



**SOUTH SAN LUIS OBISPO COUNTY  
SANITATION DISTRICT**

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**AGENDA  
BOARD OF DIRECTORS MEETING**

OCSD Board Room  
1655 Front Street  
Oceano, California 93445

**Wednesday, December 07, 2016 at 6:00 p.m.**

**Board Members**

John Shoals, Chair  
Mary Lucey, Director  
Jim Hill, Director

**Agencies**

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

**Alternate Board Members**

Matthew Guerrero, Director  
Tim Brown, Director  
Barbara Nicolls, Director

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

- 
- 1. CALL TO ORDER AND ROLL CALL**
  - 2. PLEDGE OF ALLEGIANCE**
  - 3. AGENDA REVIEW**
  - 4. 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.
- Direct Staff 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 Administrator or Bookkeeper/Secretary at (805) 481-6903. So that the District may address your request in a timely manner, please contact the District two business days in advance of the meeting.

**5. 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.

- 5A. Approval of Minutes of Meeting of October 05, 2016**
- 5B. Approval of Minutes of Meeting of October 19, 2016**
- 5C. Approval of Minutes of Meeting of November 16, 2016**
- 5D. Approval of Warrants**
- 5E. Financial Review at October 31, 2016**

**6. DISTRICT ADMINISTRATOR AND PLANT SUPERINTENDENT'S REPORT**

Staff recommends the Board receive and file this report.

**7. ACTION ITEMS:**

- 7A. District's 2016 Receiving Water and Outfall Inspection Report**

**Recommendation: Receive and File Report**

- 7B. Administration Trailer**

**Recommendation: Receive Feedback and Board Direction**

**8. CLOSED SESSION**

**8A. CONFERENCE WITH LEGAL COUNSEL -- ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9 of the California Government Code: one case

**8B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

**9. CLOSED SESSION REPORT BY DISTRICT COUNSEL**

**10. ADJOURN MEETING**

**The next regularly scheduled Board meeting on December 21, 2016 Oceano, California**

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

OCSD Board Room  
1655 Front Street  
Oceano, California 93445

Minutes of the Meeting of Wednesday October 05, 2016  
6:00 P.M.

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

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

District Staff in Attendance: Gerhardt Hubner, District Administrator; John Clemons, Plant Superintendent; Wendy Stockton, District Legal Counsel; Amy Simpson, District Bookkeeper/Secretary

**2. FLAG SALUTE**

**3. AGENDA REVIEW**

Agenda was approved as presented.

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

Chairman Shoals opened the public comment period.

Julie Tacker spoke on the settlement. She believes the District is not getting the best bang for the buck. She distributed a 3-page letter she sent to the Central Coast Water Board regarding the settlement.

Beatrice Spencer is dissatisfied with what was allowed to happen at the last meeting and the fact the Board did not stop what happened. She recommends a lesson in employee rights before it is allowed to happen again.

Ron Arnoldson spoke to the unpermitted Administration trailer.

John Carter gave a presentation on the homeless and vagrant issues near Oceano Beach. He asks the Board to consider installing a high chain link fence with a lockable gate to control access to the footbridge and the SF & FCC properties.

Chairman Shoals closed the public comment.

The Board asked staff to check District property lines and work with Mr. Carter to investigate if a fence is a viable alternative.

**5. CONSENT AGENDA**

**5A. Approval of Minutes of Meeting of September 21, 2016**

**5B. Approval of Warrants**

Chairman Shoals spoke to public comment on *Item 7B*. He asked for change in the minute's language where stated that a *motion that the Board formally repudiate Director Lucey comments* was made, since no second occurred on that motion.

Chairman Shoals opened the public comment period.

Julie Tacker asked that the minutes capture the comments from the community. She asked for the original email with the origin and the banner that is Attachment No. 4 of the minutes. She spoke about the Downey Brand, Lara HR Services, Gerhardt Hubner and Water System Consulting warrants. She looks forward to the report from WSC.

Chairman Shoals closed the public comment.

**Motion:** Alternate Brown

**Second:** Director Lucey

**Action:** Approved unanimously by roll call vote.

## **6. DISTRICT ADMINISTRATOR AND PLANT SUPERINTENDENT'S REPORT**

District Administrator Hubner presented this report giving updates on the RWQCB and District Settlement of the 2010 Spill, Cherry Ave Bridge Project, Grit Removal System, Mechanical Bar Screen, Secondary Process Redundancy Project, Satellite Water Resource Recovery Facilities Grant, temporary construction trailer for administration space and Regional Efforts.

Superintendent Clemons presented the Superintendent's report. He highlighted the cost savings in the reduction of chlorine. He presented results from ocean sampling taken at the District's outfall.

Chairman Shoals opened public comment period.

Julie Tacker spoke to certification of staff and promotional process. She also feels permit applications have been submitted that are incomplete and inaccurate.

Chairman Shoals closed the public comment.

**Action:** The Board received and filed this report.

## **7. ACTION ITEMS:**

### **7A. REQUEST FOR AUTHORIZATION TO PROCEED WITH CONTRACT WITH BARTLE WELLS ASSOCIATES, TO ASSIST WITH FINANCIAL PORTION OF STATE REVOLVING FUND CONSTRUCTION LOAN APPLICATION AND TO PROVIDE ADDITIONAL FINANCIAL ALTERNATIVES FOR FUNDING THE DISTRICT'S REDUNDANCY PROJECT**

District Administrator Hubner presented this item in power point. He gave background information from the Wastewater Financial Plan and Rate Study conducted by Bartle Wells in 2016. He noted the Board passed a rate increase that included debt service for a future State Revolving Fund (SRF) loan that would be used to fund the Redundancy Project. He highlighted Task A, which involves financial assistance for SRF construction loan financing and Task B which identifies and evaluates financing alternatives. Both these tasks would be completed by the end of January 2017 under the BWA proposal.

Chairman Shoals opened the public comment period.

Julie Tacker believes the application for Coastal Commission and application for SRF loan appear to speak of two different projects.

Chairman Shoals closed the public comment.

**Motion:** Director Lucey moved to authorize the District Administrator to proceed to execute a contract with Bartle Wells Associates (BWA) for professional consultant services to complete the financing portion for a State Revolving Fund loan construction application package.

**Second:** Chairman Shoals

**Action:** Motion approved unanimously by roll call vote.

## **7B. NEWLY INSTALLED SCADA SYSTEM PROJECT**

Superintendent Clemons gave a verbal presentation on the Supervisory Control and Data Acquisition project. This is a project that has been in the works since 1999. The budget was \$110,000 in 2010. To date, the project has spent \$99,000. Operational staff has been involved in the process since 2013. The benefit being, this system will be owned and maintained by the staff using it on a daily basis. Two components still needed are historian software to preserve trend charts and software for alarm dial out needs.

Chairman Shoals opened the item to public comment.

Ron Arnoldson and Beatrice Spencer both recognized the value of District staff for keeping this project in house.

Chairman Shoals closed the public comment.

**Action:** The Board received and filed this report.

## **8. CORRESPONDENCE RECEIVED**

### **Letter received from Special District Risk Management Authority (SDRMA) Re: No Paid Property/Liability Claims in 2015-16**

Julie Tacker read the first paragraph of this letter which “acknowledged the dedicated efforts of the Governing Body, management and staff towards proactive risk management and loss prevention training.”

## **9. CLOSED SESSION**

### **CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION**

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (one case).

Legal Counsel Stockton announced Closed Session and provided a memo that documents the District received this threat of litigation outside of a public meeting.

Julie Tacker spoke to the agenda item *Anticipated Litigation* and Legal Counsel announced *Pending Litigation*.

## **10. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

Legal Counsel Stockton announced that the Board heard a report from legal counsel, took direction from the Board and had no reportable action.

## **10. ADJOURN MEETING**

**This meeting adjourned at 8:20 pm.**

**The next regularly scheduled Board meeting on October 19, 2016, 6 pm at the Oceano Community Service District Board Room, 1655 Front Street, Oceano, California**

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

**DRAFT**

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

OCSD Board Room  
1655 Front Street  
Oceano, California 93445

Minutes of the Meeting of Wednesday October 19, 2016  
6:00 P.M.

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

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

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

**2. FLAG SALUTE**

**3. AGENDA REVIEW**

Approved as presented unanimously by roll call vote.

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

Chairman Shoals opened the public comment period.

Patty Welsh commented on the District getting out of litigation business.

Julie Tacker requested the un-redacted email Director Lucey presented as evidence in her request to censure Director Hill at the meeting of September 21. She also commented that a change order of \$17,000 for the Grit Removal Project should have been brought before the Board.

Debbie Peterson commented on the meeting room for Closed Session. The Board might want to consider holding Closed Session at the front of the OCSD building.

Patricia Price referred to the meeting of September 21. She noted her concern with the Board not reprimanding Director Lucey for the negative comments about the District. She would like to see staff working together for the rate payers.

Tim Brown referred to the meeting of September 21 specifically when Chairman Shoals said that "we would rectify the record at a later date". He requests the Board follow through with rectifying the record.

Chairman Shoals closed the public comment.

Alternate Guerrero stated he no longer has keys to hold Closed Session in the meeting room at the front of the OCSD building.



## 5. CONSENT AGENDA

5A. Approval of Minutes of Meeting of October 05, 2016

5B. Approval of Warrants

5C. Financial Review at September 30, 2016

Chairman Shoals opened the public comment period.

Debbie Peterson, and Julie Tacker commented on the legal bills.

Chairman Shoals closed public comment.

**Motion:** Director Hill made a motion to approve Items 5B and 5C

**Second:** Alternate Guerrero

**Action:** Approved unanimously by roll call vote.

Item 5A, Minutes of October 05, 2016, will be continued at next scheduled Board meeting.

## 6. DISTRICT ADMINISTRATOR AND PLANT SUPERINTENDENT'S REPORT

District Administrator Hubner presented this report giving updates on the RWQCB and District Settlement of 2010 spill, Redundancy Project, SRF funding loan, Satellite Recovery Grant, Regional Groundwater Sustainability Project meeting, and the website overhaul.

Plant Superintendent Clemons presented his portion of the report showing the facility continues to meet permit limitations. He highlighted Fecal Coli number going down from 67 MPN/100 ml last year to 5 MPN/100 ml this year. He gave updates on operation and maintenance, training and call outs.

Chairman Shoals opened the public comment period.

Julie Tacker commented on the District's Bookkeeper/Secretary receive regulatory update training in areas of Payroll and CalPers. She spoke to the timeline and cost of permitting with the Coastal Development Permit, and about moving the plant before any more money is spent on the Redundancy Project.

Debbie Peterson asked why the Board had not approved \$10,000 for completion of SCADA.

Patty Welsh highlighted the SDRMA letter that commended staff for no reportable accidents.

Beatrice Spencer gave kudos to staff, but believes something is wrong when the legal bills are so high.

Chairman Shoals closed the public comment.

**Action:** The Board received and filed this report.

## 7. ACTION ITEMS:

**7A. CONSIDERATION OF RESOLUTION NO. 2016-358, AUTHORIZING AN ANNUAL TRANSFER TO A DEDICATED RESERVE ACCOUNT, AND DIRECTING THE DISTRICT ADMINISTRATOR TO TRANSFER MONEY PER THE DISTRICT'S RESERVE POLICY**

Chairman Shoals opened the item to public comment.

Julie Tacker commented on using unaudited financials and stated that it sets a precedent for the transfer not to be brought to Board annually.

Chairman Shoals closed the public comment.

**Motion:** Alternate Guerrero made a motion to Adopt Resolution No. 2016-358, authorizing annual transfers to the Reserve Account, and transferring \$248,990 from the beginning fund balance available in Operating Fund 19 to new Account No. 19-1011 with the deletion of "Whereas, in addition to its standard operations, the District is now proceeding with significant capital and updating projects including a redundancy project, and wishes to implement a prudent reserve to assure success of these efforts."

**Second:** Chairman Shoals

**Action:** Motion approved unanimously by roll call vote.

**7B. GRIEVANCES FILED BY DISTRICT OPERATORS MR. MICHAEL ARIAS AND MR. MYCHAL JONES**

District Counsel informed the Board and public that District Policy as it relates to grievances has been followed and implemented and recommend this item be held in Open Session.

The Board discussed their duty on this item. They are to identify where the interpretation by the District Administrator is in any conflict with the personnel policy and then take appropriate action.

Chairman Shoals opened the item to public comment.

Patty Welsh, Beatrice Spencer, Julie Tacker, Ron Holt, and Mark McKibben all spoke in support of the grievances.

Patty Welsh, Tim Brown, Beatrice Spencer, Ron Arnoldson, Julie Tacker, Debbie Peterson, and Mark McKibben spoke to the interpretation of District policy and believe that a public hearing for grievances is not best practice.

Chairman Shoals closed the public comment. The Board took a recess.

The Board came back from recess to Open Session and the Chairman announced that based on information provided by the employees which includes sensitive personnel information, he recommended the Board hold a Closed hearing with both grievants with their concurrence. The Chair acknowledged for the record that this recommendation was contrary to legal counsel's advice.

Mr. Arias and Mr. Jones concurred to hold a Closed hearing.

The Board went into a Closed hearing to review the grievance and documents submitted by Mr. Arias and Mr. Jones.

## **CLOSED HEARING ON GRIEVANCES**

### **RETURN TO OPEN SESSION**

District Counsel announced that the Board would be meeting in Closed Session to discuss three items.

#### **8A. PUBLIC EMPLOYEE APPOINTMENT**

Title: Operator III

#### **8B. EMPLOYEE PERFORMANCE EVALUATION**

Title: District Administrator

#### **8C. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Significant Exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (one potential case).

### **PUBLIC COMMENT ON CLOSED SESSION**

Chairman Shoals opened the public comment period.

Julie Tacker, Patty Welsh, Beatrice Spencer, and Patricia Price all spoke to Item 8B Personnel Evaluation of District Administrator, and their dissatisfaction with the District Administrator.

Patricia Price spoke to Item 8A. She is in favor of the Operators and not in favor of the District Administrators interpretation of the Personnel Policy.

Chairman Shoals closed the comment period.

The Board went into Closed Session.

## **8. CLOSED SESSION**

### **RETURN TO OPEN SESSION; CLOSED SESSION REPORT BY DISTRICT COUNSEL**

#### **8B. EMPLOYEE PERFORMANCE EVALUATION**

No reportable action.

#### **8C. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

No reportable action.

## **8A. PUBLIC EMPLOYEE APPOINTMENT**

By unanimous vote, motion by Director Hill, and second by Director Guerrero, the Board adopted resolutions denying the grievances filed by Mr. Jones and Mr. Arias and directed staff to update the Personnel Policy Manual within six months, including a review of the job descriptions, and upon adoption by the Board, that staff implement a competitive promotional process to fill the Operator III positions currently authorized by the Board.

Chairman Shoals added a few comments. He said the Board was unanimous in that the Administrator has the authority to approve or deny recommendations and there are no guarantees with recommendations from the Plant Superintendent that he is acting in the capacity that he was hired too. When following past bad practices, it is not advisable or acceptable. All operators are being compensated commiserate with their performance and certification. They have received pay increases where warranted. It is obvious the operator III job description and the grievance policy are not sufficient and need to be updated. The Board does believe in promoting from within the organization when possible, but it should be a competitive process, open to all qualified employees.

## **9. ADJOURN MEETING**

**This meeting adjourned at 11:15 pm.**

**The next regularly scheduled Board meeting on November 16, 2016, 6 pm at the Oceano Community Service District Board Room, 1655 Front Street, Oceano, California**

***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**

OCSD Board Room  
1655 Front Street  
Oceano, California 93445

Minutes of the Meeting of Wednesday November 16, 2016  
6:00 P.M.

