

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
BOARD MEETING**

Minutes of Meeting held June 8, 2011

Board Members Present: Bill Tucker, Walter Earle, Patty Oku, Hope Sturges, Eric Knudsen
Board Members Absent: None

DRAFT

Also Present: Karl Drexel, Administrator

Paul Duffey
Terry Duffey
Venta Leon

Nicole Vigeant

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

Approval of Minutes:

The Chair entertained a motion to approve the May 18, 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 May 18, 2011 Board Meeting. Seconded by Patty Oku. M/S/U.

Financial Report:

A. & B. The Administrator submitted the financial reports for May and the May-June expenses.

Patty Oku made the motion to accept the Draft Budget for Fiscal 2011-2012. Seconded by Walter Earle. AYES: Tucker, Earle, Oku, Knudsen. NOES: None. ABSTAIN: Sturges.

The Administrator submitted a Second Reading of the Draft Budget for Fiscal 2011-2012 for review and Final 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 Eric Knudsen. AYES: Tucker, Earle, Oku, Knudsen NOES: None ABSTAIN: Sturges.

The Administrator submitted Resolution 11-02 reauthorizing the Sewer Service Fee of \$63.00 per month, for review and adoption.

Eric Knudsen made the motion to Resolution 11-02. Seconded by Patty Oku. AYES: Tucker, Earle, Oku, Knudsen. NOES: None. ABSTAIN: Sturges.

The Administrator submitted Resolution 11-03 authorizing the County to collect the Levy 4 tax and sewer fees on the County Tax Bill.

Walter Earle made a motion to adopt Resolution 11-03. Seconded by Eric Knudsen. M/S/U.

Phillips & Associates Report:

The Administrator reported that irrigation was turned off for the week until the rains stop and the ground dries out. The ponds are in good shape and the freeboard was increased because of the rain.

Committee Reports:

A. Newsletter Committee

Terry Duffey submitted a copy of the Newsletter for review. She said it took some formatting to get it all in, but it came out great.

B. Fundraising Committee

Eric gave a report on the planning of the fund raising "Party in the Park". He went over the duties and scheduling, the committed bands and vendors and the assorted 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 Session's final meeting is scheduled for June 18th.

The Administrator reported that he is working on a Policy Handbook that will include Board Policies and what would generally be in By-laws. He noted that the Bylaws are obsolete and that the Articles of Incorporation are for the non-profit. He reported that he was not pursuing abandoning the non-profit or setting up a separate entity to take it over because it will involve a considerable amount of legal maneuvering and it isn't in the budget at this time.

Pending Business:

A. Grant Writing

1. Nothing new to report on Prop 40 Grant.
2. Nothing new to report on LWCF Grant.
3. No new grants are being sought at this time.

B. Capital Improvement Projects

The Administrator reported that the Park Project has a few finishing touches needed. The basketball hoop has been ordered and was funded by a grant from the Spight Family Foundation. He also reported that the benches and garbage cans and recycling cans are in the works.

He reported that he was trying to get a rain gauge installed with recording and reporting functions that can be integrated into the SCADA system or another program for comparisons between flow and rainfall for I&I diagnosis. He mentioned that Control Systems West bid on it at a cost of \$10,000. He said he would continue looking.

C. SSMP

The Administrator reported that he was working on the SSMP, but has not completed it. He noted that he met an engineer that is a member of the RWQCB and who worked on San Quinton's SSMP and he gave us permission to use it as a template.

D. Complaints and Correspondence From the Community

There was no correspondence from the community

New Business

A. TVCSD Board Elections 2011

The Administrator reminded the Board that there were two seats on the Board up for election, Bill Tucker's and Patty Oku's. Filing period is from July 18 to August 12, 2011. There was discussion about Tucker's seat since he was originally asked to be on the Board as a

representative of the SUSD. The Administrator noted that there was no formal agreement to have a SUSD employee on the Board, but that he would notify Dr Rosenthal that Tucker's seat is up for election.

B. SDRMA Election

The Administrator submitted the SDRMA Election notice and the statement by the candidates. The Board selected three candidates from the list.

Eric Knudsen made a motion to adopt Resolution 11-04 electing Sandy Raffelson, Edmund Sprague, and Ed Gray to the SDRMA Board of Directors. M/S/U.

C. LAFCO Budget

The Administrator submitted a copy of the upcoming LAFCO Budget. No action necessary.

D. Annual Audit

The Administrator submitted a copy of the engagement letter from Sue Gorenson, CPA for this year's annual audit. Hope Sturges requested that we look for another auditor so that there is a new set of eyes on the books and there is no conflict of interest. Discussion was held regarding the bids from other auditors in the past and that Gorenson was the cheapest. There was also discussion about what are best practices for using an auditor. The Administrator noted that this is an ongoing discussion item with special districts throughout the State and the consensus is auditors should be changed every 3-5 years. Sue Gorenson has audited the year-end financials of the District for two years. The issue was tabled until the next meeting and the Administrator was asked to get new bids for this year.

Administrator's Report:

The Administrator submitted a daily timesheet for the previous month.

Correspondence

No action taken

Patty Oku moved to adjourn the meeting. Seconded by Walter Earle. Adjourned at 7:49 PM

Next Meeting: July 13, 2011 6:00 PM.



Approved

July 13, 2011

Date