

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT  
BOARD MEETING**

Minutes of Meeting held November 13, 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	Bill Bonini
Bruce Bramson	Venta Leon	Nicole Vigeant
Paul Duffey	Terry Duffey	Karen McBride
Brian Lamoreaux		

**Board President Walter Earle called the meeting to order at 6:06 p.m.**

**Approval of Minutes:**

The Chair asked for additions or corrections of the October 9, 2013 board meeting minutes. Being none:

**Patty Oku made a motion to approve the minutes of the October 9, 2013 Regular Board Meeting. Motion seconded by Eric Knudsen. M/S/U.**

**Financial Report:**

**A. &B.** The Administrator submitted the financial reports for October and a list of payables for the months of October and November along with copies of the check registers for the month of October. The Administrator noted there were additional bills that came in since the Board packet and they were CSDA annual dues and CWEA annual dues. He also noted the two major long term obligations are due in December and will be paid out of Restricted Funds. Those are the Solar Lease Agreement and the SRF loan.

**Eric Knudsen made a motion to accept bank statements, accept the financial reports, and approve expenditures for October, November and December. 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.

**Committee Reports:**

**A. Newsletter Committee**

Terry Duffey submitted a copy of the Newsletter for review and approval. Patty Oku suggested the Newsletter be delayed until the election results are finalized. Discussion was held regarding delaying the Newsletter, sending out an additional Newsletter after the first of the year, or sending out the Newsletter as written.

**Patty Oku made a motion to delay the publication of the Newsletter until the election results are finalized by the Elections Department. Motion seconded by Eric Knudsen. Ayes: Oku, Knudsen. Noes: Sims, Earle. Absent: Sturges. Motion Failed.**

**B. Park Advisory Committee**

**1.** Donna Clavaud reported that she and Beth Koelker had another meeting with the fabricator and another meeting with the welding instructor at the high school. She reported that the fabricator agreed with the design and font type and would fabricate individual letters rather than it being cut from one sheet of metal. Beth submitted a full

size mock up to show the actual size and lettering style. There was discussion regarding the welding integrity with the font style, and Beth noted that Van Bebber thought it would be fine. There was discussion regarding the color of the sign and the consensus was it should be a primary color that is already in use in the Park. Possibly the same red as some of the play equipment. Donna will get color chart from the powder coat people for the next Park committee meeting.

2. The Administrator noted he had not looked into the Iron Rangers anymore and had nothing to report.

### **C. Financial Advisory Committee**

1. Donna Clavaud submitted the minutes for the October FAC meeting. Nothing additional to report.
2. The committee recommended the 5-year Strategic Plan be revisited. Walter Earle indicated that discussion was held at a previous meeting, reviewing the items that have been completed and what still needed completion. Walter will put the Strategic Plan on the website with a place to indicate the status of each bulleted item.
3. The committee recommended two changes to the Committee Policy. One was that Committee Members are appointed by the President and “approved by the Board.” The other recommended change was the Finance Committee review and advise the Board on ALL expenditures, not just those over \$5,000. The Administrator noted that the standard policy of committees set up by special districts was to look at the big picture rather than the everyday activities of the District. He noted most policies for Finance Committees deal with Capital expenses and typically have a threshold they review and advise from. Most Districts set the threshold at \$5,000 to \$25,000. Donna reported that the Committee would revisit the issue at a future meeting. It was decided to make the change to “with Board approval”, but to leave the term Staff and to leave the \$5,000 threshold intact for now. The consensus was that the policy was a good beginning, but no action was taken.
4. Donna reported that the efficiency audit had been tabled.
5. Karen McBride, from RCAC, reported that their rate study expert had received all of the information from the District and was working on it. They are behind, but they should have something within a month.
6. At this time the annual budget process has been completed and submitted to the Board. The Board then discussed the 5-Year Strategic Plan and Walter reported that he had not put the Plan on the website, but that he would find a place for it. Patty asked if he could make it possible to check off the things that have been accomplished as they are accomplished. He said he would look into it. Paul Duffey noted Measure A would be an example of achieving the goal of finding funding sources and grants.

### **Pending Business:**

#### **A. Grant Writing**

##### **1. Measure A Funding for Special Districts**

The Administrator submitted copies of e-mails with County Parks and other special districts, along with the County Counsels legal opinion, regarding the County adding an eighth district to the special district allocation. He noted that Jeff Walter, from Walter and Pistole, had worked on a letter of objection to the County Parks and County Counsel. He noted that several of the other Districts were supportive of the letter and agreed to help fund it, however, Jeff Walter also represents a couple of the cities in Marin County and the city administrators objected to him representing special districts because they were afraid the County might delay the allocation process for them if the objection went through, so Walter and Pistole have withdrawn their services. They waived their bill and recommended another attorney who felt it would be about \$5,000 to write the argument against the eighth district. The other districts balked at that expense so the issue is still up in the air. Bel Marin Keys CSD had a Board meeting and they voted to object to the Memorandum of Agreement with County Parks and have instructed their counsel to write a letter on their behalf, so they will be taking point from this point forward, but it is still