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

Present: Alternate Barbara Nicolls, City of Grover Beach; Alternate Tim Brown, City of Arroyo Grande; Acting Chair Mary Lucey, Oceano Community Services District

District Staff in Attendance: John Clemons, Plant Superintendent; Gerhardt Hubner, District Administrator; Gilbert Trujillo, District Legal Counsel

**2. FLAG SALUTE**

**3. AGENDA REVIEW**

Acting Chair Lucey requested to remove Closed Session Item from the agenda.

**Motion:** It was moved by Alternate Barbara Nicolls to table Closed Session to a different date.

**Second:** Acting Chair Mary Lucey

**Action:** Approved by roll call vote

The motion carried on the following roll call vote:

AYES: Alternate Barbara Nicolls and Acting Chair Mary Lucey

NOES: Alternate Tim Brown

ABSTAIN: None

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

Acting Chair Lucey opened public comment period.

Julie Tacker commented on Cambria CSD's Brine Disposal proposal and requested it be agendaized for a future meeting.

Acting Chair Lucey closed public comment.

**5. CONSENT AGENDA**

**5A. Approval of Minutes of Meeting of October 05, 2016**

**5B. Approval of Minutes of Meeting of October 19, 2016**

**5C. Approval of Warrants**

Item 5B., Approval of Warrants will be presented as 7D.

Acting Chair Lucey opened public comment period.

Julie Tacker commented on follow up to meeting of September 21, asking when misinformation that was presented will be corrected.

Alternate Brown would like to know what format the corrections will be provided in. He wants the record to show he objects to fact that information from meeting of September 21 has not been corrected and provided to the public. He objects to characterization that issue has been resolved.

Administrator Hubner said he spoke to Chairman Shoals and he is satisfied with the response that has been provided to date.

**Motion:** It was moved by Alternate Brown to table minutes of October 05 and October 19, 2016.

**Second:** Alternate Nicolls

**Action:** The minutes of October 05, 2016 and October 19, 2016 were tabled.

The motion carried on the following roll call vote:

AYES:	Alternate Barbara Nicolls and Alternate Tim Brown
NOES:	Acting Chair Mary Lucey
ABSTAIN:	None

## **6. DISTRICT ADMINISTRATOR AND PLANT SUPERINTENDENT'S REPORT**

Administrator Hubner gave updates on Cherry Ave Sewer Bridge Project, Mechanical Bar Screen, Redundancy Project, Satellite Facility Grant Study, Regional Efforts, and Public Outreach.

Plant Superintendent reported on effluent plant data, operational maintenance, homeless issue and removal of bridge leading to levee, and raccoon infestation.

Acting Chair Lucey opened public comment period.

Julie Tacker commented on permit for Administrators trailer, raccoons, payoff of CoGen project and Redundancy Project permit timeline.

Acting Chair Lucey closed public comment.

Acting Chair Lucey asked Administrator Hubner to follow up with Mr. Rickenbach regarding timeline for permit from Coastal Commission.

**Action:** The Board received and filed this report.

## **7. ACTION ITEMS:**

### **7A. FISCAL YEAR 2016/17 FIRST (1<sup>ST</sup>) QUARTER BUDGET PERFORMANCE REVIEW AND ADOPTION OF RESOLUTION NO. 2016-361 AUTHORIZING THE BUDGETARY ADJUSTMENTS AS DETAILED IN EXHIBIT A.**

The Board received a verbal report from Administrator Hubner on 1<sup>st</sup> Quarter Budget Performance and recommended budget adjustments.

Acting Chair Lucey opened public comment period.

Julie Tacker recommended showing budgeted amounts and to date expenses. She commented on SCADA account, and Office Equipment account.

Acting Chair Lucey closed public comment.

**Motion:** Alternate Brown made a motion to move Resolution No. 2016-361, A Resolution of the Board of Directors of the South San Luis Obispo County Sanitation District amending the FY 2016-17 Budget at First Quarter including amendment to Attachment A.

**Second:** Alternate Nicolls

**Action:** Approved unanimously by roll call vote.

#### **7B. NEW DISTRICT WEBSITE**

Ted Kapner, District contracted web designer, gave a demonstration on new website. He highlighted the security of website and ease of access.

Acting Chair Lucey opened public comment period.

Julie Tacker recommended the information brought over from old website be edited and updated.

Ron Holt wanted clarification that new website is kept on a server outside of Districts server.

Administrator Hubner clarified it was.

Acting Chair Lucey closed public comment.

**Action:** Board received and filed this report.

#### **7C. FINAL SETTLEMENT AND ORDER ENDING LITIGATION FROM DISTRICT'S 2010 SEWAGE SPILL**

Administrator Hubner gave a power point presentation giving details about Settlement Agreement and projects that Final Settlement will be contributing to.

Acting Chair Lucey opened item to public comment.

Julie Tacker commented on the modeling and asked how much Pismo is contributing.

Acting Chair Lucey closed public comment.

**Action:** The Board received and filed this report.

#### **7D. WARRANT REGISTER**

Alternate Brown asked if high cost of legal bills was related to personnel issues.

Administrator Hubner responded, answering yes.

Acting Chair Lucey opened item to public comment.

Julie Tacker commented on expenses related to Administrators trailer and legal services.

Acting Chair Lucey closed public comment.

**Motion:** Alternate Nicolls entertained a motion to approve warrants as presented.

**Second:** Alternate Tim Brown

**Action:** Approved unanimously by roll call vote

## **8. ADJOURN MEETING**

**This meeting adjourned at 7:25 pm.**

**The next regularly scheduled Board meeting on December 07, 2016, 6 pm at the Oceano Community Service District Board Room, 1655 Front Street, Oceano, California**

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



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT  
WARRANT REGISTER  
12/07/2016 FY 2016/17

