

# Agenda Item

DATE: January 10, 2024  
TO: Michael Minkler, General Manager  
FROM: Damon Wyckoff, Director of Operations  
RE: Report on the December 2023 Operations Department

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## **RECOMMENDED ACTION:**

Report on the Operations Departments Report for Districts 1 through 5.

## **SUMMARY:**

Attached is the monthly Operations Department Report for December 2023. The report will review the operational status and work completed by departmental administration and each of the five Districts. The report will cover the following:

- Administration
- Water treatment plants
- Wastewater treatment plants
- Distribution
- Collections
- Construction
- Electrical
- Mechanical

Staff will be present to report to the Board of Directors and will be available for questions.

## **FINANCIAL CONSIDERATIONS:**

None.

*Attachment: December 2023 Operations Department Reports for Districts 1 through 5*

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# Operations Departments Report

December 1<sup>st</sup> through December 31<sup>st</sup>, 2023

## **Director of Operations:**

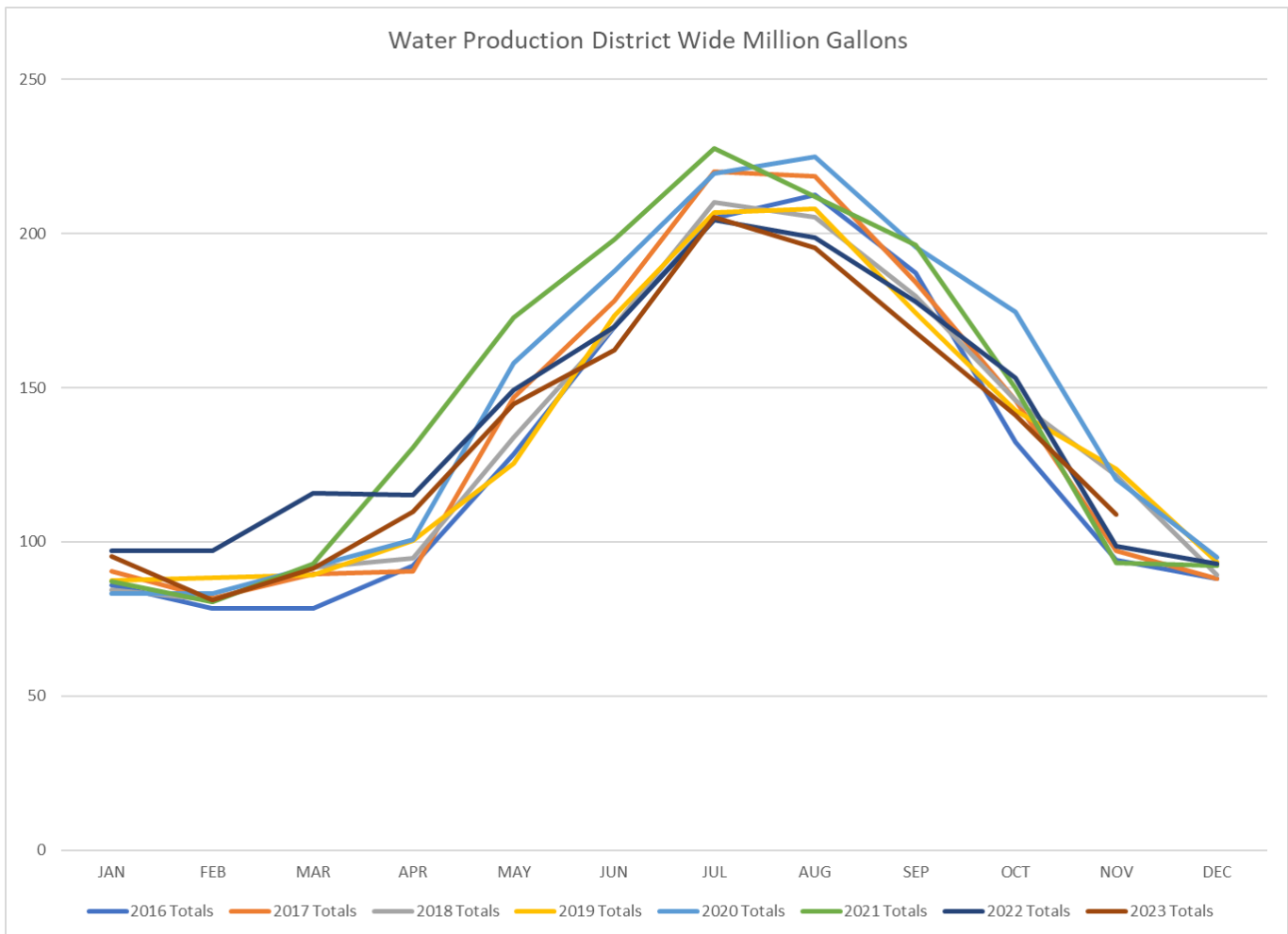
1. On-going coordination and management of multiple District Operations projects and work efforts.
2. Conducted the Districts Quarterly Utilities Coordination Meeting.
3. Participated in the Copper Cove Town Hall Discussion.
4. Site visits to multiple in-construction District projects.
5. Continued to work with District Staff and the consultant to ensure the effective resolution of punch list items for the AMI Project.
6. Participated in the bid walk for the Jenny Lind Water System A to B Transmission Pipeline Project.
7. Participated in multiple onsite project progress meetings.
8. On-going FEMA coordination related to DR-4683 and DR-4699.
9. Participated in the CARBs Truck Regulations Implementation Group (TRIG) Workshop as a member of the Implementation Group and attended the other three working groups (Border Communities, Outreach, and Rule Provisions) Meetings.
10. On-going CARB related work with MCWRA and ACWA.
11. Continued participation in meetings with Calaveras County Public Works focused on road conditions and project coordination in the Rancho Calaveras Service Area.
12. On-going work with Staff and the District's Consultant to glean any additional operational options to improve Disinfection Byproduct reduction in the Ebbetts Pass Service Area.
13. Participated in the District's December All Employee Meeting.

