



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 Council Chambers, City of Arroyo Grande

215 East Branch Street

Arroyo Grande, California 93420

Wednesday, July 17, 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 July 3, 2013 meeting

3B. Review and Approval of Warrants

3C. Review of Financial Report ending June 30, 2013

4. PLANT SUPERINTENDENT'S REPORT

5. BOARD ACTION ON INDIVIDUAL ITEMS:

A. PUBLIC HEARING ON ADOPTION OF THE 2013/14 FISCAL YEAR BUDGET

Staff recommends the Board hold a public hearing on the adoption of the Fiscal Year 2013-14 Budget; approve Resolution No. 2014-310 adopting the District's budget; and approve Resolution No. 2014-311 adopting an employee compensation package.

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; 2 cases

- a. Mascolo v. SSLOCSD
- b. SSLOCSD v. U.S. Energy

- (2) Closed session Pursuant to Government Code section 54957 (b)1: Appointment, employment, evaluation of performance, discipline, or dismissal of a public employee

9. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

10. ADJOURNMENT

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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

Minutes of the Meeting of Wednesday, July 3, 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 Glenn Marshall, 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 pointed out that there were no members of the public present.

3. CONSENT AGENDA

Counsel Seitz recommended that the Board separate the two consent agenda items as Director Marshall was not present at the meeting of June 19, 2013.

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

Action: It was moved by Director Guerrero to approve Consent Agenda Item 3A as presented. Director Ferrara seconded, and the motion was carried 2-0.

3B. Review and Approval of Warrants

Action: It was moved by Director Ferrara to approve Consent Agenda Item 3B as presented. Director Marshall seconded, and the motion was carried 3-0.

4. PLANT SUPERINTENDENT'S REPORT

Plant Superintendent Clemons presented the Plant Superintendent's Report. The numbers show that the Plant is within compliance of permitted limits with increased flows coming in.

Director Ferrara spoke about how the District taking the flow from the RV dump at the State Parks campground is related to the spike in flows the Plant is seeing.

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 latest draft of the proposed FY 2013/14 budget which included recommended changes as directed by the Board at the last Board meeting including the balancing of operating revenues with operating expenses.

Action: The Board received and filed this item.

B. FINANCIAL CONSULTING REVIEW COMMITTEE

Mrs. Sweeney presented the staff recommendation that the Board appoint members to a committee, including a Board member, which will review proposals from qualified firms in order to recommend the hiring of a financial consultant for the District.

Action: The Board reached consensus to have Director Guerrero sit on the financial consulting review committee along with District staff and a representative from each of the respective Member Agencies.

C. PERSONNEL POLICIES MANUAL AMENDMENT

Mrs. Sweeney presented the staff recommendation that the Board adopt Resolution No. 2013-309 thereby amending the District's Personnel Policies Manual.

Action: It was moved by Director Ferrara to approve Resolution No. 2013-309 ADOPTION OF REVISED PERSONNEL POLICIES. Director Guerrero seconded, and on the following roll call vote to wit:

AYES: Director Ferrara, Director Guerrero, Director Marshall

NOES: None

ABSENT: None;

the foregoing resolution was passed and adopted this 3rd day of July 2013.

D. SCADA INTEGRATION REQUEST FOR PROPOSALS

Mrs. Sweeney presented the draft Request for Proposals (RFP) soliciting bids on the integration of the Supervisory Control and Data Acquisition (SCADA) system.

Action: The Board made recommended changes to be incorporated into the draft RFP. It was then moved by Director Marshall to approve the RFP as amended. Director Ferrara seconded, and the motion was carried unanimously.

E. PROCESS IMPROVEMENT PLAN COMPLETION REPORT TO REGIONAL WATER BOARD

Mrs. Sweeney presented the draft letter to the Regional Water Quality Control Board regarding the implementation of process improvements.

Action: It was moved by Director Ferrara to approve the letter as presented. Director Marshall seconded, and the motion was carried unanimously.

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

District Bookkeeper Matthew Haber presented the staff recommendation that the Board approve renewing the District's insurance with SDRMA for FY 2013/14 in the amount of \$30,307.22.

Counsel Seitz suggested that the Board review other potential insurers for the next fiscal year.

Action: The Board directed Staff to look into the possibility of using other insurance carriers, and it was moved by Director Marshall to approve Staff's recommendation. Director Ferrara seconded, and the motion was carried unanimously.

6. MISCELLANEOUS ITEMS

A. Miscellaneous Oral Communications

Mrs. Sweeney informed the Board that Katie DiSimone from the Regional Water Quality Control Board had visited the Plant the prior Friday to clarify chlorination data from the last report submitted by the District. District Staff were able to resolve the issue, and Ms. DiSimone seemed satisfied with what was going on at the Plant.

B. Miscellaneous Written Communications

7. ADJOURNMENT

There being no further business to come before the Board, Director Guerrero adjourned the meeting at approximately 6:47 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
7/17/2013 FY 2012/13

ISSUED TO	PURCHASE/SERVICE	INV. # / SERVICE PERIOD	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
ABALONE COAST ANALYTICAL	CHEMICAL ANALYSIS	JUNE	071713-7790	7078	1,781.40	1,781.40
ANDRE, MORRIS & BUTTERY	LEGAL SERVICES	JUNE	91	7070	4,460.36	4,460.36
BURKE AND PACE OF A.G., INC.	PLYWOOD	2451161	92	8060	132.40	132.40
CA ELECTRIC SUPPLY	ELEC SYS UPGRADE	7826-530263 04 MBI 16	93	26/8065	22.66	22.66
CARQUEST	CART BATTERY AND OIL FILTER	1024744 7314-626181 7314-627686	94	8030	156.62	156.62
CORTECH ENGINEERING	PUMP REBUILD	48362	95	8030	1,120.14	1,120.14
FEDEX	SHIPPING	2-320-09133	96	8045	132.17	132.17
GAS COMPANY	GAS SERVICE	06/03/13 - 07/02/13	97	7092	1,882.22	1,882.22
JB DEWAR INC	VEHICLE FUEL	33063	98	8020	279.86	279.86
MINERS ACE	MISC SUPPLIES	JUNE	99	8060	334.85	334.85
NESTLE PURE LIFE	LAB WATER FOR JUNE	13F0012917373	7800	8040	124.49	124.49
OFFICE DEPOT	OFFICE SUPPLIES	662213506001 662213853001	7801	8045	87.45	87.45
PERS	EMPLOYEE RETIREMENT	PPE 06/28/2013	7802	6060	3,075.11	3,075.11
SHIPSEY & SEITZ	DISTRICT COUNSEL SERVICES	JUNE	3	7071	2,026.50	3,981.50
	LITIGATION			7070	1,955.00	
SLO COUNTY NEWSPAPERS	FY 2013/14 BUDGET NOTICE	4007852	4	7005	128.65	128.65
SM TIRE	TRAILER TIRES	576048	5	8030	211.48	211.48
STEMAR EQUIPMENT & SUPPLY	PIPE PLUG FOR 12 MBI 02	ST190052	6	19/8061	157.30	157.30
TEKTEGRITY	MANAGED IT SERVICE	27281-113	7	7015	62.50	62.50
THOMA ELECTRIC	INFLUENT PUMP FEASABILITY ANALYSIS	29944 09 MBI 01	8	26/8061	1,458.00	1,458.00
UNITED STAFFING	CONTRACT LABOR	74755	9	6085	1,496.00	1,496.00
WALLACE GROUP	ADMIN SERVICES	MAY	10	7076	6,756.80	10,039.80
	REIMBURSABLE PROJECTS (MAs)	MAY		various	2,206.75	
	MAJOR BUDGET ITEMS	MAY		various	1,076.25	
WALLACE GROUP	REIMBURSABLE PROJECTS (MAs)	JUNE	11	various	5,437.94	7,380.44
	MAJOR BUDGET ITEMS	JUNE		various	1,942.50	
WATER SPECIALTY CONSULTING SERVICES	CONSULTING SERVICES	INVOICE #4	12	7076	9,985.00	9,985.00
WEST COAST INDUSTRIAL	MISC SUPPLIES	30261	13	8060	10.93	10.93
SUB TOTAL					48,501.33	48,501.33
PAYROLL	PPE 06/28/2013				22,776.43	22,776.43
GRAND TOTAL					71,277.76	71,277.76

We hereby certify that the demands numbered serially from 071713-7790 to 071713-7813 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
7/17/2013 FY 2013/14

ISSUED TO	PURCHASE/SERVICE	INV. # / SERVICE PERIOD	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
ALLIED ADMINISTRATORS	EMPLOYEE DENTAL	AUGUST	071713-7814	6025	882.94	882.94
ARAMARK UNIFORMS	EMPLOYEE UNIFORMS	7987557 8004357	15	7025	490.82	490.82
CENTRAL COAST WATER TRTMNT	LAB SUPPLIES	14274	16	8040	60.00	60.00
FEDEX	SHIPPING	2-327-49763	17	8045	38.39	38.39
FGL ENVIRONMENTAL	CHEMICAL ANALYSIS	382047A 382104A 382204A 382228A	18	7078	336.00	336.00
GROVER TOOL RENTAL	JUMPING JACK TAMPER RENTAL	509	19	8060	495.00	495.00
I.I. SUPPLY	MISC SUPPLIES	19726	20	8030	191.61	191.61
JWC ENVIRONMENTAL	GRINDER MAINTENANCE AGREEMENT	6/25/13 - 6/25/14 53079	21	19/8061	4,702.00	4,702.00
SO CO SANITARY SERVICE	TRASH SERVICE	JULY	22	7093	118.47	118.47
STANLEY SECURITY	SECURITY - AUGUST	10405875	23	7011	62.20	62.20
TOSTE CONSTRUCTION	OIL FOR SURFACE REPAVING	TC-9	24	8060	25.00	25.00
WW GRAINGER	SAFETY SUPPLIES	9185088805	25	8056	261.33	261.33
GRAND TOTAL					7,663.76	7,663.76

We hereby certify that the demands numbered serially from 071713-7814 to 071713-7825 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: Matthew Haber, *Bookkeeper/Secretary*
VIA: Paul J. Karp, *Interim District Manager*
DATE: July 17, 2013
SUBJECT: Monthly Financial Review (June 2013)

Overall Monthly Summary

During the month of June, the District recognized total revenue of \$624,499. Of this, \$461,150 was earned for sewer service. \$108,762 was received from the City of Arroyo Grande for March, \$136,969 was received for April, and \$115,949 was received for May. \$95,293 was earned for sewer service from the City of Grover Beach for May, and \$4,176 was earned from OCSD for May. \$87,853 was earned from the City of Arroyo Grande for connection fees in April and May. For the month of June, \$1,971 was earned for the AT&T cell-tower lease, and brine disposal revenue was \$7,040. FOG and WDR reimbursements billed in June totaled \$5,905. \$24,804 was earned for annual sewer service to Lucia Mar Unified School District, and FEMA reimbursements totaled \$35,777.

District operating expenses totaled \$245,352 for the month of June. Non-operating expenses totaled \$4,715.

Local Agency Investment Fund

The balance in the District's LAIF account was \$ 2,838,293 at June 30, 2013.

County of San Luis Obispo Treasury Pool

As of June 30, 2013, the reconciled cash balance with the County of San Luis Obispo Treasury Pool was \$ 1,012,241. 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.

