

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

Post Office Box 339 Oceano, California 93475-0339

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<http://sslocsd.org/>

## **Agenda**

### **Board of Directors Meeting**

1655 Front Street

Oceano, California 93445

**Wednesday, April 4, 2012 at 6:00 PM**

#### **Board Members**

Bill Nicolls, Chairman

Matthew Guerrero, Vice Chairman

Tony Ferrara, Director

#### **Alternates**

John Shoals, Director

Richard Searcy, Director

Jim Guthrie, Director

#### **Agencies**

City of Grover Beach

Oceano Community Services District

City of Arroyo Grande

City of Grover Beach

Oceano Community Services District

City of Arroyo Grande

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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 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 21, 2012 meeting**

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

**4. PLANT SUPERINTENDENT'S REPORT****5. BOARD ACTION ON INDIVIDUAL ITEMS:****A. SEWER SYSTEM MANAGEMENT PLAN (SSMP) STATUS UPDATE**

Staff recommends the Board receive an update on the status of the SSMP and the SSMP's communication plan.

**B. CONSTRUCTION CONTRACT AWARD FOR THE PRIMARY CLARIFIER NO. 1 CATWALK AND DRIVE PROJECT 06 MBI 04**

Staff recommends the Board award a construction contract to FRM Inc. for the Primary Clarifier No. 1 Catwalk and Drive Installation Project in the amount of \$160,731.

**C. PRIMARY CLARIFIER INSPECTION**

Staff recommends the Board approve the services of Advantage Technical Services, Inc to evaluate the integrity of the structural steel in primary No. 1, not to exceed **\$1,000.00**.

**D. REVIEW OF 2012 AMENDMENTS TO BYLAWS**

Staff recommends the Board complete the review of current by-laws and make any desired changes by adopting a Resolution at the April 18, 2012 meeting

**E. SIX-INCH PLUG VALVES, PURCHASE; PRIMARY NO. 1**

Staff recommends the Board approve the purchase of eight 6-inch plug valves from Ferguson Enterprises for **\$7,395.96**.

**F. ELECTRICAL WIRING PURCHASE, 04 MBI 16, ACCOUNT 26-8065**

Staff recommends the Board approve the purchase of copper electric wire, not to exceed **\$6,500** from vendors in the area.

**H. GAS SCRUBBER CARBON**

Staff recommends the Board approve the purchase of Type CAT3 carbon and TypeCV carbon from Carbtrol Corporation in the amount of **\$1,533.00**

**I. INFLUENT PUMP STATION CONTROLLER**

Staff recommends the Board approve the purchase of a HydroRanger, transducer, and submersible hood for the amount of **\$2,277.18**.

**J. MUNICIPAL SERVICES REVIEW (MSR)**

Staff recommends the Board review the draft MSR and provide staff with any comments for LAFCO consideration

**K. WATER RECYCLING SYMPOSIUM (VERBAL)**

Staff recommends the Board receive status and direct Staff to set a date for the proposed Water Recycling Symposium.

**6. MISCELLANEOUS ITEMS**

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

**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 21, 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.

### **3. CONSENT AGENDA**

A. Review and Approval of Minutes of the Meeting of March 7, 2012.

B. Review and Approval of Warrants.

C. Financial Report ending February 29, 2012

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

### **4. PLANT SUPERINTENDENT'S REPORT**

Plant Superintendent Barlogio reported that the Plant has been running well and within compliance of the District's permit. He said that within the next two weeks, Staff will replace the FFR pump. The pump being replaced will be sent in to be rebuilt and then used as an influent pump.

Plant Superintendent Barlogio then spoke about the NPDES inspection by an EPA contractor, and the Regional Water Quality Control Board. Plant Superintendent Barlogio thinks it went well, with minor comments. The EPA contractor will make a written report and submit it to the local Water Board.

Plant Superintendent Barlogio said there was a good turnout last week for the bid walkthrough for the Primary No. 1 Clarifier drive project to construct a new bridge and to install the drive itself.

Chairman Nicolls asked if the District would get a copy of the written EPA report when submitted to the Water Board. Administrator Wallace responded that he had asked the Water Board about that, which indicated that the EPA consultant would issue a written report and the District would receive a copy. Administrator Wallace expects the report identify relatively minor issues. The consultant had questions about the long-range Plant expansion including the redundancy projects.

Administrator Wallace indicated that the redundancy plan is not part of the permit requirement but that it is the District decision to have more redundancy in the Plant. Vice Chairman Guerrero asked about a lab technician. Administrator Wallace replied that the consultant was informed about the cost-saving decisions which the Board had made regarding lab services. As long as the District uses an EPA/ELAP-certified laboratory, the District is in compliance.

5. BOARD ACTION ON INDIVIDUAL ITEMS

A. PRESENTATION BY COUNTY DPW REGARDING LAGOON FLOODING MITIGATION PROJECTS

Mr. Paavo Ogren, Director of the Department of Public Works (DPW) for the County, gave an update of the County's efforts for mitigating flooding in the Oceano Lagoon.

Mr. Ogren gave a quick overview of the DPW's efforts, including the Arroyo Grande Creek habitat conservation plan, water rights; the IRWM planning grant which involves possibilities for the use of reclaimed water; the progress made on the Highway 1 drainage projects; and sandbar management.

Mr. Ogren then turned to the specific issue of flooding problems with respect to the Oceano Lagoon. He said that DPW has raised Delta Street which will hopefully reduce flows coming towards the Plant across the airport. DPW has obtained a waiver from the Coastal Commission for the County's Lagoon Reed Management Plan through December 2012 for a 10-ft wide clearing to be cut through the reeds in the Lagoon so there is a free flow of water to the flap gates. Also, the data will be analyzed to see whether or not the gauges on Pier Avenue versus the gauges at the flap gates are able to measure the extent to which the reeds are retarding the free flow of water. Mr. Ogren said that this is certainly not a permanent solution. He expects that DPW will get the permit from the Department of Fish and Game in April and will put that into effect for the next storm season.

Mr. Ogren then spoke about addressing more permanent, longer-term options to mitigate the risks of flooding in the Oceano Lagoon area. The County Board of Supervisors has approved the contract with an environmental firm to do a biology assessment on the Lagoon. Another effort includes meetings with the Resource Conservation District (RCD). He said that partnering with the RCD will be important to long-term solutions since the RCD has been successful in working through environmental issues. A part of the scope of work being prepared by RCD is to determine what the physical options are at the flap gates including removal of the flap gates completely, and use of a different type of gate which would open more fully.

Mr. Ogren believes that some areas in the flood plain would still be at risk. The basic conclusion is that DPW would not be able to pump water out from these areas fast enough during large storms. They will do as much as possible to reduce the frequency of the risk of flooding.

Mr. Ogren explained that the bottoms of the flood gate culverts are roughly six feet above the original creek channel. Over the 50-60 years which the levees have been in existence, sedimentation has built up. Over the years, sediments build up, and now reeds are able to grow.

Administrator Wallace asked about the sandbar management. Mr. Ogren replied that the Coastal Commission understands the need for the establishment of protocols and that developing the science and the environmental background will be necessary before discussing anything further with them.

Director Ferrara was interested in the direct mitigation to the flap gates and what the timeframe is.

Mr. Ogren replied that the next direct step is to identify the engineering alternatives for the flap gates which he would expect to be done in the next six months. After looking at the engineering alternatives, then the focus shifts to which alternatives are believed to most likely accomplish the objectives. Those alternatives would then have more focused environmental analysis and more focused watershed analysis done.

Director Ferrara said that what he was looking for was, if not a permanent measure, then some kind of temporary fix to the flap gates so that there is not a reoccurrence of the flooding event of December 2010. Mr. Ogren said that he does not anticipate, in the short-term, having the ability to make any physical changes at the flap gates. The reed management plan is the temporary option to make sure that there is free-flowing water to the flap gates so that when a storm hits, water does not accumulate behind the levees and flow around the bulrushes into the neighborhoods. He said that, in order to get the permanent solutions permitted, it would take an alternatives analysis and a full environmental review of the species present in the area, all of which would lead to a multi-year endeavor.

In terms of the flap gates, it is the County's position that they actually worked as they were originally supposed to. The combination of a high tide and the storm surge led to the flap gates closing as they were designed to. Mr. Ogren said that he does not anticipate getting a permit for a permanent project to modify the flap gates before next winter. He said that going through this year, the County hopes to identify what it thinks the basic options are, then scoping out the environmental work which would then lead to the developing of a project schedule.

Vice Chairman Guerrero said that it is frustrating living in the area since it seems that the solution ought to be simpler than what it is turning out to be. Mr. Ogren agreed and said that every resource agency is involved since dealing with this issue involves wetlands.

Director Ferrara said that he assumes, if there should be another storm event like in 2010, that there would be closer monitoring and additional spot mitigation as things are observed to not be functioning the way they should. Mr. Ogren replied that the Zone 1/1A Emergency Response Plan has been updated since the December 2010 storm including having more County presence on the lagoon side and not just the levee side and making sure that there is someone at the flap gates. There will be observers at other spots on the watershed as well.

Chairman Nicolls then opened up this item for public comments.

Mr. John Carter of Oceano said that he liked what the County is doing and commented on the County's reed-cutting plan. Mr. Carter said that implementation of a process is very important, and he believes that the \$45,000, which has been allocated to the reed-cutting effort, would be better spent on beginning that process. He said he understands that it is a long process which involves many agencies and EIR's and EIS's. Mr. Carter is concerned about a one-time reed-cutting, and he is not sure that cutting those reeds will increase water flow. He said that something needs to be learned from whatever is done. He suggested that, instead of cutting reeds, the DPW buy some flow meters and then collect some information which is dynamic as opposed to static. That information could be used in the development of alternatives to the flap gates. He brought up the idea of looking again at the possibility of dredging. Mr. Carter then spoke about the observations made by him and by others that the flooding was not caused by the flap gates not opening but that it was from the runoff from across the airport's runway. Mr. Carter ended by suggesting that the \$45,000 be used to start the long-term process.

Mr. Joe Schacherer of Oceano believes that the actual cost of the reed-cutting plan will be much higher than \$45,000. He would like to know what the actual cost would be. He mentioned the

solution for Highway 1 at 13<sup>th</sup> Street costing around \$2.6 million. The water would be diverted all the way down to the Plant through the culverts along Aloha Place, then pushed through Security Court. Mr. Schacherer asked where all that water is going to go. He said that there needs to be something stronger than just cutting two inches off the reeds and letting it grow back in two months. Mr. Schacherer agreed with Mr. Carter that a permanent solution needs be started right now. Mr. Schacherer asked whether anyone has even come down to look at the area. If the goal is to protect habitat, that has been lost. Mr. Schacherer ended by saying that there should be someone there to manually open the flap gates.

Ms. Julie Tacker said that she had hoped that Mr. Ogren would talk more about the \$2.6 million plan which Mr. Schacherer had mentioned. She had looked at the County staff report for next Tuesday which says that "numerous preventative actions have been taken." The problem Ms. Tacker has with these preventative actions is that these preventative actions are to be done in the future. She said that nothing has yet been done.

Mr. Ogren responded first by saying that both efforts are necessary. It is not a matter of taking the money and reallocating it towards permanent efforts; it is a matter of doing both. He said that he has been out on the Lagoon multiple times and that implementing reed management is helping to get the resource agencies engaged. Also, access into the Lagoon is enhanced by cleaning out the reeds which would help in developing different options. Mr. Ogren stated that more work needs to be done on identifying more permanent solutions, which also helps re-establish good biology. Mr. Ogren concluded by saying that this is a challenging situation and that there are multiple efforts going on.

Director Ferrara related how this situation reminded him of the difficult situation when the County was going to turn over management of Arroyo Grande Creek to the State. Proposed high assessments led to a local MOU. There was an absence of communication and a real disconnect between the work, which clearly needed to be done, and the permitting agencies which could approve it or deny it. The MOU process involved getting the parties to discuss issues, having walking tours and identifying problem areas. Director Ferrara said that if the process is as complex as what he is hearing, then it seems to him that the regulatory agencies need to get together in a manner similar to what was done with Zone 1/1A. It seems to Director Ferrara that something similar could be done, but coordination is missing in this case. If a similar approach is used as with Zone 1/1A, there may be a chance to advance this a little more quickly.

Mr. Ogren replied that is actually the approach he himself had been talking about. That is why the County is engaging now with the RCD, which was one of the partners to that MOU, and which was productive in helping move that forward. Getting those same partners together is happening now. Mr. Ogren said the basic position is that Meadow Creek is a tributary to AG Creek so the MOU involving the AG Creek Watershed will need to include Meadow Creek.

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

Administrator Wallace presented to the Board copies of the District's current Bylaws. He explained that there is a requirement to review the Bylaws on an annual basis. Administrator Wallace said that no action is expected tonight but that the Board should review the Bylaws for the next meeting.

Vice Chairman Guerrero asked whether there had been an issue with the Bylaws in the past or if there could be a potential issue. Administrator Wallace replied that there had not been, and it is just a requirement of the Bylaws to review them on an annual basis. When asked if there is a legal requirement, District Counsel Seitz responded that there is no legal requirement and that is generally a requirement of most Districts to review them on an annual basis.

This item will be further discussed at the next Board meeting.

C. SLUDGE PUMP PARTS

Plant Superintendent Barlogio presented the staff recommendation that the Board approve the purchase of rotor and stator pump parts from West Coast Rotor for the amount of \$1,564.78.

These pumps are used to pump sludge out of the primary clarifier. When these pumps get worn, they allow the sludge from the digester to flow back into the primary clarifier. In addition, at present, there is no redundancy at either primary clarifier sludge pump station. Plant Superintendent Barlogio anticipates that the old pumps from the heating and mixing room could be rebuilt and used in the primary clarifier pump stations for redundancy.

**It was moved by Vice Chairman Guerrero, seconded by Director Ferrara, to approve the staff recommendation that the Board approve the purchase of rotor and stator pump parts from West Coast Rotor in the amount of \$1,564.78. Motion carried unanimously.**

D. DISTRICT SEWER OVERFLOW AND BACKUP PREVENTION AND RESPONSE TRAINING

Administrator Wallace presented the Staff recommendation that the Board retain the services of the California Sanitary Risk Management Authority (CSRMA) to provide Sewer Overflow and Backup Prevention and Response Training to District Staff and representatives of the Member Agencies in the not-to-exceed amount of \$2,450.00.

Administrator Wallace spoke about the Collection System Coordination Committee which has been meeting on a monthly basis with regards to the collection systems of the Member Agencies and the District's trunk sewer.

A few months ago, there had been a good presentation given on the overall training for responding to sewer spills at the seminar held in Oakland. Staff inquired about such training and was given the quote by the trainer. The District is asking that the Member Agencies share the costs, but it is recommended that the District move forward with this training even without the Member Agencies. Director Ferrara commented that this would be valuable for District Staff as well as employees of the Member Agencies. Administrator Wallace agreed that the training would involve District Staff as well as employees of the Member Agencies.

**It was moved by Director Ferrara, seconded by Vice Chairman Guerrero, to approve the staff recommendation that the Board approve the costs of the Sewer Overflow and Backup Prevention and Response Training in the not-to-exceed amount of \$2,450.00 which will possibly be shared by the Member Agencies. Motion carried unanimously.**

6. MISCELLANEOUS ITEMS

A. Miscellaneous Oral Communications

Administrator Wallace said that there has been good progress made towards having the recycled water symposium. He asked the Board for input on possible dates and times. The Board narrowed it down to the last couple of weeks of May. Director Ferrara said he



has concerns about a daytime symposium because this is as much for the public as it is for the agencies involved.

Chairman Nicolls asked about the availability of venues.

Administrator Wallace also spoke about his meeting with the Water Board regarding several items, one of which was the status of the Water Board's involvement in the District's Notice of Violation (NOV). Administrator Wallace said he had gotten clarification of the NOV process.

As Plant Superintendent Barlogio had mentioned, there had been an EPA permit (NPDES) compliance inspection. Administrator Wallace thought it went very well.

Administrator Wallace then spoke about the ethics training for public officers which is required every two years. He said that there will be an ethics training session in Templeton on June 6. Director Ferrara said that the ethics training is available online. Administrator Wallace said there is an advantage of having people there with whom to communicate and ask questions.

#### B. Miscellaneous Written Communications

Administrator Wallace included the minutes from the Zone 1/1A meeting and the agenda.

He included a copy of the actual forms which went out to Shane (Arroyo Grande), Mike (Grover Beach) and Dan (OCSO) for transmitting the Notice of Noncompliance which includes Director Guerrero's suggestion from the March 7, 2012 Board meeting.

Administrator Wallace also presented an administrative draft of the municipal services review of the District and asked for comments after the Board has had time to review it.

#### 7. PUBLIC COMMENT ON CLOSED SESSION

There were no public comments.

#### 8. CLOSED SESSION

- (1) Conference with Legal Counsel regarding significant exposure to litigation pursuant to Government Code Section 54956.9; 2 cases  
Mascolo v. SSLOCSO et al. and Appleton vs SSLOCSO 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

The Board heard District Counsel's report on the items above, but there was no reportable activity.

