



**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](http://www.sslocsd.us)

**AGENDA  
BOARD OF DIRECTORS MEETING**

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

**Wednesday, January 02, 2019, at 6:00 p.m.**

**Board Members**

Linda Austin, Chair  
Jeff Lee, Director  
Caren Ray Russom, Director

**Agencies**

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

**Alternate Board Members**

Cynthia Replogle, Director  
Barbara Nicolls, Director  
Unknown, Director

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

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- 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 December 19, 2018**

**6. ACTION ITEMS:**

**6A. DISTRICT ADMINISTRATOR AND PLANT OPERATIONS REPORT**

Recommendation: Receive and File.

**7. MISCELLANEOUS ITEMS:**

**8. BOARD MEMBER COMMUNICATIONS:**

**9. CLOSED SESSION:**

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

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

*Wolff v. Dutra, et al.* San Luis Obispo County Superior Court Case No: 18CV-0402

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

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

**10. ADJOURNMENT**

**The next regularly scheduled Board Meeting on February 6, 6:00 pm at the  
Arroyo Grande City Hall Chambers,  
215 E. Branch Street, Arroyo Grande, California**

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT  
WARRANT REGISTER  
01/02/2019 FY 2018/19

VENDOR	BUDGET LINE ITEM	DETAIL	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
ALLSTAR INDUSTRIAL	SAFETY SUPPLIES	2301	010219-3488	8056	722.22	722.22
ARAMARK	UNIFORMS	12/21; 12/28	3489	7025	371.88	371.88
AT&T	COMMUNICATIONS	12/11/18-01/10/19	3490	7013	336.90	336.90
AUTOSYS, INC.	SCADA	2266	3491	20-8010	1,120.00	1,390.00
	GRIT KING	2269		8030	270.00	
BARBARA NICOLLS	BOARD SERVICE	DECEMBER	3492	7075	200.00	200.00
BARTLE WELLS ASSOCIATES	FINANCIAL PLAN UPDATE	1002D	3493	20-7080	4,987.42	4,987.42
BRAGG CRANE SERVICE	CENTRIFUGE	134217	3494	26-8065	1,271.16	1,271.16
BRENNTAG	PLANT CHEMICALS	BPI903443; BPI904276	3495	8050	12,388.45	12,388.45
CAREN RAY RUSSOM	BOARD SERVICE	DECEMBER	3496	7075	100.00	100.00
CENTRAL COAST TECH CONSULTANTS	COMPUTER SUPPORT	JANUARY	3497	7082	493.43	493.43
CHARTER	COMMUNICATIONS	12/29/18-01/28/18	3498	7013	299.95	299.95
CULLIGAN CENTRAL COAST WTR TRT	EQUIPMENT RENTAL	JANUARY	3499	7032	250.00	250.00
DE JESUS GARDENING	STRUCTURE MAINTENANCE	403-4	3500	8060	450.00	1,370.00
	TREE LINE MAINTENANCE	555-4		8030	920.00	
ENVIRON. SCIENCE ASSOCIATES	REDUNDANCY	142250	3501	20-7080	16,897.79	16,897.79
EVERYWHERE RIGHT NOW	COMPUTER SUPPORT	JANUARY	3502	7082	100.00	100.00
FGL ENVIRON. AGRICULTURE	CHEMICAL ANALYSIS	883279A	3503	7078	2,268.00	2,268.00
FIVE CITIES PLUMBING	STRUCTURE MAINTENANCE	7456	3504	8060	536.00	536.00
GILBERT A. TRUJILLO	LEGAL COUNSEL	NOVEMBER	3505	7071	2,109.00	2,109.00
HARDY DIAGNOSTICS	LAB SUPPLIES	2049752	3506	8040	159.98	159.98
H.D. SUPPLY	SMALL TOOLS	50009491737	3507	8055	804.36	804.36
HAULAWAY	EQUIPMENT RENTAL	JANUARY	3508	7032	93.80	93.80
JAN PRO	STRUCTURE MAINTENANCE	JANUARY	3509	8060	260.00	260.00
JIM HILL	BOARD SERVICE	DECEMBER	3510	7075	100.00	100.00
KEMIRA	PLANT CHEMICALS	9017614770	3511	8050	8,780.43	8,780.43
LARA HR SERVICES	HUMAN RESOURCES	SEPTEMBER - DECEMBER 2018	3512	7076	5,010.00	5,010.00
LINDA AUSTIN	BOARD SERVICE	DECEMBER	3513	7075	200.00	200.00
NBS	OCEANO BILLING	JANUARY THROUGH MARCH	3514	7074	1,675.79	1,675.79
PACIFIC GAS & ELECTRIC	ELECTRICITY	11/08/18-12/09/18	3515	7091	13,548.11	13,548.11
STANLEY SECURITY	ALARMS	DECEMBER; 16137277	3516	7011	419.19	419.19
SWRCB	CERTIFICATIONS	FROST	3517	7055	125.00	125.00
TRIPLE SEVEN ENTERPRISES	ELECTRIC CART	200	3518	8010	10,534.72	10,534.72
VWR	LAB SUPPLIES	2018-082	3519	8040	223.87	223.87
<b>SUB TOTAL</b>					<b>\$ 88,027.45</b>	<b>\$ 88,027.45</b>
<b>GRAND TOTAL</b>					<b>\$ 88,027.45</b>	<b>\$ 88,027.45</b>

We hereby certify that the demands numbered serially from 010219-3488- to 010219-3519 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:

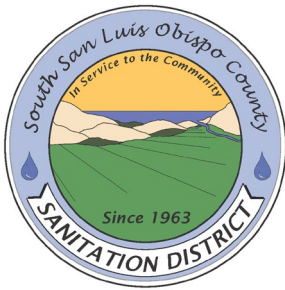
DATE: \_\_\_\_\_

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Secretary



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## SUMMARY ACTION MINUTES Regular Meeting of Wednesday, December 19, 2018

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### 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  
Barbara Nicolls, Vice Chair, City of Grover Beach  
Caren Ray Russom, Director, City of Arroyo Grande

District Staff: Jeremy Ghent, District Administrator  
Gil Trujillo, District Legal Counsel,  
Keith Collins, Outside Counsel,  
Amy Simpson, District Bookkeeper/Secretary

### 2. PLEDGE OF ALLEGIANCE

Chair Austin led the Pledge of Allegiance.

### 3. AGENDA REVIEW

**Motion:** Director Nicolls motioned to approve the Agenda as presented.

**Second:** Director Ray Russom

**Action:** Approved unanimously by voice vote.

### 4. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

Chair Austin opened the Public Comment period.

Julie Tacker welcomed the new Board and commented on rescinding the censure of Director Hill; requested a censure of former Chairman John Shoals; correction to the record of former Director Mary Lucey and expanding the Board beyond three members.

Brad Snook, Chair of Surfrider Foundation, commented on the brine discharge program and the danger of microplastics being discharged into the ocean.

Mary Lucey commented on agency billing and requested this item be brought back for a discussion.

Jim Hill commented on agency billing.

Chair Austin closed the Public Comment period.

**5. CONSENT AGENDA:**

**5A. Approval of Warrants**

**5B. Approval of Meeting Minutes of December 05, 2018**

Chair Austin opened the Public Comment period.

There was no public comment on the Consent Agenda.

Chair Austin closed the Public Comment period.

**Motion:** Director Nicolls motioned to approve the Consent Agenda as presented.

**Second:** Director Ray Russom

**Action:** Approved unanimously by voice vote. Vote carries 3-0

**6. ACTION ITEMS:**

**6A. SUBMITTAL OF A RESOLUTION HONORING JIM HILL FOR HIS OUTSTANDING SERVICE TO THE RATEPAYERS OF THE SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

Administrator Ghent presented this item.

Chair Austin opened the Public Comment period.

Julie Tacker read comments that were posted on Jim Hill's Facebook page thanking him for his service. She spoke of his expertise, compassion and said his shoes will be hard to fill.

Brad Snook commented on Jim Hill's leadership and said it is representative of the leadership we look for on the Central Coast. He said he looks forward to the new Board.

Patricia Price thanked Jim Hill for his service. She hopes to make the Sanitation District strong going forward.

Chair Austin closed the Public Comment period.

Administrator Ghent read Resolution 2018-400 recognizing Jim Hill for his outstanding service to the ratepayers of the Sanitation District.

**Motion:** Director Nicolls motioned to approve Resolution No. 2018-400 commending and thanking Director Jim Hill for his contributions to the Sanitation District and its rate payers.

**Second:** Director Ray Russom

**Action:** Approved unanimously by voice vote. Vote carries 3-0.

Jim Hill thanked the Board and staff and wished the District success going forward.

## **6B. PERSONNEL POLICY MANUAL UPDATE**

Administrator Ghent presented this item. Alicia Lara was present to answer any questions.

Chair Austin opened the Public Comment period.

Julie Tacker commented on Section 5070 – Policy and Complaint Procedure Against Harassment, Discrimination and Retaliation and references to the Chair.

Kris Victorine commented on Section 7050 - Bookkeeper/Secretary Job Description and asked for clarification on the education requirements of semester units or quarter units.

Mary Lucey commented on a schedule to review the Personnel Policy Manual.

Director Ray Russom asked for clarification on the Bookkeeper/Secretary Education Requirement regarding units.

Alicia Lara said the intent was to have thirty units of college course work with some units in accounting. It is not asking for a four-year degree.

Chair Austin closed the Public Comment period.

**Motion:** Director Caren Ray Russom motioned to adopt Resolution No. 2018-401 amending and updating the District's Personnel Policy Manual with clarification regarding education requirements for the Bookkeeper/Secretary Job Description.

**Second:** Director Nicolls

**Action:** Approved unanimously by voice vote. Vote carries 3-0

## **6C. DISTRICT ADMINISTRATOR AND PLANT OPERATIONS REPORT**

Administrator Ghent presented the Administrator and Plant Operations Report.

Chair Austin opened the Public Comment period.

Julie Tacker commented on the call outs to assist OCSD; Central Coast Blue Project; social media page; the Redundancy Project; and Mr. Snook's comments regarding tertiary treatment.

Mary Lucey commented on the rate schedule and asked that it be brought back to this Board.

Chair Austin closed the Public Comment period.

**Action:** The Board received and filed the report.

**7. MISCELLANEOUS ITEMS**

None.

**8. BOARD MEMBER COMMUNICATIONS**

Administrator Ghent announced that the meeting of January 16th will be cancelled due to lack of a quorum and the selection of Chair and Vice Chair will be at a future meeting.

Chair Austin would like to see Directors receive commendations from the District when they finish their service including Mayor Shoals.

**9. CLOSED SESSION:**

Legal Counsel Trujillo announced Closed Session.

**CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**

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

*Wolff v. Dutra, et al.* San Luis Obispo County Superior Court Case No: 18CV-0402

**CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

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

Chair Austin opened the Public Comment period.

Julie Tacker commented on initiation of litigation and is hopeful the Board is pursuing civil action against former administrator John Wallace.

Chair Austin closed the Public Comment period.

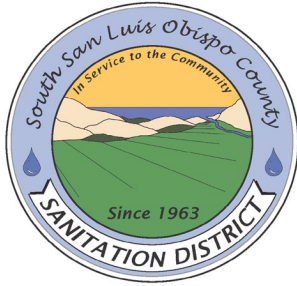
The Board went into Closed Session at 6:52 p.m.

Legal Counsel Trujillo announced there was no reportable action.

