



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

<http://sslocsd.org/>

Agenda

Board of Directors Meeting

1655 Front Street

Oceano, California 93445

Wednesday, January 5, 2011 at 6:00 PM

Board Members

Tony Ferrara, Chairman

Jim Hill, Vice Chairman

Bill Nicolls, Director

Alternates

Jim Guthrie, Director

Vacant, Director

Robert Mires, Director

Agencies

City of Arroyo Grande

Oceano Community Services District

City of Grover Beach

City of Arroyo Grande

Oceano Community Services District

City of Grover Beach

-
- 1. CALL TO ORDER AND ROLL CALL 6:00PM**
 - 2. ELECTION OF BOARD OFFICERS FOR CALENDAR YEAR 2011**
 - 3. 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 that 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 Chairman or presiding Board Member may:

- Direct staff to assist or coordinate with you.
- It may be the desire of the Board to place your issue or matter on a future Board agenda.

Please adhere to the following procedures when addressing the Board:

- Comments should be limited to 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. 1655 Front Street, Oceano, California. Consistent with the Americans with Disabilities Act 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 the modification or accommodation in order to participate at the above referenced public meeting by contacting the District Administrator or Administrative Assistant at 805-544-4011.

4. 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 change the recommended course of action. The Board may approve the remainder of the Consent Agenda on one motion.

4a. Review and Approval of Minutes of December, 15, 2010 Meeting

4b. Review and Approval of Warrants

4c. Plant Superintendent's Report to be distributed at meeting

5. BOARD ACTION ON INDIVIDUAL ITEMS:

**A. CENTRIFUGE 2A, BROUGH CONSTRUCTION PROGRESS PAYMENT
NO. 2 AND CHANGE ORDER NO. 3**

Staff recommends the Board approve Progress Payment No. 2 to Brough Construction, Inc. in the amount of \$65,256.75 which includes Change Order No. 3. in the amount of \$18,700.00.

B. PRESCRIPTION AND OVER-THE-COUNTER DRUG DISPOSAL FLYER

Staff recommends the Board approve the informational flyer to be placed in sewer bills

C. UPDATE ON DECEMBER 19, 2010 FLOOD EVENT

Staff recommends the Board receive presentation by Staff regarding events during flood event, damage and spill assessment.

6. PUBLIC COMMENT ON CLOSED SESSION**7. CLOSED SESSION ITEM (GOVERNMENT CODE 54956.9 (A))**

Conference with Legal Counsel – Existing Litigation

Case: Mascolo v SSLOCSD Case # CV100744

8. RETURN TO OPEN SESSION, REPORT ON CLOSED SESSION**9. MISCELLANEOUS ITEMS**

a. Miscellaneous Oral Communications

▪ Discussion of public records requests procedures and project engineering services.

b. Miscellaneous Written Communications

10. ADJOURNMENT



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Memorandum

To: Board of Directors
From: John Wallace, *District Administrator*
Date: January 5, 2011

Subject: Election of Board officers for calendar year 2011

Recommendation:

Staff recommends the Board elect officers for the calendar year 2011.

Discussion:

At the beginning of each calendar year it is customary to elect officers of the Board.

At this time it would be appropriate to elect officers for the positions of Board Chairman and Vice Chairman.

The officers for the calendar year of 2010 were as follows:

| | |
|---------------|------------------------|
| Chairman | Tony Ferrara |
| Vice Chairman | Vern Dahl (now vacant) |

Nominations should first be taken for the office of Chairman; nominations do not require a second. After there are no further nominations, a motion should be made and seconded to close nominations. A vote is then taken for each candidate. The candidate receiving the most votes, and a majority of votes of the quorum present, is elected to office. The same process should be followed to elect a Vice Chairman.

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

Oceano Community Services District
1655 Front Street
Oceano, CA 93445

Minutes of Wednesday, December 15, 2010
6:00 P.M.

1. ROLL CALL

Present: Chairman Tony Ferrara, City of Arroyo Grande; Director Jim Hill, Oceano Community Services District; Director Bill Nicolls, City of Grover Beach.

Others in Attendance: John Wallace, District Administrator; Tom Zehnder, District Engineer; Mike Seitz, District Counsel; Jeff Appleton, Plant Superintendent.

2. PUBLIC COMMENT ON ITEMS NOT APPEARING ON AGENDA

Mr. Raffaele Montemurro from Arroyo Grande stated that one of the newly seated Oceano Community Services District Board Members, Ms. Carol Henson, attended the Sanitation District's December 1st meeting and was disappointed that Pamela Dean was the OCSD representative on the Board that date. He reported that Ms. Henson was upset because she felt she should have been the OCSD representative because she had been sworn in to the OCSD Board and would have been able to report back to that Board regarding the evenings' proceedings while Ms. Dean would not. Mr. Montemurro expressed his opinion that Ms. Henson was owed a letter of apology from the Sanitation District Board.

3. CONSENT AGENDA

- A. Review and Approval of Minutes from the Meeting of December 1, 2010.
- B. Review and Approval of Warrants.
- C. Review of Current Financial Statements (November 30, 2010)
- D. Plant Superintendent's Report

Chairman Ferrara asked for public comment regarding any consent agenda item.

Director Hill requested that the consent agenda items be acted on individually as he would not be able to vote regarding the minutes and he had comments regarding the warrants.

It was moved by Director Nicolls, seconded by Chairman Ferrara to approve the minutes of December 1, 2010 as presented. Motion carried with Director Hill abstaining from voting due to absence.

Director Hill questioned the Wallace Group invoice with regards to the line item for Major Budget Items.

Administrator Wallace replied that the charges incurred were for Major Budget Item expenses previously approved through the 2010/11 budget process and through subsequent Board authorizations for projects. He added that detailed invoices for all warrants are available for review at the meetings.

Director Hill stated that his specific question was whether the engineering services performed by Wallace Group for individual projects were included in the budget amount as a line item or just assigned.

Administrator Wallace replied that the work performed by Wallace Group is approved through directions from the Board and the overall contract the District has with the Wallace Group. The majority of the work entails smaller projects with major engineering work contracted out to other engineering firms such as Kennedy/Jenks Consultants.

Director Hill also questioned the amount charged for operations projects by the Wallace Group.

Administrator Wallace replied that this line item is for a variety of miscellaneous services related to the daily operations of the plant.

It was moved by Director Nicolls, seconded by Chairman Ferrara to approve the warrants as presented. Motion carried with Director Hill voting no.

It was moved by Director Nicolls, seconded by Director Hill to approve item 3C Current Financial Statements and item 3D Plant Superintendent's Report as presented. Motion carried by unanimous vote.

4. BOARD ACTION ON INDIVIDUAL ITEMS

A. Review and Potential Changes to the District Record Keeping Policy Regarding Recordings.

Counsel Seitz stated that at the meeting of December 1, 2010, Chairman Ferrara requested that the Board review the District's policy regarding maintaining of electronic recordings of the District meetings.

The law requires that the recordings be kept for a minimum of thirty days after the recording. The official policy of the District has been to use the written minutes as the official record after they have been reviewed and approved by the Board.

Chairman Ferrara stated that he brought this issue up due to the general sense of heightened public scrutiny. He expressed his opinion that the recordings should be maintained beyond the required minimum time.

Director Hill agreed and suggested the recordings be kept for a period of 60 days after Board approval.

Counsel Seitz stated that if it is the Board's intent to increase the time the recordings are kept in order to ensure the accuracy of the written record it should be so noted.

It was moved by Director Hill, seconded by Director Nicolls to establish a policy to maintain the voice recordings of District meetings for a period of sixty days after Board Approval of the written record in order to ensure and verify their accuracy. Motion carried by unanimous vote.

B. Dewatering Pump Purchase

Administrator Wallace informed the Board that the District has several site drains located

throughout the plant to transport rain and surface water back to the headworks so that drainage does not leave the plant site. The site drain located in the front field areas has experienced an unrepairable failure of one of the two pumps located there. The pumps are critical to maintain sufficient site drainage which protects other more sensitive/critical areas of the plant. Staff recommends the Board approve the purchase of Goulds ¾ hp submersible pump for BC Pump Sales and Service for the quoted price of \$1,091.16.

It was moved by Director Hill, seconded by Director Nicolls to approve the purchase of a Goulds ¾ hp submersible pump from BC Pump Sales and Service for their quoted price of \$1,091.16. Motion carried by unanimous vote.

5. MISCELLANEOUS ITEMS

A. Miscellaneous Oral Communications

Administrator Wallace reported that the District has a new representative from the Regional Water Board, Mr. Matt Keeling.

He also reported that three current Plant Operators will be testing in order to become certified as a Laboratory Analyst after the first of the year. He added that the District is doing well with regards to Laboratory cost savings as projected.

B. Miscellaneous Written Communications

Director Nicolls presented the Board an article for their information from the LA Times published this date which references conflict of interest.

6. PUBLIC COMMENT ON CLOSED SESSION

There were no public comments at this time.

7. CLOSED SESSION ITEM

The Board convened into closed session in order to conference with legal counsel pursuant to Govt. Code 54956.86: Complaint involving information protected by federal law and Govt. Code 54956.9(b): anticipated litigation – 1 case.

8. RETURN TO OPEN SESSION

District Counsel Seitz announced that no reportable action was taken in closed session.

9. ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at approximately 6:30 p.m.

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

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
WARRANT REGISTER
1/5/2011

| ISSUED TO | PURCHASE/SERVICE | INV. # / SERVICE PERIOD | WARRANT NO. | ACCT | ACCT BRKDN | TOTAL |
|--------------------------|---------------------|----------------------------------|-------------|--------------|------------------|------------|
| AIRGAS WEST | WELDING SUPPLIES | 103748952 | 010511-5247 | 7032 | 132.00 | 132.00 |
| APPLIED INDUSTRIAL | ELASTOMERIC COUPL | 85740102 | 48 | 8030 | 133.02 | 133.02 |
| ARAMARK UNIFORMS | EMPLOYEE UNIFORMS | 545544383 5526277 5508068 | 49 | 7025 | 527.70 | 527.70 |
| AT&T | TELEPHONE SERVICE | | 50 | 7011 | 428.05 | 428.05 |
| BC PUMP | GOULDS PUMP | 24940 | 51 | 8060 | 1,091.16 | 1,091.16 |
| BILL NICOLLS | BOARD SERVICE | DEC | 52 | 7075 | 200.00 | 200.00 |
| BRENNTAG PACIFIC, INC | CHEMICALS | 59973 058380 058021 058022 | 53 | 8050 | 17,826.54 | 17,826.54 |
| BROUGH CONSTRUCTION | 05MBI06 CENTRIFUGE | PROG PAY 2 | 54 | 20/8065 | 65,256.75 | 65,256.75 |
| CA INDUSTRIAL RUBBER | GASKETS | T-007997 | 55 | 8030 | 495.02 | 495.02 |
| CALM CLEAR&CONNECTED | EMPLOYEE CLASS | MASCOLO | 56 | 7079 | 165.00 | 165.00 |
| CALPERS MEDICAL | EMPLOYEE MED | JAN | 57 | 6010 | 10,015.60 | 10,015.60 |
| CARQUEST | VEHICLE BATTERY | 454404 | 58 | 8032 | 106.51 | 106.51 |
| EARTH SYSTEMS PACIFIC | 05MBI06 CENTRIFUGE | 235942 | 59 | 20/8065 | 2,161.50 | 2,161.50 |
| ENVIRONMENTAL ANALYTICAL | 05MBI06 CENTRIFUGE | 13791 | 60 | 20/8065 | 354.88 | 354.88 |
| FED EX | SHIPPING | 329 86084 267 48618 321 69857 | 61 | 8045 8060 | 48.14 168.29 | 216.43 |
| FISHER SCIENTIFIC | LAB SUPPLIES | 8674763 | 62 | 8040 | 111.44 | 111.44 |
| GAS SYSTEMS LLC | COGEN MAINT 1ST QTR | 651 | 63 | 7097 | 7,373.50 | 7,373.50 |
| GRAINGER | MISC SUPPLIES | 9409233682 | 64 | 8035 | 41.40 | 41.40 |
| HACH COMPANY | LAB SUPPLIES | 7029509 | 65 | 8040 | 27.04 | 27.04 |
| INTERSTATE BATTERIES | CART BATTERY | 100002910 | 66 | 8032 | 108.70 | 108.70 |
| JIM HILL | BOARD SERVICE | DEC | 67 | 7075 | 100.00 | 100.00 |
| LIEBERT CASSIDY WHITMORE | LEGAL FEES MASCOLO | 125373 | 68 | 7071 | 2,781.00 | 2,781.00 |
| LINC DELIVERY | DELIVERY SERVICE | NOV | 69 | 8040 | 200.00 | 200.00 |
| LOUIE'S CRANE SERVICE | REMOVE GRINDER | 7503 | 70 | 8060 | 260.00 | 260.00 |
| NEXTEL | CELL PHONE SERVICE | 205201234-065 | 71 | 7013 | 75.53 | 75.53 |
| OCSO | BILLING SERVICE | ANNUAL | 72 | 7074 | 4,930.00 | 4,930.00 |
| PAMELA DEAN | BOARD SERVICE | DEC | 73 | 7075 | 100.00 | 100.00 |
| PG&E | SERVICE | DEC | 74 | 7091 | 8,302.37 | 8,302.37 |
| POLYDYNE, INC | CLARIFLOC | 575063 575090 | 75 | 8050 | 6,801.35 | 6,801.35 |
| ENVIRO HEALTH SLO COUNTY | HAZ MAT PERMIT | 72702 | 76 | 7068 | 690.99 | 690.99 |
| | AGT PERMIT | 73869 | | | | |
| SAN LUIS POWERHOUSE | TROUBLE SHOOT GEN | 27766 | 77 | 8060 | 306.40 | 306.40 |
| SANTA MARIA DIESEL | MISC SUPPLIES | 8529 7662 | 78 | 8030 | 208.46 | 208.46 |
| SIEMENS | PROBE CLEANER | 9000096387 | 79 | 8030 | 193.12 | 193.12 |
| STANLEY CONVERGENT SEC | SECURITY | 7896331 | 80 | 7014 | 62.20 | 62.20 |
| STATE FUND COMPENSATION | WORK COMP | DEC | 81 | 6080 | 2,605.47 | 2,605.47 |
| SUPERIOR QUALITY COPIERS | ANNUAL SERV 2011 | 37132 | 82 | 7015 | 907.58 | 907.58 |
| | COPY CHARGES | 37131 | | | | |
| SURFACE PUMPS, INC | PUMP SERVICE | 0088647 | 83 | 8030 | 290.50 | 290.50 |
| THOMA ELECTRIC | ELEC SERVICE | 103773 | 84 | 8060 | 340.00 | 340.00 |
| TONY FERRARA | BOARD SERVICE | DEC | 85 | 7075 | 200.00 | 200.00 |
| TITAN INDUSTRIAL | MISC SUPPLIES | 1043683 1043747 1043844 | 86 | 8030 8056 | 117.08 205.62 | 322.70 |
| USA BLUEBOOK | SLUDGE JUDGE II | 300025 | 87 | 8040 | 167.34 | 167.34 |
| SUB TOTAL | | | | | 136,617.25 | 136,617.25 |
| PAYROLL | PPE 12/17/10 | | | | 21,442.13 | 21,442.13 |
| GRAND TOTAL | | | | | 158,059.38 | 158,059.38 |

We hereby certify that the demands numbered serially from 010511-5247 to 010511-5287 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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Staff Report

To: Board of Directors
From: John Wallace, *District Administrator*
Date: January 5, 2011 Meeting

Subject: New Centrifuge 2A, Brough Construction Progress Payment No. 2 and Change Order No. 3

Recommendation:

Approve Progress Payment No. 2 to Brough Construction, Inc. in the amount of **\$65,256.75** which includes Change Order No. 3. in the amount of **\$18,700.00**.

Funding:

The FY 2010-11 Budget includes the Major Budget Item 05 MBI 06 – *New Centrifuge 2A* – in the amount of **\$1,104,422**.

Brough Construction was retained by a September 1, 2010 Board action for the lump sum amount of **\$827,134.00** to provide construction services for the project. The revised contract amount after Change Orders 1, 2 and 3 is **\$872,427.86**.

| | Expenditures to date | Proposed expenditures | Totals |
|----------------------------------|----------------------|-----------------------|-----------------|
| Budget | \$ 1,104,422.00 | \$ - | \$ 1,104,422.00 |
| Equipment Expenditures | \$ - | \$ - | \$ - |
| Design expenditures | \$ 44,863.51 | \$ - | \$ 44,863.51 |
| Construction expenditures | \$ 109,906.86 | \$ 72,507.50 | \$ 182,414.36 |
| PG&E Utility Services | \$ 15,659.32 | \$ - | \$ 15,659.32 |
| CA expenditures | \$ 34,769.03 | \$ - | \$ 34,769.03 |
| Retainage | \$ (10,990.69) | \$ (7,250.75) | \$ (18,241.44) |
| Spending to date | \$ 194,208.03 | \$ 65,256.75 | \$ 259,464.78 |
| Balance to Complete | \$ 910,213.97 | \$ 65,256.75 | \$ 844,957.22 |

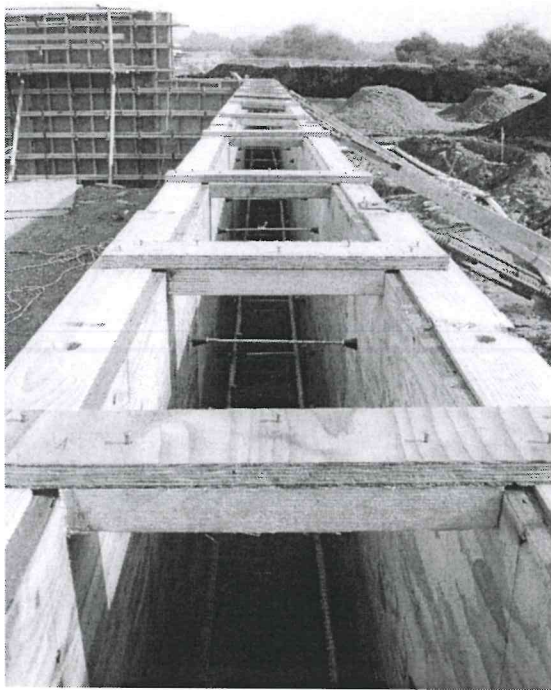
Discussion:

Monthly progress payment No. 2 includes payment for working days 50 through 81 on work associated with this contract. Based upon the work that has been completed by Brough, Staff believes this payment is equivalent to the amount of work performed during this period. Tasks and percentage complete are listed in the table below. Staff has closely monitored work performed under this contract and believes the invoice reflects the actual work performed by Brough Construction.

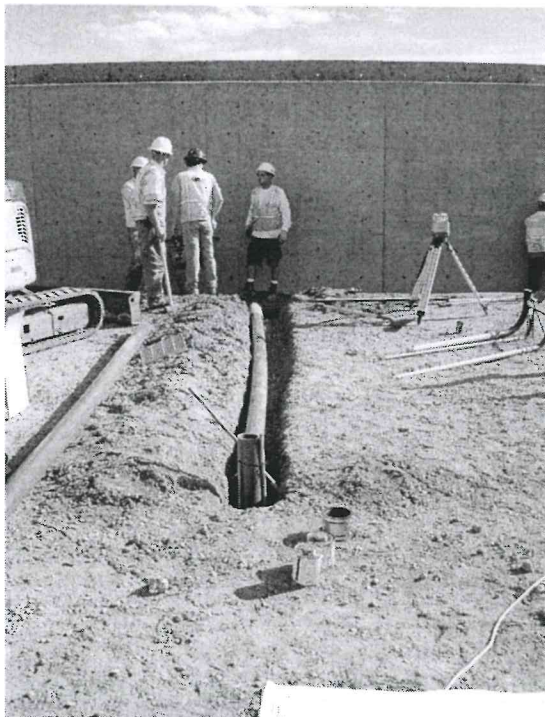
| Item Description | Quantity | Unit | Unit Price | Contract Amount | % Complete | Cost This Period |
|---|----------|------|-------------|-----------------|------------|---------------------|
| Earthwork & Grading: Clearing, Grubbing and Prep Site for Building Construction | 1 | LS | \$32,900.00 | \$ 32,900.00 | 100% | \$ 4,935.00 |
| New Concrete Building Slab | 1620 | SF | \$20.00 | \$ 32,400.00 | 2% | \$ 600.00 |
| Reinforced Concrete Retaining / Bin Wall | 147 | LF | \$440.00 | \$ 64,680.00 | 75% | \$ 33,000.00 |
| Pre-Engineered Metal Building | 1 | LS | \$54,840.00 | \$ 54,840.00 | 10% | \$ 5,484.00 |
| 4" PVC Sch. 80 Drain Pipe | 50 | LF | \$31.00 | \$ 1,550.00 | 100% | \$ 1,550.00 |
| Local Power Distribution Panel | 1 | LS | \$14,770.00 | \$ 14,770.00 | 5% | \$ 738.50 |
| Power and Communications Wiring (H&M Building) | 1 | LS | \$20,400.00 | \$ 20,400.00 | 5% | \$ 1,020.00 |
| Power and Communications Wiring (To New Building) | 1 | LS | \$32,400.00 | \$ 32,400.00 | 20% | \$ 6,480.00 |
| Alternative Bid Item - Dewatering | 17 | DAY | \$1,100.00 | \$ 18,700.00 | 100% | \$ 18,700.00 |
| Sub-total (Job to date) | | | | | | \$ 72,507.50 |
| Retainage (10%) | | | | | | \$ (7,250.75) |
| Total | | | | | | \$ 65,256.75 |

Change Order No. 3 in the amount of **\$18,700.00** is submitted for payment for dewatering required during trenching and backfilling of the retaining wall. Dewatering was an alternate bid item not included in the base contract price.

