

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.A.**

FROM: Jerry Gruber, General Manager

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Meeting Date: January 18, 2018

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:

I would like to take a moment to acknowledge and welcome the newest CCSD Board Member, Director Pierson. Staff is here to make your transition onto the Board of Directors as smooth as possible. Please let us know if there is anything we can do for you.

I have been working very closely with our new Finance Manager, Rudy Hernandez, since our last Board Meeting and I am extremely pleased with Rudy and the improvements he has made since his arrival. Mr. Hernandez will be providing the CCSD Board of Directors and the Community of Cambria a monthly update on the overall financial status of the District. This will include, but not be limited to, revenues versus expenditures, and the specific operational improvements and internal controls that have been implemented into our daily operations since Mr. Hernandez's arrival. I wanted to let the Board of Directors know that at last month's meeting, Ms. Bettenhausen raised some questions regarding the SWF. On Thursday January 4, 2018, a meeting was conducted at the General Manager's office to discuss, address, and resolve some of the questions that were asked at the December Board Meeting. In attendance from the CCSD were Jerry Gruber, Rudy Hernandez, Patrick O'Reilly via telephone, Bob Gresens, and Director Wharton. Elizabeth Bettenhausen, Dewayne Lee, and Karen Dean were also present. The meeting lasted approximately one and one half hour and the exchange was extremely respectful and cordial. Several other questions were asked relating to overall revenues versus expenditures and staff is addressing those.

Staff continues to monitor the community's water supply closely. As I am writing this staff report, it is raining outside and I am extremely thankful for the overdue precipitation. At the December Board Meeting the Board asked that I keep a very close eye on the current aquifer conditions, and to encourage conservation measures throughout the community. To date, we are well under our normal precipitation levels for this time of the year. Both the San Simeon and Santa Rosa aquifers are at adequate levels for our winter months; however if the weather patterns continue with minimal precipitation, we will need to discuss the possibility of more restrictive conservation efforts. 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 time needing to operate the Sustainable Water Facility over the next few months.

On December 7, 2017, the RWQCB issued 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. District Engineer Bob Gresens will be providing the Board with an update on the Closure Plan as part of his Engineer's Report. I have also directed Bob to keep a running detailed breakdown for costs associated with the Closure Plan, as well as an update relating to the status of the District's RCDP for the SWF and the collaborative effort between CCSD staff and County Planning Staff.

I have submitted a renewal application to the South County Sanitation District for the disposal of brine from the SWF to their facility.

The East Ranch Phase One Park Project is completed and the Old Dog Park has been dismantled. The overall transition went extremely well thanks to Carlos Mendoza, CCSD staff, and Mr. Tim Roche from the PROS Commission. There is a significant amount of activity, both human and canine, at the new dog park located on the East Ranch at the Rodeo Grounds.

The Stuart Street Tank panel replacement project has been completed and the tank is back in service. If you recall, the overall cost of the project was \$41,000.00. This included contract management, material and construction cost. When the panels were being removed, the contractors found additional corrosion that need to be remediated before work could continue. Under an emergency order, I authorized the additional work at a cost of \$9,000.00. The total cost of repairs for the Stuart Street Tank came to \$50,000.00. This was \$14,000.00 under the \$64,000.00 that was budgeted as part of the Fiscal Year 2017/2018 Budget. I have several slides to present of the Stuart Street Tank Repairs as part of my General Manager's report.

The District continues to make ongoing improvements to both the Water and Wastewater Infrastructure as available resources allow. Both the CIP Master list for Water and Wastewater have been updated and reprioritized to be used as part of the upcoming Water and Wastewater Rate Study, in addition to the District Financial plan.

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 by lift station B1 with plastic - 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 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. With the rains upon us, everyone's efforts will pay off.

Staff also 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. We will meet with County Staff on January 17, 2018.

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. I continue to reach out to Mitchell Moody regarding the status of our request for licensing.

Finally, 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. Carlos and staff have cleaned up a total of six encampments.

#### *Department Reports:*

#### **ADMINISTRATION:**

##### *Human Resources:*

We are currently recruiting for Reserve Firefighters.

We held Wastewater Operator-In-Training (OIT) and Grade 1 Operator interviews on December 27, 2017 and held a second interview on Friday, January 5, 2018.

We have filled the vacancy for the Administrative Technician IV position. The candidate will start work on January 22, 2018.

*Information Technology:*

TekTegrity will install the Microsoft Office 365 licensing on each computer this month. The server has been installed at the Fire Department and the wireless access points are working great.

