



**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

**AGENDA
BOARD OF DIRECTORS MEETING**

Grover Beach City Hall Chambers
154 South 8th Street
Grover Beach, California 93433

Wednesday, August 2, 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 Warrants**
- 5B. Approval of Minutes of Meeting of July 19, 2017**
- 5C. Financial Review for June**

6. ACTION ITEMS:

6A. APPROVE HIRING OF PAUL KARP AND RICK SWEET TO PROVIDE SPECIALIZED TECHNICAL SERVICES TO THE DISTRICT FOR UP TO SIX MONTHS; AUTHORIZE THE BOARD CHAIR TO EXECUTE CONTRACTS FOR THEIR SERVICES

- 1. Consider and adopt Resolution No. 374, approving the hiring of Mr. Paul Karp and Mr. Rick Sweet to provide specialized technical services to the District for a period of up to six months, and authorize and direct the Board Chair to execute contracts for their services.

6B. ADOPTED FISCAL YEAR 2017-18 BUDGET

- 1. Receive and File Report.
- 2. Provide feedback and/or direction as appropriate on an annual amount, and/or percentage to be allocated to the Redundancy Project through Fund 20 or another Fund, and direct staff to return at a future meeting to further implement revisions to the Adopted Fiscal Year 2017-18 Budget to set aside a set amount for the Redundancy Project.

6C. DISTRICT ADMINISTRATOR AND PLANT OPERATION'S REPORT

- 1. Receive and File Report

7. BOARD MEMBER COMMUNICATIONS

8. ADJOURN MEETING

The next regularly scheduled Board meeting is on August 16, 2017, 6 pm at the Grover Beach City Hall Chambers, 154 South 8th Street, Grover Beach, California 93433

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
WARRANT REGISTER**

8/02/2017 FY 2016/2017 FY 2017/2018

VENDORS	BUDGET LINE ITEM	DESCRIPTION	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
ALLSTAR INDUSTRIAL SUPPLY	SAFETY SUPPLIES	2062	8022017-2299	19-8056	390.49	390.49
ARAMARK	UNIFORMS	6305/3353/0418	2300	19-7025	428.37	428.37
ATLAS PERFORMANCE IND.	ADMIN OFFICE SPACE	RI99545	2301	19-7040	450.00	450.00
AT&T	COMMUNICATIONS	JULY 8- AUG 7	2302	19-7013	452.12	452.12
BARBARA NICOLLS	BOARD SERVICE	Jul-17	2303	19-7075	100.00	100.00
CWEA	MEMBERSHIP	CLEMONS/LAB ANALYST GRADE 1	2304	19-7050	85.00	85.00
CALIFORNIA PRO PAINTING INC.	STRUCTURES MAINT-MAJOR	6211016948	2305	19-8061	35,000.00	35,000.00
CHARTER	COMMUNICATIONS	8245 10 101 0130627	2306	19-7013	99.98	99.98
CITY OF AG	BILLING	APRIL 2017-JUNE 2017	2307	19-7073	5,727.75	5,727.75
CITY OF PISMO BEACH	RWQCB ACL SEP REGIONAL GW MODEL	SEP Funds for GW Model from ACL Fine	2308	19-7066	221,962.56	221,962.56
EAST AIRPORT PARK ASSOCIATION	BRINE	BRINE SECURITY DEPOSIT	2309	19-4050	10,000.00	10,000.00
FARM SUPPLY	EQUIPMENT MAINTENANCE	48065/46061	2310	19-8030 2017-A1-25	151.02	151.02
FISHER SCIENTIFIC	STRUCTURES/GROUNDS-REPLACEMENT	3933883	2311	26-8065 2017-B2-01	2,367.84	2,367.84
GILBERT TRUJILLO	LEGAL COUNSEL	JUNE 2017	2312	19-7071	12,043.50	12,043.50
JIM HILL	BOARD SERVICE	JULY 2017	2313	19-7075	100.00	100.00
JOHN SHOALS	BOARD SERVICE	JULY 2017	2314	19-7075	100.00	100.00
JWC ENVIRONMENTAL	HEADWORKS	87288	2315	26-8065 2016-B1-11	196.78	196.78
KERIMA WATER SOLUTIONS	PLANT CHEMICALS	9017552346	2316	19-8050	7,025.28	7,025.28
LINDA AUSTIN	BOARD SERVICE	JULY 2017	2317	19-7075	200.00	200.00
LIEBERT, CASSIDY WHITMORE	OUTSIDE COUNSEL	1443757/1443758/1443759/1443760/1443761/1443762	2318	19-7070	16,325.76	16,325.76
MICHAEL K. NUNLEY & ASSOCIATES	DIGESTER 1	3550	2319	26-8065 2017-B1-02	1,025.00	3,316.93
	HEADWORKS	3559		26-8065 2016-B1-11	995.84	
	REDUNDANCY PROJECT	3599		20-7080	1,266.09	
	BIO SOLIDS FACILITY	3560		26-8065 2017-B1-04	30.00	
MINERS	EQUIPMENT MAINTENANCE	JULY 2017	2320	19-8035	310.20	310.20
OILFIELD & ENVIRO. COMPLIANCE	CHEMICAL ANALYSIS	1702647/1702476/1702724/1702702	2321	19-7078	565.00	565.00
PG&E	ELECTRICITY	6/9/2017-7/10/2017	2322	19-7091	15,262.65	15,262.65
REGIONAL GOVERNMENT SERVICES	HUMAN RESOURCES	7233/7193	2323	19-7076	3,389.09	3,389.09
STATE FUND	WORK COMP	7/1/17-8/1-17	2324	19-6080	3,595.00	3,595.00
TIM BROWN	BOARD SERVICE	JULY 2017	2325	19-7075	100.00	100.00
USA NORTH 811	MEMBERSHIP	17070787	2326	19-7050	860.17	860.17
WSC	RECYCLED WATER FACILITIES	2607	2327	20-7090	225.85	225.85
SUB TOTAL					\$ 340,831.34	\$ 340,831.34
SO. SLO CO. SANITATION DISTRICT	PAYROLL	PPE 7/21	2328	19-6030 19-6040 19-6045	30,842.57	30,842.57
	CALPERS HEALTH	AUG 2017		19-6010	18,345.74	18,345.74
	CALPERS RETIREMENT	PPE 7/21		19-6060	3,870.02	3,870.02
GRAND TOTAL					\$ 393,889.67	\$ 393,889.67

