

**DRAFT Minutes for County Service Area Advisory Meeting
Nov 10, 2011, 6 PM
Wild Wings Golf Clubhouse**

CALL TO ORDER

The meeting was called to order by Georgia Cochran. Committee members present were Scott Picanso, Doug Williams, Don Bain and Rod Shaffer. Others included Regina Espinoza, county Steve Argo and Randy Thomas, Kemper, and members of the Community.

PUBLIC COMMENT

Presentation by M Bedig-Williams re Second Saturday poster, and recommended the formation of a Restaurant Subcommittee. Mark said that golf course committee will be discussing this issue at their next meeting.

Rick said booster pump has been installed and a PG&E rebate will be coming to defray part of the \$16,000 cost of the new pump.

Rick wants to know where the water statements are, and why they have not been corrected. Oct 3 email said that there were issues about the production of the statements. Regina will take the questions to John Bencomo. Mark asked about the appeal procedure. Regina said readings of water had to be submitted before August 1st so that tax assessment can be formulated. She said there is an appeals process that can be done to get money reimbursed. Georgia wanted to know how the water issue will be handled this year. Not resolved.

MINUTES

Minutes for September 15, 2011- Georgia will amend the LAFCO issue language, minutes approved with amended language; October 13, 2011: amended language re odor issue statement, approved with amended language.

OLD BUSINESS

Old Business

Action Item

1. Golf Course Update- Financial Presentation and Contract Amendment Recommendation. Mark reported on meeting last Wed Nov 2, ~ 50 persons attended. Slides presented by Kemper representative, Steve Argo :
 - a. 5- year financial overview, down in 09 and 10 from 06 and 07. Revenues up in 2011-12, due to food and beverage increase, makes up for green fee/cart fee revenue. Other revenue is golf shop merchandise. Rounds are down. Question about water bill, who pays for golf course water, not in Kemper numbers.
 - b. Rounds down 13%, competitors down 24%. F&B is more, GF/CF is down
 - c. Cash flow analysis, 2011/2012 loss from operations is (\$223,161) and funding is \$180,000, shortfall is (\$43,161). Georgia commented that there needs to be better response from county so that assessments can be upped if necessary. Regina being out on leave, somebody has to cover for her, need answer from county. Regina said that the letter from Kemper August 24, was received past the date, August 1st.

- d. Food and Beverage: went from loss of (\$32,474) in 2010/11 to a positive of \$46 in 2011/12. Want to continue to make the Nest profitable. Golf alone is not going to support the operation, need the Nest as well. Georgia commented on increased use of the Nest, for Pizza etc. Mark said the Nest complements the golf course. Morrison's are running this and payroll is part of reason, more reasonable.
- e. Local market analysis: WW rounds down 13%, competitors down 24%
- f. Action plan – drive additional daily fee rounds. Advertising, league and tournament play, lessons for new golfers, junior golf camps, 3rd party providers to book golf rounds – Groupon, Costco, Golf-now, etc.; market to email database. Comment about agreements with sister golf courses.
- g. Nest maximize profitability, hours/days/season of operation, payroll expense, maximize COGS through pricing, possibility of delivery service, and continue to market the Nest.
- h. Next steps- drive revenues keep control on expenses, promote nest and re-evaluate the performance December 31st, 2011.
- i. Awards for Wild Wings, planting 140 new trees on course, improve comfort level in summer, Nest before and after, driving range cages, need netting, \$1300, maybe from tournament revenue.

Discussion about sharing of maintenance personnel with community, Bodega Bay runs HOA, common areas, and golf course. Steve – use equipment from golf course to maintain community, issues about types of equipment, approach HOA re contract, 90-day notice, but there is 3-year contract, with 1 year remaining.

Mark explained that the contract amendment with Kemper included \$180,000 available to pay back in July, 2012. It also allowed for the maximum assessment of \$1700 for the next two years to get ahead of costs and create reserve.

It was moved and seconded to recommend the proposed golf course management amendment, attached, to the County Board of Supervisors. This motion was then passed.

Discussion Item

2. LAFCO – Closure: Georgia was not at the LAFCO meeting, wants Wild Wings letter to be recognized. Rick was at the meeting and said the letter was not recognized. Regina said joint letter dated June 1, 2011, was acceptable.
3. Storm Water Update: County Counsel determination and action items: Rick said that a draft of a letter from Phil Poglevich, associate county counsel, was still due at the CSA, regarding the split of responsibility of storm drainage in Wind Wings.
4. Arsenic Remediation Update: the report is in final preparation, due shortly, and look forward to getting report at the next CSA advisory committee meeting in December.
5. Odor Issue Update: the odologers are in place batteries will be charged, and the devices will be picked up for the data to be analyzed. Pam wanted letters from residents to be read into the minutes, starting October 28, 29, and 31 that reported odors. Regina has list of email odor complaints which will be attached to the minutes. Rod asked whether we were in compliance with the wastewater permit.
6. Painting of Fire Hydrants Update: discussion about how to get fire hydrants painted, and whether to do it with volunteers. This is basically an HOA board issue, but then a CSA responsibility. Permission was asked of Chris from the County to paint the hydrants and the answer was no. Regina responded that from her perspective, the answer is yes, it is

OK to paint hydrants, but we have to follow codes, i.e., they must be painted blue as per Willow Oak Fire Department.

New Business

7. Updates/Reports – latest water balance report was handed out but Yitzhak was not present to explain. It was noted that the water balance was within 3% error. Rick asked where the missing data was, what the meter readings are, reply is that we do not have the data yet. Rick asked how to get resident's actual use. Regina said that the 32.1195 million gallons is the sum of the meter readings. There was a comment about meter attachments on water meter lids, being removed by children. Will check with Yitzhak about this issue.
Sludge Press Update: data showed a positive net benefit for the sludge press, compared with previous hauling costs. Rick asked does the budget reflect these net savings, and Regina said that yes it would.
Budget: handout for budget as of 6/30/11. CSA should read and prepare questions to get to Regina and agendize for next meeting.
8. Potential park location behind hole #4: Rick needs feedback from Bencomo, and where does funding come from? Question was asked whether a solar installation could be placed on this property, and receive additional income from solar company? This would then become an HOA issue.
9. Future Water Data Collection Process- Outside contract: Georgia asked, what is the cost from the county compared with cost of outside contractor? Don asked what is the County charge to date? Contractor will do the work of meter reading and send out water report.

FUTURE AGENDA ITEMS:

Next meeting scheduled for December 1 , 2011

1. LAFCO - closure
2. Storm Water Update - determination from County Counsel and action items determined
3. Odor Issues – Update on Brown and Caldwell Odor Investigation.
4. Updates/Reports:Budget
5. Annual Water Usage Reports
6. Arsenic Remediation Update
7. Golf Course Update
8. Future water collection process.

The meeting was adjourned.

Minutes submitted by Doug Williams, Secretary