

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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

Board of Directors Meeting Agenda

1655 Front Street
Oceano, California 93445

Wednesday, February 20, 2013 at 6:00 PM

Board Members

Tony Ferrara, Chairman
Matthew Guerrero, Vice Chairman
Debbie Peterson, Director

Alternates

Jim Guthrie, Director
Mary Lucey, Director
Jeff Lee, 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

2. PUBLIC COMMENT ON CLOSED SESSION

3. CLOSED SESSION

Closed Session pursuant to Government code section 54957:
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: District Administrator's contract

4. RETURN TO OPEN SESSION, REPORT ON CLOSED SESSION

5. 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.

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.

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.

6. 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.

3a. Review and Approval of Minutes of February 6, 2013 special meeting

3b. Review and Approval of Warrants

3c. Review Financial Report Ending January 31, 2013

3d. Adoption of Resolution No. 2013-304 incorporating previously approved changes to the Board Bylaws

7. PLANT SUPERINTENDENT'S REPORT

8. BOARD ACTION ON INDIVIDUAL ITEMS:

A. SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) NOTICE OF NOMINATIONS

Staff recommends the Board nominate, if desired, persons to the SDRMA Board of Directors and instruct staff to submit prior to May 3, 2013

B. REVISIONS TO SEWER SYSTEM MANAGEMENT PLAN

Staff recommends the Board direct staff to proceed with the SSMP audit as required by the District's permit. Cost not to exceed \$4,000.

C. 2013 TRI-ANNUAL RECEIVING WATER BENTHIC MONITORING AND OCEAN OUTFALL INSPECTION

Staff recommends the Board direct staff to develop and issue a Request for Proposal to conduct the required Receiving Water Benthic Sediment, Benthic Biota, and Ocean Outfall Inspection to be conducted July to October 2012; direct the District Administrator to report back to the Board with a review of the proposals received and recommendation for award of the contract.

D. COUNTY WINTER STORM PREPAREDNESS

Staff recommends the Board review the draft letter to the County Department of Public Works, provide any comments and direct the Chairman to sign on behalf of the Board.

E. STAFF SALARY ADJUSTMENTS

Staff recommends the Board consider salary adjustments to District Staff positions effective January 1, 2013 and adopt Resolution No. 2013-305

9. MISCELLANEOUS ITEMS

- a. Miscellaneous Oral Communications
- b. Miscellaneous Written Communications

10. PUBLIC COMMENT ON CLOSED SESSION

11. CLOSED SESSION

- 1) Conference with Legal Counsel pursuant to Government Code Section 54956.9;
3 cases
Mascolo v SSLOCSD et.al. (existing litigation) CV110676
SSLOCSD vs US Energy et. al. (pending litigation) Case No. CV120008
Carter v Wallace et.al.(pending litigation) Case No. CV 110124
- 2) Pursuant to Section 54957: Discussion of appointment or employment of public employee

12. RETURN TO OPEN SESSION, REPORT ON CLOSED SESSION

13. ADJOURNMENT

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

Oceano Community Services District
1655 Front Street
Oceano, CA 93445

Minutes of the Meeting of Wednesday, February 6, 2013
6:00 P.M.

1. CALL TO ORDER AND ROLL CALL

Present: Chairman Tony Ferrara, City of Arroyo Grande; Vice Chairman Matthew Guerrero, Oceano Community Services District; Director Debbie Peterson, City of Grover Beach.

District Staff in Attendance: John Wallace, District Administrator; Mike Seitz, District Counsel; Bob Barlogio, Plant Superintendent; Matthew Haber, Bookkeeper/Secretary.

2. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

Chairman Ferrara asked for any public comments. There being none, Chairman Ferrara closed the public comment period.

3. CONSENT AGENDA

Chairman Ferrara asked for public comments regarding the Consent Agenda. There being none, Chairman Ferrara closed the public comment period.

Action: It was moved by Director Peterson, seconded Vice Chairman Guerrero, to approve Consent Agenda Items 3A and 3B, as recommended, with the following corrections to the minutes. Motion was carried unanimously.

A. Review and Approval of the Minutes of the Special Meeting of January 24, 2013

Vice Chairman Guerrero commented "...the warrant **should be** lower" instead of "... the warrant is now lower."

Director Peterson asked about the flood mitigation letter to the County to be brought back to the Board.

Vice Chairman Guerrero identified the missing name in the minutes as Ms. Jennifer Blackburn.

B. Review and Approval of Warrants.

Director Peterson asked for clarifying information regarding several higher cost items.

Action: The warrant register was approved as presented.

4. PLANT SUPERINTENDENT'S REPORT

Plant Superintendent Barlogio presented the January plant performance results.

Chairman Ferrara asked whether Charter Communications has any equipment inside the gates. Plant Superintendent Barlogio said there is none.

Chairman Ferrara asked for public comment, and Ms. Mary Lucey of Oceano spoke about discolored vegetation along the fence line. Plant Superintendent Barlogio explained that iron in the irrigation water causes the discoloration.

There being no more public comments, Chairman Ferrara closed the public comment period.

Action: Received and filed the Plant Superintendent's report.

5. BOARD ACTION ON INDIVIDUAL ITEMS

A. EXTENSION OF CONCRETE WALL FOR BIOSOLIDS DRYING BEDS

Plant Superintendent Barlogio presented the staff recommendation that the Board approve building an extension of the existing concrete wall at the westerly end of the biosolids drying beds in the amount of \$9,300.00 to be performed by A-1 Concrete.

Chairman Ferrara asked for public comment. There being none, Chairman Ferrara closed the public comment period.

Action: Vice Chairman Guerrero moved to approve building an extension of the existing concrete wall for the \$9,300. Director Peterson seconded; motion carried unanimously.

B. SUMMARY OF PROPOSED BYLAW CHANGES

Counsel Seitz presented his staff report regarding the proposed changes to the District's Bylaws.

The Board discussed the proposed changes and suggestions for changes to be made. Counsel Seitz will include those changes and bring the Bylaws back for the Board's review and approval by resolution at the Board's next meeting.

Chairman Ferrara asked for public comment. Ms. Mary Lucey suggested adding two more seats on the Board. She also asked the Board to reexamine section 9.8 of the Bylaws to rotate the Chair position.

There being no more public comments, Chairman Ferrara closed the public comment period.

Action: Directed Counsel Seitz to reconcile the Board's suggested changes to the proposed Bylaws and to bring it back for action at the next meeting for approval.

C. STATUS UPDATE RWQCB DECEMBER 18, 2012 NOTICE OF VIOLATION RESPONSE

Administrator Wallace spoke to the District's Technical Report for response to the Water Board's December 18, 2012 Notice of Violation (NOV). Administrator Wallace will send the draft letter to the Board for comment and then finalize and submit the report by the February 8th deadline.

Chairman Ferrara asked for public comment. There being none, Chairman Ferrara closed the public comment period.

Action: Received and filed the staff report.

D. SUMMARY OF INDUSTRIAL AND COMMERCIAL WASTEWATER SURVEY
(ICWS) 2012

Administrator Wallace presented the results of the survey of the industrial and commercial wastewater generators in the District. This is a requirement of the District's Waste Discharge Requirements (WDR). Two businesses (California Fine Wire and Arroyo Grande Hospital) of approximately 2,500 businesses within the District were identified. The report was submitted to the Water Board as required.

Chairman Ferrara asked for public comment. There being none, Chairman Ferrara closed the public comment period.

Action: Received and filed the staff report.

E. DISCUSSION OF THE DISTRICT ORGANIZATION FROM BOARD LEVEL
DOWN AND CONSIDERATION OF HIRING OF AN ACCOUNTANT

Chairman Ferrara said that this item was brought to the Board by Director Peterson. Director Peterson presented her report and spreadsheets on the organization and financials of the District.

Chairman Ferrara asked for public comment. Ms. Patricia Price of Arroyo Grande agreed with the recommendations submitted by Director Peterson.

Mr. Brad Snook of the local Surfrider Foundation submitted a document and spoke to the information presented by Director Peterson.

Mr. Mark London of Arroyo Grande asked the Board to consider a restructure and evaluation of the District.

Ms. Mary McNally of Arroyo Grande agreed with what others have said.

Mr. Tom Geaslen, General Manager of OCSD, said that the District is losing money every year and needs an independent look.

Ms. Lucey of Oceano thanked Director Peterson for her time in articulating these issues and agreed with the recommendations.

Mr. Jeff Lee, Alternate Director from Grover Beach said he would be supportive of Director Peterson as Mayor of Grover Beach.

There being no more public comments, Chairman Ferrara closed the public comment period.

Action: Received and filed Director Peterson's report. Directed Counsel Seitz to work with Director Peterson in developing a scope of work for a Request for Proposals (RFP) to be brought back to the Board for further review at the next meeting.

6. MISCELLANEOUS ITEMS

a. Miscellaneous Oral Communications

b. Miscellaneous Written Communications

Administrator Wallace said that SDRMA had informed the District that the District had qualified for a longevity credit. He also mentioned free, upcoming seminars by CSDA and SDRMA about which he had emailed the Directors.

8. **PUBLIC COMMENT ON CLOSED SESSION**

Chairman Ferrara asked for public comment. There being none, Chairman Ferrara closed the public comment period.

9. **CLOSED SESSION**

- (1) Pursuant to Govt. Code Section 54957.6 - Conference with labor negotiators
Agency Designated Representative: John Wallace
Unrepresented Employees: The Employees of the South San Luis Obispo County Sanitation District
- (2) Conference with Legal Counsel regarding existing litigation pursuant to Government Code Section 54956.9; 3 cases
Mascolo v. SSLOCSD et al. CV110676
Central Coast RWQCB vs. SSLOCSD et al. ACLC No. R3-2012-0030
John Carter et al. vs. John L. Wallace et al. Case No. CV 110124
- (3) SSLOCSD vs. US Energy et al. (pending litigation) Case No. CV120008

10. **RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

District Counsel Seitz reported that the Board had discussed these items and there was no reportable action

11. **ADJOURNMENT**

There being no further business to come before the Board, Chairman Ferrara adjourned the meeting at approximately 9:30 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
2/20/2013

ISSUED TO	PURCHASE/SERVICE	INV. # / SERVICE PERIOD	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
ABALONE COAST BACTERIOLOGY	CHEMICAL ANALYSIS	JANUARY	022013-7364	7078	1,926.20	1,926.20
ABBA EMPLOYER SERVICES	CONTRACT LABOR	18520 18539	65	8085	3,615.15	3,615.15
ADAMSKI MOROSKI MADDEN CUMBERLAND & GREEN LL	LEGAL SERVICES	30751	66	7070	3,296.00	3,296.00
ALLIED ADMINISTRATORS	EMPLOYEE DENTAL	MARCH	67	8025	791.36	791.36
AMAD U.S.A., INC.	WATER FILTER PARTS	159923	68	8030	188.93	188.93
APPLIED INDUSTRIAL TECH	COUPLINGS	85750692	69	8030	864.45	864.45
ARAMARK UNIFORMS	EMPLOYEE UNIFORMS	7616619 7633560 LPC	70	7025	464.14	464.14
AT&T	TELEPHONE SERVICE	JANUARY	71	7013	336.48	336.48
B&B STEEL & SUPPLY	STAINLESS STEEL PIPES	409206	72	8060	418.39	418.39
BLUETARP FINANCIAL	GOLF CART TIRES	NORTHERN TOOL INV. #27770730	73	8030	101.98	101.98
BRENNTAG PACIFIC, INC	PLANT CHEMICALS	275233 277334	74	8050	10,155.79	10,155.79
CA ELECTRIC SUPPLY	ELEC SYS UPGRADE PARTS	7826-513129 7826-513346	75	26/8065	1,271.71	1,271.71
	04 MBI 16	7826-514219 7826-514239				
CAROLLO ENGINEERS	ENGINEERING SERVICES	126621	76	7077	6,216.00	6,216.00
CENTRAL COAST WATER TREATMENT	LAB SUPPLIES	11616	77	8040	60.00	60.00
FARM SUPPLY COMPANY	FLOAT VALVE	3393	78	8060	105.15	105.15
FEDEX	SHIPPING	2-163-42195 2-170-90207	79	8045	70.42	70.42
FGL ENVIRONMENTAL	CHEMICAL ANALYSIS	380232A 380298A 380334A	80	7078	336.00	336.00
		380360A				
GAS COMPANY	GAS SERVICE	12/21/12 - 02/01/13	81	7092	4,106.09	4,106.09
GROVER TOOL RENTAL	MISC RENTALS	31584 31685	82	7032	297.00	297.00
HDS WHITE CAP CONSTRUCTION SUPPLY	MISC SUPPLIES	50000050491 50000052923	83	8060	52.20	52.20
HOPKINS TECHNICAL PRODUCTS	PROMINENT METERING PUMP	201302498	84	8030	4,333.82	4,333.82
JB DEWAR INC	VEHICLE FUEL	20604	85	8020	133.80	395.83
	LUBEWATCH	968230		8032	282.03	
JOBS AVAILABLE	JOB POSTING	1304050	86	7005	402.50	402.50
KNECHT'S PLUMBING & HEATING	SHOP HEATER SERVICE	35144	87	8060	190.00	190.00
KRITZ EXCAVATING & TRUCKING, INC.	RED ROCK FOR LAGOON BEDS	106150 110836	88	8060	1,186.82	1,186.82
LIBERTY COMPOSTING	BIO-SOLIDS HANDLING	4440	89	7085	3,809.81	3,809.81
LINC DELIVERY	DELIVERY SERVICE	JANUARY	90	8040	367.50	367.50
LOOMIS TANK CENTERS	CHLORINE TANK	152882	91	8060	7,053.42	7,053.42
MC MASTER CARR	STAINLESS STEEL	45306451	92	8060	38.17	38.17
MINERS ACE	MISC SUPPLIES	JANUARY	93	8035	195.17	904.78
				8060	709.61	
MULLAHEY FORD	BELT TENSION PULLEY	15998	94	8032	43.27	43.27
NESTLE PURE LIFE	LAB WATER FOR JANUARY	13A0012917373	95	8040	108.43	108.43
PERS MEDICAL	EMPLOYEE MEDICAL	MARCH	96	6010	14,184.90	14,184.90
PG&E	ELECTRICITY SERVICE	01/11/13 TO 02/11/2013	97	7091	11,815.74	11,815.74
POLYDYNE INC.	CLARIFLOC	780558 781515	98	8050	6,754.23	6,754.23
RICE HEATING & AIR CONDITIONING	REPLACE RAINWATER DOWNSPOUT	1609	99	8060	1,200.00	1,200.00
ROYAL WHOLESALE ELECTRIC	ELECTRICAL WIRING	7842-417331 04 MBI 16	7400	26/8065	409.77	409.77
SEVERN TRENT WATER PURIFICATION, INC.	CHLORINE ANALYZER	1660677	7401	8030	10,242.12	10,242.12
SHIPSEY & SEITZ	DISTRICT COUNSEL SERVICES	JANUARY	7402	7071	3,073.50	5,759.50
	LITIGATION			7070	2,686.00	
SO CO SANITARY SERVICE	TRASH SERVICE	FEBRUARY	3	7093	132.83	132.83
SPRINT	CELL PHONE SERVICE	JANUARY	4	7013	75.07	75.07
STANLEY SECURITY	SECURITY - MARCH	9965629	5	7011	62.20	62.20
THOMA ELECTRIC	ENGINEERING SERVICES	29226	6	7077	824.00	824.00
TITAN INDUSTRIAL	SAFETY SIGN	1052900	7	8056	154.80	632.74
	MISC SUPPLIES	1052848 1052866		8060	477.94	
UNITED RENTALS	DUMP TRUCK RENTAL	107968342-002 11 MBI 25	8	20/8065	1,953.29	1,953.29
WALLACE GROUP	ADMIN SERVICES	JANUARY	9	7076	9,700.98	32,588.83
	OPERATION PROJECTS			various	17,111.63	
	REIMB PROJECTS			various	3,395.97	
	MAJOR BUDGET ITEMS			various	2,380.25	
WASTEWATER TECHNOLOGY TRAINERS	OPERATOR TRAINING - RODRIGUEZ	ORDER NUMBER 359	10	7050	865.00	865.00
WESCORP	WORK ON ELEC SYS UPGRADE	253 04 MBI 16	11	26/8065	2,747.28	2,747.28
WW GRAINGER	SMALL TOOLS	9052554715	12	8055	19.96	488.43
	SAFETY SUPPLIES	9057195704 9058961849		8056	243.33	
	MISC SUPPLIES	9050736165 9056172894		8060	225.14	
SUB TOTAL					144,243.72	144,243.72
PAYROLL	PPE 02/09/2013				20,692.95	20,692.95
GRAND TOTAL					164,936.67	164,936.67

We hereby certify that the demands numbered serially from 022013-7364 to 022013-7412 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:

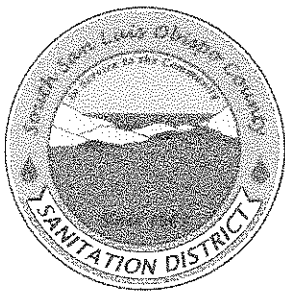
DATE: _____

Chairman

Board Member

Board Member

Secretary




SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

Post Office Box 339, Oceano, California 93475-0339

1600 Aloha Place, Oceano, California 93445-9735

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www.sslocsd.org

TO: Board of Directors
FROM: John L. Wallace, *District Administrator* 
DATE: February 20, 2013
SUBJECT: Monthly Financial Review (January 2013)

Overall Monthly Summary

During the month of January, the District earned revenue total revenue of \$171,163 of which \$101,447 was received from the City of Arroyo Grande for December sewer service, and \$61,851 was earned for sewer service to OCSD for December. December revenue from the City of Grover Beach had previously been recognized. For the month of January, \$1,971 was earned for the AT&T cell-tower lease, and \$1,308 was earned for brine disposal services. FOG and WDR reimbursements billed in January totaled \$4,229. Interest earned on the District's County Treasury Pool account for the 2nd Quarter was \$357.

District operating expenses totaled \$336,277 for the month of January. Non-operating expenses totaled \$136,556.

Local Agency Investment Fund

The balance in the District's LAIF account was \$3,103,525 at January 31, 2013.

County of San Luis Obispo Treasury Pool

As of January 31, 2013, the reconciled cash balance with the County of San Luis Obispo Treasury Pool was \$340,230. The County issues the majority of the District's checks, and the majority of the District's revenues are deposited with this agency. As such, the County provides 'banking services' to the District and provides some accounting documents for internal control purposes.

To arrive at the reconciled cash balance, differences between the District's cash balance and the County's are investigated for possible errors. These reconciling items are then applied to the cash balances to arrive at the reconciled amount. At January 31, 2013, the District's books show a cash balance of \$339,947 including the amount of cash allocated to the Medical Reimbursement Trust account. The County's statement, however, has a cash balance of \$346,988. The difference of \$7,041 is the result of reconciling items which have not yet been posted into either the District's books or the County's system. The District Bookkeeper will continue working on fully reconciling these two account balances.

Rabobank Funds

As of January 31, 2013, the reconciled cash balance with Rabobank totaled \$28,957. This account is used to process LAIF transfers and for the issuance of payroll checks through the District's contracted payroll provider service. Funds are transferred periodically from LAIF in order to cover these expenses.

MONTHLY FINANCIAL STATEMENT (Government Code Section 53646(d))
 SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
 FINANCIAL SUMMARY AT JANUARY 31, 2013 FY 2012-13

	FUND 19 OPERATING	FUND 20 EXPANSION	FUND 26 REPLACEMENT	DISTRICT- WIDE
Cash with County Treasury				339,947
Cash with LAIF				3,103,525
Cash with Rabobank				28,957
Cash allocated to Medical Trust				<u>2,152</u>
CONSOLIDATED CASH BALANCE				3,474,581
TOTAL DEPOSITS				
Current - County Treasury Pool	324,558	9,900		334,458
LONG-TERM DEBT				
Energy Project Principal Amount		325,209		325,209
REVENUES:				
OPERATING				
Current	167,527			167,527
Year-to-date	1,455,435			1,455,435
NON-OPERATING				
Current Period				
FEMA Funding				
Connection Fees				
Interest	357			357
Lease Income (AT&T Cell)	1,971			1,971
Brine Disposal	1,308			1,308
Other reimbursements				
Total - Current Period	3,636			3,636
Year-to-Date				
FEMA Funding				
Connection Fees		47,024		47,024
Interest	795	4,123	1,516	6,434
Lease Income (AT&T Cell)	13,703			13,703
Brine Disposal	10,464			10,464
Other reimbursements	3,350			3,350
Total - YTD	28,312	51,147	1,516	80,975
TOTAL REVENUES:				
Current Period	171,163	0	0	171,163
Year-to-date	1,483,746	51,147	1,516	1,536,409
EXPENSES:				
Current Period	336,277	5,435	131,121	472,832
Year-to-date	1,876,700	14,062	189,955	2,080,717
Net Income (Loss) - Current Period	(165,113)	(5,435)	(131,121)	(301,669)
Net Income (Loss) - YTD	(392,954)	37,085	(188,439)	(544,308)

NEW CONNECTIONS	CURRENT NUMBER	CURRENT REVENUE	FY 2012/13 YEAR-TO-DATE	FY 2012/13 YTD REVENUE
Arroyo Grande	3	7,425	18	44,549
Grover Beach	1	2,475	1	2,475
Oceano	0	0	0	0
TOTAL NEW DISTRICT CONNECTIONS	4	9,900	19	47,024

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
RESOLUTION NO. 2013 - 304**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
AMENDING THE BYLAWS**

WHEREAS, The Board of Directors has previously adopted Board Bylaws that set forth internal Board policies; and

WHEREAS, District legal counsel has reviewed and drafted revisions and additions that modernize the previously adopted policies; and

WHEREAS, The Board has reviewed the proposed bylaws;

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of the South San Luis Obispo County Sanitation District as follows:

- (1) That the above recitals are true and correct; and
- (2) The Board adopts the 2013 Board Bylaws Amendment.

Upon motion of Board Member _____, seconded by Board Member _____ on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing resolution is hereby passed and adopted this 20th day of February, 2013.

TONY FERRARA
Chairman

ATTEST:

APPROVED AS TO FORM:

JOHN WALLACE
Secretary to the Board

MICHAEL W. SEITZ
District Legal Counsel

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
BOARD OF DIRECTORS BYLAWS
2013 UPDATE

(ATTACHMENT "A" TO RESOLUTION 2013 - Bylaws)

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are the ChairmanChair and Vice ChairmanChair.
- 1.2 The ChairmanChair of the Board of Directors shall serve as chairperson at all Board meetings. He/She shall have the same rights as the other Directors of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
- 1.3 In the absence of the ChairmanChair, the Vice ChairmanChair of the Board of Directors or his/her designee shall serve as chairperson over all meetings of the Board. If the ChairmanChair and Vice ChairmanChair of the Board are both absent, the remaining Directors present shall select one of themselves to act as chairperson of the meeting.
- 1.4 The ChairmanChair and Vice ChairmanChair of the Board shall be elected annually at the last regular meeting of each calendar year.
- 1.5 The term of office for the ChairmanChair and Vice ChairmanChair of the Board shall commence on January 1 of the year immediately following their election.
- 1.6 The ChairmanChair, and in his/her absence, the Vice ChairmanChair, are authorized to attend meetings of the San Luis Obispo County Planning Commission, meetings of the San Luis Obispo County Board of Supervisors, meetings between District Staff and Water Board Personnel, including either Regional Quality Control Staff or State Water Board Staff, without compensation except reimbursement for use of his/her private vehicle to attend such meetings pursuant to District Policy 10.01(b). If the ChairmanChair is absent, the Vice ChairmanChair or Boardmember shall attend these meetings.
- 1.7 The ChairmanChair, or in his/her absence, the Vice ChairmanChair shall meet with the General Manager in advance of a regularly scheduled meeting to review all Warrants to be presented at the next regular Board meeting immediately following the meeting with the General Manager.

2. MEETINGS

- 2.1 Subject to holidays and scheduling conflicts, regular meetings of the Board of Directors shall commence at 6:00 p.m. on the first and third Wednesday of each calendar month in the Board Room at the Oceano Community Services District, located at 1655 Front Street, Oceano, CA, or at such other meeting location within the District boundaries designated by the Board ChairmanChair. The Board of Directors reserves the right to cancel and/or designate other dates, places and times for Director meetings due to scheduling conflicts and holidays.

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
DIRECTOR BYLAWS
2013 UPDATE**

2.2 SPECIAL MEETINGS.

Special meetings may be called by the ~~Chairman~~**Chair** or two (2) Directors with a minimum of twenty-four (24) hours public notice. A special meeting agenda shall be prepared and distributed pursuant to the procedures of the Brown Act by the General Manager in consultation with the ~~Chairman~~**Chair**, or in his or her absence, the Vice ~~Chairman~~**Chair** or those Directors calling the meeting.

2.3 Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

2.4 No action or discussion may be taken on an item not on the posted agenda; provided, however, matters deemed to be emergencies or of an urgent nature may be added to the agenda under the procedures of the Brown Act. Pursuant to the Brown Act:

- (a) Directors may briefly respond to statements or questions from the public;
- (b) Directors may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting;
- (c) A Director individually, or the Board by motion, may take action to direct the General Manager to place a matter on a future agenda; and
- (d) Directors may make brief announcements or make a brief report on his/her own activities under the Director Comment portion of the Agenda.

2.5 MEETING PROTOCOL

- (a) Policy. The purpose of oral presentation at District meetings, as well as written presentations, is to formally communicate to the Board of Directors on matters (1) listed on the Agenda, or (2) matters that are within the jurisdiction of the Board of Directors during general public comment. Such presentations are helpful to the Board in its decision-making process. The Board of Directors welcomes information and expressions of opinion from members of the public on any item which it may be considering. However, the Board of Directors is not required to provide a public forum for remarks or conduct in violation of the Rules of Decorum.
- (b) Public Comment. Subject to the following rules, the Board of Directors shall set aside 30 minutes on each agenda item for public comment:

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- (c) The Chairperson, after consideration of the length of the Agenda, the nature of the agenda item, and the meeting limitations of Section 2.2, may expand or further limit the 30 minute time allocation for public comment.
- (d) Each public commenter shall be limited to 3 minutes unless shortened or extended by the Chairperson with consideration of the length of the Agenda, the nature of the agenda item, and the meeting limitations of Sections 2.2, above.

2.6 DISTURBANCE OF BOARD MEETINGS

2.6.1 Rules of Decorum. The rules of decorum, below, shall apply to public comment and attendance at District meetings.

- (a) Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet, clapping and talking (other than giving public comment) or other acts which disrupts the orderly conduct of the District meeting.
- (b) Members of the audience who wish to address the Board on a particular item on the Agenda shall line up behind the podium or sit in the front two (2) rows next to the podium.
- (c) No person shall address the Board of Directors without first being recognized by the Chairperson.
- (d) Persons addressing the Board shall are requested to state their name and their general place of residence.
- (e) Public comment and public testimony shall be directed to the Chairperson and shall be addressed to the Board of Directors as a whole. Persons addressing the Board of Directors shall not engage in a dialogue with individual Directors, District staff or members of the audience. The Chairperson shall determine whether, or in what manner, the District will respond to questions.
- (f) Persons addressing the Board are limited to one opportunity per Agenda item unless otherwise directed by the Chairperson in his/her discretion.
- (g) A person cannot defer his/her time allocation to another person.
- (h) When a group or organization wishes to address the Board on the same subject, the Chairperson may request that a spokesperson be chosen to speak for that group. The spokesperson's three (3) minute time allocation may be extended by the Chairperson in his/her discretion.

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- (i) Persons addressing the Board shall confine the subject matter of their comments to the Agenda item being considered by the Board of Directors.
- (j) Each person addressing the Board of Directors shall do so in an orderly and civil manner and shall not engage in conduct which disrupts the orderly conduct of the District meeting.
- (k) The Chairperson may rule a speaker out of order who is unduly repetitious or extending discussion of irrelevance.
- (l) Except as provided below, persons who reference or read from documents such as reports, exhibits, or letters ("Documents") as part of his/her comment to the Board shall lodge the Document (or a copy) with the District Secretary at the end of the comment, to allow the Document to be appropriately referenced in the meeting Minutes and to allow District staff the opportunity to review and respond to the Document. The Chairperson has the discretion to strike a speaker's comments from the record for failure to lodge the referenced Documents. Upon request, the lodged Documents shall be returned to the speaker after 1:00 p.m. on the day following the meeting.

Exceptions:

- Speaker's presentation outline, however, Documents referenced in the outline shall be lodged.
- Documents that are in the Agenda packet.
- Documents that have been previously published by the District, so long as the speaker identifies the Document by date, author and the pages referenced or read from.
- For voluminous Documents the speaker need only lodge the cover sheet that identifies the author and date and the pages read from or referenced.

2.7 Enforcement of Rules of Decorum. Any person who violates the Rules of Decorum may, at the discretion of the Chairperson, be removed from the meeting. The Rules of Decorum shall be enforced in the following manner:

- (a) Warning. The Chairperson shall warn the person who is violating the rules of decorum.
- (b) Expulsion. If after receiving a warning from the Chairperson, the person persists in violating the rules of decorum the Chairperson shall order the person to leave the Board meeting room for the remainder of the meeting.

