

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT  
BOARD MEETING**

Minutes of Meeting held January 15, 2014

**Board Members Present:** Bill Bonini, Deborah Parrish, Patty Oku, Sue Sims and Brian Lamoreaux  
**Board Members Absent:** None

**Also Present:** Karl Drexel, Administrator

Donna Clavaud	Beth Koelker	Ted Anderson
Bruce Bramson	Venta Leon	Janica Anderson
Dru Fallen O'Neill	John Ward	

**Current Board Vice President Patty Oku called the meeting to order at 6:15 p.m.**

**Election of Officers:**

The Chair read the CSDA's list of duties for the office of President, Vice-President and Secretary/Treasurer.

**Sue Sims made a motion to elect Bill Bonini as President. Motion seconded by Deborah Parrish. M/S/U.**

**Newly Elected President Bill Bonini took over as Chair of the meeting**

Beth Koelker made a request that the meeting be started with a moment of reflection on the Duffeys and especially Paul. There was a brief moment observed.

**Sue Sims made a motion to elect Deborah Parrish as Vice President. Motion seconded by Brian Lamoreaux. M/S/U.**

**Patty Oku made a motion to elect Karl Drexel as the continuing Secretary/Treasurer. Motion seconded by Brian Lamoreaux. M/S/U.**

**Appointment of Committee Members:**

The Administrator submitted two applications for the Park Advisory Committee: Walter Earle and Margaret Graham. Bill Bonini volunteered to be on the Park Committee, joining Patty as the other Board member. Brian Lamoreaux also offered to be on the committee, but it was clarified that only two Board members could be on the committee. Members of both the FAC and PAC indicated they wanted to continue on the committees they were members of.

**Deborah Parrish made a motion to maintain the current Park Advisory Committee members, add Walter Earle and Margaret Graham to the PAC and to add Bill Bonini to the committee. Motion seconded by Patty Oku. M/S/U.**

The President of the Board appointed the current members of the Financial Advisory Committee to another year term on the committee. The FAC is made up of Sue Sims, Deborah Parrish, Bruce Bramson, Venta Leon, Donna Clavaud and Chick Petersen.

**Approval of Minutes:**

The Chair asked for additions or corrections of the November 13, 2014 board meeting minutes. Donna Clavaud made a note of clarification regarding the budget process in that it has already been completed and should say "At this time the annual budget process has been completed and submitted to the Board." She also asked to clarify the next statement about the 5-Year Strategic Plan. She requested an item 7 be added to the minutes in that section. It was noted that there were only 6 items on the agenda for that agenda discussion and that is where it was brought up at the

meeting. She asked that it say “The Board then discussed the 5-Year Strategic Plan and Walter reported...”

**Patty Oku made a motion to approve the minutes of the November 13, 2013 Regular Board Meeting as corrected. Motion seconded by Brian Lamoreaux. M/S/U.**

**Financial Report:**

- A. **&B.** The Administrator submitted the financial reports for January and a list of payables for the months of January and February along with copies of the check registers for the month of January.

**Deborah Parrish made a motion to accept bank statements and approve expenditures for January and February as submitted. Motion seconded by Sue Sims. M/S/U.**

**Sue Sims made a motion to accept the Financial Statements. Motion seconded by Deborah Parrish. M/S/U**

**Phillips & Associates Report:**

- A. The Administrator reported the plant was operating normally and in good condition. He reported that there was a SCADA communication problem with the lift station and it is being addressed. Donna Clavaud asked if the re-negotiation of the Phillips contract was ever completed and ratified. The Administrator responded that the negotiations were dropped after he submitted corrections and revisions that Phillips had not included in their proposal. He noted that a new contract with Phillips would probably be considerably more than the current one and he felt it was better to leave well enough alone.

The Administrator reported that he and Steve Phillips reviewed the assets that Steve felt would need replacing at some time in the near future and that Steve collected data on some of them. He submitted information on the replacement of the irrigation guns, the irrigation pumps and was working on a price for the electrical panel at the irrigation field. He also reported that he was working with the RCAC representative on the rate study to develop a CIP for some of these items.

