



Memo

To: Board of Directors
From: Jordan Dietz, General Manager
Date: June 15, 2021
Subject: Manager's Report

- 1. Covid-19 Response** – The office has reopened as of March 10th, 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. Staff continue to monitor regulatory agencies for updates or rescission of any Executive Order relating to COVID-19.
- 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 currently on track to meet the July 1 deadline for submittal, and both Webb and District staff have now attended the final DWR webinars related to the plan.
- 4. Field Updates** – Field crews continue to work on seasonal work in addition to normal procedures, and have nearly completed tank and well site weed abatement and cleanup.

Concurrently, field staff have been making repairs and adjustments as listed in the District's 2020 Sanitary Survey, and are on track to meet all goals and deadlines as requested by our DWR engineers.

As required by the Department of Water Resources, our reservoirs need to be inspected at regular intervals. While we had gotten off schedule, Field Supervisor Wood and myself have developed a plan for staying on track, and divers completed

inspections on 8 reservoirs on June 10th. Reports are being generated, and video inspection logs have been provided. These will be shared with DWR engineers as requested in the 2020 Sanitary Survey.

Sadly, one of our field staff has decided to take a job offer in another District. Griffin Brown will be transitioning to Lake Arrowhead Community Services District on June 21, 2021.

5. Electra Well Progress – AdEdge technologies has partnered with the Charles P. Crowley Company, who will now be representing our project. CP Crowley has provided updated costs for the removal system, as well as contract documents to lock that pricing in.

A survey of the site was performed, and Field Supervisor Wood has drawn a site plan with approximate building size and retaining wall locations. He is using this to solicit construction bids for the project.

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.

Director Farrell and General Manager Dietz continue to work on the outline and design of the proposed District website.

7. Staff Meetings and Training – Staff continue to train in-house, utilizing District-provided materials, as well as resources from the Special Districts Risk Management Authority. We are scheduling a phishing and ransomware training for all staff, which will help them identify threats through email that could cause issue to District functions.