



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

Post Office Box 339 Oceano, California 93475-0339

1600 Aloha Oceano, California 93445-9735

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

<http://sslocsd.org/>

Agenda

Board of Directors Meeting

1655 Front Street

Oceano, California 93445

Wednesday, March 16, 2011 at 6:00 PM

Board Members

Bill Nicolls, Chairman

Jim Hill, Vice Chairman

Tony Ferrara, Director

Alternates

Karen Bright, Director

Carole Henson, Director

Jim Guthrie, Director

Agencies

City of Grover Beach

Oceano Community Services District

City of Arroyo Grande

City of Grover Beach

Oceano Community Services District

City of Arroyo Grande

1. CALL TO ORDER AND ROLL CALL

2. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

This public comment period is an invitation to members of the community to present comments, thoughts, or suggestions on matters not scheduled on this agenda. Comments should be limited to those matters that are within the jurisdiction of the District. The Brown Act restricts the Board from taking formal action on matters not published on the agenda. In response to your comments, the Chairman or presiding Board Member may:

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

Please adhere to the following procedures when addressing the Board:

- Comments should be limited to 3 minutes or less.
- Your comments should be directed to the Board as a whole and not directed to individual Board members.
- Slanderous, profane or personal remarks against any Board Member, Staff or member of the audience shall not be permitted.

Any writing or document pertaining to an open session item on this agenda which is distributed to a majority of the Board after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review in the offices of the Oceano CSD a member agency, 1655 Front Street, Oceano, California. Consistent with the Americans with Disabilities Act and California Government Code §54954.2, requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District Administrator or Administrative Assistant at 805-544-4011.

3. 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 March 2, 2011 Meeting**3b. Review and Approval of Warrants****3c. Financial Report ending February 28, 2010****3d. Plant Superintendent's Report****3e. Approval of Resolution 2011-285 amending the Bylaws of the Board of Directors****4. BOARD ACTION ON INDIVIDUAL ITEMS:****A. EQUIPMENT REPLACEMENT, VAREC FLAME ARRESTER AND VAREC DRIP TRAP PURCHASES**

Staff recommends the Board approve the sole source purchase of a Varec Flame Arrester Assembly in the amount of **\$2,349.23** and approve the sole source purchase of a Varec Automatic Drain Drip-Trap Assembly in the amount of **\$7,747.76**;

B. EMERGENCY RESPONSE PLAN, 10 MBI 07

Staff recommends the Board direct Staff to complete the Plant's Emergency Response Plan (ERP)

C. CONSIDERATION OF INDEPENDENT INVESTIGATION IN REGARDS TO MANAGEMENT AT SSLOCSO

Staff recommends the Board review District Counsel's report and discuss whether or not to conduct an independent investigation of the District's management.

5. PUBLIC COMMENT ON CLOSED SESSION**6. CLOSED SESSION ITEMS**

- Employee Discipline (Government Code 54957)
- Conference with Legal Counsel – Review of District Administrators/Engineers Contract

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

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

9. ADJOURNMENT

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

Oceano Community Services District
1655 Front Street
Oceano, CA 93445

Minutes of Wednesday, March 2, 2011
6:00 P.M.

1. ROLL CALL

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

Others in Attendance: John Wallace, District Administrator; Tom Zehnder, District Engineer; Mike Seitz, District Counsel; Bob Barlogio, Interim Plant Superintendent.

2. PUBLIC COMMENT ON ITEMS NOT APPEARING ON AGENDA

Mr. Brad Snook of Arroyo Grande introduced himself as the local volunteer coordinator of the Surfrider Foundation. He stated that the community has an environmental obligation to ensure that the District's discharge meet specific standards. The plant has seen two "whistleblowers" step forward and their lawsuits are pending and a case against Chief Plant Operator Appleton. Also, it appears an OSHA claim was filed by Hispanic workers. He went on to question plant management and asked for an independent investigation of the District management.

Ms. Susan Knott of Santa Margarita asked for termination of the contract with the current District Administrator.

Ms. Catherine Riley of Los Osos, a member of the local Surfrider Foundation, stated her concerns regarding issues brought up by the previous speakers. She stated that she was contacted by a "whistleblower" approximately one year previous regarding the possibility of spills at the plant and leakages in the collection system; she added that she contacted the local water board at the time to no avail. She asked the Board to put the matter on the next agenda for investigation.

Ms. Carol Georgie of Pismo Beach stated that her son and grandsons are very active surfing and swimming in local waters and she has noticed that during the previous eight months they have become ill when they surf in Oceano and Grover Beach. She alleged that her grandsons reported seeing raw sewage in the water while surfing and requested the Board investigate.

Mr. Jeff Edwards stated that at the February 3, 2011 Regional Water Quality Control Board meeting there was discussion regarding reports of the various spills around the County, precipitated by the recent storms. It was his understanding that problems resulted from flooding at the plant. He also submitted his opinion that the runoff from the County Airport was a significant contributing factor to the flooding. He suggested that if the District was fined due to the spills, the District pursue recourse from the County of San Luis Obispo and the Airport.

Mr. Karl Kempton of Oceano reiterated his comments of the previous meeting by stating that pharmaceuticals and other toxins should not be discharged into the ocean. He would like the Board to investigate ponding of wastewater for recharge and perhaps damming the creeks to capture the toxins coming from agriculture.

Mr. Charles Varney of Oceano stated that he supported the Surfrider Foundation in their request to investigate the issues brought up this evening.

Mr. Greg Salas introduced himself as the President of the Cal Poly Surfrider Club. He also urged the Board on behalf of his club's members to investigate the issues regarding water quality of the ocean waters.

Mr. Jeff Pinak introduced himself as a resident of Oceano and a Chair on the local Surfrider Foundation. He thanked Mr. Wallace for inviting the Surfrider Foundation to tour the plant, he accepted the invitation. He added that he would like to see the tour occur with County representatives as well. He was surprised that sampling was done by District Operators and that this is the norm throughout the State. He felt that testing should be done by an independent agent. He reiterated that his group is attending all community meetings asking for independent investigations with the ultimate goal of no ocean outfall or discharge.

There being no further public comment, Chairman Nicolls requested comments from the Board.

Vice Chairman Hill requested that an item be added to the next meeting agenda to consider an independent investigation of the management organization and operation of the District and the plant. He added that he has heard several different numbers regarding spill calculations.

Director Ferrara stated that while he has a different take on the situation, this topic is not on the evening's agenda. Vice Chairman Hill's request was to put the topic on the agenda for discussion and he felt that would be a prudent thing to do. He added that he was not at this juncture condoning expending District resources on an investigation, but felt the subject was worth discussing, at which time the Board will also be able to respond to a number of comments that have been made during this meeting.

Chairman Nicolls concurred that the item should be put on the next meeting agenda for discussion and asked if Administrator Wallace would like to comment.

Administrator Wallace provided clarifying information regarding previous comments. He stated that effluent was tested each day according to State monitoring requirements. He added that at the present time the sampling is being tested by an independent laboratory. He appreciated that the Surfrider Foundation accepted the District's invitation to tour the plant and stated that it was the District's intent to be fully transparent. With regards to water recycling, the District has performed many independent studies in order to determine it's feasibility and costs. At the present it is very expensive but will be done at some point in the future when need outweighs cost considerations. In terms of ocean sampling it is known that during rain storms the water quality of the creeks is much more contaminated than the District's effluent. The effluent that was processed through the plant during the recent December storm event met all requirements. During 2010, the District tested 365 days and showed only a small exceedance of the requirements on 2 of those days. He closed by stating the District has taken a number of steps to improve the performance of the plant during major storms. He stressed that this was the first spill the District has experienced in twenty-five years.

3. CONSENT AGENDA

- A. Review and Approval of Minutes from the Meetings of February 16, 2011
- B. Review and Approval of Warrants
- C. Plant Superintendent's Report

Corrections were noted regarding the minutes of February 16, 2011: Item 4A should note "501c3" instead of "401c3"; and item 4F should record Vice Chairman Hill making the motion to adopt

Resolution 2011-284 and Director Ferrara seconding that motion.

It was moved by Director Ferrara, seconded by Vice Chairman Hill, to approve Consent Agenda items 3A, 3B, and 3C as corrected. Motion carried unanimously.

4. BOARD ACTION ON INDIVIDUAL ITEMS

A. Review and Approval of 2011 Amendments to Bylaws of the Board of Directors.

District Counsel Seitz stated that pursuant to District Bylaws, the Board of Directors considers amendments to its Bylaws on an annual basis during the first meeting in February, due to that meetings cancellation proposed amendments are being presented for consideration at tonight's meeting.

District Counsel Seitz summarized the proposed changes as follows:

Changes to the location of the District meetings which shall reflect that they are generally held at the Oceano Community Services District Office Board Room.

Additions in regards to meeting protocol beginning at Section 2.5.

Changes located at Section 4.7 regarding maintaining electronic recordings of the meetings.

Changes in Section 8.8 regarding conflicts of interest.

Director Ferrara commented regarding Paragraph 2.6 Disturbance of Board Meetings, he stated that the origin of this paragraph was the County of San Luis Obispo Board of Supervisors. He also suggested a synopsis of the Brown Act language which he thought would serve the District well. He provided the Board with a copy of this language which stated it part: 'The Chair cannot stop speakers from expressing their opinions or their criticism of the body. If an individual or group willfully interrupts a meeting and order cannot be restored the room may be cleared, members of the media must be allowed to remain and only matters on the agenda can be discussed'.

Vice Chairman Hill stated that he had not been prepared to support section 2.6 as presented, but he would support it with the language Director Ferrara has suggested.

Chairman Nicolls asked for public comment regarding this issue.

Ms. Susan Knott questioned Paragraph 2.5 Meeting Protocol which stated in part 'No questions shall be asked of a Board Member or member of staff without the permission of the Chairman'.

Vice Chairman Hill stated his belief that this was consistent with the Brown Act.

Ms. Susan Knott stated her opinion that this particular sentence gave the impression to limit public comment.

Director Ferrara stated the intent of this section is not to limit public comment but to ensure that the meeting be conducted in an orderly fashion.

Chairman Nicolls stated that while he could understand Ms. Knott's frustration with this section, he believed it was a matter of interpretation with the intent being to inform the public that the Board cannot engage in a question and answer session during the Public

Comment portion of the meeting.

Administrator Wallace suggested inserting the word 'directly' within that particular sentence so it would read 'No questions shall be asked *directly* of a Board Member or member of staff without the permission of the Chairman'.

District Counsel Seitz stated the original wording is standard with the intent of the passage being as previously stated by Chairman Nicolls.

It was moved by Vice Chairman Hill, seconded by Director Nicolls to direct staff to amend section 2.6 of the Board of Director Bylaws as discussed and return to the next meeting for adoption. Motion carried unanimously.

B. Presentation of final 2009/10 Fiscal Year Audit.

Administrator Wallace introduced Mr. Bob Crosby who presented the District's 2009/10 fiscal year audit.

Chairman Nicolls asked for public comment regarding this item.

The Board received and filed the 2009/10 fiscal year audit as presented.

C. New Centrifuge 2A, Brough Construction Progress Payment No. 4 and Payment to Earth Systems Pacific.

Administrator Wallace presented progress payment No. 4 which includes payment for the month of February on work associated with this contract and performed by Brough Construction during this period.

Chairman Nicolls asked for public comment regarding this issue. There was none.

