

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.A.**

FROM: Monique Madrid, Acting General Manager

Meeting Date: March 14, 2019

Subject: MANAGER'S REPORT

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**ACTING GENERAL MANAGER:** As I enter the final 30 days of my tenure as Acting General Manager, I would like to extend my sincere appreciation to the Board of Directors, CCSD Staff and Community Members for all of the support during this 6-month period. It has been a privilege to serve in this position. I look forward to continuing to foster the relationships which have been formed and assist in moving the CCSD into the next chapter.

We have been receiving a lot of rain. Our departments are ensuring staff is available to respond in case they are needed.

The Fire Department is continuing to work toward the restoration of their building.

We are continuing to work on identifying safety factors and implementing a more secure working environment for our employees and protecting the CCSD and the community's assets from theft and vandalism. I will be meeting with the Sheriff's Department Special Enforcement detail officer, Chad Nicholson, to identify areas where we can improve our safety systems. I look forward to his assistance.

We have recently hired a new Water Operator. David Tracy joins us and has experience from several other public water agencies. Please welcome David to our team when you see him out and about.

We do utilize the Alternative Work Program for low risk offenders who assist our Fire and Facilities and Resources departments.

We are continuing to meet and develop the PG&E grant program.

We also met with the Finance Committee's ad hoc subcommittee to develop the budget model which will allow us to put the three types of formats for the FY 2018/2019 Adopted Budget, MY Budget and the Proposition 218 rate study into the same format for a more cohesive document. We will be able to build on this concept in future years.

We also received a presentation from National Meter related to our water meters, the equipment required to measure the usage and the costs involved. They have prepared a test to identify if we would be a good candidate for the cellular meter reading system. They stated we would have no dead areas and the cellular program would work for us. Staff will begin a cost/benefit analysis. The CIP list does include \$200,000 annually for the next 5 fiscal years to replace the outdated dial and transmitter equipment.

The annual cost for the cellular system would be approximately \$50,000; however, it will eliminate a good deal of manual labor. It will also enhance both our and the customers' ability to access water use information every 15 minutes. There is a less costly option which would require

more manual labor. These various options will be included in the analysis. We will work with the Finance and the Resources and Infrastructure Committees to explore ideas and discuss options.

The Influent Screen installation is almost complete. The system has been installed and tested. The handrails have experienced a delay in delivery from the vendor. A second vendor has been retained and is now building the handrails. Once they are installed, the system will be put into service. We look forward to this improvement in operations of the wastewater treatment system.

In February, I verbally reported on a recent meeting which was held at the Impoundment Basin. I have updated my staff report to include some details in an effort to advise the Board and the Public of the meetings purpose. Coastal Commission staff has expressed continuing concern regarding the evaporation ponds. In response, staff held a site visit with Cannon Corp, the engineering consultants who prepared the flood hydraulic analysis for the evaporation ponds to discuss some conceptual options for final design. The evaporation ponds have been repurposed for water storage in the Supplemental Environmental Impact Report and possible design modifications to include stormwater capture may help mitigate impacts on environmentally sensitive habitat areas. Cannon will be providing a proposal to prepare conceptual options and cost estimates so that the District can determine whether it is fiscally feasible to consider stormwater capture features to help mitigate environmental impacts. The Cannon proposal has been received with an estimated cost of \$11,885.00 which is within my purchasing authority. Once the conceptual options and cost estimates are completed by Cannon, subcommittee review will help determine whether the options are fiscally feasible so that staff can then meet and review with Coastal Commission staff. Staff has also submitted a revision to the County's Stormwater Resource Management Plan for possible grants since the overall approach, if feasible, is consistent with integrated regional water management strategies and upcoming grant opportunities

Attached please find the various Department managers' and supervisors' reports for the Board's review. The Departments are Administration, Human Resources, Engineering, Fire, Facility and Resources, Water, Wastewater, and Sustainable Water Facility. Over the past several years, these department reports have evolved to show both the community and the Board the broad range of responsibility and the scope of services that the CCSD provides to the community, visitors, the CCSD Board of Directors and to each other.

