



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

Wednesday, August 21, 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

Alternate Board Members

Mary Lucey, Director

Jim Guthrie, Director

Glenn Marshall, Director

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 August 7, 2013 meeting

3B. Review and Approval of Warrants

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

4. PLANT SUPERINTENDENT'S REPORT

5. BOARD ACTION ON INDIVIDUAL ITEMS:

A. DECLARATION OF SURPLUS EQUIPMENT

Staff recommends the Board declare the 1997 Ford Ranger as surplus and direct Staff to appropriately dispose of this asset.

B. 4th QUARTER BUDGET REVIEW

Staff recommends the Board receive the staff report on the budget review at the end of the Fiscal Year 2012-13.

B. SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) BOARD OF DIRECTORS ELECTION

Staff recommends the Board review the qualifications of Mr. Muril Clift of the Cambria Community Services District and choose to vote for Mr. Clift's reelection to the SDRMA Board of Directors by adopting Resolution No. 2014-312.

6. MISCELLANEOUS ITEMS

A. Miscellaneous Oral Communications

B. Miscellaneous Written Communications

7. PUBLIC COMMENT ON CLOSED SESSION

8. CLOSED SESSION

- (1) Pursuant to Government Code Section 549567: Discussion of appointment or employment of public employee – Retention of District Engineer

9. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

10. ADJOURNMENT

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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

Minutes of the Meeting of Wednesday, August 7, 2013
6:00 P.M.

1. CALL TO ORDER AND ROLL CALL

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

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

2. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

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

3. CONSENT AGENDA

Counsel Seitz recommended taking the consent items separately as Director Peterson was not present at the July 17 Board meeting.

3A. Review and Approval of the Minutes of the July 17, 2013 meeting

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

3B. Review and Approval of Warrants

Interim District Manager Karp noted that there was a revised warrant register presented to the Board at this meeting highlighting the purchase of a replacement vehicle.

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

4. PLANT SUPERINTENDENT'S REPORT

Plant Superintendent Clemons presented the Plant Superintendent's Report which shows that the Plant continues to run well during the summer and is in compliance with regulatory limits.

Plant Superintendent Clemons spoke about the recently-completed, Cal/OSHA safety inspection of the Plant which went very well.

Director Ferrara asked about the new Lab Tech/Operator and Operator-in-Training positions.

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

5. BOARD ACTION ON INDIVIDUAL ITEMS

A. FYE 2012 FINAL AUDIT REPORT PRESENTATION

Interim District Manager Karp introduced Mr. Adam Guise from the firm of Moss, Levy & Hartzheim, the District's auditors, who presented to the Board the Financial Audit Report for the Fiscal Year Ended 2012 including the audit findings and required disclosures.

Director Guerrero asked for public comment. Ms. Julie Tacker asked about the deficiencies found as part of the audit.

Action: The Board received and filed the Financial Audit Report for the Fiscal Year 2011-12.

B. FINANCIAL CONSULTANT SELECTION

Interim District Manager Karp presented the staff recommendation that the Board authorize staff to negotiate a final contract price not-to-exceed \$36,000 and award the consultant contract for a Wastewater Rate Fee and Alternative Financing Study to Bartle Wells Associates.

Director Guerrero asked for public comment. Ms. Tacker said that the District needs to tell the community all the good things happening at the District, and she spoke about grant funding.

Action: Director Peterson moved to approve Staff's recommendation. Director Ferrara seconded, and the motion was carried 3-0.

6. MISCELLANEOUS ITEMS

A. Miscellaneous Oral Communications

B. Miscellaneous Written Communications

1. Response from the County Department of Public Works to the District's letter regarding drainage

Interim District Manager Karp asked if the Directors had any questions about the letter from Mr. Paavo Ogren. Director Ferrara wondered if the District could invite Mr. Ogren back to explain some of the activities detailed in the letter such as the biological resource assessment in Meadow Creek and the sandbar management program.

Director Guerrero asked for public comment. Ms. Tacker offered her analysis of Mr. Ogren's letter including speaking about the Oceano flood control study, the OES emergency response plan, the raising of Delta Street and the reed management project.

2. SDRMA Election Information

Interim District Manager Karp asked the Directors their feeling about participating in the election of the Special District Risk Management Authority (SDRMA) Board of Directors.

Counsel Seitz pointed out that Muril Clift from the Cambria CSD has been on the SDRMA Board for a number of years and is seeking reelection. Director Ferrara said that the District should start using that representative to carry the District's concerns to the SDRMA Board.