up in the air. The Administrator indicated that Bel Marin Keys and a few of the other special district boards have decided to not accept the new grant agreement with an eight district allocation, but that they have given their managers authority to accept it if it comes down to a necessary capitulation. He recommended that Tomales Board do the same. There was discussion regarding the political fallout involved of pursuing this and the response of Supervisor Kinsey as well as the community of Bolinas. The Administrator reiterated the fact that none of the special districts is begrudging the Firehouse Community Park Agency funding from Measure A. They all feel they should get funding, but that it should come from the County's 65% allocation and not the 4% allocation of the Special District fund. Sue Sims voiced concern over the unknown costs of pursuing a challenge to the inclusion of the eighth district. The Administrator assured her that the special districts are not going to pursue the issue to a law suit and the total cost for the District should not exceed \$800.

**Patty Oku made a motion to dissent from the new Grant Agreement allocating eight districts to the special district allocation and reconfirm the original Grant Agreement with the County to include the seven original special districts in the allocation and to authorize the Administrator the power to reject the dissent if he feels it becomes necessary. Motion was seconded by Eric Knudsen. M/S/U.**

The Administrator also presented the Measure A Work Plan for the first year allocation to include a new gazebo, irrigation system, a drinking fountain, more tables and small freestanding BBQs, and repairs to the water tower.

**B. Capital Improvement Projects**

1. The Park gate project has already been discussed
2. The Measure A Work Plan already listed will be submitted for approval.

**C. Board Policy Manual**

The Board of Directors Handbook was submitted by Walter for discussion. The consensus was that it was a good start and something to work with. Sue Sims felt it was important to clarify that a total policy manual would include much more than just the Board of Directors Handbook. Walter agreed, saying he had also been working with the Fall River Mills policy manual and this Board of Directors handbook would only be a part of a comprehensive District policy manual. Discussion was held about the handbook and it was decided that it needed further study and the President of the Board tabled it until January.

**D. Median Household Income Survey**

Karen McBride reported that there were 50 surveys returned, which amounted to 53% and they need 80% in order to certify the survey. There was extensive discussion regarding vacant homes, changes in rentals, commercial property listed, etc. It was decided that Walter would update the list and Karen would take it back and update the figures needed.

**E. Toxic Away Day**

The Administrator reported that the Toxic Away Day was a success according to the sponsors. They had approximately 27 drop offs and over 5,000 pounds of waste collected.

**F. California Green Business Certification**

The Administrator reported that the district has been basically assured of the certification based on all of the work the District has already done to be environmentally friendly. One thing that needed to be completed was to replace the fluorescent lights at the treatment plant. He noted that a non-profit organization out of Berkeley called Smart Lights offers rebates and provides contractors to do the work. He also noted that he was getting bids from another local electrician. The bid for the replacement of the ballasts and bulbs was \$527 before the rebate.

**Patty Oku made a motion to authorize the Administrator to have the lights and ballasts replaced for \$600 or less, giving preference to a local electrical contractor. Motion was seconded by Eric Knudsen. M/S/U.**

**G. Annual Audit**

The Administrator submitted a copy of the auditor’s standard engagement letter for review.

**H. Power One Solar Monitoring**

The Administrator reported that the company monitoring the solar generation and reporting to PGE had submitted an Invoice to American Solar for the service for the last two years. American Solar contends that they paid for the service for five years, so the two companies are negotiating a settlement. They are continuing to monitor and report while they are negotiating. The District paid for 5 years of monitoring and reporting to PGE as part of the original contract.

**I. Complaints and Correspondence**

The Administrator noted there was nothing to report.

**New Business**

**A. Meeting Schedule**

Sue Sims suggested the January meeting be held on the third Wednesday of the month instead of the second Wednesday because the second Wednesday comes early in January. Walter Earle agreed to move the January meeting to January 15, 2014 at 6:00. He also asked if that would be when the new Board members were sworn in. It was agreed that it would be. Bruce Bramson suggested that an option would be for the new Board members to go to the County Elections office and be sworn in. The Administrator noted that the District already has the original Certificate of Election and Oath of Office with the Administrators name and title as the one administering the oath of office so they would need to have the County make up new Certificates. Bruce said that the County Elections Office would make a new original right there on the spot.

**Administrator’s Report:**

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

**Open Communication:**

Bruce Bramson thanked the existing Board members for doing an extraordinary job and effort under extended extraordinary pressure.

**Correspondence**

No action taken

Adjourned at 8:35 PM

Next Meeting: January 15, 2013 6:00 PM.



Approved

January 15, 2014

Date