



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

Post Office Box 339, Oceano, California 93475-0339

1600 Aloha Oceano, California 93445-9735

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

www.sslocsd.org

AGENDA

BOARD OF DIRECTORS Meeting

1655 Front Street

Oceano, California 93445

Wednesday, June 19, 2013 at 6:00 P.M.

Board Members

Matthew Guerrero, Chair

Tony Ferrara, Vice Chair

Debbie Peterson, Director

Agencies

Oceano Community Services District

City of Arroyo Grande

City of Grover Beach

1. CALL TO ORDER AND ROLL CALL

2. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

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

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

Please adhere to the following procedures when addressing the Board:

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

3. CONSENT AGENDA

Any writing or document pertaining to an open-session item on this agenda which is distributed to a majority of the Board after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review in the offices of the Oceano CSD, a member agency located at 1655 Front Street, Oceano, California. Consistent with the Americans with Disabilities Act (ADA) and California Government Code §54954.2, requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires modification or accommodation in order to participate at the above referenced public meeting by contacting the General Manager or Bookkeeper/Secretary at (805) 481-6903.

The following routine items listed below are scheduled for consideration as a group. Each item is recommended for approval unless noted. Any member of the public who wishes to comment on any Consent Agenda item may do so at this time. Any Board Member may request that any item be withdrawn from the Consent Agenda to permit discussion or to change the recommended course of action. The Board may approve the remainder of the Consent Agenda on one motion.

3A. Review and Approval of the Minutes of the June 5, 2013 meeting

3B. Review and Approval of Warrants

3C. Review of Financial Report ending May 31, 2013

3D. Ratification of Interim District Manager's contract

4. PLANT SUPERINTENDENT'S REPORT

5. BOARD ACTION ON INDIVIDUAL ITEMS:

A. FY 2013/14 BUDGET

Staff recommends the Board review changes made to the draft Proposed Budget for the 2013/14 Fiscal Year

B. SCADA ANALYSIS

Staff recommends the Board review the report on the Supervisory Control and Data Acquisition (SCADA) system

C. PERSONNEL POLICY

Staff recommends the Board review modifications to the Personnel Policy

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 pursuant to Government Code Section 54956.9; 3 cases

- a. Carter et al. v. Wallace
- b. Johnson v. Wallace
- c. U.S. Energy v. SSLOCSD

(2) Pursuant to Govt. Code Section 54957: Discussion of appointment or employment of public employee

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 the Meeting of Wednesday, June 5, 2013
6:00 P.M.

1. CALL TO ORDER AND ROLL CALL

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

District Staff in Attendance: Paul Karp, Interim General Manager; Mike Seitz, District Counsel; John Clemons, Plant Superintendent; Matthew Haber, Bookkeeper/Secretary.

Others in Attendance: Shannon Sweeney

2. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

Director Guerrero asked for public comment.

Mr. Jeff Edwards spoke about the County Board of Supervisors' approval of the Highway 1 and 13th Street project as well as the County operation of the flap gates at the levee.

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

3. CONSENT AGENDA

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

Action: It was moved by Director Peterson to approve Consent Agenda Items 3A and 3B as presented. Director Ferrara seconded, and the motion was carried unanimously.

4. PLANT SUPERINTENDENT'S REPORT

Plant Superintendent Clemons presented the Plant Superintendent's Report. The numbers for the Plant look quite good and are well within compliance.

Director Ferrara suggested adding the permit limits to the Plant Superintendent's Report to make it easier to view whether the numbers were within compliance of regulatory limits.

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

5. BOARD ACTION ON INDIVIDUAL ITEMS

A. FY 2013/14 ANNUAL BUDGET

Interim General Manager Karp presented the staff recommendation that the Board further review the draft of the proposed budget for Fiscal Year 2013/14. He encouraged the Board to provide

any suggestions for changes to the Budget for Staff to incorporate.

Director Guerrero asked for public comment.

Ms. Julie Tacker spoke about the budgeted amounts for replacement of two District vehicles.

Mr. Jeff Edwards asked when the Wallace Group charges would end and also spoke about the ACL not being in next year's budget and whether some of the fine should be.

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

Action: Received and filed for advisement the Proposed FY 2013/14 Annual Budget draft.

B. STAFFING REVIEW

Interim General Manager Karp introduced Mrs. Shannon Sweeney who presented the staff recommendation that the Board approve a modified staffing structure.

Counsel Seitz added that the changes would require modification of the District's Personnel Policy.

Director Guerrero asked for public comment. There being none, Director Guerrero closed the public comment period.

Action: It was moved by Director Ferrara to approve Staff's recommendation with the understanding that a modification to the Personnel Policy will be necessary. Director Peterson seconded, and the motion was carried unanimously.

C. DRAFT RFP FOR FINANCIAL CONSULTING

Interim General Manager Karp presented for Board approval a draft Request for Proposals (RFP) to solicit proposals for a financial consultant to study rates and financing options available to the District.

Director Guerrero asked for public comment.

Ms. Tacker asked when a forensic audit would happen, and she spoke about the District owning the model developed by the financial consultant which could be used by the District in the future.

Mr. Edwards spoke about the budgeted amount for this particular plan and suggested breaking the plan into several timeframes.

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

Action: It was moved by Director Peterson for acceptance of the draft RFP. Director Ferrara seconded, and the motion was carried unanimously.

D. BENTHIC STUDY AWARD

Interim General Manager Karp presented the staff recommendation that the Board approve a contract with Aquatic Bioassay Consulting and Laboratories, Inc. to perform the District's triennial benthic sediment and biota monitoring and outfall inspection.

Action: It was moved by Director Peterson to accept Staff's recommendation. Director Ferrara

seconded, and the motion was carried unanimously.

6. MISCELLANEOUS ITEMS

A. Miscellaneous Oral Communications

Director Peterson spoke about a workshop on the Brown Act and the First Amendment being held at the City of Grover Beach on Wednesday, June 26 at 6:30 p.m.

Director Ferrara spoke about how water shortages have an impact on the economy.

B. Miscellaneous Written Communications

1. AB 371 (Salas) Update

Interim General Manager Karp referred to the attached letter from CASA conveying the inactive status of California Assembly Bill 371 (Salas).

7. PUBLIC COMMENT ON CLOSED SESSION

There were no public comments.

8. CLOSED SESSION

Pursuant to Government Code Section 54957:

- (1) Discussion of appointment or employment of public employee:
Interim General Manager's contract
- (2) Discussion of appointment or employment of public employee:
Contract with Water Specialty Consulting Services
- (3) Review of Legal Counsel

9. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

Interim General Manager Karp reported that the Board had taken action on two of the three items. Regarding the first item, the Board had approved the contract with Paul Karp as Interim District Manager to be approved formally on a future agenda. Regarding the third item, the Board approved continuing the contract with Shipsey and Seitz as District Counsel.

10. ADJOURNMENT

There being no further business to come before the Board, Director Guerrero adjourned the meeting at approximately 8:10 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
6/19/2013

ISSUED TO	PURCHASE/SERVICE	INV. # / SERVICE PERIOD	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
ABALONE COAST	CHEMICAL ANALYSIS	MAY	061913-7709	7078	4,402.00	4,402.00
ADAMSKI MOROSKI MADDEN CUMBERLAND & GREEN LL	LEGAL SERVICES	31433	10	7070	6,289.20	6,289.20
ALLIED ADMINISTRATORS	EMPLOYEE DENTAL	JULY	11	6025	882.94	882.94
AMERICAN INDUSTRIAL SUPPLY	MISC SUPPLIES	252494-IN 252532-IN	12	8060	971.98	971.98
AMIAD WATER SYSTEMS	WATER FILTER PARTS	163021	13	8030	24.00	24.00
ANDRE, MORRIS & BUTTERY	LEGAL SERVICES	MAY	14	7070	2,957.00	2,957.00
ARAMARK UNIFORMS	EMPLOYEE UNIFORMS	7920296 7937216	15	7025	565.23	565.23
BRENNTAG PACIFIC, INC	PLANT CHEMICALS	309859 311096 312609	16	8050	14,909.45	14,909.45
CA ELECTRIC SUPPLY	ELEC SYS UPGRADE 04 MBI 16	7826-526899 7826-526931 7826-527122	17	26/8065	408.47	408.47
CENTRAL COAST WATER TREATMENT	LAB SUPPLIES	13719	18	8040	60.00	60.00
CITY OF ARROYO GRANDE	PUBLIC WORKS APPRECIATION BBQ	MAY 23, 2013	19	7050	50.00	50.00
DIAL LONG DISTANCE, INC.	LONG DISTANCE SERVICE	13934	20	7013	48.38	48.38
FARM SUPPLY COMPANY	MISC SUPPLIES	7316	21	8060	190.44	190.44
FEDEX	SHIPPING	2-297-35807	22	8045	48.61	48.61
FGL ENVIRONMENTAL	CHEMICAL ANALYSIS	381808A 381852A 381921A 381960A	23	7078	336.00	336.00
GAS COMPANY	GAS SERVICE	05/02/13 - 06/03/13	24	7092	2,205.80	2,205.80
GROVER TOOL RENTAL	SOD CUTTER RENTAL	490	25	8060	66.00	66.00
HACH	LAB SUPPLIES	8331228	26	8040	138.23	138.23
I.I. SUPPLY	TOOLS	19144	27	8055	94.77	94.77
JB DEWAR INC	VEHICLE FUEL AND OIL	30586 976020	28	8020	433.77	433.77
JOHN CLEMONS	PER DIEM AND FUEL REIMB	CWEA LAB TRAINING	29	7050	78.02	78.02
KEMIRA	FERRIC CHLORIDE	9017334519	30	8050	7,577.11	7,577.11
LIBERTY COMPOSTING	BIOSOLIDS HANDLING - MAY	4603	31	7085	1,945.21	1,945.21
McMASTER CARR	TOOLS	53322202	32	8060	169.26	169.26
MID-STATE INSTRUMENTS	LAB SUPPLIES	MSI4583	33	8040	438.60	438.60
MINERS ACE	MAINTENANCE SUPPLIES	MAY	34	8060	597.51	597.51
NESTLE PURE LIFE	LAB WATER FOR MAY	13E0012917373	35	8040	176.00	176.00
ONTRAC	DELIVERY SERVICE	7694051	36	7078	212.14	212.14
PAUL KARP	ADMINISTRATIVE SERVICES	5/30/13 - 6/12/13	37	7076	1,900.00	1,900.00
PG&E	ELECTRICITY SERVICE	5/13/13 - 6/13/13	38	7091	17,397.55	17,397.55
PRAXAIR	MISC SUPPLIES	46221680 46315872	39	8060	317.91	317.91
SHIPSEY & SEITZ	DISTRICT COUNSEL SERVICES	MAY	40	7071	1,921.00	3,519.00
	LITIGATION			7070	1,598.00	
SO CO SANITARY SERVICE	TRASH SERVICE	JUNE	41	7093	113.47	113.47
SPRINT	CELL PHONE SERVICE	MAY	42	7013	70.28	70.28
STANLEY SECURITY	SECURITY - JULY	10321085	43	7011	62.20	62.20
TEKTEGRITY	MANAGED IT SERVICE	26919-113	44	7015	250.00	250.00
TITAN INDUSTRIAL	MISC SUPPLIES	1054093 1054140	45	8060	421.56	421.56
UNITED RENTALS	ROAD PLATES RENTAL	110929453-001 12 MBI 02	46	19/8061	1,207.76	1,207.76
UNITED STAFFING	CONTRACT LABOR	73775	47	6085	1,496.00	1,496.00
WATER SPECIALTY CONSULTING SERVICES	CONSULTING SERVICES	INVOICE #3	48	7076	16,200.00	16,200.00
WEST COAST INDUSTRIAL SUPPLY	MISC SUPPLIES	30097	49	8060	109.09	109.09
WILLIAM JACKMAN	PER DIEM	CWEA LAB TRAINING	50	7050	53.00	53.00
WW GRAINGER	SAFETY SUPPLIES	9159731943	51	8056	143.35	143.35
SUB TOTAL					89,537.29	89,537.29
PAYROLL	PPE 05/31/2013				24,754.11	24,754.11
GRAND TOTAL					114,291.40	114,291.40

We hereby certify that the demands numbered serially from 061913-7709 to 061913-7751 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

Board Secretary



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TO: Board of Directors
FROM: Matthew Haber, *Bookkeeper/Secretary*
VIA: Paul J. Karp, *Interim District Manager*
DATE: June 19, 2013
SUBJECT: Monthly Financial Review (May 2013)

Overall Monthly Summary

During the month of May, the District recognized total revenue of \$146,769. Of this, \$98,651 was earned for April sewer service with the following breakdown: \$80,139 was earned from the City of Grover Beach, and \$64,437 was earned from OCSD. April service revenue has not yet been received from the City of Arroyo Grande. For the month of May, \$1,971 was earned for the AT&T cell-tower lease. Interest earned on the District's Treasury account with the County for the 3rd Quarter totaled \$222.

District operating expenses totaled \$180,135 for the month of May. Non-operating expenses totaled \$6,180.

Local Agency Investment Fund

The balance in the District's LAIF account was \$ 2,893,293 at May 31, 2013.

County of San Luis Obispo Treasury Pool

As of May 31, 2013, the reconciled cash balance with the County of San Luis Obispo Treasury Pool was \$629,384. The County issues the majority of the District's checks, and the majority of the District's revenues are deposited with this agency. As such, the County provides 'banking services' to the District and provides some accounting documents for internal control purposes.

Rabobank Funds

As of May 31, 2013, the reconciled cash balance in the District's Rabobank account totaled \$55,437. This account is used to process LAIF transfers and for the issuance of payroll checks through the District's contracted payroll provider service. Funds are transferred periodically from LAIF in order to cover these expenses.

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

	FUND 19 OPERATING	FUND 20 EXPANSION	FUND 26 REPLACEMENT	DISTRICT- WIDE
Cash with County Treasury				627,232
Cash with LAIF				2,893,293
Cash with Rabobank				55,437
Cash allocated to Medical Trust				<u>2,152</u>
CONSOLIDATED CASH BALANCE				3,578,114
TOTAL DEPOSITS				
Current - County Treasury Pool				
LONG-TERM DEBT				
Energy Project Principal Amount		325,209		325,209
REVENUES:				
OPERATING				
Current	144,576			144,576
Year-to-date	2,342,871			2,342,871
NON-OPERATING				
Current Period				
FEMA Funding				
Connection Fees				
Interest	222			222
Lease Income (AT&T Cell)	1,971			1,971
Brine Disposal				
Other reimbursements				
Total - Current Period	2,193			2,193
Year-to-Date				
FEMA Funding				
Connection Fees		59,399		59,399
Interest	1,017	5,695	2,094	8,806
Lease Income (AT&T Cell)	21,587			21,587
Brine Disposal	10,464			10,464
Other reimbursements	3,365			3,365
Total - YTD	36,433	65,094	2,094	103,620
TOTAL REVENUES:				
Current Period	146,769	0	0	146,769
Year-to-date	2,379,304	65,094	2,094	2,446,492
EXPENSES:				
Current Period	180,135	1,953	4,227	186,315
Year-to-date	2,631,509	24,701	270,130	2,926,340
Net Income (Loss) - Current Period	(33,365)	(1,953)	(4,227)	(39,546)
Net Income (Loss) - YTD	(252,205)	40,393	(268,036)	(479,848)

NEW CONNECTIONS	CURRENT NUMBER	CURRENT REVENUE	FY 2012/13 YEAR-TO-DATE	FY 2012/13 YTD REVENUE
Arroyo Grande	0	0	23	56,924
Grover Beach	0	0	1	2,475
Oceano	0	0	0	0
TOTAL NEW DISTRICT CONNECTIONS	0	0	24	59,399



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Staff Report for Consent Calendar

To: Board of Directors
From: Paul J. Karp, Interim District Manager
Date: June 19, 2013

Subject: Contract to Employ Paul J. Karp as Interim District Manager

Recommendation:

It is the Staff recommendation that the Directors receive and approve by appropriate action the attached contract to employ Paul J. Karp as the Interim District Manager from June 1, 2013 to December 31, 2013.

Funding:

Budgeted funding for contractual services.

Discussion:

At the regular meeting on May 15, 2013, the District Board of Directors authorized employment of Paul J. Karp as the Interim District Manager between the dates stated above at the rate of \$1.900 biweekly. The attached contract formalizes that action.

Attachment: Interim District Manager's contract

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
INTERIM DISTRICT MANAGER
PROFESSIONAL SERVICES CONTRACT**

THIS CONTRACT is between the South San Luis Obispo County Sanitation District, a political subdivision of the State of California (herein referred to as "District"), and Paul J. Karp (herein referred to as "Interim District Manager"), with reference to the following recitals:

RECITALS

- A. District is a County Sanitation District organized and operating pursuant to Health & Safety Code § 4700 et seq., of the California Health & Safety Code.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

SECTION 1. DUTIES

- A. District hereby agrees to contract with Paul J. Karp as Interim District Manager.
1. The duties of the Interim District Manager are at the direction and request of the District Board of Directors and are generally described in Health & Safety Code § 4700 as follows:
- (a) The implementation of the policies established by the Board of Directors for the operation and administration of the District.
 - (b) The appointment, supervision, discipline and dismissal of the District's employees, consistent with the District Personnel Policy established by the Board of Directors.
 - (c) The overall supervision of the District's facilities and services.
 - (d) The administration of the District's finances.

- (e) Liaison with member agencies and all regulatory agencies.
 - (f) Regularly update regulatory documents necessary to endeavor to keep the District in compliance with requirements of applicable State or Federal agencies.
- B. Both parties acknowledge that specific duties of the position may vary from time to time.
- C. It shall be the responsibility of the District Manager to communicate with the Board of Directors and/or District Counsel whenever there are questions or clarifications relative to the scope of work as defined in this contract.
- D. To the extent reasonably necessary to enable the Interim District Manager to perform his duties hereunder, the Interim District Manager shall be authorized to engage the services of his assistants, including Water Specialty Consulting Service (who employs the professional services of Shannon Sweeney and Eric Sweeney), and the District Engineer which he may deem necessary and proper to accomplish all of the above described duties.
- E. The Interim District Manager shall be authorized to engage the professional services of Richard Sweet, PE, who is individually considered qualified to act on behalf of Paul J. Karp and shall act as adviser to Water Specialty Consulting Service during scheduled vacation absences. During Karp's vacations, Sweet shall work at the behest of Shannon Sweeney. Sweet shall bill the District directly at a rate of \$150 per hour. Shannon Sweeney will approve Sweet's hours and duties.