## **Administrative Technician:**

1. Maintained Field Calendar
2. Received/Tracked All USA North Line 811 Locates – Handled Associated Calls –648 Received District Wide
3. Facilitated with Employee Reimbursements
4. Facilitated with Employee Certification – Applications, Exams, Renewals, Trainings, Resources
5. Field Training Course Ordering/Registrations/Travel Arrangements
6. Process Operations Purchase Order Batches
7. On Call Reminders, Transfers, Logs
8. Electronic Lab Report Filing
9. Organizing and Archiving Operations Department Documents
10. Safety Tailgate Meetings: Create, Track, & Archive
11. Attended Various Meetings & Webinars
12. Permit Renewals
13. Continued CERS Program Work Efforts
14. 2023 Backflow Program Work Efforts
15. Cross Connection Survey Work Efforts
16. Completed 2024 On Call Schedule
17. Miscellaneous Administrative Functions

**Plant Operations Manager:**

1. Completed the review and acceptance of the monthly State Water Reports for all the Districts Water Systems and submitted them to the State.
2. Completed the monthly Wastewater Reports for all the Districts Wastewater Systems and submitted them to the State.
3. Working very closely with the new operator in West Point to ensure that all system needs are met.
4. On-going work associated with PO's and ordering supplies for different District facilities and projects.
5. Continued work efforts on annual backflow testing
6. Ongoing work efforts associated with the Ebbetts Pass HAA5 exceedance for purposes of public notification and data collection.
7. Completed backflow testing for our own facilities with our Mechanics supervisor.
8. On-going work with our lab on UCMR5 sampling.
9. Participated in special Board Meeting regarding PFAS/PFOS.
10. Participated in the townhall meeting for Copperopolis.
11. Completed SAFER Clearinghouse reporting.
12. Investigated a noise complaint for Collierville powerhouse.
13. Construction meetings dealing with Copper Cove B Tank and Clearwell project with Peterson Brustad INC.
14. Ongoing work efforts related to the District's Cross Connection Control Surveys with Ms. Burke.
15. Conducted a tour of the District's West Point Wastewater Treatment Plant with Calaveras Unified School District staff.
16. Worked on and submitted the District's 23/24 fiscal year water audits with Woodard & Curran, and the External Affairs Manager.
17. With the help of Woodard & Curran and the External Affairs Manager, submitted the District's Water Use Efficiency report.
18. On-going work with Peterson Brustad Inc. on West Point water plant filter addition.
19. Continued working on the Operations plan for revision for West Point Water Treatment Plant.
20. On-going work efforts with the Districts CERS (California Environmental Reporting System) annual reporting.
21. Working with the Sheriff's department on getting our new radio tower site up and operating.



