

Minutes
Budget and Personnel Committee Meeting

September 10, 2019

1. Call to Order:

The September 10, 2019 Budget and Personnel Committee meeting was called to order at 6:20 p.m. by Director Cortez. In attendance were:

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

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

There was no public comment.

3. Approve the Draft Minutes of the August 14, 2019 Meeting:

Director Cortez asked that his comment about CIP updates be added to the minutes. Vice President Shriner requested the amended minutes be brought back to the next meeting for consideration.

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:

- Accounting Tech Position – last accounting tech resigned due to personal reasons. Staff is working on her replacement.
- Operator II Position – Mark Duplissie retired after 22 years with the District. Staff is working on his replacement.
- Engineering Tech – staff will be asking the Board to approve hiring an engineering tech due to the extreme amount of development now and in near term. This will be in place of hiring the outreach coordinator position due to the higher priority.
- OM Supervisor – the two working out-of-class employees completed their trial period and staff is now beginning external recruitment for that position.
- HR Programs – HR launched a new wellness program for the employees.
- Capital Impact Fees – held first meeting in September and it was well attended. Follow up meeting to be held in October.
- District Rates (Bayview Decision) – District received notice from the Courts that the rates are invalid. There is discussion about next course of action which the Board will discuss at the next Board meeting. May need to do a new rate study to satisfy the courts.
- Quarterly CIP Update report – Based on discussions at the last B&P, CIP updates will be provided to the Board on a quarterly basis.

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

The same items will be brought back for discussion. No meeting will be held in October. The next meeting is scheduled for November 12th at 6:15 p.m.

6. Committee Member Comments:

No comments were made.

7. Adjournment:

Meeting adjourned at 6:41 p.m.