

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER

FROM: LISA BOGNUDA
FINANCE DIRECTOR

DATE: JUNE 8, 2018

**AGENDA ITEM
E-3 (B)
JUNE 13, 2018**

**ADOPT 2018-2019 FISCAL YEAR BUDGET FOR
NIPOMO SUPPLEMENTAL WATER PROJECT (NSWP)**

ITEM

Public Hearing to adopt 2018-2019 Fiscal Year Budget for Nipomo Supplemental Water Project (NSWP) [RECOMMEND CONDUCT PUBLIC HEARING, CONSIDER TESTIMONY, ORDER EDITS IF ANY AND BY MOTION AND ROLL CALL VOTE ADOPT RESOLUTION APPROVING NSWP 2018-2019 FISCAL YEAR BUDGET]

BACKGROUND

On April 19, 2018, the Finance and Audit Committee met and reviewed the draft Fiscal Year 2018-2019 NSWP Budget. The NSWP Budget was provided to Woodlands Mutual Water Company (WMWC) and Golden State Water Company (GSWC) and no comments were received. The Board of Directors reviewed the draft Budget on May 23, 2018.

The Nipomo Community Services District (District), City of Santa Maria (City), Woodlands Mutual Water Company (WMWC), Golden State Water Company (GSWC), Rural Water Company (RWC), along with hundreds of other individuals and entities are parties to a certain groundwater adjudication commonly referred to as the Santa Maria Groundwater Litigation. The Judgment (through the Stipulation) requires the District to purchase and transmit to the Nipomo Mesa Management Area (NMMA) a minimum of 2,500 acre-feet of "Nipomo Supplemental Water" each year and to employ its best efforts to timely implement the Nipomo Supplemental Water Project (NSWP).

The Judgment further provides that once the Nipomo Supplemental Water is capable of being delivered, the Parties shall purchase the following portions of Nipomo Supplemental Water each year to offset groundwater pumping within the NMMA.

ENTITY	PERCENT ALLOCATION	AFY
NCSD	66.68	1,667.00
WMWC	16.66	416.50
GSWC	8.33	208.25
RWC	8.33	208.25
TOTAL	100.00	2,500.00

On May 3, 2013, the District entered into a Wholesale Water Supply Agreement with the City of Santa Maria to purchase supplemental water. Upon completion of the interconnection, the minimum quantity of purchase/delivery is as follows:

DELIVERY YEARS	MINIMUM DELIVERY VOLUME (AFY)
1	645
2-5	800
6-10	1,000
11- Term	2,500

On July 2, 2015, supplemental water began flowing from the City of Santa Maria into the Nipomo Community Services District system.

On October 16, 2015, the Supplemental Water Management and Groundwater Replenishment Agreement (Agreement) was approved by the District, WMWC, GSWC and RWC. The agreement outlines all parties' responsibilities and obligations relating to the delivery and payment of supplemental water. Section VIII of the agreement states in part as follows:

- A. District shall operate the NSWP as an enterprise fund, separating all costs related to the NSWP within and only to that NSWP fund. Prudent Utility Practices shall apply to District's management of the NSWP Enterprise Fund.
- B. Each Fiscal Year District shall prepare a NSWP Enterprise Fund Budget (Budget) for all revenues and expenditures related to the NSWP Enterprise Fund. The Budget shall include a summary of projected NSW deliveries and Costs associated with those deliveries. A draft of the Budget shall be available to each Water Company for review by May 1st of each year. District shall make every reasonable effort to adopt the final Budget during June of each year at a regularly scheduled District board meeting. The Advisory Committee shall determine the most effective content, format and reporting frequency for financial and budget reports for the NSWP Enterprise Fund.
- C. The Budget shall provide the basis for and detail the cost allocations and quarterly billing described in Section IX.

The District receives and pays a quarterly invoice from the City for the cost of water. The District in turn invoices WMWC and GSWC for their applicable percentages of the cost of water in addition to other applicable costs pursuant to the agreement. WMWC and GSWC are current on their quarterly payments.

Attached is the Budget based on purchase of 800 acre feet of supplemental water plus 50 acre foot operational buffer. The City has provided an estimate of the cost of water for FY 2018-2019; however, the Base Energy Cost CPI will be adjusted based on the July index. The Operations and Maintenance (O&M) Budget has been estimated based on current fiscal year expenditures. The administrative fee is set at 15% of O & M costs.

RECOMMENDATION

Conduct a public hearing, consider testimony, order edits, if any and by motion and roll call vote adopt Resolution approving the 2018-2019 NSWP Budget.

ATTACHMENTS

- A. NSWP Budget
- B. Resolution 2018-XXXX (NSWP Budget adoption)

JUNE 13, 2018

ITEM E-3(B)

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
NIPOMO SUPPLEMENTAL WATER PROJECT (NSWP)
BUDGET FOR FISCAL YEAR 2018-2019**

	Acre Feet Purchase	Cost per Acre Foot (AF)	Total Cost	
Water Purchase Fiscal Year 2018-2019 (see page 2)	850	\$1,695.00	\$1,440,750.00	
NCSD Water O & M Cost per AF ** (see page 3)	850	\$172.96	\$147,016.00	
NCSD Admin Fee per AF (15% of O & M per AF) ** (see page 3)	850	<u>\$25.94</u>	<u>\$22,049.00</u>	
		<u>\$1,893.90</u>	<u>\$1,609,815.00</u>	
**To be adjusted annually based on actual costs				
	TOTAL	NCSD	WMWC	GSWC
1 Phase 1 Supplemental Water Annual Allocation (AF)	800	533.44	133.28	133.28
2 Phase 1 Supplemental Water Delivery Percentages	100.00%	66.68%	16.66%	16.66%
3 Pass-Through Supplemental Water Cost	\$1,440,750	\$960,692	\$240,029	\$240,029
4 Supplemental Water O & M Cost	\$147,016	\$98,030	\$24,493	\$24,493
5 Supplemental Water NCSD Admin Fee	<u>\$22,049</u>	<u>\$14,702</u>	<u>\$3,673</u>	<u>\$3,673</u>
6 Total Annual Supplemental Water Volume Cost	\$1,609,815	\$1,073,425	\$268,195	\$268,195

	TOTAL	NCSD	WMWC	GSWC
7 Allocated Project Capacity (AF)	3,000.00	2,167.00	416.50	416.50
8 Percentage of Fixed Capital Cost Allocation	100.00%	72.24%	13.88%	13.88%
9 Yearly Capital Recovery Charge-Principal (1) (4)	\$83,783	\$0	\$37,237	\$46,546
10 Yearly Capital Recovery Charge-Interest (1) (4)	\$345,164	\$0	\$194,150	\$151,014
11 Yearly Capital Recovery Charge-Principal (2) (4)	\$6,481	\$0	\$2,875	\$3,606
12 Yearly Capital Recovery Charge-Interest (2) (4)	\$26,691	\$0	\$14,992	\$11,699
13 Yearly Capital Recovery Charge-Principal (3) (4)	\$11,555	\$0	\$5,117	\$6,438
14 Yearly Capital Recovery Charge-Interest (3) (4)	\$47,565	\$0	\$26,677	\$20,888
15 Supplemental Water Project Yearly Replacement(5)	\$206,865	\$149,439	\$28,713	\$28,713
16 Total Annual Fixed Supplemental Charges	\$728,104	\$149,439	\$309,761	\$268,904

17 Total Volume and Annual Fixed Charges for Fiscal Year 2018-2019 (Line 6 + Line 16)	\$2,337,919	\$1,222,864	\$577,956	\$537,099
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18 Electrical Pumping Credit (\$264.65 per acre foot-estimated)	(\$74,954)	\$0	(\$37,477)	(\$37,477)
19 SUPPLEMENTAL WATER BUDGET FISCAL YEAR 2018-2019	\$2,262,965	\$1,222,864	\$540,479	\$499,622

(1)	Per applicable amortization schedule as of June 30, 2015
(2)	Per applicable amortization schedule as of June 30, 2016
(3)	Per applicable amortization schedule as of June 30, 2017
(4)	To be reamortized as of June 30, 2018 for project costs incurred between July 1, 2017 and June 30, 2018. New amortization schedules will be issued with September 30, 2018 invoice.
(5)	Monthly replacement contribution of total Supplemental Water Project cost of \$20,686,509 assuming a 100 year project life = \$206,865 per year not to exceed \$3,000,000 adjusted annually for CPI per agreement

NCSD = Nipomo Community Services District
WMWC = Woodlands Mutual Water Company
GSWC = Golden State Water Company

CITY OF SANTA MARIA & NIPOMO COMMUNITY SERVICES DISTRICT

Calculations based on May 2013 Wholesale Supply Agreement

CITY OF SANTA MARIA & NIPOMO COMMUNITY SERVICES DISTRICT
Calculations based on May 2013 Wholesale Supply Agreement

(a) **Minimum Delivery:** In each Delivery Year during the Term of the Agreement, City shall deliver and NCSO shall purchase the following minimum quantity of Supplemental Water (Minimum Quantity):

Delivery Years	Minimum Delivery (MGD/CF)
2-4	600
5-10	1,200
11-Term	2,500

Assumptions:	
Year 1 Demand (AF)	645
Year 2-5 Demand (AF)	800
Base Costs of Delivery (AF)	\$205.85
CF Escalator Energy:	0.7%

CF Index - Energy Services - Los Angeles-Revnick-Orange County, CA	268.008	Feb-18
Current	261.188	May 2013 - date of signed agreement
Base		

Year	Minimum Demand	Base Water Rate (Tier 1)	Base Energy Cost Adj by Energy CPI	Current Period Costs of Energy *	Change in Costs of Energy	Net Water Rate	Minimum Invoice Amt
Year 1	2015/16	645 \$ 1,496	\$ 204.43	\$ 227.27	23 \$	\$ 1,518.69	\$ 979,553
Year 2	2016/17	800 \$ 1,571	\$ 207.16	\$ 223.71	17 \$	\$ 1,587.32	\$ 1,269,859
Year 3	2017/18	800 \$ 1,649	\$ 205.62	\$ 191.77	- \$	\$ 1,549.18	\$ 1,219,345
Year 4	2018/19	800 \$ 1,649	\$ 208.35	\$ 212.63	4 \$	\$ 1,653.47	\$ 1,322,773

Brad Whitty: As of Feb/18 Energy CPI, Subject to change in July/18.