We hereby certify that the demands numbered serially from 08022017-2299 to 08022017-2327 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:

Chairman

Board Member

DATE: _____

Board Member

Secretary



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**AGENDA
BOARD OF DIRECTORS MEETING**

Grover Beach City Hall Chambers
154 South 8th Street
Grover Beach, California 93433

**Action Summary Minutes of the
Meeting of Wednesday, July 19, 2017 at 6:00 p.m.**

1. CALL TO ORDER AND ROLL CALL

Vice Chair Austin called the meeting to order and recognized a quorum.

Present: Linda Austin, Vice Chair, Oceano Community Services District
Barbara Nicolls, Alternate Director, City of Grover Beach

Tim Brown, Alternate Director, City of Arroyo Grande
joined the meeting at 6:23 p.m.

District Staff: Gerhardt Hubner, District Administrator
Wendy Stockton, District Legal Counsel

Absent: Director Shoals
Director Hill

2. PLEDGE OF ALLEGIANCE

3. AGENDA REVIEW

Motion: Vice Chair Austin made a motion to approve the Agenda as presented.

Second: Director Nicolls seconded the motion.

Action: Motion was approved unanimously by roll call vote.

4. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

Vice Chair Austin opened the public comment period.

Julie Tacker commented on her success with other agencies on her public records requests, the length of time it takes to receive information from the Sanitation District since Ms. Simpson has been on leave and receiving information from the Sanitation District via U.S. Mail.

Kris Victorine spoke on public records requests and information from the Sanitation District being held for almost 10 days before a response is received, information being received via U.S. Mail vs. electronically and she requested the District's audit financials be online.

Terri Klier asked when the current District Budget would be on the website.

Patricia Price commented on the two District employees placed on administrative leave without being given a reason and described disciplinary procedures to be followed.

Vice Chair Austin closed the Public Comment period.

5. CONSENT AGENDA:

5A. Approval of Warrants

Vice Chair Austin asked for an explanation regarding the Kennedy/Jenks invoice.

District Administrator Hubner replied that the K/J expenses were incurred when the District was seeking a permit from the Coastal Commission, and various studies and information were being requested. He further clarified that the invoice covered an 8-9-month period vs. one month.

5B. Approval of Minutes of Meeting of July 5, 2017

5C. Plant Operations Report

Vice Chair Austin opened the public comment period.

Julie Tacker spoke about the Bank of the West \$895 for office supplies, payroll being larger than usual, the budget not being on the website, the brine revenue from Cambria now that Cambria is under a cease and desist order, she asked who was the current acting Plant Superintendent and she commented on the chlorine distribution system.

Alternate Director Brown joined the meeting at 6:23 p.m.

The Board recessed at 6:24 p.m. to update Director Brown on where they were on the Agenda. District Counsel Stockton clarified for the record the conversation between Director Brown and Austin.

The Board reconvened at 6:31 p.m.

Vice Chair Austin closed the public comment period.

Motion: Director Nicolls made a motion to approve the Consent Agenda.

Second: Director Brown seconded the motion.

Action: Motion was approved unanimously by roll call vote.

6. ACTION ITEMS:

6A. PUBLIC HEARING AND ADOPTION OF RESOLUTION NOS. 2017-372 AND 373 FOR COLLECTING FISCAL YEAR 2017-18 ANNUAL WASTEWATER CHARGES AND FISCAL YEAR 2016-17 PAST DELINQUENT CHARGES FOR THE COMMUNITY OF OCEANO THROUGH THE COUNTY PROPERTY TAX ROLL

District Administrator Hubner gave a PowerPoint presentation on highlights regarding Item 6A.

Hearing Held.

Director Brown asked about the number of delinquent charges and the how long the charges had been delinquent.

District Administrator Hubner replied that there are over 12 pages in the Delinquent Report, and the charges go back at least six months to a year.

Vice Chair Austin opened the public comment period.

Julie Tacker stated she supported proceeding with the delinquent charges, she commented on the costs for NBS and stated the Cities of Grover Beach and Arroyo Grande also needed to be included on the tax roll.

Vice Chair Austin closed the public comment period.

District Legal Counsel Wendy Stockton stated on the Record that no one spoke in opposition at the Hearing, nor were any written protests received.

Motion:

Director Nicolls made a motion to adopt Resolution Nos. 2017-372 and 2017-373 for collecting Fiscal Year 2017-18 Annual Wastewater charges and Fiscal Year 2016-17 past delinquent charges for the Community of Oceano through the County Property Tax Roll.

Second: Director Austin seconded the motion.

Action: Motion was approved unanimously by roll call vote.

6B. SUMMER 2017 EDITION OF DISTRICT NEWSLETTER

District Administrator Hubner gave a PowerPoint presentation and update on efforts to Draft the Fall Newsletter.

Director Brown asked how much staff time had been used to create the Newsletter.

District Administrator Hubner responded with approximately 4 hours.

Vice Chair Austin open the public comment period.

Julie Tacker commented on the 2016 Fall Newsletter being approved in September and not going out until November, use of the same picture, grammatical errors, the Redundancy permit taking so long to get, controversy with the grit removal project, not including groundwater monitoring, nothing specific about the Operators in the Meet the Operators section, no reference to changes in staff and no tips on what people should do.

Mr. Hubner advised that the intent of the Newsletter was supposed to be a positive outreach to the public. He added that the Plant Operators provided the narrative for their section which was placed in the Newsletter unchanged, and that they (the Operators) preferred not have a lot of attention on them.

Vice Chair Austin closed the public comment period.

Director Austin stated tips on what to flush and not flush was a good idea for future outreach material.

Mr. Hubner stated that tips could be included in a future Newsletter.

Director Brown asked if the District Administrator had reviewed the Newsletter. Mr. Hubner responded yes.

Motion:

Director Brown made a motion to approve authorizing staff to finalize and distribute the Fall newsletter.

Second: Director Nicolls seconded the motion.

Action: Motion was approved unanimously by roll call vote.

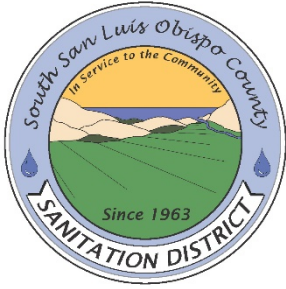
7. BOARD MEMBER COMMUNICATIONS

Director Brown apologized for being late to the meeting.

8. ADJOURN MEETING

There being no further business the meeting was adjourned at 6:50 p.m.

The next regularly scheduled Board meeting is on August 2, 2017, 6 pm at the Grover Beach City Hall Chambers, 154 South 8th Street, Grover Beach, California 93433



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Date: August 2, 2017
To: Board of Directors
From: Gerhardt Hubner, District Administrator
Subject: **Financial Review as of June 30, 2017**

Overall Financial Summary

As of June 30, 2017, the District has received total revenues of \$4,994,801. Of this amount, \$4,856,493 is for operating revenues, and \$138,308 is for non-operating revenues.

District expenses totaled \$4,080,469 as of June 30, 2017.

Local Agency Investment Fund

The balance in the District's LAIF account was \$2,435,258 as of June 30, 2017.

County of San Luis Obispo Treasury Pool

As of June 30, 2017, the reconciled cash balance with the County of San Luis Obispo Treasury Pool was \$3,215,467. 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

As of June 30, 2017, the reconciled cash balance in the District's Rabobank account totaled \$156,900. This account has been used to process the District's contracted payroll provider service and other District expenditures.

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
MONTHLY CASH REPORT JUNE 2017**

Cash Balance at 05/31/17	\$	5,343,418.78
Deposits	\$	728,617.28
Redeposit of Stale dated Check to Bay Foundation	\$	221,962.56
County Treasury Interest	\$	7,984.52
LAIF Interest	\$	-
Deposits from Property Tax Current	\$	2,371.00
Deposits from Property Tax Delinquent	\$	409.22
Deposit of Overpayment from CWT	\$	1,207.43
Property Tax Fee	\$	-
Warrant Register 06/07/17		(146,934.73)
Warrant Register 06/21/17		(238,255.55)
Payroll 06/09/17		(32,252.68)
Payroll 06/23/17		(31,935.19)
CalPERS Medical/Health		(36,683.60)
CalPERS Retirement		(12,130.74)
Rabobank June Activity Fee		(153.40)

Total June Activity	\$	464,206.12
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Cash Balance at 06/30/17	\$	5,807,624.90
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	CASH BALANCE
Cash by Institution	@ 06/30/17
Cash with County Treasury	3,215,466.48
Cash with LAIF	2,435,258.07
Cash with Rabobank	156,900.35
	\$ 5,807,624.90

difference \$ -



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STAFF REPORT

Date: August 2, 2017
To: Board of Directors
From: Gil Trujillo and Wendy Stockton District Co-Counsel
Subject: **APPROVE HIRING OF PAUL KARP AND RICK SWEET TO PROVIDE SPECIALIZED TECHNICAL SERVICES TO THE DISTRICT FOR UP TO SIX MONTHS; AUTHORIZE THE BOARD CHAIR TO EXECUTE CONTRACTS FOR THEIR SERVICES**

RECOMMENDATION:

Consider and adopt Resolution No. 374, approving the hiring of Mr. Paul Karp and Mr. Rick Sweet to provide specialized technical services to the District for a period of up to six months, and authorize and direct the Board Chair to execute contracts for their services.

BACKGROUND AND DISCUSSION:

Messrs. Karp and Sweet have extensive experience in the public sector, including decades of experience with direct responsibility for wastewater treatment plants for various agencies. They are familiar with District operations. They are willing to assist the District for up to six months by providing their technical expertise and advice on pending District projects, including Plant maintenance, the Redundancy project, and District operation, at a cost of \$150/hour. Messrs. Karp and Sweet have requested that any contract between the District and them contain an indemnification clause.

The District has an immediate need for the technical services and advice that Messrs. Sweet and Karp can provide. No one else has their combination of experience, expertise and availability. If directed by the Board, District Co-Counsel will prepare contracts containing the terms they request for execution by the Board Chair and Messrs. Karp and Sweet.

Options

1. Adopt the resolution approving the hiring Paul Karp and Rick Sweet to provide specialized technical services and advice to the District for a period of up to six months, and authorizing and directing the Board Chair to execute contracts for their services.
2. Do not adopt the resolution.
3. Provide further direction to staff.

Fiscal Consideration

Funds are available to pay for consultant technical services within the District's allocated 2017-18 fiscal year budget through Professional Services/Engineering Account Number No. 19-7077.

Attachment No. 1 – Resolution No. 2017-374

RESOLUTION NO. 2017-374

**A RESOLUTION OF THE SOUTH SAN LUIS OBISPO COUNTY
SANITATION DISTRICT BOARD OF DIRECTORS APPROVING
THE HIRING OF PAUL KARP AND RICK SWEET TO PROVIDE
SPECIALIZED TECHNICAL SERVICES TO THE DISTRICT
FOR UP TO SIX MONTHS, AND AUTHORIZING AND
DIRECTING THE BOARD CHAIR TO EXECUTE CONTRACTS
FOR THEIR SERVICES**

WHEREAS, the District has an immediate, short-term need for specialized technical services and advice in order to complete maintenance and construction projects at its wastewater plant and continue its operations; and

WHEREAS, Rick Sweet and Paul Karp are willing to provide specialized technical services and advice to the District for up to six months, and to begin immediately; and

WHEREAS, Paul Karp and Rick Sweet have had extensive experience in public wastewater treatment plant and public-sector operations and are familiar with District operations; consequently, hiring them appears to be in the District's best interest; and

WHEREAS, funds are available in Account 19-7076 to pay for technical services and advice;

NOW, THEREFORE, BE IT RESOLVED by the South San Luis Obispo County Sanitation Board of Directors:

1. Paul Karp and Rick Sweet are hired to provide specialized technical advice and services to the District for a period of up to six months, subject to execution of contracts with terms outlined in the District's staff report dated August 2, 2017 and in a form acceptable to District Co-Counsel;
2. The Board Chair or his designee is authorized and directed to execute the contracts on the District's behalf.

