



# **SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

Post Office Box 339, Oceano, California 93475-0339

1600 Aloha Oceano, California 93445-9735

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

[www.sslocsd.org](http://www.sslocsd.org)

## **AGENDA**

### **BOARD OF DIRECTORS MEETING**

City of Arroyo Grande, City Council Chambers

215 East Branch Street

Arroyo Grande, California 93420

**Wednesday, March 04, 2015 at 6:00 P.M.**

#### **Board Members**

Jim Hill, Chair

John Shoals, Vice Chair

Matthew Guerrero, Director

#### **Agencies**

City of Arroyo Grande

City of Grover Beach

Oceano Community Services District

#### **Alternate Board Members**

Mary Lucey, Director

Tim Brown, Director

Barbara Nicolls, Director

Oceano Community Services District

City of Arroyo Grande

City of Grover Beach

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## **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 which are within the jurisdiction of the District. The Brown Act restricts the Board from taking formal action on matters not published on the agenda. In response to your comments, the Chair or presiding Board Member may:

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

Please adhere to the following procedures when addressing the Board:

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

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

modification or accommodation in order to participate at the above referenced public meeting by contacting the District Manager or Bookkeeper/Secretary at (805) 481-6903.

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

**3A. Review and Approval of the Minutes of the February 18, 2015 meeting**

**3B. Review and Approval of Warrants**

**3C. Review of Contract with Alltech Computers**

**4. PLANT SUPERINTENDENT'S REPORT**

**5. BOARD ACTION ON INDIVIDUAL ITEMS:**

**A. CREATION OF A REVIEW BOARD FOR THE RFP PROCESS TO DESIGNATE A FIRM TO CONDUCT THE MANAGEMENT REVIEW.**

Staff recommends that the Board receives public input and continues this item to the Board meeting of March 18, 2015.

**6. MISCELLANEOUS ITEMS**

**A. Miscellaneous Oral Communications**

**B. Miscellaneous Written Communications**

1. CSDA Board of Directors call for nominations Seat A

2. SDRMA letter awarding the District a longevity distribution credit in the 2015-16 renewal invoice in the amount of \$2,150.

**7. PUBLIC COMMENT ON CLOSED SESSION**

**8. CLOSED SESSION**

(1) Conference with Legal Counsel regarding Existing Litigation; Pursuant to Government Code Section 54956.9;b1; SSLOCSD v. California State Water Resources Control Board et. al. SLOCSC 14 CV 0596. This will include a discussion of the Downey Brand Contract

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

**10. ADJOURNMENT**

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

City of Arroyo Grande, City Council Chambers  
215 East Branch Street  
Arroyo Grande, California 93420

Minutes of the Meeting of Wednesday, February 18, 2015  
6:00 P.M.

**1. CALL TO ORDER AND ROLL CALL**

Present: Chair Jim Hill, City of Arroyo Grande; Vice Chair John Shoals, City of Grover Beach; Director Mary Lucey, Oceano Community Services District;

District Staff in Attendance: Rick Sweet, District Manager; Mike Seitz, District Counsel; John Clemons, Plant Superintendent; Amy Simpson, District Bookkeeper/Secretary.

**2. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**

Director Hill opened the public comment period. Tim Brown, Cassandra Appleton, Beatrice Spenser, April McLaughlin, and Patricia Price all gave comment regarding District Legal Counsels Evaluation. Jeff Edwards spoke of the Recycled Water Project. Debbie Peterson reminded the Board that a Review of the Bylaws needs to be done in February.

There being no more public comment, Director Hill closed the public comment period.

**3. CONSENT AGENDA**

**5A. Review and Approval of the Minutes of the February 04, 2015 meeting**

**5B. Review and Approval of Warrants**

Julie Tacker gave comment on the Downey Brand Contract.

**Action:** Consent Agenda was split due to Director Mary Lucey not in attendance at the February 4<sup>th</sup> Board of Directors meeting. The minutes were approved by Director Hill and Director Shoals with Director Lucey abstaining.

**Action:** The Warrant Register was approved withholding the Downey Brand warrant. A review of the Downey Brand contract will be brought back at the next meeting.

**4. PLANT SUPERINTENDENT'S REPORT**

Plant Superintendent Clemons presented the Plant Superintendent's Report which shows that the Plant numbers remain steady and strong and are in compliance with regulatory limits. Mr. Clemons spoke about the maintenance, safety and training, and projects being done by Staff at the Plant.

**Action:** The Board received and filed the Plant Superintendent's report.

**5. BOARD ACTION ON INDIVIDUAL ITEMS****A. REVIEW AND APPROVAL OF REQUEST FOR PROPOSALS (RFP) FOR REVIEW OF MANAGEMENT PRACTICES**

The Board had a brief discussion. Director Shoals would like the process to include interviews of past and current employees. It was determined that there will be a Stakeholders Group consisting of members from the public as well as field professionals. Director Hill would like to see a *not to exceed amount* as well as an 8 year time frame. There will not be a bidder's conference, but all questions and answers will be shared amongst all bidders for clarification.

Patricia Price, Casandra Appleton, Ron Holt, Julie Tacker, Debbie Peterson, Peter Keith, Beatrice Spenser, April McLaughlin, and Tory Rand all gave public comment.

Director Lucey would like to see a permanent Advisory Board.

District Manager Sweet would suggest we evaluate 5 or 6 reputable firms that would provide a wide scope of services.

**Action:** The Board approved by roll call vote the issuance of the RFP for Review of Management Practices from 2004-2013 with the following amendments:

1. Community of Stakeholders
2. Compare Plant to similar size Districts and model plants
3. Effluent sampling Procedures and Chemical use be included

The Board gave direction to staff to bring back the item to discuss an Advisory Committee to help in the RFP process.

**B. UPGRADES TO EXISTING PLANT; REDUNDANCY; REPORT FROM KENNEDY/JENKS CONSULTANTS**

John Jenks and John Wycoff gave a presentation of a project for Redundancy that would meet future RWQCB and EPA waste discharge requirements.

Jeff Edwards, Julie Tacker, and Debbie Peterson gave public comment.

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

**C. INCREASE THE BOARD OF DIRECTORS TO 5 MEMBERS**

**Action:** The Board asked staff to bring this back to a future meeting.

**D. RESOLUTION 2015-325; A COST OF LIVING ADJUSTMENTS FOR DISTRICT STAFF**

District Manager Sweet presented the staff recommendation that the Board approve and adopt Resolution No. 2015-325 approving a resolution granting a cost of living adjustment to District Staff of one percent retroactive to February 1, 2015.

**Action:** Director John Shoals moved for approval. Director Lucey seconded, and on the Following roll call vote, to wit:

AYES: Director Shoals, Director Hill, Director Lucey

NOES: None

ABSENT: None;

The foregoing Resolution was passed and adopted this 18<sup>th</sup> day of February 2015.

**7. MISCELLANEOUS ITEMS**

A. Miscellaneous Oral Communications

B. Miscellaneous Written Communications

1. Letter from Surfrider SLO attached to minutes.

**8. PUBLIC COMMENT ON CLOSED SESSION**

Director Hill asked for public comment. Jeff Edwards gave public comment on the change of venue for the State Water Board Hearing.

Director Hill closed the public comment period.

**9. CLOSED SESSION**

(1) Conference with Legal Counsel regarding Existing Litigation; Pursuant to Government Code Section 54956.9;b1; SSLOCSD v. California State Water Resources Control Board et. al. SLOCSC 14 CV 0596

(2) Conference with Legal Counsel regarding Potential Litigation Government Code section 54956.9 (2) Allen DFEH Number 444099-139808;

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

Legal Counsel Michael Seitz reported that the Board had met in closed session pursuant to Government Code 54956.9 b1; SSLOCSD v. California State Water Resources Control Board et. al. SLOCSC 14 CV 0596 and 54596.9 (2) DFEH Case by Allen.

Legal Counsel Seitz confirmed that a settlement offer has been made.

**11. ADJOURNMENT**

There being no further business to come before the Board, Director Hill adjourned the meeting at approximately 9:45p.m.

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



To: South SLO County Sanitation District

DT: 02/18/15

Attn: Board of Directors

Jim Hill, Mayor of Arroyo Grande

John Shoals, Mayor of Grover Beach

Matthew Guerrero, Director of Oceano CSD

***Re: Agenda Item 5A – Review and Approval of Request for Proposal for Review of Management Practices***

SSLOCSD has conducted reviews of management practices before. However, previous reviews were performed with limited scope and limited public interaction, so they offered little value. One review was in response to whistleblower complaints (The painting of a building, allegations of Cronyism). Another was a Peer Review (Started in 2011, in limited response to Surfrider's call for an investigation of potential malfeasance). Another followed SLO County Civil Grand Jury findings of a conflict of interest involving the Wallace Group's multiple roles at the District. All of these reviews occurred while the plant was not operating in compliance with its discharger's permit (which was not resolved until 2014). During this time, SSLOCSD was given multiple opportunities to do a thorough review, however they choose NOT to perform a review which could have brought the plant into compliance sooner.

The difference between a plant being "non-compliant" and "violating its Discharger's Permit" is how the plant's effluent is sampled. The RFP should include a review of past sampling procedures and whether procedures were followed in accordance with Regional Water Board guidelines. The Review of Management Practices should also answer whether Engineering and Operational choices made by Management were designed to bring the plant into compliance. Was it known that the plant was non-compliant? When was the District warned, and what was done about it? Ratepayers assume their bills are paid to a compliant Sanitation District. So, why

wasn't the District Engineer able to bring the plant into compliance sooner? "Why was the plant using so much Chlorine?" Expecting answers to questions such as this would have saved the District time and saved the ratepayers money.

The chapter would like to thank the current Board of Directors. They have been given the gift of hind-sight and have received strong public comment. Accountability is the expectation, and "The buck stops here". The ratepayer's deserve the opportunity to potentially recover much needed resources. The Board should work together with its citizens to design a process for thorough review of management practices. Mayor Hill's leadership is in response to public comment and has been appropriate, and Director Guerrero's suggestion to form a Citizens Committee to assist the Board of Directors could be of great value.

The Citizens Committee could work with the Board of Directors in the following process:

1. The Citizens Committee will write a proposal to the Board of Directors regarding the scope of work to be described in the "Request for Proposal (RFP) for the Review of Management Practices".
2. The Board of Directors and Staff will review the Committee's proposal, the item will be placed on the agenda, and the Board of Directors will vote to either choose the Committee's suggestions or support an alternate RFP designed by the Board.
3. Upon receipt of responses to the RFP, the Citizens Committee will review the list of responding consultants and their proposals. From the list, they will recommend to the Board of Directors a consultant and ask that their corresponding proposal be accepted.
4. The Board of Directors and Staff will review the Committee's recommendation of a consultant, the item will be placed on the agenda, and the Board of Directors will vote to either choose the Committee's suggestion or support an alternate consultant.

By limiting the scope of past reviews SSLOCSD has missed significant opportunities to improve the District's performance. Our chapter sees citizen's committees and public investment in supporting the positive efforts of the Board of Directors as vital components in the SSLOCSD's future. Discovery and documentation of mismanagement or potential malfeasance (if applicable) will illustrate to the public that this Board strongly values Accountability, partners with the public, and responds to vital public interaction. Surfrider SLO would like to be part of the committee process, and we hope the Board will discuss the process outlined above and vote to support it.

Signed,

Brad Snook

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT  
WARRANT REGISTER  
03/04/2015 FY 2014/15

