



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 **TUESDAY, JANUARY 18, 2022** at **11:30 A.M.**

Please Note:

Members of the public will have the opportunity to directly address the District Board of Directors concerning any item listed on the Agenda below before or during consideration of that item.

Subject to Board approval of Consent Item A-1 on this agenda, this meeting will be conducted pursuant to the provisions of Assembly Bill 361 (AB 361), which amends certain requirements of the Ralph M. Brown Act. Due to the threat of COVID-19, the District boardroom is closed and this meeting will be conducted solely by video/teleconference with members of the Board attending from separate remote locations. The public is invited to listen, observe, and provide comments during the meeting by either method provided for below. The Board President will call for public comment on each agenda item at the appropriate time and all votes will be taken by roll call.

For members of the public interested in viewing and having the ability to comment at the public meeting via Zoom, an internet enabled computer equipped with a microphone and speaker or a mobile device with a data plan is required. Use of a webcam is optional. You also may call in to the meeting using teleconference without video. Directors, staff, and members of the public who wish to participate in the meeting may do so by joining the following Zoom Videoconference Meeting: <https://zoom.us/j/7609342596> (meeting ID: 760 934 2596) OR Join via teleconference by dialing 1-669-900-9128, 760-934-2596#

AGENDA

11:30 A.M.

Roll Call

Directors Cage, Creasy, Domaille, Smith, and Thompson

Strategic Planning Workshop

1. Consider finding by a majority vote under Gov. Code, section 54953, subd. (e)(1)(B) that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees: and (ii) the meeting is authorized to be held by teleconference pursuant to Gov. Code, section 54953, subd. (e)(1)(C)

2. Discuss and Provide Direction Regarding the Proposed FY 2023 Strategic Plan

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 stewards 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

Adjournment

NOTE: Items listed on the agenda may be reviewed or acted upon by the Board in any order or sequence. The items are listed for identification purposes only.

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.



MARK BUSBY
General Manager

Date of Issuance: Friday, January 14, 2022

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.

AGENDA ITEM

Subject: Consider finding under Gov. Code § 54953, subd. (e)(1)(B) that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees; and (ii) the meeting is authorized to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C).

Information Provided By: Mark Busby, General Manager

Discussion

In-light of the Governor's declaration that a state of emergency exists due to the incidence and spread of the novel coronavirus, and the pandemic caused by the resulting disease COVID-19, the board should consider whether meeting in person would present imminent risks to the health or safety of meeting attendees.

The Centers for Disease Control indicates that COVID-19 is a highly transmissible virus that poses a serious health threat for anyone who may become infected. Since June of 2021, more infectious variants of the virus have emerged increasing the public health risk.

The Mammoth Community Water District's boardroom is small and does not allow for social distancing for meeting attendees, including board members, District staff, and members of the public. The Director of Public Health for Mono County strongly recommends that "...physical/social distancing measures continue to be practiced throughout Mono County communities, including at meetings... and other County-related legislative bodies subject to the Brown Act, to minimize the spread of COVID-19."

Conducting meetings by teleconference would reduce the risk of transmission among meeting attendees, including members of the public and District staff, which has the ancillary effect of reducing community spread of the virus.

If the authorization to meet by teleconference is not granted by the board, then the meeting will adjourn after this item and the remaining agenda items will be rescheduled to a future in-person meeting.

Recommendation

Move that the board find that, as a result of the COVID-19 emergency, meeting in person would present imminent risks to the health or safety of attendees, and the meeting should be held by teleconference as authorized by subdivision (e)(1)(C) of section 54943 of the Government Code.



