

TO: BOARD OF DIRECTORS

FROM: MARIO IGLESIAS  
GENERAL MANAGER

DATE: FEBRUARY 16, 2023

## AGENDA ITEM

### E-1

FEBRUARY 22, 2023

## **APPROVE GENERAL MANAGER JOB DESCRIPTION, CONSIDER SALARY RANGE STATEMENT AND RECRUITMENT MATERIALS**

### **ITEM**

Review District General Manager job description, salary range, recruitment schedule and work plan. [RECOMMEND REVIEW AND APPROVE JOB DESCRIPTION, SET SALARY RANGE, AND DIRECT STAFF ON DESIRED RECRUITMENT PROCESS]

### **BACKGROUND**

The Nipomo Community Services District's ("District") current General Manager is scheduled to enter retirement status on June 30, 2023. After that date, he will be available for contract services to the District, as needed. Recruitment efforts for a new General Manager are beginning and are outlined in the attachments to this staff report.

Board President Malvarose and Vice President Gaddis were notified at the February 14, 2023 Board Officer Meeting of the General Manager's intent to not renew his employment contract on July 1, 2023, but to retire at the end of his current contract. At the Board Officer Meeting, the General Manager presented a recruiting schedule for bringing on a new General Manager to the Board Officers for their consideration and review. President Malvarose directed the General Manager to schedule an Administration Committee Meeting for Tuesday, February 21, 2023, to discuss the recruitment process so as to make recommendations to the Board.

The Administration Committee met and will provide your Board with their comments and recommendations on the General Manager's job description and salary. Staff has gathered salary and position comparison information from local cities and community services districts and has provided this information at the meeting to help inform your Board's salary discussion.

### **RECOMMENDATION**

Staff is recommending that your Board;

- Consider if edits are needed, and approve the District's job description for the General Manager of the Nipomo Community Services District,
- Set the salary range for General Manager recruitment,
- Consider if edits are needed, and approve 2023 General Manager Brochure language,
- Review recruitment schedule and task and direct staff.

### **ATTACHMENTS**

- A. Job Description – General Manager
- B. 2023 Brochure Language
- C. Recruitment Work-plan and Schedule

FEBRUARY 22, 2023

ITEM E-1

ATTACHMENT A

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

<b>POSITION:</b>	<b>General Manager</b>
<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>REPORTS TO:</b>	<b>Board of Directors</b>

**1. DEFINITION AND SUMMARY OF DUTIES**

Under policy direction of the Board of Directors, plans, organizes, directs and coordinates all District functions and activities related to the production and distribution of potable water and the collection, treatment and disposal of wastewater and other functions of the District; provides policy guidance and program evaluation to staff and elected officials; encourages and facilitates improvement in the provision of services to customers by District staff; fosters cooperative working relationships with intergovernmental and regulatory agencies, various public and private organization and District staff; acts as Secretary to the Board of Directors; acts as District Financial Officer; performs related work as directed by the Board. This position has full-time management status, and is Fair Labor Standards Act exempt.

The General Manager is the Chief Executive Officer of the District, serving at the pleasure of and accountable to the Board of Directors for all staff, functions, and activities within policy guidance and applicable state and federal laws and regulations. The General Manager is the principal administrative person in overall charge of the District and its personnel. The incumbent is in a position of trust and confidence and serves as the District appointing and disciplinary authority for all employees of the District. The General Manager provides the Board of Directors with advice, recommendations, analysis of financial impacts and consultation on all matters related to the requirements of the District.

**2. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- a) Plans, organizes, coordinates and administers, either directly or through subordinate directors, the work of the District in accordance with the adopted goals and objectives of the Board of Directors and applicable laws and regulations.
- b) Directs and coordinates the development and implementation of goals, objectives, policies, procedures and programs for the District; implements administrative policies, procedures and work standards to assure that goals and objectives are met and that programs provide mandated services in an effective and efficient manner.
- c) Directs and coordinates the preparation and administration of the District annual budget; reviews and evaluates current programs, anticipates future needs, and formulates long-range financial goals of the District; reviews all District expenditures; provides financial management for the District.
- d) Acts as staff for the Board of Directors; advises the Board on issues and programs; prepares and recommends long-range plans for District funding and service provisions and directs the development of specific proposals for action regarding current and future District needs.
- e) Serves as principal Staff at Board Meetings, takes Board direction, implements Board policy.
- f) Assures that appropriate notice of Board meetings is posted and that other legal notification requirements are met.
- g) Represents the Board and the District in contacts with governmental agencies, community groups and various businesses, professional and legislative organizations, District customers; and the media.
- h) Directs and coordinates preparation of rate schedules for the resale of water delivered to customers and other agencies; directs and coordinates preparation of rate schedules for the collection, treatment, storage and disposal of waste water.

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- i) Consults with legal counsel concerning matters of litigation, contracts and District operations; monitors legislation on the state, federal and local level; directs and coordinates changes required by new legislation.
- j) Leads staff; interviews and selects top management staff; reviews and approves staff training programs; recommends changes in organizational structure and position classification; evaluates the performance of subordinate directors; has authority to hire, discipline, and discharge employees, approves or disapproves merit salary increases; adjusts employee grievances within limits of delegated authority; delegates authority and holds subordinate directors and managers accountable for the efficient administration of their divisions or sections; provides guidance and direction to subordinate directors, managers and staff regarding human resources policies and procedures.
- k) Plans and directs the selection, training, assignment, supervision, and evaluation of employees; plans and directs District employees in areas of financial and program management.
- l) Prepares a variety of correspondence, policies, procedures, reports, minutes and other written materials.
- m) Directs and reviews special studies; provides for contract services as required and administers various service, construction and equipment contracts; signs and accepts development plans and specifications for conformance with District standards on behalf of the District.
- n) Establishes and maintains effective communication and working relationships with related County departments and key officials of state, federal and local agencies. Coordinates planning and other activities of the District with those of other public agencies.
- o) Coordinates preparation and release to the media of information related to the programs and services of the District. Acts as spokesperson for the District on all matters.
- p) Meets with citizen groups, advisory bodies and others concerned with District programs and activities; represents the District and speaks before public bodies, groups, organizations and the public on matters pertaining to District programs and activities; attends conferences and seminars to keep informed of new developments and technologies.
- q) Interfaces with District customers and resolves service related issues and complaints.
- r) Directs the maintenance of District records and documents.

**3. QUALIFICATIONS**

This position requires knowledge and proficiency in the following:

- a) Administrative principles and practices, including goal setting, program development, implementation and evaluation, and supervision of employees.
- b) Principles, practices and procedures of public administration in a special district setting including Brown Act compliance, Special District law, and Proposition 218.
- c) Functions, authority, responsibilities and limitations of an elected Board of Directors.
- d) Principles and practices of potable water production, treatment and distribution.
- e) Principles and practices of wastewater treatment and disposal.
- f) Applicable legal guidelines and standards effecting special district administration and operation.
- g) Techniques for effectively communicating with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, occasionally when relations may be confrontational or strained.

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<b>REPORTS TO:</b>	<b>Board of Directors</b>

**4. ESSENTIAL ABILITIES**

Ability to:

- a) Plan, organize, and coordinate the activities of the District.
- b) Work cooperatively with the elected Board of Directors to implement the policies set by the Board of Directors.
- c) Serve as technical advisor to Board of Directors, and the general public on water resources and sanitation issues.
- d) Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- e) Develop and administer an annual budget.
- f) Supervise and control the expenditure of funds and resources of the District.
- g) Provide excellent staff leadership. Effectively interview, select, train, supervise and evaluate subordinate directors, managers and staff.
- h) Establish and maintain harmonious working relationships with subordinates, representatives of county departments, other public agencies, private contractors, engineers, and the general public.
- i) Interpret, apply and explain complex laws, codes and regulations.
- j) Prepare and direct the preparation of simple, concise comprehensive written reports and oral presentations containing alternate solutions and recommendations regarding specific resources, plans and policies.
- k) Use initiative and independent judgment within general policy guidelines.
- l) Exercise initiative, ingenuity, and sound judgment in solving difficult administrative, economic, technical, and personnel problems.
- m) Evaluate District policies and procedures; define problem areas, and direct the implementation of policy decisions and practices to improve operations
- n) Make public presentations and conduct public hearings.
- o) Analyze and review draft staff reports and recommendations, and give constructive criticism.
- p) Use tact, discretion and prudence in dealing with those contacted in the course of the work including Board members, management team, employees, and members of the public.
- q) Work effectively and cooperatively with staff and a wide variety of customers and other individuals in person and over the telephone.
- r) Exercise sound independent judgment within established policy and procedural guidelines.
- s) Understand the necessity for and maintain confidentiality of information where necessary.

**5. PHYSICAL REQUIREMENTS**

With or without reasonable accommodation:

- 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 a computer and software to access, record and convey information in a variety of formats.

**JOB DESCRIPTION  
NIPOMO COMMUNITY SERVICES DISTRICT**

**POSITION: General Manager**

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**FLSA STATUS: Exempt**

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**REPORTS TO: Board of Directors**

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- 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 with a variety of people.
- f) Ability to maintain, regular, predictable, punctual attendance in person.
- g) Ability to compete and analyze information and financial material.
- h) Ability to drive to designated locations within and outside the District to inspect facilities or attend meetings.
- i) Mobility to work in a standard office environment and use standard office equipment.
- j) Ability to grasp, lift and move files, binders, boxes and other collections of documents (which can total up to 40 pounds).
- k) Ability to inspect District facilities in the field.
- l) Ability to attend meetings in person outside of normal working hours.
- m) Ability to oversee meetings and coordinate the actions of many people.
- n) Ability to travel to necessary locations to perform work tasks and participate in meetings.

**6. EDUCATION AND EXPERIENCE**

- a) Extensive knowledge of: public agency administration, personnel management, the principles and practices of water, wastewater and water resources management; the political attitudes and concerns surrounding water and wastewater services, control and utilization.
- b) Thorough knowledge of: laws, regulations and legal opinions relating to District administration, water rights, water supply and transmission activities, water quality, wastewater; infrastructure financing, sanitation systems, and; the principles and practices of public works administration and organization including personnel and fiscal management; and a working knowledge of budgetary practices and procedures; English syntax and grammar.
- c) Any combination of education and training which would provide the opportunity to acquire the knowledge and abilities listed. Graduation from an accredited college or university with a degree in public administration, business administration, engineering, law or a closely related field and seven (7) years' experience in administration and management positions with public agencies, with increasing levels of responsibility.

**7. LICENSES**

- a) Must possess a valid California Class C driver's license and have a satisfactory driving record.
- b) Must be bondable by District's fidelity bond insurer.

