



# 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

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## AGENDA

### BOARD OF DIRECTORS MEETING

City of Arroyo Grande, City Council Chambers

215 East Branch Street

Arroyo Grande, California 93420

**Wednesday, March 19 at 6:00 P.M.**

#### **Board Members**

Matthew Guerrero, Chair

Tony Ferrara, Vice Chair

Glenn Marshall, Director

#### **Agencies**

Oceano Community Services District

City of Arroyo Grande

City of Grover Beach

#### **Alternate Board Members**

Mary Lucey, Director

Jim Guthrie, Director

Debbie Peterson, Director

Oceano Community Services District

City of Arroyo Grande

City of Grover Beach

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## 1. CALL TO ORDER AND ROLL CALL

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

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

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

Please adhere to the following procedures when addressing the Board:

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

Any writing or document pertaining to an open-session item on this agenda which is distributed to a majority of the Board after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review in the offices of the Oceano CSD, a member agency located at 1655 Front Street, Oceano, California. Consistent with the Americans with Disabilities Act (ADA) and California Government Code §54954.2, requests for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires modification or accommodation in order to participate at the above referenced public meeting by contacting the District Manager or Bookkeeper/Secretary at (805) 481-6903.

**3. CONSENT AGENDA**

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

**3A. Review and Approval of the Minutes of the March 5, 2014 meeting**

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

**3C. Review of Financial Report ending February 28, 2014**

**3D. APPROVAL OF RESOLUTION 2014-317 DOCUMENTING BOARD ACTIONS OF FEBRUARY 19, 2014 MEETING TO ESTABLISH AN INVESTMENT POLICY.**

Staff recommends the Board adopt Resolution 2014-317.

**3E. APPROVAL OF RESOLUTION 2014-318 DOCUMENTING BOARD ACTIONS OF MARCH 5, 2014 MEETING AMENDING THE SECOND QUARTER BUDGET.**

Staff recommends the Board adopt Resolution 2014-318.

**4. PLANT SUPERINTENDENT'S REPORT**

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

**6. MISCELLANEOUS ITEMS**

- A. Miscellaneous Oral Communications
- B. Miscellaneous Written Communications

**7. PUBLIC COMMENT ON CLOSED SESSION**

**8. CLOSED SESSION**

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

Carter v Wallace

**9. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

**10. ADJOURNMENT**

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

City of Arroyo Grande, City Council Chambers  
215 East Branch Street  
Arroyo Grande, California 93420

Minutes of the Meeting of Wednesday, March 5, 2014  
6:00 P.M.

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

Present: Chair Matthew Guerrero, Oceano Community Services District; Vice Chair Tony Ferrara, City of Arroyo Grande; Director Glenn Marshall, City of Grover Beach.

District Staff in Attendance: Rick Sweet, District Manager; Mike Seitz, District Counsel; John Clemons, Plant Superintendent; Amy Simpson, District Bookkeeper/Secretary.

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

Chair Guerrero opened the public comment period.

Mr. Snook from the Surfrider SLO Foundation read a letter to the Board. He would like to ask the District to discuss expanding public partnerships to develop and implement a program where reclaimed water from Pismo and South County Sanitation District can help the Northern Cities Management Area groundwater basin and local supply at Lopez Lake reach balance. He would like to see this request as an agenda item to a future meeting for Staff, guests, the public and Directors.

Director Ferraro mentioned that there are 2 bills he knows of on water infrastructure. He would like to see the District reach out to Regional Water Quality.

According to the language of the 2 bills, Director Ferraro believes the District would qualify for funding for recycled water. If it makes it all the way through we would appreciate Surfriders support on these water infrastructure bills.

Chair Guerrero closed public Comment

**3. CONSENT AGENDA**

Counsel Seitz suggested taking Item 3A separately from the other consent items as Director Ferrara was not present at the meeting of March 5, 2014.

**3A. Review and Approval of the Minutes of the March 5, 2014 meeting**

**Action:** It was moved by Chair Guerrero to approve Consent Agenda Item 3A as presented. Director Marshall seconded, and the motion was carried 2-0.

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

**Action:** It was moved by Director Ferraro to approve Consent Agenda Item 3B. Director Marshall seconded, and the motion was carried 3-0.

