



**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.us](http://www.sslocsd.us)

**AGENDA  
BOARD OF DIRECTORS MEETING**

Grover Beach City Hall Chambers  
154 South 8<sup>th</sup> Street  
Grover Beach, California 93433

**Wednesday, February 01, 2017, at 6:00 p.m.**

**Board Members**

John Shoals, Chair  
Linda Austin, Vice Chair  
Jim Hill, Director

**Agencies**

City of Grover Beach  
Oceano Community Services District  
City of Arroyo Grande

**Alternate Board Members**

Karen White, Director  
Tim Brown, Director  
Barbara Nicolls, Director

Oceano Community Services District  
City of Arroyo Grande  
City of Grover Beach

- 
- 1. CALL TO ORDER AND ROLL CALL**
  - 2. PLEDGE OF ALLEGIANCE**
  - 3. AGENDA REVIEW**
  - 4. 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.
- Direct Staff 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 Administrator or Bookkeeper/Secretary at (805) 481-6903. So that the District may address your request in a timely manner, please contact the District two business days in advance of the meeting.

**5. 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.

- 5A. Approval of Minutes of Meeting of December 21, 2016**
- 5B. Approval of Minutes of Meeting of January 04, 2017**
- 5C. Approval of Warrants**
- 5D. Financial Review at December 31, 2016**

**6. ACTION ITEMS**

**6A. PROPOSAL TO INSTALL NEW FLOORING AT THE DISTRICT'S ADMINISTRATION/CONTROL BUILDING**

Authorize the District Administrator to enter into an agreement not to exceed \$29,000 with one of two vendors for installation of new tile flooring in the District's Administration/Operations Building.

**6B. PURCHASE OF REPLACEMENT DIESEL FUEL TANK**

Approval for the purchase of a replacement 2,000 gallon Mosier Brothers diesel fuel tank from JB Dewar for \$12,375.

**7. DISTRICT ADMINISTRATOR AND PLANT SUPERINTENDENT'S REPORT**

Receive and file report

**8. ADJOURN MEETING**

**The next regularly scheduled Board meeting on February 15th, 2017, 6 pm at the Grover Beach City Hall Chambers, 154 South 8<sup>th</sup> Street, Grover Beach, California 93433**

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

OCSD Board Room  
1655 Front Street  
Oceano, California 93445

Minutes of the Meeting of Wednesday December 21, 2016

6:00 P.M.

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

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

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

**2. FLAG SALUTE**

**3. AGENDA REVIEW**

Approved as presented.

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

Chairman Shoals opened public comment period.

Julie Tacker commented on Cambria CSD's Brine Disposal project, the Recycling Project, and capital funding for the Redundancy Project.

Chairman Shoals closed public comment.

**5. CONSENT AGENDA**

**5A. Approval of Minutes of Meeting of November 16, 2016**

**5B. Approval of Minutes of Meeting of December 07, 2016**

**5C. Approval of Warrants**

Administrator Hubner informed the Board that he has directed staff to return the Washer/Dryer listed on the Warrant Register, and a refund/credit will appear on a future statement.

Chairman Shoals opened public comment period.

Julie Tacker commented on Item 7B, minutes from December 07, 2016 Board meeting, and the Jessica Matson warrant.

Chairman Shoals closed the comment period.

**Motion:** Director Hill made a motion to approve the Consent Agenda with one modification to December 07 meeting. Item 7B Public Comment has been

corrected to reflect that various individuals spoke against Item 7B.

**Second:** Director Austin

**Action:** Approved unanimously by roll call vote.

## **6. DISTRICT ADMINISTRATOR AND PLANT SUPERINTENDENT'S REPORT**

Administrator Hubner provided update on NPDES permit renewal, Grit Removal Project, Satellite Facility Grant Study, Coastal Development Permit waiver for the Admin. Trailer and the Sea-Train, Regional Efforts, Personnel Policy Manual, and announced Fanny Mui received the Tri Counties Lab Person of the Year Award.

The Board had a discussion on the update of the Personnel Policy and Job Descriptions and having that work expedited. A majority of the Board did not direct staff to expedite the schedule for updating the PPM and job descriptions, rather to follow the schedule contained in the adopted Resolution on the subject.

Plant Superintendent reported on effluent plant data, operational maintenance, and training.

Chairman Shoals opened public comment period.

Julie Tacker and Ron Arnoldsen commented on District Administrator and Plant Superintendent's Report.

Chairman Shoals closed public comment.

The Board received clarification on the Cambria CSD Brine Project. The Board will be briefed once an application is received.

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

## **7. ACTION ITEMS:**

### **7A. APPROVAL OF WASTEWATER BILLING AND CONNECTION FEE AGREEMENT(S) WITH THE CITIES OF GROVER BEACH AND ARROYO GRANDE**

1. Approve the City of Grover Beach Billing Agreement
2. Approve the City of Arroyo Grande Billing and Collection Fee Agreement

There was no public comment on this item.

**Motion:** Director Hill made a motion for approval of 7A as presented.

**Second:** Director Austin

**Action:** Approved unanimously by roll call vote.

### **7B. ELECTION OF CALENDAR YEAR 2017 BOARD OFFICERS**

Consider and elect a Chair and Vice-Chair for 2017 Calendar Year

Chairman Shoals opened public comment period.

Julie Tacker and Patricia Price spoke in favor of Director Hill being Chairman.

Nancy McNeil and Mary Lucey spoke in favor of Director Shoals continuing as Chairman.

Chairman Shoals closed public comment.

**Motion:** Director Austin made a motion to elect Chairman Shoals as Chairman.

**Second:** Chairman Shoals

**Action:** Approved unanimously by roll call vote.

**Motion:** Chairman Shoals made a motion to elect Director Austin as Vice Chair.

**Second:** Director Hill

**Action:** Approved unanimously by roll call vote.

## **8. MISCELLANEOUS WRITTEN COMMUNICATIONS**

### **1. Letter from Mary Lucey**

Administrator Hubner announced that there were three more letters submitted.

1. Received from Julie Tacker
2. Received from Lindsey Westbrook
3. Received from Kris Victorine

Chairman Shoals opened public comment period.

Julie London, Julie Tacker, and Patricia Price did not agree with the statements Mary Lucey made in her letter.

Nancy McNeil supported Mary Lucey's letter

Mary Lucey read her letter into the record and submitted a signature page.

Chairman Shoals closed public comment.

Administrator Hubner announced that future meetings will be held in Grover Beach City Hall Chambers located at 154 South 8<sup>th</sup> Street, Grover Beach.

## **9. ADJOURN MEETING**

**This meeting adjourned at 7:30 pm.**

**The next regularly scheduled Board meeting on January 04, 2017 6 pm at the Grover Beach City Hall Chamber located at 154 South 8<sup>th</sup> Street, Grover Beach, California**

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

DRAFT

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

Grover Beach City Hall Chambers  
154 South 8<sup>th</sup> Street,  
Grover Beach, CA

Minutes of the Meeting of Wednesday January 04, 2017  
6:00 P.M.

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

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

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

**2. FLAG SALUTE**

**3. AGENDA REVIEW**

Approved as presented.

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

Chairman Shoals opened public comment period.

Julie Tacker requested the Board have a discussion on postcard that was delivered to the island residents regarding the Redundancy Project.

Patty Welsh apologized to Mr. Hubner for previous comments she has made.

Ron Arnoldsen asked the Chairman to be more transparent.

Shirley Gibson encourages the Board to make sure the audience is respectful.

Chairman Shoals closed public comment.

Direction was given to update the postcard and notify the Board of the update in the next District Administrator Report.

**5. CONSENT AGENDA**

- 5A. Approval of Minutes of Meeting of December 21, 2016**
- 5B. Approval of Warrants**
- 5C. Financial Review at November 30, 2016**
- 5D. Surplus List**

Director Hill asked to remove the minutes of December 21, 2016 from Consent Agenda.

Chairman Shoals opened public comment period.

Julie Tacker commented on the Liebert, Cassidy, Whitmore warrant and spoke to a Public Record Request she had made.

Chairman Shoals closed the comment period.

Administrator Hubner clarified that he had responded to the record request of Ms. Tacker and had provided her with his gross salary and benefits provided.

**Motion:** Chairman Shoals made a motion to approve the Consent Agenda Items 5B, 5C and 5D.

**Second:** Director Austin

**Action:** Approved unanimously by roll call vote.

#### **5A. Approval of Minutes of Meeting of December 21, 2016**

The Board had a discussion of the minutes of December 21, 2016. They spoke to the time frame of bringing back the job description of Operator III and the asked the minutes be amended to include the names of individuals who also submitted letters in response to the letter submitted by Ms. Lucey.

Chairman Shoals opened the public comment period.

Julie Tacker, Ron Arnoldsen and Patricia Price gave comment in favor of amending the minutes.

Chairman Shoals closed the comment period.

**Motion:** Director Hill made a motion to table the minutes of December 21, 2016 until the amendments are made.

**Second:** Director Austin

**Action:** Approved unanimously by voice vote.

#### **6. DISTRICT ADMINISTRATOR AND PLANT SUPERINTENDENT'S REPORT**

Administrator Hubner provided updates on Cherry Ave Bridge Project, Grit Removal Project, Mechanical Bar Screen, Secondary Process Redundancy Project, District Control Building and Office, Regional Efforts, and Strategic Planning Initiative.

Plant Superintendent reported on effluent plant data, operational maintenance, training and storm preparedness.

Chairman Shoals opened public comment period.

Julie Tacker, Patty Welsh and Ron Arnoldsen commented on District Administrator and Plant Superintendent's Report.

Chairman Shoals closed public comment.



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

**7. ACTION ITEMS:**

**7A. RECYCLED WATER FACILITIES PLANNING STUDY (STUDY)**

Administrator Hubner and Dan Heimel of Water Systems Consulting presented this item in power point, giving background and a summary of the Study's findings.

Chairman Shoals opened the item to public comment.

Brad Snook, Julie Tacker and Ron Arnoldsen gave comment on this item.

**Motion:** Director Hill made a motion to direct staff to submit the Study by WSC with the changes/edits provided, to the State Water Resources Control Board Division of Financial Assistance per the District's obligations under the grant agreement.

**Second:** Director Austin

**Action:** Approved unanimously by voice vote.

**7. CLOSED SESSION:**

CONFERENCE WITH LABOR NEGOTIATORS pursuant to Government Code Section

54957.6. Agency designated representative: District Administrator  
Employee Organizations: Service Employees International Union (SEIU) Local 620, Non-represented Management and Non-Represented Employees.

Chairman Shoals opened the public comment period.

Julie Tacker and Shirley Gibson commented on this item.

Chairman Shoals closed the comment period

The Board went into Closed Session at 8 p.m.

**8. REPORT OUT OF CLOSED SESSION**

Legal Counsel stated no reportable action out of closed session.

**9. ADJOURNMENT**

This meeting adjourned at approximately 8:45 pm.

**The next regularly scheduled Board meeting on January 18th, 2017, 6 pm at the Grover Beach City Hall Chambers, 154 South 8<sup>th</sup> Street, Grover Beach, California 93433**

***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  
02/01/2017 FY 2016/17

	BUDGET LINE ITEM		WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
AGP VIDEO	PROF. SERVICES	6828	020117-1876	7080	1,702.50	1,702.50
ALLIED ADMINISTRATORS	EMPLOYEE DENTAL	FEBRUARY	1877	6025	862.26	862.26
AMERICAN BUSINESS MACHINES	OFFICE SUPPLIES	307655	1878	8045	390.20	390.20
AMY SIMPSON	MEDICAL REIMBURSEMENT	FY 16/17	1879	6075	145.31	145.31
ARAMARK	UNIFORMS	12/30/16; 01/13/17; 01/06/17	1880	7025	591.41	591.41
AT&T	COMMUNICATIONS	07/08/17-02/07/17	1881	7013	306.06	306.06
ATLAS PERFORMANCE IND.	ADMIN OFFICE SPACE	FEBRUARY	1882	7040	450.00	450.00
AUTOSYS, INC.	EQUIPMENT MAINTENANCE	1001	1883	8030	2,240.00	2,240.00
BANK OF THE WEST	CREDIT CARD	DECEMBER	1884	7050	5,677.54	5,677.54
BRENNTAG	PLANT CHEMICALS	682810; 688877; 693148	1885	8050	14,234.20	14,234.20
CAL ELECTRIC SUPPLY	EQUIPMENT MAINTENANCE	677133; 678092	1886	8032	285.77	285.77
CALPERS	EMPLOYEE HEALTH	FEBRUARY	1887	6010	18,341.81	18,341.81
CARRS BOOTS	UNIFORMS	JACKMAN	1888	7025	125.00	125.00
CENTRAL COAST TECHNOLOGY	COMPUTER SUPPORT	778; 789; 793; 798; 813	1889	7082	1,748.43	1,748.43
CHARTER	COMMUNICATIONS	01/21/17-02/20/17	1890	7013	144.96	144.96
CITY NATIONAL BANK	CO-GEN	INSTALLMENT LOAN 09-028	1891	20-7096	37,398.30	37,398.30
CITY OF ARROYO GRANDE	BILLING	JULY - DECEMBER	1892	7073	11,640.20	11,640.20
CULLIGAN CCWT	EQUIPMENT RENTAL	39858	1893	7032	60.00	60.00
CULLIGAN SANTA MARIA	EQUIPMENT RENTAL	JANUARY	1894	7032	17.50	17.50
DATA SUPPORT CO.	LAB SUPPLIES	55913	1895	8040	267.50	267.50
ENGEL & GRAY	BIO SOLIDS HANDLING	78114	1896	7085	3,826.65	3,826.65
FED EX	CHEMICAL ANALYSIS	5-673-83616	1897	7078	16.96	16.96
GILBERT TRUJILLO	GENERAL LEGAL SERVICES	DECEMBER	1898	7071	6,790.00	6,790.00
GORDON SAND CO.	BIO SOLIDS HANDLING	0624285	1899	7085	1,092.47	1,092.47
GRAINGER	SAFETY SUPPLIES	9324144873	1900	8056	107.19	107.19
I.I. SUPPLY	EQUIPMENT MAINTENANCE	43510	1901	8061	100.27	100.27
JB DEWAR	FUEL	834819; 835999	1902	8020	224.15	224.15
JESSICA MATSON	PUBLIC OUTREACH	DEC-2016	1903	7065	210.00	210.00
JIM HILL	BOARD SERVICE	JANUARY	1904	7075	100.00	100.00
JOHN CLEMONS	MEDICAL REIMBURSEMENT	FY 16/17	1905	6075	443.50	443.50
JOHN SHOALS	BOARD SERVICE	JANUARY	1906	7075	100.00	100.00
LEXIS NEXIS	SUBSCRIPTION	DECEMBER	1907	7071	250.00	250.00
LIEBERT, CASSIDY WHITMORE	OUTSIDE COUNSEL	DECEMBER	1908	7070	365.00	365.00
LINDA AUSTIN	BOARD SERVICE	JANUARY	1909	7075	100.00	100.00
LOUIE'S CRANE SERVICE	EQUIPMENT MAINTENANCE	09895; 09916	1910	8030	900.00	900.00
MICHAEL K NUNLEY	REDUNDANCY PROJECT	3008	1911	20-7080	288.75	459.69
	GRIT REMOVAL	2980		20-8015	170.94	
MINERS	HOUSEHOLD SUPPLIES	DECEMBER	1912	8035	204.30	204.30
PERRY'S	EQUIPMENT MAINTENANCE	20093	1913	8030	608.01	608.01
PG&E	ELECTRICITY	12/08/16-01/08/17	1914	7091	11,361.10	11,361.10
PRAXAIR	EQUIPMENT RENTAL	75532005	1915	7032	28.80	28.80
READY REFRESH	LAB SUPPLIES	DECEMBER	1916	8040	106.93	106.93
SO CAL GAS	GAS	11/03/16-01/02/17	1917	7092	914.25	914.25
SO. CO. SANITARY SERV.	GARBAGE	JANUARY	1918	7093	445.22	445.22
SOFTWARE SOLUTIONS TEAM	TRAINING	EXCEL	1919	7067	249.00	249.00
SPEISS CONSTRUCTION CO. INC.	GRIT REMOVAL	FINAL PAYMENT	1920	20-8015	26,280.30	26,280.30
SPRINT	COMMUNICATIONS	12/04/16-01/03/17	1921	7014	219.06	219.06
STANLEY SECURITY	ALARMS	FEBRUARY	1922	7011	64.06	64.06
STATE FUND	WORK COMP INSURANCE	JANUARY	1923	7075	5,580.67	5,580.67
THOMA ELECTRIC	EQUIPMENT MAINTENANCE	DECEMBER	1924	8030	554.04	554.04
TLT TRUCKING	BIOSOLIDS HANDLING	1351	1925	7085	257.25	257.25
TRI COUNTY OFFICE FURNITURE	HOUSEHOLD SUPPLIES	BREAK ROOM CHAIRS	1926	8035	746.45	746.45
USA BLUEBOOK	LAB SUPPLIES	150770;	1927	8040	124.44	124.44
VWR	LAB SUPPLIES	MULTIPLE	1928	8040	610.93	610.93
WATER ENVIRON. FEDERATION	MEMBERSHIPS	ROMHILD	1929	7050	312.00	312.00
WATER SYSTEMS CONSULTING	RECYCLED WATER FACILITIES	2352	1930	20-7090	11,382.75	11,382.75
WENDY STOCKTON, ESQ.	LEGAL COUNSEL	DECEMBER	1931	7071	3,149.39	3,149.39
<b>SUB TOTAL</b>					<b>\$ 174,913.78</b>	<b>\$ 174,913.78</b>
SO. SLO CO. SANITATION DISTRICT	RABOBANK REIMB. FOR DEC.	WEBHOSTING	1932	7011	153.40	89,766.26
		PAYROLL			59,699.96	
		MEDICAL		6010	18,341.81	
		RETIREMENT,		6060	11,571.09	
<b>SUB TOTAL</b>					<b>\$ 89,766.26</b>	<b>\$ 89,766.26</b>
	PAYROLL 01.06.17	\$29,693.33				
	PAYROLL 01.20.17	\$30,943.93				
<b>GRAND TOTAL</b>					<b>\$ 264,680.04</b>	<b>\$ 264,680.04</b>

We hereby certify that the demands numbered serially from 020117-1876 to 020117-1932 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

Post Office Box 339, Oceano, California 93475-0339  
1600 Aloha Place, Oceano, California 93445-9735  
Telephone (805) 489-6666 FAX (805) 489-2765  
www.sslocsd.org

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Date: February 01, 2016  
To: Board of Directors  
From: Amy Simpson, District Bookkeeper/Secretary  
Via: Gerhardt Hubner, District Administrator  
Subject: **Financial Review as of December 31, 2016**

## **Overall Financial Summary**

As of December 31, 2016, the District has received total revenues of \$2,343,930. Of this amount, \$2,267,657 is for operating revenues, and \$76,273 is for non-operating revenues.

