



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

City of Arroyo Grande, City Council Chambers

215 East Branch Street

Arroyo Grande, California 93420

PLEASE NOTE THE ADDRESS CORRECTION.

**PLEASE NOTE THE CHANGE IN MEETING LOCATION
PER BOARD ACTION AT THE MEETING OF MAY 15, 2013.**

Wednesday, July 3, 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.

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.

3. CONSENT AGENDA

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 Any Board Member may request that any item be withdrawn from the Consent Agenda to permit discussion or to change the recommended course of action.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

3A. Review and Approval of the Minutes of the June 19, 2013 meeting

3B. Review and Approval of Warrants

4. PLANT SUPERINTENDENT'S REPORT

5. BOARD ACTION ON INDIVIDUAL ITEMS:

A. FY 2013/14 ANNUAL BUDGET

Staff recommends the Board review the draft of the proposed Budget for FY 2013/14 and consider adopting a Final Budget after a public hearing at the July 17, 2013 meeting.

B. FINANCIAL CONSULTING REVIEW COMMITTEE

Staff recommends the Board appoint members to a committee which will review proposals from qualified firms in order to recommend the hiring of a financial consultant for the District.

C. PERSONNEL POLICIES MANUAL AMENDMENT

Staff recommends the Board amend the Personnel Policies Manual by adopting Resolution No. 2013-309.

D. SCADA INTEGRATION REQUEST FOR PROPOSALS

Staff recommends the Board review the draft Request for Proposals soliciting bids on the Supervisory Control and Data Acquisition (SCADA) system integration.

E. PROCESS IMPROVEMENT PLAN COMPLETION REPORT TO REGIONAL WATER BOARD

Staff recommends the Board review the draft report to the Regional Water Quality Control Board regarding the implementation of process improvements.

F. SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) INSURANCE RENEWAL

Staff recommends the Board approve renewing the District's insurance with SDRMA for FY 2013/14 in the amount of \$30,307.22.

6. MISCELLANEOUS ITEMS

A. Miscellaneous Oral Communications

B. Miscellaneous Written Communications

7. 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 19, 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: Shannon Sweeney, Temporary Interim District Manager; Mike Seitz, District Counsel; John Clemons, Plant Superintendent; Matthew Haber, Bookkeeper/Secretary.

Others in Attendance: Rick Sweet

2. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

Director Guerrero asked for public comments.

Ms. Julie Tacker thanked Plant Superintendent Clemons for providing a tour of the Plant to her and to Jeff Edwards.

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.

Ms. Tacker asked about Andre, Buttery and Morris' relationship in representing John Wallace in the two cases against him.

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

Action: It was moved by Director Peterson to approve Consent Agenda Items 3A – 3D 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 which shows that the Plant is running well and in compliance with regulatory limits.

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

5. BOARD ACTION ON INDIVIDUAL ITEMS

A. FY 2013/14 ANNUAL BUDGET

Temporary Interim District Manager Sweeney presented the staff recommendation that the Board review changes made to the draft of the proposed Budget for the 2013/14 Fiscal Year.

Director Peterson expressed concerns about the budget not being in balance. She suggested that Staff look for ways to balance the budget.

Director Ferrara asked about whether the Capital Replacement Program includes projects from the long-range plan. He also suggested that Director Guerrero take a look at what comes up before the next meeting so that one Member at least has a preview of the next budget.

Counsel Seitz provided an explanation of the distinction between what reserves are and what funds the District has as an enterprise-type district.

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

Action: The Board provided direction to Staff to work with Director Guerrero to balance the District's budget.

B. SCADA ANALYSIS

Temporary Interim District Manager Sweeney presented the staff recommendation that the Board review the report on the Supervisory Control and Data Acquisition (SCADA) system.

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

Action: The Board provided direction to Staff to bring back a Request for Proposals for Board approval.

C. PERSONNEL POLICY

Temporary Interim District Manager Sweeney presented the staff recommendation that the Board review the proposed changes to the Personnel Policies Manual.

Director Guerrero asked for public comments.

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

Action: The Board provided direction to Staff to bring back a resolution to make the proposed changes to the Personnel Policies Manual.

6. MISCELLANEOUS ITEMS

A. Miscellaneous Oral Communications

Director Peterson invited everyone to a workshop on the Brown Act being held at the City of Grover Beach on Wednesday, June 26 at 6:30 p.m.

Director Peterson also spoke about doing background checks on new employees and having a discussion on having a forensic audit performed. Director Guerrero suggested that a discussion regarding a forensic audit be placed on the agenda for the July 17, 2013 Board meeting.

B. Miscellaneous Written Communications

7. PUBLIC COMMENT ON CLOSED SESSION

Counsel Seitz corrected the name of the case in “SSLOCSD v. U.S. Energy.” He said that there would be no report on that case at this meeting.

Director Guerrero asked for public comments.

Ms. Tacker asked whether Johnson v. Wallace had been placed on a previous agenda.

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

8. CLOSED SESSION

- (1) Conference with Legal Counsel pursuant to Government Code Section 54956.9; 2 cases
 - a. Carter et al. v. Wallace
 - b. Johnson v. Wallace
- (2) Pursuant to Govt. Code Section 54957: Discussion of appointment or employment of public employee

9. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

Counsel Seitz reported that the Board had approved the contract with Rick Sweet to stand in for Paul Karp in Mr. Karp’s absence.

10. ADJOURNMENT

There being no further business to come before the Board, Director Guerrero adjourned the meeting at approximately 7:15 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
7/3/2013 FY 2012/13

ISSUED TO	PURCHASE/SERVICE	INV. # / SERVICE PERIOD	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
AMERICAN INDUSTRIAL SUPPLY	MISC SUPPLIES	0249082-IN 0253026-IN	070313-7752	8060	258.86	258.86
AMIAD WATER SYSTEMS	WATER FILTER PARTS	7300000603	53	8030	47.61	47.61
ARAMARK UNIFORMS	EMPLOYEE UNIFORMS	7954008 7970889	54	7025	490.00	490.00
AT&T	TELEPHONE SERVICE	JUNE	55	7013	389.81	389.81
BRENNTAG PACIFIC, INC	PLANT CHEMICALS	318162 318163	56	8050	9,903.47	9,903.47
CA ELECTRIC SUPPLY	ELEC SYS UPGRADE	7826-527632 7826-527724 04 MBI 16	57	26/8065	507.17	507.17
DEBBIE PETERSON	BOARD SERVICE	JUNE	58	7075	200.00	200.00
FEDEX	SHIPPING	2-304-77945 2-312-53344	59	8045	78.97	78.97
FERGUSON ENTERPRISES	VALVE FOR RECIRC PROJECT	9293887 12 MBI 02	60	19/8061	909.45	909.45
FGL ENVIRONMENTAL	CHEMICAL ANALYSIS	381233A 381989A	61	7078	4,637.00	4,637.00
FISHER SCIENTIFIC	LAB SUPPLIES	8005599	62	8040	53.49	53.49
FLO-SYSTEMS INC	PUMP PARTS	F14156 - 13X207-7	63	8030	177.04	177.04
FORK LIFT SPECIALTIES, INC.	PRESSURE WASHER PARTS	15038810	64	8030	102.64	102.64
GORDON SAND	SAND FOR SLUDGE BEDS	0622620-IN	65	8060	1,683.45	1,683.45
HDS WHITE CAP CONSTRUCTION SUPPLY	TOOLS	50000203269	66	8055	72.54	72.54
JB DEWAR INC	VEHICLE FUEL	31831	67	8020	389.67	389.67
JWC ENVIRONMENTAL	AUGER SUPPLIES	52822	68	8030	327.75	327.75
KNECHT'S PLUMBING & HEATING	BOILER SERVICE	36276 36327	69	8030	616.64	616.64
MATTHEW GUERRERO	BOARD SERVICE	JUNE	70	7075	200.00	200.00
MID-STATE CONCRETE PRODUCTS	RISERS AND TRAFFIC GRATE	41453 12 MBI 02	71	19/8061	817.29	817.29
POOR RICHARD'S PRESS	PRINTING SERVICE	253378	72	8045	590.90	590.90
PRAXAIR	WELDING SUPPLIES	46424887	73	8060	45.95	45.95
R.S. FIRE PROTECTION	FIRE EXTINGUISHER SERVICE	A52813X1 SSD62613	74	8056	407.76	407.76
STEMAR EQUIPMENT & SUPPLY	PIPE PLUG FOR 12 MBI 02	ST190613	75	19/8061	395.49	395.49
STEVE DOSHIER	CONCRETE WALL REINFORCEMENT	5137 12 MBI 02	76	19/8061	250.00	250.00
TLT TRUCKING	SAND TRANSPORT	5561	77	8060	252.44	252.44
TONY FERRARA	BOARD SERVICE	JUNE	78	7075	200.00	200.00
UNDERGROUND SERVICE ALERT	DIG ALERT SERVICE	13060036	79	7011	100.50	100.50
UNITED RENTALS	ROAD PLATE RENTAL	110929453-002 12 MBI 02	80	19/8061	576.75	576.75
UNITED STAFFING	CONTRACT LABOR	74058 74322 74546	81	6085	4,488.00	4,488.00
WW GRAINGER	SAFETY SUPPLIES	9164664261	82	8056	730.14	730.14
SUB TOTAL					29,900.78	29,900.78
PAYROLL	PPE 06/14/2013				23,282.15	23,282.15
GRAND TOTAL					53,182.93	53,182.93

We hereby certify that the demands numbered serially from 070313-7752 to 070313-7782 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
WARRANT REGISTER
7/3/2013 FY 2013/14

ISSUED TO	PURCHASE/SERVICE	INV. # / SERVICE PERIOD	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
CHARTER	INTERNET SERVICE	JULY	070313-7783	7011	60.88	60.88
CITY NATIONAL BANK	COGEN SALES AGREEMENT	INSTALLMENT DUE 8/16/2013	84	7096	37,398.30	37,398.30
CA DEPT. OF PUBLIC HEALTH - ELAP	FIELD OF TESTING FEE		85	7068	452.00	452.00
PERS MEDICAL	EMPLOYEE MEDICAL	JULY	86	6010	17,539.97	17,539.97
SDRMA	2013-14 INSURANCE COVERAGE	43717	87	7043	30,307.22	30,307.22
SLO COUNTY AUDITOR-CONTROLLER	LAFCO BUDGET SHARE	FY 2013/14	88	7069	10,632.51	10,632.51
WILLIAM ROMHILD	MEDICAL REIMBURSEMENT	FY 2013/14	89	6075	500.00	500.00
SUB TOTAL					96,890.88	96,890.88
GRAND TOTAL					96,890.88	96,890.88

We hereby certify that the demands numbered serially from 070313-7783 to 070313-7789 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



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To: Board of Directors
From: John L. Clemons, Plant Superintendent
Via: Paul J. Karp, Interim District Manager
Date: July 3, 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		40		40			
*June 2013									
Average	2.45	4.04	341.5	18.8	415	24.25		333	
High	2.61	4.6	350	26.9	480	26	1600	649	

* Through June 25, 2013

Plant data for June 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 18.8 mg/L

Average effluent totals suspended solids were 24.25 mg/L

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

BOD and chlorine usage values are higher in June than in the previous month. This could be due in part to the increased load generated by summer tourism in the area. The BOD value of 18.8 mg/L is still 43 % lower than June of last year. TSS is about 25 % lower than in June 2012.

Chlorine use has averages 333 lbs per day thus far in June.

Staff has completed interviews for the Lab Tech/Operator position. Background checks will be initiated for the highest ranking candidate.

Staff participated in a Material Safety Data Sheet (MSDS) safety training class.

The recirculation piping project has been completed. A flow meter will be added to the piping to monitor return flow from the secondary clarifier.

There was a power outage (approx. 4 hrs) on the night of June 23rd. Operator Jackman responded to the SSLOCSD WWTP. Plant CPO J. Clemons also responded. Emergency equipment functioned as designed. Plant processes continued operating on emergency power until PG&E restored external power.



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Staff Report

To: Board of Directors

From: Paul J. Karp, Interim District Manager *PK FOR*

Date: July 3, 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, for consideration of adoption after a public hearing at the July 17th Board Meeting.

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.

At the request of the Board of Directors, staff worked with Chair Guerrero to adjust the budget so that operating revenue matches operating expenses. Adjustments that were made to achieve this goal are highlighted in the attached draft budget.



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	829,774			829,774	
Disposal Services	92,700			92,700	
Utilities	151,530			151,530	
Maintenance, Tools & Replacements	426,430			426,430	
Materials, Services and Supplies	347,010			347,010	
Training, Education & Memberships	11,630			11,630	
Total Operating Expenditures	3,116,370			3,116,370	
Total Other Charges	122,350			122,350	
Capital Replacement/Maintenance (Fund 26)			953,344	953,344	Schedule A
Capital Outlay					
Capital Equipment	15,000	100,000		115,000	
Expansion		1,392,000		1,392,000	Note 1
Total Capital Outlay	15,000	1,492,000		1,507,000	
Other Financing Sources & Uses					
Transfers Out (In)	672,709		(672,709)	0	
Total Other Financing Sources & Uses	672,709		(672,709)	0	
Beginning Cash Balance Used for Funding	0	1,330,875	280,635	1,611,510	
Net Change (Deficit)	(810,061)	0	0	(810,061)	
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					
Salaries and Wages	500,520	352,085	469,446	511,570	644,095
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	829,774
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	426,430
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	11,630
Total Operating Expenditures	2,708,269	2,283,777	3,044,757	3,503,629	3,116,370
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					672,709
Total Other Financing Sources & Uses					672,709
Total Uses				3,677,885	3,926,430
Unfunded Appropriation - Cash from Fund 20 is Used				(509,710)	(810,060)

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	9,498	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	15,000	
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					75,000	
	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	86,500	
19-7077	Prof Services - Engineering	130,908	64,492	85,990	125,000	100,000	
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	10,657	
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	829,774	

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	25,000	
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	45,470	
Total Maintenance, Tools & Replacements		248,775	265,523	354,031	593,825	426,430	
Materials, Services and Supplies							
19-6085	Temporary Labor Services	86,095	49,349	65,799	65,000	13,000	
19-7025	Employee Uniforms	12,763	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	11,630	
Total Training, Education & Memberships		24,585	5,388	7,184	21,000	11,630	
Total Operating Expenditures		2,708,269	2,283,777	3,044,757	3,503,629	3,116,370	
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						672,709	
Total Other Financing Sources & Uses					0	672,709	N1
Total Uses					3,677,885	3,926,429	
Deficit/Unfunded Appropriation - Cash from Fund 20 is Used					(509,710)	(810,060)	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

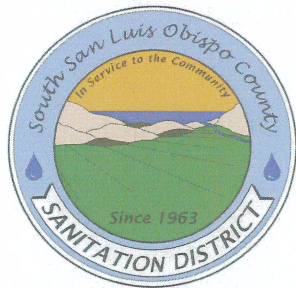
2013-14 Proposed Budget Fund 20 - Expansion Fund		PRIOR YEAR FY 2011-12 ACTUAL	FY 2012-13 YTD 03-31-13 9 MONTHS	FY 2012-13 PROJECTION TO 06-30-12	FY 2012-13 ADJUSTED BUDGET	FY 2013-14 PROPOSED BUDGET	NOTE NO.
Revenues							
Gross Revenues							
Connection Fees							
20-4010	Arroyo Grande Connections	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	100,000	
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	1,492,000	
Beginning Cash Balance Used for Funding					564,339	1,330,875	
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					672,709	
Total Other Revenues						672,709	
Total Revenues		3,799	2,094	2,792	3,500	672,709	
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	27,000	
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	953,344	
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
Pump Rebuilding	12,000
Grinder Replacement	10,000
Flare Maintenance	5,000
Total for 26-8061	\$27,000
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	\$953,344



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

Staff Report

To: Board of Directors

From: Paul J. Karp, Interim District Manager *Paul J. Karp*

Date: July 3, 2013

Subject: Review Committee for Recommendation of Financial Consultant

Recommendation:

It is the staff recommendation that the Directors receive this report and approve a committee formation concept to be used by staff to select members for a committee to review proposals and provide the Board of Directors with a recommendation to employ a financial consultant.

Funding:

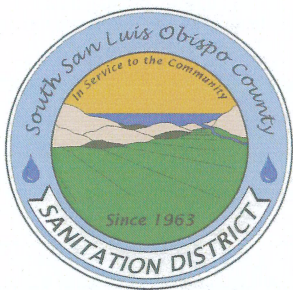
No Budget is necessary to address this action.

Discussion:

During the presentation of the pro forma, the Board discussed the make up of a committee that might be appointed by the staff to review proposals and possibly interview consultants who propose to provide financial services to the District to address the issues brought to light by the pro forma and appurtenant capital and maintenance project lists. Projections by staff indicate that under present conditions, the District will be significantly short of funding when it comes time to design and construct an appropriate project to maintain the ability of the plant to treat wastewater reliably and continuously meet or exceed quality regulations. The Board is also interested in a future that might include treatment of wastewater to a quality that would facilitate reuse of the water.

Staff had suggested that the Board consider a committee headed by one of its own members with support provided by District staff and possible input from member agency staff members with expertise in financial planning. This inclusion of committee members from member agencies has not been done at the District before, but Board Members did express interest in this possibility. Staff has approached management at the member agencies and had procured expressions of cooperation should the Board wish to pick this option.

At a recent regular meeting, the Board authorized a solicitation of financial consultants to help the District. Staff is currently making that distribution. We expect to receive the responses between the dates of the two July regular meetings. We would like to set up the review process in anticipation of bringing a recommendation for hiring a consultant at the first meeting in August.



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Staff Report

To: Board of Directors

From: Paul Karp, Interim District Manager *PK FOR*

Date: July 3, 2013 Meeting

Subject: Amendments to the Personnel Policies Manual

Recommendation:

Staff recommends that the Board adopt Resolution 2013-309, which makes modifications to the Personnel Policies Manual to properly reflect the recent staffing changes adopted by the Board at its June 5, 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 5, 2013 meeting. The staffing changes are funded within the FY2013-14 budget.

Discussion:

The Board approved the modifications to the Personnel Policies Manual at its June 19, 2013 meeting. Resolution 2013-309 contains those approved modifications.

SOUTH LUIS OBISPO COUNTY SANITATION DISTRICT
RESOLUTION NO. 2013 -309

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
ADOPTION OF REVISED PERSONNEL POLICIES

WHEREAS, the Board of Directors of the South San Luis Obispo County Sanitation District previously adopted the Personnel Policy to cover all personnel policies of the District; and

WHEREAS, the Board of Directors desires to ensure that said Personnel Policy accurately reflects the practices of the District; and

WHEREAS, District staff has prepared changes to the present District Personnel Policy; and

WHEREAS, the Board of Directors desires to adopt said changes to the Personnel Policy which reflect up-to-date District job descriptions; and

WHEREAS, the job descriptions attached as Exhibit "A" to this Resolution and associated modification have been reviewed by the Board of Directors and the staff of the South San Luis Obispo County Sanitation District.

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED by the Board of Directors of the South San Luis Obispo County Sanitation District as follows:

1. The job descriptions attached hereto as Exhibit "A" are hereby incorporated into the Personnel Policy of the South San Luis Obispo County Sanitation District; and
2. The language under Chapter 2, Definitions, of the Personnel Policies Manual 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.

Upon motion of Board Member _____, seconded by Board Member _____, and on the following roll call to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

the foregoing resolution is hereby passed, approved and adopted by the Board of Directors of the South San Luis Obispo County Sanitation District on this _____ day of July 2013.

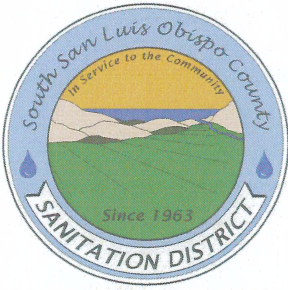
MATTHEW GUERRERO, Chair

ATTEST:

PAUL J. KARP, Secretary to the Board

APPROVED AS TO FORM:

MICHAEL W. SEITZ, District Legal Counsel



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Staff Report

To: Board of Directors
From: Paul J. Karp, Interim District Manager *[Signature]*
Date: July 3, 2013

Subject: Draft Request for Proposals (RFP) for SCADA Integration

Recommendation:

It is the staff recommendation that the Directors review the attached draft RFP soliciting proposals from Supervisory Control and Data Acquisition (SCADA) technology experts to assist District staff in integrating the individual treatment plant monitoring systems into a single platform.

Funding:

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

The remaining \$100,000 is budgeted in the Expansion Fund account, 20-8010 for FY 2012-13. These funds will be carried over into FY2013-14 to cover the anticipated expenses.

Discussion:

At the June 19, 2013 Board Meeting, staff presented a review of the status of the wastewater treatment plant's current monitoring systems, with a conceptual plan for integrating all of the individual monitoring systems into one single monitoring system. District staff is capable of performing much of the work needed to integrate the plant's independent monitoring systems into a single SCADA platform. A technical expert is needed to demystify some of the more complex monitoring technology, guide staff toward a successfully integrated system, and provide the training necessary to empower staff to understand and operate the integrated system.

The intent of this RFP is to find a consultant that is willing to work with District staff to attain the overall goal being a single, simplified, and integrated SCADA monitoring system.

Attachments:

Draft Request for Proposals for SCADA Technological Assistance



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
1600 ALOHA PLACE/P.O. BOX 339
OCEANO, CA 93475
(805) 489-6666

July xx, 2013

Subject: Request for Proposals
SCADA Technological Assistance

The South San Luis Obispo County Sanitation District (SSLOCSD) or DISTRICT, is soliciting proposals in accordance with the attached "Request for Proposal" to provide technical assistance in the integration of the wastewater treatment plant control systems into a single platform for the DISTRICT.

Interested firms must submit **five** copies of the proposals to:

Matthew Haber
SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
P.O. Box 339
Oceano, CA 93475

The proposals must be submitted to the above address no later than 4:00 p.m. on August xx, 2013. Submitted Proposals shall be clearly identified in the lower left hand corner of the envelope with "Proposal: SCADA Technical Assistance".

