

SIRCO REPORT

Wednesday, September 15, 2021

DMMM

- The mini mart sales have been outstanding in August, due to the circumstances with the Westwood and Chester evacuation.
- We had to shut down our pumps on Tuesday August 17th (gas shortage). We finally received gas at 7:30 am August 19th. Our store sales for the 18th were six thousand dollars.
- Due to the fire and road closure, we did not receive a delivery from Core Mark and two of our deliveries during that week were on a delay for road closure.
- We made the decision to select Harbor for a main vendor, the choice was easy they carry more food services and more hands on/communication with us.
- September 7th, the mini mart's power was out. Jennifer had the generator running during the busy hours.
- The mini mart is going to be on its own contract with Cashman (generator company) starting the end of June. Generator inspection on Thursday, need to replace hoses and belts.
- Hired three, on-call positions.
- Air conditioner went out this week and Jennifer received two quotes from J/H heating and Almonar.
- On September 26th, mini mart has its quarterly inventory with RGIS.

DMSS

- The month, we were hit hard with staffing issues, we've had multiple exposures, two employees out with a positive test, and one out with possible symptoms. All employees have since been released from quarantine or tested negative and are approved to return to work.
- Contacted Joleen at SIR HR and requested to fly an on-call position in order to prevent further staffing issues as we get into cold season and covid cases begin to climb again. One of our full-time employees will be on leave for maternity, should be around October 15th.
- We have scheduled routine yearly maintenance on our espresso machine this month to ensure everything is working at 100% capacity. Our espresso machine will be down for roughly 1-2 hours on September 22nd in order to complete this maintenance. I have also scheduled a maintenance on our heating/cooling unit this Friday since it seems to be struggling a bit to maintain temperature.
- Monthly inventory was completed by Danny (Manager) on Aug. 31st and was all spot on except for two cigarette flavors which were mistakenly mixed up during the last invoice, but were easily corrected.
- We currently have 11 cases of Mountain Heritage and 6 cases of Renard's left, all of which are still doing well in sales. As we near the end of our stock of these products, Danny has been researching alternative brands to replace Renard's. He has reached out to a company called Smokin' Joes to inquire about their product.

We will have more to report on this lead after further correspondence with them.

- We've been informed that the repairs on the casino parking lot will begin October 4th-6th.

SPM

- Currently at 95% Occupancy
- We finished the month of August having collected \$68,912 in rent and propane payments. We have collected over \$55,631 in rent and propane payments so far for the month of September.
- We had 7 new inquiries on our units and emailed 7 applications. We received 2 new applications since last report week. We have 13 applications for a 2bd and 2 for a 3bd unit.
- 4 applications have been placed inactive due to no response. 5 are on hold due to missing requirements to process the application or they changed their mind for an immediate move in.
- As of today, we have no 3-bedroom units and six 2-bedroom units vacant. Two 2-bd units are done.
- Ongoing projects, roofing, software upgrade, new windows, new coolers, weatherization, and exterior building improvements (stucco repair/paint).

SIRCO (Administration)

- HR Manager position is still vacant, re-advertised and researching HR Consulting companies as another option.
- Discontinued with Forbush & Associates CPAs, and hired a full-time Accounting Manager, Sarah Marsh. She was part of the Forbush organization and she will be starting on September 21st.
- SIRCO Board meeting on September 17th, at 10am.
- SIR Tobacco Tax Commission meeting on September 21st, at 6pm.
- Terra Board meeting September 23rd, at 4pm.

TERRA

- Proposals - Malibu Site sand restoration, BIA Navajo Region 3 Demolition, value \$11.5M, due 9/9- SUBMITTED, BIA Salem, OR School Site cleaning services, value \$28K, due 9/7- SUBMITTED.
- Apex/IT Sampling project. Billable
- Working on 2 Bethel/Navy projects at Naval Base Ventura County. Billable.
- Completed People's Self Help Housing site cleanup. Billable
- Prepared planning documents for the FWS Humboldt project. Billable
- Worked on The Navajo Region 3 proposal for the BIA, teamed with Central Environmental.
- Invoicing for August.
- Working on a JV Agreement for a TERRA - Atlas JV.
- Evaluated several GSA Schedule opportunities.
- Prepared Contract Summaries for BOD.

Herlong Evacuation (9/1-9/3/2021)

- A mandatory evacuation was issued for the entire town of Herlong including SIRCO PM property. We called Lassen County Dispatch based on the alert that came down to make sure the property was part of the mandate.

- Law enforcement agencies from Lassen County Sheriff, CHP, and US Department of Forestry Law enforcement came through the community to let everyone know to evacuate. We did post on our community page the information from the Lassen County sheriff's Evacuation mandate.
- Many residents have evacuated, some have chosen to stay. We have advised those who chose to stay to please respect the law enforcement mandate. Cheri (SPM Manager) was in contact with those residence who stayed, and advised the appropriately.
- SIRCO employees were working remotely during this time.
- We extended the rental due date to 9/7, due to the evacuation.