District operating expenses as of this date totaled \$2,730,447. Operating expenses totaled \$1,253,333 and non-operating expenses totaled \$842,506 as of December 31, 2016.

## **Local Agency Investment Fund**

The balance in the District's LAIF account was \$2,426,475 as of December 31, 2016.

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

As of December 31, 2016, the reconciled cash balance with the County of San Luis Obispo Treasury Pool was \$2,431,640. 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, 2016, the reconciled cash balance in the District's Rabobank account totaled \$186,815. This account has been used to process the District's contracted payroll provider service and other District expenditures.

## **Account for the Oceano Community FY 15/16 Revenue**

At December 31, 2016, the reconciled cash balance in this account totaled \$898. This account has been used as a pass thru account to receive Oceano Community prior year revenue.

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT  
MONTHLY CASH REPORT DECEMBER 2016**

	<b>Cash Balance at 11/30/16</b>	4,390,371.92
	Deposits	\$ 604,288.25
	Deposits from Property Tax Current	\$ 285,622.42
	Deposits from Property Tax Delinquent	\$ 25,854.49
	Property Tax Fee	\$ (2,723.00)
	Warrant Register 12/07/17	(62,650.48)
	Warrant Register 12/21/17	(106,067.56)
	Pay Roll 12/09/16	(29,955.69)
	Pay Roll 12/23/16	(29,744.27)
	CalPers Retirement	(11,571.09)
	CalPers Medical	(18,341.81)
	Rabobank December Activity	(153.40)
	<b>Total December Activity</b>	654,557.86
	<b>Cash Balance at 12/31/16</b>	5,044,929.78
	<b>Cash by Institution</b>	<b>CASH BALANCE</b>
		<b>@ 12/31/2016</b>
	Cash with County Treasury	2,431,639.70
	Cash with LAIF	2,426,474.87
	Cash with Rabobank	186,815.21
		\$ 5,044,929.78



# SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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[www.sslocsd.org](http://www.sslocsd.org)

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**Date:** February 01, 2017  
**To:** Board of Directors  
**From:** John Clemons  
**Subject:** **PROPOSAL TO INSTALL NEW FLOORING AT THE DISTRICT'S  
ADMINISTRATION/CONTROL BUILDING**

## **RECOMMENDATION**

Authorize the District Administrator to enter into an agreement not to exceed \$29,000 with one vendor for installation of new tile flooring in the District's Administration/Operations Building.

## **BACKGROUND**

The floor of the main operations building at the wastewater treatment plant is carpeted in some areas, and has old tile flooring in other sections. As far as staff can recall the carpet has not been replaced in the past decade. During a recent industrial health and safety inspection, the carpet was determined to be a threat to staff hygiene. The current tile is very old and is uneven in some areas.

## **DISCUSSION**

Staff contacted and solicit quotes from six flooring vendors. Two quotes were received. Moose's Custom Tiles submitted an estimate of \$25,000 for materials, preparation of floor, tile installation, and tile base installation. Angello's Floor Coverings submitted an estimate of \$26,927.88 for materials and installation of tile. There were separate estimates for base boards of \$6,143.71 and \$2,133.61. While the Moose's quote is for a lesser amount, it is unclear from the quote the type of tile (quantity, size, color and quality of tile). Staff requests, if the Board approves, to engage Moose's Custom Tile to refine their quote to ensure their estimate is equivalent to the one from Angello's Flooring Coverings.

## **FISCAL CONSIDERATIONS**

The estimated cost of \$29,000 can be paid for out of Fund No. 19-8061 Structure Maintenance – Major. The current balance in that account is \$20,000. It is recommended that \$9,000 be moved from contingency account to cover the difference. Any amount that is less will be discounted back to the District.



Moose's Custom Tile Lic# 904538

**Estimate**

2421 Paso Robles Street  
Oceano, CA 93445  
805-458-8781

Date	Estimat...
1/19/2017	131

moose.mctileandstone@yahoo.com

Project

**Name / Address**

Sanitation District  
John L Clemons III  
1600 Aloha Place  
Oceano, CA 93445

Description	Qty	Rate	Total
Tile and Material Allowance		8,000.00	8,000.00
Preparation of Floor		3,000.00	3,000.00
Tile Installation		12,000.00	12,000.00
Tile Base Installation		2,000.00	2,000.00

<b>Total</b>	<b>\$25,000.00</b>
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**Angello's Floor Coverings**

**Estimate**

1064 E. Grand Avenue Lic#636025  
 Arroyo Grande, Ca 93420  
 PH:805-474-0915  
 FAX:805-474-0981

Date	Estimate #
1/16/2017	9762

<b>Name / Address</b>
South San Luis Obispo CSD John Clemons 1600 Aloha Place Oceano, CA 93433

<b>Job Address</b>

P.O. No.	Terms	Ref#	Rep
	ct		

Item	Description	Qty	Rate	Total
SBN	Interceramics Surface Bullnose. Trio Pietra, Color: Graphite. 3 X 13	485	4.99	2,420.15T
GR	Grout, Color: To Be Determined	5	24.99	124.95T
L-TILE	Installation of Tile as Baseboards	485	7.00	3,395.00
FREIGHT	PLEASE NOTE THAT IF ORDERING MATERIAL FROM SAME DISTRIBUTOR AT THE SAME TIME, ONLY 1 FREIGHT CHARGE WILL APPLY.		0.00	0.00

Deposit discussed upon acceptance of Estimate.

<b>Subtotal</b>	\$5,940.10
<b>Sales Tax (8.0%)</b>	\$203.61
<b>Total</b>	\$6,143.71

**NO RETURNS ON SPECIAL ORDERS.  
 ANY MATERIAL IN STOCK, WHICH IS CUT IS NOT RETURNABLE AND  
 NON REFUNDABLE..**

We will NOT be held responsible for any Appliance that does not work after it's been unplugged, moved and moved back. We will also NOT be responsible for ANY damage to furniture. (ie, scratches, dents, cracks, etc.)