SECTION 2. TERM

This Contract shall take effect on June 1, 2013, ("Effective Date") and shall remain in effect until terminated as provided in the following provisions:

- A. Nothing in this Contract shall prevent, limit or otherwise interfere with the right of the District to terminate the services of the District Manager at any time, subject only to the provisions set forth in Section 2C of this Contract.
 - 1. District Manager understands and expressly agrees that he has no constitutionally protected property right or interest in his Contract as District Manager.

- B. Nothing in this Contract shall prevent, limit or otherwise interfere with the right of the District Manager to resign at any time from his/her position with the District, subject only to the provisions set forth in Section 2C of this Contract.
- C. The District Manager shall serve at the will and pleasure of the District Board of Directors and may be terminated with or without cause. In the event the District Manager voluntarily resigns his position with the District, the District Manager shall give the District thirty (30) days written notice in advance, unless the parties otherwise agree.
- D. December 31, 2013.

SECTION 3. SALARY

- 1. District agrees to pay the Interim District Manager for services rendered at a biweekly rate of \$1,900, which entitles the District to an average biweekly allocation of 12 work hours.
- 2. Reimbursables will be invoiced as an additional cost.

SECTION 4. PERFORMANCE REVIEW

- A. The Board of Directors reserves the right, in its discretion, to review Interim District Manager's performance at any time.

SECTION 5. OTHER TERMS, CONDITIONS AND RESPONSIBILITIES

The District may set other terms, conditions and responsibilities of the Contract as it may determine from time to time, relating to performance of the Interim District Manager, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Contract, or any Federal, State or local law.

SECTION 6. NOTICES

Notices pursuant to this Contract shall be in writing given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

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

Paul J. Karp
596 Woodland Drive
Arroyo Grande, CA 93420

Alternatively, notices required pursuant to this Contract may be personally served in the same manner as is applicable to the civil judicial process. Notice shall be deemed given as of the date of personal service or as of the third day following the date of deposit of such written notice in the course of transmission in the United States Postal Service, with postage prepaid.

SECTION 7. GENERAL PROVISIONS

- A. Interim District Manager shall comply with applicable local and State requirements regarding conflicts of interest and shall avoid involvement in situations or demonstrate behavior that is inconsistent or incompatible with a position of Interim District Manager.
- B. District shall provide the defense of Interim District Manager and any support staff used in the administrative function, including Shannon Sweeney, Eric Sweeney and Richard Sweet, in any action or proceeding alleging an act or omission within the scope of the contract of the Interim District Manager in conformance with State law (Government Code Section 995 et seq.). District is not required to indemnify Interim District Manager for any illegal acts committed by Interim District Manager.
- C. The terms of this Contract are intended by the parties as a final expression of their Contract and may not be contradicted by evidence of any prior Contract or contemporaneous oral Contract. The parties further intend that this Contract constitutes the complete and exclusive statement of its terms and that no extrinsic evidence whatsoever may be introduced in any judicial or arbitration proceeding, if any, involving this Contract. Any amendments to this Contract must be in writing and executed by both parties.
- D. In the event of Interim District Manager's death, District Manager's heirs, legatees, devisees, executors or legal representatives shall be entitled to all fees earned, but not paid. Interim District Manager and his heirs, legatees, devisees, executors or legal representatives shall not be entitled to any other compensation, including, without limitation, any severance compensation.

- E. If any term, covenant, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall in no way be effected, impaired or invalidated thereby.
- F. This Contract shall be governed by the laws of the State of California. The parties agree that in the event any legal action is taken to enforce/interpret any provisions of this Contract, said action shall be filed in the court of proper jurisdiction within the County of San Luis Obispo.
- G. The parties acknowledge that they understand the significance and consequences of this Contract. The parties also acknowledge that they have been given full opportunity to review and negotiate this Contract and execute it only after full reflection and analysis, and that they have had an opportunity to review this document and its application and meaning with their respective attorneys and advisors. This Contract shall not be interpreted against the party who prepared the initial draft, because all parties participated in the drafting of this Contract by having ample opportunity to review and submit suggested changes or corrections for incorporation into the final version of this Contract.
- H. This Contract shall be binding upon and shall inure to the benefit of the prospective heirs, executors, administrators, successors and assigns of the parties, provided however, that the Interim District Manager may not assign obligations hereunder except as stated in Section 1D and 1E.
- I. Interim District Manager shall not assign this Contract in whole or in part.

SECTION 8. Conclusion

- 1. The above Recitals are true and correct and incorporated herein by reference.
- 2. This Contract may be executed in two or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument, and shall be governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the below identified dates.

INTERIM
DISTRICT MANAGER:



PAUL J. KARP

DISTRICT:

MATTHEW GUERRERO, Chairman

DATE: 6 June, 2013

DATE: _____, 2013

Witness:

Secretary to the Board

Approved as to form:

MICHAEL W. SEITZ,
District Legal Counsel

DATE: _____, 2013

DATE: _____, 2013



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To: Board of Directors
 From: John L. Clemons, Plant Superintendent
 Via: Paul J. Karp, Interim District Manager
 Date: June 19, 2013 Meeting

Subject: Superintendent's Report

Chart 1 – Plant Data

May 2013	FLOW MGD	Peak MGD	INF BOD mg/L	EFF BOD mg/L	INF TSS mg/L	EFF TSS mg/L	Fecal Coli	Cl2 lbs/day	
Average	2.5	4.06	231	6.27	330	23.44	30.87	340	
High	3.0	5.30	437	24.7	590	28.0	500	687	
Limit	5.0	5.0	1668	40	1668	40	2000		
*June 2013									
Average	2.45	3.62						311	
High	2.61	4.50						649	

* Through June 13, 2013

Final data for May 2013 are as follows:

Average daily flow was 2.5 MGD. Plant maximum design flow capacity is 5.0 MGD

Average effluent biochemical oxygen demand was 6.3 mg/L

Average effluent totals suspended solids were 23.4 mg/L

Permit limits for monthly BOD and TSS averages are 40 mg/l for each.

June 2013 BOD and TSS numbers are not available as of the writing of this report.

The result of the Chronic Toxicity resample/retest was 31.25 TUc. Our prior test result was 178TUc. Permit limit is 166 TUc.

Chlorine use has averaged 311 lbs per day thus far in June. Staff is working closely with Frank Potter from FM Controls to optimize the efficiency of the disinfection system.

Staff began advertising openings for the positions of Lab Tech/Operator and OIT Intern in the Tribune newspaper, on CareerBuilder.com and on CWEA.org.

Staff participated in chlorine contact tank operations and safety classes.

The plant is continuing to respond well to process improvements. An objective of staff at this time is to establish consistent process results which will serve as a baseline for further process adjustments when necessary.

Work on the recirculation system continues. The 20 inch gate valve was installed. Final tie in to existing piping is due to be performed the week of June 17th.

A Plant tour was conducted by the Plant CPO. Attendees were Jeff Edwards and Julie Tacker.





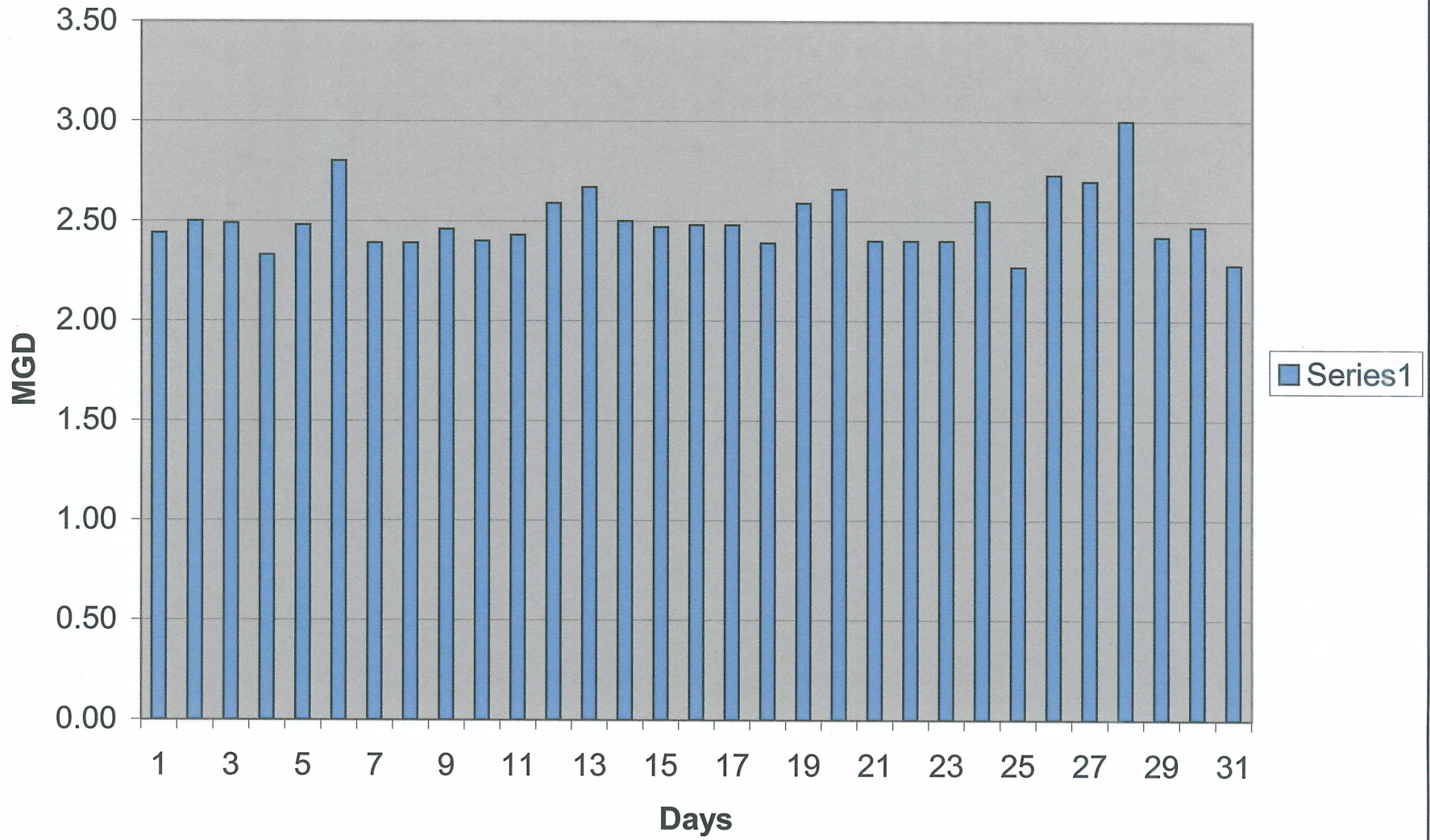
May-13

MONTHLY SUMMARY

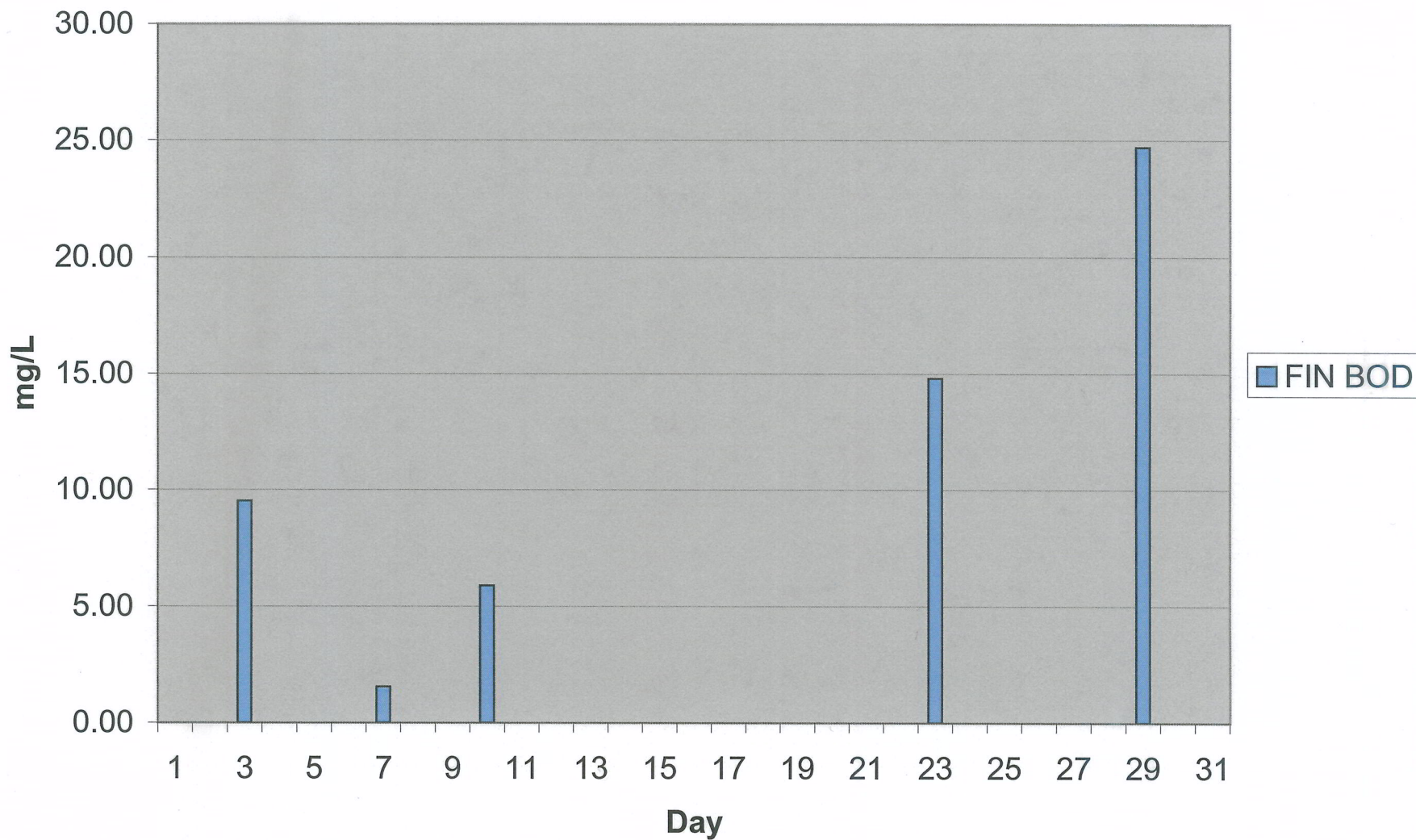
Date	FLOW	MAX FLOW	INF SS	INF BOD	FIN TEMP	FIN PH	FIN SETT	FIN SS	FIN BOD	FIN G&O	FIN G&OKG	FIN TURB	% REM. SS	% REMBOD	EFF CL2	TCOLI EFF	FCOLI EFF
05/01/13	2.44	3.90										21.40			0.00		2.00
05/02/13	2.50	3.80													0.00		7.00
05/03/13	2.49	3.90	470.00	231.00				28.00	9.51						0.01		2.00
05/04/13	2.33	3.80													0.71		2.00
05/05/13	2.48	4.30													0.02		300.00
05/06/13	2.80	4.40													0.00		2.00
05/07/13	2.39	3.80	580.00	320.00				25.00	1.54						0.00		500.00
05/08/13	2.39	3.80			23.00	7.84	0.10			5.80		20.50			0.01	130.00	2.00
05/09/13	2.46	3.70															2.00
05/10/13	2.40	3.70	590.00	437.00				26.00	5.89								2.00
05/11/13	2.43	3.90													0.08		2.00
05/12/13	2.59	4.50													0.02		2.00
05/13/13	2.67	4.50															4.00
05/14/13	2.50	3.90	540.00	431.00				18.00	0.00						0.01		2.00
05/15/13	2.47	3.80										31.30				8000.00	2.00
05/16/13	2.48	3.90															4.00
05/17/13	2.48	3.80	533.00	319.00				21.00	0.00								2.00
05/18/13	2.39	3.90															2.00
05/19/13	2.59	4.50															2.00
05/20/13	2.66	4.40															2.00
05/21/13	2.40	3.60															2.00
05/22/13	2.40	3.60										22.40				50.00	2.00
05/23/13	2.40	3.70	330.00	278.00				23.00	14.80								2.00
05/24/13	2.60	3.80	470.00	358.00				25.00	0.00								2.00
05/25/13	2.27	3.80															8.00
05/26/13	2.73	4.80															13.00
05/27/13	2.70	5.00															23.00
05/28/13	3.00	5.30															2.00
05/29/13	2.42	4.00	400.00	344.00				18.00	24.70			22.60				1600.00	50.00
05/30/13	2.47	4.10															4.00
05/31/13	2.28	4.10	420.00	390.00				27.00	0.00								4.00

Minimum	2.27	3.60	330.00	231.00	23.00	7.84	0.10	18.00	0.00	5.80		20.50			0.00	50.00	2.00
Maximum	3.00	5.30	590.00	437.00	23.00	7.84	0.10	28.00	24.70	5.80		31.30			0.71	8000.00	500.00
Average	2.50	4.06	481.44	345.33	23.00	7.84	0.10	23.44	6.27	5.80		23.64			0.08	2445.00	30.87

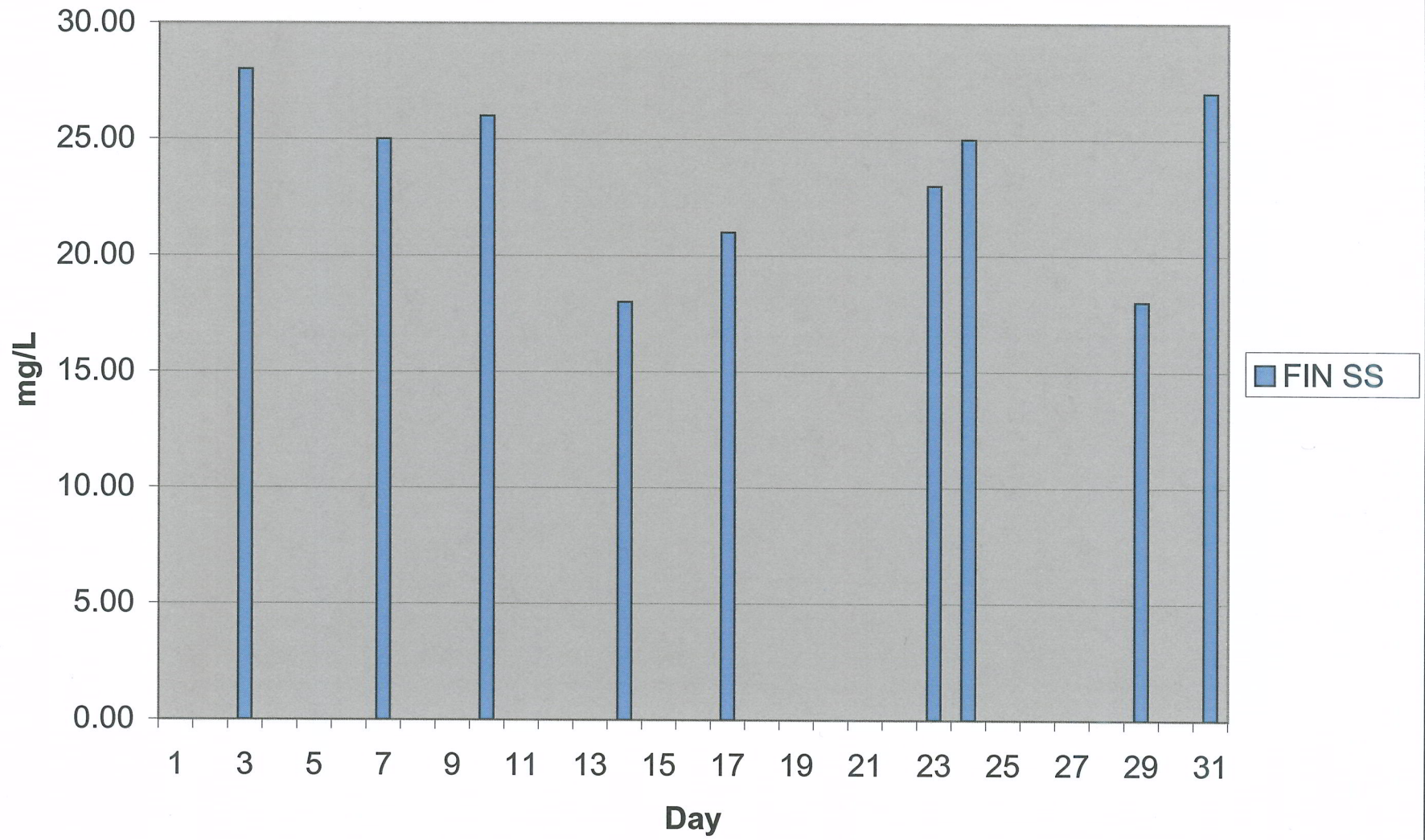
May Flows



May FIN BOD



MAY FINAL TSS





SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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1600 Aloha Oceano, California 93445-9735

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

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Staff Report

To: Board of Directors
From: Paul J. Karp, Interim District Manager *[Signature]*
Date: June 19, 2013
Subject: Draft of District Budget for Fiscal Year 2013-14

Recommendation:

It is the staff recommendation that the Directors review changes to the draft of the proposed Budget for Fiscal Year 2013-14.

Funding:

Not applicable.

Discussion:

In order to prepare for adoption of the final budget for FY 2013-14, Staff has prepared another draft of the proposed Fiscal Year 2013-14 budget for further review and recommendation by the Board.



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

FY 2013/14 Proposed Budget

Consolidated

2013-14 Proposed Budget Consolidated	Fund 19 Operating Fund	Fund 20 Expansion Fund	Fund 26 Replacement Fund	FY 2013/14 Total	
Revenues					
Gross Revenues					
Service Charges and Fees	3,013,500			3,013,500	
Connection Fees		155,925		155,925	
Interest	500	5,200		5,700	
Other Revenues	102,370			102,370	
Total Revenues	3,116,370	161,125	0	3,277,495	
Expenditures & Other Uses					
Operating Expenditures					
Salaries and Wages	644,095			644,095	
Employee Benefits and Other Personnel Costs	549,761			549,761	
Permits, Fees and Licenses	43,860			43,860	
Communications	9,580			9,580	
Computer Support	10,000			10,000	
Administrative Costs	1,004,967			1,004,967	
Disposal Services	92,700			92,700	
Utilities	151,530			151,530	
Maintenance, Tools & Replacements	641,430			641,430	
Materials, Services and Supplies	347,010			347,010	
Training, Education & Memberships	21,630			21,630	
Total Operating Expenditures	3,516,563			3,516,563	
Total Other Charges	122,350			122,350	
Capital Replacement/Maintenance (Fund 26)			1,103,344	1,103,344	Schedule A
Capital Outlay					
Capital Equipment	15,000			15,000	
Expansion		1,392,000		1,392,000	Note 1
Total Capital Outlay	15,000	1,392,000		1,407,000	
Other Financing Sources & Uses					
Transfers Out (In)	822,709		(822,709)	0	
Total Other Financing Sources & Uses	822,709		(822,709)	0	
Beginning Cash Balance Used for Funding	0	1,230,875	280,635	1,511,510	
Net Change (Deficit)	(1,360,253)	0	0	(1,360,254)	
Note 1: Total \$11.6M for expansion includes \$8.2M for secondary system improvements, \$2.4M for FFR rehabilitation and grit removal, and \$1M for splitter box repairs. Twelve percent of total cost has been budgeted in FY 13-14 for design/permitting.					

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
FY 2013/14 Proposed Budget
Fund 19 - Operating Fund

2013-14 Proposed Budget Fund 19 - Operating Fund	PRIOR YEAR FY 2011-12 ACTUAL	FY 2012-13 YTD 03-31-13 9 MONTHS	FY 2012-13 PROJECTION TO 06-30-12	FY 2012-13 ADJUSTED BUDGET	FY 2013-14 PROPOSED BUDGET
Revenues					
Gross Revenues					
Other Revenues	136,158	50,976	66,846	153,925	102,370
Total Revenues	3,168,955	2,123,017	2,829,568	3,168,175	3,116,370
Expenditures & Other Uses					
Operating Expenditures					
Plant Operators	460,642	317,695	423,593	464,862	591,239
Secretary/Bookkeeper	39,878	34,390	45,853	46,708	52,856
Salaries and Wages	500,520	352,085	469,446	511,570	644,095
Medical Insurance	141,009	113,578	151,437	158,069	246,000
Dental Insurance	9,699	7,122	9,496	11,200	14,330
Social Security & Medicare	37,095	26,934	35,913	39,135	49,273
State Disability Insurance	2,626	1,752	2,337	2,558	3,220
State Retirement	86,717	55,839	74,453	92,486	115,937
Medical Reimbursement	3,137	1,590	2,120	4,000	5,000
Worker's Compensation	65,816	97,280	129,706	125,000	115,000
Unemployment Reimbursement	14,363	900	1,200	13,163	1,000
Employee Benefits and Other Personnel	360,461	304,996	406,661	445,611	549,761
Permits, Fees and Licenses	40,841	21,717	28,956	42,500	43,860
Communications	10,682	5,571	7,428	9,292	9,580
Computer Support	9,699	10,356	13,808	16,000	10,000
Administrative Costs	863,277	806,658	1,075,266	1,209,581	1,004,967
Disposal Services	50,177	57,501	76,668	90,000	92,700
Utilities	140,833	121,783	162,378	170,750	151,530
Maintenance, Tools & Replacements	248,775	265,523	354,031	593,825	641,430
Materials, Services and Supplies	458,419	332,198	442,931	393,500	347,010
Training, Education & Memberships	24,585	5,388	7,184	21,000	21,630
Total Operating Expenditures	2,708,269	2,283,777	3,044,757	3,503,629	3,516,563
Total Other Charges				120,000	122,350
Capital Outlay					
Capital Equipment	24,259	17,044	22,725	54,256	15,000
Total Capital Outlay	24,259	17,044	22,725	54,256	15,000
Other Financing Sources & Uses					
Transfers In					
Transfers Out					822,709
Total Other Financing Sources & Uses					822,709
Total Uses				3,677,885	4,301,457
Unfunded Appropriation - Cash from Fund 20 is Used				(509,710)	(1,360,253)

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
FY 2013/14 Proposed Budget
Fund 19 - Operating Fund

