



**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**

Oceano Community Services District Board Room
1655 Front Street
Oceano, CA 93445

Wednesday, February 21, 2018, at 6:00 p.m.

Board Members

Linda Austin, Chair
Barbara Nicolls, Vice Chair
Jim Hill, Director

Agencies

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

Alternate Board Members

Karen White, Director
Mariam Shah, Director
Tim Brown, Director

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

-
- 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 of February 7, 2018**
- 5C. Award of Contract for Environmental Services in Support of Funding Opportunities for Redundancy Project**
- 5D. Designation of Authority to Sign for District**

6. ACTION ITEMS:

**6A. ANNUAL REVIEW OF BYLAWS FOR REVISION / APPROVAL
(Continued from Board Meeting of February 7, 2018)**

Recommendation: That the Board of Directors discuss the "Draft" February 2018 Update of the Bylaws for the District Board of Directors, make any appropriate last changes and adopt Resolution No. 2018-388 approving the update.

6B. DISCUSSION OF PERSONNEL POLICY MANUAL UPDATES

Recommendation: That the Board of Directors discuss the current draft revisions to the Personnel Policy Manual (PPM) as distributed at the Board meeting of February 7, 2018; and continue discussion of the draft revision to the Board meeting of February 21, 2018.

6. ACTION ITEMS: (continued)

6C. REALLOCATION OF DISTRICT FUNDS WITHIN COUNTY

Recommendation: That the Board direct the Chair to sign the attached letter, authorizing an appropriation in Fund 612, County designation for South San Luis Obispo County Sanitation District, to reallocate \$386,300 currently residing in Capital Outlay and \$100,000 residing in Contingencies. The reallocation will be distributed as follows: \$448,800 to Service and Supplies and \$37,500 to Other Charges.

6D. TECHNICAL CONSULTANTS AND PLANT OPERATIONS REPORT

Recommendation: Receive and File Report.

7. MISCELLANEOUS ITEMS:

7A. Written Communications

8. BOARD MEMBER COMMUNICATIONS:

9. CLOSED SESSION:

PUBLIC EMPLOYEE APPOINTMENT

Title: District Administrator

10. ADJOURNMENT

The next regularly scheduled Board meeting is on March 7, 2018, at 6 pm at the
Oceano Community Services District Board Room,
1655 Front Street, Oceano, CA

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

WARRANT REGISTER 02/21/2018 FY 2017/18

WARRANT #	VENDOR	ACCOUNT	BUDGET LINE ITEM	DESCRIPTION/ INVOICES #	ACCT BRKDN	TOTAL
02212018-2776	BANK OF THE WEST	19-8045	OFFICE SUPPLIES	OFFICE MAX/USPS	\$502.64	\$705.55
		19-7068	PERMIT / FEES	FINANCE CHARGES	\$38.56	
		19-7013	WEBHOSTING	SHERWEB	\$164.35	
2777	BAY FOUNDATION OF MORRO BAY	19-7068	PERMIT FEES	ACL ORDER NO.R3-2017-0056-CCAMP-GAP SEP	\$4,500.00	\$4,500.00
2778	BRAGG CRANE SERVICE	19-8030 2017-A1-06	EQUIPMENT MAINTENANCE	117246/ AUGER FLIP	\$5,681.60	\$5,681.60
2779	CARQUEST	19-8030 2017-A1-27	EQUIPMENT MAINTENANCE	7314-976498	\$96.15	\$96.15
2780	CULLIGAN CCWT	19-7032	EQUIPMENT RENTAL	47260/47431	\$250.89	\$250.89
2781	ENGLE & GRAY, INC	19-7085	BIO SOLIDS HANDLING	79361	\$9,874.74	\$9,874.74
2782	EVERYWHERE RIGHT NOW, INC.	19-7082	PROF SERVICES-WEBSITE SUPPORT	1989	\$100.00	\$100.00
2783	FGL ENVIRONMENTAL	19-7078	CHEMICAL ANALYSIS	784656A	\$2,098.00	\$2,098.00
2784	GARING, TAYLOR& ASSOCIATES, INC	19-7077	PROF SERVICES-ENGINEERING	14727/14788	\$765.00	\$765.00
2785	GILBERT A. TRUJILLO, ESQ	19-7071	LEGAL COUNSEL	JANUARY 2018	\$3,829.50	\$3,829.50
2786	GRAINGER	19-8030 2017-A1-27	EQUIPMENT MAINTENANCE	9384555304	\$13.39	\$13.39
2787	HAULAWAY	19-7032	EQUIPMENT RENTAL	1770537	\$93.80	\$93.80
2788	JB DEWAR	19-8020	GAS/OIL	86240	\$186.02	\$186.02
2789	MOSS, LEVY& HARTZHEIM LLP	19-7083	PROF SERVICES-FISCAL SERVICES	13142	\$750.00	\$750.00
2790	OILFIELD ENVIRONMENTAL & COMPLIANCE, INC	19-7078	CHEMICAL ANALYSIS	1800513/1800577	\$228.00	\$228.00
2791	PG&E	19-7091	UTILITIES-ELECTRICITY	1/8/18-2/6/18	\$12,844.46	\$12,844.46
2792	PERRY'S ELECTRIC MOTORS	19-8030 2017-A1-05	EQUIPMENT MAINTENANCE	21466	\$1,160.92	\$1,160.92
2793	POLYDYNE INC	19-8050	PLANT CHEMICALS	1208134	\$6,117.54	\$6,117.54
2794	QUILL.COM	19-7015	OFFICE EQUIPMENT	4333924	\$511.55	\$532.02
		19-8045	OFFICE SUPPLIES	4296935	\$20.47	
2795	RICHARD SWEET,P.E.	19-7077	PROF SERVICES-ENGINEERING	JANUARY 2018	\$11,805.00	\$11,805.00
2796	SPRINT	19-7014	COMMUNICATIONS	205201234-151	\$221.49	\$221.49
2797	SO CAL GAS	19-7092	UTILITIES -GAS	1/1/18-1/30/18	\$2,615.16	\$2,615.16
2798	SOUTH COUNTY SANITARY	19-7093	UTILITIES-RUBBISH	5950417/5948263	\$746.83	\$746.83
2799	STANLEY SECURITY	19-7011	COMMUNICATIONS ALARMS	15287859	\$67.25	\$67.25
2800	STATE FUND	19-6080	WORK COMP	2/1/18-3/1/18	\$3,595.00	\$3,595.00
2801	SWRCB	19-7068	PERMIT FEES	ACL ORDER NO. R3-2017-0056	\$4,500.00	\$4,500.00
2802	TELEDYNE INSTRUMENTS, INC	19-8040	LAB SUPPLIES	SO20233876	\$249.89	\$249.89
2803	THE TRIBUNE	19-7005	ADVERTISEMENTS	INVITING BIDS	\$907.50	\$907.50
2804	UNITED STAFFING	19-6085	TEMP LABOR SERVICES	105559/106277	\$2,594.88	\$2,594.88
2805	VWR	19-8040	LAB SUPPLIES	3779/9603/0784/4597/9662	\$628.91	\$628.91
SUB TOTAL					\$77,759.49	\$77,759.49
2806	SO SLO CO. SANITATION DISTRICT	19-6030 19-6040 19-6090 19-6095	PAYROLL	PPE 02/02/2018 PPE 1/5/2018 ADJUSTMENT	\$30,210.19	\$42,427.49
		19-6010	CALPERS HEALTH	MARCH 2018	\$9,511.77	
		19-6060	CALPERS RETIREMENT	PPE 02/02/2018	\$2,705.53	
GRAND TOTAL					\$120,186.98	\$120,186.98

We hereby certify that the demands numbered serially from 02212018-2776 to 02212018-2806 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

BOARD OF DIRECTORS:

DATE: _____

Chairman

Board Member

Board Member

Secretary

ITEM 5A



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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Action Minutes of the Regular Meeting of Wednesday, February 7, 2018

1. CALL TO ORDER AND ROLL CALL

Vice Chair Austin called the meeting to order and recognized a quorum.

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

District Staff: Paul J. Karp, Technical Consultant
Gilbert Trujillo, District Legal Counsel
Amy Simpson, District Bookkeeper/Secretary

2. PLEDGE OF ALLEGIANCE

Vice Chair Austin led the Pledge of Allegiance.

3. AGENDA REVIEW

Approved as presented.

4. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

Vice Chair Austin opened the Public Comment period.

Julie Tacker requested the Board rescind the censure of Director Hill, an investigation of Chair Shoals and increasing the Board to five members.

Shirley Gibson asked the Board to be accountable and responsible to the rate payers.

Debbie Peterson read literature from the League of California Women's Caucus that discussed equality.

Mary Lucey requested an audit be posted on website regarding the \$9,000 Water Board fine.

Vice Chair Austin closed the Public Comment period.

5. CONSENT AGENDA:

- 5A. Approval of Warrants
- 5B. Approval of Minutes of January 03, 2018
- 5C. Approval of Minutes of January 17, 2018
- 5D. Appointment of Technical Consultants; Adopt Resolution and Authorize Board Chair to Execute Contracts
- 5E. Biosolids Handling Facility Project; Award of Contract
- 5F. Notice of Contract Completion; Digester No. 1 Cleaning Project

Director Hill requested to pull Items 5A., 5D., and 5E.

5A. Approval of Warrants

Vice Chair Austin opened the Public Comment period.

Julie Tacker commented on the Warrant Register.

Vice Chair Austin closed the Public Comment period.

Motion: Director Hill made a motion to approve the Warrants with the exception of Liebert Cassidy Whitmore.

Second: Director Nicolls

Action: Approved unanimously by roll call vote.

5B. Approval of Minutes of January 03, 2018

5C. Approval of Minutes of January 17, 2018

Motion: Director Hill made a motion to approve the Minutes of January 03, 2018 and the Minutes of January 17, 2018.

Second: Director Nicolls

Action: Approved unanimously by roll call vote.

5D. Appointment of Technical Consultants; Adopt Resolution and Authorize Board Chair to Execute Contracts

The Board discussed the continuing appointment of Technical Consultants and the recruitment of the District Administrator.

Vice Chair Austin opened the Public Comment period.

Julie Tacker, Patty Welsh, Coleen Kubel, Nancy McNeil, Ron Arnoldsen, Patricia Price, Kris Victorine, Shirley Gibson and Mary Lucey all commented on this item.

Vice Chair Austin closed the Public Comment period.

Motion: Director Nicolls made a motion to approve the Consultant's new contract for services with a term of up to four months with the assumption that if a District Administrator is hired prior to the term ending, the Consultant's contract will end.

Second: Vice Chair Austin

Action: Approved 2-1; Director Hill respectfully voting no.

5E. Biosolids Handling Facility Project; Award of Contract

Vice Chair Austin opened the Public Comment period.

Julie Tacker commented on this item.

Vice Chair Austin closed the Public Comment period.

Motion: Director Hill made a motion to approve the Award of Contract for the Biosolids Handling Facility Project.

Second: Director Nicolls

Action: Approved unanimously by roll call vote.

5F. Notice of Contract Completion; Digester No. 1 Cleaning Project

Vice Chair Austin opened the Public Comment period.

There being no public comment, Vice Chair Austin closed the public comment.

Motion: Director Nicolls made a motion to accept the report that the project has been completed.

Second: Director Hill congratulated staff on the completion of the project and seconded the motion.

Action: Approved unanimously by roll call vote.

6. ACTION ITEMS:

6A. ELECTION OF CALENDAR YEAR 2018 BOARD OFFICERS

Technical Consultant Karp presented the staff report.

Vice Chair Austin opened the Public Comment period.

Patricia Price, Julie Tacker, and Kris Victorine provided their support of Director Hill for the Chair.

Shirley Gibson provided her support of Director Austin as the Chair.

Patty Welsh and Mary Lucey gave support to anyone except Director Hill as the Chair.

Vice Chair Austin closed the Public Comment period.

Motion: Director Nicolls made a motion to elect Director Austin as the Chair.
Second: Vice Chair Austin

Action: Approved 2-1 by roll call vote with Director Hill respectfully voting no.

Motion: Chair Austin made a motion to nominate Director Nicolls for Vice Chair.

Second: Director Hill

Action: Approved unanimously by roll call vote.

Chair Austin called for a five minute break.

6B. CALL FOR BIDS FOR DIGESTER NO. 1 REHABILITATION PROJECT

Technical Consultant Karp presented the staff report.

Chair Austin opened the Public Comment period.

There was no public comment on this item.

Motion: Director Nicolls made a motion to authorize a Call for Bids for the Digester No. 1 Rehabilitation Project.

Second: Director Hill seconded the motion.

Action: Approved unanimously by roll call vote.

6C. CALL FOR BIDS FOR DIGESTER NO. 1 VALVE REPLACEMENT PROJECT

Technical Consultant Karp presented the staff report.

Chair Austin opened the Public Comment period.

Julie Tacker commented on this item.

Chair Austin closed the Public Comment period.

Motion: Director Hill made a motion to authorize a Call for Bids for the Digester No. 1 Valve Replacement Project.

Second: Director Nicolls

Action: Approved unanimously by roll call vote.

6D. MID-FISCAL YEAR 2017/18 FINANCIAL REVIEW

Chair Austin opened the Public Comment period.

Julie Tacker, Kris Victorine, and Coleen Kubel commented on the Mid-Fiscal Year Financial Review.

Chair Austin closed the Public Comment period.

The Board provided brief comments on the Financial Review.

Action: The Board received and filed the report.

6E. ANNUAL REVIEW OF BYLAWS FOR DISCUSSION/REVISION

Technical Consultant Karp presented the staff report. The Board had a discussion and directed staff to revise the Bylaws and bring them back in red strike-through format at the next meeting.

Chair Austin opened the Public Comment period.

Coleen Kubel, Ron Arnoldson, Kris Victorine and Julie Tacker commented on the Bylaws.

Chair Austin closed the Public Comment period.

6F. TECHNICAL CONSULTANTS AND PLANT OPERATIONS REPORT

Technical Consultant Karp gave an update on the headworks and stated that it has not met specifications as far as quality of discharge and that there is cooperation with the contractor and manufacturer. The Board discussed the manhole raising.

Chair Austin opened the Public Comment period.

Julie Tacker, Ron Arnoldson and Patricia Price commented on the Technical Consultants and Plant Operations report.

Chair Austin closed the Public Comment period.

Action: The Board received and filed the report.

7. MISCELLANEOUS ITEMS

7A. Written Communications

1. Transmittal of Draft Personnel Policy Manual for February 21, 2018 Meeting.

8. BOARD MEMBER COMMUNICATIONS

There were no Board Member communications.

9. CLOSED SESSION: NONE

10. ADJOURN MEETING

The meeting was adjourned at 8:29 p.m.

***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

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STAFF REPORT

Date: February 21, 2018
To: Board of Directors
From: Richard Sweet and Paul J. Karp, Technical Consultants
Subject: **AWARD OF CONTRACT FOR ENVIRONMENTAL SERVICES IN
SUPPORT OF FUNDING OPPORTUNITIES FOR REDUNDANCY
PROJECT TO RINCON CONSULTANTS**

RECOMMENDATION:

That the Board adopt Resolution No. 2018-388 authorizing and directing the Board Chair to enter into a contract with Rincon Consultants of San Luis Obispo in the amount of \$34,449 for Environmental Services in support of funding opportunities for the Redundancy Project.

BACKGROUND AND DISCUSSION:

The District is pursuing opportunities to obtain grant funding or low-interest financing. The most promising opportunities are the United States Department of Agriculture (USDA) Rural Development Water and Waste Disposal Loan and Grant Program (grant and low interest loan) and the State Revolving Fund (SRF) (low interest loan).

The USDA offers grants or financing opportunities for disadvantaged communities. Oceano is presently identified as a disadvantaged community. The amount of assistance would likely be determined based on the percentage of the project associated with Oceano. To qualify for this assistance, the District must obtain environmental clearance within the requirements of the National Environmental Policy Act (NEPA). The District believes that the proposed redundancy project is appropriately classified as a Categorical Exclusion and the corresponding level of environmental review will satisfy NEPA requirements. The District has sought proposals from environmental consultants to provide services to satisfy the NEPA requirements and subsequently provide the District opportunities to seek assistance from the USDA.

The District has submitted an application to the State Water Resources Control Board (SWRCB) for a SRF Construction Loan. Construction Loans through the SRF are issued at one-half the general obligation bond rate. Over a thirty-year period, a reduced financing rate could save the District millions of dollars. SWRCB staff requested the District provide additional air-quality

modeling, cultural resources inventory, and biological information. The District's consultant, Kevin Merk Associates, will provide additional biological information.

On January 3, 2018, the Board of Directors authorized MKN & Associates Inc. (MKN) to assist the District by preparing the Request for Proposals (RFP) for Environmental Services and managing the procurement process, including the review of the submitted proposals and providing a recommendation for Board consideration.

Proposals were to be submitted to the District on February 5, 2018. One proposal was received. The proposer, Rincon Consultants, met the qualifications and requirements and provided a proposal responsive to the RFP. In a response to questions from MKN, the proposer provided MKN with a letter stating that its proposed budget included all the services specifically mentioned in the RFP. MKN recommends that the Board award the contract to Rincon Consultants for the amount of \$34,449. Award of this contract to Rincon Consultants will purchase professional services for USDA funding support and completion of the air quality modeling and cultural resource investigations to satisfy SRF requirements.

Upon approval of this item, the Technical Consultants will execute a contract with Rincon Consultants using the District's standard agreement and the work defined in the proposal. It is projected that the work identified within the proposal will be completed in June of 2018.

Options

1. Award the contract to Rincon Consultants. This is staff's recommendation.
2. Decline to approve the contract and direct the District to cease trying to obtain assistance from the USDA and SRF.
3. Provide other direction to staff.

Fiscal Considerations

To fund the costs of the environmental services to be awarded with this contract, the District will use those budgeted for the planning, design and construction of the Redundancy Project under budget line item 20-7080.

