

**Yermo Community Services District  
General Manager and Secretary Report to the Board**

**For the Month of January 2011**

Among the day-to-day tasks carried out for the month above, including but not limited to: recording and booking of invoice and billing statements, cutting of checks and disbursements, taking phone calls and general questions, creation of agendas and minutes, filing and other administrative tasks, the General Manager and Secretary report the following special projects for the month of January 2011.

Phoenix Accounting Software upgrade – Jan 14, 2011  
QuickBooks data migration - Ongoing  
Newsletter - Ongoing  
Document scanning - Ongoing  
Budget development - Ongoing  
Holiday Flag distribution re-routing –Ongoing  
Website content updates –Ongoing  
EDD Annual Reconciliation Statement – Jan 31, 2011  
BLS Report for Month of January – Jan 28, 2011

**Fire Letter Requests:**

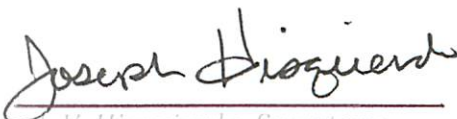
Prince Mobile Homes for 35945 Centerline Rd.

**Burn Permits Issued:**

36863 Frampton Rd.  
35926 Corral St.  
36536 Yermo Rd.  
35905 Gates Rd.  
36033 Meadow Grove Rd.  
34530 Minneola Rd.  
38950 Valley Center Rd.  
36046 Jelico

Submitted to the Board of Directors on January 18, 2011

  
Erin J. Bryson, General Manager

  
Joseph V. Hisquierdo, Secretary