

Memo

To: Board of Directors

From: Jordan Dietz, General Manager

Date: May 18, 2021 Subject: Manager's Report

- **1. Covid-19 Response** The office has reopened as of March 10<sup>th</sup>, 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 and creation of District Policies.
- **3. Urban Water Management Plan –** We are beginning to post 60-day notices in the next week, allowing the public to comment on the plan at our regular June Board meeting. We can add a special meeting if that is preferred.
- **4. Field Updates –** Filed Supervisor Steve Wood's crews have been happy to have the nice weather return, and have been using the time to make excellent progress. Annual flushing and AR/VR valve maintenance have been completed, including repairs and replacements where necessary.

We have hired two seasonal help employees to assist with District projects this summer. So far, they have both been great help, giving assistance to staff in District Office cleaning and organization. They will be helping with tank and well site cleanup, painting and other tasks to improve and beautify the District.

In June, the District will be working with Marine Diving Solutions to perform dive inspections on 7 District tanks. This is a company we have worked with before, and been very happy with. Tank dive inspections are completed on every tank once every 5 years, and are required by DWR. Steve and myself are developing a schedule to balance the cost of these tests better over each 5-year period.

During one workday in the second week of May, Mike Casas and Griffin Brown were driving in-District when they came across a man who had fallen in his driveway. His wife was attempting to help him up but couldn't, and his head was bleeding. Mike and Griffin stopped and helped get the man into his house, and went on about their day. We have since received multiple thanks for their assistance, and the couple has praised them as heroes.

- **5. Electra Well Progress –** AdEdge technologies has partnered with the Charles P. Crowley Company, who will now be representing our project. I have had great discussions with our representative, Mario Miranda, and we are working to bring them fully up to speed on the current state and plans for the site. A site visit is being planned.
- **6. 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, Jeanene and Judith have all been working to help train the new CSRs.
- 7. Staff Meetings and Training Staff were introduced to the District's Hazard Mitigation Plan in order to help them understand safety issues that the District looks to mitigate. Staff were included, and given information on proper safety practices and how to handle issues that arise. Moving forward, staff will continue to learn District policies and procedures, and will be trained on the safety program as it develops.
- **8. Continued Education –** I have registered for the CSDA's General Manager Summit at the end of June. After participating in a different CSDA Supervisor training, I received further feedback that past participants had found this to be a very useful event.

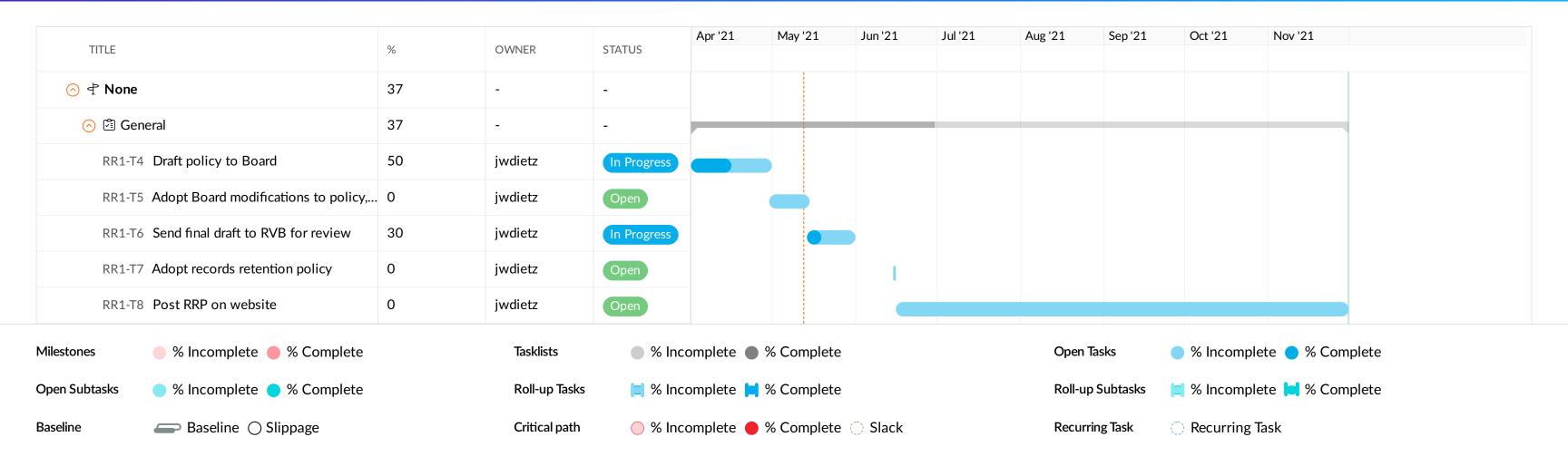
In previous discussion, the Board had expressed interest in a particular training that General Manager Clanin had found beneficial, and last week the announcement for that training was sent to us. The training takes place over the course of a full year, incorporating many methods and guidelines for better management.

Steve Wood and I discussed training for his role as a supervisor, and Steve is going to enroll in at least one supervisor training course in the coming months. Steve also completed the Wienhoff Drug Testing Reasonable Suspicion/Supervisor training as required by the Department of Transportation.



