



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

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President

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

Date: July 27, 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 June 22, 2012
4. Receive and Discuss First Draft of Classification and Compensation Study
5. Identify Agenda Items for the Next Committee Meeting
6. Committee Member Comments
7. Adjournment

Next Meeting: Friday, August 24, 2012, 9:00 a.m., 11 Reservation Road, Marina

Draft Minutes
Budget and Personnel Committee Meeting
June 22, 2012

1. Call to Order:

The Budget and Personnel Committee was called to order at 9:00 a.m. by President Burns. In attendance were:

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

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

No comments.

3. Approve the Draft Minutes for May 25, 2012:

The draft minutes were approved unanimously.

4. Review the District's Draft Procurement Policy:

Ms. Cadiente briefly explained the procurement policy, how it works with all the other District policies, and the purchase authority limits proposed for certain management staff. The Committee recommended moving this item forward to the Board for consideration.

5. Review Proposals for Annual Audit Services to the District:

The Committee was given copies of the proposals for review and discussion. Per the discussion, Charles Z. Fedak & Company received the top recommendation from the Committee. The Committee recommended moving this item forward to the Board for consideration.

6. Receive Status Update of the Classification and Compensation Study and Consultant List of Comparator Agencies:

Ms. Premutati introduced this item and the Committee reviewed the recommended comparator agencies and recommended moving this item forward to the Board for consideration.

7. Identify Agenda Items for the Next Committee Meeting:

In a continuing effort to go green, President Burns suggested looking at getting tablets for Board members to view packets and information.

8. Committee Member Comments:

No comments were made.

9. Adjournment:

The meeting was adjourned at 9:22 am.

Marina Coast Water District
Budget and Personnel Committee
Staff Report

Agenda Item: 4

Meeting Date: July 27, 2012

Prepared By: Jean Premutati

Reviewed By: Carl Niizawa

Subject: Receive and Discuss First Draft of Classification and Compensation Study

Summary: Attached for your review is the first draft of the classification and compensation study which includes the following:

- Appendix 1 – Results Summary spreadsheet
- Top Monthly Salary Spreadsheet
- Benefit Detail Spreadsheet
- Total Monthly Compensation Spreadsheet

Additionally, Koff and Associates has modified several job descriptions to reflect changes in duties and responsibilities as well as some title changes. They are also attached for your review.

Attachment 1 - Appendix 1 – Results Summary

Attachment 2 - Top Monthly Salary Data

Attachment 3 - Benefit Detail

Attachment 4 - Total Monthly Compensation Data

Attachment 5 - Draft Job Descriptions