



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

Home Page: www.mcwd.org

TEL: (831) 384-6131 FAX: (831) 883-5995

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

Date: April 27, 2012
Time: 9:00 a.m.
Location: MCWD Board Room, 11 Reservation Road, Marina

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 March 30, 2012
4. Receive Update on the Draft FY 2012-2013 Budget
5. Receive Update on Delinquent Multi-Residential Units
6. Receive Update on the Request for Proposals for Independent Audit Services for the District
7. Receive a Verbal Update on the In-House Legal Counsel Recruitment
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: April 27, 2012

Prepared By: Kelly Cadiente

Reviewed By: Carl Niizawa

Subject: Receive Update on the Draft FY 2012-2013 District Budget

Summary: The Committee is requested to receive an update on the draft FY 2012-2013 Budget

Staff is continuing to refine the draft FY 2012-2013 District Budget and incorporating edits as needed. The next revised draft will be presented to the Board at the May 8, 2012 regular meeting.

The draft FY 2012-2013 Ord Compensation Plan and 5-Year Capital Improvement Plan, which includes that the Ord Community cost centers of the draft FY 2012-2013 District Budget dated March 20, 2012, was presented to the FORA WWOC April 18, 2012. FORA has requested that the Draft Ord Compensation Plan be presented again at the next Admin/WWOC joint committee meeting on May 2, 2012.

Marina Coast Water District
Budget and Personnel Committee
Staff Report

Agenda Item: 5

Meeting Date: April 27, 2012

Prepared By: Kelly Cadiante

Reviewed By: Carl Niizawa

Subject: Receive Update on Delinquent Multi-Residential Accounts

Summary: The Committee is requested to receive information regarding delinquent customer accounts for a multi-residential apartment complex.

Staff has been working with an apartment complex in Marina on their delinquent accounts. As the utilities are paid by the apartment complex owner, not by the residents, District staff has been hesitant in shutting off water service to the many residents who are not responsible for the delinquency.

Typically, when a customer's account becomes thirty (30) days past due, Customer Service staff sends out a past due notice. A second past due notice is mailed out when the account becomes forty-five (45) days past due. At sixty (60) days past due, the customer is issued a twenty-four hour shut-off door tag. If the customer does not address the notices, and does not make payment within twenty-four hours of the door tag issuance, service is shut off until the account is made current.

The apartment complex is now sixty (60) days past due and although they have in the past brought their accounts current, recently reported to Customer Service that they would not be able to make another payment until May 5, 2012 and the payment amount stated would not bring the accounts current.

As service shut-off would have an impact on so many Marina residents who have no control over the account status, staff is requesting direction from the Board and requests recommendation from the Committee that this matter be brought to the full Board.

Marina Coast Water District
Budget and Personnel Committee
Staff Report

Agenda Item: 6

Meeting Date: April 27, 2012

Prepared By: Kelly Cadiante

Reviewed By: Carl Niizawa

Subject: Receive Update on the Request for Proposals for Independent Audit Services for the District

Summary: The Committee is requested to receive information regarding a Request for Proposals (RFP) process commencing for audit services to the District for Fiscal Years 2011/2012 – 2013/2014.

It is the practice of the District to change auditors every three years. In, July 2009, the Board awarded a three year contract with J.R. Ricciardi, CPA, Inc. which concluded with the completion of the audit for fiscal year 2010/2011. Staff is currently preparing the RFP and will present it to the Board for approval at the May 8, 2012 regular meeting.