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**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 the Board of Directors retains the right to assign me other tasks as necessary. I also understand that the Board of Directors 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 Board President 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

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<b>GENERAL MANAGER</b>					
<b>Comparator Agency</b>	<b>Class Title</b>	<b>Low</b>	<b>Middle</b>	<b>High</b>	<b>Effective Date</b>
<b>Cambria Community Services District</b>	<b>General Manager</b>	<b>\$175,000</b>	<b>\$185,000</b>	<b>\$195,000</b>	<b>3/1/2023</b>
City of Atascadero	City Manager	\$185,475	\$204,486	\$225,446	7/1/2022
City of Morro Bay	City Manager	\$194,179	\$204,010	\$214,338	10/29/2022
City of Arroyo Grande	City Manager	\$203,472	\$203,472	\$203,472	9/27/2022
Los Osos Community Services District	General Manager	\$187,500	\$187,500	\$187,500	8/1/2022
Oceano Community Services District	General Manager	\$170,000	\$180,353	\$185,764	7/1/2022
Nipomo Community Services District	General Manager	\$185,662	\$185,662	\$185,662	7/1/2022
Heritage Ranch Community Services District	General Manager	\$181,400	\$181,400	\$181,400	7/1/2022
Templeton Community Services District	General Manager	\$142,942	\$163,363	\$183,784	7/1/2022
City of Paso Robles	General Manager	\$228,735	\$228,735	\$228,735	1/8/2023
Avila Beach Community Services District*	General Manager				
San Miguel Community Services District	General Manager	\$130,771	\$130,771	\$130,771	7/1/2022
San Simeon Community Services District*	General Manager				
<b>Average of Comparators</b>		<b>\$178,810</b>	<b>\$182,657</b>	<b>\$185,886</b>	
<b>% CCSD Above/Below</b>		<b>-2.2%</b>	<b>1.3%</b>	<b>4.7%</b>	
<b>Median of Comparators</b>		<b>\$183,531</b>	<b>\$183,531</b>	<b>\$185,713</b>	
<b>% CCSD Above/Below</b>		<b>-4.9%</b>	<b>0.8%</b>	<b>4.8%</b>	

**Suggested Cambria CSD GM Salary Range ----->**      **Step A**      **Step B**      **Step C**      **Step D**  
 \$175,000      \$183,750      \$185,000      \$194,250

\* San Simeon CSD provides GM service under a Operations and Management lump sum contract with SSCSD. There is no GM salary itemized in the contract.  
 \* Avila Beach CSD GM is contracted labor



FEBRUARY 22, 2023

ITEM E-1

ATTACHMENT B

**Nipomo Community Services District (NCSD)**  
**General Manager**  
**Brochure language draft 2/21/23**

**The Community**

Nipomo is located in southern San Luis Obispo County on California's Central Coast, approximately halfway between Los Angeles and San Francisco. The nearest city to the north is Arroyo Grande and the nearest city to the south is Santa Maria (Santa Barbara County). Nipomo is located at the foot of the Temettate Ridge. Appropriately, the name Nipomo is derived from the Chumash Native American's word "Nepomah", meaning "the foot of the hills".

The small community provides many of the basic necessities including: high school and elementary schools, medical centers and professionals, grocery shopping, restaurants, public library, county park, senior center, lodging, local drug stores and pharmacies, and a variety of clubs and activities.

Nipomo is known for its open space and friendly lifestyle. Climate is mild with temperatures rarely reaching above 85 or below 30 degrees Fahrenheit. Many homes are on an acre or more and provide space to keep a horse, plant a garden or an orchard of fruit trees, and comfort to walk, run, or ride a bike or horse. The community is very proud of its heritage that began with the Rancho Era of Alta California before California itself became a state.

**The District**

The Nipomo Community Services District (District) is a multi-service special district formed on January 28, 1965. The District serves approximately 13,700 residents and property owners residing within an area approximately seven square mile service area, providing the community with water, sewer, solid waste, and limited drainage, street lighting, and street landscape maintenance. The District has a stable and pragmatic five-member elected Board of Directors that governs the District. The District consistently receives the Special District Leadership Foundation Transparency Certificate of Excellence. The current General Manager is retiring.

The District has an operating budget of approximately \$12.0 million and twenty-two full-time staff positions. The Finance Director has been an employee of the District for nearly three years. The District has received unqualified audit reports for more than twenty-five years. For the past eight fiscal years the District has received the prestigious Certificate of Achievement for Excellence in Financial Reporting ("CAFR") from the Government Finance Officers Association for its comprehensive annual financial report.

The District operates a water system serving the entire customer base and two sewer systems which serve a subset of the water customer base (many homes are on individual sewage disposal (septic) systems). In recent years, the District completed over \$35 million in capital improvement projects on schedule and within budget. Projects include a \$13M upgrade of its Southland Wastewater Treatment Facility (completed October 2014) and a \$17M Phase 1 Supplemental Water Project (completed September 2015). The District's Director of Engineering Operations is the San Luis Obispo County Chapter and Los Angeles Section, American Society of Civil Engineers, 2015 Outstanding Civil Engineer in Public Sector.

The Nipomo Community Services District's mission is to:

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

The District's vision is to:

*Provide superior and cost-effective services to our customers, a valued place to work for employees, respected and supported by our public and peers, and helping to maintain the rural quality of life in Nipomo.*

The District's values are: (expressed as questions which can be posed to help make difficult decisions)

- *Is it open, transparent and responsive to our customers?*
- *Is it sensitive to rates, cost efficient and financially responsible?*
- *Does it support our commitment to maintaining-quality facilities and infrastructure?*
- *Does it support our ability to provide quality and reliable services?*
- *Does it support the welfare of our employees?*
- *Does it support the quality of life and rural character of our community?*

## **Challenges and Opportunities**

- Water resources protection:
  - The District will need its build out of the supplemental water project to full capacity of 3,000 AFY over the next 2 years.
  - The District seeks to have the County implement sustainable water supply policies in conjunction with development approval.
  - The District must continue to pursue other sources of water for long-term supply sustainability.
  - The District must continue to be a leader on the local groundwater management area technical committee and 'at the table' for regional water supply planning.
- The Blacklake Wastewater treatment facility is being consolidated into the Town Sewer System and will need to be completed by March 2025. Rate studies to support the consolidated sewer systems will need to begin in March of 2024.
- An update of the District's 2007 Water and Sewer Master Plan is needed.
- Completion of the ongoing meter automation will need to be budgeted.