#### 10. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at approximately 7:30 p.m.

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

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT  
WARRANT REGISTER  
4/4/2012

ISSUED TO	PURCHASE/SERVICE	INV. # / SERVICE PERIOD	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
AIRFLOW FILTER SERVICE	FILTER SERVICE	103631	040412-6442	8030	187.16	187.16
ANDRITZ SEPARATION	PAYMENT OF SALES TAX	8480024934	43	8030	4.06	4.06
ARAMARK UNIFORMS	EMPLOYEE UNIFORMS	6769427 6788411	44	7025	319.28	319.28
ASBURY ENVIRONMENTAL SERVICES	USED OIL SERVICE	130391996	45	8030	40.00	40.00
AT&T	TELEPHONE SERVICE	MARCH	46	7013	622.80	622.80
BEST WESTERN PLUS SUTTER HOUSE	CWEA ANNUAL CONFERENCE	CONFIRM #526157901 ALLEN	47	7050	940.80	940.80
BILL NICOLLS	BOARD SERVICE	MARCH	48	7075	200.00	200.00
BOB BARLOGIO	REIMB FOR WIRING PURCHASE	ELECTRONIC PARTS SUPERMART	49	26/8065	288.77	288.77
BRENNTAG PACIFIC, INC	PLANT CHEMICALS	181725 181353	50	8050	9,699.87	9,699.87
CA ELECTRIC SUPPLY	MISC ELECTRIC SUPPLIES	7826-480399	51	8030	210.15	229.70
	MISC SUPPLIES ELEC SYS UPGRADE	7826-477157 04 MBI 16		26/8065	19.55	
CHARTER COMMUNICATIONS	INTERNET SERVICE	MARCH	52	7011	55.81	55.81
CONSOLIDATED ELECTRIC	WIRING FOR ELEC SYS UPGRD	5870-541407	53	26/8065	1,635.56	1,635.56
D'ANGELO'S COATINGS	PAINT	S220121	54	8060	561.90	561.90
FEDEX	SHIPPING	7-824-96363 7-832-51052	55	8045	75.70	75.70
FERGUSON ENTERPRISES INC	VALVES FOR FFR PUMP REFURB	7789098 09 MBI 01	56	26/8061	4,501.87	4,501.87
FGL ENVIRONMENTAL	CHEMICAL ANALYSIS	280409A 280517A 280597A 280614A 280672A 280687A 280715A 280758A 280771A	57	7078	2,443.00	2,443.00
FLO-SYSTEMS INC	FFR PUMP REFURB	F13118-11R290 09 MBI 01	58	26/8061	36,733.66	36,733.66
GAS SYSTEMS LLC	2ND QUARTER CO-GEN MAINT	683	59	7097	7,903.70	7,903.70
GRAINGER	LAB SUPPLIES	9780850443	60	8040	140.84	1,301.81
	OFFICE SUPPLIES	9777762619		8045	152.76	
	MANHOLE LADDER	9780506466		8055	328.19	
	EFFLUENT PUMP	9777844276		8060	414.09	
	AED WALL CABINET	9782347992 11 MBI 09		19/8010	265.93	
LI. SUPPLY	MISC SUPPLIES	13360 13424 13444	61	8060	598.14	598.14
INTERSTATE BATTERIES	CART BATTERIES	60446 60447	62	8030	437.36	437.36
JACK'S REPAIR	TRIMMER	26124	63	8055	386.61	386.61
JB DEWAR INC	VEHICLE FUEL	787682	64	8020	75.48	336.90
	LUBEWATCH OIL ANALYSIS	949840		8030	261.42	
LIEBERT CASSIDY WHITMORE	LEGAL SERVICES	144174 147835	65	7071	810.00	810.00
LINC DELIVERY	DELIVERY SERVICE	FEBRUARY	66	8040	166.50	166.50
MATTHEW GUERRERO	BOARD SERVICE	MARCH	67	7075	200.00	200.00
MC MASTER CARR	MISC SUPPLIES	20660311 20731035 20757154 20854174	68	8060	705.81	705.81
MDT PERSONNEL	CONTRACT LABOR	2816 4766	69	6085	1,904.00	1,904.00
PG&E	ELECTRICITY SERVICE	02/13/2012 TO 03/13/2012	70	7091	7,874.77	7,874.77
SAN LUIS PERSONNEL	CONTRACT LABOR	9653 9710	71	6085	1,116.00	1,116.00
SANTA MARIA DIESEL	MISC SUPPLIES	24741 24758	72	8055	476.85	493.34
		24745		8056	16.49	
SM TIRE	TRAILER TIRES	569682 569683	73	8030	184.47	184.47
SUNRISE ENVIRONMENTAL	CHEMICALS	15373	74	8050	168.39	168.39
TEKTEGRITY	MANAGED IT SERVICE	20456-112 20603-112 11 MBI 07	75	19/7015	1,955.50	1,955.50
TITAN INDUSTRIAL	MISC SUPPLIES	1049364	76	8055	49.81	631.06
		1049287 1049294		8056	334.93	
		1049302 1049303		8060	246.32	
TONY FERRARA	BOARD SERVICE	MARCH	77	7075	200.00	200.00
WOESTE ELECTRIC	WORK ON ELEC SYS UPGRADE	7005 7023 04 MBI 16	78	26/8065	5,190.76	5,190.76
SUB TOTAL					91,105.06	91,105.06
PAYROLL	PPE 03/23/2012				24,374.38	24,374.38
GRAND TOTAL					115,479.44	115,479.44

We hereby certify that the demands numbered serially from 040412-6442 to 040412-6478 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:

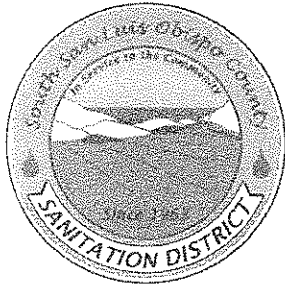
DATE: \_\_\_\_\_

\_\_\_\_\_  
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

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**To:** Board of Directors  
**From:** Bob Barlogio, Plant Superintendent  
**Via:** John Wallace, District Administrator *W*  
**Date:** April 4, 2012  
**Subject:** Superintendent's Report

The plant has been operating well. The data below represents most of March, 2012, but is not complete. But the data we do have shows compliance with our permit.

Average flow 2.61 million gallons per day

Average chlorine usage 274 gallons per day

Highest fecal was an 30 mpn, median was a 2 mpn

Average BOD in 348mg/l, out 24mg/l, high 44.5 mg/l, due to a FFR flush

Average TSS in 356 mg/l, out 25 mg/l, high 35 mg/l, due to a FFR flush

We have had problems with several electronic components at the front of the plant. As of March 18<sup>th</sup>, 2012, our ultrasonic transducer that monitors the incoming flow to the plant has been giving erroneous results. The flow meter is reading extremely high, then back to normal readings. A unit has been ordered and should be installed by this meeting date.

The influent wet well monitoring unit failed on March 24, 2012. Trini discovered it while doing his rounds on the Saturday afternoon. The unit monitors the level in the influent pump wet well, sending a signal to speed up or slow down the influent pumps. Trini called in Woeste Electric to trouble shoot the problem and see if it was an electrical issue. It was determined that the device had the proper voltage and no bad connections or fuses.

Staff then contacted Frank Potter with FM Controls to assist with the trouble shooting of the unit. After Frank walked staff through the programming, it was then determined that it was a Millitronics unit that failed. This unit converts a pressure transducer signal to a 4 to 20 milliamp signal. The milliamp signal goes to the Variable Frequency Drive (VFD), controlling the influent pump speed. Frank offered to come on Sunday, bringing some repair parts. (Trini had to stay at the plant, monitoring the level in the wet well Saturday night)

Frank installed some used units and put it back into service on Sunday. A staff report is included in the agenda for replacement units.

Staff with assistance from Woeste Electric, has all the 460 volt wiring completed in the FFR. We still need to finish some wiring on the #2 primary clarifier, and we should be complete with the 460 volt wiring. We probably should replace some of the 120 volt wiring to the chemical pumps and monitoring equipment. We also have not replaced the wiring to the overhead lights. Most of these wiring pulls have been long distance, using a lot of our wiring. Thus the reason for another wire purchase request.

Staff painted the primary clarifier drive, giving it several coats of paint to hold up to the harsh environment in our area.

Staff also painted the rebuilt FFR pump and valves to go with it. Staff is scheduled to replace the FFR pump and valves on April 4<sup>th</sup>, in the early morning hours. They will need to stop the flow at the head works in order to change the valves. After the valves are replaced, they can reestablish flow through the plant. Last time, when the plant was "shut off" just for a couple hours, to replace the valves on the #2 FFR pump when no problems were encountered. Trini had the temp staff remove the bolts, one at a time, lube and reinstalled. This really speeds things up.

CalTrans is offering limited classes on California Manual on Uniform Traffic Control Devices (MUTCD), on May 9, 2012. We will be bring this up during the collection systems meeting in April. I don't know how much of this we can use, because it has a limited amount of information on the use of temporary traffic control signs. But it probably is worth sending one person to the class.



# SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT


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<http://sslocsd.org/>

## Staff Report

**To:** Board of Directors  
**From:** John Wallace, District Administrator   
**Date:** April 4, 2012  
**Subject:** Sewer System Management Plan Status Update

### Recommendation:

Staff recommends the Board receive the Sewer System Management Plan (SSMP) status update as part of the South San Luis Obispo County Sanitation District's (District) SSMP Communication Plan.

### Funding:

Funding for maintaining and implementing the District's SSMP is provided by Account No. 19-7087 *WDR and SSMP District Expense*. The FY11-12 budget for Account 19-7087 is \$152,215 and \$38,680 is currently remaining.

### Discussion:

The State Water Resources Control Board (SWRCB)'s Statewide General Waste Discharge Requirements and Monitoring and Reporting Requirements for Sanitary Sewer Systems, Orders No. 2006-0003-DWQ and WQ 2008-0002-EXEC, require the District to have and maintain a SSMP. The SSMP must include a communication program in order to keep the public informed on the "development, implementation, and performance of" the District's SSMP and provide the public with the opportunity to provide input to the District's SSMP throughout its implementation.

Attached are the District's SSMP Audit Action Item Statuses and the District's SSMP Communication Plan. Staff wishes to update the Board with the information provided in both documents and is requesting any comments the Board may have regarding these action items.

SA

# SSLOCSD SSMP Audit Action Items

No.	Requirement	Status	Comments
1	SSMP Introduction Minor: Update introduction to include more detail.	Complete	Completed: 8/24/2011.
2	SSMP Organization Minor: Move appendices to respective SSMP elements.	Complete	Completed: 8/24/2011.
3	SSO Incident Form Minor: Include follow-up with individual who notified the District.	Complete	Completed: 8/23/2011.
4	Preventative Maintenance Program Minor: Update SSMP to reflect existing PM work. Define Scope of PM Plan. Major: Develop a more complete program.	Complete In Process	Completed: 10/25/2011. A draft copy of the PM Program will be available for Operations Staff to review by April 1, 2012. The PM Program will be finalized upon return and revision.
5	Rehabilitation and Replacement Plan Minor: Note in the SSMP the work done to date and the requirements, but the majority of the R&R Plan is incomplete. Major: Develop R&R Plan.	Complete In Process	Completed: 10/25/2011. A draft copy of the R&R Plan will be available for Operations Staff to review by April 1, 2012. The R&R Plan will be finalized upon return and revision.
6	Overflow Emergency Response Plan Procedures Major: Hire out to develop procedures.	In Process	SSLOCSD is in the process of developing joint SSO Response SOPs with the MAs. More OERP procedures will be developed after SSO Response training is held and the PM Program and R&R Plan are completed.
7	SSO Response Supplies Minor: Create list of supplies needed with Bob. Major: Purchase items.	Complete Complete	Completed: 9/20/2011. Completed: 3/07/2012.
8	Inventory Minor: Update inventory with purchased SSO response supplies.	Complete	Completed: 3/29/2012.
9	Formalize Agreements Major: Formalize spill response and maintenance agreements.	In Process	SSLOCSD is in the process of becoming signatory to CalWarn and developing joint SSO Response SOPs with its MAs.
10	Class 1 and Class 2 SSO Response Practical Training Minor: Find offsite SSO response trainer. Major: Conduct SSO response practical training.	Complete In Process	Completed: 10/20/2011. Additional training is scheduled for April 17, 2012. SSLOCSD and MAs to attend.
11	Staff Training Records and Plan Minor: Maintain staff training records and develop training schedule.	Ongoing	The CPO maintains the staff training schedule and records, which are available in his office. The SSMP is updated semiannually with this information.
12	Contractor Training Minor: Include contractor licensing requirements in the SSMP.	Complete	Completed: 8/24/2011.
13	Public Outreach Minor: Develop a communication plan. Major: Implement the communication plan.	Complete In Process	Completed: 8/23/2011. Please reference SSLOCSD's Communication Plan in SSLOCSD's SSMP for details.
14	District and Member Agency Communication Minor: Establish monthly meetings with the MAs.	Ongoing	First meeting held 9/8/2011. Meetings are held the second Thursday of every month.
15	Maintain the SSMP Minor: Revise the SSMP as changes occur.	Ongoing	Changes are made to the SSMP as changes in the collections system staff or program occur. Changes to the SSMP are uploaded to SSLOCSD's website.

# SSLOCSD SSMP COMMUNICATION PLAN

Activity/Best Management Practice	Stakeholder	Contact Frequency	Means/ Method	Status
Current SSMP on District Website	District Compliance Staff	Annually Update	1. When SSMP is amended, staff upload SSMP to website.	1. Ongoing/Completed: 10/25/2011
			2. Add comment/suggestion box, as well as question line.	2. Completed: 9/22/2011
			3. Place links on Member Agency websites directing users to the District SSMP and District Ordinances.	3. In Process - AG website: Resident's Community Links section ( <a href="http://www.arroyogrande.org/resident/community-links.html">http://www.arroyogrande.org/resident/community-links.html</a> ); GB website: Public Works Department's Utility Operations section ( <a href="http://www.grover.org/index.aspx?nid=212">http://www.grover.org/index.aspx?nid=212</a> ); and OCSD website: No link. SSLOCSD contacted GM.
			4. Add past SSMP Revisions and WDR Orders to website.	4. Completed: 9/19/2011
			5. Add District Ordinances to website.	5. Ongoing/Completed: 9/19/2011
Include spill reporting information on Website	District Compliance Staff	Annually Update	1. Add spill contact info to website.	1. Completed: 9/29/2011
			1. Inspection staff performs inspection and educates business owners.	1. Ongoing
			2. Show compliance statistics on the District website.	2. Ongoing/Completed: 10/25/2011
			3. Include information about FOG actions for the public to take (e.g. bacon grease in can in trash, not down drain) in GB biannual newsletter (Sea Breeze), AG triannual newsletter (Stagecoach Express) and OCSD bill mailers.	3. Open - SSLOCSD plans to include a FOG article in the fall 2012 issues of the Sea Breeze and Stagecoach Express and in an insert in OCSD bills. Flyers will also be available on the Member Agencies' service counters
			4. Create a flyer, which describes the FOG Inspection process and what inspection staff is looking for.	4. Completed: 12/15/2011
Communicate FOG Program	Inspection Staff	Biannual	5. Generate a letter explaining the District's legal authority related to FOG, which inspection staff will have available during FOG inspections.	5. Completed: 10/25/2011
			1. Send out annual mailer on FOG and Prescription dumping.	1a. Ongoing/The prescription flyers available at the Member Agencies' service counters. Prescription flyers were given to the Member Agencies on 10/13/2011.
				1b. Ongoing/Annual FOG Mailer: FOG Inspection flyer distributed to the Member Agencies in 12/2011.
				2. Ongoing/Complete: Prescription (10/13/2011), FOG Inspection (12/2011), and SSO Informational (12/2011) flyers distributed to the Member Agencies.
Distribute SSO Prevention Materials	District Compliance Staff	Annually		
			2. Have handouts at service counters for the Member Agencies.	

