

## Agenda

Tomales Community Services District

(707)878-2767

Finance Committee Meeting

Wednesday, June 20, 2012

Presbyterian Fellowship Hall

3:30 PM

Call to Order

Approve/Correct 5/30 minutes

Discuss administrative format

Review project, establish direction, list priorities

Open communication

Adjourn

Patty Oku called the meeting to order at 3:35 PM.

Committee members present were: Deborah Parrish, Sue Sims & Patty Oku.

Community Members present were: Paul Duffy, Terry Duffy, Venta Leon & Bruce Bramson.

The 5/30 minutes, amended at the 6/13 TVCSD Board meeting, were accepted unanimously.

The next meeting will be held on 7/18 in the Presbyterian Fellowship Hall at 3:30 PM.

Sue Sims will Chair the meeting. Terry Duffy will ask Melinda Bell to join the Finance Committee.

The Ad Hoc Committee will continue to update the Small Water District Survey from 2008.

Terry Duffy will try to recruit Hope Sturges to help with the update of the Survey. The Committee will determine how CSD regulations differ from private operations and identify tasks that may be accomplished by Board Members.

Because of concerns voiced in the last meeting about our Administrator's status as a Independent Contractor versus Employee,

Deborah Parrish shared 3 documents with the Committee,

1. An Independent Contractor Policy and Procedures from a private business
2. an Independent Contractor Request (IRC) Form from a private business
- and 3. an EDD Employment Determination Guide.

We have all agreed to complete the worksheet inside the EDD Determination Guide. We hope these documents will assist the TVCSD Board in reviewing the issues surrounding the relationship with the current Administrator which would lead to constructing and finalizing a signed Contract.

We recommend a review of administrative costs relative to the total operating expenses. Almost 45% of total expenses are being paid to one person: the Administrator instead of taking those expenses and allocating them across other expense line items. An example was given that if Administrative costs were realigned, then the district could offer a stipend for the TVCSD Board Members. Additionally, to save administrative costs for time spent & materials purchased preparing multiple copies, we would like to see the Board go paperless to reduce costs. We feel it would be easier to recruit new Board Members with the stipend of \$75 to \$100 per meeting and Sue Sims suggested looking into the SamSung android tablets if the Board chooses to go paperless.

Venta Leon mentioned there will be a free legal clinic at the Town Hall on July 26th.

The meeting was adjourned at 5:40 PM