

Financial Advisory Committee Meeting Minutes

Tomales Village Community Services District

Monday, May 17, 2014

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

Absent: Bruce Bramson (excused)

Visitors: Beth Koelker

The meeting was called to order at 6:35pm by Deborah Parrish. The meeting minutes were recorded by Donna Clavaud.

The agenda focused on a discussion and motion of Karl's proposed draft Annual Budget for 2014-15 and the development of a timeline for the Request for Proposal process. We also addressed the Bidder's Lists for all three positions based on the Board approved RFP's.

AGENDA

1. Administrator's Proposed Annual Draft Budget for 2014-15

After considerable group discussion, the FAC members voted unanimously to accept the proposed draft 2014-15 Annual Budget without changes while TVCS D launches the RFP process and will consider any amendments at a later date.

2. Timeline for Request for Proposal (RFP) Process

FAC recommends publishing the 3 RFP's at the same time and proceeding with the Administrator and Financial positions. The O & M position has a longer timeline. Please refer to the attached RFP Timeline that is being proposed.

3. Bidder's Lists

Contact information for potential bidders for all three (3) positions should be sent to Bill Bonini and cc'd to all Board of Directors and FAC members. Sue Sims has volunteered to compile a Bidder's List for each position.

The next FAC meeting will be June 16, 2014. The agenda will focus on the RFP Roll-out process and the setting of structure for the TVCS D Policy and Procedure Manual. We will also review draft policies to date.

The meeting was adjourned at 8:25pm.

	Timeline in Days	Financial Manager	Administrator	Operator	<i>Operator Timeline Adjustment</i>
Issue Request for Proposal	1	2-Jun	2-Jun	2-Jun	
Mandatory (Optional) Walk Thru					
Questions or Request for Clarificatio	14	16-Jun	16-Jun	30-Jun	<i>add 14 days</i>
Responses to Questions	21	23-Jun	23-Jun	14-Jul	<i>add 21 days</i>
Proposal due	28	30-Jun	30-Jun	28-Jul	<i>add 28 days</i>
Short List	42	14-Jul	14-Jul	11-Aug	<i>add 28 days</i>
Bidder Interviews Begin	56	28-Jul	28-Jul	25-Aug	<i>add 28 days</i>
Contractor Selection	70	11-Aug	11-Aug	8-Sep	<i>add 28 days</i>
District Awards Contract	84	25-Aug	25-Aug	22-Sep	<i>add 28 days</i>
Notice to Proceed					