

NOTICE AND CALL OF SPECIAL MEETING OF
PERSONNEL & SALARY
BOARD OF DIRECTORS'
MOULTON NIGUEL WATER DISTRICT
27500 La Paz Road, Laguna Niguel
Thursday, August 18, 2011
1:00 p.m.
Approximate Meeting Time: 3 Hours

NOTICE IS HEREBY GIVEN that a Special Personnel & Salary Board of Directors of the Moulton Niguel Water District ("MNWD") has been called by the Chairman of the Personnel & Salary Board Meeting to be held on Thursday, August 18, 2011 at 1:00 p.m., PDT at MNWD's Administrative Offices located at the address above. The following business will be transacted and is the Agenda for these Meetings:

AGENDA

1. Call Meeting to Order
2. Approve the Closed Session Minutes of the February 14, 2011 and May 4, 2011 Special Personnel & Salary Meetings.
3. Public Comments
Persons wishing to address the Board of Directors on any Personnel & Salary Matters item listed on the Agenda should submit a "Request To Be Heard" form to the Recording Secretary before the Presiding Officer announces that agenda item. Your name will be called to speak at that time. (As required by law, public comments during a Special Meeting may address only specific items listed on the agenda, no other matters.)
4. ORANGE COUNTY GRAND JURY REPORT

On June 3, 2011, the District received a copy of the 2010/2011 Orange County Grand Jury Report titled "Compensation Survey of Water and Sanitation Districts", see attached. The Report reviewed compensation practices for the Board of Directors and General Managers of eighteen water and sanitation districts in Orange County.

The Board will discuss the Grand Jury findings and recommendations on page 23 of the Report and authorize the General Manager to file a response prior to the September 24 deadline.

RECOMMENDED ACTION:

THE BOARD AUTHORIZES THE GENERAL MANAGER TO RESPOND AND STATE THAT THE DISTRICT WILL IMPLEMENT THE GRAND JURY'S RECOMMENDATIONS.

5. TOP 10 HIGHEST WAGE EARNERS WITHIN THE DISTRICT

As requested by Director Probolsky, a Memorandum is attached verifying that the top ten wage earners are within the Board approved salary range for their positions.

6. OVERTIME REPORT

During the Finance & Information Technology Board of Directors Meeting on April 20, 2011, Director Colton requested additional overtime information. The overtime spent for FY 2010/2011 will be presented.

7. EMPLOYEE EXIT INFORMATION

Pursuant to the Board of Directors request, attached are summaries of amounts paid to terminated/retired employees during the period February 1, 2011 through July 31, 2011.

8. REQUEST FOR A NEW SENIOR FINANCIAL ANALYST POSITION

A recommendation will be made for the creation of a Senior Financial Analyst position. This position will provide high-level financial analytical support, alleviate the need for some outside consulting services, assist with grant funding opportunities, and provide support related to bidding, contract administration, and asset management.

It is proposed that this position will be classified as exempt and excluded from the bargaining unit. The annual salary range for this position would begin at \$73,000 and the top of the salary range of \$96,000. The assumed annual total compensation cost proposed is \$108,040 to \$142,080 (assuming a burdened salary rate of 48%).

RECOMMENDED ACTION:

THE BOARD OF DIRECTORS APPROVES THE NEW SENIOR FINANCIAL ANALYST POSITION, JOB DESCRIPTION, AND SALARY RANGE. DIRECT STAFF TO RECRUIT FOR AND FILL THE POSITION, AND DISTRICT STAFF TO RETURN AT THE FINANCE MEETING AFTER THE POSITION IS FILLED WITH THE APPROPRIATE BUDGET AMENDMENT.

9. REQUEST FOR A TITLE CHANGE – FINANCE DIVISION

A recommendation will be made to change the title of the Maintenance Worker III position in the Finance Division to Inventory Control Worker. The job description has also been modified to reflect the current job duties of the position. There will not be any change in compensation for the incumbent in this position.