## **Construction and Maintenance Manager:**

1. Staff meetings.
2. Board meetings.
3. AMI weekly project update meetings.
4. Copper Lift Station and force main relocation project weekly meetings.
5. West Point/Wilseyville Consolidation on-site project meeting.
6. Attended monthly CWEA Northern/Central CA meeting.
7. Weekly Copper Cove Tanks Replacement Project Meetings.
8. Participated in Mobile MMS training with multiple Staff.
9. Participated in the Quarterly Utilities Coordination Meeting.
10. Attended Spill Response Training for Sanitary Sewer Overflows (SSOs)
11. Attended an Army Corps of Engineer Winter Storm Webinar.
12. Participated in a Town Hall Meeting in Copperopolis.
13. Continued to work with Staff on the AMI/Sentryx/Mobile MMS integration.
14. On-going work associated with water service to the Meadowmont Shopping Center.
15. Participated in the Bid Walk for the Jenny Lind Water System's A to B Transmission Pipeline installation project.
16. Site visit to Southworth WWTP with staff to discuss items for Construction Crew work efforts.
17. Routine meetings with The District Construction Senior Supervisor to discuss West Point work efforts status.
18. Field meet with the Utility Crew Senior to discuss service line replacement numbers, game plan for Dunn replacements and discuss plan for mobilizing to Poker Flat.
19. Worked with Distribution Senior in Jenny Lind to obtain quotes for paving replacement of multiple patches.
20. Work with staff in Ebbett's Pass area to complete manual and handheld reading for billing.
21. Multiple field/site visits.
22. Review and approve timecards.
23. Multiple phone calls to customers to discuss issues/concerns.

## **Purchasing Agent:**

1. Worked on inventory of new warehouse.
2. Completed invoicing for purchased material.
3. Met with various reps and received quotes for various items for purchase.
4. Ordered parts, tools, materials, and equipment for all Departments.
5. Coordinated servicing of District Vehicles for Field Staff.
6. Reconciled Credit Cards for Field Staff.
7. Facilitated Factory Recall repairs on Enterprise Vehicles.
8. Worked with the Director of Operations to provide an understanding to Finance of the inordinate amount of pump and pump motor failures that have occurred over-taxing the Operations Pumps & Motors Budget.
9. Delivered supplies, materials, and parts.

## **Water Treatment Plants:**

### **Copper Cove Water Treatment Plant:**

1. Operations as usual
2. B Tank/Clearwell rehabilitation and replacement project has begun. Redwood Tank completely removed.

### **Hunter's (Ebbett's Pass) Water Treatment Plant:**

1. Ran pilot using ACH chemical feed system at plant.
2. All ACH pilot information is logged on data sheet – Completed a report of the ACH dosage pilot study.
3. Filter Inspections Complete.
4. Repair of Filter #1 Clarifier – media leak.
5. Operations as normal.
6. Monthly White Pines Dam inspection completed.

### **Jenny Lind Water Treatment Plant:**

1. Operations as usual

**Sheep Ranch Water Treatment Plant:**

1. Operations as usual

**Wallace Lake Estates Well System:**

1. Operations as usual

**West Point Water Treatment Plant:**

1. Operations as Usual
2. On-going construction for the installation of the second filter – piping installation continues.

**Wastewater Treatment Plants:**

**Arnold Wastewater Treatment Plant:**

1. Operations as usual

**Copper Cove Wastewater Treatment Plant:**

1. Pond 6 is beginning to fill as the cold weather season is upon us.
2. Solids in Ponds 1, 2 and 4. Are causing operational issues, and this needs to be addressed as soon as possible. (I am aware that Pat B and Jesse have been in contact and working on a test for the solids removal with CCWD staff and equipment. This would be a huge cost savings.

