

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING**

Minutes of Meeting held April 8, 2015

Board Members Present: Bill Bonini, Patty Oku, Deborah Parrish, Hope Sturges and Sue Sims

Board Members Absent: None

Staff Absent: Karl Drexel, Administrator

Also Present: Gary Goelitz, Consultant

Donna Clavaud
Walter Earle
Margaret Graham

Beth Koelker
Venta Leon
Chick Peterson

Brian Lamoreaux
Ted Anderson

Board President Bill Bonini called the meeting to order at 7:03 p.m.

Approval of April 8, 2015 Board Meeting Agenda

The Agenda was approved by consensus.

Open Communication

Patty Oku announced that the TVCSD was awarded the Marin and Bay Area Green Business Certification by the California Green Business Program. We are one of only two WWTP in Marin County to be certified and one of only a handful of government agencies in California. Margaret Graham announced the Park Cleanup Day is Saturday April 11th.

Approval of Minutes:

The Chair asked for additions or corrections of the March 11, 2015 board meeting minutes. Patty Oku noted that the motion to meet with County Counsel was recorded, but hasn't happened yet. The Chair said it would be considered later in the meeting. Donna Clavaud noted that Beau Evans from the Pt. Reyes Light was in attendance at the March meeting and is not listed on the minutes.

Deborah Parrish arrived.

President Bill Bonini announced the minutes were approved with corrections. No vote was taken.

Matrix Draft “Diagnostic Appraisal” Report Item moved from pending business to accommodate Matrix.

Gary Goelitz from the Matrix Consulting Group presented another chapter of the Draft Management Study. He said the report is made up of three parts. The first part was the District profile of the District, which describes “what is”. The second part was the “Diagnostic Appraisal” that compared the District to Best Management Practices. This presentation is the third part which is the Draft of the Final Report, which will be presented at the May meeting after corrections and additions. He said he was going to concentrate on 10 or 11 specific items:

Capital Improvement Plan – FAC to develop and bring to Board for consideration and approval a 5 year CIP and Long Range Financial Plan.

Separate Financial Services from Administrative Services – Continue with RFP process for bookkeeping. Share bookkeeping with Homestead and Almonte Sanitation Districts.

Prepare Financial Policies and Procedures – Utilize FAC to develop policies on Reserves, Revenue, budgeting, investments, etc. and brought to Board for consideration and approval.

Update Strategic Plan – Use FAC to develop a 5 year strategic Plan looking at what has been completed and what needs to be completed and bring back to the Board for consideration and approval.

- Have annual operating commitments – Clean and CCTV the system on a regular basis and grade the sewer mains with NASSCO specifications.
- Eliminate SUSD Depreciation charge – Not clear whether the SUSD share covers depreciation or not and District has excess reserves and does not need the cash flow.
- TVCSD and SUSD need to work together to rationalize services charges paid by SUSD.
- Prepare a Long Term Financial Plan – FAC should develop a 5 year Financial Plan looking at revenues and expenses and bring it back to the Board for consideration and approval
- Playground Inspection – Get the playground inspected annually by a Certified Playground Inspector
- Seek proposals for Management and Operations of the plant – outreach to Contract Plant operators and solicit proposals.
- General Manager Position – Report proposes a part-time General Manger.

Gary Goelitz contention was the District rates are 43% higher than similar districts with populations under 1000 and could easily reduce costs by 10-15% and could thusly reduce rates by 10-15% if they wanted to. There was additional discussion regarding the RFP for Operations and the suggestion was for the Board to be proactive and contact Napa Public Works and find out who responded to their RFP. Deborah also discussed getting clarification from Phillips and other responders as to what they are charging and for what services.

Donna asked about revising the RFP from Financial Services Manager to a bookkeeper. Gary recommended that a bookkeeper is all they need and would be less expensive than a Financial Services Manger.

Patty said she had questions and concerns about the report that have not been previously addressed. Gary Goelitz indicated he would address each of them in the final presentation at the May meeting. Patty asked if the Board could get a copy of the report at least a week before the meeting and Gary confirmed that he would.

