

AGENDA

Tomales Village Community Services District (TVCS D)

(707) 878-2767

Board of Directors Meeting
WEDNESDAY February 11, 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.

1. **Call to Order**
2. **Approve February 11, 2015 Board Meeting Agenda – By Consent**
3. **Open Communication**
(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)
4. **Additions, Corrections and Approval of the January 14, 2014 Regular Board Meeting Minutes – Action Item by Motion**
5. **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 QuickBooks Financial Statements – Review Only**
 - C. **2013-2014 Audited Financials – Review Only**
 1. Review and Discuss Annual Audit and Audit letter
 - D. **SUSD Billing – Review and Action by Motion**
 1. Review of payment by SUSD
 2. Report on Meeting with Bill Bonini and Susan Skipp
 3. SUSD Article in Pt Reyes Light
 4. Discuss and approve future course of action with SUSD
 5. Schedule Special Meeting Closed Session to meet with County Counsel
6. **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. **New Actuator Valve and Winter Irrigation – Review Only – No Action**
 - C. **Flow Meter Costs and Design – Review Only**
7. **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. **Financial Advisory Committee Report – Review Only**
 - 1. Review January Minutes
 - B. **Park Advisory Committee Report – Action Item by Motion**
 - 1. Review January PAC Minutes
 - 2. Update Water Tower Roof Repairs
 - 3. Update on Park Gate
 - 4. Update on Gazebo Design & Water Faucet
 - 5. Update on Park survey, map and architectural drawings; Dan Erickson Invoice
 - 6. Certified Playground Inspector
 - 7. Measure A Disbursement 2014-2015 Final
- 8. Pending Business**
- A. **RFP Update – Review Only**
 - 1. Discuss/Decide on Outreach Strategies (All Board Members)
 - a. Job Boards – CSDA-RFP, CSDA-Jobs, CRWA – Done
 - b. Letter from Board to other CSDs
 - c. Call prospect list by Board Member
 - 2. Develop Standard RFP questions for Respondents (All Board Members)
 - a. Interview other CSDs and CSDA List Serv for suggestions
 - B. **Policy Manual – Action Item by Motion**
 - 1. Review and adopt New Proposed Policy(ies)
 - C. **District Documents in Secretary’s Possession – Action Item by Motion**
 - 1. 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 and Responses
 - E. **Administrator’s Evaluation – Action Item (at a Future Time?)**
 - 1. Review and discuss possible revisions
 - F. **Board Training – Review Only**
 - 1. Target Safety Courses and Assignments
 - G. **Update on Standard Contracts**
 - 1. Report on Status
 - H. **Office Update**
 - 1. Rental agreement and payment to Kristin
 - I. **Board Member Stipends**
 - 1. Discuss Stipends for board members attending meetings
 - J. **Derbes/Hodges Annexation**
 - 1. Report on Status
 - K. **Board Yearly Agenda – Action Item (if updated)**
 - 1. Review and Update
 - L. **Grand Jury Follow-up – Review Only**
 - 1. Letter from Grand Jury Association
- 9. New Business**
- A. **Board Member Appointment per Gov’t Code 1780 – Action Item by Motion**
 - 1. Review Election Codes and Government Codes
 - 2. Review applications
 - 3. Board to Appoint new Member, abdicate to Board of Supervisors, or call for election
 - B. **SDRMA Board Member Nominations**
 - 1. Review Nomination Packet and nominate candidate if determined
 - C. **SDRMA Insurance Program Review – Review Only**
 - 1. Review site visit reports
- 10. Administrator’s Report – Review Only**
- 11. Correspondence** (*This is for review only. No action is needed.*)