If you have any questions, please contact Mr. Haber at:

Phone: 805-481-6903
Fax: 805-489-2765
Email: matthew@sslocsd.us

REQUEST FOR PROPOSALS FOR TECHNICAL ASSISTANCE IN INTEGRATING THE DISTRICT'S MONITORING SYSTEMS

I. INTRODUCTION

The DISTRICT is soliciting proposals to provide technical assistance during the integration of the District's independent monitoring systems onto a single SCADA platform, by 4:00 p.m., August xx, 2013, from qualified professional consultants. The selected consultant shall perform the tasks specified in the "Scope of Services" section of this Request for Proposals (RFP). You are hereby invited to submit a proposal based upon the requirements and conditions set forth in this RFP.

District staff is capable of performing much of the work needed to integrate the plant's independent monitoring systems into a single SCADA platform. A technical expert is needed to demystify some of the more complex monitoring technology, guide staff toward a successfully integrated system, and provide the training necessary to empower staff to understand and operate the integrated system.

The intent of this RFP is to find a consultant that is willing to work with District staff to attain the overall goal of a single, simplified, and integrated SCADA monitoring system.

II. BACKGROUND OF THE DISTRICT'S WASTEWATER TREATMENT PLANT

The District's wastewater treatment plant was constructed in 1966 for the purpose of treating wastewater from the communities of Arroyo Grande, Grover Beach and Oceano. Monitoring of the original facility was provided in the form of circular charts and a light board with audible alarm.

Several modifications, improvements, and expansions to the wastewater treatment plant have occurred since the original date of construction:

In 1979, the plant was upgraded to include new sludge drying beds, a sludge thickener, a new maintenance building and the installation of standby power to provide for continued treatment in the event of a local power failure.

In 1986, a major plant enlargement was constructed which led to the addition of a new fixed film reactor and the conversion of the original aeration tank and final clarifier structure into a single, enlarged final clarifier unit. Additionally, a new power generation building was constructed. These projects resulted in increasing the plant capacity from the initial 2.5 MGD to 3.3 MGD.

In 1990, the plant was expanded once again to include the addition of a second anaerobic digester along with a second primary clarifier unit. This expansion increased the overall treatment flow capacity from 3.3 MGD to 5.0 MGD.

In 2005, a chlorine contact chamber was constructed to meet new effluent requirements as stipulated in the District's NPDES Permit R3-2004-0050 providing for adequate disinfection prior to release from the plant. The chlorine contact chamber has its own monitoring system, separate from SCADA.

In 2009, a new centrifuge was constructed, with monitoring available in SCADA.

In addition, building security inputs are wired to the control room but the information is sent to an outside security firm and not through SCADA.

III. SCOPE OF SERVICES

The consultant shall provide technical assistance in integrating the various data points from six separate monitoring systems into a single integrated system, and will engage with District staff in the development of a system that is simple to understand and operate.

The scope of work shall include the following:

1. Review the existing systems and develop a specification list of the minimum components necessary to integrate the separate systems into a single SCADA system, using the existing Wonderware software.
2. Meet with staff on a biweekly basis to provide a to-do list for staff completion.
3. Review work as it is completed to verify that it is done to industry standards.
4. Answer staff questions when needed.
5. Develop as-built drawings of system changes as a result of this integration project.

IV. SCHEDULE

The DISTRICT is interested in completing the project by the end of calendar year 2013. The DISTRICT recognizes that performance by consultant is dependent upon performance by DISTRICT. The DISTRICT shall make schedule adjustments to reflect any delays caused by DISTRICT.

V. SAMPLE DISTRICT AGREEMENT

A sample District agreement can be found as Attachment A.

VI. PROPOSALS

A. Format and Content

Responding consultants will submit their proposal in sufficient detail to allow for a thorough and comprehensive analysis. The proposal will not be judged by the volume of material presented and, therefore, should be as brief and concise as possible without sacrificing clarity. Proposals containing irrelevant material or an abundance of excessively vague language may be penalized in the screening process. The proposal should include, at a minimum, the following information in sectionalized format:

1. Introduction

The consultant is expected to describe its basic business philosophy and its understanding of the proposed project.

2. Qualifications

- a) The consultant should list the credentials, qualifications and experience of the personnel that will be working on this project, specifically their technical experience in coordinating technical projects with public agency staff.

- b) Professional affiliations and memberships -- please list.
- c) The consultant will be required to furnish a list of three (3) references (at a minimum) for which similar work was conducted over the last five (5) years. Such listing should include the following:

- 1) Name of organization
- 2) Contact persons
- 3) Period of association with each client
- 4) Project title
- 5) A brief overview of the work performed for that client

3. Personnel

Identify the person to be designated as the Project Manager and provide a detailed summary of his or her background. The Project Manager will be expected to be available on all occasions for discussion with DISTRICT staff. Note: This project is not expected to need more than one or two individuals on the project team.

4. Scope of Work

Provide a detailed scope of work to be completed by the consultant.

5. Cost Proposal

In a separate sealed package, provide a breakdown of the estimated completion cost. Please include the number of hours per task, and the cost per task, including the hourly fees of the project team members.

6. Schedule

Present a comprehensive schedule to reflect the time frame or period for performing and completing the required work. Specific milestones, which are sequentially interdependent, should be clearly identified. The consultant will be expected to attend biweekly meetings over the course of the project.

7. Exceptions to Contract terms

Any exceptions to District contract terms should be noted in this section.

B. Proposal Obligation and Disposition

The contents of the proposal and any clarifications thereto submitted by the successful consultant may become part of the contracted obligation and incorporated into the ensuing contract.

C. Review Procedures

1. **The Consultant's selection will be "Qualifications Based". The qualifications ranking will be established prior to the review of the cost proposals. The cost proposals will remain sealed until the qualifications ranking of the consultants is established.** Proposals will be judged on the basis of their completeness, clarity of expression and how well they appear to meet the financial needs and desired result objectives of the DISTRICT. The consultant's management style, philosophy and performance of similar projects in similar organizations will be evaluated. The evaluation of responses will consider the qualifications of the consultant, the demonstrated experience of the Project Manager and/or Project Team, the approach for completing the work and the financial implications. Proposals will be evaluated on the basis of, but not limited to:
 - a) Project Understanding- Consultant understands the project needs and priorities and the DISTRICT's expectations of the selected firm.
 - b) Project Approach – Innovativeness shown on other projects and creative approaches to this project on firm's understanding of the DISTRICT's needs.
 - c) Recent Experience of Key Team Members - Firm's key team members' experience that parallels the DISTRICT's needs.
 - d) Staff Logistics -Location and availability of staff to be responsive to the DISTRICT on a cost effective basis.
 - e) Quality Assurance/Quality Control Procedures - Policy and Procedures implemented for appropriate reviews and demonstrated reliability.
 - f) Financial Understanding - Understanding of relative manpower demands for various project phases and tasks; reputation for meeting project performance requirements on a cost effective and competitive basis.
2. Consultants may be required to make a detailed oral presentation before a special review panel.
3. The DISTRICT reserves the right to award this contract not necessarily to the consultant with the lowest cost proposal but to the consultant who will provide the best overall match to the Request for Proposal requirements and who will best serve the interests of the DISTRICT.

