

District Manager's Report  
February 22, 2024

**Accomplishments:**

- Continued monitoring and providing support to Southwestern Utility, the District Treasurer, and the Vice-Chairman for preparation of Financial Statements that will meet CPA review, GAAP, and management control objectives.
- Met with Board Chair and Vice-Chair to develop management and control procedures related to Manager's activities to result in greatly reduce billable hours, especially those related to SUM activities.
- Prepared Rate and Fee study to help Board members understand how the District's monthly rates and fees compare to other similar District, towns, and HOAs.
- Provided copies of WIFA loan documents to help Board members better understand reporting requirements and the original and restated terms of repayment of loan principal and interest.
- Set up appointment, assist with meeting presentation materials, and attended meeting with Chair and Vice-Chair and WIFA Finance Director to explain our current financial predicament and renegotiate our loan payment terms.
- Assist Treasurer with background materials to use with Budget committee meetings.
- Coordinate additional procedures to monitor and manage procedures for handling of accounts payable transactions.
- Assisted District Treasurer to develop a cash flow monitoring system to better project and monitor cash income and outflow.
- Monitored results of test lab activities Provided general oversight of the District Operators.
- Provided coordination of contracted resources (operators, excavators, electrical, material suppliers) to repair main line break and to prepare for next periodic interruption of service.
- Coordinate submission of design ideas and quote for update to control system for pump cycling and pressure for booster pumps at Starlight.
- Completed schedule to facilitate immediate recommended repairs to generators that been ignored by SWC, and to also provide for annual inspection and service of all generators.
- Monitored procedures necessary to file three months of sales taxes with the Dept of Revenue.
- Effectively controlled the schedule to get meter reads completed by 25<sup>th</sup> of month.
- Communicate budgeting procedures that are consistent with GAAP, the general ledger, financial statements formats, and expected CPA reviews.

**Current Status and Challenges:**

- Aggressively completed the partially completed projects to increase Manager's efficiency.
- Must continue to work with and monitor SUM to perfect format and accuracy of balance sheet, P&L, cash flow, transaction journals, etc. in terms of cut off timing and meeting of industry standards for financial reporting and controls. Provide list of required SUM reports to Board so they can assist with efforts to upgrade output from SUM..
- Need to develop process monitoring to be able to provide meaningful reporting of well performance, booster pump efficiency, electrical usage, etc.
- Determine how to gradually reduce the work load of Board members so as to avoid burn-out and turnover.
- Motivate SUM to greatly improve phone services to customers.