RECOMMENDED ACTION:

THE BOARD OF DIRECTORS APPROVES THE TITLE CHANGE AND THE MODIFIED JOB DESCRIPTION FOR THE INVENTORY CONTROL WORKER.

10. REQUEST FOR A NEW GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYST

The District is establishing several business processes that are dependent on development, maintenance, and support of an enterprise-wide asset database. These business processes included effective Asset Management Programs, Capital Improvement Planning and Development, preventive maintenance programs, and operational workflows. All departments in the District will rely on accurate, timely, and consistent asset data within the GIS database to support those business processes. Staff has determined that a GIS Analyst is necessary to provide the daily data updates, support GIS applications across all departments, and maintain database integrations. Currently the District is utilizing multiple consultants to accomplish only the database editing and updating functions. The addition of a GIS Analyst will allow the completion of GIS editing functions internally and streamline the process into a single workflow which will increase turnaround response time to District Staff. A detailed description of the proposed position and its functions are included with the Agenda.

Currently there is a line item in the budget for FY 2011/2012 for consulting fees of \$150,000. It is proposed that the annual salary range for the GIS position would begin at \$73,000 with a top of salary range of \$92,000. The assumed annual total compensation cost proposed is \$108,040 to \$136,160 (assuming a burdened salary rate of 48%). If the position is approved and the individual is hired at the beginning of the salary range, the District could save approximately \$42,000 per year. Since this is a new position that will be within the Bargaining Unit, the salary and benefits are subject to Meet and Confer, upon request, with the MNWDEA.

RECOMMENDED ACTION:

THE BOARD OF DIRECTORS APPROVES THE NEW GEOGRAPHIC INFORMATION SYSTEMS POSITION, AND SALARY RANGE OF \$73,000 – 92,000. THE BOARD AUTHORIZES STAFF TO RECRUIT FOR AND FILL THE POSITION, AND DISTRICT STAFF TO RETURN AT THE FINANCE MEETING AFTER THE POSITION IS FILLED WITH THE APPROPRIATE BUDGET AMENDMENT.

11. REQUEST FOR TWO ADDITIONAL STREET CREW POSITIONS

A request will be made to the Board for two additional Street Crew positions. These positions will be responsible for exercising the District's 20,000 potable and recycled water system valves and 2,800 miscellaneous blow-off and air-vac relief valves. Due to the current staffing levels of the Operations Division, there is not enough staff to allow for an effective valve-exercising program. Primarily, these positions would be limited to exercising valves and appurtenances within the District's residential tracts unless additional support is available for traffic control for work on arterial streets.

It is projected that these positions would be able to exercise 6,000 to 7,000 valves per year, identify broken valves, and coordinate collection of additional valve data, including depth of valves, size and type of valves. Additionally, the two additional positions could exercise hydrant valves to assist with hydrant flushing to benefit water quality within the distribution system when necessary.

The two additional positions would assist in improving the emergency response, which will reduce water loss and property damage, extend the useful life of the valves, provide an accurate location of valves, improve water quality through hydrant flushing, reduce liability associated with inoperable or isolated fire hydrants and improve system performance. It is anticipated that this position will reduce property and liability insurance claims.

These positions would be considered Maintenance Worker I positions. The current annual salary of a Maintenance Worker I – Street Crew position is \$38,304 - \$55,332. The assumed annual total compensation cost would be \$56,690 - \$81,891 per position (assuming a burdened salary rate of 48%).

RECOMMENDED ACTION:

THE BOARD OF DIRECTORS APPROVES THE ADDITION OF TWO MAINTENANCE WORKER I – STREET CREW POSITIONS. THE BOARD AUTHORIZES STAFF TO RECRUIT FOR AND FILL THE POSITION, AND DISTRICT STAFF TO RETURN AT THE FINANCE MEETING AFTER THE POSITION IS FILLED WITH THE APPROPRIATE BUDGET AMENDMENT.

