

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING**

Minutes of Meeting held April 9, 2014

Board Members Present: Bill Bonini, Deborah Parrish, Patty Oku, and Sue Sims

Board Members Absent: Brian Lamoreaux

Also Present: Karl Drexel, Administrator

Donna Clavaud
Chick Peterson

Beth Koelker
Victoria Hansen

Ted Anderson

Board President Bill Bonini called the meeting to order at 6:31 p.m.

Approval of Minutes:

The Chair asked for additions or corrections of the March 12, 2014 board meeting minutes. Being none:

Patty Oku made a motion to approve the minutes of the March 12, 2014 Regular Board Meeting. Motion seconded by Deborah Parrish. M/S/U.

Financial Report:

A. **&B.** The Administrator submitted the financial reports for March and a list of payables for the months of March and April along with copies of the check registers for the month of March. Deborah noted she had questions regarding the reconciliation of the bank statements and gave her concerns and supporting information to the Administrator.

Patty Oku made a motion to accept the check registers, approve expenditures and adopt the financial statements. Deborah reiterated she had questions regarding the financials and has requested additional information and the motion died for a lack of a second.

C. The Administrator submitted a Draft Proposed Budget for fiscal year 2014-2015 for the Board's review and discussion. Deborah Parrish asked the item be tabled until the next meeting when the Financial Advisory Committee could present their proposed budget. Patty Oku noted a public hearing on the budget is scheduled for late May according to the FAC Budget timeline. Deborah noted that she requested additional reports from the Administrator that she just received and hasn't had time to review them but there will be proposed changes to the Administrator's proposed budget. Discussion followed about having a special meeting or meetings. The Administrator responded to Sue Sims inquiry about budget timing requirements. He noted the District is required to have a Preliminary Budget approved by July 1st and a Final Budget approved by September 1st. It was decided that the budget could be voted on at the May meeting and still meet the July 1st requirement.

Deborah Parrish made a motion to table the discussion of the budget until the May regular meeting and hold a budget public hearing on May 28th. The motion was seconded by Patty Oku. M/S/U.

Phillips & Associates Report:

The Administrator noted he didn't have anything to add to the Self monitoring report. He noted that everything was in good working order. Deborah asked if Phillips wasn't supposed to come to the meetings on the first of every quarter. It was noted that he is to appear every quarter, but no specific month was ever determined. Deborah said she thought it would be good to have a specific month that they are required to be here so she knows when they are

coming. It was decided that they would be asked to attend the Board meeting of the first month of every quarter.

Committee Reports:

A. Newsletter Committee

Discussion was held regarding a Newsletter going out before a public hearing on the budget. Donna will contact Terry to see if she is up to doing a spring newsletter. It was decided it needed to go out by mid May in order to get out the word on the budget hearing.

B. Park Advisory Committee

1. Patty Oku read the minutes to the March 24th Park committee meeting, highlighting what the committee has been working on:
 - a. Bill Bonini discussed the gazebo layout and design. He and David Judd will draw up a site drawing of the proposed gazebo.
 - b. Victoria Hansen requested a site plan be available for the meetings as a reference, and a sign be posted at the park of any park events and meetings and a master plan.
 - c. Margaret suggested an invitation go out to the community for input on a gazebo design. Brian will work on an invitation for the next meeting.
 - d. Walter and Margaret offered to develop a draft planting plan and irrigation system for the park committee's review and approval.
 - e. Margaret recommended that no planting be done until after the gazebo construction is completed.
 - f. The Paul Duffey Memorial peace sculpture was discussed. Also discussed was a memorial to other community members that have passed. One suggestion was to use the pond and the surrounding area as a memorial "grove".
 - g. Reviewed the work plan and started initiating some items. Karl is going to see if Measure A can be used for PGE and permits, the picnic tables be ordered, new small barbeques be researched, drinking fountain with dog bowl be researched, Water Tower repairs be listed and quotes be obtained, and finish Barbeque pit grates and cover.
 - h. Permitting will be done concurrently with gazebo in order to save permit costs.
 - i. It was determined that anything over 6 feet in a gate, fence or sign has to have a permit.
 - j. Margaret and Walter will talk to Phil Wyatt re irrigation system (i.e. costs, design, etc)
 - k. Vickie asked about the Committees communication with the public to get the public involved.
 - l. Patty noted Louise Gregg presented seven different documents, many of multiple pages, to be discussed. Patty asked that the committee be given copies before the meeting so they can be reviewed.

