

Regular Board Meeting – September 15, 2021

GENERAL MANAGER’S REPORT: Office Operations

- a. I completed the Workers’ Compensation Annual Payroll Reconciliation and submitted it online to SDRMA. The District owed \$1,028.18, which was based on reconciliation of the final reportable payroll for the 2020-21 program year.
- b. The California Department of Finance, Office of State Audits and Evaluations conducted an audit of the WWTP Effluent Removal Remediation Project. The fieldwork took place from August 16<sup>th</sup> to August 19<sup>th</sup>, 2021. The process went well; however, it did add much work to daily duties that week. The auditors found everything in order. A draft report will be issued soon, and a conference call will be scheduled to discuss findings.
- c. I completed the 2020-21 Annual Report for the Labor Compliance Program and e-mailed a pdf version to the Department of Industrial Relations.
- d. I completed and electronically submitted the SSA Annual Information Request to CalPERS, the official California State SS Administrator.
- e. I completed updates to the General and Financial Packages for the Planning Application for Water System Improvements Project, which included the latest rate adoption resolution, certification form for metering, and budget projections for three years. Jerry Tinoco will review documents to ensure that all is in order by the September 30<sup>th</sup> deadline.
- f. I attended a webinar for the California Water and Wastewater Arrearage Payment Program on August 31<sup>st</sup> from 2:00 p.m. to 4:00 p.m., presented by the SWRCB. The Program has specific guidelines and requirements for participation. The webinar was very helpful.
- g. I completed the survey for the California Water and Wastewater Arrearage Payment Program by the deadline of September 10<sup>th</sup>. The survey was submitted through the EAR portal. The State Water Board is required to use the survey results to determine the total amount of residential and commercial arrearages from community water systems that submit information. It was a time-consuming process to track and record account data to determine arrearage amounts eligible for the Program and provide accurate answers for the survey.
- h. I analyzed financial data for the 2020-2021 fiscal year and completed all adjusting journal entries for that period in order to complete precise reports for the data review:
  - Final June 2021 budget report
  - Annual Budget Review – Projections & Actual
  - Breakdown of Wages for Office and Field Operations and Contract Operator Services
  - Volume Report for Fiscal Year 2020-2021
  - Depreciation Schedule for twelve months ended June 30, 2021
- i. The 08/31/2021 billing was completely processed, printed, and folded with the upgraded billing system. All components of the system (new desktop computer and monitor, CBSW updated program, LaserJet printer, automatic paper folder) worked well.
- j. Monthly reports for the water system were completed and submitted to SWRCB-DDW.
- k. I submitted documentation for the final stages of the DACI Funding projects. There will be one last Progress Report for the reporting period from 7/1/2021 to 9/30/2021.

## 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 August 23<sup>rd</sup> was 4.5 ppb, while 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 Plant on August 17<sup>th</sup>. The last chlorine delivery was made on July 16<sup>th</sup>. A delivery of 250 gallons of hypochlorite solution 12.5% is scheduled to be delivered to the WTP this Friday. Due to the supply shortage of chlorine products, Argo Chemical is charging a 26.6 % temporary emergency surcharge on sodium hypochlorite orders. The shortage is expected to last through September.
- c. There was a power outage late night of August 21<sup>st</sup>/early morning of August 22<sup>nd</sup>. I received phone calls from customers who had no water or water pressure. I contacted Dean Lovett, and he responded right away. He determined that a power surge tripped the main breaker and kicked everything off for about an hour. Dean reset all alarms so that the Water Well would come on, and he restarted the WTP. The generator did not come on during the event. Since that time, it has been serviced and the battery charged, and it is checked every day. There have been no problems with its operation.
- d. Later that day, Dean Lovett discovered that power went off at the WWTP as well. The plant came back on and cleared itself, and he reset alarms.
- e. Field staff started the meter replacement program. First to be replaced are meters that are not working properly, followed by a schedule that will eventually replace all meters with Kamstrup ultrasonic water meters. CCSD purchased a supply of ultrasonic water meters for immediate use and will apply for grant funding to replace all meters in the District.
- f. The meter replacement program includes replacement of damaged meter boxes and lids. Field staff has also made progress with those replacements. The project to install a large meter box to enclose meters at the Pete Phillips Tiny Tot Park was completed.
- g. Field staff completed the installation of the emergency shower combination eyewash station at the WTP.
- h. There were chlorine leaks at the Water Plant that were repaired. Stock of supplies was low, and repair parts were ordered from Grainger.
- i. The current rate of water usage measures about 200,000 gallons per day. Field operations of the water and sewer systems are going well.
- j. Santa Barbara County Fire Department continues its work to include replacement of the 8-inch water line from the walk bridge to Highway 166 as part of construction of the new fire station. The CCSD Board President, Lead Field Operations/Maintenance Worker, and I attended a meeting with County representatives on Thursday, September 9<sup>th</sup>, to ensure that CCSD is kept informed of the plans/progress.