



**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

[www.sslocsd.us](http://www.sslocsd.us)

**BOARD OF DIRECTORS MEETING**

Arroyo Grande City Council Chambers

215 E. Branch Street

Arroyo Grande, California 93420

**Action Summary Minutes of the  
Meeting of Wednesday, August 16, 2017, at 6:00 p.m.**

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

Chairman Shoals called the meeting to order and recognized a quorum.

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

District Staff: Rick Sweet, Technical/Administrative Services Consultant  
Gilbert A. Trujillo, District Legal Counsel

**2. PLEDGE OF ALLEGIANCE**

Chairman Shoals led the Pledge of Allegiance.

**3. AGENDA REVIEW**

Director Hill called for a moment of silence in honor of Pfc George B. Murray.

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

Chairman Shoals opened the Public Comment period.

Ron Holt commented on the California Attorney General's interpretation of the Ralph M. Brown Act.

Debbie Peterson spoke regarding being cut-off during Public Comment, the Ralph M. Brown Act, failure to allow Board Members to place items on the Agenda, and secret meetings.

Julie Tacker commented on prompt response of public records requests, former District Administrator's relocation expenses, payroll anomalies, Brown Act violations, former District Administrator's lack of ethics and harassment trainings, and not reporting out of Closed Session.

Patricia Price spoke on review of the 2016 Budget, number and subject of current investigations, discussions regarding former District Administrator, return of employees currently on admin leave and discussion on the location of the August 16, 2017 meeting.

Ron Arnoldsen commented on the Board of Director's leadership, litigation, witch hunts, current investigations, number of people currently doing work of employees on Admin leave, and inappropriate noises from the audience at the last Board meeting.

April Drury spoke on public speaker's community or location of residence being included in the Minutes, review of the financials not on the Agenda, and the former Administrator's employment separation.

Chairman Shoals closed the Public Comment period.

## **5. CONSENT AGENDA:**

Director Hill requested each Consent Agenda item be taken separately.

### **5A. Approval of Warrants**

Director Hill commented on the high legal fees.

Chairman Shoals opened the Public Comment period.

Ron Holt spoke on legal fees.

April Drury commented on payroll expense.

Julie Tacker spoke on legal fees, former Administrator's training, accounting costs, payroll and the former Administrator's separation from the District.

Ron Arnoldsen commented on legal fees and payroll costs.

Chairman Shoals closed the Public Comment period.

**Motion:** Director White made a motion to approve the Warrant Register.

**Second:** Director Shoals seconded the motion.

**Action:** Motion was approved 2 - 1. Director Hill voted NO.

**Ayes:** Directors White and Shoals

**Noes:** Director Hill

Upon consensus of the Board of Directors staff was directed to place on a future agenda discussion of legal fees.

### **5B. Approval of Minutes of the Special Meeting of July 26, 2017**

Director Hill commented on the lack of information reported out from Closed Session.

Chairman Shoals opened the Public Comment period.

Julie Tacker spoke on no action being reported out of Closed Session and an alleged Brown Act violation.

Ron Arnoldsen commented on transparency.

Patricia Price requested an investigation of the former Administrator's skills.

Chairman Shoals closed the Public Comment period.

Discussion was held regarding reporting out of Closed Session.

District Legal Counsel Trujillo advised they were in compliance with the Brown Act.

Chairman Shoals stated the vote on the separation agreement was a 2 – 1 vote with Director Hill voting No. He further stated it was a unanimous approval by the Board to give the former District Administrator relocation fees.

#### **5C. Approval of Minutes of Meeting of August 2, 2017**

Director Hill spoke on 5C of the financial review and the discrepancy of \$800k net income to the District not being reflected in the District accounts.

Chairman Shoals opened the Public Comment period.

Julie Tacker commented on the addition of the public speaker's community of residence, and the reason why she called for Point of Order.

Ron Arnoldsen spoke on Director Hill requesting four items be placed on the Agenda.

Patricia Price commented on the Plant Superintendent and Secretary/Bookkeeper.

Chairman Shoals closed the Public Comment period.

Director Hill commented on community of residence, financial review issue and the meeting location.