Please sign and fax back if accepted

Signature \_\_\_\_\_

**MATERIALS SUPPLIED ONLY — TOTAL PAYMENT DUE AT TIME OF ORDERING. NO RETURNS. MATERIAL AND LABOR SUPPLIED, INVOICES MUST BE PAID AFTER JOB COMPLETION.**

**Angello's Floor Coverings**

1064 E. Grand Avenue Lic#636025  
 Arroyo Grande, Ca 93420  
 PH:805-474-0915  
 FAX:805-474-0981

**Estimate**

Date	Estimate #
1/16/2017	9763

<b>Name / Address</b>
South San Luis Obispo CSD John Clemons 1600 Aloha Place Oceano, CA 93433

<b>Job Address</b>

P.O. No.	Terms	Ref#	Rep
	ct		

Item	Description	Qty	Rate	Total
CB-4"	Cove base 4", color: To Be Determined.	485	1.99	965.15T
BASE	Installation of Cove Base	485	2.25	1,091.25

Deposit discussed upon acceptance of Estimate.

<b>Subtotal</b>	\$2,056.40
<b>Sales Tax (8.0%)</b>	\$77.21
<b>Total</b>	\$2,133.61

**NO RETURNS ON SPECIAL ORDERS.  
 ANY MATERIAL IN STOCK, WHICH IS CUT IS NOT RETURNABLE AND  
 NON REFUNDABLE..**

We will NOT be held responsible for any Appliance that does not work after it's been unplugged, moved and moved back. We will also NOT be responsible for ANY damage to furniture. (ie, scratches, dents, cracks, etc.)

Please sign and fax back if accepted

Signature \_\_\_\_\_

**MATERIALS SUPPLIED ONLY -- TOTAL PAYMENT DUE AT TIME OF ORDERING. NO RETURNS. MATERIAL AND LABOR SUPPLIED, INVOICES MUST BE PAID AFTER JOB COMPLETION.**

**Angello's Floor Coverings**

1064 E. Grand Avenue Lic#636025  
 Arroyo Grande, Ca 93420  
 PH:805-474-0915  
 FAX:805-474-0981

**Estimate**

Date	Estimate #
1/16/2017	9761

<b>Name / Address</b>
South San Luis Obispo CSD John Clemons 1600 Aloha Place Oceano, CA 93433

<b>Job Address</b>

P.O. No.	Terms	Reff#	Rep
	ct		

Item	Description	Qty	Rate	Total
TILE	Interceramics Tile. Trio Peitra, Color: Graphite 12 x 24	2,200	3.49	7,678.00T
GR	Grout, Color: To Be Determined	12	24.99	299.88T
FR	Freight	1	150.00	150.00
L-TILE	Installation of Tile in the Lobby, 2 Offices, Kitchen, Conference Room, Reception Area, Lab, Lab Storage, Locker Room, and Women's Bathroom. Price Includes Removal and Disposal of Existing Vinyl Tile and Gluedown Carpet. No Baseboards or Furniture has been Included in this Bid.		17,800.00	17,800.00
ANY	Any unseen floor prep will be will be addressed prior to any installation and agreed upon by both parties as to cost.		0.00	0.00
GRIND	No grinding or leveling included in bid Not including any additional fees if any		0.00	0.00

Deposit discussed upon acceptance of Estimate.

<b>Subtotal</b>	\$25,927.88
<b>Sales Tax (8.0%)</b>	\$638.23
<b>Total</b>	\$26,566.11

**NO RETURNS ON SPECIAL ORDERS.  
 ANY MATERIAL IN STOCK, WHICH IS CUT IS NOT RETURNABLE AND  
 NON REFUNDABLE..**

We will NOT be held responsible for any Appliance that does not work after it's been unplugged, moved and moved back. We will also NOT be responsible for ANY damage to furniture. (ie, scratches, dents, cracks, etc.)

Please sign and fax back if accepted

Signature \_\_\_\_\_

**MATERIALS SUPPLIED ONLY — TOTAL PAYMENT DUE AT TIME OF ORDERING. NO RETURNS. MATERIAL AND LABOR SUPPLIED, INVOICES MUST BE PAID AFTER JOB COMPLETION.**



# 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)

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## Staff Report

**Date:** February 1, 2017  
**To:** Board of Directors  
**From:** John Clemons, Plant Superintendent  
**Subject:** **PURCHASE OF REPLACEMENT DIESEL FUEL TANK**

### RECOMMENDATION

Approval for the purchase of a replacement 2,000 gallon Mosier Brothers diesel fuel tank from JB Dewar for \$12,375.