Brad Whitty: Per CCWA Draft Budget, 03/18.

FY 2015/16 Rate - Tier 1	\$ 3,432 S&M Tier 1 Water Rate (Base) per HCF
	\$ 435.60 100 CF units per Acre-Foot
FY 2016/17 Rate - Tier 1	\$ 1,495.85 Water Rate per AF
FY 2016/17 Rate - Tier 1	\$ 1,506 S&M Tier 1 Water Rate (Base) per HCF
	\$ 435.60 100 CF units per Acre-Foot
FY 2017/18 Rate - Tier 1	\$ 1,510.77 Water Rate per AF
FY 2017/18 Rate - Tier 1	\$ 1,786 S&M Tier 1 Water Rate (Base) per HCF
	\$ 435.60 100 CF units per Acre-Foot
FY 2018/19 Rate - Tier 1	\$ 1,649.18 Water Rate per AF
FY 2018/19 Rate - Tier 1	\$ 3,766 S&M Tier 1 Water Rate (Base) per HCF
	\$ 435.60 100 CF units per Acre-Foot
FY 2019/20 Rate - Tier 1	\$ 1,649.18 Water Rate per AF

Per Brad Whitty, City of Santa Maria, possible 5% rate increase effective 1-1-19. For Budget, estimate 2.5% for fiscal year (\$1,653.47 * 1.025 = \$1,694.81)

**NIPOMO COMMUNITY SERVICES DISTRICT
NIPOMO SUPPLEMENTAL WATER PROJECT (NSWP)
BUDGET FOR FISCAL YEAR 2018-2019**

OPERATIONS AND MAINTENANCE BUDGET

OPERATIONS AND MAINTENANCE	2016-17 ACTUAL	2017-18 BUDGET	2017-18 EST ACTUAL	2018-19 PROPOSED
Electricity	38,566	50,000	65,265	67,223
Labor (fully weighted)	29,953	26,250	30,000	30,900
Water	740	800	700	721
Chemicals	10,318	12,500	11,000	11,330
Lab Tests	268	500	250	258
Operating Supplies	7,463	9,500	5,000	5,150
Outside Services	3,760	0	5,300	5,459
Permits and Operating Fees	813	2,500	700	721
Insurance	4,186	4,800	4,123	4,247
Repairs and Maintenance	26,624	10,000	12,000	12,360
TOTAL OPERATIONS AND MAINTENANCE	122,691	116,850	134,338	138,368
Cost per acre foot @ 645 acre feet	190.22			
Cost per acre foot		146.06	167.92	172.96
Overhead allocation 15% of O and M	28.53	21.91	25.19	25.94

Estimate 3% increase in expenses FY 18-19

**NIPOMO COMMUNITY SERVICES DISTRICT
NIPOMO SUPPLEMENTAL WATER PROJECT (NSWP)
BUDGET FOR FISCAL YEAR 2018-2019**

FUNDED REPLACEMENT RESERVES

Beginning Balance, July 1, 2017		362,660
Collections FY 2017-18		
NCS D	149,439	
WMWC	28,713	
GSWC	<u>28,713</u>	
		206,865
Estimated interest income FY 2017-2018		<u>870</u>
Estimated Ending Balance, June 30, 2018(after collections of June 30, 2018 Invoice)		<u><u>570,395</u></u>
Collections FY 2018-19		
NCS D	149,439	
WMWC	28,713	
GSWC	<u>28,713</u>	
		206,865
Estimated interest income FY 2018-19		<u>1,500</u>
Estimated Ending Balance, June 30, 2019 (after collections of June 30, 2019 Invoice)		<u><u>778,760</u></u>

Funded Replacement Reserve Requirement - Pursuant to Section XVIII (J)		
CPI Adjustment as of June 30, 2018		
CPI - 2017 Annual		256.210
CPI - 2016 Annual		<u>(249.246)</u>
		6.964
Divide by previous period CPI ÷		<u>249.246</u>
		0.0279
	X	<u>100.000</u>
Percent Change		<u><u>2.79</u></u>
Maximum Balance computed as of June 30, 2018		3,084,424
Adjusted by CPI June 30, 2018 (\$3,084,424 x 2.79%)		86,055
Maximum Balance adjusted as of June 30, 2019		<u><u>3,170,479</u></u>

	CPI INDEX	ADJ	RUNNING BALANCE
			3,000,000
6/30/2016	0.907	27,210	3,027,210
6/30/2017	1.89	57,214	3,084,424
6/30/2018	2.79	86,055	3,170,479

Note: Funds held in separate savings account at Rabobank

JUNE 13, 2018

ITEM E-3(B)

ATTACHMENT B

**NIPOMO COMMUNITY SERVICES DISTRICT
RESOLUTION 2018-XXXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NIPOMO COMMUNITY SERVICES DISTRICT
ADOPTING THE NSWP (NIPOMO SUPPLEMENTAL WATER PROJECT)
2018-2019 FISCAL YEAR BUDGET**

WHEREAS, on October 16, 2015, the Nipomo Supplemental Water Project Water Management and Groundwater Replenishment Agreement ("Agreement") was made between Nipomo Community Services District (NCSD), Rural Water Company (RWC), The Woodlands Mutual Water Company (WMWC), and Golden State Water Company (GSWC), collectively referred to as the Parties, and

WHEREAS, the purpose of the Agreement is to enable the Parties to meet their respective obligations under the Judgment based on the percentage allocations presented in Section I.K regarding the NSWP. In particular, the Parties intend this Agreement to provide for: (1) payment to NCSD for each Party's allocation of Costs and (2) distribution and use of Nipomo Supplemental Water, and

WHEREAS, pursuant to the Agreement, each fiscal year NCSD shall prepare a NSWP Enterprise Fund Budget for all revenues and expenditures related to the NSWP Enterprise Fund. The Budget shall include a summary of projected Nipomo Supplemental Water deliveries and the Costs associated with those deliveries. A draft of the Budget shall be available to each Party for review by May 1st of each year. NCSD shall make every reasonable effort to adopt the final Budget during June of each year at a regularly scheduled NCSD board meeting. The Advisory Committee shall determine the most effective content, format and reporting frequency for financial and budget reports for the NSWP Enterprise Fund.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED by the Board of Directors of the Nipomo Community Services District, San Luis Obispo County, California, as follows:

1. The 2018-2019 Nipomo Supplemental Water Project Budget is hereby approved and adopted.
2. The budget be administered in accordance with generally accepted accounting principles and the past policies and practices established by the District and pursuant to the Agreement.
3. The above Recitals are true and correct and incorporated herein by this reference.

Upon motion of Director _____, seconded by Director _____, and on the following roll call vote, to wit:

AYES:
NOES:
ABSENT:
ABSTAIN:

the foregoing Resolution is hereby passed and adopted this 13th day of June 2018.

ED EBY
President of the Board

ATTEST:

APPROVED AS TO FORM AND LEGAL EFFECT:

MARIO IGLESIAS
General Manager and Secretary to the Board

WHITNEY G. McDONALD
District Legal Counsel

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER

DATE: May 31, 2018

AGENDA ITEM

E-4

JUNE 13, 2018

**CONSIDER FUNDING REQUEST TO SUPPORT
WATER BOTTLE FILLING STATIONS TO BE INSTALLED AT TWO
LOCAL HIGH SCHOOLS**

ITEM

Consider funding request from Central Coast New Tech High School and Nipomo High School service clubs for water bottle filling stations. [RECOMMEND DISCUSS AND DIRECT STAFF]

BACKGROUND

The Nipomo Community Services District ("District") received a letter (Attachment A) from representatives for service clubs at Nipomo High School ("NHS") and Central Coast New Tech High School ("CCNTH") requesting your Board's consideration in funding a joint project. NHS and CCNTH are fund raising to install water bottle filling stations ("Station") – three at NHS and two at CCNTH.

Each Station is estimated to cost \$2,500 installed. The letter of request states that there is an ongoing annual estimate of \$1,500 to maintain the Stations. The letter of request seeks funding from the District of "one or more" Stations.

