

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT  
BOARD MEETING**

Minutes of Meeting held February 12, 2014

**Board Members Present:** Bill Bonini, Patty Oku, and Sue Sims  
**Late Arrivals:** Deborah Parrish (6:50), Brian Lamoreaux (6:45)  
**Board Members Absent:** None

**Also Present:** Karl Drexel, Administrator  
Steve Phillips, Operator  
Karen McBride, RCAC

|                 |                |              |
|-----------------|----------------|--------------|
| Donna Clavaud   | Beth Koelker   | Hope Sturges |
| Nicole Vigeant  | Chick Peterson | Louise Gregg |
| Victoria Hansen |                |              |

**Board President Bill Bonini called the meeting to order at 6:21 p.m.**

**Approval of Minutes:**

The Chair asked for additions or corrections of the January 15, 2014 board meeting minutes.

**Patty Oku made a motion to approve the minutes of the January 15, 2014 Regular Board Meeting. Motion seconded by Sue Sims. Ayes: Bonini, Oku, Sims Noes: None Absent: Parrish, Lamoreaux.**

**Financial Report:**

**A. &B.** The Administrator submitted the financial reports for January and a list of payables for the months of February and March along with copies of the check registers for the month of January. He noted there were two additional expenses that came in since the Board packets went out and they were CRWA annual dues and a \$2,200 bill to Telstar for work on the SCADA system.

**Patty Oku made a motion to accept the check registers, approve expenditures and adopt the financial statements. Motion Seconded by Sue Sims. Ayes: Bonini, Oku, Sims Noes: None Absent: Parrish, Lamoreaux**

**C.** The Administrator noted that the District has about \$300,000 in Bank of Marin and \$85,000 in the Redwood Credit Union. The FDIC limit is \$250,000, so he recommended moving some out of Bank of Marin into RCU, but in order to do that he needed copies of Drivers Licenses from everybody. He noted he only had those from Patty, Deborah and himself. He said the other option would be to move all of the money out of RCU and into BOM, but that it would not all be insured.

**Phillips & Associates Report:**

**A.** Steve Phillips reported the ponds were in great shape with about 10 feet of freeboard at the storage ponds and the plant was in good condition. He noted that in past winters there was flows of 1.4 million gallons a month and now it is down to 0.6 million gallons. He said this was due to two factors, one was the I&I that was identified and fixed and the other was the lack of rain for the last couple of years. He noted that things should be fine for the rest of the winter season, even if there is above normal rain for the next several months.

Steve noted that since they took over the O&M, they have taken a pro-active approach to irrigation and have kept the pond levels in check during the winter so there haven't been any need to use the emergency irrigation, except once. He noted that because the storage ponds were so low, the irrigation season will be shorter this year and that it would be a good time to

make repairs and any necessary replacements of equipment. One advantage of light rain was that the I&I is reduced. He said most treatment plants are designed for 100% infiltration or more and that in years past this system had a lot of infiltration. Most of it was fixed, but he noted the collection system was 40 years old and old material that will crumble and break, and that's when infiltration becomes a problem. But there aren't any glaring problems right now.

**Committee Reports:**

**A. Newsletter Committee**

Nothing new to report

**B. Park Advisory Committee**

1. Patty Oku reported on the PAC meeting. She reported they have decided to hold regular meetings on the fourth Monday of the month at 6:30 at the Presbyterian Church Hall. She noted that Victoria Hansen and Louise Gregg attended the meeting with some concerns about the sign and signage in general. She also noted that Bonnie MacLaird is re-contacting the original AIA historical architect who offered to help on the gate project regarding the font and color of the sign. She said the committee members did not want to irrigate the meadow, but did want to irrigate the trees and bushes along the perimeter and that an irrigation system as noted in the grants and the work plan for Measure A funds is still pertinent. Karl is going to contact the County to get more information on the parameters and clearances required for the sign. Bill Bonini and David Judd are going to draw up a design for a Gazebo. Donna Clavaud also reported that Victoria had suggested story poles be put up to replicate the size and dimension of the sign.

Victoria Hanson addressed the Board with comments regarding her concerns over the Park sign and provided a written document of those comments. The documents is attached and made a part of these minutes. Louise Gregg addressed the Board regarding her concerns regarding the historical integrity of the town and changes that have occurred and might still occur and how that relates to the Park gate and the filing of National Historic Register status. The President of the Board asked Louise and Victoria to provide an example of what they would like to see as a Park sign at the next Park meeting and see if a resolution can be reached there.

**C. Financial Advisory Committee**

1. Deborah Parrish reported that the Financial Advisory Committee did not have a quorum for their January meeting, so they just had a working session, so there are no minutes.

**Pending Business:**

**A. Grant Writing**

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

The Work Plan for Measure A funding was submitted to the County and the Park Advisory Committee is working on prioritizing it.

**B. Capital Improvement Projects**

1. The Park gate project has already been discussed
2. The Administrator presented a copy of the update to Dean Witter regarding the Gazebo, as well as an update to Steve Kinsey.

**C. Board Policy Manual**

The Financial Advisory Committee submitted a Draft policy defining the Roles of Board Members and Officers. Deborah Parrish reported that this particular policy was developed because the CSDA Policy Handbook and other Special Districts policy manuals forwarded to her from the Administrator were confusing and without clarity. She noted that the FAC felt it was an important first step to clarify the roles of the Board members and District Officers. The Chair asked for discussion. Patty Oku said she felt each Board Policy should have a number associated with it similar to all other Policy Manuals the District has reviewed. It was determined that a numbering system needs to be developed. Patty also recommended that a

policy for missing meetings by Board members be developed. It was determined that a policy regarding missed meetings would fall under a policy of Code of Conduct. Additional discussion was held regarding this policy and suggestions for other policies. The Administrator noted that almost all Special District policy manuals follow a similar numbering system for each of their policies and have policies that include the kinds of things that were being discussed. Patty added that one of the job functions to the Vice Presidents role is to reconcile bank statements. The Administrator also reminded the Board that no non-elected person can chair a public meeting, so unless the Secretary is a Board member, which is not the case currently, then the wording needs to be changed. Patty presented to Deborah her notes and corrections to the Roles and Responsibilities Policy.

**Deborah Parrish made a motion to approve the Roles and Responsibilities of Board Members and Officers Policy as corrected. Motion seconded by Sue Sims. Ayes: Bonini, Parrish, Sims, Lamoreaux Noes: Oku. Absent: None**

Patty Oku noted that she would like to see a Policy developed on e-mail protocol. She noted that when she was e-mailing questions about dates for Park committee meeting, several e-mails were being replied to all with different subject matter and she received some complaints from the community. A comment was made that certain things said in an e-mail can be interpreted by different people in different ways. Patty noted that people just need to be cognizant about what they are saying and who their audience might be.

**D. Median Household Income Survey**

Karen McBride addressed the Board describing the MHI Survey results. She noted that there were 76 parcels that needed to be surveyed and the guidelines required an 84% response rate. 50 people responded and 26 did not respond or refused to participate. 14 additional responses were required, but did not come in. Per the guidelines RCAC has to work under as a qualified third party to conduct this survey, the 14 additional parcels had to default to the highest reported income, which was \$156,900, bumping the median income to \$69,867. She noted that when the survey was started, the State annual income figure for Tomales was \$106,000, which was why the survey was implemented. However, the State Water Board changes the statewide annual income level every year based on the American Community Survey of the Census Bureau. She noted that it dropped the following year to \$37,250. She recommended the Administrator contact Meghan with the Water Board to appeal the findings of the current survey, especially with the 14 defaulted incomes.

**E. RCAC Rate Study**

The Administrator submitted copies of the correspondence that has been going on between he and Richard Culp and the Finance Committee regarding the Asset List and a Draft CIP list. He noted that he and Steve were still collecting data and costs for certain things to update a CIP list that will be presented to the Board at a future date. Donna Clavaud noted that there was a lot of talk about a CIP list, and Measure A funds and the Park Gate, etc. and recommended that a Policy be developed for CIPs. It was generally agreed it should be forthcoming.

**F. California Green Business Certification**

Nothing new to report

**G. Annual Audit**

The Administrator reported that he was meeting with the auditor and a staff accountant to work on the audit.

**H. Board Training**

The Administrator submitted a list of upcoming training seminars and webinars available through CSDA and SDRMA. Patty Oku noted that there was a Board Secretary Training conference available and if any Board Member wanted to be the Board Secretary, this training would be invaluable.

