

PERSONNEL & SALARY
BOARD OF DIRECTORS' MEETING
MOULTON NIGUEL WATER DISTRICT
27500 La Paz Road, Laguna Niguel
February 8, 2012
9:00 a.m.
Approximate Meeting Time: 2-2 ½ Hours

1. Call Meeting to Order
2. Approve the Closed Session Minutes of the November 9, 2011 Regular Personnel & Salary Meeting, November 15, 2011 Special Personnel & Salary Meeting, and December 12, 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 54957.6 TO:

CONFERENCE WITH LABOR NEGOTIATORS:

District representatives: Robert Gumerman, General Manager
Bradley Neufeld, Labor Counsel
Larry McKenney, President
Amber Cutler, Administrative Assistant-HR
Kelly Winsor, Assistant to the General Manager

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

5. PERSONNEL AND SALARY POLICY UPDATE

The Personnel and Salary Policy has been updated to include the recent policies that have been adopted by the Board of Directors (e.g. Anti-Violence/Weapons; Promotions; Tattoos and Piercing), clarifying language and new laws. The changes are identified in the red-lined version of the attached Personnel and Salary Policy.

RECOMMENDED ACTION:

THE BOARD OF DIRECTORS APPROVES THE PERSONNEL AND SALARY POLICY TO BE DATED FEBRUARY 8, 2012.

6. CONSIDERATION OF EXPANDING RESOLUTION NO. 10-08 TO INCLUDE REIMBURSEMENT FOR DIRECTORS' APPROVED INSURED HEALTH PLAN DEDUCTIBLES AND OTHER PLAN COSTS

The terms of Resolution No. 10-08 allow for the reimbursement of approved insured health plans and Medicare premiums paid by Directors who do not, or cannot, use the District's health insurance benefit. The proposal is to also permit reimbursement for deductibles or other health plan costs such as co-payments, for Directors' approved insured health plans.

RECOMMENDED ACTION:

THE BOARD OF DIRECTORS ADOPTS A RESOLUTION EXPANDING RESOLUTION NO. 10-08 TO ALLOW REIMBURSEMENT FOR DEDUCTIBLES, CO-PAYMENTS, OR OTHER APPROVED HEALTH PLAN COSTS.

7. REQUEST FOR TITLE CHANGE – ENGINEERING AND OPERATIONS DIVISION

A recommendation will be made to change the title of the Recycled Water Coordinator position in the Engineering and Operations Division to Recycled Water Crew Chief. The Classification Statement has been modified to reflect the supervisory job duties of the position. There will not be any change in compensation for this position.

Currently this position is classified as a non-exempt Bargaining Unit position in the General Unit. Upon approval of the title change and revised Classification Statement, the position will need to be moved to the Supervisory Unit of the Bargaining Unit, which will require MNWDEA approval. This position will maintain its non-exempt status.

RECOMMENDED ACTION:

THE BOARD OF DIRECTORS APPROVES THE TITLE CHANGE AND THE MODIFIED CLASSIFICATION STATEMENT FOR THE RECYCLED WATER CREW CHIEF, SUBJECT TO MNWDEA APPROVAL.

8. REQUEST FOR A NEW SENIOR CONTRACTS ANALYST POSITION

A recommendation will be made for the creation of a Senior Contracts Analyst position. This position will lead and participate in review, analysis and, writing of both standard and non-standard District contracts and agreements. This position will also develop and implement contractual standards and provide technical support for the consistent administration of contractor, consultant, and/or inter-agency contracts and agreements.

It is proposed that this position will be classified as exempt and excluded from the Bargaining Unit. The annual salary range for this position will be \$72,996 to \$96,000. The assumed annual total compensation cost proposed is approximately \$104,000 to \$136,000 (assuming a burdened salary rate of 42%).

RECOMMENDED ACTION:

THE BOARD OF DIRECTORS APPROVES THE NEW SENIOR CONTRACTS ANALYST POSITION, CLASSIFICATION STATEMENT, AND SALARY RANGE. DIRECT STAFF TO RECRUIT FOR AND FILL THE POSITION, AND DIRECT STAFF TO RETURN TO THE FINANCE & IT BOARD MEETING AFTER THE POSITION IS FILLED WITH A BUDGET APPROPRIATION AMENDMENT.

9. REQUEST FOR A NEW WATER QUALITY SPECIALIST POSITION

A recommendation will be made for the creation of a Water Quality Specialist position. This position will be primarily responsible for ensuring potable water delivered to the District's customers meets current regulations and health standards through sampling and testing. Responsibilities would also include operation and maintenance of the reservoir maintenance system facilities and circulation systems. The attached Classification Statement highlights the proposed job duties and responsibilities, as well as any education and certification requirements.

It is proposed that this position will be classified as non-exempt and included in the Bargaining Unit. The annual salary range for this position will be \$51,144 to \$76,332. The assumed annual total compensation cost proposed is approximately \$76,000 to \$113,000 (assuming a burdened salary rate of 48%).

RECOMMENDED ACTION:

THE BOARD OF DIRECTORS APPROVES THE NEW WATER QUALITY SPECIALIST POSITION, CLASSIFICATION STATEMENT, AND SALARY RANGE. DIRECT STAFF TO RECRUIT FOR AND FILL THE POSITION, AND DIRECT STAFF TO RETURN TO THE FINANCE & IT BOARD MEETING AFTER THE POSITION IS FILLED WITH A BUDGET APPROPRIATION AMENDMENT.

10. 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]

11. 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.