

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *BB*  
DATE: AUGUST 17, 2007

**AGENDA ITEM**  
**E-4**  
**AUGUST 22, 2007**

**ADOPT RESOLUTION INCREASING INTENT-TO-SERVE FEES**

**ITEM**

Consider adopting resolution amending fees for processing of Intent-To-Serve Letters [ADOPT RESOLUTION].

**BACKGROUND**

Your Honorable Board last set the administrative fee for processing Intent-To-Serve Letters at \$50 in 2002 (Resolution 2002-842). The current fee is intended to pay for the costs of administrative processing, whereas the costs of inspection and field crew time is tracked and billed separately. As discussed in the Budget workshops this Spring, the actual office (non-field) cost to processing Intent-To-Serve Letters is much higher than \$50. Attached is a spreadsheet displaying staff's estimated administrative cost for different types and sizes of projects.

Your Honorable Board reviewed staff's proposed amendments at your June 27, 2007 Board Meeting, agreed to set this hearing and directed staff to post and publish notice of this hearing consistent with the requirements of state law. Staff has posted and published the attached notice in a newspaper of general circulation twice at least 14 days prior to this hearing.

Your Honorable Board should note that Section 5B provides for an annual adjustment of the fees set forth in Appendix A on July 1<sup>st</sup> of each succeeding year by the change in the BLS CPI as of March 31<sup>st</sup> of each respective year – thus, the fees set forth in Appendix A would automatically change each year as the CPI goes up or down. Additionally, Section 6B provides for payment of the fee in up to two parts – most applicants would pay 25% upon submittal of the Intent-To-Serve Letter Application and the balance upon execution of the Plan Check and Inspection Agreement. Should your Honorable Board adopt this resolution at this meeting, the new fees would become effective on October 11, 2007.

**RECOMMENDATION**

Staff believes that the current \$50 fee does not cover NCSD's actual out-of-pocket expenses and that it should be amended. Staff believes that the costs set forth in the attached spreadsheet and in the draft resolution fairly capture the District's actual out-of-pocket costs for the administrative processes involved in processing the various classes of applications. Staff recommends that your Honorable Board adopt the attached Resolution and direct staff to implement.

**ATTACHMENTS**

- Proposed Fee Schedule
- Draft Resolution
- Notice

ADMINISTRATIVE COST ESTIMATES FOR ITS LETTER APPLICATION PROCESSING  
excludes third party plan check, third party legal and inspection costs

PROJECT SIZE/TYPE

	LABOR COSTS				LABOR TOTAL	OVER-HEAD (15% of Labor)	TOTAL
<b>Residential &lt;3 Units</b>							
Position	GM	ENG	AGM	SECR			
Est Hours		1	4	2	4		
FY07-08 Rate	105.77	99.1	67.09	44.31			
FY07-08 COST	105.77	396.4	134.18	177.24	813.59	122.04	935.63
<b>Residential 4 to 20</b>							
Position	GM	ENG	AGM	SECR			
Est Hours		2	6	2	4		
Fy07-08 Rate	105.77	99.1	67.09	44.31			
FY07-08 COST	211.54	594.6	134.18	177.24	1117.56	167.63	1285.19
<b>Residential &gt;20 Units</b>							
Position	GM	ENG	AGM	SECR			
Est Hours		2	8	2	4		
FY07-08 Rate	105.77	99.1	67.09	44.31			
FY07-08 COST	211.54	792.8	134.18	177.24	1315.76	197.36	1513.12
<b>Commercial &lt;1ac</b>							
Position	GM	ENG	AGM	SECR			
Est Hours		2	6	2	4		
FY07-08 Rate	105.77	99.1	67.09	44.31			
FY07-08 COST	211.54	594.6	134.18	177.24	1117.56	167.63	1285.19
<b>Commercial 1-3ac</b>							
Position	GM	ENG	AGM	SECR			
Est Hours		2	8	2	4		
FY07-08 Rate	105.77	99.1	67.09	44.31			
FY07-08 COST	211.54	792.8	134.18	177.24	1315.76	197.36	1513.12
<b>Commercial &gt;3ac</b>							
Position	GM	ENG	AGM	SECR			
Est Hours		3	12	2	4		
FY07-08 Rate	105.77	99.1	67.09	44.31			
FY07-08 COST	317.31	1189.2	134.18	177.24	1817.93	272.69	2090.62
<b>Mixed Use &lt;3 Dus</b>							
Position	GM	ENG	AGM	SECR			
Est Hours		2	8	2	4		
FY07-08 Rate	105.77	99.1	67.09	44.31			
FY07-08 COST	211.54	792.8	134.18	177.24	1315.76	197.36	1513.12
<b>Mixed Use 4+ Dus</b>							
Position	GM	ENG	AGM	SECR			
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**NIPOMO COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 2007- xxx**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE NIPOMO COMMUNITY SERVICES DISTRICT  
ESTABLISHING FEES, BY CATEGORY, FOR PROCESSING  
APPLICATIONS FOR DISTRICT SERVICES**

**WHEREAS**, it is a responsibility of the Nipomo Community Services District ("District") to recover administrative costs, including the cost of processing applications for District services from persons that apply for District services; and

**WHEREAS**, Govt. Code § 61123(a) provides that a Board of Directors may charge a fee to cover the cost of any service which the district provides or the cost of enforcing any regulation for which the fee is charged. No fee shall exceed the costs reasonably borne by the district in providing the service or enforcing the regulation for which the fee is charged; and

**WHEREAS**, District Code § 3.28.010(A) provides in relevant part that prior to accepting an application for processing, the applicant shall pay the appropriate application fee as established by resolution; and

**WHEREAS**, District staff has performed a study of the District's administrative costs for processing applications for services by categories (herein "the Study"). The Study includes an analysis of estimated District staff and in house engineering time and materials for processing projects, by category, that apply for District services. The intent of the Study is to provide a nexus between the District's estimated administrative costs and the fees the District charges for processing applications for District services from the Applicants; and

**WHEREAS**, the Study was received and filed on June 27, 2007 and has been available for public inspection at the District office since that date; and

**WHEREAS**, the Study substantiates the need for an increase in the District's current fees for processing applications for District services (herein "Application Fees"); and

**WHEREAS**, based upon facts and analysis presented by the Study, the Staff Report, Staff Presentation and public comment received, the Board of Directors finds:

- A. The public meetings adopting this Resolution have been properly noticed pursuant to Government Code § 54954.2 (The Brown Act); and
- B. That notice has been provided pursuant to Government Code Section 66018; and

**WHEREAS**, based on the Study, Staff Report, Staff Presentation and public comment, the Board of Directors further finds and determines that the Application Fees established herein comply with Government Code §§ 66014, 66016 and 61123 in that, said Reports, Studies and public comment:

- A. Identify the estimated cost to provide the service.
- B. Identify the revenue source to provide the service.
- C. Demonstrate a reasonable relationship between the amount of the fee and the estimated cost to provide the service.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the Board of Directors of the District as follows:

**Section 1.** Authority.

This Resolution is enacted pursuant to Government Code §§61123, 66014, 66016 and District Code §3.28.010.

**Section 2.** Fees for Uses Consistent with the Study.

The District Board of Directors hereby determine that the fees collected pursuant to this Resolution shall be used to pay District's estimated administrative costs, by categories, for processing applications for District services.

**Section 3.** Approval of Items in Study.

The District Board of Directors has considered the categories and the cost estimates in the Study and hereby approves such categories and cost estimates and finds them reasonable as the basis for calculating and imposing the Application Fees that are the subject of this Resolution.

**Section 4.** Adoption of Study.

The Study is hereby adopted.

**Section 5.** Amount of Fee.

- A. The Board of Directors hereby approves and adopts the Application Fees and charges set forth in Appendix "A" attached hereto and incorporated herein by this reference.
- B. The amount of the Application Fees shall be adjusted annually each July 1<sup>st</sup>, commencing on July 1, 2008, based on the average of the percentage changes in the Consumer Price Index for all items for San Francisco/Oakland/San Jose and the Consumer Price Index for the Los Angeles/Anaheim/Riverside at March 31<sup>st</sup> (or as soon as the data is available) of the current year over the previous year's index on the same date.
- C. The application fees adopted by this Resolution are in addition to other fees and charges the District imposes on projects, including, but not limited to fees and charges billed by District Consultants for processing applications for service, fees for connections and plan check and inspection fees.

**Section 6.** Timing of Fee.

- A. For residential projects with less than three (3) units the Application Fee is due and payable with the application for service.
- B. For residential units that exceed three (3) units and all commercial projects and mixed use projects, the Application Fee is due and payable as follows:
  - 1. Twenty-five percent (25%) as a non-refundable deposit with the application for service.
  - 2. The remainder of the Application Fee, plus charges for District consultants in processing the application, is due and payable prior to the District issuing a "Will-Serve Letter" or entering into a Plan Check and Inspection Agreement, whichever occurs first.

**Section 7. Incorporation of Recitals**

The Recitals are true and correct and incorporated herein by this reference. The Recitals and referenced reports and studies contained therein constitute additional findings of the District in support of this Resolution and the Application Fees adopted herein.

**Section 8. Prior Resolutions and Ordinances Superseded.**

The fees approved and adopted by this Resolution shall take effect in sixty (60) days and shall supersede previously adopted Resolutions & Ordinances that set the amount of fees adopted by this Resolution.

