

### Water Resource and Wastewater Management & Planning

<u>Strategic Objectives</u>	<u>Metrics for Progress</u>	<u>Status</u>	<u>A/O</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>5+</u>	<u>Comments</u>
1 Secure adequate future water supply	a. Well 32	I		X						
	b. Property acquisition for new well sites	O	X							
	c. Drill exploratory boreholes for replacement wells	I					X	X		
	d. Continued monitoring as defined in the Groundwater Monitoring Plan	O	X							
	e. Water Supply Analysis	O	X							
2 Conserve water	a. Maintain MCWD's <i>Water Shortage Contingency Plan</i>	O	X			X				
	b. Review TOML projects affecting water demand	O	X							
	c. Maintain and enforce state water conservation regulations	O	X							
	d. Maintain MCWD rebate program	O	X							
	e. Support conservation education programs	O	X							
	f. Advertisements & press releases to educate the community re: water conservation practices & issues	O	X							
	g. Develop plan for implementing existing MCWD landscape ordinance	I		X						
3 Balance production & use of surface water, groundwater & recycled water	a. Optimize recycled water, groundwater and surface water treatment processes	O	X							
	b. Maintain awareness of recycled water (RW) expansion opportunities	O	X							
4 Groundwater Resource Protection	a. Administer monitoring and mitigation plans	I	X							
5 Effective Water Resource Data and Wastewater management & reporting	a. Continued resource monitoring to meet compliance and resource management objectives	O	X							
	b. Urban Water Management Plan (UWMP)	N				X				
6 Evaluate for adequate future system capacity	a. Water distribution system modeling	O	X							
	b. Wastewater collection system modeling	O	X							
	c. Water treatment system	O	X							
	d. Wastewater treatment system	O	X							
7 Stay informed of local, regional and State water resource issues	a. Attend/participate in group and administrative meetings	O	X							
	b. Provide input for effective, region-specific goals & objectives to regional water-resource groups & DWR	O	X							
	c. Engagement with CSDA, ACWA, DWR, SWRCB, and electeds	O	X							
	d. Review TOML project applications	O	X							
	e. Coordinate with MMSA on the potential to supply future water & wastewater needs	I	X							
8 Surface Watershed Protection	a. Fuels reduction	O		X						
	b. Watershed Sanitary Survey (Lakes Basin)	N				X				

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### Engineering, Operations & Maintenance

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1 Maintain Water Distribution, Collection Systems & Treatment and Administrative Facilities to a high standard	a. Update the long-term Capital Improvement Plan (CIP)	O	X							
	b. Zero sanitary/sewer over flows (SSO)	O	X							
	c. Deliver water at 99% of customer service hours or better by managing outages	O	X							
	d. Exercise 20% of distribution system valves annually	O	X							
	e. Maintain 50% of hydrants annually	O	X							
	f. Clean and CCTV 20% of collection system annually	O								
	g. Maintain Fats, Oils, & Grease (FOG) program	O								
	h. Maximize the lifecycle of District facilities and equipment	O	X							
2 Protect Water Distribution system from contamination	a. Maintain Backflow/Cross Connection protection program	O	X							
	b. Conduct District-wide Backflow/Cross Connection Control sanitary survey	N			X					
	c. Recycled Water/Cross-connection control compliance annual testing and reporting	N				X	X			
3 Maximize reliability of water production	a. Follow best practices for well inspections and maintenance	O	X							
	b. Optimize surface water treatment plant production	O	X							
	c. Optimize groundwater treatment plant production	O	X							
4 Maximize availability of recycled water	a. Meet all recycled water demands during irrigation season	O	X							
5 Minimize non-revenue water	a. Stay under threshold of AWWA standards of 10% non-revenue water (annually)	O	X							
	b. Monitor meter system for accuracy	O	X							
6 Maximize energy efficiency and reduce energy costs	a. Optimize and monitor current energy usage practices	O	X							
	b. Operation and Maintenance of MCWD Solar PV system	O	X							
	c. Maintain awareness of potential renewable energy opportunities	O	X							
7 Emergency preparedness	a. Emergency Response Plan Update	N					X			
	b. Seismic/Snow Structural Risk Assessment & Mitigation Plan	I			X					
	c. Stay current with appropriate equipment and staff training for emergency response	O	X							
	d. Participate & coordinate with local agencies re: training, equipment & emergency response protocol	O	X							

### Information Systems & GIS

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1 Keep MCWD hardware environment current	a. Carryout Device Replacement Program for all IT equipment	O	X							
	b. Continue to explore new hardware applications to streamline technical operations	O	X							
	c. Replace scheduled MCWD servers	O	X							
	d. Manage dynamic remote work environment as needed	O	X							
2 Keep MCWD software environment current	a. Install latest versions for all MCWD software platforms	O	X							
	b. Work with Engineering for EnerGov Phase II analysis	O	X							
3 Development of GIS to support MCWD work functions	a. Maintain MCWD ArcGIS online mapping	O	X							
	b. Leverage ESRI MOU with TOML/MC for shared services & collaborative mapping	O	X							
	c. MCWD GIS Utility Network Conversion/Modernization Project	I			X					
4 Maintain web services platforms to current technology	a. Manage both MCWD public and intranet sites for current content & regulatory compliance	O	X							
5 Maintain security of MCWD assets	a. Accomplish MCWD Security Committee objectives	O	X							
	b. Continual evaluation of cybersecurity measures	O	X							
6 MCWD Network administration and improvements	a. Improve MCWD Network redundancy and resiliency	O	X							
	b. Inventory and plan for future network improvements	O	X							

