



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Peter Kampa, General Manager

DATE: November 10, 2020

SUBJECT: Agenda Item 4D. Approval of the General Manager's Performance Objectives as Presented and Discussed During the October 27, 2020 Board Workshop

RECOMMENDED ACTION:

Staff recommends the following action: **(Approval of the Consent Agenda approves the following motion)**

I move to approve of the General Manager's Performance Objectives as Presented and Discussed During the October 27, 2020 Board Workshop.

BACKGROUND:

The General Manager's Management Objectives were reviewed and discussed during the Board's October 27, 2020 Workshop. The Management Objects agreed upon to be removed are shown in strikethrough text. The objective completion measurements and dates remain the same as discussed in October.

ATTACHMENTS:

Management Objectives Dated November 10, 2020

FINANCIAL IMPACT:

None

Management Objectives Report 2020-2022

Legend:
On Track, moving toward due date
Delayed, waiting on other items or time hampered
Off Track, not needed, or not possible

NEW OBJECTIVES PROPOSED FOR APPROVAL

REVIEW WORKSHOP
October 2020

PERIOD COVERED
July - Sept 2020

#	Objective Description	Measurement	Due Date	July - Sept 2020
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DEVELOP AND SUPPORT EXCELLENT EMPLOYEES AND A SAFE WORKING ENVIRONMENT

1	Conduct an Organizational Evaluation/Develop an Employee Excellence Program	Board action on consultant contract and subsequent package of updated job descriptions	Initial - 6/30/2020, Revised - 1/30/21	DEVELOPING CONSULTANT SCOPE, PREPARED POSITIVE WORKPLACE CULTURE DECLARATION FOR MANAGEMENT
1a	Develop updated job descriptions that identify the core responsibilities, assignments and advancement expectations and path for each district position	Board presentation on program Outline (consultant assistance with program development)	Initial - 6/30/2020, Revised - 1/30/21	INCLUDED IN CONSULTANT SCOPE, POTENTIALLY INCREASING TO MORE HIGH LEVEL ORGANIZATIONAL EVALUATION
1b	Develop a service continuity plan that ensures coverage of essential tasks and responsibilities during emergency conditions such as Pandemic	Board approval of Continuity/Staffing Plan	31-Jan-21	CONSULTANT WORK SCOPE DEVELOPMENT IN PROGRESS
1c	Develop a COVID-19 Response Plan for District facilities and operations , including a remote-work plan and policies	Presentation of Response Plan to Board	14-Jul-20	COMPLETE
2	Develop a succession plan and strategy for the District's internal Accountant position	Presentation of plan to Board	30-Dec-20	IN PROGRESS, EVALUATING POTENTIAL OUTSOURCING OF PAYROLL AND AP/AR FUNCTIONS, REDISTRIBUTION OF INTERNAL SUPPORT DUTIES
3	Conduct an evaluation of the Completeness and Effectiveness of our employee safety program including IIPP, required procedures and methods, and ability to protect against exposure to viruses such as COVID-19	Presentation of evaluation report to Board	Initial 10/13/2020, Revised 1/12/21	IN PROGRESS, CONSULTANT ENGAGED FOR INITIAL EVALUATION AND REPORT/PROGRAM PROPOSAL
3a	Consult with safety experts to update the District IIPP and safety program with necessary procedures	Board approval of Safety Consultant Contracts and subsequent presentation of updated Safety Program	31-Dec-20	INCLUDED WITH ITEM 3 CONSULTANT EVALUATION
4	Evaluate the need and opportunity/cost of implementing an internal Information Technology/SCADA/Communications Position	Board consideration of report regarding IT staff addition and approval of revised organizational chart if warranted	11-Aug-20	COMPLETED AND BOARD APPROVED OCTOBER 2020. HIRING PROCESS BEGINNING

NEW AND AMENDED POLICIES TO SUPPORT OPERATIONS AND GOOD GOVERNANCE

5	Add to the Board Orientation Program a development plan to include recommended learning path and schedule, training and conference attendance, certification	Board approval of updated orientation program content	30-Jun-20	COMPLETED - ON NOVEMBER 2020 AGENDA FOR APPROVAL
6	Complete the Sewer Ordinance Update	Board approval of revised ordinance	Initial (revised) 7/31/2020, proposed December 8, 2020	DRAFT LANGUAGE UNDER INTERNAL REVIEW, PROPOSE FOR BOARD REVIEW DECEMBER 2020
6a	Update Winter Averaging Provisions of Ordinance	Board approval of revised revisions	10-Mar-20	COMPLETED
7	Complete Water Ordinance Update	Board approval of revised ordinance	Initial (revised) 9/30/2020, proposed April 13, 2021	STALLED DUE TO PRESSING PRIORITIES, PROPOSE APRIL 2021
8	Complete Park Ordinance Update	Board approval of revised ordinance	Initial 12/31/2020, revised April 13, 2021	STALLED DUE TO PRESSING PRIORITIES, PROPOSE APRIL 2021
9	Complete Financial Reserve Needs Evaluations and Establish Targeted Annual and Total Reserve Amount	Board approval of financial needs analysis	Initial 12/31/2020, revised April 13, 2021	DEVELOPED INITIAL RESERVE REPORT AND PROPOSE TO REMOVE FROM MANAGEMENT PRIORITIES, TO BE CONSIDERED IN THE FUTURE POST MASTER PLAN COMPLETION
10	Develop New Financial Reserve Policies	Board approval of policies	Initial 12/31/2020, revised April 13, 2021	ON TRACK
11	Complete monthly updates to Operating policies and procedures manual to new format	Monthly Board action on updated policies	None proposed	<i>PROPOSE TO REMOVE FROM MANAGEMENT PRIORITIES, TO BE COMPLETED AS NEEDED ON AN ONGOING BASIS</i>

ACTIONS TO PROVIDE FOR EFFECTIVE, LONG TERM FINANCIAL INVESTMENTS IN SUPPORT OF RELIABLE, EFFICIENT AND COMPLIANT FACILITIES AND

12	Complete updated water and sewer master plans	Board approval of final master plans	Initial 8/30/2020, revised 12/31/2020	REVIEWED 3 ADDITIONAL TECH MEMOS WITH FINAL PLAN NOW SCHEDULED FOR COMPLETION BY 12/31/2020
12a	Complete updated water and sewer 30 Year Capital Improvement Plans (CIP)	Board adoption of CIP	31-Dec-20	SAME AS ABOVE
13	Complete development impact fee study for Water, Sewer, Fire and Park Services	Board adoption of Development Impact Fee Study and Schedule	30-Mar-21	CONSULTANT UNDER CONTRACT AND IN PROCESS OF DATA REVIEW. SIGNIFICANT EFFORT TO COMPILER MUCH OF THE ASSET DATA NECESSARY

