

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING**

Minutes of Meeting held May 5, 2012

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

Board Members Absent: One Vacancy

Also Present: Karl Drexel, Administrator

Sue Sims

Donna Clavaud

Paul Duffey

Nicole Vigeant

Terry Duffey

Deborah Parrish

Board President Walter Earle called the meeting to order at 6:05 p.m.

The Administrator noted that only one application had been submitted for the vacant board seat. Sue Sims applied previously. She indicated she was still interested.

Patty Oku made a motion to appoint Sue Sims to fill the Board vacancy until the next regular election in 2013. Seconded by Eric Knudsen. M/S/U.

The Administrator administered the Oath of Office and Sue Sims took her place on the Board.

Approval of Minutes:

The Chair entertained a motion to approve the April 11, 2012 board meeting minutes:

Eric Knudsen made a motion to approve the minutes of the April 11, 2012 Regular Board Meeting. Seconded by Patty Oku. M/S/U.

Financial Report:

A. &B. The Administrator submitted the financial reports and a list of payables for the months of April-May along with copies of the check registers for the month of April. He noted that the only exceptional charge for the month was for the SCADA integrator as he works to correct the problems.

Hope Sturges made a motion to accept bank statements, accept the financial reports, and approve expenditures. Seconded by Patty Oku. M/S/U.

C. The Administrator submitted a DRAFT of the 2012-2013 Operations Budget. Discussion ensued on a section by section basis. Suggestions of changes were made and made a part of the Draft budget. Patty Oku wanted to include the fact that the District was already seeking corporate sponsorships. Patty also brought up the donation from the Swap Meet, wondering if the group would want to dedicate the funds to a gazebo instead of an entrance gate. Donna offered to discuss it with the swap meet committee and get back to the Board. Patty also indicated that the professional fees item brought up the idea that the District hosts a thank you event for all of the people who have given up their time and energy to support the District. She asked that money be set aside in the budget to do that. There was discussion regarding the limits for Reserve Accounts and it was noted that the new Policy Manual will have a Reserve Policy. Eric Knudsen recommended that the Administrator budget a Cost of Living Adjustment for the next year since he has waived it on three separate occasions. By consensus the President requested the changes discussed be implemented and the budget recalculated for the May 23 Budget Hearing.

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. He reported that the High Lift Pump had been pulled out and was at the repair shop. He noted

there was no more warranty on the pump or motor, but that it shouldn't have broken down this soon. He was having Arollo deal directly with the pump manufacturer. Paul Duffey gave a short history of the pumps used by the District.

- B. The Administrator reported that he was ordering two new Uninterruptable Power Supply units for the PLC and the Treatment plant computer as authorized the previous month. He noted that having the units on both the computer and the PLC, might correct the problem of data acquisition if the problems were being caused by brown outs and low voltages. He noted he won't know until they are installed and a few cycles are reported. He also reported that the SCADA integrator has recommended we change the software to a different SCADA program that is more common and more user friendly. He said he didn't think it was necessary until we see how the UPS works, but it was included in the budget just in case.
- C. The Administrator reported that he had not heard back from Gary on the proposed revisions, so he had nothing to report.

Committee Reports:

A. Newsletter Committee

Terry Duffey reported that a Newsletter was ready to go. She submitted copies of the proposed Newsletter. Minor changes were discussed and the final copy was changed. Discussion was held regarding the postal permit and Terry was going to get some instructions from Sharon Knudsen.

B. Fundraising Committee

Eric and Patty reported on the Party in the Park. They designed a Save the Date postcard that will go out in the mail to the entire town, Dillon Beach, Marshall and Valley Ford.

C. Policy and Planning Committee

- 1. The Administrator reported that he had one application for the Park Committee and one application for the Finance committee. The Park committee will be made up of Patty and Eric from the Board and Beth Koelker from the community. They noted they are already working on the Party in the Park, so won't be having any Advisory Committee meetings until after the Party. The Finance Committee will be made up of Patty and Sue from the Board and Deborah Parrish from the community. They set up their first meeting for May 30th. Both committees are to work on the structure and the direction of each advisory committee and report back to the Board for agreement.
- 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, but had been working on getting matching fund partnerships or sponsorships.

B. Capital Improvement Projects

- 1. The Administrator reported that David was still working on his punch list for a final. The tile for the bathroom has been ordered, but it isn't in. He also reported that the steel bracing for the benches has been sent to Patty's son for powder coating.
- 2. Donna Clavaud gave the Administrator the name and number of the Coast Guard contact for work parties and said they may be able to help with the paths. Discussion was held about a Work Day on Saturday June 23. The District will provide lunch and drinks. Patty asked Karl to contact Mike Spight to see if he could park his trailer there for the green waste.

C. SSMP

The Administrator submitted a Notice of Violation from the State Water Board for the CWIQS reporting site because the SSMP was not completed. They gave the District until June 22, 2012 to complete it and certify it on the CIWQS database. The Administrator noted that staff at the Board level is revising the requirements that would eliminate the District from the requirement, but the staff with CWIQS is not a part of that. The Administrator noted that it is almost complete and can be certified by the 22nd of June.

D. Public Hearing on Budget

The Administrator reported that he will make the additions to the budget and will present it to the public at the May 23rd Public Hearing. It appears there will be a quorum of the Board and a first vote of the Board will be held at that time. Any changes that are decided on at that hearing will be implemented and submitted for review and approval at the June meeting.

E. Advisory Committee Letter

Board President reviewed the responses to the Advisory Committee and no further action was taken.

F. Solar System

The Administrator submitted copies of correspondence between PGE, Power One and American Solar regarding the data monitoring program and a problem with the system. It has been corrected and PGE is sending the true up reports, but haven't sent any CSI checks. PGE assured the District that missing months of data will still be paid, by extending the process by the number of months missing. They have to send out 60 payments even if it goes past the five years.

G. CWEA Plant Tour

1. The Administrator noted the CWEA Redwood Empire Section tour and dinner is scheduled for May 17th. The Administrator was asked to send a notice to Sue since she wasn't on the list initially. 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 water and the environment on June 4th.

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:

Correspondence

Discussion held regarding District of Distinction recognition requirements, but no action taken.

Adjourned at 8:30 PM

Next Meeting: June 13, 2012 6:00 PM.



Approved

June 13, 2012

Date