

Draft Minutes
Budget and Personnel Committee Meeting
October 26, 2012

1. Call to Order:

The Budget and Personnel Committee was called to order at 9:00 a.m. by President Burns. In attendance were:

- Committee members: President Burns and Vice President Gustafson.
- Staff: Jim Heitzman, Kelly Cadiente, Jean Premutati, Sean Knight, and Paula Riso.

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

No comments.

3. Approve/Receive the Draft Minutes for September 28, 2012:

The minutes were approved unanimously.

4. Review the Draft Ordinance for Transfer of Capacity Charge Credits:

Mr. Knight reviewed the draft Ordinance with the Committee. He stated that Section 4E explains how the capacity credit is restricted to the parcel of land with the existing water service connection. Mr. Knight said that 4E1, and 4E2 details how the capacity credits can be transferred within the parcel. Mr. Knight added that 4D1 and 4D2 explain the same restrictions for sewer capacity charges.

The Committee recommended moving this item forward to the Board for consideration.

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

Mr. Heitzman stated that recruitment for the Deputy General Manager/District Engineer is in full swing. He added that the recruitment for legal counsel is on hold until the Board decides which course of action to take.

6. Review and Discuss the District's Draft Fraud Policy:

Ms. Cadiente stated that the auditors suggested the District incorporate a Fraud Policy. President Burns suggested checking to make sure the gift amounts are the same as the Board Policy Manual.

The Committee recommended moving this item forward to the Board for consideration.

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

Ms. Cadiente stated that the District has an Investment Policy that is updated annually. She said that staff has reviewed the policy and has no recommended updates or changes.

The Committee recommended moving this item forward to the Board for consideration.

8. Identify Agenda Items for the Next Committee Meeting:

The Committee did not ask for anything specific to be added to the agenda.

9. Committee Member Comments:

No comments were made.

10. Adjournment:

The meeting was adjourned at 9:12 am.

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