

AGENDA

Tomales Village Community Services District (TVCS D)

(707) 878-2767

Board of Directors Meeting

WEDNESDAY March 12, 2014

Tomales Town Hall

6:00 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. Additions, Corrections and Approval of the February 12, 2014 Regular Board Meeting Minutes

3. 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

C. Review Annual Audited Financial Statements

1. Auditor's Report and proposal

4. 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

5. 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 February Park Committee Minutes

2. Entrance Gate Design Update

3. Gazebo Design and Specifications

C. Finance Committee

1. Review February FAC Meeting Minutes

D. Budget Committee

1. Discuss the makeup of committee and review Postcard inviting the public

2. Review Committee Meeting Minutes

3. Budget Work Sessions

4. Budget Line Item Reviews

5. Request for Committee Direction to include:

- a. Moving the competitive bidding process forward in a timely manner
 - b. Acting as Point of Contact to receive sealed proposals and field any additional requests from the bidders
 - c. Manage meetings for proposal responders
 - d. Assist the Board with the competitive bidding process to provide timely, objective, and critical review
 - 6. Review and Discuss the RFP process for contract positions of Administrator, O&M Contractor, Accounting Services and RFP Guidelines
 - 7. Review and Discuss Draft RFP Proposal for Accounting Services
- 6. Pending Business**
(This is the time the Board addresses all business not yet concluded.)
- A. Grant Writing**
 - 1. Update on Status
 - B. Capital Improvement Projects**
 - 1. Park Gate
 - 2. Gazebo
 - 3. Updated Draft CIP List – Sewer
 - C. Policy Manual**
 - 1. Updated Roles and Responsibilities Policy
 - 2. DRAFT Policy on Competitive Bidding
 - D. Median Household Income Survey**
 - 1. Final Letter
 - 2. Discuss Response to SWRCB
 - E. Rate Study with RCAC**
 - 1. Letter to RCAC from FAC and response from RCAC
 - 2. RCAC DRAFT Rate Study
 - F. Board Training**
 - 1. Board Roles and Responsibilities Training – Should it be Mandatory
 - a. Onsite training by CRWA. SDRMA will provide onsite training free. Nothing scheduled with CSDA at this time. BHI has 1 hr On-Demand video training for \$99.
 - 2. Mandatory Ethics and Harassment Training
 - G. Strategic Plan**
 - 1. Identify Goals, Timelines and Plans for 2014
 - H. Complaints and Correspondence from Customers**
 - 1. Text of the comments Victoria Hanson made to the Board made a part of the minutes of the February 12, 2014 Board Meeting
- 7. New Business**
(This is the time the Board addresses all new business not yet introduced.)
- 8. 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. Administrator’s Report**
- 9. Open Communication**
- 10. Correspondence** *(This is for review only. No action is needed.)*
 PGE Net Metering Statement
 SDRMA Longevity Bonus Letters
 100,000 gallons of sewage spills into Russian River