


TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER 
DATE: JANUARY 6, 2023



PRESENTATIONS AND REPORTS

The following presentations and reports are scheduled:

- C-1) RECOGNITION OF 2022 BOARD OFFICERS AND SEATING OF 2023 BOARD OFFICERS [NO ACTION REQUESTED]
- C-2) DIRECTORS' ANNOUNCEMENTS OF DISTRICT AND COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES AND SEMINARS. Receive Announcements and Reports from Directors
- C-3) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE AND FILE PRESENTATIONS AND REPORTS

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS
GENERAL MANAGER 

DATE: JANUARY 6, 2023

AGENDA ITEM

D

JANUARY 11, 2023

CONSENT AGENDA

The following items are considered routine and non-controversial by staff and may be approved by one motion if no member of the Board wishes an item removed. If discussion is desired, the item may be removed from the Consent Agenda by a Board member and will be considered separately at the conclusion of the Administrative Items. Individual items on the Consent Agenda are approved by the same vote that approves the Consent Agenda, unless an item is pulled for separate consideration. The recommendations for each item are noted in bracket. Members of the public may comment on the Consent Agenda items.

Questions or clarification may be made by the Board members without removal from the Consent Agenda

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE DECEMBER 14, 2022, REGULAR BOARD MEETING MINUTES
[RECOMMEND APPROVE MINUTES]
- D-3) APPROVE UPDATED WATER SUPERVISOR JOB DESCRIPTION
[RECOMMEND APPROVAL]
- D-4) CONSIDER REQUEST FOR WATER, SEWER AND SOLID WASTE SERVICE
(INTENT-TO-SERVE LETTER) FOR A 112-UNIT MULTIFAMILY RESIDENTIAL
DEVELOPMENT LOCATED AT 646 GRANDE AVENUE, NIPOMO [RECOMMEND
CONSIDER INTENT-TO-SERVE LETTER AND APPROVE WITH CONDITIONS]
- D-5) CONSIDER REQUEST FOR WATER, SEWER AND SOLID WASTE SERVICE
(INTENT-TO-SERVE LETTER) FOR A 72-UNIT MULTIFAMILY RESIDENTIAL
DEVELOPMENT LOCATED AT 170 MAGENTA LANE, NIPOMO [RECOMMEND
CONSIDER INTENT-TO-SERVE LETTER AND APPROVE WITH CONDITIONS]
- D-6) CONSIDER REQUEST FOR WATER, SEWER AND SOLID WASTE SERVICE
(INTENT-TO-SERVE LETTER) FOR 315 UNIT MULTIFAMILY RESIDENTIAL
DEVELOPMENT LOCATED AT 222 S. FRONTAGE ROAD, NIPOMO [RECOMMEND
CONSIDER INTENT-TO-SERVE LETTER AND APPROVE WITH CONDITIONS]

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER



FROM: LISA BOGNUDA
FINANCE DIRECTOR



DATE: JANUARY 6, 2023

AGENDA ITEM
D-1(A)
JANUARY 11, 2023

WARRANTS

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$258,342.58
HAND WRITTEN CHECKS	NONE
VOIDED CHECKS	NONE

Item D-1(A) Warrants DECEMBER 28, 2022

Nipomo Community Services District

By Payment Number

Payment Dates 12/28/2022 - 12/28/2022

Vendor Name	Description (Payable)	Payable Number	Payment	Amount
Payment: 9071				
Advantage Answering Plus, Inc.	Answering service	000027-314-061	12/28/2022	377.23
Payment 9071 Total:				377.23
Payment: 9072				
Amazon Capital Services, Inc.	Belt holsters for phones	17PL-VRQJ-3KVC	12/28/2022	33.17
Amazon Capital Services, Inc.	Office supplies	1RRH-KFTX-F3NG	12/28/2022	27.77
Amazon Capital Services, Inc.	Car chargers for phones	1J14-31PD-3DKD	12/28/2022	343.04
Amazon Capital Services, Inc.	Waterproof phone cases	1RRX-9TKT-YTKY	12/28/2022	72.90
Payment 9072 Total:				476.88
Payment: 9073				
AT&T	Telephone	000019250014	12/28/2022	28.48
AT&T	Telephone	000019250016	12/28/2022	281.09
AT&T	Telephone	000019250015	12/28/2022	179.03
Payment 9073 Total:				488.60
Payment: 9074				
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI296386	12/28/2022	781.97
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI297363	12/28/2022	1,811.85
Brenntag Pacific, Inc.	Ammonium sulfate	BPI297366	12/28/2022	989.67
Brenntag Pacific, Inc.	Sodium hypochlorite,	BPI297364	12/28/2022	1,258.91
Brenntag Pacific, Inc.	Sodium hypochlorite, ammonium	BPI297365	12/28/2022	1,180.73
Brenntag Pacific, Inc.	Sodium hypochlorite,	BPI297367	12/28/2022	853.68
Payment 9074 Total:				6,876.81
Payment: 9075				
California Water Environment	Membership renewal - Voelker	VOELKER2022	12/28/2022	202.00
Payment 9075 Total:				202.00
Payment: 9076				
Calleja, Derek	Employee training	DEC2022B	12/28/2022	1,148.66
Calleja, Derek	Reimbursement for D2 renewal	DEC2022C	12/28/2022	60.00
Payment 9076 Total:				1,208.66
Payment: 9077				
Engel & Gray, Inc.	Biosolids collection	2BX00011	12/28/2022	7,429.32
Payment 9077 Total:				7,429.32
Payment: 9078				
Everywhere Right Now, Inc	Annual invoice for monthly	3276	12/28/2022	1,920.00
Payment 9078 Total:				1,920.00
Payment: 9079				
Excel Personnel Services, Inc.	Employment agency	4094444	12/28/2022	675.80
Payment 9079 Total:				675.80
Payment: 9080				
Executive Janitorial	Janitorial services	85513	12/28/2022	780.00
Payment 9080 Total:				780.00
Payment: 9081				
Famcon Pipe and Supply Inc.	B12 meter box	S100093572.001	12/28/2022	54.38
Famcon Pipe and Supply Inc.	Ball valves	S100093315.001	12/28/2022	187.05
Payment 9081 Total:				241.43
Payment: 9082				
FGL Environmental	Lab tests	283781A	12/28/2022	802.00
Payment 9082 Total:				802.00