## **The Ideal Candidate**

The ideal candidate will be comfortable and competent in public meetings. The candidate will have a strong background in water resources management, public agency law, and public administration. The candidate will have competency in a broad range of technical, operational, and administrative topics and the ability to convey complex issues to lay audiences with tack and composure.

The Board is seeking an enthusiastic leader who is a creative and experienced individual for their new General Manager. The candidate will possess experience building and leading a cohesive staff team. The incoming Manager should be knowledgeable about and skilled in addressing California water resource issues, working with multi-agency partnerships, County Boards/Councils and consultants.

The ideal candidate will have demonstrated an ability to listen to and understand a variety of viewpoints, facilitate discussions and address complex issues pragmatically with respect for all parties and views. The new General Manager will have excellent interpersonal and communication skills combined with strong negotiating skills to address issues facing the District.

The ideal candidate will have a minimum of seven years of progressively increasing experience in public administration, administering public utilities and/or managing public works projects. Direct experience in water resources acquisition and management is highly desirable. The candidate will have a Bachelor's or advanced Degree in one of the following fields: public administration, business administration, engineering, or law.

### **Compensation**

The salary range for the General Manager is open depending on qualifications (DOQ). The District offers an excellent benefits package including:

**Retirement:** PERS 3% @60. Depends on applicants status in PERS

**Social Security:** The District does not participate in Social Security but does provide 1.45 % matching Medicare contribution.

**Health Insurance:** The District pays 100% of premium for employee and dependents

**Dental/Vision:** The District pays 100% of premiums for employee and dependents.

**Deferred Compensation-**Plan available with no District contribution.

**Vehicle-**A vehicle is available for the General Manager's use while working.

**Sick Leave-**Eight hours per month with accrual to a maximum of 180 days.

**Vacation-**Negotiable.

**Holidays-**12 paid holidays per year.

**Administrative Leave** – 5 paid days per year.

**Contract-**The District will provide the new General Manager with a contract.

## **To Apply**

If you are interested in this outstanding opportunity, please visit our website at [www.ncsd.ca.gov](http://www.ncsd.ca.gov) to apply online.

**Filing Deadline:** \_\_\_\_\_, 2023

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with an Administrative Committee and District Management staff. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as a finalist. References will be contacted only following candidate approval. Finalist interviews will be held with the Nipomo Community Services District Board of Directors. Candidates will be advised of the status of the recruitment following selection of the General Manager. If you have any questions, please do not hesitate to call Ms. Lisa Bognuda 805.929.1133.

FEBRUARY 22, 2023

ITEM E-1

ATTACHMENT C

Action	Date	Day	Task #	Description
Notice	Tuesday, February 14, 2023	1	1	Inform Board Members
Admin Committee	Tuesday, February 21, 2023	7	2	Discuss Hiring Process
Advertise Position	Wednesday, February 22, 2023	1	3	Place Advertisements
Close App. Period	Monday, March 20, 2023	26	4	Stop taking Applications
Admin Committee	Tuesday, March 21, 2023	1	5	Review Applicants & Set Up Interviews
1st Interview	Monday, March 27, 2023	7	6	interview candidates
2nd Interviews	Monday, April 3, 2023	7	6	selected Interviews
Hire New Manager	Friday, May 5, 2023	32	7	Offer Position
New Manager Start	Monday, June 5, 2023	31		13 Workdays of Training
Vacation Start	Thursday, June 22, 2023	17		
Vacation End	Friday, June 30, 2023	8		
Last Day <sup>1</sup>	Friday, June 30, 2023	136		4.5 Months

Admin Committee Members: R. Malvarose, G. Hansen

Note 1: A Retired Annuitant Resolution will be prepared to extend GM period of employment depending on the needs of the District.

# **2023 GENERAL MANAGER RECRUITMENT**

## **Recruitment Work Plan**

### **Task 1 – Initial Board Officer Direction and Alert Administration Committee**

February 14, Board Officer Meeting: discuss general direction of recruitment, convene Administration Committee and give direction to committee members. The Committee will work with senior staff (Iglesias and Bognuda) through the remainder of the process. “Staff” in the narrative below is Iglesias and Bognuda.

### **Task 2 – Develop Job Description**

The job description for the General Manager is the guide for the entire search process. The development of the description includes the collection of technical information and recruitment criteria.

#### **Technical Information**

Staff will meet with the Committee and others as may be necessary. The purpose of these meetings is to refine description and includes items like compensation and benefits.

#### **Recruitment Criteria**

The recruitment criteria are the personal and professional characteristics and experiences desired in the new General Manager. The criteria should reflect the goals and priorities of the Nipomo Community Services District.

Subsequent to the development and adoption of the job description (September 30), the technical information and recruitment criteria will be documented in an information brochure prepared by staff. The brochure will be reviewed by the AdHoc in draft format, revised as appropriate, and published for use throughout the search.

The Committee will develop a salary range recommendation for Board review and approval (September 30).

### **Task 3 – Outreach and Recruiting**

This task is among the most important of the entire search.

