

To: Burney Water District Board of Directors
From: David Zevely, District Manager
Date: April 15, 2022
Subject: District Manager's Report, Summary of District Activities from March 11, 2022 to April 13, 2022

March

- The District Manager/CPO and Valerie Rasmussen, the SWRCB regulator for the wastewater system, spoke about treatment plant processes and sampling. There was consensus testing for total phosphorus is not required and there was support to remove that laboratory test from the regular testing regimen. In addition, the regularity of process sampling and dissolved oxygen and pH sampling at the ponds was discussed.
- Staff sampled water and wastewater sites for February's permit-required analyses. Sample results are within permit limits.
- Burney Bio-Energy, a cogeneration plant that may be a future industrial discharge to the wastewater treatment plant, requested a will-serve letter from the District. Staff was provided preliminary design information and requested additional information. Staff discussed the possibility of the new cogeneration plant with the SWRCB regulator and PACE Engineering.
- Staff learned that the District radio license is expired and is looking into renewing the license through Enterprise Wireless. With the renewal, there may be an opportunity to include more sites to accommodate water and wastewater improvements.
- Staff submitted a Technical Assistance grant application for water system construction standards. As of now, the District refers to City of Redding standards that need to be modified for environmental differences between the two areas.
- The 2021 financial audit is complete. The audit was conducted by Singleton-Aumans, LLC.
- The WWTP CPO requested weekend staff time be 2-hours per weekend day for treatment plant and system checks, unless there are circumstances that require additional time.
- Staff met RTA construction at the WWTP so they could evaluate sludge valves and staging area for future construction project at the plant.
- Staff submitted semi-annual well-water level data to Shasta County Public Works.
- Staff discovered and repaired a water main leak near the intersection of Butte and Highway 299.
- Staff attended a Zoom meeting with a CalPERS representative, Jasper Jacobs, to discuss pension cost funding to help offset the cost of the District's PERS unfunded liabilities. He is scheduled for a Zoom meeting with the Finance Committee at the next committee meeting.
- Staff mailed a letter in response to a customer complaint about the swimming pool fee increase. The \$1.00 increase started and was included in the January 2022 billing cycle.
- PACE Engineering revised and District staff approved a will-serve letter for Burney Commons. A new multi-unit housing project on Bainbridge Drive.
- Staff met with Stacey Hafen, from North Cal-Neva RC&D Council, Inc., that oversees the grant funding for the meter replacement project. Ms. Hafen requested several documents that were provided to her by Pace Engineering and District staff, such as quarterly progress reports.
- Staff completed SDRMA online trainings so the District receives a 3% discount on Property/Liability insurance coverage and 3% on Workers Compensation Insurance Coverage.

- PACE Engineering held a pre-construction meeting at the District office. RTA Construction and District staff were in attendance.
- The District Manager/Collection System LRO renewed and updated the collection system questionnaire for the District's wastewater collection system. This is updated annually and is on the California Integrated Water Quality System (CIWQS) website.
- Staff reported three sanitary sewer overflows (SSO) for the month of February. The following SSO's were reported on the CIWQS online reporting system:

Category	Volume	Spill Start	Location
Category 3	200	2022-02-19 15:00:00	Open field near the intersection of Timber Drive and Highway 299
Category 3	200	2022-02-24 14:00:00	Open field near the intersection of Timber Drive and Highway 299
Category 3	3	2022-02-24 05:30:00	37438 Toronto Street

- District staff and PACE Engineering visited the Well 9 site and discussed water lines and valves and how the well discharge is tied into the water distribution system.
- Staff sampled water and wastewater sites for March permit-required analyses. Sample results are within permit limits.
- District meetings this reporting period included: the Public Relations Standing Committee Meeting, Finance Standing Committee Meeting, Regular Board meeting, Swimming Pool and Parks Standing Committee Meeting, Special Board Meeting, Personnel and Policies Standing Committee Meeting, Planning, Standards and Ordinances Standing Committee.
- The District accountant is recording account information in the new QuickBooks program and also the existing Sage accounting program. This will continue until the new program is working as expected, probably for the next month or more.
- Operations staff continued to train on sections of the District's Sewer System Management Plan.

April

- All staff trained on the District's heat illness prevention program.
- Submitted February 2022 wastewater monthly report to SWRCB staff for review.
- Submitted March 2022 drinking water monthly report to SWRCB staff for review.
- The District Manager purchased new radio-read meters for the water meter replacement project. They should arrive in late May and late June, depending on the meter size.
- A member with Burney Little League informed District staff they had a cleanup day on Sunday April 3rd, 2022 at Washburn-Bue baseball field and there was trash, dog poop, needles all over the field and in the dugouts. Also, they repainted the dugouts and they already have been vandalized. They are going to be making repairs to the fence, to prevent future vandalism and to try to prevent litter of needles they requested to keep the baseball field locked during their baseball season. For health and safety reasons, the District Manager agreed it is best to safe guard baseball participants and observers during the season by locking the field when not used for its intended purpose.
- The District Manager attended the Water Resource Managers of Shasta monthly meeting in Redding: The meeting focused on impact of current drought conditions on local water resources.
- Staff is working with LCW (District Counsel) to draft a letter to request temporary Right of Entry and Right to Work Permit for access to private property for the construction of the Collection System Improvement Project - Phase 2.

Service Requests and Call Outs

In March, during business hours, staff responded to the following number of water and sewer service requests:

- 4 water turn on requests
 - 2 water turn off requests
 - 37 meter re-reads and/or move in/out requests
 - 4 sewer service requests (backups on either customer or District side of the line)
 - 6 water maintenance requests (frozen valves, leaks, repairs, etc.)
 - 2 water leaks (District side of the line)
 - 1 Water Meter Lid Replacement
 - 2 meter replacement
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- In March, staff responded to 2 after-hour calls for the following:
 - An emergency USA locate request for PGE on Black Ranch Road.
 - A water main leak on Highway 299 at the corner of Butte Street.