

Draft Minutes
Budget and Personnel Committee Meeting

May 8, 2017

1. Call to Order:

The Budget and Personnel Committee was called to order at 5:50 p.m. by President Gustafson. In attendance were:

- Committee members: President Gustafson and Director Cortez
- Staff: Keith Van Der Maaten and Paula Riso
- Public members: none

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

No comments.

3. Approve the Draft Minutes of the April 10, 2017 Meeting:

On motion by Director Cortez, seconded by President Gustafson, the minutes were unanimously approved.

4. Receive an Update on Budget and Personnel Processes:

Mr. Van Der Maaten gave an update on the status of tasks staff is working on:

- a. Fiscal Year 2016-2017 Budget – this item is complete
- b. EERP Update – this item is complete
- c. FLSA Audit/Update – this item is complete
- d. Meter Reading Position – this item is complete
- e. System Analyst Position – this item is complete
- f. Associate Engineer Position – update given
- g. Customer Service Rep – this item is complete
- h. Accounting Technician – this item is complete
- i. Customer Service Supervisor/Customer Service Rep II – this item is complete
- j. Applications Systems Analyst Exempt Status Modification – this item is complete
- k. FORA Fee Issue – update given
- l. Employee Termination – update given
- m. FY 2017-2018 Budget – update given
- n. Expense Reimbursement and Travel Policy – this item is complete

5. Identify Budget and Personnel Agenda Items for the Next Committee Meeting and Set Date:

The same items will be discussed and updated. The next meeting is scheduled for June 6, 2017 at 5:30 p.m.

6. Committee Member Comments:

No comments.

7. Adjournment:

Meeting adjourned at 5:56 p.m.