

AGENDA

Tomales Village Community Services District (TVCSD)

(707) 878-2767

Board of Directors Meeting

WEDNESDAY January 11, 2012

Tomales Town Hall

6:00 PM

1. **Call to Order**
2. **Administer the Oath of Office for Joyce Coll**
3. **Election of Officers and Committee Appointments for the coming two-year period**
4. **Additions, Corrections and Approval of the November 9, 2011 Board Meeting Minutes**
5. **Financial Report**
(This is the time the Treasurer makes a report on the finances of the District and any checks that are to be written are approved.)
 - A. **Accept Check Registers and Approve Expenditures – Nov-Jan 2012**
 - B. **Financial Statements**
 - C. **PGE Solar Self Metering Reports**
6. **Phillips & Associates Report**
(This is the time when a representative of the system's operating and maintenance company reports on the status of the system and brings up any concerns or recommendations for Board consideration.)
 - A. **SCADA Issues with Self Monitoring Report**
 - B. **Self Monitoring Report Oct & Dec**
 - C. **Update on O&M Contract**
7. **Committee Reports**
(This is the time for the Committee Chairs to give an update on their committee and make recommendations to the Board for approval.)
 - A. **Newsletter Committee**
 1. Report on Status
 - B. **Fundraising Committee**
 1. Party in the Park 2012
 - C. **Policy and Planning Committee**
 1. Strategic Plan Action Plan Year 1
 - a. Committee Descriptions and Applications
 - b. Legal Advisory Committee – Response to Question re Park
 2. Policy Manual
 - a. Report on Status
8. **Pending Business**
(This is the time the Board addresses all business not yet concluded.)

- A. Grant Writing**
 - 1. Nothing to Report
- B. Capital Improvement Projects**
 - 1. Report on Status
- C. SSMP**
 - 1. Report on Status
- D. Annual Audit**
 - 1. Review and Discuss DRAFT Audit
- E. Kitts Property**
 - 1. Report on Status
- F. Complaints & Correspondence from Customers**
 - 1. Report any Correspondence from Customers

9. New Business

(This is the time the Board addresses all business newly introduced.)

10. Administrator's Report

(This is the time when the Administrator of the District reports on the administrative and management issues that need Board consideration, and an overall update of District business.)

A. Manager's Report

11. Open Communication

(Open time is the time for community members to bring up items they wish to discuss and items that do not appear on the agenda. The Board then determines whether the items discussed should be agendized or taken as input to the Board. If an item needs to be agendized, the Board will then decide whether the agenda is full for that evening and the item must be agendized for the next meeting, or whether the agenda for that night can accommodate another agenda item. The Board will open up discussion on all agenda items at the time of the agenda item, so the community members can have input on that agenda item.)

12. Correspondence *(This is for review only. No action is needed.)*

SDRMA Board Election Results

Notice of Hearing regarding Lee Coastal Permit 12-15-2011

Closure Request Report for Underground Storage Tank at Former Creamery, 95 John St.

Notice of Public Workshop, SWRCB regarding update proposals for SSSWDR and Monitoring 1-24-12

2012 CFCC Funding Fair Schedule

CSDA Education Alert, How to be an Effective Board Member Workshop 1-20-12

CSDA Special District Board Member Handbook