

AGENDA

Tomales Village Community Services District (TVCS D)

(707) 878-2767

Board of Directors Meeting
WEDNESDAY January 14, 2015

Tomales Town Hall

7:00 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.

Community Services District Law

61045. (a) A majority of the total membership of the board of directors shall constitute a quorum for the transaction of business.

(b) The board of directors shall act only by ordinance, resolution, or motion.

(c) Except as otherwise specifically provided by law, a majority vote of the total membership of the board of directors is required for the board of directors to take action.

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1. **Call to Order**
 2. **Approve January 14, 2015 Board Meeting Agenda by Consent**
 3. **Approve Revised Dec 10, 2015 Agenda re typos and numbering by Consent**
 4. **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)
 5. **Additions, Corrections and Approval of the December 10, 2014 Regular Board Meeting Minutes – Action Item by Motion**
 6. **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 – Action Item by Motion**
 - B. **Review New and Original Financial Statements – Review Only – No action**
 - C. **SUSD Billing – Action Item by Motion**
 1. Review of e-mail transmittals with SUSD
 2. Review Pt. Reyes Light articles
 3. Comparative Billing Schedule
 4. Discuss request for Meeting with Board by a SUSD Trustee
 5. Discuss and approve future course of action with SUSD
 6. Schedule Special Meeting Closed Session to meet with County Counsel

7. 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 – Review Only – No Action**
- B. Telstar Proposal Update – Action Item by Motion**
 - 1. SCADA Upgrade options for Server, Hard Drive, New Software
- C. Review proposals from Phil Wyatt and Steve Phillips on Irrigation Guns – Action Item by Motion**
 - 1. Determine best option and schedule Capital Expenditure

8. 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. Requesting Committee Membership – Action Item by Motion**
 - 1. President to appoint committee members for one year term
 - 2. Ethics Training Schedule for Board and Committee members
- B. Park Advisory Committee Report – Action Item by Motion**
 - 1. Update Water Tower Roof Repairs
 - 2. Update on Park Gate
 - 3. Update on Gazebo Design
 - 4. Update on Park survey, map and architectural drawings
- C. Financial Advisory Committee Report**
 - 1. Review November Minutes – No December Meeting – **Review Only**

9. Pending Business

- A. RFP Update – Action Item by Motion**
 - 1. Review and approve Draft Letter to Respondents re extension of time
 - 2. Post dates with Walter for website
 - 3. Discuss/Decide on Outreach Strategies (All Board Members)
 - a. Job Boards – CSDA-RFP (free), CSDA-Jobs (\$255/30 days)
CRWA (free), Brown & Caldwell (\$200/30 days), CWEA (\$275/60 days)
 - b. Letter from Board to other CSDs
 - c. Call prospect list by Board Member
 - 4. Develop Standard RFP questions for Respondents (All Board Members)
 - a. Interview other CSDs and CSDA List Serv for suggestions
- B. Policy Manual**
 - 1. Review Update Policy Manual
 - 2. Review and adopt New Proposed Policy(ies) – **Action Item by Motion**
- C. District Documents in Secretary's Possession – Action Item by Motion**
 - 1. Original Audio Recordings of Regular and Special Meetings to be delivered to Administrator
 - 2. Original recordings of Closed Session to be delivered to Board President
 - 3. Minute Book with signed and approved Board Meeting Minutes to be completed and returned to Tomales Office
- D. Matrix Efficiency Study – Review Only**
 - 1. Review updated DRAFT Study presented by Matrix
- E. Board Training – Review Only**
 - 1. CSDA Board training schedule

- F. **Update on Standard Contracts – Information Only**
 - 1. Report on Status
- G. **Board Member Stipends – Action Item**
 - 1. Discuss and determine Board Stipends per attendance
- H. **Office Update**
 - 1. Rental agreement and payment to Kristin
- 10. **New Business**
 - A. **Derbes/Hodges Property Annexation Application – Action Item by Motion**
 - 1. Review LAFCO Documents
 - 2. Authorize Administrator to Negotiate Consent Agreement
 - B. **Board Yearly Agenda – Review Only**
 - 1. Review and Update
 - C. **LAFCO Call for Nominations – Action Item by Motion**
 - 1. Nominations of Regular and Alternate Special District Commissioners
- 11. **Administrator’s Report – Review Only**
- 12. **Correspondence** (*This is for review only. No action is needed.*)
 - Tomales Farm and Dairy Lot Line Adjustment
 - PGE Net Metering Reports
 - SDRMA Workers Comp Notice
- 13. **Adjourn**