

# AGENDA

## Tomales Village Community Services District (TVCS D)

(707) 878-2767

Special Board of Directors Meeting

WEDNESDAY January 15, 2014

Tomales Town Hall

6:00 PM

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### **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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1. **Certificate of Election and Oath of Office for New Board Members**
2. **Call to Order**
3. **Election of Officers – President, Vice-President, Secretary/Treasurer**
4. **Appointment of Standing Committee Members – Park and Finance Committees**
5. **Additions, Corrections and Approval of the November 13, 2013 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**
  - B. **Review and Adopt Financial Statements**
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 (October and November)**
  - B. **SCADA Communications at Lift Station and Irrigation Field**
  - C. **Irrigation Field Water Gun Replacements (for future CIP)**
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. **Newsletter Committee**
    1. Report on Status
  - B. **Park Committee**
    1. Review December Meeting minutes
    2. Entrance Gate Design Update
    3. Gazebo Design and Specifications
    4. Work Plan Approval by County
    5. Request to discuss concept of including a Paul Duffey sculpture within the design of a Peace Garden setting at the Park

**C. Finance Committee**

1. Review December FAC Meeting Minutes
2. Review 5 year Strategic Plan and offer suggestions
3. Draft Policy for Committees
4. Annual Budget Process

**D. Finance Committee Agenda Recommendations**

1. Executive Summary of the Status of the District Business
2. Implement a Board Training Plan i.e. Board Roles and Responsibilities, Board Secretary Training, Rules of Conduct for meetings
3. Training of Board Officers – Roles and Responsibilities
4. Suggested 2014 priority items
5. Identify Goals, Timelines and Plans for 2014

**9. Pending Business**

*(This is the time the Board addresses all business not yet concluded.)*

**A. Grant Writing**

**1. Measure A funding for Special Districts**

- a. Letter to Board of Supervisors
- b. Update on Status

**B. Capital Improvement Projects**

1. Park Gate
2. Gazebo

**C. Policy Manual**

1. Board Member Handbook gleaned from Grizzly Flat CSD review

**D. Median Household Income Survey**

1. Update on Status

**E. Rate Study with RCAC**

1. Report on Status

**F. California Green Business Certification**

1. Report on Status

**G. Annual Audit**

1. Report on Status

**H. Complaints and Correspondence from Customers**

1. No correspondence from customers

**10. New Business**

*(This is the time the Board addresses all new business not yet introduced.)*

**A. WDR Update**

1. Letter From Blair Allen with RWQCB

**B. Good Board Work Updates**

1. Weekly Updates from BHI

**C. Grand Jury Report**

1. Request for Data

**11. Administrator's Report**

*(This is the time when the Administrator of the District reports on the administrative and management issues that need Board consideration, and an overall update of District business.)*

**A. Manager's Report**

**12. Open Communication**

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