

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors
FROM: Jerry Gruber, General Manager

AGENDA NO. 8.A.

Meeting Date: June 28, 2018

Subject: MANAGER'S REPORT

GENERAL MANAGER:

Staff continues to monitor the District's water supply closely and keep an eye on our current well levels, the District Wastewater Gradient and the WBE Monitoring Well. Currently our wells are above average for this time of year. Staff at this time does not anticipate the need to run the Sustainable Water Facility (SWF); however, we have allocated funds within the 2018/2019 Fiscal Year Budget for off-hauling of Brine if weather patterns mimic last year's.

I would like to welcome Mr. James Green to the CCSD team. James began working for the CCSD on June 4, 2018 as the Chief Plant Operator for the SWF. James has also been assisting the Water Department when needed.

On June 18, 2018, CCSD received correspondence from the RWQCB relating to Brine Disposal and reduction in sampling. The letter was very positive in nature and will represent a significant reduction in sampling and operational cost for the SWF. Please see the attached letter dated June 18, 2018.

I wanted to thank Melissa for generating a completely new Consumer Confidence Report for our customers. CCSD customers can go directly to our website and review the document or can call the office directly at 805-927-6223 and request a copy be mailed to their residence or place of business. Melissa has also been instrumental in automating our SWF Reports and migrating lab data directly into the reports. This represents a significant reduction in staff time that had been spent physically entering the data into the reports, thus allowing staff to address other CCSD related matters.

Staff continues to submit all SWF Reports to the appropriate regulatory agencies in a timely manner.

Staff continues to lower the Impoundment Basin in accordance with the Cease and Desist Order and the Closure Plan. Our new Chief Plant Operator for the SWF is now responsible for these functions.

Staff continues to work closely with both of the recently formed standing committees. I would like to thank all of the community members who have volunteered to serve on both committees and the community members who attend both standing committee meetings and provide valuable input regarding the District's finances and infrastructure.

Since our last Board meeting, I have been working closely with Alex Handlers of Bartle Well Associates regarding the rate study and the 10-year financial plan. Alex will be providing the Board with various rate structure alternatives for consideration as part of today's meeting.

Staff has worked closely with the Finance Committee regarding the 2018/2019 fiscal year budget. On June 14, 2018 the Finance Committee met for 4½ hours to review and discuss the preliminary budget. I would like to thank Director Pierson for serving as the Chairman of the Finance Committee.

Staff has also worked closely with the Infrastructure Committee. They are evaluating both the Water and Wastewater Capital Improvement Program (CIP) lists. The Infrastructure Committee met on June 13, 2018 for approximately 2½ hours to review and discuss the Water Department CIP list. I would like to thank Director Bahringer for serving as Chairman of the Infrastructure Committee.

The Parks, Recreation and Open Space (PROS) Commission has been extremely busy lately. The Historical Society has made numerous presentations and multiple discussions have ensued relating to a location for the Old School House. At the last PROS meeting, I asked the Historical Society to send a letter to the CCSD Board of Directors outlining their desires, plans and to please include a proposal to relocate the Old School House. PROS has also had two separate discussions regarding a proposed survey to be sent out to Cambria residents regarding their interest in installing a community pool. No formal action has been taken regarding this matter, nor has the PROS Commission endorsed either the relocation of the Old School House or a community pool. The PROS Commission has functioned as a conduit for information. The PROS Commission will have a total of three vacancies in October with one Commissioner indicating they will not seek to be reappointed.

As you know Proposition A-18 did not pass. I would like to thank the Fire Department for their continued diligence regarding the operations of the Fire Department while maintaining a professional decorum and keeping public health, safety and fire protection as their highest priority.