ISSUED TO	BUDGET LINE ITEM	DESCRIPTION	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
AMIAD WATER SYSTEMS	EQUIPMENT MAINTENANCE	AMIAD FILTERS	030415-9253	8030	208.83	208.83
ARAMARK	EMPLOYEE UNIFORMS	02/13/15 02/20/15	54	7025	455.98	455.98
ATT	COMMUNICATIONS PHONE		55	7013	224.80	224.80
BBK	OUTSIDE COUNSEL		56	7070	4,684.50	4,684.50
BC PUMP SALES AND SERVICES	EQUIPMENT MAINTENANCE	REBUILD MOYNO PUMP	57	26-8061	1,178.71	1,178.71
BRENNTAG PACIFIC, INC.	PLANT CHEMICALS	SODIUM HYPOCHLORITE 12.5%	58	8050	4,676.20	4,676.20
CALIFORNIA ELECTRIC SUPPLY	TOOLS	PLIERS	59	8056	39.78	39.78
CALPERS	HEALTH INSURANCE	MARCH	60	6010	17,374.89	17,374.89
CARQUEST	AUTOMOTIVE MAINTENANCE		61	8032	105.42	105.42
CDW-G	OFFICE EXPENSE	MONITOR	62	8045	459.43	459.43
CHERRY LANE NURSERY	HOUSEHOLD EXPENSE	LANDSCAPE SUPPLIES	63	8035	345.96	345.96
D&H WATER SYSTEMS	STRUCTURE/GROUNDS	REPLACEMENT	64	26-8065	16,292.00	16,292.00
DOCTORS MED PLUS	SAFETY SUPPLIES	HEB B SHOTS	65	8056	660.00	660.00
FARM SUPPLY COMPANY	TOOLS	FIRE NOZZEL	66	8055	27.84	27.84
FASTENAL	EQUIPMENT MAINTENANCE	ELECTRICAL	67	8030	99.54	99.54
	SAFETY SUPPLIES		68	8056	278.64	362.64
FGL	PROFESSIONAL SERVICES	CHEMICAL ANALYSIS		7078	84.00	
FLO SYSTEMS, INC.	STRUCTURE/GROUNDS	REPLACEMENT	69	26-8061	1,473.53	1,473.53
FRM	STRUCTURE/GROUNDS	SECONDARY CLARIFIER	70	8060	2,380.00	2,380.00
I.I. SUPPLY	SAFETY SUPPLIES		71	8056	42.57	42.57
	EQUIPMENT MAINTENANCE		72	8030	108.70	108.70
JOSLYN HODSON ACCOUNTING	PROFESSIONAL SERVICES	AUDITING	73	7072	308.75	308.75
PG&E	UTILITIES ELECTRICAL	JANUARY	74	7091	10,335.51	10,335.51
PRECISE WEIGHING SYSTEMS	LAB SUPPLIES	CALIBRATION	75	8040	225.00	225.00
SHIPSEY & SEITZ	LEGAL COUNSEL	ATTEND MEETINGS	76	7071	1,015.00	10,269.40
		GENERAL LEGAL SERVICES		7071	3,300.80	
		LITIGATION		7071	5,953.60	
SPRINT	COMMUNICATIONS PHONE		77	7013	71.14	71.14
STANLEY SECURITY	COMMUNICATIONS ALARM	MARCH	78	7011	62.20	62.20
VWR	LAB SUPPLIES		79	8040	384.68	384.68
WEST COAST INDUSTRIAL SUPPLY	STRUCTURE/GROUNDS	REPLACEMENT	80	26-8065	140.42	140.42
WEST COAST ROTOR	STRUCTURE/GROUNDS	REPLACEMENT	81	26-8061	916.76	916.76
WSC	RECYCLED WATER STUDY		82	7088	5,850.00	5,850.00
<b>SUB TOTAL</b>					<b>\$ 79,765.18</b>	<b>\$ 79,765.18</b>
SO. SLO CO. SANITATION DISTRICT	PAYROLL REIMBURSEMENT	02/06/15 02/20/15	83	1016	51,217.65	51,217.65
SO. SLO CO. SANITATION DISTRICT	PETTY CASH REIMBURSEMENT	MEMBERSHIPS/SEMINARS	84	7050	5.00	115.06
		COMMUNICATIONS		7013	53.99	
		FUEL		8020	56.07	
DOWNNEY BRAND	PROFESSIONAL SERVICES	OUTSIDE COUNSEL		7070	6,925.15	6,925.15
<b>SUB TOTAL</b>					<b>\$ 58,257.86</b>	<b>\$ 58,257.86</b>
<b>GRAND TOTAL</b>					<b>\$ 138,023.04</b>	<b>\$ 138,023.04</b>

We hereby certify that the demands numbered serially from 030415-9253 to 030415-9284 together with the supporting evidence have been examined, and that they comply with the requirements of the SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT. The demands are hereby approved by motion of the SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT, together with warrants authorizing and ordering the issuance of checks numbered identically with the particular demands and warrants.

BOARD OF DIRECTORS:

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

\_\_\_\_\_  
Chairman

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

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

\_\_\_\_\_  
Secretary





# **SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

Post Office Box 339 Oceano, California 93475-0339

1600 Aloha Oceano, California 93445-9735

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

<http://sslocsd.org/>

## **Staff Report**

**To:** Board of Directors

**From:** John Clemons, Plant Superintendent

**Via:** Rick Sweet, District Administrator

**Date:** Jan 24, 2013

**Subject:** IT and Computer Network Management

### **Recommendation:**

Staff is requesting the approval to hire Alltech to evaluate and manage the District's computer network.

### **Funding:**

Funding would come from account 19-7015, Office Equipment/Computer Support. This account started the fiscal year with \$11,300.00. The account has \$9,815 remaining. The monthly service charge will be \$460.00.

### **Discussion:**

The District has a computer network consisting of four computers, one printer and one server. Our network also ties into the SLO County Network from time to time to perform bookkeeping activities. Our computer network will also be used in the monitoring and sharing of information for our SCADA system.

This network needs to be set up and administered professionally due to obvious security concerns. This agreement would last for one year. After that time Staff will revisit this issue with the idea of perhaps maintaining our own network.

Alltech is a local business with offices in Arroyo Grande.



Managed Services quote for

## **South San Luis Obispo County Sanitation Department**

**1600 Aloha Place  
Oceano, CA 93445**

**February 13, 2015**



February 13, 2015

To: John Clemons

From: Michael Woo, Sr. Technology Rep

Re: Controlled IT costs for South San Luis Obispo County Sanitation Department

Thank you for your business and support. We would like to take this opportunity to share who we are and what we do.

Alltech Computers is a locally owned business serving all of San Luis Obispo County for over 15 years. We are dedicated to providing our customers with consistent high-quality service and friendly, accommodating customer care. At Alltech Computers we are passionate about customer service and strive to exceed our customer's expectations.

For your convenience, Alltech Computers can either come to your business, residence or you may come by our Arroyo Grande location.

Our services include:

- Proactive Business IT Managed Services
- Business and Residential Wired and Wireless Network Setup
- Desktop and Laptop Repair
- Virus Removal
- Web Design and Hosting
- And more...

We have an extensive range of PC & Mac services to help individuals and businesses quickly get back up and running. Whenever you have a problem, we are here to help.

Alltech Computers is a Christ centered organization and strongly believe it is important to treat each person with honesty, courtesy and respect. We know that by continuing to conduct ourselves with the utmost integrity we are also glorifying our Lord Jesus Christ.

Let Alltech Computers worry about your technology so you can stay focused on running your business and life.

Have a blessed day,

Michael Woo

Owner – Alltech Computers



Thank you for considering Alltech Computers as your managed services provider. The below chart is the proposed managed service offering. We believe the services listed below will provide the best in budget, management and data protection.

**ATC Platinum IT Managed Services**

Monthly Recurring	Rate	Qty	Amount
TCIT Managed Service Windows 2012 Server	\$250.00	1	\$250.00
TCIT Managed Service Workstation w/Anti-Virus	\$30.00	5	\$150.00
TCIT Managed Service Online Backup 21GB-100GB	\$80.00	1	\$80.00
Summary			
TCIT managed service monthly recurring			\$480.00

**Acceptance****South San Luis Obispo County Sanitation Dept.****Alltech Computers**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**What makes Alltech Computers different?** See the chart below, as it speaks for itself.

<b>24-7 Remote Monitoring</b>	<b>Amount</b>
Anti-Virus Status	
Bad Processes	
Hard drive Health	
Events Monitoring	
Alerts Monitoring	
Hardware Monitoring	
CPU Monitoring	
Memory Monitoring	
Network Monitoring	
Priority Customer Service	Included
Priority Remote Support	Included
Priority Field Support	Included
Anti-Virus Software	Included
Anti-Spyware Software	Included
After Hours E-mail Support	Included
After Hours Phone Support	Included
Windows Patch Management	Included
<b>Network Administration</b>	<b>All Inclusive</b>
Exchange Server Management	Included
Active Directory Management	Included
Network printer troubleshooting	Included
Unlimited software upgrades*	Included
Installation of new hardware and software*	Included
Virus & spyware REMOVAL	Included
Installation of new hardware and software*	Included
Remote support & On-site support	Included
<b>Network Planning</b>	<b>All Inclusive</b>
Annual review and planning meeting	Included
Ordering warranty parts*	Included
Remote Back Up Service	20gb Included

**NOTE:**

Labor only; all hardware and software costs will be additional. Includes all IT services except project work. Project work includes phone system work, server migration, new server installations, physical office moves, wiring, damage to equipment from flood, fire, power fluctuations, misuse, or building damage, or any task request Alltech Computers management deems outside of day to day technology operations support. The platinum Total Care IT managed service includes 1 migration per desktop or laptop purchased. Details of the limitations are included in the service plan agreement. All work outside the contract is \$80 per hour.

**What about your data?** We provide up to 20GB as part of managed services offering.

Monthly Recurring	Amount
Up to 20 GB	Included
21 to 100	\$80.00
101 to 200	\$140.00
201 and up	TBD

**NOTE:**

The Total Care IT Backup Solution compresses data at the customer site before backing up the data to one of our data centers. Customers are billed on a monthly basis and the billing reflects the total amount of protected data (in GB) stored on our remote servers. Customers whose data is expected to be less than 200GB each month will be automatically billed by CREDIT CARD.

## Total Care IT Managed Services PLATINUM Plan Agreement

Discloser: South San Luis Obispo County Sanitation Department

Recipient: Alltech Computers

### 1. Term of Agreement

This agreement between South San Luis Obispo County Sanitation Department, herein referred to as Client, and Alltech Computers, herein referred to as Service Provider, is effective upon the date signed, shall remain in force for a period of one year, and be reviewed by Board of Directors annually to address any necessary adjustments or modifications. This Agreement may be terminated by the Client upon ninety (90) days written notice if the Service Provider:

- i. Fails to fulfill in any material respect its obligations under this Agreement or does not cure such failure within thirty (30) days of receipt of such written notice.
  - ii. Breaches any material term or condition of this Agreement and fails to remedy such breach within thirty (30) days of receipt of such written notice.
  - iii. Terminates or suspends its business operations, unless it is succeeded by a permitted assignee under this Agreement.
- b) This Agreement may be terminated by the Service Provider upon ninety (90) days written notice to the Client.
- c) If either party terminates this Agreement, Service Provider will assist Client in the orderly termination of services, including timely transfer of the services to another designated provider. Client agrees to pay Service Provider the actual cost of rendering such assistance.

### 2. Fees and Payment Schedule

Fees will be at a rate of \$480.00 per month, invoiced to Client on a monthly basis, and will become due and payable on the first day of each month. ~~The first month will include an additional one-time set up fee equal to \$199 (waived).~~ Services will be suspended if payment is not received within 10 days following the due date. Automatic credit card charges are preferred and a convenience to the Client. It is the Service Provider's discretion to make this mandatory if necessary. New monthly rate will be charged if covered equipment is added or deleted to the network. If remote data storage is included, these rates adjust according to the size of data stored remotely. The credit card on file would be charged automatically. Refer to Appendix B for services covered by the monthly fee under the terms of this Agreement. *It is understood that any and all Services requested by Client that fall outside of the terms of this Agreement will be considered Projects, and will be quoted and billed as separate, individual Services.*

### **3. Taxes**

It is understood that any Federal, State or Local Taxes applicable shall be added to each invoice for services or materials rendered under this Agreement. Client shall pay any such taxes unless a valid exemption certificate is furnished to Service Provider for the state of use.

### **4. Coverage**

Remote Help Desk and Vendor Management of Client's IT network will be provided to the Client by Service Provider through remote means between the hours of 9am to 5pm Monday through Friday, excluding public holidays. Network Monitoring Services will be provided 24/7/365. All services qualifying under these conditions, as well as Services that fall outside this scope will fall under the provisions of Appendix B. Hardware costs of any kind are not covered under the terms of this Agreement.

#### ***Support and Escalation***

Service Provider will respond to Client's Trouble Tickets under the provision of Appendix A, and with best effort after hours or on holidays. Trouble Tickets must be opened by Client's designated IT Contact Person, by email to Michael Woo: [Michael@alltechslo.com](mailto:Michael@alltechslo.com) or by phone to our Technical Support if email is unavailable. Each request will be assigned a Trouble Ticket number for tracking.

#### ***Service outside Normal Working Hours***

Emergency services performed outside of the hours of 9am – 5pm Monday through Friday, excluding public holidays, shall be subject to provisions of Appendix B.

#### ***Service Calls Where No Trouble is Found***

If Client requests onsite service and no problem is found or reproduced, Client shall be billed at current applicable rates as indicated in Appendix B.

#### ***Limitations of Liability***

In no event shall Service Provider be held liable for indirect, special, incidental or consequential damages arising out of service provided hereunder, including but not limited to loss of profits or revenue, loss of use of equipment, lost data, costs of substitute equipment, or other costs.