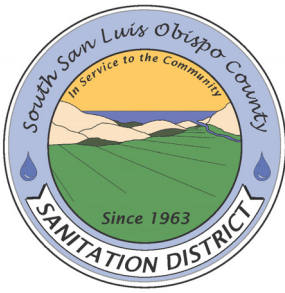
Rabobank Funds

As of June 30, 2013, the reconciled cash balance in the District's Rabobank account totaled \$60,949. 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 JUNE 30, 2013 FY 2012-13

	FUND 19 OPERATING	FUND 20 EXPANSION	FUND 26 REPLACEMENT	DISTRICT- WIDE
Cash with County Treasury				1,010,089
Cash with LAIF				2,838,293
Cash with Rabobank				60,949
Cash allocated to Medical Trust				<u>2,152</u>
CONSOLIDATED CASH BALANCE				3,911,484
TOTAL DEPOSITS				
Current - County Treasury Pool	498,898	87,853		586,751
LONG-TERM DEBT				
Energy Project Principal Amount		325,209		325,209
REVENUES:				
OPERATING				
Current	491,858			491,858
Year-to-date	2,834,730			2,834,730
NON-OPERATING				
Current Period				
FEMA Funding	35,777			35,777
Connection Fees		87,853		87,853
Interest				
Lease Income (AT&T Cell)	1,971			1,971
Brine Disposal	7,040			7,040
Other reimbursements				
Total - Current Period	44,788	87,853		132,641
Year-to-Date				
FEMA Funding	35,777			35,777
Connection Fees		147,252		147,252
Interest	1,017	5,695	2,094	8,806
Lease Income (AT&T Cell)	23,558			23,558
Brine Disposal	17,504			17,504
Other reimbursements	3,365			3,365
Total - YTD	81,221	152,947	2,094	236,261
TOTAL REVENUES:				
Current Period	536,646	87,853		624,499
Year-to-date	2,915,950	152,947	2,094	3,070,991
EXPENSES:				
Current Period	245,352	4,216	499	250,066
Year-to-date	2,902,104	28,916	270,629	3,201,650
Net Income (Loss) - Current Period	291,295	83,637	(499)	374,433
Net Income (Loss) - YTD	13,846	124,031	(268,535)	(130,659)

NEW CONNECTIONS	CURRENT NUMBER	CURRENT REVENUE	FY 2012/13 YEAR-TO-DATE	FY 2012/13 YTD REVENUE
Arroyo Grande	36	87,853	59	144,777
Grover Beach	0	0	1	2,475
Oceano	0	0	0	0
TOTAL NEW DISTRICT CONNECTIONS	36	87,853	60	147,252



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To: Board of Directors
From: John L. Clemons, Plant Superintendent
Via: Paul J. Karp, Interim District Manager
Date: July 17, 2013 Meeting

Subject: Superintendent's Report

Chart 1 – Plant Data

June 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	2.45	4.0	337	25.1	394	26.6	<64	345	
High	2.63	4.6	424	39.5	480	34.0	1600	649	
Limit	5.0			40		40	2000		
*July 2013									
Average	2.60	4.1						361	
High	2.81	5.1						885	

* Thru July 11, 2013

Final Plant data for June 2013 is as follows:

Average daily flow was 2.245 MGD. Plant maximum design flow capacity is 5.0 MGD
Average effluent biochemical oxygen demand was 25.1 mg/L
Average effluent totals suspended solids were 26.6 mg/L
Permit limits for monthly BOD and TSS averages is 40 mg/l for each.
BOD average removal efficiency was 92.6%.
TSS average removal efficiency was 93.2%.

The BOD value was the lowest June average since 2008. The same is true for the June TSS value. If we consider these values from a historical perspective, they are very good for this time of year. However, the last three BOD readings for June were 30.9, 30.2, and 29.9 respectively. The highest BOD reading of 39.5 was from a sample collected during a mid night plant shut down on June 21st. Also the average influent BOD for May was 231.

For June it was 337. The Plant has handled the increased summer BOD loading well. Staff will continue to make adjustments to maximize process efficiency.

The average monthly chlorine usage was only 5 lbs/day more than May. Given the increase in effluent BOD and TSS, the relatively small increase in chlorine usage demonstrates that the disinfection system is functioning efficiently.

Staff performed a FFR shut down and bypass at 12:00 midnight on July 10, 2013 to remove and replace the #1 FFR pump and valve. Procedure went well. New pump was up and running by the afternoon.

Staff attended safety meetings for heat illness and for review of ferric chloride MSDS.

Staff has selected a candidate for hire in the position of OIT Intern. Plant Superintendent and Bookkeeper have made calls to former employers and personal references for OIT and Lab Tech candidates. We are awaiting the results of background checks.







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Staff Report

To: Board of Directors
From: Paul J. Karp, Interim District Manager
Date: July 17, 2013
Subject: Public Hearing on Adoption of the District Budget for Fiscal Year 2013-14

Recommendation:

It is the staff recommendation that the Board:

1. Conduct Board discussion on the Budget;
2. Hold a public hearing on the adoption of the FY 2013-14 budget;
3. Direct Staff to make any adjustments or changes to the proposed budget;
4. If no further changes are directed to Staff, adopt the Final Budget for Fiscal Year 2013-14 by adopting Resolution No. 2014-310;
5. Approve Resolution No. 2014-311 adopting an employee compensation package

Funding:

The proposed budget sets forth the planned revenue and expenditures for operations, expansion and replacement of the District's facilities for the next fiscal year.

Discussion:

Over the last two months, in order to prepare for adoption of the final budget for Fiscal Year 2013-14, Staff prepared multiple drafts of the proposed budget for Board review and recommendations.

The latest draft of the proposed budget provides the Board one more opportunity to complete a final review of the proposed budget. At this time, any further changes from the Board's final review should be directed to Staff. If there are no changes, it is recommended that the Board adopt the budget by resolution at this meeting. The Board may elect to continue review and consideration of adoption at the next scheduled Board meeting in August.

**NOTICE OF PUBLIC HEARING
SOUTH SAN LUIS OBISPO COUNTY
SANITATION DISTRICT
ADOPTION OF FISCAL YEAR 2013-14 BUDGET**

DATE: July 17, 2013
TIME: 6:00 p.m.
PLACE: City Council Chambers
215 East Branch Street
Arroyo Grande, CA 93420

PLEASE TAKE NOTICE:

1. The District Manager has prepared a proposed final Budget, which is available for inspection, during regular business hours, 7:30 a.m. to 4:00 p.m., Monday through Friday, at the District Office located at 1600 Aloha Place, Oceano, California.
2. At 6:00 p.m., on July 17, 2013, at the City Council Chambers, City of Arroyo Grande, located at 215 East Branch Street, Arroyo Grande, California, the South San Luis Obispo County Sanitation District Board of Directors will meet to consider and to adopt the final Fiscal Year 2013-2014 Budget.
3. At the time and place specified in this Notice, any person may appear to be heard regarding any item in the Budget or regarding the addition of any other items.
4. The hearing on the Budget may be continued if necessary.

If you should have questions related to the Budget, please contact Matthew Haber, District Bookkeeper/Secretary, at (805) 481-6903.

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT RESOLUTION
RESOLUTION NO. 2014-310

A RESOLUTION ADOPTING THE 2013-14 FISCAL YEAR BUDGET

WHEREAS, The District is required, pursuant to State codes, to designate a financial budget for its expenditures and revenues; and

WHEREAS, such budgeting requires that proper methods be used for the acquisition and disbursements of District monies; and

WHEREAS, the District desires to make known its planned activities and associated costs for the 2013-14 fiscal year.

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

1. That the proposed budget entitled, "South San Luis Obispo County Sanitation District, Fiscal Year Budget 2013-14" be adopted.
2. That the final budget be administered as established by past policies and practices.

Upon motion of Director _____ and seconded by Director _____ and on the following roll call vote to wit:

AYES:

NOES:

ABSENT:

the foregoing resolution was passed and adopted this 17th day of July 2013.

