

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 – Meeting time corrected to 6:00 PM

Board of Directors Meeting

1655 Front Street

Oceano, California 93445

Wednesday, March 21, 2012 at 6:00 PM

Board Members

Bill Nicolls, Chairman

Matthew Guerrero, Vice Chairman

Tony Ferrara, Director

Agencies

City of Grover Beach

Oceano Community Services District

City of Arroyo Grande

Alternates

Karen Bright, Director

Richard Searcy, Director

Jim Guthrie, Director

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 7, 2012 meeting

3b. Review and Approval of Warrants

3c. Financial Report ending February 29, 2012

4. PLANT SUPERINTENDENT'S REPORT**5. BOARD ACTION ON INDIVIDUAL ITEMS:****A. PRESENTATION BY COUNTY DPW REGARDING LAGOON FLOODING MITIGATION PROJECTS**

Staff recommends the Board receive a status update on Oceano Lagoon flood mitigation projects.

B. REVIEW 2012 AMENDMENTS TO BYLAWS OF THE BOARD OF DIRECTORS

Staff recommends the Board receive a copy of the current By-laws and consider any desired changes at a subsequent meeting.

C. SLUDGE PUMP PARTS

Staff recommends the Board approve the purchase of rotor and stator from West Coast Rotor for the amount of **\$1,564.78**

D. DISTRICT SEWER OVERFLOW AND BACKUP PREVENTION AND RESPONSE TRAINING

Staff recommends the Board receive this report providing a general update on the Monthly District Collection System Coordination Meeting held between District Staff and Member Agency representatives; and retain the California Sanitary Risk Management Authority (CSRMA) to provide Sewer Overflow and Backup Prevention and Response Training to District Staff and representatives of the three District Member Agencies in the not to exceed amount of **\$2,450.00**, as described below. Costs to be shared equally as permissible by the District and each of the three Member Agencies.

6. MISCELLANEOUS ITEMS**a. Miscellaneous Oral Communications**

- Update on planning for Water Reuse Symposium

b. Miscellaneous Written Communications

- Minutes of February 21, 2012 Zone 1/1A Advisory Committee Meeting
- Agenda for March 20, 2012 Zone 1/1A Advisory Committee Meeting
- Example letter transmitting FOG forms to Member Agencies.

7. PUBLIC COMMENT ON CLOSED SESSION**8. CLOSED SESSION**

- 1) Conference with Legal Counsel regarding existing litigation pursuant to Government Code Section 54956.9; 2 cases
Mascolo v SSLOCSD et.al. and Appleton vs SSLOCSD et. al.
- 2) Conference with Legal Counsel regarding significant exposure to litigation pursuant to Government Code section: § 54956.9 subdivision b; 1 case

9. RETURN TO OPEN SESSION, REPORT ON CLOSED SESSION

10. ADJOURNMENT

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

Oceano Community Services District
1655 Front Street
Oceano, CA 93445

Minutes of Wednesday, March 7, 2012
6:00 P.M.

1. CALL TO ORDER AND ROLL CALL

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

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

2. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

There were no public comments.

District Counsel Seitz made an announcement regarding Closed Session. The Board did meet in Closed Session with Legal Counsel on the items identified in the Agenda. The Board took no reportable action but gave direction to Legal Counsel on each matter.

3. CONSENT AGENDA

A. Review and Approval of Minutes of the Meeting of February 15, 2012.

B. Review and Approval of Warrants.

It was moved by Vice Chairman Guerrero, seconded by Director Ferrara, to approve Consent Agenda Items 3A and 3B, as presented. Motion carried unanimously.

4. PLANT SUPERINTENDENT'S REPORT

Plant Superintendent Barlogio reported that the Plant has been running well and included a photo of a water system filter skid which filters the water through the Plant's recycled water system. This filter will help to protect pumps throughout the plant. Staff constructed this skid in-house and also saved \$3,200 by reusing surplus valves.

Plant Superintendent Barlogio then spoke about the lab proficiency testing which is used to ensure that the Plant's lab analyses are compliant with standards. The District's reported results were within the acceptable range.

Administrator Wallace added that it was not only the reusing of the valves which had saved the District money for the filter skid but that Staff had saved quite a bit of money by fabricating the skids themselves. Chairman Nicolls complimented Staff for their work. Vice Chairman Guerrero said that he has been reporting to the OCSB Board weekly about the good things which have been happening with the District.

5. BOARD ACTION ON INDIVIDUAL ITEMS

3A

A. TRAFFIC CONTROL SIGNAGE

Plant Superintendent Barlogio presented the staff recommendation that the Board approve the purchase of traffic control signs from USA Bluebook in the amount of \$3,896.70.

Plant Superintendent Barlogio said that traffic directional signs are needed to direct traffic in case of a sanitary sewer overflow (SSO) in the streets where our trunk sewers are located.

Vice Chairman Guerrero asked whether there is a training program to go along with the signage. Plant Superintendent Barlogio replied that there are books and manuals available. Plant Superintendent Barlogio also said that he would look into whether Caltrans still has a training program. He said it will good to get those who are in the collection systems coordination group involved too.

It was moved by Director Ferrara, seconded by Vice Chairman Guerrero, to approve the staff recommendation that the Board approve the purchase of traffic control signs from USA Bluebook in the amount of \$3,896.70. Motion carried unanimously.

B. RECLAIMED/RECYCLED WATER PLANNING GRANT

Administrator Wallace updated the Board on the status of the Integrated Regional Water Management (IRWM) Program grant process providing the Board with additional information regarding this grant process including a scope of work, budget and schedule per the Board's direction at the February 15th meeting. If awarded, the intent is to use all the studies which have been done before and then direct as much of the funding as possible towards project alternatives and for the District to put as much money as it could towards actual project development. This document is being done as part of a regional document which would qualify it as a Title XVI-type document. This would then allow the District to apply for and hopefully receive additional grant monies.

Administrator Wallace also updated the Board as to the status of the symposium on recycled water. He said that Staff has been working towards a symposium which would involve a variety of groups and interests in looking at the District's recycled water program and potential projects. Administrator Wallace said that he had contacted three agriculture representatives who had participated in the Monterey field trip, and they have agreed to sit at the symposium. Administrator Wallace has also contacted the local Surfriders and has not received a response yet. The Member Agencies would be participants as well. Administrator Wallace said that there has been positive feedback from those who were up in Monterey, but he has also spoken to others who may not necessarily support recycled water. Both points of view could be presented at the symposium.