7. PUBLIC COMMENT ON CLOSED SESSION

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

8. CLOSED SESSION

- (1) Conference with Legal Counsel pursuant to Government Code Section 54956.9; 1 case

- a. SSLOCSD v. U.S. Energy

9. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

Counsel Seitz reported that the Board had met in closed session and heard a report from Legal Counsel but took no reportable action.

10. ADJOURNMENT

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

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

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
WARRANT REGISTER
8/21/2013 FY 2013/14

ISSUED TO	PURCHASE/SERVICE	INV. # / SERVICE PERIOD	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
ADAMSKI MOROSKI MADDEN CUMBERLAND & GREEN	LEGAL SERVICES	31746	082113-7878	7070	2,757.00	2,757.00
ALLIED ADMINISTRATORS	EMPLOYEE DENTAL	SEPTEMBER	79	6025	882.94	882.94
AMERICAN INDUSTRIAL SUPPLY	MISC SUPPLIES	254205-IN 254296-IN 254755-IN	80	8060	394.99	394.99
ANDRE, MORRIS & BUTTERY	LEGAL SERVICES	JULY	81	7070	7,706.80	7,706.80
ARAMARK UNIFORMS	EMPLOYEE UNIFORMS	8088101 8071395	82	7025	490.00	490.00
AT&T	TELEPHONE SERVICE	AUGUST	83	7013	434.37	434.37
B&B STEEL & SUPPLY	MISC SUPPLIES	422992 423031	84	8060	441.07	441.07
BRENNTAG PACIFIC, INC	PLANT CHEMICALS	334803	85	8050	4,767.48	4,767.48
CA ELECTRIC SUPPLY	ELECTRICAL SUPPLIES	7826-533849 7826-534710	86	8060	146.85	146.85
CARQUEST	GREASE GUNS	7314-646816	87	8055	77.54	77.54
CARR'S BOOTS & WESTERN WEAR	EMPLOYEE WORK BOOTS	83799 83800 83801 83837	88	7025	482.64	482.64
CDW-G	SERVER	FC94378	89	7015	951.74	951.74
DIAL LONG DISTANCE, INC.	LONG DISTANCE SERVICE	8315	90	7013	51.21	51.21
FEDEX	SHIPPING	2-363-54703	91	8045	70.97	70.97
GAS COMPANY	GAS SERVICE	07/02/13 TO 08/01/13	92	7092	2,043.51	2,043.51
GORDON SAND	SAND	622676-IN 622685-CM	93	8060	295.12	295.12
GROVER TOOL RENTAL	WHACKER RENTAL	520	94	8060	99.00	99.00
HACH	LAB SUPPLIES	8426755 8437013	95	8040	1,846.02	1,846.02
INDUSTRIAL MEDICAL GROUP	RESPIRATOR QUESTIONNAIRE REVIEW	INVOICE #'s 6462 - 6470	96	8056	225.00	225.00
JB DEWAR INC	VEHICLE FUEL	35520	97	8020	461.38	461.38
JWC ENVIRONMENTAL	AUGER BRUSH KIT	53519	98	8030	923.77	923.77
LIBERTY COMPOSTING	BIOSOLIDS HANDLING	4683	99	7085	3,717.08	3,717.08
McMASTER CARR	MISC SUPPLIES	56773139	7900	8060	128.57	128.57
MINERS ACE	MISC SUPPLIES	JULY	7901	8030	331.04	331.04
NESTLE PURE LIFE	LAB WATER FOR JULY	13G0012917373	7902	8040	140.51	140.51
OFFICE DEPOT	OFFICE SUPPLIES	JULY	3	8045	195.23	195.23
PERS MEDICAL	EMPLOYEE MEDICAL	SEPTEMBER	4	6010	15,054.16	15,054.16
SHIPSEY & SEITZ	DISTRICT COUNSEL SERVICES	JULY	5	7071	1,581.50	3,111.50
	LITIGATION			7070	1,530.00	
SLO COUNTY NEWSPAPERS	BUDGET HEARING PUBLIC NOTICE	4008781	6	7005	270.86	270.86
SO CO SANITARY SERVICE	TRASH SERVICE	AUGUST	7	7093	198.92	198.92
SPRINT	CELL PHONE SERVICE	JULY	8	7013	70.28	70.28
STANLEY SECURITY	SECURITY - SEPTEMBER	10490888	9	7011	62.20	62.20
TEKTEGRITY	MANAGED IT SERVICE	27135-113	10	7015	326.55	326.55
VWR	LAB SUPPLIES	8054836737 8054844131 8054849259	11	8040	193.64	193.64
WALLACE GROUP	FOG AND WDR REIMB EXPENSES	JULY	12	various	10,041.64	10,041.64
WEST COAST INDUSTRIAL	MISC SUPPLIES	30692	13	8060	152.31	152.31
WW GRAINGER	SAFETY SUPPLIES	9211937090 9215673196	14	8056	43.86	43.86
SUB TOTAL					59,587.75	59,587.75
PAYROLL	PPE 08/09/2013				25,713.77	25,713.77
GRAND TOTAL					85,301.52	85,301.52

We hereby certify that the demands numbered serially from 082113-7878 to 082113-7914 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: August 21, 2013
SUBJECT: Monthly Financial Review (July 2013)

Overall Monthly Summary

During the month of July, the District recognized total revenues of \$112,048. Of this, \$110,077 was earned for sewer service. \$99,522 was earned for sewer service from the City of Grover Beach for July, and \$10,555 was earned from OCSD for July. July service revenue has not yet been received from the City of Arroyo Grande. For the month of July, \$1,971 was earned for the AT&T cell-tower lease.

District operating expenses totaled \$108,840 for the month of July. There were no non-operating expenses in July.

Local Agency Investment Fund

The balance in the District's LAIF account was \$ 2,785,069 at July 31, 2013.

County of San Luis Obispo Treasury Pool

As of July 31, 2013, the reconciled cash balance with the County of San Luis Obispo Treasury Pool was \$ 829,627. 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 July 31, 2013, the reconciled cash balance in the District's Rabobank account totaled \$49,187. 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.

	FUND 19 OPERATING	FUND 20 EXPANSION	FUND 26 REPLACEMENT	DISTRICT- WIDE
Cash with County Treasury				827,475
Cash with LAIF				2,785,069
Cash with Rabobank				49,187
Cash allocated to Medical Trust				<u>2,152</u>
CONSOLIDATED CASH BALANCE				3,663,883
TOTAL DEPOSITS				
Current - County Treasury Pool				
LONG-TERM DEBT				
Energy Project Principal Amount		325,209		325,209
REVENUES:				
OPERATING				
Current	110,077			110,077
Year-to-date	110,077			110,077
NON-OPERATING				
Current Period				
FEMA Funding				
Connection Fees				
Interest				
Lease Income (AT&T Cell)	1,971			1,971
Brine Disposal				
Other reimbursements				
Total - Current Period	1,971			1,971
Year-to-Date				
FEMA Funding				
Connection Fees				
Interest				
Lease Income (AT&T Cell)	1,971			1,971
Brine Disposal				
Other reimbursements				
Total - YTD	1,971			1,971
TOTAL REVENUES:				
Current Period	112,048			112,048
Year-to-date	112,048			112,048
EXPENSES:				
Current Period	108,840			108,840
Year-to-date	108,840			108,840
Net Income (Loss) - Current Period	3,208			3,208
Net Income (Loss) - YTD	3,208			3,208

NEW CONNECTIONS	CURRENT NUMBER	CURRENT REVENUE	FY 2013/14 YEAR-TO-DATE	FY 2013/14 YTD REVENUE
Arroyo Grande	0	0	0	0
Grover Beach	0	0	0	0
Oceano	0	0	0	0
TOTAL NEW DISTRICT CONNECTIONS	0	0	0	0



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Staff Report

To: Board of Directors
From: John L. Clemons, Plant Superintendent
Via: Paul J. Karp, Interim District Manager
Date: August 21, 2013
Subject: Plant Superintendent's Report

Chart 1 – Plant Data

July 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	2.56	4.1	325	19.1	466	30.0	<73	335	
High	2.81	5.1	441	30.2	1080	39.0	1100	885	
Limit	5.0			40		40	2000		
August 2013									
Average	*2.45	*4.1	*	*	*	*	*6	*242	
High	*2.76	*4.7	*	*	*	*	*30	*375	

* Thru August 13, 2013

Final plant data for July 2013 are as follows:

Average daily flow was 2.56 MGD. Plant maximum design flow capacity is 5.0 MGD

Average effluent biochemical oxygen demand was 19.1 mg/L

Average effluent totals suspended solids were 30 mg/L

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

BOD average removal efficiency was 94.1%.

TSS average removal efficiency was 93.5%.

As part of our Replacement and Improvement plan plant staff completed installation of the #1 auger at the headworks, replaced the # 1 primary sludge pump #1, and purchased a 2013 Ford F150 Supercab 3.5 ltr, v6 engine with Eco-boost. The truck was pre-owned and had been driven 13,000 miles. Staff performed a Carfax vehicle history report and bluebook check on the vehicle. The truck was purchased for the budgeted amount of \$28,500.00 from a local vendor.

As a preventive maintenance measure, plant staff worked with a Rep. from Andritz to perform annual maintenance on the centrifuge unit. Staff expects to perform scheduled maintenance on centrifuge on an in-house basis from now on.

For corrective maintenance plant staff removed, repaired and reinstalled the secondary clarifier sludge pump. The pump seal had become clogged. Staff also had to unclog sludge lines at the #2 primary clarifier.

Staff attended safety meetings on emergency evacuation procedures.

A Cal/OSHA representative visited the plant on July 7th to conduct a safety and health consultation visit. The visit included an analysis of past injuries and illnesses, an evaluation of safety and health programs and a hazard survey of the entire facility by a Safety Engineer. In the end the Cal/OSHA consultant expressed that he was very impressed with our health and safety program. He noted a General Hazard of there being no written record of periodic Plant Safety Inspections, and a Regulatory Hazard of there being no documentation of employee training on the use of the Front Loader. Staff has scheduled a date for employee front loader training(in house). Staff has entered monthly safety inspections into our work order system and created a record sheet for documentation.

Staff attended in-house training meetings on the influent pump station (headworks) and the primary clarifier system.

Plant staff is continuing to improve the soundness of the plant process infrastructure through implementation of the Replacement and Improvement schedule.

Process improvement have proven to be very effective as the Plant has experience its best summer (BOD, TSS) in over 13 years.



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Staff Report

To: Board of Directors
From: Paul J. Karp, Interim District Manager
Date: August 21, 2013

Subject: Surplus Equipment

Recommendation:

It is the staff recommendation that the Board declare the 1997 Ford Ranger as surplus and direct Staff to take appropriate actions according to District policy for disposal of surplus assets.

Funding:

Any funds generated from the disposal of this asset will be credited against the expenses related to the recent purchase of the 2013 Ford F150.

Discussion:

As part of the District's capital replacement program, the Ford Ranger pickup, which was originally purchased in 1997, was scheduled to be replaced in the current fiscal year. A replacement vehicle, a 2013 Ford F150, has recently been purchased by the District, and consequently, Staff believes that the Ranger should now be disposed of according to appropriate District policy.

The Ranger has been well maintained, and it has relatively low miles. These factors should help in the sale of this vehicle if the Board approves Staff's recommendation in declaring this asset as surplus.



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Staff Report

To: Board of Directors
From: Paul Karp, Interim District Manager
Date: August 21, 2013
Subject: Fiscal Year 2012/13 Budget Review at the End of the 4th Quarter

Recommendation:

1. Review the attached Profit and Loss Statements comparing actual revenues and expenses with budgeted amounts; and
2. This quarter, no budget adjustments are recommended as each fund is fully funded and can accommodate any expense line item overages internally without any drawdown from fund balance as detailed below.

Funding:

Total revenues and expenditures at the end of the fourth quarter are within expected amounts, and no budgetary changes are being recommended.

Revenues

	Amended 3 rd Quarter Budget	Received as of 06-30-13		Recommended 4 th -Quarter Adjustments	Budget at 4 th Quarter
		Amount	Percent		
Fund 19	\$ 3,168,175	\$ 3,269,361	103%	\$ 0	\$ 3,168,175
Fund 20	\$ 84,250	\$ 159,196	189%	\$ 0	\$ 84,250
Fund 26	\$ 3,500	\$ 2,571	73%	\$ 0	\$ 3,500
Total	\$ 3,255,925	\$ 3,431,128	105%	\$ 0	\$ 3,255,925

Expenses

	Amended 3 rd Quarter Budget	Expended as of 06-30-13		Recommended 4 th -Quarter Adjustments	Budget at 4 th Quarter
		Amount	Percent		
Fund 19	\$ 3,679,801	\$ 3,037,716	83%	\$ 0	\$ 3,679,801
Fund 20	\$ 673,589	\$ 31,935	5%	\$ 0	\$ 673,589
Fund 26	\$ 1,937,907	\$ 272,919	14%	\$ 0	\$ 1,937,907
Total	\$ 6,291,297	\$ 3,332,178	53%	\$ 0	\$ 6,291,297

Discussion:

Following the end of the fourth quarter at June 30 (100% of fiscal year completed), District Staff reviewed the FY 2012-13 account line items under each Fund. Certain accounts stand out as having exceeded their budgeted amounts at the end of the fourth quarter. These items are listed below.

