



MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

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

Date: June 22, 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 May 25, 2012
4. Review the District's Draft Procurement Policy
5. Review Proposals for Annual Audit Services to the District
6. Receive Status Update of the Classification and Compensation Study and Consultant List of Comparator Agencies
7. Identify Agenda Items for the Next Committee Meeting
8. Committee Member Comments
9. Adjournment

Marina Coast Water District
Budget and Personnel Committee
Staff Report

Agenda Item: 4

Meeting Date: June 22, 2012

Prepared By: Kelly Cadiante

Reviewed By: Carl Niizawa

Subject: Review the District's Draft Procurement Policy

Summary: With the update of certain District policies such as the Surplus Property Policy and Technology Plan and recent staff reorganization, a need has been identified for a more comprehensive Procurement Policy ("Policy") that addresses purchasing methods, authorization limits, and is in accord with other updated policies.

The draft Policy will be provided at the Committee meeting for discussion and review. Committee changes will be incorporated into the draft Policy for presentation to the Board at the July 10, 2012 Board meeting.

Marina Coast Water District
Budget and Personnel Committee
Staff Report

Agenda Item: 5

Meeting Date: June 22, 2012

Prepared By: Kelly Cadiente

Reviewed By: Carl Niizawa

Subject: Review Proposals for Annual Audit Services to the District

Summary: The committee is requested to review the proposals received for Annual Audit Services to the District and make a recommendation to the Board for an independent certified accounting firm to provide audit services for fiscal years 2012/2013 through 2014/2015. On May 8, 2012, the Board approved a Request for Proposals (RFP) for Independent Audit Services to the District. Staff issued a RFP with a proposal due date of June 4, 2012.

Proposals will be evaluated by the Committee based on the following criteria:

- Experience, qualifications and recommendations
- Economics and value
- Proximity of proposer
- Quality of proposal

Proposals and a matrix worksheet were separately provided to the Committee members.

Marina Coast Water District
Budget and Personnel Committee
Staff Report

Agenda Item: 6

Meeting Date: June 22, 2012

Prepared By: Jean Premutati

Reviewed By: Carl Niizawa

Subject: Receive Status Update of the Classification and Compensation Study and Consultant List of Comparator Agencies

Summary: At a Special Board meeting held April 18, 2012, the Board voted to retain the professional services of Koff and Associates to conduct a total compensation and classification study for the District. On May 3, 2012, Georg Krammer, Project Manager with Koff and Associates, conducted an all-hands meeting for staff to go over in detail the process for the study.

At that meeting, each staff member received a Position Description Questionnaire (PDQ) requesting detailed information regarding job duties, knowledge, skills and abilities for their respective positions. Completion of the PDQ's is the first step in the process to ensure appropriate classifications. On May 29, all PDQ's were sent to Koff and Associates for review. After clarifying some minor questions, Koff developed a list of recommended comparator agencies for the total compensation component of the study. Staff has reviewed the list along with the Marina Coast Water District Employees Association and the Teamsters. Staff recommends moving forward using these comparison agencies.

Attachment: List of Comparator Agencies