

Regular Board Meeting – May 11, 2022

GENERAL MANAGER’S REPORT: Office Operations

- a. I completed worksheets for QuickBooks reports and e-mailed the workbooks to Adam Guise, lead auditor, prior to audit fieldwork for financial statements as of and for FYE 2018-2019 and 2019-2020: General Ledger, Trial Balance, Journal Entries, Vendor Balance Summary, Accounts Payable Aging Detail, and Profit & Loss by Class.
- b. Other items completed for annual audit: bank confirmations, confirmation letters, and copies of SEI Form 700 documents.
- c. Audit fieldwork was performed on Friday, April 29th. The lead auditor and two others returned on Friday, May 6th. Everything was in order, and testing went very well.
- d. I completed the 2022 Census of Governments Survey of Public Employment and Payroll.
- e. I completed Form 941-Employer’s Quarterly Federal Tax Return and mailed the form to IRS.
- f. I completed DE9 and DE9C, State Quarterly Contribution Return and Report of Wages and transmitted the forms electronically to EDD Services online.
- g. I completed the 2021 GCC Report and submitted the report electronically using ftp server to SCO. I did not have any issues with transmitting the report.
- h. All monthly and quarterly monitoring reports for the water system have completed and submitted to SWRCB-DDW. The WWTP quarterly self-monitoring report for Quarter 1-2022 was submitted to GeoTracker. The Volumetric Annual Report for Wastewater and Recycled Water was submitted to GeoTracker prior to the due date of April 30th.
- i. The District received its second payment of \$8,179.57 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 it has received a total of \$15,553.54 so far in direct deposits.
- j. CCSD received a check for the payment amount of \$9,308.49 for wastewater arrearages plus \$279.25 for administrative costs from the SWRCB for the California Water & Wastewater Arrearage Payment Program. I will finalize the allocations by the end of this month.
- k. After the wastewater arrearages allocations are done, I will begin the review process of Delinquent Accounts to be placed on Santa Barbara County tax rolls for collection of delinquent and unpaid utility charges in accordance with California Government Code § 61115 (b). Those customers will receive prior notification to be able to make payment in a timely manner to remove their account from the list of Delinquent Accounts.
- l. I have completed the worksheets, Water Arrearages Spreadsheet Template for Single PWSIDs and Administrative Costs, for the online Reporting Requirements Survey to be submitted through the EAR portal (Electronic Annual Report, SWRCB-DDW). I will be done with that process by the end of this week.
- m. I completed the enrollment application for the California Low Income Household Water Assistance Program (LIHWAP). I received confirmation of enrollment. In the next weeks, I will view a pre-record orientation seminar on the next phase of LIHWAP.
- n. A Preliminary Can and Will Serve Letter was issued to the Housing Authority of the County of Santa Barbara for the Perkins Place Project in accordance with CCSD Water Policy.

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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 April 19th was 4.8 ppb, while the arsenic level of Water Well #1 was 46 ppb.
- b. A delivery of 280 gallons of hypochlorite solution 12.5% was delivered to the Water Plant on April 29th. The last chlorine delivery of 250 gallons was made on February 16th.
- c. Weed abatement is ongoing at the WTP and WWTP facilities. Field staff sprayed and chopped weeds, and additional labor was contracted to mow weeds at both plants and easements and Highway 166 frontage by fencing at the WWTP.
- d. Contract labor also completed clean-up at the water well field, which included removal of heavy piping.
- e. Routine service and maintenance are done on a daily basis. Overall, field operations of the water and sewer systems are in good shape.