Management Objectives Report 2020-2022

Legend:		NEW OBJECTIVES PROPOSED FOR APPROVAL	REVIEW WORKSHOP October 2020	
On Track, moving toward due date	Delayed, waiting on other items or time hampered		PERIOD COVERED	
Off Track, not needed, or not possible			July - Sept 2020	
#	Objective Description	Measurement	Due Date	
14	Secure funding agreement for Downtown BOF/Groveland water and sewer system system improvements	State Funding Agreement	31-Dec-20	COMPLETED FOR SEWER PROJECT AGREEMENT AS OF OCTOBER 19, 2020. FINAL DESIGN BEING COMPLETED INCLUDING UPDATE OF PROBLEM AREAS TO BE ADDRESSED. PROJECT TO BE PUBLICLY BID IN JANUARY OR FEBRUARY 2021. WATER AGREEMENT TO BE SEPARATE OBJECTIVE
15	Secure funding agreement for Clearwell Rehabilitations	State Funding Agreement	30-Apr-20	COMPLETED - RECEIVED STATE APPROVAL OF PROJECT BUDGET AND CURRENTLY SCHEDULING PRE-CONSTRUCTION MEETING
16	Prepare 2019/20 Community Development Block Grant (CDBG) funding application	Confirmation of application submitted	31-Mar-20	APPLICATION IS COMPLETE FOLLOWING AUDIT SUBMITTAL BY COUNTY, HOWEVER FUNDING IS EXHAUSTED AND LIKELY NO FUNDING UNTIL THE 2021 NOFA RELEASED
17	Develop Capital Improvement/Replacement Plans for fire services	Board approval of CIP	7-Jan-20	COMPLETED
18	Develop Capital Improvement/Replacement Plans for Park services	Board approval of CIP	Initial 6/30/2020, revised January 30, 2021	IN PROGRESS, CONTRACT WITH WRT CONSULTANTS INCLUDES CURSORY CONDITION ASSESSMENT; COMPLETION OF PLAN PROPOSED FOR JANUARY 2021
19	Develop and implement a GPS program to support the update and digitization of District infrastructure maps and add layers to our GIS site to display easements, and system maintenance management data	Board presentation on GPS plan and schedule	10-Mar-20	COMPLETED. PROGRAM NOW PROCEEDING AS A GENERAL PRACTICE/ONGOING BASIS
20	Implement a system of contracts with qualified contractors for general and technical maintenance and construction work, emergency response and repairs	Board approval of contracts	10-Mar-20	COMPLETED MAY 2020
21	Complete the Fire Department Master Plan Update	Board approval of Master Plan	10-Mar-20	COMPLETED MAY 2020
21a	Coordinate with County for the implementation of Community Facilities Districts or other funding mechanisms to offset the impact of land development outside GCSD boundaries	Consideration of agreement with County regarding mitigation funding for development projects	Initial 10/13/2020, revised 12/31/2020	IN PROGRESS, CONTINUE TO MEET WITH COUNTY ADMINISTRATION AND REVIEW LEGAL OPTIONS. SECURED COUNTY FUNDING COMMITMENT FOR AMADOR COST
21b	Complete Development Financial Impact Study for Terra Vi and Under Canvas projects	Board approval consulting services and approval of Impact Study	13-Oct-20	COMPLETE AND PRESENTED TO BOARD
21c	Fire Department Emergency Response and deployment optimization and cost evaluation (potential for ALS emergency rescue squad)	Board consideration of report	28-Feb-21	HELD INITIAL CONVERSATIONS INTERNALLY WITH CALFIRE AND WITH COUNTY ADMINISTRATION
21d	Compile Fire Department Call data for visual display and analysis in the CAD system, to determine future equipment, staffing and deployment strategies	Board presentation of call data	11-Aug-20	COMPLETED AND BEING REGULARLY UPDATED ON GIS SITE. DATA ACCURACY BEING EVALUATED AND IMPROVEMENT OPTIONS DEVELOPED
21e	Complete creation of a Community Facilities District (CFD) within the GCSD boundaries to provide funding for Fire and Park services from new development projects		9-Feb-21	NEW INITIATIVE
21f	Secure revised Schedule A Contract with CalFIRE removing the Amador Contract cost obligation (transferred to County contract)		10-Nov-20	NEW INITIATIVE
22	Complete the GRACE (Park Enhancement) project plan and begin funding/implementation process	Board approval of Plan; Board approval of funding applications	Initial 4/14/2020, revised 2/13/2020	COMPLETED CONSULTANT RECRUITMENT PROCESS, WITH WORK SCOPE INCLUDED IN THEIR CONTRACT.
23	Develop a long-term Park Service Funding Plan	Board approval of funding plan	Initial - 6/30/2020, Proposed October 12, 2021	NON PRIORITY AT THIS TIME. PROPOSE DELAY UNTIL SUMMER/FALL 2021
24	Plan the State Parks funded Per Capita Grant Improvements	Board approval of project	Initial 5/12/2020, revised 12/8/2020	IN PROGRESS, INITIAL EVALUATION IN WRT CONSULTANT SCOPE OF WORK, PROPOSE ON DECEMBER 2020 BOARD AGENDA
24a	Secure Per Capita Funding Agreement with State	Management Report of signed funding agreement	Initial 7/1/2020, revised January 31, 2021	PROPOSE JANUARY AGREEMENT AFTER BOARD ACTION ON PROJECT PLAN
24b	Implement Per Capita Park Improvements	Management presentation of completed projects	30-Jun-21	PLANNING IN PROGRESS
25	Complete PG&E Permanent Interconnection Hub (PIH) project agreement to facilitate continuous power to downtown Groveland during PSPS	Board consideration of easement approval and related agreement	8-Sep-20	COMPLETED AGREEMENT, CONSTRUCTION BEING SCHEDULED BY PG&E

