



**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**
Arroyo Grande City Council Chambers
215 E. Branch Street
Arroyo Grande, California 93420

Wednesday, November 1, 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 Special Meeting of September 28, 2017**
- 5C. Approval of Minutes of Meeting of October 18, 2017**
- 5D. Notice of Contract Completion; Cherry Avenue Pipe Bridge Maintenance Project**

6. ACTION ITEMS:

6A. DISTRICT MANAGEMENT OPTIONS; CONSIDERATION AND DIRECTION

Consider a range of options for District Management; adopt an option and provide direction to pursue the adopted option.

6B. DISCUSSION AND CONSIDERATION OF APPROVAL TO INCREASE FUND 19, LINE ITEM 7070, PROFESSIONAL SERVICES – OUTSIDE COUNSEL, AND LINE ITEM 7077, PROFESSIONAL SERVICES – ENGINEERING; AND ADOPT A RESOLUTION TO ADJUST BUDGET AMOUNTS OF THE ADOPTED BUDGET FOR FISCAL YEAR 2017-18

Adopt Resolution No. 2017-378 to increase line item amounts in Fund 19, line item 7070, Professional Services – Outside Counsel/Litigation; and Fund 19, line item 7077, Professional Services – Engineering.

6C. TECHNICAL CONSULTANTS AND PLANT OPERATIONS REPORT

Receive and File Report.

7. BOARD MEMBER COMMUNICATIONS

8. CLOSED SESSION

9. ADJOURNMENT

The next regularly scheduled Board meeting on November 15, 2017, 6 pm at the Arroyo Grande City Council Chambers, 215 East Branch Street, Arroyo Grande, California 93420

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

11/1/2017 FY 2017/2018

VENDORS	BUDGET LINE ITEM	DESCRIPTION	WARRANT NO	ACCT	ACCT BRKDN	TOTAL
ALLSTAR INDUSTRIAL SUPPLY	SAFETY	INV#2092	2515	19-8056	279.39	279.39
AMERICAN BUSINESS MACHINES	OFFICE SUPPLIES	INV#351901	2516	19-8045	309.34	309.34
AMERICAN FLAG AND GIFT	OFFICE SUPPLIES	HANGING FLAGS	2517	19-8045	188.56	188.56
ARAMARK	UNIFORMS	8035/1103/4190/729	2518	19-7025	841.00	841.00
ARIAS, MIKE	MEDICAL REIMBURSEMENT	FY 17/18	2519	19-6075	480.00	480.00
BARBARA NICOLLS	BOARD SERVICE	10/4-10/18/2017	2520	19-7075	200.00	200.00
BRENNTAG	PLANT CHEMICALS	INV#BPI777502	2521	19-8050	5,608.53	5,608.53
BROUGH CONSTRUCTION	AG SEWER BRIDGE	170142	2522	26-8065 2017-B1-01	182,233.75	182,233.75
CALIFORNIA PRO PAINTING	STRUCTURE MAINTENANCE	INV#6211016995	2523	19-8060	7,823.00	7,823.00
CARQUEST AUTO PARTS	EQUIPMENT MAINTENANCE	INV#1240129/1240204	2524	19-8030	99.27	99.27
ENGLE & GRAY, INC.	BIO SOLIDS HANDLING	INV#79071 Sept /20158 Aug	2525	19-6095	37,348.47	37,348.47
ENVIRONMENTAL RESOURCE ASSOCIATE	PERMIT FEES	INV#843169	2526	19-7068	1,470.88	1,470.88
GARING, TAYLOR & ASSOCIATES	PROF SERVICES-AG SEWER BRIDGE	INV#14656	2527	26-8065 2017-B1-01	1,650.00	1,650.00
I.I. SUPPLY	EQUIPMENT MAINTENANCE	INV#48236/48375	2528	19-8035	176.88	176.88
JB DEWAR	FUEL/DIESEL TANK	INV#61696	2529	19-8020	316.08	316.08
JIM HILL	PROF SERVICES BOARD MEMBERS	10/4-10/18/2017	2530	19-7075	200.00	200.00
KAREN WHITE	PROF SERVICES BOARD MEMBERS	10/4-10/18/2017	2531	19-7075	200.00	200.00
LIEBERT, CASSIDY WHITMORE	OUTSIDE COUNSEL	September 2017	2532	19-7070	6,170.00	6,170.00
MICHAEL K. NUNLEY & ASSOCIATES	DIGESTER 1	INV#3793	2533	19-7077	437.50	437.50
	DIGESTER 1	INV#3786	2534	19-7077	1,850.43	1,850.43
	HEADWORKS	INV#3792	2535	26-8065	6,033.19	6,033.19
OILFIELD & ENVIRO. COMPLIANCE	CHEMICAL ANALYSIS	INV#1703978/3951/3885/3882/3864/3796	2536	19-7078	878.00	878.00
ONE SOURCE HOME SOLUTIONS	STRUCTURE MAINTENANCE	DISTRICT BLINDS	2537	19-8060	1,377.63	1,377.63
PAUL J. KARP P.E.	PROF SERVICES-ENGINEERING	9/16-10/15/17	2538	19-7077	10,039.50	10,039.50
POLYDYNE INC.	PLANT CHEMICALS	INV#1179190/1167210	2539	19-8050	12,627.00	12,627.00
REGIONAL GOVERNMENT SERVICES	HUMAN RESOURCES	INV#77501	2540	19-7076	3,688.00	3,688.00
SAN LUIS GLASS & WINDOW	STRUCTURE MAINTENANCE	INV#20449	2541	19-8060	635.02	635.02
WEST COAST INDUSTRIAL SUPPLY	EQUIP MAINTENANCE	INV#48572	2542	19-8030	187.59	187.59
SUB TOTAL					\$ 283,349.01	\$ 283,349.01
SO. SLO CO. SANITATION DISTRICT	PAYROLL	PPE 10/13/17	2543	19-6030 19-6040 19-6045 19-6090	78,598.95	99,624.48
	CALPERS HEALTH	November 2017		19-6010	17,860.28	
	CALPERS RETIREMENT	PPE 9/29/17		19-6060	3,000.90	
	WEBHOSTING	10/17-11/17/2017			164.35	
GRAND TOTAL					\$ 382,973.49	\$ 382,973.49

We hereby certify that the demands numbered serially from 11012017-2515 to 11012017-2543 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



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**ACTION SUMMARY MINUTES
of the SPECIAL MEETING
BOARD OF DIRECTORS MEETING
Arroyo Grande City Council Chambers
215 E. Branch Street
Arroyo Grande, California 93420**

Thursday, September 28, 2017 at 5:00 p.m.

