

ACTION AGENDA

2017

Board of Directors and General Manager



Tuolumne Utilities District
January 2017



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Tuolumne Utilities District Policy Agenda 2017 Targets for Action

TOP PRIORITY

TWSOP Plan Development
Long Term Water Supply Options
Long Term Water Storage
Fire Draft Point Sites: Advocacy
PG&E Contract (1983)
Phoenix Lake Dredging Project

HIGH PRIORITY

**Tuolumne County Water Policy Advisory Committee
Strategy and Actions**
Electronic Mapping and Records Management
Water Tank Master Plan
ACWA Strategy
Sonora Regional Wastewater Treatment Plant Study
Fire Protection: Office of Emergency Services

Tuolumne Utilities District Management Agenda 2017 Targets for Action

TOP PRIORITY

Water Rights Policy Advocacy
Grants Development
Enterprise Resource Planning
Tuolumne General Plan – Water Element
Labor MOU

HIGH PRIORITY

Cryptosporidium Prevention Program
Ditch System CEQA Compliance
Hazard Tree Mitigation Plan: Implement
Formal Succession Plan
Water Conservation Plan

**Tuolumne Utilities District
Action Outlines 2017**

GOAL 1	TOP QUALITY UTILITY SERVICES
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ACTION: TWSOP PLAN DEVELOPMENT		<table border="1" style="margin: auto;"> <tr><td style="text-align: center;">PRIORITY</td></tr> <tr><td style="text-align: center;"><i>Policy – Top</i></td></tr> </table>	PRIORITY	<i>Policy – Top</i>
PRIORITY				
<i>Policy – Top</i>				
<p><u>Key Issues</u></p> <ul style="list-style-type: none"> • Funding Source • Long Term Cost Reduction • Operational Efficiency • Public Health & Safety • Effective Planning 	<p><u>Activities/Milestones</u></p> <ol style="list-style-type: none"> 1. Contact Consultant: Funding Options 2. Develop Report 3. Board Study Session: Update Report/Board 4. Board Decision: Funding 5. Initiate Plan Development 6. Complete Plan 	<p><u>Time</u></p> <p>1/17 2/17 3/17 3/17 7/17 2018</p>		
Responsibility: District Engineer / Operations Manager				

ACTION: LONG TERM WATER SUPPLY OPTIONS		<table border="1" style="margin: auto;"> <tr><td style="text-align: center;">PRIORITY</td></tr> <tr><td style="text-align: center;"><i>Policy – Top</i></td></tr> </table>	PRIORITY	<i>Policy – Top</i>
PRIORITY				
<i>Policy – Top</i>				
<p><u>Key Issues</u></p> <ul style="list-style-type: none"> • Raw Water • Water Security • Storage • Water Rights 	<p><u>Activities/Milestones</u></p> <ol style="list-style-type: none"> 1. Prepare Framework for Board discussion 2. Board Study Session (Type 1): Definition, Direction 	<p><u>Time</u></p> <p>3/17 4/17</p>		
Responsibility: General Manager				

ACTION: LONG TERM WATER STORAGE

PRIORITY
<i>Policy – Top</i>

<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Herring Creek • Pinecrest 2 • Lyon’s • Sierra Pines • New Melones 	<ol style="list-style-type: none"> 1. Prepare Framework for Board discussion 2. Board Study Session (Type 1): Definition, Direction 	<p>5/17</p> <p>6/17</p>

Responsibility: General Manager

ACTION: FIRE DRAFT POINT SITES: ADVOCACY

PRIORITY
<i>Policy – Top</i>

<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Water System Security • Watershed Protection • Life Safety • Healthy Economy 	<ol style="list-style-type: none"> 1. Presentation: Fire Draft Points (Water Policy Advisory Committee) 	<p>4/17</p>

Responsibility: General Manager

ACTION: TUOLUMNE COUNTY WATER POLICY ADVISORY COMMITTEE STRATEGY AND ACTIONS

PRIORITY
<i>Policy – High</i>

<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Vision on Water • Development Standards • Septic Regulations • Easement • Development Approval 	<ol style="list-style-type: none"> 1. Review TUD Water Policy Determinations / Direction From Study Sessions with WPAC 2. Develop Recommended Approach to Bay-Delta Plan; Regional Issues of Importance / Brief WPAC 	<p>Ongoing</p> <p>Ongoing</p>

