



# **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](http://www.sslocsd.org)

## **AGENDA**

### **BOARD OF DIRECTORS MEETING**

City of Arroyo Grande, City Council Chambers

215 East Branch Street

Arroyo Grande, California 93420

**Wednesday, March 18, 2015 at 6:00 P.M.**

#### **Board Members**

Jim Hill, Chair

John Shoals, Vice Chair

Matthew Guerrero, Director

#### **Agencies**

City of Arroyo Grande

City of Grover Beach

Oceano Community Services District

#### **Alternate Board Members**

Mary Lucey, Director

Tim Brown, Director

Barbara Nicolls, 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 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. Financial Review of January**

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

**3C. Review and Approval of the Minutes of the February 18, 2015 Meeting**

**3D. Review and Approval of the Minutes of the March 04, 2015 Meeting.**

**4. PLANT SUPERINTENDENT'S REPORT**

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

**A. CREATION OF A REVIEW BOARD FOR THE RFP PROCESS TO DESIGNATE A FIRM TO CONDUCT THE MANAGEMENT REVIEW.**

Staff recommends that the Board select a committee, from the nominees submitted, to review proposals and to recommend a proposer to the Board for preparation of the study for the Review of Past Management Practices.

**B. INCREASE TO DISTRICT SUPERINTENDENT JOHN CLEMONS SALARY AND ADOPT RESOLUTION 2015-326.**

Staff recommends that the Board adopts by Resolution the revised Plant Superintendent Employment Standards and Monthly Compensation Schedule.

**6. MISCELLANEOUS ITEMS**

**A. Miscellaneous Oral Communications**

**B. Miscellaneous Written Communications**

**7. PUBLIC COMMENT ON CLOSED SESSION**

**8. CLOSED SESSION**

(1) Conference with Legal Counsel regarding Existing Litigation; Pursuant to Government Code Section 54956.9;b1; SSLOCSD v. California State Water Resources Control Board et. al. SLOCSC 14 CV 0596.

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

**10. ADJOURNMENT**



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**TO:** Board of Directors  
**FROM:** Amy Simpson, District Bookkeeper/Secretary  
**VIA:** Rick Sweet, District Manager  
**DATE:** March 13, 2015  
**SUBJECT:** Financial Review as of January 31, 2015

### **Overall Financial Summary**

As of January 31, 2014, the District has recognized total revenues of \$2,084,306.44. Of this amount, \$1,982,838 is for operating revenues, and \$101,468 is for non-operating revenues.

District operating expenses totaled \$1,238,826 and non-operating expenses totaled \$308,904 as of January 31, 2015.

As of January 31, 2015, the District revenues exceeded expenses by \$536,576.

### **Local Agency Investment Fund**

The balance in the District's LAIF account was \$ 2,409,286 at January 31, 2015.

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

As of January 31, 2015, the reconciled cash balance with the County of San Luis Obispo Treasury Pool was \$2,720,632. 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 January 31, 2015, the reconciled cash balance in the District's Rabobank account totaled \$74,168. This account has been used to process the District's contracted payroll provider service and other District expenditures. Historically, this account was funded with transfers from the Local Agency Investment Fund account. Starting in April 2014, this account will be funded with transfers from the County of San Luis Obispo Treasury Pool.

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT  
WARRANT REGISTER REVISED  
03/18/2015 FY 2014/15

ISSUED TO	BUDGET LINE ITEM	DESCRIPTION	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
ABALONE COAST ANALYTICAL, INC.	CHEMICAL ANALYSIS		031815-9285	7078	689.00	689.00
ADAMSKI MOROSKI MADDEN CUMBERLAND	OUTSIDE COUNSEL	JANUARY	86	7070	921.00	921.00
AIRFLOW FILTER SERVICES	EQUIPMENT MAINTENANCE		87	8030	254.31	254.31
ALLIED ADMINISTRATORS	EMPLOYEE DENTAL	APRIL	88	6025	1,055.36	1,055.36
ALLSTAR INDUSTRIAL SUPPLY	EQUIPMENT MAINTENANCE	1297, 1343	89	8030	971.23	971.23
ALLTECH COMPUTERS	PROFESSIONAL SERVICES	2278187	90	7079	29.99	29.99
AMERICAN INDUSTRIAL SUPPLY	EQUIPMENT MAINTENANCE	277366	91	8030	27.84	27.84
APPLIED INDUSTRIAL	EQUIPMENT MAINTENANCE	7004504104	92	8030	9.40	9.40
ARAMARK	EMPLOYEE UNIFORMS	02/27/15 03/06/15 03/13	93	7025	629.16	629.16
AUTOSYS, INC.	SCADA	765	94	20-8010	942.50	942.50
BARTLE WELLS ASSOCIATES	RATE STUDY	1006	95	7089	4,606.00	4,606.00
BATTERIES PLUS	EQUIPMENT MAINTENANCE	464-296485	96	8030	29.03	29.03
B&B STEEL	STRUCTURE/GROUNDS	468238	97	8060	94.82	94.82
BC PUMP SALES AND SERVICES	EQUIPMENT MAINTENANCE	REBUILD WEMCO PUMP	98	8030	1,117.32	1,117.32
CALIFORNIA ELECTRIC SUPPLY	EQUIPMENT MAINTENANCE	MULTIPLE INVOICES	99	8030	1,440.48	1,440.48
CHARTER COMMUNICATIONS	COMMUNICATIONS	TELEPHONE AND INTERNET	9300	7013	291.03	291.03
DOWNNEY BRAND	OUTSIDE COUNSEL	JANUARY	01	7070	2,302.93	2,302.93
ENGEL & GRAY, INC	SOLIDS HANDLING	JANUARY	02	7085	2,546.24	2,546.24
FANNY MUI	MEDICAL REIMBURSEMENT	FY 14/15	04	6075	186.68	186.68
FASTENAL	EQUIPMENT MAINTENANCE	ELECTRICAL	03	8030	497.93	497.93
FED EX	OFFICE SUPPLY'S	OIL SAMPLES	05	8035	58.58	58.58
GARING TAYLOR & ASSOCIATES	ENGINEERING		06	7077	2,100.00	2,100.00
GRAINGER	SAFETY SUPPLIES		07	8056	208.08	208.08
I.I. SUPPLY	SAFETY SUPPLIES		08	8030	199.65	199.65
J.B. DEWAR	FUEL	02.17 02.28	09	8020	483.91	483.91
JIM HILL	BOARD SERVICE	FEBRUARY	10	7075	200.00	200.00
JOHN SHOALS	BOARD SERVICE	FEBRUARY	11	7075	200.00	200.00
MATTHEW GUERRERO	BOARD SERVICE	FEBRUARY	12	7075	200.00	200.00
MINERS	HOUSEHOLD SUPPLY'S	FEBRUARY	13	8035	162.91	162.91
MUNICIPAL COLLECTION SYSEYM	EDUCATION	RODRIGUEZ	14	7050	95.00	95.00
NESTLE PURE LIFE	HOUSEHOLD SUPPLY'S	FEBRUARY	15	8035	113.77	113.77
PERRY	STRUCTURE/GROUNDS	ENGINE HOIST	16	8060	2,675.06	2,675.06
POLYDYNE, INC.	PLANT CHEMICALS	CLARIFLOC	17	8050	5,835.10	5,835.10
SAFETY KLEEN	PROFESSIONAL SERVICES	WASTE OIL SERVICE	18	8030	47.48	47.48
SHIPSEY & SEITZ	LEGAL COUNSEL	ATTEND MEETINGS	19	7071	1,479.00	6,240.60
		GENERAL LEGAL SERVICES		7071	854.40	
		LITIGATION		7070	3,907.20	
SM TIRE	AUTOMOTIVE	CART TIRES	20	8032	148.35	148.35
SO CAL GAS	UTILITIES GAS	FEBRUARY	21	7092	641.89	641.89
SOUTH COUNTY SANITARY SVC.	UTILITIES RUBBISH	MARCH	22	7093	114.25	114.25
SPRINT	COMMUNICATIONS PHONE	FEBRUARY	23	7013	193.49	193.49
STANLEY SECURITY	COMMUNICATIONS ALARM	APRIL	24	7011	62.20	62.20
STATE FUND	WORKERS COMPENSATION	MARCH PREMIUM	25	6080	9,160.33	9,160.33
TIGER DIRECT	EMPLOYEE PURCHASE	CLEMONS	26	1065	1,266.21	1,266.21
VWR	LAB SUPPLIES		27	8040	164.41	164.41
<b>SUB TOTAL</b>					<b>\$ 49,213.52</b>	<b>\$ 49,213.52</b>
SO. SLO CO. SANITATION DISTRICT	PAYROLL REIMBUSEMENT	03/06/15	28		25,708.71	25,708.71
SO. SLO CO. SANITATION DISTRICT	CALPERS REITIREMENT		29		11,113.24	11,113.24
<b>SUB TOTAL</b>					<b>\$ 36,821.95</b>	<b>\$ 36,821.95</b>
<b>GRAND TOTAL</b>					<b>\$ 86,035.47</b>	<b>\$ 86,035.47</b>

