

FINANCE & INFORMATION TECHNOLOGY
BOARD OF DIRECTORS' MEETING
MOULTON NIGUEL WATER DISTRICT
27500 La Paz Road, Laguna Niguel
November 16, 2011
9:00 a.m.

Approximate Meeting Time: 2 Hours

1. Call Meeting to Order
2. Approve the Minutes of the October 19, 2011 Finance & Information Technology Board of Directors' Meeting
3. Public Comments
Persons wishing to address the Board of Directors on matters not listed on the Agenda may do so at this time. "Request To Be Heard" forms are available at the entrance to the Board Room. Comments are limited to five minutes unless further time is granted by the Presiding Officer. Submit form to the Recording Secretary prior to the beginning of the meeting.

Those wishing to address the Board of Directors on any 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.

PRESENTATION ITEMS

4. Review of Fiscal Year 2010/2011 Draft Comprehensive Annual Financial Report (CAFR) for Year Ended June 30, 2011 – Presentation by Auditor, Jennifer Farr, Mayer Hoffman McCann, P.C.

DISCUSSION ITEMS (Action will be taken when appropriate for certain items at the Thursday Board Meeting)

5. ERP Data Conversion from Gough Systems – Project No. 2010.033
6. Request Budget Appropriation for the New Senior Financial Analyst Position

On August 18, 2011, the Board approved 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. The approved annual salary range for this position is \$73,000 - \$96,000. The assumed annual total compensation cost proposed is \$108,040 to \$142,080 (assuming a burdened salary rate of 48%). Due to the experience and expertise of the candidate, it is requested that the FY 2011/2012 budget be increased to an amount not-to-exceed \$142,080 (includes salary and benefits).

7. New/Replacement Vehicles
8. Financial Statements for Period Ended September 30, 2011
9. Summary of Disbursements for the Period Ended October 31, 2011

INFORMATION ITEMS

10. Purchasing Policy
11. Water Efficiency Fund Rebate Program
12. 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]
13. 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.