Attachments: Attachment "A" – RFP for Environmental Services
Attachment "B" – Proposal
Attachment "C" – February 13, 2018, Rincon Letter Confirming Scope of Work

RESOLUTION NO. 2018-388

**A RESOLUTION OF THE BOARD OF SOUTH SAN LUIS OBISPO COUNTY
SANITATION DISTRICT AUTHORIZING AND DIRECTING THE CHAIR OF
THE BOARD OR DESIGNEE TO ENTER INTO AN AGREEMENT WITH
RINCON CONSULTANTS OF SAN LUIS OBISPO FOR ENVIRONMENTAL
SERVICES IN SUPPORT OF FUNDING OPPORTUNITIES FOR THE
REDUNDANCY PROJECT**

WHEREAS, the District desires to seek funding for its redundancy project; and

WHEREAS, in order to proceed with the project, the District needs to perform environmental review under the National Environmental Policy Act ("NEPA"); and

WHEREAS, the District currently does not have staff available to complete these tasks; and

WHEREAS, the District has obtained a proposal from Rincon Consultants of San Luis Obispo offering to prepare documentation under the National Environmental Policy Act; and

WHEREAS, based on Consultant's qualifications, experience, and familiarity with the project, it appears that Consultant's proposal meets District's needs for the project; and

WHEREAS, hiring Rincon Consultants of San Luis Obispo to provide environmental review services for District is consistent with District's Purchasing Guidelines, as adopted by Resolution 2016-353, which provide that the District Administrator is the District's agent for purchasing services less than \$45,000 and establish objectives including that District services procurement be efficient, at lowest possible cost, of a quality to assure efficient running of the wastewater plant, and give a local preference in contracts with a bid price less than \$45,000.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of South San Luis Obispo County Sanitation District as follows:

1. An AGREEMENT FOR PROFESSIONAL SERVICES - ENVIRONMENTAL REVIEW SERVICES with Rincon Consultants of San Luis Obispo is hereby approved in a form acceptable to the District Counsel;" and

2. The Chair of the Board, or her designee, is hereby authorized and directed to execute the Agreement on behalf of the District, to take all steps necessary to implement the project, and, if appropriate, to enter into amendments to the Agreement necessary to implement the project.

PASSED AND ADOPTED at a regular meeting of the South San Luis Obispo County Sanitation District held February 21, 2018.

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 February 21, 2018.

**CHAIR, BOARD OF DIRECTORS
SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

ATTEST:

DISTRICT SECRETARY

APPROVED AS TO FORM:

BY:_____
**GILBERT A. TRUJILLO
DISTRICT COUNSEL**

CONTENTS:

BY:_____
**PAUL J. KARP OR RICHARD SWEET
TECHNICAL CONSULTANTS**



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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January 3, 2018

Subject: Notice Requesting Proposals for Environmental Services for South San Luis Obispo County Sanitation District Wastewater Treatment Facility Redundancy Project

The South San Luis Obispo County Sanitation District (District) invites qualified firms to submit a proposal for professional environmental services to support State Revolving Fund (SRF) and United States Department of Agriculture (USDA) funding pursuits for the Wastewater Treatment Facility (WWTF) Redundancy Project.

A non-mandatory pre-proposal meeting for this request for proposals (RFP) will be held on January 15, 2018 at 1:00 P.M. in the District's Conference Room, located at 1600 Aloha Place Oceano, CA 93445.

All proposals must be physically received by the District's office by **2:00 PM PST on February 5, 2018.**

South San Luis Obispo County Sanitation District
1600 Aloha Place/P.O. Box 339
Oceano, CA 93475

Proposals received after said time will not be considered. Submit proposals in a sealed envelope, clearly labeled "Proposal for Environmental Services for the SSLOCSD WWTF Redundancy Project". Proposals will not be opened publicly.

A copy of the RFP, including requirements for the proposals, may be obtained through the District's website at sslocsd.org.

Inquiries regarding this RFP should be provided in writing and directed to the District's Consultant, Michael Nunley, at mnunley@mknassociates.us. All inquiries must be received no later than 2:00 PM on January 22, 2018. Responses to all inquiries will be posted on the District website by January 29, 2018.

Sincerely,

Rick Sweet
Technical Consultant

Table of Contents

- Notice
- I. Instructions to Proposers
- II. Description of Work
 - A. Project Background
 - B. Scope of Work
 - C. Project Schedule
- III. General Terms and Conditions
 - A. Proposal Requirements
 - B. Contract Award and Execution
- IV. Proposal Content and Selection Process
 - A. Proposal Content
 - B. Proposal Evaluation and Consultant Selection
- V. Appendices
 - A. Standard Agreement
 - B. Site Plan
 - C. Delineation of Waters of the United States and State of California
 - D. California Coastal Commission Agenda and Packet for May 10, 2017 Coastal Development Permit Hearing
 - E. CEQA Mitigated Negative Declaration and Addendum
 - F. Completed Environmental Package for Clean Water State Revolving Fund Application
 - G. Air Emissions Chart from Environmental Package
 - H. Basic Requirements for Cultural Resources Report

I. INSTRUCTIONS TO PROPOSERS

A. Non-Mandatory Pre-Proposal Meeting

A non-mandatory pre-proposal meeting for this Request for Proposals (RFP) will be held on January 15, 2018, at 1:00 PM in the conference room, located at:

South San Luis Obispo County Sanitation District
1600 Aloha Place/P.O. Box 339
Oceano, CA 93475

B. Receipt and Opening of Proposals

The South San Luis Obispo County Sanitation District (District) invites qualified firms to submit sealed proposals for environmental services for Wastewater Treatment Facility (WWTF) Redundancy Project. Proposals will be received at the District's office by **2:00 PM PST on February 5, 2018**, located at:

South San Luis Obispo County Sanitation District
1600 Aloha Place/P.O. Box 339
Oceano, CA 93475

An envelope containing one (1) portable drive with pdf and five (5) copies of the proposal must be sealed and clearly labeled "Proposal for Environmental Services for Financing of the SSLOCSD WWTF Redundancy Project". FAX submittals will not be accepted.

Proposals will not be opened publicly. Any proposal received after the established closing date and time will not be accepted and will be returned to the proposer unopened.

Proposals may be withdrawn upon written request at any time prior to the established closing date and time. The proposer or the proposer's authorized agent must sign such request.

C. Examination of Requirements

Each proposer must carefully examine the requirements of the RFP. Each proposer shall meet all of the terms and conditions of the RFP. By submitting a proposal, the proposer acknowledges acceptance of all provisions of the RFP.

D. Communications

All timely requests for information submitted in writing will receive a written response from the District. Any oral communication shall not be binding on the District. All requests for information must be provided in writing and directed to the District's Consultant: Michael Nunley at mnunley@mknassociates.us. To be considered, all requests for information must be received by 5:00 PM PST on January 22, 2018. Responses and addenda will be posted on the District's website by 5:00 PM PST on January 29, 2018.

II. DESCRIPTION OF WORK

A. Project Background

The South San Luis Obispo County Sanitation District owns and operates a wastewater treatment facility (WWTF) in Oceano, California. The WWTF is permitted under National Pollutant Discharge Elimination System (NPDES) No. CA0048003/Waste Discharge Requirements Order No. R3-2009-0046. The existing plant uses mechanically cleaned bar screens, grit removal, primary clarifiers, fixed film reactors (FFR), one secondary clarifier, and chlorination to provide secondary treatment with disinfection to treat wastewater. The plant is designed and permitted to treat a peak dry weather flow of 5.0 million gallons per day (MGD).

The existing treatment plant cannot meet effluent limits at the permitted design flow if the FFR or the secondary clarifier is out of service. There is no redundant unit for either process.

The project is intended to provide redundancy to allow these major process units to be removed from service for maintenance or repairs without risking violation of effluent permit limits. The project is not intended to add capacity to handle higher flows than currently permitted, and no additional treatment capacity will be pursued by the District.

Project components are summarized below:

- Two activated sludge (AS) aeration basins
- One new secondary clarifier
- Fixed film reactor (FFR) effluent pump station
- Waste activated sludge (WAS) thickening centrifuge with modifications to existing dewatering platform
- Blower, electrical, and motor control center (MCC) building
- Dewatered sludge conveyor
- Yard piping
- Site improvements
- Floodproofing improvements for critical existing facilities
- Instrumentation and controls
- Electrical systems

The project will be completed within the existing plant site on property that has been previously disturbed. No additional property or offsite work will be required. Appendix B contains a current site plan

The District received a Coastal Development Permit from California Coastal Commission on May 10, 2017. The agenda and staff report are included in the appendix.

The District has submitted an application to SWRCB for an SRF Construction Loan. SWRCB staff requested the District provide additional air quality modeling, cultural resource inventory, and biological information. Additional biological information will be provided by the District's consultant, Kevin Merk Associates (KMA). This RFP requests professional services for completion of the air quality modeling and cultural resource efforts.

USDA has been approached by District staff to provide partial funding through a loan and grant under their Rural Utilities Service (RUS) program. The funding application will require NEPA documentation and

submittal of a Preliminary Engineering Report. This RFP requests professional services for NEPA compliance.

The District has retained Kennedy Jenks Consultants, Inc., to design the project. MKN is assisting the District with procurement of consultants to support financing efforts and with engineering support for completion of the USDA application and Preliminary Engineering Report.

B. Scope of Work

The minimum scope of work for the Project is described below. Proposers are encouraged to review the requirements of the RFP, examine reference documents and develop a scope of services suited to the Project. Additional services may be considered, but should be presented separately as optional tasks. It is the District's intention to reuse as much of the prior technical work as possible to reduce cost and expedite this effort.

1. Air Quality Monitoring Report

The Air Quality Monitoring Report shall meet the requirements set forth by the California State Water Resources Control Board (SWRCB) for applications for Clean Water State Revolving Fund (CWSRF) financing. The project has already been reviewed through the CEQA process, so support under this task group will require preparing a standalone report for the District to include in their CWSRF application and assisting the District in filing the necessary documentation. Required tasks associated with the Air Quality Monitoring Report will include:

- a. Compile existing air quality monitoring data into an Air Quality Modeling Report for air quality effects due to construction and operational emissions
- b. Conduct additional modeling to support the Air Quality Modeling Result, as needed
- c. Complete Air Emissions Chart in Attachment E1 of the CWSRF Environmental Package Submission (included in the appendix)
- d. Determine if project is subject to State Implementation Plan (SIP) conformity determination
- e. Conduct general conformity and/or air quality studies as applicable to meet application requirements

2. Cultural Resources Report

The Cultural Resources Report shall meet the requirements set forth by the California SWRCB for applications for CWSRF financing and shall satisfy the conditions of the National Historic Preservation Act (Basic Criteria included in the appendix). Required tasks associated with the Cultural Resources Report updated for Section 106 of the National Historic Preservation Act of 1966 (NHPA) will include:

- a. Current records search (less than 1 year old, extending to a half mile beyond the project area of potential effects) with maps showing all sites and surveys drawn in relation to the project area
- b. Records of Native American consultation

- c. A draft consultation letter for the State Water Board to use for consultation with the State Historic Preservation Officer

3. USDA Water and Waste Disposal Financing Support

It is the District's intention to propose the project as a Categorical Exclusion (CE). It is expected that the project will be classified under Code of Federal Regulations Section 1970.53

(<https://www.rd.usda.gov/files/1970b.pdf>) "CEs involving no or minimal disturbance without an environmental impact" as the proposed work will be performed on previously disturbed land. Environmental services will include providing an Environmental Report (ER) and supporting technical documents as required by USDA. The District requests that proposers include optional scope items in their proposals for additional services that they anticipate be required in a complete submittal package to USDA. Proposers will use as much of the previous technical work as possible to expedite this effort and reduce cost to the District. MKN will complete the Preliminary Engineering Report to support pursuit of USDA funding.

Required tasks associated with USDA Financing Support will include:

- a. Meet and/or participate in conference calls with USDA to determine what will be required from USDA to conclude the project is a Categorical Exclusion.
- b. Prepare and circulate a Notice of Intent to File Application for USDA Water and Waste Disposal Loan in a newspaper of general circulation in the surrounding area. Include an announcement for a public meeting for comments. Circulate the Notice at least 10 days in advance of conducting the public information meeting. Attain an affidavit of publication to submit to USDA Rural Development as part of the application.
- c. Conduct a public information meeting to acquaint the public with the project and receive comments. Record meeting minutes to submit to USDA Rural Development as part of the application.
- d. Provide an Environmental Report (ER) and supporting documents to satisfy NEPA requirements for RUS assuming a Categorical Exemption is appropriate.
- e. Respond to questions and comments from USDA as needed.
- f. Optional: Based on proposer's experience with USDA funding and the NEPA process, provide recommendations and optional scope items to ensure a complete submittal package to USDA.

4. Meetings

Include a Kickoff Meeting and a sufficient number of progress meetings required for completion of required services. The District anticipates a minimum of one progress meeting associated with each Project deliverable and brief written updates submitted with monthly invoices.

5. As-Needed Permitting Support

Provide up to 60 hours of additional, as-needed permitting support to address future requests from funding agencies.

C. Project Schedule

The anticipated project schedule is summarized below. The dates are tentative and subject to change, based on permitting conditions, consultation with agencies, and other impacts that cannot be assessed at this time.

Issue RFP	January 3, 2018
Non-Mandatory Preproposal Meeting	1:00 PM January 15, 2018
Written Questions Due	January 22, 2018
Responses to Questions Posted	January 29, 2018
Proposals Due	2:00 PM February 5, 2018
Consultant Interviews (at the District's Option)	TBD
Consultant Selection / Board Approval	February 21, 2018
Notice to Proceed	February 22, 2018
Completion of Services	May 9, 2018

III. GENERAL TERMS AND CONDITIONS

A. Proposal Requirements

1. Content: The proposal shall be concise, well organized and demonstrate the proposer's understanding of the Project and their applicable qualifications and experience. The proposal shall be limited to twenty (20) pages, exclusive of resumes, cover letter, graphics, and covers. Proposals should include the minimum Proposal Content as described in Section IV. Any additional materials that will support your proposal may be included. However, if they do not directly address the stated requirements, please include them in a separate appendix. The District will consider all material submitted, but concentrate on that which addresses the District's Project requirements.
2. Subconsultants: Identify all subconsultants to be used during the term of the project and provide a list of responsible staff and their qualifications. The Prime Consultant in the proposal shall be responsible for a minimum of 50% of the Project work.
3. Insurance: The consultant shall obtain at their own cost an insurance policy meeting the District's requirements as described in the Standard Agreement (Appendix A).
4. Consultant's compensation: The Consultant's fee shall include all items described in this scope of work, with optional items (if applicable) shown separately. Include a breakdown of professionals to be assigned to the tasks, the estimated hours for each task per professional, the hourly rates for each professional assigned, subtotals of the man-hour costs for each task, subconsultant costs, other direct costs to be billed, and project total costs.
5. Commitment: The proposal shall be signed by the individual with power to bind the company in its proposal. Parts or the entire proposal will be the basis for the contract for the work.
6. Statement of Contract Disqualifications: Consultant shall include a signed statement of whether it or any of its employees or officers who have a proprietary interest in it has ever been disqualified, removed or otherwise prevented from proposing on or completing a municipal government project for any reason. If so, provide a description and explanation of the circumstances.
7. Exceptions: Consultant shall certify that they take no exceptions to this RFP, including but not limited to the provisions of the District's Standard Agreement (Appendix A). If the Consultant takes any exceptions, identify the specific portion and provide a full explanation.

B. Contract Award and Execution

1. The District reserves the right to reject any or all responses to this RFP, waive any insubstantial irregularities in this RFP or any proposal, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP.
2. If a contract cannot be negotiated with a selected consultant for any reason, the District reserves the right to select the next most qualified proposer.
3. The District reserves discretion to determine the ability, competency and responsibility of the Consultants. Before award, Consultants may be required to furnish evidence of

capability to adequately perform the work in a timely manner as deemed necessary by the District.

4. The District reserves the right to interview proposers as needed.
5. The Consultant shall provide proof of insurance in the coverages and amounts specified in the Standard Agreement (included in the appendix) within 5 calendar days after notice of selection as a precondition to contract execution and issuance of a Notice to Proceed.
6. Even if selected, the District reserves the right to terminate any agreement reached with the selected firm at any time and in an appropriate manner.

IV. PROPOSAL CONTENT AND SELECTION PROCESS

A. Proposal Content

1. Cover letter/Executive Summary
2. Experience and References
3. Project Organization and Key Personnel
4. Project Understanding
5. Proposed Scope of Work
6. Proposed Fee
7. Acknowledgement, Exceptions, Disqualifications, Insurance Cert

B. Proposal Evaluation and Consultant Selection

Upon evaluation of the Proposals, the District will determine the top firm(s) they feel are most qualified for this Project based on interviews and the following criteria:

Criteria	Maximum Points
Understanding of the work to be performed	35
Experience with the environmental review process for SWRCB and USDA	15
Experience of air quality technical leader in evaluating wastewater treatment facilities	25
Experience of cultural resources technical leader	25
Total	100

V. **APPENDICES**

- A. Standard Agreement
- B. Site Plan
- C. Delineation of Waters of the United States and State of California
- D. SSLOCSD Board Agenda and Packet for May 10, 2017 Board Meeting
- E. CEQA Mitigated Negative Declaration and Addendum
- F. Completed Environmental Package for Clean Water State Revolving Fund Application
- G. Air Emissions Chart from Environmental Package
- H. Basic Requirements for Cultural Resources Report



Proposal to Provide

South San Luis Obispo County Sanitation District Wastewater Treatment Facility Redundancy Project Environmental Services

February 5, 2018

Submitted to:

Rick Sweet
South San Luis Obispo County Sanitation District
1600 Aloha Place
Oceano, California 93475



Rincon Consultants, Inc.
www.rinconconsultants.com

ITEM 5C ATTACHMENT B



Rincon Consultants, Inc.

