

Regular Board Meeting – January 21, 2026

GENERAL MANAGER’S REPORT: Office Operations

- a. The CCSD business office was closed December 25th and December 26th for the Christmas holiday. It was also closed on January 1st, New Year’s Day.
- b. The Sanitary Sewer Systems General Order requires submittal of geospatial data detailing the sanitary sewer system service area boundary for each system identified by a Waste Discharge Identification (WDID) number. I submitted and certified the sanitary sewer system boundary map through the CIWQS submittal tool prior to the deadline of January 31st. I had issues with the upload a kmz file generated by Google Earth Pro. WB-DWQ Sanitary Sewer technical assistance was able to send me a remediated file that was successful for submittal.
- c. The District received a payment of \$3,226.17 from County of Santa Barbara for disbursement of payments of Special Assessments-Direct Charges to Tax Rolls. CCSD has received a total of \$3,681.31 this fiscal year in direct deposits.
- d. CCSD received payment of \$94,265 by direct deposit into the General Checking Account on January 16, 2026, which is full payment of the Emergency Equipment – Use Invoice for the Gifford Fire incident. I worked with Ruben Estrada, Administration Operations Specialist for the U.S. Forest Service-Los Padres National Forest, to finalize the invoice, and he submitted it the Payment Center on December 30, 2025.
- e. Office staff had a Microsoft Teams meeting on January 5th with Akash Bhat and Jessica Krebs of SWRCB-DFA, James Owens of NV5, and Laureen Tan of SWRCB-Division of Drinking Water for updates on the Well Construction Project and the Water System Capital Improvements Project planning. Discussion was held regarding the RCAC bridge loan/ construction line of credit. Mr. Bhat reported that the bridge loan is used for construction costs only. The CCSD Board approved the loan application, and the next step will be to adopt the Corporate Resolution to Borrow from RCAC. The Amended Agreement is still enroute. Jessica Krebs reported that the Amended Agreement for the time extension for the WS CIP is still enroute. Discussion was held regarding the timeframe for the completion of biological surveys and reports of their findings. Laureen Tan reported that she will be leaving the DDW-Santa Barbara District 06 office in Carpinteria and moving to Monterey to serve as the District Engineer of newly formed DDW-District 30; however, she is unsure of the date. Jessica Krebs reported that she will be moving out of the State of California, and Akash Bhat will be taking over the WS CIP Planning.
- f. I signed the Full Notice to Proceed for the Well Construction Project on January 6th. The Contract time commenced on January 12, 2026, and the Date of Completion is 130 days after the date of commencement of work, or no later than May 22, 2026.
- g. Office staff and field staff received hazardous materials refresher training on January 12th, which is an annual requirement of CUPA/Environmental Health Services. The Compliance Statement and documentation of a summary of the Water Treatment Plant - Hazardous Materials Safety Review meeting and roster of attendees were submitted to Kristen Hummel, Hazardous Materials Specialist.
- h. All monthly and quarterly monitoring reports for the water system have been completed and submitted to SWRCB-DDW.

- i. I closed out the payroll records for calendar year 2025 and set up payroll records and tax tables for 2026. W-2 forms are due to employees by February 2, 2026.
- j. I completed compensation records for nonemployees for calendar year 2025. 1099-NEC forms are due to recipients by February 2, 2026.
- k. I completed Form 941-Employer's Quarterly Federal Tax Return and mailed the form to IRS.
- l. I completed DE9 and DE9C, State Quarterly Contribution Return and Report of Wages and transmitted the forms electronically to EDD Services online.
- m. Other extra work to be completed by January 31st:
 - Annual Financial Transactions Report for Special Districts is due to SCO (All AJEs must be calculated and posted to send financial data to John Snowball to complete the FTR).
 - Drought & Conservation Reporting reports for quarter 4 of 2025 are due to SAFER Clearinghouse, Division of Drinking Water.
- n. The Self-Monitoring Report Q4-2025 for the WWTP Facility and the Annual Self-Monitoring Report Summary for the WWTP Facility are both due to Geotracker by February 1st.
- o. Erin Miller, Office Clerk, received much training in customer billing. There are many steps to follow to prepare and process customer bills each month, and she did well with the task.

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 December 15th was 4.2 ppb, while the arsenic level of Water Well #1 was 46 ppb. In addition, the lab result of the Water Plant effluent sample taken on January 12th was 4.1 ppb, and the arsenic level of Water Well #1 was 47 ppb.
- b. A delivery of 250 gallons of hypochlorite solution 12.5% was delivered to the Water Treatment Plant on January 2nd. The last chlorine delivery of 250 gallons was made on October 29th.
- c. Average water usage in December was 78,000 gallons per day.
- d. Field staff replaced the battery for the standby generator at the Water Treatment Plant.
- e. Field staff repaired the water meter and replaced valves at 4659 Morales Street.
- f. Repairs were done to the rake cable on the clarifier at the Wastewater Treatment Plant. The cable came off, and it was reinstalled.
- g. Robin Kinmont, Senior Biologist with NV5, conducted the pre-construction biological survey on February 5th for the Well No. 4 Drilling & Equipping Project. There were no issues, and the District received clearance to begin mobilizing for construction.
- h. Zim Industries, Inc. dba Bakersfield Well & Pump Company were at the new well site on Monday, January 12th, to begin mobilization of equipment and installed the Job sign. Conductor drilling and installation took place on Thursday, January 14th, and Friday, January 15th.
- i. CCSD was fortunate that the recent storms did not cause damage to field operations. Routine service and maintenance are done daily. Overall, field operations of the water and sewer systems are in good shape.