



**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, May 2, 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 Meeting Minutes of April 18, 2018**
- 5C. Technical Consultants and Plant Operations Report**

6. ACTION ITEMS:

6A. CENTRAL COAST BLUE (FORMERLY REFERRED TO AS REGIONAL GROUNDWATER SUSTAINABILITY PROJECT); PRESENTATION BY CITY OF PISMO BEACH PUBLIC WORKS DIRECTOR, BEN FINE

Recommendation: Receive the Presentation on Central Coast Blue (formerly referred to as Regional Groundwater Sustainability Project) by City of Pismo Beach Public Works Director, Ben Fine.

6B. FISCAL YEAR 2017/18 THIRD (3rd) QUARTER BUDGET REVIEW; ADOPT RESOLUTION NO. 2018-392 AUTHORIZING BUDGET ADJUSTMENTS; PROVIDE INPUT FOR THE UPCOMING FISCAL YEAR 2018/19 BUDGET

Recommendation: It is recommended the Board:

1. Review the attached Profit and Loss Statements;
2. Review the recommended budget adjustments;
3. Adopt Resolution No. 2018-392 authorizing budgetary adjustments; and
4. Provide input for the upcoming Fiscal Year 2018/19 Budget.

6C. 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 May 2, 2018.

7. MISCELLANEOUS ITEMS:

7A. Written Communications

- 1. Notice of Completion from the State Water Resources Control Board Water Facilities Planning Study.**

8. BOARD MEMBER COMMUNICATIONS:

9. CLOSED SESSION:

PUBLIC EMPLOYMENT APPOINTMENT

Title: District Administrator

- 10. ADJOURNMENT: To Special Board Meeting on May 4, 2018, 8:30 am at the Grover Beach City Hall Chambers, 154 South 8th Street, Grover Beach, CA**

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
WARRANT REGISTER 05/02/2018 FY 2017/18

WARRANT #	VENDOR	ACCOUNT	BUDGET LINE ITEM	DESCRIPTION/ INVOICES #	ACCT BRKDN	TOTAL
05022018-2935	AARON ALLEN	19-6010	CALPERS RETIREE/ MEDICAL	JULY/AUGUST 2018	\$1,694.46	\$1,694.46
2936	ANDRITZ SEPARATION	19-8030 2017-A1-05	EQUIPMENT MAINTENANCE	8480080983	\$27.12	\$27.12
2937	AMERICAN BUSINESS MACHINES	19-8045	OFFICE SUPPLIES	383086	\$572.88	\$572.88
2938	ARAMARK	19-7025	UNIFORMS	5509/8227/2713/9746/6975	\$945.52	\$1,050.08
		19-8056	SAFETY SUPPLIES	20815006	\$104.56	
2939	AT&T	19-7013	COMMUNICATIONS	4/8/18-5/7/18	\$255.66	\$255.66
2940	BARBARA NICOLLS	19-7075	PROF SERVICES-BOARD MEMBERS/ MEETINGS	APRIL 4,7, 18, 2018	\$300.00	\$300.00
2941	CARLOS QUINTERO	19-6010	CALPERS RETIREE/ MEDICAL	JULY/AUGUST 2018	\$1,534.80	\$1,534.80
2942	CHARTER COMMUNICATIONS	19-7013	COMMUNICATIONS TELEPHONE	8245101010085060	\$381.27	\$381.27
2943	CITY OF ARROYO GRANDE	19-7073	PROF SERVICES-AG BILLING	JANUARY-MARCH 2018	\$6,314.75	\$6,314.75
2944	CULLIGAN CCWT	19-7032	EQUIPMENT RENTAL	48799	\$190.00	\$190.00
2945	DISA THORENSEN	19-6010	CALPERS RETIREE/ MEDICAL	JULY/AUGUST 2018	\$338.18	\$338.18
2946	FED EX	19-7078	CHEMICAL ANALYSIS	6-149-11699	\$36.10	\$36.10
2947	FAYE S. RUSSO, EA. TAX & ACCOUNTING	19-7083	PROF SERVICES- FISCAL SERVICES	APRIL 2018	\$1,520.00	\$1,520.00
2948	GARING, TAYLOR & ASSOCIATES, INC	19-7077	PROF SERVICES-ENGINEERING	15114	\$4,300.00	\$4,300.00
2949	GERHARDT HUBNER	19-6010	CALPERS RETIREE/ MEDICAL	JULY/AUGUST 2018	\$2,474.26	\$2,474.26
2950	GILBERT A. TRUJILLO, ESQ	19-7071	LEGAL COUNSEL	MARCH 2018	\$11,155.50	\$11,155.50
2951	HARDY DIAGNOSTICS	19-8040	LAB SUPPLIES	1933415/1933416	\$283.23	\$283.23
2952	I. I. SUPPLY	19-8056	SAFETY SUPPLIES	52823	\$105.22	\$105.22
2953	JAMES WOESTE	19-6010	CALPERS RETIREE/ MEDICAL	JULY/AUGUST 2018	\$1,929.98	\$1,929.98
2954	JB DEWAR	19-8020	GAS/OIL	873874/867621	\$279.50	\$279.50
2955	JIM HILL	19-7075	PROF SERVICES-BOARD MEMBERS/ MEETINGS	APRIL 4, 18, 2018	\$200.00	\$200.00
2956	KENNEDY/JENKS CONSULTANT	20-7080	REDUNDANCY PROJECT	121258	\$114,326.68	\$114,326.68
2957	LINDA AUSTIN	19-7075	PROF SERVICES-BOARD MEMBERS/ MEETINGS	APRIL 4,7, 18, 2018	\$300.00	\$300.00
2958	OILFIELD ENVIRONMENTAL & COMPLIANCE, INC	19-7078	CHEMICAL ANALYSIS	1801382/1801473	\$260.00	\$260.00
2959	PACE DS	26-8065 2017-B1-02	STRUCTURES/GROUNDS CENTRIFUGE RENTAL	U-28-023	\$14,262.51	\$14,262.51