We hereby certify that the demands numbered serially from 031815-9285 to 031815-9329 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

**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, February 18, 2015  
6:00 P.M.

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

Present: Chair Jim Hill, City of Arroyo Grande; Vice Chair John Shoals, City of Grover Beach; Director Mary Lucey, Oceano Community Services District;

District Staff in Attendance: Rick Sweet, District Manager; Mike Seitz, District Counsel; John Clemons, Plant Superintendent; Amy Simpson, District Bookkeeper/Secretary.

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

Director Hill opened the public comment period.

Tim Brown asked the Board to reconsider their evaluation of District Legal Counsel.

Cassandra Appleton gave comment in opposition to the Board decision to keep District Legal Counsel and in favor of a forensic audit.

Debbie Peterson reminded the Board that a Review of the Bylaws needs to be done in February.

Jeff Edwards gave comment in opposition of the Recycled Water Project because he believes it is a deviation from the core mission of the District.

Beatrice Spenser asks for the termination of District Legal Counsel.

April McLaughlin believes that Grover Beach residents are not represented by Director Shoals.

Patricia Price believes District Legal Counsel needs to go. She demands an audit.

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

**3. CONSENT AGENDA**

**5A. Review and Approval of the Minutes of the February 04, 2015 meeting**

**5B. Review and Approval of Warrants**

Director Shoals let the public know that the Board is listening and there will be an audit and it is on the agenda tonight. He is listening to the public.

Consent Agenda was split due to Director Mary Lucey not in attendance at the February 4<sup>th</sup> Board of Directors meeting.

**Action:** The minutes were approved by Director Hill and Director Shoals with Director Lucey abstaining.

Julie Tacker has a concern with the Downey Brand Contract. Is not clear if Mellissa Thorne is working for Wallace or the District. Would ask the Board to have a discussion about the relationship with this firm and the direction the Board is going with this contract.

Director Lucey requested the Downey Brand warrant pulled. She is not clear how the time was spent.

Director Hill asked if the Downey Brand contract is the same as the original contract.

Legal Counsel answered that the original contract was for the full case and anticipated that the District would be filing that writ at the time her services were retained.

Director Lucey asked the term of the Downey Brand contract and the amount.

Director Seitz responded that it is for the term of the matter that included the ACL, the appeal and the writ that followed.

**Action:** The Warrant Register was approved withholding the Downey Brand warrant. A review of the Downey Brand contract will be brought back at the next meeting.

#### 4. PLANT SUPERINTENDENT'S REPORT

Plant Superintendent Clemons presented the Plant Superintendent's Report which shows that the Plant numbers remain steady and strong and are in compliance with regulatory limits. Mr. Clemons spoke about the maintenance, safety and training, and projects being done by Staff at the Plant.

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

#### 5. BOARD ACTION ON INDIVIDUAL ITEMS

##### A. REVIEW AND APPROVAL OF REQUEST FOR PROPOSALS (RFP) FOR REVIEW OF MANAGEMENT PRACTICES

The Board had a brief discussion. Director Shoals would like the process to include interviews of past and current employees. It was determined that there will be a Stakeholders Group consisting of members from the public as well as field professionals. Director Hill would like to see a *not to exceed amount* as well as an 8 year time frame. There will not be a bidder's conference, but all questions and answers will be shared amongst all bidders for clarification.

Patricia Price asked if there would be progress reports of the audit findings along the process.

Cassandra Appleton requested that the audit go back to 2004 and that the firm conducting the audit have no connection with the Wallace Group.

