



Memo

To: Board of Directors
From: Jeanene Weiss
Date: October 19, 2021
Subject: Manager's Report/Task List Update

Since the September 17, 2021 Special Meeting, the District has been operating without a General Manager. The Board appointed Office Manager Weiss and Field Supervisor Wood to manage the District as a team and to identify what items need be addressed. The following represents some of those items and their current status.

- 1. Umpqua Bank Credit Cards** – At the April 20, 2021 Board Meeting, the Board approved applying for the Umpqua Bank Business Credit Card however the District paperwork had not been completed. After approving Resolution 480 at the October 5, 2021 Special Meeting, Manager Weiss was able to complete all Umpqua Bank documents and received confirmation that credit cards would be mailed out to District Staff by the end of October. Manager Weiss will receive a card with a credit limit of \$7500 and Supervisor Wood will receive a card with a limit of \$5000.
- 2. Security Cameras** – The District's camera system has been in need of an upgrade. After researching several vendors, CCTV Security Pros LLC was selected due to the professional quality of the system at a competitive price of \$3,482.45 (including tax). The new camera system was delivered on October 13, 2021 and is being installed by District staff. This is a significant upgrade from the old system and includes 16 cameras capable of night vision and an 8 TB hard drive for sufficient backup of video footage.
- 3. Server Room Conditions** – Over the years the District has made a significant investment in servers and computer equipment housed in one room. This room becomes quite hot in the summer with temperatures reaching the 90's and jeopardizes the servers as computers do not like heat. Seeley's Heating gave a bid to add air conditioning to the room some time ago, however since then the cost of supplies have gone up. A revised estimate for \$3,450 was approved and a deposit of \$1,725 for equipment was made on October 4. Once the unit arrives it will be installed in the server room which will be well in advance of next summer.
- 4. FMCSA/DOT Compliance** – Manager Weiss sent a Consent Form for District drivers to complete that gives the District permission to run Federal Motor Carrier Safety Administration (FMCSA) queries during the duration of their employment. These forms

were sent to Attorney Van Blarcom for review before use. All drivers have completed FMCSA registration and signed the consent forms. These have been submitted to Wienhoff Drug Testing for processing. They have been given consent to managing running queries on the District's behalf for a fee of \$5.00 per query. Queries need to be run pre-employment as well as annually thereafter in order to remain compliant.

5. **IT Support** – After researching several options, Computer Options has been contracted to do the District's IT Support again. Manager Weiss requested Senior Technician Mike Brandon solely handle the District's equipment with one assistant that he specifies. Mike has a vast knowledge of hardware and software that has proven beneficial in the past. Mike was able to visit the District Office and has made tremendous progress. All District servers have been evaluated and now have 3 layers of back up protection with data backup of 5 years. This number can be increased if needed. The monthly fee for Computer Options services is \$1,148.40 which includes monitoring, several types of security as well as data backup.
6. **Website** – At the May 2021 Board Meeting, Streamline was noted as the preferable website vendor option with a \$260.00 monthly fee. Since then, the District has not received or paid a bill for their service. More investigative work needs to be done by staff to be able to give the Board an accurate assessment of the stage that the new website is in.
7. **Office Staff Uniforms** – With staff turnover earlier this year, there was a need to order and embroider new office uniforms including hoodies. Manager Weiss and Supervisor Wood wanted to correct this issue and staff was pleased to receive their District embroidered hoodies that included their names on October 8.
8. **Staff Support** – At the October 5, 2021 Special Meeting, the Board identified the need for District Managers to be able to tackle the added workload placed onto them by the General Manager vacancy. The Board approved the use of up to \$25,000 over the next 3 months to assist with this. Manager Weiss utilized this and asked District Accountant Nathan Statham to assist her with the financials so that she could tackle other items which included correcting District Payroll software so that Directors were properly being included in the data for Quarterly Federal and State Taxes. Excellent progress has been made and the District's quarterly taxes through the third quarter have all been filed.

Former General Manager Karl Drew was also called upon to give some on site assistance with computers and guidance on District policies. He will be assisting in addressing some data discrepancies that have existed since the District changed its primary software from Comet to Tyler Technologies Incode 10 in April of 2019. The customer account classifications for business water sales have been significantly different and Auditors have noted that it needs to be corrected. Karl's extensive expertise in Comet will be an asset.

A note should also be made that District Staff have all been doing their part in lending an extra hand to tackle outstanding items and should be recognized for their outstanding efforts.