**Copper Cove Wastewater Reclamation Plant:**

1. The RCP is off for the Winter weather season.

**Country House Wastewater Facility:**

1. Operations as usual

**Forest Meadows Wastewater Treatment Plant:**

1. Operations as usual
2. UV System Replacement Project complete. The New System is up and operational.

**Indian Rock Vineyards Wastewater Facility:**

1. Operations as usual
2. Need to determine how to provide water service to the facilities to improve system and basket cleaning.

**La Contenta Wastewater Treatment Plant:**

1. Operations as usual
2. Failed Sand filter Air Compressor replaced.

**Mountain Retreat / Sequoia Woods Wastewater Facility:**

1. Operations as usual

**Six Mile Wastewater Collection System:**

1. Monthly reads taken and report submitted to the City of Angels Camp

**Southworth Wastewater Treatment Plant:**

1. Operations as usual

**Vallecito / Douglas Flat Wastewater Treatment Plant:**

1. Operations as usual

**West Point Wastewater Treatment Plant:**

1. Operations as usual

### **Wilseyville Wastewater Facility:**

1. Operations as usual
2. Construction Crew cleared sprayfield of shrubs and brush.

### **Distribution:**

#### **Copperopolis Distribution System:**

##### **SERVICE LINE WORK**

1. 653 High Point
2. 777 Sunrise
3. 851 Foothill

##### **MAIN LINE WORK**

None during this period

##### **Additional Work**

1. 3 Valves Turned
2. Service Requests
3. Flushed 24,000 gallons.
4. USA's
5. Yard cleanup and made space to accommodate the Contractor working on the construction of the second Clearwell.

#### **Ebbett's Pass Distribution System:**

##### **SERVICE LINE WORK**

1. Pine Drive (2 separate leaks), Arnold
2. Hoka Way, BTV
3. Apache Drive, BTV

##### **MAIN LINE WORK**

1. 2" – Commercial Way, Hathaway Pines

##### **Additional Work**

1. 543 USA Tickets.
2. 11 Service Requests Completed.
3. Cal- Fire crews cleared brush and debris at White Pines Barn.
4. Our crew burned piles and cleaned up/ organized area around Barn.
5. Completed the building and installation of protective boxes at Sheep Ranch Tanks.
6. Attended all employee meeting.
7. Ongoing organizing and clean up inside Barn and storage areas.
8. Multiple GIS mapping updates to correct wrong information.
9. Assisted Cla-Val Technician with installation of level delay device at Larkspur Tank to help improve circulation and maintain water quality in Reach 1 system.
10. Prepping of vehicles and equipment for winter snow removal.
11. Manual meter reading and troubleshooting of AMI meters. Replacing Nodes and meters of units that are not responding.
12. Bill Heinle obtained his Grade D3 Distribution Certification – Congratulations Bill!
13. PG&E Underground project has THANKFULLY slowed down for the season!!!

#### **Jenny Lind Distribution System:**

##### **SERVICE LINE WORK**

1. 9031 McAtee
2. 5821 Baldwin
3. 8091 Baldwin
4. 7350 Westhill
5. 3470 Huckleberry
6. 6873 Cane
7. 7611 Kirby

##### **MAIN LINE WORK**

1. 2" on Wong Court

2. Abandoned 2" Valve on Macatee

**ADDITIONAL WORK**

1. Vehicle Inspections
2. Month end reads for hydrant meters, fill stations, Lancha Plana and raw water.
3. Tank and pump station checks.
4. Lower end flushing for water quality.
5. Line locates.
6. Work orders for meter installations, water quality, and pressure issues and leak checks etc.
7. Started the planning and material acquisitions for our valve exercising and unilateral flushing program – Focusing on B and E zones and starting in January.
8. A to B job walk with the engineering firm and outside contractors
9. Assisted West Point with emergency leak repair on Tree Ln from a utility strike by the county road department.
10. Worked on the road to our warehouse as it is in disrepair due to the heavy traffic load and the recent wet weather.
11. Tear down of a fire hydrant that was damaged by a contractor – We pulled it apart to see what had been damaged and are working with the purchasing agent to get a repair kit in for final repair.
12. Dug up and brought up to grade the missing valves that separate B zone from A tank on Hartvickson and poured a house keeping pad around them.