Item D-1(A) Warrants DECEMBER 28, 2022

Payment Dates: 12/28/2022 - 12/28/2022

Vendor Name	Description (Payable)	Payable Number	Payment	Amount
Payment: 9083				
Fisher Pump & Well Service, Inc.	Via Concha well VT motor	4420	12/28/2022	4,042.14
Payment 9083 Total:				4,042.14
Payment: 9084				
Frank's Lock & Key	Service call - lock repair	53251	12/28/2022	240.00
Payment 9084 Total:				240.00
Payment: 9085				
Great Western Alarm and	Alarm monitoring service	221000640101	12/28/2022	37.00
Great Western Alarm and	Alarm monitoring service	220802107101	12/28/2022	70.00
Great Western Alarm and	Alarm monitoring service	221102062101	12/28/2022	70.00
Great Western Alarm and	Alarm monitoring service	221100640101	12/28/2022	37.00
Great Western Alarm and	Alarm monitoring service	221002062101	12/28/2022	70.00
Great Western Alarm and	Alarm monitoring service	220902107101	12/28/2022	70.00
Great Western Alarm and	Alarm monitoring service	221002107101	12/28/2022	70.00
Great Western Alarm and	Alarm monitoring service	221102107101	12/28/2022	70.00
Payment 9085 Total:				494.00
Payment: 9086				
Iconix Waterworks (US) Inc.	Backflow and meter parts for	U2216060240	12/28/2022	1,223.02
Iconix Waterworks (US) Inc.	3/4" to 1" meter adapters -	U221606242	12/28/2022	174.00
Iconix Waterworks (US) Inc.	Gate and kunkle valves	U2216053357	12/28/2022	2,316.60
Payment 9086 Total:				3,713.62
Payment: 9087				
Iglesias, Mario	Safety meeting materials	DEC2022B	12/28/2022	59.00
Payment 9087 Total:				59.00
Payment: 9088				
Mission Uniform Service	Uniforms	518436134	12/28/2022	452.21
Mission Uniform Service	Uniforms	518347936	12/28/2022	184.59
Mission Uniform Service	Uniforms	518391969	12/28/2022	193.83
Mission Uniform Service	Uniforms	518304587	12/28/2022	187.23
Payment 9088 Total:				1,017.86
Payment: 9089				
Nu-Tech Pest Management	Pest control	0169951	12/28/2022	265.00
Nu-Tech Pest Management	Rodent control	0169955	12/28/2022	75.00
Payment 9089 Total:				340.00
Payment: 9090				
Office Depot	Office supplies	282075436001	12/28/2022	230.52
Payment 9090 Total:				230.52
Payment: 9091				
Rodriguez, Rigo	Uniform - Boot reimbursement	DEC2022	12/28/2022	165.00
Payment 9091 Total:				165.00
Payment: 9092				
Simplot Grower Solutions	CAN 17	780157200	12/28/2022	775.10
Payment 9092 Total:				775.10
Payment: 9093				
SoCalGas	Heat - shop/office	DEC22B	12/28/2022	18.91
SoCalGas	Heat - shop/office	DEC22A	12/28/2022	104.89
Payment 9093 Total:				123.80
Payment: 9094				
Sterling Communications	Service call for truck radios	0010352	12/28/2022	466.00
Payment 9094 Total:				466.00
Payment: 9095				
Tyler Technologies, Inc.	Billing software conversion	025-406215	12/28/2022	130.00
Payment 9095 Total:				130.00
Payment: 9096				
USA Bluebook	SpecCheck Chlorine	192867	12/28/2022	574.17
USA Bluebook	CHEMKEYS	195483	12/28/2022	5,290.73

Item D-1(A) Warrants DECEMBER 28, 2022

Payment Dates: 12/28/2022 - 12/28/2022

Vendor Name	Description (Payable)	Payable Number	Payment	Amount
USA Bluebook	Spill kit	199729	12/28/2022	971.60
USA Bluebook	Uniforms - rain pants	213893	12/28/2022	462.58
Payment 9096 Total:				7,299.08
Payment: 9097				
Voelker, Tyler	T-2 & D-3 renewal, distribution	DEC2022	12/28/2022	339.95
Payment 9097 Total:				339.95

Item D-1(A) Warrants JANUARY 11, 2023

Nipomo Community Services District

By Payment Number

Payment Dates 01/11/2023 - 01/11/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 9098				
Abalone Coast Analytical, Inc.	Lab tests	5977	01/11/2023	7,758.20
Payment 9098 Total:				7,758.20
Payment: 9099				
Alexander's Contract Services,	Meter reading	202212270012	01/11/2023	5,378.37
Payment 9099 Total:				5,378.37
Payment: 9100				
Allweather Landscape	LMD	46085	01/11/2023	325.00
Payment 9100 Total:				325.00
Payment: 9101				
Amazon Capital Services, Inc.	Office supplies	1KNR-MYJC-YF7K	01/11/2023	7.38
Payment 9101 Total:				7.38
Payment: 9102				
Brenntag Pacific, Inc.	Sodium hypochlorite	BPI299048	01/11/2023	731.74
Payment 9102 Total:				731.74
Payment: 9103				
Camacho, Miguel	Uniform - Boot	DEC2022	01/11/2023	165.00
Payment 9103 Total:				165.00
Payment: 9104				
Cannon Corporation	NCSD District Office	82867	01/11/2023	315.00
Cannon Corporation	Engineering Support - Lift	82753	01/11/2023	468.00
Cannon Corporation	Eureka Well Completion -	82658	01/11/2023	526.50
Payment 9104 Total:				1,309.50
Payment: 9105				
Canvas Solutions, Inc.	Annual subscription - work	INV00116758	01/11/2023	4,125.00
Canvas Solutions, Inc.	Annual subscription - work	INV00116652	01/11/2023	1.03
Payment 9105 Total:				4,126.03
Payment: 9106				
Charter Communications	Internet - Shop and/or Office	0225708122222	01/11/2023	734.20
Payment 9106 Total:				734.20
Payment: 9107				
Charter Communications	Internet - Shop and/or Office	0224495122022	01/11/2023	734.20
Payment 9107 Total:				734.20
Payment: 9108				
Clever Ducks	Computer expense	33615	01/11/2023	4,181.62
Payment 9108 Total:				4,181.62
Payment: 9109				
Coastal Rolloff	Rolloff service - Southland	7964281U150	01/11/2023	574.43
Payment 9109 Total:				574.43
Payment: 9110				
DataProse, LLC	Mail bills/late notices	DP2205432A	01/11/2023	834.91
DataProse, LLC	Postage bills/late notices	DP2205432B	01/11/2023	2,798.52
Payment 9110 Total:				3,633.43
Payment: 9111				
Electricraft, Inc.	Preventative Maintenance -	17517	01/11/2023	6,550.00
Electricraft, Inc.	Preventative Maintenance -	17518	01/11/2023	4,000.00
Electricraft, Inc.	Preventative maintenance -	17515	01/11/2023	13,815.00
Electricraft, Inc.	Preventative maintenance -	17516	01/11/2023	6,635.00
Payment 9111 Total:				31,000.00

Item D-1(A) Warrants JANUARY 11, 2023

Payment Dates: 01/11/2023 - 01/11/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 9112				
Excel Personnel Services, Inc.	Employment agency	4102451	01/11/2023	713.00
Excel Personnel Services, Inc.	Employment agency	4098578	01/11/2023	775.00
Payment 9112 Total:				1,488.00
Payment: 9113				
Famcon Pipe and Supply Inc.	Meter box covers, lid lifter	S100094211.001	01/11/2023	112.01
Payment 9113 Total:				112.01
Payment: 9114				
Frontier Communications	BL Telephone	DEC2022	01/11/2023	59.20
Payment 9114 Total:				59.20
Payment: 9115				
GLM Landscape Management	Landscape maintenance	CI-1291	01/11/2023	922.90
Payment 9115 Total:				922.90
Payment: 9116				
Great Western Alarm and	Alarm monitoring service	221200640101	01/11/2023	37.00
Great Western Alarm and	Alarm monitoring service	221202107101	01/11/2023	70.00
Great Western Alarm and	Alarm monitoring service	221202062101	01/11/2023	70.00
Payment 9116 Total:				177.00
Payment: 9117				
Integrated Industrial Supply, Inc.	Safety gear, disposable	88725	01/11/2023	309.94
Payment 9117 Total:				309.94
Payment: 9118				
Lee Wilson Electric Company,	Replace lamps - Poles 250,	3503	01/11/2023	651.62
Payment 9118 Total:				651.62
Payment: 9119				
Mechanics Bank	Safe deposit box rental	DEC2022	01/11/2023	92.00
Payment 9119 Total:				92.00
Payment: 9120				
Miner's Ace Hardware	Supplies	DEC2022	01/11/2023	445.50
Payment 9120 Total:				445.50
Payment: 9121				
Mission Uniform Service	Uniforms	518475037	01/11/2023	200.23
Payment 9121 Total:				200.23
Payment: 9122				
MNS Engineers, Inc.	Construction management -	82021	01/11/2023	16,831.00
Payment 9122 Total:				16,831.00
Payment: 9123				
NewLane Finance Company	Telephone	114526-04/01/2023	01/11/2023	313.98
Payment 9123 Total:				313.98
Payment: 9124				
Newton Geo-Hydrology	Litigation support	DEC2022	01/11/2023	6,660.00
Payment 9124 Total:				6,660.00
Payment: 9125				
Nipomo Area Recreation	November service - Clean	NOV2022	01/11/2023	474.00
Payment 9125 Total:				474.00
Payment: 9126				
Nipomo Community Services	Water	DEC2022	01/11/2023	868.60
Payment 9126 Total:				868.60
Payment: 9127				
Office Depot	Office supplies	283139299001	01/11/2023	105.08
Office Depot	Office supplies	275876510001	01/11/2023	8.89
Payment 9127 Total:				113.97
Payment: 9128				
PG&E	Electricity	Dec 2022	01/11/2023	45,354.17
Payment 9128 Total:				45,354.17

Item D-1(A) Warrants JANUARY 11, 2023

Payment Dates: 01/11/2023 - 01/11/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 9129				
Pollard Water	LPD DCHLR tablets	0228697	01/11/2023	3,962.38
Payment 9129 Total:				3,962.38
Payment: 9130				
Quinn Company	Annual service and	WON10019114	01/11/2023	2,498.05
Quinn Company	Annual service & inspection -	WON10019115	01/11/2023	1,838.30
Quinn Company	Annual service and	WON10019113	01/11/2023	2,449.11
Payment 9130 Total:				6,785.46
Payment: 9131				
ReadyRefresh by Nestle	Distilled water	02L0900023136	01/11/2023	41.97
Payment 9131 Total:				41.97
Payment: 9132				
Simplot Grower Solutions	CAN 17	780157398	01/11/2023	1,304.61
Simplot Grower Solutions	CAN 17	780157503	01/11/2023	1,212.51
Payment 9132 Total:				2,517.12
Payment: 9133				
SLO County Environmental	Cross Connection Services	IN0143442	01/11/2023	2,117.00
Payment 9133 Total:				2,117.00
Payment: 9134				
South County Sanitary Services,	Solid waste tax liens	JAN2023	01/11/2023	223.00
Payment 9134 Total:				223.00
Payment: 9135				
Tesco Controls, Inc.	Nipomo Palms LS SCADA	0078536-IN	01/11/2023	40,406.40
Payment 9135 Total:				40,406.40
Payment: 9136				
US Bank National Association	Zoom subscription	DEC2022H	01/11/2023	14.99
US Bank National Association	Meter program supplies	DEC2022C	01/11/2023	2,022.75
US Bank National Association	Vehicle repair - 2017 F250	DEC2022F	01/11/2023	1,804.92
US Bank National Association	Storage unit	DEC2022B	01/11/2023	238.50
US Bank National Association	Website maintenance	DEC2022I	01/11/2023	16.17
US Bank National Association	Employee training - Calleja	DEC2022J	01/11/2023	2,390.00
US Bank National Association	CWEA membership renewal	DEC2022K	01/11/2023	202.00
US Bank National Association	Computer expense	DEC2022D	01/11/2023	56.00
US Bank National Association	Postage	DEC2022G	01/11/2023	155.50
US Bank National Association	Office supplies	DEC2022L	01/11/2023	1,038.00
US Bank National Association	Meals and travel	DEC2022E	01/11/2023	721.60
US Bank National Association	Board meeting supplies	DEC2022A	01/11/2023	26.99
Payment 9136 Total:				8,687.42
Payment: 9137				
USA Bluebook	CHEMKEYS	213781	01/11/2023	29.80
USA Bluebook	Ammonia tests, filters,	219112	01/11/2023	705.21
USA Bluebook	Chlorine reagent sets	215358	01/11/2023	7,143.54
USA Bluebook	CHEMKEYS	213692	01/11/2023	5,765.57
Payment 9137 Total:				13,644.12
Payment: 9138				
Verizon Wireless	Cell service	9923652770	01/11/2023	709.31
Payment 9138 Total:				709.31
Payment: 9139				
Wallace Group	FOG program	58079	01/11/2023	1,570.13
Payment 9139 Total:				1,570.13
Payment: 9140				
Waste Connections	Waste collection - Southland	7946762U120	01/11/2023	311.41
Waste Connections	Waste collection - Office	7945587U120	01/11/2023	66.44
Waste Connections	Waste collection - Old Town	7946432U120	01/11/2023	352.40
Payment 9140 Total:				730.25
Payment: 9141				
Western Exterminator Company	Termite fumigation warranty 2023-2024		01/11/2023	300.00
Payment 9141 Total:				300.00

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER *[Signature]*

FROM: LISA BOGNUDA
FINANCE DIRECTOR *[Signature]*

DATE: JANUARY 6, 2023

AGENDA ITEM
D-1(B)
JANUARY 11, 2023

WARRANTS – BLACKLAKE ASSESSMENT DISTRICT 2020-1

COMPUTER CHECKS GENERATED – SEE ATTACHED	\$2,700.00
VOIDED CHECKS	NONE

Item D-1(B) Warrants JANUARY 11, 2023

Nipomo Community Services District

By Payment Number

Payment Dates 01/11/2023 - 01/11/2023

Vendor Name	Description (Payable)	Payable Number	Payment Date	Amount
Payment: 81				
Special District Financing &	Annual Assessment District	15738	01/11/2023	2,700.00
				Payment 81 Total: <u>2,700.00</u>

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER
DATE: JANUARY 4, 2023



**APPROVE DECEMBER 14, 2022
REGULAR BOARD MEETING MINUTES**

ITEM

Approve action minutes from previous Board meetings. [RECOMMEND APPROVE MINUTES]

BACKGROUND

The draft minutes are a written record of the previous Board Meeting action.

RECOMMENDATION

Approve Minutes

ATTACHMENT

- A. December 14, 2022 draft Regular Board Meeting Minutes

JANUARY 11, 2023

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community since 1965

DRAFT REGULAR MINUTES

DECEMBER 14, 2022 AT 9:00 A.M.

JON S. SEITZ BOARD ROOM 148 SOUTH WILSON STREET, NIPOMO, CA

BOARD of DIRECTORS

ED EBY, PRESIDENT
RICHARD MALVAROSE, VICE PRESIDENT
DAN ALLEN GADDIS, DIRECTOR
DAN WOODSON, DIRECTOR
GARY HANSEN, DIRECTOR

PRINCIPAL STAFF

MARIO IGLESIAS, GENERAL MANAGER
LISA BOGNUDA, FINANCE DIRECTOR
PETER SEVCIK, DIRECTOR OF ENG. & OPS.
CRAIG STEELE, GENERAL COUNSEL

Mission Statement:

Provide our customers with reliable, quality, and cost-effective services now and in the future.

A. CALL TO ORDER AND FLAG SALUTE

President Eby called the Regular Meeting of December 14, 2022, to order at 9:00 a.m. and led the flag salute.

B. ROLL CALL AND PUBLIC COMMENT FOR ITEMS NOT ON AGENDA

Mario Iglesias, General Manager and Secretary to the Board, administered the Oath of Office to Directors Woodson, Hansen, Eby and Gaddis.

At Roll Call, all Directors were present.

Mark Albrecht, Nipomo Resident, asked the Board if he could receive a refund on Capacity fees that were paid at the beginning of his development as his project has changed.

Linda Simko, Golden State Water Company Resident, asked about the process of getting an item on the agenda and encouraged the Board to consider putting an item on the agenda about selling excess water to Golden State Water Company.

Noreen Johnston, Golden State Water Company Resident, would like the District to sell more water to Golden State.

C. PRESENTATIONS AND REPORTS

- C-1) DIRECTORS' ANNOUNCEMENTS OF DISTRICT AND COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES AND SEMINARS.
Receive Announcements and Reports from Director

Director Woodson

- *December 9, attended the SLO County Garbage Man's Association Holiday party*

Director Gaddis

- *December 9, attended the SLO County Garbage Man's Association Holiday party*

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

Director Malvarose

- Commended Mario Iglesias on the great job he did at the Nipomo Holiday Parade

Director Eby

- December 6, attended the NMMA Technical Group meeting remotely
- December 6, attended Board Officers' meeting

C-2) RECEIVE PUBLIC COMMENT ON PRESENTATIONS AND REPORTS PRESENTED UNDER ITEM C AND BY MOTION RECEIVE AND FILE PRESENTATIONS AND REPORTS

There were no public comments.

Upon the motion of Director Woodson and seconded, the Board approved receiving and filing presentations and reports.

Vote 5-0.

