



## TVCSO BOARD OF DIRECTORS REGULAR MEETING

WEDNESDAY, September 9, 2015 7:00PM

Location: Tomales Town Hall (Downstairs)

### AGENDA

1. **Call To Order**
2. **Open Communication:** (Open time for community members and visitors to bring up items they wish to discuss and items that do not appear on the agenda).
3. **Amendments and Approval of Meeting Agenda. (Action)**
4. **Postponement of Board and Special Meeting Minutes for July and August until Administrative Support Services are available.**
5. **Financial Report (Melinda Bell)**
  - A. **Accept Check Registers and Approve Expenditures. (Action)**
  - B. **Financial Manager's Report**
  - C. **Review and Approve Financial Statements. (Action)**
  - D. **Review and Approve current Financial Goals: evaluation of computer and cash flow projections for remainder of fiscal year. (Action)**
6. **Phillips & Associates Report**
  - A. **Review Reports for July & August**
  - B. **Status Report by Steve Phillips**
  - C. **O & M Manual (2010) - Discuss mandatory updates required by new regulations; work to be done, and timeline for completion. Clarify who will do this and assign. (Action)**
  - D. **Status on implementation of new mandatory compliance regulations.**
7. **Committee Reports**
  - A. **Financial Advisory Committee (FAC) - no August meeting. Research continues on RFP candidates for Administrator and Administrative Support.**
  - B. **Park Advisory Committee (PAC) - July meeting minutes approved; next meeting September 28; update on capital improvement project (gazebo, gate/entry, water fountain).**
8. **Pending Business**
  - A. **Report on payroll service companies that offer professional services for Board Stipends starting in January 2016 should Board view Board members as employees. See application for state employee ID # (Melinda Bell).**
  - B. **Report on research from Manpower and Nelson Staffing Solutions on costs, benefits and process for service providers hired as their employee and assigned to TVCSO (Donna Clavaud/Deborah Parrish).**
  - C. **Report on CA Rural Water Association as resource for Interim General Manager assignment; share Graton's experience; contact information. Assign Board member or committee member to contact them. (Action)**
  - D. **Resolve urgent need for PT General Manager and PT Administrative Support for TVCSO. (Action)**
9. **New Business**
  - A. **Identify priority recommendations from Matrix Management Study and discuss. (Action)**
10. **Correspondence**
11. **Adjourn**

#### 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.