

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING**

Minutes of Meeting held July 13, 2011

Board Members Present: Walter Earle, Bill Tucker, Patty Oku, Hope Sturges and Eric Knudsen
Board Members Absent: None

DRAFT

Also Present: Karl Drexel, Administrator

Paul Duffey Donna Clavaud
Terry Duffey

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

Approval of Minutes:

The Chair entertained a motion to approve the June 8, 2011 board meeting minutes and asked for any corrections and additions to the minutes.

Walter Earle made a motion to approve the minutes of the June 8, 2011 Regular Board Meeting. Seconded by Hope Sturges. M/S/U.

Financial Report:

A. & B. The Administrator noted that there was nothing to add to the financials in the Board packets. He noted that there will be some out of pocket expense from Patty and Eric that just came in that need to be approved. There was \$515 to Patty and \$431 to Eric.

Patty Oku made a motion to accept bank statements and financial statements and approve submitted expenditures including the Party in the Park expenses. Seconded by Eric Knudsen. M/S/U.

The Administrator submitted information regarding the Bank of Marin and recommended that the Board consider changing the Union Bank account to Bank of Marin and keep the Redwood Credit Union account where it is. The information showed the strength of Bank of Marin and discussion was held. One particular item discussed was the check image charge from Union Bank was not being charged by Bank of Marin, and that the BoM philosophy was public outreach and financial help for local non-profits.

Hope Sturges made a motion to move all accounts from Union Bank to Bank of Marin. Seconded by Eric Knudsen. M/S/U.

Phillips & Associates Report:

- A.** The Administrator reported that the Dissolved Oxygen levels in the treatment ponds are varying a lot and have been exceptionally low at times. Steve Phillips is looking into it and thinks it might have to do with the Aqua Shadow applications. He is also watching the aerator usage and looking for a correlation. Although it isn't critical, he is monitoring it
- B.** The Administrator also reported that Phillips & Associates has presented a revised contract to negotiate, with changes in the Scope of Work that the current contract calls for. He noted that he was reviewing the changes and would present the changes to the Board with recommendations after he has had an opportunity to study it further. He said in the meantime that there were sprinkler heads that were broken and needed replacement. He advised Phillips that the current contract still called for them to pay the first \$500 in repairs for that type of equipment and they decided it was best to replace them all, since they were almost 10 years old. Paul Duffey noted that Phillips charges 15% on all parts that they purchase. The Board questioned why the proposed changes were not in the Board packet for their review, and the Administrator noted that he wanted to study all of the proposed changes so that he could

make a proper recommendation and also have a final document to put out for bids when the time came. The Board asked for a copy of the current contract and the proposed changes as they are now before a final recommendation. The Administrator acknowledged that he would get them copies.

Committee Reports:

A. Newsletter Committee

Terry Duffey said there was nothing to report since the Newsletter just went out. Bill Tucker and the Board acknowledged it was another good Newsletter

B. Fundraising Committee

The Administrator reported that he had garnered a couple of donations for the Park – an \$800 donation from Mike Spight for the basketball hoop and an \$1100 two-faucet jockey box for serving beer at the Party. He also submitted a Draft P&L from the Party in the Park and noted that the Party made \$4000 for the Park.

Walter reported that they have started collecting books for a Used Book Sales booth at Tomales Day Festival. The Administrator indicated that he has started working on wineries for the wine tasting.

C. Community Advisory Committee

Terry Duffey reported that the committee was seeking people to be on new committees as discussed in the strategic planning sessions. Paul Duffey said he was talking to builders in town to decide what needs to be done with the gazebo. He also discussed lining up a 3-phase generator to operate the sewer in case of emergency and establishing a plan for temporary repairs to the sewer system if no one could get out to Tomales. Paul also indicated that there were several people that keep rainfall records and those figures could be used for establishing a correlation with flows for monitoring purposes.

D. Policy and Planning Committee

Discussion followed Terry's comment that Donna and the Community Advisory Committee was seeking members for a Financial Committee, a Friends of the Park Committee, and a Technical Advisory Committee. The Administrator noted that Deborah Parrish had offered to be on the Financial Committee. Discussion was held regarding prioritizing the Strategic Plan list of items and how to go about it.