MONO COUNTY HEALTH DEPARTMENT

Public Health

P.O. BOX 476, BRIDGEPORT, CA 93517 PHONE (760) 932-5580 • FAX (760) 932-5284
P.O. BOX 3329, MAMMOTH LAKES, CA 93546 PHONE (760) 924-1830 • FAX (760) 924-1831

To: Board of Supervisors

From: Bryan Wheeler, Director of Public Health

Re: Recommendation regarding Social Distancing and Virtual Meetings

Both Mono County “covering” Health Officer Dr. Rick Johnson and I strongly recommend that physical/social distancing measures continue to be practiced throughout our Mono County communities, including at meetings of the Board of Supervisors and other County-related legislative bodies subject to the Brown Act, to minimize the spread of COVID-19.

Whether vaccinated or not, positive individuals are contracting the Delta variant and infecting others in our communities. Social distancing and masking are crucial mitigation measures to prevent the disease’s spread. Virtual board meetings allow for the participation of the community, county staff, presenters, and board members in a safe environment, with no risk of contagion. It is recommended that legislative bodies in Mono County implement fully-remote meetings to the extent possible.

If you have any questions regarding this recommendation, please do not hesitate to contact me. We will continue to evaluate this recommendation on an ongoing basis and will communicate when there is no longer such a recommendation with respect to meetings for public bodies.

AGENDA ITEM

Subject: FY23 Annual Strategic Planning Workshop

Information Provided By: Mark Busby, General Manager

Background

Annually, the MCWD Board of Directors holds a strategic planning workshop in January to set priorities for short-term and long-term District goals. The District's strategic plan aids staff in aligning overall operations with our mission statement and core values. The plan also serves as a key tool in the annual budgeting process. Following the annual strategic planning workshop, the draft budget is typically presented to the Board at the regular meeting in February, with adoption of the final operating and capital budget in March.

October marks the mid-year point for the District's fiscal year. Each year at the October regular board meeting, staff present the Board with an update to the year's strategic plan. A thorough review of the plan is provided, highlighting progress and changes regarding strategic objectives and related metrics. The Board provides feedback and recommendations for any modifications.

Following the mid-year update, staff begin the process of looking to the next fiscal year. A comprehensive evaluation is conducted of the strategic plan focusing on the next fiscal year and beyond. Objectives and metrics are considered for their relevancy, accuracy, and to determine if they are still current.

FY23 Strategic Plan Notable Highlights

For the coming year, staff are focusing their attention on the following priorities and projects:

- Future Water Supply Analysis
- Evaluate and design replacement of water storage tank T-8
- Sewer upgrade – Center St. and Hwy 203
- Rehabilitation of WWTP recycled water filter
- Completion of Well 32 and connection to the distribution system
- Improvements to the Lake Mary Treatment Plant
- SCADA Server replacement
- Update of MCWD security (physical and digital)
- Renewal of the Laurel Pond MOA
- Obtain a Recycled Water General Use permit
- Conduct an Employee Engagement Survey
- Complete the MCWD Code revisions/rewrite

(This is only a partial list of priorities for 2022. Please refer to the FY23 Strategic Plan for a comprehensive view of goals for the coming fiscal year and future years.)

Please note the section that has historically been labeled “Capital Projects > \$100K” has been changed to “Key Strategic Driven Expenditures”.

Accomplishments in FY22

Although many of the objectives and metrics on the District's strategic plan are annual or ongoing items, there were many accomplishments over the past year that allowed the item to either be removed from the plan, reset for a future year, or migrate to an annual or ongoing item. The following are some of the highlights from fiscal year 2022:

- Completion of the drilling of Well 32; Will be brought online in summer 2022
- Completion of the 2020 Urban Water Management Plan
- Development of the Water Shortage Contingency Plan
- Development of the Drought Risk Assessment
- Met state water conservation compliance of SB7
- Drilling of Wells M33 (Center Street), BLM2 & BLM3 to complete the requirement for the GMRP
- Rehabilitation of sewer lift stations
- Update and certification of the MCWD Emergency Response Plan
- Drilling of the Laurel Pond Monitoring Wells
- Implementation of Tyler Technology software suite (used by Finance and all other departments)
- MCWD/MLFD Hydrant Fire Flow Data Program
- Issuance of the USFS Granger-Thye permit for Lake Mary outlet structure
- Completed and signed the MOU with the represented group