Ron Holt asked if the District has the ability to retrieve the documents needed for an audit.

Julie Tacker believes an engineer should be looking at the scope of work proposed.

Debbie Peterson believes the District should look back to the year 2000. She would be more than happy to serve on the committee. She would like a strict time line and asks that the committee meet the same evenings as the Board of Directors. She believes the audit is missing the future portion which include suggestions to improve plant operations and that the firm disclose any relationship to Wallace.

Peter Keith gave comment on the Statue of Limitations and would like the audit to go back further.

Beatrice Spenser read a letter from Surfrider SLO chapter that is attached to the minutes.

April McLaughlin liked the Acuity letter and requests that the firm have no ties to the District.

Tory Rand believes there was a Conflict of Interest regarding Wallace. He would like to see the audit do a comparison to similar Districts by project costs and expenses.

Cassandra Appleton suggested contacting Julie Maseo at the Water Board. She would like

the District to get their money back for retrieving the files from the Wallace Group.

Director Lucey would like to see a permanent Advisory Board.

District Manager Sweet would suggest we evaluate 5 or 6 reputable firms that would provide a wide scope of services.

**Action:** The Board approved by roll call vote the issuance of the RFP for Review of Management Practices from 2004-2013 with the following amendments:

1. Community of Stakeholders
2. Compare Plant to similar size Districts and model plants
3. Effluent sampling Procedures and Chemical use be included

The Board gave direction to staff to bring back the item to discuss an Advisory Committee to help in the RFP process.

**B. UPGRADES TO EXISTING PLANT; REDUNDANCY; REPORT FROM KENNEDY/JENKS CONSULTANTS**

John Jenks and John Wycoff gave a presentation of a project for Redundancy that would meet future RWQCB and EPA waste discharge requirements.

Jeff Edwards does not believe there is a need for this type of project. He believes this is a water supply project. Future of facilities is what the Board needs to be looking at and feels that the permits for this project are not attainable even if the money was available. Julie Tacker asked if there has been an evaluation in the increase of RV dumping to see if we need to look at a different rate for anyone that is dumping. Asked for the time line of a new permit from Regional Board. Suggests that look at starting over with this 50 year old plant.

John Jenks responded that the project has been discussed with the Regional Quality Board staff who assured this project is on track with the permit requirements. This project is consistent to meet water reclamation. Redundancy requirements are not an issue. Redundancy is required to be met and will be with this project.

John Wycoff assured the public that the Coastal Commission will not be an issue.

Rick Sweet let the public know that this report will work with the fee study.

Debbie Peterson would like to see the Peer Review published to the website. Asks that the bid be bifurcated in the sense that there be someone who designs the project, someone that builds the project and someone that oversees the project. Asks that Superintendent be involved in the Redundancy Project.

**Action:** The Board received and filed the report.

**C. INCREASE THE BOARD OF DIRECTORS TO 5 MEMBERS**

**Action:** The Board asked staff to bring this back to a future meeting.

**D. RESOLUTION 2015-325; A COST OF LIVING ADJUSTMENTS FOR DISTRICT STAFF**

District Manager Sweet presented the staff recommendation that the Board approve and adopt Resolution No. 2015-325 approving a resolution granting a cost of living adjustment to District Staff of one percent retroactive to February 1, 2015.

**Action:** Director John Shoals moved for approval. Director Lucey seconded, and on the following roll call vote, to wit:

AYES: Director Shoals, Director Hill, Director Lucey  
NOES: None  
ABSENT: None;

The foregoing Resolution was passed and adopted this 18<sup>th</sup> day of February 2015.

**7. MISCELLANEOUS ITEMS**

- A. Miscellaneous Oral Communications
- B. Miscellaneous Written Communications
  - 1. Letter from Surfrider SLO attached to minutes.

**8. PUBLIC COMMENT ON CLOSED SESSION**

Director Hill asked for public comment. Jeff Edwards gave public comment on the change of venue for the State Water Board Hearing.

Director Hill closed the public comment period.

**9. CLOSED SESSION**

- (1) Conference with Legal Counsel regarding Existing Litigation; Pursuant to Government Code Section 54956.9;b1; SSLOCSD v. California State Water Resources Control Board et. al. SLOCSC 14 CV 0596
- (2) Conference with Legal Counsel regarding Potential Litigation Government Code section 54956.9 (2) Allen DFEH Number 444099-139808;

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

Legal Counsel Michael Seitz reported that the Board had met in closed session pursuant to Government Code 54956.9 b1; SSLOCSD v. California State Water Resources Control Board et. al. SLOCSC 14 CV 0596 and 54596.9 (2) DFEH Case by Allen.

Legal Counsel Seitz confirmed that a settlement offer has been made.

**11. ADJOURNMENT**

There being no further business to come before the Board, Director Hill adjourned the meeting at approximately 9:45p.m.

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





To: South SLO County Sanitation District

DT: 02/18/15

Attn: Board of Directors

Jim Hill, Mayor of Arroyo Grande

John Shoals, Mayor of Grover Beach

Matthew Guerrero, Director of Oceano CSD

***Re: Agenda Item 5A – Review and Approval of Request for Proposal for Review of Management Practices***

SSLOCSD has conducted reviews of management practices before. However, previous reviews were performed with limited scope and limited public interaction, so they offered little value. One review was in response to whistleblower complaints (The painting of a building, allegations of Cronyism). Another was a Peer Review (Started in 2011, in limited response to Surfrider’s call for an investigation of potential malfeasance). Another followed SLO County Civil Grand Jury findings of a conflict of interest involving the Wallace Group’s multiple roles at the District. All of these reviews occurred while the plant was not operating in compliance with its discharger’s permit (which was not resolved until 2014). During this time, SSLOCSD was given multiple opportunities to do a thorough review, however they choose NOT to perform a review which could have brought the plant into compliance sooner.

The difference between a plant being “non-compliant” and “violating its Discharger’s Permit” is how the plant’s effluent is sampled. The RFP should include a review of past sampling procedures and whether procedures were followed in accordance with Regional Water Board guidelines. The Review of Management Practices should also answer whether Engineering and Operational choices made by Management were designed to bring the plant into compliance. Was it known that the plant was non-compliant? When was the District warned, and what was done about it? Ratepayers assume their bills are paid to a compliant Sanitation District. So, why

wasn't the District Engineer able to bring the plant into compliance sooner? "Why was the plant using so much Chlorine?" Expecting answers to questions such as this would have saved the District time and saved the ratepayers money.

