

Regular Board Meeting – February 10, 2021

GENERAL MANAGER’S REPORT: Office Operations

- a. The past month was very busy. There were many deadlines to meet by February 1<sup>st</sup>, in addition to regular office and managerial duties.
- b. Progress Report 12 for each DACI Grant project was submitted on January 15<sup>th</sup>. Progress reports include invoices and backup documentation required for disbursement of funds.
- c. All AJEs for 2019-2020 fiscal year were calculated and posted. Then the financial data was sent to John Snowball so he could complete the Annual Financial Transactions Report for Special Districts. The FTR was submitted to the State Controller’s Office by the deadline.
- d. All state and federal payroll tax reports were completed and submitted prior to the deadline.
- e. W-2 forms were completed and distributed to all employees on January 26<sup>th</sup>. Form W-3 and Copy A of W-2 forms were submitted to the SSA on that same date.
- f. 1099-NEC forms were completed and distributed to recipients of nonemployee compensation on January 29<sup>th</sup>. Form 1096 and Copy A of 1099-NEC forms were submitted to the IRS on that same date.
- g. The WWTP quarterly self-monitoring report for Quarter 4-20120 was completed and submitted to the GeoTracker database. I also completed the 2020 Annual Self-Monitoring Report Summary for the WWTP and transmitted the complete report to the GeoTracker Database. The Annual Summary is very time-consuming. The entire report is 49 pages with sections of narratives, data tables, graphs, and figures. A summary of Wastewater Pond monitoring and calculations for Land Application Area were included this time.
- h. The 2021 Water Rates Survey was completed and e-mailed to the Santa Barbara County Water Agency.
- i. I made a site visit to the Water Treatment Plant with Paul Chounet on Friday, February 5<sup>th</sup>. Dean Lovett led a walk-through of the facility and explained the system. The WTP site is well kept. It is evident that field staff and contract operators are diligent with operations.

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 January 19<sup>th</sup> was 3.0 ppb, while the arsenic level of Water Well #1 was 49 ppb.
- b. A delivery of 250 gallons of hypochlorite solution 12.5% was delivered to the Water Plant on January 20<sup>th</sup>. The last delivery was made last year on October 7<sup>th</sup>.
- c. Field staff closely monitored the WTP and WWTP and Well #1 during power outages and flickers that occurred from recent weather events. The generator worked properly for backup power. Alarms and level controls were reset when power was restored to normal service.
- d. Final repair of the sewer line at the Family Resource Center was completed with installation of 12-inch clay flexible couplings around the break.
- e. The current rate of water usage measures about 15,000 gallons per day.