**Section 9. CEQA Findings**

The Board of Directors of the District finds that the fees adopted by this Resolution are for the purposes of recovering District expenses and are therefore exempt from the California Environmental Quality Act pursuant to Public Resources Code § 21080(b)(8) and CEQA Guidelines Section 15273. The Board of Directors further finds that the adoption of the Rules and Regulations established by this Resolution fall within the activities described in Section 15378(b)(3) of the CEQA Guidelines which are deemed not to be "projects" for the purposes of CEQA, because it can be seen with certainty that the adoption of the Rules and Regulations may have a significant effect on the environment. The District General Manager is directed to prepare and file an appropriate notice of exemption.

**Section 10. Severability.**

If any section, subsection, sentence, clause or phrase of this Resolution or the imposition of a fee for any project described in the Study or the application thereof to any person or circumstance shall be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this Resolution or other fees adopted by this Resolution that can be given effect without the invalid provisions or application of fees.

**Section 11. Effect of Headings in Resolution.**

Title, division, part, chapter, article, and section headings contained herein do not in any manner affect the scope, meaning, or intent of the provisions of this Resolution.

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**Section 12. Effective Date.**

The fees identified in the attached Appendix "A" adopted by this Resolution shall take effect sixty (60) days following the adoption of this Resolution by the Board of Directors.

Upon the motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_ and on the following roll call vote, to wit:

AYES:  
NOES:  
ABSENT:  
CONFLICTS:

the foregoing resolution is hereby adopted this \_\_\_\_ day of \_\_\_\_\_ 2007.

\_\_\_\_\_  
Michael Wynn, President  
Nipomo Community Services District  
Board of Directors

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
DONNA K. JOHNSON  
Secretary to the Board

\_\_\_\_\_  
JON S. SEITZ  
District Legal Counsel

ADMINISTRATIVE COST ESTIMATES FOR ITS LETTER APPLICATION PROCESSING  
excludes third party plan check, third party legal and inspection costs

PROJECT SIZE/TYPER

Residential <3 Units	LABOR COSTS				LABOR TOTAL	OVER- HEAD (15% of Labor)	TOTAL
	GM	ENG	AGM	SECR			
Position							
Est Hours		1	4	2	4		
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Residential >20 Units							
Position	GM	ENG	AGM	SECR			
Est Hours		2	8	2	4		
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**NOTICE OF PUBLIC HEARING  
NIPOMO COMMUNITY SERVICES DISTRICT  
ADOPTION OF NEW FEES FOR PROCESSING  
APPLICATIONS FOR DISTRICT SERVICE**

**AUGUST 22, 2007 AT 9:00 A.M. AT THE  
NIPOMO COMMUNITY SERVICES DISTRICT MEETING ROOM**

On August 22, 2007 at 9:00 a.m. at 148 South Wilson, Nipomo, California, the Nipomo Community Services District Board of Directors ("District") will hold a public hearing to consider the approval of a proposed Resolution that would increase District fees for processing applications for District services by category ("Application Fees"). The proposed fees would apply to new applications for District services.

At the Hearing, any interested person, may appear and be heard on the matters set forth in this Notice.

The proposed new Application Fees are to recover District costs in processing applications for District services. District Staff has performed a study of District administrative costs for processing applications for services by categories (herein the "Study"). The Study includes an analysis of estimated District Staff and in house Engineering time and materials for processing projects, that apply for District services. The Study was received and filed on June 27, 2007, and is available for public inspection at the District office located at the above address. The Study is also available at the District website [www.ncsd.ca.gov](http://www.ncsd.ca.gov).

The proposed Application Fees for processing applications, by category, for District services are as follows:\*

Project Size/Type:

Residential <3 units	\$ 935.63
Residential 4-20 units	\$1,285.19
Residential >20 units	\$1,513.12
Commercial <1 acre	\$1,285.19
Commercial 1-3 acres	\$1,513.12
Commercial > 3 acres	\$2,090.62
Mixed Use with less than 3 Dwelling Units	\$1,513.12
Mixed Use with four or more Dwelling Units	\$2,090.62

\* outside consulting and legal fees will be billed to the applicant at direct rate.

**Commencing on July 1, 2008 and each year thereafter the Application Fees shall be adjusted by a Consumer Price Index formula.**

Further questions can be directed to Bruce Buel, District General Manager, at 929-1133.



TO: BOARD  
FROM: BRUCE BUEL *BBB*  
DATE: AUGUST 17, 2007



REVISE SUPERINTENDENT SALARY RANGE & AUTHORIZE RECRUITMENT

**ITEM**

Revise Superintendent salary range and authorize recruitment [ADOPT RECOMMENDATION].

**BACKGROUND**

Staff has processed one round of recruiting for the Utility Superintendent. Although one qualified candidate applied, staff believes that the current annual salary (Range 47 -- \$61,728 to \$75,036) is not sufficient to attract multiple candidates.

