



**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**

Grover Beach City Hall Chambers
154 South 8th Street
Grover Beach, CA 93433

Wednesday, August 15, 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 Meeting Minutes of August 01, 2018

5C. Notice of Contract Completion; Headworks Improvement Project

6. ACTION ITEMS:

6A. DISTRICT ADMINISTRATOR AND PLANT OPERATIONS REPORT

Recommendation: Receive and File.

6B. REDUNDANCY PROJECT: KENNEDY/JENKS (K/J); PROJECT CHANGE REQUEST (PCR) 8 (CONTINUED)

Recommendation: That the Board of Directors authorize the District Administrator to execute Project Change Request (PCR) 8 to the contract with Kennedy/Jenks (K/J) Consultants to increase the funding allocation for Phases 3, 4, 6, and 7 by \$155,140.

7. MISCELLANEOUS ITEMS:

8. BOARD MEMBER COMMUNICATIONS:

9. CLOSED SESSION:

(A) CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Initiation of litigation pursuant to subdivision (d)(4) of Section 54956.9: (one potential case)"

10. ADJOURNMENT

**The next regularly scheduled Board Meeting on September 05, 2018, 6:00 pm at the
Grover Beach City Hall Chambers,
154 South 8th Street, Grover Beach, California**

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
WARRANT REGISTER
08/15/2018 FY 2018/19

