

AGENDA

Regular Meeting

TVCS D Board of Directors
WEDNESDAY December 10, 2014
Town Hall 7:00 PM
Phone: (707) 878-2767
TVCS D Mission Statement

Call to Order

1. Approve the December 10, 2014 TVCS D Board Meeting Agenda
2. Approve the Revised November 12, TVCS D 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 November 10, 2014 Board Meeting Minutes
5. 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 New Financial Statement – Review**
 - C. **SUSD MOU and Rate Structure – Review**
 1. History of Shoreline and Tomales Sewer System
 2. Original and revised Shoreline Agreement
 3. 2009 Letter to SUSD Board of Trustees
 4. Results of Changed Rate Structure
5. Phillips & Associates Report
 - A. **Self Monitoring Report (Information)**
 - B. **Duckweed Update**
 - C. **Big Gun Sprinklers Update**
6. Committee Reports
 - A. Financial Advisory Committee Report
 1. Review FAC Meeting Minutes – Review
 - B. Park Advisory Committee Report – Review
 1. Update Water Tower Roof Repairs
 2. Update on Park survey, map and architectural drawings

7. Unfinished Business

A. Telstar Computer Proposal

1. Review Proposal--update

B. Review and Update Code of Conduct – Review and Revise as Necessary

1. Review Original Code of Conduct
2. Policy 4010 Commitment to Good Service
3. Mission Statement from Mediation

C. RFP Update – Action Item

1. Review Number of Submissions
2. Draft Acknowledgement Letter to Respondents
3. Change Date of Submissions
4. Discuss/Decide on Outreach Strategies
5. Develop Standard RFP questions for Respondents

D. Bylaws and Structural Organization

1. Response from Matrix
2. Governance Attorney

E. Policy Manual – Action Item

1. List and copies of current policies – **Review and Revise as Necessary**
2. Review Proposed Policy 4060 – Committees
3. Review E-mail policy
4. Recommended changes to Public Records Information Request Policy – **Review and Revise as Necessary**

F. Board Secretary Guidelines and Expectations

1. Board to develop list of written guidelines and expectations – **Review and Revise as Necessary**

G. Office Update

1. Inventory of archival records
2. Strict policy of access and safeguard for office files

9. Correspondence November -- Review

No Correspondence for November

10. Adjourn