

DATE: May 13, 2025
TO: Board of Directors, BCRSD
FROM: Wendy Wiegers
SUBJECT: May 2025 Human Resource & Finance Updates

HR DISCUSSION ITEMS:

1. The Administrative Assistant position is still open but holding.
2. Spencer Nichols has been hired as a Wastewater/Equipment Operator. This gives us a full staff in Operations.
3. I have started and will continue a brief salary and benefit study to complement suggestions on updates to the current wage scale. This will take place now that 1st quarter financial reports and the audit are completed.
4. Total compensation documents are in process. These are 50% complete and I am currently working on them.
5. Employee policy manual updates will occur over the next few weeks and presented in June.
6. Employee performance goals set by Joe will be reviewed in June.
7. Anthem: The status with Anthem remains unchanged. I did have a discussion with a nurse at MU who told me to watch for changes.

GENERAL & FINANCE:

1. The draft 2024 audit is included with the documents in this month's Board packet. This draft has just been received and is under review. Am I approved to sign or can Jesse be approved to sign?
2. Financial documents presentation dates: February 2025, May 2025, August 2025, November 2025, February 2026.
3. The 1st Quarter 2025 financial reports have been presented.
4. We have several updates for review in QuickBooks: making audit adjustments part of my monthly routine, update income/expense account mapping for the new software, possible upgrade to Enterprise edition, identify burdensome tasks and create efficient solutions. The next financial reports should be able to give us a preliminary expense total for collections, treatment, project management and contract services. This will still take time to build the data but the process is in place to track the data and just needs fine-tuning.
5. Training: I am setting aside time to do in-depth Paycom (HRIS) training, localized, inexpensive utility management training and GASB updates.
6. Billing Transition Project (dates may vary slightly):
 - a. RFP/RFQ creation in process and will be completed by May 25, 2025.
 - b. RFP/RFQ reviewed by Board and legal through June 6, 2025.
 - c. Vendor list for RFP/RFQ is ready and notice will be placed publicly by June 25, 2025 with a due date of July 30, 2025.
 - d. Recommendation for award made at the August 2025 Board meeting.

- e. Contract negotiation process through September 2025.
 - f. Outline of remaining steps: payment processes, mailing/digital procedures, collection/lien process, required reports will be developed with assist of new vendor (July through August, 2025).
 - g. Transfer of data (collaboration with vendor, BCRSD staff and BEC staff) (September 2025 to February 2026).
 - h. Test run for two months. (March-April 2026)
 - i. Final conversion and go live by May 1, 2026 or sooner.
7. The user rate study tool: I am reviewing this tool and have projected May 31 as a deadline to have the user rate tool in use.
 8. I will be updating document retention documents. We have documents that need to be archived and have hopes the IT transition will address this process for older docs. The employee files have been converted and are in the final stages of being organized. The financial documents on the network will be organized and archived over the next 12 months.
 9. The administrative team is currently building an organized, digital operating manual detailing all tasks for current and future employees.

PROJECTS I'M ACTIVELY WORKING ON & UPCOMING PROJECTS:

1. Expense management & cost tracking
2. Update current strategic plan for Finance & HR Department, update workflows for Administrative staff
3. Water usage updates with BEC and rate increase communications
4. User rate study
5. Review and update our collection and lien policies.
6. Paycom training, GASB and utility accounting updates
7. 2024-2025 Total Compensation document
8. Digitizing files (financial & administrative files about complete)
9. Job description updates, wage and benefit study, wage scale review
10. QuickBooks Work In Progress account audit
11. Customer Billing Transition
12. Purchase Order discussions
13. Staff training review
14. Certified letter issues – currently gathering data on
15. Document retention policy updates
16. Employee policy updates (June)
17. Goals for all administrative staff: increase timeliness, reduce errors. Eliminate unnecessary tasks.

Wendy Wiegers

Manager, Finance & HR

SIGNATURE:

TITLE:

5/13/2025

DATE: