

Regular Board Meeting – October 15, 2019

GENERAL MANAGER'S REPORT: Office Operations

- a. The training session for Google Earth mapping tool was held on September 13th. David Wallis and Jerry Tinoco of RCAC were present at the CCSD office, along with Debby Williams. Richard Culp of RCAC gave instruction by remote access.
- b. During this past month, I have spent much time working with participating agencies and firms for Prop 1, DACI Grant projects, easement agreements, Well #4 Drilling and Equipping Project, and Water System Improvements Project. Progress has been slow, even though I have been diligent with efforts to keep it all moving forward.
- c. I completed and electronically submitted the SSA Annual Information Request to CalPERS, the official California State SS Administrator.
- d. The Request-for-Proposal for Community Outreach was uploaded to the CSDA Community RFP Clearinghouse. The District received one response. That proposal was issued to Board Members prior to the meeting for review.
- e. I set up an Excel workbook of the USDA RUS loans and COPs with their payment schedules, all payments, and remaining balances. Copies were issued to Board Members for review.
- f. I compiled and prepared a list of contacts to assist with the Emergency Response Plan. Copies were issued to Board Members for reference.
- g. I completed the sign-up process for direct deposit of the General Manager's paychecks; the first direct deposit, the paycheck for September 2019 wages, was successful.
- h. I completed the budget reports for the months of June 2019 and August 2019.
- i. The District received the draft of the audit report for FY 2017-2018. Since the audit firm included the Bertram Drilling settlement and mutual release, I calculated and posted AJEs to QuickBooks for CCSD's accounting. The draft did not include an adjustment to Water Well in Progress for the legal settlement. A revised draft was sent for review, and I gave approval for the final report.
- j. I provided my signature with notarization, as required, for the Master Covenant Agreement between CCSD and Cuyama Land Holdings for the Cuyama Buckhorn fire hydrant. The District also received payment for the fire hydrant and valve, and the check was deposited to CCSD's General Account. The equipment is being stored and will be installed as part of the WS Improvements Project.
- k. Annual service of the fire extinguishers was done on October 7th. One new extinguisher was purchased for the WWTP.

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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 September 16th was 5.7 ppb, while the arsenic level of Water Well #1 was 43 ppb.
- b. The situation at the WWTP with foam on the pond is much improved. Field staff was able to circulate the water after installation of the new sewage pump. Washing down of equipment with a spray hose is done for routine maintenance. In addition, there was some relief due to cooler weather.
- c. Dean Lovett checked and reset alarms and level controls following the power outage on October 8th and subsequent power flickers. He reported that the generator at the Water Plant came on automatically to run the Water Plant on October 8th; however, PTS Rentals, Inc. should be contracted for full servicing prior to winter weather.
- d. Lori Speer of Bethel Engineering made a site visit of the water system and facilities on October 2nd in order to prepare a Scope of Work for the WS Improvements Project planning phase. Dean Lovett accompanied her and provided much knowledge of infrastructure and general operations.
- e. Much weed abatement, including tractor work, has been done at the WWTP facility. Field staff is preparing to install chain link fence along Pond 2. Supplies have already been purchased. The project is scheduled for completion before winter weather.
- f. Field operations are going well.