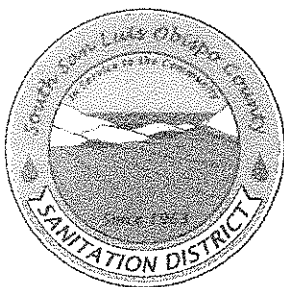
# SSLOCSO SSMP COMMUNICATION PLAN

Activity/Best Management Practice	Stakeholder	Contact Frequency	Means/ Method	Status
Dec. 2010 SSO Update	District Administrator/ District Compliance Staff	Annually	1. Website has report on status of response to SSO and corrective actions taken. The District expects enforcement action from SWRCB.	1. Open - Pending outcome.
Infiltration and Inflow Study	District Engineer	2011	1. Website includes report on I/I study done as a result of the SSO and importance of ensuring that stormwater does not inflow to the collection system. 2. Include an article in the SSLOCSO Annual Newsletter.	1. Completed: 9/20/2011 2. In Process - The District's newsletter will be mailed with the MAs' newsletters.
Promote SSMP Awareness	District Administrator/ District Compliance Staff/Plant Superintendent	Annually	1. Have a booth at town hall meetings, collaborate with the member agencies to present SSMP information jointly. 2. Work with Member Agencies to develop radio and print advertisements. 3. Attend National Public Works Week (NPWW) at the San Luis Obispo Farmer's Market. Have a table at the Member Agencies' Farmer's Markets. 4. Hold an Open House at the WWTP with information about the District's collection system, along with WWTP planned projects and upgrades. 5. Annually issue a District newsletter to all customers.	1. SSLOCSO had a booth at an OCSD town meeting on 4/30/2011 and will coordinate with the MAs at 3/8/2012 Collection System Coordination Meeting to determine additional venues. 2. In Process - This was discussed at the Collection System Coordination Meeting on 3/8/2012 and SSLOCSO and MA staff will bring ideas to the 4/12/2012 Collection System Coordination Meeting. 3. Open - NPWW is 5/20/2012 - 5/26/2012. SSLOCSO will attend the San Luis Obispo Farmer's Market on 05/24/2012, and the Arroyo Grande Farmer's Market on 5/19/2012 or 5/26/2012. 4. Completed: 9/28/2011 5. In Process - The District's newsletter will be mailed with the MAs' newsletters.
Member Agencies Communication Plan	District Administrator/ District Compliance Staff	Monthly	1. Plant Superintendent and Member Agency Public Works Staff meet monthly to discuss collection system issues.	1. Ongoing - First meeting held on 9/8/11.
Update District Board of Directors on SSMP Status	District Administrator	Annually	1. Annual presentation to District Board and general public, which provides a venue to solicit public feedback.	1. Open - The annual presentation will be given to the District Board and the general public at the 3/21/2012 or 4/4/2012 Board of Directors meeting.

## SSS Order Communication Program Requirement:

The enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented. The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.





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### Staff Report

**To:** Board of Directors

**From:** John Wallace, *District Administrator* 

**Date:** April 4, 2012 Meeting

**Subject:** Construction Contract Award for the Primary Clarifier No. 1 Catwalk and Drive Project  
06 MBI 04

### Recommendation:

Award a construction contract to Ellison Environmental Inc. dba Fluid Resource Management, for the Primary Clarifier No. 1 Catwalk and Drive Installation Project in the amount of **\$160,731**.

### Funding:

The MBI Budget includes Major Budget Item 06 MBI 04 – Primary Clarifier No. 1 Catwalk and Drive – in the amount of **\$231,011**. As of March 21, 2012, the following expenditures have occurred:

- **\$59,363** on Capital Equipment;
- **\$3,136** on Drive Research, and Design;
- **\$2,156** on Project Management;
- **\$2,548** on Contract Administration;

for a total of **\$67,230**, leaving a balance of **\$163,781**.

The total Contract Award requested for this Staff report is **\$160,731**.

It is also necessary to include anticipated costs for contract administration and inspection (5%) along with a contingency (10%) for a total amount of \$24,110. Therefore it will be necessary to transfer \$21,060 from other projects not completed this year (to be determined in the 3<sup>rd</sup> quarter review).

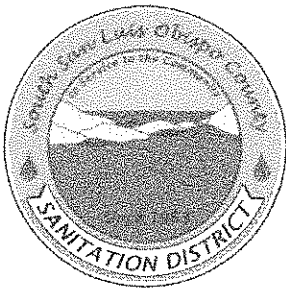
### Discussion:

The construction contract for this project was competitively bid. Four companies responded with bids that were received and opened at 2:00 pm on March 23, 2012. The results of the bid opening are as follows:

<b>Ellison Environmental Inc. dba Fluid Resource Management .....</b>	<b>\$ 160,731.00</b>
Spiess Construction Company, Inc.....	\$ 176,840.00
Cushman Inc. ....	\$ 179,900.00
MGE Underground Inc.....	\$ 224,008.00

Staff conducted a bid analysis to determine the lowest responsive, responsible bidder. After analysis was completed, Staff found that Ellison Environmental Inc. dba Fluid Resource Management of Grover Beach submitted the lowest bid and met bid requirements.

SB



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## Staff Report

**To:** Board of Directors  
**From:** Bob Barlogio, Plant Superintendent  
**Via:** John Wallace, District Administrator  
**Date:** April 4, 2012  
**Subject:** Primary Clarifier Inspection

### Recommendation:

Staff recommends the Board approve the services of Advantage Technical Services, Inc to evaluate the integrity of the structural steel in primary No. 1, not to exceed \$1,000.00.

### Funding:

Funding will from account # 19-8060, Structure Maintenance/Regular fund. This account started with \$65,000 for fiscal year 2011/12. We have spent \$59,982 from this fund to date. If this purchase is approved, account # 19-8060 will have \$4,018 remaining.

### Discussion:

We will be draining and cleaning Primary #1 sometime in May for the clarifier drive replacement. During this time, we would like to contract with Advantage Technical Services, Inc to evaluate the structural steel that is underwater, and to follow up with a written report. I am concerned with the strength and corrosion of the welded steel that has been in service since 1965. If it deemed necessary, we can budget for repairs this next fiscal year. Advantage Technical Services charges \$125 per hour for evaluation and report. Mr. W. Bellis estimated the job would take 8 hours total.

We have used Advantage Technical Services for several years and have had a good experience with the company's work. Since this is a specialized field, with limited vendors in our area, I am considering this as a sole source vendor for professional engineering services. I did contact another company in the Bakersfield area, Bay Area Coating Consultants. They would charge substantially higher amount for travel.

SC

## STAFF REPORT

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

FROM: MICHAEL W. SEITZ, DISTRICT LEGAL COUNSEL *MWS*

DATE: MARCH 29, 2011

RE: REVIEW OF BOARD BYLAWS

*April 4, 2012 Board meeting*

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### INTRODUCTION

The Board reviews the Bylaws on an annual basis. Your Board was given the current Bylaws for review at the last meeting. It is anticipated that at this meeting that the Board will discuss any suggested change or changes. A Resolution either confirming no changes or incorporating changes will be presented at the next regular meeting.

### RECOMMENDED ACTION

Please provide any observations or recommendations in regards to the Board Bylaws. Any changes approved by the Board will be incorporated into a Resolution and the Board Bylaws. That Resolution will be presented at the next regular meeting.

END

*m*

*SD*

**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 agenda items should be held until the appropriate item is called. Unless otherwise directed by the Chairman, public comment shall be presented from the podium. The person giving public comment shall state his/her name and whether or not he/she lives within the District boundary prior to giving his/her comment. Public comment shall be directed to the Chairman of the Board and limited to three (3) minutes unless extended or shortened by the Chairman at his/her discretion.
- 3.3 Those items on the District Agenda which are considered to be of a routine and non-controversial nature are placed on the "Consent Agenda". These items shall be approved, adopted, and accepted, etc. by one motion of the Board of Directors; for example, approval of Minutes, approval of Warrants, various Resolutions accepting developer improvements, minor budgetary items, status reports, and routine District operations.
- (a) Directors may request that any item listed under "Consent Agenda" be removed from the "Consent Agenda", and the Board will then take action separately on that item. Members of the public will be given an opportunity to comment on the "Consent Agenda"; however, only a member of the Board of Directors can remove an item from the "Consent Agenda". Items which are removed ("pulled") by Directors of the Board for discussion will typically be heard after other "Consent Agenda" items are approved unless a majority of the Board chooses an earlier or later time.
  - (b) A Director may ask questions on any item on the "Consent Agenda". When a Director has a minor question for clarification concerning a consent item which will not involve extended discussion, the item may be discussed for clarification and the questions will be addressed along with the rest of the "Consent Agenda". Directors are encouraged to seek clarifications prior to the meeting if possible.
  - (c) When a Director wishes to consider/"pull" an item simply to register a dissenting vote, or conflict of interest, the Director shall inform the presiding officer that he/she wishes to register a dissenting vote, or conflict of interest, on a particular item without discussion. The item will be handled along with the rest of the Consent Agenda, and the District Secretary shall register a "no" vote, or conflict of interest, in the Minutes on the item identified by the Director.

**4. PREPARATION OF MINUTES AND MAINTENANCE OF TAPES**

- 4.1 The minutes of the Board shall be kept by the District Secretary and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted set off in paragraphs with proper subheads;

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

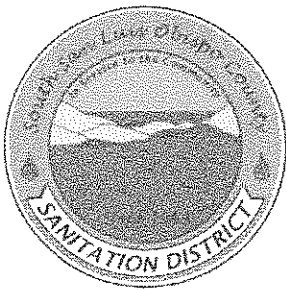
Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Subject to budgetary constraints, there is no limit to the number of Directors attending a particular conference or seminar when it is apparent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

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:** Bob Barlogio, Plant Superintendent  
**Via:** John Wallace, District Administrator *AW*  
**Date:** April 4, 2012  
**Subject:** Six-inch Plug Valves Purchase, Primary No. 1

#### Recommendation:

Staff recommends the Board approve the purchase of eight 6 inch plug valves from Ferguson Enterprises for \$7,395.96.

#### Funding:

Funding will from account # 19-8030, Equipment Maintenance/Regular fund. This account started with \$65,000 for fiscal year 2011/12. We have spent \$45,894 from this fund to date. If this purchase is approved, account # 19-8030 will have \$11,710 remaining.

#### Discussion:

We will be draining and cleaning Primary #1 sometime in May for the clarifier drive replacement. We have several valves that will either not close, not seal, or are broken. While No. 1 primary clarifier is down for the bridge and drive replacement, we will take the opportunity to change several valves. We are also working on the No. 2 primary clarifier pumps and valves. Again, several valves are not functional. We will need to drain it down to replace these valves.

For the current project, we determined that we need seven valves total - four for Primary No. 1, three for Primary No. 2 and one purchased as a spare.

SE



## South San Luis Obispo County Sanitation District

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

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

### Purchase Requisition

Date: 3-27-12

Item Description: 6" Plug valves, Quantity of 8  
replace valves on sludge piping on primary clarifiers

Supplier: FERGUSON  
GRAINGER  
Northwest Pipe

Cost: \$7395<sup>96</sup>  
\$7702<sup>25</sup>  
\$17,057<sup>01</sup>

Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by: Barlogio



FERGUSON ENTERPRISES, INC #632  
4546 BROAD STREET  
SAN LUIS OBISPO, CA 93401

Deliver To: BOB  
From: Stephen Geis  
Comments: HERE IS YOUR PRICE ON THE PLUG VLV  
LET ME KNOW, THANKS!

15:52:22 MAR 26 2012

FERGUSON ENTERPRISES, INC.  
FERGUSON ENTERPRISES, INC #632

Price Quotation

Page # 1

Phone : 805-541-8401

Fax : 805-546-8264

Bid No.....: B366228

Bid Date.....: 03/26/12

Quoted By.: SGX

Cust Phone: 805-781-5562

Terms.....: NET 10TH PROX

Customer: COUNTY OF SAN LUIS OBISPO  
++++SANITATION++++  
PO BOX 339  
OCEANO, CA 93445

Ship To: COUNTY OF SAN LUIS OBISPO  
++++SANITATION++++  
PO BOX 339  
OCEANO, CA 93445

Cust PO#....:

Job Name:

Item	Description	Quantity	Net Price	UM	Total
SP-DPECF1CINBROR	5 ECC FLG PLUG VLV 125/150#	8	862.000	EA	6896.00

Net Total: \$6896.00

Tax: \$499.96

Freight: \$0.00

Total: \$7395.96

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This quote is offered contingent upon the buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at [http://walseleyna.com/terms\\_conditionsSale.html](http://walseleyna.com/terms_conditionsSale.html). Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW NOTICE: Brass/bronze products without "LF" in the description field may contain lead and thus not comply with low lead laws. These products must not be used in potable water applications.




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PRODUCTS

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SERVICES

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## VAL-MATIC Plug Valve, 6 In, Nut Operated, CI

[Plumbing](#) > [Valves](#) > [Plug Valves](#)

Plug Valve, Direct Nut Operated, Valve Material Cast Iron ASTM A126, Plug Material Cast Iron ASTM A126, Pipe Size 6 In, Connection Flanged, Length 10 1/2 In, Width 11 In, Max Pressure Rating 175, Temp Range -70 to 215F, Number of Bolts 8, Square Operating Nut Size 2 In

Grainger Item # 5WMD4  
 Price (ea.) \$812.50  
 Brand VAL-MATIC  
 Mfr. Model # 5808RN  
 Ship Qty. ☐ 1  
 Sell Qty. (Wht-Cell) ☐ 1  
 Ship Weight (lbs.) 150.0  
 Availability Ready to Ship ☐  
 Catalog Page No. 4232 ☐  
 Country of Origin USA  
 (Country of Origin is subject to change.)


[Enlarge Image](#)
Qty: 
[Add to Order](#) [Add to Personal List](#)

Price shown may not reflect your price. Sign in or register.

When can I get it? Use your ZIP code to estimate availability.

Qty: ZIP code: 93445 

Tech Specs	Additional Information	Compliance & Restrictions	MSDS	Required Accessories	Optional Accessories	Alternate Products	Repair Parts
Item Type Valve Material Plug Material Pipe Size Connection Length Width Max. Pressure Rating Temp. Range (F) Number of Bolts Square Operating Nut Size	Plug Valve Direct Nut Operated Cast Iron ASTM A126 Cast Iron ASTM A126 6" Flanged 10-1/2" 11" 175 -70 to 215F 8 2"						

812.50 x 8 = \$6500.00  
 plus shipping \$731.00  
 Tax 471.25  
 7702.25

### Customers Also Viewed



Plug Valve, 4 In, Nut Operated, CI  
 Brand: VAL-MATIC  
 Grainger Item #: 5WMD3  
 Price: \$505.00  
 Qty: [Add to Order](#)



Gate Valve, Flanged, 6 In, Ductile Iron  
 Brand: NISCO  
 Grainger Item #: 1WPD8  
 Price: \$764.00  
 Qty: [Add to Order](#)



Hose, Washer, 3/8x30ft  
 Brand: GOODYEAR ENGINEERED PRODUCTS  
 Grainger Item #: 2P768  
 Price: \$110.20  
 Qty: [Add to Order](#)



Nipple, 3/8 x 3 In, Black Welded Steel  
 Brand: APPROVED VENDOR  
 Grainger Item #: 5P637  
 Price: \$1.63  
 Qty: [Add to Order](#)

### Customers Also Purchased

1 of 5

Metal Halide Lamp, MVR400/U Brand: GE LIGHTING	Pressure Gauge, 2 In, 160 Psi, Back Brand: APPROVED VENDOR	Handle, Hardwood Brand: TOUGH GUY	V Belt, 4L, 1/2 X 28 In Brand: DAYTON	Nipple, 1/2 x Close, Black Welded Steel Brand: APPROVED VENDOR
Grainger Item #: 2V658 Price: \$26.90 Qty: <a href="#">Add to Order</a>	Grainger Item #: 4FMC7 Price: \$11.95 Qty: <a href="#">Add to Order</a>	Grainger Item #: 4GU69 Price: \$12.24 Qty: <a href="#">Add to Order</a>	Grainger Item #: 4L280 Price: \$5.09 Qty: <a href="#">Add to Order</a>	Grainger Item #: 5P650 Price: \$0.95 Qty: <a href="#">Add to Order</a>

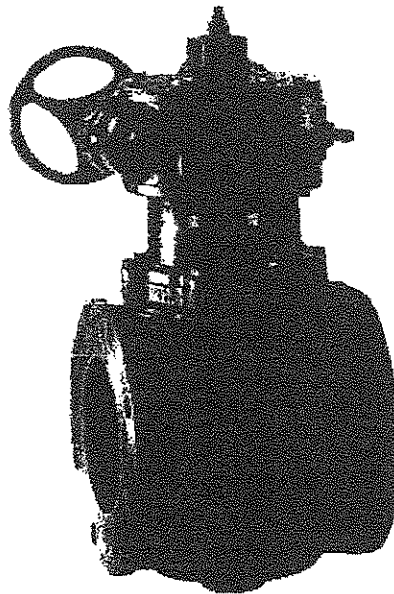
### Other Popular Terms for this Product

• Plug Valves (42) • Cast-Iron Plug Valves (11)

[View Catalog Page](#) [View Printable Page](#)
[Return To Top](#)



## Northwest Pipe Fittings Inc.



NOTICE: Image is representative of product line, but may not be actual item. All images Copyright © 2012 Schmitt ProfiTools, Inc. All rights reserved.

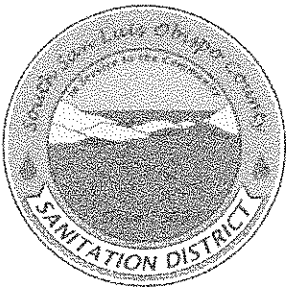
### Plug Valves

#### PEC Eccentric ANSI Class 125/150 Plug Valves

- Cast iron (nickel seat) - CI
- Acrylonitrile-butadiene V-type packing,  
-20 to 350°F - NBR
- Chloroprene (RS 16/17),  
-20 to 180°F - CR
- With Nut - NT

Item #	Mfg #	Size	Price	Stock
2360660	F1-CI-NBR-CR*NT	6" PEC Dezurik Plug Valve	\$1988.80	Available

X 8 = 15904 -  
115304  
1705704



## SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT


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<http://sslocsd.org/>

### Staff Report

**To:** Board of Directors  
**From:** Bob Barlogio, Plant Superintendent  
**Via:** John Wallace, District Administrator   
**Date:** April 4, 2012  
**Subject:** Electrical Wiring Purchase, 04 MBI 16

#### Recommendation:

Staff recommends the Board approve the purchase of electric wire, not to exceed \$6,500 from various vendors in the area.

