

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING**

Minutes of Meeting held March 13, 2013

Board Members Present: Walter Earle, Patty Oku, Hope Sturges, Sue Sims and Eric Knudsen
Board Members Absent: None

Also Present: Karl Drexel, Administrator
Steve Phillips, Phillips & Assoc

Donna Clavaud
Venta Leon
Jane Healy

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 February 13, 2013 board meeting minutes. Venta indicated that the proper wording for her request from Lagunitas should read she would ask for a keg rather than she will get a keg. Given the correction the Chair entertained a motion to approve the February 13, 2013 board meeting minutes.

Patty Oku made a motion to approve the minutes of the February 13, 2013 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 February and March along with copies of the check registers for the month of February. He noted that there was a \$744 charge from Phillips for non-scheduled work and a charge for \$193 to BioLynceus for an OMRI approved organic herbicide. Eric Knudsen requested an explanation for the non-scheduled work. Steve Phillips explained that non-scheduled work is work that is not covered in the scope of the contract but needs to be performed.

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

Phillips & Associates Report:

A. Steve Phillips attended the meeting and reported that everything was in good shape. The pond levels were low and they were preparing for the irrigation season. He reported that the comminutor motor was pulled for inspection and possible repair. There was discussion regarding the lift station PGE expense and Steve reported that he and the Administrator were watching the usage, but could not determine any I&I until it rained.

Hope Sturges asked if he was concerned that the District was still working under a 1988 WDR permit. He noted that it is the Regional Boards responsibility to review the permits and they are only reviewing those permits where a problem exists. He said the Regional Board is satisfied with the way things are working in Tomales and they haven't needed to review the permit. He suggested that if and when a new permit is issued, it will more than likely be more restrictive than the one we have, so he suggested we "let sleeping dogs lie".

Hope also asked about the lift station pumps and if they might be clogged. Steve explained that all of the moving equipment is cleaned and maintained on a regular schedule, so that shouldn't be a problem right now, but that he would check.

The Chair asked the Board if there was any objection to moving Agenda Item 7C, Jane Healy's request for a Revised Agreement with the SUSD to this point in the meeting. Being no objection, the Chair opened Item 7C.

7C. Shoreline Unified School District Trustee, Jane Healy, addressed the Board requesting that the Agreement between the SUSD and the TVCSD be changed because the school district is paying too much for sewer service. She indicated the school population has steadily decreased and the rates have steadily increased to \$90,000 per year. The Administrator reminded the Board that the annual billing to the SUSD consists of four parts and that they can and have varied over the years. The sewer service portion of the bill is set at 34% of the Districts operations budget. That number changes every year and has averaged \$60,000 per year over the last 8 years. This year it is about \$70,000, but will be reduced at year end because of the midyear budget adjustments. He said the other parts of the billing include proposed Capital Expenses, of which there are none billed for this year; a Sinking Fund debt service account which was set up to pay down construction Debt; and the repayment of a loan the SUSD borrowed from North Marin at the time of the sewer construction. Those costs add approximately \$10,000 to the annual sewer bill. The Administrator also submitted copies of letters he had written to the SUSD in the past explaining the Districts billing system for the rest of the town and how that would affect the school's billing if it were changed to that system. Jane said the school had to reduce administrative costs and that the TVCSD has to as well. She reiterated she wanted to begin the process of reducing the rates the school pays for sewer service.

The Board asked her to have the SUSDS Board of Trustees present a written request as to what it was the school district would propose and submit it to the Administrator by April 3rd so it could be included in next month's Board packet. She agreed. The Board also asked her about the article in the Citizen attributed to her saying the Board and the Financial Advisory Committee were shocked when it learned how much the school paid for sewer. They asked her who she was referring to and when that happened. The Board explained that they see the billing every year and are well aware of the amount each year, and for her to say they were shocked reflected poorly on the Board. They asked her to contact the paper and make a correction if she didn't say that. She said she would not do that and that the Board should just forget it and work on reducing the schools' sewer rate.

Hope Sturges explained that the TVCSD could not go without an Administrator even if the school district can. It is written in the enabling legislation that the District appoint a General Manager and that she felt it was a full time job and was being performed adequately and did not want to see the district try and use volunteers or part time people to manage the District.

Jane said she would get a letter from the Board of Trustees for the next meeting.

Hope Sturges left the meeting due to a cold. The meeting continued with a quorum.

Committee Reports:

A. Newsletter Committee

No Newsletter report.

