



**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, December 02, 2015 at 6:00 P.M.

Board Members

Jim Hill, Chair
John Shoals, Vice Chair
Matthew Guerrero, Director

Agencies

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

Alternate Board Members

Mary Lucey, Director
Tim Brown, Director
Barbara Nicolls, 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 District Manager or Bookkeeper/Secretary at (805) 481-6903. So that the District may address your request in a timely manner, please contact the District two business days in advance of the meeting.

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 Minutes of Meeting of November 18, 2015

3B. Review and Approval of Warrants

4. PLANT SUPERINTENDENT'S REPORT

5. BOARD ACTION ON INDIVIDUAL ITEMS:

5A. Emergency Preparedness Report

Staff recommends that the Board of Directors receive a verbal report on storm preparedness from Superintendent.

5B. Redundancy Project Permitting Update

Staff recommends that the Board of Directors receive and file this update from MKN on the status of the permitting process for the Redundancy Project.

6. MISCELLANEOUS ITEMS

6A. Miscellaneous Oral Communications

6B. Miscellaneous Written Communications

7. VERBAL REPORT BY INTERIM DISTRICT ADMINISTRATOR

This is a new item on the agenda that will give the District Administrator the opportunity to present future agenda items.

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 November 18, 2015
6:00 P.M.

1. CALL TO ORDER AND ROLL CALL

Present: Chairman Jim Hill, City of Arroyo Grande; Director John Shoals, City of Grover Beach; Director Mary Lucey, Oceano Community Services District;

District Staff in Attendance: John Clemons, Interim District Administrator/Plant Superintendent; Gilbert Trujillo, District Counsel; Amy Simpson, District Bookkeeper/Secretary.

2. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

Chairman Hill opened the public comment period.

Le Ann Akins believes the rate payers should not carry the burden of litigation. She also commented on the Knudson Report.

Patricia Price asked about the Knudson Report and the litigation. The public has been watching and waiting and would be highly suspicious if the report is not released to the public.

Beatrice Spencer commented on the pending litigation discussion item being removed from the agenda at the previous meeting. She was very disturbed this item was removed from the agenda.

Nancy McNeil asked for a progress update on the hiring of a District Administrator.

Debbie Peterson asked if the new legal counsel contract will be available to the public.

There being no more public comment, Chairman Hill closed the public comment period.

Mr. Trujillo responded to public comment regarding the Knudson Report. Legal Counsel will review the report prior to it being released to make sure the District is not liable for any privacy violations. After legal review, staff will decide the appropriate way to present it to the Board and the public.

The Board gave direction to legal counsel to contact Knudson to ask an estimate of when the report will be done and transmitted to legal counsel.

Alicia Lara, Lara HR Services gave an update on the progress of hiring a District Administrator. The interviews are expected to happen in January/ beginning of February. Hopefully the selected candidate will be seated in the early spring.

Director Shoals stated that it has always been the intent of the Board to release the Knudson Report to the public. The best way to release the report is what is being evaluated.

3. CONSENT AGENDA

3A. Review and Approval of the Minutes of the November 04, 2015 Meeting

Chairman Hill opened the public comment period.

There being no more public comment, Chairman Hill closed the public comment period.

Action: 3A. Minutes of November 04, 2015 approved unanimously as presented.

3B. Review and Approval of Warrants

Chairman Hill has a concern that the warrant numbers have the same ending numbers as the warrant register from 11/04/15. His concern is that the numbers are not sequential.

Acting District Administrator Clemons clarified that although the numbers are not in sequential order, they are not duplicate numbers. The date precedes the ending number which prevents them from being duplicates of the 11/04/15 warrant register.

Chairman Hill opened the public comment period.

April McLaughlin, Nancy McNeil, and Beatrice Spencer gave public comment on the warrants.

There being no more public comment, Chairman Hill closed the public comment period.

Director Hill requests that staff double the effort to make sure that the warrant numbers appear in sequential order.

Action: 3B approved unanimously as presented noting that there is a date stamp on the warrant numbers.

The Board gave direction to staff to make sure that warrant numbers appear in sequential order and investigate new software that would eliminate this problem.

4. PLANT SUPERINTENDENT'S REPORT

Plant Superintendent Clemons presented the Plant Superintendent's Report which shows that the plant numbers remain in regulatory compliance. Mr. Clemons spoke about the maintenance, safety and training, and projects being done by Staff at the Plant.

Director Lucey requested that the following disclaimer be presented on the Supers Report if it is true.