**West Point Distribution System:**

**SERVICE LINE WORK**

1. 1" service line on Tree Lane

**MAIN LINE WORK**

None during this period

**ADDITIONAL WORK**

1. Assisted the Construction Crew in the installation of a fire hydrant on Tree Lane.
2. USAs
3. Service request
4. Monthly reads
5. Weekly pump checks and flow meter reads.

**Construction**

1. Assisted in leak repair with the Ebbetts Pass, Copper Cove, and Jenny Lind Distribution Crews
2. Replaced a Fire Hydrant on Tree Lane in West Point including housekeeping pad and drainage improvements.
3. Slurry Line Meter Read.
4. Cleared brush on the West Point Upper Sprayfield.
5. Reviewed necessary drainage improvements at the Southworth WWTP with the C&M Manager and Treatment Operators.
6. Graded around the Shop at West Point to reduce the amount of stormwater run-on into the Septic System.
7. Installed inline valve at Faye & Patricia in West Point.
8. Participated in Mobile MMS Training.
9. Site Visit to the Meadowmont Shopping Center with the C&M Manager and the EP Distribution Supervisor to review system piping.
10. Participated in the All-Employee Meeting.

**Electrical:**

1. Troubleshoot exhaust fan in the Jenny Lind WTP restroom, fan is nonoperational, ordered replacement.
2. Performed annual flow meter calibrations in the Ebbetts Pass service area.
3. Replaced failed unit heater fan motor in the Hunters WTP filter room.
4. Troubleshoot and repaired the new SCADA system at the West Point WTP, the filter high turbidity and high high turbidity alarms were addressed incorrectly.
5. Performed annual flow meter calibrations in the West Point service area.

6. Troubleshoot/repaired/tested alarming software in the new SCADA system at West Point WTP.
7. Performed annual flow meter calibrations in the Copper Cove service area.
8. Troubleshoot the PLC in the Bummerville pump station, pump call was stuck in logic, tank was at high level, rebooted PLC, call went away.
9. Wired in new zinc dosing pump at the Jenny Lind WTP.
10. Worked on installing a new VFD for pump #2 at Huckleberry lift station to replace the failed soft start
11. Troubleshoot and repaired Bummerville pump station PLC, tank was in a high-level alarm and overflowing, pump call wouldn't go away, found pump start buttons in the old SCADA were momentary, not so in the new Ignition app, made changes to the PLC program to repair.
12. Troubleshoot and repaired Upper Cross Country lift station pump #2 high temp condition, started pump, no GPM, started again, high GPM and correct amp draw.
13. Rewired generator alarm leads at Upper Cross Country lift station to eliminate an erroneous alarm condition.
14. Moved transducers for the new UV system flow meter at Forest Meadows WWTP to the new inlet line, new system now online.
15. Installed portable flow meter on the DAF units at Forest Meadows WWTP, confirming old flow meter displays 27% lower flow than reality.
16. Wired in new valve actuators for filter #2 at the Jenny Lind WTP after the filter rehab project.
17. Cleaned the pressure transducer at 602 Tank after erratic reads, also turned the room heater on for the winter.
18. Attended factory startup and training at the new UV system at the Forest Meadows WWTP.
19. Replaced failed lever transducer at B-Tank in Valley Springs
20. Unwired and L.O.T.O pump #2 at Upper Cross Country lift station after over-temp alarm returned, Shape to warranty pump.
21. Performed annual flow meter calibrations in the La Contenta Wastewater service area.
22. Wired in new valve actuators for filter #1 at the Jenny Lind WTP after the filter rehab project.
23. Replaced 3 ceiling fans with new units in the Hunters WTP filter room after the old units failed.
24. Troubleshoot Rawhide Road AMI repeater again for a power fail alarm, power is still on.
25. Replaced failed flow meter head on filter #5 at the Jenny Lind WTP with spare unit, old unit had a frozen screen and was nonoperational.
26. Troubleshoot and replaced the level transducer at Upper Cross Country lift station, unit failed after removal of the grease mat.
27. Troubleshoot and replaced a failed level transducer at the overflow tank of Lower Cross Country lift station with a new unit.
28. Replaced 2 exterior wallpack fixtures with new on the Hunters WTP filter building.
29. Wired in new spare pump #2 at Upper Cross Country lift station, existing pump had been previously removed and sent in for warranty work.
30. Troubleshoot and repaired a graphical error on the SCADA 1 machine at Hunters WTP.
31. Troubleshoot a PLC communications failure alarm at Hunters WTP, reinstalled ethernet card and checked all ethernet connections.
32. Worked with A-TEEM to program the HMI and PLC for the new grit tank project at Vallecito WWTP.
33. Replaced a failed ASCO solenoid valve for the Magnatrol level controller on filter #1 at Jenny Lind WTP, looks like the ASCO valve was damaged during the filter rehab project.
34. Worked on the Kohler 60kw tow behind generator, trying to locate a replacement voltage selector switch.
35. Performed annual flow meter calibrations in the Jenny Lind service area.

