

DATE: February 10, 2025
TO: Board of Directors, BCRSD
FROM: Wendy Wiegers
SUBJECT: February 2025 Human Resource & Finance Updates

HR DISCUSSION ITEMS:

1. Paycom: I had a meeting with Paycom about the issues I have been having and feel like we've come to a solution. I need to increase my training time in Paycom and I did have a breakthrough with the onboarding documents. This will be done by mid-March. Goal: training, reduce onboarding time, onboarding set up and finalize categories with GL.
2. We currently have open positions: Executive Director/Wastewater Utilities Director, Administrative Assistant (Billing & HR Assist), Equipment Operator, Wastewater Operator and/or Wastewater/Equipment Operator positions are advertised on Indeed. We have a career fair date with State Tech on March 4 and are setting up other recruiting options. The MASD meeting gave us great ideas with ERTC that we will look into and still pending with Chamber of Commerce advertising and job fair. Had issue with Indeed rejecting applicants and I am currently reviewing all applicants to interview.
3. We are reconsidering the Facebook option (without comment abilities) for advertising and LinkedIn – I am working through the issues with LinkedIn.
4. Total compensation documents are in process. I have the numbers I need to proceed and hope to have those numbers completed as soon as the financial reports are complete.
5. January projects: Job description review for Operation positions. The job descriptions have been provided to Operations management to review. We need to schedule a meeting and will do so in late February/early March.
6. Employee policy manual edits/suggestions – possible review in June 2025.

GENERAL & FINANCE:

1. My current focus is finalizing the 4th quarter financial reports and the audit. I have included a tentative timeline for the audit and for the billing transition project. These timelines have been provided to staff to review and update. A sample document is included with this packet and will be utilized to monitor projects with so many occurring at one time to ensure progress and monitoring.
2. Financial documents will be presented one month behind to allow for more accurate completion of information: February 2025, May 2025, August 2025, November 2025, February 2026.
3. Crane Truck: the delivery/pick up time for this truck is now out three weeks. A check has been prepared to pay in cash; however, the paperwork is in progress to reimburse through a lease purchase through Marion National Bank (Ryan Edmundson) in the amount of \$176,933.68. The agreements have been received and are in the review process. We will present the resolution and agreements to accept or approve at the March Board meeting to allow for more thorough review of agreements.

4. Billing Transition Project: A tentative timeline has been provided and is currently being reviewed and edited. This timeline will guide staff through several projects we are currently working on. The IT transition is still currently in the hands of IT Solutions and we are waiting on the scope of project. It is my understanding we should receive this any day. Once received, we will review and edit. A list of vendors is currently being prepared to submit an RFQ. On the billing software side, we are currently developing a list of needs and reviewing demos. I believe as a whole, we are all in agreement on the Muni-Link software capabilities and have received several good reviews, but we are still gathering information on vendors and needs.
5. The audit is underway. I am disseminating pieces to the administrative task and have included a brief timeline. The audit is due to the State Auditor by June 30; however, we are getting a faster start on it. I have set processes in place all year to have documents ready for the audit quicker. My goal is to have the audit documents ready and sent to the auditor before the end of March. Drew is working on the audit letters and confirmations. Once the end of year financials are complete, the file will be sent to the auditor.
6. The user rate study tool has been received from Debbie and direction has been received on an April deadline for user rate updates for communication to Boone Electric. The budget assumed a 2.5% increase for 2025 with the goal of having a user rate tool in place for subsequent years; however, this will change if user rate updates are recommended prior to May and communicated to the public. I will be working on this tool as soon as I get through the current priorities.
7. BEC has taken away some of my access to pull monthly reports for reconciliations. I have to request them to print them out for me and MTE reports are not matching payment activity reports.
8. Certified letter concern regarding shut off notifications.

PROJECTS I'M ACTIVELY WORKING ON & UPCOMING PROJECTS:

1. User rate study
2. Prepping for water usage updates with BEC.
3. 2024 audit
4. Expense management & cost tracking – process started but monitoring and updating.
5. Paycom Set Up – General Ledger, categories and onboarding documents
6. 2024 Total Compensation document
7. Digitizing files
8. Job description updates
9. Billing Transition Project
10. Purchase Order discussions

Wendy Wiegers

Manager, Finance & HR

SIGNATURE:

TITLE:

2/14/2025

DATE: