

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER
DATE: JANUARY 19, 2018



AGENDA ITEM
D
JANUARY 24, 2018

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 JANUARY 10, 2018, REGULAR BOARD MEETING MINUTES [RECOMMEND APPROVAL]
- D-3) INVESTMENT REPORT – FOURTH QUARTER [RECOMMEND ACCEPT AND FILE REPORT]
- D-4) ACCEPT SECOND QUARTER FISCAL YEAR 2017-2018 QUARTERLY FINANCIAL REPORT [RECOMMEND ACCEPT AND FILE REPORT]
- D-5) APPROVE JOB DESCRIPTION AMENDMENTS AND SALARY RANGE ADJUSTMENT TO NIPOMO COMMUNITY SERVICES DISTRICT'S FINANCE DIRECTOR/ASSISTANT GENERAL MANAGER POSITION [RECOMMEND APPROVE AMENDED JOB DESCRIPTION AND SALARY RANGE FOR THE DISTRICT'S FINANCE DIRECTOR/ASSISTANT GENERAL MANAGER]

TO: BOARD OF DIRECTOR

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER

FROM: LISA BOGNUDA
FINANCE DIRECTOR

DATE: JANUARY 19, 2018

AGENDA ITEM
D-1
JANUARY 24, 2018

WARRANTS WILL BE DISTRIBUTED ON TUESDAY, JANUARY 23, 2018

TO: BOARD OF DIRECTORS
FROM: MARIO IGLESIAS
GENERAL MANAGER
DATE: JANUARY 19, 2018

AGENDA ITEM
D-2
JANUARY 24, 2018

**APPROVE JANUARY 10, 2018
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. January 10, 2018 draft Regular Board Meeting Minutes

January 24, 2018

ITEM D-2

ATTACHMENT A

NIPOMO COMMUNITY SERVICES DISTRICT

Serving the Community Since 1965

DRAFT REGULAR MINUTES

JANUARY 10, 2018 AT 9:00 A.M.

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

BOARD of DIRECTORS

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

PRINCIPAL STAFF

MARIO IGLESIAS, **GENERAL MANAGER**
LISA BOGNUDA, **FINANCE DIRECTOR**
WHITNEY MCDONALD, **GENERAL COUNSEL**
PETER SEVCIK, **DIRECTOR OF ENG. & OPS.**
JESSICA MATSON, **BOARD CLERK**

Mission Statement: The Nipomo Community Services District's mission is to provide its customers with reliable, quality, and cost-effective services now and in the future.

00:00:00 A. CALL TO ORDER AND FLAG SALUTE

President Eby called the Regular Meeting of January 10, 2018 to order at 9:00 a.m. and led the flag salute.

00:00:52 B. ROLL CALL AND PUBLIC COMMENT FOR ITEMS NOT ON AGENDA

At Roll Call, all Directors were present.

The following members of the public spoke:

Noel Heal, Blacklake resident, commented on the five Intent-to-Serve (ITS) letters issued to Blacklake Golf Resort and their expiration. Mr. Heal also commented that the District is obligated to inform the public of plans to handle ITS letters. Mario Iglesias, General Manager, responded regarding the District's current position on ITS letters and stated that the District does not have a responsibility to notify the public regarding specific ITS letters.

C. PRESENTATIONS AND REPORTS

00:06:37 C-1) RECOGNITION OF 2017 BOARD OFFICERS AND SEATING 2018 BOARD OFFICERS

Mario Iglesias, General Manager, introduced the Item.

President Eby recognized Director Gaddis for his service as Vice President and President of the District's Board of Directors and work with many other organizations in his community.

Mr. Iglesias announced 2018 Board Officers, President Ed Eby and Vice President Dan Allen Gaddis.

00:06:37 C-2) BLACKLAKE SEWER MASTER PLANNING AND DECISION MAKING STRATEGY

Mario Iglesias, General Manager, reviewed the report as presented in the Board Packet.

Mr. Iglesias commented that the Blacklake Sewer Master Plan was completed in October 2017 and a presentation of the plan will be made at the Blacklake Master Association meeting next week.

Next steps will be evaluated following the meeting and will involve the whole Blacklake community.

The Board discussed. Mr. Iglesias answered questions from the Board.

SUBJECT TO BOARD APPROVAL

Nipomo Community Services District
**REGULAR MEETING
 MINUTES**

The following members of the public spoke:

Noel Heal, Blacklake resident, commented on the presentation and costs associated with each decision point. Mr. Iglesias responded.

Upon the motion of Director Dan Allen Gaddis and seconded, the Board unanimously approved to receive and file the presentation.

Vote 5-0.

| YES VOTES | NO VOTES | ABSENT |
|--|----------|--------|
| Directors Gaddis, Blair, Woodson, Armstrong, and Eby | None | None |

00:22:05

C-3) DIRECTORS' ANNOUNCEMENTS OF DISTRICT & COMMUNITY INTEREST AND REPORTS ON ATTENDANCE AT PUBLIC MEETINGS, TRAINING PROGRAMS, CONFERENCES, AND SEMINARS.

Receive Announcements and Reports from Directors

Director Blair

- December 18, Attended the Regional Water Control Board's meeting on septic management plans.

Director Gaddis

- January 2, Attended the District Board Officer's meeting.
- January 4, Attended a meeting with Supervisor Lynn Compton regarding the District's water projects.

Director Eby

- December 14, Attended the Nipomo Mesa Management Area (NMMA) Technical Group meeting.
- December 18, Attended the County's septic management plan meeting where they issued a draft report and would like comment on the report by February 14th.
- President Eby formed an Ad-Hoc Committee, with Directors Woodson and Blair as members, to review the County's septic management plan. President Eby directed staff to print out the report for the committee's review by the end of January.
- January 2, Attended the District Board Officer's meeting.
- January 4, Attended a meeting with Supervisor Lynn Compton
- The next Nipomo Mesa Management Area (NMMA) Technical Group meeting will take place on January 18th at NCSD.

C-4) 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 Dan Allen Gaddis and seconded, the Board unanimously approved to receive and file the presentations and reports as submitted.

Vote 5-0.

| YES VOTES | NO VOTES | ABSENT |
|--|----------|--------|
| Directors Gaddis, Woodson, Blair, Armstrong, and Eby | None | None |

00:28:41

D. CONSENT AGENDA

D-1) WARRANTS

D-2) APPROVE DECEMBER 13, REGULAR BOARD MEETING MINUTES

D-3) ADJUST NEWTON GEO-HYDROLOGY CONSULTING SERVICES TASK ORDERS UNDER 2017 ANNUAL CONTRACT

Director Gaddis commented on the December 13th minutes and reviewed the requested corrections.

There were no public comments.

*Upon the motion of Director Craig Armstrong and seconded, the Board unanimously approved the Consent Items with changes to minutes.
Vote 5-0.*

| YES VOTES | NO VOTES | ABSENT |
|--|----------|--------|
| Directors Armstrong, Gaddis, Woodson, Blair, and Eby | None | None |

E. ADMINISTRATIVE ITEMS

00:30:36

E-1) RATIFY 2018 BOARD COMMITTEE ASSIGNMENTS

Mario Iglesias, General Manager, reviewed the report as presented in the Board Packet.

President Eby commented on the committees and announced that Director Gaddis would like to chair the Facilities/Water Resources Committee. All other assignments will remain the same.

There were no public comments.

*Upon the motion of Director Bob Blair and seconded, the Board unanimously approved the 2018 Board Committee assignments as amended.
Vote 5-0.*

| YES VOTES | NO VOTES | ABSENT |
|--|----------|--------|
| Directors Blair, Woodson, Armstrong, Gaddis, and Eby | None | None |

00:32:46

E-2) ADOPT AN ORDINANCE OF THE BOARD OF DIRECTORS OF NIPOMO COMMUNITY SERVICES DISTRICT ADDING SECTION 3.05.080 TO THE NIPOMO COMMUNITY SERVICES DISTRICT CODE REQUIRING ABANDONMENT OF WATER WELLS UNDER CERTAIN CIRCUMSTANCES

Mario Iglesias, General Manager, reviewed the report as presented in the Board Packet.

The Board discussed. Mr. Iglesias answered questions from the Board.

The following members of the public spoke:

Noel Heal, Blacklake resident, commented on the grandfather clause in the Item's attachment. Mr. Iglesias responded.

**Nipomo Community Services District
REGULAR MEETING
MINUTES**

Upon the motion of Director Dan Allen Gaddis and seconded, the Board unanimously agreed to adopt the Ordinance, "An Ordinance of the Board of Directors of the Nipomo Community Services District adding Section 3.05.080 to the Nipomo Community Services District Code requiring abandonment of water wells under certain circumstances," and waive the full reading of the Ordinance.

