

To: Burney Water District Board of Directors
From: David Zevely, District Manager
Date: January 20, 2022
Subject: District Manager's Report, Summary of Activities from December 6, 2022, to January 17, 2023

December

- District Manager, Field Staff and the Union Rep discussed reduction of weekend overtime hours.
- Respond to a customer appeal letter regarding a commercial account.
- Draft a Covid-19 symptoms flow chart as part of developing a COVID-19 Prevention Program
- Submitted November 2022 drinking water monthly report to SWRCB staff for review.
- Submitted November 2022 wastewater report to SWRCB staff for review.
- Submitted a no-spill report for November 2022 and certified on the CIWQS database.
- Provide Wastewater treatment plant regulator with tentative schedule for SSMP approval.
- Financial auditors from Singleton-Auman CPA's poured over 2021/2022 fiscal year financial documents for the 2021/2022 Independent Auditor's Report.

Water Meter Replacement Project, Phase 1

- At the end of December 2022, Whitehawk Construction completed the Water Meter Replacement Project.
- In January 2023, PACE Engineering submitted the Final Project Completion Report for review by the funding agency, North Cal-Neva Resource Conservation and Development Council and District staff recorded a Notice of Completion for the project at the Shasta County Recorder's office.
- The project consisted of planning, design, and installation of approximately 340 water meter replacements and appurtenances.

WWTP and Collection System Improvement Projects

Construction has slowed the past month mainly because of weather conditions. However, below is a summary of the major tasks worked on since the last report:

WWTP Major Tasks Worked On:

- The secondary clarifier wall sections have been completed. Forms on the final two sections have not been removed yet.
- The Sludge Lagoon water meter and backflow prevention device installation has continued to make progress.

Collection System Major Tasks:

- None

January

- Rodney Armstrong, Board recommended appointment to the Burney Water District Board, was approved by the Shasta County Board of Supervisors at the meeting of January 10, 2023. He will need to complete his Oath of Office.

- Keith Moore and David Zevely registered for a Backflow Tester certification course. The training will be in Sacramento from February 13 thru 17, 2023, and held at the Cal Rural Water Association training center.
- Staff participated in the Clean Water Summit Partners - Sanitary Sewer Systems Waste Discharge Requirements Order. These are new orders that will require changes to the SSMP by June 5, 2023. Key takeaways of the webinar regarding what needs to be done before June 5, 2023, are as follows,
 - Agencies must transfer data and enroll under the new order before 6/5/2023 to maintain their current coverage, otherwise they will have to enroll for new coverage
 - The Legally Responsible Official (LRO) must go into the CIWQS WDR SSS Portal between 4/5/23 and 6/4/23 to apply for continuation of the existing regulatory coverage
 - The LRO can log into the system as early as 1/16 to get the detailed information that will reportedly be online at that time
 - Agencies should verify the correct LRO(s) are in the system in the meantime
 - Spill category definitions have changed in the reissued order
 - Required document due dates have changed in the reissued order (SSMP Updates and Audits, Annual Reports, etc.) There is a lookup tool to determine new due dates for agencies
 - Agencies must update only the Spill Emergency Response Plan section (currently known as the Overflow Emergency Response Plan) of their existing SSMP prior to 6/5/23 and upload the entire updated document.
- Submitted December 2022 drinking water monthly report to SWRCB staff for review.

Field Operations

In December, Field staff

- maintained treatment plant equipment, adjusted plant processes, grabbed permit-required and process samples, and maintained plant grounds. Pace Analytical in Redding, CA, analyzed permit-required samples and provided laboratory analytical results. Staff evaluated process sample results and used results to adjust equipment and wastewater treatment processes.
- grabbed monthly water system routine samples and those were tested by Pace Analytical laboratory in Redding and submitted to the State.
- collaborated with RTA Construction so RTA could measure the Main Lift Station's influent gate. Staff pumped down the wet well to expose the gate and monitored the lift station while RTA staff measured the gate. The lift stations influent gate will be replaced as part of the wastewater improvement Projects.
- marked underground service alerts throughout the month.
- contacted MPS rental services and asked for a service technician to fix the rental trash pump at the Main Lift Station because it wouldn't pump water as expected. The technician adjusted settings in the pump's controller and added a valve to the discharge side of the pump to solve the problem. The technician trained staff on how to operate the pump with the new setup.
- attended an electrical training put on by Cal Rural Water Association at Fall River CSD.
- Repaired a faulty sewer clean out.

Service Requests and Call Outs

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

- 6 water turn on requests (1 re-connect included)
- 15 water turn off requests

- *10 meter re-reads and final reads (moving)
 - 4 Sewer service request (backups on either customer or District side)
 - 9 water maintenance requests (leaky valves, broken lines, pressure checks)
- * Due to ice and snow conditions, the monthly water meter reads were estimated. Therefore, the reread count is lower than usual. The meter readers were able to capture radio reads for routes 1 & 2 and some businesses.

In December, staff responded to 10 after-hour calls for the following:

- low-level alarm at the Bartel lift station.
- A water turn on request (3)
- A water turn off request (2)
- Staff locked behind WWTP gate on account of multiple locks on chain and District lock left out of sequence.
- A sewer backup.
- A water leak in a meter box on Superior Avenue.
- Unlocked gate at the WWTP