### **6. ACTION ITEMS:**

#### **6A. APPROVAL OF CONTRACTS WITH TECHNICAL CONSULTANTS; AUTHORIZE THE BOARD CHAIR OR HIS DESIGNEE TO EXECUTE CONTRACTS FOR SPECIALIZED TECHNICAL AND ADMINISTRATIVE SERVICES TO THE DISTRICT FOR UP TO SIX MONTHS**

District Legal Counsel Trujillo provided an overview of the Technical Consultants agreement.

Chairman Shoals opened the Public Comment period.

Julie Tacker commented on her interactions with Messrs. Karp and Sweet, the Technical Consultants agreement, Messrs. Karp and Sweet's leadership and there being no formal relocation agreement.

Chairman Shoals closed the Public Comment period.

Director Hill commented on his endorsement of Messrs. Karp and Sweet. He requested changes be made to section 2f of the agreement District Board Meetings from "Under Director of the Board Chair" to "Under Direction of the Board of Directors".

**Motion:** Director Hill made a motion to approve the agreement for Messrs. Karp and Sweet with the change to section 2f of the agreement to read "Under Direction of the Board of Directors" under the condition that Board look at the policy and review the policy to make sure the policy is not in conflict with this.

**Second:** Director White.

**Action:** Motion was approved by unanimous vote.

**Ayes:** Directors Hill, White and Shoals

**Noes:** None

Staff was directed to bring the By-Laws back for discussion.

#### **6B. TECHNICAL CONSULTANTS AND PLANT OPERATIONS REPORT**

Technical Consultants and Plant Operations report was given.

Director Hill commented on training for staff.

Chairman Shoals opened the Public Comment period.

Julie Tacker commented on the Redundancy Project, Administrative trailer, C-Train, the fixed film reactor, and staff training.

April Drury spoke on a report back on the \$800k discrepancy.

Chairman Shoals closed the Public Comment period.

The Report was received and filed.

#### **7. BOARD MEMBER COMMUNICATIONS**

Director White commented on the upcoming service for Pfc George B. Murray.

Director Hill read a statement in regard to the results of an investigation on him that was posted on the District's website.

Director Shoals commented on Director Hill's statement.

Director White commented on some public comments being on the edge of legal slander.

#### **8. CLOSED SESSION**

**District Legal Counsel Trujillo read Closed Session item into the Record.**

Chairman Shoals opened the Public Comment period.

Patricia Price commented on slander.

Julie Tacker spoke on Union negotiations.

Chairman Shoals closed the Public Comment period.

District Legal Counsel Trujillo reported out direction was given to the District Negotiators.

## **9. ADJOURNMENT**

The meeting was adjourned at 8:30 p.m.

**The next regular Board meeting is scheduled for September 6, 2017,  
6 pm at the Arroyo Grande City Council Chambers, 215 E. Branch  
Street, Arroyo Grande, California 93420**

**Insert Warrants Here**

**Insert Minutes Here**



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### **STAFF REPORT**

**Date:** August 16, 2017  
**To:** Board of Directors  
**From:** Richard Sweet and Paul Karp, Technical Consultants  
**Subject:** **APPROVAL OF CONTRACT FOR TECHNICAL CONSULTANTS TO PROVIDE SPECIALIZED TECHNICAL AND ADMINISTRATIVE SERVICES**

#### **RECOMMENDATION:**

Consider and adopt Resolution No. 375, approving the contract of Mr. Paul Karp and Mr. Richard Sweet to provide Specialized Technical Services to the District for a period of up to six months.

#### **BACKGROUND AND DISCUSSION:**

At the August 2, 2017 Board meeting, the Board adopted Resolution No. 374, attachment no. 1, which directed that a contract for Specialized Technical Services with Messrs Karp and Sweet be presented at this meeting for the Board approval and upon approval of the contract by Board that the Board Chair execute said contract. Karp and Sweet have extensive experience in the public sector, including decades of experience with direct responsibility for wastewater treatment plants for various agencies. They are familiar with District operations. They are willing to assist the District for up to six months by providing their technical expertise and advice on pending District projects, including Plant maintenance, the Redundancy project, and District operation, at a cost of \$150/hour. Messrs. Karp and Sweet have requested that any contract between the District and them contain an indemnification clause.

