

WCSD Admin Report
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- CSDA- California Special District Risk Management. They provide services and training to help special districts thrive. Membership had been suspended due to non payment. \$1287.00 was due. I requested financial assistance. They got it for us and we are now members again free of charge this year. We were able to register board members for training through CSDA. They are an essential organization for us to be part of.
- SDRMA- Special District Risk Management Association. They provide our liability insurance and make sure we are working towards safety compliance with OSHA. We had an inspection the first week in February. We have some things to work on, and we were given suggestions and a timeline for completing them. We are signing up for the incentive program which can save up to 15% on our cost to have liability insurance through them. They may also cover the cost to repair the side by side that was broken when it was stolen.
- LIHWAP- Low Income Household Water Assistant Program. Office staff are getting in the groove with LIHWAP. We are tracking payments and customers who have applied. There have been several customers who have applied for LIHWAP, payment was received, but it was not applied to their account. We are correcting accounts as we become aware. The program ends at the end of 2023. It pays for qualifying customer's bills one time, up to \$2000. We will be notifying all customers of this option in future months to make sure everyone who wants to apply can.
- Community Center on 175 Lum St.- The community center is something I will be focusing on in future months. I do not believe it pays for itself but I have more research to do. I asked for volunteer help to manage renting it out and focusing on reviving it as an essential part of the community. Angel Thompson stepped up to take on this position. If she can rent it out enough to pay for itself we should revisit offering her a stipend. There are some concerns I have about the structural integrity. The building is in pretty bad shape. It's almost old enough to be considered a historical building, which could benefit and hinder certain efforts in preserving it. I will be looking for grants to improve it and ways to assist in bringing in more revenue. It would be nice for it to be the heart of the community again.
- El Dorado billing software-We put our first bill out with our new software. There's a few things we are still figuring out, but we are happy with the end result. We will be able to have the operators enter the meter readings in an app so it automatically populates into each person's account.
- Meter reading- I went with the operators to read meters this month (did not charge for my time). I wanted to get acquainted with the system and make sure all the meter units were accurate. There were a few meters that were in gallons being billed as cubic feet. No customers were overaged that have gallon meters, but one customer was undercharged.
- We pulled \$10,000 from the county fund to try to get caught up on bills and make it through to a rate increase. Employee hours are going to be high for a bit until we can get the operational and administrative divisions of the CSD back to functionality. I expect payroll will reduce a lot within 6 months, but right now is absolutely necessary to get things correct. There is still \$15,000 in the county fund reserve account. \$10,000 of that they found by accident. They had been paying the street light bill for Weott on accident from our County Fund Reserve account for the past three years. The woman was very nice and embarrassed that it happened, but she corrected it right away and expressed her sincerest apologies. There are also a couple other accounts we can pull from through the county if necessary but we would like to do that as little as possible. We need to get back to being able to pay our bills and build back up the county reserve account again.
- We are switching payroll service providers. Intuit charges \$130 total a month. Amy Horgan (Garth's at Emerald Technology's sister) is fantastic and only \$80 a month.
- We have been working with several customers to resolve issues.
- I have started sorting through existing Ordinances and Policies and updating them.
- Jamie has gotten a good chunk of the filing and office organization completed.
- Creating an accurate budget has been hard because there is no information entered into quickbooks for the past few years. I went through all bank statements for 2022, but that does not allocate or reference the expenses.
- I have not submitted my timecard to the district yet because I'm trying to get the bank balance to a more stable amount first and make sure there's enough money to pay other employees and bills. I had 127 hours in January.
- I put 3 WCSD bills on my personal credit card. 1 was PGE. It was about to be shut off at the wastewater lift station. 1 was quickbooks that was about to be cancelled. Neither had time to get there in the mail