

Draft Minutes
Budget and Personnel Committee Meeting

September 10, 2018

1. Call to Order:

The September 10, 2018 Budget and Personnel Committee meeting was called to order at 5:46 p.m. by Director Gustafson. In attendance were:

- Committee members: Director Gustafson and Director Cortez
- Staff: Keith Van Der Maaten and Paula Riso
- Public members: none

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

There was no public comment.

3. Approve the Draft Minutes for the July 9, 2018 Meeting:

Director Gustafson made a motion to approve the minutes, Director Cortez seconded the motion. The minutes were unanimously approved.

4. Receive an Update on Budget and Personnel Processes:

Mr. Van Der Maaten gave an update on the status of tasks staff is working on:

- Accounting Temp – terminated the contract temp and hired replacement to start Sept 10.
- Associate Engineer – hired to start on Sept 17.
- Meter Reader – terminated. In process of hiring replacement.
- O&M Staffing – received justification to add 2 employees to O&M.
- Water Resources Manager and Water Resources Department – on hold for now. May need to use for hiring O&M staff.
- HR Programs – reviewing succession plan policy, cross-training, employee performance evals, development program.

5. Identify Budget and Personnel Agenda Items for the Next Committee Meeting and Set Date:

The same items will be brought back for discussion. The next meeting is scheduled for October 8th at 5:40 p.m.

6. Committee Member Comments:

Director Cortez suggested spreading the word in social media about District being an active local employer.

7. Adjournment:

Meeting adjourned at 6:20 p.m.