Responsibility: General Manager

ACTION: ACWA STRATEGY		PRIORITY
		<i>Policy – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Conference Attendance • Advocacy • Board/Staff Education 	<ol style="list-style-type: none"> 1. Prepare Staff Report: Benefits and Key Issues 2. Board Presentation: ACWA & Advocacy 3. Attend ACWA Conference 4. Board Involvement in ACWA Region 3 and Regional Forums and Issues 	<p>2/17</p> <p>3/17</p> <p>5/17</p> <p>Ongoing</p>
<div style="border: 1px solid black; padding: 2px;">Responsibility: General Manager</div>		

ACTION: WATER RIGHTS POLICY ADVOCACY		PRIORITY
		<i>Mgmt – Top</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Water Rights • Pinecrest Lake Level • Storage Funding • TUD’s Needs 	<ol style="list-style-type: none"> 1. Meet with State Legislators 2. Meet with State Water Resources Control Board 3. Meeting with Federal Legislator 	<p>3/17</p> <p>4/17</p> <p>5/17</p>
<div style="border: 1px solid black; padding: 2px;">Responsibility: General Manager</div>		

ACTION: TUOLUMNE GENERAL PLAN – WATER ELEMENT		PRIORITY
		<i>Mgmt – Top</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Water Element • Septic • Private Water Systems 	<ol style="list-style-type: none"> 1. Review/Comment on Draft Water Element 2. Prepare Letter for Tuolumne County 	<p>Upon Release</p> <p>Upon Release</p>
<div style="border: 1px solid black; padding: 2px;">Responsibility: General Manager / District Engineer / Ops. Mgr.</div>		

ACTION: CRYPTOSPORIDIUM PREVENTION PROGRAM		PRIORITY
		<i>Mgmt – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Live Stock by Water Source • Public Health • State Law • Public Trust / Confidence 	<ol style="list-style-type: none"> 1. Identify Problem Areas 2. Develop Policy Framework and Prevention Action Plan 3. Board Study Session 4. Inform Property Owners 	<p>3/17</p> <p>6/17</p> <p>8/17</p> <p>9/17</p>
Responsibility: Operations Manager		

ACTION: DITCH SYSTEM CEQA COMPLIANCE		PRIORITY
		<i>Mgmt – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Ditch Maintenance 	<ol style="list-style-type: none"> 1. Finalize Draft CEQA Document 2. Circulate Draft CEQA Document 3. Board Decision: CEQA Document Adopt 	<p>5/17</p> <p>6/17</p> <p>8/17</p>
Responsibility: District Engineer		

ACTION: WATER CONSERVATION PLAN		PRIORITY
		<i>Mgmt – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Grant Funding • Urban Water Management Plan • State Actions/Mandates • TUD Activities 	<ol style="list-style-type: none"> 1. Develop Water Conservation Messaging 2. Board Report: Update 3. Report to State 4. Advocate on State Regulation 	<p>5/17</p> <p>6/17</p> <p>Ongoing</p> <p>Ongoing</p>
Responsibility: General Manager / District Engineer		

► Management in Progress 2017	TIME
1. Strategic Plan: Update	2/17
2. On Call Engineering Consulting Services	4/17
• RFP	6/17
• List	3/17
3. Day Delta Plan SED Response: Comment Letter	12/17
4. Ditch MID Customer Metering: Installation	12/17
5. Annual TUD Flushing Program	12/17
6. Water ESFR Capacity Chart: Update	12/17
7. Ditch Water Balance: Data Gathering/Analysis	12/17
8. District Standards Details: Updates	Ongoing
9. Toilet Rebate Program (RCD)	3/17

GOAL 2	HIGH PERFORMING ORGANIZATION
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ACTION: ELECTRONIC MAPPING AND RECORDS MANAGEMENT		PRIORITY
		<i>Policy – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Document Protection • Document Access • Process Efficiencies 	<ol style="list-style-type: none"> 1. Prepare Analysis of Costs 2. Decision: Mid Cycle Funding 	4/17 5/17
Responsibility: General Manager / District Engineer		

