

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.A.**

FROM: Jerry Gruber, General Manager

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Meeting Date: December 14, 2017

Subject: MANAGER'S REPORT

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### **GENERAL MANAGER:**

I will be providing the CCSD Board of Directors an update on the following items:

As you recall the CCSD Board of Directors through Resolution 01-2016 adopted Water and Wastewater Rates through the Proposition 218 process. I would recommend the Board of Directors provide direction to staff to bring this matter back for consideration during the January 2018 meeting. The adopted Resolution allows for an annual increase of 4% annually through January of 2020. The intended purpose of gradual rate increases is to restore balanced budgets, help to fund critical improvements to an aging infrastructure, and address ongoing costs as it relates to inflation.

Our new Finance Manager, Rudy Hernandez, will be working with Patrick for approximately one month prior to Patrick's departure. I will be working closely with the new Finance Manager and will be providing the CCSD Board of Directors with a detailed Financial Summary each month to present to the Board starting in January 2018. The Finance Manager's Report will continue to be included as part of the General Manager's Report; however, a monthly presentation will be extremely helpful with letting the Board and public know where the District stands relating to revenues and expenditures for each Department.

The District's water supply continues to be strong. Both the San Simeon and Santa Rosa aquifers are at good levels as we approach the winter months. The WBE monitoring well is at a good level in addition to the Wastewater Gradient levels. Production continues to be at a manageable level and we do not anticipate at this point in time needing to operate the Sustainable Water Facility over the next several months. So far we have started out with a dry winter. Staff will continue to monitor our aquifers closely.

I would like to talk briefly on the results of the RWQCB decision on December 7, 2017 relating to the issuance of the approval of the Cambria Community Service's Blending of the Surface Impoundment Wastewater and Treated Municipal Effluent per Resolution No. R3-2014-0041, General Waiver for Specific Types of Discharge. I would also like to discuss the significant progress being made relating to the Wet Weather Preparedness for the Impoundment Basin.

The East Ranch Phase One Park Project is completed. We will be closing the old dog park within the next two weeks. We have noticed a great deal of activity at the new dog park and the East Ranch Phase One Park. Many people are using the area to walk and ride bikes.

The PROS Commission has started working on their Goals for 2018.

I have been working closely with William Bellis on the Stuart Street Project. William has finished the bid documents and has circulated them to numerous contractors. Superior Tank Company was the lowest Bidder at \$24,986.00. Since this project was budgeted for as part of the Fiscal Year 2017/2018 Budget and the amount is below the General Manager's authority of \$25,000.00 – I have authorized the work to begin once all the necessary paperwork is completed. Once the contract is fully executed, Superior will have the work completed within a sixty day period of time. If you recall, William Bellis' contract for bid documentation and project management was \$16,015.00. The total amount budgeted for the repairs to the Stuart Street Tank as part of this year's budget was \$64,000.00. Both the William Bellis contract combined with Superior Tan comes to \$41,001.00, which is \$22,999.00 under budget. The completion of the Stuart Street Tank Project will yield an additional five years of services from the existing Reservoir. The total price is well below the projected replacement price.

The District continues to make ongoing improvements to both the Water and Wastewater Infrastructure. Staff met with members of the Infrastructure Ad Hoc Committee to discuss the District's collection system to include lift station upgrades, intrusion and infiltration, and manhole repairs that have been accomplished to date. Both the CIP list for Water and Wastewater are finalized with the exception of reprioritizing a few items.

I would like to thank the County of San Luis Obispo Public Works for all the work they have done for the community of Cambria the last several months. The County, in preparation for the upcoming rains, has reinforced the entire hill with plastic by lift station B1 - adjacent to Tin City. If you recall last year, the hill behind the lift station experienced a mud slide that threatened the station. The County has secured the area with plastic and sandbags to protect the structure from future rains and flooding. The County has also done a superior job in cleaning out the drainage ditches of vegetation and sediment along San Simeon Creek Road and has replaced a collapsed culvert in preparation for the upcoming rainy season. Staff is also working with State Parks on removing debris from another creek channel that could inhibit the natural flow of water within the creek during heavy rains. This multifaceted, multi-jurisdictional approach, in addition to the wet weather preparedness work that has already been done or is soon to be underway, will significantly reduce the impacts to the Impoundment Basin. I will continue to work with the County regarding additional long term improvements to the drainage culvert and adjacent roadway areas along the San Simeon Creek Road. These efforts could take one additional year to complete.

Staff continues to work closely with the County of San Luis Obispo Planning Department on the District's Regular Coastal Development Permit for the Sustainable Water Facility. District staff conducted a conference call with staff from both the California Coastal Commission and County Planning Department regarding the Regular Coastal Development Permit for the Sustainable Water Facility.

Staff also continues to work closely with the State Water Resources Control Board regarding the Licensing of the District's Water rights for both the San Simeon and Santa Rosa Aquifers. Staff anticipates the matter being resolved within the next few months.

And staff continues to work closely with the San Luis Obispo Sheriff's Department regarding the homeless issue within Cambria, specifically within the boundaries of the CCSD property. All of the encampments have been cleaned up.

#### *Department Reports:*

#### **ADMINISTRATION:**

##### *Human Resources:*

We are currently recruiting for the following positions: Wastewater Operator-In-Training (OIT), Grade I, or Grade II, Reserve Firefighters, and the Chief Plant Operator (CPO) for the Sustainable Water Facility (SWF).

##### *Information Technology:*

The new servers have been ordered and the installation work will begin soon.

##### *Commissions and Committees:*

Haley supported the BRPCC and attended each meeting, creating, distributing and posting their agendas, transcribing their minutes and maintaining their documents since she started working for the District. The BRPCC report has been finalized and is before the Board of Directors for discussion today. Haley also handles the creation, distribution and posting of the PROs Commission meeting agendas and minutes. The meetings agendas can be found on the CCSD website. Steve Kniffen is recommending that the PROS Commissioners elect a new Chairperson in January 2018. According to the bylaws, the terms of office for the Chairperson, Vice-Chairperson and Secretary shall be two years,

with elections occurring at the first regular meeting of every odd year. This was overlooked in 2017, but staff will make sure it's done starting in 2019 and every odd year after that.

## **FACILITIES AND RESOURCES:**

### **1. Fiscalini Ranch Preserve:**

- a. Trail Work:
  - i. FFRP Volunteers have been clearing back vegetation from the Marine Terrace Trail.
  - ii. Preparation for winter storms is ongoing. A number of trails are being cleared and drainage/water bars are being installed to shed water out of the trails and prevent erosion.
- b. Ramsey Trail:
  - i. A dead tree was dropped and cleaned up. Part of the tree snapped off from the top and landed on the neighbor's back yard. Debris was cleaned up from neighbor's side.

### **2. Community Park:**

- a. Community Park:
  - i. Dog Park: wood chips
    - 1. 300 yards of wood chips were ordered and spread out by CCSD staff
  - ii. Parking Lot:
    - 1. Drainage:
      - a. 45 cubic yards of cobble stone was laid on middle drainage area.
      - b. Work was done by CCSD staff and FFRP volunteers
  - iii. A shelter/bench was built by CCSD staff for the new dog park. Bench is made out of cypress slab and redwood.
  - iv. Phase 1 of the community park is now complete.

### **3. Vets Hall:**

- a. Windows:
  - i. CCSD staff has repaired all non-functioning windows in the main hall.
- b. Parking Lot:
  - i. Over the last few years a number of trees have died in the parking lot and have been removed.
  - ii. 7 trees have been purchased and will be planted in the next couple of weeks. Planting of the trees is being coordinated with Farmers Market manager.
- c. Floors:
  - i. Refinishing of wood floors is being scheduled for January
- d. 25 events were held since last monthly Board Meeting.
  - i. Events included: Veterans Day Ceremony and Community Thanksgiving Meal

### **4. Homeless:**

- a. CCSD Staff removed 25 yards of trash from 7 abandoned homeless camps on Fiscalini Ranch
- b. 4 camps were located on west part of Ranch by Santa Rosa Creek trail and 3 were located on East Ranch.
- c. CCSD staff is now patrolling known areas where camps have been seen before to try and discourage additional camps from being established.

