



**SOUTH SAN LUIS OBISPO COUNTY
SANITATION DISTRICT**

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

**AGENDA
BOARD OF DIRECTORS MEETING**

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

Wednesday, August 01, 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 July 20, 2018**
- 5C. Financial Review as of June 2018**

6. ACTION ITEMS:

6A. DISTRICT ADMINISTRATOR AND PLANT OPERATIONS REPORT

Recommendation: Receive and File.

6B. REDUNDANCY PROJECT: KENNEDY/JENKS (K/J); PROJECT CHANGE REQUEST (PCR) 7

Recommendation: That the Board of Directors authorize the District Administrator to execute Project Change Request (PCR) 7 to the contract with Kennedy/Jenks (K/J) Consultants to increase the funding allocation for Phases 3, 4, 6, and 7 by \$48,960.

6C. REDUNDANCY PROJECT: KENNEDY/JENKS (K/J); PROJECT CHANGE REQUEST (PCR) 8

Recommendation: That the Board of Directors authorize the District Administrator to execute Project Change Request (PCR) 8 to the contract with Kennedy/Jenks (K/J) Consultants to increase the funding allocation for Phases 3, 4, 6, and 7 by \$167,630.

6D. REDUNDANCY PROJECT: KENNEDY/JENKS (K/J); PROJECT CHANGE REQUEST (PCR) 9

Recommendation: That the Board of Directors authorize the District Administrator to execute Project Change Request (PCR) 9 to the contract with Kennedy/Jenks (K/J) Consultants to increase the funding allocation for Phases 3, 4, 6, and 7 by \$13,780.

7. MISCELLANEOUS ITEMS:

7A. Written Communications: WaterSMART Title XVI Water Reclamation and Reuse Grant Endorsement, Central Coast Blue

8. BOARD MEMBER COMMUNICATIONS:

9. CLOSED SESSION:

(A) CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of Section 54956.9)
One Case: Case No. 18CV-0402 - Carol A. Wolff v. Mathew Robert Dutra;
Duna Vista Mobile Home Park; South San Luis Obispo County Sanitation District; Alexander Keith; Christine Keith

10. ADJOURNMENT

**The next regularly scheduled Board Meeting on August 15, 2018, 6:00 pm at the
Grover Beach City Hall Chambers,
154 South 8th Street, Grover Beach, California**

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
WARRANT REGISTER
08/01/2018 FY 2018/19

VENDOR	BUDGET LINE ITEM	DETAIL	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
ABALONE COAST ANALYTICAL, INC.	LAB SUPPLIES	4313; 3933; 3913	080118-3147	8040	170.00	170.00
AMERICAN BUSINESS MACHINES	OFFICE SUPPLIES & EXPENSE	398571; 399161	3148	8045	535.57	535.57
ARAMARK	UNIFORMS	5361; 2515	3149	7025	500.88	500.88
AT&T	COMMUNICATIONS	7/8-8/7	3150	7013	245.76	245.76
AUTOSYS, INC.	REDUNDANCY	2161	3151	20-7080	1,190.00	5,232.50
	SCADA	2164		20-8010	2,465.00	
	CHLORINE CONTACT TANK	2165		26-8061	1,215.00	
	INFLUENT PUMP	2163		7062	362.50	
BARBARA NICOLLS	BOARD SERVICE	JULY	3152	7075	100.00	100.00
BRENNTAG	PLANT CHEMICALS	BPI854842	3153	8050	5,513.11	5,513.11
CAL WATER ENVIRO. ASSOC.	MEMBERSHIP	JONES	3154	7050	188.00	188.00
CHARTER	COMMUNICATIONS	07/29/18-08/28/18	3155	7013	380.77	380.77
ENVIRO. RESOURCE ASSOC.	CHEMICAL ANALYSIS	871329	3156	7078	1,511.39	1,511.39
FED EX	EQUIPMENT MAINTENANCE	6-250-25267	3157	8030	17.32	17.32
GTS	COMPUTER, GIS & WEBSITE SUPPORT	1490	3158	7082	2,000.00	2,000.00
GRAINGER	SMALL TOOLS	9837569343	3159	8055	86.08	176.75
	HOUSEHOLD SUPPLIES	9837259978		8035	90.67	
HAULAWAY	EQUIPMENT RENTAL	06/14/18-07/11/18	3160	7032	93.80	93.80
I.I. SUPPLY	EQUIPMENT MAINTENANCE	54587	3161	8030	436.31	556.67
	SAFETY SUPPLIES	54586		8056	120.36	
JIM HILL	BOARD SERVICE	JULY	3162	7075	100.00	100.00
KAREN WHITE	BOARD SERVICE	JULY	3163	7075	100.00	100.00
MC MASTER-CARR	DIGESTER REHAB	68029645	3164	26-8061	329.15	329.15
MSI	EQUIPMENT MAINTENANCE	MSI8310	3165	8030	375.33	375.33
PAUL J. KARP	ENGINEERING	6/15/18-7/13/18	3166	7077	7,462.50	7,462.50
PG&E	ELECTRICITY	06/08/18-07/09/18	3167	7091	19,054.86	19,054.86
POLYDYNE INC.	PLANT CHEMICALS	1257968	3168	8050	6,117.54	6,117.54
POOR RICHARDS PRESS	OFFICE SUPPLIES & EXPENSE	283006	3169	8045	130.78	130.78
RINCON CONSULTANTS	REDUNDANCY	5918	3170	20-7080	789.24	789.24
SAFETY KLEEN	EQUIPMENT MAINTENANCE	77157612	3171	8030	403.47	403.47
SAN LUIS POWERHOUSE	EQUIPMENT MAINTENANCE	39830	3172	8030	1,545.00	1,545.00
USA NORTH 811	MEMBERSHIP	ANNUAL PAYMENT	3173	7050	1,391.75	1,391.75
WEST COAST INDUSTRIAL SUPPLY	EQUIPMENT MAINTENANCE	53511; 53512	3174	8030	1,508.10	1,508.10
SUB TOTAL					\$ 56,530.24	\$ 56,530.24
GRAND TOTAL					\$ 56,530.24	\$ 56,530.24

We hereby certify that the demands numbered serially from 080118-3147- to 080118-3174 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 Regular Meeting of Wednesday, July 18, 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: Jeremy Ghent, District Administrator
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

Approved as presented. District Administrator Ghent announced that Item 5B. Warrant Register for Fiscal Year 18/19 had been revised to include an additional warrant.

4. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

Vice Chair Nicolls opened the Public Comment period.

Julie Tacker commented on the censure of Director Hill; requested a censure of John Shoals; correction to statements of Mary Lucey; civil action against former District Administrator John Wallace; the Public Records Act and the Brown Act. She also requested that Board members address questions regarding the Board packet at the meeting so that the public can hear the answers as well.

Shirley Gibson commented on the Boards obligation to the rate payers. She also commented on John Shoals, Mary Lucey and John Wallace.

Kris Victorine commented on a civil suit against former District Administrator John Wallace and read from the Bylaws regarding the public's right to participate in the legislative process.

Coleen Kubel requested civil action against former District Administrator John Wallace.

Vice Chair Nicolls closed the Public Comment period.

5. CONSENT AGENDA:

A revised Item 5B. Warrant Register was distributed.

