

# TOMALES VILLAGE COMMUNITY SERVICES DISTRICT FINANCE COMMITTEE MINUTES

MONDAY, MAY 13, 2013

PRESENT: Deborah Parrish (Chairperson), Sue Sims (TVCSO Board member), Venta Leon, Bruce Bramson, Donna Clavaud, Chick Petersen

GUESTS: Paul Duffy, Jane Healy-Oppen, Hollynn D'Lil, Elizabeth Herron

Deborah Parrish convened the meeting at 6:30 pm and Donna Clavaud recorded the minutes. The agenda focused on: an update on the proposed efficiency audit for the district, the budget process and the upcoming Board election.

**1. Efficiency Audit Update:** Sue and Donna reported on the Board's review of the four bids received to date for an efficiency audit and the Finance Committee's recommendation to hire Hank Brenard's firm to perform the efficiency audit for TVCSO. They reported that the TVCSO Board discussed the bids, and after considerable discussion, have requested 2-3 additional bids from the CSA Listserv researched by Karl. They also reported that the Board recommends bids should include resumes, a client list and a summary that reflects experience and management in small districts.

Donna Clavaud agreed to contact firms on the CSA listserv (as researched by Karl and included in the recent May 8 Board packet) to determine interest in responding to our RFP for an efficiency audit. She will send the RFP out to those who want to compete and request resumes, client lists and a summary of administrative, management and/or operation experience with small districts. We agreed that we will try to have additional bids for the next TVCSO Board meeting in June.

**2. Annual TVCSO Budget Process:** Committee members discussed the Board's review of our recommendation for an Annual Budget Process, the document we submitted for their review and the Board's decision to put this on the agenda for the July 2013 Board meeting. Those of us who attended the May 8 TVCSO Board meeting relayed the Board's enthusiasm for the concept of an annual budget process and their willingness to consider this for the new fiscal year 2013-2014.

In light of the upcoming TVCSO Public Budget Hearing on May 22, 2013, the Finance Committee discussed scheduling a special meeting to review the Draft 2013-2014 TVCSO Budget presented at the May 8 TVCSO Board meeting. Most committee members have not had an opportunity to study the draft budget and recognized that there is insufficient time in this meeting to accomplish a thorough review. Everyone agreed that a special meeting is necessary prior to the May 22 Public Budget Hearing. We agreed to schedule a Special Meeting of the Finance Committee next Monday, May 20, 2013 at 6:30 pm. Deborah requests all committee members study the 2013-14 Draft Budget and be prepared to discuss the budget and identify any questions that we can submit to the Board for the Public Budget Hearing on May 22, 2013.

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**3. Vacancies and TVCSD Board Election:** We briefly discussed this year's board election and the challenges of filling four vacancies. It was agreed that it would be useful to have a Board member to represent the SUSD and Jane Healy-Oppen was encouraged to ask the school board for potential candidates. We agreed to start talking to ratepayers about possibly running for a seat.

Deborah closed the meeting at 8pm.