2013-14 Proposed Budget Fund 19 - Operating Fund		PRIOR YEAR FY 2011-12 ACTUAL	FY 2012-13 YTD 03-31-13 9 MONTHS	FY 2012-13 PROJECTION TO 06-30-12	FY 2012-13 ADJUSTED BUDGET	FY 2013-14 PROPOSED BUDGET	NOTE NO.
Revenues							
Gross Revenues							
Service Charges and Fees							
19-4015	Arroyo Grande Services	1,456,784	1,085,665	1,628,498	1,440,500	1,440,500	
19-4022	Grover Beach Services	1,064,832	789,426	1,052,568	1,050,000	1,050,000	
19-4035	OCSD Services	484,431	290,899	387,866	500,000	500,000	
19-4045	School Services	25,479	3,908	23,000	23,000	23,000	
Total Service Charges and Fees		3,031,526	2,169,899	3,091,932	3,013,500	3,013,500	
Interest							
19-5015	Interest	1,270	795	1,059	750	500	
Total Interest		1,270	795	1,059	750	500	
Other Revenues							
19-4040	Pismo Beach Reimbursement					17,745	
19-4050	Brine Disposal Service	7,630	10,464	13,952	20,900	20,900	
19-4055	Lease (AT&T)	22,571	17,645	23,526	22,525	22,525	
19-5020	Other Reimbursements	300	3,365	3,365	250		
19-5021	FEMA Funding	73,504	0	0	30,000		
19-5022	WDR Reimburs. (MAs)	7,342	1,327	1,769	10,000	10,300	
19-5023	FOG Reimbursement	24,810	18,175	24,234	30,000	30,900	
19-5025	Other Sales		0	0	250		
19-5030	IRWM Funding	0	0	0	40,000	0	
Total Other Revenues		136,158	50,976	66,846	153,925	102,370	
Total Revenues		3,168,955	2,221,669	3,159,837	3,168,175	3,116,370	
Expenditures & Other Uses							
Operating Expenditures							
Salaries and Wages							
19-6030	Plant Operators	460,642	317,695	423,593	464,862	591,239	
19-6040	Bookkeeper/Secretary	39,878	34,390	45,853	46,708	52,856	
Total Salaries and Wages		500,520	352,085	469,446	511,570	644,095	
Employee Benefits and Other Personnel Costs							
19-6010	Medical Insurance	141,009	113,578	151,437	158,069	246,000	
19-6025	Dental Insurance	9,699	7,122	9,496	11,200	14,330	
19-6050	Social Security & Medicare	37,095	26,934	35,913	39,135	49,273	
19-6055	State Disability Insurance	2,626	1,752	2,337	2,558	3,220	
19-6060	State Retirement	86,717	55,839	74,453	92,486	115,937	
19-6075	Medical Reimbursement	3,137	1,590	2,120	4,000	5,000	
19-6080	Worker's Compensation	65,816	97,280	129,706	125,000	115,000	
19-6095	Unemployment Reimbursement	14,363	900	1,200	13,163	1,000	
Total Employee Benefits and Other Personnel Costs		360,461	304,996	406,661	445,611	549,761	
Permits, Fees and Licenses							
19-6090	Payroll Process Fee	2,359	1,617	2,156	2,500	2,660	
19-7068	Permits/Fees/Licenses	38,482	20,100	26,800	40,000	41,200	
Total Permits, Fees and Licenses		40,841	21,717	28,956	42,500	43,860	
Communications							
19-7011	Comm (Alarm, Internet, USA, Web Hosting)	2,519	2,071	2,761	3,180	3,280	
19-7013	Communications - Telephone	7,967	3,377	4,503	5,912	6,090	
19-7014	Communications - Paging	195	123	164	200	210	
Total Communications		10,682	5,571	7,428	9,292	9,580	
Computer Support							
19-7015	Office Equipment/Computer Supplies	9,699	10,356	13,808	16,000	10,000	
Total Computer Support		9,699	10,356	13,808	16,000	10,000	
Administrative Costs							
19-7005	Advertisements/Legal & Recruit	1,766	1,574	2,098	2,000	2,060	
19-7043	Insurance Liability - Auto	23,368	21,030	28,039	28,006	30,807	
19-7065	Source Control Program	27,096	41,596	55,461	80,000	30,000	
19-7069	LAFCO Budget Share	8,520	9,235	12,313	9,235	9,510	
19-7070	Prof Services - Outside Counsel/Litigation		393,232	524,309	430,000		
	ACL-related					150,000	
	Personnel-related					150,000	
	Cogen-related					100,000	
	Litigation (Legal Counsel)					75,000	
19-7071	Prof Services - District Counsel	270,221	33,177	44,236	45,000	46,350	
19-7072	Prof Services - Auditing	5,450	5,000	6,667	5,640	5,810	
19-7073	Prof Services - AG Billing	12,497	7,310	9,747	20,000	22,000	
19-7074	Prof Services - OCSD Bill	4,930	0	0	10,000	22,000	
19-7075	Prof Services - Board Members	6,900	5,600	7,467	7,200	7,420	
19-7076	Prof Services - District Administration	149,259	80,929	107,908	120,000	123,600	
19-7077	Prof Services - Engineering	130,908	64,492	85,990	125,000	128,750	
19-7078	Prof Services Chemical Analysis	59,126	24,082	32,123	60,000	10,000	
19-7079	Prof Services - Other Bill	15,312	3,957	5,277	10,000	10,300	
19-7081	Prof Services - GB Bill	4,000	0	0	9,000	22,000	
19-7087	WDR & SSMP District Expenses	114,918	107,525	143,367	155,000	30,000	
19-7088	Water Recycling Study	1,954	837	837	40,000	0	
19-7089	Rate Study	0	0	0	25,000	0	
19-7095	Zone 1/1A Agreement	27,052	7,073	9,431	28,500	29,360	
Total Administrative Costs		863,277	806,658	1,075,266	1,209,581	1,004,967	

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
FY 2013/14 Proposed Budget
Fund 19 - Operating Fund

2013-14 Proposed Budget Fund 19 - Operating Fund		PRIOR YEAR FY 2011-12 ACTUAL	FY 2012-13 YTD 03-31-13 9 MONTHS	FY 2012-13 PROJECTION TO 06-30-12	FY 2012-13 ADJUSTED BUDGET	FY 2013-14 PROPOSED BUDGET	NOTE NO.
Disposal Services							
19-7085	Solids Handling	45,460	56,883	75,844	85,000	87,550	
19-7086	Brine Disposal Expenses	4,717	618	824	5,000	5,150	
Total Disposal Services		50,177	57,501	76,668	90,000	92,700	
Utilities							
19-7091	Utilities - Electricity	122,627	102,420	136,560	145,000	125,000	
19-7092	Utilities - Gas	16,169	17,751	23,667	23,500	24,210	
19-7093	Utilities - Rubbish	1,130	949	1,266	1,250	1,290	
19-7094	Utilities - Water	907	664	885	1,000	1,030	
Total Utilities		140,833	121,783	162,378	170,750	151,530	
Maintenance, Tools & Replacements							
19-7060	Ocean Outfall Maintenance		824	1,099	0	35,490	
19-7097	Cogeneration Service Contract	32,722	8,280	11,040	35,000	36,050	
19-8015	Trunk and Sewer Minor Maintenance	19,809	18,104	24,138	40,000	40,000	
19-8030	Equip Maint Reg and Minor Replacement	70,601	126,920	169,226	150,000	150,000	
19-8032	Automotive Maintenance	3,231	5,800	7,733	8,000	8,240	
19-8055	Tools	12,636	4,995	6,661	12,500	12,880	
19-8060	Structure Maintenance - Regular	81,947	86,255	115,007	110,000	113,300	
19-8061	Structure Maintenance - Major	27,827	14,345	19,127	238,325	245,470	
Total Maintenance, Tools & Replacements		248,775	265,523	354,031	593,825	641,430	
Materials, Services and Supplies							
19-8085	Temporary Labor Services	86,095	49,349	65,799	65,000	13,000	
19-7025	Employee Uniforms	12,783	9,162	12,216	12,000	12,360	
19-7032	Equipment Rental - other	518	297	396	5,000	5,150	
19-8020	Gas and Oil	9,231	8,604	11,472	10,000	10,000	
19-8035	Household Expense	3,196	1,788	2,384	3,500	3,610	
19-8040	Laboratory Supplies	11,618	9,067	12,089	11,500	11,850	
19-8045	Office Supplies and Expense	7,973	3,700	4,934	8,000	8,240	
19-8050	Plant Chemicals	311,972	236,078	314,771	260,000	267,800	
19-8056	Safety Supplies	15,034	14,152	18,869	18,500	15,000	
Total Materials, Services and Supplies		458,419	332,198	442,931	393,500	347,010	
Training, Education & Memberships							
19-7050	Memberships/Seminars/Meetings	24,585	5,388	7,184	21,000	21,630	
Total Training, Education & Memberships		24,585	5,388	7,184	21,000	21,630	
Total Operating Expenditures		2,708,269	2,283,777	3,044,757	3,503,629	3,516,563	
Other Charges							
19-7096	Cogeneration EISA - Debt Principal and Interest	73,766	67,356	89,809	75,000	76,000	
19-7082	FEMA Expenditures	19,194	2,096	2,794	5,000	5,150	
19-7083	WDR & SSMP Reporting (MAs)	7,342	1,327	1,769	10,000	10,300	
19-7084	FOG (Member Agencies)	24,967	22,171	29,561	30,000	30,900	
Total Other Charges		125,269	92,949	123,933	120,000	122,350	
Capital Outlay							
19-6010	Capital Equipment	24,259	17,044	22,725	54,256	15,000	
Total Capital Outlay		24,259	17,044	22,725	54,256	15,000	
Other Financing Sources & Uses							
Transfer out to Fund 26						822,709	
Total Other Financing Sources & Uses					0	822,709	N1
Total Uses					3,677,885	4,476,622	
Deficit/Unfunded Appropriation - Cash from Fund 20 is Used					(509,710)	(1,360,253)	N1
				Deficit in Fund 26	(1,260,396)		
				Total Deficit - 2012/13	(1,770,106)		N2
Notes:							
N1 - The Unfunded Appropriation in FY 2013/14 is the result of a Transfer Out to Fund 26 to fund the Capital Replacement Program. This indicates that revenues are not sufficient to fund expenditures for operations and those for capital replacements.							
N2 - In FY 2012/13, the budget presented did not show the funding source in Fund 26 for its appropriation of \$1,260,396. The funding source should have come from Fund 19 as an inter-fund transfer. In FY 12/13, another factor for this deficit is that \$238,325 in line item 19-8061 Structure Maintenance Major was budgeted in Fund 19 instead of Fund 26. Another factor is the budget adjustments made related to the NOV/ACL issue without a funding source identified.							

