

Regular Board Meeting – June 16, 2021

GENERAL MANAGER’S REPORT: Office Operations

- a. I upgraded QuickBooks to QuickBooks Pro Plus 2019 version, which is necessary to maintain current tax tables and payroll information. The upgrade is a benefit of the QuickBooks Desktop Plus subscription plan.
- b. I contacted Wendy Tucker, Member Services Manager at SDRMA, to request a quote for property insurance for all office equipment and furniture. The premium is \$50 per year, and the deductible is \$1,000 per occurrence. The Equipment Protection Plan with Canon Financial Services for the new Canon copier is a charge of \$19.66 per month, and there is no deductible for damage or loss exceeding \$100. It is worth an extra cost of \$235.92 a year for better insurance coverage for the new copier; the monthly charge will be included on each invoice. All office equipment and furniture has been added to the Property/Liability Program with SDRMA.
- c. I provided Robin Mounts with the CCSD Water Ordinance and Rates and Fees Schedule, along with contact information for Taylor Blakslee, Project Coordinator for Hallmark Group Capital Program Management and contact person for CBGSA. Tom and Robin Mounts have reported that Henrik Nielsen has agreed to allow them to connect to his water line. I have requested confirmation in writing with Mr. Nielsen’s original signature to be submitted to the CCSD business office. Mrs. Mounts hopes to present her request to connect to water service at the next regular board meeting.
- d. 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.
- e. I received an email from Andrea Labbe, Financial Systems Analyst for Department of the Auditor-Controller, and she provided the procedure to authorize Santa Barbara County to collect delinquent and unpaid charges on the Santa Barbara County tax rolls. CCSD will execute a Contract for Collection between County and District, and a Board Resolution will be adopted authorizing Santa Barbara County to collect delinquent and unpaid charges on the Santa Barbara County tax rolls with a list of charges attached as Exhibit A.
- f. I contacted Mark Honberger of Remarkable Solutions regarding the Board’s request to extend his contract for newsletters. He is pleased to continue working with the District beyond the DACI Grant Project, and he prepared a PSA for renewal of community outreach services for Board approval.
- g. I had an in-person meeting with Charlotte Holifield, Coastal Network Public Affairs Field Coordinator for CSDA, on June 1st. We discussed benefits of CSDA membership. I gave her an update on District operations. California’s special districts have been excluded from direct access to COVID-19 relief funding; however, CSDA is working on a relief budget request to the California State Legislature for funding to impacted special districts.
- h. I spent much review and preparation for calculations to complete the draft of the Proposed Annual Budget FY 2021-2022. I forwarded the draft to the finance committee for review.
 - I was able to change the telephone plans with Frontier Communications and Verizon Wireless, which will save \$400 or more.
 - The new contract for the Canon copier will decrease lease and copy costs about \$700.

- There is a considerable increase in expense is PG&E electric costs, which I reviewed at length. There is a significant increase in usage at both plants and the water well (there is a steady increase in water usage from last year).
 - There is a new line item for community outreach for the expense of the website fee and newsletters, which is a new expense of \$6,000.
- i. The CCSD Water Quality Report and CCR must be distributed to customers by July 1, 2021.
 - j. All monthly monitoring reports for the water system have been completed and submitted to SWRCB-DDW.

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 May 18th was 6.7 ppb, while the arsenic level of Water Well #1 was 52 ppb.
- b. Dean Lovett and Johnny Tarver cleaned the four raw water storage tanks at the WTP. Russell Fancher was contracted to assist them with the project. In addition, they cleaned and flushed out the reclaim tanks. The platform for a poly water tank was repaired; new framing and trex decking was installed. Total labor costs were just under budget at \$3,930.00.
- c. There are electrical issues at the WWTP on the headworks with fuses blowing out and no power to the grinder system. An electrician from Burt Electric made a service call last Friday and determined to replace the transformer and relay to the system. Field staff is maintaining operations manually and spraying down equipment. Paul Burt should complete the repair/ replacement of equipment on June 15th.
- d. The District finally received the order for 50 feet of 4-inch Goodyear black Versiflo 150 PSI water suction and discharge hose to replace hoses on blowers at the WWTP. Dean Lovett is planning the process for their replacement, so that all will be completed very soon.
- e. The current rate of water usage measures about 165,000 gallons per day.
- f. The landscaping company contracted by Santa Barbara County for its tree planting project on County properties has caused instances of water service interruptions for County customers. Field staff and the water operator have been called out to assist them during these situations; however, many problems could have been avoided if the company had conferred with them prior to digging and planting. When I was first contacted about the project to confirm water availability, I gave instruction to work with CCSD staff during the process. Most issues have been resolved.
- g. I spoke with Mario Cervantes, Jr. regarding sampling treated water for TDS. He began its monitoring this week, and it will be done on quarterly basis for the record.
- h. Water Well #1 is in good working condition. Field operations of the water and sewer systems are under control.