"All test results show that the District is in compliance with regulatory requirements."

Superintendent Clemons stated that he will take Director Lucey's recommendation.

Chairman Hill opened the public comment period.

Nancy McNeil asked if there were any special things to put in place to prevent the plant from flooding during El Nino.

There being no more public comment, Chairman Hill closed the public comment period.

Superintendent stated that he does appreciate the public concerns. This is an item that staff thinks about all day every day. There is a robust system and process in place and staff is ready to implement these procedures in the event of flooding.

Director Shoals directed staff to bring back an Emergency Procedures Report to the Board to provide information to the community.

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

5. BOARD ACTION ON INDIVIDUAL ITEMS:

5A. REQUEST FOR PROPOSALS FOR REDUNDANCY PROJECT PRESENTED BY MICHAEL NUNLEY FROM MKN & ASSOCIATES

Staff recommended that the Board of Directors review the Request for Qualifications (RFQ) for the Redundancy Project and direct Staff to proceed with the RFQ process.

Mr. Michael Nunley with MKN presented an overview of the RFQ focusing on the engineering design services. He reviewed page 9, the Project Schedule. Mr. Nunley announced that John Rickenbach with JFR Consulting will be at the December 02, 2015 meeting to present the update on permitting.

The Board asked Mr. Nunley questions to which he responded that the permitting process will run concurrently with the RFQ Process and he did not foresee this project going over budget.

Chairman Hill opened the public comment period.

There being no more public comment, Chairman Hill closed the public comment period.

Motion: Director Shoals made a motion to proceed with the RFQ process as recommended by staff and presented by Mr. Nunley.

Action: Motion approved unanimously by roll call vote.

5B. STATUS OF PERSONNEL POLICY MANUAL UPDATE AND REVIEW

Status report on update of District Personnel Policies, presented by Alicia Lara from Lara HR Services.

The Board had a discussion and asked about a Nepotism Policy, Ethics Training and the fiscal impact of the Personnel Policy being reviewed.

Mrs. Lara responded that the Board adopted a Code of Conduct and Core Values in 2010 but these policies were not merged into the Personnel Policy. She also noted that there is not a policy that covers nepotism, but there is a beginning of a policy discussing nepotism in the hiring documents.

Chairman Hill opened the public comment period.

April McLaughlin and Nancy McNeil gave public comment on the Personnel Policy Manual.

There being no more public comment, Chairman Hill closed the public comment period.

Motion: Director Shoals made a motion to move forward with the following policies presented in the staff report.

- 2000 Definitions
- 2010 Chain of Command (Authorized Positions)
- 2020 Recruitment
- 4025 Family and Medical Leave
- 5070 Sexual Harassment
- 5080 Harassment
- 7020 Shift Supervisor.

Action: The Board received and filed this report.

The Board directed staff to give a copy of the PPM to each Board member.

5C. BILLING ADMINISTRATION

Staff recommended the Board adopt Resolution 2015-336 authorizing Interim District Administrator to enter into a Service Charge Billing Administration Agreement with NBS.

Chairman Hill opened the public comment period.

Beatrice Spencer, Nancy McNeil and April McLaughlin all gave comment on this item.

There being no more public comment, Chairman Hill closed the public comment period.

Motion: Director Shoals made a motion to proceed with the staff recommendation and adopt Resolution 2015-336 authorizing Interim District Administrator to enter into a Service Charge Billing Administration Agreement with NBS.

Action: Motion approved 2-1 by roll call vote.

Hill	Yes
Shoals	Yes
Lucey	No

Director Lucey is opposed to the Resolution because she feels the quality of work was not acceptable.

5D. MECHANICAL BAR SCREEN ELECTRICAL ENGINEER CONTRACT

Staff recommended that the Board authorize the Interim District Administrator to enter into a contract with Gray Electrical Consulting and Engineering (GECE) for preliminary design of mechanical bar screen electrical/instrumentation system not to exceed \$8,300.

Legal counsel clarified that the contract attached to the staff report is a GECE contract. This is not the approved form contract of the District. Staff is recommending that legal approve to form before signing off on the contract.

Motion: Director Shoals made a motion to continue this item to a future agenda in December after the contract is approved to form by District Legal Counsel.

Action: Motion approved unanimously by roll call vote.

5E. DISTRICT UNANTICIPATED EXPENDITURES IN FY 2015-16

Director Lucey has requested more time to go through the budget line item by line item to look for unanticipated expenditures than were not presented in the staff report.

Action: This item will be brought back at a later date.

6. MISCELLANEOUS ITEMS

A. Miscellaneous Oral Communications

None to report.

B. Miscellaneous Written Communications

None to report.

7. VERBAL REPORT BY INTERIM DISTRICT ADMINISTRATOR

Acting District Administrator Clemons announced the following items will be on future agendas:

- Permitting Presentation by John Rickenbach with regard to Redundancy Project
- Knudson Report
- 218 Hearing for potential Rate Increase
- Bring back a Resolution in the proper format for Mechanical Bar Screen

Acting District Administrator Clemons also thanked and commended Alicia Lara for her work updating the Personnel Policy Manual and many other projects she has worked on over the year.

8. PUBLIC COMMENT ON CLOSED SESSION

Legal Counsel introduced Closed Session.

Chairman Hill asked for public comment.

Debbie Peterson would like the candidate for District Administrator to have a strong background in Administration. She gave the Board a memorandum from John Wallace dated March 19, 2013 with the subject: Costs of NOV and ACL, December 19, 2010 Sewage Spill. Her handout also included a spreadsheet she titled, "Eleven Year History of Legal and District Engineer/Admin Fees Reorganized."

Marc London would like the litigation madness to come to an end.

Chairman Hill closed the public comment period.

9. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

Conference with legal counsel regarding existing litigation pursuant to paragraph (1) of subdivision (d) of section 54956.9 of the Government Code (two cases).

South San Luis Obispo County Sanitation District v. State Water Resources Control Board (Superior Court of Sacramento) Case Number 34-2012-80001209-CU-WM-GDS)

Action: There was no reportable action. The District by unanimous vote authorized by unanimous vote a release of memo from Mellissa Thorme dated November 17, to the Board of Directors consisting of 7 pages total. This memo will be available on the District website.

South San Luis Obispo County Sanitation District v. Special District Risk Management Authority (County of San Luis Obispo Superior Court) Case Number CV130473

Action: The Board received a report from legal counsel but took no reportable action.

CONFERENCE WITH LEGAL COUNSEL – PUBLIC EMPLOYMENT
Title; Recruitment of District Administrator

Action: The Board gave direction to staff.

Mr. Trujillo announced that litigation will not have any new developments for some time so we will not be seeing Closed Session on all agendas, but it will be on agendas when there is information to report to the Board.

10. ADJOURNMENT

There being no further business to come before the Board, Chairman Hill adjourned the meeting at approximately 9:35p.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
12/02/2015 FY 2015/16

VENDOR	BUDGET LINE ITEM	REFERENCE	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
CAL ELECTRIC SUPPLY	TOOLS	629727	120215-9895	8055	53.84	53.84
CALPERS	HEALTH	DECEMBER	96	6010	14,839.74	14,839.74
CHARTER	COMMUNICATIONS	NOVEMBER	97	7013	295.29	295.29
CWEA	MEMBERSHIP	ARIAS; LEWIS	98	7050	328.00	328.00
FANNY MUI	PER DIEM	MANAGEMENT CONFERENCE	99	7050	10.00	10.00
GRAINGER	TOOLS	9892281578	9900	8055	226.55	226.55
JIM HILL	BOARD MEMBER	NOVEMBER	01	7075	200.00	200.00
JOHN SHOALS	BOARD MEMBER	NOVEMBER	02	7075	200.00	200.00
JOHNSON'S BOILER & CONTROL, INC.	EQUIPMENT MAINTENANCE	87899	03	8030	1,178.00	1,178.00
KEMIRA	PLANT CHEMICALS	9017478916	04	8050	7,317.87	7,317.87
MARC LEWIS	PERMITS/FEES/LICENSES	GRADE III OP CERT.	05	7068	350.00	350.00
MARY LUCEY	BOARD MEMBER	NOVEMBER	06	7075	200.00	200.00
MCMASTER CARR	TOOLS	43582722	07	8055	138.44	138.44
MICHAEL ARIAS	PER DIEM	MANAGEMENT CONFERENCE	08	7050	10.00	10.00
	MEDICAL REIMBURSE	FY14/15 & 15/16	09	6075	946.80	946.80
MICHAEL K. NUNLEY & ASSOC.	CAPITAL EQUIPMENT	GRIT REMOVAL	10	20-8010	4,238.50	24,574.75
	STRUCTURES/ROUNDS/REPL/IMPR	HEADWORKS IMPROVEMENTS		26-8065	11,510.00	
	REDUNDANCY PROJECT	REDUNDANCY PHASE 1		20-7080	8,538.75	
	TRUNK SEWER MAINTENANCE	TRUNK SEWER GIS		26-8015	287.50	
MYCHAL JONES	PER DIEM	MANAGEMENT CONFERENCE	11	7050	10.00	10.00
O.E.C.	CHEMICAL ANALYSIS	1504460	12	7078	223.00	223.00
RAIN 4 RENT	EQUIPMENT RENTAL	EMERGENCY PUMP REPLACEMENT	13	7032	8,074.77	8,074.77
SHIPSEY & SEITZ	OUTSIDE LEGAL	GENERAL LEGAL	14	7070	278.00	3,230.00
	OUTSIDE LEGAL	LITIGATION		7070	2,952.00	
USA BLUEBOOK	LAB SUPPLY'S	792880	15	8040	54.71	54.71
VWR	LAB SUPPLY'S	8043110995; 8043105616	16	8040	113.24	113.24
WILLIAM JACKMAN	PER DIEM	MANAGEMENT/SUPERVISOR	17	7050	20.00	20.00
WILLIAM ROMHILD	PER DIEM	MANAGEMENT CONFERENCE	18	7050	10.00	10.00
WATER SYSTEMS COUNSULTING, INC.	SATELLITE WATER STUDY	1649	19	20-7090	2,251.25	2,251.25
SUB TOTAL					\$ 64,856.25	\$ 64,856.25
GRAND TOTAL					\$ 64,856.25	\$ 64,856.25

We hereby certify that the demands numbered serially from 120215-9895 to 120215-9919 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

1600 Aloha Oceano, California 93445-9735
Telephone (805) 489-6666 FAX (805) 489-2765

Date: November 25, 2015

To: SSLOCSD Board of Directors

From: John Clemons, District Superintendent

Subject: **Superintendent's Report**

Operations

Chart 1 – Plant Data

August 2015*	INF Flow MGD	Peak Flow MGD	INF BOD mg/L	EFF BOD mg/L	INF TSS mg/L	EFF TSS mg/L	Fecal Coli	Cl2 lbs/day	BOD REM Eff.%
Average	2.11	3.38	397	24.9	455	33.8	41	179	93.1
High	2.29	3.90	524	30.8	510	40.20	170	313	
Limit	5.0			40/60/90		40/60/90	2000		80
CY 2014 Monthly									
Average	2.35	3.8	392	26	430	31	87	188	93.4
High	2.70	4.8	444	34	470	39	1600	250	

- * = Plant data through November 25th.

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

All test results show that the District is in compliance with regulatory compliance.

Maintenance

- Drained and cleaned chlorine contact chamber.
- Inspected plant storm drain sumps.
- Tested storm drain sump pumps.
- Replaced faulty valve at reclaimed water station.
- Unclogged Hellen Strainer at reclaimed water station.
- Inspected low elevation manholes in sewer system.
- Installed fence at Plant front gate.

- Test ran emergency generator and emergency pumps.
- Replaced desiccators in electrical panels.
- Work Orders.

In-Progress

- Garing, Taylor, and Associates is working with staff to review and ensure the integrity of the District's **A.G. Sewer Bridge**.
- Staff is working with MKN and Associates Engineers on **grit removal system RFP**.
- Staff has begun planning for installation of a **mechanical bar screen** in the headworks.
- **Secondary Process Redundancy Project** – Permitting update and presentation by MKN.
- **Satellite Water Resource Recovery Facilities** Planning Feasibility Study – Scheduled meeting with other regional agencies.

Training

- Staff attended a safety training session on fire extinguisher safety.

Best regards,

John Clemons
Superintendent



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To: Board of Directors
From: John Clemons, Interim District Administrator
Date: December 4, 2015
Subject: **Redundancy Project Permitting Update**

RECOMMENDATION

Staff recommends that the Board of Directors receive and file this update from MKN on the status of the permitting process for the Redundancy Project.

BACKGROUND

The District Board of Directors has directed Staff to engage permitting agencies, with regard to the Redundancy Project, to assess potential issues with receiving permits or approvals to proceed with construction of the project. Staff and the Project team have been discussing the project with agencies and will provide an update on the anticipated process and schedule for permitting.

DISCUSSION

Mike Nunley (MKN) and John Rickenbach (JFR Consulting) will be presenting the update.

Best Regards,

John Clemons III
Superintendent/Interim District Administrator