



moulton niguel water district

NOTICE AND CALL OF SPECIAL MEETING OF THE BOARD OF DIRECTORS

**MOULTON NIGUEL WATER DISTRICT
26880 Aliso Viejo Pkwy, Suite 150, Aliso Viejo
January 14, 2021**

5:00 PM

Approximate Meeting Time: 1 Hour

NOTICE IS HEREBY GIVEN that a Special Meeting of the Board of Directors of the Moulton Niguel Water District (“MNWD”) has been called by the Chairman of the Board of Directors to be held on January 14, 2021, at 5:00 PM, at MNWD’s Administrative Offices located at the address above. The following business will be transacted and is the Agenda for this Special Meeting:

IN AN EFFORT TO PREVENT THE SPREAD OF COVID-19 (CORONAVIRUS), AND IN ACCORDANCE WITH THE GOVERNOR’S EXECUTIVE ORDER N-29-20, THERE WILL BE NO PUBLIC LOCATION FOR THE PUBLIC TO ATTEND THIS BOARD MEETING IN PERSON. MEMBERS OF THE PUBLIC MAY LISTEN AND PROVIDE PUBLIC COMMENT TELEPHONICALLY BY CALLING THE FOLLOWING NUMBER:

**DIAL: 1-669-900-9128
MEETING ID: 942-941-7034#
PASSCODE: 26161#**

AGENDA

1. CALL MEETING TO ORDER

2. 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. (As required by law, public comments during a Special Meeting may address only specific items listed on the agenda, no other matters.)

LEGAL MATTER

3. BOARD OF DIRECTORS VACANCY

It is recommended that the Board of Directors consider the following actions for filling the Board vacancy:

1. That the Board conduct an interview with the individual interested in being appointed to the vacant Board seat; and
2. That the Board take action to fill the vacant Board seat.

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) 831-2500 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.

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, 26880 Aliso Viejo Parkway, Suite 150, Aliso Viejo, CA ("District Office"). If such writings are distributed to members of the Board less than twenty-four (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 and on the District website at www.mnwd.com.

The foregoing Notice was personally delivered, faxed, mailed or e-mailed to each member of the MNWD Board of Directors at least twenty-four (24) hours prior to the scheduled time of the Special Meeting so noticed above; and posted twenty-four (24) hours prior to the time of the Special Meeting at the usual agenda posting location of MNWD (bulletin board outside main office entrance).



moulton niguel water district

STAFF REPORT

TO: Board of Directors **MEETING DATE:** January 14, 2021
FROM: Jeff Ferre, General Counsel
SUBJECT: Board of Directors Vacancy

SUMMARY:

Issue: The Board of Directors has noticed its intent to fill the existing Board of Directors vacancy by appointment. Board action is required to fill the vacancy.

Recommendations: It is recommended that the Board of Directors consider the following actions for filling the Board vacancy:

1. That the Board conduct an interview with the individual interested in being appointed to the vacant Board seat; and
2. That the Board take action to fill the vacant Board seat.

Fiscal Impact: Costs include the time and resources for posting the Notice of Vacancy and conducting the interview to fill the vacancy.

Reviewed by Legal: Yes.

BACKGROUND:

At the Board meeting on December 23, 2020, the Board took action to authorize the posting of a Notice of Vacancy and announced that the Board intends to fill the vacancy by appointment. As required by law, the Notice of Vacancy was posted in three conspicuous places at least 15 days before this Board meeting. Letters of interest and/or resumes were required to be delivered or mailed to MNWD so that they would be received no later than 5 p.m. on January 8, 2020.

Under Government Code Section 1780, the Board may make an appointment within 60 days after the date of the vacancy. Therefore, the Board has until Monday, February 1, 2021 to fill the Board seat by appointment. If the Board does not reach a decision by the 60-day deadline, then under Government Code Section 1780, the County Board of Supervisors may appoint a person within 90 days of the date of the

Board of Directors Vacancy

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vacancy. If the Board of Supervisors does not take up this matter, or cannot reach a decision, then the MNWD Board would be required to call an election.

DISCUSSION:

The staff report includes the letter of interest/resume of the individual interested in the vacant Board seat is enclosed. A person appointed to the office of Director must be a resident of the District and a registered voter at the time of appointment and during his/her term in office. At the request of the Board President, the District has invited the interested candidate to attend the Special Meeting in person to allow the Board to conduct an interview. Following the completion of the interview, the Board will deliberate and consider taking action to fill the vacancy.