**10. ADJOURN MEETING**

The meeting was adjourned at 7:19 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:** January 2, 2019  
**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, miscellaneous activities, and Plant Operations. *Updates since the last report are provided in italics below:*

### **Capital Projects:**

#### **Redundancy Project:**

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. *90% Plans are currently under review and will be returned to KJ on January 18<sup>th</sup>.*

### **Programmatic Initiatives:**

#### **Financial Initiative:**

*The Audit for FY 17/18 should begin with Moss Levy Hartzheim in mid-January.*

#### **Social Media/District News:**

The District will be starting a Facebook Page where information and accomplishments can be shared with the community. *Page can be found on Facebook as South San Luis Obispo County Sanitation District*

### **Misc.:**

#### **Regional Board WDR/NPDES Permit:**

District received a draft permit from the RWQCB on 10/9/2018 of our new permit conditions. District has reviewed and commented on the Draft Permit. *No Update*



**Regional Collaboration:**

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

*District Administrator and the member agencies continue to meet and advance EIR*

**Plant Tours:** None

**Upcoming Items:**

Chair and Vice Chair Selection February 06, 2019

Bylaws Review February 06, 2019

**\*\*\*\*JANUARY 16<sup>th</sup> MEETING CANCELED Due to Director Attendance of California  
League of Cities Conference\*\*\*\***

## Plant Operations Report

During this reporting period (Dec. 13<sup>th</sup> – Dec. 26<sup>th</sup>) the District's facility met its Permit Limitations as required under the State of California's National Pollutant Discharge Elimination System (NPDES) Permit issued to the District.

### Monthly Plant Data as of December 26, 2018

December 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	2.39	3.4	408	14		466	23.5		<1.8	125
High	2.82	4.7	560	17.7		724	31		2	219
Average	2.59	3.93	466	16.1	96.5	577	28.2	95.1	1.8	186
Dec. 2017 AVG	2.4	3.7	582	23.2	96	578	33	95.6	10.5	191
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 maximum value for plant effluent Biochemical Oxygen Demand and Total Suspended Solids.

### Fecal Coliform Numbers for December 2018

12/3/2018	<	1.8	MPN/100 mL
12/4/2018	=	2	MPN/100 mL
12/5/2018	<	1.8	MPN/100 mL
12/6/2018	<	1.8	MPN/100 mL
12/7/2018	<	1.8	MPN/100 mL
12/10/2018	=	2	MPN/100 mL
12/11/2018	<	1.8	MPN/100 mL
12/12/2018	<	1.8	MPN/100 mL
12/13/2018	<	1.8	MPN/100 mL
12/14/2018	=	2	MPN/100 mL
12/17/2018	<	1.8	MPN/100 mL
12/18/2018	<	1.8	MPN/100 mL
12/19/2018	<	1.8	MPN/100 mL
12/20/2018	<	1.8	MPN/100 mL
12/21/2018	<	1.8	MPN/100 mL
12/24/2018	<	1.8	MPN/100 mL
12/25/2018	<	1.8	MPN/100 mL
12/26/2018	<	1.8	MPN/100 mL

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

### **Operation and Maintenance Projects**

- Disassembled old headworks hoist
- Repaired Fixed Film Reactor (FFR) roll-up door temporarily and ordered replacement
- Completed California Bureau of Automotive Repair annual fleet reporting for District vehicles
- Assisted landscapers with cleanup of hedges
- Created new bisulfite container with containment for backup system
- Changed centrifuge auger gear box oil
- A-T Controls in to inspect faulty Grit King actuator
- Disassembled and troubleshot Amiad filter and placed back into normal operation

### **Work Orders Completed**

- Inspected digester vacuum/pressure relief valves
- Rinsed down all clarifiers
- De-ragged both primary sludge pumps
- Inspected all clarifier drives and overload switches
- Test ran emergency generator
- Test ran emergency bypass pump
- Inspected front loader, added oil, and greased all Zerk fittings
- Completed semi-annual maintenance on FFR and Motor Control Center (MCC) exhaust fans
- Completed semi-annual maintenance on FFR ventilation fans

### **Training**

- Assigned monthly Target Safety Training for the months of Jan., Feb., and March of 2019.

### **Call Outs**

- December 17<sup>th</sup>, 6:08 PM – High/Low wet well level. Operator Romhild and C.P.O. Jones responded and found foam in the headworks wet well causing a faulty reading. Hosed down area and placed back into normal operation.