ADMINISTRATION:

During the end of May and throughout the month of June, the Administrative Services Officer/District Clerk and Confidential Administrative Assistant worked on the following items:

Human Resources:

- Prepared for labor negotiation meetings
- Attended multiple labor negotiation meetings with both represented groups
- Met with the General Manager and Fire Chief to negotiate a new Employment Agreement
- Met with several employees for various Human Resources matters
- Worked on various Human Resources matters such as hiring the temporary front desk staffer, finalizing the hiring of the SWF/CPO, handling employee transfers, continuing the review and revision of the Personnel Policy, and scheduling and participating in several interview panels,
- Monique and Haley handled the reorganization of the Administrative Office, including revision of five position descriptions, communicating with employees and the Union Representative and updating of the Organizational Chart

Recruitment:

- Finalized the Water Systems Operator-In-Training recruitment
- Finalized the Maintenance Technician recruitment
- Prepared a recruitment for a Wastewater Operator-In-Training (OIT), Grade I or Grade II
- Prepared a recruitment for a Finance Specialist – Payroll & Benefits

Trainings:

- Haley emailed Directors, Managers and Supervisors regarding completing the Ethics AB 1234 webinars

Contract Liaison:

- Finalized the Tyler Technologies Software as a Service Agreement
- Finalized the Cleveland Biological, LLC Agreement for Consultant Services
- Finalized the Streamline Agreement for Consultant Services

Board Meetings:

- Attended several agenda preparation meetings
- Coordinated sending out staff report reminders to Managers
- Finalized the May 2018 Resolutions
- Worked with Haley to prepare and post the June 19, 2018 Special Meeting Town Hall notice

- Prepared for and published the June Special and Regular Board meeting agenda packets
- Haley posted the approved April Regular Meeting minutes
- Haley prepared a binder of the assessment notices and supporting documents for public review
- Haley sent the following notices to the Tribune for posting:
 - Notice of Public Hearing on Fire Suppression Benefit Assessments
 - Notice of Public Hearing on Confirmation of Report of Delinquent Solid Waste Collection and Disposal Services Charges Assessment
 - Notice of Public Hearing to Confirm the 2017 Fire Hazard Fuel Reduction Report of the CCSD
 - Notice of Availability of Proposed Preliminary Operating Budget and Hearing to Consider Adoption of Proposed Preliminary Operating Budget of the CCSD for Fiscal Year 2018/2019

Finance Standing Committee:

- Haley worked with the Finance Standing Committee Chairman to coordinate their next meeting and prepare the agenda
- Haley distributed and posted the Finance Standing Committee agenda
- Monique attended the Finance Standing Committee meeting and took the minutes
- Haley finalized and distributed the approved 2018 Finance Committee Meeting Schedule

Infrastructure Standing Committee:

- Haley worked with the Infrastructure Standing Committee Chairman to coordinate their next meeting and prepare the agenda
- Haley distributed and posted the Infrastructure Standing Committee agenda and Special Meeting agenda
- Haley attended the Infrastructure Standing Committee meeting and took the minutes

PROS Commission:

- Haley handles the creation, distribution and posting of the PROS Commission meeting agendas and minutes.
- Haley posted the approved PROS May meeting minutes
- Haley finalized the June PROS agenda
- Monique prepared the May 2018 PROS minutes for the June 2018 agenda

Meetings:

- Prepared for and conducted bi-weekly Administrative Office staff meetings
- Haley created and distributed the Manager's Meeting agenda
- Haley coordinated managers and supervisors attending the Manager's Meeting on Tuesday, May 29, 2018
- Attended the Manager's meeting
- Haley emailed Jerry and Board of Directors regarding various meeting reminders in Cambria
- Attended weekly agenda review meetings
- Attended the CSDA meeting

Miscellaneous:

- Worked on public record requests and responses
- Participated in multiple operational meetings
- Haley processed purchase orders for multiple vendors
- Worked on the District Transparency Certificate of Excellence website requirements and posted new documents to the webpage
- Worked with Streamline regarding creating a new webpage for the District

Engineering Department:

- Met with the District Engineer and General Manager

Facilities & Resources Department:

- Met with the Facilities & Resources Manager

Fire Department:

- Met with the Fire Chief

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
- Resolved various finance department matters such as software and printer incompatibilities, manage and monitor the Proposition 218 process, monitor the Assessment programs, ensure CIS updates, train employees on Transfers, Assignments and CCSD Municipal Code interpretation, resolve various payroll matters.

