

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING**

Minutes of Meeting held September 14, 2011

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

Board Members Absent: Walter Earle, Hope Sturges

Also Present: Karl Drexel, Administrator

Paul Duffey

Bruce Bramson

Nicole Vigeant

Terry Duffey

Sue Sims

Board Member Bill Tucker called the meeting to order at 6:07 p.m.

Approval of Minutes:

The Chair entertained a motion to approve the August 10, 2011 board meeting minutes and asked for any corrections and additions to the minutes. Paul Duffey said he wanted to clarify his corrections of last month regarding the 15% Phillips charges to any equipment that they purchase for the District. He said that according to Gary Phillips, they guarantee that equipment. The Administrator noted that he has not read in the contract anything about Phillips guaranteeing any equipment beyond what the manufacturer already guarantees. Paul said he would get clarification from Gary Phillips.

Patty Oku made a motion to approve the minutes of the August 10, 2011 Regular Board Meeting. Seconded by Eric Knudsen. M/S/U. Ayes 3 Noes 0, Absent 2.

Financial Report:

A. & B. The Administrator reported that he still did not have the QuickBooks program up to date and the data reconstructed, so he read a list of payees for the checks written during the month. 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. Terry Duffey asked the Administrator if he was able to recover the financial data that was lost and if not if Ric Hahn could be hired to do it. The Administrator noted that he has been able to recover most of the financial data from the third backup drive, but that he was going to have to enter all of the checks, invoices, payments and deposits from October 2010 to the present. He also reported that he had most of the documents on a flash drive and was able to retrieve them. He also noted that Ric Hahn was helpful in getting the hard drives operating with a new operating system, but chose not to retrieve any of the data off of the backup drive due to the time it would take and felt it was better if we did it ourselves due to the high cost it would otherwise.

Eric Knudsen made a motion to accept bank statements and approve expenditures. Seconded by Patty Oku. M/S/U. Ayes 3 Noes 0, Absent 2.

Phillips & Associates Report:

- A.** The Administrator reported that Phillips rate went up 2.78% due to the CPI inflator in the contract. He also reported that there was a problem with the Irrigation Field SCADA system. The SCADA system is not initializing the pumps when told to do so. He reported that he has contacted a SCADA integrator to check on it.
- B.** Mike Parks submitted a report regarding gorse spray program. He noted that there were some plants that did not get ground down last year and he is going to investigate products that can work on those. He also is going to report back on the algae in the ponds and how best to deal with it.
- C.** The Administrator reported that the sump pump at the treatment plant failed and was replaced by Piazza. He also noted that an alarm that was calling out to the Sheriff's Office every time

the computer was rebooted due to the theft alarm. He submitted copies of correspondence regarding the alarms. Control West corrected the problem by replacing a circuit breaker.

Committee Reports:

A. Newsletter Committee

Terry Duffey suggested that the Newsletter include articles on the Strategic Plan, Party in the Park, Founders' Day, the Plant Tour, Park Rental and year-end financials. The Administrator acknowledged the list and said he should be able to have a year-end financial by then.

B. Fundraising Committee

The Administrator reported that the Tomales Day Festival netted the District \$1564 with Book sales, wine tasting, donations, Mdme Zublatsky, silent auction, and picture sales. He reported that the Tomales Day committee expected to pay \$150 for hay bales that were actually donated, so they recommended the money be donated to the Park and suggested it be given to David Judd for all his work.

Patty Oku made a motion to give David Judd \$150 from the proceeds of Tomales Day. Seconded by Eric Knudsen. M/S/U Ayes 3 Noes 0, Absent 2.

C. Community Advisory Committee

Paul Duffey reported that he has been looking into the rocks issue getting into the sewer line. He noted that some of the rocks were not small, but when he and Steve Phillips inspected the manholes they did not see any evidence of rocks along the line itself. He suggested that the Board authorize videoing the lines from the plant to the town. The Administrator noted that we have a video camera on loan from Mike Giacomini and that he had been in discussion with Steve as well. Steve said he didn't think it was a critical issue, but something that needed to be watched and that he would set up a time to video the line.

