

## Regular Board Meeting – November 20, 2024

### GENERAL MANAGER'S REPORT: Office Operations

- a. Office operations have been very busy this past month.
- b. I completed Form 941-Employer's Quarterly Federal Tax Return and mailed the form to IRS.
- c. I completed DE9 and DE9C, State Quarterly Contribution Return and Report of Wages and transmitted the forms electronically to EDD Services online.
- d. All monthly and quarterly monitoring reports for the water system have been completed and submitted to SWRCB-DDW. Drought & Conservation Reporting reports for quarter 3 of 2024 were completed and received by the SAFER Clearinghouse, Division of Drinking Water.
- e. The WWTP quarterly self-monitoring report for Quarter 3-2024 was completed and submitted to the GeoTracker database.
- f. Erin Miller and I attended a Zoom meeting held by Hannah Holmes, Account Manager for Streamline, on October 30th. Ms. Holmes presented legislative updates of new ADA compliance requirements by the Department of Justice and the State of California. Streamline has updated the platform to comply with the changes, which take effect on January 1, 2025. CCSD's plan will be upgraded to the Compliance Basics plan at \$355 per month beginning July 1, 2025; however, the District had early access to the new dashboard on November 18th.
- g. Following Board approval of the lease agreement for the CCSD office space at 4851 Primero Street at the last Board Meeting, office staff prepared for the move. The move was completed on October 30th and 31st, and regular business hours resumed on Monday, November 4th. Juan Gonzalez was able to move the Internet connection to the new location and saved the District \$400.00. The new location provides a much better work environment with separate spaces for customer service and a meeting room/work room with storage space for files and records.

### GENERAL MANAGER'S REPORT: Field Operations

- a. Field staff moved office furniture and heavy items to the CCSD office space at 4851 Primero Street on October 30th and October 31st. The process went very well.
- b. A Water Plant effluent sample for arsenic was taken on October 22nd, and the result was 19 ppb. The arsenic level of Water Well #1 was 47 ppb. Field staff made repairs to chemical feed lines and cleaned out the injection system. A follow-up Water Plant effluent sample for arsenic was taken on November 4th, and the result was 2.6 ppb.
- c. A delivery of 240 gallons of hypochlorite solution 12.5% was delivered to the Water Treatment Plant on November 7th. The last chlorine delivery of 210 gallons was made on September 27th. A delivery of 500 gallons of ferric chloride solution was also delivered to the Water Plant on November 7th. The last delivery of 400 gallons was August 2nd.
- d. Field staff discovered a suction leak on a pressure pump on the ARWTP filter system and determined that the pump could fail during operation. A technician from Surface Pumps, Inc. made a service call on October 22nd. He replaced the seal, and the pump is operating properly. An additional seal kit was purchased to keep on site.