

Regular Board Meeting – May 19, 2021

GENERAL MANAGER’S REPORT: Office Operations

- a. Progress Report 13 was submitted for each DACI Funding project on April 16th. Progress reports include invoices and backup documentation required for disbursement of funds. It is a very time-consuming process to ensure that all materials are submitted to receive reimbursements.
- b. I participated in a Zoom meeting on April 20th and provided an update on Cuyama DACI Projects. I also gave a report of the Board review of the DRAFT Water Conservation Plan at the board meeting on April 14th. I was informed that RCAC has completed Tasks for Project 9 Task 1.1 - Part 2 and fulfilled the contract by providing the framework of the plan; the Board will make any revisions that apply specifically to the District to complete the FINAL Water Conservation Plan. Mark Honberger of Remarkable Recreation Solutions has completed five quarterly newsletters and one annual report and the CCSD Logo development. Quail Springs sent a message that everything is on schedule for completion by the June 30th reporting period. Water Awareness Film 1 was forwarded to Board Members for review. The deadline for DACI Projects is September 30, 2021, per the Grant Amendment.
- c. I updated the Excel spreadsheet for DACI Projects 4.4 + 5.2 to track the remaining budget. After the contract amount to Quail Springs is fulfilled, the remaining budget is \$1,572.
- d. I completed Form 941-Employer’s Quarterly Federal Tax Return and mailed the form to IRS.
- e. I completed DE9 and DE9C, State Quarterly Contribution Return and Report of Wages and transmitted the forms electronically to EDD Services online.
- f. I completed the 2020 GCC Report and submitted the report electronically using ftp server to SCO. I did not have any issues with transmitting the report.
- g. All monthly monitoring reports for the water system have been completed and submitted to SWRCB-DDW. The WWTP quarterly self-monitoring report for Quarter 1-2021 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.
- h. I submitted the letter to Bethel Engineering to terminate contracts for professional and technical services for the planning phase of the Water System Improvements Project and enclosed payment for preliminary work. I had a conference call with Jerry Tinoco of RCAC to review the list for updates to the Planning Application Packages. I already provided him with most of the items. RCAC and NV5 are in the process of completing the Task Order for the Scope of Work for the Technical Package.
- i. I completed the Electronic Annual Report for Calendar Year 2020 to SWRCB-DDW. Each year more new content is required for completion. The process was very time-consuming. It took 8 hours to complete the EAR last year and 16 hours this year. The EAR was transmitted electronically; I am awaiting confirmation that it was acceptable.
- j. Trevor Lysek, Property Tax Manager-Division Chief of the County Auditor-Controller’s Office, contacted the CCSD business office after hours regarding special assessment or charges to be added to property tax bills. Per his telephone message, I sent an email message to provide the District’s contact information and to request the specific requirements for the proper process to submit delinquent accounts to be placed on the Santa Barbara County tax rolls for collection.

- k. I plan to complete the upgrade to the billing system by the end of this fiscal year. I conferred with the technical team at CUSI, and a technician will provide remote support for installation of the current version, plus transfer of data to the new operating system. I am in the process of formatting a new billing form so that the District can process printing of forms.

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 13th was 8.2 ppb, while the arsenic level of Water Well #1 was 52 ppb.
- b. A delivery of 250 gallons of hypochlorite solution 12.5% was delivered to the Water Plant on May 12th. The last delivery was made on January 20th.
- c. The rake on the headworks at the WWTP broke, and field staff made the repair. Hoses on blowers had leaks, and they were repaired. They will be replaced as soon as the new hose order arrives. Some water pipes were repaired/replaced at the WWTP; they were rotted out and leaking.
- d. Much weed abatement has been done at the WTP and WWTP facilities.
- e. The current rate of water usage measures about 125,000 gallons per day.
- f. Field operations of the water and sewer systems are going well. Water Well #1 is in good working condition. Routine maintenance of equipment is done on a regular basis, and field operations are monitored daily.