#### **Outreach**

The key to a successful search process involves outreach to qualified candidates.

An outreach and advertising campaign will include the placement of ads in publications and professional periodicals. Specific Internet sites related to water and wastewater will be used as well as those sites focused on government as a method of extending the specific outreach in a short period of time. A broad email campaign will be undertaken including an initial personal email by the current GM announcing resignation to a broad audience of local professionals and potential candidates and foreshadowing recruitment process. This will be complimented by press releases announcing resignation and pending recruitment.



Additionally, the advertisement and the full text of the position profile will be placed on the District website and noticed through social media and District list server.

### **Candidate Identification**

Staff will use their extensive contacts to focus the recruiting effort. In making these contacts, staff will target those individuals who meet the criteria set by the District. Each of the candidates identified through the recruiting efforts will be sent an information brochure. Candidates will also be contacted directly to discuss the position and to solicit their interest in being considered.

Both the outreach and recruiting activities will result in applications and resumes from interested candidates. As they are received, resumes will be acknowledged and candidates will be advised of the general timing of the search process. The following tasks involve the actual selection process, once all resumes have been received.

## **Assessment and Evaluation**

### **Task 4 – Candidate Evaluation**

This task will be conducted following the application closing date. It includes the following specific activities:

#### **Screening**

All of the applications will be carefully reviewed. Those that meet the recruitment criteria and minimum qualifications will be identified and subject to a more detailed evaluation by Committee and staff. This evaluation will include consideration of such factors as professional experience, and size and complexity of the candidate's current organization as compared to the candidate profile.

#### **Preliminary Reference Review**

Staff will conduct preliminary reference reviews for those candidates identified as the most qualified as a result of the screening process. Direct contact will be made with references to learn more about the candidates' experience, past performance, and management style.

#### **Conduct Interviews**

The screening portion of the candidate evaluation process typically reduces a field of applicants to approximately eight (8) to ten (10) individuals. Those individuals will be reviewed with the Board of Directors and others as directed prior to proceeding with the individual interviews.

Committee and staff will conduct interviews with the top group of candidates (approximately eight to ten) identified through the screening and preliminary reference review processes. The interviews will be extensive and designed to gain additional information about the candidates' experience, management style, and "fit" with the recruitment criteria.

## **Task 5 – Search Report**

After completing Task 4, the Committee will meet with the Board of Directors to review the search report on the candidates (targeting a minimum of five (5) to eight (8)). The report divides all of the candidates into four groups including 1) the top group of candidates recommended to be interviewed; 2) a backup group to the first group; 3) no further consideration group; and 4) lacks minimum qualifications. From this meeting will come a confirmed group of finalist candidates (typically 3-5).

## **Task 6 – Selection**

Staff will prepare an interview booklet that includes the resumes, candidate report (with interview comments, reference checks and other relevant information about the candidates). In addition, the booklet will contain suggested questions and areas for discussion based upon the recruitment criteria. Copies of the interview booklet will be provided in advance of the candidate interviews.

Staff will attend the interviews to assist the Board of Directors through the selection process. This assistance will include an initial orientation, candidate introductions, and facilitation of discussion of candidates after all interviews have been completed.

Additionally verifications will be made on the top candidates and will include education verifications, Department of Motor Vehicle check, wants and warrants, civil and criminal litigation search and credit check. The results of these verifications will be discussed with the Board of Directors at the appropriate time.

Staff will provide assistance to the Committee and Board in the final selection as may be desired. This assistance may include providing or obtaining any additional information to assist in making the final selection decision.

## **Scope of Services #3 – Negotiations with Selected Candidate**

### **Task 7 – Negotiation**

The Board President or Committee will negotiate a compensation package with the selected candidate.

TO: BOARD OF DIRECTORS  
 FROM: MARIO IGLESIAS  
 GENERAL MANAGER  
 DATE: February 17, 2023



**AGENDA ITEM  
 F  
 FEBRUARY 22, 2023**

**GENERAL MANAGER'S REPORT**

**ITEM**

Standing report to your Honorable Board -- *Period covered by this report is February 5, 2023 through February 18, 2023.*

**DISTRICT BUSINESS**

**Administrative**

The District encourages residents to provide reports of any observed water waste. The District also keeps an accounting of leak adjustments as a measure of non-revenue water lost to leaks, as well as tracking late fee waivers. The table below provides January data which, at this point in the year is the same as Calendar Year-to-date data for these items.

**OFFICE ACTIVITIES**

	Jan 23	Jan 23 - Jan 23
Reports of Water Waste	0	0
Leak Adjustments	0	0
Leak Adjustment Amount	\$0	\$0
Late Fee Waivers	8	8
Late Fee Waiver Adjustment Amount	\$141	\$141

**Water Resources**

For the first seven months of the 2022-23 Fiscal Year, the District's total combined production, including groundwater production wells and supplemental water imported through the Joshua Road Pump Station, registered 1,072.4 AF. As has been the trend of late, imported water through the Joshua Road Pump Station was greater than the groundwater production. This trend will continue through the year as the District strives to maintain the 50% groundwater reduction goal.

**Table 1. Total Production Acre Feet (AF)**

	Jan - 23	Jul 22 - Jan 23
Groundwater Production	10.2	391.1
Supplemental Water Imported	<u>83.9</u>	<u>681.3</u>
Total Production	107.7	1,072.4

**NCSD GW Reduction**

The District's purveyor customers, Golden State Water Company and Woodlands Mutual Water Company, each are responsible for 16.66% (cumulatively 33.33%) of the imported water NCSD brings onto the basin through the NSWP. Of the 1,000 AF minimum imported water from the City of Santa Maria, 333 AF or 33.33% of the total imported water – whichever is greater – will be credited to these two purveyor customers. The credited amount must be added to the District's groundwater pumping total every month to reflect the groundwater pumped by these customers in-lieu of taking imported water from the District. Table 2 captures this data.

