

Regular Board Meeting – January 18, 2023

GENERAL MANAGER’S REPORT: Office Operations

- a. CCSD did not hold a Board Meeting in December. The CCSD business office was closed December 26th for the Christmas holiday. It was also closed January 2nd to observe New Year’s Day.
- b. Matt Naftaly of Dudek had scheduled a site visit of the water system to move forward with Prop 68 - Technical Assistance Program for Water System Improvements; however, it was set for January 11th and was canceled due to weather conditions and road closures.
- c. The District received a payment of \$991.98 from County of Santa Barbara for disbursement of payments of Special Assessments-Direct Charges to Tax Rolls. CCSD submitted an amount total of \$22,796.02 for FY 2021-22 and \$2,730.86 for FY 2022-23; it has received a total of \$20,050.45 in direct deposits.
- d. I had a meeting with Rob Barnett, Rural Development Specialist of RCAC-Community & Environmental Services, regarding a Rate Study. From there, I submitted a Request for Technical Assistance for a Rate Study to the SWRCB-DFA. I received an email message to confirm to move forward with the Drinking Water Rate Study, and I responded the same day.
- e. I spent much time compiling and reviewing all information to present for the LAFCO Review Survey and Questionnaire. I provided responses and attachments for LAFCO to complete the final updates to the Sphere of Influence and Municipal Service Review for CCSD. The law requires that Spheres of Influence be updated every five years.
- f. Erin Miller, Office Clerk, and I attended webinars for the Low Income Household Water Assistance Program to move forward with assistance to customers with past due bills. CVFRC is the Local Service Provider, and Martha Yepez is assisting customers with applications for the program. Starting February 2023. the LIHWAP will be offered to customers whose accounts are current. Flyers in English and Spanish were enclosed in the 12/31/2022 billing. So far, the District received notification of payments in the total amount of \$3,326.77.
- g. I closed out the payroll records for calendar year 2022 and set up payroll records and tax tables for 2023. W-2 forms are due to employees by January 31, 2023.
- h. I will complete compensation records for nonemployees for calendar year 2022. 1099-NEC forms are due to recipients by January 31, 2023.
- i. Other extra work to be completed by January 31st:
 - Quarterly payroll tax reports are due to state and federal government agencies
 - Annual Financial Transactions Report for Special Districts is due to SCO
(All AJEs must be calculated and posted to send financial data to John Snowball to complete the FTR)
- j. The Self-Monitoring Report Q4-2022 for the WWTP Facility and the Annual Self-Monitoring Report Summary for the WWTP Facility are both due to Geotracker by February 1st.

GENERAL MANAGER’S REPORT: Field Operations

- a. The ARWTP filter system is working effectively for treatment of arsenic removal. The lab result of the Water Plant effluent sample taken on November 17th was 4.7 ppb, while the arsenic level of Water Well #1 was 55 ppb. The lab result of the Water Plant effluent sample taken on December 15th was 5.0 ppb, while the arsenic level of Water Well #1 was 50 ppb.
- b. Field staff repaired a water leak in the 4-inch main water line at Highway 166 and Cuyama Valley Family Resource Center. It was necessary to contract backhoe service from Will Price to dig out around the section and put a clamp on the water line.
- c. The pressure pump for the water system at the WWTP Facility failed. Field staff installed a new water pump and repaired/replaced broken water lines. That water system is working properly.
- d. The generator at the Water Treatment Plant came on automatically and ran properly during the recent power outages from the rainstorms. Although field staff had fixed an oil leak from the generator, they discovered that the generator is burning a lot of oil during its operation. This is a concern if the generator should need to run for a longer period of time. Field staff will monitor the situation closely.
- e. Field staff has not been able to reset the level control for Water Well #1 after the power outage from the rainstorms. Since the level control provides a radio frequency signal for the well to pump water, the well is currently operated manually. A reset has become increasingly more difficult after power outages. The level control system is worn and outdated; it needs to be replaced.
- f. Abel Silva of CRWA was scheduled to perform a leak detection survey of the entire water distribution system on January 5th; however, he called to reschedule due to illness. It was further postponed due to weather conditions and road closures. Mr. Silva hopes to reschedule for January 25th or 26th.
- g. Laureen Tan, Water Resource Control Engineer with the SWRCB DDW District 06, was scheduled to perform the Sanitary Survey on January 17th; however, the inspection has been rescheduled for January 23rd. Mario Cervantes, Sr. will accompany Ms. Tan. A routine inspection of the drinking water system is part of a Sanitary Survey and includes examining the source, treatment, storage, and pump facilities. In addition to the water system inspection, the Sanitary Survey includes a review of the distribution system, routine monitoring and reporting to the DDW, water system management and operations, and operator compliance with State requirements.