### **5. Street Lights:**

- a. CCSD Staff inspected all CCSD owned street lights on Main St.
  - i. 10 lights were identified as not working.
  - ii. Work to repair these lights is being coordinated.

### **6. Public Restrooms:**

- a. CCSD staff is coordinating our annual full cleanup of both CCSD owned public restrooms.

- b. Work will include pressure washing all interior and exterior walls and floors, re-sealing of floors, re-painting of interiors walls, repairing partitions and dispensers.
- c. Work will occur in December and each restroom will be closed for approximately a week.
- d. Portable restrooms will be placed on site for public use while work is being done.

**ENGINEER:**

Key activities since the November 16, 2017 Board meeting report (report prepared on November 6, 2017) to the date of this report's preparation (December 1, 2017) have included:

- Sustainable Water Facility (SWF):
  - The Advanced Water Treatment Facility (AWTP) has remained off line.
  - The monthly Title 22 self-monitoring report for October 2017 was submitted on time to the Water Board on November 15, 2017.
  - A storm water pollution prevention plan (SWPPP) was completed for the wet weather preparedness activities at the surface water impoundment basin (swale work).
  - A minor use permit application was submitted to the County for the wet weather preparedness activities. (This was done as a follow up to the earlier emergency permit that had been issued by the County for this work.)
  - A notice to proceed was issued on November 17, 2017 to G F Garcia & Sons for completion of the drainage swale at the surface water impoundment. As of December 1, 2017, their contract work was completed, which consisted of grading the swale and installing a bio-net lining. The photos below show the work completed by G F Garcia.



12/1/2017 Lined Swale along East Side of Impoundment Basin



12/1/2017 Lined Swale along North Side of Impoundment

Remaining work to be completed in this area will be for hydro seeding of exposed soil surfaces for erosion control and additional sandbagging. Hydro seeding is scheduled to be completed on December 8, 2017 by Dorman Hydro Seeding at an estimated cost of \$3,255. We have also used West Coast Tree in setting sand bags.

- In anticipation of the Regional Water Board ultimately approving the impoundment basin closure plan and an associated low threat discharge permit, Water Department staff completed a 2-inch connection onto the treated wastewater effluent pipeline near the percolation basins (See Water Department discussion for further details.).
- Staff met with a California Department of Finance Auditor on November 27, 2017, to review the earlier Proposition 84 Grant funding.
- Staff continues to coordinate with County Planning staff on the Regular Coastal Development Permitting process.

- Permit Counter:

So far this year, 6 Transfers of Position, 18 Assignments, 34 Voluntary Lot Mergers, and 52 Remodel Applications have been reviewed and processed.

- CIP Planning and Updating/Coordination

The CIP list continues to be refined and updated as needs are identified.

- Miscellaneous Water and Wastewater Plant Projects and Repairs:

- Coordination with FEMA/Cal OES. Staff last spoke with CalOES on November 30, 2017 to answer questions they had on an earlier reimbursement request associated with the flooding and storm damage that occurred earlier this year.
- Influent Screen. Staff work remains on developing modified drawings to support further reduced installation costs for the new screen. Once completed, new bids will be requested.
- See water portion of report for a discussion on water system repairs. Staff are currently working on a proposed contract to support design of a permanent high-pressure water main repair to replace the temporary bypass pipeline that was placed along the pedestrian bridge behind the Bluebird Inn and Black Cat Restaurant.

- Staff coordinated with TekTegrity on troubleshooting and improving upon the transmittal of Underground Service Alerts (USA) email notices to key staff.
- Staff worked with TekTegrity on the replacement of the District Engineer's computer

Well Level reports from December 3, 2017 readings are attached, and are also being made available for review on the District's website at [www.cambriacsd.org](http://www.cambriacsd.org)

## **FIRE:**

### **November 2017**

#### Prevention and Education

- 2 Residential rough/hydro inspections were completed
- 3 Fire final inspections
- 1 Residential site visits for building questions
- 4 Fire plan reviews
  - 440 Cambridge
  - 1750 Arliss
- 6 Engine company commercial fire and life safety inspections were conducted
- 2 Public education events
- 10 Residential smoke/carbon monoxide detectors were installed and or the batteries changed
- 10 Contacts with people regarding fire prevention questions
- 2 Fire Engine and Station tours

