

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT  
BOARD MEETING**

Minutes of Meeting held June 13, 2012

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

**Board Members Absent:** None

**Also Present:** Karl Drexel, Administrator

Donna Clavaud  
Nicole Vigeant

Paul Duffey  
Terry Duffey

Venta Leon  
Beth Koelker

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

**Approval of Minutes:**

The Chair entertained a motion to approve the May 9, 2012 board meeting minutes:

**Patty Oku made a motion to approve the minutes of the May 9, 2012 Regular Board Meeting as corrected. Seconded by Sue Sims. M/S/U.**

The Chair entertained a motion to approve the May 23, 2012 Budget Public Hearing minutes:

**Eric Knudsen made a motion to approve the minutes of the May 23, 2012 Budget Hearing Meeting as corrected. Seconded by Hope Sturges. M/S/U.**

**Financial Report:**

**A. &B.** The Administrator submitted the financial reports and a list of payables for the months of May-June along with copies of the check registers for the month of May. He noted that the only exceptional charge for the month was for two new canopies for the Park. He noted that he found two for the price of one of the canopies. He also noted an exceptional expense for the bathrooms to Dal Tile.

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

**B.** The Administrator submitted a DRAFT of the 2012-2013 Operations Budget with corrections and additions from the two previous public meetings. Patty Oku asked if there were any changes to the budget since the May 23<sup>rd</sup> Budget Hearing. The Administrator noted that he had added a \$500 budget item for a set aside for an event honoring the volunteers from the community as requested. There was discussion regarding the terminology of using designated Reserve Funds for Capital and Operational expenses. Patty Oku submitted a letter to the Board from Deborah Parrish noting her concerns with the budget being proposed. The letter was read aloud by Venta Leon and made a part of these minutes. The Administrator responded to her main concerns. Discussion ensued on specific items in the budget. Venta questioned the need to go paperless and scan documents for archiving. The Administrator noted that the budget included the equipment, software and service contract of one company as an option, but the Board would have to discuss all of the options if they chose to actually start managing documents. Walter Earle clarified that all of the “potential” expenses that are in the budget are just that – “potential”. All of the expenses have to be approved as they come before the Board, if in fact they actually come before the Board. The Budget is just a blueprint of what might come up, except for ongoing fixed expenses.

**Eric Knudsen made a motion to approve and adopt the Income and Expense Budget for 2012-2013. Seconded by Patty Oku. Ayes – Earle, Oku, Sims, Knudsen. Naves - Sturges**

The Administrator submitted for review and adoption Resolution 12-02 to be submitted to the County for collection of rates on the tax rolls, maintaining the current sewer service rates.

**Patty Oku made a motion to approve Resolution 12-02 maintaining the current sewer service rate and authorizing the County to collect it on the County rolls. Seconded by Eric Knudsen, M/S/U.**

The Administrator submitted for review and adoption Resolution 12-03 to be submitted to the County for collection of the ad valorem tax on the tax rolls, maintaining the current tax rate of \$0.02/hundred valuation.

**Patty Oku made a motion to approve Resolution 12-03 maintaining the current ad valorem tax rate and hookup fees and authorizing the County to collect the tax on the County rolls. Seconded by Eric Knudsen, M/S/U.**

**Phillips & Associates Report:**

- A. The Administrator reported the high lift pump has been pulled and inspected by Arollo. They contacted the manufacturer and they are investigating the reason for the problem with the motor. The irrigation is turned on and is working properly. The SCADA system is still missing some data, but he noted that the UPS systems have not been received.
- B. The Administrator reported that he investigated several UPS systems and purchased two new UPS units for the treatment plant and one for the computers in Santa Rosa.

**Committee Reports:**

**A. Newsletter Committee**

Terry Duffey reported that the District had their first bulk mailing of the Newsletter. She acknowledged Eric, Patty and Sharon for putting it together, Julie for being so helpful and Paul for putting on stickers. Everybody acknowledged another fine job on the Newsletter. Discussion was held regarding the next Newsletter and it was decided that the format would be the same, without an insert of the year-end financials, but have them posted on the web site and an article directing people to the web site.

