

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING**

Minutes of Meeting held May 18, 2011

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

Also Present: Karl Drexel, Administrator

Paul Duffey	Doris Pareas
Terry Duffey	Luana Pinasco
John Lytle	Blair Fuller
Donna Clavaud	Bonnie McLaird

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

Open Communication: (moved to beginning of meeting to accommodate guest)

Bonnie McLaird addressed the Board as a representative of the Swap Meet Group. She presented a sketch of the proposed entrance gate to the Park that the Swap Meet Group donated funds for. There was discussion regarding the gate and it was confirmed that the Park still had the funds and that Bonnie would coordinate with David Judd and George Magan and return with a final design.

Approval of Minutes:

The Chair entertained a motion to approve the March 28, 2011 board meeting minutes and asked for any corrections and additions to the minutes. Being none:

Walter Earle made a motion to approve the minutes of the March 28, 2011 Special Board Meeting. Seconded by Patty Oku. M/S/U.

The Chair entertained a motion to approve the April 13, 2011 board meeting minutes and asked for any corrections and additions to the minutes. Terry Duffey noted that Donna Clavaud had read the minutes of the meeting with the Ad Hoc Committee and Walter and Patty and wanted them entered into the minutes of the April 13th meeting. The Administrator said he would add the minutes read into the April minutes:

Walter Earle made a motion to approve the minutes of the April 13, 2011 Board Meeting as amended. Seconded by Patty Oku. M/S/U.

Financial Report:

A. & B. The Administrator submitted the financial reports for April. He noted that an additional bill had come in for David Judd for \$675 for the Park project

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

The Administrator submitted a Draft Budget for Fiscal 2011-2012 for review and first vote. The Budget explained the major line item expenses and income. The overview was that the expenses were up approximately 4% and income was a little less than the last year, primarily due to not receiving any grant funding. However the overall Net Income for each division was positive after excluding non-cash Depreciation Expense.

The Chair entertained a motion to approve the Draft Budget for Fiscal Year 2011-2012. Discussion was held regarding the Draft Budget.

Patty Oku made the motion to accept the Draft Budget for Fiscal 2011-2012. Seconded by Walter Earle. M/S/U.

Phillips & Associates Report:

The Administrator reported that irrigation is ongoing, effluent sample testing is within parameters, the aerator has been fixed, and the next round of irrigation field maintenance will be started in a couple of months. Mike Parks noted that gorse shoots are coming up that need to be sprayed, but that there are also more invasive thistle that is coming up. He noted the expense is included in the new budget.

Committee Reports:

A. Newsletter Committee

Terry Duffey reported that the Newsletter was coming due. The articles for this issue are the Party in the Park, the Capital Improvement Projects, the Board election, strategic plan, workday, donations and the website.

B. Fundraising Committee

Patty gave a report on the planning of the fund raising "Party in the Park". She reported everything was going well. A Tri-fold mailer went out to all residents. Signage will be going up over the next few weeks. She reported on all of the raffle and auction items.

C. Community Advisory Committee

Terry Duffey reported that they had nothing to report, but that they were taking an active part in the Strategic Planning Session.

D. Mosquito Committee

Nothing to Report

E. Policy and Planning Committee

The Strategic Planning meetings have been held and the final session is being re-scheduled due to conflicting schedules.

The Administrator reported that the District bylaws are of "no legal force and effect" based on the formation of the District as a CSD and the changes in CSD law. He submitted samples of bylaws and Policy Manuals that could be adopted by the District based on suggestions from County Counsel. He noted that the bylaws and ordinances are listed in a later agenda section and should be discussed there.

Pending Business:

A. Grant Writing

1. Prop 40 Grant sent an inspector for the final inspection of the Park.
2. Land and Water Conservation Fund sent an inspector for the final inspection of the Park.
3. The Administrator reported that he received 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 Park Project has a few finishing touches needed. The Administrator acknowledged a great turn out for the Workday in the Park. He also presented a photo album of the Park Project progress. There was discussion about getting a basketball hoop installed prior to the Party in the Park.

Patty introduced a design for garbage and recycling can units by David and Tim Menini to be located throughout the Park. Each unit holds two 32 gallon cans and would be raccoon and rain proof at a cost of about \$547 each or less. She also noted that Jason McLean has Cyprus slabs he is willing to donate for benches. Discussion was held regarding the cost of the units and benches. Patty also reported that Tom Hickman has offered to lay the baseboard tile in the bathrooms.

Patty Oku made a motion to order four of the garbage can/recycle containers for the Park. Seconded by Walter Earle. M/S/U.

C. TVCSD Website

Walter reported that website is up and functioning. He has uploaded all of this year's minutes and agendas, and will continue with older meeting minutes in an archive section.

D. Irrigation Field Management

The Administrator reported that the maintenance program will continue with spraying this summer to stop the invasion of the thistle and gorse. He noted that he did not think it was necessary to grind anymore of the gorse plants. There were a few small plants that weren't done lat time, and could be ground down if it becomes necessary, but not now.

E. SSMP

The Administrator reported that it is still being worked on and that some of the sections might need to be outsourced to an engineer and it isn't in the budget. He also reported that the State is now proposing to change the requirements again, which most agencies and associations are fighting.

The Administrator reported that he contacted County Counsel regarding the bylaws, and was advised that the bylaws are not enforceable because the District is a CSD. He submitted samples of ordinances and policies from other agencies for review.

Discussion was held regarding breaking off the non-profit to another entity while keeping control and ownership of the Park itself. The non profit would be set up as a funding agent for the Park, but not having the ownership or management of the Park. The Board determined that the issue deserves continued discussion at a later date.

F. Complaints and Correspondence From the Community

There was no correspondence from the community

New Business

A. 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.

B. Tomales Transit

Doris Pareas, Luana Pinasco, and Blair Fuller presented a description of the Tomales Transit non-profit and discussed their plans and future direction. Discussion was also held regarding possible funding opportunities. They noted they would not be running their own busses, because the "free" bus from Whistle Stop would cost a lot of money in painting, rebranding, maintenance, getting drivers, etc. They hope to partner with the Marin Stagecoach.

Administrator's Report:

The Administrator submitted a daily timesheet for the previous month. He also noted that RCAC might be able to do a MHI study and a rate structure study.

Correspondence

No action taken

Patty Oku moved to adjourn the meeting. Seconded by Walter Earle. Adjourned at 8:11 PM

Next Meeting: June 8, 2011 6:00 PM.



Approved

June 8, 2011

Date