

Regular Board Meeting – May 17, 2023

GENERAL MANAGER’S REPORT: Office Operations

- a. I completed Form 941-Employer’s Quarterly Federal Tax Return and mailed the form to IRS.
- b. I completed DE9 and DE9C, State Quarterly Contribution Return and Report of Wages and transmitted the forms electronically to EDD Services online.
- c. I completed the 2022 Government Compensation in California (GCC) Report and uploaded the file to the SCO Data Exchange Portal. I received confirmation that the file upload was successful.
- d. All monthly and quarterly monitoring reports for the water system have completed and submitted to SWRCB-DDW. The Volumetric Annual Report for Wastewater and Recycled Water was submitted to GeoTracker prior to the due date of April 30th.
- e. The District received a payment of \$48.60 from County of Santa Barbara for disbursement of payments of Special Assessments-Direct Charges to Tax Rolls. CCSD has received a total of \$3,669.89 this fiscal year in direct deposits.
- f. I conferred with the technician from Fisher Pump & Well Service regarding the water tank level control at the Water Treatment Plant. Parts required to replace the ultrasonic level control would not be available for at least three months, and the repair would be expensive. The level control with floats would be reliable and ready for installation at a reasonable cost to the District.
- g. CCSD has received seven batch payments for California Low Income Household Water Assistance Program, total amount of \$12,885.09.
- h. During the first week in May, it was necessary for me to miss workdays due to a family emergency with my mother. As a result, the billing was processed a week later than usual. Erin Miller, Office Clerk, has not yet been fully trained in this significant task. Ms. Miller handled the daily operations of the business office and provided customer service to the community in a professional manner. I would like to express my appreciation to the CCSD Board of Directors and CCSD Staff for their support. Thank you to those in the community who showed kindness and concern.
- i. Laureen Tan, Water Resource Control Engineer for SWRCB DDW District 06, granted an extension to submit the Electronic Annual Report (EAR) that was due May 13<sup>th</sup>. The report is very time-consuming with 18 sections; it is near completion.

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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 April 18<sup>th</sup> was 3.57 ppb, while the arsenic level of Water Well #1 was 46.8 ppb.
- b. The rental generator is still onsite at the WTP for backup power supply. It worked well during the recent power outages. Field staff started up the generator manually since it does not run automatically.
- c. John McCalip, President of All American Drilling, Inc., offered to transport CCSD's generator to San Luis Powerhouse generator shop for diagnostic and possible repair. The technician was able to start up the unit, but its operation was rough. A part was ordered to resolve the problem, and the District will be notified if the repair could be completed.
- d. A technician from Fisher Pump & Well Service installed the water tank level control with floats for the WTP. Field staff made minor adjustments to the level. The system is operating effectively for Water Well #1 to fill the tanks to correct levels.
- e. Water service was shut down to customers on the 4855-4897 Block of Morales Street and 4856-4898 Block of Morales Street on April 28<sup>th</sup> to replace shut off valves at a Morales Street residence. The process went well, and service was restored by noon.
- f. Pete Mendiburu was contracted to mow weeds at both plants and easements and Highway 166 frontage by fencing at the WWTP. Field staff also sprayed weeds at both treatment plants.
- g. Routine service and maintenance are done on a daily basis. Overall, field operations of the water and sewer systems are in good shape.