1. CALL TO ORDER AND ROLL CALL

Chairman Shoals called the meeting to order at 5:00 p.m. and recognized a quorum.

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

District Staff: Paul J. Karp, Technical/Administrative Services Consultant
Gilbert A. Trujillo, District Legal Counsel

2. PLEDGE OF ALLEGIANCE

Chairman Shoals led the Pledge of Allegiance.

3. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

Chairman Shoals opened the Public Comment period.

- Patricia Price commented about the anticipated litigation matter, the Plant Superintendent, and the former Administrator.
- Patty Welsh spoke about the Plant Superintendent's name being brought up and what others may know about the closed session item, and the Plant Superintendent's issues at the plant.

Chairman Shoals closed the Public Comment period.

4. CLOSED SESSION

District Counsel Gilbert Trujillo read the Closed Session item into the Record.

The Board recessed to Closed Session at 5:06 p.m. to consider the following item:

CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION:
significant exposure to litigation pursuant to paragraph (2) of Government
Code Section: 54956.9 (d), paragraph 2, and (e)(5): One Item

5. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

The Board reconvened from Closed Session at 6:03 p.m.

District Legal Counsel Trujillo announced that under threat of litigation there was no reportable action.

6. ADJOURN MEETING

Motion by Vice Chair Austin, seconded by Director Hill, the special meeting adjourned at 6:04 p.m.

**The next regular Board of Directors meeting is scheduled for
October 4, 2017, 6 pm at the
Arroyo Grande City Council Chambers,
215 E. Branch Street, Arroyo Grande, California 93420**



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**AGENDA
BOARD OF DIRECTORS MEETING**
Arroyo Grande City Council Chambers
215 E. Branch Street
Arroyo Grande, California 93420

**Action Summary Minutes of the
Regular Meeting of Wednesday, October 18, 2017, at 6:00 p.m.**

1. CALL TO ORDER AND ROLL CALL

Acting Chair White called the meeting to order and recognized a quorum.

Present: Karen White, Acting Chair, Oceano Community Services District
Jim Hill, Director, City of Arroyo Grande
Barbara Nicolls, Alternate Director, City of Grover Beach

District Staff: Richard Sweet, Technical/Administrative Services Consultant
Gilbert A. Trujillo, District Legal Counsel

2. PLEDGE OF ALLEGIANCE

Director Hill led the Pledge of Allegiance

3. AGENDA REVIEW

Motion: Director Hill made a motion to approve the Agenda as presented.

Second: Alternate Director Nicolls

Action: Motion approved 3 – 0

Ayes: Director Hill, Alternate Director Nicolls and Acting Chair White

Noes: None

4. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

Acting Chair White opened the Public Comment period.

Patricia Price commented about her years of attending and watching meetings during the Wallace years and Mr. Clemons years; the past Administrator and the many issues during

his time at the District, legal bills, transparency, and concern about who is operating the plant.

Patty Welsh commented about moving on, but the past continues to be brought up; and the status of the hiring of a District Administrator, and no RFP for replacing the former District Administrator.

Debbie Peterson spoke about the past, and commenting as a private rate payer, that Director Hill broke no laws, and that the attorney should notice closed sessions properly.

Julie Tacker spoke about the Board's agenda, a letter she has submitted asking for an investigation into Chairman Shoals, his meeting with an employee as he was outside of his duties, the separation agreement with Mr. Clemons which was not on an agenda and no report given from closed session, she stated she has a copy of the separation agreement and would like to know who voted and how the Board got to the separation with Mr. Clemons.

Mary Lucey commented about contradictions, rate increase, investigations, and the problems at the District related to the former Chief Plant Operator.

Colleen Kubel spoke about moving the plant forward, the need to stop false statements and not prejudice.

Kris Victorine spoke about the LCW Investigation Report, the report identified violations determined through the finding of fact, three situations that were identified that were clearly not finding of fact, and referenced several pages of the report.

Shirley Gibson stated that comments which have been made do not do anything positive for moving the District forward; the former District Administrator has moved on as has the Plant Superintendent, we're getting out of the litigation business, and time to move on.

Acting Chair White closed the Public Comment period.

Director Hill asked that Legal Counsel speak to the question that was asked about the vote on the separation agreement with Mr. Clemons.

Legal Counsel responded stating that the separation agreement was approved in Closed Session and was approved on a 2-1 vote with Director Hill voting no.

5. CONSENT AGENDA:

Director Hill requested the Approval of Warrants be taken separately, that invoices are found to be unsustainable and would not support the approval of the warrants; the investigations that were never approved by the Board and the legal bills that were caused by the investigations.

5A. Approval of Warrants

Acting Chair White opened the Public Comment period.

Julie Tacker spoke about legal expenses, Mr. Sweet's bill, the Shannon Sweeney contract issue, and LCW's legal bills which should have ceased.

Mary Lucey commented about legal bills, having to handle the negotiations and human resource work, LCW did an excellent job, would like to see a cost analysis of the plant and the damage that has been done.

