



# SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

Post Office Box 339, Oceano, California 93475-0339

1600 Aloha Oceano, California 93445-9735

Telephone (805) 489-6666 FAX (805) 489-2765

www.sslocsd.org

## AGENDA

### BOARD OF DIRECTORS MEETING

City of Arroyo Grande, City Council Chambers  
215 East Branch Street  
Arroyo Grande, California 93420

Wednesday, January 15, 2014 at 6:00 P.M.

#### Board Members

Matthew Guerrero, Chair

Tony Ferrara, Vice Chair

Glenn Marshall, Director

#### Agencies

Oceano Community Services District

City of Arroyo Grande

City of Grover Beach

#### Alternate Board Members

Mary Lucey, Director

Jim Guthrie, Director

Debbie Peterson, Director

Oceano Community Services District

City of Arroyo Grande

City of Grover Beach

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#### 1. CALL TO ORDER AND ROLL CALL

#### 2. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

This public comment period is an invitation to members of the community to present comments, thoughts or suggestions on matters not scheduled on this agenda. Comments should be limited to those matters which are within the jurisdiction of the District. The Brown Act restricts the Board from taking formal action on matters not published on the agenda. In response to your comments, the Chair or presiding Board Member may:

- Direct Staff to assist or coordinate with you.
- It may be the desire of the Board to place your issue or matter on a future Board meeting agenda.

Please adhere to the following procedures when addressing the Board:

- Comments should be limited to three (3) minutes or less.
- Your comments should be directed to the Board as a whole and not directed to individual Board members.
- Slanderous, profane or personal remarks against any Board Member, Staff or member of the audience shall not be permitted.

Any writing or document pertaining to an open-session item on this agenda which is distributed to a majority of the Board after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review in the offices of the Oceano CSD, a member agency located at 1655 Front Street, Oceano, California. Consistent with the Americans with Disabilities Act (ADA) and California Government Code §54954.2, requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires modification or accommodation in order to participate at the above referenced public meeting by contacting the District Manager or District Bookkeeper/Secretary at (805) 481-6903.

**3. CONSENT AGENDA**

The following routine items listed below are scheduled for consideration as a group. Each item is recommended for approval unless noted. Any member of the public who wishes to comment on any Consent Agenda item may do so at this time. Any Board Member may request that any item be withdrawn from the Consent Agenda to permit discussion or to change the recommended course of action. The Board may approve the remainder of the Consent Agenda on one motion.

**3A. Review and Approval of the Minutes of the December 18, 2013 meeting**

**3B. Review and Approval of Warrants**

**3C. Review of Financial Report ending December 31, 2013**

**4. PLANT SUPERINTENDENT'S REPORT**

**5. MISCELLANEOUS ITEMS**

A. Miscellaneous Oral Communications

B. Miscellaneous Written Communications

**6. PUBLIC COMMENTS ON CLOSED SESSION**

**7. CLOSED SESSION**

(1) Discussion regarding employee compensation - COLA

**8. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

**9. ADJOURNMENT**

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

City of Arroyo Grande, City Council Chambers  
215 East Branch Street  
Arroyo Grande, California 93420

Minutes of the Meeting of Wednesday, December 18, 2013  
6:00 P.M.

**1. CALL TO ORDER AND ROLL CALL**

Present: Chair Matthew Guerrero, Oceano Community Services District; Vice Chair Tony Ferrara, City of Arroyo Grande; Director Glenn Marshall, City of Grover Beach.

District Staff in Attendance: Paul J. Karp, Interim District Manager; Mike Seitz, District Counsel; John Clemons, Plant Superintendent; Matthew Haber, District Bookkeeper/Secretary.

Others in Attendance: Rick Sweet, Jim Garing

Director Guerrero made mention that Director Marshall would now be the representative from the City of Grover Beach.

**2. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**

Director Guerrero approved the request by Interim District Manager Karp to pull Item 5C to be placed on a future agenda.

Director Guerrero then opened the public comment period. Ms. Julie Tacker said that if it had not been for Director Peterson, the changes would not have happened at the District. She wished Director Marshall good luck.

There being no more comments, Director Guerrero closed the public comment period.

**3. CONSENT AGENDA**

Director Guerrero pulled Item 3A for separate consideration since Director Marshall was not present at the December 4, 2013 meeting.

