

LAKE DON PEDRO CSD

MANAGEMENT ACTIONS, PROJECTS AND PRIORITIES

January 12, 2017

Board President Danny Johnson requested that as part of my manager's report I provide the Board an overview of the current projects/Issues on which I am working and their relative priority to the whole.

ITEM	ACTIONS	PRIORITY RATIONALE
HIGH PRIORITY		
Intake Booster Bidding	Review revised specifications and bid invitations, identify and coordinate plan distribution, set up internal construction documentation regime, research and confirm current bidding laws, set bid and site visit schedule	High priority due to timeline to complete project during low water consumption periods
IRWMP Grant Projects	Water Use Efficiency – Coordinate with MCRCD, prepare work scope, attend MCRCD meetings, prepare survey and analyze results	High Priority, state grant contract deadlines
	Service Line Replacements – Develop and review master meter project specifications, direct development of plans and specifications for project bidding	High Priority, Must meet state grant contract deadlines, reduce high leakage rates
	Grant Administration – Quarterly report preparation, coordination with state	High Priority, Contracts and state deadlines
Emergency Wells	Manage consultant, coordinate with funding agencies, research, prepare and submit documentation	High priority to receive grant reimbursements
Ranchito Well #1 Renovations	Manage construction, coordinate with contractor and engineer, review inspection, video results and cost estimates	High priority to get well back online, reduce drawdown on existing emergency wells
Barge Upgrades	Review plans, direct engineering consultant, develop and administer contracts	High priority in the event of main pump failure
Filter Renovations	Coordinate with contractor, engineer and staff, contract administration	High Priority due to filter condition
Ordinance Review/Update	Research and review existing policy, consult with attorney, compare historical policies modified in different ways, write new language, review with Board	High due to resolving customer request, avoid legal challenges and provide clear direction
Fixed Asset Accounting	Research and review existing accounting policies and practices, consult with accountant, propose revised accounts, research projects and Board actions	High due to confusion and conflict/duplication of work and potential for inaccurate accounting
State Reports	Research documentation, prepare reports, maintain schedule, relationships	High state timelines, compliance problems/fines
District Administration	Review of financial reports, evaluation of management data, expense approvals, personnel performance review, project contract administration and expense review, alternative evaluation and report writing	High due to timely nature of the tasks, such as those required for Board packets, process or operations changes, reporting accuracy and regulatory compliance

MEDIUM PRIORITY

Water Grab by State	Follow/Review State Water Board actions related to adoption of the Substitute Environmental Document for the Bay Delta Water Quality Plan	Medium priority due to delayed final comment date (March 2017). The importance of the potential for loss of our water supply, schedule for final approval
Leak Control	Develop and implement a plan to control system leaks and keep them under control	
Personnel Policy Update	Review current policy, consult with attorney, review standard policy drafts, coordinate with current staff, propose to Board	Medium due to potential liability
Maintenance Plan Implementation	Research industry practices, manage and coordinate with consultants, collect and manage data, evaluate and document maintenance time requirements, understand staffing and operational constraints, research training requirements and employee compensation	Medium due to necessity in system, lack of resources to implement is an impediment

LOW (ER) PRIORITY

District Map Updates	Coordinate with Consultant, research information, review documents	Low priority due to the need as documentation only
Bylaw Adoption	Research existing policy, evaluate alternatives, consult with legal counsel, draft and review language, propose to Board	Low but important to ensure correct records and legal compliance
Plan Replacement Raw Water pipeline	Coordinate with engineering, find funding, evaluate pipeline routes, determine permitting, hire planning consultant (environmental), hire engineering (design) consultant	Low priority due to infrequent leaks, cost of project and available management time
Board Norms/Protocol	Conduct series of Board workshops, develop and implement results, incorporate into Board orientation program	Low priority due to functional board for term, lack of management time
Records Management	Update and improve the District's record management system and document office procedures	Low priority due to low staffing
Job Descriptions	Update the District organizational chart, job descriptions and job requirements	Low priority due to high management workload
Performance Evaluations	Update the performance evaluation process for all positions	Low priority due to high management workload
Prioritize CIP Projects	Prioritize Infrastructure Replacement and Upgrade Projects for system reliability, efficient operations and investments	Low priority due to high project count and \$, and no management time
Develop a Plan for Implementation of CIP	Hire and coordinate with consultant. Evaluate cashflow and rates, evaluate project funding options, Match cashflow to projected expenses	Low priority due to high project cost, board direction to abandon rate study and no management time
Relationship Development	Increase the productivity of relationships between the District and its stakeholders through increased meetings, developing and distributing reports, etc	Low priority due to high project cost and no management time