

## MINUTES OF THE SPECIAL MEETING OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS

**Wednesday, July 19, 2017**

The Special Meeting of the Florin Resource Conservation District Board of Directors was called to order at 6:15 p.m. by Tom Nelson, Chairperson, at 9257 Elk Grove Blvd., Elk Grove, CA.

### **Call to Order, Roll Call, and Pledge of Allegiance.**

Directors Present: Bob Gray, Lisa Medina, Tom Nelson, Sophia Scherman, Jeanne Sabin  
Directors Absent: None  
Staff Present: Mark J. Madison, General Manager; Bruce Kamilos, Assistant General Manager; Stefani Phillips, Human Resources Administrator; Donella Murillo, Finance Supervisor; Sarah Jones, Program Manager  
Associate Directors Present: Shahid Chaudry  
General Counsel Present: Ruthann G. Ziegler, Meyers Nave  
Consultants Present: Jim Steele, Financial Consultant with Management Partners

### **Public Comment**

No comments were made.

#### **1. Elk Grove Water District Fiscal Year 2017-18 Operating Budget Amendment – Utility Billing Specialist Position**

Stefani Phillips, Human Resources Administrator, presented the Elk Grove Water District Fiscal Year 2017-18 Operating Budget Amendment – Utility Billing Specialist Position to the Board. In summary, staff has reevaluated the business needs of the Customer Service Department with consideration to internal logistics and recommended to change the Customer Service Representative I position to a Utility Billing Specialist Position. The fiscal impact to the FY 2017-18 Operating Budget will be \$11,832.

Director Jeanne Sabin inquired if one position is sufficient. Ms. Phillips responded stating yes.

Director Sophia Scherman inquired if the position will work out of class. Ms. Phillips responded stating no.

Director Lisa Medina inquired will there be cross-training. Ms. Phillips responded stating yes, that the position will cross-train to learn the job duties of the Senior Utility Billing Specialist.

MSC (Scherman/Sabin) to adopt Resolution No. 07.21.17.01 to amend the Elk Grove Water District Fiscal Year 2017.18 Operating Budget to change the previously approved Customer Service Representative I position to a Utility Billing Specialist position, and amend all associated documents. 5/0: Ayes: Gray, Medina, Nelson, Sabin and Scherman.

Adjourn to the Regular Board Meeting on July 19, 2017 at 6:30 p.m.

Respectfully submitted,

*Stefani Phillips*

Stefani Phillips, Board Secretary

SP/CR