	BUDGET LINE ITEM		WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
ALLIED ADMINISTRATORS	EMPLOYEE DENTAL	JANUARY	120716-1777	6025	862.26	862.26
AMERICAN BUSINESS MACHINES	OFFICE SUPPLIES	300550	1778	8045	8.00	8.00
AMY SIMPSON	MEDICAL REIMBURSEMENT	FY14/15 & FY15/16	1779	6075	975.00	975.00
ARAMARK	UNIFORMS	11/11; 11/18; 11/25	1780	7025	589.21	589.21
AT&T	COMMUNICATIONS	11/08-12/07	1781	7013	289.01	289.01
ATLAS PERFORMANCE IND.	ADMIN OFFICE SPACE	11/17/16-12/16/16	1782	7040	450.00	450.00
AUTOSYS, INC.	EQUIPMENT MAINTENANCE	987	1783	8030	320.00	320.00
BARBARA NICOLLS	BOARD SERVICE	NOVEMBER	1784	7075	100.00	100.00
BURDINE PRINTING GRAPHICS	SOURCE CONTROL PROGRAM	31526	1785	7065	2,170.83	2,170.83
CALIFORNIA ELECTRIC SUPPLY	STRUCTURE MAINTENANCE	670905; 670654	1786	8060	223.60	223.60
CSDA	MEMBERSHIPS	2017 ANNUAL DUES	1787	7050	6,026.00	6,026.00
CENTRAL COAST BACKFLOW	EQUIPMENT MAINTENANCE	1930	1788	8030	85.00	85.00
CHARTER	COMMUNICATIONS	11/29/16-12/28/16	1789	7013	470.53	470.53
DOWNEY BRAND	OUTSIDE COUNSEL	503000	1790	7070	319.50	319.50
EVERYWHERE RIGHT NOW, INC	COMPUTER SUPPORT	1176	1791	7082	3,110.00	3,110.00
FANNY MUI	MEDICAL REIMBURSEMENT	FY16/17	1792	6075	382.31	382.31
FED EX	CHEMICAL ANALYSIS	5-614-97992	1793	7078	55.69	55.69
GRAINGER	HOUSEHOLD SUPPLIES	928937737	1794	8035	96.99	96.99
JB DEWAR	FUEL	830993	1795	8020	86.03	209.44
JB DEWAR	CHEMICAL ANALYSIS	153278		7078	123.41	
JESSICA MATSON	SOURCE CONTROL PROGRAM	REIMB	1796	7065	243.01	243.01
LARA HR SERVICES	HUMAN RESOURCES	NOVEMBER	1797	7076	5,190.00	5,190.00
LIEBERT, CASSIDY WHITMORE	OUTSIDE COUNSEL	OCTOBER	1798	7070	3,005.00	3,005.00
MARY LUCEY	BOARD SERVICE	NOVEMBER	1799	7075	100.00	100.00
MICHAEL K NUNLEY	SITE ALTERNATIVES EVAL	2852	1800	7015	1,964.20	10,380.77
	GRIT REMOVAL	2819		20-8015	4,988.44	
	BIO SOLIDS HANDLING FACILITY	2821		7077	2,012.19	
	HEADWORKS IMPROVEMENT	2820		26-8065	1,415.94	
OCSD	SOURCE CONTROL PROGRAM	NEWSLETTER	1801	7065	135.00	135.00
OILFIELD ENV. COMPLIANCE	CHEMICAL ANALYSIS	1604334	1802	7078	45.00	45.00
SAFETY-KLEEN	CHEMICAL ANALYSIS	71818989	1803	7078	92.00	92.00
SPRINT	COMMUNICATIONS	10/04/16-11/03/16	1804	7014	219.81	219.81
STANLEY SECURITY	ALARMS	14097891	1805	7011	64.06	4,664.06
STANLEY SECURITY	SECURITY CAMERA	14062380		26-8065	4,600.00	
THOMA ELECTRIC	EQUIPMENT MAINTENANCE	36745	1806	8030	2,232.59	2,232.59
TIM BROWN	BOARD SERVICE	NOVEMBER	1807	7075	100.00	100.00
VWR	BRINE SAMPLING	8046720035	1808	7086	27.62	27.62
WATER SYSTEMS CONSULTING	RECYCLED WATER FACILITIES	2292	1809	20-7090	17,442.25	17,442.25
WENDY STOCKTON	LEGAL COUNSEL	NOVEMBER	1810	7071	2,030.00	2,030.00
<b>SUB TOTAL</b>					<b>\$ 62,650.48</b>	<b>\$ 62,650.48</b>
	PAYROLL MEMO 11.11.16	\$29,318.29				
	PAYROLL MEMO 11.25.16	\$30,345.02				
<b>GRAND TOTAL</b>					<b>\$ 62,650.48</b>	<b>\$ 62,650.48</b>

We hereby certify that the demands numbered serially from 120716-1777 to 120716-1810 together with the supporting evidence have been examined, and that they comply with the requirements of the SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT. The demands are hereby approved by motion of the SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT, together with warrants authorizing and ordering the issuance of checks numbered identically with the particular demands and warrants.

BOARD OF DIRECTORS:

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

\_\_\_\_\_  
Chairman

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

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

\_\_\_\_\_  
Secretary



# **SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

Post Office Box 339, Oceano, California 93475-0339  
1600 Aloha Place, Oceano, California 93445-9735  
Telephone (805) 489-6666 FAX (805) 489-2765  
[www.sslcsd.org](http://www.sslcsd.org)

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Date: December 07, 2016  
To: Board of Directors  
From: Amy Simpson, District Bookkeeper/Secretary  
Via: Gerhardt Hubner, District Administrator  
Subject: **Financial Review as of October 31, 2016**

## **Overall Financial Summary**

As of October 31, 2016, the District has received total revenues of \$1,366,004. Of this amount, \$1,304,581 is for operating revenues, and \$61,423 is for non-operating revenues.

District operating expenses as of this date totaled \$2,511,014. Operating expenses totaled \$1,731,184 and non-operating expenses totaled \$779,829 as of October 31, 2016.

## **Local Agency Investment Fund**

The balance in the District's LAIF account was \$2,426,475 as of October 31, 2016.

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

As of October 31, 2016, the reconciled cash balance with the County of San Luis Obispo Treasury Pool was \$2,627,540. 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**

At October 31, 2016, the reconciled cash balance in the District's Rabobank account totaled \$191,715. This account has been used to process the District's contracted payroll provider service and other District expenditures.

## **Account for Oceano FY 15/16 Revenue**

At October 31, 2016, the reconciled cash balance in this account totaled \$108,655. This account has been used as a pass thru account to receive Oceano prior year revenue.

# **SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT** **MONTHLY CASH REPORT OCTOBER 2016**

**Cash Balance at 09/30/16** 5,008,911.29

Deposits	\$ 513,789.42
County Adjustment	\$ (0.13)
Interest Deposit from LAIF	\$ 3,681.29
Interest Deposit from County Treasury	\$ 4,695.37
Deposits from Property Tax Current	\$ 85,174.80
Deposits from Property Tax Delinquent	\$ 5,559.81
Warrant Register 10/05/16	(122,279.65)
Warrant Register 10/19/16	(168,932.56)
Pay Roll 09/29/16	(28,842.04)
Pay Roll 10/14/16	(29,126.38)
CalPers Retirement	(11,481.74)
CalPers Medical	(15,230.46)
Rabobank October Activity	(189.11)
<b>Total October Activity</b>	<b>236,818.62</b>

**Cash Balance at 10/31/16** 5,245,729.91

	<b>CASH BALANCE</b>
<b>Cash by Institution</b>	<b>@ 10/31/2016</b>
Cash with County Treasury	2,627,539.84
Cash with LAIF	2,426,474.87
Cash with Rabobank	191,715.20
	<b>\$ 5,245,729.91</b>



## **SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

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

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Date: December 7, 2016  
To: Board of Directors  
From: Gerhardt Hubner, District Administrator & John Clemons, District Superintendent  
Subject: **DISTRICT ADMINISTRATOR AND PLANT SUPERINTENDENT'S REPORT**

Today's report presents ongoing information on latest Direct staff activities of possible interest to the Board and members of the public, project updates, regional efforts, our regular Superintendent report, and operation and maintenance activities. *Updates since the last report are provided in italics below:*

### **RWQCB and District Settlement of 2010 Spill**

As announced at the August 3<sup>rd</sup> Board Meeting, the RWQCB and the District has agreed to settle their litigation over the Administrative Civil Liability (ACL) penalty issued to the District regarding the 2010 Spill at the District's facility. Both parties agreed to resolve this matter without further litigation and without an admission of liability for the \$1,109,812.80 ACL penalty amount, with approximately 50% of the total penalty amount going towards regional and local projects, including two supplemental environmental, and one enhanced.

