

AGENDA

Tomales Village Community Services District (TVCS D)

(707) 878-2767

Board of Directors Meeting

WEDNESDAY April 9, 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 March 12, 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. Review Administrator's Proposed Draft Budget for FY '14-'15

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. Review February Park Committee Minutes

2. Entrance Gate Design Update

3. Gazebo Design and Specifications

4. Request to assist the Board and PAC to help develop policy manual, donation receipt, capital master plan

5. Park Rental Schedule 2014

C. Finance Committee

1. Review March FAC Meeting Minutes

2. Review and Discuss Draft Letter – Invitation to Participate in RFP

3. Review and Discuss Draft RFP for Accounting Services

4. Review and Discuss Draft RFP for Operation and Maintenance Services

5. Review and Discuss Draft RFP for Administrative Services

D. Budget Committee

1. Report on Status

6. Pending Business

(This is the time the Board addresses all business not yet concluded.)

A. Grant Writing

1. Update on Status

B. Capital Improvement Projects

1. Park Gate
2. Gazebo

C. Policy Manual

1. Corrected and Updated Roles and Responsibilities Policy
2. Corrected and Updated Policy on Competitive Bidding
3. Draft Policy on E-mail Communications
4. Draft Policy on Adding Items to an Agenda
5. Draft Policy Submissions or Changes Guidelines

D. Rate Study with RCAC

1. Report on Status

E. Board Training

1. Board and District Liability Presentation by SDRMA April 23, 2014

F. Complaints and Correspondence from Customers

1. Nothing to Report

7. New Business

(This is the time the Board addresses all new business not yet introduced.)

A. Regional Water Quality Control Board WDR for 2014

1. Report on Status

B. Local Agency Investment Fund

1. Review and Discuss Investment Program for District Funds
2. Review and Adopt Resolution 14-03

C. Board Member Plaques

1. It has been the tradition of the District to present a plaque of recognition and thanks to outgoing Board members.

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

9. Open Communication (The Brown Act prohibits the Board from discussing or acting on any item not on the agenda.)

(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)

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