

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT BOARD MEETING

Minutes of Meeting held Wednesday March 9th, 2011

Board Members Present: Eric Knudsen, Bill Tucker, Patty Oku, Hope Sturges

Board Members Absent: Walter Earle

Also Present: Karl Drexel, Administrator, Steve Phillips, Nicole Vigeant, Terry Tanaka Duffey, Deborah Parrish, Paul Duffey

FINAL

Call to Order: Bill Tucker called the meeting open to the public at 6:02pm,

Open Communication: Patty Oku is creating a flyer wherein to promote Party in the Park, July 3rd, and district news. She requested a go ahead and agendaized it for next meeting. Having open communication at the end of each meeting was brought up and it will be on the agenda next month as well.

Additions, corrections, and approval of the February 9th, 2011 board meeting minutes: **Patty Oku made a motion to approve the February 9th, 2011 Board meeting minutes. Eric Knudsen seconded it. 3 ayes, 0 nays, 1 absent**

Financial Report: The electrical bill is running @\$23.00/month. **Hope Sturges made a motion to accept payments, approve expenditures, and accept financial statements. Eric Knudsen seconded it. 3 ayes, 0 nays, 1 absent.**

Phillips and Associates Report: Steve Phillips gave report. The algae in the ponds are at the lowest levels in years and he attributes it to Aqua Shadow use. The sewer system has enough pond capacity to make through the winter. There have been no significant problems, even through a power outage. Infiltration flows have not hit high levels. Phillips and Associates are getting ready for irrigation season.

Committee Reports:

Newsletter Committee: It was decided that the flyer will take the place of the newsletter this time and that the next newsletter will be put out June, The flyer will be sent out in April.

Fundraising Committee: Party at the Park, July 3rd. Details and ideas were discussed on Party in the Park. Patty Oku will volunteer to be in charge of the silent auction, publicity, and signage, Bill Tucker is in charge of set up and clean up. The park will have a booth. Laganitas will donate beer. The district needs a booth coordinator and food concession person. Proceeds that will fund the park are the auction, booth fees, beer sales, and all or percentage of the BBQ. Deborah Parrish stated she would ask her husband about playing music for the event. We will need insurance for the day and an ABC permit. Karl will be in charge of Park booth.

Community Advisory Committee: The Board advised the committee that a special meeting in closed session will be called, and properly noticed, to discuss the CAC's complaint concerning accounting and whether the Administrator received payments correctly for his services last year. Results will be reported at the next meeting. Letter was sent to John Ward.

Mosquito Committee: Nothing to report.

Policy and Planning Committee:

Strategic Plan -Deborah Parrish presented her strategic planning services she would provide for the district's 5 Year Plan if hired. She stated it would take up to 6 sessions (four 4 hour sessions and two 2 hour sessions) spread out over 2-3 months for \$1000.00. **Eric Knudsen made a motion to hire Deborah Parrish to help our district make a 5 Year Plan for \$1000.00. Patty Oku seconded it. 3 ayes, 0 nays, 1 absent.** The first 5 Year Planning meeting will be April 23rd, 4.5 hours long, 10:00 - 2:30pm with 1/2 hour lunch. Bring your own lunch. Following meetings will be set up as a group.

Letter to Melinda Bell- Melinda Bell as a possible accountant for the district was discussed. It was agreed she was well qualified. The accounting for the district is a 20 hour job each month on average according to the administrator. The 20 hours include going through bills that Karl Drexel

stated he would still have to do as administrator. It was discussed that hiring an accountant would be beneficial because it is another check balance for the district, and if something were to happen to the administrator someone would be able to do part of his job. It was also discussed that hiring an accountant would not save the district money and would likely cost more because the administrator and the accountant make comparable hourly wages, their jobs would overlap, and the administrator is currently fulltime. It was decided to delve into hiring an accountant through the 5 year plan. It was decided to meet her and see what she has to offer and leave it open as a possibility. Karl Drexel stated he would invite her to the next meeting.

Pending Business

A. Grant Writing: County explanation in board packet of the CDBG was pointed out. Nothing else to report

B. Improvement Projects: Work day for the park was discussed. A *representative* of the Acterra Business Environmental Award will make a site visit on Friday with Karl Drexel and Walter Earle. There will be a separate meeting at Huffman's office on Thursday with Karl Drexel and Patty Oku.

C. Sass property: Nothing to report,

D. Clean Renewable Energy Bonds/Solar project: The solar project was finalized today and is complete. Alarms systems were completed.

E. TVSCD Web Site: Nothing to report

F. S1390 Funds: Determination of allotment discussed. Patty Oku stated that these funds were going to be made and info is at when you Google "lawmakers approve funds open meetings".

G. Complaints and Correspondence from Customers: Barbara Norris stated she was happy and no longer was bothered by the noise of the pumps at the sewer ponds. Marilyn Yee wrote a letter stating she does not have the bylaws in a form that can be edited.

New Business: Nothing to report

Administrators Report: Nothing to report.

Correspondence: reviewed. The Board mentioned they all liked the idea of a community pool at the old high school, possibly in conjunction with the SUSD.

Meeting adjourned at 8:11pm. Next Meeting April 13th, 2011 at 6pm

Minutes Submitted by Hope Sturges, Board Member



April 13, 2011

Approved

Date