

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING**

Minutes of Meeting held July 11, 2012

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

Board Members Absent: Walter Earle

Also Present: Karl Drexel, Administrator

Donna Clavaud
Terry Duffey

Paul Duffey

Venta Leon

Board Vice President Patty Oku called the meeting to order at 6:10 p.m.

Approval of Minutes:

The Chair entertained a motion to approve the June 13, 2012 board meeting minutes:

Sue Sims made a motion to approve the minutes of the June 13, 2012 Regular Board Meeting. Seconded by Eric Knudsen. M/S/U.

Financial Report:

A. &B. The Administrator submitted the financial reports and a list of payables for the months of June-July along with copies of the check registers for the month of June. He noted that the only exceptional charge for the month was for Arolo Company for the removal and inspection of the high lift pump.

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

Phillips & Associates Report:

A. The Administrator reported that irrigation is on and is working properly. He also noted the high lift pump is still out and negotiations are continuing with Arolo and Franklin Motor. Sue Sims asked if extended warranty contracts were available for this type of equipment that could be purchased in the future. The Administrator noted that there are standard warranties for products and labor that usually cover a two year period for products and a one year period for labor. He noted we had both, but the equipment is five years old, and he was unaware of extended warranties on this type of equipment.

Committee Reports:

A. Newsletter Committee

Terry Duffey reported that the Newsletters that were returned both had correct addresses on them, so it appeared a mistake was at the receiving post offices. She said she was going to talk to Julie to get her input on the issue.

B. Fundraising Committee

1. Eric and Patty reported on the Party in the Park. They passed out an updated financial statement for the Park. Eric noted that the Hot Dogs and Brats booth didn't make a lot of money, but the consensus was that it was nice to have an inexpensive option for food and it was very popular with the crowd and gave a food option for the kids. The Party in the Park posted a \$6400 net profit after expenses.

Eric reported that Bert Crews had some repairs to the tent and Eric suggested the District help pay for the repairs. The Board agreed and asked that he get some figures and they would support sharing the costs. Patty also presented the results of a survey taken and several people had signed up to donate time to help on park projects.

There was discussion regarding having Party in the Park every other year alternating with the Town Hall's Pig Roast so there are not so many functions during the year. No decision was made.

2. The Administrator noted that the Board had come to a consensus at the last meeting to go ahead with the wine sales for Founders Day even though the book sale was not happening. Some talk had transpired about not doing the wine sales, because of such a low return on the investment. There was some discussion and the Board decided by consensus to skip Founders Day this year, except for "Madame Zublotski" if she is interested. Venta indicated she would not be charged a booth fee since her booth was for the Park.

C. Park Committee

1. Patty reported that the Park committee would be getting started soon. One of the projects would be working on a thank you barbeque for volunteers. Patty and Sue volunteered to work with the other non-profits in town to work on a group event.

D. Finance Committee

1. The Chair entertained a motion to approve the June 20, 2012 Finance Committee meeting minutes and asked for any corrections or additions from those who were at the meeting. Terry Duffey questioned whether the minutes should be approved by the Committee at a Committee meeting rather than at a Board meeting. Patty noted that all of the members get a chance to review and revise them prior to the Board meeting and could be approved by the two committee members present at the Board meeting. It was determined that the Committee would approve their minutes at the next committee meeting and the draft minutes in the Board packet are for information only. Venta Leon commented that she thought the decision to look at tablets was to investigate more than just Samsung. Sue Sims noted that she looked into I-Pad and Samsung tablets.
2. The Chair asked if there was a motion to move on the Finance Committee recommendation for Board stipends. Eric Knudsen said it would amount to a considerable expense to the District if the District chose to do that. Sue Sims noted that her understanding of the discussion of the Finance Committee was not to actually institute stipends, but that the use of tablets to save money could be justified with the money other districts use for stipends. Patty also said the Committee discussed stipends as an incentive for others to run for Board membership. The idea of stipends was tabled.
3. Patty Oku submitted three hand outs regarding employment determination and contractor classification for review and discussion to help finalize the Administrator's contract. She reported that the Finance Committee had agreed to complete the EDD Employment Guide worksheet.

