

compensation. The Board discussed the possibility of increasing compensation to Breon, or the possibility of hiring an additional contractor specializing in accounting work.

Correspondence - none received.

Next meeting - The Board discussed the June 5th meeting noting that it would emphasize the budget for next fiscal year. Proposed budgets from programs and administration were requested to be sent out a full week prior to the June 5th meeting (by May 29th).

There was a general discussion about meeting frequency and timing. It was suggested that meeting every other month may be sufficient, especially given the activity of subcommittees. It was agreed to skip the July meeting to see how this affected the process. It was also suggested that meeting on the second Thursday of the month may allow improved financial reporting by having more current information from various accounts.

Meeting was adjourned at approximately 11PM.

Ward proposed and Swan supported the concept of an open site, managed to an extent by users.

#### 5) Storm Water Runoff

Uridel stated that Los Trancos Woods is particularly concerned with hazardous conditions. He and Smernoff had put together an overview, but Uridel suggested not going into it in detail at this meeting. Smernoff suggested that people send comments between now and next month.

Krenz suggested that the District explore the potential breadth of this issue, with the question being how the District might have a role to play.

Ward responded that clarification of the problem should be the focus of the next document.

Gage recommended getting a cost estimate for a study for the next meeting. Smernoff responded that he is tracking that down.

Tate recommended contacting the County early on.

Uridel mentioned that perhaps a university or similar institution might be able to help.

Ward asked what a proposal might look like.

Swan expressed concern that people will too easily identify individual issues for the District to spend money on.

[At this point, the taking of minutes was turned over to Director Smernoff.]

#### Finance Committee report -

Krenz reported that the District now had online banking established for Union Bank and the LAIF account. Performance of the Quickbooks accounting was solid and that the Finance Committee was working on reviewing and revising the chart of accounts to efficiently record the types of transactions the District uses. They will work with Jeff Ira to ensure that the suggested revisions will feed efficiently into the annual audit process and generally accepted accounting principles. Krenz will continue to manage the accounting process for another 1-2 months to ensure a smooth transition to the new system. He recommended keeping the current excel spreadsheet report as it was the most informative report and should be relatively simple to maintain.

The board reviewed and unanimously (Blackmon absent) approved the monthly financial report.

Krenz has produced a detailed accounting procedures manual. The issue was raised whether the required work was consistent with salary currently being paid to Recording Secretary Breon. It was agreed that a revised scope of work for the recording secretary work and a revised scope of work for the accounting work was needed to evaluate the amount of work relative to the

Gage said the District's insurance might only [remainder not captured].

Ward moved approval of budget change, Smernoff seconded, unanimous approval.

- Three-year Estimated Budget for Subcommittee

Smernoff distributed a handout and gave a brief explanation, mentioning the preliminary nature of the document. Rather than go into lengthy explanation, he asked people to get him comments before the next meeting.

Ward suggested a demonstration E.T. system on District lands. People seemed favorable.

Water Use Efficiency:

Ward noted that the Subcommittee had previously produced a three-year estimated budget.

Ward hosted a seminar on E.T. systems, with seven attendees and a good speaker from SF. He expressed concern at the low attendance. He stated that he is still contacting the heaviest water users.

Gage noted that he has three new rebate applications.

#### 4) Communications and Website

Esther has agreed to oversee the update of the website for the next two months. Several questions remain:

- Who will build it? This could be a volunteer or a contractor.
- Who will maintain it? Most likely, this will be the Communications Committee.
- Who will host it? Still searching.
- What does the District want to say? Open question.

The Recording Secretary will likely be the person to upload files.

Smernoff said that the archiving of materials is an important reason for the website.

Krenz had recently bought the domain LTCWD.com [and perhaps .org]

Gage mentioned that his daughter does website design.

Neuer felt it good that the sewer issues affected two Board members, since this would help keep the Board informed of progress.

Ward asked what would be done with information generated by Sloan. Dray-Nightingale responded, saying the sewer group would then have a meeting with Supervisor Gordon.

Smernoff reassured the group that the District has no intention of pursuing legal action against West Bay.

Krenz moved up to \$2,500 for Sloan to research and write on the sewer issues and that there would then be a report to the Board within 120 days of Board approval. Smernoff seconded.

Gage remarked that West Bay might react to this move.

The motion carried 3-0-1, with Ward abstaining.

[Back to Subcommittee reports]

Land Management:

Smernoff said he had four items:

- Fuel Load Reduction

The hired crew had worked 8.5 days and done a good job of clearing the area along Lake Road, trying to be sensitive to habitat concerns. Unfortunately, Smernoff later found that the company was not under a licensed contractor (although their letterhead said otherwise). This is a lesson learned and more research would be done with future contractors. \$10,000 had been spent.

Gage said he liked the work that had been done.

- Encroachment Permits from County

The Red Shed permit will be issued shortly, so work can begin.

After a visit from a higher up County representative, the Lake Road permit should receive greater attention.

- Budget and Expenses for Land Management Subcommittee

The budget was originally \$21,000 for the Subcommittee, and estimated expenses are now \$32,935, for a change of \$11,235.

