

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT  
BOARD MEETING**

Minutes of Meeting held February 11, 2015

**Board Members Present:** Bill Bonini, Patty Oku, Brian Lamoreaux

**Board Members Absent:** Deborah Parrish and Sue Sims

**Also Present:** Karl Drexel, Administrator

Donna Clavaud  
David Judd

Ted Anderson

Hope Sturges

**Board President Bill Bonini called the meeting to order at 7:12 p.m.**

**Approval of February 11, 2015 Board Meeting Agenda**

The Chair recommended moving Agenda Items 7B (the PAC Report) forward on the Agenda to accommodate David Judd. 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.

**Open Communication**

No open communication

**Approval of Minutes:**

The Chair asked for additions or corrections of the January 14, 2014 board meeting minutes.

Being none:

<p><b>Bill Bonini made a motion to approve the minutes of the January 14, 2014 Regular Board Meeting. Motion seconded by Brian Lamoreaux. M/S/U</b></p>
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**Financial Report:**

- A. &B.** The Administrator submitted the financial reports for January and a list of payables for the months of January and February along with copies of the check registers for the month of January. He also submitted copies of the financials for the month and year to date for review.

<p><b>Bill Bonini made a motion to accept the check registers and approve expenditures. Motion seconded by Patty Oku. M/S/U</b></p>
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**C. 2013-2014 Audited Financials**

The Administrator submitted copies of the 2013-2014 Audited Financial Statements and the Report on Accounting Controls. He noted the auditor recommended that monthly financials be reviewed and approved by vote every month rather than just reviewed. The Administrator explained that the District is in the black in net income before depreciation expense, but that after depreciation is expensed, the District is in the red.

**D. SUSD Billing**

1. The Administrator reported that SUSD made a payment for the current Fiscal Year Preliminary bill after deducting what was estimated to be their share of the depreciation expense for the year. They also declined to pay the net bill for the previous fiscal year. He reported that they are approximately \$25,000 in arrears.
2. President Bill Bonini reported that he and Deborah Parrish are going to be meeting with Bruce Abbott, the SUSD's new Business Manager to discuss the issue.
3. The President noted that the next course of action is for him and Deborah to meet with the school and see where it goes.
4. The Administrator advised the Board that if there is no action reported from the meeting, they should consider meeting with County Counsel to discuss their options.

**Phillips & Associates Report:**

- A. The Administrator submitted a copy of the Self Monitoring Report and had nothing to add to it.
- B. The Administrator reported that the problem with the irrigation guns might be an actuator that was not opening fully so Phillips is going to purchase and install a new actuator valve that might remedy the irrigation gun issues. Also, during the recent rains, the flows increased immediately indicating possible connection issues to drains and possible pipe issues in the collection system. Phillips is recommending videoing the lines and doing some emergency irrigation to reduce the storage levels.
- C. The Administrator reported the results of the flow meter research the Board asked Phillips to do. He noted that the flow meter would just measure flow and does not measure the load, i.e. TSS, BOD, chemicals used in the school, etc. He also reminded the Board that no other connection is based on flow.

**Committee Reports:**

**A. Financial Advisory Committee**

- 1. Donna reported that there was a meeting in January and submitted copies of their minutes. Highlights included discussion regarding questions to ask other districts regarding the RFPs, a response to Matrix Draft report and, inviting Jim Lino to be on the FAC.

**B. Park Advisory Committee**

- 1. Brian reviewed the PAC meeting minutes from January. The PAC recommended not to include a cupola on the top of the gazebo. The PAC discussed roofing materials and David is going to get estimates on shingles, copper or other metal roofing. It was also decided that the support posts would be metal poles powder coated, but no color was determined.
- 2. David reported that Joe Hodges was still out of town and would not be available to help on the water tower. He and Bill with other volunteers would be working on it in March. He mentioned that Walter and Kristopher would be cleaning up the tree above the water tower.
- 3. It was noted that the Park gate had been tentatively approved by design review, and that he would be running it by the engineer for specs on the posts, if any.
- 4. David reported that he had contacted the engineer and architect regarding the gazebo and that they were ready to go. Also he noted he would be presenting the drawings at design review at their next meeting. David presented the preliminary drawings and had positive reception.

