



PSWID General Manager's Report
February 25, 2021

1. We have a flooded basement and a flooded crawl space in Portals 3. This issue is reported on in the agenda as Item 9.1.
2. Attached is the new Corrective Action Policy draft. This document has been reviewed by the Personnel Advisory Group in January. There is an appendix to it that deals with safety issues but we have not implemented the safety program as of yet so I am holding the appendix back until we are ready for it.
3. New position descriptions were used to compare them to the American Water Works Association Compensation Survey. We also use a salary survey provided to us by the city of Payson to further define our positions and arrange our salary structure to align with the market for labor. This issue was raised by the employees as a concern as formally there was no structure to salary administration.
4. The new salary scales and the requisite Pay Administration Policy are provided for your review. The Personnel Advisory Group Chair, Ms. Tammy Albright was a key contributor to creating the salary scales. The example provided is based on a 3% increase as an example. The Pay Policy reserves the annual adjustments to the salary chart to the Board of Directors.
5. Our office staff organized a charity at Christmas time called the Water Angel Program. The program raised \$4,274.36 which was used to help people catch up on their water bills. Staff has provided a summary report for you review.
6. We are replacing our old Asset Management System with a newer, slimmer, less expensive program. We were able to obtain the system at a savings of \$800.00 a year and increase our licensed users from one at a time to 6 licensed seats. The vender is doing the implementation work at no cost to PSWID.