

Regular Board Meeting – September 16, 2020

GENERAL MANAGER’S REPORT: Office Operations

- a. I received confirmation that the State Water Resources Control Board executed the Funding Agreement for construction of Rehoboth Well #4 Drilling and Equipping Project on August 12th.
- b. I completed the Workers’ Compensation Annual Payroll Reconciliation and submitted it online to SDRMA. The District owed \$1,742.58, which was based on reconciliation of the final reportable payroll for the 2019-20 program year.
- c. I participated in a Zoom meeting on August 18th and provided an update on Cuyama DACI Projects. Remaining tasks are on schedule.
- d. Fray Crease left her position as County Water Agency Manager to accept a position with the City of Talent in Oregon. Her last day was August 21st. Matt Young will serve as Interim County Water Agency Manager.
- e. I completed the 2019-20 Annual Report for the Labor Compliance Program and e-mailed a pdf version to the Department of Industrial Relations.
- f. I completed and electronically submitted the SSA Annual Information Request to CalPERS, the official California State SS Administrator.
- g. I participated in a conference call with Lawrence Sanchez, SWRCB Project Manager, and James Owens, NV5 Project Engineer, on Friday, August 21st, to begin the construction process for Well No. 4 Project. Mr. Owens will prepare revised plans for bid specifications and submit them to Mr. Sanchez and Jeff Densmore, District Engineer for DDW for review. He will also prepare a draft PSA between CCSD and NV5 for engineering services for the construction phase of the project. I already provided him with invoices for Reimbursement Request No. 1. The District must establish a separate bank account to deposit disbursements and pay vendors for project costs.
- h. I contacted Continental Utility Solutions technical support for CBSW workstation and server requirements. The first major decision for the billing program upgrade will be to determine to use the same computer and upgrade the OS or to purchase a new computer with a new version of Microsoft Windows.
- i. I contacted Schneider Electric technical support to find out if the damaged VFD for Water Well #1 could be diagnosed to (1) determine the cause and (2) possible repair to the VFD. Technical support was unable to provide assistance, and I was referred to customer service. The representative gave a quote of \$5,215 to repair the unit, which does not include shipping costs to and from North Carolina.
- j. RCAC is making good progress with the Cuyama Water Conservation Plan and monthly newsletters. We scheduled the first online workshop of the Water Conservation Online Workshop Series 2020 for Thursday, August 27th, at 9:00 am for the English version and at 6:00 pm for the Spanish version; however, no one registered for those sessions. The first online workshop has been rescheduled for Thursday, September 24th, at 9:00 am for the English version and at 6:00 pm for the Spanish version. Flyers were included with the 8/31/2020 billing to customers, along with Water Conservation Newsletter-September 2020.
- k. The deadline for the Logo Contest was extended to August 31st at 4:00 p.m. The District received two entries for the Logo Contest.
- l. Monthly reports for the water system were completed and submitted to SWRCB-DDW.

- m. Lead and copper tap samples were taken from 10 residences for the triennial sample schedule. The process involved both office and field operations. I contacted customers to participate in the lead tap monitoring program. Mario Cervantes Jr. coordinated the sample collection. I completed lead consumer notices to each participant. The Lead and Copper Rule Reporting Form and Lead Consumer Notice Certification Form will be issued to SWRCB-DDW after results are received from BC Laboratories and participants are notified of results.
- n. The Clerical Assistant and I cleaned out files and packed away old files and prepared new file folders for the 2020-2021 fiscal year. We are in the process of organizing the office for better management of the volume of paperwork and access to records.
- o. I met with Rick Joyner of Santa Barbara County Fire Department to provide maps of the water and sewer lines on Newsome Street. Santa Barbara County will be constructing a new fire station.
- p. I researched options for the computer upgrade for the utility billing system. I recommend the purchase of a new computer with Windows 10 Pro 64 operating system.

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GENERAL MANAGER'S REPORT: Field Operations

- a. The lab result of the arsenic level of the Water Plant effluent sample taken on August 24th was 7.9 ppb, and the arsenic level of Water Well #1 was 47 ppb. The latest result of the arsenic level of the Water Plant effluent sample, which was taken on September 7th, was 11 ppb, and the arsenic level of Water Well #1 was 45 ppb. The Water Operator will take repeat samples during the month to ensure that the District meets the monthly average requirement of 10 ppb for treated water.
- b. There were chlorine leaks at the Water Plant that were repaired. Stock of supplies is low, and repair parts will be ordered from Grainger when I receive the list from field staff.
- c. Installation of the PG&E WWTP VFD Project for the blower pumps was completed on August 31st. Electrical for pumps was rewired to accommodate the VFDs. Field staff and operators received training on making adjustments to the VFDs for optimal operation. In addition, EcoGreen Solutions will provide a reference chart to assist with adjusting VFDs according to dissolved oxygen levels.
- d. The pressure pump at the WWTP wore out. Field staff replaced it with a new pump from Old Cuyama Store.
- e. The foam problem on the pond at the WWTP Facility continues to improve with the addition of Aquafix Foam Buster. Field staff is maintaining a dose schedule.
- f. A delivery of 250 gallons of hypochlorite solution 12.5% was delivered to the Water Plant on September 3rd.
- g. Dean Lovett met with Rick Joyner of Santa Barbara County Fire Department to assist him with locating water and sewer line connections for the construction of the new fire station.
- h. The current rate of water usage measures 160,000 gallons per day.
- i. Field operations of the water and sewer systems are going well.

