

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.A.**

FROM: Jerry Gruber, General Manager

Meeting Date: February 22, 2018

Subject: MANAGER'S REPORT

GENERAL MANAGER:

With the lack of precipitation to date and what looks to be a very dry winter, staff continues to monitor the District's water supply. As a future agenda item for March, staff will be bringing a detailed report forward regarding the Sustainable Water Facility and what efforts have been made to date to prepared for the next start up cycle. Staff will also be making a recommendation in November regarding what appropriate stage of water conservation the Board should consider in the immediate future reading the community's available water supply.

As of Thursday, February 15, 2018 staff anticipates starting to empty the Impoundment Basin. RWQCB staff will be on site.

The CCSD will be widening their recruitment for the position of CPO for the SWF.

I continue to work with Senator Dean Florez on items of importance to the District and Cambria. Senator Florez will provide the Board with an update on the District's Water Rights and Right of Entry Matters.

The Growth Management Ordinance Amendment with the County of San Luis Obispo is due for the District's comments. After consulting with the Board President, Vice President and District Counsel, it is being recommended that the current Growth Management Ordinance for Cambria remain at 0% for the next two-year period. The Board at some point in time should discuss in detail the Growth Management Ordinance and the Resource Management System to bring the new Board Members up to date and discuss both items from a policy perspective.

I have reached out to Management Partners and have requested a proposal for a Goal and Priority Setting workshop. Once I receive the proposal I will forward it on to the Board for consideration.

CERT will be hosting additional certification training in the next month or so. Once I receive the specific dates I will pass the information on to the Board and the Community.

On February 14, 2018, eight CCSD staff attended a one-day Liebert Cassidy and Whitmore training session in Paso Robles on Introduction to the Fair Labor Standard Act and A Guide to Implementing Public Employee Discipline. Both sessions were very informative and served as an opportunity for team building amongst the staff.

March's Board meeting agenda will be very busy and productive from a Financial Management perspective. Mr. Hernandez will be bringing the Tyler Incode for new Financial software forward to the Board for consideration. Staff will also be presenting to the Board the District Budget Overview for this fiscal year's Budget and will be requesting any necessary adjustments that may need to be made. Also, as part of the Budget Overview, staff will be presenting a new format for Departmental Financial Reports as part of the update. Once fully implemented, Department Managers will be able to receive their Departments Budget Reports no later than 10 days after the close of each month. Staff anticipates that the Audit will also be ready for the Board to receive. Please note that additional time should be allocated for receiving the Audit due to the change in Auditors this year. Staff is also in the process of completely

updating the budget format for Fiscal Year 2018/2019 that will result in a much more detailed and transparent budget. We anticipate bringing the first draft of the Budget for Fiscal Year 2018/2019 to the Board for review and comments in April of 2018.

ADMINISTRATION:

Human Resources:

We will be holding written and physical agility tests for Reserve Firefighters this month. Melissa Bland was hired as the Administrative Technician IV, Permit Compliance Specialist. Her first day was January 17, 2018. Please join us as we welcome her to our team.

Information Technology:

TekTegrity installed the Microsoft Office 365 licensing on each computer this month. Mailboxes were migrated to a new service, which resulted in mailboxes being unavailable. Staff worked closely with TekTegrity to get this issue fixed. 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 have completed their goals and objectives for 2018, which are before the Board of Directors for consideration today.

During the end of January and throughout the month of February, Monique worked on the following items:

- Finalized the hiring of the Administrative Technician IV, Permit Compliance Specialist.
- Met with staff regarding the CPO for the SWF position.
- Preparation for Labor Negotiations.
- Met with Chief Hollingsworth regarding the Reserve Firefighter recruitment.
- Met with the office admin staff regarding conducting our first staff meeting.
- Worked with the office admin staff to identify CDM Smith documents that the District Engineer inquired about.
- Organized bi-weekly Administrative Office staff meetings. Prepared for and conducted two bi-weekly office staff meetings.
- Reviewed the Tribune's Community Directory for the Park, Recreation, & Open Space ad and the Board of Directors ad, provided revisions.
- Monique and Haley followed up with Jack Posemsky, Jason Buhl and Stephanie Salvi regarding a property at 6725 Cambria Pines Road.
- Worked with District Counsel and Melissa Bland to finalize a Special Agreement and a Restrictive Covenant for two properties on Moonstone Beach Drive.
- Finalized January 2018 Resolutions.
- Attended the January Manager's meeting and created the 2018 Manager's meeting schedule.
- Worked with the Administrative Technician IV to assist on transitioning to her new role and assisted with training on Voluntary Lot Mergers, Assignments, etc.
- Communicated with the SLO County Clerk's Office regarding special election options, and the ballot measure.
- Prepared for and published the February Regular and Special Board meeting agenda packets; prepared and published the Notice for the special tax ballot measure.
- Met with AGP to discuss upgrading the presentation system for Board meetings at the Cambria Vets Hall.
- Worked on public record requests and responses.
- Met with Billing Clerk to assist in CCSD owned property list; reviewed list in preparation for the February 2018 board meeting.

- Met with several employees for various Human Resources matters.
- Worked on various Human Resources matters.
- Multiple phone calls with LCW.
- 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 on several occasions with Wastewater Department Supervisor.
- Finalized the hiring process for the new Wastewater Operator.
- Met with the District Engineer and General Manager.
- Met with the General Manager regarding the SWF/CPO position.
- Worked on the District vehicle claim.
- Processed legal summons.
- Attended multiple days in court.
- Continued oversight of Wastewater Operator-In-Training (OIT), Grade I, or Grade II recruitment and Reserve Firefighter recruitment.
- Phone conference with TekTegrity regarding the Wi-Fi access points installation and the Microsoft Office 365 migration.
- Worked with TekTegrity on installation of three new computers at the administrative office.
- Worked with the Administrative Technician III and TekTegrity on the Badger Meter CD installation.
- Worked with the Confidential Administrative Assistant on a letter to Dean Vadnais regarding the water intrusion leak in the front office.
- Worked on FMLA letter.
- Worked with payroll clerk and employee regarding retirement process.
- Attended the Tyler Technologies meeting with the Information Technology Ad Hoc Committee.
- Monique attended two LCW on-demand webinars.
- Haley attended the 2018 Public Agency Legislative Update webinar.
- Met with the Haley regarding updating the Payment & Compensation Plan.
- Attended several agenda preparation meetings.
- Hired a Temporary Personnel Agency to provide a temporary employee. Reviewed resumes, interviewed, selected and hired a temporary employee.
- Finalized the Administrative Technician IV recruitment and hired Melissa Bland.

Monique and Haley will be attending the 20th Annual Public Sector Employment Law Conference February 26, 2018 to March 1, 2018 in San Francisco.

FACILITIES AND RESOURCES:

1. Hazardous Trees:

- a. Victoria Way: 6 dead and dangerous trees were dropped and chipped in this area.
 - i. Chips were used by volunteers to chip nearby trails
- b. Trenton/ Warren: 4 Dead and dangerous trees were cut and chipped
- c. Marlborough: 5 Dead and dangerous trees were cut and chipped

2. Homeless Camps:

- a. CCSD continues to patrol the Ranch on a weekly basis looking for homeless camps.
- b. Pink flagging is being placed on entrances where camps have occurred or have been discovered.

3. Community Park:

- a. As part of our permit, the Regional Water Quality Control Board requested that we have 70% plant growth on disturbed areas of the park.

- i. Since the park was opened to the public, CCSD has sent reports on any potential rain event to the Regional Water Quality Control Board.
 - ii. Recent aerial photos of the park show that we have now reached the 70% growth.
 - b. One additional boulder/rock was purchased and placed in the parking lot.
 - i. A gap in front of the handicap parking spots allowed for vehicles to squeeze through and drive on to the Ranch. The new rock will prevent this from occurring.
 - c. New signs and two drinking stations were added to the new dog park.
4. **Vets Hall:**
- a. 5-year sprinkler test is scheduled for February 28th
 - b. 6 Trees were planted around parking lot.
 - i. Prior to planting trees CCSD Staff met with Farmers Market representative to mark locations of trees
 - c. 38 events were held at Vets Hall since last Board Meeting:
 - i. Events included: Chamber of Commerce Art and Wine Festival, Cambria Film Festival and Fire Safe Council Meeting
5. **Street Lights:**
- a. A total of 10 street lights between Chevron Station and Rabobank were repaired.
6. **Vandalism.**
- a. Vets Hall: Rocks were thrown against the building breaking a window. Window has been repaired
 - b. Public Restrooms: a small fire was started inside the Sheffield Restroom

