

Regular Board Meeting – February 15, 2023

GENERAL MANAGER’S REPORT: Office Operations

- a. The CCSD business office will be closed February 20th in observance of Presidents’ Day.
- b. The past month was very busy. There were many deadlines to meet by January 31st and February 1st, in addition to regular office and managerial duties.
- c. All AJEs for 2021-2022 fiscal year were finalized. Then the financial data was sent to John Snowball so he could complete the Annual Financial Transactions Report for Special Districts. The FTR was submitted to the State Controller’s Office by the deadline.
- d. All state and federal payroll tax reports were completed and submitted prior to the deadline.
- e. W-2 forms were completed and distributed to all employees on January 27th. Form W-3 and Copy A of W-2 forms were submitted to the SSA on that same date.
- f. It was necessary to upgrade the accounting software to QuickBooks Pro Plus 2023 and install program updates in order to print out 3-part page 1099-NEC forms. The upgrade is included in CCSD’s QuickBooks Plus annual subscription. 1099-NEC forms were completed and distributed to recipients of nonemployee compensation on January 31st. Form 1096 and Copy A of 1099-NEC forms were submitted to the IRS on that same date.
- g. The WWTP quarterly self-monitoring report for Quarter 4-2022 was completed and submitted to the GeoTracker database. I also completed the 2022 Annual Self-Monitoring Report Summary for the WWTP and transmitted the complete report to the GeoTracker Database. The Annual Summary is a comprehensive report of 49 pages with sections of narratives, data tables, graphs, and figures. A summary of Wastewater Pond monitoring and calculations for Land Application Area for calendar year 2022 were also included. I received email messages from the Central Coast Regional Water Quality Control Board that Section 3 of the monitoring and reporting program Table 4 (Land Application Area Monitoring) requires reporting of some parameters that were not provided in the annual or quarterly report. The reports will be updated to include items and resubmitted to the GeoTracker database.
- h. I attended the CSDA Webinar: Ratepayer Assistance Funding & Water Shut-Off Laws on January 30th. CCSD participated in the California Water and Wastewater Arrearage Program, and the District is currently enrolled in the Low Income Household Water Assistance Program. The CCSD Water Policy is in compliance with the Water Shut-Off Protection Act.
- i. CCSD has received two batch payments for California LIHWAP, total amount of \$5,292.28.
- j. Matt Naftaly of Dudek and two associates were able to make a site visit of the water system on February 2nd. First, they met with me at the CCSD business office to discuss the Prop 68 – Technical Assistance Program for Water System Improvements; I provided information and a list of potential projects. From there, field staff accompanied them to the WTP and water well field.
- k. The 2022 Water Rates Survey was completed and e-mailed to the Santa Barbara County Water Agency on February 6th.
- l. I completed the 2023-24 SDRMA Renewal Questionnaire and submitted it electronically in the MemberPlus Online portal. The District will receive a credit incentive of \$75 each policy.

- m. Erin Miller, Office Clerk, will begin basic training of QuickBooks with a video training tutorial course for QuickBooks Desktop Pro 2022, which includes video lessons, a pdf instruction manual, and a quick reference guide.

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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 January 24th was 4.7 ppb, while the arsenic level of Water Well #1 was 55 ppb.
- b. Laureen Tan, Water Resource Control Engineer with the SWRCB DDW District 06, was able to conduct the Sanitary Survey inspection on January 23rd. Mario Cervantes, Jr. accompanied Ms. Tan. The routine inspection of the drinking water system, which included examining the source, treatment, storage, and pump facilities, went well. In addition, Ms. Tan found all was in order during her review of the routine monitoring and reporting to the DDW, water system management and operations, and operator compliance with State requirements.
- c. Abel Silva of CRWA was scheduled to perform a leak detection survey of the entire water distribution system on January 25th; however, he canceled the survey due to road conditions and problems with the detour.
- d. Field staff closely monitored high daily water usage and located several water leaks this past month. They made repairs to water lines and replaced some water meters and valves. There was a water leak in the main water line by 4793 Cebrian Avenue. Will Price was contracted for backhoe service to dig out a section of the driveway. It was necessary to shut off water service to residences on Cebrian Avenue to complete the repair. Since this was an emergency, customers were not able to be notified prior to interruption of water service. A clamp was installed on the main water line.
- e. Field staff discovered a suction leak on a pressure pump on the ARWTP filter system and determined that the pump would fail during operation. A technician from Surface Pumps, Inc. made a service call on February 2nd. He disassembled the pump and took it to the shop for repair. The repaired pressure pump and a new seal were installed on February 8th. The pump is operating properly, and the filter system is in good working order.
- f. It was necessary to shut down water service to residences on the 4800 block of Cebrian Avenue on February 8th so field staff could replace a water meter and shut off valves at a Cebrian Avenue residence. Customers were notified in a timely manner of the interruption to water service.
- g. It has been a busy month for field operations, and field staff and contract operators have done well to keep the systems under good control.