

Regular Board Meeting – October 13, 2021

GENERAL MANAGER’S REPORT: Office Operations

- a. I attended a webinar hosted by CSDA for the Special District COVID Fund Application Process on September 27<sup>th</sup>. The 2021 Budget Act appropriated \$100 million one-time General Fund to provide fiscal relief to independent special districts for revenue losses and or unanticipated costs incurred due to the COVID-19 public health. Funds are reserved for districts that have not received other forms of COVID-19 fiscal relief directly from the state or federal government. I completed the process to determined CCSD’s revenue losses; however, revenue from grant fund sources is included in funds from *all* sources. I will submit a funding application for The Water and Wastewater Arrearage Program.
- b. I contacted Gary Kvistad regarding legal representation for CCSD in regard to the Complaint for Comprehensive Groundwater Adjudication of the Cuyama Valley Groundwater Basin. Due to a conflict, Mr. Kvistad referred me to Jeff Dunn at Best, Best & Krieger. I contacted Mr. Dunn, and the firm prepared an Engagement Letter for legal services in this matter. I have had telephone conferences with Mr. Dunn, and I am confident that CCSD is well represented.
- c. The California Department of Finance, Office of State Audits and Evaluations completed the audit of the WWTP Effluent Removal Remediation Project; however, I have not received the draft report. A formal exit conference took place on September 29<sup>th</sup> as a Microsoft Teams meeting. The audit went very well with no irregular findings. All documentation was in correct order, and the auditors expressed their appreciation that it was well organized. One finding was improvements for competitive procurement process with a recommendation to develop and implement procedures and maintain support documents for procedures.
- d. I met with Abel Silva, Leak Detection Specialist III/Water Efficiency Resource Development Unit of CRWA, at the CCSD office prior to the leak detection survey on September 30<sup>th</sup>. We completed a new TA Request for a leak detection audit of the entire distribution system. He expects the request to be approved.
- e. Monthly and quarterly reports for the water system were completed and submitted to SWRCB-DDW. The next monitoring report for the WWTP facility is due November 1<sup>st</sup>.
- f. I conferred with Jane Gray of Dudek regarding the request from DWR for the District’s Procurement Policy, specifically sole source procurement. I also contacted Candyce Clark at LACSD and Cynthia Allen at VVCSD regarding procurement policies. The documentation is necessary for the final stages of the DACI Funding projects. I prepared a draft Procurement Policy – Sole Source Procurement for CCSD Board approval with wording recommended by Jane Gray to ensure acceptance by DWR.
- g. I completed the last Progress Report – DACI Invoice 15, for Prop 1, DACI Funding projects on October 11<sup>th</sup>.
- h. Office operations are going well. The goal for the rest of this month is to organize the office and clean out files and prepare files and records for storage.

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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 20<sup>th</sup> was 6.0 ppb, while the arsenic level of Water Well #1 was 46 ppb.
- b. Field staff found the blowers off at the WWTP during their routine morning check on September 15<sup>th</sup>. There was no power, so I contacted Burt Electric to schedule a service call. A technician was onsite right away; he determined that a faulty relay switch to the loss monitor was the cause. It has been replaced, and operations at the WWTP facility are in good working order.
- c. A delivery of 250 gallons of hypochlorite solution 12.5% was delivered to the Water Plant on September 17<sup>th</sup>. The last chlorine delivery was made on August 17<sup>th</sup>. Argo Chemical again charged a 26.6 % temporary emergency product surcharge due to the supply shortage of chlorine products.
- d. There are pressure relief valves for the ARWTP filter system that need to be replaced; the system will not operate without them. I contacted the distributor, and he informed me that they have been discontinued. He was able to find a vendor who could still supply the valves. I ordered a replacement set and a backup set, and we received their delivery.
- e. The project to install a large meter box to enclose meters at the athletic fields was completed.
- f. Abel Silva, Leak Detection Specialist III/Water Efficiency Resource Development Unit of CRWA, performed a leak detection survey of some sections of the distribution system on September 30<sup>th</sup>. Dean Lovett and Johnny Tarver accompanied Mr. Silva for the survey. I have not received a final report from Mr. Silva. Field staff reported no leaks were found in the main water lines, but some were detected in connections at the water meters.
- g. Field operations of the water and sewer systems are under good control.