

Draft Minutes
Budget and Personnel Committee Meeting
April 27, 2012

1. Call to Order:

The Budget and Personnel Committee was called to order at 9:02 a.m. by Vice President Gustafson. In attendance were:

- Committee members: Vice President Gustafson and Director Nishi.
- Staff: Jim Heitzman, Kelly Cadiente, Jean Premutati, and Paula Riso.

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

No comments.

3. Approve the Draft Minutes for March 30, 2012:

Vice President Gustafson stated that the draft minutes would be filed as only one member who was at that meeting was present to approve them.

5. Receive Update on Delinquent Multi-Residential Units:

Mr. Heitzman commented that there was an apartment complex that was over sixty days behind on their payments. He said that normally for a residential unit, a door tag would be placed on the door giving the customer 24 hours to pay the bill. Mr. Heitzman stated that since this was a 134 unit apartment complex and involved many families; they were looking for direction from the Board on how to handle the situation. Director Nishi advised to send a letter to the County Health Department informing them of the situation and that water could be shut off to the complex. Vice President Gustafson suggested taking the apartment owner to court. Mr. Heitzman said that he could meet with legal counsel and look into master meter requirements. Following discussion, it was decided that a meeting with the corporation manager should be set up and documented.

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

Ms. Cadiente commented that staff would bring a Request for Proposals for Independent Audit Services to the Board for review. She stated that it was for a three-year contract. Mr. Heitzman said that the auditors work for the Board and the decision would be theirs without a recommendation from staff.

4. Receive Update on the Draft FY 2012-2013 Budget:

Ms. Cadiente commented that staff was fine-tuning the budget and the Board would receive an update in May with a final budget to be presented in June.

7. Receive a Verbal Update on the In-House Legal Counsel Recruitment:

Mr. Heitzman commented that following the first round of advertisements, there were not many applicants. He said that Ms. Premutati began advertising in other markets and the District received more responses. Ms. Premutati stated that so far the District has six viable candidates and ten more have expressed interest. She said once the District receives applications from those other ten, there could be sixteen candidates for the position.

8. Identify Agenda Items for the Next Committee Meeting:

Mr. Heitzman commented that there may be Closed Session regarding MOU's on the next agenda. Director Nishi suggested beginning to look into the Rate Study.

9. Committee Member Comments:

No comments were made.

10. Adjournment:

The meeting was adjourned at 9:32 am.