PASSED AND ADOPTED at a regular meeting of the South San Luis County Sanitation District Board of Directors held this second day of August, 2017.

On the motion of _____ seconded by _____, and by the following roll call vote:

AYES:
NOES:
ABSENT:
CONFLICTS

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the South San Luis Obispo County Sanitation District held on August 2, 2017.

Paul J. Karp
Technical Consultant

John Shoals, Chair
Board of Directors,
South San Luis Obispo County Sanitation District

Gilbert A. Trujillo
District Co-Legal



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STAFF REPORT

Date: August 2, 2017
To: Board of Directors
From: Gerhardt Hubner, District Administrator
Subject: **ADOPTED FISCAL YEAR 2017-18 BUDGET**

RECOMMENDATION

1. Receive and File Report.
2. Provide feedback and/or direction as appropriate, on an annual amount, and/or percentage to be allocated to the Redundancy Project through Fund 20 or another Fund, and direct staff to return at a future meeting to further implement revisions to the Adopted Fiscal Year 2017-18 Budget to set aside a set amount for the Redundancy Project.

BACKGROUND

At the June 21, 2017 Board meeting the Board approved the Fiscal Year 2017-18 Budget. The motion for the adoption contained a number of revisions and direction.

The motion was as follows:

Director Hill made a motion to approve the Budget for Fiscal Year 2017-18 generally as presented by staff with the following changes: Phase I and Phase II of the video logging, jetting/cleaning and I & I Study not be funded through Fund 20 rather they be funded through Fund 19 or 26; funds collected for Redundancy Project under the recent rate increase be identified as a separate account which could be incorporated into Fund 20; Professional Services for attorney fees be reduced to \$36k from \$96k and the Professional Services Outside Counsel litigation be reduced from \$50k to \$20k absent additional Board action; transfers from Fund 19 to Fund 26 reflect the updated total of \$777,200 instead of the \$1 million that was on an earlier copy; Item 6A, Attachment 2, Page 9, the total revenues to Fund 20 be corrected to \$153k such that the total at the end of the year is \$3.203 million currently the total; acknowledge the deferral of the work on the primary clarifier; and charges under laboratory capital equipment for 2017-B2-13 laboratory calibrations be transferred to a maintenance fund; under Attachment 5, Page 1 Administration Compensation Plan in the 3rd sentence, the term District Manager be changed to Administrator and in the subsequent sentence the Chairman of the Board of Directors shall make a decision be changed to the Board of Directors shall make a

decision; and that the adopting Resolutions (Resolution Nos. 2017-369 and 2017-370) be modified as necessary to comply with his motion.

An amendment was made to reduce the Professional Services for attorney fees to half of the \$96k proposed (or \$48K).

Director Hill recommended establishing an account with the fees for the Redundancy Project based on the document that was approved during the Proposition 218 rate increase and if the amount to place in the account is not easily determined to bring it back to the Board.

DISCUSSION

After the minutes from the Board meeting on June 21st were adopted at the July 5th Board meeting, staff proceeded to revise the draft Budget spreadsheets accordingly as follows:

1. Phase I and II of the Video Logging, Jetting/Cleaning and I&I Study in the amount of \$175,000 were moved from Fund 20 to Fund 26. Corresponding, the totals in Fund 20 were reduced by \$175,000 and the amount in Fund 26 was included by \$175,000 in Fund 26. In addition, in order to balance Fund 26, an additional \$175,000 was transferred from Fund 19 to Fund 26, changing the previous amount from \$777,200 to \$947,200.
2. Professional Services, Attorney Fee reduced from \$96,000 to \$48,000.
3. Professional Services, Outside Counsel/Litigation reduced from \$50,000 to \$20,000.
4. Laboratory Calibrations in the amount of \$5,000 were moved from Schedule B2 and placed in Schedule A1. Corresponding totals in B2 were reduced from \$62,000 to \$57,000 and the total in A1 was increased from \$171,000 to \$176,000.
5. Fund 20 Revenues for Fiscal Year 17-18 at \$153,000. Fund 20 Total Revenues including Beginning Fund Balance at \$3,203,000.
6. Resolution No. 2017-370: District "Manager" changed to District "Administrator", and Chairman of the Board shall make a decision to "Board of Directors".

On the final adopted Fiscal Year 2017-18 Budget Spreadsheet (Attachment No. 1) we have provided in yellow highlight the changes that were made.

One revision that could not be made at this time:

1. Transfer of funds from Fund 19 to Fund 20 from the wastewater rate increase enacted in March 2016 to specifically support the Redundancy Project. Staff research indicates from examining Ordinance No. 2016-01, and Wastewater Financial Plan and Rate Study, dated February 10, 2016 (prepared for the rate increase) no specific amount, percentage or allocation can be attributed solely to the Redundancy Project.

Adopted Ordinance No. 2016-01 states:

"Whereas, the District needs to increase its charges for wastewater treatment services and facilities because, besides operating and maintaining its regional treatment plant (which includes repair and replacement of aging plant facilities and increased costs for staffing, electricity, chemicals, insurance and other operating expenses), the District must build major new facility upgrades to comply with state and federal laws and regulations."

Therefore, staff cannot input a set value into the budget spreadsheet to accomplish this directive.