The chapter would like to thank the current Board of Directors. They have been given the gift of hind-sight and have received strong public comment. Accountability is the expectation, and "The buck stops here". The ratepayer's deserve the opportunity to potentially recover much needed resources. The Board should work together with its citizens to design a process for thorough review of management practices. Mayor Hill's leadership is in response to public comment and has been appropriate, and Director Guerrero's suggestion to form a Citizens Committee to assist the Board of Directors could be of great value.

The Citizens Committee could work with the Board of Directors in the following process:

1. The Citizens Committee will write a proposal to the Board of Directors regarding the scope of work to be described in the "Request for Proposal (RFP) for the Review of Management Practices".
2. The Board of Directors and Staff will review the Committee's proposal, the item will be placed on the agenda, and the Board of Directors will vote to either choose the Committee's suggestions or support an alternate RFP designed by the Board.
3. Upon receipt of responses to the RFP, the Citizens Committee will review the list of responding consultants and their proposals. From the list, they will recommend to the Board of Directors a consultant and ask that their corresponding proposal be accepted.
4. The Board of Directors and Staff will review the Committee's recommendation of a consultant, the item will be placed on the agenda, and the Board of Directors will vote to either choose the Committee's suggestion or support an alternate consultant.

By limiting the scope of past reviews SSLOCS D has missed significant opportunities to improve the District's performance. Our chapter sees citizen's committees and public investment in supporting the positive efforts of the Board of Directors as vital components in the SSLOCS D's future. Discovery and documentation of mismanagement or potential malfeasance (if applicable) will illustrate to the public that this Board strongly values Accountability, partners with the public, and responds to vital public interaction. Surfrider SLO would like to be part of the committee process, and we hope the Board will discuss the process outlined above and vote to support it.

Signed,

Brad Snook

**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 March 04, 2015  
6:00 P.M.

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

Present: Chair Jim Hill, City of Arroyo Grande; Vice Chair John Shoals, City of Grover Beach; Director Matthew Guerrero, Oceano Community Services District;

District Staff in Attendance: Rick Sweet, District Manager; Mike Seitz, District Counsel; John Clemons, Plant Superintendent; Amy Simpson, District Bookkeeper/Secretary.

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

Director Hill opened the public comment period.

Jeff Edwards gave public comment regarding RWQCB and Coastal Commission. Asks that the Board discuss the future of the District with the RWQCB when preparing for the upcoming projects.

Julie Tacker gave comment on farmer's opposition to Recycled Water.

Debbie Peterson, Grover Beach, spoke in favor of getting the Redundancy Project moving sooner rather than later.

Patricia Price, Arroyo Grande, spoke in support of redundancy. And in favor of a rate increase as long as the money is used wisely.

Beatrice Spenser, Arroyo Grande, spoke in support of redundancy. She would like to see summary minutes, and feels the audit pace is to slow. She suggests using a video company to record meetings.

Patty Welsh, Arroyo Grande, believes the audit investigation is going to slow. Is in opposition of a rate increase.

Cassandra Appleton, Grover Beach, is adamant against a future rate increase.

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

**3. CONSENT AGENDA**

**3A. Review and Approval of the Minutes of the February 18, 2015 meeting**

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

**3C. Review of Contract with Alltech Computers**

Julie Tacker asks that the whole community take a look at the Downey Brand Contract before it is approved.

Jeff Edwards spoke in opposition of WSC Satellite Facility study.

John Shoals asked for clarification of the Downey Brand bill.

Legal Counsel responded that the bill is redacted to protect the District's strategy in the case. The Board has a right to view the entire bill. He has viewed the bill and is confident that the amount

billed is accurate and reasonable.

Legal Counsel: In the previous meeting there was an announcement that a settlement offer had been made to the state. Hopefully the public is aware of the Districts posture at this time.

**3B. Action:** The Warrant Register was unanimously approved.

Jim Hill quoted the Bylaws and asked that the minutes include who spoke and if they were in favor or opposition to the Agenda Item.

**3A. Action:** The minutes of February 18, 2015 will be brought back at the March 18<sup>th</sup> BOD meeting.

Superintendent Clemons gave a staff report and noted that the contract had been amended. The managed storage backup and one of the computers have been removed from the contract and the actual cost will be \$370 per month.

**3C. Action:** The contract with Alltech Computers was approved as amended by roll call vote.

#### **4. PLANT SUPERINTENDENT'S REPORT**

Plant Superintendent Clemons presented the Plant Superintendent's Report which shows that the Plant numbers remain steady and strong and are in compliance with regulatory limits. Mr. Clemons spoke about the maintenance, safety and training, and projects being done by Staff at the Plant.

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

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

##### **A. CREATION OF A REVIEW BOARD FOR THE RFP PROCESS TO DESIGNATE A FIRM TO CONDUCT THE MANAGEMENT REVIEW.**

District Manager Sweet

Cassandra Appleton asked how to join the committee and who is vetting the committee to make sure they are not personally connected to John Wallace.

Ron Holt suggest professionals have some financial background.

Beatrice Spenser spoke in opposition to city professionals being on the committee because of the connection with former mayors.

Debbie Peterson would like the RFP to have a time frame and a broader scope of work.

Committee would disclose any relationship with previous staff. Feels that city staff cannot be independent. She read a letter from Sharon Brown whom feels betrayed and duped ty Board.

Patty Welsh supports a public committee.

Director Guerrero agreed that the citizens be involved in any report writing. Suggested this may be an ad hoc committee.

Director Hill suggested Plant Superintendent be involved with the committee.

**Action:** The Board received public input and continued this item to the Board meeting of March 18, 2015.

**7. MISCELLANEOUS ITEMS**

- A. Miscellaneous Oral Communications
- B. Miscellaneous Written Communications

- 1. CSDA Board of Directors call for nominations Seat A
- 2. SDRMA letter awarding the District a longevity distribution credit in the 2015-16 renewal invoice in the amount of \$2,150.

**Action:** The Board received and filed the miscellaneous communications.

**8. PUBLIC COMMENT ON CLOSED SESSION**

Director Hill asked for public comment.