Attached are excerpts from the salary survey prepared by CCWA staff detailing the market for all of their positions including their Maintenance Superintendent. According to this survey, the average salary paid by the ten responding agencies was \$79,896 to \$100,578. The average salary paid by the three Santa Barbara agencies for their respective positions was \$71,167 to \$87,581. Attached is a copy of NCSD's current Monthly Salary Range Schedule. The range closest to the Santa Barbara average is Range 53 (\$5,955 per month or \$71,460 per year to \$7,236 per month or \$86,832 per year). The range closest to the ten agency average is Range 58 (\$6,729 per month or \$80,748 per year to \$8,180 per month or \$100,578 per year).

Attached is an evaluation of the additional cost for a full year if the District were to increase the salary from Range 47 to 53. As set forth in the cost estimate, the total cost for the adjustment would be \$13,295 for a twelve-month period. In regards to FY07-08, should the Board agree to increase the salary range for the position from 47 to 53 and should the position be filled in January 2008 at Step 1, the remaining six months of salary and benefits would total about \$49,000 whereas the budget for the twelve-month period was about \$84,500. Also attached is a copy of the previous ad listing the job requirements.

The Finance, Audit and Personnel Committee on August 13, 2007 unanimously recommended that the Board reset the Superintendent Salary Range from 47 to 53.

**RECOMMENDATION**

Staff respectfully requests that your Honorable Board increase the salary range of the Utility Superintendent from 47 to 53 and authorize recruitment.

**ATTACHMENTS**

- CCWA Salary Survey Excerpts
- NCSD Salary Range Schedule
- Cost Estimate
- Previous Job Advertisement

## 2007 Salary Comparison

Table 3

CCWA Job Title	CCWA Pay Grade	CCWA Current		Ave. of Respondents		Average % Difference	Ave. SB County		Average % Difference	Proposed	
		Starting	High Range	Starting	High Range		Starting	High Range		Starting (12%)	High Range (12%)
Executive Director			\$146,394	\$144,907	\$185,874	27%	\$132,360	\$159,429	9%		\$163,961
Deputy Director			\$127,300	\$112,654	\$155,152	22%	\$112,206	\$140,068	10%		\$142,576
Chief Engineer	25	\$89,449	\$109,128	\$101,940	\$128,696	18%	\$92,414	\$117,806	8%	\$100,183	\$122,223
Engineering Technician	16	\$55,780	\$68,052	\$60,680	\$77,216	13%	\$53,809	\$69,068	1%	\$62,474	\$76,218
Regulatory Specialist	18	\$61,691	\$75,592	\$70,068	\$86,341	14%	\$60,152	\$73,115	-3%	\$69,396	\$84,663
Senior Accountant	16	\$55,780	\$68,052	\$62,490	\$78,527	15%	\$56,373	\$72,232	6%	\$62,474	\$76,218
Account Specialist	13	\$47,647	\$58,130	\$48,270	\$60,341	4%	\$49,476	\$62,135	7%	\$53,365	\$65,106
Secretary II	10	\$41,092	\$50,133	\$48,131	\$60,927	22%	\$48,236	\$62,165	24%	\$46,024	\$56,149
* Maintenance Superintendent	20	\$68,811	\$83,949	\$79,896	\$100,578	20%	\$71,167	\$87,581	4%	\$77,068	\$94,023
Distribution Supervisor	17	\$58,792	\$71,726	\$68,059	\$84,445	18%	\$62,920	\$77,938	9%	\$65,847	\$80,333
Water Treatment Plant Supervisor	20	\$68,811	\$83,949	\$73,799	\$92,934	11%	\$68,452	\$86,165	3%	\$77,068	\$94,023
Senior Chemist	18	\$61,691	\$75,592	\$68,462	\$85,777	13%	\$57,608	\$73,742	-2%	\$69,396	\$84,663
Instrument & Control Specialist	18	\$61,691	\$75,592	\$61,123	\$77,598	3%	\$57,765	\$73,570	-3%	\$69,396	\$84,663
Maintenance/ICR Technician	15	\$52,925	\$64,568	\$51,848	\$64,927	1%	\$55,799	\$67,824	5%	\$59,276	\$72,316
Maintenance Foreman	16	\$55,780	\$68,052	\$61,975	\$76,220	12%	\$57,075	\$73,393	8%	\$62,474	\$76,218
Water Treatment Plant Maintenance Tech	14	\$50,214	\$61,261	\$53,212	\$65,468	7%	\$49,725	\$60,442	-1%	\$56,240	\$68,612
Water Treatment Plant Operator	14	\$50,214	\$61,261	\$57,287	\$70,648	15%	\$50,467	\$63,340	3%	\$56,240	\$68,612
Distribution Technician	14	\$50,214	\$61,261	\$48,044	\$61,726	1%	\$45,075	\$57,136	-7%	\$56,240	\$68,612
					Average	12%		Average	6%		