YES VOTES	NO VOTES	ABSENT
Directors Woodson, Malvarose, Hansen, Gaddis, and Eby	None	None

D. CONSENT AGENDA

- D-1) WARRANTS [RECOMMEND APPROVAL]
- D-2) APPROVE NOVEMBER 9, 2022, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVE MINUTES]
- D-3) REJECT ALL BIDS FOR EUREKA WELL [RECOMMEND REJECT ALL BIDS]
- D-4) FIRST QUARTER FINANCIAL REPORT [RECOMMEND RECEIVE AND FILE]
- D-5) ADOPT RESOLUTION TO AMEND BUDGET IN THE AMOUNT OF \$30,000 FOR THE CONSTRUCTION MANAGEMENT AGREEMENT WITH MNS [RECOMMEND ADOPT RESOLUTION]
- D-6) APPROVE NEWTON GEO-HYDROLOGY 2023 CONSULTING SERVICES CONTRACT SCOPE AND \$90,000 BUDGET [RECOMMEND APPROVE SCOPE AND BUDGET FOR NEWTON GEO-HYDROLOGY TO PROVIDE 2023 CONSULTING SERVICES TO NIPOMO COMMUNITY SERVICES DISTRICT]
- D-7) APPROVE 2023 BOARD MEETING SCHEDULE [RECOMMEND REVIEW AND APPROVE 2023 BOARD MEETING SCHEDULE]

Staff answered questions regarding items D-2, D-5 and D-7.

There were no public comments.

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

Upon the motion of Director Gaddis and seconded, the Board approved Consent Agenda. Director Malvarose abstained from item D-1 due to a conflict of interest relating to his previous employer. Director Eby abstained from Item D-2 due to absence at November 11, 2022 meeting. Director Hansen abstained from Item D-2 due to not being a Board member at November 11, 2022 meeting. Vote 5-0.

Table with 4 columns: Item, YES VOTES, ABSTAIN, ABSENT. Rows include D-1, D-2, and D-3 to D-7 with corresponding names of directors who voted or abstained.

RESOLUTION NO. 2022-1647
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT AMENDING THE CONSTRUCTION CONTRACT FOR CONSTRUCTION MANAGEMENT SERVICES FOR NIPOMO PALMS LIFT STATION REPLACEMENT PROJECT WITH MNS FOR ADDED SERVICES AND APPROVE BUDGET AMENDMENT IN THE AMOUNT OF \$30,025

E. ADMINISTRATIVE ITEMS

E-1) AWARD CONSTRUCTION CONTRACT FOR BRANCH STREET WATER MAIN REPLACEMENT PROJECT TO RAMINHA CONSTRUCTION, INC., IN THE AMOUNT OF \$793,864, APPROVE CONSTRUCTION MANAGEMENT AGREEMENT WITH MNS IN THE AMOUNT OF \$248,140, APPROVE AGREEMENT WITH MKN FOR DESIGN ENGINEERING DURING CONSTRUCTION IN THE AMOUNT OF \$25,822, AUTHORIZE CONTINGENCY IN THE AMOUNT OF \$160,000 AND APPROVE BUDGET AMENDMENT IN THE AMOUNT OF \$378,000 [RECOMMEND ADOPT RESOLUTION]

Mario Iglesias, General Manager, introduced the item and passed out a corrected resolution.

Elizabeth Villanueva, Acting District Engineer, presented the item and answered questions from the Board.

There were no public comments.

Upon the motion of Director Woodson and seconded, the Board unanimously adopted the resolution.

Vote 5-0.

Table with 3 columns: YES VOTES, NO VOTES, ABSENT. Row shows Directors Woodson, Hansen Malvarose, Gaddis and Eby with None in NO VOTES and ABSENT columns.

RESOLUTION NO. 2022-1648
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NIPOMO COMMUNITY SERVICES DISTRICT AWARDDING CONSTRUCTION CONTRACT FOR BRANCH STREET WATER MAIN REPLACEMENT PROJECT TO RAMINHA CONSTRUCTION, INC., IN THE AMOUNT OF \$793,864, APPROVE CONSTRUCTION MANAGEMENT AGREEMENT WITH MNS IN THE AMOUNT OF \$248,140, APPROVE AGREEMENT WITH MKN FOR DESIGN ENGINEERING DURING CONSTRUCTION IN THE AMOUNT OF \$25,822, AUTHORIZE CONTINENCY IN THE AMOUNT OF \$160,000 AND APPROVE BUDGET AMENDMENT IN THE AMOUNT OF \$378,000

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

- E-2) ELECT 2023 NIPOMO COMMUNITY SERVICES DISTRICT BOARD PRESIDENT AND VICE PRESIDENT [RECOMMEND DIRECTORS ELECT BOARD PRESIDENT AND VICE PRESIDENT FOR CALENDAR YEAR 2023]

Mario Iglesias, General Manager, introduced the item.

There were no public comments.

Director Eby nominated Director Malvarose to be the 2023 Board President.

There were no public comments.

By acclamation, Director Malvarose will serve as 2023 Board President.

Director Eby nominated Director Gaddis to be the 2023 Board Vice President.

There were no public comments.

By acclamation, Director Gaddis will serve as 2023 Board Vice President.

F. GENERAL MANAGER'S REPORT

Mario Iglesias, General Manager, presented the item and answered questions from the Board. The General Manager announced the following:

- *Peter Sevcik, Director of Engineering and Operations, is out on leave and the following temporary positions have been assigned in his absence:*
 - *Elizabeth Villanueva is the Acting District Engineer*
 - *Francisco Maldonado is the Acting Interim Superintendent*
 - *Derek Calleja is the Acting Interim Wastewater Supervisor*
- *LAFCO sent a letter regarding the Dana Reserve Project and Mario Iglesias, General Manager, recommended the Board form an Ad Hoc committee for the Dana Reserve Project.*

Director Eby moved to form the Ad Hoc committee for the Dana Reserve Project. Director Eby stated he would like to be the Chair and appointed Director Malvarose to be a member of the Committee and would like the meeting to take place next week. Director Malvarose agreed to be a member.

- *The General Manager received an email regarding the disbursement of Prop 1 funds, and that it suggested we would be receiving the funds soon; a copy of the email from the County will be forwarded to each Board member.*

Linda Simko, Golden State Water Company Resident, asked about the Prop 1 funds.

G. COMMITTEE REPORTS

None.

H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

None

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
DRAFT REGULAR MEETING
MINUTES

I. CLOSED SESSION ANNOUNCEMENTS

Craig Steele, District Legal Counsel, announced there would be no closed session.

1. CONFERENCE WITH DISTRICT LEGAL COUNSEL RE: PENDING LITIGATION
PURSUANT TO GC §54956.9

- a. SMWWCD V. NCSD (SANTA CLARA COUNTY CASE NO. CV 770214,
SIXTH APPELLATE COURT CASE NO. H032750, AND ALL
CONSOLIDATED CASES

There were no public comments.

