

Marina Coast Water District
Agenda Transmittal

Agenda Item: 7-B

Meeting Date: February 8, 2011

Submitted By: Jean Premutati

Presented By: Jean Premutati

Reviewed By: Carl Niizawa

Agenda Title: Adopt Resolution No. 2011-13 to Approve a Contract Amendment for the Temporary Assistant Engineer to Include District-Paid Benefits as Defined in the Employee Handbook

Background: The Assistant Engineer position is currently filled on a temporary, contract basis with no benefits. In July 2010, the Board approved a not-to-exceed one-year contract extension for this position while staff evaluates the Engineering department's workloads, project assignments, and budget to include an Assistant Engineer position within the organizational chart. This process is pending.

The current Temporary Assistant Engineer has fulfilled the time and training necessary to be eligible for the Professional Engineering (P.E.) exam which he will take in April. Originally, the Temporary Assistant Engineer was performing the less technical, entry-level duties in order to free up the licensed professional engineers to complete the more difficult and complex activities. The Temporary Assistant Engineer has progressed in his professional duties at the District and now functions as regular engineering staff. He has performed exceptionally well in development review of community projects, both in technical review and providing professional public interface.

The Temporary Assistant Engineer has provided significant value to the District and Engineering Department, and, in light of current and upcoming projects, it would be in the best interests of Engineering to maintain this position. Staff recommends approval of the contract amendment to include all District-paid benefits as defined in the Employee Handbook.

Environmental Review Compliance: None required.

Prior Committee or Board Action: Board approved a contract extension in July 2010 not to exceed one-year.

Board Goals/Objectives: *Strategic Plan Mission – 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: ___X___ Yes _____ No

Funding Source/Recap: There are adequate funds available in the Engineering salary account.

Material Included for Information/Consideration: Resolution No. 2011-13.

February 8, 2011

Resolution No. 2011 - 13
Resolution of the Board of Directors
Marina Coast Water District

Approve a Contract Amendment for the Temporary Assistant Engineer
to Include District-Paid Benefits as Defined in the Employee Handbook

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on February 8, 2011 at the business office of the District, 11 Reservation Road, Marina, California as follows:

WHEREAS, the Assistant Engineer is filled on a temporary, contract basis with no benefits and received a contract extension in July 2010 pending the evaluation of workload, project assignments and staffing within the Engineering department; and,

WHEREAS, the Assistant Engineer has performed an essential role in the development review process and the District has benefitted from his acquired knowledge of the District practices and procedures and is now performing more difficult and complex engineering duties. Staff recommends the District maintain this position in light of current and upcoming projects.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby approve a Contract Amendment for the Temporary Assistant Engineer to include District-paid benefits as defined in the Employee Handbook.

PASSED AND ADOPTED on February 8, 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. 2011-13 adopted February 8, 2011.

Jim Heitzman, Secretary