



Date: March 16, 2020

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: Operations Superintendent and I spent considerable time performing the selection of applicants to fill the two vacancies. Additional time for the human resources (HR) elements for hiring will continue to consume resources before restoring normalcy. Additional HR resources have been necessary to address discovery of issues following the February 6th termination of one employee, resignation of another.

1. On Mar 2nd The Operations Superintendent and I participated in a meeting requested by Twin Rivers Unified School District (TRUSD) to explore the feasibility of RLECWD teaming up with the Parks District to use the “Bus Barn” facility on 6th Ave. A TRUSD Board Member has been advocating against the facility being demolished. The meeting with TRUSD personnel revealed that TRUSD would only consider a sale of the property and would not consider a lease or mutual benefit agreement. Additional impediments include the existence of hazardous materials (e.g. lead paint and asbestos), which can amplify the costs for rehabilitating the existing structures.
2. On Mar 5th (morning) I met with Adept Solutions (District’s IT service provider) to discuss the transition from on-site server AMI data to cloud-based server. We also discussed the need to change our designated e-mail server for emailing customers bills.
3. On Mar 5th (afternoon), I met separately with two potential respondents for the rate study RFP. Both respondents’ questions and comments evidence their genuine interest in working with RLECWD.
4. On March 9th and 10th The Operations Superintendent and I interviewed 10 applicants for the two vacancies. There were 11 applications received, but one applicant did not respond to our invitation for interview. Among the applicants were three candidates who have experience and the proper licensing to meet the minimum qualifications. Several more had experience or licensing, but not both.
5. On Mar 11th (morning) I met with Teamsters Local 150 (meet and confer) regarding a draft policy I’ve proposed for Working Out of Class (AKA Temporary Upgrade). We also discussed the absence of a Customer Service Technician II position description.

6. On Mar 11th (afternoon) , the Contract District Engineer, Operations Superintendent, Domenichelli, and Anvil Builders conducted the preconstruction kickoff meeting at the District office and the Well 16 site.
7. On Mar 11th I corresponded with RWA to convey my plans to attend the RWA regular Board meeting. Subsequently, RWA emailed to cancel the meeting due to Corona Virus concerns.

I have been engaged in discussion with staff on managing the impacts of the critically low staffing caused by departing employees. Topics include a GM minor budget revision to purchase additional meters due to the pace of replacements exceeding our expectations. Topics also include the organizational structure/staffing ability to manage construction activities for Well 16 pumping station.