2007 Salary Comparison

CCWA Job Title	CCWA		Zone 7 Water Agency		Calleguas		Castaic Lake Water Agency		Contra Costa Water District		Goleta Water District		Helix Water District		Las Virgenes Municipal Water District		Buellton		Santa Barbara		Santa Maria		Santa Ynez River Water Conservation District, ID #1		United Water Conservation District		
	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	
Executive Director		\$146,359		\$198,910			\$170,000	\$190,000		\$239,822		\$160,800		\$179,484		\$195,800			\$137,620	\$167,278	\$127,100	\$154,491		\$155,145		\$178,316	
Deputy Director		\$127,300	\$136,656	\$150,654	\$77,510	\$103,347	\$107,244	\$130,668	\$126,506	\$153,754	\$88,635	\$118,779	\$111,360	\$142,128	\$117,988	\$165,183			\$120,883	\$146,934	\$127,100	\$154,491				\$130,434	
Chief Engineer	\$89,449	\$109,128			\$105,323	\$140,430	\$112,808	\$137,196	\$126,506	\$153,754	\$88,635	\$118,779	\$111,360	\$142,128	\$92,007	\$128,808			\$117,906	\$143,315	\$93,307	\$113,416	\$69,807	\$95,714		\$113,417	
Engineering Technician	\$55,780	\$68,052			\$64,971	\$86,628			\$61,256	\$74,422	\$59,695	\$79,997	\$53,568	\$68,234	\$67,887	\$88,252			\$51,777	\$62,935	\$57,399	\$69,769	\$46,365	\$63,572	\$83,203	\$101,133	
Regulatory Specialist	\$61,961	\$75,592							\$88,483	\$107,515			\$71,484	\$91,620					\$65,129	\$79,165	\$55,175	\$67,065					
Senior Accountant			\$99,029	\$120,370	\$49,878	\$66,504			\$72,853	\$88,546	\$65,493	\$87,767	\$62,004	\$79,140	\$52,233	\$64,706			\$60,736	\$73,825	\$56,317	\$68,454	\$42,944	\$58,882	\$63,412	\$77,078	
Account Specialist	\$47,647	\$58,130	\$50,024	\$60,798	\$39,902	\$53,203			\$56,992	\$69,243	\$48,061	\$64,407	\$53,568	\$68,384	\$47,759	\$59,164			\$52,557	\$63,884	\$47,810	\$58,113			\$37,755	\$45,891	
Secretary II	\$41,092	\$50,133	\$53,206	\$64,667	\$54,153	\$72,204			\$52,354	\$63,606	\$59,695	\$79,997	\$44,064	\$56,244	\$45,894	\$56,855			\$48,285	\$58,690	\$41,925	\$50,960	\$43,039	\$59,012	\$38,699	\$47,038	
Maintenance Superintendent	\$68,811	\$87,949	\$85,571	\$104,021			\$101,160	\$123,252	\$81,589	\$99,195			\$83,100	\$106,056	\$74,244	\$96,520	\$70,032	\$88,356	\$80,306	\$97,612	\$63,164	\$76,776				\$113,416	
Distribution Supervisor	\$58,792	\$71,726	\$85,571	\$104,021	\$64,191	\$85,588	\$83,232	\$101,400	\$74,194	\$90,172	\$71,299	\$95,548	\$62,004	\$79,140	\$64,366	\$79,740			\$70,892	\$86,170	\$53,127	\$64,577	\$56,363	\$65,458	\$63,412	\$77,078	
Water Treatment Plant Supervisor	\$68,811	\$87,949	\$85,571	\$104,021	\$80,812	\$107,750			\$83,013	\$100,922	\$71,299	\$95,548	\$71,784	\$91,620	\$74,244	\$96,520			\$70,892	\$86,170	\$63,164	\$76,776			\$63,412	\$77,078	
Senior Chemist	\$61,961	\$75,592	\$71,906	\$87,402			\$87,384	\$106,476	\$65,374	\$79,456	\$59,695	\$79,997	\$65,112	\$83,100	\$74,244	\$96,520			\$55,521	\$67,486						\$58,685	\$71,575
Instrument & Control Specialist	\$61,961	\$75,592	\$70,242	\$85,384	\$45,758	\$76,264	\$65,208	\$79,452	\$65,499	\$79,643	\$53,878	\$72,202	\$62,004	\$79,140	\$66,981	\$79,788			\$61,652	\$74,938						\$48,329	\$58,745
Maintenance/CR Technician	\$52,925	\$64,568			\$42,244	\$56,325							\$51,012	\$65,112	\$61,857	\$76,629			\$55,799	\$67,824						\$48,329	\$58,745
Maintenance Foreman	\$55,780	\$68,052	\$90,646	\$90,646	\$64,191	\$85,588			\$61,027	\$74,152	\$55,370	\$74,214	\$56,244	\$71,784	\$61,657	\$76,629			\$59,240	\$72,007	\$54,822	\$66,637	\$58,866	\$80,713	\$57,488	\$69,829	
Water Treatment Plant Maintenance Tech	\$50,214	\$61,261	\$64,043	\$64,043	\$52,137	\$69,517			\$54,101	\$65,728			\$46,272	\$68,364	\$48,715	\$60,353					\$49,725	\$60,442			\$57,488	\$69,829	
Water Treatment Plant Operator	\$50,214	\$61,261	\$79,082	\$83,034	\$50,688	\$73,726	\$56,328	\$68,640	\$59,384	\$72,218	\$48,061	\$64,407	\$59,052	\$75,372	\$59,445	\$73,640			\$53,616	\$65,171	\$49,725	\$60,442			\$57,488	\$69,829	
Distribution Technician	\$50,214	\$61,261			\$52,137	\$69,517			\$55,328	\$67,267	\$42,244	\$56,612	\$56,244	\$71,784	\$50,695	\$62,804	\$40,200	\$49,428	\$51,008	\$62,000	\$49,725	\$60,442	\$42,200	\$57,197	\$40,658	\$60,213	

