



**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, June 20, 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 May 16, 2018 - Amended**
- 5C. Approval of Meeting Minutes of June 6, 2018**
- 5D. Approval of Meeting Minutes of June 14, 2018**

6. ACTION ITEMS:

6A. TECHNICAL CONSULTANTS AND PLANT OPERATIONS REPORT

Recommendation: Receive and File.

6B. CANCELLATION OF JULY 4, 2018 BOARD OF DIRECTORS MEETING

Recommendation: That the Board of Directors cancel the regularly scheduled meeting of July 4, 2018 due to Independence Day.

7. MISCELLANEOUS ITEMS:

7A. Written Communications

- 1. Letter to Michael S. Frye, San Luis Obispo County District Attorney's Office, Public Integrity Unit, Re: April 7, 2018 Brown Act Violation Warning.**

8. BOARD MEMBER COMMUNICATIONS:

9. CLOSED SESSION:

(A) PERFORMANCE EVALUATION
Title: District Counsel

(B) CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (one case)

10. ADJOURNMENT

If approved by the Board of Directors, the next regularly scheduled meeting of July 4, 2018 is CANCELLED. Therefore, the next regularly scheduled Board Meeting will be held on July 18, 2018, 6:00 pm at the Grover Beach City Hall Chambers, 154 South 8th Street, Grover Beach, California 93433

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
WARRANT REGISTER
06/20/2018 FY 2017/18

