

NOTICE AND CALL OF SPECIAL MEETING OF
PERSONNEL & SALARY
BOARD OF DIRECTORS'
MOULTON NIGUEL WATER DISTRICT
27500 La Paz Road, Laguna Niguel
Friday, September 16, 2011
9:00 a.m.
Approximate Meeting Time: 3 - 4 Hours

NOTICE IS HEREBY GIVEN that a Special Personnel & Salary Board of Directors of the Moulton Niguel Water District ("MNWD") has been called by the Chairman of the Personnel & Salary Board Meeting to be held on Friday, September 16, 2011 at 9:00 a.m., at MNWD's Administrative Offices located at the address above. The following business will be transacted and is the Agenda for these Meetings:

AGENDA

1. Call Meeting to Order
2. Approve the Open and Closed Session Minutes of the August 18, 2011 Special Personnel & Salary Meetings.
3. Public Comments
Persons wishing to address the Board of Directors on any Personnel & Salary Matters 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. (As required by law, public comments during a Special Meeting may address only specific items listed on the agenda, no other matters.)
4. A CLOSED SESSION WILL BE CONDUCTED IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54957 FOR:

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
5. 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)

6. VEHICLE AND EQUIPMENT POLICY

Staff will review the Vehicle and Equipment Policy with the Board of Directors and the action that was taken at the November 16, 2009 Personnel & Salary Meeting. The Board may make changes to the Policy as necessary.

7. CLARIFICATION OF THE APPROVED GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYST POSITION

On August 18, 2011, the Board of Directors approved the creation of a new Geographic Information Systems Analyst position. The intent of the position was to be a senior position and the job description reflects a senior-level position; however, this was not included in the title.

RECOMMENDED ACTION:

THE BOARD OF DIRECTORS APPROVES THE CORRECTED JOB TITLE OF SENIOR GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYST.

8. STATUS UPDATE OF DISTRICT REORGANIZATION STUDY

Dr. Bill Mathis will provide a status update on his District Reorganization Study.

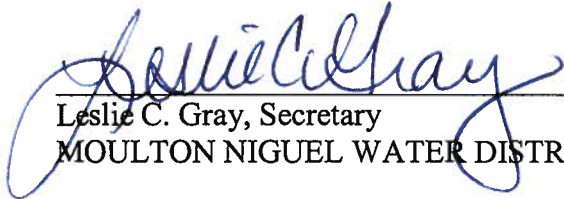
(SPECIAL PERSONNEL & SALARY MEETING – NO ADDITIONS TO AGENDA)

9. 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 twenty-four (24) 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 twenty-four (24) 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 24 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.

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 24 hours prior to the scheduled time of the Special Meeting so noticed above; and posted 24 hours prior to the time of the Special Meeting at the usual agenda posting location of MNWD.



Leslie C. Gray, Secretary
MOULTON NIGUEL WATER DISTRICT

**MINUTES OF THE
MOULTON NIGUEL WATER DISTRICT
SPECIAL PERSONNEL & SALARY
BOARD OF DIRECTORS MEETINGS**

AUGUST 18, 2011

A Special Meeting of the Personnel & Salary Board of Directors was held at the District's office, 27500 La Paz Road, Laguna Niguel, California, at 1:00 p.m. on Thursday, August 18, 2011. There were present and participating:

DIRECTORS

LARRY MCKENNEY	Chairman
SCOTT COLTON	Director
RICHARD S. FIORE	Director
GARY R. KURTZ	Director
LARRY R. LIZOTTE	Director

Also present and participating were:

STAFF MEMBERS

ROBERT C. GUMERMAN	General Manager
DAVID D. CAIN	Director of Finance/Treasurer
MATT COLLINGS	Director of Engineering & Operations
CHARLES J. ROY	Director of Customer Service
BRAD NEUFELD	Gresham, Savage, Nolan & Tilden
LESLIE GRAY	Board Secretary
KELLY WINSOR	MNWD
AMBER CUTLER	MNWD
MARK MOUNTFORD	MNWD
FRANI BAILEY	Recording Secretary

Absent were:

DON FROELICH	Vice President
BRIAN PROBOLSKY	Vice President

Chairman Larry McKenney presided and Frani Bailey recorded the minutes of the meeting.

ACTION ITEMS

Orange County Grand Jury Report

- **Chairman McKenney asked Dr. Gumerman to create an example of how the information on the Transparency tab would look on the website so the Board could see it and provide their input.**
- **Chairman McKenney directed Dr. Gumerman to reevaluate why the Directors are paying social security and report back to the Board.**

Top 10 Highest Wage Earners within the District

- **Chairman McKenney directed Dr. Gumerman to agendize the vehicle policy for the next Personnel & Salary Board meeting.**

Approve Closed Session Minutes of the February 14, 2011 and May 4, 2011 Special Personnel & Salary Meetings

Chairman McKenney reported that both sets of minutes are Closed Session minutes, and if the Board members wish to discuss either set of minutes, they will be discussed in the Closed Session. He reported that he has a brief issue regarding the February 14, 2011 minutes he would like to discuss with the Board; therefore, those minutes would be discussed in Closed Session.

