**WCSD Admin Report**

**Bonnie Mullaney**

**3-26-2023**

* **Financial Transaction Report**- is overdue with the State Controller's office. It was also not filed in 2022. It’s going to be hard to complete due to not having any financial information in quickbooks from last year. They are requesting an audit. We have already requested a technical assistance grant for the audit. I am requesting to expedite the process.
* **SWRCB**- is demanding payment of $14071 for the permit fee to use the springs. I’m trying to get them to reduce the fee but have not had any luck yet. They are offering a monthly payment plan.
* **Payroll**- Amie Horgan is who handles our payroll. She just filed payroll reports for the past 3 years that were not filed.
* **ATT**- they are charging us $240 a month for each phone line we have. We have one at the water plant and one at the office. We are going to be looking into how we can reduce that cost or eliminate the lines. It’s an insane amount to pay for a phone line. There’s also 2 landlines that were canceled due to non-payment. We currently owe $3439.52 for the canceled lines. I have requested a credit but I’m not hopeful they will give it to us. We are going to wait to pay them until we have more money coming in. We are not accruing any fees so it won’t hurt to wait. We will be looking at all bills to see what can be reduced.
* **LIHWAP**- We included a letter in the bill this month with information about LIHWAP. We are hoping everyone who would like to apply for the one time payment assistance program does. They just increased their limit to $10,000.
* **El Dorado Billing Software**- We are trying to work through a rate calculation issue. The way we calculate our overages is not very compatible with how they (and most software companies) calculate overages. We currently have to calculate really high usages by hand. There were a couple customer’s bills that were affected last month. They were undercharged. Now that we are aware of it, we know what to do. We need to take this into consideration when creating a new rate structure.
* **GRANTS:**

We currently have 5 grants that we are trying to apply for. They all are waiting for us to complete something to move forward. Most were applied for a couple years ago and need to be updated to show accurate cost of materials today. We have a lot of work to do on grants. How all of these grants work is we submit an application with project budgets and specs, they approve or deny, construction happens, we pay for all costs incurred, they reimburse us for only exactly what was approved. We absolutely need these system improvements. Our options for how to cover costs while waiting for the grants to fund are to either get a low interest bridge loan from the bank or see if the contractor is willing to wait to be paid until funds come in (up to a year but usually less than 6 months in my past experiences). All the grant funding being applied for is for the water system only. I’m trying to see if there is any funding we can get for the wastewater plant.

1. **Construction loan including Tank A**

-SRF (state revolving funds).

-Should be 100% funded but is a reimbursement program. We have to pay for the cost then they reimburse us.

-It’s unclear if this is a duplicate grant as #3. They are reviewing both grants to figure it out. Tank B was already upgraded in the recent past.

-Needs plans and specs for the treatments plant

-Application incomplete

1. **Planning for water treatment plant and distribution lines (B system raw water transmission line East of the river to the water treatment plant and A system treated water distribution line from the water treatment plant to tank A.**

-SRF (state revolving funds)

-Should be 100% funded but is a reimbursement program. We have to pay for the cost then they reimburse us.

-Needs plans and specs for the treatments plant

-Application incomplete

1. **Tank replacement (assuming tank A because tank B was already replaced but they are researching it).**

-Division of Drinking water funds (the state agency we report to)

-$1,218,745 for tank replacement. $1,166,000 is for construction. The rest for engineering.

-100% funded, reimbursement program.

-application is complete

-SHN engineering has already done the planning for this tank

-It needs a project number and then is ready to go out to bid. There is a specific process they will guide us through to have contractors bid the job.

-We are setting up a meeting to restart this grant next week. It was applied for by Gary a couple years ago and approved in June 2022. No one has been able to make contact with Weott in a while because they had Gary’s number on file and we were about to lose these funds.

-This is the only grant I’m aware of that will pay some admin cost for employee time to get the grant and it’s $7500.

 -Need to submit our insurance liability certificates from SDRMA

1. **Emergency Funding including following projects:**

-Bottled water (but we have to buy it first)

-New spring boxes (these are not on the application yet but will qualify and are being added)

-Chlorine pump

-Pressure reducing valve

-Leak in line under the freeway

-Break that occurred on transmission line East of the freeway off ramp Northbound. (This construction already occurred because it absolutely had to but they might approve the funding for it still)

-100% funding but is also a reimbursement program.

-We will be doing a review of the system and possibly adding more items to list

-We can apply for up to $500,000 but they need to be for projects that actually pose an emergent threat to our water system operation.

-application incomplete

-Need updated project list with project budgets and estimates of costs.

1. **Technical assistant funds for an audit-** All the grants will require an audit. They can be thousands of dollars. We should have no problem getting this funding.
* **Funding to survive until rate increase is finalized-** Because none of the grants are going to help us pay bills or payroll we need to be prepared for other options.I’m still researching options of funding with the state to help cover back bills, current bills, and payroll until we implement a rate increase. So far the only funds available for our unfortunate situation is the county reserve funds. Our other option is to get a loan from the credit union. I will be talking to the County office and Vocality on Monday to verify all options. We will likely need to pull some more money from the county fund next month. It will take 6 months to a year to implement the rate increase. These are the facts and we just need to be prepared. Weott is in serious financial and physical shape but, now that we have our budget and grants figured out, we can start preparing to get through this tough time and plan for the future.