West Marin Mosquito Committee (Moved From Committee Reports per Request)

Margaret Graham reported that the Marin Sonoma Mosquito and Vector District is the agency that sent out notices and ballots for a new tax. She noted she is no longer on the Board of that District. She reported that she is the Tomales Representative to the West Marin Mosquito Committee who lobbies for non-invasive, OMRI certified vector controls in West Marin. She said the tax hike was due to several factors, but one major one was new rules on how they have to put aside money for post employment benefits.

Website (Moved From Committee Reports per Request)

Walter reported that Patty had put this on the agenda. Patty noted that there was discussion at the last FAC meeting about Walter being behind in posting the FAC minutes and discussion about maybe having a backup person on the Board with access to the website. Walter noted that he would be happy continuing as webmaster but would also be happy to give someone the access information. He noted that Karl also has the login information. Chick said the discussion at the FAC meeting was that the Board know the access information and oversee the website content by appointing a person from the Board or even a committee member that could back up Walter. Donna commented that she felt Karl had dropped the ball by not forwarding the FAC minutes to Walter to be posted on the agenda. Deborah commented that from her perspective the fact that the FAC has given the approved minutes to the Administrator and he has failed to deliver them to Walter that they should be copied to Walter so that he will have them. It was decided that the Board President will have the District passwords and the Board will appoint someone to have the website information and help Walter as needed.

Financial Report:

- A. **&B.** The Administrator included the financial reports for March and a list of payables for the months of March and April along with copies of the check registers for the month of March in the Board packets. He also submitted copies of the financials for the month and year to date for review and acceptance.

Bill Bonini asked if there were no objections I would like to accept the check registers as is. No vote taken. No vote taken on expenditures.

Bill Bonini asked if there were no objections I would like to accept the financial statements. No vote taken.

C. SUSD Billing

1. Deborah reported that Bill was unavailable so there wasn't much of a meeting. She said they talked about next steps being the two Boards getting together for further discussions. Bill Bonini said he wanted to meet with County Counsel before that, which was already approved, but they needed to set a date. Venta and Donna questioned the need to waste time and money meeting with County Counsel since the Board hasn't taken action on the recommendation from Matrix to eliminate the depreciation costs from SUSD's service fees.
2. There was extensive discussion regarding the SUSD's belief that the depreciation costs as operating costs is erroneous and they believe they are paying twice for the same thing. Deborah said the decision that needs to be made is whether the District is going to charge SUSD for Capital Improvements or if they are going to charge for depreciation. Patty noted that TVCSD is required to expense depreciation as an operating cost by the State Controller even though we paid for the capital improvements.
3. Discussion was held regarding the next steps to work with SUSD to resolve the issue of operating costs and the relationship between the two Districts.
4. The Board decided to schedule a meeting with County Counsel to get their point of view, as was approved last month. Bill asked Patty to have Karl set up an appointment for a morning for three of the Board to meet with County Counsel in San Rafael.

D. Preliminary Draft Sewer Budget

1. Deborah Parrish noted that the FAC had some line item recommendations but that they were not included in the development of the budget. Hope suggested that the FAC take the Administrator's Draft Budget and make any recommendations they want for the following meeting. Donna said the Draft Budget was totally inadequate because Karl did not address any of the new positions. Deborah commented that the District needs to vote on terminating the Administrator's contract since it requires a 60 day notice meaning it had to be issued on May 1st in order to be removed from the next year's budget. Hope objected to the idea of terminating the current contract without it being on the agenda, without it being negotiated and without having someone else in place if the Administrator leaves.

Deborah Parrish made a motion to terminate the Administrator's contract effective May 1, 2015. Motion seconded by Sue Sims. 3 ayes, 2 nays, 0 Absent. Bonini Aye, Parrish Aye, Sims Aye, Oku Nay, Sturges Nay

Bill Bonini stated he wanted a Draft Contract template by the next meeting that can be reviewed by the Board. Deborah and Donna said there was someone working on that contract.

