

NIPOMO COMMUNITY SERVICES DISTRICT

MONDAY, MARCH 19, 2018

12:30 P.M.

SUMMARY NOTES

ADMINISTRATION COMMITTEE

1. CALL TO ORDER, FLAG SALUTE AND ROLL CALL

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

2. CONSIDER CHANGES TO JOB DESCRIPTIONS

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

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

There were no public comments.

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

- 2(B) Director of Public Information-Administration

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

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

3. SET NEXT MEETING DATE

No meeting date was set at this time.

4. ADJOURN

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