Victoria Hansen asked what the Administrator was basing the decision on that a Coastal Permit was not required for the park entrance gate and sign. The Administrator noted that the County Planning Department provided a list of permits that are required and a Coastal Permit was not one of them. If a Coastal Permit were required, the County would be the ones to require it.

2. Entrance gate is on hold until the AIA architect gets back to the committee.
3. Bill reported that he and David had been working on a gazebo design and David will be working on a drawing to present at the next Park Committee meeting on April 28th.
4. The Administrator reported that Victoria Hansen had offered to work on policies for the Park and to help in developing donation receipts and a capital master plan in conjunction with the Park Committee if the Board will approve her moving forward. Sue Sims noted that the Board is working on a direction for policies and whatever Park policies are presented for discussion would have to go along with that plan, but that any help would be appreciated. Victoria noted that she had a keen interest in the Park and would like to

help the Park committee develop policies and documentation. There was consensus that the more hands the better. Patty Oku reminded everybody that any documentation or written policies needs to be presented a week before the meeting in order to be put on the agenda for discussion.

5. The Administrator submitted a copy of upcoming rentals of the Park for 2014 for Board review. No action necessary.

C. Financial Advisory Committee

1. The Financial Advisory Committee March minutes were presented for review. Patty Oku suggested another postcard be mailed out to all box holders for additional outreach for community participation on a budget committee. Deborah Parrish noted that the FAC would be talking about that in their next meeting. Sue Sims also noted they were planning on circulating a survey for community input on the budget and items of concern. Patty asked if that was going to be in front of the Post Office and Deli. Deborah noted that they have not decided exactly how or where this would take place. Patty suggested a post card to all box holders would get more coverage than a survey by a limited number of people at the Deli and bakery. It was also suggested that a community survey could go out with the Newsletter. Chick Peterson noted that another postcard could go out, but the idea was to get feedback from the community on their concerns and develop a different way to engage the community. Deborah requested the issue be tabled until such time as the FAC can meet and discuss the options of ways to reach out to the community. The question arose as to what the Board should review and approve regarding community outreach. Deborah indicated a letter or another postcard would take weeks to go out with no guarantee there will be any additional responses. She said she felt what was necessary was for the members of the FAC to go out and talk to the people one-on-one. The President asked if the survey could be approved via e-mail or phone. The Administrator noted that if the Board approved a survey to go out, then the questions and wording could be approved via e-mail and it would not be considered a serial meeting. It is just action items that the Board can't do via e-mails. Patty also asked if the FAC had a list of the expense reductions described in the March minutes. Deborah reiterated they did not have a meeting and there were no other documents beyond the minutes. She said she hoped to have all of this for the next meeting. No action taken. The issue was tabled until the next meeting.
2. Deborah submitted a Draft Invitation to participate in RFP. Suggestions were requested. Patty suggested one item of information that could be made available to prospective bidders was that Tomales is an unincorporated area, which would let the bidders know they would be working with the County a lot, rather than a city. Discussion was held about the District Representative that will review the proposals. It was decided by the FAC that it would be the President of the Board. The Administrator suggested the letter for the RFP for Operators say "contract operators" rather than consultant. It was decided that the Letter for Invitation to Participate would be specific to each RFP and would be adjusted accordingly.

Sue Sims made a motion to accept the letter for Invitation to Participate in RFP in the general form as presented with corrections discussed and customized to each RFP. Motion seconded by Patty Oku. M/S/U.

3. Deborah submitted a Draft RFP for Accounting Services indicating it was the same template as had been submitted, with the changes recommended. She noted the specifics of the RFP were presented to the Board last month. The issue was opened for discussion. Patty noted that the term "public competitive bidding" could require the District to accept the lowest bid, whereas a simple RFP you can choose anyone. That sentence was changed to ending with "private contract." Patty also suggested the selection criteria include the words responsible and cost effective. There were additional changes and updates suggested by Patty and the Administrator that were incorporated into the RFP.

There was extensive discussion regarding the District's by-laws since they were noted in the RFPs. The Administrator noted that the District's by-laws became obsolete when the CSD law was changed in 2005 and superseded the by-laws. He also noted that most districts and government agencies include the information that would normally be in by-laws for corporations in the agencies policy manual. Deborah asked that an item be placed on the Agenda after the budget is done to update the bylaws. Donna suggested a scope that included the investment and loan policies are approved by the Board of Directors and executed by the Financial Management Services rather than the General Manager. Deborah also included the Financial Management Services would act as District Treasurer.

