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: 4/15/2021**

**Originator:** Administrative Manager

**Agenda Topic Title:**

**Purpose of Brief:** Informational Briefing

**Supporting Documents Included: No**

Latest items completed and upcoming projects:

* The Internal Revenue Service has changed the requirements in the timeline of processing federal and state payroll taxes, the CSD is now mandated to process payroll taxes every two weeks vs. the former timeline of processing payroll taxes once a month.
* 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
* 2021/22 Budget Preparation, senior staff meet to discuss the beginning preparations for next fiscal years budget. The immediate known changes to the budget are the Fire Capital Reserve Plumas Bank account is presently not being utilized, it was discussed between Rich and myself to restructure this account to now be the Grant Funding account to process expenditures. It presently does not have any funds in the account. In addition, the Fire account will be reimbursing all Field Staff wages for Fire directed expenses. This reimbursement process is the same for the Bill Robinson’s wages.
* In the past 3 weeks, the CSD has received 6 new grant deeds, two 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 item will be presented at the May meeting.
* 2021/22 County Tax Roll friendly statement reminder letters have been sent to customers who are over three months delinquent, in hopes of preventing a mass number of delinquent accounts be placed on the tax roll.
* Water Usage Spreadsheet, the 2021 water usage spreadsheet has been updated tracking customers water usage monthly and providing data for the whole year. Community Member Mike Callaghan agreed to review the spreadsheet ensuring formula/data accuracy.
* Water Usage Billing, 2019/2020 water usage billing was on all connected customers January 2021 billing statements the total amount billed was $7,776.60, the reason for the decrease from that of 2018/19 in which was $10,568.70, was due to 20 connected properties being sold prior to the billing period. My proposal to prevent loss of funds will be discussed during the meeting.
* The last item to be discussed is the California State Controller 2020 Government Compensation report, I have started this report it is Due April 30th, 2021.

Please let me know if you have any questions,

Respectfully,

Tiana