



## *Memo*

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To: Board of Directors  
From: Jordan Dietz, General Manager  
Date: August 17, 2021  
Subject: Manager's Report

- 1. Covid-19 Response** – The office has reopened as of March 10<sup>th</sup>, 2021. Shields are in place at the front counter, a non-contact hand sanitizing station is provided in the entry foyer, and staff continue to wear masks when interacting with public. 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. Field Updates** – Field crews have been primarily focused on annual repair and testing of District equipment.

The largest progress has been made at the Electra Well site, where the retaining wall is complete, tie-in to the main in the road has been performed, and building footings are being framed. Staff will continue to perform the highest majority of the work so as to prevent the necessity of going out to bid.

- 3. Electra Well Progress** – AdEdge technologies and CP Crowley have maintained excellent communication, and have begun work according to contract documents. At this time, staff have reviewed and approved the proposed equipment schedule and are working with the project manager on next steps. The site design is complete and was organized with the help of AdEdge to ensure enough working area, and staff are beginning construction on the foundation for the building.
- 4. Office Update** – Office Manager Weiss has been working very hard to ensure that reports, payroll and other items are all prepared and submitted in a timely fashion, and although she has not had much assistance, is doing a fantastic job. Her commitment to the District is amazing, and we are so lucky to have her!

**5. 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.

With the Chateau main extension planned for the upcoming weeks, field staff underwent a training on backhoe safety with a focus on working near trenches and in roadways. While most staff are very familiar with the equipment and operators, ensuring that everyone has a similar eye for safety is imperative to a safe working environment.

As the main extension project takes place, Office Manager Weiss, Field Supervisor Wood and myself are working on a plan to allow Customer Service Representatives time in the field.

**6. Consumption Comparison Data** – In June of 2021, we read the Governor’s Executive Order outlining voluntary consumption reduction of 15% from the 2020 year. Since that time, we have looked at consumption data and compiled a comparison sheet to outline the differences.

While some months have shown promising results with reductions of 4-5%, the average decrease in the January-July timeframe shows a decrease in consumption of only 1.79% between 2020 and 2021.

**2020**

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Produced	2,148,549	1,946,581	2,067,795	2,471,011	2,649,011	3,048,235	3,568,115	3,353,748	3,135,411	2,789,419	2,283,282	2,192,987	31,654,144
Consumed	2,119,100	1,947,900	1,832,600	1,945,000	2,156,000	2,618,400	2,788,500	2,954,700	3,218,000	2,840,500	2,593,600	2,081,700	29,096,000

**2021**

Produced	2,202,479	1,964,828	2,189,227	2,208,142	2,330,350	3,166,773	3,329,808						17,391,607
Consumed	2,066,617	2,043,100	1,734,971	1,941,100	2,089,700	2,466,170	2,773,450						

**Change**

Produced	53,930	18,247	121,432	(262,869)	(318,661)	118,538	(238,307)	(3,353,748)	(3,135,411)	(2,789,419)	(2,283,282)	(2,192,987)	(14,262,537)
Consumed	(52,483)	95,200	(97,629)	(3,900)	(66,300)	(152,230)	(15,050)	(2,954,700)	(3,218,000)	(2,840,500)	(2,593,600)	(2,081,700)	(29,096,000)
%, Produced	2.51%	0.94%	5.87%	-10.64%	-12.03%	3.89%	-6.68%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-45.06%
%, Consumed	-2.48%	4.89%	-5.33%	-0.20%	-3.08%	-5.81%	-0.54%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%

January-July Average Decrease, %            -1.79%