

Regular Board Meeting – January 13, 2021

GENERAL MANAGER’S REPORT: Office Operations

- a. The CCSD business office was closed December 25<sup>th</sup> for the Christmas and January 1<sup>st</sup> for New Year’s Day. I took vacation days on January 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> to care for my mother at home. On January 4<sup>th</sup> the Clerical Assistant worked from 10:00 a.m. to 4:00 p.m. and for the full day on January 6<sup>th</sup>; however, it was necessary to close the office on January 5<sup>th</sup>.
- b. I conferred with Mark Honberger of Remarkable Recreation Solutions to provide content for the quarterly bilingual newsletter for January 2021. The newsletters were enclosed with the billing sent out last week.
- c. Prizes for the CCSD Logo contest were awarded to the recipients. I forwarded the final version of the CCSD Logo *concept* to Mark Honberger, along with the Board requests for revisions to be made. He prepared a presentation of four versions for the Board’s consideration.
- d. RCAC sent a supply of AWWA pamphlets, Water Conservation at Home, and they were enclosed with the 12/31/2020 billing. David Wallis and Jerry Tinoco have requested data to assist them with the water audit review. They requested historic meter readings for billing over the past 5 years, and I provided volume reports. Since water charge is measured and billed by meter size, instead of residential and commercial, plus water usage meter reading, there is no method to present data for water usage by category of user at this time. I was able to export customers’ usage from the billing program to Excel; however, it will still require review and adjustments for the water audit.
- e. Jerry Tinoco of RCAC expressed his concern regarding the planning application for the Water System Improvements Project. There has been no response from Lori Speer of Bethel Engineering on several occasions. RCAC already received an extension from the State for technical assistance for the planning application, and he has requested that the District move on with another firm.
- f. All monitoring reports for the water system have been completed and submitted to SWRCB-DDW; month of December, quarter 4 of 2020, and annual 2020.
- g. I closed out the payroll records for calendar year 2020 and set up payroll records and tax tables for 2021. W-2 forms are due to employees by February 1, 2021.
- h. Progress reports for DAC-I Funding projects are due by January 15<sup>th</sup>. Sub-contractors are working on the remaining tasks. Quail Springs has online mentoring in watershed science scheduled for January and February with the Cuyama Joint Unified School and continues its progress on the Water Awareness Films.
- i. There is much extra work to be completed by February 1<sup>st</sup>:
  - W-2 forms are due to employees
  - 1099-NEC are due to recipients for nonemployee compensation
  - Quarterly payroll tax reports are due to state and federal government agencies
  - Self-Monitoring Report Q4-2020 for the WWTP Facility is due to Geotracker
  - Annual Self-Monitoring Report Summary for the WWTP Facility is due to Geotracker
  - Annual Financial Transactions Report for Special Districts is due to SCO  
(All AJEs must be calculated and posted to send financial data to John Snowball to complete the FTR)

- j. The 2021 Water Rate Survey is due to Santa Barbara County Water Agency by February 5<sup>th</sup>.
- k. Regular office duties are on track. Lourdez Ruiz, Clerical Assistant, has made much progress since she was hired on January 14<sup>th</sup>, 2020. She is a good employee and provides important assistance with office operations.

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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 arsenic level of the Water Plant effluent sample taken on December 14<sup>th</sup> was 6.9 ppb, and the arsenic level of Water Well #1 was 50 ppb.
- b. Nitrate testing is required once a year. The lab result from the sample taken on December 14<sup>th</sup> showed 0.23 mg/L; the Maximum Contaminant Level is 10 mg/L.
- c. The break in the sewer line at the Family Resource Center is under control at this time; however, final repair of the sewer line will be completed when the 12-inch clay flexible couplings are delivered.
- d. Field staff tracked down a water leak at Cuyama Valley High School and shut off the backflow device. No school staff was on site due to the holiday break; however, Eric Callaway and Fernando De Los Santos were notified of the situation.
- e. The current rate of water usage measures about 30,000-35,000 gallons per day.
- f. Field staff thoroughly cleaned out the generator at the WTP. It is set to come on automatically and run for a specific amount of time to exercise itself each week, and it is working properly.
- g. Routine maintenance of pumps and equipment is done on a regular basis, and field operations are monitored daily.
- h. Field operations of the water and sewer systems are going well.