

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING**

Minutes of Meeting held October 9, 2013

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

Board Members Absent: Hope Sturges

Also Present: Karl Drexel, Administrator

Donna Clavaud

Beth Koelker

Bruce Bramson

Venta Leon

Paul Duffey

Terry Duffey

Board President Walter Earle called the meeting to order at 6:10 p.m.

Approval of Minutes:

The Chair asked for additions or corrections of the September 11, 2013 board meeting minutes. Paul Duffey wanted to be on record as asking Phillips and Associates the pressure on the force main pipe when the pumps are running and he said he was told it was 175 PSI. With additions:

Patty Oku made a motion to approve the minutes of the September 11, 2013 Regular Board Meeting as amended. Motion seconded by Eric Knudsen. M/S/U.

Financial Report:

A. &B. The Administrator submitted the financial reports for September and a list of payables for the months of September and October along with copies of the check registers for the month of September. The Administrator indicated there were extraordinary expenses to SCADA Support Group for service repairs to relays.

Eric Knudsen made a motion to accept bank statements, accept the financial reports, and approve expenditures for September and October. Motion seconded by Patty Oku. M/S/U.

Phillips & Associates Report:

A. The Administrator reported the plant was operating normally and in good condition. He explained that everything is in good shape. He noted that the irrigation was off for the season and that there was about 12 feet of freeboard in the ponds. The Administrator noted that the SCADA system was recording data irregularly again and that Phillips and Associates was going to contact Telstar to see if they could fix the problem. He also noted that the Flow meter recordings were erratic and that in order for the manufacturer to recalibrate it, it would cost over \$3,000. Steve Phillips indicated he would retest the flow meter to see if it is the meter or the SCADA program.

Committee Reports:

A. Newsletter Committee

Terry Duffey reported that the next Newsletter would be coming out in November. Her suggestions for the Newsletter articles were a recap of Party in the Park, the election results, acknowledging the outgoing Board members, the RCAC Rate Study, and possibly a report from the FAC.

B. Park Advisory Committee

1. Eric Knudsen and Patty Oku reported on the Park Committee meeting and the gate plans. It was the consensus of the Park Committee that the gate design would be a small pedestrian gate with a 4' wide opening and approximately 8' high. There was discussion about making it a little higher so the Tomales Community Park sign letters could be a little bigger, but that would lead to permit issues. The drive through gate would remain

the same size with matching pickets across the railing for a nicer look. Donna Clavaud reported that Van Bebber about fabricating the sign letters and the Tomales High School welding instructor about assembling the sign. She also found a company that could powder coat the sign after it was fully assembled and the discussion was held about a color. Donna also reported that Jason McLean offered to donate the material for the posts for the sign out of cypress. The installation and the project contractor are yet to be determined.

2. There was discussion regarding the gazebo and what a new design would look like. It was decided that more discussion was necessary to come up with a design, but the consensus was the new gazebo should be about 20 feet in diameter and an octagon shape. Patty Oku and Eric Knudsen are going to try and get some pro bono design work done.

C. Financial Advisory Committee

1. Donna Clavaud noted that the September FAC meeting did not have a quorum so there wasn't a meeting.
2. She reported that they have not had a meeting to review and recommend a new Policy for committees.
3. Donna reported that the committee had reviewed the applicants for an efficiency study. She said the committee had narrowed the field to four candidates. She was asked to submit a written report for the next Board packet for Board review stating their recommendations and what they felt the pros and cons were for each of the four candidates. Donna also suggested the FAC may want to suggest the 5 year plan be re-evaluated at the November meeting.
4. Donna reported that the Rural Community Assistance Corporation has offered to perform a rate study at no cost to the District. One of the RCAC advisors has sent a list of questions regarding the finances of the District and the Administrator noted that he would be the best person to provide that information to him. Donna concurred. The Administrator said he would contact them.
5. There was nothing new on the annual budget process.

Pending Business:

A. Grant Writing

1. Measure A Funding for Special Districts

The Administrator submitted copies of e-mails with County Parks regarding adding an eighth agency to the Special District's allocation of Measure A funds. He also submitted a copy of a legal opinion from County Counsel adding Firehouse Park to the definition of Special District. He noted that by definition they did not qualify as a Special District and felt they should be funded through the County's share of the Measure A funds as they had agreed before the legal opinion came down. He recommended that the District ask Walter and Pistole to look into what it would cost to challenge the County's decision to include Firehouse Community Park Agency in the allocation for Special Districts. He noted that there was support from other District Managers, and that the TVCSD would be looking at a reduction in the allocation over the 9 year life of the plan of \$35,000 and felt it was worth investigating.

Patty Oku made a motion to authorize the Administrator to contact Walter and Pistole to investigate a legal challenge to the County's decision to add an eighth agency to the Special District allocation of Measure A. Motion was seconded by Eric Knudsen. M/S/U.

