

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT  
BOARD MEETING**

Minutes of Meeting held October 12, 2011

**Board Members Present:** Walter Earle, Patty Oku, Hope Sturges and Eric Knudsen  
**Board Members Absent:** Bill Tucker (Arrived 6:30)

**Also Present:** Karl Drexel, Administrator

Paul Duffey	Bruce Bramson	Nicole Vigeant
Terry Duffey	Sue Sims	Venta Leon
Joyce Coll	Donna Clavaud	

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

**Approval of Minutes:**

The Chair entertained a motion to approve the September 14, 2011 board meeting minutes and asked for any corrections and additions to the minutes. Being none:

**Eric Knudsen made a motion to approve the minutes of the September 14, 2011 Regular Board Meeting. Seconded by Patty Oku. M/S/U. Ayes 4 Noes 0, Absent 1.**

**Financial Report:**

**A. & B.** The Administrator reported that he is finally catching up on the financials with the data reconstructed in QuickBooks. He submitted a cumulative P&L and Balance Sheet for the current fiscal year, which included data for the two months that data was not reported to the Board because of the computer failure. He noted that some extraordinary expenses were reported during the month due to the expenses for Tomales Day and the annual field maintenance at the irrigation field. Terry Duffey asked the Administrator if he was going to present individual monthly financials for the two missing months. He noted he did not plan on it since he submitted cumulative financials this month, but if the Board wanted him to, he would be happy to. The Board asked him to submit those reports in the next Board Packet.

**Eric Knudsen made a motion to accept bank statements and approve expenditures. Seconded by Patty Oku. Ayes: Oku, Earle, Knudsen, Noes: None, Abstain: Sturges, Absent: Tucker.**

**Phillips & Associates Report:**

**A.** The Administrator reported that the new sump pump is not working properly and Phillips is investigating it. He also reported that Phillips is doing their bi-annual weed eating around the plant in preparation for the tour.

**Committee Reports:**

**A. Newsletter Committee**

Terry Duffey submitted copies of the Newsletter for approval. Some suggestions were made and the Newsletter was approved.

**B. Fundraising Committee**

The Administrator updated the Tomales Day Income Statement. Patty Oku discussed sending out post cards for the plant tour and potluck. Walter reported that they had about 72 boxes of books and sold about half of them.

**C. Community Advisory Committee**

Donna Clavaud reported that she had been away and was back to participate in the Ad-Hoc Advisory Committee.

**Bill Tucker arrived and assumed the Chair of the meeting**

#### **D. Policy and Planning Committee**

Eric Knudsen reported that he and Patty had developed applications for interested parties for a standing Finance Committee and a standing Tomales Community Park Committee. He said the action he would like to see would be for the Board to review the applications and approve them so that applications can be submitted by interested parties for Board review at a future Board meeting and a committee seated by January. They reported that they had fashioned the committee around the CSDA Committee Policy and feel like it would be a small committee, with one Board member on each committee, it would be a standing committee that would meet and report to the Board for one year increments, and the full Board would have to decide what the direction of the committee will be. Eric asked the Administrator to help on the written policy. There was discussion regarding the applications and some suggestions regarding formatting and including some background information. It was noted that this is a good way for someone who owns property in Tomales, but is not a voter here to be a part of the District. It is also a way to get more people involved that might be from the greater Tomales area. Hope Sturges asked Eric and Patty how they would choose the members of the committees. Eric noted that the entire Board would review the applications and make a decision based on a persons interest, experience, and perceived qualifications. It was decided to continue working on the applications and policies and bring it back to the next Board meeting.

The Administrator reported that he has been working on a Policy Manual and Board Policy Handbook. Patty Oku asked if he were working on a New Board Member packet. He noted that it has been discussed and that a brochure was started years ago for new members, but it was lost when the Board Members working on it moved away. He reported he was not currently working on one.

Walter reported that he had put out posters advertising the plant tour and potluck. Patty submitted a sample of the postcard that was going to go out to the community. Karl reported that Steve Phillips will be leading the tour this year. Discussion was held regarding the potluck and it was decided that Patty would make vegetarian lasagna and Karl would get a sandwich tray at Costco.

#### **Pending Business:**

##### **A. Grant Writing**

1. The Administrator noted that he was not working on any grant proposals at this time.

##### **B. Capital Improvement Projects**

1. The Administrator submitted a copy of the response from David regarding the final elements needed to complete the Park Project. He noted that David was finishing up some other jobs and would be available in November. Patty Oku recommended that the District pay him for his time and said the Administrator should insist that he send a bill.
2. The Administrator noted that he had contacted one of the playground supply companies that sell pre-built and pre-designed gazebos and submitted some pictures and information to the Board for discussion. He noted he didn't have prices yet, but wanted the Board to see what is available. Discussion was held regarding getting a price on a pre-fab gazebo and start looking for grant funds. But the consensus was to try and get a local design and local built gazebo when we have the funding. Donna Clavaud said she was concerned that the Board was going away from the historic design and size of the gazebo and felt like it should stay the same. The Board noted that the reason for investigating other options was to get a price basis for building a new gazebo locally that was designed locally and that had historic elements to it. Bruce Bramson felt like the gazebo should be taken down for safety concerns and that because of the economy that nothing be built in its place because it would be too expensive. The concern of some of the Board Members was that if it is taken down it would require new permitting and additional costs if a new

gazebo was ever built. Walter Earle made the point that this is an investigative stage and the Board cannot proceed without knowing the costs involved and if there are grant funds available.

**C. SSMP**

The Administrator noted that he has restarted the SSMP.