Director Ferrara said that there needs to be a discussion as to the format of the symposium, whether simply to have a panel of speakers or to formalize it. He thinks that it would be fitting that the District's Board do an introduction since we are the sponsor and to look at reserving Regional Center facility for this event.

Administrator Wallace asked preference as to whether the symposium would be a workshop or a panel discussion. Director Ferrara responded that he would like to get as many participants there as possible and have an organized presentation of speakers to provide as much information as possible. Director Ferrara said that the purpose is education and the interested parties need to know the positives and the negatives.

Director Ferrara said that he had received an email from Brad Snook from Surfriders which was very cordial. Mr. Snook wanted to know more about the District's peer review so that he could share this with his chapter. Mr. Snook offered an open invitation to the Board to attend the Surfriders' meetings. Director Ferrara wants to give the Surfriders an opportunity to be part of the recycled water symposium and would like to see the Surfriders present their views. Administrator Wallace said that the Water Board and the Health Department could participate as well. District Counsel Seitz said that the Orange County and San Diego area chapters of Surfriders were huge proponents of both of those water reuse projects which may bring the local Surfriders to the table with a positive outlook.

Director Ferrara said that he could envision a flyer which says, "Everything you wanted to know about recycled water and maybe something you didn't want to know. Hear it from the experts." He would like to get as many people to this symposium as possible and get their questions answered. Administrator Wallace said that he wants the District to give them complete disclosure and information about recycled water. Administrator Wallace said that it is also a water supply project, not just a disposal and/or reuse project.

Administrator Wallace then spoke about the District newsletter. He said that he had checked with each of the Member Agencies to include the District's newsletter with their own newsletters. He had been able to secure that with the City of Arroyo Grande and the City of Grover Beach. Vice Chairman Guerrero mentioned that OCSD has the Friday Report on its website. Administrator Wallace said that the District newsletter would be posted on the District's website as well. Vice Chairman Guerrero said that there could be potential for including the District's newsletter with OCSD's billings.

Regarding the Recycled Water Symposium, Director Ferrara asked Administrator Wallace to think about the order of presentations in terms of content and how the program should unfold. Some potential dates should also be considered. Director Ferrara said that the symposium should be held by May at the latest before the schools let out for summer break.

C. SOUTH COUNTY DIVERSITY COALITION

Administrator Wallace presented the staff recommendation that the Board consider a \$250 contribution to the 5 Cities Diversity Coalition towards the printing costs of brochures and educational materials which would be used to train Staff.

It was moved by Vice Chairman Guerrero, seconded by Chairman Nicolls, to approve the staff recommendation that the Board provide a contribution to the 5 Cities Diversity Coalition for reimbursement of printing costs associated with training and educational materials. Motion carried unanimously.

D. FATS, OILS, AND GREASE CONTROL PROGRAM FORMS AND NOTIFICATION LETTERS

Administrator Wallace presented the Board with drafts of the forms and notification letters for use in the Fats, Oils, and Grease (FOG) Control Program and developed for the enforcement of SSLOCSD's FOG Ordinance and Resolution 2011-295.

Vice Chairman Guerrero had a language suggestion regarding the Notice of Violation form. He suggested that the second sentence read, "... we have not received **notification** from you..." instead of "... we have not received communication from you."

Director Ferrara asked whether the potential for the member agencies doing the FOG

program themselves had been discussed since a prior Board meeting. Administrator Wallace replied that direction from the Board was for Administrator Wallace and District Counsel Seitz to go over the pros and cons and come back to the Board with a recommendation.

E. HACH SERVICE PARTNERSHIPS

Plant Superintendent Barlogio presented the staff recommendation that the Board approve the purchase of software support and maintenance from Hach in the amount of \$2,165.00.

Two of the software programs used at the Plant are Water Information Management Solution (WINS) and JOB Cal Plus. WINS schedules sampling and notifies the user to sample for specific constituents. It also interfaces with regulatory agencies. JOB Cal Plus is used for generating and tracking work orders. The recommendation is for the purchase of support and maintenance of these software programs.

It was moved by Vice Chairman Guerrero, seconded by Director Ferrara to approve the staff recommendation that the Board approve the purchase of software support and maintenance from Hach in the amount of \$2,165.00. Motion carried unanimously.

F. 2011/2012 PEER REVIEW COMMITTEE RECOMMENDATIONS

District Counsel Seitz presented this Staff Report. The first communication is a letter to the Peer Review Committee, and the second is an attachment to the County Grand Jury which is basically a summary of the Peer Review Committee's recommendations and the District's responses.

In early 2011, the Board authorized the Committee to be formed, and Committee members Kamil Azoury, Brad Hagemann and Bruce Keogh were chosen to bring broad experience to the Committee.

The Committee was provided a number of documents including operational documents. The Committee ultimately met with District Counsel Seitz and Chairman Nicolls to discuss the Committee's recommendations. Because the recommendations were not in writing, District Counsel Seitz requested permission from the Board to draft a letter to the Peer Review Committee to identify what he believed their findings were. He sent the letter to the Committee to allow them to comment. District Counsel Seitz received a reply from Mr. Azoury and discussed with him the recommendation regarding standing committees, the lack of a written report and the acknowledgement that the Peer Review Committee would be happy to speak with the Grand Jury if so requested. Those changes were summarized in the Committee's recommendations, and a copy of the final letter, dated January 23, 2012, is attached to the Staff Report. The District has not received any comment since.

During this process, the District received a request from the County Grand Jury asking for a copy of the Peer Review Committee report and was provided with the "Peer Review Committee Recommendations". District Counsel Seitz's letter to the Grand Jury, dated January 30, 2012, indicated that the District was providing a letter summarizing the recommendations of the Peer Review Committee and the District's responses. District Counsel Seitz asked the Grand Jury to contact him if they needed clarification of the items, but he has not yet received any communication from the Grand Jury regarding this.

Counsel Seitz believes that the Peer Review Committee did a great job in a number of

areas, and he described how the District has implemented most of the Peer Review Committee's recommendations, as presented in the Staff Report.

6. MISCELLANEOUS ITEMS

A. Miscellaneous Oral Communications

Administrator Wallace then said that he had received a notice that the Coastal Commission had waived the permit requirement for the County's reed (bulrush) cutting in the Oceano Lagoon. By not requiring a permit, the Coastal Commission has essentially given the County Department of Public Works the go ahead to start working on the Lagoon.

Chairman Nicolls asked when the County would start work. Administrator Wallace said he has asked Paavo Ogren, Director of Public Works to speak to the District about what was happening at the lagoon. Mr. Ogren could not make it to this Board meeting, but Administrator Wallace would arrange for Mr. Ogren to come to a future Board meeting.