The Administrator also reported that at the last meeting the Board thought the publication put out by CSDA called *Open and Public IV: Users Guide to the Brown Act* should be purchased for all Board Members, so he looked into it. The book is \$28 a piece, so he didn't buy them. Patty suggested that the District purchase one for everyone. Deborah Parrish noted that she would not read a book, but could get the Brown Act online. Brian Lamoreaux said he would like to look at it to get a better understanding of the Brown Act. It was decided that the Administrator would purchase two copies to be shared among the Board members that want to read it.

It was noted that a tour of the plant has been scheduled for Saturday March 1, 2014 at 11:00. The public is invited and it should be informative.

#### **I. Budget Process**

Deborah Parrish noted that the Budget Process has only four months to go and she does not feel there is enough done at this point to address the budget process timeline. She noted that the timeline indicates the Budget be presented to the community in April/May and that there is a lot to do before that. There was discussion regarding the development of a CIP list. Deborah Parrish indicated that the fact that a list of assets was given to a person who is developing a rate study was not vetted by the Board before it was sent to him. The Administrator noted that the Board gets a list of the assets at every Board meeting. They are what they are. A CIP list that is still being developed has to start with the Districts assets that will at sometime wear out. He is still developing that list with the input of Steve Phillips and Richard Culp and the District's auditor. A CIP list is not ready to be presented to the Board, because it is still being developed and no vetting is necessary. Deborah said that the FAC did not feel the information given to the RCAC was properly given and should have been discussed with the FAC and the Board first. She said the Board needs to see everything that is going out in public before it goes out.

**Deborah Parrish made a motion to have the Board appoint a temporary working committee that is a budget committee to develop and present 1) a competitive bidding policy and process for the Board approval, 2) RFPs for all contracted services to be included in the 2014-2015 budget, 3) to provide screening and be the point of contact to all respondents to the RFPs, 4) submit three candidates for all contract services for Board approval, prior to implementing the next fiscal year's budget.**

Patty Oku recommended that the motion be tabled and the proposal written out for the next Board packet and put on next month's agenda, since this is the first anybody had heard of this idea. Deborah noted that waiting another month to start an RFP process would delay developing a new budget with streamlined expenses rather than the same budget that has been presented each year. She said she knows there are many options with regard to operators and a group of people need to start working on Draft RFPs, lists of candidates to get the RFPs, and to select candidates for the Board to review. She said it cannot be a Board process or it will never get done. It has to be a temporary working committee that can meet and work unhindered.

The Administrator noted that a motion to develop and send out RFPs for all contractual services was not an Agendized item and no action can be taken on that portion of the motion. He noted that there may be others in the community that would like to be on that committee, but because it wasn't agendized, they do not know about it. He noted that if you want it on the agenda for the March meeting you need to request it.

**Deborah Parrish made a new motion to request the Board appoint a working committee to work on budget items to get ready for the 2014-2015 Budget and invitations sent out to the community for volunteers. Motion Seconded by Sue Sims. Ayes: Bonini, Parrish, Oku, Sims, Lamoreaux, Noes: None, Absent: None**

It was decided that Patty Oku and Sue Sims would work on the message of a postcard and Patty would send out postcards inviting members of the community to sit on a budget committee. Discussion came up regarding having more than two Board members on the committee. The Administrator noted that no meeting with three or more Board members is allowed without it being a publicized and agendaed Board meeting. Deborah and Sue said they were advised by an attorney that they could have more than two members on a working community. Patty asked for legal clarification of that requirement and the Administrator offered to research it and asked Deborah and Sue to have their lawyer supply them with the Code that allows it.

**J. Strategic Plan**

Donna Clavaud recommended that the Strategic Plan be amended to include Capital Improvement Projects for both the Sewer and the Park.

**K. File Sharing**

Discussion was held regarding file sharing with Dropbox. The FAC and the Administrator indicated they used it, but some others have not.

**L. Complaints and Correspondence**

The Administrator noted there was nothing to report.

**New Business**

No new business to report

**Administrator's Report:**

The Administrator submitted a written report of his activities for the month along with a historical timeline and status of the District to date.

**Open Communication:**

No open communication.

**Correspondence**

No action taken

**Sue Sims made a motion to adjourn. Motion seconded by Deborah Parrish. M/S/U.**

Adjourned at 9:32 PM

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



March 12, 2014

Approved

Date