**4. PLANT SUPERINTENDENT’S REPORT**

Plant held up really well during the rainy season. A hydraulic flush is being planned for this week. This has not been done since early May. There was a planned shutdown where the operators collected a 24 hour composite sample. The sample was 32 on BODs. The numbers are consistent. We have gone 8 months without a violation. Conveyor is up and running.

Director Ferraro asked if the plant has a rain gauge. Mr. Clemons replied that there is a rain gauge that collects the water and a software system that tracks the amount of precipitation.

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

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

**A. FY 2013/14 BUDGET REVIEW AT END OF 1<sup>ST</sup> QUARTER**

District Manager Rick Sweet presented the 2<sup>nd</sup> Quarter Budget Review which shows that the District has earned 33% of its revenues of the operating budget while expending only 17% of its expenditures. Mr. Sweet explained that the District is doing extremely well. This is really a projection of operating expenditures. The District expects to be under budget in the 20% range at the end of the year.

Director Guerrero asked for public comment.

Patricia Price wanted to come and say thank you to the Board on the progress that has been made at the District.

Director Guerrero closed the public comment period.

**6. MISCELLANEOUS ITEMS**

**A. Miscellaneous Oral Communications**

Director Ferraro brought up the recycled water issue. He is trying to figure a way to reach out to Regional Water Quality to indicate to the legislature how critical the funding is to get for facilities like the Sanitation District. Chair Guerrero recommends taking a position affirmatively and suggests the Board send letters to the state senators and assemblyman saying “we have a plant here with a lot of water coming in and ask what funding is available to recapture some of this water.” District Manager Rick Sweet is going to find out what the State Water Quality Control Boards stance is on water recycling. If the State Water Board is asking for a check list for front burner projects, the Board wants

to make sure the region lists the District higher on the priority.

to Geoff English, Public Works Director from Arroyo Grande, spoke and wanted share that Regional Recycled Water Strategic Plan is holding a meeting next Wednesday at Pismo City hall.

**B. Miscellaneous Written Communications**

There were no written communications.

**7. PUBLIC COMMENT ON CLOSED SESSION**

Director Guerrero asked for public comment.

Patricia Price asked when the public will have the results of the closed sessions. District Counsel Mike Seitz answered by letting her know that if any results are available, they will be reported on the next agenda.

**8. CLOSED SESSION**

**9. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

Director Guerrero reported that the Board had met in closed session but took no reportable action.

**10. ADJOURNMENT**

There being no further business to come before the Board, Director Guerrero adjourned the meeting at approximately 7:05 p.m.

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

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT  
WARRANT REGISTER  
03/19/2014 FY 2013/14

