



**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**

Oceano Community Services District Board Room
1655 Front Street
Oceano, CA 93445

Wednesday, March 7, 2018, at 6:00 p.m.

Board Members

Linda Austin, Chair
Barbara Nicolls, Vice Chair
Jim Hill, Director

Agencies

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

Alternate Board Members

Karen White, Director
Mariam Shah, Director
Tim Brown, Director

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

-
- 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 February 21, 2018

6. ACTION ITEMS:

6A. TECHNICAL CONSULTANTS AND PLANT OPERATIONS REPORT

Recommendation: Receive and file report.

6B. DISCUSSION OF PERSONNEL POLICY MANUAL UPDATES

Recommendation: That the Board continue discussion of the draft revision of the Personnel Policy Manual (PPM) at the Board meeting of March 7, 2018.

7. MISCELLANEOUS ITEMS:

7A. Written Communications

8. BOARD MEMBER COMMUNICATIONS:

9. CLOSED SESSION:

PUBLIC EMPLOYEE APPOINTMENT

Title: District Administrator

10. ADJOURNMENT

The next regularly scheduled Board meeting is on March 21, 2018, at 6 p.m. at the Oceano Community Services District Board Room,
1655 Front Street, Oceano, CA

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

WARRANT REGISTER 03/07/2018 FY 2017/18

WARRANT #	VENDOR	ACCOUNT	BUDGET LINE ITEM	DESCRIPTION/ INVOICES #	ACCT BRKDN	TOTAL
03072018-2807	AARON ALLEN	19-6010	CALPERS RETIREE/ MEDICAL	MAY/JUNE 2018	\$1,694.46	\$1,694.46
2808	ALLIED ADMINISTRATORS	19-6025	DENTAL INSURANCE	APRIL 2018	\$622.00	\$622.00
2809	ARAMARK	19-7025	UNIFORMS	9793/6989/4384/1754	\$789.89	\$789.89
2810	AT&T	19-7013	COMMUNICATIONS	2/8/2018-3/7/2018	\$277.46	\$277.46
2811	BARBARA NICOLLS	19-7075	PROF SERVICES-BOARD MEMBERS/ MEETINGS	FEBRUARY 7 & 21, 2018	\$200.00	\$200.00
2812	BRENNTAG	19-8050	PLANT CHEMICALS	BPI813462	\$4,621.92	\$4,621.92
2813	CARLOS QUINTERO	19-6010	CALPERS RETIREE/ MEDICAL	MAY/JUNE 2018	\$1,534.80	\$1,534.80
2814	CENTRAL COAST TECHNOLOGY	19-7082	COMPUTER SUPPORT	1503	\$493.43	\$493.43
2815	CHARTER COMMUNICATIONS	19-7013	COMMUNICATIONS TELEPHONE	8245101010085060	\$379.20	\$379.20
2816	DISA THORENSEN	19-6010	CALPERS RETIREE/ MEDICAL	MAY/JUNE 2018	\$338.18	\$338.18
2817	FANNY MUI	19-6075	MEDICAL REIMBURSEMENT	FY 17/18	\$29.59	\$29.59
2818	FLUID RESOURCE MANAGEMENT	19-8030	EQUIPMENT MAINTENANCE	W16498	\$1,032.00	\$1,032.00
2819	GERHARDT HUBNER	19-6010	CALPERS RETIREE/ MEDICAL	MAY/JUNE 2018	\$2,474.26	\$2,474.26
2820	GRAINGER	19-8030 2017-A1-27	EQUIPMENT MAINTENANCE	9695923996/9702075889	\$294.26	\$294.26
2821	GRAND AWARDS	19-8045	OFFICE SUPPLIES	17360	\$139.00	\$139.00
2822	JAMES WOESTE	19-6010	CALPERS RETIREE/ MEDICAL	MAY/JUNE 2018	\$1,929.98	\$1,929.98
2823	JB DEWAR	19-8020	GAS/OIL	870130	\$66.25	\$66.25