Hydrants Maintenance & Testing Date	Water Used	Hydrants Completed	Hours
June	3,768	32	52
July	0	0	0
August	1,650	21	16
September	0	30	18
October	0	15	12
November	0	0	0
<b>Total</b>	<b>5,418</b>	<b>98</b>	<b>98</b>

#### Meetings and Affiliations

- SLO County Chief's meeting November 1st, 0900 Hearst Castle
- Manager's training November 1st, 1330 SLO
- CISM training November 4th – 8th, 0830-1700 SLO
- Staff meeting November 9th, 0830 Cambria
- EMS Advisory meeting November 9th, 1530 Cuesta College
- Manager's meeting November 15th, 0900 Cambria
- CCHD Board meeting November 15th, 1300 Cambria Grammar School
- CCFPA November 15th, 0900 SLO
- CCSD Board meeting November 15th, 1230 Cambria

#### Operations and News

- Training hours: 263.65 hours, Training for the month of November was primarily focused on the following topics:
  - ALS medication administration
  - New engine orientation
  - Air bag usage

- SLICE/RS fire tactical training
- Season of Hope and Toys for Tots
- Completed ISO review (see attachment on General Manager's report)

Fire Statistics are attached for your review.

## **WASTEWATER:**

### **Wastewater Treatment Plant Operations**

- Toni and Tim have been working hard to finish the break room and it almost done. The final touches of paint have been put on and it looks very professional.
- The new 6-inch diameter portable pump was received and this month Haley has been getting it registered with the DMV.
- Jason found the water leak on the service line to the sludge press, which was downstream from our water meter. This leak was at the sludge press, and is now repaired.
- We have replaced the motor on effluent pump 2. The old motor was sent out for inspection and rewinding.
- We have been working on a new pressure relief valve for the plant water (3W) system and should have it replaced this month.
- We have emptied all three effluent ponds and cleaned them out in preparation for the winter rains.

### **Collection Systems & Lift Stations**

- We have received training from Seth Sutherland and received a new tablet with GIS information on it.
- Tim and Toni have been updating the GIS manhole locations as they check the newly replaced lids.
- We are continuing our ongoing campaign to locate the source of groundwater and storm water (I.e., infiltration and inflow, or I & I) that is getting into the collection system. When feasible, corrections are being made, such as repairing and replacing leaky manhole covers.
- Now that we have the tablet to use, it has helped facilitate our tracking of manholes that need attention.
- The Vactor truck has been in the field cleaning lines and logging the information onto the GIS.
- We now have all of the drive belts changed out in the lift stations.
- Lift station B-2 required a new rotating assembly on pump 2.

## **Laboratory:**

- Abalone Coast continued to provide the services of a certified laboratory analyst for those analyses that are reported to the state. Currently, Abalone's Amanda Smith is calibrating the online pH meter on a monthly basis.
- Gold Coast Environmental replaced the pH probe and calibrated both the turbidity meter and the pH probe.

## **Administrative:**

- Monique and Haley have finished the Grade II operator job specification, which has been posted. We are now accepting applications.



## **WATER:**

1. The Sustainable Water Facility (SWF) continues to be offline due to well levels remaining high for this time of year. Larry Moore continues to oversee the daily SWF operations, which typically consists of preventative maintenance, groundwater well sampling, and impoundment basin liner integrity testing.

This past month, about 53 hours of Water Department staff time was spent at the SWF and its impoundment basin. Larry Moore repaired a leak in the system relating to the circulation of Preservol, which is used to maintain the RO elements and micro-filter membranes. Approximately eight hours went towards groundwater sampling and analysis. Larry also spent time flushing out monitoring well MIW1 so a more representative groundwater sample could be obtained from that particular well. To facilitate groundwater sampling, a new sampling pump was acquired with a higher pumping capacity.