## **Collections:**

1. SSO online reporting completed.
2. Monthly vehicle reports completed.
3. Weekly lift station inspections completed.
4. Completed USAs district wide.
5. Helped the Copper Cove Distribution Crew with leak repairs.
6. Pumped and cleaned septic tanks at 4089 Main Street Vallecito and 4092 Parrott's Ferry for yearly maintenance.
7. Pumped sludge tank at Jenny Lind WTP.
8. Called out to 3676 Angels Rd. Septic tank basket needed cleaning.
9. Continued pumping septic tanks in West Point.



10. TV'd new line at the West Point WTP to make sure test plugs were removed.
11. Hydro'd the head works at the Vallecito WWTP for bimonthly maintenance.
12. Called out to 9051 Cliff Ct. septic tank alarm - no issues found possible hung-up float.
13. -Pulled newly installed pump 2 at the Upper Cross-Country LS due to thermal sensor and wire failure. Took it back to industrial electric for warranty repair.
14. Called to high level at the Lower Cross-Country LS due transducer failure at the Upper Cross-Country LS.
15. Called out to 3903 Canepa Lane - septic tank pump had gone out.
16. Called out to 6880 Ospital rd. Due to alarm going off. Bad on/off float. Replaced.
17. Picked up warranty pump from industrial for Upper Cross-Country LS.
18. Called to 2325 Meadowview Drive, manhole was draining slowly due to roots building up on outlet pipe. Hydro'd it to clear them out.
19. Called out to 4253 Parrots Ferry - pump had gone out. Pumped tank for the night and made repairs during the daylight hours. Worked on the pump and found that it was full of non-flushable debris and trash.
20. Pumped and cleaned Upper and Lower Cross-Country Lift Stations.
21. Pumped and cleaned Saddle Creek Lift Stations 1,2&3 for yearly maintenance.
22. Replaced lid and riser on septic tank at 3963 Juniper.

## **Mechanical:**

1. Assisted the Forest Meadows WWTP Operators and Electricians with lifting the UV bulbs to check cleaning and setup. Built a weather guard for the outdoor HMI and installed an automated drain on the air compressor system to ensure clean process air.
2. Fabricated custom valve locks. Much cheaper than purchasing.
3. Repaired the shop band saw and built a rolling cart for it.
4. Cleaned and repaired the C&C machine and prepped for metal fabrication.
5. Troubleshoot hydraulic leak on VEH #746 (2022 VacCon) – Repaired.
6. Repaired faulty defroster in VEH #592 (2011 F350).
7. Repaired Air System failure on VEH #126 (2004 VacCon).
8. District-Wide Generator Checks.
9. Delivered a Forest Meadows WWTP Effluent Pump and an A-Tank Pump Station Pump to Mar-Tech for repair.
10. Scheduled a Crane Service to pull effluent pump #3 at the Jenny Lind WTP. Completed the work effort
11. Participated in Mobile MMS Training.
12. Confined-Space Entry into the Arnold WWTP Effluent vault to clean pump screens in preparation for Winter.
13. Installed new Air Compressor at the La Contenta WWTP.
14. Repaired failed mini-excavator power tilt bucket. Another significant cost-savings effort for the District.

## **Underground:**

1. Continued to replace services on Dunn Road in Rancho Calaveras.
2. Moved material and equipment to Poker Flat in Copperopolis.
3. Assisted Crews with leak repair.
4. Began cleanup to mobilize off Baldwin and move to Dunn.

**Prepared By: Damon Wyckoff, Director of Operations**