**D. Phillips Contract Update**

The Administrator noted that he is still reviewing the recommended changes of the contract, but hasn't had the time to get into any depth with it.

**E. Annual Audit**

The Administrator reported that he has submitted all of the data and copies of checks and invoices the auditor has requested.

**F. TVCSD Board Member Appointment**

1. The Administrator administered the Oath of Office for Patty Oku who was appointed by the Board of Supervisors to the Board Seat she now holds since it was uncontested.
2. The candidates for the remaining seat submitted their applications and the Board reviewed them. The Board decided not to recommend anybody for the seat since they felt they were both highly qualified. The Administrator noted he would extend that to the Board of Supervisors and reminded the candidates and the audience that anybody can write their own letter of recommendation.

**G. Vegetation Management**

The Administrator reported that he had met with Mike Parks and asked for more information regarding the types of products he has that would work to reduce algae in the treatment ponds. He provided some suggestions and prices, but has not explained the uses and qualities of each yet, or the application rate. The discussion concluded that there was no real problem with having the algae, but if the operators decide to start testing at the treatment ponds for the COD requirement, they may want to use additives to reduce the algae. Mike noted that the newly installed liner created heat to the pond which helped increase the algae. Karl noted that Mike didn't feel it was a problem and Phillips didn't think it was a problem as long as we are not using the pond for testing purposes and as long as we don't have a TSS requirement. He noted that Phillips is having an algae problem at Oceana Marin, but they have a TSS requirement in their permit. He noted Phillips has tried Aqua Shade and Aqua Shadow and neither has worked successfully for them.

Hope Sturges stated that she felt that Mike Parks was not the District's operator and all recommendations should be discussed with and approved by the operators. She said she felt like all treatment decisions should be the choice of Phillips and Associates because they are the District's operators and they are a Grade 5 operator. She also believed that Phillips needs to know and approve anything that is done at the treatment ponds. She said she talked to Steve Phillips and he said he was not aware of any of the products recommended by Mike Parks and has not authorized the use of them.

The Administrator noted that he and Steve Phillips have been in complete communication and coordination for several years on this issue and nothing has ever been done or would be done without the express authorization of the Districts operators. It was Phillips suggestion that we investigate using Pond #3 for testing when the storage ponds got low and the COD started exceeding the requirements. In order to do that the COD at the treatment pond has to be lower and with the algae it might not be. He stated they have not tested the COD at the treatment pond for about a year, but when they did the COD was high and it was thought to be due to high algae content. Since that time, and at the recommendation of Board Member Hope Sturges, Phillips and he started investigating Aqua Shadow. When that didn't work he started to investigate other options and other suggestions from other experts in the field, including the California Rural Water Association and nationally recognized Wastewater Lagoon Troubleshooting trainers in order to save the District the cost of Phillips researching for alternatives and charging the District for non-scheduled work. .

## **H. Kitts Property**

The Administrator submitted a copy of the letter from Dr Kitts, who is purchasing a part of the Sass property that was introduced at the last meeting, explaining his intentions for that property. He noted that Dr Kitts would like a response from the Board regarding their recommendation for annexation of that property, prior to submitting a Tentative Map Plan to the County. Bruce Bramson supplied a map of the property and reported that he had been in contact with Dr Kitts and that escrow had been extended two weeks due to some concerns about the original title to the property. Discussion was held regarding the merits of the tentative proposal and the proposed intentions. Bruce Bramson explained that in his discussions with David Kitts, the proposal would be in scale to the surrounding area and views would be maintained. He also noted that during the discussion with the Design Review Board, there was a “tacit recognition” that they are “in favor of some development”, but they would not make a decision until the property closes escrow and a formal proposal is submitted.

The Board discussed the existing sewer lines and what would be required to sewer that parcel. The Administrator noted that he had discussed with Kitts that the District would require an easement through the property so that each new parcel would connect to a main through the property with individual laterals. There was also discussion about the annexation fees that would be required and it was noted that the complex formulas that determine the fees require information that isn’t available until the property goes through the annexation process. At one point it was calculated to be approximately \$7-10,000 per parcel, but that is probably a high estimate in today’s market.

The Board consensus was that the proposed development as described in the letter would be desirable, but that they could not make a formal recommendation for annexation until the property closed escrow. They instructed the Administrator to write a letter to that effect to Dr. Kitts.

## **I. Tomales Farm and Dairy**

The Administrator noted that the Tomales Farm and Dairy lot line adjustment on the properties on the East side of Highway One were discussed at the last meeting and that no further response was needed. He said he put it back on the agenda to show everybody exactly where the properties in question were on the map. He pointed out the 7 acre parcel could be split into one acre parcels and would therefore qualify for consideration of annexation. However, since Tomales Farm and Dairy did not submit this lot split or a development plan to the County prior to the Sphere of Influence Study, those parcels are not currently in the District’s SOI.

## **J. Complaints and Correspondence From the Community**

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

## **New Business**

### **A. Park Garbage Service**

The Administrator noted that Nicole Vigeant brought up the suggestion last month during open communication, so he put it on this month’s agenda. The suggestion was that the District offer to pay for garbage service to someone who was able to collect garbage and recycling twice a week at the park. She had contacted her neighbor about it and he was willing, but she also said there may be others. The Administrator suggested that the Board go ahead with the person who showed interest in doing it and if others come along and want to do it as well, they could be put on a list for a future date.

**Patty Oku made a motion to arrange with Baudillo Martinez to collect the garbage and recycling twice a week in return for the District paying his garbage service. Seconded by Eric Knudsen. M/S/U.**