Besides routine tasks, approximately twelve hours of staff time was spent emptying and disposing of the deteriorated white sandbags at the impoundment basin. These older sandbags were placed last January in response to the flooding emergency. Jason and Larry also spent a few hours potholing a PVC pipeline, which was used to support the geo-hydrological study of the impoundment basin area. Water operators also located the treated wastewater plant effluent pipeline near the percolation ponds in anticipation of its future use as part of the planned efforts to empty the impoundment basin. This later effort included the installation of a saddle, corporation stop, a short reach of 2-inch diameter water line, as well as a curb-stop with a meter box.

Besides the 53 hours of staff time spent on maintenance and sampling associated with the SWF, daily inspections of the impoundment basin were performed. Operators logged the number of birds and animals present, the weather, inspected the fence and liner for rips or tears. Once a week, operators performed liner integrity testing by pumping any water that is found within two monitoring wells that extend under the southern berm of the impoundment basin. If water is present in either liner integrity monitoring well, the amount of water removed is logged, certain field tests are made, and samples are sent to an outside lab for analysis. This past month, no water was found in either liner integrity monitoring well.

2. Water operators discovered a wet area near a fire hydrant at the corner of London Lane and Green Street. This was found to be caused by a leak directly below the hydrant, which was due to the bottom connector of the hydrant having slipped off its 6-inch diameter supply pipeline. In response, the Water Department isolated the hydrant and completed repairs within three days. Work included installing a new pipe coupling and new section of PVC pipe. Mega-lug fittings and a concrete thrust block were used to ensure this hydrant connection will not leak in the future. During this effort, our Fire Department was kept advised of the hydrant's repair status and availability.
3. During November, water operators inspected all water facilities looking for leaks or malfunctioning equipment. When operators observe that a piece of equipment is malfunctioning, the equipment is repaired or replaced. Operators make sure that all facilities are kept clean and in good working order.
4. During mid-October, the production meter at the SS3 well started to slowly malfunction. Essentially, the well was pumping more water into the system than the meter was reading. This likely occurred due to an error made during the meter's calibration, which preceded this occurrence. Jason Buhl tracked this in detail and took SS3 well offline, which addressed the error in our total production metering. The meter at SS3 is to be recalibrated again on December 4, 2017. If the SS3 production meter is not able to be calibrated, we will have it replaced.



5. Tough Automation assisted the Water Department with various computer and supervisory control and data acquisition (SCADA) malfunctions, and continues to provide a vital service to the Water Department. Our SCADA and control systems require regular maintenance and periodic repairs, which are completed by Tough Automation in a timely and efficient manner.
6. Production for November 2017:  
San Simeon:-19.19 Acre Feet  
Santa Rosa:--19.96 Acre Feet  
Total of ----- 39.15 Acre Feet

Last year production for November was: 39.85 Acre Feet  
Production from November 2013 was: -- 52.11 Acre Feet

Well levels in continue to drop slowly. In November, the Water Department consistently pumped two wells from the San Simeon aquifer. Only the SR4 well was being pumped in the Santa Rosa aquifer. Please see the attached plots and tables for well level data.

7. During November, Water Department staff read/located 25 meters manually for customers or Administration staff, and manually re-read over 100 meters for billing and water conservation purposes.

Operators assisted 67 customers with high usage or leaks on the customer's side of meter

Five meters were locked or un-locked

18 meters were shut off at customer's request

Three leaks in the distribution system were repaired

Five after hour alarms were handled.

Seven retro-fit inspections were performed

Eleven Underground Service Alert (USA) locations were completed

Two faulty curb/angle stops were replaced.

8. During November, staff continued to complete operational tasks to support the overall water treatment and distribution system. These tasks include daily inspections of all wells, well pumps, booster pumps, and sodium hypochlorite metering pumps. Daily records are maintained on water production, and daily sampling is conducted at each active well. Weekly routines typically include sampling the distribution system, and inspecting all water facilities, which includes our tank sites and underground pressure reducing vaults. We also complete all monthly and quarterly sampling, which is required by the State of California.

Attachments: 01 Finance Manager's Report  
02 Fire Statistics  
03 Production and Well graphs  
04 Balance Public Relations December 2017 Report  
05 General Manager's PowerPoint Presentation  
06 Public Records Requests and Responses  
07 ISO Letter Dated November 20, 2017 to Jerry Gruber