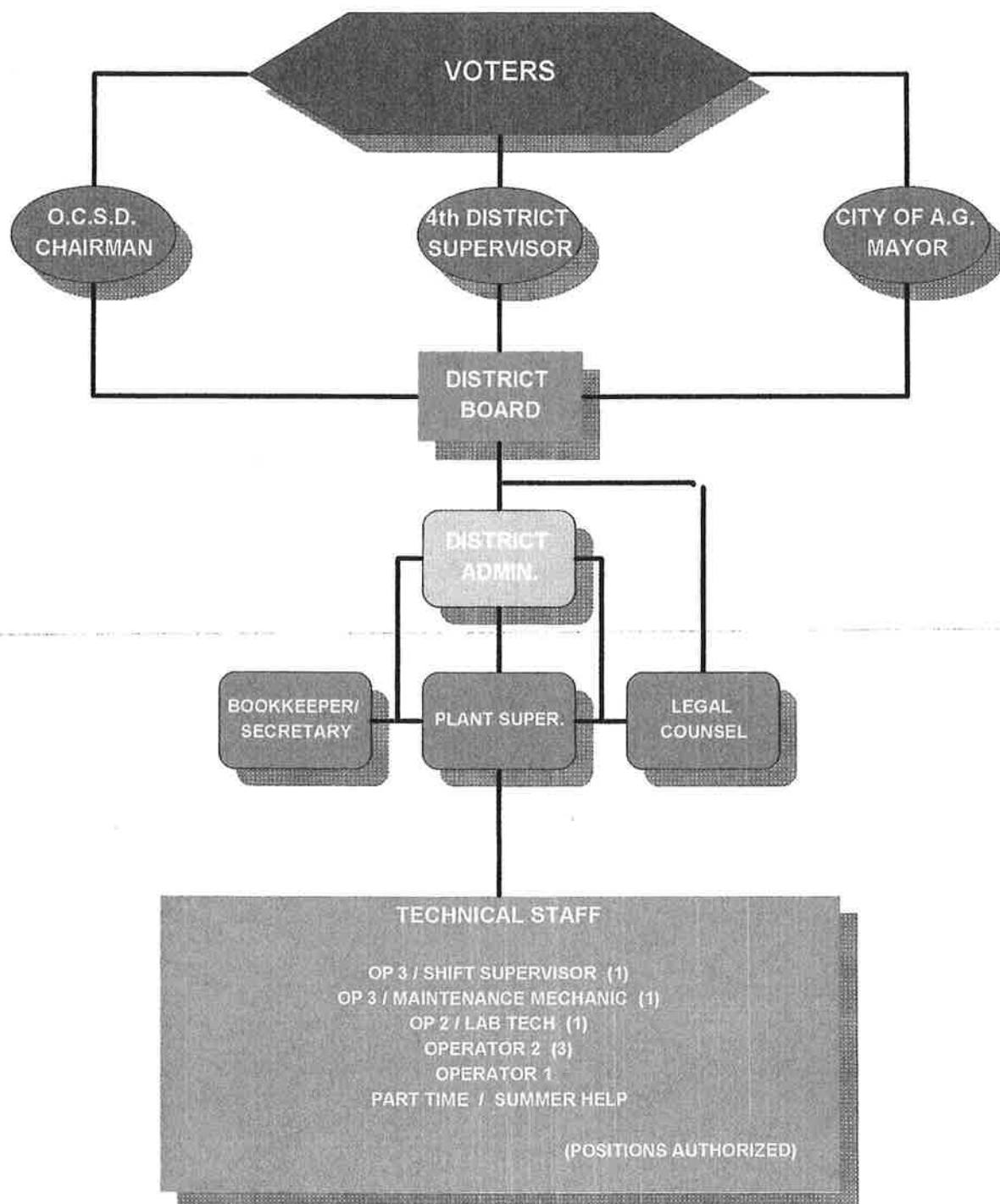


SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

TABLE OF ORGANIZATION

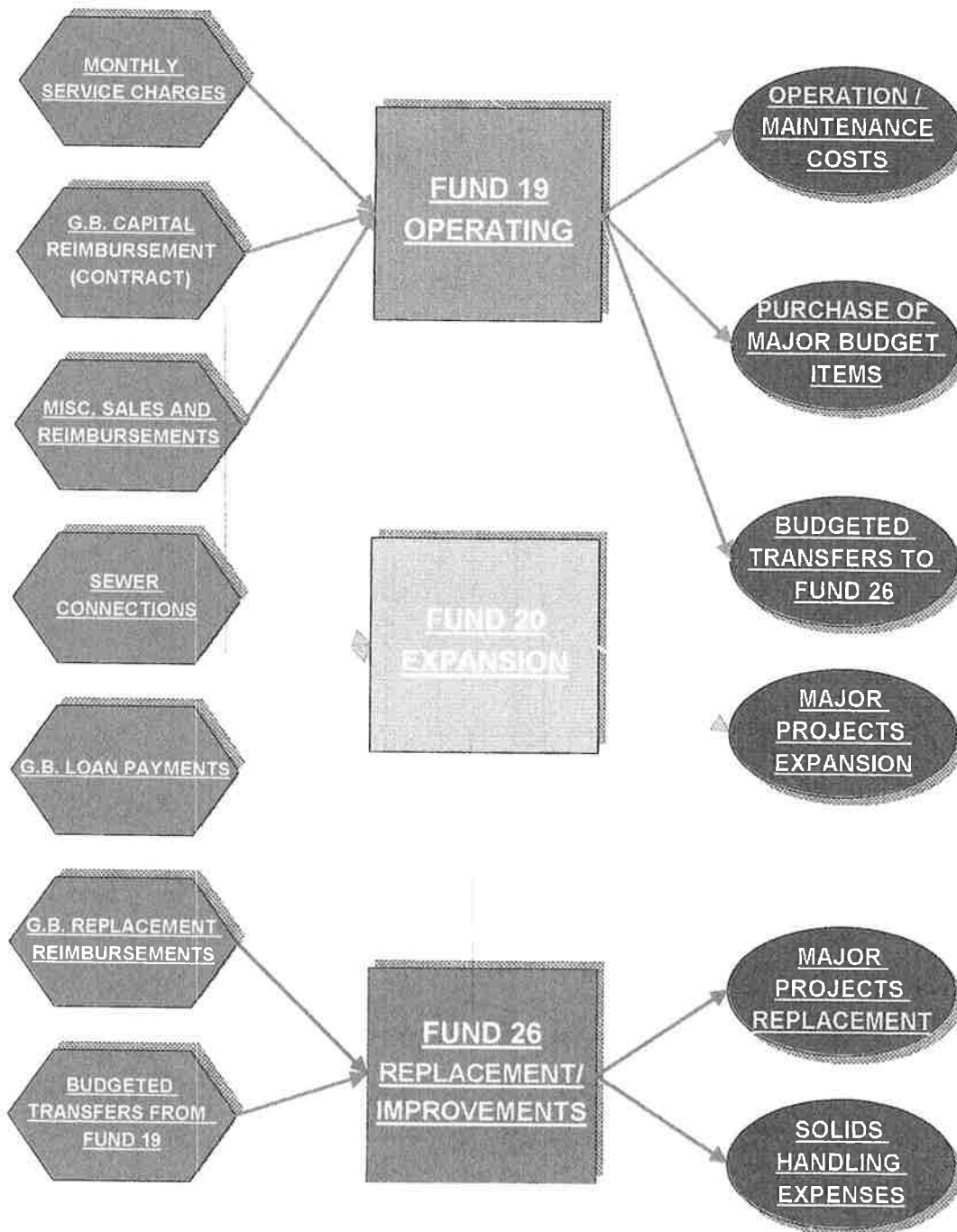


SOUTH SAN LUIS OBISPO COUNTY
SANITATION DISTRICT
ACCOUNTING FUNDS

IN

FUND

OUT



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
RESOLUTION NO. 1999 - _____

A RESOLUTION ADOPTING THE POLICIES AND PROCEDURES FOR THE
EXPENDITURE OF DISTRICT FUNDS FOR SUPPLIES, EQUIPMENT,
CONSTRUCTION AND SERVICES

WHEREAS, these policies and procedures are adopted pursuant to the Government Code Section 54201 (1), et. seq., and Public Contracts Code Section 20783 (2) in order to establish an efficient procedure for the purchase of supplies, equipment and contracting for work and services.

WHEREAS, the Board finds and declares that placing all of these policies in one procedural set of guidelines will make these procedures clearer and easier to find. Further, it is the intent of the Board in enacting these procedures to achieve the following objectives:

1. To establish an efficient procedure for the purchase of supplies, equipment, and services at the lowest possible cost.
2. To assure that all supplies, equipment, construction and services at the plant are of sufficient quality to assure the efficient running of the plant.
3. To exercise positive financial control over purchases.
4. To clearly define authority for the purchase of supplies and equipment and for contracting for outside services and construction.
5. To assure as full and open competition as possible on all purposes.

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

1. That, the proposed "Policies and Procedures for the Expenditure of District Funds for Supplies, Equipment, Construction, and Services" be adopted.

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

AYES: Director Santos, Director Lady, Chairman Searcy

NOES: None

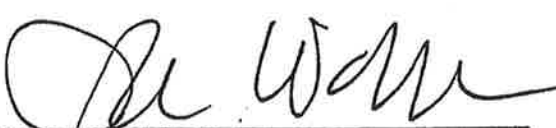
ABSENT: None

ABSTAINING: None

the foregoing Resolution is hereby adopted this 7th day of July, 1999.



RICHARD SEARCY, Chairman



JOHN WALLACE
Secretary to the Board

**POLICIES AND PROCEDURES FOR
THE EXPENDITURE OF DISTRICT FUNDS FOR SUPPLIES,
EQUIPMENT, CONSTRUCTION, AND SERVICES FOR THE
SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

**ARTICLE 1
Adoption of Purchasing and Construction Policies**

1.1 Statutory Authority: These policies and procedures are adopted pursuant to the Government Code Section 54201 (1), et. seq., and Public Contracts Code Section 20783 (2) in order to establish an efficient procedure for the purchase of supplies, equipment and contracting for work and services.

1.2 Board Findings and Declaration: The Board finds and declares that placing all of these policies in one procedural set of guidelines will make these procedures clearer and easier to find. Further, it is the intent of the Board in inacting these procedures to achieve the following objectives:

- A. To establish an efficient procedure for the purchase of supplies, equipment, and services at the lowest possible cost.
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- C. To exercise positive financial control over purchases.
- D. To clearly define authority for the purchase of supplies and equipment and for contracting for outside services and construction.
- E. To assure as full and open competition as possible on all purposes.

**ARTICLE II
Purchase of Supplies and Equipment
District Administrator Duties**

2.1 The District Administrator shall be the purchasing authority whose functions shall include the following powers and duties:

- A. To purchase or contract for supplies and equipment required by the District in accordance with the purchasing procedures outlined herein.
- B. To negotiate and recommend execution of contracts for the purchase of supplies and equipment.
- C. To ensure as full and open competition as possible on all purchases.
- D. To inspect supplies and equipment delivered, as well as contractual services performed, to determine their conformance with the specifications set forth in the purchase orders and contracts.
- E. To sell surplus supplies and equipment to interested private and/or public

agencies or vendors.

F. To keep informed of current developments in the field of purchasing, prices, market conditions and new products.

G. To maintain a bidders' list, vendors' catalog file and records.

H. To develop and prescribe administrative policies, forms, and files as may be reasonably necessary for the internal management and operation of these purchasing procedures.

2.2 Exemptions From Policies

A. **Emergencies:** the purchasing procedures described above may be dispensed with at the discretion and judgment of the purchasing authority in the best interest of the District when the Board of Directors adopts a resolution by four-fifths vote declaring that it is in the public interest and necessity to demand an immediate expenditure of public funds to safeguard life, health, or property.

B. **Single Source:** when the Board of Directors adopts a finding that there is only a single source of procurement and that the purchase is for the sole purpose of duplicating or replacing supplies, equipment, or material which is in use.

2.3 Supplies and Equipment - District purchases under \$1,000.00

A. The Plant Superintendent shall approve all purchases of supplies and equipment with a cost of **\$1,000.00** or less.

B. To the extent possible, the Plant Superintendent will review at least two quotations to assure that the product or supplies purchased are of a quality suitable for District purposes and obtain the lowest available price.

C. Except in cases of emergency or in cases where specific authority has been first obtained from the District Administrator, the purchasing agent shall not purchase supplies or equipment unless there exists an unencumbered appropriation in the fund account against which the purchase is to be charged.

2.4 Supplies and Equipment - District purchases under \$2,500.00

Purchase of supplies and equipment with a value of **\$2,500.00** may be made by the District Administrator in the open market pursuant to the procedure hereinafter prescribed:

A. The District Administrator or his/her designee shall solicit quotations for the purchase of all such goods and supplies. Said quotations may be solicited by telephone or in writing.

B. Open market purchases shall, when ever possible, be based on at least three written quotations, approved by the District Administrator, and shall be awarded to the supplier submitting the lowest responsible bid.

C. If no quotations are received, the purchasing agent, with the approval of the District Administrator, may make the required purchase without further notice.

2.5 Supplies and Equipment - District Purchases Over \$2,500.00

A. The District Administrator or his/her designee shall solicit quotations for the purchase of all goods and supplies with a cost less than **\$25,000.00**. Said quotations may be solicited by telephone or in writing.

B. Open market purchases shall, when ever possible, be based on at least three written quotations, approved by the District Administrator, and shall be awarded to the entity submitting the lowest responsible bid.

C. Except when it is reasonably necessary to purchase equipment and supplies on an expedited basis, the approval of the Board of Directors is required for all purchases that exceed **\$2,500.00**.

2.6 Supplies and Equipment - District Purchases over \$25,000.00 - Formal Competitive Bidding/Notice

Except as otherwise provided in these procedures, purchases and contracts for supplies and equipment subject to the twenty-five thousand Dollar contract limitations of Public Contracts Code Section 20783 (2), (or an amount specified in a predecessor statute), shall be by written contract with the lowest responsible bidder pursuant to the procedures prescribed herein.

A. Notice of Inviting Bids:

1) Notices inviting bids shall include, but not be limited to, the following:

a) The notice shall distinctly state the supplies and equipment to be purchases;

b) The location and deadline for submission of bids;

c) The location where bid blanks and specifications may be secured;

d) The date, time, and place assigned for the opening of sealed bids;

e) The type and character of bidder's security required, if any;

f) Notice that the District reserves the right to waive minor irregularities in the bid.

g) A notice that no bidder can withdraw his/her bid for a period of 60 days after the date set for the award of the contract.

h) A notice that a successful bidder can substitute securities for performance retention pursuant to Public Contract code Section 22300.

2) Notices inviting bids shall be published at least twice, not less than 5 day apart, in a newspaper of general circulation, printed and published in the District, or if there is none, the notice shall be posted in at least three public places in the District that have been designated by the District Board of Directors as places for posting such notice.

3) The first publication or posting of the notice shall be at least ten days before the date of opening bids.

B. Supplies and Equipment Bids - Security Requirements:

Bidder's security may be required when deemed necessary by the purchasing agent. Bidders shall be entitled to return of bid security within 60 days from the time the award is made. However, a successful bidder shall forfeit his/her bid security upon refusal or failure to execute a contract within 15 days after notice of award of the contract, unless the district is responsible for the delay. The contract may be awarded to the next lowest responsible bidder upon the refusal or failure of the successful bidder to execute the contract within the time herein prescribed.

C. Bids Opening:

Sealed bids shall be opened in public at a time and place stated in the notice of inviting bids. A tabulation of all bids received shall be made available for public inspection until the award of the contract.

D. Bid Rejection:

The District may reject:

- 1) Any bid that fails to meet the bidding requirements in any respect; or
- 2) All bids, for any reason whatsoever, and may readvertise for new bids;
- 3) All bids, and adopt by four fifths vote, a resolution declaring that the materials or supplies can be furnished at a lower price in the open market and the District may purchase the materials or supplies as stated in the resolution in order to take advantage of the lower cost.

E. Contract Award:

Contracts shall be awarded at the next regularly scheduled meeting after the date set for opening bids to the lowest responsible bidder except as follows:

- 1) If two or more bids are the same and the lowest, the District Board may accept the one it chooses.
- 2) If no bids are received, the District Board may order the supplies and equipment purchased without further bid.

F. Determination of Lowest Responsible Bidder:

In addition to the bid or quotation price, criteria for determining the lowest responsible bid or quotation, shall include, but not be limited to, the following:

- 1) The character, integrity, reputation, judgment, experience and efficiency of the bidder (this may include an analysis of previous dealings with the District or other public agencies).
- 2) The ability of the bidder to provide the supplies, equipment or services

required, within the time specified, without delay or interference;

3) The ability of the bidder to provide future maintenance, repair parts and replacement of purchased equipment or supplies; and

4) Compliance by the bidder with Federal Acts, Executive Orders, and State Statutes.

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
RESOLUTION NO. 2010-274**

**A RESOLUTION ADOPTING THE POLICIES AND PROCEDURES FOR THE
EXPENDITURE OF DISTRICT FUNDS FOR SUPPLIES, EQUIPMENT, CONSTRUCTION,
AND SERVICES**

ARTICLE 1

Adoption of Purchasing and Construction Policies

1.1 **Statutory Authority:** These policies and procedures are adopted pursuant to the Government Code Section 54201 (1), et. seq., and Public Contracts Code Section 20783 (2) in order to establish an efficient procedure for the purchase of supplies, equipment and contracting for work and services.

1.2 **Board Findings and Declaration:** The Board finds and declares that placing all of these policies in one procedural set of guidelines will make these procedures clearer and easier to find. Further, it is the intent of the Board in inacting these procedures to achieve the following objectives:

- A. To establish an efficient procedure for the purchase of supplies, equipment, and services at the lowest possible cost.
- B. To assure that all supplies, equipment, construction and services at the plant are of sufficient quality to assure the efficient running of the plant.
- C. To exercise positive financial control over purchases.
- D. To clearly define authority for the purchase of supplies and equipment and for contracting for outside services and construction.
- E. To assure as full and open competition as possible on all purposes.
- F. Fitness and quality being equal, a preference may be granted to local vendors for the purchase of materials, supplies and services with a bid price less than \$35,000. The district may provide a preference to each qualified local vendor if the bid of a local qualified vendor does not exceed the lowest bid or price quoted by other vendors by more than five percent. To qualify as a local vendor, a business must have all current applicable city licenses and permits, must maintain its primary office, place of business within the district. This preference is not applicable for any materials, supplies or services for which formal bids are required pursuant to statutory or California common law.

ARTICLE II
Purchase of Supplies and Equipment
District Administrator Duties

2.1 The District Administrator or Plant Superintendent, as the case may be, shall be the purchasing authority whose functions shall include the following powers and duties:

- A. To purchase or contract for supplies and equipment required by the District in accordance with the purchasing procedures outlined herein.
- B. To negotiate and recommend execution of contracts for the purchase of supplies and equipment.
- C. To ensure as full and open competition as possible on all purchases.
- D. To inspect supplies and equipment delivered, as well as contractual services performed, to determine their conformance with the specifications set forth in the purchase orders and contracts.
- E. To sell surplus supplies and equipment to interested private and/or public agencies or vendors.
- F. To keep informed of current developments in the field of purchasing, prices, market conditions and new products.
- G. To maintain a bidders' list, vendors' catalog file and records.
- H. To develop and prescribe administrative policies, forms, and files as may be reasonably necessary for the internal management and operation of these purchasing procedures.

2.2 Exemptions From Policies

A. **Emergencies:** The purchasing procedures described above may be dispensed with at the discretion and judgment of the purchasing authority in the best interest of the District when the Board of Directors adopts a resolution by four-fifths vote declaring that it is in the public interest and necessity to demand an immediate expenditure of public funds to safeguard life, health, or property.

B. **Single Source:** When the Board of Directors adopts a finding that there is only a single source of procurement and that the purchase is for the sole purpose of duplicating or replacing supplies, equipment, or material which is in use.

C. **Deliveries Under Annual or Biannual Contracts:** When the Board of Directors has contracted for services or supplies on an annual or other regular basis, the payment for delivery of such services or supplies upon delivery is exempt from the need for additional authority for payment. However, this exemption does not apply to the actual negotiation or contracting for services or delivery of supplies.

2.3 Supplies and Equipment – District purchases under \$1,500.00

A. The Plant Superintendent shall act as purchasing agent for the District in connection in obtaining materials, supplies, and equipment with a cost of **\$1,500.00** or less.

B. Open Accounts:

1. The Plant Superintendent shall maintain a list of all open accounts with suppliers on which employees of the District have the ability to sign for purchases. The list of open accounts shall be approved by the District Administrator.

2. The Plant Superintendent shall maintain a list of all employees with the ability to sign on open accounts and such list shall be approved by the District Administrator.

3. No employee shall sign on an open account without prior approval of the District Administrator.

C. In regards to purchases of supplies or equipment with a cost of **\$300.00** or more, a "purchase order" shall be used.

1. District employees shall submit a requisition for any required supplies, equipment, or services with an anticipated cost in excess of **\$300.00** on a form approved by the District Administrator.

2. If the requisition is approved by the Plant Superintendent, the Plant Superintendent shall seek the most favorable terms and price for the approved requisition either through comparative pricing or competitive bidding, whichever method the Plant Superintendent deems most appropriate under the circumstances. To the extent possible, the Plant Superintendent will review at least two quotations to ensure that the products or supplies purchased are of a quality suitable for the District's purposes and to obtain the lowest price available.

3. Once the Plant Superintendent has determined the most advantageous price or bid, as the case may be, for the requisition, he shall issue a purchase order which shall constitute a formal offer by the District to purchase the supplies, equipment, or to procure the service for the price and terms indicated therein.

D. Except in cases of emergency or in cases where specific authority has been first obtained from the District Administrator, the Plant Superintendent shall not purchase supplies or equipment unless there exists an unencumbered appropriation in the fund account against which the purchase is to be charged.

2.4 Supplies and Equipment – District purchases under \$5,000.00

The District Administrator shall act as purchasing agent for the District in connection with the obtaining of supplies, equipment, or services with a cost in excess of **\$1,500.00** and not more than **\$5,000.00**.

A. The purchase of supplies and equipment with a value of **\$1,500.00** to **\$5,000.00** may be made by the District Administrator in the open market pursuant to the procedure hereinafter proscribed:

1. The District Administrator or his/her designee shall solicit quotations for the purchase of all such goods and supplies. Said quotations may be solicited by telephone or in writing.

2. Open market purchases shall, when ever possible, be based on at least three written quotations approved by the District Administrator and shall be awarded to the supplier submitting the lowest responsive quote.

a. Single Source Items: If the District Administrator determines that there is a single source of procurement and that the purchase of the supplies or equipment is for the sole purpose of duplicating or replacing supplies, equipment, or material which is in use, the requirement of obtaining competitive quotations shall not be required.

2.5 Supplies and Equipment – District Purchases Over \$5,000.00 and less than \$35,000.00

A. For the purposes of this section, the District Administrator shall be the purchasing agent for the District in connection with supplies, equipment, and services with a cost in excess of \$5,000.00, but not more than \$35,000.00.

B. The District Administrator and/or his/her designee shall solicit quotations for all goods and supplies with a cost of more than \$5,000.00 and less than \$35,000.00. Said quotations may be solicited by telephone or in writing.

1. Open market purchases shall, whenever possible, be based upon at least three written quotations approved by the District Administrator and shall be awarded to the entity submitting the lowest responsive quote.

2. The Board of Directors of the District shall approve all purchases in excess of \$5,000.00 and less than \$35,000.00.

a. Exception: When the District Administrator determines that it is reasonably necessary to purchase equipment and supplies on an expedited basis, the District Administrator may do so, but only on approval by the Chairman of the Board of Directors obtained prior to the actual purchase of equipment, supplies, or services.

2.6 Supplies and Equipment – District Purchases over \$35,000.00 - Formal Competitive Bidding/Notice

Except as otherwise provided in these procedures, purchases and contracts for supplies and equipment subject to the twenty-five thousand Dollar contract limitations of Public Contracts Code Section 20783 (2), (or an amount specified in a predecessor statute), shall be by written contract with the lowest responsible bidder pursuant to the procedures prescribed herein.

A. Notice of Inviting Bids:

- 1) Notices inviting bids shall include, but not be limited to, the following:
 - a) The notice shall distinctly state the supplies and equipment to be purchases;
 - b) The location and deadline for submission of bids;
 - c) The location where bid blanks and specifications may be secured;
 - d) The date, time, and place assigned for the opening of sealed bids;
 - e) The type and character of bidder's security required, if any;
 - f) Notice that the District reserves the right to waive minor irregularities in the bid.

g) A notice that no bidder can withdraw his/her bid for a period of 60 days after the date set for the award of the contract.

h) A notice that a successful bidder can substitute securities for performance retention pursuant to Public Contract code Section 22300.

2) Notices inviting bids shall be published at least twice, not less than 5 day apart, in a newspaper of general circulation, printed and published in the District, or if there is none, the notice shall be posted in at least three public places in the District that have been designated by the District Board of Directors as places for posting such notice.

3) The first publication or posting of the notice shall be at least ten days before the date of opening bids.

B. Supplies and Equipment Bids – Security Requirements:

Bidder's security may be required when deemed necessary. Bidders shall be entitled to return of bid security within 60 days from the time the award is made. However, a successful bidder shall forfeit his/her bid security upon refusal or failure to execute a contract within 15 days after notice of award of the contract, unless the district is responsible for the delay. The contract may be awarded to the next lowest responsible bidder upon the refusal or failure of the successful bidder to execute the contract within the time herein prescribed.

C. Bids Opening:

Sealed bids shall be opened in public at a time and place stated in the notice of inviting bids. A tabulation of all bids received shall be made available for public inspection until the award of the contract.

D. Bid Rejection:

The District may reject:

- 1) Any bid that fails to meet the bidding requirements in any respect; or
- 2) All bids, for any reason whatsoever, and may readvertise for new bids;
- 3) All bids, and adopt by four fifths vote, a resolution declaring that the materials or supplies can be furnished at a lower price in the open market and the District may purchase the materials or supplies as stated in the resolution in order to take advantage of the lower cost.

E. Contract Award:

Contracts shall be awarded at the next regularly scheduled meeting after the date set for opening bids to the lowest responsible bidder except as follows:

- 1) If two or more bids are the same and the lowest, the District Board may accept the one it chooses.
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F. Determination of Lowest Responsible Bidder:

In addition to the bid or quotation price, criteria for determining the lowest responsible bid or quotation, shall include, but not be limited to, the following:

- 1) The character, integrity, reputation, judgment, experience and efficiency of the bidder (this may include an analysis of previous dealings with the District or other public agencies).
- 2) The ability of the bidder to provide the supplies, equipment or services required, within the time specified, without delay or interference;
- 3) The ability of the bidder to provide future maintenance, repair parts and replacement of purchased equipment or supplies; and
- 4) Compliance by the bidder with Federal Acts, Executive Orders, and State Statutes.

Upon motion of Director Vern Dahl, seconded by Director Bill Nicolls, and on the following roll call vote, to wit:

AYES:	Vern Dahl, Bill Nicolls, Tony Ferrara
NOES:	None
ABSENT:	None
ABSTAINING:	None


the foregoing Resolution is hereby adopted this sixteenth day of June, 2010.


Tony Ferrara, Chairman

ATTEST:


JOHN WALLACE, Secretary to the Board

APPROVED AS TO FORM:


MICHAEL W. SEITZ, District Legal Counsel

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
RESOLUTION NO. 2010-274**

**A RESOLUTION ADOPTING THE POLICIES AND PROCEDURES FOR THE
EXPENDITURE OF DISTRICT FUNDS FOR SUPPLIES, EQUIPMENT, CONSTRUCTION,
AND SERVICES**

ARTICLE 1

Adoption of Purchasing and Construction Policies

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D. To clearly define authority for the purchase of supplies and equipment and for contracting for outside services and construction.

E. To assure as full and open competition as possible on all purposes.

F. Fitness and quality being equal, a preference may be granted to local vendors for the purchase of materials, supplies and services with a bid price less than \$35,000. The district may provide a preference to each qualified local vendor if the bid of a local qualified vendor does not exceed the lowest bid or price quoted by other vendors by more than five percent. To qualify as a local vendor, a business must have all current applicable city licenses and permits, must maintain its primary office, place of business within the district. This preference is not applicable for any materials, supplies or services for which formal bids are required pursuant to statutory or California common law.

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C. In regards to purchases of supplies or equipment with a cost of **\$300.00** or more, a "purchase order" shall be used.

1. District employees shall submit a requisition for any required supplies, equipment, or services with an anticipated cost in excess of **\$300.00** on a form approved by the District Administrator.

2. If the requisition is approved by the Plant Superintendent, the Plant Superintendent shall seek the most favorable terms and price for the approved requisition either through comparative pricing or competitive bidding, whichever method the Plant Superintendent deems most appropriate under the circumstances. To the extent possible, the Plant Superintendent will review at least two quotations to ensure that the products or supplies purchased are of a quality suitable for the District's purposes and to obtain the lowest price available.

3. Once the Plant Superintendent has determined the most advantageous price or bid, as the case may be, for the requisition, he shall issue a purchase order which shall constitute a formal offer by the District to purchase the supplies, equipment, or to procure the service for the price and terms indicated therein.

D. Except in cases of emergency or in cases where specific authority has been first obtained from the District Administrator, the Plant Superintendent shall not purchase supplies or equipment unless there exists an unencumbered appropriation in the fund account against which the purchase is to be charged.

2.4 Supplies and Equipment – District purchases under \$5,000.00

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A. The purchase of supplies and equipment with a value of **\$1,500.00** to **\$5,000.00** may be made by the District Administrator in the open market pursuant to the procedure hereinafter proscribed:

1. The District Administrator or his/her designee shall solicit quotations for the purchase of all such goods and supplies. Said quotations may be solicited by telephone or in writing.

2. Open market purchases shall, when ever possible, be based on at least three written quotations approved by the District Administrator and shall be awarded to the supplier submitting the lowest responsive quote.

g) A notice that no bidder can withdraw his/her bid for a period of 60 days after the date set for the award of the contract.

h) A notice that a successful bidder can substitute securities for performance retention pursuant to Public Contract code Section 22300.

2) Notices inviting bids shall be published at least twice, not less than 5 day apart, in a newspaper of general circulation, printed and published in the District, or if there is none, the notice shall be posted in at least three public places in the District that have been designated by the District Board of Directors as places for posting such notice.

3) The first publication or posting of the notice shall be at least ten days before the date of opening bids.

B. Supplies and Equipment Bids – Security Requirements:

Bidder's security may be required when deemed necessary. Bidders shall be entitled to return of bid security within 60 days from the time the award is made. However, a successful bidder shall forfeit his/her bid security upon refusal or failure to execute a contract within 15 days after notice of award of the contract, unless the district is responsible for the delay. The contract may be awarded to the next lowest responsible bidder upon the refusal or failure of the successful bidder to execute the contract within the time herein prescribed.

C. Bids Opening:

Sealed bids shall be opened in public at a time and place stated in the notice of inviting bids. A tabulation of all bids received shall be made available for public inspection until the award of the contract.

D. Bid Rejection:

The District may reject:

- 1) Any bid that fails to meet the bidding requirements in any respect; or
- 2) All bids, for any reason whatsoever, and may readvertise for new bids;
- 3) All bids, and adopt by four fifths vote, a resolution declaring that the materials or supplies can be furnished at a lower price in the open market and the District may purchase the materials or supplies as stated in the resolution in order to take advantage of the lower cost.

E. Contract Award:

Contracts shall be awarded at the next regularly scheduled meeting after the date set for opening bids to the lowest responsible bidder except as follows:

- 1) If two or more bids are the same and the lowest, the District Board may accept the one it chooses.
- 2) If no bids are received, the District Board may order the supplies and equipment purchased without further bid.

F. Determination of Lowest Responsible Bidder:

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

Post Office Box 339
Oceano, California 93445
(805) 481-6903

A G E N D A
BOARD OF DIRECTORS MEETING
Oceano Community Services District
1655 Front Street
Oceano, California 93475

WEDNESDAY

January 2, 2008

6:00 P.M.

Board Members

TONY FERRARA, Chairman
JOHN SHOALS, Director
JIM HILL, Director

Agencies

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

Alternates

JIM GUTHRIE, Director
BILL NICOLLS, Director
BILL BOOKOUT, Director

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

1. Roll Call
2. Public Comment on Items Not Appearing on Agenda
- Board Action Items:**
3. Review and Approval of Minutes from the meeting of December 19, 2007
4. Review and Approval of Warrants
5. Plant Superintendent's Report
6. Board Action on Individual Items:
 - A. **TRUNKLINE MANHOLE ACCESSIBILITY BID OPENING**
Staff recommends the Board award a contract to Raminha Construction in the amount of **\$38,645.**, direct staff to process the award and proceed to administer the construction for this project.
 - B. **DIGESTER #2 CLEANING AND INTERNAL INSPECTION BID RESULTS**
Staff recommends the Board direct Staff to REJECT the bids and direct Staff to rebid this project.
7. Miscellaneous Items
 - a. Miscellaneous Oral Communications
 - b. Miscellaneous Written Communications
8. Adjournment

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT


Operations Address:

1600 Aloha
Oceano, California 93475-9735
(805) 489-6666

Business Address:

Post Office Box 339
Oceano, California 93445-0339
(805) 481-6903

MEMORANDUM

DATE: January 02, 2007
TO: Board of Directors
FROM: John Wallace, District Administrator 
SUBJECT: Trunkline Manhole Accessibility Bid Opening

RECOMMENDATION:

Staff recommends the Board:

1. Award a contract to Raminha Construction in the amount of **\$38,645.00** to increase the ease of accessibility of 20 manholes on the District's trunkline system;
2. Direct staff to process the award and proceed to administer the construction for this project;

FUNDING:

The FY 07/08 Budget includes Operating Account Number 8015 – *Trunk Sewer Maintenance* – which is for the maintenance of various components in the trunk system. The current budget for FY 07/08 is **\$100,000** of which approximately \$5,000 has been committed to the cleaning and inspection of the Grover Beach Trunk Sewer..

DISCUSSION:

A survey of the existing District trunk lines discovered that 20 of the District's trunk line manholes are inaccessible due to changes in grade, construction, access issues, etc. This project will allow for rehabilitating the manholes by clearing encroaching vegetation, dirt, and debris, and exposing the manholes. In some instances, grade rings will be added to raise the rim height to or above adjacent grade, increasing accessibility. Some manholes will require protective bollards, while all identified manholes in this project will be outfitted with new locking lids.

Five bids were received and opened on Tuesday December 11, 2007, ranging in cost from **\$38,645.** to **\$69,795.** After receiving bids, staff conducted a bid analysis and recommends the Board award the contract to the lowest, responsive and responsible bidder, Raminha Construction, of Paso Robles, California in the amount of **\$38,645.** (Please see the attached Bid Opening Report).

Staff has attached Raminha's past project experiences and responsibilities, listing pertinent jobs completed over the past few years demonstrating their capacity to satisfactorily perform a public works contract of this magnitude. Raminha Construction has been located in San Luis Obispo County for over 22 years.


Staff will be performing construction contract administration and periodic construction monitoring services verifying that work is performed in accordance with the Contract Documents.



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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Staff Report

To: Board of Directors
From: John Wallace, *District Administrator* 
Date: November 17, 2010

Subject: Operations staff training on updated Operations and Maintenance (O&M) Manual

Recommendation:

1. Authorize development of a training program for the newly updated O&M Manual as part of the State Water Resources Control Board and Regional Water Quality Control Board Notice of Violation (NOV) that the District received on July 21, 2010.
2. Authorize the addition of a new Major Budget Item, 10 MBI 11, in the amount of **\$25,000** for the FY 2010-11 budget and transfer these funds from reserves.

Funding:

The proposed expenditures to be added to the 2010-11 budget would include engineering and administrative staff services in the amount of **\$25,000**.

	Expenditures to date	Proposed expenditures	Totals
Budget	\$ -	\$ 25,000	\$ 25,000
Equipment expenditures	\$ -	\$ -	\$ -
Design expenditures	\$ -	\$ -	\$ -
Construction expenditures	\$ -	\$ -	\$ -
CA expenditures	\$ -	\$ -	\$ -
Retainage	\$ -	\$ -	\$ -
Balance to Complete	\$ -	\$ 25,000	\$ 25,000

If approved, this project would become 10 MBI 11 – *Operations and Maintenance Manual and Associated Standard Operating Procedures Training*, added to the FY 2010-11 Budget.

Discussion:

District staff has recently completed a significant update of the District Operation and Maintenance (O&M) Manual including new Operations SOPs and updated Laboratory Standard Operating Procedures. The District also has recently experienced significant staffing and organizational changes. In order to effectively implement the revised procedures and insure effective and efficient plant operation, staff must receive initial and ongoing training.

Training would be conducted in-house with weekly 2-hour sessions. Training will focus on the content and use of the O&M Manual, recently created Operating SOPs, use of the updated Lab SOPs, and staff roles and responsibilities under the new organizational structure. Additional topics will include;

compliance sampling, process control sampling, compliance data review and reporting, response to values in excess of permit limits, and responding to equipment failure. As new SOP's are developed, they will be added to the overall training program. In an effort to minimize costs, staff will continue to develop new SOP's as part of their in-house duties and to receive abbreviated training in the regular weekly staff meetings. However, more concentrated training sessions will be necessary to ensure continued compliance with the District's operations and maintenance requirements and quality control programs (QC).

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

Oceano Community Services District
1655 Front Street
Oceano, CA 93445

Minutes of Wednesday, December 15, 2010
6:00 P.M.

1. ROLL CALL

Present: Chairman Tony Ferrara, City of Arroyo Grande; Director Jim Hill, Oceano Community Services District; Director Bill Nicolls, City of Grover Beach.

Others in Attendance: John Wallace, District Administrator; Tom Zehnder, District Engineer; Mike Seitz, District Counsel; Jeff Appleton, Plant Superintendent.

2. PUBLIC COMMENT ON ITEMS NOT APPEARING ON AGENDA

Mr. Raffaele Montemurro from Arroyo Grande stated that one of the newly seated Oceano Community Services District Board Members, Ms. Carol Henson, attended the Sanitation District's December 1st meeting and was disappointed that Pamela Dean was the OCSD representative on the Board that date. He reported that Ms. Henson was upset because she felt she should have been the OCSD representative because she had been sworn in to the OCSD Board and would have been able to report back to that Board regarding the evenings' proceedings while Ms. Dean would not. Mr. Montemurro expressed his opinion that Ms. Henson was owed a letter of apology from the Sanitation District Board.

3. CONSENT AGENDA

- A. Review and Approval of Minutes from the Meeting of December 1, 2010.
- B. Review and Approval of Warrants.
- C. Review of Current Financial Statements (November 30, 2010)
- D. Plant Superintendent's Report

Chairman Ferrara asked for public comment regarding any consent agenda item.

Director Hill requested that the consent agenda items be acted on individually as he would not be able to vote regarding the minutes and he had comments regarding the warrants.

It was moved by Director Nicolls, seconded by Chairman Ferrara to approve the minutes of December 1, 2010 as presented. Motion carried with Director Hill abstaining from voting due to absence.

Director Hill questioned the Wallace Group invoice with regards to the line item for Major Budget Items.

Administrator Wallace replied that the charges incurred were for Major Budget Item expenses previously approved through the 2010/11 budget process and through subsequent Board authorizations for projects. He added that detailed invoices for all warrants are available for review at the meetings.

Director Hill stated that his specific question was whether the engineering services performed by Wallace Group for individual projects were included in the budget amount as a line item or just assigned.

Administrator Wallace replied that the work performed by Wallace Group is approved through directions from the Board and the overall contract the District has with the Wallace Group. The majority of the work entails smaller projects with major engineering work contracted out to other engineering firms such as Kennedy/Jenks Consultants.