- 5A. Approval of Warrants FY 17/18**
- 5B. Approval of Warrants FY 18/19 Revised**
- 5C. Approval of Meeting Minutes of June 20, 2018**
- 5D. Notice of Contract Completion; Biosolids Handling Facility Project**
- 5E. Financial Report for May 2018**

Vice Chair Nicolls opened the Public Comment period.

Julie Tacker commented on legal counsel.

Vice Chair Nicolls closed the Public Comment period.

Jim Hill requested the Board have a discussion regarding the Wallace matter.

Motion: Director Hill made a motion to approve the Consent Agenda with Item 5B Revised.

Second: Director White

Action: Approved unanimously by voice vote.

6A. Technical Consultants and Plant Operations Report

Administrator Ghent presented the District Administrator and Plant Operations Report. He highlighted the Central Coast Blue Project and said he had met with Ben Fine, City of Pismo Beach, and two members of the design team from WSC Consulting group. They exchanged project footprints between Kennedy Jenks' Redundancy Project and WSC's Central Coast Blue Project to determine the real estate constraints of the Central Coast Blue Project at the District site. He also announced that on July 9th, Erika Frost, Laboratory Technician, began her employment with the District.

Administrator Ghent presented the Plant Operations report. He reported that there was an exceedance on July 4th and 5th of District permit in regards to fecal coliform. He said he met with a consultant and received some recommendations to prevent this from continuing to occur. He also notified the Board of a spill the County had into the Oceano lagoon. He said the District is collecting the dewatering water and will be submitting an invoice to Granite Construction to recover the cost of assisting in the cleanup.

The Board had a brief discussion regarding the exceedance.

Vice Chair Nicolls opened the Public Comment period.

Julie Tacker commented on the Central Coast Blue Project, the fines associated with the exceedance and the formula to determine the cost of assisting in the cleanup of the lagoon spill.

Vice Chair Nicolls closed the Public Comment period.

Administrator Ghent provided the formula used to recover District costs associated with assisting the County in the cleanup. The formula is annual operating budget divided by annual flow, or \$390 per 100,000 gallons of treated water. He also said that there will be weighted labor costs included in the bill.

Action: The Board received and filed the report.

6B. 2018 CONFLICT OF INTEREST CODE

Administrator Ghent and Legal Counsel Collins presented this item. They said the revisions are minor updated code references. This is a biannual requirement and the changes were simply to reference the correct regulations.

There was no Public Comment on this item.

Motion: Director Hill made a motion to Adopt Resolution 2018-398, and directed staff to process amended Conflict-of-Interest Code with the County no later than October 1, 2018.

Second: Director White

Action: Approved unanimously by roll call vote.

6C. CONSIDERATION OF APPROVAL TO EXECUTE A CONTRACT TO PERFORM PROFESSIONAL AUDITING SERVICES FOR THE DISTRICT'S FY 2016-17, 2017-18 AND 2018-19 FINANCIAL AUDITS

Administrator Ghent presented this item. He said that Technical Consultant Paul Karp had met with Glenn Burdette and during that meeting Glenn Burdette said they were not interested in completing the audit at the bid price and were seeking \$30,000 to perform the upcoming audit. Mr. Karp could not come up with an amicable solution to the new cost so he drafted a staff report and passed it on to Administrator Ghent to present to the Board today.

Vice Chair Nicolls opened the Public Comment period.

Julie Tacker and Kris Victorine commented on issuing a Request for Proposals (RFP) for new auditor.

Vice Chair Nicolls closed the Public Comment period.

The Board had a discussion and agreed they are supportive of Moss, Levy, & Hartzheim (MLH) performing District audits for three years.

Administrator Ghent assured the Board that he would look into the status of the books and would use a Certified Public Accountant (CPA) if necessary to prepare the books prior to the audit.

Motion: Director White made a motion to execute a professional services contract with Moss, Levy & Hartzheim (MLH) to perform the District audit for FY 2016-17, 2017-18, and 2018-19 for an amount of \$9,300, \$9,630 and \$9,970 respectively.

Second: Director Hill

Action: Approved unanimously by roll call vote.

6D. DISCUSSION AND CONSIDERATION OF APPROVAL TO SUBMIT AN APPLICATION FOR MEMBERSHIP OF JEREMY GHENT TO THE SAN LUIS OBISPO COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT ZONE 1 AND 1A ADVISORY COMMITTEE

Administrator Ghent presented this item.

There was no public comment on this item.

Motion: Director Hill made a motion to recommend Mr. Jeremy Ghent as the District's representative, to the San Luis Obispo County Flood Control and Water Conservation District Zone 1 and 1A, Advisory Committee to fill the vacancy of Mr. Karp and directed staff to submit an application to the Board of Supervisors for formal consideration and appointment.

Second: Director White

Action: Approved unanimously by roll call vote.

7. MISCELLANEOUS ITEMS

7A. Written Communications

None.

8. BOARD MEMBER COMMUNICATIONS

Director Hill requested the Board have a discussion to consider the issue of former District Administrator Wallace. Director Nicolls agreed that it is a discussion the Board should have. Director White said she is not interested in seeing this discussion on an agenda.

9. CLOSED SESSION:

(A) CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of Section 54956.9)

One Case: Case No. 18 CV-0402 - Carol A. Wolff v. Mathew Robert Dutra;
Duna Vista Mobile Home Park; South San Luis Obispo County Sanitation
District; Alexander Keith; Christine Keith

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.

The Board adjourned to Closed Session at 7:08 p.m.

The Board reconvened from closed session at 7:28 p.m.

The Board took no reportable action.

10. ADJOURN MEETING

The meeting was adjourned at 7:29 p.m.

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



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STAFF REPORT

Date: August 01, 2018
To: Board of Directors
From: Amy Simpson, District Bookkeeper/Secretary
Via: Jeremy Ghent, District Administrator
Subject: **Financial Review as of June 30, 2018**

Overall Financial Summary

As of June 30, 2018, the District has received total revenues of \$5,341,587. Of this amount, \$5,095,420 are operating revenues. Operating revenues are generated from the collection of wastewater treatment fees. Non-operating revenues as of June 30, 2018 totaled \$246,167 and are detailed in Table "A".

District expenses as of June 30, 2018 totaled \$4,948,462. Operating expenses totaled \$3,298,383. Operating expenses are all expenses in Operating Fund 19. Non-operating expenses are expenses in Expansion Fund 20 and Replacement Fund 26. Non-operating expenses as of June 30, 2018 were \$1,650,080. The majority of the non-operating expenditures were for projects including Redundancy, Digester No. 1 Rehabilitation and the Arroyo Grande Cherry Ave. Sewer Bridge.

As of June 30, 2018 the District revenue exceeds expenses (net income) by \$393,125.

Local Agency Investment Fund

The balance in the District's LAIF account was \$2,464,037 as of June 30, 2018.

County of San Luis Obispo Treasury Pool

As of June 30, 2018, the reconciled cash balance with the County of San Luis Obispo Treasury Pool was \$3,769,006. The County issues the majority of the District's checks. The District's revenues are deposited with the County. As such, the County provides 'banking services' to the District and provides accounting documents utilized for internal control purposes.