Debbie Peterson spoke about legal fees, compared fees to that of Grover Beach.

Patty Welsh commented about the prior speaker's meeting with Mr. Sweet and would like to know how to reach him, as she has not been able to meet with him.

Kris Victorine commented regarding Ms. Stockton's legal fees and her working with the District Attorney.

Motion: Alternate Director Nicolls made a motion to approve the Warrant Register as presented.

Second: Acting Chair White

Action: Motion approved 2 – 1

Ayes: Alternate Director Nicolls and Acting Chair White

Noes: Director Hill

5B. Approval of Minutes for Special Meeting of September 28, 2017

Acting Chair White and Alternate Director Nicolls were not in attendance at this special meeting and the meeting was not taped, therefore the Minutes would be continued to the next meeting.

5C. Approval of Minutes for the Regular Meeting of October 4, 2017

Acting Chair White opened the Public Comment period.

Julie Tacker commented that the meeting of September 28, 2017 was a special meeting and not taped as it was a closed session. She also commented about October 4, 2017 minutes, the censure of Director Hill, the separation agreement with Mr. Clemons, email that was noted in the LCW Investigation Report, Shannon Sweeney contract issue, and the Stewart Jenkins letters on the website.

Shirley Gibson spoke again about going back to the past, time to move on and the job of the District, have legal counsel address the issue about Mr. Jenkins letter on the website.

Acting Chair White closed the Public Comment period.

Motion: Alternate Director Nicolls made a motion to approve the Minutes as presented.

Second: Director Hill

Action: Motion approved 3 - 0

Ayes: Alternate Director Nicolls, Director Hill and Acting Chair White

Noes: None

5D./5E.August & September Financial Reports. Receive and File.

Director Hill provided an illustrative review of the reports noting questions regarding the financial amounts shown.

Technical Consultant Sweet responded to questions raised by Director Hill, stating staff will be delving into the numbers and working with the accountant to obtain answers.

Board comments followed.

Acting Chair White opened the Public Comment Period.

Julie Tacker commented about the audit not being finalized, the 2017 audit is now delayed, discrepancies with the reports, past Administrator's errors, sounds like an accounting error.

Mary Lucey commented that it could be a one-time problem or over a period of time, contracts being signed for a number of major projects, legal costs, settlements and other issues at the plant.

Colleen Kubel stated the issues need to be checked out, not placing the blame on someone else, and move forward not back.

Acting Chair White closed the Public Comment Period.

6. ACTION ITEMS:

6A. DISCUSSION AND CONSIDERATION OF APPROVAL TO AMEND THE MICHAEL K. NUNLEY & ASSOCIATES, INC. AGREEMENT

Technical Consultant Rick Sweet provided the Staff Report requesting amendment to the MKN and Associates contract for general engineering services and increasing the total contract limit and extending the contract date to January 31, 2019.

Board questions and comments followed.

Acting Chair White opened the Public Comment Period.

Julie Tacker spoke on the Nunley contract, notification about the manholes, reflective of the upset in Administration, and other issues related to the contract.

Mary Lucey spoke about the digester cleaning, the notice regarding the manholes, and increasing Mr. Nunley's contract.

Board comments and questions followed. Technical Consultant Sweet responded to the questions.

Acting Chair White closed the Public Comment period.

Motion: Director Hill made a motion that the contract for general engineering services with MKN & Associates Inc. be amended and increased from \$100,000 to \$150,000 and extending the termination date to January 31, 2019.

Second: Alternate Director Nicolls

Action: Motion approved 3 – 0

Ayes: Director Hill and Alternate Director Nicolls and Acting Chair White

Noes: None

6B. TECHNICAL CONSULTANTS AND PLANT OPERATION'S REPORT

Technical Consultant Rick Sweet gave the Technical Consultants and Plant Operations Report, highlighting the Cherry Avenue Sewer Bridge Project, Redundancy Project, Primary Digester, met with the Executive Committee, and the Audit. He also spoke about future agenda items for Board discussion, one being options for filling the District Administrator position and also the investigation of Chairman Shoals that had been brought up by Ms. Tacker.

Board comments and questions followed.

Director Hill requested that the Board agendize and request that a full vetting and discussion of the options that the Technical Consultant could present for filling the District Administrator position. Acting Chair White and Alternate Board Member Nicolls agreed.

Director Hill also stated that Chairman Shoals indicated that he had been in negotiation with line employees on three separate occasions and the Board could consider a censure of Chairman Shoals for this action. Acting Chair White and Alternate Board Member Nicolls stated they would not support this item for discussion.

Additional Board comments and questions followed.

Acting Chair White opened the Public Comment period.

Julie Tacker commented about the lab, failed to meet the weekly monitoring, activated sludge and operators that can operate, MBR process, the handling of future agenda items, and references to the investigation of Chairman Shoals.

Mary Lucey spoke about moving forward with the plant, stop the investigations, and the one focus is the plant.

Colleen Kubel commented about assumptions, move forward, Mayor Hill wants to agendaize to discuss the issue with Chairman Shoals and the meetings that he had.

Shirley Gibson stated she does not support putting the item on the agenda.

Acting Chair White closed the Public Comment period.

Director Hill then provided the questions that were raised by the speakers. Technical Consultant Sweet provided responses.

Board comments followed.

7. BOARD MEMBER COMMUNICATIONS

None.

8. CLOSED SESSION

District Counsel Gilbert Trujillo read the Closed Session item into the Record.

Acting Chair White opened the Public Comment period.

Julie Tacker stated the District would not have a union if it weren't for the former District Administrator.

Acting Chair White closed the Public Comment period.

