**Weott CSD Admin Report-Jamie Little 1-24-24**

**Grants:**

**-Wastewater sewer bed maintenance:**

**-Emergency funding:** Emergency funding is still pending but may be an option moving forward. I am finishing our application. Bob from Wahlund Construction met with Greg to give us a quote on the leak on Newton Rd and the leak under the freeway. We have decided not to put spring boxes on any state funded grants. It will likely raise our permit fees. We are looking into purchasing the spring boxes and installing them ourselves.

**-SRF: Tank replacement and water treatment plant replacement:** Bonnie and I met with Denise Monday from Humboldt County and Chuck Swanson from SHN on November 21st. We went over reporting requirements for the tank project. I have sent the hours each employee has worked on the grant, in hopes that we can get the grant funding to cover the wages for district employees. Dan, Bonnie, and I have monthly grant meetings on the third Wednesday of every month. We also have bi-weekly check-ins every other Wednesday. We fell about $54,000 short on funding because of rising costs. Denise Monday from Humboldt county informed us that there are some projects that did not use all of their funding and that it may be available to us. We applied for the funding and were approved for the $59,000.00 we requested.

**-TA grant for audit:** I have completed inputting all of the bank statements into quickbooks and sent most of the requested documents to Sandy Sup. Our accountant is working on sending reports from 2019-2022 to the auditor. I had a meeting with Sandy on January 18th to go over progress and she provided me an updated list of documents she needs. Our previous auditor sent her the information she requested.

* **-Shut Offs:** 4 parcels are currently shut off. There was 1 shutoff notice given out in December and 3 shutoffs given out in January. All 4 customers that got a notice have paid in full or made partial payments and payment arrangements.
* **Reports:** 2022 Consumer Confidence Report was completed and was handed out by Greg and Kyle when they read meters in November. I am currently working on the 2022-2023 financial transactions report for the State Controller's Office. I also completed the annual inventory drought report.
* **Arrearages program:** I filled out and sent in the paper work for the arrearages program through the state water board. I am waiting to hear from them.
* **CSDA**: We have opened our CSDA Class fund account.
* **Unemployment:** A previous employee filed for unemployment benefits and was approved. We appealed that decision and Dan and I attended a hearing by phone on December 12th. I sent documentation from the DA to the unemployment office prior to the hearing. The determination was reversed and the previous employee was denied benefits. The district’s reserve account is not subject to charges.