Rabobank Funds

At June 30, 2018, the reconciled cash balance in the District's Rabobank account totaled \$199,758. This account has been used to process the District's contracted payroll provider service and CalPers Health and Retirement payments.

Table "A"

<i>UNAUDITED</i>				
	FUND 19 OPERATING	FUND 20 EXPANSION	FUND 26 REPLACEMENT	TOTAL DISTRICT-WIDE
REVENUES - YTD				
OPERATING	4,779,052	-	-	4,779,052
NON-OPERATING				
Connection Fees	-	143,543		143,543
Water Recyc. Reimburse	-	68,623		68,623
Brine Disposal	237,266	-	-	237,266
Lease (At&t)	2,396	-	-	2,396
Interest	42,969	28,779	-	71,747
FOG Reimbursement	640	-	-	640
Other Sales P/Y		5,222		5,222
Wallace Restitution	18,098			18,098
SDRMA	15,000			15,000
TOTAL NON-OPERATING	316,368	246,167	-	562,535
TOTAL REVENUES	5,095,420	246,167	-	5,341,587
EXPENSES - YTD	3,298,383	626,098	1,023,982	4,948,462
TOTAL EXPENSES	3,298,383	626,098	1,023,982	4,948,462
TRANSFERS	(947,200)		947,200	-
NET INCOME (LOSS) - YTD	849,837	(379,931)	(76,782)	393,125
NEW CONNECTIONS				
			FY 2017/18 NUMBER	FY 2017/18 REVENUE
Arroyo Grande			24	74,249
Grover Beach			25	54,445
Oceano			3	14,849
TOTAL NEW DISTRICT CONNECTIONS			52	143,543



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STAFF REPORT

Date: August 1, 2018

To: Board of Directors

From: Jeremy Ghent, District Administrator; Mychal Jones, Interim Plant Superintendent

Subject: **DISTRICT ADMINISTRATOR 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: Project is substantially complete. *Final punchlist corrective work was underway on 7/27/2018. A project Notice of Completion will be forthcoming.*

Redundancy Project:

Design: The bid-ready documents are scheduled for completion 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 3 project change requests. Two of the Project Change Requests have no schedule implications, while the third request will extend the Design Schedule by 10 weeks. If approved Bid Documents would be anticipated for April/May of 2019.*

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. *Project Change Requests submitted show a project cost increase of \$2 million dollars. If approved total project costs will become estimated at \$24.8 million dollars.*

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.

Primary Digester No. 1 Rehabilitation:

Substantial Completion is expected by 8/10/2018.

Raise Manholes to Grade:

District is soliciting quotes for adjusting manholes per MKN's design.

Programmatic Initiatives:

Human Resources/Personnel Policy Manual (PPM) Update:

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. *District Administrator is executing contract at Board direction with Moss Levy & Hartzheim LLP.*

Regional Collaboration:

Central Coast Blue (Regional Groundwater Sustainability Project (RGSP)):

The District Administrator met with the City of Pismo Beach and The CCB project engineer on site at the SSLOCSD Treatment Plant. Discussion was both for background and strategic planning. District agreed to provide the project team with 30% Plans of the Redundancy Project for project site planning. *No Update.*

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.

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 (Received Draft from Pismo 7/13/18)
- Year-end Financial Report (FY 2017-18)
- Rules of Decorum

Plant Operations Report

During this reporting period (July 12th – July 25th) the District's facility met its Permit Limitations as required under the State of California's National Pollution Discharge Elimination System (NPDES) Permit issued to the District.

Monthly Plant Data as of July 15, 2018

July 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	2.27	3.3	374	20.5		380	30.8		2	125
High	2.62	4.6	516	28.8		558	37.3		9,200	281
Average	2.45	3.8	432	26	94	430	33.5	92.2	904	210
July 2017 AVG	2.5	3.9	359	27.9	92.2	452	36.1	92	8.2	231
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.

Fecal Coliform Numbers as of July 24, 2018

Fecal Coliform	2-Jul	22
Fecal Coliform	3-Jul	350
Fecal Coliform	4-Jul	5400
Fecal Coliform	5-Jul	9200
Fecal Coliform	6-Jul	46
Fecal Coliform	9-Jul	2
Fecal Coliform	10-Jul	2
Fecal Coliform	11-Jul	4.5
Fecal Coliform	12-Jul	6.8
Fecal Coliform	13-Jul	170
Fecal Coliform	16-Jul	17
Fecal Coliform	17-Jul	13
Fecal Coliform	18-Jul	49
Fecal Coliform	19-Jul	7.8
Fecal Coliform	20-Jul	23
Fecal Coliform	23-Jul	33
Fecal Coliform	24-Jul	13
Limit		200/2000

*Limit – 200/2000 represent NPDES Permit limits for the running weekly average and instantaneous maximum for fecal coliform bacteria.

Operation and Maintenance Projects

- Checked and marked Underground Service Alerts
- Organized completed Underground Service Alerts and placed into a digital file
- Cleaned Fixed Film Reactor storage and pumping area
- Completed installation of spray bars and nozzles on digester No. 1 sight glasses
- Installed centrifuge auger brackets at centrifuge building to prepare for reinstallation of centrifuge
- Thoma Electric troubleshoot electrical issues with well water tank

Work Orders Completed

- Inspected digester No. 2 vacuum/pressure relief valves
- Rinsed secondary clarifier weir, launder, and center ring
- Completed monthly safety walk
- Inspected water champ and filled with coolant
- Rinse primary clarifier weir, launder, and center ring
- Inspected and greased fixed film reactor exhaust fans
- Inspected and greased fixed film reactor supply fans
- Exercised effluent pumps
- Flushed sodium bisulfite header
- Test run emergency bypass pump
- Test run emergency generator
- De-ragged both primary sludge pumps

Training

- Operations staff reviewed the District's Hazardous Material Business Plan

Call Outs

- No call outs this reporting period



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STAFF REPORT

Date: August 1, 2018
To: Board of Directors
From: Jeremy Ghent, District Administrator
Subject: **REDUNDANCY PROJECT: KENNEDY/JENKS (K/J); PROJECT CHANGE REQUEST (PCR) 7**

RECOMMENDATION:

That the Board of Directors authorize the District Administrator to execute Project Change Request (PCR) 7 to the contract with Kennedy/Jenks (K/J) Consultants to increase the funding allocation for Phases 3, 4, 6, and 7 by \$48,960.

BACKGROUND AND DISCUSSION:

Redundancy Project energy demands were an unknown at project onset. Budget for 500kW additional standby generation was assumed and included in the Opinion of Probable Construction Costs (OPCC). However, design and integration of the additional generator was not included in Kennedy/Jenks original scope of work.

Investigations conducted during the 30% plan development for the WWTP Redundancy Project identified that the existing 600kW generator does not have sufficient capacity to provide standby power to both installed equipment and new equipment added with the Redundancy Project when under full load. District staff met with Kennedy/Jenks on 6/19/2018 to review the findings of the power demand analysis. The District requested the Kennedy/Jenks prepare a Project Change Request to integrate an additional 500kW generator that will work in parallel with the existing generator. The new 500kW generator will provide standby power for essential new equipment added by the Redundancy Project.

There is no project schedule impact from this change request.

Per the District's agreement with Kennedy/Jenks standby power improvements are outside of Kennedy/Jenks original scope of work.