The Board adjourned to closed session at 7:45 p.m. to consider the following item:

- 8A. CONFERENCE WITH LABOR NEGOTIATORS pursuant to Government Code Section 54957.6:** Agency designated representatives: Richard Sweet or Paul J. Karp; Susan Wells
Employee organization: Service Employees International Union (SEIU) Local 620

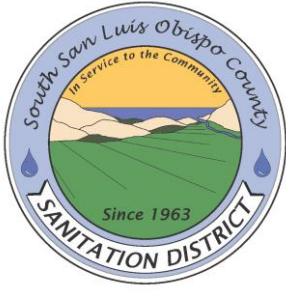
Discussed, no reportable action.

The Board reconvened the meeting at 7:55 p.m.

9. ADJOURN MEETING

The meeting was adjourned at 7:56 p.m.

**The next regular Board of Directors meeting is scheduled for
October 4, 2017, 6 pm at the
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STAFF REPORT

Date: November 1, 2017
To: Board of Directors
From: Paul J. Karp, Technical Services Consultant
Subject: **NOTICE OF CONTRACT COMPLETION; CHERRY AVENUE PIPE BRIDGE
MAINTENANCE PROJECT**

RECOMMENDATION:

That the Board of Directors of the South San Luis Obispo County Sanitation District approve the Notice of Contract Completion for the Cherry Avenue Pipe Bridge Maintenance Project, authorize Staff to appropriately record the Notice at the County of San Luis Obispo; and make final payments in conformance with the terms of the contract.

BACKGROUND AND DISCUSSION:

The subject project included cleaning and recoating portions of the exposed and buried structural steel surfaces of the pipe bridge that supports the District's trunk sewer over the Arroyo Grande Creek in Arroyo Grande on the east side of the Village area.

The project was completed by Brough Construction, Inc. of Arroyo Grande, CA, for a price of \$282,200. The project was funded by the District under Fund 26-8065, Structures/Grounds Replacement and Improvements.

Options

1. Approve the Notice of Contract Completion and make the payments required under the contract;
2. Do not approve the Notice and cause the contractor to pursue other remedies to recover funds due; or
3. Provide further direction to staff.

Fiscal Consideration

Funds are included in the budget for the last two fiscal years to pay for this completed project.

ATTACHMENT: Notice of Contract Completion

**NAME OF PROJECT:
CHERRY AVENUE SEWER PIPE BRIDGE
MAINTENANCE PROJECT
SCN: 2016071045**

NOTICE OF COMPLETION

1. The undersigned is owner or agent of owner of the interest or estate or the property hereinafter described as stated below.
2. The FULL NAME of the OWNER is: South San Luis Obispo County Sanitation District
3. The FULL ADDRESS of the OWNER is: 1600 Aloha Place, Oceano, CA 93445
4. The NATURE OF THE INTEREST or ESTATE of the undersigned is: Owner
5. THE FULL NAME and FULL ADDRESS of ALL PERSONS, if any, who hold such interest or estate with the undersigned as JOINT TENANTS or as TENANTS IN COMMON are:
NAMES ADDRESSES
N/A
6. THE FULL NAMES and FULL ADDRESSES of the PREDECESSOR'S in interest of the undersigned if the property was transferred subsequent to the commencement of the work of improvements herein referred to:
NAMES ADDRESSES
N/A
7. All work of improvement on the property hereinafter described was COMPLETED September 25, 2017
8. The NAME OF THE ORIGINAL CONTRACTOR, if any, for such work of improvement is:
Brough Construction, Inc., Arroyo Grande, CA
9. The street address of said property is: Branch Street and Paulding Circle, Arroyo Grande, San Luis Obispo, County, CA
10. The property on which said work of improvement was completed on Branch Street and Paulding Circle, Arroyo Grande, San Luis Obispo County, State of California, and is described as follows:

-- END OF DOCUMENT --



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STAFF REPORT

Date: November 1, 2017

To: Board of Directors

From: Technical Consultants

**Subject: DISTRICT MANAGEMENT OPTIONS; CONSIDERATION AND
DIRECTION**

RECOMMENDATION:

The Board considers a range of options for District Management, adopts and provides direction to pursue an option.

BACKGROUND AND DISCUSSION:

Throughout the life of the District, the District has been managed in numerous ways. They are the following and define a range of options:

- City Administrator of a member agency
- Director of Public Works of a member agency
- Consulting Engineer
- Part time by a public works manager from another agency
- Part time by a retired public works manager
- Full time District Administrator
- As an Interim DA, the Chief Plant Operator

The Redundancy Project, the Regional Groundwater Sustainability Project (RGSP), evolving discharge and permitting issues, increasing employee management requirements, constituency transparency needs, and fiscal reporting demands have made management of the District increasingly more complex. Given the present complexity, it is difficult to define an option other than full time district management that would meet the needs of the District. Many have expressed dissatisfaction with the last full time administrator; citing lack of prior experience in

wastewater management as an issue. It may serve the District to consider stressing the importance of this qualification in a recruitment process.

For the recruitment of the last full-time administrator the District retained the services of CPS HR Services to identify candidates. The not to exceed cost identified by CPS HR Services in the proposal for the original recruitment was \$23,000. Page 21 of the CPS HR proposal to the District states:

“Two Year Guarantee

If the employment of the candidate selected and appointed by SSLOCSD, as a result of a full executive recruitment (*Phases I, II, and III*), comes to an end before the completion of the first two years of service, CPS HR will provide SSLOCSD with professional services to appoint a replacement. Professional consulting services will be provided at no cost. SSLOCSD would be responsible only for reimbursable expenses.”

Pam Derby, CPS HR Project Manager, stated that CPS HR Services would stand by this guarantee. She stated the only costs that the District would incur for the recruitment of a new district manager would be the reimbursable expenses. Ms. Derby estimates the reimbursable expenses at \$5,000 to \$7,000. Ms. Derby further noted that she has just completed several recruitments and she is available to serve the needs of the District. She said the normal time required to complete the recruitment process is 90 to 120 days. The recruitment brochure prepared by CPS HR Services for the last district manager recruitment is attached as reference.

