

AGENDA

Tomales Village Community Services District (TVCS D)

(707) 878-2767

Board of Directors Meeting

WEDNESDAY February 12, 2014

Tomales Town Hall

6:00 PM

Mission Statement

Enhance quality of life, with commitment to the health of the community, by providing dependable wastewater collection, treatment and reuse in an environmentally friendly manner; maintaining safe and reliable recreational park facilities while providing a welcoming forum for active community participation and input.

- 1. Call to Order**
- 2. Additions, Corrections and Approval of the January 15, 2014 Regular 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. Review and Adopt Financial Statements**
 - C. Bank Signature Cards and Bank Accounts**
- 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**
- 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. Park Committee**
 1. Entrance Gate Design Update
 2. Gazebo Design and Specifications
 3. Work Plan Approval by County
 - C. Finance Committee**
 1. Review January FAC Meeting Minutes (did not have for Board Packet)
- 6. Pending Business**
(This is the time the Board addresses all business not yet concluded.)
 - A. Grant Writing**
 1. Measure A funding for Special Districts
 - a. Update on Status
 - B. Capital Improvement Projects**
 1. Park Gate

- 2. Gazebo – 1st Update to Dean Witter
 - C. Policy Manual**
 - 1. Roles and Responsibilities of Board Officers
 - D. Median Household Income Survey**
 - 1. Update on Status
 - E. Rate Study with RCAC**
 - 1. Report on Status
 - 2. CIP List Developed by RCAC and Phillips & Assoc
 - F. California Green Business Certification**
 - 1. Report on Status
 - G. Annual Audit**
 - 1. Report on Status
 - H. Board Training**
 - 1. Upcoming Trainings
 - a. Webinar: The Essential Guide to the Brown Act
 - b. Webinar: Understanding Board Member & District Liability Issues
 - c. Webinar: Maximize Your CSDA Membership
 - d. Board Secretary/Clerk Conference
 - 2. “Open and Public IV: Users Guide to the Brown Act”
 - a. Open & Public IV focuses on the Brown Act and the common interest in the open meeting laws for local government.
 - I. Budget Process**
 - 1. 2014 – 2015 Budget
 - 2. Capital Improvement Programs
 - 3. Budget Work Sessions
 - J. Strategic Plan**
 - 1. Identify Goals, Timelines and Plans for 2014
 - K. File Sharing**
 - 1. Dropbox, Cloud, other
 - L. Complaints and Correspondence from Customers**
 - 1. No correspondence from customers
7. **New Business**
(This is the time the Board addresses all new business not yet introduced.)
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. Administrator’s Report**
 - B. Executive Summary and Historical Timeline**
9. **Open Communication**
10. **Correspondence** *(This is for review only. No action is needed.)*
 KMTG Legal Alert – Brown Act Amendment
 CRWA 2014 Annual Membership Letter
 Tomales Town Hall Thank You for Donation Letter
 PGE Net Metering Statement – WWTP
 PGE Net Metering Statement – Irrigation Field
 CSI Payment #33