NIPOMO COMMUNITY SERVICES DISTRICT  
MONTHLY SALARY RANGE

	Monthly Salary Range					Longevity Pay	
	Step 1	Step 2	Step 3	Step 4	Step 5	15 Yrs - 2.5%	20 Yrs - 2.5%
1	\$1,675	\$1,758	\$1,846	\$1,939	\$2,036	\$2,087	\$2,137
2	\$1,717	\$1,802	\$1,893	\$1,987	\$2,087	\$2,139	\$2,191
3	\$1,758	\$1,846	\$1,939	\$2,036	\$2,137	\$2,191	\$2,244
4	\$1,802	\$1,893	\$1,987	\$2,087	\$2,191	\$2,246	\$2,300
5	\$1,846	\$1,939	\$2,036	\$2,137	\$2,244	\$2,300	\$2,357
6	\$1,893	\$1,987	\$2,087	\$2,191	\$2,300	\$2,358	\$2,415
7	\$1,939	\$2,036	\$2,137	\$2,244	\$2,357	\$2,415	\$2,474
8	\$1,987	\$2,087	\$2,191	\$2,300	\$2,415	\$2,476	\$2,536
9	\$2,036	\$2,137	\$2,244	\$2,357	\$2,474	\$2,536	\$2,598
10	\$2,087	\$2,191	\$2,300	\$2,415	\$2,536	\$2,600	\$2,663
11	\$2,137	\$2,244	\$2,357	\$2,474	\$2,598	\$2,663	\$2,728
12	\$2,191	\$2,300	\$2,415	\$2,536	\$2,663	\$2,730	\$2,796
13	\$2,244	\$2,357	\$2,474	\$2,598	\$2,728	\$2,796	\$2,864
14	\$2,300	\$2,415	\$2,536	\$2,663	\$2,796	\$2,866	\$2,936
15	\$2,357	\$2,474	\$2,598	\$2,728	\$2,864	\$2,936	\$3,008
16	\$2,415	\$2,536	\$2,663	\$2,796	\$2,936	\$3,009	\$3,083
17	\$2,474	\$2,598	\$2,728	\$2,864	\$3,008	\$3,083	\$3,158
18	\$2,536	\$2,663	\$2,796	\$2,936	\$3,083	\$3,160	\$3,237
	\$2,598	\$2,728	\$2,864	\$3,008	\$3,158	\$3,237	\$3,316
	\$2,663	\$2,796	\$2,936	\$3,083	\$3,237	\$3,318	\$3,399
21	\$2,728	\$2,864	\$3,008	\$3,158	\$3,316	\$3,399	\$3,482
22	\$2,796	\$2,936	\$3,083	\$3,237	\$3,399	\$3,484	\$3,569
23	\$2,864	\$3,008	\$3,158	\$3,316	\$3,482	\$3,569	\$3,656
24	\$2,936	\$3,083	\$3,237	\$3,399	\$3,569	\$3,658	\$3,747
25	\$3,008	\$3,158	\$3,316	\$3,482	\$3,656	\$3,747	\$3,839
26	\$3,083	\$3,237	\$3,399	\$3,569	\$3,747	\$3,841	\$3,935
27	\$3,158	\$3,316	\$3,482	\$3,656	\$3,839	\$3,935	\$4,030
28	\$3,237	\$3,399	\$3,569	\$3,747	\$3,935	\$4,033	\$4,131
29	\$3,316	\$3,482	\$3,656	\$3,839	\$4,030	\$4,131	\$4,232
30	\$3,399	\$3,569	\$3,747	\$3,935	\$4,131	\$4,235	\$4,338
31	\$3,482	\$3,656	\$3,839	\$4,030	\$4,232	\$4,338	\$4,444
32	\$3,569	\$3,747	\$3,935	\$4,131	\$4,338	\$4,446	\$4,555