The District has an immediate need for the technical services and advice that Messrs. Sweet and Karp can provide. No one else has their combination of experience, expertise and availability. If directed by the Board, District Co-Counsel will prepare contracts containing the terms they request for execution by the Board Chair and Messrs. Karp and Sweet.

#### **Options**

1. Adopt the resolution approving the contract between the District and Technical Consultants, Paul Karp and Richard Sweet, to provide specialized technical services and advice to the District for a period of up to six months, and authorizing and directing the Board Chair to execute the contract for their services.
2. Do not adopt the resolution.

3. Provide further direction to staff.

### **Fiscal Consideration**

Funds are available to pay for consultant technical services within the District's allocated 2017-18 fiscal year budget through Professional Services/Engineering Account Number No. 19-7077.

Attachment No. 1 – Resolution No. 2017-374, Approved on August 2, 2017

Attachment No. 2 – Resolution N0. 2017-375

Attachment No. 3 - Contract for Specialized Technical and Administrative Services

**Need Copy of Revised Resolution No. 2017-374 Here**

## RESOLUTION NO. 2017-375

### **A RESOLUTION OF THE SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT BOARD APPROVING THE CONTRACT FOR SPECIALIZED TECHNICAL AND ADMINISTRATIVE SERVICES WITH TECHICAL CONSULTANTS, PAUL KARP AND RICHARD SWEET**

**WHEREAS, the District has an immediate, short term needs for specialized technical and administrative services and advice in order to complete maintenance and construction projects at its wastewater treatment plan and continue its operations, including the daily direction of plant staff, attorneys and District consultant; and**

**WHEREAS, the Board approved Resolution No. 2017-374 approving the hiring of Paul Karp and Richard Sweet to provide specialized technical advice and administrative services to the District for up to six months; and**

**WHEREAS, Resolution No 2017-374 directs that the contracts for these services be brought back to the Board for their consideration at the Board meeting of August 16, 2017; and**

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

The Board Chair or his designee is authorized and directed to execute the contract for Specialized Technical and Administrative Services with Technical Consultants, Paul Karp and Richard Sweet, on the District's behalf;

**PASSED AND ADOPTED** at a regular meeting of the South San Luis County Sanitation District Board of Directors held this sixteenth day of August, 2017.

**On the motion of \_\_\_\_\_ seconded by \_\_\_\_\_, and by the following roll call vote:**

AYES:

NOES:

ABSENT:

CONFLICTS:

**CERTIFICATION**

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the South San Luis Obispo County Sanitation District held on August 2, 2017.

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Paul Karp or Richard Sweet  
Technical Consultants

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John Shoals  
Chair, Board of Directors,  
South San Luis Obispo County Sanitation District

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Gilbert A. Trujillo  
District Co-Legal Counsel

**AGREEMENT FOR SPECIALIZED TECHNICAL AND ADMINISTRATIVE SERVICES**  
**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**  
**PAUL KARP, PE AND RICHARD SWEET, PE**

This Agreement is made by and between the SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT ("District") and Paul Karp, PE and Richard Sweet, PE (Technical Consultants), in San Luis Obispo County, California.

RECITALS

- A. The District needs prompt access to technical and administrative services from a skilled technical and management team whose qualifications have been reviewed and approved by District according to terms which have been agreed in advance; and
- B. District requested proposals for technical and administrative services; and
- C. Term of this contract shall be up to six (6) months from the date of District approval,
- D. Technical Consultants submitted a proposal to provide technical and administrative services to District;
- E. District wishes to hire Technical Consultants to provide technical and administrative services as independent contractors.

Now, therefore, District and Technical Consultants agree:

- 1. District hereby hires Technical Consultants to provide technical and administrative services as specified in this Agreement. Technical Consultants will utilize special technical skills to provide services to the District.
- 2. Technical Consultants shall be paid at the hourly rate of \$150 as needed for technical and administrative services. The District makes no promise that any minimum number of hours will be requested. If business costs increase, Technical Consultants may raise the hourly rate by providing one month's advance written notice to the District Administrator. These services include:
  - a. Provide direction to plant staff, District Counsel, and consultants to facilitate the direction of the Board.
  - b. Technical Consultants will utilize specialized technical expertise pertaining to District and wastewater plant operations in performing the services to be provided;
  - c. Operations Support – Define and provide for operational needs.