**3A. Review and Approval of the Minutes of the December 4, 2013 meeting**

**Action:** Director Guerrero moved for approval, and Director Ferrara seconded. The motion was carried 2-0.

**3B. Review and Approval of Warrants**

**3C. Review of Financial Report ending November 30, 2013**

**3D. Ratification of District Manager's Contract**

**Action:** Director Ferrara moved for approval, and Director Marshall seconded. The motion was carried 3-0.

**4. PLANT SUPERINTENDENT'S REPORT**

Plant Superintendent Clemons wanted to try to clarify things a bit by adding the BOD and TSS effluent limits to his report. He said that there had been less chlorine usage due to the increased efficiency of the wastewater processing at the Plant.

He then spoke about corrective maintenance items, training attended by District staff, the expanded testing by the District's own lab, the completion of the current updating of the Standard Operating Procedures (SOPs), and the progress made on the installation of the SCADA system.

He also said that Katie DiSimone had visited the Plant and that she had communicated that she was very pleased with the direction of the Plant.

**Action:** The Board received and filed the Plant Superintendent's report.

**5. BOARD ACTION ON INDIVIDUAL ITEMS:**

**A. PRESENTATION BY COUNTY OF SAN LUIS OBISPO DEPARTMENT OF PUBLIC WORKS**

San Luis Obispo County Department of Public Works staff were on hand to present information on flood mitigation efforts in the South County.

Director Guerrero opened the public comment period. Mr. Jeff Edwards said that the external flooding threat to the Plant remains virtually the same as it had been during the flooding event of 2010.

Ms. Tacker spoke about how the airport is designed to not flood and therefore inundates the District Plant with water,

There being no more comments, Director Guerrero closed the public comment period.

**Action:** The Board received the County's presentation, and Director Guerrero asked that the County's handouts (ATTACHED) be included in the minutes of this meeting.

**B. ROTATION OF DISTRICT BOARD MEETING LOCATION**

Director Guerrero opened the public comment period. Ms. Julie Tacker suggested that the location of the meeting could be made larger on the agenda since the change in addresses had caused some prior confusion.

There being no more comments, Director Guerrero closed the public comment period.

**Action:** Director Marshall moved that the District Board meetings be held in the Arroyo Grande City Council Chambers for another six months. Director Guerrero seconded, and the motion was carried 2-0.

**C. COLA FOR FULL-TIME STAFF (PULLED)**

**D. KENNEDY/JENKS ENGINEERING CONSULTANT PROPOSAL**

Interim District Manager Karp presented the staff recommendation that the Board receive and review the proposal to contract with Kennedy/Jenks Consultants as a capital project engineer.

**Action:** Director Guerrero moved for approval of the staff recommendation. Director Marshall seconded, and the motion was carried 2-0.

**6. MISCELLANEOUS ITEMS**

**A. Miscellaneous Oral Communications**

The Board reached consensus to have the next Board meeting held on January 15, 2014 as the next regularly scheduled Board meeting falls on January 1, 2014.

**B. Miscellaneous Written Communications**

1. Status of Solids and Centrate Handling

Interim District Manager Karp presented a written report which details improvements at the Plant for solids and centrate handling.

**7. ADJOURNMENT**

There being no further business to come before the Board, Director Guerrero adjourned the meeting at approximately 6:40 p.m.

***THESE MINUTES ARE DRAFT AND NOT OFFICIAL UNTIL APPROVED BY THE BOARD OF DIRECTORS AT A SUBSEQUENT MEETING.***

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT  
WARRANT REGISTER  
01/15/2014 FY 2013/14

