

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING**

Minutes of Meeting held January 14, 2015

Board Members Present: Bill Bonini, Patty Oku, Brian Lamoreaux (arrived 7:40) and Sue Sims
Board Members Absent: Deborah Parrish

Also Present: Karl Drexel, Administrator
Steve Phillips, Operator
Gary Goelitz, Matrix Consulting

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| Donna Clavaud | Venta Leon | Ted Anderson |
| Bruce Bramson | Beau Evans | Jane Healy |
| Jim Lino | | |

Board President Bill Bonini called the meeting to order at 7:05 p.m.

Approval of January 14, 2015 Board Meeting Agenda

The Chair recommended moving Agenda Items 9D (the Matrix Report), Item 7 (Phillips Report), and Item 6 (C) (SUSD Billing) forward on the Agenda to accommodate the out of town presenters and the School District Trustees. Being no objection they were moved up on the agenda by consensus and the minutes reflect the action taken on those items in their regular place.

Approval of the December 10, 2015 Agenda as revised

The Chair asked for any objections to approve the revised December 10, 2015 Board Meeting Agenda to correct some typos and numbering. Being none, the Agenda was approved by consensus.

Open Communication

No open communication

Approval of Minutes:

The Chair asked for additions or corrections of the December 10, 2014 board meeting minutes. Being none:

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| <p>Patty Oku made a motion to approve the minutes of the December 10, 2014 Regular Board Meeting. Motion seconded by Bill Bonini. M/S/U</p> |
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Financial Report:

A. &B. The Administrator submitted the financial reports for December and a list of payables for the months of December and January along with copies of the check registers for the month of December.

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| <p>Patty Oku made a motion to accept the check registers and approve expenditures. Motion seconded by Sue Sims. M/S/U</p> |
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C. SUSD Billing

1. The Administrator submitted copies of e-mails between he and the SUSD and the State Controller's Office regarding SUSD billing and Government Accounting Standards Board's and State Controller's Office requirements for expensing depreciation. SUSD Trustee, Jim Lino, commented that he had not reviewed those e-mails. The Administrator also submitted copies of the two page history between the school board and the sewer district and also submitted a copy of the 2009 letter to the trustees that were discussed at the December meeting.

The Administrator noted he had no additional new information regarding those documents, but was asked to include them in the Board packet.

2. The Administrator also submitted copies of the Pt Reyes Light articles regarding Shorelines sewer billing for review. No action taken.
3. The Administrator submitted a Comparative billing report of what the SUSD has been billed for sewer service over the last nine years, for review and information. No action taken.
4. The Board President reported that Susan Skipp requested a meeting with him and other Board members and some school trustees without the Administrator and off the record. It was suggested it be a closed meeting. The Administrator advised the Board of the requirements of closed meetings and meetings with a quorum of either Board. Patty asked why the Board would want to meet the school district without the Administrator who has the knowledge and information they would want to discuss.

Trustee Lino reported that the school District Board decided at their December meeting not to approve the TVCSD sewer bill within the interim budget, but rather to pull it out and address it specifically at a future time. He also reported that the Trustees do not believe depreciation should be charged as an expense under the existing sewer agreement. He also said he felt the school district would consider contributing a share of a Reserve Fund for future assets if it were set up that way.

There was also discussion regarding measuring the actual usage of the schools to the sewer and determining a different way of billing based on actual usage. The Administrator reminded the Board that the District adopted a uniform rate structure based on statewide formulations for single family dwellings and commercial businesses. The structure is not based on actual usage, but rather on the formulas. A single family home with two or three part time residents is charged the same amount as a single family residence with five full time residents. Equally, a restaurant is charged by the number of seats, or potential usage, not actual usage. He suggested that to be fair, if one customer's usage is metered, then everybody would have to be metered.

Mr. Lino noted that he had recently studied the original Agreement between the school district and the sewer service district and felt that the document required an annual renegotiation of rates and billing, and maybe even measuring usage.

It was decided that if a meeting between Board members and Trustees is held in the near future that Bill and Patty attend as District representatives since they were participants in this discussion.

Patty Oku made a motion to have Phillips and Associates price out some flow meters for measuring the SUSD's sewer usage for informational purposes. Motion was seconded by Sue Sims. M/S/U

5. Item number 5 and 6 regarding future course of action for SUSD and meeting with County Counsel were removed.

Phillips & Associates Report:

Steve Phillips was in attendance to report on the system. He briefly discussed some of the recommendations from Matrix and acknowledged the District can amend the contract they have and provide whatever level of service the Board wants. He reported that the last storm caused the ponds to rise by several feet. He said the District might want to do some winter irrigation in case more storms come, but that he was working on the calculations on the storage and would determine if and when that should happen and let the Administrator know.

