



**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

AGENDA

BOARD OF DIRECTORS MEETING

Arroyo Grande City Council Chambers
215 E. Branch Street
Arroyo Grande, California 93420

Wednesday, October 18, 2017, at 6:00 p.m.

Board Members

John Shoals, Chair
Linda Austin, Vice Chair
Jim Hill, Director

Agencies

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

Alternate Board Members

Karen White, 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 Warrants**
- 5B. Approval of Minutes for Special Meeting of September 28, 2017**
- 5C. Approval of Minutes for the Regular Meeting of October 4, 2017**
- 5D. August Financial Report**
- 5E. September Financial Report**

6. ACTION ITEMS:

- 6A. DISCUSSION AND CONSIDERATION OF APPROVAL TO AMEND THE MICHAEL K. NUNLEY & ASSOCIATES, INC. AGEEMENT**
- 6B. TECHNICAL CONSULTANTS AND PLANT OPERATION'S REPORT**

Receive and File Report

7. BOARD MEMBER COMMUNICATIONS

8. CLOSED SESSION

- 8A. CONFERENCE WITH LABOR NEGOTIATORS pursuant to Government Code Section 54957.6:** Agency designated representatives: Richard Sweet or Paul J. Karp; Susan Wells Employee organization: Service Employees International Union (SEIU) Local 620

9. ADJOURN MEETING

**The next regular Board of Directors meeting is scheduled for
November 1, 2017, 6 pm at the
Arroyo Grande City Council Chambers,
215 E. Branch Street, Arroyo Grande, California 93420**

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

WARRANT REGISTER

10/18/2017 FY 2017/2018

VENDORS	BUDGET LINE ITEM	DESCRIPTION	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
AGP	PROF SERVICES-AGP	7124	10182017-2481	19-7080	1,350.00	1,350.00
ALLIED ADMINISTRATORS	DENTAL INSURANCE	Nov-17	2482	19-6025	716.33	716.33
BANK OF THE WEST	OFFICE SUPPLIES	OFFICE MAX/USPS	2483	19-8045	565.92	2,035.99
	STRUCTURE MAINTENANCE	REPLACEMENT TOILET		19-8061	613.96	
	TRAINING	DELEON/HOTEL		19-7067	507.96	
	EQUIPMENT RENTAL	HAULAWAY		19-7093	93.80	
	SAFETY SUPPLIES	SAFETY SHIRTS		19-8056	90.00	
	WEBHOSTING	SHERWEB		19-7013	164.35	
BRENNTAG	PLANT CHEMICALS	BPI772372	2484	19-8050	4,302.17	4,302.17
COUNTY OF SLO	ZONE 1/1A PROPERTY TAX	2017/18 ANNUAL SECURED PROPERTY TAX	2485	19-7095	30,099.38	30,099.38
CULLIGAN CCWT	EQUIPMENT RENTAL	45147	2486	19-7032	60.00	60.00
CULLIGAN SANTA MARIA	EQUIPMENT RENTAL	66098	2487	19-7032	22.50	22.50
EMPLOYMENT DEVELOP DEPT.	UNEMPLOYMENT INSURANCE	L1779052320	2488	19-6095 19-8030	2,817.90	2,817.90
FARM SUPPLY	EQUIPMENT MAINTENANCE	49739	2489	2017-A1-27	357.25	357.25
FAYE RUSSO E.A TAX ACCOUNTING	PROF SERVICES-FISCAL SERVICES	Sep-17	2490	19-7083	3,800.00	3,800.00
FIVE CITIES STORAGE	ADMIN OFFICE SPACE	Sep-17	2491	19-7040	289.84	289.84
GILBERT TRUJILLO	LEGAL COUNSEL	SEPTEMBER 2017	2492	19-7071	17,945.00	17,945.00
I.I. SUPPLY	EQUIPMENT MAINTENANCE	48125	2493	19-8035 19-8020 2016-B1- 05.09.10	107.28	107.28
JB DEWAR	FUEL/DIESEL TANK	86240/171987/173297	2494	19-7065	16,566.95	16,566.95
JESSICA MATSON	WEBSITE	SEPTEMBER 2017	2495	19-7065	85.00	85.00
JOHN CLEMONS	MEDICAL REIMBURSEMENT	FY 17/18	2496	19-6075	411.40	411.40
OCS	PUBLIC OUTREACH	MAIL INSERTS/NEWSLETTER	2497	19-7065	424.54	424.54
OILFIELD & ENVIRO. COMPLIANCE	CHEMICAL ANALYSIS	13758/3727/3640/3649	2498	19-7078	573.00	573.00
				26-8065		
PACE DS	CENTRIFUGE RENTAL	U-27-031	2499	2017-B1-02	15,500.00	15,500.00
PG&E	ELECTRICITY	9/11/2017-10/9/2017	2500	19-7091	16,189.04	16,189.04
PRAXAIR	EQUIPMENT RENTAL	79008948	2501	19-7032	29.73	29.73
READY REFRESH	HOUSEHOLD EXPENSE	1710012917373	2502	19-8035	69.02	69.02
RICHARD SWEET, PE	PROF SERVICES-ENGINEERING	SEPTEMBER 2017	2503	19-7077	13,305.00	13,305.00
RICK JACKMAN	MEDICAL REIMBURSEMENT	FY 17/18	2504		328.98	328.98
SO CAL GAS	UTILITIES-GAS	8/28/2017-9/27/2017	2505	19-7092	19.40	19.40
SOUTH COUNTY SANITARY	UTILITIES-RUBBISH	5816367/5814177	2506	19-7093	3,722.55	3,722.55
SPRINT	COMMUNICATIONS	205201234-147	2507	19-7013	219.92	219.92
STANLEY SECURITY	COMMUNICATIONSALARMS	14945376	2508	19-7011	64.06	64.06
STATE FUND	WORK COMP	10/1/2017-11/1/2017	2509	19-6080	3,595.00	3,595.00
				19-8030		
THOMA ELECTRIC	EQUIPMENT MAINTENANCE	38718	2510	2017-A1-27	613.02	613.02
USA BLUEBOOK	EQUIPMENT SUPPLIES	376802	2511		166.82	166.82
VWR	LAB SUPPLIES	8080102061	2512	19-8040	29.20	29.20
WENDY STOCKTON	PROF SERVICES ATTORNEY FEE	SEPTEMBER 2017	2513	19-7071	7,973.50	7,973.50
SUB TOTAL					\$ 143,789.77	\$ 143,789.77
				19-6030		
				19-6040		
				19-6045		
SO. SLO CO. SANITATION DISTRICT	PAYROLL	PPE 9/29/17	2514	19-6090	24,325.20	27,326.10
				19-6060	3,000.90	
GRAND TOTAL					\$ 171,115.87	\$ 171,115.87