B. Miscellaneous Written Communications

7. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at approximately 7:05 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
3/21/2012 AMENDED

ISSUED TO	PURCHASE/SERVICE	INV. # / SERVICE PERIOD	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
5 CITIES DIVERSITY COALITION	CONTRIBUTION	PRINTING COSTS	032112-6399	7050	250.00	250.00
ADVANCED WIRELESS	PAGER SERVICE	03/01/12 TO 02/28/2013	6400	7014	163.19	163.19
AIRFLOW FILTER SERVICE	FILTER SERVICE	103582	6401	8030	152.36	152.36
ALLIED ADMINISTRATORS	EMPLOYEE DENTAL	APRIL	6402	6025	933.04	933.04
AMERICAN INDUSTRIAL SUPPLY	MISC SUPPLIES	0233820-IN	6403	8030	121.15	121.15
ARAMARK UNIFORMS	EMPLOYEE UNIFORMS	6731419 6750442	6404	7025	379.28	379.28
ARROWHEAD	LAB WATER FOR FEBRUARY	1280012917373	6405	8040	101.98	101.98
BRENNTAG PACIFIC, INC	PLANT CHEMICALS	176859 176353	6406	8050	10,048.53	10,048.53
CA ELECTRIC SUPPLY	ELEC SYS UPGRADE	7828-478682 7826-478667	6407	26/8065	4,236.15	4,236.15
	04 MBI 16	7826-479406 7826-479684				
CENTRAL COAST WATER TRTMT	LAB SUPPLIES	5925	6408	8040	60.00	60.00
CONSOLIDATED ELECTRIC	WIRING FOR ELEC SYS UPGRD	5870-541179	6409	26/8065	1,261.52	1,261.52
E&J AUTO PARTS	MISC AUTO SUPPLIES	323759 326867 327280	6410	8032	269.88	269.88
		327308 327309 C.M. 327318				
FEDEX	SHIPPING	7-809-62883 7-817-26659	11	8045	67.41	67.41
FGL ENVIRONMENTAL	CHEMICAL ANALYSIS	280504A 280510A 280549A	12	7078	588.00	588.00
		280559A 280567A 280570A				
		280591A				
GAS COMPANY	GAS SERVICE	01/26/12 TO 02/27/12	13	7092	647.25	647.25
GRAINGER	MISC SUPPLIES	9773292256	14	8015	328.19	731.64
		9766177597 9774665427		8060	403.45	
GRAY LIFT INC	FORKLIFT ENGINE CORE	547301	15	26/8070	2,145.00	2,145.00
I.I. SUPPLY	MISC SUPPLIES	13180 13164 13288	16	8060	595.82	595.82
JB DEWAR INC	VEHICLE FUEL AND OIL	786426 949409	17	8020	237.40	237.40
KEMIRA	FERRIC CHLORIDE	9017259908	18	8050	7,463.12	7,463.12
LAB SAFETY SUPPLY	SAFETY SUPPLIES	1018598196	19	8056	248.18	248.18
MC MASTER CARR	MISC SUPPLIES	19314700 19545205 20210464	20	8030	241.41	437.79
		19420924		8060	196.38	
MCKENNON SCHINDLER LLP	LEGAL SERVICES	2044 2073	21	7071	592.50	592.50
MDT PERSONNEL	CONTRACT LABOR	3103-773 3103-812	22	6085	4,216.00	4,216.00
		3103-822 3103-831				
MINERS ACE	MISC SUPPLIES	FEBRUARY	23	8060	188.22	188.22
MOSS, LEVY & HARTZHEIM LLP	FINANCIAL AUDIT SERVICES	1003	24	7072	3,000.00	3,000.00
NEXTEL	CELL PHONE SERVICE	FEBRUARY	25	7013	74.70	74.70
OFFICE DEPOT	OFFICE SUPPLIES	FEBRUARY	26	7015	46.28	46.28
OVIVO USA	C40LT DRIVE FOR 06 MBI 04	8457149	27	26/8061	59,362.88	59,362.88
PERS MEDICAL	EMPLOYEE MEDICAL	APRIL	28	6010	12,826.54	12,826.54
PRAXAIR	MISC SUPPLIES	42234661	29	8060	364.33	364.33
SAN LUIS PERSONNEL	CONTRACT LABOR	9609 9624	30	6085	1,081.13	1,081.13
SANTA MARIA DIESEL	MISC SUPPLIES	23819 24206	31	8055	375.07	375.07
SHIPSEY & SEITZ	LEGAL SERVICES	FEBRUARY	32	7071	12,217.00	12,217.00
SO CO SANITARY SERVICE	TRASH SERVICE	MARCH	33	7093	87.03	87.03
STANLEY SECURITY	SECURITY - APRIL	9056836	34	7011	62.20	62.20
TEKTEGRITY	MANAGED IT SERVICE	20457-112 11 MBI 07	35	7015	172.50	172.50
THE SIGN PLACE, SLO	PIPE MARKING TAPE	SLO 25291 SLO 25393	36	8060	570.00	570.00
TIGERDIRECT	COMPUTER SUPPLIES	F91423600101 F91423600102	37	7015	407.37	407.37
TITAN INDUSTRIAL	MISC SUPPLIES	1049085	38	8056	11.37	149.42
		1049094 1049126		8060	138.05	
USABBLUEBOOK	MISC SUPPLIES	617560	39	8040	234.15	234.15
WALLACE GROUP	ADMIN SERVICES	FEBRUARY	40	7076	7,714.89	46,432.47
	OPERATION PROJECTS			various	31,755.63	
	REIMB PROJECTS			various	2,226.20	
	MAJOR BUDGET ITEMS			various	4,735.75	
WOESTE ELECTRIC	ELEC SYS UPGRADE	6158 7002 04 MBI 16	41	26/8065	4,314.28	4,314.28
SUB TOTAL					177,912.76	177,912.76
PAYROLL	PPE 03/09/2012				25,057.42	25,057.42
GRAND TOTAL					202,970.18	202,970.18

We hereby certify that the demands numbered serially from 032112-6399 to 032112-6441 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

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www.sslocsd.org

TO: Board of Directors
FROM: John L. Wallace, *District Administrator*
DATE: March 21, 2012
SUBJECT: Monthly Financial Review (February 2012)

Overall Monthly Summary

During the month of February, the District earned revenue in the total amount of \$412,317 of which \$146,027 was received from the City of Arroyo Grande for January services. \$81,077 was received from the City of Grover Beach for December services, and \$95,636 was received for January services. \$11,516 was received from OCSD for January services. \$1,877 was earned for the AT&T cell-tower lease for February. \$73,504 was received from CalEMA for reimbursement of costs due to the December 19, 2010 flood event.