Jeff Edwards spoke in opposition of the change in venue.  
Cassandra Appleton spoke in favor of the change in venue.

Director Hill closed the public comment period.

**9. CLOSED SESSION**

- (1) Conference with Legal Counsel regarding Existing Litigation; Pursuant to Government Code Section 54956.9;b1; SSLOCSD v. California State Water Resources Control Board et. al. SLOCSC 14 CV 0596

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

Legal Counsel Michael Seitz reported that the Board had met in closed session pursuant to Government Code 54956.9 b1; SSLOCSD v. California State Water Resources Control Board et. al. SLOCSC 14 CV 0596

General Manager Rick Sweet announced that settlement has not been achieved and discussions will be ongoing.

The Board took no reportable Action.

**11. ADJOURNMENT**

There being no further business to come before the Board, Director Hill adjourned the meeting at approximately 8:30p.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

1600 Aloha Oceano, California 93445-9735  
Telephone (805) 489-6666 FAX (805) 489-2765

Date: March 13, 2015

To: SSLOCSD Board of Directors

From: John Clemons, District Superintendent

Via: Rick Sweet, District Manager

Subject: **Superintendent's Report**

**Chart 1 – Plant Data**

March 2015*	INF Flow MGD	Peak Flow MGD	INF BOD mg/L	EFF BOD mg/L	INF TSS mg/L	EFF TSS mg/L	Fecal Coli	Cl2 lbs/day	BOD REM Eff.%
Average	2.26	3.57	432	26.9	441	25.33	30	170	93.7
High	2.45	4.00	442	33.4	460	30.20	79	405	
Limit	5.0			40/60/90		40/60/90	2000		80
CY 2014 Monthly									
Average	2.35	3.8	392	26	406	31	87	149	93.4
High	2.70	4.8	444	34	470	39	1600	250	

- \* = Plant data through March 13th.

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

Treatment processes continue to operate efficiently. All KPI (key performance indicator) parameters are well within permit limits.

Average daily electrical power usage is 2,560 kWh/day.

### Maintenance

- Johnson Boilers came out to adjust the flame control on the boiler.

**Call outs**

- No call outs this period.

**In-Progress**

- Garing, Taylor, and Associates is working with staff to review and ensure the integrity of the District's A.G. sewer bridge. Currently planning to touch up the exterior coating. Considering lining the interior.

**Training**

- Operator II B. Romhild attended a test prep training course to prepare for upcoming State exams.
- Operators F. Mui, M. Arias, Mark Lewis and Superintendent Clemons attended the CWEA Tri-Counties Section March Training Seminar. Classes included FOG training, operator math, biosolids e-reporting, plant construction, and water reuse among others. Operators received contact hour credits towards certification.

**Miscellaneous**

- Five Cities Fire Authority conducted rescue training scenarios for their staff at the Plant on March 12<sup>th</sup> and 13<sup>th</sup>.
- Staff met with OCSD General Manager Ogren and his staff regarding the SSLOCSD's FOG inspection agreement with OCSD.
- Staff notified K. DiSimone of our intention to remove our primary digester from service in order to clean out the digester via email.

Best regards,

John Clemons  
Superintendent



# SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

Post Office Box 339 Oceano, California 93475-0339  
1600 Aloha Oceano, California 93445-9735  
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[www.sslocsd.org](http://www.sslocsd.org)

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## Staff Report

To: Board of Directors  
From: Richard Sweet, PE, District Manager  
Date: March 18, 2015

Subject: REVIEW OF PAST MANAGEMENT PRACTICES; SELECTION OF  
MEMEBERS FOR PROPOSAL REVIEW COMMITTEE

### **RECOMMENDATION:**

That the Board select a committee, from the nominees submitted, to review proposals and to recommend a proposer to the Board for preparation of the study for the Review of Past Management Practices.

### **BACKGROUND**

At the meeting of February 18, 2015 the Board approved the issuance of a Request for Proposals (RFP) for the review of past management practices for the period of 2004 through the February 2013. As per the approved RFP, the RFP was issued on March 9, 2015, in conformance with the original project schedule, and responses will be received on April 13, 2015. Upon receipt of the responses the proposals will be reviewed by a panel of five individuals comprised of three stakeholder members that reside within the District and two technical professionals.

### **DISCUSSION:**

To facilitate the Board's selection, the proposed process for selection of the Proposal Review Committee (Committee) is divided into two phases. Phase 1 will consist of the selection of three community stakeholders. Attachment "A" is a number of options for the Board's consideration of three possible community members for the makeup of the Committee. Evaluating location and interest, and trying to formulate lists that might pose a possible range of scenarios led to the developed options. Attachment "B" is the entire list of individuals that have submitted their names for possible selection to the Committee.

It is proposed that Phase 2 of the process consist of the selection of two technical members to the committee. The possible list of candidates consists of four members



and is shown on Attachment "C". It is requested that the Board select the two technical members to the committee from the list on Attachment "C".

### **Options**

1. The Board formulates a Committee not defined within the possible options.
2. The Board seeks additional Committee candidates and continues this item to a later meeting.
3. The Board determines another method for developing recommendations to the Board for determination of a successful proposer.

Richard G. Sweet, PE  
District Manager

Attachments: Attachment "A," Community Stakeholders Options  
Attachment "B," Proposal Review Panel Nominees, Stakeholders  
Attachment "C," Proposal Review Panel Nominees, Technical

**Community Stakeholders Options**

Option A

Ron Holt, Arroyo Grande  
Debbie Peterson, Grover Beach  
Cathy Young, Oceano

Option B

Patricia Price, Arroyo Grande  
Cassandra Appleton, Grover Beach  
Cathy Young, Oceano

Option C

Beatrice Spencer, Arroyo Grande  
Debbie Peterson, Grover Beach  
Cathy Young, Oceano

Option D

Patricia Price, Arroyo Grande  
Ron Holt, Arroyo Grande,  
Debbie Peterson, Grover Beach

Option E

Cassandra Appleton, Grover Beach  
Patty Welsh, Arroyo Grande  
Mark London, Arroyo Grande

Option F

April McLaughlin, Arroyo Grande  
Betrice Spencer, Arroyo Grande  
Cathy Young, Oceano

