

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING**

Minutes of Meeting held August 10, 2011

Board Members Present: Walter Earle, Patty Oku, Hope Sturges and Eric Knudsen
Board Members Absent: Bill Tucker

Also Present: Karl Drexel, Administrator

Paul Duffey Bruce Bramson
Terry Duffey

Board Member Walter Earle called the meeting to order at 6:05 p.m.

Approval of Minutes:

The Chair entertained a motion to approve the July 13, 2011 board meeting minutes and asked for any corrections and additions to the minutes. Paul Duffey said he wanted the minutes to reflect that he reported that Phillips charges 15%. Terry Duffey also commented that she was not getting people to sit on a Friends of the Park Committee. There was discussion to state in the minutes that Donna was also present and would be working on putting a committee together.

Patty Oku made a motion to approve the minutes of the July 13, 2011 Regular Board Meeting. Seconded by Eric Knudsen. M/S/U.

Financial Report:

A. & B. The Administrator reported that the computer had a malfunction and although it has been repaired, it is still unclear how much data is recoverable. He indicated that he will have to reconstruct the financials before he can submit financial reports. In the meantime he submitted bank statements for review.

Eric Knudsen made a motion to accept bank statements and approve expenditures. Seconded by Patty Oku. M/S/U.

The Administrator submitted Resolution 11-05 to replace the motion from last month with a resolution with the wording Bank of Marin required. It does not change the motion, but makes the motion a Resolution opening accounts at Bank of Marin.

Eric Knudsen made a motion to adopt Resolution 11-05 moving all accounts from Union Bank to Bank of Marin. Seconded by Patty Oku. M/S/U.

Phillips & Associates Report:

A. The Administrator reported that Mike Giacomini loaned the District a TV camera to video the lines at the plant to try and locate the source of gravel coming into the lines. Discussion was held regarding the DO in the ponds and it was noted that it was up at all of the ponds.

Committee Reports:

A. Newsletter Committee

Terry Duffey said there was nothing to report

B. Fundraising Committee

The Administrator reported that he requested wineries participate in the Wine Tasting at Tomales Day. He has confirmations from Cline, Pt. Reyes Vineyards, Corda Winery and Dutton Estates. Dutton is donating a case of wine for the event, but not pouring. The others are all pouring wines. He also noted that Skip Granger from Starry Night might pour.

Walter reported that they have been collecting books for a Used Book Sales booth at Tomales Day Festival. They have more books than last year.

C. Community Advisory Committee

Paul Duffey reported for the committee that they are requesting the Board to entertain a motion to create a finance committee “to provide oversight of the budget, current revenue, expenses and identify relevant best business practices.” Patty noted that the discussion was coming up next on the agenda. Paul went on to list a number of ratepayers who would like to be on the list. Patty wondered how the Board should make up the membership, if the people wanting to be on a list should submit their intent and what they would bring to the committee, how many people should be on the committee, how often they should meet, etc. The Administrator offered to check through CSDA what other Districts do when forming committees. He also recommended that someone on the Board contact Deborah Parrish, who offered her services and expertise to a finance committee, what she would recommend.

D. Policy and Planning Committee

Discussion continued about how a Finance Committee would be made up and what the function of the committee would be. There was also discussion about the size of a committee and whether or not committee members need to be registered voters in the District or just residents. The Administrator noted that he would research any legal requirements as well as standard practices used by other Districts for setting up advisory committees as well as any sample policy from CSDA. Patty Oku said she would talk to Deborah as well and report back next month so maybe action can be taken on setting up a Finance Committee.

There was discussion regarding a Technical Advisory committee as well. It was determined that Paul Duffey was working as the lead on that and getting information about a local generator availability, information on a rain gauge, getting information from local contractors about the design of a new gazebo, and anything else he feels should be investigated and report to the Board. There was additional discussion about setting up a Legal Advisory Committee. Terry Duffey said she talked to a local attorney and he recommended that the District find an attorney that is an expert in special district and CSD law. The Board noted that the District uses County Counsel and Walter and Pistole but they are both expensive. They asked the Administrator to investigate possible pro bono service from Sonoma and Marin County Bar Association.

Discussion was held regarding developing a financial fact sheet. Eric Knudsen indicated it was brought up in the strategic planning session as a tool to educate the community about the income and expenses and the changes that happen so they be properly educated about the District’s finances. It was unclear what that should look like and it was suggested that it would be one of the directives of a financial committee to come up with what a fact sheet should be.

Discussion was held regarding a website procedure for “questions and concerns” from the community. It was noted that all of the Board Members e-mail addresses as well as the District e-mail address is on the website for anybody to contact the District with questions and concerns. Walter Earle agreed to work on something for the website that could be also used for the Newsletter.

The Administrator reported that he is working on a Policy Manual.