Options

1. Authorize the recruitment of a full-time administrator and perform the recruitment utilizing the guarantee offered by CPS HR Services. This is the staff recommendation.
2. Identify another option for District management and direct staff to identify challenges and opportunities and subsequently report to the Board.

Fiscal Consideration

Line item 19-7005 “Advertisements/Legal & Recruit” of the 2017-18 FY budget identifies a cash balance of \$29,287.31 available at the end of the first quarter. There is ample funding in the budget to offset the estimated reimbursable costs of \$5,000 to \$7,000.

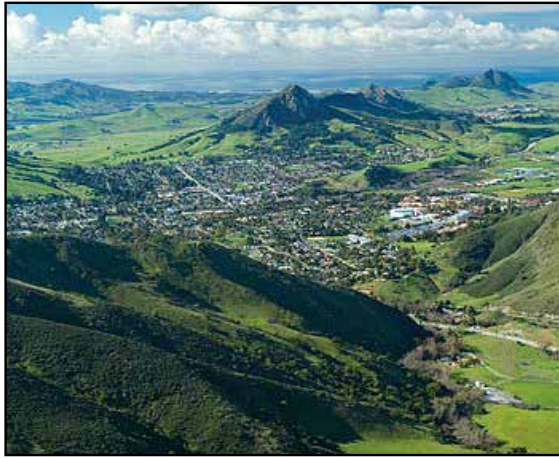
ATTACHMENT: Brochure for District Administrator Recruitment



South San Luis Obispo County Sanitation District



District Administrator



THE COMMUNITY

San Luis Obispo County is located along the Pacific Ocean in Central California, between Los Angeles and the San Francisco Bay Area. The Central Coast is renowned for its quality of life. Residents typically enjoy a gentle climate to take advantage of the area's splendid array of activities, including cultural arts, multiple musical venues, festivals and special events held regularly, scenic hiking and dedicated biking trails, beaches and camping facilities, not to mention local farmer's markets and wine-tasting. The Central Coast offers excellent educational opportunities, with a focus on family and community support to non-profit agencies covering a diverse specter of interests.

The county's distance from large metro areas has helped it to retain its rural character and reminders of old California abound as the area is more rural and agricultural than many other coastal regions in California. The small size of the county's communities, scattered along the beaches, coastal hills, and mountains of the Santa Lucia range, provides a wide variety of coastal and inland hill ecologies to support many kinds of fishing, agriculture, and tourist activities.

The mainstays of the economy are California Polytechnic State University with its almost 20,000 students, tourism, and agriculture. San Luis Obispo County is the third largest producer of wine in California, surpassed only by Sonoma and Napa Counties. Wine grapes are the second largest agricultural crop in the county and the wine production they support creates a direct economic impact and a growing wine country vacation industry.

THE DISTRICT

The South San Luis Obispo County Sanitation District encompasses a geographic area of 165 square miles. It is located within an area known as the Five Cities area in the southwestern portion of San Luis Obispo County and is located 15 miles south of the City of San Luis Obispo.

The District provides its services for the residents of the City of Arroyo Grande, the City of Grover Beach and the Oceano Community Services District. In addition, there is a small County population of approximately 50 residences that are not incorporated within the communities listed above who also receive those services offered by the District.

The District is governed by a three-member Board of Directors who are appointed by the respective member agencies on an annual basis. The District Board includes one representative from each of its Member Agencies,

specifically, the City of Arroyo Grande, the City of Grover Beach and the Oceano Community Services District.

The District Board makes bi-partisan decisions in the best interest of the District. The Board makes policy and operational decisions with advice from the District Administrator. The District Board also establishes District policy, setting goals and objectives, approves the annual budget, approves expenditures and performs other related functions.

The combined average annual raw wastewater flow to the District from these agencies is in the order of 2.2 million gallons per day. In addition to collection and treatment services, the District also assists in providing source control programs and inspection services on behalf of the Member Agencies. These additional services include an Industrial/Commercial Pretreatment Program and a Fats, Oils and Grease (FOG) Control Program.

The District is supported by approximately 9 staff and a FY15-16 Budget of \$3.2 million. Future capital costs are estimated to be approximately \$800,000.

To learn more go to: www.sslocsd.org

Current capital projects include:

- Design and construction of an aeration basin and secondary clarifier to provide secondary process redundancy.
- Construction of a "Grit King" grit removal system.
- Design and construction of a mechanical bar screen system to replace the current grinder/auger system in the headworks.
- Repair of a sewer bridge over the Arroyo Grande Creek.

In addition, the District is currently conducting a study to evaluate the feasibility of constructing a Water Reclamation Facility and evaluating the addition of a co-generation system to the existing facility.

THE POSITION

Under contract and general direction from the District Board of Directors (Board), the District Administrator is responsible for the implementation of the policies established by the Board for the operation and administration of the District. The incumbent oversees, participates in and provides direction for planning, coordination, and management of the administrative affairs of the District, engineering services as well as maintenance, and operations within a framework of legal requirements, policies and established organizational values and processes, with independence of action to meet changing operational conditions. Direct





supervision is provided at various levels within the organization requiring the use of sound management skills, business management practices, professional development, and supervisory skills. This is an at-will, exempt salaried position.

