

ATTACHMENT B

Regular Board Meeting – August 14, 2019

GENERAL MANAGER'S REPORT: Office Operations

- a. It has taken some time to catch up on duties since last month. Most tasks are up-to-date.
- b. Progress Report 6 was submitted for each DACI Funding project by July 25th. Progress reports include invoices and backup documentation required for disbursement of funds.
- c. I completed Form 941-Employer's Quarterly Federal Tax Return and mailed the form to IRS.
- d. I completed DE9 and DE9C, State Quarterly Contribution Return and Report of Wages and transmitted the forms electronically to EDD Services online.
- e. All monthly monitoring reports for the water system have been completed and submitted to SWRCB-DDW. The WWTP quarterly self-monitoring report for Quarter 2-2019 was submitted to GeoTracker.
- f. The District received the DRAFT Sanitary Survey Report for the water system, as prepared by Patrick Narinja, Water Resource Control Engineer with DDW. The report documents findings of the Sanitary Survey, which is required every three years, and events of the past three years. I was required to provide comments/responses/edits to sections. The District received the Final 2019 Sanitary Survey, and the Response Form must be returned by September 9th.
- g. I prepared and submitted to the State Water Board a report summarizing investigation and findings regarding the cause of the arsenic exceedance, corrective actions, and plans to prevent a similar occurrence in the future, as required in the Citation's Directive 2.
- h. I completed the medical entity enrollment and emailed it to Alan Little, Health Benefits Manager at SDRMA, to add the Silver PPO plan. The Silver PPO plan will provide another option for medical coverage to eligible employees at a lower cost than the Platinum PPO plan.
- i. I met with two representatives of XiO, Inc. for a demonstration of XiO Cloud SCADA Control Systems. It would be very beneficial to water operations if a SCADA control system could be included in the Water System Improvements Project.
- j. I updated Lawrence Sanchez of the State Water Board, Division of Financial Assistance regarding the proposed location of the Well #4 Drilling and Equipping Project and the Cuyama Hydrogeologic Study. He indicated that the Legal Department may wait to execute the Funding Agreement until a draft of the Deeded Easement Agreement is available.
- k. A draft of the annual audit report for FY 2017-2018 is near completion; however, I need to provide a few remaining items. The lead auditor reported that Ron Levy recommends that we should write off the \$110,000 in A/P for Well #3 (Bertram Drilling dispute) and record the refunded well costs, since they are known. My response was that, if the Annual Audit had been completed during the usual time period following June 30, 2018, it would not have been known that the dispute would be settled. At that time, Bertram Drilling filed a Tort Claim for Money or Damages to initiate a lawsuit against the District and the District sought legal services to reject the Claim. The Settlement Agreement was finalized February 15, 2019.
- l. I have not prepared a Request-for-Proposal for Community Outreach or IRWM Involvement, since I am awaiting feedback from Jane Gray and Fray Crease on how to proceed with these Prop 1, DACI Project Tasks.

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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 15th was 6.8 ppb, while the arsenic level of Water Well #1 was 50 ppb.
- b. There were problems at the WWTP with a complete shutdown of power. Burt Electric & Communications, Inc. was contracted for the electrical repairs. Wires were shorted out underground. The motor for the aeration pond burned out, and the relay failed. A new motor and gears for the aeration pond were installed, and wires were replaced. Electric power to the WWTP facility operates properly since the repair and replacement of equipment.
- c. The new air conditioner unit for the VFD at the #1 Water Well was installed, and it is working correctly. There was some concern regarding the proper range of voltage to the A/C unit and Water Well #1. I contacted PG & E Company for a service call to perform a voltage check. The service report shows that voltage checks are good per Rule 2 of PG & E voltage supply of +/- 5% (5% of 480 V = 24 V, range of 456V – 504 V is good voltage.)
- d. Chlorine lines at the Water Plant were repaired/replaced due to leaks.
- e. Routine service and maintenance are done on a daily basis. Field operations of the water and sewer systems are going well.