Table 2. NCSD GW Production (NCSD GW Well Production plus Purveyor Credit)

	Jan -23	Jul 21 – Jan 23
NCSD GW Well Production	10.2	391.1
Purveyor Customer Credit (33.3% of Import Water)	28.0	227.0
NCSD Total Calculated GW Production	38.1	618.1
Average GW Production for 2009-2013	142.1	1,526.7
NCSD Percentage of GW Reduction	73%	60%

**2022 Fiscal Year Groundwater Pumping Forecast**

Table 3 projects the District's groundwater pumping reduction for the 2022-23 Fiscal Year. Under the current Stage 4 of the NMMA Water Shortage Response Stages, the District's targeted groundwater pumping reduction goal is to pump no more than 1,266 AFY (50% of 2009-2013 average District GW Pumping). The seven months of fiscal year 2022-23 actual – July through January – are combined with historic production from February 2022 through June 2022 to provide a projected estimate year end status.

Table 3. Projected Groundwater Pumping

	Jan-23	Year-to-Date Jul-Jun 2023	Target	Over/(Under)	
NCSD GW Well Production	10.2	758.9			
Purveyor Customer Credit (33.3% of Import Water)	28.5	380.1			
NCSD Total Calculated GW Production	38.7	1,139.0	1,266.7	128	AcFt
Average GW Production for 2009-2013	142.1	2,533.4	2,533.4		
NCSD Percentage of GW Reduction	73%	55.0%	50.0%		

As demonstrated in Table 3 above, the District will achieved its 50% groundwater pumping reduction target by 128 AcFt under the conditions stated in the previous paragraph.

Below, Table 4 compares groundwater pumping for the same periods in 2023 and 2022.

Table 4. FY 2023 vs. FY 2022 Groundwater Pumping

	Jan-23	Jul 22 - Jan 23	Jan-22	Jul 21 - Jan 22
NCSD GW Well Production	10.2	391.1	34.8	376.8
Purveyor Customer Credit (33.3% of Import Water)	28.0	227.0	28.5	129.8
NCSD Total Calculated GW Production	38.1	618.1	63.3	506.6
Average GW Production for 2009-2013	142.1	1,526.7	142.1	1,526.7
NCSD Percentage of GW Reduction	73.2%	59.5%	55.5%	66.8%

Table 4 view of the data provides operations personnel with insight into year-end water production values and assists in their efforts to balance import and groundwater production with the purpose of reducing groundwater pumping to meet the self-imposed 50% pumping groundwater reduction – the current stage IV objective.

**Rainfall Gauge**

(Reported in inches)	Nipomo East (Dana Hills Reservoirs)	Nipomo South (Southland Plant)
Jan. 2023 Total	10.91	7.45
July-2022 through Jan-2023 (Season Total)	20.79	15.52
Feb 1, through Feb 17, 2023	.56	.41
Total Rainfall to date	21.35	15.93
County Reported Avg. Ann. Year Rainfall <sup>1</sup>	18.00	14.00
2006 - 2020 Avg. Ann. Year Rainfall <sup>1</sup>	15.39	13.30
2006 - 2020 Median Ann. Rainfall <sup>1</sup>	12.64	11.30

Note:

1. Data from County website

**Connection Report**

Nipomo Community Services District  
Water and Sewer Connections

END OF MONTH REPORT

WATER	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Water Connections - Total	4506											
New Water Connections	0	0	0	0	0	0	0	0	0	0	0	0
<b>SEWER CONNECTIONS</b>												
Sewer Town connections	2738											
Galaxy and PSSH at Orchard and Division Sewer connections billed to the County	484											
Subtotal	3222	0	0	0	0	0	0	0	0	0	0	0
BLACKLAKE	559											
Sewer Connections - Total	3781	0	0	0	0	0	0	0	0	0	0	0
New Sewer Connections Town and Blacklake	0	0	0	0	0	0	0	0	0	0	0	0
New Sewer Connections Galaxy	0	0	0	0	0	0	0	0	0	0	0	0

The Connection Report as of February 3, 2023

**Supplemental Water Capacity Accounting**

Summary Since January 25, 2008

	Number of Equivalent Meters	AFY
Supplemental Water Available for Allocation	947	500.0
Supplemental Water Reserved (Will Serve Letter Issued)	149	-78.1
Subtotal Net Supplemental Water Available for Allocation	798	421.9
Supplemental Water Assigned (Intent-to-Serve Issued)	185.6	-98.0
<b>Total Remaining Supplemental Water Available for Allocation</b>	<b>612</b>	<b>323.9</b>

Updated February 3, 2023

**Safety Program**

No Reportable Safety Issues

All-Staff Quarterly Safety Meeting Scheduled for March 24, 2023

**Other Items**

- COVID19 NCSD Response Plan Update [Attachment A]
- Dana Reserve – Schedule [Attachment B]
- County DESAL Committee Meetings [Attachment C]

