

Regular Board Meeting – November 10, 2021

GENERAL MANAGER’S REPORT: Office Operations

- a. I gave a final review of the General Information Package and the Financial Security Package for the Planning Application for the Water System Improvements Project. I conferred with Jerry Tinoco of RCAC prior to its submittal to the State Water Resources Control Board. He sent me an email message on October 26th and reported that the State is concerned about the District's ability to manage a planning grant given that we already have the construction grant and have some resource/capacity limitations. I called him, and we discussed the situation. I hope that my responses will be acceptable to the State. I have a good amount of experience with the grant process. Most recent: Prop 50 Projects - (1) Water Booster Station WTP and (2) WWTP Disinfection System Improvements - were done at the same time. CCSD just completed Prop 1, DACI Grant Projects with four separate tasks. In addition, the California Department of Finance, Office of State Audits and Evaluations performed an audit of Proposition 1 Grant Project, WWTP Effluent Removal Remediation Project (completed in 2018) this past summer. It was quite extensive; there was no finding or recommendation in regard to management of accounting procedures and financial reporting.
- b. I prepared a Minute Order to document the CCSD’s Board approval of the Procurement Policy – Sole Source Procurement. The Minute Order and a final version of the policy were issued to Jane Gray and Madelyn Murray of Dudek. I amended Section 25 of the Board of Directors’ Policies and Procedures Manual to Office Administration Procedures and added an item for Procurement Policy, as instructed by the Board.
- c. I checked with Madelyn Murray to ensure that all (progress reports, invoices, and supporting documentation) is complete to finalize Prop 1, DACI Funding projects. She confirmed that everything is in good order.
- d. I signed the Engagement Letter for Best Best & Krieger to represent CCSD in the Complaint for Comprehensive Groundwater Adjudication of the Cuyama Valley Groundwater Basin. I emailed a pdf version and mailed the original to Jeff Dunn. I had a conference call with Mr. Dunn on October 21st regarding representation in the case.
- e. I notified Gary Kvistad that the CCSD Board approved the Offer to Dedicate, as presented. The Board President requested to revise the Certificate of Acceptance from *Chairman* to *President* and *Clerk* of the Board to *Secretary* of the Board. The revisions were completed. The amended Offer to Dedicate was sent to Henrik Nielsen, along with a letter of request for his execution of the document. Mr. Nielsen contacted me to confirm that he received the Offer, and he plans to discuss the dedication with Mr. Kvistad to move forward in this matter.
- f. I received the Confidential Draft Report of the audit of Grant Agreement D15- 04012 (WWTP Effluent Removal Remediation Project), as completed by California Department of Finance, Office of State Audits and Evaluations. I sent a letter of response, as required. The final report will be placed on their website.
- g. I completed Form 941-Employer’s Quarterly Federal Tax Return and mailed the form to IRS.
- h. I completed DE9 and DE9C, State Quarterly Contribution Return and Report of Wages and transmitted the forms electronically to EDD Services online.
- i. All monthly monitoring reports for the water system have been completed and submitted to SWRCB-DDW. The WWTP quarterly self-monitoring report for Quarter 3-2021 was submitted to GeoTracker.

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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 October 11th was 10 ppb, while the arsenic level of Water Well #1 was 52 ppb.
- b. I received the final report of the leak detection survey of some sections of the distribution system, as performed by Abel Silva, Leak Detection Specialist III/Water Efficiency Resource Development Unit of CRWA. He reported that 1.56 miles of mains were surveyed; number of leaks suspected was 6. Comments and recommendations from the report:
 - Full system leak detection survey
 - Replace old outdated water meters
 - Repair leaks located by the CRWA Leak Audit Survey
- c. A delivery of 250 gallons of hypochlorite solution 12.5% was delivered to the Water Plant on November 5th. The last chlorine delivery was made on September 17th.
- d. The generator worked properly for backup power during power flickers/outages during this past month. Alarms were cleared and reset when electric power was restored. Then field staff discovered that the generator was starting up and running when power was still present. I contacted Burt Electric to schedule a service call. A technician was onsite right away; he determined that the sensor in the control panel was out of adjustment. He made an adjustment to the sensor for the correct power sensitivity. The generator has returned to proper operation.
- e. A CCSD contractor was contacted to make repairs to the driveway at 4855 Sisquoc Street, as approved by the CCSD Board of Directors. I am working toward a date for its completion.
- f. Field operations of the water and sewer systems are going well.