

TVCS D FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

SATURDAY, JANUARY 31, 2015

PRESENT: Deborah Parrish, Chair and Board member, Chick Petersen, Venta Leon, Donna Clavaud

VISITORS: Patty Oku, Board member

The meeting was convened at 10am at the TVCS D office. There was a full quorum present. Donna Clavaud recorded the meeting minutes.

AGENDA

1. RFP Outreach Strategy and development of questions for informational interviews:

The group discussed further outreach strategies for posting the RFPs, and by consensus, recommends to the Board to post the Administrator and O&M RFPs on job boards where the cost to post is job specific. FAC agrees that it is worth the cost to post these two positions.

Members identified several other internet sites to post, which include ziprecruiter.com, LinkedIn and Craigslist.

We reviewed a listing we posted last week on West Marin Marketplace, an online job site. We noted that we had just read a posting on the site by West Marin Senior Services for a part time Financial professional that almost matches our RFP for Financial Services. The site is free of charge to post.

FAC also recommends expanding the search to other water and waste districts in adjacent cities, such as Rohnert Park, Sebastopol, Santa Rosa, in addition to re-contacting the Petaluma district.

We discussed the need for a set of questions Board and committee members can utilize in doing an expanded outreach for the RFPs. We talked about doing telephone informational interviews to various resource professionals in adjacent districts to learn more about how they fill their service positions and whether they might know of prospective candidates. We developed the following questions:

1. How have you filled your service positions?
2. What is your philosophy on job sharing and shared delivery services? Do you have any policies and procedures?
3. Would you be willing to pass on our RFPs to any possible professionals who might be interested in bidding?
4. Do you know any potential candidates we might contact?

2. Matrix response from FAC:

The FAC members agreed by consensus to send Matrix a letter to comment on the Draft Diagnostic Appraisal. We agreed to highlight the 2012 FAC recommendations to the Board and our accomplishments to date as consistent with strategic goals for sustainability. We will also emphasize our intention to recommend a CIP budget and an Investment strategy with the development of reserve policies and procedures in the upcoming 2015-16 budget process. We will recommend finalizing the draft Rate Study with a revised CIP inventory and costs. Donna agreed to draft a letter and seek input from the FAC members towards a final report to be sent to Matrix and Board members as soon as possible.

Open Items:

FAC will invite Jim Lino SUSD Trustee to our next FAC meeting as a prospective new committee member. Patty Oku reports she will continue to attend FAC meetings and be available to help with any work to be done. We discussed the difficulty of meeting each month and agreed we will do the best we can with scheduling.

FAC members are unclear on whether a TVCSD Chair has to be a Board member. Patty Oku does not think so and mentions PAC now has a non-Board member, Margaret Graham, as their new Chair. Deborah Parrish reports that for now she will continue as the FAC Chair.

Check wifi status with Karl since we were unable to use it during our meeting.

The meeting was adjourned at 11:45 am.

*Submitted by: Donna Cavaud
Approved on: 2-11-15*