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- (c) Assisted Removal. If such person does not voluntarily remove himself/herself, the Chairperson may order any law enforcement officer who is on duty at the meeting, or who may be summoned to the meeting, to remove the person from the Board room.
 - (d) Restoration of Order. If order cannot be restored by the removal of individuals who are disrupting the meeting, the Board meeting will be continued under the provisions of Government Code §54957.9
- 2.8 Limitations (Government Code §59454.3(c)) The Rules of Decorum shall not be interpreted to prohibit public criticism of the policies, procedures, programs or services of the District.
- 2.9 The **ChairmanChair**, or in his/her absence the Vice **ChairmanChair** (or his/her designee), shall be the presiding officer at District Board meetings. He/She shall conduct all meetings in a manner consistent with the policies of the District. He/She shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board. He/She shall announce the Board's decision on all subjects. He/She shall vote on all questions and on roll call votes his/her name shall be called last.
- 2.10 Two (2) Directors of the Board shall constitute a quorum for the transaction of business. When a quorum is lacking for a regular, adjourned, or special meeting, the **ChairmanChair**, Vice **ChairmanChair**, or any Director shall adjourn such meeting; or, if no Director is present, the District Secretary shall adjourn the meeting.
- 2.11 Except as otherwise specifically provided by law, a majority vote of the total membership of the Board of Directors is required for the Board of Directors to take action.
- 2.12 A roll call vote shall be taken upon the passage of all ordinances and resolutions, and shall be entered in the Minutes of the Board, showing those Directors voting aye, those voting no, those not voting because of a conflict of interest, and absent. A roll call vote shall be taken and recorded on any motion not passed unanimously by the Board. Silence shall be recorded as an affirmative vote.
- 2.13 Any person attending a meeting of the Board of Directors may record the proceedings with an audio or video tape recorder or a still or motion picture camera in the absence of a reasonable finding that the recording cannot continue without disruptive noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.
- 2.14 All video tape recorders, still and/or motion picture cameras shall remain stationary and shall be located and operated from behind the public speakers podium once the meeting begins. The **ChairmanChair** retains the discretion to alter these guidelines, including the authority to require that all video tape recorders, still and/or motion picture cameras be located in the back of the room.

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3. ETHICS TRAINING

- 3.1 Pursuant to sections 53234 et seq. of the Government Code all Directors and designated District personnel shall receive at least 2 hours of ethics training every two years.
- 3.2 Each newly ~~elected~~appointed Board member will receive such and designated District personnel shall receive ethics training from their Agency. Each newly designated District personnel shall receive ethics training no later than one year from the first day of service with the District and thereafter shall receive ethics training at least once every two years.

4. AGENDAS

- 4.1 The General Manager, in cooperation with the Board ~~Chairman~~Chair, shall prepare the agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request an item to be placed on the regular meeting agenda no later than 5 p.m. 11 calendar days prior to the meeting date. Such a request must also be submitted in writing either at the time of communication with the General Manager or delivered to the office within the next working day.
- 4.2 A block of twenty (20) minutes time shall be set aside to receive general public comment. Comments on agendized items should be held until the appropriate item is called. Unless otherwise directed by the ~~Chairman~~Chair, public comment shall be presented from the podium. The person giving public comment shall state his/her name and whether or not he/she lives within the District boundary prior to giving his/her comment. Public comment shall be directed to the ~~Chairman~~Chair of the Board and limited to three (3) minutes unless extended or shortened by the ~~Chairman~~Chair at his/her discretion.
- 4.3 Those items on the District Agenda which are considered to be of a routine and non-controversial nature are placed on the "Consent Agenda". These items shall be approved, adopted, and accepted, etc. by one motion of the Board of Directors; for example, approval of Minutes, approval of Warrants, various Resolutions accepting developer improvements, minor budgetary items, status reports, and routine District operations.
- (a) Directors may request that any item listed under "Consent Agenda" be removed from the "Consent Agenda", and the Board will then take action separately on that item. Members of the public will be given an opportunity to comment on the "Consent Agenda"; however, only a member of the Board of Directors can remove an item from the "Consent Agenda". Items which are removed ("pulled") by Directors of the Board for discussion will typically be heard after other "Consent Agenda" items are approved unless a majority of the Board chooses an earlier or later time.

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- (b) A Director may ask questions on any item on the "Consent Agenda". When a Director has a minor question for clarification concerning a consent item which will not involve extended discussion, the item may be discussed for clarification and the questions will be addressed along with the rest of the "Consent Agenda". Directors are encouraged to seek clarifications prior to the meeting if possible.
- (c) When a Director wishes to consider/"pull" an item simply to register a dissenting vote, or conflict of interest, the Director shall inform the presiding officer that he/she wishes to register a dissenting vote, or conflict of interest, on a particular item without discussion. The item will be handled along with the rest of the Consent Agenda, and the District Secretary shall register a "no" vote, or conflict of interest, in the Minutes on the item identified by the Director.

5. PREPARATION OF MINUTES AND MAINTENANCE OF TAPES

- 5.1 The minutes of the Board shall be kept by the District Secretary and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted set off in paragraphs with proper subheads;
- 5.2 The minutes of the Board of Directors shall record the aye and no votes taken by the members of the Board of Directors for the passage or denial of all ordinances, resolutions or motions.
- 5.3 The District Secretary shall be required to make a record only of such business as was actually considered by a vote of the Board and, except as provided in Sections 4.4 and 4.6 below, shall not be required to record any remarks of Directors or any other person;
- 5.4 Any Director may request for inclusion into the Minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed. In addition, the minutes shall include brief summaries of public comment, the General Manager's report, matters of concern to District legal counsel, District committee reports, and Directors' reports. Materials submitted with such comments shall be appended to the minutes at the request of the General Manager, District Counsel, the Board ~~Chairman~~Chair, or any Director.
- 5.5 The District Secretary shall attempt to record the names and general place of residence of persons addressing the Board, the title of the subject matter to which their remarks related, and whether they spoke in support or opposition to such matter.
- 5.6 Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Secretary shall compile a summary of the testimony of the witnesses.

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- 5.7 The District shall keep and maintain the electronic recordings of District Board Meetings for a period of ~~three hundred sixty-five~~ (60365) days beyond the date that the Minutes for any meeting are approved. The purpose is to insure accuracy of the Minutes and the electronic recording is not intended to substitute for the official record of the meeting.

6. DIRECTORS

- 6.1 Directors shall prepare themselves to discuss agenda items at meetings of the Board of Directors.
- 6.2 Members of the Board of Directors shall exercise their independent judgment on behalf of the interest of the entire District, including the residents, property owners and the public as a whole.
- 6.3 Information may be requested from staff or exchanged between Directors before meetings, within such limitations as required by the Brown Act. Information that is requested or exchanged shall be distributed through the General Manager, and all Directors will receive a copy of all information being distributed.
- 6.4 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 6.5 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, dissenting Directors should not to create barriers to the implementation of said action.
- 6.6 Except during open and public meetings the use of direct communication, personal intermediaries, or technological devices that is employed by a majority of the Directors to develop a collective concurrence as to action to be taken on an item by the Board of Directors is prohibited.
- 6.7 Directors shall not be prohibited by action of the Board of Directors from citing his or her District affiliation or title in any endorsement or publication, so long as no misrepresentation is made, or implied, about the District's position on the issue.
- 6.8 Directors are cautioned when using e-mail communications. Any communication from the General Manager, or the District's legal counsel, or from other members of the Board of Directors, in each case the Director in responding to that e-mail shall not respond to "all", as that could constitute a violation of the Brown Act for a serial meeting or other provisions.

7. AUTHORITY OF DIRECTORS

- 7.1 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.

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DIRECTOR BYLAWS
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- 7.2 Directors do not represent any fractional segment of the community but are, rather, a part of the body which represents and acts for the community as a whole.
- 7.3 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- 7.4 Directors, when attending other meetings, may refer to their affiliation as a member of the Board of Directors and may make statements on their own behalf or endorsements on their own behalf as long as there is no misrepresentation made or implied about the District's position in regards to the issue presented.

8. AUTHORITY OF THE GENERAL MANAGER

The General Manager shall be responsible for all of the following:

- 8.1 The implementation of the policies established by the Board of Directors for the operation of the District.
- 8.2 The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the District's Personnel Policies as established by the Board of Directors.
- 8.3 The supervision of the District's facilities and services.
- 8.4 The supervision of the District's finances.

9. DIRECTOR GUIDELINES

- 9.1 Directors, by making a request to the General Manager, shall have access to information relative to the operation of the District, including but not limited to statistical information, information serving as the basis for certain actions of Staff, justification for Staff recommendations, etc. If the General Manager cannot timely provide the requested information by reason of information deficiency, or major interruption in work schedules, work loads, and priorities, then the General Manager shall inform the individual Director why the information is not or cannot be made available.
- 9.2 In handling complaints from residents or property owners within the District, or other members of the public, Directors are encouraged to listen carefully to the concerns, but the complaint should be referred to the General Manager for processing and the District's response, if any.
- 9.3 Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, should refer said concerns directly to the General Manager.
- 9.4 When approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager. The chain of command should be followed. If a Director concludes that a personnel issue is not being

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adequately addressed in this manner, he/she should refer it to the Board's personnel committee for further consideration, in accordance with District Personnel Policy.

- 9.5 Directors and General Manager should develop a working relationship so that current issues, concerns and District projects can be discussed comfortably and openly.
- 9.6 When responding to constituent request and concerns, Directors should respond to individuals in a positive manner and route their questions to the General Manager.
- 9.7 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.
- 9.8 No member may participate in a hearing or take action on an item which creates an economic conflict of interest for the member. Where there is an economic conflict of interest, the conflicted member shall announce the nature of the conflict of interest and recuse himself or herself from the hearing or deciding the matter and thereon step down from the dais and leave the room until the matter has been fully considered and voted upon, or otherwise continued. ~~The member that has disclosed the conflict of interest may comment on the matter and may participate in the discussion on the item as a member of the public, but only if the member has a personal interest in the matter before the Board, but such participation in such discussion will be subject to the same limitations imposed on all other members of the public. Should the recusal of one or more conflicted members result in the lack of a quorum and the participation of a conflicted member be necessary for resolution of an item, the Board will follow the requirements of the Brown Act, the California Political Reform Act, and the Government Code to determine which conflicted member(s) shall be allowed to participate.~~

10. DIRECTOR COMPENSATION

- 10.1 Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each regular, adjourned or special meeting of the Board of Directors attended by him/her.
- 10.2 Each Director is authorized to receive one hundred dollars (\$100) per day as compensation for representation of the District at a public meeting or public hearing conducted by another public agency and/or participation in a training program on a topic that is directly related to the District, provided that the Board of Directors has previously approved the member's participation at a Board of Director's meeting and the member delivers a written report to the Board of Directors at the District's next regular meeting regarding the member's participation.
- 10.3 In no event shall Director compensation exceed \$100 per day.

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DIRECTOR BYLAWS
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10.4 Director compensation shall not exceed six full days in any one calendar month.

11. DIRECTOR REIMBURSEMENT

11.1 Each Director is entitled to reimbursement for their actual and necessary expenses, including the cost of programs and seminars, incurred in the performance of the duties required or authorized by the Board.

- (a) It is the policy of the District to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the District for Directors and staff to stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible.

If lodging is in connection with a conference or organized education activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board of Directors at the time of booking. If the group rate is not available, the Director shall use lodging that is comparable with the group rate. Personal phone calls, room service, and other discretionary expenditures are not reimbursable.

- (b) Members of the Board of Directors shall use government and group rates offered by a provider of transportation for travel when available. Directors using his/her private vehicle on District business, shall be compensated at the prevailing IRS per diem mileage rate.
- (c) Any Director traveling on District business shall receive in addition to transportation and lodging expenses, a per diem allowance to cover ordinary expenses such as meals, refreshments and tips. The amount set for per diem shall be considered fair reimbursement. The per diem shall include \$10.00 for breakfast, \$10.00 for lunch, \$20.00 for dinner, for a daily total of \$40.00.
- (d) All travel and other expenses for District business, conferences, or seminars outside of the State of California shall require separate Board authorization, with specific accountability as to how the District shall benefit by such expenditure.

11.2 All expenses that do not fall within the reimbursement policy set forth in 10.1, above, shall be approved by the Board of Directors, at a public meeting, before the expense is incurred.

11.3 Board members shall submit an expense report on the District form within ten (10) calendar days after incurring the expense. The expense report shall be accompanied by receipts documenting each expense except for per diem allowances.

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- 11.4** Members of the Board of Directors shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the Board of Directors.

12. CORRESPONDENCE DISTRIBUTION POLICY

Time permitting, the following letters and other documents shall be accumulated and delivered to the Board of Directors on Monday of each week and/or with agenda packet.

- 12.1** All letters approved by the Board of Directors and/or signed by the ~~Chairman~~**Chair** on behalf of the District; and
- 12.2** All letters and other documents received by the District that are of District-wide concern, as determined by District staff.

13. CONFLICTS AND RELATED POLICY

State laws are in place which attempt to eliminate any action by a Director or the District which may reflect a conflict of interest. The purpose of such laws and regulations is to insure that all actions are taken in the public interest. Laws which regulate conflicts are very complicated. The following provides a brief policy summary of various conflict related laws. Directors are encouraged to consult with District Legal Counsel and/or the FPPC at 1-800-ASK-FPPC (1-800-275-3772), prior to the day of the meeting, if they have questions about a particular agenda item.

13.1 Conflict of Interest

Each Director is encouraged to review the District Conflict Code on an annual basis. The general rule is that an official may not participate in the making of a governmental decision if it is: reasonably foreseeable that the decision will have a material financial effect on the official or a member of his or her immediate family or on an economic interest of the official, and the effect is distinguishable from the effect on the public generally. Additionally, the FPPC regulations relating to interests in real property have recently been changed. If the real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by decision, that interest is now deemed to be directly involved in the decision.

13.2 Interest in Contracts, Government Codes Section 1090

The prohibitions of Government Code Section 1090 provide that the Board of Directors may not contract with any business in which another Director has a financial interest.

13.3 Incompatible Office

The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment to the other public interest, their discharge by

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one person is incompatible with that interest. When a Director is sworn in for such a second office, he/she is simultaneously terminated from holding the first office.

14. EVALUATION OF CONSULTANTS

The District's legal counsel shall be evaluated by the Board of Directors annually during the months of May and June of each year.

15. CONTINUING EDUCATION

Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Subject to budgetary constraints, there is no limit to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

16. BOARD BYLAWS REVIEW POLICY

Subject to 3.1 the Board Bylaws Policy shall be reviewed annually at the first regular meeting in February. The review shall be provided by District Counsel and ratified by Board action.

17. RESTRICTIONS ON RULES

The rules contained herein shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with State or Federal laws.

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BOARD OF DIRECTORS BYLAWS
2013 UPDATE

(ATTACHMENT "A" TO RESOLUTION 2013 - Bylaws)

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are the Chair and Vice Chair.
- 1.2 The Chair of the Board of Directors shall serve as chairperson at all Board meetings. He/She shall have the same rights as the other Directors of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
- 1.3 In the absence of the Chair, the Vice Chair of the Board of Directors or his/her designee shall serve as chairperson over all meetings of the Board. If the Chair and Vice Chair of the Board are both absent, the remaining Directors present shall select one of themselves to act as chairperson of the meeting.
- 1.4 The Chair and Vice Chair of the Board shall be elected annually at the last regular meeting of each calendar year.
- 1.5 The term of office for the Chair and Vice Chair of the Board shall commence on January 1 of the year immediately following their election.
- 1.6 The Chair, and in his/her absence, the Vice Chair, are authorized to attend meetings of the San Luis Obispo County Planning Commission, meetings of the San Luis Obispo County Board of Supervisors, meetings between District Staff and Water Board Personnel, including either Regional Quality Control Staff or State Water Board Staff, without compensation except reimbursement for use of his/her private vehicle to attend such meetings pursuant to District Policy 10.01(b). If the Chair is absent, the Vice Chair or Boardmember shall attend these meetings.
- 1.7 The Chair, or in his/her absence, the Vice Chair shall meet with the General Manager in advance of a regularly scheduled meeting to review all Warrants to be presented at the next regular Board meeting immediately following the meeting with the General Manager.

2. MEETINGS

- 2.1 Subject to holidays and scheduling conflicts, regular meetings of the Board of Directors shall commence at 6:00 p.m. on the first and third Wednesday of each calendar month in the Board Room at the Oceano Community Services District, located at 1655 Front Street, Oceano, CA, or at such other meeting location within the District boundaries designated by the Board Chair. The Board of Directors reserves the right to cancel and/or designate other dates, places and times for Director meetings due to scheduling conflicts and holidays.

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2.2 SPECIAL MEETINGS.

Special meetings may be called by the Chair or two (2) Directors with a minimum of twenty-four (24) hours public notice. A special meeting agenda shall be prepared and distributed pursuant to the procedures of the Brown Act by the General Manager in consultation with the Chair, or in his or her absence, the Vice Chair or those Directors calling the meeting.

2.3 Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

2.4 No action or discussion may be taken on an item not on the posted agenda; provided, however, matters deemed to be emergencies or of an urgent nature may be added to the agenda under the procedures of the Brown Act. Pursuant to the Brown Act:

- (a) Directors may briefly respond to statements or questions from the public;
- (b) Directors may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting;
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2.5 MEETING PROTOCOL

- (a) Policy. The purpose of oral presentation at District meetings, as well as written presentations, is to formally communicate to the Board of Directors on matters (1) listed on the Agenda, or (2) matters that are within the jurisdiction of the Board of Directors during general public comment. Such presentations are helpful to the Board in its decision-making process. The Board of Directors welcomes information and expressions of opinion from members of the public on any item which it may be considering. However, the Board of Directors is not required to provide a public forum for remarks or conduct in violation of the Rules of Decorum.
- (b) Public Comment. Subject to the following rules, the Board of Directors shall set aside 30 minutes on each agenda item for public comment:

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- (c) The Chairperson, after consideration of the length of the Agenda, the nature of the agenda item, and the meeting limitations of Section 2.2, may expand or further limit the 30 minute time allocation for public comment.
- (d) Each public commenter shall be limited to 3 minutes unless shortened or extended by the Chairperson with consideration of the length of the Agenda, the nature of the agenda item, and the meeting limitations of Sections 2.2, above.

2.6 DISTURBANCE OF BOARD MEETINGS

2.6.1 Rules of Decorum. The rules of decorum, below, shall apply to public comment and attendance at District meetings.

- (a) Members of the audience shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet, clapping and talking (other than giving public comment) or other acts which disrupts the orderly conduct of the District meeting.
- (b) Members of the audience who wish to address the Board on a particular item on the Agenda shall line up behind the podium or sit in the front two (2) rows next to the podium.
- (c) No person shall address the Board of Directors without first being recognized by the Chairperson.
- (d) Persons addressing the Board are requested to state their name and their general place of residence.
- (e) Public comment and public testimony shall be directed to the Chairperson and shall be addressed to the Board of Directors as a whole. Persons addressing the Board of Directors shall not engage in a dialogue with individual Directors, District staff or members of the audience. The Chairperson shall determine whether, or in what manner, the District will respond to questions.
- (f) Persons addressing the Board are limited to one opportunity per Agenda item unless otherwise directed by the Chairperson in his/her discretion.
- (g) A person cannot defer his/her time allocation to another person.
- (h) When a group or organization wishes to address the Board on the same subject, the Chairperson may request that a spokesperson be chosen to speak for that group. The spokesperson's three (3) minute time allocation may be extended by the Chairperson in his/her discretion.

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- (i) Persons addressing the Board shall confine the subject matter of their comments to the Agenda item being considered by the Board of Directors.
- (j) Each person addressing the Board of Directors shall do so in an orderly and civil manner and shall not engage in conduct which disrupts the orderly conduct of the District meeting.
- (k) The Chairperson may rule a speaker out of order who is unduly repetitious or extending discussion of irrelevance.
- (l) Except as provided below, persons who reference or read from documents such as reports, exhibits, or letters ("Documents") as part of his/her comment to the Board shall lodge the Document (or a copy) with the District Secretary at the end of the comment, to allow the Document to be appropriately referenced in the meeting Minutes and to allow District staff the opportunity to review and respond to the Document. The Chairperson has the discretion to strike a speaker's comments from the record for failure to lodge the referenced Documents. Upon request, the lodged Documents shall be returned to the speaker after 1:00 p.m. on the day following the meeting.

Exceptions:

- Speaker's presentation outline, however, Documents referenced in the outline shall be lodged.
- Documents that are in the Agenda packet.
- Documents that have been previously published by the District, so long as the speaker identifies the Document by date, author and the pages referenced or read from.
- For voluminous Documents the speaker need only lodge the cover sheet that identifies the author and date and the pages read from or referenced.

2.7 Enforcement of Rules of Decorum. Any person who violates the Rules of Decorum may, at the discretion of the Chairperson, be removed from the meeting. The Rules of Decorum shall be enforced in the following manner:

- (a) Warning. The Chairperson shall warn the person who is violating the rules of decorum.
- (b) Expulsion. If after receiving a warning from the Chairperson, the person persists in violating the rules of decorum the Chairperson shall order the person to leave the Board meeting room for the remainder of the meeting.

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- (c) Assisted Removal. If such person does not voluntarily remove himself/herself, the Chairperson may order any law enforcement officer who is on duty at the meeting, or who may be summoned to the meeting, to remove the person from the Board room.
 - (d) Restoration of Order. If order cannot be restored by the removal of individuals who are disrupting the meeting, the Board meeting will be continued under the provisions of Government Code §54957.9
- 2.8 Limitations (Government Code §59454.3(c)) The Rules of Decorum shall not be interpreted to prohibit public criticism of the policies, procedures, programs or services of the District.
- 2.9 The Chair, or in his/her absence the Vice Chair (or his/her designee), shall be the presiding officer at District Board meetings. He/She shall conduct all meetings in a manner consistent with the policies of the District. He/She shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board. He/She shall announce the Board's decision on all subjects. He/She shall vote on all questions and on roll call votes his/her name shall be called last.
- 2.10 Two (2) Directors of the Board shall constitute a quorum for the transaction of business. When a quorum is lacking for a regular, adjourned, or special meeting, the Chair, Vice Chair, or any Director shall adjourn such meeting; or, if no Director is present, the District Secretary shall adjourn the meeting.
- 2.11 Except as otherwise specifically provided by law, a majority vote of the total membership of the Board of Directors is required for the Board of Directors to take action.
- 2.12 A roll call vote shall be taken upon the passage of all ordinances and resolutions, and shall be entered in the Minutes of the Board, showing those Directors voting aye, those voting no, those not voting because of a conflict of interest, and absent. A roll call vote shall be taken and recorded on any motion not passed unanimously by the Board. Silence shall be recorded as an affirmative vote.
- 2.13 Any person attending a meeting of the Board of Directors may record the proceedings with an audio or video tape recorder or a still or motion picture camera in the absence of a reasonable finding that the recording cannot continue without disruptive noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.
- 2.14 All video tape recorders, still and/or motion picture cameras shall remain stationary and shall be located and operated from behind the public speakers podium once the meeting begins. The Chair retains the discretion to alter these guidelines, including the authority to require that all video tape recorders, still and/or motion picture cameras be located in the back of the room.

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3. ETHICS TRAINING

- 3.1 Pursuant to sections 53234 et seq. of the Government Code all Directors and designated District personnel shall receive at least 2 hours of ethics training every two years.
- 3.2 Each newly appointed Board member will receive such training from their Agency. Each newly designated District personnel shall receive ethics training no later than one year from the first day of service with the District and thereafter shall receive ethics training at least once every two years.

4. AGENDAS

- 4.1 The General Manager, in cooperation with the Board Chair, shall prepare the agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request an item to be placed on the regular meeting agenda no later than 5 p.m. 11 calendar days prior to the meeting date. Such a request must also be submitted in writing either at the time of communication with the General Manager or delivered to the office within the next working day.
- 4.2 A block of twenty (20) minutes time shall be set aside to receive general public comment. Comments on agendized items should be held until the appropriate item is called. Unless otherwise directed by the Chair, public comment shall be presented from the podium. The person giving public comment shall state his/her name and whether or not he/she lives within the District boundary prior to giving his/her comment. Public comment shall be directed to the Chair of the Board and limited to three (3) minutes unless extended or shortened by the Chair at his/her discretion.
- 4.3 Those items on the District Agenda which are considered to be of a routine and non-controversial nature are placed on the "Consent Agenda". These items shall be approved, adopted, and accepted, etc. by one motion of the Board of Directors; for example, approval of Minutes, approval of Warrants, various Resolutions accepting developer improvements, minor budgetary items, status reports, and routine District operations.
 - (a) Directors may request that any item listed under "Consent Agenda" be removed from the "Consent Agenda", and the Board will then take action separately on that item. Members of the public will be given an opportunity to comment on the "Consent Agenda"; however, only a member of the Board of Directors can remove an item from the "Consent Agenda". Items which are removed ("pulled") by Directors of the Board for discussion will typically be heard after other "Consent Agenda" items are approved unless a majority of the Board chooses an earlier or later time.
 - (b) A Director may ask questions on any item on the "Consent Agenda". When a Director has a minor question for clarification

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concerning a consent item which will not involve extended discussion, the item may be discussed for clarification and the questions will be addressed along with the rest of the "Consent Agenda". Directors are encouraged to seek clarifications prior to the meeting if possible.

- (c) When a Director wishes to consider/"pull" an item simply to register a dissenting vote, or conflict of interest, the Director shall inform the presiding officer that he/she wishes to register a dissenting vote, or conflict of interest, on a particular item without discussion. The item will be handled along with the rest of the Consent Agenda, and the District Secretary shall register a "no" vote, or conflict of interest, in the Minutes on the item identified by the Director.

5. PREPARATION OF MINUTES AND MAINTENANCE OF TAPES

- 5.1 The minutes of the Board shall be kept by the District Secretary and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted set off in paragraphs with proper subheads;
- 5.2 The minutes of the Board of Directors shall record the aye and no votes taken by the members of the Board of Directors for the passage or denial of all ordinances, resolutions or motions.
- 5.3 The District Secretary shall be required to make a record only of such business as was actually considered by a vote of the Board and, except as provided in Sections 4.4 and 4.6 below, shall not be required to record any remarks of Directors or any other person;
- 5.4 Any Director may request for inclusion into the Minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed. In addition, the minutes shall include brief summaries of public comment, the General Manager's report, matters of concern to District legal counsel, District committee reports, and Directors' reports. Materials submitted with such comments shall be appended to the minutes at the request of the General Manager, District Counsel, the Board Chair, or any Director.
- 5.5 The District Secretary shall attempt to record the names and general place of residence of persons addressing the Board, the title of the subject matter to which their remarks related, and whether they spoke in support or opposition to such matter.
- 5.6 Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Secretary shall compile a summary of the testimony of the witnesses.
- 5.7 The District shall keep and maintain the electronic recordings of District Board Meetings for a period of three hundred sixty-five (365) days beyond the date that the Minutes for any meeting are approved. The purpose is to insure accuracy of

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
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the Minutes and the electronic recording is not intended to substitute for the official record of the meeting.

6. DIRECTORS

- 6.1 Directors shall prepare themselves to discuss agenda items at meetings of the Board of Directors.
- 6.2 Members of the Board of Directors shall exercise their independent judgment on behalf of the interest of the entire District, including the residents, property owners and the public as a whole.
- 6.3 Information may be requested from staff or exchanged between Directors before meetings, within such limitations as required by the Brown Act. Information that is requested or exchanged shall be distributed through the General Manager, and all Directors will receive a copy of all information being distributed.
- 6.4 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 6.5 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, dissenting Directors should not to create barriers to the implementation of said action.
- 6.6 Except during open and public meetings the use of direct communication, personal intermediaries, or technological devices that is employed by a majority of the Directors to develop a collective concurrence as to action to be taken on an item by the Board of Directors is prohibited.
- 6.7 Directors shall not be prohibited by action of the Board of Directors from citing his or her District affiliation or title in any endorsement or publication, so long as no misrepresentation is made, or implied, about the District's position on the issue.
- 6.8 Directors are cautioned when using e-mail communications. Any communication from the General Manager, or the District's legal counsel, or from other members of the Board of Directors, in each case the Director in responding to that e-mail shall not respond to "all", as that could constitute a violation of the Brown Act for a serial meeting or other provisions.

7. AUTHORITY OF DIRECTORS

- 7.1 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.
- 7.2 Directors do not represent any fractional segment of the community but are, rather, a part of the body which represents and acts for the community as a whole.

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- 7.3 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- 7.4 Directors, when attending other meetings, may refer to their affiliation as a member of the Board of Directors and may make statements on their own behalf or endorsements on their own behalf as long as there is no misrepresentation made or implied about the District's position in regards to the issue presented.

8. AUTHORITY OF THE GENERAL MANAGER

The General Manager shall be responsible for all of the following:

- 8.1 The implementation of the policies established by the Board of Directors for the operation of the District.
- 8.2 The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the District's Personnel Policies as established by the Board of Directors.
- 8.3 The supervision of the District's facilities and services.
- 8.4 The supervision of the District's finances.

9. DIRECTOR GUIDELINES

- 9.1 Directors, by making a request to the General Manager, shall have access to information relative to the operation of the District, including but not limited to statistical information, information serving as the basis for certain actions of Staff, justification for Staff recommendations, etc. If the General Manager cannot timely provide the requested information by reason of information deficiency, or major interruption in work schedules, work loads, and priorities, then the General Manager shall inform the individual Director why the information is not or cannot be made available.
- 9.2 In handling complaints from residents or property owners within the District, or other members of the public, Directors are encouraged to listen carefully to the concerns, but the complaint should be referred to the General Manager for processing and the District's response, if any.
- 9.3 Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, should refer said concerns directly to the General Manager.
- 9.4 When approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager. The chain of command should be followed. If a Director concludes that a personnel issue is not being adequately addressed in this manner, he/she should refer it to the Board's personnel committee for further consideration, in accordance with District Personnel Policy.

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- 9.5 Directors and General Manager should develop a working relationship so that current issues, concerns and District projects can be discussed comfortably and openly.
- 9.6 When responding to constituent request and concerns, Directors should respond to individuals in a positive manner and route their questions to the General Manager.
- 9.7 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.
- 9.8 No member may participate in a hearing or take action on an item which creates an economic conflict of interest for the member. Where there is an economic conflict of interest, the conflicted member shall announce the nature of the conflict of interest and recuse himself or herself from the hearing or deciding the matter and thereon step down from the dais and leave the room until the matter has been fully considered and voted upon, or otherwise continued.

10. DIRECTOR COMPENSATION

- 10.1 Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each regular, adjourned or special meeting of the Board of Directors attended by him/her.
- 10.2 Each Director is authorized to receive one hundred dollars (\$100) per day as compensation for representation of the District at a public meeting or public hearing conducted by another public agency and/or participation in a training program on a topic that is directly related to the District, provided that the Board of Directors has previously approved the member's participation at a Board of Director's meeting and the member delivers a written report to the Board of Directors at the District's next regular meeting regarding the member's participation.
- 10.3 In no event shall Director compensation exceed \$100 per day.
- 10.4 Director compensation shall not exceed six full days in any one calendar month.

11. DIRECTOR REIMBURSEMENT

- 11.1 Each Director is entitled to reimbursement for their actual and necessary expenses, including the cost of programs and seminars, incurred in the performance of the duties required or authorized by the Board.
 - (a) It is the policy of the District to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the District for Directors and staff to stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible.

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If lodging is in connection with a conference or organized education activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board of Directors at the time of booking. If the group rate is not available, the Director shall use lodging that is comparable with the group rate. Personal phone calls, room service, and other discretionary expenditures are not reimbursable.

- (b) Members of the Board of Directors shall use government and group rates offered by a provider of transportation for travel when available. Directors using his/her private vehicle on District business, shall be compensated at the prevailing IRS per diem mileage rate.
- (c) Any Director traveling on District business shall receive in addition to transportation and lodging expenses, a per diem allowance to cover ordinary expenses such as meals, refreshments and tips. The amount set for per diem shall be considered fair reimbursement. The per diem shall include \$10.00 for breakfast, \$10.00 for lunch, \$20.00 for dinner, for a daily total of \$40.00.
- (d) All travel and other expenses for District business, conferences, or seminars outside of the State of California shall require separate Board authorization, with specific accountability as to how the District shall benefit by such expenditure.

11.2 All expenses that do not fall within the reimbursement policy set forth in 10.1, above, shall be approved by the Board of Directors, at a public meeting, before the expense is incurred.

11.3 Board members shall submit an expense report on the District form within ten (10) calendar days after incurring the expense. The expense report shall be accompanied by receipts documenting each expense except for per diem allowances.

11.4 Members of the Board of Directors shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the Board of Directors.

12. CORRESPONDENCE DISTRIBUTION POLICY

Time permitting, the following letters and other documents shall be accumulated and delivered to the Board of Directors on Monday of each week and/or with agenda packet.

12.1 All letters approved by the Board of Directors and/or signed by the Chair on behalf of the District; and

12.2 All letters and other documents received by the District that are of District-wide concern, as determined by District staff.

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13. CONFLICTS AND RELATED POLICY

State laws are in place which attempt to eliminate any action by a Director or the District which may reflect a conflict of interest. The purpose of such laws and regulations is to insure that all actions are taken in the public interest. Laws which regulate conflicts are very complicated. The following provides a brief policy summary of various conflict related laws. Directors are encouraged to consult with District Legal Counsel and/or the FPPC at 1-800-ASK-FPPC (1-800-275-3772), prior to the day of the meeting, if they have questions about a particular agenda item.

13.1 Conflict of Interest

Each Director is encouraged to review the District Conflict Code on an annual basis. The general rule is that an official may not participate in the making of a governmental decision if it is: reasonably foreseeable that the decision will have a material financial effect on the official or a member of his or her immediate family or on an economic interest of the official, and the effect is distinguishable from the effect on the public generally. Additionally, the FPPC regulations relating to interests in real property have recently been changed. If the real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by decision, that interest is now deemed to be directly involved in the decision.

13.2 Interest in Contracts, Government Codes Section 1090

The prohibitions of Government Code Section 1090 provide that the Board of Directors may not contract with any business in which another Director has a financial interest.

13.3 Incompatible Office

The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment to the other public interest, their discharge by one person is incompatible with that interest. When a Director is sworn in for such a second office, he/she is simultaneously terminated from holding the first office.

14. EVALUATION OF CONSULTANTS

The District's legal counsel shall be evaluated by the Board of Directors annually during the months of May and June of each year.

15. CONTINUING EDUCATION

Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Subject to

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
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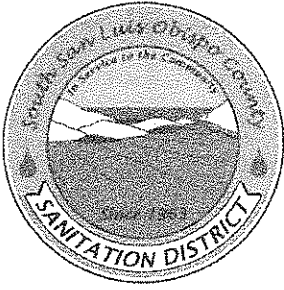
budgetary constraints, there is no limit to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

16. BOARD BYLAWS REVIEW POLICY

Subject to 3.1 the Board Bylaws Policy shall be reviewed annually at the first regular meeting in February. The review shall be provided by District Counsel and ratified by Board action.

17. RESTRICTIONS ON RULES

The rules contained herein shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with State or Federal laws.



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://www.sslocsd.org/>

To: Board of Directors
From: Bob Barlogio, Plant Superintendent
Via: John Wallace, District Administrator *JB*
Date: February 20, 2013
Subject: Superintendent's Report

The final numbers for January 2013 are as follows;

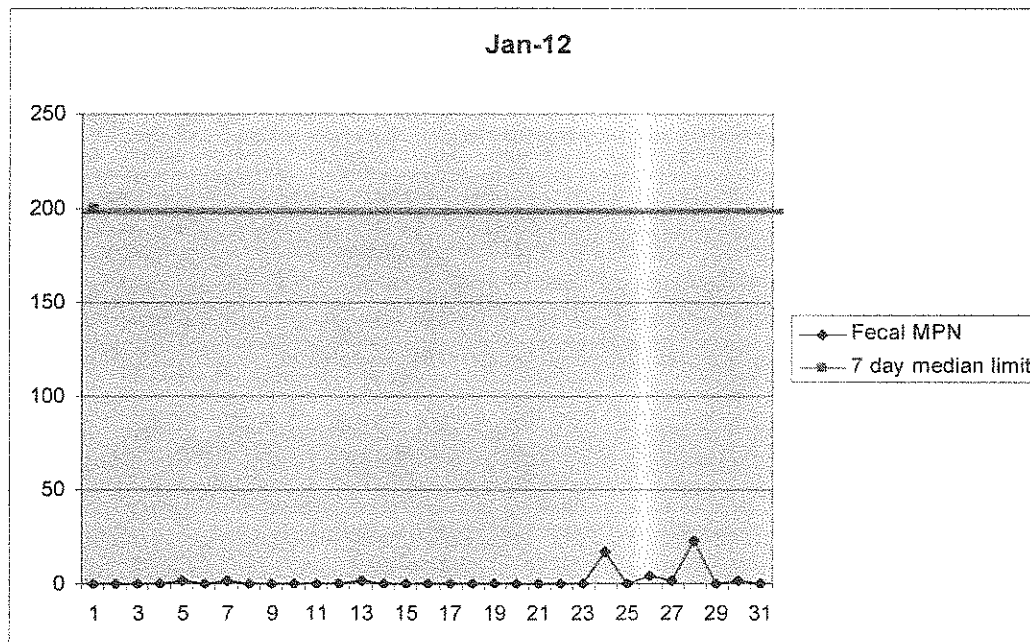
Average daily flow 2.60 million gallons per day

Average chlorine use 275 gallons per day

Average BOD in 312 mg/l, out 26 mg/l

Average TSS in 375 mg/l, out 25 mg/l

Fecal coliform results below



For up to February 10, the numbers are as follows;

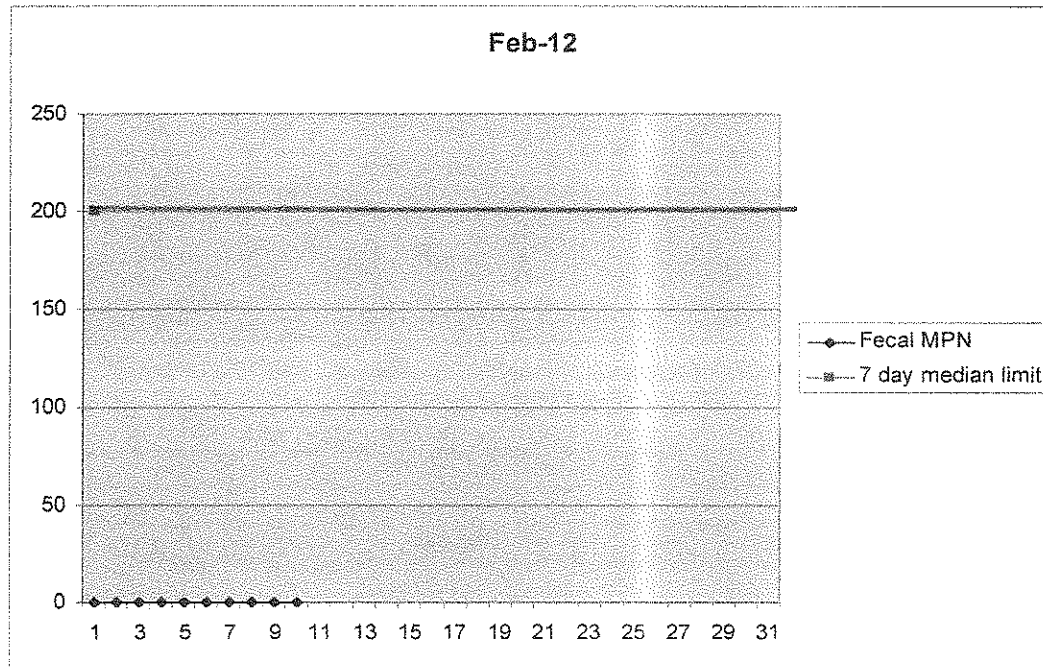
Average daily flow is 2.52 million gallons per day

Average chlorine use is 363 gallons per day, up because of flushing the FFR

BOD in 241 mg/l, out 30 mg/l

TSS in 306 mg/l, out 31 mg/l

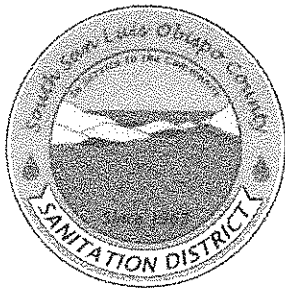
Fecal coliform results below



Staff is moving ahead with changing out the #2 influent pump valves. These valves have been in service since 1965. One does not seal, the other one we can not get it to move. We will be renting a crane truck for 7 to 10 days. During this time, staff also plans to replace the grinders at the front of the plant, as well as remove, repair, and replace the augers behind the grinders. We will also need the crane to install the back-up chlorine storage tank.

Staff is also moving ahead with the replacement of the #1 FFR pump. We still need to bolt the rotating assembly to the volute, adjust the impeller clearance, and install the mechanical seal. Then we can start with the valves on that unit that don't seal and replace the pump. It is another project that we will need to do during low flows, between midnight and 4:00 in the morning.

I know there is concern about spending this much money, but most of this equipment is 50 years old and needs replacement or major repairs. We are also inventorying valves, in ground and above ground. Many do not operate. Staff feels that it would be better to replace the valves as we can, that when we need to than under an emergency situation. Staff is compiling a list of valves that need replacement and propose to put replacement on next years MBI. Staff is also working on a valve exercising program, to increase the life of the valves. Staff feels that we can do most of the replacement in house, saving the District money for other projects.



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

Post Office Box 339, Oceano, California 93475-0339

1600 Aloha Place, Oceano, California 93445-9735

Telephone (805) 489-6666 FAX (805) 489-2765

www.sslocsd.org

Staff Report

To: Board of Directors
From: John L. Wallace, District Administrator *OW*
Date: February 20, 2013
Subject: Special District Risk Management Authority (SDRMA) Board Nominations

Recommendation:

Staff recommends the Board, if desired, nominate persons to the SDRMA Board and instruct staff to submit prior to May 3, 2013

Funding:

N/A

Discussion:

Notification of Nominations – 2013 Election SDRMA Board of Directors

January 24, 2013

Mr. Bill Nicolls
Board Chairman
South San Luis Obispo County Sanitation District
Post Office Box 339
Oceano, California 93475-0339

Dear Mr. Nicolls:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2013 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information is enclosed: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2012-05, Candidate Nomination Resolution and Candidate Statement of Qualifications.

General Election Information - Four (4) Directors seats are up for election. The nomination filing deadline is Friday, May 3, 2013. Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due Tuesday, August 27, 2013.

Nominee Qualifications - Nominees must be a member or the agency's governing body or full-time management employee (see SDRMA Election Policy 2012-05, Section 4.1) and be an active member agency of **both** SDRMA's property/liability and workers' compensation programs. Candidates must be nominated by resolution of their member agency's governing body and complete and submit a "Statement of Qualifications".

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidates Statement of Qualifications) and nomination guideline information may also be obtained on SDRMA's website at www.sdrma.org. To obtain documents electronically:



From the SDRMA homepage, click on the "2013 Nomination & Election Information" button. All necessary nomination documents and election information may be downloaded and printed.

Term of Office – Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2014 and expire December 31, 2017.

Nomination Filing Deadline – Nomination documents **must be received in SDRMA's office no later than 5:00 P.M. on Friday, May 3, 2013.**

Please do not hesitate to contact SDRMA Chief Financial Officer Paul Frydendal at 800.537.7790, if you have any questions regarding the 2013 SDRMA Board of Director Nominations or the election process.

Sincerely,
Special District Risk Management Authority

A handwritten signature in blue ink that reads "Gregory S. Hall".

Gregory S. Hall, ARM
Chief Executive Officer

2013 Nomination Packet Checklist



SDRMA BOARD OF DIRECTORS NOMINATION AND ELECTION GUIDELINES

January 9, 2013, marked the official commencement of nominations for the SDRMA Board of Directors. Four seats on the Board of Directors are up for election in August 2013.