VENDOR	BUDGET LINE ITEM	DETAIL	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
AGP VIDEO	PROF. SERV- AGP VIDEO	JULY	081518-3175	7080	700.00	700.00
ALLIED ADMINISTRATORS	EMPLOYEE DENTAL	SEPTEMBER	3176	6025	767.93	767.93
ARAMARK	UNIFORMS	533519644; 533536774	3177	7025	359.60	359.60
AARON ALLEN	RETIREE MEDICAL	SEPTEMBER	3178	6010	212.97	212.97
AUTOSYS, INC.	ELECTRICIAN/INTEGRATOR	INFLUENT PUMP	3179	7062	1,160.00	1,160.00
BANK OF THE WEST	OFFICE SUPPLIES & EXPENSE	OFFICE MAX	3180	8045	544.56	742.85
	CAPITAL EQUIPMENT	SCADA		20-8010	42.89	
	COMMUNICATIONS	SHERWEB		7011	155.40	
BRENNTAG	PLANT CHEMICALS	BPI860814	3181	8050	6,119.99	6,119.99
CALIFORNIA ELECTRIC SUPPLY	CAPITAL EQUIPMENT	SCADA	3182	20-8010	124.05	124.05
CARLOS QUINTERO	RETIREE MEDICAL	SEPTEMBER	3183	6010	767.40	767.40
CITY OF GROVER BEACH	PROF. SERV- BILLING	JULY	3184	7081	1,948.50	1,948.50
COASTAL ROLLOFF SERVICE	UTILITY RUBBISH	JULY	3185	7093	1,040.40	1,040.40
CPS HR CONSULTING	LEGAL/ADVERTISING/RECRUIT	360171	3186	7005	1,140.93	1,140.93
CULLIGAN/CCWT	EQUIPMENT RENTAL	AUGUST	3187	7032	60.00	60.00
DISA THORENSEN	RETIREE MEDICAL	SEPTEMBER	3188	6010	167.59	167.59
EMPLOYEE DEVELOPMENT DEPT.	UNEMPLOYMENT	4/1/18-6/30/18	3189	6095	4,949.95	4,949.95
ENGEL & GRAY	BIOSOLIDS HANDLING	87X00011	3190	7085	6,124.14	6,124.14
EVERYWHERE RIGHT NOW, INC	PROF. SERV- WEBSITE SUPPORT	AUGUST	3191	7082	100.00	100.00
GERHARDT HUBNER	RETIREE MEDICAL	SEPTEMBER	3192	6010	1,237.13	1,237.13
GILBERT A. TRUJILLO, ESQ.	PROF. SERV-LEGAL COUNSEL	JUNE	3193	7071	2,923.00	2,923.00
GRAND AWARDS	OFFICE SUPPLIES & EXPENSE	18304	3194	8045	30.17	30.17
HOPKINS TECHNICAL	EQUIPMENT MAINTENANCE	CHEMICAL FEED PUMPS	3195	8030	2,024.58	2,024.58
JAMES WOESTE	RETIREE MEDICAL	SEPTEMBER	3196	6010	964.99	964.99
JB DEWAR	GAS & OIL	882917	3197	8020	226.04	226.04
MCS INSPECTION GROUP	STRUCT/GROUNDS REPLACE IMPR.	DIGESTER REHAB	3198	26-8065	14,630.00	14,630.00
MINERS	HOUSEHOLD SUPPLIES	JULY	3199	8035	356.13	356.13
MKN, ENGINEERING	STRUCT/GROUNDS REPLACE IMPR.	DIGESTER REHAB	3200	26-8065	3,045.15	9,934.60
	STRUCT/GROUNDS REPLACE IMPR.	DIGESTER VALVE REPLACEMENT		26-8065	6,889.45	
OCSD	UTILITY WATER	05/18/18-07/18/18	3201	7094	367.22	367.22
PACE DS	STRUCT/GROUNDS REPLACE IMPR.	RENTAL CENTRIFUGE AUGUST	3202	26-8065	15,500.00	15,500.00
PRAXAIR	EQUIPMENT RENTAL	6/20/18-7/20/18	3203	7032	29.90	29.90
READY REFRESH	HOUSEHOLD SUPPLIES	06/25/18-7/24/18	3204	8035	102.83	102.83
ROBERT BARLOGIO	RETIREE MEDICAL	SEPTEMBER	3205	6010	767.40	767.40
SABRINA SPEARS	RETIREE MEDICAL	SEPTEMBER	3206	6010	911.93	911.93
SANTA MARIA TOOL, INC	STRUCTURE MAINTENANCE	14277	3207	26-8061	366.23	366.23
SO CAL GAS	UTILITY GAS	06/28/18-07/30/18	3208	7092	2,393.44	2,393.44
SOUTH COUNTY SANITARY SVC.	UTILITY RUBBISH	AUGUST	3209	7093	338.41	338.41
STANLEY SECURITY	COMMUNICATIONS-ALARMS	SEPTEMBER	3210	7011	67.25	67.25
STATE COMP INSURANCE FUND	WORKERS COMPENSATION	AUGUST	3211	6080	2,174.50	2,174.50
SWRCB-WATER OPERATOR CERT	PROF. CERTS/LICENSES	DE LEON	3212	7050	110.00	110.00
SWRCB-ELAP	PERMITS/FEES/LICENSES	LABORATORY	3213	7068	3,592.00	3,592.00
THOMA ELECTRIC	EQUIPMENT MAINTENANCE	UNEXPECTED MAINTENANCE	3214	8030	315.00	315.00
TIGER DIRECT BUSINESS	EMPLOYEE COMPUTER PURCHASE	SIMPSON	3215	1065	655.48	655.48
USA BLUEBOOK	EQUIPMENT MAINTENANCE	643824	3216	8030	280.90	474.99
	OFFICE SUPPLIES & EXPENSE	63924		8045	194.09	
VWR	LAB SUPPLIES	2018-048	3217	8040	94.85	94.85
SUB TOTAL					\$ 87,074.37	\$ 87,074.37
SSLOCSD	RABOBANK TRANSFER JULY	CALPERS RETIREMENT	3218	6060	\$ 6,651.99	\$ 130,307.60
		UNFUNDED LIABILTY		6065	\$ 62,373.00	
		CALPERS MEDICAL AUGUST		6010	\$ 9,875.85	
		PAYROLL 07.06.18			\$ 23,438.32	
		PAYROLL 07.20.18			\$ 27,968.44	
SUB TOTAL					\$ 130,307.60	\$ 130,307.60
GRAND TOTAL					\$ 217,381.97	\$ 217,381.97

We hereby certify that the demands numbered serially from 081518-3175- to 081518-3218 together with the supporting evidence have been examined, and that they comply with the requirements of the SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT. The demands are hereby approved by motion of the SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT, together with warrants authorizing and ordering the issuance of checks numbered identically with the particular demands and warrants.