Mr. Mike Eisner, a representative of the Nipomo Lions Club service organization, is actively assisting NHS and CCNTH in fund raising for this project, as are other adult service club advisors. According to Mr. Eisner, there are at least six school clubs engaged in the project. Cumulatively, these clubs have raised \$7,500 as of the date of this report. Additionally, San Luis Obispo County District 4 Supervisor Lynn Compton, is providing a level of funding for the project.

Should your Honorable Board decide to provide funding as requested in support of the Stations, the recipients propose to put the District's logo and name, as well as the names of other contributors, on plaques attached to each Station.

FISCAL IMPACT

The proposed project if completed would have an impact on the solid waste currently generated by the two schools. Staff proposes to use Solid Waste Fund #300 in the event your Board decides to support the project. There is sufficient fund balance in Fund #300 to provide funding for this request and continue to meet the District's reserve policy.

STRATEGIC PLAN

Goal 7. COMMUNICATION. Use public outreach to communicate effectively with the public to obtain their input and build understanding and support for the District.

7.B. ONGOING ACTIVITIES

B.1 Maintain productive communication and relationships with key stakeholders, such as city, County, State and Federal legislators, service clubs, etc. As appropriate, plan and assign for this role.

RECOMMENDATION

It is recommended that your Board consider the funding request, discuss, and direct staff.

ATTACHMENTS

- A. Central Coast New Tech High School Letter of Funding Request

JUNE 13, 2018

ITEM E-4

ATTACHMENT A



To Whom it May Concern,

We are students from Central Coast New Tech High School and Nipomo High School, who are fundraising and looking for sponsors for water filtration systems for both of our school campuses. We believe that giving students access to re-fill water stations can improve their ability to learn and improve their sports performance. We would also be helping the environment, since the filtration system has a built in water dispenser for water bottles. This can help reduce the amount of plastic water bottles at both schools which then removes waste from our planet. Our research across both campuses showed that many kids bring water bottles to school and cannot re-fill them at the current water stations. In less than one week we filled an enormous container of plastic bottles that shows how much we could save the environment by just reducing the plastic footprint.

While we have been fundraising for the water filtration systems, we have already reaped benefits of both Central Coast New Tech and Nipomo high school clubs working together to reach our goal. The clubs include both CCNTH and Nipomo Leo Clubs, Interact Club and Key Club. We currently have \$7,500 and need to have \$15,000, which would cover five filtration systems and install.

Our goal is to have three water filtration systems on Nipomo's campus and two on CCNTH's campus. Each water filtration system costs approx. \$2,500. On-going maintenance for the filters, etc. will be a cost of \$300 each unit so yearly we need \$1,500 to support these units.

If your company is able to sponsor one or more of the water filtration systems, your company name and logo will be put on a plaque on the water filtration systems, as well as being put on both high school websites and featured at the school public events.

We truly appreciate any and all donations and thank you for your time and support.

Sincerely,
Clubs of CCNTH & Nipomo High School

If you have anymore questions about the water filtration systems, our goal, or anything else you can contact us by the following:

Lion Advisor~ Denise Farmer ~ (805) 709-3709
Lion Advisor~ Gavin Schroter ~ gschroter@ccnth.org
CCNTH Leo Club President~ Alex Merrick ~ (805) 234-5411

TO: BOARD OF DIRECTORS

FROM: MARIO E. IGLESIAS
GENERAL MANAGER

DATE: JUNE 1, 2018

AGENDA ITEM

E-5

JUNE 13, 2018

**APPROVE JOB DESCRIPTION MODIFICATIONS
AND SALARY RANGE FOR THE POSITION OF
ADMINISTRATIVE SUPERVISOR**

ITEM

Approve changes to the job title, description, and salary range of the Public Information Director/Clerk position to Administrative Supervisor [RECOMMEND APPROVAL]

BACKGROUND

In 2012, the District created a Public Information Assistant ("PIA") position to provide support services in the area of outreach and public information. Your Board approved the position as a part-time contract position.

In 2014, the District expanded the role of the PIA, changed the position to full-time, the job title to Public Information Director/Clerk ("PID/C"), and the salary range to reflect the increased responsibilities. The PID/C position played an important role in communicating the need for the Nipomo Supplemental Water Project ("NSWP") – a controversial and complex project that garnered significant public attention. With 80% focus on communication and public outreach, 20% focus on Board Clerk duties, the job description for the PID/C was created to fill an essential position for the time. Jessica Matson filled the PID/C position until she resigned from the District in January 2018. The position has remained vacant since that time.

As the NSWP moves closer to completion and public acceptance, and the public communications workflow routine is well established, the District has reevaluated the role of the vacant PIA/C position. In addition to the change in the current public relations environment, succession planning for the District's most seasoned position, the Finance Director/Assistant General Manager ("Finance Director") has become a higher priority.

The current Finance Director has served the District for over 25 years and is eligible for retirement. The Finance Director has not identified a retirement date, but it is inevitable and developing this key executive position will take time. The skill-set requirements in the proposed job description of the Administrative Supervisor are designed to find a capable individual and then develop their talent to potentially fill the District's Finance Director position when necessary.

As part of the succession planning, staff is proposing to create a new position with a new job description and job duties that will include administrative duties, Board Clerk Duties and public information duties. The Public Information Director/Clerk position will no longer be utilized.

The essential duties outlined in the proposed job description for the Administrative Supervisor are divided into the three primary tasks described above. There continues to be a need for public engagement with the community, so 20% of the position's time continues to fill the Public Information Director's role in the organization. Additionally, 15% of the Administrative Supervisor's task are related responsibilities of the Board Clerk. The majority of tasks in the

proposed position, 65%, will be dedicated to supervising the administrative team and accounting/auditing functions in support of the Finance Director.

While the requirement of a four-year degree for the position has not changed, the "Education and Experience" requirement specified in the proposed Administrative Supervisor position shifts from a degree in Communications, Marketing, or Journalism to a degree in Accounting, Economics, or Business Administration. The experience requirement for the Administrative Supervisor has increased to at least 2 years in the public governance sector.

In view of the evolving needs of the District, staff recommends the following changes:

1. Change the position title of the Public Information Director/Clerk to Administrative Supervisor
2. Change the job description to include supervision of administrative team
3. Add accounting/auditing responsibilities to the job description in support of the Finance Director
4. Change the salary range

The above changes, when presented at the March 19, 2018 meeting of the District's Administration Committee ("Committee"), were discussed and staff was directed by the Committee to continue developing the position's job description and salary range. Staff completed modifications as directed and provided the proposed changes to the Committee members for their review. Those changes now reflected in the job description are presented to your Honorable Board for consideration.

FISCAL IMPACT

The recommended salary for the proposed Administrative Supervisor is Range 31. This amount equates to a \$26,700 increase in the annual salary of the PID/C. Staff compared salaries from several community services districts in the area – Templeton, Cambria, and Vandenberg Village – to develop a basis for the proposed salary range. Titles vary among agencies but the essential duties, job requirements, and education requirement are similar to comparable positions in these agencies and consistent with the proposed Administrative Supervisor position. Funding for the adjustment will be spread across the District enterprise funds and these enterprises are sufficiently funded to accommodate the increased funding demand.

STRATEGIC PLAN

Goal 3. PERSONNEL AND ORGANIZATION. Maintain a qualified, long-term and productive workforce to assure an effective organization.

- 3.1 Ensure the District is adequately staffed with high quality, long-term employees and supported by appropriate contractors and partnerships.

RECOMMENDATION

Staff recommends your Honorable Board approve the job title, description, and salary range adjustment as proposed.

ATTACHMENTS

- A. Current Public Information Director/Clerk job description
- B. Proposed Administrative Supervisor job description
- C. Nipomo Community Services District Monthly Salary Step/Range schedule
- D. Administration Committee Summary Notes from March 19, 2018

T:\BOARD MATTERS\BOARD MEETINGS\BOARD LETTER\2018\180613 Public Information Director JOB DESCRIPT SALARY RANGE UPDATE.docx

JUNE 13, 2018

ITEM E-5

ATTACHMENT A

JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT

POSITION: Public Information Director/Clerk

FLSA STATUS: Non-Exempt – Full Time (40 hour week)

REPORTS TO: Finance Director

1. DEFINITION AND SUMMARY OF DUTIES

Under general direction of the Finance Director and in close coordination with the General Manager, the Public Information Director/Clerk leads the development and implementation of the District's public information program, assists in preparation and publication of public meeting agendas, attends Board Meetings and documents Board Action.

As Public Information Director the employee maintains the District Website and social media platforms, develops public relations materials including District newsletters, press releases, promotional and educational materials.

As Clerk, the employee assists in preparation of Board Agenda, attends and documents Board meetings, and performs a variety of administrative and operational functions in support of general office administration and the Billing Clerk.