For your convenience we have enclosed the necessary nomination documents and election process schedule. Please note that some items have important deadlines. All document contained in this packet, as well as additional information regarding SDRMA Board elections are available on our website www.sdrma.org and/or by calling SDRMA Chief Financial Officer Paul Frydendal at 800.537.7790.

- _____ **Attachment One:** **SDRMA Board of Directors Fact Sheet:** SDRMA Board of Directors has established a policy that requires candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or full-time management employee (per SDRMA Election Policy 2012-05, Section 4.1) of their respective member agency that is currently participating in **both** SDRMA's Property/Liability and Workers' Compensation Programs, and 2) nominated by resolution of the Board of Directors of their respective member agency. This document also reviews the Board of Directors' Role and Responsibilities along with additional information.

- _____ **Attachment Two:** **SDRMA Board of Directors 2013 Election Schedule:** Please review this document for important deadlines.

- _____ **Attachment Three:** **SDRMA Election Policy No. 2012-05:** A Policy of the Board of Directors of the Special District Risk Management Authority establishing guidelines for Director elections.

- _____ **Attachment Four:** **Resolution for Candidate Nomination:** A resolution of the Governing Body of the Agency nominating a candidate for the Special District Risk Management Authority Board of Directors.

- _____ **Attachment Five:** **Candidate Statement of Qualifications:** Please be advised that no statements are endorsed by SDRMA. Candidate statements of qualification will be distributed to the membership with the SDRMA election ballot, "exactly as submitted" by the candidate.

Please complete and return all required nomination and election documents to:

SDRMA Election Committee
C/O Paul Frydendal, CFO
Special District Risk Management Authority
1112 "I" Street, Suite 300
Sacramento, California 95814

SDRMA BOARD OF DIRECTORS FACT SHEET

SDRMA BOARD OF DIRECTORS ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker's compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies and providers of municipal services throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs' members.

Number of Board Members	7-Board Members: SDRMA Board of Directors consists of seven Board Members, who are elected at-large from members participating in either program.
Board of Directors' Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, and ensuring accountability, <i>setting direction based on SDRMA's mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.</i>
Board of Directors' Responsibilities	<i>Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors' policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and operate with the highest standards of integrity and trust.</i>
Four (4) Seats For this Election	4-Seats: Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Four seats are up for election this year.
Term of Directors	4-Year Terms: Directors are elected for 4-year terms. Terms for directors elected this election begin January 1, 2014 and end on December 31, 2017.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy Manual 2011-04 and applicable laws.
Number of Meetings per Year	8-Board Meetings Annually: Generally not more than one meeting per month, with an average of eight board meetings per year.
Meeting Location	SDRMA office in Sacramento, California.
Meeting Dates	Typically the first Tuesday afternoon and Wednesday morning of the month.
Meeting Starting Times	4:00 p.m. and 8:00 a.m.: Meetings are from 4:00 p.m. on Tuesday afternoon until 5:30 p.m. and Wednesday from 8:00 a.m. to noon.
Meeting Length	6 - 8 hours: Length of meetings on average.
Average Time Commitment	15 - 20 hours: Commitment per month.

"The mission of Special District Risk Management Authority is to provide renewable, efficiently priced risk financing and risk management services through a financially sound pool to CSDA member districts, delivered in a timely, cost efficient manner, responsive to the needs of the districts."

SDRMA BOARD OF DIRECTORS 2013 ELECTION SCHEDULE

2013 Election Schedule



TASK TIMELINE						
1/9	Board approved Election Schedule					
1/24-25	Mail Notification of Election and Nomination Procedure to Members in January					
90 days prior to mailing Ballots	(110 actual days)					
5/03	Deadline to return Nominations					
5/09	Tentative Election Comm. Reviews Nominations					
5/15-16	Mail Ballots 60 days prior to ballot receipt deadline	(103 actual days)				
8/27	Deadline to Receive Ballots					
8/29	Tentative Election Committee Counts Ballots					
8/30	Election Committee Notifies Successful Candidates and Provides Them With Upcoming Board Meeting Schedule					
9/18	Directors' Elect Invited to CSDA Annual Conf/SDRMA Breakfast/Super Session					
10/29-30	Directors' Elect Invited to SDRMA Board Meeting					
1/2014	Newly Elected Directors Seated and Election of Officers					

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SDRMA BOARD OF DIRECTORS ELECTION POLICY NO. 2012-05

A POLICY OF THE BOARD OF DIRECTORS OF SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
ESTABLISHING GUIDELINES FOR DIRECTOR ELECTIONS, DIRECTOR APPOINTMENTS, AND CREATION OF
A SUPERVISING ELECTION COMMITTEE

- WHEREAS, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and
- WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and
- WHEREAS, establishing guidelines for Director elections and appointments will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election/appointment process, and will help ensure election/appointment of the most qualified candidate(s); and
- WHEREAS, the Bylaws provide the Board with the option of conducting the election using a mail-in ballot process; and
- WHEREAS, the Board of Directors of SDRMA has an overriding and compelling interest in insuring the accuracy of the election/appointment process of its Board members through the creation of an election committee;

NOW, THEREFORE, it is the policy of the Board of Directors of SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that the following procedures shall be followed when conducting Director elections or filling a Director vacancy by appointment:

1.0. Election Schedule

- 1.1. Not later than the first Board meeting of each election year, the Board of Directors shall approve an election schedule based on the following criteria and time frames.

2.0. Election Committee

- 2.1. The Board of Directors herein establishes an election committee with the following composition, duties and responsibilities; The five (5) members of the Election Committee shall include two presently sitting members of the Board of Directors of SDRMA whose seats are not up for election, the Chief Financial Officer of SDRMA, and the CPA/auditor regularly used and retained by SDRMA at the time of counting ballots of and for an election to the Board of Directors. For good reason found and stated, the Board of Directors of SDRMA may appoint any CPA/auditor who, in the discretion of the Board of Directors, would appropriately serve the Election Committee. The General Counsel for SDRMA shall also sit as a member of the Election Committee with the additional obligation of providing legal advice to the balance of the Committee as legal questions may arise.

3.0. Member Notification of Election

- 3.1. Authority staff shall provide written notification, of an election for the Board of Directors, to all member agencies during March of each election year. Such written notification shall be provided a minimum of ninety (90) days prior to the distribution of ballots and shall include; (1) the number of Director seats to be filled by election; (2) a copy of this nomination and election procedure; and (3) an outline of nomination/election deadline dates.

4.0. Qualifications

- 4.1. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a full-time management employee of an SDRMA member participating in both the

Property/Liability and Workers' Compensation Programs. To qualify as a "full-time management employee," the candidate must be a full-time, management-level (as determined by the Governing Body) employee whose wages are reported to the IRS on a "W-2" form. Only one (1) representative from any Member may serve on the Board of Directors at the same time. [Per Bylaws, Article II, (2) (b)]

- 4.2. Each nominated candidate must submit a properly completed and signed "Statement of Qualifications" (required form attached) on or before the filing deadline in June in order for the candidate's name to be placed on the official ballot. A candidate shall provide responses to all questions on the candidate's "Statement of Qualifications". Each nominated candidate's "Statement of Qualifications" must be filed on or before the aforementioned deadline by (1) personal delivery to SDRMA's office; or (2) by U.S. mail received by the SDRMA office. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed to the membership exactly as submitted by the candidate to SDRMA. However, any attachments submitted by the candidate(s) with the Statement of Qualifications will not be sent by SDRMA with the ballots to any members.
- 4.3. If a nominated candidate elects not to use the provided form "Statement of Qualifications," and prepares instead the candidate's own completed form, the candidate's form must include the title "Statement of Qualifications" and contain exactly all information required and requested by the provided form.

NOTE: The candidate's "Statement of Qualifications" form must be submitted as a part of the nominating process. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed "exactly as submitted" to SDRMA, except that any attachments submitted by the candidate will not be sent to any SDRMA members.

- 4.4. A candidate that does not submit a Candidate's Statement of Qualifications which complies with Section 4.2 or 4.3 will be disqualified by the SDRMA Election Committee.

5.0. Nominating Procedure

- 5.1. Candidates seeking election or reelection must be nominated by action of their respective Governing Body. Only one (1) candidate may be nominated per member agency and one (1) candidate shall not represent more than one (1) member agency. A resolution from the candidate's district/agency Governing Body nominating the candidate must be received by the Authority on or before the scheduled date in June. (A sample of the resolution is enclosed). Actual receipt by the Authority on or before the scheduled deadline date in June is required. The resolution nominating the candidate may be hand-delivered to the Authority or sent by U.S. mail. In the event a candidate is nominated by two (2) or more member agencies, he or she shall represent the member agency whose nominating resolution is first received by the Authority. The other member agency or agencies that nominated the candidate shall be entitled to select a replacement nominee as long as a resolution nominating the replacement is received by the Authority prior to the scheduled deadline date.
- 5.2. A member may not nominate a candidate unless that member is participating in both the Property/Liability and Workers' Compensation Programs and is in "good standing" on the date the nominations are due. "Good standing" is defined as no accounts receivable more than ninety (90) days past due.
- 5.3. The Election Committee, as hereinabove defined and comprised, shall review all nominations received from members and will reject any nominations that do not meet all of the qualifications specified and set forth in this policy. Following the Election Committee's review of all nominations, the Election Committee shall direct that a ballot be prepared stating and listing all of the qualified nominees. The ballot of qualified nominees shall be distributed to the membership for election by mail as described below.
- 5.4. Upon verification or rejection of each nominee by the Election Committee, staff will mail acknowledgment to both the nominee and the district/agency of its acceptance or rejection as a qualified nominee for election.

- 5.5. A nominee requesting that his/her nomination be withdrawn prior to the election, shall submit such requests in writing to SDRMA's office a minimum of three (3) days prior to the scheduled date for mailing the ballots. After that date, all qualified nominees names shall appear on the ballot mailed to the membership.

6.0. Terms of Directors

- 6.1. The election of directors shall be held in each odd-numbered year. The terms of the directors elected by the Members will be staggered. Four directors will serve four-year terms, to end on December 31 of one odd-numbered year. Three directors will serve four-year terms, to end on December 31 of the alternate off-numbered year. [Per Bylaws, Article II, (3), paragraph 1].

7.0. Campaigning

- 7.1. SDRMA staff will mail each qualified candidate's "Statement of Qualifications", "exactly as submitted" by the candidate with the ballots to the membership.
- 7.2. Candidates, at their own expense, may distribute additional information to member agency(s) after the ballots have been mailed and prior to the election.
- 7.3. SDRMA staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises.
- 7.4. SDRMA staff may provide member information, mailing lists, financial reports or operational data and information, that is normally available through the Public Records Act, to candidates to assist them in their research and campaigning. In addition to obtaining such information under the Public Records Act, candidates may request SDRMA staff prepare mailing labels for the distribution of campaign materials to member agencies. Under existing policy, charges will apply for this service. The SDRMA logo is trademarked for use by SDRMA only. Neither the logo, nor any other Trademark of SDRMA may be used in any campaign literature. No campaign literature is to imply support of any candidate by SDRMA.
- 7.5. SDRMA election mailings to the membership, including ballots and candidates' "Statement of Qualifications", shall be sent via first class mail.

8.0. Limitations on Campaigning

- 8.1. As used in this section the following terms have the following meanings:

"Campaign Activity" means any activity that expressly advocates the election or defeat of a candidate or provides direct support to a candidate for his or her candidacy. "Campaign activity" does not include the incidental and minimal use of public resources, such as equipment or office space, for campaign purposes or the use of public resources to nominate a candidate or vote in any Board of Directors election.

"Candidate" means an individual who has been nominated by the Member Agency to have his or her name listed on the ballot for election to the Board of Directors.

"Expenditure" means a payment of Member Agency funds that is used for communications that expressly advocate the election or defeat of a clearly identified candidate. "Expenditure" does not include the use of public funds to nominate a candidate or vote in any Board of Directors election.

"Public resources" means any property or asset owned by the Member Agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and Member Agency-compensated time.

- 8.2. An officer, official, employee, or consultant of a Member Agency may not expend or authorize the expenditure of any of the funds of the Member Agency to support or oppose the election or defeat of a candidate for the Board of Directors.
- 8.3. No officer, official, employee, or consultant of a Member Agency shall use or permit others to use public resources for campaign activity.
- 8.4. At any time during an election campaign, if a Member Agency or its officers, officials, employees or consultants violate this section, that Member Agency shall be ineligible to nominate a candidate for the Board of Directors election in which the violation occurred. Any candidate of an offending Member Agency shall be deemed to have withdrawn his or her candidacy. Prior to declaring a Member Agency ineligible to nominate a candidate or a specific candidate's candidacy withdrawn, the Elections Committee shall hold a hearing to determine whether or not a violation of this section occurred. The hearing shall be conducted pursuant to reasonable procedures that the Elections Committee shall prescribe, provided that the affected Member Agency or candidate shall have an opportunity to dispute the violation. At the conclusion of the hearing, the Elections Committee shall determine by a majority vote whether the violation occurred.

9.0. Balloting

- 9.1. A ballot containing nominees for the Board of Directors, accepted and approved by the Election Committee, shall be mailed by first class mail, to each SDRMA member agency, except as provided in Section 9.2 below, no less than sixty (60) days prior to the deadline for receiving ballots and the closing date for voting. Ballots shall show the date and time the ballots must be received in SDRMA's office. A self-addressed, stamped, return envelope shall be mailed with each ballot.
- 9.2. In the event that the number of qualified/approved nominees is equal to or less than the number of director seats up for election, the mailing of the ballots as outlined in Section 9.1 shall be waived.
- 9.3. Only those qualified nominees approved by the Election Committee will be eligible candidates on the ballot. Write-in candidates shall not be accepted.
- 9.4. It is required that the Governing Body of each member vote on behalf of their agency (sample Resolution enclosed) and the ballot MUST be signed by the agency's Presiding Officer.
- 9.5. A member may not vote unless the member was a member of the Authority in "good standing" on or before the nomination due date for the pending election. "Good standing" is defined as no accounts receivable more than ninety (90) days past due.
- 9.6. A member may cast only one (1) vote for the same candidate. By way of example, if there are four (4) candidates on the ballot, a member may not cast two (2) to four (4) votes for any single candidate. Any ballot casting more than one (1) vote for the same candidate will be considered void.
- 9.7. A member may vote by using the official ballot provided by SDRMA, or a copy of SDRMA's original ballot, or a reasonable duplicate prepared by the member agency. Whichever of the three foregoing formats is used, the ballot must contain an original signature and confirmation that the ballot was approved at a public meeting of the agency's Governing Body. Ballots submitted without an original signature and/or without confirmation that the form of the ballot was approved at a public meeting of the agency's Governing Body will be considered void.
- 9.8. Ballots may be returned using either hand-delivered or mailed in ballots - faxed or e-mailed ballots will not be accepted. Mailed in ballots must be addressed to, and hand-delivered ballots must be delivered to, the Special District Risk Management Authority office presently located at 1112 I Street, Suite 300, Sacramento, California 95814-2865.
- 9.9. Any ballot received after the specified deadline will not be counted and will be considered void.

