

**Bradford Reclamation District 2059 - Time Log
District Manager/Secretary**

Task	Description of Work Conducted	Reg. Hours
Set up new daily tracker sheet	clear out old work tracket and set up new tracker for the day (Clear Out old Data)	
Emails	Read all emails, print attachments out for reading and filing - respond to emails	
Electronic Filing and Email Junk Mail Clean	Delete Junk Mail/Spam - Electronically filing of emails electronic folders & email folders	
File Folder and Binder (Filing)	Filing of any incoming emails that are printed and any incoming mail	
Scanning	Scanning any incoming mail that needs to be reviewed by the board, legal or engineering	
Summary of Activity Log	Update the summary of activity log with incoming and outgoing correspondence	
Research online for pending agenda projects		
700 Forms/Elections/Trustee's Projects		
Auditor's Projects/State Controller's Project		
Accounting - A/R and A/P, Rec, Reports, Budgets		
Accounting - Inputting New Customers/Vendors		
Accounting for Special Projects		
Accounting - reports from ccc		
Assessments/Tax Rolls/Billing Past Due		
Warrant Transmittal		
Payroll for Ron, Angelia and Blake		
Meeting Prep. (Agendas)		
Meetings - Attend Board & Other Meetings		
Meeting Followup		
California Wildlife Foundation - DFW		
CSDA		
Department of Ag		
District Work, Admin. Office Cleaning/Trash		
Reading larger reports, contracts, videos etc...		
DWR Projects and Administrative work		
Engineering Correspondence		
Engineering Special Projects		
Encroachment Regs		
Ferry District Work Done		
FIRE		

Public Records Request Landowners Information		
Public Records Request Landowners Information		
Public Records Request Landowners Information		
Proposition 218		
Legal Project. - requested by R. H.		
Other Legal Projects/Litigations		
Levee Superintendent		
Mitigation Site/DFW		
Permits (Landowners) & Other		
Phone Calls /Texts/		
Phone Calls /Texts/		
Equipment Maintenance/Software/Updates etc...		
Red Tags/Letters		
Special Projects		
Subv. Admin, Subventions Claim ongoing projects		
Travel for District	Meetings, Reg. Bank, Post Office, Bank of Stockton, Deliver cks, Martinez, Ferry Tickets etc...	
Travel for Office Supplies	local office supply	
Website Updates - Emailing Website Manager		

