

Financial Advisory Committee of the Tomales Village Community Services District

Monday, February 17, 2014

Present: Deborah Parrish (Chairperson and TVCSD Board Member), Sue Sims (TVCSD Board Member), Chick Petersen, Venta Leon, Donna Clavaud

Absent: Bruce Bramson

Deborah convened the meeting at 6:30 pm and Donna Clavaud recorded minutes of the meeting. The FAC agenda focused on the 2014-15 budget process and the ongoing development of a TVCSD policy and procedure manual.

Agenda Items:

1. As agreed at the most recent TVCSD Board of Director's meeting, we discussed ideas for a postcard to be sent out to all ratepayers inviting them to join a temporary "working committee" to work on the 2014-15 TVCSD annual budget. Everyone agreed the information should be brief and that the postcard be sent out as soon as possible in an effort to get community members meeting to work on the budget before the May Public Hearings. Deborah reminded the group that Board member Patty Oku said she would get the mailing side of the postcard ready. We agreed to finalize the postcard message at our meeting next week.
2. We discussed the need for a competitive bidding policy and procedures document to be part of the TVCSD Policy Manual. Deborah agreed to research this and offer some models for review. We agreed to develop a draft at our next meeting.
3. We discussed model "Request for Proposals" and a quick internet search offered many samples that we might use to develop RFPs for each of our vendors. We agreed to start working on RFPs for vendors.
4. We also discussed the need for a list of bidders for each position and agreed a list for must be compiled for each RFP.
5. The draft copy of the RCAC's Rate Study had just been sent to each of us. It was agreed that we would discuss it more fully at our next FAC meeting and draft a response.

The next meeting was set for Monday, February 24, 2014 at 6:30pm. The agenda will focus on the budget process as outlined above.

The meeting was adjourned at 8:15pm.