Chairman McKenney asked if any of the Directors had comments on the Closed Session Minutes of the May 4, 2011 Special Personnel & Salary Meeting. Director Fiore commented that in the second paragraph on Page 3 the fourth word should be "*that*" instead of "*the*." Director Colton commented that Director Buck was not present at the May 4, 2011 meeting; however, he was.

THEREAFTER, UPON A MOTION DULY MADE BY DIRECTOR FIORE AND SECONDED BY DIRECTOR KURTZ, THE CLOSED SESSION MINUTES OF THE MAY 4, 2011 SPECIAL PERSONNEL & SALARY BOARD MEETING WERE UNANIMOUSLY APPROVED AS AMENDED.

Public Comments

Chairman McKenney asked if there were any public comments. Hearing none, he closed the Public Comments portion of the meeting.

Orange County Grand Jury Report

Dr. Bob Gumerman reported that on June 3, 2011 the District received a copy of the 2010/2011 Orange County Grand Jury Report titled "Compensation Survey of Water and Sanitation Districts." He reported that the Grand Jury sent the District a request for information in August or September of 2010 which he complied with. Dr. Gumerman reported that this survey was specifically related to General Managers' compensation, contracts, and benefits and Board members' compensation and benefits.

Dr. Gumerman reported that the survey received quite a bit of coverage in the Orange County Register Watchdog, and it primarily focused on the agencies that paid the least and the agencies that paid the most. He reported that in general the District was in the middle. Dr. Gumerman reported that the survey looked at responsibility, number of customers served, etc. He discussed the findings of the survey and the recommendations the Grand Jury has asked the District to comply with and reported that with the Board's direction and approval he will send a letter to the Grand Jury indicting how the District would do so. Dr. Gumerman reported that the Grand Jury requested the General Manager's contract and salary, and he would like to add this to the District's website as well as Directors' compensation as reported to the Grand Jury, which was not done by name, but by letters designating each Director. A discussion ensued and Dr. Gumerman answered the Board members' questions regarding the information he plans to post on the website.

Chairman McKenney commented that the action before the Board is to authorize the General Manager to respond to the Grand Jury that the District will implement its recommendations. Dr. Gumerman commented that one of the things he would like to add to the website is a tab called "Transparency," which would have a link to all of the items the Grand Jury wanted to see on the website, including the General Manager's contract and salary and the Directors' salary and compensation. He asked the Board members how they would prefer that the Directors' salary and compensation be shown on the website and Chairman McKenney suggested that Dr. Gumerman create an example of how the information on the Transparency tab would look so the Board could see it and provide its input. Director Lizotte suggested that the Directors' salaries and benefit information be

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shown by name, and not as Director "A", "B", "C", etc., as Dr. Gumerman proposed, and also that the MOU with the MNWDEA also be put on the website. Further discussion ensued regarding the Grand Jury survey and how the District compares to the other agencies surveyed.

THEREAFTER, UPON A MOTION DULY MADE BY DIRECTOR KURTZ AND SECONDED BY DIRECTOR MCKENNEY, THE BOARD OF DIRECTORS OF MOULTON NIGUEL WATER DISTRICT UNANIMOUSLY AUTHORIZED THE GENERAL MANAGER TO RESPOND AND STATE THAT THE DISTRICT WILL IMPLEMENT THE GRAND JURY'S RECOMMENDATIONS.

Director Kurtz asked why the Board members are paying social security when none of the other agency Board members do. A discussion ensued and Chairman McKenney directed Dr. Gumerman to reevaluate why the Directors are paying social security and report back to the Board.

Top 10 Highest Wage Earners within the District

Chairman McKenney commented that Director Probolsky had asked for a report of the top 10 highest wage earners within the District so the Board could compare their salaries and verify that they are being paid what the Board thinks they are being paid. He commented that the salaries of the top 10 highest wage earners are all within their ranges.

Director Lizotte commented that he thought the District established a policy that when new employees join the District they would not be provided with a District vehicle and would receive a monthly car allowance instead. Dr. Gumerman clarified that the policy states that the District would not lease any additional vehicles, and if a vehicle were stolen or at the end of its useful life, it would not be replaced with another leased vehicle. Further discussion ensued regarding the vehicle policy and Dr. Gumerman answered the Board members' questions. Director Lizotte commented that he would like to review the vehicle policy again and Chairman McKenney directed Dr. Gumerman to agendize the vehicle policy for the next Personnel & Salary Board meeting.

Overtime Report

Dr. Gumerman reported that during the Finance & IT Board meeting on April 20, 2011 Director Colton requested additional information on overtime. He reported that for Fiscal Year 2010-2011 the overtime budget was approximately \$500,000, and approximately \$425,000 was paid. Director Colton asked which departments were using the overtime and Dr. Gumerman showed a slide indicating the amount of overtime by division. A discussion ensued and Dr. Gumerman and Mr. Matt Collings answered the Board members' questions.