Skate Park: siding on large ramp was broken

ENGINEER:

Key activities since the January 18, 2018 Board meeting report, (staff report prepared on January 9, 2018) to the date of this report's preparation, which was February 13, 2018), have included:

- Sustainable Water Facility (SWF):
 - The Advanced Water Treatment Facility (AWTP) has remained off line.
 - The annual Title 27 self-monitoring report for the impoundment basin was completed and submitted to the RWQCB on January 30, 2018, which was one day before its due date.
 - An annual low threat discharge report was submitted to the RWQCB on January 30, 2018, which was on time and the same day that particular report was due.
 - Staff is now working on the January 2018 monthly Title 22 self-monitoring report, which is planned for submittal to the RWQCB before its February 15, 2018 due date.
 - Staff is continuing preparations for emptying the impoundment basin per the RWQCB-approved closure plan. These activities included further staff training on the use of the District's spectrophotometer to measure boron.
 - The associated piping and electrical controls were completed for the impoundment basin closure plan, with water being pumped from the impoundment basin to the rented Baker tanks on February 12, 2018. Staff is to

- meet with the RWQCB staff on February 16, 2018 to ensure their concerns have been adequately met before operating the plan's metering pump.
 - Permitting efforts are currently underway to allow for off-hauling and disposal of the third stage RO reject water. These efforts will include working with the RWQCB and County Planning.
 - Staff continues to coordinate with County Planning staff on the Regular Coastal Development Permitting process. Our next meeting with County staff is scheduled for February 21, 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 2018, 1 Transfer of Position, 1 Assignment, 4 Voluntary Lot Mergers and 14 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 reinforced concrete structure. Staff is currently finalizing a request for quotation for informal bidding this revised installation.
 - Staff reviewed and provided input to the annual Waste Water Treatment Plant self-monitoring report.
 - Coordination was provided between the Water Department and remodel applicants requiring larger service lines due to fire sprinklers being added.

WASTEWATER:

Wastewater Treatment Plant Operations

- We have been operating effluent pump 2 in Manual at 295 GPM in preparation of pumping down the brine pond.
- The new pressure relief valve for the plant water (3W) system has been tested.
- A new filter has been installed at the sludge press to accommodate the plant water.
- We are now using plant water 100% of the time at the screw press for sludge processing.
- This has an annual water use savings of \$14,000 to the wastewater plant.
- We have met with PG&E on finding ways to address and resolve our power supply challenges and to evaluate ways to increase energy efficiency.
- We continue to work on the hand rail replacement program around the plant digesters.
- As recommended by the Board President and Vice President, I have attached the list of CCSD owned properties for your review and consideration. This subject has been on the horizon for a couple of months. Staff requests direction on how and when to bring a revised list of properties back to the Board for additional consideration.

Collection Systems & Lift Stations

- Lift station 8 lost communication, we had Tough Automation install a new circuit board.
- We now have backup circuit boards in the lift station.
- 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 Wastewater Treatment Plant Vactor Truck is in need on replacement. The cost associated with the replacement of the Vactor Truck and two additional staff members for the District Collection system should be taken into consideration as part of the current rate study that is underway.

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.
- Staff was involved in a webinar with HACH that focused on the use of a DR3900 spectrometer.
- Faith Zenker from the County Lab also came out to give a lecture on proper lab procedures involving our use of the HACH DR3900 Spectrometer.

Administrative:

- Please welcome Jason Vormbaum to the CCSD team. Jason started February 5, 2018 and comes to us as an OIT and has passed the California State Grade II in wastewater.

