

Objectives	Start Date	Completion Date	Status
Refine the financial reporting to maximize transparency and accountability	3/1/15	3/31/16	Complete
Create a comprehensive Budgeting/Accounting Program and Policy	2/1/16	4/31/16	In progress but behind – Due to the benefits issue and problems with personnel policy, we focused our effort on that first. Can be prepared for August Agenda if priority
Create a financial reserve policy that addresses necessary reserve funds and their appropriate use	2/1/16	4/31/16	On agenda
Develop an understanding of Management roles, responsibilities and performance expectations	10/1/15	4/31/16	On agenda
Develop a comprehensive Board/Board member orientation program	2/1/16	3/28/16	Complete
Develop up to date policies, organizational procedures and a supportive administrative structure	2/1/16	12/31/16	In progress on track
Develop Board member Norms and Board meeting protocol	10/1/15	12/30/16	Not completed - We moved this meeting discussion – need to reschedule
Have a solid communication plan and strategy	2/1/15	5/30/16	Behind schedule, written plan on August agenda
Improve public image of the District through a variety of means	2/1/16	12/31/16	Working on it!
Create a Board Committee “Plan”	2/1/16	8/31/16	In progress - Can be on August agenda
Update and improve the District’s record management system and document office procedures	2/1/16	12/31/17	On track
Update the District organizational chart, job descriptions and job requirements	2/1/16	12/31/16	On agenda
Update the performance evaluation process for all positions	2/1/16	12/31/16	On track – First step is organizational chart on this agenda, then Revised job descriptions after this meeting, develop performance expectation setting process, set expectations and include in evaluation process
Perform a salary and benefits survey	4/1/16	6/1/16	Completed for office and ops manager, August for operators

Develop a system maintenance plan and strategy	2/1/16	8/31/16	On track - Developed vehicle plan, asset management and maintenance software chosen and work scope negotiated, System inventory of major equipment completed, reviewing related industry standards, In place by September
Develop and implement a plan to control system leaks and keep them under control	2/1/16	4/31/16	Completed - Developed plan for system master meter upgrades and funding in place, work scope complete and grant for service lines, spreadsheet completed, plant master meter in process of upgrade
Prioritize Infrastructure Replacement and Upgrade Projects for system reliability, efficient operations and investments	5/1/16	8/31/16	On track – this is really the same as the next item (CIP) however we discussed a new committee/delegated to a committee I believe? If so, we should meet as model to propose
Develop a Capital Improvement Plan (CIP)	3/1/16	12/31/16	On track – reviewed, reprioritized and updated capital improvement list with engineer, priority projects on 2017 budget, approval of CIP on august agenda
Increase the productivity of relationships between the District and its stakeholder	2/1/16	12/31/17	On track – continue to communicate regularly with county government and MID. Becoming a resource to state DWR when they have questions about other system problems, they call us.