

*Mendocino County Russian River Flood Control
& Water Conservation Improvement District*

Office Administrator's Report for May 2023

Presented at Regular Meeting of Monday, June 5, 2023

Priority 1 – Customer Contracts

Worked within the parameters of the current file management systems to upload and organize current customer information in hardcopy and electronic files. Saved historical data in both formats. Gathered information needed to reach out to individual customers and request additional information. This gives me the opportunity to learn more about each customer and their needs. This will be very helpful moving forward and partnering with them down the road.

Priority 2 – Water Use Reporting & Metering

Compiled statistical data to collaborate with Beth on 2022 reporting and 2023 projections. Reached out to customers requesting Projections for 2023 that are outstanding. Met with the local Mc Crometer representative and field specialists to improve metering management and data collection moving forward. This is helpful to learn the tips and tricks of our meters to best help our customers and obtain accurate metering information for reporting.

Priority 3– Water Rights & Education

Dual-Basin Education - Attended multiple Zoom meetings to learn the different options and opinions of the PG&E decommissioning of the PVP.

Priority 4 – Office Administration

Merged weekly newsletter onto website and updated contact information into various categorical groupings within our website for analytical and outreach purposes.

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Prepared and submitted to the Board of Trustees by: *Colleen Hale, Office Administrator*