We hereby certify that the demands numbered serially from 10182017-2481 to 10182017-2514 together with the supporting evidence have been examined, and that they comply with the requirements of the SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT. The demands are hereby approved by motion of the SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT, together with warrants authorizing and ordering the issuance of checks numbered identically with the particular demands and warrants.

BOARD OF DIRECTORS:

DATE: _____

Chairman

Board Member

Board Member

Secretary



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**ACTION SUMMARY MINUTES
of the SPECIAL MEETING
BOARD OF DIRECTORS MEETING**
Arroyo Grande City Council Chambers
215 E. Branch Street
Arroyo Grande, California 93420

Thursday, September 28, 2017 at 5:00 p.m.

1. CALL TO ORDER AND ROLL CALL

Chairman Shoals called the meeting to order at 5:00 p.m. and recognized a quorum.

Present: John Shoals, Chairman, City of Grover Beach
Jim Hill, Director, City of Arroyo Grande
Linda Austin, Vice Chair, Oceano Community Services District

District Staff: Paul J. Karp, Technical/Administrative Services Consultant
Gilbert A. Trujillo, District Legal Counsel

2. PLEDGE OF ALLEGIANCE

Chairman Shoals led the Pledge of Allegiance.

3. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

Chairman Shoals opened the Public Comment period.

- Patricia Price commented about the anticipated litigation matter, the Plant Superintendent, and the former Administrator.
- Patty Welsh spoke about the Plant Superintendent's name being brought up and what others may know about the closed session item, and the Plant Superintendent's issues at the plant.

Chairman Shoals closed the Public Comment period.

4. CLOSED SESSION

District Counsel Gilbert Trujillo read the Closed Session item into the Record.