### BACKGROUND

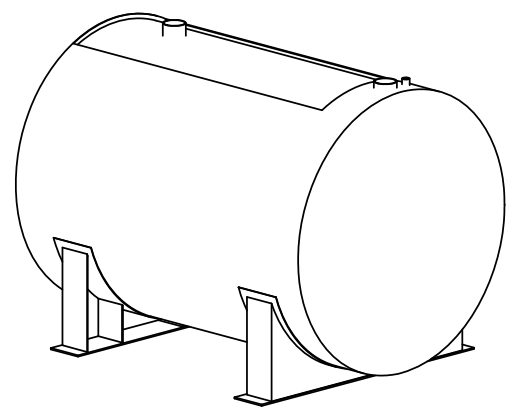
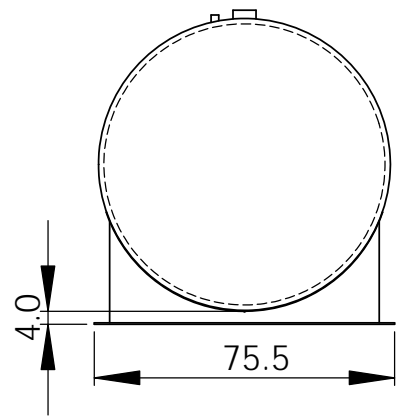
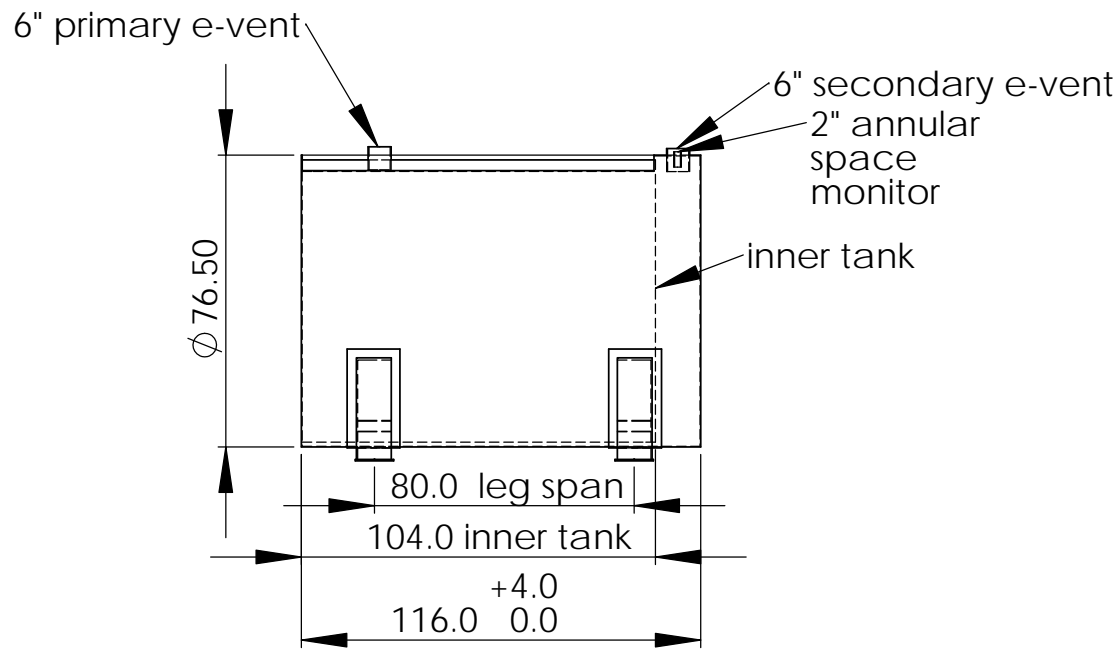
The existing diesel fuel tank at the District's facility is over twenty years old. The tank was scheduled for replacement in FY 2015-16 according to the District's equipment replacement schedule. Over time the diesel fuel tank has developed heavy corrosion in several areas.

### DISCUSSION

Staff solicited quote from three different vendors. Two vendors responded, JB Dewar and Enviro Safe Above-Ground Fuel Systems. The JB Dewar quote was \$12,375. The quote from Enviro safe for a similar tank was \$11,937. However, the diesel tank from Enviro safe does not fit into the available space in which our current tank sits.

### FISCAL CONSIDERATIONS

Staff budgeted \$10,000 in the Adopted FY 2016-17 Budget for a replacement fuel tank (Fund No. 26-8065). Staff recommends that the purchase of the lab furnace (\$3,000) and lab media dispenser (\$1,500), (both also budgeted in Fund No. 26-8065) be deferred in favor to next fiscal year in order to purchase the diesel fuel tank immediately.



Other openings as required

**MOSIER BROS**  
Woodlake, California

2000 horizontal double wall  
UL 142 listed with legs

August 29, 2011  
DWG # 272D

NO SCALE  
All openings to be FNTP  
Dimensions in inches

**PROPRIETARY AND CONFIDENTIAL**  
THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE  
PROPERTY OF MOSIER BROS. ANY REPRODUCTION IN PART OR AS A  
WHOLE WITHOUT THE WRITTEN PERMISSION OF MOSIER BROS IS  
PROHIBITED.  
Item 6B. Page 2



## SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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

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Date: February 1, 2017  
To: Board of Directors  
From: Gerhardt Hubner, District Administrator & John Clemons, District Superintendent  
Subject: **DISTRICT ADMINISTRATOR AND PLANT SUPERINTENDENT'S REPORT**

Today's report presents ongoing information on latest Direct staff activities of possible interest to the Board and members of the public, major capital project and studies updates, programmatic initiatives, regional collaboration, NPDES discharge permit renewal, our regular Superintendent report, and operation and maintenance activities. *Updates since the last report are provided in italics below:*

### **Major Capital Projects and Studies:**

- **Cherry Ave. Arroyo Grande Sewer Bridge Project:**

CEQA: Status: Complete. Board approved MND at its September 7, 2016 meeting.

Regulatory permits: RWQCB permit received, *CFWD permit by February 27<sup>th</sup>.*

*Final Design and Bid Package: On hold. Final design, cost estimate, specifications and bid package are on hold pending CDFW permit to reduce costs, and ensure conditions contained in final CDFW permit are reflected in bid package.*

- **Grit Removal System: Status: Operational and Complete.**

*Operational manuals for the project were delivered this past week, and the final retention payment is on today's warrant register. MKN has also received the final facility drawings, and will be submitting them in their final form to us shortly. Subsequently, staff will prepare a transmittal to the RWQCB with cost data on the Grit Removal Project in conformance with the RWQCB's Settlement SEP provisions.*

- **Mechanical Bar Screen – Status: Underway.**

A contract awarded to FFR, with initial start date of November 8, 2016. *The contractor has ordered the Headworks bar screens, and delivery is expected in the next two weeks. Upon*

delivery, the screens will be installed with all the other necessary equipment. Estimated completion date: May 2016.

· **Redundancy Project:**

Design: On March 16, 2016, the Board approved a design contract with Kennedy Jenks for Phase I of this project. Phase I includes: assistance with CEQA, permitting, special studies, geotechnical and surveying. Later design phases are on hold until project permitting is completed.

Coastal Commission Permitting:

- On August 5, 2016, responses to the Coastal Commission staff's April 15<sup>th</sup> letter to our Coastal Development Permit application were submitted. This submittal also included five attachments (site plans, biological surveys, sea level rise analysis, flood risk mitigation strategy, and site photos).
- On August 16, 2016, a one-page form from the County of San Luis Obispo on its permitting determination was transmitted.
- On September 9, 2016, our CEQA Addendum, and supplemental information requested by Coastal Commission staff, was transmitted via a cover letter.
- On October 13, 2016, a response from Coastal Commission staff to our September 8<sup>th</sup> submittal was received.
- On October 21, 2016, via cover letter answers to questions posed, and updated project facility design plans were provided to Coastal Commission staff. The later transmittal also included updated project descriptions, and further included project design plans on past and proposed projects at the District's facility.
- *On January 24, 2017, a letter (Attachment No. 1) was sent to Coastal Commission staff requesting an update on the status of our CDP application.*
- *On January 26, 2017, District staff had a phone conversation with Coastal Commission staff. CC staff reported to us that the CDP is targeted for consideration at their May 2017 Commission meeting.*

CEQA: Status: Complete. At the September 7, 2016 Board meeting, the Board approved an CEQA Addendum to the 2010 Mitigation Negative Declaration.