VENDOR	BUDGET LINE ITEM	DETAIL	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
ABALONE COAST ANALYTICAL	CHEMICAL ANALYSIS	3223; 3248; 3460A	062018-3036	7078	195.00	195.00
AGP VIDEO	PROF-SERV AGP VIDEO	MAY 2; MAY 16	3037	7080	1,335.00	1,335.00
ALLIED ADMINISTRATORS	DENTAL INSURANCE	JULY	3038	6025	574.84	574.84
ANDRITZ	CENTRIFUGE	8480081951	3039	A1-05	643.84	643.84
ARAMARK	UNIFORMS	7973; 4103; 2440; 9602	3040	7025	931.31	931.31
AT&T	COMMUNICATIONS - TELEPHONE	MAY 25 - JUNE 24	3041	7013	255.64	255.64
BANK OF THE WEST	OFFICE SUPPLIES	MAY	3042	8045	356.85	967.19
	OFFICE EQUIPMENT	MAY		7015	270.70	
	ADVERTISEMENT/RECRUITMENT	MAY		7005	125.29	
	TRAINING	MAY		7067	50.00	
	WEBSITE	MAY		7082	164.35	
CENTRAL COAST TECHNOLOGY	PROF-SERV COMPUTER SUPPORT	JUNE	3043	7082	493.43	493.43
CHARTER	COMMUNICATIONS	6/29/2018-07/28/18	3044	7011	381.33	381.33
CHERRY LANE NURSERY	TREE LINE MAINTENANCE	4300	3045	A1-26	387.86	387.86
CULLIGAN/CCWT	EQUIPMENT RENTAL	JUNE	3046	7032	60.00	60.00
ENGEL & GRAY, INC.	BIOSOLIDS HANDLING	85X00012	3047	7085	4,335.41	4,335.41
EVERYWHERE RIGHT NOW, INC.	WEBSITE	JUNE	3048	7082	100.00	100.00
FARM SUPPLY	TREE LINE MAINTENANCE	56145	3049	A1-26	109.80	109.80
FERGUSON ENTERPRISES, INC.	STRUCTURE MAINTENANCE	6100414	3050	8060	235.12	235.12
FLUID RESOURCE MANAGEMENT	DIGESTER NO. 1 REHAB	C17143	3051	B1-07	95,108.51	95,108.51
FGL	CHEMICAL ANALYSIS	880776A; 881170A	3052	7078	185.00	185.00
GILBERT TRUJILLO, ESQ.	LEGAL COUNSEL	APRIL; MAY	3053	7071	10,627.50	10,627.50
GLENN BURDETTE	PROF.- SERV. AUDITING	171530	3054	7072	6,000.00	6,000.00
GRAINGER	EQUIPMENT MAINTENANCE	9810164633	3055	A1-27	482.28	482.28
HACH	LAB SUPPLIES	10961812	3056	8040	64.00	64.00
HARDY DIAGNOSTICS	LAB SUPPLIES	1958007	3057	8040	350.03	350.03
JB DEWAR	FUEL	875168	3058	8020	210.96	210.96
JUSTIFACTS	ADVERTISEMENT/RECRUITMENT	282157	3059	7005	346.00	346.00
KENNEDY/JENKS	REDUNDANCY	122112	3060	20-7080	81,305.00	81,305.00
MINERS	HOUSEHOLD SUPPLIES	MAY	3061	8035	340.99	340.99
MKN & ASSOCIATES, INC.	BIOSOLIDS HANDLING FACILITY	4331; 4430	3062	17-B1-04	4,858.23	16,992.91
	DIGESTER NO. 1 REHAB	4332; 4431		17-B1-07	5,839.01	
	DIGESTER NO. 1 VALVE REPLACE	4463		17-B1-07	4,928.17	
	HEADWORKS	4330		16-B1-11	330.00	
	REDUNDANCY	4352		20-7080	1,037.50	
OCSD	UTILITIES - WATER	03/18/18-05/18/18	3063	7094	603.44	603.44
OILFIELD ENVIRON. & COMPLIANCE	CHEMICAL ANALYSIS	1801620	3064	7078	45.00	45.00
PACE DS	CENTRIFUGE RENTAL	U-28-035	3065	B1-02	15,500.00	15,500.00
PAUL J. KARP	ENGINEERING	5/16/18-6/14/18	3066	7077	11,418.00	11,418.00
PG&E	ELECTRICITY	05/09/18-06/07/18	3067	7091	18,155.80	18,155.80
POLYDYNE INC.	PLANT CHEMICALS	1247485	3068	8050	7,034.53	7,034.53
READY REFRESH	HOUSEHOLD SUPPLIES	18E0012917373	3069	8035	124.99	124.99
REGIONAL GOVT. SERVICES	PROF. - SERV. H.R.	8486	3070	7076	493.50	493.50
RICHARD SWEET, P.E.	ENGINEERING	05/01/18-06/11/18	3071	7077	17,430.00	17,430.00
RINCON CONSULTANTS	REDUNDANCY	3970; 5333	3072	20-7080	6,673.50	6,673.50
SO CAL GAS	UTILITIES - GAS	04/30/18-05/30/18	3073	7092	2,442.42	2,442.42
SOUTH COUNTY SANITARY	RUBBISH	6081644; 6083838	3074	7093	962.77	962.77
SPRINT	COMMUNICATIONS - CELL PHONE	MAY 04- JUNE 03	3075	7014	221.17	221.17
STANLEY SECURITY	ALARMS	15565335; JULY	3076	7011	170.25	170.25
STATE FUND COMP. INSURANCE	INSURANCE	JUNE	3077	7043	3,595.00	3,595.00
THE TRIBUNE	ADVERTISEMENT/RECRUITMENT	PUBLIC HEARINGS	3078	7005	471.90	471.90
UNITED STAFFING	TEMPORARY LABOR	06/03/2018	3079	6085	1,052.64	1,052.64
USA BLUEBOOK	PRIMARY CLARIFIER	582069	3080	A1-21	293.11	293.11
VWR	LAB SUPPLIES	8082535908; 8082539490	3081	8040	160.12	160.12
SUB TOTAL					\$ 309,867.09	\$ 309,867.09
SSLOCSD	RABOBANK TRANSFER MAY	PAYROLL 04/27; 05/12; 05/25	3082		56,663.45	69,393.32
		CALPERS HEALTH JUNE		6010	8,038.55	
		CALPERS RETIREMENT 05/11; 05/26		6060	4,691.32	
					\$ 69,393.32	\$ 69,393.32
GRAND TOTAL					\$ 379,260.41	\$ 379,260.41

We hereby certify that the demands numbered serially from 062018-3036- to 062018-3082 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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SUMMARY ACTION MINUTES - **AMENDED** Regular Meeting of Wednesday, May 16, 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: Paul J. Karp, Technical Consultant
Keith Collins, District Legal Counsel
Amy Simpson, District Bookkeeper/Secretary

2. PLEDGE OF ALLEGIANCE

Chair Austin led the Pledge of Allegiance.