FISCAL CONSIDERATIONS:

The PCR will be funded from budgeted funds for the redundancy project. No project-level budget augmentation is currently being requested.

OUTCOME:

Approval of this change request will ensure that essential plant processes are maintained during power interruptions.

OPTIONS:

1. Authorize staff to execute PCR 7; or
2. Provide further direction to staff.

Attachment: K/J Scope Change/Budget Augmentation Request for PCR 7

Amendment #2 to Agreement for Professional Services

This **Amendment No. 2** (the "Amendment") amends the contract between Kennedy/Jenks Consultants, Inc. (the "Consultant") and South San Luis Obispo County Sanitation District (the "District") dated April 18, 2016 (the "Agreement") to provide services for the project known as Wastewater Treatment Facility (WWTF) Redundancy Project (the "Project"). The work covered by the Amendment will be performed in accordance with the Agreement, its Terms and Conditions and Exhibits attached thereto.

Project Name: WWTF Redundancy Project	Date: 7/10/2018
Client: South San Luis Obispo County Sanitation District	Project No.: 1668009*00

Description of Amendment No. 2

Three project change requests (PCRs) are attached (PCRs 7, 8, 9). The attached PCRs include descriptions of out of scope work requested by the District and budget increases to fund the out of scope work. These PCRs modify the scope of work for the Redundancy Project as described in the attachments and as generally described below:

- **PCR 7** provides for a new 500kW standby generator. It was determined that the existing standby generator was not large enough to provide power to the Redundancy Project improvements while maintaining service to the current facilities
- **PCR 8** provides for rehabilitation of the existing secondary clarifier, including: concrete surface and crack repair, new rapid-sludge removal clarifier mechanism (bridge, weirs, baffles, scum skimmers, sludge collectors), new return activated sludge (RAS) piping, new scum pumps, new RAS pumps, and a new RAS wet pit attached to the clarifier. District staff indicated that the existing clarifier has exceeded its useful life and requires significant rehabilitation work to maintain service.
- **PCR 9** provides for building an Ecology Block wall, located between the sludge dry beds and the perimeter fence. District staff indicated that the wall height should be increased to prevent biosolids from overtopping the fence when they are scooped up with a front end loader.

These improvements were determined to be needed in consultation with District staff during the 30% Design Review meeting for the WWTP Redundancy Project held on 6/19/18. These PCRs have not yet been authorized by the District. This Amendment increases the budget for the Agreement by the amount of the PCRs. Work associated with PCR 8 could add up to 10 weeks to completion of the final design drawings and specifications. PCRs 7 and 9 are not anticipated to impact the design schedule.

Proposed budget changes for the PCRs are shown in the table below.


PCR	Date	Budget Change (+ increase / - deduction)
7	7/9/18	+ \$48,960
8	7/9/18	+ \$167,630
9	7/10/18	+ \$13,780
APPROVED PCR SUBTOTAL		+ \$230,370
CURRENT CONTRACT VALUE		\$2,101,368
CONTRACT VALUE AFTER AMENDMENT NO. 2		\$2,331,738

The District and the Consultant have agreed to change the contract value in Exhibit B of the Agreement to **\$2,331,738** by having their representatives sign below.

Acknowledgement/Authorization

CONSULTANT

DISTRICT

By  7/10/2018
Signature Date

By _____
Signature Date

David Seymour
Type or Print Name

Type or Print Name

Principal
Title

Title

PCR #7

Scope Change/Budget Augmentation Request

This document is notification of the need for additional work that is outside the contractually agreed-upon project scope, due to unforeseen outside factors, client-requested changes, or additions to scope. Effort on the additional work will not proceed until written acknowledgement/authorization is received from client.

Project Name: WWTP Redundancy Project	Date: 7/9/2018
Client: South San Luis Obispo County Sanitation District	Project No.: 1668009*00
Description of Scope Change (refer to correspondence, minutes of meetings, etc.)	
<p>This project change request (PCR) addresses the following:</p> <ol style="list-style-type: none"> 1) PCR 7 – Investigations conducted during the WWTP Redundancy Project design identified that the existing 600kW generator does not have sufficient capacity to provide standby power to both installed equipment and new equipment added with the Redundancy Project when the equipment is run at full load. After consulting with District staff at the 30% design review workshop on 6/19/2018, the District requested that Kennedy/Jenks Consultants provide for a new 500kW generator in the Redundancy Project that will work in parallel with the existing generator. The new 500kW generator would provide standby power for new equipment added with the Redundancy Project. Per the District’s agreement with Kennedy/Jenks Consultants (Agreement, Exhibit A, Assumption #23) standby power improvements are outside of Kennedy/Jenks Consultants current scope of work. <p><u>PCR 7 – Standby Power Upgrades</u></p> <p>Phase 3 – Final Design and Construction Documents</p> <p>Kennedy/Jenks Consultants will design a new standby engine-generator unit, located near the new Blower Building and Aeration Basins. This generator will provide standby power for equipment added with the WWTP Redundancy Project, and work in parallel with the existing generator. The new generator will be a skid-mounted, diesel-fueled engine-generator with an estimated output of 500 kW. The new standby power system shall be provided with the features listed below:</p> <ul style="list-style-type: none"> • A sound-attenuated weather enclosure, exhaust piping, exhaust silencer (critical rating), and mechanical support system • A generator control panel incorporating automatic starting and shutdown controls, alternator monitoring, and alarm outputs • A UL-listed, double-walled, sub-base fuel tank assembly with tank vent piping, fuel piping from tank to engine and engine-mounted fuel pump, and electronic leak detection system. The fuel tank shall have a minimum capacity to allow for 12 hours of unit operation at 100% load. The engine-generator skid shall be mounted on the fuel tank assembly. • A battery starting system, including: batteries, battery rack, and electric-powered charging system • A radiator cooling system • An electric-powered, thermostat-controlled, jacket water heating system • An electric load bank system, if needed, mounted to the unit’s air cooling system • Automatic transfer switch to divert power supply from the electric utility to the standby engine 	

generator on loss of power. Transfer switch will be installed within the electrical room of the Blower Building.

- Reinforced concrete pad with anchorage meeting the requirements of the California Building Code

Phase 4 – Workshops, Project Management, and Quality

Kennedy/Jenks Consultants will provide project management services and quality assurance/quality control reviews for the added scope of work.

Phase 6 – Bid Phase Services

Kennedy/Jenks Consultants will assist the District in applying for an air permit for the new generator. Kennedy/Jenks will prepare an application for a Standby Diesel Engine Permit, and the District will submit this application to the San Luis Obispo County Air Pollution Control Board. Kennedy/Jenks will assist the District with responding to questions on the standby generator, switchgear, and other improvements included in the scope during the bid period.

Phase 7– Office Engineering During Construction

Kennedy/Jenks Consultants will review additional requests for information (RFIs) and submittals associated with the standby generator and switchgear. One (1) additional RFI and two (2) additional submittals are included in this budget.

Assumption(s)

- The District will sign, submit, and pay for the permit application.

Budget Augmentation Request

A project-level budget augmentation is being requested. Please see attached budget breakdown.

