

DATE: August 12, 2025
TO: Board of Directors, BCRSD
FROM: Wendy Wieggers
SUBJECT: July 2025 Human Resource & Finance Updates

HR DISCUSSION ITEMS:

1. The Administrative Assistant position has been filled. The Manager, Finance & HR is open and the job description currently being reviewed.
2. We are working to fill one opening in the O&M department: 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. I can continue this work part-time or turn it over to replacement.
4. The new hire documentation has been added into Paycom. The files need to be updated and organized so employees can be guided through the new hire documentation process.
5. Onboarding time should be a focus. With Angela Gonzalez ability to work with payroll, I'm sure this will occur quickly.
6. Employee files are digitized and being finalized. All are scanned in but are being organized and backed up. I will be completing this throughout the next month.
7. 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.

GENERAL & FINANCE:

1. 2nd quarter financial reports are presented.
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. Another future set up for QuickBooks will be to utilize Jobs for projects, making the accounting for each project more efficient.

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. During the transition in my office, I will focus on training and file organization plus backup for the new IT changes.
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. Reminder: 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 along with staff and will assist in the future as needed.
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 Wieggers

Manager, Finance & HR

SIGNATURE:

TITLE:

8/12/2025

DATE:

Task Completion Graph

Finance & HR

(does not include minor or daily tasks)

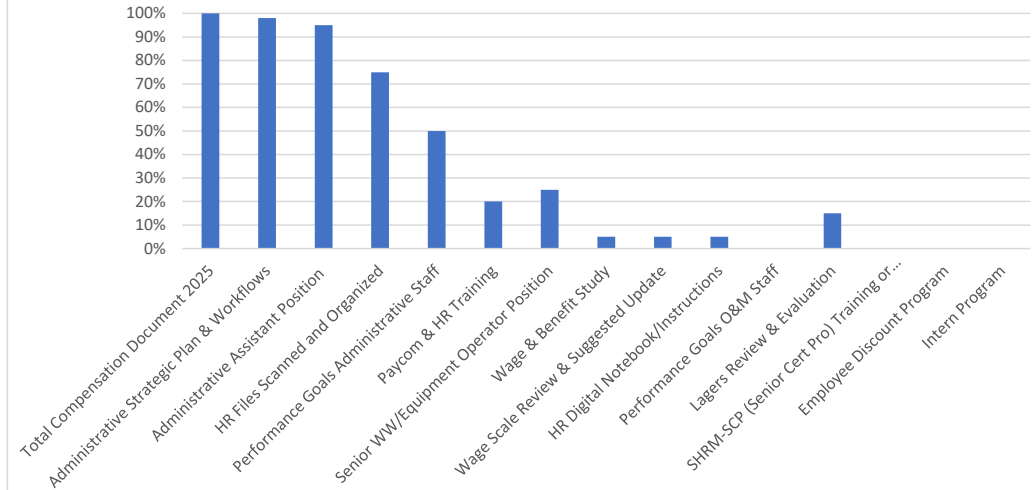
MAJOR HR TASKS

Major Tasks In Progress

Total Compensation Document 2025	100%
Administrative Strategic Plan & Workflows	98%
Administrative Assistant Position	95%
HR Files Scanned and Organized	75%
Performance Goals Administrative Staff	50%
Paycom & HR Training	20%
Senior WW/Equipment Operator Position	25%
Wage & Benefit Study	5%
Wage Scale Review & Suggested Update	5%
HR Digital Notebook/Instructions	5%
Performance Goals O&M Staff	
Lagers Review & Evaluation	15%
SHRM-SCP (Senior Cert Pro) Training or CMA	
Employee Discount Program	0%
Intern Program	0%

MAJOR HR TASKS % COMPLETED

8/12/2025



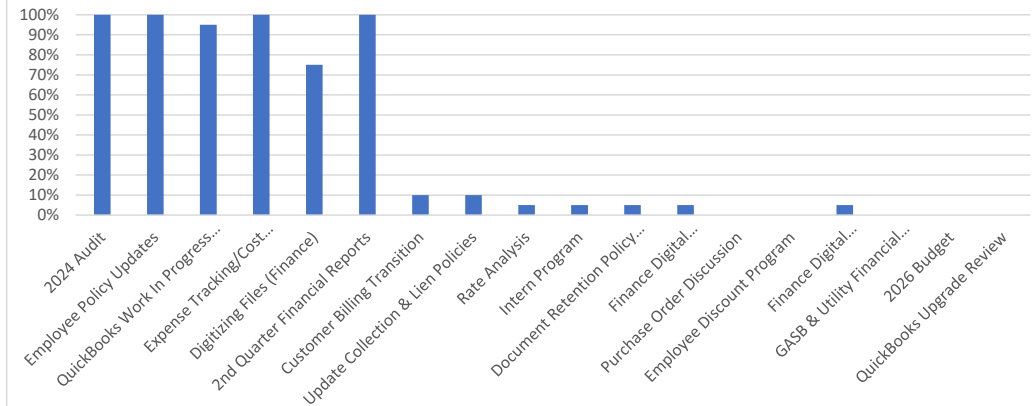
MAJOR FINANCE TASKS

Major Tasks In Progress

2024 Audit	100%
Employee Policy Updates	100%
QuickBooks Work In Progress Account Audit	95%
Expense Tracking/Cost Management	100%
Digitizing Files (Finance)	75%
2nd Quarter Financial Reports	100%
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	5%
GASB & Utility Financial Management Training	
Updates	Ongoing
2026 Budget	
QuickBooks Upgrade Review	

MAJOR FINANCE TASKS % COMPLETED

8/12/2025



0% Will start August/September 2025

0% Target date: 12/31/2025

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%
RFP for Financial Services	