ATTACHMENT: Final Adopted Fiscal Year 2017-18 Budget Spreadsheets



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
ADOPTED FISCAL YEAR 2017/18 Budget
Consolidated

	Fund 19 Fund	Fund 20 Fund	Fund 26 Fund	FY 2017/18 Total
Revenues				
Gross Revenues				
Service Charges and Fees	4,602,000			4,602,000
Connection Fees		66,000		66,000
Interest	10,000	12,000		22,000
Other Revenues	302,950			302,950
Grant Reimbursement		75,000		75,000
Total Revenues	4,914,950	153,000		5,067,950
Expenditures & Other Uses				
Operating Expenditures				
Salaries and Wages	813,200			813,200
Employee Benefits and Other Personnel Costs	479,000			479,000
Permits, Fees and Licenses	25,000			25,000
Communications	14,000			14,000
Computer Support	15,000			15,000
Administrative Costs	141,000			141,000
Professional Services	311,500			311,500
Disposal Services	69,000			69,000
Utilities	168,500			168,500
Maintenance, Tools & Replacements	309,500			309,500
Materials, Services and Supplies	230,000			230,000
Training, Education & Memberships	33,000			33,000
Total Operating Expenditures	2,608,700			2,608,700
Other Charges				
RWQCB ACL SEP Regional GW Model	222,000			222,000
MOU with City of Pismo Beach for Joint EIR		127,500		127,500
Cogen EISA - Debt Principal and Interest		37,500		37,500
Contingency	100,000			100,000
Total Other Charges	322,000	165,000	0	487,000
Capital Replacement/Maintenance				
Capital Outlay				
Capital Equipment	70,500	1,700,000	1,187,200	2,957,700
Total Capital Outlay	70,500	1,700,000	1,187,200	2,957,700
Other Financing Sources & Uses				
Transfers Out (In)	947,200		947,200	0
Total Other Financing Sources & Uses	947,200			
Beginning Fund Balance	1,472,000	3,050,000	240,000	4,762,000
* Includes Reserve \$248,990 from FY 16-17				
Ending Fund Balance	2,438,550	1,338,000	0	3,776,550

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
ADOPTED FISCAL YEAR 2017/18 BUDGET**

Fund 19 - Operating Fund		FY 17/18 Budget	
19-4005 Beginning Fund Balance		1,472,000	
Revenues			
Gross Revenues			
Service Charges and Fees			
19-4015	Arroyo Grande Services	2,210,000	
19-4022	Grover Beach Services	1,643,000	
19-4035	OCSD Services	736,000	
19-4040	Other Service Income	8,000	
19-4045	School Services	5,000	
Total Service Charges and Fees		4,602,000	
19-5015	Interest	10,000	
Total Interest		10,000	
Other Revenues			
19-4050	Brine Disposal Service	300,000	
19-4055	Lease (AT&T)	2,200	
19-5020	Other Reimbursements	0	
19-5023	FOG Reimbursement	750	
Total Other Revenues		302,950	
Total Revenues		4,914,950	
Fund 19 Total Operating Revenue		6,386,950	
Expenditures & Other Uses			
Salaries and Wages			
19-6030	Plant Operators	595,000	
19-6035	Student Intern	5,000	
19-6040	Bookkeeper/Secretary	59,000	
19-6045	District Administrator	154,200	
Total Salaries and Wages		813,200	

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
ADOPTED FISCAL YEAR 2017/18 BUDGET**

Fund 19 - Operating Fund		FY 17/18 Budget	
Employee Benefits and Other Personnel Costs			
19-6010	Medical Insurance	210,000	
19-6025	Dental Insurance	9,000	
19-6050	Social Security & Medicare	63,000	
19-6055	State Disability Insurance	3,500	
19-6060	State Retirement	60,000	
19-6075	Medical Reimbursement	5,000	
19-6080	Worker's Compensation	72,000	
19-6065	Unfunded Liability	45,000	
19-6090	Payroll Process Fee	3,500	
19-6095	Unemployment Reimbursement	8,000	
19-7025	Employee Uniforms	11,000	
Total Employee Benefits and Other Personnel Costs		479,000	
Permits, Fees and Licenses			
19-7068	Permit Fees	25,000	
Total Permits, Fees and Licenses		25,000	
Communications			
19-7011	Comm (Alarm)	2,000	
19-7013	Communications - Telephone and Internet	9,500	
19-7014	Communications - Cell Phones	2,500	
Total Communications		14,000	
Computer Equipment			
19-7015	Computers/Printers/Laptops	15,000	
Total Computer Support		15,000	
Administrative Costs			
19-6085	Temporary Labor Services	10,000	
19-7005	Advertisements/Legal & Recruit	30,000	
19-7040	Admin. Office Space	12,000	
19-7043	Insurance Liability - Auto	30,000	
19-7069	LAFCO Budget Share	13,000	
19-7095	Zone 1/1A Property Tax	30,000	
19-8045	Office Supplies	8,000	
19-8056	Safety Supplies/H&S Exam	8,000	
Total Administrative Costs		141,000	

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
ADOPTED FISCAL YEAR 2017/18 BUDGET**

Fund 19 - Operating Fund		FY 17/18 Budget	
Professional Services			
19-7070	Prof Services - Outside Counsel/Litigation	20,000	
19-7062	Prof Services - Electrician/Integrator	20,000	
19-7071	Prof Services - Attorney Fee	48,000	
19-7072	Prof Services - Auditing	17,000	
19-7073	Prof Services - AG Billing	22,000	
19-7074	Prof Services - OCSD Billing to NBS	10,000	
19-7075	Prof Services - Board Members/Meetings	5,500	
19-7065	Prof Services - Public Outreach	5,000	
19-7076	Prof Services - Human Resources	20,000	
19-7077	Prof Services - Engineering	50,000	
19-7078	Prof Services - Chemical Analysis	13,000	
19-7079	Prof Services - Records Mngt	5,000	
19-7080	Prof Services - AGP Video	14,000	
19-7081	Prof Services - GB Billing	22,000	
19-7082	Prof Services - Computer, GIS & Website Su	15,000	
19-7083	Prof Services - Fiscal Services	12,000	
19-7088	Prof Services - Strategic Planning	13,000	
Total Professional Services Cost		311,500	
Disposal Services			
19-7085	Solids Handling (incl Digester Cleaning)	65,000	
19-7086	Brine Disposal Sampling	4,000	
Total Disposal Services		69,000	
Utilities			
19-7091	Utilities - Electricity	150,000	
19-7092	Utilities - Gas	10,000	
19-7093	Utilities - Rubbish (incl Grit)	7,000	
19-7094	Utilities - Water	1,500	
Total Utilities		168,500	
Maintenance, Tools & Replacements			
19-8015			
19-8030	Equip Maint Reg and Minor Replacement	176,000	Schedule A1
19-8032	Automotive Maintenance	5,000	
19-8055	Small Tools	3,500	
19-8060	Structure Maintenance - Regular	25,000	
19-8061	Structure Maintenance - Major	100,000	
Total Maintenance, Tools & Replacements		309,500	
Materials, Services and Supplies			
19-7032	Equipment Rental	5,000	
19-8020	Gas and Oil	5,000	
19-8035	Household Expense	5,000	
19-8040	Laboratory Supplies	10,000	
19-8050	Plant Chemicals	205,000	
Total Materials, Services and Supplies		230,000	

