

Regular Board Meeting – February 16, 2022

GENERAL MANAGER’S REPORT: Office Operations

- a. The CCSD business office was closed January 17th to observe Martin Luther King, Jr. Day. It will be closed February 21st in observance of Presidents’ Day.
- b. The past month was very busy. There were many deadlines to meet by February 1st, in addition to regular office and managerial duties.
- c. All AJEs for 2020-2021 fiscal year were finalized. Then the financial data was sent to John Snowball so he could complete the Annual Financial Transactions Report for Special Districts. The FTR was submitted to the State Controller’s Office by the deadline.
- d. All state and federal payroll tax reports were completed and submitted prior to the deadline.
- e. W-2 forms were completed and distributed to all employees on January 21st. Form W-3 and Copy A of W-2 forms were submitted to the SSA on that same date.
- f. It was necessary to upgrade the accounting software to QuickBooks Pro Plus 2022 and install program updates in order to print out 3-part page 1099-NEC forms. The upgrade is included in CCSD’s QuickBooks Plus annual subscription. 1099-NEC forms were completed and distributed to recipients of nonemployee compensation on January 26th. Form 1096 and Copy A of 1099-NEC forms were submitted to the IRS on that same date.
- g. I contacted Adam Guise, Partner at Moss, Levy & Hartzheim, to request audit services to complete reports for financial statements as of and for FYE 2018-2019 and 2019-2020. I received engagement letters for 2019 and 2020, and they were signed and returned to Mr. Guise on February 9th. In addition, Ron Levy, Managing Partner, agreed to reduce the cost to \$7,500 each year in order to help the District and because I am typically well organized for the audits (The last quote for a fee of \$9,805 for audit service in 2019 was not accepted by the Board). I anticipate fieldwork for both audits to be completed within the coming months.
- h. I responded to Al Correale, Program Specialist with USDA RD, regarding the USDA annual servicing requirements for community program borrowers. I provided all required documentation except for the Audit Report of financial statements as of and for FYE 2018-2019 and 2019-2020. I gave him an update on audit services, and I will forward DRAFT audit reports once they are available.
- i. I received the Completeness Checklist from Lawrence Sanchez for the Water System Improvements Project. I uploaded the filed Notice of Exemption for CEQA documentation and the correct Authorizing Resolution to FFAST. I am working closely with Jerry Tinoco of RCAC and Shen Huang of NV5 to ensure that all required documents are submitted by February 28th. In addition, I responded to Mr. Sanchez with updates on outstanding items.
- j. The WWTP quarterly self-monitoring report for Quarter 4-2021 was completed and submitted to the GeoTracker database. I also completed the 2021 Annual Self-Monitoring Report Summary for the WWTP and transmitted the complete report to the GeoTracker Database. The Annual Summary is a comprehensive report of 49 pages with sections of narratives, data tables, graphs, and figures. A summary of Wastewater Pond monitoring and calculations for Land Application Area for calendar year 2021 were also included.
- k. The 2022 Water Rates Survey was completed and e-mailed to the Santa Barbara County Water Agency on February 7th.

- l. I contacted NV5 to request a proposal and fee schedule for a capacity study for Board consideration. I provided background information and documents to help determine the scope of work for the study.
- m. There has been good progress on the Water Well No. 4 Project. I participated in a conference call with James Owens and Shen Huang on February 11th. Design documents, including electrical design, are near completion. The preliminary well drilling application and fee was submitted to Santa Barbara County's Public Health Department, Environmental Health Services Division. Also, the County received water rights/easement documents. The well drilling contractor will not need to pay additional fees when submitting the final application. The District will be reimbursed \$721 for the application fee.
- n. Gary Kvistad has not received any response from Henrik Nielsen to the email message of December 10th, 2021; therefore, Mr. Kvistad has prepared an updated message and Offer to Dedicate the Main Extension to CCSD for Board consideration.
- o. CCSD received a check for the payment amount of \$16,585.00 for water arrearages plus \$497.55 for administrative costs from the SWRCB for the California Water & Wastewater Arrearage Payment Program. I have 60 days to disburse the funds to customer accounts and set up payment plans for customers with remaining debt. I have spent much time finalizing the allocations and reviewing accounts for payment plans. Unused funds must be returned and reporting requirements must be completed six months after check receipt. New federal guidelines have required the State Water Resources Control Board to gather additional information from community water systems who have received funding from the California Water and Wastewater Arrearages Payment Program. The funding application for wastewater arrearages now open until April 1, 2022, and the payment amount request for wastewater arrearages will be \$9,110.49.

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 January 18th was 2.9 ppb, while the arsenic level of Water Well #1 was 43 ppb.
- b. CCSD received notification that Pace Analytical Services – Bakersfield (formerly BC Laboratories) has been fully reinstated effective January 21, 2022 as a State of California Drinking Water accredited laboratory. The temporary suspension resulted from BC Labs’ failure to fully comply with required state reporting guidelines for drinking water. Pace has implemented new guidelines for submittal and acceptance of drinking water samples in order to streamline its processes and to remain compliant with the State of California.
- c. Daniel Mendez, Project Consultant, Electrical for NV5, made a site visit of the water well field on January 21st. Mr. Mendez stopped by the CCSD business office to explain that he is working on the final electrical design for the project. Dean Lovett and Johnny Tarver accompanied him to the site. Dean reported that the visit went well; however, they found that cows tore down a fence off the air relief on the way to Water Well #2. So, they will repair the fences.
- d. The rake cable for the clarifying pond at the WWTP broke, and it was repaired by field staff.
- e. The Endress & Hauser Prosonic flow meter at the WWTP facility for the Sewer Plant distribution did not work properly since the end of December 2021. It showed the error code W01682 Actual Error, and the readings were far out of range. I contacted JPR Systems to set up technical support service by phone with Endress & Hauser. Field staff made several attempts to connect with a technician; however, phone calls were not returned. Last week I contacted Alan Fitchpatrick of Revelation Automation, LLC for a service call. He was onsite in two days. He resolved the issue, plus he was able to give instructions to Dean Lovett on how to maintain the flow meter’s accuracy.
- f. The headworks at the WWTP failed. After troubleshooting, field staff found the failure was due to an electrical and relay issue. Replacement parts were installed; however, the headworks still did not function properly. Alan Fitchpatrick checked out the electrical, and he was able to correct the problem. The WWTP is in good working order now.
- g. Quincon and Anderson Burton contractors for the Fire Station Project will connect the new water line to the water distribution system next week. It will be necessary to shut down water service to the community on Tuesday, February 22nd, and there could be interruptions to service on Wednesday, February 23rd, and Thursday, February 24th. Notices to customers will be distributed the end of this week. The water line is being chlorinated and tested this week prior to the connection to the distribution system.
- h. Dean Lovett determined that there was a water leak somewhere in the District due to a substantial increase in water usage. He found the water leak at the athletic fields by the fence line between the football field and softball field. Water was turned off at the meter, and the customer was notified to make the repair.
- i. Field operations of the water and sewer systems are under good control.