#### **ADMINISTRATION:**

During the end of February and throughout the month of March, the Acting General Manager and Deputy District Clerk worked on the following items:

##### Human Resources:

- Met with several employees for various Human Resources matters
- Sent out letters for the Reserve Firefighter written and physical agility tests
- Worked with Captain Gibson and Med Stop on the Fire Department's WEFIT program

##### Trainings:

- Registered Managers and Supervisors to attend the LCW consortium training in Pismo Beach on April 3, 2019
- Coordinated a Brown Act training on March 6, 2019 for Directors, PROS Commission and Standing Committee members
- Posted 3/6/2019 Brown Act training agenda

- Assisted PROS Commission members and Directors with attending a Brown Act webinar
- Held two Sexual Harassment Prevention trainings for staff and directors on March 12, 2019 and March 13, 2019
- Posted 3/12/2019 and 3/13/2019 special meeting agendas

Board Meetings:

- Attended one agenda preparation meeting
- Coordinated sending out staff report reminders to Managers
- Coordinated with the Board of Directors and staff regarding the March 14, 2019 regular meeting and posted the agenda packet
- Followed up on Board action and document preparation and distribution
- Posted the January special and regular meeting minutes to the website

Finance Committee:

- Prepared the March 26, 2019 Finance Committee agenda packet
- Met to review various items related to the meeting
- Annette sent out agenda review emails to Chairman Steidel
- Updated the website to reflect the new Vice Chair and Secretary
- Posted the January minutes to the website

Policy Committee:

- Prepared the March 28, 2019 Policy Committee agenda packet
- Met to review various items related to the meeting
- Annette sent out agenda review emails to Chairman Rice
- Updated the website to reflect the new Vice Chair and Secretary

Resources & Infrastructure Committee:

- Prepared the March 19, 2019 Resources & Infrastructure Committee agenda packet
- Met to review various items related to the meeting
- Annette sent out agenda review emails to Chairman Howell
- Updated the website to reflect the new Vice Chair and Secretary
- Posted the January minutes to the website

PROS Commission:

- Ms. Young handled the preparation, distribution and posting of the February 5, 2019 and March 5, 2019 PROS Commission meeting agendas and minutes

Meetings:

- Prepared for and conducted the monthly Administrative Office staff meeting
- Emailed Acting General Manager and Board of Directors regarding various meeting reminders in Cambria
- Attended weekly operational phone calls
- Attended various meetings with multiple staff members regarding a wide variety of operational matters
- Attended a safety meeting with Managers, Supervisors and Dan McCrain
- Held a Managers' meeting

Miscellaneous:

- Worked on public record requests and responses, review documents, redact as appropriate and provide responses to the requestor
- Participated in multiple operational meetings with various managers and administrative staff
- Processed purchase orders for multiple vendors
- Worked on the District Transparency Certificate of Excellence website requirements
- Submitted SDRMA's Annual Renewal Questionnaire

Engineering Department:

- Met with the District Engineer
- Met with the Management Analyst to address multiple operational matters

Facilities & Resources Department:

- Met with the Facilities & Resources Manager

Fire Department:

- Met with the Fire Chief
- Worked with the Fire Chief on the Fire Department water leak

Finance Department:

- Met with the Finance Manager on several occasions to discuss and assist with multiple Finance Department matters
- Review and improve accounts payable processes and provide support to staff

Wastewater Department:

- Met with Wastewater Department Supervisor

SWF:

- Met with Chief Plant Operator

**FACILITIES AND RESOURCES:**

**1. Fiscalini Ranch Preserve:**

**a. Storms:**

**i. Staff has been inspecting trails after every storm.**

1. Santa Rosa Creek Trail has needed constant repairs do to erosion
2. Several forest trails were closed due to fallen trees. Those trails were reopened within a few days

**ii. Dozens of trees have fallen this winter on fire break areas around the Ranch.**

**b. Trails: FFRP Trail's group has been helping throughout the winter cleaning out water bars and spreading wood chips on trails.**

**c. FFRP Executive Director:**

**i. Ranch Manager has been asked to assist FFRP in the recruitment of a new executive director. First meeting was held on March 4<sup>th</sup>.**

**d. California Conservation Corps Work Days:**

**i. There will be 2 work days on April 6<sup>th</sup> and 7<sup>th</sup>. 30+ CCC workers and volunteers will be working on two projects on the Ranch.**

1. Project #1: remove downed material on forest floor to reduce fire hazard

2. Project #2: remove invasive plants and replant with native plants along Santa Rosa Creek Trail.
  - e. Ice Plant: a work day was held on February 26<sup>th</sup> along bluff trail. Volunteers removed ice plant.
2. **Homeless Camps:**
  - a. In a recent inspection of CCSD properties including Fiscalini Ranch, 15+ abandoned homeless camps were discovered. Most of the camps were found along Santa Rosa Creek Rd., along HWY 1 and below Ramsey Rd. Some of the camps have significant trash. Because of the amount of rain and the difficult terrain where the camps are located, it has not yet been possible to clean them up.
3. **Street Lights:**
  - a. 8 street lights on Main Street are scheduled to be repaired. Lights were inspected and found to not be coming on.
4. **Vets Hall:**
  - a. Annual kitchen fire suppression system inspection was conducted on February 21<sup>st</sup>.
  - b. Annual fire sprinkler system inspection is scheduled for March 13<sup>th</sup>.
5. **CCSD Board Meetings:**
  - a. F&R Staff continues to set up all regular and special Board meetings.
6. **Training:**
  - a. Department participated in the harassment prevention training on March 13<sup>th</sup>

#### **ENGINEER:**

Please see the attached well level and production reports.