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
ADOPTED FISCAL YEAR 2017/18 BUDGET**

Fund 19 - Operating Fund		FY 17/18 Budget	
Training, Education & Memberships			
19-7055	Prof. Certs./License	3,000	
19-7067	Training/Operator Exam Prep	10,000	
19-7050	Memberships/Seminars/Meetings	20,000	
Total Training, Education & Memberships		33,000	
Total Operating Expenditures		2,608,700	
Capital Outlay			
19-8010	Capital Equipment	70,500	Schedule A2
Total Capital Outlay		70,500	
19-7066 RWQCB ACL SEP Regional GW Model		222,000	
Other Financing Sources & Uses			
19-8079	Transfer out to Fund 26	947,200	
19-8077	Contingency	100,000	
Total Other Financing Sources & Uses		1,269,200	
Total Expenditures		3,948,400	
Budget Income (Deficit)		2,438,550	
Fund 19 Ending Balance		2,438,550	

Schedule A1		
Detail List of Equipment Maintenance in Fund 19		
Existing Assets - Scheduled Maintenance		
Account 19-8030		
Project No.	Project	Cost
2017-A1-01	Amiad Filters	1,500
2017-A1-02	Boiler	5,000
2017-A1-03	Cart Tires	5,000
2017-A1-04	CCT Rising Stem Valve	7,500
2017-A1-05	Centrifuge	25,000
2017-A1-06	Centrifuge Auger Flip	10,000
2017-A1-07	Chemical Feed Pumps	2,000
2017-A1-08	Chemical Feed Backup Systems	2,000
2017-A1-09	CCT Chloride/Bisulfite Control	5,000
2017-A1-10	Plant Degeneration Control	5,000
2017-A1-11	Electrical Conductor Replacement	7,500
2017-A1-12	Electrical Equipment Replacement	7,500
2017-A1-13	Flare	6,000
2017-A1-14	Flow Calibration	2,000
2017-A1-15	Flow Chart Repair	2,000
2017-A1-16	Forklift	2,000
2017-A1-17	Front Loader	5,000
2017-A1-18	Heat Exchanger	1,000
2017-A1-19	Moyno Pumps	5,000
2017-A1-20	Plant Storm Drains/Pumps	5,000
2017-A1-21	Primary Clarifier #1	5,000
2017-A1-22	Sludge Mixing Pump	1,000
2017-A1-23	Sludge/Water Valves	25,000
2017-A1-24	Emergency Maintenance Pump	2,000
2017-A1-25	Emergency Maintenance Generator	2,000
2017-A1-24	Tree Line Maintenance	5,000
2017-A1-25	Unexpected Maintenance Contingency	20,000
2017-A1-26	Laboratory Calibrations	5,000
	Total for Fund 19-8030	\$176,000
	TOTAL OF EQUIPMENT MAINTENANCE FUND 19	\$176,000

Schedule A2
Detail List of New Capital Equipment in Fund 19

Project No.	Capital Equipment Account 19-8010	Cost
2017-A2-01	Clarifier #1 Sludge Pump NO. VFD	7,000
2017-A2-02	Effluent Pump #2 VFD	12,500
2017-A2-03	FFR Blower #1	5,250
2017-A2-04	FFR Blower #2	5,250
2017-A2-05	Parshall Flume Flow Transmitter	5,500
2017-A2-06	Primary #2 Sludge Pump #6	20,000
2017-A2-07	Shed for Emergency By-Pass Pump	5,000
2017-A2-08	Sodium Bisulfite Tank	10,000
	Total for Fund 19	\$70,500
	Total Of Capital Equipment In Fund 19	\$70,500

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
ADOPTED FISCAL YEAR 2017/18 BUDGET**

Fund 20		FY 2017-18 Draft BUDGET	
Beginning Fund Balance		3,050,000	
Revenues			
Connection Fees			
20-4010	Arroyo Grande Connections	30,000	
20-4020	Grover Beach Connections	30,000	
20-4030	OCSD Connections	6,000	
Total Connection Fees		66,000	
Grant Reimbursement	Grant Reimbursement	75,000	
Total Grant Reimbursement		75,000	
Interest			
20-5015	Interest Income	12,000	
Total Interest		12,000	
Total Revenues		3,203,000	
Expenditures & Other Uses			
Other Charges			
MOU with City of Pismo Beach for Joint EIR		127,500	
20-7096	Cogeneration EISA - Debt Principal and Interest	37,500	
20-1010	Transfer to Fund 26	0	
Total Other Charges		165,000	
Capital Outlay			
20-8010			
20-8016	Phase I - Truck Sewer Video Logging	0	
	Phase I - Truck Sewer Jetting/Cleaning	0	
	Phase II - Truck Sewer Inflow & Infiltration Study	0	
20-7080	Redundancy Project - Contract with KJ	1,500,000	
	Financing Support	5,000	
	Coastal Monitoring Plan	30,000	
20-7090			
Total Capital Outlay		1,700,000	
Total Expenditures		1,865,000	
Ending Fund Balance		1,338,000	

