

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT  
BOARD MEETING**

Minutes of Meeting held September 11, 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, Operator  
Karen McBride, RCAC

Donna Clavaud  
Bruce Bramson  
Venta Leon  
Jane Healy

Beth Koelker  
Bill Bonini  
Paul Duffey

Nicole Vigeant  
Ted Anderson  
Brian LaMoreaux

**Board President Walter Earle announced that special guest Professor Bassam Younis from UC Davis was unable to attend and that Karen McBride from Rural Community Assistance Corporation was attending and will give a presentation later in the meeting. He called the meeting to order at 6:10 p.m.**

**Approval of Minutes:**

The Chair asked for additions or corrections of the July 10, 2013 board meeting minutes. Being none:

**Eric Knudsen made a motion to approve the minutes of the July 10, 2013 Regular Board Meeting. Motion seconded by Hope Sturges. M/S/U.**

**Financial Report:**

**A. &B.** The Administrator submitted the financial reports for both July and August and a list of payables for the months of July, August and September along with copies of the check registers for the months of July and August. The Administrator indicated there were extraordinary expenses to USA North for annual dues, Kinko's for Party in the Park and the MHI survey letters, and SDRMA for quarterly payment.

**Hope Sturges made a motion to accept bank statements, accept the financial reports, and approve expenditures for July, August and September. Seconded by Eric Knudsen. M/S/U.**

**Phillips & Associates Report:**

**A.** Steve Phillips reported the plant was operating normally and in good condition. He explained that everything is in good shape. He noted that he and Karl talked about doing a walkthrough of the plant and make a list of equipment and what issues may come up in the future and set a priority list of preventative repairs. He noted that the irrigation was still on and that there was about 12 feet of freeboard in the ponds. He noted that this was the best shape the ponds were in for the last five years. Irrigation will continue until he is unable to pump and then it will shut off. There was a question regarding the daily flows and Steve explained it varies depending on what goes on in town, but that he has records for about the last 10 years of daily flows. He noted that the dry weather flows have gone down over the last several years and wet weather flows have gone way down since the repairs to the collection system. He accounted for the reduction in flows to conservation and replacement of appliances and toilets over the years. Paul Duffey asked Steve what the pressure was at the water spigot off the force main when the pumps were running. Steve said it was about 178 PSI.

Steve reported that there was a leak in an old abandoned chlorine injector pipe that was taken out and plugged. He also noted they had the floor drain unclogged so any water that does get in the plant will drain properly.

Nicole Vigeant suggested that Steve Phillips might consider giving a tour and talk to new Board Members about the system, the changes, the alarms, etc., before a Board meeting in the near future. He agreed it would be a good idea.

#### **Committee Reports:**

##### **A. Newsletter Committee**

Nothing new to report.

##### **B. Park Advisory Committee**

1. The Administrator noted that he sent thank you notes to all of the PitP participants and submitted copies of some responses. He also noted that by using the volunteer hours he was able to demonstrate how the PitP surpassed the \$10,000 threshold for the matching grant from the Dean Witter Foundation. Patty Oku reported that Donna and Marc Clavaud were going to host the guests that won the stay in their cottage and the Day at the Beach, won by Brian LaMoreaux, was being held on Sept. 28<sup>th</sup>. Eric commented that this year's PitP was such a success that it should be repeated next year on July 6<sup>th</sup>. It was noted that someone would have to step up and co-chair the event in Patty's absence.
2. Donna reported that she had contacted Van Bebber Bros. and that they would be willing to fabricate the letters and materials for the gate sign similar to the historic high school sign for about \$500. She met with Bill Costanzo, the high school welding teacher, and said the welding shop might be able to assemble the sign and thought a donation to the shop or a plaque or some kind of acknowledgement would be appropriate. The sign would be over the pedestrian gate at the entrance. She reported that Van Bebber recommended steel framing and lettering and that it be powder coated. She found a company in Rohnert Park that does powder coating and they proposed the sign be sandblasted, go through an iron phosphate wash for corrosive protection, a zinc primer base coat, a top coat of our choice and then a clear cost finish. They could do it for about \$400.

Donna then reported that Bill Bonini and she had been working on the fence and post design. Bill suggested that a source of fence and post materials might be Jason McLean. She then passed around some conceptual drawings that Beth made of the gate and sign proposal. Eric noted that a Park meeting will be scheduled for September.