ADJOURN MEETING

President Eby adjourned the meeting at 9:59 a.m.

MEETING SUMMARY	HOURS & MINUTES
Regular Meeting	0 hour 59 minutes
Closed Session	0 hour 00 minutes
TOTAL HOURS	0 hour 59 minutes

Respectfully submitted,

Mario Iglesias, General Manager and Secretary to the Board

Date

TO: BOARD OF DIRECTORS
FROM: MARIO E. IGLESIAS
GENERAL MANAGER
DATE: JANUARY 6, 2023



APPROVE UPDATED WATER SUPERVISOR JOB DESCRIPTION

ITEM

Approve updated Water Supervisor Job Description. [RECOMMEND APPROVAL]

BACKGROUND

In 2017, the Board of Directors approved a reorganization of the Water and Wastewater operations and updated job descriptions for both water and wastewater operations. Prior to 2017, all operators and supervisors were required to be dual certified in water and wastewater.

The Water Supervisor Job Description was approved in June 2014 and was not updated in 2017 during the reorganization. The licenses requirements were not updated to remove the dual certification requirement.

As a result, staff is requesting that the Grade II Wastewater Treatment Plant Operator Certificate and the Grade II Wastewater collection System Maintenance Certificate be removed from the Water Supervisor Job Description to correctly reflect the licenses required of this position.

FISCAL IMPACT

There is no fiscal impact.

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 Board approve the updated Water Supervisor Job Description.

ATTACHMENTS

- A. Water Supervisor Job Description
- B. Water Supervisor Job Description - redline version

JANUARY 11, 2023

ITEM D-3

ATTACHMENT A

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Water Supervisor

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

REPORTS TO: Director of Engineering and Operations

1. DEFINITION AND SUMMARY OF DUTIES

Under general direction, plans, schedules, assigns, and reviews the work of assigned water operations staff within the Engineering and Operations Department; Plans, schedules, assigns, coordinates, monitors, and provides technical input for assigned water maintenance, construction, and repair projects, and other special programs; performs a variety of technical tasks relative to the operation, maintenance and repair of District water treatment facilities and water distribution systems; works cooperatively with the Wastewater Supervisor on staff scheduling and on special projects; supervises wastewater operations staff in the absence of the Wastewater Supervisor; provides technical assistance to the Director of Engineering and Operations and may act, if designated, for the Director of Engineering and Operations in their absence; and performs related work as required.

Receives general direction from the Director of Engineering and Operations. Exercises direct and general supervision over lower-level staff. Coordinates and monitors the work of outside contractors, vendors, and consultants.

This is a working supervisory-level class. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of water operations staff. Incumbents are expected to independently perform the full range of utility maintenance and operations duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Director of Engineering and Operations in that the latter has management responsibility for all utility engineering, operations and maintenance functions and activities of the District.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- a) Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the Engineering and Operations Department.
- b) Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- c) Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- d) Supervises wastewater operations staff in the absence of Wastewater Supervisor.
- e) Monitors operations and activities of the water operations work unit; recommends improvements and modifications and prepares various reports on operations and activities.
- f) Develops weekly work schedules and priorities for assigned personnel and work projects and special projects to be completed; determine needed parts and supplies, prepare purchase orders.
- g) Determines and recommends equipment, materials, and staffing needs for assigned maintenance projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- h) Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for repair and construction projects as necessary.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Water Supervisor

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

REPORTS TO: Director of Engineering and Operations

- i) Performs the most complex water operations duties and provides technical assistance to crews.
- j) Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- k) Maintains daily, weekly and monthly logs and records of work performed; prepares periodic reports.
- l) Conducts traffic control when working in high traffic areas of the District; oversees installation of street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.
- m) Supervise and perform water distribution preventive maintenance activities, including valve exercising/testing, hydrant flushing, respond to and direct emergency repairs as appropriate.
- n) Performs line locating, inspect water mains and water service lines for new construction as necessary.
- o) Perform a variety of skilled mechanical installation, maintenance and repair of pumps and chemical feed systems; maintain and repair pneumatic, hydraulic and electronic control systems.
- p) Manage and maintain District SCADA system; establish and maintain set points required for proper operation of District facilities; establish and maintain alarms.
- q) Performs and supervises confined space entry.
- r) Responds to emergency situations as necessary.
- s) Assists Wastewater Supervisor on projects, as assigned, involving coordination of crews.
- t) Track performance goals.
- u) Prepares regulatory reports.
- v) Performs other duties as assigned.

3. QUALIFICATIONS

This position requires knowledge and proficiency in the following:

- a) Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- b) Principles and practices of water operations and maintenance program development and administration.
- c) Principles, practices, equipment, tools and materials of water utility construction, maintenance, and repair.
- d) Basic principles of contract administration for water utility maintenance and repair projects.
- e) Basic principles and practices of budget and capital improvement program development, administration, and accountability.
- f) Safety principles, practices, and procedures of water facilities and systems, including equipment and hazardous materials.
- g) Occupational hazards and standard safety practices, and appropriate precautions applicable to work assignments, including those associated with working with high pressure equipment, and working in vaults and confined spaces.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Water Supervisor

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

REPORTS TO: Director of Engineering and Operations

- h) Materials, methods, equipment, tools, practices and procedures used in maintenance and repair of water utility infrastructure and facilities.
- i) Operation, materials, and methods of water system construction, treatment and distribution.
- j) Basic principles and procedures of record keeping.
- k) Operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- l) Applicable Federal, State, and local laws, codes, regulations and departmental policies, including National Pollution Discharge Elimination System (NPDES).
- m) Modern office practices, methods and computer equipment.
- n) Computer applications related to the work, including Microsoft Word, Excel, and Outlook as well as computer tracking programs for facility maintenance activities
- o) English usage, grammar, spelling, vocabulary, and punctuation.
- p) Techniques for effectively dealing with engineers, developers, contractors, District staff, and representatives of other agencies.
- q) Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.
- r) Techniques for dealing with the public, in person and over the telephone.
- s) English usage, spelling, grammar, and punctuation.
- t) Working command of Spanish language, written and verbal is desirable.
- u) Record keeping principles and practices including electronic records creation and retrieval methods.
- v) Handling multiple tasks and meeting critical time deadlines.