Employee Exit Information

Dr. Gumerman reported that one employee was terminated in May 2011 and the Board has a copy of the employee exit information for that employee.

Request for a New Senior Financial Analyst Position

Dr. Gumerman reported that the request for a new Senior Financial Analyst position was discussed in detail by Mr. Cain at the Finance & IT Board meeting yesterday. He reported that it is proposed that this position will be classified as exempt and excluded from the bargaining unit. The annual salary range for this position would begin at \$73,000 and the top of the salary range would be \$96,000. The assumed compensation cost proposed is \$108,040 to \$142,080, assuming a burdened salary rate of 48%.

Dr. Gumerman reported that if the Board approves creating the position today staff will subsequently have to bring a request for a budget adjustment before the Board to fund the position. Chairman McKenney commented that the Board would authorize the position in terms of recruiting, and prior to hiring the candidate staff would have an idea of what the compensation would be for the person staff wanted to hire, and would come back to the Board for a budget adjustment. Dr. Gumerman reported that the requested action will be for the Board's approval and authorization to proceed with recruitment and filling the position, and then to return to the Board after the position is filled and to request the appropriate budget amendment at that time.

Director Kurtz asked if the new position would replace some of the outside services the District is currently using and Dr. Gumerman reported that it would. Director
August 18, 2011

Kurtz asked how much money the District is spending on outside services this year and Mr. Cain reported that the District would spend approximately \$50,000 for outside services. Further discussion ensued and Dr. Gumerman and Mr. Cain answered the Board members' questions.

THEREAFTER, UPON A MOTION DULY MADE BY DIRECTOR KURTZ AND SECONDED BY DIRECTOR FIORE, THE BOARD OF DIRECTORS OF MOULTON NIGUEL WATER DISTRICT UNANIMOUSLY APPROVED THE NEW SENIOR FINANCIAL ANALYST POSITION, JOB DESCRIPTION, AND SALARY RANGE AND DIRECTED STAFF TO RETURN AT THE FINANCE MEETING AFTER THE POSITION IS FILLED WITH THE APPROPRIATE BUDGET AMENDMENT.

Request for a Title Change – Finance Division

Dr. Gumerman reported that there is an individual who works in the warehouse who was previously in the Operations Division and has been transferred to the Finance & IT Division. He reported that the employee currently has a job description of Maintenance Worker III and staff would like to change it to Inventory Control Worker. Dr. Gumerman reported that the Board members received a revised Job Classification Statement, and the pay range and compensation for the employee will remain the same.

THEREAFTER, UPON A MOTION DULY MADE BY DIRECTOR LIZOTTE AND SECONDED BY DIRECTOR KURTZ, THE BOARD OF DIRECTORS OF MOULTON NIGUEL WATER DISTRICT UNANIMOUSLY APPROVED THE TITLE CHANGE AND THE MODIFIED JOB DESCRIPTION FOR THE INVENTORY CONTROL WORKER.

Request for a New Geographic Information Systems (GIS) Analyst

Dr. Gumerman reported that Mr. Matt Collings addressed this item in detail at the Engineering & Operations Board meeting on Monday. The request is for a new position of Geographic Information Systems Analyst (GIS) Analyst, and Mr. Collings described in detail the role this individual would have, the cost, etc. He reported that a detailed description of the proposed position and its functions are also included with the Agenda.

Chairman McKenney commented that he supports this recommendation and feels it is part and parcel of the Board's desire for the District, particularly Engineering &

Operations, to become more proactive. A discussion ensued regarding the position and Dr. Gumerman and Mr. Collings answered the Board members' questions.

THEREAFTER, UPON A MOTION DULY MADE BY DIRECTOR KURTZ AND SECONDED BY DIRECTOR FIORE, THE BOARD OF DIRECTORS OF MOULTON NIGUEL WATER DISTRICT UNANIMOUSLY APPROVED THE NEW GEOGRAPHIC INFORMATION SYSTEMS POSITION AND THE SALARY RANGE OF \$73,000 - \$92,000 AND AUTHORIZED STAFF TO RECRUIT FOR AND FILL THE POSITION AND TO RETURN AT THE FINANCE MEETING AFTER THE POSITION IS FILLED WITH THE APPROPRIATE BUDGET AMENDMENT.

Request for Two Additional Street Crew Positions

Dr. Gumerman reported that Mr. Collings is requesting two additional Street Crew positions. These positions would be responsible for exercising the District's 20,000 potable and recycled water system valves and 2,800 miscellaneous blow-off and air-vac relief valves. He explained that due to the current staffing levels of the Operations Division there is not enough staff to allow for an effective valve-exercising program, which creates problems in isolating lines when valves do not work when line breaks occur. Dr. Gumerman reported that these positions would be limited to exercising valves and appurtenances within the District's residential tracts unless additional support is available for traffic control for work on arterial streets.