Vote 5-0.

| YES VOTES | NO VOTES | ABSENT |
|---|-------------|-------------|
| <i>Directors Gaddis, Armstrong, Blair, Woodson, and Eby</i> | <i>None</i> | <i>None</i> |

**ORDINANCE 2018-125
AN ORDINANCE OF THE BOARD OF DIRECTORS OF NIPOMO COMMUNITY SERVICES DISTRICT
ADDING SECTION 3.05.080 TO THE NIPOMO COMMUNITY SERVICES DISTRICT CODE REQUIRING THE
ABANDONMENT OF WATER WELLS UNDER CERTAIN CIRCUMSTANCES**

00:37:15

E-3) CONSIDER APPROVAL OF AMENDMENT NO. 1 TO NIPOMO SUPPLEMENTAL WATER PROJECT SUPPLEMENTAL WATER MANAGEMENT AND GROUNDWATER REPLENISHMENT AGREEMENT

Mario Iglesias, General Manager, reviewed the report as presented in the Board Packet and distributed additional suggested changes to the Agreement to the Board and public (available for review at the District office).

Director Blair clarified if a water purveyor buys a certain amount of water, they will pay for that same amount of water.

Director Eby commented that the Agreement is only among water purveyors on the Nipomo mesa and the court does not have to be involved. Whitney McDonald, Legal Counsel, agreed.

There were no public comments.

Upon the motion of Director Craig Armstrong and seconded, the Board unanimously approved Amendment No. 1 to the Nipomo Supplemental Water Project Supplemental Water Management and Groundwater Replenishment Agreement.

Vote 5-0.

| YES VOTES | NO VOTES | ABSENT |
|---|-------------|-------------|
| <i>Directors Armstrong, Woodson, Blair, Gaddis, and Eby</i> | <i>None</i> | <i>None</i> |

00:47:56

F. MANAGER'S REPORT

Mario Iglesias, General Manager, reviewed the report as presented in the Board packet. Mr. Iglesias also reported the following:

- The District is importing more water from the City of Santa Maria due to a warmer than usual season. The District is positioned to import more water if needed and still meet the 50% groundwater pumping reduction target.*
- The District's Public Information Director, Jessica Matson, has resigned for a position with the City of Arroyo Grande.*
- The District's janitorial service individuals will be retiring at the end of the month. The District would like to recognize them for over 20 years of service at a future meeting. The District will be going out to bid for new janitorial service.*

Mr. Iglesias answered questions from the Board.

SUBJECT TO BOARD APPROVAL

The Board applauded Ms. Matson for her efforts as the District's Public Information Director.

Director Gaddis commented that the Nipomo Mesa Management Area (NMMA) Technical Group meeting will be on January 18th at NCSD. He and Director Eby will attend.

Director Blair requested that upcoming Chamber of Commerce meetings be added to the Manager's Report.

There were no public comments.

G. COMMITTEE REPORTS

None.

00:59:25 H. DIRECTORS' REQUESTS TO STAFF AND SUPPLEMENTAL REPORTS

Director Eby

- *Requested staff investigate the possibility of email billing alerts and whether forms can be completed online.*

Director Gaddis

- *Requested staff contact the Regional Water Management Group's representative to ensure all project requirements have been met to apply for Proposition 1 funding.*

01:05:03 I. CLOSED SESSION ANNOUNCEMENTS

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

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

2. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GC §54957.6

Agency designated representative: Mario Iglesias, General Manager

Unrepresented employee: District Finance Director/Assistant General Manager

J. PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were no public comments.

K. ADJOURN TO CLOSED SESSION

President Eby adjourned to Closed Session at 10:09 a.m.

L. OPEN SESSION ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION

The Board came back into Open Session at 10:35 a.m.

Whitney McDonald, District Legal Counsel, announced that the Board discussed Item I.1(a) and I.2, but took no reportable action.

Nipomo Community Services District
REGULAR MEETING
MINUTES

ADJOURN

President Eby adjourned the meeting at 10:37 a.m.

| MEETING SUMMARY | HOURS & MINUTES |
|-----------------|-------------------|
| Regular Meeting | 1 hour 11 minutes |
| Closed Session | 26 minutes |
| TOTAL HOURS | 1 hour 37 minutes |

Respectfully submitted,

Mario Iglesias, General Manager and Secretary to the Board

Date

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER

FROM: LISA BOGNUA
FINANCE DIRECTOR

DATE: JANUARY 19, 2018

**AGENDA ITEM
D-3
JANUARY 24, 2018**

INVESTMENT POLICY – FOURTH QUARTER REPORT

ITEM

Review Investment Policy Fourth Quarter Report [RECOMMEND ACCEPT AND FILE REPORT]

BACKGROUND

The District's Investment Policy requires the Finance Officer file a quarterly report that identifies the District's investments and their compliance with the policy. The quarterly report is considered by the Board of Directors and is filed with the District's auditor.

As District Finance Officer and Treasurer, I am pleased to inform the Board of Directors that the District is in compliance with the Investment Policy and that the objectives of safety, liquidity, and yield have been met. The District has the ability to meet cash flow requirements for the next six months.

INVESTMENT POLICY-FOURTH QUARTER REPORT 12/31/17

| Investment | Institution | Amount of Deposit 12/31/17 | Rate of Interest as of 12/31/17 | Quarterly Interest Earned or Accrued 12/31/17 | Amount of Deposit 12/31/16 | Rate of Interest as of 12/31/16 | Quarterly Interest Earned or Accrued 12/31/16 |
|---------------------------------|-------------------------------------|-------------------------------|---------------------------------------|--|-------------------------------|---------------------------------------|--|
| Public Checking | Rabobank | \$120,782.58 | 0.00% | \$0.00 | \$223,150.78 | 0.00% | \$0.00 |
| Savings-Improvement Bonds | Rabobank | \$29,251.47 | 0.08% | \$7.17 | \$54,641.01 | 0.20% | \$18.44 |
| Savings-Performance Bonds | Rabobank | \$202,094.88 | 0.20% | \$100.74 | \$201,692.23 | 0.20% | \$100.54 |
| Savings-NMWCA Fees (1) | Rabobank | \$0.00 | 0.00% | \$0.00 | \$519,445.97 | 0.20% | \$258.92 |
| Savings-NSWP Funded Replacement | Rabobank | \$466,513.12 | 0.20% | \$224.89 | \$258,915.69 | 0.20% | \$108.10 |
| Pooled Money Investment | Local Agency Investment Fund (LAIF) | \$15,383,134.21 | 1.20% | \$46,789.12 | \$15,705,998.54 | 0.68% | \$26,564.47 |

(1) Account closed September 2017

RECOMMENDATION

After Board consideration and public comment, it is recommended that your Honorable Board accept the quarterly report and direct staff to file the Report with District Auditor.

ATTACHMENTS

None

TO: BOARD OF DIRECTORS

REVIEWED: MARIO IGLESIAS
GENERAL MANAGER

FROM: LISA BOGNUDA
FINANCE DIRECTOR

DATE: JANUARY 19, 2018

**AGENDA ITEM
D-4
JANUARY 24, 2018**

**ACCEPT SECOND QUARTER FISCAL YEAR 2017-2018
QUARTERLY FINANCIAL REPORT**

ITEM

Review second quarter Fiscal Year 2017-2018 quarterly financial report [RECOMMEND ACCEPT AND FILE REPORT].

BACKGROUND

As of December 31, 2017, the 2017-2018 Fiscal year is 50% complete. The consolidated operating revenues are 56.49% of budget, operating expenditures are at 52.97% of budget and general and administrative expenditures are at 48.58% of budget.

Attached are the following which provide an overview of the first six months of the fiscal year:

| | |
|-----------|---|
| Page 1 | Consolidated Statement of Net Position |
| Page 2-3 | Consolidated Statement of Revenues and Expenses |
| Page 4 | Summary of Revenues, Expenses and Cash Balances by Fund |
| Page 5 | Summary of Approved Budget Adjustments |
| Page 6-7 | Graphs for Consolidated Revenues and Expenses |
| Page 8-10 | Graphs for major funds (Water, Town Sewer, and Blacklake Sewer) |

STRATEGIC PLAN

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

RECOMMENDATION

It is recommended that your Honorable Board accept report and direct Staff to file the quarterly financial report for the second quarter of fiscal year 2017-2018.

