

Regular Board Meeting – February 12, 2025

GENERAL MANAGER’S REPORT: Office Operations

- a. The CCSD business office was closed January 20th for Martin Luther King Jr. Day. It will be closed February 17th in observance of Presidents’ Day.
- b. The past month was very busy. There were many deadlines to meet by January 31st and February 1st, in addition to regular office and managerial duties.
- c. All AJEs for 2023-2024 fiscal year were finalized. Then the financial data was sent to John Snowball so he could complete the Annual Financial Transactions Report for Special Districts. The FTR was submitted to the State Controller’s Office by the deadline.
- d. All state and federal payroll tax reports were completed and submitted prior to the deadline.
- e. W-2 forms were completed and distributed to employees prior to January 31st. Form W-3 and Copy A of W-2 forms were e-filed to the SSA on January 24th, and I received confirmation that they were successfully processed by the tax agency.
- f. 1099-NEC forms were completed and distributed to recipients of nonemployee compensation. The Form 1099-NEC tax return and recipient forms were e-filed to the IRS on January 25th, and I received confirmation of official IRS acceptance.
- g. The WWTP quarterly self-monitoring report for Quarter 4-2024 was completed and submitted to the GeoTracker database. I also completed the 2024 Annual Self-Monitoring Report Summary for the WWTP and transmitted the complete report to the GeoTracker Database. The Annual Summary is a comprehensive report of 54 pages with sections of narratives, data tables, graphs, and figures. A summary of Wastewater Pond monitoring and calculations for Land Application Area for calendar year 2024 were also included. The 2024 Volumetric Annual Report must be submitted by April 30th.
- h. All Drought & Conservation Reporting monthly reports for 2024 have been completed and received by the SAFER Clearinghouse, Division of Drinking Water. The Annual Inventory Report (AIR) must be completed and submitted by March 31st.
- i. All monthly and quarterly monitoring reports for the water system have been completed and submitted to SWRCB-DDW. The Electronic Annual Report (EAR) must be completed by April 1st.
- j. I completed Form F-Well Flow Meter Reporting Form with water use for 2024. I prepared a spreadsheet of water production-historical data 2024 that details readings and calculations. CBGSA will use the information to develop the Fiscal Year 2024-2025 groundwater extraction fee.
- k. The 2024 Water Rates Survey is due to the County Water Agency by February 14th.
- l. Erin Miller, Office Clerk, received more training in Accounts Receivable reports and transactions.
- m. Ms. Miller has been following up on the sale of the District vehicle to ensure that correct measures are followed.
- n. Ms. Miller planned a design and ordered supplies for the large window on the east side of the meeting room of the CCSD business office. A decal of the District logo will be placed on the window, and gray lined curtains will provide coverage. The new location is working well for District business, and there has been much positive feedback from customers.

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GENERAL MANAGER’S REPORT: Field Operations

- a. Sparling Instruments confirmed receipt of the WTP electronic propeller meter, and payment was issued by wire transfer to expedite service on the meter. The total cost was \$2,250.00, which includes overhaul, testing, and recertification. The original expected return ship date was February 7th, but the company had some electrical issues in its flow lab last week. I am waiting for an update on the ship date.
- b. It was necessary to replace a continuous duty motor for the headworks at the WWTP Facility. I contacted Top Industrial Service & Supply Inc. in Bakersfield. The old motor is obsolete and has been replaced by another model. The motor was ordered on January 24th for \$683.37. Field staff has already installed the new motor and reports that the headworks operates well.
- c. Water meters and valves were repaired/replaced at 4826 Morales Street and 4873 Cebrian Avenue.
- d. Field staff reported that a power surge blew out a surge protector for the meter box at Water Well #2 on January 29th, which apparently coincided with a power outage at E & B Resources on Perkins Road nearby. I contact PG& E Company customer service; a technician was sent out right away. He disconnected the power from the transformer for safety.
- e. Field operations of the water and sewer systems are under control.