

**RESCHEDULED**



**MARINA COAST WATER DISTRICT**

**11 RESERVATION ROAD, MARINA, CA 93933-2099**

**Home Page: [www.mcwd.org](http://www.mcwd.org)**

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**DIRECTORS**

THOMAS P. MOORE  
*President*

JAN SHRINER  
*Vice President*

HERBERT CORTEZ  
PETER LE  
MATT ZEFFERMAN

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

Date: January 22, 2020  
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 November 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: February 11, 2020 at 6:15 p.m., 11 Reservation Road, Marina*

Draft Minutes  
Budget and Personnel Committee Meeting

November 12, 2019

1. Call to Order:

The November 12, 2019 Budget and Personnel Committee meeting was called to order at 6:21 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:

On motion by Director Cortez, seconded by Vice President Shriner, the minutes of August 14, 2019 were approved unanimously.

4. Approve the Draft Minutes of the September 10, 2019 Meeting:

On motion by Director Cortez, seconded by Vice President Shriner, the minutes of September 10, 2019 were approved unanimously.

5. 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 – a replacement, Adam Miller, has been hired.
- Operator II Position – a replacement, Joshua Gonclaves, has been hired.
- Operator III – staff is in the process of filling that position.
- Operations Admin – hired Sarah Babcock as a contract employee to help with O&M administrative work. She was previously on the District's Water Conservation Commission.
- Assistant/Associate Engineer – Jaron Holida resigned as Assistant Engineer and moved out of the area. The Board approved hiring of an Associate Engineer to replace Jaron and the District hired Elise Ramirez who worked for MCWRA.
- Engineering Tech – in process.
- Capital Impact Fees Study – WWOC approved Master Plans but not Capacity Fees. Staff had technical meeting with Developers in preparation for finishing WWOC approval in December.
- Quarterly CIP Update report – update provided in October, next update in January.

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

The same items will be brought back for discussion. The next meeting is scheduled for December 10th at 6:15 p.m.

Budget and Personnel Committee Meeting

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7. Committee Member Comments:

No comments were made.

8. Adjournment:

Meeting adjourned at 6:34 p.m.