Steve reported on the duckweed that was sprayed and going away, but came back during the storm. He also reported that he was investigating the irrigation guns further.

Committee Reports:

A. Requesting Committee Membership

1. The Administrator submitted a list of all people requesting membership in a Committee. The Park Advisory Committee requests came from Brian, Patty, Eric, Margaret, Walter and Beth. The Financial Advisory Committee requests came from Deborah, Venta, Donna and Chick.

Bill Bonini made a motion that all those listed be assigned to their respective committees for one year. Motion seconded by Sue Sims. M/S/U

2. The Administrator submitted a list of required ethics and harassment training expiration dates and schedules for review. No action taken.

B. Financial Advisory Committee

1. Donna reported that there was not a quorum for the last meeting so there were no minutes and nothing to report.

C. Park Advisory Committee

1. Water tower update was moved to February meeting
2. Park Gate update was moved to February meeting
3. Gazebo design update was moved to February meeting
4. Park survey and map was discussed. Patty reported that the survey set points by Dan Erickson have been sent to Lee Erickson for the final Park survey map. She also reported that they were donating their time for their work.

Bill Bonini made a motion that the District send a thank you card signed by all Board members and park committee members and include a \$100 gift certificate from Park to Dan and Lee Erickson. Motion seconded by Sue Sims. M/SU

Pending Business:

A. RFP Updates

1. Draft letter to respondents of RFPs was approved and Bill will sign and mail them out
2. New dates for RFP submissions have been inserted in the RFPs and posted on website.
3. Discussion was had regarding additional outreach strategies. The Administrator submitted costs for industry job boards.

Patty Oku made a motion that the RFPs be submitted to the CSDA Job Center for \$255 for 30 days and to Brown and Caldwell Job Center for \$200 for 30 days. Also they be extended in the CSDA RFP Clearing House and the CRWA job center for free. Motion seconded by Sue Sims. M/S/U

4. Developing standard RFP questions for respondents and personal contact with other districts to see if they have recommendations were discussed and no action taken.

B. Board Policy Manual

1. The Administrator submitted copies of the updated Policy Manual.
2. The Administrator submitted a Draft policy on Use of District Office and Document Management as requested. Policy was postponed to February meeting.

C. District Documents in Secretary's Possession

1. Audio recordings of Regular and Special meetings were delivered to the Administrator to be stored on District Computer until deleted per policy.
2. Audio recording of the closed meeting were delivered to the Board President to be stored by the President and available only to Board members.
3. Approved minutes signed by the Board President and the Board Secretary need to be posted in the minute book in the office.

D. Matrix Draft “Diagnostic Appraisal” Report

Gary Goelitz from Matrix Consulting presented the Draft efficiency report, entitled “Diagnostic Appraisal”. He reviewed the methodology used to develop the report and then went through each analysis as “Best Practices”, “Strengths”, and “Opportunities for Improvement”. After some discussion on strengths and weaknesses regarding policies, maintenance, billing and staffing, Mr. Goelitz invited responses from the Board members prior to the final Report. The report and responses are made a part of the February Board Packet.

E. Board Training

1. The Administrator submitted a copy of CSDA Board training. No action needed.

F. Update on Standard Contracts

1. Item postponed to March meeting

G. Board Member Stipends

1. Item to be placed on next two agendas for community input. Decision to be made during budget discussion.

H. Office Update

1. Item postponed to February meeting.

New Business

A. Derbes/Hodges Property Annexation

1. The Administrator reported that Alex Derbes and Rebecca Hodges have applied for annexation of their four parcels in to the District through LAFCO. LAFCO has requested consent by the Board that “they will not request termination of proceedings.” In other words they agree to the annexation. The Administrator said there needed to be further negotiations with the Derbes and Kitts before he would recommend that consent form, but recommended the Board approve the annexation in principal and authorize the Administrator to continue negotiations with the effected property owners.

**Patty Oku made a motion to approve the annexation of the four parcels under application with LAFCO based on conditions to be determined through negotiations and authorize the Administrator to continue negotiations with the property owners and LAFCO prior to approving the consent form. Motion seconded by Sue Sims.
M/S/U**

B. Board Yearly Agenda

1. The Administrator submitted a copy of the Board Yearly Agenda introduced last year, with revisions by Sue for discussion and input. Item was postponed to February.

C. LAFCO Call for Nominations for Special District Representatives

1. The Board took no action.

Administrator’s Report:

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

Open Communication:

No open communication.

Adjourned at 10:40 PM

Next Meeting: February 11, 2015 7:00 PM.

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| Approved by – Bill Bonini, President | Date |
|  | 2-11-15 |
| Attested by – Karl Drexel, Secretary | Date |