ISSUED TO	PURCHASE/SERVICE	INV. # / SERVICE PERIOD	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
ABALONE COAST	CHEMICAL ANALYSIS	DECEMBER	011514-8239	7078	1,749.80	1,749.80
ADAMSKI MOROSKI MADDEN CUMBERLAND & GREEN	LEGAL SERVICES	32484		40	795.00	795.00
ALLIED ADMINISTRATORS	EMPLOYEE DENTAL	February		41	6025	1,003.76
ALLSTAR INDUSTRIAL SUPPLY	MISC SUPPLIES	1045 1049		42	8060	1,355.40
AMI PIPE AND SUPPLY	GASKET AND VALVES	159931 161593		43	8060	538.92
	GAS METER CALIBRATION EQUIPMENT	161551			8056	602.84
ANDRE, MORRIS & BUTTERY	LEGAL SERVICES	NOVEMBER		44	7070	2,954.61
APPLIED INDUSTRIAL TECH	FALK 1080T2 7/8 HUB & LUBRIPLATE	7001384512		45	8060	635.31
ARAMARK UNIFORMS	EMPLOYEE UNIFORMS	8393813 8410721 8427464 8444363		46	7025	844.25
AUTOSYS. INC.	SCADA INTEGRATION	558 560		47	20/8010	4,412.13
BARTLE WELLS ASSOCIATES	FINANCIAL CONSULTING	BWA241C-1001		48	7077	6,531.93
B&B STEEL & SUPPLY	STEEL	433435 434384 434548		49	8060	593.93
BC PUMP SALES & SERVICE INC.	3 X GOULDS PUMPS	28391 28438		50	8060	2,882.05
BRENNTAG PACIFIC, INC	PLANT CHEMICALS	373169 376117		51	8050	10,093.73
CA ELECTRIC SUPPLY	ELEC PARTS	549957 549853		52	19/8061	521.64
CARQUEST	AUTOMOTIVE MAINTENANCE	7314-672173 7314-674799		53	8032	153.01
CARR'S BOOTS & WESTERN WEAR	EMPLOYEE WORK BOOTS	85504		54	7025	125.00
CHARTER	INTERNET SERVICE	JANUARY		55	7011	59.99
CITY NATIONAL BANK	COGEN SALE AGREEMENT	INSTALLMENT DUE 2/16		56	7096	37,398.30
CENTRAL COAST WATER TRTMNT	LAB WATER - TRI BED EXCHANGE	17323 17582		57	8040	241.50
DEBBIE PETERSON	BOARD SERVICE	DECEMBER		58	7075	100.00
ENGEL & GRAY, INC.	BIO-SOLIDS COLLECTION	73330		59	7085	6,498.54
ENVIRONMENTAL WATER SOLUTIONS	VAREC PARTS	1880		60	8060	1,447.52
FARM SUPPLY COMPANY	COUPLING AND NIPPLE	13577		61	8060	14.56
FEDEX	SHIPPING	2-516-90882		62	8045	33.07
FGL ENVIRONMENTAL	CHEMICAL ANALYSIS	384385A 384482A 384450A		63	7078	252.00
FM CONTROLS	CALIBRATION & EQUIP SERVICE	2013-1000 2013-1001		64	8030	1,925.00
	RECIRCULATION VFD	2013-1002			8060	2,882.00
	SCADA ANALYSIS	2013-782			20/8010	3,980.00
GARING TAYLOR & ASSOCIATES	DISTRICT ENGINEERING SERVICES	12446		65	7077	948.13
GAS COMPANY	GAS SERVICE	12/02/13 - 01/02/14		66	7092	2,592.65
GLENN MARSHALL	BOARD SERVICE	DECEMBER		67	7075	100.00
GROVER TOOL RENTAL	TABLE & CHAIR INTERAGENCY BBQ	557		68	8035	120.00
I.I. SUPPLY	MISC SUPPLIES	22197		69	8030	8.62
	MISC SUPPLIES	22174 22261			8060	151.71
JB DEWAR INC	VEHICLE FUEL AND OIL	46438 47632		70	8020	298.87
JOHN DEERE LANDSCAPES	LANDSCAPING SUPPLIES	66891839		71	8060	84.30
JR'S ENVIRONMENTAL SERVICES	CALIBRATION & EQUIP SERVICE	110113-15-J		72	8030	2,625.00
KNECHT'S PLUMBING & HEATING	BOILER SERVICE	37965		73	8030	922.09
MATTHEW GUERRERO	BOARD SERVICE	DECEMBER		74	7075	200.00
MC MASTER CARR	HOUSEHOLD SUPPLIES	68996303		75	8035	187.44
MINERS ACE	MISC SUPPLIES	DECEMBER		76	8060	91.60
NESTLE PURE LIFE	LAB WATER - DECEMBER	13L0012917373		77	8040	113.30
OCEANO COMMUNITY SERVICES DIST	SEMIANNUAL BILLING FEE	FY 2013/14		78	7074	11,000.00
OFFICE DEPOT	OFFICE SUPPLIES	DECEMBER		79	8045	596.88
PAUL KARP	ADMINISTRATIVE SERVICES	6/27/13 - 12/31/13		80	7076	25,650.00
PC MECHANICAL INC	ALIGN MOTORS	27102		81	19/8061	1,155.00
POLYDYNE INC.	CLARIFLOC	851555		82	8050	6,785.64
ROYAL WHOLESALE ELECTRIC	ELECTRICAL WIRING SCADA	7842-420711		83	20/8010	12,182.41
SANTA MARIA DIESEL	10MGD PUMP SERVICE	W49239		84	8030	852.11
SHIPSEY & SEITZ	DISTRICT COUNSEL SERVICES	DECEMBER		85	7071	1,610.50
	LITIGATION	DECEMBER			7070	1,530.00
SM TIRE	TRAILER TIRES	578162		86	8030	103.20
SO CO SANITARY SERVICE	TRASH SERVICE	JANUARY		87	7093	113.47
SPRINT	CELL PHONE SERVICE	DECEMBER		88	7013	70.80
STANLEY SECURITY	SECURITY - FEBRUARY	10941565		89	7011	62.20
THOMA ELECTRIC	INFLUENT PUMP FEASABILITY ANALYSIS	30298		90	26/8065	142.17
TONY FERRARA	BOARD SERVICE	DECEMBER		91	7075	200.00
TRINI RODRIGUEZ	MEDICAL REIMBURSEMENT			92	6075	993.50
UNDERGROUND SERVICE ALERT	DIG ALERT SERVICE	13120028		93	7011	163.50
VWR	LAB SUPPLIES	8056171921 8056178207 8056197048 8056300687 8056303269 8056305179		94	8040	328.18
WALLACE GROUP	REIMBURSABLE PROJECTS	DECEMBER		95	various	1,594.70
	TRUNKLINE COORDINATION				7076	893.25
	FEMA APPEAL				7076	1,137.50
	COGEN LITIGATION				7070	360.50
WATER ENVIRONMENT FEDERATION	MEMBERSHIP RENEWAL	MEMBER ID: 1793575 - ROMHILD		96	7050	249.00
WEST COAST INDUSTRIAL	MISC SUPPLIES	31988		97	8030	63.99
WONDERWARE WEST	AUTOMATION SUPPORT (SCADA)	LICENSE RENEWAL 2014		98	20/8010	3,066.44
WW GRAINGER	HOUSEHOLD SUPPLIES	9329997663		99	8035	113.74
SUB TOTAL						170,088.18
PAYROLL	PPE 12/13/2013					20,247.97
	PPE 12/27/2013					21,282.61
GRAND TOTAL						211,618.76

