

MINUTES

Tuesday, January 19, 2021
Mammoth Community Water District
Special Board Workshop
Annual Strategic Planning Workshop

The Board of Directors convened in session at the hour of 9:06 a.m. No recess was taken and the meeting was adjourned at 11:27 a.m.

Prepared by:



Stephanie Hake
Executive Assistant

ATTEST:



Mark Busby
Board Secretary

THE ANNUAL STRATEGIC PLANNING WORKSHOP of the Board of Directors of the Mammoth Community Water District held on Tuesday, January 19, 2021 at 9:06 a.m.

ROLL CALL

Board Present *

Director: Tom Cage
Director: Robert Creasy
Director: Dennis Domaille
Director: Tom Smith
Director: Gary Thompson

Board Absent

None

Staff Present *

General Manager: Mark Busby
District Engineer: Garrett Higerd
Operations Superintendent: Clay Murray
Maintenance Superintendent: Jerry Baker
Finance Manager: Jeff Beatty
Information Services Manager: Justin Mulbay
Administrative Analyst: Betty Hylton
Administrative Analyst: Chris Weibert
Executive Assistant: Stephanie Hake

Guests Present *

None

**** As a result of the threat of COVID-19, the Governor issued Executive Order N-25-20 dated March 12, 2020 allowing for Directors, staff, and members of the public to attend this public meeting via teleconference without strict compliance with the Brown Act's teleconferencing requirements. To maximize public participation, comply with Brown Act requirements, and provide a clear record of the meeting, public comment was made available for each agenda item and all action items were voted on by roll call.***

STRATEGIC PLANNING WORKSHOP FY 2022

Mark Busby opened by describing the process of developing the District's strategic plan and how it is a component to help keep the District aligned with its mission statement, core values and day to day activities. Mr. Busby noted that the plan integrates directly with the annual budgeting process, and the FY22 draft budget is on schedule for presentation to the Board for direction and comment at the February Board meeting.

Mr. Busby along with management staff engaged the Board of Directors in a detailed review of the Strategic Objectives and associated Metrics for Progress of the Draft FY 2022 Strategic Plan.

Following a lengthy discussion, the Board expressed their appreciation for the efforts of staff to produce and use the Strategic Plan as a road map for the District's operations.

As a result of the workshop, there were two metrics modified; one each under 'Water Resource and Wastewater Management & Planning' and 'Capital Projects'. Additionally, two metrics were added; one under 'Water Resource and Wastewater Management & Planning' and one under 'Regulatory Compliance & Agreements'. Lastly, a strategic objective and metric was added under 'Capital Projects'. All of the amendments are reflected in 'Red' font in the updated FY 2022 Strategic Plan document that is attached to these draft minutes for approval at the meeting on February 18, 2021 regular Board meeting.

ADJOURNMENT

President Smith adjourned the meeting at 11:27 a.m.