**B. Fundraising Committee**

- 1. Eric and Patty reported on the Party in the Park. Eric noted that music will be from 11:00 to 5:00 and a DJ from 5:00 to 6:00. He reported on the booths that are signed up. Patty reported on the raffle, and live and silent auctions.
- 2. The Administrator reported that he had received a \$15,000 matching grant from Supervisor Kinsey, and all funds earned will be matched dollar for dollar. He submitted a copy of a letter Nicole Vigeant wrote to the Supervisor as a resident and past president.
- 3. Discussion was held regarding Founders' Day wine sales and the District's participation. There were suggestions of using less expensive glasses without the logo or plastic glasses and emphasize ticket sales. There were suggestions about other types of sales, like ice cream, cheese and crackers, and others. Eric and Patty felt that the wine tasting would still generate sales and all proceeds would be doubled by the matching grant. The Administrator noted that it was a lot of work for a lot of people for a small benefit. It was decided by consensus that the District will not buy more wine glasses, but will go ahead with the wine tasting.\*

**C. Park Committee**

- 1. The Park committee noted that they were only working on Party in the Park at this time and will regroup after the event.

**D. Finance Committee**

- 1. Patty Oku reported for the committee that they had established a direction and a list of priorities. She noted that the Board would have to approve them in order for the committee to move forward in that direction. Discussion was held regarding procedural

\* The Board reconvened the meeting at 8:45 to discuss this item, which was overlooked in the Agenda

issues with approving the minutes of the committee meeting. It was decided that the committee will approve the minutes of their meetings at their next meeting and forward the approved minutes to the Administrator for recording.

2. The recommendations of the initial committee meeting were reviewed. One was for Deborah Parrish to contact and communicate with the District auditor directly. The Administrator noted that he had contacted Craig Fechter for his input and has not heard back. Another recommendation was for the committee to assume the research for the operation and administrative cost survey if the ad hoc committee was not going to pursue it. Members of the ad hoc committee indicated they were still pursuing updating the survey. The third recommendation is that the Board complete and sign a contact with the Administrator ASAP. The Administrator said he would put that item on the agenda for the next meeting. The fourth recommendation is that the Finance Committee reviews the IRS requirements for independent contractors vs. employee designation. The final recommendation is to work on explaining the budget process to the community and inspire more community involvement.

**E. Ad Hoc Advisory Committee**

The Ad Hoc Committee reported that they have not completed the update, but that they are working on it. Walter Earle asked them if they were including a percentage of administrative costs to the total budgets from other districts. They indicated that they were.

**Pending Business:**

**A. Grant Writing**

1. The Administrator noted that he was not working on any grant proposals at this time. He noted that he had submitted a notice of the upcoming Land and Water Conservation Fund grant program and that he would be looking into that for a possible grant for a gazebo.

**B. Capital Improvement Projects**

1. The Administrator reported that David was still working on his punch list for a final inspection. There are three specific things that need to be inspected before a final – the parking lot, the accessibility of the bathroom and the stairs on the Dutton Playhouse. Not part of the final, but in the works are the benches and the tile base in the bathrooms.
2. Walter Earle acknowledged the work that Bill Jensen did on the Park over several days with weed eating and hauling away green debris. There was also discussion regarding a new organic OMRI approved citric acid based herbicide that the Administrator found and Walter is applying.
3. Maintenance of the gazebo is at a critical juncture. The options are to do nothing and worry about the liability, beef it up to last another year or two at a cost of about \$1100, or tear it down to the ground with a cost of about \$1100. Discussion was held regarding long and short term plans.

**Sue Sims made a motion to beef up the gazebo for a temporary fix until a new gazebo can be designed and built. Eric Knudsen seconded the motion. Ayes – Earle, Oku, Sims, Knudsen; Nays – Sturges.**

**C. SSMP**

The Administrator noted that the SSMP was almost complete and will be certified by the end of the month.

**D. Policy Manual**

The Administrator reported that he has not worked on the Policy Manual recently.

**E. Solar System**

The Administrator noted that the CSI monitoring system is back up and reporting to PGE, but there is still some discrepancies with the monitoring company that PGE is working on.

**F. Complaints and Correspondence**

No complaints or correspondence

