

Regular Board Meeting – September 14, 2022

GENERAL MANAGER’S REPORT: Office Operations

- a. The District received the final retention reimbursement for DACI Project 9.1, and final payments were processed for Dudek and RCAC. I reviewed all calculations; DWR had made some adjustments to RCAC invoices for travel costs and mileage calculations.
- b. I completed the 2021-22 Annual Report for the Labor Compliance Program and e-mailed a pdf version to the Department of Industrial Relations.
- c. I completed and electronically submitted the SSA Annual Information Request to CalPERS, the official California State SS Administrator.
- d. I attended a Microsoft Teams meeting for the Low Income Household Water Assistance Program (LIHWAP) on August 29th. The Program has specific guidelines and requirements for participation. There is a delay in training 211 staff to complete the LIHWAP intake screenings. Outreach information will be forwarded to CCSD. Partner meetings will be held on a quarterly basis.
- e. I am near completion of the online Reporting Requirements Survey for the Wastewater Arrears Program through the SWRCB reporting requirements portal. There was an issue with the SAM.gov registration for federal reporting requirements. The physical address of the CCSD business office was updated and finally verified by the Federal Service Desk.
- f. I completed the Workers’ Compensation Annual Payroll Reconciliation and submitted it online to SDRMA. The District owed \$616.31, which was based on reconciliation of the final reportable payroll for the 2021-22 program year.
- g. I analyzed financial data for the 2022-2023 fiscal year and prepared reports for the data review at the Budget Workshop:
 - Final June 2022 budget report
 - Annual Budget Review – Projections & Actual
 - Breakdown of Wages for Office and Field Operations and Contract Operator Services
- h. I sent an email message to Ruby Viramontes, Resource Development Coordinator for California Rural Water Association, to request an update on CCSD's approval by the State for free leak detection technical assistance. She responded that the District was approved and I will be receiving a call from a specialist to set up the survey.
- i. I sent an email message to Jerry Tinoco of RCAC to request a new Rate Study. He responded that he checked with Mary Fleming and RCAC’s contract manager. The best course would be to submit a TA Request form to the State for RCAC’s assistance with a new Rate Study.
- j. I sent an email message to Matt Naftaly of Dudek to set up a meeting for Prop 68 - Technical Assistance Program for Water System Improvements. I am waiting to hear back. I also forwarded photos and comments regarding some items to address for the Program.
- k. I sent an email message to Gary Kvistad to request an update on the Offer to Dedicate and notified him of Henrik's Nielsen plans for the Ranchoil Subdivision Project. Mr. Kvistad responded that he had no contact from Mr. Nielsen or his attorney since the end of last year.
- l. I sent an email message to Al Correale of USDA RD regarding loan forgiveness. He responded that USDA does not have a loan forgiveness (or similar) program and that we could investigate the possibility of a loan restructure. When he returns from vacation, he plans to make a visit to take care of some other outstanding business here, and we can discuss it further.
- m. Monthly reports for the water system were completed and submitted to SWRCB-DDW.

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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 August 9th was 4.8 ppb, while the arsenic level of Water Well #1 was 47 ppb.
- b. A delivery of 260 gallons of hypochlorite solution 12.5% was delivered to the Water Plant on August 29th. The last chlorine delivery of 270 gallons was made on August 4th.
- c. There were chlorine leaks at the Water Plant that were repaired.
- d. Replacement parts (gearbox and motor) for the WWTP headworks finally arrived. Field staff will complete the repair to return the headworks to good working order.
- e. Field staff met with contractors for the CVRD Concession Project to locate and mark water and sewer lines to connect services for the project. I contacted Lauren Nichols, Project Manager from Cam Use and Development, regarding issues:
 - CCSD was not notified when contractors caused a break in the main water line. Ms. Nichols responded that it was repaired and the contractor understands the protocol if a line breaks in the future. (call my cell immediately)
 - Contractors reported that the tie-in location for the water connection was scheduled to be done *before* the water meter; therefore, water usage would not be recorded. Ms. Nichols was informed to revise her plans to downstream of the existing water meter. Field staff performed oversight of the installation of the water meter and the backflow device.
- f. The CVRD Concession Project included replacement of the fire hydrant at the athletic field, which was inspected by field staff.
- g. There was a water leak on September 3rd at the Cuyama Buckhorn. It was necessary to shut off the water to the Buckhorn and Pato Avenue, then on Cebrian Avenue west of the tiny Tot Park in order to complete the repair. Field staff and Will Price discovered that the 2-inch line to the water meter had broken. A temporary repair was done in order to restore water service to the Buckhorn, which was sold out for the holiday weekend, and the permanent repair will be planned out for a better time.
- h. There was a water leak on Cebrian Avenue. Repairs were done at 4772 Cebrian Avenue and 4780 Cebrian Avenue to water lines from the main line, and water meter were replaced.
- i. Supplies were ordered for repairs and the meter replacement program:
 - 12" x 20" concrete meter box (5)
 - cast iron lid (5)
 - lid insert (6)
 - 1" gate valve (5)
 - ¾" gate valve (12)Total cost of \$1,979.75; 1" angle valve (2) added to existing order on backorder.