**Weott CSD Admin Report-Jamie Little 5-28-25**

* **Grants:**

**-Wastewater sewer bed maintenance:**  I met with Jennifer Strauch on April 24th. Jennifer is the new point of contact for our USDA SEARCH grant. She informed me that the USDA is out of disaster relief funding but they do still have plenty of funding for SEARCH grants. We can use the SEARCH grant for the preliminary reports for the wastewater plant repairs and use the DFA funding we are applying for, for the planning and construction. We submitted the planning grant application to DFA on May 23rd.

**-Springs & spring boxes:** I am looking into signing up with Eel River Conservation to get help with taking materials up to the springs. It will cost $200/day for the crew. Training with Cal Fire has to be completed and the crew must be supervised.

**-O&M funding:** I submitted our first request to SWRCB on March 26th. Our request was approved on April 18th. It takes about 6 weeks for the disbursement. I requested an update on May 22nd and have not heard back yet.

**-SRF: Tank replacement and water treatment plant replacement:** The tank A project is complete. Chuck Swanson from SHN and I are working on finalizing the closeout materials for the grant and getting it submitted. SHN did a substantial completion inspection on tank A on Friday May 16th. We submitted a TA request on May 21st. SWRCB has assigned us a failing status and are requiring us to investigate leasing or buying land to drill test wells to determine the feasibility of an alternative water source for the district.

* **Shut Offs:** 5 parcels are currently shut off. 1 shut off notice went out on May 27th.
* **Sick pay:** I transferred $600 for sick pay.
* **Reports:** Drought reports are being submitted on time. Dan is working on the CCR.
* **District Bills:** I transferred $4100.00 for large yearly bills.
* **Budget:** Bonnie and I have been working on the budget. We had to cancel our second budget committee meeting on May 8th. Bonnie and I attended a financial management class at the CSDA headquarters in Sacramento on May 1st. We learned alot about the budget and had some corrections to make in order to have more accurate projections. We can save on postage and employee time by using postcards for monthly customer billing. We can also make sure that contractor’s agree to wait for grant funding for payment so that we can avoid all bridge loan fees. I spoke with 2 insurance agencies to see about getting quotes for property/liability insurance. Both agents told me that they cannot get us a better price than what we currently have with SDRMA. Both agents indicated that both fire insurance and the age of our buildings and infrastructure would be a problem. I had a meeting with Caryn Suber on May 9th. She came to the office so that she could give us an accurate quote for quarterly audits. Caryn also came to the office to help on May 20th. We can save a substantial amount yearly by using a copy of her Quickbooks payroll and go back to using the desktop version of Quickbooks. Caryn can also audit us quarterly.
* **Meter Replacement:** We have 6 meters that need to be replaced. Dan brought us 3 ¾” meters. I received a quote from Ferguson Water Works, the manufacturer of the 3” meter at Cal Fire. I included a quote for the Cal Fire meter, a 2” meter and a 3” meter in the meeting packets.
* **Lift Station pump:** We received a quote from Bob Downing Electric for the lift station pump. It is included in the board packets.