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: 5/27/2021**

**Originator:** Administrative Manager

**Agenda Topic Title:**

**Purpose of Brief:** Informational Briefing

**Supporting Documents Included: No**

Latest items completed and upcoming projects:

* The CSD initiative to process welcome packets for new customers both connected and standby has been and active is an ongoing project. The two packets at this time will encompass the following items:
* Board of Directors Contact Information
* Staff Contact Information
* Fire Dept. Information
* President Welcome Letter
* General Manager Welcome Letter
* Quarterly Water & Sewer Rates
* Consumption Charges Rates – Connected Customers
* Fire Tax Rates
* Firewise Information
* Customer Contact Form
* Sewer/Septic tank information & Shut off procedures
* Water/ Turn off and shut off procedures
* SDC Charges Rates – Standby Customers
* In the past 2 weeks, the CSD has received 8 new grant deeds, three of which were homes and four were lots.
* 2021/22 Fire Tax, staff have begun the beginning process for next years Fire Tax increase by 2% the first discussion presented at June Meeting.
* Water Usage Spreadsheet, the 2021 water usage spreadsheet has been updated actively tracking customers
* Legislative Days – Attended on May 18th & May 19th, 2021
* Re-Classification of Accounts: W&S Grant funding account $242,714 Check Deposit
* Spring Semester completed in T’s goal of obtaining CPA certification.
* Hire an Admin Clerk
* CSDA Salary Survey
* Basic Ordering Agreement
* Power Resilient Grant Bids for tanks

Respectfully,

Tiana Bradley