

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.A.**

FROM: Jerry Gruber, General Manager

Meeting Date: March 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 closely. Staff took well level readings on March 15, 2018, and after receiving some much-needed precipitation, we continue to keep a close eye on our current well levels, the District Wastewater Gradient and the WBE Monitoring Well. Since the Board agenda was distributed on March 16, 2018, I have included a Green Sheet for the latest well level readings and will be discussing those results with the Board and comparing them to last month well level readings. As part of today's Board Meeting, staff will be presenting a detailed report 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 late spring or early summer regarding what appropriate stage of water conservation the Board should consider as the drought continues.

As of Friday March 9, 2018, staff has not started the emptying of the Impoundment Basin. Staff continues to work closely with the RWQCB on one remaining item and we are hopeful that the process will begin soon.

The CCSD will be widening their recruitment for the position of Chief Plant Operator (CPO) for the Sustainable Water Facility (SWF). We included recruitment ads with the following publications: Jobs Available, Tribune, Cambrian, American Water Works Association, Association of California Water Agencies and the CSDA Website.

I've continued to work with Senator Dean Florez on items of importance to the District and Cambria. Senator Florez and I, along with President Rice, conducted a conference call with I-Bank of California on Thursday, March 7, 2018 regarding Infrastructure Improvements and possible funding mechanisms for the District.

Staff has worked diligently prior to the March 22, 2018 Board meeting on the Mid-Year Budget adjustments for each department. Staff also started the Budget process for Fiscal Year 2018/2019. The recent improvements to the monthly Departmental Financial Reports have been extremely helpful, and have served as a valuable tool for all the managers and supervisors.

The PROS Commission met on Tuesday, March 6, 2018 as part of their regularly scheduled meeting. One of the agenda items directed by the CCSD Board of Directors was the Schoolhouse relocation. The meeting was well attended, and several Cambrians spoke with regards to the possibility of several areas for possible relocation. The PROS Commission pushed the agenda item to April and asked the Historical Society to bring back a list of proposed properties with additional information regarding those proposed sites. The Commission also asked the Pool Committee to come back in April with some additional information regarding a previous survey that was conducted.

Chief Hollingsworth and myself, along with Director Wharton, Director Pierson, and Ken Topping, have been working on possible grants that are available for removing dead and dying trees. On Monday, March 12, 2018, Chief Hollingsworth, Director Wharton, Director Pierson, and Haley Dodson filled out several Notices of Intent for projects identified within Cambria. With the help of Dan Turner, the CCSD also filed a Notice of Intent for the Co-Generation Facility. If our Notices of Intent are selected to move forward

collectively or on an individual basis, I will come back to the Board for a dialogue and policy decision relating to matching funds.

ADMINISTRATION:

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

Human Resources:

- Prepared for Labor Negotiations
- Met with several employees for various Human Resources matters
- Worked on various Human Resources matters
- Multiple phone calls with LCW
- Met with the Haley regarding updating the Payment & Compensation Plan

Recruitment:

- Started the recruitment for the Water Operator T3/D2
- Met with the General Manager regarding the CPO for the SWF position
- Started the recruitment for the Chief Plant Operator (CPO) for the Sustainable Water Facility (SWF) position
- Continued oversight of the Reserve Firefighter recruitment
- Held interviews for the Reserve Firefighter positions
- The Reserve Firefighters have received conditional offers and are in the background portion of the hiring process

Trainings:

- Monique and Haley attended the 20th Annual Public Sector Employment Law Conference from February 26, 2018 to February 28, 2018 in San Francisco
- Coordinated employee and director Ethic & Harassment certificates for compliance
- Coordinated the Manager's and Supervisor's registration for the February 14, 2018 LCW workshops
- Monique and Haley attended two LCW workshops on February 14, 2018
- Haley attended the SDRMA Education Day on March 20, 2018 in Sacramento
- Monique attended an Out-of-Class Assignments webinar
- Coordinated the Manager's and Supervisor's registration for the April 11, 2018 LCW workshops
- Handled the registration for Director Pierson to attend the CSDA Leadership Academy in Monterey
- Handled the Board of Directors and General Manager's registration for the CSDA annual meeting

Technology:

- Phone conference with TekTegrity regarding the MOMS/Laserfiche migration schedule
- Haley coordinated the MOMS migration with staff and TekTegrity
- TekTegrity migrated MOMS and Laserfiche to the new server
- Haley had many phone calls with TekTegrity regarding webpage editing rights

Contract Liaison:

- Worked to amend TekTegrity's Professional Services Agreement
- Worked with Dennis Timoney on the Sierra Vista Hospital, Inc. Agreement
- Worked with Rudy on the Total Compensation Contract
- Finalized a contract to provide video production and video distribution services to the CCSD with AGP which included upgrading the presentation system for Board meetings at the Cambria Vets Hall. AGP will start upgrading the system soon