Wastewater Department:

- Met with Wastewater Department Supervisor

Water Department:

- Met with Water Department Supervisor

FACILITIES AND RESOURCES:

1. Weed abatement:

- a. CCSD Staff has been very busy this weed abatement season. All fire breaks on Fiscalini Ranch have now been completed. Fire breaks were done on the Ranch side of Huntington St., Windsor Blvd., Wedgewood, Ramsey, behind Rabobank and Catholic Church, Warren Dr., and a complete mow on East Ranch. Map included.

2. New Staff at Facilities and Resources:

- a. Andy Lyman has accepted a transfer position to the CCSD Water Department. He started his new position on June 11th. We thank Andy for his many contributions to the Department.
- b. Tim O'Marr is the newest member of the department. He started on June 10th. He transferred over from CCSD Wastewater Department.

3. Clearing Back Entrances:

- a. The following trail head entrances have been cleaned up and cleared back.
 - i. North and South Bluff trail parking lots and entrances, Trenton trail head and Tipton Trail head. South end of Marine Terrace trail had a washed-out section, a load of base was brought in and area was filled in.

4. Trail Work:

- a. The following trails have been mowed to provide good access, some fire prevention and reduce the risk of ticks and poison oak.
 - i. Ramsey Trail, Santa Rosa Creek Trail East Ranch, Santa Rosa Trail West Ranch, Creek to Ridge trail, Ridge Trail, Dolphin Bench, Seacliff Trail, Trenton Trail from trail head to small bridge, Midden trails, Victoria Way Trail, part of Meander Trail, all three cross-over trails on Bluff Trail and Bluff Trail from south end entrance to bridge.

5. Encroachment on Madison:

- a. Concerns about encroachment by a new house being built on Madison were brought to CCSD's attention by FFRP. After a meeting with FFRP representatives and CCSD

General Manager was held, I called the homeowner of the property in question and a meeting was set to discuss the concerns.

- i. Walt Andrus, Jo Ellen Butler and Myself met with the home owner on site. After the meeting, we felt the encroachment issue was resolved.

6. CCSD Lots:

- a. 85 CCSD parcels are currently being weed abated. Parcels are on schedule to be completed before weed abatement deadline.

ENGINEER:

Key activities since the May 24, 2018 Board meeting report (prior staff report prepared on May 1, 2018) to the date of this report's preparation, which was June 18, 2018), have included:

- Sustainable Water Facility (SWF):
 - The Advanced Water Treatment Facility (AWTP) has remained off line.
 - The April 2018 monthly and 1st Quarter 2018 Title 22 self-monitoring reports were completed and submitted by the due date of April 15, 2018. The May 2018 monthly Title 22 self-monitoring report was submitted before the due date of May 15, 2018. Staff have collected the required sampling for the June 15, 2018 monthly report, but we anticipate receiving Water Board approval to discontinue groundwater sampling while the AWTP remains offline (up until one month prior to its seasonal operational startup), which would provide a cost-savings of at least \$10,000 per month (following three months after its seasonal shut down)
 - The impoundment basin closure activities are continuing. As of May 31, 2018, approximately 838,000 gallons have been pumped from the impoundment basin. The impoundment basin freeboard that same day was at 70.10 inches.
 - The new Chief Plant Operator for the SWF, James "Jim" Green, was successfully onboarded effective June 4, 2018. Jim is training with Water and Interim CPO John Allchin to take over SWF operations and provide backup assistance to Water Department staff as needed.
 - Staff continues to work closely with Finance Manager Rudy Hernandez on SWF finance reporting and budgeting.
 - Central Coast Regional Water Quality Control Board staff have notified the CCSD of a delay in updating Emergency Water Supply Order No. R3-2014-0050 until 2019. In the meantime, operation of the AWTP can continue under R3-2014-0050 provided the injection rate of treated water back into the aquifer does not exceed 400 gallons per minute, newly generated RO concentrate be off-hauled appropriately, and the AWTP operates as specified in the OMMP once approved by the DDW and the Central Coast Water Board.
 - Off-hauling of the RO concentrate requires further discussion and permitting coordination with County Planning.
 - Staff continues to coordinate with County Planning staff on the SWF's Regular Coastal Development Permitting process. Currently, the SWF can only operate following a Stage 3 Water Shortage Emergency declaration.
- Permit Counter:
 - For the 2018 Calendar Year: 1 Transfer of Position, 7 Assignments, 7 Voluntary Lot Mergers, 2 New/Re-Construction Applications, and 35 Remodel/Change-of-Use Applications were received for processing. We have also received 3 applications to extend ITS letters.