BOARD OF DIRECTORS:

DATE: _____

Chairman

Board Member

Board Member

Secretary



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SUMMARY ACTION MINUTES Regular Meeting of Wednesday, August 01, 2018

1. CALL TO ORDER AND ROLL CALL

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

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

District Staff: Jeremy Ghent, District Administrator
Gil Trujillo, District Legal Counsel
Amy Simpson, District Bookkeeper/Secretary

2. PLEDGE OF ALLEGIANCE

Chair Austin led the Pledge of Allegiance.

3. AGENDA REVIEW

Approved as presented.

4. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

Chair Austin opened the Public Comment period.

Julie Tacker commented on the censure of Director Hill; requested a censure of John Shoals; correction to statements of Mary Lucey; publishing a newsletter; civil action against former District Administrator John Wallace; issuing a request for proposals for District legal counsel; and more expansive minutes.

Kris Victorine commented on a civil suit against former District Administrator John Wallace.

Chair Austin closed the Public Comment period.

5. CONSENT AGENDA:

5A. Approval of Warrants

5B. Approval of Meeting Minutes of July 18, 2018

5C. Financial Report for June 2018

There was no public comment on the Consent Agenda.

Motion: Director Hill motioned to approve the Consent Agenda as presented.

Second: Director Nicolls

Action: Approved unanimously by voice vote.

6A. Technical Consultants and Plant Operations Report

Administrator Ghent presented this item. He said the Headworks project is complete. He mentioned that the Primary Digester No. 1 Rehabilitation has an expected completion date of August 10th. Also, he had received plans from MKN to address raising the four (4) manholes on Valley Road. He presented the Plant Operations Report and told the Board that staff is monitoring fecal coliforms more frequently to avoid violations.

Chair Austin opened the Public Comment period.

Julie Tacker commented on the MOU with the City of Pismo Beach and the attendance of the Plant Superintendent at the Board meetings.

Coleen Kubel thanked Mr. Ghent for his Administrative report.

Chair Austin closed the Public Comment period.

Administrator Ghent responded to Ms. Tacker's comment by saying that the MOU with City of Pismo is still in draft form and not complete.

Action: The Board received and filed the report.

6B. REDUNDANCY PROJECT: KENNEDY/JENKS (K/J); PROJECT CHANGE REQUEST (PCR) 7

Administrator Ghent presented this item. He said that Kennedy Jenks had conducted investigations and identified that the existing 600kW generator does not have sufficient capacity to provide standby power to both installed equipment and new equipment added with the Redundancy Project when under full load. He said the Technical Consultants had requested KJ prepare a Project Change Request to integrate an additional 500kW generator that will work in parallel with the existing generator.

There was no Public Comment on this item.

Motion: Director Nicolls made a motion to authorize the District Administrator to execute Project Change Request (PCR) 7 to the contract with Kennedy/Jenks (K/J) Consultants to increase the funding allocation for Phases 3, 4, 6, and 7 by \$48,960.

Second: Director Hill

Action: Approved unanimously by voice vote.

6C. REDUNDANCY PROJECT: KENNEDY/JENKS (K/J); PROJECT CHANGE REQUEST (PCR) 8

Administrator Ghent presented this item. He said Kennedy Jenks had identified that the return activated sludge (RAS) pipeline is undersized and significantly limits the capacity of the clarifier. Increasing the size of the pipeline will require major rework to the secondary clarifier. Staff had directed KJ to prepare a project change request that would properly size the pipeline and replace aging worn clarifier equipment.

Director Hill provided his comments and concerns of infiltration and the cost and timeline of a change that should have been foreseen.

Administrator Ghent said he would have a discussion with Kennedy Jenks regarding the cost and timeline and ask that they come to a more agreeable picture on this PCR.

Chair Austin opened the Public Comment period.

Julie Tacker commented on the Rate Study and said the project described at that time was extended aeration; an Infiltration and Inflow Report; and renegotiating the Kennedy Jenks rate.

Chair Austin closed the Public Comment period.

Motion: Director Hill made a motion to provide direction to staff to table this item for two weeks to enable staff to present a discussion of the issues to Kennedy Jenks regarding proposed Project Change Request 8 and based on the results of that negotiation, come back to the Board in two weeks with an updated proposal.

Second: Director Nicolls

Action: Approved unanimously by voice vote.

6D. REDUNDANCY PROJECT: KENNEDY/JENKS (K/J); PROJECT CHANGE REQUEST (PCR) 9

Administrator Ghent presented this item. He said that this PCR is not directly tied to the Redundancy Project. It was brought to staffs attention during a Regional Board audit at the District site that the walls at the back of sludge drying beds are short and evidence of sludge spilling against the chain link fence. Staff was recommended to improve and modify walls on the sludge drying beds.

The Board had a discussion and agreed that they do not want to fold this into the Redundancy Project and that this should be bid and designed locally.

Ghent said he would come back to the Board with a budget request to go out for bid for design and construction locally. He also added that this is not a chronic or

persistent issue that is occurring right now as most of the drying beds are not being used.

Chair Austin opened the Public Comment period.

Julie Tacker commented on sole sourcing and the PCR's.

Coleen Kubel agrees with using local businesses.

Chair Austin closed the Public Comment period.

Motion: Director Hill made a motion to direct staff to put this project out to bid with a description for design and construction of the additional walls at the sludge drying bed and seek local bids for design and construction that can be done in a more timely fashion.

Second: Director Nicolls

Action: Approved unanimously by voice vote.

7. MISCELLANEOUS ITEMS

7A. Written Communications: WaterSMART Title XVI Water Reclamation and Reuse Grant Endorsement, Central Coast Blue

Administrator Ghent said this letter was a result of Public Works Director Ben Fine at City of Pismo and WSC, the design team of the Central Coast Blue Project applying for a grant for the project. They had requested a letter of support from the District as an agency that supports the project. This letter did go out as District correspondence.

The Board provided positive feedback and support of submittal of this letter.

There was no public comment.

8. BOARD MEMBER COMMUNICATIONS

Director Hill requested the Board take up the question of pursuing some recovery with Mr. Wallace.

9. CLOSED SESSION:

(A) CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of Section 54956.9)

One Case: Case No. 18 CV-0402 - Carol A. Wolff v. Mathew Robert Dutra; Duna Vista Mobile Home Park; South San Luis Obispo County Sanitation District; Alexander Keith; Christine Keith

Chair Austin announced that Closed Session had been cancelled.

Legal Counsel Trujillo said that there is nothing new to report and it was placed on the agenda as a place holder.

Director Hill asked if there was an update that could be provided to the Board and public.

Legal Counsel Trujillo said that the case had been filed and is a public record. The District owns an easement that is the subject of this lawsuit. The plaintiffs' attorney has named the District as a named defendant.

10. ADJOURN MEETING

The meeting was adjourned at 6:57 p.m.

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

DRAFT



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STAFF REPORT

Date: August 15, 2018
To: Board of Directors
From: Jeremy Ghent, District Administrator
Subject: **NOTICE OF CONTRACT COMPLETION; HEADWORKS IMPROVEMENT PROJECT**

RECOMMENDATION:

That the Board of Directors of the South San Luis Obispo County Sanitation District approve the Notice of Contract Completion for the Headworks Improvement Project, authorize Staff to appropriately record the Notice at the County of San Luis Obispo; and make final payments in conformance with the terms of the contract.

BACKGROUND AND DISCUSSION:

On September 7th 2016 the Board approved a contract with Fluid Resource Management (FRM) to modify the headworks. The District initiated the project to improve the efficiency of the headworks by means of a mechanical bar screen system. The improvement will protect plant infrastructure such as pumps and the digester by more effectively removing debris that was previously being passed through at the headworks.

FISCAL CONSIDERATION:

Funds are included in the budget to pay for this completed project.

OPTIONS:

1. Approve the Notice of Contract Completion and make the payments required under the contract;
2. Do not approve the Notice and cause the contractor to pursue other remedies to recover funds due; or
3. Provide further direction to staff.

Attachment: Notice of Contract Completion

NOTICE OF COMPLETION

Owner: South San Luis Obispo County Sanitation District 1600 Aloha Pl, Oceano, CA 93445	Owner's Contract No.:
Contractor: Fluid Resource Management	Contractor's Project No.:
Engineer: MKN and Associates, Inc.	Engineer's Project No.: 2016-001
Project: SSLOCSD Headworks Improvement Project	Contract Name: SSLOCSD WWTP Headworks Improvement Project

This Notice of Completion applies to:

- All Work The following specified portions of the Work:

August 9, 2018

Date of Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be complete. The Date of Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work shall be as provided in the Contract, except as amended as follows:

Amendments to Owner's responsibilities: None
 As follows

Amendments to Contractor's responsibilities: None
 As follows:

Notice is hereby given that the Owner is the only owner of the Property, and that the Owner contracted with the Contractor to perform construction services and construct a certain improvement ("Work") at the property. That on the date: July 28, 2017, the Work was completed.

VERIFICATION

By: _____ Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Title: _____	Title: _____
Date: _____	Date: _____



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STAFF REPORT

Date: August 15, 2018
To: Board of Directors
From: Jeremy Ghent, District Administrator; Mychal Jones, Interim Plant Superintendent
Subject: **DISTRICT ADMINISTRATOR 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:*

Capital Projects:

Headworks:

Status: *Project is Complete.*

Redundancy Project:

Design: The bid-ready documents are scheduled for completion in February 2019, and the 2½ year construction will begin in the fall of 2019. Financial consultant, Bartle Wells Associates, is advising the District regarding rates and financing. *Kennedy/Jenks submitted a project change request. The Project Change Request will extend the Design Schedule by 6 weeks. If approved Bid Documents would be anticipated for March/April of 2019.*

Financing State: 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. The bid price for the Redundancy Project construction with the 30% design submittal is estimated at \$17.6 million, and the estimated project cost/funding amount is \$22.8 million. As the design progresses, staff will continue to update Bartle Wells regarding the engineer's projections. *Staff and MKN provided additional application information to make the SRF application more favorable. Project Change Requests submitted show a project cost increase of \$2 million dollars. If approved total project costs will become estimated at \$24.8 million dollars.*

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. Discussion with USDA is underway.

Primary Digester No. 1 Rehabilitation:

Substantial Completion is expected by 8/10/2018. *Substantial Completion reached 8/7/2018*

Raise Manholes to Grade:

District is soliciting quotes for adjusting manholes per MKN's design. *No Update*

SCADA Automation:

SCADA Plant optimization has been reinitiated and plant automation features are being added weekly..

Programmatic Initiatives:

Human Resources/Personnel Policy Manual (PPM) Update:

The Board completed its review of the revised draft PPM at its meeting on June 6, 2018. Staff is now in the process of correcting errors and reviewing Board comments/questions. Staff will bring the final PPM to the Board for approval and adoption at an upcoming meeting. *Staff is making the edits identified during the Board's review. Staff will then route the document to SEIU for concurrence. The current schedule projects a return to the Board on October 3rd.*

Financial Initiative:

The Audit for FY 16/17 is underway with Moss Levy Hartzheim. The current schedule projects a return to the Board on September 19th.

