

ATTACHMENT B

Regular Board Meeting – September 11, 2019

GENERAL MANAGER'S REPORT: Office Operations

- a. I completed the Workers' Compensation Annual Payroll Reconciliation and submitted it online to SDRMA. The District received a refund of \$746.09, which was based on the reconciliation of the final reportable payroll for the 2018-19 program year.
- b. I reviewed the Master Covenant Agreement between CCSD and Cuyama Land Holdings for the Cuyama Buckhorn fire hydrant. The agreement is the final step required by Santa Barbara County Fire Department for the Buckhorn to move forward with additions. I conferred with Sean Coffman, Engineer/Inspector of Fire Prevention Division, Jesica Caprino of ID Group, and Dean Lovett during this process and clarified terms of the agreement with Mr. Coffman.
- c. I completed PG & E forms for the Energy Efficiency Retrofit Program application. The forms and PG & E energy statements were sent to Jay Langner of EcoGreen Solutions. A technician surveyed the business office, and Dean Lovett accompanied him for site visits of the facilities and water well. EcoGreen Solutions will generate an energy audit for eligible projects.
- d. I researched well locations and provided Lori Speer of Bethel Engineering with pertinent information to move forward with survey services for the easement agreements.
- e. I compiled website content for Streamline and e-mailed content materials and the signed Services Agreement to Maria Lara, Community Manager, along with a request for a demo site for Board review. I request direction from the Board for some items, i.e., Statement of Purpose, board member bio and contact information.
- f. I completed an Excel workbook for Prop1, DACI Grant Projects to track invoices and payments and breakdown of grant disbursements and CCSD checks issued for payments to sub-contractors.
- g. I provided Adam Guise, lead auditor, with remaining items to finalize the audit for FY 2017-2018; items included P & L by Class FY 2017-2018 and y-t-d, SEI forms for Board Members, and explanations of accounts with significant changes. I just recently received a draft, so I have not done a thorough review for approval. The final audit report will be provided to the Board for review prior to the October board meeting, and I will schedule a presentation by Adam Guise for that meeting.
- h. Paul Chounet and I held a conference call with Jane Gray of Dudek and Fray Crease, Water Agency Manager, to discuss the remaining items and close out of Prop1, DACI Grant Projects. Paul and I met afterward to further discuss Community Outreach and the RFP and IRWM Engagement Efforts events.
- i. David Wallis contacted me regarding the O & M manuals for the water system and the WWTP and the facilities master and resiliency plans for the systems. The District just received the final versions. In addition, Mr. Wallis and Jerry Tinoco will hold a training session for GIS mapping tool on Friday, September 13th. RCAC has done an excellent job with this Project Task.
- j. I completed the 2018-19 Annual Report for the Labor Compliance Program and e-mailed a pdf version to the Department of Industrial Relations.
- k. I completed the Sanitary Survey Response Form for the 2019 Sanitary Survey and submitted the form to Patrick Narinja, Water Resource Control Engineer with DDW, by the due date. Overall, the water system inspection went well. I was able to provide satisfactory responses, and there are minor repairs to be done. Mr. Narinja confirmed that the District can continue

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operating with an experienced provisional operator who is not certified to the required level but in contact with the chief operator within one hour. David Wallis also contacted Mr. Narinja to address his concerns regarding the water system O & M manual.

- l. All monthly monitoring reports for the water system have been completed and submitted to SWRCB-DDW.
- m. I prepared a draft Request-for-Proposal for Community Outreach. Fray Crease reviewed the draft and gave approval.

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 August 12th was 8.9 ppb, while the arsenic level of Water Well #1 was 49 ppb.
- b. Dean Lovett serviced the generator at the Water Plant. The generator is routinely checked to ensure its reliability during a power outage.
- c. The sewage pump to the digester at the WWTP burned out, and it was no longer operational. A new submersible sewage pump was purchased from Grainger for \$1,585.34. Dean Lovett installed the pump, and it is working properly.
- d. Argo Chemical delivered 250 gallons of hypochlorite solution 12.5% on September 5th.
- e. There are minor chlorine leaks at the Water Plant that need to be repaired. Stock of supplies was low, so repair parts were ordered from Grainger at a cost of about \$795.00.
- f. There are issues at the WWTP with foam on the pond, which is caused by a bi-product of bacteria. Hot weather is a factor, so it is not an uncommon occurrence for this time of year; however, it is worse than usual. Field staff was unable to circulate the wastewater when the sewage pump was out of service, and the situation has improved since the installation of the new pump. In addition, field staff routinely washes down equipment with a spray hose.
- g. Dean Lovett checked and reset alarms and level controls following power flickers last week.
- h. The work schedule for field operations of the water and sewer systems is functioning well.