

ATTACHMENT B

Regular Board Meeting – October 14, 2020

GENERAL MANAGER'S REPORT: Office Operations

- a. I forwarded the Professional Services Agreement between CCSD and NV5 with the Terms and Conditions to legal counsel for review. Gary Kvistad prepared a revised version, which was accepted by NV5's legal counsel. I signed the final document, and it has been forwarded to NV5 to provide an authorized signature.
- b. I met with James Owens on October 5<sup>th</sup> after his site visit of the water well field. The first steps of the construction process are on the right track.
- c. I forwarded the proposal from Golden State Labor Compliance to legal counsel for comments and recommendations. Gary Kvistad prepared a Labor Compliance Services Agreement between CCSD and Golden State Labor Compliance for CCSD Board approval.
- d. I also requested that legal counsel provide the correct procedure to follow in order to collect delinquent amounts, rates, fees, charges and costs by suit or property lien of the property owner. Mr. Kvistad prepared a revised Article 11 for Board review and gave his recommendation for collection.
- e. I participated in the IRWM Santa Maria Watershed Meeting #2 by Zoom conferencing on September 18th. Discussion included water issues and challenges in the Santa Maria River and Cuyama River Watersheds.
- f. The District received Claim 1-Disbursement Request from NV5. I previously reviewed the draft for review and provided a correction for the final version. Claim 1 was sent to SWRCB-Division of Financial Assistance on September 23<sup>rd</sup>. CCSD will be reimbursed \$20,974.00 for legal fees plus \$2,330.75 for environmental filing fees.
- g. David Wallis and Jerry Tinoco of RCAC presented the first online workshop on Thursday, September 24<sup>th</sup>. Even though no one registered for the sessions, we went through the presentation and discussed a water conservation plan for the District. Flyers for the next workshop were included with the 9/30/2020 billing to customers, along with Water Conservation Newsletter-October 2020.
- h. I conferred with Mark Honberger of Remarkable Recreation Solutions to provide content for the quarterly bilingual newsletter-October 2020. Information included Well No. 4 Project and pandemic guidelines for the CCSD business office. The newsletters were enclosed with the 9/30/2020 billing.
- i. I submitted the 2020 Local Agency Biennial Notice to Santa Barbara County Clerk of the Board of Supervisors. The new CCSD Conflict of Interest Code, Minute Order of the action item, and strikethrough version of the old Code were included, as required.
- j. BC Laboratories completed analyses of lead and copper tap samples that were taken from 10 residences for the triennial sample schedule. Results showed that the 90th percentile value for the water system is well below the lead action level of 15 parts per billion. A lead level of "None Detected" (ND) was reported for 8 of the 10 samples collected. Each participant was notified of results, and the Lead and Copper Rule Reporting Form and Lead Consumer Notice Certification Form were issued to SWRCB-DDW.
- k. Monthly and quarterly monitoring reports for the water system were completed and submitted to SWRCB-DDW. The next monitoring report for the WWTP facility is due November 1<sup>st</sup>.

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- l. I researched options for shipping the damaged VFD to North Carolina for repair. Due to its weight (158 pounds), the unit must be shipped by ground freight (less-than-truckload). UPS freight would apply a discount if the service is scheduled online. CCSD would set up an UPS account and prepay shipping charges. I conferred with Dean Lovett about preparing the unit for shipment. I also obtained quotes from two companies for a refurbished Schneider Electric VFD with the same specifications; one quote was \$7,495, and the other was \$7,500. Schneider Electric repair service gave a quote of \$5,215 to repair the unit.
- m. Progress Report 11 was submitted for each DACI Funding project on October 12<sup>th</sup>. Progress reports include invoices and backup documentation required for disbursement of funds.
- n. Lourdez Ruiz, Clerical Assistant, has made good progress with training in more office duties.

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### GENERAL MANAGER'S REPORT: Field Operations

- a. Repairs to the water meters and water service lines at the Tiny Tot Park and Blue Sky Center were completed.
- b. Alan Fitchpatrick made a service call on September 18<sup>th</sup> and adjusted the sensor for the Finished Water Tank level transmitter. He also installed a program to regulate performance, and the problem has been corrected.
- c. The lab result of the arsenic level of the Water Plant effluent sample taken on September 7<sup>th</sup> was 11 ppb, and the arsenic level of Water Well #1 was 45 ppb. Another sample taken on September 22<sup>nd</sup> was 13 ppb, and the arsenic level of Water Well #1 was 51 ppb. A repeat sample was taken on September 29<sup>th</sup>. The lab result of the arsenic level of the Water Plant effluent sample was 4.6 ppb, and the arsenic level of Water Well #1 was 46 ppb.
- d. Dean Lovett confirmed that EcoGreen Solutions made final electrical adjustments to the PG&E WWTP VFD Project for the blower pumps, and they are working properly.
- e. There is significant improvement of the foam problem on the pond at the WWTP Facility. The addition of Aquafix Foam Buster is a large factor, plus the current operation of the blower pumps contributes to the decrease.
- f. Will Price welded a frame for a proper shade/cover structure for Water Well #1, and field staff has nearly finished the project. The electrical cabinet previously had a piece of plywood bolted to its top, which was identified as a problem in the Sanitary Survey Report 2019.
- g. Mario Cervantes Sr. accompanied James Owens for his inspection of the water well field.
- h. A delivery of 250 gallons of hypochlorite solution 12.5% and 400 gallons of ferric chloride was delivered to the Water Plant on October 7<sup>th</sup>. The last chlorine delivery was made on September 3<sup>rd</sup>, while the last delivery of ferric chloride was made on February 1, 2019.
- i. The contractor for Henrik Nielsen has been working on construction of the water line extension along Highway 166, which will tie in the missing portion of pipeline. Dean Lovett will pressure test the water line to ensure that there are no leaks. The contractor is aware that water service would not extend beyond Santa Barbara County Public Works facilities.
- j. The current rate of water usage measures 130,000 gallons per day.