Matthew Guerrero
Chair

ATTEST:

Paul J. Karp
Interim District Manager

APPROVED AS TO FORM:

Michael W. Seitz
District Legal Counsel

South San Luis Obispo County Sanitation District

Fiscal Year Budget

2013 - 2014



MEMBER AGENCIES:

- City of Arroyo Grande
- City of Grover Beach
- Oceano Community Services District

1600 Aloha Place/PO Box 339, Oceano, CA 93475



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	9,496	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	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
RESOLUTION NO. 2014-311

A RESOLUTION ADOPTING AN EMPLOYEE COMPENSATION PACKAGE
INCLUDING A SALARY SCHEDULE, POSITION CLASSIFICATIONS
AND SALARY STEPS WITHIN THE PERSPECTIVE RANGES
FOR THE 2013-14 FISCAL YEAR

THE BOARD OF DIRECTORS OF THE SOUTH SAN LUIS OBISPO COUNTY
SANITATION DISTRICT DOES RESOLVE AS FOLLOWS:

WHEREAS, this Board deems it to be in the best interests of the South San Luis Obispo County Sanitation District and its various employees that minimum and maximum compensation be fixed as well as any District contribution to medical, dental, vision and retirement plans on behalf of the employee for various classifications of employment in the District as hereinafter provided.

NOW, THEREFORE, BE IT RESOLVED that the terms of this resolution shall be effective July 1, 2013 and shall apply through June 30, 2014.

BE IT FURTHER RESOLVED this resolution shall supersede and repeal any position classifications.

BE IT FURTHER RESOLVED that the minimum compensation as of date of employment and the intermediate and maximum compensation for such employment shall be as hereinafter enumerated, effective July 1, 2013, and that said employees shall be assigned to salary steps within the respective pay range of the position classification as set forth in Exhibit A, and further, that any contributions made by the District on behalf of the employee to medical and/or retirement programs shall be set forth in Exhibit A, and further, that Exhibit A attached hereto is made a part hereof by reference, all of which are hereby adopted as follows:

ADMINISTRATION OF THE COMPENSATION PLAN

All full-time employees entering the employ of the District shall be paid at the first step of the salary range established for their classification unless authorized by the District Manager and/or the Board of Directors. The District Manager shall have the authority to place an individual at step 2 upon reviewing their experience and making a determination that said step 2 salary was in the best interest of the District to provide at the time of employment. The Board of Directors shall make the decision to hire any employee at step 3 and would only do so after reviewing recommendations made by the District Manager with respect to the employee's experience and value to the District.

Salary step increases, as provided herein, are not automatic but based on performance and merit. Employees shall be placed on a salary step and qualify for increase in compensation for advancement to the next higher step of the pay ranges in the manner following:

1. Employees may qualify for advancement to the second step, after completion of six months service, upon the recommendation of the Superintendent and approval by the District Manager.
2. Employees may qualify for advancement to the third step, after the completion of one year of service in step two upon recommendation of the Superintendent and approval by the District Manager.
3. Employees may qualify for advancement to the fourth step, after the completion of one year of

service at the third step, upon recommendation of the Superintendent and approval by the District Manager.

4. Employees may qualify for advancement to the fifth step, after completion of one year of service in step four, upon recommendation of the Superintendent and approval by the District Manager.
5. A performance report on each employee recommended for advancement shall be submitted to the District Manager, prior to final action on such recommendation.

All part-time employees shall be paid without benefit of salary range and at a rate or rates as specified in Exhibit A of this resolution.

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

AYES:

NOES:

ABSENT:

the foregoing resolution was passed and adopted this 17th day of July 2013.

Matthew Guerrero
Chair

ATTEST:

Paul J. Karp
Interim District Manager

APPROVED AS TO FORM:

Michael W. Seitz
District Legal Counsel

EXHIBIT "A"

2013-14 FISCAL YEAR SALARY/RANGE MONTHLY COMPENSATION

FULL TIME EMPLOYEES

<i>Level Authorized</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>
1 Plant Superintendent	6148	6455	6779	7118	7475
1 Shift Supervisor	5022	5274	5539	5815	6106
0 Operator 3	4459	4683	4917	5164	5422
1 Senior Maintenance Mechanic	4459	4683	4917	5164	5422
0 Lead Operator	4259	4472	4696	4932	5179
1 Lab Tech/Operator	4259	4472	4696	4932	5179
3 Operator 2	4137	4345	4562	4790	5031 5032
0 Operator 1 *** *** Grade II 2.5% increase	3842	4034	4237	4448	4671 4787
1 Operator In Training Intern	3473	3648	3830	4023	4223
1 Maintenance Assistant	3473	3648	3830	4023	4223
1 Bookkeeper/Secretary	3768	3957	4155	4363	4581
10 TOTAL STAFF					

COLA to be determined

PART TIME EMPLOYEES - MONTHLY RATE

Board Member or Alternate	\$100 per meeting attended (Resolution 1995-150)
District Manager	Per Contract
District Legal Counsel	Per Contract
Volunteers	See Resolution No. 76

DISTRICT CONTRIBUTIONS ON BEHALF OF EMPLOYEES

MEDICAL (ACCT 6010)

The District shall pay an amount equal to the current basic plan option monthly premium for the District's medical plan for the employee and the employee's dependent coverage.

DENTAL (ACCT 6025)

The District shall pay an amount equal to the current monthly premium for the District's dental plan for the employee and the employee's dependent coverage.

VISION/DENTAL/MEDICAL TRUST (ACCT 6075)

The District shall pay an initial amount of \$500 for each permanent employee and \$500 per year thereafter into a vision/dental/medical trust fund account. This account will provide for out of pocket expenses not covered by current formal insurance plans.

SOCIAL SECURITY AND MEDICARE (ACCT 6050)

Provides District contribution of Social Security Tax at 6.2% and Medicare at 1.45% of gross payroll. Employees pay matching contribution.

STATE RETIREMENT (PERS) (ACCT 6060)

For employees who are considered classic members under CalPERS provisions, the District shall pay an amount equal to the employee's contribution to PERS (less the difference required to upgrade from prior 2%@55 to 2.5%@55 which is the employee's responsibility) on behalf of the employee. Current District contribution is 7% of gross payroll minus \$61 (excluding standby and overtime) for the employee's portion and 11.9% of gross payroll (excluding standby and overtime) for the employer's portion.

Contributions made by the District on behalf of employees, who are considered new members by CalPERS, will be as mandated by the California Public Employees' Pension Reform Act (PEPRA) of 2013.

STATE DISABILITY INSURANCE PROGRAM (ACCT 6055)

The District shall contribute 50% of the total cost for each employee to become part of the State Disability Insurance Program. The current contribution rate is 0.5% of gross payroll.

INCREASE FOR HIGHER OPERATOR GRADE (ACCT 6030)

A one-time increase of 2.5% for operator grade obtained above that which is required for a particular position will be paid upon certification.

STIPEND FOR COMMERCIAL DRIVERS LICENSE (ACCT 6030)

The District shall pay a stipend of \$100 per month in addition to other salary, to employees holding a valid Commercial Driver's License (Class A) while occupying a District position requiring use of that license and designated by the District to utilize the related equipment.

STANDBY PAY (ACCT 6030)

Employees required to perform standby service will be paid at the rate of \$3.00 per hour. When required, backup standby will be paid at a rate of \$0.50 per hour.

VACATION (PER RESOLUTION NO. 86-100)

<u>Years of Service</u>	<u>Vacation Days</u>
0-2 years	10 days
2+ - 4 years	11 days
4+ - 5 years	12 days
5+ - 6 years	13 days
6+ - 7 years	14 days
7+ - 8 years	15 days
8+ - 10 years	16 days
10+ years	+ 1 day per year

SICK LEAVE

1 Day of sick leave per month to be accrued.

SICK LEAVE CONVERSION

Employees may convert a portion of sick leave earned within a fiscal year to regular pay as determine by Board Action (25% currently approved)

SICK LEAVE PAYOUT UPON TERMINATION

Upon termination of employment, long term employees' accumulated sick leave of up to a maximum of 480 hours to be paid out according to length of District service:

10 years service	25%
15 years service	50%
20 years service	100%

EMPLOYEE COMPUTER PURCHASE PROGRAM

Provides for a \$1,500.00 interest-free computer purchase loan, payable within two years, from the employee's salary as a payroll deduction.

HOLIDAYS

As presented in Resolution No. 62.