



MAMMOTH COMMUNITY WATER DISTRICT
Post Office Box 597
Mammoth Lakes, California 93546-0597

NOTICE OF SPECIAL WORKSHOP

NOTICE IS HEREBY GIVEN that the Board of Directors of the Mammoth Community Water District has called a **SPECIAL WORKSHOP FOR THE ANNUAL FISCAL YEAR STRATEGIC PLANNING** to be held **THURSDAY, JANUARY 19, 2017** at **4:30 P.M.**

AGENDA

A. Roll Call

Directors Cage, Creasy, Domaille, and Smith

B. Strategic Planning Workshop

Vision Statement

"Water is Our Future"

Our Mission

The Mammoth Community Water District is committed to carefully and effectively managing and maintaining our local water resources. The District provides water and wastewater services to meet the health and safety need of the community. All work is conducted in a safe, financially sound, and high quality manner. We are committed to our customers and the environment in which we live.

Core Values

QUALITY – Providing excellent quality and services while being steward's of our environment

INNOVATION – Foster creativity and visionary ideas

RESPECT – Accept and honor all people

TEAMWORK – Working together safely to reach common goals

INTEGRITY – Honesty and a commitment to professional standards

CARING WORKPLACE – Create a positive and compassionate work environment

Purpose: To set priorities for short-term and long-term goals, and to provide staff with direction for the FY 2018 budget year

B-1 Discussion and Direction Regarding the Proposed FY 2018 Strategic Plan

C. Adjournment

The meeting will be held in the conference room at the District facility located one mile east of Old Mammoth Road on Meridian Boulevard, just off Highway 203, Mammoth Lakes, California.



PATRICK A. HAYES
General Manager

Date of Issuance: Friday, January 13, 2017

*Posted: MCWD Office
MCWD Website: www.mcwd.dst.ca.us
cc: Members, Board of Directors
Town of Mammoth Lakes
KMMT, KIBS, KSRW Radio*

In compliance with the Americans with Disabilities Act, if you need a disability related modification or accommodation to participate in this meeting please call Stephanie Hake at (760) 934-2596 at least one full day before the meeting.

Documents and material relating to an open session agenda item that are provided to the Mammoth Community Water District Board of Directors less than 72 hours prior to a regular meeting will be available for public inspection and copying at the District facility located at 1315 Meridian Boulevard, Mammoth Lakes, California.

Water Resource Management & Planning

<u>Strategic Objectives</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>10</u>	<u>Notes</u>
1 Secure adequate future water supply	a. Exploratory test well at Snowcreek Golf Course	I		X						
	b. Snowcreek Production Well	I			X					
	c. Assess requirements for siting well replacements	O		X						
	d. Property acquisition for new well sites	O				X				
	e. Continue to access & maintain prescriptive easement for TPM 10-001 property	O		X						
	f. Monitor Dry Creek drainage	O	X							
	g. Aquifer storage and recovery	N			X					
2 Conserve water	a. Effect long-term reduction in per capita use	O	X							
	b. Advertisements and press releases to educate the community about water conservation practices and issues	O	X							
	c. Site a CIMIS online weather station in Mammoth Lakes	O					X			
	d. Enforce water conservation regulations	O	X							
	e. Support TOML WELO (Water Efficient Landscape Ordinance)	N	X							
	f. Comply with new State water conservation regulations	O		X						
3 Balance production & use of surface water, groundwater & recycled water	a. Optimize recycled water, groundwater and surface water treatment processes	O	X							
4 Protect water resources from Casa Diablo IV project impacts	a. Secure an adequate monitoring and mitigation plan	I								
	b. Pursue legal recourse	I								
	c. Construction and sampling of deep monitoring well	N		X						
5 Effective Water Resource Data management & reporting	a. All historical hydrology data input to HydroDave	I	X							
	b. Staff training on HydroDave	N	X							
	c. Standard work flow updated for continued annual data input, reporting support	I	X							
	d. Template developed for future years' annual reports	N					X			
	e. Development of new annual Hydrologic Resources Monitoring Report, to replace old "Ken Schmidt" report	N								
	f. Conduct evaluations of customer usage by UWMP categories twice per year	N					X			
	g. Develop monthly MAWA reports during irrigation season with data from metering/billing software	N								
7 Implement Mammoth Creek Project	a. Monitoring and reporting on Bodle Ditch corridor vegetation	I			X					
8 Stay informed of local, regional and State water resource issues	a. Attend/participate in group and administrative meetings	O	X							
	b. Provide input for effective, region-specific goals and objectives to regional water-resource groups and DWR	O	X							
	c. Engagement with CASA, ACWA, DWR and electeds	O	X							
	d. Review TOML planning projects	O	X							
9 Mammoth Mountain Ski Area (MMSA) - Long Range Planning	a. Continue discussions with MMSA re future water & wastewater needs	I	X							Explore annexation of MMSA into MCWD

