



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://www.sslocsd.org/>

November 8, 2011

HAND DELIVERED

Gere W. Sibbach, CPA
OFFICE OF THE AUDITOR - CONTROLLER
1055 Monterey St., Room D220
San Luis Obispo, CA 93408

Re: Reply to Focused Internal Control Review Report Dated October 21, 2011 Regarding South San Luis Obispo County Sanitation District

Dear Mr. Sibbach:

By means of this correspondence, the South San Luis Obispo County Sanitation District ("SSLOCSD") is providing a reply to the Limited Internal Control Review conducted by your office.

The Board of Directors of SSLOCSD thanks you and your staff for the time and effort that you took to do a complete examination of the focused issues that you reviewed. The Board of Directors firmly concurs with your conclusion that the present contracts with the District Administrator and District Engineer adequately mitigate any perceived conflict of interest.

In addition, you note in your report that "...The District has a clear and well understood organizational structure. Accounting and purchasing policies were followed regularly and staff members were aware of the District's Code of Conduct policy."

The Board also thanks you for the acknowledgment of the change in regards to the retention of a new outside auditor for preparing the District's audit for FY 2010-11 and the existence of new contracts for the District Administrator and District Engineer. Both of these changes were introduced prior to the Grand jury report.

CONTROL ENVIRONMENT

As you note, both the District Administrator and District Engineer are contractually required on a monthly basis to account for the time spent for which each is receiving compensation under each of those budgets. Neither the District Administrator nor the District Engineer can exceed those budgets without express approval by the Board of Directors.

As a result, the Board of Directors of SSLOCSD maintains firm control over the budget of the District. The information provided on a monthly basis allows the Board of Directors to exercise this control.

The second recommendation relates to a discreet fourth quarter budget report. As you know, presently the District Board of Directors is provided quarterly reports. This provides the Board, when necessary, the information to consider and make budget adjustments throughout the fiscal year. Where such action is taken, it is in open session and noticed pursuant to the Brown act.

The fourth quarter report has not been prepared in the past due to the fact that it takes place at the budget time and the information that would be put into the fourth quarter report is provided during the budgetary process. Furthermore, actual expenditures and revenues are not known until several months after budget adoption. However, the District agrees with your recommendation and a fourth quarter report will be prepared beginning with budgetary year 2011/2012.

Your third recommendation is that the District develop and implement a practice to annually ensure that employees reaffirm the District's Core Values and Code of Conduct Policy. As you know, the present District practice is to require any new employee to sign an acknowledgement that they have received and reviewed the District's Personnel Policy. The Core Values and Code of Conduct Policy is a relatively recent addition to the Personnel Policy. All present District employees were specifically briefed when that Policy was adopted. The recommendation that you make to have each employee affirm this policy is not one that is generally required by law (such as sexual harassment training for supervisors). But the Board of Directors understands the intent of the recommendation and will include a recognition of these documents during employee annual reviews.

EXPENDITURES

Your first recommendation is that at least two (2) Board members sign the District's Warrant Register before those Warrants are processed. That is, and has been, District policy.

EFS Authorization. As you note, the present District policy does not allow for the District Administrator to sign EFS authorizations. This change was not a result of any recommendation by the Grand Jury, but rather, resulted from a recommendation by the District Administrator.

Contract Administrator v. Full-Time District Employees. This recommendation refers to a suggestion made in the 2011 Grand Jury Report. The Board of Directors has already initiated the process for a complete top to bottom Peer Review by outside experts to advise the Board regarding this and other subjects. This Peer Review will provide information to help determine whether the present District model provides the best and most effective services to the District's rate payers.

Expenditures Exceeding Revenue. The Board of Directors review on, at a minimum, a quarterly basis of the District's budget to determine whether or not expenditures can be reduced and whether budget transfers are necessary. However, you specifically comment that the District's cash balances have decreased by approximately 1.8 million dollars over the three (3) year period reviewed. Specific portions of the District's budget are set aside for capital projects. Money is built up in those accounts that allow for the construction of major budget items. The 1.8 million dollar reduction in cash balances specifically relates to two (2) categories of items. The primary reduction relates to expenditures for capital projects which were budgeted for. The second item relates to increased administrative and legal services related to various District personnel issues that have been ongoing during that three (3) year period.

The District's records reflect that beginning in the second quarter of the 2009/10 budget, and continuing to the present, the Board of Directors reviews the present status of the budget and makes budget transfers where necessary.

Additionally, the Board of Directors is aware that there is a strong probability that the District will seek to raise its rates and connection fees to meet the costs associated with regulatory compliance and future capital projects.

CASH HANDLING (DEPOSITS) AND RECONCILIATIONS

As you note, the District does reconcile its books with the County Treasury. You have indicated ways in which this reconciliation can be made more complete and clarified. The District Board of Directors has authorized the District Administrator to follow up with you in regards to this recommendation.

MAJOR BUDGET ITEMS

As a result of the new contracts with the District Administrator and Engineer there is clarity as to the money paid to each. The contracts require that each provide specific information for the budget process and further requires each to account on a monthly basis for expenditures for each.

All of the above discussion should not lose sight of the fact that your determination is that the contractual controls present in the District's contracts with its Administrator and with its Engineer adequately mitigate any perceived conflict of interest. We thank the County Auditor and its Staff for its time and efforts in preparing this report.

Regards,

A handwritten signature in cursive script, appearing to read "Bill Nicolls".

Bill Nicolls, Chairman
South San Luis Obispo County Sanitation District

Date	Labor Category	Description	Hours/ Units
Project Number: 0026-0001-00 DISTRICT ADMINISTRATION (continued)			
Phase Number: 00910 Admin/Engineering (BY 09/10) (19-7076) (continued)			
4/27/10	Senior Mechanical Engineer II	Lindahl, Nels - Misc. Budget Items	.50
4/29/10	Senior Mechanical Engineer II	Lindahl, Nels - Projections; MBI's; Projections	3.50
4/30/10	Senior Mechanical Engineer II	Lindahl, Nels - Budgeting	.75
4/5/10	Senior Engineer II	McPeck, Jill - MBI Budget Tracking with 04-07-10 Warrant	1.00
4/6/10	Senior Engineer II	McPeck, Jill - MBI Budget Tracking with 04-07-10 Warrant	.25
4/7/10	Senior Engineer II	McPeck, Jill - 10-11 MBI Carryovers w/Staff	.50
4/7/10	Senior Engineer II	McPeck, Jill - Projects Budget Tracking Update	1.50
4/7/10	Senior Engineer II	McPeck, Jill - Telecon w/City of AG Re: Status of FOG Agreement Update	.25
4/8/10	Senior Engineer II	McPeck, Jill - 10-11 Budget Prep / 09-10 Projections	.25
4/8/10	Senior Engineer II	McPeck, Jill - CSDA Funding for Centrifuge w/Nicole	.25
4/12/10	Senior Engineer II	McPeck, Jill - MBI Budget Projections w/NWL	1.50
4/14/10	Senior Engineer II	McPeck, Jill - 10-11 Budget Prep - Questions to SSLCOSD Staff	.50
4/15/10	Senior Engineer II	McPeck, Jill - 10-11 Budget Prep	2.75
4/15/10	Senior Engineer II	McPeck, Jill - MBI Budget Tracking	.50
4/15/10	Senior Engineer II	McPeck, Jill - Warrant Account Breakdowns for 04-17-10 Board Meeting	.25
4/16/10	Senior Engineer II	McPeck, Jill - 10-11 Budget Prep	1.00
4/16/10	Senior Engineer II	McPeck, Jill - Update MBI Budget Tracking for 04-21-10 Warrant	1.00
4/19/10	Senior Engineer III	McPeck, Jill - 10-11 Budget Prep	2.00
4/20/10	Senior Engineer III	McPeck, Jill - 10-11 Budget Prep	2.50
4/21/10	Senior Engineer III	McPeck, Jill - CSDA Financing Quote	.25
4/22/10	Senior Engineer III	McPeck, Jill - 10-11 Budget Prep	.25
4/22/10	Senior Engineer III	McPeck, Jill - CSDA vs. SRF Financing for Centrifuge / Telecon w/CSDA Rep	1.00
4/23/10	Senior Engineer III	McPeck, Jill - 10-11 Budget Prep	.50
4/26/10	Senior Engineer III	McPeck, Jill - MBI Projects w/NWL	.25
4/27/10	Senior Engineer III	McPeck, Jill - 10-11 Budget Prep / Current Version of Ordinances & Resolutions	.75
4/29/10	Senior Engineer III	McPeck, Jill - 10-11 Budget Prep / Funding Table in Staff Reports	2.00
4/30/10	Senior Engineer III	McPeck, Jill - 09-10 Budget Reconcile / 10-11 Budget Prep	2.50
4/20/10	Senior Financial Analyst	Saad, James - Correspondance with GB, AG to get latest sewer billing data, review with Bill.	.50
4/14/10	Dir of Human Resources	Seitz, Sharon - search for anger management course	1.00
4/15/10	Dir of Human Resources	Seitz, Sharon - search for anger management course	1.00
4/16/10	Dir of Human Resources	Seitz, Sharon - research on anger mgmt courses	1.00
4/19/10	Dir of Human Resources	Seitz, Sharon - reserach on anger mgmt courses	1.00
4/20/10	Dir of Human Resources	Seitz, Sharon - CSD info w/ Sabrina and draft of letter	1.00

Client Detail Report

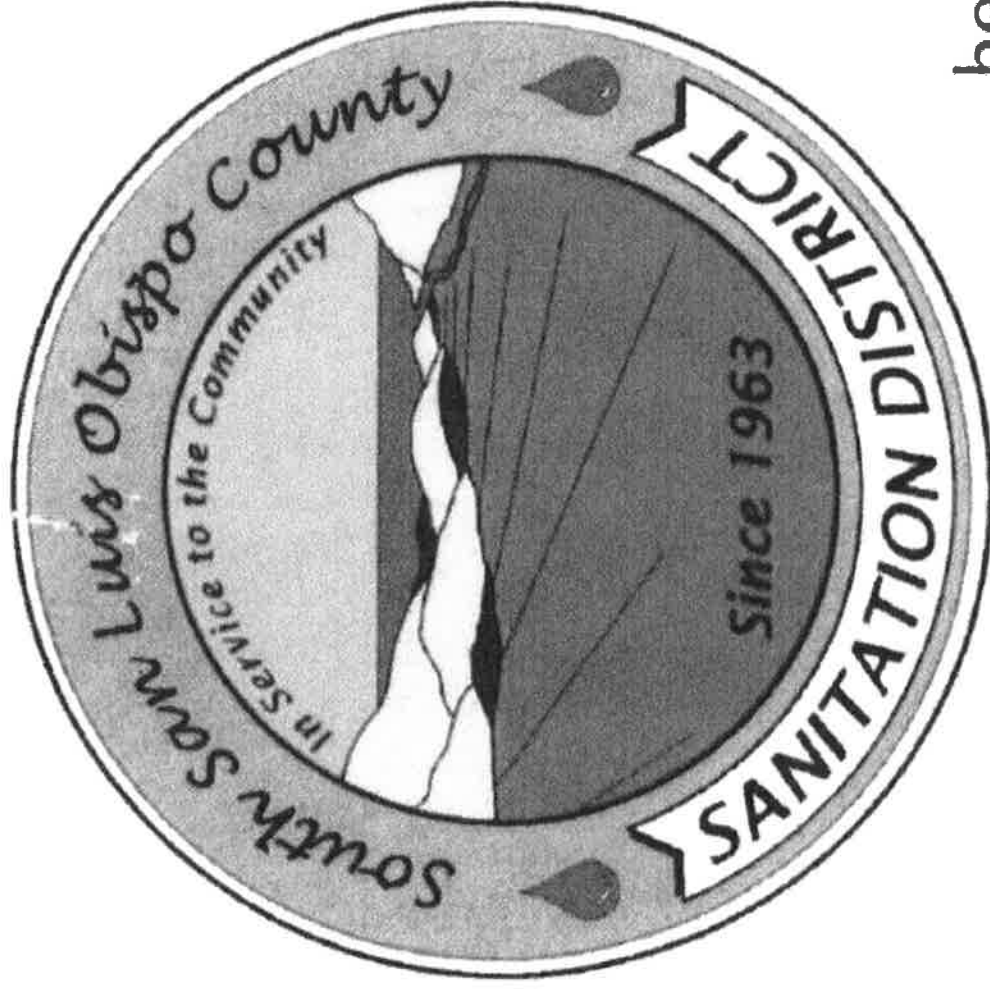
As of 4/30/10

Wednesday, May 12, 2010 - 11:44:17 AM

Date	Labor Category	Description	Hours/ Units
Project Number: 0026-0001-00 DISTRICT ADMINISTRATION (continued)			
Phase Number: 00910 Admin/Engineering (FY 09/10) (19-7076) (continued)			
4/21/10	Dir of Human Resources	Seitz, Sharon - finish letter to mail and spreadsheet	.25
4/8/10	Associate Planner I	Smith, Nicole - CSDA Financing Committee Research	.25
4/21/10	Associate Planner I	Smith, Nicole - Financing Follow up	.25
4/7/10	Senior Civil Engineer I	Stephens, Eileen - Active Project Status Report and Budget Update	1.50
4/5/10	Dir of Water Resources	Tanaka, Steven - Grant funding Update	.25
4/1/10	District Administrator/Engineer	Wallace, John - personnel issues, responses, consultation w/District Counsel	2.00
4/2/10	District Administrator/Engineer	Wallace, John - Agenda review, prep, research reserve deposits interest rates, institutions	4.00
4/2/10	District Administrator/Engineer	Wallace, John - Personnel conferences, memos, ph calls, memos	2.00
4/5/10	District Administrator/Engineer	Wallace, John - staff meeting	2.00
4/6/10	District Administrator/Engineer	Wallace, John - personnel, discussion of grievance actions	1.50
4/7/10	District Administrator/Engineer	Wallace, John - Board meeting	2.00
4/7/10	District Administrator/Engineer	Wallace, John - personnel	1.00
4/8/10	District Administrator/Engineer	Wallace, John - Meet re: rate survey	1.00
4/8/10	District Administrator/Engineer	Wallace, John - personnel	1.50
4/9/10	District Administrator/Engineer	Wallace, John - Personnel, staff services	1.50
4/12/10	District Administrator/Engineer	Wallace, John - staff services/meeting w/ staff re: operations and ongoing projects/personnel items	2.50
4/14/10	District Administrator/Engineer	Wallace, John - Ph calls w/Mike S re: ongoing personnel items, agenda review and budget review	1.50
4/15/10	District Administrator/Engineer	Wallace, John - Attend LAFCO re: Pearwood Annexation, phone calls/document prep for personnel items; meeting with Jeff A; meeting w/Scott M	6.00
4/16/10	District Administrator/Engineer	Wallace, John - Agenda prep/personnel	2.00
4/20/10	District Administrator/Engineer	Wallace, John - personnel, staff services	2.00
4/21/10	District Administrator/Engineer	Wallace, John - prep and attend Board meeting	1.00
4/22/10	District Administrator/Engineer	Wallace, John - personnel	1.00
4/23/10	District Administrator/Engineer	Wallace, John - personnel	1.00
4/26/10	District Administrator/Engineer	Wallace, John - plant operations, personnel	1.50
4/29/10	District Administrator/Engineer	Wallace, John - ph calls re: personnel, meeting w/ RWQCB re revisions to the SMR's	2.00
4/30/10	District Administrator/Engineer	Wallace, John - Prep for agenda; personnel discussions w/Counsel	4.00
4/1/10	Engineering Associate III	Yonker, Aaron - Obtained photos at SSLOCSD Plant to be incorporated into FY 2010-11 Budget.	.50
4/1/10	Engineering Associate III	Yonker, Aaron - Return travel from SSLOCSD to Wallace Group after onsite meeting	.50
4/2/10	Engineering Associate III	Yonker, Aaron - Prepared Project specific photos for implementation into 2010-11 Capital Budget document	.75
4/7/10	Engineering Associate IV	Yonker, Aaron - Update Project Status for District Manager/District Board Meeting.	.25

Date	Labor Category	Description	Hours/Units
Project Number: 0026-0001-00 DISTRICT ADMINISTRATION (continued)			
Phase Number: 00910 Admin/Engineering (FY 09/10) (19-7076) (continued)			
5/25/10	Senior Engineer III	McPeck, Jill - 10-11 Budget Prep	1.25
5/26/10	Senior Engineer III	McPeck, Jill - 10-11 Budget Prep	.50
5/27/10	Senior Engineer III	McPeck, Jill - 10-11 Budget Prep	2.50
5/17/10	Project Analyst I	Nichols, Tammie - Updated project tracking spreadsheet;	.50
5/5/10	Dir of Human Resources	Seitz, Sharon - letter for Scott -sslocsd	.50
5/26/10	Dir of Human Resources	Seitz, Sharon - copy Mascolo file	.75
5/11/10	Senior Civil Engineer I	Stephens, Eileen - FY 10/11 Budget Descriptions	.50
5/13/10	Senior Civil Engineer I	Stephens, Eileen - FY 10/11 Budget Descriptions	.25
5/18/10	Senior Civil Engineer I	Stephens, Eileen - Project Status Update\FY 2110-11 Budget Issues	1.50
5/24/10	Senior Civil Engineer I	Stephens, Eileen - O&M Manual Update	3.75
5/25/10	Senior Civil Engineer I	Stephens, Eileen - 0.5 FY 2010/11 Budget Estimates-2.5 O&M Manual Update	3.00
5/3/10	District Administrator/Engineer	Wallace, John - personnel, staff services	1.00
5/3/10	District Administrator/Engineer	Wallace, John - staff meeting; project reviews/tour with City of AG staff for co gen project	3.00
5/4/10	District Administrator/Engineer	Wallace, John - staff services, ph calls state WQCB, ph calls w/ Counsel	2.00
5/5/10	District Administrator/Engineer	Wallace, John - Board meeting	1.00
5/5/10	District Administrator/Engineer	Wallace, John - personnel, meeting w/State WQCB Investigator and staff	3.00
5/6/10	District Administrator/Engineer	Wallace, John - personnel actions, research re: courses	2.00
5/7/10	District Administrator/Engineer	Wallace, John - personnel/research re: lab costs	1.00
5/10/10	District Administrator/Engineer	Wallace, John - staff services, staff meeting, personnel w/JA, MS	2.00
5/11/10	District Administrator/Engineer	Wallace, John - Personnel follow up w/Stowasser, M Seitz, documentation for the RWQCB, ph calls w/Scott M	3.00
5/12/10	District Administrator/Engineer	Wallace, John - personnel, coord re: agenda	1.50
5/13/10	District Administrator/Engineer	Wallace, John - agenda prep	2.50
5/14/10	District Administrator/Engineer	Wallace, John - personnel	1.00
5/17/10	District Administrator/Engineer	Wallace, John - personnel/staff meeting	4.00
5/18/10	District Administrator/Engineer	Wallace, John - agenda coord, review financial options, personnel issues.	1.50
5/19/10	District Administrator/Engineer	Wallace, John - Board meeting, prep, and personnel items	2.50
5/20/10	District Administrator/Engineer	Wallace, John - plant ops and maint manual, correspondence w/Mascolo, personnel items.	1.50
5/21/10	District Administrator/Engineer	Wallace, John - Budget, policy manual, letters re: personnel issues	2.50
5/24/10	District Administrator/Engineer	Wallace, John - staff services	1.00
5/25/10	District Administrator/Engineer	Wallace, John - staff meeting/personnel	2.00
5/26/10	District Administrator/Engineer	Wallace, John - agenda review/document review	1.00
5/26/10	District Administrator/Engineer	Wallace, John - meeting w/MS re: personnel	2.00

Date	Labor Category	Description	Hours/Units
Project Number: 0026-0001-00 DISTRICT ADMINISTRATION (continued)			
Phase Number: 00910 Admin/Engineering (FY 09/10) (19-7076) (continued)			
6/10/10	Dir of Human Resources	Seitz, Sharon - phone calls to applicants, set up interviews with students	1.50
6/11/10	Dir of Human Resources	Seitz, Sharon - setting up interviews	1.00
6/14/10	Dir of Human Resources	Seitz, Sharon - 1 interview, resumes for sewer connections temp job	1.50
6/15/10	Dir of Human Resources	Seitz, Sharon - resumes	.25
6/16/10	Dir of Human Resources	Seitz, Sharon - south county interviews	1.50
6/21/10	Dir of Human Resources	Seitz, Sharon - called refs and followed up with students - called students who are starting work on Weds	2.50
6/22/10	Dir of Human Resources	Seitz, Sharon - prep for students to start work tomorrow/paperwork	1.50
6/23/10	Dir of Human Resources	Seitz, Sharon - paperwork for SSLOCSD students -first day of work	1.00
6/29/10	Dir of Human Resources	Seitz, Sharon - emailed timecards to Sabrina, set up Anastacia to print	.25
6/1/10	Senior Civil Engineer I	Stephens, Eileen - SSLOCSD Status Update 0.5/O&M Manual Update 1.0	1.50
6/2/10	Senior Civil Engineer I	Stephens, Eileen - SSLOCSD Status Update and Printing	.50
6/3/10	Senior Civil Engineer I	Stephens, Eileen - 2010/11 FY Budget	1.50
6/4/10	Senior Civil Engineer I	Stephens, Eileen - O&M Manual	1.00
6/16/10	Senior Civil Engineer I	Stephens, Eileen - Printing Project Status Report	.25
6/22/10	Dir of Water Resources	Tanaka, Steven - Recycled Water Staff Report	.25
6/24/10	Dir of Water Resources	Tanaka, Steven - Recycled Water Presentation for Board Meeting	1.25
6/25/10	Dir of Water Resources	Tanaka, Steven - Recycled Water Presentation	1.50
6/1/10	District Administrator/Engineer	Wallace, John - staff meeting/personnel reponse	2.50
6/2/10	District Administrator/Engineer	Wallace, John - prep for Board meeting, board meeting, plant personnel	2.50
6/3/10	District Administrator/Engineer	Wallace, John - personnel, staff report	1.50
6/9/10	District Administrator/Engineer	Wallace, John - personnel, agenda prep; ph call to Stowasser, make arrangements for billing	2.00
6/10/10	District Administrator/Engineer	Wallace, John - agenda preparation	4.00
6/11/10	District Administrator/Engineer	Wallace, John - Agenda prep, budget	3.00
6/14/10	District Administrator/Engineer	Wallace, John - agenda review, mtg w/Dist Counsel re: personnel	2.50
6/15/10	District Administrator/Engineer	Wallace, John - personnel, staff services	2.00
6/16/10	District Administrator/Engineer	Wallace, John - Board meeting, personnel prep /M Seitz	3.00
6/17/10	District Administrator/Engineer	Wallace, John - staff services, meet /M Seitz re: prep for hearing, review testimony	2.00
6/18/10	District Administrator/Engineer	Wallace, John - prep for hearing, event summary for personnel action	3.00
6/21/10	District Administrator/Engineer	Wallace, John - staff meeting	1.00
6/22/10	District Administrator/Engineer	Wallace, John - prep, attend and testify at Mascolo hearing, continued to 6/23	4.00
6/23/10	District Administrator/Engineer	Wallace, John - Independent hearing, Mascolo hearing	4.00



