

Objectives	Start Date	Completion Date	Status
<b>On-going Objectives (These are overall job responsibilities - to be continued by GM)</b>			
Participate in regional, state and national meetings and conferences to stay abreast of trends and technology related to District Operations.	September 2017	Ongoing	<p>Attended CSDA annual conference and Board meetings, Professional Development Committee, GM attended CSDA Legislative Conference May 2018, Clerk attending CSDA Conference October 2018</p> <p>Site Manager attended board meeting for MVCAC Mosquito Abatement in Feb &amp; April, Site Manger attended AMCA conference in January</p> <p>Field Crew- CEU classes on Mosquito Abatement (state required) April</p>
Oversees the preparation of the annual budget for the District.	September 2017	Ongoing	<p>Transitioned budget to July 1-June 30 fiscal year, adopted preliminary and final budget. Performing to budget.</p> <p>Staff meetings regarding budget have been going on early, as well as submittals submitted by departments, on agenda June 19, 2018 for approval</p>
Seek advance input from Board members in development of the meeting agenda, and deliver meeting materials a minimum of three days in advance of regular board meetings.	September 2017	Ongoing	<p>Improvement seen now with Board Clerk in place.</p> <p>Email to Board Members has been going out for months now, all reply, no issues</p>
Advises the Board of Directors on issues, programs and financial status, prepares and recommends long and short-range plans for District service provision, capital improvements and funding; and directs the development of specific proposals for action regarding current and future District needs.	September 2017	Ongoing	<p>Secured loan for road project funding</p> <p>Evaluating grant options from Prop 68</p>

Meet regularly with Board President regarding district matters and to receive input regarding community issues.	September 2017	Ongoing	Yes, GM and President meet monthly for lunch prior to board meeting as well if other issues arise
Oversee and evaluate CSD staff; update job descriptions and define individual responsibilities.	September 2017	Ongoing	Ongoing process
Improve website to notify residents when new items are added or updated.	September 2017	Ongoing	Completed
Pursue available grant funds whenever appropriate, as a means of preserving its resources for other needed priorities.	September 2017	Ongoing	Regularly reviewing funding notices, evaluating Proposition 68 funding opportunities
Invest available funds in accordance with District Investment Policy and state law so as to safeguard District funds, meet District liquidity needs and achieve the highest prudent return on investment and report to the Board quarterly.	September 2017	Ongoing	Total invested funds are reported monthly in the Statement of Cash Flows and Balance sheet. Board approved LAIF as potential investment, and CDs were invested in LAIF in March 2018
Work closely with allied agencies, i.e. Castle & Cooke (C&C), Calaveras County Water District (CCWD), and other agencies to achieve CSD goals and objectives.	September 2017	Ongoing	Met with Scott Thayer and working through water meter related issues; engineering likely needed. Met with Bob Godwin, PE and CCWD Operations Management staff, as well as Rick Morgan and Pat Smythe from golf course to review and implement new CCWD NPDES permit, and established a relationship
Continuously improve the quality and usability of information available on website, coordinating with HOA and others to clarify responsibilities when possible.	September 2017	Ongoing	Additional information will be added in the coming months as Clerk and GM time allows changed format/look of web. Clerk has been in contact with HOA company with a previous dog poop issue. Responsibilities were then clarified they worked with her to resolve the problem with homeowner by providing notice.

<b>September 2017 – March 2018 (6 month goals)</b>			
Develop cost effective plan for drought tolerant landscaping.	January 2017	Estimated October 2018 completion	<b>On track</b> – completed survey work, begin design in July 2018
Implement “New CSD Board Member” orientation in a timely manner.	September 2017	February 2018	<b>Completed</b> - Manual updated from 2016, scheduling orientation and full board reintroduction in February each year done
Implement Pavement Improvement Program.	September 2017	June 2018	<b>On Track</b> – Contract awarded and construction planned starting June 25, 2018
Establish Fiscal Reserves for critical equipment and infrastructure replacement as a result of Measure A passage, including upgrade of Board Clerk PC and laptop immediately and install appropriate software, and lease appropriate office copier.	September 2017	Estimate full completion February 2018	<b>Completed</b> – Purchased laptop, software subscriptions, leased copier. Preliminary reserve policy reviewed by Board, completed equipment replacement reserve analysis, to include in policy for adoption in July 2018
Begin to develop drought tolerant landscaping project.	September 2017	June 2018	<b>Completed</b> – ORR was awarded contract, beginning design
Continue to improve communication with CSD Staff and Board President.	September 2017	Ongoing	<b>Completed – functioning well</b>
Develop a process to document and track responses to Board recommendations and public input and concerns in monthly General Manager’s reports and ongoing Q&A documents.	September 2017	Ongoing, estimate February 2018	<b>Completed</b> - Board Norms and Protocol scheduled for final adoption in July 2018, tracking and responding to resident concerns.

Second Gate: Research with C&C and Calaveras County as to what funds are available, where they reside, and how they can be accessed.	September 2017	Ongoing, estimate March 2018	<b>Completed</b> – No additional work necessary at this time
Monitor SB1 Tax allocation in an effort to influence distribution to Special Services Districts.	September 2017	Ongoing, no action	<b>Stalled</b> - Requires law changes.
Complete personnel handbook update and development.	September 2017	Estimate March 2018	<b>Completed</b> – Adopted May15, 2018. Dispersed to employees in staff meeting June 19, 2018
Improve and automate records management system.	September 2017	Ongoing, estimate June 2018 completion	<b>Complete and Ongoing</b> – established OneDrive cloud based file system based on CSD computers. Done with GM, Clerk and Accountant-currently sharing files, working well.
<b>September 2017 to February 2019 (18 month Goals)</b>			
Implement a Capital Improvement Plan.	Not started	February 2019	Completed equipment replacement study, and contracted with Willdan for 5 year pavement management plan
Involve Community in a Goals and Priority Setting Session.	September 2017	Ongoing	Landscape committee is working diligently toward community beautification Adhoc is suppressed at this time, they will return when work commences with ORR
Conduct asset inventory with condition index.	Update not started		Completed in May 2018
Develop road construction standards and encroachment permit process for Board approval.	September 2017	June 2018	Encroachment enforcement policy on June agenda, permitting policy pending review internal review

<p>Finalize reserve policies.</p>	<p>Not started</p>	<p>Feb2019</p>	<p>Equipment replacement reserve planned for adoption in July 2018, road policy after pavement management plan completion</p>
<p>Develop a list of entities with which the District has some contact or interaction and a defined CSD position on the relationship with each including:CCWD Army Corps of Engineers District Residents Castle &amp; Cooke Calaveras County Tax Collector District Supervisor</p> <p>J.S. West</p>	<p>September 2017</p>	<p>February 2019</p>	<p>Process of identification begun and being completed as time allows</p> <p>Still a work in process as things come up</p>