- Retrofit/Water Conservation Inspections are now being performed by Melissa Bland with backup assistance provided by Water Department staff. The schedule of inspections has been altered to provide a wider variety of appointment times.
- Melissa Bland has also completed an update to the Customer Information System (CIS) database using current County records obtained from the Assessor's Office. This effort included reconciling parcels merged away via the Voluntary Lot Merger program.
- Miscellaneous:
 - Influent Screen. Staff completed a request for quotation for informal bidding, which is now posted on the cambriaCSD.org website. Bids are due by 3:00 pm on July 18, 2018.
 - Except for obtaining State responses to some historic well ID numbers, staff has completed responding to questions posed by the SWRCB on licensing of existing water rights.
 - 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. Related to this effort, Melissa Bland sought out and worked with a private programmer to help automate the transfer of lab-provided data into the tables required by our SWF self-monitoring program. This approach was successfully tested on old data from an earlier report and is now being used in developing our monthly self-monitoring reports. The reporting will still require coordination between the commercial laboratory and operations, as well as preparation of a written report. Additionally, the Water Board will soon be requiring reporting well levels and other data directly into their on-line database. To date, details on this pending reporting change still require more work.
 - Staff attended the standing Infrastructure Committee meetings on May 30, 2018 and June 13, 2018.
 - Staff attended the standing Finance Committee meeting on June 14, 2018.
 - The 2017 Annual Consumer Confidence Report was successfully posted in electronic format to the cambriacsd.org website on June 1, 2018. Hard copies were delivered for public review at the following locations: Cambria Vets Hall, Cambria Library, Coast Union High School, Santa Lucia Middle School, and Cambria Grammar School. Hard copies were also made available at the CCSD Administration Offices and have been mailed to approximately 8 consumers upon request.

CAMBRIA COMMUNITY SERVICES DISTRICT

2017 CONSUMER CONFIDENCE REPORT

Este informe contiene información muy importante sobre su agua potable.
Traducción directa y no editada de los resultados.

QUALITY FOR THE COMMUNITY

The Cambria Community Services District ("CCSD") is pleased to present our 2017 Consumer Confidence Report ("CCR") as required by the Safe Drinking Water Act ("SDWA"). This annual water quality report is designed to provide details about where your water comes from, what it contains, and how it compares to standards set by regulatory agencies. We are committed to providing you with this information because informed consumers are our best allies. We test the drinking water quality for many constituents as required by state and federal regulations. This report shows the results of our monitoring for the period of January 1 - December 31, 2017 and may include earlier monitoring data.

DO I NEED TO TAKE PRECAUTIONS?


Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. Those people should seek advice about drinking water from their health care providers. EPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Hotline at (800) 426-4791.

WHERE DOES MY WATER COME FROM?

The State Water Resources Control Board ("SWRCB") referenced the source of CCSD's water system at Granddewer. The Source Water Assessments conducted by the SWRCB used the Default Groundwater System Method.

Your water comes from 5 sources: San Simón ("SS") Wells 1, 2 and 3, and from 2 treated locations (filtration with iron and manganese removal): Santa Rosa ("SR") Wells 3 & 4.

For more information about the Source Water Assessments, see page 4.



TERMS USED IN THIS REPORT

Maximum Contaminant Level (MCL):
The highest level of contaminants that is allowed in drinking water. Primary MCLs are set as close to the PFOs (or MCLGs) as is economically feasible. Secondary MCLs are set to protect the odor, taste, and appearance of drinking water.

Maximum Contaminant Level Goal (MCLG):
The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency (EPA).

