

Regular Board Meeting – August 11, 2021

GENERAL MANAGER’S REPORT: Office Operations

- a. Progress Report 14 was submitted for each DACI Funding project on July 16th. Sub-contractors have completed scope of work for DACI Project 4 Task 4 and Project 9 Task 1. CCSD Board approval of the revised Water Conservation Plan will finalize Task 9.1.1. The monthly website fee will be paid by DACI Grant funds to September 30, 2021, which is the deadline for DACI Projects, per the grant Amendment.
- b. I set up a process to convert all payments from customers so that I am able to send them for deposit using the Quick Deposit Scanner for Chase Online for Business.
- c. I received a Certificate of Completion for the RCAC online event, Water System Basic Operations. The course was held Tuesday, July 20th, 2021 from 10:00 a.m. to 12:00 p.m.
- d. A technician from CUSI, Inc. performed the installation of the CBSW upgrade to the new billing computer and data transfer of CCSD billing files by remote access on July 22nd. The next day I discovered that an upgrade fix was necessary in order to backup files. It was a careful process both days, and the CBSW program is working well.
- e. I conferred with Onelia Rodriguez, Advanced Revenue & Tax Administration-County of Santa Barbara-Office of the Auditor-Controller, to ensure proper completion of documents in order to place Direct Charges on the 2021-2022 tax bills. All documents and files were submitted electronically on Friday, July 30th. Prior to submission, final letters of notification were issued to customers on the list of Delinquent Accounts for an opportunity to bring accounts to current status and prevent that course of action.
- f. I completed Form 941-Employer’s Quarterly Federal Tax Return and mailed the form to IRS.
- g. I completed DE9 and DE9C, State Quarterly Contribution Return and Report of Wages and transmitted the forms electronically to EDD Services online.
- h. I completed the EPA ID Number Verification Questionnaire and Manifest Fees Assessment for the California Department of Toxic Substances Control. There was no transport of hazardous waste; therefore, there were no manifest fees.
- i. I met with field staff for a hazardous materials safety review of the Water Treatment Plant Business Plan. We had a step-by-step review and thorough discussion of the Consolidated Emergency Response Plan/Contingency Plan and Facility Site Map. The corrective action for Notice of Violation in the Business Plan – Inspection Report was documented, along with a record of the employee training roster. The Compliance Statement with documentation of corrective action attached was issued to Greg Berends, Hazardous Materials Specialist with CUPA/Environmental Health Services on July 28th.
- j. Since there have been no changes from the previous submittal, I was able to self-certify the the Hazardous Materials Business Plan to CERS to satisfy the annual requirement.
- k. All monthly and quarterly monitoring reports for the water system have been completed and submitted to SWRCB-DDW. The WWTP quarterly self-monitoring report for Quarter 2-2021 was submitted to GeoTracker.
- l. A Service Agreement with CUSI, Inc. was required to set up the template to print out bills within the updated billing program. The process was not completed in time to send out the 7/31/2021 billing. I completed bills by filling in the new form in Excel format for each customer and printed them out for mailing on Thursday, August 5th.

- m. I purchased the laser printer, which completes the equipment for the upgrade. A technician from CUSI, inc. contacted me on Friday, August 6th, and we worked together by remote access to set up the template to print out bills within the updated billing program. The transition to the updated billing system is finished.
- n. I sent a request to Henrik Nielsen to provide to the District confirmation in writing with his original signature that he agrees to allow Joe Torba to connect to his water line for domestic and fire suppression purposes for the Torba Trailer Park.
- o. The California Department of Finance, Office of State Audits and Evaluations will be conducting an audit of the WWTP Effluent Removal Remediation Project. The fieldwork is scheduled from August 16th to August 19th, 2021. I have ready access to documents, files and records of the project; however, I anticipate that the audit process will add much work to daily duties that week.

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 July 12th was 6.8 ppb, while the arsenic level of Water Well #1 was 49 ppb.
- b. A delivery of 250 gallons of hypochlorite solution 12.5% and 400 gallons of ferric chloride was delivered to the Water Plant on July 16th. The last chlorine delivery was made on June 22nd, while the last delivery of ferric chloride was made on October 7th, 2020.
- c. Equipment for the meter replacement program has been delivered:
 - Quantity of 20 – 5/8" x 3/4" Model 2100 Kamstrup Ultrasonic Water Meter
 - Quantity of 2: 1" Model 3101 Kamstrup Ultrasonic Water Meter
 - 14" x 19½" meter box (20)
 - 20" x 31½" meter box (4)
 - 34½" x 64" meter box (1; 1 box back ordered)
 - *concrete reinforced, include lids
 - 14½" x 8⅞" concrete meter box lids (10)
- d. I accompanied the Lead Field Operations/Maintenance Worker for the inspection of the homeowner's driveway to evaluate the claim for damages.
- e. Field staff made many repairs and replaced some water meters and their water lines in the distribution system. Their quick responses prevented further problems.
- f. Field staff contacted Will Price to assist with a repair at Water Well #1. They discovered a water leak in the 8-inch distribution line, and that portion was replaced.
- g. Field staff set up water service from the 8-inch water line along Caltrans Highway 166 right-of-way with a temporary connection to Tom Mounts' property located on Bell Drive within Ranchoil Annexation. The water line was properly chlorinated and flushed prior to service.
- h. The current rate of water usage measures about 220,000 gallons per day. Field operations of the water and sewer systems are under good control.
- i. Santa Barbara County Fire Department is working 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.