3. AGENDA REVIEW

The Board agreed to hear Item 6B, the Technical Consultant and Plant Operations report before Item 6A.

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, requested a censure of John Shoals and Mary Lucey, and requested that financial reporting return to the agenda.

Shirley Gibson commented on rate payer's opinions, money, and importance on Board decisions.

Patricia Price and Patty Welsh commented on the rebuttal of Mary Lucey's comments.

Chair Austin closed the Public Comment period.

5. CONSENT AGENDA:

5A. Approval of Warrants

- 5B. **Approval of Meeting Minutes of May 2, 2018**
- 5C. **Approval of Special Meeting Minutes of May 4, 2018**
- 5D. **Approval of Redundancy Project; Kennedy/Jenks (K/J) Contract Amendment; Approval of Resolution No. 2018-393**

Chair Austin opened the Public Comment period.

Julie Tacker commented on the Consent Agenda.

Chair Austin closed the Public Comment period.

Chair Austin clarified that the Minutes should only reflect actions of the Board and not what goes on in the audience.

Motion: Director Nicolls made a motion to approve the Consent Agenda as presented recognizing Resolution No. 2018-393.

Second: Director Hill

Action: Approved unanimously by roll call vote.

6B. Technical Consultants and Plant Operations Report

Technical Consultant Karp presented the Technical Consultants report. He highlighted that the rehab of Digester No. 1 continues and that the concrete has been placed for the Biosolids Handling Facility. Interim Superintendent Jones reported on plant operations. He explained the May 1st violation which was an exceedance of limit for fecal coliform bacteria and said the cause is still unknown. Staff believes it may be due to inconsistencies in the chlorine system and mentioned there is a request in the budget to assess the chlorine system. He also said that the repaired centrifuge auger will be installed once the biosolids slab is complete. Interim Plant Superintendent Jones then spoke on the Air Pollution Control District (APCD) violation and announced that the plan was approved and the District had been released and discharged from any and all claims for civil penalties arising out of that notice of violation.

Director Hill requested a column for actual chlorine usage be added to the Superintendent's report.

Chair Austin opened the Public Comment period.

Julie Tacker, Patty Welsh, Shirley Gibson and Ron Arnoldsen commented on the Technical Consultant and Operations Report.

Chair Austin closed the Public Comment period.

Action: The Board received and filed the report.

6A. PRESENTATION AND APPROVAL OF 2015/16 FINANCIAL AUDIT

Al Eschenbach, Glenn Burdette Attest Corporation, presented the audit. He provided a brief overview of the audit and said that the transition of staff led to the

length of time it took to complete the 2016 audit. He was pleased to announce that the District does have an unqualified opinion this year. He concluded that the general health of the District is strong on an immediate basis. There were three material weakness findings in the 2015/16 Audit. They were capital assets reporting, lack of expertise in financial accounting and reporting, and inadequate segregation of duties. Findings indicate that there can be room for improvement, and that he is satisfied with the cooperation GB has received from District staff.

Chair Austin opened the Public Comment period.

Patty Welsh, Kris Victorine, Julie Tacker, Shirley Gibson, Ron Arnoldsen and Patricia Price all commented on the presentation of the 2016 Financial Audit.

Chair Austin closed the Public Comment period.

Motion: Director Nicolls made a motion to approve and file the 2015/16 Financial Audit.

Second: Director Hill

Action: Approved unanimously for filing.

Chair Austin called for a five minute recess at 7:20 p.m.

6C. DRAFT FISCAL YEAR 2018/2019 BUDGET

Technical Consultant Karp presented the Budget. He provided background on the layout of the spreadsheets and highlighted the Redundancy Project and pointed out that savings will be drawn down to complete design of the project.