Brine Program:

The Administrator, CPO, and Lab Tech have begun updating the Standard Operating Procedure for the Brine Disposal Program. Staff anticipates bringing a final revision to the Board by the end of the calendar year.

Regional Collaboration:

Central Coast Blue (Regional Groundwater Sustainability Project (RGSP)):

The District Administrator met with the City of Pismo Beach and The CCB project engineer on site at the SSLOCSD Treatment Plant. Discussion was both for background and strategic planning. District agreed to provide the project team with 30% Plans of the Redundancy Project for project site planning. *Staff has reviewed and commented on Draft MOA from Pismo Beach.*

Regional Water Quality Control Board (RWQCB) National Pollutant Discharge Elimination System (NPDES) Permit Renewal:

The District is awaiting a draft of a revised permit from RWQCB staff. *Working on an update.*

Upcoming Agenda Items:

- Approval and Adoption (Resolution) of the final draft of the PPM
- Year-end Financial Report (FY 2017-18)
- Rules of Decorum

Plant Operations Report

During this reporting period (July 26th – Aug. 8th) the District's facility met its Permit Limitations as required under the State of California's National Pollutant Discharge Elimination System (NPDES) Permit issued to the District.

July 2018 Monthly Plant Data

July 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	2.27	3.3	374	17.4		380	30.3		2	125
High	2.62	4.6	516	28.8		558	37.3		9,200	281
Average	2.46	3.8	413	24.4	94.1	426	33.3	92.2	706	224
July 2017 AVG	2.5	3.9	359	27.9	92.2	452	36.1	92	8.2	231
Limit	5.0			40/60/90	>80		40/60/90	>80	2000	

Monthly Plant Data as of August 8, 2018

August 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	2.36	3.3	303	19.6		336	35.5		<1.8	94
High	2.81	4.3	303	19.6		410	37.5		700	313
Average	2.46	3.64	303	19.6	94.1	373	36.5	92.2	177	224
Aug. 2017 AVG	2.5	3.8	390	29.2	92.5	468	37.1	92.1	8.3	218
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 maximum value for plant effluent Biochemical Oxygen Demand and Total Suspended Solids.

Fecal Coliform Numbers as of August 8, 2018

8/1/2018	=	350
8/2/2018	=	700
8/3/2018	=	2
8/6/2018	<	1.8
8/7/2018	=	4
8/8/2018	<	1.8

*Limit – 200/2000 represent NPDES Permit limits for the running weekly median and instantaneous maximum for fecal coliform bacteria.

Operation and Maintenance Projects

- Troubleshoot polymer mixer at splitter box
- Troubleshoot plant well water system
- Reinstalled backup chlorine and bisulfite controllers

- Swept plant with street sweeper
 - Replaced filters and cleaned sweeper
- Autosys, Inc. converted Supervisory Control and Data Acquisition (SCADA) system to new screen and cleaned up process signals
- Checked and marked Underground Service Alerts
- Checked and filled mixing pump oil

Work Orders Completed

- Performed monthly maintenance on forklift
- Inspected both primary clarifiers and secondary clarifier drives
 - Drained and refilled all gearboxes
 - Collected amperage readings on all drives
- Inspected water champ
- Rinsed both primary clarifiers
- Performed maintenance on front loader
- Cleaned both effluent pump variable frequency drive cabinets
- Test run emergency generator and emergency bypass pump

Training

- No trainings this reporting period

Call Outs

- July 29th, 12:35 AM – Motion sensor alarm. Operator Jackman responded and inspected maintenance building. May have been a bird that caused alarm due to upper small windows being open in maintenance building.
- August 5th, 12:24 AM – Motion sensor alarm. Operator Romhild responded and inspected office building. All doors were locked and nothing out of the ordinary.