Dr. Gumerman reported that Mr. Collings analyzed whether it is less expensive to contract out the valve exercising and found that it would cost less to do it in-house, and that there are intrinsic factors such as pride of ownership. Director Kurtz asked if there would be any overtime for these positions and Dr. Gumerman reported that there might be some, but in general these employees would do work that is not being done now due to lack of staff. Director Fiore asked what the qualifications are for these positions and Mr. Collings reported that the employees would be hired as entry level Maintenance Worker I's, and would be taught how to use the valve turner and exercise valves. He reported that the employees hired would have to have a D1 certification or obtain the certification within a year after employment in order to exercise the valves. Further discussion ensued and Dr. Gumerman and Mr. Collings answered the Board members' questions.

THEREAFTER, UPON A MOTION DULY MADE BY DIRECTOR KURTZ AND SECONDED BY DIRECTOR FIORE, THE BOARD OF DIRECTORS OF MOULTON NIGUEL WATER DISTRICT UNANIMOUSLY APPROVED THE ADDITION OF TWO MAINTENANCE WORKER I – STREET CREW POSITIONS AND AUTHORIZED STAFF TO RECRUIT FOR AND FILL THE POSITIONS AND RETURN AT THE FINANCE MEETING AFTER THE POSITIONS ARE FILLED WITH THE APPROPRIATE BUDGET AMENDMENT.

Anti-Violence/Weapons Policy

Dr. Gumerman reported that to a degree, many of these issues are addressed in the Personnel & Salary Policy; however, based on some things he uncovered that occurred with regard to weapons, which he addressed in a memo to all employees, he thought it would be prudent to have a separate policy to address the District's and the Board's position on anti-violence and the absolute prohibition of explosives or weapons of any kind on District property at any time. He reported that staff wanted to emphasize the importance of this to the Board and management by having a separate policy, which was included in the Agenda package.

Director Fiore asked what the definition of a weapon is and commented that the policy states that a weapon includes all knives, which would include Swiss Army knives with nail files, scissors, etc. Mr. Brad Neufeld explained that the policy prohibits all knives except those issued by the District that are used as tools for the job. Dr. Gumerman reported that the Anti-Violence/Weapons Policy was discussed with the MNWDEA Board of Directors (Board) on May 19, 2011 and the Board was totally happy with the policy. The only question the Board asked related to District-issued knives used for work purposes and he clarified that District-issued knives were acceptable; however, any other knives are prohibited. Further discussion ensued regarding the Anti-Violence/Weapons Policy and Director Fiore asked if the policy applies to Directors. Mr. Neufeld commented that he would interpret the policy to apply to all persons who are on District property, including contractors. Further discussion ensued.

THEREAFTER, UPON A MOTION DULY MADE BY DIRECTOR KURTZ AND SECONDED BY DIRECTOR MCKENNEY, THE BOARD OF DIRECTORS OF MOULTON NIGUEL WATER DISTRICT UNANIMOUSLY APPROVED THE ANTI-VIOLENCE/WEAPONS POLICY.

Y-Rating Policy

Dr. Gumerman reported that staff is recommending a policy statement about Y-Rating employees. He explained that if an employee's salary is above the top of the salary range the employee is considered Y-Rated. This means that the employee will not be eligible for cost-of-living adjustments or on-schedule merit increases until such time as his/her salary is within the established salary range, and any future increases would only be to the top of the salary range. Dr. Gumerman reported that if the Board approves the Y-Rating Policy it will be incorporated in the Personnel & Salary Policy. A discussion ensued regarding the Y-Rating Policy and Dr. Gumerman and Mr. Neufeld answered the Board members' questions.

THEREAFTER, UPON A MOTION DULY MADE BY DIRECTOR KURTZ AND SECONDED BY DIRECTOR COLTON, THE BOARD OF DIRECTORS OF MOULTON NIGUEL WATER DISTRICT UNANIMOUSLY APPROVED THE Y-RATING POLICY.

Resolution No. 08-47 of the Moulton Niguel Water District Regarding Compensation to Board of Directors

Dr. Gumerman reported that staff is asking the Board to approve modifying Resolution No. 08-47, which was written to clarify and memorialize the events, including Board meetings, for which the Directors would be compensated. He distributed a revised red-lined version of the Resolution that incorporates additional changes suggested by Ms. Pat Giannone. Dr. Gumerman reported that the basic shortcoming of the Resolution was that it did not address meetings of individual Board members with District staff outside of the Board meetings. He noted that the language in Section 1(b) was modified to include meetings with water, wastewater or recycled water agencies including the District if not otherwise covered under (a) above. Director Lizotte commented that this is subject to the maximum 10 meetings per month and Dr. Gumerman reported that he was correct.

Director Fiore asked if the Resolution addresses meetings under circumstances where there is not a formal Board meeting, but the Board members might be meeting with Legal Counsel on a certain matter, or meeting with a consultant for the District. He commented that he would assume that these types of meetings would be covered;

however, it is not clear in the Resolution. Director Fiore suggested that the language be modified to state "...including the District *staff or consultants*, if not otherwise covered under (a) above..." Dr. Gumerman commented that he believes this was the intent of the Board when the Resolution was initially adopted and that it was an inadvertent omission. The Board concurred with Director Fiore's suggested revision.