- Worked with Carlos and District Counsel to finalize the Allways Clean Agreement for Janitorial Services

Board Meetings:

- Attended several agenda preparation meetings
- Haley coordinated sending out staff report reminders to managers
- Finalized the February 2018 Resolution
- Prepared for and published the March Regular Board meeting agenda packet
- Worked with Dean Florez regarding the April town hall meeting
- Worked with Haley to update the future Regular Board meeting agendas in Novus, per the Board's direction
- Worked with Haley to create Finance and Infrastructure Committee agendas in Novus
- Prepared the February 5th, February 8th, February 16th, and February 22nd Board meeting minutes for the March 22nd agenda packet

Meetings:

- Prepared for and conducted bi-weekly Administrative Office staff meetings
- Haley suggested the following cost saving measures at the bi-weekly staff meeting: cancel Zee's Medical Services, cancel the bottled water service, cancel the coffee machine, coffee services and consider ordering cheaper creamer, sugar, coffee stir sticks, etc., order comparable copy paper at a cheaper price, and cancelling service of a copy machine that is never used. Staff agreed to the cost saving measures. Haley worked with Chris Cox to cancel the water bottle delivery service and coffee service. Haley ordered a Brita water pitcher, Brita filters, and water bottles for the administrative office staff. Haley and Chris worked together to order new coffee, creamer, stir sticks, and started using a new coffee pot that was ordered last year. Haley ordered the same paper, but at a much cheaper price per ream. Haley will order a first aid kit and supplies at a cheaper price than Zee's Medical Services
- Haley worked with staff and sent reminder emails on providing snacks at the bi-weekly Administrative Office staff meetings
- Haley handles the creation, distribution and posting of the PROS Commission meeting agendas and minutes. The meeting agendas and minutes can be located on the CCSD website
- Haley posted the approved PROS January and February meeting minutes
- Haley prepared the March and April PROS agendas
- Haley received the March 2018 PROS minutes and prepared them for the April 2018 agenda

Miscellaneous:

- Worked on public record requests and responses
- Finalized the District vehicle claim
- Worked with the Confidential Administrative Assistant on a letter to Zee Medical Services regarding terminating services for the administrative office
- Monique and Haley worked on cost saving measures for the administrative office
- Monique worked with the State Controller's Office
- Monique worked with the County Clerk-Recorder's Office regarding the rebuttal to argument against Measure A-18
- Haley ordered lunch and dessert for Travis Holt's luncheon at the Water Department
- Monique and Haley worked with the Board of Directors, Manager's, Supervisor's, and the PROS Commission regarding filing their 700 forms
- Haley processed purchase orders for multiple vendors
- Coordinated with Tami Bisantz regarding the consolidation of the biennial election
- Haley created a CCSD Wi-Fi policy and we are working on finalizing the document
- Haley created a Delegation of Authority Form and we are working on finalizing the document
- Haley is working to create an Office Security Policy

- Haley created a CCSD salary chart in Excel

Engineering Department:

- Met with the District Engineer and General Manager

Facilities & Resources Department:

- Met with the Facilities & Resources Manager

Fire Department:

- Haley worked at the Fire Department on Notices of Intent for several projects identified within Cambria
- Worked with William on preparing for the Fire Hazard Fuel Reduction Program
- Haley prepared the Fire Hazard Fuel Reduction Program staff report for April and prepared the request for proposal

Finance Department:

- 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
- Haley updated the confidential phone roster for the finance staff and distributed it to all employees
- Worked with payroll clerk and employee regarding retirement process
- Worked with Haley to assist the Finance department with accounts payable invoices
- Haley worked with the Finance department on AT&T/CALNET3 credits
- Worked with Haley to assist the Finance department in various Vets Hall questions
- Worked with Haley to assist the Finance department with creating employee orientation packets and benefit checklists for initial hires and successful completion of probation

Wastewater Department:

- Met with Wastewater Department Supervisor

Water Department:

- Met with Water Department Supervisor

FACILITIES AND RESOURCES:

1. Fiscalini Ranch:

- a. 5 Dead and dangerous trees were dropped behind Warren Rd homes X Tipton Trail.
 - i. Brush and logs were cleaned up and chipped.
- b. Ridge Trail: Dead and dangerous trees along trail were cut.
 - i. Trail was closed for ½ day. All brush and logs were cleaned up and chipped.
- c. Trenton Trail: Dead and dangerous trees along trail were cut.
 - i. Brush and logs were cleaned up and chipped.
- d. Santa Rosa Trail:
 - i. Eucalyptus Branch: Waste Water Department reported a large dangerous dead eucalyptus branch overhanging on the Santa Rosa Trail. Branch was dropped and cleaned up.