ATTACHMENT

A. Pages 1-10 – NCSD Quarterly Financial Report

January 24, 2018

ITEM D-4

ATTACHMENT A

**NIPOMO COMMUNITY SERVICES DISTRICT
STATEMENT OF NET POSITION - (Unaudited)
DECEMBER 31, 2017**

ASSETS

Current assets:

| | |
|---------------------------------------|-------------------|
| Cash and cash equivalents | \$ 16,653,838 |
| Accounts receivable | 371,420 |
| Unbilled utilities receivable | 978,000 |
| Accrued interest receivable | 46,637 |
| Due from partner purveyors | 165,121 |
| Contracts receivable, current portion | 80,094 |
| Total current assets | <u>18,295,110</u> |

Noncurrent assets:

| | |
|--|-----------|
| Restricted cash-NSWP funded replacement | 466,513 |
| Cash with fiscal agent | 41,658 |
| Deposits and other assets | 470,949 |
| Contracts receivable, less current portion | 6,698,768 |
| Net OPEB asset | 189,261 |

Capital assets:

| | |
|-------------------------------------|-------------------|
| Capital assets, net of depreciation | <u>66,481,950</u> |
| Total noncurrent assets | <u>74,349,099</u> |

 Total assets 92,644,209 (A)

Deferred Outflows of Resources

 Pension related 748,064 (B)

LIABILITIES

Current liabilities:

| | |
|-----------------------------------|------------------|
| Accounts payable | 586,864 |
| Deposits | 425,011 |
| Accrued Liabilities | 355,592 |
| Current portion of long-term debt | 492,049 |
| Total current liabilities | <u>1,859,516</u> |

Noncurrent liabilities:

| | |
|--------------------------------------|-------------------|
| Net pension liability | 1,480,964 |
| Long-term debt, less current portion | <u>20,284,229</u> |
| Total noncurrent liabilities | <u>21,765,193</u> |

 Total liabilities 23,624,709 (C)

Deferred Inflows of Resources

 Pension related 85,191 (D)

NET POSITION

| | |
|---|-------------------|
| Net investment in capital assets | 42,717,685 |
| Restricted for system expansion, replacement and debt service | 11,831,772 |
| Unrestricted | <u>15,132,916</u> |

 Total net position (A)+(B)-(C)-(D) \$ 69,682,373

**NIPOMO COMMUNITY SERVICES DISTRICT
STATEMENT OF REVENUES AND EXPENSES - (Unaudited)
FOR THE SIX MONTHS ENDED DECEMBER 31, 2017**

| | YEAR-TO- <u>DATE</u> | <u>BUDGET</u> | <u>% OF BUDGET</u> |
|--|-------------------------|------------------|------------------------|
| <u>OPERATING REVENUES</u> | | | |
| Water fixed charges | \$ 805,385 | 1,480,000 | 54.42% |
| Water usage charges | 1,907,397 | 3,004,000 | 63.50% |
| Sewer charges | 1,242,704 | 2,497,000 | 49.77% |
| Miscellaneous fees and charges | 106,670 | 149,200 | 71.49% |
| Street light and landscape maintenance charges | 22,469 | 35,148 | 63.93% |
| Franchise fees | 26,350 | 63,500 | 41.50% |
| NSWP - collections from purveyors | 330,241 | 490,462 | 67.33% |
| Operating transfers in - Funded Administration | 254,870 | 477,310 | 53.40% |
| Operating transfers in - Funded Replacement | 571,500 | 1,129,000 | 50.62% |
| Total Operating Revenues | <u>5,267,586</u> | <u>9,325,620</u> | <u>56.49%</u> |
| <u>OPERATING EXPENSES - OPERATIONS AND MAINTENANCE</u> | | | |
| Wages and benefits | 692,575 | 1,587,520 | 43.63% |
| Purchased water | 821,292 | 1,130,900 | 72.62% |
| Electricity | 333,113 | 591,220 | 56.34% |
| Water | 2,091 | 15,650 | 13.36% |
| Chemicals | 45,465 | 71,000 | 64.04% |
| Lab tests | 46,212 | 99,000 | 46.68% |
| Operating supplies | 101,642 | 194,000 | 52.39% |
| Outside services | 104,017 | 202,000 | 51.49% |
| Permits and operating fees | 15,532 | 36,000 | 43.14% |
| Repairs and maintenance | 129,174 | 243,000 | 53.16% |
| Engineering | 13,076 | 18,000 | 72.64% |
| Fuel | 13,440 | 33,000 | 40.73% |
| Meters | 0 | 50,000 | 0.00% |
| Safety program | 1,485 | 10,000 | 14.85% |
| Uniforms | 7,281 | 16,200 | 44.94% |
| Landscape maintenance district | 3,800 | 10,000 | 38.00% |
| Solid waste program | 3,925 | 15,000 | 26.17% |
| Conservation program | 15,995 | 50,000 | 31.99% |
| Operating transfer out - Funded Replacement | 571,500 | 1,143,000 | 50.00% |
| Subtotal - Operating Expenses (Operations and Maintenance) | <u>2,921,615</u> | <u>5,515,490</u> | <u>52.97%</u> |

continued on next page

**NIPOMO COMMUNITY SERVICES DISTRICT
STATEMENT OF REVENUES AND EXPENSES - (Unaudited)
FOR THE SIX MONTHS ENDED DECEMBER 31, 2017**

| | <u>YEAR-TO- DATE</u> | <u>BUDGET</u> | <u>% OF BUDGET</u> |
|--|--------------------------|---------------|------------------------|
| <u>OPERATING EXPENSES - GENERAL AND ADMINISTRATIVE</u> | | | |
| Wages and benefits | 401,008 | 868,430 | 46.18% |
| Outside services | 11,677 | 16,050 | 72.75% |
| Bank charges and fees | 4,893 | 9,000 | 54.37% |
| Computer expense | 45,863 | 115,150 | 39.83% |
| Dues and subscriptions | 40,696 | 44,600 | 91.25% |
| Education and training | 4,145 | 19,500 | 21.26% |
| Elections | 0 | 0 | 0.00% |
| Liability insurance | 41,739 | 82,000 | 50.90% |
| Landscape and janitorial | 7,112 | 15,000 | 47.41% |
| Legal counsel-general | 60,319 | 125,000 | 48.26% |
| Legal counsel-water | 40,493 | 75,000 | 53.99% |
| Professional services | 63,818 | 183,000 | 34.87% |
| Miscellaneous | 2,055 | 7,000 | 29.36% |
| Newsletters and mailers | 4,953 | 12,000 | 41.28% |
| Office supplies | 8,093 | 17,000 | 47.61% |
| Postage | 13,876 | 27,000 | 51.39% |
| Public notices | 4,659 | 6,450 | 72.23% |
| Repairs and maintenance | 21,940 | 16,550 | 132.57% |
| Property taxes | 1,347 | 1,800 | 74.83% |
| Telephone | 4,027 | 9,720 | 41.43% |
| Travel and mileage | 4,317 | 14,200 | 30.40% |
| Utilities | 8,608 | 20,500 | 41.99% |
| Operating transfer out - Funded Administration | 254,870 | 477,310 | 53.40% |
| Subtotal - Operating Expenses (General and Administrative) | 1,050,508 | 2,162,260 | 48.58% |
| Total Operating Expenses | 3,972,123 | 7,677,750 | 51.74% |
| Total Operating Surplus (Deficit) | 1,295,463 | 1,647,870 | 78.61% |
| <u>NON-OPERATING INCOME (EXPENSES)</u> | | | |
| Interest income | 196,684 | 62,400 | 315.20% |
| Property tax revenue | 410,537 | 622,000 | 66.00% |
| Cell site revenue | 20,094 | 37,000 | 54.31% |
| Other revenue - purveyors | 868,147 | 0 | 0.00% |
| Capacity Charges collected | 32,306 | 0 | 0.00% |
| Nipomo Mesa Water Conservation Fees | 520,189 | 0 | 0.00% |
| Interest expense | (261,615) | (687,772) | 38.04% |
| Total non-operating revenues (expenses) | 1,786,342 | 33,628 | |
| Total Operating and Non-operating Surplus (Deficit) | \$ 3,081,805 | 1,681,498 | |

