SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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AGENDA
BOARD OF DIRECTORS MEETING
City of Arroyo Grande, City Council Chambers
215 East Branch Street
Arroyo Grande, California 93420

Wednesday, December 4, 2013 at 5:30 P.M.

PLEASE NOTE EARLIER MEETING TIME

Board Members	**Agencies**
Matthew Guerrero, Chair	Oceano Community Services District
Tony Ferrara, Vice Chair	City of Arroyo Grande
Debbie Peterson, Director	City of Grover Beach
Alternate Board Members	
Mary Lucey, Director	Oceano Community Services District
Jim Guthrie, Director	City of Arroyo Grande
Glenn Marshall, Director	City of Grover Beach

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1. CALL TO ORDER AND ROLL CALL

2. PUBLIC COMMENTS ON CLOSED SESSION

3. CLOSED SESSION

(1) Pursuant to Government Code Section 54957: Discussion of appointment or employment of public employee – District Manager

4. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

5. 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.

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.

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.

6. 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.

6A. Review and Approval of the Minutes of the November 20, 2013 meeting
6B. Review and Approval of Warrants

7. PLANT SUPERINTENDENT'S REPORT

8. MISCELLANEOUS ITEMS

A. Miscellaneous Oral Communications
B. Miscellaneous Written Communications

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, November 20, 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 Debbie Peterson, City of Grover Beach.

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

2. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

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

3. CONSENT AGENDA

Counsel Seitz suggested taking Item 3A separately from the other consent items as Director Ferrara was not present at the meeting of November 6, 2013.

3A. Review and Approval of the Minutes of the November 6, 2013 meeting

Action: It was moved by Director Peterson to approve Consent Agenda Item 3A as presented. Director Guerrero seconded, and the motion was carried 2-0.

3B. Review and Approval of Warrants
3C. Review of Financial Report ending October 31, 2013

Action: It was moved by Director Peterson to approve Consent Agenda Items 3B – 3C with the amendments. Director Ferrara seconded, and the motion was carried 3-0.

4. PLANT SUPERINTENDENT'S REPORT

Plant Superintendent Clemons presented the Plant Superintendent's Report which shows that the Plant numbers remain in regulatory compliance. Mr. Clemons spoke about wet weather preparation which had been brought up at the last Board meeting. He said that Staff has load-tested the emergency generator, had the sumps and drains cleaned, checked valves to ensure

smooth operation and inspected insides of electrical boxes to make sure that moisture absorbent material is present. Mr. Clemons also said that the centrifuge is running well and that the flowmeters at the Plant have been calibrated.

Mr. Karp mentioned that Mr. Clemons has been invited to participate in the Arroyo Grande Creek flooding drill the first week of December at the County Government Center.

Director Ferrara said that he is interested in the lagoon and the flapgates as they relate to the County. He said that he wants to make sure that the Plant is ready for winter meaning that the influent pumps, floodgates, standby generators are all ready to go. Mr. Clemons affirmed that the Plant is flood-ready, and he said that the District has been involved with the County Public Works Department. Mr. Karp added that the County had cleaned all of the flapgates except for two in the coastal zone which have been inspected and are clear.

Director Ferrara also asked about the vegetative growth in the creek bed. Mr. Karp said that the County had goats and hand crews clear vegetation throughout Zone 1/1A. Mr. Clemons added that hand crews had cut back the vegetation along the levee.

Mr. Clemons then spoke about the maintenance, safety and training projects being performed by Staff at the Plant.

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

5. BOARD ACTION ON INDIVIDUAL ITEMS:

A. FY 2013/14 BUDGET REVIEW AT END OF 1ST QUARTER

District Bookkeeper/Secretary Matthew Haber presented the 1st Quarter Budget Review which shows that the District has earned 20% of its revenues while expending only 10% of its expenditures. Mr. Haber explained how electricity rates have increased and energy usage at the Plant has also increased. These two factors, along with the offline cogeneration unit not being able to offset energy usage, have led to electricity costs greatly exceeding budgeted amounts.

Director Guerrero said that the cogeneration purchase costs are the hardest to swallow. Mr. Karp suggested that maybe those costs could be addressed in the financial plan being made by the financial consultants in order to save some money.

Director Ferrara asked whether the residual amounts in the gas and oil expense account would be transferred to other accounts. Mr. Haber said that this expense account will be looked at further at the mid-year budget review to better determine whether an adjustment is needed. Director Ferrara asked how often the District vehicles are used. Mr. Clemons said that the District vehicles do leave the Plant about every day but that Staff tries to consolidate trips when possible to cut down on fuel costs.

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

Action: Director Ferrara moved to adopt staff's recommendation for the adoption of Resolution No. 2014-316 authorizing the budgetary adjustments as indicated in the staff report. Director Peterson seconded, and on the following roll call vote, to wit:

AYES: Director Ferrara, Director Peterson, Director Guerrero

NOES: None

ABSENT: None;

the foregoing resolution was passed and adopted this 20th day of November 2013.

