**Weott CSD Admin Report-Jamie Little 1-16-25**

* **Grants:**

**-Wastewater sewer bed maintenance:** The TA request I submitted to DFA was denied due to a lack of violations. I completed a small community water systems grant pre application that is being reviewed. We are waiting on the SEARCH grant to be approved in order to move forward with the preliminary engineering and environmental reports. Daniel Alvarado from USDA sent our application up the chain for approval on January 15th. I have received a contract from SHN for the preliminary engineering reports.

 **-Springs & spring boxes:** Greg is working on getting the materials for a dredge line.

 **-O&M funding:** The financial assistance agreement is being drafted for the grant. As soon as the authorized representative resolution is approved I will send it to the SWRCB.

**-SRF: Tank replacement and water treatment plant replacement:** The Tank project is moving along smoothly. $441,552.02 was transferred to our Vocality checking account from the RCAC bridge loan. This draw was for August and September Van Meter invoicing. The August invoice was $357,477.02 and the September invoice was $84,075.00. I submitted the invoice for October in the amount of $90,250.00 to RCAC for payment. The October loan draw was deposited into our Vocality checking account on December 11th and a check was printed, signed and sent to Van Meter on the 12th of December. An interest payment of $1214.27 was debited from our Vocality checking account on December 3rd for the August and September loan draw. I transferred the interest payment from our Vocality savings account to our Vocality checking account. Another interest payment for $2380.79 was paid on January 3rd. I made the first payment on the bridge loan on January 9th in the amount of $357,477.02.

**- Audit:** I transferred $1200.00 to the CLASS fund in December for audits. Alan and Dan signed the engagement letter and I paid Fechter and Company $2000.00 on November 19th to begin the audit. I transferred the $2000.00 from our Class fund account to our Vocality checking account. I worked with Sandy Sup remotely December 11-13th and sent her the documents she requested. I received another invoice in the amount of $10,000.00 from Fechter and Company and paid it from our Class fund account on January 10th. The audit should be complete by the end of January.

* **Shut Offs:** 2 parcels are currently shut off. 1 shut off notice went out in December. Payment was made. 1 shut off notice went out in January and payment was made. 4 notices will go out on January 25th if payment arrangements are not made.
* **Sick/Vacation pay:** I transferred $600 in December for employee sick and vacation pay. I gave Greg 24 hours of sick pay on December 1st from Dan at Greg’s pay rate. Sick/vacation hours that were not used by employees during the year were either paid out on January 1, 2025 payroll or rolled over.
* **Reports:** Drought reports are being submitted on time. I am working on the Financial Transactions Report.
* **District Bills:** I transferred $4000.00 from our Vocality checking account to our CLASS fund sub account in December..