NIPOMO COMMUNITY SERVICES DISTRICT
SUMMARY OF REVENUES AND EXPENSES BY FUND
SIX MONTHS ENDING DECEMBER 31, 2017

| FUND | FUND # | YTD REVENUES | YTD EXPENSES | SUBTOTAL | FUNDED REPLACEMENT | TRANSFERS B/W FUNDS | YTD SUPRPLUS/ (DEFICIT) |
|------------------------------------|--------|--------------|--------------|-----------|--------------------|---------------------|-------------------------|
| Administration | 110 | 267,129 | (267,129) | 0 | 0 | 0 | 0 |
| Water | 125 | 2,819,405 | (2,122,366) | 697,039 | (290,000) | 0 | 407,039 |
| Water Rate Stabilization | 128 | 2,189 | 0 | 2,189 | 0 | 0 | 2,189 |
| Town Sewer | 130 | 1,013,613 | (800,231) | 213,382 | (197,500) | 168,503 | 184,385 |
| Town Sewer Rate Stabilization | 135 | 1,646 | 0 | 1,646 | 0 | 0 | 1,646 |
| Blacklake Sewer | 150 | 250,738 | (151,466) | 99,272 | (84,000) | 0 | 15,272 |
| Blacklake Sewer Rate Stabilization | 155 | 274 | 0 | 274 | 0 | 0 | 274 |
| Blacklake Street Lighting | 200 | 16,112 | (14,177) | 1,935 | 0 | 0 | 1,935 |
| Street Landscape Maintenance | 250 | 7,192 | (14,522) | (7,330) | 0 | 0 | (7,330) |
| Solid Waste | 300 | 28,158 | (10,570) | 17,588 | 0 | 3,658 | 21,246 |
| Drainage Maintenance | 400 | 11,551 | 0 | 11,551 | 0 | 0 | 11,551 |
| Supplemental Water Capacity Fees | 500 | 1,513,967 | (67,108) | 1,446,859 | 0 | 398,250 | 1,845,109 |
| Property Taxes | 600 | 404,744 | (18,681) | 386,063 | 0 | (401,908) | (15,845) |
| Water Capacity Fees | 700 | 12,902 | 0 | 12,902 | 0 | 0 | 12,902 |
| Town Sewer Capacity Fees | 710 | 20,106 | 0 | 20,106 | 0 | 0 | 20,106 |
| Funded Replacement-Water | 805 | 18,810 | 0 | 18,810 | 290,000 | 0 | 308,810 |
| Funded Replacement-Town Sewer | 810 | 20,389 | 0 | 20,389 | 197,500 | (108,184) | 109,705 |
| Funded Replacement-BL Sewer | 830 | 4,304 | 0 | 4,304 | 84,000 | 0 | 88,304 |
| Town Sewer Sinking Fund | 880 | 151 | 0 | 151 | 0 | (60,319) | (60,168) |
| NSWP Operations & Maintenance | 910 | 904,942 | (874,120) | 30,822 | 0 | 0 | 30,822 |
| NSWP Funded Replacement | 915 | 103,853 | 0 | 103,853 | 0 | 0 | 103,853 |
| TOTAL | | 7,422,175 | (4,340,370) | 3,081,805 | 0 | 0 | 3,081,805 |

CASH BALANCE OF EACH FUND

| FUND | FUND # | CASH BALANCE 12/31/2017 |
|------------------------------------|--------|-------------------------|
| Administration | 110 | 93,965 |
| Water | 125 | 1,752,112 |
| Water Rate Stabilization | 128 | 408,193 |
| Town Sewer | 130 | 1,577,500 |
| Town Sewer Rate Stabilization | 135 | 306,944 |
| Blacklake Sewer | 150 | 204,438 |
| Blacklake Sewer Rate Stabilization | 155 | 51,024 |
| Blacklake Street Lighting | 200 | 24,232 |
| Street Landscape Maintenance | 250 | 13,197 |
| Solid Waste | 300 | 350,080 |
| Drainage Maintenance | 400 | 75,421 |
| Supplemental Water | 500 | 2,022,313 |
| Property Taxes | 600 | 136,286 |
| Water Capacity Fees | 700 | 1,671,054 |
| Town Sewer Capacity Fees | 710 | 423,933 |
| Funded Replacement-Water | 805 | 3,510,704 |
| Funded Replacement-Town Sewer | 810 | 3,807,085 |
| Funded Replacement-BL Sewer | 830 | 829,792 |
| Sinking Fund-Town Sewer | 880 | 0 |
| NSWP | 910 | (5,728) |
| NSWP-Funded Replacement | 915 | 466,513 |
| Funds Held by Trustee | | (598,707) |
| Restricted | | (466,513) |
| TOTAL | | 16,653,838 |

NOTE:
BALANCE SHEETS AND INCOME STATEMENTS
FOR EACH FUND ARE AVAILABLE FOR REVIEW
UPON REQUEST

NIPOMO COMMUNITY SERVICES DISTRICT
SUMMARY OF APPROVED BUDGET AMENDMENTS
FISCAL YEAR JUNE 30, 2018

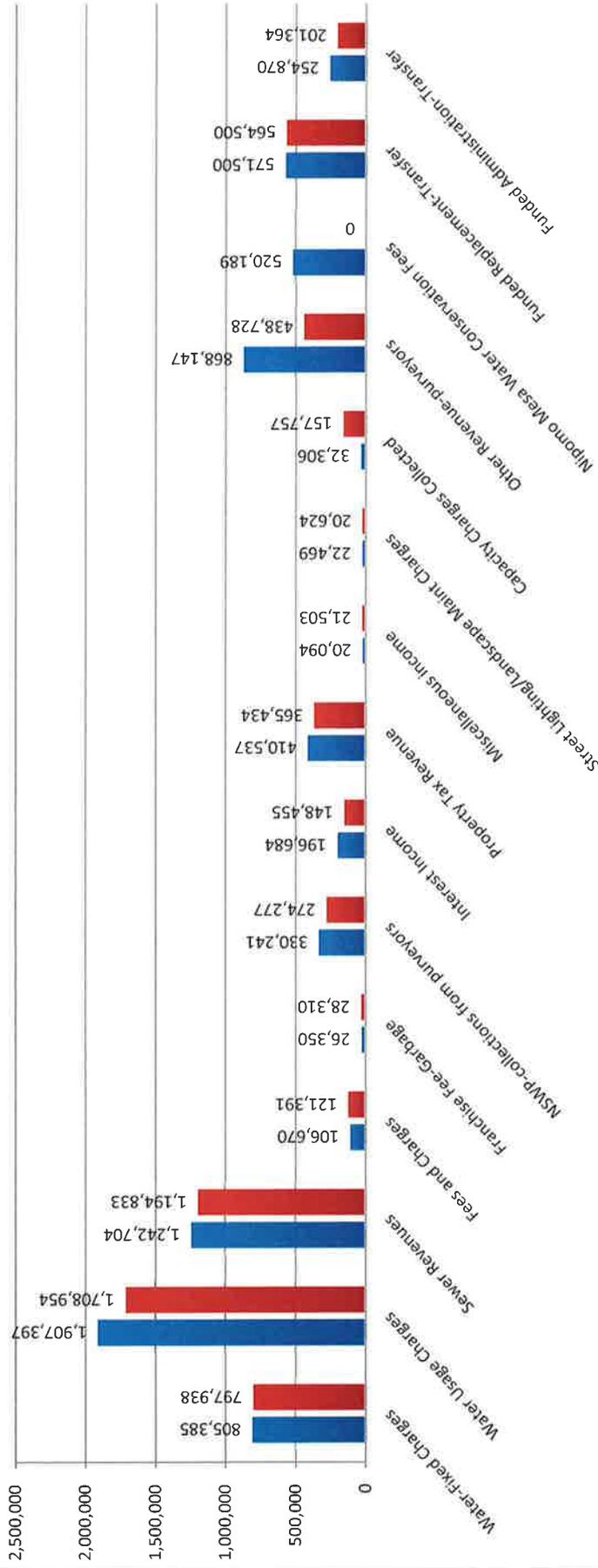
FIRST QUARTER ENDING SEPTEMBER 30, 2017

| DATE | DESCRIPTION | FUND(S) | APPROVED BUDGET | APPROVED AMENDMENT | AMENDED BUDGET |
|-----------|--|---------|-----------------|--------------------|----------------|
| 8/9/2017 | Purchase of Track Loader and Compost Aerator | 130 | 0 | 108,184 | 108,184 |
| 9/13/2017 | Remove turf and replant area with drought tolerant landscape | 250 | 0 | 8,000 | 8,000 |

