



## *Memo*

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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

TITLE	%	OWNER	STATUS	Apr '21	May '21	Jun '21	Jul '21	Aug '21	Sep '21	Oct '21	Nov '21
None	37	-	-								
General	37	-	-	[Roll-up bar]							
RR1-T4 Draft policy to Board	50	jwdietz	In Progress	[Task bar]							
RR1-T5 Adopt Board modifications to policy,...	0	jwdietz	Open		[Task bar]						
RR1-T6 Send final draft to RVB for review	30	jwdietz	In Progress			[Task bar]					
RR1-T7 Adopt records retention policy	0	jwdietz	Open				[Task bar]				
RR1-T8 Post RRP on website	0	jwdietz	Open				[Task bar]				

Milestones ● % Incomplete ● % Complete

Open Subtasks ● % Incomplete ● % Complete

Baseline  Baseline  Slippage

Tasklists ● % Incomplete ● % Complete

Roll-up Tasks ■ % Incomplete ■ % Complete

Critical path ● % Incomplete ● % Complete  Slack

Open Tasks ● % Incomplete ● % Complete

Roll-up Subtasks ■ % Incomplete ■ % Complete

Recurring Task  Recurring Task

# Milestone Gantt

Project Name: Website Update • View: All Open

TITLE	%	OWNER	STATUS	UNSCHED...	Mar '21					Apr '21					May '21					Jun '21									
					6	12	18	24	30	6	12	18	24	30	6	12	18	24	30	6	12	18	24	30					
None	44	-	-		[Gantt bars for None]																								
General	44	-	-		[Gantt bars for General]																								
WU1-T4 Hire web designer to implement pr...	50	jwdietz	In Review		[Gantt bar for WU1-T4]																								
WU1-T6 Review of first site edition	0	jwdietz	Open		[Gantt bar for WU1-T6]																								
WU1-T7 Approve and change over website	0	jwdietz	Open		[Gantt bar for WU1-T7]																								
WU1-T8 Work w/ Steve F on web design	70	jwdietz	In Progress		[Gantt bar for WU1-T8]																								
WU1-T9 Create comparison sheet of Websit...	70	jwdietz	In Progress		[Gantt bar for WU1-T9]																								

Milestones ● % Incomplete ● % Complete

Open Subtasks ● % Incomplete ● % Complete

Baseline  Baseline  Slippage

Tasklists ● % Incomplete ● % Complete

Roll-up Tasks ■ % Incomplete ■ % Complete

Critical path ● % Incomplete ● % Complete  Slack

Open Tasks ● % Incomplete ● % Complete

Roll-up Subtasks ■ % Incomplete ■ % Complete

Recurring Task  Recurring Task

# Milestone Gantt

Project Name: Policy Updates • View: All Open

TITLE	%	OWNER	STATUS	UNSCHED...	Mar '21			Apr '21			May '21			Jun '21			Jul '21		
					8	16	24	8	16	24	8	16	24	8	16	24	8	16	24
⊞ None	40	-	-																
⊞ General	40	-	-																
PU1-T5 Review proposed edits with Board	0	jwdietz	In Progress																
PU1-T6 Apply and adopt Board modification...	0	jwdietz	Open																
PU1-T9 Create Draft Records Retention Policy	90	jwdietz	In Progress																
PU1-T10 Create Draft Financial Reserves Pol...	0	jwdietz	Open																
PU1-T11 Review Draft Reserves Policy w/ R...	0	jwdietz	Open																
PU1-T12 Review Draft Records Retention P...	90	jwdietz	In Progress																
PU1-T13 Create Draft Reimbursement Policy	0	jwdietz	Open																
PU1-T14 Review Reimbursement Policy w/ ...	10	jwdietz	Open																
PU1-T15 Create draft Public Records Act Re...	0	jwdietz	Open																

Milestones ● % Incomplete ● % Complete

Open Subtasks ● % Incomplete ● % Complete

Baseline  Baseline  Slippage

Tasklists ● % Incomplete ● % Complete

Roll-up Tasks ■ % Incomplete ■ % Complete

Critical path ● % Incomplete ● % Complete  Slack

Open Tasks ● % Incomplete ● % Complete

Roll-up Subtasks ■ % Incomplete ■ % Complete

Recurring Task  Recurring Task

# Milestone Gantt

Project Name: Electra Well • View: All Open

TITLE	%	OWNER	STATUS	Mar '21	Apr '21	May '21	Jun '21	Jul '21	Aug '21	Sep '21	Oct '21
None	20	-	-								
General	20	-	-	[Roll-up bar]							
EW1-T3 Commission plot plan design and surveyin...	60	jwdietz	In Progress	[Task bar]							
EW1-T4 Board sign-off on construction quote for b...	0	jwdietz	Open			[Task bar]					
EW1-T5 Begin construction of site building	0	jwdietz	Open					[Task bar]			
EW1-T6 Take delivery of AdEdge removal system	0	jwdietz	Open						[Task bar]		
EW1-T7 Begin piping installation of removal system...	0	jwdietz	Open							[Task bar]	
EW1-T8 Build retaining wall/pave driveway	0	jwdietz	Open							[Task bar]	
EW1-T9 Have fence installed around site	0	jwdietz	Open								[Task bar]
EW1-T10 Final Start-up of Well site, with removal a...	0	jwdietz	Open								[Task bar]

Milestones ● % Incomplete ● % Complete

Open Subtasks ● % Incomplete ● % Complete

Baseline  Baseline  Slippage

Tasklists ● % Incomplete ● % Complete

Roll-up Tasks ■ % Incomplete ■ % Complete

Critical path ● % Incomplete ● % Complete  Slack

Open Tasks ● % Incomplete ● % Complete

Roll-up Subtasks ■ % Incomplete ■ % Complete

Recurring Task  Recurring Task