**Proposal Review Panel Nominees  
Stakeholders**

Ron Holt  
Arroyo Grande

Beatrice Spencer  
Arroyo Grande

Patty Welsh  
Arroyo Grande

Mark London  
Arroyo Grande

April McLaughlin  
Arroyo Grande

Patricia Price  
Arroyo Grande

Debbie Peterson  
Grover Beach

Casandra Appleton  
Grover Beach

Cathy Young  
Oceano

**Proposal Review Panel Nominees  
Technical**

Geoff English  
Director of Public Work  
Arroyo Grande

Shannon Sweeney, PE  
District Engineer  
SSSLOCS  
Water Resources Manager  
City of Santa Maria

John Clemons  
Plant Superintendent  
SSLOCS

Steven B. Kahn, PE  
Director of Public Works  
City of Santa Maria



## SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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### Staff Report

To: Board of Directors  
 From: Richard Sweet, PE, District Manager  
 Date: March 18, 2015

Subject: **REVISED PLANT SUPERINTENDENT EMPLOYMENT  
 STANDARDS; REVISED PLANT SUPERINTENDENT  
 COMPENSATION SCHEDULE**

#### **RECOMMENDATION:**

That the Board adopts by resolution the revised Plant Superintendent Employment Standards, Attachment "A" and Monthly Compensation Schedule, Attachment "B."

#### **BACKGROUND**

The Plant Superintendent for the District has roles that exceed that of what is typically expected of a Chief Plant Operator (CPO). The primary duty of the CPO is to operate the Wastewater Treatment Plant (WWTP) and to ensure compliance with all regulations and standards. The Plant Superintendent for the SSLOCSD is required to perform the duties of CPO as well as manage a sewage collection system, manage all District owned systems, supervise District employees and define budgetary needs. The Plant Superintendent also plays a major role in defining the long-term vision for the District. The present Monthly Compensation Schedule is consistent with neighboring Districts' compensation for CPO.

#### **DISCUSSION:**

The existing Plant Superintendent Employment Standards is a few years old. To attempt to keep Employment Standards up to date, the present standard has been reviewed and modified to reflect operations of the District's sewage collection system, revised Federal standards, and acknowledgement of increased supervisory and management responsibilities. The proposed new Plant Superintendent Employment Standards are included as Attachment "A."

To reflect the increased responsibilities it is proposed that the District amend the Monthly Compensation Schedule for Plant Superintendent. The proposed

compensation schedule exceeds that for Chief Plant Operators in neighboring jurisdictions by approximately ten percent. It is proposed that the compensation schedule is commensurate with positions that require management and oversight equivalent to that of the District's Plant Superintendent. The proposed revised compensation schedule is shown in comparison with the present compensation schedule as Attachment "B."

### **Options**

1. Choose to maintain the present Plant Superintendent Employment Standards and compensation schedule.
2. Alter either the Plant Superintendent Employment Standards or compensation schedule in a manner that differs from that proposed.

### **Fiscal Consideration**

The impact to the budget from implementation of the proposed compensation schedule in the first year would be approximately \$5,000. Due to vacancies that occurred during the year, no budget adjustments will be required to accommodate this request.

Richard G. Sweet, PE  
District Manager

Attachments: Attachment "A" Proposed Plant Superintendent Employment Standards  
Attachment "B" Plant Superintendent Monthly Compensation Schedule

7010 –PLANT SUPERINTENDENT

**EMPLOYMENT STANDARDS**

Position Characteristics This individual is responsible for wastewater treatment/water reclamation plant and District owned sewer, operations and maintenance. This includes administering all wastewater treatment, reclamation and disposal functions for the SSLOCSD Wastewater Treatment Plant, providing work oversight, review and evaluation to treatment plant personnel. Successful performance of the work; requires a high degree of technical and regulatory knowledge to ensure that all plant operations and laboratory activities are in compliance with National Pollutant Discharge Elimination System (NPDES), Regional Water Quality Control Board (RWQCB) and Air Pollution Control District (APCD) as well as other regulatory requirements.

Plans, coordinates, manages, reviews and evaluates all water reclamation facility operations, maintenance and effluent disposal activities; ensures compliance with federal, state and local water, biosolids and air-quality regulations; performs related work as assigned.

The SSLOCSD Plant Superintendent receives general direction from the contract District Manager within a framework of legal requirements, policies and established organizational values and processes, with independence of action to meet changing operational conditions. Direct supervision is provided at various levels within the organization requiring the use of sound management skills, business management practices, professional development, and supervisory skills.

Education and Experience Equivalent to completion of two years of college or technical school training or possession of an Associate of Arts degree in chemistry, biology, wastewater treatment or a closely-related field and/or successful completion of training required by the California State Water Resources Control Board and four years experience operating and performing maintenance on facilities and equipment in a secondary wastewater treatment/reclamation plant, including two years at a supervisory level or shift lead.

Possession of: Must possess a valid California class C driver's license and a satisfactory driving record. Must possess, or obtain prior to completion of the probationary period, a Grade III Wastewater Treatment Plant Operator certificate issued by the California State Water Resources Control Board.

Knowledge of:

- The operation, cleaning and preventive maintenance of wastewater treatment and disposal facilities and equipment.
- The operation and preventive maintenance of piping systems, including hydraulics, telemetry, valves and related appurtenances.
- Principles of contract negotiation and administration.
- Document preparation.
- Recent developments, current technology and informational resources regarding wastewater treatment and reclamation.
- Standard chemical and physical tests of wastewater, sludge, effluent and related materials.
- Supervisory principles and practices, including work planning, assignment, review and evaluation.
- Techniques for training staff in work procedures.
- Principles and practices of public agency budget preparation, administration, and control.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and equipment related to the work.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals and confined space entry procedures.
- Applicable laws, codes and regulations.
- Principles and practices of public agency budget preparation, administration, and maintenance.
- Principles and practices of contract negotiation and administration.
- Computer applications related to the work.
- Standard office practices and procedures, including the use of standard office equipment.
- Effective and diplomatic communications skills.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.
- Ability to:
  - Plan, organize, supervise, coordinate, review, evaluate and personally participate in the functions and activities of a comprehensive wastewater treatment, reclamation and disposal system.
  - Plan, assign, supervise, review and evaluate the work of treatment plant operations, laboratory and maintenance staff.
  - Train staff in work and safety procedures.
  - Recognize, correct and/or report unusual, inefficient or dangerous operating conditions.
  - Read and comprehend a variety of gauges, charts and meters; record data accurately and make appropriate process adjustments.
  - Conduct standard chemical and physical tests of wastewater, sludge and related materials.
  - Troubleshoot maintenance problems and determine materials and supplies required for repair.
  - Read and accurately interpret construction drawings and specifications.
  - Maintain accurate logs and written records of operations and work performed.



