

Regular Board Meeting – February 14, 2024

GENERAL MANAGER’S REPORT: Office Operations

- a. The CCSD business office will be closed February 19th 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 2022-2023 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 Form 1096 on January 25th, and they were e-filed to the IRS on that same date. I received confirmation of official IRS acceptance.
- g. The WWTP quarterly self-monitoring report for Quarter 4-2023 was completed and submitted to the GeoTracker database. I also completed the 2023 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 50 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 2023 were also included.
- h. All Drought & Conservation Reporting monthly reports for 2023 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, and the Electronic Annual Report (EAR) must be completed by April 1st.
- i. All monthly and quarterly monitoring reports for the water system have been completed and submitted to SWRCB-DDW.
- j. I completed Form F-Well Flow Meter Reporting Form with water use for 2023. I prepared a spreadsheet of water production-historical data 2023 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 was completed and e-mailed to the Santa Barbara County Water Agency on February 8th.
- l. Office staff tracks Accounts Receivable daily and works with customers to bring accounts current and avoid termination of water service. Erin Miller, Office Clerk, prepared new pay plans and payment schedules for this new calendar year.
- m. Final Reminder: Monthly base rate and water usage charge increases became effective on January 20, 2024 and surcharge on February 1, 2024. Customers will see the increase on the next billing, 02-28-2024 billing received in March.

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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 January 23rd was 4.94 ppb, while the arsenic level of Water Well #1 was 47.6 ppb.
- b. A technician with Surface Pumps, Inc. pulled the blower pump motor at the WWTP on January 17th and transported it to the shop for evaluation. He determined that it needed to be replaced. The new motor was installed on January 24th. Electrical wire and conduit were also replaced. Total cost of materials and labor was \$2,161.58.
- c. Greg Berends, Hazardous Materials Specialist II with Santa Barbara County Environmental Health, issued the inspection reports from the triennial hazardous material inspection on January 17th. There were no violations. Annual hazardous materials refresher training is overdue. Refresher training will be done before February 18th to satisfy the corrective action in the Notice to Comply.
- d. Field staff repaired a water leak at 216 Newsome Street. During the repair, they discovered that a 4-inch gate valve needs to be replaced. The correct replacement is available to order from Core & Main. The quote for materials is \$894.40.
- e. Recent storms did not affect operations at the WTP and WWTP, and the systems are working well.