During the month of February, the District totaled \$150,319 in operating expenses. Non-operating expenses totaled \$13,555.

Local Agency Investment Fund

The LAIF balance was \$3,643,900 at February 29, 2012.

County of San Luis Obispo Treasury Pool

As of February 29, 2012, the reconciled cash balance with the County of San Luis Obispo Treasury Pool was \$238,209. The County issues the majority of the District's checks, and the majority of the District's revenues are deposited with this agency. As such, the County provides 'banking services' to the District and provides some accounting documents for internal control purposes.

Rabobank Funds

As of February 29, 2012 the reconciled cash balance with Rabobank totaled \$51,393. This account is used to process LAIF transfers and for the issuance of payroll checks through the District's contracted payroll provider service. Funds are transferred periodically from LAIF in order to cover these expenses.

3C

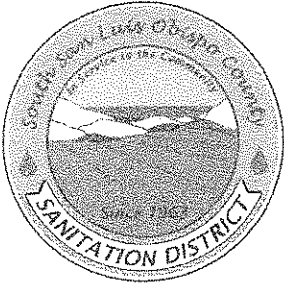
MONTHLY FINANCIAL STATEMENT (Government Code Section 53646(d))
 SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
 FINANCIAL SUMMARY FOR FEBRUARY 29, 2012 FY 2011-12

	FUND 19 OPERATING	FUND 20 EXPANSION	FUND 26 REPLACEMENT	DISTRICT- WIDE
CASH BALANCE	(934,805)	4,285,819	565,219	3,916,233
Cash w/County	3,203,715	(1,441,835)	(1,541,006)	220,874*
Cash w/LAIF	(4,191,041)	5,728,716	2,106,225	3,643,900
Cash w/Rabobank	52,521	(1,062)		51,460
TOTAL DEPOSITS				
Current - County Treasury Pool	170,189			170,189
LONG-TERM DEBT				
Energy Project Principal Amount		380,736		380,736
REVENUES:				
OPERATING				
Current	336,936			336,936
Year-to-date	1,753,378			1,753,378
NON-OPERATING				
Current Period				
FEMA Funding	73,504			73,504
Connection Fees				
Interest				
Lease Income (AT&T Cell)	1,877			1,877
Total - Current Period	75,381			75,381
Year-to-Date				
FEMA Funding	73,504			73,504
Connection Fees		29,700		29,700
Interest	361	5,504	2,023	7,888
Lease Income (AT&T Cell)	15,063			15,063
Energy Rebates		150,000		150,000
Total - YTD	88,928	185,204	2,023	276,155
TOTAL REVENUES:				
Current Period	412,317	0	0	412,317
Year-to-date	1,842,306	185,204	2,023	2,029,533
EXPENSES:				
Current Period	150,319	790	12,765	163,874
Year-to-date	1,820,350	211,749	127,553	2,159,652
Net Income (Loss) - Current Period	261,998	(790)	(12,765)	248,443
Net Income (Loss) - YTD	21,956	(26,545)	(125,530)	(130,119)

* Unreconciled total in District's books only. Please see reconciliation schedule for reconciled balance.

NEW CONNECTIONS	CURRENT NUMBER	CURRENT REVENUE	FY 2011/12 YEAR-TO-DATE	FY 2011/12 YTD REVENUE
Arroyo Grande	0	0	9	22,275
Grover Beach	0	0	2	4,950
Oceano	0	0	1	2,475
TOTAL NEW DISTRICT CONNECTIONS	0	0	12	29,700

3C




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To: Board of Directors
From: Bob Barlogio, Plant Superintendent
Via: John Wallace, District Administrator 
Date: March 21, 2012
Subject: Superintendent's Report

The plant has been operating well. We don't have a lot of data for March, 2012, but the data we do have shows compliance with our permit.

Average flow 2.46 million gallons per day
Average chlorine usage 291 gallons per day
Highest fecal was an 8 mpn, median was a <2 mpn
BOD in 321mg/l, out 14mg/l
TSS in 360 mg/l, out 34 mg/l, due to a FFR flush

We are in the process of replacing the #1 FFR pump. We will need to shut down the plant in the early morning hours, replace a couple 12 inch valves, then staff will have time to change out the pump. Trini had the temp staff, remove the bolts (one at a time), lubed and reinstalled. This will speed up the installation of the rebuilt pump.

We had a NPDES inspection on Wednesday, March 14, 2012. An EPA contract service company PG Environmental (Kortney Kirkeby) with Water Board personal, Kate DiSimone, toured the plant, and looked over our procedures, lab data, and self monitoring reports. A written report will be submitted to our local Water Quality Control Board. It will be at their discretion whether to share that with us.

A couple things that Mr. Kirkeby discussed with Heather Billing (of WG) and me at the end of the inspection, were as follows:

The sludge lagoon, even though it is an item on the budget, 08MBI25, he feels it needs to be lined soon. It will be noted on his report.

Redundancy of our secondary process. Mr. Wallace informed him earlier, that we have a long range plant expansion, and it is up to the rate payers to approve the increase fees because of Prop 218. Mr. Kirkeby feels the redundancy should be a priority.

A sampling tube from the composite sampler should be of a different material than what is being used. Specifically, it should be tygon tubing. He recommends that the tubing should be protected from the sun with piping. Tygon tubing is clear, so you can see if algae is growing in the tubing and resistant to many chemicals.

Use a glass sample container to collect the oil and grease sample. We were using a PVC container to sample with.

He also recommended that we hire a lab tech at some point if we wish to do more lab tests on-site. We explained the cost savings and third party benefits of using outside certified labs.

And finally, reporting the final effluent as Not Detected (ND), rather than <0.05 mg/l. The unit has an accuracy of ± 0.02 mg/l. We will note such in the monthly reports, along with ND.

All in all, most of these items are minor and can be easily corrected.

There was a bid walk through for the #1 primary clarifier drive and catwalk replacement. Eileen with Wallace Group conducted the walk through. There was a good showing of contractors.



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

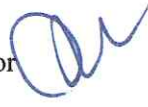
Post Office Box 339 Oceano, California 93475-0339

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 21, 2012
Subject: Review of 2012 Amendments to Bylaws

Recommendation:

The Board is asked to review and consider any revisions to the District's current By-Laws and to discuss any amendments at a subsequent meeting.