*The RWQCB issued a press release on October 13<sup>th</sup> (Attachment No. 1) on the Settlement.*

*Staff have processed and sent checks by certified mail to the Bay Foundation for the two SEP projects. District staff is also facilitating a meeting with RWQCB staff and NCMA group members to discuss the SEP's groundwater model development.*

### **Project Updates:**

- **Cherry Ave. Arroyo Grande Sewer Bridge Project** – The purpose of this project is to perform regular maintenance on the existing structure, remove paint and debris and replace its anti-corrosion coating. At the Board's September 7<sup>th</sup> Board meeting the Board approved the Mitigated Negative Declaration for this project. A completed Notice of Determination has been filed with the County of San Luis Obispo, and necessary permit applications to the CA Department of Fish and Wildlife (CDFW), and Regional Water Quality Control Board. *On November 30<sup>th</sup>, District staff received a Notice of Applicability (general permit) from the RWQCB. We still are awaiting the remaining permit from CDFW in order for the project to proceed to the next step, preparation of final specifications.*

- **Grit Removal System** – *On Tuesday November 22<sup>nd</sup> our Grit Removal System project was officially turned on and operational. The final steps will be making sure the system operates as specified, and completion of the final record drawings, inspection and contract close out.*
- **Mechanical Bar Screen** – *At the September 7<sup>th</sup> Board meeting, the Board approved an award of contract for this project. A Notice to Proceed was issued to the contractor on November 2<sup>nd</sup>, with a start date of November 8<sup>th</sup>. A kickoff meeting with the contractor's representatives from FRM was held on Friday November 4<sup>th</sup> at the District's facility. The contractor has ordered the Headworks parts, and we are awaiting delivery.*
- **Secondary Process Redundancy Project** – *On March 16, 2016, the Board approved a design contract with Kennedy Jenks for Phase I of this project. On August 5, 2016, a cover letter outlining our response(s) to the Coastal Commission staff's April 15<sup>th</sup> letter to our Coastal Development Permit application was sent to Coastal Commission staff, including five attachments (which included site plans, biological surveys, sea level rise analysis, flood risk mitigation strategy, and site photos). Subsequently on August 16<sup>th</sup>, upon receipt by us, a one-page form from the County of San Luis Obispo on its permitting determination was transmitted to Coastal Commission staff.*

At the September 7<sup>th</sup> Board meeting, the Board approved an Addendum to the 2010 Mitigation Negative Declaration. This action updated the Redundancy Project's CEQA status. Subsequently, on September 9, 2016, we transmitted this Addendum, and supplemental information requested by Coastal Commission staff, via a cover letter. On October 13, 2016, we received a response from Coastal Commission staff to our September 8<sup>th</sup> submittal. Staff responded to this letter in short order on October 21<sup>st</sup>, with a cover letter providing answers to questions posed, and updated project facility design plans. The later also included project descriptions and project design plans on past and proposed projects at the District WWTP site.

State Revolving Funding (SRF) Loan Program - On August 30<sup>th</sup>, District staff participated in three meetings in Sacramento with SWRCB Division of Financial Assistance staff. At the October 5<sup>th</sup> Board meeting, the Board approved authorization to proceed with a contract with Bartle Wells Associates for assistance in preparing the financial package and evaluating other financial options. *BWA has since been in touch with us on their progress, and we in turn have been provided them with requested financial information to assist them with their draft work product(s).*

- **Satellite Water Resource Recovery Facilities Grant** – *The Board approved a re-scoping of this grant funded project at its March 30, 2016. Regular monthly meetings are held with the consultant and City of Arroyo Grande staff, where project schedule, milestone and progress on report components are discussed. District staff met face to face in Sacramento in late August with the SWRCB's grant project manager to discuss the re-scoping of this study, its deliverable schedule, and overall purpose of the study in conjunction with ongoing regional recycling efforts in south San Luis Obispo County. A meeting to discuss the draft study/grant schedule and report was held on November 30<sup>th</sup> at the WSC office in San Luis Obispo. A workshop on the draft Report is still tentatively planned for the Board's December 21<sup>st</sup> meeting.*

- **Energy Cost Reduction/Conservation Project, Co-Generation Unit** – Staff continue to work with representatives of PG&E, MKN and Enviser on the feasibility of a co-generation system at the District's facility. Significant benefits of a co-generation system may include future saving on facility electricity costs, and a reduced carbon footprint (eliminated flare)/greenhouse gases. On August 30<sup>th</sup>, the District's Plant Superintendent attended and was provided a tour of a similar PG&E co-generation project recently constructed and operating at the City of San Luis Obispo WWTP.
- **District Control Building and Office** – Significant issues and problems are evident in the District's Operational and Administrative Building. Identified issues include: Strong and persistent odors, noise and disruption from brine disposal trucks, multiple leaks in the ceiling/roof, mold, old desks and chairs (some decades old), old and stained carpets and flooring, infestation of pests, bubbling and peeling paint, break room/kitchen deterioration, identified leaks in the indoor plumbing, insufficient and overlapping utilization of space for administration vs. operations, IT integration, file storage, and others.

On August 11<sup>th</sup>, a temporary construction trailer for administrative staff was delivered to the plant site, adjacent to the C-Train (containing a majority of the District's files). A completed CDP application was submitted to Coastal Commission staff in compliance with local and state requirements. *A CDP waiver was received on November 22<sup>nd</sup>, see Item 7B on today's agenda for further discussion.*

### **Regional Efforts**

- Arroyo Grande Watershed MOU Group – In 2006, various parties, including the District entered into a Memorandum of Understanding. The purpose of this watershed group is to develop programs and policies for the maintenance, protection, and enhancement of Arroyo Grande Watershed and creeks within the Watershed. *The next meeting is scheduled for December 20<sup>th</sup>.*
- Zone 1-1A Flood Control Advisory Committee – The Committee is focused on the goal to provide input and coordination on proposed improvement and maintenance of the Zone 1/1A flood facilities, working with the Coastal San Luis Resource Conservation District. At the June 15<sup>th</sup> Board meeting, the Board approved District staff participation. The last meeting of this committee was held on October 18<sup>th</sup> at the Oceano CSD office with updates on annual channel maintenance, Waterway Management Program projects, and the long-term rain forecast.
- Integrated Water Resource Management (IRWM) – Integrated Regional Water Management (IRWM) is a collaborative effort with the County of San Luis Obispo to manage all aspects of water resources on a region wide scale that:
  - Crosses jurisdictional, watershed, and political boundaries
  - Involves multiple agencies, stakeholders, individuals, and groups
  - Addresses regional issues and differing perspectives of all the entities involved through mutually beneficial solutions.
  - Develops multi-benefit solutions

At the July 6<sup>th</sup> Board meeting the Board approved the District's participation in the IRWM program through adoption of a Resolution and becoming signatory under the existing Memorandum of Understanding.

- Water Reuse, Central Coast Chapter - The Association is a not-for-profit association (501c6) of utilities, government agencies and industry that advocates for laws, policies and funding to promote water reuse. The Water Reuse Association provides a comprehensive and complementary approach to increasing water reuse in California. *Staff attended the November 15<sup>th</sup> meeting in San Luis Obispo which included a presentation on direct potable reuse (DPR) regulations from the SWRCB/Department of Public Health/Drinking Water.*
- North Cities Management Area Technical Group - The NCMA TG, which includes representatives from the Cities of Arroyo Grande, Grover Beach, Pismo Beach, and the Oceano Community Services District, was formed as a result of the Santa Maria Groundwater Basin (SMGB) Adjudication. This group is exploring various ways to protect and enhance future water supplies in the basin through groundwater monitoring, and the collection and analyzing of data pertinent to water supply and demand. At the meetings, group members share hydrologic and water resources data and information, and water conservation efforts. *The group's next meeting is December 16<sup>th</sup>. A meeting with Regional Board staff is tentatively scheduled for December 14<sup>th</sup> to coordinate expectations with the model development.*
- Regional Groundwater Sustainability Project: Staff participates in meeting with the various cities to collaborate on a potential regional recycling project in the South San Luis Obispo county and how might the District participate. The third meeting of this group was held on October 12<sup>th</sup> in Grover Beach, with topics that included updates on a collaboration structure, efforts to develop a groundwater model, a joint EIR, and the site selection process. District staff was asked and provided an update on progress with our recycling grant study.
- Countywide Water Action Team/Water Management Efforts: A Countywide Water Action Team has formed, with water managers throughout San Luis Obispo County convening to discuss and collaborate on water supply management solutions, especially in light of the severe drought. *The next meeting is scheduled for December 16<sup>th</sup>.*
- Outreach Initiative: At the September 21, 2016 Board meeting the Board approved moving forward with distribution of our Fall 2016 Newsletter. *Regarding the later we were successful working with our member agencies in helping us distribute our newsletter with their utility bills. A separate draft flyer for the Oceano community highlighting the Redundancy project is anticipated to be sent out shortly. Our website is now up and running. We continue to look for ways to improve its content and organization, and train staff on how to maintain it.*
- Record's Management Initiative – As a first step, staff have recently compiled several other agencies' Record's Retention Policies. We intend to evaluate them and compare them to the District's existing Record Retention Policy, and at some future date, come to the Board with an updated Policy for consideration.

### **Superintendent's Report**

During this reporting period (November 1st through November 30th) the District's facility continues to regularly meet its Permit Limitations as required under the State of California's National Pollution Elimination Discharge (NPDES) Permit issued to the District. All process values (lab test results) were within permit limits.

#### **Plant Data (Data as Available November 30), 2016**

November 2016	INF Flow MGD	Peak Flow MGD	INF BOD mg/L	EFF BOD mg/L	INF TSS mg/L	EFF TSS mg/L	Fecal Coli	Cl2 lbs/day	BOD REM Eff. %
Average	2.29	3.7	465	26	414	32	3.1	177	95
High	2.72	4.9	513	33	450	38	7.8	250	
Limit	5.0			40/60/90		40/60/90	2000		80
CY 2015 Monthly									
Average	2.17	3.42	415	29	438	36	67	194	93
High	2.42	4.8	495	43	494	47	255	402	

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

#### **Operation and Maintenance Projects**

- Replaced pressure transmitter at reclaimed water pump.
- Reset parameter on reclaimed water pressure VFD.
- Removed foliage along fence line at sludge lagoon.
- Removed FFR rotary Distributor arm drive bearing assembly.
- Cleaned and painted piping at Primary Clarifier #2.
- Replaced oil in Primary clarifier drives.
- Replaced oil in secondary clarifier drive gearboxes.
- Inspected District property. Encountered homeless encampments. Notified Sheriff Station.
- Underground Service Alerts

#### **Training**

- Operator Jackman and Operator Jones attended a two day Basic Pump and Mechanical Seal training class conducted by R. F. MacDonald Co. The class was held in the City of San Luis Obispo.
- Staff received training on the operation of the Grit Removal System from a Hydro International factory representative.

#### **Call Outs**

- Nov. 13, 2016, 0243(am) – Low pressure @ reclaimed water pump. Operator Mui responded. Reclaimed water pump #1 failed. Switched to Reclaimed Pump #2.
- Nov. 15, 2016, 0106(am) – Low Pressure @ reclaimed water pump. Operator Jones responded. Switched pumps.

#### **Miscellaneous**

- A County of San Luis Obispo, Department of Environmental Health Specialist performed an inspection of the District's hazardous material handling program.





# Enforcement News

## **Central Coast Water Board and South San Luis Obispo County Sanitation District Settle Litigation Regarding 2010 Wastewater Spill**

**For Immediate Release:  
Oct. 13, 2016**

**Contact: John Robertson, Executive Officer  
Phone: 805-549-3140**

The Central Coast Regional Water Quality Control Board has reached an agreement with the South San Luis Obispo County Sanitation District to resolve legal actions initiated by the Central Coast Water Board after a wastewater spill at the district's sewage treatment plant in December 2010.

In 2012 the Central Coast Water Board fined the district nearly \$1.11 million for spilling over 600,000 gallons of sewage. The district contested the fine with the State Water Resources Control Board and in courts.

The district has agreed to pay a total of \$1,109,812.80 in fines and toward environmental improvement projects and plant upgrades.

"We are pleased to see this legal action come to an end after many long years of significant litigation, said Dr. Jean-Pierre Wolff, chair of the Central Coast Water Board. "We are confident that the sanitation district has improved its operation of the wastewater plant and are pleased that some of the fine could be used for local projects to benefit the environment."

The district will pay \$554,906.40 directly to the State Water Resources Control Board's Cleanup and Abatement Fund. In addition, the district will fund the following projects:

- \$110,981.28 to the Central Coast Water Board's Groundwater Assessment and Protection program, which will be used to collect data on groundwater quality throughout the central coast and to assist disadvantaged communities with drinking water issues.
- \$221,962.56 toward developing a model for the groundwater basin underlying southern San Luis Obispo County. The model will assist basin managers in developing projects to enhance recharge and fight seawater intrusion.
- \$221,962.56 toward a grit removal system at the district's wastewater treatment plant. Better grit removal will improve the quality of wastewater produced at the plant and



CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY

STATE WATER RESOURCES CONTROL BOARD

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## Enforcement News

decrease wear and tear on plant components, which will decrease maintenance and replacement costs.

The Central Coast Water Board is responsible for protecting and restoring water quality in the 300-mile-long coastal region from southern San Mateo and Santa Clara counties to the northern part of Ventura County.

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## STAFF REPORT

**Date:** December 7, 2016  
**To:** Board of Directors  
**From:** Gerhardt Hubner  
**Subject:** **DISTRICT'S 2016 RECEIVING WATER AND OUTFALL INSPECTION REPORT**

### RECOMMENDATION

Receive and file report

### BACKGROUND

The District is required to perform an inspection of its ocean outfall every three years, under its National Pollutant Discharge Elimination System (NPDES) permit issued by the State of California, Regional Water Quality Control Board. The responsibility for this ocean outfall inspection is shared with the City of Pismo Beach, since both the District and the City's both utilize the outfall to discharge their treated effluent.

In addition, the District must also evaluate the effects of its discharge to the Pacific Ocean (receiving water) through receiving water monitoring. This receiving water monitoring under this Study consisted of sediment and benthic sampling and analysis.

At its April 20, 2016 Board meeting, the District approved a contract for \$40,325 with Aquatic Bioassay and Consulting Laboratories Inc. (ABC Laboratories). The costs for this contract are split, with the City of Pismo Beach paying 50% of the total.

### DISCUSSION

On November 2, 2016, the District received a Report from ABC Laboratories entitled: "South County Sanitation District Receiving Water Report 2016" as required under the contract. The Executive Summary is provided as an attachment (Attachment No. 1) to this Staff Report.

The field study on the District's outfall was conducted on July 27th, 2016, and consisted of chemical and biological evaluations of the adjacent outfall benthic sediments; and a dive survey inspection of the outfall pipe and diffuser.

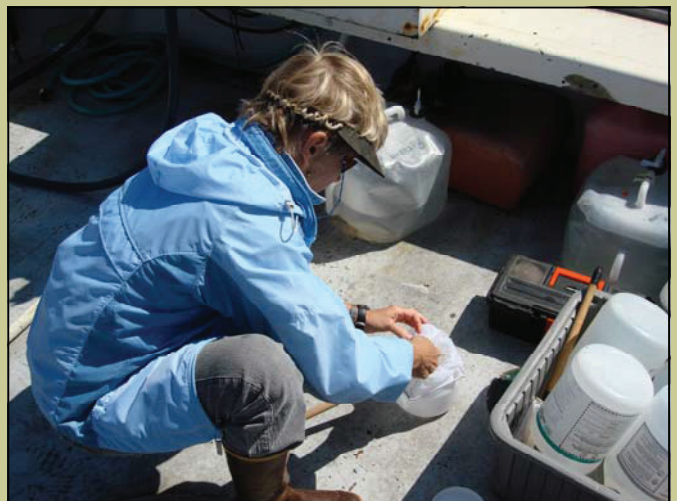
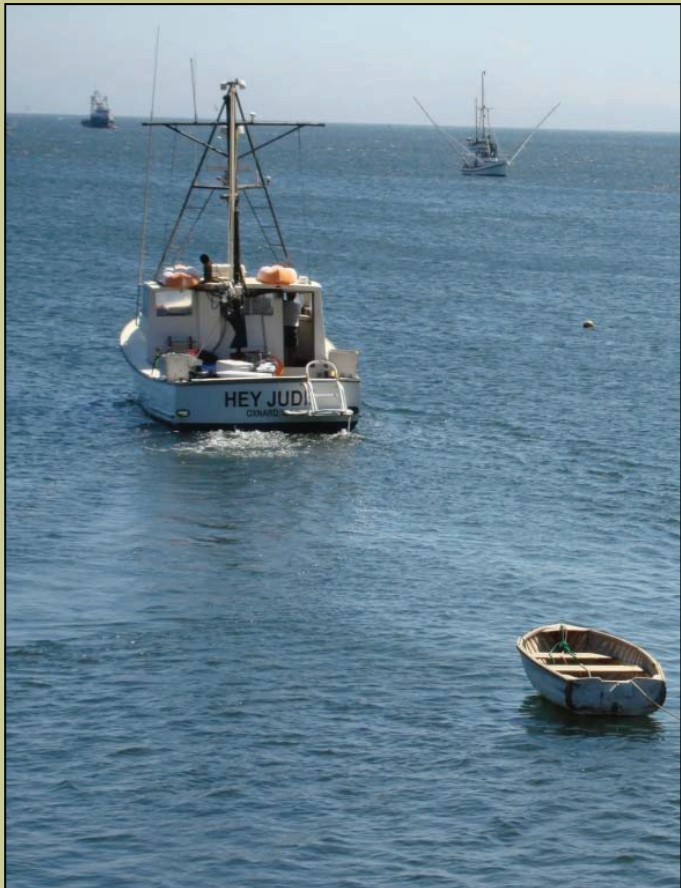
As part of this field study a single sediment chemistry sample, and five infauna replicate samples were collected at five locations in the vicinity of the District outfall.

The Report includes the findings and interpretation of the data collected during the July survey and is divided into three sections: Section 2 provides a detailed description of the physical and chemical composition of the sediments; Section 3 includes an analysis of the benthic infauna communities; and, Section 4 includes a brief description of the condition of the outfall pipe.

Highlights from this Report:

1. Sediment particle sizes near of District's outfall are typical of the California nearshore environment (fine to very fine sand).
2. A total of sixteen (16) chemical constituents or groups were measured from the sediments. All samples were above the laboratory method of detection.
3. No outfall related contaminant patterns were detected in the survey areas by correlation analysis.
4. Contaminant concentrations during the 2016 survey are very similar to sampling results from previous surveys conducted in 2004, 2007, 2010 and 2013. Evidence suggests that contaminants are not accumulating in the area over time.
5. Metals (in sediment) are below the NOAA ER-L, and far below ER-M threshold concentrations, indicating biological communities in vicinity of outfall are not adversely affected.
6. Benthic infauna community collected in the survey area are composed of a rich and highly diverse assemblage of organisms.
7. The abundance and number of species are not spatially related to the District's outfall terminus.
8. A slight outfall related effect on the infauna community was observed at station RSW-002N. In contrast, ITI scores for each of the other five stations (near the outfall) were found to be above a score of 60, indicating infauna assemblages are healthy.
9. Video and an underwater dive survey of the outfall indicate the following:
  - Outfall terminus cap slightly open at top, similar to previous year surveys.
  - Effluent flowing freely from terminus with no obstruction.
  - Effluent flowing freely from diffuser ports on north side, in spite of considerable biological growth surrounding the ports.
  - Effluent flowing freely from diffuser ports on south side, in spite of previous surveys indicating sanding.
  - No evidence of leaks, damage, erosion, holes, or cracks along entire length of the diffuser or pipe.

# SOUTH SAN LUIS OBISPO SANITATION PLANT RECEIVING WATER MONITORING REPORT 2016



**South San Luis Obispo  
Sanitation Plant  
1600 Aloha  
Oceano, CA 93445**



## Executive Summary

To investigate the potential impact of the treated wastewater effluent from the South San Luis County Sanitation District (SSLCSO) outfall on the habitat and biota in the vicinity of the District's ocean outfall, receiving water sampling was conducted by the scientific staff of *Aquatic Bioassay and Consulting Laboratories* on July 27<sup>th</sup>, 2016 from the monitoring vessel Hey Jude. Sampling and laboratory analyses were conducted in fulfillment of the requirements in the District's NPDES permit (No. CA0048003) as set forth in the Central Coast Regional Water Quality Control Board's Order (No. R3-2009-0046). As specified in the Order, single sediment chemistry samples and five benthic infauna samples were collected at each of the five stations in the survey area. In addition, a video survey was conducted to inspect the operation and integrity of the outfall diffuser and pipe.

- Sediment particle sizes were fine to very fine sand with the percent fine sediments ranging from 1 to 5% at each of the five sites. This is typical of California nearshore environments where high energy waves and current patterns sweep lighter sediment material into deeper water. Understanding the distribution of sediment particles in the vicinity of the outfall is important since contaminants tend to be more closely associated with finer particles.
- A total of 16 chemical constituents or groups of constituents were measured in the sediments collected during this survey. All were above method detection limits. No outfall related contaminant patterns were detected in the survey area by correlation analysis.
- Contaminant concentrations measured in the Districts' survey area during the 2016 survey were very similar to those measured at the same sampling locations during previous surveys conducted in 2004, 2007, 2010 and 2013. This indicates that the concentrations of contaminants are not accumulating in the survey area over time.
- The concentration of each metal was below the NOAA ER-L and far below the ER-M threshold concentrations. This indicates that the metals measured during the 2016 survey are not adversely affecting the biological communities found in the vicinity of the Districts outfall.
- The community of benthic infauna collected in the District's survey area was composed of a rich and highly diverse assemblage of organisms. A total of 1,089 organisms were identified from the 25 replicate grab samples. Annelid worms represented (74%) of the population, followed by mollusks (19%), miscellaneous phyla (4%), arthropods (2%) and echinoderms (2%).
- The total abundances and number of species were not spatially related distance from the outfall terminus.
- The diversity and dominance indices indicated there was a slight outfall related effect on the infauna community at station RSW-002N. This was illustrated by a slight, but significant correlation of dominance with distance to the outfall and Simpson's Diversity and Evenness were statistically less by ANOVA near the outfall.
- In contrast, the Infaunal Trophic Index (ITI) scores for each of the five stations in the San Luis Obispo survey area, including RSW-002N, were well



above 60, indicating that the infauna assemblages found near the outfall are healthy.

- Cluster analysis of the 2016 infauna data showed that there was no clear outfall related pattern in the distribution of the infauna community.
- Cluster analysis of all data combined from the 2004, 2007, 2010, 2013 and 2016 SSLOCSD surveys showed that there was a clear difference in the distribution of infauna across years, but that there was no outfall related pattern.
- Aquatic Bioassay biologists conducted an underwater dive survey and video of the outfall pipe and diffuser on July 27<sup>th</sup>, 2016. The outfall terminus cap was slightly open at the top similar to past surveys in 2004, 2007, 2010 and 2013. Effluent was flowing freely from the terminus with no obstruction. Diffuser ports on the north side of the pipe were flowing freely in spite of considerable biological growth surrounding the ports. Diffuser ports on the south side of the pipe, which had been sanded in during previous surveys since 2004, were also flowing freely. There was no evidence of leaks, damage, erosion, holes, or cracks along the entire length of the diffuser or pipe.





