

Regular Board Meeting – July 13, 2022

GENERAL MANAGER’S REPORT: Office Operations

- a. I contacted Adam Guise, Lead Auditor of Moss, Levy & Hartzheim, to make some adjustments to the Draft Audit Report of financial statements as of and for FYE 2018-2019 with Water & Sewer Funds as separate Enterprises. I sent approval of the final Draft; however, the final version of Audited Financial Statements as of and for FYE 2018-2019 were not ready to present for Board approval at the Regular Board Meeting of July 13, 2022. I did send the final Draft to SWRCB-DFA for the record to document compliance with requirements.
- b. I plan to move forward with the Audited Financial Statements as of and for FYE 2019-2020 and prepare an Excel workbook of the Balance Sheet FYE 6-30-2020, Assets and Liabilities completely classified by Enterprise, for completion of the Statement of Net Position and Statement of Cash Flows for the Audited Financial Statements as of June 30, 2020.
- c. In addition, SWRCB-DFA requested explanations for project related expenses that were incurred in fiscal years 2019 that were reimbursed through grants but not within the fiscal year. I provided worksheets for payments and records of invoices and payments for each DACI Project. DFA further requested that I highlight specific information by fiscal year.
- d. I prepared the 2021 Annual Water Quality Report to customers in English and Spanish and updated the Consumer Confidence Report. Office staff made copies and put the AWQB and CCR together. Field staff hand delivered the 2021 AWQR and CCR door-to-door all customers within the District. Property owners who reside out of town received the Annual Report and CCR by mail.
- e. I reviewed the draft of the Proposed Annual Budget FY 2022-2023 for any revisions prior to the Budget Workshop on July 8th, 2022. The only revision was a decrease in the expense line item for Community Outreach due to eliminating contract services for the preparation of the AWQR and newsletters.
- f. Letters were issued to customers whose delinquent accounts are under Board review to be placed on Santa Barbara County tax rolls for collection of delinquent and unpaid utility charges. They were notified of the deadline for payment to avoid that course of action.
- g. I contacted the LAIF regarding the process to co-mingle the Surcharge Reserve Fund with the LAIF Reserve Fund. I will need to complete a bank account form that includes other accounts for transfers and send verification of the bank account with a copy of the bank statement. In addition, I will need to update the authorization form to make transfer for the newly added account.
- h. I conferred with John of Santa Barbara County Elections regarding terms for the elective offices to be filled in the CCSD for the November 8, 2022 Consolidated General Election. Documents for the Notice of Elective Office to Be Filled packet were completed and emailed to candidate filing. The notice, along candidate filing information, will be posted in the CCSD business office and on the District website.
- i. I participated in a conference call with Shen Huang and James Owens of NV5 for a progress meeting on the Rehoboth No. 4 Drilling and Equipping Project. Items for discussion included the bidding an advertising process, Funding Agreement deadline, line of credit for 30-day payment to the contractor, and Front-End and Contract specifications. There is good progress with the project.

- j. The District received payment of \$875.62 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; it has received a total of \$16,409.16 in direct deposits.
- k. All monthly and quarterly monitoring reports for the water system have been completed and submitted to SWRCB-DDW.
- l. The training program with the newly hired Office Clerk is in progress with focus on customer service and accounts receivable.

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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 June 14th was 6.1 ppb, while the arsenic level of Water Well #1 was 46 ppb.
- b. A delivery of 250 gallons of hypochlorite solution 12.5% and 400 gallons of ferric chloride solution is scheduled for delivery on Thursday, July 14th. was delivered to the Water Plant on June 10th. The last chlorine delivery of 275 gallons was made on June 10th, and the last ferric delivery of 400 gallons was July 16th, 2021.
- c. I coordinated a meeting with field staff and Caltrans representatives and contractors for the Caltrans Clean CA Project. A new water meter will be installed to provide irrigation for new Trees in the islands along Highway 166.
- d. The headworks still are not been working. Eddie Slater of Slater Plumbing and Mechanical in Bakerfield did not follow up on the rebuild or replacement for the repair. Field staff and Will Price pulled out the unit for evaluation of the gearbox and motor. Replacement parts are available by order from Top Industrial Service & Supply Inc. for a total cost of \$3,555.75. Field staff spent much time and effort to resolve the problem, and they will complete the repair as soon as the gearbox and motor are received.
- e. Field staff has been coordinating with contractors to provide water service for construction purposes, while I keep a record of contact information and usage for billing. There are a few projects in progress.
- f. Field operations are under good control.