2960	PACIFIC PETROLEUM	19-8060	STRUCTURES MAINTENANCE-REGULAR	DIESEL FUEL TANK	\$9,878.40	\$9,878.40
2961	PAUL J. KARP	19-7077	PROF SERVICES-ENGINEERING	3/16/2018-4/15/2018	\$13,257.50	\$13,257.50
2962	QUILL.COM	19-8045	OFFICE SUPPLIES	6438101	\$247.40	\$247.40
2963	ROBERT BARLOGIO	19-6010	CALPERS RETIREE/ MEDICAL	JULY/AUGUST 2018	\$1,534.80	\$1,534.80
2964	SABRINA SPEARS	19-6010	CALPERS RETIREE/ MEDICAL	JULY/AUGUST 2018	\$2,069.76	\$2,069.76
2965	SAN LUIS POWERHOUSE	19-8030 2017-A1-24	EQUIPMENT MAINTENANCE	39432	\$2,000.38	\$2,000.38
2966	SPRINT	19-7014	COMMUNICATIONS	205201234-153	\$221.17	\$221.17
2967	UNITED STAFFING	19-6085	TEMP LABOR SERVICES	110088/110349/111025	\$2,692.80	\$2,692.80
2968	VWR	19-8040	LAB SUPPLIES	8081954755/8081967566/ 8082052185	\$433.58	\$433.58
SUB TOTAL					\$196,427.97	\$196,427.97
2969	SOUTH SLO COUNTY SANITATION DISTRICT	19-6030 19-6040 19-6090 19-6095	PAYROLL	PPE 4/13/2018	\$19,200.75	\$21,546.41
		19-6060	CALPERS RETIREMENT	PPE 4/13/2018	\$2,345.66	
GRAND TOTAL					\$217,974.38	\$217,974.38

We hereby certify that the demands numbered serially from 05022018-2935 to 05022018-2969 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



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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

SUMMARY ACTION MINUTES Regular Meeting of Wednesday, April 18, 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: Richard Sweet, Technical Consultant
Gilbert Trujillo, District Legal Counsel

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 commented on the censure of Director Hill, and requested a censure of John Shoals and Mary Lucey.

Coleen Kubel commented on legal counsel.

Patricia Price commented on Conflict of Interest with Director Nicolls, the Knudson Report and seeking restitution from former administrator John Wallace.

Ron Arnoldsen commented on seeking restitution from former administrator John Wallace.

Chair Austin closed the Public Comment period.

Director Hill requested two items be placed on a future agenda; repudiation of negative comments by Mary Lucey and potential restitution from former administrator John Wallace.

5. CONSENT AGENDA:

- 5A. Approval of Warrants
- 5B. Approval of Minutes of April 4, 2018
- 5C. Approval of Special Meeting Minutes of April 7, 2018
- 5D. 2018-19 Fiscal Year; Budget Preparation Schedule
- 5E. Technical Consultants and Plant Operations Report

Director Hill requested that items 5B, 5C and 5E on the Consent Agenda be pulled for comment.

- 5A. Approval of Warrants
- 5D. 2018-19 Fiscal Year; Budget Preparation Schedule

Chair Austin opened the Public Comment period.

Julie Tacker, Ron Arnoldsen and Patricia Price commented on the warrants for plant chemicals, attorney fees, lack of financial reporting and the schedule for the budget.

Chair Austin closed the Public Comment period.

Technical Consultant Rick Sweet responded that Ms. Stockton's bill was for the assistance she provided while the Technical Consultants were out of the country.

Motion: Director Nicolls made a motion to approve the warrants as presented and the fiscal budget preparation schedule go forward.
Second: Director Hill seconded the motion for discussion.

Action: Approved unanimously by voice vote.

- 5B. Approval of Minutes of April 04, 2018

Director Hill commented on Item 6A. Technical Consultants and Plant Operations Report page 5. He requested the minutes be amended to clarify his comment on the Infiltration & Inflow Study (I & I). His comment regarded the lack of follow up on the I & I Study that resulted in a violation of the discharge permit with the Regional Water Quality Control Board (RWQCB). He also would like the minutes to show there was action out of Closed Session and that action was a meeting location was changed.

Technical Consultant Sweet said staff would amend the minutes with more detail based on Mr. Hill's comments.

Chair Austin opened the Public Comment period.

Ron Arnoldsen commented on the Minutes of April 7, 2018 and appreciates that they indicate that a person spoke in favor or opposed an item.

Julie Tacker commented on Brad Snook's comments about the California Environmental Quality Act (CEQA) process regarding the brine truck route and her comments on the Cambria CSD's application for brine disposal.

Chair Austin closed the Public Comment period.

Motion: Director Hill made a motion to approve the minutes of April 04, 2018 with the corrections he had indicated.

Second: Director Nicolls

Action: Approved 3-0

5C. Approval of Special Meeting Minutes of April 7, 2018

Director Hill disputed "That no action was taken."

Director Nicolls clarified that there was no discussion on comparison of ranking down to three candidates.

Technical Consultant Sweet clarified that it was reported that there was no reportable action.

Chair Austin opened the Public Comment period.

Kris Victorine requested that the minutes be updated to include correspondence from district counsel, and requested that the Board be transparent in reporting out of Closed Session.

Patricia Price commented on legal counsel and a violation of the Brown Act.

Mary Lucey commented on using other agenda areas to voice opinions and asked that the Board change the Consent Agenda.

Ron Arnoldsen appreciates Director Hill for pulling items for discussion from the Consent Agenda.

Julie Tacker would like the minutes to reflect that legal counsel was not in attendance, that Paavo Ogren was in attendance and that Director Hill was not in attendance because he was concerned it was a violation of the Brown Act and that the minutes reflect the attorney gave his blessing to hold the meeting in San Luis Obispo.

Chair Austin closed the Public Comment period.

Motion: Director Nicolls made a motion to approve the Minutes of Special Meeting on April 7, 2018.

Second: Director Austin

Action: Approved 2-0 with 1 Abstained.

Yes: Director Nicolls and Chair Austin

Abstain: Director Hill

5E. Technical Consultants and Plant Operations Report

Director Hill provided his comments on the Cambria brine permit, recruitment of the Laboratory Technician and brine sampling.

Technical Consultant Sweet responded that sampling is ongoing and operators are qualified. Staff submitted a new lab person to the Regional Board and that person was approved.

Chair Austin opened the Public Comment period.

Julie Tacker and Mary Lucey commented on brine disposal and the Cambria CSD.

Chair Austin closed the Public Comment period.

Action: The Board received and filed the report.

6A. BROWN ACT CURE AND CORRECT DEMAND LETTER DATED APRIL 10, 2018

Legal Counsel Trujillo provided the staff report.

Chair Austin opened the Public Comment period.

Patricia Price, Coleen Kubel, Ron Arnoldsen, Kris Victorine, Julie Tacker, and Shirley Gibson commented on the notice of the Special Meeting, a Brown Act violation, a letter received from the District Attorney, including Director Hill in the interviews, and the location of the interviews.

Chair Austin closed the Public Comment period.

Motion: Chair Austin made a motion to accept Legal Counsel's recommendation that the Board of Directors unconditionally commit that it will cease, desist from, and not repeat the challenged past action of holding a meeting beyond the District's boundaries and authorize the Chair to execute an unconditional commitment letter and Option 2 to direct staff to re-notice the Closed Session and invite the candidates to interview for a second time.

Second: Director Nicolls

Action: Approved 3-0

Yes: Director Hill, Director Nicolls and Chair Austin

Chair Austin called for a five minute recess at 7:05 p.m.

