

Draft Minutes  
Budget and Personnel Committee Meeting

June 6, 2017

1. Call to Order:

The Budget and Personnel Committee was called to order at 5:42 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 May 8, 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/this item is now complete
- 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/this item is now complete
- l. Employee Termination – no change
- m. FY 2017-2018 Budget – update given/this item is now complete
- 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:

Mr. Van Der Maaten asked if there were any other topics the Committee wanted to add. Director Cortez questioned public relations and suggested making sure the District is effective in getting its message out. The next meeting is scheduled for July 24, 2017 at 5:30 p.m.

6. Committee Member Comments:

No comments.

7. Adjournment:

Meeting adjourned at 5:57 p.m.