

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING**

Minutes of Meeting held March 11, 2015

Board Members Present: Bill Bonini, Patty Oku, Deborah Parrish

Board Members Absent: Hope Sturges and Sue Sims

Also Present: Karl Drexel, Administrator
Bob Johnson, Auditor

Donna Clavaud

Jim Lino

Beth Koelker

David Judd

Venta Leon

Beau Evans

Nicole Vigeant

Chick Peterson

Board President Bill Bonini called the meeting to order at 7:15 p.m.

Hope Sturges was not present so Oath of Office was not administered

Approval of March 11, 2015 Board Meeting Agenda

The Agenda was approved by consensus.

Open Communication

Donna Clavaud requested that the Administrator remind everybody every month the deadline for requesting items for the Agenda and submitting documents for the Board Packet. Venta reported that she had uploaded all of the Board packets back to 2009 to Google Drive.

Approval of Minutes:

The Chair asked for additions or corrections of the February 11, 2015 board meeting minutes. Being none:

Patty Oku made a motion to approve the minutes of the February 11, 2015 Regular Board Meeting. Motion seconded by Bill Bonini. M/S/U

Financial Report:

- A. **&B.** The Administrator submitted the financial reports for February and a list of payables for the months of February and March along with copies of the check registers for the month of February. He noted that two additional bills acme in after the Board Packet went out, that he would like to add to the list of payables for approval. He also submitted copies of the financials for the month and year to date for review and acceptance.

Deborah Parrish made a motion to accept the check registers and approve expenditures as revised. Motion seconded by Patty Oku. M/S/U

Financial Statements

The Administrator submitted copies of the financial reports for the month of February and Year to date. He noted that the auditor in his Audit letter recommended that the Board reviews and accepts the Financials on a monthly basis or as often as they are presented for the protection of the District and the Board members by showing that they are providing oversight of the financial condition of the District. Jim Lino, a member of the SUSD Board, noted that the Trustees do not approve internal financials because they are not experts in financial statements. Deborah Parrish noted that she was an expert in financial statements and still did not want to take action on them until she investigated it further with the people who held the seminar that said they shouldn't be approved; only audited financial statements are approved. The President postponed any action and asked that it be brought up at the next meeting.

C. Audited Financial Statements Presented to the Board

Bob Johnson from Robert W Johnson, CPA, An Accountancy Corporation, presented the Audited Financial Report to the Board. He explained the two major things for a Board to consider regarding financials is the Operating Income vs. Operating Expenses and Cash Management. He noted the District's operating income does not cover operating expenses. He also noted there was a decrease in cash position without purchasing any assets, but that \$300,000 cash balance was OK.

The auditor also discussed how depreciation was handled in some other Districts that had contracts with large users. He said they do not include depreciation in their charges with those users, even though they report depreciation as an expense on their financials.

D. SUSD Billing

1. The Administrator presented copies of the notes of the meeting from Deborah regarding the meeting and Shoreline's concerns, and a letter from Bruce Abbott regarding their concerns. There was discussion regarding flow meters being a part of the annual process, along with factors for ad valorem tax offset, load on the system, future capital reserves, etc. Deborah reported that the basis for the ongoing discussions was to be more engaged between the two parties to try and find a common ground. Patty Oku suggested the Administrator be a part of the discussions as well. Deborah remarked that the communication between the Administrator and the school district staff was contentious and they were going into that meeting to heal relationships. She said she felt it was not necessary for the Administrator to be involved at this stage, because all they are doing is collecting information. No action was taken.
2. The Administrator reported that he submitted copies of the correspondence with the State Controller and noted that they are going to follow up with a new written response, which will be in the next Board packet.
3. The President noted that the next course of action is for him and Deborah to meet with the school and see where it goes.
4. The Administrator noted that the discussions with Shoreline are including discussions regarding the contract between them and the District, discussion regarding billing and depreciation, and that the school has withheld approximately \$25,000 from those billings. He noted that the Board might want to discuss these issues further with County Counsel sooner rather than later while going forward with these discussions. Bill commented that he would like to see further discussion with the school district before meeting with County Counsel. Patty noted that she felt it would be a good idea to meet with County Counsel to get their point of view after the meeting with Shoreline and before the next Board meeting.

Patty Oku made a motion that the Board and the Administrator meet with County Counsel in a closed session prior to the next Board meeting and after the meeting between Deborah and Bill with SUSD staff. Motion was seconded by Deborah Parrish. M/S/U.

Phillips & Associates Report:

- A. The Administrator submitted a copy of the Self Monitoring Report and had nothing to add to it.
- B. The Administrator reported that Phillips had purchased an actuator valve, but they shipped the wrong part. They are resending the valve.
- C. The Administrator presented a new proposal from Telstar regarding the needed upgrades to the SCADA system. One quote was for new computer, one quote was for new Rockwell software and a third quote for a combination of both. With the combination proposal, the cost was approximately \$8,000 less than what they had been discussing. The bid for the total package came to \$12,878. The Administrator recommended the District opt for the combined total package for the \$12,878. Chick Peterson questioned the acceptance period after start up

and tests to make sure there are no hidden bugs in the SCADA software. He also questioned the track record of the Factory Talk software and if it was expandable. The Administrator said he would contact Telstar and find out.