#### Funding:

Funding will from 04 MBI 16, Electrical System Upgrade, Fund 26-8065. This account started with \$239,586 for fiscal year 2011/12. We have spent \$136,307 from this fund to date. If this purchase is approved, account 04 MBI 16 will have \$96,779 remaining.

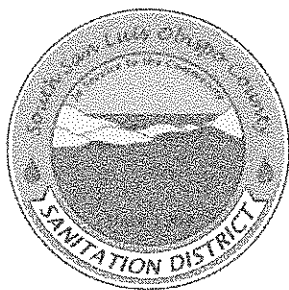
#### Discussion:

The price of copper has been changing rapidly in the last 6 months. Due to this, the vendors are reluctant to quote a price for the copper wire and hold that price for more than 1 week. I'm requesting that the Board direct Staff to obtain a minimum of 3 price quotes and to purchase the wire, which may exceed the Superintendent's allowed purchase limit of \$1,500.

To finish most of this project, we will need four spools (2,500 feet) of 12 gauge wire, and 10 spools (2,500 feet) of 14 gauge wire. The 12 gauge wire is for the electric motors on pumps or drives, the 14 gauge wire is for the controls circuits. We will also need to purchase wire for the lighting circuits and for the 120 volt circuits at a later date.

I will submit the vendor quotes and a copy of the Purchase Order to the District Administrator for review and final approval.

SF



## SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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<http://sslocsd.org/>

### Staff Report

**To:** Board of Directors  
**From:** Bob Barlogio, Plant Superintendent  
**Via:** John Wallace, District Administrator *OW*  
**Date:** April 4, 2012  
**Subject:** Gas Scrubber Carbon

#### Recommendation:

Staff recommends the Board approval of Type CAT3 carbon and TypeCV carbon from Carbtrol Corporation in the amount of \$1,533.00

#### Funding:

Funding will from 19-7097, cogeneration services contract. This account started with \$ 31,200 for fiscal year 2011/12. We have spent \$15,347. from this fund to date. If this purchase is approved, account 19-7097 will have \$14,320.remaining.

#### Discussion:

This purchase is for the gas scrubber media, that APCD requires the plant to have on site. Staff used the last of the media we had on site several weeks ago. The District's previous contract service company, purchased this same product and from the same company as quoted here. This is a special media, treated with chemicals to absorb the H2S and Siloxane from the digester methane gas that is then used for fuel in the Co-gen engine. Because this is a specialized product, I was not able to obtain more quotes.

We monitor the H2S levels to the co-gen. When the level reaches 8 ppm, H2S, we are required by APCD, to change the media within 14 days. When the H2S reaches 10 ppm, we are required to shut the co-gen off. Rather than shut the co-gen down until the contractor was able to make the trip to our plant, (he indicated that he would not be able to come to the plant for about a couple weeks), staff decided to change the media out ourselves, to keep the co-gen in service, producing energy.

To meet the APCD requirements, we are requesting the approval of the purchase of the carbon media.

**Bob Barlogio**

---

**From:** Thomas Long <t.long@carbtrol.com>  
**Sent:** Wednesday, March 28, 2012 7:55 AM  
**To:** Bob Barlogio  
**Subject:** Carbtrol: Siloxane removal carbon quotation  
**Attachments:** S.SanLuisOSanDist #012-132..pdf; CAT2.pdf; CV-CAT3.pdf

Bob,  
Please see the attached quote for the carbon replacement.

The Carbtrol TypeCAT3 replaces the CarbtrolTypeCAT2, and is a much improved carbon in two ways: 1. Adsorbs 50% more H<sub>2</sub>S 2. Adsorbs siloxanes also, which should substantially increase the total life of the carbons. I attached both product bulletins.

This CAT3 carbon is currently 60% more expensive than the CAT2; however this first time for you, we offer it at the same price as CAT2, hoping you would share any operating data of the improved performance. We have employed the CAT3 in a landfill gas siloxane treatment operation and have seen improved performance, the extent being monitored now.

When you replace the carbons next (with the CAT3&CV), can you let me know. Then, can you monitor how this pair of carbons compares in performance and bedlife.

How do you currently test and monitor for siloxane removal? We can later discuss and compare test procedures.

Send your feedback on the carbon quote, and any thoughts on the performance monitoring.

Thank you,

Tom

Thomas Long  
CARBTROL  
800 242 1150X3033

----- Forwarded message -----

**From:** Bob Barlogio <bob@sslocsd.us>  
**Date:** Tue, Mar 20, 2012 at 12:29 PM  
**Subject:**  
**To:** [info@carbtrol.com](mailto:info@carbtrol.com)

I'm looking to purchase some activated carbon to have on standby, Gas Systems purchased some from you company last year. We will need 180 pounds for Siloxane removal, and 280 pounds for H<sub>2</sub>S removal.

Could I get a price quote for both with an estimate of shipping costs to Oceano, Ca. The zip is 93445.

# CARBETROL®

## TYPE CAT2 VAPOR PHASE CATALYTIC CARBON

### DESCRIPTION

CARBETROL CAT2 Vapor Phase Catalytic Carbon is specifically designed for control of hydrogen sulfide (H<sub>2</sub>S) odors. Through its catalytic capacity, H<sub>2</sub>S is oxidized and converted to sulfur compounds. The high loading rates provide an extended carbon bed life.

### SPECIFICATIONS

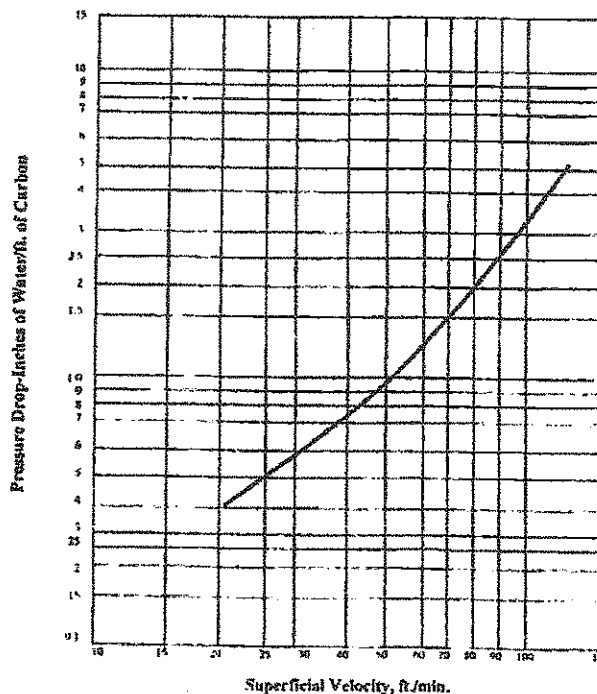
TYPE:	Granular
SIZE (US Sieve):	4 x 8
APPARENT DENSITY (g/cc):	.40
MOISTURE (percent):	3 (max)
H <sub>2</sub> S CAPACITY (g H <sub>2</sub> S/cc carbon):	0.20 (min)

### APPLICATIONS

- Wastewater treatment plants
- Pump stations/ lift stations
- Forced main vents
- Landfill vents
- Tank vents

### SAFETY

Certain chemical compounds in the presence of activated carbon may oxidize, decompose or polymerize. This could result in temperature increases sufficient to cause ignition of the activated carbon or adsorbed material. If a compounds reaction with activated carbon is unknown, appropriate tests should be considered.



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AT-9511/#5

**CARBETROL®**  
CORPORATION

955 Connecticut Ave., Suite 5202  
Bridgeport, CT 06607

800-242-1150 Fax: 203-337-4347  
[www.carbtrol.com](http://www.carbtrol.com) [info@carbtrol.com](mailto:info@carbtrol.com)

# CARBETROL<sup>®</sup>

## TYPE CV-CAT3 VAPOR PHASE CATALYTIC CARBON

### DESCRIPTION

CARBETROL CV-CAT3 Vapor Phase Catalytic Carbon is specifically designed for control of hydrogen sulfide (H<sub>2</sub>S) odors. Through its catalytic capacity, H<sub>2</sub>S is oxidized and converted to sulfur compounds. The high loading rates provide an extended carbon bed life. In addition, CV-CAT3 carbon provides effective removal of VOC compounds. It is an ideal solution for H<sub>2</sub>S and organic odor control.

### APPLICATIONS

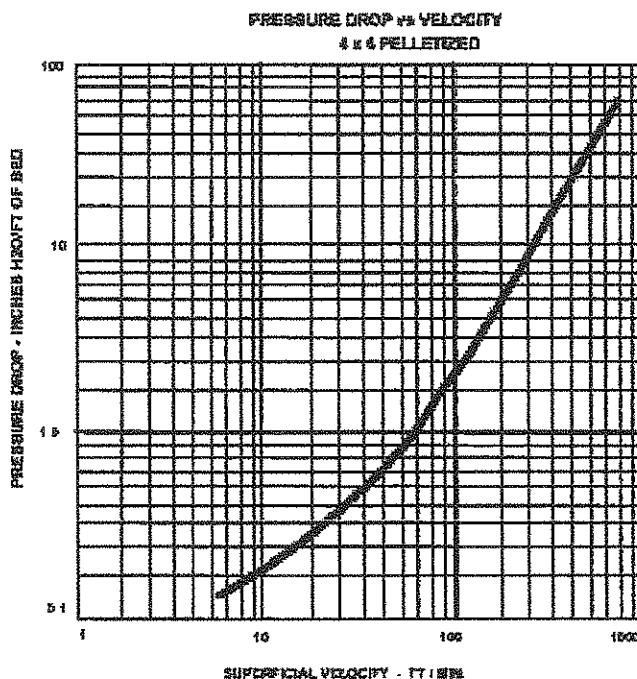
- Wastewater treatment plants
- Pump stations/ lift stations
- Forced main vents
- Landfill vents
- Tank vents

### SAFETY

Certain chemical compounds in the presence of activated carbon may oxidize, decompose or polymerize. This could result in temperature increases sufficient to cause ignition of the activated carbon or adsorbed material. If a compounds reaction with activated carbon is unknown, appropriate tests should be considered.

### SPECIFICATIONS

TYPE:	Pelletized
BASE MATERIAL:	Coal
MEAN PARTICLE DIA. (mm):	3.8 – 4.1
APPARENT DENSITY (g/cc):	.40
MOISTURE (percent):	15 (max)
HARDNESS (percent):	95 (min)
CTC NO. (percent):	70 (min)
H <sub>2</sub> S CAPACITY (g H <sub>2</sub> S/cc carbon):	0.30 (min)



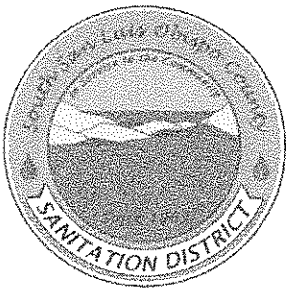
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AT-8511/#6

**CARBETROL<sup>™</sup>**  
CORPORATION

955 Connecticut Ave., Suite 5202  
Bridgeport, CT 06807

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[www.carbtrol.com](http://www.carbtrol.com) [info@carbtrol.com](mailto:info@carbtrol.com)



## SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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1600 Aloha Oceano, California 93445-9735

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<http://sslocsd.org/>

### Staff Report

**To:** Board of Directors  
**From:** Bob Barlogio, Plant Superintendent  
**Via:** John Wallace, District Administrator *OW*  
**Date:** April 4, 2012  
**Subject:** Influent Pump Station Controller

#### Recommendation:

Staff recommends the Board approves the purchase of a HydroRanger, transducer, and submersible hood for the amount of \$2,277.18.

#### Funding:

Funding will from account # 19-8030, Equipment Maintenance/Regular fund. This account started with \$65,000 for fiscal year 2011/12. We have spent \$45,894 from this fund to date. If this purchase is approved, and the 6 inch plug valves are approved, account # 19-8030 will have \$9,433 remaining.

#### Discussion:

On March 24, 2012, the unit that monitors the water level in the influent pump station wet well failed. This unit sends a 4 to 20 milli-amp signal to the variable speed controller of the influent pumps, allowing the pumps to speed up or slow down, depending on the water level. A used unit was placed in to service and should be replaced. The new unit is SCADA compatible and will be tied into the SCADA system in the future.

Ponton Industries, Inc. is the sole source of parts in our area for Miltronics, a division of Siemens, which manufacturers this unit.



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	Environmental	Ponton Industries, Inc. Map it ph:714-998-9073 fax:714-998-9083 www.pontonind.com
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	Environmental	Ponton Industries, Inc. Map it ph:714-998-9073 fax:714-998-9083 www.pontonind.com

**Eddie**

---

**From:** Eddie  
**Sent:** Monday, March 26, 2012 12:15 PM  
**To:** 'trini@sslocsd.us'  
**Cc:** Eric Keith  
**Subject:** Quote  
**Attachments:** SII - W9 Signed.pdf

Trini,

HydroRanger 200 part number 7ML5034-1AA01 is \$1,352.00 dollars each.

XPS-10 Transducer part number 7ML1115-OEA30 is \$654.00 dollars each.

Submersible Hood part number 7ML1830-1BH is \$24.00 dollars each.

Lead time on all is approx. 2 weeks.

Weight for total of (1) each above is approx. 30 pounds. Est. Freight is \$100.00 dollars.

Please address any PO to "Siemens Industry" c/o Ponton Ind.

I have attached the Siemens W-9 for your records.

Regards,

**Eddie Collins**

Ponton Industries, Inc.

22901 Savi Ranch Parkway, Suite B

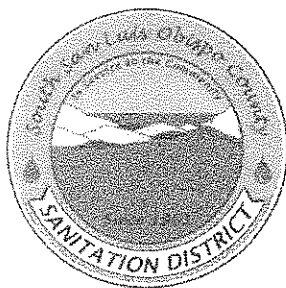
Yorba Linda, CA 92887

Phone: 714-998-9073

Fax: 714-998-9083

[eddie@pontonind.com](mailto:eddie@pontonind.com)

Visit our website: [www.pontonind.com](http://www.pontonind.com)



## **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:** April 4, 2012  
**Subject:** Municipal Services Review

#### **Recommendation:**

The Board should provide any comments to staff for a coordinated response to LAFCO.

#### **Funding:**

N/A

#### **Discussion:**

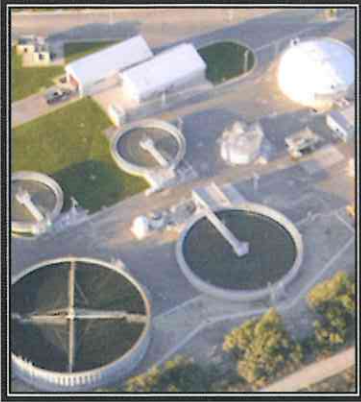
Attached is an Administrative Draft of the District's Municipal Services Review document submitted by LAFCO.



## CHAPTER 6

### So. SLO County Sanitation – MUNICIPAL SERVICE REVIEW

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The legislative authority for conducting Municipal Service Reviews is provided in Section 56430 of the Cortese-Knox-Hertzberg Act (CKH). The Act states that, in order to update Spheres of Influence in accordance with Government Code Section 56425, LAFCOs are required to conduct a service review of the municipal services provided by the jurisdiction. The Municipal Service Review factors that need to be addressed include:

1. Growth and Population projections for the affected area
2. Location and characteristics of any disadvantaged unincorporated communities
3. Present and planned capacity of public facilities and adequacy of public services, including infrastructure needs or deficiencies
4. Financial ability of agencies to provide services
5. Status of, and opportunity for, shared facilities
6. Accountability for community service needs including governmental structure and operational efficiencies
7. Any other matter related to effective or efficient service delivery, as required by commission policy

The above-listed factors are addressed in this chapter and written determinations are included for each factor as called for in the CKH Act.

The South San Luis Obispo County Sanitation District Sphere of Influence was most recently updated in 2003, and included areas adjacent to the City of Arroyo Grande to be similar with the SOI additions and generally coterminous with the City limits of Arroyo Grande and Grover Beach as well as the Oceano CSD. These sites comprise the present day South San Luis Obispo County Sanitation District SOI. Figure 6-1 shows the adopted Sphere of Influence. Figure 6-2 shows the Study Areas considered under this review. Please note that a study area is intended to be studied for possible inclusion. The area may or may not be included in the SOI.