6B. DISCUSSION OF PERSONNEL POLICY MANUAL UPDATES

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

Chair Austin opened the Public Comment period.

Ron Arnoldsen and Julie Tacker commented on the Personnel Policy Manual updates.

Chair Austin closed the Public Comment period.

The Personnel Policy Manual will be brought back to the next meeting and discussion will continue beginning with Section 7020 – Wastewater Plant Operations Supervisor.

The Board requested that staff add additional language under the Cell Phone Policy to emphasize Hands Free laws and under the District Administrator job description that additional language regarding knowledge of Brown Act be included in the job expectations.

7. MISCELLANEOUS ITEMS

Technical Consultant Sweet handed out the letter received from the District Attorney regarding the Cure and Correct.

7A. Written Communications.

- 1. Response to Letter from City of Arroyo Grande Re. Audits.**

8. BOARD MEMBER COMMUNICATIONS

None.

9. CLOSED SESSION:

PUBLIC EMPLOYEE APPOINTMENT

Title: District Administrator

Chair Austin opened the Public Comment period.

Julie Tacker requested that the candidate have an understanding of the Brown Act.

Chair Austin closed the Public Comment period.

Legal Counsel Trujillo announced Closed Session.

The Board adjourned to Closed Session at 8:20 p.m.

The Board reconvened from Closed Session at 8:44 p.m. District Legal Counsel Trujillo announced that there were no reportable actions.

10. ADJOURN MEETING

The meeting was adjourned at 8:45 p.m.

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



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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

STAFF REPORT

Date: May 2, 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. A remanufactured discharge chute has been installed that replaces a chute that was damaged due to faulty discharge. This work is occurring at no charge to the District. *The discharge is now meeting District requirements. Work is proceeding on the final punchlist.*

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) was prepared by Kennedy/Jenks to evaluate a Membrane Bioreactor (MBR) process that would facilitate the Regional Groundwater 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 has evaluated 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. *Discussion with USDA is underway.*

The Board, at its meeting of February 21, 2018, 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.

Project Change Requests (PCR) 5 and 6 regarding scheduling changes, design of critical facilities flood protection design, and potholing coordination were approved by the Board at its meeting of April 4, 2018.

Biosolids Concrete Slab:

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. *Final executed contract documents have been received from Whitaker Construction and construction is underway.*

Primary Digester No. 1 Rehabilitation:

A request for additional budget allocation of \$466,000 was approved by the Board on January 17, 2018. With the additional budget allocation approved, Call 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. *FRM was awarded the contract for the Digester Coating on March 21, 2018. Whitaker Construction was awarded the Replacement of the Digester Mixing Valves on March 21, 2018. Executed contract documents have been received, preconstruction project meetings have been held and the projects are moving to construction.*

Centrifuge Repair:

The District-owned centrifuge requires repair. Agreement to repair the centrifuge has been executed per District purchasing guidelines. Work has begun on this task.

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. *Plans are under review by District personnel prior to finalizing.*

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 presently before the Board.

Financial Initiative:

Annual Fiscal Year 2015-2016 Audit. District auditors Glenn Burdette continue to work with staff to complete the audit. On March 2, 2018, staff received correspondence from Glenn Burdette with one open item to complete. A status update report on the 2015/16 and 2016/17 Financial Audits was provided to the Board at its meeting on April 4, 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.

Ben Fine, Public Works Director from the City of Pismo Beach will be making a presentation to the Board at its meeting on May 2nd.

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 (RWQCB) staff.

Staff 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 were requested by staff to make the application complete. The application was processed as per the present process. 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. Upon collection of the required fees, the District has renewed the CCSD brine permit.

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. That work is ongoing.

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 completed. *A special meeting to interview candidates will occur on May 4, 2018 at 8:30 a.m. at Grover Beach City Hall Chambers.*

Recruitment of Laboratory Technician:

Staff, along with the Human Resources Consultant, are in the process of screening 76 applications to determine the most qualified candidates for the Laboratory Technician position. Interviews will be scheduled with the top qualified candidates in the near future. *The screening process has been completed and seven (7) candidates have been chosen for interviews. An interview panel has been selected and interviews are tentatively scheduled for the week of May 14th.*

Upcoming Agenda Items:

- 2015-16 Fiscal Year Audit
- Continuation of PPM Chapters Review
- Amendment to Kennedy/Jenks (K/J) Contract to Implement PCR's 5 and 6; Approved at Board Meeting of April 4, 2018
- District Counsel Review
- Draft 2018/19 Fiscal Year Budget

Plant Operations Report

During this reporting period (April 11 – April 25, 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 April 25, 2018)

April 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	2.2	3.3	265	16.9		460	15.8		< 1.8	63
High	2.57	4.7	460	20.2		584	27		110	516**
Average	2.37	3.73	362	19.3	94.6	535	21.9	95.9	8.9	258
April 2017 AVG	2.5	3.8	488	25.2	94.8	456	27	94.1	31.6	166
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 was due to filling secondary clarifier bug box chlorine tote.

Operation and Maintenance Projects

- Transferred biosolids from drying bed to discharge bed.
- Cleaned biosolids drying bed and replaced sand down center of bed.
- Cleaned biosolids handling facility area in preparation for start of project.
- Replaced polymer barrel at splitter box.
- Installed new gear joint seal, rotor, and stator on sludge pump.
- Flushed Fixed Film Reactor (FFR).
- Changed out electrolyte on chlorine probe and then calibrated.
- Changed out electrolyte on bisulfite probe and then calibrated.
- Changed out electrolyte on back up chlorine probe and then calibrated.
- Completed monthly safety walk.
- Troubleshoot gas detector docking station.

Work Orders Completed

- Serviced:
 - Forklift
 - Front Loader
 - 6" Trash Pump.
- Rinsed secondary clarifier weir and launder.

Training

- Operations staff participated in personal protective equipment training.

Call Outs

- No call outs this reporting period.

Brine Program

- Continued draft of Brine Water Sampling standard operating procedure (SOP).

APCD Violation

- Submitted the final draft of the Sulfide Mitigation Plan and received approval from Air Pollution Control District (APCD). The District fulfilled its requirements per the notice of violation and will be receiving a liability release letter for the violation.



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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

STAFF REPORT

Date: May 2, 2018
To: Board of Directors
From: Richard Sweet and Paul J. Karp, Technical Consultants
Subject: **CENTRAL COAST BLUE (FORMERLY REFERRED TO AS REGIONAL GROUNDWATER SUSTAINABILITY PROJECT); PRESENTATION BY CITY OF PISMO BEACH PUBLIC WORKS DIRECTOR, BEN FINE**

RECOMMENDATION:

That the Board receives a presentation on Central Coast Blue (formerly referred to as Regional Groundwater Sustainability Project) by City of Pismo Beach Public Works Director, Ben Fine.

