

Marina Coast Water District  
Agenda Transmittal

Agenda Item: 7-C

Meeting Date: January 11, 2011

Submitted By: Brian True

Presented By: Carl Niizawa

Reviewed By: Jim Heitzman

Agenda Title: Consider Adoption of Resolution No. 2011-04 in Recognition of Ms. Stephenie Fogel, Administrative Assistant, and Award a Plaque and Gift Certificate for 5 Years of Service to the Marina Coast Water District

Detailed Description: The Board is requested to consider recognizing Ms. Stephenie Fogel for 5-years of service to the Marina Coast Water District and presenting her with a plaque and gift certificate.

Ms. Fogel joined the District on December 28, 2005 as an Administrative Assistant. Some of her first duties were to support the active construction bidding processes for the numerous Capital Improvement Project undertakings. Ms. Fogel has been asked consistently to expand her role on the District team during her 5-years of service and she currently has broad duties and responsibilities that she performs with skill and forthrightness. Some of her particular responsibilities include processing and managing Engineering accounts payable, contracts, and agreements, and document recordation's, supporting construction bidding processes, supporting the management of Developer accounts, supporting the preparation of invoices associated with Grant funding and other complex invoices, and supporting the District Engineer position.

Ms. Fogel is a dedicated employee who serves as the communications and coordination hub for the District's Engineering Department. She is routinely contacted by vendors regarding accounts payable questions and is recognized as a "go-to" person within MCWD by outside agencies and vendors. The respect she holds within the organization is exhibited by her election by her teammates as a leader within the MCWD Employees Association. During her 5-years of service to the District, Ms. Fogel has exhibited consistent professional growth, in particular within her management of contract related topics and invoicing tasks.

The District recognizes Ms. Stephenie Fogel for 5-years of service to MCWD.

Environmental Review Compliance: None required.

Prior Committee or Board Action: None.

Board Goals/Objectives: *Strategic Plan, Mission Statement - Providing high quality water, wastewater and recycled water services to the District's expanding communities through management, conservation and development of future resources at reasonable costs.*

Financial Impact:  Yes  No

Funding Source/Recap: All four cost centers - Hospitality & Awards.

Material Included for Information/Consideration: Resolution No. 2011-04.

Staff Recommendation: The Board of Directors consider adopting Resolution No. 2011-04 recognizing Ms. Stephenie Fogel, Administrative Assistant, and awarding a plaque and gift certificate for 5-years of service to the Marina Coast Water District.

Action Required:      X   Resolution    \_\_\_\_\_ Motion    \_\_\_\_\_ Review  
(Roll call vote is required.)

---

Board Action

\_\_\_\_\_ Resolution No \_\_\_\_\_    Motion By \_\_\_\_\_    Seconded By \_\_\_\_\_

Ayes \_\_\_\_\_    Abstained \_\_\_\_\_

Noes \_\_\_\_\_    Absent \_\_\_\_\_

Reagendized \_\_\_\_\_    Date \_\_\_\_\_    No Action Taken \_\_\_\_\_

January 11, 2011

Resolution No. 2011 - 04  
Resolution of the Board of Directors  
Marina Coast Water District  
Recognizing Ms. Stephenie Fogel, Administrative Assistant,  
For 5-Years of Service to MCWD

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on January 11, 2011 at the business office of the District, 11 Reservation Road, Marina, California as follows:

WHEREAS, Ms. Stephenie Fogel joined the District on December 28, 2005 as an Administrative Assistant; and,

WHEREAS, Ms. Fogel currently has broad duties and responsibilities that she performs with exemplary skill and forthrightness, including processing and managing Engineering accounts payable, contracts, and agreements, supporting construction bidding processes, supporting the management of Developer accounts, and supporting the District Engineer position; and,

WHEREAS, Ms. Fogel is a dedicated employee who serves as the communications hub for the District’s Engineering Department and has exhibited consistent professional growth in her management of contract related topics and invoicing tasks.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby express its gratitude and recognizes Ms. Stephenie Fogel for 5-years of service to the Marina Coast Water District, presents her with a plaque and gift certificate and wishes her continued success with the District.

PASSED AND ADOPTED on January 11, 2011 by the Board of Directors of the Marina Coast Water District by the following roll call vote:

Ayes: Directors \_\_\_\_\_

Noes: Directors \_\_\_\_\_

Absent: Directors \_\_\_\_\_

Abstained: Directors \_\_\_\_\_

\_\_\_\_\_  
William Y. Lee, President

ATTEST:

---

Jim Heitzman, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2011-04 adopted January 11, 2011.

---

Jim Heitzman, Secretary