THEREAFTER, UPON A MOTION DULY MADE BY DIRECTOR KURTZ AND SECONDED BY DIRECTOR LIZOTTE, THE BOARD OF DIRECTORS OF MOULTON NIGUEL WATER DISTRICT UNANIMOUSLY APPROVED THE MODIFICATION TO RESOLUTION NO. 08-47 OF THE MOULTON NIGUEL WATER DISTRICT AS AMENDED.

Status Update on the District Reorganizational Study

Dr. Gumerman reported that Dr. Mathis has been meeting with him and District staff to work on the District Reorganizational Study (Study) that he indicated to the Board he had initiated. He reported that the Study is half-way through and Mr. Mathis and he will be meeting with the Division Heads before it is brought back to the Board for discussion at a Special Personnel & Salary Board, possibly in the latter part of September.

Closed Session in Accordance with Government Code Section 54957.6

Chairman McKenney reported that in accordance with Government Code Section 54957.6 a Closed Session will be conducted to confer with labor negotiators regarding the MNWD Employees' Association.

The Board paused briefly and adjourned to Closed Session at 2:40 p.m.

The Closed Session was adjourned at 4:05 p.m. and the open session was reconvened.

Chairman McKenney reported that there was no reportable action from the Closed Session.

Approve Closed Session Minutes of the February 14, 2011 Special Personnel & Salary Board Meeting

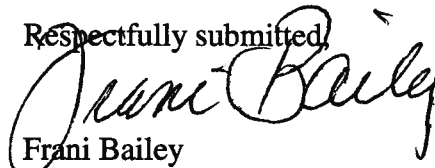
Chairman McKenney reported that he would entertain a motion to approve the Closed Session Minutes of the February 14, 2011 Special Personnel & Salary Board meeting.

THEREAFTER, UPON A MOTION DULY MADE BY DIRECTOR KURTZ AND SECONDED BY DIRECTOR FIORE, THE BOARD OF DIRECTORS OF MOULTON NIGUEL WATER DISTRICT UNANIMOUSLY APPROVED THE CLOSED SESSION MINUTES OF THE FEBRUARY 14, 2011 SPECIAL PERSONNEL & SALARY BOARD MEETING AS AMENDED.

Adjournment

There was no further business to come before the Investment Board and the meeting was adjourned at 4:07 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Frani Bailey". The signature is written in a cursive, flowing style with a large initial "F".

Frani Bailey
Recording Secretary

The logo for Moulton Niguel Water features a horizontal bar at the top, divided into a dark green upper section and a purple lower section. On the right side, this bar curves downwards into three distinct, rounded, arch-like shapes, each composed of the same dark green and purple layers.

Moulton Niguel Water

WATER QUALITY AND SERVICE ARE #1

ARTICLE X

VEHICLE AND EQUIPMENT POLICY

November 2009

a public agency at:

27500 La Paz Road, Laguna Niguel, CA 92677-3489

Mailing Address: P.O. Box 30203, Laguna Niguel, CA 92607-0203
949/831-2500

ARTICLE X
VEHICLE AND EQUIPMENT POLICY

SECTION 1. PURPOSE

The purpose of this Policy is to establish and provide for the implementation of procedures relative to the assignment, utilization, and control of District-owned vehicles, to establish reimbursement procedures for privately-owned vehicles used for District business and to establish insurance requirements for privately-owned vehicles for which the District pays an automobile allowance or mileage.

SECTION 2. GENERAL POLICY

When necessary during the course of an employee's official duties, transportation or reimbursement shall be provided by the District. The transportation method authorized will be determined in terms of the best interest of the District and in accordance with the provisions of this Policy.

District-owned vehicles, except as set forth in Section 4 of this Policy, shall only be used for official District business and shall not be driven to and kept at an employee's home or any location other than the District's facilities.

SECTION 3. IMPLEMENTATION

The General Manager shall review all vehicle assignments existing at the time this Policy is approved and, after consultation with the respective Division Heads, shall make a determination with respect to continuance of existing assignments or reassignments in accordance with the criteria herein set forth. Thereafter, during the month of January of each year, Division Heads shall conduct a review of all assigned vehicle authorizations within their respective departments to assure that continuation of a previous assignment is justified. Following this review and prior to February 1 of each year, each Division Head shall submit to the General Manager for approval, all requests for any changes and/or additional vehicle assignments.

Changes in assignment may be requested during the year when required by circumstances. All requests for vehicle assignment made as the result of the creation of a new position within the District, whether made through the annual request procedure or otherwise, are further subject to approval of the Personnel and Salary Committee of the Board of Directors.