The Board agreed to increase the budget proposal for Professional Services-Fiscal Services and decrease the budgets for Professional Services-Strategic Planning, Professional Services-Attorney Fees, Small Tools and Office Supplies and Equipment.

District Bookkeeper/Secretary Simpson clarified that Other Charges seen in Fund 20 is designated for the Memorandum of Agreement (MOA) with City of Pismo for the joint EIR that will be carried over from the current budget.

Chair Austin opened the Public Comment period.

Julie Tacker, Ron Arnoldsen, Patricia Price and Shirley Gibson commented on the 2018/19 budget.

Chair Austin closed the Public Comment period.

Motion: Director Nicolls made a motion to schedule a Public Hearing for the regular meeting of June 06, 2018 to consider the adoption of the final budget for Fiscal Year 2018/19 and directed staff to advertise and notice the Public Hearing.

Second: Director Hill

Action: Approved unanimously

6D. DISCUSSION OF PERSONNEL POLICY MANUAL UPDATES

Chair Austin requested to table Item 6D Discussion of the Personnel Policy Manual Update to the next regularly scheduled meeting.

The Personnel Policy Manual will be brought back at a future meeting and discussion will continue beginning with Section 7042 – Laboratory Technician.

7. MISCELLANEOUS ITEMS

7A. Written Communications

Director Hill requested that the District respond to a letter received from the District Attorney.

8. BOARD MEMBER COMMUNICATIONS

The Board requested that monthly financial reports return to the agenda.

Director Hill encourages the public to go visit the Central Coast Blue pilot project that can be seen at the Pismo Beach wastewater treatment plant. It will be open for the next year and everyone is welcome to call and make an appointment to check it out.

9. CLOSED SESSION:

**PUBLIC EMPLOYEE APPOINTMENT
Title: District Administrator**

Legal Counsel Keith Collins 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 adjourned to Closed Session at 8:28 p.m.

10. RETURN TO OPEN SESSION

The Board returned to open session at 8:44 p.m., with no reportable action from the Closed Session.

Motion: Director Nicolls moved to add an urgency item to the agenda upon learning that the current agreement with the Technical Consultants expires on May 27, 2018, and that the appointment of a new District Administrator is still not and will not be completed before May 27, 2018. The item was to consider an agreement to extend the services of the Technical Consultants.

Second: Director Hill

Action: Approved unanimously.

The matter of the approval of a new agreement with the Technical Consultants was discussed by the Board.

Motion: Director Hill moved to approve the agreement to be effective May 27, 2018, under the same terms of the District's two prior agreements with the Technical Consultants for a term to expire within a day or two after the new District Administrator begins District service, but for no longer than two months. The written document with an effective date of May 27, 2018, is to be executed by the Technical Consultants and the Board Chair as soon as practicable.

Second: Chair Austin

Action: Approved unanimously on a roll call vote.

Director Hill moved for meeting adjournment at 8:48 p.m., Director Nicolls seconded the motion and it was approved unanimously.

10. ADJOURN MEETING

The meeting was adjourned at 8:48 p.m.

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



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SUMMARY ACTION MINUTES Regular Meeting of Wednesday, June 6, 2018

1. CALL TO ORDER AND ROLL CALL

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

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

District Staff: Richard Sweet, Technical Consultant
Keith Collins, District Legal Counsel
Amy Simpson, District Bookkeeper/Secretary

2. PLEDGE OF ALLEGIANCE

Vice Chair Nicolls led the Pledge of Allegiance.

3. AGENDA REVIEW

Technical Consultant Sweet announced that there was a letter received from Julie Tacker after completion and distribution of the agenda packet, and recommended that it be considered with the agenda under Item 7A. Written Communications.

4. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

Vice Chair Nicolls opened the Public Comment period.

Julie Tacker thanked the staff for adding her letter to the agenda and commented on the censure of Director Hill, requested a censure of John Shoals and Mary Lucey, pursuing civil action against former administrator John Wallace and requested the District respond to the letter received from the District Attorney's office.