BACKGROUND:

Central Coast Blue is a project to reclaim wastewater from the City of Pismo Beach and the South San Luis Obispo County Sanitation District and inject the reclaimed water into the Northern Cities Management Area of the Santa Maria Groundwater Basin to create a barrier to salt water intrusion and a sustainable groundwater supply for the Five Cities area.

In 2015, the District, utilizing a \$75,000 Water Facilities Planning Grant from the State Water Resources Control Board (SWRCB) and a partnership with the City of Arroyo Grande for the \$75,000 local match, contracted with Water Systems Consulting (WSC) to prepare a study to evaluate the possibility of reclaiming wastewater in the Five Cities area and evaluating possible methods to reuse the reclaimed water. The report was completed in the early part of 2017.

At the Board meeting of June 7, 2017, the Board unanimously agreed to enter into a Memorandum of Agreement with the City of Pismo Beach to prepare an Environmental Impact Report (EIR) in support of the Regional Groundwater Sustainability Project, now Central Coast Blue. In the agreement the District agreed to fund fifty percent (50%) of the cost of the EIR up to a maximum District share of \$127,500, and assume the role as a co-equal with the City of Pismo Beach in the environmental review process.

At its meeting of November 15, 2017, the Board considered Technical Memorandum 7 (TM-7) for the Redundancy Project. TM-7 evaluated the inclusion of a Membrane Bioreactor (MBR) in the Redundancy Project. The MBR would have provided the plant the ability to produce a much higher quality discharge to help reduce the cost of processing reclaimed water. The estimated cost to the District for inclusion of the MBR was \$16 million. The Board chose **not** to include the MBR option as part of the Redundancy Project. At the Board meeting the Board directed staff to evaluate possible alternatives to support Central Coast Blue. As a result, the Redundancy Project provides the ability to construct an additional aeration chamber at a later date that would provide nitrate removal to the waste stream. The removal of nitrate from the waste stream is an important feature in support of Central Coast Blue.

DISCUSSION:

Since the June 17, 2017 Board meeting, there has been much accomplished to further Central Coast Blue. Ben Fine, Public Works Director from City of Pismo Beach, will provide presentation of Central Coast Blue at tonight's meeting.



**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

STAFF REPORT

Date: May 2, 2018
To: Board of Directors
From: Richard Sweet and Paul J. Karp, Technical Consultants
Via: Amy Simpson, District Bookkeeper/Secretary
Subject: **FISCAL YEAR 2017/18 THIRD (3RD) QUARTER BUDGET REVIEW; ADOPT RESOLUTION NO. 2018-392 AUTHORIZING BUDGET ADJUSTMENTS; PROVIDE INPUT FOR THE UPCOMING FISCAL YEAR 2018/19 BUDGET**

RECOMMENDATION:

It is recommended the Board:

1. Review the attached Profit and Loss Statements;
2. Review the recommended budget adjustments;
3. Adopt Resolution No. 2018-392 authorizing budgetary adjustments; and
4. Provide input for the upcoming Fiscal Year 2018/19 Budget.

EXECUTIVE SUMMARY:

On March 31, 2018, the District Fiscal Year 2017/18 3rd Quarter closed. This staff report provides an overview of the District's Budget Performance pertaining to Revenues, Expenditures, and Cash Balance as of March 31st. Accounting information for this quarter is from July 1, 2017 to March 31, 2018 as noted below in the following tables:

- Table No. 1 contains the District's performance regarding Revenue.
- Table No. 2 contains overall Expenditures.
- Table No. 3 contains the Cash and Investment Balances.

Through the 3rd Quarter (the 75% Benchmark), the District has received 76% of its budgeted revenue and expended 56% of its budgeted expenditures.

FUNDING:

Total District revenues are at 76% of budget at the end of the third quarter. No budgetary changes regarding revenues are being recommended.

Table No. 1 – Revenues

	FY 2017/18 Budget	Received as of 03-31-18		Recommended 3rd-Quarter Adjustments
		Amount	Percent	
Fund 19	\$4,914,950	\$3,742,469	76%	0
Fund 20	\$153,000	\$115,820	76%	0
Fund 26	\$0	\$0		0
Total	\$5,067,950	\$3,858,289	76%	0

Total District expenditures at the end of the third quarter stand at \$3,706,584 or 56% of projected expenditures. A summary of expenditures by fund is detailed in Table No. 2 below.

Table No. 2 - Expenditures

	FY 2017/18 Budget	Expended as of 03-31-18		Recommended 3rd-Quarter Adjustments	Recommended Budget
		Amount	Percent		
Fund 19	\$ 3,120,200	\$ 2,622,651	84%	\$ 349,000	\$ 3,469,200
Fund 20	\$ 1,865,000	\$ 303,588	16%	\$ (349,000)	\$ 1,516,000
Fund 26	\$ 1,653,400	\$ 780,345	47%	\$ -	\$ 1,653,400
Total	\$ 6,638,600	\$ 3,706,584	56%		\$ 6,638,600

Table No. 3 - Cash and Investment Balances at March 31, 2018

Cash in County Treasury	\$ 3,507,040
Cash in Rabobank	\$ 171,505
Cash in LAIF	\$ 2,454,903
Total Cash	\$ 6,133,448

DISCUSSION:

Each line item was reviewed to determine items where expenditures are projected to exceed the budget line item and where a surplus will exist at the end of the fiscal year. It is recommended that items be adjusted by transferring funds from items that will have funds remaining at the end of the fiscal year to line items which have projected deficits. Details of the recommended adjustments are shown below.

Account	Budget Including Prior Adjustments	DECREASE	INCREASE	Recommended Budget
19-6030 Plant Operators	595,000		70,300	665,300
19-6040 Secretary/Bookkeeper	59,000		10,000	69,000
19-6060 State Retirement	60,000		14,000	74,000
19-6075 Medical Reimbursement	5,000		1,000	6,000
19-6085 Temporary Labor Services	10,000		12,000	22,000
19-7013 Communications - Telephone	9,500		1,000	10,500
19-7025 Employee Uniforms	11,000		1,000	12,000
19-7068 Permits/Fees/License	25,000		10,000	35,000
19-7070 Prof Serv-Outside Counsel/Litigation	80,000		9,000	89,000
19-7071 Prof Serv-Attorney Fee	96,000		62,000	158,000
19-7075 Prof Serv-Board Member	5,500		2,200	7,700
19-7076 Prof Serv-Human Resources	20,000		35,000	55,000
19-7077 Prof Serv-Engineering	150,000		66,000	216,000
19-7078 Prof Serv-Chemical Analysis	13,000		13,600	26,600
19-7083 Prof Serv-Fiscal Services	12,000		22,000	34,000
19-7085 Solids Handling (Include Digester Cleaning)	65,000		40,000	105,000
19-7091 Utility-Electric	150,000		30,000	180,000
19-7092 Utility-Gas	10,000		4,200	14,200
19-7093 Utility-Rubbish	7,000		6,000	13,000
19-7094 Utility-Water	1,500		1,300	2,800
19-8020 Gas & Oil	5,000		3,400	8,400
19-8050 Plant Chemicals	185,000		35,000	220,000
19-8077 Contingency	100,000	(100,000)		-
SubTotal Fund 19		(100,000)	449,000	349,000
20-7080 Redundancy Project Contract with K/J	1,700,000	(386,300)		1,313,700
20-7096 Cogen EISA	37,500		37,300	74,800
Sub Total Fund 20		(386,300)	37,300	(349,000)
Total Adjustments		(486,300)	486,300	-