Water Resource and Wastewater Management & Planning

Strategic Objectives	Lead	Metrics for Progress	Status	A/O	1	2	3	4	5	5+	Comments	
1 Secure adequate future water supply	GH	a. Well 32	I	X							Well development, control building & landscaping complete; Installation of well pump & electrical components scheduled for summer '22	
	GH/MB	b. Property acquisition for new well sites	O	X							Renewing negotiations with MMSA to secure sites; Exploring possible site in vicinity of Snowcreek VIII	
	GH	c. Drill exploratory boreholes for replacement wells	N		X	X	X	X	X		Locate and secure sites	
	CM/GH	d. Continued monitoring as defined in the Groundwater Monitoring Plan	O	X								The 2005 GWMP needs to be reviewed and updated where appropriate
	BH	e. Water Shortage Contingency Plan	N					X				Will review along with UWMP in 2026
	BH/CM/GH	f. Future Water Supply Analysis	N		X							Develop methodology to determine future water supply availability to utilize for the Annual Water Supply and Demand Assessment & CIP planning
2 Conserve water	BH	a. Advertisements & press releases to educate the community re: water conservation practices & issues	O	X							Consistent campaign in place and regular press releases occurring	
	BH	b. Enforce water conservation regulations	O	X							Utilize and evaluate software for advertising & irrigation violation reports	
	BH/GH	c. Review TOML projects affecting water demand	O	X							Staff attends TOML DRC, Planning Comm., & Council meetings and evaluates connection permit applications	
	BH	d. Maintain state water conservation regulations for SB7 (per capita)	O	X							Maintain the per capita reduction	
	BH	e. Maintain MCWD rebate program	O	X							Proposal of "Cash for Grass" program planned for FY23 budget	
3 Balance production & use of surface water, groundwater & recycled water	CM	a. Optimize recycled water, groundwater and surface water treatment processes	O	X							Continually looking for ways to increase efficiency with electrical and chemical usage	
	CM	b. Maintain awareness of recycled water (RW) expansion opportunities	O	X							WDR revision will determine the feasibility of expansion; Expand to year-round trucked RW with new general permit coverage; Re-evaluate previously identified potential uses (Shady Rest Park irrigation, geothermal cooling water, etc.) and infrastructure grant funding	
4 Groundwater Resource Protection	MB/GH/BH	a. Administer monitoring and mitigation plan	I	X							Additional wells are completed and added to the GMRP (plan); Staff actively working to ensure GMRP compliance	
	GH	b. Update MCWD Water Code to ensure protection of District's groundwater from private wells	N		X						This will be addressed with MCWD Code overhaul in 2022	
5 Effective Water Resource Data and Wastewater management & reporting	CM	a. Continued resource monitoring to meet compliance and resource management objectives	O	X							Review and update of resource monitoring practices where appropriate	
	BH	b. Urban Water Management Plan (UWMP)	N					X			Next UWMP due in July 2026	
	GH	c. Water system modeling development	N		X						Update for use in evaluating water resources and capital improvement planning with the goal of updates every 5 yrs	
	GH	d. Wastewater collection system modeling development	N		X						Update for use in evaluating wastewater capacities and capital improvement planning with the goal of updates every 5 yrs	
6 Stay informed of local, regional and State water resource issues	BH	a. Attend/participate in group and administrative meetings	O	X							Continue to attend meetings as necessary, virtual as necessary	
	BH	b. Provide input for effective, region-specific goals & objectives to regional water-resource groups & DWR	O	X							Continue to attend meetings and serve on IRWMP Admin Committee	
	MB/BH	c. Engagement with CASA, ACWA, DWR, SWRCB, and electeds	O	X							Maintain relationships through meetings and memberships	
	GH/BH	d. Review TOML project applications	O	X							Attending TOML DRC, Planning Commission, and Council meetings	
	MB/GH/BH	e. Coordinate with MMSA on the potential to supply future water & wastewater needs	I	X							Ongoing discussions with MMSA re: potential need for water and sewer service for their Main Lodge Master Plan	
7 Surface Watershed Protection	BH	a. Fuels reduction	O		X						Coordinate w/ MLFSC for SNC extension to complete LB Fuels Reduction Project; Collaborate w/ ESCCRP donut project support	
	BH	b. Watershed Sanitary survey (Lakes Basin)	N					X			Next WSS due July 2026	
8 Evaluate for adequate future system capacity	GH	a. Water distribution system	O	X							Projects to accommodate future growth based on modeling	
	GH	b. Wastewater collection system	O	X							Projects to accommodate future growth based on modeling	
	GH	c. Water treatment system	O	X							Water treatment capacity currently meets demand; Monitor capacity for future growth projection	
	GH	d. Wastewater treatment system	O	X							Treatment system capacity is sized to meet current projected build-out; Evaluating whether there is additional capacity for OOD area users	