4. ESSENTIAL ABILITIES

- a) Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- b) Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- c) Organize, implement, and direct water utility maintenance and operations activities.
- d) Analyze, interpret, apply, and enforce Federal, State and local policies, procedures, laws and regulations.
- e) Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- f) Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- g) Perform the most complex maintenance duties and operate related equipment safely and effectively.
- h) Plan, coordinate, oversee, and track facility maintenance and repair activities.
- i) Perform routine water system installation, repair and maintenance activities.
- j) Lead in diagnosis, disassembly and repair of routine water system equipment.
- k) Perform preventive maintenance on water system equipment per preventive maintenance schedule.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Water Supervisor

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

REPORTS TO: Director of Engineering and Operations

- l) Accurately determine mechanical repair needs.
- m) Oversee and maintain a variety of maintenance and repair records.
- ~~n) Work independently and exercise higher level of responsibility in the absence of the Director of Operations and Engineering.~~
- o) Develop contract specifications for water utility maintenance contracts; administer such contracts.
- p) Develop cost estimates for supplies and equipment.
- q) Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- r) Maintain accurate records and files of work performed.
- s) Make sound, independent decisions within established policy and procedural guidelines.
- t) Organize own work, set priorities and meet critical time deadlines.
- u) Operate modern office equipment including computer equipment and software programs.
- v) Use English effectively to communicate in person, over the telephone and in writing.
- w) Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- x) Establish and maintain effective working relationships with those contacted in the course of work.
- y) Must be able to provide regular on-call duty for response to off-hours emergency situations. Must be able to arrive at District facilities within thirty (30) minutes from the time of an initial call-back notification. Work hours are subject to 24 hour emergency callbacks and standby and requires working varying hours, overtime, weekends, and holidays.

5. Physical REQUIREMENTS

- a) Must possess mobility to work in the field walking for long periods of time, sometimes over rough, uneven or rocky surfaces, in and around water and wastewater facilities;
- b) Must possess strength, stamina, and mobility to perform medium to heavy physical work;
- c) Must be able to work in confined spaces, around machines, and to climb and descend ladders;
- d) Must be able to operate varied hand and power tools and construction equipment;
- e) Must be able to read printed materials and a computer screen;
- f) Must be able to communicate in person and over the telephone and radio.
- g) Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment as well as technical laboratory equipment.
- h) Must be capable of bending, stooping, kneeling, reaching and climbing to perform work and inspect work sites.
- i) Must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.
- j) Must be able to tolerate exposure to raw and partially treated wastewater, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Water Supervisor

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

REPORTS TO: Director of Engineering and Operations

- k) Employees may interact with upset public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.
- l) Employees must be able to effectively communicate with a variety of individuals.

6. EDUCATION AND EXPERIENCE

- a) Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to the completion of the twelfth (12th) grade and five (5) years of progressive field experience in the operation and maintenance of water production, treatment, and distribution facilities and equipment.
- b) Supplemental college coursework in drinking water or related field is desirable.

7. LICENSES

- a) Must have valid California Class C driver's license with satisfactory driving record.
- b) Must have Grade III Water Distribution Operator Certification issued by the State of California.
- c) Must have Grade II Water Treatment Plant Operator Certificate issued by the State of California.
- d) Possession and maintenance of a valid Grade 1 AWWA Lab Analyst certificate.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION:	Water Supervisor
FLSA STATUS:	Non-Exempt - Full Time (40 hour week)
REPORTS TO:	Director of Engineering and Operations

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

L:\Asst General Manager\PERSONNEL\JOB DESCRIPTIONS\WATER SUPERVISOR.docx

JANUARY 11, 2023

ITEM D-3

ATTACHMENT B

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Water Supervisor

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

REPORTS TO: Director of Engineering and Operations

1. DEFINITION AND SUMMARY OF DUTIES

Under general direction, plans, schedules, assigns, and reviews the work of assigned water operations staff within the Engineering and Operations Department; Plans, schedules, assigns, coordinates, monitors, and provides technical input for assigned water maintenance, construction, and repair projects, and other special programs; performs a variety of technical tasks relative to the operation, maintenance and repair of District water treatment facilities and water distribution systems; works cooperatively with the Wastewater Supervisor on staff scheduling and on special projects; supervises wastewater operations staff in the absence of the Wastewater Supervisor; provides technical assistance to the Director of Engineering and Operations and may act, if designated, for the Director of Engineering and Operations in their absence; and performs related work as required.

Receives general direction from the Director of Engineering and Operations. Exercises direct and general supervision over lower-level staff. Coordinates and monitors the work of outside contractors, vendors, and consultants.

This is a working supervisory-level class. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of water operations staff. Incumbents are expected to independently perform the full range of utility maintenance and operations duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Director of Engineering and Operations in that the latter has management responsibility for all utility engineering, operations and maintenance functions and activities of the District.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- a) Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the Engineering and Operations Department.
- b) Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- c) Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- d) Supervises wastewater operations staff in the absence of Wastewater Supervisor.
- e) Monitors operations and activities of the water operations work unit; recommends improvements and modifications and prepares various reports on operations and activities.
- f) Develops weekly work schedules and priorities for assigned personnel and work projects and special projects to be completed; determine needed parts and supplies, prepare purchase orders.
- g) Determines and recommends equipment, materials, and staffing needs for assigned maintenance projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- h) Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for repair and construction projects as necessary.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Water Supervisor

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

REPORTS TO: Director of Engineering and Operations

- i) Performs the most complex water operations duties and provides technical assistance to crews.
- j) Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- k) Maintains daily, weekly and monthly logs and records of work performed; prepares periodic reports.
- l) Conducts traffic control when working in high traffic areas of the District; oversees installation of street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.
- ~~m) Oversees installation and replacement of residential, commercial and irrigation water meters.~~
- ~~n)m) Supervise and perform water distribution preventive maintenance activities, including valve exercising/testing, hydrant flushing, respond to and direct emergency repairs as appropriate.~~
- ~~o)n) Performs line locating, inspect water mains and water service lines for new construction as necessary.~~
- ~~p)o) Perform a variety of skilled mechanical installation, maintenance and repair of pumps and chemical feed systems; maintain and repair pneumatic, hydraulic and electronic control systems.~~
- ~~q)p) Manage and maintain District SCADA system; establish and maintain set points required for proper operation of District facilities; establish and maintain alarms.~~
- ~~r)q) Performs and supervises confined space entry.~~
- ~~s)r) Responds to emergency situations as necessary.~~
- ~~t)s) Assists Wastewater Supervisor on projects, as assigned, involving coordination of crews.~~
- ~~u)t) Track performance goals.~~
- ~~v)u) Prepares regulatory reports.~~
- ~~w)v) Performs other duties as assigned.~~

