

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT
FINANCIAL ADVISORY COMMITTEE MEETING
Tomales Town Hall**

Minutes of Meeting held October 22, 2012

Committee Members Present: Sue Sims, Deborah Parrish & Patty Oku

Also Present: Paul Duffy, Terry Duffy, Donna Clavaud, Venta Leon, Bruce Bramson

Beth Koelker arrived about ½ hour later

Patty Oku called the meeting to order at 7:05 p.m.

Review and approve Sept. minutes

The September minutes were reviewed and amended.

**Deborah Parrish made a motion to approve the amended minutes. Seconded by
Patty Oku. M/S/U.**

Sue Sims will amend, sign and date the September minutes and e-mail to Karl Drexel before 11/6/2012.

Review Survey

The consensus was the ad hoc committee spent a lot of time and energy creating the survey and the FC is appreciative of their hard work.

The Finance Committee determined all survey district administrators were employees. In order for the comparisons to be relevant, Deborah suggested adding a 20% increase to the GM Comp. line to account for employee federal and state taxes, and workers compensation costs. Health, Dental & other benefits account for an additional 10 to 15%. General "burden" wage rates range from 30 to 35% in this geographical area.

Patty suggested adding district stakeholder, business statistics and Administration Park oversight to the survey.

Terry & Donna will send the amended survey to Deborah by 11/5/12. Deborah will send the survey to Karl by 11/6/12 for inclusion in the Nov. TVCSD Board Packet and the FC requests the new survey be added to the Nov. TVCSD agenda. We requested the survey be printed on legal size paper for ease of reading.

The subject of engaging an outside company to perform an Efficiency Audit (similar to ones performed for other districts) to reduce expenses and give an objective view of the district's administrative needs was discussed. The general consensus of the group was that this was a good idea and should be researched.

Basically, we were doing a "Sewer" survey, and it did not include costs for Parks because not all the other districts had Parks. Most of them had Water, but TVCSD does not. So in order to compare apples to apples, we surveyed only Sewer costs of the other districts. In the section "Review Survey" my understanding of the amendments to the survey is that 30% would be added to GM Sewer Compensation, and that other categories such as # of EUs, residences, etc. would also be added. –Terry (from email sent 10/25)

Determine dates to meet @ special meeting w/ TVCSD Board to review recommendations

Deborah made a motion to meet with the TVCSD Board on either 11/26 or 12/3 to discuss the 5 FC suggestions, dated 7/23/12, made in an email from Deborah Parrish to Karl Drexel. Patty seconded. Ayes – Deborah, Patty; Nays – None; Abstain – Sue

Open communication

Patty addressed Deborah, about the omission in the agenda of a suggestion made by Deborah, and to please state her concerns during this segment of the meeting. Deborah expressed concern about rancor and disrespectful behavior made by participants in meetings she had attended. She requested we put codes of conduct on the next agenda. She stated that she was not in the right frame of mind at this time to go into the subject further and that she was leaving the meeting early due to the ongoing negativity. Sue Sims started to leave the meeting after her and I told her the meeting wasn't over. She said she also had to leave. At 8:21 pm I advised Terry, Paul, Donna, Beth & Venta that because I was the only FC member at the meeting, with no quorum, no action could be taken. After a brief discussion the meeting was adjourned at 8:35 pm.

Approved _____ Date _____