

# **AGENDA**

## **Tomales Village Community Services District (TVCSD)**

**(707) 878-2767**

Board of Directors Meeting

WEDNESDAY May 9, 2012

Tomales Town Hall

6:00 PM

- 1. Call to Order**
- 2. Board Appointment of New Board Member**
  - A. Review all applications and select new member**
  - B. Administer Oath of Office**
- 3. Additions, Corrections and Approval of the April 11, 2012 Board Meeting Minutes**
- 4. 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 Draft Budget**
- 5. 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**
    1. Review and discuss new software for SCADA System
  - C. Phillips Contract Revisions**
- 6. 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. Establish Park and Finance Committees
    2. Policy Manual
      - a. Report on Status

**D. Ad Hoc Advisory Committee**

1. Operation and Administration Cost Survey of Special Districts

**7. 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. Park Maintenance

**C. SSMP**

1. Report on Status

**D. Public Hearing for Budget**

1. Report on Status

**E. Advisory Committee Letter**

1. Report on status

**F. CWEA Plant Tour**

1. Tour and Dinner May 17<sup>th</sup>
2. Tomales Elementary Tour June 4<sup>th</sup>

**G. Complaints & Correspondence from Customers**

1. Board Member Joyce Coll Resignation

**8. New Business**

**9. 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**

**10. Open Communication**

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