VII. GENERAL ADMINISTRATIVE INFORMATION

- A. Each consultant understands and agrees that the DISTRICT, its departments, their officers, employees or agents shall not be liable for:
 1. Any costs incurred by a consultant in the preparation, delivery or presentation of a proposal;
 2. Any costs incurred by a consultant in meeting the criteria as a result of making or submitting a proposal or subsequently in entering into a formal

agreement with the DISTRICT ; and

3. Any errors, inaccuracies or misstatements related to the information or data supplied to any consultant by the DISTRICT. The use of such information or data provided by the DISTRICT, its officers, employees or agents is intended to be used at the sole discretion and risk of the firm in the preparation of a proposal pursuant to this Request for Proposal.
 - a) It is the consultant's responsibility to carefully examine the requirements, specifications and conditions expressed in the Request for Proposal and fully inform themselves as to the quality and character of services required.
 - b) Any changes made in the Request for Proposal will be made only by written addendum, duly issued by the District Manager to each consultant to whom the Request for Proposal was issued.
 - c) All responses to this Request for Proposal will become the property of the DISTRICT and will be retained or disposed of accordingly. The proposer must identify, in writing, all copyrighted material, trade secrets or other proprietary information that it claims is exempt from disclosure under the Public Records Act, California Government Code Section 6250, et seq. Any proposer claiming such an exemption must also state in its proposal that the proposer agrees to defend any action brought against the DISTRICT for its refusal to disclose such material, trade secrets or other proprietary information to any party making request therefore. Any proposer who fails to include such a statement shall be deemed to have waived its right to an exemption from disclosure as provided by said Act.
 - d) The DISTRICT is an Equal Opportunity Employer.
 - e) The DISTRICT reserves the right to accept or reject, or to modify or cancel in part or in its entirety, this Request for Proposal.
 - f) After expiration of the time to submit proposals and continuing until an agreement has been awarded, all DISTRICT personnel involved in the Request for Proposal process will be specifically directed against holding any meetings, conferences or technical discussions with any proposer, unless in the formal setting of the oral presentation described in Section VIII, subsection
 - g) Proposers shall not communicate in any manner with DISTRICT Board or DISTRICT personnel regarding the Request for Proposal or the proposals during this period of time. Failure to comply with this requirement will automatically terminate further consideration of the bidder's proposal.
 - h) Responses to this Request for Proposal will be made in recognition of, and in conformance with, (a) through (f) above.

VIII. SUBMITTAL

The proposal package must be received no later than 4:00 pm on **August xx, 2013**. Consultants mailing or shipping their proposals must allow sufficient delivery time to ensure timely receipt of their proposals by the time and date specified. Late proposals will not be accepted. The DISTRICT

maintains the right to reject any or all proposals.

Address Request for Proposals to:

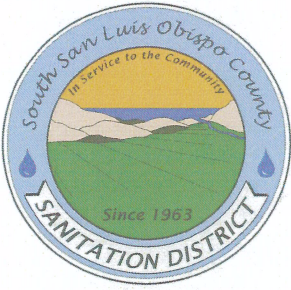
SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
ATTN: MATTHEW HABER
P.O. BOX 339
OCEANO, CA 93475-0339

*Please identify the project on the outside of the package, i.e. **Proposal: SCADA Technical Assistance***

The proposals will be opened and recorded on **August xx, 2013 at 12:00 p.m.** at the District office located at 1600 Aloha Place, Oceano, California. Any respondent or their representative who would like to be present for the proposal opening is welcome to do so. The cost proposal from the candidate deemed to best fit the District's needs shall be opened only after completing the evaluation. The cost proposal for the next ranked candidate and any subsequent candidates shall be opened only if a mutually acceptable agreement cannot be reached between the District and any higher ranking candidates.

Attachments

Attachment A: Sample District Agreement



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

Staff Report

To: Board of Directors

From: Paul J. Karp, Interim District Manager *[Signature]* FOR

Date: July 3, 2013

Subject: Draft Letter to the RWQCB Regarding Process Improvement Plan

Recommendation:

It is the staff recommendation that the Directors review the attached draft report to the Regional Water Quality Control Board (RWQCB) and approve it with any recommended modifications for submission to the Regional Board.

Funding:

Not applicable

Discussion:

On April 8, 2013, District staff submitted a Process Improvement Work Plan to the Regional Water Quality Control Board. The intent of the Work Plan was to make adjustments to the plant process to improve effluent water quality and plant reliability. Regional Board staff requested a report on the progress and outcome of the Process Improvement Work Plan at the end of June 2013. District staff requested and was granted time to allow the District Board to review the report at the July 3, 2013 board meeting before submitting the formal report.

The report demonstrates that all of the actions listed in the Work Plan were accomplished, though on an adjusted schedule. Some actions, such as reducing coagulant dose, and discontinuing flushing, occurred ahead of schedule, while long lead times for fabrication of large valves delayed the completion of some of the tasks. Ultimately, all of the actions were completed in a reasonable time frame with favorable results. The wastewater treatment plant process is more stable, is using less chemical for treatment, and has fewer activities, such as hydraulic and chemical flushing, that can upset the process.

The treatment process can benefit from additional process improvements, which will likely include startup of the sludge thickener, reducing or discontinuing coagulant feed, and further adjustment of the fixed film reactor arm rotational speed.

Attachments:

Attachment 1: Process Improvements Progress Report Letter to the RWQCB (5 pages)



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Date

Mr. Kenneth A. Harris, Jr.
Interim Executive Officer
Central Coast Regional Water Quality Control Board
895 Aerovista Place, Suite 101
San Luis Obispo, CA 93401

SUBJECT: South San Luis Obispo County Sanitation District Work Plan for Process
Improvements Progress Report

Dear Mr. Harris:

On April 8, 2013, the South San Luis Obispo County Sanitation District (District) submitted to your office a Work Plan for Process Improvements, which outlined proposed changes to improve treatment at the District's wastewater treatment plant. Staff has kept Regional Board staff verbally apprised of progress. As requested by Regional Board staff, this letter serves to document the implementation of the plan, and the impact of those actions on effluent water quality.

In general, the plan was implemented as written. Attachment 1 is the original work plan. Attachment 2 provides a comparison of the scheduled action as presented in the work plan, with the actual action taken. In some instances, we found that moving forward with actions ahead of schedule was necessary to achieve the desired results. For example, coagulant feed was lowered earlier than originally planned because the high coagulant dose appeared to be removing too much BOD in the primary system, which hampered biofilm growth on the fixed film reactor. In addition, we found that we were able to discontinue the hydraulic and chemical flushing of the fixed film reactor much earlier than anticipated.

Conversely, installation of the recirculation system was delayed by two weeks because the 20-inch gate valve needed to complete the installation had an unanticipated two-week lead time for fabrication.

Overall, the plant is operating more efficiently, with improved and more consistent effluent water quality. Effluent BOD values have been consistently below regulatory limits, even during periods of high influent BOD loading. Effluent TSS values have remained relatively constant,

but well within regulatory limits. Coagulant feed has been reduced almost in half of original amounts, and chlorine use has been reduced substantially while continuing to meet effluent bacteriological limits. The facility is running more consistently, with fewer daily changes to the plant process. In addition, one of the extraneous satellite chemical feed systems has been removed.

District staff is pleased with the full implementation of the original work plan and with the resultant improvements. While the actions taken to date have been positive improvements to the plant, staff recognizes that further improvements are warranted. These improvements include the startup of the long inactive sludge thickener, which will allow for further reductions, or possible discontinuation, of the coagulant feed system, as well as further reductions in the fixed film reactor arm rotational speed for further discouragement of filter flies. Staff will continue to make gradual adjustments where appropriate until the most favorable treatment conditions are achieved.

District staff would be happy to provide any additional information you may need as we continue to move toward a more predictable and stable facility. Feel free to direct any questions to me, at (805) 234-0731.

Regards,

Paul J. Karp
Interim General Manager

Attachment 1: Process Control Work Plan (2 pages)
Attachment 2: Progress Summary Table (1 page)

South San Luis Obispo County Sanitation District
Work Plan for Process Improvements
April 2013

Introduction

The plant process and historical documents and records were reviewed to determine whether the plant was operating in a desirable manner. Several plant issues were identified, and a conceptual plan was developed to address those issues. The conceptual plan was presented to the District Board. Board members unanimously approved the conceptual plan with the stipulation that the Regional Water Quality Control Board sign off on the assumptions that the District makes about the implications of implementing this plan. This work plan serves to identify the actions that need to be taken to implement the plan and the anticipated water quality implications of these changes and mitigation measures, for Regional Board review.

Process problems to address:

- Insufficient dissolved oxygen to primary system inhibits primary system BOD removal.
- Insufficient continuous flow/poor flow regime to Fixed Film Reactor (FFR) encourages filter flies.
- Nutrient/alkalinity removal by ferric chloride possibly impacts downstream biological activity.
- Regular flushing of FFR inhibits nitrifiers and impacts disinfection.
- Overall lack of plant operational consistency.

Mechanisms for addressing process problems:

- Provide consistent flow to the process upstream of the primary clarifier, using final clarifier recycle as needed.
- Increase flow to/decrease arm rotational speed of FFR.
- Decrease/discontinue ferric/polymer feed to primary process.
- Discontinue weekly flushing/chemical treatment of FFR.

Chronology and Anticipated Impacts:

The recommended changes may negatively impact water quality while undesirable biota dies off and desirable biota develops. Phasing of the process improvements may reduce these negative impacts. The following chronology describes the anticipated implementation and impacts after each step. Elements that plant staff believed to be beneficial and had no cost implications have been implemented already. Observations of the impacts are described.

NOTE: Initial improvements assume adequate primary effluent water quality for sufficient secondary BOD removal. This is a fairly safe assumption, as BOD removal has typically been achievable. Primary effluent samples have been collected to confirm this assumption. Unfortunately, sample results will not be available until Friday, 4/12/13.

NOTE: Water sample results may warrant a change in the timing or order of improvements to achieve highest water quality results possible as the process evolves.

1. **Week of 3/25/13:** Raise FFR motors to full flow during daytime hours.

Explanation: full flow allows for self-sloughing of media biofilm.

Expected impact: positive – fewer pests, more desirable biota if primary effluent water quality is adequate.

Expected impact: negative – possible incomplete nitrification can increase chlorine demand.

Mitigation measure: Observe chlorine residual, raise ORP setpoint if necessary.

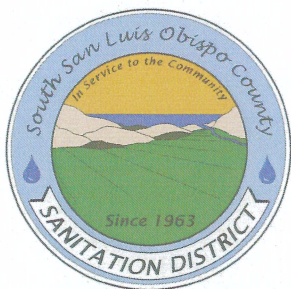
Actual Observations: About half the filter flies were observed during subsequent flushes.

2. **Week of 4/1/13:** Lower FFR arm rotational speed to 35 Hz.
Explanation: full FFR pump flow causes flow from all four arms. Rotational speed needs to be reduced to compensate. Rotational speed decreased from 3 minutes per rotation to 3.5 minutes per rotation.
Expected impact: positive – fewer pests, more desirable biota if primary effluent water quality is adequate.
Expected impact: negative – possible incomplete nitrification can increase chlorine demand.
Mitigation measure: Observe chlorine residual, adjust ORP setpoint if necessary. Analyze process control samples at final clarifier to observe ammonia trends.
Actual Observations: ORP setpoint raised from 425 to 450, then brought down to 430 to maintain adequate chlorine residual. Chlorine residual fell, then rose, possibly related rise, then fall of nitrite. Preliminary ammonia results show decreasing trend several days after latest flush. Bacteriological samples for total and fecal coliform below 40 mpn from 4/1/13-4/4/13. Operators observe sloughings in final clarifier, and water over final clarifier weir appears more greenish than blackish, which is believed to be a good sign.
3. **Week of 4/15/13:** Lower FFR arm rotational speed to 30 Hz.
Explanation: full FFR pump flow causes flow from all four arms. Rotational speed needs to be reduced to compensate. Rotational speed expected to decrease from 3.5 minutes per rotation to 4 minutes per rotation.
Expected impact: positive – fewer pests, more desirable biota if primary effluent water quality is adequate.
Expected impact: negative – possible incomplete nitrification can increase chlorine demand.
Mitigation measure: monitor final clarifier effluent ammonia trends after flushing.
4. **Week of 5/13/13:** Install pump, motor, and VFD, set for 2.5 MGD minus influent flow.
Explanation: extra flow allows for consistent flow to FFR. Flow set at 2.5 MGD rather than 3.5 MGD to compensate for temporary unburied line, that will remain until pump can be plumbed to the splitter box.
Expected impact: positive – fewer pests, more desirable biota if primary effluent water quality is adequate.
Expected impact: negative – possible incomplete nitrification can increase chlorine demand.
Mitigation measure: Observe chlorine residual, adjust ORP setpoint if necessary.
5. **Week of 5/27/13:** Discontinue FFR flushing.
Explanation: Weekly FFR flushing should no longer be necessary if consistent self-sloughing flows are provided.
Expected impact: positive – stable population of BOD removers and nitrifiers.
Expected impact: negative – possible incomplete nitrification during transition can increase chlorine demand.
Mitigation measure: Observe chlorine residual, adjust ORP setpoint if necessary.
6. **Week of 6/3/13:** Plumb final clarifier recycle line to splitter box.
Explanation: Plumbing the recycle to the splitter box allows for removal of the temporary recycle line.
Expected impact: positive – stable and consistent flow to primary system encourages BOD removal in the primary .
Expected impact: negative – none expected.
Mitigation measure: none needed.
7. **Week of 6/10/13:** Evaluate chemical feed to primary system. Discontinue if warranted.
Explanation: Chemical feed to primary system may no longer be warranted.
Expected impact: positive – Cost savings, reduced chemical exposure, more consistent process
Expected impact: negative – May change quality of sludge for digester, cogeneration facility.
Mitigation measure: activate thickener, feed ferrous chloride to sludge for hydrogen sulfide control.

