

Regular Board Meeting – April 14, 2021

GENERAL MANAGER’S REPORT: Office Operations

- a. I met with Maria Sineriz, Ultrex Account Manager, on March 12th to complete the new lease agreement for the Canon ImageRUNNER ADV DX-C2587iF copier. Ultrex delivered the new copier on April 2nd and also picked up the Canon IR ADV-C250iF copier and handled its return to the lease company.
- b. I participated in a Zoom meeting on March 16th and provided an update on Cuyama DACI Projects and gave a report of the discussion between Board Members and Jan Smith of Quail Springs Permaculture at the Regular Board Meeting on March 10th. The District is on track with the timetable of the Grant Amendment.
- c. I continued to confer with Martha Yopez at the CVFRC regarding the County of Santa Barbara Rental & Utility Grants in an effort to reach out to customers to apply for assistance. I just received notification that homeowners are not eligible for the United Way assistance with utilities. This opportunity is just open to renters.
- d. I prepared Excel workbooks of water usage data for the last five years. Each workbook included classification (residential, commercial, or landscaping) and meter size. RCAC used the data and volume reports to complete the water audit review. In addition, RCAC finished the DRAFT Water Conservation Plan for Board review and approval. The Plan completes the Scope of Work for Project 9 Task 1.1 - Part 2.
- e. The power outage on Friday, March 19th, affected office operations and field operations. The business office closed at noon after office staff was unable to perform tasks without power.
- f. I notified Board Members of the deadline for filing SEI Form 700. All forms of the Board Directors and General Manager were received by the due date of April 1st, and they are now retained by the District, per the new Cuyama Community Services District Conflict of Interest Code.
- g. I conferred with Mark Honberger of Remarkable Recreation Solutions to provide content for the quarterly bilingual newsletter for April 2021. The first publication of the CCSD Logo was presented on the cover. Newsletters were enclosed with the billing sent out last week.
- h. I spent much time on research for the purchase of a new computer for the upgrade to the billing system. I found the best option – specifications and price – at Amazon.com, so I ordered a Lenovo ThinkCentre V5230s Business Desktop and HP 24-inch computer monitor:
 - Processor: Intel Octa Core i7-9700 [8 Cores] (3.0GHz - 4.7GHz, 12MB Cache)
 - Hard Drive: 1TB SSD; RAM: 32GB DDR4 2666MHz; Graphics: Intel UHD 630
 - OS: Windows 10 Professional 64 bit; Optical Drive: DVD±RWThe Clerical Assistant and I set up the computer and monitor to ensure that the equipment works correctly, and we found everything in order. I installed AVG Internet Security Business Edition (3 years). The next step will be to contact CUSI, Inc. for installation of the latest billing program.
- i. The District will not be able to use the current billing forms or dot matrix printer after the upgrade to the billing system. I have also done much research for this transition, which includes format of the billing forms and paper quality and a laser printer. I am in the process of creating a custom template that office staff will use to print out forms. CUSI technical support will set up the bill form inside of the billing program to print out bills.

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 March 9th was 6.7 ppb, while the arsenic level of Water Well #1 was 51 ppb.
- b. There was a water leak at 4607 Morales Street on March 11th. It was necessary to shut off water to the Town Site about four hours to complete the repair. Service was restored before 3:00 p.m. that afternoon. Since it was an emergency situation, there was no time for prior notification to customers. Customers are notified whenever there is a planned repair or replacement to the distribution system.
- c. Dean Lovett closely monitored operations at Water Well #1 and the WTP and WWTP during the power outage on March 19th. The generator worked properly for backup power. Alarms and level controls were reset when power was restored to normal service.
- d. Even if there is a power *flicker*, it can disrupt field operations. Field staff is diligent to check the water distribution system and reset alarms and level controls after an event.
- e. Upcoming field projects:
 - Replace hoses on blowers at the WWTP. (The quote for 50 feet of 4-inch Goodyear black Versiflo 150 PSI water suction and discharge hose is \$860.50.)
 - Clean four water storage tanks at the WTP.
 - Replace water meters and broken meter boxes and meter box lids.
- f. The current rate of water usage measures about 75,000 gallons per day.
- g. Field operations of the water and sewer systems are going well.