

MEMORANDUM

Date: January 9, 2012

To: SSLOCSD BOD

From: John Wallace – District Administrator/District Engineer

Subject: Summary of December Professional Services; December 2011

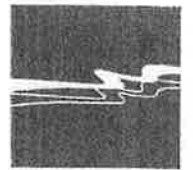
To provide addition information to the Board specific to the professional services completed under the new bifurcated contracts we have prepared this monthly memo. Additional detail can be found on the enclosed invoices. Costs accrued to date and status against the budget for Administrative and Engineering Services are broken down on the attached Breakout of Wallace Group Expenditures.

District Administrative Services

- Administration
 - Preparation of Board packets and meeting minutes and post on website
 - Board meeting attendance
 - Staff meeting attendance
 - Coordination with district counsel on personnel issues
 - Bi-monthly budget tracking and project status update
 - Revisions to Resolution 2011-295
 - CalWarn Mutual Aid Agreement enrollment
 - Develop requirements for establishing a joint mutual aid agreement between member agencies and district
 - IRWM Recycled Water Grant application package preparation

District Operations Project

- Sewer/Collection System
 - Coordinate with District staff on Sewer Use Ordinance update requirements, SSMP, and Communication Plan/FOG Resolution
 - Prepare sewer flow surcharge calculations to be utilized during trunk system plugging and cleaning
 - Coordinate sewer cleaning (annual hotspot cleaning)
 - Preventative maintenance plan preparation per 2006 WDR Order and SSMP requirements
- Brine Disposal
 - Meeting with District staff to review current brine state and Kennedy Jenks status
- Zone 1-1A Coordination
 - Zone 1-1A meeting attendance
- Rate Study
 - Staff report preparation on rate analysis outcome and steps for reconciliation
 - Billing information review from member agencies
- Pretreatment Program
 - Coordination with Monarch Winery and wastewater calculations for land disposal options



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- Review and comment of Industrial Wastewater Permit Application for Monarch Winery
- RFP preparation for Pretreatment Ordinance Update
- Pretreatment and industrial use applications follow up of various users
- Grease Control Program
 - Staff report, resolution, and public information letter preparation for FOG Ordinance
 - Revisions to Resolution 2011-295 per District Counsel comments
- WDR & SSMP District Expense
 - Review status of and newsletter article for communication plan
 - Coordinate first annual SSMP presentation to Board
 - Review FOG Fee staff report
 - SSO flyers and SSO response inventory
 - Influent characterization study preparation
 - Review annual SMR data
 - Coordinate link to SSLOCSD website from member agency's website
- Air-Water Board Permit Requirements
 - Coordinate with District staff on NPDES annual monitoring data and timeframe for 2011 Annual Report
 - Reviewed MMP status and CIWQS
 - Reviewed monthly eSMR and reviewed data for the Annual SMR
- SWRCB SSO NOV Response
 - Preparation of Influent Characterization Study as requested by SWRCB
 - Research other agencies sewage spill response for monitoring and conducting short and long term ecological impact studies
 - Spill volume engineering assessment, estimates, and methodology
 - Preparation, attendance and follow-up to SWRCB meeting in Sacramento
 - Research SSOs in California and associated fines
 - Plot monthly Oceano Lagoon total and fecal coliform water monitoring results for 2011 and asses for trends
- Wastewater Systems
 - District staff meeting attendance and follow-up
 - Preparation, attendance and follow-up to Collection System Coordinating meetings
 - Member agency GIS map updates
 - Strantrol data analysis
 - Plant chemical costs, historical BOD numbers
 - IT and JWCE contracts coordination
 - Meeting with TelStar regarding water testing and SCADA implementation
 - Plant tour guide for member agencies collection staff
 - Influent pumping (11 MBI 08)

District Reimbursable Projects

- FOG Inspections/Re-inspections
 - Coordinate and schedule next set of FOG inspections
 - Completed FOG inspections and re-inspections at various food establishments and AG Hospital
 - Updated database with completed FOG inspections
 - Prepared end of the month FOG reports
 - Processed permit applications and renewals



Major Budget Items (MBI) Projects

- New Centifuge (05 MBI 06)
 - Project budget closeout and reconciliation with District records
 - Record drawings preparation
- Primary Clarifier No. 1 (06 MBI 04)
 - Research new drive versus re-built drive
 - New drive purchase order
- Influent Pumps Gate-Check Valves (06 MBI 13)
 - Project management, element scheduling, and preparation of project design specifications
- O&M Manual & Associated Training (10 MBI 11)
 - Reviewed Chapters 6, 7 and 8 in preparation of training at plant.
 - Reviewed Chapter 3 with operations staff
 - Began update of Chapter 5, Personnel

South San Luis Obispo County Sanitation District
FY 2011-12 Budget
Breakout of Wallace Group Expenditures

Account No	Account Description	FY 2011-12 Total	As of 12-31-11 Wallace Group	Total Remaining	Admin	Contract Type Engineering
19-7065 - Source Control Program						
Phase 0157	PreTreatment Program	\$ 50,000	\$ 16,851	\$ 33,149	X	
Phase 0158	Grease Control Program	\$ 35,000	\$ 12,007	\$ 22,993	X	
Phase 0188	State Parks (LeSage) Pretreatment	\$ 5,000	\$ 4,746	\$ 254	X	
		\$ 10,000	\$ 98	\$ 9,902		
19-7068 - Permits/Fees/License						
Phase 0186	Air-Water Board Permit Reqmts	\$ 85,000	\$ 6,256	\$ 78,267	X	
		\$ 85,000	\$ 6,256	\$ 78,267		
19-7076 - Prof Services - District Administration						
Phase 1112	Admin/Engineering (FY 11/12)	\$ 150,000	\$ 75,815	\$ 74,185	X	
Phase 0415	Correspondence for Grand Jury	\$ 109,127	\$ 70,000	\$ 39,127	X	
Phase 0812	Admin Services (Bookkeeper Trans)	\$ 397	\$ 397	\$ (0)	X	
Phase 0142	Rate Study (0026-0002)	\$ 476	\$ 476	\$ 0	X	
		\$ 40,000	\$ 4,941	\$ 35,059	X	
19-7077 - Prof Services - Engineering						
Phase 0156	Website Design	\$ 125,000	\$ 55,617	\$ 69,383	X	
Phase 0173	Right-of-Way Analysis	\$ 500	\$ 27	\$ 473	X	
Phase 0700	Wastewater Systems	\$ 500	\$ 0	\$ 500	1/2	1/2
		\$ 124,000	\$ 55,590	\$ 68,410		
19-7082 - FEMA Expenditures						
Phase 0700S	December 2010 Storm Event	\$ 14,650	\$ 14,720	\$ (70)	X	
		\$ 14,650	\$ 14,720	\$ (70)		
19-7083 - WDR & SSMP Reporting (Member Agencies)						
Phase 0180	WDR Support - AG - Reimb	\$ 21,000	\$ 2,939	\$ 18,061	X	
Phase 0181	WDR Support - GB - Reimb	\$ 7,000	\$ 2,049	\$ 4,951	X	
Phase 0182	WDR Support - Oceano - Reimb	\$ 7,000	\$ 749	\$ 6,251	X	
		\$ 7,000	\$ 140	\$ 6,860		
19-7084 - FOG (Member Agencies)						
Phase 0163	AG FOG Prog-Inspections-Reimb	\$ 32,000	\$ 13,159	\$ 18,841	X	
Phase 0164	AG FOG Reinspections-Reimb	\$ 10,000	\$ 5,021	\$ 4,979	X	
Phase 0165	GB FOG Prog-Inspections-Reimb	\$ 4,000	\$ 1,311	\$ 2,689	X	
Phase 0166	GB FOG Reinspections-Reimb	\$ 10,000	\$ 5,344	\$ 4,656	X	
Phase 0167	Oceano FOG Prog-Insp-Reimb	\$ 4,000	\$ 672	\$ 3,329	X	
Phase 0168	Oceano FOG Reinspections	\$ 3,000	\$ 812	\$ 2,188	X	
		\$ 1,000	\$ 0	\$ 1,000	X	

Account No	Account Description	FY 2011-12 Total	As of 12-31-11 Wallace Group	Total Remaining	Admin	Contract Type Engineering
19-7085 - Solids Handling	Phase 0033 Biosolids Handling	\$ 85,000	\$ 177	\$ 68,869	X	
		\$ 85,000	\$ 177	\$ 68,869		
19-7086 - Brine Disposal Expense	Phase 0035 Brine Disposal	\$ 5,000	\$ 3,467	\$ 1,533	X	
		\$ 5,000	\$ 3,467	\$ 1,533		
19-7087 - WDR & SSMP District Expense	Phase 0162 WDR & SSMP District Expense	\$ 65,315	\$ 88,775	\$ (23,460)	X	
	Phase 0190 SWRCB SSO NOV Response	\$ 10,000	\$ 7,594	\$ 2,406	X	
	10 MBI 15 SSMP Update and Bi-Annual Audit	\$ 30,000	\$ 55,865	\$ (25,865)	X	
	10 MBI 17 District Trunk Line I&I Study - Final Report	\$ 18,529	\$ 18,529	\$ 0	X	
		\$ 6,786	\$ 6,787	\$ (1)	X	
19-7095 - Zone 1/1A Agreement	Phase 0135 Zone 1-1A Coordination	\$ 30,000	\$ 871	\$ 29,129	X	
		\$ 30,000	\$ 871	\$ 29,129		
19-8061 - Structure/Grounds Maintenance - Major	04 MBI 11 Annual GIS/GPS Survey -Design	\$ 28,650	\$ 4,798	\$ 23,852		X
	10 MBI 01 O&M Manual Update	\$ 3,014	\$ 714	\$ 2,300	X	
	10 MBI 07 Emergency Response Plan - Studies	\$ 5,953	\$ 86	\$ 5,867	X	
	10 MBI 11 O&M Manual and SOP Training - Studies	\$ 2,055	\$ 0	\$ 2,055	X	
		\$ 17,628	\$ 3,998	\$ 13,630	X	
20-8065 - Structures/Grounds Replacement-Improvement	05 MBI 06 New Centrifuge - Contract Admin Subtotal	\$ 58,395	\$ 17,689	\$ 40,706		
		\$ 16,668	\$ 17,664	\$ (996)		X
		\$ 16,668	\$ 17,664	\$ (996)		
07 MBI 14	Long Range Plant Exp - Proj Mig/Permitting Subtotal	\$ 20,000	\$ 25	\$ 19,976	X	
		\$ 20,000	\$ 25	\$ 19,976		
07 MBI 16	Grease to Gas - Studies	\$ 13,327	\$ 0	\$ 13,327		1/2
07 MBI 16	Grease to Gas - Contract Admin Subtotal	\$ 8,400	\$ 0	\$ 8,400	1/2	X
		\$ 21,727	\$ 0	\$ 21,727		

Account No	Account Description	FY 2011-12 Total	As of 12-31-11 Wallace Group	Total Remaining	Admin	Contract Type Engineering
26-8015	Trunk Sewer Maintenance	\$ 98,694	\$ 3,878	\$ 94,816		
08 MBI 19	CIPP Lining - Design	\$ 8,758	\$ 756	\$ 8,002		X
08 MBI 19	CIPP Lining - Contract Admin	\$ 33,936	\$ 0	\$ 33,936		X
08 MBI 19	CIPP Lining - Project Management	\$ 6,000	\$ 0	\$ 6,000	X	
	Subtotal	\$ 48,694	\$ 756	\$ 47,938		
	Trunk Sewer Maintenance - Other:					
	Phase 0030 Sewer/Collection System	\$ 4,000	\$ 3,122	\$ 878	X	
	Phase 0117 Trunkline Video Inspection	\$ 38,000	\$ 0	\$ 38,000	X	
	Phase 0178 CA - Manhole Raising	\$ 5,000	\$ 0	\$ 5,000	X	
	Phase 0189 Update Trunk Sewer Model	\$ 3,000	\$ 0	\$ 3,000	X	
	Subtotal	\$ 50,000	\$ 3,122	\$ 46,878		
26-8061	Structure/Grounds Maintenance - Major	\$ 40,870	\$ 3,846	\$ 37,024		
06 MBI 04	Pri Clar No. 1 Catwalk & Drive - Design	\$ 15,507	\$ 2,585	\$ 12,922		X
06 MBI 04	Pri Clar No. 1 Catwalk & Drive - Cont Admin	\$ 15,804	\$ 392	\$ 15,412		X
06 MBI 04	Pri Clar No. 1 Catwalk & Drive - Proj Mgt	\$ 5,000	\$ 0	\$ 5,000	X	
	Subtotal	\$ 36,311	\$ 2,977	\$ 33,334		
09 MBI 01	FFR Pump Refurbishment - Contract Admin	\$ 1,559	\$ 869	\$ 690		X
09 MBI 01	FFR Pump Refurbishment - Project Mgt	\$ 3,000	\$ 0	\$ 3,000	X	
	Subtotal	\$ 4,559	\$ 869	\$ 3,690		
26-8065	Structures/Grounds Replacement-Improvement	\$ 107,045	\$ 15,200	\$ 91,845		
04 MBI 16	Electrical System Upgrade - Contract Admin	\$ 16,303	\$ 10,342	\$ 5,961		X
04 MBI 16	Electrical System Upgrade - Project Mgt	\$ 3,000	\$ 54	\$ 2,946	X	
	Subtotal	\$ 19,303	\$ 10,396	\$ 8,907		
06 MBI 13	Inf Pumps Gate & Check Valves - Design	\$ 19,552	\$ 4,188	\$ 15,364		X
06 MBI 13	Inf Pumps Gate & Check Valves - Contract Admin	\$ 13,190	\$ 616	\$ 12,574		X
	Subtotal	\$ 32,742	\$ 4,804	\$ 27,938		
11 MBI 08	Influent Pumps Failure - Design	\$ 27,500	\$ 0	\$ 27,500		X
11 MBI 08	Influent Pumps Failure - Contract Admin	\$ 17,500	\$ 0	\$ 17,500		X
11 MBI 08	Influent Pumps Failure - Project Management	\$ 10,000	\$ 0	\$ 10,000	X	
	Subtotal	\$ 55,000	\$ 0	\$ 55,000		
Totals		\$ 996,619	\$ 324,057	\$ 656,131	\$ 258,136	\$ 65,921

Invoice

Wallace Group
A California Corporation
612 Clarion Court
San Luis Obispo, CA 93401
Phone: 805-544-4011 Fax: 805-544-4294



January 06, 2012

Project No: 0026-0001-00

Invoice No: 32755

South SLOCo Sanitation District
Mr. Matthew Haber
P.O. Box 339
Oceano, CA 93475

Project 0026-0001-00 DISTRICT ADMINISTRATION (19-7076)
Professional services rendered through December 31, 2011

Labor

	Hours	Rate	Amount	
Principal	3.00	108.00	324.00	
Director of Water Resources	3.75	108.00	405.00	
Senior Civil Engineer I	2.75	98.00	269.50	
Senior Engineer III	8.00	108.00	864.00	
Civil Engineer I	11.25	84.00	945.00	
Engineering Associate II	2.75	73.00	200.75	
Admin Assistant III	16.00	51.00	816.00	
District Administrator/Engineer	47.50	98.00	4,655.00	
Totals	95.00		8,479.25	
Total Labor				8,479.25

Reimbursables

Postage/Shipping/Delivery	66.62	
Telephone	6.28	
Total Reimbursables	72.90	72.90

Reimbursables Units

Black/White Copies	
Color Copies (11x17)	
Color Copies (8.5x11)	235.15

Total this Invoice **\$8,787.30**

For questions regarding this invoice, please contact the billing manager shown below.

Authorized By: _____

John Wallace

Client Detail Report

Friday, January 06, 2012

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As of 12/31/2011

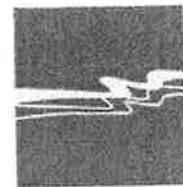
Date	Labor Code /Account	Employee/ Reference	Description	Hours/ Units
Project Number: 0026-0001-00 DISTRICT ADMINISTRATION (19-7076)				
Phase Number: 01112 Admin/Engineering (FY 11/12)				
Labor:				
12/1/2011		00150	Burkett, Christine - Edits/updates to agenda, staff reports, minutes, scan in 3 sections, email, fax, deliver to post office	3.75
12/12/2011		00150	Burkett, Christine - Agenda reminder emails, edits to agenda, mailing prep	.50
12/13/2011		00150	Burkett, Christine - Reformat and edit Barlogio staff and supt reports and attachments	1.25
12/14/2011		00150	Burkett, Christine - Reformat and edit valve staff report and minutes	1.00
12/15/2011		00150	Burkett, Christine - Edits to agenda, staff reports, minutes, scan board packets in 3 pieces, email, fax, and deliver to post office	3.50
12/27/2011		00150	Burkett, Christine - Send agenda reminder, draft 1-4 -12 agenda and add first 6 agenda/closed session items	.50
12/28/2011		00150	Burkett, Christine - Agenda updates, proof/edit Supt report, staff reports and minutes	1.75
12/29/2011		00150	Burkett, Christine - Edits to agenda, staff reports, minutes, and Supt report. Scan agenda, Supt report and complete board packet separately. Fax, email, post agenda to website, deliver to post office.	3.75
12/6/2011		00021	McPeck, Jill - MBI Budget Tracking	1.00
12/7/2011		00021	McPeck, Jill - Memo on Description of Work Performed	1.25
12/8/2011		00021	McPeck, Jill - Memo on Description of Work Performed	.50
12/12/2011		00021	McPeck, Jill - Invoice Recap Memo Revisions	.25
12/12/2011		00021	McPeck, Jill - Warrant Breakdown / Budget Expenditures by Account	1.00
12/15/2011		00021	McPeck, Jill - End of Month Reconciliation of P&L Statements	1.50
12/15/2011		00021	McPeck, Jill - MBI Budget Tracking	1.00
12/15/2011		00021	McPeck, Jill - Phase Coding for Active District Projects	1.00
12/19/2011		00021	McPeck, Jill - Budget Tracking Update for Board Meeting	.50
12/15/2011		00293	Mylonas, Anastasia - Resolution 2011-295 staff report per District Legal Counsel's comments and revisions..	.25
12/19/2011		00293	Mylonas, Anastasia - Update files to reference correct resolution number for Res. 2011-295 documents. Update staff report attachments. Review comments on the SWRCB's new draft WDR for sewer systems, and the implications of the WDR on SSLOCSD.	1.50
12/20/2011		00293	Mylonas, Anastasia - Coordinate voicemail recording for WWTP.	.25
12/21/2011		00293	Mylonas, Anastasia - Update Resolution 2011-295 staff report and attachments.	.50
12/22/2011		00293	Mylonas, Anastasia - Mail Bill Nicolls two copies of Resolution 2011-295 for signing.	.25
12/2/2011		00191	Stephens, Eileen - MBI Status Report Update	.50
12/6/2011		00191	Stephens, Eileen - MBI Project Status	.50
12/7/2011		00191	Stephens, Eileen - Warrant for Board Meeting	.50
12/19/2011		00191	Stephens, Eileen - MBI Status Update	1.00
12/20/2011		00191	Stephens, Eileen - Format and Print MBI Status	.25
12/15/2011		00053	Tanaka, Steven - IRWM Recycled Water Grant Application	3.75

Date	Labor Code /Account	Employee/ Reference	Description	Hours/ Units
12/1/2011		00002	Wallace, John - Agenda prep	4.00
12/2/2011		00002	Wallace, John - agenda review/prep, coord re: brine station, watershed sampling, purchase orders	2.00
12/2/2011		00002	Wallace, John - prep for personnel files, coord w/Dist Counsel	1.00
12/5/2011		00002	Wallace, John - review fee structure and status of software updates w/MA, project reviews	1.50
12/6/2011		00002	Wallace, John - personnel action analysis	1.00
12/6/2011		00002	Wallace, John - staff meeting/coord of projects	2.00
12/7/2011		00002	Wallace, John - board meeting and prep for board meeting	3.00
12/7/2011		00002	Wallace, John - coord w/District counsel and research re: personnel items	1.00
12/8/2011		00002	Wallace, John - coord re: adm items/reconcile board actions from board meeting	2.50
12/9/2011		00002	Wallace, John - personnel, research files	1.00
12/13/2011		00002	Wallace, John - coord w/Counsel re: personnel items	.50
12/13/2011		00002	Wallace, John - staff meeting/agenda prep	3.00
12/14/2011		00002	Wallace, John - recycled water grant application	1.00
12/15/2011		00002	Wallace, John - coord of personnel items	1.00
12/16/2011		00002	Wallace, John - agenda prep	3.00
12/16/2011		00002	Wallace, John - coordination of personnel items	1.00
12/21/2011		00002	Wallace, John - prep for and attend BOD meeting/meet w/Staff	4.00
12/22/2011		00002	Wallace, John - research personnel files	1.00
12/23/2011		00002	Wallace, John - project review/agenda followup	1.00
12/23/2011		00002	Wallace, John - review personnel files	1.00
12/27/2011		00002	Wallace, John - agenda prep/coordination	2.50
12/27/2011		00002	Wallace, John - staff meeting	2.00
12/28/2011		00002	Wallace, John - agenda prep/coordination	1.50
12/29/2011		00002	Wallace, John - Agenda prep	4.00
12/30/2011		00002	Wallace, John - coord of reports/analysis of lagoon monitoring	1.00
12/30/2011		00002	Wallace, John - prep of personnel documents	1.00
12/1/2011		00276	Yonker, Aaron - Prepare Attachment for Staff Report: Mutual Aid Assistance Program Enrollment. PDF enrollment Forms and submit for inclusion in 12-7-11 Board Packet.	.50
12/8/2011		00276	Yonker, Aaron - Debriefing with District Administrator regarding Board action taken at 12-7-11 District Board meeting re: staff reports prepared for CAL-WARN Mutual Aid Agreement and FOG Fee Resolution. Develop action items required for moving forward with Board action.	.50
12/8/2011		00276	Yonker, Aaron - Request Updated Mutual Aid Agreements from CalWARN and Public Works Mutual Aid Agreement Organizations as per District Board Request. Correspondence with mutual aid chair members. Prepare exhibit for board.	.75
12/13/2011		00276	Yonker, Aaron - Correspondence with California Sanitary Risk Management Association re: Receive CalWarn Operational Plan required for District enrollment in mutual aid sewer program. Review documents and prepare exhibits for Board presentation.	1.50
12/13/2011		00276	Yonker, Aaron - Prepare Staff Report for 12-21-11 Board Meeting re: Mutual Aid Agreement Enrollment for joint sewer response assistance. Prepare and assemble attachments for enrollment.	2.75
12/14/2011		00276	Yonker, Aaron - Preparation for 12-15-11 Collection System Coordination meeting. Research Cal-Warn Operational Plan. Develop requirements for establishing joint mutual aid agreement between Member Agencies and District.	2.25

Client Detail Report		As of 12/31/2011		Friday, January 06, 2012 12:27:36 PM
Date	Labor Code /Account	Employee/ Reference	Description	Hours/ Units
12/28/2011		00276	Yonker, Aaron - Prepare Staff Report for 1-4-2012 Board Meeting re: District enrollment in State Mutual Aid Programs. Prepare Agreements and misc. enrollment form attachments for signature by Board at 1-4-2011 Board Meeting.	2.50
12/29/2011		00276	Yonker, Aaron - Revisions to mutual aid agreement enrollment form necessary for January 4, 2011 Board Meeting agenda packet.	.50
12/6/2011		00145	Zehnder, Thomas - prep and attend MOU meeting	3.00
			Total Billable Labor	95.00
			Total Labor	95.00
Expenses:				
12/31/2011	0052.700	DEC2011	Postage December 2011 120111 CB	
12/31/2011	0052.700	DEC2011	Postage December 2011 121511 CB	
12/31/2011	0052.700	DEC2011	Postage December 2011 122211 AM	
12/31/2011	0052.700	DEC2011	Postage December 2011 122811 CB	
12/31/2011	0052.700	DEC2011	Postage December 2011 122911 CB	
12/2/2011	0052.800	18500	Blue Rooster Telecom November 11 Long Distance Blue Rooster	
12/31/2011	0052.800	18813	Blue Rooster Telecom December 11 Long Distance Blue Rooster	
			Total Billable Expenses	
			Total Expenses	
Units:				
12/1/2011	0096	0000178	120111 CB 8.5x11	143.00
12/21/2011	0096	0000178	122111 APY 8.5x11	15.00
12/22/2011	0096	0000178	122211 AM 8.5x11	1.00
12/19/2011	0098	0000178	121911 AM 11x17	1.00
12/21/2011	0098	0000178	122111 AM 11x17	5.00
12/1/2011	0106	0000178	120111 CB BW	499.00
12/13/2011	0106	0000178	121311 APY BW	32.00
12/15/2011	0106	0000178	121511 AM BW	3.00
12/15/2011	0106	0000178	121511 CB BW	681.00
12/19/2011	0106	0000178	121911 AM BW	3.00
12/21/2011	0106	0000178	122111 AM BW	15.00
12/21/2011	0106	0000178	122111 JLW BW	50.00
12/22/2011	0106	0000178	122211 AM BW	10.00
12/29/2011	0106	0000178	123011 CW BW	686.00
			Total Billable Units	2,144.00
			Total Units	2,144.00
			Total for 01112	2,239.00
			Total for 0026-0001-00	2,239.00

Invoice

Wallace Group
A California Corporation
612 Clarion Court
San Luis Obispo, CA 93401
Phone: 805-544-4011 Fax: 805-544-4294



WALLACE GROUP

South SLOCo Sanitation District
Mr. Matthew Haber
P.O. Box 339
Oceano, CA 93475

January 06, 2012
Project No: 0026-0002-00
Invoice No: 32754

Project 0026-0002-00 DISTRICT OPERATIONS PROJECTS

Professional services rendered through December 31, 2011

Phase 00030 Sewer/Collection System (26-8015)

Labor	Hours	Rate	Amount
Civil Engineer I	8.75	84.00	735.00
Totals	8.75		735.00
Total Labor			735.00

Reimbursables Units

Mileage 21.00

Total this Phase \$756.00

Phase 00035 Brine Disposal (19-7086)

Labor	Hours	Rate	Amount
Senior Engineer I	.75	98.00	73.50
Totals	.75		73.50
Total Labor			73.50
Total this Phase			\$73.50

Phase 00135 Zone 1-1A Coordination (19-7095)

Labor	Hours	Rate	Amount
District Administrator/Engineer	2.00	98.00	196.00
Totals	2.00		196.00
Total Labor			196.00
Total this Phase			\$196.00

Phase 00142 Rate Study (19-7076)

Labor	Hours	Rate	Amount
Senior Engineer III	1.50	108.00	162.00

Project	0026-0002-00	DISTRICT OPERATIONS PROJECTS	Invoice	32754
	Senior Mechanical Engineer II	.25 105.00	26.25	
	Totals	1.75	188.25	
	Total Labor			188.25
		Total this Phase		\$188.25

Phase	00157	PreTreatment Program (19-7065)		
Labor				
		Hours	Rate	Amount
	Senior Civil Engineer I	5.75	98.00	563.50
	Senior Engineer I	7.50	98.00	735.00
	Engineering Associate II	.25	73.00	18.25
	Admin Assistant III	.25	51.00	12.75
	Totals	13.75		1,329.50
	Total Labor			1,329.50

Reimbursables Units

Black/White Copies	.55
Total this Phase	\$1,330.05

Phase	00158	SSMP/Grease Control Program (19-7065)		
Labor				
		Hours	Rate	Amount
	Senior Civil Engineer I	.50	98.00	49.00
	Engineering Associate II	9.50	73.00	693.50
	Totals	10.00		742.50
	Total Labor			742.50

Reimbursables Units

Black/White Copies	
Color Copies (8.5x11)	2.30
Total this Phase	\$744.80

Phase	00162	WDR & SSMP District Expense (19-7087)		
Labor				
		Hours	Rate	Amount
	Senior Engineer III	.25	108.00	27.00
	Engineering Associate II	15.00	73.00	1,095.00
	Project Analyst I	2.25	66.00	148.50
	Totals	17.50		1,270.50
	Total Labor			1,270.50

Reimbursables Units

Black/White Copies	
Color Copies (8.5x11)	2.70
Total this Phase	\$1,273.20

Project	0026-0002-00	DISTRICT OPERATIONS PROJECTS	Invoice	32754
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Phase	00186	Air-Water Board Permit Reqmts (19-7068)
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Labor

	Hours	Rate	Amount	
Senior Engineer I	2.25	98.00	220.50	
Engineering Associate II	7.75	73.00	565.75	
Admin Assistant III	.25	51.00	12.75	
Totals	10.25		799.00	
Total Labor				799.00

Reimbursables Units

Color Copies (8.5x11)	
Mileage	17.40

Total this Phase	\$816.40
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Phase	00190	SWRCD SSO NOV Response (19-7087)
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Labor

	Hours	Rate	Amount	
Principal	20.00	108.00	2,160.00	
Senior Engineer I	98.50	98.00	9,653.00	
Civil Engineer I	38.50	84.00	3,234.00	
Engineering Associate II	15.75	73.00	1,149.75	
Senior Mechanical Engineer I	.50	102.00	51.00	
Admin Assistant III	1.50	51.00	76.50	
District Administrator/Engineer	23.50	98.00	2,303.00	
Totals	198.25		18,627.25	
Total Labor				18,627.25

Reimbursables Units

Black/White Copies	
Color Copies (11x17)	
Color Copies (8.5x11)	15.55

Total this Phase	\$18,642.80
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Phase	00700	Wastewater Systems (19-7077)
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Labor

	Hours	Rate	Amount	
Civil Engineer I	11.75	84.00	987.00	
Engineering Associate II	3.75	73.00	273.75	
Senior Mechanical Engineer II	46.50	105.00	4,882.50	
GIS Specialist	7.00	84.00	588.00	
Admin Assistant III	.50	51.00	25.50	
Admin Assistant I	1.25	42.00	52.50	
Totals	70.75		6,809.25	
Total Labor				6,809.25

Reimbursables

Reproductions	129.30
Mileage/Travel	60.75

Project	0026-0002-00	DISTRICT OPERATIONS PROJECTS	Invoice	32754
		Total Reimbursables	190.05	190.05

Reimbursables Units

Black/White Copies

Color Copies (8.5x11)

Mileage

80.70

Total this Phase **\$7,080.00**

Total this Invoice **\$31,101.00**

For questions regarding this invoice, please contact the billing manager shown below.

Authorized By: _____

John Wallace

Client Detail Report

Friday, January 06, 2012

12:23:03 PM

Wallace Group

As of 12/31/2011

Date	Labor Code /Account	Employee/ Reference	Description	Hours/ Units
Project Number: 0026-0002-00 DISTRICT OPERATIONS PROJECTS				
Phase Number: 00030 Sewer/Collection System (26-8015)				
Labor:				
12/1/2011		00276	Yonker, Aaron - Meeting with District Staff (Anastasia) SSMP, Sewer Use Ordinance update requirements.	.50
12/1/2011		00276	Yonker, Aaron - Meeting with District Staff re: SSMP and Communication Plan/FOG Resolution.	.50
12/7/2011		00276	Yonker, Aaron - Correspondence with David Patzer at California Sanitary Risk Management Authority re: Sewer Overflow and Backup Prevention and Response Training Course. Request training and required application.	.50
12/7/2011		00276	Yonker, Aaron - Prepare Sewer Flow Surcharge Calculations to be utilized during trunk system plugging and cleaning by City of Arroyo Grande Staff at District hotspots MH C-57-C-50.	.50
12/8/2011		00276	Yonker, Aaron - Prepare Sewer Flow Surcharge Calculations to be utilized during trunk system plugging and cleaning by City of Arroyo Grande Staff at District hotspots MH C-57-C-50.	1.75
12/9/2011		00276	Yonker, Aaron - Coordinate sewer cleaning between Manhole C-57 and C-50 (Annual Hotspot Cleaning).	.50
12/13/2011		00276	Yonker, Aaron - Prepare Preventative Maintenance Plan as per 2006 WDR Order and SSMP requirements defining maintenance activities and frequencies on District Trunk.	2.50
12/16/2011		00276	Yonker, Aaron - SSLOCSD provide Annual Hotspot Inspection at District Pipe Bridge between Manhole C68 and C-69 to assess vegetation encroachment and coatings and verify recent security measure remain in place to prevent trespass and liability.	2.00
Total Billable Labor				8.75
Total Labor				8.75
Units:				
12/16/2011	0205	0000178	121611 APY Mileage	42.00
Total Billable Units				42.00
Total Units				42.00
Total for 00030				50.75
Phase Number: 00035 Brine Disposal (19-7086)				
Labor:				
12/1/2011		00282	Billing, Heather - Met w/ Bob B. at WWTP to review current Brine Station status and status of KJenks study	.75
Total Billable Labor				.75
Total Labor				.75
Phase Number: 00135 Zone 1-1A Coordination (19-7095)				
Labor:				
12/13/2011		00002	Wallace, John - Zone 1-1A meeting	2.00
Total Billable Labor				2.00
Total Labor				2.00
Phase Number: 00142 Rate Study (19-7076)				
Labor:				
12/5/2011		00153	Lindahl, Nels - JEM Discussion Re. School Billings:	.25
12/1/2011		00021	McPeck, Jill - Rate Analysis Staff Report	.50
12/5/2011		00021	McPeck, Jill - Review of Items / Billing Information Required for Rate Analysis	1.00
Total Billable Labor				1.75
Total Labor				1.75
Total for 00142				1.75

Date	Labor Code /Account	Employee/ Reference	Description	Hours/ Units
Phase Number: 00157 PreTreatment Program (19-7065)				
Labor:				
12/1/2011		00282	Billing, Heather - Researched vol of wastewater and calc'd based on 700 cases, sent info. to monarch winery on land disposal options via RWQCB or options through SSLOCSD (issued IWDP) permit application. Visited winery site and updated Bob B. at WWTP on status.	3.75
12/2/2011		00282	Billing, Heather - Contacted Monarch Winery - Joe Wais, thanked for returning IU Permit application and informed that we will get back to him next week after review of app.	.25
12/8/2011		00282	Billing, Heather - Monarch Winery - begin review of documentation and organize (hardcopy and electronic)	.25
12/14/2011		00282	Billing, Heather - Began review of Monarch Winery Industrial Wastewater Permit Application. Responded to owner of winery regarding schedule to obtain permit and requirement for District to perform inspection.	1.25
12/22/2011		00282	Billing, Heather - Finished review of Monarch Winery Industrial Wastewater Discharge Permit application and drafted letter to send to owner requesting missing information.	2.00
12/21/2011		00150	Burkett, Christine - Create 2" project binder for PM	.25
12/1/2011		00293	Mylonas, Anastasia - Discuss Monarch Grove Winery in Grover Beach with Heather.	.25
12/2/2011		00191	Stephens, Eileen - pH Issue at Central Coast Water Treatment	.50
12/8/2011		00191	Stephens, Eileen - RFP for Pretreatment Ordinance Update	1.00
12/9/2011		00191	Stephens, Eileen - Pretreatment Application Follow-up-CFW, AG Hospital	.50
12/13/2011		00191	Stephens, Eileen - IU Follow Up - CFW, CCWT, AG Hospital	1.00
12/15/2011		00191	Stephens, Eileen - Writing RFP for Pretreatment Ordinance Update	1.50
12/19/2011		00191	Stephens, Eileen - Writing RFP for Pretreatment Ordinance Update	1.00
12/22/2011		00191	Stephens, Eileen - CA Fine Wire Permit Renewal	.25
Total Billable Labor				13.75
Total Labor				13.75
Units:				
12/1/2011	0106	0000178	120111 EES BW	11.00
Total Billable Units				11.00
Total Units				11.00
Total for 00157				24.75
Phase Number: 00158 SSMP/Grease Control Program (19-7065)				
Labor:				
12/9/2011		00293	Mylonas, Anastasia - Revise Resolution to the FOG Ordinance, and draft respective staff report. Draft letter notifying FSEs of the resolution.	5.00
12/12/2011		00293	Mylonas, Anastasia - Revise FOG resolution, staff report, and letter informing public of the Resolution.	1.50
12/13/2011		00293	Mylonas, Anastasia - Review Eileen's revisions and update FOG Resolution and associated Staff Report and Letter accordingly.	1.00
12/14/2011		00293	Mylonas, Anastasia - Resolution 2011-295 staff report.	1.00
12/15/2011		00293	Mylonas, Anastasia - Revise Resolution 2011-295 per District Legal Counsel's comments and revisions.	.50

Date	Labor Code /Account	Employee/ Reference	Description	Hours/ Units
12/19/2011		00293	Mylonas, Anastasia - Update Resolution 2011-295 per District Administrator's direction. Discuss the effects Resolution 2011-295 has on FOG Control Program enforcement with District Administrator in order to answer Chairman Nicholls's questions.	.50
12/12/2011		00191	Stephens, Eileen - FOG Fee Ordinance Letter Review	.50
Total Billable Labor				10.00
Total Labor				10.00
Units:				
12/14/2011	0096	0000178	121411 Am 8.5x11	2.00
12/9/2011	0106	0000178	120911 AM BW	10.00
12/14/2011	0106	0000178	121411 AM BW	4.00
Total Billable Units				16.00
Total Units				16.00
Total for 00158				26.00
Phase Number: 00162 WDR & SSMP District Expense (19-7087)				
Labor:				
12/8/2011		00021	McPeck, Jill - Sample RFPs for Ordinance Update Services	.25
12/1/2011		00293	Mylonas, Anastasia - Review status of communication plan with Tom. Discuss newsletter with Tammie. Coordinate first annual smp presentation to the Board with Christine. Revise FOG Fee staff report.	2.00
12/2/2011		00293	Mylonas, Anastasia - Get Influent BOD and TSS data for Bill.	.50
12/5/2011		00293	Mylonas, Anastasia - SSO flyers and SSO response inventory.	.50
12/6/2011		00293	Mylonas, Anastasia - SSO Inventory Quotes.	.25
12/7/2011		00293	Mylonas, Anastasia - Discuss reviewing the annual report with Heather. Influent characterization study spreadsheet.	1.00
12/8/2011		00293	Mylonas, Anastasia - Get Annual Report data from Heather and discuss review plan. Discuss Board's decision re: FOG resolution.	1.00
12/12/2011		00293	Mylonas, Anastasia - Influent Characterization Study.	1.00
12/13/2011		00293	Mylonas, Anastasia - Schedule monthly eSMR review.	.25
12/14/2011		00293	Mylonas, Anastasia - Update staff training record in SSMP. Coordinate adding a link to SSLOCSD's website on the City of AG's website.	.75
12/21/2011		00293	Mylonas, Anastasia - Review Annual SMR data.	2.25
12/22/2011		00293	Mylonas, Anastasia - Review Annual SMR data.	5.50
12/2/2011		00189	Nichols, Tammie - Newsletter article for communication plan;	2.25
Total Billable Labor				17.50
Total Labor				17.50
Units:				
12/14/2011	0096	0000178	121411 AM 8.5x11	3.00
12/1/2011	0106	0000178	120111 AM BW	6.00
Total Billable Units				9.00
Total Units				9.00
Total for 00162				26.50
Phase Number: 00186 Air-Water Board Permit Reqmts (19-7068)				
Labor:				
12/1/2011		00282	Billing, Heather - Met w/ Bob. B at WWTP to obtain remainder of NPDES Annual Monitoring data and discuss timeframe for creation of the 2011 Annual Report. Reviewed MMP status and CIWQS	1.75

Date	Labor Code /Account	Employee/ Reference	Description	Hours/ Units
12/8/2011		00282	Billing, Heather - Reviewed SSLOCSD Annual and Monthly SMR SOP and met w/ AM to plan and schedule review of annual	.50
12/21/2011		00150	Burkett, Christine - Create project binder for PM	.25
12/14/2011		00293	Mylonas, Anastasia - Review monthly eSMR. Get annual SMR data from Bob. Discuss with Heather.	3.75
12/19/2011		00293	Mylonas, Anastasia - Review data for the Annual SMR.	4.00
Total Billable Labor				10.25
Total Labor				10.25
Units:				
12/8/2011	0096	0000178	120811 HB 8.5x11	3.00
12/14/2011	0205	0000178	121411 AM Mileage	30.00
Total Billable Units				33.00
Total Units				33.00
Total for 00186				43.25

Phase Number: 00190 SWRCD SSO NOV Response (19-7087)

Labor:

12/7/2011		00282	Billing, Heather - Resumed Inf. Char Study requested by State Water Board	3.50
12/8/2011		00282	Billing, Heather - Cont. Inf Char Study for State Water Board.	6.50
12/9/2011		00282	Billing, Heather - Cont. Inf Char Study for State Water Board.	4.25
12/12/2011		00282	Billing, Heather - Completed draft of Inf. Char Study for Dec 19-20, 2010 SSO. JLW to review.	6.00
12/13/2011		00282	Billing, Heather - Contact SLO Cnty Env Health re: policy and water quality monitoring procedures after an SSO. mtg. w/ JLW for comments in Inf Char Study, incorporate comments into final draft.	5.00
12/15/2011		00282	Billing, Heather - Continued to research and write Influent Characterization Study for State Water Board. Final Draft 90% complete.	5.75
12/16/2011		00292	Billing, Heather - Final Draft of Influent Characterization Study for State Water Board to District Administrator for final review.	6.00
12/19/2011		00282	Billing, Heather - Final draft of Influent Characterization Study to District Admin. District Admin taking to meeting at State Water Board for questions/comments.	3.00
12/20/2011		00282	Billing, Heather - Research other agencies sewage spill responses for monitoring and conducting short and long term ecological impact studies. Requested City of Oceanside study for Dec. 2010 sewage spill, eco. impact study recently completed by Weston Solutions in Nov 2011	4.00
12/21/2011		00282	Billing, Heather - Listed to past RWQCB meeting audio minutes for information on how Savage Spill fines are calculated. Met with District Admin to discuss.	1.00
12/13/2011		00150	Burkett, Christine - Hotel reservations for 6 at Hyatt UC Davis and rental van	.50
12/21/2011		00150	Burkett, Christine - Create project binder for PM	.25
12/27/2011		00150	Burkett, Christine - Binders for Dist Admin (Grand Jury Response back-up, County Auditor Response, comb bind FY 2011-12 budget for Guerrero	.75
12/29/2011		00209	Groshart, Douglas - Discuss action item with Aaron Yonker - SWQCB has requested quantification of spills from individual residences.	.50
12/1/2011		00283	Huff, Valerie - Spill volume estimation, prep for meeting with water board	3.00
12/2/2011		00283	Huff, Valerie - Spill volume estimation, prep for meeting with water board	4.50
12/5/2011		00283	Huff, Valerie - Prep for 12/20 meeting, spill volume estimation & methodology	1.00

Client Detail Report			As of 12/31/2011	Friday, January 06, 2012 12:23:03 PM
Date	Labor Code /Account	Employee/ Reference	Description	Hours/ Units
12/6/2011		00283	Huff, Valerie - Prep for 12/20 meeting, spill volume estimation & methodology	2.00
12/7/2011		00283	Huff, Valerie - Prep for 12/20 meeting, spill volume presentation	2.50
12/9/2011		00283	Huff, Valerie - Prep for 12/20 meeting, spill volume presentation	.50
12/12/2011		00283	Huff, Valerie - Prepare spill methodology presentation and review meeting	6.00
12/13/2011		00283	Huff, Valerie - Prepare presentation for spill volume	1.50
12/14/2011		00283	Huff, Valerie - Prepare spill methodology presentation and review meeting	4.50
12/15/2011		00283	Huff, Valerie - Prepare spill methodology presentation and review meeting	4.00
12/16/2011		00283	Huff, Valerie - Prepare presentation for spill volume	6.00
12/19/2011		00283	Huff, Valerie - State Water Board mtg: final mtg prep and travel	8.00
12/20/2011		00283	Huff, Valerie - State Water Board meeting in Sacramento	8.00
12/21/2011		00283	Huff, Valerie - State Water Board Mtg follow up items	1.00
12/28/2011		00283	Huff, Valerie - Meet with Aaron, Tom, John for action plan on fine assessment	1.00
12/8/2011		00293	Mylonas, Anastasia - Research SSOs in CA and associated fines.	3.50
12/9/2011		00293	Mylonas, Anastasia - Research SSOs in CA and associated fines.	1.00
12/12/2011		00293	Mylonas, Anastasia - SSO volume and fine example research and summary.	3.50
12/13/2011		00293	Mylonas, Anastasia - Summarize SSO volumes and fines for other CA agencies. Discuss county sampling practices with Heather. Research SEP requirements re: Brine Study. Send enforcement policy sections to M. Seitz.	6.00
12/14/2011		00293	Mylonas, Anastasia - Review SEP information with John.	.50
12/15/2011		00293	Mylonas, Anastasia - Review influent characterization study data with staff.	.25
12/19/2011		00293	Mylonas, Anastasia - Review influent characterization study with staff.	.25
12/20/2011		00293	Mylonas, Anastasia - Discuss alternatives for moving forward with SWRCB NOV with staff.	.75
12/8/2011		00002	Wallace, John - continued prep for SWRCB meeting	1.00
12/12/2011		00002	Wallace, John - SWRCB prep	2.00
12/13/2011		00002	Wallace, John - review influent characterization study/report for SWRCB	.50
12/15/2011		00002	Wallace, John - meet w/District Counsel re: SWRCB meeting, continue prep for meeting/document, presentation revisions	3.00
12/16/2011		00002	Wallace, John - SWRCB prep and document review	2.00
12/19/2011		00002	Wallace, John - prep displays/presentation for SWRCB meeting	3.00
12/20/2011		00002	Wallace, John - meet w/SWRCB re: NOV calculations	8.00
12/21/2011		00002	Wallace, John - review SWRCB comments/coord with team re: NOV calculations	1.00
12/22/2011		00002	Wallace, John - coord response re: SWRCB calculations	1.00
12/29/2011		00002	Wallace, John - Team meeting and debriefing, analysis of SWRCB response for Jan 2012. Assignment of tasks	1.50
12/30/2011		00002	Wallace, John - ph calls re: SWRCB analysis and prep of response	.50

Client Detail Report		As of 12/31/2011		Friday, January 06, 2012 12:23:03 PM
Date	Labor Code /Account	Employee/ Reference	Description	Hours/ Units
12/1/2011		00276	Yonker, Aaron - Meeting with District Engineering Staff: SWRCB Spill Volume Engineering Assessment and Methodology and 12-20-11 Sacramento Meeting Preparation.	1.75
12/1/2011		00276	Yonker, Aaron - Prepare exhibit detailing sequence of manholes which spilled during the 12-19-2010 flood event. Exhibit to be presented to SWRCB at 12-20-11 meeting.	1.25
12/1/2011		00276	Yonker, Aaron - Spill Volume Methodology -- meeting with district staff to assess water board sewer spill volume determination.	.50
12/2/2011		00276	Yonker, Aaron - Prepare exhibit detailing sequence of manholes which spilled during the 12-19-2011 for use during 12-20-11 Meeting with State Water Board.	.75
12/7/2011		00276	Yonker, Aaron - Finalize State Water Board Office of Enforcement Spill Volume Methodology Assessment. Reduce spill volume numbers substantially. Review exhibits prepared for District Administrator and State Water Board.	.50
12/7/2011		00276	Yonker, Aaron - Meeting with District Administrator and Staff to review final spill volume methodology assessment and prepare for December 20 meeting with State Water Board to discuss potential liability from December 2010 sewer spill.	1.75
12/9/2011		00276	Yonker, Aaron - Preparation for meeting with State Water Resources Control Board in Sacramento on 12-20-11 re: December 2010 Sewer Spill liability consideration.	1.25
12/12/2011		00276	Yonker, Aaron - Meeting with District Administrator and District Staff: December 20, 2011 SWRCB Sacramento Meeting re: December 2010 Sewer Spill gallonage determination and liability discussions.	2.75
12/12/2011		00276	Yonker, Aaron - Prepare Power Point Presentation as support exhibits for State Water Resources Control Board Meeting in Sacramento 12-20-11 (i.e. sewer spill volume estimation from 12-19-1- sewer spill).	2.25
12/14/2011		00276	Yonker, Aaron - SWRCB Meeting preparation for 12 -20-11 meeting in Sacramento with Office of Enforcement re: December 2010 Sewer Spill findings.	1.50
12/15/2011		00276	Yonker, Aaron - Meeting with District Council and Dist. Adm. To review and prepare for December 20, 2011 meeting with State Water Resources Board re: December 19, 2010 sewer spill assessment.	1.75
12/15/2011		00276	Yonker, Aaron - Mtg with District Staff re: Influent Characterization Study requirements for meeting SWRCB Notice of Violation mandates re December 2010 sewer spill.	.50
12/16/2011		00276	Yonker, Aaron - Prepare photo exhibits for presentation by District Administrator to SWRCB during December 20, 2011 meeting to discuss sewer spill assessment.	2.75
12/19/2011		00276	Yonker, Aaron - Final meeting preparation with District Administrator and Staff prior to Meeting with State Office of Enforcement to review December 2010 Sewer Spill Volume Methodology and potential liability.	1.25
12/19/2011		00276	Yonker, Aaron - Preparation for meeting with State Office of Enforcement to review December 2010 Sewer Spill Volume Methodology and potential liability.	2.00
12/19/2011		00276	Yonker, Aaron - Print final exhibits prior to departure to Sacramento re: Meeting with State Office of Enforcement to review December 2010 Sewer Spill Volume Methodology and potential liability.	.75

Date	Labor Code /Account	Employee/ Reference	Description	Hours/ Units
12/19/2011		00276	Yonker, Aaron - Travel to Sacramento re: Meeting with State Office of Enforcement to review December 2010 Sewer Spill Volume Methodology and potential liability.	4.00
12/20/2011		00276	Yonker, Aaron - Meeting with State Office of Enforcement in Sacramento re: December 2010 Sewer Spill Volume Methodology and potential liability.	8.00
12/21/2011		00276	Yonker, Aaron - SWRCB Sacramento Meeting debriefing with District Staff.	.50
12/23/2011		00276	Yonker, Aaron - Review documentation and Water Quality Enforcement Policy provided by State Water board Office of Enforcement relating to prior violations and enforcement acts by other similar agencies re: December 2010 Sewer Spill.	1.00
12/28/2011		00276	Yonker, Aaron - Schedule meeting with District Administrator and District Staff to review December 20, 2011 SWRCB meeting in Sacramento and develop list of necessary action items for moving forward.	.25
12/29/2011		00276	Yonker, Aaron - Plot monthly Oceano Lagoon total and fecal coliform water monitoring results for 2011 as provided by plant superintendent. Assess for trends. Provide to District Administrator for review.	1.00
12/29/2011		00276	Yonker, Aaron - Prepare meeting minutes re: 12-20-11 meeting with State Water Board to discuss 12-19-10 sewage spill volume methodology and liability.	.50
12/1/2011		00145	Zehnder, Thomas - spill analysis	1.00
12/7/2011		00145	Zehnder, Thomas - review of calc meeting	1.50
12/8/2011		00145	Zehnder, Thomas - follow up on calcs	.50
12/12/2011		00145	Zehnder, Thomas - meeting to review presentation for SWB	2.00
12/14/2011		00145	Zehnder, Thomas - Design of Methodology	1.00
12/15/2011		00145	Zehnder, Thomas - Design of Methodology	1.00
12/19/2011		00145	Zehnder, Thomas - prep and travel to SWB	4.00
12/20/2011		00145	Zehnder, Thomas - meeting with SWB	8.00
12/29/2011		00145	Zehnder, Thomas - coordination of response	1.00
			Total Billable Labor	198.25
			Total Labor	198.25
Units:				
12/12/2011	0096	0000178	121211 HB 8.5x11	6.00
12/13/2011	0096	0000178	121311 AM 8.5x11	3.00
12/12/2011	0098	0000178	121211 HB 11x17	4.00
12/12/2011	0106	0000178	121211 APY BW	4.00
12/12/2011	0106	0000178	121211 AM BW	4.00
12/13/2011	0106	0000178	121311 AM BW	3.00
12/13/2011	0106	0000178	121311 APY BW	24.00
12/13/2011	0106	0000178	121311 AM BW	8.00
12/20/2011	0106	0000178	122011 HB BW	4.00
			Total Billable Units	60.00
			Total Units	60.00
			Total for 00190	258.25
Phase Number: 00700 Wastewater Systems (19-7077)				
Labor:				
12/19/2011		00150	Burkett, Christine - Make SWRCB binder for Seitz and add'l FY 20011-12 binder	.50
12/2/2011		00134	Lepore, Robert - Member agency map updates	1.50
12/5/2011		00134	Lepore, Robert - Member agency GIS map update	1.00
12/6/2011		00134	Lepore, Robert - Member agency GIS map update	2.50
12/7/2011		00134	Lepore, Robert - Member agency GIS map update	2.00
12/1/2011		00153	Lindahl, Neils - Stranrol Data Analysis and BB Telecon;	1.75

Date	Labor Code /Account	Employee/ Reference	Description	Hours/ Units
12/2/2011		00153	Lindahl, Nels - Plant Chemical Costs; Historical BOD Numbers;	3.50
12/5/2011		00153	Lindahl, Nels - Board Meeting Followup; Staff Meeting Followup;	3.75
12/6/2011		00153	Lindahl, Nels - SSLOCSD Staff Meeting	2.50
12/8/2011		00153	Lindahl, Nels - HBB Influent Data	.50
12/9/2011		00153	Lindahl, Nels - FFR Pump Curves; Cogen Issues with JLW;	.50
12/12/2011		00153	Lindahl, Nels - IT Contract Review; PG&E Rebate - > Lighting;	1.75
12/13/2011		00153	Lindahl, Nels - Staff Meeting; JWCE Telecon and Followup; IT Contract; Strantrol Data Analysis for Dechlor;	7.00
12/14/2011		00153	Lindahl, Nels - Meeting with TelStar Re. Water Testing and SCADA Implementation;	3.00
12/15/2011		00153	Lindahl, Nels - Centrifuge Record Drawing / PFD Review; Plant Tour Guide for Member Agencies Collections Staff;	2.75
12/16/2011		00153	Lindahl, Nels - Dechlor System Troubleshooting;	1.75
12/19/2011		00153	Lindahl, Nels - Prepare for Staff Meeting;	1.00
12/20/2011		00153	Lindahl, Nels - Staff Meeting; Staff Meeting Followup; Siemens MODBUS Followup;	6.00
12/21/2011		00153	Lindahl, Nels - Influent Pumping (11MBI08); Followup on PFD, IT Contract JWCE Contract;	5.75
12/22/2011		00153	Lindahl, Nels - Influent Pumping (11MBI08);	5.00
12/1/2011		00293	Mylonas, Anastasia - Review agenda for next week's CS Coord. Meeting.	.25
12/15/2011		00293	Mylonas, Anastasia - Collection System Coordination Meeting.	3.50
12/19/2011		00299	Shelton, David - Copy Dist Administrator's SWRCB Binder for Counsel Seitz & Copy FY 2011-12 Binder.	1.25
12/1/2011		00276	Yonker, Aaron - Distribute Agenda to collection system coordination committee members.	.25
12/2/2011		00276	Yonker, Aaron - Preparation for 12-8-11SSLOCSD Coordination Meeting.	1.00
12/5/2011		00276	Yonker, Aaron - Collection System Coordination Meeting: Coordinate with Arroyo Grande Engineering Consultant. Receive update sewer GIS files. Coordinate with WG GIS technician to update District maps for sewer response. Prepare for map distribution at 12-8-11 mtg.	1.00
12/5/2011		00276	Yonker, Aaron - December 8, 2011 Collection System Coordination Meeting Preparation.	1.25
12/6/2011		00276	Yonker, Aaron - December 8, 2011 Collection System Coordination Meeting Preparation.	.75
12/7/2011		00276	Yonker, Aaron - Plan Check Member Agency Collective Sewer Map re: to be utilized in conjunction with joint mutual aid agreement for emergency sewer response between MA's and District.	.50
12/7/2011		00276	Yonker, Aaron - Prepare draft Member Agency Mutual Aid Agreement utilizing Cal Warr Mutual Aid Agreement as template.	1.75
12/7/2011		00276	Yonker, Aaron - Research Reverse Indemnification for Sewer Use Ordinance re: private sewer lateral spill requirements in new State Water Board Waste Discharge Requirements Order.	.50
12/8/2011		00276	Yonker, Aaron - Cancel and reschedule SSLOCSD coordination meeting due to water main break within MA. Call all parties to confirm. Establish and send new meeting request. Coordinate with Plant to provide rescheduled treatment plant tour during rescheduled meeting.	1.25

Date	Labor Code /Account	Employee/ Reference	Description	Hours/ Units
12/15/2011		00276	Yonker, Aaron - Chair Member Agency Collection System Meeting. Provide treatment plant tour to member agency staff member re: improve knowledge of collection system impacts on plant.	3.00
12/16/2011		00276	Yonker, Aaron - Prepare Meeting Minutes from December Collection System Coordination Meeting. Distribute to attendees.	.50
Total Billable Labor				70.75
Total Labor				70.75
Expenses:				
12/10/2011	0052.200	18570	CRS West Inc., Coastal Reprographic Serv 231302 RAL	
12/6/2011	0052.500	0002696	Lindahl, Nels SSLOCSD Staff Meeting	
12/8/2011	0052.500	0002696	Lindahl, Nels Site Visit to Give Plant Tour	
12/13/2011	0052.500	0002696	Lindahl, Nels SSLOCSD Staff Meeting	
12/14/2011	0052.500	0002696	Lindahl, Nels Site Visit to Meet TelStar	
12/20/2011	0052.500	0002696	Lindahl, Nels SSLOCSD Staff Meeting	
Total Billable Expenses				
Total Expenses				
Units:				
12/6/2011	0096	0000178	120611 APY 8.5s11	20.00
12/19/2011	0096	0000178	121911 CB 6.5x11	50.00
12/19/2011	0106	0000178	121911 CB BW	222.00
12/28/2011	0106	0000178	122811 APY BW	12.00
12/15/2011	0205	0000178	121511 AM Mileage	26.00
Total Billable Units				330.00
Total Units				330.00
Total for 00700				400.75
Total for 0026-0002-00				834.75

Invoice

Wallace Group
A California Corporation
612 Clarion Court
San Luis Obispo, CA 93401
Phone: 805-544-4011 Fax: 805-544-4294



South SLOCo Sanitation District
Mr. Matthew Haber
P.O. Box 339
Oceano, CA 93475

January 06, 2012
Project No: 0026-0003-00
Invoice No: 32756

Project 0026-0003-00 DISTRICT REIMBURSABLE PROJECTS

Professional services rendered through December 31, 2011

Phase 00163 AG FOG Prog-Inspections-Reimb (19-7084)

Labor

	Hours	Rate	Amount
Senior Civil Engineer I	1.25	98.00	122.50
Engineering Associate II	9.00	73.00	657.00
Project Analyst I	8.25	66.00	544.50
Admin Assistant II	.25	47.00	11.75
Admin Assistant I	.25	42.00	10.50
Totals	19.00		1,346.25
Total Labor			1,346.25

Reimbursables

Postage/Shipping/Delivery	3.96
Total Reimbursables	3.96

Reimbursables Units

Black/White Copies	
Color Copies (8.5x11)	
Mileage	34.70

Total this Phase \$1,384.91

Phase 00164 AG FOG ReInspections-Reimb (19-7084)

Labor

	Hours	Rate	Amount
Engineering Associate II	.50	73.00	36.50
Project Analyst I	.75	66.00	49.50
Totals	1.25		86.00
Total Labor			86.00

Total this Phase \$86.00

Phase 00165 GB FOG Prog-Inspections-Reimb (19-7084)

Labor

Project 0026-0003-00 DISTRICT REIMBURSABLE PROJECTS Invoice 32756

	Hours	Rate	Amount	
Senior Civil Engineer I	3.50	98.00	343.00	
Engineering Associate II	21.25	73.00	1,551.25	
Project Analyst I	1.00	66.00	66.00	
Admin Assistant I	.50	42.00	21.00	
Totals	26.25		1,981.25	
Total Labor				1,981.25

Reimbursables

Postage/Shipping/Delivery	5.28	
Total Reimbursables	5.28	5.28

Reimbursables Units

Black/White Copies

Color Copies (11x17)

Color Copies (8.5x11)

Mileage

55.45

Total this Phase \$2,041.98

Phase 00166 GB FOG ReInspections-Reimb (19-7084)

Labor

	Hours	Rate	Amount	
Engineering Associate II	1.50	73.00	109.50	
Totals	1.50		109.50	
Total Labor				109.50
Total this Phase				\$109.50

Phase 00167 Oceano FOG Prog-Insp-Reimb (19-7084)

Labor

	Hours	Rate	Amount	
Project Analyst I	.50	66.00	33.00	
Totals	.50		33.00	
Total Labor				33.00
Total this Phase				\$33.00
Total this Invoice				\$3,655.39

For questions regarding this invoice, please contact the billing manager shown below.

Authorized By: _____

John Wallace

Client Detail Report

Friday, January 06, 2012

12:28:10 PM

Wallace Group

As of 12/31/2011

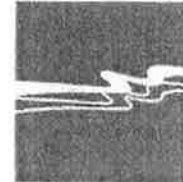
Date	Labor Code /Account	Employee/ Reference	Description	Hours/ Units
Project Number: 0026-0003-00 DISTRICT REIMBURSABLE PROJECTS				
Phase Number: 00163 AG FOG Prog-Inspections-Reimb (19-7084)				
Labor:				
12/21/2011		00292	Crooks, Laura - Prepare letters for mailing	.25
12/7/2011		00293	Mylonas, Anastasia - Permit application and paperwork processing.	.50
12/8/2011		00293	Mylonas, Anastasia - Update Access Database per 12/5/11 FOG inspections.	.50
12/14/2011		00293	Mylonas, Anastasia - Update Access database.	.25
12/15/2011		00293	Mylonas, Anastasia - Call AG Community Hospital to coordinate FOG inspection.	.25
12/20/2011		00293	Mylonas, Anastasia - FOG Inspections (AG Community Hospital, Old Village Grill). Process permit renewals.	1.00
12/21/2011		00293	Mylonas, Anastasia - Process FOG permit renewals and update Excel and Access databases.	.50
12/1/2011		00189	Nichols, Tammie - November End of Month FOG Report;	1.00
12/5/2011		00189	Nichols, Tammie - Inspections: Branch St Deli, Doc Burnstein's, El Taco Loco, Gibson Bros., Gina's, Jack in the Box, Jalapenos, Round Table, Spencer's, Village Cafe; Permits: Branch St Deli, Doc Burnstein's, El Taco Loco, Jack in the Box, Jalapenos, Village Cafe;	7.25
12/5/2011		00191	Stephens, Eileen - Inspections: Jack in the Box, Applebee's, Spencer's, Round Table, Jalapeno's, Gibson Bros, Alphy's, AG Meat Co, Doc Bernstein's, Taco Loco, Branch St Deli, Gina's, Village Cafe	5.75
12/7/2011		00191	Stephens, Eileen - Phone Call from Little Caesar's & E-mail re: Grease Trap Installation	.25
12/15/2011		00191	Stephens, Eileen - Correspondence with Little Caesar's on New Grease Trap Installation	.50
12/20/2011		00191	Stephens, Eileen - Inspection: AG Hospital, Old Village Grill	.75
12/6/2011		00022	Whitehead, Roxie - FOG Permits & Cover Ltrs for TAN	.25
Total Billable Labor				19.00
Total Labor				19.00
Expenses:				
12/31/2011	0052.700	DEC2011	Postage December 2011 120811 TAN	
12/31/2011	0052.700	DEC2011	Postage December 2011 122111 AM	
Total Billable Expenses				
Total Expenses				
Units:				
12/6/2011	0096	0000178	120611 TAN 8.5x11	18.00
12/7/2011	0096	0000178	120711 Am 8.5x11	2.00
12/20/2011	0096	0000178	122011 AM 8.5x11	2.00
12/21/2011	0096	0000178	122111 AM 8.5x11	2.00
12/6/2011	0106	0000178	120611 TAN BW	3.00
12/7/2011	0106	0000178	120711 AM BW	2.00
12/15/2011	0106	0000178	121511 AN BW	3.00
12/21/2011	0106	0000178	122111 Am BW	2.00
12/5/2011	0205	0000178	120511 TN Mileage	30.00
Total Billable Units				64.00
Total Units				64.00
Total for 00163				83.00
Phase Number: 00164 AG FOG ReInspections-Reimb (19-7084)				
Labor:				

Client Detail Report		As of 12/31/2011		Friday, January 06, 2012 12:28:10 PM	
Date	Labor Code /Account	Employee/ Reference	Description	Hours/ Units	
12/5/2011		00189	Nichols, Tammie - Re-inspects: Jersey Mike's, Little Caesar's, Burrito Loco;	.75	
12/5/2011		00191	Stephens, Eileen - Jersey Mike's, Burrito Loco, Little Caesar's	.50	
Total Billable Labor				1.25	
Total Labor				1.25	
Total for 00164				1.25	
Phase Number: 00165 GB FOG Prog-Inspections-Reimb (19-7084)					
Labor:					
12/21/2011		00292	Crooks, Laura - Prepare letters for mailing	.50	
12/14/2011		00293	Mylonas, Anastasia - Schedule and plan for 12/16 FOG inspections.	.50	
12/15/2011		00293	Mylonas, Anastasia - Call Phil's Catering regarding interceptor pump schedule. Prepare facility files, etc. for tomorrow's FOG inspections.	1.00	
12/16/2011		00293	Mylonas, Anastasia - FOG inspections (Fin's Restaurant, La Tapatia Market & Deli, Panaderia Carmelita #2, Taco de Acapulco No. 3, Willy's Market, Lil Bits Cafe, AJ Spurs, Phil's Catering Commissary, Vons).	4.25	
12/19/2011		00293	Mylonas, Anastasia - Coordinate and prepare records for tomorrow's FOG inspections.	.50	
12/20/2011		00293	Mylonas, Anastasia - FOG Inspections (Fattes Pizza, Yamato Japanese Restaurant, Taco Rico, Burger King, Orcutt Burger, Izakaya Raku, Old Tyme Chocolates). Called Vons and faxed permit application. Process FOG permit applications. Update AJ Spurs file with records received.	6.00	
12/21/2011		00293	Mylonas, Anastasia - Process FOG permit renewals and update Excel and Access databases.	4.50	
12/22/2011		00293	Mylonas, Anastasia - Process Vons's permit application and renew their FOG permit.	.25	
12/1/2011		00189	Nichols, Tammie - November End of Month FOG Report;	1.00	
12/16/2011		00191	Stephens, Eileen - Inspections: Fin's, La Tapatia, Panaderia Carmelita, Taco De Acapulco, Willy's, Lil Bits, AJ Spurs, Phil's Catering, Vons	4.25	
12/20/2011		00191	Stephens, Eileen - Inspections: Fattes Pizza, Yamato, Taco Rico, Burger King, Orcutt Burger, China Restaraunt Buffet, Izakaya Raku, Old Tyme Chocolate	3.50	
Total Billable Labor				26.25	
Total Labor				26.25	
Expenses:					
12/31/2011	0052.700	DEC2011	Postage December 2011 122111 AM		
12/31/2011	0052.700	DEC2011	Postage December 2011 122211 AM		
Total Billable Expenses					
Total Expenses					
Units:					
12/20/2011	0096	0000178	122011 AM 8.5x11	10.00	
12/21/2011	0096	0000178	122111 AM 8.5x11	9.00	
12/21/2011	0096	0000178	122111 AM 8.5x11	4.00	
12/14/2011	0098	0000178	121411 AM 11x17	2.00	
12/15/2011	0106	0000178	121511 AM BW	2.00	
12/20/2011	0106	0000178	122011 AM BW	7.00	
12/21/2011	0106	0000178	122111 AM BW	9.00	
12/21/2011	0106	0000178	122111 AM BW	3.00	
12/16/2011	0205	0000178	121611 EES Mileage	33.00	
12/20/2011	0205	0000178	122011 EES Mileage	33.00	
Total Billable Units				112.00	
Total Units				112.00	
Total for 00165				138.25	
Phase Number: 00166 GB FOG Reinspections-Reimb (19-7084)					

Date	Labor Code /Account	Employee/ Reference	Description	Hours/ Units
Labor:				
12/16/2011		00293	Mylonas, Anastasia - FOG Re-inspections (El Taco de Mexico, Grande Deli/Pro My Life).	.75
12/16/2011		00191	Stephens, Eileen - Re-Inspections: El Taco de Mexico, Grand Deli	.75
Total Billable Labor				1.50
Total Labor				1.50
Total for 00166				1.50
Phase Number: 00167 Oceano FOG Prog-Insp-Reimb (19-7084)				
Labor:				
12/1/2011		00189	Nichols, Tammie - November End of Month FOG Report;	.50
Total Billable Labor				.50
Total Labor				.50
Total for 0026-0003-00				224.50

Invoice

Wallace Group
A California Corporation
612 Clarion Court
San Luis Obispo, CA 93401
Phone: 805-544-4011 Fax: 805-544-4294



WALLACE GROUP

January 06, 2012

Project No: 0026-0100-00

Invoice No: 32753

South SLOCo Sanitation District
Mr. Matthew Haber
P.O. Box 339
Oceano, CA 93475

Project 0026-0100-00 MAJOR BUDGET ITEM (MBI) PROJECTS
Professional services rendered through December 31, 2011

Total this Project 0.00

Project 0026-0506-00 NEW CENTRIFUGE (20-8065)

Phase 00005 Contract Administration

Labor

	Hours	Rate	Amount
Senior Engineer III	.75	108.00	81.00
Engineering Associate III	11.00	79.00	869.00
Totals	11.75		950.00
Total Labor			950.00

Reimbursables

Reproductions			46.05
Total Reimbursables		46.05	46.05

Total this Phase \$996.05

Total this Project \$996.05

Project 0026-0604-00 PRIMARY CLARIFIER NO 1 (26-8061)

Phase 00004 Design & Survey

Labor

	Hours	Rate	Amount
Senior Civil Engineer I	2.75	98.00	269.50
Totals	2.75		269.50
Total Labor			269.50

Total this Phase \$269.50

Total this Project \$269.50

Project 0026-0613-00 INFL PUMPS GATE-CHECK VALVES (26-8065)

Project	0026-0100-00	MAJOR BUDGET ITEM (MBI) PROJECTS	Invoice	32753
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Phase	00004	Design & Survey
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Labor

	Hours	Rate	Amount
Civil Engineer I	22.25	84.00	1,869.00
Totals	22.25		1,869.00
Total Labor			1,869.00

Total this Phase	\$1,869.00
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Total this Project	\$1,869.00
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Project	0026-1011-00	O&M Manual & Assoc Training (19-8061)
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Phase	00002	Studies
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Labor

	Hours	Rate	Amount
Senior Engineer I	4.50	98.00	441.00
Totals	4.50		441.00
Total Labor			441.00

Reimbursables Units

Color Copies (8.5x11)

1.60

Total this Phase	\$442.60
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Total this Project	\$442.60
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Total this Invoice	\$3,577.15
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For questions regarding this invoice, please contact the billing manager shown below

Authorized By: _____

John Wallace

Client Detail Report

Friday, January 06, 2012

12:20:36 PM

Wallace Group

As of 12/31/2011

Date	Labor Code /Account	Employee/ Reference	Description	Hours/ Units
Project Number: 0026-0506-00 NEW CENTRIFUGE (20-8065)				
Phase Number: 00005 Contract Administration				
Labor:				
12/6/2011		00021	McPeck, Jill - Verify Retention Payment for Centrifuge Project	.25
12/19/2011		00021	McPeck, Jill - Breakdown of Warrant Amounts for New Centrifuge to Matt at District	.50
12/13/2011		00251	Whipple, Joshua - Meet with Peter and make changes to Centrifuge Record Drawings	1.50
12/14/2011		00251	Whipple, Joshua - Finalize and plot Centrifuge Record Drawings	7.00
12/15/2011		00251	Whipple, Joshua - Final revisions to Centrifuge Record Drawings = 1.5hrs; Clarified Valve Tag numbers on Centrifuge Record Drawings (Per OP's request via NWL)	2.50
Total Billable Labor				11.75
Total Labor				11.75
Expenses:				
12/15/2011	0052.200	18651	CRS West Inc., Coastal Reprographic Serv 236338	
12/20/2011	0052.200	18731	CRS West Inc., Coastal Reprographic Serv 236408 JSW	
12/22/2011	0052.200	18708	CRS West Inc., Coastal Reprographic Serv 236648 JSW	
Total Billable Expenses				
Total Expenses				
Total for 00005				11.75
Total for 0026-0506-00				11.75
Project Number: 0026-0604-00 PRIMARY CLARIFIER NO 1 (26-8061)				
Phase Number: 00004 Design & Survey				
Labor:				
12/2/2011		00191	Stephens, Eileen - New Drive vs. Re-Built Drive Research	.50
12/8/2011		00191	Stephens, Eileen - New Drive Purchase Order	2.00
12/9/2011		00191	Stephens, Eileen - Finalizing & Sending Purchase Order	.25
Total Billable Labor				2.75
Total Labor				2.75
Total for 00004				2.75
Total for 0026-0604-00				2.75
Project Number: 0026-0613-00 INFL PUMPS GATE-CHECK VALVES (26-8065)				
Phase Number: 00004 Design & Survey				
Labor:				
12/2/2011		00276	Yonker, Aaron - Project design specifications.	3.50
12/6/2011		00276	Yonker, Aaron - Project Management, element scheduling, specifications preparation.	3.00
12/9/2011		00276	Yonker, Aaron - Project Management, element scheduling, specifications preparation.	1.25
12/21/2011		00276	Yonker, Aaron - Project Specifications Preparation.	5.75
12/22/2011		00276	Yonker, Aaron - Project Specifications Preparation re: coating requirements for head works channels.	2.75
12/29/2011		00276	Yonker, Aaron - Project Specification Development. Headwork Coatings.	3.00
12/30/2011		00276	Yonker, Aaron - Project Specification Development: Manhole Lining and Bypass.	3.00
Total Billable Labor				22.25
Total Labor				22.25
Total for 00004				22.25

Date	Labor Code /Account	Employee/ Reference	Description	Hours/ Units
Project Number: 0026-1011-00 O&M Manual & Assoc Training (19-8051)				Total for 0026-0613-00 22.25
Phase Number: 00002 Studies				
Labor:				
12/6/2011		00282	Billing, Heather - Prepared sign in sheet, and reviewed chap 6, 7 and 8 in prep of trng at WWTP in afternoon. Reviewed all 3 chapters w/ ops. Began update of Chap 5 - Personnel.	4.50
Total Billable Labor				4.50
Total Labor				4.50
Units:				
12/6/2011	0096	0000178	120611 APY 8.5x11	2.00
Total Billable Units				2.00
Total Units				2.00
Total for 00002				6.50
Total for 0026-1011-00				6.50

Address Inquiries to: (805) 781-5040

County of San Luis Obispo
Office of the Auditor-Controller
1055 Monterey St, Room D220
San Luis Obispo, CA 93408

000135 1154668 P1

**WARRANT
NUMBER: 2339709**

SO SLO CO SANITATION DIST

VENDOR: WALLACE GROUP
9900001024

DATE: 02/22/2013

REFERENCE	DESCRIPTION	AMOUNT
JAN 2013	ADMIN & ENGINEERING / Special Dept Expense	9700.98
JAN 2013	ADMIN & ENGINEERING / Special Dept Expense	17111.63
JAN 2013	ADMIN & ENGINEERING / Special Dept Expense	3395.97
JAN 2013	ADMIN & ENGINEERING / Capital Outlay-Ext Entity Assets-S&I	2380.25

FOR SECURITY PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A BLUE-GREEN BACKGROUND AND AN ARTIFICIAL WATERMARK ON THE BACK



County of San Luis Obispo
Office of the Auditor-Controller
1055 Monterey St, Room D220
San Luis Obispo, CA 93408

UBOC DISBURSEMENT SERVICES
LOS ANGELES, CA 90071

90-4150
1222

No. 2339709

Date: 02/22/2013

THE TREASURER OF SAN LUIS OBISPO COUNTY WILL PAY EXACTLY:

Thirty-Two Thousand Five
Hundred Eighty-Eight and 83/100 Dollars

AMOUNT:

*****32588.83

VOID AFTER 08/24/2013

TO THE ORDER: WALLACE GROUP
612 CLARION CT
SAN LUIS OBISPO CA 93401-8177

James P. Elio

Auditor-Controller

SIGNATURE HAS A BLUE-GREEN BACKGROUND • BORDER CONTAINS MICROPRINTING

⑈ 2339709 ⑈ ⑆ 12224150 ⑆ ⑈ 9080007237 ⑈

COUNTY OF SAN LUIS OBISPO
EFS Authorization to Draw Warrant

2) Fund or Cost Center 612 SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
3) Authorization Number 022013 7409

To the Auditor Controller of San Luis Obispo County:

The undersigned hereby authorizes the drawing of a warrant

to the following payee.

4) Payee WALLACE GROUP ☐ Employee I.D. No. or
Address 612 CLARION COURT ☐ Social Security Number
(Check one)
City SAN LUIS OBISPO State CA Zip 93401

5) Description: ADMIN & ENGINEERING - JANUARY

6) Charge to:

FUND OR COST CENTER	ACCOUNT	INTERNAL ORDER	FUNCTIONAL AREA	AMOUNT	ENCUMBRANCE NUMBER	DESCRIPTION
612	5050430			9,700.98		7076
612	5050430			17,111.63		various
612	5050430			3,395.97		various
612	5500092			2,380.25		various
						various
VENDOR NO. 99-1024	1099 <input type="checkbox"/> Yes <input type="checkbox"/> No	WARRANT NO.		TOTAL 32,588.83		DATE
WARRANT WRITTEN? <input type="checkbox"/> Yes						

Authorizing Signatures:

Invoice

Wallace Group
A California Corporation
612 Clarion Court
San Luis Obispo, CA 93401
Phone: 805-544-4011 Fax: 805-544-4294



South SLOCo Sanitation District
Mr. Matthew Haber
P.O. Box 339
Oceano, CA 93475

January 11, 2013

Project No: 0026-0001-00

Invoice No: 34539

Project 0026-0001-00 SSLOCSD DISTRICT ADMINISTRATION(19-7076)
South San Luis Obispo County Community Services District-District Administration (19-7076)

Professional services rendered through December 31, 2012

Labor

	Hours	Rate	Amount	
Senior Civil Engineer I	2.25	98.00	220.50	
Senior Engineer III	7.00	108.00	756.00	
Civil Engineer I	4.25	84.00	357.00	
Engineering Associate II	4.25	73.00	310.25	
Senior Planner I	2.00	94.00	188.00	
Admin Assistant I	20.50	42.00	861.00	
District Administrator/Engineer	40.00	98.00	3,920.00	
Sr Env Comp. II	.75	103.00	77.25	
Sr Env Comp. I	15.00	103.00	1,545.00	
Totals	96.00		8,235.00	
Total Labor				8,235.00

Reimbursables

Postage Meter	32.99	
Telephone	2.18	
Total Reimbursables	35.17	35.17

Reimbursables Units

Black/White Copies	
Color Copies (8.5x11)	126.55

Total this Invoice \$8,396.72

For questions regarding this invoice, please contact the billing manager shown below.

Authorized By: _____

John Wallace

Client Detail Report

Friday, January 11, 2013
9:11:56 AM

Wallace Group

As of 12/31/2012

Billing Status	Date	Labor Category	Description	Hours/Units
Project Number: 0026-0001-00 SSLOCSD DISTRICT ADMINISTRATION(19-7076)				
Phase Number: 1213A Administration				
Labor:				
B	12/14/2012	Sr Env Comp. II	Billing, Heather - Revised RWQCB/NPDES Staff Report for District Admin	.50
B	12/17/2012	Sr Env Comp. II	Billing, Heather - Respond to questions on FY 12/13 budget re: WDR Permit Support from District Admin	.25
B	12/4/2012	Admin Assistant I	Burkett, Christine - Resize PDFs and emailed 5 budgets to Debbie Peterson	.50
B	12/5/2012	Admin Assistant I	Burkett, Christine - Edits to Hazard Mitigation Resolution and Commitment letter	.50
B	12/6/2012	Admin Assistant I	Burkett, Christine - first draft, first agenda item for 12/19/12 agenda	.25
B	12/10/2012	Admin Assistant I	Burkett, Christine - Agenda and agenda updates	.50
B	12/11/2012	Admin Assistant I	Burkett, Christine - Proof/edit minutes, add agenda item, emails/responses re schedule of board packet	1.00
B	12/12/2012	Admin Assistant I	Burkett, Christine - Agenda updates, write LAFCO staff report, staff report and minutes edits	1.25
B	12/13/2012	Admin Assistant I	Burkett, Christine - Agenda updates, 4 new agenda items, edit minutes and staff reports	3.75
B	12/14/2012	Admin Assistant I	Burkett, Christine - Wrote Nicolls staff report & reso, edit agenda, staff reports, minutes, final board packet, print and mail 9 copies, scan complete board packet, agenda and Supt report separately, then fax, email, post to website, deliver to post office.	4.25
B	12/20/2012	Admin Assistant I	Burkett, Christine - First draft, first agenda item for 1-2-13 agenda, proof/edit minutes, update all files/folders for 2013 and new board contacts	1.50
B	12/21/2012	Admin Assistant I	Burkett, Christine - Final Nicolls Resolution, duplicated 3" NPDES permit renewal 2009 binder for Barlogio	1.50
B	12/26/2012	Admin Assistant I	Burkett, Christine - Schedule 2 day board packet turnaround, edit/proof staff and Supt reports, update agenda, delete/add change closed session items	1.75
B	12/27/2012	Admin Assistant I	Burkett, Christine - Edits to agenda, staff reports, and minutes. Final board packet, print and mail 9 copies, scan complete board packet, agenda and Supt report separately, then fax, email, post to website, deliver to post office.	3.75
B	12/3/2012	Sr Env Comp. I	Callahan, William - Coordination meeting prep, phone calls re: digester repair contractors. Draft Reg Compliance staff report, Review AMGEN info and discuss potential emergency preparations for collection system.	2.50
B	12/4/2012	Sr Env Comp. I	Callahan, William - Staff report re: Reg Compliance- SSMP Update, WWTP O&M, SOPs, revisions re: same based on coordination meeting. Attend Monthly Coordination Meeting	5.50
B	12/5/2012	Sr Env Comp. I	Callahan, William - Revisions to staff report and e-mail to General Manager re: same, e-mail to Office Manager regarding manhole insert status, purchase, and installation	1.00
B	12/6/2012	Sr Env Comp. I	Callahan, William - Complete Staff Report re: Reg Compliance Status Report - SSMP Updates, WWTP O&M, SOPs. Review budget for Reg Compliance and CIP.	4.25
B	12/7/2012	Sr Env Comp. I	Callahan, William - Staff report revisions based on conversation w/ District Manager re: Development of Collection System EOPs and SSMP Updates	1.75

Client Detail Report		As of 12/31/2012		Friday, January 11, 2013 9:11:58 AM
Billing Status	Date	Labor Category	Description	Hours/ Units
B	12/21/2012	Senior Planner I	Chambers, Cynthia - Review Centrifuge Files, Locate Permits & PD, Copy Docs & Discuss with J.L.W (re Sludge Basin)	2.00
B	12/10/2012	Senior Engineer III	McPeck, Jill - Implement Q1 Budget Changes to Tracking Sheets / SSLOCSD System	.75
B	12/10/2012	Senior Engineer III	McPeck, Jill - MBI Budget Tracking	.50
B	12/10/2012	Senior Engineer III	McPeck, Jill - Research Remaining SSMP Budget	.25
B	12/11/2012	Senior Engineer III	McPeck, Jill - File Structure Setup for New MBIs	.25
B	12/11/2012	Senior Engineer III	McPeck, Jill - Implement Q1 Budget Changes to Tracking Sheets / SSLOCSD System	.75
B	12/17/2012	Senior Engineer III	McPeck, Jill - Budget Tracking Format w/Dist Administrator	.25
B	12/17/2012	Senior Engineer III	McPeck, Jill - MBI / WG Expenses Budget Tracking	1.00
B	12/17/2012	Senior Engineer III	McPeck, Jill - Mtg Re: Status of SRF Loan and Action Items	.75
B	12/18/2012	Senior Engineer III	McPeck, Jill - Grants Research for Sludge Lining	1.50
B	12/18/2012	Senior Engineer III	McPeck, Jill - MBI Tracking Sheet / Format and Printout for Board Meeting	1.00
B	12/10/2012	Engineering Associate II	Mylonas, Anastasia - Review status of compliance budget per District Administrator's direction. Check regulations regarding septic systems in the District.	.75
B	12/11/2012	Engineering Associate II	Mylonas, Anastasia - Revise District Newsletter per District Administrator's comments and revisions.	.25
B	12/12/2012	Engineering Associate II	Mylonas, Anastasia - Staff Report for RWQCB NPDES Program inspection and enforcement status. Review budget for SSMP and EOP review and discuss process and associated staff report with staff.	3.00
B	12/13/2012	Engineering Associate II	Mylonas, Anastasia - Assist Carollo with a copy of the Sewer Use Ordinance and updating them on the status of the Ordinance.	.25
B	12/18/2012	Senior Civil Engineer I	Stephens, Eileen - Clarifier Staff Report	1.50
B	12/19/2012	Senior Civil Engineer I	Stephens, Eileen - MBI Status Update/Notification	.75
B	12/4/2012	District Administrator/Engineer	Wallace, John - Plant staff meeting, meet w/Chairman re: agneda for 12/5	3.00
B	12/5/2012	District Administrator/Engineer	Wallace, John - meet w/Member Agencies re: billing methodologies, prep and attend board meeting	4.00
B	12/10/2012	District Administrator/Engineer	Wallace, John - staff services, prep for staff meeting, research biosolids paper	1.50
B	12/11/2012	District Administrator/Engineer	Wallace, John - staff meeting, coord of reports for board meeting	2.50
B	12/12/2012	District Administrator/Engineer	Wallace, John - review personnel hearing results w/atnys	1.00
B	12/13/2012	District Administrator/Engineer	Wallace, John - agenda prep	1.50
B	12/14/2012	District Administrator/Engineer	Wallace, John - agenda research, prep, staff reports coord w/staff	4.00
B	12/18/2012	District Administrator/Engineer	Wallace, John - meet w/Staff, director re: agenda;agenda prep	4.00
B	12/19/2012	District Administrator/Engineer	Wallace, John - prep for and attend BOD meeting	2.50
B	12/21/2012	District Administrator/Engineer	Wallace, John - Long Range plan re: SRF funding	1.00
B	12/26/2012	District Administrator/Engineer	Wallace, John - staff meeting, agenda prep	3.50
B	12/27/2012	District Administrator/Engineer	Wallace, John - tour of plant w/directors, agneda prep	5.00
B	12/28/2012	District Administrator/Engineer	Wallace, John - coord of audit response. staff coord re: reports	2.00
B	12/31/2012	District Administrator/Engineer	Wallace, John - review of agenda, co gen issues for closed session, coord RWQCB response to NOV, staff services	2.50

Billing Status	Date	Labor Category	Description	Hours/Units
B	12/12/2012	Civil Engineer I	Yonker, Aaron - Review draft Multi-Jurisdictional Local Hazard Mitigation Plan Review prior Board actions and meeting minutes. Prepare Staff Report for 2012-12-19 Board Meeting recommending adoption and inclusion of flood mitigation directives by Director Ferrara.	3.25
B	12/13/2012	Civil Engineer I	Yonker, Aaron - Phone correspondence with Dave Mathe re: draft Multi-Jurisdiction Local Hazard Mitigation Plan. Request/receive updated plan as per Director Ferrara comments. Incorporate into Board Packet (2012-12-19 Board Meeting).	1.00
Total Billable Labor				94.00
Total Labor				94.00

Expenses:

B	12/31/2012	December Postage	Postage -CB 12/14	
B	12/31/2012	December Postage	Postage -CB 12/27	
B	12/31/2012	Blue Rooster Telecom	December 2012 Long Distance Blue Rooster	
Total Billable Expenses				
Total Expenses				

Units:

B	12/13/2012	APY 8.5X11 CC	2.00
B	12/27/2012	BC 8.5X11 CC	13.00
B	12/27/2001	CB BW Copies	474.00
B	12/2/2012	JLW BW Copies	47.00
B	12/3/2012	EES BW Copies	26.00
B	12/5/2012	CB BW Copies	45.00
B	12/5/2012	JLW BW Copies	80.00
B	12/13/2012	APY BW Copies	44.00
B	12/14/2012	CB BW Copies	576.00
B	12/19/2012	JLW BW Copies	16.00
B	12/20/2012	CB BW Copies	761.00
B	12/26/2012	JLW BW Copies	40.00
B	12/26/2012	JLW BW Copies	120.00
B	12/31/2012	EES BW Copies	27.00
B	12/31/2012	JLW BW Copies	15.00
Total Billable Units			2,306.00
Total Units			2,306.00

Phase Number: 1213E Engineering

Labor:

B	12/14/2012	District Administrator/Engineer	Wallace, John - electrical systems eval, review, pump upgrades	2.00
Total Billable Labor				2.00
Total Labor				2.00

Invoice

Wallace Group
A California Corporation
612 Clarion Court
San Luis Obispo, CA 93401
Phone: 805-544-4011 Fax: 805-544-4294



January 11, 2013

Project No: 0026-0002-00

Invoice No: 34540

South SLOCo Sanitation District
Mr. Matthew Haber
P.O. Box 339
Oceano, CA 93475

Project 0026-0002-00 SSLOCS DISTRICT OPERATIONS PROJECTS

Professional services rendered through December 31, 2012

Phase 00030 Sewer/Collection System (19-8015)

Labor

	Hours	Rate	Amount
Civil Engineer I	16.00	84.00	1,344.00
Sr Env Comp. I	.75	103.00	77.25
Totals	16.75		1,421.25
Total Labor			1,421.25
Total this Phase			\$1,421.25

Phase 00033 Biosolids Handling (19-7085)

Labor

	Hours	Rate	Amount
District Administrator/Engineer	5.00	98.00	490.00
Totals	5.00		490.00
Total Labor			490.00
Total this Phase			\$490.00

Phase 00117 Trunkline Video Inspection (19-8015)

Labor

	Hours	Rate	Amount
Civil Engineer I	.25	84.00	21.00
Engineering Associate I	27.50	65.00	1,787.50
Totals	27.75		1,808.50
Total Labor			1,808.50

Reimbursables Units

Color Copies (8.5x11)	3.20
Total this Phase	\$1,811.70

Phase 00135 Zone 1-1A Coordination (19-7095)

Labor

Hours	Rate	Amount
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Project	0026-0002-00	SSLOCSD DISTRICT OPERATIONS PROJECTS	Invoice	34540
	District Administrator/Engineer	.50 98.00	49.00	
	Totals	.50	49.00	
	Total Labor			49.00
		Total this Phase		\$49.00

Phase	00142	Rate Study (19-7076)		
Labor				
		Hours	Rate	Amount
Senior Engineer III		1.00	108.00	108.00
District Administrator/Engineer		1.00	98.00	98.00
Totals		2.00		206.00
Total Labor				206.00
			Total this Phase	\$206.00

Phase	00157	PreTreatment Program (19-7065)		
Labor				
		Hours	Rate	Amount
Senior Civil Engineer I		1.25	98.00	122.50
Engineering Associate II		1.75	73.00	127.75
Sr Env Comp. II		21.50	103.00	2,214.50
Sr Env Comp. I		7.25	103.00	746.75
Totals		31.75		3,211.50
Total Labor				3,211.50

Reimbursables Units

Black/White Copies

Color Copies (8.5x11)

Mileage

27.60

Total this Phase \$3,239.10

Phase	00158	SSMP/Grease Control Program (19-7065)
Reimbursables		
Reproductions		40.41
Total Reimbursables		40.41
	Total this Phase	\$40.41

Phase	00162	WDR & SSMP District Expense (19-7087)		
Labor				
		Hours	Rate	Amount
Engineering Associate II		.25	73.00	18.25
Totals		.25		18.25
Total Labor				18.25
			Total this Phase	\$18.25

Phase	00172	Long Range Plan Design Engineering		
Labor				
		Hours	Rate	Amount

Project	0026-0002-00	SSLOCSD DISTRICT OPERATIONS PROJECTS	Invoice	34540
	Senior Planner II	4.75 89.25	423.94	
	Totals	4.75	423.94	
	Total Labor			423.94
		Total this Phase		\$423.94

Phase	00186	Air-Water Board Permit Reqmts (19-7068)		
Labor				
		Hours	Rate	Amount
	Engineering Associate II	6.50	73.00	474.50
	District Administrator/Engineer	4.00	98.00	392.00
	Sr Env Comp. II	28.50	103.00	2,935.50
	Totals	39.00		3,802.00
	Total Labor			3,802.00

Reimbursables Units

Black/White Copies

Color Copies (8.5x11)

Mileage

25.60

Total this Phase \$3,827.60

Phase	00190	SWRCD SSO NOV Response (19-7087)		
Labor				
		Hours	Rate	Amount
	Senior Engineer I	3.00	98.00	294.00
	Engineering Associate II	3.50	73.00	255.50
	Senior Mechanical Engineer II	2.00	105.00	210.00
	Admin Assistant III	.50	51.00	25.50
	District Administrator/Engineer	7.00	98.00	686.00
	Totals	16.00		1,471.00
	Total Labor			1,471.00
		Total this Phase		\$1,471.00

Phase	00700	Wastewater Systems (19-7077)		
Labor				
		Hours	Rate	Amount
	Engineering Associate II	4.25	73.00	310.25
	Senior Mechanical Engineer II	7.50	105.00	787.50
	Totals	11.75		1,097.75
	Total Labor			1,097.75

Reimbursables

Mileage/Travel

29.98

Total Reimbursables

29.98

29.98

Reimbursables Units

Black/White Copies

Color Copies (8.5x11)

Mileage

29.45

Project	0026-0002-00	SSLOCSD DISTRICT OPERATIONS PROJECTS	Invoice	34540
			Total this Phase	\$1,157.18

Phase	0700S	December 2010 Storm Event (19-7082)
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Labor

	Hours	Rate	Amount	
Senior Mechanical Engineer II	3.00	105.00	315.00	
District Administrator/Engineer	1.00	98.00	98.00	
Totals	4.00		413.00	
Total Labor				413.00

Reimbursables Units

Black/White Copies	5.45
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Total this Phase	\$418.45
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Total this Invoice	\$14,573.88
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For questions regarding this invoice, please contact the billing manager shown below.

Authorized By: _____

John Wallace

Client Detail Report

Friday, January 11, 2013

9:12:03 AM

Wallace Group

As of 12/31/2012

Billing Status	Date	Labor Category	Description	Hours/Units
Project Number: 0026-0002-00 SSLOCSD DISTRICT OPERATIONS PROJECTS				
Phase Number: 00030 Sewer/Collection System (19-8015)				
Labor:				
B	12/6/2012	Sr Env Comp. I	Callahan, William - SSLOCSD draft SOP template for consideration by SSLOCSD Member Agency Coordination Committee	.75
B	12/5/2012	Civil Engineer I	Yonker, Aaron - Develop Rehabilitation and Repair Plan draft Documents for superintendent review re: District Trunk Sewer as per SWRCB WDR Order.	1.00
B	12/5/2012	Civil Engineer I	Yonker, Aaron - SSLOCSD Rehabilitation and Repair Program Requirements for collection system. Correspondence with Staff re: SWRCB Order requirements for District Compliance. Project management. Review status and requirements to complete plans.	.75
B	12/6/2012	Civil Engineer I	Yonker, Aaron - Develop Rehabilitation and Repair Plan draft Documents for superintendent review re: District Trunk Sewer as per SWRCB WDR Order.	1.00
B	12/6/2012	Civil Engineer I	Yonker, Aaron - SSLOCSD Member Agency Monthly Coordination Meeting. Correspondence and invitation to committee members. Provide documentation necessary for upcoming meeting.	.25
B	12/7/2012	Civil Engineer I	Yonker, Aaron - Develop contingency items for use during 2012-12-18 Inverted siphon cleaning on trunk sewer. Cleaning to be performed by contracted services by plugging line and surcharging trunk sewer.	1.75
B	12/7/2012	Civil Engineer I	Yonker, Aaron - Prepare documents to chair December Member Agency Coordination Meeting.	2.75
B	12/10/2012	Civil Engineer I	Yonker, Aaron - District Collection System Preventative Maintenance Plan as per SWRCB WDR. Manhole accessibility. Identify inaccessible manhole locations for entry by operations Staff.	2.75
B	12/11/2012	Civil Engineer I	Yonker, Aaron - SSLOCSD Collection System Coordination Meeting preparation. Agenda and agenda item document preparation. Distribute to Committee Members.	1.25
B	12/13/2012	Civil Engineer I	Yonker, Aaron - Chair Monthly Coordination Meeting with District and Member Agency Collection System Committee Members. Meet with Regional Water Board Inspection Staff during meeting re: upcoming Water Board Inspections and expectations for group.	2.50
B	12/31/2012	Civil Engineer I	Yonker, Aaron - Develop preventative Maintenance Plan as per SSMP WDR.	1.50
B	12/31/2012	Civil Engineer I	Yonker, Aaron - Meeting with District Administrator re: scheduling monthly coordination meeting with RWQCB representative to maintain continuity between Districts.	.50
Total Billable Labor				16.75
Total Labor				16.75
Phase Number: 00033 Biosolids Handling (19-7035)				
Labor:				
B	12/6/2012	District Administrator/Engineer	Wallace, John - review biosolids interim ordinance, meet w/agencies and CASA rep re: current status and actions on interim ordinance	1.50
B	12/10/2012	District Administrator/Engineer	Wallace, John - review project timing extent for improvement to biosolids lagoon	.50
B	12/11/2012	District Administrator/Engineer	Wallace, John - coord re: biosolids info/letter	1.00
B	12/12/2012	District Administrator/Engineer	Wallace, John - coord re: biosolids handling/disposal/storage area	1.00

Billing Status	Date	Labor Category	Description	Hours/Units
B	12/20/2012	District Administrator/Engineer	Wallace, John - biosolids storage area research documentation re: lining	1.00
Total Billable Labor				5.00
Total Labor				5.00
Phase Number: 00117 Trunkline Video Inspection (19-8015)				
Labor:				
B	12/3/2012	Engineering Associate I	Rutherford, Erik - project kickoff with APY	.75
B	12/5/2012	Engineering Associate I	Rutherford, Erik - Project kickoff coordination	.50
B	12/6/2012	Engineering Associate I	Rutherford, Erik - kickoff meeting with Bob	1.00
B	12/7/2012	Engineering Associate I	Rutherford, Erik - Trunkline cleaning specs	2.50
B	12/10/2012	Engineering Associate I	Rutherford, Erik - Bid Package Development	3.75
B	12/11/2012	Engineering Associate I	Rutherford, Erik - Bid Package Development	4.50
B	12/17/2012	Engineering Associate I	Rutherford, Erik - Bid Docs	3.00
B	12/21/2012	Engineering Associate I	Rutherford, Erik - Bid Docs	4.50
B	12/26/2012	Engineering Associate I	Rutherford, Erik - Bid Docs	4.25
B	12/27/2012	Engineering Associate I	Rutherford, Erik - Bid Docs	2.75
B	12/3/2012	Civil Engineer I	Yonker, Aaron - Project Kick Off meeting with Design Engineer.	.25
Total Billable Labor				27.75
Total Labor				27.75
Units:				
B	12/3/2012		APY 8.5X11 CC	4.00
Total Billable Units				4.00
Total Units				4.00
Phase Number: 00135 Zone 1-1A Coordination (19-7095)				
Labor:				
B	12/18/2012	District Administrator/Engineer	Wallace, John - coord re: meeting and minutes	.50
Total Billable Labor				.50
Total Labor				.50
Phase Number: 00142 Rate Study (19-7076)				
Labor:				
B	12/11/2012	Senior Engineer III	McPeck, Jill - Research Other Agencies Prop 218 Proceedings for Billing for Treatment Costs	.75
B	12/12/2012	Senior Engineer III	McPeck, Jill - Disc w/JAF Re: Status of Rate Analysis and Billing Methods for SRF Status	.25
B	12/17/2012	District Administrator/Engineer	Wallace, John - meet re: rate study status and coord w/Member Agencies	1.00
Total Billable Labor				2.00
Total Labor				2.00
Phase Number: 00157 PreTreatment Program (19-7065)				
Labor:				
B	12/3/2012	Sr Env Comp. II	Billing, Heather - Respond to request to send out Walmart Permit. Review of EPA Model Pretreatment Ord.	.75
B	12/4/2012	Sr Env Comp. II	Billing, Heather - Summarized notes from Pretreat Ord Update Kick/Off Mtg, Met with Distr Admin for decision on comb. ord. E-mailed Carollo (P. Carlo) with results. Began review of Model EPA Ord. against EPA checklist completed by Carollo.	3.50
B	12/6/2012	Sr Env Comp. II	Billing, Heather - Industrial User Survey - researched pretreat user group for info. re: high school labs, breweries, and wineries. Model EPA Ord requirements for SIU, review proposed changes by P. Carlo	1.00
B	12/7/2012	Sr Env Comp. II	Billing, Heather - Internet and Google Earth search with Bill C. and Anas M. to narrow down list of potential SIUs for survey. Researched and found list of categorical linked to SIC/NAICS codes for classifying.	2.00

Billing Status	Date	Labor Category	Description	Hours/Units
B	12/10/2012	Sr Env Comp. II	Billing, Heather - Review of 2011 Sewer Use Ord for Pretreat. Ord Overlaps. Scheduled meeting with Carollo (Penny C) and Dist Admin (JLW) to discuss. Review of contract and budget. Review CCWT sampling req. with Plant Sup.	2.75
B	12/11/2012	Sr Env Comp. II	Billing, Heather - Mtg with Penny Carlo (Carollo) and Dist Admin (JLW) to discuss 2011 Sewer Use Ord and 1994 Pretreat Ord; pros/cons of combining. Cont review of 2005 EPA Model Ord and changes proposed.	1.50
B	12/12/2012	Sr Env Comp. II	Billing, Heather - Indus User Survey - Site visits with Bill C. to businesses in AG, GB, and Oceano that have potential to discharge process wastewater to POTW. Oceano Ice, SCS Wire, 5 Cities Water, Hotlix, and Payno Lab. Teleconf. w/ Penny C. 4:00 - 5:00 PM re: Pret Ord.	5.50
B	12/13/2012	Sr Env Comp. II	Billing, Heather - E-mails to Penny Carlo with Word Doc 2011 SUO and decision to add Pretreat Ord to SUO. Schedule mtg. with M. Seitz to review Legal Authority	.75
B	12/14/2012	Sr Env Comp. II	Billing, Heather - Cont. Review of EPA Model Ord for Carollo required streamlining regs; required as result of Industrial User Survey	1.00
B	12/17/2012	Sr Env Comp. II	Billing, Heather - ICWS Survey Report - Cont research and draft report for Zero Discharge CIUs and Middle Tier CIU	2.75
B	12/7/2012	Sr Env Comp. I	Callahan, William - Sewer IUS: Final List for Inspections, Google Search confirming list and addition of 3 facilities, Follow up phone calls to schedule inspections.	2.00
B	12/10/2012	Sr Env Comp. I	Callahan, William - Sewer IUS: pre inspection calls and research to establish sewer service vs septic service for potential industrial dischargers in Grover Beach.	.75
B	12/12/2012	Sr Env Comp. I	Callahan, William - Sewer IUS pre inspection preparation, inspections, update master list post inspections.	4.50
B	12/7/2012	Engineering Associate II	Mylonas, Anastasia - Industrial and Commercial User Survey.	.50
B	12/10/2012	Engineering Associate II	Mylonas, Anastasia - Industrial and Commercial User Survey.	.75
B	12/12/2012	Engineering Associate II	Mylonas, Anastasia - Industrial Commercial User Survey.	.50
B	12/3/2012	Senior Civil Engineer I	Stephens, Eileen - Ordinance Update Coordination	.25
B	12/4/2012	Senior Civil Engineer I	Stephens, Eileen - Ordinance Update Coordination 0.5/WalMart Permit Issues 0.5	1.00
Total Billable Labor				31.75
Total Labor				31.75
Units:				
B	12/13/2012		BC 8.5X11 CC	8.00
B	12/12/2012		BC BW Copies	4.00
B	12/12/2012		HB Mileage SLV Ranger 12/12/12	42.00
Total Billable Units				54.00
Total Units				54.00
Phase Number: 00150 SSMP/Grease Control Program (19-7065)				
Expenses:				
B	12/12/2012		CRS West Inc., Coastal Reprographic Serv 249871 AM	
Total Billable Expenses				
Total Expenses				
Phase Number: 00162 WDR & SSMP District Expense (19-7087)				
Labor:				
B	12/4/2012	Engineering Associate II	Mylonas, Anastasia - Discuss Draft EOPs with District Administrator.	.25
Total Billable Labor				.25

Billing Status	Date	Labor Category	Description	Hours/Units
				Total Labor .25
Phase Number: 00172 Long Range Plan Design Engrg				
Labor:				
B	12/17/2012	Senior Planner II	Freund, Jeremy - SRF loan appl coord.	.50
B	12/20/2012	Senior Planner II	Freund, Jeremy - Telecon State office re: SRF Loan Appl; document process	3.25
B	12/21/2012	Senior Planner II	Freund, Jeremy - SRF Loan Application status update memo	1.00
Total Billable Labor				4.75
Total Labor				4.75
Phase Number: 00186 Air-Water Board Permit Reqrts (19-7068)				
Labor:				
B	12/10/2012	Sr Env Comp. II	Billing, Heather - Mtg with Dist Admin, Downloaded CIWQS reports and directed Anas. M. to write staff report on SLO Cnty NPDES Permittees	.75
B	12/14/2012	Sr Env Comp. II	Billing, Heather - 2012 NPDES Annual Report and 2013 Benthic Studies and Outfall Inspection; Review tasks, schedule, and progress with Plant Sup. Bob B. Update Dist. Admin. Update DA on RWQCB inspections 12/12&13.	2.25
B	12/18/2012	Sr Env Comp. II	Billing, Heather - Begin review of RWQCB NOV received; Notification of joint US EPA/RWQCB inspection received from Dist. Admin JLW directed to attend and begin preparations	3.00
B	12/19/2012	Sr Env Comp. II	Billing, Heather - Prepare (pull reports, plans, inspection records) and participated in US EPA/RWQCB inspection at SSLOCSD WWTP. Plant Sup (Bob B.) and District Admin (JLW) also part of inspection.	10.00
B	12/20/2012	Sr Env Comp. II	Billing, Heather - Dec NOV Review and Research for response in Technical Report. Draft Memo to Dist Admin (JLW) as requested re: NOV	5.00
B	12/21/2012	Sr Env Comp. II	Billing, Heather - Finish agenda, revise Dist. Admin Talking Points, and attend mtg at RWQCB re: CEI inspection, Dec NOV, and Dec EPA Inspect. Plant Sup (Bob B), Board Dir (Tony F), and Dist Admin (JLW) in attendance. NOV Response Plan and Schedule to Dist. Admin	7.50
B	12/10/2012	Engineering Associate II	Mylonas, Anastasia - Coordinate November SMR Review for next Monday with Bob.	.25
B	12/12/2012	Engineering Associate II	Mylonas, Anastasia - Notification from staff regarding unexpected RWQCB inspection today.	.25
B	12/13/2012	Engineering Associate II	Mylonas, Anastasia - Memo regarding RWQCB's Katie DiSimone visit to SSLOCSD today.	1.00
B	12/18/2012	Engineering Associate II	Mylonas, Anastasia - Coordinate and conduct November Self-Monitoring Report review. RWQCB Public Records Request regarding Inspection Reports per the District Administrator's request.	3.50
B	12/19/2012	Engineering Associate II	Mylonas, Anastasia - Conduct November Self-Monitoring Report review.	1.50
B	12/19/2012	District Administrator/Engineer	Wallace, John - Meet w/RWQCB, EPA inspection	4.00
Total Billable Labor				39.00
Total Labor				39.00
Units:				
B	12/14/2012		HB 8.5X11 CC	1.00
B	12/18/2012		AM 8.5X11 CC	12.00
B	12/11/2012		AM BW Copies	2.00
B	12/18/2012		AM BW Copies	32.00
B	12/19/2012		HB Mileage SLV Ranger 12/19/12	27.00
Total Billable Units				74.00
Total Units				74.00
Phase Number: 00190 SWRCD SSO NOV Response (19-7087)				
Labor:				

Billing Status	Date	Labor Category	Description	Hours/ Units
B	12/11/2012	Admin Assistant III	Burkett, Christine - Print, collate 7 docs from attorneys for John Wallace	.50
B	12/5/2012	Senior Engineer I	Huff, Valerie - ACL Response summary timeline memo writeup/digital file archives	3.00
B	12/20/2012	Senior Mechanical Engineer II	Lindahl, Nels - Heather NoV Questions;	.25
B	12/21/2012	Senior Mechanical Engineer II	Lindahl, Nels - Redrock Study discussion w/ staff	1.75
B	12/19/2012	Engineering Associate II	Mylonas, Anastasia - Reviewed NOV from the RWQCB. NOV response coordination with staff and District Administrator.	2.00
B	12/20/2012	Engineering Associate II	Mylonas, Anastasia - NOV response coordination with staff and District Administrator	1.50
B	12/18/2012	District Administrator/Engineer	Wallace, John - coord response, analysis of NOV	1.50
B	12/21/2012	District Administrator/Engineer	Wallace, John - prepare for and meet w/RWQCB re: 12-18-12 NOV	4.00
B	12/29/2012	District Administrator/Engineer	Wallace, John - review of 121812 NOV and response for extension of time	1.50
Total Billable Labor				16.00
Total Labor				16.00
Phase Number: 00700 Wastewater Systems (19-7077)				
Labor:				
B	12/4/2012	Senior Mechanical Engineer II	Lindahl, Nels - Staff Meeting	1.50
B	12/17/2012	Senior Mechanical Engineer II	Lindahl, Nels - Meeting Prep;	1.00
B	12/18/2012	Senior Mechanical Engineer II	Lindahl, Nels - Staff Meeting and Followup;	5.00
B	12/11/2012	Engineering Associate II	Mylonas, Anastasia - Prepare info for this week's Collection System Coordination Meeting.	.75
B	12/12/2012	Engineering Associate II	Mylonas, Anastasia - Prepare info for this week's Collection System Coordination Meeting.	.25
B	12/13/2012	Engineering Associate II	Mylonas, Anastasia - Collection System Coordination Meeting.	2.75
B	12/17/2012	Engineering Associate II	Mylonas, Anastasia - Collection System Coordination Meeting - Meeting Minutes.	.50
Total Billable Labor				11.75
Total Labor				11.75
Expenses:				
B	12/4/2012		Lindahl, Nels Staff Meeting	
B	12/18/2012		Lindahl, Nels Staff Meeting	
Total Billable Expenses				
Total Expenses				
Units:				
B	12/13/2012		AM 8.5X11 CC	9.00
B	12/13/2012		AM BW Copies	185.00
B	12/13/2012		AM Mileage Honda 12/13/12	26.00
Total Billable Units				220.00
Total Units				220.00
Phase Number: 0700S December 2010 Storm Event (19-7082)				
Labor:				
B	12/4/2012	Senior Mechanical Engineer II	Lindahl, Nels - Thoma Site Visit Re. Split Bus and Short Circuit Issue; 1986 Drawings	3.00
B	12/4/2012	District Administrator/Engineer	Wallace, John - meet w/Thoma Ellectrict re: electrical improvments	1.00
Total Billable Labor				4.00
Total Labor				4.00
Units:				
B	12/11/2012		CB BW Copies	109.00
Total Billable Units				109.00
Total Units				109.00

Invoice

Wallace Group
A California Corporation
612 Clarion Court
San Luis Obispo, CA 93401
Phone: 805-544-4011 Fax: 805-544-4294



South SLOCo Sanitation District
Mr. Matthew Haber
P.O. Box 339
Oceano, CA 93475

January 11, 2013

Project No: 0026-0003-00

Invoice No: 34541

Project 0026-0003-00 SSLOCSD - DISTRICT REIMBURSABLE PROJECTS

Professional services rendered through December 31, 2012

Phase 00163 AG FOG Prog-Inspections-Reimb (19-7084)

Labor

	Hours	Rate	Amount	
Engineering Associate II	18.50	73.00	1,350.50	
Totals	18.50		1,350.50	
Total Labor				1,350.50

Reimbursables

Postage Meter			1.80	
Total Reimbursables			1.80	1.80

Reimbursables Units

Black/White Copies				
Color Copies (8.5x11)				
Mileage				23.75
Total this Phase				\$1,376.05

Phase 00164 AG FOG ReInspections-Reimb (19-7084)

Labor

	Hours	Rate	Amount	
Engineering Associate II	3.25	73.00	237.25	
Totals	3.25		237.25	
Total Labor				237.25
Total this Phase				\$237.25

Phase 00165 GB FOG Prog-Inspections-Reimb (19-7084)

Labor

	Hours	Rate	Amount	
Engineering Associate II	2.50	73.00	182.50	
Totals	2.50		182.50	
Total Labor				182.50

Reimbursables Units

Project 0026-0003-00 SSLOCSD - DISTRICT REIMBURSABLE PROJECTS Invoice 34541
Black/White Copies

1.00

Total this Phase \$183.50

Phase 00167 Oceano FOG Prog-Insp-Reimb (19-7084)

Labor

	Hours	Rate	Amount
Engineering Associate II	.75	73.00	54.75
Totals	.75		54.75
Total Labor			54.75

Reimbursables Units

Black/White Copies .50

Total this Phase \$55.25

Phase 00180 WDR Support - AG - Reimb (19-7083)

Labor

	Hours	Rate	Amount
Engineering Associate II	1.25	73.00	91.25
Totals	1.25		91.25
Total Labor			91.25

Total this Phase \$91.25

Total this Invoice \$1,943.30

For questions regarding this invoice, please contact the billing manager shown below.

Authorized By: _____

John Wallace

Client Detail Report

Friday, January 11, 2013

9:12:09 AM

Wallace Group

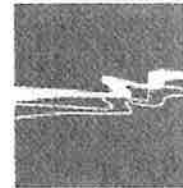
As of 12/31/2012

Billing Status	Date	Labor Category	Description	Hours/Units
Project Number: 0026-0003-00 SSLOCSD - DISTRICT REIMBURSABLE PROJECTS				
Phase Number: 00163 AG FOG Prog-Inspections-Reimb (19-7084)				
Labor:				
B	12/17/2012	Engineering Associate II	Callahan, William - FOG Inspections: AG Care Center, Mc Donalds(Walmart), McDonalds, Gina's, F. McLintocks, Alphys, Old Village Grill, Taco Loco, AG Meat Co., Branch Deli, Round Table, Village Cafe, Jersey Mikes, Donut Delight, New Mexican on Grand	5.50
B	12/7/2012	Engineering Associate II	Mylonas, Anastasia - Phone log for phone call with Smart & Final's plumbing contractor.	1.00
B	12/11/2012	Engineering Associate II	Mylonas, Anastasia - FOG End of the Month Report.	.75
B	12/13/2012	Engineering Associate II	Stephens, Eileen - Preparations for Inspections week of 12/17	2.00
B	12/17/2012	Engineering Associate II	Stephens, Eileen - AG Care Center, McDonalds (Walmart), McDonalds, Gina's Ital, F. McLintocks, Alphys Broiler, Alpha's Coffee Shop, Old Village Grill, Taco Loco, AG Meat Co, Branch Street Deli, Round Table, Village Cafe, Jersey Mikes, Donut Delight, New Mexican on Grand	5.25
B	12/18/2012	Engineering Associate II	Stephens, Eileen - FOG Coordination	.50
B	12/20/2012	Engineering Associate II	Stephens, Eileen - FOG Paperwork Processing	1.00
B	12/31/2012	Engineering Associate II	Stephens, Eileen - Processing Paperwork from Inspections on 12/17/12	2.50
Total Billable Labor				18.50
Total Labor				18.50
Expenses:				
B	12/31/2012		December Postage Postage -EES 12/31	
Total Billable Expenses				
Total Expenses				
Units:				
B	12/31/2012		EES 8.5X11 CC	3.00
B	12/13/2012		EES BW Copies	30.00
B	12/31/2012		EES BW Copies	15.00
B	12/31/2012		EES BW Copies	12.00
B	12/17/2012		EES Mileage SLV Ranger 12/17/12	37.00
Total Billable Units				97.00
Total Units				97.00
Phase Number: 00164 AG FOG ReInspections-Reimb (19-7084)				
Labor:				
B	12/17/2012	Engineering Associate II	Callahan, William - 6:30-11:30, 12:00-3:00	1.75
B	12/19/2012	Engineering Associate II	Callahan, William - FOG reinspection follow up: discussion w/ Smart and Final Manager re: status of Interceptor, review e-mail correspondence re: interceptor status, correspondence to file.	.25
B	12/17/2012	Engineering Associate II	Stephens, Eileen - Smart and Final, Burrito Loco, Baja Fresh	1.25
Total Billable Labor				3.25
Total Labor				3.25
Phase Number: 00165 GB FOG Prog-Inspections-Reimb (19-7084)				
Labor:				
B	12/11/2012	Engineering Associate II	Mylonas, Anastasia - FOG End of the Month Report.	.75
B	12/13/2012	Engineering Associate II	Stephens, Eileen - Preparations for Inspections week of 12/17	1.00
B	12/19/2012	Engineering Associate II	Stephens, Eileen - Inspection Preparations	.75
Total Billable Labor				2.50
Total Labor				2.50

Billing Status	Date	Labor Category	Description	Hours/Units
Units:				
B	12/13/2012		EES BW Copies	20.00
				Total Billable Units 20.00
				Total Units 20.00
Phase Number: 00167 Oceano FOG Prog-Insp-Reimb (19-7084)				
Labor:				
B	12/11/2012	Engineering Associate II	Mylonas, Anastasia - FOG End of the Month Report.	.75
				Total Billable Labor .75
				Total Labor .75
Units:				
B	12/13/2012		EES BW Copies	10.00
				Total Billable Units 10.00
				Total Units 10.00
Phase Number: 00160 WDR Support - AG - Reimb (19-7083)				
Labor:				
B	12/6/2012	Engineering Associate II	Mylonas, Anastasia - FOG inspection and violation count for stormwater permit per Shane's request. FOG article for the Stagecoach Express.	.50
B	12/10/2012	Engineering Associate II	Mylonas, Anastasia - FOG Article for the Stagecoach Express.	.75
				Total Billable Labor 1.25
				Total Labor 1.25

Invoice

Wallace Group
 A California Corporation
 612 Clarion Court
 San Luis Obispo, CA 93401
 Phone: 805-544-4011 Fax: 805-544-4294



WALLACE GROUP

January 11, 2013

Project No: 0026-0100-00

Invoice No: 34542

South SLOCo Sanitation District
 Mr. Matthew Haber
 P.O. Box 339
 Oceano, CA 93475

Project 0026-0100-00 MAJOR BUDGET ITEM (MBI) PROJECTS

Professional services rendered through December 31, 2012**Total this Project 0.00**

Project 0026-0101-00 SSLOCSD Co-Gen Dsgn Anly/UpGra (20-8065)

Phase 00004 Design & Survey

Labor

	Hours	Rate	Amount
Engineering Associate I	3.75	65.00	243.75
Senior Mechanical Engineer II	17.75	105.00	1,863.75
District Administrator/Engineer	1.00	98.00	98.00
Totals	22.50		2,205.50
Total Labor			2,205.50

Total this Phase \$2,205.50**Total this Project \$2,205.50**

Project 0026-0411-00 SSLOCSD- ANNUAL GIS/GPS SURVEY (19-8061)

Phase 00004 Design & Survey

Labor

	Hours	Rate	Amount
GIS Specialist	4.00	84.00	336.00
Totals	4.00		336.00
Total Labor			336.00

Reimbursables Units

Color Plots (24x36)

60.00**Total this Phase \$396.00****Total this Project \$396.00**

Project 0026-0604-00 SSLOCSD- PRIMARY CLARIFIER NO 1(26-8061)

Project	0026-0100-00	MAJOR BUDGET ITEM (MBI) PROJECTS	Invoice	34542
Phase	00005	Contract Administration		
Labor				
		Hours	Rate	Amount
Construction Administrator		14.00	98.00	1,372.00
PW-Engineering Inspector (Field)		48.00	94.00	4,512.00
Totals		62.00		5,884.00
Total Labor				5,884.00
Reimbursables Units				
Mileage				180.00
			Total this Phase	\$6,064.00
Phase	00008	Project Mgt / Permitting		
Labor				
		Hours	Rate	Amount
Senior Civil Engineer I		13.00	98.00	1,274.00
Totals		13.00		1,274.00
Total Labor				1,274.00
Reimbursables Units				
Mileage				13.00
			Total this Phase	\$1,287.00
			Total this Project	\$7,351.00
Project	0026-1007-00	SSLOCSD- EMGNCY RESPONSE PLAN (19-8061)		
Phase	00002	Studies		
Labor				
		Hours	Rate	Amount
Senior Civil Engineer I		1.50	98.00	147.00
Totals		1.50		147.00
Total Labor				147.00
			Total this Phase	\$147.00
			Total this Project	\$147.00
Project	0026-1203-00	SSLOCSD Digester No. 1 Cleaning(19-8061)		
Phase	00004	Design & Survey		
Labor				
		Hours	Rate	Amount
Senior Civil Engineer I		10.00	98.00	980.00
Engineering Associate I		8.25	65.00	536.25
Senior Mechanical Engineer II		4.00	105.00	420.00
Totals		22.25		1,936.25

Project	0026-0100-00	MAJOR BUDGET ITEM (MBI) PROJECTS	Invoice	34542
	Total Labor			1,936.25
		Total this Phase		\$1,936.25
		Total this Project		\$1,936.25
		Total this Invoice		\$12,035.75

For questions regarding this invoice, please contact the billing manager shown below

Authorized By: _____



John Wallace

Client Detail Report

Friday, January 11, 2013

9:12:21 AM

Wallace Group

As of 12/31/2012

Billing Status	Date	Labor Category	Description	Hours/ Units
Project Number: 0026-0101-00 SSLOCSD Co-Gen Dsgn Anly/UpGra (20-8065)				
Phase Number: 00004 Design & Survey				
Labor:				
B	12/3/2012	Senior Mechanical Engineer II	Lindahl, Nels - Gas Treatment Options;	1.00
B	12/4/2012	Senior Mechanical Engineer II	Lindahl, Nels - Cogen Completion Date; Digester Gas Production;	2.25
B	12/5/2012	Senior Mechanical Engineer II	Lindahl, Nels - Lawsuit Followup;	2.00
B	12/6/2012	Senior Mechanical Engineer II	Lindahl, Nels - Repair Update; 2G Froaml Quotation Review;	1.50
B	12/7/2012	Senior Mechanical Engineer II	Lindahl, Nels - Complaint Review;	2.50
B	12/10/2012	Senior Mechanical Engineer II	Lindahl, Nels - Complaint Review;	.50
B	12/18/2012	Senior Mechanical Engineer II	Lindahl, Nels - Lawsuit Followup;	.50
B	12/19/2012	Senior Mechanical Engineer II	Lindahl, Nels - Misco Gas Treatment Review;	.75
B	12/20/2012	Senior Mechanical Engineer II	Lindahl, Nels - Cumberland Telecon and Followup;	2.25
B	12/21/2012	Senior Mechanical Engineer II	Lindahl, Nels - Telecon Prep., Telecon with Seitz and Cumberland; Followup;	.75
B	12/31/2012	Senior Mechanical Engineer II	Lindahl, Nels - Draft Letter for Cumberland	3.75
B	12/3/2012	Engineering Associate I	Rutherford, Erik - phone conversation with Jeff Wetzel regarding project, looking to provide further info	1.00
B	12/4/2012	Engineering Associate I	Rutherford, Erik - providing information to Jeff Wetzel	1.50
B	12/5/2012	Engineering Associate I	Rutherford, Erik - providing information to Jeff Wetzel	.50
B	12/19/2012	Engineering Associate I	Rutherford, Erik - gas treatment analysis	.50
B	12/20/2012	Engineering Associate I	Rutherford, Erik - correspondence with vendor	.25
B	12/20/2012	District Administrator/Engineer	Wallace, John - coord legal brief for claim filing	1.00
Total Billable Labor				22.50
Total Labor				22.50
Project Number: 0026-0411-00 SSLOCSD- ANNUAL GIS/GPS SURVEY (19-8061)				
Phase Number: 00004 Design & Survey				
Labor:				
B	12/3/2012	GIS Specialist	Bartsch, Paul - Annual GIS update	3.00
B	12/19/2012	GIS Specialist	Bartsch, Paul - Update to Member Agency map	1.00
Total Billable Labor				4.00
Total Labor				4.00
Units:				
B	12/3/2012		PB 24X36 COLOR PLOT	2.00
Total Billable Units				2.00
Total Units				2.00
Project Number: 0026-0604-00 SSLOCSD- PRIMARY CLARIFIER NO 1(26-8061)				
Phase Number: 00005 Contract Administration				
Labor:				
B	12/3/2012	PW - Engineering Inspector (Field)	Pavlich, Richard - PW. Clarifier Catwalk Project. Inspection.	8.00
B	12/4/2012	PW - Engineering Inspector (Field)	Pavlich, Richard - PW. Clarifier Catwalk Project. Inspection	10.00
B	12/5/2012	PW - Engineering Inspector (Field)	Pavlich, Richard - PW. Clarifier Catwalk Project. Inspection.	8.00
B	12/6/2012	PW - Engineering Inspector (Field)	Pavlich, Richard - PW. Clarifier Catwalk Project. Inspection	8.00
B	12/7/2012	PW - Engineering Inspector (Field)	Pavlich, Richard - PW. Clarifier Catwalk Project. Inspection.	8.00
B	12/10/2012	Construction Administrator	Pavlich, Richard - NP. Clarifier Catwalk Project. Inspection.	2.00
B	12/11/2012	Construction Administrator	Pavlich, Richard - NP. Process Progress Payment, CCO's and Punch List Items.	5.00

Billing Status	Date	Labor Category	Description	Hours/ Units
B	12/11/2012	PW - Engineering Inspector (Field)	Pavlich, Richard - PW. Clarifier Catwalk Project. Inspection. Punch List Walk Down.	3.00
B	12/12/2012	Construction Administrator	Pavlich, Richard - NP. Punch List & Negotiate Change Orders.	2.00
B	12/12/2012	PW - Engineering Inspector (Field)	Pavlich, Richard - PW. Field Inspect Punch List Items.	3.00
B	12/18/2012	Construction Administrator	Pavlich, Richard - NP. Close-out	4.00
B	12/19/2012	Construction Administrator	Pavlich, Richard - NP. Close-out. CCO's, Ppay and NOC.	1.00

Total Billable Labor 62.00

Total Labor 62.00

Units:

B	12/10/2012	RHP Mileage 12/10/12	36.00
B	12/11/2012	RHP Mileage 12/11/12	36.00
B	12/12/2012	RHP Mileage 12/12/12	36.00
B	12/13/2012	RHP Mileage 12/13/12	36.00
B	12/14/2012	RHP Mileage 12/14/12	36.00
B	12/17/2012	RHP Mileage 12/17/12	36.00
B	12/18/2012	RHP Mileage 12/18/12	36.00
B	12/19/2012	RHP Mileage 12/19/12	36.00
B	12/20/2012	RHP Mileage 12/20/12	36.00
B	12/21/2012	RHP Mileage 12/21/12	36.00

Total Billable Units 360.00

Total Units 360.00

Phase Number: 00008 Project Mgt / Permitting

Labor:

B	12/3/2012	Senior Civil Engineer I	Stephens, Eileen - Construction Change Orders	2.00
B	12/4/2012	Senior Civil Engineer I	Stephens, Eileen - Revised CCOs	.50
B	12/5/2012	Senior Civil Engineer I	Stephens, Eileen - Construction Issues/Change Orders	.25
B	12/6/2012	Senior Civil Engineer I	Stephens, Eileen - Budget Tracking/Status Update/CCOs	2.00
B	12/7/2012	Senior Civil Engineer I	Stephens, Eileen - Site Visit/Start-up Testing	3.50
B	12/10/2012	Senior Civil Engineer I	Stephens, Eileen - Contract Change Orders	.75
B	12/12/2012	Senior Civil Engineer I	Stephens, Eileen - Punch List Items	1.00
B	12/14/2012	Senior Civil Engineer I	Stephens, Eileen - Punch List Items	.50
B	12/18/2012	Senior Civil Engineer I	Stephens, Eileen - Progress Payment/Change Orders	.50
B	12/19/2012	Senior Civil Engineer I	Stephens, Eileen - Progress Payment/Change Orders	1.00
B	12/20/2012	Senior Civil Engineer I	Stephens, Eileen - Progress Payment/Change Orders	1.00

Total Billable Labor 13.00

Total Labor 13.00

Units:

B	12/7/2012	EES Mileage WH Ranger 12/07/12	26.00
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Total Billable Units 26.00

Total Units 26.00

Project Number: 0026-1007-00 SSLOCSD- EMGNCY RESPONSE PLAN (19-8061)

Phase Number: 00002 Studies

Labor:

B	12/4/2012	Senior Civil Engineer I	Stephens, Eileen - Incorporating Draft Comments	1.50
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Total Billable Labor 1.50

Total Labor 1.50

Invoice

Wallace Group
A California Corporation
612 Clarion Court
San Luis Obispo, CA 93401
Phone: 805-544-4011 Fax: 805-544-4294



South SLOCo Sanitation District
Mr. Matthew Haber
P.O. Box 339
Oceano, CA 93475

May 14, 2013

Project No: 0026-0002-00

Invoice No: 35118

Project 0026-0002-00 SSLOCSD DISTRICT OPERATIONS PROJECTS

Professional services rendered through April 30, 2013

Phase 00030 Sewer/Collection System (19-8015)

Labor

	Hours	Rate	Amount
Civil Engineer I	3.00	84.00	252.00
Totals	3.00		252.00
Total Labor			252.00
Total this Phase			\$252.00

Phase 00035 Brine Disposal (19-7086)

Labor

	Hours	Rate	Amount
Sr Env Comp. II	.50	103.00	51.50
Totals	.50		51.50
Total Labor			51.50
Total this Phase			\$51.50

Phase 00157 PreTreatment Program (19-7065)

Labor

	Hours	Rate	Amount
Engineering Associate III	.75	79.00	59.25
Sr Env Comp. II	8.25	103.00	849.75
Totals	9.00		909.00
Total Labor			909.00
Total this Phase			\$909.00

Phase 00158 SSMP/Grease Control Program (19-7065)

Labor

	Hours	Rate	Amount
Engineering Associate III	1.25	79.00	98.75
Totals	1.25		98.75
Total Labor			98.75

Project	0026-0002-00	SSLOCSD DISTRICT OPERATIONS PROJECTS	Invoice	35118
			Total this Phase	\$98.75

Phase	00186	Air-Water Board Permit Reqmts (19-7068)
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Labor

	Hours	Rate	Amount	
Sr Env Comp. II	.50	103.00	51.50	
Totals	.50		51.50	
Total Labor				51.50
			Total this Phase	\$51.50
			Total this Invoice	\$1,362.75

For questions regarding this invoice, please contact the billing manager shown below.