Funding:

N/A

Discussion:

Attached is a copy of the current SSLOCSD By-Laws for the Board's review.

SB

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 shall 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 agendized 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
2011 UPDATE**

- 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.

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

- 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
2011 UPDATE**

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
2011 UPDATE**

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.

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

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
DIRECTOR BYLAWS
2011 UPDATE**

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

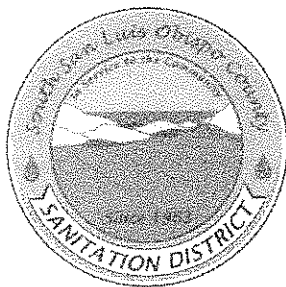
Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Subject to budgetary constraints, there is no limit to the number of Directors attending a particular conference or seminar when it is apparent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

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

<http://sslocsd.org/>

Staff Report

To: Board of Directors
From: Bob Barlogio, Plant Superintendent
Via: John Wallace, District Administrator *OW*
Date: March 21, 2012
Subject: Sludge pump parts

Recommendation:

Staff recommends the Board approve the purchase of rotor and stator pump parts from West Coast Rotor for the amount of **\$1,564.78**

Funding:

Funding would come from Account # 19-8030, Equipment Maintenance, Regular and Minor Replacement. The FY 2011-12 Budget in Account # 19-8030 contained \$65,000. The current balance is approximately \$20,345. If this item is approved, \$18,780 would remain in that account.

Discussion:

Last month we replaced a progressive cavity sludge pump on No. 2 primary clarifier sludge pump station. At this time, we do not have redundancy at this station nor No. 1 primary clarifier sludge pump station. Since we just replaced the pump on No. 2 pump station, No. 1 will probably need replacement soon. When these pumps get worn, they allow the sludge from the digester to flow back into the primary clarifier that the unit services. Thus the reason we replaced the pump at No. 2. We used the one and only pump that was on the shelf. We do not have any spare parts to rebuild one of these pumps. Since West Coast Rotor estimates 3 to 4 weeks before we would receive that parts, verses 5 to 6 weeks for the factory to rebuild a pump, I feel it would be prudent to have a spare pump rebuilt, ready for replacement.

Eventually, we would like to rebuild the old pumps that were in the heating and mixing room, that were replaced during the centrifuge project, and place them at the primary clarifier pump stations for redundancy. This would reduce the need to have spare parts sitting on shelves. This would also allow Staff to make an immediate swap to another pump in the event that the main unit had a problem.

SC



Manufacturers of quality components for progressing cavity pumps.
Since 1982

Quotation

Quote Number:
m3928

Quote Date:
Feb 27, 2012

Page:
1

Quoted to:

SOUTH SAN LUIS OBISPO COUNTY
P.O. BOX 339
OCEANO, CA 93445

Customer ID	Good Thru	Payment Terms	Sales Rep
SOUTHS1	2/28/12	Net 30 Days	RJ

Quantity	Item	Description	Unit Price	Extension
		FOB FACTORY NET. 3 TO 4 WEEKS A.R.O. BUT IF NEEDED CAN SHIP EARLIER. KIRK		
1.00	C71EE1W	ROTOR	969.00	969.00
1.00	C210FQW	STATOR	490.00	490.00
			Subtotal	1,459.00
			Sales Tax	105.78
			Total	1,564.78

Phone: (310) 327-5050 (800) 356-6080 Fax: (310) 327-4226
119 West 154TH Street, Gardena, California 90248-2201
www.westcoastrotor.com



3010 Floyd Street, Burbank, CA 91504 * 818/562-5282 * FAX 818/842-3217

QUOTE

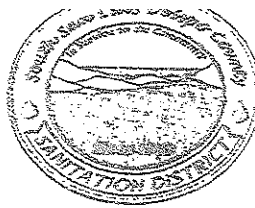
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DATE 2/27/2012

PAGE: 1 of 1

ATTN: BOB BARLOGIO
S. SAN LUIS OBISPO
PHONE: 805/489-6666
FAX: BOB@SSLOCSD.US

Customer No.		Salesperson ID	Shipping Method	Payment Terms	
SOU171		RJ	PPD/ADD	N30	
Qty	Part Number	Description	Unit Price	Ext Price	
		PF: MOYNO PUMP SN AS4907704-2GB			
1	MOY 4064000401	STATOR	836.00	836.00	
1	MOY 4054003807	ROTOR	2,031.00	2,031.00	



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: MARCH 21, 2012

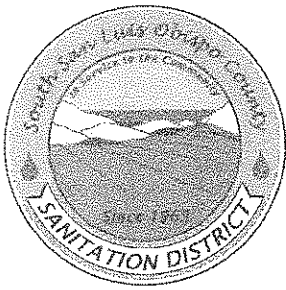
Item Description: Rotor + Stator for sludge pump

Supplier: West Coast Rotor
Flo- System, Inc

Cost: \$1,564.78
\$3,074.86

Additional Information: rebuild sludge pump for primary clarifiers

Submitted by: _____



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 21, 2012
Subject: District Sewer Overflow and Backup Prevention and Response Training

Recommendation:

1. Receive this report providing a general update on the Monthly District Collection System Coordination Meeting held between District Staff and Member Agency representatives;
2. Retain the California Sanitary Risk Management Authority (CSRMA) to provide Sewer Overflow and Backup Prevention and Response Training to District Staff and representatives of the three District Member Agencies in the not to exceed amount of **\$2,450.00**, as described below. Costs to be shared equally as permissible by the District and each of the three Member Agencies.

Funding:

Funding of the District's share will be provided from Account No. 19-7050
Membership/Seminars/Meetings

Discussion:

Beginning in September 2011, the District initiated a monthly "collection system coordination" meeting with each of the three Member Agencies. The purpose and overall goal of the monthly meetings were to:

- Initiate a joint mutual aid agreement for emergency sewer response;
- Share best practices and develop common Standard Operating Procedures (SOPs) for joint emergency sewer spill response;
- Plan and conduct spill response drills with all Member Agencies;
- Prepare common community outreach material/presentations specific to FOG, SSOs, etc.;
- Coordinate and schedule collection system maintenance and repair projects together when possible to optimize resources and costs;
- Standardize ordinances, fees, agreements, etc. between agencies.

Understanding that each of the three Member Agencies and the District share the same common interests with respect to sewer maintenance, emergency response, and regulatory compliance, one representative from each of the three Member Agencies has been assigned to attend the meetings and act as a coordinator between their respective Member Agency and the District for topics presented and resulting action items. These members form the Collection System Coordination Committee (CSCC). The meeting is chaired by District Staff and the monthly agenda is prepared based on input from each of the agency representatives.