Attachment: Letter of Interest/Resume – Diane Rifkin

DIANE RIFKIN



January 4, 2021

Ms. Paige Gulck, Board Secretary
Moulton Niguel Water District
26880 Aliso Viejo Parkway, Suite 150
Aliso Viejo, , California 92656

RE: Moulton Niguel Water District - Vacancy on the Board of Directors

Ms. Gulck,

Please accept this correspondence, together with my attached resume, indicating my interest for appointment consideration to the vacant Director position on the Moulton Niguel Water District Board of Directors. I appreciate the opportunity to discuss my interest in, and qualifications for, this Board position.

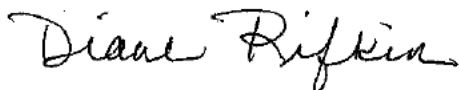
As a resident of Aliso Viejo and Laguna Niguel for 32 years, I have been a long-time customer of the Moulton Niguel Water District. I admire the District for winning multiple awards, such as the Best Workplace and the Governor's Environmental Award. Characterized in my resume, I have extensive experience working as a volunteer on community-based Boards and Committees of varied interests and objectives.

My law degree, twenty-one year career as an Attorney Recruiter and Business Owner has afforded me beneficial experience, critical thinking skills and professional discipline. Working with corporations, both large and small, on numerous contracts and employment-related issues has enabled me to develop valuable communication and negotiation skills when dealing with parties of differing opinions and positions. Accordingly, I utilize these proficiencies daily to achieve successful outcomes that benefit all parties.

My business achievements and personal goals now place me in a position to make an even more significant contribution to an organization that is critical to our daily living. I would greatly enjoy utilizing my experience and capabilities in an organization that is so highly regarded and respected as is the Moulton Niguel Water District.

I am very enthused about this opportunity to discuss serving the public as a Director of the Moulton Niguel Water District. Thank you, in advance, for your consideration.

Sincerely yours,



Diane Rifkin

DIANE RIFKIN

SUMMARY

Attorney recruiting professional offering 20+ years of broad experience with drafting and reviewing resumes, contracts, screening attorneys for, and facilitating permanent employment with, international and regional law firms and corporations. Consultancy services include business development guidance for clients and attorney candidates to actively engage in business development. Our value-added services set us apart from others in the industry; we thoroughly identify, qualify, attract and engage stellar attorney candidates to fill critical positions in client organizations.

PROFESSIONAL EXPERIENCE

RIFKIN CONSULTING, President Laguna Niguel, CA March 2005 through Present
Attorney Recruiter, Law Firm Consultant

- Boutique attorney placement firm specializing in permanent attorney placements with international and regional law firms and corporations
- Assist attorney candidates with drafting resumes, business plans, interviewing methods and strategies, facilitating the placement process from introduction through compensation negotiation to start date
- Offer business development counsel and training to candidates, enabling them to take their practice to the next level long-term
- Counsel law firms regarding attorney retention, compensation analysis, and strategic growth to maintain a competitive edge in the legal market
- Manage team of experienced recruiters; implement systems for databases, training, marketing, and coordinating strategies for evolving legal markets and economies
- Publications include Vault, Daily Journal, Law 360, CEB / Continuing Education of the Bar

JM ASSOCIATES, Attorney Search Firm Irvine, CA September 1999-2005
Attorney Recruiter

- Source and connect carefully screened and qualified attorney candidates with firm and corporate clients seeking legal expertise

EDUCATION

Villanova University Charles Widger School of Law, Villanova, PA Juris Doctor May 1988
Villanova University, Villanova, PA Bachelor of Arts, *Cum laude* May 1985

COMMUNITY SERVICE & ASSOCIATIONS

Dana Point 5th Regiment Marine Support Group

Rotary International

Working Wardrobes

Women Helping Women

Loyola Law School; co-led seminar for law students regarding job-seeking and interviewing

LCS (Legal Community in Service); fund drive with client law firms for clothing donations

Irvine Valley College, Interviewing training program

NALSC (National Association of Legal Search Consultants, Board member, Ethics Committee)

Provisors, Board Member SOC chapter, Board Member CPW (Collaboration of Professional Women)