Authorized By: _____

John Wallace

Client Detail Report

Wallace Group

As of 4/30/2013

Billing Status	Date	Labor Category	Description	Hours/Units
Project Number: 0026-0002-00 SSLOCS DISTRICT OPERATIONS PROJECTS				
Phase Number: 00030 Sewer/Collection System (19-8015)				
Labor:				
B	4/4/2013	Civil Engineer I	Yonker, Aaron - Member Agency Coordination Meeting: Prepare meeting minutes from March meeting. Prepare closing memo transferring job duties from Wallace Group to interim District Administrator Karp. Distribute to close loop on final scope services provided by Wallace Gr	3.00
Total Billable Labor				3.00
Total Labor				3.00
Phase Number: 00035 Brine Disposal (19-7086)				
Labor:				
B	4/17/2013	Sr Env Comp. II	Billing, Heather - E-Mail response to Golden State and E-mail to PKarp with budget status and status of application.	.50
Total Billable Labor				.50
Total Labor				.50
Phase Number: 00157 PreTreatment Program (19-7065)				
Labor:				
B	4/4/2013	Sr Env Comp. II	Billing, Heather - Reviewed and commented on Carollo Red-Lined 2013 Sewer Use Ordinance. Sent comments to Shannon S. and Carollo.	4.50
B	4/5/2013	Sr Env Comp. II	Billing, Heather - Completed review of 2013 SUO; called Penny C. at Carollo to discuss; and E-mailed review to SSweeney and PCarlo.	3.75
B	4/5/2013	Engineering Associate III	Mylonas, Anastasia - 2013 Sewer Use Ordinance Update.	.75
Total Billable Labor				9.00
Total Labor				9.00
Phase Number: 00158 SSMP/Grease Control Program (19-7065)				
Labor:				
B	4/2/2013	Engineering Associate III	Mylonas, Anastasia - Update FOG permit template.	1.25
Total Billable Labor				1.25
Total Labor				1.25
Phase Number: 00186 Air-Water Board Permit Reqmts (19-7068)				
Labor:				
B	4/12/2013	Sr Env Comp. II	Billing, Heather - Status of RWQCB May 1st response to EPA/RWQCB NPDES Permit Inspection to Interim District Admin.	.50
Total Billable Labor				.50
Total Labor				.50

Invoice

Wallace Group
A California Corporation
612 Clarion Court
San Luis Obispo, CA 93401
Phone: 805-544-4011 Fax: 805-544-4294



South SLOCo Sanitation District
Mr. Matthew Haber
P.O. Box 339
Oceano, CA 93475

May 14, 2013

Project No: 0026-0003-00

Invoice No: 35119

Project 0026-0003-00 SSLOCSD - DISTRICT REIMBURSABLE PROJECTS

Professional services rendered through April 30, 2013

Phase 00163 AG FOG Prog-Inspections-Reimb (19-7084)

Labor

	Hours	Rate	Amount
Engineering Associate III	.50	79.00	39.50
Engineering Associate II	6.50	73.00	474.50
Project Analyst I	10.75	66.00	709.50
Totals	17.75		1,223.50
Total Labor			1,223.50

Reimbursables

Postage Meter	1.84
Total Reimbursables	1.84

Reimbursables Units

Black/White Copies	
Color Copies (8.5x11)	
Mileage	15.70

Total this Phase \$1,241.04

Phase 00164 AG FOG ReInspections-Reimb (19-7084)

Labor

	Hours	Rate	Amount
Engineering Associate II	1.00	73.00	73.00
Project Analyst I	1.00	66.00	66.00
Totals	2.00		139.00
Total Labor			139.00

Total this Phase \$139.00

Phase 00165 GB FOG Prog-Inspections-Reimb (19-7084)

Labor

	Hours	Rate	Amount
Engineering Associate III	.25	79.00	19.75
Project Analyst I	3.25	66.00	214.50

Project	0026-0003-00	SSLOCSD - DISTRICT REIMBURSABLE PROJECTS	Invoice	35119
	Totals	3.50	234.25	
	Total Labor			234.25

Reimbursables Units

Mileage				14.00
		Total this Phase		\$248.25

Phase 00166 GB FOG ReInspections-Reimb (19-7084)

Labor		Hours	Rate	Amount	
Engineering Associate II		.50	73.00	36.50	
Project Analyst I		.50	66.00	33.00	
Totals		1.00		69.50	
Total Labor					69.50
		Total this Phase			\$69.50

Phase 00167 Oceano FOG Prog-Insp-Reimb (19-7084)

Labor		Hours	Rate	Amount	
Project Analyst I		.25	66.00	16.50	
Totals		.25		16.50	
Total Labor					16.50
		Total this Phase			\$16.50

Phase 00180 WDR Support - AG - Reimb (19-7083)

Labor		Hours	Rate	Amount	
Engineering Associate III		.25	79.00	19.75	
Totals		.25		19.75	
Total Labor					19.75
		Total this Phase			\$19.75

Phase 00181 WDR Support - GB - Reimb (19-7083)

Labor		Hours	Rate	Amount	
Engineering Associate III		.75	79.00	59.25	
Totals		.75		59.25	
Total Labor					59.25
		Total this Phase			\$59.25
		Total this Invoice			\$1,793.29

For questions regarding this invoice, please contact the billing manager shown below.

Project

0026-0003-00

SSLOCSD - DISTRICT REIMBURSABLE PROJECTS

Invoice

35119

Authorized By:



John Wallace

Client Detail Report

Tuesday, May 14, 2013

10:25:52 AM

Wallace Group

As of 4/30/2013

Billing Status	Date	Labor Category	Description	Hours/Units
Project Number: 0026-0003-00 SSLOCSD - DISTRICT REIMBURSABLE PROJECTS				
Phase Number: 00163 AG FOG Prog-Inspections-Reimb (19-7084)				
Labor:				
B	4/16/2013	Engineering Associate II	Callahan, William - Inspections: Gibson Brothers, Jafa Cafe, CJs Cafe, Fruitland, Golden Moon, Shakers, Dominos Pizza, Jack in the Box, Coogle Crock, AG Bakery, Girls Restaurant, Broadway Bagel Cafe, Country Kitchen, Me & Z's	6.50
B	4/1/2013	Project Analyst I	Diaz, Jasmine - Processing FOG discharge permit for AG Care Center, End of Month Correspondence	.50
B	4/2/2013	Project Analyst I	Diaz, Jasmine - Completing processing for AG Care Center and filling correspondence, Preparations for 4/15 & 4/16 FOG inspections, permit application updating	1.00
B	4/8/2013	Project Analyst I	Diaz, Jasmine - Prep for FOG inspections next week	1.50
B	4/15/2013	Project Analyst I	Diaz, Jasmine - Prep for FOG inspections on 4/16/13	1.00
B	4/16/2013	Project Analyst I	Diaz, Jasmine - FOG Inspected: Gibson Bro, Jafa Cafe, CJs Cafe, Fruitland, Golden Moon, Shakers, Domino's Pizza, Jack in the Box #399, Coogle Crock Warehouse, AG Bakery, Girls Rest., Broadway Bagel, Country Kitchen, Me & Z's	6.75
B	4/1/2013	Engineering Associate III	Mylonas, Anastasia - Talk to staff re: questions from Shane.	.25
B	4/2/2013	Engineering Associate III	Mylonas, Anastasia - Return Shane's call re: Jalapenos and Wyndham Residence.	.25
Total Billable Labor				17.75
Total Labor				17.75
Expenses:				
B	4/30/2013		Postage for April 2013 Postage 04/02 JD	
B	4/30/2013		Postage for April 2013 Postage 04/30 JD	
Total Billable Expenses				
Total Expenses				
Units:				
B	4/2/2013		CC 8.5x11 4/1 JD	2.00
B	4/2/2013		BW 04/02 JD	2.00
B	4/16/2013		Silver RGR 04/16 JD	28.00
Total Billable Units				32.00
Total Units				32.00
Phase Number: 00164 AG FOG ReInspections-Reimb (19-7084)				
Labor:				
B	4/16/2013	Engineering Associate II	Callahan, William - Reinspect: Wyndham Residence, Coronas Mexican Restaurant, Alder House	1.00
B	4/16/2013	Project Analyst I	Diaz, Jasmine - FOG Re-inspections: Wyndham Residence, Coronas Mexican Rest., Alder House	1.00
Total Billable Labor				2.00
Total Labor				2.00
Phase Number: 00165 GB FOG Prog-Inspections-Reimb (19-7084)				
Labor:				
B	4/1/2013	Project Analyst I	Diaz, Jasmine - End of Month Report for March 2013, correspondence	.25
B	4/8/2013	Project Analyst I	Diaz, Jasmine - Prep for FOG inspections next week	1.00
B	4/15/2013	Project Analyst I	Diaz, Jasmine - Prep for FOG inspections on 4/18/13	.50

Client Detail Report			As of 4/30/2013	Tuesday, May 14, 2013 10:25:52 AM
Billing Status	Date	Labor Category	Description	Hours/Units
B	4/18/2013	Project Analyst I	Diaz, Jasmine - Prep for Inspections 4/18/13; FOG inspected: Jamba Juice in Vons, Starbuck's in Vons, 7-Eleven#16780;	1.50
B	4/9/2013	Engineering Associate III	Mylonas, Anastasia - Update FOG spreadsheet.	.25
			Total Billable Labor	3.50
			Total Labor	3.50
Units:				
B	4/18/2013		Silver RGR 04/18 JD	28.00
			Total Billable Units	28.00
			Total Units	28.00
Phase Number: 00166 GB FOG Reinspections-Reimb (19-7084)				
Labor:				
B	4/11/2013	Engineering Associate II	Callahan, William - Budget tracking and update.	.50
B	4/18/2013	Project Analyst I	Diaz, Jasmine - FOG Re-inspection: Vons#2560	.50
			Total Billable Labor	1.00
			Total Labor	1.00
Phase Number: 00167 Oceano FOG Prog-Insp-Reimb (19-7084)				
Labor:				
B	4/1/2013	Project Analyst I	Diaz, Jasmine - End of Month Report for March 2013, correspondence	.25
			Total Billable Labor	.25
			Total Labor	.25
Phase Number: 00180 WDR Support - AG - Reimb (19-7083)				
Labor:				
B	4/3/2013	Engineering Associate III	Mylonas, Anastasia - Email and phone call with Shane regarding SSMP revisions and audit.	.25
			Total Billable Labor	.25
			Total Labor	.25
Phase Number: 00181 WDR Support - GB - Reimb (19-7083)				
Labor:				
B	4/3/2013	Engineering Associate III	Mylonas, Anastasia - Email and phone call with John regarding SSMP revisions and audit.	.25
B	4/4/2013	Engineering Associate III	Mylonas, Anastasia - Email and phone call with John regarding SSMP word documents.	.50
			Total Billable Labor	.75
			Total Labor	.75

Invoice

Wallace Group
A California Corporation
612 Clarion Court
San Luis Obispo, CA 93401
Phone: 805-544-4011 Fax: 805-544-4294



South SLOCo Sanitation District
Mr. Matthew Haber
P.O. Box 339
Oceano, CA 93475

May 14, 2013

Project No: 0026-0100-00
Invoice No: 35120

Project 0026-0100-00 MAJOR BUDGET ITEM (MBI) PROJECTS
Professional services rendered through April 30, 2013

Total this Project 0.00

Project 0026-0101-00 SSLOCSD Co-Gen Dsgn Any/UpGra (20-8065)

Phase 00004 Design & Survey

Labor

	Hours	Rate	Amount	
Senior Mechanical Engineer II	28.50	105.00	2,992.50	
Totals	28.50		2,992.50	
Total Labor				2,992.50

Reimbursables

Mileage/Travel	61.04		
Total Reimbursables	61.04		61.04

Total this Phase \$3,053.54

Total this Project \$3,053.54

Project 0026-1009-00 Tri-Annual Outfall Inspection (19-7060)

Phase 00002 Studies (Receiving Water Monitoring and Ocean Outfall Inspection)

Labor

	Hours	Rate	Amount	
Admin Assistant I	.25	42.00	10.50	
Sr Env Comp. II	7.25	103.00	746.75	
Totals	7.50		757.25	
Total Labor				757.25

Reimbursables Units

Black/White Copies		
Color Copies (8.5x11)		59.80

Total this Phase \$817.05

Project	0026-0100-00	MAJOR BUDGET ITEM (MBI) PROJECTS	Invoice	35120
		Total this Project		\$817.05
		Total this Invoice		\$3,870.59

For questions regarding this invoice, please contact the billing manager shown below

Authorized By: _____

John Wallace

Client Detail Report

Tuesday, May 14, 2013
10:25:37 AM

Wallace Group

As of 4/30/2013

Billing Status	Date	Labor Category	Description	Hours/Units
Project Number: 0026-0101-00 SSLOCSD Co-Gen Dsgn Any/UpGra (20-8065)				
Phase Number: 00004 Design & Survey				
Labor:				
B	4/4/2013	Senior Mechanical Engineer II	Lindahl, Nels - Klaus Telecon Scheduling Startup; Clean Energy Proposal;	1.00
B	4/8/2013	Senior Mechanical Engineer II	Lindahl, Nels - Preliminary Discovery Inquiries (ie. indformation USES requested); Communication; Contract with Clean Energy Services;	1.50
B	4/9/2013	Senior Mechanical Engineer II	Lindahl, Nels - Cogen Discovery Documentation to Cumberland; Review of Discovery Documentation;	3.25
B	4/10/2013	Senior Mechanical Engineer II	Lindahl, Nels - Cogen Discovery Documentation to Cumberland; Review of Discovery Documentation and Supplemental Information Gathering;	3.50
B	4/11/2013	Senior Mechanical Engineer II	Lindahl, Nels - Review Cogen Service Contract; Fernando Communication; Project Filing;	.75
B	4/16/2013	Senior Mechanical Engineer II	Lindahl, Nels - Service Contract Status;	.25
B	4/17/2013	Senior Mechanical Engineer II	Lindahl, Nels - Scheduling/Coordinating Startup;	1.25
B	4/18/2013	Senior Mechanical Engineer II	Lindahl, Nels - Trini Telecon Re. Cogen Startup;	.25
B	4/19/2013	Senior Mechanical Engineer II	Lindahl, Nels - Confirmation for Monday Visit;	1.50
B	4/22/2013	Senior Mechanical Engineer II	Lindahl, Nels - Two Site Visits to SSLOCSD to Meet with Fernando and Klaus;	5.50
B	4/23/2013	Senior Mechanical Engineer II	Lindahl, Nels - Site Visit to SSLOCSD to Meet with Fernando and Klaus;	3.50
B	4/24/2013	Senior Mechanical Engineer II	Lindahl, Nels - Site Visit to SSLOCSD to Meet with Fernando and Klaus; Documentation; Telecons with Cumberland and Seitz; Gas Filter Replacement;	4.50
B	4/25/2013	Senior Mechanical Engineer II	Lindahl, Nels - Telecon Josh @ Cumberland's Office; Fernando Communication;	1.25
B	4/29/2013	Senior Mechanical Engineer II	Lindahl, Nels - RDI Site Visit Report Review and comment;	.50
Total Billable Labor				28.50
Total Labor				28.50
Expenses:				
B	4/22/2013		Lindahl, Nels Cogen Startup	
B	4/22/2013		Lindahl, Nels Cogen Startup	
B	4/23/2013		Lindahl, Nels Cogen Startup	
B	4/24/2013		Lindahl, Nels Cogen Startup	
Total Billable Expenses				
Total Expenses				
Project Number: 0026-1009-00 Tri-Annual Outfall Inspection (19-7060)				
Phase Number: 00002 Studies (Rec Wtr and Ocean Outfall Insp)				
Labor:				
B	4/1/2013	Sr Env Comp. II	Billing, Heather - Review and begin to incorporate comments by Plsimo (NB and Ben F.) re: 2013 Benthic RFP.	1.50
B	4/3/2013	Sr Env Comp. II	Billing, Heather - Revised District Contract to include Pismo Beach in Indemnifications, etc. Re-issued Final Draft of contract and RFP to PKarp and BFINE.	2.25
B	4/4/2013	Sr Env Comp. II	Billing, Heather - Revised and sent copies of RFP for PKarp to sign and return.	1.00
B	4/9/2013	Sr Env Comp. II	Billing, Heather - Issued, by e-mail and post, final RFP to Tenera, Kinnetic, ABC, and MRS.	2.50
B	4/9/2013	Admin Assistant I	Ruffu Flynn, Mary - deliver docs to Enironmental Firm	.25
Total Billable Labor				7.50
Total Labor				7.50

Billing Status	Date	Labor Category	Description	Hours/Units
Units:				
B	4/9/2013		CC 8.5x11 4/9 HB	60.00
B	4/9/2013		BW 04/09 HB	80.00
Total Billable Units				140.00
Total Units				140.00

Client Detail Report

Tuesday, May 14, 2013

11:16:59 AM

Wallace Group

As of 4/30/2013

Billing Status	Date	Labor Category	Description	Hours/Units
Project Number: 0026-0001-00 SSLOCSD DISTRICT Engineering 19-7076)				
Phase Number: 1213A Administration				
Expenses:				
B	4/30/2013		Blue Rooster Telecom April 2013 Long Distance Blue Rooster	
				Total Billable Expenses
				Total Expenses
Phase Number: 1213E Engineering				
Labor:				
B	4/1/2013	Sr Env Comp. II	Billing, Heather - Document/Project Transition Mtg w/ JLW, Mach, and PW Admin WG Staff. Cont. draft Regulatory Commitments Transition Document.	3.50
B	4/2/2013	Sr Env Comp. II	Billing, Heather - Transition; Created flow charts for SSLOCSD Fed and State Reg Comp; NPDES Permit, and SSMP. Reviewed with CBurkett. Cont. with Report/spreadsheet.	3.50
B	4/3/2013	Sr Env Comp. II	Billing, Heather - Continue with Reg Comp Status Report/Spreadsheet.	3.50
B	4/4/2013	Sr Env Comp. II	Billing, Heather - Continue with Reg Comp Status Report/Spreadsheet.	2.00
B	4/9/2013	Sr Env Comp. II	Billing, Heather - SSLOCSD Transition Documents; Outline, and Flowchart for Reg Comp	2.50
B	4/12/2013	Sr Env Comp. II	Billing, Heather - SSLOCSD Transition Documents: SSMP Status Spreadsheet.	2.25
B	4/17/2013	Sr Env Comp. II	Billing, Heather - Search and file regulatory e-mails for transition to SSLOCSD	.75
B	4/18/2013	Sr Env Comp. II	Billing, Heather - Transferred key information and Brine Station Management documents via 7 e-mails to PKarp, Sweeneys, and M. Haber as directed by PKarp. M.Haber to work with GSW P. Vowell.	3.50
B	4/19/2013	Sr Env Comp. II	Billing, Heather - Completed transfer of key documents and information for Brine Station Management to PKarp, M.Haber and Sweeneys. Sorted files for VPN transfer to SSLOCSD by NWL.	2.25
B	4/22/2013	Sr Env Comp. II	Billing, Heather - Transition - Reg Comp draft memo and flowchart to Dist. Eng (JLW) for review and comment. Retrieved and organized 2012 and 2013 RWQCB/EPA NOV files.	1.75
B	4/29/2013	Sr Env Comp. II	Billing, Heather - Drafted Interim Mgmt. Team E-mails to communicate SSMP requirements and receive direction on required revision and audit for SSLOCSD. Drafted separate info. e-mail on MA MOU and required SSMP Audits to Interim Mgmt. team.	3.50
B	4/30/2013	Sr Env Comp. II	Billing, Heather - Finalized and sent SSLOCSD SSMP status and future due dates of SSMP required activities (audit). Directed by Mr. Karp to discontinue all reg compliance updates.	.75
B	4/1/2013	Admin Assistant I	Burkett, Christine - Transition meeting re: documents, files	1.25
B	4/2/2013	Admin Assistant I	Burkett, Christine - Create 3 Visio flow charts for H. Billing	2.00
B	4/4/2013	Admin Assistant I	Burkett, Christine - Reformat Regulatory Requirements chart	.75
B	4/9/2013	Admin Assistant III	Burkett, Christine - Collect updates for transition document, edits to Prof Svcs memo to Karp	.75
B	4/11/2013	Admin Assistant III	Burkett, Christine - Final Prof Svcs memo to Karp	.25
B	4/15/2013	Admin Assistant I	Burkett, Christine - Purge and box files, folders and binders	1.00
B	4/16/2013	Admin Assistant I	Burkett, Christine - Purge and box files, folders and binders	.75