STATUS

**O=Ongoing; I=Started, but Not Complete; C=Completed; N=Not Started Yet
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Operations & Maintenance

<u>Strategic Objectives</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>10</u>	<u>Notes</u>
1 Maintain Water Distribution, Collections Systems and Treatment Facilities to a high standard	a. Zero sanitary/sewer over flows (SSO)	O	X							
	b. Deliver water at 99.99% of customer service hours or better by managing outages	O	X							
	c. Exercise 20% of system valves annually	O	X							
	d. Maintain 50% of hydrants annually	O	X							
	e. Clean and CCTV 20% of collection system annually	O	X							
	f. Implement new Fats, Oils & Grease (FOG) program using SwiftComply software	O	X							
	g. Water quality - Monitor & report on corrosion control system wide	O		X						
	h. Identify the ratio of preventive to reactive maintenance for establishing a future metric	O							X	
2 Protect Water Distribution system from contamination	a. Maintain Backflow/Cross Connection protection program	O	X							
	b. Recycled Water annual testing	O	X							
	c. Conduct sanitary inspections	O				X				
3 Maximize reliability of water production	a. Well inspection, maintenance, rehab program development	I	X							
	b. Optimize surface water treatment plant production	I	X							
	c. Optimize groundwater treatment plant production	O	X							
4 Maximize availability of recycled water	a. Meet all recycled water demands 100% of the time during irrigation season	O	X							
5 Minimize non-revenue water	a. Meet or exceed AWWA standards of 10% non-revenue water	O	X							
	b. Compliance with SB555 water loss management	I	X							
6 Maximize energy efficiency and reduce energy costs	a. Operation and Maintenance of MCWD Solar PV system	O	X							
	b. Balance between Demand charges & Time of Day use charges	O	X							
	c. Optimize backwash processes	I	X							
	d. Rightsizing of equipment to actual demands	I	X							
	e. Investigate adding turbine in WWTP effluent line	N							X	
7 Emergency preparedness	a. Emergency Operations Plan (EOP) Update	N		X						

Capital Projects > \$100K

<u>Strategic Objectives</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>10</u>	<u>Notes</u>
1 Maintain regulatory compliance	a. Laurel Pond monitoring wells plan	I		X						
2 Correct assets that have failed or are projected to fail	a. Well 6 replacement	N					X			
	b. Well 17 replacement	N							X	
	c. Replace 6" steel water mainline in vicinity of Timber Ridge pump station	N		X						
	d. Water lateral replacements	N		X	X	X	X			
	e. Replace & add additional aeration tank baffles	I		X						
	f. Tank rehabilitation and improvements	I				X	X			
3 Improve operational efficiency and reliability	g. Sewer line repair & replacement	I		X						
	a. Exploratory test well at Snowcreek Golf Course	I		X						
	b. Snowcreek production well	I			X					
	c. Lake Mary TP filter improvements	I		X	X					
	d. Reline Recycled Water basin	I		X						
	e. Replace 1 WWTP grinder and install trash removal system	N		X						

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Financial Management

<u>Strategic Objectives</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>10</u>	<u>Notes</u>
1 Maintain financially sound organization	a. Monitor revenue and rate stabilization reserve and adjust expenses as needed	O	X							
	b. Conduct a Rate study and implement study recommendations every 5 years	N						X		
	c. Conduct a Connection Fee study and implement recommendations	I			X					
	d. Inventory / Purchasing controls	I		X				X		
	e. Successful audit	N	X							
	f. Regular Investment Committee meetings to monitor investments	O	X							
	g. Regular Pension Trustee meetings to monitor pension plan	O	X							
2 FY Budget	a. Draft budget review by Board in February, approval in March	I	X							
3 Ensure adequate reserves in all funds	a. Monitor and adjust fund balance allocation	O	X							
	b. Reserve policy review and recommended changes if necessary	O	X							
4 Leverage financial systems software	a. Maximize value of Springbrook software suite	O	X							

