

Regular Board Meeting – June 10, 2020

GENERAL MANAGER’S REPORT: Office Operations

- a. All documentation for the DACI Grant Amendment Request was completed and submitted to agencies. The District was able to use remaining funds from Project 9 Task 1 for projects Hydro Study Part 2 and Water Conservation Plan. In addition, there are remaining funds for Community Outreach that will cover the 2020 CCSD Water Quality Report and CCR and two extra months of Streamline monthly member fee.
- b. I used eDisclosure system to complete SEI Form 700 and submitted it electronically. I also submitted an update to Sheila Hess at Santa Barbara County Elections that the CCSD Board of Directors removed Linda Proeber from the CCSD Board and approved the appointment of Fernando De Los Santos. All documentation was included; however, I have not received a response.
- c. I changed the surcharge code in CBSW program for all customers to suspend the monthly surcharge as of May 1st. I prepared a Notice to Customers, English and Spanish versions, regarding the suspension of the surcharge for the months of May, June, July, and August. Customers were also notified that the surcharge will be reinstated on September 1st. The notice was posted in the CCSD business office and the New Cuyama post office, plus it was enclosed with 5/31/2020 billing. They were mailed out on June 2nd. There has been positive feedback.
- d. The CCSD Report for the CVCA meeting on May 20th included an item for Board approval of suspension of the surcharge for May, June, July, and August. I also provided information for comments and attendance of CCSD Board meetings via teleconference.
- e. I participated in the Community Coordination Call to provide an update on CCSD’s actions to assist customers during the COVID-19 emergency.
- f. I spent much review and preparation for calculations to complete the draft of the Proposed Annual Budget FY 2020-2021. I also conferred with the finance committee regarding increase and decrease of some expense items.
- g. Matt Naftaly of Dudek made a site visit for fieldwork for Hydro Study Part 2 on May 22nd. I also provided data and information on Rehoboth #2 Water Well to assist with his evaluation. The Well Relocation Report is already completed; it was forwarded to all Board Members. Mr. Naftaly determined that the new proposed well location is practical and advantageous and recommended converting the abandoned well (Well #3) to a monitoring well rather than destroying it.
- h. I attended the CSDA Webinar – Discontinuing Water Service During COVID-19 Pandemic on May 28th. The information reinforced much of the discussion at the last board meeting about this issue.
- i. The CCSD Water Quality Report and CCR must be distributed to customers by July 1, 2020. I updated the water quality information in the CCR, and I am in the process of preparing the summary letter.
- j. All monthly monitoring reports for the water system have been completed and submitted to SWRCB-DDW.
- k. Mark Honberger of Remarkable Recreation Solutions made good progress with the Logo Contest. The hard copy of the flyer/entry form is complete and ready for distribution. He also developed a tracker sheet to assist with tracking tasks for a successful Logo Contest.

- l. I installed the Quick Deposit Scanner for Chase Online for Business. I had software and document feed problems. I was able to send a deposit; however, I found that the scanner will not take money orders. In addition, I had to manually enter questionable amounts in order to process the deposit. I set up a new method to record deposits and complete A/R reports in the CBSW program. Cash and money order deposits will need to be made at a Chase Bank branch.
- m. I have spent much time conferring and corresponding with all parties to coordinate efforts toward a resolution for relocation of the Well No. 4 Drilling and Equipping Project. Gary Kvistad is ready to prepare the General Counsel Legal Opinion Letter so that the Financing Agreement for the project can be executed.

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GENERAL MANAGER'S REPORT: Field Operations

- a. The lab result of the Water Plant effluent sample for arsenic level that was taken on May 18th was 8.7 ppb, while the arsenic level of Water Well #1 was 50 ppb. The last result of the Water Plant effluent sample for arsenic level, which was taken on June 2nd, was 11 ppb, while the arsenic level of Water Well #1 was 69 ppb. Operators are making adjustments and will take repeat samples during the month to ensure that the District meets the monthly average requirement of 10 ppb for treated water.
- b. A delivery of 250 gallons of hypochlorite solution 12.5% was delivered to the Water Plant on May 21st. The last delivery was made earlier this year on January 23rd.
- c. Field staff continued with weed abatement at the WTP and WWTP facilities, and easements along Perkins Road, Newsome Street, and behind Cebrian Avenue were mowed with a tractor rented from Old Cuyama Store.
- d. The finished water storage tank at the WTP overflowed on May 26th. Field staff discovered that the level control did not work properly, and the WTP ran twice as much as needed to fill the tank. I scheduled a service call with Alan Fitchpatrick, a qualified technician who is very familiar with CCSD's facilities. He reported that the level transmitter is no longer functional and made two recommendations for its replacement. I discussed the situation with Dean Lovett, and we agreed that the Ultrasonic transmitter would be more reliable with less problems in the future. I notified all Board Members, and they concurred with that choice. Mr. Fitchpatrick is setting up the installation as soon as possible. In the meantime, Dean Lovett conducts extra monitoring several times a day to ensure that the tank is filled to the proper capacity.
- e. The Endress & Hauser Prosonic flow meter for the WWTP was calibrated/validated on July 9th, 2019, and until recently, there were no problems with its operation. Since the meter reading counter rolled over, it appeared that the sensor was not reading/recording correctly. I scheduled technical support service by phone, and the technician was able to direct field staff with computer settings to correct the error.
- f. Field staff is in the process of locating and marking manhole covers on the area between Cuyama Valley High School and the Immaculate Conception Catholic Church.
- g. The current rate of water usage measures 130,000 gallons per day.
- h. Field operations of the water and sewer systems are under good control.