It was moved by Director Ferrara, seconded by Vice Chairman Hill to approve Progress Payment No. 4 to Brough Construction, Inc. in the amount of \$33,263.55 after retention is held; and approve payment to Earth Systems Pacific in the amount of \$758.25. Motion carried unanimously.

D. December 19, 2010 Storm Event Upgrade 2(U-2), All inclusive Plant Breaker Coordination Study/Short Circuit Analysis.

Administrator Wallace informed the Board that the influent pumps are on variable frequency drives with their circuits protected by a main distribution breaker, and four individual breakers – one for each VFD/motor. One of the main contributing factors to the storm event of December 19, 2010 was when water inundated an electrical pullbox that feeds the influent pumps, water short circuited the motor and tripped the individual motor breaker, and the main distribution breaker, taking all the influent pumps offline. Part of the District's response to the Regional Water Quality Control Board recommends performing a breaker coordination study/short circuit analysis to identify any areas of risk for the District in the future.

Thoma Electric of San Luis Obispo which has an Electrical Engineering Professional Engineer on staff provided a quote of \$9,500 for these analyses.

Chairman Nicolls asked for public comment regarding this item.

Ms. Carole Henson of Oceano asked for clarification whether this was a study the District deemed necessary or whether it was required by the Water Quality Control Board.

Administrator Wallace stated that in a letter to the Regional Water Quality Control Board on January 3rd, the District identified a number of corrective actions to be taken in response to the recent storm event. The breaker analysis was one of those corrective actions.

It was moved by Vice Chairman Hill, seconded by Director Ferrara to approve staff recommendation to award a professional services contract to Thoma Electric in the amount of \$9,500 for a Plant Breaker Coordination Study and Short Circuit analysis. Motion carried unanimously.

E. FFR Check Valve Purchase, 09 MBI 01

Administrator Wallace stated that on May 19, 2010, the Board approved the sole source purchase of a third FFR pump to provide redundancy to the existing two pumps.

Staff will install the new pump into the old pump's position during a night-time shutdown. Once installed, Staff will send the original pump for refurbishment. While this pump is out for refurbishment, the third pump pad can be constructed, the electrical and VFD cabinet installed, and be waiting for the pump's return. This part of the project will be bid separately at a later date.

Staff thought the specialized cushioned check valve on the pump discharge would be ok to refurbish, but is not sure it will be successful. As a third valve will need to be purchased eventually, staff is recommending purchasing it now. The recommended specialty valve is a sole source, high-quality APCO cushioned check valve with the same face-to-face dimensions of the existing valve. Staff has solicited a bid from the sole source provider in the amount of \$4,156.20.

Chairman Nicolls asked for public comment regarding this issue. There was none.

It was moved by Director Ferrara, seconded by Vice Chairman Hill to approve the sole source purchase of a 12" APCO 250 series Cushioned Check Valve through the Gene Ford Company, Inc. in the estimated amount of \$4,156.20. Motion carried unanimously.

F. Temporary Employment Contract with Robert Barlogio, Grade 4 WWTP Operator as Plant Superintendent (CPO).

Administrator Wallace informed the Board that it is necessary to temporarily fill the Plant Superintendent/Chief Plant Operator position during Jeff Appleton's absence. Staff has approached Mr. Robert Barlogio, a Grade 4 level WWTP Operator who is now available.

District Counsel presented an agreement for Board approval.

Chairman Nicolls asked for public comment regarding this issue. There was none.

It was moved by Vice Chairman Hill, seconded by Director Ferrara to approve a temporary employment agreement with Robert Barlogio to act as the District's Plant Superintendent and Chief Plant Operator. Motion carried unanimously.

5. PUBLIC COMMENT ON CLOSED SESSION

There were no comments at this time.

6. CLOSED SESSION ITEM (GOVERNMENT CODE SECTION 54956.9(A))

The Board convened into closed session in regards to three matters:

Conference with Legal Counsel – Existing Litigation. Case: Mascolo v SSLOCSD, Case #CV 100744

Conference with Legal Counsel – Existing Litigation, Case: Douglas v SSLOCSD, Case #CV 110016

Conference with Legal Counsel – Existing Litigation, Case: Douglas v SSLOCSD, Appleton, Wallace and Wallace Group, Case #CV 110124

7. RETURN TO OPEN SESSION, REPORT ON CLOSED SESSION

The Board returned to open session and stated that no reportable action had been taken.

8. MISCELLANEOUS ITEMS

A. Miscellaneous Oral Communications

Director Ferrara stated he would be more comfortable to retain the District's meeting audio file longer than the current 60 days. After Board discussion it was agreed to lengthen the retention time to one year.

Director Ferrara also stated that he and District Counsel Seitz have met related to the consideration of separating the engineering and administration contracts of the Wallace Group. He requested that this item be brought back for Board discussion during Closed Session at the next meeting. The subject would then be brought back at a later meeting for Public Hearing and Board Action.

9. ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at approximately 8:30 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
3/16/2011

ISSUED TO	PURCHASE/SERVICE	INV. # / SERVICE PERIOD	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
ARAMARK UNIFORMS	EMPLOYEE UNIFORMS	5731350	031611-5434	7025	390.38	390.38
CHARTER COMMUNICATIONS	INTERNET	MARCH	35	7011	56.63	56.63
ABALONE COAST BACT	CHEMICAL ANALYSIS	FEB	36	7078	4,339.15	4,339.15
ADVANCED WIRELESS	PAGER SERVICE	10726178	37	7014	163.19	163.19
ALLIED ADMINISTRATORS	EMPLOYEE DENTAL	APRIL	38	6025	679.67	679.67
ARROWHEAD	LAB WATER	01B0012917373	39	8040	51.30	51.30
BRENNTAG PACIFIC, INC.	CHEMICALS	75777 75778 74954	40	8050	10,232.14	10,232.14
CAL COAST REFRIGERATION	ISCO SAMPLER SERV	137968	41	8030	250.00	250.00
CARQUEST	VEHICLE MAINT	469493	42	8032	202.24	202.24
CENTRAL COAST WATER	LAB WATER	8298	43	8040	60.00	60.00
JB DEWAR INC	VEHICLE FUEL	755779	44	8020	207.88	207.88
ENVIRONMENTAL RESOURCE	LAB SUPPLIES	608897	45	8040	167.31	167.31
FARM SUPPLY COMPANY	FLOAT SWITCH TAX	548315	46	8060	10.01	10.01
FEDEX	SHIPPING	7 406 94489	47	8045	136.35	136.35
FLO SYSTEMS INC	PUMP 09 MBI 01	F12202-104209	48	26/8061	53,435.45	53,435.45
GAS COMPANY	SERVICE	FEBRUARY	49	7092	434.37	434.37
HACH CO	LAB SUPPLIES	7132150	50	8040	246.46	246.46
JWC ENVIRONMENTAL	GRINDER BAGS	39503	51	8030	301.09	301.09
KEMIRA WATER	FERRIC CHLORIDE	9017185909	52	8050	7,323.86	7,323.86
KEYLOCK SECURITY	KEYS	84433	53	8060	16.31	16.31
LINC DELIVERY	DELIVERY SERVICE	FEB	54	8040	220.00	220.00
MANCOMM	CAL OSHA KIT	171405	55	8056	171.43	171.43
MC MASTER CARR	MISC SUPPLIES	789581098 78301969	56	8060	220.66	220.66
MINERS ACE HARDWARE	MISC SUPPLIES	FEB	57	8060	109.44	292.93
				8035	35.87	
				8055	147.62	
OFFICE DEPOT	OFFICE SUPPLIES		58	8045	177.05	177.05
POLYDYNE, INC.	CLARIFLOC	590288	59	8050	5,875.81	5,875.81
PRAXAIR DISTRIBUTION	WELDING SUPPLIES	38640117	60	8030	39.53	39.53
SHIPSEY & SEITZ	LEGAL SERVICES	JAN	61	7071	17,517.50	17,517.50
SO CO SANITARY	TRASH SERVICE		62	7093	82.77	82.77
STATE FUND COMPENSATION	WORK COMP	FEB	63	6080	4,151.14	4,151.14
UNITED STAFFING	DAY LABOR	048421	64	8060	511.50	511.50
TITAN INDUSTRIAL & SAFETY	SAFETY BOOTS	1044588	65	8056	39.73	39.73
WALLACE GROUP	ADMIN SERVICE	FEB	66	7076	22,578.99	61,007.19
	OPERATIONS	FEB		various	18,609.30	
	STORM EVENT	FEB		various	1,913.85	
	REIMB PROJECTS	FEB		various	131.00	
	MBI PROJECTS	FEB		various	17,774.05	
BELTONE HEARING AID CTR	MEDICAL REIMB	APPLETON	67	6075	3,000.00	3,000.00
SUBTOTAL					172,011.03	172,011.03
PAYROLL	PPE 2/25/11				17,153.97	17,153.97
GRAND TOTAL					189,165.00	189,165.00

We hereby certify that the demands numbered serially from 031611-5434 to 031611-5467 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

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

<http://www.sslocsd.org/>

TO: Board of Directors
FROM: John L. Wallace, District Administrator 
DATE: March 16, 2011
SUBJECT: Monthly Financial Review (February 2011)

Overall Monthly Summary

During the month of February the District made deposits in the amount of \$303,096.47 which is attributed to regular service fee collections and three new hookups totaling \$7,425.00. Total revenue collected to date for the 2010/11 Fiscal Year is \$1,889,385.96.

During the month of February the District totaled \$284,694.10 in expenses, of that amount \$258,936.32 reflects normal operating expenses and \$25,757.78 was expended on Major Budget Items. Total expenses for the 2010/11 fiscal year to date are \$2,239,220.24.

Local Agency Investment Fund

An amount of \$100,000 was transferred from LAIF to Rabobank in order to cover payroll expenditures for the month of February.

County of San Luis Obispo Fund

As of February 28, 2011 the cash balance with the County of San Luis Obispo Auditor totaled \$495,597.61. The County issues all District checks and all deposits are made to this agency, as such the County provides 'banking services' to the District and serves as a second set of books for internal control purposes.

Rabobank Funds

As of February 28, 2011 the cash balance with Rabobank totaled \$67,856.69. This account is used for LAIF transfers and issues payroll checks through the District's contracted payroll provider service. Funds are transferred periodically from LAIF in order to cover those expenses.

MONTHLY FINANCIAL STATEMENT (Government Code Section 53646(d))
 SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
 FINANCIAL SUMMARY FOR FEBRUARY 28, 2011

	FUND 19 OPERATING	FUND 20 EXPANSION	FUND 26 REPLACEMENT	COMBINED FUNDS
CASH BALANCE	-865,046.09	5,047,238.72	768,633.42	4,950,826.05
Cash W/County	2,698,138.24	-868,689.02	-1,333,851.61	495,597.61
Cash W/LAIF	-3,631,041.02	5,915,927.74	2,102,485.03	4,387,371.75
Cash W/Rabobank	67,856.69	0.00	0.00	67,856.69
CURRENT LOANS				
Energy Project Financing	433,458.61			
DEPOSITS:				
Current Month	303,096.47	7,425.00	0.00	310,521.47
Total 10-11 To Date	1,790,115.84	95,647.35	3,595.77	1,889,358.96
EXPENSES:				
Current Month	258,936.32	12,375.95	13,381.83	284,694.10
Total 10-11 To Date	1,828,207.67	294,678.69	116,333.88	2,239,220.24
Rev over (under) Exp - Current	44,160.15	-4,950.95	-13,381.83	25,827.37
Rev over (under) Exp - YTD	-38,091.83	-199,031.34	-112,738.11	-349,861.28
INTEREST POSTED	0.00	0.00	0.00	0.00
Total 10-11 INTEREST TO DATE:	219.60	7,785.35	3,595.77	11,600.72

NEW CONNECTIONS	CURRENT NUMBER	CURRENT REVENUE	10 - 11 NUMBER	10 - 11 REVENUE
Arroyo Grande	2	4,950.00	11	70,537.00
Grover Beach	1	2,475.00	2	4,950.00
Oceano	0	0.00	5	12,375.00
TOTAL NEW DISTRICT CONNECTIONS	3	7,425.00	18	87,862.00



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Date: March 9, 2011

To: John Wallace, District Administrator

From: Bob Barlogio, acting CPO

Re: Superintendent's Report

The average daily flow for the month of Feb 2011 was 2.65 million gallons

The average BOD, was 19 mg/l, Total Suspended Solids was 20 mg/l.

Our limit is 40 mg/l, monthly average. The plant was in compliance for Feb 2011.

An electrical contractor was used to clean and tighten electrical lugs in cabinets, replace two float switches, and install quick disconnect couplings on the influent grinders and augers.

Staff de-ragged several pumps, changed a check valve on a sump pump.

Staff are in the process of painting the final clarifier pump room.

Staff dosed the FFR with bleach to reduce the larva and insect population.

Please see attached spread sheets

CALIFORNIA STATE WATER RESOURCES CONTROL BOARD

DISCHARGER SELF MONITORING REPORT

South San Luis Obispo Sanitation District
 POST OFFICE BOX 399
 Oceano, Ca 93475

DAILY REPORT

FACILITY ID#	34001110001
NPDES #	48003
WDR ORDER #	R3-2009-0046
SAMPLE TYPE	GRAB

REPORT DATE **Feb-11**

REPORTING PERIOD

DAILY

BEGINING
ENDING

2/1/2011

2/28/2011

DESCRIPTION NAME	EFFLUENT SET SOLIDS ml/l	EFFLUENT Turbidity Ntu's	EFFLUENT pH units pH units	EFFLUENT T.COLIFORM mpn/100ml	EFFLUENT Fecal mpn/100ml
FREQUENCY	Monthly	Weekly	Monthly	WEEKLY	5 DAY/ WEEK
DATE REQ	1.0/1.5/3.0	75/100/225	6.0-9.0		200/2,000
1					7
2		13.1			4
3					4
4					500
5					4
6					2
7				4	4
8		13.7			2
9	<0.1	18.6	7.0		17
10					<2
11					11
12					<2
13					8
14				8	4
15					<2
16		15.8			350
17		14.1			4
18		13.3			<2
19		13.4			<2
20					<2
21				4	<2
22		14.1			4
23		13.0			2
24		13.1			<2
25		13.7			2
26		12.2			<2
27		13.6			<2
28		14.9		4	2
29					
30					
31					
AVERAGE		14.0	7.0	5	52
MAX		18.6	7.0	8	500
MIN		12.2	7.0	4	2
# of violations					

REMARKS :

I declare under penalty of law that the forgoing is true and accurate as specified in the WDO for this facility

Date:

CALIFORNIA STATE WATER RESOURCES CONTROL BOARD

DISCHARGER SELF MONITORING REPORT

South San Luis Obispo Sanitation District
 POST OFFICE BOX 399
 Oceano, Ca 93475

DAILY REPORT

FACILITY ID#	34001110001
NPDES #	48003
WDR ORDER #	R3-2009-0046
SAMPLE TYPE	GRAB

REPORT DATE Feb-11

BEGINING

REPORTING PERIOD

DAILY

ENDING

2/1/2011

2/28/2011

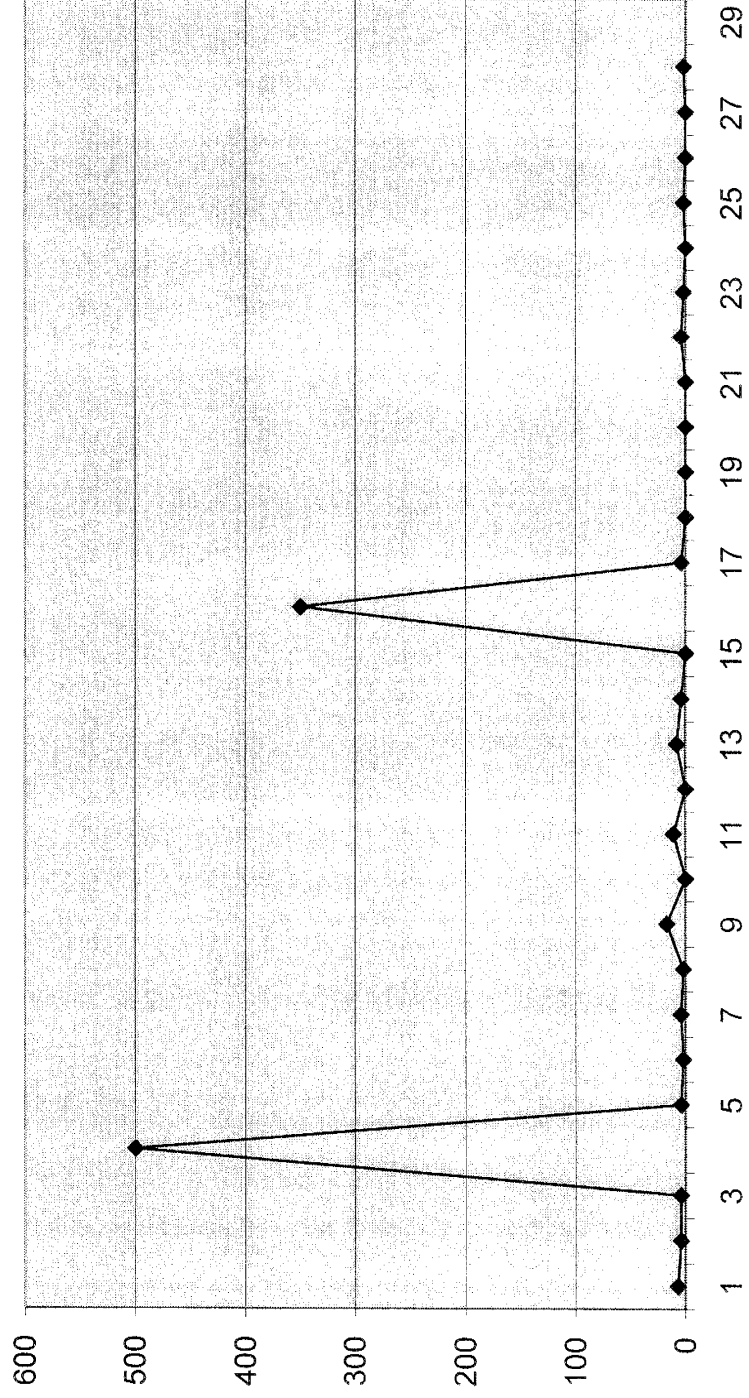
DESCRIPTION	EFFLUENT	EFFLUENT	EFFLUENT	EFFLUENT	EFFLUENT	EFFLUENT
NAME		CI2 USED	Chlorine residual			Temperature
		lbs/day	mg/l			degree F
FREQUENCY		DAILY	DAILY			
DATE REQ			1.33/9.96			Monthly
1		781	0.00			
2		844	0.00			
3		875	0.00			
4		608	0.00			
5		750	0.00			
6		590	0.00			
7		826	0.08			
8		649	0.00			
9		826	0.00			65
10		826	0.00			
11		810	0.00			
12		675	0.00			
13		743	0.00			
14		708	0.00			
15		875	0.00			
16		813	0.00			
17		813	0.00			
18		813	0.00			
19		813	0.00			
20		649	0.00			
21		751	0.00			
22		514	0.00			
23		875	0.00			
24		875	0.00			
25		688	0.00			
26		813	0.00			
27		531	0.00			
28		1003	0.00			
29						
30						
31						
AVERAGE		762				
MAX		1003				
MIN		514				
# of violations						

REMARKS :

I declare under penalty of law that the forgoing is true and accurate as specified in the WDO for this facility

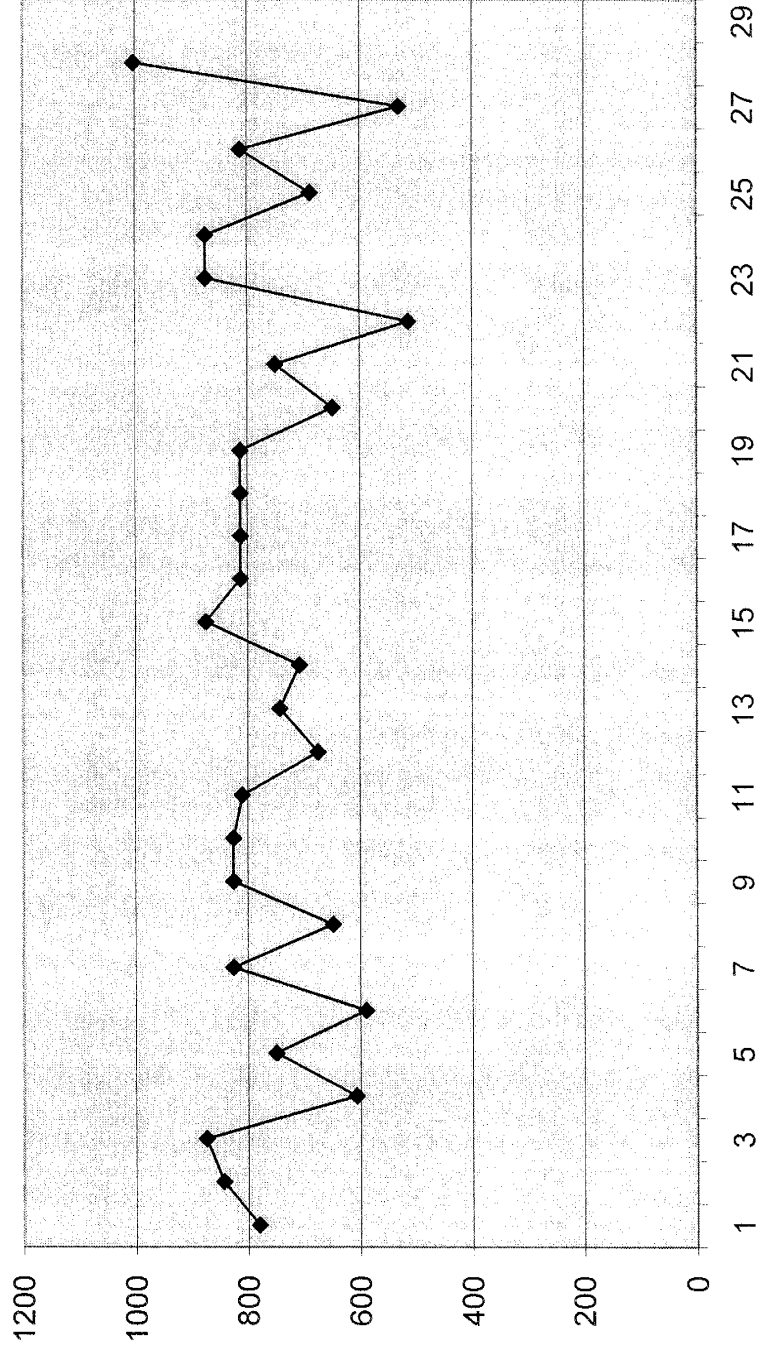
Date:

Feb-11



—◆— Fecal MPN

Feb-11



—◆— lbs of chlorine



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

Post Office Box 339 Oceano, California 93475-0339

1600 Aloha Oceano, California 93445-9735

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

<http://sslocsd.org/>

Staff Report

To: Board of Directors
From: John Wallace, *District Administrator*
Date: March 16, 2011

Subject: District Bylaws, Resolution 2011-285

Recommendation:

Staff recommends the Board adopt Resolution No. 2011-285 to amend the District's Bylaws as approved by the Board at our meeting of March 2, 2011.