Attachments 1, 2 and 3 identify present and proposed budget expenditures and revenues per line item for the 2017/18 Fiscal Year. With this information before the Board, staff is requesting that the Board provide general input for the upcoming 2018/19 Fiscal Year budget. Utilizing this input, a draft budget will be presented to the Board at its May 16, 2018 meeting.

OPTIONS:

1. Adopt Resolution No. 2018-392 adjusting the budget per the staff recommendation and provide input to staff for the upcoming 2018/19 Fiscal Year Budget. This is the staff recommendation.
2. Modify the recommended line item adjustments, adopt Resolution No. 2018-392 with the noted modifications and provide input to staff regarding the 2018/19 Fiscal Year Budget.
3. Make no adjustments to line items and provide input to staff regarding the upcoming 2018/19 Fiscal Year Budget; or
4. Provide other direction to staff.

Attachments:

- Attachment 1: Fund 19 Profit and Loss Statement – Budget vs. Actual
- Attachment 2: Fund 20 Profit and Loss Statement – Budget vs. Actual
- Attachment 3: Fund 26 Profit and Loss Statement – Budget vs. Actual

RESOLUTION NO. 2018-392

**A RESOLUTION OF THE SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
BOARD OF DIRECTORS AMENDING
THE FY 2017/2018 BUDGET AT THIRD QUARTER**

WHEREAS, the Board of Directors has previously adopted the FY 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 each Fund included in the FY 2017/2018 adopted budget; and

WHEREAS, District staff has identified the account line items which will require less monies and 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 more accurately reflect financial conditions of the District.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the South San Luis Obispo County Sanitation District, that the FY 2017/2018 budget shall be amended according to Exhibit A attached hereto.

PASSED AND ADOPTED at a regular meeting of the South San Luis Obispo County Sanitation District Board of Directors held this 2nd day of May, 2018.

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

AYES:
NOES:
ABSENT:
ABSTAINED:

RESOLUTION NO. 2018-392

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 this 2nd day of May, 2018.

**LINDA AUSTIN
CHAIR, BOARD OF DIRECTORS
SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

ATTEST:

**AMY SIMPSON
DISTRICT BOOKKEEPER/SECRETARY**

APPROVED AS TO FORM:

**GILBERT A. TRUJILLO
DISTRICT COUNSEL**

CONTENTS:

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

EXHIBIT A RESOLUTION NO. 2018-392

Account	Budget Including Prior Adjustments	DECREASE	INCREASE	Recommended Budget
19-6030 Plant Operators	595,000		70,300	665,300
19-6040 Secretary/Bookkeeper	59,000		10,000	69,000
19-6060 State Retirement	60,000		14,000	74,000
19-6075 Medical Reimbursement	5,000		1,000	6,000
19-6085 Temporary Labor Services	10,000		12,000	22,000
19-7013 Communications - Telephone	9,500		1,000	10,500
19-7025 Employee Uniforms	11,000		1,000	12,000
19-7068 Permits/Fees/License	25,000		10,000	35,000
19-7070 Prof Serv-Outside Counsel/Litigation	80,000		9,000	89,000
19-7071 Prof Serv-Attorney Fee	96,000		62,000	158,000
19-7075 Prof Serv-Board Member	5,500		2,200	7,700
19-7076 Prof Serv-Human Resources	20,000		35,000	55,000
19-7077 Prof Serv-Engineering	150,000		66,000	216,000
19-7078 Prof Serv-Chemical Analysis	13,000		13,600	26,600
19-7083 Prof Serv-Fiscal Services	12,000		22,000	34,000
19-7085 Solids Handling (Include Digester Cleaning)	65,000		40,000	105,000
19-7091 Utility-Electric	150,000		30,000	180,000
19-7092 Utility-Gas	10,000		4,200	14,200
19-7093 Utility-Rubbish	7,000		6,000	13,000
19-7094 Utility-Water	1,500		1,300	2,800
19-8020 Gas & Oil	5,000		3,400	8,400
19-8050 Plant Chemicals	185,000		35,000	220,000
19-8077 Contingency	100,000	(100,000)		-
SubTotal Fund 19		(100,000)	449,000	349,000
20-7080 Redundancy Project Contract with K/J	1,700,000	(386,300)		1,313,700
20-7096 Cogen EISA	37,500		37,300	74,800
Sub Total Fund 20		(386,300)	37,300	(349,000)
Total Adjustments		(486,300)	486,300	-

SO SAN LUIS OBISPO CO SANITATION DISTRICT - OPERATING(19)
Profit & Loss Budget vs. Actual
July 2017 through March 2018