**Patty Oku made a motion that the Board accept the recommendations from the PAC as presented and have David move it on to design review and engineering and architectural design. Motion seconded by Brian Lamoreaux. M/SU**

- 5. The Administrator presented the invoice for services by Dan Erickson for the Park survey.
- 6. Discussion was held regarding a Certified Playground Inspector. The Administrator noted that we had a CPI advising David throughout the construction of the Park equipment. He also indicated one final inspection needs to be made and then annual maintenance inspections can be done by David. David and The Administrator will work on an inspection check list.
- 7. The Administrator reported he got the final '14-'15 Measure A disbursement in January.

**Pending Business:**

**A. RFP Updates**

- 1. The Administrator reported that the new revised RFPs are posted on the CSDA RFP Clearing House Board; the CSDA jobs Board; the CRWA job Board; and the TVCSD website. Hope Sturges described the CalOpps website for government jobs.

2. The Administrator noted that previous discussion recommended the Board send out letters to other CSDs for outreach. He noted that the questions the FAC came up with for calling other districts could take the place of a letter. Donna will work on a prospective list and if no new responses come in before the next Board meeting, the Board will revisit this issue.
3. The Administrator noted that previous discussion recommended that Board members develop a prospect list and call them individually.

**Bill Bonini made a motion that the Administrator check into CalOpps to post the RFPs for Administrative Services and O&M Services with a budget of \$450. Motion seconded by Patty Oku. M/S/U**

4. Developing standard interview questions for RFP respondents was discussed and no action taken.

**B. Board Policy Manual**

1. The Administrator submitted a Draft policy on Use of District Office and Document Management as requested. Item postponed from January meeting.

**Bill Bonini made a motion to adopt Policy 3400 – Use of District Office and Document Management Policy. Motion seconded by Patty Oku. M/S/U.**

**C. District Documents in Secretary’s Possession**

1. Bill Bonini reported that he had a discussion about the minute book and the minutes will be signed and place in the minute book soon.

**D. Matrix Draft “Diagnostic Appraisal” Report**

1. Discussion was held regarding non-response by Matrix to suggestions and questions from Patty and from the FAC.

**E. Administrator’s Evaluation**

1. Brian submitted some recommendations for updating the Administrator’s Evaluation. He was asked if he was willing to take on revising it. He agreed and requested the Board review it and make comments and recommendations and send them to him so he can submit them for the next Board packet.

**F. Board Training**

1. The Administrator noted the mandatory Ethics and Harassment courses are past due.

**G. Update on Standard Contracts**

1. Item postponed to March meeting

**H. Office Update**

1. Bill reported that he paid Kristin Lawson for rent through February and got a rental agreement. The Board decided to pay for three months at a time from now on.

**I. Board Member Stipends**

1. No action at this time. Discussion to continue through budget discussions.

**J. Derbes/Hodges Annexation**

1. Nothing new to report

**K. Board Yearly Agenda**

1. Item postponed to March meeting.

**L. Grand Jury Follow Up**

1. The Administrator submitted copies of a letter from the Grand Jury Association following up on the District’s response to the last Grand Jury Report. He noted he was working on a response.

**New Business**

**A. Board Member Appointment per Government Code 1780**

1. The Administrator reported that Brian has resigned from the Board effective after this Board meeting. Per Government Code the Board can appoint a replacement to serve until December 2015 when a newly elected member will be seated. Announcements were

posted as per requirements and one application was submitted for consideration. That application was from former Board member Hope Sturges.

**Bill Bonini made a motion to appoint Hope Sturges to fill the seat vacated by Brian Lamoreaux until legally replaced by election. Motion seconded by Patty Oku. M/S/U**

**B. SDRMA Board Member Nominations**

1. The Board took no action.

**C. SDRMA Insurance Program Review**

1. The Board took no action. Bill asked the Administrator to review the report and present a priority list.

**Administrator's Report:**

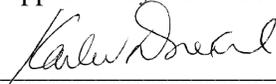
The Administrator submitted a written report of his activities for the month.

**Correspondence:**

No correspondence to review.

Adjourned at 9:13 PM

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

Approved by – Bill Bonini, President	Date
	March 11, 2015
Attested by – Karl Drexel, Secretary	Date