

Weott CSD Admin Report

Angela Hensley 1-14-25 (Covering 11/13/25 to 01/14/26)

Grants:

- **Wastewater sewer bed maintenance:**
 - USDA has capped the SEARCH grant for the Preliminary Engineering Report (PER) at \$30,000.
 - SHN (Chuck Swanson) noted that a full USDA-compliant PER often exceeds this amount due to detailed life-cycle analysis requirements; however, SHN has agreed to "hold" any fees above the \$30k limit and bill them during the next phase of the project to ensure the planning moves forward.
 - The PER will evaluate three alternatives, and all alternatives include the primary goal of rehabilitating the gravel sewer beds:
 - No action.
 - Repair of the existing road (which involves complex permitting).
 - Construction of a new road (currently the preferred alternative).
 - USDA will handle the NEPA (National Environmental Policy Act) documentation internally, which reduces the district's up-front engineering costs.
 - SHN is preparing a revised \$30,000 proposal for the PER. Once received, the USDA application will be resubmitted to finalize funding.
- **Springs & spring boxes:** Our operations team is still working on a materials list for getting the secondary spring on line.
- **O&M funding:** As of this meeting, I am in the process of getting on file as the new authorized representative for Weott CSD. I will then be able to move forward with submitting funding requests for O&M.
- **SRF: Tank replacement and water treatment plant replacement:**
 - **Hydrogeological Survey:** Coordinating a meeting to sample a private well in Weott. Our operations team is working to finalize a time with the owner.
 - EDWG Tank Project: Notice of Completion has been submitted. The Preliminary Award Letter is under legal review.

District Operations:

- **Shut Offs:** 3 parcels continue to be shut off.
 - NOVEMBER: 4 shut off notices went out on 11/10, 3 payments were made and 1 was shut off. They made a payment and were turned back on.
 - DECEMBER: 4 shut off notices went out on 12/09, 3 payments were made and 1 was shut off.
- **Sick pay:** I transferred \$600 for sick/vacation pay (DEC25 & JAN26).
- **District Bills:** I transferred \$4100.00 for large yearly bills (DEC25). I recalculated the Large Yearly Bills and found we will need to start transferring **\$4,475** to cover the recent increase in some of the Memberships, Permits, and Fees. This is also to cover some of the permits and fees that were missing from the list and not accounted for.
- **Reports:** Drought reports are being submitted on time (DEC25 & JAN26).
- **Budget:** I have prepared a budget analysis for FY 2025 spreadsheet with our monthly spending for each category on our budget (NOV25 & DEC25).
- **Meter Replacement:** Greg replaced the meter at 192 Weott Heights Rd.
- **Lift Station:** The lift station pump is still working correctly.

- **Bookkeeping & Tax Compliance Clean-up:** Caryn's Bookkeeping Service worked extensively to resolve several outstanding payroll tax issues.
 - **2024 Amendments:** Prepared and amended Form 941-X for the 3rd and 4th quarters of 2024. This included recalculating and correcting 2024 EDD quarterly wage and tax reports.
 - **2025 Adjustments:** Cleared 2025 payroll tax liabilities and amended Form 941 for 2025. This involved resolving an issue with QuickBooks Online, which had incorrectly filed 3rd quarter taxes.
 - **W-2 Corrections:** Prepared 2024 W-2C and W-3C forms to fix payroll tax errors from the previous year.
 - **Employee Refunds:** Calculated refund amounts due to employees resulting from tax over-collections/errors during the 2024–2025 timeframe.

- **SOPs:** I have created and continue to edit office Standard Operating Procedures.

- **Regulation and Compliance:** I have created and continue to edit new drafts for the Handbook, Policies, and Ordinances.

- **Communication:** I have set up mass emailing via Streamline for public notices from our website.

- **Training:** I completed several CSDA webinars including Ethics (AB 1234), Liability, and Board/Staff Roles

- **State Controller Reporting (FTR):**
 - I am working on the 2024-2025 FY Special District Financial Transactions Report (FTR). This is Due Feb 2, 2026.

- **Compliance, Citations & Permits:**
 - Notice of Violation (Lead and Copper): Received Dec 9, 2025, for failure to conduct tap sampling during the summer of 2025. We are now required to conduct this sampling between June 1 and September 30, 2026, and must report this violation in the 2025 Consumer Confidence Report (CCR).
 - Citation 01_01_25C_024: Issued Oct 24, 2025, for failure to monitor disinfection byproducts (TTHM/HAA5). I have completed all necessary steps for this citation, including public notification. We are now required to conduct this sampling between June 1 and September 30, 2026, and must report this citation in the 2025 Consumer Confidence Report (CCR).
 - Citation 01_01_25C_028: Issued Dec 17, 2025, regarding Surface Water Treatment Rule (SWTR) Coagulation and Flocculation optimization failure. I have completed all necessary steps for this citation, including public notification. We must report this citation in the 2025 Consumer Confidence Report (CCR).
 - **SWRCB Annual Report (CALWATERS):** I completed this high-priority report immediately.
 - **Humboldt County Encroachment Permit:** I completed and returned the 2026 Annual Encroachment Permit (Permit 2625).

- **Audit (Fechter & Co):** I have completed the majority of the heavy documentation request for Fechter. I reached out to Scott German at Fechter & Co. to clarify where these last few documents were, so I can complete the requested information. Scott responded that they cannot proceed further until the contract is officially approved (waiting on Sac State). Work is currently on hold pending that approval.

- **Operations Efficiency:** I have dedicated a login on the WCSD office computer for the operations team. This enables operations staff to access the operations email and all of the documentation directly on a secure District device, eliminating the need to use personal devices for official business. This setup is designed to streamline the reporting process. By providing a central station for documentation, staff can update files and logs daily or weekly, ensuring that WCSD documents are completed accurately and submitted well before deadlines.