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
FY 2013/14 Proposed Budget
Fund 20 - Expansion Fund

2013-14 Proposed Budget Fund 20 - Expansion Fund		PRIOR YEAR FY 2011-12 ACTUAL	FY 2012-13 YTD 03-31-13 9 MONTHS	FY 2012-13 PROJECTION TO 06-30-12	FY 2012-13 ADJUSTED BUDGET	FY 2013-14 PROPOSED BUDGET	NOTE NO.
Revenues							
Gross Revenues							
Connection Fees							
20-4010	Arroyo Grande Connections	29,700	56,924	75,899	49,500	76,725	
20-4020	Grover Beach Connections	9,900	2,475	4,950	14,850	59,400	
20-4030	OCSO Connections	4,950	0	2,475	9,900	19,800	
Total Connection Fees		44,550	59,399	83,324	74,250	155,925	
Interest							
20-5015	Interest Income	10,333	5,695	7,593	10,000	5,200	
Total Interest		10,333	5,695	7,593	10,000	5,200	
Other Revenues							
20-5030	SGIP Rebate	150,000					
Total Other Revenues		150,000					
Total Revenues		204,883	65,094	90,917	84,250	161,125	
Expenditures & Other Uses							
Capital Outlay							
20-8010	Capital Equipment	0	1,994	2,659	110,000		
20-8065	Structure/Grounds Replacement	140,008	20,753	27,671	538,589		
	Expansion	0	0	0	0	1,392,000	N1
Total Capital Outlay		140,008	22,747	30,330	648,589	1,392,000	
Beginning Cash Balance Used for Funding					564,339	1,230,875	
Net Change					0	0	
Notes:							
N1 - Total \$11.6M for expansion includes \$8.2M for secondary system improvements, \$2.4M for FFR rehabilitation and grit removal, and \$1M for splitter box repairs. Twelve percent of total cost set up for FY 13-14 for design/permitting.							

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
FY 2013/14 Proposed Budget
Fund 26 - Replacement Fund

FY 2013-14 Proposed Budget Fund 26 - Replacement Fund		PRIOR YEAR FY 2011-12 ACTUAL	FY 2012-13 YTD 03-31-13 9 MONTHS	FY 2012-13 PROJECTION TO 06-30-12	FY 2012-13 ADJUSTED BUDGET	FY 2013-14 PROPOSED BUDGET	NOTE NO.
Revenues							
Gross Revenues							
Interest							
26-5015	Interest Income	3,799	2,094	2,792	3,500	0	
Total Interest		3,799	2,094	2,792	3,500	0	
Other Revenues							
26-5040	Transfer from Fund 19					822,709	
Total Other Revenues						822,709	
Total Revenues		3,799	2,094	2,792	3,500	822,709	
Expenditures & Other Uses							
26-8015	Trunk Sewer Maintenance	8,466	0	0	295,034	160,000	
26-8061	Structures/Grounds Maint-Maj	177,052	173,922	231,897	484,476	177,000	
26-8065	Structures/Grounds Repl/Imp	204,436	90,163	120,218	987,871	766,344	
26-8070	Emergency Equipment Repair	19,475	0	0	170,526	0	
Total Expenditures		409,429	264,086	352,114	1,937,907	1,103,344	
Beginning Cash Balance Used for Funding					674,011	280,635	1
Deficit/Unfunded Appropriation					(1,260,396)	0	
Notes:							
(1) The projected cash balance at June 30, 2013 may be slightly higher than the \$280,635 needed to balance the budget in FY 2013/14.							

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
FY 2013/14 Proposed Budget
Fund 26 - Replacement Fund

Schedule A	
Detail List of Replacement Projects in Fund 26	
26-8015 Trunk Sewer Maintenance	
Item	Cost
Trunk Sewer Maintenance	\$160,000
Total for 26-8061	\$160,000
26-8061 Structures/Grounds - Major Maintenance	
Item	Cost
Digester Cleaning	\$150,000
Pump Rebuilding	12,000
Grinder Replacement	10,000
Flare Maintenance	5,000
Total for 26-8061	\$177,000
26-8065 Structures/Grounds - Replacement and Improvement	
Item	Cost including Design/Installation
Influent Slide Gate	\$67,680
Auger #1	8,491
Auger #2	8,491
RW12 (16-inch)	2,540
RW 16 14-inch	2,407
RW 16 Check Valve	2,407
Clarifier #1 Sludge Pump #1	3,802
Clarifier #1 Sludge Pump #1 VFD	2,403
Clarifier #1 Sludge Pump #2	3,802
Clarifier #1 Sludge Pump #2 VFD	2,403
Clarifier #2 Coating	45,630
Clarifier #2 Bridge	93,085
Clarifier #2 Sludge Pump #4 VFD	2,403
Clarifier #2 Sludge Pump #6 VFD	2,403
Hellan Strainers	7,208
Digester #1 Cleanout	181,728
Hot Water Recirc Pump Motor	4,143
ORP Chemical Feed Control	12,068
Satellite Feed Systems	21,902
Standby Propane Boiler	45,823
Front End Loader	187,044
1997 Ford Ranger	28,934
1997 Ford F250	29,548
Total for 26-8065	\$766,344
TOTAL OF ALL REPLACEMENT PROJECTS IN FUND 26	\$1,103,344



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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

www.sslocsd.org

To: Board of Directors

From: Paul J. Karp, Interim District Manager

Date: June 19, 2013 Meeting

Subject: SCADA Analysis

Recommendation

This report is for information only. Please review and file.

Introduction

Formerly, \$110,000 was budgeted to make improvements to the Supervisory Control and Data Acquisition (SCADA) system. In January 2013, the Board approved a contract to hire FM Controls to evaluate and make recommendations/specifications for full use of the SCADA system. In May 2013, FM Controls provided a recommendation and pricing to complete the SCADA system.

SCADA systems consist of several components. Some field devices, such as flowmeters, analyzers, and pump motors, are wired to allow data from the field device to be transmitted to a remote location. Controllers, also called Programmable Logic Controllers, or PLC's, collect the data from the field devices, and organize the data in a manner that can be interpreted by SCADA software. Data points can be either digital or analog. Digital data points are either on or off, and provide motor status or alarm condition. Analog inputs are variable, and provide a numeric value, such as flow or tank level. SCADA software provides an interface from the controllers to a display, where the data can be viewed by the Operator. The SCADA software also provides the ability to set alarm conditions to notify an Operator of a problem, and to trend data.

Discussion

Existing system

Several individual monitoring and/or control systems exist at the plant:

1. The original plant construction included a light board and two circular charts that monitor specific data from the plant process. These points are already wired from the field devices to the control room. The circular charts record multiple analog inputs, but these points, including influent flow and chlorine residual, are not

recorded except on paper charts.

2. Wires from building security devices, including motion sensors and building intrusion alarms are connected to a communication device in the control room that calls out directly to the security firm, who then calls back to the treatment plant to inform staff of alarm conditions.
3. Wonderware SCADA software and two controllers were installed to monitor the centrifuge and associated digester functions.
4. A controller in the Motor Control Center (MCC) room controls and collects data from the Chlorine Contact Chamber, which feeds into a viewing device in the control room, separate from the SCADA screen.
5. Another controller in the MCC room has two wire connections to the fixed film reactor (FFR), but is not connected to any other device.
6. A laptop is connected to the Oxidation Reduction Potential (ORP) analyzer, which controls chlorine injection. The laptop has programming that allows the Operator to view inputs and outputs to the ORP.

It appears that each system was installed as part of the project under construction at the time, and that the systems were not integrated with each other. Having six separate monitoring and control systems for a single facility is ineffective, and several existing components are underutilized.

Salvageable Components

Monitoring all of the data points currently wired into the control panel light board, laptop, circular charts, and four existing controllers requires a SCADA software product with at least 179 inputs, known as tags. The original Wonderware software package purchased for the plant had only 64 tags, but has since been upgraded to 500 tags. The existing software also provides 100 historian tags, which allows data from analog points to be saved. In addition, a development seat, which allows for editing of the tags and interface screens, was purchased in 2011 for \$2,600. The existing SCADA software is adequate for the District's needs, and the development seat allows District staff to modify the system.

Fiber optic cable exists from the MCC room to the control room, but communication across the fiber requires conversion to Ethernet on both the transmitting and receiving ends. This may be resolved with fiber to Ethernet converters or a data highway. Once the communication protocol is established, the SCADA software should be able to access, or "see" all four existing controllers.

New Components Needed

A controller and related accessories needs to be added to the control room. This controller will take the inputs from all of the data points that are already wired to the control room. Improvements to the communications link are needed to allow the remote controllers to be visible to the SCADA software. The control room environment needs to be improved to protect the electronic equipment. A new server may be necessary to allow Wonderware to be upgraded to the latest version.