D. Policy and Planning Committee

1. The Administrator reported his research into how other special districts set up committees and submitted copies of various policies from these districts. He recapped the consensus of the other agencies that a committee appointed by the Board has to be organized and follow government protocols and laws. Patty Oku reported that she had talked to Deborah Parrish regarding her offer to be on a Finance Committee and what her thoughts were on the size and makeup of such a committee as well as what the function of the committee would be. Deborah indicated that she was very busy but would like to be kept abreast of what the Board decides. She also noted that the Finance Committees she has been on have been committees of four people. Discussion continued about whether or not committee members need to be registered voters in the District or just residents. The Administrator noted that the Board asked him to contact the Marin and Sonoma bar associations for attorneys willing to do pro-bono work for a legal committee and noted that they would not be residents or stakeholders of any kind. There was further discussion regarding non-profits and bylaws and standing committees and Brown Act requirements. Patty Oku offered to work with Eric in setting up some initial criteria and recommended that the issue be tabled and discussed further when all of the Board is on hand.
2. The Administrator reported that the policy manual that he had been working on is also gone due to the crash, and he is starting over. He noted that he had the disk from CSDA on policy Manuals and some from other Districts that were saved. He will be working on that.
3. Plant Tour is scheduled for October 22 and Walter and Patty are working on the tour and pot luck.

Pending Business:

A. Grant Writing

1. The Administrator noted that he was not working on any grant proposals at this time. He reported that the Land and Water Conservation Grant is an ongoing program and that as soon as there are numbers and a design for a gazebo and the Board decides what other projects to pursue, he can apply for another LWCF grant. Patty asked if he would look for private organizations or businesses for matching grants for fundraising.

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. (2 days). He also noted that the stops for the wire screens on the play structure and the front of the bathrooms have been made, drilled and cut to length. It will take about three days to complete. One day to install playhouse hand rails and a couple of days for additional miscellaneous finishing touches. There are an additional 5-7 days needed to do the benches and the garbage/recycling containers. David is looking at a couple of weeks in late October to finish it up. The Administrator reported that he is waiting to hear from local suppliers for a price on the changing tables.

d) The Administrator noted that he had nothing new on the gazebo. He was researching custom ready build structures, but felt it would be less expensive and better if a local contractor would come up with a design. He also noted that he had nothing new to report on new grass and an irrigation system. Paul mentioned that he had talked to Phil Wyatt and that Phil was going to talk to Walter.

C. SSMP

The Administrator noted that the new changes were lost, but the original SSMP Draft was in tact and that he was re-sent the San Quentin plan to glean from.

D. Phillips Contract Update

The Administrator noted that he asked Phillips for a copy of the revisions Gary is recommending and he is reviewing them.

E. Annual Audit

The Administrator reported that he was still working on catching up on the financials and the data requested by the auditor.

F. TVCSD Board Member Appointment

Resident Sue Sims submitted a letter to the Board outlining her desire, her experience, and her willingness to sit on the TVCSD Board and requested consideration by the Board to recommend her appointment.

G. Sass Property

The Administrator reported that he had been contacted by the realtor and a prospective buyer of the lower Sass property regarding their plans for the property. They submitted a letter outlining their plans in hopes of getting the Board to make a decision as to whether or not they would approve annexation. The new owner proposed to split the property along the zoning lines and build a single house on one parcel and subdivide the larger piece into 4 or 5 properties. There was discussion about the proposal and annexation. The Administrator advised the Board that no decision could be made at this meeting, because the content of the letter and proposal was not on the agenda.

H. Complaints and Correspondence From the Community

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

New Business

No new business

Administrator's Report:

The Administrator noted that he did not have a computer to tack his time so no timesheet was submitted. He submitted the original style Manager's Report and the Board decided to have him continue in that format rather than go back to the time sheet.

Open Communication:

Nicole Vigeant suggested that the District pay for garbage service for someone in town that does not have regular pickup, who in return would empty and maintain the garbage and recycle cans for the Park on a twice weekly basis. She said her neighbor might be a possibility, although there are others in town that might be interested.

Correspondence

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

Adjourned at 8:25 PM

Next Meeting: October 12, 2011 6:00 PM.



October 12, 2011

Approved

Date