Water Resource and Wastewater Management & Planning

Strategic Objectives	Lead	Metrics for Progress	Status	A/O	1	2	3	4	5	5+	Comments
1 Secure adequate future water supply	GH	a. Well 32	I	X							Development nearly complete; Well pump, building, & appertenances installed and brought on line summer 2021
	GH/MB	b. Property acquisition for new well sites	O	X							Renewing negotiations with MMSA to secure sites
	GH	c. Drill exploratory boreholes for replacement wells	N		X	X	X	X			Renewing negotiations with MMSA to secure sites
	CM	d. Continued monitoring as defined in the Groundwater Monitoring Plan	O	X							The 2005 GWMP needs to be reviewd and updated where appropriate
	BH	e. Develop water shortage contingency plan	I	X							Plan required by DWR; It will incorporate current regulations, ordinances & policies into 1 document as outlined in UWMP draft guide book
	BH	f. Develop Drought Risk Assessment (DRA)	I	X							As required by the CWC, a DRA that considers a 5-consecutive dry year period must be completed
2 Conserve water	BH	a. Advertisements & press releases to educate the community re water conservation practices & issues	O	X							Consistent campaign in place and regular press releases occurring
	BH	b. Enforce water conservation regulations	O	X							Continue to utilize WaterSmart for advertising & irrigation violation reports
	BH/GH	c. Review TOML projects affecting water demand	O	X							Staff attends TOML DRC, Planning Comm., & Council meetings and evaluates connection permit applications
	BH	d. Meet State water conservation regulations for SB7	I	X							Continue to prepare and plan accordingly; Reevaluate effective population numbers for baseline population to determine if adjustments are needed; 2020 is the 1st year that will be reviewed by DWR for compliance
	BH	e. Maintain MCWD rebate program	O	X							Proposal of "Cash for Grass" program will be proposed in FY22 budget cycle
3 Balance production & use of surface water, groundwater & recycled water	CM	a. Optimize recycled water, groundwater and surface water treatment processes	O	X							
	CM	b. Maintain awareness of recycled water (RW) expansion opportunities	O	X							
4 Groundwater Resource Protection	MB/GH/BH	a. Secure an adequate monitoring and mitigation plan	I	X							GMRP (plan) in place and staff will actively work to have additional wells currently being drilled added to the plan when complete
	MB/GH/BH	b. Construction and monitoring of a second deep and shallow monitoring well pair	I	X							Construction currently underway with plans to add monitoring into the GMRP
	MB/GH	c. Construction of a monitoring well on Center Street	I	X							
	GH	d. Update water code to prohibit private wells within District boundaries	N	X							Other communities in MC have done this; MC staff has offered help with the process if needed
5 Effective Water Resource Data and Wastewater management & reporting	CM	a. Continued resource monitoring to meet compliance and resource management objectives	O	X							Review and update of resource monitoring practices where appropriate
	JBT	b. Provide monthly MAWA reports during irrigation season w/ data from metering/billing software	O	X							Provided to conservation staff each month during irrigation season
	BH	c. Urban Water Management Plan (UWMP)	I	X							Draft UWMP in progress; 1st draft for public comment planned for mid-April '21; Final due to DWR 7/1/21
	GH	d. Water system modeling development	N	X						X	Update for use in future water resources and capital improvement planning
	GH	e. Wastewater collection system modeling development	N	X						X	Update for use in future water resources and capital improvement planning
6 Stay informed of local, regional and State water resource issues	BH	a. Attend/participate in group and administrative meetings	O	X							Continue to attend meetings as necessary, virtual as necessary
	BH	b. Provide input for effective, region-specific goals & objectives to regional water-resource groups & DWR	O	X							Continue to attend meetings and serve on IRWMP Admin Committee
	MB/BH	c. Engagement with CASA, ACWA, DWR, SWRCB, and electeds	O	X							Maintain relationships though meetings and memberships
	GH/BH	d. Review TOML project applications	O	X							Attending TOML DRC, Planning Commission, and Council meetings
	MB/GH/BH	e. Coordinate with MMSA on the potential to supply future water & wastewater needs	I	X							Renewing discussions with MMSA re potential need for water and sewer service for their Main Lodge Master Plan
7 Surface Watershed Protection	BH	a. Fuels reduction	I	X							Lakes Basin Hazardous Fuels Reduction Pjt is scheduled for completion in fall 2021; Continue to stay informed re future fuels reduction opportunities and participate if deemed appropriate
	BH	b. Watershed Sanitary survey (Lakes Basin)	N	X							Review of previous Watershed Sanitary Survey (WSS) underway, new WSS is due July 2021
	JBk	c. Sanitary sewer / lift station improvements	I	X							Rehabbing of lift stations and CIPP lining of sewer lines is being done to protect from SSOs
8 Evaluate for adequate future system capacity	GH	a. Water distribution system	O	X							Projects to accommodate future growth based on modeling
	GH	b. Wastewater collection system	O	X							Projects to accommodate future growth based on modeling
	GH	c. Water treatment system	O	X							Water supply currently meets demand
	GH	d. Wastewater treatment system	O	X							Treatment system capacity is sized to meet current projected build-out