Director Hill also questioned the amount charged for operations projects by the Wallace Group.

Administrator Wallace replied that this line item is for a variety of miscellaneous services related to the daily operations of the plant.

It was moved by Director Nicolls, seconded by Chairman Ferrara to approve the warrants as presented. Motion carried with Director Hill voting no.

It was moved by Director Nicolls, seconded by Director Hill to approve item 3C Current Financial Statements and item 3D Plant Superintendent's Report as presented. Motion carried by unanimous vote.

4. BOARD ACTION ON INDIVIDUAL ITEMS

A. Review and Potential Changes to the District Record Keeping Policy Regarding Recordings.

Counsel Seitz stated that at the meeting of December 1, 2010, Chairman Ferrara requested that the Board review the District's policy regarding maintaining of electronic recordings of the District meetings.

The law requires that the recordings be kept for a minimum of thirty days after the recording. The official policy of the District has been to use the written minutes as the official record after they have been reviewed and approved by the Board.

Chairman Ferrara stated that he brought this issue up due to the general sense of heightened public scrutiny. He expressed his opinion that the recordings should be maintained beyond the required minimum time.

Director Hill agreed and suggested the recordings be kept for a period of 60 days after Board approval.

Counsel Seitz stated that if it is the Board's intent to increase the time the recordings are kept in order to ensure the accuracy of the written record it should be so noted.

It was moved by Director Hill, seconded by Director Nicolls to establish a policy to maintain the voice recordings of District meetings for a period of sixty days after Board Approval of the written record in order to ensure and verify their accuracy. Motion carried by unanimous vote.

B. Dewatering Pump Purchase

Administrator Wallace informed the Board that the District has several site drains located

throughout the plant to transport rain and surface water back to the headworks so that drainage does not leave the plant site. The site drain located in the front field areas has experienced an unrepairable failure of one of the two pumps located there. The pumps are critical to maintain sufficient site drainage which protects other more sensitive/critical areas of the plant. Staff recommends the Board approve the purchase of Goulds ¾ hp submersible pump for BC Pump Sales and Service for the quoted price of \$1,091.16.

It was moved by Director Hill, seconded by Director Nicolls to approve the purchase of a Goulds ¾ hp submersible pump from BC Pump Sales and Service for their quoted price of \$1,091.16. Motion carried by unanimous vote.

5. MISCELLANEOUS ITEMS

A. Miscellaneous Oral Communications

Administrator Wallace reported that the District has a new representative from the Regional Water Board, Mr. Matt Keeling.

He also reported that three current Plant Operators will be testing in order to become certified as a Laboratory Analyst after the first of the year. He added that the District is doing well with regards to Laboratory cost savings as projected.

B. Miscellaneous Written Communications

Director Nicolls presented the Board an article for their information from the LA Times published this date which references conflict of interest.

6. PUBLIC COMMENT ON CLOSED SESSION

There were no public comments at this time.

7. CLOSED SESSION ITEM

The Board convened into closed session in order to conference with legal counsel pursuant to Govt. Code 54956.86: Complaint involving information protected by federal law and Govt. Code 54956.9(b): anticipated litigation – 1 case.

8. RETURN TO OPEN SESSION

District Counsel Seitz announced that no reportable action was taken in closed session.

9. ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at approximately 6:30 p.m.

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



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Agenda

Board of Directors Meeting

1655 Front Street
Oceano, California 93445

Wednesday, August 3, 2011 at 6:00 PM

Board Members

Bill Nicolls, Chairman
Lori Angello, Director
Tony Ferrara, Director

Alternates

Karen Bright, Director
Mary Lucey, Director
Jim Guthrie, Director

Agencies

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

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

1. CALL TO ORDER AND ROLL CALL

2. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

This public comment period is an invitation to members of the community to present comments, thoughts, or suggestions on matters not scheduled on this agenda. Comments should be limited to those matters that are within the jurisdiction of the District. The Brown Act restricts the Board from taking formal action on matters not published on the agenda. In response to your comments, the Chairman or presiding Board Member may:

- Direct staff to assist or coordinate with you.
- It may be the desire of the Board to place your issue or matter on a future Board agenda.

Please adhere to the following procedures when addressing the Board:

- Comments should be limited to 3 minutes or less.
- Your comments should be directed to the Board as a whole and not directed to individual Board members.
- Slanderous, profane or personal remarks against any Board Member, Staff or member of the audience shall not be permitted.

Any writing or document pertaining to an open session item on this agenda which is distributed to a majority of the Board after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review in the offices of the Oceano CSD a member agency. 1655 Front Street, Oceano, California. Consistent with the Americans with Disabilities Act and California Government Code §54954.2, requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the above referenced public meeting by contacting the District Administrator or Administrative Assistant at 805-544-4011.

3. CONSENT AGENDA

The following routine items listed below are scheduled for consideration as a group. Each item is recommended for approval unless noted. Any member of the public who wishes to comment on any Consent Agenda item may do so at this time. Any Board Member may request that any item be withdrawn from the Consent Agenda to permit discussion or change the recommended course of action. The Board may approve the remainder of the Consent Agenda on one motion.

3a. Review and Approval of Minutes of July 20, 2011 Meeting

3b. Review and Approval of Warrants

4. PLANT SUPERINTENDENT'S REPORT**5. BOARD ACTION ON INDIVIDUAL ITEMS:****A. DISTRICT TRUNK LINE INFLOW AND INFILTRATION FINAL STUDY**

Staff recommends the Board receive the final draft of the District's Trunk Line Inflow and Infiltration Study Report and provide staff with any comments or additional direction.

B. CONSIDERATION AND ADOPTION OF FISCAL YEAR 2011-12 BUDGET

Staff recommends the Board open the public hearing and take any public testimony; close the public hearing; direct staff to make any adjustments or changes to the proposed budget; adopt the final budget for Fiscal Year 2011-12 and resolutions contained therein, if no further changes are directed to staff.

6. MISCELLANEOUS ITEMS

a. Miscellaneous Oral Communications

b. Miscellaneous Written Communications

7. PUBLIC COMMENT ON CLOSED SESSION**8. CLOSED SESSION**

Conference with legal counsel regarding liability claims pursuant to Govt. Code §54956.95: Claimant Jeff Appleton

9. RETURN TO OPEN SESSION, REPORT ON CLOSED SESSION**10. ADJOURNMENT**

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

Oceano Community Services District
1655 Front Street
Oceano, CA 93445

Minutes of Wednesday, July 20, 2011
6:00 P.M.

1. ROLL CALL

Present: Chairman Bill Nicolls, City of Grover Beach; Director Lori Angello, Oceano Community Services District, Tony Ferrara, City of Arroyo Grande.

Others in Attendance: John Wallace, District Administrator; Mike Seitz, District Counsel; Bob Barlogio, Interim Plant Superintendent.

2. PUBLIC COMMENT ON ITEMS NOT APPEARING ON AGENDA

Mr. Gere Sibbach introduced himself as the San Luis Obispo County Auditor/Controller. He provided information pertaining to the Grand Jury's request that his department perform a partial audit of the South San Luis Obispo County Sanitation District. He stated that in response to that request his department will be performing a limited Internal Control Review which is not intended to replace the District's annual financial audit. He expected the audit to commence on August 8, 2011.

Mr. Sibbach also introduced Ms. Kerrie Bailey, Chief of Internal Audits, who will be heading the audit. He also informed the Board that Mr. Jim Erb, Assistant Auditor-Controller will be in overall control of the audit.

Chairman Nicolls thanked Mr. Sibbach for attending the meeting and performing the audit.

Director Ferrara stated that the Board would be available at any time should Ms. Bailey or Mr. Erb have questions or need assistance.

Director Angello asked if the updated Wallace Group contracts were needed in order to complete the audit. Mr. Sibbach replied that he would like to see them before the audit is completed.

Mr. Jeff Edwards stated that the County Board of Supervisors met on July 19, 2011 and discussed the flooding and drainage issues in Oceano as part of their regular agenda regarding a short term Meadow Creek Lagoon Mitigation Alternatives. Mr. Edwards voiced doubts regarding the effectiveness of the mitigation alternatives proposed. He suggested an agenda item to detail the flooding issues and in particular the Meadow Creek Lagoon Mitigation Alternatives.

Mr. Tom Geaslen introduced himself as the Interim General Manager of the Oceano Community Services District.

Director Ferrara requested that staff request the County to provide a presentation at a future meeting regarding the flood proposals referred to by Mr. Edwards.

3. CONSENT AGENDA

- A. Review and Approval of Minutes from the Meeting of July 6, 2011.
- B. Review and Approval of Warrants.
- C. Financial Report ending June 30, 2011

It was moved by Director Angello, seconded by Chairman Nicolls to approve Consent Agenda item 3A as presented. Motion carried with Director Ferrara not voting due to his absence at that meeting.

It was moved by Director Ferrara, seconded by Chairman Nicolls to approve Consent Agenda items 3B and 3C as presented. Motion carried.

4. PLANT SUPERINTENDENTS REPORT

Interim Plant Superintendent Barlogio reported that the plant was running well. In order to characterize flow for the Water Quality Control Board, sampling is occurring every day during July for BOD and Suspended Solids. The Plant is staying in compliance.

Staff did a chlorinated flush on July 7th with a second flush scheduled for July 21, 2011.

Staff also replaced three six-inch, old and worn plug valves on the sludge pump piping for the No. 2 primary clarifier.

Administrator Wallace commented that the District is sampling every day in July on a voluntary basis in order to better characterize the effluent. The same voluntary sampling was done in January.

5. BOARD ACTION ON INDIVIDUAL ITEMS

- A. FFR Pump Refurbishment, 09 MBI 01

Administrator Wallace reported that Staff has installed the new FFR pump directly into the old pump position during a short night-time shutdown and staff is now preparing to ship pump No. 1 back to the manufacturer for a thorough refurbishment. Once this first pump is back online, the last pump can be sent in for refurbishment. While the last pump is out for refurbishment, the third pump train pad can be constructed, the electrical and VFD cabinet installed, and be waiting for the pump's return. This part of the project will be bid separately at a later date and will be brought back to the Board.

Flo Systems is the exclusive manufacturer's sales representative for Fairbanks-Morse, and as such, this is a sole source service. Due to past delays on the part of the supplier, and other considerations, staff was able to negotiate reducing the cost of the service from \$29,721 to \$22,535.

Director Ferrara asked if the reconditioned pump had a warranty and if so, is the warranty still effective with staff performing the installation.

Interim Plant Superintendent Barlogio stated that a manufacturer's representative will be present during pump start up which will serve to validate the warranty.

It was moved by Director Ferrara, seconded by Director Angello to approve the refurbishment of FFR Pump No. 1 for an amount not to exceed \$25,273.00. Motion carried.

B. Environmental and Public Health Impact Assessments for the December 19, 2010 Sanitary Sewer Overflow.

Administrator Wallace reviewed the requirements of the Notice of Violation issued by the State on April 18, 2011 as a result of the Sanitary Sewer Overflow on December 19, 2010. As required, the District submitted a technical report under section 13267 of the California Water Code on May 31, 2011. Item No. 4 of the NOV required an assessment of the short and long-term impacts to public health, animal and plant communities after the SSO.

With regard to this item, the District planned to work with a qualified professional (Mr. Douglas Rischbieter) to perform the required public health, animal, and plant communities assessment. Mr. Rischbieter was interviewed by District staff on June 15, 2011 and is not available to perform the work required.

To date the District has not received a response to the technical report from the State Board; however, staff anticipates a response that will include a timeframe to comply with this requirement.

To complete this task, staff is recommending that the Board authorize staff to create a Request for Proposal, and bring back to the Board a recommendation for selection of a qualified professional to perform the required impact assessments

Mr. Tom Geaslen asked if it is anticipated that this report will be instrumental in determining if the District will receive fines.

Administrator Wallace stated that the report would be one factor in the Water Board's decision making process.

It was moved by Director Ferrara, seconded by Director Angello to receive the report and direct staff to develop a scope of work to meet the requirements discussed below and to issue Requests for Proposals for the required professional services. Motion carried.

C. Election of Special District Risk Management Authority

Administrator Wallace presented information from the Special District Risk Management Authority regarding their upcoming election. Seven candidates met the qualification requirements and those names are included on the Official Election Resolution and Ballot.

As a member of SDRMA, the SSLOCSD Board of Directors may select three of the seven candidates from the official ballot sent by SDRMA Board of Directors and a ballot delivered to SDRMA by September 16, 2011.

It was moved by Director Ferrara, seconded by Director Angello to cast the South San Luis Obispo County Sanitation District vote in the election of Special District Risk Management Authority Board of Directors for Mike Scheafer, Ed Gray, and Terry Burkhardt. Motion carried by unanimous roll call vote.

D. Influent Pump Reconductoring Contract Award 04 MBI 16.

Administrator Wallace stated the cost for Reconductoring the Influent Pump is a smaller phase of the entire project. This work was removed from the entire electrical upgrade project because of

the critical nature of electrically isolating each influent pump.

The construction contract for this project was selectively bid to six electrical companies. Two companies responded with bids that were received and opened on July 13, 2011. Woeste Electric was the low bidder in the amount of \$28,790.00.

It was moved by Director Angello, seconded by Director Ferrara to award a construction contract to Woeste Electric for the Influent Pump Reconductoring Project in the amount of \$28,790.00. Motion carried.

E. Mechanical Seal Repairs Purchase

Administrator Wallace stated that the seals used in the wastewater pumps use water to lubricate and cool internal parts of the seal. Installing the Spiral Trac will extend the life of the mechanical seals by diverting material found in the wastewater from the face of the seal. It is also noted that Plant Superintendent Barlogio would retain a factory representative in the amount of \$500. to give hands-on training to staff, on the proper installation and rebuilding of the mechanical seals used throughout the plant. Staff could rebuild the seals themselves and have spare parts on the shelf at 1/5th the cost of another mechanical seal.

It was moved by Director Ferrara, seconded by Director Angello to approve the purchase of Spiral Trac from Chesterton for the estimated amount of \$636.61. Motion carried.

F. 12 -Inch Valves Purchase.

Administrator Wallace informed the Board that staff used three 12-inch valves during the FFR pump replacement project that were originally intended for the headworks project. This purchase would now allow the influent pump replacement project to move forward.

It was moved by Director Angello, seconded by Director Ferrara to approve the purchase of three 12-inch flanged gate valves with hand wheel from Ferguson Enterprises, Inc for the estimated amount \$5,360.36. Motion carried.

6. MISCELLANEOUS ITEMS

A. Miscellaneous Oral Communications

Director Ferrara informed the Board that the Emergency Response Plan is approximately 30% complete.

7. PUBLIC COMMENT ON CLOSED SESSION

Mr. Tom Geaslen, OCSD Interim General Manager, urged the Board not to go forward with the consideration of the Professional Services Contract at this meeting. He stated the Administrative Contract as presented at tonight's meeting does not reference a salary amount and the Engineering Contract rates which are referenced are significantly lower than industry standards. He asked that action not be taken until these issues are clarified.

8. CLOSED SESSION ITEMS

Conference with labor negotiators Pursuant to government Code Section 54957.6: Agency designated representatives: Mike Seitz, Tony Ferrara; Unrepresented Contractor: John

Wallace.

9. RETURN TO OPEN SESSION, REPORT ON CLOSED SESSION

The Board reconvened and Counsel Seitz announced changes made to the contract previously provided to the public.

10. CONSIDERATION OF AMENDED CONTRACTS FOR DISTRICT ADMINISTRATOR JOHN WALLACE AND DISTRICT ENGINEER WALLACE GROUP

It was moved by Chairman Nicolls, seconded by Director Ferrara to accept the contract, with discussed changes, for the District Administrator Professional Services. Motion carried by roll call vote with Director Angello voting no.

It was moved by Chairman Nicolls, seconded by Director Ferrara to accept the contract, with discussed changes for the District Engineer Professional Services. Motion carried by roll call vote with Director Angello voting no.

11. ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at approximately 8:00 p.m.

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

Central Coast Regional Water Quality Control Board

December 18, 2012

Mr. John Wallace, District Engineer
South San Luis Obispo County Sanitation District
P.O. Box 339
Oceano, CA 93445

Certified 7011 0110 0001 2474 6000

Dear Mr. Wallace:

**NOTICE OF VIOLATION FOR SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
WASTEWATER TREATMENT FACILITY**

Central Coast Water Board staff has recently made several visits to the South San Luis Obispo County Sanitation District's (District) wastewater treatment facility located at 1600 Aloha Place, Oceano. The purpose of the visits was to inspect facility operations and assess permit compliance. Additionally, Water Board staff accompanied United States Environmental Protection Agency (USEPA) subcontractor PG Environmental on a compliance evaluation inspection (CEI) in March 2012. The CEI report has been provided to your chief plant operator, Mr. Bob Barlogio, and is attached to this letter. This letter addresses the March 2012 inspection as well as issues arising from subsequent inspections and recent effluent violations.

Water Board staff concurs with the findings of the CEI report. Additionally, as observed during the course of subsequent visits to and events at the facility, Water Board staff notes the following significant, high priority violations of existing NPDES permit R3-2009-0046.

1. **Biosolids Storage** – The facility utilizes a centrifuge to dewater sludge from the anaerobic digesters. The dewatered sludge, i.e., biosolids, is then stored in uncovered stockpiles in the unpaved "lagoon" area east of the centrifuge building. Prior to October 2012, biosolids were hauled offsite for composting approximately twice per year. Since approximately October 2012, biosolids have been hauled offsite once per week. Section VI.C.5.a of the existing permit requires that solids and sludge treatment, storage, and disposal or reuse shall not create a nuisance and shall not result in groundwater contamination. Under current unpaved conditions, biosolids storage may degrade groundwater beneath the unpaved lagoon area. Paving the lagoon area has been described as a Major Budget Item (MBI) in the annual budgets of the District since 2008. However, four years later, nothing significant has been provided to the Water Board indicating the project is progressing.
2. **Safeguards and Vulnerability** – The Central Coast Standard Provisions I.B.9 adopted as part of the existing permit states, "Safeguards shall be provided to assure maximal compliance with all terms and conditions of this permit." The provision following states, "Physical Facilities shall be designed and constructed according to accepted engineering

JEFFREY S. YOUNG, CHAIR | KENNETH A. HARRIS JR., INTERIM EXECUTIVE OFFICER

895 Aerovista Place, Suite 101, San Luis Obispo, CA 93401 | www.waterboards.ca.gov/centralcoast

practice and shall be capable of full compliance with this order when properly operated and maintained. Proper operation and maintenance shall be described in an Operation and Maintenance Manual." There are areas of vulnerability at the plant which have been noted during recent visits, including lack of redundancy in secondary treatment, lack of alarms on critical equipment, lack of operational documentation, and use of unqualified personnel.

- a. Lack of redundancy within the secondary treatment process units: The Water Board has been anticipating facility upgrades to address the lack of redundancy for several years. The facility's permit adopted on October 23, 2009, states (page F-6), "Addition of a second Secondary Clarifier (87' diameter, 10' below grade) and an Aeration Tank (124' by 40' dual basin, 18' deep) is planned **during the timeframe of this permit**. These additions to the secondary treatment process will improve the facility's ability to handle anticipated increased strength (BOD and TSS) of wastewater due to water conservation efforts of the Member Agencies. These changes will also provide redundancy in the secondary equivalent biological treatment process in the event of an emergency shutdown, mechanical failure, or routine maintenance." [emphasis added.] We are now three years into the five-year permit and the anticipated upgrades appear no further along than they were in 2009.

The issues regarding the facility's lack of redundancy in its treatment processes, in particular the fixed film reactor (FFR) and secondary clarifier, were well documented in the 2005 Kennedy/Jenks Long Range Plan Wastewater Treatment Plant Improvements, which states:

Page 4-5: It is concluded that the existing FFR could not meet design objectives when operating at projected design loadings. In addition, in the absence of a second FFR (or equivalent) to insure uninterrupted meeting of requirements during times when the single FFR is out of operation for normally anticipated maintenance and/or repairs, further indicates that the existing FFR alone will not be capable of meeting design objectives.

Page 4-6: It is concluded that the existing secondary clarifier is of adequate size to meet design objectives. However, the absence of a second secondary clarifier to insure uninterrupted meeting of requirements during times when the single clarifier is out of operation for normally anticipated maintenance and/or repairs, indicates that the existing secondary clarifier alone will not meet the reliability objective.

Page 4-15: It is established that wastewater characteristics have significantly changed since earlier studies on the basis of which treatment plant facilities have been built...concentrations have increased some 25% above those concentrations which served as the basis for design of existing plant. At the same time per capita contributing wastewater volume has decreased from 95 gpd/capita to 70 gpd/capita. [...]it is of basic importance to recognized [sic] that existing plant is deficient in respect to redundancy of certain treatment process units.

In addition, the District appears to have recognized the importance of the upgrades as it has been an MBI since at least 2007, identified as "Long Range Plant Expansion 07 MBI 14."

As described in the current budget's project description, the project is "in the process of applying for SRF [State Revolving Fund] funding and is in the environmental review phase. Also as part of the SRF Process, Staff is also working on a rate study to determine if current rates are sufficient to qualify for the loan." According to SRF Program records, an incomplete SRF application package was submitted in February 2009 by the Wallace Group.

SRF staff contacted Wallace Group in October 2011 and, according to SRF staff notes during the conversation, was told that the District was in the Proposition 218 process and expected to be finished in three to four months. Based on that time estimate, SRF staff contacted the Wallace Group again in March 2012 to check on the status of the project and whether Wallace Group intended to complete an application package. Wallace Group staff indicated that they were still working on a rate study and expected it to be another one to three years before it would be completed. Nearly four years and counting to complete a rate study is an unacceptable delay in the progress of this project.

- b. Lack of alarms on critical equipment: Recent problems at the plant resulted in fecal coliform violations. In particular, Water Board staff has been investigating a fecal coliform violation reported for October 24, 2012. During the investigation, plant operators informed staff that the chlorine feed pump for disinfection had been turned off by temporary staff workers. The length of time that the pump was turned off has not been determined. The lack of chlorination was detected only when plant operators took their routine residual chlorine sample at the end of the chlorine contact tank at approximately 1:30 pm. It is possible that the chlorine pump was off for 24 hours by that time, as no routine chlorination/dechlorination sampling occurs except at 1:30 pm daily. There is also no continuous residual chlorine analyzer at the end of the chlorine contact tanks. No alarms are present to alert operators of problems with chlorination or dechlorination feed pump operations. This is a violation of the provisions of the permit that require the discharger to provide adequate safeguards to ensure maximal permit compliance. Water Board staff is concerned that with the lack of functioning SCADA controls and possible lack of functioning alarms on other critical equipment, similar vulnerabilities may exist in other areas of the facility.
- c. Lack of operational documentation: The incident on October 24, 2012, involving the chlorine feed pump being turned off was not recorded in the operator's daily log. According to the plant's Operation and Maintenance Manual, Chapter VII Records, "The shift operating log form should be completed at a specific time during each shift. The responsibility for preparing the log is assigned to the operator in charge of each shift...A record is also kept of any unusual occurrences..." The shutdown of the disinfection system's chlorine feed pump should certainly have been noted in the operator's log for the day as well as a description of the impacts, remedies, and/or circumstances of the event. Failure to provide this record is a violation of the provisions of the permit and the facility's Operation and Maintenance Manual.

- d. Use of unqualified personnel: The use of temporary personnel to perform chlorine handling operations at the wastewater treatment plant is not consistent with the regulations for Operator certification. The regulations (Title 23, Division 3, Chapter 26, Section 3670.1) state, "No person shall operate a wastewater treatment plant within the meaning of these regulations unless that person has been certified by the division as a wastewater treatment plant operator or operator-in-training at a grade appropriate for the class of plant being operated." Because of the nature of chlorine and hazards associated with the activities being performed (transfer of chlorine between storage vessels), performance of these activities was inappropriate for temporary workers. Additionally, the facility's Operation and Maintenance Manual, Chapter III Chlorine Contact Tank states, "Suggested precautions at a minimum should be proper identification of the tank contents on the outside of the tank, **only allowing qualified personnel to fill the tanks**, and installing different connect fittings on the fill lines to each storage tank." [emphasis added.] The District must restrict temporary workers to non-operations tasks, consistent with their lack of appropriate operator certification and Operation and Maintenance Manual procedures.

3. Inadequate Disinfection - Water Board staff is also investigating the recent trend of fecal coliform effluent violations. Fecal coliform violations are an indication of inadequate disinfection. Violations were reported on June 6, September 12, September 28, and October 24, 2012. The reported causes of the violations have varied from sample contamination, nitrate interference, and electrical problems.

The disinfection system is controlled by oxidation reduction potential (ORP) probes located in the chlorine contact tanks. The ORP probes use an electrical measurement to determine the dose of chlorine for the contact tanks. The ORP probe provides automated feedback to the chlorine feed pump based on that electrical measurement. However, ORP probes are prone to interferences (e.g., nitrates, ammonia, ferric) and operational difficulties. Ferric chloride is used by the plant operations during the weekly hydraulic flushes of the FFR.

The District has not sufficiently evaluated the cause of the fecal coliform violations. The District has stated that fecal coliform violations on June 6 and September 28, 2012, could not have been the result of poor disinfection because chlorine residuals measured 19.1 and 5.4 mg/L at the end of the chlorine contact tank before dechlorination. However, adequate disinfection is a combination of chlorine dose as well as contact time and available ammonia for chloramine formation. It is possible to have high residual chlorine concentrations and still have insufficient disinfection.

Given the recent fecal coliform violations and demonstrated vulnerability with the lack of alarms on chlorine feed pumps, there is a need to evaluate the monitoring and performance of the disinfection system at the facility. Possible remedies may include an updated loading study to help define monitoring strategies, evaluation of the new weekly flushing program (a change from the previous caustic flushing) on disinfection effectiveness, addition of multiple residual chlorine analyzers to aid in chlorine dose determination, dye studies to look for dead spots in the flow pattern possibly containing encapsulated bacteria, and/or more frequent sampling.

During the course of investigating the District's records, Water Board staff reviewed the MBIs listed in the District's 2012-13 budget. We offer the following comments on the MBIs for your consideration and response:

- The two projects involving the FFR (media replacement and distribution arm replacement) simply cannot be accomplished because the FFR cannot be taken out of service for more than a few hours. As it is, the FFR pump refurbishment project will be a challenge to accomplish in a short amount of time. Additionally, the project description for the FFR media replacement project includes \$1,000,000 cost estimate. It is unclear where this cost is derived from as the 2010 Carollo Preliminary Design Report Peer Review quotes \$1,540,000 for media replacement.
- The SCADA system is described as having Phase I complete, and Phase II & III forthcoming. Water Board staff inquired about the SCADA system during a recent visit and was informed that it is not functioning. There are currently no available SCADA controls, SCADA autodialer, or SCADA alarm system functioning at the facility. It is unclear how a project to expand the SCADA system will be useful if there is no functioning SCADA system to tie in to.
- The Co-Gen system does not currently function and is off-line. Projects for (1) grease injection to increase methane production and (2) increase the generator capacity should be prioritized after the Co-Gen system is reliably functioning as designed.
- The project to clean out Digester No. 1 is needed. However, without a paved lagoon area there is inadequate storage within the concrete sludge drying beds to accommodate such a clean-out.
- The 2010 Carollo Peer Review report states that the plant upgrades will "meet the [District's] immediate treatment and redundancy goals. However, the [District] may want to add nitrogen removal to upgrade the project to position itself for future unrestricted reuse, specifically groundwater recharge or establishment of a seawater intrusion barrier. Carollo's alternatives analysis identified a range of costs between \$17.0 and \$36.3 million for nitrogen removal projects." Given the significant additional cost to add treatment for reclaimed water use and that the District Engineer is recommending a plant upgrade which would not produce reclaimed water, studies such as the MBI for "Recycled Water Studies (12 MBI 05)" should be prioritized appropriately.
- The installation of piping to provide recirculation of secondary effluent to the headworks at low flow times could likely be included in the design of the needed plant upgrade.

The District shall provide a **technical report by February 1, 2013**, to address the deficiencies and violations discussed herein. The report shall address, at a minimum, the biosolids lagoon area, lack of redundancy in the secondary treatment process, lack of documentation, lack of alarms, use of unqualified personnel, and evaluations of the disinfection process and weekly hydraulic flushing program. We can discuss these issues at our forthcoming meeting on Friday December 21, 2012, if you would like.

The requirement for a technical report is made pursuant to California Water Code sections 13383 and 13267. We need the required information to ensure the District is in compliance with permit requirements. The evidence that supports this requirement is included in this letter;

more detailed information is available in the Water Board's public file on this matter. Failure to submit the required information by February 1, 2013, may subject the District to civil liability of up to \$1,000 per day, pursuant to California Water Code Section 13268, or up to \$10,000 per day pursuant to Section 13385.

Any person affected by this action may petition the State Water Resources Control Board (State Board) to review the action in accordance with section 13320 of the California Water Code and Title 23, California Code of Regulations, Section 2050. State Board must receive the petition within 30 days of the date of this letter. Copies of the law and regulations applicable to filing petitions will be provided upon request.

The Central Coast Water Board reserves the right to take any enforcement action related to these violations authorized by law, including issuance of time schedule orders, cease and desist orders, and/or imposition of civil liability.

Sincerely,



cn=Harvey C. Packard,
o=Central Coast Regional
Water Quality Control Board,
ou,
email=hpackard@waterboards.
ca.gov, c=US
2012.12.18 08:15:20 -08'00'

for Michael J. Thomas
Assistant Executive Officer

Attachment: CEI report

\\Seadog\vol1\Mgmt\Seniors\Shared\NPDES\NPDES Facilities\San Luis Obispo Co\South SLO Co\CEIs\CA0048003 - South San Luis Obispo County Sanitation District - S. SLO WWTF - 3-14-12.pdf

Cc via email:

John Wallace, SSLOCSD District Engineer, johnw@wallacegroup.us
Katie DiSimone, Central Coast Water Board, kdisimone@waterboards.ca.gov
Todd Stanley, Central Coast Water Board, tstanley@waterboards.ca.gov
Cynthia Lambert, The Tribune News, clambert@thetribunenews.com
Debbie Peterson, Mayor of Grover Beach, petersonteam@charter.net
David Broadwater, csi@thegrid.net
Julie Macedo, Office of Enforcement, jmacedo@waterboards.ca.gov
Tom Geaslen, Oceano General Manager, ocsdgm@oceanocsd.org
Matthew Guerrero, Oceano CSD, matthewguerrero@sbcglobal.net
Karen Velie, CalCoast News, velie@calcoastnews.com
Julie Tacker, julietacker@charter.net
Tony Ferrara, Arroyo Grande, tmf4259@charter.net

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Office Outlook Web Access Type here to search This Folder Address Book Options Log Off

Mail Calendar Contacts Deleted Items Drafts (4) Inbox (3) Junk E-Mail Sent Items

Click to view all folders >

archive Manage Folders...

Reply Reply to All Forward Move Delete Junk Close

RE: Personnel Files
John Wallace [JohnW@wallacegroup.us]

Sent: Friday, January 28, 2011 3:08 PM
To: Jeff Appleton
Cc: mike@shipseyandseitz.com; John Wallace [JohnW@wallacegroup.us]

Jeff

I have retained [REDACTED] because of the current actions that have been on-going for almost a year. I will continue to retain that file for the time being while the Skelly hearing and anticipated appeal is in progress. This will facilitate my coordination with our attorney representing us in this matter. If you wish to view the file, you may do so at our office.

With respect to the [REDACTED] that file may I need to be updated with any pertinent additional information that again, has been on-going for some time. I will work with you on that file to complete whatever items need to be included.

Let's talk more on that on Monday at our meeting.

We will meet with Mike Seitz at 1:30, January 31st at my office.
Please confirm your availability.
Thanks
John

From: Jeff Appleton [mailto:jeff@ssllocsd.us]
Sent: Friday, January 28, 2011 11:22 AM
To: John Wallace; Tom Zehnder; 'Michael W. Seitz'
Subject: Personnel Files

John/Tom/Mike,

It is my understanding that [REDACTED] Personnel File has been retained at the District Administrator's Office for many months. As discussed at a recent Board Meeting, it is inherent that District related files be maintained at the plant office.

Please update [REDACTED] with any documents that have been generated regarding [REDACTED] and return it to the me, so that it may be replaced into the appropriate filing spot. It also appears that large amounts of paperwork are missing from [REDACTED]. Please provide any and all documentation that has been generated relating to [REDACTED].

Due to the [REDACTED] there is a pending timeline and it is inherent that these requests be as expediently as possible.

Thank you,

Jeff Appleton, Superintendent
South San Luis Obispo County Sanitation District



Linda S. Adams
Acting Secretary for
Environmental Protection

State Water Resources Control Board



Edmund G. Brown Jr.
Governor

Office of Enforcement

1001 I Street, 16th Floor, Sacramento, California 95814
P.O. Box 100, Sacramento, California 95812-0100
(916) 341-5272 ♦ FAX (916) 341-5896 ♦ <http://www.waterboards.ca.gov>

January 12, 2011

CERTIFIED MAIL
NO. 7008 1140 0002 3861 8249
Return Receipt Required

Mr. Jeff Appleton
Chief Plant Operator
South San Luis Obispo County Sanitation District
P.O. Box 1001
Grover Beach, California 93483

Dear Mr. Appleton:

SUBJECT: LETTER OF PROPOSED DISCIPLINARY ACTION; VIOLATION OF THE CALIFORNIA CODE OF REGULATIONS (TITLE 23, CHAPTER 26, SECTION 3670, ET SEQ.) AND CALIFORNIA WATER CODE (DIVISION 7, CHAPTER 9, SECTION 13627, ET SEQ.)

The State Water Resources Control Board's (SWRCB) Office of Enforcement (OE) has completed an investigation concerning allegations that you violated provisions of the California Water Code (CWC) and/or the California Code of Regulations (CCR) for which discipline may be imposed.

Specifically, our investigation revealed that you willfully or negligently allowed a violation of waste discharge requirements or National Pollutant Discharge Elimination System (NPDES) Permit No. CA0048003 (Order No. R3-2004-0050). CWC section 13627, subdivision (e), allows SWRCB to "refuse to grant, suspend, or revoke any certificate issued by the SWRCB to operate a wastewater treatment plant, or may place on probation, or reprimand, the certificate holder" based upon the operator's conduct (also referenced in section 3710 (a), chapter 26, title 23, CCR).

As explained in more detail below, OE is proposing that your Grade III Wastewater Treatment Plant Operator Certificate be downgraded to Grade II for a period of one (1) year. You may reapply for certification as a Grade III Wastewater Treatment Plant Operator and take the examination prior to the one-year period of certificate downgrade; however, you may not operate as a Grade III Wastewater Treatment Plant Operator until the one-year downgrade period is complete, you pass the exam, and you pay the appropriate certification fee. The specific allegations against you, the supporting evidence, and the appeal process are discussed below.

SUMMARY OF SPECIFIC ALLEGATIONS

The South San Luis Obispo County Sanitation District (District) has designated you as the Chief Plant Operator (CPO) of the District's wastewater treatment plant (WWTP). As CPO, you are responsible for the overall operation of the District's WWTP and compliance with discharge permit requirements.

California Environmental Protection Agency

Recycled Paper

The following is the definition of a CPO pursuant to section 3671(h), title 23, division 3, chapter 26, CCR:

Chief Plant Operator (CPO) - A supervisor¹ who is certified as an operator² and who is responsible for the overall operation³ of a wastewater treatment plant.

As CPO, you have violated the following sections of the CCR:

1. Section 3710(a)(1) - "willfully or negligently violating, causing, or allowing violation of these regulations"

As CPO, you failed to ensure proper operation of the treatment plant, a requirement under Standard Provisions (section I.D) of the NPDES permit. Proper operation of the treatment plant includes, but is not limited to, written procedures for consistent operation and maintenance of treatment facilities to achieve compliance with the conditions of the discharge permit.

During the plant inspections in May 2010, Water Board staff discovered the following compliance deficiencies:

- Operators were not provided with written standard operating procedures in order to perform consistent and proper plant operations and maintenance.
- The plant's Operation and Maintenance manual was not updated since you assumed CPO responsibilities in 2000. Since then, changes of plant operations were implemented (i.e., new drying beds, operational changes in the chlorine contact tank, trickling filter, etc.), but the Operation and Maintenance manual was not updated as required by the plant's NPDES permit.
- Plant records (raw data collected by operators) were not kept within the period required by the plant's NPDES permit (three years for Operation and Maintenance records and five years for bio-solids records). Although some plant records were entered into computer files, Board staff cannot verify computer records without actual raw data collected and/or completed by operators.
- Operator Regulations require the CPO, as agency representative, to report disciplinary actions against certified operators, changes in plant staffing, etc. to the Office of Operator Certification (OOC). Since 2000, several changes in plant personnel had occurred but were not reported to OOC. Also during the same period, the District issued disciplinary actions to some operators (two operators were demoted in job classifications due to operational issues), but were not reported to OOC.

¹ "Supervisor" means a certified operator who oversees and directs the operation of a wastewater treatment plant, who inspects the performance of other operators of a wastewater treatment plant, and who reports to the chief plant operator.

² "Operator" means any person operating a wastewater treatment plant that occupies a position and performs duties for which the Office of Operator Certification requires an operator certificate.

³ "Operates" means the performance of day-to-day activities primarily consisting of the control of any process which may affect the quality of the discharge of a wastewater treatment plant. "Operates" may include performance of day-to-day maintenance work so long as the primary function of the operator is control of the process. "Operates" does not include maintenance functions which are not necessary for the reliable operation of major treatment processes.

- Portion of effluent compliance sampling was not representative of the plant operating conditions and in violation of the discharge permit. Operators were instructed not to conduct cleaning/washing of final clarifiers during compliance sampling period. Cleaning/washing of final clarifier is considered part of plant operation, as well as other preventive maintenance activities performed by operators at the plant.

2. Section 3710(a)(5) - "using fraud or deception in the course of employment as an operator."

During the interviews conducted by Water Board staff, you denied knowledge of any verbal or written instructions to operators that would indicate improper collection of samples in favor of permit compliance. Your denial contradicts the following interview statements of Devina Douglas, Scott Mascolo, Rick Jackman, and Aaron Allen, and plant documents obtained by Water Board staff.

- Devina Douglas (laboratory technician) said that you told her to "dump" the effluent compliance sample she collected in April 2009 after she told you about the low chlorine residual condition of the chlorine contact tank.
- Scott Mascolo (plant supervisor on administrative leave) confirmed that he heard the same instructions by you to Devina during the low chlorine residual incident in April 2009.
- Rick Jackman (operator) said that you were trying to avoid sampling when they were doing major maintenance work that would affect the quality of the effluent.
- Aaron Allen (operator) confirmed and provided Water Board staff copies of work orders containing instructions to operators "not to clean/wash when the ISCOs are on," and that the instructions were written in the work order forms for more than a year.
- During a separate plant inspection on May 18, 2010, Water Board staff asked you about the operator instructions printed on the work order forms. You responded that Scott Mascolo wrote down those operator instructions and stated that you have no knowledge about those instructions.
- Plant documents you submitted on May 21, 2010, included completed work order forms for removing algae at the final clarifier. The work order forms contained the same written operator instructions that Mr. Allen provided to Water Board on May 5, 2010 (Exhibit #1).
- During the interview with you on June 16, 2010 (in the presence of a Board Director, Bill Nicholls), you denied having prior knowledge of the written instructions until it was brought to your attention by Water Board staff on May 18, 2010.
- One of the completed work order forms you submitted on May 21, 2010, indicated that you were the operator who performed the work order task on May 6, 2010, for 1.5 hours work time (Exhibit #2).