Financing: At the October 5, 2016 Board meeting, the Board approved authorization to proceed with a contract with Bartle Wells Associates for assistance in preparing the financial package and evaluating other financial options. *Recently we have been in contact with BWA and expect a draft financial package to be submitted within the next 30 days (or sooner).*

· **Recycled Water Planning Facilities Study Grant:** *On January 4<sup>th</sup> the Board held a workshop and presented the highlights on the Draft Study. On January 24<sup>th</sup>, District staff jointly presented with City of Arroyo Grande staff, and WSC consultants the Draft Study. The completion of this Study and Report is considered a major milestone in this multi-year effort. The hope is that the information, data and recommendations contained within the Study will assist future reclamation (recycling) efforts, including the RGSP (described below).*

*On January 11<sup>th</sup>, per Board feedback and directive, District staff submitted the Draft Study to the SWRCB for their review. It is expected that we will receive their comments by the end of February, and thereafter our consultants WSC can produce and distribute the Final Study.*



- ***District Control Building and Office*** – Significant issues and problems are evident in the District’s Operational and Administrative Building. Identified issues include: Strong and persistent odors, noise and disruption from brine disposal trucks, multiple leaks in the ceiling/roof, mold, old desks and chairs (some decades old), old and stained carpets and flooring, infestation of pests, bubbling and peeling paint, break room/kitchen deterioration, identified leaks in the indoor plumbing, insufficient and overlapping utilization of space for administration vs. operations, IT integration, file storage, and others.

*Today, we have an item to request authorization to replace the existing flooring. Replacement chairs for the employee breakroom have also been recently delivered.*

### **Programmatic Initiatives**

- **Outreach Initiative:** At the September 21, 2016 Board meeting the Board approved moving forward with distribution of our Fall 2016 Newsletter. A separate flyer for the Oceano community highlighting the Redundancy project was distributed to Oceano residents adjacent to our facility. *This flyer (postcard) was updated as requested at the last Board meeting (now January edition), and reposted to the District’s website.*
- **Record’s Management Initiative:** *Staff has completed an administrative draft (which completely revamps our existing Record’s Retention Policy). The effort has been delayed somewhat due to some District records being housed off-site at the District Attorney’s office. Nevertheless, we plan to bring in expertise in sanitation district records to evaluate our files and records, and provide recommendations. Thereafter, our intent is to bring the updated District Record Retention Policy to the Board for consideration at an April meeting.*
- **Human Resources/Personal Policy Manual Update:** *Significant progress continues in updating the District’s Personnel Policy Manual. Currently, review of and proposed revisions, have completed on draft Sections 100-6000. On January 19<sup>th</sup>, work begun on updates to our job descriptions, with all staff participating in a written exercise describing their duties, tasks and responsibilities. We currently are ahead of schedule to meet the Board’s six-month deadline of April 19<sup>th</sup>. Note: The proposed revised sections of the Manual will also need further vetting internally, and through a “meet and process” with employee union representatives.*
- **Strategic Planning Initiative:** *A Strategic Planning Workshop originally scheduled for today’s meeting has been postponed for several weeks. In preparation for the meeting, Board members, staff, City and General Managers from our member agencies were interviewed and/or surveyed. These interviews and surveys were captured through written input on questions such as what is the future mission of the District, long term vision, strengths, weaknesses (or limitations), opportunities and threats to the District, most important guiding values, priority goals and key outcomes to achieve in the next five years.*
- **Financial Initiative:**

*Annual Fiscal Year 2015-2016 Audit: Auditors from Glenn Burdette, under contract to the District, were in our office for several days this past month. Staff has compiled all the requested records and data, and provided them to our auditors. The draft audit report is*

*expected to be completed by mid to late February, and we anticipate taking the final report to the Board at one of our March meetings.*

*GASB 68 Accounting Report/Pension: Staff solicited proposals from various accounting firms to complete this effort. The firm Total Compensation Systems, Inc was selected due to its familiarity with District finances (recently they completed the Post-Retirement GASB 43/45 Report for the District), cost and ability to meet our timeline. The District is required to complete the GASB 68 Report, which evaluates and reports our pension obligations and liabilities. This Report is also necessary for the Glenn Burdette auditors to complete their Fiscal Year 2015-16 Audit.*

*Form 1099s: Staff has completed this significant effort, and provided these forms to our contractors and vendors prior to the deadline (end of January).*

### **Regional Collaboration**

- *Regional Groundwater Sustainability Project (RGSP): This project consists of a potential future regional recycling project in the South San Luis Obispo County area in conjunction with the City of Pismo, and the District (which participation of our members agencies:, Cities of Arroyo Grande, Grover Beach, and Oceano CSD) On January 23<sup>rd</sup>, staff participated in a meeting with the City of Pismo staff to discuss the RGSP, District's ideas and concepts for District participation in a joint Environmental Impact Report for the RGSP, cost sharing, and roles and responsibilities. The City has also invited the District (and others) to review submitted EIR proposals on the RGSP.*
- *North Cities Management Area Technical Group - The NCMA TG, which includes representatives from the Cities of Arroyo Grande, Grover Beach, Pismo Beach, and the Oceano Community Services District, was formed as a result of the Santa Maria Groundwater Basin (SMGB) Adjudication. This group is exploring various ways to protect and enhance future water supplies in the basin through groundwater monitoring, and the collection and analyzing of data pertinent to water supply and demand. Recent focus has been on the development of a groundwater model using District's SEP funds. The group's next meeting is February 10<sup>th</sup>.*
- *Water Reuse, Central Coast Chapter - The Association is a not-for-profit association (501c6) of utilities, government agencies and industry that advocates for laws, policies and funding to promote water reuse. On January 26<sup>th</sup>, at a lunch time meeting of the Chapter, District staff gave a presentation and update on the Regional Groundwater Sustainability Project.*
- *Zone 1-1A Flood Control Advisory Committee – The Committee focus is to provide input and coordination on proposed improvements and maintenance of the Zone 1/1A flood facilities, working with the Coastal San Luis Resource Conservation District. At the June 15, 2016 Board meeting, the Board approved District staff participation. Temporary levee protection measures have been installed covering 2,500 feet of the south levee immediately east of the 22<sup>nd</sup> Street Bridge. These measures are intended to reduce the likelihood of a catastrophic levee failure. We understand these measures will remain in place through the rainy season, or April 15, 2017.*
- *Integrated Water Resource Management (IRWM) – Integrated Regional Water Management (IRWM) is a collaborative effort with the County of San Luis Obispo to manage all aspects of*

water resources on a region wide scale. At the July 6<sup>th</sup> Board meeting the Board approved the District's participation in the IRWM program. *The next meeting is scheduled for February 1<sup>st</sup>.*