STATUS

O = Ongoing; I = Incomplete; C = Completed; N = Not Started Yet
A/O = Annual or Ongoing

Operations & Maintenance

Strategic Objectives	Lead	Metrics for Progress	Status	A/O	1	2	3	4	5	5+	Comments
1 Maintain Water Distribution, Collection Systems and Treatment Facilities to a high standard	JBK	a. Zero sanitary/sewer over flows (SSO)	O	X							
	JBK	b. Deliver water at 99% of customer service hours or better by managing outages	O	X							
	JBK	c. Exercise 20% of distribution system valves annually	O	X							
	JBK	d. Maintain 50% of hydrants annually	O	X							
	JBK	e. Clean and CCTV 20% of collection system annually	O	X							
	BH	f. Maintain Fats, Oils, & Grease (FOG) program	O	X							Increase FOG inspections to ensure compliance; Develop policy for food trucks
	JBK	g. Maximize the lifecycle of District facilities and equipment	O	X							Manage programs that follow equipment manufacturer industry standards using best management practices for preventative maintenance schedules & procedures on all District assets; identify abnormal equipment failures to improve the planning process.
2 Protect Water Distribution system from contamination	BH	a. Maintain Backflow/Cross Connection protection program	O	X							Prepare for compliance with new SWRCB backflow requirements and migrate data to new software
	BH	b. Conduct District-wide Backflow/Cross Connection Control sanitary survey	N				X				Next survey in 2025
	GH/CM	c. Recycled Water annual testing and reporting	O	X							
3 Maximize reliability of water production	GH/JBK	a. Follow best practices for well inspections and maintenance	O	X							Reviewing and developing current inspection and maintenance program
	CM/GH	b. Optimize surface water treatment plant production	O	X							Staff continue to operate plant to the maximum of its production capabilities
	CM/GH	c. Optimize groundwater treatment plant production	O	X							Staff continue to operate plants to the maximum of their production capabilities
4 Maximize availability of recycled water	GH/CM/JBK	a. Meet all recycled water demands during irrigation season	O	X							
5 Minimize non-revenue water	CM/JBK	a. Stay under threshold of AWWA standards of 10% non-revenue water (annually)	O	X							
	JBK	b. Maintain meter testing accuracy program	O	X							Meter testing program has been established & is following AWWA standards
6 Maximize energy efficiency and reduce energy costs	JBK	a. Operation and Maintenance of MCWD Solar PV system	O	X							Maintenance staff continues to operate plant to the maximum of its production capabilities
	CM/JBt	b. Balance between Demand charges & Time of Day use charges	O	X							Ongoing review of electric bills and facility operations occur as supply and demand scenarios change
	CM/JBK	c. Rightsizing of equipment to actual demands	O	X							Current equipment is sized appropriately; Continually monitor for opportunities
	GH	d. Maintain awareness of potential renewable energy opportunities	O	X							Reserved \$2.5M Self-Generation Incentive Program (SGIP) Tesla Powerpack industrial battery system for WWTP operation resiliency & to increase the efficiency of existing solar plant; project is in design
7 Emergency preparedness	CM/JBK	a. Emergency Response Plan Update	N						X		As part of the American Water Infrastructure Act requirements, staff completed and certified the comprehensive plan using the EPA template by the required deadline of 12/31/21; The certification process is required every 5 years moving forward

