

TOMALES VILLAGE



COMMUNITY
SERVICES
DISTRICT

Minutes of the Board Meeting

Bill Bonini called the meeting to order at 7:13 PM June 11, 2014 at the Tomales Town Hall

All five board member were in attendance.

Sue Sims took notes and recorded the meeting

Bill Bonini, President
Deborah Parrish, Vice President
Sue Sims, Secretary
Brian Lamoreaux
Patty Oku

Also Present: Victoria Hansen, Louise Gregg, Ted Andersen, Chick Petersen, Donna Clavaud, Steve Phillips, Karl Drexel, Administrator

The minutes for May 14, 2014 and May 28, 2014 were approved as corrected.

Financial Report:

ACTION:

Patty Oku moved to accept the check register, approve expenditures adopt the financial statements. Sue Sims seconded the motion

Vote

Yes: Bill Bonini, Sue Sims, Deborah Parrish, Patty Oku, Brian Lamoreaux.

Opposed: none

Second Vote Preliminary Budget 2014-2015

Deborah Parrish asked why there had been no Board oversight of the development of the Park Budget? Why are we not approving both together?

Karl said the Auditor had separated the Park from the Sewer. Deborah acknowledged that she was aware of the separation, but that the District has a deadline of July 1 to submit a budget and the Park Budget was not included in the budget presented to at the Public Hearing--the time she found that the Park Budget was not included. She wondered if we were out of compliance. Karl replied that the last PAC meeting was the first time the budget was brought up.

Karl mentioned that the Park was a latent power of the District but they were separate. Deborah, reiterated that she knew the Park was separate and asked if that meant separate statements, accounts, separate procedures. Karl said that it did. . Deborah was confused because she has not seen any guidelines or procedures with which the Board would provide oversight.

Karl indicated that he was busy focusing on the Sewer Budget and hadn't yet finished the Park Budget.

Interjections about Measure A funding were confused with the inquiry about guidelines and procedure documentation.

Donna Clavaud offered that budgets typically run from July to July. For the first time the Park is playing a silent role. We can't design a budget around Measure A funds. We have other funds. Rate payers look at the sewer, but at the same time the TVCSD District is one entity with two responsibilities. We're approving part, not all.

Someone offered that the Park is just being slipped in. The Park hasn't been looked at by the Public. This is confusing. What's required for the budget?

PAC members offered that issues would become clear when we looked at the PAC report. Deborah asked if the guidelines and procedures were in the PAC contribution to the Board Packet. Patty Oku said they were not, those would have to come from Karl.

Deborah said that we are looking at the financials of both the Sewer and the Park together here, however, we haven't been told how this works. Yes, the auditor wanted the two entities separated. Procedurally, they've been separated. We haven't been told how to deal with the separation. How are we to manage the budget? That's what we need to know. Are there guidelines? Does someone know them?

Karl has presented a District budget. The title on the Agenda does not indicate we are dealing with solely the Sewer Budget. The cover page of the Budget presented at the Public Hearing appeared to be the District Budget. Nothing more than a cryptic note inside the Preliminary Budget referred to a separate Park Budget.

ACTION

Brian Lamoreaux: I move to approve the Sewer Budget for 2014-2015 fiscal year. Patty Oku

Yes: Brian Lamoreaux, Patty Oku, Bill Bonini, Deborah Parrish

Opposed: Sue Sims

Sue Sims wished to acknowledge that she did not vote to pass the Sewer Budget because she felt the budget as presented at the Public Hearing was misleading and confusing. There was nothing on the printed budget document that clearly stated the budget was a Sewer Budget only. The budget appeared to be the District Budget for Fiscal Year 2014-2015.

Operator's Report

Steve Phillips made his quarterly appearance at the Board Meeting. Steve reported that the plant remains in very good shape. He rated the plant on an "ease of maintenance" basis saying that on a scale of 1-10, the plant rated 1 for easiest to run. It takes Phillips one day a week to maintain the plant. Steve said he could manage our plant via a smartphone from Italy.

