



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: August 24, 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/Receive the Draft Minutes for June 22, 2012
4. Approve/Receive the Draft Minutes for July 27, 2012
5. Review the Draft Revised Expense Reimbursement and Travel Policy
6. Discuss the Total Compensation and Classification Study
7. Receive Information on Digital Tablets for Board Member Use
8. Receive a Report on SB 90/State Mandated Cost Reimbursement and the Brown Act
9. Identify Agenda Items for the Next Committee Meeting
10. Committee Member Comments
11. Adjournment

Next Meeting: Friday, September 28, 2012, 9:00 a.m., 11 Reservation Road, Marina

Marina Coast Water District
Budget and Personnel Committee
Staff Report

Agenda Item: 5

Meeting Date: August 24, 2012

Prepared By: Jean Premutati

Reviewed By: Carl Niizawa

Subject: Review the Draft Revised District Expense Reimbursement and Travel Policy

Summary: A request was made for staff to review the District expense reimbursement and travel policy and report whether the policy, as written, was current and in compliance. The policy, which was approved in June 2006, outlines the processes and procedures for reimbursement when personal expenditures occur on District business. In addition, the policy identifies the necessary documentation and approval methods for employee training/travel. Over time, District practices have been streamlined and new position titles added to reflect the checks and quality control over this important function.

Staff notified the Board at the August 14, 2012 Regular meeting that the policy was consistent with IRS guidelines and was being followed by District employees.

Since the inception of the policy, IRS changes have had an impact to the rules and regulations that standardize government travel and allowable expenses. IRS Publication 1542 – Per Diem Rates for Travel Within the United States, which provided the per diem rates for meals, lodging and incidentals was eliminated and replaced by rates listed on the U.S. General Services Administration website (www.gsa.gov). Additionally, substantiation and transition rules are available in IRS Publication 463 – Travel, Entertainment, Gift, and Car Expenses.

Upon further review, staff is recommending the attached revisions to the current policy.

Attachment: District Expense Reimbursement and Travel Policy

Marina Coast Water District
Budget and Personnel Committee
Staff Report

Agenda Item: 6

Meeting Date: August 24, 2012

Prepared By: Jean Premutati

Reviewed By: Carl Niizawa

Subject: Total Compensation and Classification Study Discussion

Summary: On August 14, 2012, the Board received the draft total compensation and classification study by the consultant Koff and Associates. While there was considerable discussion and explanation of the study provided by the consultant, the next step in the process was yet to be determined.

The Budget and Personnel Committee (Committee) is requested to discuss the study results to date and provide direction to staff on finalizing the study.

The Study is not attached, as it was submitted at the previous Committee meeting on July 27, 2012 and the Regular Board meeting on August 14, 2012.

Marina Coast Water District
Budget and Personnel Committee
Staff Report

Agenda Item: 7

Meeting Date: August 25, 2012

Prepared By: Kelly Cadiante

Reviewed By: Carl Niizawa

Subject: Receive Information on Digital Tablets for Board Member Use

Summary: A request was made to provide the committee information on digital tablets for Board member use in an effort to cut down on large amounts of paper received by the Board in the various agenda packets on a monthly basis and to further comply with the District's Green Sustainable Practice Policy, Practice #2 – "Reduce waste, recycle and reduce consumption of resources."

Monterey Bay Technologies (MBT) obtained pricing options on behalf of the District for a few different models of digital tablets in the following table:

Device	16GB	32MB
Ipad 2	529.99	629.99
The New Apple Ipad	629.99	729.99
Motorola Xyboard 10.1	629.99	729.99
Samsung Galaxy Tab 10.1	529.99	629.99

These prices are based on 16GB and 32GB tablets. MBT recommends adding approximately \$100 to each price for accessories. In addition, there would be a \$34.99 monthly data package charge per tablet through Verizon, the District's wireless telephone service provider. Depending on which model the District chose to utilize, the one-time purchase would be approximately \$3,400.00 - \$4,500.00 and the additional monthly wireless charges would be approximately \$200.00.

Marina Coast Water District
Staff Report

Agenda Item: 8

Meeting Date: August 24, 2012

Prepared By: Terra Chaffee

Reviewed By: Carl Niizawa

Subject: Receive a Report on SB 90/State Mandated Cost Reimbursement and the Brown Act

Summary: The reimbursable provisions of the Brown Act, California's open meetings law, were suspended by the Legislature in this year's budget. When a reimbursable mandate is suspended, local governments are no longer eligible for reimbursement, nor statutorily obligated to adhere to the mandate. In spite of this, special districts are rightly upholding all requirements of the Brown Act.

Despite the fact the California Legislature has suspended the provisions of the Ralph M. Brown Act, all California special districts are still able to file for SB 90/State Mandated Cost reimbursement for the preparation of regular meeting agendas for the two most recently completed fiscal years (FY 2010-2011 and FY 2011-2012). Districts are able to claim their eligible costs for the Open Meetings Act/Brown Act Reform program for FY 2011-2012 in February 2013. Additionally, if a special district did not file its FY 2010-2011 claim (originally due in February 2012), it is still able to submit those costs with a 10 percent late penalty by February 2013.

The effect of the FY 2012-2013 Budget suspension of the Brown Act will be realized in February 2014, when the Open Meetings Act/Brown Act Reform claim will not be an eligible program for the FY 2012-2013 annual claims deadline.

It does not appear that the District has submitted claims for SB 90/State Mandated Cost reimbursement in the past.