FM Controls' Proposal

FM Control provided a proposal that included several of the items discussed above. However, it also included the purchase of two Wonderware licenses, with expanded tags and two work stations, which is

unnecessary. It also lacked specificity on the number and type of tags to be captured. As a result, it is unclear that the District will get what it would consider a complete SCADA product, were the District to proceed with the existing proposal.

Next Steps

The District needs to solicit quotes from multiple contractors, based on a Request for Quote that focuses on key components necessary for system completion, as listed above. This Request for Quote should include a list of the specific data points to be identified in the SCADA software that would constitute a complete project. The contractor would be responsible for completing the infrastructure and identifying the tags in the SCADA software. Once the contractor's work is complete, staff would then be capable of creating screens to view the data, establishing alarm setpoints, and trending data to meet its monitoring and trending needs.



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To: Board of Directors

From: Paul J. Karp, Interim District Manager

Date: June 19, 2013 Meeting

[Signature]
FOR

Subject: Amendments to the Personnel Policies Manual

Recommendation

Staff recommends that the Board review these proposed modifications to the Personnel Policies Manual to properly reflect the recent staffing changes adopted by the Board at its June 7, 2013 meeting.

Funding

The staffing changes that precipitated the need for modifications to the Personnel Policies Manual were approved by the Board at its June 7, 2013 meeting. The staffing changes are funded within the FY2013-14 budget.

Discussion

The Personnel Policies Manual contains job descriptions for District-approved positions. The Board approved a staff position entitled Laboratory Technician/Operator, which is a modification of the existing job description for Laboratory Technician, and a second staff position entitled Operator-in-Training Intern, which is a modification of an existing job description for Operator-in-Training. Both job descriptions were modified to fit the approved positions, and should replace the original job descriptions.

In addition, the position of Operator-in-Training Intern is a one-year position, in which the employee will not become vested in the system. To reflect this in the Personnel Policies Manual, the language under Chapter 2, Definitions, should read as such (added language underlined):

4. Probationary Employees: An introductory period regarded as part of the examination process, which provides the District Administrator the opportunity to observe and evaluate an employee's competence and ability to perform assigned duties. New and returning employees shall be regarded as an introductory employee for the first 6 months of employment, except for the Operator-in-Training Intern, whose introductory period shall be one year. In addition, ~~this~~ introductory periods may be extended an additional 6 months at the discretion of the District Administrator. Introductory employees serve entirely at the will and pleasure of the District Administrator and may be terminated by the District Administrator without cause and without right of appeal or hearing at any time.

Attachment A: Laboratory Technician/Operator Job Description

Attachment B: Operator-in-Training Intern Job Description

Laboratory Technician/Operator

Employment Standards

Under direction of the Plant Superintendent, collects samples and performs a variety of routine analyses of water, wastewater, reclaimed water and sludge in support of treatment plant operations and to meet regulatory requirements. Supports the operations staff by performing basic plant operational activities.

Education and Experience:

Graduation from high school or G.E.D. Bachelor's degree in chemistry, biology, microbiology, environmental, sanitary or public health engineering, natural or physical science is desirable. Minimum of six months' experience with water or wastewater laboratory equipment, or possession of a Grade I or higher certification from the California Water Environmental Agency (CWEA) or California-Nevada American Water Works Association (CA-NV/AWWA) certification as a Lab Analyst/Water Quality Analyst; or any combination of education and/or experience to satisfy the job requirements. Wastewater treatment plant operator certification preferred, but not required.

Possession of:

A valid California Class "C" driver's license. CWEA certification within one year of hire. State Water Resources Control Board Operator-in-Training within three months of hire. Grade 1 Operator Certification within two years of hire.

Knowledge of:

- Principles, methods, and techniques of wastewater sampling, analyses, and treatment processes.
- Fundamentals of laboratory chemistry and mathematics.
- Laboratory safety and equipment care.

Ability to:

- Perform accurate chemical, physical, and biological analyses of water, wastewater, and sludge.
- Operate, maintain, and calibrate analytical instrumentation and equipment.
- Utilize proper sampling collection and handling techniques.
- Meet the physical requirements necessary to safely and effectively perform required duties.
- Learn practices and techniques of wastewater pumping, disinfection, and collection activities.
- Learn the operation and maintenance of a variety of wastewater treatment equipment.
- Read meters and gauges correctly.
- Learn to make routine adjustments and minor repairs to motors, pumps, and other equipment.
- Establish and maintain a cooperative working relationship with others.

- Learn to perform and interpret tests and adjust chemical feed equipment accordingly.
- Operate a variety of equipment ranging from small tools to heavy equipment.
- Lift 50 pounds in the normal course of work.
- Understand and follow verbal and written instructions.
- Use computer and spreadsheets.
- Keep accurate and legible records.

Typical Duties:

Duties may include, but are not limited to:

- Perform a variety of laboratory chemical, physical, and biological tests to characterize plant and industrial waste streams, and to determine plant compliance with State and federal regulatory agencies and process control parameters
- Analyze and interpret routine test results.
- Collect water, wastewater, sludge, and receiving water samples from a variety of sources including creeks, spill sites, manholes, sewer lines and storm drains, and maintain automatic samplers in proper condition.
- Prepare chemical reagents, lab supplies, and glassware for use in analysis.
- Follow established Chemical Hygiene Plan, Laboratory Quality Assurance program, and chain of custody procedures.
- Monitor system by reading gauges, graphs, meters, and control panels.
- Operate a variety of wastewater equipment.
- Maintain logs and worksheets of operation.
- Compile equipment readings and test results.
- Wear personal protective equipment as appropriate for job assignments.
- Maintain wastewater treatment plant facilities, including grounds, buildings, and structures.
- Perform related duties as assigned.

Working Conditions

Work in wastewater treatment plant and wastewater collections system environments, exposure to the environment, water, wastewater, chemicals, hazardous materials, noise, and traffic; heavy lifting, moving, standing, climbing. May work at heights, in confined spaces, and in inclement weather.

Physical Demands

Must possess strength, stamina, and mobility to work in a wastewater treatment plant, collections system, and laboratory setting, to lift and carry materials weighing up to 50 pounds, and to use

specialized test equipment, hand and power tools, and instrumentation; stamina to work in confined spaces around machines, and to climb and descend ladders; vision to read printed materials, charts, gauges and a computer screen; hearing and speech to converse in person and over the telephone or radio.

Operator-in-Training Intern

Employment Standards

Performs a variety of unskilled and semi-skilled duties in the operation, maintenance, and repair of the District's wastewater treatment plant and associated facilities. Employment in this position will last for a maximum of one year for the purposes of learning the skills and knowledge base necessary to pass the State Water Resources Control Board Grade 1 exam and to earn one year of qualifying experience under the California State Operator Certification regulations. Persons holding this title must work a minimum of 1,800 hours of qualifying experience in the one-year time period to receive sign-off by District management for one year of qualifying experience, per State regulations. Note: Probationary period for this position is twelve (12) months from date of hire.

Education and Experience:

Graduation from high school or G.E.D. Experience performing basic construction and maintenance of pipes, valves, mechanical electrical equipment and fittings, or general mechanical/electrical knowledge preferred, but not required.

Possession of:

A valid California Class "C" driver's license.

Knowledge of:

- Basic math skills, including unit conversion and application of formulas to solve basic mathematical problems.
- Basic computer functions, including file maintenance and basic MS Office program operation.
- Basic materials and equipment used in construction, general mechanical and electrical operations, maintenance, and repair.
- Safe work practices including chemical storage and handling.
- Basic report preparation techniques.

Ability to:

- Meet the physical requirements necessary to safely and effectively perform required duties.
- Learn practices and techniques of wastewater pumping, disinfection, and collection activities.
- Learn the operation and maintenance of a variety of water and wastewater treatment equipment.
- Read meters and gauges correctly.
- Learn to make routine adjustments and minor repairs to motors, pumps, and other equipment.

- Establish and maintain a cooperative working relationship with those contacted in the course of work.
- Learn to perform and interpret tests and adjust chemical feed equipment accordingly.
- Operate a variety of equipment ranging from small tools to heavy equipment.
- Lift 50 pounds in the normal course of work.
- Understand and follow verbal and written instructions.
- Keep accurate and legible records.

Typical Duties:

Duties may include, but are not limited to:

- Monitor system by reading gauges, graphs, meters, and control panels.
- Operate a variety of wastewater equipment.
- Maintain logs and worksheets of operation.
- Compile equipment readings and test results.
- Collect and analyze wastewater samples.
- Work closely with the wastewater treatment plant staff.
- Wear personal protective equipment as appropriate for job assignments.
- Maintain wastewater treatment plant facilities, including grounds, buildings, and structures.
- Perform related duties as assigned.

Working Conditions

Work in wastewater treatment plant and wastewater collections system environments, exposure to the environment, water, wastewater, chemicals, hazardous materials, noise, and traffic; heavy lifting, moving, standing, climbing. May work at heights, in confined spaces, and in inclement weather conditions.

Physical Demands

Must possess strength, stamina, and mobility to work in a wastewater treatment plant, collections system, and laboratory setting, to lift and carry materials weighing up to 50 pounds, and to use specialized test equipment, hand and power tools, and instrumentation; stamina to work in confined spaces around machines, and to climb and descend ladders; vision to read printed materials, charts, gauges and a computer screen; hearing and speech to converse in person and over the telephone or radio.