Client Detail Report		As of 4/30/2013		Tuesday, May 14, 2013 11:16:59 AM
Billing Status	Date	Labor Category	Description	Hours/Units
B	4/18/2013	Admin Assistant I	Burkett, Christine - Purge and box files, folders and binders	.75
B	4/19/2013	Admin Assistant I	Burkett, Christine - Sort boxes from off-site storage	1.25
B	4/22/2013	Admin Assistant I	Burkett, Christine - Regulatory Requirements flow chart, 2 project binders for Paul. sort/label off-site file boxes	.75
B	4/23/2013	Admin Assistant I	Burkett, Christine - Regulatory compliance transition letter	.25
B	4/1/2013	Sr Env Comp. I	Callahan, William - Transition Meeting re: documents, files	1.25
B	4/11/2013	Sr Env Comp. I	Callahan, William - Update SSLOCSD Transition document (FOG).	.25
B	4/17/2013	Sr Env Comp. I	Callahan, William - Transition Document Update	.25
B	4/29/2013	Sr Env Comp. I	Callahan, William - Budgetary projections w/ H. Billing re: SSMP Audits-Member Agencies	.25
B	4/23/2013	Senior Planner II	Freund, Jeremy - FEMA response	.25
B	4/24/2013	Senior Planner II	Freund, Jeremy - FEMA response	.25
B	4/30/2013	Senior Planner II	Freund, Jeremy - Review Cal EMA response-identifiy contested items, mtg w/ Bill L	.50
B	4/1/2013	Senior Mechanical Engineer II	Lindahl, Nels - Transition Meeting re: documents, Filed	1.25
B	4/2/2013	Senior Mechanical Engineer II	Lindahl, Nels - Budget Document Transition: Technology for Bulk Transition of Server Files;	4.00
B	4/5/2013	Senior Mechanical Engineer II	Lindahl, Nels - Documentation Transition to SSLOCSD;	1.75
B	4/9/2013	Senior Mechanical Engineer II	Lindahl, Nels - Matthew Haber Re. SSLOCSD Contracts and Purchasing Procedures;	.25
B	4/16/2013	Senior Mechanical Engineer II	Lindahl, Nels - SSLOCSD Filing - Transition;	.50
B	4/1/2013	Senior Engineer III	McPeck, Jill - Budget Worksheets to District for Upcoming Budget Prep	.25
B	4/1/2013	Senior Engineer III	McPeck, Jill - Meeting Follow-up Re: transition of Projects/Files to SSLOCSD	1.25
B	4/2/2013	Senior Engineer III	McPeck, Jill - MBI Budget Tracking - Forward to Haber	1.00
B	4/2/2013	Senior Engineer III	McPeck, Jill - Previous Budget Documents to SSLOCSD Server	.25
B	4/8/2013	Senior Engineer III	McPeck, Jill - WG Activities - Summary Writeup	1.50
B	4/9/2013	Senior Engineer III	McPeck, Jill - Update Transition Document	.25
B	4/11/2013	Senior Engineer III	McPeck, Jill - Budget Tracking Sheets / Summary of WG Costs	1.00
B	4/15/2013	Senior Engineer III	McPeck, Jill - Account Breakdown to Haber for WG Invoices	.25
B	4/30/2013	Senior Engineer III	McPeck, Jill - Summary of Rate Study on Transition Document	.25
B	4/1/2013	Engineering Associate III	Mylonas, Anastasia - Transition Meeting re: documents, files	1.25
B	4/2/2013	Engineering Associate III	Mylonas, Anastasia - Transition documents.	.25
B	4/3/2013	Engineering Associate III	Mylonas, Anastasia - Transition Documents. Assist Heather with review of transition documents. Assist APY and JLW re: transition of CS Coord Mtg.	2.25
B	4/4/2013	Engineering Associate III	Mylonas, Anastasia - Regulatory transition spreadsheet. Transition documents.	2.25
B	4/5/2013	Engineering Associate III	Mylonas, Anastasia - Transition Documents.	1.00
B	4/9/2013	Engineering Associate III	Mylonas, Anastasia - Regulatory transition information.	.75
B	4/10/2013	Engineering Associate III	Mylonas, Anastasia - Update Transition Document.	.50
B	4/12/2013	Engineering Associate III	Mylonas, Anastasia - Regulatory transition information re: SSMP.	1.00
B	4/18/2013	Engineering Associate III	Mylonas, Anastasia - Transition re: regulatory documents.	1.00
B	4/19/2013	Engineering Associate III	Mylonas, Anastasia - Brine station information for transition. Regulatory transition information.	.75

Billing Status	Date	Labor Category	Description	Hours/Units
B	4/22/2013	Engineering Associate III	Mylonas, Anastasia - Regulatory information transition.	.50
B	4/26/2013	Engineering Associate III	Mylonas, Anastasia - Regulatory transition.	.50
B	4/29/2013	Engineering Associate III	Mylonas, Anastasia - Regulatory transition.	2.00
B	4/30/2013	Engineering Associate III	Mylonas, Anastasia - Regulatory transition.	2.25
B	4/18/2013	Office Assistant	Sever, Nicolas - Retrieved SSLOCSD files, binders and boxes from off-site storage	1.50
B	4/19/2013	Office Assistant	Sever, Nicolas - Retrieved new boxes and returned purged boxes from off-site storage	.75
B	4/22/2013	Engineering Associate I	Shelton, David - SSLOCSD box removal	1.00
B	4/24/2013	Engineering Associate I	Shelton, David - Storage: SSLOCSD file removal	1.00
B	4/1/2013	Senior Civil Engineer I	Stephens, Eileen - Transition Meeting/Status Update	1.50
B	4/2/2013	Senior Civil Engineer I	Stephens, Eileen - Status Update and File Transmittal	1.00
B	4/8/2013	Senior Civil Engineer I	Stephens, Eileen - Transition of Completed Project Files to So. County (Moving to Shared Drive)	1.50
B	4/9/2013	Senior Civil Engineer I	Stephens, Eileen - Transition of Completed Project Files to So. County (Moving to Shared Drive)	1.00
B	4/17/2013	Senior Civil Engineer I	Stephens, Eileen - Splitter Box Retention	.50
B	4/1/2013	District Engineer	Wallace, John - coord projs w/staff, organize files for transfer to district	1.50
B	4/3/2013	District Engineer	Wallace, John - coord of document transfer, LRO transfer, benthic survey contract/RFP review	1.00
B	4/4/2013	District Engineer	Wallace, John - review benthic survey status, docs and emails	.50
B	4/10/2013	District Engineer	Wallace, John - continue accumulating files for transfer, coord of projects	.75
B	4/17/2013	District Engineer	Wallace, John - coord FEMA, headworks, brine permits, regulatory requirements for transfer to District consultants	.75
B	4/22/2013	District Engineer	Wallace, John - coord of document retrieval and providing to District	1.00
B	4/29/2013	District Engineer	Wallace, John - coord of documents transfer	.50
B	4/1/2013	Civil Engineer I	Yonker, Aaron - District Administration Transition Meeting.	1.00
B	4/2/2013	Civil Engineer I	Yonker, Aaron - Phone correspondence with low-bidder from Trunk Sewer Cleaning and Video Inspection project requesting information relating to bid rejection. Provide contact information for District Administrator and staff to follow through	.25
B	4/17/2013	Civil Engineer I	Yonker, Aaron - Provide written update to District Administrator on Headworks Rehabilitation Project.	.25
Total Billable Labor				89.75
Total Labor				89.75
Expenses:				
B	4/30/2013		Postage for April 2013 Postage 04/17 CB	
B	4/30/2013		Postage for April 2013 Postage 04/23 CB	
Total Billable Expenses				
Total Expenses				
Units:				
B	4/11/2013		CC 8.5x11 04/11 CB	2.00
B	4/11/2013		BW 04/11 CB	4.00
Total Billable Units				6.00
Total Units				6.00

WALLACE MAJOR PROJECTS SUMMARY 2007-2008 FY BUDGET											
MBI #	Proj. Bud Amt	WALLACE PROJECT TITLE		ACCT 8010	ACCT 8061	ACCT 8065	ACCT 7077	MISC ACCT	EXPANSION FUND 20	REPL FUND 26	OPERATING FUND 19
*7077		Wastewater System	700				\$ 81,118.73				\$ 81,118.73
*7077		Cell One Lease	108				\$ 10.34				\$ 10.34
C10	5,000	GIS Project	120			\$ 5,087.92				\$ 5,087.92	
C11	250,000	Elec System Upgrade	125			\$ 28,210.50			\$ 28,210.50		
7085	5,000	Brine Disposal	35					\$ 49.00			\$ 49.00
C9	560,000	Cogeneration	111		\$ 36,764.63				\$ 36,764.63		
*7077		Airport Acquisition	114				\$ 171.06				\$ 171.06
*7077		Recycled Water	116				\$ 118.75				\$ 118.75
*8015		Trunkline Video Ins	117					\$ 10,932.17			\$ 10,932.17
7083	10,000	WDR Spt/Par Agre	127					\$ 10,245.11			\$ 10,245.11
C2	140,000	Influent Bypass Pu	128	\$ 5,497.42							\$ 5,497.42
*8015		Trunk Line Manhole	129					\$ 12,856.16			\$ 12,856.16
C26	260,000	Influent Line Upgrade	130			\$ 12,737.91				\$ 12,737.91	
7095	35,000	Zone 1-1A Coord	135					\$ 3,220.78			\$ 3,220.78
*8015		Trunk Sewer Monitor	136					\$ 15,077.88			\$ 15,077.88
7082	5,000	FEMA	119					\$ 4,024.89			\$ 4,024.89
C8	44,000	Flood Study	139		\$ 1,806.95						\$ 1,806.95
C14	1,500,000	New Centrifuge	147			\$ 39,868.62			\$ 39,868.62		
C1	0	Data Acquisition	150	\$ 1,971.76					\$ 1,971.76		
c6/17		Rem/Repl Dig2 Co	148			\$ 1,878.25				\$ 1,878.25	
C5	25,000	FFR Ctrl Box Refur	144		\$ 226.00						\$ 226.00
C7	350,000	Dig#2 Cleaning	146		\$ 10,160.33						\$ 10,160.33
14	200,000	Long Rng Plan De E	149	\$ 534.50					\$ 534.50		
C12	10,000	CM Gen Upgrade	152			\$ 2,041.33			\$ 2,041.33		
C13	10,000	Const/Mgmt Floodv	153								
c6/17	460,000	Dig2Rehab/int coat	151			\$ 49,856.52				\$ 49,856.52	
C19	100,000	CCT Trouble shoot	154		\$ 4,625.00				\$ 4,625.00		
*7077		Hazard Mitigation	155				\$ (29.62)				\$ (29.62)
*7077		Website Design	156				\$ 4,479.08				\$ 4,479.08
C16	41,000	Nat Gas Dist Sys U	141			\$ 14,392.42				\$ 14,392.42	
*7065		Pre-Treatment Prog	157					\$ 16,687.40			\$ 16,687.40
*7065		Grease Ctrl Progra	158					\$ 15,802.19			\$ 15,802.19
*7077		Strmwtr Wet Well f	159				\$ 947.31				\$ 947.31
13	75,000	AG Creek Pipe Eva	160		\$ 198.00						\$ 198.00
C18	59,000	FFR Arm Repl	137		\$ 2,162.50						\$ 2,162.50
7068		IIPP	161					\$ 3,435.28			\$ 3,435.28
7068		Sewer Sys Mgmt F	162					\$ 2,309.63			\$ 2,309.63
*7084	35,000	AG FOG Prog & In	163					\$ 9,885.30			\$ 9,885.30
*7084		AG FOG Re-Inspe	164					\$ 1,988.11			\$ 1,988.11
*7084	35,000	GB FOG Prog & In	165					\$ 12,843.94			\$ 12,843.94
*7084	35,000	GB FOG Re-Inspe	166					\$ 1,316.63			\$ 1,316.63
*7084	35,000	OCSD FOG Prog&	167					\$ 4,715.44			\$ 4,715.44
*7084	35,000	OCSD FOG Re-Insp	168					\$ 428.80			\$ 428.80
16	120,000	Digester Grs Inj Sy	169			\$ 5,699.50			\$ 5,699.50		
7068		Haz Mils Bus Plan	170					\$ 1,816.88			\$ 1,816.88
7068		Spill Pre & Cntr Me	171					\$ 6,790.58			\$ 6,790.58
14	200,000	Long Range Plan	172	\$ 4,909.94					\$ 4,909.94		
80157068		Rt of Way Analysis	173					\$ 16,026.50			\$ 16,026.50
c6/17	460,000	CM Dig 2 Rehab	174			\$ 24,986.69				\$ 24,986.69	
c9	560,000	CM Energy Service	175			\$ 8,319.31			\$ 8,319.31		
c16		CM Nat Gas Sys P	176			\$ 3,184.07				\$ 3,184.07	
*8015		CM Manhole Raisin	178					\$ 27,521.48			\$ 27,521.48
*7077		Flood Gate Upgrade	179				\$ 5,741.83				\$ 5,741.83
*7083		WDR Spt/ GB	181					\$ 2,461.23			\$ 2,461.23
*7083		WDR Spt/ Oceano	182					\$ 4,867.56			\$ 4,867.56
*7083		WDR Spt/ AG	180					\$ 2,000.52			\$ 2,000.52
*8015		GB Trk Sewer Ann	183					\$ 11,076.38			\$ 11,076.38
c24	40,000	Mnt Bldg Roof	184			\$ 10,006.51				\$ 10,006.51	
c25	90,000	Pri Clar Drive Repl	185			\$ 2,317.25				\$ 2,317.25	
7068		Air-Wtr Brd Permit	186					\$ 594.00			\$ 594.00
		Monthly Totals		\$ 12,913.62	\$ 55,943.41	\$ 208,586.80	\$ 92,557.48	\$ 198,973.84	\$ 132,945.09	\$ 124,447.54	\$ 311,582.52
		Grand Total						\$ 568,975.15			

Response to 2011/2012 audit by Moss, Levy & Hartzheim

Staff appreciates all your hard work performing the audit of South San Luis Obispo County Sanitation District's financial statements. In your audit, you discussed several significant deficiencies that you noted as Findings 2011-1 through 2011-5.

We would like to respond to each and every one of your findings, describing our corrections and actions, and would request that you revise your findings accordingly.

Finding 2011-1: Payroll Transactions

Finding: During the testing of the payroll system, it was noted that in five of the employees tested, personnel action forms were outdated. In one instance, the employee was promoted or reclassified, but the personnel action form was not updated to note the changes in compensation and benefits.

Recommendation: It is recommended that the District should complete and retain in the personnel files, a personnel action form stating approved pay rate, stipend, job description, accounting coding, and allocation. All personnel action forms should be signed by both, the District's designated representative and the employee. The personnel action form should be updated for each change to an employee's payroll information to ensure that the employee's pay, job classification, and account allocation is appropriate.

District's Response: The District agrees with your recommendation and has implemented the recommended changes. The District staff has updated each employee file to include a current employee personnel action form that states the approved pay rate, stipend, job description, account coding and allocation. The action forms are signed by the employee and a District representative, either the Plant Superintendent or the District Administrator. Each employee has received and acknowledged a copy of the District's Personnel Manual which includes job descriptions for all positions. .

Future Actions: Upon each change to an employee's position, a new personnel action form will be completed and signed by both the District designated representative and the employee.

Finding 2011-2: Vacation Accruals

Finding: During testing of the payroll system, it was noted that in fourteen out of the twenty-five transactions tested, employees were accruing vacation at incorrect rates. The District implements a dual-system to determine hours worked during the period. Employees clock in and out in a computer system to keep track of hours worked. Employees also note the hours worked each day in a log book, where tasks performed are tracked. The computer system generates the type of hours worked and used, such as regular time, overtime, sick hours, vacation, etc., but these hours did not always match the hours recorded in the log book. Reconciliations were prepared by the bookkeeper to

determine the hours worked, vacation and sick time used. Management oversight was not present as neither the time sheets generated by the computer system nor the log was approved by anyone. Furthermore, it was noted that the final payroll register was not approved either.

Recommendation: The District should design and implement internal control procedures to ensure that the employees are compensated for the correct type of hours worked and vacation and sick time are adjusted accordingly. The computer time management system should be used strictly to record the hours worked per day. Timesheets should be signed by employees to certify as to their accuracy. Furthermore, timesheets should be approved by a designated employee to avoid payroll errors that may go undetected.

District Response: With the hiring of a new bookkeeper and plant superintendent, the District has implemented a new sign in procedure which involves a new timesheet (please see attached). Each individual employee fills out his/her start and stop time, hours of regular work, different leave types and overtime. The District Bookkeeper, along with the employee, tracks his/her vacation accrual rate. The employee signs the timesheet and his/her supervisor or the Plant Superintendent will counter-sign, approving the timesheet. The computer system will provide back-up documentation of the hours worked.

The District Bookkeeper has reviewed the vacation accrual rates of all employees and has adjusted all where warranted. Any discrepancies of leave will be credited and the employee will be compensated accordingly. The employees' paychecks also include vacation and sick leave accumulations and hours used for the employees' own records. Any discrepancies are to be addressed within the next pay period.

Future Actions: Employees clock in and out via the computer system and, in addition, fill out their timesheets which coincide with the payroll periods. At the end of each payroll period, the District Bookkeeper will compare the employees' timesheets to the entries made in the computer and reconcile any discrepancies and notify the employees of any issues. The District Bookkeeper will verify that the employees are compensated for the correct type of hours worked and that leave time hours are accrued accordingly.

Finding 2011-3: Cash Reconciliation

Finding: During our testing of cash balances, it was noted that although cash reconciliations were performed, the District's general ledger balances did not reconcile with the County's cash balance.

Recommendation: The District should conduct monthly cash reconciliations between cash held with the County balances and the District's general ledger. Any variance between the two should be examined and corrected in a timely manner.

District Response: The District has corrected this issue, and the District's balances reconcile with the County's balances on a monthly basis. Any discrepancy is reconciled and noted and reported to the District Board in the Monthly Financial Review.

Future Actions: Each month, the District Bookkeeper will acquire a Fund Detail Report from the County and compare it to the District's Cash ledger. The bookkeeper will adjust the District's ledgers where warranted (e.g. staled and cancelled items by the County) and keep a log of outstanding items that make up the difference between the District and County account balances. Outstanding items that remain on the log for more than 3 months shall be examined and corrected in both the County and the District ledgers.

Finding 2011-4: Connection Fees

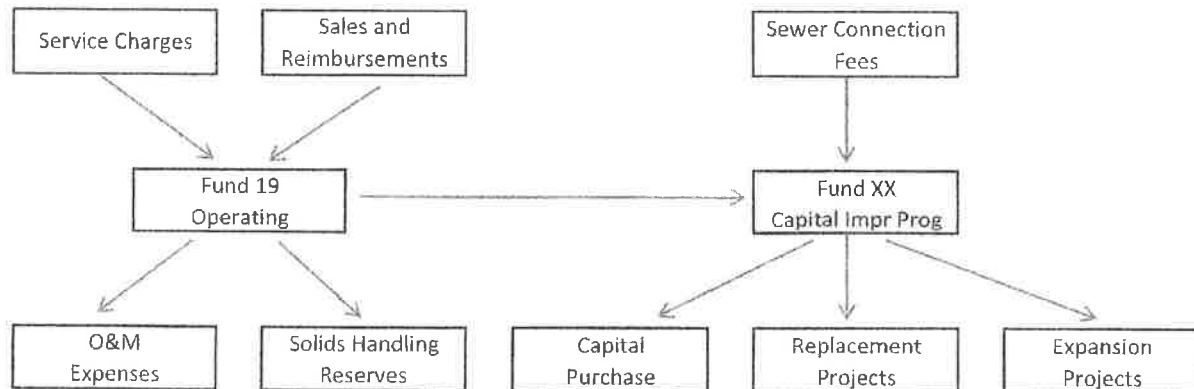
Finding: During our analysis of the general ledger, it was noted that the connection fees received by the District were used for general operations. Connection fees are restricted for capital expansion project purposes only.

Recommendation: It is recommended that the District should not use funds restricted for capital expansion projects on the general plant operations. In addition, the District should set up "due to/due from" accounts between funds for internal accounting records to better record the District's financial status.

District Response: The District will consider the recommendations and act accordingly. The District maintains separate account tracking and balances for each of its three funds at each of the facilities where the funds are deposited. The account balances as of 05-31-12 were:

	Fund 19 Operating	Fund 26 Replace/Improve	Fund 20 Expansion	District-Wide
Cash w/County	3,599,454	-1,740,428	-1,434,777	424,249
Cash w/LAIF	-4,341,041	2,107,157	5,731,252	3,497,368
Cash w/Rabobank	45,447	-1,730	0	43,717
Total	-696,140	364,999	4,296,475	3,965,334

Future Actions: In the future, to eliminate Expansion Fund (20) revenue being used for general plant operations and Operating Fund (19) used for expansion capital activities, it is recommended that the District employ just two funds: An Operating Fund (19) and a Capital Improvement Program Fund (XX). This would separate general plant operations from capital projects. It is envisioned that the Funds would be established as follows:



As operating funds may have been used in the past for expansion purposes with the current funds setup, it is feasible that the proposed Funds could be established along the lines as follows (assuming a start date of 6-30-12):

	Fund 19 Operating *	Fund XX Capital Impr Prog	District-Wide
Cash w/County	1,859,026	-1,434,777	424,249
Cash w/LAIF	-1,902,743	5,400,111	3,497,368
Cash w/Rabobank	43,717	0	43,717
Total	0	3,965,334	3,965,334

* Fund 26 funds transferred back to Fund 19 plus \$331,141 from Expansion Fund 20

Finding 2011-5: Receipts

Finding: During our examination of the internal control structure regarding receipt of funds, it was noted that there was a clear lack of segregation of duties.

Recommendation: It is recommended that the District segregate the receipt, recording and deposits of funds. It is noted that the District is on the smaller side and that the strengthening of internal control procedures would require additional staff.

District Response: The District recognizes that it is a small organization with only one bookkeeper, but the District believes that it has mitigated this issue by using the County as a depository and by reconciling both sets of books on a monthly basis. Furthermore, whenever the District Bookkeeper receives funds, which are mostly in the form of checks, another staff member enters the funds in a "Funds Received" logbook. In the logbook, supervisory staff records the check number, from whom, the amount and who recorded the funds. If the funds should be cash, it would be noted also. The funds will then be turned over to the District Bookkeeper for completing the deposit process.

Future Actions: The segregation of functions has been revised as follows:
The District Bookkeeper picks up the mail, separates the items most likely containing any funds and gives those items to the Plant Superintendent to record in the logbook. If he is not available, the funds will be recorded by the next senior operator. The staff member records the funds into the logbook and returns the items to the District Bookkeeper. The Bookkeeper logs the funds into the accounting system and delivers the items to the County for deposit.

We hope that the items above satisfy the items identified through the District's audit process. Should you have any questions, please do not hesitate to call Matt Haber, District Bookkeeper/Secretary, at 481-6903 or me at 544-4011.

Yours truly,

John L. Wallace, District Administrator