

Regular Board Meeting – August 12, 2020

GENERAL MANAGER’S REPORT: Office Operations

- a. The letter of support for Cuyama, Maricopa, Santa Maria and Orcutt middle-mile and FTTP Project was finalized and mailed to the California Public Utilities Commission.
- b. The District received two entries for the Logo Contest. The deadline has been extended to August 31st at 4:00 p.m.
- 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 participated in a Go To Meeting hosted by David Wallis of RCAC for the Water Conservation Plan. Jerry Tinoco and Katrina Hiott of RCAC also attended, along with Brenton Kelly and Jan Smith of Quail Springs. We collaborated on development of the plan and monthly newsletters. Water Conservation News-Volume 1, Issue1 was included with the 7/31/2020 billing to customers.
- f. I participated in a Zoom meeting on July 21st and provided an update on Cuyama DACI Projects. All is on track.
- g. Monthly reports for the water system were completed and submitted to SWRCB-DDW. The WWTP quarterly self-monitoring report for Quarter 2-2020 was submitted to the GeoTracker database.
- h. I completed AJEs for quarter ended June 30, 2020 and finalized the budget report for June.
- i. I completed AJEs for FY 2019-2020 for accrued vacation, GASB 31 adjustment of LAIF accounts, and reconciliation adjustments. There was an outstanding check paid to a former employee for reimbursement of supplies that was never cashed and is now void. A check will be issued for its replacement.
- j. I compiled financial information and prepared Excel worksheets for data review FY 2019-2020 for Board evaluation.
- k. I was able to track the purchase of the Zenner fire hydrant meter in 2016, which was almost \$900. At that time the purchase was applied to an expense line item for new water meters, per the approved budget for that fiscal year.
- l. I participated in a conference call with Jerry Tinoco of RCAC and Lori Speer of Bethel Engineering for the Technical Package of the Planning Application for the Water System Improvements Project. There was good discussion and coordination of efforts to complete the application. I updated the needs assessment for potential projects to include master meters for the WTP and #1 Water Well and forwarded the list to Mr. Tinoco and Ms. Speer to include in the application process.
- m. I received confirmation that the SWRCB-Division of Financial Assistance received the original Legal Opinion letter signed by the General Counsel. The Funding Agreement is currently under review by the Office of Chief Counsel, State Water Resources Control Board.
- n. Kalani Durham of Santa Barbara County Water Agency contacted me regarding cost-share for water education school performances through Shows That Teach programs for Cuyama Elementary. The total cost for the District is \$236.11.

- o. I spoke with Howard Kolb of the Central Coast Water Board regarding the Monitoring and Reporting Program for the WWTP Facility, as it pertains to Wastewater Pond Monitoring and Land Application Area Monitoring. The 2019 annual report to the GeoTracker database did not include some items. Mr. Kolb gave his recommendations for the response to revise the annual report and instructions how to proceed with Pond Monitoring and LAA Monitoring. I have added a new sheet to the monthly log sheets to monitor constituents in those sections of the MRP. In addition, I conferred with Mario Cervantes Jr. and Dean Lovett and emailed the MRP and 2019 Annual Report in pdf format to Golden Empire Water for reference.
- p. I completed the Annual Report for Calendar Year 2019 to the Division of Drinking Water. SWRCB added new content to be completed, and the process was very time-consuming. The EAR was transmitted electronically, and I received confirmation that it was received.
- q. The event of the electrical equipment failure for Well #1 required immediate attention for office and field operations. Dean Lovett contacted me the morning of August 4th when he discovered during morning rounds that the water well had not come on to fill the raw water tanks. I contacted Paul Burt of Burt Electric, and his electricians immediately responded to the situation. The Variable Frequency Drive burned out. The installation of the new VFD was completed the next evening after the correct replacement was located. I prepared a Notice to Customers to inform the community of the equipment failure and that there was sufficient treated water supply for essential needs; however, they would need to conserve water usage until Friday when the raw water storage would return to capacity. The response was positive, and customers limited water usage to about 60,000 gallons per day during the event. Johnny Tarver and Mario Cervantes Jr. distributed notices door-to-door, and I posted notices in the CCSD business office, New Cuyama post office, and on the website. Mario Jr. and Dean were on site during the repair/replacement to ensure that correct operation resumed. Dean monitored the Water Plant while the raw storage tanks filled, and the water system returned to normal operation by Friday, August 7th.
- r. I had a conference call with James Owens of NV5 on August 11th to review items for Well No. 4 Drilling and Equipping Project so that the District is ready to move forward with the construction process when the FA is finalized. There was good communication, and I look forward to working with Mr. Owens on this important project.
- s. A regular work schedule has been set for the Clerical Assistant with training in more office duties.

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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 July 6th was 7.7 ppb, while the arsenic level of Water Well #1 was 48 ppb.
- b. There are good results from the addition of Aquafix Foam Buster to control the foam problem on the pond at the WWTP Facility. Field staff is following a dose schedule to maintain effective control.
- c. A delivery of 250 gallons of hypochlorite solution 12.5% was delivered to the Water Plant on July 29th.
- d. Field staff made preparations for the PG&E WWTP VFD Project, as requested by technicians that will perform the installation. No date has been set.
- e. Due to the response and the efforts of the field staff and the operator during the recent electrical failure for Well #1, the District was able to maintain water service to its customers.
- f. The current rate of water usage measures 180,000-200,000 gallons per day.
- g. Field operations of the water and sewer systems under good control.