### Milestone Gantt

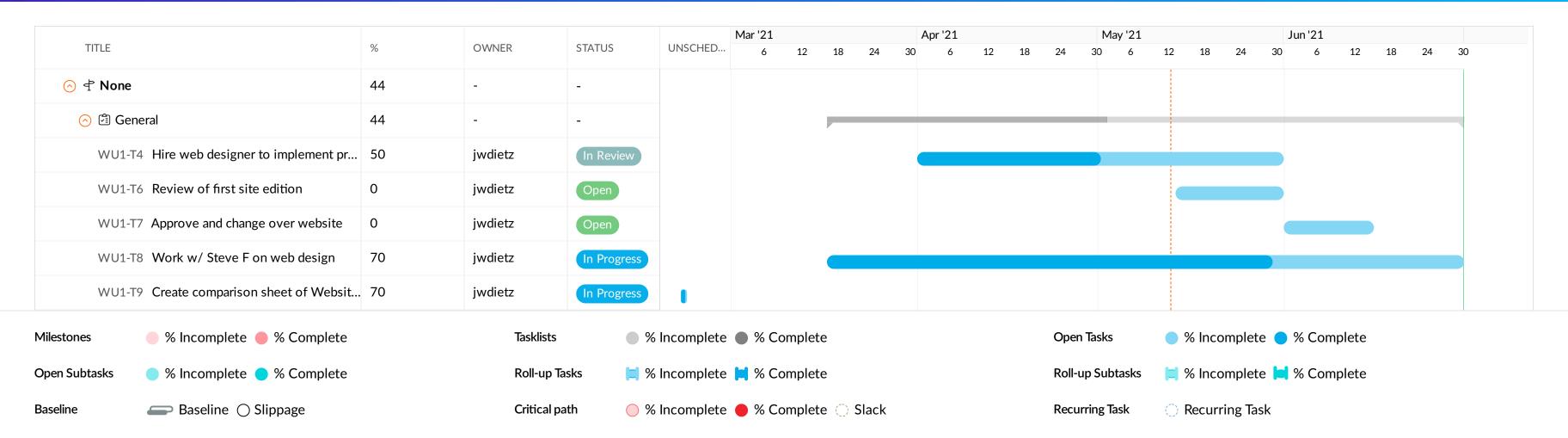
Project Name: Records Retention Policy Creation • View: All Open





## Milestone Gantt

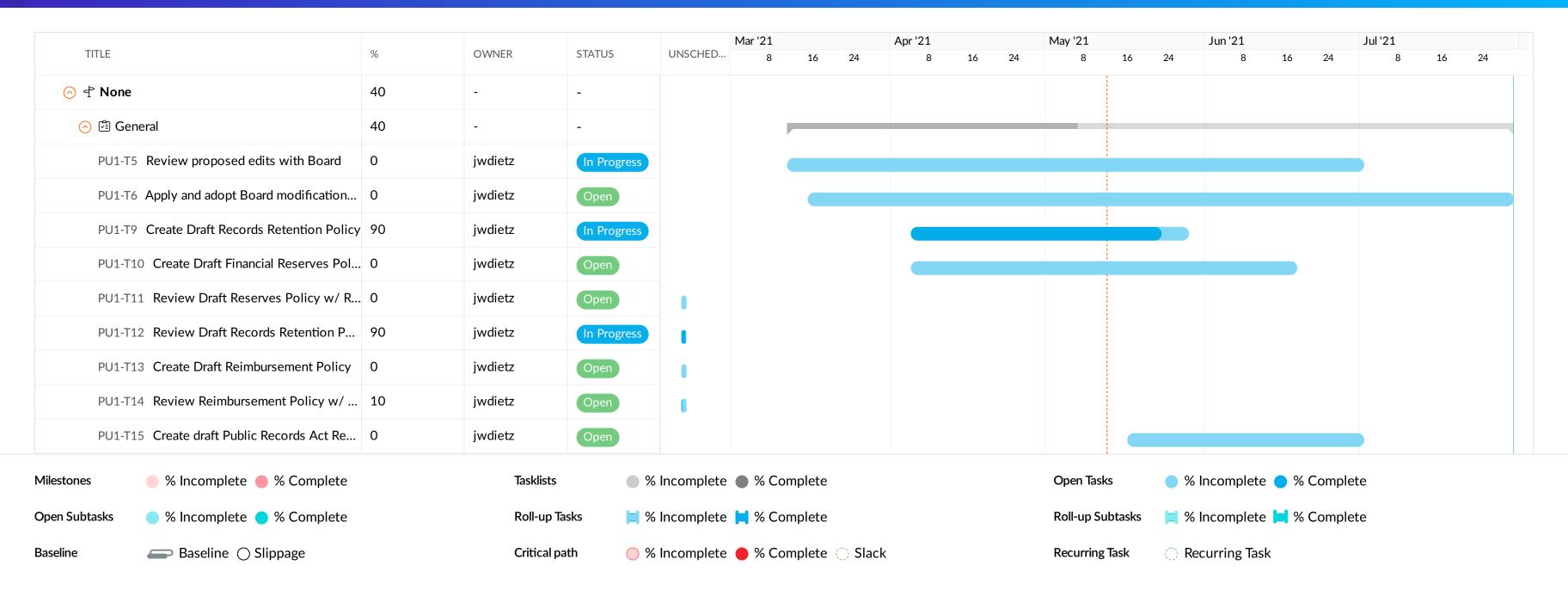
Project Name: Website Update • View: All Open



# Project

### Milestone Gantt

Project Name: Policy Updates • View: All Open





#### **Milestone Gantt**

Project Name: Electra Well • View: All Open

