

FINANCIAL ADVISORY COMMITTEE MEETING MINUTES

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

NOVEMBER 27, 2017

PRESENT: Melinda Bell (Chairperson), Deborah Parrish (TVCS D Board Member), Venta Leon (Community Resident), Donna Clavaud (TVCS D Board VP).

Melinda Bell convened the meeting at 6:30pm. There was a quorum for conducting business. Donna Clavaud recorded the minutes.

AGENDA

Update on amending TVCS D By-Laws:

While the committee has made some changes in various articles to update them, we have not been able to understand the sections on membership. FAC committee members continue to get legal input on the content of the By-Laws that pertain to membership provisions and the requirements for annual meetings and voting determinations. We are uncertain as to whether we have a membership other than our rate payers. Venta Leon agreed to have Mary Swan, a local lawyer, look over the By-Laws and Donna Clavaud agreed to have Jeff Young, A Dillon Beach resident who is a member of SCORE, review them. Next, we will contact CSDA and perhaps Marin County Council for legal advice.

Review of TVCS D Policies:

We reviewed all of the TVCS D Policies in an effort to determine those that are complete; those that are still in draft form; and those that yet need to be written.

TVCS D has a Policy Manual approved by the TVCS D Board in 2014 that contains the following completed policies:

Conflict of Interest

Public Records Information Request

Email Ethics, Usage and Security Policy

Competitive Bidding

Commitment to Good Service

Role of Board President

Role of Board Vice President

Role of Board Secretary

Role of District Treasurer

Members of the Board of Directors
Committees of the Board of Directors
Media Communications

TVCSO also has a few other policies that are complete that include:

Performance Evaluation for General Manager
Independent Contractor Policy and Procedures
Accounting Policies and Procedures Manual
General Finance Policies
Capital Improvement Plan

In Draft form, the FAC has been working to complete a Reserve Policy and an Investment Policy.

FAC members agree that we will continue to work toward completion of TVCSO policies for presentation to the Board of Directors in the near future.

Cash Reserve Policy Dollar Amounts:

We have written a Reserve Policy that is still in draft form as we have not yet set dollar amounts. The FAC Committee aims to set amounts prior to our next budget process, but currently is analyzing our cash flow to identify low points; the costs for 6-months of emergency operating costs; and TVCSO annual debt service amounts to set an optimum cash reserve dollar amount. Once we set this amount, we can re-consider it each year at budget time. We will focus on this at our January FAC meeting.

Line Items for Operations and Maintenance:

Since we now have a new O & M Contract with NPS, we will be better able in 2018 to identify separate costs and add these as line items in future financial reporting.

Legal Budget Line Item:

The FAC groups asks: what is a standard for a small special district such as TVCSO? We agreed to contact our CSDA Representative and ask if they can advise us for our upcoming budget planning.

Our next meeting will not be until the end of January 2018. The meeting was adjourned at 7:45pm.

Approved on: January 5, 2018

Recorded by: Donna Clavaud

