

**MOULTON NIGUEL WATER DISTRICT
NOTICE AND CALL, AGENDA FOR JOINT INVESTMENT/
PERSONNEL & SALARY BOARD MEETINGS**

**QUARTERLY INVESTMENT
BOARD OF DIRECTORS' MEETING**

to be held jointly with

**SPECIAL PERSONNEL & SALARY
BOARD OF DIRECTORS' MEETING**

MOULTON NIGUEL WATER DISTRICT
27500 La Paz Road, Laguna Niguel
Monday, July 12, 2010
9:00 a.m. (PDT)
Approximate Meeting Time: 2-3 Hours

THIS JOINT BOARD MEETING WILL INCLUDE TELECONFERENCING AT THE
FOLLOWING LOCATION:
12025 CEDAR SHORE ROAD, ELLISON BAY, WISCONSIN

NOTICE IS HEREBY GIVEN that a Joint Meeting of the Investment Board of Directors and the Personnel & Salary Board of Directors of the Moulton Niguel Water District ("MNWD") has been called by the Chairmen of the Investment Board and the Personnel & Salary Board to be held on Monday, July 12, 2010 at 9:00 a.m., PDT at MNWD's Administrative Offices located at the address above. The following business will be transacted and is the Agenda for this Joint Meeting:

AGENDA

INVESTMENT MATTERS:

1. Call Meeting to Order
2. Approve Minutes of April 12, 2010 Investment Board Meeting (**ROLL CALL VOTE**)
3. Public Comments
4. Review and Discussion of District Investment Report for Quarter Ended June 30, 2010 by Chandler Asset Management
5. Next Quarterly Investment Subcommittee Meeting Monday, October 18, 2010 at 9:00 a.m.

6. Late Items (Appropriate Findings to be Made)
 - a. Need to take immediate action; and
 - b. Need for action came to District's attention after Agenda posting.
[Requires 2/3 vote (5 members) or unanimous vote if less than 2/3 present]

PERSONNEL & SALARY MATTERS:

7. Approve the Open Session Minutes of the May 17, 2010 Personnel & Salary Board Meeting (**ROLL CALL VOTE**)

8. Public Comments (**on Personnel & Salary listed Agenda matters only**)

9. FINANCE DIVISION ORGANIZATIONAL CHANGE

It is staff's desire to transfer the Information Technology Department from the supervision of the Director of Operations to the supervision of the Director of Finance/Treasurer.

Fifteen years ago, the former Director of Operations, based on his interest in computer technology, developed the Information Technology (IT) Department. The Director of Finance/Treasurer has prior work experience and knowledge of IT; therefore, it is recommended that the IT Department be placed under the direction of the Director of Finance/Treasurer.

An essential component of the Information Technology Strategic Plan will be the development of the Enterprise Resource Planning (ERP) program, which is heavily weighted towards the Finance Division. The ERP implementation is currently under the direction of the Director of Finance/Treasurer.

If the transfer is made to move the Information Technology Department under the Finance Division, it is requested that the title of the Director of Finance/Treasurer be changed to Director of Finance & Information Technology/Treasurer.

RECOMMENDED ACTION: (ROLL CALL VOTE)

AMEND THE FINANCE DIVISION ORGANIZATIONAL CHART TO INCORPORATE THE INFORMATION TECHNOLOGY DEPARTMENT UNDER THE SUPERVISION OF THE DIRECTOR OF FINANCE/TREASURER AND TO CHANGE THE DIRECTOR OF FINANCE/TREASURER'S TITLE TO DIRECTOR OF FINANCE & INFORMATION TECHNOLOGY/TREASURER.

10. REQUEST FOR AN ASSOCIATE ENGINEER POSITION

In September 2008, during the course of the District's reorganization, the District eliminated five positions. One of the five eliminated positions was the Associate Engineer position which at that time was unfilled.

It is recommended that the Assistant Director of Engineering position be changed to Associate Engineer. The Assistant Director of Engineering salary range is \$10,246 – 12,807. The recommended salary range for the Associate Engineer is \$8,813 – 11,016, which was the salary range in September 2008 when the position was eliminated.

This position will work directly under the Director of Engineering and assist in supervising staff and manage the implementation and maintenance of the District's Geographic Information System (GIS).

RECOMMENDED ACTION: (ROLL CALL VOTE)

AMEND THE ENGINEERING DIVISION ORGANIZATIONAL CHART TO INCLUDE AN ASSOCIATE ENGINEER POSITION WITH A SALARY RANGE OF \$8,813 - \$11,016 AND DELETE THE ASSISTANT DIRECTOR OF ENGINEERING POSITION.

11. **REQUEST FOR AN ADDITIONAL INSPECTOR POSITION**

Currently the District is using contract services to assist inspecting over 1,241 recycled water sites per year. Staff recommends hiring a full-time District employee and eliminating the use of a contract inspector. The annual cost of a contract position is \$125,000. It is estimated that by hiring a full-time employee the District will save up to \$39,000 per year.

This position will also be cross-trained to provide coverage for Underground Service Alert (USA) and other inspection services, which will also reduce overtime.

RECOMMENDED ACTION: (ROLL CALL VOTE)

THE BOARD OF DIRECTORS APPROVES AN ADDITIONAL INSPECTOR POSITION.

12. **A CLOSED SESSION WILL BE CONDUCTED IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54957 FOR:**

PUBLIC EMPLOYEE PERFORMANCE EVALUATION:

Title: General Manager

13. **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)

14. Late Items (Appropriate Findings to be Made)

- a. Need to take immediate action; and
- b. Need for action came to District's attention after Agenda Posting
[Requires 2/3 vote (5 members) or unanimous vote if less than 2/3 present]

(SPECIAL PERSONNEL & SALARY MEETING – NO ADDITIONS)

15. 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 seventy-two (72) 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 seventy-two (72) 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 72 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.

Leslie Gary, Secretary
Moulton Niguel Water District