The Administrator reported that he is working on a Policy Manual. There was discussion regarding the Tiburon bylaw sample. The Administrator noted that the Board can choose to adopt a Policy Manual with a section on Board Policy or a separate stand alone set of Bylaws, which are in fact Board Policies.

There was further discussion on the separation of the non-profit and the District. It was determined that this is a unique situation that needs to be handled very carefully and with the input from County Counsel, which is cost prohibitive currently. It was also determined that although it needs to be done, it has existed for 12 years and it could continue as is for a little while longer.

Pending Business:

A. Grant Writing

1. The Administrator reported that the District received the final payment from the LWCF Grant and that now the RZH and LWCF grants are complete along with the Kinsey grant.
2. The Administrator reported that he has been in contact with the Rural Community Assistance Corporation to provide a Median Household Income survey to determine where the community is with regards to State averages for grant qualification. He submitted a copy of the RCAC proposed letter to go out to everybody in the District

requesting information. The RCAC will collect and calculate the information to determine if Tomales qualifies for low income grants.

B. Capital Improvement Projects

The Administrator submitted the results of the survey taken by Donna Clavaud at the Party in the Park regarding the community's desire for future Park projects. He noted that new grant funding will have to be appropriated since the current grant funding is complete. He noted that a prioritization of the survey results will have to be established by the Board and direction given as to how to proceed with funding. There was discussion regarding the current condition of the gazebo and if it is safe enough to use. Paul Duffey offered to talk to several of the contractors in the community to come up with an analysis of the condition and recommendations for the immediate use of the gazebo. The Administrator reported that he is not pursuing any grants currently and recommended the Board pursue the list of items the community has said they want and decide which ones they want to pursue.

Patty Oku suggested that we could immediately work on some of the items without additional grant funding and one of them is changing tables for the bathrooms. There was a consensus that the Administrator look into that and report back to the Board.

C. Solar Project

The Administrator reported that the solar system data recording and alarm system stopped last month and he is working with American Solar and Control Systems West to determine and fix the cause. He also noted that he was still looking for a rain gauge with its own software to collect and monitor data, as was discussed earlier.

D. SSMP

Nothing new to report.

E. Complaints and Correspondence From the Community

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

New Business

A. TVCSD Election 2011

The Administrator reported that registration was open for filing for the two seats becoming vacant. Closing date for filing is August 12, 2011.

B. CSDA Board Election

The Administrator submitted the ballot for the CSDA Board Election. After discussion,

Eric Knudsen made a motion the District vote for Stanley Caldwell for the CSDA Board of Directors. Seconded by Walter Earle. M/S/U.

C. Annual Audit

The Administrator reported he sent out eleven Requests for Proposals for an annual audit and received four responses. They varied in price from \$5000 a year for a three year commitment to \$11,000. Discussion was held regarding the pros and cons of each and the pros and cons of changing auditors. After some discussion,

Patty Oku made a motion to hire Fechter and Co, CPAs to provide audit services for the next three years based on his RFP response and based on the Administrator's approval of his references. Seconded by Eric Knudsen. M/S/U.

D. Church of Assumption New Parrish Hall

The Administrator reported that Lee Erickson Engineering is working on the mapping and design of a new Parrish Hall to be built on the Cerini parcel that was split off by John Williams. He reported their conversations and noted that no action was required at this time.

Administrator's Report:

The Administrator submitted a daily timesheet which detailed his activities for the month.

Open Communication:

Terry Duffey asked the Administrator if there was a new map of the District's Sphere of Influence. He noted that as far as he knew, the map submitted by LAFCO was the adopted map by the County. It is the same map that went around during the whole SOI study.

Donna Clavaud asked if anybody was going to attend the Coastal Planning Meeting at the Town Hall. She said anybody wanting to speak to the planners that they should attend.

Correspondence

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

Adjourned at 8:12 PM

Next Meeting: August 10, 2011 6:00 PM.



August 10, 2011

Approved

Date