

DATE: July 8, 2025
TO: Board of Directors, BCRSD
FROM: Wendy Wiegers
SUBJECT: July 2025 Human Resource & Finance Updates

HR DISCUSSION ITEMS:

1. The Administrative Assistant position is actively open. We held 4 interviews and have two more interviews to schedule with one agreed upon candidate to-date.
2. Due to one employee giving notice, we have an opening in O&M as Senior Wastewater/Equipment Operator. That opening is currently advertised and we are reviewing applicants.
3. I have started and will continue a salary and benefit study. This is a slow process but will also incorporate previous suggestions on updating our current wage scale structure and including private comparisons. I have added to list of companies to review. List will also include alternative benefit suggestions utilized by other companies.
4. Employee performance goals: due to timing of hire, administrative employee goals are being set and reviewed for 2025-2026.
5. Anthem: The status with Anthem remains unchanged.
6. I am focusing on HR upskilling and Paycom training.
7. Another goal is to obtain my HR certification through SHRM and would like to know if BCRSD will cover the cost. I have decided to pursue the Managerial Accounting training my own and pursue the SHRM SCP through BCRSD as that will benefit BCRSD goals of reduced retention and improved employee management. The estimated cost is \$1925 with a completion date of February 2026 unless I wait for new budget period and extend the testing date into 2026-2027. This has been tabled.
8. Onboarding time will be reduced with changes I have made over the past year. Onboarding should be completed within the first week of hire with exceptions for pending processes such as call backs, background checks, etc.
9. Employee files are digitized and being finalized. All are scanned in but are being organized and backed up.
10. The new Lagers evaluation has been received and attached. The cost to BCRSD is considerably lower with the reduction in long term employees. We will be discussing and reviewing. If Lagers is approved, I will review GASB reporting procedures.

GENERAL & FINANCE:

1. The 2024 audit is final.
2. The budget process will begin in August-September. The goal will be to have the budget finalized in November-December.
3. Financial documents presentation dates: February 2025, May 2025, August 2025, November 2025, February 2026.
4. We have several updates for review in QuickBooks to make the software work better for us: making audit adjustments part of my monthly routine, update income/expense

account mapping for the new customer billing 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: Off the clock, I have focused on updated training in utility (financial) management, GASB updates and Managerial Accounting training review.
6. The user rate study tool: I am reviewing this tool and have revised the projected December 31 as a deadline to have the user rate tool in use. I changed this due to reviewing wage and benefits again before three year goal.
7. I will be updating the document retention policy as time allows.
8. We have documents that need to be archived and have hopes the IT transition will address this process for older docs. Initially, we hired a temp employee to assist but their attention to detail was unsatisfactory. We have since hired two Administrative Assistants to work on this project but their time is consumed by other tasks and this task has not resumed. The other options are to have the 3rd AA position work on this task or hire an outside company. 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. I am concerned a bit where files will end up with the IT transition. I would like to be kept updated on that piece of the transition so I don't lose track of important files. The largest batch of files remaining to be scanned and organized are O&M files from Tom's office.
9. The administrative team is currently building an organized, digital operating manual detailing all tasks for current and future employees. There is a strategic plan for the administrative department, a workflow chart organizing tasks and a digitized file of operating procedures per position. This has been in process and, once finalized, will be updated annually and should set BCRSD up for any future turnover without need for untrained new hires.
10. There will need to be planning in the financial processes for the accounting for the many projects we have going: renovation, IT build, billing changes (mapping), etc. I will be working on these updates daily and referring to outside accounting firms if I have questions. I will not incur charges unless I feel that my knowledge is not up-to-date on a certain function.
11. Jesse has been working on an RFP for financial services.

PROJECTS I'M ACTIVELY WORKING ON & UPCOMING PROJECTS:

1. See task completion graph attached.

Wendy Wiegers

Manager, Finance & HR

SIGNATURE:

TITLE:

7/8/2025

DATE:

Task Completion Graph

Finance & HR

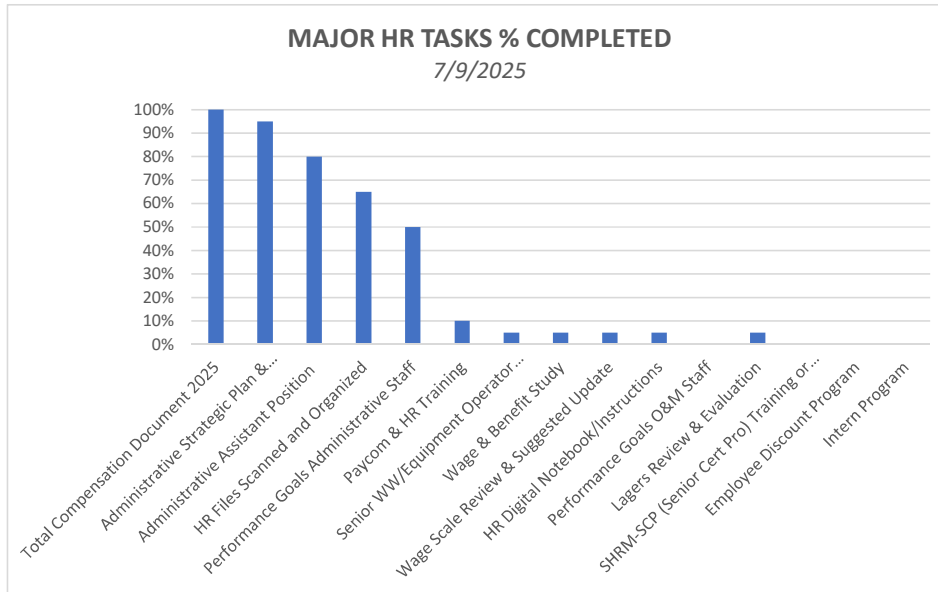
(does not include minor or daily tasks)

MAJOR HR TASKS

Major Tasks In Progress

Total Compensation Document 2025	100%
Administrative Strategic Plan & Workflows	95%
Administrative Assistant Position	80%
HR Files Scanned and Organized	65%
Performance Goals Administrative Staff	50%
Paycom & HR Training	10%
Senior WW/Equipment Operator Position	5%
Wage & Benefit Study	5%
Wage Scale Review & Suggested Update	5%
HR Digital Notebook/Instructions	5%
Performance Goals O&M Staff	
Lagers Review & Evaluation	5%
SHRM-SCP (Senior Cert Pro) Training or CMA	
Employee Discount Program	0%
Intern Program	0%

% Completed

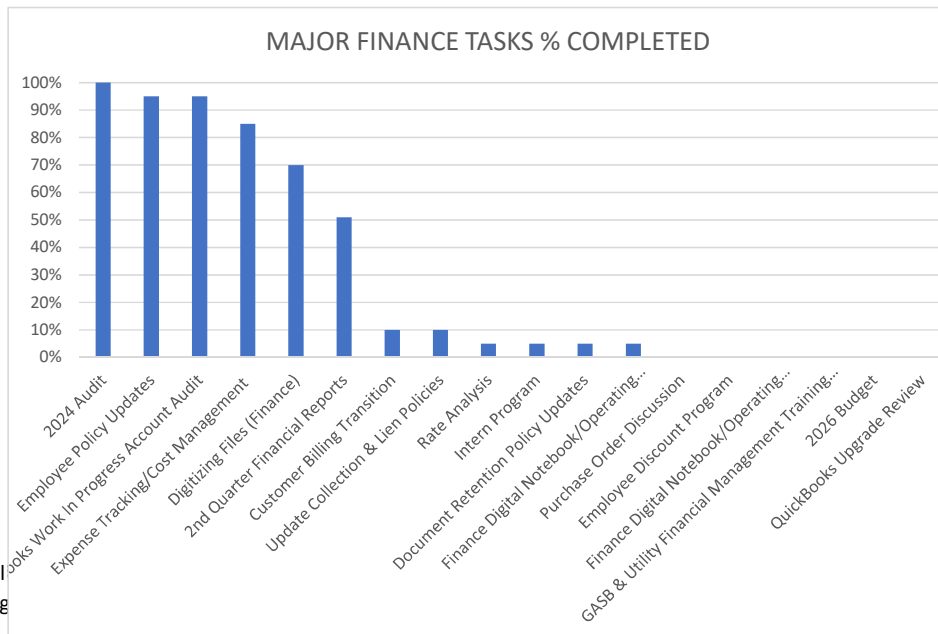


MAJOR FINANCE TASKS

Major Tasks In Progress

2024 Audit	100%
Employee Policy Updates	95%
QuickBooks Work In Progress Account Audit	95%
Expense Tracking/Cost Management	85%
Digitizing Files (Finance)	70%
2nd Quarter Financial Reports	51%
Customer Billing Transition	10%
Update Collection & Lien Policies	10%
Rate Analysis	5%
Intern Program	5%
Document Retention Policy Updates	5%
Finance Digital Notebook/Operating Instructions	5%
Purchase Order Discussion	0%
Employee Discount Program	0%
Finance Digital Notebook/Operating Instructions	
GASB & Utility Financial Management Training Updates	Ongoing
2026 Budget	0% Will
QuickBooks Upgrade Review	0% Targ

% Completed



Financials on time	100%
Nationwide on time	100%
Payroll on time	100%
Contract Invoicing	90%

ADMINISTRATIVE TASKS

Major Tasks In Progress	% Completed
Annual Water Usage Updates	100% DP
Rate Increase Updates	100% DP
Digital Instructions	5%
Collection & Lien Policy & Procedures Updates	0%
NTE Updates	0%

MAJOR OTHER TASKS

Major Tasks In Progress	% Completed
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