Summary of Project Change Request (PCR):

PCR	Date	Summary
7 (Pending)	7/9/2018	Increase Phase 3,4,6,7 budgets by \$48,960.

Detailed fee estimate included as an attachment.

Estimated Effect on Deliverable Schedule (if any)

Not applicable.

Effect on Contract/Authorized Budget

Sufficient budget to cover the scope change request is available in the current project budget, and work can proceed once the change is authorized. A formal request for additional budget will be issued at a later date.

Insufficient budget available in the current contract budget to cover the scope change request. A budget amendment is required prior to proceeding with the additional work.

Originated by: David Seymour, Kennedy/Jenks Consultants	Date: 7/9/2018
Approved by (K/J Project Manager): John Wyckoff, Kennedy/Jenks Consultants	Date: 7/9/2018
Client Acknowledgement/Authorization	
<input type="checkbox"/> Scope Change/Budget Augmentation Request is authorized. A contract amendment to cover additional work will be promptly executed. Proceed with the additional work.	
<input type="checkbox"/> Scope Change/Budget Augmentation Request is authorized. A contract amendment to cover additional work will be executed later if required to cover additional cost.	
<input type="checkbox"/> Scope Change/ Budget Augmentation Request is approved but do not proceed with additional work until a contract amendment is authorized.	
<input type="checkbox"/> Scope Change request is not authorized. Do not proceed.	
<input type="checkbox"/> Scope Change request is considered to be part of original scope. Follow-up discussion is required.	
Authorized by (Client Project Manager):	Date:
Print Name:	

Proposal Fee Estimate

CLIENT Name: South San Luis Obispo County Sanitation District
 PROJECT Description: WWTP Redundancy Project - PCR 7
 Proposal/Job Number: 1668009*00 Date: 7/9/2018

Classification:	Eng-Sci-9	Eng-Sci-8	Eng-Sci-7	Eng-Sci-6	Eng-Sci-5	Eng-Sci-4	Eng-Sci-3	Eng-Sci-2	Eng-Sci-1	Designer	CAD	Project Administrator	Admin. Assist.	Aide	Total	KJ Labor	Sub Cannon	Sub Yeh	Sub ESA	KJ Sub-Markup	KJ ODCs	KJ ODCs Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses
Hourly Rate:	\$260	\$250	\$240	\$220	\$195	\$180	\$165	\$150	\$130	\$155	\$120	\$115	\$95	\$75	Hours	Fees	Fees	Fees	Fees	10%	Fees	10%				Fees
Phase 3 - Final Design and Construction Documents																										
Task 3.1 - 60% Design Submittal				40			24				24				88	\$15,640				\$0		\$0	\$15,640	\$0	\$0	\$15,640
Task 3.2 - 90% Design Submittal				34			16				16				66	\$12,040				\$0		\$0	\$12,040	\$0	\$0	\$12,040
Task 3.3 - Final Design Submittal				16			8				8				32	\$5,800				\$0		\$0	\$5,800	\$0	\$0	\$5,800
Phase 3 - Subtotal	0	0	0	90	0	0	48	0	0	0	48	0	0	0	186	\$33,480	\$0	\$0	\$0	\$0	\$0	\$0	\$33,480	\$0	\$0	\$33,480
Phase 4 - Workshops, Project Management, and Quality																										
Task 4.3 - Project Management			24												24	\$5,760				\$0		\$0	\$5,760	\$0	\$0	\$5,760
Task 4.4 - Quality Assurance/Quality Control	10														10	\$2,600				\$0		\$0	\$2,600	\$0	\$0	\$2,600
Phase 4 - Subtotal	10	0	24	0	0	0	0	0	0	0	0	0	0	0	34	\$8,360	\$0	\$0	\$0	\$0	\$0	\$0	\$8,360	\$0	\$0	\$8,360
Phase 6 - Bid Phase Services																										
Task 6.1 - All Bid Phase Services			4	12											16	\$3,600				\$0		\$0	\$3,600	\$0	\$0	\$3,600
Phase 6 - Subtotal	0	0	4	12	0	0	0	0	0	0	0	0	0	0	16	\$3,600	\$0	\$0	\$0	\$0	\$0	\$0	\$3,600	\$0	\$0	\$3,600
Phase 7 - Office Engineering During Construction																										
Task 7.2 - Responding to RFIs and Preparing Clarifications				4											4	\$880				\$0		\$0	\$880	\$0	\$0	\$880
Task 7.4 - Submittal Reviews				12											12	\$2,640				\$0		\$0	\$2,640	\$0	\$0	\$2,640
Phase 7 - Subtotal	0	0	0	16	0	0	0	0	0	0	0	0	0	0	16	\$3,520	\$0	\$0	\$0	\$0	\$0	\$0	\$3,520	\$0	\$0	\$3,520
All Phases Total	10	0	28	118	0	0	48	0	0	0	48	0	0	0	252	\$48,960	\$0	\$0	\$0	\$0	\$0	\$0	\$48,960	\$0	\$0	\$48,960



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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STAFF REPORT

Date: August 1, 2018
To: Board of Directors
From: Jeremy Ghent, District Administrator
Subject: **REDUNDANCY PROJECT: KENNEDY/JENKS (K/J); PROJECT CHANGE REQUEST (PCR) 8**

RECOMMENDATION:

That the Board of Directors authorize the District Administrator to execute Project Change Request (PCR) 8 to the contract with Kennedy/Jenks (K/J) Consultants to increase the funding allocation for Phases 3, 4, 6, and 7 by \$167,630.

BACKGROUND AND DISCUSSION:

Investigations conducted during the 30% plan development for the WWTP Redundancy Project identified that the return activated sludge (RAS) pipeline is undersized and significantly limits the capacity of the clarifier. Increasing the size of the pipeline will require major rework to the secondary clarifier. District staff directed Kennedy/Jenks to prepare a project change request that would properly size the pipeline and replace aging worn clarifier equipment. This equipment has been in continuous service for over 30 years. Only minor improvements of the existing clarifier were planned in current construction costs.

In addition to the \$167,630 in design costs, the anticipated construction costs are on the magnitude of \$1.5-\$2.0 million dollars. More accurate construction costs will be available at 60% plan submittal.

Project schedule to accommodate the increased scope would require an additional 10 weeks resulting in final plans in April/May of 2019.

Per the District's agreement with Kennedy/Jenks improvements to the existing clarifier are outside of Kennedy/Jenks original scope of work.

FISCAL CONSIDERATIONS:

The PCR will be funded from budgeted funds for the redundancy project. Project-level budget augmentation may be necessary to fund construction. Approval of this change will result in an increase in total project costs from the existing estimated \$22.8 million dollars to \$24.8 million dollars.

OUTCOME

Approval of this project change will result in improved treatment, improved flood protection of clarifier equipment, and will extend the depleted life of the existing secondary clarifier for an additional 25 to 30 years.

OPTIONS:

1. Authorize staff to execute PCR 8; or
2. Provide further direction to staff.

Attachment: K/J Scope Change/Budget Augmentation Request for PCR 8

PCR #8

Scope Change/Budget Augmentation Request

This document is notification of the need for additional work that is outside the contractually agreed-upon project scope, due to unforeseen outside factors, client-requested changes, or additions to scope. Effort on the additional work will not proceed until written acknowledgement/authorization is received from client.

