

Regular Board Meeting – August 17, 2022

GENERAL MANAGER’S REPORT: Office Operations

- a. All documents and files were submitted electronically on Thursday, July 28th, to County of Santa Barbara-Auditor-Controller Department, Property Tax Division, to place Direct Charges on the 2022-2023 Annual Property Tax Roll. There were five assessments with a total amount of \$2,730.86.
- b. I completed Form 941-Employer’s Quarterly Federal Tax Return and mailed the form to IRS.
- c. I completed DE9 and DE9C, State Quarterly Contribution Return and Report of Wages and transmitted the forms electronically to EDD Services online.
- d. I completed the EPA ID Number Verification Questionnaire and Manifest Fees Assessment for the California Department of Toxic Substances Control. There was no transport of hazardous waste; therefore, there were no manifest fees.
- e. Since there have been no changes from the previous submittal, I was able to self-certify the the Hazardous Materials Business Plan to CERS to satisfy the annual requirement.
- f. All monthly and quarterly monitoring reports for the water system have been completed and submitted to SWRCB-DDW. The WWTP quarterly self-monitoring report for Quarter 2-2022 was submitted to GeoTracker.
- g. I contacted the LAIF to finalize the process to co-mingle the Surcharge Reserve Fund with the LAIF Reserve Fund. In order to complete the authorization of transfer of funds and bank account authorization, a new resolution must be adopted authorizing investment of monies in the LAIF to record specified names and titles authorized to order deposit and withdrawal of monies in the LAIF.
- h. The Request for Bids for the Well No. 4 Drilling & Equipping Project was published in The Bakersfield Californian and Santa Maria Times on July 26th and August 3rd. The nonmandatory pre-bid meeting was held at the District office on August 11th. Contractors with ABC Drilling, All American Drilling, and Gregg Drilling attended the meeting at the office, followed by onsite visits to the water well field and the Water Treatment Plant. Bids will be opened at the CCSD business office on September 22nd.
- i. I prepared 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. The Audited Financial Statements as of and for FYE 2019-2020 should be presented for Board approval at the Regular Board Meeting of September 14, 2022.
- j. I completed the Workers’ Compensation Annual Payroll Reconciliation and submitted it online to SDRMA on August 12th.
- k. The training program with Erin Miller, Office Clerk, is going well. She has made good progress with the accounts receivable process and other office duties.

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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 July 26th was 8.4 ppb, while the arsenic level of Water Well #1 was 46 ppb.
- b. A delivery of 270 gallons of hypochlorite solution 12.5% was made to the Water Treatment Plant on August 4th. The last chlorine delivery of 250 gallons was made on July 13th.
- c. Field staff is awaiting delivery of replacement parts (gearbox and motor) for the WWTP headworks. The parts were expected to arrive by now, and the sales representative is checking into the matter.
- d. There are still some projects in progress that CCSD is providing water usage for construction purposes. Field staff has been coordinating with those contractors, and I am maintaining a record of contact information and usage for billing. The most significant amount of usage is construction of the Blue Sky Center Airport Project. Total water usage from July 11th to August 19th is 504,000 gallons.
- e. Field staff, Dean Lovett and Johnny Tarver, discovered that the automated controls, PLC-Programmable Logic Controller, for the ARWTP filter system failed on July 29th. They attempted to troubleshoot the problem; however, the scope of work was too involved. I contacted Pureflow Filtration Division, the company that designed and installed the filter system in 2014, and spoke with Patrick Kennedy, President of Pureflow. He was onsite for the ARWTP Project during its construction in 2014. A technician made a service call on Friday, August 5th, and replaced the memory battery in the control panel and the UPS-Uninterruptible Power Source unit. During the service call, the technician determined also that one of the analog input modules went bad causing the PLC to fault and that replacement of the module should resolve the overall problem. The replacement unit was purchased through Pureflow at a cost of \$4,225.00 (not including shipping or tax) on August 8th and received on August 9th. Johnny Tarver installed the unit that afternoon, and the ARWTP filter system has returned to proper operation. During the time from July 29th to August 9th, Dean Lovett and Johnny Tarver alternated 12-hour shifts to hand control *all* operations of the AWRTP; fill water tanks, turn on and off filters, turn on and off backwash cycle, etc., which required checking operations at 3-hour intervals during the day and night. There was no interruption to water service to customers because of their commitment to the community
- f. Other field operations remained under good control during this entire event.