Typical Duties:

- Implements the policies and provides services as established by the Board of Directors for the operation and administration of the District; and acts as liaison with member agencies and all regulatory agencies.
- Responsible to plan for the operation, maintenance, and expansion of the District's wastewater collection, treatment, and reclamation facilities.
- Makes recommendations regarding the long- and short-range planning of plant collection, operational and reclamation facility construction and modification activities, including plans for financing.
- Represents the Board's policies and programs with employees, community representatives, and other governmental agencies.
- Acts as appointing authority consistent with District Personnel Policy as established by the Board of Directors, relative to employee appointment, supervision, training, evaluation, discipline, dismissal, and resolution of grievances.
- Oversees and participates in the preparation of the annual and capital improvement budgets, making recommendations to the Board on final expenditure levels.
- Responsible for the administration of the District's finances ensuring District finances are performed in accordance with proper public sector accounting principles.
- Oversees, participates in, and directs the preparation and timely submission of a variety of written correspondence, reports, minutes, procedures, ordinances, bid specifications, and other materials.
- Oversees the records keeping system, pursuant to District policy.
- Monitors changes in laws, regulations and technology necessary to endeavor to keep the District in compliance with requirements of applicable State or Federal agencies; implements changes to policies and procedures, after approval.
- Oversees resolution of and responses to complaints regarding plant operations.
- Studies systems and procedures and proposes improvements and simplification.

Knowledge of:

- Principles and practices of public administration, including administrative analysis, fiscal planning and control, record keeping/retention, and policy and program development.
- Cost estimating, construction processes, and contract administration.
- Laws, rules, ordinances, and legislative processes controlling sanitary district functions, programs, and operations.
- Organization, operations, and complexities of special districts.
- Research and evaluation methodologies.
- Budgeting principles and practices.
- Personnel and employer-employee relations.
- Principles of supervision, training and management.
- Project management.
- Recent developments, current technology and informational resources regarding wastewater treatment and reclamation.
- Computer applications related to the work.
- Standard office practices and procedures, including the use of standard office equipment.
- Effective and diplomatic communications techniques.
- Techniques for providing a high level of customer service to the public, elected/appointed officials, and District staff, in person, electronically, and over the telephone.

Ability to:

- Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet program goals.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Administer and enforce District budgeting and fiscal controls.
- Prepare concise and comprehensive reports.
- Coordinate the preparation of Board agendas and other Board activities in conformance with the Brown Act; and attend Board meetings.
- Direct, coordinate, and implement programs to develop complex capital projects.
- Take a proactive approach to complex problem solving using a variety of techniques.
- Conduct technical research work.
- Review designs, plans and specifications.





- Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, policies, technical complexities, and services.
- Communicate effectively during public presentations.
- Effectively represent the District's policies, programs, and services with the public, community groups, and other government agencies.
- Establish and maintain cooperative and effective working relationships.
- Effectively interact and coordinate with regulatory agencies.

THE IDEAL CANDIDATE

The ideal candidate will be an experienced manager with the ability to work collaboratively with the staff, Board of Directors and other local and regional stakeholders. A professional demeanor and a proven track record of sound fiscal, technical and personnel management are expected. Strong communication skills, both verbal and written are paramount, as the District Administrator presents to the Board of Directors and represents the District to outside groups/agencies. Ideal candidates will bring a strong customer service ethic with the ability to infuse a customer service approach throughout the organization. Strong management skills are a must – successful candidates will be working managers who possess the demonstrated ability to both empower employees while holding them accountable.

Education and Experience

Graduation from an accredited college or university with a related Bachelor's Degree; and five years increasingly responsible management or administrative experience with the responsibility for the formulation and implementation of programs and services, and three years supervisory responsibilities is required.

Preferred qualifications include experience/familiarity with: regulatory agencies including the California State Water Quality Control Board and California State Coastal Commission; Integrated Regional Water Management grant programs; NPDES permit programs and regulations; Prop 218 rules and regulations; the negotiation of MOUs; and, the Brown Act, Robert's Rules and working with a Board of Directors.

COMPENSATION AND BENEFITS

The District is offering a competitive salary dependent on the qualifications and experience of the individual selected. The District provides an excellent array of benefits including:

- Retirement – CalPERS 2.5% @55 (single highest year formula for “classic” member/reciprocity), with 8% employee-paid contribution. New members 2% @62 formula, and contribute 50% of agency cost per PEPRA. The District also participates in Social Security.
- Vacation – up to 20 days annually.
- Administrative Leave – 40 hours to use annually.
- Holidays – The District observes 13 paid holidays.
- Sick Leave – 3.69 hours earned per pay period.
- Health Insurance – The District shall pay an amount equal to the current basic plan option monthly premium for the District's medical plan for the employee and the employee's dependent coverage. Medical plan is through CalPERS.
- Dental – District shall pay an amount equal to the current monthly premium for the District's dental plan for the employee and the employee's dependent coverage.
- Professional Development – District will pay for conferences, lodging, and meals.
- EAP – Premiums paid by the District.

APPLICATION PROCESS

Final filing date is Friday, January 8, 2016. To be considered, please submit a cover letter, list of six work-related references (who will **not** be contacted without prior notice), indication of current salary and a resume that reflects the size of staff and budgets you have managed. Your resume should indicate both months **and** years of beginning/ending dates of positions held. Electronic submissions preferred to: resumes@cpshr.us.

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Candidates deemed most qualified will be referred to the District. Selected candidates will be invited to participate in further interview and selection activities. An appointment will be made following comprehensive reference and background checks.



Pam Derby
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Phone: (916) 263-1401 • Fax: (916) 561-7205
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STAFF REPORT

Date: November 1, 2017

To: Board of Directors

From: Paul J. Karp, Technical Services Consultant

**Subject: DISCUSSION OF PROFESSIONAL SERVICES-OUTSIDE COUNSEL AND
ENGINEERING; ADJUST BUDGET AMOUNTS TO LINE ITEMS OF ADOPTED
BUDGET FOR FISCAL YEAR 2017-18**

RECOMMENDATION:

Adopt Resolution 2017-378 to increase line item amount in Fund 19, line 7070, Professional Services-Outside Counsel/Litigation from \$50,000 to \$80,000, by reallocating \$30,000 from reserve balance held in the District account at the County; and increase the amount for Fund 19, line 7077, Professional Services-Engineering from \$50,000 to \$150,000, by reallocating \$100,000 from Fund 19 (line 6045, \$50,000, line 8030, \$30,000, and line 8050, \$20,000) in order to facilitate the payment of invoices for legal and technical services performed under agreements between the District and Outside Counsel, as well as the Technical Consultants.