This is a full-time office support class position, responsible for the District's outreach program, website, and providing a variety of office administrative support including the preparation of Board meeting materials and documentation of Board meetings. Successful performance requires attendance during regular office hours and occasionally at off-hours Board meetings and other District-related events. The employee must possess skill to deal with the public successfully. The employee is responsible for independently performing a full range of public information activities and providing office support to the District, and other duties as assigned.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- a) Develop and maintain the District's Public Information and Outreach Program.
- b) Design and develop public information, media advertising and marketing materials; writes, designs, edits, and produces bi-monthly customer newsletter, District brochures, event flyers, advertisements, bill inserts, and assists with monthly Manager's column.
- c) Maintain District lobby, Board Room, website and social media platforms with up-to-date and appropriate information.
- d) Coordinate closely with the General Manager to develop and distribute public information. Prepares informational materials for web-site posting.
- e) Prepare and distributes press releases, fact sheets, media advisories, and articles.
- f) Knowledge of Brown Act (Open Meeting Rules) and Fair Political Practices Commission Rules and Regulations.
- g) Assist in preparation of the agenda for Board of Directors meetings; lead final review, assembly and production of Agenda materials, distribute agenda packets to Board members and assure that appropriate legal notification of meeting time and content is publicized.
- h) Attend all Board meetings; assures that all required materials are available; operate a recorder for documentation of the meetings and take supplemental notes.
- i) Draft Board meetings minutes from recording and notes; after review, prepare and distributes copies following established instructions.

JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT

POSITION: Public Information Director/Clerk

FLSA STATUS: Non-Exempt – Full Time (40 hour week)

REPORTS TO: Finance Director

- j) Maintain Ordinances and Resolutions, obtain proper signatures and attachments, follow directives in document, including but not limited to newspaper publishing, CEQA filings, recordings with County Clerk-Recorder.
- k) Coordinate timely response to public records requests
- l) Provide assistance and back-up to Billing Clerk on a regular basis.
- m) Assist customers and the public in person and over the telephone in all aspects of District business; explains District policies and procedures, answers questions and resolves complaints or problems.
- n) Act as Program Manager for District's water conservation classroom education program.
- o) Coordinate with other departments and District staff as needed to complete assignments.
- p) Safely operate a motor vehicle (District or personal) to perform District duties.
- q) Research grant programs and develop grant proposals that support District needs.
- r) Assist in developing budgets annually for the Outreach Program and all related programs.
- s) Perform related duties similar to the example duties in scope and function as required.
- t) Represent the District in a professional manner.

3. QUALIFICATIONS

This position requires knowledge and proficiency in the following:

- a) Local government agencies and community services districts.
- b) Legislative process and procedures.
- c) Standard office practices and procedures, including filing and the use of standard office equipment.
- d) Microsoft Word, Excel and Outlook. Proficiency in these applications is required. Knowledge of Microsoft Access is desirable.
- e) Correct business English, including spelling, grammar and punctuation.
- f) Techniques for dealing with the public, in person and over the telephone.
- g) Handling multiple tasks and meeting critical time deadlines.
- h) Methods and techniques used in developing communications for internal and external audiences.
- i) English usage, spelling, grammar, and punctuation.
- j) Basic principles and practices of public information and education program development and implementation.
- k) Operations, services, and activities of a public information and communications program.
- l) Principles of web design.
- m) Principles, practices, and techniques of distributing information for mass media communications.
- n) Communication media sources, including but not limited to social media, internet, newspapers, radio, and television.

JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT

POSITION: Public Information Director/Clerk

FLSA STATUS: Non-Exempt – Full Time (40 hour week)

REPORTS TO: Finance Director

- o) Methods and techniques of news reporting and editing.
- p) Principles of research, writing, editing, and preparing a variety of informational publications, speeches, bulletins, press releases, feature stories, and distribution materials.
- q) Methods and techniques of layout and graphic design.
- r) Photography and photo editing.
- s) Drafting accurate minutes of Board meetings.
- t) Record keeping principles and practices including electronic records creation and retrieval methods.
- u) Working command of Spanish language, written and verbal is desirable.

4. ESSENTIAL ABILITIES

- a) Plan, develop, organize, and direct a comprehensive public information and education program for the District.
- b) Participate in recommending and implementing goals and objectives for providing public information and communication programs.
- c) Identify target audiences and develop pertinent messages.
- d) Analyze the effectiveness of public information activities, initiate, and develop procedures for improving public information efforts.
- e) Write clear and concise bulletins, press releases, feature stories, and materials for distribution to the news media and public.
- f) Understand the implications of public information and evaluate the news value of District activities and functions.
- g) Add, subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- h) Operate office equipment including computers and supporting word-processing, desktop publishing, and graphics applications.
- i) Operate a motor vehicle safely.
- j) Communicate clearly and concisely, both orally and in writing.
- k) Follow written and oral directions.
- l) Establish and maintain effective working relationships with those contacted in the course of work.
- m) Performing detailed office support work with minimal supervision.
- n) Drafting accurate minutes of Board meetings.
- o) Entering numerical and other data into a computer with speed and accuracy.
- p) Ability to prioritize and handle multiple tasks and meeting critical time deadlines.
- q) Filing/scanning with speed and accuracy.
- r) Applying and explaining policies and procedures.
- s) Working effectively and cooperatively with a wide variety of customers and other individuals in person and over the telephone.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Public Information Director/Clerk

FLSA STATUS: Non-Exempt – Full Time (40 hour week)

REPORTS TO: Finance Director

- t) Exercising sound independent judgment within established policy and procedural guidelines.
- u) Maintaining confidentiality of information where necessary.
- v) Ability to cope and maintain calm demeanor in a potentially stressful working environment.
- w) Establishing and maintaining effective working relationships with those contacted in the course of the work, including Board members, management team, co-workers, and members of the public.

5. PHYSICAL REQUIREMENTS

- a) Ability to read printed materials and a computer screen.
- b) Ability to type on a keyboard and use a mouse for extended periods of time.
- c) Ability to use computer software to access, record and convey information in required format.
- d) Ability to interact in person and on the telephone, relaying information verbally.
- e) Ability to communicate clearly, concisely and effectively, both orally and in writing.
- f) Ability to maintain, regular, predictable, punctual attendance.
- g) Mobility to work in a standard office environment and use standard office equipment.
- h) Ability to grasp, lift and move files, binders, boxes and other collections of documents (which can total up to 40 pounds).

6. EDUCATION AND EXPERIENCE

- a) Graduation from an accredited four-year college or university with a degree in Communications, Marketing, Journalism, or a related field, or equivalent experience.

7. LICENSES

- a) Possession of a valid California class C driver's license and a satisfactory driving record.
- b) Must be bondable by the District's fidelity bond insurer.

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ITEM E-5

ATTACHMENT B

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Administrative Supervisor

FLSA STATUS: Non-Exempt – Full Time (40 hour week)

REPORTS TO: Finance Director

1. DEFINITION AND SUMMARY OF DUTIES

Under general direction of the Finance Director, the Administrative Supervisor has three primary functions: oversee the daily operations of the administrative office and support the Finance Director, act as the Clerk to the Board of Directors, and assist the General Manager in the development and implementation of the District's public information program.

Duties of the Administrative Supervisor include but are not limited to overseeing the office staff, assisting in providing customer service in the office and directing and maintaining general office practices and procedures. In support of the Finance Director, the Administrative Supervisor will be responsible for processing the organization's payroll, assisting in preparing the annual budget and audit, and performing other budgeting and accounting responsibilities.

As Clerk to the Board, the employee assists in preparation and production of Board Agendas, attends and documents Board meetings, serves as Clerk to the Board and maintains District Ordinances and Resolutions, Board forms and training documents, and performs a variety of administrative and operational functions in support of the General Manager and Board of Directors.

As a public information point of contact, the Administrative Supervisor works in collaboration with the General Manager in developing and implementing comprehensive communication messages for District business, oversees District website and social media platforms, prepares public relations materials including District newsletters, press releases, promotional and educational materials.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative Supervisor (65% of Job Duty):

- a) Provides supervision, assistance, training and back-up to office staff on a regular basis
- b) Assists customers and the public in person, over the telephone, or electronically in all aspects of District business; explains District policies and procedures, answers questions and resolves complaints or problems.
- c) Performs bi-weekly payroll processing including initiating all payroll related payments and reports in an accurate, compliant and timely manner.
- d) Prepares and processes a variety of bi-weekly, monthly, quarterly and year-end reports.
- e) Processes accounts payable including preparing checks for approval.
- f) Understands governmental fund accounting and participates in maintenance of the general ledger, including account reconciliation and preparing journal entries
- g) Assists Finance Director in developing the annual budget.
- h) Assists Finance Director in preparing for annual audit.
- i) Acts as District Record's Coordinator in accordance with the District's Records Retention and Destruction Policy and Email Policy.

Clerk to the Board (15% of Job Duty):

JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT

POSITION: Administrative Supervisor

FLSA STATUS: Non-Exempt – Full Time (40 hour week)

REPORTS TO: Finance Director

- a) Ensures compliance with Brown Act (Open Meeting Rules), Fair Political Practices Commission Rules and Regulations. Prepares and submits necessary forms.
- b) Assists in preparation of the agenda for Board of Directors meetings; leads final review, assembly and production of Agenda materials, prepares agenda packets for the Board members and assures that appropriate legal notification of meeting time and content is publicized, including posting to web site and email distribution.
- c) Prepares Board Meeting room, attends all Board meetings; assures that all required materials are available; operates a recorder for documentation of the meetings and takes supplemental notes.
- d) Drafts Board meetings minutes from recording and notes; after review, prepares and distributes copies following established procedures.
- e) Ensures Ordinances and Resolutions are processed and filed in accordance with applicable regulations.
- f) Coordinates public/protest hearing notices and collect responses.
- g) Maintains Board training documents and forms.

