

Regular Board Meeting – August 13, 2025

GENERAL MANAGER’S REPORT: Office Operations

- a. I completed Form 941-Employer’s Quarterly Federal Tax Return and mailed the form to IRS.
- b. I completed DE9 and DE9C, State Quarterly Contribution Return and Report of Wages and transmitted the forms electronically to EDD Services online.
- c. All monthly and quarterly monitoring reports for the water system have been completed and submitted to SWRCB-DDW. Drought & Conservation Reporting reports for quarter 2 of 2025 were completed and received by the SAFER Clearinghouse, Division of Drinking Water.
- d. The WWTP quarterly self-monitoring report for Quarter 2-2025 was completed and submitted to the GeoTracker database.
- e. All documents and files were submitted electronically to County of Santa Barbara Auditor-Controller Department, Property Tax Division, to place Direct Charges on the 2025-2026 Property Tax Roll prior to the final due date. There were ten assessments with a total amount of \$10,007.15.
- f. To finalize the Land Use Agreements for the Madre Fire incident, it was necessary to reactivate the District’s registration with SAM.gov. Jennifer Travis, one of the contract specialists, was very helpful and referred me to Apex Accelerator, a group that assists vendors with the SAM.gov registration process free of charge. Much information was required, and it was a complicated process. In addition, Ms. Travis referred me to Albuquerque Service Center Budget and Finance to investigate the delay in payment for the Apache Fire incident last year. The case has been resolved and invoice approved. Everything is now set for CCSD to receive payments for all fire incidents by direct deposit into the General Checking Account.
- g. I had a Microsoft Teams meeting on August 7th with Jessica Krebs and Akash Bhat of SWRCB-DFA, Shen Huang of NV5, and Lauren Tan and Jason Cunningham of SWRCB-Division of Drinking Water for updates on the Well Construction Project and the Water System Capital Improvements Project planning. Mr. Bhat of SWRCB-DFA could not provide an update on the Final Budget Approval request for the increase to the Financing Agreement for the Well No. 4 Project; the request is still under review. I stated the serious impact that the delay has on the District. Mr. Bhat gave me the contact information for his supervisor at DFA, and Shen Huang gave me the contact information for the Deputy Director of DFA. I sent both an email message to express the hardship caused by the delay, along with a request to expedite approval of the FBA as soon as possible. The amendment for the time extension for the WS CIP is still pending. Ms. Krebs reported that state funding for planning projects may be delayed. She recommended that engineers include an environmental study in the planning documents in case another funding source is available.
- h. I completed the Workers’ Compensation Annual Payroll Reconciliation and submitted it online to SDRMA before the deadline of August 15th. The District will receive notification if a payment or a refund is due. It will be based on reconciliation of the final reportable payroll for the 2024-25 program year.

- i. I am in direct contact with the Fire Management Team of the Gifford Fire incident for updates on water usage since August 2nd. CCSD has provided important support with water supply for fire suppression and dust control. Log sheets are used to track loads of water. The Land Use Agreement for all water usage is in place. I will submit the invoice once the fire closes down.

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 22nd was 5.2 ppb, while the arsenic level of Water Well #1 was 45 ppb.
- b. A delivery of 250 gallons of hypochlorite solution 12.5% was delivered to the Water Treatment Plant on August 5th. The last chlorine delivery of 250 gallons was made on July 9th.
- c. Water usage was high due to hot temperatures and fire support. Average water usage in July was 237,000 gallons per day, which includes water usage for the Madre Fire and clean-up and dust control by the U.S. Forest Service-Los Padres National Forest.
- d. Field staff replaced two water meters this past month.
- e. Field staff has constantly monitored water production and water levels since the Gifford Fire incident to ensure that the District maintains water supply for its customers and fire support. Daily routine includes maintenance and inspection of equipment, and staff has also monitored equipment closely to safeguard proper operations.
- f. There were issues with the arsenic filter pumps at the WTP. Field staff found that operation of a relay switch for one of the pumps was not consistent and unreliable. The ARWTP was run on hand control until staff was able to adjust timing until the switch is replaced. The current size is no longer available. Parts are on order, and the Water Treatment Operator will rewire the base to fit the new relay.
- g. Operations of the water and sewer systems are under good control.