



TVCS D Board of Director's Meeting Agenda

Date: Wednesday, February 10, 2016, 7 – 9 pm

Location: Tomales Town Hall, Tomales, California 94971

I. Call To Order/President's Message

II. Open Communication Time for community members and visitors to bring up items they wish to discuss and items that do not appear on the agenda. Added items will be included under Other Business.

III. Approval of February 10, 2016 BOD Agenda Action

IV: 2016 Orientation of new Staff and Board

1. Form 700 due for new Staff, Board Members and Annual filing for others.
- 2.) CSDA meeting with TVCS D summary – Donna Clavaud
- 3.) Training opportunities through CSDA – required & other; costs, dates, access Action
- 4.) CSDA on Effective Boards an Board Leadership

V: Approval of January 13, 2016 Minutes Action

VI. Financial Report (Melinda Bell)

- a. Accept Check Registers and Approve Expenditures Action
- b. Financial Manager's Report
- c. Review and Approve Financial Statements Action

VII. General Manager's Report

VIII. Phillips & Associates Report

- a. Review reports for December 2015
- b. Status on roof repairs – Bill Bonini

IX. Committee Reports

- a. Financial Advisory Committee (FAC)
 1. Review approved January 27, 2016 minutes
 2. Review, amend and approve new General Financial Policy, CIP Policy & Reserve Policy Action
- b. Park Advisory Committee (PAC)
 1. Update projects and summary of January 25, 2016 meeting

X. Pending Business

- a. District Office
 1. Phones, Computer, emails update
 2. On-line account with Staples for office supplies
 3. Use of office – need for TVCS D Office Policy – key access & security, locked cabinet for hard copy files, etc.

XI. Other Business

XII. New Business

1. Sample construction RFP format for review for competitive bids on projects – Donna Clavaud

XIII. Correspondence

XIV. Adjournment

TVCSO 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.*

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Board of Directors:

Bill Bonini, President ● Deborah Parrish, Vice President ● Donna Clavaud

Peter MacLaird ● Dru Fallon O'Neill