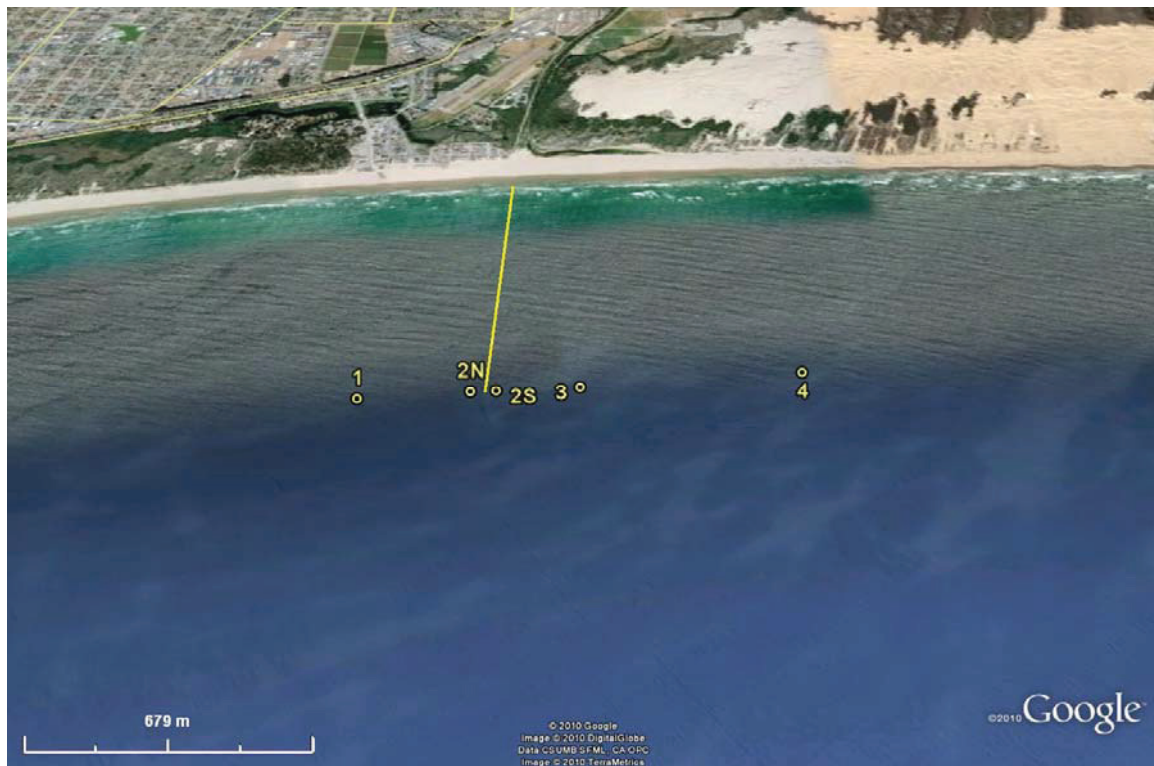


Figure 1. Station locations for sediment chemistry and benthic infauna sampling.







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## STAFF REPORT

**Date:** December 7, 2016  
**To:** Board of Directors  
**From:** Gerhardt Hubner  
**Subject:** **DISTRICT ADMINISTRATION TRAILER**

### RECOMMENDATION

Receive feedback and Board direction

### BACKGROUND

In March and April of this year, several discussions occurred with the interim and new District Administrator on how to secure and acquire additional office space at the District. These discussions followed with the solicitation of price quotes from API in Santa Maria (same vendor used to lease current trailer) by the Interim District Administrator. At that time, a decision was put off: 1) to allow the new District Administrator to evaluate the current office space situation within the current Administration Building, and 2) no direct identified funds were allocated for new office space or a trailer in the FY 2015-16 Budget. Nevertheless, the thought then was that acquisition of an Administrative Trailer for additional office space was appropriate, needed, funds available, and within the authority of the then interim District Administrator.

In the following months, industrial health and safety and ergonomic evaluations were completed. The results of these reports, and observations of the state of the District's Administrative Building were a regular narrative contained within each Board Meeting's District Administrator's Report.

Funds for an off-site office were proposed, discussed and included in the Adopted FY 2016-17 Budget. On August 3, 2016, a lease was signed with API (only vendor on central coast with construction trailers for rent) for delivery and setup of the Administrator Trailer, utilizing the District Administrator's authority under District's Purchasing and Procurement Policies. The Trailer was delivered August 17<sup>th</sup> and power provided a week or so later. Phone and internet service hookup have yet to be connected.

In late August, SLO County Code Enforcement staff contacted and notified us that permits were needed for the Trailer and C-Train. This contact was initiated as a result of an anonymous call received. It should be noted the C-Train has been at the District facility since 2013 without any concerns for permits. Other District facilities, past and present, may also now require Coastal Commission permitting due this call.

Immediately thereafter, the District Administrator met with SLO County Planning and Code Enforcement, and engaged Coastal Commission staff to discuss various options. On September 20, 2016, an application for a Coastal Development Permit (CDP) was completed by the District staff and submitted. On November 22, 2016, District staff received notice that Coastal Commission staff is recommending to their Commission at their December 9<sup>th</sup> meeting a CDP Waiver (Attachment No. 1) for the Trailer and C-Train.

Points to consider:

1. Most, if not all, cost (except additional chairs which are still be needed for the Administration Building) has already been incurred. Furniture purchased can also be utilized for any future office space (new or renovated).
2. The Trailer lease is for one year, as a monthly payment. This was the shortest time allowed to lease. Delivery and future pickup costs have already been paid.
3. Per Coastal Commission staff, District staff can utilize the Trailer pending the CDP application/waiver.
4. Staff is awaiting phone and internet service which Charter Business has been continuously delayed. Installation is now scheduled for December 19<sup>th</sup>.
5. Several documented structural and environmental concerns remain with the current Administration. Building. Trailer use during remediation of these issues (replacing the flooring as one example) will minimize disruptions to staff and safeguard their well-being. The Trailer resolves at least temporarily privacy concerns and space limitations.
6. The C-Train (and records contained within) must be removed by September 1, 2017, regardless of the deposition of the Trailer. The Trailer is anticipated and expected to assist with that effort.

**DISCUSSION**

Director Hill requested this item be brought forth to the Board for discussion purposes.

**CALIFORNIA COASTAL COMMISSION**

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## NOTICE OF PROPOSED PERMIT WAIVER

**Date:** November 23, 2016  
**To:** All Interested Parties  
**From:** Susan Craig, Central Coast District Manager  
Daniel Robinson, Coastal Planner  
**Subject:** **Coastal Development Permit (CDP) Waiver 3-16-0832-W**  
Applicant: South San Luis Obispo County Sanitation District

### Proposed Development

After-the-fact authorization of the temporary placement of a 60-foot-long by 12-foot-wide administrative office trailer and a 20-foot-long by 10-foot-wide steel storage cargo container by the South San Luis Obispo County Sanitation District (District) at the existing South San Luis Obispo County Wastewater Treatment Facility (WTF) in Oceano, San Luis Obispo County. The cargo storage container was placed on the site in early 2013 and the office trailer was placed on the site in mid-August 2016. Both structures are proposed to be removed by September 1, 2017.

### Executive Director's Waiver Determination

Pursuant to Title 14, Section 13238 of the California Code of Regulations, and based on project plans and information submitted by the Applicant regarding the proposed development, the Executive Director of the California Coastal Commission waives the requirement for a CDP for the following reasons:

The District leased the administrative office trailer in August 2016 to temporarily house the District Administrator and Bookkeeper/Secretary due to a lack of space in the existing Administration and Control Building. Issues of noise, privacy, ergonomics, and health and safety within the existing building were the main impetus for the placement of this office trailer on the site. The office trailer will also facilitate the District's record management initiative allowing records currently housed in the temporary storage cargo container to be examined, catalogued, retained or purged, as required by the District's record's retention policy. The storage cargo container was brought onto the site to house the records in 2013. Both the office trailer and storage cargo container were placed on pavement within the interior of the WTF site and will both be removed from the site by September 1, 2017 (or will require additional permitting to be retained past that date). Thus the project will not have any adverse impacts on coastal resources, including public access to the shoreline.

### Coastal Commission Review Procedure

This waiver is not valid until the waiver has been reported to the Coastal Commission. This waiver is proposed to be reported to the Commission on Friday, December 9, 2016 in Ventura. If four Commissioners object to this waiver at that time, then the application shall be processed as a regular CDP application.

**If you have any questions about the proposal or wish to register an objection, please contact Daniel Robinson in the Central Coast District office.**