- d. Budget Management and Control – Allocate revenue and expenditures to achieve District goals and objectives.
  - e. Management of District Capital and Maintenance Projects – Utilize Project Management skills to manage projects for maintenance and capital needs of the District.
  - f. District Board Meetings – Under Direction of the Board Chair, prepare Board agenda and items for Board consideration. Attendance at all Board meetings by Paul Karp or Richard Sweet.
  - g. Personnel – Coordinating with District Counsel and personnel services, implement District personnel policy as defined by the Board.
  - h. Coordinate Recruitment of New Manager – Under direction of the Board, coordinate recruitment of a new district manager.
- 
- 3. Technical Consultants agree to provide services in a prompt and competent fashion and will determine the order and sequencing of the services. It is understood that Technical Consultants are free to engage in employment or to serve as independent consultants elsewhere.  
**The District may not supervise, direct or control the technical consultants in providing their services**
  - 4. Technical Consultants will prepare monthly billing statements for services. The District Board will approve consulting fees as part of the general warrant approval process prior to payment.
  - 5. Technical Consultants will provide, at their expense, all assistants, office space, tools, equipment, training, and licensing necessary to complete services under this Agreement. Technical Consultants will not expense the District for long distance phone calls, photocopying, emailing or secretarial time.
  - 6. Technical Consultants will bill their hourly rate, one way, for travel outside San Luis Obispo County.
  - 7. Technical Consultants will comply with Federal, State and District conflict-related rules and regulations. Technical Consultants agree to at all times avoid conflicts of interest, with the interests of the District in the performance of technical and administrative services. Technical Consultants further agree to avoid personal involvement in situations that are inconsistent or incompatible with providing services to the District. Technical Consultants will file form 700 Statements of Economic Interest as consultants.

8. Any modifications to this Agreement must be in writing and signed by the party to be charged.

9. Notices required under this Agreement shall be sent to the following:  
DISTRICT:

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT  
P.O. Box 339  
Oceano, CA 93445

PAUL KARP  
596 Woodland Drive  
Arroyo Grande, CA 93420  
With a copy to: [pjkarp49@gmail.com](mailto:pjkarp49@gmail.com)

RICHARD SWEET  
551 Amber Lane  
Santa Maria, CA 93454  
With a copy to: [rick.sweet@comcast.net](mailto:rick.sweet@comcast.net)

Notices given pursuant to this Agreement shall be deemed received as follows:

- (a) If sent by United States Mail – 5 calendar days after deposit into United States Mail, first-class postage prepaid.
- (b) If by express courier service or hand-delivery – on the date of receipt by the receiving party.

Addresses set forth for notices may be changed upon written notice to District or Technical Consultants, as appropriate.

10. Technical Consultants agree to cooperate with District and subsequent District leadership to assist in an orderly transition of services.

14. Indemnification. Except in the event of reckless or intentional misconduct by Technical Consultants, and excluding any motor vehicle accidents or professional liability claims, District agrees to indemnify, hold harmless, and defend Technical Consultants from any and all charges, complaints, claims, liabilities, obligations, demands, suits, actions, damages, debts and expenses (including attorney's fees and costs actually incurred) hereinafter made, or brought, arising out of the technical and administrative services performed by Technical Consultants within the scope of this Agreement.

15. This Agreement is effective on July 27, 2017.

SOUTH SAN LUIS OBISPO COUNTY  
SANITATION DISTRICT:

\_\_\_\_\_  
By: John Shoals, Chairman  
SOUTH SAN LUIS OBISPO COUNTY  
SANITATION DISTRICT Board of Directors

Date: \_\_\_\_\_

Technical Consultants:

\_\_\_\_\_  
Paul Karp, PE

Date: \_\_\_\_\_

\_\_\_\_\_  
Richard Sweet, PE

Date: \_\_\_\_\_

Approval as to Form:

\_\_\_\_\_  
Gil Trujillo or Wendy Stockton  
Attorney for the District

Date: \_\_\_\_\_



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Date: August 16, 2017

To: Board of Directors

From: Paul Karp and Rick Sweet, Technical Consultants; Fanny Mui, Interim Plant Superintendent

Subject: **TECHNICAL CONSULTANTS AND PLANT OPERATION'S REPORT**

This report represents ongoing information on latest District staff activities on, major capital project and studies, programmatic initiatives, regional collaboration, NPDES discharge permit renewal, Plant Operation's report detailing our operation and maintenance activities. *Updates since the last report are provided in italics below:*

### **Major Capital Projects:**

- **Cherry Ave. Arroyo Grande Sewer Bridge Project:**

CEQA: Status: Complete. Board approved MND at its September 7, 2016 meeting.  
Regulatory permits: Complete. All Regulatory permits received.

At the June 21, 2017 Board meeting, the Board awarded a contract to Brough Construction Inc. in the amount of \$280,200. Since then an Agreement has been executed by both parties. A bird nesting survey was recently commissioned in order for the project to initiate work on August 1<sup>st</sup>. If birds are found, then the start date will need to be pushed back to September 1<sup>st</sup> per permits issued for the projects.

**Mechanical Bar Screen** – Status: Operational.

*During the week of July 24<sup>th</sup>, Duperon representatives were on-site to install additional components and address remaining operational issues. Final payment is pending completion of our punch list for project close out (final payment and record drawings).*

- **Redundancy Project:**

Design: On March 16, 2016, the Board approved a design contract with Kennedy/Jenks for

Phase I of this project. On June 21<sup>st</sup>, the Board approved proceeding with the remaining phases under the contract, including final design. On July 5<sup>th</sup>, the Board approved Optional Task 1.4A – Alternatives for Future Production of Recycled Water. Several meetings are planned with Kennedy/Jenks on August 2<sup>nd</sup> to discuss both the design for flood mitigation and progress on optional recycled water task.

*A meeting with the Design team and stakeholders was held on Wednesday, August 2, 2017 to define Flood Hazard Mitigation priorities.*

#### Coastal Commission Permitting:

On May 10, 2017, the Commission voted unanimously to approve a 30-year Coastal Development Permit for the Project (see attached press release). The Commission approved revised Findings on June 7<sup>th</sup> finalizing their May 10<sup>th</sup> decision. The Notice of Intent to Issue a CDP was received from Coastal Commission staff on June 19<sup>th</sup>, and staff returned it acknowledging its receipt. *Environmental Science Associates is under contract to develop the Coastal Hazard Plan, (one of the conditions contained in the CDP), and will be meeting/touring our facility on August 1<sup>st</sup>.*

#### Financing:

**State:** All portions of the SRF loan package application have been submitted to SWRCB. On July 13<sup>th</sup>, staff attended a SWRCB SRF Policy and Prioritization workshop. At the workshop SWRCB staff presented the latest information on the program, future fund/loan availability (still more demand than funds availability), and suggestions from audience members on how to make the program more efficient. In addition, a conference call with SWRCB SRF loan staff was held on June 28<sup>th</sup> to discuss our application. Based upon the call, SWRCB staff has requested a number of submittals including recirculating the MND Addendum through the State Clearinghouse and Board re-adoption, updated cultural resources report, biological species lists for project area, and air quality modeling for construction. Staff will be bringing at a future meeting options to move forward on these submittals.

**Federal:** United States Department of Agriculture: On June 2<sup>nd</sup>, staff and MKN met on-site with two USDA representatives to discuss programs USDA administers for funding wastewater infrastructure. The meeting was very positive, with indications the District could be eligible for grants and loans up to one third of the amount needed for the Redundancy Project through a disadvantageous community program. A follow-up meeting and tour of our WWTP was held July 11<sup>th</sup>. Additional items they are requiring include a preliminary engineering report, updated alternative analysis consistent with NEPA, and preparation of a categorical exclusion.