*Commissions and Committees:*

Haley handles the creation, distribution and posting of the PROS Commission meeting agendas and minutes. The meeting agendas can be found on the CCSD website. The PROS Commissioners are asking the Board of Directors for consideration to appoint Kermit Johansson, currently an alternate PROS Commissioner, to the PROS Commission and to appoint Stanley Cooper, currently a PROS Commissioner, as an alternate to the PROS Commission, with each completing the remainder of the other's unexpired term. They also have completed their goals and objectives for 2018, which are before the Board of Directors for consideration today.

During the end of November and throughout the month of December, Monique worked on the following items:

- Jerry and Monique met with Director Pierson for orientation on January 3, 2018.
- Monique and Haley met with Jason Buhl and Stephanie Salvi on January 3, 2018 regarding a property at 6725 Cambria Pines Road.
- Met with the Confidential Administrative Assistant to prepare a Special Agreement and collect a security deposit for Jeff Roberts. Met with Mr. Roberts to finalize the Restrictive Covenant for two properties on Moonstone Beach Drive. Worked with District Counsel to review and finalize the Restrictive Covenant in order to have it recorded and finalized.
- Finalized processing of the paperwork to continue employment of Patrick O'Reilly.
- Finalized the employment contract for Finance Manager.
- Finalized December 2017 Resolutions.
- Attended the December Manager's meeting.
- Managed the process for filling of the Board member vacancy.
- Communicated with the SLO County Clerk's Office regarding special election options, ballot measure, and filling the vacant Board Member seat.
- Prepared for and published several Board meeting agenda packets; prepared and published the Notice for the adjourned board meeting.
- Met with AGP twice to discuss technical options for Board meeting presentations.
- Worked on several public record requests.
- Met with Billing Clerk to assist in CCSD owned property list; reviewed list in preparation for the January 2018 board meeting.
- Met with several employees for various Human Resources matters.
- Worked on various Human Resources matters.
- Met multiple times with the Administrative Technician III Payroll Technician to assist with various benefit administration tasks.
- Met with Finance Manager to discuss and assist with multiple Finance Department matters.
- Met with Water Department Supervisor.
- Met with Wastewater Department Supervisor.
- Met with the General Manager to finalize the SWF/CPO position description, prepared final position description.
- Worked with Confidential Administrative Assist to initialize the recruitment for the CPO for the SWF.
- Completed Five Things You Need to Know About the Salary History Law webinar.

- Worked on District vehicle claim.
- Processed legal summons.
- Continued oversight of Wastewater Operator-In-Training (OIT), Grade I, or Grade II recruitment.
- Met with Dental Insurance broker; reviewed dental insurance proposals; selected policy; prepared contract documents.
- Met with the Administrative Technician IV and Bob Gresens regarding the exit of the Admin Technician IV.
- Phone conference with TekTegrity regarding the server and Wi-Fi access points install.

## **FACILITIES AND RESOURCES:**

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

- a. Trail Work:
  - i. Round pressure treated posts were placed on forest trail heads.
    - 1. These post will allow for quickly closing down of trails due to wind storms, trees down or when maintenance is being performed.
- b. Wedding: A small wedding ceremony was held on bluff trail on January 6<sup>th</sup>.
  - i. On average 3-6 wedding ceremonies are held per year on the Ranch.
  - ii. Wedding ceremonies are allowed per the Management Plan and are regulated through an events policy.

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

- a. Community Park has been completed and is now being used:
  - i. Dog Park: CCSD staff moved furniture, signs, water bowls from old dog park to new park.
  - ii. Signs: New rules signs were made and installed at new park.
- b. Old Dog Park:
  - i. CCSD Staff ordered a roll off dumpster in preparation for removal of old dog park.
  - ii. On Wednesday December 27<sup>th</sup> CCSD Staff began dismantling the park. Wire fence, posts and gates were removed.
  - iii. Trees were pruned and branches chipped

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

- a. Floors:
  - i. Dining room and main hall floors were refinished.
  - ii. From January 6<sup>th</sup>- January 11<sup>th</sup> no events were scheduled at Vets Hall to allow work on floors.
  - iii. CCSD Staff, stripped, cleaned and waxed floors
- b. Dispensers:
  - i. Brand new paper dispensers were installed in restrooms and kitchen.
- c. Fire Extinguishers-Kitchen:
  - i. All fire extinguishers and fire suppression in the kitchen were serviced and tested.
- d. 24 events were held since last monthly Board Meeting.
  - i. Events included: CCSD Special Board Meetings and SLO Sherriff Town Hall Meeting

### **4. Street Lights:**

- a. CCSD Staff inspected all CCSD owned street lights on Main St.
  - i. 10 lights were identified as not working.
  - ii. 5 street lights have been repaired. The remaining 5 needed new ballasts. Ballasts have been ordered and work will be scheduled as soon as parts arrive.