ACTION: ENTERPRISE RESOURCE PLANNING (ERP)		PRIORITY
		<i>Mgmt – Top</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Data Management • Upgrade Financial Management Capability • Meter Read Management • Update Accounting Structure • Enterprise System 	<ol style="list-style-type: none"> 1. Finalize RFP 2. Issue RFP 3. Review RFP Response 4. Board Decision: Contract 5. Begin Implementation 	3/17 3/17 5/17 7/17 9/17
Responsibility: Finance Director		

ACTION: FORMAL SUCCESSION PLAN		PRIORITY
		<i>Mgmt – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Institutional Knowledge • Growing Future Leaders • Program Definition 	Draft Plan Review by Departments Final Draft	8/17 9/17 10/17
Responsibility: Human Resources Director		

► **Management in Progress 2017**

1. Field Book Improvements
2. Succession Planning Report
3. Communications Technician
4. Safety Compliance Coordinator
5. Performance Appraisal: Training
6. GIS Technician
7. 2017 Safety Plan

TIME
5/17
9/17
7/17
8/17
11/17
12/17
1/18

► **Major Projects 2017**

1. Tank Ladder Replacement

TIME
6/17

GOAL 3	FINANCIALLY RESPONSIBLE ORGANIZATION
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ACTION: PG&E CONTRACT (1983)		PRIORITY
		<i>Policy – Top</i>
<p><u>Key Issues</u></p> <ul style="list-style-type: none"> • Water Allocation • Requirement • Risks/Rewards 	<p><u>Activities/Milestones</u></p> <ol style="list-style-type: none"> 1. Board Study Session: Contract Review 	<p><u>Time</u></p> <p>5/17</p>
Responsibility: General Manager		

ACTION: GRANTS DEVELOPMENT		PRIORITY
		<i>Mgmt – Top</i>
<p><u>Key Issues</u></p> <ul style="list-style-type: none"> • Staffing Position • Leverage Rate \$ • Workload Distribution • Expand Capabilities 	<p><u>Activities/Milestones</u></p> <ol style="list-style-type: none"> 1. Prepare “Management Analyst” Job Description 2. Board Decision: Position Authorization 3. Hire Position 	<p><u>Time</u></p> <p>1/17 2/17 6/17</p>
Responsibility: Human Resources Director / District Engineer		

ACTION: LABOR MOU		PRIORITY
		<i>Mgmt – Top</i>
<p><u>Key Issues</u></p> <ul style="list-style-type: none"> • Successor MOU • Employee Compensation • Succession Planning 	<p><u>Activities/Milestones</u></p> <p>Develop Management Proposals Board Discussion and Briefing Conduct Negotiations Adopt Successor MOU</p>	<p><u>Time</u></p> <p>2/17 3/17 4/17-6/17 7/17</p>
Responsibility: Human Resources Director		

► **Management in Progress 2017**

1. Budget Mid Cycle
2. Annual CalPERS Report
3. Fund Reserve Plan: Implementation Funding
4. CIP: Update

TIME
5/17
10/17
5/18
Ongoing

GOAL 4	UPGRADED INFRASTRUCTURE
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ACTION: PHOENIX LAKE DREDGING PROJECT		PRIORITY
		<i>Policy – Top</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Rehabilitation of Reservoir • Water Quality • Restoration of Reservoir 	<ol style="list-style-type: none"> 1. Circulate Draft CEQA 2. Review Comments 3. Finalize CEQA 4. Complete Design 5. Board Decision: Document Adoption 	<p>3/17</p> <p>6/17</p> <p>12/17</p> <p>2/18</p> <p>2/18</p>
Responsibility: District Engineer		

ACTION: WATER TANK MASTER PLAN		PRIORITY
		<i>Policy – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Tank Condition • Design Preference • Lining • Ventilation • Ladder/Stairs • Tank Plan • Funding • Timing 	<ol style="list-style-type: none"> 1. Develop Draft Master Plan 2. Board Study Session 	<p>12/17</p> <p>1/18</p>
Responsibility: Operations Manager		

ACTION: SONORA REGIONAL WASTEWATER TREATMENT PLANT STUDY		PRIORITY
		<i>Policy – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Long Term Planning • Improvement Plan • Process Improvements • Operational Efficiencies 	<ol style="list-style-type: none"> 1. Board Presentation: Update 2. Complete Study 	<p>10/17</p> <p>6/18</p>
Responsibility: District Engineer / Operations Manager		