### **5. Additional Maintenance Services**

#### ***Hardware and Server Support***

Service Provider shall provide support of all hardware and servers specified in Appendix B, provided that all hardware is covered under a currently active Vendor Support Contract; or replaceable parts be readily available, and all Software be Genuine, Currently licensed and Vendor-Supported. Should any hardware or server fail to meet these provisions, they will be excluded from this Service Agreement. Should 3<sup>rd</sup> Party Vendor Support Charges be required in order to resolve any issues, these will be passed on to the Client after first receiving the Client's authorization to incur them.

#### ***Virus Recovery for Current, Licensed Anti-Virus protected systems***

Attempted recovery from damages caused by virus infection not detected and quarantined by the latest Anti-Virus definitions is covered under the terms of this Agreement. This Service is limited to those systems protected with a currently licensed, Vendor-supported Antivirus solution.

#### ***Monitoring Services***

Service Provider will provide ongoing monitoring and security services as indicated in Appendix B of all critical devices listed in Appendix A. Service Provider will provide service tickets as well as document



critical alerts, scans and event resolution to Client. Should a problem be discovered during monitoring, Service Provider shall make every attempt to rectify the condition in a timely manner through remote means. If not rectified, then an on-site service call will be initiated.

## **Suitability of Existing Environment**

### ***Minimum Standards Required for Services***

In order for Client's existing environment to qualify for Service Provider's Managed Services, the following requirements must be met:

1. All Servers with Microsoft Windows Operating Systems must be running Windows 2003 Server or later, and have all of the latest Microsoft Service Packs and Critical Updates installed.
2. All Server and Desktop Software must be Genuine, Licensed and Vendor-Supported.
3. The environment must have a currently licensed, up-to-date and Vendor-Supported Server-based Antivirus Solution protecting all Servers, Desktops, Notebooks/Laptops, and Email.
4. The environment must have a currently licensed Vendor-Supported Server-based backup solution that can be monitored, and send notifications on job failures and successes.
5. The environment must have a currently licensed, Vendor-Supported hardware firewall between the internal network and the internet.
6. All wireless data traffic in the environment must be securely encrypted.
7. There must be an outside static IP address assigned to a network device, allowing RDP or VPN access.

***Costs required to bring Client's environment up to these Minimum Standards are not included in this Agreement.***

## **6. Excluded Services**

Service rendered under this Agreement does not include:

- 1) Parts, equipment or software not covered by vendor/manufacturer warranty or support.
- 2) The cost of any parts, equipment, or shipping charges of any kind.
- 3) The cost of any Software, Licensing, or Software Renewal or Upgrade Fees of any kind.
- 4) The cost of any 3<sup>rd</sup> Party Vendor or Manufacturer Support or Incidental Fees of any kind.
- 5) The cost to bring Client's environment up to minimum standards required for Services.
- 6) Operating system upgrades
- 7) New server installations
- 8) Physical Office moves
- 9) Network upgrades
- 10) Server migrations
- 11) Phone system work
- 12) Network wiring projects
- 13) Failure due to acts of God, building modifications, power failures, fires, floods, or other adverse environmental conditions or factors.
- 14) Circumstances beyond Alltech Computers' reasonable control, including, without limitation, acts of any governmental body, war, insurrection, sabotage, acts or omissions of a third party not engaged or authorized by Alltech Computers, embargo, strike or other labor disturbance, interruption of or delay in transportation, unavailability of or interruption or delay in telecommunications outside of Alltech Computers' control, failure or delay of third party services or software.
- 15) DNS issues beyond Alltech Computers' control.

- 16) Service and repair made necessary by the alteration or modification of equipment other than that authorized by Service Provider, including alterations, software installations or modifications of equipment made by Client's employees or anyone other than Service Provider.
- 17) Maintenance of Applications software packages, whether acquired from Service Provider or any other source unless as specified in Appendix B.
- 18) Programming (modification of software code) and program (software) maintenance unless as specified in Appendix B.
- 19) Training Services of any kind.

## 7. Confidentiality

Service Provider and its agents will not use or disclose Client information, except as necessary to or consistent with providing the contracted services, and will protect against unauthorized use.

## 8. Miscellaneous

This Agreement shall be governed by the laws of the State of California. It constitutes the entire Agreement between Client and Service Provider for monitoring/maintenance/service of all equipment listed in "Appendix A." Its terms and conditions shall prevail should there be any variance with the terms and conditions of any order submitted by Client.

Service Provider is not responsible for failure to render services due to circumstances beyond its control including, but not limited to, acts of God.

### Acceptance of Service Agreement

This Service Agreement covers only those services and equipment listed in "Appendices A and B". Service Provider must deem any equipment/services may want to add to this Agreement after the effective date acceptable. The addition of equipment/services not listed in "Appendices A and B" at the signing of this Agreement, if acceptable to Service Provider, shall result in an adjustment to the Client's monthly charges.

IN WITNESS WHEREOF, the parties hereto have caused this Service Agreement to be signed by their duly authorized representatives as of the date set forth below.

**South San Luis Obispo County Sanitation Dept.**

**Alltech Computers**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: Michael Woo

Title: \_\_\_\_\_

Title: Owner

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix A**

### **Covered Equipment as of signed agreement date:**

1. Server: 1
2. Virtual Servers: 0
3. Number of routers/firewalls: 1
4. Storage (SAN): 0
5. Number of computers: 5
6. Number of laptops: 0
7. Number of printers: 1

### **Project Work (outside this agreement) During Normal Working Hours Pricing:**

\$65 hour

### **Project Work (outside this agreement) During After Business Hours (before 9am, after 5pm Mon-Fri) or Weekends Pricing:**

\$65.00 hour

## Appendix B Total Care IT Managed Service Pricing

<b>24-7 Remote Monitoring</b>	<b>Amount</b>
Anti-Virus Status	
Bad Processes	
Hard drive Health	
Events Monitoring	
Alerts Monitoring	
Hardware Monitoring	
CPU Monitoring	
Memory Monitoring	
Network Monitoring	
Priority Customer Service	Included
Priority Remote Support	Included
Priority Field Support	Included
Anti-Virus Software	Included
Anti-Spyware Software	Included
After Hours E-mail Support	Included
After Hours Phone Support	Included
Windows Patch Management	Included
<b>Network Administration</b>	<b>All Inclusive</b>
Exchange Server Management	Included
Active Directory Management	Included
Network printer troubleshooting	Included
Unlimited software upgrades*	Included
Installation of new hardware and software*	Included
Virus & spyware REMOVAL	Included
Installation of new hardware and software*	Included
Remote support & On-site support	Included
<b>Network Planning</b>	<b>All Inclusive</b>
Annual review and planning meeting	Included
Ordering warranty parts*	Included
Remote Back Up Service	20gb Included

**NOTE:**

Labor only; all hardware and software costs will be additional. Includes all IT services except project work. Project work includes phone system work, server migration, new server installations, physical office moves, wiring, damage to equipment from flood, fire, power fluctuations, misuse, or building damage, or any task request Alltech Computers management deems outside of day to day technology operations support. The platinum Total Care IT managed service includes 1 migration per desktop or laptop purchased. Details of the limitations are included in the service plan agreement. All work outside the contract is \$65 per hour.