SD

The meetings have been very successful overall and the group is collectively moving towards the goals defined above. In the months ahead the group will be working towards developing common emergency response procedures and initiating field drills to conduct emergency spill responses.

In order to facilitate these drills, the CSCC has discussed available resources for outside training relating to sewer overflow and backup prevention and response. District Staff has researched available training resources and recommends that the Board retain the services of the California Sanitary Risk Management Authority (CSRMA) to provide training to District and Member Agency Operational Staff.

The standard course offered by CSRMA runs 4 to 6 hours and covers the following subjects in a classroom format:

1. Overview of civil and regulatory liability surrounding sewer overflows and backups;
2. Tactical communication techniques when dealing with the public after an overflow or a backup into/onto private property;
3. Responding to an overflow
 - a. Initial arrivals
 - b. Securing the scene
 - c. Diversion and containment
 - d. Stabilizing the sewer
 - e. Data collection
 - f. Volume calculation techniques and documentation
 - g. Photographic and video documentation
 - h. Receiving water sampling
4. Responding to a backup into/onto private property
 - a. Determining liability and avoiding additional liability
 - b. Personal safety considerations
 - c. Data collection
5. Regulatory reporting
6. Effective debriefing post spill
7. SWRCB Office of Enforcement Investigating procedures and common areas being cited for non-compliance within Agency SSO ERPs and Pump Station ERPs

Handouts are provided prior to the training which can be used as a resource during development of emergency sewer response procedures by District and Member Agency Staff. The cost of the class outlined above is **\$2,000** plus the cost of handouts (approximately **\$3 each**) and reasonable travel costs from the Bay Area (i.e. hotel expense estimated at **\$200**). The size of the training class is not constrained by the price. The cost associated with additional attendees is negligible (\$3/attendee to cover handout costs). As a result it may be beneficial for more Member agency staff to attend.

Each of the three Member Agencies has expressed interest in attending the training course pending the anticipated cost. Ideally, each of the four agencies would split the costs of the training equally (\$613). However some of the CSCC representatives have expressed a concern given their limited available training funds.

District Staff recommends that the Board authorize the Sewer Overflow and Backup Prevention and Response Training offered by CSRMA in the amount of **\$2,000** plus reasonable travel expense and

required handouts in a not to exceed amount of **\$2,450.00**. District Staff further recommends that the Board request each of the Member Agencies to contribute to this expense in the amount that they can afford, up to and equal to 25% of the overall expense.

District Staff will work to facilitate the training with CSRMA and coordinate a date for the training to occur at the District treatment plant or other convenient location.

San Luis Obispo County
Flood Control and Water Conservation District
Flood Control Zone 1/1A Advisory Committee Meeting
Tuesday, February 21, 2012 -- 3:00 to 5:00 pm

MINUTES

1) Welcome and Introductions

In attendance: Members: Gary Kobara, Chairman; Victoria Cardoza, Tom Zehnder, Charlie Lackie; Agency Reps: Ronnie Glick (State Parks), Nola Engleskirger (County), Nicole Smith (RCD); From the public: Jeff Edwards, Greg Cobb, and John Carter

2) Public Comment

Jeff Edwards asked about the status of the contracts for biological assessments in Meadow Creek. He thought Mark Hutchinson was negotiating a contract with someone. Nola said she would look into the status, contract dollar amount and contract period and bring information to the next meeting.

3) Announcements

Nicole Smith announced that the Coastal San Luis RCD was awarded a DWR grant to implement a sediment detention/floodplain restoration project in Corbett Canyon/Tally Ho Creek area. The project will support the Waterway Management Project by keeping sediment out of Zone 1/1A. Design of the project will get underway this summer.

4) Review and approval of minutes Advisory Committee

The January meeting minutes were approved as written.

5) County Public Works Update

a) Channel Maintenance

The County has installed gate shields at the Sand Canyon flap gates to prevent people from propping them open. Regular inspections of the channel continue. There has been no downed tree removal or levee maintenance in the last month.

John Carter was concerned about the beaver activities. The County plans to include a beaver policy in the Waterway Management Plan. In the interim the County relies on emergency permits to remove downed trees during the rainy season.

b) 2011-12 Storm Preparations

The County submitted a permit waiver to Coastal Commission for reed management. Coastal Commission staff will be working to put the item on their March agenda for approval. The reed management is an emergency measure at this time. It will be looked at in the long term Meadow Creek study. John Carter thought the reed management was a good first step. He encouraged the County to use a scientific approach with data collection that would result in facts for future management. Nola clarified that there were stream gages measuring and monitoring water surface elevations on each side of the Sand Canyon Flap Gates as well as on the Pier Avenue bridge over Meadow Creek.

Measurements have indicated that there is some sort of blockage in the lagoon between Pier Avenue and the flap gates. Measurements will be reviewed again after the proposed reed management. The pump and pipe project is no longer on the table this year due to issues with Coastal Commission permitting timelines.

Greg Cobb asked if reed management would occur on the secondary channel along the "island" to the flap gate. Nola thought it was proposed only in the main channel.

The County has requested funds through the annual budget process to support work on a Meadow Creek Study. The County will be meeting with the Coastal San Luis RCD staff to discuss the scope of the study and potential collaboration on aspects of the proposed study.

c) Waterway Management Program, Alternative 3a Project

All permit applications have been submitted. The Coastal Commission has commented and the County is working to respond. The Coastal Commission has in the past wanted to review projects before other permit agencies, however for this project they would like to see these other permits first. This could alter the project schedule. The County will call on Assembly member Katcho for assistance in obtaining Coastal Commission cooperation, if necessary.

The project is anticipated to be phased with sediment and vegetation removal occurring in the first year and levee raise in the second year. Work is estimated to start July 2013.

Zone 1/1A was awarded two state grants (Prop 84 and Prop 1E), both for implementing similar components of the WMP Alternative 3a project. DWR awarded \$2.2M of Prop 84 funds to implement the 1st Year Vegetation and Sediment Management project and awarded \$2.8M of Prop 1E funds to implement the 1st Year Vegetation and Sediment Management and 3a Levee Raise project. Prop 1E requires 50% matching funds, which cannot come from the State and therefore the awarded Prop 84 funds cannot be the matching funds. Additionally, since the Prop 84 funds are for implementing 2 of the same components that Prop 1E will be used for, DWR has requested that the County determine a new project scope for the Prop 84 funds. The County is looking for other projects in the Zone with the same flood benefit and that can fit into the EIR and grant timeline. A seepage analysis was conducted. The analysis showed existing levees are not prone to seepage or boils. The under-seepage rating was lower than current standards however there has been no evidence in the past that under seepage is an issue. The County is now looking at other projects including those in the lagoon area.

