



MARINA COAST WATER DISTRICT

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DIRECTORS

THOMAS P. MOORE
President

JAN SHRINER
Vice President

HERBERT CORTEZ
PETER LE
MATT ZEFFERMAN

Board of Directors
Budget and Personnel Committee Meeting
Marina Coast Water District
June 9, 2020 at 9:00 a.m.

Due to Governor Newsom's Executive Order N-29-20 and recommendations on protocols to contain the spread of COVID-19, staff and Committee members will be attending the June 9, 2020 meeting remotely from various locations and the meeting will be held via Zoom conference. There will be NO physical location of the meeting.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87395780800?pwd=SFJ6UHBRcGYvZUc0cVhjZGxFa3pFZz09>

Password: budget20##

To join via phone: 1-669-900-9128

Webinar ID: 873 9578 0800

Password: 832710

Committee Members

Jan Shriner

Herbert Cortez

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 four 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 of the May 6, 2020 Meeting
4. Discuss Establishment of a Marina Coast Water District Customer Assistance Program
5. Receive an Update on the Revised Draft FY 2020/2021 Budget
6. Discuss Employee Covid-19 Survey/What the District is Doing

7. Identify Agenda Items for the Next Committee Meeting

8. Committee Member Comments

9. Adjournment

Next Meeting: July 14, 2020

Draft Minutes
Budget and Personnel Committee Meeting

May 6, 2020

1. Call to Order:

The May 6, 2020 Budget and Personnel Committee meeting was called to order at 9:06 a.m. by Vice President Shriner. In attendance via Zoom teleconference were:

- Committee members: Vice President Shriner and Director Cortez
- Staff: Keith Van Der Maaten, Kelly Cadiente, 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 of the April 24, 2020 Special Meeting:

Director Cortez made a motion to approve the minutes of April 24, 2020. Vice President Shriner seconded the motion. The minutes were approved by a vote of 2-Ayes (Cortez, Shriner), 0-Noes, and 0-Absent.

4. Discuss Evaluation of Board Members Training Requests:

Mr. Van Der Maaten introduced this item. The Committee discussed how many training requests had been made. Ms. Cadiente explained how she determined the amount included in the budget. It included 3 occurrences at \$1,800 and enough for the Special District Association (SDA) quarterly dinner meetings. Vice President Shriner suggested if a Director wants to attend a conference that will exceed their \$1,800 limit, it be directed to the Budget and Personnel Committee for discussion prior to going to the Board.

Director Cortez made a motion to recommend that the budget include \$1,800 for each Board member to attend a conference and the quarterly SDA dinner meetings. Vice President Shriner seconded the motion.

Vice President Shriner made an amendment to the motion to include in the budget \$1,800 for each Board member to attend a conference and the quarterly SDA dinner meetings; and, that if a Director wants to exceed their allocation, it goes before the Budget and Personnel Committee prior to going to the Board. Director Cortez seconded the amendment. The motion was approved by a vote of 2-Ayes (Cortez, Shriner), 0-Noes, and 0-Absent.

5. Discuss Board Member Compensation:

Director Cortez noted that he was the one who asked to discuss this and in light of the current situation, asked to defer discussion on this item until later. Vice President Shriner suggested discussing it when working on the next budget. The Committee agreed to discuss Board member compensation in February 2021 during budget compilation.

6. Review of the Revised Draft Budget for FY 2020-2021:

Ms. Cadiente explained the changes made after discussion at the last meeting with regards to GSA, MOU negotiations, the Cal Am settlement, and FORA's sunset. She added that the salary schedule and org charts will be changed to reflect the newly approved positions.

7. Identify Budget and Personnel Agenda Items for the Next Committee Meeting:

Vice President Shriner asked if the District does desk audits to determine efficiency with time spent doing daily duties. Mr. Van Der Maaten answered that this agency is pretty small, and managers are aware of what their employees are doing. Desk audits are usually done in larger agencies. Vice President Shriner asked that when the District gets larger or when adding another position, she would like to see it discussed at Budget and Personnel meetings prior to going to the Board.

Director Cortez suggested doing a survey or poll to see how employees are feeling during the Covid-19. Mr. Van Der Maaten stated that managers are in touch with employees but can bring back what the District is doing during this time.

8. Committee Member Comments:

Mr. Van Der Maaten announced that he would be out on paternity leave beginning in June but would have someone standing in for him while he is out. Vice President Shriner wished Mr. Van Der Maaten good luck with the new addition to his family.

9. Adjournment:

Meeting adjourned at 9:58 a.m.