

Staff Report

TO: Board of Directors

FROM: Jennifer Hanson, General Manager

DATE: February 28, 2024

SUBJECT: 2024 Major Initiatives

ADMINISTRATION

RECOMMENDATION:

Receive presentation regarding the major initiatives identified by staff for 2024 and provide input.

BACKGROUND:

The District's 2023 Strategic Plan identifies five Strategic Priorities for the District that were adopted by the Board. Each year staff develops the budget and identifies actions/initiatives that need to be completed to support the implementation of these priorities. The attached Major Initiatives spreadsheet is a tracking tool that identifies tasks needed to facilitate implementation of the Board Strategic Plan and also tasks needed for the general management and operation of the District. This item is not intended to be the annual update on the implementation of the Board's Strategic Priorities, which is completed during the annual budget process.

BUDGETARY IMPACT:

None.

Attachment (1)
Major Initiatives Spreadsheet

Current Major Initiatives Administration

Department	Issue	Initiatives	Comments
General Administration	Voluntary Agreement (VA)/Bay Delta Plan Update	Currently working with state agencies on VA options. Participate in statewide working groups and monitoring of regulatory actions. Continue monitoring and participating in public process for Bay-Delta Plan Update.	Working on final VA development with resource agencies. Work will continue into 2024.
General Administration	Yuba River Salmon Reintroduction	Participate in regulatory led salmon reintroduction in the Yuba River	NID continues to participate as a member of the Yuba Reintroduction Working Group. The initial focus of the group and funding received has been on reintroduction and analysis efforts in North Yuba above Bullards Bar.
General Administration	State Filed Water Right Application	Resolving protests on state filed water right application.	Outcome of task is dependent on the Plan for Water.
General Administration	Retention Policy	Require retention policy update.	In progress - Scheduled for Board Workshop March/April 2024
Human Resources	Comprehensive Personnel Policy Update	Need to update all personnel policies to reflect law and regulation changes, updated practices and to reflect inconsistencies between MOUs and policies.	Meetings are scheduled through June 2024. Working with outside labor counsel on total rewrite.
Human Resources	Staff Alignment	Continue to evaluate staffing needs for each department and update job descriptions.	Work in progress. Will continue to be addressed during annual budget process.
Finance	Finance Systems and Processes Improvement Initiatives	Revamp finance department policies, procedures and practices. Primary goal is to close periods and reconcile all accounts on a routine basis.	Accounts are being reconciled on a monthly and quarterly basis. Several new policies were created in 2023: <ul style="list-style-type: none"> •#11130 Financial Close Policy (NEW) 7/26/23 •Credit Card Procedure (NEW) 10/1/23 •#11140 Write-off Policy (NEW) 12/13/23 •#11120 Grants Mgmt Policy (NEW) 3/22/23 •#3035 Investment Policy (revised) 1/24/24 2024 work will consist of continued refinement in preparation for ERP project.
Finance	Cost Allocation Study	A simple cost allocation study was completed for the 2022 budget. Recommend completing a more thorough cost allocation prior to completion of new rate study.	RFP issued, consultant selection in March 2024.
Finance/Operations	Water Rate Study	Require update to water rates.	Work to resume when five year CIP is adopted. Estimated to go before the Board in January 2025. A schedule for completion of the rates will be developed.
Finance/Engineering	Connection Fee Study	Need to update connection fees for new connections.	RFP process complete and work on the effort has been initiated.
Finance/IT	ERP (Tyler Upgrade)	Upgrade to Tyler ERP.	All Day Demo 1/30/2024 - restart Sept 2024
Finance	Pooled Cash	Pooled cash accounting needs to be implemented. There may be limitations with current system. Evaluating whether or not activity needs to be completed with ERP upgrade.	Pooled cash implementation started Dec 2023 and is still in process with Central Square.
Finance	Reserve Policy	Review Reserve Policy and Revise as Needed	Need to Consider Operational Cash Flow Requirements, Risk, and Capital. To be completed in Fall 2024.
Finance	PERS UAL/OPEB	Need to develop payoff strategy.	OPEB valuation complete and presented to board 12/13/2023. Need to complete UAL analysis and develop strategy.
High Priority			
Medium Priority			
Low Priority			

