

MEMORANDUM

DATE: DECEMBER 20, 2023
TO: BOARD OF DIRECTORS
FROM: MIMI MORRIS, GENERAL MANAGER
SUBJECT: GENERAL MANAGER'S REPORT

COMMUNICATION

Staff have been working with the Communications Committee to develop a comprehensive communications strategy in order to restore the community's confidence in the District. This strategy is still under development, but some good conversations have been had about some communication fundamentals. In addition, staff have been developing some basic data tracking tools to better manage all requests for information from the District, including PRA Requests, Correspondence and General Inquiries.

PRA REQUESTS

Since 2019, the District has received 149 Public Record Act requests. The bulk of the requests came in 2021 and 2022. In 2023, we have had a total of 9 PRA requests. A Summary Report and corresponding Detail report of the requests is attached for your consideration. The cost of the reviewing attorneys alone exceeds \$56,000. The cost of staff time on PRAs has been over \$10,000. The cost of the review by the District's counsel has not yet been tabulated. Staff understand the conditions that led to requests for information and hope to restore confidence in District operations so as to reduce the cost burden of these inquiries.

GENERAL INQUIRIES/QUESTIONS

Starting with the November Board Meeting, staff are capturing questions posed at these meetings and bringing back responses and posting responses to the website. See the attached report of four questions brought to the Board meeting last month.

TENTATIVE AGREEMENT ON MOU BETWEEN REPRESENTED EMPLOYEES & DISTRICT

An action item on today's Special Meeting agenda (which will follow the Open Session of the Regular Meeting) addresses the progress on a new MOU between the District and represented employees. The current MOU expires on December 31, 2023. The new MOU addresses a few specific concerns for both parties, including more rewarding longevity pay and a more specific drug policy and wage increases over the next three years. Details when we discuss that item.

FINANCIAL UPDATE

The 2020-2021 CSD Audit is frustrating to both staff and the community. There is one outstanding item remaining – the Audit Adjustment Account has a balance of \$123,000 that needs to be assigned to the correct revenue or expense account. Staff continues to review journal entries to unravel this last mystery and final obstacle to a completed 20-21 audit. The attached report outlines the one remaining item and the long list of items already completed.

A high-level Budget to Actual Report for the first five months of 23-24 is attached which shows the District spending at a lower rate than budgeted for the entire year; however, the 23-24 projected revenues and expenditures comingled Capital Revenues and Expenditures and Restricted Resources, all of which have to receive their share of the budget before the fiscal year end. More info regarding the District's finances will be shared by Mark Matulich.

Staff negotiated with its current credit card provider to ensure equally beneficial rebates are provided to the District.

GENERAL OVERSIGHT

Staff transferred over 120 boxes of very old Accounts Payable, Accounts Receivable, and Payroll records from a rented storage unit into the main headquarters of the District in order to relinquish the monthly expense of the storage unit. Staff will be going through all the records and determining which may be destroyed according to the District's Record Retention policy. Staff will maintain documentation regarding which records were destroyed and when. This action is part of the staff's commitment to prudent use of District resources.