

## Regular Board Meeting – January 16, 2025

### GENERAL MANAGER’S REPORT: Office Operations

- a. The CCSD business office was closed December 24<sup>th</sup> and 25<sup>th</sup> for the Christmas holiday. It was also closed January 1<sup>st</sup> to observe New Year’s Day.
- b. The new top vent furnace has been installed in the office, and it is working very well.
- c. The District received a payment of \$5,559.17 from County of Santa Barbara for disbursement of payments of Special Assessments-Direct Charges to Tax Rolls. CCSD has submitted an amount total of \$52,398.84 (Direct Charges FY 2021-22 to FY 2024-25 Tax Rolls); it has received a total of \$38,437.00 to date in direct deposits.
- d. All monthly and quarterly monitoring reports for the water system have been completed and submitted to SWRCB-DDW.
- e. I closed out the payroll records for calendar year 2024 and set up payroll records and tax tables for 2025. W-2 forms are due to employees by January 31, 2025.
- f. I will complete compensation records for nonemployees for calendar year 2024. 1099-NEC forms are due to recipients by January 31, 2025.
- g. IRS requires that you must e-file if the total information returns to be filed equal 10 or more; this requirement includes Forms W-2, e-filed with the Social Security Administration. QuickBooks Pro Plus 2023 version includes e-filing W-2 forms to the SSA, and there is a small fee to e-file 1099-NEC forms to the IRS.
- h. 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).
  - Drought & Conservation Reporting reports for quarter 4 of 2024 are due to SAFER Clearinghouse, Division of Drinking Water.
- i. The Self-Monitoring Report Q4-2024 for the WWTP Facility and the Annual Self-Monitoring Report Summary for the WWTP Facility are both due to Geotracker by February 1st.
- j. On November 5, 2024, The County of Santa Barbara Board of Supervisors appointed Juan Gonzalez in lieu of election to the office of Director for CCSD for a 4-year term. I administered the Oath of Office to him on January 10<sup>th</sup>, 2025 with Erin Miller as witness.

### 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 December 17<sup>th</sup> was 5.0 ppb, while the arsenic level of Water Well #1 was 51 ppb.
- b. Repairs were made to #3 blower motor at the WWTP.
- c. The Sparling electronic propeller meter at the Water Treatment Plant needs an insert kit replacement. The District received a bid proposal from Core & Main for \$4,347.10 with a lead time of 12 weeks. I am awaiting a response from Sparling Instruments for a quote.
- d. Field operations of the water and sewer systems are going well.