

Draft Minutes  
Budget and Personnel Committee Meeting  
March 30, 2012

1. Call to Order:

The Budget and Personnel Committee was called to order at 9:01 a.m. by President Burns. In attendance were:

- Committee members: President Burns and Vice President Gustafson.
- Staff: Jim Heitzman, Kelly Cadiente, Jean Premutati, and Carl Niizawa.

2. Public Comments on Any Item Not on the Agenda:

No comments.

3. Approve the Draft Minutes for January 27, 2012:

The minutes were approved unanimously.

4. Review Private Fire Service Monthly Charge:

Mr. Heitzman commented that while staff was looking into the monthly water meter charge, it was realized that the District also has a monthly charge for commercial buildings with a separate fire service line. He said that there is an additional \$20 per month charge for the private fire service line. Mr. Heitzman stated that although there are 289 accounts with the fire service line, only about 24 are being billed the monthly charge. He said that somehow, the monthly fire service charge has fallen off the radar of the District and new accounts were not being set up with the charge. There was discussion on how to uniformly charge customers for the fire service line.

5. Consider Recommending Approval of a Public Outreach Contract for Ord Annexation:

Mr. Heitzman commented that Gauger + Associates have been doing the Public Outreach for the District through a contract with Tramutola LLC. He stated that this contract would be for public outreach on the Ord Annexation. The Committee agreed to forward this item to the Board.

6. Receive Update on the New Financial Tab on the District Website:

Mr. Heitzman commented that there are new requirements for 2012 where each agency must post agendas and meeting information in accordance with the Brown Act regulations; and financial information such as budgets on their website. Ms. Cadiente stated that the District would also like to post the CAFR and District policies such as the Investment Policy, the Surplus Policy and the Technology Plan to ensure transparency in the District.

7. Identify Agenda Items for the Next Committee Meeting:

Mr. Heitzman informed the Committee that if they want something to be added to the agenda for discussion, they can let staff know.

8. Committee Member Comments:

No comments were made.

9. Adjournment:

The meeting was adjourned at 9:23 am.

DRAFT