

GENERAL MANAGER - STATUS REPORT

November 9, 2023

Master Plan

Brandon and I met with Dudek on November 7 for the Master Plan workshop #2.

Customer Service: The District continues to maintain < 1% customer complaints.

Professional Development: All safety protocols are being utilized to promote "Zero Lost Time" due to injuries.

Succession Planning

Brandon took his Grade III test, and unfortunately missed the goal by 1 point. The next available test is in December. I have signed him up for an online class that will follow with an in-person class to help him pass that test.

Two operators who hold Grade II's will also be taking the online class to prepare for the Grade III test and the Operator I's are studying for the Grade II certificate. The Maintenance Grade II worker is now studying for the Maintenance Grade III test, and a Maintenance I worker is studying for the Maintenance II certification. The vacant Maintenance I position has been filled with the seasonal employee that was hired over the summer.

The Clerk I vacant position has been filled and now more time can be focused on training Jeanette for the Fiscal Assistant position.

Notice of Violation (NOV)

On September 21, 2023 we received a Notice of Violation letter from Lahontan in response to the spill on March 15, 2023. With the help of Rick Dever, acting Chief Plant Operator, Brandon Ricksecker, Operations Manager, and Staff we were able to create a response for Lahontan, which was submitted on October 23, 2023. John Yu from Lahontan confirmed receipt. We have not heard anything since then.

Talking Points

- We were able to purchase a Water Tank and Trailer, which will be used to transfer potable water to Seeley WWTP for the RO System, was in the 2022-23 fiscal year CIP budget. The purchase cost was \$10,500 while the budgetary cost was set at \$15,000.
- The Office roof has been repaired and sealed. The CIP budget for 2023-24 was set at \$45,000 and having 6 companies come out we found that the roof is in good condition, just needing some repairs, new flashing around the skylights, and sealant. The final cost of the project was \$10,000.
- The District received a payment from Capital One Bank, which partially refunded the amount that was lost. A spreadsheet is the second page of the report showing the amounts and how they were applied.
- Currently Rick Dever has returned as part time/ temporary Chief Plant Operator, as he holds a Grade IV in wastewater.
- Jeanette and I volunteered for a booth at the ROTW Halloween Hangout at Lake Gregory Educational Center on October 26. We had a toilet toss game and passed out lots of candy.
- Jeanette attended the Board Secretary/ Clerk Conference in Seaside, CA (Monterey)