2824	JIM HILL	19-7075	PROF SERVICES-BOARD MEMBERS/ MEETINGS	FEBRUARY 7 & 21, 2018	\$200.00	\$200.00
2825	KENNEDY/JENKS CONSULTANT	20-7080	REDUNDANCY PROJECT	119607	\$23,203.75	\$23,203.75
2826	LINDA AUSTIN	19-7075	PROF SERVICES-BOARD MEMBERS/ MEETINGS	FEBRUARY 7 & 21, 2018	\$200.00	\$200.00
2827	MCMASTER-CARR	19-8030 2017-A1-27	EQUIPMENT MAINTENANCE	57032723	\$60.77	\$60.77
2828	MICHAEL K. NUNLEY & ASSOCIATES	26-8065 2017-B1-02	DIGESTER 1-REHAB	4026/4091	\$11,157.00	\$24,918.76
		26-8065 2016-B1-11	HEADWORKS	4089	\$1,529.50	
		20-7080	REDUNDANCY	4123	\$9,746.22	
		26-8065 2017-B1-06	BIOSOLIDS HANDLING FACILITY	4090/4025	\$2,486.04	
2829	MINERS	19-8030 2017-A1-27	EQUIPMENT MAINTENANCE	Feb-18	\$10.75	\$10.75
2830	OILFIELD ENVIRONMENTAL & COMPLIANCE, INC	19-7078	CHEMICAL ANALYSIS	1800694	\$183.00	\$183.00
2831	PACE DS	26-8065 2017-B1-02	STRUCTURES/GROUNDS CENTRIFUGE RENTAL	U-28-017	\$15,500.00	\$15,500.00
2832	PAUL J. KARP	19-7077	PROF SERVICES-ENGINEERING	1/16/2018-2/15/2018	\$19,895.00	\$19,895.00
2833	PRECISE WEIGHING SYSTEMS, INC.	19-8030 2017-A1-28	EQUIPMENT MAINTENANCE	3027	\$285.00	\$285.00
2834	ROBERT BARLOGIO	19-6010	CALPERS RETIREE/ MEDICAL	MAY/JUNE 2018	\$1,534.80	\$1,534.80
2835	SABRINA SPEARS	19-6010	CALPERS RETIREE/ MEDICAL	MAY/JUNE 2018	\$2,069.76	\$2,069.76
2836	UNITED STAFFING	19-6085	TEMP LABOR SERVICES	106510/106941	\$2,423.52	\$2,423.52
2837	VWR	19-8040	LAB SUPPLIES	8081426787/8081441301	\$507.00	\$507.00
2838	WENDY STOCKTON	19-7071	LEGAL COUNSEL	FEBRUARY 2018	\$6,068.00	\$6,068.00
SUB TOTAL					\$113,976.79	\$113,976.79
2839	SOUTH SLO COUNTY SANITATION DISTRICT	19-6030 19-6040 19-6090 19-6095	PAYROLL	PPE 2/16/2018	\$22,011.69	\$24,724.33
		19-6060	CALPERS RETIREMENT	PPE 2/16/2018	\$2,712.64	
GRAND TOTAL					\$138,701.12	\$138,701.12

We hereby certify that the demands numbered serially from 03072018-2807 to 03072018-2839 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 DATE

Board Member DATE

Board Member DATE

Secretary DATE

ITEM 5A



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Action Minutes of the Regular Meeting of Wednesday, February 21, 2018

1. CALL TO ORDER AND ROLL CALL

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

Present: Linda Austin, Chair, Oceano Community Services District
Jim Hill, Director, City of Arroyo Grande
Barbara Nicolls, Director, City of Grover Beach

District Staff: Gilbert Trujillo, District Legal Counsel
Amy Simpson, District Bookkeeper/Secretary

2. PLEDGE OF ALLEGIANCE

Chair Austin led the Pledge of Allegiance.

3. AGENDA REVIEW

Approved as presented.

4. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

Chair Austin opened the Public Comment period.

Julie Tacker requested the Board rescind the censure of Director Hill, an investigation of Chair Shoals and increasing the Board to five members.

