

Regular Board Meeting – November 16, 2022

GENERAL MANAGER'S REPORT: Office Operations

- a. I have not received the draft request from NV5 engineers to submit to Lawrence Sanchez for the Funding Agreement Amendment and revised bid package. As soon as I receive the draft, I will prepare a final version to submit to Mr. Sanchez. I want to ensure that all items are included and properly presented to avoid any further delays with the Well No. 4 Project. NV5 engineers are waiting on a proposal from BESST to do the dynamic sampling of Well No. 3. Then they will update the professional services line item of the budget. From there they will complete the draft request and revised budget and schedule.
- b. Matt Naftaly of Dudek has not been able to schedule a site visit of the water system to move forward with Prop 68 - Technical Assistance Program for Water System Improvements. I did send photographs of some items that need repair/replacement for his review, and I hope to schedule a site visit before the end of the year
- c. I completed Form 941-Employer's Quarterly Federal Tax Return and mailed the form to IRS.
- d. I completed DE9 and DE9C, State Quarterly Contribution Return and Report of Wages and transmitted the forms electronically to EDD Services online.
- e. All monthly monitoring reports for the water system have been completed and submitted to SWRCB-DDW. The WWTP quarterly self-monitoring report for Quarter 3-2022 was submitted to GeoTracker.
- f. I attended a Microsoft Teams Meeting hosted by Genaro Diaz, Project Manager with Caltrans District 5-DOT, for sharing information about the Middle Mile Broadband Initiative Program. The California Department of Technology is working with Caltrans on construction of the middle-mile infrastructure along state highways and rights of way. Mr. Diaz will provide updates, as the scope/schedule is continuously changing.
- g. The District received payment of \$2,629.31 from County of Santa Barbara for disbursement of payments of Special Assessments-Direct Charges to Tax Rolls. CCSD submitted an amount total of \$22,796.02 for FY 2021-22 and \$2,730.86 for FY 2022-23; it has received a total of \$19,058.47 in direct deposits.
- h. I am registered to attend the CSDA Webinar-Ratepayer Assistance Funding & Water Shut-Off Laws on January 30, 2023 from 10:00a.m. to 12:00 p.m. The presentation will address requirements that water providers must follow before terminating water service for non-paying customers. Federal and state programs available to water providers will also be part of the presentation.
- i. I plan to attend the Central Coast Virtual Wastewater Funding Fair on December 13<sup>th</sup> from 1:00 p.m. to 2:30 p.m. The Central Coast Water Board will be hosting the funding fair in coordination with the Division of Financial Assistance, and the event will cover information on funding opportunities for planning, design, and construction of projects for upgrades/repairs to treatment facilities and collection systems.
- j. It was necessary to take some vacation time during the last two weeks of October. Erin Miller, Office Clerk, worked extra hours to keep the office open during my absence. She has done well with training, and we plan to move forward with the next step of Accounts Receivable.

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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 17<sup>th</sup> was 7.5 ppb, while the arsenic level of Water Well #1 was 49 ppb.
- b. A delivery of 250 gallons of hypochlorite solution 12.5% will be delivered to the Water Plant on November 16<sup>th</sup>. The last chlorine delivery of 250 gallons was made on September 30<sup>th</sup>.
- c. I arranged for a propane delivery from Cooper's Propane on Tuesday, November 15<sup>th</sup>, to ensure sufficient power supply for the generator in the coming winter months. Field staff fixed an oil leak from the generator. 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.
- d. Field staff installed the replacement parts (gearbox and motor) on the headworks at the WWTP facility, and its operation is in good working order.
- e. Field staff repaired the leak in the 8-inch main water line at the Newsome Street walk bridge. Will Price welded in a new shut-off valve on the other side to isolate the pipe. A portion of the pipe was replaced. Water service was interrupted to customers at 4600 and 4700 blocks of Cebrian Avenue and Morales Street; they were notified in a timely manner. All went well.
- f. The District finally received shipment of the 2-inch water meter for the new Fire Station Project on Thursday, November 10<sup>th</sup>. Field staff installed both water meters (1-inch and 2-inch) on the following Saturday. All went well. The project is near completion.
- g. Routine service and maintenance are done daily. Field operations of the water and sewer systems are going well.