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Operations & Maintenance

Strategic Objectives	Lead	Metrics for Progress	Status	A/O	1	2	3	4	5	5+	Comments
1 Maintain Water Distribution, Collections Systems and Treatment Facilities to a high standard	JBK	a. Zero sanitary/sewer over flows (SSO)	O	X							
	JBK	b. Deliver water at 99% of customer service hours or better by managing outages	O	X							
	JBK	c. Exercise 20% of distribution system valves annually	O	X							
	JBK	d. Maintain 50% of hydrants annually	O	X							
	JBK	e. Clean and CCTV 20% of collection system annually	O	X							
	JBK	f. Maintain Fats, Oils, & Grease (FOG) program	O	X							
	JBK	g. Identify the ratio of preventive to reactive maintenance for establishing a future metric	O	X							Upgrade of maintenance management software and integration into Tyler software to facilitate tracking
2 Protect Water Distribution system from contamination	JBK	a. Maintain Backflow/Cross Connection protection program	O	X							Annual testing of backflow devices in monitored and kept up to date
	GH/CM	b. Recycled Water annual testing and reporting	O	X							
	JBK	c. Conduct district-wide Backflow/Cross Connection Control sanitary survey	N							X	Next survey 2025
3 Maximize reliability of water production	GH/JBK	a. Follow best practices for well inspections and maintenance	O	X							Reviewing and developing current inspection and maintenance program
	CM/GH	b. Optimize surface water treatment plant production	O	X							Staff continue to operate plant to the maximum of its production capabilities
	CM/GH	c. Optimize groundwater treatment plant production	O	X							Staff continue to operate plants to the maximum of their production capabilities
4 Maximize availability of recycled water	GH/CM/JBK	a. Meet all recycled water demands during irrigation season	O	X							Met all demands for 2020; Record breaking annual Golf Course deliveries for 2020
5 Minimize non-revenue water	CM/JBK	a. Stay under threshold of AWWA standards of 10% non-revenue water (annually)	O	X							2020 non-revenue water was 7.7%
	JBK	b. Maintain meter testing accuracy program	O	X							Meter testing program has been established & is following AWWA standards
6 Maximize energy efficiency and reduce energy costs	JBK	a. Operation and Maintenance of MCWD Solar PV system	O	X							Maintenance staff continues to operate plant to the maximum of its production capabilities
	CM/JBt	b. Balance between Demand charges & Time of Day use charges	O	X							Ongoing review of electric bills and facility operations occur as supply and demand scenarios change
	CM/JBK	c. Rightsizing of equipment to actual demands	O	X							Current equipment is sized appropriately; Continually monitor for opportunities
	GH	d. Maintain awareness of potential renewable energy opportunities	O	X							Exploring alternatives for battery systems funded by the Self-Generation Incentive Program (SGIP) that could increase the efficiency of our existing solar plant.
7 Emergency preparedness	CM/JBK	a. Emergency Operations Plan (EOP) Update	I		X						In April '20 staff developed a multi-level EOP to address operating an essential business during the COVID-19 pandemic to ensure uninterrupted W & WW service to the community; Need to form a task force of department heads/supervisors to update all aspects of the EOP plan
	GH/CM	b. Review Emergency Operations Plan (EOP) concerning an extended power outage	I		X						This will be part of the District's EOP update

Capital Projects > \$100K

Strategic Objectives	Lead	Metrics for Progress	Status	A/O	1	2	3	4	5	5+	Comments
1 Maintain regulatory compliance	GH/CM	a. Laurel Pond monitoring wells permitting and construction	I		X						USFS permits in hand; Drilling bid has been received and is expected to begin mid-June '21
2 Correct assets that have failed or are projected to fail	GH	a. Well Replacement / Rehabilitation	O		X		X			X	Well replacements will be scheduled per the well rehab program; Well 1 rehab on FY22 schedule
	JBK	b. Water Distribution improvements	O	X							Water lateral replacement project - replace existing old galvanized water laterals in the distribution system
	JBK	c. Collection System improvements	O	X							FY22 plan = CIPP lining of 6000 ft. of sewer mains & spraying; Repairs to 20 manholes + several spot repairs
	JBK	d. Water tank rehabilitation	I		X	X	X	X	X		FY22 rehab Lake Mary tank T-1
	JBK	e. Sewer Lift Station rehabilitation	I		X						Lift station rehab work continues with installation of new style clog-free pumps; Coldwater LS is the last for rehab, then ongoing improvements will continue with upgrade of electronic components
	JBK/JBt	f. Diesel equipment replacement	I		X	X				X	Compliance with CARB regulations requires the District to sell and potentially replace some older equipment and retrofit some vehicles for emission controls
3 Improve operational efficiency and reliability	GH	a. Well 32	I		X						Construction and development will be completed early 2021; Well pump, building, & appertenances will be installed & the well brought on line in summer 2021
	GH/CM	b. Lake Mary TP improvements	I		X	X					Incorporating suggestions from condition assessment to develop projects in FY22 & FY23
4 Resource Protection	GH	a. Center Street monitoring well	I		X						Preliminary work is being done to secure the site with the plan to drill well spring of 2021; Once complete, the well will be incorporated into the geothermal groundwater monitoring and response plan