Project Name: WWTP Redundancy Project	Date: 7/9/2018
Client: South San Luis Obispo County Sanitation District	Project No.: 1668009*00
Description of Scope Change (refer to correspondence, minutes of meetings, etc.)	
<p>This project change request (PCR) addresses the following:</p> <ol style="list-style-type: none"> 1) PCR 8 – Investigations conducted during the WWTP Redundancy Project identified that the return activated sludge (RAS) pipeline in the existing secondary clarifier is undersized and significantly limits the capacity of the clarifier. District staff additionally highlighted concerns that the clarifier equipment is at the end of its useful life because the equipment has been in continuous service for over 30 years without significant maintenance. The District requested that Kennedy/Jenks Consultants provide for improvements to the existing secondary clarifier and replacement of clarifier equipment within the scope of the WWTP Redundancy Project. The District’s agreement with Kennedy/Jenks Consultants (Agreement, Exhibit A) does not include upgrades to the existing clarifier. <p><u>PCR 8 – Secondary Clarifier No. 1 Improvements</u></p> <p><i>Phase 3 – Final Design and Construction Documents</i></p> <p>Kennedy/Jenks Consultants will design improvements to the existing secondary clarifier, including:</p> <ul style="list-style-type: none"> • New, larger RAS piping to improve clarifier capacity for processing the peak flows. • A new RAS wet pit and two (2) submersible RAS pumps to send RAS back to the new aeration basins. The RAS wet pit will be attached to the exterior wall of the clarifier and will be similar in design to the new clarifier. • Replacement of the existing scum pump with a new progressing cavity pump, with the option of discharging either to the headworks or sludge thickening. • Replacement of the existing scraper-type clarifier mechanism with a new rapid sludge removal mechanism. • Replacement of existing baffles, weirs, flocculating chambers, clarifier bridge, sprays, and other wearable components with new equipment. • Provisions for returning secondary clarifier effluent back to the headworks, to supplement flows through the grit removal system during low-flow periods. • Surface concrete repair, including grout-filling of small surface voids, chips, and epoxy injection of fine and medium cracks <p>It is not possible to assess the level of concrete repair required since the secondary clarifier cannot be taken offline at this time. A concrete repair specification will be included in the WWTP Redundancy Project contract documents to provide for repair of minor defects in the concrete. After the new clarifier is placed</p>	

online, the existing clarifier can be taken out of service and Kennedy/Jenks Consultants will provide an engineer to evaluate the condition of the structure and the adequacy of the specified repairs (see Phase 7 services).

Phase 4 – Workshops, Project Management, and Quality

Kennedy/Jenks Consultants will provide project management services and quality assurance/quality control reviews for the added scope of work.

Phase 6 – Bid Phase Services

Kennedy/Jenks will assist the District with responding to questions on the clarifier improvements and other improvements included in the scope during the bid period.

Phase 7– Office Engineering During Construction

Kennedy/Jenks Consultants will review additional requests for information (RFIs) and submittals associated with the new equipment for the existing clarifier. Three (3) additional RFIs/clarifications and four (4) additional submittals are included in this budget.

Kennedy/Jenks will provide a two-person team to perform a visual inspection of the clarifier concrete structure, after it has been removed from service and cleaned by the construction contractor. The visual inspection of the clarifier will include:

- A general visual inspection of the concrete surfaces, with photo documentation of observed discoloration and surface defects.
- Screening of the observed defects and identification of approximately twelve (12) areas for additional investigation. The areas flagged for additional investigation could include areas of greater concern and some randomly selected areas where no defects were noted.
- Detailed visual inspection, hammer sounding, and surface hardness scratch testing of the areas identified for additional investigation.

The inspection will be documented in a short field memorandum. The field memorandum will provide recommendations for clarifier concrete repairs, and will identify if the general concrete repair specification included in the contract documents is adequate to address the observed defects. The District will be notified if defects are discovered that require additional investigation or rehabilitation beyond what is addressed by the contract documents. If this occurs, a change order may be required to perform additional engineering and repair work by the construction contractor.

Assumption(s)

- Anchorage for the new clarifier mechanism will be designed by the manufacturer of the mechanism, and the mechanism will be mounted onto the existing center pier. Kennedy/Jenks will estimate the maximum allowable loadings that the new mechanism can apply to the existing center pier before the center pier fails or the bottom slab of the clarifier fails. The anchorage will be designed to yield before exceeding those maximum loadings (i.e. the mechanism will be designed to break at the anchorage connection before damaging the foundation or base slab). Seismic upgrades and modifications to the clarifier structure are not included in this scope of work.

- Testing (destructive and non-destructive) is beyond the scope of the clarifier inspection unless specifically noted above.
- Entering the clarifier for inspection involved confined space entry. Emergency rescue services, if required, would be performed by local fire department.
- District or construction contractor will provide a ladder and retrieval system for entry into the clarifier.

Budget Augmentation Request

A project-level budget augmentation is being requested. Please see attached budget breakdown.

Summary of Project Change Request (PCR):

PCR	Date	Summary
8 (Pending)	7/9/2018	Increase Phase 3,4,6,7 budgets by \$167,630.

Detailed fee estimate included as an attachment.

Estimated Effect on Deliverable Schedule (if any)

Currently completion of the final design documents is anticipated January/February 2019. Inclusion of the secondary clarifier rehabilitation work would require a 10 week schedule extension for completion of the design work if notice-to-proceed (NTP) is provided in July 2018. Additional time would be required if NTP extends beyond July 2018.

Effect on Contract/Authorized Budget

- Sufficient budget to cover the scope change request is available in the current project budget, and work can proceed once the change is authorized. A formal request for additional budget will be issued at a later date.
- Insufficient budget available in the current contract budget to cover the scope change request. A budget amendment is required prior to proceeding with the additional work.

Originated by: David Seymour, Kennedy/Jenks Consultants	Date: 7/9/2018
Approved by (K/J Project Manager): John Wyckoff, Kennedy/Jenks Consultants	Date: 7/9/2018
Client Acknowledgement/Authorization	
<input type="checkbox"/> Scope Change/Budget Augmentation Request is authorized. A contract amendment to cover additional work will be promptly executed. Proceed with the additional work.	
<input type="checkbox"/> Scope Change/Budget Augmentation Request is authorized. A contract amendment to cover additional work will be executed later if required to cover additional cost.	
<input type="checkbox"/> Scope Change/ Budget Augmentation Request is approved but do not proceed with additional work until a contract amendment is authorized.	
<input type="checkbox"/> Scope Change request is not authorized. Do not proceed.	
<input type="checkbox"/> Scope Change request is considered to be part of original scope. Follow-up discussion is required.	
Authorized by (Client Project Manager):	Date:
Print Name:	

Proposal Fee Estimate

Kennedy/Jenks Consultants

CLIENT Name: South San Luis Obispo County Sanitation District
 PROJECT Description: WWTP Redundancy Project - PCR 8
 Proposal/Job Number: 1668009*00 Date: 7/9/2018