- **Biosolids Concrete Slab:** Preliminary engineering and design work is complete. With Coastal Commission approval now received, this project can proceed to the next step, with bid advertisement, and award. We anticipate construction of this project (approximately \$33,000) occurring in late 2017 or Spring 2018.
- **Primary Digester No. 1 Cleanout and Structural Evaluation:** The District has two primary digesters at its facility. Primary Digester No. 1 (constructed in 1965) is long overdue for its regular clean out and inspection (last completed in 2005). In addition, staff and our consultant engineering firm MKN, are concerned with its structural integrity. The first phase is for the cleanout of the digester. The second phase will involve, after cleanout, an inspection and structural survey to determine the digester's structural integrity. Recommendations for any repairs are also proposed as part of this second phase. At the April 5<sup>th</sup> Board meeting, the Board approved funding for 1<sup>st</sup> phase of this project. An executed Agreement was recently issued to Wastewater Solids Management for \$243,690 and work is expected to start on August 21<sup>st</sup>. The temporary centrifuge has arrived from Pace, and is operational. *District staff continues to*

*prepare the plant for the project. During the week of August 8<sup>th</sup>, staff repaired a valve necessary to redirect sludge from digester no. 1 to digester no. 2.*

**District Control Building and Office:** Significant issues and problems are evident in the District's Operational and Administrative Building. The new concrete flooring for the building has been installed. The next steps are a thorough/deep cleaning of the building, replacement baseboards, interior painting and new furniture. *A painting contractor has been retained and efforts to schedule the contractor are underway.*

District staff executed a contract with an architectural firm for an audit/assessment of the existing building for disabled access and 2016 Building Code compliance. The Audit Report completed identifies a number of deficiencies that will need major and minor corrective actions. Surveying for the ADA ramps and project plans are projected to be completed in the next two weeks.

### **Studies:**

**Recycled Water Planning Facilities Study Grant:** Complete. Staff submitted the Final Study to SWRCB on June 9, 2017. We are awaiting SWRCB final acceptance and a letter allowing final reimbursement. Upon receipt of that letter, District staff will prepare the required documentation and invoice for submission.

**Inflow & Infiltration (I & I) Study:** The District's plant received significant increased flow this past wet weather season. A multiple phased I&I study approach is being utilized first with the installation of new flow meters to measure any increase flow from our member agencies collection system. Both Phase I and Phase II of the Study were included in the adopted Budget for Fiscal Year 2017-18. As the first step, District staff has purchased another flow meter to collect data for one of our trunk lines

### **Programmatic Initiatives**

Outreach Initiative: *At the June 19<sup>th</sup> Board meeting, the Board approved the Summer 2017 Newsletter. Next steps include printing and distributing the Newsletter through our member agencies utility bills.*

Records Management Initiative: At the May 3, 2017, Board meeting the Board adopted a comprehensive overhaul of our existing Records Retention Policy. Staff is also considering various options for housing our C-Train records, as the C-Train must be removed by September 1<sup>st</sup> per the Coastal Commission CDP waiver issued back in December 2016. These options are being coordinated through the SLO District Attorney's office. *A storage locker has been rented and records will be transported to that facility prior to September 1<sup>st</sup>.*

- Human Resources/Personnel Policy Manual Update: All Sections of PPM have now been reviewed (including legal input), updated with significant and comprehensive revisions. Subsequently, the entire revised and updated Manual was sent to SEIU employee union representatives. At the June 17<sup>th</sup> meeting SEIU representatives provided comments on all Sections of the Updated PPM, except the job descriptions. Comments on the latter are expected at the July 28<sup>th</sup> meeting. As noted previously, the "meet and confer" process must be concluded prior to the PPM consideration and adoption by the Board.

*As noted above, to build on substantial progress already made, staff will again meet with SEIU representatives on August 18<sup>th</sup> to discuss and refine SEIU's latest proposals and revisions to the draft Memorandum of Understanding*

Strategic Planning Initiative: The Strategic Planning Workshop has been postponed to September.

Financial Initiative: Annual Fiscal Year 2015-2016 Audit: District auditors Glenn Burdette, continue to work with staff to complete our Audit. On July 21<sup>st</sup>, staff received another list of open items to complete, and have tasked our bookkeeper to work with our Auditors to complete the items as soon as possible. *There has been a flurry of materials provided to Glenn, Burdett. Significant progress is being made towards completion of the audit.*