3. Section 3710(a)(6) "failing to use care or good judgment in the course of employment as an operator or failing to apply knowledge or ability in the performance of duties."

Section I.B.9 of the Standard Provisions (Attachment D-1 of NPDES No. CA0048003) requires that "safeguards shall be provided to assure maximal compliance with all terms and conditions of this permit. Safeguards shall include preventive and contingency plans and may also include power sources, stand-by generators, retention capacity, operating procedures, or other precautions...." These safeguards are typically contained in the plant's Operation and Maintenance manual and Standard Operating Procedures (SOPs).

Section I.B.10 of the Standard Provisions – "Proper operation and maintenance shall be described in an Operation and Maintenance manual."

Section I.C.3 of the Standard Provisions – "Samples and measurements taken for the purpose of monitoring shall be representative of the monitored activity."

As CPO, you failed to use reasonable care and good judgment in the course of employment for overseeing a treatment plant without adequate:

- Operation and Maintenance manual since he became CPO in 2000 (outdated manual);
- Written SOPs for operators to follow and ensure consistent operation and maintenance of the plant; and,
- Review and/or guidance procedures for operators to ensure that compliance samples were representative of the monitored activity.

Portions of the above violations were addressed in the Notice of Violation (NOV) issued to the District on July 21, 2010; and the corresponding District's response to the NOV on August 13, 2010 (Exhibit # 3).

CONCLUSION

Based on the above serious violations of the CCR and/or the CWC, the Office of Enforcement proposes that your Grade III Operator Certificate be downgraded to a Grade II Operator Certificate for a period of one (1) year. You may reapply for certification as a Grade III Wastewater Treatment Plant Operator and take the examination during the one-year period of certificate downgrade; however, you may not operate as a Grade III Wastewater Treatment Plant Operator until the one (1) year downgrade period is complete, pass the corresponding exam, and pay the appropriate certification fee.

This letter constitutes a decision of the Office of Operator Certification under section 3710, CCR (copy enclosed). As provided in section 3711, you may appeal this decision in writing within 30 days of receipt of this letter. An appeal should be addressed to:

Mr. Esteban Almanza, Deputy Director
Division of Financial Assistance
State Water Resources Control Board
P.O. Box 944212
Sacramento, CA 94244-2120

The appeal must contain all documents and evidence you wish to be considered by Mr. Almanza in his review. Failure to file an appeal within the 30-day period noted above will constitute a waiver of your right to appeal. In the absence of an appeal, the proposed disciplinary action will be imposed and a copy of this letter will become a part of your operator certification file.

If you have any questions, please call Ms. Julie Macedo, Senior Staff Counsel, by telephone at (916) 323-6847.

Sincerely,



Reed Sato, Director
Office of Enforcement

Enclosures: Exhibit #1 (Work Order Form, written operator instructions)
Exhibit #2 (Work Order Form, dated May 6, 2010)
Exhibit #3 (Notice of Violation and District's Plan of Action)
Copy of Section 3670 et seq. of the CCR

cc: SSLOCSD Board Directors
Mr. John Wallace
District Administrator
South San Luis Obispo County Sanitation
District
P.O. Box 339
Oceano, California 93475

(Via e-mail only)
Ms. Sorrel Marks, Regional Water Board
Mr. Leo Sarmiento, OE-SIU
Ms. Christine Gordon, DFA
Ms. Julie Macedo, OE-Legal
Ms. Julie Osborn, OCC
State Water Board

State Water Resources Control Board
Office of Enforcement
CONFIDENTIAL

EXHIBIT #1

Written Instructions in Work Order Forms

Closed Work Order 3287**Facility:** South San Luis Obispo County Sanitation District**Date Complete:** 4/30/2010**Equipment:** Clarifier 2 - Primary Clarifier #2**WO Type:** Preventative**Dept****Location:** Primary Clarifier 2**Est Hrs:** 1.5**Task:** Algae Control**Closing Meter:** 0**Date Due:** 4/29/2010 **Assigned To:** Staff All**Misc. Cost:** 0**Client:****WO Notes:**

Labor:			Parts:		
Employee	Date	Hours	Item	Qty Required	Qty Used
Aaron Allen	4/30/10	1.50			

Task Instructions:

Schedule washdown with lab tech. so as not to contaminate sample. []

Hosedown all surfaces of weir, launder, arm, and center ring. []

WASHDOWN ONLY AFTER LUNCH**DO NOT WASHDOWN WHILE ISCO'S ARE ON**

State Water Resources Control Board
Office of Enforcement
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EXHIBIT #2

Completed Work Order Form
(Performed by Jeff Appleton)
May 6, 2010

Closed Work Order 3288**Facility:** South San Luis Obispo County Sanitation District**Date Complete:** 5/6/2010**Equipment:** Clarifier Fin. - Final Clarifier**WO Type:** Preventative**Dept****Location:** Secondary Clairfier FINAL **Est Hrs:** 1.5**Task:** Algae Control**Closing Meter:** 0**Date Due:** 5/5/2010 **Assigned To:** Staff All**Misc. Cost:** 0**Client:****WO Notes:**

Labor:			Parts:		
Employee	Date	Hours	Item	Qty Required	Qty Used
Jeff Appleton	5/6/10	1.50			

Task Instructions:

Schedule washdown with lab tech. so as not to contaminate sample. []

Hosedown all surfaces of weir, launder, arm, and center ring. []

WASHDOWN ONLY AFTER LUNCH**DO NOT WASHDOWN WHILE ISCO'S ARE ON**

State Water Resources Control Board
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EXHIBIT #3

Notice of Violation and District's Plan of Action



Linda S. Adams
Secretary for
Environmental Protection

State Water Resources Control Board

Office of Enforcement

1001 I Street, 16th Floor, Sacramento, California 95814
P.O. Box 100, Sacramento, California 95812-0100
(916) 341-5272 ♦ FAX (916) 341-5896 ♦ <http://www.waterboards.ca.gov>



Arnold Schwarzenegger
Governor

July 21, 2010

CERTIFIED MAIL

NO. 7003 3110 0003 0767 4624

Return Receipt Required

Mr. John Wallace
South San Luis Obispo County Sanitation District
P.O. Box 339
Oceano, CA 93445

Dear Mr. Wallace:

NOTICE OF VIOLATION; SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT (DISTRICT); SAN LUIS OBISPO COUNTY

On May 4-5, 2010, State Water Resources Control Board's (State Water Board) Office of Enforcement and Central Coast Regional Water Quality Control Board (Regional Water Board) staff inspected the District's wastewater treatment plant (WWTP) located on 1600 Aloha Place, Oceano, California. This letter documents the District's deficiencies and compliance issues identified during that inspection.

Standard Provisions (Attachments D and D-1) of the District's discharge permit (Order No. R3-2009-0026) require proper operation and maintenance of treatment facilities to ensure compliance with permit conditions. Standard Provisions and the Monitoring and Reporting Program (Attachment E of the District's discharge permit) require effluent monitoring to be performed in a manner to demonstrate compliance with effluent limitations. The following deficiencies represent violations of the District's NPDES Permit. These deficiencies were discussed with you during the site visit.

1. An up-to-date Operation and Maintenance (O&M) manual was unavailable during the inspection, and no written source of reference was available for proper facility operations and maintenance. Direction regarding facility O&M is conveyed verbally and limited to staff availability. District staff noted, and we agree, that the lack of O&M manual compromises consistent and optimal facility performance. Furthermore, the lack of O&M manual limits the District's ability to make effective process adjustments, corrections or improvements, except for those based upon memory. An up-to-date O&M manual is necessary for proper facility operation.
2. Standard Operating Procedures (SOPs) and written directions for operators to use in the operation and preventive maintenance of treatment facilities were not available. As described above, direction regarding standard operating procedures is based upon verbal communication. Written SOPs are necessary for proper facility operation.

California Environmental Protection Agency

3. Written compliance sampling procedures (i.e., procedures for setting up composite samplers, optimum location of sampling probes, etc.) were not available. As described above, written sampling procedures are necessary for consistent plant performance and discharge compliance monitoring.
4. Certain records of monitoring information (i.e., completed preventive maintenance sheets, daily rounds sheet, bench sheets, etc.) were not retained for a period required by the discharge permit (minimum of three years retention of monitoring records except for sludge use and disposal which requires five years retention of records). Raw data must be maintained and available for review for the specified period.
5. Section 3676 of Title 23 of the California Code of Regulations (CCR) requires agencies to report in writing within 30 calendar days any changes of treatment process, organization chart, job descriptions, Chief Plant Operator and/or final disciplinary actions resulting in suspension, demotion, or discharge of certified operator(s). Our records indicate that the last updated information submitted by the District was in 2000. Our inspection revealed several changes in plant operation, certified operators and/or disciplinary actions since 2000 that were not reported to the Office of Operator Certification. These required records must be updated and maintained on an ongoing basis.
6. Review of the plant's completed work orders (specific to cleaning and/or washing of final clarifier) revealed evidence of improper collection of effluent samples. The work orders contained instructions directing operators to: "Schedule wash down with lab tech. so as not to contaminate sample" and "DO NOT WASHDOWN WHILE ISCO'S ARE ON."

In a meeting with Mr. Jeff Appleton and District Board Director Bill Nicholls on June 16, 2010, Mr. Appleton told Water Board staff that he was not aware of the written instructions until he was asked by Water Board staff in a separate meeting on May 19, 2010. Based on plant records and interviews with District staff, these instructions were clearly stated on work orders for more than a year. This would indicate that either (a) the Chief Plant Operator (CPO) has not reviewed pending or completed work orders in more than a year, or (b) the CPO has misled Water Board staff regarding knowledge of these directives. Also, the procedure and/or direction of avoiding sampling when the effluent is anticipated to be of poor quality violates the discharge permit and constitutes improper effluent monitoring. Effluent limits specified in the District's permit apply to all wastewater discharged. The frequency of monitoring is established based upon characterization of the effluent quality and consistency so that each sampling event is "representative" of the entire discharge.

Based upon information gathered during this inspection, the District has not adequately characterized the discharge and cannot support with technical information the representative nature of its compliance monitoring. The District must adequately characterize effluent quality and consistency, in order to assure monitoring is representative of the discharge.

Please submit your plan of action to address each of the violations described above by **August 13, 2010**. The plan of action must include adequate detail to assure compliance and specific implementation and completion dates. Please submit the plan of action to the following State Water Board and Regional Water Board staff:

Mr. John Wallace

- 3 -

July 21, 2010

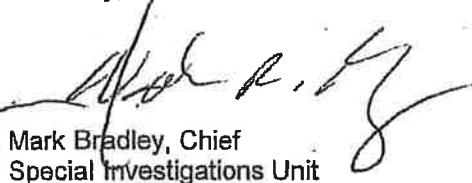
Ms. Christine Gordon
Office of Operator Certification
California State Water Resources Control Board
1001 I Street, 17th Floor
Sacramento, CA 95814

Mr. Leo Sarmiento
Office of Enforcement
California State Water Resources Control Board
1001 I Street, 16th Floor
Sacramento, CA 95814

Ms. Sorrel Marks
Central Coast Regional Water Quality Control Board
895 Aerovista Place, Suite 101
San Luis Obispo, CA 93401

The Office of Enforcement and/or the Regional Water Board may pursue further enforcement action for the above violations, including (but not limited to) issuance of Administrative Civil Liability complaint and/or referral to the Attorney General's Office or the San Luis Obispo County District Attorney's Office. Failure to submit the complete information to address the violations described above may result in further enforcement action by the Office of Enforcement or the Regional Water Board. If you have any questions, please contact Mr. Leo Sarmiento of my staff at (916) 327-8043 or lsarmiento@waterboards.ca.gov and/or Sorrel Marks of the Regional Water Board at 805-549-3695 or smarks@waterboards.ca.gov

Sincerely,



Mark Bradley, Chief
Special Investigations Unit

cc: SSLOCSD Board Members
Mr. John Wallace, District Administrator
SSLOCSD

Ms. Julie Macedo, OE-Legal
Ms. Julie Osborn, OCC
State Water Board

(Via e-mail only)
Ms. Sorrel Marks, Regional Water Board
Mr. Leo Sarmiento, OE-SIU
Ms. Christine Gordon, DFA
State Water Board



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

Post Office Box 339 Oceano, California 93475-0339
1600 Aloha Oceano, California 93445-9735
Telephone (805) 489-6666 FAX (805) 489-2765
<http://sslocsd.org/>

August 13, 2010

RECEIVED

AUG 17 2010

Mr. Mark Bradley, Chief
Office of Enforcement - Special Investigations Unit
State Water Resources Control Board
P.O. Box 100
Sacramento, CA 95812-0100

Office of Enforcement

Re: NPDES Permit No. CA0048003;
Waste Discharge Requirement R3-2009-0046;
Notice of Violation, South San Luis Obispo County Sanitation District (District)
Wastewater Treatment Facility;

Dear Mr. Bradley,

The District has reviewed the violations identified during the site inspection on May 4-5, 2010 and enumerated in the subsequent correspondence from Mark Bradley of the State Water Board dated July 21, 2010. As requested, the District submits the following plan of action to address each of the comments or violations. We believe the plan of action for each item includes adequate detail to assure compliance.