#### **WASTEWATER:**

##### **Wastewater Treatment Plant Operations**

- Brough Construction is still working on the installation of the new influent screen which should be fully operational in March. The grating for the walkways has been installed. The bar screen has been installed. Staff is working on a solution to dispose of trash collected at the screen. Painters will be on site once the unit is turned on.
- PG&E along with MKN engineers are working on the completed Preliminary Energy Assessment. We now have a 100% assessment and will have a final Investment Grade Audit (IGA) proposal by early March. We look forward to bringing this before the Infrastructure Committee in March.
- During the recent rains we found both stormwater drains on the plant plugged. The cause was both root intrusion and pine cones.
- We had a serious foaming problem on the aeration basins this month. Staff used the Vector truck to remove the foam and then pumped it into the digester for processing. The foam is virtually gone at this time.
- Staff has finalized and distributed an on-call guidebook that documents emergency procedures to be followed by an on-call operator in a variety of emergency situations.

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

- Lift station B-2 had a plug due to a large section of tree roots breaking free and blocking both motors. This is the kind of late-night repair we can avoid with a dedicated collection crew. A collection crew would have found the root ball before it created a back-up.
- We have a generator set up at lift station B-2. This was placed there during a power outage.
- We are working on a request for proposals to replace the aging electrical controls at lift station A-1.
- In January, we had Powerhouse go down into the generator station at lift station A to provide a service estimate at this location. Powerhouse has given us a quote of \$4,800 to change the belts, hoses, radiator fluid, oil, filters and one of the oil sending units.
  - Lift Station A is on hold until Powerhouse can commit the time needed to make the repairs.

**Laboratory:**

- Total Nitrogen is now part of our monthly sample schedule. This is for the WWTP Storm Water reporting and not part of the plants RWQCB operating permit.
- Staff is looking into the possibility of adding a TDS probe to the existing sample station.

**WATER:**

The month of February generated significant precipitation. As with most wet-weather months, production totals were low. Due to this low demand, Santa Rosa Well 3 has remained offline. San Simeon Well 1 was also offline in February due to its proximity to the flowing San Simeon Creek. In summary, production for the community is reliant on Santa Rosa Well 4 and the two remaining San Simeon well sites.

Even during modest production periods there is no lack of commotion. On February 4 at around 2:30am the SCADA communication relay station was broken into and two marine-grade batteries were stolen. The San Luis Obispo County Sheriff's department was notified, and a report was promptly taken. Quick response time from our electrical contractor to replace and install new batteries was critical. The relay station was back in service by 1:00pm that afternoon after only having to rely on generated power for half the day. Supplementary security and safety measures are being implemented to prevent future incidents at this site.



*Relay Station at San Simeon Well Field*

Though there were no main or distribution system breaks or leaks this month, there were two service line failures. While less significant than main breaks, service line failures can still result in considerable water loss for the community and can damage road and streets.



February 25 Service Line Repair at Ashby Ln/Warwick St.

Production totals and current well levels are included in the attachments to this report. Well levels are above average for this time of year.

Standard duties and tasks performed during the month are listed below.

Activity	# Completed
Manual Meter Reads/Locates for Billing Purposes	11
Customer assists for high water usage on customer side of meter	9
Locking/Unlocking Water Meters	5
Meter Shut-Off/Turn-On at Owner's Request	2
Repairs of distribution system leaks	2
After-Hours System Alarm Responses	2
USA Locations	19
Water Service Line Information Requests	4
Service angle stop/ Valves Replaced	5

**SWF:**

The District's primary focus for the SWF is to pump out stored RO reject water from the Impoundment Basin in accordance with the closure plan and conclusion of Title 27 permit. Efforts to accelerate removal have strengthened as of late. The rain continues to add volume to the pond, but also allows for extended run times for blending operations due to dilution of regulated constituents. The swale installed after the flooding events of 2017 has continued to successfully divert stormwater around the pond, despite a significant amount of run-off from neighboring properties.



*San Simeon Creek Rd. Feb. 15. Run off from neighboring field*

Water OIT Andy Lyman began training at the SWF and Impoundment Basin earlier this month. His assistance with blending operations, laboratory analysis and impoundment basin measurements has been a significant relief to overburdened staff.

**Attachments:**

1. Production and Well Graphs
2. Public Records Requests and Responses