Public Information Director (20% of Job Duty):

- a) Assists General Manager in implementing the District's Public Information and Outreach Program.
- b) Designs and develops public information, media advertising and marketing materials; writes, designs, edits, and produces bi-monthly customer newsletter, District brochures, event flyers, advertisements, bill inserts.
- c) Maintains information on District website. Coordinates upgrades to District website, as needed.
- d) Maintains District's transparency standards and distinction by coordinating efforts to complete and submit applications for evaluation by the appropriate evaluating organizations.
- e) Prepares and distributes press releases, fact sheets, media advisories, and articles. Coordinates media/press events. Serves as District Public Information Officer, as appropriate.
- f) Responsible for coordinating timely responses to public records requests.
- g) Coordinates with other departments and District staff as needed to complete assignments.
- h) Assists with internal communications and trainings.
- i) Safely operates a motor vehicle (District or personal) to perform District duties.
- j) Performs related duties similar to the example duties in scope and function as required.
- k) Represents the District in a professional manner.

3. QUALIFICATIONS

This position requires knowledge and proficiency in the following:

- a) Basic accounting, financial reporting, and budgeting procedures and requirements.
- b) Basic principles and practices of public administration.
- c) Basic supervisory principles and practice.
- d) Local government agencies and community services districts.
- e) Standard office practices and procedures, including filing and the use of standard office equipment.

JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT

POSITION: Administrative Supervisor

FLSA STATUS: Non-Exempt – Full Time (40 hour week)

REPORTS TO: Finance Director

- f) Microsoft Word, Excel and Outlook. Proficiency in these applications is required. Knowledge of Microsoft Publisher is desirable.
- g) Correct business English, including spelling, grammar and punctuation.
- h) Techniques for dealing with the public, in person and over the telephone.
- i) Handling multiple tasks and meeting critical time deadlines.
- j) Record keeping principles and practices including electronic records creation and retrieval methods.

4. ESSENTIAL ABILITIES

- a) Supervises, trains and evaluates staff.
- b) Prepares, examines and verifies a wide variety of financial documents and reports.
- c) Maintains accurate records and files.
- d) Interprets, explains and applies principles and practices of general, fund and governmental accounting.
- e) Completes and reviews accounting and financial records for completeness and accuracy.
- f) Prepares clear and concise reports, correspondence procedures and other written materials.
- g) Plans, organizes, and directs a comprehensive public information and education program for the District.
- h) Writes clear and concise bulletins, press releases, feature stories, and materials for distribution to the news media and public.
- i) Operates office equipment including computers and supporting word-processing, desktop publishing, and graphics applications.
- j) Operates a motor vehicle safely.
- k) Follows written and oral directions.
- l) Establishes and maintains effective working relationships with those contacted in the course of work.
- m) Drafts accurate minutes of Board meetings.
- n) Prioritizes and handles multiple tasks and meeting critical time deadlines.
- o) Applies and explains policies and procedures.
- p) Works effectively and cooperatively with a wide variety of customers and other individuals in person and over the telephone.
- q) Exercises sound independent judgment within established policy and procedural guidelines.
- r) Maintains confidentiality of information where necessary.
- s) Ability to cope and maintain calm demeanor in a potentially stressful working environment.
- t) Establishes and maintains effective working relationships with those contacted in the course of the work, including Board members, management team, co-workers, and members of the public.

5. PHYSICAL REQUIREMENTS

- a) Ability to read printed materials and a computer screen.

JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT

POSITION: Administrative Supervisor

FLSA STATUS: Non-Exempt – Full Time (40 hour week)

REPORTS TO: Finance Director

- b) Ability to type on a keyboard and use a mouse for extended periods of time.
- c) Ability to use computer software to access, record and convey information in required format.
- d) Ability to interact in person and on the telephone, relaying information verbally.
- e) Ability to communicate clearly, concisely and effectively, both orally and in writing.
- f) Ability to maintain, regular, predictable, punctual attendance.
- g) Mobility to work in a standard office environment and use standard office equipment.
- h) Ability to grasp, lift and move files, binders, boxes and other collections of documents (which can total up to 40 pounds).

6. EDUCATION AND EXPERIENCE

- a) Bachelor's degree in accounting, economics, business administration, or related field, from an accredited four-year college or university and 2 years' experience and/or training in public agency fund accounting, payroll management and bookkeeping;
- b) Experience in public agency setting is desirable.

7. LICENSES

- a) Possession of a valid California class C driver's license and a satisfactory driving record.
- b) Notary Public required, to be obtained prior to the end of the Introductory Period.
- c) Must be bondable by the District's fidelity bond insurer.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Administrative Supervisor

FLSA STATUS: Non-Exempt – Full Time (40 hour week)

REPORTS TO: Finance Director

ACKNOWLEDGEMENT:

By signing below, I acknowledge all of the following:

I have reviewed the above Job Description, and I understand it to be accurate and complete. I understand that management and/or the Board retains the right to assign me other tasks as necessary. I also understand that district management has the right to change this Job Description and my assigned job duties at any time.

If, at any time, I am unable to perform any of the assigned job duties or need any accommodation for medical reasons, I will alert the General Manager or his/her designee and will participate in an interactive process regarding possible workplace accommodations.

I understand that I am a non-exempt employee and that I can be required to work in excess of my normally assigned working hours, including being required to report to duty in cases of disaster response.

Employee's Name (print)

Employee's Name (signature)

Date

JUNE 13, 2018

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ATTACHMENT C

NIPOMO COMMUNITY SERVICES DISTRICT

MONTHLY SALARY STEP/RANGE

NO	Monthly Salary Range					Longevity Pay		NO	Monthly Salary Range					Longevity Pay	
	Step 1	Step 2	Step 3	Step 4	Step 5	15 Yrs - 2.5%	20 Yrs - 2.5%		Step 1	Step 2	Step 3	Step 4	Step 5	15 Yrs - 2.5%	20 Yrs - 2.5%
1	\$2,671	\$2,804	\$2,945	\$3,092	\$3,247	\$3,328	\$3,409	33	\$5,830	\$6,122	\$6,428	\$6,749	\$7,087	\$7,264	\$7,441
2	\$2,738	\$2,875	\$3,018	\$3,169	\$3,328	\$3,411	\$3,494	34	\$5,976	\$6,275	\$6,589	\$6,918	\$7,264	\$7,445	\$7,627
3	\$2,804	\$2,945	\$3,092	\$3,247	\$3,409	\$3,494	\$3,579	35	\$6,122	\$6,428	\$6,749	\$7,087	\$7,441	\$7,627	\$7,813
4	\$2,875	\$3,018	\$3,169	\$3,328	\$3,494	\$3,581	\$3,669	36	\$6,275	\$6,589	\$6,918	\$7,264	\$7,627	\$7,818	\$8,008
5	\$2,945	\$3,092	\$3,247	\$3,409	\$3,579	\$3,669	\$3,758	37	\$6,428	\$6,749	\$7,087	\$7,441	\$7,813	\$8,008	\$8,204
6	\$3,018	\$3,169	\$3,328	\$3,494	\$3,669	\$3,760	\$3,852	38	\$6,589	\$6,918	\$7,264	\$7,627	\$8,008	\$8,209	\$8,409
7	\$3,092	\$3,247	\$3,409	\$3,579	\$3,758	\$3,852	\$3,946	39	\$6,749	\$7,087	\$7,441	\$7,813	\$8,204	\$8,409	\$8,614
8	\$3,169	\$3,328	\$3,494	\$3,669	\$3,852	\$3,948	\$4,045	40	\$6,918	\$7,264	\$7,627	\$8,008	\$8,409	\$8,619	\$8,829
9	\$3,247	\$3,409	\$3,579	\$3,758	\$3,946	\$4,045	\$4,143	41	\$7,087	\$7,441	\$7,813	\$8,204	\$8,614	\$8,829	\$9,045
10	\$3,328	\$3,494	\$3,669	\$3,852	\$4,045	\$4,146	\$4,247	42	\$7,264	\$7,627	\$8,008	\$8,409	\$8,829	\$9,050	\$9,271
11	\$3,409	\$3,579	\$3,758	\$3,946	\$4,143	\$4,247	\$4,351	43	\$7,441	\$7,813	\$8,204	\$8,614	\$9,045	\$9,271	\$9,497
12	\$3,494	\$3,669	\$3,852	\$4,045	\$4,247	\$4,353	\$4,459	44	\$7,627	\$8,008	\$8,409	\$8,829	\$9,271	\$9,503	\$9,734
13	\$3,579	\$3,758	\$3,946	\$4,143	\$4,351	\$4,459	\$4,568	45	\$7,813	\$8,204	\$8,614	\$9,045	\$9,497	\$9,734	\$9,972
14	\$3,669	\$3,852	\$4,045	\$4,247	\$4,459	\$4,571	\$4,682	46	\$8,008	\$8,409	\$8,829	\$9,271	\$9,734	\$9,978	\$10,221
15	\$3,758	\$3,946	\$4,143	\$4,351	\$4,568	\$4,682	\$4,797	47	\$8,204	\$8,614	\$9,045	\$9,497	\$9,972	\$10,221	\$10,470
16	\$3,852	\$4,045	\$4,247	\$4,459	\$4,682	\$4,799	\$4,916	48	\$8,409	\$8,829	\$9,271	\$9,734	\$10,221	\$10,477	\$10,732
17	\$3,946	\$4,143	\$4,351	\$4,568	\$4,797	\$4,916	\$5,036	49	\$8,614	\$9,045	\$9,497	\$9,972	\$10,470	\$10,732	\$10,994
18	\$4,045	\$4,247	\$4,459	\$4,682	\$4,916	\$5,039	\$5,162	50	\$8,829	\$9,271	\$9,734	\$10,221	\$10,732	\$11,000	\$11,269
	\$4,143	\$4,351	\$4,568	\$4,797	\$5,036	\$5,162	\$5,288	51	\$9,045	\$9,497	\$9,972	\$10,470	\$10,994	\$11,269	\$11,544
	\$4,247	\$4,459	\$4,682	\$4,916	\$5,162	\$5,291	\$5,420	52	\$9,271	\$9,734	\$10,221	\$10,732	\$11,269	\$11,550	\$11,832
21	\$4,351	\$4,568	\$4,797	\$5,036	\$5,288	\$5,420	\$5,553	53	\$9,497	\$9,972	\$10,470	\$10,994	\$11,544	\$11,832	\$12,121
22	\$4,459	\$4,682	\$4,916	\$5,162	\$5,420	\$5,556	\$5,691	54	\$9,734	\$10,221	\$10,732	\$11,269	\$11,832	\$12,128	\$12,424
23	\$4,568	\$4,797	\$5,036	\$5,288	\$5,553	\$5,691	\$5,830	55	\$9,972	\$10,470	\$10,994	\$11,544	\$12,121	\$12,424	\$12,727
24	\$4,682	\$4,916	\$5,162	\$5,420	\$5,691	\$5,834	\$5,976	56	\$10,221	\$10,732	\$11,269	\$11,832	\$12,424	\$12,734	\$13,045
25	\$4,797	\$5,036	\$5,288	\$5,553	\$5,830	\$5,976	\$6,122	57	\$10,477	\$11,000	\$11,550	\$12,128	\$12,734	\$13,053	\$13,379
26	\$4,916	\$5,162	\$5,420	\$5,691	\$5,976	\$6,125	\$6,275	58	\$10,738	\$11,275	\$11,839	\$12,431	\$13,053	\$13,379	\$13,713
27	\$5,036	\$5,288	\$5,553	\$5,830	\$6,122	\$6,275	\$6,428	59	\$11,007	\$11,557	\$12,135	\$12,742	\$13,379	\$13,713	\$14,056
28	\$5,162	\$5,420	\$5,691	\$5,976	\$6,275	\$6,432	\$6,589	60	\$11,282	\$11,846	\$12,438	\$13,060	\$13,713	\$14,056	\$14,408
29	\$5,288	\$5,553	\$5,830	\$6,122	\$6,428	\$6,589	\$6,749	INCLUDES COLA ADJUSTMENT OF 1.88% EFFECTIVE 7/1/17							
30	\$5,420	\$5,691	\$5,976	\$6,275	\$6,589	\$6,753	\$6,918								
31	\$5,553	\$5,830	\$6,122	\$6,428	\$6,749	\$6,918	\$7,087								
32	\$5,691	\$5,976	\$6,275	\$6,589	\$6,918	\$7,091	\$7,264								

