

TOMALES VILLAGE



COMMUNITY
SERVICES
DISTRICT

Minutes of the Board Meeting

Minutes, Agendas, Board Packets

Bill Bonini called the meeting to order at 7:08 PM June 25, 2014, Tomales Town Hall

Sue Sims took notes and recorded the meeting

Bill Bonini, President
Deborah Parrish, Vice President
Sue Sims, Secretary
Brian Lamoreaux (absent)
Patty Oku

Also Present: Richard Levi, Ted Andersen, Chick Petersen, Donna Clavaud, Venta Leon

The minutes for June 11, 2014 await a PAC amended motion on July 9, 2014.

Agenda, Board Packet & Minutes

Patty Oku expressed that she didn't like that the Mission Statement is no longer on the Agenda. Sue Sims said that she was able to get the document to on one page by removing the Mission Statement. After a brief conversation, Deborah Parrish suggested a link to the Mission Statement on the website. Sue Sims also said she would see how if the Mission Statement could be added with her new format, a format praised by several community members at the meeting. It turns out that very few CSDs include their Mission Statement on the Agenda. The Mission Statement and Vision are standard items on the Strategic Plan.

Patty Oku was confused by items on the Agenda that did not have corresponding items in the Board Packet. Sue Sims explained that some items were for discussion topics that must be on the Agenda to be discussed.

Patty Oku also commented on the Minutes of the June 11th meeting and wished her comments to be included in the record: Patty said that after reviewing the Minutes from 6/11/2014, she has concluded that the Minutes are incomplete and the Secretary is biased. The Secretary, said Patty Oku, should remain neutral.

President Bonini asked if she had any specific instances to back her comment. Patty Oku said that the Park Advisory Committee entry in the minutes lacked information and there was no mention of the list of items on the Measure A Work Plan. She requested a copy of the recording of the 6/11/2014 meeting. She mentioned that the motion didn't reflect PACs report.

Sue Sims told Patty Oku that she was going to bring up the entry if Patty hadn't. Sue said she listened to the recording 3 or 4 times to get the entire motion that Patty made with regard to the PAC report. What Sue wrote was exactly the Motion Patty made. Sue said that when she finally transcribed the entire motion, she realized that Patty had put no dollar amount in the motion and that the elements of the motion were too general. Sue suggested that Patty may want to amend the motion. Sue further suggested that Patty listen to the recording and take time to get the amendment to her satisfaction.

Action:

Patty Oku made a motion to delay the approval and amendment of the PAC motion and the 6/11/14 minutes. Sue Sims seconded the motion.

Vote:

Yes: Patty Oku, Sue Sims, Deborah Parrish, Bill Bonini

Opposed: None

Draft Park Budget

After several small changes to the Park Draft Budget the vote on the document succeeded.

ACTION:

Patty Oku moved to accept the Draft Park Budget for CY 2014.15
Deborah Parrish seconded the motion-

Vote

Yes: Bill Bonini, Sue Sims, Deborah Parrish, Patty Oku

Opposed: None

Doug Burky

One time Tomales resident, now Mayor of Point Arena, Doug Burky visited our TVCSD Meeting. We compared notes on our very similar wastewater plants. We had expected that Doug might have some tips about the Efficiency Audit we are about to undertake, but Doug didn't know too much about the process. He explained that he did notice how much more we spend for Administration than does Point Arena. Their

new General Manager raised the amount of money given to the sewer plant. The GM says that 10% of revenue is the standard amount used to fund sewer enterprises.

Point Arena sewer workers are city employees, whereas TVCSD contracts running of the plant.

TVCSD perceives the need to have legal counsel and Doug shared Point Arena's experience with RFPs and hiring an attorney when their in house attorney retired. Point Arena contracted for 20 hours a month for the first few months and then moved down to less hours. They also had a clause in their contract to renegotiate at 5 months. Doug said that their retiring attorney helped tremendously in that hiring process.

We are happy that Doug shared his wisdom with us.

Matrix

Donna will speak with Richard Brady at the crack of dawn. Donna will negotiate the increase in price of the Efficiency Audit, attempting to get the service for \$10,000 or at least split the difference with Matrix. Donna will invite Richard to visit us at our July 23 meeting.

RFPs

After several small changes to the wording of all three RFPs, a brief discussion ensued as to where the RFPs should be vetted. Sue Sims liked the idea of sending the documents to an attorney who could then create contracts from the legally vetted RFPs. Where would we find an attorney? Patty Oku suggested that our liability insurer could make a suggestion for an attorney. Visiting Mayor of Point Arena, Doug Burky commented that he liked Patty Oku's idea of contacting our liability insurer. Doug said that Point Arena runs all documents by their liability insurer. The insurer is happy to make sure the city is not at risk, at no charge.

ACTION

Patty Oku: I move to send the RFPs to our liability insurer, SDRMA for vetting. Deborah Parrish seconded the motion

Vote:

Yes: Patty Oku, Bill Bonini, Deborah Parrish

Opposed: None

FDIC

It was revealed that our reserve accounts were out of compliance with the FDIC insurance coverage. Opening a new bank account and transferring funds appeared to be the easiest interim solution to the perceived risk.

ACTION

Sue Sims: I move that we open a new bank account, at the highest rate possible and move deposits to cover with FDIC coverage. Deborah Parrish seconded the motion

Vote:

Yes: Patty Oku, Bill Bonini, Deborah Parrish

Opposed: None

Bill Bonini reported that he and Chick Petersen cleaned out the office space today. Chick added that the space was gorgeous. Bill: It's a nice space, it was a workshop. Sue Sims suggested that before buying any technology, she or Chick should be consulted so that mistakes in purchasing were not made.

Those in attendance generated a quick list of items needed for the office:
Printer/scanner, table, chairs, cabinets, phone, shelves, wifi, shredder, filing cabinets.

Venta Leon asked us to be frugal and recycle where we could. Avoid Ikea and the latest things out there.

Patty Oku: I make a motion that we set an office spending limit of \$5,000 and task Sue for helping with electronics and Bill for furnishings.

ACTION

Patty Oku made a motion that Sue Sims be our technology advisor for any electronics for the new Tomales office. Deborah seconded the motion. Sue Sims seconded the motion.

Yes: Sue Sims, Deborah Parrish, Patty Oku, Bill Bonini

Opposed: None

Legal Representation

After a short discussion about what Graton does for legal counsel, CSDA Attorneys Karl knows, county counsel and Deborah's recommendation for an attorney who is working with Petaluma's governance issues, we decided to come up with names at our next meeting, July 9, 2014.

Bill asked if there was a motion to adjourn.

ACTION

Sue Sims moved to adjourn the meeting. Seconded by Deborah Parrish

Vote:

Yes: Sue Sims, Patty Oku, Bill Bonini, Deborah Parrish

No: None

The meeting adjourned at 10:28 PM
Next Meeting: June 25, 2014


Approved July 9, 2014


Approved July 9, 2014