



MARINA COAST WATER DISTRICT

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DIRECTORS

JAN SHRINER
President

THOMAS P. MOORE
Vice President

HERBERT CORTEZ
MATT ZEFFERMAN

Board of Directors
Budget and Personnel Committee Meeting
Marina Coast Water District
January 12, 2021 at 10:00 a.m.

Due to Governor Newsom's Executive Order N-29-20 and recommendations on protocols to contain the spread of COVID-19, staff and Committee members will be attending the December 8, 2020 meeting remotely from various locations and the meeting will be held via Zoom conference. There will be NO physical location of the meeting.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83399687901?pwd=RE8xUTJlZlZRMU3YzYnJleXo1dzRWQT09>

Password: 303695

To join via phone: 1-669-900-9128

Webinar ID: 833 9968 7901

Password: 303695

Committee Members

Herbert Cortez

Jan Shriner

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/Roll Call
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 December 8, 2020 Meeting
4. Discuss Succession Planning
5. Discuss Meeting Schedule for 2021
6. Identify Agenda Items for the Next Committee Meeting
7. Committee Member Comments
8. Adjournment

Draft Minutes
Budget and Personnel Committee Meeting

December 8, 2020

1. Call to Order:

The December 8, 2020 Budget and Personnel Committee meeting was called to order at 10:05 a.m. by Vice President Shriner. In attendance via Zoom teleconference were:

- Committee members: Vice President Shriner and Director Cortez
- Staff: Keith Van Der Maaten, Derek Cray, 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 November 10, 2020 Meeting:

Director Cortez made a motion to approve the minutes of November 10, 2020. Vice President Shriner seconded the motion. The minutes were approved by a vote of 2-Ayes (Cortez, Shriner), 0-Noes, and 0-Absent.

4. Discuss Succession Planning:

Mr. Van Der Maaten stated that last meeting they discussed the Finance department succession planning, and this meeting they would discuss proposed changes to the Operations and Maintenance Department. Mr. Cray explained the changes he is proposing to the department is to reorganize and target succession planning. Those changes include modifying the Electrical/Mechanical Engineer Supervisor to Electrical/Mechanical Technician and that position to report to the Operations and Maintenance Supervisor. Mr. Cray also proposed to revise the job description and title of System Operator III to Lead Operator with an extended time for filling the certification requirement. Mr. Cray proposed making the position title changes and adding an additional Lead Operator position now, then in FY 2021, adding a System Operator I position.

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

The same items would be discussed in January. Director Cortez asked to get an update on the new positions in the Engineering Department. Mr. Van Der Maaten stated that he would have the District Engineer give a report on what they are working on, their workload, and an assessment on the entire Engineering Department. Mr. Van Der Maaten said that there would also be an update on the Human Resources and Finance Departments. Vice President Shriner asked to discuss Board training requests for the new fiscal year.

6. Committee Member Comments:

Director Cortez commented that he has enjoyed his time with Mr. Van Der Maaten and he's going to keep asking as many questions as he can before Mr. Van Der Maaten leaves. Vice President Shriner welcomed Mr. Cray as Interim General Manager.

7. Adjournment:

Meeting adjourned at 10:37 a.m.