Kris Victorine commented on the Glenn Burdette contract for the fiscal year 15/16 audit.

Coleen Kubel asked the Board to be courteous to the speakers.

Patricia Price commented on the application process for the recruitment of a District Administrator.

Mary Lucey commented on a Fair Political Practices Commission complaint.

Chair Austin closed the Public Comment period.

5. CONSENT AGENDA:

- 5A. Approval of Warrants**
- 5B. Approval of Minutes of February 7, 2018**
- 5C. Award of Contract for Environmental Services in Support of Funding Opportunities for Redundancy Project**
- 5D. Designation of Authority to Sign for District**

Chair Austin opened the Public Comment period.

Julie Tacker and Kris Victorine commented on the consent agenda.

Chair Austin closed the Public Comment period.

The Board members provided their comments.

Motion: Director Nicolls made a motion to approve the consent agenda as presented.

Second: Director Hill

Action: Approved unanimously.

6. ACTION ITEMS:

**6A. ANNUAL REVIEW OF BYLAWS FOR REVISION / APPROVAL
(Continued from Board Meeting of February 7, 2018)**

Legal Counsel Trujillo introduced this item.

Chair Austin opened the Public Comment period.

Patricia Price and Julie Tacker commented on the Bylaws.

Chair Austin closed the Public Comment period.

The Board discussed Item 1.4 of the Bylaws.

Motion: Director Nicolls made a motion to change Item 1.4 to the following:
The Chair and Vice Chair of the Board shall be elected annually at the second meeting in January of each calendar year.

Second: Chair Austin

Action: Approved unanimously by roll call vote.

Motion: Director Nicolls made a motion to approve the February 2018 Update of the Bylaws and adopt Resolution No. 2018-388 as revised.

Second: Director Hill

Action: Approved unanimously.

6B. DISCUSSION OF PERSONNEL POLICY MANUAL UPDATES

Legal Counsel Trujillo introduced this item.

Chair Austin opened the Public Comment period.

Kris Victorine, Julie Tacker, Mary Lucey, Patricia Price, Ron Arnoldsen and Coleen Kubel commented on the Personnel Policy Manual.

Chair Austin closed the Public Comment period.

The Board then discussed the Personnel Policy Manual, provided comments, and asked staff to correct the grammatical errors.

Motion: Director Hill made a motion to incorporate the changes that he recommended in the document.

Second: None

Action: Motion died for lack of a second.

Motion: Director Hill made a motion to bring back the Personnel Policy Manual to the next meeting and continue the discussion beginning with Section 2030.

Second: Director Nicolls.

Action: Approved unanimously.

6C. REALLOCATION OF DISTRICT FUNDS WITHIN COUNTY

Bookkeeper Amy Simpson presented this item.

Chair Austin opened the Public Comment period.

Julie Tacker provided comment.

Chair Austin closed the Public Comment period.

Motion: Director Nicolls made a motion to direct the Chair to sign a letter authorizing an appropriation in Fund 612, County designation for South San Luis Obispo County Sanitation District, to reallocate \$386,300 currently residing in Capital Outlay and \$100,000 residing in Contingencies. The reallocation will be distributed as follows: \$448,800 to Service and Supplies and \$37,500 to Other Charges.

Second: Chair Austin

Action: Approved 2-1 by roll call vote.

Yes: Director Nicolls and Chair Austin

No: Director Hill

6D. TECHNICAL CONSULTANTS AND PLANT OPERATIONS REPORT

The Board members provided comments on the Technical Consultants and Plant Operations Report.

Chair Austin opened the Public Comment period.

Julie Tacker and Ron Arnoldsen commented on the report.

Chair Austin closed the Public Comment period.

Action: The Board received and filed the report.

7. MISCELLANEOUS ITEMS

7A. Written Communications. None.

8. BOARD MEMBER COMMUNICATIONS

Director Hill requested that the Board agendaize for the next meeting a discussion to contact Jim Erb, San Luis Obispo County Auditor Controller, and pursue the offer to provide audit assistance. He also requested that the Board agendaize a discussion on expanding to a five member board.