ATTACHMENT 2: PROGRESS SUMMARY TABLE

Week	Scheduled Activity	Actual Activity	Avg Weekly Effluent BOD, mg/L	Avg Weekly Effluent TSS, mg/L	Comments
3/25/2013	Increase FFR pump output to max flow during work hours.	Increased FFR pump output to max flow during work hours on 3/26.	13.8	22	
4/1/2013	Decrease FFR arm rotational speed VFD to 35 Hz	Decreased FFR arm rotational speed VFD to 35 Hz on 4/3.	25.0	24	
4/8/2013	None	No changes made	12.9	23	
4/15/2013	Decrease FFR arm rotational speed VFD to 30 Hz	Decreased FFR arm rotational speed VFD to 30 Hz on 4/15. Reduced ferric chloride feed from 440 ml/min to 350 mL/min on 4/17	2.8	16	
4/22/2013	None	Installed 8-inch gate valve 4/24	7.2	22	
4/29/2013	None	Decreased FFR arm rotational speed VFD to 25 Hz on 4/29. Last hydraulic flush of FFR on 5/2.	7.4	26	Flushing discontinued after this week, three weeks ahead of schedule.
5/6/2013	None	Reduced ferric chloride feed from 350 mL/min to 250 mL/min, with proportional drop in polymer on 5/8.	3.7	26	
5/13/2013	Install pump, motor, VFD.	Began piping installation 5/13.	<2	19	
5/20/2013	None	Piping installation continued	7.4	24	
5/27/2013	Discontinue FFR flushing	Piping installation continued	12.3	23	
6/3/2013	Plumb final clarifier to splitter box	Installed pump, motor, VFD, 6/1. Ran recycle flow through thickener until final clarifier could be plumbed at the splitter box.	24.5	24	
6/10/2013	Evaluate coagulant chemical feed system. Discontinue if appropriate.	Verified that cutting coagulant dose any further will cause insufficient sludge thickening. Sludge thickener to be restarted before proceeding with further coagulant reductions.	13.1	24.5	Thickener has been inactive for several years. Funds are budgeted to perform necessary maintenance to restart this process.
6/17/2013	None	Plumbed final clarifier to splitter box, 6/19.	Not yet available	Not yet available	

Abbreviations: FFR = fixed film reactor, VFD = variable frequency drive.



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Staff Report

To: Board of Directors
From: Paul J. Karp, Interim District Manager *PJK for*
Date: July 3, 2013

Subject: Renewal of District's Liability Insurance

Recommendation:

Staff recommends that the Board direct staff to renew the District's liability insurance with Special District Risk Management Authority (SDRMA) with a limit of liability coverage of \$10M at a cost of \$30,307.22.

Funding:

The proposed Fiscal Year 2013/14 budget account #19-7043 includes \$30,807 to fund the cost of the recommended level of insurance coverage plus any incidentals such as fees for Non-member Certificates of Coverage.

Discussion:

Attached is the invoice received from SDRMA, which is due July 15, 2013, in the amount of \$30,307.22 for the District's liability insurance for FY 2013/14. This is an increase of \$2,301.24 from the previous fiscal year and includes three non-member additional insured certificates for Pacific Gas and Electric, Municipal Finance Corporation (required for the Co-Gen unit) and the California State Lands Commission (required for the outfall line). There is also a Miscellaneous Endorsement coverage charge of \$3,000 included in the total amount of this invoice.

Also attached is information related to the SDRMA's Credit Incentive Program which allows the District to offset some of its insurance costs through Board and Staff participation in such activities as SDRMA workshops and training sessions.

Attachment A: SDRMA renewal invoice for FY 2013/14
 Attachment B: Credit Incentive Program (CIP) information



May 22, 2013

Mr. Matthew Haber
Bookkeeper/Secretary
South San Luis Obispo County Sanitation District
Post Office Box 339
Oceano, California 93475-0339

Dear Mr. Haber:

On behalf of the Special District Risk Management Authority (SDRMA) Board of Directors we are pleased to announce in February 2013, the Board took action keeping rates flat for the Property/Liability Program for 2013-14! This will be the fourth year in a row with no rate increases. Your agency's annual contribution amount may vary from 2012-13 as a result of any coverage limit changes, scheduled item additions/deletions and Credit Incentive Program (CIP) points earned.

Enclosed is your agency's 2013-14 invoice which includes the total contribution amount for the Property/Liability Package Program and other optional coverages selected by your agency. The current Limit of Liability coverage selected by your agency is indicated on the invoice. Optional higher or lower limits for excess coverage layers will be offered again this year - coverage limit options are \$2.5 million, \$5 million or \$10 million. These limits apply to general liability, auto liability, and errors and omissions coverages. **If your agency would like a quote to increase or decrease its Limit of Liability, you must notify SDRMA in writing no later than June 15, 2013 for such change to take effect at the start of the program year July 1, 2013. Requested changes received after June 15, 2013 will not be able to be processed due to our excess carrier requirements.**

Once again, a 5% Multi-Program Discount has been deducted from the invoice total and is noted in the line above Total Contribution Amount for members belonging to both Property/Liability and Workers' Compensation programs. In addition, a \$150 credit has been applied if your agency used MemberPlus Online™ to complete and submit your 2013-14 Renewal Questionnaire by the deadline. Over 543 members (97%) submitted their 2013-14 Renewal Questionnaire using our MemberPlus Online™ portal!

To ensure accurate and timely processing of your coverages, **please return the blue copy of the invoice and your payment by July 15, 2013** for the total contribution amount shown on the invoice. Late payments received after August 15, 2013 will accrue interest.

Thank you for your continued participation in SDRMA's Property/Liability Package Program. Please do not hesitate to contact us at 800.537.7790 or info@sdrma.org to receive information about other SDRMA programs including Workers' Compensation or Health Benefits or if you have any questions about your current coverages.

On behalf of the Board of Directors and our entire risk management team we look forward to continuing our relationship with South San Luis Obispo County Sanitation District for the upcoming program year.

Sincerely,
Special District Risk Management Authority


Gregory S. Hall, ARM
Chief Executive Officer

Enclosures: 2013-14 SDRMA Property Liability Package Program Invoice, 2012-13 Credit Incentive Program (CIP) Points Earned and 2013-14 CIP Criteria



Property/Liability Package Program Invoice

Program Year 2013-14

South San Luis Obispo County Sanitation District

Post Office Box 339
Oceano, California 93475-0339

May 22, 2013

Invoice #: 43717

Member #: 7126

Property/Liability Package

Property	\$1,086.59
Coverage for reported values (including contents): \$635,657	
Floater / Mobile Equipment	\$0.00
Coverage for reported value of \$0	
Auto Liability	\$2,018.05
Coverage for 4 reported vehicle(s)	
General Liability	\$20,536.18
Services: Sewer	
Certificates: 3 Non-Member Certificate(s)	

Items included in the Program Package at no additional cost:

Boiler & Machinery, Employee Blanket Bond, Errors & Omissions

Gross Package Contribution	\$23,640.82
CIP Credit	-\$1,549.40
Longevity Distribution Credit	-\$1,080.00
MemberPlus Online RQ Bonus	-\$150.00
Property/Liability Package Subtotal	\$20,861.42

Other Coverages/Charges

Auto Comp / Collision	\$0.00
Coverage for 0 reported vehicle(s)	
Trailers	\$0.00
Coverage for reported value of \$0	
Excess Liability	\$6,445.80
Liability Limit Increased to: \$10M	
Special Coverages / Charges	\$3,000.00
Coverage for: Misc. Endorsement, Special Deductibles	
Other Coverages/Charges Subtotal	\$9,445.80

**PLEASE RETURN THIS COPY
WITH YOUR PAYMENT**

5% Multi-Program Discount **\$0.00**

Total Contribution Amount Due by July 15

\$30,307.22

Present Limit of Liability of \$10M for G/L, A/L, and E&O

Please pay in full by the due date if not, a late charge of one percent (1%) per month, twelve (12%) per annum, will be assessed on all sums past due. Imposition of this charge does not extend the due date for payment. If your agency would like a quote to increase or decrease its Limit of Liability, please contact SDRMA Member Services no later than June 15 for any coverage changes to take effect at the start of the program year on July 1.