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STAFF REPORT

Date: August 15, 2018
To: Board of Directors
From: Jeremy Ghent, District Administrator
Subject: **REDUNDANCY PROJECT: KENNEDY/JENKS (K/J); PROJECT CHANGE REQUEST (PCR) 8 (CONTINUED)**

RECOMMENDATION:

That the Board of Directors authorize the District Administrator to execute Project Change Request (PCR) 8 to the contract with Kennedy/Jenks (K/J) Consultants to increase the funding allocation for Phases 3, 4, 6, and 7 by \$155,140.

BACKGROUND AND DISCUSSION:

At the August 1, 2018 Board meeting staff presented a Project Change Request to upgrade the secondary clarifier. The Board directed staff to *"table this item for two weeks to enable staff to present a discussion of the issues to Kennedy Jenks regarding proposed Project Change Request 8 and based on the results of that negotiation, come back to the Board in two weeks with an updated proposal."*

Staff teleconferenced with the Kennedy Jenks design team and after review and discussion came to the following modified schedule and budget for the proposed project change. No changes to the scope of work for the change were made.

Previously the change requested a schedule increase of 10 weeks and a design budget increase of \$167,630. After review and negotiation staff and the project team have reached the modified Project Change Request attached, which provides for a 6 week increase in project schedule and a design fee of \$155,140. This represents a reduction of 4 weeks and \$12,390.

As previously presented, Investigations conducted during the 30% plan development for the WWTP Redundancy Project identified that the return activated sludge (RAS) pipeline is undersized and significantly limits the capacity of the clarifier. Increasing the size of the pipeline will require major rework to the secondary clarifier. District staff directed Kennedy/Jenks to prepare a project change request that would properly size the pipeline and replace aging worn

clarifier equipment. This equipment has been in continuous service for over 30 years. Only minor improvements of the existing clarifier were planned in current construction costs.

Per the District's agreement with Kennedy/Jenks improvements to the existing clarifier are outside of Kennedy/Jenks original scope of work.

FISCAL CONSIDERATIONS:

The PCR will be funded from budgeted funds for the redundancy project. Project-level budget augmentation may be necessary to fund construction. Approval of this change will result in an increase in total project costs from the existing estimated \$22.8 million dollars to \$24.8 million dollars.

OUTCOME:

Approval of this project change will result in improved treatment, improved flood protection of clarifier equipment, and will extend the depleted life of the existing secondary clarifier for an additional 25 to 30 years.

OPTIONS:

1. Authorize staff to execute PCR 8; or
2. Provide further direction to staff.

Attachment: K/J Scope Change/Budget Augmentation Request for PCR 8

Scope Change/Budget Augmentation Request

This document is notification of the need for additional work that is outside the contractually agreed-upon project scope, due to unforeseen outside factors, client-requested changes, or additions to scope. Effort on the additional work will not proceed until written acknowledgement/authorization is received from client.