SECOND QUARTER ENDING DECEMBER 31, 2017

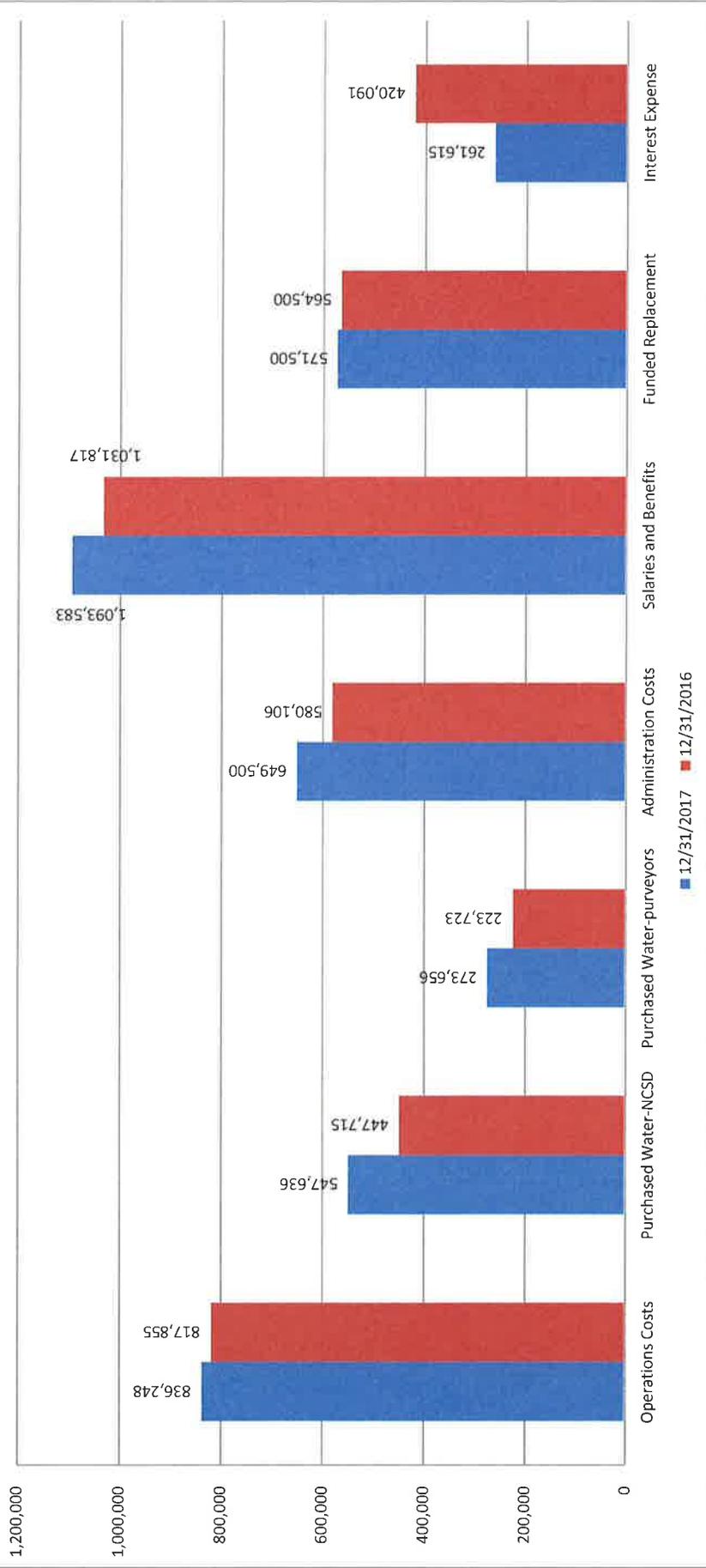
| DATE | DESCRIPTION | FUND(S) | APPROVED BUDGET | APPROVED AMENDMENT | AMENDED BUDGET |
|------------|--|------------------|-----------------|--------------------|----------------|
| 10/25/2017 | Opterra Energy Development Program Report | 125 and 130 | 0 | 30,000 | 30,000 |
| 11/8/2017 | Tesco Controls SCADA system server replacement | 805, 810 and 830 | 50,000 | 115,000 | 165,000 |

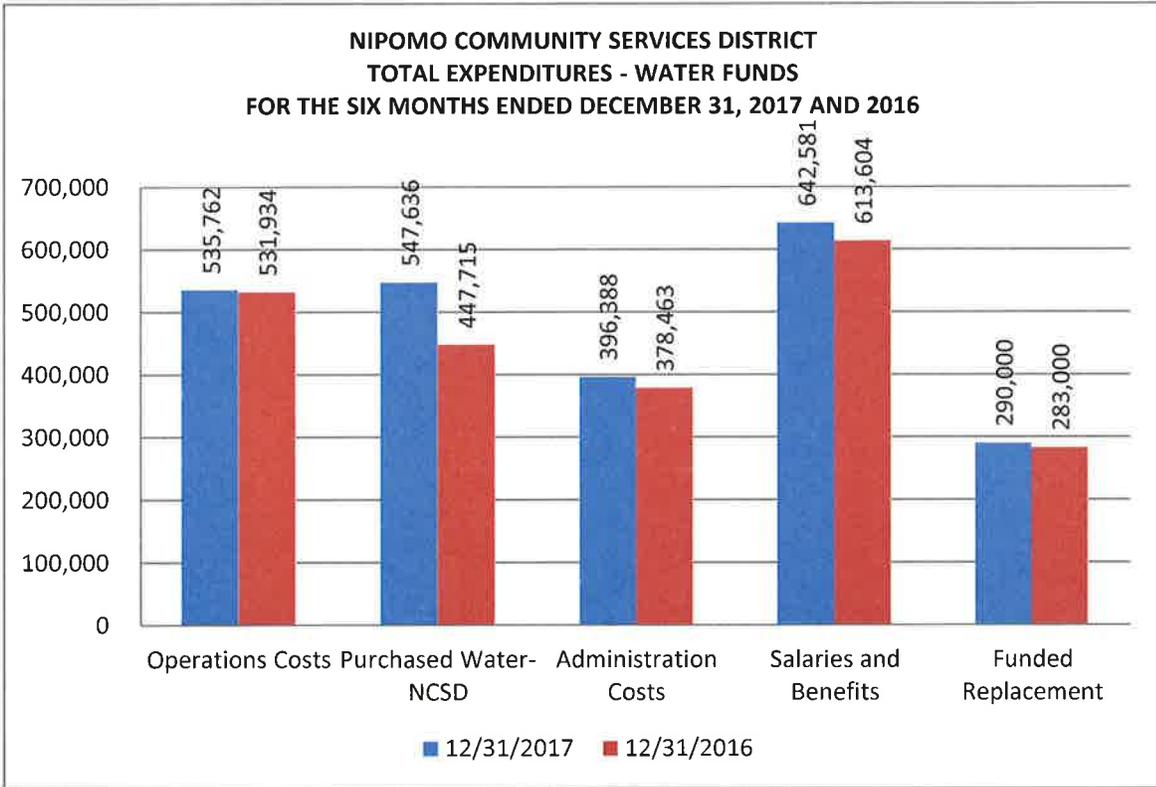
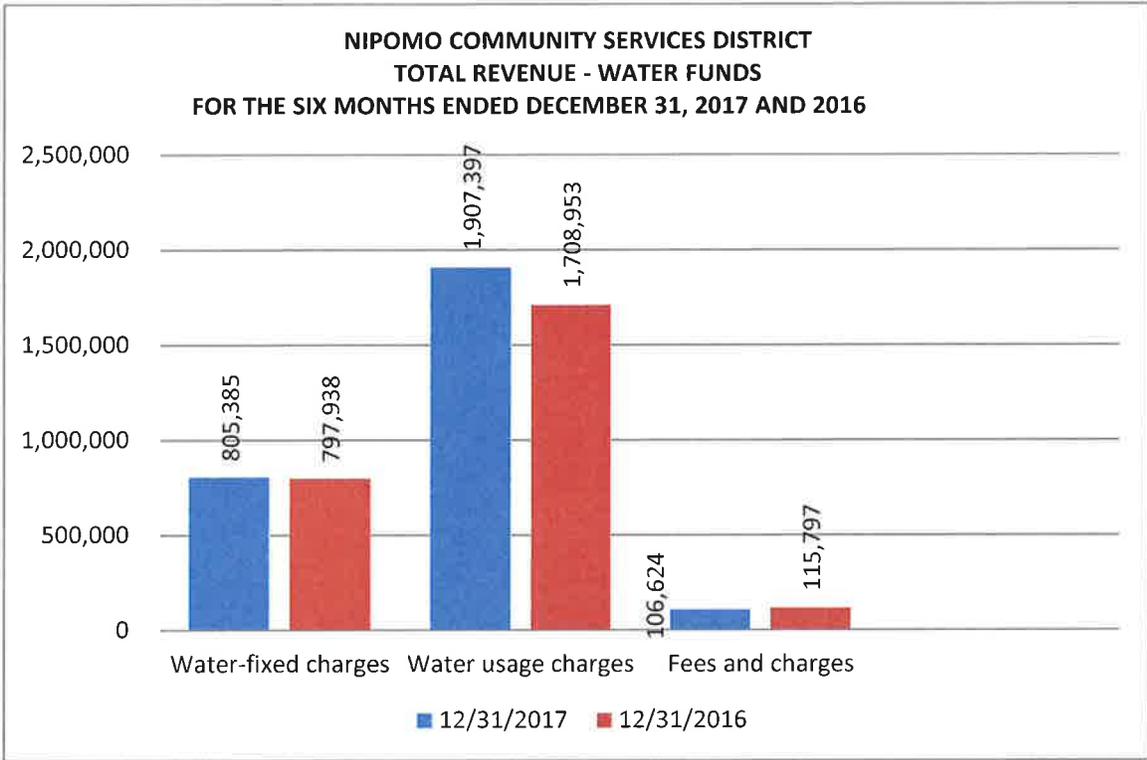
**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL REVENUES
FOR SIX MONTHS ENDED DECEMBER 31, 2017 AND 2016**

