



Memo

To: Board of Directors
From: Jeanene Weiss
Date: November 12, 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 following represents District items the Board has requested updates on and their current status.

- 1. Umpqua Bank Credit Cards** – Manager Weiss received a card on November 2, 2021 with a credit limit of \$7500. Supervisor Wood's card was declared lost in the mail and Umpqua Bank has reissued a card that should be received no later than November 19, 2021.
- 2. Security Cameras** – The District's camera system has been installed by District staff. The system 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** – Seeley's Heating was contracted to install an air conditioning unit the server room to protect the District's substantial investment in computer equipment. Seeley's staff were on site on November 10th to get measurements to start work.
- 4. FMCSA/DOT Compliance** – Manager Weiss confirmed with Wienhoff of the District's compliancy and all queries have been run on District drivers. Wienhoff will run these annually on behalf of the District in order to maintain compliancy.
- 5. IT Support** – Computer Options has been contracted to do the District's IT Support once again. Technician Mike Brandon continues to work on the District's IT issues as they arise and has installed additional email Cyber Attack Prevention software.
- 6. Website** – President Farrell has given new website login details to Manager Weiss. Due to the General Manager vacancy, the project will be tabled at this time. The current website security has been brought to Computer Options' attention to be addressed.
- 7. Electra Well** – The building has been painted, and the power and fencing has been installed. Staff is pleased to report that water was successfully pumped on November 10, 2021!

- 8. Staff Support** – At the October 5, 2021 Special Meeting, the Board identified the need for District Management to be able to tackle the added workload placed 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 has utilized this and had District Accountant Nathan Statham come in to assist her as well as Former General Manager Karl Drew.
- 9. Comet Data** – Former General Manager Karl Drew was unable to extract the necessary data from the District's former billing software system. Staff reached out to the software maker and was able to get a temporary software license on November 12, 2021.