

Finance Committee Meeting of the Tomales Village Community Service District

Monday, March 18, 2013

Members Present: Sue Sims (TVCS D Board member), Deborah Parrish, Venta Leon, Bruce Bramson, Donna Clavaud

Members Absent: Chick Peterson

Guests: Paul and Terry Duffy, Ted Anderson

The meeting was recorded electronically and written minutes submitted by Donna Clavaud

The meeting was convened at 6:30pm by Deborah Parrish. It was noted that the posted agenda for the meeting had been removed and Deborah reported that she contacted Karl about this to clarify the protocol for future meetings. The group discussed taking meeting minutes and decided to rotate the task and email to other members for amendments before e-mailing to Karl to be included in the next monthly Board packet.

AGENDA

Efficiency Audit:

Deborah reported that she has contacted numerous potential efficiency auditors and noted many are large firms and too expensive for our district. After some group discussion, we agreed that Deborah would request bids from two small district auditors and one larger firm. All present agreed that we would like to present at least 3 bids to the Board as soon as possible for an efficiency audit.

Annual District Budget Recommendations:

We started our discussion with the following question: How can we frame our TVCS D budget discussions and annual budget setting process so we can look at what the District needs in order to fulfill its mission statement to all stakeholders?

Discussion focused on the Finance Committee making a number of process recommendations to the TVCS D Board in an effort to increase transparency and understanding to stakeholders of the factors that lead to the creation of the District's annual budget. The following areas were identified in this summary of our meeting discussion:

1. Develop a Budget Process Timeline that is graphic/visual
2. Review Strategic 5-Year Plan-identify annual goals and objectives; assess current economic constraints and opportunities; and current stakeholder input to adapt Plan if/when necessary

3. Outline stakeholder assumptions about the annual TVSD budget and challenge them with responses that are factual and current

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4. Identify and clarify participant roles in creating TVCS D budget-Karl, Board members, Finance Committee, SUSD, ratepayers, others?

5. Prioritize completion of TVCS D Policy Manual-include budget-setting policies and procedures

6. Clarify and expand budget descriptions for each line item to offer more detail and analysis to increase transparency and understanding for stakeholders

- be notated and described
- reflect proportion of costs
- include graphic representation or visual picture
- offer analysis of annual changes

Recruitment for TVCS D Board of Directors

The group discussed the challenges of outreach to ratepayers to identify and interest possible candidates for future open Board of Director seats. We acknowledged constraints such as the small size of the community, no current stipend for Directors, and the technical nature of the district's mission. Committee members agreed that the school district should have Board representation since they are a vital stakeholder. It was agreed to table this issue as an agenda item for the Finance Committee and that perhaps the Ad Hoc Advisory Committee should consider Board recruitment as an issue and focus on outreach and education since several openings lie ahead.

Proposed Agenda for April Finance Committee will include:

- Finalize budget process recommendations to TVCS D Board
- Update on Efficiency Audit
- Start TVCS D Budget Review

Meeting was adjourned at 8pm.