

Regular Board Meeting – January 12, 2022

GENERAL MANAGER’S REPORT: Office Operations

- a. The CCSD business office was closed December 24th for the Christmas holiday. It was also closed December 31st to observe New Year’s Day.
- b. Jams Owens of NV5 submitted the Quarterly Status Report as of December 31, 2021 to the District for review. The report contains an updated Projected Schedule for Project Milestones. The anticipated date for completion of construction is now February 24, 2023. NV5’s hydrogeology team recommends that the well drilling extend to a depth of 1,200 feet. Mr. Owens will confer with Lawrence Sanchez of the SWRCB-DFA regarding budget adjustments.
- c. I received an update from Jerry Tinoco of RCAC regarding the Planning Application for the Water System Improvements Project. RCAC had a check-in call with the State on January 10th. He reported that that DFA did not flag any updates or concerns as of now. Lawrence Sanchez is the Project Manager for this application as well, and he will provide updates on both projects.
- d. The District received a disbursement of \$63,941.57 from the County of Santa Barbara for DACI Invoice 13. CCSD was reimbursed \$2,390.00 for Project 4.4-Community Outreach. Quail Springs will be issued a payment of \$6,800.00 and RCAC a payment of \$54,751.57. Disbursements for DACI Invoices 14 and 15 and retainage amounts to Dudek and RCAC are outstanding at this time.
- e. Gary Kvistad issued a letter to Henrik Nielsen to request additional information and documentation in order to move forward on the Offer to Dedicate the Main Extension to CCSD. There has been no response; therefore, Mr. Kvistad plans to send a follow-up email message.
- f. The accounting software was upgraded to QuickBooks Pro Plus 2020, which is included in CCSD’s QuickBooks Plus annual subscription.
- g. I closed out the payroll records for calendar year 2021 and set up payroll records and tax tables for 2021. W-2 forms are due to employees by January 31, 2022.
- h. I completed compensation records for nonemployees for calendar year 2021. 1099-NEC forms are due to recipients by January 31, 2022.
- i. Other extra work to be completed by January 31st:
 - Quarterly payroll tax reports are due to state and federal government agencies
 - Annual Financial Transactions Report for Special Districts is due to SCO (All AJEs must be calculated and posted to send financial data to John Snowball to complete the FTR)
- j. The Self-Monitoring Report Q4-2021 for the WWTP Facility and the Annual Self-Monitoring Report Summary for the WWTP Facility are both due to Geotracker by February 1st.
- k. The 2022 Water Rates Survey is due to Santa Barbara County Water Agency by February 7th.
- l. I completed the process for direct deposit (ACH) authorization to receive payments from County of Santa Barbara for disbursement of payments of Special Assessments-Direct Charges to Tax Rolls. CCSD submitted an amount total of \$22,796.02 for FY 2021-22 and has received its first payment of \$7,373.97 from the County.
- m. CCSD received confirmation from the SWRCB that its application for the California Water & Wastewater Arrearage Payment Program for the payment amount of \$16,585.00 for water

arrearages plus \$497.55 for administrative costs was approved. The check will arrive within the next two weeks. I will have 60 days to disburse the funds to customer accounts and set up payment plans for customers with remaining debt. Unused funds must be returned and reporting requirements must be completed six months after check receipt. The State Water Board's Program will extend to wastewater arrearages by February 2022, if funding is still available.

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GENERAL MANAGER'S REPORT: Field Operations

- a. I am awaiting results for arsenic samples of the Water Plant and Water Well #1 taken in December. I received a Notice of Temporary Suspension from BC Laboratories, which is now a Pace Analytical Laboratory, as of December 15, 2021 for drinking water testing. The temporary suspension resulted from BC Labs' failure to fully comply with required state reporting guidelines for drinking water. BC Labs made arrangements to outsource analyses of samples to BSK Associates; however, this has caused issues with the timeline to receive results. I am working with Golden Empire Water operators, BC Labs, and BSK Associates for a better arrangement for processing drinking water samples.
- b. Field staff discovered no power to the arsenic pumps at the WTP on December 15th, which was caused by blown fuses in the control panel. Repairs/replacements were done.
- c. I received notification from Todd Morrison, Senior Project Manager for the New Cuyama Fire Station Project, that the County of Santa Barbara decided to use its operations contractor for the complete scope of work for the 8-inch water line installation from the new fire hydrant to Highway 166.
- d. Dean Lovett and I attended a meeting on January 6th at Newsome Street in front of the Fire Station Project regarding coordination of the water line installation. Todd Morrison called the meeting with CCSD staff and Quincon and Anderson Burton contractors to work out the schedule. Water service to the community may be interrupted when the new water line is connected to the water system. Customers will be notified in a timely manner.
- e. The rate of water usage measures about 50,000 gallons per day in December, and the current rate is about 30,000 gallons per day.
- f. Field operations of the water and sewer systems are under good control.