This brief is being provided to inform the board, staff, and public of the details of an agenda item that requires no action from the board. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

**Date:** January 13th, 2020

**Originator:** Administrative Manager

**Purpose of Brief:** Informational Briefing

**Supporting Documents Included:** No

Verbal Update on the following Items:

1. W2’s 1099’s 2020
2. Real Estate: Sales
3. Administrative Assistant Hiring
4. IRS/EDD Rate Changes
5. State Controllers Report
6. Winter Newsletter
7. Billing – Third Quarter
8. Licensed Contractors Application
9. Cal Warn Act
10. HFT Project Update
11. HOA Six Month Billing Cycle
12. Irrevocable Licenses
13. New Homeowner Packets
14. CA Sanitary Sewer Overflow Report
15. Plumas County I700 Form
16. Policy Re-Numbering Project