We hereby certify that the demands numbered serially from 011514-8239 to 011514-8299 together with the supporting evidence have been examined, and that they comply with the requirements of the SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT. The demands are hereby approved by motion of the SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT, together with warrants authorizing and ordering the issuance of checks numbered identically with the particular demands and warrants.

BOARD OF DIRECTORS:

DATE: \_\_\_\_\_

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Secretary



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**TO:** Board of Directors  
**FROM:** Matthew Haber, District Bookkeeper/Secretary  
**VIA:** Rick Sweet, District Manager  
**DATE:** January 3, 2014  
**SUBJECT:** Monthly Financial Review (December 2013)

### **Overall Monthly Summary**

During the month of December, the District recognized total revenues of \$224,149. Of this, \$212,544 was earned for sewer service in November with the following breakdown: \$105,957 was earned from the City of Arroyo Grande, \$98,682 was earned from the City of Grover Beach, and \$7,905 was earned from OCSD. For November, \$7,425 was earned from connection fees from Arroyo Grande, and \$2,070 was earned for the AT&T cell-tower lease for December. Reimbursements from the Member Agencies for FOG and WDR inspections totaled \$2,111.

District operating expenses totaled \$136,429 for the month of December. Non-operating expenses totaled \$15,735.

### **Local Agency Investment Fund**

The balance in the District's LAIF account was \$ 2,566,861 at December 31, 2013.

### **County of San Luis Obispo Treasury Pool**

As of December 31, 2013, the reconciled cash balance with the County of San Luis Obispo Treasury Pool was \$ 1,490,429. The County issues the majority of the District's checks, and the majority of the District's revenues are deposited with this agency. As such, the County provides 'banking services' to the District and provides some accounting documents for internal control purposes.

### **Rabobank Funds**

At December 31, 2013, the reconciled cash balance in the District's Rabobank account totaled \$16,133. This account is used to process LAIF transfers and for the issuance of payroll checks through the District's contracted payroll provider service. Funds are transferred periodically from LAIF in order to cover these expenses.