SECTION 4. VEHICLE ASSIGNMENT AND USE CRITERIA

A. Assigned Vehicles

Vehicle assignments shall be made by the General Manager and an assigned District vehicle may only be taken home by employees with the specific approval of the General Manager for the uses as described below:

1. Executive Use

(Executives as used herein includes only the General Manager, and Division Heads). It is the District's policy that transportation or an automobile allowance be provided to the General Manager, and Division Heads. The type of transportation shall consist of a mid-sized passenger vehicle. This is in the District's best interest in that it provides means for District executives to attend night and weekend meetings and be available to respond at any time to District business calls and emergencies. This will include a variety of direct business and business-related purposes within and outside the District. Upon termination of employment by an individual assigned District vehicle, the vehicle assigned for that position will cease. In place of the assigned vehicle will be an automobile allowance. The General Manager will determine the amount of the automobile allowance when a position as referenced above is filled, in lieu of an assigned vehicle.

In conjunction with the business use of District vehicles, executives may use said vehicles for non-business purposes and such use shall be considered a compensation benefit. However, such non-business use shall adhere to the following conditions:

- a. District vehicles may not be rented, leased, or loaned for any purpose. Excepting extraordinary circumstances, the General Manager and Division Heads shall be the only authorized operators of assigned vehicles for non-business use.
- b. Compliance with Section 7, Driver Responsibilities.

2. Emergency Response

Employees who, on a recurring basis, are required to respond without delay to emergencies in order to protect the public health, safety, and District

property.

3. Job Duties

Specific job duties may require an employee to be assigned a District vehicle. The General Manager shall make such assignments on a case-by-case basis.

4. Standby Personnel

Standby vehicles will be assigned to employees who are performing standby duties. Employees assigned to standby duties are permitted overnight retention of the standby vehicle. The vehicle is to be used for transportation directly to and from work or to and from the location where the employee is required to respond. Standby employees may use the Toll Road Transponders for traveling to and from work for the period of their designated Standby rotation.

B. Pool Vehicles

Pool vehicles will be available for employees who require transportation to perform official District business. Requests for pool vehicle assignment shall be made through the Operations Administrative Assistant or the Main Office Senior Customer Service Representative, and may be subject to approval of the General Manager.

SECTION 5. REIMBURSEMENT FOR USE OF PRIVATELY OWNED VEHICLES

A. Executive Use

The General Manager may authorize the payment of an automobile allowance, in an amount not to exceed that established by the Board of Directors for executive use, when in his judgment the interest of the District would be served by paying an allowance rather than furnishing a District vehicle.

B. Mileage Reimbursement

Any employee who is required to use a private vehicle in the discharge of her or her duties for the District shall receive mileage reimbursement at the rate set forth by the Internal Revenue Service.

SECTION 6. - INSURANCE REQUIREMENTS

Employees of the District who are paid an automobile allowance or mileage reimbursement as set forth in Section 5 shall furnish the District a copy of his or her proof of automobile insurance coverage including public liability, bodily injury, and property damage, minimum coverage \$100,000, \$300,000 and \$100,000. A current proof of insurance shall be on file with the District Human Resources Department and shall be reviewed and updated annually. The required information is: name of employee, insurance company, policy number, included vehicles, amount of coverage, policy expiration date, driver's license number, driver's license expiration date, and vehicle license expiration date.

SECTION 7. DRIVER RESPONSIBILITIES

- A. Employees operating District vehicles are responsible for their safe operation in accordance with the law. Employees who are required to operate District vehicles or their own vehicles in performance of their duties, either on a daily or periodic basis, are required to be in possession of a valid California driver's license for the class vehicle being operated. The revocation or suspension of that license by the State of California for any reason may be sufficient cause for termination. Traffic citations, except due to faulty equipment on District vehicles, are the employee's responsibility.
- B. It is the responsibility of all employees who drive District vehicles to practice safe and defensive driving. Road flares and other safety equipment are provided and it is mandatory that operators of District vehicles know how to properly use such equipment. Any deficiencies in safety equipment shall be reported immediately to the employee's immediate supervisor.
- C. All employees are responsible for reading and fully understanding the District's Cell Phone Use Policy.

SECTION 8. VEHICLE CARE AND MAINTENANCE

- A. District vehicles require safe use and proper care. Any abuse of District vehicles will not be tolerated and may result in disciplinary action. The following are guidelines for operating a District vehicle:
 - 1. No vehicle shall be fueled while the engine is in operation.
 - 2. There shall be no smoking or open flame within twenty-five feet of fueling operations.

3. Check engine oil and automatic transmission fluid whenever refueling vehicle.
4. Report any noises, vibrations, worn tires, burned out bulbs, etc. to the Support Services Department.
5. District vehicles shall be maintained in as clean a condition as possible. No unauthorized decals or stickers will be applied to vehicles.
6. Seat belts shall be worn at all times when vehicle is in motion.
7. Traffic cones must be placed behind the vehicle when parked.
8. All vehicles will be adequately secured against accidental starting or movement when left unattended. Parking brakes shall be set, transmissions placed in proper parking position, and wheels turned into the curb. On large vehicles or equipment, wheel chocks shall be employed. Tractors and backhoes shall lower all buckets and drags to the ground.
9. Do not leave vehicle running while unattended or allow engine to idle longer than five minutes. Do not leave keys in ignition of an unoccupied vehicle.
10. Before backing up, employee will ensure that he or she has checked completely to the rear of the vehicle. All larger vehicles shall be equipped with back-up alarms. If a back-up alarm is not working, notify the Support Services Department immediately.
11. Traffic cones shall be placed at the front and rear of the vehicles when parked on major arterial streets, and red warning and/or yellow emergency lights activated.
12. Always drive defensively. Speed shall be safe for existing road conditions and all road signs and California vehicle codes shall be obeyed.
13. Do not drive under stress or when angry.