E. Ad Hoc Advisory Committee

The Ad Hoc Committee reported that they have not completed the update, but that they are working on it. Donna Clavaud indicated that the survey was not including Graton because they are working on a major capital project and the GM's time has increased. She said they were adding Pt Arena. Patty suggested adding the Town of Mendocino. The Administrator noted that he had requested information from other Districts through the CSDA List Serve and found that Admin costs, both as an amount and as a percentage of totals, was all over the board. Administration costs ranged from the low of \$66,389 to a high of \$1.4 million. As a percentage of total budgets, the range was from 8.1% to 61%. He said he would make that information available if the committee wanted it.

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 was still working on his punch list for a final inspection. Patty questioned the Park fund balance before Party in the Park and noted that it was only about \$7,000 and \$1,500 is earmarked for a new gateway into the Park. She

suggested that with some funding the District could start working on plans and specifications from local contractors for a new gazebo. It was decided that the Board will bring ideas about a design competition to the next meeting and the Park Committee will advertise for designs from the community and bring them back to the Board for selection. Donna Clavaud suggested different ways to raise funds for a new gazebo. The item was tabled until the next meeting.

C. Policy Manual

The Administrator reported that he has not worked on the Policy Manual recently. Patty asked him when we were going to have a policy manual to adopt. Discussion was held about Tiburon's policy manual that was a very straightforward manual. The Administrator noted that Tiburon's was only a Board manual, but it could be a place to start. He reminded the Board that the Board Policy handbook that he introduced several months ago was not accepted very well and that was drawn from several established policy manuals, including Tiburon's. Patty asked the Administrator to include Tiburon's policy in the next Board packet. Hope Sturges noted that she would want a policy to reflect the CSD law, the Sanitation District laws, and public Health laws pertaining to wastewater.

D. Solar System

The Administrator submitted a copy of the check for the CSI rebate that was an accumulation of rebates for four months that had not been paid due to the reporting problems. He noted that the problems had been taken care of. He also reported that there were four months of no reporting so the CSI term length will be extended four months to recover that amount.

E. Administrator's Contract

Patty Oku proposed a special meeting be held to review the proposed contract for Administrative Services on Saturday July 28th at 5:30. That idea was rejected and a new date was selected. [The final date was selected as July 30th at the Presbyterian Hall at 6:30]

F. San Francisco Bay IRWMP

The Administrator reported that the Tomales Bay Watershed Council was looking to integrate with the Bay plan for funding for water quality projects in the Tomales Bay Watershed and was looking for any other water quality projects in the watershed to participate. The project that Tomales had submitted in the past was for water recycling and reuse, but that has been rejected by the Board. He said the only other possible project would be the collection system, but he wasn't sure if they would allow a substitution at this late date. The Board authorized the Administrator to see if the collection system project could be included.

G. Complaints and Correspondence

The Administrator submitted a report regarding correspondence from Scott Taylor and Jeanette LaGrue, who requested their residence classification be changed from 11-2 (residential with a second unit) to 11 (single family residence). The Administrator noted that the second unit is an existing residence with a toilet facility and by regulation qualifies for a second unit. He sent them a copy of the regulations and reminded them that when the District went to the county on their behalf last February to have their property changed from multi-family to residential with a second unit, it was at their request. He also noted that as long as a second unit is held up for rental, it is a billable second unit. If the unit is being used by a family member as an extension of the residence, the District has occasionally waived the second unit charge.

New Business

A. Tablets for Delivering and Reading Board Packets

Sue Sims presented information regarding tablets and their specifications in order to initiate discussion on whether to adopt a policy to use tablets for the Board meetings and what kind would be best. She noted one major distinction between the I-Pad and the Samsung tablet was storage of files. The I-Pad did not have built in file storage capabilities and the Samsung did. Discussion was held regarding the use of tablets for Board meetings. Sue recommended the