Classification:	Eng-Sci-9	Eng-Sci-8	Eng-Sci-7	Eng-Sci-6	Eng-Sci-5	Eng-Sci-4	Eng-Sci-3	Eng-Sci-2	Eng-Sci-1	Designer	CAD	Project Administrator	Admin. Assist.	Aide	Total	KJ Labor	Sub Cannon	Sub Yeh	Sub ESA	KJ Sub-Markup	KJ ODCs	KJ ODCs Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses
Hourly Rate:	\$260	\$250	\$240	\$220	\$195	\$180	\$165	\$150	\$130	\$155	\$120	\$115	\$95	\$75	Hours	Fees	Fees	Fees	Fees	10%	Fees	10%				Fees
Phase 3 - Final Design and Construction Documents																										
Task 3.1 - 60% Design Submittal			20	116	64	44		40			72				356	\$65,360				\$0		\$0	\$65,360	\$0	\$0	\$65,360
Task 3.2 - 90% Design Submittal			10	98	30	30		24			28				220	\$42,170				\$0		\$0	\$42,170	\$0	\$0	\$42,170
Task 3.3 - Final Design Submittal			10	30	10	12		16			20				98	\$17,910				\$0		\$0	\$17,910	\$0	\$0	\$17,910
Phase 3 - Subtotal	0	0	40	244	104	86	0	80	0	0	120	0	0	0	674	\$125,440	\$0	\$0	\$0	\$0	\$0	\$0	\$125,440	\$0	\$0	\$125,440
Phase 4 - Workshops, Project Management, and Quality																										
Task 4.3 - Project Management			26												26	\$6,240				\$0		\$0	\$6,240	\$0	\$0	\$6,240
Task 4.4 - Quality Assurance/Quality Control		24													24	\$6,240				\$0		\$0	\$6,240	\$0	\$0	\$6,240
Phase 4 - Subtotal	24	0	26	0	0	0	0	0	0	0	0	0	0	0	50	\$12,480	\$0	\$0	\$0	\$0	\$0	\$0	\$12,480	\$0	\$0	\$12,480
Phase 6 - Bid Phase Services																										
Task 6.1 - All Bid Phase Services			8	8											16	\$3,680				\$0		\$0	\$3,680	\$0	\$0	\$3,680
Phase 6 - Subtotal	0	0	8	8	0	0	0	0	0	0	0	0	0	0	16	\$3,680	\$0	\$0	\$0	\$0	\$0	\$0	\$3,680	\$0	\$0	\$3,680
Phase 7 - Office Engineering During Construction																										
Task 7.2 - Responding to RFIs and Preparing Clarifications				12											12	\$2,640				\$0		\$0	\$2,640	\$0	\$0	\$2,640
Task 7.4 - Submittal Reviews				24											24	\$5,280				\$0		\$0	\$5,280	\$0	\$0	\$5,280
Task 7.9 - Clarifier Condition Assessment	2		10	30		8	30								80	\$15,910				\$0	\$2,000	\$200	\$15,910	\$0	\$2,200	\$18,110
Phase 7 - Subtotal	2	0	10	66	0	8	30	0	0	0	0	0	0	0	116	\$23,830	\$0	\$0	\$0	\$0	\$2,000	\$200	\$23,830	\$0	\$2,200	\$26,030
All Phases Total	26	0	84	318	104	94	30	80	0	0	120	0	0	0	856	\$165,430	\$0	\$0	\$0	\$0	\$2,000	\$200	\$165,430	\$0	\$2,200	\$167,630



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STAFF REPORT

Date: August 1, 2018
To: Board of Directors
From: Jeremy Ghent, District Administrator
Subject: **REDUNDANCY PROJECT: KENNEDY/JENKS (K/J); PROJECT CHANGE REQUEST (PCR) 9**

RECOMMENDATION:

That the Board of Directors authorize the District Administrator to execute Project Change Request (PCR) 9 to the contract with Kennedy/Jenks (K/J) Consultants to increase the funding allocation for Phases 3, 4, 6, and 7 by \$13,780.

BACKGROUND AND DISCUSSION:

The District collects biosolids from the sludge drying beds with a front-end loader. The backstop at the back of the sludge bed is of an inadequate height and this lack of height results in biosolids spilling out of the confines of the sludge drying bed during loading activities. RWQCB Staff alerted plant operations to this issue during their last visit. Operations staff subsequently brought this issue to the redundancy design team for improvement.

In addition to the \$13,780 in design costs, the anticipated construction costs are on the magnitude of \$35,000-\$50,000 dollars. More accurate construction costs will be available at 60% plan submittal.

There is no impact to project schedule anticipated by this change.

Per the District's agreement with Kennedy/Jenks improvements sludge drying beds are outside of Kennedy/Jenks original scope of work.

FISCAL CONSIDERATIONS:

The PCR will be funded from budgeted funds for the redundancy project.

OUTCOME:

Approval of this project change will result in improved biosolids handling, prevent unwanted spillage and address a regulatory concern.

OPTIONS:

1. Authorize staff to execute PCR 9; or
2. Provide further direction to staff.

Attachment: K/J Scope Change/Budget Augmentation Request for PCR 9

PCR #9

Scope Change/Budget Augmentation Request

This document is notification of the need for additional work that is outside the contractually agreed-upon project scope, due to unforeseen outside factors, client-requested changes, or additions to scope. Effort on the additional work will not proceed until written acknowledgement/authorization is received from client.

Project Name: WWTP Redundancy Project	Date: 7/10/2018
Client: South San Luis Obispo County Sanitation District	Project No.: 1668009*00
Description of Scope Change (refer to correspondence, minutes of meetings, etc.)	
<p>This project change request (PCR) addresses the following:</p> <ol style="list-style-type: none"> 1) PCR 9 – The District collects biosolids off the sludge drying beds with a front end loader. District staff use a wall behind the sludge drying beds as a backstop to assist with loading solids. During loading activities, biosolids can be pushed over the top the wall where it is shorter and spill into the perimeter fence. The District requested that Kennedy/Jenks design a taller wall to be used as a backstop and that this improvement be included in the Redundancy Project. The District’s agreement with Kennedy/Jenks Consultants (Agreement, Exhibit A) does not include upgrades to the wall of the sludge drying bed. <p><u>PCR 8 – Sludge Drying Bed Wall Improvements</u></p> <p><i>Phase 3 – Final Design and Construction Documents</i></p> <p>Kennedy/Jenks Consultants will design improvements to the sludge drying beds, including:</p> <ul style="list-style-type: none"> • An Ecology Block wall spanning the length of the sludge drying beds on the south side near the perimeter fence. The wall shall be two blocks tall (approximately 4 feet in height). • Demolition of portions of the concrete curbs between the drying beds and asphalt repair/patching, as needed to facilitate installation of the block wall. <p><i>Phase 4 – Workshops, Project Management, and Quality</i></p> <p>Kennedy/Jenks Consultants will provide project management services and quality assurance/quality control reviews for the added scope of work.</p> <p><i>Phase 6 – Bid Phase Services</i></p> <p>Kennedy/Jenks will assist the District with responding to questions on the clarifier improvements and other improvements included in the scope during the bid period.</p> <p><i>Phase 7– Office Engineering During Construction</i></p> <p>Kennedy/Jenks Consultants will review additional requests for information (RFIs) and submittals associated with the new equipment for the existing clarifier. One (1) additional RFI/clarification and one (1) additional submittal are included in this budget.</p>	
Assumption(s)	

- None.