- Us tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relations with those contacted in the course of the work.
- Take a proactive approach to problem solving.
- Use good judgment, make sound decisions,
- Make recommendations on matters of policy, or complex technical and administrative problems.
- Working in a team atmosphere.

- Typical Duties:

- Plans, oversees and evaluates the operation and maintenance of the District tertiary wastewater reclamation facility and the associated laboratory.
- Plans, organizes, assigns, supervises and reviews the work of staff to ensure that work is completed in a safe and appropriate manner and within regulatory requirements; develops and implements work and standby schedules.
- Trains staff in work procedures and methods; evaluates the work of staff, initiates and implements work selection and disciplinary procedures.
- Inspects the plant and reviews laboratory testing results to determine operational status; authorizes changes in activities to meet regulatory requirements and ensures the most effective and efficient processes are used.
- Assists in and makes recommendations regarding the long-and short-range planning of plant collection, operational and disposal facility construction and modification activities; assists in the development of the annual and capital improvement budgets.
- Directs the maintenance and inventory of materials, chemicals, supplies and equipment required for the effective operation of the wastewater reclamation plant.
- Oversees laboratory testing activities; prepares or directs the preparation of regulatory reports and ensures their timely submission to appropriate agencies.
- Contributes to and assists in the long-and short-range planning of water reclamation facility construction and modification projects; develops and administers the water reclamation section operating budget; assists in the development and review of requests for proposals; contacts vendors and service contractors regarding prices, delivery and services for materials, chemicals, supplies and equipment; negotiates and administers contracts for contractors and suppliers.
- Inspects the plant for safety violations; ensures that safety procedures are followed and that safety equipment is worn; makes periodic safety presentations to plant staff.
- Troubleshoots operational and maintenance problems; corrects, repairs or directs the correction and repair of operational and/or equipment problems.

- Reads and interprets plans, specifications, blueprints and schematics.
- Responds to and resolves complaints regarding plant operations, including odors, discharge quality and permit problems.
- Responds to emergency situations during off-hours, as required; maintains employee standby availability on a scheduled basis.
- Directs the maintenance of treatment plant, shop areas and other facilities and equipment in a clean and orderly condition.
- May operate valves, pumps and automated controls to regulate the flow of wastewater through the plant; may operate a variety of treatment plant equipment, such as pumps, motors, chlorinators, filters, chemical valves, digesters, bar screens and blowers.
- Prepares and directs the preparation and timely submission of a variety of written correspondence, reports, procedures, ordinances and other materials.
- Maintains and directs the maintenance of automated and manual files.
- Monitors changes in laws, regulations and technology that may affect division operations; implements changes to policies and procedures, after approval.

Working Conditions:

Work in wastewater treatment plant, wastewater collection system environments; some exposure to water, chemicals, hazardous materials, and noise; heavy lifting/moving, standing, climbing. May work at heights, in confined spaces, and in inclement weather conditions. Must be available for standby assignments and to work emergency overtime, as required.

Physical Demands: Must possess strength, stamina and mobility to work in a wastewater treatment plant and laboratory setting, to lift and carry materials weighing up to fifty pounds and to use specialized test equipment, hand and power tools and instrumentation; stamina to work in confined spaces around machines and to climb and descend ladders; vision to read printed materials, charts, gauges and a computer screen; hearing and speech to converse in person and over the telephone or radio.

**Attachment "B"**

**PLANT SUPERINTENDENT  
MONTHLY COMPENSATION SCHEDULE**

	Step 1	Step 2	Step 3	Step 4	Step 5
Present	6575	6709	7045	7398	7769
Proposed	7768	8157	8565	8993	9443

**RESOLUTION NO. 2015-326**

**A RESOLUTION OF THE SOUTH SAN LUIS OBISPO  
COUNTY SANITATION DISTRICT BOARD OF DIRECTORS  
APPROVING THE ADOPTION OF A REVISED  
PLANT SUPERINTEDENT EMPLOYMENT STANDARDS AND  
PLANT SUPERINTENDENT COMPENSATION SCHEDULE**

**WHEREAS**, the Plant Superintendent for the South San Luis Obispo County Sanitation District (District) has roles that exceed that of what is typically expected of a Chief Plant Operator (CPO).

**WHEREAS**, the Plant Superintendent for SSLOCSO is required to perform the duties of CPO as well as manage a sewage collection system, manage all District owned systems, supervise District employees and define budgetary needs.

**WHEREAS**, the Plant Superintendent also plays a major role in defining the long-term vision for the District.

**WHEREAS**, the District attempts to keep Employment Standards and Compensation Schedules current.

**BE IT RESOLVED** that the South San Luis Obispo County Sanitation Board of Directors adopt the revised Plant Superintendent Employment Standard Exhibit "A", and Monthly Compensation Schedule Exhibit "B" for the Plant Superintendent.

**PASSED AND ADOPTED** at a regular meeting of the South San Luis County Sanitation District Board of Directors held this 18th day of March 2015.

On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_,  
and of the following roll call vote, to wit:

AYES:  
NOES:  
ABSENT :  
CONFLICTS:

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Jim Hill, Chairman  
Board of Directors  
South San Luis Obispo County Sanitation District

## 7010 –PLANT SUPERINTENDENT

### EMPLOYMENT STANDARDS

Position Characteristics This individual is responsible for wastewater treatment/water reclamation plant and District owned sewer, operations and maintenance. This includes administering all wastewater treatment, reclamation and disposal functions for the SSLOCSD Wastewater Treatment Plant, providing work oversight, review and evaluation to treatment plant personnel. Successful performance of the work; requires a high degree of technical and regulatory knowledge to ensure that all plant operations and laboratory activities are in compliance with National Pollutant Discharge Elimination System (NPDES), Regional Water Quality Control Board (RWQCB) and Air Pollution Control District (APCD) as well as other regulatory requirements.