Heather Billing
Environmental
Compliance Inspector

1600 Aloha Place
Oceano, CA 93475

Ph 805 544-4011
Fax 544-4294

heatherb@wallacégroupp.us

Bellman, Dena@Parks

From: John Wallace <JohnW@wallacegroup.us>
Sent: Monday, July 13, 2009 1:26 PM
To: Bellman, Dena
Cc: Heather Billing; Bill Lindahl; Jeff Appleton
Subject: RE: Le Sage dump station/SSLOCSD

Thanks Dena,
as discussed, we will see you at your office tomorrow at 2PM
John

From: Bellman, Dena [<mailto:DBELLMAN@parks.ca.gov>]
Sent: Thursday, July 09, 2009 5:33 PM
To: John Wallace
Cc: Monge, Reynaldo; Linse, Curt; Zilke, Andy
Subject: FW: Le Sage dump station/SSLOCSD

John,

We would like to meet with you before your Board meeting on Wednesday.
Either afternoon would be fine.
Andy is not available but Rey Monge, Visitor Services Superintendent and myself will be able to attend with Curt.
Look forward to hearing from you.

Dena Bellman
Park and Recreation Specialist
Ocean Dunes District
805) 773-7182 office
805) 365-5147 cell

From: John Wallace [<mailto:JohnW@wallacegroup.us>]
Sent: Wednesday, July 08, 2009 2:54 PM
To: Linse, Curt
Cc: Bill Lindahl; Heather Billing; Aaron Yonker; Jeff Appleton; Mike
Subject: Le Sage dump station/SSLOCSD

Curt

Thanks for the update on Le Sage. As discussed, we would like to meet with you to discuss the District's pretreatment ordinance and the problems the district has been having with high strength inflow and formaldehyde to our plant. Also related to this is the recent discussions we have been having with Yo Bananna Boy and his request for a separate dump station at his business on 4th St.

At the present time, we are having to feed a high amount of chemicals to meet our waste discharge requirements and in some cases, we have gone over our limits because of the high strength waste "slugs" coming into the plant.

I also understood from some of the Grover Beach folks that the State was considering moving the Le Sage dump station as part of the hotel project and it would seem that now is a good time for improving the station so as to minimize the impact on the plant.

Tentatively, we looked at having our meeting on Monday (13th) or Tuesday (14th) afternoon next week. That would be very helpful because our Board meeting is Wednesday evening (15th) of next week and I can report to our board the status of our discussions. Please give me a call on Friday after you discuss this with Andy and we'll set a time good for all.

Thanks
John Wallace
District Administrator, SSLOCSD

John L. Wallace, P.E., Principal
Wallace Group
612 Clarion Court
San Luis Obispo, CA 93401
Ph. (805) 544 4011
Fx. (805) 544 4294
email: johnw@wallacegroup.us
www.wallacegroup.us

User Description

A. During the period of October 2004 to October 2005 the Permittee is authorized to discharge wastewater to the District's sewer system from the outfall listed below.

Description of point of connection to District:

The La Sage Dump Station is typically used for recreational vehicles and park restroom facilities to discharge waste generated from camping. The waste is discharged into a holding tank that is connected to a lift station operated by the State Parks Oceano Dunes District. The lift station pumps the waste in a pressure line to a point of connection at the City of Grover Beach Trunk line located in Dolliver Street.


- A. Total Annual Gallons Discharged: 40,000 gallons
- B. Influent into dump station should be limited to sanitary waste from recreational vehicles and State Parks Oceano Dunes District restroom facilities. Also, monitor the name and quantity of chemicals/disinfectants used during the reporting period.
- C. Record the amount and type of discharge into the dump station. (e.g. 400 gallons from recreational vehicle)

Reporting Requirements

A. All monitoring results obtained shall be summarized and reported annually. If there is no discharge during a given month of the annual report, it shall be submitted stating that no discharge occurred. The reports are due on or before the tenth day of the month where the permit was issued. All reports shall indicate the nature and concentration of all pollutants in the effluent.

B. All reports shall be submitted to the Plant Superintendent:

South San Luis Obispo County Sanitation District
1600 Aloha Place
Oceano, California 93445

By: 
Tom Zehnder, P.E. District Engineer

9/27/04
Date Issued

Bellman, Dena@Parks

From: Bellman, Dena
Sent: Wednesday, August 19, 2009 4:27 PM
To: 'heatherb@wallacegroup.us'
Attachments: Dump Station Permit Application.pdf

Hi Heather,
Attached is the Le Sage Dump Station Permit Application.
I am forwarding the original to you in the mail.
Please let me know if you need any additional information.
I will be out of town beginning this Friday, August 21, 2009 and returning on Wednesday, September 2, 2009.
I will be available by e-mail and cell phone with possibly a short delay in response.
But please feel free to contact me if you need something and I will make it happen!
Thanks you so much!

Dena Bellman
Park and Recreation Specialist
Ocean Dunes District
805) 773-7182 office
805) 365-5147 cell



WASTEWATER DISCHARGE PERMIT
APPLICATION

The completed and signed application
is to be mailed or delivered to:

South San Luis Obispo County
Sanitation District
c/o Wallace Group
612 Clarion Court
San Luis Obispo, CA 93401
(805) 544-4011 Tel
(805) 544-4294 Fax

Date Due: _____

FOR SSLOCSD USE ONLY

WDP NO. _____

REVIEWER _____

Business Name: California State Parks, OHMVR Division, Oceano Inland Branch
Mailing Address: 340 James Way, Suite #270, Pismo Beach 93449
Facility Address: Le Gage Drive
Contact Person: Curt Linse
Address: same as mailing
Telephone: 805) 773-7170 or 805) 773-7179
Property Owner: State of California
Address: same as mailing
Telephone: 805) 773-7170
Principal business activity conducted at the facility: State Park
Days & hours of operations: 7 Days/week 6:00am - 6:00pm
Average number of employees: 15-30 maintenance staff
Mark any of the following processes which are applicable to your operation:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Sanitary | <input type="checkbox"/> Equipment Washdown |
| <input type="checkbox"/> Food Preparation | <input type="checkbox"/> Food Processing/Packaging |
| <input type="checkbox"/> Laboratory | <input type="checkbox"/> Photographic Processing |
| <input type="checkbox"/> Dry Cleaning | <input type="checkbox"/> Printing |
| <input type="checkbox"/> Laundry (coin op/commercial) | |

☒ Other (explain) RV/Trailer Sanitation Dump site
☐ Other (explain) _____

☐ Other (explain) _____
☐ None (no water usage in building)

1. Describe the wastewater generating processes previously indicated (attach additional sheets as necessary): Campers from State Park (RV's/Trailers), Vault and chemical toilets.
2. Describe any pretreatment devices you have for these wastewater generating processes (attach additional sheets as necessary): Vault and chemical toilet waste treated through grinder with water dilution.
3. Size and location of these pretreatment devices: Four inch Sewage grinder.

List all environmental permits held by the facility: No APCD, Regional Water, or DTSC permits.

TITLE	ISSUING AGENCY	PERMIT #	EXPIRATION DATE
<u>Health Permit - GLO Co. Health Agency</u> <u>(for pump-out trucks)</u>	<u>Environmental Health Svcs.</u> <u>21516 Sierra Way</u> <u>GLO, Ca 93406</u> <u>805-781-5344</u>	<u>unknown</u> <u>Permit #</u>	<u>Dec. 31, 2009</u>

Sources of your water (mark all applicable sources):

☒ City Water

Water service account number: City of Grover Beach Account #20

Average Monthly Use: 124 units

☐ Private Well

☐ Other _____

If Water/Sewer charges are paid by someone other than your business, Please list the Name, Address, and Telephone number of the responsible party:

What percentage of your total water consumption is used for each of the following (total numbers should add up to 100%):

_____ Kitchens & Restrooms
_____ Main Process of the Business
_____ Contained in Product
_____ Irrigation, Landscape

_____ Wash down/Clean-up
X Other (explain) Dump Station

List Chemicals/Fuels Stored at this facility (attach additional sheets as necessary):

None @ lift station.

Container types: Drums Tanks Bottles Other
Quantity: Drums Tanks Bottles Other
Material: Waste Process Additive Product
Other (explain)

Waste disposal method (if a waste hauler is used, give name, address, and telephone number):

N/A - waste Hauler 805) 597- 7100
Contractor for lift station: The Liquid Fluid Resource
Management - 225 Suburban Rd. San Luis Obispo, Ca. 93401

List any chemicals which may be carried into the sewer system from processes, floor drains, rinse water, clean-up, etc. (attach additional sheets as necessary): Park uses two every day cleaners:

Wonder Heavy Duty Citrus Cleaner and Re-juv-na! Cmsos sheets
attached. Other unknown RV treatment chemicals for storage tanks.
would/could also be released into Dump Station.
Occasionally Comet or household bleach is used by Park staff.

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Completed By (please print) CURT LINSE

Title: DISTRICT MAINTENANCE CHIEF III

Signature: Curt Linse

Telephone Number: (805) 773-7179 Date: 8/19/09

2010 South San Luis Obispo Sanitation District Pretreatment Program – California State Parks Le Sage Recreational Vehicle Dump Station - MEETING MINUTES



Date Of Meeting:	Thursday, July 22, 2010, 9:00 AM – 11:00 AM
Location:	California State Parks – Oceano Dunes Recreational Vehicle Area, Office in Arroyo Grande at 340 James Way.
Subject:	2009 submitted Industrial Wastewater Discharge Permit application and requested 2010 Industrial Wastewater Discharge Permit application.

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WATER RESOURCES
WALLACE SWANSON
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ATTENDEES

Dena Bellman	State Parks Oceano Dunes	(805) 773-7182	DBellman@parks.ca.gov
Andy Zilke	State Parks Oceano Dunes - Superintendent	(805) 773-7182	rhess@mnsengineers.com
Heather Billing	South San Luis Obispo Sanitation District Environmental Compliance Inspector Contracted to Wallace Group	(805) 544 - 4011	heatherb@wallacegroup.us

TOPICS DISCUSSED	ACTION REQUIRED
<ol style="list-style-type: none"> 1. Overview of status of SSLOCSD Pretreatment Program - Heather <ol style="list-style-type: none"> a. State Parks OHRVA submitted application June 2009 b. Application reviewed, but Industrial User permit not issued as SSLOCSD determined that comprehensive overall of Pretreatment Program was required; c. SSLOCSD staff had also determined that management of Recreational Vehicle Dump Stations needed to be comprehensive in nature; d. In late 2009 and early 2010 research was conducted with the EPA, Region 9 and the California Water Environmental Association on refocusing the program which is not mandatory for SSLOCSD as the Wastewater Treatment Plant is less than 5.0 MGD; e. In 2010 the Industrial Wastewater Discharge Permit application was revised and re-issued to State Parks on this date. 	<ol style="list-style-type: none"> 1.e: Dena to complete 2010 Industrial User application and submit to SSLCSD (Heather) by August 31, 2010.

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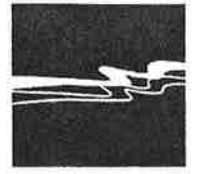
T 805 544-4011
F 805 544-4294

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2. State Parks Progress on management of RV Dump Station and Le Sage Collection System – Andy Zilke and Dena Bellman

- a. State Parks spent \$60,000 re-furbishing the lift station and replacing the grinder at Le Sage in early 2010;
- b. State Parks continues to explore re-locating the Dump Station due to future development of a resort/conference style hotel at Le Sage;
- c. North Beach State Campground in Pismo Beach is under consideration for location of the relocated Dump Station;
- d. State Parks will be commencing monitoring of the Le Sage Dump Station from Thursday to Sunday to determine how much is dumped on a given day and if the users have a State Park visitor receipt;
- e. State Parks has a historical agreement with the Le Sage Mobile Home Park regarding payment for the maintenance and use of the lift station by the mobile home park. For the past twenty years State Parks has not received money from the mobile home park and is interested in learning what information was gathered by SSLOCSD in the search for water use records from Grover Beach for the mobile home park;
- f. The group discussed the issue of swiffers and non-disposable wipes now clogging the lift station, it was recommended that Dena send the residents of the mobile home park educational flyers about not putting those products down the toilet.
- g. The group also discussed recent comments by public attending an Oceano CSD meeting that Le Sage and Yo Banana Boy were not being charged to use the sanitary sewer. Heather responded that while increased sewer use fees may be in the future for commercial and industrial users along with permit and inspection fees, nothing is currently planned.

e. SSLOCSD (Heather) to request that Jill or Bill contacts Dena with the Le Sage Mobile Home Park water use records.



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Note: This agenda is the preparer's understanding of the itemsto be discussed at the meeting.