ACTION: FIRE PROTECTION: OFFICE OF EMERGENCY SERVICES		PRIORITY
		<i>Policy – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Water Supply Protection • Watershed Management • Protection of Property 	<ol style="list-style-type: none"> 1. Meet with County OES – Fire Protection Options 2. Board Briefing: Outcomes 	<p>4/17</p> <p>5/17</p>
Responsibility: General Manager		

ACTION: HAZARD TREE MITIGATION PLAN: IMPLEMENT		PRIORITY
		<i>Mgmt – High</i>
<u>Key Issues</u>	<u>Activities/Milestones</u>	<u>Time</u>
<ul style="list-style-type: none"> • Infrastructure Protection • Water supply Protection • Watershed Protection • Property Protection • Life Safety 	<ol style="list-style-type: none"> 1. Complete Bid 2. Board Decision: Award Bid 	<p>2/17</p> <p>3/17</p>
Responsibility: District Engineer / Operations Manager		

► Management in Progress 2017		TIME
1. CIP Reports		Monthly
2. Annual Dive Clean and Inspection: 15 Tanks		
• Bid		3/17
3. Sierra Pines Reservoir Feasibility		4/17
4. Patch Paving Contract		
• Bid		4/17
• Budget Allocation		5/17
• Board Decision		7/17
5. Short Term Maintenance Projects		12/17
6. Fire Protection for Water Flume System		12/17
7. Sewer Collection System CCTV and Repairs		12/17
8. Sierra Pines Reservoir (Section 4) Land Acquisition		TBD

► Major Projects 2017		
1. Sonora Regional Wastewater Treatment Plant Improvements		
• Tricking Filter Ventilation		3/17
• Hydraulic Improvements		9/17
2. Gold Springs Forcemain		5/17
3. Sonora Water Treatment Plant Rate Value Project		5/17
4. Jamestown Reservoir Replacement Project		
• CEQA		5/17
• Construction		6/17 – 3/18
5. Quartz/Stent Water Main Extension		6/17
6. Curtis Creek Elementary School Intertie		
• System Design		6/17
• Funding		7/17
7. Tuolumne Water Treatment Plant: Westside Reservoir Cleaning and Improvements		9/17
8. Cuesta Heights Storage Tanks: Site Acquisition		12/17
9. Ditch Meter Installation		12/17
10. Annual Sewer Pipeline Project		12/17
11. Matelot Pipeline: Right of Way Acquisition		12/17
12. Upper Columbia Spill #1		12/17
13. Upper Columbia Shoot Pipeline		12/17
14. Annual Ditch Maintenance Projects		12/17
15. Pedro Y Utility Relocation		12/17
16. Columbia County Estates Sewer Lift Station		2/18

**Tuolumne Utilities District
Policy Calendar 2017**

MONTH

MARCH 2017

1. Board Study Session: TWSOP Plan Development, Update Report/Board
2. Board Decision: TWSOP Plan Development, Funding
3. Board Decision: Hazard Tree Mitigation Plan Implement; Award Bid
4. Board Presentation: ACWA Strategy

MONTH

APRIL 2017

1. Board Study Session (Type 1): Long Term Water Supply Options, Definition, Direction

MONTH

MAY 2017

1. Board Study Session: PG&E Contract Review
2. Board Briefing: Fire Protection, Office of Emergency Services, Outcomes

MONTH

JUNE 2017

1. Board Study Session (Type 1): Long Term Water Storage, Definition, Direction
2. Board Report: Water Conservation Plan Update

MONTH

JULY 2017

1. Board Decision: Enterprise Resource Planning, Contract

MONTH

AUGUST 2017

1. Board Decision: CEQA Document Adopt, Ditch System
2. Board Study Session: Cryptosporidium Prevention Program

MONTH

SEPTEMBER 2017

MONTH

OCTOBER 2017

1. Board Presentation: Sonora Regional Wastewater Treatment Plant Study, Update

MONTH

NOVEMBER 2017

MONTH

DECEMBER 2017

MONTH

JANUARY 2018

1. Board Study Session: Water Tank Master Plan

MONTH

FEBRUARY 2018

1. Board Decision: Phoenix Lake Dredging CEQA Document