BACKGROUND AND DISCUSSION:

The actual expenditures charged to 19-7070, Outside Counsel/Litigation from July through September, 2017 are \$52,205, compared to the budget of \$50,000. We estimate the final amount may approach \$100,000 by the end of the fiscal year, but we are recommending this adjustment be held at \$30,000. We propose that the shortfall be covered from the available fund balance held for the District by the County. It is conceivable that expenditures could stabilize with completion of various investigations, and claims settlements.

The actual expenditures charged to 19-7077, Professional Services-Engineering from July through September, 2017 are \$21,216, compared to the budget of \$50,000. We estimate the final amount may approach \$150,000 by the end of the fiscal year. A good portion of the expenses funded from this line item include the Technical Consultants and other engineering advice required to address the numerous projects being addressed by staff at this time. We propose that the shortfall be covered from other Fund 19 line items that appear to be running under budget (line 6045, District Administrator, \$50,000, running at 50% of the budgeted \$154,200 at the end of the first quarter; line 8030, Equipment Maintenance, \$30,000, running at 10.4% of the budgeted \$176,000 at the end of the first quarter; and line 8050, Plant Chemicals, \$20,000, running at 21% of the budgeted \$205,000 at the end of the first quarter).

If the Board implements the staff recommendation, the resulting budget total expenses projected for Fund 19 will change from \$3,090,200 to \$3,120,200.

Options

1. Adopt the resolution approving the proposed revisions discussed above increasing allocations for the payment of Professional Services by consultants;
2. Do not adopt the resolution; or
3. Provide further direction to staff.

Fiscal Consideration

Funds are available within the District's allocated 2017-18 Fiscal Year if augmented with an additional \$30,000 from the available fund balance (3350000) held at the County.

ATTACHMENT: Resolution No. 2017-378

RESOLUTION NO. 2017-378

**A RESOLUTION OF THE SOUTH SAN LUIS OBISPO COUNTY
SANITATION DISTRICT BOARD OF DIRECTORS AMENDING
THE FY 2017-18 BUDGET**

WHEREAS, the Board of Directors has previously adopted a 2017-2018 budget consisting of Operating Fund 19, Expansion Fund 20, and Replacement/Improvements Fund 26; and

WHEREAS, District Staff has reviewed the account line items under Fund 19 included in the 2017-2018 adopted budget; and

WHEREAS, District Staff has identified the account line items which will require additional monies than originally budgeted; and

WHEREAS, District Staff believes amending these account line items to reflect actuals will produce a trend that can be used for future budgeting efforts; and

WHEREAS, the Board believes the recommended amendments are in the best interest of the public's health, safety and general welfare.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED, AND ORDERED by the Board of Directors, South San Luis Obispo County Sanitation District, San Luis Obispo County, California, that the 2017-2018 budget shall be amended as follows:

1. Account 19-7070, Professional Services – Outside Counsel/Litigation: Increase to the budget line item by \$30,000 for a total budget of \$80,000. The funds for this adjustment will come from the available fund balance (3350000) held at the County.
2. Account 19-7077 Professional Services – Engineering: Increase to the budget line item by \$100,000 for a total budget of \$150,000. The funds for this adjustment will come from Account 19-6045, \$50,000; 19-8030, \$30,000; and 19-8050, \$20,000.

PASSED AND ADOPTED at a regular meeting of the South San Luis Obispo County Sanitation District Board of Directors held this 1st day of November, 2017.

On 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 November 1, 2017.

**PAUL J. KARP OR RICHARD SWEET
TECHNICAL CONSULTANTS**

**JOHN SHOALS, CHAIR
BOARD OF DIRECTORS
SOUTH SAN LUIS OBISPO COUNTY
SANITATION DISTRICT**

**GILBERT A. TRUJILLO
DISTRICT CO-COUNSEL**



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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Date: November 1, 2017

To: Board of Directors

From: Paul Karp and Richard Sweet, Technical Consultants; Fanny Mui, Interim Plant Superintendent

Subject: TECHNICAL CONSULTANTS AND PLANT OPERATIONS REPORT

This report represents ongoing information on latest District staff activities on, major capital project and studies, programmatic initiatives, regional collaboration, NPDES discharge permit renewal, Plant Operations report detailing our operation and maintenance activities. *Updates since the last report are provided in italics below:*

Major Capital Projects:

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

Project is complete. The Board is considering notice of Completion this evening. Retention Payment will be released 30 days following approval of Notice of Completion.

- **Headworks – Status: Operational. Requires Upgrades to Meet Specifications.**

Significant efforts are underway to bring the project in conformance with specifications. *Proposal for correction and a timeframe were established. Installation of spray mechanism proposed to improve discharge to be in conformance with the specifications is scheduled for next week.*

- **Redundancy Project:**

Design: On March 16, 2016, the Board approved a design contract with Kennedy/Jenks for Phase I of this project. On June 21st, the Board approved proceeding with the remaining phases under the contract, including final design.

Technical Memo 7 (TM-7) is being prepared by Kennedy-Jenks to evaluate an MBR process that would facilitate the RGSP project. Technical consultants have reviewed

a draft. It is proposed that final version of TM-7 is presented to the Board at the November 15th meeting for the Board's consideration.

Coastal Commission Permitting:

Thirty year Coastal Development Permit approved.

