

Regular Board Meeting – July 15, 2019

GENERAL MANAGER’S REPORT: Office Operations

- a. I have been sick since July 7th and fell behind on some duties, primarily Accounts Receivable. Billing for the billing date of 6/30/2019 has not been processed.
- b. I was able to complete Accounts Payable for the board meeting to process payment to vendors; however, the budget reports for May and June are not completed.
- c. I am up-to-date with submittals to SWRCB-DDW; monthly and quarterly self-monitoring reports and proof of notification for Arsenic Exceedance-Problem Corrected and Notification of Receipt for Citation. There were no fines issued, and the District has already complied with actions in the Citation.
- d. Terri Cox was officially appointed to the CCSD Board of Directors. Paul Chounet administered the Oath of Office and her Certificate of Appointment was completed.
- e. Bethel Engineering and MKN Engineering are still interested in submitting proposals for engineering services for the planning phase of the WS Improvements Project.
- f. The Request-for-Proposal for the CCSD Website was sent out to various firms and uploaded to the CSDA community RFP clearinghouse. The District received good responses. Copies were issued to Board Members prior to the meeting for review.
- g. I contacted Gary Kvistad regarding clarification of the Easement Amendment item and ownership of the three parcels of the Grant Easement. He provided clarification and noted corrections, but CCSD has not received a revised document.
- h. I contacted Lawrence Sanchez of the State Water Board, Division of Financial Assistance and provided pertinent information for the easements for Well #4 Drilling and Equipping Project. He has been on vacation, but I will follow up to ensure progress on the Construction Application.
- i. The air conditioner unit for the VFD at the #1 Water Well failed. A service technician was on site on June 19<sup>th</sup> and found three main power wires to the unit burned off, plus the transformer burned out. The first report from Brent at nVent/Hoffman stated that the unit was not installed properly so it was not covered by warranty; however, nVent/Hoffman contracted the technician who installed the replacement of the second A/C unit. I contacted Mark Wenz; the repair and replacement are covered under warranty service. The A/C unit will be replaced when the unit is available, and Hoffman is responsible for its installation.
- j. I compiled the data and updated the 2018 Consumer Confidence Report and composed the Annual Water Quality Report to update customers of operations. Reports were distributed to town site customers and sent to property owners.
- k. The fieldwork for the 2017-2018 annual audit went very well. I reviewed all files prior to the fieldwork and prepared confirmation letters and bank confirmations. The fieldwork was performed on June 25<sup>th</sup> and July 3<sup>rd</sup>. A draft of the audit report is in progress.
- l. I had discussion with the lead auditor regarding the Engagement Letter for the 2018-2019 Annual Audit. He did point out that CCSD has much business that needs to be reviewed/ audited, so the fee is reasonable. Ms. Vickery requested direction from the Board regarding the RFP for audit services for 2018-2019 financial statements; the Board would like to review the RFP prior to distribution.

## GENERAL MANAGER'S REPORT: Field Operations

- a. Operation of the ARWTP filter system is under control and working effectively for treatment of arsenic removal. All lab results of Water Plant effluent samples were below the MCL of 10 ppb for every week in June.
- b. Field staff is closely monitoring #1 Water Well to ensure no overheating issues.
- c. The new WWTP flow meter is in operation and working properly.
- d. There were many reports of brown water, which was caused by the earthquakes stirring up dirt in the water lines. Fire hydrants were flushed out until the water cleared, so that situation has been resolved.