ISSUED TO	PURCHASE/SERVICE	INV. # / SERVICE PERIOD	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
ABALONE COAST	CHEMICAL ANALYSIS	STATEMENT NO 2161	03192014-8415	7078	1,050.00	1,050.00
ABBA EMPLOYER SERVICES	CONTRACT LABOR	INVOICE #19900	16	6085	587.41	587.41
ADAMSKI MOROSKI MADDEN CUMBERLAND & GREEN	LEGAL SERVICES	INVOICE #32863	17	7070	336.00	336.00
AHERN RENTALS	WELDER AND WELDER CABLE	INVOICE #13010804-1	18	26-8065	764.17	764.17
ALLIED ADMINISTRATORS	EMPLOYEE DENTAL	MARCH	19	6025	909.43	909.43
ANDRE, MORRIS & BUTTERY	LEGAL SERVICES	01/30/2014	20	7070	30,304.34	30,304.34
CENTRAL COAST WATER TRTMNT	LAB SUPPLIES	STATEMENT DATE 03/01/2014	21	8040	60.00	60.00
ENGEL & GRAY, INC.	BIOSOLIDS HANDLING	INVOICE #73616	22	7085	3,558.64	3,558.64
FEDEX	SHIPPING	INVOICE #2-581-83806	23	8045	28.66	28.66
GARING, TAYLOR & ASSOCIATES	DISTRICT ENGINEERING SERVICES	STATEMENT DATE 02/28/2014	24	7077	240.00	240.00
GORDON SAND	GOLDEN FLINT G-20 FINNISHED	0622919-IN	25	8030	637.26	637.26
HERTZ EQUIPMENT RENTAL	CRANE RENTAL	INVOICE #27311733-001	26	7032	1,933.37	1,933.37
JB DEWAR INC	VEHICLE FUEL	INVOICE #52413	27	8020	221.19	221.19
MULLAHEY FORD	VEHICLE SERVICE	INVOICE #78225	28	8032	42.00	42.00
NESTLE PURE LIFE	LAB WATER FOR FEBRUARY	INVOICE #14B0012917373	29	8040	170.60	170.60
OFFICE DEPOT	DESK FOR SUPERINTENDENT	STATEMENT	30	8045	230.39	230.39
PERRY'S ELECT MOTORS	MOTOR	16444	31	8030	301.50	301.50
PRECISE WEIGHING SYSTEMS	CALIBRATION FOR LAB	INVOICE #2336	32	8040	75.00	75.00
SCHINDLER LAW GROUP	LEGAL SERVICES	STATEMENT #101916	33	7070	571.64	571.64
SHIPSEY & SEITZ	LEGAL SERVICES	STATEMENT #106959	34	7071	1,066.00	3,829.38
	DISTRICT COUNSEL SERVICES	STATEMENT #106958		7071	391.50	
	LITIGATION	STATEMENT #106960		7070	2,371.88	
SLO COUNTY APCD	AUTHORITY TO CONSTRUCT (BOILER)	INVOICE #15877	35	7068	1,265.00	1,265.00
SPRINT	CELL PHONE SERVICE	INVOICE #2052012134-104	36	7013	70.30	70.30
STANLEY SECURITY	SECURITY - APRIL	INVOICE #11119897	37	7011	62.20	62.20
STATE FUND COMPENSATION	WORKERS' COMP	MARCH	38	6080	6,079.17	6,079.17
THE GAS COMPANY	GAS SERVICE	02/03/14 TO 03/05/14	39	7092	2,442.10	2,442.10
WALLACE GROUP	FEMA PROJECT	INVOICE #36629	40	7076	2,062.83	4,132.43
	REIMB PROJECTS	INVOICE #36630		7084	2,069.60	
SUB TOTAL					59,902.17	59,902.18
PAYROLL	PPE 03-07-2014				26,123.47	
GRAND TOTAL					86,025.64	

We hereby certify that the demands numbered serially from 03192014-8415 to 03192014-8440 together with the supporting evidence have been examined, and that they comply with the requirements of the SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT. The demands are hereby approved by motion of the SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT, together with warrants authorizing and ordering the issuance of checks numbered identically with the particular demands and warrants.

BOARD OF DIRECTORS:

DATE: \_\_\_\_\_

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Secretary



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**TO:** Board of Directors  
**FROM:** Amy Simpson, District Bookkeeper/Secretary  
**VIA:** Rick Sweet, District Manager  
**DATE:** March 19, 2014  
**SUBJECT:** Monthly Financial Review (February 2014)

### **Overall Monthly Summary**

During the month of February, the District recognized total revenues of \$813,035.76. Of this, \$727,324 was earned for sewer service with the following breakdown: \$358,796 was earned from the City of Arroyo Grande for November, December, and January, \$284,212 was earned from the City of Grover Beach for November, December, and January, and \$93,034 was earned from OCSD for November, December, and January. \$19,964 was earned from connection fees from Arroyo Grande, and \$18,562 from Grover Beach for the period of October thru December. \$4,139 was earned for the AT&T cell-tower lease for December and January. District reimbursable amounts billed to the Member Agencies totaled \$14,387. Interest on the County Treasury Pool for the second quarter amounted to \$1,017. \$10,785 was earned from the dividend check from State Compensation Insurance Fund. \$3,750 was earned in Brine Permitting Fees. \$11,176 was earned from brine disposal for the month of January.

District operating expenses totaled \$169,304 for the month of February.

### **Local Agency Investment Fund**

The balance in the District's LAIF account was \$2,403,556.40 at February 28, 2014.

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

As of February 28, 2014, the reconciled cash balance with the County of San Luis Obispo Treasury Pool was \$1,960,709. The County issues the majority of the District's checks, and the majority of the District's revenues are deposited with this agency. As such, the County provides 'banking services' to the District and provides some accounting documents for internal control purposes.

### **Rabobank Funds**

As of February 28, 2014 the reconciled cash balance in the District's Rabobank account totaled \$77,089. This account is used to process LAIF transfers and for the issuance of payroll checks through the District's contracted payroll provider service. Funds are transferred periodically from LAIF in order to cover these expenses.

RESOLUTION 2014-317

EXHIBIT A

YEAR 2014 INVESTMENT POLICY

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

1. INTRODUCTION

This policy establishes the standards under which the District's Finance Officer will conduct business with financial institutions with regard to the investment process.

2. PURPOSE AND SCOPE

This investment policy is intended to outline the guidelines and practices to be used in effectively managing the District's available cash and investment portfolio. It applies to all cash and investment assets of the District except those funds maintained in deferred compensation accounts for employees, and proceeds of debt issuance that shall be invested in accordance with the permitted investment provisions of their specific bond indentures. District monies not required for immediate expenditure will be invested in compliance with governing provisions of law (Government Code Sections 53600 et seq) and this policy. Investments shall be made in judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (California Government Code Section 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers (Finance Officer) acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

3. FINANCE OFFICER

The Board of Directors appoints the District Manager as the District Finance Officer and Treasurer.

4. SCOPE

The District investment portfolio shall consist of money held in a sinking fund of, or surplus money in, the District's treasury not required for the immediate necessities of the District. The District's investment portfolio shall be invested in accordance with this policy.



## 5. OBJECTIVES

The primary objectives are safety, liquidity, yield, and compliance.

### A. SAFETY

The investment portfolio shall be managed in a manner that ensures the preservation of capital. The objective is to minimize credit risk and interest rate risk.

### LIQUIDITY

The investment portfolio shall remain sufficiently liquid to meet all operating requirements. This shall be accomplished by structuring the investment portfolio so that investments mature in advance of with cash needs.

### B. YIELD

Yield shall be a consideration only after the requirements of safety and liquidity have been met.

### C. COMPLIANCE

This Investment Policy is written to be in compliance with California and Federal law.

## 6. STANDARD OF CARE

### A. PRUDENCE

The Finance Officer will manage the portfolio pursuant to the "Prudent Investor Standard." When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds in the District's investment portfolio, the Finance Officer shall act with care, skill, prudence, and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.

### B. DISCLOSURES

Finance Officer shall disclose any material interest in financial institutions with which he/she conducts the District business.

## 7. INVESTMENTS AUTHORITY

### A. PERMITTED INVESTMENTS

The District Finance Officer is authorized to invest in the following institutions:

1. County pooled funds (California Government Code § 61730)
2. The Local Agency Investment Fund created by the California State Treasury (California Government Code §16429.1)

3. One or more FDIC insured Banks and/or Savings and Loan Associations that are designated as District depositories by resolution of the Board of Directors (California Government Code §61053).
4. Such other financial institutions or securities that may be designated by the Board of Directors from time to time in compliance with California and Federal law.

#### B. PROHIBITED INVESTMENTS

The District's Finance Officer shall not invest in:

1. Inverse floaters, range notes or interest only strips that are derived from a pool of mortgages.
2. Any security that could result in a zero interest accrual if held to maturity.
3. A state or federal credit union, if a member of the District's Board of Directors or an administrative officer also serves on the Board of Directors, or any committee appointed by the Board of Directors, or the credit committee or supervisory committee, of the state or federal credit union.

#### C. DIVERSIFIED INVESTMENTS

Investments, other than investments referenced in paragraphs **7-A** (1) and (2) above, will be diversified to avoid losses that may be associated with any one investment.

### 8. REPORTS

#### A. MONTHLY REPORT

Finance Officer/Treasurer shall make monthly reports to the Board with the following information:

- Investments made or retired during the preceding month.
- Single transfers between permitted institutions of greater than \$150,000.

