

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 January 06, 2016
6:00 P.M.

1. CALL TO ORDER AND ROLL CALL

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

District Staff in Attendance: John Clemons, Interim District Administrator/Plant Superintendent; Gilbert Trujillo, District Legal Counsel; Amy Simpson, District Bookkeeper/Secretary.

2. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

Chairman Shoals opened the public comment period.

Julie Tacker has concerns over Director Guerrero sitting as Vice Chair when the OCSD has elected Mary Lucey as the Board representative for the OCSD.

John Carter submitted a letter to the Board and spoke on the vagrant population around the plant. He suggests putting up signs, cleaning up the area, and a temporary fence around the bridge at Security Court.

Debbie Peterson suggested reaching out to the 5 Cities Homeless Coalition to assist in finding a solution to the vagrant issue.

April McLaughlin asked when the Knudson Report would be presented.

Chairman Shoals asked legal counsel to look into the appointment of an Alternate to a Board position such as Vice Chairman. His motion at the December 16, 2015 meeting was to elect Director Guerrero as Vice Chairman of the SSLOCSD Board.

There being no more public comment, Chairman Shoals closed the public comment period.

3. CONSENT AGENDA

3A. Review and Approval of the Minutes of the December 16, 2015 Meeting

3B. Review and Approval of Warrants

Chairman Shoals opened the public comment period.

Julie Tacker has concerns regarding the Bartle Wells Rate Study, the Downey Brand warrant, and the Michael K. Nunley warrant.

There being no more public comment, Chairman Shoals closed the public comment period.

Motion: Director Guerrero made a motion to approve the Consent Agenda.
Second: Director Hill
Action: The Consent Agenda was approved unanimously as presented by roll call vote.

4. PLANT SUPERINTENDENT'S REPORT

Plant Superintendent Clemons presented the Plant Superintendent's Report which showed that the TSS results are a little high, but consistent with values from this same time last year. All other process values are well within limits.

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

Director Guerrero presented Mr. Clemons a handout with questions regarding the Reclamation Study meeting that was attended by Paavo Ogren at the plant on January 6.

Chairman Shoals opened the public comment period.

Julie Tacker, Patricia Price, and Patty Welsh all gave public comment on the Redundancy Project.

There being no more public comment, Chairman Shoals closed the public comment period.

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

Director Guerrero asked for a report on the condition of the FFR.

5. BOARD ACTION ON INDIVIDUAL ITEMS:

5A. APPOINTMENT OF JOHN CLEMONS AS THE DISTRICT'S REPRESENTATIVE TO SAN LUIS OBISPO COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT ZONE 1/1A, ADVISORY COMMITTEE

Staff recommended that the Board appoint John Clemons as the District's representative to the San Luis Obispo County Flood Control and Water Conservation District Zone 1/1A, Advisory Committee.

Chairman Shoals opened the public comment period.

There being no more public comment, Chairman Shoals closed the public comment period.

- Motion:** Director Hill made a motion to approve staff recommendation.
- Second:** Director Guerrero
- Action:** Motion approved unanimously by roll call vote.

5B. CONTRACT WITH MICHAEL K. NUNLEY AND ASSOCIATES, INC. FOR GENERAL ENGINEERING SERVICES

Staff recommended that the Board of Directors adopt **Resolution 2016-339**, authorizing and directing the Interim District Administrator to execute a contract with Michael K. Nunley and Associates, Inc., for general engineering services, in an amount not to exceed \$100,000.

Michael Nunley was present and answered all questions. He handed out his billing schedule which will be added to the contract which has been approved by legal counsel.

Chairman Shoals opened the public comment period.

Julie Tacker and Patty Welsh gave public comment.

Mr. Nunley said that task orders are set up separately. All work has been done under the Purchasing Policy. Everything has been defined with a scope schedule and a budget.

Director Hill and Director Guerrero are sensitive to sole sourcing and would recommend having other firms bid.

There being no more public comment, Chairman Shoals closed the public comment period.

Mr. Clemons let the Board know that anything over the Purchasing Policy would still be brought to the Board. The internal controls are in place to be fiscally responsible.

- Motion:** Director Hill made a motion to authorize staff recommendation incorporating the fee schedule that was presented separately here tonight.
- Second:** Director Guerrero
- Action:** Motion approved 2-1 by roll call vote.

- Shoals- Yes
- Guerrero- No
- Hill- Yes

5C. CONTRACT WITH JOHN RICKENBACH FOR REDUNDANCY PROJECT PERMITTING

Staff recommended that the Board of Directors adopt **Resolution 2016-337**, a Resolution authorizing and directing the Interim District Administrator to enter into an agreement with

John F. Rickenbach Consulting for permitting, environmental review, and regulatory coordination services for the redundancy project, in an amount not to exceed \$32,000.

John Rickenbach was present and answered all questions.

Chairman Shoals opened the public comment period.

Julie Tacker has concerns about sole sourcing.

Debbie Peterson suggested that the CAD drawings be included in the work product so that they will stay with the District files.

There being no more public comment, Chairman Shoals closed the public comment period.

The Board members all announced that they are sensitive to sole sourcing. They do believe that this is a project that needs to be expedited and to move forward with the project.

Legal counsel clarified that Professional Service contracts can be sole sourced to professionals based on qualifications. It is within the purchasing guidelines and in compliance with any other controls you would like to see. He recommended that in the long term staff should look into the purchasing policies for bidding and informal bidding.

- Motion:** Vice Chairman Guerrero made a motion to approve staff recommendation. It was seconded by Director Hill for discussion purposes.
- Second:** Director Hill for sake of discussion.
- Action:** Motion approved unanimously by roll call vote.

The Board gave direction to follow up with legal counsel's recommendation for a purchasing policy for bidding.

5D. REDUNDANCY PROJECT PERMITTING UPDATE

The Board of Directors received an update from Mike Nunley and John Rickenbach on the status of the permitting process for the Redundancy Project.

Chairman Shoals opened the public comment period.

There being no more public comment, Chairman Shoals closed the public comment period.

- Action:** Received and Filed.

5E. CONTRACT WITH GRAY ELECTRICAL CONSULTING AND ENGINEERING, LLC FOR PRELIMINARY DESIGN OF MECHANICAL BAR SCREEN ELECTRICAL/INSTRUMENTATION SYSTEM

Staff asked that this item be removed from the agenda.

There being public no public comment, Chairman Shoals closed the public comment period.

Action: This item was removed from the agenda.

6. MISCELLANEOUS ITEMS

A. Miscellaneous Oral Communications

The Board asked staff to review the minutes October 21, 2015 when the Prop 218 process was approved.

The Knudson Report should be available in the next 2-4 weeks.

Patty Welsh asked if Knudson was going to ask for more money.

B. Miscellaneous Written Communications

The District received a letter from the City of Grover Beach announcing John Shoals as Director and Barbara Nicolls as Alternate for the SSLOCSD Board.

7. VERBAL REPORT BY INTERIM DISTRICT ADMINISTRATOR

Acting District Administrator Clemons announced the following items will be on future agendas:

- January 20th will have the 2014/2015 Audit.
- February 3rd will have the 6 month Financial Report
- February 17th will be the protest hearing for Prop 218.
- Annual Yearly Report to State Water Resource Quality Control Board will be presented at the February 3, 2016 meeting.
- Bylaws will be presented in February
- RFP for Grit Removal System will be before the Board soon.

Chairman Shoals asked for clarification on the Prop 218 process. Vice Chairman Guerrero asked who would be reviewing the applications for the District Administrator position. He also asked for a report on what is going on with the FFR.

8. ADJOURNMENT

There being no further business to come before the Board, Chairman Shoals adjourned the meeting at approximately 8:00p.m.

THESE MINUTES WERE APPROVED BY THE BOARD OF DIRECTORS AT THE MEETING OF JANUARY 20, 2016.