Steve further added that they have NEVER, in 15 years, been called to the District for obstructions such as tree roots, etc. Some of their clients require help with blockages weekly.

Routine maintenance: Steve recommended that if the budget allows, we purchase and replace 3-4 of our Big Gun Spray Heads for the irrigation system. The topic of the Spray Heads will go on next month's meeting agenda.

Steve and Karl are communicating regularly since our WDR permit is open for review. Successful negotiations to continue using COD testing as opposed to BOD testing will keep testing expenses down. Steve indicated that it's important to negotiate these changes so that cost of maintenance does not increase quickly. BOD is a lab test that takes two weeks to get back from the lab, whereas COD is a field test and the results are known in two hours.

Re: Disaster Plans: Steve said that we are at an advantage in that gravity is with us. The key would be the battery backup for the computer so that we could control things locally.

Because our plant design is simple and we are automated, Steve told us that the TVCSD plant needs an Operator Grade 1 to run the plant and a Grade 2 or 3 to be the Chief Operator. Steve mused that he as a Grade 4 and Gary as a Grade 5 were way above TVCSD's pay grade.

PAC Committee Report

The Park Advisory Committee voted to pay down the park's loan from the Sewer District by \$6,000 from discretionary funds, leaving a \$3,400 balance.

ACTION

Patty Oku made a motion for the Park to pay \$6,000 on their loan from the District. Brian seconded the motion.

Yes: Brian Lamoreaux, Sue Sims, Deborah Parrish, Patty Oku, Bill Bonini

Opposed: none

Patty Oku listed several projects that PAC planned from various park funds. Measure A rules required a project work plan be submitted by June 2014.

Projects include an ADA faucet estimated to cost \$3,000. However, the West Marin Rotary Club would like to donate \$1,000 taking the cost down to \$2,000. Phil Wyatt listed the material necessary for the park irrigation (established trees & shrubs). The cost of the irrigation materials will be \$1,600. Handy Capped Path, retaining wall \$5,000; water tower, windows, siding \$15,000; site plan \$2,000. Purchase and install 3 small BBQs \$2,600 (estimate). \$12,000 estimate for permits include gazebo, possible gate; structural, permits, planning & costal permit. Total \$34,300 at this time for the 2014-15 CY Measure A Work Plan.

ACTION

Patty Oku made a motion to approve PAC Measure A funds and funds from the current balance sheet attributed to different items and gifts from different people in that accounting. Seconded by Brian Lamoreaux

Vote:

Yes: Sue Sims, Patty Oku, Bill Bonini, Deborah Parrish, Brian Lamoreaux

No: None

Efficiency Audit

The Board briefly discussed the items Donna Clavaud provided regarding the bids FAC received in response to RFPs sent to Efficiency Auditors.

ACTION:

Patty Oku: I would like to make a motion to hire Matrix Consulting Group to conduct our Efficiency Audit for us. Deborah Parrish seconded the motion.

Vote:

Yes: Deborah Parrish, Sue Sims, Bill Bonini, Patty Oku, Brian Lamoreaux

No: None

TVCSO District Office

Bill Bonini revealed that the district has been offered to rent the space above Diekmann's Store for an office. The rental amount: \$100.

ACTION

Sue Sims: I make a motion that we accept the Diekmann space for the TVCSO District. Deborah Parrish seconded the motion.

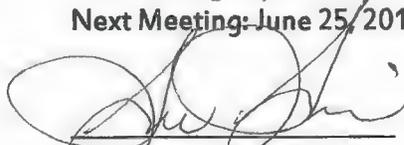
Vote:

Yes: Bill Bonini, Sue Sims, Deborah Parrish, Patty Oku, Brian Lamoreaux

Opposed: None

The meeting adjourned at 10:28 PM

Next Meeting: June 25, 2014


Approved July 9, 2014


Approved July 9, 2014