

NIPOMO COMMUNITY SERVICES DISTRICT

MARCH 21, 2023

3:30 P.M.

SPECIAL MEETING NOTICE & AGENDA ADMINISTRATION COMMITTEE

COMMITTEE MEMBERS

RICHARD MALVAROSE, CHAIRMAN
GARY HANSEN, MEMBER

PRINCIPAL STAFF

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

**MEETING LOCATION – Jon S. Seitz Board Room
148 S. Wilson Street, Nipomo, California**

1. CALL TO ORDER, FLAG SALUTE AND ROLL CALL

2. REVIEW UPDATES TO PERSONNEL MANUAL

ACTION RECOMMENDED: Review updated personnel manual and direct staff.

3. REVIEW AND CONSIDER RECOMMENDING ADDITION OF OPERATIONS MANAGER POSITION TO ORGANIZATION AND ADJUST RELATED OPERATIONAL JOB DESCRIPTIONS AS NEEDED

ACTION RECOMMENDED: Review recommendations for adding an Operations Manager to the organization and direct staff.

4. REVIEW AND CONSIDER RECOMMENDING ADJUSTING SALARY RANGE OF NIPOMO COMMUNITY SERVICES DISTRICT FINANCE DIRECTOR

ACTION RECOMMENDED: Review recommendation to adjust the salary range for the finance director position and, if in agreement with the recommendation, direct staff to present recommendation to the board for consideration.

5. SET NEXT MEETING DATE

ACTION RECOMMENDED: Set next meeting

6. ADJOURN