

DIVISION 6 - APPOINTMENT PROCESS

October 15, 2014

All meetings conducted in open session in accordance with the Brown Act
Effective date of resignation: Oct 12

Thursday, October 16

- Board direction to proceed
- Set dates for candidate forum and individual interviews
- **NEED DATES/TIMES FROM BOARD MEMBERS TODAY**

Friday, October 17

- Send letter of notice to OC Registrar's office
- Post announcement at 3 public sites
- Post announcement on website
- Send out announcement:
 - a. Citizens' Advisory Committee
 - b. City of Aliso Viejo
 - c. Aliso Viejo Chamber
 - d. Aliso Viejo Community Association
- Announcement will include deadline for submittal of interest, dates of candidate forum and the interview

Friday, October 31 by 5pm

- Deadline to submit letters of interest and/or application and resume to Board Secretary's attention
- Distribute copies of submittal to all board members for review

Wed or Thurs or Fri (Nov 5,6,7)

- Candidate forum
- Candidates who wish to be considered must attend this meeting
- 5-10 mins max for each candidate to present as to why they should be considered – no ppt
- Board deliberation
- Top 3 candidates will be invited to interview the following week (week of Nov. 10)

Wed or Thurs or Fri (Nov 12,13,14)

- Individual interviews
- Interview questions will be developed and reviewed by the board
- Board deliberation
- Select candidate to fill the vacancy

Monday, November 17

- New board member takes oath of office
- Announcement of the new board member

**NOTICE OF VACANCY ON THE BOARD OF DIRECTORS, DIVISION 6, OF THE
MOULTON NIGUEL WATER
DISTRICT AND INTENT TO FILL VACANCY
BY APPOINTMENT**

NOTICE IS HEREBY GIVEN of a vacancy on the Board of Directors for Division 6 of Moulton Niguel Water District, as of October 12, 2014. The term of such vacated office is through December 2016. The next election to fill the office is scheduled for the general election in November 2016.

NOTICE IS HEREBY GIVEN of the intent of the remaining District Board members to fill such vacancy by appointment on the 17th day of November, 2014. Those persons interested in filling such vacancy should submit a letter of interest with a resume and fill out the *Application for Appointment to Division 6 Director*, available online at www.mnwd.com or at the following location:

Attn: Paige Gulck, Board Secretary
Moulton Niguel Water District
27500 La Paz Road
Laguna Niguel, CA 92677

The completed *Application*, a **letter of interest**, and a **resume** should be submitted to the above address by interested persons no later than October 31, 2014. The Board will consider the qualifications of the applicants and will appoint the Division 6 Director at its Board meeting to be held on November 17, 2014, at the Board Meeting Room, Moulton Niguel Water District at 27500 La Paz Road, Laguna Niguel, California.

To make its determination, the Board will conduct a mandatory candidates' forum on [REDACTED] and invite top candidates for a final interview on [REDACTED]. More detail will be made available to interested candidates.

The Moulton Niguel Water District (MNWD) is a public agency, which provides water to the Cities of Aliso Viejo, Laguna Niguel, Mission Viejo, Laguna Hills, and portions of Dana Point. **Division 6 of the District includes, generally, a portion of the City of Aliso Viejo.** The seven members of the Board of Directors are elected and receive no salary other than a nominal *per diem* fee for attendance at meetings. The Board generally meets three times per month, and members also attend meetings on a bi-monthly or quarterly basis from time to time. Some MNWD Directors also serve on other public agency boards where MNWD is a member or participant. The Board makes decisions regarding purchase, pricing and sale of water, and sewer service, construction of new and replacement water and sewer facilities such as large pipelines and reservoirs, and interagency agreements for regional water supply facilities.

To be eligible for Board membership, a candidate must be eighteen years of age, a citizen of the State, a registered voter in the County of Orange and a legal resident of Division 6 of the District.

MOULTON NIGUEL WATER DISTRICT (MNWD) – Board of Directors
APPLICATION FOR APPOINTMENT TO DIVISION 6 DIRECTOR

(Please type or print in ink.)

Name: _____ [Home Phone: () _____]

[Address: _____ City: _____ Zip: _____]

Occupation: _____ Years Lived in MNWD: _____

Employer: _____ Work Phone: () _____

Address: _____ City: _____ Zip: _____

E-mail Address: _____

Educational Background/Degrees: _____

Licenses or Special Certificates held: _____

List any water or special district, Orange County or city committee/commission on which you have served, and year(s) of service:

Organizations to which you belong (professional, technical, community, service): _____

References (Name/Affiliation/Telephone):

1) _____ 2) _____

3) _____

I understand that any or all information on this form may be verified. I consent to the release of this information only for official purposes.

Signature: _____ Date: _____

Return to: Moulton Niguel Water District, 27500 La Paz Road, Laguna Niguel, CA 92677 (949) 831-2500

Voting Division 6

