

Financial Advisory Committee Meeting Minutes
Tomales Village Community Services District

Monday, July 21, 2014

Tomales Town Hall

Present: Deborah Parrish (Chairperson and TVCSD Board Member), Sue Sims (TVCSD Board Member), Donna Clavaud (community member)

Absent: Venta Leon (excused), Chick Petersen (excused)

No visitors were present.

Deborah Parrish called this public meeting to order at 6:30pm. Although two members were absent due to work schedules, we had a quorum. Donna Clavaud recorded the meeting minutes.

It was agreed that we would keep this meeting short and focus on highlighting work in progress with two main FAC projects: The RFP Competitive Bidding Process and the drafting of priority financial policies for a TVCSD Policy and Procedures Manual. We also delegated responsibility amongst the members present to complete work on these projects for Board review and action.

1. RFP and Competitive Bidding Process:

We set a priority to make final edits on the approved RFPs that reflect Board approved timeline and Board approved motion that the designated TVCSD contact person would be the Board President.

We also discussed the recommended protocol that the Board of Directors agreed upon for RFP Letters to be sent to a list of possible bidders and to post the RFPs on the TVCSD website.

Donna Clavaud volunteered to compile a draft RFP List based on input from Karl Drexel, Board members and other ratepayers and submit this to the Board President.

2. TVCSD Draft Policies and Procedures:

-We agreed our priority would be to focus on By-laws and Sue offered to study the current By-laws and present recommendations for amendments and/or additions.

-We agreed that it is important to focus on several financial policies at this time, namely a Contract Policy, a Reserve Policy and a CIP Policy. Deborah volunteered to work on these drafts.

-We also agreed to begin identifying a Table of Contents for the Manual with the various categories outlined. As TVCSD develop and approve policies, they can be entered.

-Last, we noted that all Board approved policies to date can be added to Table of Contents. We also agreed that the New Board of Directors Orientation Handbook that Karl put together can be included in the new TVCSD Policy and Procedures Manual.

The meeting was adjourned at 7:45pm.