

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

SPECIAL MEETING OF LEGAL & LEGISLATION
BOARD OF DIRECTORS

to be held jointly with

QUARTERLY PERSONNEL & SALARY
BOARD OF DIRECTORS' MEETING

Moulton Niguel Water District
27500 La Paz Road, Laguna Niguel
Monday, February 14, 2011
9:00 a.m. (PST)

Approximate Meeting Time: 2 ½ Hours

NOTICE IS HEREBY GIVEN that a Special Legal & Legislation Board of Directors of the Moulton Niguel Water District (“MNWD”) has been called by the Chairman of the Legal & Legislation Board to be held jointly with the Quarterly Meeting of the Personnel & Salary Board Meeting on Monday, February 14, 2011 at 9:00 a.m., PST at MNWD’s Administrative Offices located at the address above. The following business will be transacted and is the Agenda for these Meetings:

AGENDA

LEGAL & LEGISLATION MATTERS:

1. Call Meeting to Order
2. Public Comments (**on Legal & Legislation listed Agenda matters only**)
3. ADOPT 2011 LEGISLATIVE PLATFORM

RECOMMENDED ACTION:

THE BOARD OF DIRECTORS ADOPT THE 2011 LEGISLATIVE PLATFORM.

(SPECIAL LEGAL & LEGISLATION MEETING – NO ADDITIONS)

PERSONNEL & SALARY MATTERS:

4. Call Meeting to Order
5. Approve the Open Session Minutes of the November 15, 2010 Personnel & Salary/Legal & Legislation Meeting.
6. Public Comments (**on Personnel & Salary listed Agenda matters only**)

7. SALARY SURVEY

Katie Kaneko, President of Koff & Associates will be presenting a summary of the employee salary survey that was performed jointly with the Moulton Niguel Water District Employees Association (MNWDEA) Board and the MNWD Board.

8. DIRECTOR OF OPERATIONS – STATUS AND PROPOSAL FOR RANGE AND TITLE CHANGE

Staff will provide an update of the status of the Director of Operations position and propose that the Director of Engineering oversee the Operations Division in addition to the Engineering Division. Staff will present the advantages to the District of this proposed consolidation of these two positions.

A recommendation will be presented for a title change for the Director of Engineering to Director of Engineering and Operations. It is also recommended that the salary range be changed from \$11,577 – 14,472 to \$11,577 – 15,572.

RECOMMENDED ACTION:

THE BOARD OF DIRECTORS APPROVE THE REVISED JOB DESCRIPTION, NEW JOB TITLE, INCREASED SALARY RANGE AND AUTHORIZE THE GENERAL MANAGER TO COMPENSATE THE SELECTED INDIVIDUAL AT AN AMOUNT UP TO THE UPPER LIMIT OF THE SALARY RANGE.

9. ASSOCIATE ENGINEER JOB DESCRIPTION

The Associate Engineer job description has been modified to reflect the current duties of the Associate Engineers.

RECOMMENDED ACTION:

THE BOARD OF DIRECTORS APPROVE THE REVISED ASSOCIATE ENGINEER JOB DESCRIPTION.

10. EMPLOYEE FOCUS GROUPS – STATUS AND UPDATE

During the Strategic Planning meetings, it was decided that the District would conduct employee focus groups to encourage better communication between the employees,

management and Board of Directors and improve the culture at the District. A consultant has been hired to conduct the employee focus groups and provide the General Manager with a summary of facts, findings and recommendations. The total cost of the study is \$15,200 and will be performed by The Organization Network, A Division of the Counseling Team International. The study is expected to begin in July 2011 and be completed in September 2011.

11. CALPERS ANNUAL VALUATION REPORT

Included in the Board packet is the CalPERS Annual Valuation Report as of June 30, 2009.

RECOMMENDED ACTION:

RECEIVE AND FILE

12. TOP 10 HIGHEST WAGE EARNERS WITHIN THE DISTRICT

At a recent Finance Meeting, Director Probolsky requested a verification that the top ten wage earners are within the Board approved salary range for their positions. A memorandum containing this information is attached.

13. EMPLOYEE EXIT INFORMATION

Pursuant to the Board of Directors request, attached are summaries of amounts paid to terminated employees during August 1, 2010 through January 31, 2011.

14. METHODOLOGY FOR GENERAL MANAGER'S PERFORMANCE EVALUATION

Discuss the process the Board would like to utilize in conducting the annual performance evaluation for the General Manager.

15. 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) and all unrepresented (Exempt)
employees

16. Late Items- Personnel & Salary Matters Only (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]

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 forty-eight (48) 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 forty-eight (48) hours prior to the scheduled meeting.

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 72 hours prior to the scheduled time of the Joint Meeting so noticed above; and posted 72 hours prior to the time of the Joint Meeting at the usual agenda posting location of MNWD.

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 C. Gray, Secretary
MOULTON NIGUEL WATER DISTRICT