

Regular Board Meeting – February 12, 2020

GENERAL MANAGER’S REPORT: Office Operations

- a. The past month was very busy. There were many deadlines to meet by January 31<sup>st</sup> and February 1<sup>st</sup>, in addition to regular office and managerial duties.
- b. Progress Report 8 was submitted for each DACI Funding project by January 17<sup>th</sup>. Progress reports include invoices and backup documentation required for disbursement of funds.
- c. I participated in a Zoom meeting on January 17<sup>th</sup> to discuss Cuyama DACI Projects with an emphasis on scope of work for Project 5 Task 2-IRWM Engagement Efforts.
- d. The CCSD Board approved the Grant of Easement and Quitclaim by and between Jim and Linda Curtis Family Trust and CCSD at the last regular board meeting; however, when I contacted Jim Curtis for his review and approval, he informed he that he did not own the property or easement rights – Don and Laurie Woodward are the owners. I contacted Gary Kvistad, and he was able to sort out the confusion. He prepared a revised Grant of Easement and Quitclaim, which has been forwarded to Don and Laurie Woodward for their review and approval.
- e. I gave Lawrence Sanchez an update on the revised Grant of Easement and Quitclaim and Opinion of General Counsel letter. He assured me that there is no problem with a delay in the execution of the Funding Agreement.
- f. Financial data was sent to John Snowball so he could complete the Annual Financial Transactions Report for Special Districts. I also provided additional data by conference call for requirements for debt service. The FTR was submitted to the State Controller’s Office by the deadline.
- g. All state and federal payroll tax reports were completed and submitted prior to the deadline.
- h. W-2 forms were completed and distributed to all employees on January 29<sup>th</sup>. Form W-3 and Copy A of W-2 forms were submitted to the SSA on that same date.
- i. 1099-MISC forms were completed and distributed to contractors on January 29<sup>th</sup>. Form 1096 and Copy A of 1099-MISC forms were submitted to the IRS on that same date.
- j. The 2020 Water Rate Survey was completed and e-mailed to the Santa Barbara County Water Agency.
- k. The WWTP quarterly self-monitoring report for Quarter 4-2019 was completed and submitted to the GeoTracker database. I also completed the Annual Self-Monitoring Report Summary for the WWTP and transmitted the complete report to the GeoTracker database. The Annual Summary is very comprehensive, and sections include narratives, data tables, graphs, and figures; the entire report is 46 pages.
- l. The District received a minor citation from SWRCB-Division of Drinking Water for failure to monitor disinfection byproducts during the approved month of October for required annual monitoring. TTHM and HAA5 samples were taken during November instead; in addition, they were inadvertently taken at an incorrect distribution location. CCSD is required to notify customers within a one-year period, and DDW approved the 2019 CCR as the method to distribute the notice.
- m. CCSD needs to re-certify the collection system Sewer System Management Plan after 5 calendar years. NV 5 completed the SSMP in October 2014, so re-certification is due. I contacted David Wallis of RCAC to assist with the task, and he informed me that grant funds

are available for WWTP technical assistance.

- n. The training program with the newly hired Clerical Assistant is in progress with focus on customer service and accounts receivable.

#### 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 27<sup>th</sup> was 7.6 ppb, while the arsenic level of Water Well #1 was 59 ppb.
- b. A delivery of 250 gallons of hypochlorite solution 12.5% was delivered to the Water Plant on January 22<sup>nd</sup>. The last delivery was made last year on October 23<sup>rd</sup>.
- c. The freezing temperature on February 5<sup>th</sup> caused small pipes to freeze and break on Filter B at the ARWTP, which caused repeat of the backwash cycle. In turn, one pond overflowed. Repairs were done, and the situation was quickly corrected.
- d. Dean Lovett found the electricity off at the Water Plant and the generator in operation on Sunday, February 9<sup>th</sup>; however, the townsite had power. He determined that PG& E had shut down the power in the area for 2½ hours. The District was not notified in advance. The generator worked properly during the incident.
- e. Current water usage is at an average of 30,000 gallons per day. There was an incident within the last few days of excessive water usage. Dean Lovett checked the water system and found a water leak by the flagpole oval park. When it was dug out, he discovered a leak in an irrigation line on the customer's side. The valve remains shut off, and CVRD has been notified of the situation.
- f. The blowers at the WWTP stopped working, so service and maintenance were done. They are operating properly.
- g. Field staff will begin the installation of the chain link fence along Pond 2 at the WWTP facility next week.