The Board recessed to Closed Session at 5:06 p.m. to consider the following item:

CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION:
significant exposure to litigation pursuant to paragraph (2) of Government
Code Section: 54956.9 (d), paragraph 2, and (e)(5): One Item

5. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

The Board reconvened from Closed Session at 6:03 p.m.

District Legal Counsel Trujillo announced that under threat of litigation there was no reportable action.

6. ADJOURN MEETING

Motion by Vice Chair Austin, seconded by Director Hill, the special meeting adjourned at 6:04 p.m.

**The next regular Board of Directors meeting is scheduled for
October 4, 2017, 6 pm at the
Arroyo Grande City Council Chambers,
215 E. Branch Street, Arroyo Grande, California 93420**



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**AGENDA
BOARD OF DIRECTORS MEETING**
Arroyo Grande City Council Chambers
215 E. Branch Street
Arroyo Grande, California 93420

**Action Summary Minutes of the
Regular Meeting of Wednesday, October 4, 2017**

1. CALL TO ORDER AND ROLL CALL

Acting Chair White called the meeting to order and recognized a quorum.

Present: Karen White, Acting Chair, Oceano Community Services District
Jim Hill, Director, City of Arroyo Grande
Barbara Nicolls, Director, City of Grover Beach

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

2. PLEDGE OF ALLEGIANCE

Acting Chair White led the Pledge of Allegiance

3. AGENDA REVIEW

Motion: Director Hill made a motion to approve the Agenda as presented

Second: Director Nicolls seconded the motion

Action: Motion was approved 3 - 0

Ayes: Directors Hill, Nicolls and White

Noes: None

4. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

Acting Chair White opened the Public Comment period

Otis Page requested the names of all Board Members and minutes of the

meetings during the time John Wallace was General Manager of the Sanitation District.

Julie Tacker spoke on the attempt to censure former Board Member Mary Lucey.

Stewart Jenkins provided an email on Brown Act enforcement and commented on proper placement of Closed Session on the Agenda.

Patricia Price spoke about Chairman Shoals, former Director Mary Lucey, Amy Simpson, an unpermitted trailer at the Plant and former General Administrator Gerhardt Hubner.

Shirley Gibson commented on rehashing former General Administrator John Wallace issues and former Director Mary Lucey issues and moving forward.

Coleen Kubel spoke on moving forward, getting on with work at the plant and spending money for litigation.

Acting Chair White closed the Public Comment period.

5. CONSENT AGENDA:

Consent items were taken separately.

5A. Approval of Warrants

Rick Sweet, Technical/Administrative Services Consultant advised the Board about an item that was added to the Warrant Register after publication of the Agenda.

Acting Chair White opened the Public Comment period.

Julie Tacker commented on the Shannon Sweeny contract being in excess of the not to exceed amount.

Cinnamon Lofton spoke on moving forward without resolution to issues.

Patricia Price commented on the amount paid to Liebert, Cassidy Whitmore.

Shirley Gibson spoke on the cost of legal fees caused by Julie Tacker.

Acting Chair White closed the Public Comment period.

Discussion was held on the Human Resources invoice and the Shannon Sweeny contract.

Motion: Director Hill made a motion to approve the Warrant Register excluding the Liebert, Cassidy Whitmore invoice.

Motion died for lack of second.

Motion: Director White made a motion to approve the Warrant Register as presented

Second: Director Nicolls seconded the motion

Action: Motion was approved 2 - 1

Ayes: Directors White and Nicolls

Noes: Director Hill

5B. Approval of Minutes for Meeting of September 20, 2017

Acting Chair White opened the Public Comment period.

Julie Tacker stated the letter from Stewart Jenkins was not attached to the Minutes nor was it on the District's website.

Patricia Price asked if the Board Members had read the investigation report and had done their homework.

Nancy McNeil spoke on what the content of the Minutes had to show.

Mary Lucey urged the Board to be diligent on keeping the public speaker on track to the Agenda.

Acting Chair White closed the Public Comment period.

Motion: Director Nicolls made a motion to approve the Minutes of September 20, 2017

Second: Director White seconded the motion

Action: Motion was approved 3 - 0

Ayes: Directors Nicolls, White and Hill

Noes: None

6. ACTION ITEMS:

6A. CONSIDERATION OF RESOLUTION OF CENSURE OF DIRECTOR JIM HILL

Rick Sweet, Technical/Administrative Services Consultant presented the Staff Report.

Acting Chair White opened the Public Comment period.

Julie Tacker spoke on making the censure retroactive to apply to a former Board Member, no one being under oath when interviewed for the investigation and Directors Shoals and Austin not being in attendance at the present meeting.

Coleen Kubel commented on the absence of Directors Shoals and Austin and the investigation being opinions not facts.

Patricia Price spoke about former Director Mary Lucey, former District Administrator Hubner and an email from a constituent.

Mary Lucey commented on a previous public speaker lying about a censure, pollution of the ocean, Board Members being capable and informed and Director Hill being present in Closed Session.

Nancy McNeil spoke on taking Counsel's advice to censure Director Hill and carrying out the other Board Members action to move forward with the censure.

Shirley Gibson commented on Director Hill's Council Reports at the last Arroyo Grande City Council meeting.

Kris Victorine spoke about the two Board Members absent from the present meeting and the investigation not being supported by facts.

Stewart Jenkins commented on the proposed Resolution approving the censure of Director Hill, a letter he sent to the Arroyo Grande City Councilmembers, attorney client privilege, legislative oversight and confidential personnel matters.

Acting Chair White closed the Public Comment period.

Motion: Director White made a motion to adopt Resolution No. 2017-377 a Resolution of the South San Luis Obispo County Sanitation District Board of Directors approving Censure of Director Jim Hill.

Second: Director Nicolls seconded the motion

Action: Motion was approved 2 - 1

Ayes: Directors Nicolls and White

Noes: Director Hill

6B. TECHNICAL CONSULTANTS AND PLANT OPERATION'S REPORT

Rick Sweet, Technical/Administrative Services Consultant presented the Technical Consultant and Plant Operation's Report.

Discussion was held on the various projects, and the audit.

The Board received and filed the Reports.

Chair White opened the Public Comment period.

Julie Tacker commented on the Coastal Commission tour, Human Resources policy manual, Strategic Plan, Public Records Act, overcharges by the attorney, the Audit, current financial status, expansion of the sanitation district, search for the new District Administrator, distribution of materials to Board members, and formal complaint against Mayor Shoals.

Coleen Kubel spoke about the number of District Board members.

Acting Chair White closed the Public Comment period.

7. BOARD MEMBER COMMUNICATIONS

None

8. CLOSED SESSION

Acting Chair White opened the Public Comment period.

Patricia Price spoke on a complaint made to a Board member.

Julie Tacker commented on documents received through a public records request.

Mary Lucey asked for more information about Closed Session and the Brown Act.

Coleen Kubel spoke on a previous speaker's comments.

Acting Chair White closed the Public Comment period.

8A. CONFERENCE WITH LABOR NEGOTIATORS pursuant to Government Code Section 54957.6: Agency designated representatives: Richard Sweet or Paul J. Karp; Susan Wells Employee organization: Service Employees International Union (SEIU) Local 620

Discussed; no reportable action.

8B. CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION: significant exposure to litigation pursuant to **Government Code Section 54956.9(d)(2) and (e)(5) (One Item)**

Discussed; no reportable action.

The reconvened the meeting at 8:14 p.m.

9. ADJOURN MEETING

The meeting was adjourned at 8:15 p.m.



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www.sslocsd.org

Date: October 18, 2017
To: Board of Directors
From: Paul J. Karp and Richard Sweet, Technical Consultants
Subject: **Financial Review as of August 31, 2017**

Overall Financial Summary (Fiscal Year-to-Date – “FYTD”)

As of August 31, 2017, the District has received total revenues of \$404,575 (“FYTD”). Of this amount, \$398,967 is for operating revenues, and \$5,608 is for non-operating revenues.

District expenses totaled \$734,178 (“FYTD”) as of August 31, 2017.

Local Agency Investment Fund

The balance in the District’s LAIF account was \$2,440,866 as of August 31, 2017.

County of San Luis Obispo Treasury Pool

As of August 31, 2017, the reconciled cash balance with the County of San Luis Obispo Treasury Pool was \$2,680,278. The County issues the majority of the District’s checks, and the majority of the District’s revenues are deposited with this agency. As such, the County provides “banking services” to the District and provides some accounting documents for internal control purposes.

Rabobank Funds

As of August 31, 2017, the reconciled cash balance in the District’s Rabobank account totaled \$148,869. This account has been used to process the District’s contracted payroll provider service and other District expenditures.

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
MONTHLY CASH REPORT AUGUST 2017**

Cash Balance at 07/31/17	\$ 5,595,160.41
Deposits	\$ 235,909.77
County Treasury Interest	\$ -
LAIF Interest	\$ -
Deposits from Property Tax Current	\$ -
Deposits from Property Tax Delinquent	\$ -
Property Tax Fee	-
CalPERS GASB-68	(700.00)
Warrant Register 08/02/17	(340,831.34)
Warrant Register 08/16/17	(86,605.77)
Payroll 08/04/17	(85,301.31)
Payroll 08/18/17	(25,270.75)
CalPERS Medical/Health	(18,345.74)
CalPERS Retirement	(4,001.98)
Total August Activity	\$ (325,147.12)

Cash Balance at 08/31/17 \$ 5,270,013.29

	CASH BALANCE
	@ 08/31/17
Cash by Institution	
Cash with County Treasury	2,680,277.72
Cash with LAIF	2,440,866.14
Cash with Rabobank	148,869.43
	<hr/>
	\$ 5,270,013.29



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Date: October 18, 2017
To: Board of Directors
From: Paul J. Karp and Richard Sweet, Technical Consultants
Subject: **Financial Review as of September 30, 2017**

Overall Financial Summary (Fiscal Year-to-Date – “FYTD”)

As of September 30, 2017, the District has received total revenues of \$824,760 (“FYTD”). Of this amount, \$819,152 is for operating revenues, and \$5,608 is for non-operating revenues.

District expenses totaled \$1,027,200 (“FYTD”) as of September 30, 2017.

Local Agency Investment Fund

The balance in the District’s LAIF account was \$2,440,866 as of September 30, 2017.

County of San Luis Obispo Treasury Pool

As of September 30, 2017, the reconciled cash balance with the County of San Luis Obispo Treasury Pool was \$2,807,440. The County issues the majority of the District’s checks, and the majority of the District’s revenues are deposited with this agency. As such, the County provides “banking services” to the District and provides some accounting documents for internal control purposes.

Rabobank Funds

As of September 30, 2017, the reconciled cash balance in the District’s Rabobank account totaled \$163,116. This account has been used to process the District’s contracted payroll provider service and other District expenditures.

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
MONTHLY CASH REPORT SEPTEMBER 2017**

Cash Balance at 08/31/17	\$	5,270,013.29
Deposits	\$	420,184.64
County Treasury Interest	\$	-
LAIF Interest	\$	-
Deposits from Property Tax Current	\$	-
Deposits from Property Tax Delinquent	\$	-
Property Tax Fee		-
Warrant Register 09/06/17		(71,332.66)
Warrant Register 09/20/17		(127,283.68)
Payroll 09/01/17		(26,060.37)
Payroll 09/15/17		(27,235.77)
CalPERS Medical/Health		(17,860.28)
CalPERS Retirement		(9,002.70)
Total September Activity	\$	<u>141,409.18</u>

Cash Balance at 09/30/17 \$ 5,411,422.47

	CASH BALANCE
Cash by Institution	@ 09/30/17
Cash with County Treasury	2,807,440.35
Cash with LAIF	2,440,866.14
Cash with Rabobank	163,115.98
	<u>5,411,422.47</u>
\$	5,411,422.47



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STAFF REPORT

Date: October 18, 2017
To: Board of Directors
From: Technical Consultants
Subject: **CONTRACT AMENDMENT FOR GENERAL ENGINEERING SERVICES WITH MKN AND ASSOCIATES**

RECOMMENDATION:

That the contract for general engineering services with MKN and Associates be amended to increase the total contract limit from \$100,000 to \$150,000 and to extend the contract termination date to January 31, 2019.

BACKGROUND AND DISCUSSION:

On January 16, 2016 the Board approved a contract for general engineering services for an amount of \$100,000. Since the initiation of the agreement, MKN and Associates has performed contract general specifications, recycled water support, GIS implementation support, treatment plant site evaluation, biosolids pad design, and primary digester cleaning design and contract management. The digester-cleaning project is complete. In addition to the projects cited above, MKN and Associates has provided assistance to the District on the Redundancy Project by providing support to permitting, funding and environmental work. Work that remains to be completed within the contract limits of the existing contract is the evaluation of the integrity of the recently cleaned digester.