Key Strategic Driven Expenditures

Strategic Objectives	Lead	Metrics for Progress	Status	A/O	1	2	3	4	5	5+	Comments
1 Maintain regulatory compliance	GH	a. Basin Plan Amendment studies	N		X						Required to support the waste discharge requirements
	JBt	b. Diesel equipment replacement	I				X				MCWD is in compliance w/ CARB current requirements until 12/31/25. Then we will likely need to replace a dump truck, a vactor, & a heavy-duty flatbed
2 Correct assets that have failed or are projected to fail	GH	a. Well Rehabilitation / Replacement	O		X	X		X			Parts ordered for Wells 1 & 25 rehab - work will occur in spring 2022; Well replacements will be scheduled per the well rehab/replacement program
	JBK	b. Water Distribution improvements	O	X							Water lateral replacement project - replace existing old galvanized water laterals in the distribution system
	JBK	c. Collection System improvements	O	X							CIPP lining and manhole rehabilitation
	JBK	d. Water tank rehabilitation	I		X	X					Rehabilitation of either tank T2 or T4 in FY23 depending on surface water availability
	GH	e. Tank T-8 (Forest Trail) replacement	N			X					Evaluate & design replacement of leaking & corroded bolted steel tank; Construct replacement in FY24 or later
	GH	f. Center St./Hwy 203 Sewer upgrade	N		X						Upgrade bottleneck sewer section into Cal-Trans right-of-way
	CM/JBK	g. WWTP RW Filters	I		X	X					Filter rehab to take place in FY23; Add a 2nd filter in FY24
3 Improve operational efficiency and reliability	GH	a. Well 32	I		X						Well development, control building & landscaping complete; Installation of well pump & electrical components scheduled for summer '22
	GH/CM	b. Lake Mary TP improvements	I		X						Filter rehabilitation project in engineering design; Construction and PLC upgrade anticipated in FY23
	JM/CM	c. Replace SCADA servers	I		X						Comprehensive SCADA System Upgrade - Hardware, Software, Security