Public Health Goal (PHG):
The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the CA Environmental Protection Agency.

Maximum Residual Disinfectant Level (MRDL):
The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum Residual Disinfectant Level Goal (MRDLG):
The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

Primary Drinking Water Standards (PDWSt):
MCLs and MRDLGs for the contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.

Secondary Drinking Water Standards (SDWSt):
MCLs for the contaminants that affect taste, odor, or appearance of the drinking water. Contaminants with SDWSts do not affect the health at the MCL level.


Treatment Technique (TT):
A required process intended to reduce the level of a contaminant in drinking water.

Regulatory Action Level (RAL):
The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

ANALYTICAL RESULT ACRONYMS

MD: not detectable at testing limit
ppm: parts per million or milligrams per liter (mg/L)
ppb: parts per billion or micrograms per liter (µg/L)
pCi/L: picocuries per liter (a measure of radiation)
RTU: Rechargeable Turbidity Units
umho/cm: micro mhos per centimeter

"The mission of the Cambria Water Department is to provide high-quality water to the citizens of Cambria in a safe, environmentally sensitive, and economical manner."



2416 Tenthon Street, Suite 100 • P.O. Box 1000 • Cambria, CA 94628
 Telephone: (805) 924-6222 • Fax: (805) 924-6224

WASTEWATER:

Wastewater Treatment Plant Operations

- Operator Delon Blackburn has been working with staff to develop a timeline and budget to remove grit and rags from around the air diffusers of aeration basin #1 and then empty it.
- We have been in talks with PG&E on the programs they have to help finance and design-build improvements to the WWTP. Such improvements could include replacing the existing 3-wire Motor Control Center ("MCC") with a 4-wire MCC, as well as replacing the generator and blowers.
- In anticipation of wet weather events this spring, we had our new 6-inch pump staged just in case the water coming in was greater than our primary pumps could handle. The pump was not needed and is now back in storage.
- Alpha Electrical installed a control switch on the digester for the transfer pump using an old electrical conduit.
- Bushwhacker mowed the pond area and the area surrounding the SWF.
- West Coast Tree abated all the weeds around the WWTP.

Collection Systems & Lift Stations

- 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.
- 30 new water-tight manhole lids have been ordered.
- The GIS system is being updated to keep information indefinitely. We can now retrieve information in the field and GIS information is now available for reports when needed.

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 probe monthly.

Administrative:

- Toni Artho and Jason Vormbaum are working on their commercial Class B driver's licenses.
- Jason Vormbaum has passed his grade III Wastewater test.
- We have opened a recruitment for a new operator to replace Timothy O'Marr who has transferred to Facilities & Resources.

WATER:

1. The Sustainable Water Facility (SWF) remained offline. Water Department staff continued performing SWF maintenance and operation, which included circulation of Preservol to the filter membranes, groundwater sampling, groundwater well level monitoring, and checks on the impoundment basin. Staff members have continued to assist Interim Chief Plant Operator John Allchin (note: CPO Jim Green started with the CCSD on June 4, 2018) with the removal of water from the impoundment basin per the Water Board-approved impoundment closure plan. Tasks routinely completed by Water Department staff have included boron analyses using the Hach 3900 Spectrophotometer, and daily impoundment basin monitoring. The impoundment basin monitoring included: tracking the presence of wildlife, weather, measuring available freeboard, liner integrity and other factors. Liner integrity tests are conducted once a week.
2. Leak season officially began in May. We experience fewer leaks now than in the recent past thanks, in part, to the many service laterals replaced and upgraded over the last few years.