Special District Risk Management Authority
1112 I Street Suite 300, Sacramento, California 95814-2865
Tel 916.231.4141 or 800.537.7790 Fax 916.231.4111

Member Focused

www.sdrma.org



Property/Liability Credit Incentive Program



South San Luis Obispo County Sanitation District

CIP Points Earned as of: 3/31/2013

The Credit Incentive Program (CIP) is designed to encourage our Members to take a proactive approach for loss prevention administration, training and safety/risk management. In an effort to assist our Members in achieving the lowest contributions possible, we performed a review of the documents submitted to date for the CIP program year 2012-13. These credits are applied toward the invoice for the 2013-14 program year. The following earned credits have been documented:

CIP Criteria Description*	Maximum Available	CIPs Earned to Date
Special District Administrator designation from SDLF	2	0
Staff Attendance at SDRMA Workshop	1	1
Additional Staff Attendance at SDRMA Workshop	1	0
Management Staff Attendance at CSDA Sponsored Training	1	1
Additional Management Staff Attendance at CSDA Sponsored Training	1	0
Attendance at Approved Legal Seminar	1	0
Additional Attendance at Approved Legal Seminar	1	0
TargetSolutions Online Training Program	3	3
Use of SDRMA Safety Video Library	2	2
ADMINISTRATION TRACK TOTALS - 8 POINTS MAXIMUM		7
SDLF District of Distinction designation	4	0
Single Board Member Attendance at SDRMA Workshop	1	0
Additional Board Member Attendance at SDRMA Workshop	1	0
Single Board Member Attendance at CSDA Training	1	0
Additional Board Member Attendance at CSDA Training	1	0
Completion of two CSDA Education / Webinar sessions	3	0
GOVERNANCE TRACK TOTALS - 5 POINTS MAXIMUM		0
No Claims during the year	2	0
CLAIMS TRACK TOTALS - 2 POINTS MAXIMUM		0
COMBINED TRACK TOTALS - 15 POINTS MAXIMUM	15	7
5 YEAR NO CLAIMS BONUS	3	0
TOTAL CREDIT INCENTIVE POINTS	18	7

*For detailed information, please see the 2012-13 Property/Liability CIP criteria. For questions, please contact Dennis Timoney at 800.537.7790.

Property/Liability 2013-14 Credit Incentive Program Criteria

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability coverage through the Credit Incentive Program.

Credit incentives of up to 15 points can be earned based on an Agency's participation in meeting the following program guidelines. One CIP point is equal to a 1% discount on the Agency's Property/Liability Program for the Auto and General Liability net contributions invoice only. Participating members may choose among various options to complete during the CIP period (April 1 – March 31) to reach the maximum points allowable within each track.

Please note the maximum total a member can receive is 15 points, and points earned before March 31, 2014 will be applied to the 2014-15 program year. Options allowing a member to earn points for both Property/Liability and Workers' Compensation are designated with **(Credit will be applied to Both Programs)**. Points are currently awarded as follows:

ADMINISTRATION TRACK (8 POINTS MAXIMUM)

For management staff accredited with the Special District Administrator designation by the Special District Leadership Foundation (SDLF). This certification program is a way for special district administrators to affirm – to their customers, to their board of directors, and to themselves – that they are competent and experienced in their profession. Requirements for this certification include management experience, continuing education, community service, and ultimately an exam.

2 points

No Documentation Required - Will be confirmed by SDLF.

(Credit will be applied to Both Programs)

For each full-day attendance by the Agency's safety officer, designated individual, or employee(s) at an SDRMA Safety/Claims Education Day (Each attendee earns 1 point).

2 Points maximum

No Documentation Required - Will be confirmed by SDRMA workshop attendance sheet.

(Credit will be applied to Both Programs)

For each full-session attendance by the Agency's management staff in a California Special Districts Association (CSDA) sponsored training program, such as CSDA annual conference workshops and/or the Special District Leadership Academy (Each attendee earns 1 point).

2 points maximum

No Documentation Required - Will be confirmed by CSDA training attendance sheet.

(Credit will be applied to Both Programs)

For attending an approved Legal Seminar relating to Employment Practices or Human Resource issues (Each attendee earns 1 point).

2 Points maximum

Documentation Required – Course syllabus and certificate of completion must be submitted to SDRMA for credit.

For staff participation in SDRMA's online safety training program – TargetSolutions/FleetSmart Motor Vehicle Safety Programs. 25% of member employees (FT, PT and volunteer firefighters) must each successfully complete a minimum of four individual e-training modules.

3 points

No Documentation Required - Will be confirmed by SDRMA.

For utilizing SDRMA's Safety DVD/Video Library. Participating members must review a minimum of 4 Safety DVD/Videos.

2 points

No Documentation Required - Will be confirmed by SDRMA.

GOVERNANCE TRACK – GOVERNING BODY RELATED (5 POINTS MAXIMUM)

For Agency accredited with District of Distinction designation by the Special District Leadership Foundation (SDLF). This accreditation program enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner. Districts apply to SDLF for designation as a “District of Distinction” by submitting financial audits, policies and procedures and proof of Governance and Ethics training received by directors and executive staff.

4 points

No Documentation Required - Will be confirmed by SDLF.

(Credit will be applied to Both Programs)

For completing a financial audit for the most recent year legally required and presenting the audit and auditor's findings/recommendations at a public board meeting.

2 Points

Documentation Required – A copy of the governing body's approved minutes where the audit was presented at a public board meeting by the auditor must be submitted to SDRMA for credit (do not submit the full audit report).

For each full-day attendance by a member of the Agency's governing body at an SDRMA Safety/Claims Education Day (Each attendee earns 1 point).

2 Points maximum

No Documentation Required - Will be confirmed by SDRMA workshop attendance sheet.

(Credit will be applied to Both Programs)

For each full-session attendance by a member of the Agency's governing body in a California Special Districts Association (CSDA) sponsored training program, such as CSDA annual conference workshops (SDRMA approved), Board Leadership Training, Special District Leadership Academy and/or Special District Leadership Foundation (Each attendee earns 1 point).

2 points maximum

No Documentation Required - Will be confirmed by CSDA training attendance sheet.

(Credit will be applied to Both Programs)

For completion by a member of the Agency's governing body of a minimum of two (2) CSDA Education / Webinar training session(s).

3 points maximum

No Documentation Required - Will be confirmed by CSDA training attendance sheet.

CLAIMS TRACK (2 POINTS MAXIMUM)

For a participating member agency not having any “paid” claims (excluding first party property claims).

2 points

No Documentation Required - Will be confirmed by SDRMA.

A total of 15 points can be earned for participation in the Property/Liability Credit Incentive Program (CIP).

The following bonus points are in addition to the 15 point limit:

CLAIMS BONUS (3 POINTS)

For a member agency not having any “paid” claims as outlined under the Claims Track for the prior 5 consecutive years.

CONTACT INFORMATION

For questions regarding point credits or the Credit Incentive Program, please contact SDRMA Chief Risk Officer Dennis Timoney at dtimoney@sdrma.org or call the SDRMA office at 800.537.7790. Also, visit our website at www.sdrma.org, click on MemberPlus Services and then click on TargetSolutions Program to view information about the program or take an online demonstration course of several of our Online Certified Safety Training Program Courses available to all members including:

Credit Incentive Program



- Over 250+ member safety-training courses in English and Spanish
- Courses that meet State and Federal government regulations for required contact hours for certified water and wastewater operators
- Courses endorsed by the National Fire Protection Association (NFPA)
- Courses that are recognized and accepted by the California Water Environmental Association (CWEA) and the California Department of Health Services (DHS)