Budget Augmentation Request

A project-level budget augmentation is being requested. Please see attached budget breakdown.

Summary of Project Change Request (PCR):

PCR	Date	Summary
9 (Pending)	7/9/2018	Increase Phase 3,4,6,7 budgets by \$13,780.

- Detailed fee estimate included as an attachment.

Estimated Effect on Deliverable Schedule (if any)

None.

Effect on Contract/Authorized Budget

- Sufficient budget to cover the scope change request is available in the current project budget, and work can proceed once the change is authorized. A formal request for additional budget will be issued at a later date.
- Insufficient budget available in the current contract budget to cover the scope change request. A budget amendment is required prior to proceeding with the additional work.

Originated by: David Seymour, Kennedy/Jenks Consultants	Date: 7/10/2018
Approved by (K/J Project Manager): John Wyckoff, Kennedy/Jenks Consultants	Date: 7/10/2018

Client Acknowledgement/Authorization

- Scope Change/Budget Augmentation Request is authorized. A contract amendment to cover additional work will be promptly executed. Proceed with the additional work.
- Scope Change/Budget Augmentation Request is authorized. A contract amendment to cover additional work will be executed later if required to cover additional cost.
- Scope Change/ Budget Augmentation Request is approved but do not proceed with additional work until a contract amendment is authorized.
- Scope Change request is not authorized. Do not proceed.
- Scope Change request is considered to be part of original scope. Follow-up discussion is required.

Authorized by (Client Project Manager):	Date:
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Print Name:	
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CLIENT Name: South San Luis Obispo County Sanitation District
 PROJECT Description: WWTP Redundancy Project - PCR 9
 Proposal/Job Number: 1668009*00 Date: 7/10/2018

Classification:	Eng-Sci-9	Eng-Sci-8	Eng-Sci-7	Eng-Sci-6	Eng-Sci-5	Eng-Sci-4	Eng-Sci-3	Eng-Sci-2	Eng-Sci-1	Designer	CAD	Project Administrator	Admin. Assist.	Aide	Total	KJ Labor	Sub Cannon	Sub Yeh	Sub ESA	KJ Sub-Markup	KJ ODCs	KJ ODCs Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses
Hourly Rate:	\$260	\$250	\$240	\$220	\$195	\$180	\$165	\$150	\$130	\$155	\$120	\$115	\$95	\$75	Hours	Fees	Fees	Fees	Fees	10%	Fees	10%				Fees
Phase 3 - Final Design and Construction Documents																										
Task 3.1 - 60% Design Submittal															0	\$0	\$7,000			\$700		\$0	\$0	\$7,700	\$0	\$7,700
Task 3.2 - 90% Design Submittal															0	\$0	\$2,800			\$280		\$0	\$0	\$3,080	\$0	\$3,080
Task 3.3 - Final Design Submittal															0	\$0	\$1,000			\$100		\$0	\$0	\$1,100	\$0	\$1,100
Phase 3 - Subtotal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0	\$10,800	\$0	\$0	\$1,080	\$0	\$0	\$0	\$11,880	\$0	\$11,880
Phase 4 - Workshops, Project Management, and Quality																										
Task 4.3 - Project Management			2												2	\$480				\$0		\$0	\$480	\$0	\$0	\$480
Task 4.4 - Quality Assurance/Quality Control		2													2	\$520				\$0		\$0	\$520	\$0	\$0	\$520
Phase 4 - Subtotal	2	0	2	0	0	0	0	0	0	0	0	0	0	0	4	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0	\$0	\$1,000
Phase 6 - Bid Phase Services																										
Task 6.1 - All Bid Phase Services			1												1	\$240				\$0		\$0	\$240	\$0	\$0	\$240
Phase 6 - Subtotal	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	\$240	\$0	\$0	\$0	\$0	\$0	\$0	\$240	\$0	\$0	\$240
Phase 7 - Office Engineering During Construction																										
Task 7.2 - Responding to RFIs and Preparing Clarifications				1											1	\$220				\$0		\$0	\$220	\$0	\$0	\$220
Task 7.4 - Submittal Reviews				2											2	\$440				\$0		\$0	\$440	\$0	\$0	\$440
Phase 7 - Subtotal	0	0	0	3	0	0	0	0	0	0	0	0	0	0	3	\$660	\$0	\$0	\$0	\$0	\$0	\$0	\$660	\$0	\$0	\$660
All Phases Total	2	0	3	3	0	0	0	0	0	0	0	0	0	0	8	\$1,900	\$10,800	\$0	\$0	\$1,080	\$0	\$0	\$1,900	\$11,880	\$0	\$13,780



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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July 19, 2018

The Honorable Brenda Burman
Commissioner
Bureau of Reclamation
Department of Interior
1849 C Street, NW
Washington, DC 20240-0001

**SUBJECT: WaterSMART Title XVI Water Reclamation and Reuse Grant
Endorsement, Central Coast Blue**

Dear Commissioner Burman:

The South San Luis Obispo County Sanitation District supports the City of Pismo Beach's application for Federal funds that would support the planning and design of Central Coast Blue. Central Coast Blue will provide communities in southern San Luis Obispo County with a new, locally-controlled and drought-proof water supply.

Central Coast Blue will inject highly purified recycled water into the Northern Cities Management Area (NCMA) of the Santa Maria Groundwater Basin (SMGB) to prevent groundwater contamination caused by seawater intrusion. The SMGB is a source of drinking water for more than 200,000 local residents and millions of visitors annually, supports 57,000 acres of irrigated agriculture and is identified as a High Priority Basin as designated by the California Department of Water Resources in accordance with the Sustainable Groundwater Management Act.

Central Coast Blue leverages significant local funding with State funding, and includes new and innovative technology, including injection of highly purified recycled water from the Pismo Beach and the South San Luis Obispo County Sanitation District's Wastewater Treatment Plants into the groundwater basin, to form a seawater intrusion barrier. Once implemented, Central Coast Blue will significantly increase water supply reliability for the municipal, rural residential and agricultural pumpers that rely upon groundwater from the SMGB.

Central Coast Blue is a critical project for the region and will provide the following benefits:

- Enhances local water supply reliability for the users that rely upon groundwater from the Santa Maria Groundwater Basin
- Protects a critical groundwater supply by preventing seawater intrusion and improves groundwater water quality through injection of high quality water
- Increases groundwater recharge and improves sustainability for the SMGB, a High Priority Basin, which supplies drinking water for more than 200,000 people and 57,000 acres of irrigated agriculture
- Utilizes new and innovative technology to produce advanced purified water
- Leverages local and State funding sources
- Benefits disadvantaged communities by improving water supply resiliency

The funding request included in the City's application to the U.S. Bureau of Reclamation's WaterSMART initiative "Title XVI Water Reclamation and Reuse Projects under the WIIN Act" is critical for the project's success. Combined with the participating agency contributions and state funding, the federal funding provided through the grant will allow the City and the project partners to take the next critical steps for Central Coast Blue.

The South San Luis Obispo County Sanitation District supports the efforts being undertaken by the City of Pismo Beach and other stakeholder agencies to improve water quality and supply for the region.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeremy Ghent", with a long horizontal flourish extending to the right.

Jeremy Ghent
District Administrator
South San Luis Obispo County Sanitation District