Staff recommends approval of Progress Payment No.2 including Change Order No. 3 in the amount of **\$72,507.50**. A 10% retainage is withheld resulting in a net payable amount of **\$65,256.75**.



Forming and Pouring New Reinforced Concrete Retaining Wall

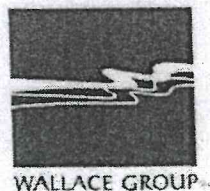


Locating and Placing Building Drain Lines



Stripping Forms and Compacting Backfill

| South San Luis Obispo County Sanitation District CENTRIFUGE 2A BUILDING | | | | SSLOCSD PARTIAL PAYMENT ESTIMATE NO. 2 | |
|--|---------------------|---|--------------|---|---------------|
| OWNER: SSLOCSD | | CONTRACTOR: Brough Construction, Inc. | | PERIOD OF ESTIMATE FROM <u>12/01/10</u> TO <u>12/31/2010</u> | |
| CONTRACT CHANGE ORDER SUMMARY | | | | ESTIMATE | |
| No | Owner Approval Date | Amount | | | |
| | | Additions | Deductions | | |
| 1 | 12/1/2010 | | \$ (906.14) | 1. Original Contract | \$ 827,134.00 |
| 2 | 12/1/2010 | \$ 27,500.00 | | 2. Change Orders | \$ 45,293.86 |
| 3 | 1/5/2011 | \$ 18,700.00 | | 3. Revised Contract (1 + 2) | \$ 872,427.86 |
| | | | | 4. Work Completed* (Incl. CCO work) | \$ 182,414.36 |
| | | | | 5. Stored Materials | \$ - |
| | | | | 6. Subtotal (4 + 5) | \$ 182,414.36 |
| | | | | 7. Retainage this period | \$ 7,250.75 |
| | | | | 8. Previous Payments | \$ 109,906.86 |
| | | | | 9. Amount Due (1-11-11) | \$ 65,256.75 |
| | | | | * Detailed breakdown attached | |
| TOTALS | | \$ 46,200.00 | \$ (906.14) | | |
| NET CHANGE | | | \$ 45,293.86 | | |
| CONTRACT TIME | | | | | |
| Original (calendar days) <u>180</u> | | On Schedule <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | Starting Date <u>10/11/10</u> | |
| Revised <u>2</u> | | | | Project Completion <u>4/15/11</u> | |
| Remaining <u>110</u> | | | | | |
| CONTRACTOR'S CERTIFICATION: The undersigned Contractor certifies that to the best of their knowledge, information and believe the work covered by this payment estimate has been completed in accordance with the contract documents, and that all amounts have been paid by the contractor for work for which previous payment estimated was issued and payments received from the owner, and that current payment shown herein is now due. CONTRACTOR BROUGH CONSTRUCTION, INC. By <u>[Signature]</u> Date <u>12/21/10</u> | | | | CONTRACT ADMINISTRATOR: The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents. WALLACE GROUP Contract Administrator By <u>[Signature]</u> Date <u>12/21/10</u> | |
| RECOMMENDED BY ENGINEER: ENGINEER <u>[Signature]</u> By _____ Date <u>12/22/10</u> | | | | APPROVED BY DISTRICT: Owner SSLOCSD By _____ Date _____ | |



South San Luis Obispo County Sanitation District - Centrifuge 2A

PROGRESS PAY - No. 2 BROUGH CONSTRUCTION, INC.

| REF. | ITEM DESCRIPTION | ORIGINAL CONTRACT | | | THIS PERIOD | | | TOTAL TO DATE | | | % COMPLETE |
|------|---|-------------------|------|-------------|--------------|----------|--------------|---------------|--------------|--------------|------------|
| | | QUANTITY | UNIT | UNIT PRICE | AMOUNT | QUANTITY | AMOUNT | QUANTITY | AMOUNT | AMOUNT | |
| 1 | Mobilization, Demobilization and Clean Up | 1 | LS | \$31,500.00 | \$ 31,500.00 | 0% | \$ - | 0.60 | \$ 18,900.00 | \$ 18,900.00 | 60% |
| 2 | Project Demolition, Removal and Disposals | 1 | LS | \$10,600.00 | \$ 10,600.00 | 0% | \$ - | 0.50 | \$ 5,300.00 | \$ 5,300.00 | 50% |
| 3 | Survey of Construction Site | 1 | LS | \$2,600.00 | \$ 2,600.00 | 0% | \$ - | 1.00 | \$ 2,600.00 | \$ 2,600.00 | 100% |
| 4 | Earthwork & Grading: Clearing, Grubbing and Prep Site for Building Construction | 1 | LS | \$32,900.00 | \$ 32,900.00 | 15% | \$ 4,935.00 | 1.00 | \$ 32,900.00 | \$ 32,900.00 | 100% |
| 5 | New Reinforced Concrete Building Slab | 1620 | SF | \$20.00 | \$ 32,400.00 | 30 | \$ 600.00 | 0.02 | \$ 600.00 | \$ 600.00 | 2% |
| 6 | New Reinforced Concrete Driveway | 280 | SF | \$18.50 | \$ 5,180.00 | 0 | \$ - | - | \$ - | \$ - | 0% |
| 7 | New Reinforced Concrete Flatwork | 540 | SF | \$9.50 | \$ 5,130.00 | 0 | \$ - | - | \$ - | \$ - | 0% |
| 8 | Reinforced Concrete Retaining / Bin Wall | 147 | LF | \$440.00 | \$ 64,680.00 | 75.00 | \$ 33,000.00 | 111.70 | \$ 49,148.00 | \$ 49,148.00 | 76% |
| 9 | CMU Flood Wall | 150 | LF | \$62.50 | \$ 9,375.00 | 0 | \$ - | - | \$ - | \$ - | 0% |
| 10A | Flood Gates on Building Manddoors (2) | 2 | EA | \$5,860.00 | \$ 11,720.00 | 0 | \$ - | - | \$ - | \$ - | 0% |
| 10B | Flood Gates on Building Roll-up Door (1) | 1 | EA | \$13,800.00 | \$ 13,800.00 | 0% | \$ - | - | \$ - | \$ - | 0% |
| 11 | Pre-engineered metal Building | 1 | LS | \$54,840.00 | \$ 54,840.00 | 10% | \$ 5,484.00 | 0.10 | \$ 5,484.00 | \$ 5,484.00 | 10% |
| 12 | Skid-mount Centrifuge Relocation & Installation & Associated piping Connections | 1 | LS | \$34,000.00 | \$ 34,000.00 | 0% | \$ - | - | \$ - | \$ - | 0% |
| 13 | Asphalt Paving / Patching | 3270 | SF | \$12.00 | \$ 39,240.00 | 0 | \$ - | - | \$ - | \$ - | 0% |
| 14 | Shoring, Sheeting, Plating and Bracing | 1 | LS | \$500.00 | \$ 500.00 | 0% | \$ - | - | \$ - | \$ - | 0% |
| 15 | 8" PVC SDR 35 Pipe for Centrate Drain & Storm Drain | 290 | LF | \$45.00 | \$ 13,050.00 | 0 | \$ - | 0.20 | \$ 900.00 | \$ 900.00 | 7% |
| 16 | 6" Glass Lined DI Sludge Pipe Including Valves | 110 | LF | \$697.00 | \$ 76,670.00 | 0 | \$ - | - | \$ - | \$ - | 0% |
| 17 | 6" PVC Schedule 80 Centrate Drain Pipe Including Valve | 40 | LF | \$56.00 | \$ 2,240.00 | 0 | \$ - | - | \$ - | \$ - | 0% |
| 18 | 3" Glass Lined DI Sludge Pipe Including Valves | 2 | LF | \$1,543.00 | \$ 3,086.00 | 0 | \$ - | - | \$ - | \$ - | 0% |
| 19 | 4" PVC Schedule 80 Floor Drain & Drop Inlet Pipe | 50 | LF | \$31.00 | \$ 1,550.00 | 100 | \$ 1,550.00 | 1.00 | \$ 1,550.00 | \$ 1,550.00 | 100% |
| 20 | 2" PVC Schedule 80 Underground Potable & Non-Potable Water Including Valves | 300 | LF | \$8.00 | \$ 2,400.00 | 0 | \$ - | - | \$ - | \$ - | 0% |
| 21 | 1" PVC Schedule 80 Underground Potable & Non-Potable Water Including Valves | 32 | LF | \$19.00 | \$ 608.00 | 0 | \$ - | - | \$ - | \$ - | 0% |
| 22 | 2" ASTM A53 Galvanized Steel Pipe Above Ground Potable Water Including Valves | 15 | LF | \$62.00 | \$ 930.00 | 0 | \$ - | - | \$ - | \$ - | 0% |
| 23 | 1" ASTM A53 Galvanized Steel Pipe Above Ground Potable Water Including Valves | 65 | LF | \$16.00 | \$ 1,040.00 | 0 | \$ - | - | \$ - | \$ - | 0% |
| 24 | Centrate Piping Manhole Tie-in | 1 | LS | \$785.00 | \$ 785.00 | 0% | \$ - | - | \$ - | \$ - | 0% |
| 25 | Combination Eyewash Station Safety Shower | 1 | LS | \$2,300.00 | \$ 2,300.00 | 0% | \$ - | - | \$ - | \$ - | 0% |
| 26 | Piping Pressure Testing | 1 | LS | \$3,300.00 | \$ 3,300.00 | 0% | \$ - | - | \$ - | \$ - | 0% |
| 27 | New Pump Pedestals | 3 | EA | \$1,480.00 | \$ 4,440.00 | 0 | \$ - | - | \$ - | \$ - | 0% |
| 28A | New Sludge Feed Pumps (2) | 2 | EA | \$39,000.00 | \$ 78,000.00 | 0 | \$ - | - | \$ - | \$ - | 0% |
| 28B | In-Line Grinder (1) | 1 | EA | \$22,400.00 | \$ 22,400.00 | 0% | \$ - | - | \$ - | \$ - | 0% |
| 29 | New Valves - Five 4" Valves & Thirteen 6" Valves | 5 | EA | \$830.00 | \$ 4,150.00 | 0 | \$ - | - | \$ - | \$ - | 0% |
| 30 | 14" Plug Valve | 13 | EA | \$1,700.00 | \$ 22,100.00 | 0 | \$ - | - | \$ - | \$ - | 0% |
| 31 | Temporary Sludge Pumps & Temporary Sludge Piping | 1 | EA | \$7,200.00 | \$ 7,200.00 | 0% | \$ - | - | \$ - | \$ - | 0% |
| 32 | Tie-In of New Calces / Piping with Existing Piping | 1 | LS | \$6,350.00 | \$ 6,350.00 | 0% | \$ - | - | \$ - | \$ - | 0% |
| 33 | Sludge Feed Pump, VFD Panel & Appurtenances | 1 | LS | \$6,400.00 | \$ 6,400.00 | 0% | \$ - | - | \$ - | \$ - | 0% |
| 34 | Local Power Distribution Panel (MSB-CENT2AB) | 1 | LS | \$10,200.00 | \$ 10,200.00 | 0% | \$ - | - | \$ - | \$ - | 0% |
| | | 1 | LS | \$14,770.00 | \$ 14,770.00 | 5% | \$ 738.50 | 0.05 | \$ 738.50 | \$ 738.50 | 5% |

| | | | | | | | | | | | | | |
|-----|--|----|----|--------------|----|-------------------|-----|----|------------------|------|----|-------------------|------------|
| 35 | Power & Communications Wiring - Existing Conduits and Pull Boxes (Heating and Mixing Building) | 1 | LS | \$20,400.00 | \$ | 20,400.00 | 5% | \$ | 1,020.00 | 0.05 | \$ | 1,020.00 | 5% |
| 36 | Power & Communications Conduits & Wiring - Existing Pull Boxes to New Centrifuge Building | 1 | LS | \$32,400.00 | \$ | 32,400.00 | 20% | \$ | 6,480.00 | 0.20 | \$ | 6,480.00 | 20% |
| 37 | Power & Communications Conduits & Wiring - Within New Centrifuge Building | 1 | LS | \$17,000.00 | \$ | 17,000.00 | 0% | \$ | - | - | \$ | - | 0% |
| 38 | Reroute PG&E Main Electrical Site Supply | 1 | LS | \$11,500.00 | \$ | 11,500.00 | 0% | \$ | - | 1.00 | \$ | 11,500.00 | 100% |
| 39 | Design, Install and Test SCADA System | 1 | LS | \$102,000.00 | \$ | 102,000.00 | 0% | \$ | - | - | \$ | - | 0% |
| 39A | Design, Install Graphics Screens as Req'd on Display Panel | 20 | EA | \$570.00 | \$ | 11,400.00 | 0 | \$ | - | - | \$ | - | 0% |
| | TOTAL | | | | \$ | 827,134.00 | | \$ | 53,807.50 | | \$ | 137,120.50 | 17% |

| REF. | ITEM DESCRIPTION - ALT. BID SCHEDULE (POTENTIAL ADDITIONAL WORK) | ORIGINAL CONTRACT | | | THIS PERIOD | | TOTAL TO DATE | | % COMPLETE (BASED ON 60 CALENDAR DAYS) | |
|------|--|-------------------|------|------------|--------------|----------|---------------|----------|--|--------|
| | | QUANTITY | UNIT | UNIT PRICE | AMOUNT | QUANTITY | AMOUNT | QUANTITY | | AMOUNT |
| 40 | Dewatering Ground Water (Based on 60 calendar days) | 60 | DAY | \$1,100.00 | \$ 66,000.00 | 17 | \$ 18,700.00 | 42.00 | \$ 46,200.00 | 70% |
| | TOTAL | | | | \$ 66,000.00 | | \$ 18,700.00 | | \$ 46,200.00 | 23% |

| CONTRACT CHANGE ORDERS | | | | | | | | | | | |
|------------------------|---|----------|------|-------------|--------------|----------|--------------|---------------|---------------|------------|--|
| | | QUANTITY | UNIT | UNIT PRICE | AMOUNT | QUANTITY | AMOUNT | TOTAL TO DATE | | % COMPLETE | |
| | | | | | | | | QUANTITY | AMOUNT | | |
| 1 | Credit for Vault Lid | 1 | LS | \$ (906.14) | \$ (906.14) | 0 | - | 1.00 | \$ (906.14) | 100% | |
| 2 | Alternate Bid Item #40 Dewatering (25 days) | 25 | days | \$1,100.00 | \$ 27,500.00 | 0 | - | 25.00 | \$ 27,500.00 | 100% | |
| 3 | Alternate Bid Item #40 Dewatering (17 days) | 17 | days | \$1,100.00 | \$ 18,700.00 | 17 | \$ 18,700.00 | 17.00 | \$ 18,700.00 | 100% | |
| | SUB TOTAL CONTRACT CHANGE ORDERS | | | | \$ 45,293.86 | | \$ 18,700.00 | | \$ 45,293.86 | 33% | |
| | TOTAL CONSTRUCTION COST | | | | | | | | \$ 872,427.86 | | |

| RETAINAGE | | | |
|------------------|-----------|---------|-------------|
| WORK COMPLETED | TO DATE | PERCENT | RETAINED |
| STORED MATERIALS | 72,507.50 | 10% | \$ 7,250.75 |
| TOTAL | N/A | N/A | \$ - |
| | | | \$ 7,250.75 |

NET PAY THIS APP: \$ 65,256.75



634 Printz Road
ARROYO GRANDE CA 93420

805-489-7779 Phone
805-473-2479 Fax

***** Contract Invoice *****

To: South SLO Sanitation District
1600 Aloha Place
OCEANO CA 93445

Invoice No: 100332
Invoice Date: 12/20/2010

Estimate No: 100332
Completed Thru: 12/31/2010
Owner Job No: 10033

Contract: 10033 Centrifuge 2A Building Project

| Phase | Description of Work | Contract Values | | | Previously Completed | | —This Invoice— | | —Total To-Date— | |
|-------|--------------------------|-----------------|------------|-----------|----------------------|-----------|----------------|-----------|-----------------|-----------|
| | | Quantity | Unit Price | \$ Amount | Quantity | \$ Amount | Quantity | \$ Amount | Quantity | \$ Amount |
| 01 | Mobilization/Demo/Clean | 1.000 LS | 31500.0000 | 31500.00 | 0.600 | 18900.00 | 0.000 | 0.00 | 0.600 | 18900.00 |
| 02 | Project Demo/Removal | 1.000 LS | 10600.0000 | 10600.00 | 0.500 | 5300.00 | 0.000 | 0.00 | 0.500 | 5300.00 |
| 03 | Survey of Site | 1.000 LS | 2600.0000 | 2600.00 | 1.000 | 2600.00 | 0.000 | 0.00 | 1.000 | 2600.00 |
| 04 | Earthwork and Grading | 1.000 LS | 32900.0000 | 32900.00 | 0.850 | 27965.00 | 0.150 | 4935.00 | 1.000 | 32900.00 |
| 05 | New Concrete Blding Sla | 1620.000 SF | 20.0000 | 32400.00 | 0.000 | 0.00 | 30.000 | 600.00 | 30.000 | 600.00 |
| 06 | New Concrete Driveway | 280.000 SF | 18.5000 | 5180.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 07 | New Concrete Flatwork | 540.000 SF | 9.5000 | 5130.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 08 | Concrete Retaining Bin | 147.000 LF | 440.0000 | 64680.00 | 36.700 | 16148.00 | 75.000 | 33000.00 | 111.700 | 49148.00 |
| 09 | CMU Flood Wall | 150.000 LF | 62.5000 | 9375.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 10A | Flood gates on manddoors | 2.000 EA | 5860.0000 | 11720.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 10B | Flood gates on rollup d | 1.000 EA | 13800.0000 | 13800.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 11 | Pre-engineered Metal Bl | 1.000 LS | 54840.0000 | 54840.00 | 0.000 | 0.00 | 0.100 | 5484.00 | 0.100 | 5484.00 |
| 12 | Centrifuge relocation | 1.000 LS | 34000.0000 | 34000.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 13 | Asphalt Paving/Patching | 3270.000 SF | 12.0000 | 39240.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 14 | Shoring/Sheeting/Platin | 1.000 LS | 500.0000 | 500.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 15 | 8"PVC SDR 35 Pipe | 290.000 LF | 45.0000 | 13050.00 | 20.000 | 900.00 | 0.000 | 0.00 | 20.000 | 900.00 |
| 16 | 6" DI Sludge Pipe | 110.000 LF | 697.0000 | 76670.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 17 | 6"PVC Sch 80 Drain Pipe | 40.000 LF | 56.0000 | 2240.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 18 | 3" DI Sludge Pipe | 2.000 LF | 1543.0000 | 3086.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 19 | 4"PVC Sch 80 Floor Dra | 50.000 LF | 31.0000 | 1550.00 | 0.000 | 0.00 | 50.000 | 1550.00 | 50.000 | 1550.00 |
| 20 | 2"PVC Sch 80 Undergroun | 300.000 LF | 8.0000 | 2400.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 21 | 1"PVC Sch 80 Undergroun | 32.000 LF | 19.0000 | 608.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 22 | 2"ASTM A53 Galv Steel P | 15.000 LF | 62.0000 | 930.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 23 | 1"ASTM A53 Galv Steel P | 65.000 LF | 16.0000 | 1040.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 24 | Centrate Piping manhole | 1.000 LS | 785.0000 | 785.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 25 | Combo eyewash/safety sh | 1.000 LS | 2300.0000 | 2300.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 26 | Piping Pressure Testing | 1.000 LS | 3300.0000 | 3300.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 27 | New pumps/grinder pedst | 3.000 EA | 1480.0000 | 4440.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 28A | New Sludge Feed Pumps | 2.000 EA | 39000.0000 | 78000.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 28B | In-Line Grinder | 1.000 EA | 22400.0000 | 22400.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 29A | New Valves-Five 4" Valv | 5.000 EA | 830.0000 | 4150.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 29B | New Valves-Thirteen 6" | 13.000 EA | 1700.0000 | 22100.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 30 | 14" Plug Valve | 1.000 EA | 7200.0000 | 7200.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 31 | Temp Sludge Pumps/Pipin | 1.000 LS | 6350.0000 | 6350.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 32 | Tie-in of valves/piping | 1.000 LS | 6400.0000 | 6400.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 33 | Sludge Feed Pump/VFD Pn | 1.000 LS | 10200.0000 | 10200.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 34 | Local Power Dist Panel | 1.000 LS | 14770.0000 | 14770.00 | 0.000 | 0.00 | 0.050 | 738.50 | 0.050 | 738.50 |



634 Printz Road
ARROYO GRANDE CA 93420

805-489-7779 Phone
805-473-2479 Fax

***** Contract Invoice *****

To: South SLO Sanitation District
1600 Aloha Place
OCEANO CA 93445

Invoice No: 100332
Invoice Date: 12/20/2010

Estimate No: 100332
Completed Thru: 12/31/2010
Owner Job No: 10033

Contract: 10033 Centrifuge 2A Building Project

Continued from previous page...

| Phase | Description of Work | Contract Values | | | Previously Completed | | —This Invoice— | | —Total To-Date— | |
|--------------------------|-------------------------|-----------------|-------------|------------|----------------------|----------|----------------|-----------|-----------------|-----------|
| | | Quantity | Unit Price | \$ Amount | | | Quantity | \$ Amount | Quantity | \$ Amount |
| 35 | Power/Communication Wir | 1.000 LS | 20400.0000 | 20400.00 | 0.000 | 0.00 | 0.050 | 1020.00 | 0.050 | 1020.00 |
| 36 | Power/Communication Con | 1.000 LS | 32400.0000 | 32400.00 | 0.000 | 0.00 | 0.200 | 6480.00 | 0.200 | 6480.00 |
| 37 | Power Wiring-New Bldg | 1.000 LS | 17000.0000 | 17000.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 38 | Reroute PG&E Main Site | 1.000 LS | 11500.0000 | 11500.00 | 1.000 | 11500.00 | 0.000 | 0.00 | 1.000 | 11500.00 |
| 39 | Design/Install SCADA Sy | 1.000 LS | 102000.0000 | 102000.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| 40 | Design/Install Graphics | 20.000 EA | 570.0000 | 11400.00 | 0.000 | 0.00 | 0.000 | 0.00 | 0.000 | 0.00 |
| Original Contract Total: | | | | 827,134.00 | 83,313.00 | | 53,807.50 | | 137,120.50 | |
| 60 | Change Order #1 | -1.000 LS | 906.1400 | -906.14 | -1.000 | -906.14 | 0.000 | 0.00 | -1.000 | -906.14 |
| 60 | Change Order #5-Dewater | 25.000 Days | 1100.0000 | 27500.00 | 25.000 | 27500.00 | 0.000 | 0.00 | 25.000 | 27500.00 |
| 60 | Change Order #11-Dewate | 17.000 Days | 1100.0000 | 18700.00 | 0.000 | 0.00 | 17.000 | 18700.00 | 17.000 | 18700.00 |
| Total Change Orders: | | | | 45,293.86 | 26,593.86 | | 18,700.00 | | 45,293.86 | |
| Total Contract To-Date: | | | | 872,427.86 | 109,906.86 | | 72,507.50 | | 182,414.36 | |

Work Completed To-Date: 182,414.36
Less Retention: 18,241.44

164,172.92

Less Previous Billing: 98,916.17
Current Payment Due: 65,256.75

SECTION 00557 - CHANGE ORDER

Contract Change Order No. 003

Date: December 20, 2010

Engineer's No. 0026-0506

CONTRACT TITLE: **CENTRIFUGE NO. 2A**

CONTRACTOR: Brough Construction, Inc.

DESCRIPTION OF CHANGES

NET CHANGE

Alternative Bid Schedule – Dewatering has been determined to be required. This change order covers the number of days that dewatering has been implemented during this progress billing period. Further dewatering may be required and will be requested in an additional change order.

\$18,700.00

NET CHANGE IN CONTRACT PRICE

Original Contract Amount
Total Previous Changes
Amount of this Change
New Contract Total

\$ 827,134.00
\$ 26,593.00
\$ 18,700.00
\$ 872,427.86

Change in Contract Time

-0- days

This document will become a supplement to the Contract and all provisions will apply hereto.

Gileen Stephens
Recommended by ENGINEER

Date

[Signature]
Approved by CONTRACTOR

Date

Approved by DISTRICT

Date

(Release Form 1)

**Conditional Waiver and Release
Upon Progress Payment**

Upon receipt by the undersigned of a check from:

South SLO Sanitation District in the sum of \$65,256.75 payable to: Brough Construction, Inc. and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective to release any mechanic's lien, stop notice, or bond right the undersigned has on the job of: South SLO Sanitation District

Located at: Centrifuge 2A Building Project
1600 Aloha Place
OCEANO, CA

to the following extent.

This release covers a progress payment for labor, services, equipment or material furnished to: South SLO Sanitation District through 12/31/2010 only and does not cover any retention retained before or after the release date; extras furnished before the release date for which payment has not been received; extras or items furnished after the release date. Rights based upon work performed or items furnished under a written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in this release. This release of any mechanic's lien, stop notice, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon a rescission, abandonment, or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services, equipment, or material covered by this release if that furnished labor, services, equipment or material was not compensated by the progress payment. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Dated: 12/21/2010 Brough Construction, Inc.

By: 

Title: Sec/CFO

Note: This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This form is intended to meet the requirements of California Civil Code Section 3262(d)(1) as of January 1, 1994.

(Release Form 2)

**Unconditional Waiver and Release
Upon Progress Payment**

The undersigned has been paid and has received a progress payment in the sum of \$98,916.17 for labor, services, equipment or material furnished to: South SLO Sanitation District on the job of: South SLO Sanitation District

located at: Centrifuge 2A Building Project
1600 Aloha Place

OCEANO, CA

and does hereby release any mechanic's lien, stop notice or bond right that the undersigned has on the above referenced job to the following extent. This release covers a progress payment for labor, services, equipment or material furnished to: South SLO Sanitation District through 11/30/2010 only and does not cover any retention retained before or after the release date; extras furnished before the release date for which payment has not been received; extras or items furnished after the release date. Rights based upon work performed or items furnished under a written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in this release. This release of any mechanic's lien, stop notice, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon a rescission, abandonment, or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services, equipment, or material covered by this release if that furnished labor, services, equipment or material was not compensated by the progress payment.

Dated: 12/21/2010 Brough Construction, Inc.

By: 

Title: SEC/CFO

Notice: This document waives rights unconditionally and states that you have been paid for giving up those rights. This document is enforceable against you if you sign it, even if you have not been paid. If you have not been paid, use a conditional release form.

Note: This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This form is intended to meet the requirements of California Civil Code Section 3262(d)(2) as of January 1, 1994.



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
<http://sslocsd.org/>

Staff Report

To: Board of Directors
From: John Wallace, *District Administrator*
Date: January 05, 2011
Subject: Update on the December 19th Storm and Plant Operations

Recommendation:

Staff recommends the Board receive this report as well as a verbal update and presentation at the January 5, 2010 Board meeting

Funding:

The District's cost resulting from storm damage is currently being evaluated in anticipation of partial offset funding from CAL EMA. The County's recent proclamation of an emergency will qualify the District for up to 75% of our losses. The State has now requested that the area be designated as a Federal emergency area. If that is accepted, the District will be eligible for additional funding from the Federal Government.

Discussion:

In addition to internal updating and cost analysis, Staff is providing a report as required by the Standard Provisions attached to the District's Waste Discharge Requirements (WDR) Order No. R3-2009-0046. The report is due to the Water Board on Monday January 3, 2010 to satisfy the reporting requirement contained in the District's WDR.

This report will contain

1. A chronological description and timing of events that lead up to and followed the Sunday morning, December 19, 2010, sewage spill/overflow event;
2. Staffing levels at the District's Wastewater Treatment WWTP (WWTP) and actions taken between Saturday morning, December 18, 2010, and the time the WWTP was fully operational and in compliance with the WDRs;
3. All available wastewater flow data (both influent and effluent) for this time period;
4. An estimate of the sewage spill volume and duration; and
5. A summary of proposed actions, upgrades, repairs, etc. required to protect the headworks influent pump station from future failures as a result of flooding.

Summary of Incident

A significant rain event on December 18th and the morning of December 19th with a total rainfall accumulation of 5.14 inches of rain fell at the OCSO water yard located on 19th Street in Oceano between 1 am on Sat the 18th and 6 pm on Sun the 19th. In addition a rainfall station located near the intersection of Halcyon and Highway One – Station KDYCAOCE2 measured 4.7 inches. This rain event resulted in stormwater levels increasing in the lagoon to the west of the WWTP as well as ponding in the WWTP itself. As levels rose, the stormwater encroached into the northern boundary of the WWTP, while flooding the adjacent neighborhood. This caused the area around the emergency generator building to pond up to approximately one foot deep with stormwater.

Due to a short in the alarm conductor, a generator fail alarm which is a common trouble alarm was initiated at 07:11 on the 19th. It is likely that water entering the conduit, either due high ground water levels or ponding in the area, caused the conductor to short.

The high rainfall amounts in the region resulted in a significant increase in Inflow and Infiltration (I&I) into the District's trunk sewer system and the Member Agencies (MA's- Arroyo Grande, Grover Beach, and Oceano Community Services District) collection systems. It is also plausible but cannot be confirmed that some District or Member Agency manhole(s) may have been lifted by unknown persons to allow accumulated stormwater to drain into the collection system. The net result was very high influent flows hitting the WWTP on the morning of December 19th. These flows were 50% higher than any flows experienced since I&I work was completed several years ago. Typically the plant sees a 0.25-0.50 MGD increase in influent flow during a normal rain event while during a very heavy rain event the plant could see a 2.0 MGD increase in flow from a normal flow of 2-3 MGD to a total flow of 5.0 MGD. The rain event on the 19th resulted in a measured influent flow in excess of 7.4 MGD.

Apparently due to water in the electrical conduits feeding the influent pumps the motor on Influent Pump #4 shorted out. This resulted in the electrical breaker feeding the #4 pump motor tripping, as well as tripping the main breaker that feeds all four influent pumps and other plant equipment. As a result, all four influent pumps stopped pumping at 10:26 am.

On site Staff started the emergency diesel-powered influent pump within minutes. It was immediately discovered that the pump discharge valve located in the headworks was closed. Due to rising water and the fact that the valve is physically located down in the headworks, staff was only able to open the valve to approximately 1/3 of fully open before rising water submerged it. The headworks was subsequently inundated to grade level with water from both the trunk system as well as stormwater runoff from the site.

As the trunk system backed up, Sewer System Overflows (SSOs) occurred at a number of locations where the rim elevation of the manholes are less than 12.5 feet, beginning at approximately 11:00 AM. This included two manholes within the WWTP and over a period of time, manholes on the trunk system on Lakeside and Norswing, and manholes on the Oceano collection system in the Aloha, Honolulu and Security Court areas.

Estimating the total volume of sewage spilled is extremely difficult due to the number of spill locations coupled with the loss of the influent meter and circle chart recordings when the pumps stopped. The Plant Superintendent initially assumed a worst case scenario and later filed spill reports with the Water Board of 1.0MGD. However in order to quantify the volume of the spill as accurately as possible, District staff has interviewed a number of residents, member agency staff and contractors that assisted with the incident response and visually inspected the trunk and collection systems to obtain physical and visual evidence of spill locations. This was coupled with incident data recorded during the event, plant flow data, an

analysis of the hydraulic grade in the trunk and collection system, trunk and collection system storage capacity, manhole rim elevations, weather data, as well as standardized industry calculations specific to quantifying manhole overflow quantities to initially arrive at an estimated volume of 110,000 gal of overflow which was provided to the County Health Department. Given the review of the different approaches to quantifying the spill volume coupled with the physical, technical and interview data, the District is continuing to evaluate and quantify the estimated spill volume. As an added measure to ensure as accurate quantity as possible the District is considering having the designer of the District's plant Kennedy/Jenks provide a third party review of the spill estimates.

Emergency notifications were made to the required agencies, as required by the Districts' Sewer System Management Plan (SSMP), between 11:30 and 12:30. Also, the City of Pismo Beach was contacted to obtain their portable diesel pump as well as an outside contractor to provide on site assistance. The District owes a debt of gratitude to the City of Pismo Beach and their staff who responded to our emergency and provided their large diesel pump for our use.

The headworks was pumped down with the District's 1300 gpm trash pump to the point that at 14:30 the diesel pump discharge valve was accessible and was opened completely. At approximately 17:00 staff went out into the collection system and marked potential sewer overflow locations with traffic cones and information about the sewage overflows and the need for the public to avoid contact with floodwater in the area. At approximately 18:00 the Pismo diesel pump was running and pumping down the Grover Beach leg of the trunk sewer. As the rain subsided, the District's diesel influent pump was able to gain on the influent flows and began pumping down the trunk system.

By 18:40 the headworks had been pumped down completely and personnel entered the pump room to assess the situation and inspect all equipment. Although the conduits were filled with water, the electrical conductors feeding the pumps were found to be in good condition. The motors for Influent Pumps #1 and #2 were found to be damp while the Influent Pump #4 motor was found to have a short. Influent Pump #3 was found to be in operating condition and by 20:20 was restarted. Over this period of time the collection and trunk system was restored to normal levels. It is unknown the exact time that all SSO's ceased, however for purposes of calculating SSO quantities the District has assumed between 21:00 and 22:00.

All influent pump motors were repaired and put back into service the next day, December 21st. All alarm connections have been re-established and the plant now operates in normal mode. Until all alarms were repaired and tested, the plant was staffed on a 24 hour. At this time, the plant is operating in a normal mode.

Based upon an engineering analysis of the system hydraulics and physical data, it is apparent that the SSOs occurred at those manholes most proximal to the District Treatment Plant with manhole rim elevation below 12.50 ft in elevation. Of those calculated to have spilled during pump failure and recovery, a total of eight (8) manholes were located within the South San Luis Obispo County Sanitation District trunk system, and eleven (11) manholes were located within the Oceano Community Services District collection system.

The District is continuing to assess the corrective actions, upgrades, repairs and regulatory improvements to the plant and to our emergency operations procedures. Attached for the Board's review is a preliminary draft of these actions. Staff will continue to refine and bring back to the Board additional and more specific recommendations and information pertaining to budget impact.

Also attached for the Board's information is a copy of the County Public Works' powerpoint presented to the Board of Supervisors at their update session on December 28th.

Summary of County Storm Events

December 18-22, 2010



Rainfall Totals

| Community | Total (inches) |
|-----------------|----------------|
| Shandon | 4.2 |
| Cambria | 6.4 |
| Atascadero | 6.5 |
| Oceano | 7.1 |
| Arroyo Grande | 7.6 |
| Santa Margarita | 8.0 |
| Los Osos | 8.2 |
| San Luis Obispo | 9.1 |
| Avila Beach | 9.2 |
| Nipomo | 9.9 |

Public Works Response

- Storm Center - open for 35 hours
- More than 150 calls received
- 61 field crews responded
- 24 office staff assisted

Road Closures

Avila Beach

- Avila Beach Drive at Ontario Road
- 1st Street
- San Luis Bay Drive @ Monte Road

Cayucos

- Old Creek Road

Cholame

- Cholame Valley Road

Los Osos

- Turri Road

Nipomo

- Hutton Road
- Joshua Road
- Orchard Road
- Bonita School Road
- Thompson Avenue
- Riverside Road

Oceano

- Produce Place - Precautionary

Paso Robles

- River Road Crossing

San Luis Obispo

- Buckley Road at Vachell Lane
- Buckley Road at Hoover

Santa Margarita

- Huer Huero Crossing

Shandon

- Gillis Canyon Road
- Shell Creek Road

Storm Events

- Adelaida Road – Rockfall (Paso Robles)
- Arroyo Grande Creek Channel – Temporary Levee Protection
- Avila Beach Drive – Mud Slides and Rockfalls
- Avila Beach Drive – Flooding at Sycamore Mineral Springs
- Hutton Road – Slope Failure (Nipomo)
- Jespersen Bridge – Plugged (SLO Fringe)
- Joshua Road – Under 4 feet of Standing Water (Nipomo)
- Lopez Drive – Mudslides and Rockfalls
- Lopez Drive – 100 CY Sinkhole
- Old Creek Road – Multiple Mudslides and Rockfalls
- Pembroke Drive – Washout (Cambria)
- Price Canyon Road – Mudslides and Plugged Culverts
- Riverside Road – Bluff Failure (Nipomo, East of Division St)
- Security Court – Flooding (Oceano)
- Tefft St and Mesa Road – Basin Flooding (Nipomo)
- Thompson Road at Price Street – Construction Fence, Creek Obstruction (Nipomo)

Continuing Work

- Adelaida Road – Rockfall (Paso Robles)
- Arroyo Grande Creek Channel – Temporary Levee Protection
- Avila Beach Drive – Mud Slides and Rockfalls
- Avila Beach Drive – Flooding at Sycamore Mineral Springs
- Hutton Road – Slope Failure (Nipomo)
- Jespersen Bridge – Plugged (SLO Fringe)
- Joshua Road – Under 4 feet of Standing Water (Nipomo)
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- Thompson Road at Price Street – Construction Fence, Creek Obstruction (Nipomo)

Los Osos Valley Road



Oceano Lagoon



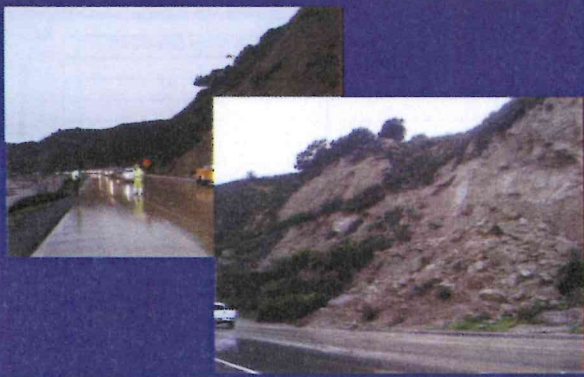
Avila Beach Drive at Sycamore Mineral Springs



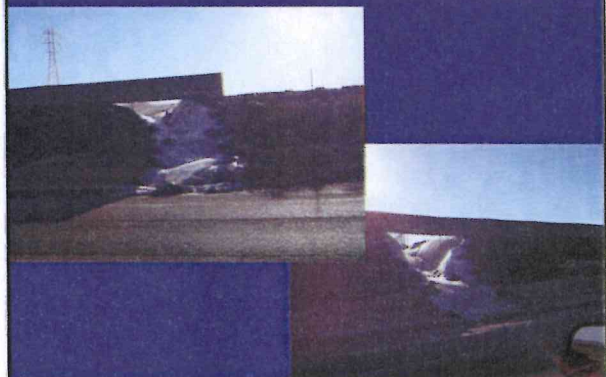
Riverside Road - Nipomo



Avila Beach Drive



Hutton



Arroyo Grande Creek

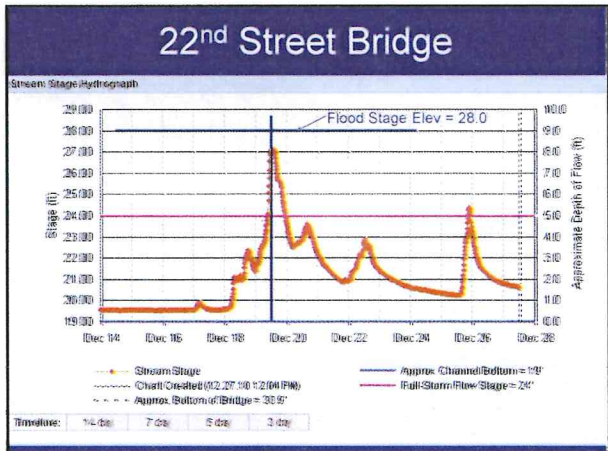


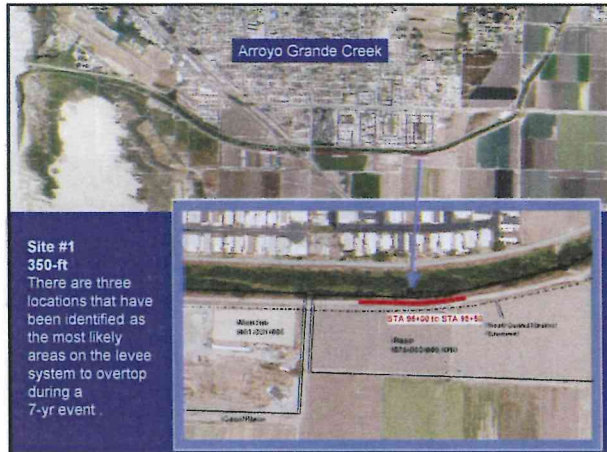
2nd Street

Hwy 91

Arroyo Grande Creek Channel

Levee Protection Areas

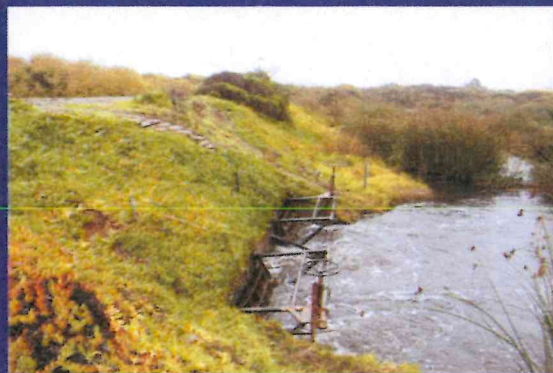




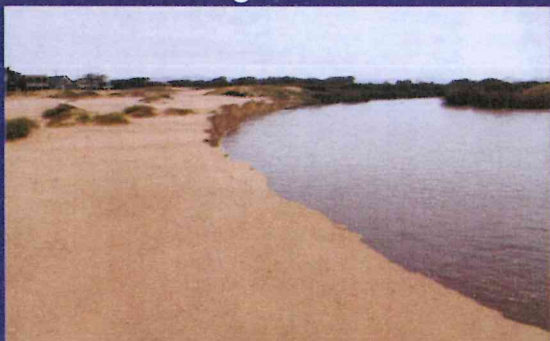
December 19th



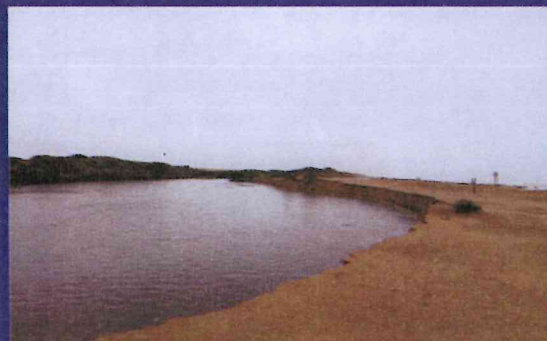
Sand Canyon Flap Gates



AG Creek at Beach
looking northeast

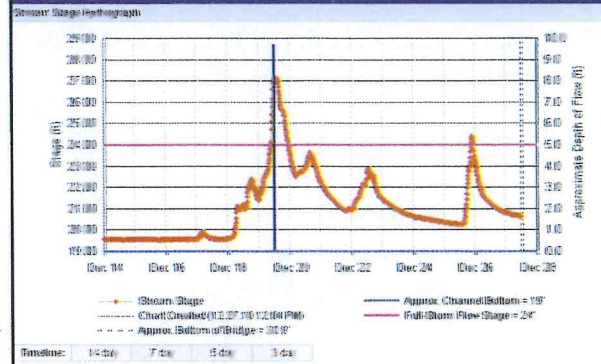


Creek at the Beach
looking south

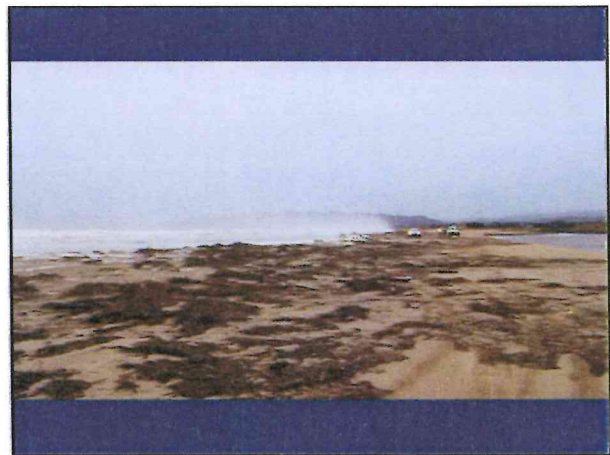
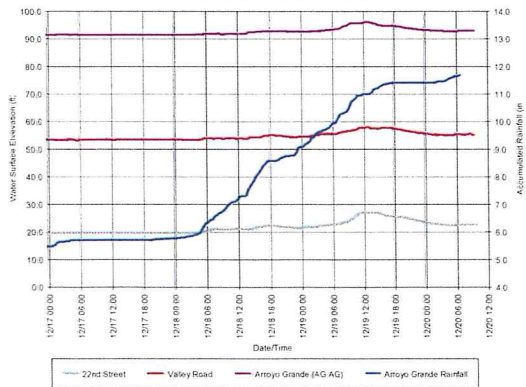


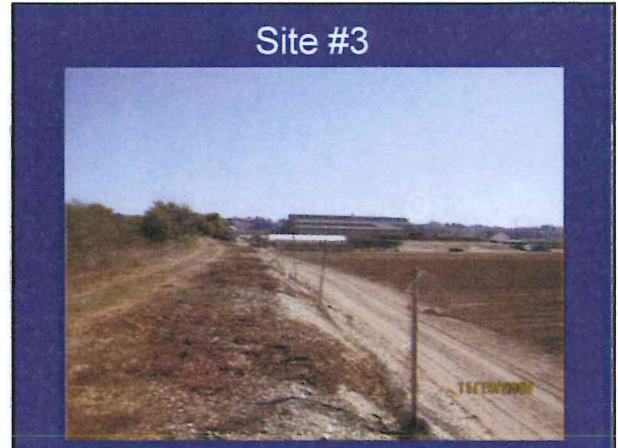
Questions ???

22nd Street Bridge



Arroyo Grande Creek - December Storm Event



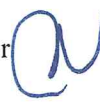




SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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

Staff Report

To: Board of Directors
From: John Wallace, District Administrator 
Date: January 5, 2011
Subject: Prescription and Over-the-counter Drug Disposal Flyer

Recommendation:

Approve an informational flyer to be placed in sewer bills or alternatively, place flyers on public counters at member agency offices.

Funding:

The costs of the program are summarized in Table 1. These costs include printing, stuffing, mailing, flyer design, and program coordination. It should be noted that since the flyers will be accompanying the standard bills and will not weigh enough to increase postage, there may not be any additional postage cost.

| Table 1 – Program Costs | | |
|-------------------------|-----------------|-----------------|
| Component | Alternative 1* | Alternative 2* |
| Printing | \$ 878 | \$ 1,759 |
| Stuffing | \$ 341 | \$ 341 |
| Total | \$ 1,219 | \$ 2,100 |

* Alternative 1 is a one-third page flyer; Alternative 2 is a full page flyer

Discussion:

In September 2010 the San Luis Obispo County Integrated Waste Management Authority kicked off Operation Medicine Cabinet. The goal of the program is to safely and lawfully dispose of expired or unused prescription and over-the-counter drugs. To accomplish this secure disposal, sites have been installed at police stations and sheriff sub stations throughout the county.

Building on the momentum of the County program, the Sanitation District would utilize this opportunity to further encourage proper disposal with the launch of a direct mailing campaign to residents of Grover Beach, Arroyo Grande, and Oceano.

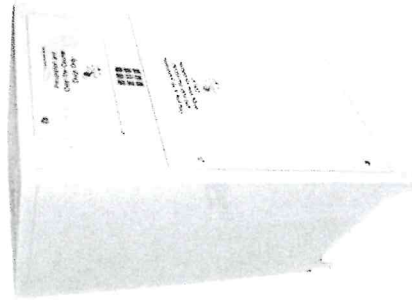
The flyer designed by the County as well as a draft one third page flyer and a draft full page flyer designed by the District, are provided for your information. The final versions of the District's flyers will include Spanish translation on the reverse side. The District's flyers are designed to communicate the goals of the program quickly. To deliver this concise message, graphic blocking, color schemes, and simple imagery are utilized in the flyer design. The flyer will be mailed to each water/sewer service customer via their standard bill and distributed as handouts on public counters.

| Agency | Total | Stuffing | Stuffing | Printing | Printing | Total |
|------------------------------------|----------|------------|----------|------------|----------|----------|
| | Services | \$/service | \$ | \$/service | \$ | \$ |
| <i>1/3 page color double sided</i> | | | | | | |
| AG | 6300 | \$ 0.02 | \$ 95 | 0.0443 | \$ 279 | \$ 374 |
| Oceano | 4800 | \$ 0.02 | \$ 72 | 0.0443 | \$ 213 | \$ 285 |
| Grover | 8714 | \$ 0.02 | \$ 174 | 0.0443 | \$ 386 | \$ 560 |
| All | 19814 | - | \$ 341 | - | \$ 878 | \$ 1,219 |
| <i>Trifold color</i> | | | | | | |
| AG | 6300 | \$ 0.02 | \$ 95 | 0.0888 | \$ 559 | \$ 654 |
| Oceano | 4800 | \$ 0.02 | \$ 72 | 0.0888 | \$ 426 | \$ 498 |
| Grover | 8714 | \$ 0.02 | \$ 174 | 0.0888 | \$ 774 | \$ 948 |
| All | 19814 | - | \$ 341 | - | \$ 1,759 | \$ 2,100 |



In response to a growing demand for a safe, convenient, way to dispose of household medications, your local Police and Sheriff departments and the SLO County IWMA have teamed up to install drop-boxes at each local Police Department and three Sheriff Patrol Stations.

Residents can bring all types of unwanted medications, including prescription and over-the-counter drugs for FREE disposal.



For more information about the program, please contact:

Arroyo Grande Police Dept.
(805) 473-5100

Atascadero Police Dept.
(805) 461-5051

Grover Beach Police Dept.
(805) 473-4511

Morro Bay Police Dept.
(805) 772-6225

Paso Robles Police Dept.
(805) 237-6464

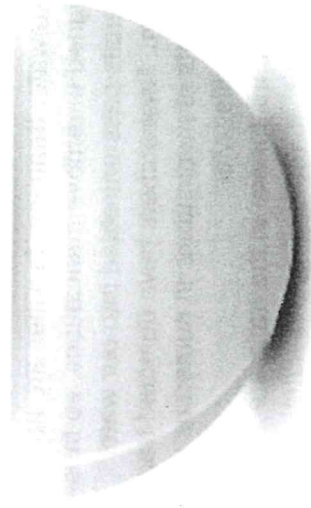
Pismo Beach Police Dept.
(805) 773-2208

San Luis Obispo Police Dept.
(805) 781-7317

San Luis Obispo County Sheriff's Dept.
(805) 781-4578

San Luis Obispo County
Integrated Waste Management
Authority
(805) 782-8530

OPERATION MEDICINE CABINET



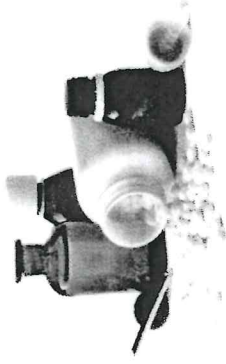
A program for
San Luis Obispo County
residents to safely dispose
of unwanted household
medications.

Why is it important to get rid of unwanted medications?

- Teenagers and young adults are abusing medications -- some taken right from their parents' or grandparents' medicine cabinets at an alarming rate.
- Young children and pets accidentally ingest medications found around the home, leading to potential poisoning.
- Seniors can mistakenly mix incompatible medications or take expired drugs that may be harmful to them.

Why should we avoid flushing medications or throwing them in the trash?

- Wastewater treatment facilities are not designed to remove medications, so these materials pass untreated into our water system. Researchers have detected trace elements of medications in numerous water bodies nationwide.
- Medications thrown in the trash are susceptible to retrieval by individuals or pets. When sent to the landfill, medications can potentially enter the environment.



The following items can be deposited in the medication drop boxes:

- Over-the-counter medications
- Prescription medications
- Medication samples
- Medications for household pets
- Medicated lotions or ointments

The following items are NOT accepted:

- No Needles or "sharps"
(Return to Pharmacy for free disposal)
- No Hazardous waste
(See www.iwma.com for more information)
- No Thermometers
- No Personal care products
(e.g. non-medicated shampoo, soap, perfume, etc...)
- No Trash
- No Mail
- No Lost and found materials
- No Empty containers
- No Pharmaceuticals from business/professionals

Please keep medications in their original containers and remove or scratch out all personal information, including name, address, and phone number.

Note: This program is for household medications only. Medical professionals are not eligible.

Collection Locations:

The following locations will accept unwanted household medication throughout the county.

Police Stations:

- Arroyo Grande - 200 N. Halcyon Rd.
- Atascadero - 5505 El Camino Real
- Grover Beach - 711 Rockaway Ave.

Morro Bay - 850 Morro Bay Blvd.

Paso Robles - 900 Park St.

Pismo Beach - 1000 Bello St.

San Luis Obispo - 1042 Walnut St.

Sheriff Patrol Stations:

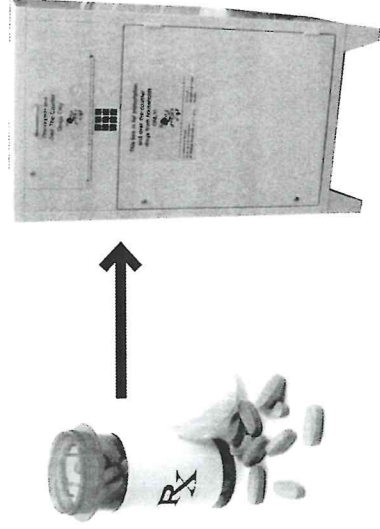
- Los Osos - 2099 10th St.
- Oceano - 1681 Front St.
- Templeton - 356 N. Main St.

PROTECT OUR CHILDREN & ENVIRONMENT

Dispose of Prescription and Over-the-Counter Drugs Properly!

Do you have old or expired R_x Drugs?

Use the drop box at your
local Police or Sherriff Station
for **FREE** medicine disposal!



