

TO: BOARD OF DIRECTORS
FROM: RAY DIENZO, P.E. R.D.
GENERAL MANAGER
DATE: MARCH 21, 2023



**REVIEW AND CONSIDER THE
FINANCE DIRECTOR TITLE AND ADD ASSISTANT GENERAL
MANAGER BACK INTO THE TITLE AND JOB DESCRIPTION**

ITEM

Review and consider the Finance Director Title and add Assistant General Manager back into the Job Description [RECOMMEND APPROVE MODIFICATION OF FINANCE DIRECTOR/ASSISTANT GENERAL MANAGER JOB DESCRIPTION]

BACKGROUND

On April 12, 2023, the Board voted to bifurcate the Finance Director/Assistant General Manager position and create two individual positions, an Assistant General Manager and a Finance Director. This provided a smooth transition for the onboarding of a new General Manager. Now that the General Manager is established and the Assistant General Manager has retired, the job title and description can be merged back to the original job title and description. Combining the Finance Director and Assistant General Manager positions will allow the District to operate efficiently and maintain excellent service.

At the March 12, 2024, Finance and Audit Committee meeting, the Committee approved the recommendation to revise the job description of the Finance Director to the Finance Director/Assistant General Manager position.

The Finance Director/Assistant General Manager ("Director") is one of four executive-level positions within the District's management staff: General Manager, Director of Engineering and Operations, Operations Manager, and Finance Director/Assistant General Manager. The Director's primary functions include overseeing the District's financial health and the administrative staff personnel and their functions in the organization.

FISCAL IMPACT

There is no financial impact to this item. The former Assistant General Manager and the current Finance Director have had the same salary range. The Finance Director/Assistant General Manager position will have the same salary range.

RECOMMENDATION

It is recommended that your Board consider the modification and adopt the Finance Director/Assistant General Manager job description.

ATTACHMENTS

- A. Job Description for the Finance Director/Assistant General Manager

MARCH 27, 2024

ITEM E-2

ATTACHMENT A

**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 may serve 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.

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.
- 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.

**JOB DESCRIPTION
NIPOMO COMMUNITY SERVICES DISTRICT**

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FLSA STATUS:	Exempt
REPORTS TO:	General Manager

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).

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.

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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**

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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

TO: BOARD OF DIRECTORS
 FROM: RAY DIENZO, P.E. R.D.
 GENERAL MANAGER
 DATE: MARCH 21, 2024

**AGENDA ITEM
 F
 MARCH 27, 2024**

GENERAL MANAGER'S REPORT

ITEM

Standing report to your Honorable Board -- *Period covered by this report is 3/10/2024 to 3/23/2024.*

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 and tracks late fee waivers. The table below provides February 2024 data, which is the most recent monthly data available. No leak adjustments or late fee waivers were applied in February. *No changes were made to this table from the 3/13/2024 meeting.*

OFFICE ACTIVITIES			
		Feb 24	Jan 24- Jan 25
Reports of Water Waste		0	0
Leak Adjustments		0	3
Leak Adjustment Amount		0	\$865.65
Late Fee Waivers		0	3
Late Fee Waiver Adjustment Amount		0	\$54.14

Water Resources

For the seven months of the 2023-24 Fiscal Year, the District's total combined production, including groundwater production wells and supplemental water imported through the Joshua Road Pump Station, registered 95.4 AF; the previous month registered 106.6 AF.

The District imported more water through the Joshua Road Pump Station than it produced from groundwater sources. This trend will continue through the year as the District strives to maintain the 50% groundwater reduction goal while also reaching the District's contract import water take amount of 1,000 AFY minimum. *No changes were made to this table from the 3/13/2024 meeting.*

Table 1. Total Production Acre Feet (AF)		
	Feb 24	Jul 23 - Jun 24
Groundwater Production	18.5	457.8
Supplemental Water Imported	<u>77.0</u>	<u>772.9</u>
Total Production	95.4	1230.7

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, below, captures this data. *No changes were made to this table from the 3/13/2024 meeting.*

	Feb-24	Jul 23 - June 24
NCSD GW Well Production	18.5	439.4
Purveyor Customer Credit (33.3% of Import Water)	23.4	255.8
NCSD Total Calculated GW Production	41.9	713.7
Average GW Production for 2009-2013	122.0	1648.7
NCSD Percentage of GW Reduction	66%	57%

2023-24 Fiscal Year Groundwater Pumping Forecast

Below, Table 3 projects the District’s groundwater pumping reduction for the 2023-24 Fiscal Year. Under the current Stage 4 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 first eight months of fiscal year 2023-24 actual – July through February – shows a groundwater pumping reduction of 66% while projected year end groundwater reduction estimates a 57% level of reduction. *No changes were made to this table from the 3/13/2024 meeting.*

Table 3. Projected Groundwater Pumping

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Year-to-Date Jul-Jun 2024	Target	Over/(Under)	AcFt
NCSD GW Well Production	82.6	90.3	72.4	71.8	52.3	45.7	24.4	18.5	647.0			
Purveyor Customer Credit (33.3% of Import Water)	36.7	34.2	35.4	36.6	32.9	28.7	28.0	23.4	376.7			
NCSD Total Calculated GW Production	119.2	124.5	107.8	108.4	85.2	74.3	52.3	41.9	1,023.7	1,266.7	243	
Average GW Production for 2009-2013	291.2	284.7	264.7	223.6	179.1	141.4	142.1	122.0	2,533.4	2,533.4		
NCSD Percentage of GW Reduction	59%	56%	59%	51.5%	52%	47%	63%	66%	59.6%	50.0%		

As demonstrated in Table 3, the District anticipates it will achieve its 50% groundwater pumping reduction target by 243 AcFt under the conditions stated in the previous paragraph.

On the following page, the Table 4 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.

Table 4 compares groundwater pumping for the same periods in 2023 and 2022. *No changes were made to this table from the 3/13/2024 meeting.*

Table 4. FY 2023 vs. FY 2022 Groundwater Pumping

	Feb-24	Jul 23 - Jun 24	Feb-23	Jul 22 - Jun 23
NCSW GW Well Production	18.5	457.8	20.4	600.7
Purveyor Customer Credit (33.3% of Import Water)	25.7	255.8	23.4	104.2
NCSW Total Calculated GW Production	44.1	713.7	43.8	704.9
Average GW Production for 2009-2013	142.1	1,648.7	142.1	1,648.7
NCSW Percentage of GW Reduction	69.0%	56.7%	69.2%	57.2%

*Projected

Rainfall Gauge

Below is the most recent available rain data¹ for the Fiscal Year 2023-24. *No changes were made to this table from the 3/13/2024 meeting.*

(Reported in inches)	Nipomo East (Dana Hills Reservoirs)	Nipomo South (Southland Plant)
Feb 2024 Total	7.02	5.24
July-2023 through June-2024 (Season Total)	18.35	14.02
County Reported Avg. Ann. Year Rainfall ¹	18.00	14.00
2006 - 2020 Avg. Ann. Year Rainfall ¹	15.39	13.30
2006 - 2020 Median Ann. Rainfall ¹	12.64	11.30

Note:

1. Data from County website

Connection Report

WATER	1/31/24	2/29/24	3/31/24	4/30/24	5/31/24	6/30/24	7/31/24	8/31/24	9/30/24	10/31/24	11/30/24	12/31/24
Water Connections - Total	4513	4513										
New Water Connections	0	0										
SEWER CONNECTIONS												
Sewer Town connections	2738	2738										
Galaxy and PSSH at Orchard and Division Sewer connections billed to the County	484	484	0									
Subtotal	3222	3222	0	0	0	0	0	0	0	0	0	0
BLACKLAKE	559	559										
Sewer Connections - Total	3781	3781	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
SEWER DWELLING UNIT EQUIVALENTS												
Sewer Town dwelling unit equivalents	3227	3227										
Galaxy and PSSH at Orchard and Division Sewer connections billed to the County	484	484										
Subtotal	3711	3711	0	0	0	0	0	0	0	0	0	0
BLACKLAKE	559	559										
Sewer Dwelling Unit Equivalents - Total	4270	4270	0	0	0	0	0	0	0	0	0	0
New Sewer Dwelling Unit Equivalents-Town	1	0	0	0	0	0	0	0	0	0	0	0
New Sewer Dwelling Unit Equivalents-Galaxy	0	0	0	0	0	0	0	0	0	0	0	0

The Connection Report as of 3/7/2024

Other Items

Meter Reading - Reminder that we will resume application of late fees in April.

Blacklake Sewer Consolidation Project – Good news! USFWS indicated that our Take Permit is in final review and permit issuance. Once our permit is officially issued, the conditions will be incorporated into our plans and specifications and will go out for construction bidding anticipated in mid-April.

Dana Reserve Schedule – LAFCO staff meeting provided updates to the proposed schedule. See Attachment A.

Safety Program

No Safety Issues

Supplemental Water Capacity Accounting

This table will be revised when information is updated. Currently, there is sufficient supplemental water capacity for all planned development.

Meetings Attended (remote or in person) March 10 to 22

- 2/26/2024 - NMMA Manager's Meeting
- 3/11/2024 - Advanced Clean Fleets - Infrastructure and Rule Provisions, Second Session
- 3/12/2024 - Engineering-Ops and Admin Coordination
- 3/13/2024 - Board Meeting
- 3/18/2024 - Weekly Customer Service Specialist Update
- 3/18/2024 - Management Team Meeting
- 3/19/2024 - NCSB Board Officers
- 3/20/2024 - Dana Reserve Coordination Meeting - LAFCO Staff
- 3/22/2024 - All Staff Safety Meeting
- 3/22/2024 - Board Packet Deliveries

Upcoming Water Resource and Other Meetings

- | | | | |
|-----------|--------------------------|----------|------------------------|
| 3/25/2024 | - NMMA Manager's Meeting | 9:00 AM | remote |
| 3/27/2024 | - Board Meeting | 9:00 AM | at District Board Room |
| 3/28/2024 | - NMMA - TG Meeting | 10:00 AM | remote |

RECOMMENDATION

Staff seeks direction and input from your Board.

ATTACHMENTS

- A. Dana Reserve Schedule – updated

MARCH 27, 2024

ITEM F

ATTACHMENT A

DANA RESERVE REVIEW SCHEDULE

Status Update: updated 3/21/2024

Date	Description	Comment
April 24, 2022	NCSD 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 ¹	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 ¹	60 Day Letter
Jan. 9, 2023	Ad-hoc Com. – Response to Notice of Petition	Prepare for Jan. 11 th Board Mtg.
July 24, 2023	SCAC – Town Hall Meeting, Nipomo H.S.	Community Meeting
August 30, 2023	County Planning Commission ² (Postponed)	Two days (8/30 & 8/31)
September 28	Planning Commission Study Session ³	
October 2023 ⁵	Tax Sharing Agreement (NCSD/SLO County)	Start Negotiations with the County
October 23 & 24	Planning Commission Hearing ⁴	Two days of testimony
November 2023	Review of revised EIR impact	
March 13, 2024	Review of updated Water Supply Assessment	Submit to County prior to April 23, 2024 County Board Meeting. Submitted to County 3/15/2024
April 23, 2024	1 st Meeting: County Board of Supervisors	Consider recommendation of PC to Certify EIR, General Plan Amendment, Approve Subdivision Map, Issue Conditional Use Permits
April 24, 2 2024	2 nd Meeting: County Board of Supervisors	
May 2024	NCSD Board Negotiations with Developer [Infrastructure Improvements/Costs] Property Tax Negotiations with County	<ul style="list-style-type: none"> • Discuss Annexation Agreement Between Developer and NCSD • Complete property tax negotiations with the County
June 2024	Board adopt – Annexation Agreement and Property Tax share	2 nd Board Meeting in June
July 2024	LAFCO Study Session	Public meeting to discuss project as approved by the County BOS, and detail other pertinent items related to annexation and the District that were not previously discussed at the July 2022 study session

July/Nov 2024	LAFCO Review & Approval Process	<ul style="list-style-type: none"> • Certificate of Filing – late summer 2024 • LAFCO Hearing – Oct 2024 • 30-Day Reconsideration Period – Nov 2024 • Certificate of Completion – Dec 2024 • LAFCO Filing with State Board of Equalization – Dec 2024
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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. NCSD Staff will provide a staff report at the January 11th Board Meeting that provided the Board of Directors with more information and possible actions.
2. The Commission action was to continue the project hearing until the October 23 & 24 Special Planning Commission Meeting.
3. September 28th, Study Session with Planning Commission & Public – held at County Sups Chamber
4. Will consider a recommendation to provide the Board of Supervisors to: Certify the Final EIR, Adopt the CEQA findings, Approve the Specific Plan, Approve the Vesting Tentative Tract Map, Approve related General Plan and Ordinance amendments, Approve a related Conditional Use Permit.
5. Previously September 2023. This will take place after the Planning Commission meetings are concluded.

The developer shifted to an annexation process that focuses first on the LAFCO application and second the District’s application process. Under this format, LAFCO will be the agency that coordinates communication between the Developer and NCSD.

The developer mailed a letter on September 20, 2022, to residents in Nipomo directing their attention to the District website and the three reports addressing utilities – focusing on explaining the 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. This Plan will inform the annexation agreement.

Administrative Draft Final Report	Dec 2023
District Comments on Admin Draft Final Report	Jan 2024
Draft Final Report	Jan/Feb 2024 ¹
District Board Presentation	Feb 2024 ²
Final Report	Mar 2024 ³

¹ Previously July 2023 (Changed on the 7/26/2023 Report)

² Previously September 2023 (Changed on 10/25/2023 Report) – staff awaiting final Planning Commission recommendations which got pushed to Oct 23&24, 2023. District Board received presentation on 2/14/2024

³ Previously September 2023 (Changed on 10/25/2023 Report). This report was finalized March 5, 2024.