10.0. Election Results

- 10.1. All ballots will be opened and counted at SDRMA's office only after the deadline for receiving ballots. Ballots will be opened by SDRMA's Election Committee, no more than five (5) days after the closing deadline. Candidates receiving the highest number of votes shall be declared the elected director(s).
- 10.2. In the event of a tie, a coin toss shall be used to determine the elected director. The coin toss shall be conducted by the Election Committee at the time and place of the conclusion of counting ballots.

PROCEDURE: In the event more than two (2) candidates tie, the coin toss shall be between two (2) candidates at a time based on the order in which their name appeared on the ballot. This process shall be repeated, as needed, in cases where there are more than two (2) candidates.
- 10.3. Excluding tie votes, within five (5) days after the ballots are opened and tabulated Authority staff shall advise the candidates and their respective agency in writing of the final election results. Copies of the results shall also be mailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.
- 10.4. If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballots and awarding the seat to the candidate receiving the next highest number of votes during the election.
- 10.5. Staff shall invite newly elected director(s) to attend the Annual Membership meeting and all scheduled Board meeting(s) after confirmation of election results until the director(s) elect assume office. Director(s) elect will be reimbursed for expenses, except for director stipends, in accordance with approved director reimbursement policy (copy of policy shall be provided to newly elected directors).
- 10.6. A member or candidate dissatisfied with the election result may, within ten (10) days after the ballots are opened and tabulated, file with the Authority a written challenge and appeal. The challenge and appeal must clearly set forth the complaint and any and all facts in support of the challenge and appeal. Within ten (10) days after the ballots are opened and tabulated, the challenge and appeal shall be delivered and received by the Authority. Within five (5) days of receipt of the challenge and appeal, the Authority shall deliver the same to the Election Committee for decision. The Election Committee shall have absolute authority for deciding the challenge and appeal. Notice of the decision of the Election Committee shall be provided to the party filing the challenge and appeal within ten (10) days.

11.0. Director Vacancy

- 11.1. If a director vacancy(s) occurs (Note 1), appointment of a replacement director for the balance of the unexpired term will be made by the remaining members of the SDRMA Board. In order to accomplish this in an orderly and consistent manner, when a vacancy(s) of an elected Director(s) occurs, the SDRMA Board of Directors, after discussion and consideration, shall, when deemed appropriate, instruct staff to:
 - a) notify all then member entities that a vacancy has occurred; and
 - b) said notice shall refer to the applicable Article in the By-laws in advising member entities and their eligible candidates of the steps to take to apply for appointment; and
 - c) the SDRMA Board shall establish the closing date for the receipt of applications; and
 - d) candidates shall submit the following, by the date specified in the notice:
 - i) a letter of interest; and
 - ii) a resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
 - iii) a resolution from, or a letter approved by, the candidate's Governing Body nominating the candidate; and
 - e) the Election Committee shall review all applications received, and shall reject any that do not meet all of the qualifications specified and set forth in this policy; and

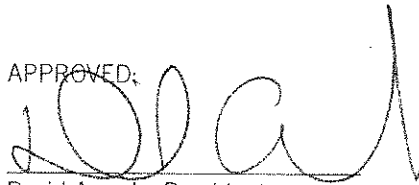
- f) upon verification or rejection of each application by the Election Committee, staff will mail acknowledgement to both the applicant and the district/agency of its acceptance or rejection of the applicant as a qualified candidate for appointment; and
- g) candidates shall be interviewed at the next regularly scheduled meeting of the SDRMA Board of Directors following the date of closure for the applications. Interviews shall be in person, or if an unforeseen emergency arises, the interview may be by telephone at the same scheduled time; and
- h) the SDRMA Board shall make the appointment without undue delay, but need not act at the same meeting.

Note 1: If the Director vacancy occurs within nine (9) months after the date the ballots were counted and certified by the Election Committee or within nine (9) months after a candidate was appointed to fill a vacancy, then the Board shall have the option to interview and appoint the candidate(s) who did not receive sufficient votes to be elected OR to interview and appoint from the pool of candidates from 11.1.g) above. If the Director vacancy occurs in an election year after the Notification of Election is sent to the members, the Board may determine to fill the vacancy by appointing the candidate who receives the next highest number of votes in the election. If the Board determines in its sole discretion that none of these options is appropriate, then staff shall be instructed to proceed with the process described above in steps 11.1 a) to h).

Revised and adopted this 27th day of June 2012, by the Board of Directors of Special District Risk Management Authority, at a regular meeting thereof.

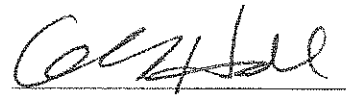
This policy rescinds the previous version of Policy No. 2011-02 which was approved on February 2, 2011 and all other policies inconsistent herewith.

APPROVED:

A handwritten signature in black ink, appearing to read "David Aranda", written over a horizontal line.

David Aranda, President
Board of Directors

ATTEST:

A handwritten signature in black ink, appearing to read "Gregory S. Hall", written over a horizontal line.

Gregory S. Hall, ARM
Chief Executive Officer

SAMPLE RESOLUTION FOR CANDIDATE NOMINATION

Available for download in Microsoft Word file format
visit our website at www.sdrma.org

[AGENCY NAME]

RESOLUTION NO.

A RESOLUTION OF THE GOVERNING BODY OF THE [AGENCY NAME] NOMINATING
[CANDIDATE'S NAME] AS A
CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT
AUTHORITY BOARD OF DIRECTORS

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

WHEREAS, the Joint Powers Agreement (JPA) and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

WHEREAS, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

WHEREAS, the Board of Directors of SDRMA established a policy requiring candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or full-time management employee per SDRMA Election Policy 2012-05, Section 4.1 and be an active member agency of **both** SDRMA's property/liability and workers' compensation programs, and 2) be nominated by resolution of their member agency's governing body, and 3) each nominated candidate must submit a completed and signed "Statement of Qualifications" on or before the May 3 filing deadline in order for the candidate's name to be placed on the official ballot.

NOW, THEREFORE, BE IT RESOLVED:

1. The governing body of [AGENCY NAME] nominates [CANDIDATE'S NAME], its [POSITION TITLE], as a candidate for the Board of Directors of the Special District Risk Management Authority.

2. [ONLY IF CANDIDATE IS NOT A MEMBER OF THE AGENCY'S GOVERNING BODY: The governing body of [AGENCY NAME] has determined that [CANDIDATE'S NAME] is a full-time management employee for purposes of SDRMA Election Policy 2012-05, Section 4.1].

3. The governing body of [AGENCY NAME] further directs that a copy of this resolution be delivered to SDRMA on or before the May 3, 2013 filing deadline.

ADOPTED this [DATE] of [MONTH/YEAR] by the Governing Body of [AGENCY NAME] by the following roll call votes:

AYES: [LIST NAMES of GOVERNING BOARD VOTES]

NAYES: "

ABSTAIN: "

ABSENT: "

APPROVED

ATTEST

President – Governing Body

Secretary

CANDIDATE'S STATEMENT OF QUALIFICATIONS

Available for download in Microsoft Word file format
visit our website at www.sdrma.org

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, “exactly as submitted” by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

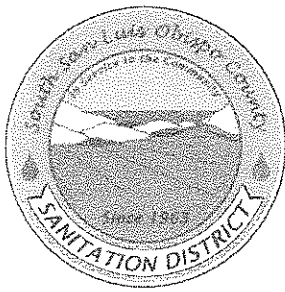
Nominee/Candidate _____
 District/Agency _____
 Work Address _____
 Work Phone _____ Home Phone _____

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

[illegible]

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page or a sheet of stationery.



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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

Staff Report

To: Board of Directors
From: John Wallace, District Administrator
Date: February 20, 2013
Subject: Sewer System Management Plan Revisions and Update

Recommendation:

Staff recommends the Board authorize Staff to update the District's Sewer System Management Plan (SSMP), Revision 2, to SSMP, Revision 3, by completing the following work:

1. Perform the annual review and revision of the SSMP to keep information contained in the SSMP up-to-date;
2. Update the Preventative Maintenance Program (PM Program) and Rehabilitation and Replacement Plan (R&R Plan); and
3. Review, finalize, and incorporate the draft Emergency Operating Procedures (EOPs) drafted by the Plant Superintendent into the District SSMP.

Staff also recommends that the Board recognize that an increase in the funding in Account 19-7087 by an additional **\$4,000** may be needed in order to provide for this work. However, it is recommended that the update be performed first and then the extra work needed to complete the PM and R&R plans be assessed at that time.

Funding:

Funding for maintaining and implementing the District's SSMP is provided by Account No. 19-7087 *WDR and SSMP District Expense*. The FY12-13 budget for Account 19-7087 is \$10,000, and \$9,031 is currently remaining.

The aforementioned **\$9,031** budget provides for the annual review and revision to the SSMP and required review of the draft EOPs, but may not provide for the entire cost of the PM Program and R&R update. Staff projects that updating the PM Program and R&R Plan may cost up to an additional \$4,000. Staff will request additional funding in order to complete this project at that time.

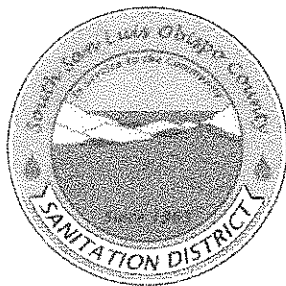
Discussion:

The State Water Resources Control Board (SWRCB)'s Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems, Order No. 2006-0003-DWQ, requires the District to have and maintain a SSMP, which provides a plan and schedule to properly manage, operate, and maintain all parts

of the sanitary sewer system” in order to “help reduce and prevent sanitary sewer overflows (SSOs), as well as mitigate any SSOs that do occur” (Order No. 2006-0003-DWQ).

The SSMP is a living document and, therefore, is required to be kept up-to-date. The District’s SSMP states that an annual review of the SSMP will occur in order to insure the SSMP is accurate and current. Staff is requesting that the Board authorize this annual review and revision of the SSMP to occur.

Furthermore, the District performed an internal audit of its SSMP as required by WDR Order No. 2006-0003-DWQ during the summer of 2011. This audit identified the need for the District to formalize a PM Program and R&R Plan through an update to the District SSMP and to develop and incorporate EOPs into its Overflow Emergency Response Plan (OERP), which is an element of the District’s SSMP. Since the time of the audit, Staff has compiled the information required to update the PM Program and R&R Plan, and the Plant Superintendent has created draft EOPs. Staff is requesting that the Board authorize the update of the PM Program and R&R Plan and review and incorporate the draft EOPs into the District SSMP.



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Telephone (805) 489-6666 FAX (805) 489-2765

www.sslocsd.org

Staff Report

To: Board of Directors
From: John Wallace, District Administrator 
Date: February 20, 2013
Subject: 2013 Tri-Annual Receiving Water Benthic Monitoring and Ocean Outfall Inspection

Recommendation:

Staff recommends:

1. The Board increase FY 2012-13 MBI by **\$4,000** and transfer the required funding from other project savings.
2. Direct Staff to develop and issue a Request for Proposal to conduct the required Receiving Water Benthic Sediment, Benthic Biota, and Ocean Outfall Inspection which must be started in the timeframe of July to October 2012.
3. Direct the District Administrator to report back to the Board with a review of the proposals received and recommendation for award of the contract.

Funding:

The FY 2012-2013 Budget includes budget item number 10 MPB 09, *Tri-Annual Outfall Inspection*, in the amount of **\$34,000** to provide funds to pay a qualified firm of marine biologists to conduct the required monitoring, chemical analysis, statistical analysis, and ocean outfall video inspection as directed by the District's 2009 National Pollutant Discharge Elimination System (NPDES) Permit. This funding did not include the time to prepare a request for proposal, evaluate the responses, and draft and award a contract to a qualified bidder. In 2010 this work was completed by the Plant Superintendent, with the current Plant Superintendent scheduled to leave at the end of March 2013 this work will need to be completed by the staff of the District Administrator to meet timeline outlined below. It is estimated that the effort to develop, administer and process the proposals is approximately **\$4,000**. Therefore, Item No. 10 MBI 09 should be increased to **\$38,000**. It is also noted that the City of Pismo Beach will be responsible for one-half of the costs.

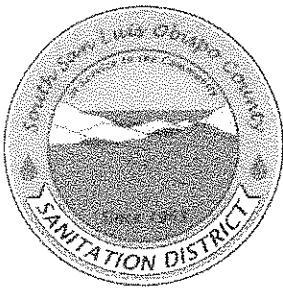
Discussion:

The Receiving Water Benthic Sediment Monitoring, Benthic Biota Monitoring, and Ocean Outfall Inspection are required by the District's 2009 NPDES Permit No. CA0048003, Order No. R3-2009-0046 and usually required to be performed every three years.

The benthic monitoring involves the collection and analysis of benthic sediment and benthic biota samples from five (5) sites on the Pacific Ocean bottom at the Ocean Outfall terminus and at different distances away from the Ocean Outfall terminus within the time period of July to October 2013. These locations, called Receiving Water Stations, are specified in the 2009 NPDES Permit, Page E-3 and E-4.

The Ocean Outfall inspection, which must be completed between July and October of 2013, also involves the use of a diver to video the full length of the pipe during forecasted times when water clarity and visibility allow for the production of a usable video.

The monitoring results and associated reports are required to be reviewed against previous benthic and ocean outfall inspection monitoring results and reports. The last District Receiving Water Benthic Monitoring and Ocean Outfall Inspection were completed in 2010. The monitoring results and reports may contain recommendations on corrective actions to take if issues are identified. The reports are required to be summarized in the 2013 NPDES Annual Report and attached the 2013 NPDES Annual Report which is due to the Central Coast Regional Water Quality Control Board on February 1, 2014.



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT


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1600 Aloha Oceano, California 93445-9735

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<http://sslocsd.org/>

Staff Report

To: Board of Directors
From: John L. Wallace, District Administrator 
Date: February 20, 2013
Subject: County Winter Storm Preparations

Recommendation:

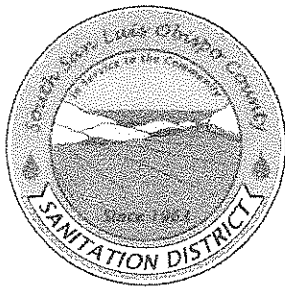
Staff is requesting the Board's review of the attached final draft letter to the County's Director of Public Works re: preparations for the 2012-13 storm season. Upon Board review and approval, the Chairman would be directed to sign on behalf of the District.