6. MISCELLANEOUS ITEMS

A. Miscellaneous Oral Communications

Interim District Manager Karp said that the District will hear a presentation by Mr. Paavo Ogren at the December 18, 2013 Board meeting. He will also participate in an upcoming regional recycled water planning meeting.

B. Miscellaneous Written Communications

There were no written communications.

7. PUBLIC COMMENT ON CLOSED SESSION

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

8. CLOSED SESSION

Counsel Seitz clarified that the Government Code Section cited should be 54956.7 and not 549567.

(1) Pursuant to Government Code Section 54956.7: Discussion of appointment or employment of public employee – District Manager

9. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

Director Guerrero reported that the Board had met in closed session but took no reportable action.

10. ADJOURNMENT

There being no further business to come before the Board, Director Guerrero adjourned the meeting at approximately 7:00 p.m.

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

6B - 12-04-2013 Warrant Register

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
WARRANT REGISTER
12/04/2013 FY 2013/14

ISSUED TO	PURCHASE/SERVICE	INV. # / SERVICE PERIOD	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
ABBA EMPLOYER SERVICES	CONTRACT LABOR	19562	120413-8175	6085	642.40	642.40
AMI PIPE AND SUPPLY	GASKET	159931	76	8060	248.40	248.40
ARAMARK UNIFORM SERVICES	EMPLOYEE UNIFORMS	8326728 8343485	77	7025	480.00	480.00
AT&T	TELEPHONE SERVICE	NOVEMBER	78	7013	452.23	452.23
B&B STEEL & SUPPLY	STAINLESS STEEL PLATE	431101	79	8060	283.80	283.80
BRENNTAG PACIFIC, INC	PLANT CHEMICALS	364217 364218	80	8050	10,212.20	10,212.20
CARR'S BOOTS & WESTERN WEAR	EMPLOYEE WORK BOOTS	86106	81	7025	125.00	125.00
CHARTER	INTERNET SERVICE	DECEMBER	82	7011	59.99	59.99
DARBYSHIRE PLUMBING	BACKFLOW PREVENTER TESTING	2525	83	8060	85.00	85.00
DEBBIE PETERSON	BOARD SERVICE	NOVEMBER	84	7075	200.00	200.00
ENVIRONMENTAL ENGINEERING & CONTRACTING, IN	FOG INSPECTOR TRAINING	12599	85	7068	2,179.90	2,179.90
ENVIRONMENTAL WATER SOLUTIONS	FLAME TRAP ASSEMBLY - BOILER	1858	86	26/8065	3,467.38	3,467.38
FGL ENVIRONMENTAL	CHEMICAL ANALYSIS	384068A 384135A 384167A 384227A	87	7078	336.00	336.00
I.I. SUPPLY	BUSHINGS	21932	88	8060	128.14	128.14
JB DEWAR INC	VEHICLE FUEL	44085	89	8020	84.40	84.40
JIM GUTHRIE	BOARD SERVICE	NOVEMBER	90	7075	100.00	100.00
KEMIRA	FERRIC CHLORIDE	9017363768	91	8050	7,391.94	7,391.94
MATTHEW GUERRERO	BOARD SERVICE	NOVEMBER	92	7075	200.00	200.00
MC MASTER CARR	RAINCOAT	66825988	93	8056	24.43	24.43
OCEANO COMMUNITY SERVICES DIST	WATER SERVICE	09/18/13 TO 11/18/13	94	7094	90.07	90.07
OFFICE DEPOT	OFFICE SUPPLIES	NOVEMBER	95	8045	143.50	143.50
PERS	EMPLOYEE RETIREMENT	100000014053363 100000014057992	96	6060	2,861.34	2,861.34
PRINCE CONSULTING	TRAFFIC CONTROL WORKSHOP	RODRIGUEZ AND WOESTE	97	7050	50.00	50.00
SM TIRE	TRAILER TIRES	577986	98	8030	103.20	103.20
STATE FUND COMPENSATION	WORKERS' COMP PREMIUM	DECEMBER	99	6080	6,079.17	6,079.17
TEKTEGRITY	MANAGED IT SERVICE - DECEMBER	29168-113	8200	7015	308.55	308.55
TONY FERRARA	BOARD SERVICE	NOVEMBER	8201	7075	100.00	100.00
WW GRAINGER	SAFETY SUPPLIES	9302881538 9304431647	8202	8056	127.05	127.05
SUB TOTAL					35,794.64	35,794.64
PAYROLL	PPE 11/15/2013				20,952.04	20,952.04
GRAND TOTAL					56,746.68	56,746.68

We hereby certify that the demands numbered serially from 120413-8175 to 120413-8202 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: _____

Chair

Board Member

Board Member

Secretary

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Staff Report

To: Board of Directors
From: John L. Clemons, Plant Superintendent
Via: Paul J. Karp, Interim District Manager
Date: December 4, 2013
Subject: Plant Superintendent's Report

Chart 1 – **Plant Data**

Oct. 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	2.50	4.1	342	31.1	358	32.7	<13	253	
High	3.16	5.0	431	67.5	395	40.0	130	810	
Limit	5.0			40		40	2000		
Nov. 2013									
Average	*2.44	*4.3	**295	**20.2	**384	**28.4	*<10	230	
High	*2.69	* 5.6	**346	**31.9	**414	**33.0	*80	354	

* Thru November 26, 2013
** Thru November 15, 2013

Corrective Maintenance

- Cleared restrictive material from grinder at headworks.
- Repaired inlet piping at centrifuge polymer pump.
- Cleared vibration warning alarm on centrifuge.

