

ATTACHMENT B

Regular Board Meeting – November 13, 2019

GENERAL MANAGER'S REPORT: Office Operations

- a. Resolution #19-2 and MOU between SDRMA and CCSD for participation in the Health Benefits Program was scanned and e-mailed to SDRMA, and the original signed documents were mailed to meet the November 1st deadline.
- b. I completed and issued the letter of support to DWR for the 2019 CBGSA Sustainable Groundwater Management Program Planning Grant Application.
- c. Progress Report 7 was submitted for each DACI Funding project by October 24th. Progress reports include invoices and backup documentation required for disbursement of funds. It is a very time-consuming process.
- 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. All monthly monitoring reports for the water system have been completed and submitted to SWRCB-DDW. The WWTP quarterly self-monitoring report for Quarter 3-2019 was submitted to GeoTracker.
- g. I completed the ATP forms for Fargen Surveys and Bethel Engineering; all sets were scanned and e-mailed to Lori Speer. Revisions were made to reference SWRCB Grant Funding, where applicable.
- h. I conferred with Mark Honberger of Remarkable Recreation Solutions regarding the Professional Services Agreement to ensure that the document meets DWR requirements and covers the District's needs for Community Outreach efforts.
- i. I contacted Gary Kvistad to express concern regarding progress on the legal descriptions and easement agreements. I made a request that he contact Lawrence Sanchez to inform him that the District is making all efforts toward their completion. In turn, he contacted Lori Speer and Fargen Surveys to push forward with the survey work and preparation of the legal descriptions with the legal descriptions. The surveyors were on site at the water well locations on Friday, November 8th.
- j. The District received notification from Lawrence Sanchez that he has been informed that the file for the funding agreement for Well # Project is routing for final approval, and it should be issued this month or early December. The agreement will not be executed until easements are recorded and provided to the SWRCB along with signatures and legal opinion letter from CCSD's counsel.
- k. The training program with the second Clerical Assistant was in progress; however, she resigned October 21, 2019 due to medical reasons. I am prepared to start training another assistant.

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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 October 28th was 7.6 ppb, while the arsenic level of Water Well #1 was 46 ppb.
- b. A delivery of 250 gallons of hypochlorite solution 12.5% was delivered to the Water Plant on October 23rd. The District should not need another delivery for some time due to change in seasons and decreased water usage.
- c. Fire hydrants were flushed out on October 24th and October 25th. Customers received prior notification. The process went well. An estimated total of 70,000 gallons was used for flushing.
- d. A new programmer for the level control to the raw water tanks was purchased for a total cost of \$210.86.
- e. Blowers at the WWTP stopped working; aeration hoses were replaced. In addition, repairs were made to the rake cable.
- f. A technician from PTS Rentals, Inc. checked out the generator at the Water Plant on November 7th. The estimate of \$1,563.16 includes diagnostics, repairs, and parts for full service.
- g. Routine service and maintenance are done on a daily basis. Field operations of the water and sewer systems are going well.