



MARINA COAST WATER DISTRICT

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Board of Directors
Budget and Personnel Committee Meeting
Marina Coast Water District
11 Reservation Road, Marina, California

Date: March 30, 2012
Time: 9:00 a.m.
Location: MCWD Board Room, 11 Reservation Road, Marina

Committee Members

Dan Burns
Howard Gustafson
Kenneth Nishi - Alternate

Agenda

This meeting has been noticed according to the Brown Act rules. The Committee will receive information on, discuss and consider making recommendations to the MCWD Board on the items contained in this agenda.

1. Call to Order
2. Public Comments on any item Not on the Agenda *Anyone wishing to address the Committee on matters not appearing on the Agenda may do so at this time. Please limit your comment to three minutes. The public may comment on any other item(s) listed on the Agenda at the time the item(s) is considered by the Committee.*
3. Approve the Draft Minutes for March 2, 2012
4. Review Private Fire Service Monthly Charge
5. Consider Recommending Approval of a Public Outreach Contract for Ord Annexation
6. Receive Update on the New Financial Tab on the District Website
7. Identify Agenda Items for the Next Committee Meeting
8. Committee Member Comments
9. Adjournment

Draft Minutes
Budget and Personnel Committee Meeting
March 2, 2012

1. Call to Order:

The Budget and Personnel Committee was called to order at 8:00 a.m. by President Burns. In attendance were:

- Committee members: President Burns and Vice President Gustafson.
- Staff: Jim Heitzman, Kelly Cadiente, Jean Premutati, and Carl Niizawa.

2. Public Comments on Any Item Not on the Agenda:

No comments.

3. Approve the Draft Minutes for January 27, 2012:

The minutes were approved unanimously.

4. Annual Review and Update of the District's Technology Plan:

Ms. Cadiente introduced this item and explained that staff was working with Monterey Bay Technologies to update the Technology Plan for the current and next fiscal year. She said they were proposing the \$50,000 approved by the Board in the FY 2011-2012 Budget to be used primarily to replace several servers. Ms. Cadiente said that the Technology Plan proposes \$60,500 in FY 2012-2013 for updating software, with the major cost attributed to updating the financial software which is over eleven years old. The draft plan would be presented to the Board in March. The Committee agreed to forward this item to the Board.

5. Receive Update on Status of FY 2010/2011 Comprehensive Annual Financial Report:

Ms. Cadiente introduced this item and explained that normally this report was received in December but with the recent turnover in the Finance Department, the District received an extension to complete this report. The Committee agreed to forward this item to the Board.

6. Receive Update on Status of FY 2012/2013 Annual Budget Process:

Ms. Cadiente explained that the initial draft budget will be presented to the Board in March at which time a Budget Workshop will be scheduled for an in-depth budget review. She also explained the budget process with FORA. Mr. Heitzman commented that staff would be available to the FORA Board to answer any questions they may have.

7. Review Proposed Revisions to Employee Handbook and Provide Direction:

Ms. Premutati explained that the proposed revision to the bereavement policy is so that the language will match with the approved MOU's policy. She added that an additional paragraph was added to the email policy to cover social media, i.e. Twitter and Facebook. The Committee agreed to forward this item to the Board.

Budget and Personnel Committee

March 2, 2012

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8. Identify Agenda Items for the Next Committee Meeting:

Mr. Heitzman informed the Committee that if they think of something they want to add to the agenda for discussion, they can let staff know at a later time.

Ms. Cadiente commented that she would be bringing the draft Purchasing Policy.

Vice President Gustafson suggested that staff keep track of all the money-saving ideas and processes that are being implemented.

9. Committee Member Comments:

No comments were made.

10. Adjournment:

The meeting was adjourned at 8:18 am.

Marina Coast Water District
Budget and Personnel Committee
Staff Report

Agenda Item: 4

Meeting Date: March 30, 2012

Prepared By: Carl Niizawa
Reviewed By: Jim Heitzman

Subject: Private Fire Water Service

Summary: Per Marina Coast Water District Code 6.08.080 (Ordinance 24, adopted in 1993)
Private Fire Water Service in the District is to be charged at \$20 per month.

Uniform implementation of this fee will be discussed.

Marina Coast Water District
Budget and Personnel Committee

Agenda Item: 5

Meeting Date: March 30, 2012

Prepared By: Carl Niizawa
Reviewed By: Jim Heitzman

Subject: Consider Recommending Approval of a Public Outreach Contract for Ord Annexation

Summary: Consider Recommendation for Board Adoption of Resolution to Authorize a Professional Services Agreement with Gauger + Associates for Public Outreach Services.

At the December 13, 2011 Board meeting the Directors authorized a professional services agreement with Tramutola, LLC_for Public Outreach Services. During the four months of the contract, Tramutola has performed well through the talents of Marcus Young of Gauger + Associates, a subconsultant to Tramutola. Tramutola, with the work for the District being ably handled by Gauger and the recent departure of Executive Vice President Bonnie Moss, has requested that the District directly contract with Gauger + Associates.

Recently, the need for public outreach was also realized for the Ord Community Annexation.

Given the need for public outreach services for the Ord Annexation, the fine work accomplished by Marcus Young, and the request by Tramutola to directly contract with Gauger + Associates; it is recommended that the Board of Directors award a contract to Gauger + Associates for Public Outreach Services in an amount not to exceed \$10,000 for work to be done as directed by the General Manager on a time and material basis.

Marina Coast Water District
Budget and Personnel Committee
Staff Report

Agenda Item: 6

Meeting Date: March 30, 2012

Prepared By: Kelly Cadiente

Reviewed By: Carl Niizawa

Subject: Receive Update on the New Financial Tab on the District Website

Summary: The Committee is requested to receive an update on the new financial tab on the District Website.

As of January 1, 2012, all governments who have a website are required to post their meeting agendas on the website at least 72 hours prior to the meeting which the District has been doing for quite some time. Additionally, it is recommended that governments also post financial information on their websites. In keeping with the Board's desire for the District to be as transparent as possible, staff has added a financial tab on the District's website that will have links to the District's Comprehensive Annual Financial Reports (CAFR) and to the Annual Budgets. Staff intends to provide five years' worth of financial information, as well as the most current Board approved fiscal policies such as the Investment Policy, Surplus Property Policy and the Technology Plan Appendices.