

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **8.A.**

FROM: Jerry Gruber, General Manager

Meeting Date: April 19, 2018

Subject: MANAGER'S REPORT

GENERAL MANAGER:

Staff continues to monitor the District's water supply closely and keep a close eye on our current well levels, the District Wastewater Gradient and the WBE Monitoring Well. As part of the Finance Manager's report, a detailed cost analysis was conducted by CCSD staff relating to the Sustainable Water Facility. Expenditures within accounts 39 and 40 were evaluated and adjustments were made to more accurately reflect expenditures within the two SWF accounts. I would ask that the Board allow the Finance Manager a few minutes or time during the Board meeting to briefly discuss his findings and the appropriate adjustments that were made regarding accounts 39 and 40. Staff will be making a recommendation in early summer regarding what appropriate stage of water conservation the Board should consider.

As part of the March Board Meeting, the CCSD Board of Director discussed the General Manager's five goals that were presented. A consensus was reached that goals 1-4 were supported, however goal five was eliminated with emphasis on one additional goal for the General Manager to focus on. I have included the agreed upon goals below for your review and additional consideration.

Goals:

1. Ensure that the Sustainable Water Facility is fully operational and ready to start when needed, to include brine disposal alternatives and the necessary permitting in place to meet the water supply needs for the community of Cambria. I have been working with Bob Gresens on a comprehensive status report as part of the agenda. Staff will be providing the Board of Directors with a detailed timeline for startup of the Sustainable Water Facility.
2. Complete Water and Wastewater Rate Study and Ten Year Financial Plan. Please see the attached timeline to include the Proposition 218 process.
3. Completely revamp and develop a Budget for Fiscal year 2018/2019 that significantly enhances transparency and promotes accountability. Continue to develop the Budget as part of Fiscal Year 2019/2020 that will enable the CCSD to seek and obtain the distinguished Budget Award through the Government Finance Officers Association. Please see the attached Budget Calendar for Fiscal Year 2018/2019.
4. Fully implement Tyler Technologies Financial and Personnel Management Software. Please see the attached timeline regarding full implementation.
5. Focus on Administrative Efficiencies. Some examples are continue evaluating staffing levels. Reducing public records requests through improved utilization of the CCSD website. A willingness for the General Manager to continue to meet with community stakeholders. With the recent formation of two standing committees, Finance and Infrastructure, staff is hoping that many of the questions being requested through the public records request process will be significantly reduced. In addition to the implementation of Tyler Incode and the ability to generate more timely and accurate financial reports, information requested regarding the SWF can also be reduced. The new budget currently being formulated and implemented as part of the fiscal year 2018/2019 will also address many of the questions being asked by the public. Cumulatively all these improvements will hopefully result in a decline in public records requests.

Status on Notice of Intent for Grant applied for:

The CCSD Board of Directors indicated that they would like a status update on the numerous Notices of Intent Grant applications which have been applied for. For your review we have attached the Grant applications which have been applied for. We also applied for other grants, but the applications were not saved before submittal. Please note that the Biomass Generation Project was unfortunately denied, and I have attached a copy of the letter associated with the denial of the proposal for the Biomass Facility. I would like to thank Director Pierson, Chief Hollingsworth, and Haley Dodson for their efforts in applying for these Grants.

Both Standing Committees, Finance and Infrastructure, have conducted their first meetings. Both meetings went very well. Thank you for everyone who is willing to serve.

Staff conducted the first Rate Study Meeting with Alex Handlers from Bartle Wells and Associates. The meeting went very well, and a great deal of information was exchanged.

The PROS Commission continues to meet monthly. The item relating to the relocation of the old Schoolhouse was discussed by the PROS Commission at their last two meetings and has been continued to the May meeting.

Staff conducted interviews for the SWF CPO position and we are in the process of working with the number one candidate.

The CCSD has been issued a renewal permit for brine disposal from the SSLOCSD.

Staff continues to remove water from the impoundment basin.

Staff continues to work on the Fiscal Year 2018/2019 Fiscal Year Budget.

