

To: Burney Water District Board of Directors
From: David Zevely, District Manager
Date: February 10, 2022
Subject: District Manager's Report, Summary of District Activities from December 16, 2021 to February 9, 2022

December

- The District Manager was added to CalTRUST reserves and operating accounts
- The District Manager Met with Cal Rural Water Association's technical specialist Darrin McKosker to discuss the District's Drinking Water Cross Connection Control Program. Darin is going to review the program and offer suggestions to update the program if needed.
- Operations staff attended Confined Space Safety Training by Cal Rural Water Trainer Pat Conway. All Operations staff completed the course and passed the written test.
- PACE Engineering staff, District staff and SWRCB Staff held a virtual meeting about the WWTP and Collection System Improvement Projects funding for additive alternates. The additive alternates are already submitted in plans for both CIP projects. Included in the discussion was reimbursement timelines for these projects and when the time reimbursement requests are submitted to the funding agency to actual reimbursement can be up to 90 days. After the meeting PACE Engineering staff recommended interim financing/line of credit to cover project costs between reimbursement request and actual reimbursement.
- The District Manager met with Ron Copeland, the District staff's Union Representative. The meeting was an amicable introduction and discussion.
- BAT Electric replaced a faulty autodialer and set up alarms that are activated by the District's SCADA system.
- Three lending institutions were contacted to discuss interim financing options: Tri-Counties Bank, CoBank, and CSDA Finance Division.
- District staff participates in daily meetings and discuss staff activities and tasks.
- Field staff begin a review and discussion of the collection system Sewer System Management Plan. This is a standing meeting where assigned sections of the plan are reviewed.
- Off and On, for at least two weeks The SCADA system called out staff because of water tank communication failures. District staff arranged for PACE Engineering specialists to evaluate the SCADA radio system at the water tanks.

January

- District Auditors, SINGLETON AUMAN PC, met with staff after conducting annual audit of District finances. The audit team will submit findings in the future.
- District staff met with Garret and Jill SYMBIOTIC... to discuss funding for parks and suggestions for improving application success. One suggestion is to develop a funding mechanism for a parks maintenance program.
- Staff was called out to the Main Lift Station for high level alarm. Staff discovered the largest pump, pump 2, was not pumping as expected. After investigating the cause of the problem, staff discovered the pump's main shaft was sheared at the impellor. The District Manager directed

staff to rent a portable pump to temporarily replace the failed pumps pumping capacity. The District Manager discussed the pump failure with PACE Engineers and notified the SWRCB WWTP area regulator about the incident.

- An electrician was called to the main lift station to evaluate the station's pumping strategy. Currently, only one pump operates at a time, so when inflow is more than a single pump's capacity, or if a pump rags up, the station goes into a hi-water condition and a high water alarm alerts the on-call staff. The on-call staff has to go to the station and operate a second pump manually. The electrician was unable to change the pump strategy to a lead/lag pump strategy because there was no electrical diagram for the station and couldn't trace the wiring to change the pump strategy.
- Staff replaced wear plates for pumps 1 and 3 at the main lift station. This equipment maintenance increased pump flow rates and reduced calls for high-water level alarms.
- PACE Engineering, SWRCB, and District staff held a virtual meeting to discuss BWD drinking water system improvements and available funding for Wells 6, 7, & 8, the booster station, tank coating and improvements, gensets with an ATS at wells and fully develop Well 9. These improvements will be two separate projects: the Well 9 Construction Project and the Water System Improvement Project.
- District Manager met with CRWA field specialist, Tahnee Praiswater, to discuss training opportunities through the CRWA, such as water backflow testing and certification training in Sacramento. There are other programs for water and wastewater too.
- Doug Lindgren and others on his cogeneration power design team met virtually with District and PACE Engineering Staff to talk over cogeneration power and heat energy prospects and uses for the wastewater treatment plant. District staff provided Utility statements for the WWTP to the Cogeneration design staff.
- District Staff arranged for the District's legal counsel to review the Burney Water District Construction Project Manual of Water Meter Replacement Project, Phase 1, before it is put out to bid.
- Basic Labs is now providing courier service for the District, so monthly wastewater and water samples are picked up at the District office on sample day. This allows District staff to concentrate on operations and customer service rather than driving samples to Redding. Basic Labs charges a forty dollar flat fee for the courier service.
- The District's CPA worked with the District's IT specialist and migrated accounting data from Sage accounting software to QuickBooks. Features on QuickBooks are well suited for the District's needs.
- District staff applied for a park grant for improvements at the Washington-Bue Park. The previous grant application was denied but made it to the final rounds for grant funding.
- District Staff completed and sent two monthly wastewater treatment reports to the SWRCB area Engineer for review. More reports need to be completed for the District to be up to date for reporting requirements. Also, Staff is now current for the District's drinking water monthly reports.
- Staff met at PACE Engineering office in Redding for Waste Water and Collection System bid openings.

- After review of the Burney Commons project, a 30-unit housing project, on Bainbridge Drive, staff provided a will-serve letter for water and sewer service. The project's engineers reviewed the will-serve letter and requested slight changes, to which the District responded.
- In January, during business hours, staff responded to the following number of water and sewer service requests:
 - 4 water turn on requests
 - 8 water turn off requests
 - 26 meter re-reads and/or move in/out requests
 - 8 sewer service requests (backups on either customer or District side of the line)
 - 5 water maintenance requests (frozen valves, leaks, etc.)
- In January, staff responded to 7 after-hour calls for the following:
 - 3 High-water level alarms at the main lift station
 - 2 water-tank communication failures caused alarm
 - Customer call with no water due to Frozen water line
 - Customer call water leak in-house and needed shut off

February

Several alarms sounded at the District office/shop areas that caused neighbors to complain. On-call staff responded to the alarms. Staff contacted the alarm company and requested a technician evaluate the system and disable the outside, audible sirens, and maintain the silent alarm system. The technician serviced the alarm system, replaced a motion sensor and replaced all batteries throughout the alarm system. No alarms have occurred since the technician worked on the system.

Staff have been improving WWTP Logs to align with and capture permit required information.

All District staff completed and passed a blended, online and in-person, First Aid/CPR/Infant/AED certification course.

The District Manager attended the February Water Resources Managers of Shasta meeting. The meeting was in Redding. At the meeting water theft policies, lead service lines in water systems, and Managers highlighted their upcoming projects. Also, there was a brief discussion about state permit fee increases.

Staff met with PACE Engineers and inspected well houses, and other appurtenances to refine water system project improvements that will be submitted for grant funding.