Shirley Gibson commented on rate payers and non-rate payers.

Ron Arnoldsen asked the Board to consider a civil suit against former administrator John Wallace.

Kris Victorine asked the Board to pursue civil action against former administrator John Wallace and read from the District Bylaws Section 6.2 regarding public comment.

Patty Welsh commented on a public records request she submitted.

Coleen Kubel commented on the importance of public comment.

Vice Chair Nicolls closed the Public Comment period.

The Board requested staff send a response to the District Attorney's office acknowledging receipt of the letter dated April 7, 2018.

5. CONSENT AGENDA:

- 5A. Approval of Warrants**
- 5B. Approval of Special Meeting Minutes of May 11, 2018**
- 5C. Approval of Meeting Minutes of May 16, 2018**
- 5D. Financial Report for April 2018**
- 5E. Notice of Rotation of District Board Meeting Location**

Director White recused herself from Item 5B.

Director Hill provided his comments on the Warrant Register and the Financial Report for April 2018.

Technical Consultant Sweet pointed out that there was a revision to the Warrant Register.

Vice Chair Nicolls opened the Public Comment period.

Julie Tacker, Patty Welsh and Ron Arnoldsen commented on the consent agenda.

Vice Chair Nicolls closed the Public Comment period.

Director Hill requested Item 5C. Minutes of May 16, 2018 be brought back after revision.

Motion: Director Hill made a motion to approve Items 5A, as amended, 5D, and 5E.

Second: Vice Chair Nicolls

Action: Approved unanimously by voice vote.

Item 5C. Minutes of May 16, 2018 were tabled for review and correction.

Motion: Director Hill made a motion to approve Item 5B.

Second: Director Nicolls

Action: Approved 2-0 by voice vote; with 1 recusal.

6A. Technical Consultants and Plant Operations Report

Technical Consultant Sweet presented the Technical Consultants and Plant Operations Report. He highlighted the progress of the Digester Rehab Project, the

Biosolids Handling Facility, the Digester Valve Replacement Project, and the USDA application for financing.

Director Hill provided his comments on the Technical Consultants and Plant Operations Report. He recommended having a future discussion on the proposed Memorandum of Agreement (MOA) with City of Pismo Beach.

Technical Consultant Sweet addressed Director Hill's comments. He noted that MKN had submitted a proposal to evaluate the issue causing high fecal coliform numbers and chlorine usage. He also provided the status of the application for State Financing. He said the items of cultural evaluation and air quality have been reviewed by the staff.

Vice Chair Nicolls opened the Public Comment period.

Julie Tacker commented on the report.

Vice Chair Nicolls closed the Public Comment period.

Action: The Board received and filed the report.

6B. PUBLIC HEARING AND ADOPTION OF RESOLUTION NO. 2018-394 FOR COLLECTING FISCAL YEAR 2018-2019 ANNUAL WASTEWATER CHARGES FOR THE COMMUNITY OF OCEANO THROUGH THE COUNTY PROPERTY TAX ROLL

Technical Consultant Sweet presented this item and noted that there was an updated version of the report provided tonight which includes new connections that were added this year to the Oceano sewer system.

The Board had no questions or comments.

Vice Chair Nicolls opened the public hearing to receive public testimony.

Julie Tacker commented on the boundaries Oceano.

Vice Chair Nicolls closed the public hearing.

Motion: Director Hill made a motion to adopt Resolution No. 2018-394 authorizing the transmittal of the report to the County to collect District wastewater treatment charges from the OCSD service area for Fiscal Year 2018-19 on the County Property Tax Roll.

Second: Director White

Action: Approved unanimously by roll call vote.

6C. PUBLIC HEARING AND ADOPTION OF RESOLUTION NO. 2018-395 APPROVING THE FINAL BUDGET FOR FISCAL YEAR 2018-19

Technical Consultant Sweet presented this item.

Director Hill provided his comments regarding Fund 20.

Vice Chair Nicolls opened the public hearing to receive public input regarding adoption of the Budget for Fiscal Year 2018-19.

Julie Tacker and Ron Arnoldsen commented on the budget.

Vice Chair Nicolls closed the public hearing.

Motion: Director White made a motion to adopt Resolution No. 2018-395 approving the Budget for Fiscal Year 2018-19.

Second: Director Hill

Board discussion ensued about establishing a separate fund to track the funding of the Redundancy Project.

Technical Consultant Sweet referred to the report prepared by Bartle Wells Associates, and said that some of the money from the rate increase is to be used for maintenance projects. He advised the Board to be cautious about isolating funds from being used for maintenance projects and encouraged the Board to put this discussion off until there are actual numbers and a spending time line, which the Bartle Wells Report will provide.

Action: Approved unanimously by roll call vote.

Vice Chair Nicolls called for a ten minute break.

6D. DISCUSSION OF PERSONNEL POLICY MANUAL UPDATES

Technical Consultant Sweet presented this report.

The Board reviewed the Personnel Policy starting with chapter 7042 - Laboratory Technician. They directed staff to correct grammar and spelling and asked for clarification of Appendix D. Code of Conduct, Section 11. The Board completed the review of the Personnel Policy.

Director Hill requested the administrators look at the nepotism policy from other agencies in an effort to reduce verbiage.

7. MISCELLANEOUS ITEMS

7A. Written Communications

1. Letter received from Julie Tacker alleging the District engaged in three violations of the Brown Act.

Technical Consultant Sweet presented this item and made the letter available for public inspection.

Legal Counsel Collins said his firm had reviewed the three allegations and it was their opinion that there was no violation of the Brown Act.

Vice Chair Nicolls opened the public comment period.

Julie Tacker, Shirley Gibson and Kris Victorine commented on this item.

Vice Chair Nicolls closed the public hearing.

8. BOARD MEMBER COMMUNICATIONS

None.

9. CLOSED SESSION:

(A) PUBLIC EMPLOYMENT APPOINTMENT

Title: District Administrator

(B) CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (one case).

Legal Counsel Collins announced Closed Session.

Vice Chair Nicolls opened the Public Comment period.

Julie Tacker commented on Closed Session.

Vice Chair Nicolls closed the Public Comment period.

Director Hill invited the public to stay for the announcement out of Closed Session.

The Board adjourned to Closed Session at 8:23 p.m.

The Board reconvened from closed session at 9:10 p.m.

The Board took action to tentatively appoint Jeremy Ghent as District Administrator. Staff was directed to prepare an employment agreement for approval at a regular meeting tentatively scheduled for June 14, 2018 at 6 p.m.

With regard to initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (one case), the Board took no reportable action.

10. ADJOURN MEETING

The meeting was adjourned at 9:15 p.m.

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



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SUMMARY ACTION MINUTES Regular Meeting of Thursday, June 14, 2018

1. CALL TO ORDER AND ROLL CALL

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

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

District Staff: Richard Sweet, Technical Consultant
Jeremy Ghent, District Administrator
Amy Simpson, District Bookkeeper/Secretary

2. PLEDGE OF ALLEGIANCE

Vice Chair Nicolls led the Pledge of Allegiance.

3. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

Vice Chair Nicolls opened the Public Comment period.

Ron Arnoldsen commented on the value of public commenters.

Vice Chair Nicolls closed the Public Comment period.

4. ACTION ITEMS:

4A. CONSIDERATION OF EMPLOYMENT CONTRACT AND ADOPTION OF RESOLUTION NO. 2018-396; DISTRICT ADMINISTRATOR

Technical Consultant Sweet presented this item and explained the reasoning for scheduling this additional meeting for June. Jeremy Ghent was available for questions.

Vice Chair Nicolls opened the Public Comment period.

Ron Arnoldsen commented on the contract and welcomed Mr. Ghent.

Shirley Gibson welcomed Mr. Ghent and said it is the Board's obligation to move the District forward.

Vice Chair Nicolls closed the Public Comment period.