B. Fundraising Committee

Nothing to report on fundraising

C. Park Advisory Committee

1. Eric reported that the Park Advisory Committee will meet in March and discuss the updated Park Entrance Gate. Donna Clavaud reported that she had talked to a welder regarding metal signage and that she would report the details of that conversation at the committee meeting.

2. Patty gave an update of the Volunteer Thank You party. Everybody is asked to be there at 4:00 and stay to cleanup at 6:30. Everybody on the Board will be responsible for maintaining one of the food items. Karl and Walter will be tending bar. Karl is sending out the invitations via e-vite and paper to those without e-mails.
3. Eric submitted the final draft of the Save the Date postcards for Party in the Park that would go out in April. There was discussion regarding the timing and it was decided to wait until May. There was discussion on the booths and foods. Eric asked Karl to contact Clover again to see if we could get ice cream and maybe even Clo. Hope said she was not sure if she would do oysters again or not. There was discussion about whether oysters would even be available if Drakes Bay Oysters is closed down by then. The Administrator indicated Kat Marando had mentioned that Nick's Cove might be interested in having a booth and maybe they could do oysters. Eric will contact Kat.

D. Finance Advisory Committee

1. Sue Sims reported that the FAC met in February, but that they did not have the minutes yet. They would submit them for the next Board packet. They will be meeting in March. Donna Clavaud reported that the FAC was working on defining what an efficiency audit was and what they would like to see in a final report. They are collecting names of individuals and companies that perform such audits and will work on RFPs once they have defined the questions they want answered and the Board approves them.
2. Patty Oku indicated that the FAC had originally asked the District to hire a bookkeeper to pay bills and keep the financials for the District and that she would like to proceed with that suggestion. Donna and Sue indicated that they did not feel the time was right for that and that the FAC had changed its mind until after an efficiency audit was conducted. Patty agreed to wait for the time being.

E. Mosquito Committee

1. Walter Earle reported that the District had a standing committee in conjunction with the West Marin Mosquito committee and that the member was Margaret. Margaret submitted a report to the District which was included in the Board packet. The report was read aloud and made a part of these minutes.

Pending Business:

A. Grant Writing

1. The Administrator reported that he was working on a grant proposal for matching funds from the Dean Witter Foundation for the Park gazebo. He also reported that he met with the Project Officer for the Land and Water Conservation Grant. He noted that the National Park Service gets funding for this grant from offshore oil leases and the money the State is getting this year is greatly reduced. He said he didn't know how many projects would be funded, but that there were more applications than they had money for.

B. Capital Improvement Projects

1. The Administrator reported that David was still working on the final punch list for final inspection of the Park Project.
2. The Park gate was being discussed and designs are being addressed. The Gazebo will be discussed at a future time.

C. Policy Manual

1. Walter Earle reported that he had been working on some different policies and would have something to report next month.
2. The Administrator reported that he had heard back from some Board members regarding their availability and has set up the CRWA seminar for Board Roles and Responsibilities for Tuesday evening April 16th. Venta Leon said she would check on the availability of the Town Hall. If it wasn't available, the Fellowship Hall would be available according to Eric.

D. 2012 Audit

The Administrator reported that he had resubmitted the year-end adjustments to the auditor and was still waiting for him to finish the audit.

E. LAFCO Commissioner Elections

The Board discussed the nominees for the Special District representative on the LAFCO.

Patty Oku made a motion to elect Craig Murray of Las Gallinas Sanitary District as the Special District Representative on Marin LAFCO. Seconded by Eric Knudsen. M/S/U.

F. Complaints and Correspondence

No correspondence to report

New Business

A. East Bay Journalists Public Records Act Request

1. The Administrator submitted a Public Records Act request by a Bay Area journalists group for a listing of the compensation of Board members and the Districts response, listing no compensation for Board members.

B. Marin Grand Jury Request

1. The Administrator submitted a copy of the Grand Jury Request for proof of participation in Ethics Training by the Board members. Sue Sims indicated she has taken the training and has a certificate, but is still listed as overdue. The Administrator noted that Target Solutions is supposed to send a notice whenever anyone completes the course so he would look into it. Sue offered to send him a copy of her certificate.

Administrator's Report:

The Administrator submitted a written report of the month's activities.

Open Communication:

No open communication

Correspondence

There was no action taken on correspondence

Adjourned at 8:50 PM

Next Meeting: April 10, 2013 6:00 PM.



Approved

April 10, 2013

Date