1530 Monterey Street, Suite D
San Luis Obispo, California 93401

805 547 0900 OFFICE AND FAX

info@rinconconsultants.com
www.rinconconsultants.com

February 5, 2018
Project Number 18-05414

Rick Sweet
South San Luis Obispo County Sanitation District
1600 Aloha Place
Oceano, California 93475

Subject: Proposal to Provide Environmental Services for the South San Luis Obispo County Sanitation District Wastewater Treatment Facility Redundancy Project

Dear Mr. Sweet,

Rincon Consultants, Inc. is pleased to submit this proposal to the South San Luis Obispo County Sanitation District (District) to provide environmental services for the Wastewater Treatment Facility Redundancy Project. We understand that the District is seeking firms to prepare a series of technical studies in support of Clean Water State Revolving Fund and United States Department of Agricultural funding pursuits for the project. Our team has a proven track record on similar contracts in the local area involving water utilities and infrastructure, including for the nearby City of San Luis Obispo.

The Rincon team takes prides in the ability to work effectively with Client staff, decision-makers, and community groups to develop and implement efficient approaches and solutions to environmental issues. We believe that the expertise we have acquired by maintaining long-term on-call contracts with infrastructure-related municipalities is critical and gives us a unique understanding of and sensitivity to the broad range of issues that will be important to the success of projects. The following features of our firm make us uniquely suited to assist the District:

- Staff who are highly knowledgeable of key technical studies required for CEQA-Plus documentation, including for wastewater facilities and infrastructure
- Familiarity with southern San Luis Obispo County and relevant regulatory agencies in the area
- Familiarity with the SSLOCSD site and the existing environmental documentation through our ongoing work on the Regional Groundwater Sustainability Project
- Streamlined overhead structure that provides high-quality services at competitive rates

We are confident that you will find our team highly qualified in all technical and management areas that are required for successful completion of this project. Thank you for considering Rincon for this assignment. Please do not hesitate to contact us if you have questions about this proposal or need additional information.

Sincerely,
RINCON CONSULTANTS, INC.


Lindsey Sarquilla, MESM
Senior Environmental Planner


Jennifer Haddow, PhD
Principal Environmental Scientist

Proposal to Provide

Wastewater Treatment Facility Redundancy Project Environmental Services

South San Luis Obispo County Sanitation District

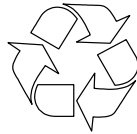
Table of Contents

1. Cover Letter/Executive Summary	
2. Experience and References	1
2.1 Firm Profile	1
2.2 Project Experience	3
2.3 References.....	6
3. Project Organization and Key Personnel	6
4. Project Understanding	8
5. Proposed Scope of Work	9
Task 1. Air Quality Monitoring/Modeling Report	9
Task 2. Cultural Resources Report	10
Task 3. USDA Water and Waste Disposal Financing Support	12
Task 4. Meetings.....	13
Task 5. As-Needed Permitting Support	13
6. Proposed Fee	13
7. Acknowledgement, Exceptions, Disqualifications, Insurance Cert	15
7.1 RFP and Contract Acknowledgement	15
7.2 Proof of Insurance.....	15
7.3 Statement of Contract Disqualifications	15

Appendix

Resumes





This proposal was printed on 50% recycled paper with 50% post-consumer content.



2. Experience and References

2.1 Firm Profile

Rincon is a multi-disciplinary environmental sciences, planning, and engineering consulting firm that provides quality professional services to government and industry. Our professionals are experienced in urban, land use, and environmental planning; regulatory compliance; biological resource evaluation and habitat enhancement; cultural resources evaluation and planning; soil evaluation and remediation; and related studies including problem-solving services in geology, hydrology, and waste management. Our approach is focused on well-designed solutions that respond to our clients' specific needs in a cost-effective manner.

A core business area for Rincon is water infrastructure projects. Our firm has provided environmental consulting services for water resources projects for 23 years including environmental documentation (CEQA and NEPA), technical studies (air quality, GHG, noise), compliance monitoring, and special studies for biological and cultural resources. Our team is also familiar with CEQA-Plus documentation required for projects using funding from the United States Environmental Protection Agency (USEPA)-administered Clean Water Act State Resource Fund (CWSRF). While the focus of our work is on preparing the required CEQA documentation, we also provide components necessary to fulfill the "CEQA-Plus" procedures used by the California State Water Resources Control Board (SWRCB) in reviewing applications for state and federal funding or involvement in water resource projects.

We have successfully completed the environmental and permitting processes for a number of water storage, conveyance, and other water-related infrastructure projects throughout California. The Rincon team has been designed to provide the key technical expertise necessary to provide a solid foundation of evidence to support environmental impact conclusions that meet the requirements of both CEQA and NEPA. This approach enables us to avoid costly and time-consuming rounds of review and additional data requests from the agencies thereby minimizing or avoiding potential conflicts with funding or permitting deadlines.

Services

We have categorized our land use planning and environmental planning services into six core areas: *Environmental Sciences and Land Use Planning, Biological Resources, Site Assessment and Remediation, Water Resources, Cultural Resources, and Sustainability Services*. We also have a *Geographic Information Systems (GIS) and Graphics Communications* group to enhance our documents and support our data analyses for projects addressing issues in the six aforementioned areas. Specific areas of expertise are outlined in the following table.

Legal Name: Rincon Consultants, Inc.

Founded: 1994

Legal Form: California "S" Corporation

Professional Staff: 220

California Offices: 10 (San Luis Obispo, Monterey, Santa Barbara, Ventura, Oakland, Sacramento, Fresno, Los Angeles, Redlands, and Carlsbad)

Lead Contact Person: Jennifer Haddow, PhD
180 North Ashwood Avenue
Ventura, California 9303
Phone: 805-644-4455 ext 44
Email: jhaddow@rinconconsultants.com

Website: www.rinconconsultants.com

Other Facts:

- Voted "Best Firms to Work For" by Zweig Group (2017)
- Achieved Silver certification in the LEED EB:OM (Existing Building: Operation and Maintenance) (2014)
- Multiple awards for excellence from environmental planning industry organizations (APA and AEP)



Environmental and Land Use Planning

- | | |
|---|--|
| <ul style="list-style-type: none"> ▫ CEQA and CEQA Plus Compliance: EIRs, ISS, Categorical Exemptions, EIR Addendums, MMRPs ▫ NEPA Compliance: EISs, EAs, FONSI ▫ Planning Services: General Plans, Specific Plans, and Neighborhood, Community, and Area Plans ▫ Agency Staffing and Contract Planning Services (entitlement reviews, counter assistance, staff reports) | <ul style="list-style-type: none"> ▫ Community Involvement Programs ▫ Energy and Water Infrastructure: Corridor Studies, Utility Alignments, Constraints Analyses ▫ Noise Studies, including Bio-Acoustic Evaluation ▫ AQ Analysis ▫ Recreation and Open Space Planning ▫ Grant Application Assistance |
|---|--|

Biological Resources Assessment and Regulatory Compliance

- | | |
|---|---|
| <ul style="list-style-type: none"> ▫ Baseline Biological Resources Inventories and Vegetation Mapping ▫ Biological Resources Effects/Impacts Analyses: Biological Assessments (Bas), Biological Evaluations, Natural Environment Studies (NESs) ▫ Rare, Threatened, and Endangered Plant and Wildlife Species Surveys ▫ Nesting Bird Surveys ▫ Jurisdictional Delineations: U.S. Army Corp of Engineers (USACE), Regional Water Quality Control Board (RWQCB), California Department of Fish and Wildlife (CDFW), U.S. Fish and Wildlife Service (USFWS), and California Coastal Commission (CCC) Methodologies ▫ California Rapid Assessment Method for Wetlands ▫ Biological Construction and Mitigation Monitoring ▫ Tree Inventory, Health Assessment, Risk Assessment, and Tree Protection Plans | <ul style="list-style-type: none"> ▫ Certified Arborist Tree Surveys and Impacts Assessments ▫ Regulatory Compliance, Mitigation, and Conservation Planning ▫ Regulatory Permitting: USACE Clean Water Act (CWA) Section 404, RWQCB CWA Section 401, CDFW Fish and Game Code Section 1602, CCC California Coastal Act Section 30233 ▫ Federal Endangered Species Act Section 7 Consultations and Section 10 Habitat Conservation Plans ▫ California Endangered Species Act Section 2081 Permits/Memorandum of Understandings (MOUs) and Natural Community Conservation Plans ▫ Wetland, Riparian, and Upland Habitat Revegetation and Restoration Planning ▫ Eelgrass and Caulerpa Surveys, Essential Fish and Habitat Analysis, Fisheries and Aquatic Ecology |
|---|---|

Cultural Resources

- | | |
|---|--|
| <ul style="list-style-type: none"> ▫ Literature Reviews/Records Searches/Archival Research ▫ Native American Consultation ▫ Cultural Resource Surveys ▫ California Register of Historical Resources and National Register of Historic Places Eligibility Evaluations: Archaeological Site Testing, Historic Built Environment Resource Evaluation, Traditional Cultural Property Evaluation ▫ Archaeological Data Recovery Programs ▫ Native American Monitor Training Programs | <ul style="list-style-type: none"> ▫ Section 106 Consultation ▫ Memoranda of Agreement (MOA) ▫ Findings of Effects ▫ State Historic Preservation Officer (SHPO) Consultation ▫ Historic Preservation Plans ▫ Cultural Resources Management Plans ▫ Third Party Peer Review ▫ Phase I, II, and III Paleontological Resources Analysis ▫ Archeological and Native American Monitoring |
|---|--|

Environmental Site Assessment and Remediation

- | | |
|---|--|
| <ul style="list-style-type: none"> ▫ Phase I and II Environmental Site Assessments (ESAs) ▫ Hazardous Waste Characterization ▫ Site Remediation: Planning, Design, and Construction ▫ Site Monitoring: Groundwater, Air, and Soil Vapor Monitoring ▫ Underground Storage Tank Removal and Investigation ▫ Health Risk Assessments | <ul style="list-style-type: none"> ▫ Environmental Construction/Grading Monitoring ▫ Methane Soil Gas Testing ▫ Spill Prevention Control and Countermeasure (SPCC) Plan ▫ Transaction Screens ▫ Asbestos/Lead Based Paint Testing ▫ Geological and Seismic Studies |
|---|--|

Water Resources

- | | |
|--|--|
| <ul style="list-style-type: none"> ▫ Storm Water Pollution Prevention Plans (SWPPP) | <ul style="list-style-type: none"> ▫ Storm Water Management and Compliance Monitoring |
|--|--|

Sustainability Services

- | | |
|---|---|
| <ul style="list-style-type: none"> ▫ Climate Action Plans ▫ GHG Inventories ▫ Assembly Bill (AB) 32 GHG/Gas Offset Verification ▫ Green Building Analysis - LEED® and Build It Green™ ▫ Solar Energy Expertise and CEQA Compliance for Solar Facilities ▫ Energy Action Plans | <ul style="list-style-type: none"> ▫ Grant Writing for Sustainability and Climate Action Planning ▫ Strategic Growth Council Prop 84 Sustainable Community Planning Grants Projects ▫ Comprehensive Public Engagement and Outreach Programs ▫ ASHRAE Level 1 and 2 Energy Audit |
|---|---|



2.2 Project Experience

Carefully managing water and wastewater resources is an important responsibility for local, state, and federal agencies. Rincon assists clients through the environmental regulatory process; from project initiation through construction. We strategically undertake such projects with a focus on timely completion, cost-effectiveness, strong project communication, stakeholder management, and achievement of project objectives. We do this while avoiding and minimizing environmental impacts so that projects are consistent with resource-management goals.

Rincon has a proven track record working with special districts and water agencies, managing numerous complex projects requiring multi-agency permitting, CEQA documentation, compliance monitoring, and restoration/mitigation efforts. Rincon is also experienced in preparing NEPA-compliant documentation, which will be required given the sources of funding the District is planning to pursue. Our ongoing on-call contracts and excellent client relationships have resulted in numerous individual projects involving biological resources, cultural resources, regulatory permitting, and CEQA/NEPA support.

Regional Groundwater Sustainability Project CEQA-Plus Program/Project EIR

Client: City of Pismo Beach

Rincon is currently preparing the CEQA-Plus documentation for the Regional Groundwater Sustainability Project (RGSP). The RGSP is a collaborative project to achieve local water supply sustainability between the City of Pismo Beach and several South County agencies, including the Cities of Arroyo Grande and Grover Beach, the Oceano Community Services District, and South San Luis Obispo County Sanitation District (SSLOCSD). The RGSP includes construction of an Advanced Treatment Plant (ATP), possibly at the SSLOCSD site, advanced purified water distribution pipelines and booster stations, a recycled water tank, injection wells, monitoring wells, and production wells. In support of the required documentation, Rincon is examining several issue areas including biological resources, cultural resources, air quality/greenhouse gases, hazards and hazardous materials, hydrology and water quality, noise, and transportation/circulation. In addition, standalone technical studies for biological resources, cultural resources, paleontological resources and air quality are being prepared to comply with CEQA-Plus. Following completion of the EIR, Rincon will assist with the regulatory permitting and environmental package submittal for the RGSP's CWSRF Funding Application.

Water Resource Recovery Facility CEQA Plus and Permitting Support

Client: City of San Luis Obispo

Rincon recently completed an EIR in support of the City of San Luis Obispo Water Resource Recovery Facility project. The City plans to implement a number of improvements/upgrades to the existing 55-acre facility, including new equipment installation, demolition of several components, roadway improvements, and new building construction to meet the facility's stringent National Pollutant Discharge Elimination System (NPDES) requirements, increase the production of recycled water and position the City for future potable reuse. Rincon prepared the EIR to satisfy the requirements of CEQA-Plus to support application for federal funding under the State Clean Water Revolving Fund. Key issues addressed in the EIR included the presence of special-status wildlife species at and adjacent to the site, impacts to existing recreational facilities and consistency with existing regulatory permit conditions from the National Marine Fisheries Service and local Regional Water Quality Control Board. As part of the project's design process, Rincon provided expertise and advice on probable future regulatory conditions that could be attached to a potential cooling wetland option to assist the City in its decision-making process on that component of the project. Rincon successfully completed the Environmental Package as part of the funding application for this project, which has been approved by the SWRCB.



Maywood Mutual No. 2 Water System Construction Project Technical Studies

Client: KEH & Associates

Rincon was retained by KEH & Associates, on behalf of the Maywood Mutual Water Company No. 2 and the Water Replenishment District of Southern California, to prepare technical studies for biological and cultural resources for the Maywood Mutual No. 2 Water System Construction Project located in Maywood, California. The project proposes the construction of a wellhead treatment system for the Maywood Mutual Water Company No.2's Maywood Avenue Well. This well is currently producing water with levels of iron and manganese that exceed the U.S. Environmental Protection Agency's maximum concentration levels mandated under the National Drinking Water Standards. The project includes installation of a new treatment system and above and below ground utilities and alterations to the current facility. The biological resources assessment evaluated the potential for impacts to special-status biological resources for compliance with the CEQA-Plus review process. The cultural resources study included a records search, Native American outreach, field survey, and a report summarizing the evaluation of results. The cultural resources study was completed in accordance with the requirements of a CEQA-Plus investigation, which included an evaluation of project impacts under CEQA, Section 106 of the National Historic Preservation Act, and NEPA to comply with the federal nexus (i.e., federal funding and/or permitting). Both studies were completed within very short time frames to meet the submittal deadline for the project's CWSRF Loan Application Environmental Package.

Palos Verdes Recycled Water Pipeline Project CEQA-Plus Documentation

Client: KEH & Associates

Rincon assisted KEH & Associates and the West Basin Municipal Water District with preparation of the environmental documentation for the Palos Verdes Recycled Water Pipeline Project located in Los Angeles County. The project involves construction of a recycled water pipeline to deliver water from the existing Anza Lateral pipeline in the city of Torrance to the Palos Verdes Golf Club in the city of Palos Verdes Estates. Specifically, Rincon prepared a series of technical studies and a CEQA Plus-compliant Mitigated Negative Declaration as required by the SWRCB. The technical studies included a biological resources assessment, cultural resources assessment, federal Air Quality Conformity Analysis, and paleontological resources assessment.

Additional Project Experience

Project and Client	Location	CEQA	CEQA-Plus	Technical Studies	Permitting
Nipomo Southland Wastewater Treatment Facility Phase I Project - <i>Nipomo Community Services District (subcontract through MNS Engineers, Inc.)</i>	San Luis Obispo County			X	X
Leanna Drive Creek Crossing Waterline Project - <i>Cannon Engineering</i>	San Luis Obispo County	X		X	X
Los Alamos Community Service District Well No. 6 Project - <i>Los Alamos Community Services District</i>	Santa Barbara County	X		X	
Sharon Heights Satellite Treatment Facility Project - <i>West Bay Sanitary District (Subconsultant to RMC Water and Environment)</i>	San Mateo County		X	X	
Woodland Hills Country Club Recycled Waterline System Extension - <i>Las Virgenes Municipal Water District</i>	Los Angeles County		X	X	



Additional Project Experience

Project and Client	Location	CEQA	CEQA-Plus	Technical Studies	Permitting
<i>(subconsultant to RMC Water and Environment/Woodard and Curran)</i>					
LASAN LA-Glendale Wastewater Treatment Plant Project - City of Los Angeles Sanitation District (Subconsultant to Kennedy/Jenks Consultants)	Los Angeles County		X	X	X
Tulare Lake Storage and Floodwater Protection Project – Semitropic Water Storage District (subconsultant to RMC Water and Environment/Woodard and Curran)	Kern and Kings Counties	X	X	X	
Recycled Water Pipelines Project – United Water Conservation District	Ventura County	X		X	
Saticoy Groundwater Storage Management Project - United Water Conservation District	Ventura County	X			
Pleasant Valley Reservoir - United Water Conservation District	Ventura County	X			
Del Norte Pipeline - United Water Conservation District	Ventura County	X			
Piru Spreading Grounds 1MW Solar Project - United Water Conservation District	Ventura County	X			
Palos Verdes Reservoir Upgrades Project - Metropolitan Water District of Southern California	Los Angeles County	X		X	
Jensen WTP 1MW Solar Project - Metropolitan Water District of Southern California	Los Angeles County	X			
Groundwater Reliability Improvement Program Advanced Water Treatment Facility Construction Project - Water Replenishment District of Southern California	Los Angeles County			X	X
Santa Ana River Bridge Seismic Retrofit and Routine Maintenance Project - Metropolitan Water District of Southern California	Riverside County	X			X
Palm Desert Groundwater Replenishment Facility Project - Coachella Valley Water District	Riverside County	X			
Non-Potable Connections Project - Coachella Valley Water District	Riverside County		X	X	



2.3 References

Rincon is proud of its reputation as a leader in the environmental consulting industry. We invite you to contact any of the individuals listed below regarding our qualifications, skills, and project management. Additional references are available on request.

David Hix Deputy Director - Wastewater City of San Luis Obispo 879 Morro Street San Luis Obispo, California 93401 805-781-7039	Steve Kahn Public Works Director City of Santa Maria 110 S. Pine Street, Suite 101 Santa Maria, California 93458 805-925-0951 ext 2225	Malinda Stalvey Associate Environmental Specialist Metropolitan Water District of So. Cal. 700 North Alameda Street Los Angeles, California 90012 213-217-5545
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3. Project Organization and Key Personnel

3.1 Team Organization

Rincon Consultants has completed many technical studies for water infrastructure projects throughout California and understands the District's needs for this project. Based on the description provided in the RFP, our current knowledge of the environmental impacts of the project, and our familiarity with the project area and existing SSLOCSD environmental documentation, we believe we are capable of preparing all required technical studies and associated environmental services in-house.

This program will be managed by Jennifer Haddow, PhD, a Principal Environmental Scientist who leads Rincon's Water Resources Group and CEQA-Plus documentation services. She will be assisted by Project Manager Lindsey Sarquilla, MESM, and Assistant Project Manager Chris Bersbach, MESM; environmental planners and technical services project managers with strong qualifications in the local area and in CEQA-Plus documentation. Detailed biographies of our proposed team members are listed below and resumes are included in the appendix.

3.2 Key Staff

Jennifer Haddow, PhD, MSc - Principal Environmental Scientist

Role: Principal-in-Charge

Education: Ph.D., Biogeochemistry, University of Aberdeen, UK; M.Sc., Environmental Science, University of Aberdeen, UK; B.Sc., Environmental Policy Analysis and Planning, University of California, Davis; Associate, Institute of Environmental Management and Assessment

Dr. Haddow is a Principal Environmental Scientist with over 15 years of professional experience in the field of environmental science and assessment. She has prepared and coordinated all levels of environmental documentation for infrastructure projects with an emphasis on water supply, conveyance and quality projects, as well as watershed planning studies. Relevant to this project with the District, Dr. Haddow oversees Rincon's work with CEQA-Plus documentation and associated technical studies. She recently completed a CEQA-Plus EIR in support of the City of San Luis Obispo's Water Resource Recovery Facility project, oversaw the CEQA Plus documentation and technical studies for the City of Los Angeles Sanitation District's LA-Glendale Wastewater Treatment Plant Project, and managed the CEQA-Plus compliant IS-MND and technical studies for the Palos Verdes Recycled Water Pipeline Project. Dr. Haddow also manages Rincon's on-call environmental services contracts with United Water Conservation District, The Metropolitan Water District of Southern California, and the Coachella Valley Water District. She is currently managing the Regional Groundwater Sustainability Project CEQA-Plus



Program/Project EIR for the City of Pismo Beach which involves collaboration with the South San Luis Obispo County District.

Lindsey Sarquilla, MESM – Senior Environmental Planner

Role: Project Manager

Education: M.E.S.M., Water Resources Management, Bren School of Environmental Science & Management, University of California, Santa Barbara; B.A., Environmental Studies, Brandeis University

Ms. Sarquilla is a Senior Environmental Planner and is responsible for assisting with planning research assignments, conducting and reviewing CEQA and NEPA environmental assessments including, noise and air modeling, land use studies, public services/utilities analyses, aesthetics evaluations, and other topics. She has professional experience with air quality, greenhouse gas (GHG), and noise analysis for coastal zone, redevelopment, and reuse projects. Her experience includes preparing the technical analysis for the San Luis Ranch Specific Plan for the City of San Luis Obispo, managing preparation of the CEQA documentation for the Phelps Road Sewer Line Project for the Goleta West Sanitation District, serving as the lead analyst providing QA/QC for the Air Quality and GHG MND Sections and stand-alone Federal Air Quality Conformity Analysis for the Palos Verdes Recycled Water Pipeline Project and the City of Los Angeles Sanitation District (LASAN) LA-Glendale Wastewater Treatment Plant IS-MND. Mrs. Sarquilla also served as project manager in preparation of the IS-MND for the Los Alamos Community Services District's Water Well #6 Project.

Chris Bersbach, MESM - Technical Services Program Manager

Role: Assistant Project Manager, Air Quality Analysis

Education: M.E.S.M., Conservation Planning, Bren School of Environmental Science and Management, University of California, Santa Barbara; B.A., Psychology, Brandeis University

Mr. Bersbach is responsible for managing and preparing a wide range of urban planning, land use, and technical studies, including CEQA and NEPA compliance documentation, air quality, and GHG emissions analyses, noise impact analyses, and climate action plans. His experience includes a wide range of projects, including land and infrastructure development, urban redevelopment, solar power facilities, oil extraction and refining facilities, and landfills. Mr. Bersbach is thoroughly familiar with air quality, GHG, and noise modeling techniques as well as applicable regulations. His relevant experience includes management of technical sections for the City of San Luis Obispo Water Resource Recovery Facility EIR, City of Santa Maria Los Flores Integrated Waste Management Facility EIR, and San Benito County Project Indian Well Pilot Program IS-MND. He also served as the Project Manager for the Bear Valley Community Services District Solar Project IS-MND and technical studies.

Chris Duran, MA, RPA - Principal Investigator/Project Manager

Role: Cultural Resources Study

Education: M.A., Anthropology, Northern Arizona University; B.S., Anthropology-Cultural Resources Management, California State Polytechnic University, Pomona

Mr. Duran meets and exceeds the SOI's Professional Qualification Standards and is listed on the Register of Professional Archaeologists. Mr. Duran has worked throughout California for various municipalities and water districts assisting in cultural resources investigations for new installations and infrastructure updates. Mr. Duran is an expert in State and Federal regulations as they pertain to cultural resources and serves as Principal Investigator for Rincon's CEQA-Plus related projects providing resource recommendations and mitigation measures allowing clients to remain in sound compliance with applicable regulations. Mr. Duran has also assisted various clients in consultation with the SWRCB and understands the unique requirements of the SWRCB in regard to cultural resources investigations. Mr.



Duran has extensive experience with the CEQA and CEQA-Plus process completing several projects for various water districts including Metropolitan Water District of Southern California, Las Virgenes Municipal Water District, Water Replenishment District of Southern California and the Eastern Municipal Water District. Mr. Duran is the Cultural Resources lead for the ongoing Regional Groundwater Sustainability Project Program/Project EIR and associated CEQA-Plus documentation.

4. Project Understanding

The District is seeking a consultant to provide environmental services to support CWSRF and United States Department of Agriculture (USDA) funding pursuits for the Wastewater Treatment Facility Redundancy Project. These services include preparation of technical studies compliant with CEQA-Plus requirements utilized by the SWRCB in reviewing applications for state and federal funding or involvement in water resource projects, USDA Water and Waste Disposal Financing Support, and permitting assistance as-needed for funding pursuits.

The South San Luis Obispo County Sanitation District owns and operates a wastewater treatment facility in Oceano. The plant is designed and permitted to treat a peak dry weather flow of 5.0 million gallons per day. The existing treatment plant cannot meet effluent limits at the permitted design flow if the fixed film reactor effluent pump station or the secondary clarifier is out of service. There is no redundant unit for either process.

The project is intended to provide redundancy to allow these major process units to be removed from service for maintenance or repairs without risking violation of effluent permit limits. The project is not intended to add capacity to handle higher flows than currently permitted, and no additional treatment capacity will be pursued by the District.

The project will be completed within the existing plant site on property that has been previously disturbed. No additional property or offsite work will be required.

Key permitting and applications:

- California Coastal Commission Coastal Development Permit - *received May 10, 2017*
- SWRCB for an CWSRF Construction Loan – *application submitted; additional air quality modeling, cultural resource inventory, and biological information required*
- USDA Rural Utilities Service (RUS) Program Funding Application – *requires NEPA documentation and submittal of a Preliminary Engineering Report*

Additional parties involved:

- Kennedy Jenks Consultants – *Project Design*
- Kevin Merk Associates – *Biological Studies*
- Michael K. Nunley & Associates, Inc.- *Engineering support for completion of the USDA application and Preliminary Engineering Report*



5. Proposed Scope of Work

Task 1. Air Quality Monitoring/Modeling Report

The Air Quality Monitoring/Modeling Report will meet the requirements set forth by the SWRCB for applications for CWSRF financing.

San Luis Obispo County is designated attainment/unclassified for all federal standards, except ozone. However, only the eastern portion of the County is designated nonattainment for the federal ozone standard. The project is located outside of this nonattainment area, within the western portion of the County. As such, the project is located within an attainment or unclassified area for all federal criteria pollutants and is not subject to a State Implementation Plan (SIP) conformity determination. Regardless of attainment status, the SWRCB requires that estimated project construction and operational air emissions, and supporting calculations be submitted with Attachment E1 of the CWSRF Environmental Package Submission. The Air Quality Monitoring/Modeling Report will include a summary of existing ambient air quality data from the nearest monitoring station to the project site, as well as a summary of the County's federal attainment status in the project area.

The project's existing CEQA documentation does not include quantified construction and operational emissions specific to the proposed project. Therefore, the air quality analysis will include both temporary construction and long term operational emissions estimates for the project. The air quality analysis will be prepared in accordance with the methodologies outlined in the San Luis Obispo Air Pollution Control District (SLOAPCD) guidelines and the SWRCB's guidelines for Federal Clean Air Action general conformity analysis.

Criteria pollutant emissions associated with construction of the proposed improvements will be estimated using the California Emissions Estimator model (CalEEMod) and compared to applicable *de minimis* thresholds based on San Luis Obispo County's federal attainment status. This evaluation will include an assessment of dust generation associated with excavation and grading, as well as emissions associated with heavy construction equipment and truck trips (soil hauling and material delivery). Grading estimates are provided in the existing CEQA documentation, and we assume a general construction schedule and a list of anticipated construction equipment will also be provided. Alternately, we can make assumptions about construction equipment, if such information is not available from the District. Total construction emissions estimates will also include emission reductions associated with implementing dust control measures under Mitigation Measure AQ-2 from the 2010 Initial Study Mitigated Negative Declaration for the project.

The project is not expected to affect long-term emissions from area or stationary sources at the Wastewater Treatment Facility (WWTF) because the proposed upgrades would not provide for expanded treatment capacity or change the quality or quantity of effluent processed at the facility. In addition, as the project is intended to provide redundancy only for existing major process units, operation of equipment is not expected to increase and existing employee vehicle trips to the project site would remain the same. If the project would include new or expanded operation of stationary equipment, criteria pollutant emissions will be quantified using Rincon's in-house calculation spreadsheets using emission factors from the manufacturer, SLOAPCD, the California Air Resources Board, USEPA, or other available sources. We assume that the project's equipment details will be provided, such as manufacturer information, horsepower rating, and hours of operation. Criteria pollutant emissions associated with operation of new or expanded equipment, if applicable, will be



compared to applicable *de minimis* thresholds based on San Luis Obispo County's federal attainment status.

If construction or operational emissions would exceed *de minimis* thresholds, additional measures to mitigate air quality impacts will be identified. If mitigated emissions exceed *de minimis* thresholds, the project may be subject to a SIP conformity determination. If necessary, a conformity determination analysis will be prepared that assesses the project's consistency with the current population projections that are used in the approved SIP, SLOAPCD's Clean Air Plan. The air quality analysis and conformity determination, if necessary, will be compiled in a standalone report for the District to include in their CWSRF application. Rincon will also assist with filling out the Air Emissions Chart in Attachment E1 of the CWSRF Environmental Package Submission.

Task 2. Cultural Resources Report

Task 2.1 Cultural Resources Evaluation

Rincon understands that the current project may acquire CWSRF monies for water infrastructure projects and is subject to review by the SWRCB. Additionally, Rincon understands that funds from the USDA will also be sought for the WWTF Redundancy Project. While there is a Phase 1 Cultural Resources study available for the site from the 2010 MND it did not include an evaluation of built environment resources. In addition, the SWRCB requires a more recent study to be submitted with CWSRF applications. Therefore, Rincon's cultural resources evaluation will be completed in accordance with SWRCB documentation requirements and the National Historic Preservation Act (NHPA) regulations when evaluating impacts to cultural resources. The USDA may choose to defer to the SWRCB for review under federal regulations; if desired this is a concept we can explore with USDA during the application process.

Area of Potential Effects Map. Rincon will prepare an area of potential effects (APE) map that delineates both an area of direct impacts (i.e., all areas of project ground disturbance including staging areas) and areas of potential indirect effects (e.g., visual effects). The APE will consider both horizontal and vertical (depth) extents of impact for the project.

Cultural Resources Records Search. Rincon will conduct a California Historical Resources Information System (CHRIS) records search of the project APE and a 0.5-mile radius around it at the Central Coastal Information Center (CCIC) located at the University of California, Santa Barbara. The primary purpose of the records search is to identify any previously recorded cultural resources known to exist within or near the APE. In addition to the archaeological inventory records and reports, an examination will be made of historic maps, the National Register of Historic Places (NRHP), and the California Register of Historical Resources (CRHR). The records search will also reveal the nature and extent of any cultural resources work previously conducted within the APE and adjacent vicinity. A map showing the results of the literature search including previously recorded sites and areas previously inventoried will be provided in a confidential appendix. Rincon assumes that CCIC will conduct this records search within a maximum direct expense of \$500.

Section 106 Consultation. Rincon will request a records search of the Sacred Lands File (SLF) from the Native American Heritage Commission (NAHC). The SLF search will indicate whether cultural resources important to Native Americans are present within the vicinity of the APE. The NAHC will also provide a contact list of Native American contacts for the project that they believe should be contacted for additional information. Rincon will prepare and mail a letter to each of the NAHC-listed contacts, requesting that they contact us if they know of any Native American cultural resources within or



immediately adjacent to the project area. Rincon will follow-up with each contact by telephone. As many as two telephone calls will be made to each of the contacts to document “good-faith” efforts to follow-up, and the results will be documented in a table. We assume that no more than eight local historic groups will be contacted as part of this effort.

Rincon will also contact individuals and/or organizations who may have knowledge of, or concerns with, historic properties in the area. Consultation will include inquiries to local governments and local historic groups regarding their knowledge of historic properties in the immediate vicinity of the APE. As many as two telephone calls will be made to each of the groups to document “good-faith” efforts to follow-up, and the results will be documented in a table. We assume that no more than three local historic groups will be contacted as part of this effort.

Field Survey. Upon completion of the CHRIS records search, Rincon will conduct a pedestrian survey of the project APE. Rincon understands that the majority of the APE is developed with little exposed surfaces where archaeological resources may be located. The archaeological investigation portion of the field survey will be limited to areas of exposed surfaces such as the western extent of the existing treatment facility. A Rincon cultural resources specialist will conduct the archaeological survey using transects spaced at maximum intervals of 10-15 meters with transect accuracy maintained through use of a hand-held global positioning system (GPS) unit. For the purposes of this proposal and cost estimate, Rincon assumes that the survey will not identify any archaeological resources that require recordation or updating. Should any archaeological resources be identified during the survey, Rincon will request a budget and scope augmentation to complete the necessary tasks associated with a resource recording. No subsurface testing will be conducted, nor will any artifacts, samples, or specimens be collected during the survey.

Rincon’s cultural resources specialist will examine any buildings or structures within the APE for potential historic significance. Buildings and structures that are found to be older than 45 years of age and not previously evaluated within the past five years will be recorded or updated on Department of Parks and Recreation (DPR) 523 Series Forms and evaluated for listing in the NRHP, the CRHR and local significance. Historic research will be conducted to confirm the age and developmental history of the property and its structures, which will be summarized in the technical report.

Cultural Resources Technical Study Report. Rincon will prepare a technical report documenting the results of the cultural resources evaluation, as well as provide management recommendations for cultural resources within or near the project APE. The report will be prepared following the California Office of Historic Preservation’s Archaeological Resource Management Reports (ARMR): Recommended Contents and Format, and will include a historic context, methods and impacts considerations. The report will include figures depicting the area surveyed and studied for cultural resources. The DPR forms will be included as an appendix. Draft copies of the report (digital pdf) will be submitted to the lead agency for review and approval. Rincon assumes two rounds of comments from the local and federal lead agencies will be necessary. Once reviewed, digital copies of the final report will be prepared and submitted.

Consultation Letter for the State Historic Preservation Officer. Rincon will prepare a draft cover letter that the SWRCB may use to open consultation with the State Historic Preservation Officer (SHPO) seeking concurrence on the findings of the cultural resources evaluation. Draft copies of the letter (digital pdf) will be submitted to the SWRCB for review. Rincon assumes one round of comments from the SWRCB for review and approval. Once reviewed, a digital copy of the final consultation letter will be prepared and submitted to the SWRCB within five working days of receipt of comments.



Task 2.2 Paleontological Resources Assessment

Rincon will conduct a paleontological resources assessment to identify the geologic units that may be impacted by project development, determine the paleontological sensitivity of geologic units within the APE, assess potential for impacts to paleontological resources from development of the proposed project, and recommend mitigation measures to avoid or mitigate impacts to scientifically significant paleontological resources. Rincon will conduct a formal paleontological locality search through the Natural History Museum of Los Angeles County (LACM) and will review paleontological data available online from the University of California Museum of Paleontology and the Paleobiology Database to provide documentation of any previously recorded paleontological resources from within the project area or within outcrops of the same geologic units that occur in the APE. Published and unpublished literature and geologic maps will be reviewed to assess the paleontological resource potential of the study area.

Following the background literature review and formal locality search, Rincon will prepare a paleontological resources technical memorandum documenting the results of the paleontological study. The report will include a project description that provides details on project activity that could impact paleontological resources, provide a discussion of the regulatory setting for paleontological resources, describe the geology of the project area in terms of paleontological sensitivity, present the results of the paleontological sensitivity analysis, summarize and discuss previously recorded fossil localities within the project areas (if any), provide an assessment of potential impacts to paleontological resources from project development, and present paleontological resource mitigation recommendations. If applicable, the report will also include geologic maps(s) and provide a paleontological sensitivity map depicting areas where further mitigation (such as construction monitoring) may be required. Draft copies of the report (digital pdf) will be submitted to the lead agency for review and approval. Rincon assumes two rounds of comments will be necessary, and digital copies of the final report will be prepared and submitted.

Assumptions:

- The project is subject to the NHPA
- The CCIC records search will be performed with a maximum direct expense of \$500.
- The field survey will be completed in one day by one archaeologist and one architectural historian
- No archaeological resources will be identified that require recordation or updating
- The direct cost of the LACM search will not exceed \$300, and no paleontological field survey will be required
- Two rounds of comments and revisions each for the cultural resources evaluation and paleontological resources technical memorandum
- All deliverables will be presented electronically

Task 3. USDA Water and Waste Disposal Financing Support

Rincon will use the technical analyses conducted in the previous tasks and in the existing MND and Addendum to develop Environmental Reports for the project. Rincon will utilize environmental guidance documents acquired via previous coordination with the USDA Rural Development Program to develop findings. Literature reviews will be conducted and references made to justify the findings for each of the issue areas identified in USDA guidance documents.



To meet USDA environmental documentation standards, the Environmental Reports will assess the consistency of the project with the relevant federal regulatory framework, as follows:

- Federal Clean Air Act
- Coastal Barriers Resources Act
- Coastal Zone Management Act
- Section 7 of Federal Endangered Species Act
- Environmental Justice
- Farmland Protection Policy Act
- Flood Plain Management
- Section 106 of the National Historic Preservation Act
- Magnuson-Stevens Fishery Conservation and Management Act
- Migratory Birds Treaty
- Protection of Wetlands
- Safe Drinking Water Act, Sole Source Aquifer Protection
- Wild and Scenic Rivers Act

This scope of work assumes one round of review of the draft Environmental Reports from the client. All documents will be submitted electronically; no hard copies will be submitted.

Task 4. Meetings

Rincon will attend a Kickoff Meeting with District staff to go over project details and review available technical documentation. Throughout the project, our Project Manager or Assistant Project Manager will attend or call into progress meetings and submit status updates as required for completion of the required services. We understand that the District anticipates a minimum of one progress meeting associated with each deliverable, for a total of four meetings, and brief written updates submitted with monthly invoices.

Task 5. As-Needed Permitting Support

Rincon staff will provide as-needed permitting support to address future requests from funding agencies including the CWSRF and USDA. Per the RFP, the cost estimate includes up to 60 hours of permitting assistance from staff with expertise in each of the required issue areas.

6. Proposed Fee

Rincon Consultants will prepare the Wastewater Treatment Facility Redundancy Project Environmental Services for the South San Luis Obispo County Sanitation District, in accordance with our proposed scope of services, for a cost not to exceed **\$34,449**. The attached table provides a breakdown of the proposed budget by major work item.





RINCON CONSULTANTS, INC.

SSLOCSD Wastewater Treatment Facility Redundancy Project

Cost Estimate

	Rincon Labor Classification →			Principal I	Senior Professional II	Senior Professional I	Professional IV	Professional II	Professional I	Technical Editor	GIS/CADD Specialist I	Clerical/Administrative Assistant I
Tasks	Labor Cost	Direct Expense	Hours	\$215	\$165	\$150	\$135	\$105	\$95	\$105	\$100	\$75
Task 1. Air Quality Monitoring/Modeling Report	\$5,175	\$155	45	2		6		32		2	2	1
Task 2. Cultural Resources												
Task 2.1 Cultural Resources Evaluation	\$9,780	\$1,143	93	1		10	6		70	1	5	
Task 2.2 Paleontological Resources Assessment	\$1,990	\$405	18	1	2				12	1	2	
Task 3. USDA Financing Support	\$4,145	\$124	37	1		4		30		1		1
Task 4. Meetings	\$2,060	\$62	12	4		8						
Task 5. As-Needed Permitting Support	\$7,720	\$232	60	8		12		40				
Project Management	\$1,415	\$42	11	1		6						4
SUBTOTAL COST	\$ 32,285	\$ 2,164	276	18	2	46	6	102	82	5	9	6

Direct Cost Summary

Vehicle Costs	\$ 85
Trimble GPS	\$ 190
SCCIC	\$ 500
LACM	\$ 300
General and Administrative	\$ 120
Miscellaneous Expenses	\$ 969
Subtotal Additional Costs:	\$ 2,164

Summary

Professional Fees Subtotal	\$ 32,285
Direct Costs Subtotal	\$ 2,164
TOTAL PROJECT BUDGET	\$ 34,449



7. Acknowledgement, Exceptions, Disqualifications, Insurance Cert

7.1 RFP and Contract Acknowledgement

Rincon Consultants appreciates the opportunity to review the District's Request for Proposals including the sample professional services agreement. We find all the terms and conditions presented therein to be complete and acceptable.

7.2 Proof of Insurance

Rincon Consultants currently maintains the following insurance coverage and limits which meet the minimums outlined on the District's Professional Services Agreement. If selected for a contract with the South San Luis Obispo County Sanitation District, we will request the District be named as "Additional Insured" through our carriers.

Types of Coverage


- Workers' Compensation: StarStone National Insurance Company
- Commercial General and Professional Liability: Crum & Forester Specialty Insurance Company
- Automobile Liability: Trumbull Insurance Company

Policy Limits

- Workers Comp limit: \$1,000,000 per occurrence
- GL and PL limits: \$4,000,000 General aggregate, \$3,000,000 personal & adv injury per occurrence. Medical Expenses (any one person) \$10,000. Umbrella Liability: \$5,000,000 aggregate/ea. occurrence
- Automobile Liability: covers scheduled autos, hired autos and non-owned autos. Combined single limit (ea accident) \$1,000,000. Covers hired autos and non-owned autos. Combined single limit (ea accident) \$1,000,000.

7.3 Statement of Contract Disqualifications

Rincon Consultants does not have any employees or officers with proprietary interest in the Company that have been disqualified, removed or otherwise prevented from proposing on or completing a municipal government project.



Jennifer Haddow, PhD
Principal Environmental Scientist

Resumes

rincon



Jennifer Haddow, PhD, MSc, AIEMA

PRINCIPAL

Dr. Haddow serves as a Principal Environmental Scientist in Rincon's Environmental and Sciences and Planning group. In this role, she manages the day-to-day work program of planning and environmental documents and specialized technical studies, including CEQA, CEQA-Plus, and NEPA compliance documentation, environmental assessments, and sustainability analysis. Dr. Haddow professional experience in the field of environmental science and assessment, during which time she has managed and contributed to a variety of successful projects for land use, water and energy planning, and residential, commercial, industrial and infrastructure.

EDUCATION

Ph.D., Biogeochemistry,
University of Aberdeen, UK
M.Sc., Environmental Science,
University of Aberdeen, UK
B.Sc., Environmental Policy
Analysis and Planning,
University of California, Davis
Associate Institute of
Environmental Management
and Assessment

EXPERIENCE

Rincon Consultants, Inc. (2012
– present)
RPS Group Ltd, Dublin, Ireland
(2007 – 2012)
Bord na Móna Plc, Newbridge,
Ireland (2006 – 2007)
Rincon Consultants, Inc. (1998
– 2000)

PROJECT EXPERIENCE

City of Pismo Beach - Regional Groundwater Sustainability Project CEQA-Plus Program EIR, San Luis Obispo County, California

Dr. Haddow is currently managing preparation of the CEQA-Plus documentation for the Regional Groundwater Sustainability Project; a collaborative project to achieve local water supply sustainability between the City of Pismo Beach and several South County agencies. In support of the required documentation, Rincon is examining several issue areas including biological resources, cultural resources, air quality/greenhouse gases, hazards and hazardous materials, hydrology and water quality, noise, and transportation/circulation. In addition, standalone technical studies for biological resources, cultural resources, and transportation/circulation are being prepared to comply with CEQA-Plus. Following completion of the EIR, Dr. Haddow will assist with the regulatory permitting and environmental package submittal for the RGSP's State Revolving Fund Funding Application.

City of San Luis Obispo - Water Resource Recovery Facility Environmental Documentation and Permitting, San Luis Obispo County, California

Rincon prepared an EIR in support of the City of San Luis Obispo Water Resource Recovery Facility (WRRF) project. The WRRF treats municipal wastewater collected from the City, California Polytechnic State University, and the San Luis Obispo County Airport. The City is proposing a number of improvements/upgrades to the existing 55-acre facility including new equipment installation, demolition of several components, roadway improvements, and new building construction. Rincon prepared the EIR to satisfy the requirements of CEQA-Plus to support application for federal funding under the State Clean Water Revolving Fund. Dr. Haddow served as the Project Manager for the EIR and the permitting effort for the upgrades and provided guidance on the approach to establishing a federal nexus for the project.

United Water Conservation District - Recycled Water Pipelines Project IS-MND, Ventura County, California

Rincon Consultants is assisting the United Water Conservation District with the CEQA documentation for the Recycled Water Pipelines Project located in the City of Oxnard. The project consists of expanding the area's existing recycled water system to meet current water demands. It involves two sections of new pipeline that would transmit recycled water generated at the City of Oxnard's Advanced Water Purification Facility. Staff are preparing a series of technical studies (cultural resources, biological resources, and air quality analysis) and the IS-MND to satisfy CEQA requirements. Dr. Haddow is the Principal in Charge of the Rincon team and is providing QA/QC.



PROJECT EXPERIENCE, CONT'D

Kennedy/Jenks Consultants - City of Los Angeles Sanitation District (LASAN) LA-Glendale Wastewater Treatment Plant IS-MND and Technical Studies, Los Angeles County, California

Dr. Haddow is serving as the Principal in Charge of the Rincon team providing support with the CEQA Plus process for the project. Staff are currently preparing the technical studies and environmental documentation for the proposed EQ and Treatment Capacity Upgrades at the City of Los Angeles Sanitation District (LASAN) LA-Glendale Wastewater Treatment Plant. The proposed project includes three primary elements: a Primary Effluent Equalization Storage Project; construction of a new Personnel Building; and rehabilitation of the existing Administration Building. Dr. Haddow is overseeing preparation of the technical reports and accompanying sections for the CEQA Plus IS-MND including: Biological Resources Assessment Technical Report and MND Section; Cultural Resources Technical Report and MND Section; Paleontological Resources Memo and MND Section; Air Quality MND Section and stand-alone Federal Conformity Analysis; and Greenhouse Gas (GHG) MND Section.

RMC Water and Environment - Milpitas Recycled Water Expansion Project CEQA Plus Technical Documentation, Santa Clara County, California

The Milpitas Recycled Water Pipeline Expansion Project located primarily within the City of Milpitas in Santa Clara County. The proposed project will install over 44,300 linear feet of pipeline, two water storage tanks, and a maximum of six pump stations. This project will bring several large parks, schools, and golf courses onto recycled water, reducing the demand on potable water systems and will supply over 641,100 gallons per day of recycled water. As the Principal for the project, Dr. Haddow oversaw the biological and cultural technical studies that were prepared in support of CEQA-documentation.

RMC Water and Environment - Sharon Heights Satellite Treatment Facility Project CEQA Plus Technical Documentation, San Mateo County, California

Dr. Haddow served as the Principal in Charge for the West Bay Sanitary District's proposed Sharon Heights Satellite Treatment Facility Project CEQA and CEQA Plus compliance documentation. The project site consists of treatment facility site, pump station site, and approximately 12,400 linear feet of proposed pipeline.

Metropolitan Water District of Southern California – Environmental Services On-Call, Various Counties, California

Dr. Haddow currently manages Rincon Consultant's on-call contract to provide consultancy support to Metropolitan's Environmental Planning Team. Example projects Dr. Haddow has managed under this contract are listed below.

- Palos Verdes Reservoir Relining Project IS-MND and Addendum
- Santa Ana River Bridge Seismic Retrofit Routine Maintenance Project IS-MND
- Jensen Water Treatment Plant 1 MW Solar Project IS-MND
- Lakeview Pipeline Environmental Constraints Analysis and Biological Resources Assessment
- Various Air Quality Technical Studies in support of State Revolving Fund applications
- Lakeview/Inland Feeder Intertie Connection Environmental Compliance Monitoring
- Lakeview Pipeline Bernasconi Tunnel No. 2 Steel Liner Installation Environmental Compliance Monitoring
- F.E. Weymouth Water Treatment Plan Upgrades Project Environmental Compliance Monitoring

Coachella Valley Water District - On-Call Environmental Services, Riverside County, California

Dr. Haddow is the Principal-in-Charge of Rincon's multi-year on-call environmental services contract with the Coachella Valley Water District, that includes management and execution of CEQA analyses for water storage and delivery projects in the Coachella Valley.

- Non-Potable Water Connections Project CEQA-Plus MND
- Palm Desert Groundwater Replenishment Project EIR
- Whitewater River Stormwater Channel Flood Easement Renewal IS/EA





Lindsey Sarquilla, MESM

SENIOR ENVIRONMENTAL PLANNER

Lindsey Sarquilla is a Senior Environmental Planner within Rincon's Environmental Sciences and Planning group in the Santa Barbara office. In this capacity, she is responsible for managing and preparing CEQA and NEPA documentation and technical air quality, greenhouse gas emissions, and noise impact analyses. Her experience includes a wide range of technical environmental and planning studies involving land and infrastructure development, urban redevelopment, solar power facilities, oil extraction and refining facilities, landfills, general plans and specific plans, climate action plans, and other long-range planning documents. Mrs. Sarquilla is experienced with a variety of air pollutant and GHG emissions models, which include the CalEEMod land use emissions forecast tool, the California Air Resources Board's Mobile Source Emissions Inventory (EMFAC), HARP 1 and 2, and AERMOD. She also uses the Federal Highway Administration's Traffic Noise Model, as well as noise protocols in use by a variety of agencies, including the Environmental Protection Agency, the Federal Transit Administration, and the Department of Housing and Urban Development.

EDUCATION

MESM, Bren School of
Environmental Science &
Management, University of
California, Santa Barbara
B.A., Environmental Studies,
Brandeis University

TRAINING

HUD Region IX Environmental
Review Training, 2016
CARB Courses: Health Risk
Assessments & Dispersion
Modeling; HARP 2

EXPERIENCE

Rincon Consultants, Inc. (July
2014 – present)
Santa Ynez Chumash
Environmental Office (2013 –
2014)
Intergovernmental Panel on
Climate Change (2013)
Massachusetts Land Trust
Coalition (2010 – 2013)
Massachusetts Audubon
Society (2009 – 2012)

DETAILED PROJECT EXPERIENCE

West Basin Municipal Water District - Palos Verdes Recycled Water Pipeline Project, Torrance, California

Rincon Consultants is currently preparing a CEQA Mitigated Negative Declaration and a CEQA Plus (NEPA equivalent) Document for the Palos Verdes Lateral connection to provide recycled water from the existing Anza Lateral to the Palos Verdes Gold Course (Golf Course). Mrs. Sarquilla is serving as the lead analyst providing QA/QC for Air Quality MND Section and stand-alone Federal Conformity Analysis; and Greenhouse Gas (GHG) MND Section.

Kennedy/Jenks Consultants - City of Los Angeles Sanitation District (LASAN) LA-Glendale Wastewater Treatment Plant IS-MND and Technical Studies, Los Angeles County, California

Rincon Consultants is currently preparing the technical studies and environmental documentation for the proposed EQ and Treatment Capacity Upgrades at the City of Los Angeles Sanitation District (LASAN) LA-Glendale Wastewater Treatment Plant. The proposed project includes three primary elements: a Primary Effluent Equalization Storage Project; construction of a new Personnel Building; and rehabilitation of the existing Administration Building. Mrs. Sarquilla is serving as the lead analyst providing QA/QC for Air Quality MND Section and stand-alone Federal Conformity Analysis; and Greenhouse Gas (GHG) MND Section.

Metropolitan Water District of Southern California - F.E. Weymouth Water Treatment Plant Upgrades Project, La Verne, California

Rincon Consultants is currently providing consultancy support to Metropolitan's Environmental Planning Team. Mrs. Sarquilla served as the lead analyst in preparation of air quality analyses to support permit applications to operate modified machinery, including a blast booth and plasma cutter, per requirements of the South Coast Air Quality Management District.



PROJECT EXPERIENCE, CONT'D

Los Alamos Community Services District – Water Well #6 Project IS-MND, Los Alamos, California

Mrs. Sarquilla served as project manager in preparation of the Initial Study – Mitigated Negative Declaration for the LACSD's Water Well #6 Project in Los Alamos, California. The project included the drilling of a groundwater well and construction of a pump house, onsite treatment facility, security fencing and landscaping, and pipelines to connect to the existing LACSD water delivery and sewer systems. Rincon prepared a Phase I Cultural Resource study and IS-MND for the project. Throughout this effort, Mrs. Sarquilla provided advice and guidance regarding technical analyses, public noticing, and tribal coordination.

City of Beverly Hills – Shallow Well Drilling Project at Maple Yard Categorical Exemption, Beverly Hills, California

Rincon Consultants prepared a Categorical Exemption for a proposed shallow well project at Maple (Construction) Yard located in the City of Beverly Hills. The project includes the drilling of two groundwater wells and construction of associated infrastructure to convey groundwater from the wells to an existing Water Treatment Plant (WTP) for treatment prior to distribution. The WTP is located approximately 500 feet west of Maple Yard as such pipelines would be constructed underground for the whole distance of the project. Mrs. Sarquilla served as lead analyst providing QA/QC for air quality, greenhouse gas, and noise-related issues.

ADDITIONAL PROJECT EXPERIENCE

TECHNICAL STUDIES

- California High Speed Rail, Bakersfield F Street Station Supplemental EIR/EIS, High Speed Rail Authority/subcontract to TY-LIN
- Environmental Document CEQA Assistance Open Services, Santa Barbara County Air Pollution Control District
- Hollister Avenue - State Street Improvements Project, Noise, Air Quality, GHG and Water Quality Technical Studies, County of Santa Barbara
- City of Buellton Various Mixed-Use, Commercial, and Industrial Projects Air Quality, Greenhouse Gas Emissions, and Noise Technical Studies
- Belmont Village Assisted Living Facility, Health Risk Assessment Report and Noise Study, County of Los Angeles
- Saticoy Area Plan Update, Health Risk Assessment, County of Ventura
- Clarendon Street Apartments Development Project Air Quality Study and Health Risk Assessment, City of Los Angeles





EDUCATION

MESM, Conservation Planning;
Bren School of Environmental
Science & Management, Univ.
of California Santa Barbara

B.A., Psychology; Brandeis
University

EXPERIENCE

Rincon Consultants, Inc. (2008
– present)

Condor Environmental
Planning Services (2005 – 2006)
Santa Barbara Community
Environmental Council (2005)

Chris Bersbach, MESM

TECHNICAL SERVICES PROGRAM MANAGER

As a manager for Rincon's Technical Services program and an environmental planner for Rincon's Environmental Sciences and Planning group, Chris Bersbach is responsible for managing and preparing CEQA and NEPA documentation and technical air quality, greenhouse gas emissions, and noise impact analyses. His experience includes a wide range of technical environmental and planning studies involving land and infrastructure development, urban redevelopment, solar power facilities, oil extraction and refining facilities, landfills, general plans and specific plans, climate action plans, and other long-range planning documents. Mr. Bersbach is experienced with a variety of air pollutant and GHG emissions models, which include the CalEEMod land use emissions forecast tool, the most recent version of the California Air Resources Board's Mobile Source Emissions Inventory (EMFAC2011), CALINE4, HARP, AERMOD, ICLEI's Clean Air Climate Protection (CACP) software, the Local Government Operations Protocol, and the Climate Registry General Reporting Protocol. He uses the Federal Highway Administration's Traffic Noise Model, as well as noise protocols in use by a variety of agencies, including the Environmental Protection Agency, the Federal Transit Administration, and the Department of Housing and Urban Development.

PROJECT EXPERIENCE

City of San Luis Obispo - Water Resource Recovery Facility Environmental Documentation and Permitting, San Luis Obispo County, California

Rincon prepared an EIR in support of the City of San Luis Obispo Water Resource Recovery Facility (WRRF) project. The WRRF treats municipal wastewater collected from the City, California Polytechnic State University, and the San Luis Obispo County Airport. The City is proposing a number of improvements/upgrades to the existing 55-acre facility including new equipment installation, demolition of several components, roadway improvements, and new building construction. Rincon prepared the EIR to satisfy the requirements of CEQA-Plus to support application for federal funding under the State Clean Water Revolving Fund. Mr. Bersbach managed several technical sections for the EIR and prepared the required Air Quality Conformity Determination in response to the U.S. Environmental Protection Agency's general conformity rule required for Federally-funded projects.

County of San Luis Obispo - Los Osos Wastewater Treatment Project Air Quality Emissions Reporting Project, San Luis Obispo County, California

Mr. Bersbach conducted quarterly air quality emissions reporting for stationary and mobile construction equipment and vendor and worker vehicle trips associated with construction of a wastewater collection, treatment, and recycled water reuse system in the community of Los Osos. The project required a total of eleven quarterly reports during the construction period, which began in June 2012 and ran through May 2015. The quarterly reports quantify construction emissions from off-road equipment and on-road vehicles, fugitive dust from grading and construction, and emissions from employee vehicle trips and equipment deliveries. The emissions were quantified using compiled data describing each piece of construction equipment in use in the CalEEMod land use emissions model. The quarterly air quality emissions reports were prepared for SLOAPCD to ensure project construction emissions remain below levels



PROJECT EXPERIENCE, CONT'D

outlined in the project Construction Activity Management Plan and assess the need for mitigation of construction emissions.

Cannon Engineering - Leanna Drive Creek Crossing Waterline Project IS-MND and Biological Permitting, San Luis Obispo County, California

Mr. Bersbach served as the Project Manager overseeing environmental support services for the Leanna Drive Creek Crossing Waterline Project in the City of Arroyo Grande. The project involved replacing the existing water line crossing Arroyo Grande Creek, which was installed in a concrete encasement that was being undermined by stream flow and settling. Rincon prepared an IS-MND for the project, provided biological permitting services for the construction phase, and prepared a biological resources assessment.

RMC Water and Environment - Semitropic Water Storage District Tulare Lake Storage and Floodwater Protection Project, Kern and Kings Counties, California

Mr. Bersbach conducted an analysis of the potential air quality and greenhouse gas impacts for the Tulare Lake Storage and Floodwater Protection Project located in Kings and Kern Counties. Semitropic Water Storage District is proposing the construction and operation of the project to provide local, regional, and statewide public benefits to meet California's water storage and supply challenges by improving the management of floodwaters from the South Fork of the Kings River. The project would manage available waters by developing new surface water storage and conveyance facilities and utilizing existing facilities and groundwater conjunctive use capacity south of the Delta to provide for groundwater banking of floodwaters and surplus surface waters.

Coachella Valley Water District – Palm Desert Groundwater Replenishment Facility Project EIR, Riverside County, California

Rincon is preparing an EIR for the Coachella Valley Water District in support of evaluation for the potential environmental impacts related to the proposed Palm Desert Groundwater Replenishment Project. The project involves re-purposing existing ponds within CVWD's Water Reclamation Plant No. 10 and constructing detention basins for the purpose of replenishing the groundwater basin using Colorado River water imported via the State Water Project. The project will require upgrading two pump stations, and constructing groundwater replenishment ponds, secondary effluent storage ponds, pipeline extensions and associated components. Mr. Bersbach is preparing an Air Quality and Greenhouse Gas Emissions technical report in support of the CEQA Documentation.

Bear Valley Community Services District Solar Project IS-MND, Kern County, California

Mr. Bersbach was the Project Manager for an IS-MND in support of a solar project proposed in the Cummings Valley area of central Kern County. The project's purpose was to install solar panels to generate operating power to the District's water pumping systems, and consolidate to one location from what were once five separately-planned facilities. In addition to the CEQA documentation, Mr. Bersbach prepared several technical studies used in analysis of the MND; these included an Air Quality and Greenhouse Gas Emissions Analysis and a Noise Analysis.





Christopher A. Duran

PRINCIPAL INVESTIGATOR/PROGRAM MANAGER

Chris Duran will assist with cultural resources on this contract. Mr. Duran has nine years of professional experience and meets and exceeds the SOI's Professional Qualification Standards. In addition, he has worked throughout California for various municipalities and water districts assisting in cultural resources investigations for new installations and infrastructure updates. Mr. Duran also has extensive experience with the NEPA-equivalent CEQA-Plus process completing several projects for various water districts requesting USDA and SRF funding. Mr. Duran is an expert in State and Federal regulations as they pertain to cultural resources and serves as Principal Investigator for Rincon's projects providing resource recommendations and mitigation measures allowing clients to remain in sound compliance with applicable regulations. Mr. Duran has also assisted various clients in consultation with the SWRCB and understands the unique requirements of the SWRCB in regards to cultural resources investigations.

EDUCATION

M.A., Anthropology, Northern Arizona University (2009)

B.S., Anthropology-Cultural Resources Management, California State Polytechnic University, Pomona (2007)

AFFILIATIONS

Registered Professional Archaeologist (ID# 415730)
Section 106 Compliance (2010)
Advanced Section 106 (2013)
Society for American Archaeology
Society for California Archeology

EXPERIENCE

Rincon Consultants, Inc. (2015 – present)
Leidos, Inc. (2014 – 2015)
CH2M HILL (2013 – 2014)
Epsilon Systems Solutions, Inc. (2009 – 2013)
National Park Service (2008)

PROJECT EXPERIENCE

City of San Luis Obispo - Waste Water Recovery Facility Project, San Luis Obispo County, California

Mr. Duran served as the Cultural Resources Principal Investigator for the Water Resource Recovery Facility (WRRF) project. The WRRF treats municipal wastewater collected from the City, California Polytechnic State University, and the San Luis Obispo County Airport. The City is proposing a number of improvements/upgrades to the existing 55-acre facility including new equipment installation, demolition of several components, roadway improvements, and new building construction. Mr. Duran completed a cultural resources study for the project. The study included a review and evaluation of existing infrastructure within the facility which were to be upgraded or demolished. He served as the Principal Investigator and evaluated the CRHR eligibility of archaeological sites to ensure that impacts to historical resources would not be adverse.

RMC Water and Environment - Woodland Hills Country Club Recycled Waterline System Extension Project, Los Angeles County, California

The project involves extension of the recycled water system to the Woodland Hills Country Club to meet the Los Angeles Department of Water and Power goal to achieve 59,000 acre-feet per year (AFY) of recycled water use by 2035, by expanding the recycled water system for irrigation, industrial, and commercial uses and through groundwater replenishment with purified recycled water. In support of the project, Mr. Duran prepared a Cultural Resources technical study which included a records search; Native American search; local historical group consultation; a paleontological resources assessment; field surveys; preparation of a cultural resources technical report; and preparation of a Section 106 report.

RMC Water and Environment - Sharon Heights Satellite Treatment Facility Project, San Mateo County, California

Mr. Duran served as the Principal Investigator and assisted with preparation of a cultural resources technical study for the West Bay Sanitary District's proposed Sharon Heights Satellite Treatment Facility Project primarily located within the City of Menlo Park. The study was prepared for CEQA compliance, but also in accordance



PROJECT EXPERIENCE, CONT'D

with CEQA Plus, in the event that Clean Water State Revolving Fund (CWSRF) monies were used. The project site consisted of a less than one acre treatment facility site, a less than one acre pump station site, and approximately 12,400 linear feet of proposed pipeline. The cultural resources study included preparation of an Area of Potential Effects (APE) map, a cultural resources records search, Native American and local government consultation, intensive pedestrian survey, paleontological sensitivity analysis, and preparation of a technical report.

Metropolitan Water District - Jensen Water Treatment Plant Solar Project, Los Angeles County, California

Mr. Duran served as the Principal Investigator for the cultural resources investigation for the installation of solar energy panels at the Jensen Water Treatment Plant located in Los Angeles County. Mr. Duran conducted the field survey, reporting, and client coordination for the cultural resources study.

ADDITIONAL PROJECTS

- Principal Investigator, Alessandro Recycled Water Storage Ponds Optimization Project, Cultural Resources Study Riverside County, CA
- Groundwater Reliability Improvement Program Advanced Water Treatment Facility (GRIP AWTF), Cultural Resources Monitoring, Los Angeles County
- Project Manager/Principal Investigator, Canyon Lake Fuels Reduction Cultural Resources Inventory Project, Riverside County, California.
- Principal Investigator, Goetz Road Water Storage & Pipeline Project Cultural Resources Study, Riverside County, CA. Southern California Edison Casa Diablo Transmission Line Project, Inyo and Mono Counties





Rincon Consultants, Inc.

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www.rinconconsultants.com

February 13, 2018
Project No: 18-05414

Cris Swain, EIT
Michael K. Nunley & Associates, Inc
Via email: cswain@mknassociates.us

Subject: Scope of Work Clarification - SSLOCSD Wastewater Treatment Facility Redundancy Project

Dear Mr. Swain:

As requested, this letter serves as confirmation that the scope items related to *USDA Financing Support* included in the RFP for Environmental Services for SSLOCSD Wastewater Treatment Facility Redundancy Project are included under the fees outlined in Tasks 3 and 5 in our proposed scope of work dated February 5, 2018.

The required tasks associated with USDA Financing Support will include:

- a. Meet and/or participate in conference calls with USDA to determine what will be required from USDA to conclude the project is a Categorical Exclusion. (Task 3)
- b. Prepare and circulate a Notice of Intent to File Application for USDA Water and Waste Disposal Loan in a newspaper of general circulation in the surrounding area. Include an announcement for a public meeting for comments. Circulate the Notice at least 10 days in advance of conducting the public information meeting. Attain an affidavit of publication to submit to USDA Rural Development as part of the application. (Task 3)
- c. Conduct a public information meeting to acquaint the public with the project and receive comments. Record meeting minutes to submit to USDA Rural Development as part of the application. (Task 3)
- d. Provide an Environmental Report (ER) and supporting documents to satisfy NEPA requirements for RUS assuming a Categorical Exemption is appropriate. (Task 3)
- e. Respond to questions and comments from USDA as needed. (Task 5)

If you have any further questions or require additional clarification, please do not hesitate to contact us.

Sincerely,
Rincon Consultants, Inc.

A blue ink signature of Jennifer Haddow, consisting of a stylized first name and a last name that appears to be "Haddow".

Jennifer Haddow, PhD
Principal Environmental Scientist



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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www.sslocsd.org

STAFF REPORT

Date: February 21, 2018
To: Board of Directors
From: Richard Sweet and Paul J. Karp, Technical Consultants
Subject: **DESIGNATION OF AUTHORITY TO SIGN FOR DISTRICT**

RECOMMENDATION:

That the Board of Directors of the South San Luis Obispo County Sanitation District designate the Interim Superintendent to sign purchase orders for the Technical Consultants between February 20, and March 20, 2018.

BACKGROUND AND DISCUSSION:

The District's Board adopted Purchasing Guidelines provide authority to buy products and services for the District. Occasionally the District must purchase supplies, equipment and services for its daily operations in amounts that exceed \$7,500, the limit assigned to the Interim Superintendent. In cases where those amounts don't exceed \$25,000, those orders must be signed by the District Administrator or his/her designee. The Board has authorized the Technical Consultants to sign those few purchases for the District Administrator while that position is vacant. The Technical Consultants request that the Board authorize the Interim Superintendent to sign for the Technical Consultants between February 20 and March 20, 2018.

Options

1. Authorize the Interim Superintendent to sign for the Technical Consultants. This is the staff recommendation.
2. Authorize the Board Chair to sign those purchase orders; or
3. Provide further direction to staff.

Fiscal Considerations

None.



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STAFF REPORT

Date: February 21, 2018
To: Board of Directors
From: Richard Sweet and Paul J. Karp, Technical Consultants
Subject: **ANNUAL REVIEW OF BYLAWS FOR REVISION / APPROVAL**

RECOMMENDATION:

That the Board of Directors discuss the "Draft" February 2018 Update of the Bylaws for the District Board of Directors, make any appropriate last changes and adopt Resolution No. 2018-389 approving the update.

BACKGROUND:

At the February 7, 2018 meeting, the Board drafted changes to the July 2017 Bylaws Update which appeared to have consensus. A draft of the 2018 update reflecting those changes has been prepared in a "strike-through format" for review and final action by the Board of Directors.

DISCUSSION:

The attached strike-through revised copy of the February 2018 Update of the Bylaws for the District Board of Directors has been updated with the changes proposed by the Directors at the February 7, 2018 meeting. After review and discussion, the Directors are requested to approve the 2018 Board of Directors Bylaws resolution. A clean copy of the final 2018 Bylaws document will be attached to the Resolution.

Options:

1. Approve the Update and Adopt Resolution No. 2018-389; this is the staff recommendation.
2. Leave the Bylaws unchanged.
3. Provide other direction to staff.

Attachment: February 2018 Update of the Bylaws for the District Board of Directors

RESOLUTION NO. 2018-389

**A RESOLUTION OF THE SOUTH SAN LUIS OBISPO COUNTY
SANITATION DISTRICT ADOPTING
THE SOUTH SAN LUIS OBISPO COUNTY SANITATION
DISTRICT BOARD OF DIRECTORS BYLAWS
FEBRUARY 2018 UPDATE**

WHEREAS, the Board of Directors of the South San Luis Obispo County Sanitation District has previously adopted Board Bylaws that set forth internal Board policies; and

WHEREAS, District legal counsel has reviewed and drafted revisions and additions that modernize the previously adopted policies; and

WHEREAS, on February 07, 2018, the Board received public comment, reviewed the proposed Bylaws, and directed staff to make updates to the Bylaws;

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

1. That the above recitals are true and correct; and
2. That the Board adopts the South San Luis Obispo County Sanitation District Board of Directors Bylaws February 2018 Update.

PASSED AND ADOPTED at a regular meeting of the South San Luis Obispo County Sanitation District Board of Directors held this 21st day of February, 2018.

On the motion of _____, seconded by _____,
and by the following roll call vote:

AYES:
NOES:
ABSENT:
CONFLICTS:

RESOLUTION NO. 2018-389
Page 2

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 this 21st day of February, 2018.

LINDA AUSTIN, CHAIR
BOARD OF DIRECTORS
SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

ATTEST:

DISTRICT SECRETARY

APPROVED AS TO FORM:

BY:_____
GILBERT A. TRUJILLO
DISTRICT COUNSEL

CONTENTS:

BY:_____
PAUL J. KARP OR RICHARD SWEET
TECHNICAL CONSULTANTS

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
BOARD OF DIRECTORS BYLAWS
FEBRUARY 2018~~7~~ UPDATE

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are the Chair and Vice Chair.
- 1.2 The Chair of the Board of Directors shall serve as ~~chairperson~~Chair at all Board meetings. He/she shall have the same rights as the other Directors of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
- 1.3 In the absence of the Chair, the Vice Chair of the Board of Directors shall serve as ~~chairperson~~Chair over all meetings of the Board. If the Chair and Vice Chair of the Board will both be absent, the Chair may name any member of the Board to perform the duties of the presiding officer prior to the meeting. If the Chair's absence is unexpected, the ~~chairperson~~Chair shall be as specified by standing order of the Chair.
- 1.4 The Chair and Vice Chair of the Board shall be elected annually at the last regular meeting of each calendar year.
- 1.5 The term of office for the Chair and Vice Chair of the Board shall commence on January 1 of the year immediately following their election.
- 1.6 The Chair, ~~or~~and in his/her absence, the Vice Chair, are authorized to attend meetings of the San Luis Obispo County Planning Commission, meetings of the California Coastal Commission, meetings of the San Luis Obispo County Board of Supervisors, meetings between District Staff and Water Board Personnel, including either Regional Water Quality Control Staff or State Water Board Staff on behalf of the District, without compensation except reimbursement for use of his/her private vehicle to attend such meetings pursuant to District Policy ~~11.0.01~~(b). If the Chair is absent, the Vice Chair or Board member may attend these meetings.
- 1.7 The Chair, or in his/her absence, the Vice Chair shall meet with the District Administrator in advance of a regularly scheduled meeting to review all Warrants to be presented at the next regular Board meeting.
~~1.7 — immediately following the meeting with the District Administrator.~~

2. MEETINGS

- 2.1 Subject to holidays and scheduling conflicts, regular meetings of the Board of Directors shall commence at 6:00 p.m. on the first and third Wednesday of each calendar month at such meeting location within the District boundaries designated by the Board ~~Chair~~. The Board of Directors reserves the right to cancel and/or designate other dates, places and times for Director Meetings due to scheduling conflicts and holidays.

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
DIRECTOR BYLAWS
FEBRUARY 2018~~7~~ UPDATE**

2.2 SPECIAL MEETINGS.

Special meetings may be called by the Chair or two (2) Directors with a minimum of twenty-four (24) hours public notice. A special meeting agenda shall be prepared and distributed pursuant to the procedures of the Brown Act by the District Administrator in consultation with the Chair, or in his or her absence, the Vice Chair or those Directors calling the meeting.

2.3 Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

2.4 No action or discussion may be taken on an item not on the posted agenda; provided, however, matters deemed to be emergencies or of an urgent nature may be added to the agenda under the procedures of the Brown Act. Pursuant to the Brown Act:

- (a) Directors may briefly respond to statements or questions from the public;
- (b) Directors may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting;
- (c) A Director individually, or the Board by motion, may take action to direct the District Administrator to place a matter on a future agenda. If requested by a Director individually, the District Administrator shall inquire whether a majority of the Board wishes to entertain the item; and
- (d) Directors may make brief announcements or make a brief report on his/her own activities under the Director Comment portion of the Agenda.

2.5 MEETING PROTOCOL

- (a) Policy. The purpose of oral presentation at District meetings, as well as written presentations, is to formally communicate to the Board of Directors on matters (1) listed on the Agenda, or (2) matters that are within the jurisdiction of the Board of Directors during general public comment. Such presentations are helpful to the Board in its decision-making process. The Board of Directors welcomes information and expressions of opinion from members of the public on any item which it may be considering. However, the Board of Directors is not required to provide a public forum for remarks or conduct in violation of the Rules of Decorum.
- (b) Public Comment. Subject to the following rules, the Board of Directors shall set aside 30 minutes on each agenda item for public comment.;

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
DIRECTOR BYLAWS
FEBRUARY 2018⁷ UPDATE**

- (c) The ChairpersonChair, after consideration of the length of the Agenda, the nature of the agenda item, and the meeting limitations of Section 2.12, may expand or further limit the 30-minute time allocation for public comment.
- (d) Each public commenter shall be limited to three (3) minutes unless shortened or extended by the ChairpersonChair with consideration of the length of the Agenda, the nature of the agenda item, and the meeting limitations of Sections 2.12, above.

2.6 DISTURBANCE OF BOARD MEETINGS

2.6.1—Rules of Decorum. The rules of decorum, below, shall apply to public comment and attendance at District meetings.

- (a) No person shall address the Board of Directors without first being recognized by the ChairpersonChair.
- (b) Persons addressing the Board have the option to state their name and their general place of residence.
- (c) Public comment and public testimony shall be directed to the ChairpersonChair and shall be addressed to the Board of Directors as a whole. Persons addressing the Board of Directors shall not engage in a dialogue with individual Directors, District staff or members of the audience. The ChairpersonChair shall determine whether, or in what manner, the District will respond to questions.
- (d) Persons addressing the Board are limited to one opportunity per Agenda item unless otherwise directed by the ChairpersonChair in his/her discretion.
- (e) A person cannot defer his/her time allocation to another person.
- (f) When a group or organization wishes to address the Board on the same subject, the ChairpersonChair may request that a spokesperson be chosen to speak for that group. The spokesperson's three (3) minute time allocation may be extended by the ChairpersonChair in his/her discretion.
- (g) Persons addressing the Board shall confine the subject matter of their comments to the Agenda item being considered by the Board of Directors.
- (h) Each person addressing the Board of Directors shall do so in an orderly and civil manner and shall not engage in conduct which disrupts the orderly conduct of the District meeting.
- (i) The ChairpersonChair may rule a speaker out of order who is unduly repetitious or extending discussion of irrelevance.
- (j) Except as provided below, persons who reference or read from documents such as reports, exhibits, or letters ("Documents") as part of his/her comment to the Board shall lodge the Document (or a copy) with the District Secretary at the end of the comment, to allow the Document to be appropriately referenced in the meeting Minutes and to allow District staff the opportunity to review and respond to the Document. The ChairpersonChair has the

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
DIRECTOR BYLAWS**

FEBRUARY 2018~~7~~ UPDATE

discretion to strike a speaker's comments from the record for failure to lodge the referenced Documents. Upon request, the lodged Documents shall be returned to the

speaker after 1:00 p.m. on the day following the meeting.

Exceptions:

- Speaker's presentation outline, however, Documents referenced in the outline shall be lodged.
- Documents that are in the Agenda packet.
- Documents that have been previously published by the District, so long as the speaker identifies the Document by date, author and the pages referenced or read from.
- For voluminous Documents the speaker need only lodge the cover sheet that identifies the author and date and the pages read from or referenced.

2.7 Enforcement of Rules of Decorum. Any person who violates the Rules of Decorum may, at the discretion of the ~~Chairperson~~Chair, be removed from the meeting. The Rules of Decorum shall be enforced in the following manner:

- (a) Warning. The ~~Chairperson~~Chair shall warn the person who is violating the rules of decorum.
- (b) Expulsion. If after receiving a warning from the ~~Chairperson~~Chair, the person persists in violating the rules of decorum the ~~Chairperson~~Chair shall order the person to leave the Board meeting room for the remainder of the meeting.
- (c) Assisted Removal. If such person does not voluntarily remove himself/herself, the ~~Chairperson~~Chair may order any law enforcement officer who is on duty at the meeting, or who may be summoned to the meeting, to remove the person from the Board room.
- (d) Restoration of Order. If order cannot be restored by the removal of individuals who are disrupting the meeting, the Board meeting will be continued under the provisions of Government Code §54957.9

2.8 Limitations (Government Code §59454.3(c)). The Rules of Decorum shall not be interpreted to prohibit public criticism of the policies, procedures, programs or services of the District.

2.9 The Chair, or in his/her absence the Vice Chair, or if both are absent, the Chair's designee as provided by Paragraph 1.3, shall be the presiding officer at District Board meetings. He/she shall conduct all meetings in a manner consistent with the policies of the District. He/she shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board. He/she shall announce the Board's decision on all subjects. He/she shall vote on all questions and on roll call votes his/her name shall be called last.

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
DIRECTOR BYLAWS
FEBRUARY 2018~~7~~ UPDATE**

- 2.10** Two (2) Directors of the Board shall constitute a quorum for the transaction of business. When a quorum is lacking for a regular, adjourned, or special meeting, the Chair, Vice Chair, or any Director shall adjourn such meeting; or, if no Director is present, the District Secretary shall adjourn the meeting.
- 2.11** Except as otherwise specifically provided by law, a majority vote of the total membership of the Board of Directors is required for the Board of Directors to take action.
- 2.12** A roll call vote shall be taken upon the passage of all ordinances and resolutions, and shall be entered in the Minutes of the Board, showing those Directors voting aye, those voting no, those not voting because of a conflict of interest, and absent. A roll call vote shall be taken and recorded on any motion not passed unanimously by the Board. Silence shall be recorded as an affirmative vote.
- 2.13** Any person attending a meeting of the Board of Directors may record the proceedings with an audio or video tape recorder or a still or motion picture camera in the absence of a reasonable finding that the recording cannot continue without disruptive noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.
- 2.14** All video tape recorders, still and/or motion picture cameras shall remain stationary and shall be located and operated from behind the public speaker's podium once the meeting begins. The Chair retains the discretion to alter these guidelines, including the authority to require that all video tape recorders, still and/or motion picture cameras be located in the back of the room.

3. ETHICS TRAINING

- 3.1** Pursuant to sections 53234 et seq. of the Government Code all Directors and designated District personnel shall receive at least two (2) hours of ethics training every two years.
- 3.2** Each newly appointed Board member will receive such training from their Agency. Each newly designated District personnel shall receive ethics training no later than one year from the first day of service with the District and thereafter shall receive ethics training at least once every two years.

4. AGENDAS

- 4.1** The District Administrator, in cooperation with the Board Chair, shall prepare the agenda for each regular and special meeting of the Board of Directors. Any Director may call the District Administrator and request an item to be placed on the regular meeting agenda no later than 5 p.m. 11 calendar days prior to the meeting date. Such a request must also be submitted in writing either at the time of communication with the District Administrator or delivered to the office within the next working day.
- 4.2** A block of thirtytwo (~~320~~) minutes time shall be set aside to receive general public comment. Comments on agendized items should be held until the appropriate item is called. Unless otherwise directed by the Chair, public comment shall be presented from the podium. The person giving public comment shall may choose -state to state his/her name and whether or not he/she lives within the District boundary prior to giving his/her comment. Public comment shall be

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
DIRECTOR BYLAWS**

FEBRUARY 2018~~7~~ UPDATE

directed to the Chair of the Board and limited to three (3) minutes unless extended or shortened by the Chair at his/her discretion.

- 4.3** Those items on the District Agenda which are considered to be of a routine and non-controversial nature are placed on the "Consent Agenda". These items shall be approved, adopted, and accepted, etc. by one motion of the Board of Directors;

for example, approval of Minutes, approval of Warrants, various Resolutions accepting developer improvements, minor budgetary items, status reports, and routine District operations.

- (a) Directors may request that any item listed under "Consent Agenda" be removed from the "Consent Agenda", and the Board will then take action separately on that item. Members of the public will be given an opportunity to comment on the "Consent Agenda"; however, only a member of the Board of Directors can remove an item from the "Consent Agenda". Items which are removed ("pulled") by Directors of the Board for discussion will typically be heard after other "Consent Agenda" items are approved unless a majority of the Board chooses an earlier or later time.
- (b) A Director may ask questions on any item on the "Consent Agenda". When a Director has a minor question for clarification concerning a consent item which will not involve extended discussion, the item may be discussed for clarification and the questions will be addressed along with the rest of the "Consent Agenda". Directors are encouraged to seek clarifications prior to the meeting if possible.
- (c) When a Director wishes to consider/"pull" an item simply to register a dissenting vote, or conflict of interest, the Director shall inform the presiding officer that he/she wishes to register a dissenting vote, or conflict of interest, on a particular item without discussion. The item will be handled along with the rest of the Consent Agenda, and the District Secretary shall register a "no" vote, or conflict of interest, in the Minutes on the item identified by the Director.

5. PREPARATION OF MINUTES AND MAINTENANCE OF TAPES

- 5.1** The minutes of the Board shall be kept by the District Secretary and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted set off in paragraphs with proper subheads;
- 5.2** The minutes of the Board of Directors shall record the aye and no votes taken by the members of the Board of Directors for the passage or denial of all ordinances, resolutions or motions;
- 5.3** The District Secretary shall be required to make a record only of such business as was actually considered by a vote of the Board and, except as provided in Sections 5.4 and 5.6 below, shall not be required to record any remarks of Directors or any other person;
- 5.4** Any Director may request for inclusion into the Minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed. In

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
DIRECTOR BYLAWS**

FEBRUARY 2018~~7~~ UPDATE

addition, the minutes shall include brief summaries of public comment, the District Administrator's report, matters of concern to District legal counsel, District committee reports, and Directors' reports. Materials submitted with such comments shall be appended to the minutes at the request of the District Administrator, District Counsel, the Board Chair, or any Director.

- 5.5 The District Secretary shall attempt to record the names and general place of residence of persons addressing the Board, the title of the subject matter to which their remarks related, and whether they spoke in support or opposition to such matter.
- 5.6 Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Secretary shall compile a summary of the testimony of the witnesses.

6. DIRECTORS

- 6.1 Directors shall prepare themselves to discuss agenda items at meetings of the Board of Directors.
- 6.2 Members of the Board of Directors shall exercise their independent judgment on behalf of the interest of the entire District, including the residents, property owners and the public as a whole.
- 6.3 Information may be requested from staff ~~or exchanged between Directors before meetings,~~ before meetings, within such limitations as required by the Brown Act. Information that is requested or exchanged shall be distributed through the District Administrator, and all Directors will receive a copy of all information being distributed.
- 6.4 Directors should at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 6.5 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions. Civil discourse is encouraged. Once the Board of Directors takes action, dissenting Directors should not create barriers to the implementation of said action.
- 6.6 Except during open and public meetings the use of direct communication, personal intermediaries, or technological devices that is employed by a majority of the Directors to develop a collective concurrence as to action to be taken on an item by the Board of Directors is prohibited.
- 6.7 Directors shall not be prohibited by action of the Board of Directors from citing his or her District affiliation or title in any endorsement or publication, so long as no misrepresentation is made, or implied, about the District's position on the issue.
- 6.8 Directors are cautioned when using e-mail communications. Any communication from the District Administrator, or the District's legal counsel, or from other members of the Board of Directors, in each case the Director in responding to that e-mail shall not respond to "all", as that could constitute a violation of the Brown Act for a serial meeting or other provisions.
- 6.9 Any Director may complain to the District about another Director's conduct.

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
DIRECTOR BYLAWS
FEBRUARY 2018~~7~~ UPDATE**

The complaint shall be made in writing and forwarded to the District Administrator and District Counsel along with supporting information. Within five days, the District will notify the accused Director in writing the substance of the complaint and supporting information. The notice shall also specify that the accused Director has five days to respond with supporting information.

The District Administrator and Counsel shall review the submitted information,

investigate further as needed, and forward a preliminary report to the District Board.

The District Board may:

- Do nothing;
- Direct staff to place the matter on a regular meeting agenda;
- Take action in open session at a regular meeting concerning the complaint. Any action taken shall be by resolution and shall be consistent with elected officials' right to free speech.
- Potential actions include, but are not limited to: finding the complaint unfounded, expressing a legislative opinion concerning behavior, and issuing an official reprimand (censure) concerning inappropriate behavior.

7. AUTHORITY OF DIRECTORS

- 7.1** The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.
- 7.2** Directors do not represent any fractional segment of the community but are, rather, a part of the body which represents and acts for the community as a whole.
- 7.3** The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- 7.4** Directors, when attending other meetings, may refer to their affiliation as a member of the Board of Directors and may make statements on their own behalf or endorsements on their own behalf as long as there is no misrepresentation made or implied about the District's position in regards to the issue presented.

8. AUTHORITY OF THE DISTRICT ADMINISTRATOR

The District Administrator shall be responsible for all of the following:

- 8.1** The implementation of the policies established by the Board of Directors for the operation of the District.
- 8.2** The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the District's Personnel Policies as established by the Board of Directors.

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
DIRECTOR BYLAWS
FEBRUARY 2018~~7~~ UPDATE**

8.3 The supervision of the District's facilities and services.

8.4 The supervision of the District's finances.

9. DIRECTOR GUIDELINES

9.1 Directors, by making a request to the District Administrator, shall have access to information relative to the operation of the District, including but not limited to statistical information, information serving as the basis for certain actions of Staff, justification for Staff recommendations, etc. If the District Administrator

cannot timely provide the requested information by reason of information deficiency, or major interruption in work schedules, workloads, and priorities, then the District Administrator shall inform the individual Director why the information is not or cannot be made available.

9.2 In handling complaints from residents or property owners within the District, or other members of the public, Directors are encouraged to listen carefully to the concerns, but the complaint should be referred to the District Administrator for processing and the District's response, if any.

9.3 Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, should refer said concerns directly to the District Administrator.

9.4 When approached by District personnel concerning specific District policy, Directors should direct inquiries to the District Administrator. The chain of command should be followed.

9.5 Directors and District Administrator should develop a working relationship so that current issues, concerns and District projects can be discussed comfortably and openly.

9.6 When responding to constituent request and concerns, Directors should respond to individuals in a positive manner and route their questions to the District Administrator.

9.7 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

9.8 No Board member may participate in a hearing or take action on an item which creates an economic conflict of interest for the member. Where there is an economic conflict of interest, the conflicted member shall announce the nature of the conflict of interest and recuse himself or herself from the hearing or deciding the matter and thereon step down from the dais and leave the room until the matter has been fully considered and voted upon, or otherwise continued.

10. DIRECTOR COMPENSATION

10.1 Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each regular, adjourned or special meeting of the Board of Directors attended by him/her.

10.2 Each Director is authorized to receive one hundred dollars (\$100) per day as

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
DIRECTOR BYLAWS**

FEBRUARY 2018⁷ UPDATE

compensation for representation of the District at a public meeting or public hearing conducted by another public agency and/or participation in a training program on a topic that is directly related to the District, provided that the Board of Directors has previously approved the member's participation at a Board of Directors meeting and the member delivers a written report to the Board of Directors at the District's next regular meeting regarding the member's participation.

- 10.3** In no event, shall Director Compensation exceed \$100 per day.
- 10.4** Director compensation shall not exceed six full days in any one calendar month.

11. DIRECTOR REIMBURSEMENT

- 11.1** Each Director is entitled to reimbursement for their actual and necessary expenses, including the cost of programs and seminars, incurred in the performance of the duties required or authorized by the Board.

- (a)** It is the policy of the District to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the District for Directors and staff to stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible.