Sue Sims made a motion to accept the RFP for Financial Management Services in the general form as presented with corrections discussed. Motion seconded by Patty Oku. M/S/U.

4. Deborah submitted a Draft RFP for Operation and Maintenance Services for review. Many of the same updates to the template were made. There were some additional changes and updates suggested by Chick, Donna, Patty and the Administrator that were incorporated into the RFP.

Patty Oku made a motion to accept the RFP for Operation and Maintenance Services in the general form as presented with corrections discussed. Motion seconded by Sue Sims. M/S/U.

5. Deborah submitted a Draft RFP for Administrative Services noting that the template changes previously discussed had been incorporated in this RFP. The Administrator suggested the Administrative Management Services should include General Manager functions as part of the Scope, since the District is required to have a General Manager. A few additional suggestions and updates were discussed and incorporated in this RFP.

Sue Sims made a motion to accept the RFP for Financial Management Services in the general form as presented with corrections discussed. Motion seconded by Patty Oku. M/S/U.

D. Budget Committee

1. Since the FAC is now acting as the Budget committee as well, this item was discussed at length under Item C of the Agenda.

Pending Business:

A. Grant Writing

Nothing new to report

B. Capital Improvement Projects

Already Discussed

C. Board Policy Manual

1. Patty resubmitted the changes to Roles of Board Members and Officers Policy. Sue will make the changes on the policy document. The President asked if they needed to be approved and Deborah confirmed they had already been approved. Patty gave Sue a list of the changes.
2. The Administrator submitted the corrected copy of the Policy on Competitive Bidding for information. No action was necessary.
3. A Draft Policy on E-mail Communications was tabled. Deborah suggested Patty work on a Draft policy.
4. Draft Policy on adding items to an agenda was tabled. Sue is working on a Draft policy.
5. Draft Policy on Submissions or Changes Guidelines to Policy Manual was tabled. Sue is working on Draft policy.

D. RCAC Rate Study

1. Donna reported that last month the FAC decided to put the rate study on hold until the RFPs were issued and cost savings were determined. She reported that the FAC would write a letter to Richard Culp and cc the Board.

E. Board Training

1. Board training on Board Member and District Liability by the SDRMA Chief Risk Manager on April 23rd at 6:00. No action necessary.

F. Complaints and Correspondence

The Administrator noted there was nothing to report.

New Business

A. RWQCB WDR for 2014

1. The Administrator reported that the Regional Water Resource Control Board was finally getting around to updating the District Waste Discharge Requirement Permit. He reported that two staff members came by and toured the plant. They are working on the update and he submitted a copy of their Draft. He said that Steve and Gary Phillips, Blair Allen, Dawning Wu and he were reviewing and discussing the draft updates.

B. Local Agency Investment Fund

1. The Administrator submitted background information on the Local Agency Investment Fund of the State Controller’s Office. This is an investment fund to put money in that is not being used for current operating expenses and would earn a higher rate of return than the Bank of Marin Money Market Account and the Redwood Credit Union Savings account. Bill asked how the Administrator came about this particular investment fund. The Administrator noted that he was led in that direction by several other Special Districts in California that invest with them. It is backed by the State and invested by the State Controller’s Office and the money is put into banks that are FDIC insured. The return on the investment is not guaranteed, but it is considerably higher than what the District is getting now. Sue Sims noted that many local government investments have gone broke in the past. Donna said she felt the District should be developing financial policies and investment policies prior to moving money from the banks to an investment pool. Deborah and Sue requested more time to review it and the item was tabled.

C. Board Member Plaques

1. The Administrator reported that the District had a tradition of presenting departing Board members with a plaque thanking them for their service. He recommended the three board members that recently left the Board be given plaques.

Patty Oku made a motion to have the Administrator purchase three plaques of appreciation and thanks for the outgoing Board members with one for Walter to have a gavel. Motion seconded by Sue Sims. M/S/U.

Administrator’s Report:

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

Open Communication:

No open communication.

Deborah Parrish made a motion to adjourn. Motion seconded by Patty Oku. M/S/U.

Adjourned at 9:14 PM

Next Meeting: May 14, 2014 6:00 PM.



April 9, 2014

Approved

Date