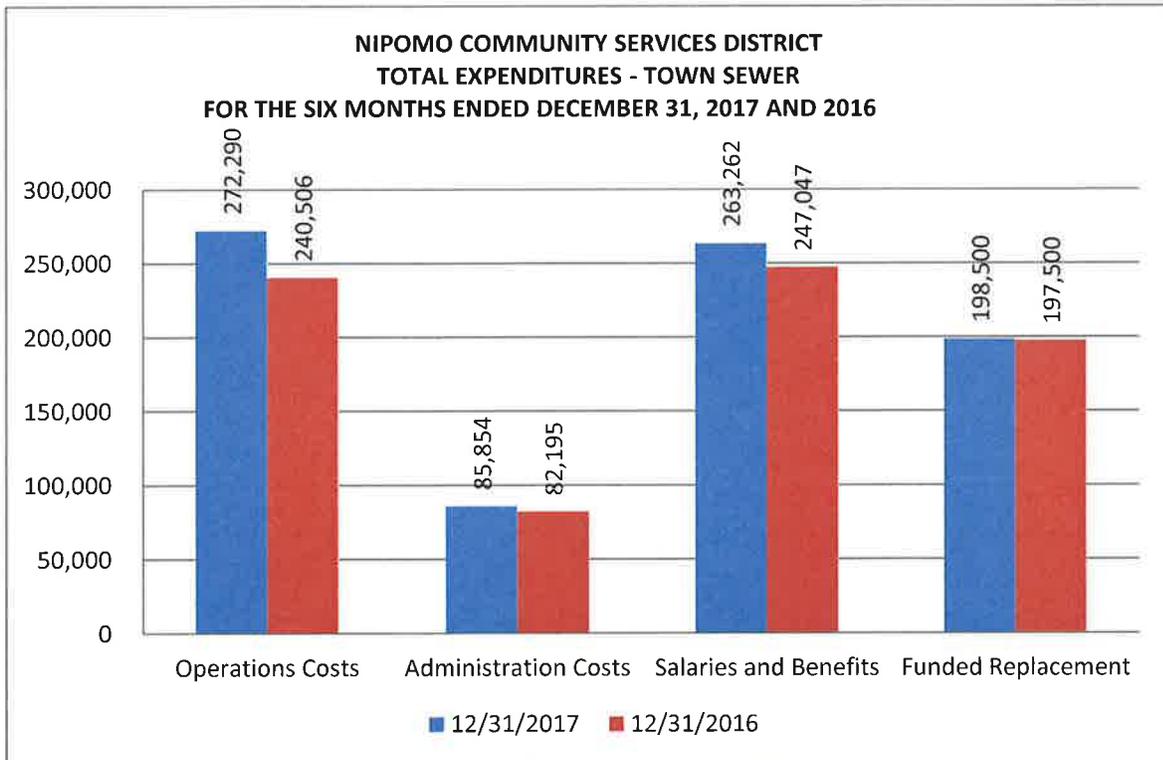
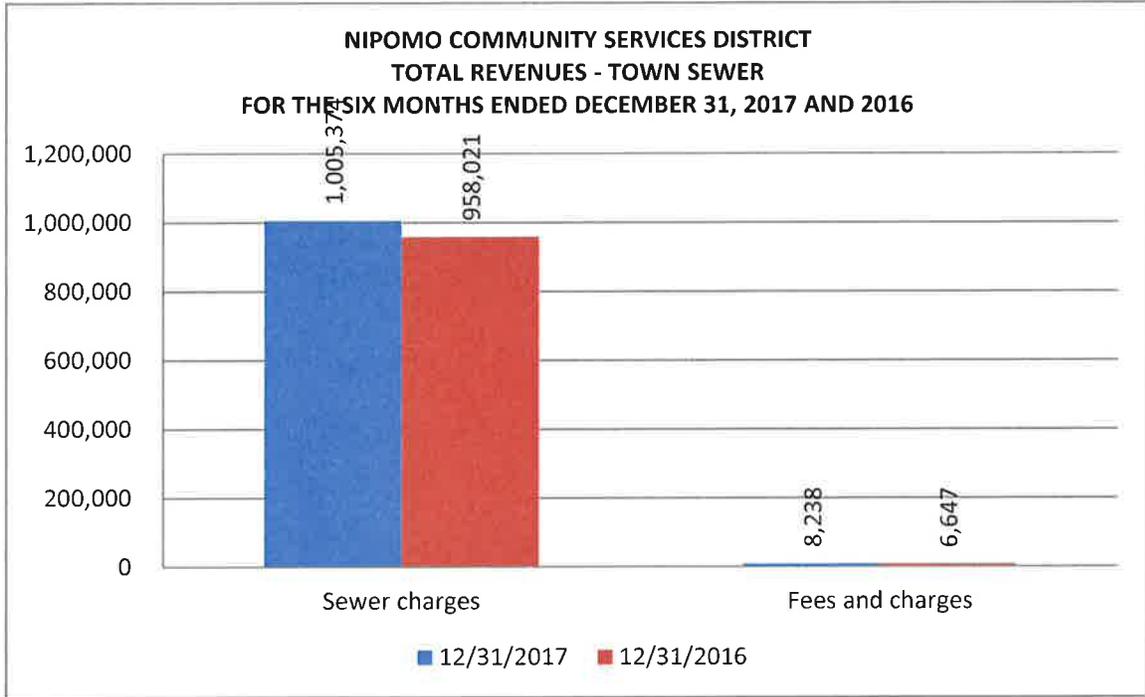


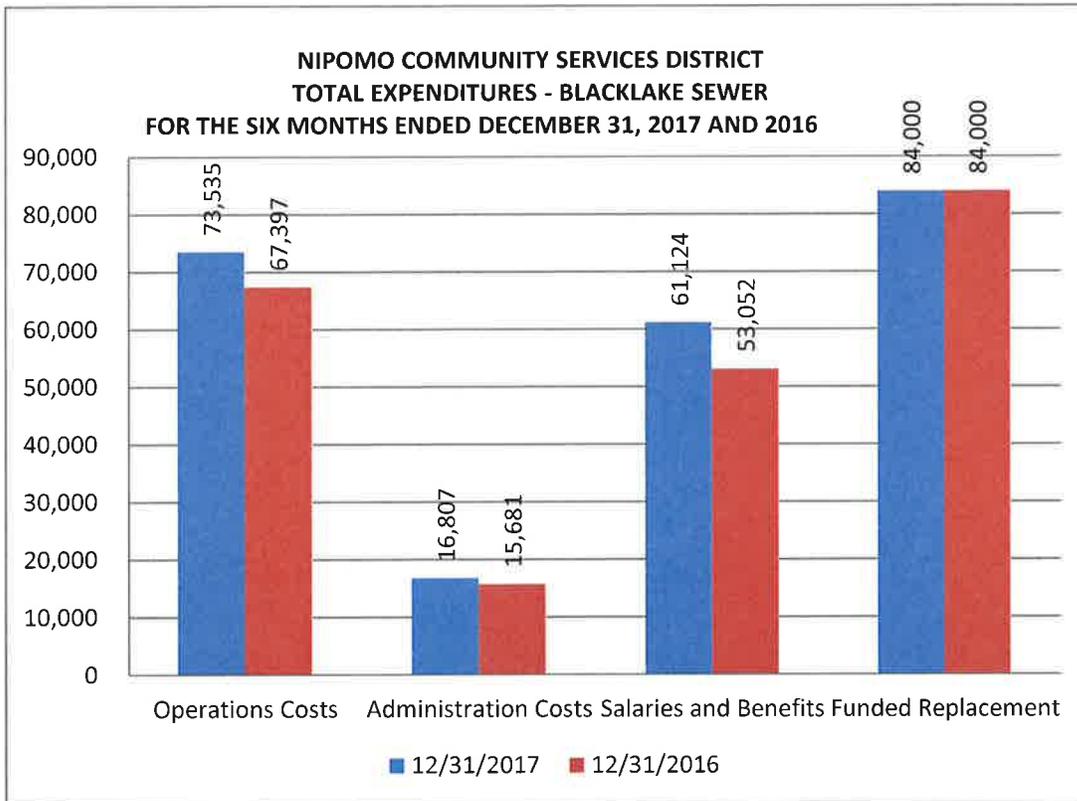
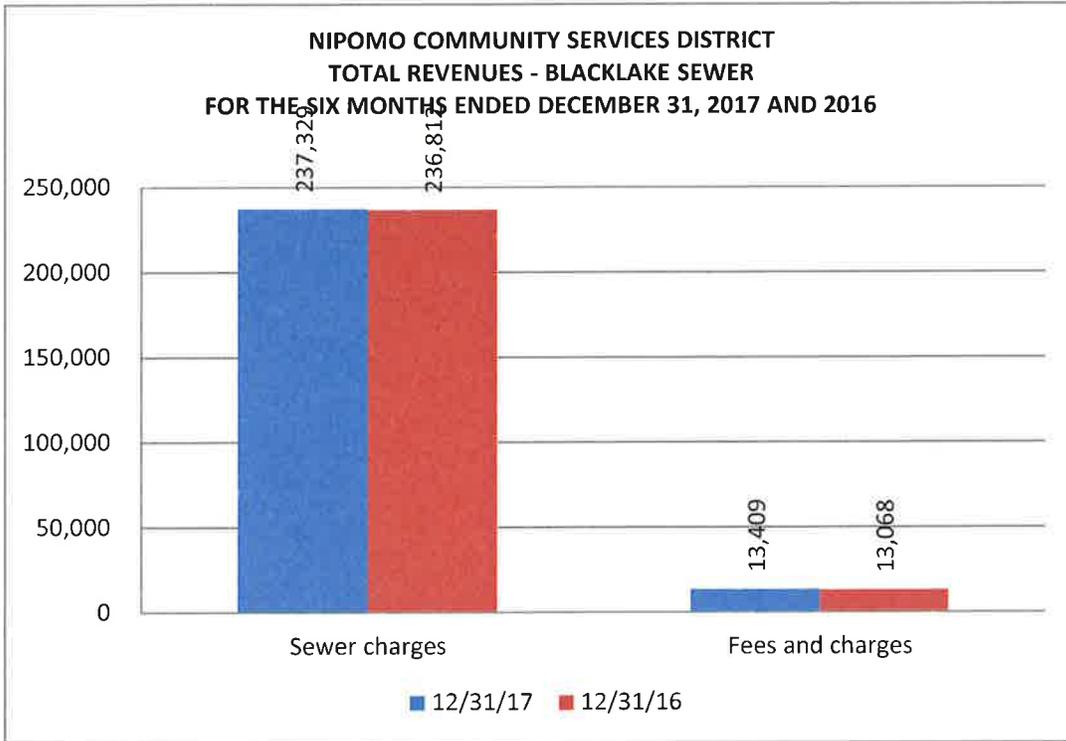
■ 12/31/2017 ■ 12/31/2016