6) Advisory Committee Bylaws Review & Member Update

Nola provided copies of the Advisory Committee Bylaws and membership applications. There are 7 available alternate member positions.

The Zone 1/1A Advisory Committee was originally established to provide guidance to the Board of Supervisors on operation and maintenance needs of the zone which at the time was focused on Arroyo Grande Creek Levee System. Currently, there are other existing flooding and drainage issues within the zone that the Committee could review and provide feedback to the Board on. The group thought it

important to have an active member from Oceano. Nicole will send out an announcement to the interested parties email list to solicit new members.

The assessment district includes areas within the 20 year flood line which includes the lagoon up to Pier Avenue. The assessment report states that the revenue from the assessments is for the structures within Zone 1/1A which includes the channel, levee system and appurtenant structures including the Sand Canyon and Los Berros Flap Gates. The original intention for the assessment revenue is to substantially increase the maintenance on the levee, flap gates and other flood control channel structures. Existing work efforts in the Meadow Creek area are being funded currently through Flood Control General Reserves that were allocated to Zone 1/1A for this purpose. On-going work on Meadow Creek will need a sustainable revenue source.

7) Open Forum (Questions / Suggestions for next agenda)

Nola will bring an ownership map of the lower Meadow Creek area to the next meeting.

The County is working with Caltrans on a new storm drain system to convey storm drainage away from Highway 1 to the Arroyo Grande Creek. The alternative alignment is being discussed with the airport to finalize the plan. Caltrans, SLOCOG and others have funds to implement the project. The project design will be brought to the Oceano Advisory Council in the next few months.

8) Set dates for upcoming meetings

Next meeting is March 20th and April 17th.

9) Adjourn. Meeting was adjourned at 4:25.

**San Luis Obispo County
Flood Control and Water Conservation District**

Flood Control Zone 1/1A Advisory Committee Meeting

Tuesday, March 20, 2012 -- 3:00 to 5:00 pm

Location: Oceano Community Services District Meeting Room
1655 Front Street, Oceano, CA

AGENDA

- | | |
|---|-------------------------|
| 1) Welcome and Introductions | Gary Kobara, Chairman |
| 2) Public Comment | Public |
| 3) Announcements | All |
| 4) Review and approval of minutes | Advisory Committee |
| 5) County Public Works Update | Nola Engelskirger, |
| a) Channel Maintenance | SLO County Public Works |
| b) 2011-12 Storm Efforts | |
| c) Waterway Management Program, Alternative 3a Project | |
| 6) Highway 1 at 13 th Street Drainage Project Update | Nola Engelskirger, |
| | SLO County Public Works |
| 7) Open Forum (Questions / Suggestions for next agenda) | |
| 8) Set dates for upcoming meetings | |
| 9) Adjourn | |

Additional information, updates, etc?

Check out our website at www.slocountywater.org and follow the links to Zone 1/1A

Also, <http://www.coastalrcd.org/zone1-1a/> or go to <http://www.coastalrcd.org/>
and follow links to Flood Control Zone 1/1A

The purpose of the Committee is to provide recommendations to the San Luis Obispo County Flood Control District regarding appropriate actions to provide flood protection for the properties within the boundaries of Flood Control Zones 1 and 1A.



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

Post Office Box 339 Oceano, California 93475-0339

1600 Aloha Oceano, California 93445-9735

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

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

March 14, 2012



Shane Taylor
Utilities Supervisor
City of Arroyo Grande
300 East Branch Street
Arroyo Grande, CA 93421

RE: Fats, Oils, and Grease Control Program Forms and Notification Letters

Dear Mr. Taylor,

At the December 21, 2011 Board of Directors Meeting, the Board adopted Resolution 2011-295, which established a \$125.00 Notice of Violation Fee in accordance with FOG Ordinance Article 6, and at the March 7, 2012 Board of Directors Meeting, the Board approved the attached forms and notification letters, which will now be utilized for the administration of the FOG Control Program.

Enforcement of SSLOCSD's FOG Ordinance consists of the following:

- If a Food Service Establishment (FSE) receives a violation during their semiannual FOG inspection, the FSE will receive the attached Notice of Noncompliance and be re-inspected in thirty (30) days. No fee is charged with the Notice of Noncompliance, and the Member Agency (MA) whose collection system serves the noncompliant FSE will be notified of the Notice of Noncompliance by SSLOCSD via the attached Notice of Noncompliance notification letter.
- If the FSE passes their FOG re-inspection at the end of the thirty (30) day period, they will not be charged a Violation Fee. If the FSE does not pass this FOG re-inspection, they will be charged a \$125.00 Notice of Violation Fee, receive the attached Notice of Violation, and be re-inspected in fourteen (14) days. The MA whose collection system serves the noncompliant FSE will be notified of the Notice of Violation by SSLOCSD via the attached Notice of Violation notification letter.

Please let us know if you have any further comments on the use of these forms. We will provide your agency with an executed copy of the forms as they are used in FOG enforcement and any

fees shall be credited or paid to the City. Unless otherwise directed, we will direct copies of executed enforcement forms to the City Manager's office.

We appreciate the City's assistance in this program, which we believe has had a significant impact to lower sewer maintenance costs. If you have any questions or comments, please contact me at your convenience.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Wallace", with a stylized flourish at the end.

John L. Wallace
District Administrator



FATS, OILS, AND GREASE CONTROL PROGRAM

South San Luis Obispo County Sanitation District

P.O. Box 339, Oceano, CA 93475

Member

Agency: _____

Permit No.: _____

NOTICE OF NONCOMPLIANCE

The following violation(s) of the South San Luis Obispo County Sanitation District (SSLOCSD) Fats, Oils, and Grease (FOG) Ordinance are found, and this Notice of Noncompliance is issued to _____ on _____ pursuant to the authority vested in the District Administrator and his/her authorized representative under SSLOCSD FOG Ordinance Article 6. This Ordinance is available on SSLOCSD's website: www.sslocsd.org.