Patty Oku made a motion to authorize the Administrator to negotiate an extended support and acceptance period with Telstar and contract with them for option three for a price not to exceed \$14,000. Motion was seconded by Deborah Parrish. M/S/U.

- D. The Administrator submitted the only response he has received for videoing and cleaning the collection system. Each runs about \$11,000 for the entire line, but typically smaller sections at a time are done. He noted that there were a couple of other companies that were going to get back to him. No action was taken.

Committee Reports:

A. Financial Advisory Committee

1. Deborah said there was nothing to report from the FAC.

B. Park Advisory Committee

1. The Administrator submitted copies of the PAC meeting minutes for February.
2. The Administrator submitted copies of the Measure A Funds update and current Park commitments.
3. It was noted that no new work has been done on the Water Tower. David and Bill are going to schedule some time in April to do the roof and top plate.
4. David reported the Gazebo and gate drawings have been submitted to the engineer for engineered drawings and then will go to the architect. David presented a sample of the size of the posts that will be used. He is proposing 8" diameter round steel posts that would be galvanized rather than powder coated.
5. The Administrator reported that Eric and Kristopher made a repair of the fence along the north side of the Park at Tucker's house. He noted he has not gotten any bids for the replacement of the fence. He also reported that the last big storm damaged several branches in the Cypress trees along the north property line and several broken limbs are hanging over the park. He noted he had been getting bids and has two others yet to come. He said he got bids to just do the broken and dead branches on the park side from two companies: one for about \$6,000 and one for about \$7500. Venta Leon gave him the name of another local tree guy as well. Patty Oku commented that there are several very large "widow makers" hanging over the Dutton play structure and other play areas that should be dealt with right away.

Patty Oku made a motion to authorize Karl to have all of the work done on both sides of the fence at the lowest price possible and as soon as possible for an amount not to exceed \$6,000. Motion was seconded by Deborah Parrish. M/S/U.

C. Newsletter Committee

1. The Administrator submitted copies of the formatted Newsletter that Beth Koelker had put together. Articles were written by Patty, Margaret, Walter and Karl. Karl said after talking to Patty and Hope, he has decided to change his article to leave out any reference to Shoreline, since it appeared to confuse the reader.

Deborah Parrish made a motion to approve the Newsletter with the changes proposed. Patty Oku seconded the motion. M/S/U.

Pending Business:

A. RFP Updates

1. The Administrator reported that the new revised RFPs are posted on the CSDA RFP Clearing House Board; the CSDA jobs Board; the CRWA job Board; CalOpps job site; and the TVCSD website. He noted the CSDA Job board had recorded over 100 detailed

views of the RFPs and that CSDA had sent out over 150 emails to job seekers looking for those kinds of jobs.

2. Nothing else to report
- B. Board Policy Manual**
 1. Postponed to April.
- C. District Documents in Secretary's Possession**
 1. The minutes were signed by Sue and Bill and delivered to the Administrator.
- D. Matrix Draft "Diagnostic Appraisal" Report**
 1. Postponed to April.
- E. Administrator's Evaluation**
 1. Postponed to April.
- F. Update on Standard Contracts**
 1. Postponed to April
- G. Board Member Stipends**
 1. Postponed to April.
- H. Derbes/Hodges Annexation**
 1. Nothing new to report
- I. Board Yearly Agenda**
 1. Postponed to April.
- J. Grand Jury Follow Up**
 1. Administrator submitted copies of his response to the Grand Jury Association.
- K. Emerson OSHA Review Report**
 1. Nothing new to report
- L. RWQCB Waste Discharge Permit Update**
 1. The Administrator submitted copies of the Draft Tentative Order for new Waste Discharge Permit and new Self Monitoring Program for review. He noted they are considerable more restrictive than what we are currently doing and that he and Phillips & Associates would be negotiating with the Regional Board.
- M. LAFCO Budget for Special Districts**
 1. The Administrator submitted copies of correspondence from LAFCO indicating their work plan for the coming few years would require an increase in their budget and thus an increase in the Special Districts contribution.

New Business

1. **No New Business**

Administrator's Report:

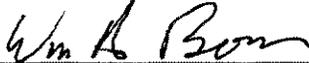
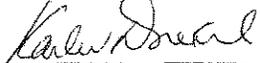
The Administrator submitted a written report of his activities for the month.

Correspondence:

No correspondence to review.

Adjourned at 9:35 PM

Next Meeting: April 8, 2015 7:00 PM.

	
Approved by – Bill Bonini, President	Date
	April 8, 2015
Attested by – Karl Drexel, Secretary	Date