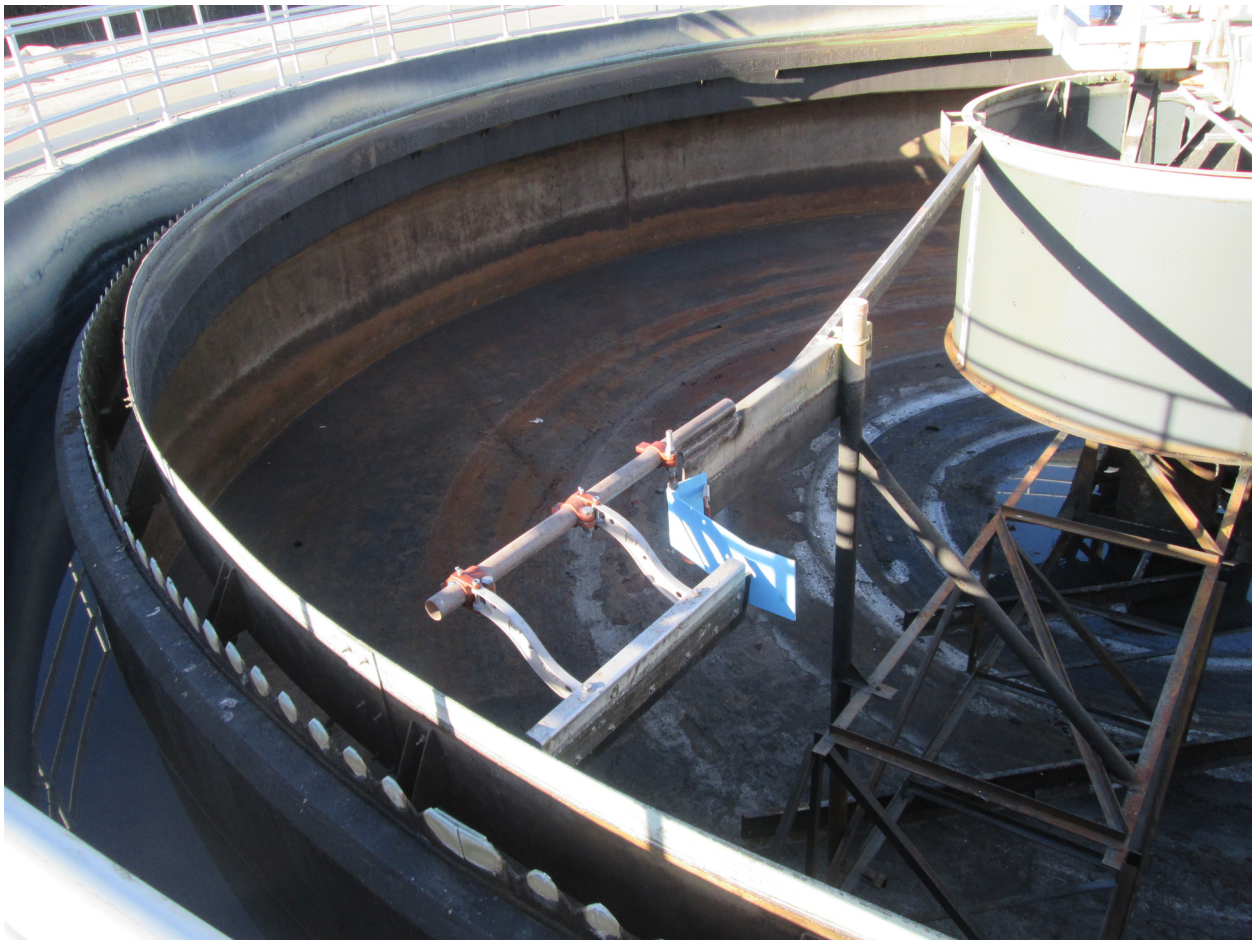
Safety

- Staff attended a safety meeting on traffic safety.

Training

- Staff participated in FOG inspection training. Classroom and on-site inspection instruction provided by Environmental Engineering Consultants Inc.

Staff hosted a lunch for Member Agencies. Grover Beach, Oceano CSD, Arroyo Grande, Pismo Beach, Nipomo CSD and SLO County were all represented at the lunch.



BATTERY DISPOSAL
TANKS

PAM