The entire Board did not provide direction to place any item on the agenda.

9. CLOSED SESSION:

PUBLIC EMPLOYEE APPOINTMENT

Title: District Administrator

Legal Counsel Trujillo announced Closed Session.

Chair Austin opened the Public Comment period.

Julie Tacker commented on Closed Session.

Chair Austin closed the Public Comment period.

The Board went into Closed Session at 8:25 p.m.

The Board returned from Closed Session at 8:56 p.m. District Legal Counsel Trujillo announced that there were no reportable actions.

10. ADJOURN MEETING

The meeting was adjourned at 8:56 p.m.

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



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STAFF REPORT

Date: March 7, 2018

To: Board of Directors

From: Richard Sweet and Paul J. Karp, Technical Consultants; Mychal Jones, Interim Plant Superintendent

Subject: **TECHNICAL CONSULTANTS AND PLANT OPERATIONS REPORT**

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

Major Capital Projects:

Headworks:

Status: Operational. Requires upgrades to meet specifications.

Significant efforts are underway to bring the project into conformance with specifications. It has been determined that recent upgrades have not resulted in satisfactory discharge of material. New nozzles have been installed to attempt to refine the discharge. Staff met with the engineer, contractor, and supplier to take input about how completion of this project might be expedited. *Coordination between the supplier, contractor, and engineer continues in an effort to reduce the fecal content of the discharge. A new discharge chute has been delivered to replace a chute that was damaged due to faulty discharge. The new chute is being scheduled for installation. This work is occurring at no charge to the District.*

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.

Technical Memo 7 (TM-7) has been prepared by Kennedy/Jenks to evaluate a Membrane Bioreactor (MBR) process that would facilitate the Regional Ground Sustainability Project (RGSP). TM-7 was presented to the Board on November 15, 2017. The Board directed the pursuit of the original Redundancy Project and to meet with member agencies regarding their input on possible features at the plant that might support RGSP.

Operational staff is evaluating Technical Memo 3, pertaining to recommendation of the sludge thickening process, and Technical Memo 5, dealing with flood protection of critical facilities.

Coastal Commission Permitting: Thirty-year Coastal Development Permit approved.

Financing State: All portions of the State Revolving Fund loan package application have been submitted to State Water Resources Control Board. A number of additional items have been requested to make the application more favorable. Michael K. Nunley & Associates 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 disadvantaged community program.

The Board, at its meeting of February 21st, adopted a resolution authorizing and directing the Board Chair to enter into a contract with Rincon Consultants of San Luis Obispo in the amount of \$34,449 for Environmental Services in support of funding opportunities for the Redundancy Project.

Given present project estimates and the Board's desire to evaluate set-aside funding, the Board, at its meeting of February 7, 2018, engaged Bartle Wells to prepare a financial plan update. The update is funded with remaining funds from a prior financial update.

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. The Board, at its meeting of February 7, 2018, approved awarding the contract to the low bidder, Whitaker Construction, in the amount of \$45,810.

Primary Digester No. 1 Cleanout and Structural Evaluation:

Primary Digester No. 1 cleaning is complete. Evaluation of structural integrity is complete. Projects identified by evaluation are replacement of the digester mixing valves and recoating of the digester. A request for additional budget allocation of \$466,000 was approved by the Board on January 17, 2018. With the additional budget allocation approved, Calls for Bids for the two projects, (1) Recoating the Digester; and (2) Replacement of the Digester Mixing Valves; were approved by the Board at its meeting of February 7, 2018. Award of contract for the two projects is scheduled for the Board meeting of March 21, 2018.

Centrifuge Repair:

The District-owned centrifuge requires repair. Agreement to repair the centrifuge has been executed per District purchasing guidelines.

Raise Manholes to Grade:

The County repaved a portion of Valley Road. The paving covered District manholes. MKN is in the final stages of design for a project to raise the manholes to grade to allow District access.