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Financial Management

<u>Strategic Objectives</u>	<u>Lead</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>5+</u>	<u>Comments</u>
1 Maintain financially sound organization	JBT	a. Monitor revenue and rate stabilization reserve and adjust expenses as needed	O	X							Finance Dept. reviews revenue & expenses regularly & reports monthly to the Board; Finance staff regularly communicates w/ other Depts. re: potential future expenses for operations or capital projects
	JBT	b. Conduct a water rate study and implement study recommendations every 5 years	N						X		Next study in 2026
	JBT	c. Conduct a wastewater rate study and implement study recommendations every 5 years	N						X		Next study in 2026
	JBT	d. Conduct a connection fee study and implement recommendations	N							X	Connection fees are adjusted each year for inflation; Expansion fund balances are monitored regularly in the context of the expected cost of future capital projects to increase the water/wastewater system capacity
	JBT	e. Evaluate purchasing controls	O	X							Review regularly to achieve the proper balance between control and efficiency
	JBT	f. Maintain an appropriate accounting and reporting system - Annually receive an "unmodified" opinion by the District's auditors	O	X							Have received an unmodified opinion in the last 7 audits; Refinements are made to the accounting & reporting system as opportunities are identified
	JBT	g. Regular Investment Committee meetings to monitor investments and ensure best investment strategy	O	X							Monthly investment transaction reports are made to the Board, and the Inv. Comm. meets quarterly with the Investment advisors; Each security purchase for the portfolio is reviewed & approved by the Finance Mgr
	JBT	h. Regular Pension Trustee meetings to monitor pension plan	O	X							Committee meets biannually to review plan performance, including benchmarks, costs & services provided
2 FY Budget	JBT	a. Draft budget review by Board in February, approval in March	O	X							
3 Ensure adequate reserves in all funds	JBT/MB	a. Monitor and adjust fund balance allocation	O	X							Fund balances are reviewed monthly, with projections 5 yrs into the future; Known operating & capital expenses are incorporated into the allocation of property tax revenue to maintain fund balances for future needs
	JBT/MB	b. Reserve policy review and recommended changes if necessary	O	X							Fund reserve policies are evaluated as part of the budget process each year and modified as appropriate
	JBT/MB	c. Continue to maintain fund for LA DWP 50 year payment	O	X							Annual contribution req'd to meet future obligation is included in budget & moved to appropriate reserve fund
4 Leverage financial systems software	JBT	a. Maximize value of Tyler Technology software suite	O	X							Optimize internal reporting capabilities by training users on available reports, building custom reports as needed
	JBT	b. Ensure accuracy of utility billing	O	X							Review monthly billing for accuracy, discover and correct source of any errors

Information Systems & GIS

<u>Strategic Objectives</u>	<u>Lead</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>5+</u>	<u>Comments</u>
1 Keep MCWD hardware environment current	JM	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							Scheduled workstation replacements behind schedule but will have all replaced by end of budget year
	JM	b. Continue to explore new hardware applications to streamline technical operations	O	X							Managing iPads & collector technology to enhance field staff connectivity to GIS & Neptune 360 in field
	JM	c. Evaluate/Establish WiFi network at Lake Mary Plant	I		X						Awaiting Starlink shipment
	JM/CM	d. Replace SCADA servers	I		X						Comprehensive SCADA System Upgrade - Hardware, Software, Security
	JM/JBk	e. R900 AMI metering system analysis	I		X						Investigation/analysis to transition to R900 technology
	JM	f. Manage remote work environment as needed	O	X							Stay abreast and implement dynamic/secure technology solutions for remote operations
2 Keep MCWD software environment current	JM	a. Install latest versions for all MCWD software platforms	O	X							Continue to update software versions as needed
	JM	b. Refine & optimize Tyler Technologies InCode and EnerGov ERP softwares	O		X						Optimize processes in place for accuracy/completeness
3 Development of GIS to support MCWD work functions	JM	a. Maintain MCWD ArcGIS online mapping	O	X							Continued development of MCWD GIS Portal, Services and Featured Maps and Apps
	JM/GH	b. All current MCWD Engineering projects into MCWD GIS	O	X							Increased capacity with additional Engineer staff
	JM	c. Leverage ESRI MOU with TOML/MC for shared services & collaborative mapping	O	X							Ongoing GIS collabs between agencies; hydrant flow data, renewal of ESRI ELA, and development of Map Services
4 Maintain web services platforms to current technology	JM	a. Manage both MCWD public and intranet sites for current content & regulatory compliance	O	X							Both sites maintained for current content and Brown Act compliance
5 Maintain security of MCWD assets	JM/ALL	a. Accomplish MCWD Security Committee objectives	O	X							Implementation of several physical & digital security measures & CIRP (Cybersecurity Incident Response Plan)

