



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

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DIRECTORS

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President

JAN SHRINER
Vice President

HERBERT CORTEZ
MATT ZEFFERMAN
PETER LE

Board of Directors
Budget and Personnel Committee Meeting
Marina Coast Water District
11 Reservation Road, Marina, California

Date: April 9, 2019
Time: 6:15 p.m.
Location: MCWD Board Room, 11 Reservation Road, Marina

Committee Members

Jan Shriner
Herbert Cortez

Agenda

This meeting has been noticed according to the Brown Act rules. The Committee will receive information on, discuss and consider making recommendations to the MCWD Board on the items contained in this agenda.

1. Call to Order
2. Public Comments on any item Not on the Agenda *Anyone wishing to address the Committee on matters not appearing on the Agenda may do so at this time. Please limit your comment to four minutes. The public may comment on any other item(s) listed on the Agenda at the time the item(s) is considered by the Committee.*
3. Approve the Draft Minutes of the March 12, 2019 Meeting
4. Receive an Update on Budget and Personnel Processes
5. Identify Agenda Items for the Next Committee Meeting
6. Committee Member Comments
7. Adjournment

Next Meeting: May 14, 2019 at 6:15 p.m., 11 Reservation Road, Marina

Draft Minutes
Budget and Personnel Committee Meeting

March 12, 2019

1. Call to Order:

The March 12, 2019 Budget and Personnel Committee meeting was called to order at 6:22 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 February 12, 2019 Meeting:

On motion by Vice President Shriner, seconded by Director Cortez, 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:

- Associate Engineer – posting closed and interviewed two good candidates.
- O&M Staffing Needs – the two hired operators have started and doing well.
- IT Administrator Position – Teo Espero was hired and doing well.
- OM Supervisor/Electrical Mechanical Supervisor – hired Joe Correa as the EM Supervisor, however with the passing of the OM Supervisor, Joe will be the Acting OM Supervisor until a replacement is found. Counseling services have been on site on two separate occasions to assist employees affected by the passing.
- HR Programs – nothing to report.
- Employee Contract Negotiations – will be arranging meetings within the next couple of weeks. Board has established Vice President Shriner as negotiator and President Moore as alternate.
- Capital Impact Fees – continuing to finish up Master Plans along with the associated capacity fee analysis. Will be seeking an extension to do additional work to ensure the capacity fees are sufficient for an initial 15-year period, including necessary supply projects, as well as ultimate buildout.
- FY 2019-2020 Budget – budget workshop held on March 11th and staff will continue the process.

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

The same items will be brought back for discussion. Director Cortez asked to discuss hotel metering fees. The next meeting is scheduled for April 9th at 6:15 p.m.

6. Committee Member Comments:

No comments were made.

7. Adjournment:

Meeting adjourned at 6:35 p.m.