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Financial Management

<u>Strategic Objectives</u>	<u>Lead</u>	<u>Metrics for Progress</u>	<u>Status</u>	<u>A/O</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>5+</u>	<u>Comments</u>
1 Maintain financially sound organization	JBT	a. Monitor revenue and rate stabilization reserve and adjust expenses as needed	O	X							Finance Dept. reviews revenue & expenses regularly & reports monthly to the Board; Finance staff regularly communicates w/ other Depts. re potential future expenses for operations or capital projects
	JBT	b. Conduct a Water Rate Study and implement study recommendations every 5 years	N						X		Currently beginning a Water Rate Study with the goal of completion in 2021; Next study is 2026
	JBT	c. Conduct a Wastewater Rate Study and implement study recommendations every 5 years	N						X		Should wrap up WW Rate Study before mid-2021; Next study will be in 2026
	JBT	d. Conduct a Connection Fee Study and implement recommendations	N							X	Connection fees are adjusted each year for inflation; Expansion fund balances are monitored regularly in the context of the expected cost of future capital projects to increase the water/wastewater system capacity
	JBT	e. Evaluate purchasing controls	O	X							Review regularly to achieve the proper balance between control and efficiency
	JBT	f. Maintain an appropriate accounting and reporting system - Annually receive an "unmodified" opinion by the District's auditors	O	X							MCWD has received an unmodified opinion in each of the last six audits; Refinements are made to the accounting and reporting system as opportunities are identified
	JBT	g. Regular Investment Committee meetings to monitor investments and ensure best investment strategy	O	X							Monthly investment transactions reports are made to the Board, and the Inv. Comm. meets quarterly with the Investment advisors; Each security purchase for the portfolio is reviewed & approved by the Finance Mgr
	JBT	h. Regular Pension Trustee meetings to monitor pension plan	O	X							Semi-annual meetings of pension trustees review Ee participation in the plans, review the appropriateness of investment options available, & the opportunity for employees to prepare for their retirement
2 FY Budget	JBT	a. Draft budget review by Board in February, approval in March	O	X							
3 Ensure adequate reserves in all funds	JBT/MB	a. Monitor and adjust fund balance allocation	O	X							Fund balances are reviewed monthly, with projections 5 yrs into the future; Known operating & capital expenses are incorporated into the allocation of property tax revenue to maintain fund balances for future needs
	JBT/MB	b. Reserve policy review and recommended changes if necessary	O	X							Fund reserve policies are evaluated as part of the budget process each year and modified as appropriate
	JBT/MB	c. Continue to maintain fund for LA DWP 50 year payment	O	X							Annual contribution req'd to meet future obligation is included in budget & moved to appropriate reserve fund
4 Leverage financial systems software	JBT	a. Maximize value of Tyler Technology software suite	I	X							Implementation of Tyler Tech InCode & EnerGov software sys; Project includes stakeholders from all depts, new functionality for HR & Permits; Implementation includes review & optimization of all business processes