Studies:

Recycled Water Planning Facilities Study Grant:

Complete. Staff submitted the Final Study to State Water Resources Control Board (SWRCB) on June 9, 2017. Final acceptance letter received from SWRCB. Staff has submitted request for reimbursement.0-

Programmatic Initiatives:

Human Resources/Personnel Policy Manual (PPM) Update:

All sections of the PPM have now been reviewed (including legal input), and updated with significant and comprehensive revisions. The Board considered the update at the meeting of December 6, 2017, and directed that staff return the PPM to the Board for further consideration in sections. This matter is before the Board for review in February and March.

Financial Initiative:

Annual Fiscal Year 2015-2016 Audit. District auditors Glenn Burdette continue to work with staff to complete the audit. *On March 02, 2018 staff members received correspondence from Glenn Burdette with one open item to complete. It is anticipated that the audit will be presented to the Board in April 2018.*

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 20, 2017, the Pismo Beach City Council approved a memorandum of understanding between the City of Pismo Beach and the District. The City also awarded a contract for a joint environmental impact report to Rincon Consultants at that same meeting. Technical Memo 7 was presented to the Board at the November 15, 2017 meeting. The Board directed that the Redundancy Project proceed as originally envisioned minus the membrane bio-reactor (MBR) option. The District is evaluating a request for additional sampling in support of development treatment parameters for a RGSP project. Technical Consultants continue to meet with stakeholders to coordinate efforts in support of the RGSP. *The City of Pismo Beach has prepared a memorandum of understanding for the District's consideration to reserve space at the District's plant for the RGSP project.*

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 J. Karp, Technical Consultant to the District, to the Flood Control Advisory Committee. The Committee met in January and discussed creek clearing projects by County Public Works and the cooperative effort by the Sheriff's Department to patrol the areas.

Regional Water Quality Control Board National Pollutant Discharge Elimination System (NPDES) Permit Renewal:

Staff revised the Sewer System Management Plan Audit Report to come into compliance with our Waste Discharge Requirement (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 on site. The Plan has been submitted for comment to the Regional Water Quality Control Board staff.

Staff has received a first draft of an application to discharge brine at the South San Luis Obispo County Sanitation District from Cambria Community Services District (CCSD). Additional items have been requested by staff to make the application complete. It is staff's intent to process the application as usual. This matter has been discussed by members of the public at previous

Board meetings. At this writing, staff is not aware of any brine being delivered to the District for disposal from CCSD regardless of previously submitted applications. After completing CCSD's application, it is our intent to advise CCSD of the status of its application per the administrative process previously followed by the District. If this is a problem for the Board of Directors, it should request that the matter be placed on a future agenda to provide direction to staff.

Staff met on February 14, 2018 with Brad Snook and Cynthia Replogle, representing Surfrider Foundation, to review the brine program. Surfrider asked, and staff agreed, to seek input from counterparts in the field of brine disposal regarding the method of sampling brine from delivery vehicles. Staff also agreed to compare practices used by the District to any standard that may be discovered and to draft a standard operating procedure for the practice used to process the discharge of brine delivered to the District plant for disposal.

Recruitment of District Administrator:

CPS HR was engaged by the Board to recruit a new District Administrator. The Board has directed modifications to the recruitment brochure. *Review of applications by the Board is underway.*

Upcoming Agenda Items

- 2015-16 Fiscal Year Audit
- Award Contract for Digester No. 1 Recoating – 03/21/18 Meeting
- Award Contract for Replacement of Digester Mixing Valves – 03/21/18 Meeting
- Continuation of PPM Chapters Review

Plant Operations Report

During this reporting period (February 16 – February 28, 2018) 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. *All process values (lab test results) were within permit limits.*

Plant Data (Monthly Data as of February 28, 2018)

February 2018	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	2.14	3.3	450	13.6		438	17.3		< 1.8	63
High	2.61	4.4	595	21.1		576	25		79	452
Average	2.34	3.66	535	17.3	96.8	514	21	95.9	6.2	233
Feb. 2017 AVG	2.7	3.41	475	24.8	94.8	447	27	94	2.3	204
Limit	5.0			40/60/90	>80		40/60/90	>80	2000	

*Note – 40/60/90 represent NPDES Permit limits for the monthly average, weekly average, and instantaneous value for plant effluent biological oxygen demand and total suspended solids.

