



**Date:** October 21, 2019

**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: a personnel matter dominated my time for much of the reporting period. Addition time was consumed by completing the strategic plan, bid specifications documents for the Well #16 project, implementing GPS vehicle tracking, and filing formal complaints with the uniforms services provider, and transitioning to outsourced bill printing/ mailing. Although the bid specification is not ready for adoption at this meeting, there where considerable improvements to the invitation to bid documents, which previously not consistent with current statutes.

1. On Sept 18th Office staff and I participated in Umpqua online banking software training via webinar.
2. On Sept 23rd, Staff participated in open enrollment led by Coremark Insurance. Coremark presented prices for coverages beginning 11-1-2019 and responded to questions from employees.
3. On Oct 1st Participated in Umpqua Bank remote deposit training via webinar.
4. On Oct 8<sup>th</sup> Pat Goyet and I met with Justin Baker of Unifirst (uniform service) regarding needed changes to level of service and contract language improvements necessary to curtail contract cancellation.
5. On Oct 14<sup>th</sup> Staff met with the Aflac representative to discuss the coverage changes and supplements/augmentations relevant to changes in medical, dental, vision coverage. Impacts of increased employee share of insurance premiums, copays and deductibles can be softened via Flexible Spending Accounts (FSA, Wageworks) and supplemental insurance.
6. Other initiatives in progress are:

I participated in a few phone calls and a face-to-face meeting with Director Reisig, who was receiving and reviewing material associated with the October SGA meeting. The information was also tangible to the Districts ongoing discussions regarding groundwater, surface water, and conjunctive use. Director Reisig is quickly coming up to speed on substantive matters. In my opinion, Director Reisig has considerable acumen for his assigned roles. He is astutely representing the District and community.