

*SANTA YNEZ COMMUNITY SERVICES DISTRICT*

**MEMORANDUM**

**TO:** Board of Directors  
**FROM:** Jose Acosta, General Manager  
**DATE:** May 19, 2021  
**SUBJECT:** General Managers Report

**General Activities**

- Solicit proposals for construction management services for the Horizon Drive project. All 3 proposals received will be presented to the Board for review and acceptance.
- Collaboration with Staff to review, discuss and compile a draft budget for presentation to the Finance Committee and Board.
- Assisted employee bargaining committee to setup initial meeting with the employee union representatives.
- Communicate with contractors expecting to submit bids for the project. Work with district engineer to compile addendums for release. Ensuring all contractors questions and inquiries are responded to within each addendum.
- Discussion with Kevin McKennon and Greg Lowe, regarding the upcoming retirement of Kevin from the CSD. Staff will be compiling the paperwork for recruitment to fill the vacancy of WWTP Chief Operator. Staff will recruit for a Grade III operator, also a Grade II operator with capability to acquire Grade III within one year from date of hire.
- Received an inquiry from Mission Hills CSD regarding possible need to contract with CSD to serve a primacy agency with Grade III operator for record keeping and reporting purposes. MHCSO will reach back out once they confirm with SWRCB.
- Contacted City of Solvang City Manager for formal letter retracting the City's request to have the CSD manage their WWTP and collection system operations and declining to reform the JWC.