### **5. Public Restrooms:**

- a. Public restroom on Sheffield St. was closed during the week of December 12<sup>th</sup>. Restroom on Center St. was closed during week of December 18<sup>th</sup>.

- b. During closure CCSD staff pressure washed all interior and exterior walls and floors, re sealed concrete floors, re painted interiors walls, repaired partitions and dispensers.
  - c. Portable restrooms were placed on site for public use while work was being done.
6. **Pocket Park Center St.**
- a. CCSD Staff removed old picket fence from park. A new split rail fence was installed.

## ENGINEER:

Key activities since the December 14 Board meeting report, (report prepared on December 1, 2017 to the date of this report's preparation, which was January 9, 2018), have included:

- Sustainable Water Facility (SWF):
  - The Advanced Water Treatment Facility (AWTP) has remained off line.
  - The monthly Title 22 self-monitoring report for December 2017 was submitted to the RWQCB on January 4, 2018, which was eleven days before its due date.
  - The RWQCB approved a low threat discharge permit, which was needed to implement the impoundment basin closure plan.
  - Staff is completing preparations for emptying impoundment per the RWQCB approved closure plan. These activities include having two 21,000 gallon Baker tanks delivered to the SWF site on January 17, 2107. Additionally, staff training on the use of a spectrophotometer to measure boron is being coordinated with the manufacture's expert. Staff also met with Alpha Electrical in setting up temporary power and controls for the pump that will transfer water out of the pond to the Baker tanks, as well as the pump that will meter water into the WWTP effluent pipeline.
  - With the recent arrival of rains, grass starting to grow within the recently completed drainage swale and hydro-seeded areas to prevent erosion.



*12/7/2017 View looking south along the new drainage swale that is located to the east of the impoundment. Recently hydro-seeded areas show as green areas. The eastern fencing shown to the right of the new swale was repaired during late summer/early fall of 2107.*

- West Coast Tree has also assisted with placing sand and gravel bags to further prevent erosion during the winter rainy season.
- Staff continues to coordinate with County Planning staff on the Regular Coastal Development Permitting process. To date of this report, our next meeting with County staff is scheduled for January 17, 2018.
- Permit Counter:
  - For the 2017 Calendar Year, 6 Transfers of Position, 21 Assignments, 40 Voluntary Lot Mergers, and 59 Remodel Applications were reviewed and processed. So far in January 2018, 1 Voluntary Lot Merger and 2 Remodel Applications have been reviewed and processed.
- Miscellaneous Water and Wastewater Plant Projects and Repairs:
  - Influent Screen. To save on installation costs, a revised layout of the influent screen has been completed that will place the new screen on top of an existing grit tank as opposed to constructing a new reinforce concrete structure. New bids are being requested based on this revised approach.
  - See water portion of report for a discussion on the recently completed repairs to the smaller 125,000-gallon Stuart Street tank.
  - Staff worked with TekTegrity on replacing of the District Engineer's computer
- Staffing
  - Please join us in wishing Carolyn Winfrey the best as she has accepted a new position in Colorado Springs, Colorado, and will be moving after January 11, 2018. Fortunately, Carolyn has agreed to work under a contract arrangement on our RWQCB reporting for the next three months as we train new staff. Carolyn's unique combination of enthusiasm, work ethic, and expertise will be greatly missed.

Well Level reports from January 2, 2018 readings are attached, and are also being made available for review on the District's website at [www.cambriacsd.org](http://www.cambriacsd.org)

## **WASTEWATER:**

### **Wastewater Treatment Plant Operations**

- We have replaced the motor on effluent pump 2. The old motor was sent out for inspection and rewinding.
- The new pressure relief valve for the plant water (3W) system has been installed.
- The fire extinguishers have all been inspected and are good for one more year.
- We have added all of the fire extinguishers to the monthly safety list.

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

- Seth Sutherland has provided the Trimble GPS along with a new tablet for the collection system. Now as staff checks or works on the system, the information is uploaded to the network and locations are being adjusted.
- 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.
- The Vactor truck has been in the field cleaning lines and logging the information onto the GIS.
- We were tagged at lift station B-3. Delon and Tim painted over the area affected and now we need to add this lift station to the list of buildings that need to be painted.

