

ATTACHMENT B

Regular Board Meeting – March 10, 2021

GENERAL MANAGER'S REPORT: Office Operations

- a. I completed the 2021-22 SDRMA Renewal Questionnaire and submitted it electronically in the MemberPlus Online portal. The District will receive a credit incentive of \$75 each policy.
- b. I participated in a Zoom meeting on February 16th and provided an update on Cuyama DACI Projects. Jan Smith of Quail Springs Permaculture was present, and there was discussion regarding the Board's concerns regarding student interaction and in-person field trips. The Grant Amendment extended the grant term until September 2021; however, Quail Springs plans to complete its Scope of Work by June to coordinate sessions with the school schedule. The water audit for Cuyama CSD will be substituted for water conservation training in the current water conservation contract with RCAC. The District received payment from County of Santa Barbara for Invoice 10 in the amount of \$45,233.45. CCSD was reimbursed the amount of \$3,881.00, and the long-awaited checks were issued to Dudek and Quail Springs Permaculture.
- c. I completed 2020 Public Water System Statistics data and submitted the form electronically to Santa Barbara County Water Agency.
- d. I made a site visit to the Wastewater Treatment Plant with Paul Chounet on Wednesday, February 24th. Dean Lovett led a walk-through of the facility and explained the treatment process. The WWTP facility is well maintained.
- e. The CBSW billing system was updated to reflect the water rate increases of \$3.00 to each meter charge and \$0.01 increase to the uniform rate for water usage, effective January 20, 2021. Both increases are the last step of the five-year plan, per Resolution #17-1.
- f. I did research regarding the County of Santa Barbara Rental & Utility Grants and conferred with Martha Yopez at the CVFRC to complete flyers with information and guidelines for assistance. Flyers were posted at the New Cuyama Post Office and the CCSD business office and enclosed in the 2/28/2021 billing to customers.
- g. The District received a 7-Day Notice from PG&E Company that one account was past due, although the last statement showed payment received and no past due balance. I contacted customer service to resolve the matter. CCSD's payments that were made in October for the District's three PG&E accounts had not cleared Chase Bank; however, all statements received since that time showed no past due balance and all payments received. I was informed that PG&E marked October's payments as "return to maker". I contacted the new representative at Chase Bank who will assist with CCSD's bank accounts. Her research showed that Chase Bank showed no record of the checks – received or returned. A PG&E representative finally provided an explanation of the issue when he explained the payment process: PG&E receives the payment and applies it to the account; payment amount is submitted to the bank for payment; check is shredded; payment is confirmed for the account. In these cases, PG&E did not receive payments to cover the checks; however, for some reason, there were hundreds of accounts with the same issue during that month. I plan to issue separate checks to replace the payments that are considered "past due" and payments that are current charges.

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- h. I participated in a conference call with Paul Chounet, Gary Kvistad, and James Owens to address Mr. Owens' concerns regarding easement issues and the control zone of a 50-foot radius around the proposed site for Water Well #4. Mr. Kvistad and Dr. Chounet provided information that master Grant of Easement allows the District to designate the well site and the control zone. Mr. Owens was also given assurance that SWRCB legal department had reviewed and accepted the Legal Opinion Letter by Gary Kvistad, which addressed easement issues, and that the Grant Agreement was approved only after legal concerns were resolved to the satisfaction of the SWRCB. James Owens will contact Jeff Densmore of DDW-SWRCB regarding well permit requirements, and then the District will be ready to move forward with the proposed timeline for completion of the Project.
- i. I submitted invoices and records of payments made by CCSD for Well No. 4 Project to NV5 to include with Disbursement Request-Claim 4 for reimbursement to the District. The total amount is \$8,956.51. I received confirmation from Wendy Hoit, NV5 Administrative Assistant, that they will be added for submission.
- j. Maria Sineriz contacted me again with a different quote to replace the current copier. Ms. Sineriz now represents Ultrex, which is a Premiere Canon dealer. She presented a quote for a 60-month lease for a Canon copier that is an upgraded version of the current copier. The monthly payment is lower than the current lease, and it is lower than her previous quote for the Kinoca Minolta copier. The proposal from Ultrex includes a check for the remaining payments of the Canon lease and removal of the existing copier, plus a refund check of \$300 for removal of the Xerox copier in August 2018.

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 February 8th was 3.5 ppb, while the arsenic level of Water Well #1 was 48 ppb.
- b. Dean Lovett assisted Justin Faure of Provost & Pritchard Consulting Group for CCSD's participation in the Well Water Quality Monitoring Program. CBGSA contracted the firm to monitor water quality. The result of the first test showed standing water level of Water Well #1 measured 146 feet.
- c. Field staff checked operations at Water Well #1 and the WTP and WWTP after the power outage on Sunday, March 7th. Alarms and level controls were reset when power was restored to normal service.
- d. Repairs were done to fix leaks at the Water Plant and the rake cable on the clarifier at the WWTP. Switches on the headworks control board were replaced.
- e. The current rate of water usage measures about 45,000 gallons per day.
- f. Field staff keeps a daily routine of checking the plants and the water well. Field operations of the water and sewer systems are going well.