

# AGENDA

## Tomales Village Community Services District (TVCSD)

(707) 878-2767

Board of Directors Meeting

WEDNESDAY February 8, 2012

Tomales Town Hall

6:00 PM

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**1. Call to Order**

**2. Additions, Corrections and Approval of the January 11, 2012 Board Meeting Minutes**

**3. 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**

**B. Financial Statements**

**C. Review and Accept 2011 Audited Financial Statements**

**1. Present Audited Financial Statement – Craig Fechter, CPA**

**2. Response to Terry Duffey’s Question regarding recognizing a liability before it is incurred.**

**4. 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. Self Monitoring Report**

**B. Update on Contract**

**5. 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. Report on Status**

**C. Community Advisory Committee**

**1. Report on Status**

**D. Policy and Planning Committee**

**1. Strategic Plan Action Plan Year 1**

**a. Committee Appointees**

**b. Communications Suggestions**

**2. Policy Manual**

**a. Review and discuss Board Policy and Meeting Policy**

**6. 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. Park Project
    2. WWTP Plant of the Year for 2011
    3. CWEA Tour and Dinner in Tomales in May
  - C. SSMP**
    1. Report on Proposed Update Workshop
  - D. Public Hearing for Budget**
    1. Report on Status
  - E. Kitts Property**
    1. Report on Status
  - F. Henry's Contract**
    1. Report on Status
  - G. Complaints & Correspondence from Customers**
    1. Report any Correspondence from Customers
7. **New Business**
  - A. Grand Jury Survey Request**
    1. Review and Discuss Grand Jury Survey
8. **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**
9. **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 agendaized or taken as input to the Board. If an item needs to be agendaized, the Board will then decide whether the agenda is full for that evening and the item must be agendaized 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.)*
10. **Correspondence** *(This is for review only. No action is needed.)*
  - SDRMA Board Approves 2012 – 2013 Rates
  - PGE Net Metering Statements for Dec and Jan
  - CSDA and SDRMA Webinar and Seminar Schedules
  - Dell XPS 17 Laptop Computer Specs and PO