

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING
Minutes of Meeting held May 13, 2015**

Board Members Present: Bill Bonini, Deborah Parrish, Hope Sturges and Sue Sims (arrived 7:20)
Board Members Absent: Patty Oku

Also Present: Karl Drexel, Administrator
Gary Goelitz, Consultant

Donna Clavaud

Ted Anderson

Beau Evans

Board President Bill Bonini called the meeting to order at 7:04 p.m.

Approval of May 13, 2015 Board Meeting Agenda

The President revised the Agenda to move Pending Business Items 10B (Contracts) to Item 8 on the Agenda. He and Deborah then indicated Item 9, 10A, and 10C – E were being eliminated from the Agenda to make time available for County Counsel in closed session at 8:00 PM. The President asked for a motion to approve the changes.

Deborah Parrish made a motion to approve the changes to the May 13, 2015 Board Meeting Agenda. Motion was seconded by Bill Bonini. Ayes: Bonini, Parrish, Sturges. Nays: None Absent: Oku, Sims.

Open Communication

No public comments

Approval of Minutes:

The Chair asked for additions or corrections of the April 8, 2015 board meeting minutes. Being none:

President Bill Bonini announced the minutes were approved as is. No vote was taken.

The Chair asked for additions or corrections of the April 29, 2015 Special Board Meeting minutes. Being none:

President Bill Bonini announced the minutes were approved as is. No vote was taken.

Matrix Draft “Diagnostic Appraisal” Report Item moved from pending business to accommodate Matrix.

Gary Goelitz from the Matrix Consulting Group presented the Final Management Study report.

Sue Sims arrived at 7:20.

He described the background of the company and principals, the procedure he followed for the study, the District’s position and development of best practices and the areas he recommended improvement and what those improvements should be. He also reiterated the specific items he emphasized at the April meeting. All Board members got a copy of the report.

Financial Report:

A. & B. The Administrator included the financial reports for April and a list of payables for the months of April and May along with copies of the check registers for the month of April in the Board packets. He also submitted copies of the financials for the month and year to date for review and acceptance.

Deborah Parrish made a motion to accept the check registers and approve the expenditures. Motion was seconded by Sue Sims. Ayes: Bonini, Parrish, Sims, Sturges Nays: None Absent: Oku.

Sue Sims made a motion to accept the Financial Statements. Motion was seconded by Deborah Parrish. Ayes: Bonini, Parrish, Sims, Sturges Nays: None Absent: Oku.

C. SUSD Billing

1. Bill Bonini reported that he dropped the letter waiving the SUSD invoices for additional operating costs due to depreciation, to Bruce Abbott. He said they had a conversation about having a meeting in two or three months between the boards or representatives of each board.

D. Preliminary Draft Sewer Budget

1. The Administrator reported that the previous Draft budget he presented to the FAC and the Board indicated increased expenses for O&M due to the more stringent monitoring requirements in the new proposed Draft WDR from the Regional Water Board. However, due to the negotiating between Phillips, the Administrator and the Regional Board, a lot of those requirements were removed so the increased cost was reduced from a proposed 10% to 3%, although the actual cost won't be known until all of the costs are determined.
2. Deborah Parrish reported that the FAC had reviewed the Narrative that was presented by the Administrator in the Draft Budget and said they felt it was inadequate. They submitted a new revised narrative that they felt better represented what they and the Board wanted to present to the community. They submitted it to the Board for further discussion and revisions. She asked that the Board take some time to review it thoroughly to see if it reflects what the Board wants to say to the community with this budget.

Deputy County Counsels Sheila Lichtblau and Jenna Brady arrived for closed session

3. Deborah Parrish presented the recommendations from the FAC for certain line items of the Draft budget. She said they recommend Board Training be increased to \$2,500; the Board stipend be \$0; an additional \$1,500 for website "to centralize information, provide backup, oversight, and ongoing maintenance"; an additional \$1,000 for recruiting; \$5,000 for a grant writer; increase legal to \$5,000; Board materials and tools for \$1,000; reduce Administrator's fees to \$35,776 per year (16 hours/week, 52 weeks per year at \$43/hour); engaging a secretary to do secretarial work and act as Board Secretary handling the minutes and Board packets 5 hours per week at \$30/hour for \$7,800 per year; financial manager for 10 hours per month at \$35 per hour for \$4,200; and the FAC is recommending the Board include a line item for Reserves of \$20,000-\$25,000 if available.

The President said the Park Budget and the Phillips report will be addressed after closed session. The rest of the agenda will be eliminated and the next item on the Agenda is 10 B.

Pending Business:

A. Contracts

1. Bill Bonini read a statement saying "it has come to the Board's attention that the matter may have not been adequately described on the April 8th regular meeting agenda. There is no admission of wrongdoing by the Board but out of the abundance of caution the Board would like to make a motion to rescind the action taken at the April 8th meeting and request this subject be put on a future agenda.

Deborah Parrish made a motion to rescind the action taken at the April 8th Board meeting and request the subject be put on a future agenda. Hope Sturges asked what

action she was referring to and was told it was the termination of the contracts. Motion was seconded by Sue Sims. Ayes: Bonini, Parrish, Sims, Sturges Nays: None Absent: Oku.

2. Bill Bonini asked for a motion to accept the new contracts submitted by Bob Chilvers.

Deborah Parrish made a motion to accept the new contract template for standard District contracts developed by Bob Chilvers. Motion was seconded by Sue Sims. Ayes: Bonini, Parrish, Sims Nays: Sturges Absent: Oku. Motion passed.

**The Board adjourned to Closed Session – Closed Sessions are not open to the public
CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED
LITIGATION**

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9 regarding contract dispute.
(One Potential Case)

The Board returned to open session at 9:30

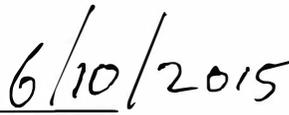
The President of the Board announced no action was taken in closed session

No further business was discussed. Meeting Adjourned at 9:35.

Adjourned at 9:35 PM

Next Meeting: June 10, 2015 7:00 PM.


Approved by – Bill Bonini, President


Date


Attested by – ~~Karl Drexel~~, Secretary


Date