



Date: October 11, 2018

Subject: **General Manager Report**

Staff Contact: Timothy R. Shaw, General Manager

For the given month, I participated in the following reoccurring meetings and special events: For this reporting period, the unusual demand for District resources has been from upgrading the billing software. It might be expected for such an impactful evolution, but the District last upgraded its software almost 20-years ago. Changes to such established routines and practices highlighted by swapping old with new can induce stress, push deadlines and disrupt schedules.

I wish to recognize Pat Goyet for his efforts in completing the annual water loss audit and timely submitting the required documents to the Dept. of Water Resource (DWR).

1. On Sept. 21st , I met with Director Dills to discuss topical matters of District interests.
2. On Sept. 21st (afternoon), I met with EKI Engineering to discuss their interest in submitting a response to the District's RFQ for District Engineer services.
3. On Sept. 26th , I met with Teamster Local 150 representative to discuss the proposed change to hours of operation.
4. On Sept. 27th I met with Affinity Engineering to discuss their current direction and plans for engineering services. We also discussed what worked and what needing improvement in the former engagement between the District and Affinity.
5. On Sept 28th Employee benefits open enrollment kickoff meeting with Coremark Insurance.
6. On Oct 5th , I met with the MOU Renewal Ad Hoc and the labor relations specialist at Churchwell White to discuss the upcoming meetings with Teamsters Local 150.
7. On Oct 9th, I met with Orin Bennett of Bennett Engineering to discuss their consideration for submitting a response to the District Engineer RFQ.
8. On Oct 10th , Met with Adept Solutions (current IT consultant) to discuss the District's needs going forward for back ups of the AMI server and SCADA computer.

Other initiatives in progress are:

Corresponded with Legal Counsel regarding the District's inactive service fee. I also reviewed an incredible amount of material from the meetings (lots of meetings) spanning more than a year for content regarding the inactive service fee.

The annual financial audit is wrapping up. I've reviewed the draft and provided updates and corrections to the auditor.

I initiated a request to consult with Legal Counsel regarding the fees and practices associated with fees at the District. Some of the practices exposed by updating the billing software and format of the actual District bill have highlighted elements which may warrant further consideration.