JUNE 13, 2018

ITEM E-5

ATTACHMENT D

NIPOMO COMMUNITY SERVICES DISTRICT

MONDAY, MARCH 19, 2018

12:30 P.M.

SUMMARY NOTES

ADMINISTRATION COMMITTEE

1. CALL TO ORDER, FLAG SALUTE AND ROLL CALL

Chairman Blair called the meeting to order at 12:30 p.m. Chairman Blair and Director Armstrong were in attendance along with Staff members Mario Iglesias, Lisa Bognuda and Peter Sevcik. One member of the public was in attendance.

2. CONSIDER CHANGES TO JOB DESCRIPTIONS

- 2(A) Assistant Engineer-Operations
Wastewater Supervisor - Operations

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

There were no public comments.

The Committee directed Staff to present the amended job descriptions to the Board of Directors for consideration.

- 2(B) Director of Public Information-Administration

Staff gave an overview of the item and answered questions from the Committee. The Committee directed Staff continue working on the job description and bring it back for further consideration.


Pam Wilson, NCSD customer, asked about the educational requirements for this position.

3. SET NEXT MEETING DATE

No meeting date was set at this time.

4. ADJOURN

The meeting was adjourned at 1:00 p.m.

TO: BOARD OF DIRECTORS
REVIEWED: MARIO IGLESIAS 
GENERAL MANAGER
FROM: WHITNEY MCDONALD
DISTRICT COUNSEL
DATE: MAY 31, 2018



**INTRODUCE ORDINANCE AMENDING
NIPOMO COMMUNITY SERVICES DISTRICT
CODE SECTION 3.03.190**

ITEM

Introduce an ordinance amending Nipomo Community Services District Code Section 3.03.190 [RECOMMEND INTRODUCE, READ FULL TITLE, WAIVE FURTHER READING OF THE ORDINANCE, AND DIRECT DISTRICT COUNSEL AND STAFF TO PREPARE AND PUBLISH SUMMARY OF ORDINANCE PER GOVERNMENT CODE SECTION 25124]

BACKGROUND

In addition to collecting charges from its customers through its ordinary billing practices, state law allows the Nipomo Community Services District ("District") to collect charges and penalties on the tax roll, in the same manner as property taxes, or by recording a certificate of charges and penalties owed, in the same manner as a judgment lien.

Section 3.03.190 of the District Code addresses the use of the tax roll and recorded certificates and liens to collect unpaid charges, fees, and penalties owed to the District. Currently, Section 3.03.190 states:

3.03.190 - Collection of delinquent charges with taxes.

- A. The board of directors adopts the procedures for the collection of rates, charges and fees for nonpayment of delinquent bills established in Government Code Sections 61621, 61621.2, 61621.3 or any successor statutes.
- B. Remedies for collection and enforcement for nonpayment of delinquent rates, charges and fees are cumulative and may be pursued alternatively or consecutively by the district. The general manager or his/her designee is authorized to record a certificate specifying the amount of such charges and fees and the name and address of the persons liable therefor, sixty days after the payment becomes delinquent, pursuant to Government Code Section 61621.

(Ord. 97-86 § 2, 1997)

Following enactment of this section, the Legislature repealed the Government Code sections referenced therein, namely sections 61621, 61621.2, and 61621.3, and replaced them with Government Code section 61115. It is, therefore, recommended that District Code Section 3.03.190 be amended to reference the new Government Code section 61115. District Counsel is also recommending additional minor changes to the language for clarification purposes.

The new proposed language would read as follows:

3.03.190 - Collection of delinquent charges on the tax roll or by recorded certificate and lien.

- A. The board of directors adopts the procedures for the collection of rates, charges, fees, and penalties for nonpayment of delinquent bills established in Government Code Section 61115 or any successor statute.
- B. The general manager or his/her designee is authorized to record a certificate and lien for the amount of charges, fees, and penalties owed, and the name and address of the persons liable therefor, sixty days after the payment becomes delinquent, pursuant to Government Code Section 61115 or any successor statute.
- C. Remedies for collection and enforcement for nonpayment of delinquent rates, charges, fees, and penalties are cumulative and may be pursued alternatively or consecutively by the district.

A redline version of District Code section 3.03.190 is attached to this staff report that depicts the proposed code changes for your ease of reference.

Following introduction of this ordinance today, it will be presented to your Board for adoption at your next regular meeting, following publication of a summary of the ordinance in accordance with Government Code sections 61010(a) and 25124. District Counsel will prepare the summary of the ordinance and District staff will publish it pursuant to the Government Code. The full text of the ordinance has been posted on the District's website and made available to the public at the District's office, also in accordance with Government Code section 25124.

FISCAL IMPACT

The proposed ordinance amendment will continue to allow the District to collect unpaid charges, fees, and penalties through the mechanisms authorized by state law, which includes collection on the tax roll or by recordation of certificates and liens.

STRATEGIC PLAN

Goal 4. FINANCE. Maintain conservative, long-term financial management to minimize rate impacts on customers while meeting program financial needs.

4.A. ACTIVITIES FOR COMPLETION

A.2 Ensure billing processes are efficient, cost effective and fair...

Goal 6. GOVERNANCE AND ADMINISTRATION. Conduct District activities in an efficient, equitable and cost-effective manner.

6.A. ACTIVITIES FOR COMPLETION

A.1. Periodically review, update and reaffirm District policies and procedures.

RECOMMENDATION

It is recommended that your Board introduce, read the full title, waive further reading of the ordinance, and direct District Counsel and staff to prepare and publish a summary of the ordinance, utilizing the following language: "I move that we introduce AN ORDINANCE OF BOARD OF THE DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT AMENDING NIPOMO COMMUNITY SERVICES DISTRICT CODE SECTION 3.03.190, waive further reading of the ordinance, and direct District Counsel and staff to prepare and publish a summary of the ordinance in accordance with Government Code section 25124."