- ☐ §2.3 Your FOG Permit application was not received prior to any wastewater discharge.
- ☐ §2.5 You failed to install an approved grease trap/interceptor by _____ as required by _____.
- ☐ §2.11 You denied our authorized inspectors access to your grease trap/interceptor to verify compliance with SSLOCSD FOG Ordinance on _____.
- ☐ art. 4 Our inspection of the grease trap/interceptor on _____ revealed noncompliance conditions for the following: _____.
- ☐ §5.2 Your grease trap/interceptor maintenance records were not available onsite during the inspection on _____.
- ☐ §5.4 You denied our authorized inspectors access to your facility to observe conditions and/or obtain information related to discharges to the sewer system on _____.
- ☐ §_____ _____

ORDER TO COMPLY: You are hereby ordered to abate the preceding violations. Failure to comply within thirty (30) days of the date of this Notice of Noncompliance will subject you to a Notice of Violation and the corresponding Notice of Violation fee of \$125.00, as provided by Resolution 2011-295, which is available on SSLOCSD's website. Any indicated documentation must be directed to and received by the Environmental Compliance Inspectors within thirty (30) days of the date of this Notice of Noncompliance.

- ☐ Submit the required written information or documents: _____.
- ☐ Submit a written schedule for the installation of a grease trap/interceptor for review and approval by the District Administrator and _____.
- ☐ Clean/pump the grease trap/interceptor and/or sample box.
- ☐ _____

Should you have any questions regarding this Notice of Noncompliance, please contact the Environmental Compliance Inspectors immediately at (805) 544-4011. We look forward to working with you to resolve this issue in a timely manner and appreciate your immediate attention to this item.

Signed: _____
Environmental Compliance Inspector

Date



FATS, OILS, AND GREASE CONTROL PROGRAM

South San Luis Obispo County Sanitation District
P.O. Box 339, Oceano, CA 93475

Member
Agency: _____
Permit No.: _____

NOTICE OF VIOLATION

You were previously issued a Notice of Noncompliance dated _____. As of this time, we have not received notification from you indicating that a correction has been made. Therefore, the following violation(s) of the South San Luis Obispo County Sanitation District (SSLOCSD) Fats, Oils, and Grease (FOG) Ordinance are found, and this Notice of Violation is issued to _____ on _____ pursuant to the Notice of Noncompliance and the authority vested in the District Administrator and his/her authorized representative under SSLOCSD FOG Ordinance Article 6 and Resolution 2011-295. Based upon the current policy, the _____ will fine _____ the respective **Notice of Violation fee of \$125.00**. SSLOCSD FOG Ordinance and Resolution 2011-295 are available on SSLOCSD's website: www.sslocsd.org.

- ☐ §2.3 Your FOG Permit application was not received prior to any wastewater discharge.
- ☐ §2.5 You failed to install an approved grease trap/interceptor by _____ as required by _____.
- ☐ §2.11 You denied our authorized inspectors access to your grease trap/interceptor to verify compliance with SSLOCSD FOG Ordinance on _____.
- ☐ art. 4 Our inspection of the grease trap/interceptor on _____ revealed noncompliance conditions for the following: _____.
- ☐ §5.2 Your grease trap/interceptor maintenance records were not available onsite during the inspection on _____.
- ☐ §5.4 You denied our authorized inspectors access to your facility to observe conditions and/or obtain information related to discharges to the sewer system on _____.
- ☐ §_____

ORDER TO COMPLY: You are hereby ordered to abate the preceding violations. Failure to comply within fourteen (14) days of the date of this Notice of Violation will subject you to an additional Notice of Violation and an additional Notice of Violation fee of \$125.00, as provided by Resolution 2011-295. Furthermore, failure to comply may subject you to additional penalties, including, but not limited to, FOG Permit suspension, FOG Permit revocation, water service termination, and/or severance of the sewer connection. Any indicated documentation must be directed to and received by the Environmental Compliance Inspectors within fourteen (14) days of the date of this Notice of Violation.

- ☐ Submit the required written information or documents: _____.
- ☐ Submit a written schedule for the installation of a grease trap/interceptor for review and approval by the District Administrator and _____.
- ☐ Clean/pump the grease trap/interceptor and/or sample box.
- ☐ _____

If you feel you have received this Notice of Violation in error, please contact the Environmental Compliance Inspectors immediately at (805) 544-4011 to resolve the issue.

Signed: _____
Environmental Compliance Inspector Date



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1600 Aloha Oceano, California 93445-9735

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

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

<Insert Date>

<Insert Name>

<Insert Title>

<Insert City/District Name>

<Street Address>

<City Name>, CA <Zip>

RE: Fats, Oils, and Grease Control Program Notices of Noncompliance

Dear Mr. <Insert Name>:

The following food service establishments (FSEs) received written Notices of Noncompliance dated <Insert Date> due to their Fats, Oils, and Grease (FOG) Control Program inspections on <insert date> for the reasons specified below:

FSE Name	FSE Address	Violated FOG Ordinance Article or Section	
Name	Address	§2.3	FOG Permit application not received prior to any wastewater discharge.
		§2.5	Failed to install an approved grease trap/interceptor by _____ as required by _____.
		§2.11	Denied inspectors access to the grease trap/interceptor.
		art. 4	Our inspection of the grease trap/interceptor on _____ revealed noncompliance conditions for the following: _____.
		§5.2	Your grease trap/interceptor maintenance records were not available onsite during the inspection on _____.
		§5.4	You denied our authorized inspectors access to your facility to observe conditions and/or obtain information related to discharges to the sewer system on _____.



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

<Insert Date>

<Insert Name>

<Insert Title>

<Insert City/District Name>

<Street Address>

<City Name>, CA <Zip>

RE: Fats, Oils, and Grease Control Program Notices of Violation

Dear Mr. <Insert Name>:

The following food service establishments (FSEs) received written Notices of Noncompliance dated <Insert Date> and Notices of Violation dated <Insert Date> due to their Fats, Oils, and Grease (FOG) Control Program inspections on <Insert Date> and <Insert Date>, respectively, for the reasons specified below:

FSE Name	FSE Address	Violated FOG Ordinance Article or Section	
Name	Address	§2.3	FOG Permit application not received prior to any wastewater discharge.
		§2.5	Failed to install an approved grease trap/interceptor by _____ as required by _____.
		§2.11	Denied inspectors access to the grease trap/interceptor.
		art. 4	Our inspection of the grease trap/interceptor on _____ revealed noncompliance conditions for the following: _____.
		§5.2	Your grease trap/interceptor maintenance records were not available onsite during the inspection on _____.
		§5.4	You denied our authorized inspectors access to your facility to observe conditions and/or obtain information related to discharges to the sewer system on _____.