Anticipated work beyond the existing contract limits is, any design and contract work associated with repairs to the primary digester that are identified by the evaluation of the primary digester, continued assistance with the redundancy project, and design services associated with the proposed cleaning of digester #2. It is requested that the Board amend the existing contract by increasing the value of the contract from \$100,000 to \$150,000 and extending the contract termination date to January 31, 2019.

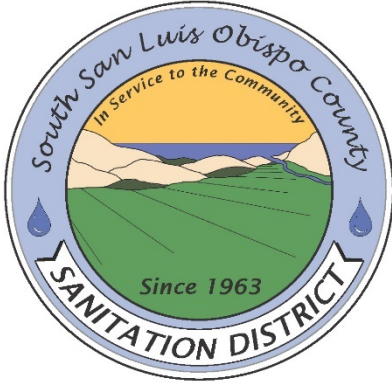
Options

1. Direct staff to solicit request for proposals (RFP) to address the needs for the noted individual engineering services.

2. Direct staff to prepare an RFP for general engineering services to address the general engineering needs of the District. The RFP process will require additional time and will delay the ability for the District to respond to the needs of the District.

Fiscal Consideration

Fund 19-7077, "Professional Engineering Services" was envisioned to cover the costs of general engineering services as identified at the budget approval. Since that time, the District has engaged the Technical Consultant to assist in the management, maintenance, administration and operation of the District. The cost for these services as well as additional anticipated general engineering services are paid from Fund 19-7077 and were not anticipated at the time the budget was approved. Anticipated costs to the fund will be evaluated and a request for a budget adjustment will come before the Board at their meeting of November 1, 2017.



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<http://www.sslocsd.org/>

Date: October 18, 2017

To: Board of Directors

From: Paul Karp and Richard 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 1st.

Project is complete. Awaiting final engineering report prior to processing of final payment.

Mechanical Bar Screen – Status: Operational.

During the week of July 24th, Duperon representatives were on-site to install additional components and address remaining operational issues. A final change order for approximately \$6,000 is being processed. Contractor is installing devices to

enhance the facility discharge. Significant efforts are underway to bring the project in conformance with specifications. *Final payment is pending completion to refine discharge. Meetings were held onsite last week with the product manufacturer, contractor, operations staff and engineering consultant. Proposal for correction and a timeframe were established.*

- **Redundancy Project:**

Design: On March 16, 2016, the Board approved a design contract with Kennedy/Jenks for Phase I of this project. On June 21st, the Board approved proceeding with the remaining phases under the contract, including final design. On July 5th the Board approved Optional Task 1.4A – Alternatives for Future Production of Recycled Water. Several meetings are planned with Kennedy/Jenks on August 2nd 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. A phone conference between design team and Technical Consultants was held to define options and timeframes. Options will be presented to the board in late fall of 2017.

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 7th finalizing their May 10th decision. The Notice of Intent to Issue a CDP was received from Coastal Commission staff on June 19th, 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 1st.

Financing:

State: All portions of the SRF loan package application have been submitted to SWRCB. On July 13th, 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 28th 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 2nd, 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 11th. Additional items they are requiring include a preliminary engineering report, updated alternative analysis consistent with NEPA, and preparation of a categorical exclusion.

Technical Memo 7 (TM-7) is being prepared by Kennedy-Jenks to evaluate an MBR process that would facilitate the RGSP project. Technical consultants have reviewed a draft. A final version of TM-7 will be presented to the Board in November for their consideration.

- **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 5th Board meeting, the Board approved funding for 1st 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 21st. 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 8th, staff repaired a valve necessary to redirect sludge from digester no. 1 to digester no. 2. *Primary Digester cleaning is complete. MKN will begin evaluation of structure integrity this week. Results of evaluation will take approximately six weeks. Upon completion of evaluation projects to repair digester will be prepared.*
- **District Control Building and Office:** The new concrete flooring for the building has been installed. A thorough/deep cleaning of the building, replacement baseboards, interior painting and new furniture has been completed. Painting is complete, computer communication equipment has been installed and the facility is operational. Phone system is being evaluated for efficiencies and enhancements.