**NIPOMO COMMUNITY SERVICES DISTRICT
TOTAL EXPENDITURES
FOR THE SIX MONTHS ENDED DECEMBER 31, 2017 AND 2016**









TO: BOARD OF DIRECTORS

FROM: MARIO E. IGLESIAS
GENERAL MANAGER



DATE: JANUARY 18, 2018

**AGENDA ITEM
D-5
JANUARY 24, 2018**

**APPROVE JOB DESCRIPTION AMENDMENTS AND SALARY RANGE
ADJUSTMENT TO NIPOMO COMMUNITY SERVICES DISTRICT'S
FINANCE DIRECTOR/ASSISTANT GENERAL MANAGER POSITION**

ITEM

Approve amendments to the Nipomo Community Services District's Finance Director/Assistant General Manager job description and adjust the salary range [RECOMMEND APPROVE AMENDED JOB DESCRIPTION AND SALARY RANGE FOR THE DISTRICT'S FINANCE DIRECTOR/ASSISTANT GENERAL MANAGER]

BACKGROUND

The District's Executive Team reviews job descriptions to confirm the listed criteria, activities, tasks, qualifications, and abilities expressed therein are consistent with the tasks and duties being assigned. Additionally, as part of an in depth organizational review, every five years the District consults with a human resource specific legal firm to make assurances that the District's job descriptions and employee handbook are within the legal boundaries for government agencies.

In 2014, the firm of BB&K Attorneys at Law ("BB&K") completed a review of the District's job descriptions and employee handbook. The outcome of BB&K's review steered the Executive Team to separate the job descriptions from the employee handbook and make efforts when appropriate to update the format of each job description for consistency and accuracy.

The Board approved the first of the recommended job description updates in April 2017 when the District restructured the Utility Worker positions in the Water and Sewer Enterprises. This update impacted the largest number of District employees and was selected as the first job description update to accommodate the District's pending hiring efforts.

The Finance Director position was last evaluated and modified in 2008 when the Board approved the General Manager's recommendations to include the responsibilities of an Assistant General Manager in the job description and job title. A salary range adjustment was not included in the approved modifications to the position. The current proposed job description amendments include recognizing responsibilities beyond the current job description and includes a salary range adjusting.

The current Finance Director/Assistant General Manager has provided 25 years of service to the District. The last increase in salary, outside programmed adjustments, was in 2009. Adjusting the salary range to a level commensurate to the increased job responsibilities and performance expectations for the last 9 years is appropriate and begins to develop parity with other high level Finance Director positions in the area with similar responsibilities.

FISCAL IMPACT

The recommended salary range adjustment repositions the Finance Director/Assistant General Manager on the District's Monthly Salary Step/Range schedule from Range 42 to Range 44. This amount equates to a 5% increase or \$5,556 annually. 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

It is recommended that your Honorable Board approve the Finance Director/Assistant General Manager job description amendments and salary range adjustment as proposed.

ATTACHMENTS

- A. Current Finance Director/Assistant General Manager job description
- B. Proposed Finance Director/Assistant General Manager job description
- C. Nipomo Community Services District Monthly Salary Step/Range schedule

January 24, 2018

ITEM D-5

ATTACHMENT A

7010 – FINANCE DIRECTOR / ASSISTANT GENERAL MANAGER

1. DEFINITION

Under direction, of General Manager, provides professional level administrative, procedural, programmatic and/or budgetary and related analysis and support for the Board of Directors and the District Manager; performs routine to complex accounting work related to the preparation and maintenance of general accounting and financial records, the audit of financial transactions and the production of reports and statements for the District; establishes accounting systems and develops appropriate policies and procedures; facilitates administrative support to the Utility Supervisor; and serves as General Manager in his/her absence. This position is a confidential position and is FLSA exempt. Performs related work as assigned.

2. CLASS CHARACTERISTICS

This administrative support class performs a variety of activities in such administrative areas as personnel, budgeting, accounting, contract administration, operational research, information systems and other internal support activities. In addition, responsibilities include dealing with and providing staff support to the Board of Directors, under the direction of the District Manager, and acting as liaison with customers and a variety of regulatory and other agencies. Work assignments may be diverse, depending upon the current needs of the District; however, the employee normally follows defined policies and procedures, has some responsibility for procedural changes and/or non-technical program oversight and supervises staff on either a project or day-to-day basis. May act as Deputy Secretary to the Board.

3. EXAMPLES OF DUTIES (Illustrative Only)

- A. Conducts administrative, operational, budgetary, accounting or other informational and research projects related to the functions and activities of the District; may prepare standard legal documents such as contracts for service.
- B. Analyzes alternatives and makes recommendations regarding such matters as budget development, administrative policies, staffing, facilities, productivity, customer service process, information systems hardware and software and procedure development and implementation.
- C. Writes, prepares and coordinates agenda items for the Board of Directors and its committees; assures that all supporting documentation is included with such items; follows on governing or policy body actions as required.
- D. Provides staff support to the District Manager and the Board of Directors as assigned.
- E. Attends to a variety of office administrative details, such as making travel arrangements, coordinating materials and supply orders, preparing agreements, arranging for equipment purchase and maintenance and serving on various task forces and committees.
- F. Prepares information for periodic finding agency or related audits; maintains funding agency records and prepares reports as required.

- G. Provides contract service oversight and support; coordinates purchasing activities; reviews requests for payment, assures that work was performed and/or materials delivered and processes invoices.
- H. Assists with and performs specific administrative support activities such as reviewing and tracking proposed legislation, assisting with the implementation of District automated systems and representing the agency head and others as specified.
- I. Confers with and represents the District in meetings with representatives of governmental, community, business, professional and public agencies and the public; may attend Board meetings and make presentations.
- J. Compiles figures for the preparation of the District budget; makes standard projections for payroll and other costs; researches capital improvement and equipment costs; inputs draft and final budget information and produces final budget documents.
- K. Coordinates a variety of departmental personnel activities; processes personnel and payroll forms; assures that forms and requests are in conformance with rules and regulations.
- L. Maintains accurate records and files related to areas of assignment.
- M. Prepares a variety of technical, statistical and narrative reports, letters, memos and other written materials.
- N. May plan, assign, direct, review and evaluate the work of technical or office support staff on a project or day-to-day basis; provides oversight and supervision in the absence of the District Manager.
- O. Uses standard office equipment, including a computer, in the course of the work; may drive a motor vehicle to attend meetings and visit work sites.
- P. Prepares and maintains control of the general ledger and all related financial information.
- Q. Processes District payroll and retirement program and all related quarterly and annual reports as required.
- R. Maintains investment records for the District; assures that adequate funds are available to meet daily cash operating requirements

4. EMPLOYMENT STANDARDS

Knowledge of:

- A. District functions and activities.
- B. Computer applications related to the work.
- C. Principles and practices of general and fund accounting.
- D. Principles and practices of auditing financial documents and records.
- E. Basic principles and practices of budget development and administration.
- F. Business arithmetic.
- G. Standard office practices and procedures, including filing and the operation of standard office equipment.
- H. Record keeping principles and practices.
 - I. Correct business English, including spelling, grammar and punctuation.
 - J. Techniques for dealing with the public, in person and over the telephone.
- K. Applicable laws, codes and regulations.

