

Objectives	Start Date	Completion Date	Status
<b>On-going Objectives (These are overall job responsibilities - to be continued by GM)</b>			
Participate in regional, state and national meetings and conferences to stay abreast of trends and technology related to District Operations.	September 2017	Ongoing	Attended CSDA annual conference and Board meetings, Professional Development Committee
Oversees the preparation of the annual budget for the District.	September 2017	Ongoing	Transitioned budget to July 1-June 30 fiscal year, adopted preliminary and final budget. Performing to budget.
Seek advance input from Board members in development of the meeting agenda, and deliver meeting materials a minimum of three days in advance of regular board meetings.	September 2017	Ongoing	Improvement seen now with Board Clerk in place.
Advises the Board of Directors on issues, programs and financial status, prepares and recommends long and short-range plans for District service provision, capital improvements and funding; and directs the development of specific proposals for action regarding current and future District needs.	September 2017	Ongoing	Evaluated loan options for road improvements  Contracted with Human Resources firm for policy manual update, hiring process documents
Meet regularly with Board President regarding district matters and to receive input regarding community issues.	September 2017	Ongoing	

Oversee and evaluate CSD staff; update job descriptions and define individual responsibilities.	September 2017	Ongoing	Currently reviewing/revising job descriptions for maintenance positions
Improve website to notify residents when new items are added or updated.	September 2017	Ongoing	Notification sign up process in place, 51 signed up
Pursue available grant funds whenever appropriate, as a means of preserving its resources for other needed priorities.	September 2017	Ongoing	Regularly reviewing funding notices
Invest available funds in accordance with District Investment Policy and state law so as to safeguard District funds, meet District liquidity needs and achieve the highest prudent return on investment and report to the Board quarterly.	September 2017	Ongoing	Total invested funds are reported monthly in the Statement of Cash Flows and Balance sheet. Board approved LAIF as potential investment, and CDs may be invested in LAIF in March 2018, depending on interest rates
Work closely with allied agencies, i.e. Castle & Cooke (C&C), Calaveras County Water District (CCWD), and other agencies to achieve CSD goals and objectives.	September 2017	Ongoing	Met with Scott Thayer and working through water meter related issues; engineering likely needed.
Continuously improve the quality and usability of information available on website, coordinating with HOA and others to clarify responsibilities when possible.	September 2017	Ongoing	Additional information will be added in the coming months as Clerk and GM time allows
<b>September 2017 – March 2018 (6 month goals)</b>			
Develop cost effective plan for drought tolerant landscaping.	January 2017	Estimated July 2018 completion	<b>On track</b> - Reviewing architect proposals, expect contract award in December with 180 day project completion timeline

Implement "New CSD Board Member" orientation in a timely manner.	September 2017	February 2018	<b>On Track</b> - Manual updated from 2016, scheduling orientation and full board reintroduction in February each year
Implement Pavement Improvement Program.	September 2017	June 2018	<b>On Track</b> – Preliminary Design Report completed, Estimate construction spring/summer 2018
Establish Fiscal Reserves for critical equipment and infrastructure replacement as a result of Measure A passage, including upgrade of Board Clerk PC and laptop immediately and install appropriate software, and lease appropriate office copier.	September 2017	Estimate full completion February 2018	<b>On track</b> – Purchased laptop, software subscriptions, leased copier. Preliminary reserve policy reviewed by Board, final pending Capital Equipment Replacement Schedule update
Begin to develop drought tolerant landscaping project.	September 2017	June 2018	<b>On track</b> -
Continue to improve communication with CSD Staff and Board President.	September 2017	Ongoing	<b>Additional Effort necessary</b>
Develop a process to document and track responses to Board recommendations and public input and concerns in monthly General Manager's reports and ongoing Q&A documents.	September 2017	Ongoing, estimate February 2018	<b>On Track</b> - Board Norms and Protocol scheduled for initial discussion on November 21, 2017
Second Gate: Research with C&C and Calaveras County as to what funds are available, where they reside, and how they can be accessed.	September 2017	Ongoing, estimate March 2018	<b>On track</b> - Reviewing original development agreements, correspondence in files, initial Board direction regarding an engagement letter on agenda November 21, 2017
Monitor SB1 Tax allocation in an effort to influence distribution to Special Services Districts.	September 2017	Ongoing, no action	<b>Stalled</b> - Requires law changes.

Complete personnel handbook update and development.	September 2017	Estimate March 2018	<b>On track/additional work than expected</b> - Working with HR consultant, also proposing some policies on agenda individually.
Improve and automate records management system.	September 2017	Ongoing, estimate June 2018 completion	<b>On track</b> – established OneDrive cloud based file system based on CSD computers.
<b>September 2017 to February 2019 (18 month Goals)</b>			
Implement a Capital Improvement Plan.	Not started	February 2019	
Involve Community in a Goals and Priority Setting Session.	September 2017	Ongoing	Landscape committee is working diligently toward community beautification
Conduct asset inventory with condition index.	Update not started		
Develop road construction standards and encroachment permit process for Board approval.	September 2017	June 2018	
Finalize reserve policies.	Not started	Feb2019	
Develop a list of entities with which the District has some contact or interaction and a defined CSD position on the relationship with each including:CCWD Army Corps of Engineers District Residents Castle & Cooke Calaveras County Tax Collector District Supervisor	September 2017	February 2019	Process of identification begun and being completed as time allows
J.S. West			

