

NIPOMO COMMUNITY SERVICES DISTRICT

MONDAY, FEBRUARY 6, 2017

2:00 P.M.

SPECIAL MEETING MINUTES

ADMINISTRATION COMMITTEE

1. CALL TO ORDER, FLAG SALUTE AND ROLL CALL

Chairman Blair called the meeting to order at 2:00 p.m. Chairman Blair and Director Armstrong were in attendance along with Staff members Mario Iglesias, Lisa Bognuda and Peter Sevcik. Director Eby observed. No public was in attendance.

2. REVIEW WATER AND WASTEWATER OPERATION'S ORGANIZATIONAL STRUCTURE

Staff gave an overview of the item and answered questions from the Committee.

The Committee suggested that a Wastewater Operator Grade III and Water Operator Grade III be incorporated into the Organizational chart rather than a Lead Operator.

The Committee directed Staff to make the suggested changes to be presented at the next Administration Committee meeting.

3. REVIEW WATER FUND OPERATOR AND ADMINISTRATION SUPPORT STAFFING LEVELS

Staff gave an overview of the item and answered questions from the Committee.

The Committee requested additional information and analysis on the following:

- a) Cost benefit for Automatic Meter Reading system
- b) The need for a customer service specialist
- c) The need for an additional water utility operator
- d) Ramifications/justifications for changing from bi-monthly billing to monthly billing

The Committee directed Staff to prepare the information and present it at the next Administration Committee meeting.

4. ADJOURN

The meeting was adjourned at 2:50 p.m.