Leaks do still occur, however, and with the days being warmer and longer, they become more obvious and easier to discover. Some leaks are detected by Water Department staff in the field, while others are called in by concerned citizens. In the month of May, six leaks were repaired. In comparison, only one leak was reported and repaired in April. Service laterals that have had more than one leak are scheduled for replacement and upgrade. Currently, there are eight service lines that need to be replaced and upgraded in the distribution system. With the addition of a new staff member in June (filling the vacancy left by Travis Holt) and the recent addition of Jim Green as CPO for the SWF, the Water Department operators are going to be freed up to start scheduling these lines replacements. Of the six leaks repaired in May, the Leona St. leak was the most severe. The saddle attached to a 10" main had cracked and appeared to have been leaking for a long time. We know this because the water pressure exiting the cracked saddle etched a groove in the 10" main. This leak was called in by a concerned citizen. Water was not exiting the pavement, but there was a very slight damp spot in road. The water from the leak was traveling underground through gopher hole highways. Obviously, when this occurs it makes leaks difficult to notice. The leaking saddle was removed, the damaged 10" main was repaired, and a new saddle was installed with a new hot tap for the existing service lateral. This leak could have existed for months. Based on the deep etching into the 10" main line, our best guess is at least two months duration. Water System Supervisor Jason Buhl believes this leak was the primary culprit of our increased water loss in April and May (18.5% compared to 12% the previous billing cycle).

3. SR4 is currently offline. Our turbidity analyzer was malfunctioning, displaying turbidity ten times higher than it was. During a conversation with Jeff Densmore from the Water Board, Jason Buhl committed to taking SR4 offline until the Turbidity analyzer was repaired and re-calibrated. Densmore also requested that a PH and temperature analyzer be installed, and the readings included in the monthly operational reporting to the Water Board. The Turbidimeter was repaired and the new PH and temperature probe were installed. We are currently waiting on a cap for the PH probe to be delivered from Hach as the one included was the wrong size. Once the cap is received the job will be completed and SR4 should be back online by mid-June.
4. SR3 well is currently running and supplying water to the system. SR3 is dormant from November to April each year. Water Department staff got the SR3 well up and running in May. Water System Supervisor Jason Buhl is pleased to report that SR3 is running fine without any problems. Once SR4 is back online, SR3 and SR4 will alternate each day. This alternating of wells ensures the daily rebounding of each well, which helps protect the Santa Rosa aquifer well levels from drawdown.
5. Apodaca Paving upgraded seven existing cold mix asphalt patches in May. They removed existing cold mix asphalt and replaced it with hot mix asphalt to meet SLO County Roads requirements. When new water services are installed, or water leaks are repaired, Water Department operators use cold mix asphalt to temporarily patch the road. Yearly, these temporary patches are replaced and upgraded to hot mix asphalt.
6. A water leak occurred at the pressure sustaining valve located near Heath Lane and Windsor Drive. Pressure regulating/sustaining valves are complicated pieces of equipment. These valves have a lot of tubing necessary to function properly. Copper tubing is prone to leakage, so most of the pressure regulating/sustaining valves in the distribution system have been upgraded with stainless steel tubing over the years. Stainless steel is much more resilient and rarely leaks. When the leak occurred in May, Water Operators repaired the leak

with copper tubing on hand. The Water Department Supervisor contacted Cla Valve, who installed all new stainless-steel tubing and thoroughly inspected the valve. During the inspection, it was discovered that some additional maintenance was required. Cla Valve replaced some internal parts and verified that the valve was operating properly.

7. Water Production

	SAN SIMEON	SANTA ROSA	TOTAL
MAY 2018	38.72 Ac Ft	5.02 Ac Ft	43.74 Ac Ft
MAY 2017	46.33 Ac Ft	17.86 Ac Ft	64.19 Ac Ft
MAY 2013	63.18 Ac Ft	5.28 Ac Ft	68.45 Ac Ft

8. Well levels (Please see attached tables and charts)

9. 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	296
Customer assists for high water usage on customer side of meter	14
Shutoff and turn on for customer performed plumbing repairs	10
Repairs of distribution system leaks	6
Replaced meter shut-offs	2
After-Hours System Alarm Responses	2
Raised Fire Hydrant	1
Conservation Retrofit Inspections	9
USA Locations	15
Service line/meter replacement	1

Attachments:

1. June 18, 2018 Letter from RWQCB
2. C. Steidel's Additional Areas for Focus and Procedural Understanding
3. Cambria Fire Break Pictures
4. Production and Green Sheet Well Graphs
5. Balance Public Relations June 2018 Report
6. Public Records Requests and Responses