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

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 1st per the Coastal Commission CDP waiver issued back in December 2016. These options are being coordinated through the SLO District Attorney's office. The Seatrains remain on site. The California Coastal Commission has been contacted to assess permitting requirements. The District is awaiting a response from the Commission.

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 17th meeting SEIU representatives provided comments on all Sections of the Updated PPM, except the job descriptions.

The negotiation team met with SEIU representatives on September 14th to discuss and refine SEIU's latest proposals and revisions to the draft Memorandum of Understanding. SEIU is considering the present proposal. It is anticipated that the PPM will be approved concurrently with employee contract.

Financial Initiative: Annual Fiscal Year 2015-2016 Audit: District auditors Glenn Burdette, continue to work with staff to complete our Audit. On July 21st, 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. *A meeting with Glenn-Burdett is scheduled for Tuesday, October 16th to attempt to move towards completion.*

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 20th, 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. The Technical Consultants are meeting with the regional advisory group in September. Technical Consultants met with Water System Consulting to be briefed on project status. Technical Consultants met with WSC marketing team. Technical Memo 7 is being prepared by Kennedy-Jenks to evaluate an MBR alternative to the Redundancy Project as a method to facilitate the RGSP.
- **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.

- 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 Board appointed Paul Karp, Technical Consultant to the District, to the Flood Control Advisory Committee.
- 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.
- San Luis Obispo County Flood Control and Water Conservation District Water Resources Advisory Committee (WRAC)
- 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 22nd.*

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 was due last summer and 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.

Executive Committee

A lunch meeting with the City Managers of Arroyo Grande and Grover Beach, the Manager of the Oceano Community Services District and Technical Consultant to the District was held on Friday, October 13th to discuss issues and goals to be considered by an Executive Committee.

Plant Operation's Report

During the reporting period of October 1st–October 11th, 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 October 11th, 2017

October 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	2.22	3.5	450	19		530	46		<2	188
High	2.59	4.4	450	19		530	46		17	297
Average	2.44	3.9	450	19	95.8	530	46	91.3	5	228
Oct 2016 AVG	2.23	3.5	488	27.9	94.3	426	32.6	92.3	83.9	185
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.

The District failed to meet weekly Effluent Monitoring requirements for Total Coliform Organisms for the week of September 25th. This has been reported to the Regional Water Quality Control Board and the District is waiting for a response. Staff has been reminded of the importance to comply with the sampling requirements of the NPDES permit.

Operation and Maintenance Projects

- All Operations staff assisted in completion of daily operations, rounds, and reads
- Reviewed and checked U.S.A.'s near District trunk sewer lines
- Duperonbarscreens at Headworks
 - Manual barscreens in use while Duperonbarscreens are offline
 - Fluid Resource Management removed orifice restrictor plate and cleared out debris in chute
 - Duperonbarscreens are back online
 - Meeting with Duperon, FRM & MKN on installation of spray bar and nozzles
- Re-trained conveyor belt on rental centrifuge
- Replaced caps and gel on #1 & #3 chlorine probes; re-calibrated chlorine system
- Installed new caps, locking cap and level gauge on new diesel fuel tank
- Primary Digester Cleaning Project
 - District staff flushed out all piping related to Digesters #1 & #2
 - WSM completed digester cleaning operations
 - WSM preparing for demobilization from District's facility
- Work Orders
 - Exercised gate valve at Emergency Bypass Pump

- Performed annual sump pump inspections
- Performed monthly forklift service
- Performed semi-annual fan maintenance in Influent Pump room
- Inspected Effluent Junction box
- Serviced 6 inch trash pump
- Checked water champ impeller and coolant levels
- De-ragged both primary clarifier sludge pumps
- Rinsed both primary clarifiers
- Rinsed secondary clarifier
- Completed monthly safety walk through
- Replaced influent and effluent ISCO pump tubing

Training

- Safety meeting about Forklift Operations

Call Outs

- October 2nd, 6:15AM – Motion alarm. Operator Romhild responded and arrived at facility to find no alarms going off. Everything appeared to be running normal.
- October 3rd, 9:07PM – Wet Well Hi Level alarm. Operator Arias responded and visually inspected headworks. Noticed some foam coming into headworks, which may have obstructed the level sensor. Ran Influent pump #3 & #4 in hand until level subsided and placed back in normal operation.



Inside of empty Primary Digester