**Committee Reports:**

**A. Newsletter Committee**

The Newsletter went out as scheduled. Nothing new to report

**B. Park Advisory Committee**

1. Donna Clavaud requested that the Park Committee minutes reflect that she brought the plans to Design Review and there was generally positive feedback, but that to her knowledge there has not been a formal approval by Design Review. Bruce Bramson noted that there was a consensus of the Design Review Board that they approved the gate project thus far.
2. Donna reported on the status of the gate project noting that the committee had selected the top six colors for the sign over the gate, but that they had not selected a final color. She noted that they are almost ready to go to Van Bebbler to fabricate the letters out of steel about an eighth of an inch thick. She noted that the color choice could come later. She also reported that she was going to go to the County to double check on requirements for the sign. Bill Bonini suggested the Park Committee meet soon to discuss the gate project. Patty Oku will check with the committee members for a time and day that works for most members for a regular schedule.
3. Gazebo Design and Specifications was moved to the Park Committee
4. Measure A work Plan was submitted for review. No action necessary.
5. Venta Leon reported that she had asked that a discussion on the concept of a peace garden be added to the agenda. The idea would be to install a piece of art that Paul Duffey had made with a peace sign mounted on a large stone to be placed somewhere in the Park as a memorial to Paul. She also noted that Terry had made a suggestion that a

peace garden be incorporated similar to the peace garden in Sebastopol. She was asked to prepare something for the Park Committee's next meeting.

**C. Financial Advisory Committee**

1. Donna Clavaud submitted the minutes for the December 16<sup>th</sup> FAC meeting. She noted that the committee had tabled the efficiency study until the new Board could be seated and weigh in on its implementation. She also said the committee spent the better part of the meeting developing a recommended list of issues that they felt should be on the agenda for Board discussion and expected them to have their individual agenda item, not under the Financial Advisory Committee heading or agenda item. She also said she had asked the Administrator to provide an executive summary on the status of the District with an historical timeline, list of grants, issues of concern, etc. to bring new Board members up to date. Donna then went through the list of recommendations that the FAC had come up with.
2. The 5-Year strategic Plan discussion and recommendations was tabled. The Administrator noted that in future meetings the item will be in a different location on the agenda as requested.
3. Donna reported that the FAC had not addressed the threshold amount of the Draft Committee Policy. Deborah Parrish said she would put it on a future Committee meeting agenda. The item was tabled.
4. At this time the annual budget process has been completed and submitted to the Board. It will be removed from the Agenda as requested.

**D. Finance Committee Agenda Recommendations**

1. The Administrator noted that previous Boards had worked on a new Board member pamphlet for a number of years with just that kind of information and that he was unable to put something as involved as that together in a few days. He said he would work on it and present something in the next couple of months. Deborah requested that an annual summary by the Administrator be submitted every January. The Administrator indicated he would try to get something by next month.
2. The committee requested copies of draft policies, list of grants and other documents. The Administrator noted that he has at least 15 different copies of policy manuals and individual policies from other Districts and he would like more clarification on what all they would like. Deborah Parrish noted that the reasoning behind the collection of documents, in addition to bring the board up to speed was the committee felt like a policy manual was a priority for 2014 and that if the Board wanted to task the FAC to do that, they would be happy to. Bill Bonini requested the FAC work on a policy manual that should be available to the Board this year. The Administrator noted that he would get all the Word documents for policy manuals he has to Deborah.
3. The Administrator reported on upcoming trainings put on by CSDA and SDRMA for Board members and also Board Secretaries. He noted that the budget did allocate funding for Board training for anyone that wants to take training courses. He also noted many of them are free.
4. One of the priorities for 2014 is to have a tour of the WWTP for Board members and any others that want to. Karl will work on scheduling a tour in February.

