

# TOMALES VILLAGE



COMMUNITY  
SERVICES  
DISTRICT

## Minutes of the Board Meeting

Minutes, Agendas, Board Packets

Bill Bonini called the meeting to order at 6:39 PM July 9, 2014, Tomales Town Hall

Sue Sims took notes and recorded the meeting

**Directors:**

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

Karl Drexel, Administrator (absent)

All Minutes since June 11, 2014 are on hold until after the Board Training on July 26, 2014.

1. Alvin Duskin asked for a key to the TVCSD Wastewater Plant and to see the TVCSD PG&E file. The Board and Alvin Duskin discussed clearing the way to get Alvin the items he requested. Alvin Duskin was informed that the Board had a fiduciary responsibility to the community to inquire of our liability insurance such that their instructions would guide us in minimizing any District risks associated with Alvin and any guests he brought onto the District property. President Bonini volunteered to clear questions with our liability insurance company and ask our Administrator, Karl Drexel for a copy of the PG&E file.

**ACTION:**

President Bonini: I move that we get Alvin Duskin everything he needs to move forward in acquiring information about TVCSD leasing land in two locations for a solar farm. The motion was seconded.

**Vote:**

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

**Opposed:** None

2. Director Oku proposed that we suspend approval of meeting minutes until our July 26, 2014 Parliamentary and Brown Act Training.

**ACTION:** Director Oku moved that we wait to approve minutes starting 6/11/14 through the Board Training 7/26/14.

**Vote**

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

**Opposed:** None

3B Unaudited Financial Statements are never approved or adopted by the Board.

3A&C (motion did not include all expenditures) Director Oku asked Venta to preauthorize purchases with the Board expenditures like the printing and pastries for the June 4, 2014 Public Hearing. Planning for the Public hearing was encumbered by changing dates for the function and the regular TVCSD Meeting scheduled for just a few days after the Public Hearing. The Board appreciated that Bruce Bramson and Venta Leon acted proactively to make the Public Hearing a successful Tomales board function.

**ACTION**

Patty Oku: I move to approve the sewer budget, the park budget, printing and pastries. The motion was seconded

**Vote:**

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

**Opposed:** None

3C. After the Board discussed confusion over the Park Advisory Committee sending the Measure A Work Plan to the County without Board approval and the Park Budget being left out of the budget presented at the Public Hearing on June 4, 2014, Director Parrish reiterated confusion over the process of adopting the final sewer budget with a deadline of September 1, 2014. Director Oku made some statements that she thought were true of the budget deadlines, but deferred to our Treasurer. The discussion led to the following motion as a clarifying and organizing measure.

**ACTION** Director Parrish: I move to have the Treasurer draw up a 12 month calendar incorporating into our present Budget Policy, defining the Budget voting process with the required timetable and dates. The motion was seconded.

**Vote:**

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

**Opposed:** None

3D. Karl included a letter from the auditor, addressed to the Board and requiring Board signatures. After a brief discussion about mail addressed to Board members being managed by the Administrator, Karl Drexel, and not being forwarded to the

Directors, Deborah Parrish moved to have Karl scan and forward Director's mail to them.

**ACTION** Director Parrish: I move to have the Administrator, Karl Drexel, scan send to the Board any mail addressed to them.

**Vote:**

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

**Opposed:** None

The recorder failed to record beyond the first hour and below is a summary from memory and notes: (Please add what you can from your recollection)

- 3D. Motion to approve Auditor's letter
  
- 5. FDIC Deposits deferred until this item can be discussed with the Administrator.
- 6B Donna Clavaud to take the Park Rental Agreement to Free Legal Attorney.
- 7. Financial Advisory Committee  
Matrix Consulting to be at the August 13, 2014 TVCSD Regular Meeting
- 8A Office Space, all-in-one printer/scanner/fax purchased  
long list of necessary office items, request that the Administrator, Karl Drexel, arrange for a DSL/phone line split and unlimited internet
- 8C Director Sims to contact SDRMA about risk training.
- 8D Director Oku to work on combining email policies and Board Roles & Responsibilities
  
- 9C. Special District Leadership Foundation Grant
  - 1. \$600 Registration Fee Grant for the Special District Leadership Academy Conference
  - 2. Approval of costs for travel, food and lodging  
The Board requested a list of proposed expenses from Director Oku.
  
- 9D. The Board chose not to vote  
California Special District Association Board Election
  - 1. Vote for Board member from Bay Region

The meeting was adjourned at an unknown time.

Next Meeting: August 13, 2014

  
Approved August 13, 2014

\_\_\_\_\_  
Approved August 13, 2014