14. If an accident occurs, notify your supervisor immediately. Insure that an accident form is filled out in detail and given to your supervisor as soon as possible. All vehicles shall have accident forms in the glove compartment at all times. Damaged vehicles shall not be operated until the vehicle has been determined it is safe to do so.
15. Pursuant to the District's Substance Abuse Policy, do not drive under the influence of drugs or alcohol, including prescription drugs which may impair your ability to safely operate a motor vehicle.
16. Avoid driving distractions.

SECTION 9. DEPARTMENT OF MOTOR VEHICLES REQUIREMENTS

All employees that will be driving a District vehicle or receiving mileage reimbursement will be in the District's Department of Motor Vehicles Employer Pull Notice Program.

Employees required to possess a Class A or B California Driver's License for their duties are required to successfully complete a Medical Examination Report for Commercial Driver Fitness Determination once every two years or as required by the Department of Motor Vehicles.

SECTION 10. DEPARTMENT OF TRANSPORTATION REGULATIONS

An applicant for a safety-sensitive position with the District will be required to undergo a drug screening analysis, as required under Department of Transportation regulations. Any offer of employment will be conditioned upon compliance with this policy. The applicant will be requested to execute a consent form, which includes a waiver and release (See Appendix A – "Controlled Substance Custody and Control Form"). The "Controlled Substance Custody and Control Form" shall be completed by the applicant and collection center at the time of collection.

A positive test indicating the presence of controlled substances as defined in this policy will constitute disqualification of the applicant for the position for a period of six months. The District will notify disqualified applicants of the results of a drug test conducted under the Department of Transportation regulations if the employee requests the result within 60 days of being notified of the disposition of the employment application.

Pre-placement controlled substances tests shall also be required for:

1. Existing District employees who newly obtain a Commercial Driver's License or a Hazardous Materials Endorsement to haul hazardous materials (e.g., gaseous chlorine, propane) and will be using these licenses to perform safety-sensitive functions within their job description;
2. Existing District employees who are promoted to positions that require a Commercial Driver's License or Hazardous Materials Endorsement to haul hazardous materials (e.g., gaseous chlorine, propane) and will be using these licenses to perform safety-sensitive functions within their job description; and
3. Newly hired District employees whose job descriptions include safety sensitive functions that are subject to Department of Transportation guidelines and have not been part of a drug program that complies with the Federal Highway Administration regulations for the previous 30 days.

NOTE: The District shall obtain previous test information from the last two years from a newly hired employee's previous employers (See Appendix B – "Request for Past Test Results" and Appendix C – "Report of Past Driver Drug and/or Alcohol Test Results"). After obtaining an employee's written consent, the District shall obtain and review:

- a. Alcohol test results with a breath alcohol concentration of 0.04 or greater;
- b. Positive drug test results; and
- c. Refusals to submit to a required alcohol or drug test.

The District may obtain the required information directly from the employee or from the employee's former employer. The former employer is required to provide all information concerning the employee's DOT drug and alcohol tests that occurred in the two years preceding the inquiry.

If the District learns that the employee tested positive for drugs, had an alcohol test result of 0.04 or greater, or refused to be tested, the employee will not be allowed to perform safety-sensitive functions until the District has evidence that the employee has met the return-to-duty requirements. The District shall obtain evidence that the employee was evaluated by a Substance Abuse Professional (SAP), completed any required counseling, passed a return-to-duty test, and was subject to any required follow-up testing.

According to Department of Transportation guidelines, the District has the right to obtain information regarding the employee's participation in an alcohol or drug testing program from previous employers. The District shall maintain a written, confidential record with respect to each past employer contacted. The information shall be obtained and reviewed no later than 14 days after the first time the employee performs safety sensitive functions. If the employee stops performing safety sensitive functions before expiration of the 14-day period, or before the District has obtained the information listed above, the District shall still obtain the information.

The District shall make a good faith effort to obtain the information. In this context, a good faith effort includes completing the "Request for Past Test Results" (Appendix B and Appendix C) and sending it to each of the employers listed on the application in order to obtain the information from the previous two years. If there is no reply, a follow up telephone call shall be made in a further attempt to obtain the information. All requests shall be documented and kept on file. The District shall comply with all applicable Federal regulations and testing.

In addition, this policy shall be interpreted consistently with the District's Substance Abuse Policy.