**FINANCE DIRECTOR/ASSISTANT GENERAL MANAGER
CHAPTER SEVEN - JOB DESCRIPTIONS**

**NUMBER: 7010
EFFECTIVE: 07/09/08**

- L. Basic principles and practices of public administration.
- M. Basic data sampling and statistical analysis techniques.
- N. Basic budgetary and accounting practices and terminology.
- O. Basic supervisory principles and practice.

Skill in:

- A. Performing paraprofessional level analytical and programmatic work in a variety of areas.
- B. Interpreting, applying and explaining applicable laws, codes and regulations.
- C. Maintaining accurate records and files.
- D. Interpreting, explaining and applying principles and practices of general, fund and governmental
- E. Accounting.
- F. Complete and review accounting and financial records for completeness and accuracy.
- G. Preparing clear and concise reports, correspondence procedures and other written materials.
- H. Using initiative and independent judgment with general policy guidelines.
 - I. Planning, directing and reviewing the work of others on a project or day-to-day basis.
- J. Making effective presentations to groups.
- K. Establishing and maintaining effective working relationships with those contacted in the course of the work.
- L. Using tact, discretion and prudence in dealing with those contacted in the course of the work.

Physical Characteristics:

- A. Vision to read printed materials and a computer screen.
- B. Hearing and speech to interact in person and on the telephone.
- C. Mobility to work in a standard office environment and use standard office equipment.

License:

- A. Possession of a Valid California Class C driver's license and a satisfactory driving record is desirable.
- 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.

Education and Experience:

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

January 24, 2018

ITEM D-5

ATTACHMENT B

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

| | |
|---------------------|---|
| POSITION: | Finance Director/Assistant General Manager |
| FLSA STATUS: | Exempt |
| REPORTS TO: | General Manager |

1. DEFINITION AND SUMMARY OF DUTIES

Under direction of General Manager, provides professional level administrative, procedural, programmatic and/or budgetary and related analysis and support for the District Manager; performs routine to complex accounting work related to the preparation and maintenance of general accounting and financial records, the audit of financial transactions and the production of reports and statements for the District; establishes accounting systems and develops appropriate policies and procedures; facilitates administrative support to the Director of Engineering and Operations; and serves as General Manager in his/her absence. This position is a confidential position. Performs other related duties as required.

This administrative management level directs a variety of activities in such administrative areas such as personnel, budgeting, accounting, contract administration, operational research, information systems and other internal support activities. In addition, responsibilities include dealing with and providing staff support to District Manager, and acting as liaison with customers and a variety of regulatory and other agencies. Work assignments may be diverse, depending upon the current needs of the District and follows defined policies and procedures and supervises administrative staff on a day-to-day basis. May act as Deputy Secretary to the Board.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- a) Oversees the preparation of annual and periodic financial reports in accordance with generally accepted accounting principles and standards.
- b) Leads activities within the Administrative department including accounting and revenue management, budget development and implementation, internal and external audits, cost accounting programs, investment management, debt financing activities, banking services, revenue forecasting and customer service activities, utility billing, accounts payable, accounts receivable, payroll, benefits administration, cash receipts and purchasing.
- c) Prepares or directs the preparation and reconciliation of journals, ledgers and other accounting records.
- d) Prepares the annual financial statements, manages the year-end financial audit program and prepares the Comprehensive Annual Financial Report (CAFR).
- e) Conducts administrative, operational, budgetary, accounting or other informational and research projects related to the functions and activities of the District. Analyzes alternatives and makes recommendations regarding such matters as budget development, administrative policies, staffing, facilities, productivity, customer service process, information systems hardware and software and procedure development and implementation.
- f) Prepares and presents written and oral financial reports to the General Manager and Board of Directors. Provides staff support to the District Manager and the Board of Directors as assigned.
- g) Exercises direct supervision over administrative office staff.
- h) Prepares information for periodic funding agency or related audits; maintains funding agency records and prepares reports as required.
- i) Provides contract service oversight and support; coordinates purchasing activities; reviews requests for payment, assures that work was performed and/or materials delivered and processes invoices.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

| | |
|---------------------|---|
| POSITION: | Finance Director/Assistant General Manager |
| FLSA STATUS: | Exempt |
| REPORTS TO: | General Manager |

- j) Assists with and performs specific administrative support activities such as reviewing and tracking proposed legislation, assisting with the implementation of District automated systems and representing the agency head and others as specified.
- k) Confers with and represents the District in meetings with representatives of governmental, community, business, professional and public agencies and the public; may attend Board meetings and make presentations.
- l) Compiles figures for the preparation of the District budget; makes standard projections for payroll and other costs; researches capital improvement and equipment costs; inputs draft and final budget information and produces final budget documents.
- m) Coordinates a variety of departmental personnel activities; processes personnel, payroll and retirement forms; assures that forms and requests are in conformance with rules and regulations and all related reports are filed in a timely manner including monthly, quarterly and annual reports..
- n) Maintains accurate records and files related to areas of assignment.
- o) Prepares a variety of technical, statistical and narrative reports, letters, memos and other written materials.
- p) May plan, assign, direct, review and evaluate the work of technical or office support staff on a project or day-to-day basis; provides oversight and supervision in the absence of the District Manager.
- q) May drive a motor vehicle to attend meetings and visit work sites.
- r) Maintains investment records for the District; assures that adequate funds are available to meet daily cash operating requirements.
- s) Oversees the District debt management program by working with financial consultants, bond counsel, interacts with financial institutions and their staff and provides accurate overview reports to General Manager and Board of Directors.
- t) Acts as District's principle human resources support staff member reviewing changes in human resource regulations and requirements and consults with General Manager and District legal counsel on District human resource policies to ensure compliance with current industry practices.

3. QUALIFICATIONS

This position requires knowledge and proficiency in the following:

- a) District functions and activities.
- b) Microsoft Word, Excel and Outlook. Proficiency in these applications is required.
- c) Principles and practices of public agency financial management, including general, fund, cost and governmental accounting, auditing and financial control functions.
- d) Principles and practices of auditing financial documents and records.
- e) Basic principles and practices of budget development and administration.
- f) Business arithmetic.
- g) Standard office practices and procedures, including filing and the operation of standard office equipment.
- h) Record keeping principles and practices.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

| | |
|---------------------|---|
| POSITION: | Finance Director/Assistant General Manager |
| FLSA STATUS: | Exempt |
| REPORTS TO: | General Manager |

- i) Correct business English, including spelling, grammar and punctuation.
- j) Techniques for dealing with the public, in person and over the telephone.
- k) Applicable laws, codes and regulations.
- l) Basic principles and practices of public administration.
- m) Basic data sampling and statistical analysis techniques.
- n) Basic supervisory principles and practice.

4. ESSENTIAL ABILITIES

- a) Performing paraprofessional level analytical and programmatic work in a variety of areas.
- b) Interpreting, applying and explaining applicable laws, codes and regulations.
- c) Maintaining accurate records and files.
- d) Interpreting, explaining and applying principles and practices of general, fund and governmental accounting.
- e) Complete and review accounting and financial records for completeness and accuracy.
- f) Preparing clear and concise reports, correspondence procedures and other written materials.
- g) Using initiative and independent judgment with general policy guidelines.
- h) Planning, directing and reviewing the work of others on a project or day-to-day basis.
- i) Making effective presentations to groups.
- j) Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- k) Applying and explaining policies and procedures.
- l) Working effectively and cooperatively with a wide variety of customers and other individuals in person and over the telephone.
- m) Exercising sound independent judgment within established policy and procedural guidelines.
- n) Maintaining confidentiality of information where necessary.
- o) Ability to cope and maintain calm demeanor in a potentially stressful working environment.
- p) 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).

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

| | |
|---------------------|---|
| POSITION: | Finance Director/Assistant General Manager |
| FLSA STATUS: | Exempt |
| REPORTS TO: | General Manager |

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 five years' experience and/or training in public agency fund accounting, payroll management and bookkeeping; two years' 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 is desirable.
- 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: | Finance Director/Assistant General Manager |
| FLSA STATUS: | Exempt |
| REPORTS TO: | General Manager |

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 an exempt employee and may be required to work in excess of 40 hours per week without overtime compensation and am 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\ASSIST GM-FINANCE DIRECTOR.docx

January 24, 2018

ITEM D-5

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 |
| 19 | \$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 |
| 20 | \$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 | | | | | | | | |