Financing:

State: All portions of the SRF loan package application have been submitted to SWRCB. A number of additional items have been requested to make our application more favorable. MKN Engineering is pursuing completion of those items.

Federal: United States Department of Agriculture: The District may be eligible for grants and loans up to one third of the amount needed for the Redundancy Project through a disadvantageous community program. MKN Engineering is addressing items for completion of the application.

- **Biosolids Concrete Slab:** Design work is complete and Coastal Commission approval received. *The project will now move forward to construction. This project is required to accommodate a repaired centrifuge. The District is in the final stages of defining the centrifuge repair. Therefore this project needs to move forward for completion in January 2018. Estimated construction cost is \$33,000.*
- **Primary Digester No. 1 Cleanout and Structural Evaluation:** *Primary Digester cleaning is complete. Evaluation of structure integrity is underway. Results of evaluation will take approximately five weeks. Inspection of the interior of the digester has identified the need to recoat the interior walls. Upon completion of evaluation, projects to repair the digester will be prepared.*
- **District Control Building and Office:** The new concrete flooring for the building has been installed. A thorough/deep cleaning of the building, replacement baseboards, interior painting and new furniture has been completed. Painting is complete, computer communication equipment has been installed and the facility is operational. Phone system is being evaluated for efficiencies and enhancements. *Blinds have been ordered.*
- **Centrifuge Repair:** *The District owned centrifuge requires repair. Staff is evaluating options and will move forward in an effort to complete repairs in January of 2018.*

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. *Technical Consultants are evaluating the cost to benefit of the project.*

Programmatic Initiatives

Human Resources/Personnel Policy Manual Update: All Sections of PPM have now been reviewed (including legal input), updated with significant and comprehensive revisions. *It is proposed that the PPM be considered for adoption at the November 15, 2017 meeting concurrently with the labor agreement with SEIU.*

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. There has been a flurry of materials provided to Glenn Burdett. *A meeting with Glenn Burdette was held on October 16th. Staff is working diligently to complete submission of all information requested. It is anticipated that the audit will be presented to the Board at a December 2017 meeting.*

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. Technical Memo 7 is being prepared by Kennedy-Jenks to evaluate an MBR alternative to the Redundancy Project as a method to facilitate the RGSP.
- 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.
- 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 Board appointed Paul Karp, Technical Consultant to the District, to the Flood Control Advisory Committee.
- 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.
- San Luis Obispo County Flood Control and Water Conservation District Water Resources Advisory Committee (WRAC)

- 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.

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. This Audit Report describes our planned activities under the Plan for the upcoming year.

District's Brine Disposal Program:

A revised Brine Disposal Plan is onsite.

Executive Committee

A lunch meeting with the City Managers of Arroyo Grande and Grover Beach, the Manager of the Oceano Community Services District and Technical Consultant to the District was held on Friday, October 13th to discuss issues and goals to be considered by an Executive Committee. *A subsequent meeting will be scheduled prior to the end of the calendar year.*

Upcoming Agenda Items

- Consideration of Membrane Bioreactor Component Inclusion in Redundancy Project – Presentation of Technical Memo 7 by Kennedy-Jenks Consultants
- Consideration of Memorandum of Understanding with SEIU
- Consideration of Personnel Policy Manual

Plant Operation's Report

During the reporting period of October 1st – October 25th, 2017, the District's facility continues to regularly meet its Permit limitations as required under the State of California's National Pollutant Discharge Elimination System (NPDES) Permit issued to the District. The District is waiting on a BOD and TSS result from a contracted lab. The District's laboratory is back in operation and producing lab results. *All process values (lab test results) were within permit limits.*

Monthly Plant Data as of October 25th, 2017

October 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	2.22	3.3	340	19		310	25		<2	53
High	2.59	4.4	450	31		530	46		79	297
Average	2.39	3.8	392	24.2	93.8	415	31.4	92.4	10.4	169
Oct 2016 AVG	2.23	3.5	488	27.9	94.3	426	32.6	92.3	83.9	185
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.

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
- Thoma Electric assisted staff in troubleshooting issue with Secondary Clarifier scum pump #1 and discovered issue with pressure switch
- Placed secondary containment for 3rd polymer tote at H&M Building
- Obtained oil samples for analysis from upper and lower gearbox on Secondary Clarifier
- Primary Digester Cleaning & Rehabilitation Project
 - WSM completed demobilization from District's facility
 - Coating inspection performed by MCS Inspection Group
 - Earth Systems Pacific to evaluate concrete and rebar condition
 - Central Coast Demo obtained five concrete cores from digester
- Work Orders
 - Exercised emergency outfall pumps at Chlorine Contact Chamber
 - Inspected and performed maintenance on drive units of primary and secondary clarifiers
 - Exercised gate valve at Emergency Bypass Pump
 - Drained and replaced oil on FFR distributor drive. Inspected FFR distribution arms and ports operation. Checked surface of media for excessive rags
 - Checked Amp readings from each leg of gearbox on secondary clarifier in MCC
 - Performed maintenance on Amiad water filters. Greased moving parts, replaced "O" rings and nozzle caps
 - Test ran Emergency Generator and Bypass Pump
 - De-ragged both primary clarifier sludge pumps

- Rinsed both primary clarifiers
- Rinsed secondary clarifier

Training

- Safety meeting about Safety Data Sheet for Sodium Bisulfite
- Quarterly Safety Committee Meeting
- Target Solutions Safety Training on Advanced HAZWOPER Awareness

Call Outs

- October 13th, 8:08PM – Power outage. Operator Mui responded and arrived at facility to find multiple alarms going off. Emergency generator was running. Checked entire facility and restarted FFR peripheral drive. PG&E power came back on at 1056PM. Re-checked entire facility. Restarted FFR pump #2 and peripheral drive. Reset MCC PLC alarm, storm drains #2 & #3.