## **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.
- Abalone is still calibrating the pH probe on a monthly basis.

**Administrative:**

- We have started interviews for the vacant position here at the wastewater plant.

**WATER:**

1. Repair of the smaller, 125,000-gallon Stuart Street Tank was completed from December 19<sup>th</sup> through December 21, 2017. Will Bellis of ATS completed design of this repair, and also inspected the repair work by Superior Tank. The original repair called for the replacement of seven roof panels and three of the top tier side panels, which were severely corroded. During removal of the seven roof panels it was discovered that three more panels would have to be removed and replaced. Approval of this added change was issued due to there being nothing to bolt the new panels onto, as well as the cost potentially doubling if Superior Tank's crew were to stop and remobilize back to the site for the additional three panels. Immediately following the repair, Water Department Staff filled the tank. The tank remained filled and offline until a Bacti sample could be analyzed by FGL labs. The Water Department received the analysis indicating a passed Bacti test on January 2, 2018, which resulted in the tank being placed back into service that same day.
2. On December 4<sup>th</sup>, 2017, Gold Coast Environmental was able to find and diagnose the problem with the Well SS-3 flow meter, which had been errantly reading too low. Gold Coast Environmental was able to calibrate the meter, and it has since been working correctly.
3. On December 27<sup>th</sup>, Water Department staff upgraded the existing water service located at 5233 Hillcrest to meet fire sprinkler flow requirements. Cost for this work is reimbursed to the District per the terms of a service line replacement agreement.
4. The Case Backhoe tractor used primarily by the Water Department for loading material into the dump truck and for larger excavations, would not start. Water Department operator Ben Grosskreutz was able to diagnose and repair a fuel problem, which saved the District on the potential cost associated with a travelling on-site tractor mechanic.
5. While conducting daily production rounds, Water Operator Travis Holt noticed a wet spot near the pressure regulator outside of the Well SS3 building. Water passes thru this regulator to the Chlorine analyzer and the turbidimeter for the entire San Simeon well field. Travis excavated the leaking pressure regulator and installed a new one with new hardware. It was fortunate that Travis observed this leak before it got worse. Had the leak progressed and worsened, it could have affected the accuracy of the Chlorine analyzer and turbidity meter.
6. On December 27, 2017, the District received notice that Travis Holt successfully passed his Grade Three Treatment exam. The CCSD now employs three Water Department operators with a Grade T3 Water Treatment License.
7. The SWF currently remains offline. Water Department staff have continued to perform groundwater sampling per the facility's state-issued monitoring and reporting program (MRP). Operator Larry Moore has continued to oversee maintenance of the SWF. Maintenance activities include repairing leaks and monthly circulation of Preservol within the filter membranes and reverse osmosis elements. Other activities include the mowing of weeds

around the facility and general housekeeping. Water Department staff have also worked alongside John Allchin, Bob Gresens, Carolyn Winfrey and Jerry Gruber to facilitate the Impoundment Basin Closure Plan.

8. In December of 2017 Water Department staff completed the following:

157 meters were read for billing and possible leaks. Additional re-reads were also performed for billing.

Staff assisted 24 rate payers with high usage or possible leaks.

2 meters were locked or unlocked

7 meters were shut off for repairs

3 leaks in the distribution system were repaired.

7 retrofit inspections were performed.

28 USA locations were completed

2 meter shut offs were replaced

5 fire hydrants were raised to allow better access for the Fire Department.

2 fire hydrant valves were located and raised. Just in case the fire hydrant is damaged, the valve will be much easier to find and shut off in an emergency.

The clay-valve pressure/flow regulator at SR4 started leaking. Staff noticed and promptly repaired.

9. Staff also completed the daily tasks of water treatment and distribution, including the daily inspections of all wells, well pumps and CL2 pumps, daily recording of water production, daily sampling of the water produced at active well heads, weekly routine sampling of water in the distribution system, and weekly inspections of all water facilities including tank sites and pressure reducing vaults. Any and all routine monthly and quarterly sampling required by the state of California.

Attachments: 01 CCSD Departmental and Operational Goals for 2018  
02 CCSD Departmental and Operational Goals for 2018 PowerPoint Presentation  
03 General Manager PowerPoint Presentation  
04 2018 Tree Removal Letter  
05 Production and Well graphs  
06 Balance Public Relations January 2018 Report  
07 Public Records Requests and Responses