WATER:

1. From January 4th-January 18th Water operator Larry Moore oversaw daily operations of the Water Department during the Supervisor's absence. Thank you, Larry, for doing a great job.
2. Operators upgraded the water service line and meter at 2130 Wilton Drive for fire sprinkler flow requirements, which was paid for by the property owner per a water line replacement agreement. The existing water service was upgraded from ¾" to 1" diameter size. The meter was upgraded from 5/8" to 1".
3. On January 25th, Jerry Gruber notified the Water Department staff of a potential leak in the Fern Canyon area, which resulted in a search and subsequent location of the leak on January 27th. The leak was caused by a corroded blow-off pipe fitting at the corner of Burton Drive and Highway 1. The depth of the leak and its location resulted in it being repaired by the entire Water department crew on Monday, January 29th.
4. The SWF currently remains offline. Water Department staff continues performing maintenance related to the upkeep of the SWF, including the monthly circulation of Preservol to the filter membranes, all required groundwater sampling and groundwater well levels relating to the SWF, and impoundment basin. Water Department staff has worked closely with other CCSD staff members to help facilitate the removal of RO concentrate water from the impoundment basin per the Water-Board-approved closure plan. Operators installed over 100 feet of 2" diameter PVC pipe from the rented Rain-for-Rent tanks to a connection on the WWTP plant effluent pipeline, which is next to the percolation pond area. Staff potholed for existing pipes at the S.W.F. to help facilitate the connection between the existing 4-inch RO concentrate pipeline and the rented Rain for Rent tanks (aka Baker tanks). Water Department staff attended training sessions on how to analyze boron concentrations using a spectrophotometer. Training was conducted by Hach on 1/18 & 1/19, as well as the SLO County's Laboratory Director on 2/1. Water Department staff also conducted daily monitoring of the impoundment basin. The Water Department staff do a tremendous job in assisting with the upkeep of the Sustainable Water Facility.

5. Water Production for January 2018:

San Simeon: 14.87 Acre Feet
Santa Rosa: 29.65 Acre Feet
Total of: 44.11 Acre Feet

Water Department staff is currently pumping more water from the Santa Rosa basin than the San Simeon well field. Currently water is still flowing past the SR4 well. In San Simeon The water stops flowing above the Palmer Flat area. Pumping more water from the Santa Rosa basin gives the San Simeon wells more time to rebound and potentially keep well levels up going into the spring and summer months.

Last year production for January was 38.80 Acre Feet
Production from January 2013 was 50.55 Acre Feet.

Please see the level charts for information on well levels, which are attached to this report. Considering the very low amount of rain received this year, the well levels for SR4 and SR3 are relatively high. This is likely due the residual benefit from the 40+ inches of rainfall received last year, and our pro-active aquifer management. The levels for wells SS1 through SS3 have lowered to about 14 feet, while 20-feet is more normal for this time of year following the onset of heavier seasonal rains. This is indicative of having about 4.7 inches of rainfall as of the end of January, as opposed to needing at least 11 inches of cumulative rainfall to raise the San Simeon well levels to the 20-foot elevation level.

6. Water Department operators read and or located 107 meters manually. In addition, 89 meters were manually re-read for billing purposes.

37 customers were assisted with high water usage and possible leaks on the customer's side of the meter.

4 meters were either locked or un-locked.

17 meters were shut off, so homeowners or plumbers could make needed repairs on the customer's side of the meter.

4 leaks were repaired in the distribution system.

5 alarms were handled after hours by the on-call operator.

9 retro-fit inspections were performed.

16 USA locations were performed.

3 water meters stops/shut-off valves were replaced or repaired.

7. Water Department staff also completed the daily tasks of water treatment and distribution, which Included daily inspections of all wells, well pumps, and sodium hypochlorite (aka CL2) pumps; daily recording of water production.; daily sampling of water produced at active wells; and, weekly routine sampling of water in the distribution system. All required monthly and quarterly water sampling required by the State of California were submitted. Weekly inspections were completed on of all water department facilities, including the pressure reducing vaults.

Attachments: 01 General Manager PowerPoint Presentation
02 List of CCSD Owned Properties
03 Production and Well graphs
04 Balance Public Relations February 2018 Report
05 Public Records Requests and Responses