

AGENDA

Tomales Village Community Services District (TVCS D)

(707) 878-2767

Board of Directors Meeting

WEDNESDAY March 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. **Certificate of Appointment and Oath of Office for Hope Sturges**
3. **Approve March 11, 2015 Board Meeting Agenda**
4. **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)
5. **Additions, Corrections and Approval of the February 11, 2014 Regular Board Meeting Minutes**
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**
 - B. **Review and Accept New and QuickBooks Financial Statements – Action Item**
 - C. **2013-2014 Audited Financials – Review Only**
 1. Review and Discuss Annual Audit and Audit letter. Presentation by Robert Johnson CPA
 - D. **SUSD Billing – Review and Action by Motion**
 1. Report on Meeting between Bill & Deborah and Bruce Abbott and Tom Stubbs
 2. Review correspondence with State Controller's Office
 3. Discuss and approve future course of action with SUSD
 4. 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**
 - B. **New Actuator Valve and Winter Irrigation – Review Only**
 - C. **Telstar new SCADA Proposal – Action Item**
 - D. **Video the Collection Lines – Action Item**

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. Financial Advisory Committee Report – Review Only

1. Review February Minutes – Did not receive

B. Park Advisory Committee Report

1. Review February PAC Minutes
2. Review Measure A Cash and Commitments
3. Update Water Tower Roof Repairs
4. Update on Park Gate
5. Update on Gazebo Design & Water Faucet
6. Trees and Fence Bids – Action Item

C. Newsletter Committee

1. Review and approve Newsletter – Action Item

9. 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

1. Review and adopt New Proposed Policy(ies)

C. District Documents in Secretary's Possession

1. Minute Book with signed and approved Board Meeting Minutes to be completed and returned to Tomales Office

D. Matrix Efficiency Study

1. Final report to be presented by Gary Goelitz in April.

E. Administrator's Evaluation – Action Item

1. Review and discuss possible revisions

F. Update on Standard Contracts

1. Report on Status

G. Board Member Stipends

1. Discuss Stipends for board members attending meetings

H. Derbes/Hodges Annexation – Review Only

1. Report on Status

I. Board Yearly Agenda – Action Item (if updated)

1. Review and Update

J. Grand Jury Follow up – Review Only

1. Response to Grand Jury Association follow up

K. Emerson OSHA Review Report

1. Update on Status

L. RWQCB Waste Discharge Permit Update – Review Only

1. Review Dischargers Transmittal
2. Review Public Notice
3. Review Tentative WDR Order

M. LAFCO Budget for Special Districts – Review Only

1. Review Budget Notice and Work Plan

10. New Business

No New Business

11. Administrator's Report – Review Only

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

Inaugural SWRCB Small Community Newsletter, March 2015