	<u>Jul '17 - Mar 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
19-4015 Arroyo Grande Serv	1,601,876.11	2,210,000.00	-608,123.89	72.48%
19-4022 Grover Beach Servi	1,243,615.95	1,643,000.00	-399,384.05	75.69%
19-4035 Oceano Services				
Prior Year	68,603.43			
19-4035 Oceano Services	533,919.92	736,000.00	-202,080.08	72.54%
Total 19-4035 Oceano Servic	602,523.35	736,000.00	-133,476.65	81.87%
19-4040 Other Service Incom	5,752.79	8,000.00	-2,247.21	71.91%
19-4045 School Services	35,019.19	5,000.00	30,019.19	700.38%
Suspense	-0.04			
Total Income	3,488,787.35	4,602,000.00	-1,113,212.65	75.81%
Gross Profit	3,488,787.35	4,602,000.00	-1,113,212.65	75.81%
Expense				
19-6010 Medical Insurance				
19-6010 Administrative Fe	700.00			
19-6010 Retiree Med Insur	34,722.72			
19-6010 Medical Insuranc	123,345.47	210,000.00	-86,654.53	58.74%
Total 19-6010 Medical Insura	158,768.19	210,000.00	-51,231.81	75.6%
19-6025 Dental Insurance	5,932.59	9,000.00	-3,067.41	65.92%
19-6030 Plant Operators	571,898.77	595,000.00	-23,101.23	96.12%
19-6035 Student Interns	0.00	5,000.00	-5,000.00	0.0%
19-6040 Secretary/Bookkeep	52,885.49	59,000.00	-6,114.51	89.64%
19-6045 District Administratc	76,446.03	104,200.00	-27,753.97	73.37%
19-6050 S.S. & Medicare	51,690.90	63,000.00	-11,309.10	82.05%
19-6055 State Disability Insu	2,193.30	3,500.00	-1,306.70	62.67%
19-6060 State Retirement	59,834.34	60,000.00	-165.66	99.72%
19-6065 Unfunded Liability	50,162.00	45,000.00	5,162.00	111.47%
19-6075 Medical Reimburse	5,042.15	5,000.00	42.15	100.84%
19-6080 Workers Compensa	27,716.84	72,000.00	-44,283.16	38.5%
19-6085 Temporary Labor Se	16,241.64	10,000.00	6,241.64	162.42%
19-6090 Payroll Process Fee	2,838.35	3,500.00	-661.65	81.1%
19-6095 Unemployment Ren	4,973.16	8,000.00	-3,026.84	62.17%
19-7005 Advert/Legal&Recru	3,536.83	30,000.00	-26,463.17	11.79%
19-7011 Communications				
Alarm	740.92			
Web Hosting	966.58			
19-7011 Communications	-166.73	2,000.00	-2,166.73	-8.34%
Total 19-7011 Communicati	1,540.77	2,000.00	-459.23	77.04%
19-7013 COMMUNICATIONS	8,569.03	9,500.00	-930.97	90.2%
19-7014 COMM-Cell Phone	1,101.67	2,500.00	-1,398.33	44.07%
19-7015 Off. Equi/Computer	1,171.69	15,000.00	-13,828.31	7.81%
19-7025 Employee Uniforms	9,960.86	11,000.00	-1,039.14	90.55%
19-7032 Equip Rental Other	2,271.19	5,000.00	-2,728.81	45.42%
19-7040 Admin. Office Space	8,430.42	12,000.00	-3,569.58	70.25%
19-7043 Ins, Liability/Auto	31,411.20	30,000.00	1,411.20	104.7%
19-7050 Membships/Semina	9,017.12	20,000.00	-10,982.88	45.09%
19-7055 Prof. Certs/Licenses	1,192.50	3,000.00	-1,807.50	39.75%
19-7062 Prof Serv.-Electricia	1,080.00	20,000.00	-18,920.00	5.4%
19-7065 Source Ctrl Program				
Public Outreach	1,464.54	5,000.00	-3,535.46	29.29%
19-7065 Source Ctrl Prog	2,499.37			
Total 19-7065 Source Ctrl Pr	3,963.91	5,000.00	-1,036.09	79.28%
19-7066 RWQCB ACL Fine	221,962.56	222,000.00	-37.44	99.98%
19-7067 Training	5,105.70	10,000.00	-4,894.30	51.06%
19-7068 Permits/Fees/Licen:	34,449.17	25,000.00	9,449.17	137.8%
19-7069 LAFCO Budget Sha	13,727.97	13,000.00	727.97	105.6%
19-7070 Prof Svcs - Out.Cou	88,055.67	80,000.00	8,055.67	110.07%
19-7071 Prof Serv-Attorney	128,075.50	96,000.00	32,075.50	133.41%
19-7072 Prof Serv - Auditing	0.00	17,000.00	-17,000.00	0.0%

SO SAN LUIS OBISPO CO SANITATION DISTRICT - OPERATING(19)
Profit & Loss Budget vs. Actual
July 2017 through March 2018

	<u>Jul '17 - Mar 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
19-7073 Prof Serv - AG Billir	17,083.75	22,000.00	-4,916.25	77.65%
19-7074 Prof Serv - Oceano	6,335.69	10,000.00	-3,664.31	63.36%
19-7075 Prof Serv - Brd Men	5,827.41	5,500.00	327.41	105.95%
19-7076 Prof Serv- H R Service				
0812 - Human Resources	37,987.86			
19-7076 Prof Serv- H R Se	8,273.04	20,000.00	-11,726.96	41.37%
Total 19-7076 Prof Serv- H R	46,260.90	20,000.00	26,260.90	231.31%
19-7077 Prof Serv-Engineeri	180,515.76	150,000.00	30,515.76	120.34%
19-7078 Prof Serv-Chem Ana	21,631.31	13,000.00	8,631.31	166.4%
19-7079 Prof Serv-Records M	0.00	5,000.00	-5,000.00	0.0%
19-7080 Prof Serv - AGP Vide	11,845.00	14,000.00	-2,155.00	84.61%
19-7081 Prof Serv-GB Bill	9,342.50	22,000.00	-12,657.50	42.47%
19-7082 Prof. Serv.-Comp. S	8,474.30	15,000.00	-6,525.70	56.5%
19-7083 Prof Serv-Fiscal Ser	30,720.00	12,000.00	18,720.00	256.0%
19-7085 Solids Handling	90,815.63	65,000.00	25,815.63	139.72%
19-7086 Brine Disposal Sam	115.00	4,000.00	-3,885.00	2.88%
19-7088 Prof Serv-Strat Plan	0.00	13,000.00	-13,000.00	0.0%
19-7091 Util-Elec	141,544.82	150,000.00	-8,455.18	94.36%
19-7092 Util-Gas	10,353.89	10,000.00	353.89	103.54%
19-7093 Util-Rubbish	12,014.12	7,000.00	5,014.12	171.63%
19-7094 Util-Water	2,262.37	1,500.00	762.37	150.83%
19-7095 Zone 1/1A Agreeeme	30,099.38	30,000.00	99.38	100.33%
19-8010 Capital Equipment				
16-A2-01 Moyno Sludge P	13,000.00			
16-A2-02 (2) Var. Freq. Dri	4,807.12			
17-A2-01 Clarifier#1 Sludg	0.00	7,000.00	-7,000.00	0.0%
17-A2-02 Effluent Pmp #2	0.00	12,500.00	-12,500.00	0.0%
17-A2-03 FFR Blower #1	0.00	5,250.00	-5,250.00	0.0%
17-A2-04 FFR Blower #2	0.00	5,250.00	-5,250.00	0.0%
17-A2-05 Parshall Flume F	0.00	5,500.00	-5,500.00	0.0%
17-A2-06 Primary #2 Sludg	0.00	20,000.00	-20,000.00	0.0%
17-A2-07 Shed for Emerg	0.00	5,000.00	-5,000.00	0.0%
17-A2-08 Sodium Bisulf T	0.00	10,000.00	-10,000.00	0.0%
19-8010 Capital Equipme	0.00	0.00	0.00	0.0%
Total 19-8010 Capital Equip	17,807.12	70,500.00	-52,692.88	25.26%
19-8020 Gas & Oil	9,019.49	5,000.00	4,019.49	180.39%
19-8030 Equipment Maint-Reg				
16-A1-09 Centrifuge	1,985.34			
16-A1-14 Flare	5,418.00			
16-A1-16 Flow Chart Repa	483.16			
16-A1-18 Front Loader	256.72			
16-A1-25 Secondary Clarif	1,696.02			
16-A1-27 Sludge/Water Va	1,228.36			
16-A1-29 Unschedule Mai	5,103.62			
17-A1-01 Amiad Filters	0.00	1,500.00	-1,500.00	0.0%
17-A1-02 Boiler	7,491.76	3,000.00	4,491.76	249.73%
17-A1-03 Cart Tires	106.77	5,000.00	-4,893.23	2.14%
17-A1-04 CCT Rising Sterr	0.00	7,500.00	-7,500.00	0.0%
17-A1-05 Centrifuge	27,322.92	23,000.00	4,322.92	118.8%
17-A1-06 Centrifuge Auge	5,681.60	10,000.00	-4,318.40	56.82%
17-A1-07 Chemical Feed P	0.00	2,000.00	-2,000.00	0.0%
17-A1-08 Chemical Feed E	0.00	2,000.00	-2,000.00	0.0%
17-A1-09 CCT Chloride/Bi	0.00	5,000.00	-5,000.00	0.0%
17-A1-10 Plant Degenerati	0.00	5,000.00	-5,000.00	0.0%
17-A1-11 Elec Conductor l	0.00	5,500.00	-5,500.00	0.0%
17-A1-12 Elec Equip Repla	0.00	7,500.00	-7,500.00	0.0%
17-A1-13 Flare	0.00	4,000.00	-4,000.00	0.0%
17-A1-14 Flow Calibration	0.00	2,000.00	-2,000.00	0.0%
17-A1-15 Flow Chart Repa	0.00	2,000.00	-2,000.00	0.0%
17-A1-16 Forklift	0.00	2,000.00	-2,000.00	0.0%
17-A1-17 Front Loader	1,356.98	4,000.00	-2,643.02	33.93%

