

Special Board Meeting – March 20, 2020

GENERAL MANAGER'S REPORT: Office Operations

- a. I submitted an incident report to CAL-OES regarding the overflow of the pond at the ARWTP. The overflow was recycled water that flowed onto the road by the Water Plant, and it did not reach the creek bed; therefore, there was no violation.
- b. I met with Jay Langner, Account Executive from EcoGreen Solutions, regarding PG&E project approval of LED Lighting at all facilities.
- c. I completed the 2020-21 SDRMA Renewal Questionnaire and submitted it electronically in the MemberPlus Online portal. The District will receive a credit incentive of \$75 each policy.
- d. I have spent much time conferring and corresponding with Gary Kvistad and Don Woodward in order to reach a resolution to finalize the revised Grant of Easement Quitclaim and move forward with Well No. 4 Project.
- e. I updated the Customer Deposit Account List as of 2/29/2020 and issued deposit refunds for accounts with good credit. The list, checkbook, and QuickBooks customer deposit account and checking account all balance.
- f. I prepared a draft of the District calendar for calendar year 2020.
- g. I received a telephone call from Henrik Nielsen to ask how CCSD is coming along with the permit process for the water line along Caltrans Highway 166. I informed him that CCSD would not be responsible for the permit application, per direction of the CCSD Board.
- h. I was not able to be present in the CCSD business office during the first two weeks of March due to a family emergency. The Clerical Assistant, Lourdez Ruiz, served as relief when available in accordance with her college schedule for classes and spring break. She was newly hired on January 14, 2020. Her training is in progress with the main focus on customer service and accounts receivable. Her spring break has been extended, so specific training for the next step in accounts receivable will begin next week.
- i. During my absence, I maintained contact with office and field staff regarding operations. I also checked email messages daily with the District iPhone and responded to messages that required immediate attention, while keeping the Board President up-to-date on events. I appreciate the support of the District and the community during that difficult time.

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GENERAL MANAGER'S REPORT: Field Operations

- a. The ARWTP filter system is working for treatment of arsenic removal, although results have been higher than previous months. The lab result of the Water Plant effluent sample taken on February 28th was 9.8 ppb, while the arsenic level of Water Well #1 was 60 ppb. The lab result of the Water Plant effluent sample taken on March 16th was 8.9 ppb, while the arsenic level of Water Well #1 was 66 ppb. Adjustments are being made to chemical treatment.
- b. The fresh water line at the WTP broke underground (the pipe after the storage tank). A section of the 2-inch main water line was replaced.
- c. The rake cable on the clarifier at the WWTP came apart, and it was replaced.
- d. Dean Lovett checked and reset alarms and level controls following the power flickers during the recent storms.
- e. Dean Lovett and Johnny Tarver have been working on replacing the water meter at 4695 Cebrian Avenue. The valve is broken, and it was discovered that copper piping also needs to be replaced. Dean has discovered that the best approach to the replacement/repair will require water to be shut off to the entire Townsite for about an hour, hopefully next week. The weather will be a deciding factor when it takes place. In addition, customers will receive prior notification.
- f. Field staff should complete installation of the chain link fence along Pond 2 at the WWTP facility next week, depending on the weather, which has already caused delays.