



MANAGER REPORT – JUNE 2024

STAFF

- Holding regular weekly meetings with the Staff. (On-going)
- Converting many older documents to a Word/PDF document in preparation for website uploads. (On-going)
- Continuing to work on billing procedures. Reviewing contracts and comparing data in the Cassell system.
- Working on Water Card inventory – in boundary and out of boundary.
- Grace Harris, intern, continues scanning water contracts and storing them in the Cloud. Original documents will be stored in a secure location.

OPERATIONS

- Website an on-going project. Cleaning up old files that were transferred from the old website (no longer relevant – i.e., minutes from a 2013 meeting)
- Contacted DOLA and CRWA regarding a rate study – no response yet.
- Clearing up confusion at the State regarding status of Town & NWC (new employees at DOLA) for SRF loan for the Redundant Line project. Scanned and sent over 40 documents.
- Received a State Water Protection grant from CDPHE for \$5,000. Using it as a match towards a Homeland Security grant received from San Miguel County for \$23,000. Grant will be used for security cameras at the Water Treatment plant and to watch the reservoirs.
- 3 responses to the Attorney RFP have been received: Burns Figa & Will, Lawrence Custer Grasmick Jones & Donovan LLP, and Balcomb & Green. Will set meeting to review the proposals – committee needed?
- Reviewing Water Shack/Card Usage. See attached report.

TRAINING

- Deana learning Caselle software as time allows.
- Staff attended an “Accessibility Training” for website and communications compliance with the State.

PUBLIC OUTREACH

- Notices are being posted regularly to the new website and to Facebook.