### **Regional Collaboration**

- Regional Groundwater Sustainability Project (RGSP): This project consists of a potential future regional recycling project in the South San Luis Obispo County area in conjunction with the City of Pismo Beach, and the District (with participation of our member agencies: Cities of Arroyo Grande, Grover Beach, and Oceano CSD). On June 20<sup>th</sup>, the MOU between the City of Pismo Beach and the District was approved by the Pismo Beach City Council. The City also awarded a contract for the joint EIR to Rincon Consultants at that same meeting.
- Northern Cities Management Area Technical Group - The NCMA TG, formed as a result of the Santa Maria Groundwater Basin (SMGB) Adjudication, 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. *The next meeting is scheduled for August 14<sup>th</sup>.*
- 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 and reclamation.
- Zone 1/1A Flood Control Advisory Committee – The Committee's focus is to provide input and coordination on proposed improvements and maintenance of the Zone 1/1A flood facilities, working with the Coastal San Luis Resource Conservation District. The meeting scheduled for June 20<sup>th</sup> was cancelled, and a committee update dated June 9<sup>th</sup> circulated.
- Integrated Regional Water Management (IRWM). IRWM is a collaborative effort with the County of San Luis Obispo to manage all aspects of water resources on a region-wide scale. *The next scheduled meeting is September 6<sup>th</sup>.*
- San Luis Obispo County Flood Control and Water Conservation District Water Resources Advisory Committee (WRAC) – *The next scheduled meeting is September 6<sup>th</sup>.*
- Countywide Water Action Team/Water Management Efforts: Water managers throughout San Luis Obispo County meet quarterly to discuss and collaborate on water supply management solutions. *The next meeting is scheduled for September 22<sup>nd</sup>.*

### **RWQCB NPDES Permit Renewal**

Based upon a recent conversation with RWQCB staff, a draft permit is not likely to be released for public review before late 2017.

In addition, staff revised the Sewer System Management Plan Audit Report to come in compliance with our General WDR. The WDR requires an Audit be completed every two years. Unfortunately, this Audit report which was due last summer, was not timely completed. This Audit Report describes our planned activities under the Plan for the upcoming year.

### District's Brine Disposal Program:

District staff completed a revised Brine Disposal Plan this month, and submitted it to the RWQCB for review and evaluation.

### Public Records Requests

- For the Month of July, staff fulfilled 4 individual requests. One required substantial legal review and input. (Tanna / Mary will update this info – July 1 – August 10)

### Plant Operation's Report

During the reporting period of August 1<sup>st</sup> – August 9<sup>th</sup>, 2017, it is not yet known if the District's facility continues to regularly meet its Permit limitations as required under the State of California's National Pollutant Discharge Elimination System (NPDES) Permit. Due to renovation of the District's Office, lab analysis has been contracted out. Results from contracted labs take longer to receive than in house lab analysis. Data will be updated as lab results are received. *All process values (lab test results) were within permit limits.*

### **Monthly Plant Data as of August 9<sup>th</sup>, 2017**

August 2017	INF Flow MGD	INF Peak Flow MGD	INF BOD mg/L	EFF BOD mg/L	BOD % Removal	INF TSS mg/L	EFF TSS mg/L	TSS % Removal	Fecal Coliform MPN/100mL	Chlorine Usage lbs/day
Low	2.43	3.5	330	32		580	43		2	125
High	2.63	4.5	330	32		580	43		23	312
Average	2.51	3.8	330	32	90.3	580	43	92.6	11	236
Aug 2016 AVG	2.3	3.6	467	30	93.6	450	32	92.9	20.1	273
Limit	5.0			40/60/90	>80		40/60/90	>80	2000	

*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**

- All Operations staff assisted in completion of daily operations, rounds, and reads
- Removed ferric pump station at Headworks
- Repaired sodium bisulfite leak at chemical pump room and installed a switch on back-up sodium bisulfite system
- Primary Digester Cleaning Project
  - Transferred sludge from primary digester to secondary digester
  - Turned off mixing pump for primary digester
  - Changed valve configuration to have primary clarifier sludge sent to secondary digester sump
  - Flushed and repaired XY7 valve/line
- Flushed Fixed Film Reactor
- Drained and rinsed Chlorine Contact Chamber
- Work Orders
  - SLO Powerhouse ran Emergency Generator under load
  - Obtained oil sample from FFR
  - Amiad filter and secondary clarifier maintenance

- Changed influent and effluent ISCO pump tubing

**Training**

- No staff trainings to report this reporting period

**Call Outs**

- No call outs to report for this reporting period

DRAFT