I continue to be actively engaged with Cambria. I attended the Chamber Mixer, was the guest speaker for the American Legion and the guest speaker for the Realtors of the Central Coast. I am scheduled as a guest speaker for the Lions Club in May and will continue to do my best as time is available to be actively engaged, while informing our constituents on important issues relating to their CCSD.

ADMINISTRATION:

During the end of March and throughout the month of April, the Administrative Services Officer and Confidential Administrative Assistant 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
- Met with managers to review discuss opportunities to explore for Administrative Department efficiencies
- Met with Haley to review the Confidential Administrative Assistant position and discuss priorities

Recruitment:

- Held multiple meetings to determine and prepare for recruitments for Water Operator vacancies.
- Haley prepared and finalized the internal recruitment for the Water Treatment Operator-In-Training position
- Held interviews for the Water Treatment Operator-In-Training position

- Haley prepared and finalized the recruitment for the Chief Plant Operator (CPO) for the Sustainable Water Facility (SWF) position
- Held interviews for the Chief Plant Operator (CPO) for the Sustainable Water Facility (SWF) position
- Finalized the Reserve Firefighter recruitment

Trainings:

- Coordinated Preventing Workplace Harassment, Discrimination and Retaliation Workshop with all staff and Board of Directors
- Monique and Haley attended the Preventing Workplace Harassment, Discrimination and Retaliation Workshop, including documenting the attendance of all staff, and Directors who attended. Only one full-time staff member was unable to attend due to illness, and only two part-time Reserve Firefighters were unable to attend.
- Haley provided snacks and refreshments at the four workshops for Preventing Workplace Harassment, Discrimination and Retaliation.
- Haley coordinated managers and supervisors attending two LCW workshops in San Luis Obispo on Wednesday, April 11, 2018

Technology:

- Haley coordinated the old server cleanup
- Coordinated the purchase of some equipment.
- Monique and Haley had a phone conference with TekTegrity regarding the WIMS installation.

Contract Liaison:

- Executed the 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 ordered the presentation system.
- Executed the Allways Clean Agreement for Janitorial Services

Board Meetings:

- Monique and Haley attended several agenda preparation meetings
- Haley coordinated sending out staff report reminders to managers
- Finalized the March 2018 Resolution
- Worked with Haley to post the April 3, 2018 Special Meeting notice
- Worked with Dean Florez and Director Farmer regarding the April town hall meeting
- Worked with Haley to send the April town hall meeting notice to the Cambrian
- Worked with Haley to post the April 11, 2018 Special Meeting notice
- Prepared for and published the April Regular Board meeting agenda packet
- Worked with Haley to finalize the Finance and Infrastructure Standing Committee agendas in Novus
- Haley added the Finance and Infrastructure Standing Committee members to Novus and created email distribution groups for each committee.
- Haley worked with the Finance Standing Committee to coordinate their first meeting and prepare the first agenda.
- Haley distributed the Finance Standing Committee agenda
- Haley attended the Finance Standing Committee meeting, took minutes and prepared the next agenda
- Haley worked with the Infrastructure Standing Committee to coordinate their first meeting and prepare the first agenda

- Haley distributed the Infrastructure Standing Committee agenda
- Monique attended the Infrastructure Standing Committee meeting, took minutes and prepared the next agenda
- Haley coordinated scheduling a Brown Act training for the Board of Directors, PROS Commission, Infrastructure and Finance Committee members

Meetings:

- Prepared for and conducted bi-weekly Administrative Office staff meetings
- Haley created a calendar for staff to provide snacks at the bi-weekly Administrative Office staff meetings
- Haley coordinated managers and supervisors attending the Manager's Meeting on Tuesday, March 27, 2018
- Monique and Haley attended the Manager's meeting
- 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 March meeting minutes
- Haley prepared the April, May and June PROS agendas
- Haley received the April 2018 PROS minutes and prepared them for the May 2018 agenda
- Haley emailed Jerry and Board of Directors regarding various meeting reminders in Cambria
- Attended the Rate Study kick off meeting

Miscellaneous:

- Worked on public record requests and responses
- Haley ordered lunch and coordinated Travis Holt's luncheon at the Wastewater Treatment Plant
- Monique worked with the County Clerk-Recorder's Office regarding the rebuttal to argument against Measure A-18
- Monique and Haley worked with the Board of Directors, Manager's, Supervisor's, and the PROS Commission regarding filing their 700 forms
- Met with the Fire Chief regarding the upcoming Fire Hazard Fuel Reduction Program to review the schedule, documents and agenda items.
- Participated in multiple Operational meetings.
- Haley processed purchase orders for multiple vendors
- Coordinated with Tami Bisantz regarding the consolidation of the biennial election
- Haley met with Nancy McKarney twice regarding the Adobe Muse software for the webpage
- Haley scheduled an appointment and coordinated taking the District car to GARS in Paso Robles for transmission work.
- Monique and Haley worked with the County Clerk Recorders Office

Engineering Department:

- Met with the District Engineer and General Manager

Facilities & Resources Department:

- Met with the Facilities & Resources Manager

Fire Department:

- Worked with William on preparing for the Fire Hazard Fuel Reduction Program
- Haley prepared the Fire Hazard Fuel Reduction Program staff report for May

Finance Department:

- Met with the Finance Manager on multiple occasions

- 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
- Worked with payroll clerk and employee regarding retirement process
- Haley worked with the Finance department to process AT&T/CALNET3 credits

Wastewater Department:

- Met with Wastewater Department Supervisor

Water Department:

- Met with Water Department Supervisor

FACILITIES AND RESOURCES:

1. Fiscalini Ranch:

a. Santa Rosa Creek Trail:

- i. 200' of split rail fence was removed along the trail. Fence was falling apart from age. Material was purchased, and new fence installed by CCSD Staff.
- ii. 2 willow trees uprooted across trail. Trees were cut down and chipped.
- iii. The last storm caused significant damage to trail. 200' of trail was washed out. Base material was ordered and delivered by Windsor Construction. Trail was cleaned up, new material laid down and trail was graded.

b. Trails:

- i. Rodeo Grounds Trail, Victoria Way Trail and Creek to Ridge trails were mowed.

c. Ice Plant:

- i. FFRP volunteers removed a clump of ice plant next to the Marine Terrace Trail. Ice plant was loaded up and removed by CCSD Staff. 16 yards of ice plant was removed.

d. Bench: A new stone bench is being built along the bluff trail.

2. Parks:

a. Pocket Park Center Street:

- i. CCSD Staff cleaned up and mowed park

b. Skate Park:

- i. 6 tons of base were dropped off at the parking lot next to the park. Material was spread out across parking lot to fix washed out areas.

3. Vets Hall:

a. BBQ area and ramps were pressure washed by Staff.

b. Parking Lot Lights.

- i. Two parking lot LED lights have arrived. Installation of lights is being coordinated with electrician.

c. 5-year sprinkler system inspection was conducted.

d. 28 events were held at Vets Hall since last monthly CCSD Board Meeting.

4. Cleaning Services:

- a. Facilities Supervisor and District Counsel worked on creating a cleaning service contract for the Administration Building, Public Restrooms and Waste Water Plant.
- b. Cleaning services were bid out and the bid was awarded to Allway's Clean.
- c. Cleaning of all three locations is now being performed by contractor.

5. Training:

- a. All Facilities and Resources staff attended the mandatory Harassment and Discrimination training.
- b. Facilities Supervisor attended training on navigating the crossroads of discipline and disability accommodations.

ENGINEER:

Key activities since the March 22, 2018 Board meeting report (prior staff report prepared on March 12, 2018) to the date of this report's preparation, which was April 11, 2018), have included:

- Sustainable Water Facility (SWF):
 - The Advanced Water Treatment Facility (AWTP) has remained off line.
 - The February 2018 monthly Title 22 self-monitoring report was submitted on its due date of March 15, 2018. Staff are currently completing the 2017 annual and March 2018 monthly self-monitoring reports, which are due on April 15, 2018.
 - The impoundment basin closure activities have continued due in large part to the efforts of interim CPO John Allchin and the water and wastewater staff. As of April 10, 2018, approximately 248,478 gallons have been pumped from the impoundment.
 - A draft update to the facility's Operation Maintenance and Monitoring Plan (OMMP) is currently under review by Water Board staff.
 - Staff worked closely with Finance Manager Rudy Hernandez in reviewing past SWF charges and distinguishing between operational and capitalized costs.
 - An earlier application to the RWQCB to allow for offsite disposal of RO concentrate is currently under review. This permitting effort also requires further discussion and coordination with County Planning.
 - On April 10, 2018, staff conducted interviews with SWF Chief Plant Operator candidates. An offer letter is currently being finalized.
 - Staff continues to coordinate with County Planning staff on the SWF's Regular Coastal Development Permitting process. Our next meeting with County staff is being scheduled for the third week of April.
 - Staff is exploring options for completing an informal Section 7 ESA consultation to further augment the protections offered by implementing the project's Adaptive Management Plan (AMP) and its biological mitigations.
- Permit Counter:
 - For the 2018 Calendar Year: 1 Transfers of Position, 6 Assignments, 7 Voluntary Lot Mergers, 2 New/Re- Construction Applications, and 20 Remodel/Change-of-Use Applications were received for processing. We have also received 3 applications to extend ITS letters.
 - A mid-year permit counter revenue audit is currently under way.
- Miscellaneous:
 - Influent Screen. Staff is currently finalizing a request for quotation for informal bidding on this revised installation.

- Except for some remaining historic research on past well abandonments, staff has completed responding to questions posed by the SWRCB on licensing of existing water rights.
- Coordination was provided between the Water and Wastewater Departments on active service transfers, which required installation of new service lines and sewer laterals.
- Staff continued to research software, which can be used to assist with the completion of the SWF (and ultimately other facilities) self-monitoring reports required by our permits. 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.
- Staff attended the Rate Ad Hoc Committee meeting on April 9, 2018.
- Staff attended the Infrastructure Committee meeting on April 10, 2018. The committee's next meeting is scheduled for April 19, 2018 at 10 am.
- Staff continued to meet and coordinate with Finance Manager Rudy Hernandez on next year's water, wastewater, and SWF budgeting.

WASTEWATER:

Wastewater Treatment Plant Operations

- Both effluent pumps operated simultaneously during an approximate four-day rainy period due to increased plant flow from infiltration and inflow into the collection system. The good news is that we were better able to handle the increase when compared to last year's rainy season.
- Delon Blackburn took the lead in working with other Department staff to develop a timeline and budget to take down aeration basin #1 and remove the rags from around the interior air diffusers. We will also be removing all the grit in that basin at the same time.
- The pH meter in the effluent basin is not taking calibration so a new salt bridge part will be installed in this instrument during April.
- We have had our new 6-inch diameter pump staged just in case the water coming in is more than our primary pumps can handle. Last year we had one rental pump staged for 8 months and at times two pumps were in use.
- Alpha Electrical is using existing electrical conduit and replacing old rusted boxes to supply power to the digester.

Collection Systems & Lift Stations

- A new variable frequency drive (VFD) at lift station 8 has been installed.
- We are continuing our ongoing campaign to locate the source of groundwater and storm water (i.e., infiltration and inflow, or I&I) entering the collection system. During this year's rain event we were able to identify a few more manholes that needed attention.
- We are very pleased that over 9 inches of rain was received during March, with 3.28 inches (as measured at the WWTP rain gauge) falling in one storm on March 21, 2018. During that storm event, our flows increased by 3 times normal, peaking at 1.67 MGD, and remained above average for about five days. At this point, we are close to normal flow for this time of year.

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 monthly.
- Abalone is still calibrating the pH probe monthly.

Administrative:

- Toni Artho and Jason Vormbaum are working on their commercial driver's licenses.



