

**MONTEREY COUNTY WATER RESOURCES AGENCY
BOARD OF DIRECTORS
PERSONNEL AND ADMINISTRATION COMMITTEE**

COMMITTEE MEMBERS

Mark Gonzalez, Chair
David Hart

Silvio Bernardi
Richard Ortiz

TIME 8:30 a.m.
DATE: Thursday, September 12, 2014
PLACE: Monterey County Water Resources Agency
893 Blanco Circle
Salinas, CA 93901
(831) 755-4860

MINUTES

1. Call Meeting to Order @ 8:30 a.m. by Committee Member David Hart

Members Present: Richard Ortiz, David Hart, Silvio Bernardi

Members Absent: Mark Gonzalez

A quorum was established.

2. Public Comment

None

3. Approve the Minutes of the Personnel and Administration Committee meeting held on July 11, 2014

Committee Action:

Upon motion made by Committee Member Silvio Bernardi and seconded by Committee Member Richard Ortiz the Committee approved the July 11, 2014 Personnel and Administration Committee Minutes.

4. Consider receiving an update on Personnel and Administration activities

Brent Buche, Assistant General Manager, provided an update on personnel and administration issues. He noted that Constance Bacon, Senior Account Clerk-Confidential, retired from the Agency effective July 12, 2014.

George Bartlett was hired as a full-time Water Maintenance Worker II effective July 26, 2014. Because of delays at the downtown HR department Mr. Bartlett was a temporary worker for three years before being hired as a full time employee. Staff noted that the County hiring process is painfully laborious.

The Temporary Special Assignment for Kristina Hamlet, Office Assistant III, has been extended to January 23, 2015. Ms. Hamlet will continue working with the Accounting Division to assist with the backlog resulting from the retirement of two Accounting staff members.

The Committee asked if there was any way to separate the Agency's hiring process and the cost from the County. Staff responded that some actions could be handled by the Agency; however, it is tied to the County and the cost is embedded into the Cost Plan. The Committee suggested that Staff explore the cost of the Agency hiring a Human Resources person in order to keep the hiring process within the Agency.

Committee Action:

Upon motion made by Committee Member Richard Ortiz and seconded by Committee Member Silvio Bernardi the Committee received the update on Personnel and Administration activities.

5. Consider receiving a presentation on prospective sites for Monterey County Water Resources Agency relocation.

Mr. Ernie Lostrom of Lostrom & Company, Inc. provided information regarding potential sites for the Agency relocation. He stated that the potential lease or purchase of any property needs to be viewed through the lense of what is best for the Agency. He noted that currently the Agency's location is considered a "C" quality property. A "B" quality property is valued at approximately \$1.50 per square foot, which is where the Shilling property is ranked. He also noted that the operating costs at that location are quite expensive at approximately 40 – 50 cents per square foot.

He suggested that the Agency define what its needs are in a property, put a proposal together and do a Request for Proposal detailing what the Agency's requirements are. He also suggested that the Agency consider purchasing a property instead of leasing. Currently, it is cheaper to purchase than lease. If the County moves to the Shilling property there will be more vacancies in the area which can provide the Agency with better negotiating possibilities.

Committee Action:

Upon motion made by Committee Member Richard Ortiz and seconded by Committee Member Silvio Bernardi the Committee received the presentation on prospective sites for Monterey County Water Resources Agency relocation.

6. Consider receiving an update on activities at the lakes.

Chris Keehn, Right of Way Specialist, provided an update on activities at the lakes. He noted that a 1750 acre land patent granted to the Agency by the Federal government adjacent to Nacimiento Lease #1 was eventually forfeited in 1962 because the Agency did not develop the appropriate recreational facilities required as a condition of the original land grant. With

the forfeit of the land, the Agency negotiated a temporary floodage easement until 2018. While pursuing the renewal of the permit, the Agency discovered that with the sale of the land to private parties, the floodage easements were permanently granted to the Agency.

All lessees of the Agency Grazing Leases have submitted the lease fees for 2014-2015. Most of the lessees are not running cattle on their lease this year.

Committee Action:

Upon motion made by Committee Member Richard Ortiz and seconded by Committee Member Silvio Bernardi, the Committee received the update on activities at the lakes.

7. Consider receiving an update on Real Property issues.

Chris Keehn, Right of Way Specialist, provided a review of real property issues. The Agency Assessment Roll was completed on time and submitted to the Auditors on August 1, 2014. Staff reviewed over 10,000 parcels and upgraded over 1500 and several parcels received a downward adjustment. The final roll has been confirmed and verified by the Auditors.

A second notice was sent to Chevron and California Oil Independents to remind them to pay FY 2013-2014 Agency Assessments. A check was received from Chevron in the amount of \$62,164.23 on September 5, 2014.

The Agency's office lease with the Monterey County Office of Education will expire in 2015. The County's purchase of the Schilling Place/Capitol One Facility includes plans for the Agency to move into the building in the future. However, nothing has been decided and the Agency's Board of Directors makes the final decision.

9:05 a.m.: At this time a recess was called.

9:15 a.m.: The Personnel and Administration Committee meeting was reconvened at 1441 Schilling Place, Salinas to participate in a tour of the facility.

8. Set next meeting date and discuss future Agenda

The next meeting is scheduled for October 10, 2014 at 8:30 a.m. The Committee asked Staff to explore the possibilities of handling all HR functions within the Agency instead of relying on the County.

9. Adjournment

The meeting adjourned at 9:45 a.m.

Submitted by: Alice Henault

Approved on August 14, 2015