Government and Community Relations & Outreach

<u>Strategic Objectives</u>	<u>Lead</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>5+</u>	<u>Comments</u>
1 Develop & maintain relationships with local partners & agencies	MB/BH	a. Maintain relationships with local agencies regarding issues that involve or relate to MCWD	O	X							Regular interaction w/ TOML manager & engineer & MC staff re: anything MCWD related; Attend local business/agency group at least once/month lunch meetings; Review other area agency meeting agendas & minutes
2 Develop and maintain relationships with State & Federal representatives	MB/BH	a. Maintain relationships with State-level representatives regarding MCWD issues	O	X							Regular interactions (phone & meetings) w/ agencies including GBUAPCD, SWRCB, CSDA, CDFG & ACWA; Review of other agency meeting agendas & minutes
	MB/BH	b. Maintain relationships with Federal-level representatives regarding MCWD issues	O	X							Regular interactions (phone & meetings) w/ federal agencies including BLM & USFS
3 Maintain consistent, positive profile in community	BH	a. Regular Press Releases	O	X							Press releases continue to be issued monthly, unless more frequent communication is necessary
	BH	b. Web-based outreach	O	X							Effectively using WaterSmart and Facebook to communicate with our customers
	BH	c. Event participation and sponsorship	O								Assess MCWD participation on a case-by-case basis
	BH	d. Transition customers to new Tyler portal	I		X						Current customer service portal is with WaterSmart

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Regulatory Compliance & Agreements

Strategic Objectives	Lead	Metrics for Progress	Status	A/O	1	2	3	4	5	5+	Comments
1 Federal Comply with federal permit requirements	BH/GH/MB	a. Maintain Lake Mary dam operations & the Granger-Thye permit	O	X							Maintain awareness of USFS activity for potential impacts to Lake Mary operations & the Granger-Thye permit
	BH/GH/MB	b. Comply with NEPA for MCWD projects	O	X							NEPA review completed as needed
	BH/GH/MB	c. USFS Master Use Permit updates	O	X							Work with USFS staff to update for work completed on USFS land
	BH/GH/MB	d. Laurel Pond Memorandum of Agreement renewal	I		X						Work with USFS staff to renew 1983 MOA
2 State Comply with state public health, state water board, water quality and environmental documentation and permit requirements	CM/GH	a. Meet Lahontan Regional Water Quality Control Board discharge requirements	O	X							Continue discussions w/ regulator re: draft WDR & appropriate classification of Laurel Pond; Working to define the scope of groundwater & biological studies to support a Basin Plan Amendment
	GH	b. Obtain Recycled Water General User permit	I		X						Work with Dept. of Drinking Water & Lahontan; Update MCWD RW ordinance accordingly
	CM	c. Maintain permits received from SWRCB for each facility	O	X							Permits are current
	CM	d. Update Mammoth Creek operations manual	I		X						Staff is reviewing permit conditions to incorporate into an updated operations manual
	BH	e. Compliance with State mandates for conservation	O	X							Ongoing efforts to prepare for compliance with State mandates
	BH	f. Comply with CEQA for MCWD projects	O	X							CEQA review completed as needed
	CM	g. Laboratory compliance with TNI and ELAP standards	O	X							On track with TNI implementation
	MB/SH	a. Brown Act compliance	O	X							Continually monitor for any changes in requirements, particularly current COVID related modifications
3 Special District	MB/SH	b. State Water Code compliance	O	X							Continually monitor for any changes in requirements
	MB/SH	c. Required Board of Director's training	O	X							Ensure that all Directors are compliant with required training
	BH	a. Coordinate with CalTrout and CDFW to implement Mammoth Creek settlement terms	O	X							Complete annual conservation report and provide required payment; Review projects as received
4 Agreements	CM	b. Comply with LADWP settlement agreement with a goal of extending the primary term	O	X							On track and banking water
	GH/MB/JBT	c. Analyze Lakes Basin agreements for "Out of District" sewer services	I		X						Agreements will be updated following implementation of new rates
	SH/All	d. Monitor all active agreements and leases	O	X							Work with managers and legal to ensure compliance and that we remain current