Figure 6-1 – So SLO Co Sanitation District Existing SOI

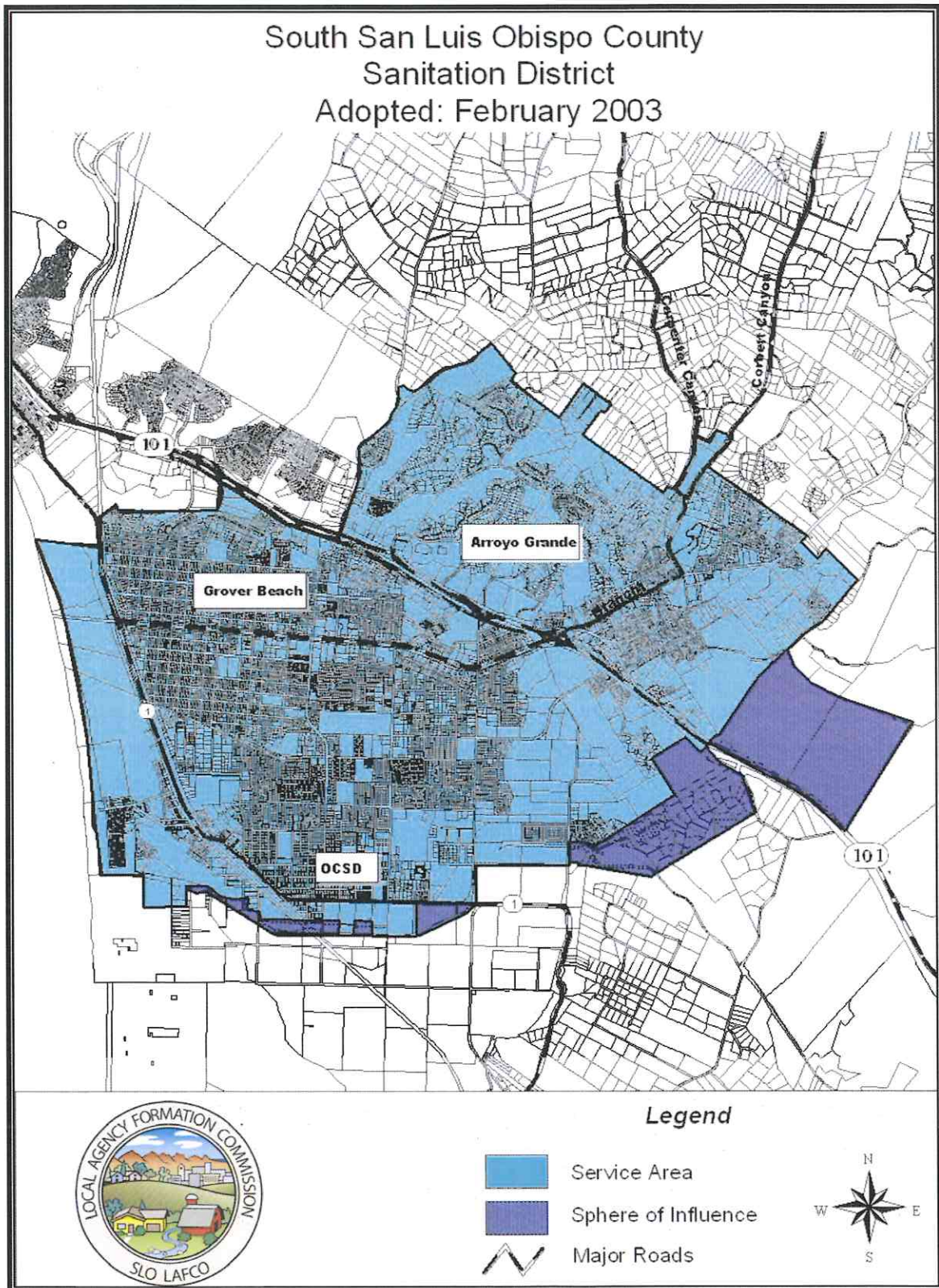
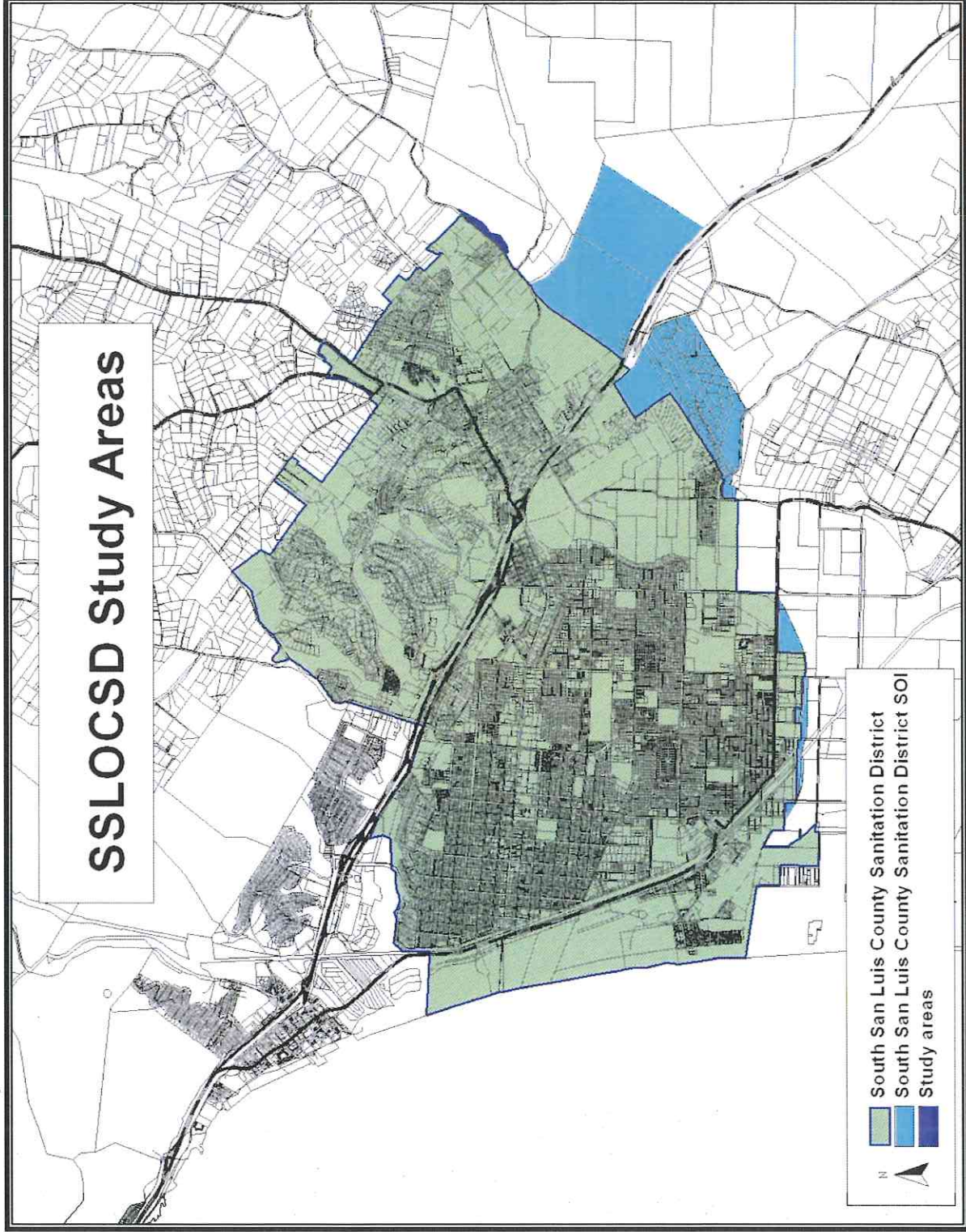




Figure 6-2 – Study Areas





## **6.1 GROWTH AND POPULATION PROJECTIONS FOR THE AFFECTED AREA**

**Purpose:** To identify future growth patterns and project population increases.

### **POPULATION**

This factor is intended to identify growth and population projections for the affected area of a jurisdiction. This section will use various sources of information to project growth and population for the South San Luis Obispo County Sanitation District. The previous Sphere of Influence update and Municipal Service Review provides background information. The Growth and Population factor is discussed further in this section and includes a summary of population data and land use and zoning in the area as well as growth trends.

The South San Luis Obispo County Sanitation District serves the communities of Arroyo Grande, Grover Beach, Oceano, and Halcyon. According to the 2000 US Census, the population of the communities served was 36,178. Total housing units were estimated to be 14,887 units. The estimated build-out population within the current District service area is estimated to be 44,800.

The District's population grew at just over a half percent per year from 2000 to 2010. In addition to this permanent population, the District serves the City of Pismo Beach via a pipeline for discharge purposes only. Growth and population in the Cities of Arroyo Grande and Grover Beach and Oceano has averaged 8.8%, 1.5%, and 11% respectively per year from 2000 through 2010.

### **California Department of Finance Population Estimates-2000 to 2010**

The California Department of Finance (DOF) population estimates come from administrative records of several state and federal government agencies, as well as numerous local jurisdictions. According to the DOF, the total state estimate was within one-half of one percent (0.5%) of the 2000 census count. The table below reflects the DOF estimates for Arroyo Grande and Grover Beach and the County of San Luis Obispo over the last decade.

**Table 6-1: Population Estimates**

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Arroyo Grande	15,851	16,022	16,315	16,521	16,629	16,602	16,645	16,834	16,990	17,110	17,145
Grover Beach	13,067	13,151	13,148	13,090	13,290	13,280	13,250	13,144	13,177	13,278	13,276
County Total	246,681	250,329	253,824	256,190	258,902	261,699	263,939	266,043	268,636	270,901	273,231

Source: DOF E-4 Population Estimates for Cities, Counties and State, 2000-2010

### **Council of Governments Population Projections-2009**

The Council of Governments recently had the consulting firm of Economics Research Associates update population projections for San Luis Obispo County including the City's of Arroyo Grande, Grover Beach and Community of Oceano. The original study was completed in 2006 and was updated in 2009 to take into account the recent economic downturn. These projections use a variety of data sources and assumptions to project the future population of the cities and unincorporated areas of the County. These projections incorporate information from the State of California about future population increases, past and present County growth trends, and projected changes within the region. The consultants worked with local planners to anticipate future growth in the various areas of the County to estimate the potential for increases in population. The updated report presents low, medium, and high population growth projections for areas in the County. Consolidations of these figures are presented below for the purposes of this MSR:

**Table 6-2: Projected Population Growth Arroyo Grande, Grover Beach, Oceano  
San Luis Obispo Council of Governments Projections**

	2008	2010	2015	2020	2025	2030	2035
LOW	39,862	40,318	41,153	41,950	42,605	43,489	44,331
MEDIUM	39,862	40,318	41,153	42,075	42,855	43,885	44,870
HIGH	39,862	40,318	41,153	42,157	43,020	44,154	45,237

The South San Luis Obispo County Sanitation District serves the southern part of the Five Cities Area. Growth and population in the Cities of Arroyo Grande and Grover Beach and Oceano has averaged 234 people per year from 2000 through 2010. The estimated 2004 population for the

District was 37,533, up only 1,355 residents from 2000. In 2004, there were 15,481 housing units.

### COUNTY'S GENERAL PLAN

The County's San Luis Bay Inland Planning Area of its General Plan establishes land use policy in the unincorporated areas around Arroyo Grande, Grover Beach, and the community of Oceano. The urban reserve line identifies where the County anticipates urban development over the next 20-years. The County's Plan promotes the preservation of prime agricultural lands and open space corridors. It has a number of policies that call for guiding growth away from agricultural areas and promoting infill or other non-prime agricultural use where urban services may already be provided.

The County's Conservation and Open Space Element (COSE) consolidated five previous individual elements (conservation and open space, historic, esthetic, and energy elements). The COSE is utilized as a tool to protect and preserve the unique community resources. The element addresses many issues with regard to conservation, development, and utilization of natural resources. The element includes policies and strategies that address reducing greenhouse gas emissions, directing growth away from areas with constrained natural resources, water and energy conservation, use of low impact development and green building techniques, increased protection of community separators and scenic corridors. The County's overarching land use planning framework Strategic Growth Principles guided the element to direct growth to occur in a more sustainable manner.

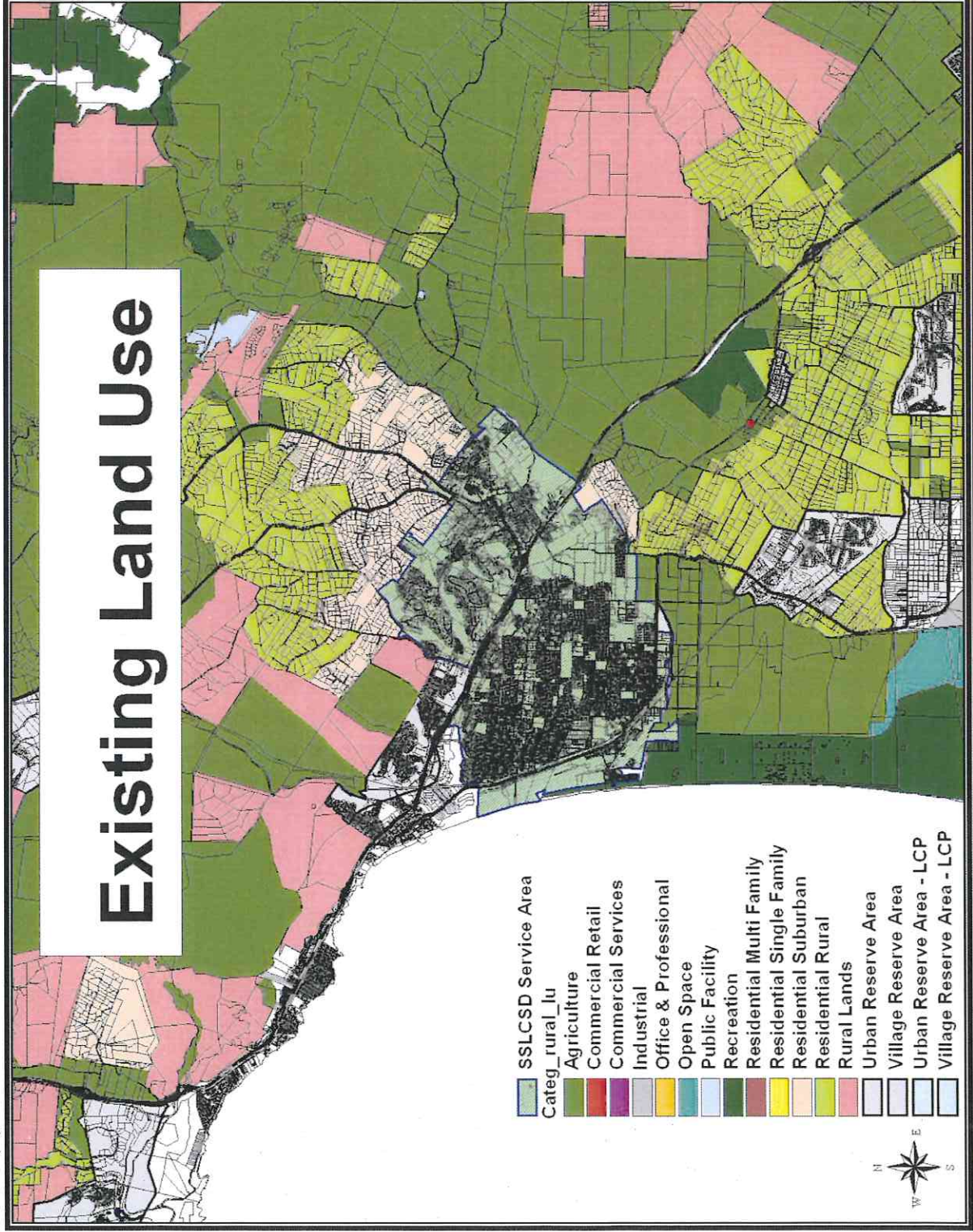
The General Plan identifies the type and intensity of development allowed in each of several land use categories (zoning) for County. The following table summarizes the zoning and acreage for the study areas that were included in the Sphere of Influence:

**Table 6-3: Existing Land Use**

Study Areas	Acreage	Land Use/Zoning	Existing Land Use	Build-Out Potential
#1 South of Treatment Plant	11.6	Agriculture/Recreation	Residential	Hotel/Public Facility
#2 Branch Mill Area	10	Residential Suburban	Residential	9 Residential

Source: SLO County Planning & Building Department.

Figure 6-3 (E) Land Use



**Arroyo Grande.** The Arroyo Grande urban reserve line is coterminous with the existing city limits, with 1 exception: a small area at the intersection of Los Berros and Valley Roads (Tract 1724). Annexation of two properties were approved within an island located between Oak Park and Brisco Road adjacent to El Camino Real. A second proposal by the City to annex the balance of the unincorporated island was approved later by LAFCO.

Arroyo Grande has been engaged in evaluating agricultural lands and means by which they can be protected. In this process they have established a policy opposing development of prime agricultural lands under county jurisdiction adjacent to the City. The policy is consistent with County's Land Use Element. In addition, the City's adopted General Plan policies call for development to be directed toward marginal agricultural areas and away from prime lands. Coordination of City/County programs to protect valuable farmland is needed. The Arroyo Grande General Plan states that "prime agricultural land should not be annexed to the City without a commitment on the part of the owner to place the land in agricultural preserve."