SO SAN LUIS OBISPO CO SANITATION DISTRICT - OPERATING(19)
Profit & Loss Budget vs. Actual
July 2017 through March 2018

	<u>Jul '17 - Mar 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
17-A1-18 Heat Exchanger	0.00	1,000.00	-1,000.00	0.0%
17-A1-19 Moyno Pumps	0.00	4,000.00	-4,000.00	0.0%
17-A1-20 Plant Storm Drain	0.00	3,000.00	-3,000.00	0.0%
17-A1-21 Primary Clarifier	0.00	3,000.00	-3,000.00	0.0%
17-A1-22 Sludge Mixing Pump	0.00	1,000.00	-1,000.00	0.0%
17-A1-23 Sludge Water Valve	0.00	20,000.00	-20,000.00	0.0%
17-A1-24 Emergency Main	1,262.06	2,000.00	-737.94	63.1%
17-A1-25 Emergency Main	1,526.34	2,000.00	-473.66	76.32%
17-A1-26 Tree Line Maintenance	0.00	5,000.00	-5,000.00	0.0%
17-A1-27 Unexpected Maintenance	12,024.08	10,000.00	2,024.08	120.24%
17-A1-28 Laboratory Calibration	2,042.16	4,000.00	-1,957.84	51.05%
19-8030 Equipment Maintenance	0.00	0.00	0.00	0.0%
Total 19-8030 Equipment Maintenance	74,985.89	146,000.00	-71,014.11	51.36%
19-8032 Automotive Maintenance	1,533.59	5,000.00	-3,466.41	30.67%
19-8035 Household Expenses	2,286.80	5,000.00	-2,713.20	45.74%
19-8040 Lab Supplies	5,943.40	10,000.00	-4,056.60	59.43%
19-8045 Office Supplies & Expenses	5,841.72	8,000.00	-2,158.28	73.02%
19-8050 Plant Chemicals	169,754.55	185,000.00	-15,245.45	91.76%
19-8055 Small Tools	16.85	3,500.00	-3,483.15	0.48%
19-8056 Safety Supplies	2,144.72	8,000.00	-5,855.28	26.81%
19-8060 Structure Maintenance-Required	11,213.27	25,000.00	-13,786.73	44.85%
19-8061 Struct Maint - Major	35,613.96	100,000.00	-64,386.04	35.61%
19-8077 Contingency	0.00	100,000.00	-100,000.00	0.0%
Total Expense	2,622,650.70	3,120,200.00	-497,549.30	84.05%
Net Ordinary Income	866,136.65	1,481,800.00	-615,663.35	58.45%
Other Income/Expense				
Other Income				
19-4005 Fund Balance Available	0.00	0.00	0.00	0.0%
19-4050 Brine Disposal Service	201,364.42	300,000.00	-98,635.58	67.12%
19-4055 Lease (AT&T)	2,395.71	2,200.00	195.71	108.9%
19-5015 Interest	16,184.26	10,000.00	6,184.26	161.84%
19-5023 FOG Reimbursement	640.00	750.00	-110.00	85.33%
19-8079 Transfer to Replacement	-947,200.00	947,200.00	-1,894,400.00	-100.0%
19-8085 Wallace Restitution	18,097.70			
19-8095 SDRMA (J. Clemons)	15,000.00			
Total Other Income	-693,517.91	1,260,150.00	-1,953,667.91	-55.04%
Net Other Income	-693,517.91	1,260,150.00	-1,953,667.91	-55.04%
Net Income	172,618.74	2,741,950.00	-2,569,331.26	6.3%

So San Luis Obispo Co Sanitation District
Profit & Loss Budget vs. Actual
July 2017 through March 2018

	<u>Jul '17 - Mar 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
20-4010 AG Connections	56,924.00	30,000.00	26,924.00	189.75%
20-4020 GB Connections	24,402.44	30,000.00	-5,597.56	81.34%
20-4030 OCSD Connections	14,849.00	6,000.00	8,849.00	247.48%
20-4040 Grant Money Recy. Water	0.00	75,000.00	-75,000.00	0.0%
20-5015 Interest Income	19,644.86	12,000.00	7,644.86	163.71%
Total Income	<u>115,820.30</u>	<u>153,000.00</u>	<u>-37,179.70</u>	<u>75.7%</u>
Expense				
20-7080 Redundancy Project				
20-7080 Engineering Support	226,207.73			
20-7080 Redundancy Project - Othe	0.00	1,700,000.00	-1,700,000.00	0.0%
Total 20-7080 Redundancy Project	<u>226,207.73</u>	<u>1,700,000.00</u>	<u>-1,473,792.27</u>	<u>13.31%</u>
20-7090 Water Recycling Study	2,583.35			
20-7094 MOU w/Pismo Joint EIR	0.00	127,500.00	-127,500.00	0.0%
20-7096 Cogen EISA	74,796.60	37,500.00	37,296.60	199.46%
20-8010 Capital Equip/SCADA	0.00	0.00	0.00	0.0%
Total Expense	<u>303,587.68</u>	<u>1,865,000.00</u>	<u>-1,561,412.32</u>	<u>16.28%</u>
Net Ordinary Income	<u>-187,767.38</u>	<u>-1,712,000.00</u>	<u>1,524,232.62</u>	<u>10.97%</u>
Net Income	<u>-187,767.38</u>	<u>-1,712,000.00</u>	<u>1,524,232.62</u>	<u>10.97%</u>