NO	Monthly Salary Range					Longevity Pay	
	Step 1	Step 2	Step 3	Step 4	Step 5	15 Yrs - 2.5%	20 Yrs - 2.5%
33	\$3,656	\$3,839	\$4,030	\$4,232	\$4,444	\$4,555	\$4,666
34	\$3,747	\$3,935	\$4,131	\$4,338	\$4,555	\$4,669	\$4,782
35	\$3,839	\$4,030	\$4,232	\$4,444	\$4,666	\$4,782	\$4,899
36	\$3,935	\$4,131	\$4,338	\$4,555	\$4,782	\$4,902	\$5,022
37	\$4,030	\$4,232	\$4,444	\$4,666	\$4,899	\$5,022	\$5,144
38	\$4,131	\$4,338	\$4,555	\$4,782	\$5,022	\$5,147	\$5,273
39	\$4,232	\$4,444	\$4,666	\$4,899	\$5,144	\$5,273	\$5,401
40	\$4,338	\$4,555	\$4,782	\$5,022	\$5,273	\$5,404	\$5,536
41	\$4,444	\$4,666	\$4,899	\$5,144	\$5,401	\$5,536	\$5,671
42	\$4,555	\$4,782	\$5,022	\$5,273	\$5,536	\$5,675	\$5,813
43	\$4,666	\$4,899	\$5,144	\$5,401	\$5,671	\$5,813	\$5,955
44	\$4,782	\$5,022	\$5,273	\$5,536	\$5,813	\$5,958	\$6,104
45	\$4,899	\$5,144	\$5,401	\$5,671	\$5,955	\$6,104	\$6,253
46	\$5,022	\$5,273	\$5,536	\$5,813	\$6,104	\$6,256	\$6,409
47	\$5,144	\$5,401	\$5,671	\$5,955	\$6,253	\$6,409	\$6,565
48	\$5,273	\$5,536	\$5,813	\$6,104	\$6,409	\$6,569	\$6,729
49	\$5,401	\$5,671	\$5,955	\$6,253	\$6,565	\$6,729	\$6,894
50	\$5,536	\$5,813	\$6,104	\$6,409	\$6,729	\$6,898	\$7,066
51	\$5,671	\$5,955	\$6,253	\$6,565	\$6,894	\$7,066	\$7,238
52	\$5,813	\$6,104	\$6,409	\$6,729	\$7,066	\$7,242	\$7,419
53	\$5,955	\$6,253	\$6,565	\$6,894	\$7,238	\$7,419	\$7,600
54	\$6,104	\$6,409	\$6,729	\$7,066	\$7,419	\$7,605	\$7,790
55	\$6,253	\$6,565	\$6,894	\$7,238	\$7,600	\$7,790	\$7,980
56	\$6,409	\$6,729	\$7,066	\$7,419	\$7,790	\$7,985	\$8,180
57	\$6,565	\$6,894	\$7,238	\$7,600	\$7,980	\$8,180	\$8,379
58	\$6,729	\$7,066	\$7,419	\$7,790	\$8,180	\$8,384	\$8,589
59	\$6,894	\$7,238	\$7,600	\$7,980	\$8,379	\$8,589	\$8,798
60	\$7,066	\$7,419	\$7,790	\$8,180	\$8,589	\$8,803	\$9,018
61	\$7,238	\$7,600	\$7,980	\$8,379	\$8,798	\$9,018	\$9,238
62	\$7,419	\$7,790	\$8,180	\$8,589	\$9,018	\$9,243	\$9,469
63	\$7,600	\$7,980	\$8,379	\$8,798	\$9,238	\$9,469	\$9,700
64	\$7,790	\$8,180	\$8,589	\$9,018	\$9,469	\$9,706	\$9,942
65	\$7,980	\$8,379	\$8,798	\$9,238	\$9,700	\$9,942	\$10,185
66	\$8,180	\$8,589	\$9,018	\$9,469	\$9,942	\$10,191	\$10,439
67	\$8,379	\$8,798	\$9,238	\$9,700	\$10,185	\$10,439	\$10,694
68	\$8,589	\$9,018	\$9,469	\$9,942	\$10,439	\$10,700	\$10,961

Adjusted for 3.53% COLA effective 7/1/07

**NIPOMO COMMUNITY SERVICES DISTRICT  
COST ESTIMATE**

	<u>47</u>	<u>53</u>	<u>DIFFERENCE</u>
<b>SALARY</b>			
STEP 1	5,144	5,955	811
12 MONTH PERIOD			12
ANNUAL WAGE DIFFERENCE			<u>9,732</u>
<b>BENEFITS</b>			
MEDICAL-NO CHANGE			0
DENTAL-NO CHANGE			0
VISION-NO CHANGE			0
PERS (28.791%)			2,802
MEDICARE (1.45%)			141
W/C INSURANCE			620
			<u>3,563</u>
<b>TOTAL DIFFERENCE</b>			<u><u>13,295</u></u>



# NIPOMO COMMUNITY SERVICES DISTRICT

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(805) 929-1133 FAX (805) 929-1932  
[www.ncsd.ca.gov](http://www.ncsd.ca.gov)

