

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING**

Minutes of Meeting held April 10, 2013

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	Terry Duffey
Paul Duffey	Ted Anderson

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

Approval of Minutes:

The Chair asked for additions or corrections of the March 13, 2013 board meeting minutes. Being none:

Eric Knudsen made a motion to approve the minutes of the March 13, 2013 Regular Board Meeting. 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 March and April along with copies of the check registers for the month of March. Walter asked if the Administrator had heard anything from the auditor. He reported that he had e-mailed him, phoned and left messages and has not heard back. He said he will continue to try and get a response. Patty Oku asked the Administrator if he knew the interest rate the SUSD was paying on their loan re-payment. He said he thought it was 5 or 6%, but he would find out. It turned out to be a 40 year loan at 6% taken out in 1985.

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

Phillips & Associates Report:

A. The Administrator noted that all was working well, except the comminutor. He said he was waiting to hear back from Steve on the problem. It appeared it needed a new electric motor or a new rewinding. He reported that Phillips had repaired some sprinkler heads and standpipes, and has greased and oiled the other sprinkler heads getting ready for irrigation.

He reported that the SWRCB has changed the rules and requirements for Contract Operators and Operator Certification and he asked Gary and Steve Phillips to make sure the District is in compliance with all of the new rules. They assured him they were although there was some clarification still needed by the SWRCB on some of the regulations and they were working on that.

Committee Reports:

A. Newsletter Committee

Terry Duffey reported that the Spring Newsletter was due. She noted that usually the Newsletter is dedicated to Party in the Park. She also suggested that other articles be included regarding the November elections, the Thank You Party for volunteers, upcoming projects and grants, used books and Patty Oku suggested a hazardous waste pick up in Tomales that she was working on. Patty suggested the Newsletter go out around the third week in May. The "Save the Date" postcard is going out the first week in May and additional publicity will be with signs and radio and newspaper notices. Eric offered to fold and label the finished Newsletter and mail them.

B. Fundraising Committee

Nothing to report on fundraising

C. Park Advisory Committee

1. There was no report on the Park entrance sign because there was no a meeting in March. Eric noted that there would be a meeting in April and a report next meeting.
2. Patty reported that the Thank you Party for volunteers was a great success. Volunteers from both the District and the Food Pantry were acknowledged and it was great to see so many involved people. The District had budgeted \$500 and spent \$460. The Food Pantry put in another \$125 toward the cost and the Town Hall provided the space and arranged for us to pick up a keg of beer for free. Additional items were donated for the Party in the Park, without solicitation.
3. Eric reported the Save the Date postcard was selected and will go out the first of May. It is a full color postcard with pictures of the activities and food served at the event. About 800 will be mailed out between Marshall, Dillon Beach, Tomales and Valley Ford. There will be additional postcards printed for posting. Eric also discussed the food vendors that are confirmed. Patty reported that there a lot great items donated for the raffle and auctions. Sam Dolcini has confirmed to be the auctioneer again. She reported that there will be a whole organic pig for the live auction (cut and wrapped). Also, Barbara Taddei has donated a complete miniature dollhouse with furnishings for the live auction. There was further discussion about food and Eric noted Bros BBQ had a previous commitment, Hope will do oysters again and Walter and Patty will help secure the oysters, J may or may not do Indian food. Donna Clavaud suggested they contact the fire department to see if they want to do a CPR demonstration.

D. Financial Advisory Committee

1. Sue Sims submitted two months of Minutes for the Board to review. She recapped the February meeting as discussing an efficiency audit, plans for the audit and the next steps. She noted they wanted to supply a list of needs for the auditors to focus on and a summary of their concerns. The list of items they felt would be important were the Administrator's monthly reports for the last several years, contracts, Board packets and job descriptions. Donna recapped the March meeting talking more about the efficiency audit, and requesting bids, but the majority of the time spent by the committee was talking about an annual budget process, including a timeline, goals and objectives, current economic situation, and public assumptions. They also discussed determining who would take part in the budget process and what their roles would be. She also said they discussed the importance of getting a policy and procedures manual developed as soon as possible because that would have a budget process in it. Sue also recalled the committee concerned about an efficiency audit having a confidentiality agreement with the District in that if they determine the District is doing something wrong, the Board is told but nobody else.