3. QUALIFICATIONS

This position requires knowledge and proficiency in the following:

- a) Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- b) Principles and practices of water operations and maintenance program development and administration.
- c) Principles, practices, equipment, tools and materials of water utility construction, maintenance, and repair.
- d) Basic principles of contract administration for water utility maintenance and repair projects.
- e) Basic principles and practices of budget and capital improvement program development, administration, and accountability.
- f) Safety principles, practices, and procedures of water facilities and systems, including equipment and hazardous materials.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Water Supervisor

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

REPORTS TO: Director of Engineering and Operations

- g) Occupational hazards and standard safety practices, and appropriate precautions applicable to work assignments, including those associated with working with high pressure equipment, and working in vaults and confined spaces.
- h) Materials, methods, equipment, tools, practices and procedures used in maintenance and repair of water utility infrastructure and facilities.
- i) Operation, materials, and methods of water system construction, treatment and distribution.
- j) Basic principles and procedures of record keeping.
- k) Operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- l) Applicable Federal, State, and local laws, codes, regulations and departmental policies, including National Pollution Discharge Elimination System (NPDES).
- m) Modern office practices, methods and computer equipment.
- n) Computer applications related to the work, including Microsoft Word, Excel, and Outlook as well as computer tracking programs for facility maintenance activities
- o) English usage, grammar, spelling, vocabulary, and punctuation.
- p) Techniques for effectively dealing with engineers, developers, contractors, District staff, and representatives of other agencies.
- q) Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.
- r) Techniques for dealing with the public, in person and over the telephone.
- s) English usage, spelling, grammar, and punctuation.
- t) Working command of Spanish language, written and verbal is desirable.
- u) Record keeping principles and practices including electronic records creation and retrieval methods.
- v) Handling multiple tasks and meeting critical time deadlines.

4. ESSENTIAL ABILITIES

- a) Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- b) Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- c) Organize, implement, and direct water utility maintenance and operations activities.
- d) Analyze, interpret, apply, and enforce Federal, State and local policies, procedures, laws and regulations.
- e) Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- f) Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- g) Perform the most complex maintenance duties and operate related equipment safely and effectively.
- h) Plan, coordinate, oversee, and track facility maintenance and repair activities.
- i) Perform routine water system installation, repair and maintenance activities.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Water Supervisor

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

REPORTS TO: Director of Engineering and Operations

- j) Lead in diagnosis, disassembly and repair of routine water system equipment.
- k) Perform preventive maintenance on water system equipment per preventive maintenance schedule.
- l) Accurately determine mechanical repair needs.
- m) Oversee and maintain a variety of maintenance and repair records.
- ~~n) Work independently and exercise higher level of responsibility in the absence of the Director of Operations and Engineering.~~
- o) Develop contract specifications for water utility maintenance contracts; administer such contracts.
- p) Develop cost estimates for supplies and equipment.
- q) Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- r) Maintain accurate records and files of work performed.
- s) Make sound, independent decisions within established policy and procedural guidelines.
- t) Organize own work, set priorities and meet critical time deadlines.
- u) Operate modern office equipment including computer equipment and software programs.
- v) Use English effectively to communicate in person, over the telephone and in writing.
- w) Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- x) Establish and maintain effective working relationships with those contacted in the course of work.
- y) Must be able to provide regular on-call duty for response to off-hours emergency situations. Must be able to arrive at District facilities within thirty (30) minutes from the time of an initial call-back notification. Work hours are subject to 24 hour emergency callbacks and standby and requires working varying hours, overtime, weekends, and holidays.

5. Physical REQUIREMENTS

- a) Must possess mobility to work in the field walking for long periods of time, sometimes over rough, uneven or rocky surfaces, in and around water and wastewater facilities;
- b) Must possess strength, stamina, and mobility to perform medium to heavy physical work;
- c) Must be able to work in confined spaces, around machines, and to climb and descend ladders;
- d) Must be able to operate varied hand and power tools and construction equipment;
- e) Must be able to read printed materials and a computer screen;
- f) Must be able to communicate in person and over the telephone and radio.
- g) Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment as well as technical laboratory equipment.
- h) Must be capable of bending, stooping, kneeling, reaching and climbing to perform work and inspect work sites.
- i) Must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Water Supervisor

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REPORTS TO: Director of Engineering and Operations

- j) Must be able to tolerate exposure to raw and partially treated wastewater, loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.
- k) Employees may interact with upset public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.
- l) Employees must be able to effectively communicate with a variety of individuals.

6. EDUCATION AND EXPERIENCE

- a) Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to the completion of the twelfth (12th) grade and ~~four~~ five (5) ~~(4)~~ years of progressive field experience in the operation and maintenance of water production, treatment, and distribution facilities and equipment.
- b) Supplemental college coursework in drinking water or related field is desirable.

7. LICENSES

- a) Must have valid California Class C driver's license with satisfactory driving record.
- b) Must have Grade III Water Distribution Operator Certification issued by the State of California.
- c) Must have Grade II Water Treatment Plant Operator Certificate issued by the State of California.
- ~~e)~~ d) Possession and maintenance of a valid Grade 1 AWWA Lab Analyst certificate.
- ~~d)~~ Must obtain Grade II Wastewater Treatment Plant Operator Certificate as issued by the California State Water Resources Control Board within 24 months of hire.
- ~~e)~~ Grade II Wastewater Collection System Maintenance Certification from the California Water Environment Association highly desirable.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

POSITION: Water Supervisor
FLSA STATUS: Non-Exempt - Full Time (40 hour week)
REPORTS TO: Director of Engineering and Operations

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

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