Operation and Maintenance Projects

- Continued completion of monthly safety walk.
- Completed monthly spill prevention control & countermeasures inspection.
- Troubleshoot the variable frequency drive fault on Influent Pump #1 and placed back into normal operation.
- Hosed down level sensor area in effluent box to clear programmable logic controller alarm.
- Replaced leaking chlorine pump at secondary clarifier bug box.
- Collected information on plant pump performance for David Seymour of Kennedy/Jenks.
- Removed bladder from fresh water tank.
- Began repairs on fresh water bladder tank.
- Assisted Michael K. Nunley & Associates with Digester No.1 Rehabilitation pre-bid job walk with potential contractors.
- Assisted MKN with Digester No.1 Valve Replacements pre-bid job walk with potential contractors.
- Changed oil in fixed film reactor distributor drive.
- Flushed fixed film reactor.
- Drained and rinsed all channels of the chlorine contact tank.
- Changed out polymer barrel at splitter box.
- Unplugged secondary clarifier sludge line.
- Installed final panel on centrifuge building.
- Removed and replaced maintenance cart shift switch.
- Began cleanup of centrifuge building.

Work Orders Completed

- De-ragged both primary sludge pumps.
- Rinsed both primary clarifiers.
- Conducted weekly operational tasks.
- Inspected all Plant carts.
- Inspected 6" by-pass pump.
- Cleaned fixed film reactor (FFR) netting and distributor arms.

Training

- No training during this reporting period.

Notice of Violations

- Received a Notice of Violation from the San Luis Obispo County Air Pollution Control District (APCD) for failing to meet permit conditions. On January 25, 2018, the sulfur content of the digester gas exceeded 600 parts per million volume (ppmv), calculated as hydrogen sulfide, when sampled with a stain sampling tube. A fine has not been assessed.

Call Outs

- No call outs this reporting period.



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STAFF REPORT

Date: March 7, 2018
To: Board of Directors
From: Gil Trujillo, for Richard Sweet and Paul J. Karp, Technical Consultants
Subject: **DISCUSSION OF PERSONNEL POLICY MANUAL UPDATES**

RECOMMENDATION:

That the Board of Directors continue to discuss the current draft revisions to the Personnel Policy Manual (PPM) as distributed at the Board meeting of February 7, 2018; and continue discussion of the draft revision at the Board meeting of March 7, 2018.

BACKGROUND:

On November 15, 2017, staff presented the Board of Directors with a comprehensive update of the District Personnel Policy Manual (PPM). The last complete update of the Personnel Policy Manual occurred in April 2005.

The Board reviewed updates, modifications, and additions to the draft update of the Manual, and provided staff with direction to modify specific areas and bring the full document back for the second reading. The second reading of the PPM was scheduled for the Board meeting of December 6, 2017. Rather than adopt the final document, the Board directed staff to bring the PPM back for further discussion.

DISCUSSION:

The Chair should take comments from the public. The Chair should then close the public comment period and the Board should review and discuss the PPM. The Board Secretary will record proposed changes from the discussion and maintain a "working copy" until the Board determines it has completed its review and the document is ready for adoption. The "working copy" will be used to revise the draft PPM. The District employee members contributed significantly to many of the modifications that appear in the current draft. Any changes will be referred to the Service Employees International Union (SEIU) for input. The final document will be forwarded to the Board for adoption at a future regular Board meeting. The PPM is a comprehensive document that has been drafted by consulting human resources professionals

employed by the District. The document was then referred to District Counsel for review. The final draft was reviewed by professional staff who represent public employees throughout San Luis Obispo and Santa Barbara Counties. Many of the terms and procedures follow protocol developed over time in the industry. Specific clauses and terms contain significance in both statutes and case law. The Board should consult with District Counsel prior to making changes to avoid rendering the document unenforceable.