1. *An up-to-date Operation and Maintenance (O&M) manual was unavailable during the inspection, and no written source of reference was available for proper facility operations and maintenance. Direction regarding facility O&M is conveyed verbally and limited to staff availability. District staff noted, and we agree, that the lack of O&M manual compromises consistent and optimal facility performance. Furthermore, lack of O&M manual limits the District's ability to make effective process adjustments, corrections or improvements, except for those based upon memory. An up-to-date O&M manual is necessary for proper facility operation.*

The District concurs that an up to date O&M manual is important to facility operation. District Staff keeps a physical copy of the current O&M manual at the plant, so the reference of "no written source of reference was available" is not clear. The manual provides details on how Operators are to operate and maintain the following current equipment:

- (Influent) Pumping Plant
- Splitter Box
- Primary Clarifier No. 1
- Primary Clarifier No. 2
- Fixed Film Reactor
- Secondary Clarifier

- Scum/Sludge Handling
- Digester No. 1
- Digester No. 2
- Centrifuge Operation
- Drying Bed Operation
- Plant Utilities

Prior to your investigator's visit in May of this year, the 2009 Annual Report on Waste Discharge Requirements submitted to the Central Coast Regional Water Quality Control Board (RWQCB) on February 1, 2010, noted that the District identified that the existing O&M Manual was not current. The biggest omission with regard to current documentation is the Chlorine Contact Tank and effluent pump station which was brought online in 2006.

Once it was realized that the District's O&M Manual was not up to date, District engineering staff initiated the process of budgeting and scheduling a project to update the O&M Manual. The final budget to complete the work was approved by the District Board on July 7, 2010 as part of the Fiscal Year 2010 -11 budget process. Most recently, on July 21, 2010, the Board of Directors authorized the expenditure of the budgeted monies and directed District Engineering and Operations staff to proceed with the update.

As the regulatory nature of the Wastewater industry has changed, and in the spirit of making this a useful document, District staff will not only update the O&M portions of the manual, but will also reorganize and augment the content to provide a more robust and useful reference document.

Attachment A includes the plan of action and schedule the District will execute to achieve compliance with the O&M Manual requirement. In addition as a section of the manual is updated, training will be initiated to update all Operators on the Manual. Ongoing training/review will be such that each section will be reviewed and updated periodically.

While the current manual is not up to date, it should be noted that over the course of the years the manual has been used, its pages have been annotated with changes, reflecting continued operator use.

2. *Standard Operating Procedures (SOPs) and written directions for operators to use in the operation and preventive maintenance of treatment facilities were not available. As described above, direction regarding standard operating procedures is based upon verbal communication. Written SOPs are necessary for proper facility operation.*

As described in Attachment A, it will be the expectation of the District that by November 1, 2010, operations staff will have authored additional SOPs and updated existing SOPs where necessary describing operations and maintenance procedures for the plant processes.

The District believes that all laboratory SOPs are current with regards to location, processing and quality assurance of the various sampling processes. Staff is currently updating the laboratory safety manual, which is estimated to be 80% complete.

Training on SOPs will be conducted on a periodic basis.

3. *Written compliance sampling procedures (i.e., procedures for setting up composite samplers, optimum location of sampling probes, etc.) were not available. As described above, written sampling procedures are necessary for consistent plant performance and discharge compliance monitoring.*

Sampling protocol and information regarding the use and maintenance of the composite samplers and which containers to use when obtaining a grab sample has historically been a part of the Laboratory Quality Assurance (QA) Manual. The Lab QA Manual was last updated in accordance with ELAP and EPA guidelines by the District's Laboratory Analyst in March 2009.

A "big-picture", laboratory compliance sampling SOP will be written to summarize the District's sampling responsibilities in order to comply with the permit – among other things, it will specify type and frequency of testing.

4. *Certain records of monitoring information (i.e., completed preventive maintenance sheets, daily rounds sheets, etc.) were not retained for a period required by the discharge permit (minimum of three years retention of monitoring records except for sludge use and disposal which requires five years retention of records). Raw data must be maintained and available for review for the specified period.*

The plant has used an electronic based work order system to schedule and track preventative maintenance for the last decade (the *Easy Plant Maintenance* [EPM] software was replaced by *Job Plus* software about 3 years ago). The maintenance records are stored electronically in the system. The data is backed-up up periodically with removable media. Staff has retained a copy of the EPM software and data, so at a minimum, maintenance records go back to the implementation of electronic work orders, approximately three years.

Daily rounds sheets get filled out by the on-call operator and much of the information is entered into the computer (a decade-old practice). At the end of the week, the Daily rounds sheets are filed in a file cabinet near the Operator's workstation. The file cabinet currently has completed Daily Round sheets dating back to January 2009. Once full, the file cabinet is transferred into banker's boxes and placed in archive storage under the FFR. Staff is now locating the archived hardcopies of the Daily Rounds sheets to comply with the three year requirement.

A partial list of records kept is outlined below.

Laboratory records:

- QC control charts
- Corrective action logs
- Chains of custody for all subbed-out analyses
- All outside contract lab results
- Instrument calibration log
- Chemical inventory log
- Instrument temp logs
- ISCO temp logs
- Instrument maintenance logs
- Weekly/Monthly/Annual QC measures checklists
- All submitted SMRs/DMRs (both hardcopy and electronic)

operator(s). Our records indicate that the last updated information submitted by the District was in 2000. Our inspection revealed several changes in plant operation, certified operators and/or disciplinary actions since 2000 that were not reported to the Office of Operator Certification. These required records must be updated and maintained on an ongoing basis.

The District submitted to the SWQCB an updated description of the plant's processes on 11/25/2009 by fax and e-mail. Recent changes in staffing have been mailed to the Office of Operator Certification on August 11, 2010. Attachments B and C contain copies of the correspondence. However, regarding disciplinary actions, it is important to note that the operator in question was not sanctioned for any of the reportable disciplinary activities listed in § 3710 of Title 23 of the California Code of Regulations as implied. However, from this comment, we now understand for the future that changes in the organizational chart should be submitted to the OOC. .

Similarly, § 3676.(a) requires an agency to report when "...a plant begins operating..." It does not specifically address the situation when a new process is added to a plant, but this is admittedly a logical extrapolation of the intent of the requirement.

- Logbooks for: (includes both compliance and process control-type analyses,) TSS, Total Solids, Settleable Solids, BOD, Turbidity, Fecal Coliform, Total Coliform, Cl_2 residual, and pH
- Weekly lab results summary sheets
- Results of Water Pollution (WP) testing

Operations records:

- Daily rounds
- Daily Charts, Gas and Flow
- Daily log -- Operators "diary" of operational changes, observations, etc.
- Maintenance records (stored electronically)
- Training records, (safety, lab, etc.)
- Notifications, Air and Water Boards
- Stranrol Performance log, (Cl_2 and bisulfate dosing, electronic files)
- Biosolids testing, manifest etc.
- Operator Certification
- Digester Gas H_2S levels
- Large Diesel Engine Run logs, (emergency generator and bypass pump)
- Diesel Engine Fleet
- Hazardous Materials Inventory, etc.
- Purchasing Records
- Confined Space Records

The District stores archived records pertaining to the operation, maintenance, and laboratory analyses in a storage room under the Fixed Film Reactor. Most records date back to 1995, and in many cases longer.

5. *Section 3676 of Title 23 of the California Code of Regulations (CCR) requires agencies to report in writing within 30 calendar days any changes or treatment process, organization chart, job descriptions, Chief Plant Operator and/or final*

Discussion of wastewater operator certification, certified environmental laboratory staffing qualifications and reporting requirements of CCR Title 23, Division 3, Chapter 26 are planned to be referenced in the updated O&M Manual.

6. *Review of the plant's completed work orders (specific to cleaning and/or washing of final clarifier) revealed evidence of improper collection of effluent samples. The work orders contained instructions directing operators to; "Schedule wash down with lab tech so as not to contaminate sample" and "DO NOT WASHDOWN WHILE ISCO'S ARE ON."*

In a meeting with Mr. Jeff Appleton and District Board Director Bill Nicholls on June 16, 2010, Mr. Appleton told Water Board staff that he was not aware of the written instructions until he was asked by Water Board staff in a meeting on May 19, 2010. Based on plant records and interviews with District staff, these instructions were clearly stated on work orders for more than a year. This would indicate that either (a) the Chief Plant Operator has not reviewed pending or completed work orders in more than a year or (b) the CPO has misled Water Board staff regarding knowledge of these directives. Also, the procedure and/or direction of avoiding sampling when the effluent is anticipated to be of poor quality violates the discharge permit and constitutes improper effluent monitoring. Effluent limits specified in the District's permit apply to all wastewater discharged. The frequency of monitoring is established based upon characterization of the effluent quality and consistency so that each sampling event is "representative" of the entire discharge.

The note referenced above has been removed from the current work order documents and sampling is occurring during wash down periods and non-wash down periods.

The Chief Plant Operator (Appleton) is on an extended leave of absence due to health issues as of the writing of this response and is not available to respond directly to these comments.

It is also noted that District operations staff has been unclear regarding the directions regarding "representative sampling" contained in the NPDES permit, and have tried to obtain specific clarification from the Regional Water Board. This confusion may have lead to the above described instructions entered into the work order system to not sample during clarifier wash-downs.

When the CPO returns, the District Administrator will discuss these issues with him to better determine what caused the incorrect direction to not monitor during maintenance activities that impact effluent quality be included in the work order system. In any event, current procedures have eliminated the work order comment noted above.

Based upon information gathered during this inspection, the District has not adequately characterized the discharge and cannot support with technical information the representative nature of its compliance monitoring. The District must adequately characterize effluent quality and consistency, in order to assure monitoring is representative of the discharge.

In an effort to better determine "representativeness" of our effluent, during the month of June 2010, District staff increased the monitoring frequency to collect daily samples for Total Suspended Solids (TSS) and Biological Oxygen Demand (BOD), both 24 hour composites, and turbidity, grab sample, to daily characterize the effluent during all routine maintenance and operations activities conducted that month. The District met

effluent limits for these parameters during the month of June, as reported in the June self-monitoring report. It is also noted that during the June sampling, the FFR's health was not optimal and contributed to the higher effluent results that have not been seen historically. The results were reported in the 2010 June Self Monitoring Report (SMR).

The District plans to continue the study in December 2010 or January 2011 to determine if other parameters not monitored for (e.g. oil and grease, total coliform, pH, and temperature) remain within effluent limits. Conducting another study in the winter will allow the District to evaluate the impact of operation and maintenance activities during the winter season when lower temperature as well as improved FFR operation may have an impact on meeting effluent limits.

As a long-term corrective action, a schedule for the continued periodic characterization of the effluent is planned to be part of an updated SOP that will be referenced in the O&M Manual.

In closing, the District has always been and continues to remain committed to implementing the terms and conditions of its NPDES Permit. Admittedly, there has been confusion regarding the interpretation of some of the requirements and the District has been working to clarify these with the Regional Board. Additional SOP's and a current O&M Manual will further ensure the most effective operation of the plant now and for years to come.

A follow-up letter to this interim response documenting completion of the corrective actions outline above will be submitted by November 1, 2010.

Please contact me at (805) 544-4011 if you have any questions or require further information.

Sincerely,



John Wallace, District Administrator

Attachments:

- Attachment A - Operation and Maintenance (O&M) Manual Plan of Action
- Attachment B - August 11, 2010 Letter to State Water Board OOC Re. Acting CPO
- Attachment C - November 25, 2009 Letter to State Water Board Re. Plant Classification

cc: Ms. Christine Gordon
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Attachment A – Operation and Maintenance (O&M) Manual Plan of Action

Plan and Objectives

The solution to developing a useable, written system for documenting accepted practices for sampling, operations and maintenance issues consists of:

- Developing written SOP's for undocumented processes:
 - Plant Operating Procedures;
 - Plant Maintenance Procedures;
 - Laboratory Sampling Procedures;
- Creating a system of controlling and revising SOP's;
- ~~Creating a system of indexing and organizing Manufacturer's Equipment O&M Manuals;~~
- Updating the Operations and Maintenance Manual to reflect the changes to the process as well as modernizing the Regulatory aspects;
- Inputting all of the periodic O&M tasks into the computerized work order dispatch system;
- Create a perpetual training schedule;

District operations, engineering, and administrative staff will work together to update the SSLOCSD Wastewater Treatment Plant O&M Manual into useable form by the target date of **November 1, 2009**. Staff availability due to operational constraints may play a role in the timely completion of this project. If so, the Regional Board staff will be so advised.

The O&M Manual will contain references to Standard Operating Procedures (SOPs) that clearly detail plant procedures. The Chief Plant Operator will be responsible for ensuring the use and periodic review of the SOP's. Current copies of the operations SOPs will be readily accessible to operations staff.

The O&M Manual will also contain process maintenance procedures. The Chief Plant Operator will be responsible for ensuring the use and review of these maintenance procedures. Current copies of the maintenance procedures will be readily to operations staff.

District engineering staff will work with the operators to update SSLOCSD's O&M Manual, and write useful SOPs that can be followed by operators familiar with the District's treatment process. Formal training of all operations staff will occur as each section is completed.

O&M Manual Outline

- Chapter I – *Introduction*
- Chapter II – *Permits*
- Chapter III – *Operation and Control of Wastewater Treatment*
- Chapter IV – *Operation and Control of Sludge Handling*
- Chapter V – *Personnel*
- Chapter VI – *Process Control and Laboratory Testing*
- Chapter VII – *Records*
- Chapter VIII – *Maintenance*
- Chapter IX – *Emergency Operating and Response Program*
- Chapter X – *Safety*
- Chapter XI – *Utilities*
- Chapter XII – *Electrical and Control Systems*
- Chapter XIII – *Appendices*