There was discussion about a Request for Proposal going out to these prospective consultants but the Board never saw one in order to approve it. Donna indicated that an official RFP was not sent out, but rather a discussion of what the Committee was looking for in a finished product and that is to answer the question "are we doing the best we can do?" and leave it to the consultant to determine how they would go about it. Patty injected that it would be important to find an auditor that has experience auditing CSDs as well as administration, operations and financial. She said it was important to have somebody that knows what it takes to operate a CSD. Patty also said she would like to see the history that Paul said he had of the District and asked if he could e-mail it. He said he would try to put it together. She also indicated that he was going to get a copy of an efficiency audit and a copy of an article in the Sonoma Gazette.

Pending Business:

A. Grant Writing

1. Measure A Funding for Special Districts

The Administrator reported that he was a member of the working group put together by the County to determine the allocations of Measure A sales tax money for special Districts. He noted that the bulk of the funds from Measure A will go to the County, but 15% is earmarked for cities, towns and special districts. Of the 15% of the total, 26.6% is allocated to special districts thanks to the efforts of the Marin County Parks and Open Space Department and the Board of Supervisors. The working group is charged with coming up with an equitable solution as to how to allocate those funds among the districts that provide recreation, parks and open space. There are various scenarios that the working group is looking at including a straight per capita split, a straight equal split and various plans in between, including a competitive grant program. So far the consensus is some combination of all of the options.

2. Dean Witter Foundation Grant

The Administrator reported that he has a request for a matching grant from the Dean Witter Foundation and the project manager handling the area is supportive of the project. He was notified that their Foundation Committee will be meeting at the end of April for this round of funding.

3. Land and Water Conservation Grant

Nothing new to report on the LWCF grant.

4. The Administrator reported that he attended the California Financing Coordinating Committee Funding Fair in Sacramento and it was revealed that the State formula for Median Household Income for Tomales indicates that the MHI is \$98,000 to \$105,000 with a margin of error of \$46,000. In order to get them to revise that, the District has to do its own MHI study, which may be funded by the Rural Community Assistance Corporation. The Administrator will be talking to the State Water Board reps, the Department of Water Resources reps and the staff at RCAC to get the next steps.

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. CRWA Seminar on Board Roles and Responsibilities coming up.

D. 2012 Audit

The Administrator reported that he will continue to contact him.

E. Complaints and Correspondence

The Administrator submitted letters of thanks from Rev Cornelia Crocker and Eric Knudsen for the Park and the Easter Egg hunt.

New Business

A. November Elections

1. The Administrator submitted a timeline for the upcoming elections and the seats that are up. He explained that four seats are up for election. Candidates can file papers starting July 15th. There are 3 regular four year terms up for votes and 1 "short-term" of 2 years because of a midterm appointment.
2. The Chair asked for a motion to adopt Resolution 13-1 asking the County to consolidate the TVCSD Board election with the County election:

Patty Oku made a motion to adopt Resolution 13-1 to authorize the County Elections Department to consolidate the TVCSD Board election with the County's November election. Seconded by Eric Knudsen. M/S/U.

B. CSDA District Transparency Certification

1. The Administrator submitted information from the California Special Districts Association regarding the requirements to become a certified District of Transparency. The TVCSD meets most of the criteria, and as soon as the Policy Manual is completed the District can apply for certification.

Patty Oku made a motion to begin the process of fulfilling the requirements and when able, to apply for a Certificate of Transparency from the CSDA. Seconded by Eric Knudsen. M/S/U.

C. CSDA Support Letter for SCA 11 and ACA 8

1. The Administrator submitted back ground on the Senate Constitutional Amendment and the Assembly Constitutional Amendment proposed legislation making the law a 55% requirement to pass local taxes. The Board, by consensus, authorized the Administrator to file a letter of support from the District.

D. CSDA Support Letter for AB 416 by Rich Gordon

1. The Administrator submitted back ground on AB 416 authorizing a funding mechanism for grants for projects and programs reducing Green House gases like solar systems, etc. He noted that the District might have been able to get grants for their solar system rather than sell bonds if this had been around a few years ago. The Board, by consensus, authorized the Administrator to file a letter of support from the District.

E. LAFCO 2013 – 2014 Proposed Budget

1. The Administrator submitted copies of the LAFCO Budget for information purposes only.

Administrator's Report:

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

Open Communication:

Walter Earle commented that Lagunitas Brewery was kind enough to donate beer to the District's thank you party and they provided a signup sheet for e-mail addresses that they would use to provide information and invitations to special events. He said he would make it available to anyone who wanted to sign up.

Correspondence

There was no action taken on correspondence

Adjourned at 8:00 PM

Next Meeting: May 8, 2013 6:00 PM.



Approved May 8, 2013
Date