**Meetings (February 5 through February 18)**

*Meetings Attended (telephonically or in person):*

- Feb 6, Staff Mtg. - Admin Supervisor Mtg.
- Feb 6, Admin/Eng. Briefing Senior Staff Return
- Feb 6, Eng./Admin Weekly Meeting
- Feb 6, County CWAT Desal Meeting
- Feb 7, Engineering Team Intertie Project Review
- Feb 7, Bond Management Meeting – De Crines
- Feb 7, 1<sup>st</sup> County CWAT Desal Meeting
- Feb 7, 2<sup>nd</sup> County CWAT Desal Meeting
- Feb 8, Rotary
- Feb 8, NCSD Regular Board Meeting
- Feb 8, After-Board Exec. Team Meeting
- Feb 9, 1<sup>st</sup> County Desal Working Group Meeting
- Feb 9, 2<sup>nd</sup> County Desal Working Group Meeting
- Feb 9, Tour of Southland WWTF – Dir. Hansen
- Feb 10, Staff Mtg. – Customer Service Specialist Mtg.
- Feb 10, NCSD Personnel – Interview Candidate
- Feb 13, Staff Mtg. - Admin Supervisor Mtg.
- Feb 13, SWCA – F&W Permit: HCP for BL Consolidation
- Feb 14, Five Star Bank – Interview
- Feb 14, NCSD Board Officer Meeting
- Feb 15, Finance & Audit Committee Meeting
- Feb 15, Asset Management – Sedaru
- Feb 16, CSDA Representative – Holifield
- Feb 17, Staff Mtg. - Cust. Service Specialist

**Meetings Scheduled (February 20 through February 24):**

*Upcoming Meetings (telephonically or in person):*

- Feb 20, Holiday
- Feb 21, Staff Mtg. - Admin Supervisor Mtg.
- Feb 21, NCSD Management Team
- Feb 21, NCSD Eng/Admin Weekly Meeting
- Feb 21, NCSD Administration Committee Meeting
- Feb 22, Rotary
- Feb 22, NCSD Regular Board Meeting
- Feb 22, After-Board Exec. Team Meeting
- Feb 23, NMMA-TG Manager's Meeting

- Feb 23, NMMA-TG Meeting
- Feb 24, Staff Mtg. - Cust. Service Specialist

**Upcoming Water Resource and Other Meetings**

*Upcoming Standing Meetings:*

- NMMA-TG: February 23rd (Thursday) @ 10:00 AM, Zoom Meeting
- RWMG: No Meeting Scheduled for November
- WRAC: March 1<sup>st</sup> (Wednesday) @ 1:30 pm, County Library
- NMMA Manager's Meeting: February 23<sup>rd</sup> (Thursday) @ 9:00 AM, Zoom Meeting
- NCSD Board Officer Meeting: February 28<sup>th</sup> (Tuesday) @ 4:30 pm, NCSD Board Rm.

**RECOMMENDATION**

Staff seeks direction and input from your Board

**ATTACHMENTS**

- A. COVID19 - NCSD Response Plan (Updated)
- B. Dana Reserve Schedule (Updated)
- C. Desal Meeting Schedule

FEBRUARY 22, 2023

ITEM F

ATTACHMENT A



Date: February 22, 2023 Board Meeting  
Response Activities to COVID19 Health Emergency  
Prepared by: Mario Iglesias, General Manager

## DISTRICT RESPONSE TO COVID-19, Updated February 17, 2023

### New Actions

California Governor Plans end to COVID19 Emergency Declaration: February 28, 2023

### Personnel on Quarantine ( No Change)

Office Personnel: 0  
Operational Personnel: 0  
Vaccine Update: No Change

### Ongoing Actions

1. Testing available for Employees to test (Voluntary)
2. Following SLO Co. Masking guidelines (Voluntary)
3. Following Cal/OSHA guidelines

### Previous Actions

1. For the Month of September, District Staff Tested 44 times (all negative results)
2. Mask Mandate Requirement Update – As of September 1, 2021, masks must be worn indoors at public facilities.
3. COVID19 Rapid Test Kits secured from SLO County at no cost to provide weekly work-place testing.
4. NCSO Board Passes Resolution Declaring Emergency in District [Res. 2020-1550, Mar. 24, 2020]
5. Admin Office Closed to the Public
  - a. Meetings are virtual – Conference Calls
6. Discontinued: Split staff into two teams
  - a. See schedule on Response Plan
7. Received directions for FEMA Public Assistance – Cost Tracking Guidance
8. Governor’s Executive Order – No Water Turn-offs
  - a. District instituted this policy as well as a No Late Fee – No Penalty Fees
9. Wipe-down between shifts
10. Each operator in separate designated vehicle.
11. Received additional PPE. Administration Staff will be on normal schedule 8-4:30 starting Monday May 18th
12. Operations Staff are on normal 7:00 am to 3:30 pm work schedule as of Monday, May 4<sup>th</sup>. County opened up construction sites.
13. Expanded Customer Service Work to include site visits for investigations (high bills, meter issues) week of May 11
14. Trailers for quarantine have been returned – May 1
15. District to begin wastewater sampling in conjunction with County effort to determine presence of COVID19 in communities – May 11
16. Temporary Admin Support Workers brought back to Office (Provider incentivized due to PPP Funds) – June 1
17. Lobby Modifications: Glass is equipped with speaker plates to allow the communication between customer and clerk without opening the sliding window.