There has been only one responsible bid (licensed contractor required) for everything but the fencing. Considerable items were added to the Red Shed work, adding costs. In addition, the viewing area was expanded in scope.

[At this point, Krenz decided to move the sewer agenda item up on the agenda, to accommodate audience members.]

### 3) Sewers

Smernoff had met with attorney Sandy Sloan. She had stated that a nexus exists for her working for the District on the sewer issue, and estimated up to ten hours of work. He suggested authorizing an amount not to exceed \$2,500 for this work.

Uridel raised the question of conflict of interest. Smernoff responded, saying Sloan had told him that if 10% or more of households in the District are affected, there is no conflict. The number of households affected here is more than 20%.

Smernoff said he felt comfortable being the District representative to the sewer group. Uridel also felt comfortable with the expenditure, given the legal advice.

Sloan evidently also felt it was a good idea for the District to be a liaison between the resident group and West Bay Sanitary District.

Ward asked if it was known what percentage of the sewer group was concerned with the issues raised. Uridel responded saying exact numbers were not known, but that concerns seemed generalized.

Smernoff said that he had talked with Sloan regarding possible deannexation from West Bay, but that such a path is fraught with issues.

Uridel stated that the number of families hooking up to the sewer system would increase because the public health problems involved were serious.

Krenz then opened public comment.

Gage wondered how many people by a District expenditure on legal advice.

Dray-Nightingale gave an impression of the number of households interested in various issues. She agreed with Uridel that the number of households hooking up would increase over time.

In response to Ward, Uridel said Sloan was certain that this issue is within the District's charter and that getting involved might help relations with other local governmental entities. Ward nonetheless expressed concerns that this would be a significant change in the District's role.

Gage suggested grant funding to the sewer group rather than a District expenditure. Others disagreed, citing Sloan's advice.

B. Ward said that the community emergency preparedness groups appreciated the \$21,000 grant and that the groups had spent \$8,500 on radios. He thought the radios would have a good power source and that gaps in coverage could be dealt with. He noted that people must be trained on their use before receiving a radio. Ward noted that another meeting on communications had been held, and new people showed up. He emphasized participation as a key first step, and that perhaps a survey of why people don't come would help. Playing games with the radios could help train volunteers. A monthly check-in with the radios would be good, but would need to be interesting to get people to participate.

Uridel asked how radios and tools were being tracked. Ward responded with what is being done, and he felt all equipment traceable.

C. Krenz had held a meeting to discuss five possible areas of funding. In addition, he had met with the fire chief to prioritize ideas. The chief responded, in ascending order of priority: 6) fire breaks, 5) fire fighting, 4) CPR, first aid, and defibrillators, 3) communications, 2) a secondary water source, and 1) fuel load reduction.

Krenz had gone to Ray Marit's presentation in PV regarding fire risk. Marit had said the risk was high for PV, and thus Krenz asserted that it would be high for the District region as well. Marit will send the District Board a proposal for assessment.

Krenz also toured the area with Supervisor Gordon, who seemed supportive of District actions and plans.

Krenz said that if fuel load could be reduced enough, there might even be federal funds available. If PV, Foothills Park and other surrounding property owners would join in, the perimeter of the District could be better protected.

Breon asked a question about whether radical reduction of fuel load could harm wildlife or habitats, but he emphasized that he was not making an opinion, just asking a question.

Ward liked the idea of starting load reduction with District lands then work with others. He mentioned that others areas were doing more—in Tahoe Donner tickets could be issued for not reducing fuel load.

Smernoff supported working with others, especially public entities at first. He also noted that people liked the chipper program, and he felt it should be done more often.

Gage suggested that the District should perhaps own a chipper for loan. He thought a good one might be a \$10,000 investment.

Krenz stated that two or more Special Districts could agree on sharing funds, so long as it is within the purview of the Districts.

Krenz had also talked to a Palo Alto homeland security cop, who suggested a possible mobile pump for use.

Draft  
Minutes of the May 1, 2008 Meeting  
Board of Directors  
Los Trancos County Water District

The meeting was called to order at 7:35 at Corte Madera School.

Roll Call:

Present—Director's, Smernoff, Krenz, Ward, Uridel

Others—Craig Breon (Recording Secretary), Karen Tate, Stan Gage, Richard Swan, Scott Gamel, Linda Dray-Nightingale, Bob Neuer

Public Comment:

Tate provided comments on the new meeting venue—Corte Madera School. She liked it, though understanding it makes for a longer drive. She liked the clarity of communications, delineation of roles, cushy chairs, and bigger size of the room. She felt the space would be more comfortable if contentious issues come up.

Ward responded saying he had feedback from neighbors saying the new meeting place was too far away and that a home was a more comfortable setting.

1) Minutes of April 3:

Two sets of minor comments had been submitted in advance and would be incorporated into the final minutes. Smernoff moved approval, ward seconded, and unanimous approval.

2) Subcommittee Reports:

Emergency Preparedness

A. Uridel said he had spent time distributing water jugs, yet 20 remained. He said he would produce another announcement on the community group lists to recruit more households.

Swan asked that future emails encourage people to actually fill the jugs. It was then found out that several people in the room had not yet filled their jugs (names withheld to protect the guilty).