PREPARED BY: Heather Billing, for South San Luis Obispo Sanitation District by Wallace Group, a California Corporation

DISTRIBUTION LIST:

Andy Zilke - Superintendent Oceano Dunes State Recreational Vehicle Area – California State Parks 340 James Way Arroyo Grande, CA 93420 805-773-7182 Office AZilke@parks.ca.gov	Dena Bellman – Parks and Recreation Specialist Oceano Dunes State Recreational Vehicle Area – California State Parks 340 James Way Arroyo Grande, CA 93420 805-773-7182 Office DBellman@parks.ca.gov
	Heather Billing – Environmental Compliance Inspector for South San Luis Obispo Sanitation District c/o Wallace Group 612 Clarion Court, San Luis Obispo, CA 93401 805-544-4011 Office 805-544-4294 Fax HeatherB@wallacegroup.us

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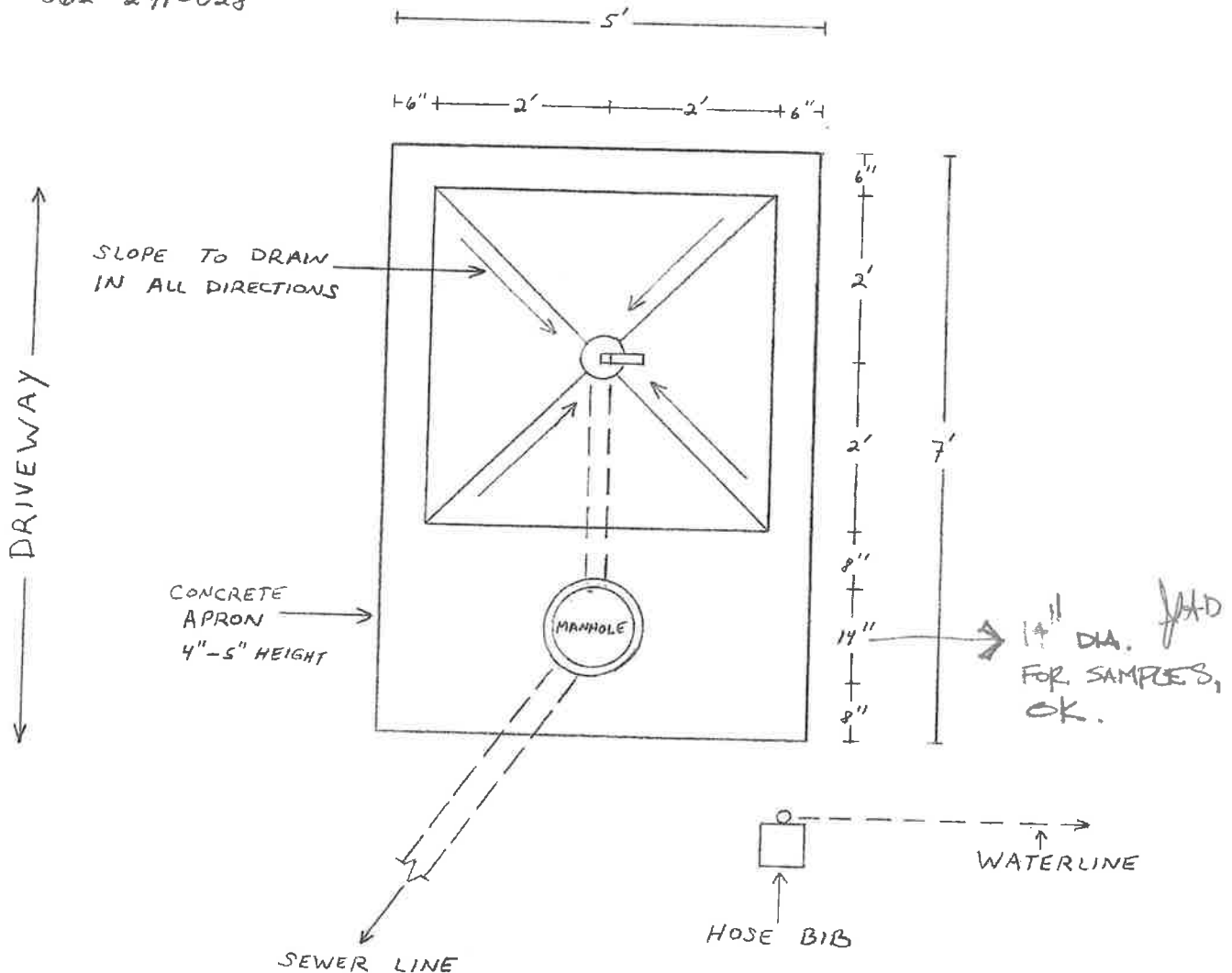
Date	Labor Category	Description	Hours/ Units
Project Number: 0026-0002-00 DISTRICT OPERATIONS PROJECTS (continued)			
Project Number: 00157 Pretreatment Program (19-7065)			
Labor:			
7/1/09	Senior Engineer I	Billing, Heather - Commented on Cease and Desist Order for YBB. Researched and draft report for future educational flyer on holding tank chemicals. Contacted Elks on Permit. Researched and summarized where PreTreat is at with other RV Dump Sites in SSLOCSD.	7.00
7/2/09	Senior Engineer I	Billing, Heather - Eval SSLOCSD board mtg results and YBB. Drafted POVE inspection results and variance permit.	3.00
7/13/09	Senior Engineer I	Billing, Heather - Review and comment on final Cease and Desist Order for YBB. Preparation for meeting w/ Le Sage (State Parks) tomorrow	2.50
7/14/09	Senior Engineer I	Billing, Heather - Reviewed SSLOCSD Pretreat history w/ State Parks Le Sage Dump Station, Attended meeting with State Parks Personnel and SSLOCSD staff to communicate current WWTP issues and begin working towards pretreatment solutions.	3.75
7/15/09	Senior Engineer I	Billing, Heather - Continued to review and collect information on RV Dump Sites in SSLOCSD, prepared for SSLOCSD meeting tonight.	1.00
7/16/09	Senior Engineer I	Billing, Heather - Meeting minutes from 7/14/09 for meeting w/ Calif. State Park - Le Sage.	1.00
7/17/09	Senior Engineer I	Billing, Heather - Issue draft of Le Sage RV Meeting Minutes to John W. and Bill L. for review and comment. Began drafting RV Chemical Education Flyer. Left message w/ Dena at State Parks to setup mtg. about permit applic. and education program.	3.25
7/20/09	Senior Engineer I	Billing, Heather - Reviewed Elks RV Dump Site in Oceano history for re-permitting/application purposes.	1.25
7/21/09	Senior Engineer I	Billing, Heather - Visited new Chevron on South 13th in Grover Beach. Walked site and could not find a RV Dump Station. Asked staff, they stated that they did not have a RV Dump Station.	.25
7/30/09	Senior Engineer I	Billing, Heather - Researched proposed use of biocide "Diquat Dibromide" to treat roots in sewer lines. Issued final draft of YBB legal orders to Mike Seitz after discussions w/ John, Tom, Bill, and Jeff A.	6.50
7/31/09	Senior Engineer I	Billing, Heather - Worked w/ TAN on BMP pamphlet for Auto Repair Shops and Dry Cleaning.	.50
7/1/09	Admin Assistant III	Burkett, Christine - Print/copy 6 sets of YBB cease and desist and timeline	.25
7/2/09	Admin Assistant III	Burkett, Christine - Set up file for Cease and Desist and Time Schedule	.25
7/1/09	Senior Mechanical Engineer II	Lindahl, Nels - YBB Issue and C&D Order Wording	1.00
7/2/09	Senior Mechanical Engineer II	Lindahl, Nels - Pretreatment (YBB)	.50
7/6/09	Senior Mechanical Engineer II	Lindahl, Nels - Permit Review	.25
7/14/09	Senior Mechanical Engineer II	Lindahl, Nels - Meeting w/ State Parks Re. Le Sage	2.25