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

1. Donna Clavaud noted that the June 24<sup>th</sup> FAC meeting minutes had been submitted and were in the Board Packet. She reported that they did not have a meeting in July or August. She reviewed the June 24<sup>th</sup> minutes. She reported that the Budget Process that had been distributed in a previous meeting had been changed to reflect the lack of a meeting in December, so the schedule had changed somewhat. She said the Financial Advisory Committee requested the Board approve the budget Process with the changes noted so they can start moving on the process. Discussion was held regarding the Public Hearing for the Budget and it was decided the first meeting needed to be in May. Given the changes discussed, it was decided to take a vote on the process and timeline and not necessarily the verbage in the entire document.

**Sue Sims made a motion to accept the budget process timeline as presented and amended. Motion seconded by Hope Sturges. M/S/U.**

2. Donna reported that the Committee had been charged with reviewing the Draft Policy on Committees and they have not done that. She noted that they will have something for the next meeting.

3. Donna reported that she hadn't received any names of District's that have had efficiency audits performed by the group of responders from the RFPs for efficiency audit. She noted that Hansen's proposal did not address the RFP and the Hank Brenard had effectively dropped out, which left BHI, Matrix, Ryan Engineering and NV5. She said she has received and checked references from them and Dennis Ryan (\$6,100) gets glowing reports, but he is an engineer and has not performed efficiency audits per se but his experience is closely aligned because he has worked with small systems. NV5 was another company that submitted a proposal (\$10,400). She noted that the partner for NV5 that would be working on the efficiency audit was highly qualified and had worked with numerous small wastewater Districts. Patty Oku interjected that she felt it would be a good idea if Donna could recap all of the information she has found and present it in writing in the next Board Packet so that the Board had a chance to review it and submit one or two recommended companies, so the Board could decide what direction they wanted to go next, it would be better. She agreed and said they would have a recommendation and a recap for the next Board packet.
4. Donna also mentioned there had been discussion on a rate study that some of the responders said they could do. She also noted that a cover page of a rate study from Manila CSD was in the Board packet to review and links to their rate study. She noted that they found out they could dramatically improve the long term health of the District by small incremental rate increases because their rates were way too low. She said she would get more information from the company that did the rate study for Manila and report back at the next meeting.

The Administrator noted that the Rural Community Assistance Corporation performs rate studies for small rural Districts and introduced Karen McBride from RCAC to explain what their program entailed. Karen explained that she was a Rural Development Specialist working for a non-profit organization helping small rural communities with water and wastewater systems and was a part of a nationwide organization. They are funded by Federal and State contracts and grants and are currently working on the MHI study for Tomales. She noted that they have specialists that specifically conduct rate and CIP studies, usually at no cost. Donna Clavaud commented that the committee would be very interested in talking more about a rate study by the RCAC.

#### **Pending Business:**

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

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

The Administrator submitted copies of an e-mail stream between the County Parks and the County's Special Districts offering Park facilities. He explained he had been instrumental in the allocation process of the Measure A funds for the Special Districts and was instrumental in getting the County to review their position on letting other agencies into the mix. He noted that the County had agreed to allocate the Special District portion of Measure A to seven established Special Districts. However, Steve Kinsey requested that Bolinas Mesa Park Agency also be included even though they are a JPA and not a Special District. The e-mail stream followed that argument and ended with the County requesting clarification from County Counsel, however, their current position is to go back to the original seven and fund Mesa Park out of the County's share. It is still in limbo at this time.

The Memorandum of Agreement between the County Park and Open Space Department and the Cities, Towns and Special Districts is for all practical purposes complete and will be finalized by the Board of Supervisors when the County decides if it is going to include 8 or 7 Special Districts. The Agreement and the allocation plan allowing only seven Special Districts to share the Special District portion of Measure A funds was submitted to the Board of Directors for review and approval. Discussion was held about the spending guidelines, the requirements and the final allocation plan.

**Patty Oku made a motion to accept the Memorandum of Agreement between the County and the Cities, Towns and Special Districts and approve the allocation of the Special District allotment approved by and shared by the seven listed special districts. Motion was seconded by Eric Knudsen. M/S/U.**

**2. Dean Witter Foundation Grant**

The Administrator reported that the Dean Witter Foundation grant was a matching grant and that PitP generated about \$7,800. But when the financials were submitted to Dean Witter, he included almost \$5,000 in volunteer hours bringing the total over \$12,000 and making the match. He submitted a copy of the award letter to the Board and noted the check had also been received.