Plans, coordinates, manages, reviews and evaluates all water reclamation facility operations, maintenance and effluent disposal activities; ensures compliance with federal, state and local water, biosolids and air-quality regulations; performs related work as assigned.

The SSLOCSD Plant Superintendent receives general direction from the contract District Manager within a framework of legal requirements, policies and established organizational values and processes, with independence of action to meet changing operational conditions. Direct supervision is provided at various levels within the organization requiring the use of sound management skills, business management practices, professional development, and supervisory skills.

Education and Experience Equivalent to completion of two years of college or technical school training or possession of an Associate of Arts degree in chemistry, biology, wastewater treatment or a closely-related field and/or successful completion of training required by the California State Water Resources Control Board and four years experience operating and performing maintenance on facilities and equipment in a secondary wastewater treatment/reclamation plant, including two years at a supervisory level or shift lead.

Possession of: Must possess a valid California class C driver's license and a satisfactory driving record. Must possess, or obtain prior to completion of the probationary period, a Grade III Wastewater Treatment Plant Operator certificate issued by the California State Water Resources Control Board.

Knowledge of:

- The operation, cleaning and preventive maintenance of wastewater treatment and disposal facilities and equipment.
- The operation and preventive maintenance of piping systems, including hydraulics, telemetry, valves and related appurtenances.
- Principles of contract negotiation and administration.
- Document preparation.
- Recent developments, current technology and informational resources regarding wastewater treatment and reclamation.
- Standard chemical and physical tests of wastewater, sludge, effluent and related materials.
- Supervisory principles and practices, including work planning, assignment, review and evaluation.
- Techniques for training staff in work procedures.
- Principles and practices of public agency budget preparation, administration, and control.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and equipment related to the work.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals and confined space entry procedures.
- Applicable laws, codes and regulations.
- Principles and practices of public agency budget preparation, administration, and maintenance.
- Principles and practices of contract negotiation and administration.
- Computer applications related to the work.
- Standard office practices and procedures, including the use of standard office equipment.
- Effective and diplomatic communications skills.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.
- Ability to:
  - Plan, organize, supervise, coordinate, review, evaluate and personally participate in the functions and activities of a comprehensive wastewater treatment, reclamation and disposal system.
  - Plan, assign, supervise, review and evaluate the work of treatment plant operations, laboratory and maintenance staff.
  - Train staff in work and safety procedures.
  - Recognize, correct and/or report unusual, inefficient or dangerous operating conditions.
  - Read and comprehend a variety of gauges, charts and meters; record data accurately and make appropriate process adjustments.
  - Conduct standard chemical and physical tests of wastewater, sludge and related materials.
  - Troubleshoot maintenance problems and determine materials and supplies required for repair.
  - Read and accurately interpret construction drawings and specifications.
  - Maintain accurate logs and written records of operations and work performed.

- Us tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relations with those contacted in the course of the work.
- Take a proactive approach to problem solving.
- Use good judgment, make sound decisions,
- Make recommendations on matters of policy, or complex technical and administrative problems.
- Working in a team atmosphere.

○ Typical Duties:

- Plans, oversees and evaluates the operation and maintenance of the District tertiary wastewater reclamation facility and the associated laboratory.
- Plans, organizes, assigns, supervises and reviews the work of staff to ensure that work is completed in a safe and appropriate manner and within regulatory requirements; develops and implements work and standby schedules.
- Trains staff in work procedures and methods; evaluates the work of staff, initiates and implements work selection and disciplinary procedures.
- Inspects the plant and reviews laboratory testing results to determine operational status; authorizes changes in activities to meet regulatory requirements and ensures the most effective and efficient processes are used.
- Assists in and makes recommendations regarding the long-and short-range planning of plant collection, operational and disposal facility construction and modification activities; assists in the development of the annual and capital improvement budgets.
- Directs the maintenance and inventory of materials, chemicals, supplies and equipment required for the effective operation of the wastewater reclamation plant.
- Oversees laboratory testing activities; prepares or directs the preparation of regulatory reports and ensures their timely submission to appropriate agencies.
- Contributes to and assists in the long-and short-range planning of water reclamation facility construction and modification projects; develops and administers the water reclamation section operating budget; assists in the development and review of requests for proposals; contacts vendors and service contractors regarding prices, delivery and services for materials, chemicals, supplies and equipment; negotiates and administers contracts for contractors and suppliers.
- Inspects the plant for safety violations; ensures that safety procedures are followed and that safety equipment is worn; makes periodic safety presentations to plant staff.
- Troubleshoots operational and maintenance problems; corrects, repairs or directs the correction and repair of operational and/or equipment problems.

- Reads and interprets plans, specifications, blueprints and schematics.
- Responds to and resolves complaints regarding plant operations, including odors, discharge quality and permit problems.
- Responds to emergency situations during off-hours, as required; maintains employee standby availability on a scheduled basis.
- Directs the maintenance of treatment plant, shop areas and other facilities and equipment in a clean and orderly condition.
- May operate valves, pumps and automated controls to regulate the flow of wastewater through the plant; may operate a variety of treatment plant equipment, such as pumps, motors, chlorinators, filters, chemical valves, digesters, bar screens and blowers.
- Prepares and directs the preparation and timely submission of a variety of written correspondence, reports, procedures, ordinances and other materials.
- Maintains and directs the maintenance of automated and manual files.
- Monitors changes in laws, regulations and technology that may affect division operations; implements changes to policies and procedures, after approval.

Working Conditions:

Work in wastewater treatment plant, wastewater collection system environments; some exposure to water, chemicals, hazardous materials, and noise; heavy lifting/moving, standing, climbing. May work at heights, in confined spaces, and in inclement weather conditions. Must be available for standby assignments and to work emergency overtime, as required.

Physical Demands: Must possess strength, stamina and mobility to work in a wastewater treatment plant and laboratory setting, to lift and carry materials weighing up to fifty pounds and to use specialized test equipment, hand and power tools and instrumentation; stamina to work in confined spaces around machines and to climb and descend ladders; vision to read printed materials, charts, gauges and a computer screen; hearing and speech to converse in person and over the telephone or radio.



**Exhibit "B"**

PLANT SUPERINTENDENT  
MONTHLY COMPENSATION SCHEDULE

	Step 1	Step 2	Step 3	Step 4	Step 5
Proposed	7768	8157	8565	8993	9443