## Appendix B continued

### Alltech Computers Remote Back Up Solutions

Monthly Recurring	Amount
Up to 20 GB	Included
21 to 100	\$80.00
101 to 200	\$140.00
201 and up	TBD

**NOTE:**

The Total Care IT Backup Solution compresses data at the customer site before backing up the data to one of our data centers. Customers are billed on a monthly basis and the billing reflects the total amount of protected data (in GB) stored on our remote servers. Customers whose data is expected to be less than 200GB each month will be automatically billed by CREDIT CARD.



# SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

1600 Aloha Oceano, California 93445-9735  
Telephone (805) 489-6666 FAX (805) 489-2765

Date: February 28, 2015

To: SSLOCSD Board of Directors

From: John Clemons, District Superintendent

Via: Rick Sweet, District Manager

Subject: **Superintendent's Report**

**Chart 1 – Plant Data**

February 2015*	INF Flow MGD	Peak Flow MGD	INF BOD mg/L	EFF BOD mg/L	INF TSS mg/L	EFF TSS mg/L	Fecal Coli	Cl2 lbs/day	BOD REM Eff. %
Average	2.28	3.66	405	35.5	400	29.5	28	170	91
High	2.50	4.30	405	35.5	466	34.8	70	405	
Limit	5.0			40/60/90		40/60/90	2000		80
CY 2014 Monthly									
Average	2.35	3.8	392	26	406	31	87	160	94
High	2.70	4.8	444	34	470	39	1600	327	

- \* = Plant data through February 28th.

Limit – 40/60/90 represent NPDES Permit limits for the monthly average, weekly average, and instantaneous value for plant effluent BOD and TSS.

## **Maintenance**

- Annual balance (weight scales) calibration performed in Lab.
- Performed hydraulic flush on trickling filter.
- Drained and cleaned Chlorine contact chamber.
- Replaced filter box on boiler.
- Drained and refilled oil on sludge mixing pump.

- Lowered ferric dosage to 50ml/minute.
- Installed moyno pump at final clarifier.
- Placed seismic stability straps on pipes at headworks.
- Johnson Boilers performed annual maintenance on boiler.
- Repaired leaky hose at headworks auger.

#### **Call outs**

- No call outs this period.

#### **In-Progress**

- Garing, Taylor, and Associates is working with staff to review and ensure the integrity of the District's A.G. sewer bridge. Currently planning to touch up the exterior coating. Considering lining the interior.

#### **Training**

- Staff attended a safety meeting on General water/wastewater plant safety.
- Bookkeeper A. Simpson attended a conference sponsored by the City Clerks Association of California.
- Operators R. Jackman and M. Jones were trained to perform annual maintenance on our boiler by a representative from Johnson Boilers.
- 

#### **Miscellaneous**

- Plant Superintendent conducted a tour for a group of 14 citizens on Sunday, February 22<sup>nd</sup>.
- Splitter box stability is sound as determined by GTA Engineering. Recent survey markings were compared survey marking from 2010. There has been no movement.

Best regards,

John Clemons  
Superintendent



## **SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

Post Office Box 339 Oceano, California 93475-0339

1600 Aloha Oceano, California 93445-9735

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

[www.sslocsd.org](http://www.sslocsd.org)

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### **Staff Report**

To: Board of Directors  
From: Richard Sweet, PE, District Manager  
Date: March 4, 2015

Subject: **REQUEST FOR PROPOSAL (RFP) REVIEW COMMITTEE  
SELECTION; REQUEST FOR CONTINUANCE**

### **RECOMMENDATION:**

That the Board receives public input and continues this item to the Board meeting of March 18, 2015.

### **BACKGROUND**

At the meeting of February 18, 2015 the Board approved the issuance of a RFP for the review of management practices for the period of 2004 through February 2013. As per the approved RFP the RFP will be issued on March 9, 2015 and responses will be received on April 13, 2015. Upon receipt of the responses the RFP will be reviewed by a panel of five individuals comprised of three members of the public that reside within the District and two professionals. The Board directed staff to develop possible members of the panel and have the Board approve the panel. The panel will not be required to review the proposals until after receipt of the proposals on April 13, 2014.

### **DISCUSSION:**

Composing possible members for the panel has not moved as quickly as anticipated and it is therefore requested that this item be continued to the Board meeting of March 18, 2015. This delay will not effect the dates for approval of the RFP.



## **Options**

1. The Board approve a RFP review panel without the development of options for panel membership.

Richard G. Sweet, PE  
District Manager



**California Special  
Districts Association**

*Districts Stronger Together*

**DATE:** February 20, 2015

**TO:** CSDA Voting Member Presidents and General Managers

**FROM:** CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT A**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2016 - 2018 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA regular member located within the geographic network that they seek to represent. (See attached Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

**Commitment and Expectations:**

- Attend all Board meetings, held every other month at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
*(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).*
- Attend CSDA's two annual events: Special District Legislative Days (held in the spring) and the CSDA Annual Conference (held in the fall).
- **Complete all four modules of CSDA's Special District Leadership Academy within 2 years.**  
*(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).*

**Nomination Procedures:** Any Regular Member is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is May 22, 2015.** Nominations and supporting documentation may be mailed or faxed.

Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

CSDA will mail ballots on June 5<sup>th</sup>. The ballots must be received by CSDA no later than 5:00 p.m. August 7, 2015 and must be the original ballot (no faxes or e-mails). The successful candidates will be notified no later than August 10<sup>th</sup>. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in September.

### **Expiring Terms**

(See enclosed map for regional breakdown)

<b>Northern Network</b>	Seat A John Woolley, Manila Community Services District
<b>Sierra Network</b>	Seat A Noelle Mattock, El Dorado Hills Community Services District*
<b>Bay Area Network</b>	Seat A <i>Currently vacant</i>
<b>Central Network</b>	Seat A Joel Bauer, West Side Cemetery District*
<b>Coastal Network</b>	Seat A Elaine Freeman, Rancho Simi Recreation & Park District
<b>Southern Network</b>	Seat A Jo MacKenzie, Vista Irrigation District*

(\* = Incumbent is running for re-election)

If you have any questions, please contact Charlotte Lowe at 877-924-CSDA or [charlottel@csla.net](mailto:charlottel@csla.net).