Walter Earle discussed having a plant tour in October. Patty Oku added that it could be combined with a pot luck with the community in the Park. Walter and Patty agreed to organize it and get posters out and the word out to the community. It was agreed upon to have it on October 22 from 11-2:00. The District will provide waters and sodas and a main course.

Pending Business:

A. Grant Writing

1. The Administrator reported that the final Park grant has been finalized
2. The Administrator noted that he was working on the RCAC Survey when the computer crashed and he will have to get the letter again and start over with the income survey.

Eric Knudsen asked if it was time to start another round of funding requests for the Park. The Administrator noted that the Land and Water Conservation Fund Grant is an ongoing process, but the Board needs to prioritize what they want to seek funds for, how much to ask for and how it will be used. The main project was identified as the gazebo.

B. Capital Improvement Projects

1. **(a., b., c.)** The Administrator reported that the Park project had a few items left to address. He noted David is working with a tile installer to work on the base board of the bathrooms. He also noted that the stops for the wire screens on the play structure and the front of the bathrooms have been made and cut to length, Paul Duffey has predrilled them, and David is working on having them installed. He also reported that David has the slabs for the benches in the Park, but is waiting for the material to hold them up and connect the backs to the benches. There was discussion regarding a changing table in each bathroom.

Patty Oku made a motion to purchase two Koala Kare Products Baby Bear Oval Wall Mounted Changing Station Model KB108-12 in Grey Granite for \$252 each. Seconded by Eric Knudsen. M/S/U.

- d) Paul Duffey reported that he had talked to several local contractors and it was determined that the gazebo structure has deteriorated beyond “practical salvation”. He noted that there are several classical designs that could be used as a model for a new gazebo. He also noted that David was researching ideas on the East Coast on his vacation. The question arose as to what the District should do to keep the community safe and still have the use of the gazebo until funding can be pursued for replacement. There was also discussion as to what type of gazebo should replace it, what size and what cost. It was decided the first thing to do was to get a plan and cost estimate of shoring up the existing structure and then pursue cost estimates of different gazebo designs.

Paul Duffey reported that he had questioned Gary Phillips about the need for a rain gauge and was told he didn’t see the benefit of spending that kind of money for a rain gauge. Patty Oku indicated that a less expensive gauge that would have software that would record data and be able to integrate with the SCADA System or that could be used with other data should be investigated. Paul agreed to research it.

- e) The Administrator reported that one of the prevalent items that appeared in the community survey was grass in the park. He also noted that the grant from Supervisor Kinsey and the LWCF both had criteria listed for new grass. He noted that the park was seeded a few years ago, but because there was no irrigation system the grass died and was taken over by weeds. Paul Duffey agreed to contact Wyatt Irrigation regarding an irrigation system with timer and possibly another storage tank.
2. The Administrator noted that the group landscaping the median strip in front of the William Tell asked the owners of the Tell if they could use their outside water to water the strip. Marcos asked the Administrator if they could use the Park’s water in the interim until the William Tell got their new outside water faucets. The Administrator agreed to allow them to use the water on a temporary basis. However, the planting group was originally talking about native draught tolerant plants and there was discussion about changing that to a lot of hanging baskets with water dependent flowers. Walter Earle

suggested that we wait until the group decides what they are doing and discuss it at that time.

Patty Oku asked the Administrator to re-do the agreement with Henry to establish a mowing schedule and maintenance schedule.

C. SSMP

Nothing new to report.

D. Annual Audit

The Administrator reported that he had contracted with Fechter & Company to do the annual audit. He submitted copies of the myriad of questions they asked in preparation of the audit, and the answers to those questions. He also submitted a list of the documents and data the auditor has requested and he reported that he is collecting them and submitting them to the auditor.

E. TVCSD Election

The Administrator noted that the closing date for filing for the Board seat was Friday the 19th unless an incumbent does not file and then it is extended to the following Wednesday. Currently only Patty Oku has filed.

F. Complaints and Correspondence From the Community

The Administrator reported that there was no Correspondence from the Community.

New Business

A. Department of Public Works

The Administrator submitted plans from the Department of Public Works for additional sidewalks on First St. and John St. These plans were submitted to the District as a courtesy and no action is needed.

Administrator's Report:

The Administrator noted that he did not have a computer to tack his time so no timesheet was submitted.

Open Communication:

Walter Earle submitted that he felt there should be a work day before Tomales Day and he would be willing to set it up. It was decided that the Saturday of the weekend before Labor Day at 9:00 would be the time. The Administrator noted that he was going to be away that weekend, but could do some things during the week.

Correspondence

The Administrator submitted copies of correspondence. No action was taken.

Adjourned at 8:10 PM

Next Meeting: September 14, 2011 6:00 PM.



September 12, 2011

Approved

Date