Discussion:

Attached are the corrected version of the Bylaws as approved at the March 2, 2001 District meeting. District Counsel Seitz has incorporated the corrections discussed and is providing the resolution for final Board action.

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
BOARD OF DIRECTORS BYLAWS
2011 UPDATE

(ATTACHMENT "A" TO RESOLUTION 2011 - Bylaws)

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The Officers of the Board of Directors are the Chairman and Vice Chairman.
- 1.2 The Chairman 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 Chairman, the Vice Chairman of the Board of Directors or his/her designee shall serve as chairperson over all meetings of the Board. If the Chairman and Vice Chairman 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 Chairman and Vice Chairman of the Board shall be elected annually at the last regular meeting of each calendar year.
- 1.5 The term of office for the Chairman and Vice Chairman of the Board shall commence on January 1 of the year immediately following their election.
- 1.6 The Chairman, and in his/her absence, the Vice Chairman, are authorized to attend meetings of the San Luis Obispo County Planning Commission and meetings of the San Luis Obispo County Board of Supervisors without compensation except reimbursement for use of his/her private vehicle to attend such meetings pursuant to District Policy 10.01(b).

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 Chairman. 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.
- 2.2 Special Meetings.

Special meetings may be called by the Chairman 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 District Administrator in consultation with the Chairman, or in his or her absence, the Vice Chairman 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.

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
DIRECTOR BYLAWS
2011 UPDATE**

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 District Administrator 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) Each person desiring to address the Board shall proceed to the speaker's stand upon recognition from the Chairman. The speaker will be asked to state for the record his/her name and address. Unless further time is granted by the Chairman, (unless overruled by a majority vote of the Board), the speaker shall limit his/her remarks to three (3) minutes unless special circumstances exist. All remarks shall be pertinent to the subject at hand. All remarks must be addressed to the Board as a whole and not to any Member individually. No questions shall be asked of a Board Member or member of staff without the permission of the Chairman.
- (b) In order to avoid repetitious presentations and delay in the business of the Board, whenever any group of persons wishes to address the Board on the same subject matter, it shall be proper for the Chairman to request a spokesperson be chosen by the group to represent its position. The Chairman may, in his discretion, grant additional time for a speaker that has been recognized or designated by a group to present comments on their behalf.
- (c) After a motion has been made and seconded, or a public hearing has been closed, no member of the public shall address the Board from the audience on the matter under consideration without first securing permission to do so from the Chairman or a majority vote of the Board.

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
DIRECTOR BYLAWS
2011 UPDATE**

2.6 DEALING WITH DISSENSION

The chair cannot stop speakers from expressing their opinions or their criticism of the body. If an individual or group willfully interrupts a meeting and order cannot be restored, the room may be cleared. Members of the media must be allowed to remain and only matters on the agenda can be discussed.

- 2.7** The Chairman, or in his/her absence the Vice Chairman (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.
- 2.8** 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 Chairman, Vice Chairman, or any Director shall adjourn such meeting; or, if no Director is present, the District Secretary shall adjourn the meeting.
- 2.9** 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.
- 2.10** 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.
- 2.11** 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.
- 2.12** 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 Chairman 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.

3. AGENDAS

- 3.1.** The District Administrator, in cooperation with the Board Chairman, shall prepare the agenda for each regular and special meeting of the Board of Directors. Any Director may call the District Administrator 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 District Administrator or delivered to the office within the next working day.

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
DIRECTOR BYLAWS
2011 UPDATE**

- 3.2** A block of twenty (20) minutes time shall be set aside to receive general public comment. Comments on agenda items should be held until the appropriate item is called. Unless otherwise directed by the Chairman, 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 of the Board and limited to three (3) minutes unless extended or shortened by the Chairman at his/her discretion.
- 3.3** 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 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.

4. PREPARATION OF MINUTES AND MAINTENANCE OF TAPES

- 4.1** 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;

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
DIRECTOR BYLAWS
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- 4.2 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.
- 4.3 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;
- 4.4 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 District Administrator'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 District Administrator, District Counsel, the Board Chairman, or any Director.
- 4.5 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.
- 4.6 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.
- 4.7 The District shall keep and maintain the electronic recordings of District Board Meetings for a period of one (1) year 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.

5. DIRECTORS

- 5.1 Directors shall prepare themselves to discuss agenda items at meetings of the Board of Directors.
- 5.2 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.
- 5.3 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 District Administrator, and all Directors will receive a copy of all information being distributed.
- 5.4 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

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- 5.5 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.
- 5.6 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.
- 5.7 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. AUTHORITY OF DIRECTORS

- 6.1 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.
- 6.2 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.
- 6.3 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. AUTHORITY OF THE DISTRICT ADMINISTRATOR

The District Administrator shall be responsible for all of the following:

- 7.1. The implementation of the policies established by the Board of Directors for the operation of the District.
- 7.2 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.
- 7.3 The supervision of the District's facilities and services.
- 7.4 The supervision of the District's finances.

8. DIRECTOR GUIDELINES

- 8.1 Directors, by making a request to the District Administrator, 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 District Administrator cannot

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
DIRECTOR BYLAWS
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timely provide the requested information by reason of information deficiency, or major interruption in work schedules, work loads, and priorities, then the District Administrator shall inform the individual Director why the information is not or cannot be made available.

- 8.2** 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 District Administrator for processing and the District's response, if any.
- 8.3** 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 District Administrator.
- 8.4** When approached by District personnel concerning specific District policy, Directors should direct inquiries to the District Administrator. 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.
- 8.5** Directors and District Administrator should develop a working relationship so that current issues, concerns and District projects can be discussed comfortably and openly.
- 8.6** When responding to constituent request and concerns, Directors should respond to individuals in a positive manner and route their questions to the District Administrator.
- 8.7** Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.
- 8.8** 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. 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.

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
DIRECTOR BYLAWS
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9. DIRECTOR COMPENSATION

- 9.1** 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.
- 9.2** 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.
- 9.3** In no event shall Director compensation exceed \$100 per day.
- 9.4** Director compensation shall not exceed six full days in any one calendar month.

10. DIRECTOR REIMBURSEMENT

- 10.1** 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.

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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.

- 10.2 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.
- 10.3 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.
- 10.4 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.

11. 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.

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

12. 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.

12.1 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

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
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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.

12.2 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.

12.3 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.

13. 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.

14. 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.

15. 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.

16. 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://sslocsd.org/>

Staff Report

To: Board of Directors
From: John Wallace, *District Administrator*
Date: March 16, 2011

Subject: Equipment Replacement, Varec Flame Arrester and Varec Drip Trap Purchases

Recommendation:

1. Staff recommends the Board approve the sole source purchase of a Varec Flame Arrester Assembly in the amount of **\$2,349.23**;
2. Staff recommends the Board approve the sole source purchase of a Varec Automatic Drain Drip-Trap Assembly in the amount of **\$7,747.76**;

Funding:

As of the Q2 budget analysis, there is **\$55,188.94** remaining in Account **19-8030**, *Equipment Maint-Reg.* Assuming these purchases are approved, **\$45,091.95** would remain in the account.

Discussion:

Flame Arrester

The SLO County Air Pollution Control District (APCD) has been advising agencies to act in a proactive manner to anticipate maintenance activities and ideally, eliminate releases to the atmosphere. The biggest area of concern to APCD at the Treatment plant is the release of methane (or digester) gas.

Staff has identified the Preventative Maintenance (PM) activities on the Flame arrester as a potential area for improvement. Gas flow from the digester must be interrupted to perform PM on this piece of equipment as it must be physically removed from the piping. Having a spare flame arrester assembly on the shelf would allow Staff to change out the Flame arrester very quickly so that pressure in the digester will not build and be vented to the atmosphere. An additional benefit is the cogeneration system will be back online more quickly. This equipment is a sole source item for replacement of an identical piece of equipment that fits with the existing equipment.

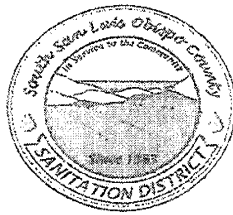
Staff recommends the Board approve the sole source purchase of a Varec Flame Arrester Assembly in the amount of **\$2,349.23**.

Drip Trap

Digester gas by nature contains large quantities of moisture which must be removed prior to combustion. The Digester Gas piping system has a series of Varec drip traps that collect moisture, and discharge the liquid to a drain without releasing any methane to the atmosphere. Depending on the location, some drip traps are manually actuated and some are automatically actuated.

During the Chlorine Contact Tank Project, an automatically actuated drip trap was installed in the concrete vault by the Varec Flare mechanism. Due to a variety of factors such as the installation location, and the float set-point for the sump pump to start, the drip trap was frequently in direct contact with standing water, causing premature failure. Staff will modify the piping and reinstall the new parts to eliminate direct contact with standing water.

Because both of these pieces of equipment are unique to the plant, only the Varec equipment can be used as replacements. Therefore, staff recommends the Board find that these are sole source purchases for the reason stated above and approve the purchase of a Varec Automatic Drain Drip-Trap Assembly in the amount of **\$7,747.76**.



South San Luis Obispo County Sanitation District

Ship to Address:
1600 Aloha Place
Oceano, CA. 93445
(805)489-6666

Bill to Address:
P.O. Box 339
Oceano, CA. 93445
(805)481-6903

Purchase Requisition

Date: 3-9-11

Item Description: 246 AT 6 - Varec 6 Quart Drip Trap with Timer -
Controlled Electric Actuator

This piece of equipment has a sole source letter attachment.

Supplier: Environmental Water
Solutions, Inc.

Cost: 7,747.76 w/Trp; freight

Additional Information: This valve is used in removing water from the
influent gas pipe line. The Drip Trap Valve displaces water with-out
releasing any gas. The new valve and actuator will replace an
old unit that has failed. This piece of equipment is essential in
operation of the gas flare.

Submitted by: Boulogis



Environmental Water Solutions, Inc.
a McKenna Engineering Company

Quotation #:003311P Rev 2

March 1, 2011

Trini Rodriguez
South San Luis Obispo County Sanitation District
1600 Aloha Place
Oceano, CA 93445

Phone: 805-489-6666

Fax: 805-489-2765

Dear Trini,

Environmental Water Solutions, Inc. is pleased to quote on the following for your consideration as per your request.

Item #	Qty	Part # / Description	Unit Price	Extended Price
1	1	246AT 6 – Varec 6 Quart Drip Trap with Timer-Controlled Electric Actuator	\$7,088.00	\$7,088.00
		Sales Tax @ 8.25%		\$ 584.76
		Estimated Freight		\$ 75.00
		Estimated Total		\$7,747.76

Shipment: 6 -8 weeks

F.O.B.: Factory – Stafford, TX

Freight: Pre Pay & Add

Terms: Net 20 days

Price Validity: 30 days from the date of this quote

The attached Environmental Water Solutions, Inc. standard terms and conditions of sale apply to this quote.

