

Financial Advisory Committee Minutes of the Tomales Village Community Services District

Monday, February 24, 2014

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

Absent: Venta Leon, Bruce Bramson

Deborah Parrish chaired the meeting and it was called to order at 6:30pm. Donna Clavaud recorded the meeting minutes. The Agenda continued the ongoing business of drafting Policy and Procedure Manual documents and reviewing budget items for the next TVCSD Annual Budget.

Agenda Items:

1. We drafted wording for a postcard to all ratepayers to invite them to join a short-term "Budget Working Committee" to work on the next TVCSD budget. Donna will send this to Patty for formatting and printing.
2. The group worked on a draft Competitive Bidding Policy and Procedure document and we agreed to forward it to Karl and Board Members for review prior to next TVCSD Board Meeting.
3. We also developed a draft document called RFP Guidelines to be included in our TVCSD Manual and agreed to send it to Karl and Board for review.
4. We agreed to start on draft RFP's for positions and send them to Board members for review as soon as possible.
5. We discussed the RCAC Draft Financial Analysis and everyone noted that the recommendations derived from an analysis of revenues and CIP cost estimates only. We discussed possible responses to RCAC and drafted a response letter. Donna will formalize this letter and email to Richard Culp at RCAC and copy Karl and all Board members.

The meeting was adjourned at 9pm.