

## **Administrative Report January 21, 2021**

### **Collections**

One account remains the I would like the board to act on.

Linda Martinez: Payments from the bankruptcy trustee are regular on what was included in the bankruptcy. Charges to her account after the bankruptcy are her current responsibility and we can collect on them as we would any account. She owes legal fees and the 2020 incurred charges. There has been no payment or contact from her or anyone on her behalf. She received the Intent to Foreclose by regular mail with a deadline of November 30; she refused the certified letter.

Charles/Lyla Perrin: This account was paid in full by an anonymous patron shortly after the last board meeting. A letter was sent to Perrin's that same day giving them the good news.

Recommendation: Move to foreclose on Martinez.

### **CARES Act / Coronavirus Relief Fund (CRF)**

The CARES Act as passed by Congress last spring awarded funds to each state to disperse to local governments and special districts for COVID-related costs. In Oregon, this was called "Coronavirus Relief Fund" (CRF). At the last board meeting I brought a request to spend funds to be reimbursed for telework (office phones and computer upgrades), which you approved. The next day I contacted our vendors and got everything ordered and submitted those costs for reimbursement. That was my last day of work before a week vacation. When I got back from vacation, I had an email stating that the funds were exhausted. So, no reimbursement for the computers and office phones.

I was then directed to apply directly to FEMA for reimbursement. The FEMA funds are because of an emergency declaration that is ongoing. This means that funds continue to be available as long as the declaration continues. Today (Wednesday) we had a scoping meeting with FEMA. The period between 1/20/20 thru 9/15/20 is fairly open as far as what is covered ("Preserving life by preventing virus transmission"), but after 9/15/20 the funds are really limited to first responders. There is also a minimum cost of \$3500. We were hoping to get most of the installation of the shop bathroom covered as "sanitation facilities" but most of the costs were incurred October – December. So at this time, we are maintaining our eligibility with FEMA in case the new administration changes the scope of the funds.

### **2020 Audit**

The 2019 audit (performed in 2020) was the last audit in our 3-year contract with Barnett & Moro. Last board meeting I brought there new contract for you to consider. At that time, you asked me to go out to bid for another 3-year contract. After calling CPA firms looking for ones who do municipal audits, I sent request for proposal letters to 2 other firms with a response deadline of Wednesday, 1/20/21). So far there has been no response. If any do come in, I will bring them to the board meeting. Barnett & Moro is ready to start some of the field work if they get the bid.

### **Bank of Eastern Oregon Financing**

I requested \$75,000 last week to cover construction costs. Those funds were wire transferred to our Banner Bank checking account on Friday. Those bills are being paid now. Money will be tight until the assessments go out, but I think we can make it.