**California Special  
Districts Association**  
*Districts Stronger Together*

## BOARD OF DIRECTORS NOMINATION FORM

**Name of Candidate:** \_\_\_\_\_

**District:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Network:** \_\_\_\_\_ (see map on back)

**Telephone:** \_\_\_\_\_

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Nominated by (optional):** \_\_\_\_\_

Return this form and a Board resolution/minute action supporting the candidate  
and Candidate Information Sheet by fax or mail to:

CSDA  
Attn: Charlotte Lowe  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732      (916) 442-7889 fax

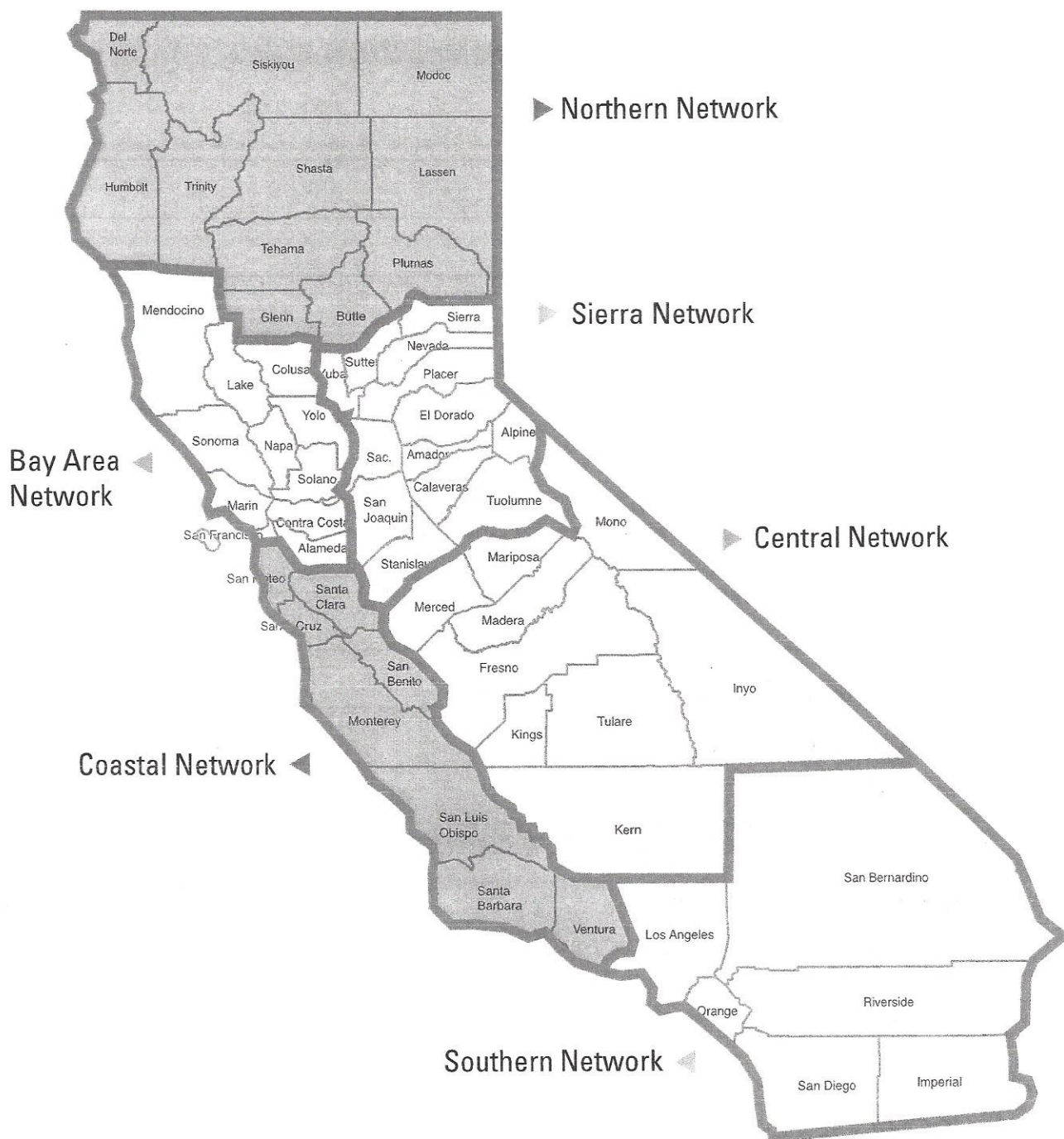
***DEADLINE FOR RECEIVING NOMINATIONS – May 22, 2015***





California Special Districts Association

## DISTRICT NETWORKS





California Special  
Districts Association  
*Districts Stronger Together*

## CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: \_\_\_\_\_

District/Company: \_\_\_\_\_

Title: \_\_\_\_\_

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

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2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

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3. List local government involvement (such as LAFCo, Association of Governments, etc.):

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4. List civic organization involvement:

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**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after June 4, 2015 will not be included with the ballot mailing.**

February 19, 2015

Mrs. Amy Simpson  
Bookkeeper/Secretary  
South San Luis Obispo County Sanitation District  
Post Office Box 339  
Oceano, California 93475-0339

Dear Mrs. Simpson,

**On January 8, 2015, the SDRMA Board of Directors approved a longevity distribution for the sixth year in a row.** The Longevity Distribution Policy was adopted by the Board to recognize and reward members for their loyalty and commitment to SDRMA programs. The policy is consistent with the goals and objectives of the Board's strategic business plan and helps ensure pool stability by rewarding members for remaining in our Property/Liability and Workers' Compensation programs.

There is no action required by your agency. Every member that has completed the 3 full program year initial commitment period for either the Property/Liability or Workers' Compensation program is eligible to receive a longevity distribution credit for that particular program when they renew coverage. The longevity distribution may only be declared by the Board of Directors each year only after all Board policy reserve requirements have been met. The amount available for the longevity distribution is the amount of investment earnings on reserves above the Board approved confidence level for each program as of June 30. The distribution is weighted based on the member's length of time in that program and the amount of the member's annual contributions compared to the total contributions of all pool members.