**Grover Beach.** The Grover Beach urban reserve line does not indicate any areas proposed for expansion of the City, with one exception. There is a small area of Residential Single Family adjacent to the City limits, between Farroll Avenue and the Pike. The urban reserve line also includes the North Oceano School. The 1973 Land Use Element of the Grover Beach General Plan covers a planning area of 2,694 acres that extends as far south as the Nipomo Mesa and makes land use recommendations for the unincorporated area of Oceano. The General Plan notes that while Oceano is not in Grover Beach, "it is critical to the future development of the community. Future growth and development of Grover Beach is expected to be mainly in-fill.

**Oceano Urban Area.** The Oceano Urban Area is the unincorporated area lying south of the Pike and the Cities of Grover Beach and Arroyo Grande. It extends east to Halcyon Road and is bordered on the south by Arroyo Grande Creek and on the west by the Coastal Zone, which is generally west of Highway 1. The urban area also includes the religious community of Halcyon. Oceano is expected to remain heavily dependent on the larger urban complex for commercial uses and employment opportunities. Much of Oceano is already subdivided into residential lots of various sizes. The community also has adequate existing water distribution and sewage collection systems serving the urban area, the most costly of urban services on the existing lots, as well as new subdivisions on some of the larger vacant parcels.

## RMS Annual Report-2009

The Resource Management System (RMS) provides information to guide decisions about balancing land development with the resources necessary to sustain such development. It focuses on, 1) Collecting data, 2) Identifying resource problems and 3) Recommending solutions. South San Luis Obispo County Sanitation District serves the communities of Arroyo Grande, Grover Beach, Oceano, and Halcyon and covers a total area of 9.4 square miles.

According to the 2009 Resource Management System Annual Report, the Cities and CSD estimates that the District serves approximately 38,308 residents in 2010 compared to an estimated 35,826 in 2000. Over the last 10 years, the District's population has increased by approximately 2,482 people. This equates to significantly less than 1% per year rate of population increase over the 10 year period. The tables below reflect the population data from the census and the County's 2009 Resource Management System Annual Report:

**Table 6-4: Historical & Projected Population Growth  
Arroyo Grande California: Census and RMS Data**

	1990 <sup>1)</sup>	2000 <sup>1)</sup>	2010 <sup>2)</sup>	2015 <sup>2)</sup>	2020 <sup>2)</sup>	2025 <sup>2)</sup>	2030 <sup>2)</sup>
Population	14,378	15,641	17,140	17,640	18,200	18,730	19,400
10 Year Increase	--	1,263	1499	500	560	530	670
10 year % Incr.	--	8.7%	9.5%	2.9%	3%	3%	3.5%

Sources: 1) US Census, 2) Resource Management System Annual Report, 2009

**Table 6-5: Historical & Projected Population Growth  
Grover Beach California: Census and RMS Data**

	1990 <sup>1)</sup>	2000 <sup>1)</sup>	2010 <sup>2)</sup>	2015 <sup>2)</sup>	2020 <sup>2)</sup>	2025 <sup>2)</sup>	2030 <sup>2)</sup>
Population	11,656	12,941	13,070	13,120	13,390	13,650	13,970
10 Year Increase	--	1,285	129	50	270	260	320
10 year % Incr.	--	11%	<1%	<1%	2%	2%	2.3%

Sources: 1) US Census, 2) Resource Management System Annual Report, 2009



**Table 6-6: Historical & Projected Population Growth  
Oceano California: Census and RMS Data**

	1990 <sup>1)</sup>	2000 <sup>1)</sup>	2010 <sup>2)</sup>	2015 <sup>2)</sup>	2020 <sup>2)</sup>	2025 <sup>2)</sup>	2030 <sup>2)</sup>
Population	6,169	7,244	8,098	8,377	8,462	8,470	8,504
10 Year Increase	--	1,075	854	279	85	8	34
10 year % Incr.	--	1.4%	1%	<1%	<1%	<1%	<1%

Sources: 1) US Census, 2) Resource Management System Annual Report, 2009

### County of San Luis Obispo Urban Water Management Plan, 2005

The San Luis Obispo County Flood Control and Water Conservation District Zone 3 operate and manage Lopez Reservoir, in the Arroyo Grande Creek watershed (see Figure 6-8 below), for municipal and agricultural water supplies. Flood Control Zone 3 was created to operate Lopez Reservoir, and includes water service for the communities of Oceano, Grover Beach, Pismo Beach, Arroyo Grande, and County Service Area (CSA) 12 (including Avila Beach area).

The table below shows the current and projected population served by Flood Control Zone 3 from 2005 projected to 2025.

**Table 6-7 Zone 3 Population & Projections**

Population Projections					
Service Area Population	2005	2010	2015	2020	2025
	53,249	57,301	59,970	62,637	65,934

Source: San Luis Obispo County Department of Planning and Building, San Luis Obispo County Population Projections, July 1999

### SSLOCSD LONG RANGE PLAN, 1992

South San Luis Obispo County Sanitation District (SSLOCSD) is responsible for the collection and treatment of sewage and wastewater in Arroyo Grande, Grover Beach and Oceano. Operation of the SSLOCSD is overseen by a Board of Directors that includes representatives from the City of Arroyo Grande, City of Grover Beach and the Oceano Community Services District. The SSLOCSD's sewage treatment facility is located on a 7.6-acre site between the Oceano Airport and the Arroyo Grande Creek Channel, in unincorporated Oceano. The sewage collected by Arroyo Grande, Grover Beach, and Oceano are transported through their own collection system to the plant, via trunk sewers that are owned and operated by SSLOCSD.

SSLOCSD wastewater facilities are capable of processing five million gallons of wastewater per day. In 2000, the average wastewater flow per day was 2.9 million gallons, or 81 gallons per person per day. Projected population growth for Arroyo Grande, Grover Beach, and Oceano indicate that at buildout of these three communities, the average flow per day will equal 75 percent of the capacity of the system. Thus, wastewater capacity is not an immediate constraint to future housing development.

Arroyo Grande's growth is likely to come largely from within the City's existing boundaries and remain at a nominal level as the economic recovery continues to evolve over the next few years. In 2001, the City's Community Development Department estimated the City is about 80% built out with a potential for approximately 1,429 new dwellings in the community at that time. Under the Draft Housing Element 2010 the City estimates a total of 1,352 new dwelling units as a realistic build-out. The City of Arroyo Grande has limited potential for new residential housing within existing City limits. The City's policies encourage in-fill development, mixed-use, and higher densities within the core to accommodate the growth at build-out. The table below summarizes the growth potential within the City and SOI areas.

**Table 6-8 Build-out Summary: Vacant Land within City plus SOI**

Area	Acres	Units	Population	Land Use
AG	3	15	36	Agriculture
OMU,MU,VC, SR	70	893	2,143	Mixed Use
RS	137	136	326	Low Density
RS	7	15	36	Low Medium Density
SF	27	103	247	Medium Density
MF	17	130	312	Medium High Density
MFA	4	34	82	High Density
MF	0.4	26	62	Very High Density
<b>Total Vacant Sites within City Limits</b>	<b>265.4</b>	<b>1,352</b>	<b>3,244</b>	
Fredericks	184	825	1,980	Agriculture
Williams	190	855	2,052	Agriculture
Tract 1724	11	27	65	Residential Suburban
<b>SOI Subtotal</b>	<b>392.8</b>	<b>1,711</b>	<b>4,107</b>	
<b>Total</b>	<b>658.2</b>	<b>3,063</b>	<b>7,351</b>	

Source: City of Arroyo Grande 2010, SLO County Planning & Building Department.

Grover Beach's growth is likely to remain at a nominal level as the economic recovery continues to evolve over the next few years. In 2010, the City's Community Development Department estimated the City is about 85% built out with a potential for approximately 1,085 new dwellings



in the community at this time. Under the certified Housing Element 2010 the City estimates a total of 92 new dwelling units as a realistic build-out. The City's Land Use Element reports the City currently has 5,708 existing dwelling units with a population of 13,254. Under full build-out the total number of dwelling units could be 6,793 yielding a population of 16,076. If the City were to continue growth at their maximum 2.5% growth rate allowed by the General Plan, slightly more than 130 new units per year would reach build-out within eight years. Growth rates closer to recent historical rates of less than 1% would prolong this period to eighteen to twenty years. In either case, the City of Grover Beach has limited potential for new residential housing within existing City limits. The City's policies encourage in-fill development, mixed-use, and higher densities within the core to accommodate the growth at build-out. The table below summarizes the growth potential within the City and SOI areas.

**Table 6-9 Build-out Summary: Vacant Land within City**

Area	Acres	Units	Population	Land Use
C-R-A	2.47	4.0	10	Low Density Residential
R-A	4.09	6.5	17	Low Density Residential
R-1	2.97	11.9	31	Low Density Residential
C-P-R-1	1.23	4.9	13	Low Density Residential
C-R-1	0.87	3.5	9	Low Density Residential
C-R-2	0.40	2.9	8	Medium Density Residential
R-2	1.97	14.2	37	Medium Density Residential
C-B-D	0.38	6.1	16	Central Business – Mixed Use
C-C-V	1.22	19.6	51	Visitor Serving – Mixed Use
C-P	0.11	1.7	4	Neighborhood Serving – Mixed Use
C-V	0.34	5.5	14	Visitor Serving – Mixed Use
R-3	0.67	10.7	28	High Density Residential
<b>Total Vacant Sites within City Limits</b>	<b>16.73</b>	<b>91.5</b>	<b>238</b>	

Source: City of Grover Beach 2010.

Oceano's growth is likely to remain at a nominal level as the community develops the remaining vacant parcels and begins to redevelop the underutilized properties over the next few years. In 2002, the County's Planning and Building Department estimated Oceano is about 90% built out with a potential for approximately 58 new single-family dwellings in the community at that time. Under the certified Housing Element 2009 the County estimates a total of 28 new dwelling units

as a realistic build-out. The Specific Plan policies encourage in-fill development, mixed-use, and higher densities within the core to accommodate the growth at build-out. The table below summarizes the growth potential within Oceano.

**Table 6-10 Build-out Summary: Vacant Land within City plus SOI**

Area	Acres	Units	Population	Land Use
062-081-006	0.20	3	9	RMF
062-085-004	0.30	5	15	RMF
062-082-001	0.16	2	6	RMF
062-082-002	0.20	3	9	RMF
062-082-003	0.20	3	9	RMF
062-082-017	0.16	2	6	RMF
062-089-006	0.24	4	12	RMF
062-042-033	0.40	4	12	RMF
062-069-009	1.2	1	3	RSF
062-321-040	2.7	1	3	RSF
<b>Total Vacant Sites within Oceano</b>	<b>5.76</b>	<b>28</b>	<b>84</b>	

Source: San Luis Obispo County Housing Element 2009.

## Land Use

Each of the General Plans allow for new growth within the respective communities based on an analysis of available resources (water, sewer, etc) and demand for those resources. The policies and standards in the General Plans provide for growth in the current SOI (Arroyo Grande currently is the only community with an SOI) if it can be demonstrated that water, sewer and other resources are available for the developer or can be made available without adversely affecting existing residents.

**Housing Element.** The various Housing Elements were adopted or under consideration by the respective City Council's, or Board of Supervisors and considered for certification by the State Department of Housing and Community Development (HCD) in 2010. The Goals, Policies and Programs found in the Housing Element are the Housing Implementation Plan for the period from January 1, 2007 through July 1, 2014. The table below shows the total number of residential units the City of Arroyo Grande (362), City of Grover Beach (193) and unincorporated area of the County (28) must provide zoning for in that time period for a total of 583 units. (Not all units considered will be located within the SSLOCSO service boundary, only 28 units within the unincorporated area is contemplated for Oceano).

**Table 6-11: 2007-2014 - SLOCOG Regional Housing Needs Allocation**

	Units By Income Category					% of Units
	Very Low	Low	Moderate	Above Moderate	Totals	
<b>Arroyo Grande</b>	<b>83</b>	<b>58</b>	<b>69</b>	<b>152</b>	<b>362</b>	<b>7%</b>
Atascadero	106	74	88	194	462	10%
<b>Grover Beach</b>	<b>44</b>	<b>31</b>	<b>37</b>	<b>81</b>	<b>193</b>	<b>6%</b>
Morro Bay	41	29	34	76	180	4%
Paso Robles	149	103	123	271	646	10%
Pismo Beach	36	25	30	66	158	3%
San Luis Obispo	366	254	302	668	1,589	33%
<b>County Unincorp.</b>	<b>298</b>	<b>207</b>	<b>246</b>	<b>544</b>	<b>1,295</b>	<b>27%</b>
<b>Total Units</b>	<b>1,124</b>	<b>782</b>	<b>928</b>	<b>2,052</b>	<b>4,885</b>	<b>100%</b>

Source: SLOCOG RHNA 2008

The Housing Element is one of the seven State mandated elements of the City's/County's General Plan and is updated every six years to identify recent demographic and employment trends and can be correlated with the three-year cycle of transportation planning, which may affect existing and future housing demand and supply. The Housing Element is used to identify and provide for the housing needs of the community. The Housing Element addresses the City's/County's ability to meet the State assigned regional housing needs shown in the above table. It specifies the number of units to be zoned for in terms of affordability. The City/County has developed a set of objectives and specific policies and programs to prepare for the production of housing in the respective communities.

A Housing Element is required by California law to establish policies and programs that will support the provision of an adequate housing supply for citizens of all income levels. The intent of State law is to assure that jurisdictions in the State provide adequate housing to all members of the community. While the State Department of Housing and Community Development (HCD) reviews the Housing Element to assure compliance with housing law, each jurisdiction must identify its particular issues to successfully address its housing needs.

The Housing Element provides a detailed assessment of the housing stock in Arroyo Grande, Grover Beach, and Oceano, including data on housing types, physical condition, cost and availability. The Element also examines special housing needs of the population such as the elderly, farm workers and the homeless. It identifies opportunities for energy conservation when housing is constructed or remodeled. The Element assesses the effectiveness of past housing

programs. The availability and capacity of land and public services for housing development are examined along with factors that may constrain the production of affordable housing. Particular attention has been paid to the need for affordable housing.

An understanding of existing housing conditions in the City/County is necessary as a basis for new Housing Element policies to guide the use and development of housing that will be adequate and affordable. In addition to this focused information, throughout the document comparisons to San Luis Obispo County demographics and statistics are used to identify possible issues or pertinent relationships. This assessment is representative of the larger area and informative of the trends the entire county is experiencing, helping to gain a better understanding of the City/Community in a regional context.

State law is more specific about the content of Housing Elements than any other portion of the General Plan. That specificity is reflected in the detailed demographics and other data contained herein. The Housing Element is also the only part of the General Plan that is subject to mandatory deadlines for periodic updates. Except for the Local Coastal Plan, it is the only element that is subject to review and "certification" by the state.

#### **LAFCO Questions**

The following section of the analysis addresses key growth and service-related questions that have been adopted by San Luis Obispo LAFCO for preparing a Municipal Service Review.

The existing Sphere of Influence for the City of Arroyo Grande is estimated to have a development potential of 1,711 units. The SSLOCSD Long Range Plan is based on the ability of the District to accommodate a population of 44,800. Currently, the District's population is approximately 40,318 people. The Long Range Plan addresses the issue of future growth in the area and the type of facility upgrades needed to accommodate the jurisdictions projected needs. The infrastructure of the plant is well maintained and planning for future improvement projects is well underway. Financing for such projects is available and the District has already allocated reserves towards accomplishing future plant upgrades.

The County has not approved significant development proposals within the existing Sphere of Influence of the South San Luis Obispo County Sanitation District.

## WRITTEN DETERMINATIONS

The following written determinations are based on the information contained in the above section regarding Growth and Population:

1. The District's Long Range Plan evaluates the future population increases for the service area and makes recommendations based on future growth in the area. The SSLOCSD District is well prepared to deal with future growth.
2. The projected number of people in the South San Luis Obispo County Sanitation District over the next 5, 10, 15 & 20 years is shown in the Table below. This information is from the San Luis Obispo Council of Government's 2009 Update to Long Range Socio-Economic Projections:

**Table 6-12 Medium Range Population Projections**

	2015	2020	2025	2030
SSLOCSD	41,153	42,075	42,855	43,885

## 6.2 Location and Characteristics of any Disadvantaged Unincorporated Communities

**Purpose:** To identify the infrastructure needs and deficiencies in terms of supply, capacity, condition of facilities, and ability to provide services.

LAFCO is responsible for determining the location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence. If a jurisdiction is reasonably capable of providing needed resources and basic infrastructure to disadvantaged unincorporated communities within the sphere of influence or contiguous to the sphere of influence, it is important that such findings of infrastructure and resource availability occur when revisions to the SOI and annexations are proposed by the district or property owners.

The Cities of Grover Beach, Arroyo Grande, Pismo Beach, and the community of Oceano are within the South San Luis Obispo County Sanitation District boundary or adjacent (in the case of the City of Pismo Beach) who would likely provide the needed urban services to disadvantaged community. The SSLOCSD would provide sanitation services only to those areas qualifying as disadvantaged. Disadvantaged community means a community with an annual median household income that is less than 80 percent of the statewide annual median household income.