So San Luis Obispo Co Sanitation District - 26(Replacement)
Profit & Loss Budget vs. Actual
July 2017 through March 2018

	<u>Jul '17 - Mar 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
26-4005 Beginning Fund Balance	0.00	240,000.00	-240,000.00	0.0%
26-5040 Transfer from funds	947,200.00	947,200.00	0.00	100.0%
Total Income	<u>947,200.00</u>	<u>1,187,200.00</u>	<u>-240,000.00</u>	<u>79.78%</u>
Expense				
26-8015 Trunk Sewer Maintenanc	0.00	175,000.00	-175,000.00	0.0%
26-8061 Struct/Grnds Maint-Maj	0.00	0.00	0.00	0.0%
26-8065 Struct/Grnds Repl&Imp				
16-B1-01 AG Sewer Bridge				
Engineering Support	2,887.50			
16-B1-01 AG Sewer Bridge - Other	780.00			
Total 16-B1-01 AG Sewer Bridge	<u>3,667.50</u>			
16-B1-05 Diesel Fuel Tank	14,872.12			
16-B1-06 Digester Glass	15,999.36			
16-B1-09 Lab Furnace	3,000.00			
16-B1-10 Lab Media Dispenser	361.08			
16-B1-11 Headworks Improvements				
Engineering Support	16,030.59			
16-B1-11 Headworks Improvements - Otl	2,279.73			
Total 16-B1-11 Headworks Improvements	<u>18,310.32</u>			
17-B1-01 AG Sewer Bridge				
Engineering Support	286,167.50	10,000.00	276,167.50	2,861.68%
17-B1-01 AG Sewer Bridge - Other	0.00	280,200.00	-280,200.00	0.0%
Total 17-B1-01 AG Sewer Bridge	<u>286,167.50</u>	<u>290,200.00</u>	<u>-4,032.50</u>	<u>98.61%</u>
17-B1-02 Primary Digester #1 CI				
Centrifuge Rental	149,980.00	100,000.00	49,980.00	149.98%
Engineering Support	15,287.11	20,000.00	-4,712.89	76.44%
17-B1-02 Primary Digester #1 CI - Other	233,558.90	300,000.00	-66,441.10	77.85%
Total 17-B1-02 Primary Digester #1 CI	<u>398,826.01</u>	<u>420,000.00</u>	<u>-21,173.99</u>	<u>94.96%</u>
17-B1-04 Biosolids Handling	2,516.04	40,000.00	-37,483.96	6.29%
17-B1-06 Security System	0.00	5,000.00	-5,000.00	0.0%
17-B1-07 Primary Dig. #1 Repair	34,257.10	666,200.00	-631,942.90	5.14%
17-B2-01 Fisher Sci Iso Fridge	2,367.84	4,000.00	-1,632.16	59.2%
17-B2-02 ASKO Dishwasher-Steel	0.00	10,000.00	-10,000.00	0.0%
17-B2-03 Fisher Sci Incubator	0.00	3,500.00	-3,500.00	0.0%
17-B2-04 HACH Turbidimeter	0.00	3,000.00	-3,000.00	0.0%
17-B2-05 IEC Centrifuge	0.00	4,500.00	-4,500.00	0.0%
17-B2-06 Media Dispenser	0.00	2,000.00	-2,000.00	0.0%
17-B2-07 CHAUS Adventure Scale	0.00	3,000.00	-3,000.00	0.0%
17-B2-08 Precisa Scale	0.00	6,500.00	-6,500.00	0.0%
17-B2-09 Teledyne ISCO Sampler	0.00	6,500.00	-6,500.00	0.0%
17-B2-10 Thelco Laboratory Oven	0.00	5,000.00	-5,000.00	0.0%
17-B2-11 Thermolyne-Furnace	0.00	6,500.00	-6,500.00	0.0%
17-B2-12 YSI Dissolved Ox Meter	0.00	2,500.00	-2,500.00	0.0%
26-8065 Struct/Grnds Repl&Imp - Other	0.00	0.00	0.00	0.0%
Total 26-8065 Struct/Grnds Repl&Imp	<u>780,344.87</u>	<u>1,478,400.00</u>	<u>-698,055.13</u>	<u>52.78%</u>
Total Expense	<u>780,344.87</u>	<u>1,653,400.00</u>	<u>-873,055.13</u>	<u>47.2%</u>
Net Income	<u>166,855.13</u>	<u>-466,200.00</u>	<u>633,055.13</u>	<u>-35.79%</u>



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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

STAFF REPORT

Date: May 2, 2018
To: Board of Directors
From: 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 May 2, 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.

At the Board meeting of April 18, 2018, the Board provided comments up to page 7020-1 of the PPM. The Board is poised to proceed with review of the PPM starting with page 7020-1.



State Water Resources Control Board

NOTICE OF COMPLETION

April 9, 2018

Mr. Rick Sweet
General Manager
South San Luis Obispo County Water District
P.O. Box 339
Oceano, Ca 93475

Dear Mr. Sweet:

WATER RECYCLING FUNDING PROGRAM (WRFP); SOUTH SAN LUIS OBISPO COUNTY WATER DISTRICT; PROJECT NO. 3324-010; CONTRACT NO. 14-673-550

Congratulations on the completion of your planning project.

Your Request for Disbursement Number 1 dated December 20, 2017, was your final payment. The remaining balance of \$6,226 will be disencumbered and unavailable for further use.

Per your Finance Agreement, your agency is required to retain records a minimum of 36 years from the date of Project Completion for audit purposes.

If you have any questions, please contact me at (916)445-5124 or Joseph.Escobar@waterboards.ca.gov.

Sincerely,

Joseph Escobar
CWSRF Program Analyst
Division of Financial Assistance
State Water Resources Control Board

For more information, contact THOMAS HOWARD, EXECUTIVE OFFICER

1001 I Street, Sacramento, CA 95814 | Mailing Address: P.O. Box 100, Sacramento, CA 95812-0100 | www.waterboards.ca.gov