1. Account 19-6040 Bookkeeper/Secretary: 105% expended.
2. Account 19-6080 Workers Compensation: 103% expended.
3. Account 19-6085 Temporary Labor: 111% expended.
4. Account 19-7005 Advertising: 152% expended.
5. Account 19-7091 Utilities – Electricity: 108% expended.
6. Account 19-7092 Utilities – Gas: 102% expended.
7. Account 19-7092 Utilities – Trash: 104% expended.
8. Account 19-8040 Lab Supplies: 106% expended.
9. Account 19-8050 Plant Chemicals: 116% expended.

These expense account overages were more exceptions than the rule for this fiscal year, and Staff is happy to report that the District expended only 53% of its budgeted expenditures while earning revenue in excess of its budgeted revenues. This is a marked improvement from prior fiscal years which have shown actual and budgeted expenditures vastly outpacing respective revenues, thereby necessitating transfers from Fund Balance to make up for the shortfalls.

Attachments

Attachment 1: Fund 19 Profit and Loss Statement - Budget vs. Actual

Attachment 2: Fund 20 Profit and Loss Statement - Budget vs. Actual

Attachment 3: Fund 26 Profit and Loss Statement - Budget vs. Actual

FUND 19 - OPERATING
Profit & Loss Budget vs. Actual
July 2012 through June 2013

	Jul '12 - Jun 13	Budget	Over (Under) Budget	% of Budget
Income				
19-4015 Arroyo Grande Services	1,574,905.67	1,440,500.00	134,405.67	109.33%
19-4022 Grover Beach Services	1,048,648.80	1,050,000.00	(1,351.20)	99.87%
19-4035 OCSD Services	502,939.30	500,000.00	2,939.30	100.59%
19-4045 School Services	28,711.46	23,000.00	5,711.46	124.83%
19-4050 Brine Disposal Service	17,504.00	20,900.00	(3,396.00)	83.75%
19-4055 Lease (AT&T)	23,557.67	22,525.00	1,032.67	104.59%
19-5015 Interest	1,017.04	750.00	267.04	135.61%
19-5020 Other Reimbursements	3,364.84	250.00	3,114.84	1,345.94%
19-5021 FEMA Funding	35,777.00	30,000.00	5,777.00	119.26%
19-5022 WDR Reimbursement	3,579.40	10,000.00	(6,420.60)	35.79%
19-5023 FOG Reimbursement	29,355.92	30,000.00	(644.08)	97.85%
19-5025 Other Sales	0.00	250.00	(250.00)	0.0%
19 5024 Wtr Recyc Stdy Reimbur	0.00	40,000.00	(40,000.00)	0.0%
Total Income	3,269,361.10	3,168,175.00	101,186.10	103.19%
Expense				
19-6010 Medical Insurance	144,163.79	158,069.00	(13,905.21)	91.2%
19-6025 Dental Insurance	7,122.24	11,200.00	(4,077.76)	63.59%
19-6030 Plant Operators	439,297.30	464,862.00	(25,564.70)	94.5%
19-6040 Secretary/Bookkeeper	48,906.80	46,708.00	2,198.80	104.71%
19-6050 S.S. & Medicare	37,349.93	39,135.00	(1,785.07)	95.44%
19-6055 State Disability Insur	2,438.02	2,558.00	(119.98)	95.31%
19-6060 State Retirement	80,580.07	92,486.00	(11,905.93)	87.13%
19-6075 Medical Reimbursement	1,590.00	4,000.00	(2,410.00)	39.75%
19-6080 Workers Compensation	128,455.05	125,000.00	3,455.05	102.76%
19-6085 Temporary Labor Service	72,158.37	65,000.00	7,158.37	111.01%
19-6090 Payroll Process Fee	2,217.12	2,500.00	(282.88)	88.69%
19-6095 Unemployment Remiburse	900.00	13,163.00	(12,263.00)	6.84%
19-7005 Advert/Legal&Recruit	3,042.15	2,000.00	1,042.15	152.11%
19-7011 Communications	2,798.84	3,180.00	(381.16)	88.01%
19-7013 Telephone	4,834.27	5,912.00	(1,077.73)	81.77%
19-7014 Paging	192.99	200.00	(7.01)	96.5%
19-7015 Office Equipment/Comp Supplies	11,528.97	16,000.00	(4,471.03)	72.06%
19-7025 Employee Uniforms	12,348.42	12,000.00	348.42	102.9%

FUND 19 - OPERATING
Profit & Loss Budget vs. Actual
July 2012 through June 2013

	Jul '12 - Jun 13	Budget	Over (Under) Budget	% of Budget
19-7032 Equip Rental Other	5,311.36	5,000.00	311.36	106.23%
19-7043 Insurance, Liability/Auto	21,029.50	28,006.00	(6,976.50)	75.09%
19-7050 Membships/Seminars/Meetings	7,971.24	21,000.00	(13,028.76)	37.96%
19-7060 Ocean Outfall Maint	1,641.05	0.00	1,641.05	100.0%
19-7065 Source Ctrl Program	44,083.26	80,000.00	(35,916.74)	55.1%
19-7068 Permits/Fees/License	20,491.45	40,000.00	(19,508.55)	51.23%
19-7069 LAFCO Budget Share	9,234.99	9,235.00	(0.01)	100.0%
19-7070 Prof Svcs - Outside ounsel	410,317.05	430,000.00	(19,682.95)	95.42%
19-7071 Prof Serv - Attorney Fees	40,023.00	45,000.00	(4,977.00)	88.94%
19-7072 Prof Serv - Auditing	5,640.00	5,640.00	0.00	100.0%
19-7073 Prof Serv - AG Billing	7,309.89	20,000.00	(12,690.11)	36.55%
19-7074 Prof Serv - OCSD Bill	4,930.00	10,000.00	(5,070.00)	49.3%
19-7075 Prof Serv - Boarrd Member	7,400.00	7,200.00	200.00	102.78%
19-7076 Prof Serv-Dist Admin	117,041.34	120,000.00	(2,958.66)	97.53%
19-7077 Prof Serv-Engineering	96,892.48	125,000.00	(28,107.52)	77.51%
19-7078 Prof Serv-Chem Analysis	45,893.39	60,000.00	(14,106.61)	76.49%
19-7079 Prof Serv-Other Bill	3,957.44	10,000.00	(6,042.56)	39.57%
19-7081 Prof Serv-GB Bill	9,000.00	9,000.00	0.00	100.0%
19-7082 FEMA Expenditures	2,095.70	5,000.00	(2,904.30)	41.91%
19-7083 WDR Reporting	3,579.40	10,000.00	(6,420.60)	35.79%
19-7084 FOG (Member Agencies)	29,355.92	30,000.00	(644.08)	97.85%
19-7085 Solids Handling	68,567.86	85,000.00	(16,432.14)	80.67%
19-7086 Brine Disposal Exp	669.50	5,000.00	(4,330.50)	13.39%
19-7087 WDR & SSMP DISTRCT EXP	107,525.27	155,000.00	(47,474.73)	69.37%
19-7088 Water Recycling Study	837.00	40,000.00	(39,163.00)	2.09%
19-7089 Rate Study	0.00	25,000.00	(25,000.00)	0.0%
19-7091 Util-Elec	157,008.03	145,000.00	12,008.03	108.28%
19-7092 Util-Gas	24,018.31	23,500.00	518.31	102.21%
19-7093 Util-Rubbish	1,294.59	1,250.00	44.59	103.57%
19-7094 Util-Water	1,011.55	1,000.00	11.55	101.16%
19-7095 Zone 1/1A Agreement	7,072.88	28,500.00	(21,427.12)	24.82%
19-7096 CogenEISA(Debt Serv)	67,356.39	75,000.00	(7,643.61)	89.81%
19-7097 Cogen Service Contract	11,220.35	35,000.00	(23,779.65)	32.06%
19-8010 Capital Equipment	23,144.15	54,256.00	(31,111.85)	42.66%
19-8015 Trunk Sewer Maint	18,355.76	40,000.00	(21,644.24)	45.89%

FUND 19 - OPERATING
Profit & Loss Budget vs. Actual
July 2012 through June 2013

	Jul '12 - Jun 13	Budget	Over (Under) Budget	% of Budget
19-8020 Gas & Oil	10,142.23	10,000.00	142.23	101.42%
19-8030 Equipment Maint-Reg	137,619.76	150,000.00	(12,380.24)	91.75%
19-8032 Automotive Maint	6,035.80	8,000.00	(1,964.20)	75.45%
19-8035 Household Expense	3,122.03	3,500.00	(377.97)	89.2%
19-8040 Lab Supplies	12,244.89	11,500.00	744.89	106.48%
19-8045 Office Supplies&Exp	5,065.02	8,000.00	(2,934.98)	63.31%
19-8050 Plant Chemicals	301,767.48	260,000.00	41,767.48	116.06%
19-8055 Small Tools	5,328.71	12,500.00	(7,171.29)	42.63%
19-8056 Safety Supplies	16,480.27	18,500.00	(2,019.73)	89.08%
19-8060 Structure Maint-Reg	100,930.87	110,000.00	(9,069.13)	91.76%
19-8061 Struct Maint - Major	57,774.15	238,325.00	(180,550.85)	24.24%
Total Expense	3,037,715.64	3,677,885.00	(640,169.36)	82.59%
Net Income	231,645.46	-509,710.00	741,355.46	

Fund 20 - Expansion
Profit & Loss Budget vs. Actual
 July 2012 through June 2013

	<u>Jul '12 - Jun 13</u>	<u>Budget</u>	<u>Over (Under) Budget</u>	<u>% of Budget</u>
Income				
20-4010 AG Connections	149,727.00	49,500.00	100,227.00	302.48%
20-4020 GB Connections	2,475.00	14,850.00	(12,375.00)	16.67%
20-4030 OCSD Connections	0.00	9,900.00	(9,900.00)	0.0%
20-5015 Interest Income	6,993.91	10,000.00	(3,006.09)	69.94%
Total Income	<u>159,195.91</u>	<u>84,250.00</u>	<u>74,945.91</u>	<u>188.96%</u>
Expense				
20-7089 Rate Study	0.00	25,000.00	(25,000.00)	0.0%
20-8010 Capital Equipment	0.00	110,000.00	(110,000.00)	0.0%
20-8065 Struct/Grnds Repl-Imp	31,935.17	538,589.00	(506,653.83)	5.93%
Total Expense	<u>31,935.17</u>	<u>673,589.00</u>	<u>(641,653.83)</u>	<u>4.74%</u>
Net Income	<u><u>127,260.74</u></u>	<u><u>-589,339.00</u></u>	<u><u>716,599.74</u></u>	

Fund 26 - Replacement
Profit & Loss Budget vs. Actual
July 2012 through June 2013

	Jul '12 - Jun 13	Budget	Over (Under) Budget	% of Budget
Income				
26-5015 Interest Income	2,571.08	3,500.00	(928.92)	73.46%
Total Income	<u>2,571.08</u>	<u>3,500.00</u>	<u>(928.92)</u>	<u>73.46%</u>
Expense				
26-8015 Trunk Sewer Maintenanc	0.00	295,034.00	(295,034.00)	0.0%
26-8061 Struct/Grnds Maint-Maj	172,542.40	484,476.00	(311,933.60)	35.61%
26-8065 Struct/Grnds Repl&Imp	100,376.44	987,871.00	(887,494.56)	10.16%
26-8070 Emergency Equip Repair	0.00	170,526.00	(170,526.00)	0.0%
Total Expense	<u>272,918.84</u>	<u>1,937,907.00</u>	<u>(1,664,988.16)</u>	<u>14.08%</u>
Net Income	<u><u>-270,347.76</u></u>	<u><u>-1,934,407.00</u></u>	<u><u>1,664,059.24</u></u>	<u><u>13.98%</u></u>



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
Date: August 21, 2013
Subject: Special District Risk Management Authority (SDRMA) Board of Directors Election

Recommendation:

It is the staff recommendation that the Board review the attached statement of qualifications for Muril Clift of the Cambria Community Services District; and if they should choose to cast a vote in the election for Mr. Clift, then they need adopt Resolution No. 2014-312 and direct Staff to forward appropriately to SDRMA before the established deadline.

Funding:

N/A

Discussion:

At the last regular meeting, the Board directed Staff to forward for consideration the stated qualifications filed by Muril Clift of the Cambria Community Services District in his effort to be reelected to the SDRMA Board of Directors. Additionally, staff has attached the standard resolution should the Board choose to cast its vote for Mr. Clift in that election.

Attachments

Attachment 1: Muril Clift's Statement of Qualifications

Attachment 2: Resolution No. 2014-312

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Nominee/Candidate	Muril N. Clift
District/Agency	Cambria Community Services District
Work Address	PO Box 65 – 1316 Tamsen St., Cambria 93428
Work Phone	805- 927-6223
Home Phone	805- 927-7124

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

It has been an honor and privilege to serve on SDRMA's Board of Directors for the past four years. During that time the Board, through prudent financial management has:

- Held rates stable in a serve recession.
- Instituted longevity bonuses for member loyalty
- Established programs to assist handling and preventing workers compensation claims through the Company Nurse Program and Safety Equipment Reimbursement Program
- Expanded training and professional development opportunities through financing the Targeted Solutions Program and Special Districts Leadership Foundation

I want to continue on the Board to support these programs and seek additional service opportunities to members while providing exceptional value in insurance access.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

My background includes a combination of a strong commitment to the concept of the Special District form of government and a 41 year career in the private personal and commercial insurance industry.

In addition to serving the past four years on the SDRMA Board, I currently serve as:

- Director, Cambria Community Services District
- Director, Special Districts Leadership Foundation
- Commissioner, San Luis Obispo County LAFCO
- Member, Special Districts Legislative Committee

I am totally committed to the Special District as the most direct form of local government.

**Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?
(Response Required)**

Having served on the Boards of several different types of Special Districts – School District, Airport District, Multi Services District and Single Service Agency – gives me an understanding of the different problems faced by districts and the opportunities for SDRMA to provide assistance.

My 41 year career, now retired, in the private personal and commercial insurance industry provides an understanding of the liabilities Districts face and how SDRMA can meet our member's risk management and insurance needs.

What is your overall vision for SDRMA? (Response Required)

My vision for SDRMA is incorporated in SDRMA's Mission Statement of "providing renewable, efficiently priced risk management services through a financially sound pool to CSDA member districts".

First, I see SDRMA's primary responsibility is to provide as much stability to risk financing as possible maintaining financial security of the risk pool.

Second, I see SDRMA expanding the risk management services through expanded training and professional development provided to its members.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature  Date 4/15/2013

RESOLUTION NO. 2014-312

**A RESOLUTION OF THE GOVERNING BODY OF THE
South San Luis Obispo County Sanitation District
FOR THE ELECTION OF DIRECTORS TO THE SPECIAL DISTRICT
RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

WHEREAS, Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement specifies SDRMA shall be governed by a seven member Board of Directors nominated and elected from the members who have executed the current operative agreement and are participating in a joint protection program; and

WHEREAS, SDRMA's Sixth Amended and Restated Joint Powers Agreement Article 7 - Board of Directors specifies that the procedures for director elections shall be established by SDRMA's Board of Directors; and

WHEREAS, SDRMA's Board of Directors approved Policy No. 2012-05 Establishing Guidelines for Director Elections specifies director qualifications, terms of office and election requirements; and

WHEREAS, Policy No. 2012-05 specifies that member agencies desiring to participate in the balloting and election of candidates to serve on SDRMA's Board of Directors must be made by resolution adopted by the member agency's governing body.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the South San Luis Obispo County Sanitation District selects the following candidates to serve as Directors on the SDRMA Board of Directors:

(continued)



OFFICIAL 2013 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY FOUR (4) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than four (4) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than four (4) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 5:00 p.m., Tuesday, August 27, 2013. Faxes or electronic transmissions are NOT acceptable.

- ☐ **MURIL CLIFT (INCUMBENT)**
Director, Cambria Community Services District

- ☐ **MIKE SCHEAFER**
Director/Vice President, Costa Mesa Sanitary District

- ☐ **JOHN WOOLLEY**
Director/Finance Officer, Manila Community Services District

- ☐ **TIM UNRUH**
District Manager, Kern County Cemetery District No. 1

- ☐ **JEAN BRACY (INCUMBENT)**
Director of Administrative Services, Mojave Desert Air Quality Management District

- ☐ **DENNIS MAYO**
Director/President, McKinleyville Community Services District

- ☐ **DAVID ARANDA (INCUMBENT)**
General Manager, North of the River Municipal Water District

ADOPTED this ____ day of _____, 2013 by the South San Luis Obispo County Sanitation District by the following roll call votes listed by name:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

APPROVED:
