Administrative Report 03/10/2023

Hello All,

The last month has been extremely busy inside the office, specifically the last two weeks. I specifically spent most of my time analyzing the BA position and duties for Kristan and the board in preparation for my departure. With the help of Jim A, we have posted the BA and Operations Superintendent positions and we have received one completed application for each position. The completed applications can be found in the BA office. I have had multiple meetings with Jim A regarding continuation of the district after I depart. I believe with my entire heart that Kristan can run this office and I sincerely hope that the district supports her in every way possible.

In regards to Caselle and the customer portal, there has not been much advancement in the last month, everyone has been extremely busy but I hope that this can be picked up and finalized soon.

GMS has submitted the PER and PNA to the state, we are expecting around a 3 month wait time. Jim A might touch on this later in the meeting. I also received an email from Erica Countryman regarding the environmental study report which I have forwarded to Jim A.

The 2023 election has been cancelled. There will be a vacancy on the BOD after the election on May 2nd. The board will then need to appoint an interested party within 60days otherwise the County will appoint an eligible elector for this position.

The annual audit has been postponed to April 10th. I have met with Wilklow and Associates in Trinidad and they are more than willing to work with us as a supervisor of the books. They work closely with Dixon and Waller (auditors). Their engagement letter and other discussion we can talk about later in the meeting.

I am so very thankful for the opportunities that CSWD presented me with. I will miss working for a place that feels like family.