



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

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

Date: October 26, 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 September 28, 2012
4. Review the Draft Ordinance for Transfer of Capacity Charge Credits
5. Status of Recruitment for Deputy General Manager/District Engineer and District Legal Counsel
6. Review and Discuss the District's Draft Fraud Policy
7. Annual Review and Update of the District's Investment Policy
8. Identify Agenda Items for the Next Committee Meeting
9. Committee Member Comments
10. Adjournment

Next Meeting: Friday, November 30, 2012, 9:00 a.m., 11 Reservation Road, Marina

Marina Coast Water District
Budget and Personnel Committee
Staff Report

Agenda Item: 4

Meeting Date: October 26, 2012

Prepared By: Sean Knight

Reviewed By: Jim Heitzman

Subject: Review the Draft Ordinance for Transfer of Capacity Charge Credits

Summary: The Board, at the September 11, 2012 Regular meeting, asked staff to move forward with implementation of a policy describing the transfer of capacity credit. The Committee is requested to review the draft Ordinance No. 55 which addresses the topic of transfer of credit for water, recycled water and sewer capacity.

Committee changes will be incorporated into the draft Ordinance for presentation to the Board at the November 13, 2012 Board meeting.

The draft Ordinance will be provided at the Committee meeting for discussion and review.

Marina Coast Water District
Budget and Personnel Committee
Staff Report

Agenda Item: 5

Meeting Date: October 26, 2012

Prepared By: Jean Premutati

Reviewed By: Jim Heitzman

Subject: Status of Recruitment for Deputy General Manager/District Engineer and District
Legal Counsel

Summary: Due to the sudden vacancies of the Deputy General Manager/District Engineer (DGM/DE) and District Legal Counsel, there are 2 openings in key positions of the District. For succession and continuity of operations purposes and to leading and managing the staff and District resources, there is an immediate need to fill both of these budgeted and funded positions. Staff is currently in the process of advertising the Deputy General Manager/District Engineer position and awaiting direction from the Board regarding Legal Counsel position.

Marina Coast Water District
Budget and Personnel Committee
Staff Report

Agenda Item: 6

Meeting Date: October 26, 2012

Prepared By: Kelly Cadiente

Reviewed By: Jim Heitzman

Subject: Review and Discuss the District's Draft Fraud Policy

Summary: During the District's audit of the FY 2010/2011 financial statements, the auditors recommended that the District adopt a fraud policy. The District addresses fraudulent behavior or actions in the District's Employee Handbook section 19.2 and in various other policies of the District however, the auditors recommended that the District also adopt a separate policy specifically addressing fraud.

Staff has included the draft Policy for the committee's discussion and review. Committee changes will be incorporated into the draft Policy for presentation to the Board at the November 13, 2012 Board meeting.

Attachment: Draft Marina Coast Water District Fraud Policy

Marina Coast Water District
Budget and Personnel Committee
Staff Report

Agenda Item: 7

Meeting Date: October 26, 2012

Prepared By: Kelly Cadiante

Reviewed By: Jim Heitzman

Subject: Annual Review and Update of the District's Investment Policy

Summary: According to the District's Investment Policy ("Policy") adopted August 28, 2002 by Resolution No. 2002-37, the Budget & Personnel Committee ("Committee") shall make an annual report and recommendation to the Board concerning implementation or changes to the Policy. The purpose of this annual review is to ensure ongoing compliance with Government Code restrictions and to update the Policy as the Committee deems necessary.

Staff has reviewed the Policy and has no recommended updates or changes to the Policy for the Committee's discussion and review. Any changes of the Policy from the Committee will be incorporated into the draft revised Policy for presentation to the Board at the November 13, 2012 Board meeting.

Attachment: Marina Coast Water District Investment Policy