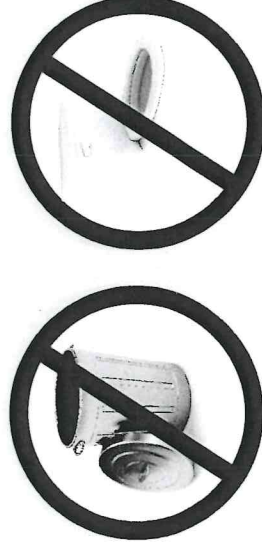
Operation Medicine Cabinet Program
brought to SLO County by our local
Police, Sherriff and Integrated Waste
Management Authority (IWMA)

Why is it important to get rid of unwanted medications?

- Teenagers and young adults are abusing medications.
- Young children and pets accidentally ingest medications, potential poisoning them.
- Taking expired or incompatible medications may be harmful.

Why should we avoid flushing medications or throwing them in the trash?

- Wastewater treatment facilities are not designed to remove medications, so these materials pass untreated into our water systems and supply.
- Medications thrown in the trash can be retrieved or potentially enter the environment.



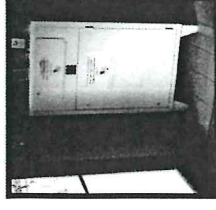
Do NOT flush or throw in the trash, or
give to friends, relatives, or strangers.

Only these items are accepted:

- Over-the-counter medications/drugs
- Prescription medications or samples
- Medications for household pets
- Medicated lotions or ointments

For proper disposal, follow these steps:

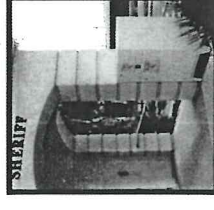
- Keep medications in original containers
- Remove all personal information (name, address, and phone number)
- Leave name of medication
- Drop off at your local Police or Sherriff Station



200 N. Halcyon Road
Arroyo Grande Police



711 Rockaway Avenue
Grover Beach Police



1681 Front Street
Oceano Sheriff

Visit any of these
locations in Arroyo
Grande, Grover
Beach, or Oceano to
dispose of unwanted
or expired drugs.

Questions?

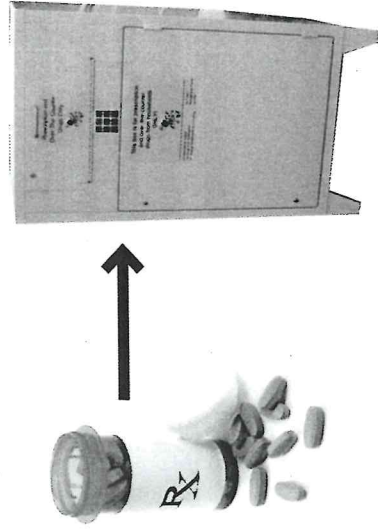
Contact SLO County Integrated
Waste Management Authority
at 805 782-8530 or visit
www.iwma.com

PROTEJA A LOS NIÑOS Y AL MEDIO AMBIENTE

Deshágase adecuadamente de medicamentos con o sin prescripción

¿Tiene medicamentos viejos o que ya expiraron?

Use el buzón designado en la estación de Policía o del Sheriff para deshacerse de medicamentos ¡GRATIS!



Programa Operación Botiquín
traído al Condado de San Luis Obispo por su estación de Policía y del Sheriff y la Autoridad del Manejo de Desechos Integrados (IWMA, siglas en inglés)

¿Por qué es importante deshacerse de medicamentos que ya no quiere?

- Adolescentes y adultos jóvenes están abusando de medicamentos
- Los niños pequeños y las mascotas accidentalmente ingieren medicamentos los cuales pueden envenenarlos.
- Puede que sea dañino tomar medicamentos expirados o incompatibles.

¿Por qué debemos evitar tirar los medicamentos en el excusado o en la basura?

- Las instalaciones del tratamiento de aguas residuales no están diseñadas para remover medicamentos, pues pasan a nuestro sistema y suministro de agua sin ser tratados.
- Los medicamentos que se tiran en la basura pueden recuperarse o entrar al medio ambiente.



NO los tire en el excusado o en la basura ni se los dé a amigos, parientes o desconocidos.

Solamente se aceptan estos artículos:

- Medicamentos sin prescripción
- Medicamentos con prescripción o muestras de los mismos
- Medicamentos para mascotas domésticas
- Lociones o ungüentos (pomadas) medicinales

Para la eliminación adecuada, siga los siguientes pasos:

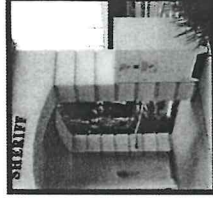
- Mantenga los medicamentos en sus envases originales
- Remueva toda la información personal (nombre, domicilio y número telefónico)
- Deje el nombre del medicamento
- Deposítelos en el buzón de su estación local de Policía o del Sheriff



200 N. Halcyon Road
Arroyo Grande Police



711 Rockaway Avenue
Grover Beach Police



1681 Front Street
Oceano Sheriff

Puede deshacerse de sus medicamentos expirados o que ya no quiera en Arroyo Grande, Grover Beach y Oceano.

Si tiene preguntas favor de comunicarse a la **Autoridad del Manejo de Desechos Integrados** al 805 782-8530 o visite www.iwma.com

AGENDA ITEM: _____

TO: BOARD OF DIRECTORS

FROM: MICHAEL W. SEITZ, DISTRICT COUNSEL

DATE: SEPTEMBER 29, 2010

RE: DISTRICT'S COMPLIANCE WITH BROWN ACT AND PUBLIC RECORDS ACT – PUBLIC RECORDS REQUESTS

INTRODUCTION

The District has recently received a number of public records requests. The District has been challenged by members of the public in regards to the District's compliance with the Brown Act and the Public Records Act in terms of the District's response to these various requests.

REVIEW OF THE BROWN ACT AND PUBLIC RECORDS ACT REQUIREMENTS RELATING TO THE DISTRICT

A. Brown Act

Both the Brown Act and the Public Records Act deal with public records requests. The Brown Act sets forth rules regarding the availability of agendas and supporting materials that must be made available to the public at Government code § 54957.5. This section requires that agendas for the next meeting and supporting materials be made available to the public at least 72 hours in advance of the meeting. The District has attempted to comply with this section by publishing the agenda on the District's website. The Brown Act requires not only the agenda, but all supporting materials be made available. This requirement not only extends to the District's website, but also to a public office of the District.

In order to completely comply with this Brown Act requirement, the District has changed its manner of compliance as follows:

1. The District will publish the complete agenda package, including supporting materials, on the District's website at least 72 hours in advance of the regular meeting.
2. Additionally, a complete copy of the agenda and supporting materials will be available for public viewing at the Oceano Community Services District office.

In the near future, the District will go one step further in regards to its compliance with the Brown Act requirement. Although the Brown Act does not specifically require it, the District will publish the approved minutes for all previous meetings within the past year. In this manner, the District will comply with the Brown Act and provide important information to the public.

B. Public Records Act

Requests made under the Public Records Act differ from those made for agenda information under the Brown Act. A public agency's duty to respond to a request under the Public Records Act is set forth under Govt. Code § 6253. This section provides unique challenges for our District. This section generally provides that public records be available for review. This implies that the District has a public office. SSLOCSD's only office is on the plant grounds, and at present, is required to be secure.

Govt. Code § 6253 (c) provides that a public entity has ten (10) days to provide copies of identified public records. Staff has reviewed the public records policies from the member agencies that are published online and have reviewed those policies from other local agencies, including San Luis Obispo County. There seems to be a unanimous consensus among these agencies that upon a request to review public records, that a public agency may request that it be made in writing; and that a public agency has a maximum of ten (10) days to provide for the opportunity for review and to obtain copies.

Strict compliance with Govt. Code § 6253 (a) is very difficult for this District. The District has one employee who is not regularly engaged in plant maintenance and operation. That individual's duties do not include dealing with the public except by phone. Additionally, because there are so few personnel at the District and the necessity to keep the premises secure, the District is required to have security measures in place so as to not allow free public access to the District grounds. Consequently, the District has no "public" office.

In regards to previous requests for public records, not referring to the recent spate of public records requests, the existing process has operated without objection. No previous requester has requested access to the public grounds. In response to the most recent spate, the District has on two (2) occasions allowed individuals on the plant grounds for this purpose of affording review. This was met with mixed results.

Consequently, henceforth, the District policy in regards to public records requests under the Public Records Act will be responded to in accordance with the majority of public agencies within San Luis Obispo County, specifically:

- 1) The District will publish a request form for public records on its website that can be printed.
- 2) The form will provide for both viewing public records and for requesting copies.
- 3) The written form maybe e-mailed, faxed or mailed to the District.

- 4) The District will accept a verbal request made by telephone. However, verbal requests will not be given any differing priority to those made in writing.
- 5) To the extent feasible, the District will attempt to respond within 24 hours to all requests. The District's response may be made by e-mail, but also may be made at the District's option by telephone, regular mail or fax.
- 6) In the case of a request to view an identifiable public document, production will be made offsite either at the public office of a member agency, or at the District Administrator's office. In the case where the requesting party is an attorney, production will be at the District Legal Counsel's office.

In all cases, the ten (10) day requirement from the date of the request to actual production of the documents will be strictly held to.

CONCLUSION

The District has faced a growing number of public records requests. The District will adhere to the policies outlined in this recommendation unless otherwise directed by this Board of Directors.

END OF MEMO

John Wallace

From: Donna Bloyd [dbloyd@slolafco.com]
Sent: Thursday, December 23, 2010 5:00 PM
To: 'Adelaida Cemetery District'; 'Arroyo Grande Cemetery District'; 'Atascadero Cemetery District'; 'Avila Beach CSD'; 'California Valley CSD'; 'Cambria Cemetery District'; 'Cambria CSD'; 'Cambria Healthcare District'; 'Cayucos Fire District'; 'Cayucos Sanitary District'; 'Cayucos-Morro Cemetery District'; 'Coastal San Luis RCD'; 'Creston Hills Ranch CSD'; 'Garden Farms County Water District'; Lonnie Lepore; 'Heritage Ranch CSD'; 'Independence Ranch CSD'; 'Linne CSD'; 'Los Osos CSD'; 'Nipomo CSD'; 'Oceano CSD'; 'Paso Robles Cemetery District'; 'Port San Luis Harbor District'; John Wallace; 'San Miguel Cemetery District'; 'San Miguel CSD'; 'San Simeon CSD'; 'Santa Margarita Fire District'; 'Shandon Cemetery District'; 'Templeton Cemetery District'; 'Upper Salinas-Las Tablas RCD'
Cc: 'David Church'
Subject: LAFCO Special District Member Ballot Results
Attachments: image001.gif

The time period for the election of the Special District member to the Local Agency Formation Commission (LAFCO) concluded on December 23, 2010. Mr. Muril Clift, the current LAFCO Alternate, was elected to fill David Brook's unexpired term which ends in December, 2012. The results of the election are as follows:

| | |
|-----------------------|---|
| Mr. Muril Clift | 9 |
| Mr. Marshall Ochylski | 4 |
| Mr. Brian Kreowski | 3 |

Thanks to those Districts that participated in this election. Please call me if you have any questions.

David Church, AICP
Executive Officer
San Luis Obispo LAFCO
805.788.2096

Donna J. Bloyd
LAFCO Commission Clerk