- ii. CCSD Staff cut back encroaching branches and vegetation from trail.
 - iii. A eucalyptus tree fell across the entrance of trail blocking access to the Ranch and CCSD Waste Water Lift Station. CCSD Staff cut and removed the tree from the entrance. A few days later debris was cleaned up.
 - e. Rodeo Grounds: a willow tree fell across the road. CCSD Staff chipped and cleaned the tree.
 - f. Ice Plant: 16 yards of ice plant were loaded up and hauled away by CCSD Staff from Bluff Trail
 - i. Ice plant had been pulled and piled by FFRP Volunteers
 - g. New brochure holders were purchased for the Ranch entrances.
 - h. Wood chips: Volunteers and CCSD Staff spread wood chips on the Tipton Trail
2. **Community Park:**
- a. Dog Park: 5 dog bag dispensers were installed at the park.
 - i. Dog dispensers were purchased by Dog Park volunteers.
 - b. Fire Hydrants:
 - i. 5 hydrants were placed at the dog park. Hydrants were donated by Fire Department/ Water Department and Facilities and Resources Department. Fire hydrants were ones that had been taken out of service. CCSD Staff washed/ cleaned and painted the hydrants.
3. **Vets Hall:**
- a. Facilities and Resources Supervisor is assisting new admin staff with preparation of Vets Hall contracts.
 - b. Parking Lot Lights.
 - i. During monthly inspection, two exterior parking lot and walkway lights were found to be malfunctioning.
 - ii. New LED fixtures have been ordered and will be installed by electrician in the next few weeks.
 - c. Sewer: CCSD Waste Water Department flushed out the sewer line behind the Hall.
4. **CCSD Lots:**
- a. Green St.: 3 dead and dangerous trees were dropped, cleaned up and chipped on CCSD Lot

ENGINEER:

Key activities since the February 23, 2018 Board meeting report, (prior staff report prepared on February 13, 2018) to the date of this report's preparation, which was March 12, 2018), have included:

- Sustainable Water Facility (SWF):
 - The Advanced Water Treatment Facility (AWTP) has remained off line.
 - Staff is now working on the February 2018 monthly Title 22 self-monitoring report, which is planned for submittal to the Water Board before its March 15, 2018 due date.
 - As part of the impoundment basin closure, staff continued to measure boron concentrations and improve upon measurement techniques using a spectrophotometer. Startup of the metering pump used to transfer water from the temporary Baker-style tanks into the treated effluent at the percolation pond began on March 12, 2018.

- A draft update to the facility's Operation Maintenance and Monitoring Plan (OMMP) was completed on March 10, 2018. This update includes offsite hauling of RO concentrate for disposal and requires Water Board staff approval prior to initiating this revised operation. A draft was submitted to the Water Board staff on March 12, 2018.
- An earlier application to the Water Board to allow for offsite disposal of RO concentrate is currently under review. This permitting effort also requires further discussion and coordination with County Planning.
- Staff continues to coordinate with County Planning staff on the SWF's Regular Coastal Development Permitting process. Our next meeting with County staff is scheduled for March 20, 2018.
- Permit Counter:
 - For the 2018 Calendar Year, 1 Transfers of Position, 4 Assignments, 5 Voluntary Lot Mergers, and 16 Remodel Applications were reviewed and processed. We have also received 2 applications to extend ITS letters.
- Miscellaneous Water and Wastewater Plant Projects and Repairs:
 - Influent Screen. Staff is currently finalizing a request for quotation for informal bidding this revised installation.
 - Staff continues to research questions posed by the SWRCB on licensing of existing water rights. (Progress on this effort slowed following a hard disc computer failure, which has since been repaired.) This effort has required researching archived information developed during the 1980s and 1990s, as well as reaching out to public agency employees as well as former consultants doing work during those earlier periods.
 - Coordination was provided between the Water Department and Wastewater departments on active service transfers, which required installation of new service lines and sewer laterals.
 - Staff have been researching software to assist with the completion of the SWF (and ultimately other facilities) self-monitoring reports to the Water Board. A key goal of this effort is to improve staff efficiencies by electronically entering laboratory data as opposed to the current manual data entry method.

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. This has been a very good test and has given us the ability to control the effluent discharge.
- A new filter has been installed at the sludge press to accommodate plant water (vs. potable water) for its spray system. The filter has worked very well, and we plan to install a similar filter for use on the sprays associated with the influent screen.
- There were multiple power outages at the plant last month.

