

This brief is being provided to inform the board, staff, and public of the details of an agenda item that requires no action from the board. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

Date: 15 July 2022

Originator: General Manager

Purpose of Brief: Informational Briefing

Supporting Documents Included: No

1. Transition Update

- Cline and Associates has assumed bookkeeping responsibility. We have reconciled and closed the books on 2021/2022, completed our first billing without incident, and moving forward with the 2022-23 budget. Will be implementing a "GMCSD-Billing" email address so quarterly statements appear to come from the CSD rather than C&A.
- Skyler has assumed responsibility for all W&S state reports and all field operations. Sky is primary POC for our field contractors and engineering support.
- Leslie is "cleaning" house in the office, cleaning out old paper and archiving required and historical documents. Leslie is also updating processes and procedures and will be developing an office procedures manual in the coming months.
- New VOIP office telephone system is on-line. Press 1 for a water or sewer emergency, #2 for billing and financial questions, #3 for CSD Admin, #4 for W&S Operations, etc. ***Cost savings of \$250 per month over AT&T.***
- Staff has made significant headway using Smartsheet to track and record water production data and develop a financial dashboard.
- New Dell server for the office is being configured and will be installed on 27 July. Server will put entire staff in the same drive for customer and operational data and will allow controlled outside access to board and staff to designated files. Security and backup managed by our IT contractor.
- We have thoroughly reworked our customer data to ensure integrity, accuracy, accessibility – working towards a 100% email list.
- Still have much to do but every day gets better

2. Rate Case Update

- After first billing of new rates, Cline and Associates have managed many initial inquiries regarding the new rates, but no major negative feedback. She refers hard cases to me. Inquiries have tapered off after first couple weeks.
- Next challenge is to develop and implement a User fee schedule of rates. We have started collecting data and Catherine Hansford will help us work through the process. Nowhere near as complicated as user fees.

3. Drought

- While the state has put in place major water use guidelines and reporting for Urban Water Providers (greater than 3,000 connections), they have not established requirements for small district – but we suspect they are coming.
- Urban districts are required to reduce water by percentages over 2020 water use. This is similar to what we saw in 2014-2017 with water use compared to 2013. We are working on a plan to compare and report on data monthly over 2020 usage.
- We have implemented a process to have meter reads completed by the 5th of the month to allow routine water use reporting data by the 10th. . On a quarterly basis we will provide Cline and Associates with quarterly water use and billable cost by 10th of the following month, allowing them to issue bills by 15th of the month.
- Well performance is solid with no indication reduced production capacity.

4. Miscellaneous

- At least one homeowner has installed a wildfire exterior sprinkler system designed to wet down their house in the event of wildfire. These systems are designed as “turn on and leave” which presents a potential significant threat to our minimal water capacity in event of a fire. Preliminary discussion with the County is that such systems have to be permitted if connected to the domestic water supply. While we might prohibit such systems by Ordinance, that presents some legal issues. Will need to tackle this issue.
- District has received the second \$15k increment of Dixie Fire PG&E funding, one more installment expected. Some angst among other fire districts the GMCSO has received these funds. Funds restricted to equipment and training purposes.
- ***Purchase of VOIP conference phone – needed?*** Zoom not always appropriate.

5. Next Major Initiatives

- Benefits Review (Draft Benefits Review Ad-Hoc Committee Charter attached for review)
- Begin detailed engineering/finance planning for Water Reclamation Project
- User Fees



Benefits Review Ad-Hoc Committee

D-R-A-F-T

PURPOSE: The GMCSD staff benefits package needs a thorough review against current laws and requirements, and it is anticipated changes need to be made to the district's current benefit package. The Benefits Review Ad-Hoc Committee will complete this review in coordination with our CSDA benefits program representatives and will rely on the district's legal counsel for their input and approvals. Any recommended changes will be brought to the GMCSD board for their review and potential adoption.

MEMBERSHIP & TERM: General Manager, Assistant General Manager, Director Bennie, Director Curtis and as directed by the board on May 20, 2022. Others will be invited as subject matter experts to assist in the review. It is anticipated this Ad-Hoc Committee will be in force for 6 months beginning July 15, 2022.

MEETINGS: Meetings will be held as necessary to coordinate the review. As an Ad-Hoc Committee of the Board, meetings do not require advance notice or public participation.

RESPONSIBILITIES:

- Coordinate meetings with CSDA benefits experts who can assist with building a revised benefits package.
- Ensure financial impacts to any proposed benefit package can be supported by the district with near- and long-term outlook.
- Bring to the board for their review, a revised benefits package that meets current law, while considering immediate and long-term impacts to District finances.

Ad-Hoc Committee Compliance with the Brown Act:

The Brown Act does not apply to ad hoc committees consisting solely of less than a quorum of the legislative body, provided they are composed solely of member of the legislative body and provided that these ad hoc committees do not have some "continuing subject matter jurisdiction," and do not have a meeting schedule fixed by formal action of a legislative body. Thus, ad hoc committees would generally serve only a limited or single purpose, they are not perpetual, and they are dissolved when their specific task is completed.

Adopted by the Gold Mountain CSD Board of Directors

Signed: _____

Signed: _____

Date: _____