Figure 1 New 6-inch pump



Figure 2 New electrical pull box



Figure 3 Rusted electrical pull box

WATER:

1. The Sustainable Water Facility (SWF) currently remains offline. Water Department staff performed 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 related 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 blend with plant effluent prior to entering a percolation basin. Staff also conducted the daily monitoring of the impoundment basin which includes documenting the amount of wildlife, weather conditions, measuring of available freeboard, and weekly liner integrity testing. During the March 22, 2018 wet weather event, storm water runoff from the State Parks property flooded across the low point of San Simeon Creek Road and entered the impoundment property. The drainage swale that was completed as follow up to the January 2017 Governor-declared flood emergency worked well at routing water around the impoundment basin without incident. We were initially concerned that the groundwater table would again be within 5 feet of the pond bottom, which triggers increasing the liner integrity testing to a daily frequency as opposed to weekly. Although staff temporarily increased liner integrity testing to daily intervals, analysis of groundwater levels and review with RWQCB staff found that it remained below the 5-foot vertical separation permit requirement. As of April 10, 2018, the impoundment basin freeboard was at 53.70 inches and the groundwater level was approximately 7.31 feet below the pond bottom.
2. Will Bellis of ATS conducted a warranty dive of the new Fiscallini water tank in February of 2018. During that dive, Will discovered a few very small rust pockets. Will and staff repaired those imperfections in March. Cathodic protection was installed and activated at the Fiscalini tank by Cor-pro.
3. Steve Victor, with the assistance of Water Department staff, inspected the water backflow devices located on CCSD property per SLO County regulations. Backflow devices are located at the Vets Hall, Rodeo Grounds, Fire Station, Wastewater Treatment Plant and at all wastewater pumping stations. One of the backflow devices located at the Wastewater Treatment Plant failed inspection. Larry Moore and Adam Steventon made the needed repairs and returned the device to working order.
4. In March, Cambria received over nine inches of rain, bringing our fiscal year total to over 14.10". For one 24-hour period starting March 21st, 3.2" of rain was received in town and over 10" was recorded at the Rocky Butte area. The heavy rainfall caused San Simeon and Santa Rosa creeks to flow to the ocean. As of the date of this report (April 10, 2018), both creeks are still flowing into the ocean.
5. Water Production for March 2018

San Simeon: 25.03 Acre Feet
Santa Rosa: 12.99 Acre Feet
Total of: 38.02 Acre Feet

Production from March 2017 was 46.91 Acre Feet
Production from March 2013 was 54.72 Acre Feet

Please also see the enclosed production summary table.

6. Well Levels for March 2018

February 26	March 15	April 2
SR4—30.86	SR4—28.19	SR4—29.17
SR3—19.99	SR3—19.45	SR3—19.44
SS1—18.59	SS1—11.59	SS1—12.13

Please also see the enclosed Well Levels Summary Table.

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	339
Customer assists for high water usage on customer side of meter	30
Locked/unlocked customer meters	3
Shutoff and turn on for customer performed plumbing repairs	15
Repairs of distribution system leaks	3
Replaced meter dials and transmitters	28
New/Replacement meter installs	2
Replaced meter curb-stop	1
Replaced air-vac box	1
Water Service Line Info Requests	3
Conservation Retrofit Inspections	12
USA Locations	33

8. Staff reviewed and calculated the water loss for the January to February billing cycle, which was determined to be 12%.

Attachments: 01 Cambria CSD Biomass Co-Generation Project Proposal
 02 Concept Proposal for the CAL FIRE Urban and Community Forestry Greenhouse Gas Reduction Funds (GGRF) Grant Programs
 03 Forest Management Hazard Mitigation Grant Program Notice of Interest Application
 04 Seismic-Vulnerability-Mitigation Study Hazard Mitigation Grant Program Notice of Interest Application

- 05 Fuel Management Hazard Mitigation Grant Program Notice of Interest Application
- 06 Fuel Reduction Cambria Pines Road Corridor Hazard Mitigation Grant Program
Notice of Interest Application
- 07 Fuel Reduction South of Town Hazard Mitigation Grant Program Notice of Interest
Application
- 08 Seismic Study & Vulnerability Study Mitigation Study Hazard Mitigation Grant
Program Notice of Interest Application
- 09 Fuel Reduction – Camp Ocean Pines/Randall Corridor Hazard Mitigation Grant
Program Notice of Interest Application
- 10 General Manager PowerPoint Presentation
- 11 Production and Well graphs
- 12 Balance Public Relations April 2018 Report
- 13 Report for the CCSD's Fiscalini Water Storage Reservoir First-Anniversary Inspection
February 7, 2018
- 14 Public Records Requests and Responses