If lodging is in connection with a conference or organized education activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board of Directors at the time of booking. If the group rate is not available, the Director shall use lodging that is comparable with the group rate. Personal phone calls, room service, and other discretionary expenditures are not reimbursable.

- (b)** Members of the Board of Directors shall use government and group rates offered by a provider of transportation for travel when available. Directors using his/her private vehicle on District business, shall be compensated at the prevailing IRS per diem mileage rate.

- (c)** Any Director traveling on District business shall receive in addition to transportation and lodging expenses, a per diem allowance to cover ordinary expenses such as meals, refreshments and tips. The amount set for per diem shall be considered fair reimbursement. The per diem shall include \$10.00 for breakfast, \$10.00 for lunch, \$20.00 for dinner, for a daily total of \$40.00.

- (d)** All travel and other expenses for District business, conferences, or seminars outside of the State of California shall require separate Board authorization, with specific accountability as to how the District shall benefit by such expenditure.

- 11.2** All expenses that do not fall within the reimbursement policy set forth in 11.1, above, shall be approved by the Board of Directors, at a public meeting, before

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
DIRECTOR BYLAWS
FEBRUARY 2018~~7~~ UPDATE**

the expense is incurred.

- 11.3 Board members shall submit an expense report on the District form within ten (10) calendar days after incurring the expense. The expense report shall be accompanied by receipts documenting each expense except for per diem allowances.
- 11.4 Members of the Board of Directors shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the Board of Directors.

12. CORRESPONDENCE DISTRIBUTION POLICY

Time permitting, the following letters and other documents shall be accumulated and delivered to the Board of Directors on Monday of each week and/or with agenda packet.

- 12.1 All letters approved by the Board of Directors and/or signed by the Chair on behalf of the District; and
- 12.2 All letters and other documents received by the District that are of District-wide concern, as determined by District staff.

13. CONFLICTS AND RELATED POLICY

State laws are in place which attempt to eliminate any action by a Director or the District which may reflect a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest. Laws which regulate conflicts are very complicated. The following provides a brief policy summary of various conflict related laws. Directors are encouraged to consult with District Legal Counsel and/or the Fair Political Practices Commission (FPPC) at 1-800-ASK-FPPC (1-800-275-3772), prior to the day of the meeting, if they have questions about a particular agenda item.

13.1 Conflict of Interest

Each Director is encouraged to review the District Conflict Code on an annual basis. The general rule is that an official may not participate in the making of a governmental decision if it is: reasonably foreseeable that the decision will have a material financial effect on the official or a member of his or her immediate family or on an economic interest of the official, and the effect is distinguishable from the effect on the public generally. Additionally, the FPPC regulations relating to interests in real property have recently been changed. If the real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by decision, that interest is now deemed to be directly involved in the decision.

13.2 Interest in Contracts, Government Codes Section 1090

The prohibitions of Government Code Section 1090 provide that the Board of Directors may not contract with any business in which another Director has a financial interest.

13.3 Incompatible Office

The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
DIRECTOR BYLAWS**

FEBRUARY 2018~~7~~ UPDATE

inconsistent action, to the detriment to the other public interest, their discharge by one person is incompatible with that interest. When a Director is sworn in for such a second office, he/she is simultaneously terminated from holding the first office.

14. EVALUATION OF CONSULTANTS

The District's legal counsel shall be evaluated by the Board of Directors annually during the months of May or June of each year.

15. CONTINUING EDUCATION

Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Subject to

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
DIRECTOR BYLAWS
FEBRUARY 2018~~7~~ UPDATE**

budgetary constraints, there is no limit to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

16. BOARD BYLAWS REVIEW POLICY

The Board Bylaws Policy shall be reviewed annually at the first regular meeting in February. The review shall be provided by District Counsel and ratified by Board action.

17. RESTRICTIONS ON RULES

The rules contained herein shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with State or Federal laws.



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.org

STAFF REPORT

Date: February 21, 2018
To: Board of Directors
From: Richard Sweet and Paul J. Karp, Technical Consultants
Subject: **DISCUSSION OF PERSONNEL POLICY MANUAL UPDATES**

RECOMMENDATION:

That the Board of Directors discuss the current draft revisions to the Personnel Policy Manual (PPM) as distributed at the Board meeting of February 7, 2018; and continue discussion of the draft revision to the Board meeting of February 21, 2018.

BACKGROUND:

On November 15, 2017, staff presented the Board of Directors with a comprehensive update of the District PPM. The last complete update of the PPM occurred in April 2005.

The Board reviewed updates, modifications, and additions to the draft update of the Manual, and provided staff with direction to modify specific areas and bring the full document back for a second reading. The second reading of the PPM was scheduled for the Board meeting of December 6, 2017. Rather than adopt the final document, the Board directed staff to bring the PPM back for further discussion.

DISCUSSION:

The Chair should take comments from the public. The Chair should then close the public comment period and the Board should review and discuss the PPM. The Board Secretary will record proposed changes from the discussion and maintain a "working copy" until the Board determines it has completed its review and the document is ready for adoption. The "working copy" will be used to revise the draft PPM. The District employee union members contributed significantly to many of the modifications that appear in the current draft. Any changes must be referred to the Service Employees International Union (SEIU) for input. The final document will be forwarded to the Board for adoption at a future regular Board meeting.

The PPM is a comprehensive document that has been drafted by consulting human resources professionals employed by the District. The document was then referred to District Counsel for review. The final draft was reviewed by professional staff who represent public employees throughout San Luis Obispo and Santa Barbara Counties. Many of the terms and procedures follow protocol developed in the industry over time. Specific clauses and terms contain significance in both statutes and case law. The Board should consult with District Counsel prior to making changes to avoid rendering the document unenforceable.



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STAFF REPORT

Date: February 21, 2018
To: Board of Directors
From: Richard Sweet and Paul J. Karp, Technical Services Consultants
Subject: **REALLOCATION OF DISTRICT FUNDS WITHIN COUNTY**

RECOMMENDATION:

That the Board direct the Chair to sign the attached letter, authorizing an appropriation in Fund 612, County designation for South San Luis Obispo County Sanitation District, to reallocate \$386,300 currently residing in Capital Outlay and \$100,000 residing in Contingencies. The reallocation will be distributed as follows: \$448,800 to Service and Supplies and \$37,500 to Other Charges.

DISCUSSION:

Every year the District-adopted budget is submitted to the County Auditor. County staff reviews District-designated budget accounts and assigns them to the following categories: Salaries, Wages and Benefits, Service and Supplies, Other Charges, Capital Outlay, and Contingencies. According to the February 15, 2018 County Budget Status Report, Service and Supplies has reached 74%. As reported to the Board with the budget revisions, unanticipated expenses included funding for personnel investigations, associated attorney fees, separation settlements, and Technical Consultants. Since it is still four months until the end of the fiscal year, a reallocation is necessary to restore adequate balance to this fund. The District budget allocated \$2,962,700 to Capital Outlay and \$100,000 to Contingencies. Currently the County-designated Capital Outlay has reached 29%. The District will not use the majority of the balance because the cost of the design of the Redundancy Project was assigned entirely to the 2017-18 fiscal year budget year and actually the design will not be completed until the 2018-19 fiscal year. Funds must be reallocated to the Service and Supplies and Other Charges categories in order to properly track the expenditures. The reallocated funds will cover the actual expenses and conform to District budget for fiscal year 2017-18.

ADDITIONAL INFORMATION:

The Board may recall being advised by Alex Handlers of Bartle Wells that there will be years in which the District will be drawing down from Beginning Fund Balance. At this time, staff is not recommending drawing from Beginning Fund Balance, but reallocating funds in Capital Outlay and Contingencies to Services and Supplies and Other Charges. Use of Beginning Fund Balance will be necessary during construction of the Redundancy Project.

Attachment: Letter to County Auditor



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February 21, 2018

Dear County Auditor,

At the meeting of February 21, 2018, the South San Luis Obispo County Sanitation District Board took action to authorize me to direct a reallocation in Fund 612, County designation for South San Luis Obispo County Sanitation District. The Board approved a motion to reallocate \$386,300, residing in Capital Outlay and \$100,000 residing in Contingencies. The reallocation is to be distributed as follows: \$448,800 to Service and Supplies and \$37,500 to Other Charges.

Sincerely,

Linda Austin, Chair of the Board
South San Luis Obispo County Sanitation District

Attachment 6C.



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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STAFF REPORT

Date: February 21, 2018

To: Board of Directors

From: Richard Sweet and Paul J. Karp, Technical Consultants; Rick Jackman,
Interim Plant Superintendent

Subject: **TECHNICAL CONSULTANTS AND PLANT OPERATIONS REPORT**

This report represents ongoing information on the latest District staff activities on major capital projects and studies, programmatic initiatives, regional collaboration, National Pollutant Discharge Elimination System discharge permit renewal, and Plant Operations report detailing our operation and maintenance activities. *Updates since the last report are provided in italics below:*

Major Capital Projects:

Headworks:

Status: Operational. Requires upgrades to meet specifications.

Significant efforts are underway to bring the project into conformance with specifications. It has been determined that recent upgrades have not resulted in satisfactory discharge material. New nozzles have been installed to attempt to refine the discharge. Staff met with the engineer, contractor, and supplier to take input about how completion of this project might be expedited. Staff was advised of some redesign that has been implemented and work continues.

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, 2017, the Board approved proceeding with the remaining phases under the contract, including final design.

Technical Memo 7 (TM-7) has been prepared by Kennedy/Jenks to evaluate a Membrane Bioreactor process that would facilitate the Regional Ground Sustainability Project (RGSP). TM-7 was presented to the Board on November 15, 2017. The Board directed the pursuit of the original Redundancy Project and to meet with member agencies regarding their input on possible features as the plant that might support RGSP.

Operational staff is evaluating Technical Memo 3, pertaining to recommendation of the sludge

thickening process, and Technical Memo 5, dealing with flood protection of critical facilities.

Coastal Commission Permitting: Thirty-year Coastal Development Permit approved.

State Financing: All portions of the State Revolving Fund loan package application have been submitted to State Water Resources Control Board. A number of additional items have been requested to make the application more favorable. MKN Engineering is pursuing completion of those items.

Federal: (United States Department of Agriculture): The District may be eligible for grants and loans up to one-third of the amount needed for the Redundancy Project through a disadvantaged community program.

Proposals were received on February 5th for environmental consultants to provide additional information required by funding agencies. Award of Contract is scheduled for the February 21st Board meeting.

Given present project estimates and the Board's desire to evaluate set aside funding, Technical Consultants have recommended review of the financial plan. A request for proposal for further financial evaluation in support of these efforts was presented to the Board on January 17, 2018. Alex Handlers with Bartle Wells appeared before the Board to present the proposal and discuss the Board's concerns.

Biosolids Concrete Slab:

Design work is complete and Coastal Commission approval received. The project will now move forward to construction. This project is required to accommodate a repaired centrifuge. The District is in the final stages of defining the centrifuge repair. *The Board, at its meeting of February 7th, approved awarding the contract to the low bidder, Whitaker Construction, in the amount of \$45,810.*

Primary Digester No. 1 Cleanout and Structural Evaluation:

Primary Digester No. 1 cleaning is complete. Evaluation of structural integrity is complete. Projects identified by the evaluation are replacement of the digester mixing valves and recoating of the digester. A request for additional budget allocation of \$466,000 was approved by the Board on January 17th. *With the additional budget allocation approved, Calls for Bids for the two projects, (1) Recoating the Digester; and (2) Replacement of the Digester Mixing Valves; were approved by the Board at its meeting of February 7, 2018. Award of contract for the two projects is scheduled for the Board meeting of March 21, 2018.*

Centrifuge Repair:

The District-owned centrifuge requires repair. An agreement to repair the centrifuge has been executed per District purchasing guidelines.

Raise Manholes to Grade:

The County repaved a portion of Valley Road. The paving covered District manholes. MKN Associates is in the final stages of design for a project to raise the manholes to grade to allow District access.

Studies:

Recycled Water Planning Facilities Study Grant:

Complete. Staff submitted the Final Study to State Water Resources Control Board (SWRCB) on June 9, 2017. A final acceptance letter was received from SWRCB. Staff is seeking reimbursement.

Inflow & Infiltration (I & I) Study:

The District's plant received significant increased flow this past wet weather season. Technical Consultants are evaluating the cost to benefit of the project.

Programmatic Initiatives:

Human Resources/Personnel Policy Manual (PPM) Update:

All sections of the PPM have now been reviewed (including legal input) and updated with significant and comprehensive revisions. The Board considered the update at the meeting of December 6, 2017 and directed that staff return the PPM to the Board for further consideration in sections. *This matter is before the Board for review in February and March.*

Financial Initiative:

Annual Fiscal Year 2015-2016 Audit. District auditors Glenn Burdette continue to work with staff to complete the audit. On July 21, 2017, staff members received another list of open items to complete, and have tasked our bookkeeper to work with the auditors to complete the items as soon as possible. There has been a flurry of materials provided to Glenn Burdette. Staff is working diligently to complete submission of all information requested. It is anticipated that the audit will be presented to the Board in February/March 2018.

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, 2017, the Pismo Beach City Council approved a memorandum of understanding between the City of Pismo Beach and the District. The City also awarded a contract for a joint environmental impact report to Rincon Consultants at that same meeting. Technical Memo 7 was presented to the Board at the November 15, 2017 meeting. The Board directed that the Redundancy Project proceed as originally envisioned minus the membrane bio-reactor (MBR) option. *The City of Pismo Beach is considering preparing a memorandum of understanding for the District's consideration to reserve space at the District's plant for the RGSP project. The District is evaluating a request for additional sampling in support of development treatment parameters for a RGSP project. The Technical Consultants continue to meet with stakeholders to coordinate efforts in support of the RGSP.*

Regional Collaboration:

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 J. Karp, Technical Consultant to the District, to the Flood Control Advisory Committee. The Committee

met in January and discussed creek clearing projects by County Public Works and the cooperative effort by the Sheriff's Department to patrol the areas.

Regional Water Quality Control Board National Pollutant Discharge Elimination System Permit Renewal:

Based upon a recent conversation with Regional Board staff, a draft permit is not likely to be released for public review before late 2017. No additional information available to date.

In addition, staff revised the Sewer System Management Plan Audit Report to come into compliance with our Waste Discharge Requirement (WDR). The WDR requires an audit be completed every two years. This audit report describes our planned activities under the Plan for the upcoming year.

District's Brine Disposal Program:

A revised Brine Disposal Plan is on site. The Plan has been submitted for comment to the Regional Water Quality Control Board (RWQCB) staff.

Staff has received a first draft of an application to discharge brine at the South San Luis Obispo County Sanitation District from Cambria Community Services District (CCSD). Additional items have been requested by staff to make the application complete. It is staff's intent to process the application as usual. This matter has been discussed by members of the public at previous Board meetings. At this writing, staff is not aware that any brine being delivered to the District for disposal from CCSD regardless of previously submitted applications. After completing CCSD's application, it is our intent to provide CCSD with the same notice used to advise other brine customers of the status of its application. If this a problem for the Board of Directors, it should request that the matter be placed on a future agenda to provide direction to staff.

Staff met on February 14th with Brad Snook and Cynthia Replogle, representing Surfrider Foundation, to review the brine program. Surfrider asked, and staff agreed, to seek input from counterparts in the field of brine disposal regarding the method of sampling brine from delivery vehicles. Staff also agreed to compare practices used by the District to any standard that may be discovered; and to draft a standard operating procedure for the practice used to process the discharge of brine delivered to the District plant for disposal.

Recruitment of District Administrator:

CPS HR has been engaged by the Board to recruit a new District Administrator. The Board has directed modifications to the recruitment brochure.

Upcoming Agenda Items

- 2015-16 Fiscal Year Audit
- Award Contract for Digester No. 1 Recoating – 03/21/18 Meeting
- Award Contract for Replacement of Digester Mixing Valves – 03/21/18 Meeting
- Continuation of PPM Chapters Review

Plant Operations Report

During this reporting period (February 1 through February 15, 2018), the District's facility continues to regularly meet its Permit Limitations as required under the State of California's National Pollutant Elimination Discharge (NPDES) Permit issued to the District. *All process values (lab test results) were within permit limits.*

Plant Data (Monthly Data as of February 15, 2017)

February 2018	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	2.14	3.3	450	15.4		456	17.3		2	25
High	2.49	4.4	591	17.9		550	21.5		2	453
Average	2.29	3.6	525	16.8	96.7	516	19.8	96.2	2	220
Feb 2017 AVG	2.65	3.94	474	24.9	94.8	458	27	93.8	<2	204
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

- Staff continues to work on centrifuge auger repair and replacement of stainless steel cover panels.
- Staff started replacing missing panels on the side of the centrifuge building.
- Staff met and assisted Jim Garing of G.T.A. with plans for the Cherry Avenue housing project.
- Staff met with David Seymour from Kennedy Jenks and discussed flood mitigation, plant pump performance and the redundancy project.
- Staff took the #4 influent pump off line and opened it up to remove a large rag ball blockage affecting pump performance. The pump was cleared and is back online running at full performance.
- Staff met with the Brad Snook from the Surfrider Foundation to discuss brine testing and disposal. See attached Technical Consultants Report for more information.
- Staff checked and marked all Underground Service Alerts as needed.

Work Orders Completed

- Test run emergency generator and bypass pump;
- Digester mixing pump maintenance;
- Clarifier drive maintenance and alarm systems;
- Isco Sampler maintenance;
- Case loader maintenance;
- Plant safety walk through and inspection;

Training

- Mychal Jones is attending the required sexual harassment prevention training and required ethics AB1234 compliance training. Webinar conducted by CSDA and SDRMA.
- Staff participated in a safety class and viewed a Methicillin Resistant Staphylococcus Aureus (MRSA) awareness safety video.

Notice of Violations

- Received follow-up direction from the Regional Water Quality Control Board and invoices in the amount of \$4,500 to State Water Resources Control Board clean up and abatement account and \$4,500 to the Bay Foundation of Morro Bay are included in the warrant register of 02/21/2018.

Call Outs

- Staff received no call outs.