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26	Complete evaluation and partnership agreement with an Internet Service Provider to expand broadband services in the GCSO service area, and implement new technologies at District facilities	Board consideration of partnership agreement	Initial 9/8/2020, revised 12/08/2020	IN PROGRESS, NEGOTIATING AGREEMENT TERMS, PROPOSE COMPLETION DECEMBER 2020
27	Evaluate consolidation of the Groveland Lighting District into GCSO	Board consideration of consolidation proposal	Initial 10/13/2020, revised June 30, 2021	EVALUATION STALLED DUE TO PRIORITIES, ALSO PENDING OUTCOME OF MUNICIPAL SERVICE REVIEW SCHEDULED FOR COMPLETION DECEMBER 2020
28	Complete annexation of Airport Estates	LAFCO approval of annexation	Initial 10/13/2020, revised June 30, 2021	DELAYED PENDING COMPLETION OF THE MUNICIPAL SERVICE REVIEW. SECURED LAFCO APPROVAL FOR OUT OF AREA SERVICE TO PROPERTIES UNTIL ANNEXATION
ACTIONS TO IMPROVE DISTRICT FINANCIAL CONDITION AND PRUDENTLY PREPARE FOR KNOWN FUTURE EXPENDITURES				
29	Produce an annual accomplishments report detailing where and how our customer and taxpayer money has been (and will be) spent	Presentation of annual accomplishments reports	28-Jan-20	COMPLETED. ALSO ADDED RESERVE SUMMARY REPORT AND PREPARING CONSOLIDATED RESERVE/PROJECT REPORT
30	Complete development of a local funding measure to support Fire Services	Board approval of funding measure; submit to voters	Initial 5/12/2020, revised 2/9/2021	ON TRACK FOR JUNE 2021 ELECTION IN COORDINATION WITH COUNTYWIDE JPA
30a	Engage a Fire Department focus group of interested public to assist in planning and advocating for the future financial health of the department	Confirmation of group formation	14-Apr-20	ON TRACK FOR JUNE 2021 ELECTION IN COORDINATION WITH COUNTYWIDE JPA. ALSO INTEND TO COORDINATE WITH GROVELAND CERT AND SEEK PMLA ENDORSEMENT
30b	Coordinate with the County and Fire Districts in the Development of an entity, such as a JPA capable of levying and administering a Fire Services funding measure	Board approval of JPA agreement or similar	31-Dec-20	ON TRACK FOR CREATION BY DECEMBER 2020. BOARD REVIEWED DRAFT JPA LANGUAGE DURING OCTOBER MEETING
ACTIONS THAT SUPPORT THE FOUNDATION OF SOLID MANAGEMENT AND ADMINISTRATION OF DISTRICT SERVICES AND ASSETS, TRANSPARENCY AND				
31	Achieve District of Distinction Accreditation (Platinum Level)	Presentation of award to Board	Based on Board member participation	NO FURTHER ACTION, ALL CONFERENCES CANCELLED, MUST BE DONE ONLINE, PROPOSE REMOVE FROM MANAGEMENT OBJECTIVES
32	Achieve Special District representation on Toulumne County LAFCO	SPECIAL DISTRICTS SEATED ON LAFCO	30-Jun-20	COMPLETED
33	Coordinate with and assist LAFCO in a comprehensive update of the District's Municipal Service Review (MSR)	Submit LAFCO information request/response for Board review on August 11, 2020 of October Board workshop	Initial 7/31/2020, revised 12/31/2020	ON TRACK, DRAFT MSR EXPECTED BY DECEMBER 2020
34	Develop a plan to improve customer interaction technologies and methods to simplify and increase payment speed and security, precise and timely notification of account issues and emergencies, and improve water management	Presentation of plan for Board approval	Initial 4/14/2020, revised 6/30/2021	ON TRACK FOR JUNE 2021 COMPLETION, IMPLEMENTATION BEGINNING WITH SPRINGBROOK CONVERSION TO CLOUD
35	Create a New Customer Information packet	Presentation of packet to Board	14-Apr-20	COMPLETED
36	Conduct a records inventory and establish appropriate records categories	Presentation of inventory and categories to Board	initial 9/30/2020, revised January 26, 2021	ON TRACK FOR COMPLETION ON SCHEDULE. PROJECT FOLDER MODULE RECENTLY DEVELOPED
37	Evaluate and implement systems and technologies for records and data management	Presentation of options to Board	Initial 12/31/2020, revised January 26, 2021	ON TRACK, MIGRATING TO LASERFISCHE DOCUMENT MANAGEMENT SYSTEM. PRESENTATION TO BE PROVIDED TO BOARD APRIL 2021
38	Develop reports on reserves and connection/capacity fee expenditures and present annually	Annual Board presentations in September	Initial 12/31/2020, revised 4/13/2021	RESERVE SUMMARY REPORT PREPARED INCLUDING RESERVE BALANCE, CAPITAL EXPENDITURES AND GRANT DATA. CONNECTION/CAPACITY FEE REPORT PROPOSED AT END OF DEVELOPMENT IMPACT FEE STUDY AND CIP ADOPTION; APRIL 2021