Date	Labor Category	Description	Hours/ Units
Project Number: 0026-0002-00 DISTRICT OPERATIONS PROJECTS (continued)			
7/15/09	Senior Mechanical Engineer II	Lindahl, Nels - FRM Telecon Re. le Sage Lift Station; Pump Curves, etc.; Jeff Re. Onsite Meeting	.75
7/14/09	Project Analyst I	Nichols, Tammie - Pretreatment Permit revisions	.50
7/27/09	Project Analyst I	Nichols, Tammie - BMP manual for Auto Shops	.50
7/31/09	Project Analyst I	Nichols, Tammie - BMP manual for Auto Shops and Dry Cleaners	5.75
7/6/09	Principal	Wallace, John - YBB/Le Sage	1.00
7/14/09	District Administrator/Engineer	Wallace, John - YBB/mtg w/State Parks	3.00 ✓
7/1/09	Engineering Associate II	Yonker, Aaron - Researched impacts to wastewater treatment plants caused by varying pesticides traditionally used in root intrusion mitigation for consideration on sewer lines identified to contain substantial root intrusions.	1.00
7/2/09	Engineering Associate II	Yonker, Aaron - Reviewed draft Cease and Desist Orders and evaluated "no observable effect limits" caused by dilution of Yo Banana Boy waste through "trickle-in" options.	.50
7/6/09	Engineering Associate II	Yonker, Aaron - Amended SSLOCSD SSMMMP verbiage to account for newly defined maintenance activities.	.75
7/6/09	Engineering Associate II	Yonker, Aaron - Provided SSMP Exhibit Map to District Staff for use in SSLOCSD SSMP Phase 3	.25
7/29/09	Engineering Associate II	Yonker, Aaron - Correspondence with District SSMP/FOG Staff regarding grease concentrations observed in American Legion Hall lateral line upon visual inspection. Requested adding to FOG list.	.50
7/29/09	Engineering Associate II	Yonker, Aaron - Documented information and photographs to project record from SSLOCSD Trunk Line field inspection performed this afternoon on Trunk Line SSMP "hotspots".	.50
Total Billable Labor			49.50
Total Labor			49.50
Units:			
7/9/09		HB	6.000
7/13/09		TAN	50.000
7/14/09		HB	12.000
7/31/09		TAN	6.000
7/22/09		HB	32.000
7/30/09		HB	4.000
7/30/09		HB	7.000
7/14/09		NWL - AG	24.000
Total Billable Units			
Total Units			
Labor:			

Dump Station Detail

1381 S. 4TH ST.
OCEANO, CA 93445

PARCEL #
062-291-028



NOTES:

1. DUMP-HATCH + MANHOLE
TO BE LOCKING.
2. MANHOLE TO BE WATERTITE.
3. PRECAST CONCRETE MANHOLE
TO BE USED.

DOES NOT NEED TO BE
TRAFFIC RATED, INSTALLED
IN SITE PLAN LOCATION

PLANS DRAWN BY
"Yo Banana Boy"
Approved for
Permit Process.

[Signature]



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/>

January 19, 2009

Permit No. 01 - 01.19.09

Expiration Date: ~~01.19.11~~

11-15-2014

Significant Industrial User (SIU) Permit

Wastewater Discharge of Non-domestic Wastewater to the
South San Luis Obispo County Sanitation District Wastewater Collection System

In accordance with the provisions of the South San Luis Obispo County Sanitation District's (District)
Pretreatment Ordinance 1994-1

Yo Banana Boy
1381 S. 4th Street
Oceano, CA 93445

is hereby authorized to discharge wastewater from the facility identified above, and through the connection identified herein into the Oceano Community Services District's sewer collection system in accordance with the District's Pretreatment Ordinance, Article I, Section 3 of the General Provisions attached here-to as set forth in this permit. Compliance with this permit does not relieve the Permittee of its obligation to comply with all applicable pretreatment regulations, standards, or other requirements under local, State and Federal laws, including any such regulations, standards, requirements or laws that may become effective during the term of this permit.

Noncompliance with any term or condition of this permit shall constitute a violation of the District's Pretreatment Ordinance, 1994-1. The South San Luis Obispo County Sanitation District reserves the right to reconsider or revoke this permit at any time.

If the Permittee wishes to continue to discharge after the expiration date of this permit, an application must be filed a minimum of ninety (90) days prior to the expiration for renewal of this permit in accordance with the requirements of the District's Pretreatment Ordinance 1994-1.

Changes to use, process equipment, or alterations to the business license or ownership constitutes reapplication of this permit.

User Description

During the period of January 2009 to January 2011, the Permittee is authorized to discharge wastewater to the South San Luis Obispo County Sanitation District sewer system from the outfall listed below.

Description of point of connection to District:

Yo Banana Boy will only be allowed to discharge waste from Recreational Vehicles that have receipts to prove that they were visitors to the Oceano Dunes State Vehicular Recreation Area. Any hazardous substances from the Recreational Vehicles are not allowed in the sewer systems or the treatment plant and should be disposed off site. The waste is discharged into a manhole located at the addressed shown on the first page. Comply with other requirements in the Pretreatment Ordinance.

- A. Total Annual Gallons Discharged: Estimated at 150,000 gallons
- B. Maximum Daily Gallons Discharged: 3,000 gallons
- C. Discharge majority of waste between: 10 AM and 4 PM
- D. Discharge from Yo Banana Boy should be limited to 200,000 gallons per year. Also, monitor the name and quantity of chemicals/disinfectants used during the reporting period on Record Sheet attached.
- E. Record the discharge amount in a daily log, and make available upon request.

Reporting Requirements

- A. All monitoring results obtained shall be summarized and reported annually. If there is no discharge during a given month of the annual report, it shall be submitted that no discharge occurred. The reports are due on or before the tenth day of the month where the permit was issued. All reports shall indicate the nature and concentration of all pollutants in the effluent.
- B. All reports shall be submitted to the Plant Superintendent at;

South San Luis Obispo County Sanitation District

1600 Aloha Place
Oceano, California 93445

Ph: 805-469-6670
Fax: 805-469-2705

- C. Also, to the District Engineer's, Environmental Compliance Inspector at;

Wallace Group
612 Clarion Court
San Luis Obispo, California 93401
Fax 805-544-4294

Additional Requirements

Prior to entering the Pretreatment Program obtain the following approvals;

1. Oceano CSD
 - a. Will Serve Letter for discharge to their sewers.
 - b. Other requirement from Oceano CSD including odor controls.
2. County of San Luis Obispo Building Permit for dump station showing
 - a. Lockable Dump Hatch
 - b. Dump Hatch to Manhole for sampling and maintenance
 - c. Manhole to Sewer Line
 - d. Area drainage
 - e. Hose Bib near Dump Hatch
 - f. Post with Signage to indicate Spill Prevention Measures
 - g. Appropriate Concrete Apron
3. SSLOCSD
 - a. Signed Application for permit to discharge wastewater
 - b. Receive Copy of Pretreatment Ordinance
 - c. Provide a Spill Containment Plan

Yo Banana Boy will be required to self-sample 3 times a year (2 during the summer months, and one more random sample) and at least one additional sample will be completed by South San Luis Obispo County Sanitation District at any time determined appropriate by the Sanitation District.

Yo Banana Boy will submit all samples results to the Sanitation District and ~~Wallace Group~~.

For the purpose of this document, until further sampling is gathered, the following are local discharge limits for septage (septage characteristics will likely produce higher results);

- | | |
|------------------------------------|-----------------|
| 1. Biochemical Oxygen Demand (BOD) | 250 mg/l |
| 2. Total Suspended Solids (TSS) | 250 mg/l |
| 3. Total Phosphorus | Not Established |
| 4. NH3-N - Ammonia Nitrogen | 30 mg/l |
| 5. Fat Oil and Grease | 50 mg/l |

Self monitoring sampling results shall be submitted to South San Luis Obispo County Sanitation District and the Environmental Compliance Inspector. Results are evaluated and verified by the Environmental Compliance Inspector to ensure that the sample was properly collected and handled and that the report is complete with all the required information.


Agree to add some educational information about treatment plant responsibilities for RV Campers in terms of odor eaters or other materials used in grey and black water tanks to existing hand-outs already distributed by Yo Banana Boy. Information will be provided by South San Luis Obispo County Sanitation District.

Sampling results should include corresponding chain of custody, the analysis from the laboratory and the self monitoring report. The self monitoring report includes the time and date of the sample, how and where the sample was collected, the reporting period, a due date and a signature from an authorized representative of that company.

Annual Report prepared by Yo Banana Boy will include;

1. Cover Letter
2. Copies of the 3 self samples
3. Quantities (discharged from truck to sewer) in gallons for each month, noting the 3 top gallon days discharged for each month.
4. Signature Requirements – All applications, reports, or information submitted to the Sanitation District must contain the following certification statement and be signed by the owner of Yo Banana Boy.

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations."

By:  1/19/09
Tom Zehnder, P.E. District Engineer Date Issued

By:  1-19-09
Dave Kraus, Owner Date Issued

Date	Staff Type	Comment	Hours
Project	0026-0002	SSLOCSD MAJOR PROJECTS	
Phase	0131	Chlorine Contact CA	
12-01-04	Engineering Inspctr (Offc)	Admin, Cntrc to Whit	1.75
12-02-04	Engineering Inspctr (Offc)	Proj Files, NTP	2.25
12-03-04	Engineering Inspctr (Offc)	Submittals, Admin	1.75
12-06-04	Engineering Inspctr (Offc)	Submittal, research gas flare and details	2.00
12-07-04	Engineering Inspctr (Offc)	Gas Flare, Pre-Con Agenda	4.50
12-08-04	Engineering Inspctr (Offc)	Review plans/specs - start submittal table	4.50
12-09-04	Engineering Inspctr (Offc)	Precon agenda & conduct, plot Schedule	6.50
12-13-04	Engineering Inspctr (Offc)	Research Escrow, Flood ins Call, RFI No.1	2.00
12-14-04	Engineering Inspctr (Offc)	WG Sub Comments w/Greg, RFI No.1 Research, Escrow	1.50
12-15-04	Engineering Inspctr (Offc)	RFI No.1 response, rev submittals schedule, draft bulletin	3.00
12-02-04	Administrative Assistnt II	Site Binders (DGR)	1.25
12-07-04	Administrative Assistnt II	Prep Site Binders (DGR)	1.00
12-14-04	Administrative Assistnt II	Admin Site Binders & Files	1.25
12-09-04	Director Mechanicl Engrng	Precon meeting	2.00
12-03-04	Administrative Assistant I	Mail	.25
12-16-04	Engineering Inspctr (Offc)	Admin, filing	1.50
12-21-04	Engineering Inspctr (Offc)	Submittals, RFI response, FEMA	3.00
12-22-04	Engineering Inspctr (Offc)	Submittal Log, File	1.50
12-23-04	Engineering Inspctr (Offc)	Submittals to K/J, FEMA Insurance	2.00
12-27-04	Engineering Inspctr (Offc)	Create Submittal Log	4.00
12-28-04	Engineering Inspctr (Offc)	Single Line Info, Harmonic Analysis, FEMA, Submittal Log	6.00
12-29-04	Engineering Inspctr (Offc)	Compile Submittal Log	4.00
12-16-04	Administrative Assistnt II	File Maintenance	.50
12-21-04	Administrative Assistnt II	File Maint, Corres (DGR)	2.00
12-23-04	Administrative Assistnt II	File Maint	.75
12-21-04	Administrative Assistant I	Mailing	.25
12-14-04	Administrative Assistnt II	Plan/spec purchase payments to Sabrina	.50
12-07-04	Engineering Associate IV	Project Description	.25
12-07-04	Senior Mechanical Engr I	Review flare design	1.00
12-01-04	Principal	Chlorine Contact Chamber, Project Mgmt	.50
12-14-04	Principal	Chlorine Contact Chamber, Project Mgmt	.50
12-15-04	Principal	Chlorine Contact Chamber, Project Mgmt	.50
12-22-04	Administrative Assistnt II	Groundbreaking invitation and invite list	.50
12-23-04	Administrative Assistnt II	Invitation and invite list	1.25
12-16-04	Principal	Chlorine Contact Chamber, Project Mgmt	.50
2-20-04	Administrative Assistnt II	Distribute Correspondence (DMR)	.50
Phase Total:			67.00

Project	0026-0002	SSLOCSD MAJOR PROJECTS	
Phase	0133	Floodwall Replacement	
12-07-04	Engineering Associate IV	Contract Docs & Specs	.25
12-08-04	Engineering Associate IV	Design Considerations	.50
12-10-04	Engineering Associate IV	Design Considerations	.25
12-07-04	Engineering Associate I	Flood Wall Drawings	.25
12-08-04	Engineering Associate I	Utility ID	1.25
12-28-04	Engineering Associate IV	Design & Spec Review	.50
12-14-04	Engineering Associate IV	Flood Wall Design Mtg	1.00
12-14-04	Engineering Associate IV	Design Analysis	1.00
12-03-04	Engineering Associate I	Flood Wall Red Lines	.50
12-07-04	Senior Mechanical Engr I	Specification	7.00
12-03-04	Senior Mechanical Engr I	Spec, Contract Drawing	5.00
12-13-04	Senior Mechanical Engr I	Project Management	2.50
12-10-04	Senior Mechanical Engr I	Spec, Contract Drawings	5.00
12-09-04	Senior Mechanical Engr I	Spec, Contract Drawings	2.75
12-06-04	Senior Mechanical Engr I	Specification	6.75
12-15-04	Senior Mechanical Engr I	Specification	5.00
12-14-04	Senior Mechanical Engr I	Project Management	6.50
12-08-04	Senior Mechanical Engr I	Spec, Contract Drawings	3.75
12-01-04	Senior Mechanical Engr I	Flood Analysis	1.00
12-28-04	Senior Mechanical Engr I	Design Review	.75
12-22-04	Senior Mechanical Engr I	Project Management	.75
12-21-04	Senior Mechanical Engr I	Specification Review	.25
12-16-04	Senior Mechanical Engr I	Specifications	4.25
12-29-04	Senior Mechanical Engr I	Specification Review	.25
12-17-04	Senior Mechanical Engr I	Specifications	4.25
Phase Total:			61.25

Date	Staff Type	Comment	Hours
Project	0026-0002	SSLOCSO MAJOR PROJECTS	
Phase	0700	Wastewater Systems	
12-10-04	Administrative Assistant II	Pretreatment	.25
12-10-04	Engineering Associate I	Ag Comm Hosp Letter	.50
12-13-04	Director Mechanical Engnrng	Annual report	2.50
12-20-04	Engineering Associate I	Plant Flow Permitting	1.00
12-28-04	Engineering Associate I	Pretreatment Permits	3.50
12-22-04	Engineering Associate II	Flow Monitoring Memo and Exhibit	3.00
12-30-04	Engineering Associate II	Tract 1998 Sewer Assessment	.75
12-22-04	Director Mechanical Engnrng	Zone 1A meeting	3.00
12-23-04	Director Mechanical Engnrng	Annual report	4.00
12-28-04	Engineering Associate IV	Development Review Tract 1998 - AG	.50
12-02-04	Senior Engineer II	Telecon re: Signatures for Plans in City of AG	.25
12-13-04	Administrative Assistant II	Dev review Bridge Street	.25
12-03-04	Director Water Resources	AG Development Review	.25
Phase Total:			19.75
Project Total:			430.50