

Regular Board Meeting – April 17, 2024

GENERAL MANAGER’S REPORT: Office Operations

- a. Per the Board’s request, I responded to the CSDA survey regarding Initiative 1935, which pertains to special district revenue.
- b. Per the Board’s request, I prepared and issued the revised Preliminary Can and Will Serve Letter for the Perkins Place Project with a revised date of March 13, 2024 and expiration of twenty-four months from issuance.
- c. Erin Miller, Office Clerk, and I had a conference call on March 15th with Shen Huang of NV5, Stefan McLin of BESST, Dennis Skinner of Tri County Pump, and Mario Cervantes, Sr. to discuss the logistics for the well investigation survey of Well No. 3. Mr. Cervantes strongly recommended to video the well prior to pump installation. The results of the video will determine the next step to ensure the condition of the well and what steps to take to proceed with the sampling process.
- d. Erin Miller and I attended RCAC 2024 Online Training Series, “Water Systems Basic Operations.” The session covered regulations, water sources and water treatment, distribution systems and storage tanks, and financial impact.
- e. Erin Miller, Office Clerk, and I attended RCAC 2024 Online Training Series, “Budgeting for Small Water Systems.” The session covered the purpose of a budget, eight steps for budget development, items to prepare a realistic budget, and its monitoring and management.
- f. A workshop for the WS CIP planning was held on March 25th at the District business office. Attendees were James Owens, Shen Huang, and Gracie Wong of NV5, Jason Cunningham and Lauren Tan of DDW-SWRCB, and Mario Cervantes, Jr. Deborah Williams, Erin Miller, and I represented CCSD. The meeting addressed aspects of planning:
 - 1) General Items – Funding Agreement
 - 2) Scope of Services
 - 3) Progress Update
 - 4) Potential Improvements Projects

The workshop was followed by a site visit to the Water Treatment Plant.

- g. I completed the Electronic Annual Report for Calendar Year 2023 to SWRCB-DDW District 06. The EAR was transmitted electronically prior to the due date of April 1st; I received confirmation that it was approved. The EAR required 20 hours to complete.
- h. All monthly and quarterly monitoring reports for the water system have been completed and submitted to SWRCB-DDW.
- i. The obligation deadline for the California Low Income Household Water Assistance Program was March 31, 2024. CCSD received a total of twenty-two batch payments for the program with a total amount of \$28,457.71.
- j. The new work schedule for the Office Clerk became effective on April 1st, and we are setting up a training program for accounts payable.

Regular Board Meeting – April 17, 2024

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 March 26th was 6.04 ppb, while the arsenic level of Water Well #1 was 43.3 ppb.
- b. The video survey of Well No. 3 was performed on March 27th. The water level is at 190 feet, and the final depth measured 821 feet. Results showed that the well will require wash and brush out to conduct the well investigation sampling.
- c. Weed abatement is ongoing at the WTP and WWTP facilities. Field staff sprayed and chopped weeds. Additional labor was contracted to mow weeds around the Water Treatment Plant and Newsome Street right-of-way and behind Cebrian Avenue.
- d. Field operations of the water and sewer systems are going well.