This year, the Board approved a longevity distribution in the amount of \$819,256 for Property/Liability members and \$178,031 for Workers' Compensation members. For the Property/Liability program, over 90% of members will receive the distribution credit and for the Workers' Compensation program, over 87% of members will receive the distribution credit.

**Congratulations! Since you have participated in our Property/Liability program for 15 years as of June 30, 2014, your agency will receive a longevity distribution credit on your 2015-16 renewal invoice in the amount of \$2,150! We encourage you to share this valuable news with your governing body!**

**REMINDER** – We hope to see you at our Annual Membership Meeting and Safety/Claims Education Day on March 24, 2015 at the Hilton Sacramento Arden West Hotel! Visit our website, [www.sdrma.org](http://www.sdrma.org) and click on "Register for a training workshop" in the lower right-hand column for more information.

Thank you for your participation and helping make SDRMA a premier risk management provider! If you have any questions, please contact the SDRMA Finance Department at 800.537.7790 or 916.231.4141.

Sincerely,  
Special District Risk Management Authority

A handwritten signature in black ink, appearing to read "David Aranda".

David Aranda, President  
Board of Directors





**INVOICE**

South San Luis Obispo County Sanitation  
John Clemons  
1600 Aloha Pl/P.O. Box 339  
Oceano, CA 93475

January 28, 2015  
Invoice No. 478337  
Page: 1

**For Services Rendered Through December 31, 2014**

Re: **Enforcement Matter**  
**Our Matter No. 42230.00000**

Date	Description	Tkpr	Hours	Rate	Amount
12/01/14	[REDACTED]	MAT	0.40	365.00	146.00
12/01/14	[REDACTED]	OW	0.60	320.00	192.00
12/01/14	[REDACTED]	SSC	0.10	185.00	18.50
12/02/14	[REDACTED]	MAT	0.10	0.00	0.00
12/16/14	[REDACTED]	MAT	0.20	365.00	73.00
12/16/14	[REDACTED]	OW	1.40	320.00	448.00
12/17/14	[REDACTED]	OW	0.10	320.00	32.00
12/22/14	[REDACTED]	MAT	0.20	365.00	73.00
12/22/14	[REDACTED]	OW	0.90	320.00	288.00

IDENTIFICATION  
NUMBER  
94 0438033

THIS ACCOUNT IS NOW DUE  
AND PAYABLE. IF PAYMENT  
IS NOT RECEIVED WITHIN 30 DAYS  
A LATE CHARGE  
WILL BE ADDED.





**INVOICE**

South San Luis Obispo County Sanitation  
John Clemons  
1600 Aloha Pl/P.O. Box 339  
Oceano, CA 93475

January 28, 2015  
Invoice No. 478337  
Page: 3

**Reimbursable Costs**

Date	Description	Tkpr	Amount
11/21/14	[REDACTED]	MAT	56.65
	[REDACTED]		
	[REDACTED]		
11/25/14	[REDACTED]	MAT	55.00
12/22/14	[REDACTED]	OW	86.00
Total Reimbursable Costs:			\$ 197.65

IDENTIFICATION  
NUMBER  
94 0438033

THIS ACCOUNT IS NOW DUE  
AND PAYABLE. IF PAYMENT  
IS NOT RECEIVED WITHIN 30 DAYS  
A LATE CHARGE  
WILL BE ADDED.



**INVOICE**

South San Luis Obispo County Sanitation  
John Clemons  
1600 Aloha Pl/P.O. Box 339  
Oceano, CA 93475

January 28, 2015  
Invoice No. 478337  
Page: 2

Date	Description	Tkpr	Hours	Rate	Amount
12/26/14	[REDACTED]	MAT	0.20	365.00	73.00
12/29/14	[REDACTED]	OW	1.20	320.00	384.00
12/30/14	[REDACTED]	MAT	0.10	0.00	0.00
Total Fees for Professional Services:					\$ 1,727.50

**Summary of Fees by Timekeeper**

Timekeeper	Rate	Hours	Amount
Thorne, Melissa A.	304.17	1.20	365.00
Wright, Olivia	320.00	4.20	1,344.00
Collier, Sandra S.	185.00	0.10	18.50
Total Fees Rendered this Period:			\$ 1,727.50

**Reimbursable Costs**

Date	Description	Tkpr	Amount
------	-------------	------	--------

IDENTIFICATION  
NUMBER  
94 0438033

THIS ACCOUNT IS NOW DUE  
AND PAYABLE. IF PAYMENT  
IS NOT RECEIVED WITHIN 30 DAYS  
A LATE CHARGE  
WILL BE ADDED.



**INVOICE**

South San Luis Obispo County Sanitation  
John Clemons  
1600 Aloha Pl/P.O. Box 339  
Oceano, CA 93475

January 28, 2015  
Invoice No. 478337  
Page: 4

**Summary of Current Charges**

Description	Amount
Current Fees For Professional Services .....	\$1,727.50
Current Disbursements/Reimbursable Costs .....	\$197.65
Amount Due to Replenish Retainer .....	\$5,000.00
<b>Total Balance Due for This Invoice.....</b>	<b><u>\$ 6,925.15</u></b>

**Payment Due By 02/27/15.**

IDENTIFICATION  
NUMBER  
94 0438033

THIS ACCOUNT IS NOW DUE  
AND PAYABLE. IF PAYMENT  
IS NOT RECEIVED WITHIN 30 DAYS  
A LATE CHARGE  
WILL BE ADDED.



**REMITTANCE COPY**

South San Luis Obispo County Sanitation  
John Clemons  
1600 Aloha Pl/P.O. Box 339  
Oceano, CA 93475

January 28, 2015  
Invoice No. 478337  
Page 5

**For Services Rendered Through December 31, 2014**

**Re: Enforcement Matter**  
**Our Matter No. 42230.00000**

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Current Fees for Professional Services .....	\$1,727.50
Current Disbursements/Reimbursable Costs .....	\$197.65
Amount Due to Replenish Retainer .....	\$5,000.00
<b>Total Balance Due for This Invoice .....</b>	<b><u>\$ 6,925.15</u></b>

**Please remit payment by 02/27/15**

**Return this remittance copy with your payment. Thank you.**

464476 FDETAILT.rtf

IDENTIFICATION  
NUMBER  
94 0438033

THIS ACCOUNT IS NOW DUE  
AND PAYABLE. IF PAYMENT  
IS NOT RECEIVED WITHIN 30 DAYS  
A LATE CHARGE  
WILL BE ADDED.