Motion: Director Hill made a motion to adopt Resolution No. 2018-396, approving the Contract with Jeremy Ghent for District Administrator.

Second: Director White

Action: Approved unanimously by roll call vote.

5. ADJOURNMENT

The meeting was adjourned at 6:09 p.m.

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

DRAFT



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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STAFF REPORT

Date: June 20, 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:*

Capital Projects:

Headworks:

Status: Operational. Significant efforts by the contractor, supplier and MKN Consulting over the last year have resulted in the discharge now meeting District expectations. Work is proceeding on the final punchlist.

Redundancy Project:

Design: On April 18, 2016, the Board approved a design contract with Kennedy/Jenks for this project. In November 2017, the Board approved proceeding with the remaining phases under the contract, including final design without including further consideration to addition of nitrate removal using a membrane bio-reactor (MBR). The bid-ready documents should be complete in February 2019, and the 2½ year construction will begin in the fall of 2019. Financial consultant, Bartle Wells Associates, is advising the District regarding rates and financing. *Kennedy/Jenks submitted the 30% contract drawings and Concept Design Report last week. Staff is presently reviewing the documents in preparation for a meeting with the engineer scheduled for this week at the plant.*

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. *Those items are nearing completion with*

submittal expected within the next two weeks. The bid price for the Redundancy Project construction with the 30% design submittal is estimated at \$17.6 million, and the estimated project cost/funding amount is \$22.8 million. As the design progresses, staff will continue to update Bartle Wells regarding the engineer's projections.

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.

Biosolids Concrete Slab:

This project is required to accommodate a repaired centrifuge. The District is in the final stages of 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. The project is substantially complete. The concrete for the slab is in and the engineer is waiting the results of strength testing.

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. The scaffolding and surface preparation for coatings is underway. The buried valves have been removed. The engineer is checking the integrity of remaining piping prior to installation of the new valves. *The contractor has completed blasting of the interior surfaces of the digester. Work on the internal crack repair and coating the interior roof surfaces is scheduled to commence this week.*

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. Design complete; plans and purchasing strategy are under review by the District.

Programmatic Initiatives:

Human Resources/Personnel Policy Manual (PPM) Update:

All sections of the PPM had been reviewed (including legal input) and updated with significant and comprehensive revisions. The Board considered the update at the meeting of December 6, 2017. *Since that meeting, the Board has been thoroughly reviewing the revision at each of its regular meetings. The Board completed its review of the revised draft PPM at its meeting on June 6, 2018. Staff is now in the process of correcting errors and reviewing Board comments/questions. Staff will bring the final PPM to the Board for approval and adoption at an upcoming meeting.*

Financial Initiative:

The fiscal year 2015-2016 audit was presented to the Board and filed. *The budget for FY 2018-19 was approved at the June 6, 2018 Board meeting, and the Bookkeeper is performing the appropriate follow-up logistics with the County Auditor. The District Auditor has been contacted to ascertain expected completion of the 2016-17 Audit.*

Regional Collaboration:

Central Coast Blue (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 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 provided a presentation on Central Coast Blue at the Board meeting on May 2, 2018.

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 (RWQCB) National Pollutant Discharge Elimination System (NPDES) Permit Renewal:

The District is awaiting a draft of a revised permit from RWQCB 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. That work is ongoing.

Recruitment of District Administrator:

The Board has entered into an employment agreement with Jeremy Ghent. Mr. Ghent is expected to begin work at the District on July 2, 2018.