Current Major Initiatives Operations

Department	Issue	Initiative	Comments
Operations	Water Rights Reporting	Enhance water rights tracking and reporting system.	Underway. Requires data migration and updated tracking systems.
Operations	Water Diversion Data	Comply with state regulated hourly monitoring.	Most locations complete. Some remote locations will need alternative compliance
Operations	Lead & Copper Rule Reporting	Develop a service line inventory by October 16, 2024	Underway. GIS developing list, Operations to mail letter to farm customer side data
Operations	Cross Connection Regulatory Compliance	Adjust job descriptions and Rules and Regulations to comply	Regulation changed December 2023. Have until July 24 to comply
Operations	Aquatics Outage Notification	Revamp notification after loss of box and parcel	Nearly complete. Will have more opportunity for change after Tyler
Operations	Water Quality	Expand source water quality sampling to reduce water chemical purchases	Need to implement.
Operations	Communications in Field	Equip field staff with computer connectivity for improved efficiency	Teams notification system implemented. Will monitor implementation and improve as necessary.
Operations	Update CIP Projects	Projects within the water treatment plants need to be updated in the Chip	Initial five year planned developed and is currently being refined.
Operations	Regulatory Compliance Software	Investigate available software to ensure treated water compliance	Preliminary investigation to establish costs and vendors.
Operations	Chemical Pump Replacement	Replace all bleach and caustic pumps with peristaltic pumps	Existing pumps have met life expectancy. New pumps use pinch plate technology
Operations	Automated Regulation	Purchase and install two automated Rubicon Gates to gauge effectiveness	Included in 24 budget. Installation will occur during offseason
Operation	Remote Flow Reading	Continued the transition to remote reading flow gaging stations	2024 budget include installation of three stations
Operations	Tail Water Gages	Improve tailwater gaging stations on canals that do not recapture flows	Will prioritize base upon locations with the highest flow
Operations	Constructed Conveyance Program	Evaluate program to determine if there is a strategy that is feasible to reduce in home raw water use.	Need to implement. If implemented, would reduce winter water requirements.
Operations	Flushing Program	Develop report of locations where flushing infrastructure is limited	Once complete, provide list to Maintenance for potential repairs or replacement
Operations	Canal CIP Priority	Update the CIP list to reflect the priority of each canal	Per the Strategic Priorities

High Priority
Medium Priority
Low Priority

Current Major Initiatives Maintenance			
Department	Issue	Initiative	Comments
Maintenance	Vegetation Control	Implement Internal Drone Program	Underway. Will provide update to Board third quarter 2024.
Maintenance	Centralize Fleet	Centralize fleet services to increase efficiencies.	Ongoing.
Maintenance	Canal Rehabilitation	Identify Significant Sections of Canals Where Repairs Will Benefit the District the Most	2024 Irrigation Season
Maintenance	Fleet Reduction	Reduce Overall Fleet Size to Pre-Covid Standard	Underway. Will provide update to Board third quarter 2024.
Maintenance	Upgraded Meter Replacement Program	85% Complete by End of Year	Ongoing. Project Stalled Due to Covid.
Maintenance	Cross Train Division Supervisors	Improve Operational Efficiency	Provide Staff for Future Promotional Opportunities Outside of Current Position

High Priority
Medium Priority
Low Priority

Current Major Initiatives Hydro

Department	Issue	Initiative	Comments
Hydro	FERC Relicensing	Acquire new FERC license.	In process. Waiting on regulatory agency feedback from filings. Need to focus on climate change and how they may impact future FERC requirements.
Hydro	South Yuba Canal Transfer	Acquisition from PG&E	Transfer complete. In 2024 staff will continue to refine O&M procedures, staffing needs, and costs associated with ownership.
Hydro/Water Ops/IT	IT/OT Masterplan	Support IT/OT master planning initiative to maximize efficiency between groups	Proposals due March 1, 2024. Award of contract expected March 27.
Hydro/Ops/Maint	CMMS	New work order system.	Sedaru is no longer supported by vendor. Consider integration into ERP.
Hydro	FERC Implementation Plan	Update FERC Implementation Plan by end of 2025	In process.
Hydro	Combie North Revenue	Review alternative sources of revenue generation	Several vendors contacted in January 2024. Expectation is to have a consultant onboard to complete study by March.
Hydro	PG&E Cross Training	SYC/DCPH knowledge transfer from PG&E	Continue coordination as situations arise

High Priority
Medium Priority
Low Priority

Current Major Initiatives Engineering

Department	Issue	Initiative	Comments
Engineering	PFW	Long term planning initiative to determine future water supply needs.	One meeting remaining. PFW public process should be complete in March 2024.
Engineering	CIP Process	New CIP process completed. Need to work toward Master Planning and 5-year CIP.	5-yr CIP workshop for Board in March 2024. Both Raw and Treated Water Masterplans to begin once PFW completed.
Engineering	Design Standards Update	Require comprehensive update to design standards.	Standard detail updates completed Nov 2023. Standard specifications being currently being updated. Should be completed by June 2024.

Current Major Initiatives Recreation

Department	Issue	Initiatives	Comments
Recreation	Cash Handling	Audit finding.	Implementation initiated the 2022 camping season, in phases. Effective January 2023 all campgrounds were using the Square registers. All campground revenue is being transported by courier to Cashiering at the GV office for reconciliation. Both Customer Service and Accounting have access to all Square reports for reconciliation and posting revenue to the GL. We still have some fine tuning to do but we are pretty close to being complete.
Recreation	Revenue Analysis	Complete business and revenue analysis for optimization of business.	At the December 13, 2023 Board meeting the Board was given a presentation on the 2024 Recreation Rate Increase, what percentage increase (55%) we would need for total cost recovery and a six-year Revenue and Expenditures Summary Analysis. This presentation gave the Board clear direction on future Recreation Rate increases needed to close the gap between revenue and expenditures. We will continue to monitor and review yearly and make changes as needed.

High Priority
Medium Priority
Low Priority