12. ANTI-VIOLENCE/WEAPONS POLICY

A Policy has been written to elucidate that the District has a zero tolerance against workplace violence and weapons. The Policy explains that acts or threats of physical violence, including intimidation, harassment, coercion, and/or conduct that is sufficiently severe, offensive, or intimidating to alter working conditions will not be tolerated.

This policy has been reviewed and approved by the MNWDEA.

RECOMMENDED ACTION:

THE BOARD OF DIRECTORS APPROVES THE ANTI-VIOLENCE/WEAPONS POLICY.

13. “Y-RATING” POLICY

Staff is recommending a Policy Statement about Y-Rating employees. If an employee's salary is above the top of the salary range, the employee is considered Y-Rated. The Policy outlines the steps that will be taken to correct the Y-Rating issue.

If approved, this Policy Statement will be incorporated in the Personnel & Salary Policy.

RECOMMENDED ACTION:

THE BOARD OF DIRECTORS APPROVES THE Y-RATING POLICY.

14. RESOLUTION NO. 08-47 OF THE MOULTON NIGUEL WATER DISTRICT REGARDING COMPENSATION TO BOARD OF DIRECTORS

The current Resolution needs to be periodically updated.

RECOMMENDED ACTION:

THE BOARD OF DIRECTORS APPROVES THE MODIFICATION TO RESOLUTION NO. 08-47 OF THE MOULTON NIGUEL WATER DISTRICT.

15. STATUS UPDATE ON THE DISTRICT REORGANIZATIONAL STUDY

Staff will provide a status update on the District Reorganizational Study.

16. A CLOSED SESSION WILL BE CONDUCTED IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54957.6 TO:

CONFERENCE WITH LABOR NEGOTIATORS:

District representatives: Robert Gumerman, General Manager
Bradley Neufeld, Labor Counsel
Amber Cutler, Administrative Assistant-HR

Employee organization: Moulton Niguel Water District Employees
Association (MNWDEA)

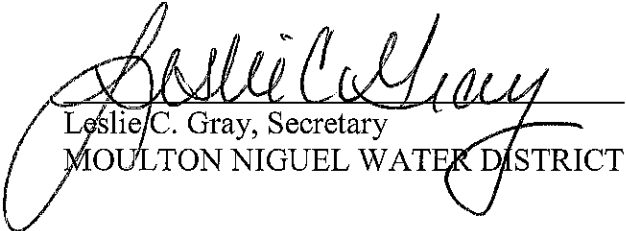
(SPECIAL PERSONNEL & SALARY MEETING – NO ADDITIONS TO AGENDA)

17. Adjournment

The Board of Directors' Meeting Room is wheelchair accessible. If you require any special disability related accommodations (i.e., access to an amplified sound system, etc.), please contact the Moulton Niguel Water District Secretary's office at (949) 643-2006 at least twenty-four (24) hours prior to the scheduled meeting. This agenda can be obtained in alternate format upon written request to the Moulton Niguel Water District Secretary at least twenty-four (24) hours prior to the scheduled meeting.

Agenda exhibits and other writings that are disclosable public records distributed to all, or a majority of, the members of the Moulton Niguel Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting of the Board of Directors are available for public inspection at the District Office, 27500 La Paz Road, Laguna Niguel, CA ("District Office"). If such writings are distributed to members of the Board less than 24 hours prior to the meeting, they will be available in the reception area of the District Office at the same time as they are distributed, except that, if such writings are distributed immediately prior to, or during, the meeting, they will be available in the Board meeting room.

I hereby certify that the foregoing Notice was personally delivered, faxed, mailed or e-mailed to each member of the MNWD Board of Directors at least 24 hours prior to the scheduled time of the Special Meeting so noticed above; and posted 24 hours prior to the time of the Special Meeting at the usual agenda posting location of MNWD.


Leslie C. Gray, Secretary
MOULTON NIGUEL WATER DISTRICT