

Regular Board Meeting – January 17, 2024

GENERAL MANAGER’S REPORT: Office Operations

- a. The CCSD business office was closed December 25th for the Christmas holiday. It was also closed January 1st to observe New Year’s Day and January 15th for Martin Luther King Jr. Day.
- b. I completed the 2024-25 SDRMA Renewal Questionnaire and submitted it electronically in the MemberPlus Online portal. The District will receive a credit incentive of \$75 each policy.
- c. The District received a payment of \$4,822.08 from County of Santa Barbara for disbursement of payments of Special Assessments-Direct Charges to Tax Rolls. CCSD has submitted an amount total of \$37,965.69 (FY 2021-22, FY 2022-23, and FY 2023-24); it has received a total of \$26,503.05 to date in direct deposits.
- d. Erin Miller, Office Clerk, and I attended the RCAC webinar “Enhancing the Skills & Knowledge of Utility Clerks.” The webinar was very informative and reinforced that CCSD is following proper office procedures for customer service, administrative responsibilities, record management, board duties, and financial management.
- e. So far, CCSD has received \$8,655.00 in payments from contractors for water sales for construction and dust control purposes. Payments of \$4,043.00 are pending.
- f. I closed out the payroll records for calendar year 2023 and set up payroll records and tax tables for 2024. W-2 forms are due to employees by January 31, 2024.
- g. I will complete compensation records for nonemployees for calendar year 2023. 1099-NEC forms are due to recipients by January 31, 2024.
- h. Beginning in 2024, 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. Erin Miller and I attended the Wage Reporting Access and Registration webinar held by SSA. The registration process is quite complicated and requires personal information for authentication. 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. E-filing with QuickBooks will provide a better solution for this new requirement.
- 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 Q4-2023 for the WWTP Facility and the Annual Self-Monitoring Report Summary for the WWTP Facility are both due to Geotracker by February 1st.
- k. Reminder: Monthly base rate and water usage charge increases will take effect January 20, 2024 and surcharge on February 1, 2024. Customers will see the increase on the 02-28-2024 billing received in March.

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 18th was 6.58 ppb, while the arsenic level of Water Well #1 was 46.2 ppb.
- b. Field staff reinstalled pit pump #2 at the Wastewater Treatment Plant Facility. The motor is working properly since the repair.
- c. On January 10th, Martha Yopez at the Cuyama Valley Family Resource Center reported that a water leak was flooding the parking lot. Field staff discovered a leak in the main line nearby. Will Price was contacted for his backhoe service to dig out and access the leak. A repair clamp was installed, and water service was restored there by 3 o'clock that afternoon.
- d. A Grundfos valve kit was purchased for replacement on the chemical metering pump at the Water Treatment Plant.
- e. A field visit is scheduled for January 17th with Surface Pumps, Inc. so a technician can inspect and evaluate a blower pump motor at the WWTP. Field staff reports that it is not working, and it sends the air for the diffusers.
- f. Greg Berends, Hazardous Materials Specialist II with Santa Barbara County Environmental Health, is scheduled to conduct an onsite inspection of the WTP on January 17th, since the plant is due for its triennial hazardous material inspection.
- g. Overall, field operations of the water and sewer systems are going well.