

GENERAL MANAGER'S REPORT

MARCH 14, 2018

Coordination with Staff

- ❖ Communicated with Donna Clavaud and District administrative support and finance sections staff to review agenda and Board packet information.
- ❖ Reviewed and approved invoices and bills submitted in February by NSU, the lab, and Melinda Bell.
- ❖ Reviewed SMRs prepared by NSU and submitted for to Regional Board for January 2017.
- ❖ Received expenditure reports from M. Bell for all transactions related to the WWTP O&M expenses. We will report to the Board at the April regular meeting savings made for operations and maintenance expenses with the restructured O&M contract.

New/Continuing Business

- ❖ Submitted completed inspection questionnaire the Regional Water Quality Control Board, San Francisco Region prior to our scheduled a regulatory compliance inspection of our wastewater system on March 19.
- ❖ We have arranged with North Bay Tree, Weed, and Pest to apply pre and post-emergent herbicide to the roads and ditches at the plant. This is part of the building and grounds maintenance responsibilities that shifted from NSU to the District.
- ❖ Accessed CIWQS website and reported a No-Spill certification for January 2018.
- ❖ NSU has nearly completed their evaluation of the SCADA system. I have asked Dan Ryken who is conducting the evaluation to provide us with an estimate to replace all the faulty sensors. After our meeting with the Regional Board, we will incorporate and requirements that we may receive from them into the replacement plan.
- ❖ I confirmed with NSU the extent of irrigation field improvements that we identified as CIP work for this fiscal year. Melinda Bell and I have been communicating relative to how these expenditures should be reported in our financial summaries. We will report on this at the April meeting.
- ❖ I reviewed the plans submitted to Marin County Planning Department by Mr. Bantle's architect, George Beeler. I informed Tammy Taylor at the County that the plans are acceptable for this phase of the project. I discussed this with Mr. Beeler and he agreed that the construction drawings will include standard details for the side sewer lateral.
- ❖ As a reminder, we will be preparing a resolution for the Board meeting to extend current Board Directors' terms one year each for a total term of five years.
- ❖ I prepared and submitted the District's Annual Monitoring Report for 2017 to the Regional Board.
- ❖ We are getting ready to schedule springtime vegetation management work which includes mowing the gorse from the irrigation field and mowing the sloped areas at the treatment plant.

Miscellaneous

- ❖ I attended a one-day seminar from CSDA on Proposition 218, Proposition, 26, and Rate Setting. The seminar was very informative and confirmed that the rate increases that were adopted by the Board last year complied

with all applicable regulations (not that I doubted it for a moment). It did bring to my attention some items that I can share with the Board in April.

- ❖ I received permission from Graton CSD's Counsel to share with our Board a recap of the laws that impact the services and activities on the Board of Directors. Topics include the Brown Act, Conflicts of Interest. Quasi judicial matters, etc. I will include it in the April meeting packet for your information.

Next Two Months

Review Studies and Data

- ❖ Prepare report on the effect of disconnecting the FOG tank from the influent system for submittal to the Regional Board. The report will be prepared after we complete the collection system closed circuit TV inspection of the sewer main between First Street and the plant.

District Coordination

- ❖ Conduct facility inspection and needs assessment with Natural Systems Utilities to try to resolve the SCADA issues.
- ❖ Review current ordinances and regulations for setting use fees (April).
- ❖ Propose adoption of sanitation facilities standards (April).