ATTACHMENTS

- A. Ordinance 2018-XXXX, AN ORDINANCE OF BOARD OF THE DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT AMENDING NIPOMO COMMUNITY SERVICES DISTRICT CODE SECTION 3.03.190
- B. Ordinance 2018-XXXX, Redline depicting changes to existing District Code Section 3.03.190

JUNE 13, 2018

ITEM E-6

ATTACHMENT A

ORDINANCE NO. 2018-XXXX

AN ORDINANCE OF BOARD OF THE DIRECTORS OF
THE NIPOMO COMMUNITY SERVICES DISTRICT
AMENDING NIPOMO COMMUNITY SERVICES DISTRICT
CODE SECTION 3.03.190

The Board of Directors of the Nipomo Community Services District ordains as follows:

SECTION 1. Section 3.03.190 of the Nipomo Community Services District Code, referenced herein as "District Code," shall be amended and replaced in its entirety to read as follows:

3.03.190 - Collection of delinquent charges on the tax roll or by recorded certificate and lien.

- A. The board of directors adopts the procedures for the collection of rates, charges, fees, and penalties for nonpayment of delinquent bills established in Government Code Section 61115 or any successor statute.
- B. The general manager or his/her designee is authorized to record a certificate and lien for the amount of charges, fees, and penalties owed, and the name and address of the persons liable therefor, sixty days after the payment becomes delinquent, pursuant to Government Code Section 61115 or any successor statute.
- C. Remedies for collection and enforcement for nonpayment of delinquent rates, charges, fees, and penalties are cumulative and may be pursued alternatively or consecutively by the district.

SECTION 2. Any sections, portions of sections, or subsections of the District Code not specifically amended and replaced herein shall remain in full force and effect.

SECTION 3. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional, ineffective or in any manner in conflict with the laws of the United States, or the State of California, such decision shall not affect the validity of the remaining portions of this Ordinance. The Governing Board of the District hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsection, sentence, clause or phrase be declared unconstitutional, ineffective, or in any manner in conflict with the laws of the United States or the State of California.

SECTION 4. The Board of Directors of the District finds that this Ordinance is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Sections 15378(b)(2) and 15378(b)(4) because it constitutes general policy and procedure making and government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. The Board of Directors further finds that the adoption of this Ordinance is not a project as defined in CEQA Guidelines Section 15378 because it can be seen with certainty that it will not result in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. The District General Manager is directed to prepare and file an appropriate notice of exemption.

ORDINANCE NO. 2018-XXXX

**AN ORDINANCE OF THE NIPOMO COMMUNITY SERVICES DISTRICT
AMENDING NIPOMO COMMUNITY SERVICES DISTRICT
CODE SECTIONS 3.03.190**

SECTION 5. This Ordinance shall take effect and be in full force and effect thirty (30) days after its passage. Before the expiration of the fifteenth (15th) day after passage this Ordinance shall be published once with the names of the members of the Board of Directors voting for or against the Ordinance in a newspaper of general circulation within the District.

INTRODUCED at its regular meeting of the Board of Directors held on June 13, 2018, and PASSED and ADOPTED by the Board of Directors of the Nipomo Community Services District at its regular meeting on the 27th day of June, 2018, by the following roll call vote, to wit:

AYES:
NOES:
ABSENT:
CONFLICTS:

ED EBY
President, Board of Directors

ATTEST:

APPROVED AS TO FORM AND LEGAL
EFFECT:

MARIO IGLESIAS
General Manager and
Secretary to the Board

WHITNEY G. McDONALD
District Legal Counsel

JUNE 13, 2018

ITEM E-6

ATTACHMENT B

ORDINANCE NO. 2018-XXXX

AN ORDINANCE OF BOARD OF THE DIRECTORS OF
THE NIPOMO COMMUNITY SERVICES DISTRICT
AMENDING NIPOMO COMMUNITY SERVICES DISTRICT
CODE SECTION 3.03.190

The Board of Directors of the Nipomo Community Services District ordains as follows:

SECTION 1. Section 3.03.190 of the Nipomo Community Services District Code, referenced herein as "District Code," shall be amended and replaced in its entirety to read as follows:

3.03.190 - Collection of delinquent charges on the tax roll or by recorded certificate and lien with taxes.

- A. The board of directors adopts the procedures for the collection of rates, charges, fees, and penalties fees for nonpayment of delinquent bills established in Government Code Section 61115 Sections 61621, 61621.2, 61621.3 or any successor statute statutes.
- B. Remedies for collection and enforcement for nonpayment of delinquent rates, charges and fees are cumulative and may be pursued alternatively or consecutively by the district. The general manager or his/her designee is authorized to record a certificate and lien for specifying the amount of such charges, fees, and penalties owed, fees and the name and address of the persons liable therefor, sixty days after the payment becomes delinquent, pursuant to Government Code Section 61115 or any successor statute. 61621.
- C. Remedies for collection and enforcement for nonpayment of delinquent rates, charges, fees, and penalties are cumulative and may be pursued alternatively or consecutively by the district.

SECTION 2. Any sections, portions of sections, or subsections of the District Code not specifically amended and replaced herein shall remain in full force and effect.

SECTION 3. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional, ineffective or in any manner in conflict with the laws of the United States, or the State of California, such decision shall not affect the validity of the remaining portions of this Ordinance. The Governing Board of the District hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsection, sentence, clause or phrase be declared unconstitutional, ineffective, or in any manner in conflict with the laws of the United States or the State of California.

SECTION 4. The Board of Directors of the District finds that this Ordinance is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Sections 15378(b)(2) and 15378(b)(4) because it constitutes general policy and procedure making and government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment. The Board of Directors further finds that the adoption of this Ordinance is not a project as defined in CEQA Guidelines Section 15378 because it can be seen with certainty that it will not result in either a

ORDINANCE NO. 2018-XXXX

**AN ORDINANCE OF THE NIPOMO COMMUNITY SERVICES DISTRICT
AMENDING NIPOMO COMMUNITY SERVICES DISTRICT
CODE SECTIONS 3.03.190**

direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. The District General Manager is directed to prepare and file an appropriate notice of exemption.

SECTION 5. This Ordinance shall take effect and be in full force and effect thirty (30) days after its passage. Before the expiration of the fifteenth (15th) day after passage this Ordinance shall be published once with the names of the members of the Board of Directors voting for or against the Ordinance in a newspaper of general circulation within the District.

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AYES:
NOES:
ABSENT:
CONFLICTS:

ED EBY
President, Board of Directors

ATTEST:

APPROVED AS TO FORM AND LEGAL
EFFECT:

MARIO IGLESIAS
General Manager and
Secretary to the Board

WHITNEY G. McDONALD
District Legal Counsel

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER

DATE: JUNE 8, 2018

AGENDA ITEM

F

JUNE 13, 2018

GENERAL MANAGER'S REPORT

ITEM

Standing report to your Honorable Board -- *Period covered by this report is May 20, 2018 through June 9, 2018.*

DISTRICT BUSINESS

Administrative

The District encourages residents to provide reports of any observed water waste. The District keeps an accounting of leak adjustments as a measure of non-revenue water lost to leaks. The April data below is the most current. May data is presented at the second Meeting in June.

Office Activities

	<u>April-18</u>	<u>Jul-April 2018</u>
Reports of water waste followed up on	1	2
Leak Adjustments	1	26
Leak Adjustment Amount	\$227.76	\$6,922

Water Resources

Table 1. Total Production (AF)

	<u>May-18</u>	<u>Jul - May 18</u>
Groundwater Production	107.1	909.6
Supplemental Water Imported	<u>77.7</u>	<u>899.8</u>
Total Production	<u>184.8</u>	<u>1,809.3</u>

NCSD imported 76.1 AF of water over the 30 day period in May averaging 574 gallons per minute for a daily total of 826,560 gallons per day. For fiscal year 2017-18 [July-2017 through June-2018] the District must import 800 AF of supplemental water. During summer months, it is possible that additional import water up to the distribution systems capacity of 85 AF per month may be reached.

Table 2. FY 2018 Total Demand To-date Compared to 2013

	<u>May-18</u>	<u>Jul - May 2018</u>
Total Production (AF) for FY 2017-18	184.8	1,809.3
Total Production (AF) for 2013	<u>265.4</u>	<u>2,373.4</u>
Reduction	<u>80.6</u>	<u>564.1</u>
Percentage Reduction	30.4%	23.8%

Table 2 compares the District's total demand for the month of May and the Fiscal Year's year-to-date total against the 2013 water demand (pre-drought demand). The community's water conservation effort reached 32% compared to May 2013. The District's Year-to-Date conservation effort for the past 11 months of the fiscal year is approximately 23%.

3) NCSD GW Reduction

The District's purveyor customers, Golden State Water Company and Woodlands Mutual Water Company, each claim 16.66% (cumulatively 33.33%) of the imported water NCSD brings onto the basin through the NSW. Of the 800 AF minimum imported water from the CSM, 266.6 AF will be credited to these two purveyor customers. The credited amount must be added to the District's groundwater pumping total every month to reflect the groundwater pumped by these customers in-lieu of taking imported water from the District. Table 3 below demonstrates the calculus for determining the District's groundwater reduction.

