

PERSONNEL & SALARY  
BOARD OF DIRECTORS' MEETING  
MOULTON NIGUEL WATER DISTRICT  
27500 La Paz Road, Laguna Niguel  
November 9, 2011  
**9:00 a.m.**  
**Approximate Meeting Time: 1-2 Hours**

1. Call Meeting to Order
2. Approve the Open and Closed Session Minutes of the September 16, 2011 Special Personnel & Salary 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.*
4. A CLOSED SESSION WILL BE CONDUCTED IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54957 FOR:  
  
PUBLIC EMPLOYEE PERFORMANCE EVALUATION:  
  
Title: General Manager
5. CALPERS ANNUAL VALUATION REPORT  
  
Included within the agenda is the CalPERS Annual Valuation Report as of June 30, 2010 for informational purposes.
6. CALPERS CIRCULAR LETTER  
  
At the September 16, 2011 Personnel & Salary Meeting, Director Lizotte asked what the impact would be if the District no longer participated in CalPERS and decided to invest in a 401(k) Plan for District employees. Director McKenney stated that he is interested to know how the District is affected by being in the Pool.

A report will be presented to the Board addressing these questions.

7. EXPENDITURES FOR LEGAL SERVICES

At the October 19, 2011 Finance & IT Board Meeting, the Board of Directors requested a report of Legal Services for Outside Counsel for the past year. A spreadsheet is included within the agenda that identifies the purpose for the services and costs.

8. JOB CLASSIFICATION SALARY SCHEDULE

The updated Job Classification Salary Schedule, which reflects all existing and additional Board approved positions, as well as the implementation of the Board approved salary survey, is included within the agenda.

9. PROMOTIONS POLICY

The Promotions Policy was reviewed and modified by the Board of Directors on August 18, 2011. The draft Policy, included within the agenda, has been reviewed with the Moulton Niguel Water District Employees Association (MNWDEA) and is now before the Board for formal adoption.

RECOMMENDED ACTION:

THE BOARD OF DIRECTORS ADOPTS THE PROMOTIONS POLICY.

10. EMPLOYEE EXIT INFORMATION

Pursuant to the Board of Directors' request, included within the agenda is the summary of amounts paid to terminated/retired employees during the period August 1, 2011 through October 31, 2011.

11. 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 or unanimous vote if less than 2/3 are present]

12. 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.