**Pending Business:**

**A. Grant Writing**

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

The Administrator submitted copies of documents to Board of Supervisors and other Special Districts regarding the inclusion of Firehouse Community Park Agency. County Counsel had made a determination that they were an "applicable special district" for the purpose of Measure A funding and the Board of Supervisors included them. The first installment of the taxes collected was disbursed to the eight special districts and Tomales' share was \$17,000.

**B. Capital Improvement Projects**

1. The Park gate project has already been discussed
2. The Measure A Work Plan submitted to County will go to Park Committee.

**C. Board Policy Manual**

Policy manual has been discussed. FAC tasked with developing different policies to be part of an overall policy manual. Patty Oku requested that when policies are developed for Board consideration, that they distribute them a week before the Board packets via e-mails so they can be reviewed. Deborah suggested that she could distribute that information via Dropbox.

**D. Median Household Income Survey**

The Administrator reported the RCAC did not get any additional surveys returned and they were going to call it finished. Their requirements from USDA are to fill in the missing surveys with the highest income reported. However, they are requesting a waiver from the SWRCB to use just the ones that were returned and it is now up to them to determine if they can use those surveys.

**E. RCAC Rate Study**

The Administrator reported that he was working with the rep from RCAC on a Capital Improvement Project list and the depreciation schedules for all assets. He also noted that the study is dependent on what the District wants to do to fund Capital Improvements, by using Reserves only, or using low interest loans only or some combination of both. Donna Clavaud suggested the analyst be persuaded to provide numerous options for different scenarios. Deborah Parrish noted that the Budget Process presented to the Board was for discussions during the year on budget items including Capital Improvement Projects, Reserves, strategies and expenses. She indicated that the Board needs hard figures as to what projects are going to be required over the next ten years and what items are coming up in which year.

**F. California Green Business Certification**

The Administrator submitted a copy of the report provided by the Dominican University regarding the status of the District's facilities as it relates to the Green Business Certification. He noted that several of the recommendations left to do have already been done. He was working with David and Steve Phillips to complete the others for final submission.

**G. Annual Audit**

The Administrator reported that he was collecting data for the auditor and was meeting with them after the next month's Board meeting.

**H. Complaints and Correspondence**

The Administrator noted there was nothing to report.

**New Business**

**A. WDR Update**

The Administrator reported that the Waste Discharge Permit the District was working under was from 1988 and that he had applied for an updated permit in 2002. He noted the Regional Board is aware of the situation and has been behind in processing revised permits, so the District is still in compliance. He submitted a recent letter from the Regional Board indicating they have a new staff member that might actually be able to process our revised permit and that they would be in touch.

**B. Good Board Work Updates**

The Administrator submitted copies of the highlights of the weekly reports sent out by BHI Consulting on Good Board Work. He noted the service includes one on one discussion with Brent Ives, e-mail questions and the archives of older articles if the Board chooses to take advantage of them. He noted it costs the District \$60 per month so if it is used it is a valuable investment and if it is not used it probably isn't worth the expense.

Sue Sims noted that she had actually been influenced by the discussion on communicating with the community from a recent article and asked that it be put on the agenda for discussion. She was asked to go ahead and bring it up at this point. She noted that she remembered as a member of the audience at one of the Board meetings that a letter was

introduced by the community to the Board that was signed by 40-45 people and to her knowledge it was never responded to by the Board. She said she wanted the Board to establish a policy that communicating with the community be a high priority and a process developed that all communication be responded to by the Board. The Board agreed to be more responsive to the community.

**C. Grand Jury Report**

The Administrator submitted a copy of the request for information from the Marin County Grand Jury. He noted that the Grand Jury has targeted special districts and sanitation agencies every couple of years and this is just another one of many. He reported he was working on the responses.

**Administrator's Report:**

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

**Open Communication:**

No open communication.

**Correspondence**

No action taken

Adjourned at 9:25 PM

Next Meeting: February 12, 2014 6:00 PM.



Approved

February 12, 2014

Date