Personnel & Administrative

Strategic Objectives	Lead	Metrics for Progress	Status	A/O	1	2	3	4	5	5+	Comments
1 Attract & retain knowledgeable & talented staff	MB/SH/CW	a. Conduct Employee Engagement Survey	N		X						Plan for Ee Engagement survey in 2022
	ALL	b. Follow through with targeted goals identified through survey process to maintain high level of Ee engagement	O	X							Mgmt following through w/ consultant recommendations; Leadership training for managers completed 10/2021
2 Coordinate workforce planning with overall MCWD Strategic Plan	CW	a. Implement staffing needs through the budget and personnel review process	O	X							Continue to work with Department Managers regarding their staffing needs
	CW/ALL	b. Work with departments to facilitate hiring and onboarding processes of new employees	O	X							Continually coordinate with managers re the necessary orientation needed by their new hires
	CW/ALL	c. Workforce continuity planning and cross training	O	X							PSD & GM office continually coordinate with all departments to meet needs & ensure resiliency; Maintain awareness of potential retirements
3 Provide housing opportunities for MCWD staff	CW	a. Facilitate L'Abri COA membership meetings & administrative activities	O	X							Two MCWD staff members on COA board; 1 is board member, 1 is board secretary
	CW	b. Engage with HOAs for Tamarack, Timberline, & Mountain Meadows condo complexes	O	X							Attending all HOA meetings
	JBT	c. Maintain Rental Housing Program that aligns with District needs and is consistent with state statutes (bylaws, tenant communication, financial reporting, maintenance, etc.)	O	X							Annual review of all financial documentation from each HOA; keeping informed of activities at each complex
	JBT	d. Monitor Employee Home Purchase Assist. Program to ensure the goals of the program are appropriate and meeting staff's needs while remaining consistent with state statutes	O	X							MCWD is responsive to the needs of Ees seeking to purchase a home under the program or refinance existing primary loans; Ee Housing Comm. meets annually to review the program & consider any potential changes
4 Maintain a collaborative labor relationship with staff; both Represented (IOUE Local 12) and Unrepresented	CW	a. Facilitate Meet & Confer obligations with Local 12 when necessary	O	X							M&C obligations prior to implementing any rule, policy, procedure, or general order which modifies, changes, or impacts wages, hours or other terms and conditions of employment
	CW	b. Manage reporting requirements to Local 12	O	X							Periodic report (list of represented Ees) sent every 120 days
	MB/CW	c. Meeting with Un-Represented group when needed	O	X							
	MB/CW	d. MOU negotiations with Local 12	N				X		X		Current MOU expires in June 2026 (FY27) however there is a provision for meet & confer on salaries in FY25
5 Maximize software & technology to support personnel related operations	CW	a. Convert hard copy MSDS to Keller SDS (Safety Data Sheets) online system	I			X					Assembling all SDS's for MCWD
	CW	b. Establish intranet SDS access for staff	N			X					
	CW	c. Input/merge data into HRMS system	I		X						PSD inputting Ee data
	CW	d. Maintain HRMS (Ee data) in Tyler software	O	X							Continually update Ee data in Tyler to maintain accuracy
6 Risk Management	CW	a. Assist, facilitate & provide resources to departments to enable them to minimize risk	O	X							Continually working with departments to minimize risk
7 Maintain MCWD Code, Policies, & Procedures	SH/MB	a. Review and revise MCWD Code, Policies, & Procedures per legal recommendations	I		X						Actively working to rewrite/eliminate irrelevant code and develop supporting policies & procedures per legal recommendations; Goal for completion is end of FY23
8 Maintain MCWD Records	SH	a. Adherence to the MCWD Records Retention Policy	O	X							Continually working with all departments towards compliance w/ RR Policy, which is reviewed and updated annually
	SH	b. Establish and maintain MCWD Records Room	I		X						Goal is to turn the admin bldg old "copy" room into a library for all District hard-copy document storage
	JM	c. Electronic data management	O	X							Accurate records across all platforms

STATUS

O = Ongoing; I = Incomplete; C = Completed; N = Not Started Yet

A/O = Annual or Ongoing