

AGENDA

Tomales Village Community Services District (TVCS D)

(707) 878-2767

Board of Directors Meeting

WEDNESDAY April 8, 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 April 8, 2015 Board Meeting Agenda**
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 March 11, 2014 Regular Board Meeting Minutes**
5. **Matrix Efficiency Study (Moved From Pending Business per Request)**
Final report to be presented by Gary Goelitz – Did not receive for Board Packet
6. **West Marin Mosquito Committee (Moved From Committee Reports per Request)**
 1. Margaret to discuss Committee's involvement and update on tax request
7. **Website (Moved From Committee Reports per Request)**
 1. Discuss ongoing web presence per request
8. **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. **SUSD Billing – Review and Action by Motion**
 1. Report on Meeting between Bill & Deborah and Bruce Abbott
 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
 - D. **Preliminary Draft Budget**
 1. Review and revise Preliminary Draft Sewer Budget
9. **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 – Update**
 - C. **Telstar new SCADA Equipment – Update**

10. 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

1. Review March Minutes
2. FAC's Proposed Draft Sewer Budget for 2015-16 – Did not have for Packet
3. Develop a Reserve Policy for TVCSD
4. Board packets to include a monthly report of TVCSD Budget that tracks and monitors current position of revenues and expenses so Board can make informed decisions

B. Park Advisory Committee Report

1. Measure A Audit Update
2. Update Water Tower Roof Repairs
3. Update on Park Gate
4. Update on Gazebo Design & Engineering
5. Trees Work Update
6. Fence Bids

C. Newsletter Committee

1. Report on Status

11. Pending Business

A. RFP Update

1. Review and Discuss Proposals for Financial Management Services
 - a. Choose direction the District is to take – **Action Item**
2. Discuss/Decide on Outreach Strategies
 - a. Ad in the Light / Citizen. Short ads directed to website – **Action Item**
 - b. Letter from Board to other CSDs
 - c. Call prospect list by Board Member
3. 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. Board Training – **Action Item**

1. Discussion regarding Richard Levy Mediation

D. Bay Area Green Business Certification

1. Report on Status

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. Office – **Review Only**

1. General Discussion

K. RWQCB Waste Discharge Permit Update – **Review Only**

12. New Business

A. New Prevailing Wage Law

1. Review Compliance Article in CSDA Journal

13. Administrator's Report – **Review Only**

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