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**Financial Management**

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1 Maintain financially sound organization	a. Monitor revenue and adjust expenses as needed	O	X							
	b. Conduct a water & wastewater rate study and implement study recommendations every 5 years	N				X	X			
	c. Conduct a connection fee study and implement recommendations	N				X	X			
	d. Maintain purchasing controls and Warehouse inventory levels	O	X							
	e. Maintain an appropriate accounting and reporting system	O	X							
	f. Regular Investment Committee meetings to monitor investments and ensure best investment strategy	O	X							
	g. Regular Pension Trustee meetings to monitor pension plan	O	X							
	h. Minimize operating cost	O	X							
2 FY Budget	a. Draft budget review by Board in February, approval in March	I	X							
3 Ensure adequate reserves in all funds	a. Monitor and adjust fund balance allocation	O	X							
	b. Regular evaluation of Capital balances related to CIP - adjust as necessary	O	X							
	c. Reserve policy review and recommended changes if necessary	O	X							
	d. Continue to maintain fund for LA DWP 50 year payment	O	X							
4 Leverage financial systems software	a. Maximize value of Tyler Technology software suite	O	X							
	b. Ensure accuracy of utility billing	O	X							

**Personnel & Administrative**

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1 Attract & retain knowledgeable & talented staff	a. Conduct Employee Engagement Survey	N			X					
	b. Follow through with targeted goals identified through survey process to maintain high level of Ee engagement	O	X							
2 Coordinate workforce planning with overall MCWD Strategic Plan	a. Implement staffing needs through the budget and personnel review process	O	X							
	b. Work with departments to facilitate hiring and onboarding processes of new employees	O	X							
	c. District-wide workforce continuity planning, cross training, and capturing of institutional knowledge	O	X							
3 Provide housing opportunities for MCWD staff	a. Facilitate L'Abri COA membership meetings & administrative activities	O	X							
	b. Engage with HOAs for MCWD owned condo units	O	X							
	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							
	d. Monitor Ee Home Purchase Assist. Program to ensure the goals of the program are appropriate & meeting staff's needs while remaining consistent with state statutes	O	X							
4 Maintain a collaborative labor relationship with staff; both Represented (IOUE Local 12) and Unrepresented	a. Facilitate Meet & Confer obligations with Local 12 when necessary	O	X							
	b. Manage reporting requirements to Local 12	O	X							
	c. Meeting with Un-Represented group when needed	O	X							
	d. MOU negotiations with Local 12	N		X		X				
5 Maximize software & technology to support personnel related operations	a. Maintain HRMS (Ee data) in Tyler software	O	X							
6 Risk Management	a. Assist, facilitate & provide resources to departments to enable them to minimize risk	O	X							
	b. Update all SDS (Safety Data Sheets)	I		X						
7 Maintain MCWD Code, Policies, & Procedures	a. Review and revise MCWD Code, Policies, & Procedures per legal recommendations	I		X						
8 Maintain MCWD Records	a. Adherence to the MCWD Records Retention Policy	O	X							
	b. Establish and maintain MCWD Records Room	I		X						
	c. Electronic data management	O	X							

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### Government and Community Relations & Outreach

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1 Develop & maintain relationships with local partners & agencies	a. Maintain relationships with local agencies regarding issues that involve or relate to MCWD	O	X							
2 Develop and maintain relationships with State & Federal representatives	a. Maintain relationships with State-level representatives regarding MCWD issues	O	X							
	b. Maintain relationships with Federal-level representatives regarding MCWD issues	O	X							
3 Maintain consistent, positive profile in community	a. Regular Press Releases	O	X							
	b. Web-based outreach	O	X							
	c. Event participation and sponsorship	O	X							
	d. Transition customers to new Tyler portal	O	X							

### Regulatory Compliance & Agreements

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1 <u>Federal</u> Comply with federal permit requirements	a. Maintain Lake Mary dam operations & the Granger-Thye permit	O	X							
	b. Comply with NEPA for MCWD projects	O	X							
	c. USFS Master Use Permit updates	O	X							
	d. Laurel Pond Memorandum of Agreement renewal	I		X						
2 <u>State</u> Comply with state public health, state water board, water quality and environmental documentation and permit requirements	a. Meet Lahontan Regional Water Quality Control Board discharge requirements	O	X							
	b. Maintain permits received from SWRCB for each facility	O	X							
	c. Sewer Sanitary Management Plan (SSMP)	N			X					
	d. Compliance with State mandates for conservation	O	X							
	e. Comply with CEQA for MCWD projects	O	X							
	f. Laboratory compliance with TNI and ELAP standards	O	X							
3 <u>Special District</u>	a. Brown Act compliance	O	X							
	b. State Water Code compliance	O	X							
	c. Required Board of Director's training	O	X							
4 <u>Agreements</u>	a. Coordinate with CalTrout and CDFW to implement Mammoth Creek settlement terms	O	X							
	b. Comply with LADWP settlement agreement with a goal of extending the primary term	O	X							
	c. Analyze agreements for "Out of District" connections	I			X					
	d. Monitor all active agreements and leases	O	X							

### Key Strategic Driven Expenditures

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1 Maintain regulatory compliance	a. Laurel Pond Monitoring Wells	N		X						
	b. Vehicle & equipment replacement	N		X						
	c. Other potential regulatory driven items	N								
2 Correct assets that have failed or are projected to fail	a. Well Rehabilitation / Replacement	O			X	X		X		
	b. Water Distribution improvements	O	X							
	c. Collection System improvements	O	X							
	d. Water tank rehabilitation	I		X	X					
	e. Administration Campus & WWTP Pavement Rehab & Drainage Project	N		X	X					
3 Improve operational efficiency and reliability	a. Parcel Relief Main project	I		X						
	b. MCWD GIS Utility Network Conversion/Modernization Project	I			X					

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