**3. Land and Water Conservation Grant**

The Administrator noted that the District's gazebo project was not selected for funding under the LWCF grant. He noted there were \$6.5 million in project requests and only \$1.8 million available. He noted the LWCF program is an annual one and that we might re-apply next year.

**B. Capital Improvement Projects**

1. The Park gate project has already been discussed
2. The gazebo and irrigation project will be included in the Work Plan for the Park project. The Administrator noted that the Dean Witter Foundation and the County of Marin want to see what action we will have taken by January. Patty and Eric both will talk to different architects to see if the planning and design work can be done pro bono. There will be another Park Committee meeting to discuss designs in September.

**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**

Karen McBride presented an update on the Income Survey being conducted by the RCAC. She said the survey was being conducted in order to position the community of Tomales as a disadvantaged or low income community to qualify for state generated grants. She explained that they had received funding from HHS and have sent out two mailings and one door to door contact. She explained that the USDA requires an 80% response in order for it to be a certified income survey. She said the list she has indicated there were 95 residential units so the responses would have to come from 76 households. So far they had received 43. Donna Clavaud presented a map and list of residents that Terry and Paul had compiled that indicate less than 95 households. Karen explained that if there are not enough responses, the USDA requires that all of the missing responses be defaulted to the highest income reported in the community and then the median is determined. Discussion was held regarding how to go about getting more responses. It was decided that Walter and Hope will go door-to-door to those residences that have not responded to try and get them to send in a survey and will also update the list of applicable residences.

**E. Long Term Test of Ultra Violet Disinfection**

Professor Younis was unable to make the meeting so item was tabled until a future date.

**F. Complaints and Correspondence**

The Administrator submitted a string of e-mails regarding the MHI study and the UV Disinfection test for information only. He also submitted a string of e-mails between he and the Hochstrasser family re Blair Fullers old property. No action was necessary.

**New Business**

**A. Toxic Away Day**

Patty reported that she had contacted the County about having a day where residents can discard their household toxics, similar to those of Bolinas and Pt. Reyes and others. The

Administrator contacted the new Superintendent of the SUSD and they have agreed to let it be held at the high school on November 9<sup>th</sup>. It will take 40 appointments by residents only and they can only drop off household toxics such as paint, thinner, electronics, batteries, fertilizers, motor oil, etc. The County will have a booth at the Farm and Flea Market to advertise the event and Patty and Karl will distribute flyers and other publicity.

**B. California Green Business Certification**

The Administrator reported that the Marin Energy Management Team from the County helped the District when we were putting together the bonds for the solar project. The MEMT also is involved with getting Marin businesses certified with the State as Green Businesses. The Dominican University Masters Program has a Green Business Program for a Master's Degree and they help businesses get the state certification. He noted that he had been in contact with MEMT and the Green MBA Program and they have both agreed to help the TVCSD complete the requirements for getting certification.

**C. LAFCO Election for Alternate Special District Representative**

Discussion was held regarding the Alternate Special District Representative nominees for the LAFCO Board.

**Hope Sturges made a motion to elect Jack Baker as Alternate Special District Representative to LAFCO. Motion seconded by Patty Oku. M/S/U.**

**D. Town Hall Request for Funding**

The Administrator reported that the Town Hall had made their annual request for donations. He noted that the District had made donations to the Town Hall in the past; however, it is considered a donation of public funds and can be construed as a misuse of public funds. He noted that in the past the Board justified it because the District receives something of value back and that is the use of the hall for meetings. Discussion followed.

**Hope Sturges made a motion to donate \$100 to the Town Hall in appreciation for the generous use of the building for District Board meetings. Motion seconded by Sue Sims. M/S/U.**

**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 reported that he did not have a written report this month.

**Open Communication:**

Hope Sturges said that even though the Ultra V disinfection was tabled she wanted it known that she was against UV disinfection. Ted Anderson commented that tertiary treatment of wastewater was beyond the purview of an engineer and that he had talked to an industrial hygienist and that they are the ones that know about the safety of the water for reuse.

**Correspondence**

There was no action taken on correspondence

Adjourned at 9:05 PM

Next Meeting: October 9, 2013 6:00 PM.

*Karl A. Dreyer*

October 9, 2013

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Approved

Date