B. Capital Improvement Projects

1. The Park gate project has already been discussed
2. The gazebo and irrigation project will be included in the Measure A Work Plan for the Park project.

C. Policy Manual

1. Walter Earle reported that he did not have anything for the Board on the policy manual. The DRAFT policy regarding committees will be reviewed by the FAC and brought back to the Board next month.

D. Median Household Income Survey

Walter Earle reported that he and Hope Sturges had contacted some of the residents that had not returned their MHI survey's and left copies for those that were willing to submit them. He said they had good reception and that they thought there would be more surveys being returned. They will go out again to follow up.

E. Toxic Away Day

Patty Oku reported that she and the Administrator had contacted the San Rafael Fire Department to establish a Toxic Away Day in Tomales at the Tomales High School on November 9th for residents to dispose of household toxic materials such as paint, solvents, pool supplies, household chemicals and cleaners, etc. They also will take batteries, computer monitors and TVs. Patty and Karl will be helping with flyers and announcements.

F. California Green Business Certification

The Administrator reported that the Marin Energy Management Team and Dominican College Master's Program are assisting the Administrator in getting the District certified as a California Green Business. The application is in the works and a team from the Masters Program will be making a site visit and make suggestions as to what needs to be done for certification. A question arose as to the need for this and how the District would benefit from this. Members of the Board indicated that they were in favor of proceeding if for no other reason than to have the statewide distinction for all of the work the District has done to move the District toward an environmentally safe and friendly system. They agreed it was worth pursuing if there wasn't much cost involved. The Administrator said the only thing that has come up so far would be the replacement of the fluorescent lights at the treatment plant.

The Administrator also reported that one of the critical areas of concern for the certification is to use two sided printing whenever possible, which is why the Board packet was two sided this month. He indicated that he was unable, with the software and printer he had, to combine multiple .pdf files into one.pdf file, so he printed them all two-sided. He noted that Venta had a problem scanning them to a .pdf file and requested one Board Packet be one-sided so she could convert it to a .pdf. It was suggested the Administrator rent Acrobat Pro for three months and see how it works and if he can convert the Board Packet into a .pdf file.

Sue Sims made a motion that the Administrator rent Adobe Acrobat Pro for three months and purchase the program if possible if it works to make a .pdf file of the Board Packet. Motion was seconded by Patty Oku. M/S/U.

G. Complaints and Correspondence

The Administrator submitted a string of e-mails with the Hochstrasser family re Blair Fullers old property. No action was necessary.

New Business

A. Annual Audit Selection

The Administrator submitted several responses to his request for bids for audit services for the fiscal year 2012-2013. He noted the differences and similarities between the different responses and recommended Robert Johnson for this year's audit services. Sue Sims asked if it could wait until the following month and the Administrator noted that one of the things Robert Johnson's bid included was the Annual State Controller's report, which needed to be submitted by October 18th, so time was of the essence.

Patty Oku made a motion to accept Robert Johnson's proposal for audit services for fiscal year 2012-2013. Motion was seconded by Eric Knudsen. M/S/U.

B. Vacation Rental Sewer Service Fees

The Administrator reported that it was suggested to him that the District consider charging a higher rate for properties in town that are strictly vacation rentals. The reasoning behind it was that vacation rentals usually use more water than a single family home and the County charges them more because they feel there is a excess strain on public facilities. It was the consensus of the Board that it was not a good idea and would be costly to implement. The matter was dropped.

C. Iron Ranger Donation Pole for Park

The Administrator also reported that it was suggested to him that the District install an iron ranger donation pole at the park so people traveling through would have the ability to donate money. The Board thought it was worth looking into and asked the Administrator to investigate it further.

D. Power One Solar Monitoring

The Administrator reported that American Solar, the contractor that installed the solar system, is required to provide monitoring services for five years. They contracted with Fat Spaniel for those services. Since that time, Fat Spaniel was sold to Power One and they are saying the contract with Fat Spaniel was only for one year, not five. American Solar says it was for five. They are negotiating it.

E. Meeting Schedule

Walter Earle indicated that he had requested this agenda item to discuss making permanent changes in the meeting schedule. He noted that typically the Board has skipped the December meeting and thought having a couple of other months during the year like March and August be skipped was a good idea. He said he felt that it should be the new Board’s decision as to whether or not they wanted to permanently make that kind of change, so the item was tabled.

Administrator’s Report:

The Administrator submitted a written report of his activities for the month.

Open Communication:

No open communication

Correspondence

The Board suggested the Administrator subscribe to the “Good Board Work” Board training offered by BHI for all of the Board members for three months to see if they will use it and if it is worthwhile.

Adjourned at 8:20 PM

Next Meeting: November 13, 2013 6:00 PM.



Approved

November 13, 2013

Date