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
ADOPTED FISCAL YEAR 2017/18 BUDGET**

Fund 26		FY 2017-18 Budget
Beginning Fund Balance		240,000
Other Revenues		
26-5040	Transfer from Fund 19	947,200
26-5040	Transfer from Fund 20	
Total Other Revenues		1,187,200
Total Revenues		1,187,200
Expenditures		
26-8015	Trunk Sewer Maintenance - Vide	175,000
26-8061	Structures/Grounds Maint-Maj	57,000
26-8065	Structures/Grounds Repl/Imp	955,200
26-8070	Emergency Equipment Repair	
Total Expenditures		1,187,200
Ending Fund Balance		0



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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

Date: August 2, 2017
To: Board of Directors
From: Gerhardt Hubner, District Administrator, Fanny Mui, Interim Plant Superintendent
Subject: **DISTRICT ADMINISTRATOR AND PLANT OPERATION'S REPORT**

Today's report presents ongoing information on latest District 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 Plant Operation's report detailing our operation and maintenance activities. *Updates since the last report are provided in italics below:*

Personnel: Ms. Fanny Mui has been appointed Interim Chief Plant Operator and Mr. Rick Jackman has been appointed interim Shift Supervisor. Both appointments are for a three-month period.

Major Capital Projects:

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

CEQA: Status: Complete. Board approved MND at its September 7, 2016 meeting.
Regulatory permits: Complete. All Regulatory permits received.

At the June 21, 2017 Board meeting, the Board awarded a contract to Brough Construction Inc. in the amount of \$280,200. *Since then an Agreement has been executed by both parties. A bird nesting survey was recently commissioned in order for the project to initiate work on August 1st. If birds are found, then the start date will need to be pushed back to September 1st per permits issued for the projects.*

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

During the week of July 24th, Duperon representatives were on-site to install additional components and address remaining operational issues. Final payment is pending completion of our punch list for project close out (final payment and record drawings).

- **Redundancy Project:**

Design: On March 16, 2016, the Board approved a design contract with Kennedy/Jenks for Phase I of this project. *On June 21, 2017, the Board approved proceeding with the remaining phases under the contract, including final design. On July 5th, the Board approved Optional Task 1.4A – Alternatives for Future Production of Recycled Water. Several meetings are planned with Kennedy/Jenks on August 2nd to discuss both the design for flood mitigation and progress on optional recycled water task.*

Coastal Commission Permitting:

On May 10, 2017, the Commission voted unanimously to approve a 30-year Coastal Development Permit for the Project (see attached press release). The Commission approved revised Findings on June 7th finalizing their May 10th decision. The Notice of Intent to Issue a CDP was received from Coastal Commission staff on June 19th, and we returned it acknowledging our receipt. *Environmental Science Associates is under contract to develop the Coastal Hazard Plan, (one of the conditions contained in the CDP), and will be meeting/touring our facility on August 1st.*

Financing:

State: All portions of the SRF loan package application have been submitted to SWRCB. *On July 13th, staff attended a SWRCB SRF Policy and Prioritization workshop. At the workshop SWRCB staff presented the latest information on the program, future fund/loan availability (still more demand than funds availability), and sonication from audience members on how to make the program more efficient. In addition, a conference call with SWRCB SRF loan staff was held on June 28th to discuss our application. Based upon the call, SWRCB staff has requested a number of submittals including recirculating the MND Addendum through the State Clearinghouse and Board re-adoption, updated cultural resources report, biological species lists for project area, and air quality modeling for construction. Staff will be bringing at a future meeting options to move forward on these submittals.*

Federal: United States Department of Agriculture: On June 2nd, staff and MKN met on-site with two USDA representatives to discuss programs USDA administers for funding wastewater infrastructure. The meeting was very positive, with indications the District could be eligible for grants and loans up to one third of the amount needed for the Redundancy Project through a disadvantageous community program. *A follow-up meeting and tour of our WWTP was held July 11th. Additional items they are requiring include a preliminary engineering report, updated alternative analysis consistent with NEPA, and preparation of a categorical exclusion.*

- **Biosolids Concrete Slab:** Preliminary engineering and design work is complete. With Coastal Commission approval now received, this project can proceed to the next step, with bid advertisement, and award. We anticipate construction of this project (approximately \$33,000) occurring in late 2017 or Spring 2018.
- **Primary Digester No. 1 Cleanout and Structural Evaluation:** The District has two primary digesters at its facility. Primary Digester No. 1 (constructed in 1965) is long overdue for its regular clean out and inspection (last completed in 2005). In addition, staff and our consultant engineering firm MKN, are concerned with its structural integrity. The first phase is for the cleanout of the digester. The second phase will involve, after cleanout, an inspection and structural survey to determine the digester's structural integrity. Recommendations for any repairs are also proposed as part of this second phase. At the April 5th Board meeting, the

Board approved funding for 1st phase of this project. *An executed Agreement was recently issued to Wastewater Solids Management for \$243,690 and work is expected to start on August 21st. The temporary centrifuge has arrived from Pace, and is operational.*

- **District Control Building and Office:** Significant issues and problems are evident in the District's Operational and Administrative Building. *The new concrete flooring for the building has been installed. The next steps are a thorough/deep cleaning of the building, replacement baseboards, interior painting and new furniture.*

District staff executed a contract with an architectural firm for an audit/assessment of the existing building for disabled access and 2016 Building Code compliance. The Audit Report completed identifies a number of deficiencies that will need major and minor corrective actions. *Surveying for the ADA ramps and project plans are projected to be completed in the next two weeks.*

Studies:

- **Recycled Water Planning Facilities Study Grant:** Complete. Staff submitted the Final Study to SWRCB on June 9, 2017. We are awaiting SWRCB final acceptance and a letter allowing final reimbursement. Upon receipt of that letter, District staff will prepare the required documentation and invoice for submission.
- **Inflow & Infiltration (I & I) Study:** The District's plant received significant increased flow this past wet weather season. A multiple phased I&I study approach is being utilized first with the installation of new flow meters to measure any increase flow from our member agencies collection system. Both Phase I and Phase II of the Study were included in the adopted Budget for Fiscal Year 2017-18. *As the first step, District staff have purchased another flow meter to collect data for one of our trunk lines.*