Date: February 22, 2023 Board Meeting  
Response Activities to COVID19 Health Emergency  
Prepared by: Mario Iglesias, General Manager

18. Board Meetings open to the public.
19. County Offices Continued Closed with Appointments provided to some departments as needed.
20. June 18, 2020, Governor Order issued requiring face masks be worn in public places. District management purchased disposable face masks for staff, Board Members, and any public that attends District Board Meetings and lack a face mask.
21. The customer counter window modifications at the office are completed.
22. Capital Improvement Projects continue to be impacted and schedules for completion continue to be pushed back due to material delivery delays.
23. Administrative Office open to public – April 19, 2021
24. Mask Mandate in SLO County (reinstated on September 1<sup>st</sup>) will be lifted when:
  - a. The county reaches the yellow, “moderate” level of COVID-19 community transmission, as defined by the Centers for Disease Control and Prevention (CDC), and stay there for at least 10 days, and
  - b. Public Health Officer Dr. Penny Borenstein determines that COVID-19 hospitalizations are low and stable and area hospitals are able to meet the needs of patients.
25. County Health provided COVID19 Rapid Test that will get us through January 2022. NCSO requesting additional tests for February and March. The District has sufficient tests to sustain routine testing practices through January 2022.
26. February 16, 2022, Indoor Mask Mandate Lifted in San Luis Obispo County for vaccinated individuals.

#### Mask Mandate Status:

- Effective March 1, 2022, the requirement that unvaccinated individuals mask in indoor public settings will move to a strong recommendation that all persons, regardless of vaccine status, continue indoor masking.
- Universal masking shall remain required in specified high-risk settings.
- After March 11, 2022, the universal masking requirement for K-12 and Childcare settings will terminate. CDPH strongly recommends that individuals in these settings continue to mask in indoor settings when the universal masking requirement lifts.

#### September 23, 2023: Masks in California are required when:

Taking effect Friday (September 23, 2022) is the end of state-ordered mandatory masking in jails and prisons, homeless shelters, and emergency and cooling centers located in counties with a low COVID-19 community level, as defined by the U.S. Centers for Disease Control and Prevention.

#### October 2022: COVID-19 State of Emergency will end on February

Governor Gavin Newsom announced that the COVID-19 State of Emergency will end on February 28, 2023. It is anticipated that San Luis Obispo County will follow suite shortly thereafter, and that would provide a setting for the Nipomo Community Services District to end its Emergency Declaration issued in Resolution 2020-1550.

#### January 25, 2023: Nipomo CSD Wastewater Data on County Website

FEBRUARY 22, 2023

ITEM F

ATTACHMENT B

DANA RESERVE REVIEW SCHEDULE (AS OF 2/17/2023)

Status Update: Added Planning Commission Meeting in Q-1 2023

Date	Description	Comment
April 24, 2022	NCS D Review "Utility" Section of EIR	
June 16, 2022	Release of EIR	Extended from May 16, 2022
July 14, 2022	SLO County Planning Comm. Study Session	Zoom Meeting
July 21, 2022	LAFCO Study Session	County Lead Agency (9:00 am)
Aug. 1, 2022 <sup>1</sup>	Close Public Comment - DEIR	Was June 20, 2022 (Mario on Vaca)
Sept. 2022	Consider Ad-hoc Comm. (Annexation Agr.)	Establish January 2023
Nov. 17, 2022	NOTICE OF PETITION OF APPLICATION FOR ANNEXATION #30 DANA RESERVE <sup>1</sup>	60 Day Letter
Jan. 9, 2023	Ad-hoc Com. – Response to Notice of Petition	Prepare for Jan. 11 <sup>th</sup> Board Mtg.
Q-1 2023	County Planning Commission	At least one meeting
Q-1 2023	County Board of Supervisors	Accept EIR
Q-1 2023	LAFCO Inquiry of NCS D (Service Provisions) <sup>2</sup>	
Q-2 2023	NCS D Board	Annexation Application
Q-2 2023	LAFCO Review	

The above schedule is suggested and drawn from conversations with staff from the County, LAFCO, and the Developer. This schedule is a rough outline and is subject to change over time.

Notes:

1. NCS D Staff will provided a staff report at the January 11<sup>th</sup> Board Meeting that provided the Board of Directors with more information and possible actions.
2. Developer shifted to an annexation process that focuses first on LAFCO application and second the District’s application process. Under this format, LAFCO will be the agency that coordinates communication between the Developer and NCS D.  
Developer mailed letter September 20, 2022 to residents in Nipomo directing their attention to District website and the three reports addressing utilities – focus on explaining water situation.

RWG submitted comments on the Dana Reserve Specific Plan DEIR, August 1, 2022, to the County of San Luis Obispo supervision planner, Jennifer Guetschow.

**Phasing Plan Schedule** – Defines the fee schedule for the development. (May slip do to key NCS D staff shortage)

Administrative Draft Final Report	Friday, February 3, 2023
District Comments on Admin Draft Final Report	Friday, March 3, 2023
Draft Final Report	Friday, March 24, 2023
District Board Presentation	Wednesday, April 12, 2023
Final Report	Friday, May 5, 2023

FEBRUARY 22, 2023

ITEM F

ATTACHMENT C

Update: February 17, 2023

Mario Iglesias

County Water Action Team (CWAT)

County DESAL Meetings

Date	Speaker	Item/Issue/discipline	Company
1/10/2023	Dmitry Semenov	Financing Projects	Ridgeline Municipal Strategies, LLC
1/12/2023	Eric Miller	Fisheries Biologist	Miller Marin Science Consultants
1/17/2023	Did Not Attend		
1/19/2023	Tim Hogan	Biologist	TWB Environmental Research Consulting
2/6/2023	Rob Morrow	Engineering/Planning Team	WSC Inc. (Local Group)
2/7/2023	Did Not Attend		
2/7/2023	Lydia	Planning and Feasibility	Carollo Engineering
2/9/2023	Larry Kraemer	Engineering Firm	Cannon Eng.
2/9/2023	Daniel Heimel	Program Management/Engineering Services	Confluence Engineering Solutions