#### B. QUARTERLY REPORTS

Finance Officer shall file a quarterly report that identifies the District's investments and their compliance with the District's Investment Policy. The quarterly report must be filed with the District's auditor and considered by the District's Board of Directors within thirty (30) days after the end of each quarter (i.e., by May 1, August 1, November 1, and February 1) (California Government Code §53646). Required elements of the quarterly report are as follows:

1. Type of Investment

2. Institution
3. Date of Maturity (if applicable)
4. Amount of deposit or cost of the security
5. Current market value of securities with maturity in excess of twelve months (if applicable)
6. Rate of interest
7. Statement relating the report to the Statements of Investments Policy
8. Statement of the District's ability to meet cash flow requirements for the next six months.
9. Accrued Interest (if applicable)

C. ANNUAL REPORT

Prior to February 1, of each year, the Finance Officer shall file and submit an annual report to the district's auditor and Board of Director's which will contain the same information required in the quarterly report.

The annual report will include a recommendation to the Board of Directors to either:

1. Readopt the District's then current annual Investment Policy
2. Amend the District's then current Investment Policy.

D. LIMITED QUARTERLY REPORT

If the District has placed all of its investments in the Local Agency Investment Fund (LAIF), created by California Government Code § 16429.1, or in Federal Deposit Insurance Corporation, insured accounts in a bank or savings and loan association, in a County investment pool, or any combination of these, the Finance Officer may submit to the Board of Directors, and the auditor of the District the most recent statement or statements received by the District from these institutions in lieu of the information required in paragraph 8.B, above. This special reporting policy does not relieve the Finance Officer of the obligation to prepare an annual investment report as identified in paragraph 8.C., above.

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

RESOLUTION NO. 2014-317

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT ADOPTING THE YEAR 2014 DISTRICT INVESTMENT POLICY

**WHEREAS**, The Board of Directors of the South San Luis Obispo County Sanitation District (“District”) believes that the public funds should, so far as is reasonably possible, be invested in financial institutions to produce revenue for the District rather than to remain idle, and

**WHEREAS**, from time to time there are District funds which for varying periods of time will not be required for immediate use by the District, and which will, therefore, be available for the purpose of investing in financial institutions with the objectives of safety, liquidity, yield, and compliance with state and federal laws and policies.

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

1. The District hereby adopted the Investment Policy attached hereto as Exhibit “A” as the District’s Investment Policy;
2. The District General Manager shall act as Treasurer/Finance Officer of the District and is authorized to invest and re-invest funds in accordance with the Investment Policy for the succeeding twelve (12) month period or until such time as the delegation of authority is revoked.

PASSED AND ADOPTED by the Board of Directors of the South San Luis Obispo County Sanitation District this March 19, 2014, on the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Matthew Guerrero, Chairperson,  
South San Luis Obispo County Sanitation District

ATTEST:

APPROVED AS TO FORM:

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Rick Sweet, District Manager

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Michael W. Seitz  
District Legal Counsel

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT  
RESOLUTION NO. 2014 – 318**

**A RESOLUTION AMENDING  
THE FY 2013-2014 BUDGET AT SECOND QUARTER**

**WHEREAS**, the Board of Directors has previously adopted the FY 2013-2014 budget consisting of Operating Fund 19, Expansion Fund 20, and Replacement/Improvements Fund 26; and

**WHEREAS**, District Staff has reviewed the account line items under each Fund included in the FY 2013-2014 adopted budget; and

**WHEREAS**, District Staff has identified the account line items which will require less monies and the account line items which will require additional monies than originally budgeted; and

**WHEREAS**, District Staff believes amending these account line items to reflect actuals will produce a trend that can be used for future budgeting efforts; and

**WHEREAS**, the Board believes the recommended amendments are in the best interest of the public's health, safety and general welfare.

