



MARINA COAST WATER DISTRICT

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Board of Directors

Budget and Personnel Committee Meeting

Marina Coast Water District

11 Reservation Road, Marina, California

Date: March 2, 2012
Time: 8:00 a.m.
Location: MCWD Board Room, 11 Reservation Road

Committee Members

Dan Burns
Howard Gustafson
Kenneth Nishi - Alternate

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 three 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 for January 27, 2012
4. Annual Review and Update of the Technology Plan Appendix for FY 2011-2012 and FY 2012-2013
5. Receive Update on Status of FY 2010/2011 Comprehensive Annual Financial Report
6. Receive Update on Status of FY 2012/2013 Annual Budget Process
7. Review Proposed Revisions to Employee Handbook and Provide Direction
8. Identify Agenda Items for the Next Committee Meeting
9. Committee Member Comments
10. Adjournment

Marina Coast Water District
Budget and Personnel Committee
Staff Report

Agenda Item: 4

Meeting Date: March 2, 2012

Prepared By: Kelly Cadiente

Reviewed By: Carl Niizawa

Agenda Title: Annual Review and Update of the Technology Plan Appendix for FY 2011-2012 and FY 2012-2013

Summary: According to the District Technology Plan (DTP) adopted August, 23, 2000 by Resolution No. 2000-23, the DTP should be viewed as a living document that will be reviewed annually, not only for budgetary considerations, but also to facilitate updates reflecting technological advancements from previous reviews. Therefore the Committee is requested to review and update the draft DTP Appendix for FY 2011-2012 and FY 2012-2013.

The DTP is a detailed and comprehensive plan, which identifies anticipated upgrades and maintenance of District technology. Attached is the appendix to the original DTP. Based on a needs assessment performed by the District's information technology support service provider, this appendix outlines the recommended technology tasks for FYs 2011-2012 and 2012-2013 as well as funding requirements for FY 2012-2013.

Staff has reviewed the DTP and prepared the Draft Appendix for FY 2011-2012 and FY 2012-2013 for the committee's discussion and review. Committee changes will be incorporated into the draft Policy for presentation to the Board at the March 13, 2011 Board meeting.

Marina Coast Water District
Budget and Personnel Committee
Staff Report

Agenda Item: 5

Meeting Date: March 2, 2011

Prepared By: Kelly Cadiente

Reviewed By: Carl Niizawa

Subject: Receive Update on Status of FY 2010/2011 Comprehensive Annual Financial Report

Summary: The Committee is requested to receive an update on the status of the FY 2010/2011 Comprehensive Annual Financial Report (CAFR).

Typically, each year the District closes out the fiscal year's books by October – November, the audit is completed and the CAFR is presented to the Board by November – December. Due to the departure of the Finance Director, the primary staff responsible for this work, remaining staff has taken over completing the financial report. The recently hired Accountant II is the primary staff who completed this work in February. The CAFR will be presented to the Board at the March 13, 2012 regular meeting.

Staff obtained an extension from the Government Finance Officers Association (GFOA) to submit the District's FY 2010/2011 CAFR to their Certificate of Excellence for Financial Reporting Award Program. The GFOA has stated that it is not uncommon for reporting entities to obtain an extension due to staff turnover, however; the extension may delay notification of the award by a few months.

Marina Coast Water District
Budget and Personnel Committee
Staff Report

Agenda Item: 6

Meeting Date: March 2, 2011

Prepared By: Kelly Cadiente
Reviewed By: Carl Niizawa

Subject: Receive Update on Status of FY 2012/2013 Annual Budget Process

Summary: The Committee is requested to receive an update on the status of the FY 2012/2013 Budget Process.

The FY 2012/2013 Budget Process has begun for the District. Staff is currently preparing the FY 2012/2013 Draft Budget which will be presented to the Board at the March 13, 2012 regular meeting. At that time, staff will also present the proposed Budget Schedule and request the Board schedule a Budget Workshop.

Marina Coast Water District
Budget and Personnel Committee
Staff Report

Agenda Item: 7

Meeting Date: March 2, 2012

Prepared By: Jean Premutati

Reviewed By: Carl Niizawa

Subject: Review Proposed Revisions to Employee Handbook and Provide Direction

Summary: Periodically, the District's employment and personnel policies should be reviewed for practicality and legal compliance. Recently, staff discovered some inconsistent language in comparing the Bereavement Leave (Policy No. 11.9) in the employee handbook and the Marina Coast Water District Employees Association and Teamsters Local Unit 890 Memorandums of Understanding (MOU's).

Additionally, after reviewing the current Internet, E-Mail, Telephones and Electronic Communications, Ethics, Usage and Security (Policy No. 3.10), legal opinion recommends including direction to employees regarding social networking practices and etiquette.

The Committee is requested to receive the attached draft versions of Policy Nos. 3.10 and 11.9 and provide comment.