Collection Systems & Lift Stations

- Lift station 8 VFD failed. We have ordered a new VFD and will install it early March.
- We now have back up 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.
- I am very pleased to inform you that we received 1.7 inches of rain and our flow increased about 120,000 gallons per day. In the past, we experienced a 500,000+ gallons per day

increase in plant flow per inch of rain. We look forward to replacing the manholes setting in low lying areas later in the year. We have identified several manholes in areas that should puddle and instead are draining into the system via holes in the manhole lid.

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 and its probe monthly.
- The WWTP's Hach DR3900 spectrophotometer and associated filtering pump system has been moved to the SWF. We will be using this equipment to set the flow rate on a positive displacement metering pump, which is associated with emptying the impoundment basin.

Administrative:

- Jason Vormbaum started here at the WWTP this month. Jason comes to us as an OIT and will receive his grade II operator certificate in about 4 months. Jason has a background in IT and has already been extremely helpful with our reporting.
- Toni passed his grade I collection system and grade I mechanical exams this month.

WATER:

1. The Sustainable Water Facility (SWF) currently remains offline. Water Department staff preformed maintenance related to the upkeep of the SWF, including the monthly circulation of Preservol to the filter membranes, and all required groundwater sampling and groundwater well level monitoring relating to the SWF and the impoundment basin. Staff assisted CPO John Allchin with implementing the impoundment basin closure plan which requires onsite analysis for boron (using a spectrophotometer) and coordinating wastewater treatment plant effluent flow rates with a positive displacement metering pump that is used to slowly return impoundment basin water to mix with plant effluent prior to entering a percolation basin. Water Department staff conducts the daily monitoring of the impoundment basin. During recent storm activity the device constructed for measuring the amount of available freeboard was damaged and rendered inoperable. Water Department staff repaired this device and continued the practice of daily freeboard measurements.
2. Will Bellis from A.T.S conducted a one-year warranty dive inspection of the new Fiscalini water tank. The inspection found only few very minor repairs needed which were completed onsite.
3. Water Department staff experienced disruptions in the operation of the SR4 well when a pressure-regulating valve malfunctioned causing an emergency shut-down. Sub-contractors from Cla-Val were contacted. The Cla-Val specialists repaired and refurbished the pressure regulating valve. Because of the emergency shut-down, the automated operating system malfunctioned. Andy Thomson from Tough Automation cleared the programmable logic controller's RAM and restored the system.
4. Water Department staff deleted a water service on McCabe Street in anticipation of a single-family residence demolition, which was part of a service transfer. The existing meter from this demolished home parcel is being moved to Marine Terrace for the construction of a new home. Dechance Construction installed a sewer lateral for a new residential project on Norfolk Street per a prior service transfer and a cost reimbursement agreement. While onsite for the sewer project, Dechance also installed a new water service line (new water services are normally completed by the Water Department).

5. During a strong storm event the antenna on top of the Pine Knolls tank was damaged and blew from the tank. This antenna assists in the communication of the SCADA system. Without it, the tank levels would not be transmitted to the active wells, requiring Water Department operators to manually operate the wells. This event occurred on a Saturday. With the quick thinking of Travis Holt, the SCADA system was back up and running in less than 24 hours. Travis contacted Andy Thomson of Tough Automation. Andy and Travis Installed a new antenna and re installed all the needed cables to get the system back up and running. They took additional measures while installing the antenna to make sure that it would not get damaged again.

6. Water Production or February 2018

San Simeon: 15.89 Acre Feet

Santa Rosa: 23.27 Acre Feet

Total of: 39.15 Acre Feet

Last year Production February was 33.18 Acre Feet

Production from February 2013 was 47.40 Acre Feet

As of February 28th, only five inches of rain had been measured for the fiscal year. With the low rainfall total in mind and to protect the District's primary water source, Water Department staff continued to pump the Santa Rosa Creek basin more than the San Simeon Basin.

Please see the attached Well Levels summary and plots for additional information.

7. The following table summarizes key activities that Water Department staff responded to during this reporting month.

Item	Number Completed
Read or re-read of existing water meters	159
Customer assists for high water usage on customer side of meter	13
Shutoff and turn on for customer performed plumbing repairs	4
Repairs of distribution system leaks	5
After Hours Alarm Responses	3
Conservation Retrofit Inspections	11
USA Locations	10

8. Water Department 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 water produced at active wells, weekly routine sampling of water in the distribution system, all required monthly and quarterly water sampling

required by the State of California, and weekly inspections of all water department facilities, including pressure reducing station vaults.

Attachments: 01 General Manager PowerPoint Presentation
02 Production and Well graphs
03 2018 FireWise Certificate
04 SDRMA Letter Regarding Workers' Compensation Longevity Distribution
05 Balance Public Relations March 2018 Report
06 Public Records Requests and Responses