

Tomales Park Committee meeting minutes  
Monday, January 25, 2016  
Meeting began @ 6:35 pm

Margaret Graham chaired the meeting.

Brian Lamoreaux served as note taker.

Present for meeting were: Walter Earle, Patty Oku, Melinda Bell, David Judd, Bill Bonini and Dru Fallon O'Neill. Absent: Beth Koelker

Agenda:

Open Communication

Review Minutes

Park Chair & Secretary Elections

New Committee member

Gazebo / Gate / Water Fountain plans - Progress through the Maze

RFP template & Project Manager for above

Park Safety Inspection Work - the Ramps

Water Tower repairs

Review Park & Measure A budgets

Discuss our share of costs to TVCSD, request \$ amount we can authorize for repairs without Board approval

Ping Pong Table

Donation sign on Bathrooms

1. Open communication: PAC discussed the need for a Project Manager (PM) to help orchestrate upcoming Park projects: Gazebo, gate, ADA ramps, ping pong table, etc. Margaret offered Karl is available for \$70/hr, and is familiar with the job. This person would work directly with Bill B. and David Judd. Discussion about possible alternates, to be brought up at next TVCSD meeting. Question about if this temporary contract (non-employee) position/person would need to have an RFP put out for this. [Discussion only. No action]
2. Minutes approved for Oct. & Nov meetings. [action]
3. Margaret Graham was re-elected as Park Chair for 2016 (only). Brian Lamoreaux was re-elected as Secretary. TVCSD Board Chair Bill Bonini joined as new member to PAC.
4. Gazebo / Gate / Water Fountain plans update: plans have been submitted to County Planning Dept. Bill B. offered to check status soon. [Discussion - No Action]
5. RFP template for Park Projects (mentioned above) - PAC has identified hiring a PM will help make this happen. [Discussion - No Action]
6. Safety Inspection & ADA ramps: David Judd said only item needed beyond ramps is a small hand rail in play structure. David will get adjusted budget for ramps from concrete guy before TVCSD meeting (initial budget was \$8200). Both projects hope to be completed within next 2 months. [Discussion - No Action]
7. Water Tower repairs: David & Bill to do soon.

8. Measure A budget edits: Add to this year's budget: PM, financial manager and ramps. Keep water tower repairs. Move items to next budget cycle: Ping Pong, and Fence repairs. Remove from work plan: Corn Hole.
9. Park cost discussions. PAC to formally define "emergency" for emergency costs including: pump broken, bathrooms inoperable, fire, structure issues, fallen tree, water leaks, electrical problems, etc. Discussion about "Emergency" Protocol, who to call, etc.: Melinda, Bill, David, then Jose (GM).
10. Ping Pong Table - PAC still is interested in this project, but decided to postpone the project until further progress is made on ramps, water tower, and PM for gazebo, etc.
11. Donation sign on Bathrooms: no news to report. Brian will check with Beth re: status. Brian offered to initiate updating of park information sign, new phone numbers, etc. and will email proposed updates for next PAC meeting. [Discussion - No Action].
12. Bathroom improvements: spring loaded faucets have been installed.

Meeting adjured at 8:40pm

Minutes approved by:

Mary Ann Graham

Date:

2-22-2016