SECTION 11. - EXCEPTIONS

The General Manager may authorize exceptions, consistent with applicable law, to any of the above provisions herein set forth providing, however, that the General Manager shall give notification to the Board of Directors of such exception at a regularly scheduled meeting of the Board of Directors within thirty (30) days of the date such exception is authorized.

All exceptions shall be reviewed by the General Manager during the month of February of each year to determine whether continuation of such exception is justified.

Moulton Niguel Water District

Classification Statement

Title: Sr. GIS Analyst

Division: Engineering and Operations

Summary:

Under the Director of Engineering and Operations and the direct supervision of the Associate Engineer, performs a variety of Geographic Information System (GIS) duties, including: Developing, updating and maintaining the District's asset information (spatial and otherwise) in a robust District Geodatabase; evaluates and participates in the functions necessary to implement and sustain the creation, maintenance and expanded use of the GIS databases and software applications; performs spatial analysis and coordination of related activities to support District Staff and outside agencies; and other related activities to support the District's Geographic Information System.

Duties and Responsibilities:

1. Perform in-house data updates, from field updates (red-lines) to completed Capital Improvement and Private Development projects, and improve data updating workflows, so that data is updated accurately, consistently, and timely.
2. Support, update, and assist in the management of the GIS database as the central repository of Asset Management data, on which multiple departments, workflows, and analyses will rely for their business processes.
3. Provide ongoing QA/QC of the GIS Asset Database with Staff.
4. Process and manage GIS Viewer software for District staff; provide support and configuration as needed to keep GIS Viewer software stable.
5. Process and manage GIS software extensions to support Operations workorders to capture work completed and maintenance data collected in the field. These workflows include USA markouts, hydrant and blowoff maintenance, valve turning, unidirectional flushing, sewer line cleaning and manhole inspection, backflow inspections, and other Standard Operating Procedures or preventative maintenance. This work will be

instrumental in supporting Preventative Maintenance, follow-up workorders, and CIP prioritization.

6. Provide formal (classes) and informal (one-on-one) training to all District staff, on a frequent and periodic schedule, to encourage the use of the system and to keep in touch with Staff needs, concerns, and opinions; Interpret, apply and explain technical materials to non-technical users.
7. Process updates/changes to the District water, sewer, and recycled hydraulic models.
8. Process requests for custom reporting and user-interfaces through the GIS Viewer software.
9. Work closely with IT to assist in hardware deployed in the field in support of the GIS, whether FieldPCs, integrations with valve turning equipment, or GPS devices to maintain accurate facility location data.
10. Work hand-in-hand with the CMMS Administrator and IT to maintain all database linkages and GIS functionalities that support Workorder Management, and assist in crew training on GIS-centric workflows.
11. Populate numerous physical-attribute data fields that are currently unpopulated in the GIS database (pressure zone, age of infrastructure, GPS location, governing record drawing, etc).
12. Maintain and update special Sectional sheets, such as the Sectional Detail Sheets and the Recycled Water Use Site maps.
13. Enable a linkage through the GIS to display Record Drawings, Easements, Tract Maps, and other spatial documents.
14. Verify complex database linkages between the GIS geodatabase and various District systems, such as Computerized Maintenance Management System (CMMS), Financial and Customer Service systems (Enterprise Resource Planning, or ERP), SCADA, District-wide Document Management system, and Granite XP Sewer Collections software, among others.
15. Actively manage changes and updates of the Orange County Land Base (OCLB) basemap layer, including cartographic updates of District facilities that may result from these updates.
16. Develop and maintain a District-wide Digital Terrain Model, to provide accurate elevation data for system analysis, hydraulic modeling, line-of-sight studies and design.

17. Perform spatial analysis, and conversion tasks from different coordinate systems and datasets.
18. Respond to exhibit needs of Staff.
19. Perform complex Spatial Analyses for Staff.
20. Perform other duties as assigned.

Qualifications:

1. Four (4) years of experience in the use and operation of geographic information systems. Experience and/or specialized training in GIS Software such as ArcGIS, ArcCatalog, ArcServer, and ArcSDE. Experience with SQL Server/Oracle, Trimble GPS equipment and software, AutoCAD, .NET technology and/or programming knowledge is preferred.
2. Equivalent to graduation from high school, supplemented by technical or college-level courses in geographic information systems, computer science, geography, or a related field. A Bachelor's Degree in Geographic Information Systems, Information Technology, Engineering or related technical field is desirable.
3. Must possess and maintain a valid California driver's license and a safe driving record.

Physical Requirements:

Position requires the ability to work in an office environment with the ability to carry, push, pull, reach, and lift equipment weighing up to 35 lbs. Must be able to scoop, kneel, walk, and sit in an environment that could produce exposure to dust and dirt. Oral communication with District management, coworkers, and District customers in face-to-face, one-to-one, and group setting; regular use of the telephone; operation of such office equipment as computers, copiers, and fax machines; sitting for extended time periods; hearing and vision within normal ranges.

Conduct Standard:

Interacts while working with coworkers, supervisors, and the public in a positive, cooperative, and supportive manner.

Supervisor: _____

Date : _____

Employee: _____

Date : _____