### **6.3 Present and Planned Capacity of Public Facilities and Adequacy of Public Services, including Infrastructure Needs or Deficiencies**

**Purpose: To identify the infrastructure needs and deficiencies in terms of supply, capacity, condition of facilities, and ability to provide services.**

LAFCO is responsible for determining that a jurisdiction is reasonably capable of providing needed resources and basic infrastructure to serve areas already within the District and in the Sphere of Influence. It is important that such findings of infrastructure and resource availability occur when revisions to the SOI and annexations are proposed by the District or property owners.

It is prudent for LAFCO to analyze present and long-term infrastructure demands and resource capabilities of the South San Luis Obispo County Sanitation District. LAFCO accomplishes this by evaluating 1) the resources and services that are currently available, and 2) the ability of the District to expand such resources and services in line with increasing demands.

The South San Luis Obispo County Sanitation District (SSLOCSD) operates by the regulations established in the Health and Safety Code (Sections 6400-6830). Under the Health and Safety Code the SSLOCSD could perform a variety of functions including garbage collection and disposal, sewer treatment and sewer collection systems, and storm drains and water collection. The SCSD is responsible for providing wastewater treatment and disposal services to the Cities of Arroyo Grande and Grover Beach and the Oceano Community Services District. In addition, the City of Pismo Beach contracts with the District for disposal of its treated effluent through the SSLOCSD's ocean outfall line.

This section evaluates the District's resources and capabilities to provide services to existing and future residents. The key topics addressed include sewer system capacity and condition.

## **WASTEWATER COLLECTION & TREATMENT SYSTEM**

**Facility Description.** The SSLOCSD collection, treatment, and disposal facilities were originally constructed and placed into operation in 1966. The treatment facility was designed to provide secondary treatment for an average daily flow of 2.5 million gallons per day utilizing the activated sludge process. At that time the treated effluent was discharged through a 36" diameter outfall line that extended approximately 1,000' off the Pismo Beach State Beach.

In 1980, the treatment facility was upgraded and a new outfall line installed. Improvements made at the treatment plant included the installation of a gravity sludge thickener, sludge drying beds, the addition of a third influent pump, construction of a maintenance building, and installation of an standby engine generator for the continued effective treatment during periods of power failures. The new outfall was required because of damage to the original outfall caused by the 1969 storms. This new outfall extends some 4,400' offshore into 55' of water.

Treatment plant improvements completed in 1987 provided a fixed film reactor for secondary treatment, eliminating the activated sludge treatment process originally constructed. The secondary clarifier structure which had been an integral unit with the aeration tanks for activated sludge has been modified to remove the aeration tanks and to create a larger secondary clarifier. Additional modifications on existing unit processes were made to enhance the efficiency of the treatment plant.

The most recent expansion project added to the treatment plant a secondary digester, an additional primary clarifier, and a ferrous chloride chemical feed system for the control of sulfides in the digester gas.

A number of additional improvements have been made over the years using District staff. These include the construction of a screw conveyor for use at the centrifuge, the replacement of the barminutors with new grinder/augers, the addition of a "Teacup Degritter" for the removal of snails from the final clarifier sludge stream, and the joint use of the final clarifier for use as a chlorine contact chamber.

**Operations.** The wastewater collected within the District's Trunk Sewer Line begins the treatment process in the influent pumping plant. There it is passed through a Parshall metering



flume to measure the quantity of influent wastewater to the plant. Currently, average annual daily flow at the plant is on the order of 2.88 million gallons per day (mgd), with peak day dry weather flow of approximately 3.37 mgd and peak hour wet weather flows of 8.03 mgd.

Once measured, the wastewater passes through an in-channel screen to mechanically separate and remove the larger debris. Typically this debris consists of sticks, rags, large food particles, paper products, etc. The removed debris is collected, ground, and hauled offsite to a landfill for disposal. The screened wastewater is then distributed to the primary clarifiers by means of the four raw sewage pumping units located within the pumping station.

Prior to arrival at the clarifiers the wastewater enters the clarifier control box. Under normal operations, the control box is designed to separate the waste stream into equal parts for distribution into one of the two primary clarifiers. The control box has the added function of isolating flow to either of the independent clarifiers during periods of maintenance and repairs.

Clarification is achieved at the plant by means of two identical primary clarifiers; one constructed as part of the original 1965 project and the other as part of the 1990 expansion. Each primary clarifier is 55 feet in diameter with a side wall depth of 9 feet. These dimensions allow for a combined volume of 320,625 gallons. Under average annual daily flow, the combined overflow rate of the clarifiers is 610gpd/sf and the combined detention time between the clarifiers is 2.65 hours.

The clarifiers serve to separate a large portion of the suspended solids from the waste stream. This is achieved by maintaining quiescent flow throughout detention, allowing for the heavier solids (*sludge*) to sink to the bottom of the tank and the lighter solids (*scum*) to rise to the surface.

The sludge which accumulates on the bottom of the tank is raked continuously towards the center column by a steel raking mechanism. This raking mechanism forces the sludge out of the clarifier through a sludge pocket near the center of the tank. The scum is removed from the clarifier by means of a skimmer assembly attached to one of the arms of the raking mechanism. As the skimmer arm revolves around the tank, scum is guided into a trough attached to the

inside of the launder wall. The scum trough removes the scum from the tank and combines it with the sludge removed by the rakes. The removed sludge and scum are pumped to the plant digesters for treatment. The clarified wastewater eventually discharges over the effluent weirs and flows to the fixed film reactor to receive secondary treatment.

Secondary treatment is achieved at the plant by means of a single, fixed film reactor (FFR), constructed as part of the 1986 improvement project. The FFR utilizes a bio-filtration process which removes the dissolved organic matter from the wastewater. The FFR is 117 feet in diameter with a plastic media depth of 12 feet. Wastewater is distributed over microorganisms which grow on the plastic media substrate. The microorganisms absorb the organic matter from the wastewater as their food supply, utilizing much of the suspended colloidal and dissolved organic substrate matter for bioassimilation. As organic matter and nutrients are absorbed from the wastewater, the film of microorganisms grows and thickens, periodically sloughing off the plastic media surface. Partially decomposed organic matter, excess sloughed film, and dead film is carried off with the FFR effluent for further clarification in the secondary clarifier unit.

The secondary clarifier unit, constructed as part of the 1986 improvement project, performs much the same operation as the primary clarifier. The unit is 97 feet in diameter and has a side wall depth of 12 feet. These dimensions allow for a total volume of 665,000 gallons. Under average daily flow, the overflow rate of the clarifier is approximately 393gpd/sf and the detention time is 5.5 hours.

The final step in the treatment process at South San Luis Obispo Sanitation County District's Wastewater Treatment Plant is the disinfection of the treated effluent prior to release through the ocean outfall. This process occurs within the chlorine contact chamber and is achieved by the injection of sodium hypochlorite into the waste stream to kill the majority of all remaining bacteria. Once the wastewaters disinfected, it is discharged from the plant through the ocean outfall line.

### Collection System

The District owns and operates nearly 9 miles of collection sewer referred to as the District Trunk Line. The purpose of this line is to allow for the collective transport of wastewater from the smaller municipal lines of the three member agencies to the final destination of the District's Wastewater Treatment Plant. The Trunk Line was initially constructed as part of the original District design of 1963. It is comprised of sewer pipe ranging in size from 15-30 inches in diameter.

The pipe segments are primarily composed of either Vitrified Clay Pipe or Asbestos Cement Pipe. Due to the naturally sloping coastal topography and owing to careful consideration and planning during the design phase of the collection system, the District's collection system operates entirely as a gravity fed sewer. As a result, the District is not dependent upon the use of pumps at any point in the collection system to convey the wastewater. The result is reduced annual operating expenses which in turn are passed directly on to the District's customers.

Annual average daily flow passing through the collection system is in the order of 2.9 million gallons per day with peak daily flows of approximately 3.16 million gallons per day. The WWTP is presently operating at about 60% of permitted capacity.

**Capital Improvement Plans/Studies.** To maintain the sewer facilities the District adopts a Capital Improvement Plan each year during the annual budget process. For 2010-11 fiscal year the following projects were approved:

#### Projects Budgeted or In Process

- ▶ No Projects are anticipated between 2010 and 2016

## WRITTEN DETERMINATIONS

The following written determinations are based on the information contained in the above section regarding Infrastructure Needs and Deficiencies:

### Wastewater

1. The District's facilities are in excellent condition due to the proactive maintenance and repair program undertaken by the District's staff and Board.
2. The District has adequate capacity to meet the needs of their existing service area.
3. The District has prepared a Long Range Plan that provides for future plant improvements that will keep pace with the population growth and possible changing water quality standards in the area.
4. The District has set aside more than \$5 million to perform major upgrades so the plant can continue to meet the needs of the residents and comply with federal and state water discharge laws.

## 6.4 FINANCIAL ABILITY OF AGENCIES TO PROVIDE SERVICES

**Purpose:** To review the City's existing financial documentation and identify any financial constraints or opportunities.

### **Budget**

The District is a model of fiscal stability having saved enough money over the years to make major upgrades while continuing to repair and maintain the treatment plant on a regular basis. The District has not increased rates for the users since 1986 and has saved more than \$5 million in reserves. Most of these reserves are restricted for use towards major upgrades of the plant. Major plant upgrades will be paid for from these reserves and will put the plant in position to serve area residents for many years to come.

**Investment Policies.** The District has had a policy of setting aside the hookup and connection fees and charges to build up a reserve to complete major upgrades. This policy has resulted in a very adequate reserve fund that is described above and places the District a desirable financial position. The District has also completed repair and maintenance program on an as needed basis and preventative maintenance, ensuring that the Physical Plant is well maintained over the years.

The District's annual budget contains investment policies that provide for the safe investment of funds in compliance with federal and state laws. The stated objective of the policy is to provide for the safe investment of the District's funds while allowing for liquidity and a return on investment.

**Joint Financing Projects.** The District is, in effect, an excellent example of a joint funded project with the Cities of Arroyo Grande, Grover Beach and the Oceano CSD paying service fees to fund the operation and maintenance of the treatment facility, the main collection trunk and outfall line. This kind of interagency collaboration is an exceptional example of joint financing of critical public service.

**Revenue Sources.** The District uses a variety of revenues sources to fund the organization including; Service Charges received from the jurisdictions to fund operations, Connection Fees which are committed directly to the Expansion Fund, and Interest Income and fund balances at the end of the year that are transferred to the Replacement Fund. The tables below show the

operating revenues for the District in 2010-2011 as estimated by year end:

**Table 6-13: Operating Fund 19 Revenues**

Revenue	Estimated Year End Amount
Arroyo Grande Services	2,745,621
Grover Beach Services	
Oceano CSD Services	
Pismo Beach Water Mon.	
School Service	
Federal Agencies	122,487
<b>Total Revenue</b>	<b>2,868,108</b>

**Table 6-14: Expansion Fund 20**

Revenue	Estimated Year End Amount
Arroyo Grande Connections	67,451
Grover Beach Connections	
Oceano CSD Connections	
Interest Income	34,793
<b>Total Operating Revenue</b>	<b>102,244</b>

**Table 6-15: Replacement Fund 26**

Revenue	Estimated Year End Amount
Interest Income	6,792
Transfer – Operations Fund 19	0
<b>Total Revenue</b>	<b>6,792</b>

The revenue sources for the District are stable and are allocated to fund operations and save for future expansion and replacement projects.

### **Fiscal Trend Analysis**

The following charts show the fiscal trend analysis for the past five years for key fiscal indicators that represent an early warning system for an agencies fiscal health. The key indicators are overall operating budget, general fund expenditures, property tax revenues, elastic revenues

(which include transit occupancy tax, sales tax, and franchise fees), reserves, long-term debt, and fund balance for each year. The information was derived from the City's comprehensive annual financial statement for each year.

### Operating Budget Figure 6-4

**Formula:**

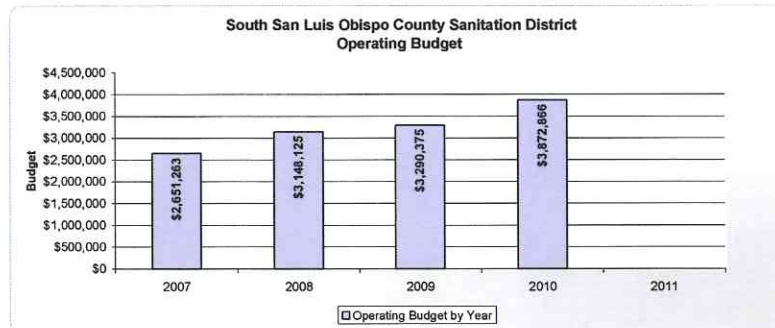
Consolidated Expenditures /  
Fiscal year

**Trend Analysis:**

Watch out for increasing  
expenditures over time.

**Source:**

Comprehensive Annual Financial  
Statements: Statement of  
Activities Basic Financial  
Statements: Statement of  
Revenues, Expenses & Changes  
in Net Assets



**Description:**

This indicator refers  
to the overall  
operating budget  
and expenditures  
including enterprise  
funds.

### General Fund Budget Figure 6-5

**Formula:**

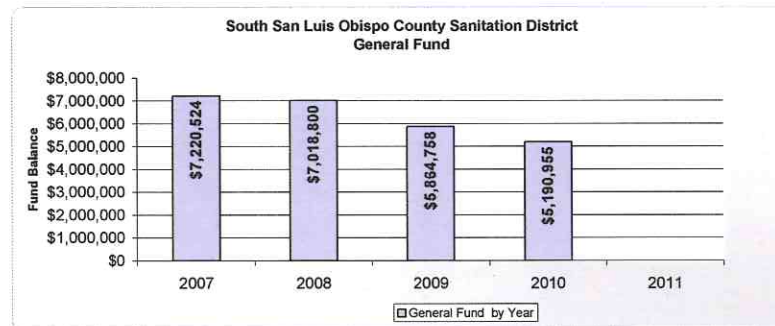
General Fund Expenditures /  
Fiscal year

**Trend Analysis:**

Watch out for increasing  
expenditures over time.

**Source:**

Comprehensive Annual Financial  
Statements: Statement of  
Activities Basic Financial  
Statements: Statement of  
Revenues, Expenses & Changes  
in Net Assets



**Description:**

This indicator refers  
to the General Fund  
expenditures Not  
including debt  
service, capital  
improvements or  
capital projects  
contributions. For  
special districts it is  
assumed that all  
expenditures (except  
as otherwise stated)  
are expenditures for  
services related to  
charges.

### Property Tax Revenues Figure 6-6

**Formula:**

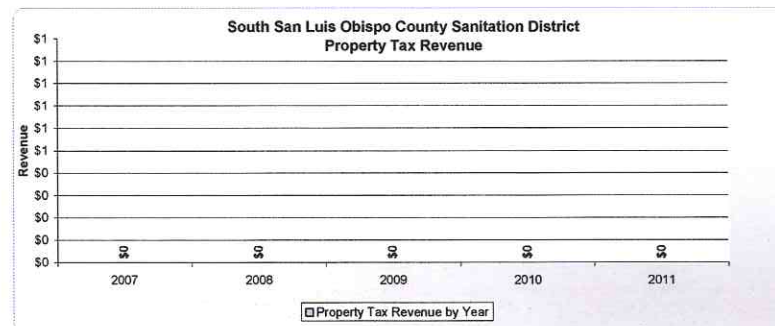
Property tax revenue /  
Fiscal year

**Trend Analysis:**

Watch out for declining property  
tax revenues over time.

**Source:**

Comprehensive Annual  
Financial Statements:  
Statement of Activities  
Basic Financial Statements;  
Statement of Revenues,  
Expenses & Changes in Net  
Assets



**Description:**

This indicator will  
have more  
importance for those  
agencies heavily  
reliant upon property  
tax revenues. As  
these revenues are  
closely tied to  
market conditions  
this indicator can  
depict the ability of  
an agency to  
respond to economic  
fluctuations. The  
property taxes are  
distributed based on  
the calendar year  
and the years  
indicated in the chart  
are the ending years  
for each calendar  
year.



## Elastic Revenues Figure 6-7

**Formula:**

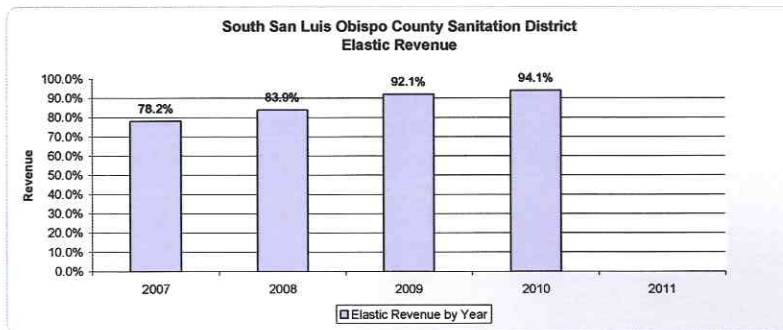
Elastic operating revenues / Net operating revenues

**Trend Analysis:**

Watch out for decreasing amount of elastic operating revenues as a percentage of net operating revenues.

