

NIPOMO COMMUNITY SERVICES DISTRICT

Friday, November 13, 2009

11:00 A. M.

SPECIAL MEETING AGENDA AND NOTICE

BOARD of DIRECTORS

JAMES HARRISON, PRESIDENT
LARRY VIERHEILIG, VICE PRESIDENT
ED EBY, DIRECTOR
MICHAEL WINN, DIRECTOR
BILL NELSON, DIRECTOR

PRINCIPAL STAFF

BRUCE BUEL, GENERAL MANAGER
LISA BOGNUDA, ASSIST. GENERAL MANAGER
DONNA JOHNSON, BOARD SECRETARY
JON SEITZ, GENERAL COUNSEL
PETER SEVCIK, DISTRICT ENGINEER

MEETING LOCATION

District Board Room
148 S. Wilson Street
Nipomo, California

The public has the right to comment on any item on the Special Meeting Agenda when the item is being considered.

A Special Meeting of the Nipomo Community Services District ("District") will be held on Friday, November 13, 2009, at 11:00 a.m. at the District Office located at 148 S Wilson Street Nipomo Ca. The following items will be considered by the District Board of Directors as part of the Special Meeting Agenda:

1. CALL TO ORDER, ROLL CALL, AND FLAG SALUTE
2. CLOSED SESSION ANNOUNCEMENT/ITEM:

PUBLIC EMPLOYEE APPOINTMENT (Government Code §54957)

Title: District Interim General Manager

3. PUBLIC COMMENT ON CLOSED SESSION ITEM
4. ADJOURN TO CLOSED SESSION
5. OPEN SESSION / ANNOUNCEMENT OF ACTIONS, IF ANY, TAKEN IN CLOSED SESSION
6. CONSIDER APPROVAL OF TEMPORARY SALARY ADJUSTMENT FOR ASSISTANT GENERAL MANAGER

ADJOURN

JON S. SEITZ
MICHAEL W. SETIZ

SHIPSEY & SEITZ, INC.

A LAW CORPORATION
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JON S. SEITZ
District Legal Counsel
Nipomo Community Services District

JOHN L. SEITZ
(1924-1984)

GERALD W. SHIPSEY
(RETIRED)

STAFF REPORT

Special Meeting Friday, November 13, 2009.
Agenda Item 6

To: Nipomo Community Services District
From: Jon S. Seitz, District Legal Counsel
Date: November 9, 2009
Subject: Temporary Increase in Assistant Manager Salary

The Assistant General Manager's salary is currently set at seventy-six thousand five hundred dollars (\$76,500.) per year. Staff is recommending a temporary salary adjustment for the Assistant General Manager until a full-time General Manager takes office. The recommendations are as follows:

1. From November 2, 2009, through the date an Interim General Manager takes office - ninety thousand dollars (\$90,000.) per year payable in monthly installments with normal payroll deductions.*
2. From the date the Interim General Manager takes office until two weeks after the full-time General Manager takes office - eighty-three thousand dollars (\$83,000.) per year payable in monthly installments with normal payroll deductions.*
3. Two weeks after the full-time General Manager takes office, the Assistant General Manager will return to the current salary arrangement (prior to November 2, 2009) at three-quarter ($\frac{3}{4}$) time or at a salary as otherwise approved by the Board of Directors.

* On an as needed basis, the Assistant General Manager would take time off to address family needs. Said time when taken, will be charged to vacation time.

Prior to November 2, 2009, the Assistant General Manager's salary was seventy-six thousand five hundred dollars (\$76,500.) per year (\$6,372.00 per month).

Pursuant to agreement, the Assistant General Manager was working three-quarter ($\frac{3}{4}$) time, therefore, the annual salary was fifty-seven thousand three hundred seventy-five dollars (\$57,375.).

From November 2, 2209, the Assistant General Manager has taken on the responsibilities of the General Manager including, but not limited to, management of the District including projects, preparing for and attending meetings (including night meetings). These responsibilities are in addition to the management of the District's administrative staff. The Assistant General Manager has voluntarily returned to full-time until the new General Manager takes office. It is expected that the increased responsibilities of the Assistant General Manager will decrease, but not eliminated upon the hiring of the Interim General Manager.

The proposed salary adjustments reflect the increased management responsibilities and time commitments of the Assistant General Manager until two weeks after the new full-time General Manager takes office.

THE RECOMMENDED ACTION BEFORE YOUR BOARD is to: by Board discussion, public comment, motion, second and roll call vote:

- a. Approve the recommended salary adjustment for the Assistant General Manager as referenced in Paragraphs 1, 2, and 3 of this staff report; or
- b. Amend or modify the recommendations in Subparagraph (a) above.

END OF MEMORANDUM