Recruitment of Laboratory Technician:

Staff, along with the Human Resources Consultant, screened 76 applications to determine the most qualified candidates for the Laboratory Technician position. *After interviews and reference checks, the District is presently negotiating with the top candidate to fill this staff vacancy.*

Upcoming Agenda Items:

- Approval and Adoption (Resolution) of the final draft of the PPM
- Status of Brine Program
- Memorandum of Agreement (MOA) with City of Pismo Beach for Use of District Site for Central Coast Blue (formerly RGSP)
- Year-end Financial Report (FY 2017-18)
- First Quarter Financial Report (FY 2018-19)
- Rules of Decorum

Plant Operations Report

During this reporting period (June 1 – June 14, 2018) the District's facility continues to regularly meet its Permit Limitations as required under the State of California's National Pollution Elimination Discharge (NPDES) Permit issued to the District. *All process values (lab test results) were within permit limits.*

Monthly Plant Data as of June 14, 2018

June 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	2.23	3.3	594	26.5		538	29.3		2	94
High	2.72	4.3	594	26.5		702	31.3		540	250
Average	2.38	3.67	594	26.5	95.5	620	30.3	95.1	91.3	170
June 2017 AVG	2.4	3.7	487	24.2	95	547	31.3	94.3	4.9	210
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.

**Note - Duplicate numbers are due to having limited amount of data to report. Samples were sent to contract labs for analysis and results have not been received. Once results are received, they will be reported.

Operation and Maintenance Projects

- Completed installation of bladder tank and placed back into normal operation.
- Flushed fixed film reactor (FFR).
- Opened and inspected No.1 influent pump.
- Flushed secondary clarifier bug box discharge line to unplug.
- Unplugged primary clarifier No.1 scum hopper.
- Repaired broken reclaim water line.
- Locked out and tagged out both primary sludge pumps and flushed sludge line to prepare for installation of new sludge valve by contractors.
- Removed stainless steel platform in headworks for better access to headworks level sensor.
- Thoma Electric troubleshoot and replaced faulty headworks level sensor.
- Autosys installed new headworks level sensor controller.

Work Orders Completed

- Test ran emergency generator and emergency bypass pump.
- Rinsed secondary clarifier weir, launder, and center ring.
- Rinsed both primary clarifier weirs, launders, and center rings.

Training

- No training to report during this reporting period.

Call Outs

- Multiple call outs due to a faulty headworks level sensor and controller. Both have been replaced and will continue to be monitored.
- On June 7th, 1:11 AM – Reclaim Water Low Pressure. Operator Arias responded and arrived at plant to find a broken reclaim water line. Operator Arias contacted Interim Superintendent Jones for assistance in repairing the reclaim water line. Shut down reclaim water and installed temporary cap to no avail. Bypassed entire reclaim water system with city water until the necessary repairs could be made the following day.



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STAFF REPORT

Date: June 20, 2018
To: Board of Directors
From: Richard Sweet and Paul J. Karp, Technical Consultants
Subject: **CANCELLATION OF JULY 4, 2018 BOARD OF DIRECTORS MEETING**

RECOMMENDATION:

That the Board of Directors cancel the regularly scheduled Board meeting of July 4, 2018 due to the Independence Day holiday.

BACKGROUND:

The Board meets twice a month on the first and third Wednesdays. This year, the first regular July meeting of the Board is scheduled for Wednesday, July 4th, a recognized holiday. Due to the closure of the District's office, it is recommended the regular meeting of July 4th be cancelled.

There is no fiscal impact and there will be a savings in staff time.

OPTIONS:

1. Cancel the July 4th Board meeting; or
2. Provide other direction to staff.



JONES & MAYER

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June 12, 2018

Michael S. Frye
San Luis Obispo County District Attorney's Office, Public Integrity Unit
1055 Monterey Street
San Luis Obispo, CA 93408

Re: April 7, 2018 Brown Act Violation Warning

Dear Mr. Frye,

The South San Luis Obispo Sanitation District (the "District") has received your Brown Act violation warning dated April 17, 2018 regarding the April 7, 2018 special meeting of the Board of Directors. In response, the Board issued an unconditional commitment on April 18, 2018 to cease, desist from, and not repeat the challenged past action. Additionally, the Board held another special meeting on May 4, 2018 in full compliance with the Brown Act to reconsider the matters it considered on April 7, 2018. We thank you for your involvement and consider the matter closed.

Very truly yours,

Keith F. Collins, Special Counsel
South San Luis Obispo County Sanitation District

KFC:sf

cc: Rick Sweet, Technical Consultant via email: rick.sweet@comcast.net