Programmatic Initiatives

- **Outreach Initiative:** *At the June 19th Board meeting, the Board approved the Summer 2017 Newsletter. Next steps include printing and distributing the Newsletter through our member agencies utility bills.*
- **Records Management Initiative:** *At the May 3, 2017, Board meeting the Board adopted a comprehensive overhaul of our existing Records Retention Policy. Staff is also considering various options for housing our C-Train records, as the C-Train must be removed by September 1st per the Coastal Commission CDP waiver issued back in December 2016. These options are being coordinated through the SLO District Attorney's office.*
- **Human Resources/Personnel Policy Manual Update:** *All Sections of PPM have now been reviewed (including legal input), updated with significant and comprehensive revisions. Subsequently, the entire revised and updated Manual was sent to SEIU employee union representatives. At the June 17th meeting SEIU representatives provided comments on all Sections of the Updated PPM, except the job descriptions. Comments on the latter are expected at the July 28th meeting. As noted previously, the "meet and confer" process must be concluded prior to the PPM consideration and adoption by the Board.*

As noted above, to build on substantial progress already made, staff will again meet with SEIU representatives on July 28th to discuss and refine SEIU's latest proposals and revisions to the draft Memorandum of Understanding.

- Strategic Planning Initiative: The Strategic Planning Workshop has been postponed to September.
- Financial Initiative: Annual Fiscal Year 2015-2016 Audit: District auditors Glenn Burdette, continue to work with staff to complete our Audit. *On July 21st, staff received another list of open items to complete, and have tasked our bookkeeper to work with our Auditors to complete the items as soon as possible.*

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 Beach, and the District (with participation of our member agencies: Cities of Arroyo Grande, Grover Beach, and Oceano CSD). On June 20th, the MOU between the City of Pismo Beach and the District was approved by the Pismo Beach City Council. The City also awarded a contract for the joint EIR to Rincon Consultants at that same meeting.
- Northern Cities Management Area Technical Group - The NCMA TG, formed as a result of the Santa Maria Groundwater Basin (SMGB) Adjudication, 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. *The next meeting is scheduled for August 14th.*
- 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 and reclamation.
- Zone 1/1A Flood Control Advisory Committee – The Committee's 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. The meeting scheduled for June 20th was cancelled, and a committee update dated June 9th circulated.
- Integrated Regional Water Management (IRWM). IRWM is a collaborative effort with the County of San Luis Obispo to manage all aspects of water resources on a region-wide scale. *The next scheduled meeting is September 6th.*
- San Luis Obispo County Flood Control and Water Conservation District Water Resources Advisory Committee (WRAC) – *The next scheduled meeting is September 6th.*
- 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 September 22nd.*

RWQCB NPDES Permit Renewal

Based upon a recent conversation with RWQCB staff, a draft permit is not likely to be released for public review before late 2017.

In addition, staff revised the Sewer System Management Plan Audit Report to come in compliance with our General WDR. The WDR requires an Audit be completed every two years. Unfortunately, this Audit report which was due last summer, was not timely completed. This Audit Report describes our planned activities under the Plan for the upcoming year.

District's Brine Disposal Program:

District staff completed a revised Brine Disposal Plan this month, and submitted it to the RWQCB for review and evaluation.

Public Records Requests

- For the Month of July, staff fulfilled 4 individual requests. One required substantial legal review and input..

Plant Operation's Report

During the reporting period of July 12th - July 28th, 2017, the District's facility continues to meet its Permit limitations as required under the State of California's National Pollutant Discharge Elimination System (NPDES) Permit issued to the District. Due to renovation of the District's Office, lab analysis has been contracted out. Results from contracted labs take longer to receive than in house lab analysis. Data will be updated as lab results are received. *All process values (lab test results) were within permit limits.*

Monthly Plant Data as of July 28th, 2017

July 2017	INF Flow MGD	INF Peak Flow MGD	INF BOD mg/L	EFF BOD mg/L	BOD % Removal	INF TSS mg/L	EFF TSS mg/L	TSS % Removal	Fecal Coliform MPN/100mL	Chlorine Usage lbs/day
Low	2.36	3.4	300	24		400	30		<2.0	63
High	2.73	4.6	410	33		520	37		33	520**
Average	2.49	3.8	365	29	92.1	450	34	92.4	9.25	229
July 2016 AVG	2.4	3.6	476	33.5	93	450	34.4	92.4	12.6	229
Limit	5.0			40/60/90	>80		40/60/90	>80	2000	

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

**High chlorine usage due to filling of back-up chlorine tote; filling of back-up tote does not necessarily mean a large amount of chlorine is being used all at once.

Operation and Maintenance Projects

- All Operations staff assisted in completion of daily operations, rounds, and reads
- Reviewed and checked U.S.A.'s near District trunk sewer lines
- Repaired small chlorine leak at chemical pump room

- Finished removal of old polymer feed pump and installed new polymer feed pump in H&M building
- Flooring Project
 - Finished pouring layers of flooring
 - Re-installed doors and spot fixed problem areas
- Primary Digester Cleaning Project
 - Received Papailias sight glasses
 - Received roll off dumpsters for rental centrifuge from Engel & Gray
 - Began primary digester shut down
 - Turned off boiler, hot water pump and sludge recirculation pump
- Received new replacement Isotemp Refrigerator/Freezer for Lab
- Duperon applied a coating to control panel's AC unit to passivate surface from rust and filed down stainless-steel scrapper teeth to stop rumbling in the bar screens
- Changed out leaky hose on chlorine mixer at Chlorine Contact Chamber
- Work Orders:
 - De-ragged both primary clarifier sludge pumps
 - Rinsed both primary clarifiers
 - Rinsed secondary clarifier
 - Exercised emergency outfall pumps at Chlorine Contact Chamber

Training

- No staff trainings to report this reporting period

Call Outs

- No call outs to report for this reporting period