Table 3. NCSD GW Reduction (NCSD GW Well Production plus Purveyor Credit)

	May-18	Jul - May 18
NCSD GW Well Production	107.1	909.6
Purveyor Customer Credit (33.3% of Import Water)	<u>25.9</u>	<u>299.8</u>
NCSD Total Calculated GW Production	133.0	1,209.4
Average GW Production for 2009-2013	<u>261.6</u>	<u>2,376.8</u>
NCSD Percentage of GW Reduction	51%	49%

Taking into consideration the above referenced purveyor customer credit, the District can claim a groundwater pumping reduction of 51% for the month of May compared to the 5-year average from 2009 to 2013. For the past 11 months of the fiscal year, the cumulative groundwater pumping reduction reached 49%. At the current Stage IV level of NMMA's Water Shortage Condition and Response Plan, the District has targeted groundwater reduction level of 50% for the year.

Table 4 below is a forecasting tool used to track the District projection as it targets a 50% reduction in groundwater pumping. NCSD Total Calculated GW Production is calculated by projecting an estimate of 85 AF/month of supplemental water for each remaining month and subtracting this amount from last year's corresponding total monthly demand. Using these figures the District will need to reduce its groundwater pumping by 20.82 AF next month to reach a 50% pumping reduction. This projection includes 977 AFY of imported water.

Table 4. Year-end Projection: NCSD Groundwater Pumping

	May-18	Jun-18	Jul-May 2018	Target	Over/Under
NCSD GW Well Production	107.1	105.7	1,015.3		
Purveyor Customer Credit (33.3% of Import Water)	<u>25.9</u>	<u>26.0</u>	<u>299.9</u>		
NCSD Total Calculated GW Production	133.0	131.7	1,341.1	1,320.3	-20.82 AcFt
Average GW Production for 2009-2013	<u>261.6</u>	<u>263.6</u>	<u>2,640.5</u>	<u>2,640.5</u>	
NCSD Percentage of GW Reduction	51%	50%	49.2%	50.0%	

Rainfall Gauge

(Reported in inches)	Nipomo East (Dana Hills Reservoirs)	Nipomo South (Southland Plant)
May 2018 Total	0	0
July-2017 through May-2018 (Seasonal Total)	9.62	8.78
Average Annual Year Rainfall	18	16

Safety Program

- No incidents

Other Items and News of Interest

- NCSD Staffing Report [Attachment A]
- Nipomo Clean-up Day: June 16, 2018

Supplemental Water Capacity Accounting

The District is not currently accepting applications for new water service.

Supplemental Water Available for Allocation	500	AFY
Supplemental Water Reserved (Will Serve Letters Issued)	-23.2	AFY
Subtotal Net Supplemental Water Available for Allocation	476.8	AFY
Supplemental Water Assigned (Intent-to-Serve Issued)	-79.1	AFY
Total Remaining Supplemental Water Available for Allocation	397.1	AFY

This information is accurate through May 2018.

Connection Report

The Connection Report is current through April 2018 – May data presented at the 2nd Board Meeting of the month.

Nipomo Community Services District
 Water and Sewer Connections

END OF MONTH REPORT

	18-Jan	18-Feb	18-Mar	18-Apr
Water Connections (Total)	4405	4405	4405	4405
Sewer Connections (Total)	3174	3174	3174	3174
New Water Connections	3	0	0	0
New Sewer Connection	3	0	0	0
Galaxy & PSHH at Orchard and Division Sewer Connections billed to the County	473	473	473	473

Meetings (May 20 through June 9)

Meetings Attended (telephonically or in person):

- *May 21, Legal Counsel – File Review and Purge*
- *May 22, Engineering/Administration Meeting*
- *May 23, Rotary*
- *May 23, Regular Board Meeting*
- *May 23, General Counsel/Management Team*
- *May 28, Memorial Holiday*
- *May 29, County Meeting – Nipomo Clean Up Day*
- *May 30, Rotary*
- *May 30, County CAO Meeting*
- *June 1, Data Storage – Carbonite Co.*
- *June 4, Board Officer Meeting*
- *June 4, County Meeting – Nipomo Clean Up Day*
- *June 5, Management Team*
- *June 6, Rotary*
- *June 7, County CSA-1 Meeting*
- *June 8, Blacklake Rate Proposals Due*
- *June 8, Countywide Water Action Committee*

Meetings Scheduled (June 10 through June 16):

Meetings Attended (telephonically or in person):

- *June 12, Engineering/Administration Meeting*
- *June 12, Blacklake Ad Hoc Committee – Proposal Review*
- *June 13, Rotary*
- *June 13, Regular Board Meeting*
- *June 13, General Counsel/Management Team*
- *June 14, Area Business Symposium*

Upcoming Water Resource and Other Meetings

- *NMMA-TG: TBD May 17 @ 10:00 AM, NCSD Board Room*
- *RWVG: Cancelled*
- *WRAC: June 6th @ 1:30 PM, SLO Library*
- *NMMA Purveyor Meeting: June 28th @ 1:30 PM, NCSD Admin Office*
- *NCMA/NMMA Managers Meeting: TBD*
- *Nipomo Chamber of Commerce: June 28, 2018 @ 11:45, Regional Park (Bring your Own Lunch)*

RECOMMENDATION

Staff seeks direction and input from your Honorable Board

ATTACHMENTS

- A. Nipomo CSD Staffing Report

JUNE 13, 2018

ITEM F

ATTACHMENT A

NIPOMO COMMUNITY

BOARD MEMBERS

ED EBY, **PRESIDENT**
DAN ALLEN GADDIS, **VICE PRESIDENT**
BOB BLAIR, **DIRECTOR**
CRAIG ARMSTRONG, **DIRECTOR**
DAN WOODSON, **DIRECTOR**



SERVICES DISTRICT

STAFF

MARIO IGLESIAS, **GENERAL MANAGER**
LISA BOGNUDA, **FINANCE DIRECTOR**
PETER SEVCIK, P.E., **DIRECTOR OF ENG. & OPS.**
WHITNEY MCDONALD, **GENERAL COUNSEL**

Serving the Community Since 1965

148 SOUTH WILSON STREET POST OFFICE BOX 326 NIPOMO, CA 93444 - 0326
(805) 929-1133 FAX (805) 929-1932 Website address: ncsd.ca.gov

Memo

TO: Nipomo Community Services District Board of Directors

FROM: Mario E. Iglesias
General Manager

DATE: June 8, 2018

SUBJECT: Nipomo CSD Staffing Report

OVERVIEW:

For fiscal year 2017-18, the District is funded to support 19 full-time employees including the General Manager. The District's executive team is composed of the General Manager, the Finance Director/Assistant General Manager, and the Director of Engineering and Operations. The District's organizational structure has two departments: Finance/Administration department headed by the Finance Director, supported by four staff members, and Engineering/Operations Division headed by the Director of Engineering and Operations, supported by 12 full-time and 1 part-time employees.

The Finance/Administration department has two vacancies at this time, the Public Information Director/Clerk (PID/C) and the Customer Service Specialist (CSS). Recruitment for the PID/C will begin after the Board of Directors approves modifications to the job title and duties recently completed by staff and approved by the District's Administration Committee. This information will be presented as an administrative agenda item for consideration of the Board of Directors at the June 13, 2018 Board Meeting. If approved, it is estimated that the position could be filled by September 2018.

The CSS position job title and description is being developed and will be presented to the Board's Administration Committee for review after July 2018. The earliest this position could be filled is January 2019. While this position is vacant, a water operator from Engineering/Operations is fulfilling the CCS duties and responsibilities.

The Engineering/Operations department began the calendar year with four vacancies. In May, the department filled one of two vacant Water Operator I positions and is actively recruiting to fill the other Water Operator 1 position in addition to recruiting for a

Wastewater Operator I and an Assistant Engineer. See "Recruitment Update" below for status on recruiting efforts and targeted hiring dates for these remaining open positions.

NEW HIRE:

On May 14, 2018, Sandro Ayala joined the Nipomo CSD Team as a Water Operator I. This fills one of two Water Operator vacancies. Sandro competed against 29 other applicants for the position. Sandro comes to the District with years of leadership experience, previously filling a foreman's position with a local landscape contractor.

Sandro graduated from Nipomo High School and currently lives in Nipomo with his wife and daughter. We are very excited to welcome Sandro into the Nipomo CSD Team. We look forward to many years of service and mutual benefit for our customers, the team here at Nipomo CSD, as well as Sandro and his family.

RECRUITMENT UPDATE:

Finance/Administration

- 1) Public Information Director/Clerk
Present to Board: June 13, 2018 Board Meeting
Advertise: July 2018
Interview: August 2018
Hire Date: October 2018

- 2) Customer Service Specialist
Admin. Comm. Review: August 22, 2018
Advertise: January 2018
Interview: February 2018
Hire Date: April 2018

Engineering/Operations

- 1) Assistant Engineer
Advertise: Completed
Interview: June 18, 2018 (three candidates)
Hire Date: August 2018

- 2) Water Operator 1
Advertise: May 25, 2018
Interview: TBD
Hire Date: September 2018

- 3) Wastewater Operator 1
Advertise: May 25, 2018
Interview: TBD
Hire: September 2018