



# **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](http://www.sslocsd.org)

## **AGENDA**

### **BOARD OF DIRECTORS MEETING**

City of Arroyo Grande, City Council Chambers

215 East Branch Street

Arroyo Grande, California 93420

**Wednesday, September 17, 2014 at 6:00 P.M.**

#### **Board Members**

Matthew Guerrero, Chair

Tony Ferrara, Vice Chair

Glenn Marshall, Director

#### **Agencies**

Oceano Community Services District

City of Arroyo Grande

City of Grover Beach

#### **Alternate Board Members**

Mary Lucey, Director

Jim Guthrie, Director

Debbie Peterson, Director

Oceano Community Services District

City of Arroyo Grande

City of Grover Beach

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#### **1. CALL TO ORDER AND ROLL CALL**

#### **2. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA**

This public comment period is an invitation to members of the community to present comments, thoughts or suggestions on matters not scheduled on this agenda. Comments should be limited to those matters 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 District Manager or District 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 September 03, 2014 meeting**

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

**3C. Review of Financial Report ending July 31, 2014**

**4. PLANT SUPERINTENDENT'S REPORT**

**5. BOARD ACTION ON INDIVIDUAL ITEMS:**

**A. DECLARATION OF SURPLUS EQUIPMENT**

Staff recommends the Board declare the 2000 Ford F150 and all items on attachment A as surplus and direct staff to appropriately dispose of these assets.

**6. MISCELLANEOUS ITEMS**

**A.** Miscellaneous Oral Communications

**B.** Miscellaneous Written Communications

**7. CLOSED SESSION**

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

SSLOCSD V US ENERGY

**8. 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 September 03, 2014  
6:00 P.M.

**1. CALL TO ORDER AND ROLL CALL**

Present: Chair Matthew Guerrero, Oceano Community Services District; Director Glenn Marshall, City of Grover Beach.

District Staff in Attendance: Shannon Sweeney, District Engineer; John Clemons, Plant Superintendent; Amy Simpson, District Bookkeeper/Secretary

**2. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**

Director Guerrero opened the public comment period. Patricia Price was in attendant but had no comment, Director Guerrero closed the public comment period.

**3. CONSENT AGENDA**

**3A. Review and Approval of the Minutes of the August 20, 2014 meeting**

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

**3C. Review Final Changes and Adopt Oceano Community Services District Fats Oils & Grease agreement**

**3D. Approve and Implement the Completed Sanitary Sewer Maintenance Plan (SSMP) Prepared in Accordance with the State Water Resources Control Board Statewide General Waste Discharge Requirements Order No. 2006-0003-DWQ**

**Action:** It was moved to approve Consent Agenda Items as presented. The motion was carried 2-0.

**4. PLANT SUPERINTENDENT'S REPORT**

Mr. Clemons presented the Superintendent's Report.

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

**5. MISCELLANEOUS COMMUNICATION**

There was a brief discussion on Recycled Water.

**6. ADJOURNMENT**

There being no further business to come before the Board, Director Guerrero adjourned the meeting at approximately 6:25 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  
09/17/2014 FY 2014/15

ISSUED TO	PURCHASE/SERVICE	INV. # / SERVICE PERIOD	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
ABALONE COAST	CHEMICAL ANALYSIS	2308	0917-8839	7078	1,745.00	1,745.00
ABBA EMPLOYER SERVICES	CONTRACT LABOR	Andre Sandoval 20488, 20490	40	6085	1,051.20	1,051.20
ABBA PARTS	HEADWORKS PUMP REPLACEMENT	1140469	41	8030	16,766.00	16,766.00
ADAMSKI MOROSKI MADDEN CUMBERLAND & GREEN	LEGAL SERVICES	33812	42	7070	1,946.00	1,946.00
ALLIED ADMINISTRATORS	EMPLOYEE DENTAL	October	43	6025	1,055.36	1,055.36
AMERICAN FLAG AND GIFT	FLAG SUPPLIES	141113	44	8035	178.85	178.85
ARAMARK UNIFORMS	EMPLOYEE UNIFORMS	08/29/14 & 09/05/14	45	7025	430.08	430.08
B&B STEEL & SUPPLY	STEEL	453965	46	8060	255.85	255.85
CALIFORNIA ELECTRIC SUPPLY	MISC SUPPLIES	MULTIPLE INVOICES	47	8030	2,818.01	2,818.01
CARQUEST	AUTOMOTIVE MAINTENANCE		48	8032	284.71	284.71
CENTRAL COAST WATER TRTMNT	LAB SUPPLIES	22319	49	8040	60.00	60.00
ENGEL & GRAY, INC.	BIOSOLIDS HANDLING	74470	51	7085	4,302.31	4,302.31
EPPENDORF	CALICIBRATION	4009079527	52	8040	40.25	40.25
FASTENAL	TOOL BAG	CAS149401	53	8055	36.18	36.18
GARING TAYLOR & ASSOCIATES	DISTRICT ENGINEERING SERVICES	08/31/14	54	7077	1,496.25	1,496.25
GAS COMPANY	GAS SERVICE	08/01/14 -09/02/14	55	7092	17.09	17.09
GLENN MARSHALL	BOARD SERVICE	AUGUST	56	7075	200.00	200.00
GRAINGER	MISC SUPPLIES	9535589023	57	8035	50.37	50.37
I.I SUPPLY	SAFETY SUPPLIES	26713	58	8050	16.67	16.67
JB DEWAR INC	VEHICLE FUEL AND OIL	08/31/14	59	8020	129.67	129.67
JIM GUTHRIE	BOARD SERVICE	AUGUST	60	7075	100.00	100.00
JOSLYN HODSON ACCOUNTING	DISTRICT ACCOUNTING	14-13	61	7079	195.00	195.00
MATTHEW GUERRERO	BOARD SERVICE	AUGUST	62	7075	200.00	200.00
MINERS ACE	MISC SUPPLIES	AUGUST	63	8060	245.56	245.56
OFFICE DEPOT	OFFICE SUPPLIES	AUGUST	64	8045	686.01	686.01
SCHINDLER LAW GROUP	LEGAL SERVICES	102099	65	7070	561.10	561.10
SHIPSEY & SEITZ	LEGAL SERVICES	AUGUST	66	7071	10,610.30	10,610.30
STATE FUND COMPENSATION	WORKERS' COMP	AUGUST	67	6080	7,232.67	7,232.67
TONY FERRARA	BOARD SERVICE	AUGUST	68	7075	100.00	100.00
TRINIDAD RODRIGUEZ	MEDICAL REIMBURCEMENT	FY 14/15	69	6075	261.00	261.00
USABUEBOOK	SMALL TOOLS	410274, 410244	70	8055	180.59	180.59
VWR	LAB SUPPLIES	8058857615	71	8040	107.52	107.52
WALLACE GROUP	MAJOR BUDGET ITEMS	Co-Gen Dsgn Anyl/ UpGra	72	20-8065	1,210.50	1,210.50
WATER SPECIALTY CONSULTING SERVICES	DISTRICT ENGINEERING SERVICES	INVOICE #2	73	7077	6,000.00	7,760.00
	ZONE 1/1A	ZONE 1/1A		7095	480.00	
	REIMBURSABLE	OCEANO SSMP		XXXXX	1,280.00	
SUB TOTAL					\$ 62,330.10	62,330.10
RABOBANK	REIMBURSE PETTY CASH	JULY/AUGUST	74	1000	47.38	47.38
GRAND TOTAL					\$ 62,377.48	\$ 62,377.48

We hereby certify that the demands numbered serially from 091714-8839 to 091714-8874 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:** Amy Simpson, District Bookkeeper/Secretary  
**VIA:** Rick Sweet, District Manager  
**DATE:** September 17, 2014  
**SUBJECT:** Financial Review as of July 31, 2014

### **Overall Financial Summary**

As of July 31, 2014, the District has recognized total revenues of \$347,683. Of this amount, \$290,676 is for operating revenues, and \$57,007 is for non-operating revenues.

District operating expenses totaled \$142,909 and non-operating expenses totaled \$53,752 as of July 31, 2014.

As of July 31, 2014, the District revenues exceeded expenses by \$151,021.

### **Local Agency Investment Fund**

The balance in the District's LAIF account was \$ 2,406,276 at July 31, 2014.

### **County of San Luis Obispo Treasury Pool**

As of July 31, 2014, the reconciled cash balance with the County of San Luis Obispo Treasury Pool was \$2,172,372. 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**

At July 31, 2014, the reconciled cash balance in the District's Rabobank account totaled \$49,450. This account has been used to process the District's contracted payroll provider service and other District expenditures. Historically, this account was funded with transfers from the Local Agency Investment Fund account. Starting in April 2014, this account will be funded with transfers from the County of San Luis Obispo Treasury Pool.



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## **SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT MONTHLY CASH REPORT**

**Cash Balance at 06/30/14** \$ 4,560,030.38

PERS Check reversal (June)	25,136.92
Deposits	307,334.28
Interest Income-LAIF	1,326.43
Interest Income-County Treasury June	1,227.14
Warrant Register 07/02/14	(142,771.94)
Warrant Register 07/16/14	(33,507.73)
Payroll PPE 06/27/14	(24,219.32)
Payroll PPE 07/11/14	(24,626.17)

Payroll PPE 07/25/14 (23,921.59)

Rabobank- PERS medical/retirement (17,054.08)

Rabobank July Activity (855.30)

**Total July Activity** \$ 68,068.64

**Cash Balance at 07/31/14** \$4,628,099.02

### **Cash by Institution @ 07/31/14**

Cash with County Treasury	\$ 2,172,371.81
Cash with LAIF	2,406,276.84
Cash with Rabobank	49,450.37
	<hr/>
	\$ 4,628,099.02

Subject: Superintendent's Report  
September 11, 2014

Chart 1 – **Plant Data**

September* 2014	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	2.35	3.76	384.5	25.8	406	22.3	230	204	
High	2.60	4.5	408	33.7	420	22.5	500	361	
Limit	5.0			40/60/90		40/60/90	2000		
1 <sup>st</sup> Half									
Average	2.37	3.8	390.7	27.9	404	33.5	66	151	
High	3.24	4.8	540	34.1	560	46.5	1600	500	

\*Thru September 7th

Limit – 40/60/90 represent NPDES Permit limits for the monthly average, weekly average, and instantaneous value for plant effluent BOD and TSS.

Plant processes continue to perform well. On September 7, 2014 our lab reported a fecal coliform seven sample median result of 240 MPN/100 ml. This exceeded our NPDES permit limit of 200 MPN/100 ml. Our last permit exceedance was on March 12, 2014 for chlorine residual. Ms. Katie DiSimone of the Regional Water Quality Control Board was notified of the permit exceedance via email on September 8, 2014. The RWQCB imposes fines when a discharger violates their permit requirements at least three times in a 180 day period, so there is no reason to anticipate an action from the RWQCB at this time.

## Projects

- District Engineer Garing, Taylor and Associates, and District staff are working with Sancon Engineering to repair the 33" CMP pipe entering the headworks.
- Staff has inventoried and documented all surplus items for disposal via sale and/or salvaging.

## Miscellaneous

- On September 9<sup>th</sup>, three deputies from the SLO County Sheriff's Department made contact with the indigents outside our gate and directed them to move their belongings from this location.

- On September 11<sup>th</sup> District staff hosted a Collections (Sewer system) meeting with our Member Agencies. Representatives were present from Arroyo Grande, Grover Beach, and Oceano CSD.

Best regards,

John Clemons  
Superintendent





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## **Staff Report**

To: Board of Directors  
From: Richard Sweet, PE, District Manager  
Date: September 17, 2014

Subject: **SURPLUS EQUIPMENT DISPOSAL**

### **RECOMMENDATION:**

That the Board declare the 2000 Ford F150 and all items on attachment A surplus and direct its disposal per District policy.

### **BACKGROUND**

The 2000 Ford F150 was recently replaced with a 2013 F150 pickup as per the adopted Council replacement plan identified in the adopted 2014-15 FY budget.

### **DISCUSSION:**

The purchase of the F150 makes the 2000 F150 surplus and eligible for disposal. The 2000 F150 has relative low mileage and is in good condition. Therefore its disposal should generate some revenue.

### **Fiscal Consideration**

Funds acquired through the disposal of the F150 and items in Attachment A will be attributed to District revenue and offset District expenses.

Richard G. Sweet, PE  
District Manager

## Attachment A

### SURPLUS ITEMS AND EQUIPMENT

2000 FORD F-150  
1997 FORD RANGER  
TYPE WRITER  
SCANNER  
MISC. POWER CORDS  
PRINTERS  
COMPUTER WIRES  
NETGEAR GIGABIT SWITCH  
COMPUTER MOUSE  
MISC. COMPUTER DESK SHELVING  
BYRD CENTRIFUGE BOWL HOLDERS  
MISC. MOTORS  
DIAPHRAGM PUMP  
SKILL SAW FRAME ATTACHMENT  
MEDIA FOR SLUDGE THICKNER  
GRATING  
LARGE RUBBER LINE PLUG  
MISC. PIPE  
90 LBS. JACK HAMMER AND ATTACHMENTS  
MISC. ELECTRICAL EQUIPMENT  
MISC. VOLUTES  
COMPUTER MONITORS  
S.C.B.A. UNIT  
MISC. ISCO SAMPLERS  
CL2 ANALYZER  
T.V.  
AIR PURIFIER  
MISC. ELECTRICAL BREAKERS  
AUTOCLAVES  
4" MOYNO PUMPS  
MISC. V.F.D.'S  
SHELVING  
IN-LINE GRINDERS  
FLOWMINUTORS POWER PACK  
EDDY BRAKE  
FLOOR MATS  
MISC. AIR TOOLS  
TOOL/ PARTS WASHER  
LAWN EDGER  
DIESEL HOSE/REEL ASSEMBLY





