on the other three ponds. He noted that the Improvement Project recap indicated those sensors ran about \$20,000 apiece. The Administrator noted that the line item for the pond level sensors included a lot of additional work that was not listed in the original grant, but was done with funding available in that line item.

**Hope Sturges made a motion to authorize the Administrator to purchase a new Uninterrupted Power Source (UPS) and brown out and surge protection for the SCADA system. Seconded by Joyce Coll. 4 Ayes, 0 Noes, 1 Absent.**

- D. The Administrator explained that the monitoring program to the solar system collects the data regarding the amount of energy being produced and used and transmits that information to PGE to true up the PGE bill and establish a basis for the CSI rebate for the month. If there is a problem with this monitoring and reporting, the company running it is supposed to notify American Solar and the District. This has not been happening for about four months and we were not notified. It is being investigated and American Solar will fix the issue. PGE said we will not lose the rebates, but rather they will be adjusted or the rebate period will be extended.
- E. The Administrator reported that he had not heard back from Gary on the proposed revisions, so he submitted his revisions to the Board. He noted that the changes he was recommending were to the changes Gary had proposed. Basically they countered each of the changes Phillips proposed. However, without a response from Phillips, there is nothing to present to the Board as a revised contract with the operators.

#### **Committee Reports:**

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

Terry Duffey reported that a Newsletter is going out in May. The main article will be on Party in the Park "Save the Date". Eric suggested that the same article could be adopted to fit this year's participants. He said that maybe the artwork could be a picture of the park, the Tomales Park sign, or even the theme of "Flush the Debt". Terry said that other than the Party in the Park article, there would be a statement as to how to address questions of the Board, new donations, and a blurb about seeking members for the Committees. Terry also suggested that there should be something about looking for matching grants just in case someone in town knew of someone willing to provide a matching grant.

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

Eric reported that he and Patty had met numerous times on the Party in the Park. He noted that a new food venue would be Hope's Oyster Bar. She has oysters donated and volunteers lined up to BBQ and serve. Also Jan Lee will be serving her hard apple cider for the first time. He also said the BROS BBQ is back with their paella, Jay is back with Indian food, the Tamales people are back, the History Center is doing a dessert table, and Shoreline Pre-School is doing a beverage booth. Two Rock Church is going to have quilt raffle, the Presbyterian Church is having kids' activities, the Shoreline PTA is doing face painting, THS Cheerleaders are doing a kids activity, and there are several groups lined up for music. He also noted that there will be silent and live auctions.

Eric also said they were working with the Town Hall for publicity with their bulk mail permit and mailing lists. They are going to blanket the surrounding area with the Save the Date postcards. He passed around samples of the postcards. It was noted that white postcards with colored printing might be quite a bit more expensive than black and white on a colored card stock. Walter also noted that the notice is on the web site.

### **C. Policy and Planning Committee**

1. The Administrator reported that he had one application for the Park Committee and no applicants for the Advisory Finance Committee. He reported that he placed an ad in the West Marin Citizen. He also reported that he placed a PSA with KWMR in Pt. Reyes. He noted that Patty had reported that Deborah Parrish was willing to be on a Finance Committee, but he hadn't heard anymore. Walter said she might be able to help set it up. Donna Clavaud suggested the number of meetings be de-emphasized and allow the committee members to communicate by e-mail or phone. She likened it to a list of advisors that could be called upon for specific advice from time to time. The Administrator noted that the proposed "Legal Committee" became just that and it isn't a committee in the common sense. He reminded them that a standing committee is regulated by the Brown Act just as the Board meetings are and serial meetings, or discussion and decisions by e-mail or phone, are not allowed. Only Ad Hoc committees can do that, but they are set up for a specific task, such as research, and when that task is complete, the committee is disbanded. He noted that the description of these committees in the Strategic Plan and previous discussions define these two committees as standing committees.
2. The Administrator reported that he is still working on a Policy Manual, but doesn't have anything to present to the Board.

### **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 David got started on his punch list of tasks for final inspection. He said he went on vacation and will be finishing up when they get back. He noted that he is having Vic Marcotte do some of the handrail work.
2. Eric submitted some information from Mike Parks regarding spraying the weeds on the Park path with an organic herbicide that is not systemic, but only a surface contact burn. He reported that the cost of the materials was exorbitant and does not last. He said that if he used basic Round Up, the material cost would be negligible and all he would charge for is labor. Donna Clavaud read a description of the effects of exposure to the main ingredient of Round Up and the concerns of long term use. Eric submitted that is exactly why he contacted a State Licensed and certified herbicide professional, who knows how to handle regulated and non-regulated herbicides. He also knows when and how to apply an herbicide to eliminate any potential exposure to the public. Walter said that he weed whacks the weeds and can get it looking good, but it doesn't kill the weeds. He noted it is a lot of work to pull the weeds up or scrape the path with shovels. Karl indicated it cost about \$900 to have a crew come in and scrape the weeds off and spread and pack new rock. Donna Clavaud said we need volunteers. She said she would contact the Coast Guard about coming out and working on the paths. She also volunteered to work on the path herself this weekend and objected to using herbicides.

The issue was tabled until Donna can see if she can get volunteer crews to hand weed the paths.

- C. The Administrator reported that the revised agreement between the District and Henry Elfstrom included "keeping the paths free of vegetation". Henry felt that that was too much to do on top of all of the other duties and was unreasonable. Walter and Karl agreed. So the new revised agreement says to weed whack the vegetation on the paths as necessary. He submitted a copy of the new agreement for the Board to review.

**Hope Sturges made a motion to approve the revised Maintenance Agreement between the TVCSD and Henry Elfstrom for the continued use of the water tower for his projects. Seconded by Eric Knudsen. 4 Ayes, 0 Noes, 1 Absent.**

**D. SSMP**

Nothing new to report

**E. Public Hearing on Budget**

The Administrator reported that he has started work on the budget, and it should be ready by the May meeting and the Board can schedule a public hearing after that.

**F. Advisory Committee Letter**

Donna Clavaud announced that the ad hoc advisory committee had collected additional signatures to their letter of recommendations and wanted the Board to know who those were. She submitted a list of signatories to the Board. She also reported that the letter of recommendations and the signature gathering was in the spirit of cooperation and not meant to see anybody resign or be fired or eliminated. It was presented in the spirit of the Strategic Plan in order to reduce costs.

Terry Duffey noted that Sue Sims recommended the Board have a list of all usernames and passwords for the various websites and programs the Administrator is using. She asked if that had been done. The Administrator reported that it had not been done, but that he had no problem doing it if the Board requested it. The Board asked him to submit such a list to the President of the Board and it would be held in a confidential place.

Eric noted that there were no dates on the signatures and that the letter dated in February with requests for action items to be completed in March and you are shopping it around for more signatures in April. He said he didn't see the point of that. Terry Duffey said that it was to educate others in the community. Donna Clavaud said it was to show that there are people who want to see the items of the Strategic Plan carried out by the Board of Directors. Walter noted that there was nothing in the Strategic Plan that indicated the Administrator's job be put out to bid. Donna said that the committee has been talking about that for years. Eric noted that the letter specifically said that these recommendations were part of the five year strategic plan when in fact they are not part of the strategic plan and that many of the signors may not have read the strategic plan but are going by what was told to them, which is unknown. Joyce interjected that this type of document that is passed around to a select group without proper documentation of what it is supposed to be referring to would be thrown out of a court of law and has no accountability. Donna went on to say that the Administrator's job description should be changed in light of all of the other Districts' they surveyed a few years ago. One example, she said, was Bolinas, whose GM spend 15% of her time with wastewater. Walter submitted some figures about the managers' pay for several local districts and all of them are full time and a lot more than what the District is paying. Terry Duffey said one of the things that it did say in the strategic plan was to reduce costs and the two most expensive items in the budget are the expense for the Administrator and the operators. What they are saying is if you look at the survey and compare there are other districts that do not have a full time manager. The Administrator suggested that they resubmit that survey for the newer Board members to look at.

Donna Clavaud said that they will re-interview all of the other districts to see what changes have taken place and submit a new survey. The Administrator proposed that if they are going to do their study all over again that they look at the overall function of the District and the costs to operate the district rather than a secluded function of the general manager. They should look at all functions of administration from the General Manager, Ass't General Manager, Administrative Assistant, Office Manager, to Operators, Grant Writer, retirement, insurance, payroll taxes, etc. He went on to say that a General Manager doesn't just oversee a specific function. It is the manager's job to manage the district whether it's large or small and a lot of those duties are the same for both. Even though they say the Bolinas PUD manager only spends 15% of her time with wastewater, it doesn't take into account the duties of general manger of the District.

Walter also noted that even though the five-year strategic plan recommended that the operators contract be put out to bid, there were no certified contract operators closer than Auburn, which he felt was way too far away. Terry said that it was very easy to get certification as a contract operator. Walter said he wouldn't feel comfortable contracting with someone who just filled out some papers to become certified, without experience as a contractor, with proper staffing, without insurance, etc. Terry said maybe the letter should have said the board look at other districts and see what sort of fees they spend on operators.

**G. CWEA Plant Tour**

1. The Administrator noted the CWEA Redwood Empire Section has chosen Tomales as their site for plant tour and dinner meeting for May 2012. Everybody is invited and it will be on May 17, 2012. Tour is 4:30 at the plant and dinner meeting is at 6:30 at the William Tell.
2. The Tomales Elementary School fifth graders are having a tour of the plant after a week of educational material regarding sewer plants on June 4<sup>th</sup>.

**H. Complaints and Correspondence**

No complaints or correspondence

**New Business**

No New Business

**Administrator's Report:**

The Administrator submitted a written report of the month's activities.

**Open Communication:**

Paul Duffey noted that the Elk Ranch brochure has an aerial view of the storage ponds in their brochure that was taken before the gorse was removed and shows the east pond as very green. Terry Duffey submitted an article from the Chronicle about high end toilets and what they are coming up with in Japan. It was pretty amusing.

**Correspondence**

No action needed

Adjourned at 8:30 PM

Next Meeting: May 9, 2012 6:00 PM.



Approved

May 9, 2012

Date