



# MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

Home Page: [www.mcwd.org](http://www.mcwd.org)

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## DIRECTORS

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

Date: May 25, 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 April 27, 2012
4. Consider Recommending Approval to the Board of Directors a Contract with Jeanine DeBacker as Personnel Attorney with the Firm of McPharlin Sprinkles & Thomas LLP
5. Receive and Review Draft Request for Proposals for Five-Year Financial Plan and Rate Study
6. Receive Update on Information Technology Service Provider – Monterey Bay Technologies and Recommend Contract Renewal for FY 2012-2013
7. Review FY 2012-2013 Ord Budget PowerPoint Presentation
8. Identify Agenda Items for the Next Committee Meeting
9. Committee Member Comments
10. Adjournment

Marina Coast Water District  
Budget and Personnel Committee  
Staff Report

Agenda Item: 4

Meeting Date: May 25, 2012

Prepared By: Jean Premutati

Reviewed By: Carl Niizawa

Subject: Consider Recommending Approval to the Board of Directors a Contract with Jeanine DeBacker as Personnel Attorney with the Firm of McPharlin Sprinkles & Thomas LLP

Summary: At the July 12, 2011 meeting, the Board approved Resolution No. 2011-53 to retain Jeanine DeBacker of Hoge Fenton to represent the District in all matters related to personnel and employment law. Ms. DeBacker has recently left the firm of Hoge Fenton and moved her practice to McPharlin Sprinkles & Thomas in San Jose.

The District received a notification letter from Ms. DeBacker that, while we are a client of Hoge Fenton, she would like to continue to represent us at her new firm. Currently, Ms. DeBacker has active files related to matters of the District and therefore staff is requesting the committee consider recommending to the full Board approval of a contract with Ms. DeBacker as Personnel Attorney with her new firm.

Marina Coast Water District  
Budget and Personnel Committee  
Staff Report

Agenda Item: 5

Meeting Date: May 25, 2012

Prepared By: Kelly Cadiante

Reviewed By: Carl Niizawa

Subject: Receive and Review Draft Request for Proposals for Five-Year Financial Plan and Rate Study

Summary: On February 14, 2007, the Board adopted Resolution 2007-17 to approve a professional services agreement with Bartle Wells Associates to prepare a five-year water, wastewater, and recycled water financial plan and rate study. The Board received the plan in May, 2008 and approved the plan to be implemented beginning FY 2008-2009. FY 2012-2013 is the final year of plan, therefore, the District will need to conduct a new rate study in order to set rates and budgets for the subsequent five years.

The committee is requested to review the Draft Request for Proposals (RFP) and recommend to the full Board at the June 12, 2012 meeting that the RFP be approved and distributed on July 1, 2012. Costs of the RFP process and of the plan itself are budgeted in the FY 2012-2013 Proposed Budget.

Marina Coast Water District  
Budget and Personnel Committee  
Staff Report

Agenda Item: 6

Meeting Date: May 25, 2012

Prepared By: Kelly Cadiente

Reviewed By: Carl Niizawa

Subject: Receive Update on Information Technology Service Provider – Monterey Bay Technologies and Recommend Contract Renewal for FY 2012-2013

Summary: On December 13, 2011, the Board adopted Resolution No. 2011-89 to approve a Professional Services Agreement with Monterey Bay Technologies (MBT) for Information Technology (IT) support services through June 30, 2012. Since December 2011, MBT completed an assessment of the District's technology and assisted staff in updating the District's IT Plan. In April 2012, MBT installed a new server which consolidated two of the District's outdated servers and has been very responsive to the District's IT issues and needs.

MBT has overall provided satisfactory IT support services and staff recommends continuance with the District. The committee is therefore requested to recommend contract renewal for FY 2012-2013 with MBT to the full Board. The monthly retainer of \$3,200 will be based on 40 hours per month at the existing rate of \$80.00 per hour. Additional hours will be charged at a rate of \$95.00 per hour.

Marina Coast Water District  
Budget and Personnel Committee  
Staff Report

Agenda Item: 7

Meeting Date: May 25, 2012

Prepared By: Kelly Cadiente

Reviewed By: Carl Niizawa

Subject: Review FY 2012-2013 Ord Budget PowerPoint Presentation

Summary: The committee is requested to review the PowerPoint presentation to Fort Ord Reuse Authority (FORA) on the FY 2012-2013 Ord Community Compensation Plan and Rates. Historically, the District makes a presentation to the FORA Board every June on the annual compensation plan and rates for the Ord Community. Several questions arose at the presentation in 2011 which resulted in a delay in approval of the budget by FORA.

Both the budget document and the PowerPoint presentation have been revamped. Staff has been working closely with FORA staff and the Water and Wastewater Oversight Committee (WWOC) on the presentation in an effort to clearly provide justification of the proposed compensation plan and rates. The presentation will be presented to the FORA Administrative Committee on May 30, 2012 and then to the Full FORA Board on June 8, 2012.