**Source:**

Comprehensive Annual Financial Statements: Statement of Activities Basic Financial Statements: Statement of Revenues, Expenses & Changes in Net Assets

**Description:**

This indicator can help agencies determine how elastic revenues are impacting their abilities to provide services. If revenues rely heavily on elastic sources the agency may want to explore opportunities for increasing inelastic sources to offset the shortfalls in the inelastic revenues. Elastic revenues consist of TOT, sales tax, and franchise fees, for special district elastic revenues also include water and sewer sales and availability.

## Reserves Figure 6-8

**Formula:**

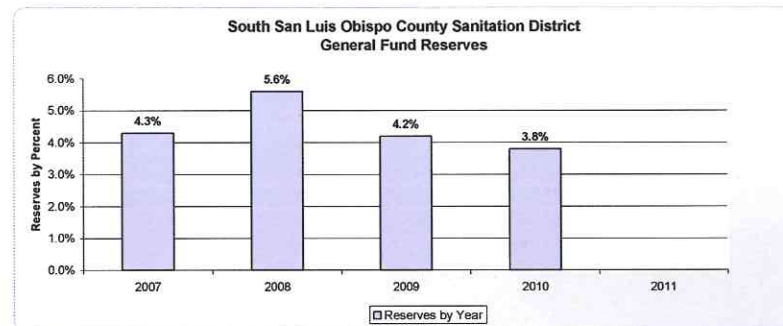
Unrestricted operating revenues / Net operating or general fund expenditures

**Trend Analysis:**

Watch out for decreasing amount of reserves as a percentage of net operating or general fund expenditures.

**Source:**

Comprehensive Annual Financial Statements: Statement of Activities Basic Financial Statements: Statement of Revenues, Expenses & Changes in Net Assets

**Description:**

As the percentage of reserves increases, a local government gains its ability to respond to changing conditions and to citizens' needs and demands. Decreases in reserves may also indicate future inability to maintain or enhance service levels. For special districts reserves are a % of next FY operating budget. It should be noted that reserves for agencies with infrastructure maintenance obligations will likely exceed 100% as the agency builds the necessary reserves to upgrade and maintain infrastructure.

## Long-Term Debt/Liabilities Figure 6-9

**Formula:**

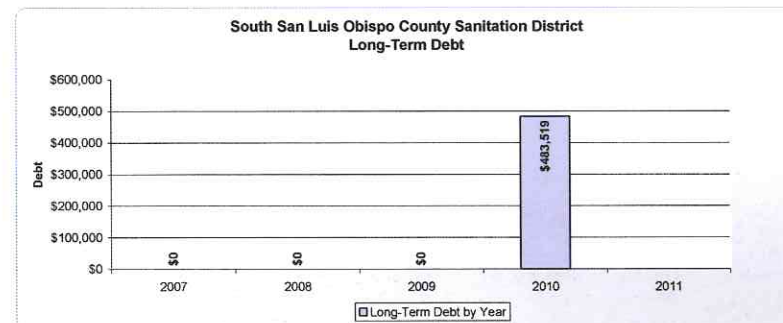
Current liabilities / Net operating revenues

**Trend Analysis:**

Watch out for increases in Long-term debt at the end of the year as a percentage of net operating revenues over time.

**Source:**

Statement of Net Assets

**Description:**

A major component of liabilities may be long-term debt in the form of tax or bond anticipation notes. Although long-term borrowing is an accepted way to deal with uneven cash flow, an increasing amount of long-term debt outstanding at the end of successive years can indicate deficit spending problems.



### Changes in Fund Balance Figure 6-10

**Formula:**

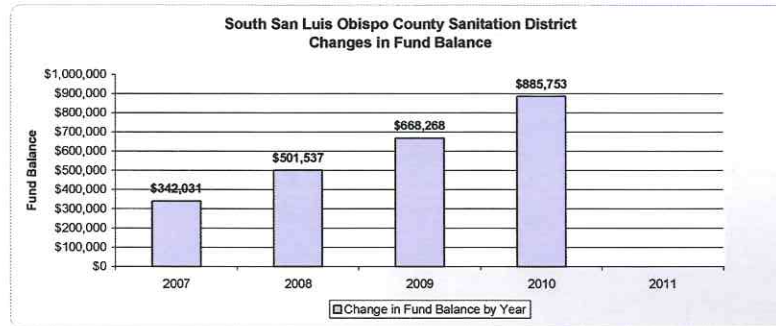
General fund operating deficit or surplus / Fund operating revenue

**Trend Analysis:**

Watch out for increases in general fund operating deficit or surplus as a percentage of net operating revenues.

**Source:**

Comprehensive Annual Financial Statements: Statement of Revenues, Expenses and Changes in Fund Balance (Government Funds)  
Basic Financial Statements: Statement of Revenues Expenses & Changes in Net Assets


**Description:**

This indicator is especially important because a pattern of operating deficits of the general fund can be one of the first signs of an imbalance between revenue structure and expenditures. It should be noted that it would not indicate a problem if the agency had planned the operating deficits and was deliberately drawing down reserve fund balances or using extra revenues from another fund for temporary needs.

**Summary Table 6-16 South San Luis Obispo County Sanitation District Fiscal Trends**

	Operating Budget Changes in Expenditures	General Fund Budget Changes in Expenditures	Property Tax Changes in Revenues	Elastic Changes in Revenues	Changes in Reserves as a percentage	Liabilities Long-term debt	Fund Balance
2011		\$5,190,955	NA	83.9%	4.3%		
2010	\$3,872,866	\$5,864,758	NA	78.2%			\$483,519
2009	\$3,290,375	\$7,018,800	NA			3.8%	\$0
2008	\$3,148,125	\$7,220,524		NA	94.1%	4.2%	\$0
2007	\$2,651,263			NA	92.1%	5.6%	\$0

### Rates and Fees

The District reviews rates during the annual budget process to ensure they adequately offset the costs of operating the plant. The rates for services within the District should not be increased for existing residents due to future development within the District boundaries. Costs for sewer services for new developments would be fully examined during the development and review process.

Other programs defined by the District will require the newly developed sites to cover their full costs, including one-time capital projects as well as long-term maintenance, repair and replacement needs.

The various communities' sewer services are operated as enterprise funds. This means that revenues to support operations and capital improvements are borne by the ratepayer. Sewer funds are reviewed annually by the various Council's/Boards at a public hearing where the

appropriate rate for service is determined. If rate increases are needed, they are usually implemented at the beginning of the new fiscal year, July 1st, and all rates are prorated accordingly. The following is a table that compares the rates and fees of several service providers for sewer services:

**Table 6-17: Single-Family Sewer Rates**

Rate/Fee	Paso Robles	Oceano	Morro Bay	Pismo Beach	Arroyo Grande	Grover Beach	San Luis Obispo
Flat Monthly Rate	\$25.86	\$4.63	\$64.43	\$68.28	\$2.20	\$32.84	\$7.22

The properties in the SOI areas do not presently receive public services for which a fee is paid (such as wastewater service or storm drainage management). These services in particular are not available in the SOI areas. As these areas are largely undeveloped at this time, the impact of new services will be fees for those services. There is no evidence suggesting that the annexation of these areas will result in unreasonable fees for wastewater service as properties annex and develop within the District. It is expected that fees for the SOI areas will be in line with existing fees for such services.

The City and the County shall work together to ensure that the cost of services for the jurisdictions is equitable.

## WRITTEN DETERMINATIONS

The following written determinations are based on the information contained in the above section regarding Financial Constraints and Opportunities:

1. The District is in a good position having completed repair and maintenance on the Plant facilities regularly as well as set aside reserves for major upgrades and expansion projects to be completed in the future.
2. The District has limited debt because it performs maintenance activities on an as needed or required basis.
3. The District reviews rates and fees on an annual basis during the preparation of their budget.
4. The District's rates have not only covered the costs of operations, but also enabled the District to prepare for the future by setting aside connection fees for replacing and maintaining the plant.
5. The District's revenue sources are stable and provide for the continued operation of the facility. A rate study that may be completed in the next two years would help to evaluate the need for increased revenues.
6. The District has over \$5 million in reserves, most of which is allocated for plant upgrades.

## 6.5 STATUS OF, AND OPPORTUNITY FOR, SHARED FACILITIES

**Purpose:** To identify the opportunities for jurisdictions to share facilities and resources creating a more efficient service Delivery system.

In the case of annexing new lands into a District, LAFCO can evaluate whether services or facilities can be provided in a more efficient manner if the City, County, District, and/or State are cooperatively working to construct and maintain facilities. In some cases, it may be possible to establish a cooperative approach to facility planning by encouraging the City, County and State to work cooperatively in such efforts.

The South San Luis Obispo County Sanitation District is the model of sharing facilities between jurisdictions. The Board of Directors consists of a representative for the Cities of Grover Beach and Arroyo Grande and the Oceano Community Services District. These are the jurisdictions that utilize the plants facilities. The District has worked closely with the jurisdictions to meet the current and future needs of the residents. This high level of cooperation has lead to financial stability, fair and consistent rates, and excellent service to the residents.

Currently, there is no duplication of existing or planned facilities in the SOI study areas. The City/CSD would assume the collection and transportation of wastewater service as properties are annexed and developed. The SSLOCSD would provide the wastewater treatment. These do not constitute (and would not in the future) duplication of services in the SOI areas.

## WRITTEN DETERMINATIONS

The following written determinations are based on the information contained in the above section regarding Opportunities for Shared Facilities:

1. The Plant is an excellent example of jurisdictions working together to share facilities and resources.
2. The Plant provides excellent services to the area residents it serves because of the close cooperation and communication between the District and Jurisdictions.

## 6.6 ACCOUNTABILITY FOR COMMUNITY SERVICE NEEDS INCLUDING GOVERNMENTAL STRUCTURE AND OPERATIONAL EFFICIENCIES

**Purpose:** To evaluate the accessibility and levels of public participation associated with the agency's decision-making and management processes.

**Governing Body.** The three member District Board governs the operations and activities of the District. The Mayors of Grover Beach and Arroyo Grande along with the Chair for the OCSD make up the Board. The Board is appointed when the elections of the various jurisdictions is completed.

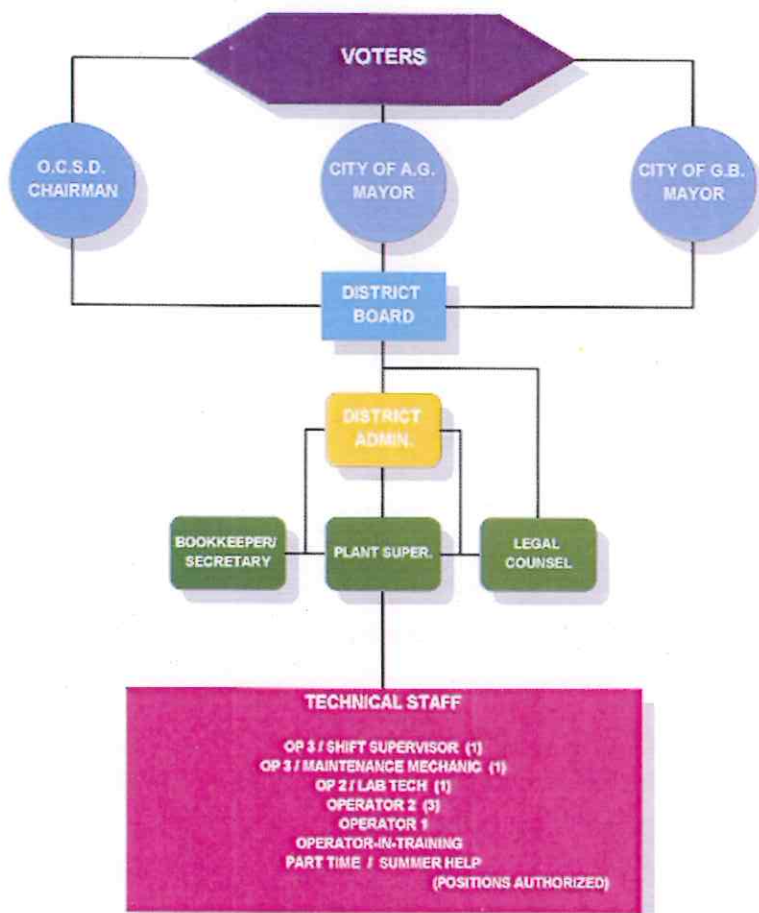
**Community Outreach.** The following is taken from the District's Website and shows several of the community outreach programs that the District has undertaken in recent years. The South San Luis Obispo County Sanitation District has undertaken several community service projects over the years. This in order to promote good will in the community, as well as to be a good neighbor to the residents located in the vicinity of the plant.

The District holds regular meetings at 6:00 p.m. on the first and third Wednesdays of each month in the Oceano Board Room, at 1655 Front Street. Other meetings or study sessions are held as needed. Agendas are posted consistent with the Brown Act. A public comment period is scheduled at the beginning of each meeting for citizens to comment on District issues not on the agenda.

The District's organization structure is shown on the chart on the following page. The three member District Board governs the operations and activities of the District. The Mayors of Grover Beach and Arroyo Grande along with the Chair for the OCSD make up the Board. The Board contracts with a District Administrator to provide management and operational advice and expertise. The District retained Mr. John Wallace of John Wallace and Associates who has served in this capacity since 1985. Mr. Wallace has a historic perspective as well as the technical resources to effectively and efficiently provide for the management of the District.

The District is divided into three funds; Operating, Expansion and Replacement-Improvements. Each fund has a purpose statement with an expense and revenue budget that follows. A series of tables describe the expense associated with each line item.

**Figure 6-11**  
**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**  
**TABLE OF ORGANIZATION**



The District has a maintenance software program that tracks equipment and operational repairs that are needed to keep the plant in good working order. The Regional Water Quality Control Board was complimentary of the way the plant was operated and viewed the District as a model in terms of compliance with water discharge regulations.

It is assumed that public participation in the planning and development process for the SOI territories would be about the same for either City or County development projects. Both the City and the County have well developed Citizen Participation programs that enable access to information and allow for citizen involvement. The City and County have a track record of extensive outreach to the community in making land use and other decisions.

## WRITTEN DETERMINATIONS

The following written determinations are based on the information contained in the above section regarding Local Accountability and Governance:

1. The District provides for public access to meetings and records.
2. The District responds to customer complaints in a timely and responsive manner.
3. The District is involved with the local community by completing projects that benefit the area residents and visitors.
4. Based on a review of the District's budgets and planning documents, the District appears to be organized in an efficient and effective manner.
5. The District's staffing levels are below the industry average for operating such a facility. This is because the District hires employees with multiple skills and abilities, enabling the District cross train individuals to complete a variety of tasks and activities.
6. The District's staff consistently looks for ways to operate the plant more efficiently and effectively. These ideas are discussed in an open atmosphere that encourages continuous improvement in the operational and procedural systems.
7. The existing government structure represents an efficient and effective model for providing services the residents in the area.

## 6.7 OTHER MATTERS

This factor allows LAFCO to discuss other issues and topics that may need to be addressed or focused on in the MSR.

### Grand Jury Report 2011

The Grand Jury initiated an investigation alleging mismanagement and other problems at the South San Luis Obispo County Sanitation District in 2011. Three major issues were investigated:

1. The District Administrator has a conflict of interest in his dual, simultaneous roles as administrator of the District's facilities and operations, and as the majority owner of a company, Wallace Group, that supplies a major share of contracted services to the District without benefit of competitive bidding for such services.
2. The District's Board of Directors (Board) has failed to recognize the existence of this conflict of interest, which has resulted in a further failure of the Board to take action necessary either to eliminate or properly mitigate the conflict.
3. The contract under which the District Administrator and his majority-owned company perform services for the District is 25 years old. During this period, the contract has never been evaluated, re-bid or modified in any way, except for approved increases in the hourly billing rates that can be charged by the District Administrator and his employees for services provided to the District.

The SSLOCSD Board had an investigator review the allegations of misconduct. The investigator's report indicated the allegations to be false. The Grand Jury felt the Investigation Report presented limited facts that were not adequate to support the report's conclusion.

In response to the Grand Jury report, the SSLOCSD stated the District is charged by the rate payers in Arroyo Grande, Grover Beach, and Oceano, with the responsibility to ensure the Sanitation District operates efficiently. As such, the Board has determined that the District does not require a full time salaried Administrator, but rather general administrative oversight and



budget management, as well as civil engineering expertise specific to water and wastewater systems. The District point to an earlier 1992 Grand Jury report that found this similar administrative arrangement was found to be free of any conflicts of interest.

A number of changes were in process before the Grand Jury report was published or as a result of the report which include:

- Bifurcating the contracts between the District Administrator and District Engineer.
- Board approval of compensation for any form of engineering work.
- The County Auditor Office has agreed to review the new bifurcated contracts to ensure consistent with special district budget related practices.
- Rotating the District's principal auditor every five years.
- The Board will implement an Outside Agency peer review specific to budget and payment process.

The District has taken steps consistent with some of the recommendations of the Grand Jury, to improve District operations and to address the public's perception of the alleged conflict of interest.

## REFERENCES

- SSLOCSD Response to Grand Jury Report 2011
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- South San Luis Obispo County Sanitation District, Website, [www.sslocsd.org](http://www.sslocsd.org).
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