Information Systems & GIS

<u>Strategic Objectives</u>	<u>Lead</u>	<u>Metrics for Progress</u>	<u>Status</u>	<u>A/O</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>5+</u>	<u>Comments</u>
1 Keep MCWD hardware environment current	JM	a. Continue to refine and streamline MCWD Device Replacement program for all desktops, laptops and servers, as well as refurbish/re-image of old PCs	O	X							Scheduled workstation replacements behind schedule but will have all replaced by end FY21
	JM	b. Continue to explore new hardware applications to streamline MCWD technical operations	O	X							Deploying iPads and Collector technology to enhance field staff connectivity to GIS and Neptune 360 in field
	JM	c. Evaluate/Establish WiFi network through water treatment plant buildings	I		X						Suddenlink, Verizon, Starlink
		d. Replace Software Servers	O	X							SCADA Servers
		e. R900 AMI Metering System Analysis	I								Investigation/analysis to transition to R900 technology
	JM	f. Manage remote work environment as needed	O	X							Stay abreast and implement dynamic/secure technology solutions for remote operations
2 Keep MCWD software environment current	JM	a. Install latest versions for all MCWD software platforms	O	X							Continue to update software versions as needed
	JM	b. Implement Tyler Technologies InCode and EnerGov ERP software	I		X						Full agency implementation by Fall 2021
	JM/ALL	c. MS Office 365 implementation	N		X						Transition entire agency to MS Office 365
3 Development of GIS to support MCWD work functions	JM	a. Maintain MCWD ArcGIS Online Mapping	O	X							Continued development of MCWD GIS Portal, Services and Featured Maps and Apps
	JM	b. Expand and administer MCWD/MLFPD Hydrant Fire Flow Data Program	O		X						Fire Flow Program developed and used Summer 2020, focus will shift to application improvements and FU with MLFPD on ongoing annual program
	JM	c. Prioritize and Enter MCWD Engineering Projects into MCWD GIS	O	X							
	JM	d. Leverage ESRI MOU with TOML/Mono Co. for shared GIS services and collaborative mapping	O	X							Recent/upcoming GIS collabs between agencies; hydrant flow data project, renewal of ESRI ELA, and development of Map Service for all Tyler GIS integration
4 Maintain web services platforms to current technology	JM	a. Manage both MCWD Public and Intranet sites for current content & regulatory compliance	O	X							Both sites maintained for current content and Brown Act compliance
5 Maintain security of MCWD assets	JM/ALL	a. Continually evaluate MCWD security needs	O	X							Security committee frequently reviews physical & digital environment for potential improvements
6 Data Management	JM	a. Purge and consolidate old data, duplicate data	O	X							Cleaned MCWD Server Room; Employee digital purge days scheduled periodically

Government and Community Relations & Outreach

<u>Strategic Objectives</u>	<u>Lead</u>	<u>Metrics for Progress</u>	<u>Status</u>	<u>A/O</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>5+</u>	<u>Comments</u>
1 Develop & maintain relationships with local partners & agencies	MB/BH	a. Maintain relationships with local agencies regarding issues that involve or relate to MCWD	O	X							
2 Develop and maintain relationships with State & Federal representatives	MB	a. Maintain relationships with State-level representatives regarding MCWD issues	O	X							
		b. Maintain relationships with Federal-level representatives regarding MCWD issues	O	X							
3 Maintain consistent, positive profile in community	BH	a. Regular Press Releases	O	X							Press releases continue to be issued monthly, unless more frequent communication is necessary
	BH	b. Web-based outreach	O	X							Effectively using WaterSmart and Facebook to communicate with our customers
	BH	c. Event participation and sponsorship	O	X							Assess MCWD participation on a case-by-case basis

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Regulatory Compliance & Agreements

Strategic Objectives	Lead	Metrics for Progress	Status	A/O	1	2	3	4	5	5+	Comments
1 <u>Federal</u> Comply with federal permit requirements	BH/GH/MB	a. Issuance of Granger-Thye permit for Lake Mary outlet structure, w/ acceptable water rights clause	I	X							Actively working with USFS staff, including review of the 1983 MOA & LM Hazardous Dam analysis
	BH/GH/MB	b. Comply with NEPA for MCWD projects	O	X							
2 <u>State</u> Comply with state public health, state water board, water quality and environmental documentation and permit requirements	CM/GH	a. Meet Lahontan Regional Water Quality Control Board discharge requirements	O	X							Still in discussions with regulator re draft WDR & appropriate classification of Laurel Pond
	CM	b. Update permits received from SWRCB for each facility	O	X							Permits are current
	CM	c. Update Mammoth Creek operations manual	I		X						Staff is reviewing permit conditions to incorporate into an updated operations manual
	BH	d. Compliance with State mandates for conservation	O	X							Ongoing efforts to prepare for compliance with State mandates
	BH	e. Comply with CEQA for MCWD projects	O	X							CEQA review completed as needed
	CM	f. Laboratory compliance with TNI and ELAP standards	O	X							On track with TNI implementation
3 <u>Special District</u>	MB/SH	a. Brown Act compliance	O	X							Continually monitor for any changes in requirements
	MB/SH	b. State Water Code compliance	O	X							
	MB/SH	c. Required Board of Director's training	O	X							Ensure that all Directors are compliant with required training
4 <u>Agreements</u>	BH	a. Coordinate with CalTrout and CDFW to implement Mammoth Creek settlement terms	O	X							Complete annual conservation report and provide required payment; Review projects as received
	CM	b. Comply with LADWP settlement agreement with a goal of extending the primary term	O	X							On track and banking water
	GH/MB/Jbt	c. Analyze Lakes Basin agreements for "Out of District" sewer services	I	X							WW Rate Study is underway, which is needed for this analysis
	SH/All	d. Monitor all active agreements and leases	O	X							Work with managers and legal to ensure compliance and that we remain current