Funding:

N/A

Discussion:

Previously the Board discussed the District's and County's preparations for the current storm season. Chairman Ferrara and I met with Mr. Ogren on February 13, 2013 to discuss and reconcile a final draft for this letter. Attached is the final draft letter to the County's Director of Public Works for the Board's review and direction to the Chairman for signature.



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February 20, 2013

County of San Luis Obispo
Department of Public Works
County Government Center
1055 Monterey Street
San Luis Obispo, CA 93408

Attention: Mr. Paavo Ogren, Director of Public Works

Subject: Winter storm preparations, flood protection South San Luis Obispo County
Sanitation District, Oceano Lagoon Area

Dear Mr. Ogren:

As you know, extraordinary flooding in the Oceano/Meadow Creek Lagoon areas in the winter of 2010 caused serious damage to areas of Oceano including the District's wastewater treatment plant and contributed to the **District's first sewage** spill in over 25 years. As a result of subsequent Water Board actions, our District is facing a very substantial fine.

During the storms of December 2010, the flooding in this area primarily resulted from high water levels in Arroyo Grande Creek, flap gates that prevented lagoon water from discharging to the creek, lagoon vegetation slowing the flow of flood waters through the Lagoon and a sand bar elevation that exacerbated the backup of creek flows. Both County and State disasters were declared as a result.

Since the occurrence of this incident, citizens from our member agencies as well as the public-at-large have inquired as to the potential for the District to initiate litigation against the County for the absence of mitigation measures related to surface flooding in and around the Sanitation Plant. In lieu of litigation, the Sanitation District Board has determined that a more positive and proactive approach would be for the County to implement applicable measures identified in the County of San Luis Obispo Hazard Mitigation Plan (2011), as follows:

- *"Identify areas known to be prone to flooding, such as Los Osos, Avila Valley, Santa Margarita, Cambria, Oceano and Templeton by developing community drainage studies. Seek stakeholder involvement in developing funding mechanisms and in acquiring grants to implement listed flood control improvements."*
- *"Fire, Public Works, and law enforcement agencies will maintain and improve their ability to respond to water hazard emergencies throughout the County."*

- *“Develop Flood Control Zones and assessment districts to finance capital projects and provide for on-going maintenance of facilities and waterways.”*

The District respectfully requests an update on the progress of the foregoing mitigation measures as they relate to the Oceano flooding situation.

Further, the U.S. Department of Homeland Security, pursuant to HSPD-7, identifies several critical infrastructure categories embodied in the National Infrastructure Protection Plan (N.I.P.P.). The Water and Wastewater Sector assigns responsibility to the U.S. E.P.A. to work with State and local governments to ensure the integrity and sustained operability of these facilities during both natural and human-caused disasters. The N.I.P.P. encourages partnerships between local emergency services agencies and the operators of both public and private water and wastewater facilities.

Since the December 2010 storm event, the District has taken several steps to improve the operation of our facilities during emergencies. These include but are not limited to: substantial improvement of our facilities and equipment, development of comprehensive emergency response plans, entering into resource sharing agreements with other agencies and conducting accelerated staff training for routine and emergency operations.

We have also coordinated with your staff in analyzing the cause of the flooding in the Lagoon Area and to review your plans for flood mitigation. To this end we have attended the Zone 1-1A coordination meetings and met with your staff members to gather input as to how such an event as the December flooding could be avoided, or at least minimized.

We understand through our participation on the Zone 1 1A Advisory Committee and through awareness of your Department's presentations to the Board of Supervisors, that a set of actions and projects is underway. Substantial efforts are to be made for levee modifications of the Arroyo Creek. However, the impacts to the Lagoon area are largely limited to minimal reed clearing which at the best, is very temporary. We understand the permitting challenges that projects in a sensitive environmental area entail. However, we now wish the County to move forward with a renewed determination to accelerate the implementation of the protections that the area needs to avoid a further devastating event in the future. To that end, the District wishes, where we can, to assist in that effort.

The District offers the following recommendations:

- There needs to be more direct and frequent community input to evaluate and comment on proposed projects. Often the Board of Supervisors hearings truncate dialogue on this subject. Workshops and community meetings with community residents, property owners and agency stakeholders are a must. Especially now that we are in the midst of the new storm season.
- Technical information as to the cause and effect of upstream watershed projects on watershed hydrology needs to be developed and provided to the affected agencies for review and comment. This is particularly applicable to multi-agency projects such as the Highway One, 13th Street improvements in Oceano.
- It is also necessary to study the interaction of the Meadow Creek and Arroyo Grande Creek/Oceano Lagoon watersheds. Impacts on area flooding from Carpenter Creek and it's outlet to the Ocean also need to be better analyzed.

- Deficiencies in directing storm flows through the Lagoon Area to viable discharge points into the ocean have to be addressed and budgeted for with a schedule of implementation that provides some assurance to the community that there is a dedicated program to improve flood protection in the area with a schedule for implementation. We do not believe that temporary reed clearance meets that need.
- Emergency response plans and training on those plans specific to the Lagoon Area should be reviewed and refined with affected agencies and with community input.

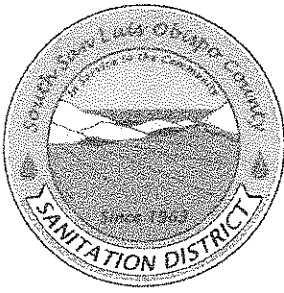
In conclusion, the District has made a substantial effort to protect our facilities and the neighboring community from future sewage spills. However, as noted herein, we are requesting a more vigorous and focused flood mitigation effort on the part of the County to address flood water intrusion in and around the Sanitation Plant.

The District would welcome a meeting with County Public Works and the County Emergency Services Office regarding the status of mitigation actions described herein. If you have any questions, please contact us at (805) 489 6666.

Sincerely,

Tony Ferrara
Chairman

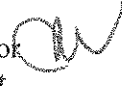
cc:
Board of Directors
Michael Seitz, District Counsel
Melissa Thorne, Special Counsel
Board of Supervisors
Adam Hill, 3rd District Supervisor
Paul Teixeira, 4th District Supervisor



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Staff Report

To: Board of Directors
From: John Wallace, District Administrator 
Bob Barlogio, Plant Superintendent
Date: February 20, 2013
Subject: Staff Salary Adjustments

Recommendation:

Staff recommends the Board approve a 5% salary increase for District staff effective January 1, 2013, and approve the attached resolution adopting an employee compensation package including a salary schedule, position classifications and salary steps within the perspective ranges.

Funding:

Funding comes from accounts 19-6030 and 19-6040, personnel expenses. Account 19-6030 started with \$464,862, and account 19-6040 started this fiscal year with \$46,708. At midyear, \$210,079 from account No. 6030 or approximately 45% had been spent, and \$22,758 from account No. 6040 or approximately 49% had been spent.

A 5.0% CPI increase for all employee classifications will cost the District approximately an additional \$2,500 per month if all employees are at Step 5. The on-going extra effort by District staff as noted below is expected to save the District approximately \$10,800 per month throughout this fiscal year

Discussion:

Currently, District staff is approximately 7% behind the area's average in operators' salaries. Several agencies are gathering salary information for consideration of adjustments for the next fiscal budget and it is anticipated that most will have salary increases, leaving the District further behind the average.

It is also obvious that there are multiple openings for Wastewater Treatment Operators throughout the area as these are highly sought after employees.

In completing work in-house that most agencies contract out, Staff has been working very hard to keep costs at the plant down, saving the District's rate payers over \$250,000 last fiscal year. Staff's extra work so far this fiscal year, has saved the District approximately \$112,000 by completing the following special projects in-house:

- Replacing the valves and rotating assembly on Influent Pump No. 1, saving estimated at \$50,000.
- Isolating Primary No. 1, installing air plug at 2 AM, for the Primary No. 1 project, twice, saving estimated at \$4,000.
- Pouring concrete pad for Water Filtration System, estimated saving at \$5,000.
- Pouring concrete pad in Sludge Drying Beds, estimated saving at \$5,000.

- Reconductoring of the plant with the help of electrician, estimated savings at \$30,000.
- Maintaining the plant's ELAP Certification without a lab tech, estimated savings at \$3,000 per month or \$36,000 per year or \$18,000 at midyear.

In addition, Staff plans to replace No. 1 FFR Pump and Valves for an estimated savings of \$40,000 this fiscal year. Staff also plans to replace the valves and rotating assembly on the No. 3 Influent Pump for an estimated savings of \$50,000.

It should be noted that there have not been any salary adjustments since July 2011. In addition, Staff frequently receives flyers advertising positions at other facilities with the salary information, which are consistently higher than District levels. Because of these reasons, coupled with the additional work and stress resulting from responding to recent Water Boards actions, a pay increase would be warranted.

There is a shortage of plant operators throughout the State, and it is in the best interest of the District to retain its operators with salaries competitive with other facilities or risk losing its operators and having to train new/replacement personnel to fill the positions.

It is being recommended that the Board approve a 5% salary adjustment for all employee classifications effective January 1, 2013, to bring District staff salaries in line with the area's average salaries.

**Current Salary/Range Monthly Compensation
per the Adopted FY 2012-13 Budget**

EXHIBIT “A”

2012-13 FISCAL YEAR
SALARY/RANGE MONTHLY COMPENSATION

FULL TIME EMPLOYEES

<i>Level Authorized</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>
1 Plant Superintendent	5855	6148	6456	6779	7119
0 Operator 3 (Shift Supervisor)	4783	5023	5275	5538	5815
1 Operator 3	4247	4460	4683	4918	5164
1 Senior Maintenance Mechanic (vacant)	4247	4460	4683	4918	5164
1 Lead Operator	4056	4259	4472	4697	4932
1 Lab Tech/Operator	4056	4259	4472	4697	4932
2 Operator 2	3940	4138	4345	452	4791 4792
1 Operator 1 *** *** Grade II 2.5% increase	3659	3842	4035	4236	4449 4559
0 Operator In Training	3308	3474	3648	3831	4022
1 Maintenance Assistant	3308	3474	3648	3831	4022
1 Bookkeeper/Secretary	3589	3769	3957	4155	4363
10 TOTAL STAFF					

Any Adjustments TBD

PART TIME EMPLOYEES - MONTHLY RATE

Board Member or Alternate	\$100 per meeting attended (Resolution 1995-150)
Administrator	Per Contract
Attorney	Per Contract
Volunteers	See Resolution No. 76

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
RESOLUTION NO. 2013-305

A RESOLUTION ADOPTING AN EMPLOYEE COMPENSATION PACKAGE
INCLUDING A SALARY SCHEDULE, POSITION CLASSIFICATIONS
AND SALARY STEPS WITHIN THE PERSPECTIVE RANGES
FOR THE 2012-13 FISCAL YEAR

THE BOARD OF DIRECTORS OF THE SOUTH SAN LUIS OBISPO COUNTY
SANITATION DISTRICT DOES RESOLVE AS FOLLOWS:

WHEREAS, this Board deems it to be in the best interests of the South San Luis Obispo County Sanitation District and its various employees that minimum and maximum compensation be fixed as well as any District contribution to medical, dental, vision and retirement plans on behalf of the employee for various classifications of employment in the District as hereinafter provided.

NOW, THEREFORE, BE IT RESOLVED that the terms of this resolution shall be effective January 1, 2013 and shall apply through June 30, 2013.

BE IT FURTHER RESOLVED this resolution shall supersede and repeal any position classifications.

BE IT FURTHER RESOLVED that the minimum compensation as of date of employment and the intermediate and maximum compensation for such employment shall be as hereinafter enumerated, effective January 1, 2013, and that said employees shall be assigned to salary steps within the respective pay range of the position classification as set forth in Exhibit A, and further, that any contributions made by the District on behalf of the employee to medical and/or retirement programs shall be set forth in Exhibit A, and further, that Exhibit A attached hereto is made a part hereof by reference, all of which are hereby adopted as follows:

ADMINISTRATION OF THE COMPENSATION PLAN

All full-time employees entering the employ of the District shall be paid at the first step of the salary range established for their classification unless authorized by the District Administrator and/or the Board of Directors. The District Administrator shall have the authority to place an individual at step 2 upon reviewing their experience and making a determination that said step 2 salary was in the best interest of the District to provide at the time of employment. The Board of Directors shall make the decision to hire any employee at step 3 and would only do so after reviewing recommendations made by the District Administrator with respect to the employee's experience and value to the District.

Salary step increase, as provided herein, are not automatic, but based on performance and merit. Employees shall be placed on a salary step and qualify for increase in compensation for advancement to the next higher step of the pay ranges in the manner following:

1. Employees may qualify for advancement to the second step, after completion of six months service, upon the recommendation of the Superintendent and approval by the District Administrator.
2. Employees may qualify for advancement to the third step, after the completion of one year of service in step two upon recommendation of the Superintendent and approval by the District Administrator.

3. Employees may qualify for advancement to the fourth step, after the completion of one year of service at the third step, upon recommendation of the Superintendent and approval by the District Administrator.
4. Employees may qualify for advancement to the fifth step, after completion of one year of service in step four, upon recommendation of the Superintendent and approval by the District Administrator.
5. A performance report on each employee recommended for advancement shall be submitted to the District Administrator, prior to final action on such recommendation.

All part-time employees shall be paid without benefit of salary range and at a rate or rates as specified in Exhibit A of this resolution.

On motion of _____, seconded by _____, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

the foregoing resolution was passed and adopted this twentieth day of February 2013.

Tony Ferrara
Chairman

ATTEST:

John L. Wallace
District Administrator

EXHIBIT "A"

2012-13 FISCAL YEAR SALARY/RANGE MONTHLY COMPENSATION EFFECTIVE JANUARY 1, 2013

FULL TIME EMPLOYEES

<i>Level Authorized</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>
1 Plant Superintendent	6148	6455	6779	7118	7475
0 Operator 3 (Shift Supervisor)	5022	5274	5539	5815	6106
1 Operator 3	4459	4683	4917	5164	5422
1 Senior Maintenance Mechanic (vacant)	4459	4683	4917	5164	5422
1 Lead Operator	4259	4472	4696	4932	5179
1 Lab Tech/Operator	4259	4472	4696	4932	5179
2 Operator 2	4137	4345	4562	475	5031 5032
1 Operator 1 ***	3842	4034	4237	4448	4671
*** Grade II 2.5% increase					4787
0 Operator In Training	3473	3648	3830	4023	4223
1 Maintenance Assistant	3473	3648	3830	4023	4223
1 Bookkeeper/Secretary	3768	3957	4155	4363	4581
10 TOTAL STAFF					

PART TIME EMPLOYEES - MONTHLY RATE

Board Member or Alternate	\$100 per meeting attended (Resolution 1995-150)
Administrator	Per Contract
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Volunteers	See Resolution No. 76