



Memo

To: Board of Directors
From: Jordan Dietz, General Manager
Date: March 16, 2021
Subject: Managers Report

- 1. Covid-19 Response** – The office has reopened as of March 10th, 2021. Shields are in place at the front counter, a non-contact hand sanitizing station is provided in the entry foyer, and signage indicating that masks are required is placed in the foyer. The website has been updated to reflect these changes as well.
- 2. Document Review with Ron Van Blarcom** – Counsel and I will continue to work on proposed changes to Personnel Manual for review by the Board.
- 3. Urban Water Management Plan** – After accepting and signing the contract documents, myself, Steve Wood and Dave Sale had a virtual meeting with staff at Webb, and worked to create a list of documentation to be provided and the correct means for providing it. Documents have been steadily uploaded and staff continues to collect and provide necessary items.
- 4. Field Updates** – Field crews have continued working diligently to replace MTUs as they reach their end of life. There are currently 400-500 remaining in stock, and this should handle the current replacement need. For Division 20, there are currently no MTUs needing replacement, and Division 10 has less than 200.

Meter testing continues in-house by staff, providing certified results for the annual water audit. These meter tests must be completed by July for the audit.

State regulations seem to have a focus on mainline replacement, largely targeting Asbestos-Concrete pipe. Our District has approximately 30% AC pipe in the system, which is not currently causing issues. All steel pipe has been removed.

- 5. Electra Well Progress** – After providing approval to AdEdge technologies, system drawings were received, and Steve Wood designed a rough building layout. When snow clears, a site survey will be performed, and we will then gather bids for building construction.
- 6. Staff Uniforms** – Steve Wood regulates Field staff clothing, and when we ran nearly out of available District uniform shirts, worked with me to find replacements. Ultimately, the District chose to work with a local provider, Classic Images. We will also be ordering shirts for Office staff in the near future.
- 7. IT Support** – On March 1st, 2021, On-Call IT Consultants (OCITC) took ownership of the District IT contract and system. Since that time, improvements have been made to the phone system and software, printing issues have been resolved and productivity seems to be increasing. California Computer Options has continued to provide information to staff and Ryan of OCITC, and are nearly done assisting in the transition. There will be no further bills from them.
- 8. Office Update** – Office Manager Larrie Davis continues to work with Jeanene Weiss to ensure she is well trained and informed as we near Larrie's retirement. Additionally, Larrie and Jeanene are working together to train the two new Customer Service Representatives, who are both showing signs of understanding and growth, even after such a short time.
- 9. California Bank & Trust** – After extended delays due to Resolution modification and COVID-19 restrictions, banking documents have been completed and applied, allowing General Manager Dietz to sign all documents and checks. Jordan's credit card was ordered and has shipped, however increases to District card limits were denied due to previous financial statements.