

1. Recruitment of new GM – Ad Hoc Committee
  - Prepare scope of committee and planned sunset date
  - Review/revise job description
  - Conduct salary survey
  - Retain and oversee recruiting firm
  - Define internal process for review of applications, conducting interviews, selection, and onboarding
  - Prepare employment agreement
  
2. Oversight of business processes – Ad Hoc Committee
  - Prepare scope of committee and planned sunset date
  - Meet regularly (i.e. weekly) with GM and Office Mgr to review routine financial transactions, non-recurring transactions, and discuss business, staffing, and any other important issues
  - Discuss any personnel actions with GM
  - Recommend to Board when to step into routine approval processes
  
3. AMI project
  - Meet regularly (i.e. weekly) with GM to follow progress and expenditures on project
  - Develop plan for rollout of new meter registers and customer dashboards
    - Confirm schedule
    - Define standard dashboard for customers, for both computers and smart phones
    - Train staff, board members, and potentially a group of customers on how to set up standard dashboards and respond to customer questions
    - Prepare presentation for use in meetings with customers, HOA's
    - Attend meetings with HOA's
    - Prepare article (with graphics) for next newsletter
    - Identify staff person to take over project after GM departs
  
4. Board priority tasks
  - Establish priorities for GM through August 31<sup>st</sup>
  - Proceed with grant application for Brown/Glen pipeline
    - Identify any other qualifying projects and prepare applications
  - Brown /Glen pipeline – review timing
  - Asset inventory – review timing
  - System map updates – review timing
  - Master plan - review timing

5. Other ongoing projects

- Kinneloa Canyon Road pipeline – status?

6. HR Tasks

- Review KID's PERS contract
- Assess whether interim GM needs to be designated
- Define interim reporting relationships
- Review and recommend revisions to the Board of KID Rules and Regulations and the Employee Manual

7. Water resources/regulatory/legal issues

- Meet regularly (i.e. weekly) with GM to review major issues
- Review copies of all important correspondence
- Attend all meetings with external agencies/groups (i.e. Foothill MWD, PWAG, Raymond Basin MG, Pasadena W&P, etc.)