- Countywide Water Action Team/Water Management Efforts: Water managers throughout San Luis Obispo County meet quarterly to discuss and collaborate on water supply management solutions. *The next meeting is scheduled for March 24<sup>th</sup>.*

**RWQCB NPDES Permit Renewal:**

On December 15, 2016, District and RWQCB staff met at the RWQCB's office to discuss the District permit renewal process and schedule. A draft permit is not likely to be released for public review sooner than mid to late 2017.

**Superintendent's Report**

During this reporting period (January 1<sup>st</sup> through January 24<sup>th</sup>, 2017) the District's facility continues to regularly meet its Permit Limitations as required under the State of California's National Pollution Elimination Discharge (NPDES) Permit issued to the District. All process values (lab test results) were within permit limits.

**Plant Data (Monthly Data as Available January 24<sup>th</sup>), 2017**

January 2017	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	2.82	4.49	461	36	445	33	2.6	207	92
High	3.94	6.7	622	43	524	48	7.8	500	
Limit	5.0			40/60/90		40/60/90	2000		80
CY 2016 Monthly									
Average	2.23	3.42	448	31	431	35	27	207	93
High	2.54	4.8	488	40	461	45	126	273	

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

**Operation and Maintenance Projects**

- Replaced motor drive belt at #2 digester sludge pump
- Installed new slip ring and cable at FFR.
- Cleaned surface of FFR. Collected oil sample.
- Changed timer run time at amiad filters.
- Inspected levy near Plant. Found flap gate wedged open by log. Notified SLO County staff.
- Cleared primary clarifier Scum hopper pipe with industrial snake.
- Installed bollards at water well near north fence line.
- Removed and replaced FFR distributor arm drive motor.
- Repaired influent wet well level control unit.
- Installed headworks screening auger.
- Performed hydraulic flush at FFR.
- Drained and cleaned chlorine contact tank.
- Troubleshoot back-up chlorine system. Replaced relay and repaired enclosure.

- Cleaned street just outside of Plant front gate.

### **Training**

- Staff received annual briefing on the District's Spill Prevention Control and Countermeasures Plan.
- Staff attended a training session on Hand a Power Tool safety.
- Staff attended a training session on Fatal Electric Shock safety.
- Superintendent Clemons, Operator M. Jones, and Operator M. De Leon attended a two day Basic Electricity Training course conducted by Trainco at the City of Pismo WWTP.
- Superintendent Clemons and Shift Supervisor M. Arias attended a "Required Harassment Prevention for Staff and Elected Officials" webinar conducted by CSDA and SDRMA.

### **Call Outs**

- January 8<sup>th</sup>, 10:09pm – Reclaimed Water Low Pressure Alarm. Operator III Jackman responded. Very high process flow rate at the time. Reset filter runtime timer at reclaimed water station.
- January 10<sup>th</sup>, 1:20am – Influent Wet Well High Level Alarm. Operator De Leon and Chief Plant Operator responded. Level transmitter not sending signal to pump controller. Changed output terminal on circuit board.
- January 10<sup>th</sup>, 10:30pm – Burglar alarm at heating and mixing building. Operator De Leon responded. Very windy night. No sign of human activity. Reset alarm.
- January 18<sup>th</sup>, 01:25am – Secondary digester sump high level alarm. Operator Romhild responded. Both pumps running. Waited for level to drop. Reset alarm.
- January 22<sup>nd</sup>, 6:24pm – Power outage. Operator Romhild responded. PG&E power was restored. Checked process equipment. Reset alarm.
- January 23, 05:47 – Power outage. Operator Romhild responded. PG&E power was restored. Checked process equipment.



## **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)

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January 24, 2017

Daniel Robinson  
Coastal Planner  
California Coastal Commission  
Central Coast District Office  
725 Front Street, Suite 300  
Santa Cruz, CA 95060

Subject: **REQUEST FOR UPDATE ON DISTRICT'S COASTAL DEVELOPMENT PERMIT (CDP) APPLICATION NO. 3-016-0233 FOR DISTRICT'S WASTEWATER SECONDARY TREATMENT FACILITY REDUNDANCY PROJECT**

Dear Mr. Robinson:

On behalf of the South San Luis Obispo County Sanitation District (District), I would like to thank you for your ongoing assistance as we move forward with the District's Redundancy Project.

The District has enjoyed working collaboratively with Coastal Commission staff to process the CDP application (submitted March 11, 2016) for the Redundancy Project. On October 21, 2016, the District responded to your letter dated October 13, 2016 with a package of information, which requested clarification of several issues that were needed to continue processing the CDP application. Subsequently, you indicated that our responses and information provided the needed clarification, and the package complete for processing; therefore, the CDP application could move forward for consideration to the California Coastal Commission at an upcoming meeting. You also indicated to us that in December we might hear from you on future Coastal Commission hearing date for consideration in the early part of calendar year 2017.

At this time, we are requesting a status report regarding the timing of the upcoming CC meeting.

We know you share the District's objective of improving public safety while protecting coastal resources, which is at the core of the Redundancy Project. We look forward to the upcoming CC meeting at which the CDP for this project will be considered, and are here to offer any further assistance you might need as we move forward. Feel free to contact me at [Gerhardt@sslocsd.us](mailto:Gerhardt@sslocsd.us)

Sincerely,



Gerhard Hubner  
District Administrator

cc: Dan Carl, Central Coast District Deputy Director