	FUND 19 OPERATING	FUND 20 EXPANSION	FUND 26 REPLACEMENT	DISTRICT- WIDE
Cash with County Treasury				1,486,366
Cash with LAIF				2,566,861
Cash with Rabobank				16,133
Cash allocated to Medical Trust				<u>4,062</u>
<b>CONSOLIDATED CASH BALANCE</b>				4,073,423
<b>TOTAL DEPOSITS</b>				
Current - County Treasury Pool	324,816	2,475		327,291
<b>LONG-TERM DEBT</b>				
Energy Project Principal Amount		296,347		296,347
<b>REVENUES:</b>				
<b>OPERATING</b>				
Current	214,655			214,655
Year-to-date	1,262,618			1,262,618
<b>NON-OPERATING</b>				
Current Period				
FEMA Funding				
Connection Fees		7,425		7,425
Interest				
Lease Income (AT&T Cell)	2,070			2,070
Brine Disposal				
Transfers				
Pismo Beach reimbursement				
Other reimbursements				
Total - Current Period	2,070	7,425		9,495
Year-to-Date				
FEMA Funding				
Connection Fees		22,275		22,275
Interest	417	1,792		2,208
Lease Income (AT&T Cell)	12,319			12,319
Brine Disposal	5,668			5,668
Transfers			55,498	55,498
Pismo Beach reimbursement	18,566			
Other reimbursements				
Total - YTD	36,969	24,067	55,498	116,534
<b>TOTAL REVENUES:</b>				
Current Period	216,724	7,425		224,149
Year-to-date	1,299,586	24,067	55,498	1,379,151
<b>EXPENSES:</b>				
Current Period	136,429	12,298	3,437	152,164
Year-to-date	1,043,426	37,393	58,936	1,139,754
Net Income (Loss) - Current Period	80,296	(4,873)	(3,437)	71,986
Net Income (Loss) - YTD	256,160	(13,326)	(3,437)	239,397

NEW CONNECTIONS	CURRENT NUMBER	CURRENT REVENUE	FY 2013/14 YEAR-TO-DATE	FY 2013/14 YTD REVENUE
Arroyo Grande	3	7,425	8	19,800
Grover Beach	0	0	1	2,475
Oceano	0	0	0	0
<b>TOTAL NEW DISTRICT CONNECTIONS</b>	<b>3</b>	<b>7,425</b>	<b>9</b>	<b>22,275</b>





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### Staff Report

**To:** Board of Directors  
**From:** John L. Clemons, Plant Superintendent  
**Via:** Rick Sweet, District Manager  
**Date:** January 15, 2014  
**Subject:** Plant Superintendent's Report

Chart 1 – **Plant Data**

Dec. 2013	FLOW MGD	Peak MGD	INF BOD mg/L	EFF BOD mg/L	INF TSS mg/L	EFF TSS mg/L	Fecal Coli	Cl2 lbs/day	
Average	2.46	4.0	295	26.8	395	34	<9	202	
High	2.85	5.7	376	36.1	502	43.0	50	289	
<b>Limit</b>	<b>5.0</b>			<b>40/60/90</b>		<b>40/60/90</b>	<b>2000</b>		

Limit – 40/60/90 represent NPDES Permit limits for the monthly average, weekly average, and instantaneous value for plant effluent BOD and TSS.

Plant process numbers continue to be consistently sound. We have not exceeded any permit limits since April 2013. Average monthly values are comfortably below permit limits. Chlorine usage continues to decrease.

#### Corrective Maintenance

- Replaced motors on #1 and #2 FFR pumps to increase pump capacities.
- Removed and replaced sump pump in influent pump room.
- Drained and cleaned chlorine contact tank channels.
- Replaced #1 ORP probe in CCT.
- Replaced gas pressure relief/flame arrestor assembly on #1 Digester.

**Safety**

- Staff attended a safety meeting on replacement motor at FFR.

**Training**

- All operations staff are undergoing a two week training/familiarization tour in the lab.

The sludge conveyor has been delivered to the Plant. The District Engineer is designing a support system for the conveyor.

We are awaiting delivery of the new boiler.

The SCADA cabinet has been installed and partially wired.

Staff has discontinued the use of polymer in the primary clarifier. Polymer was used to enhance the settling of suspended solids in the clarifier.

Plant operations continue to run smoothly to this point. Staff continues to develop a solid maintenance program.

John Clemons  
Superintendent