

**TOMALES VILLAGE COMMUNITY SERVICES DISTRICT  
P.O. Box 303  
Tomales, CA 94971**

**MINUTES OF FINANCE COMMITTEE MEETING**

**Monday, November 26, 2012, 6:00 p.m.  
Tomales Town Hall**

**POSTED AGENDA:**

- 1. APPROVE MINUTES: Review and approve minutes from previous meeting.**
- 2. SMALL DISTRICT SURVEY: Review results from survey performed by ad hoc committee and discuss findings relative to TVCSD and the 5 recommendations from the Finance Committee.**
- 3. NEW BUSINESS: Present and discuss new items for committee action.**

**Meeting called to order at 6:10 pm.**

**Approved minutes from earlier meetings, thanks Sue!**

**Tactical Overview of 5 Point Recommendations (from FAC) and how they relate to the Small Services District Survey results. This is an outline of topics discussed and recommendations for the TVCSD Special Meeting to discuss FAC requests and suggestions.**

- A. Proper Allocation of Community Funds, 2 ways to do this:**
  - a. Increase Rates/Fees - would have to be increased by more than 3 times**
  - b. Reduce Administrative Costs**
    - i. Perform Efficiency Audit**
      - 1. Demonstrate the current budget as a pie chart**
      - 2. Suggest different allocation for next year's budget**
        - a. Address high points (such as BOD stipend, bookkeeper)**
    - ii. Bring Compensation in line with other districts (comparable to similar districts)**
    - iii. Restore position to part-time status (25 hours per week) compensation for routine maintenance**
    - iv. What does the administrator do in a non-capital improvement capacity? Review the scope of work.**  
**Suggestion: break down the list of duties and present on a**

- pie chart, comparing Phillips bid to current Administrator's contract/invoice
  - v. Use Bar Graph to compare different columns to each other (pull out Rate Payer Fee, GM Salary, Avg hours/wk, Hourly Rate, Operating Budget)
  - vi. Line Graph tracking compensation (and hours) increases over time along with rate increases
- B. Competitive Bidding: Immediately implement a process before finalizing any and all contracts, ensuring transparency.
  - C. Contract in Place: put a HOLD on all current contracts until completion of "B" above
  - D. Separation of Duties: break out administrative from financial duties, create part-time positions for each role in order to build controls in the form of checks and balances
  - E. Employment Status: need to address whether the district needs the administrator to be an employee or a consultant

**Discussed the fact that the agenda posted by the Board for Special Meeting – omissions and selective language. The Committee requests that the agenda be revised to read verbatim from email dated July 23, 2012. Will direct request to Walter, Board President.**

**Scheduled a work session for developing the presentation for the Special Meeting with the Board on December 3.**

**Meeting was adjourned at 8:10 p.m.**