



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

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DIRECTORS

DAN BURNS

President

HOWARD GUSTAFSON

Vice President

KENNETH K. NISHI

JAN SHRINER

WILLIAM Y. LEE

Agenda

Special Board Meeting, Board of Directors Marina Coast Water District

11 Reservation Road, Marina, California

Wednesday, April 18, 2012, 5:30 p.m.

This meeting has been noticed according to the Brown Act rules.

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.*

Vision: *The Marina Coast Water District will be the leading public supplier of integrated water and wastewater services in the Monterey Bay Region.*

1. Call to Order

2. Roll Call

3. Closed Session

- A. Pursuant to Government Code 54957.6
Conference with Labor Negotiator
Agency Negotiator (General Manager)
Employee Organization: Marina Coast Water District Employees Association
- B. Pursuant to Government Code 54957.6
Conference with Labor Negotiator
Agency Negotiator (General Manager)
Employee Organization: Teamsters Local 890

Reconvene Open Session

4. Possible Action on Closed Session Items *The Board will report out on any action taken during Closed Session, and may take additional action in Open Session, as appropriate. Any closed session items not completed will be discussed at the end of the meeting.*

5. Pledge of Allegiance

6. Oral Communications *Anyone wishing to address the Board 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 items listed on the agenda at the time they are considered by the Board.*

7. Action Item

- A. Consider Adoption of Resolution No. 2012-26 to Approve a Professional Services Agreement to Perform a Classification and Compensation Study for the District

Action: The Board of Directors will review the consultant proposals provided and select a consultant to perform a Classification and Compensation Study for the District.

8. Directors Comments

- 9. Adjournment** *Set or Announce Next Meeting(s), date(s), time(s), and location(s):*

*Regular Meeting: Tuesday, May 8, 2012, 6:45 p.m.,
11 Reservation Road, Marina*

Marina Coast Water District
Agenda Transmittal

Agenda Item: 7-A

Meeting Date: April 18, 2012

Submitted By: Jean Premutati
Reviewed By: Carl Niizawa

Presented By: Jean Premutati

Agenda Title: Consider Adoption of Resolution No. 2012-26 to Approve a Professional Services Agreement to Perform a Classification and Compensation Study for the District

Detailed Description: In December 2011, the Budget and Personnel Committee (B&P) asked staff to draft a Request for Proposals (RFP's) to conduct a classification and compensation study. The Board approved the recommendation for a not-to-exceed amount of \$25,000 at the January 10, 2012 Board meeting and staff drafted a RFP. The RFP's were mailed to thirteen consulting firms on March 15 with a response deadline of April 2, 2012. Six valid proposals were received.

After reference checks and rating of the six proposals, staff has included an analysis of the review based on the following criteria:

- Experience, qualification and references
- Economics and value
- Quality of proposal
- Scope of work and methodologies to be used

Once the Board has selected a consultant, the General Manager will execute a contract to begin the week of April 23, 2012.

Prior Committee or Board Action: The Board of Directors requested staff to go forward with a full classification and compensation survey at the February 14, 2012 meeting.

Financial Impact: Yes No

Funding Resource/Recap: Across all four cost centers.

Material Included for Information/Consideration: Resolution No. 2012-26, Analysis Matrix of Proposals, and six consultant proposals.

Staff Recommendation: The Board of Directors consider adoption of Resolution No. 2012-26 approving a professional services agreement to perform a classification and compensation study.

Action Required: Resolution Motion Review
(Roll call vote is required.)

Board Action

_____ Resolution No. _____ Motion By _____ Seconded By _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____

April 18, 2012

Resolution No. 2012-26
Resolution of the Board of Directors
Marina Coast Water District
Approving a Professional Services Agreement with _____
to Perform a Classification & Compensation Study

RESOLVED by the Board of Directors ("Directors") of the Marina Coast Water District ("District"), at a special meeting duly called and held on April 18, 2012 at the business office of the District, 11 Reservation Road, Marina, California as follows:

WHEREAS, in December 2011, the Budget and Personnel Committee (B&P) asked staff to draft a Request for Proposals (RFP's) to conduct a classification and compensation study; and,

WHEREAS, the Board approved staff to distribute RFP's for a not-to-exceed amount of \$25,000 at the January 10, 2012 meeting; and,

WHEREAS, RFP's were distributed to thirteen consulting firms with a response deadline of April 2, 2012. Six valid proposals were received ranging in cost from \$16,500 to \$49,200; and,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby adopt Resolution No. 2012-26, to approve a professional services agreement with _____ to perform the District classification and compensation study.

PASSED AND ADOPTED on April 18, 2012, 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 _____

Dan Burns, 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. 2012-26 adopted April 18, 2012.

Jim Heitzman, Secretary