**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, that the FY 2013-2014 budget shall be amended as follows:

1. Account 19-6075 Medical Reimbursement: 104.4% of annual budget expended. An increase of \$5000 is recommended at this time. The total budget for this account will be \$10,000. It is recommended that the increase be funded by a transfer from account 19-6030 Plant Operators.
2. Account 19-7050 Memberships/Seminars/Meetings: 73.3% of annual budget expended. We recommend an increase of \$5000. This account pays for employee training seminars for District staff. The total budget for this account will be \$16,630. It is recommended that the increase be funded by a transfer from account 19-6030 Plant Operators.
3. Account 19-7078 Professional Services – Chemical Analysis: 86.8% of annual budget expended. The original budgeted amount for this account reflected the planned changeover from chemical analysis testing being done by external laboratories to that testing being performed by the District's own laboratory. As this change over took longer to occur than was anticipated these actual expenditures reflect the costs of external lab testing. Therefore, an increase of \$5,000 to this budget line item is being recommended to reflect actual expenses as of the end of the second quarter. The total budget for this account will be \$25,000. It is recommended that the increase be funded by a transfer from account 19-7079 Professional Services.
4. Account 19-7094 Utility Water: 63.5%. Therefore, an increase of \$500 to this budget line item is being recommended to reflect actual expenses as of the end of the second quarter. The total budget for this account will be \$1,530. It is recommended that the increase be funded by a transfer from account 19-7079 Professional Services.

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

AYES:

NOES:

ABSENT:

ABSTAINING:

the foregoing Resolution is hereby adopted this 19<sup>th</sup> day of March 2014.

\_\_\_\_\_  
MATTHEW GUERRERO, Chair

ATTEST:

\_\_\_\_\_  
Rick Sweet, Secretary to the Board

APPROVED AS TO FORM:

\_\_\_\_\_  
MICHAEL W. SEITZ, District Legal Counsel



# SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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**To:** Board of Directors  
**From:** John L. Clemons, Plant Superintendent  
**Via:** Rick Sweet, District Manager  
**Date:** March 14, 2014  
**Subject:** Superintendent's Report

**Chart 1 – Plant Data**

*March. 2014	FLOW MGD	Peak MGD	INF BOD mg/L	EFF BOD mg/L	INF TSS mg/L	EFF TSS mg/L	Fecal Coli	Cl2 lbs/day	
Average	2.40	3.83	377	35.5	401	37	44	138	
High	2.61	4.40	394	44.0	438	41	240	188	
<b>Limit</b>	<b>5.0</b>			<b>40/60/90</b>		<b>40/60/90</b>	<b>2000</b>		

\*= Thru March 13, 2013

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

So far in the month of March our Effluent BOD and TSS values are higher than our norm. This may be because on March 6<sup>th</sup> we performed a hydraulic flush which will cause an elevated BOD and TSS reading in the effluent for that day. The purpose of the flush is to wash off any excess (dead, inert) biomaterial from the trickling filter media, thus exposing the “fresher” bacteria to the wastewater. The effectiveness of this procedure will be reflected in results of future tests. We expect to see lower values for the remainder of this month.

In the event that effluent BOD and TSS values continue to trend upwards, we still have the options of returning the #2 clarifier to service, or restoring use of polymer as a coagulant aid in the primary treatment portion of our process.

**Corrective Maintenance**

- Replaced gearbox on FFR arm drive unit.
- Repaired fan motor on #1 influent pump.
- Replaced pressure regulator valve on #4 influent pump.
- Installed rear axle on electric landscape cart.
- Troubleshoot #4 influent pump ASD overload fault. Will replace motor.
- Troubleshoot Emergency generator battery charger. Ordered new charger.
- Replaced solenoid valve on primary sludge pump.

**Projects**

- Completed first phase of wiring for SCADA Project. Will meet with consultant this week.
- Prepped pump parts for #3 FFR pump. Poured concrete foundation.

**Training**

- Plant staff attended safety meeting on eye protection.
- Jim Woeste was trained and certified on the frontloader.
- Superintendent Clemons and Bookkeeper/Secretary Simpson attended a one day seminar on Human resources Law.

**Regulatory**

- The District has received a Permit to Construct from APCD for installation of the new boiler in the Boiler Replacement Project.
- On March 12<sup>th</sup> we exceeded our permit limitation for chlorine residual in the effluent. Our limit is 9 ppm. Our lab took a reading of 13.5ppm at 1:00pm. At 1:40pm our lab began collecting samples every 15minutes. Of the 10 subsequent samples the highest reading was 0.35ppm. Eight of the samples showed a reading of 0.00ppm.

John Clemons  
Superintendent









