

Nipomo Community Services District
2012-2013 Fiscal Year
Priorities and Goals

ADMINISTRATIVE

- Revise and update Personnel Manual
- Research new billing and accounting software programs, prepare and circulate Request for Proposals to replace billing software
- Adopt Reserve Policies
- Define new Information Officer position, recruit and hire Information Officer
- Reinitiate Quarterly Newsletters and an active program to educate customers on District services
- Upgrade and replace computer servers and local network
- Negotiate expansion of water storage facility
- Seat Supplemental Water Alternatives Evaluation Committee and support Committee efforts
- Meet Budget goals
- Maintain fiscal strength through careful and prudent management of District enterprise accounts, billing and collections

ENGINEERING/CAPITAL PROJECTS

- Initiate Southland Wastewater Treatment Facility Improvements, Phase I
- Define new Assistant Engineer position, recruit, and hire Assistant Engineer
- Maintain strong safety program including regular safety training for all staff
- Complete SCADA upgrade project
- Complete Willow Road Phase II waterline
- Define alternatives for obtaining supplemental water sources
- Complete Blacklake Well #4 refurbishment
- Decommission obsolete Blacklake Water system infrastructure
- Schedule and complete Standpipe Mixing project
- Install level measurement transducers at four well sites
- Support Supplemental Water Alternatives Evaluation Committee (Vice Chair)
- Maintain strong presence on NMMA Technical Group
- Monitor and maintain compliance with California Urban Water Conservation Council/Department of Water Resources water conservation Best Management Practices
- Monitor per-capita water use

OPERATIONS

- Recruit and hire Utilities Operator/Water Quality Technician
- Recruit and hire Utilities Worker
- Restructure Operations organization to promote advancement and retention of staff and support planned staffing growth to meet needs of facilities expansion and upgrade
- Perform a comprehensive facilities review of Blacklake Sewer System
- Fully implement electronic preventive maintenance program
- Maintain 100% compliance with regulatory monitoring and reporting requirements
- Zero reportable wastewater spills
- Maintain accident and injury free workplace
- Meet 100% water and sewer systems maintenance goals
- Continue Laboratory Certification advancement
- Continue staff training to increase aptitude and readiness
- Replace on-call Utility Truck and fleet Utility Truck
- Maintain facilities and equipment in high level of operational readiness