

Regular Board Meeting – November 18, 2020

GENERAL MANAGER'S REPORT: Office Operations

- a. I signed the Labor Compliance Services Agreement between CCSD and Golden State Labor Compliance and forwarded the final document to Victor Conklin, along with the corrected version of the proposal and Scope of Services. He provided his authorized signature. All documentation was submitted to James Owens.
- b. I forwarded the proposal from C2 Consult for environmental planning assistance during construction of Well No. 4 Project to legal counsel, and Gary Kvistad prepared a Professional Services Agreement between CCSD and C2 Consult for CCSD Board approval. After review and acceptance by three Board Members, I emailed the PSA to Charley Clouse for review and requested that he provide his authorized signature.
- c. I contacted legal counsel to draft an Article for the correct procedures to follow and collect all amounts in the event of theft of utilities, i.e., customers turning on service that has been terminated by the District and customers using water service from a neighbor's connection to avoid payment to reconnect or establish their own service. The draft is in progress.
- d. I completed Form 941-Employer's Quarterly Federal Tax Return and mailed the form to IRS.
- e. I completed DE9 and DE9C, State Quarterly Contribution Return and Report of Wages and transmitted the forms electronically to EDD Services online.
- f. I participated in a Zoom meeting on October 20<sup>th</sup> and provided an update on Cuyama DACI Projects. Sub-contractors are on schedule with remaining tasks.
- g. David Wallis and Jerry Tinoco of RCAC presented the second online workshop on Thursday, October 29<sup>th</sup>. We went through the presentation and discussed at home water audits. Water Conservation Newsletter-November 2020, which addressed how to identify and mitigate water loss in the home, was included with 10/31/2020 billing. The next online workshop is scheduled for Thursday, December 10<sup>th</sup>, at 10:00 a.m. Flyers for the workshop were also included with the billing.
- h. I completed the EPA ID Number Verification Questionnaire and Manifest Fees Assessment for the California Department of Toxic Substances Control. There was no transport of hazardous waste; therefore, there were no manifest fees.
- i. Monthly monitoring reports for the water system were completed and submitted to SWRCB-DDW. The quarterly monitoring report for the WWTP facility was submitted to Geotracker database. The due date for the report was November 1<sup>st</sup>. On October 23<sup>rd</sup> I discovered that samples for Total Coliform Effluent and Ammonia Effluent were not collected during Quarter 3, which was an oversight of the Operator-in-Charge. He requested the opportunity to collect the samples that were inadvertently omitted from Quarter 3 sampling-part 1, and they were collected on October 26<sup>th</sup> in their stead. All results were transmitted with the quarterly monitoring report on November 10<sup>th</sup>, the soonest possible date after receipt of lab results. I sent an email message to the Central Coast RWQCB to explain the delay and received a response from Joey Velasquez that the report would not be marked late. In addition, he informed me that Howard Kolb, CCSD's Case Worker, retired as of November 1<sup>st</sup> and they are reworking their staff organization chart to assign to specific facilities. Mr. Velasquez provided guidance for completion of the 2020 Annual Report regarding wastewater pond

monitoring and nitrogen loading rate to the recycled water application area.

- j. I attended the Santa Barbara County IRWM Cooperating Partners Meeting on November 10<sup>th</sup> from 10:00 a.m. to 2:00 p.m. by Zoom teleconferencing. Presentations were made on the SAFER Program-SWRCB and Domestic Well Testing Program-Central Coast RWQCB. There were also presentations from Carpinteria Groundwater Basin GSA and Montecito Basin GSA. Although the meeting was lengthy, all agenda items were not covered, and they will be addressed at the next meeting on December 7<sup>th</sup>.
- k. Maria Sineriz, the sales representative who arranged the lease agreement for the Canon copier, contacted me regarding a quote to replace the current copier. Ms. Sineriz formerly represented American Business Machines, and she is now Strategic Account Executive for URM Technologies. CCSD accepted the Canon copier lease agreement on December 23, 2015 for a term of 63 months. The proposal from URM Technologies includes a check for the remaining payments of the Canon lease and removal of the existing copier, plus a refund check of \$300 for removal of the Xerox copier in August 2018.
- l. Office operations are going well.

Regular Board Meeting – November 18, 2020

#### GENERAL MANAGER'S REPORT: Field Operations

- a. A technician from PTS Rentals, Inc. checked out the generator at the Water Plant on October 20<sup>th</sup> and performed routine service. He found the gas regulator and the exercise clock are worn out and should be replaced for optimal performance, so he will prepare a quote for their replacement.
- b. Dean Lovett monitored the WTP during the power outage on October 22<sup>nd</sup>, which was caused by a blown transformer on Perkins Road. The generator worked properly for backup power. Alarms were cleared and reset when electric power was restored, and Water Well #1 came on automatically as scheduled.
- c. The lab result of the arsenic level of the Water Plant effluent sample taken on October 19<sup>th</sup> was 7.6 ppb, and the arsenic level of Water Well #1 was 46 ppb.
- d. Routine service and maintenance are done on a daily basis, and flow meter readings at the treatment plants and the water well are recorded daily. On the morning of November 12<sup>th</sup> field staff discovered that the WTP had been running for 14 hours and the daily flow at the WWTP increased by 100,000 gallons. Dean Lovett and Johnny Tarver checked the manholes for the wastewater flow. They were able to determine that there was a leak in the main water line at 4855 Sisquoc Street, and the water and mud broke the sewer line as well. Will Price dug it all out with his backhoe. A clamp was used to repair the main water line, and a section of the sewer line was replaced. Repairs/replacement to both lines were completed by the next day.
- e. The current rate of water usage measures 65,000-75,000 gallons per day.
- f. Field operations of the water and sewer systems are under good control.