Information Systems & GIS

<u>Strategic Objectives</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>10</u>	<u>Notes</u>
1 Keep MCWD hardware environment current	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							
	b. Continue to explore new hardware applications to perform and streamline MCWD technical operations	I	X							
	c. Replace MCWDUB10 Accounting Server	N		X				X		
	d. Implement new District wide Telephone system	N		X						
2 Keep MCWD software environment current	a. Install latest versions for all MCWD software platforms: ESRI, Autodesk, Tokay, Manager Plus, Microsoft products and licensing, InfraMap, Granite XP, Remit Plus, etc.	O	X							
3 Development of GIS to support MCWD work functions	a. Maintain MCWD ArcGIS Online Mapping	O	X							
	b. Further Utilize MCWD GIS as Conservation, MAWA/Irrigation analysis tool	I	X							
	c. Prioritize and Enter MCWD Engineering Projects into MCWD GIS	O	X							
	d. Continue development of GIS as asset management tool	I	X							
	e. Leverage ESRI MOU with TOML/Mono County for shared GIS services and collaborative mapping	O		X						
4 Maintain web services platforms to current technology	a. Manage both sites for current content	O	X							
5 Maintain security of MCWD assets	a. Continually evaluate MCWD security needs	O	X							
6 Implement new Aerial Imagery into MCWD GIS	a. 2016 & 2017 Aerial available across all GIS applications	I		X						
7 Foster relationship with NASA JPL for Airborne Snow Observatory data	a. Utilize JPL data for consumption and analysis of Lakes Basin snowpack data	I	X							
8 Conduct IT housecleaning	a. Purge and consolidate old data, duplicate data	N		X						

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Customer Relations & Community Outreach

<u>Strategic Objectives</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>10</u>	<u>Notes</u>
1 Maintain consistent, positive profile in community	a. Regular Press Releases	O	X							
	b. Web-based outreach	O	X							
	c. Event participation/sponsorship	O	X							

Regulatory Compliance & Agreements

<u>Strategic Objectives</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>10</u>	<u>Notes</u>
1 <u>Federal</u> Comply with federal permit requirements NPDES	a. Master permit issued by USFS	I	X							
	b. Issuance of federal Granger-Thye permit for Lake Mary outlet structure, with acceptable water rights clause	I	X							
	c. Termination of USFS/MCWD 1983 Lakes Basin MOA	I	X							
2 <u>State</u> Comply with state public health, state water board, water quality and environmental permit requirements	a. Meet Lahontan Regional Water Quality Control Board discharge requirements	O	X							
	b. Updated permits received from SWRCB for each facility	I	X							
	c. Maintain creek flow data distribution and posting requirements per SWRCB requirements	O	X							
	d. Update Mammoth Creek operations manual	N		X						
	e. WWTP Arc Flash Study completion	I		X						
	f. Arc Flash Study for all water treatment plants	I					X			
3 <u>Agreements</u> Comply with terms and conditions of Settlement Agreements	g. Compliance with new State mandates for conservation	I	X							
	a. Coordinate with CalTrout and CDFW to implement Mammoth Creek settlement terms	O	X							
	b. LADWP ~ Stay well under settlement limit of 4387 acre feet	O	X							
	~ Achieve goal of banking water and extending primary term for additional 10 years through conservation	O	X							

Government Relations

<u>Strategic Objectives</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>10</u>	<u>Notes</u>
1 Develop relationships with State and Federal representatives	a. Outreach to State-level representative regarding MCWD issues	O	X							
	b. Outreach to Federal-level representatives regarding MCWD issues	O	X							

Personnel Services

<u>Strategic Objectives</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>10</u>	<u>Notes</u>
1 Facilitate 2016 Local 12 successor MOU negotiations	a. Draft proposal process, proposals, final MOU & agenda items for implementation	O	X							
2 Risk Management	a. Assist, facilitate and provide resources to departments to enable them to minimize risk	O	X							
3 Coordinate integration of Workforce Plan with overall MCWD Strategic Business Plan/Module	a. Implement staffing needs vis-à-vis budget and personnel review process	O	X							
4 Maintain compliance with regulations related to personnel	a. No lawsuits, however, in the event of lawsuits actively support counsel in defending MCWD	O								
5 Establish L'Abri HOA	a. Determine members	N		X						
	b. Facilitate initial membership meeting	N		X						
	c. Provide resources to develop standard of operation consistent with state statutes (e.g., bylaws, tenant communication, financial reporting, maintenance, etc.)	N		X						

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