Thank you for giving us the opportunity to quote the above. We look forward to completing this order to your satisfaction.

Regards,

Diane Kline

1162 East Dominguez Street
Carson, CA 90746
310-667-4390 Phone 310-667-4395 Fax

**Varec Biogas**

A Division of Westech Industrial Inc.
6161 Ball Road, Suite 201, Cypress CA 90630
Phone: (714) 220-9920, Fax: (714) 952-2701

March 1, 2011

South San Luis Obispo County Sanitation District
1600 Aloha Place
Oceano, CA 93445

Attention: Trini Rodriguez

Subject: Sales Representation for Anderson Greenwood and Varec Equipment,
Replacement Parts and Service for Biogas Applications

Dear Sir:

This letter will confirm the following:

1. Environmental Water Solutions, Inc. is our authorized sales representative for Anderson Greenwood and Varec equipment and service for wastewater treatment plants in Southern California.
2. Only a qualified Field Service Engineer from Varec Biogas is authorized to perform any service on Varec Biogas equipment, otherwise, this will void any existing warranties on the product. Varec Biogas will also not extend any guarantees for any work done on our product that is completed without our knowledge and written consent.

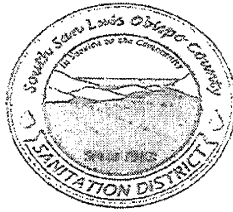
We appreciate your continued expression of confidence in our products, and request you send all of your inquiries and orders to the following address for proper handling and processing:

Environmental Water Solutions, Inc.
1162 E. Dominguez Street
Carson, California 90746

Contact:	Diane Kline
Main Office:	310-667-4390
Phone - Direct:	661-533-1860
Fax:	661-533-1864
E-Mail:	dkline@ewsinc.org



Toll Free 1-866-4BIOGAS



South San Luis Obispo County Sanitation District

Ship to Address:
1600 Aloha Place
Oceano, CA. 93445
(805)489-6666

Bill to Address:
P.O. Box 339
Oceano, CA. 93445
(805)481-6903

Purchase Requisition

Date: 1-21-11

Item Description: PN RM6126 Varec Bank Assembly
Aluminium (Extensible) 1 ea.
Attached is sole source letter.

Supplier: Environmental Water
Solutions Inc.

Cost: 2'349.23 w/Tx + Freight.

Additional Information: This bank assembly is essential in the PM
of our methane gas system. By having a spare assembly staff
will be able to minimize shut down time of the methane gas system.
This will prevent the Dig#1 from venting and also minimize
down time of the Co-gas.

Submitted by: Bailegis



Environmental Water Solutions, Inc.
a McKenna Engineering Company

Quotation #: 001111DK

January 12, 2011

Trini Rodriguez
South San Luis Obispo County Sanitation District
1600 Aloha Place
Oceano, CA 93445

Phone: 805-489-6666

Fax: 805-489-2765

Dear Trini,

Environmental Water Solutions, Inc. is pleased to quote on the following for your consideration as per your request.

Item #	Qty	Part # / Description	Unit Price	Extended Price
1	1	PN BM6126 - Varec Bank Assembly: Aluminum (Extensible)	\$2,124.00	\$2,124.00
		Sales Tax - 8.25%		\$ 175.23
		Estimated Freight		\$ 50.00
			Total	\$2,349.23

Price Does Not Include Sales Tax or Freight

Shipment: 3 - 4 weeks

F.O.B.: Factory - Stafford, TX

Freight: Pre Pay & Add

Terms: Net 20 days

Price Validity: 30 days from the date of this quote

The attached Environmental Water Solutions, Inc. standard terms and conditions of sale apply to this quote.

Thank you for giving us the opportunity to quote the above. We look forward to completing this order to your satisfaction.

1162 East Dominguez Street
Carson, CA 90746
310-667-4390 Phone 310-667-4395 Fax



Varec Biogas
A Division of Westech Industrial Inc.
6101 Ball Road, Suite 201, Cypress CA 90630
Phone: (714) 220-9920, Fax: (714) 952-2701

January 13, 2011

South San Luis Obispo County Sanitation District
1600 Aloha Place
Oceano, CA 93445

Attention: Trini Rodriguez

Subject: Sales Representation for Anderson Greenwood and Varec Equipment,
Replacement Parts and Service for Biogas Applications

Dear Sir:

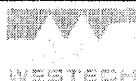
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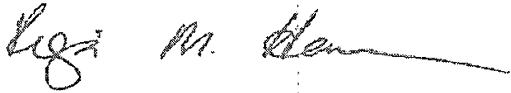


Toll Free 1-866-4BIOGAS

Payment Terms: Net 20 Days from date of invoice
Shipment Terms: Delivery schedule is based on an order by order basis depending on parts and quantities ordered.
Terms of Sale: Ex-works Factory, Shipping Point. Freight prepaid and added to invoice.

Should you have any questions or need assistance in any way, please contact Diane Kline or myself directly, as required.

Yours truly,



Regina M. Hanson
Product Marketing Manager

CC: Diane Kline



WESTECH

Toll Free 1-866-4BIOGAS



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

Post Office Box 339 Oceano, California 93475-0339

1600 Aloha Oceano, California 93445-9735

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

<http://sslocsd.org/>

Staff Report

To: Board of Directors
From: John Wallace, *District Administrator*
Date: March 16, 2011

Subject: Emergency Response Plan

Recommendation:

Direct Staff to complete work on the draft Plant Emergency Response Plan; 10 MBI 07 Emergency Response Plan.

Funding:

The FY 2010-11 Budget for 10 MBI 07, Emergency Response Plan includes funding in the amount of **\$25,000**. The scope for this work includes the effort to produce a draft Plan, distribute for comments, finalize the plan, and distribute the final plan to the operations staff, the Regional Water Quality Control Board, and Member Agencies. Although the total budget for this work is \$25,000, it is anticipated that this work will come in under budget.

	Prior FY's	Current FY as of 01-19-11	Total All FYs	Proposed This Staff Report
Budget	\$ -	\$ 25,000	\$ 25,000	\$ -
<u>Expenditures</u>			\$ -	\$
Studies/Report Writing	\$ -	\$ 1,154	\$ 1,154	\$ 23,846
Total Expenditures	\$ -	\$ 1,154	\$ 1,154	\$ 23,846
Remaining Budget			\$ 23,846	\$ 0

Discussion:

Plant Staff is required to have an Emergency Response Plan for our site in order to direct actions in the event of natural or man-made emergencies such as winter storm events, flooding, armed intruder, or threats to the facility.

Specifically, as the result of the 2010 winter storm event, the following commitments were made to the Regional Water Quality Control Board in a letter dated January 3, 2011:

- Staff to update the Emergency Response Plan in case of the loss of the influent pumps.
- Finalize the District's Emergency Response Plan and coordinate the document with the County OES and Member Agencies.

Attached for the Board's reference is a copy of the Draft "Overflow Emergency Response Plan" previously prepared as part of the District's Sewer System management Plan (SSMP). The recommended action will complete work on the District's overall ERP and integrate the SSMP with the overall ERP.

Staff recommends the Board authorize staff to complete the Emergency Response Plan, and to issue the Plan to The Board of Directors and Staff for comments and subsequent approval.

OVERFLOW EMERGENCY RESPONSE PLAN (OERP)



DRAFT



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Modify	22

QUICK REFERENCE

Emergency Contacts:

SSLOCSD Office.....(805) 489-6670
Plant Superintendent.....(805) 473-8371 home
(805) 710-0935 cell
On-call Operator.....(805) 780-4422 pager
District Engineer(805) 544-4011 ofc
John Wallace(805) 431-9732 cell
Police, Sheriff, Fire.....9-1-1

To reach On-call personnel in the following areas:

Arroyo Grande (during office hours)(805) 473-5460
Arroyo Grande Police (after hours).....(805) 473-5100
Grover Beach (during office hours).....(805) 473-4520
Grover Beach Police (after hours)(805) 473-4511
Oceano CSD (24 hrs)(805) 481-6730
Pismo Beach (24 hrs).....(805) 773-2208

Reporting Agencies:

Cal EMA(800) 852-7550
SLO County Health(805) 781-5544
SLO County OES.....(805) 781-5011
RWQCB dispatch.....(805) 549-3147
Sorrell Marks(805) 549-3695
CDFG Central Dispatch.....(831) 649-2810

Clean-up contractors or rentals:

Rain for Rent(800) 742-7246
United Rentals.....(800) 877-3687
Fluid Resource Management (FRM)(805) 597-7100

Board Members: (Phone numbers in District Office; to be contacted by District Administrator or Plant Superintendent Only)

Tony Ferrara(AG)
Jim Hill(OCSD)
Bill Nicolls(GB)

Media: (to be contacted by District Administrator or Plant Superintendent Only)

Tribune.....(805) 781-7800
New Times(805) 546-8208
KSBY.....(805) 597-8400
KCOY(805) 928-4748

Testing Lab

Abalone Coast Bacteriology(805) 595-1080
On-call(805) 235-2330 cell

PREPARE

Staff is trained to handle a large scale SSO. Staff that would be expected to respond to SSOs are trained upon hire and a refresher training course is required to be completed annually.

CIWQS SSO Categories

The District is registered with the SWRCB California Integrated Water Quality System (CIWQS) electronic sewage spill reporting system, and shall be routinely utilizing these procedures. The Plant Superintendent is the Legally Responsible Official (LRO) to certify electronic spill reports submitted via CIWQS.

An SSOR will be completed for all sewer spills resulting from back-ups and/or blockages in the District's trunk lines. The information recorded on the SSOR is entered into CIWQS in accordance with the mandated reporting timelines and certified by the LRO. Copies of the SSOR are located in the District Wastewater Treatment Plant office and in the pocket at the end of this binder.

Category 1 SSO:

Spills greater than 1,000 gallons – call Plant Superintendent. Within 2 hours call Cal EMA, SLO County OES, Environmental Health, and RWQCB. Send report to RWQCB within 24 hours.

If a spill of any size flows into a body of surface water or drainage swale call CalEMA, SLO County OES, Environmental Health, and RWQCB, within 2 hours.

Category 2 SSO:

Spills less than 1,000 gallons and does not reach body of surface water or drainage swale – report to Plant Superintendent and notify RWQCB.

FORMS

Copies of all forms mentioned in this OERP are located in the District office and in the pocket at the back of this binder. The following forms are available for use in documenting and reporting SSOs.

Forms

- ☐ Incident Report Form
- ☐ Telephone Log
- ☐ Sanitary Sewer Overflow Report (SSOR) for CIWQS Category 1 and Category 2
- ☐ SSO Log Sheet

South San Luis Obispo County Sanitation District

Incident Report Form

Date: _____ Time: _____

Name: _____ Phone: _____

Address: _____

Location or address of sewer concern or complaint: _____

Nearest cross street: _____

Type of incident: ☐ Spill ☐ Blockage ☐ Other _____

Spill approximate point: ☐ Upstream ☐ Manhole ☐ Other _____

☐ Building / Structure ☐ Seeping from ground

☐ Sewer pump station

Private Lateral Lockdown

Name of responsible party: _____

Telephone of responsible party: _____

Where did the spill drain to? (Check all that apply)

☐ Creek ☐ Overage basin ☐ Storm drain ☐ Streambank and gutter

☐ Unpaved surface ☐ Surface water ☐ Other unpaved surface

☐ Other: _____

SPILL OFFICE USE ONLY:

Report taken by: _____ Date: _____ Time: _____

California Integrated Water Quality System (CIWQS 1000) - Build Number: mainTrunk.mssd.13333.1

Page 1 of 1

South San Luis Obispo County Sanitation District

Telephone Log

Phone Call From: _____ Title: _____

Company of applicant: _____

Phone Number Called From: _____ Office / Cell: _____

Date of Call: _____ Time of Call: _____ AM / PM

Monitor Agency: _____

Person Contacted: _____ Title: _____

Phone Number Called: _____ Office / Cell: _____

Mobile / Wireless: _____

Message Left:

Date	Time	With Message	For Message	Date & Time Returned
	AM / PM			AM / PM
	AM / PM			AM / PM
	AM / PM			AM / PM

Concentration Summary: _____

Follow-up Required: _____

Updated: 1/14/2011 By: Emma Nichols, MS page 1 of 1

California Integrated Water Quality System (CIWQS 1000) - Build Number: mainTrunk.mssd.13333.1

Page 1 of 1

CIWQS

You are logged in as: SSO Demo. If the account does not belong to you, please log out.

SSO - General Information

SSO Event ID: _____ Agency: State Water Resources Control Board

Spill Location Name: _____ Sanitary Sewer System: Delta North CS

General Info: [Spill Progress Update](#) [Comments](#)

Save Work in Progress [Submit Draft](#) [Ready to Certify](#)

Note: Questions with * are required to be answered to certify this report.

SSO Type: Category 1

Physical Location Details

* Spill location name: _____

* Latitude of spill location: _____ deg _____ min _____ sec, CH _____ decimal degrees

* Longitude of spill location: _____ deg _____ min _____ sec, CH _____ decimal degrees

Street number: _____ Street direction: _____

Street name: _____ Street type: _____ Street Age: _____

http://10.1.1.179/8080/ciwqs/GeneralInformation.asp?action=begin

4/12/2011

5

CIWQS

You are logged in as: SSO Demo. If the account does not belong to you, please log out.

SSO - General Information

SSO Event ID: _____ Agency: State Water Resources Control Board

Spill Location Name: _____ Sanitary Sewer System: Delta North CS

General Info: [Spill Progress Update](#) [Comments](#)

Save Work in Progress [Submit Draft](#) [Ready to Certify](#)

Note: Questions with * are required to be answered to certify this report.

SSO Type: Category 2

Physical Location Details

* Spill location name: _____

* Latitude of spill location: _____ deg _____ min _____ sec, CH _____ decimal degrees

* Longitude of spill location: _____ deg _____ min _____ sec, CH _____ decimal degrees

Street number: _____ Street direction: _____

Street name: _____ Street type: _____ Street Age: _____

http://10.1.1.179/8080/ciwqs/GeneralInformation.asp?action=begin

4/12/2011

DETECT

The Chain of Communication for reporting SSOs begins with contact at the Plant office either by residents, 911 dispatchers or police and fire departments. There are times where police and fire personnel may contact the Plant Superintendent or his delegate directly. The SSLOCSD telephone contact number is (805) 489-6670. This telephone number is answered twenty four (24) hours per day by either District Staff, or a message referring callers to the on-call operator.

In the event of a possible wastewater spill or when staff is contacted concerning odors, standing water or an overflowing manhole, the following steps are taken to verify the report and ensure the safety of the public:

- ☐ Obtain the location and any description of the problem as well as the name and contact information of the caller for follow-up information. Use the information to fill out a *Telephone Log* and an *Incident Report Form*.

- ☒ TELEPHONE LOG
- ☒ INCIDENT REPORT FORM

**Collection System Collaborative Benchmarking Group
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and
Response Plan**

Wastewater Collection Division
(619) 654-4160

Flow Estimation Pictures



50 gpm



200 gpm



275 gpm

rev. 4/99

**Reference Sheet for Estimating Sewer Spills
from Overflowing Sewer Manholes**
All estimates are calculated in gallons per minute (gpm)



25 gpm



150 gpm



250 gpm

All photos were taken during a demonstration using metered water from a hydrant in cooperation with the City of San Diego's Water Department.

City of San Diego
Metropolitan Wastewater Department



5 gpm



100 gpm



225 gpm

NOTIFY

- ☐ Contact the Plant Superintendent or designee who will dispatch a first responder to the scene. Plant Superintendent or designee will contact the appropriate Member Agency if necessary.
- ☐ Provide first responder with the filled out *Incident Report Form*.
- ☐ Upon arrival at the scene the first responder will assess the situation to determine if there is an actual overflow (SSO).

ASSESS

- ☐ Take photos of spill on arrival, during and after the spill noting: the location, if manhole has lifted, weather conditions, if pickholes are clean, flood elevation, presence of debris, flow of stormwater.
- ☐ Using the pictures and tables on the following pages assess the spill to determine the Category of SSO.
 - ☒ Category 1 - Spill has reached waterways or is over 1,000 gallons
 - ☒ Category 2 - Spill has NOT reached waterways and is less than 1,000 gallons.
 - ☒ PSLD - Spill is from a private sewer lateral. (not reportable)
- ☐ Once the assessment has been made begin filling out the appropriate Sewer System Overflow Report (SSOR).

Equipment List:

- ☐ **Field Manual**
- ☐ **Event Folder**
 - ◇ **SSORs (Category 1 and 2)**
 - ◇ **SSO Log Sheet**
 - ◇ **Telephone Log Sheet**
 - ◇ **Incident Report Form (filled out)**
- ☐ **Cell phone and/or radio**
- ☐ **Flashlight**
- ☐ **Camera**
- ☐ **Tape Measure**
- ☐ **Traffic Control Equipment (safety tape, signs, cones, etc.)**
- ☐ **Personal Protective Equipment**
 - ◇ **Rubber Gloves**
 - ◇ **Rubber Boots**
 - ◇ **Goggles**
 - ◇ **Respiratory Mask (if needed)**
- ☐ **Atlas with manhole rim elevations**
- ☐ **Table of Manholes with latitude/longitude and which are locked, which have liners and which are pressure lids.**
- ☐ **Manhole pick and keys for locking manholes**
- ☐ **Technical data sheets for response equipment, pumps, generators, etc.**
- ☐ **Sand bags, absorbents, booms and other items to contain spill and protect storm drains.**

**Collection System Collaborative Benchmarking Group
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and
Response Plan**

Attachment D - Sample Templates for SSO Volume Estimation

TABLE 'A'
ESTIMATED SSO FLOW OUT OF M/H WITH COVER IN PLACE

24" COVER

Height of spout above M/H rim H in inches	S S O FLOW Q		Min. Sewer size in which these flows are possible
	in gpm	in MGD	
1/4	1	0.001	
1/2	3	0.004	
3/4	6	0.008	
1	9	0.013	
1 1/4	12	0.018	
1 1/2	16	0.024	
1 3/4	21	0.030	
2	25	0.037	
2 1/4	31	0.045	
2 1/2	38	0.054	
2 3/4	45	0.065	
3	54	0.077	
3 1/4	64	0.092	
3 1/2	75	0.107	
3 3/4	87	0.125	
4	100	0.145	6"
4 1/4	115	0.166	
4 1/2	131	0.189	
4 3/4	148	0.214	
5	166	0.240	
5 1/4	185	0.266	
5 1/2	204	0.294	
5 3/4	224	0.322	
6	244	0.352	
6 1/4	265	0.382	
6 1/2	286	0.412	8"
6 3/4	308	0.444	
7	331	0.476	
7 1/4	354	0.509	
7 1/2	377	0.543	
7 3/4	401	0.578	
8	426	0.613	
8 1/4	451	0.649	
8 1/2	476	0.686	
8 3/4	502	0.723	
9	529	0.761	

36" COVER

Height of spout above M/H rim H in inches	S S O FLOW Q		Min. Sewer size in which these flows are possible
	in gpm	in MGD	
1/4	1	0.002	
1/2	4	0.006	
3/4	8	0.012	
1	13	0.019	
1 1/4	18	0.026	
1 1/2	24	0.035	
1 3/4	31	0.044	
2	37	0.054	
2 1/4	45	0.065	
2 1/2	55	0.079	
2 3/4	66	0.095	
3	78	0.113	
3 1/4	93	0.134	
3 1/2	109	0.157	
3 3/4	127	0.183	
4	147	0.211	6"
4 1/4	169	0.243	
4 1/2	192	0.276	
4 3/4	217	0.312	
5	243	0.350	
5 1/4	270	0.389	
5 1/2	299	0.430	
5 3/4	327	0.471	
6	357	0.514	
6 1/4	387	0.558	8"
6 1/2	419	0.603	
6 3/4	451	0.649	
7	483	0.696	
7 1/4	517	0.744	
7 1/2	551	0.794	
7 3/4	587	0.845	
8	622	0.896	
8 1/4	659	0.949	10"
8 1/2	697	1.003	
8 3/4	734	1.057	
9	773	1.113	

Disclaimer:

This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

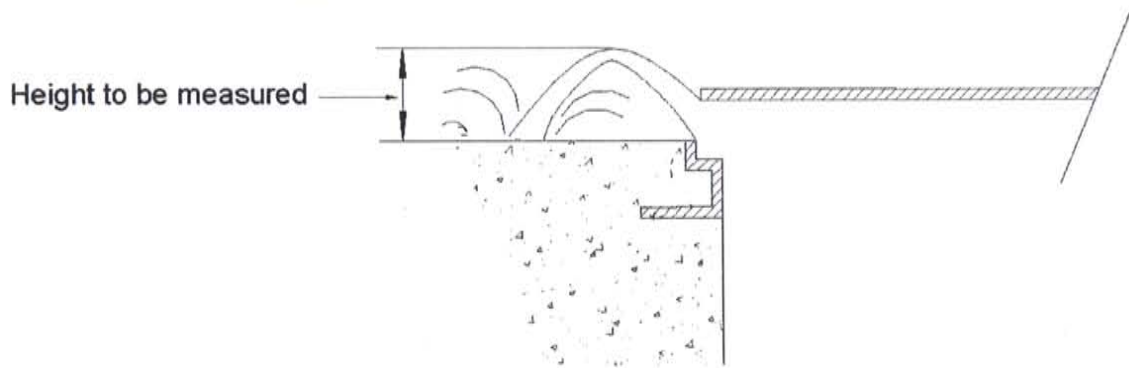
**Collection System Collaborative Benchmarking Group
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and
Response Plan**

The formula used to develop Table A measures the maximum height of the water coming out of the maintenance hole above the rim. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

Example Overflow Estimation:

The maintenance hole cover is unseated and slightly elevated on a 24" casting. The maximum height of the discharge above the rim is 5 ¼ inches. According to Table A, these conditions would yield an SSO of 185 gallons per minute.

FLOW OUT OF M/H WITH COVER IN PLACE



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

**Collection System Collaborative Benchmarking Group
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and
Response Plan**

TABLE 'B'
ESTIMATED SSO FLOW OUT OF M/H WITH COVER REMOVED

24" FRAME

Water Height above M/H frame H in inches	S S O FLOW Q		Min. Sewer size in which these flows are possible
	in gpm	in MGD	
1/8	28	0.04	
1/4	62	0.09	
3/8	111	0.16	
1/2	160	0.23	
5/8	215	0.31	6"
3/4	354	0.51	8"
7/8	569	0.82	10"
1	799	1.15	12"
1 1/8	1,035	1.49	
1 1/4	1,340	1.93	15"
1 3/8	1,660	2.39	
1 1/2	1,986	2.86	
1 5/8	2,396	3.45	18"
1 3/4	2,799	4.03	
1 7/8	3,132	4.51	
2	3,444	4.96	21"
2 1/8	3,750	5.4	
2 1/4	3,986	5.74	
2 3/8	4,215	6.07	
2 1/2	4,437	6.39	
2 5/8	4,569	6.58	24"
2 3/4	4,687	6.75	
2 7/8	4,799	6.91	
3	4,910	7.07	

36" FRAME

Water Height above M/H frame H in inches	S S O FLOW Q		Min. Sewer size in which these flows are possible
	in gpm	in MGD	
1/8	49	0.07	
1/4	111	0.16	
3/8	187	0.27	6"
1/2	271	0.39	
5/8	361	0.52	8"
3/4	458	0.66	
7/8	556	0.8	10"
1	660	0.95	12"
1 1/8	1,035	1.49	
1 1/4	1,486	2.14	15"
1 3/8	1,951	2.81	
1 1/2	2,424	3.49	18"
1 5/8	2,903	4.18	
1 3/4	3,382	4.87	
1 7/8	3,917	5.64	21"
2	4,458	6.42	
2 1/8	5,000	7.2	24"
2 1/4	5,556	8	
2 3/8	6,118	8.81	
2 1/2	6,764	9.74	
2 5/8	7,403	10.66	
2 3/4	7,972	11.48	30"
2 7/8	8,521	12.27	
3	9,062	13.05	
3 1/8	9,604	13.83	
3 1/4	10,139	14.6	
3 3/8	10,625	15.3	36"
3 1/2	11,097	15.98	
3 5/8	11,569	16.66	
3 3/4	12,035	17.33	
3 7/8	12,486	17.98	
4	12,861	18.52	
4 1/8	13,076	18.83	
4 1/4	13,285	19.13	
4 3/8	13,486	19.42	

Disclaimer:

This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

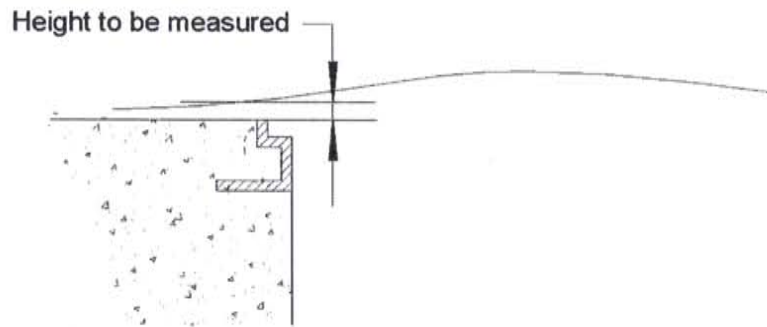
**Collection System Collaborative Benchmarking Group
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and
Response Plan**

The formula used to develop Table B for estimating SSO's out of maintenance holes without covers is based on discharge over curved weir -- bell mouth spillways for 2" to 12" diameter pipes. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

Example Overflow Estimation:

The maintenance hole cover is off and the flow coming out of a 36" frame maintenance hole at one inch (1") height will be approximately 660 gallons per minute.

FLOW OUT OF M/H WITH COVER REMOVED (TABLE "B")



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

**Collection System Collaborative Benchmarking Group
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and
Response Plan**

TABLE 'C'
ESTIMATED SSO FLOW OUT OF M/H PICK HOLE

Height of spout above M/H cover H in inches	SSO FLOW Q in gpm	Height of spout above M/H cover H in inches	SSO FLOW Q in gpm	
1/8	1.0	5 1/8	6.2	
1/4	1.4	5 1/4	6.3	
3/8	1.7	5 3/8	6.3	
1/2	1.9	5 1/2	6.4	
5/8	2.2	5 5/8	6.5	
3/4	2.4	5 3/4	6.6	
7/8	2.6	5 7/8	6.6	
1	2.7	6	6.7	
1 1/8	2.9	6 1/8	6.8	
1 1/4	3.1	6 1/4	6.8	
1 3/8	3.2	6 3/8	6.9	
1 1/2	3.4	6 1/2	7.0	Unrestrained M/H cover will start to lift
1 5/8	3.5	6 5/8	7.0	
1 3/4	3.6	6 3/4	7.1	
1 7/8	3.7	6 7/8	7.2	
2	3.9	7	7.2	
2 1/8	4.0	7 1/8	7.3	
2 1/4	4.1	7 1/4	7.4	
2 3/8	4.2	7 3/8	7.4	
2 1/2	4.3	7 1/2	7.5	
2 5/8	4.4	7 5/8	7.6	
2 3/4	4.5	7 3/4	7.6	
2 7/8	4.6	7 7/8	7.7	
3	4.7	8	7.7	
3 1/8	4.8	8 1/8	7.8	
3 1/4	4.9	8 1/4	7.9	
3 3/8	5.0	8 3/8	7.9	
3 1/2	5.1	8 1/2	8.0	
3 5/8	5.2	8 5/8	8.0	
3 3/4	5.3	8 3/4	8.1	
3 7/8	5.4	8 7/8	8.1	
4	5.5	9	8.2	
4 1/8	5.6	9 1/8	8.3	
4 1/4	5.6	9 1/4	8.3	
4 3/8	5.7	9 3/8	8.4	
4 1/2	5.8	9 1/2	8.4	
4 5/8	5.9	9 5/8	8.5	
4 3/4	6.0	9 3/4	8.5	
4 7/8	6.0	9 7/8	8.6	
5	6.1	10	8.7	

Note: This chart is based on a 7/8 inch diameter pick hole

Disclaimer: This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

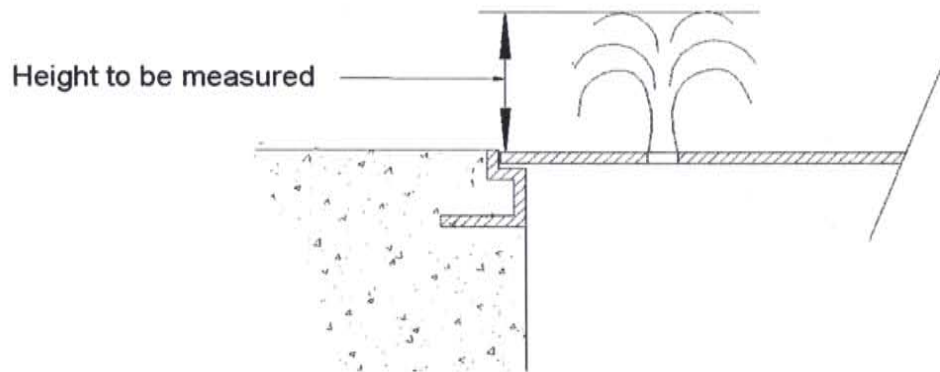
**Collection System Collaborative Benchmarking Group
Best Practices for Sanitary Sewer Overflow (SSO) Prevention and
Response Plan**

The formula used to develop Table C is $Q = C_cVA$, where Q is equal to the quantity of the flow in gallons per minute, C_c is equal to the coefficient of contraction (.63), V is equal to the velocity of the overflow, and A is equal to the area of the pick hole.² If all units are in feet, the quantity will be calculated in cubic feet per second, which when multiplied by 448.8 will give the answer in gallons per minute. (One cubic foot per second is equal to 448.8 gallons per minute, hence this conversion method).

Example Overflow Estimation:

The maintenance hole cover is in place and the height of water coming out of the pick hole seven-eighths of an inch in diameter (7/8") is 3 inches (3"). This will produce an SSO flow of approximately 4.7 gallons per minute.

FLOW OUT OF VENT OR PICK HOLE (TABLE "C")



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

² Velocity for the purposes of this formula is calculated by using the formula $h = v^2 / 2G$, where h is equal to the height of the overflow, v is equal to velocity, and G is equal to the acceleration of gravity.

RESPOND

- ☐ Take photos of spill location on arrival, during and after the spill noting the location, if manhole has lifted, weather conditions, if pick-holes are clean, flood elevation, presence of debris, flow of stormwater.
- ☐ Document all phone calls on the Telephone Log sheets.
- ☐ Log contacts to reporting agencies including who, when and conversation
- ☐ Designate someone to talk to the press. Prepare and issue a press release. (sample in pocket in back of binder)
- ☐ Contact the board members within 2 hours.
- ☐ Notify affected Member Agency.
- ☐ Determine if manholes are spilling in the collection system.
- ☐ Determine flow rates. Use charts and pictures on the previous pages.
- ☐ Cordon off spill and place public notifications with delineators
- ☐ Designate a person to log the event every 15 minutes as well as significant events. Use the SSO Log Sheet.
- ☐ Clean and disinfect as soon as the spill is stopped. Contact cleanup contractor if needed.

CONTAIN

- ☐ Contain the SSO using suitable materials to block catch basin entrances to storm drains.
- ☐ Contact Arroyo Grande or a contractor (see list, page 3) for use of a Vactor Truck if necessary.
- ☐ A storm drain may be used as a containment device if needed. Block the outlet to the storm drain and then vacuum the spill and wash-down water from the line.
- ☐ For SSOs at the WWTP a tractor may be used to divert and/or contain to prevent migration to off-site. Use truck and trailer to import dirt if necessary.
- ☐ Once contained begin temporary or permanent repair to the sewage system as needed.

CLEAN-UP

- ☐ Clean-up of small spills may be accomplished with absorbents and buckets.
- ☐ Larger spills may require use of a vactor truck or other equipment (see page 3 for contractors).
- ☐ For spills greater than 500 gallons pump liquid to headworks or primary clarifier at the WWTP.
- ☐ If pumping through WWTP is not advisable, use any of the local septic pumpers for off-site disposal.
- ☐ Once standing water has been removed using above methods, spread lime over area and post warning signs if chance of public contact.
- ☐ Once area has been secured and lime has been in place for a minimum of 1 hour, proceed with final clean-up of dirt, etc.
- ☐ Treat each incident separately for disinfection.
- ☐ Equipment used must be disinfected also.
- ☐ Enlist the assistance of other public agencies or contractors if necessary.
- ☐ Document all procedures used.

FOLLOW-UP

Follow-up Checklist

- ☐ The following should be placed in the **EVENT FILE FOLDER** that was started when the event was first reported. All data and documentation must be kept to aid in the follow-up process:
 - ◇ During or immediately after the spill contact all affected members of the public to offer assistance or other support. (document conversations)
 - ◇ Interview staff, contractors and other responders within 2 days with interview sheet (in pocket in back of binder)
 - ◇ Interview eyewitnesses and residents in spill area within 2 days with interview sheet (in pocket in back of binder)
 - ◇ If SSO is due to power failure, Obtain power demand information from Plant Data-logger
 - ◇ Obtain Copies of circle charts from influent meter
 - ◇ Download effluent meter log
 - ◇ Rainfall data if rain occurred during the event or contributed to the event.
 - ◇ If SSO is due to equipment failure, Obtain equipment repair data (teardown sheets, etc.)
 - ◇ Effluent and other test results including when samples were taken.
 - ◇ Beach water test results if required.

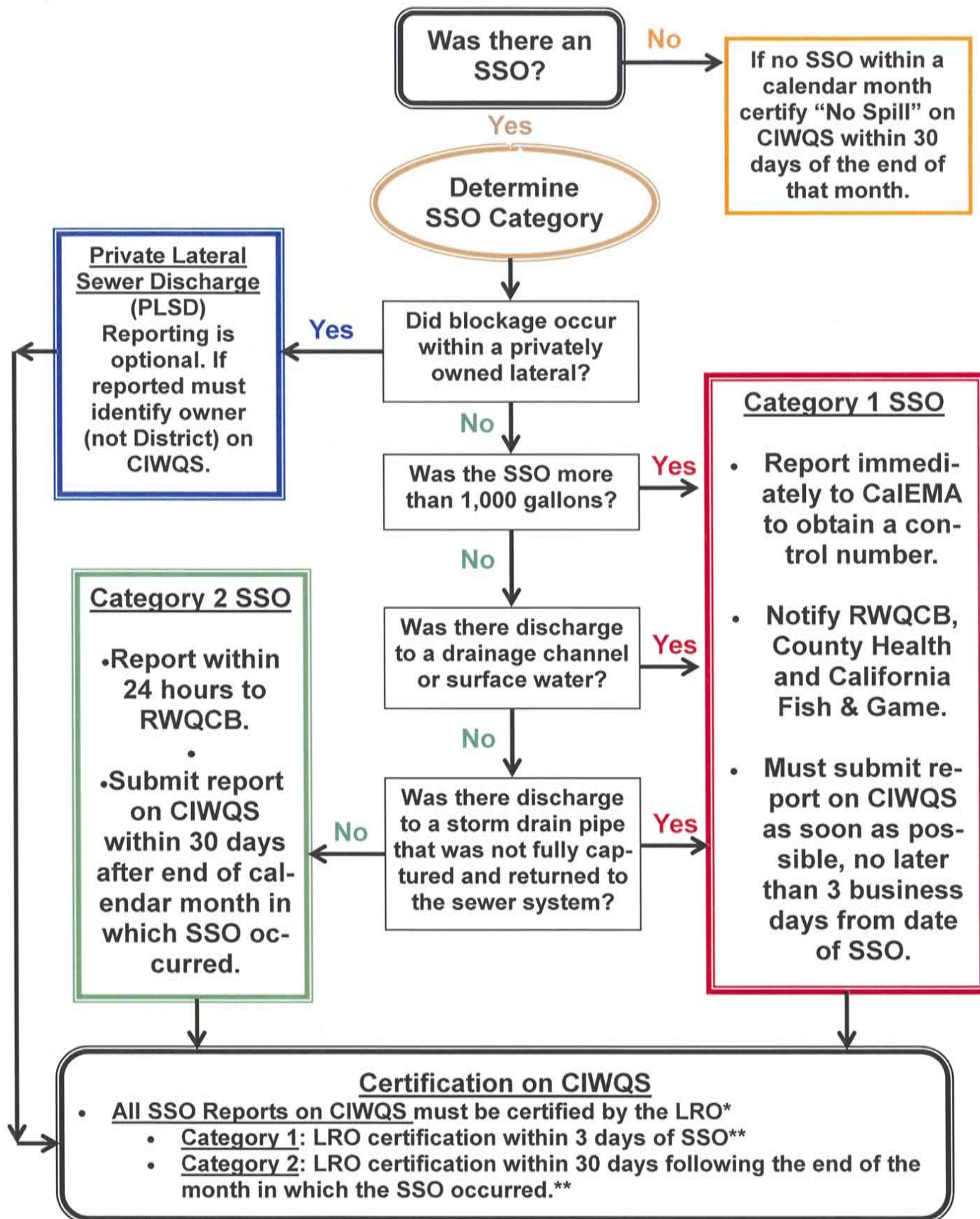
(Continued on page 19)

(Continued from page 18)

- ◇ Copy of alarm summary from alarm company.
- ◇ Copies of plant logs
- ☐ Using the file information prepare a report for the Regional Water Quality Control Board (RWQCB) within 5 business days (use RWQCB report template). Report on CIWQS as required based on spill category.
- ☐ Public notification may include temporary signage to indicate pollution of surface water or ground water and/or notification through media outlets. The District Administrator will be the contact person for media notification.
- ☐ For mitigation purposes the San Luis Obispo Environmental Health (SLO EH) Department can provide SSLOCSD assistance in post-SSOs monitoring. In the event of a Category 1 spill, the SLO EH Department is notified immediately along with other applicable agencies. The District then utilizes the SLO EH Department for the service of monitoring water quality following the SSO. The District will also provide any necessary support, equipment, or Staff as requested to assist in the water quality monitoring.
- ☐ Calculate quantity of spill using the SSO Calculation Spreadsheet.
- ☐ Report on CIWQS as required based on spill category.

REPORT

- ☐ Once the SSO has been contained and clean-up has begun, finish filling out the appropriate (Category 1 or 2) Sewer System Overflow Report (SSOR).
- ☐ The Plant Superintendent or designee will notify the District Engineer, District Administrator, Board of Directors or other staff as necessary.
- ☐ The Plant Superintendent, designee or first responder will notify all appropriate regulatory agencies as required by the category of spill.
 - ☐ Category 1 - CalEMA, RWQCB and County Health Department immediately upon verification of SSO
 - ☐ Category 2 - RWQCB within 24 hours
- ☐ Upon mitigation, containment and clean-up of the spill the Plant Superintendent or first responder will use the SSOR to complete the spill report to the State Water Board CIWQS database, the RWQCB, County OES, CalEMA and the County Health Department as required.
- ☐ The LRO will certify the CIWQS spill report within 3 days of a Category 1 spill and within 30 days of the end of the month in which a Category 2 spill occurred.



* Reports on CIWQS may be amended at any time, however, any amended reports must be certified by the LRO.

** If the CIWQS website is not available Fax the report to RWQCB and reattempt as soon as possible.

MODIFY

After clean-up and reporting are completed meet with staff that was involved and any outside agencies that provided assistance.

- ☐ **Determine the cause of the SSO and discuss ways in which it could be prevented in the future (preventative maintenance, improved training, etc.).**
- ☐ **Discuss the Overflow Emergency Response Plan and whether it needs revision to make it more efficient and relevant.**
- ☐ **Discuss the training that is done and whether it is sufficient.**
- ☐ **Make any revisions necessary and notify all staff and interested parties of the changes that were made.**
- ☐ **Conduct training on the revised plan if necessary.**

STAFF REPORT

TO: BOARD OF DIRECTORS
SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

FROM: MICHAEL W. SEITZ, DISTRICT LEGAL COUNSEL

DATE: MARCH 9, 2011

RE: CONSIDERATION OF INDEPENDENT INVESTIGATION IN REGARDS
TO MANAGEMENT AT SSLOCS

INTRODUCTION

On March 2, 2011, the Board of Directors directed that an item be placed on the meeting Agenda for March 16th regarding consideration of an independent investigation in regards to District management and engineering. This Staff Report will cover for the Board the investigative efforts that have thus far been undertaken in regards to issues raised by Surf Riders and by alleged whistle blowers.

DISCUSSION

In January 2010, the District became aware of an e-mail attributed to Scott Mascolo which identified a number of issues that he claimed were ongoing at the District plant, including an allegation of self-dealing and overbilling by John Wallace and Wallace Group in regards to a specific project. In consultation with the then Chairman of the Board, Tony Ferrara, I retained the services of Rich Thomas with Thomas Consulting, an outside licensed investigator, to conduct an investigation in regards to the allegations raised by Mr. Mascolo. That investigation took approximately four (4) weeks to complete and a written report was prepared. Mr. Thomas' investigative report determined that Mr. Mascolo's contentions in regards to Wallace Group were unfounded.

Since that time, Richard Thomas has been retained to assist the District in a number of investigations.

Shortly after completing the first investigation, Mr. Thomas was retained to conduct a **comprehensive workplace assessment**. As a part of this analysis Mr. Thomas interviewed each employee of the District. The interviews were conducted anonymously to insure complete cooperation. As a result of that report, changes to the District's Personnel Policies were made. These changes were vetted by the District employees before being adopted.

Mr. Thomas has also been retained to investigate specific allegations of employee misconduct. As a part of two (2) separate investigations, Mr. Thomas interviewed each employee of the District and made recommendations.

At my direction, Mr. Thomas has investigated all allegations made by Devina Douglas and Scott Mascolo. I know of no "new" allegations made by either party that have not been investigated.

In total, over the past fourteen (14) months, Mr. Thomas has been paid fourteen thousand three hundred eighty-nine dollars and fifty-eight cents (\$14,389.58) to conduct these investigations.

The District has conducted its own investigation in some instances. As an example, in April of 2010, the District Administrator was copied with an e-mail from Devina Douglas to Sorrel Marks at the Regional Water Quality Control Board. In that e-mail, Devina Douglas made a number of statements that indicated she had knowledge regarding potential violations of the District's Waste Discharge Permit. On May 7, 2010, the District Administrator wrote to Ms. Douglas asking for specifics. On May 25, 2010, Ms. Douglas replied with a six (6) page single spaced e-mail. Each allegation was reviewed, and where appropriate, investigated.

Additionally, and as was referred to in Ms. Douglas's e-mail, she filed a grievance setting forth the same contentions. Rich Thomas was retained to do an independent investigation in regard to that grievance. During this same time frame, Ms. Douglas was providing testimony to the State Water Board investigators. Consequently, Ms. Douglas' allegations made in the May 2010 time frame were reviewed and investigated by the District, the independent investigator and the State Board.

Additionally, and as referred to above, both Ms. Douglas and Mr. Mascolo had the opportunity to speak with the investigators at the State Water Board and provide whatever information they had regarding violations by the District of its Waste Discharge Permit. While the District did receive a Notice of Violation, the violation related to updating the District's Procedure Manual to be more explicit in terms of directions regarding day to day activities at the District. The Water Board also made a finding that required the District to make certain records more accessible. As a result, the District is updating its record retention policy. The Notice of Violation did not identify any other violation that affected the District as a whole.

This Staff Member knows of no specific allegation that has been made by either Scott Mascolo or Devina Douglas that provided any specifics regarding time, date or place of an alleged violation that has not been the subject of an investigation either through the independent investigator, Rich Thomas, or the District Administrator's office.

CONCLUSION AND RECOMMENDATION

There has been the perception that the District has done nothing for the past fourteen (14) months in regards to the allegations of alleged whistle blowers Devina Douglas and Scott Mascolo. Based upon this Board's direction, numerous investigative efforts have been made to determine the legitimacy of any alleged claims of violations of the Waste Discharge Permit. There was a specific investigation regarding allegations of self-dealing and over billing that were made by Scott Mascolo in regards to John Wallace and the Wallace Group. The independent investigation found Mr. Mascolo's allegations to be unfounded.

At this time, other than the redacted Thomas report related to John Wallace and Wallace group, none of the Thomas reports have been made public. This is due to the fact that the work place assessment by its nature must be kept privileged and the remaining investigative reports are covered by the privilege related to personnel files.

The Board is now considering whether or not to conduct an additional investigation of the management of the District by John Wallace and the District engineering by the Wallace Group.

Staff asks for direction from the Board.

END OF MEMO