

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT  
BOARD MEETING**

Minutes of Meeting held April 13, 2011

**Board Members Present:** Bill Tucker, Patty Oku, Hope Sturges

**Board Members Absent:** Walter Earle, Eric Knudsen

**Also Present:** Karl Drexel, Administrator

Paul Duffey                      Melinda Bell  
Terry Duffey  
Venta Leon  
Donna Clavaud

**Board Vice President Bill Tucker called the meeting to order at 6:08p.m.**

**Open Communication:**

There was discussion regarding having the Open Communication Item at the end of the meeting so that people who find it difficult to make the 6:00 meeting can still comment on items that do not appear on the Agenda. By consensus it was decided to move the Agenda Item to the end for future meetings.

**Approval of Minutes:**

The Chair entertained a motion to approve the March 9, 2011 board meeting minutes. There were some changes made and discussion held regarding the Special Meeting that was called by the President. After corrections:

**Patty Oku made a motion to approve the minutes of the March 9, 2011 Regular Board Meeting as corrected. Seconded by Hope Sturges. M/S/U.**

The Administrator noted that the Special Meeting held on March 28, 2011, still needed minutes published indicating no action taken. Hope said she will write the minutes.

**Financial Report:**

**A. & B.** The Administrator submitted the financial reports for March and noted that there was nothing to add to the financials in the Board packets.

**Hope Sturges made a motion to accept payment report, financial statements and approve expenditures. Seconded by Patty Oku. M/S/U.**

**Phillips & Associates Report:**

The Administrator reported that Phillips & Associates has completed preparation for irrigation, which will start after April 15<sup>th</sup>. He also reported that the aerator motor has been delivered and will be installed. He also reported that there was a serious leak in the manhole across from the lift station which was repaired by Piazza Const.

Discussion was held regarding water fleas as a treatment system to eat algae. The professional consensus was to continue with the Aqua Shadow and wait and see.

**Committee Reports:**

**A. Newsletter Committee**

Terry Duffey indicated there was nothing to report.

**B. Fundraising Committee**

Patty gave a report on the planning of the fund raising "Party in the Park". Beth Koelker helping with signage. Karl and Roxanne to sell tickets and raffle tickets, provide coffee, wine

and wine glasses, and two tap jockey box. Patty getting raffle and silent auction donations and beer. Eric doing brats and dogs w/ help from Hope and Bill. Bill in charge of set up and tear down. Hope to haul garbage and make labels for the garbage and recycle cans.

**C. Community Advisory Committee**

Donna reported on behalf of the committee that they wanted to thank the Board for taking their concerns seriously and for taking the time to meet with them and discuss their issues. They read the minutes they took at that meeting and are made a part of these minutes. She also reported that they were looking forward to the Strategic Planning meeting.

**D. Mosquito Committee**

Nothing to Report

**E. Policy and Planning Committee**

Board reviewed the engagement letter from Deborah Parrish for the Strategic Planning meetings.

**Patty Oku made a motion to accept Deborah Parrish's engagement letter. Seconded by Hope Sturges. M/S/U.**

Melinda Bell introduced herself to the Board. Discussion was held regarding what the function would be of a bookkeeper, what she would do in that position, what the Administrator would need to continue to do. No action taken regarding a Bookkeeper position.

**Pending Business:**

**A. Grant Writing**

1. Prop 40 Grant Project Manager to inspect Park for final approval on April 20<sup>th</sup>.
2. Land and Water Conservation Fund Project Manager to inspect Park for final.
3. The Administrator reported that he applied for and is receiving a \$10,000 grant from Supervisor Kinsey to finish the Park including landscaping and irrigation, garbage and recycling cans, signage, etc.

**B. Capital Improvement Projects**

The Administrator reported that the striping company donated the labor and materials for handicap striping in the parking lot as well as a basketball key for half court basketball. There was discussion regarding the privacy screen in front of the bathroom doors. The consensus was that the material will be no climb wire with native wild grape vines that Walter will donate. The Administrator also reported that the District did not receive the Acterra Business Environmental Award, although the District was a finalist in the judging for the Pond Project.

**C. Clean Renewable Energy Bonds – Solar Project**

The Administrator reported that the solar project was done and the contractor has been paid. All distributions have been made by Deutsche Bank.

**D. TVCSD Website**

The Administrator reported that sonic.net was the only ISP that could do the ca.gov domain name. Their rate is 20/mo to host the website. He noted ATT kept saying a higher tier Tech support would have to figure it out, and they never did. The consensus was that sonic was a better choice due to being local, better customer service and they could do it now.

**E. Complaints and Correspondence From the Community**

There was no correspondence from the community

**New Business**

**A. CWEA Collection System Alert**

The Administrator reported that the SWRCB is proposing more stringent regulations to collection systems with over a mile of collection mains. This will supplant the existing SWSMP requirements that have been excessive and costly already. The CWEA is requesting

Districts write letters during the comment period objecting to the new rules. The Administrator indicated that he would write a letter if there were no objections by the Board.

**B. TVCSD Board Elections 2011**

The Administrator reported that there were two seats on the Board up for election, Bill Tucker and Patty Oku. Filing period is from July 18 to August 12, 2011. He noted that candidates had to go to Civic Center and take out papers in order to run. He introduced Resolution 11-01 to place the District Election on the County wide ballot in November.

**Patty Oku made a motion to adopt Resolution 11-01 placing the District Election on the County wide ballot for the General Election in November 2011. Seconded by Hope Sturges. M/S/U.**

**C. SDRMA Elections**

The Administrator reported that our insurance carrier, SDRMA, is having Board Elections and there is one seat up for election from the zone covering the District. He noted he had nomination papers if anybody on the Board wanted to run.

**Administrator's Report:**

The Administrator submitted a daily timesheet for the previous month.

**Correspondence**

The Administrator submitted copies of correspondence. No action was necessary.

**Ad Hoc Committee Meeting 4-3-11 Minutes**

Meeting on 3 April 2011

Present:

Board members Patty Oku, Walter Earle  
Committee members Donna Clavaud, Venta Leon, Ted Anderson, John Tornes,  
Paul Duffey, Terry Duffey

The Advisory Committee's Questions

1. How many monthly payments did the administrator get in FY 2009-10, 11 or 12?
2. Are the P&Ls correct? Le., starting in Sept, is he getting paid after the work for the month has been completed? Or is he still being paid in advance?

The Board's Response

1. The accrual method of accounting is being used. This means that invoices get recorded on the day they are received by the district, rather than on the day they get paid. Therefore, the administrator did not get paid in August because the invoice #09-16 in the August board packet was received by the district on July 31, 2009. That invoice is considered to be for July, and was posted as payment for July 2009 in the P&Ls.  
The invoice #09-18 in the Sept board packet, was received by the district on Sept 4, 2009. It is therefore considered to be for Sept, and not for August. There is no payment to the administrator for August because there is no invoice received by the district in August. That is why there is no payment for Administrator's Fees in the August P&L. He received 11 payments in FY 2009-10.
2. The board agreed that the administrator is still being paid in advance. He is now invoicing the district at the beginning of the month for that particular month. Previously he was invoicing at the end of the preceding month.
3. The board did not give the administrator a directive to 'change his billing cycle.'
4. The board has taken no action at this time regarding changing the billing cycle for the administrator to be paid after services are rendered. However, the administrator

will now be required to state on each invoice, the month of service.  
E.g. "For administrative services for May 2011."

Adjourned at 7:54 PM

Next Meeting: May 11, 2011 6:00 PM.

  
Approved \_\_\_\_\_ Date May 18, 2011