

AGENDA

Tomales Village Community Services District (TVCSD)

(707) 878-2767

Board of Directors Meeting

WEDNESDAY March 14, 2012

Tomales Town Hall

6:00 PM

1. **Call to Order**
2. **Additions, Corrections and Approval of the February 8, 2012 Board Meeting Minutes and the February 15, 2012 Special Meeting**
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. **Form 700 Conflict of Interest Report**
 1. Review and approve Resolution 12-01 Adopting Conflict of Interest Code
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. **SCADA Integrator**
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. Requests for Matching Funds
 2. Report on Status
 - C. **Policy and Planning Committee**
 1. Strategic Plan Action Plan Year 1
 - a. Committee Appointees
 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

C. SSMP

1. Report on Status

D. Public Hearing for Budget

1. Report on Status

E. Advisory Committee Letter

1. Hire an accountant to handle all financial duties of the District
2. Put Administrator's position out to bid under Public Contract Law
3. Put Operations and Maintenance contract out to bid under Public Contract Law

F. Complaints & Correspondence from Customers

1. Administrator's response to the Duffeys

7. New Business

A. CSDA Board of Directors Nomination

1. Discuss nominations

B. Marin Transit Grant Request

1. Letter of Support

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.)*

2011 WWTP Plant of the Year Award Recognition by Assemblyman Huffman and others

SDRMA Safety Governance Foundation Workshop in Sacramento

SDRMA Annual Report for Property & Liability and Workers Comp

SDRMA Longevity Rebate

CSDA Longevity Rebate

CRWA Annual Report

PGE Net Energy Metering Reports

Backroads Bicycle Tour rest stop

BHI Management Consulting Introduction to Videos