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## NIPOMO COMMUNITY SERVICES DISTRICT

### ACCEPTING APPLICATIONS FOR

### UTILITY SUPERINTENDENT

SALARY \$61,728 to \$75,036 annually plus benefits (see back side)

THE POSITION Under general direction from the General Manager, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex operations and maintenance functions and activities related to all programs and activities of the Utility Department; administers current and long-range planning activities; plans, manages and coordinates the installation, operation, maintenance, and repair of water and wastewater facilities including treatment plants and underground collection and distribution lines; ensures the reliable operation of all equipment, whether stationary or mobile; ensures that District operations functions meet all applicable laws, regulations and District policies; provides expert professional assistance to District management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; prepares numerous written reports; makes public presentations. Exercises direct and general supervision over operations and maintenance staff through subordinate levels of supervision; and performs related work as required.

EXAMPLES OF DUTIES Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Utility Department, including current and long-range planning. Prepares and administers the department's budget. Confers with and represents the department and District in meetings with members of the Board of Directors and others. Ensures compliance with all District operational and maintenance safety policies and procedures and provides for staff training in safety and compliance. Maintains and directs the preparation of a variety of written correspondence, reports and procedures and other written materials.

### MINIMUM QUALIFICATIONS

Education

And

Experience

Equivalent to an Associate's degree in water and/or wastewater sciences, pre-engineering, business or public administration, supervision or management, or a related field, and five years of experience in utility operations, including two years of supervisory experience.

Licenses

Must possess a valid California Class "C" driver's license and have and maintain a satisfactory driving record.

Must possess the following certifications:

- CA Grade III Water Distribution Operator Certification
- CA Grade II Water Treatment Plant Operator Certificate
- CA Grade III Wastewater Treatment Plant Operator Certificate
- CA Grade II Wastewater Collection System Maintenance Certification

**FINAL FILING DATE: FRIDAY, JULY 13, 2007, AT 4:30 P.M.**

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL *BB*  
DATE: AUGUST 17, 2007

**AGENDA ITEM  
E-6  
AUGUST 22, 2007**

SET 2007 STRATEGIC PLAN WORKSHOP

**ITEM**

Set date and format for 2007 Strategic Plan Workshop [ADOPT RECOMMENDATION].

**BACKGROUND**

Staff believes that last year's strategic plan workshop was valuable and proposes that the Board convene another session this year with a one and one-half day format instead of last year's one day format. The 1.5 day format would include an afternoon session on a Friday (either 11/30 or 12/7), followed by an evening social, followed by an all day session on the next day (either 12/1 or 12/8). Chuck Beesley is available for either couplet at a cost of \$3,900 or he could do a one day session for a cost of \$2,800.


Should your Board agree to the 1.5 day workshop, staff proposes to arrange for representatives from the County, other relevant agencies, and District Counsel to participate during the Friday segment of the workshop, leaving Saturday for goal setting. Staff further proposes that the Friday evening social include spouses and employees as a holiday mixer as opposed to arranging for a separate event later in December.

**RECOMMENDATION**

Staff respectfully requests that the Board agree on a concept and select the date(s) for this year's workshop so that accommodations can be arranged.

**ATTACHMENT**

- NONE

TO: BOARD OF DIRECTORS  
FROM: BRUCE BUEL   
DATE: AUGUST 17, 2007



COMMENT ON AFFORDABLE HOUSING ORDINANCES & FRAMEWORK

**ITEM**

Review and respond to actions of 8/9/07 SLO County Planning Commission regarding Affordable Housing Ordinances and Framework for Planning Amendments [FORWARD COMMENTS TO COUNTY].

**BACKGROUND**

On August 8, 2007, your Honorable Board reviewed the County's Draft Affordable Housing Ordinances, the accompanying FEIR, and a Draft Framework for Planning Amendment. Your Board developed a series of concerns and your Board authorized President Winn to present those concerns at the August 9, 2007 Planning Commission meeting. On August 9, 2007, President Winn did present the Board's concerns and the Planning Commission continued consideration of both items until its August 30, 2007, meeting. The Planning Commission has agreed to receive additional feedback at this meeting.

Staff has worked with District Legal Counsel to develop a draft, written submittal detailing the District's concerns with the two amendments. The submittal should be ready for publication by Monday, August 20, 2007, and staff will provide copies to the Board and the community as soon as it is ready.

**RECOMMENDATION**

Staff feels strongly that the District should submit its concerns in writing to the County prior to and at the Planning Commission meeting and to the Board of Supervisors should either proposal move forward. Staff respectfully requests that your Honorable Board review staff's proposed letter, edit the letter, and direct that the final letter be submitted to the County prior to the Planning Commission meeting and at the Planning Commission meeting.

**ATTACHMENT**

- None (Draft letter to be delivered under separate cover)

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