

Special Board Meeting – May 14, 2020

GENERAL MANAGER’S REPORT: Office Operations

- a. The PG&E LED Lighting Project was completed at the CCSD business office on April 22nd.
- b. Customer billing of services is on track with the regular schedule; however, bills were held until the May newsletter was available to enclose with 4/30/2020 billing. They were mailed out on May 6th.
- c. I completed Form 941-Employer’s Quarterly Federal Tax Return and mailed the form to IRS.
- d. I completed DE9 and DE9C, State Quarterly Contribution Return and Report of Wages and transmitted the forms electronically to EDD Services online.
- e. I completed the 2019 GCC Report and submitted the report electronically using ftp server to SCO. I did not have any issues with transmitting the report.
- f. All monthly monitoring reports for the water system have been completed and submitted to SWRCB-DDW. The WWTP quarterly self-monitoring report for Quarter 1-2020 was submitted to GeoTracker. The Volumetric Annual Report for Wastewater and Recycled Water is a new annual requirement; it was submitted to GeoTracker prior to the due date of April 30th.
- g. I completed 2019 Public Water System Statistics data and submitted the form electronically to Santa Barbara County Water Agency.
- h. Reid Johnson signed the PSA for prior consulting services and technical information provided to CCSD and CCSD Attorney regarding Reconstruction of Domestic Well No. 2 Dispute – Bertram Drilling, Inc. vs. CCSD. I prepared the payment for Board approval, which will finalize the agreement.
- i. I conferred with Mark Honberger of Remarkable Recreation Solutions regarding the Logo Contest, and he prepared a draft of the guidelines for Board review.
- j. The CCSD Water Quality Report and CCR must be distributed to customers by July 1, 2020, so that will be the next newsletter. I will prepare the summary letter and compile the water quality information for Mark Honberger and submit them to him early in June so that we meet state requirements.
- k. I completed the budget report for March 2020. Quarter 3 of FY 2019-2020 y-t-d totals are on track with projections, and there is a positive cash flow from operating activities.
- l. I have spent much time conferring and corresponding with all parties to coordinate efforts toward a resolution for the Grant of Easement for the Well No. 4 Project. Lawrence Sanchez of the State Water Board, Division of Financial Assistance is aware of the District’s position. He has been very supportive but expressed concern that Cuyama is able to execute the agreement as is in a timely fashion without having to rescind or make any changes to the agreement if too much time passes and the funding requirements change.
- m. I have also spent much time conferring and corresponding with all parties for the DACI Grant Amendment Request so that the District is able to use remaining funds from Project 9 Task 1 for pending projects Hydro Study Part 2 and Water Conservation Plan. I prepared an Excel spreadsheet for Grant Amendment Request-Remaining Funds for reference to determine amounts to use for pending projects that will benefit the District.
- n. The order was placed with Chase Bank for the Quick Deposit Scanner with an estimated delivery date of May 13th. I already completed registration as an authorized user for Chase Online for Business. I will need to enroll in Chase Quick Deposit and modify Internet settings before I install the scanner. Then I will need to learn the process for Chase Quick

- Deposit and set up a new method to prepare deposits and complete A/R reports in CBSW.
- o. Office operations are going well. Daily duties are up-to-date, and there were many reports and extra duties that were completed this past month.

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GENERAL MANAGER’S REPORT: Field Operations

- a. The ARWTP filter system is working for treatment of arsenic removal. The lab result of the Water Plant effluent sample taken on April 20th was 8.9 ppb, while the arsenic level of Water Well #1 was 58 ppb. Lab results for May are not yet available.
- b. The PG&E LED Lighting Project was completed at the WTP and WWTP facilities on April 21st and April 22nd.
- c. Dean Lovett and Johnny Tarver made repairs to water meters and water service at 4807 Caliente Avenue, 4837 Caliente Avenue, and 4813 Cebrian Avenue. Customers in the surrounding residences were notified when it was necessary to shut off water for repair/replacement.
- d. Installation of the chain link fence along Pond 2 at the WWTP facility is complete.
- e. More weed abatement was done at the WTP and WWTP facilities, and tumbleweeds were burned at both locations. The easements along Perkins Road and behind Cebrian Avenue will be mowed with a tractor rented from Old Cuyama Store. Field staff has been working to maintain control of overgrowth.
- f. The current rate of water usage measures 100,000 gallons per day.
- g. Field operations of the water and sewer systems are going well.