Bill Bonini noted the FAC will review the Draft Budget and come up with recommendations for changes and it will be discussed at the next meeting. Patty said that

typically the discussion and revisions would be at this meeting so a vote could be taken in May on the Draft Budget. Deborah said the FAC has recommendations, but there isn't time to go over them and they will have them for the next meeting.

Discussion was held regarding having a special meeting before the next Board meeting, but after the FAC meeting. Deborah said the FAC already has their line item recommendations so the budget can be discussed at any time. Hope asked her if she would send the recommendations to everyone before the next meeting so they could be reviewed. Deborah said they were discussion items she will bring up at the next meeting.

Hope Sturges made a motion that the Administrator go to the next FAC meeting and discuss the budget. Motion was seconded by Deborah Parrish. 4 Ayes, 0 Nays, 1 Abstain Bonini Aye, Parrish Aye, Sims Aye, Sturges Aye, Oku Abstain.

Phillips & Associates Report:

- A. The President Omitted this Agenda Item.

Committee Reports:

A. Financial Advisory Committee

- 1. Patty Oku wanted to comment on the FAC meeting minutes regarding the comment that the FAC members question why there is a lack of FAC oversight on the Park budget. She continued to note that committees don't have oversight on other committees and it is the job of the entire Board to have oversight on the PAC recommendations. Deborah said she would change the wording to say participation rather than oversight.

B. Park Advisory Committee

- 1. The President Omitted this Agenda Item

C. Newsletter Committee

- 1. The President Omitted this Agenda Item

Pending Business:

A. RFP Updates

- 1. Bill Bonini opened the Proposal responses for the Financial Management position.

Deborah Parrish Left the Meeting at 9:50

Patty Oku suggested since there were only four proposals, she thought it appropriate to interview all four. That was approved by consensus. Hope offered to scan the proposals and distribute them to everybody. Then questions will be developed for the interview. It was decided that the interviews would be in a closed session. Discussion was held regarding the interview process and who would be doing them. It was decided that the Board will develop questions for the interviews and e-mail them to Deborah for the FAC to review and compose.

B. Board Policy Manual

- 1. Nothing new to report

C. Board Training

- 1. Patty Oku put this on the agenda and said she felt that the Board needs a tune-up. Sue Sims noted that she would not be attending any meetings with Richard Levy. She said Deborah told her that Richard Levy said he thought one of the Board Members was mentally challenged and felt his behavior was inappropriate for a mediator. It was decided to hold off on discussing training for now.

Hopes Sturges made a motion to not have any additional Board training at this time. Motion was seconded by Sue Sims. 4 Ayes, 0 Nays, 1 Absent, 1 Abstain. Bonini Aye, Sims Aye, Sturges Aye, Oku Abstain, Parrish Absent.

D. Bay Area Green Business Certification

- 1. Already discussed.

E. Administrator’s Evaluation

- 1. The President Omitted this Agenda Item

F. Update on Standard Contracts

- 1. Postponed to May

G. Board Member Stipends

- 1. Discussion was held regarding providing stipends to Board members to generate more people to run for office. Patty Oku reported the number of Districts in Marin providing stipends was small. Sue Sims responded that the populations of those districts are larger than Tomales and they can draw members with or without stipends, but when there are only 200 people it is difficult. Donna reported that the FAC recommends that the 2015-16 Budget have a place holder for stipends, but not actually provide stipends until all contracts are in place, the relationship with the school district is repaired, there is a five year financial plan in place, and then see how much the District can afford for stipends.

H. Derbes/Hodges Annexation

- 1. Nothing new to report

I. Board Yearly Agenda

- 1. Nothing new to report.

J. RWQCB Waste Discharge Permit Update

- 1. No Discussion

New Business

A. New Prevailing Wage Law

- 1. No Discussion

Administrator’s Report:

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

Correspondence:

No correspondence to review.

Adjourned at 10:30 PM

Next Meeting: May 13, 2015 7:00 PM.

Approved by – Bill Bonini, President	Date
	May 13, 2015
Attested by – Karl Drexel, Secretary	Date