Personnel & Administrative

Strategic Objectives	Lead	Metrics for Progress	Status	A/O	1	2	3	4	5	5+	Comments
1 Attract & retain knowledgeable & talented staff	MB/SH	a. Conduct Employee Engagement Survey	N			X					Plan for next Ee Engagement survey in 2022
	ALL	b. Follow through with targeted goals identified through survey process to maintain high level of Ee engagement	O	X							Management group following through with consultant recommendations; Leadership training for Mgrs scheduled for spring 2021 which will focus on survey results
2 Coordinate succession planning and integration of workforce plan with overall MCWD Strategic Plan	CW	a. Implement staffing needs through the budget and personnel review process	O	X							Continue to work with Department Managers regarding their staffing needs
	CW/ALL	b. Work with departments to facilitate hiring and onboarding processes of new employees	O	X							Continually coordinate with Department Mgrs regarding the necessary orientation needed by their new hires
	CW/ALL	c. Succession continuity planning and cross training	O	X							Meeting on department needs; Looking at potential retirements, etc.
3 Provide housing opportunities for MCWD staff	CW	a. Facilitate L'Abri COA membership meetings & administrative activities	O	X							2 MCWD staff members appointed to COA Board
	CW	b. Engage with HOAs for Tamarack, Timberline, & Mountain Meadows condo complexes	O	X							Attending all HOA meetings
	CW	c. Maintain Rental Housing Program that aligns with District needs and is consistent with state statutes (bylaws, tenant communication, financial reporting, maintenance, etc.)	O	X							Annual review of all financial documentation from each HOA; keeping informed of activities at each complex
	Jbt	d. Monitor Employee Home Purchase Assist. Program to ensure the goals of the program are appropriate and meeting staff's needs while remaining consistent with state statutes	O	X							MCWD is responsive to the needs of Ees seeking to purchase a home under the program or refinance existing primary loans; Ee Housing Comm. meets annually to review the program & consider any potential changes.
4 Maintain a collaborative labor relationship with staff; both Represented (IOUE Local 12) and Unrepresented	CW	a. Preparation for 2021 employee labor negotiations	I	X							Wage and salary analysis being conducted; Facilitating meetings with both Union represented & non-represented staff
	CW	b. Meeting with Represented group	N	X							Facilitating meetings with group
	MB/CW	c. Meeting with Un-Represented group	I	X							Facilitating meetings with group
	MB/CW	d. Signed MOU with represented group	N	X							Goal is to have a signed MOU by the time the existing MOU expires 4/1/21
5 Maximize software & technology to support personnel related operations	CW	a. Convert hard copy MSDS to Keller SDS (Safety Data Sheets) online system	I			X					Assembling all SDS's for MCWD
	CW	b. Establish intranet SDS access for staff	N			X					
	CW	c. Implement HRMS (HR Mgmt. System) via Tyler software	I	X							
	CW	d. Input/merge data into HRMS system	I	X							
6 Risk Management	CW	a. Assist, facilitate & provide resources to departments to enable them to minimize risk	O	X							Continually working with departments to minimize risk
7 Maintain MCWD Code, Policies, & Procedures	SH/MB	a. Strip MCWD Code down to separate Water Code, Sewer Code, Board Policies, & Admin Procedures	I		X						Currently the MCWD code has many subjects that s/b found in Board adopted policies; Have started process w/ legal to strip down Code and fill in recommended missing Board policies; Completion of project will render separate Water Code, Sewer Code, Board adopted policies, and Administrative procedures
	SH/MB	b. Review and revise Code, Policies, & Procedures per legal recommendations	O	X							Existing code, policies, and procedures are regularly monitored for relevancy and updated as required by need or legal recommendations
8 Maintain MCWD Records	SH	a. Adherence to the MCWD Records Retention Policy	O	X							Continually working with all departments towards compliance w/ RR Policy, which is reviewed and updated annually
	SH	b. Establish and maintain MCWD Records Room	I		X						Goal is to turn the admin bldg old "copy" room into a library for all District hard-copy document storage

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