

Financial Advisory Committee Minutes of the Tomales Village Community Services District

Monday, December 16, 2013

Present: Deborah Parrish (Chairperson), Sue Sims (TVCSO Board member), Chick Petersen, Venta Leon, Bruce Bransom, Donna Clavaud.

Deborah Parrish convened the meeting at 6:30pm and Donna Clavaud recorded minutes of the meeting. The FAC agenda focused on a review of current financial projects, including the most recent TVCSO financial report, the status of proposed Efficiency Audit bids and Board action, and an update on the Rate Study now underway by RCAC. Discussion also focused on how the FAC Committee could support the Board of Directors and TVCSO with 2014 priorities. It was emphasized that 2014 presents a largely new Board and can best be served with summary information, education and training in order to be effective in their new roles and responsibilities.

AGENDA ITEMS for January 15, 2014 TVCSO Meeting:

FAC members recommend the importance of the following goals for the January 15, 2014 TVCSO Board of Director's meeting and request adding them to the meeting agenda:

1. An Executive Summary on the status of District business-an overview of TVCSO finances, including all grants and contracts and any open items and projects
2. An agreement to implement a Board Training Plan that includes a Plant Tour, a TVCSO summary historical timeline, and a review and copies of useful documents. Examples include the TVCSO Strategic 5-year Plan, a complete list of District grants, and drafts of TVCSO Policy Manual to date. Copies of these documents should be available at the meeting. Such efforts will assist in bringing new board members up to speed on TVCSO accomplishments and general business history. Additional training beyond mandatory ethics training might include workshops on Board roles and responsibilities, rules of conduct for running meetings, secretary training for note-taking and agenda setting and rules of order for meetings.
3. Election and training of Board Officers, clarifying roles and responsibilities
4. Re-appoint Financial Advisory Committee and obtain Board approval to continue in current form. The committee hopes to support District priorities for 2014 and would like to make a formal request to submit suggested 2014 priority items at the February TVCSO meeting.
5. Begin to identify goals, timelines, and plans for 2014 TVCSO business. Review the TVCSO Strategic 5-year Plan and any other initiatives underway or being considered. Important 2014 priorities also include ongoing Annual Budget Process, completion of Rate Study, re-consideration of an Efficiency Audit, completion of a TVCSO Policy & Procedure Manual, and Board packet reduction.

Page 2- TVCSD FAC Meeting Minutes- December 16, 2013

ONGOING FINANCIAL PROJECTS:

Review of current TVCSD financial reports:

Financials from last month were reviewed and agreed upon from last Board packet for members not present at November meeting.

Status of Efficiency Audit bids and Board Action:

This is currently tabled until the new Board can reconsider action to be taken.

Rate Study Update:

Karen McBride reported at November meeting that RCAC staffer has information to conduct an analysis and offer recommendations and will notify FAC and Administrator with any questions or needs for additional information. We discussed the potential value of a rate analysis to the District and all agree that it will be useful for future financial planning and priority setting.

The next FAC meeting is tentatively scheduled for January 20, 2014.

The agenda will include reviews of ongoing financial projects and focus on developing a list of FAC recommendations to the Board of Directors for 2014 priorities.

The meeting was adjourned at 8pm.