Project Name: WWTP Redundancy Project	Date: 8/7/2018
Client: South San Luis Obispo County Sanitation District	Project No.: 1668009*00
Description of Scope Change (refer to correspondence, minutes of meetings, etc.)	
<p>This project change request (PCR) addresses the following:</p> <ol style="list-style-type: none"> 1) PCR 8 – Investigations conducted during the WWTP Redundancy Project identified that the return activated sludge (RAS) pipeline in the existing secondary clarifier is undersized and significantly limits the capacity of the clarifier. District staff additionally highlighted concerns that the clarifier equipment is at the end of its useful life because the equipment has been in continuous service for over 30 years without significant maintenance. The District requested that Kennedy/Jenks Consultants provide for improvements to the existing secondary clarifier and replacement of clarifier equipment within the scope of the WWTP Redundancy Project. Kennedy/Jenks Consultants agreement with the District does not include the extent of improvements requested to the existing clarifier. <p><u>PCR 8 – Secondary Clarifier No. 1 Improvements</u></p> <p><i>Phase 3 – Final Design and Construction Documents</i></p> <p>Kennedy/Jenks Consultants will design improvements to the existing secondary clarifier, including:</p> <ul style="list-style-type: none"> • New, larger RAS piping to improve clarifier capacity for processing the peak flows. • A new RAS wet pit and two (2) submersible RAS pumps to send RAS back to the new aeration basins. The RAS wet pit will be attached to the exterior wall of the clarifier and will be similar in design to the new clarifier. • Replacement of the existing scum pump with a new progressing cavity pump, with the option of discharging either to the headworks or sludge thickening. • Replacement of the existing scraper-type clarifier mechanism with a new rapid sludge removal mechanism. • Replacement of existing baffles, weirs, flocculating chambers, clarifier bridge, sprays, and other wearable components with new equipment. • Provisions for returning secondary clarifier effluent back to the headworks, to supplement flows through the grit removal system during low-flow periods. • Surface concrete repair, including grout-filling of small surface voids, chips, and epoxy injection of fine and medium cracks <p>It is not possible to assess the level of concrete repair required since the secondary clarifier cannot be taken offline at this time. A concrete repair specification will be included in the WWTP Redundancy Project contract documents to provide for repair of minor defects in the concrete. After the new clarifier is placed</p>	

online, the existing clarifier can be taken out of service and Kennedy/Jenks Consultants will provide an engineer to evaluate the condition of the structure and the adequacy of the specified repairs (see Phase 7 services).

Phase 4 – Workshops, Project Management, and Quality

Kennedy/Jenks Consultants will provide project management services and quality assurance/quality control reviews for the added scope of work.

Phase 6 – Bid Phase Services

Kennedy/Jenks will assist the District with responding to questions on the clarifier improvements and other improvements included in the scope during the bid period.

Phase 7– Office Engineering During Construction

Kennedy/Jenks Consultants will review additional requests for information (RFIs) and submittals associated with the new equipment for the existing clarifier. Three (3) additional RFIs/clarifications and four (4) additional submittals are included in this budget.

Kennedy/Jenks will provide a two-person team to perform a visual inspection of the clarifier concrete structure, after it has been removed from service and cleaned by the construction contractor. The visual inspection of the clarifier will include:

- A general visual inspection of the concrete surfaces, with photo documentation of observed discoloration and surface defects.
- Screening of the observed defects and identification of approximately twelve (12) areas for additional investigation. The areas flagged for additional investigation could include areas of greater concern and some randomly selected areas where no defects were noted.
- Detailed visual inspection, hammer sounding, and surface hardness scratch testing of the areas identified for additional investigation.

The inspection will be documented in a short field memorandum. The field memorandum will provide recommendations for clarifier concrete repairs, and will identify if the general concrete repair specification included in the contract documents is adequate to address the observed defects. The District will be notified if defects are discovered that require additional investigation or rehabilitation beyond what is addressed by the contract documents. If this occurs, a change order may be required to perform additional engineering and repair work by the construction contractor.

Assumption(s)

- Anchorage for the new clarifier mechanism will be designed by the manufacturer of the mechanism, and the mechanism will be mounted onto the existing center pier. Kennedy/Jenks will estimate the maximum allowable loadings that the new mechanism can apply to the existing center pier before the center pier fails or the bottom slab of the clarifier fails. The anchorage will be designed to yield before exceeding those maximum loadings (i.e. the mechanism will be designed to break at the anchorage connection before damaging the foundation or base slab). Seismic upgrades and modifications to the clarifier structure are not included in this scope of work.

- Testing (destructive and non-destructive) is beyond the scope of the clarifier inspection unless specifically noted above.
- Entering the clarifier for inspection involved confined space entry. Emergency rescue services, if required, would be performed by local fire department.
- District or construction contractor will provide a ladder and retrieval system for entry into the clarifier.

Budget Augmentation Request

A project-level budget augmentation is being requested. Please see attached budget breakdown.

Summary of Project Change Request (PCR):

PCR	Date	Summary
8 (Pending)	8/7/2018	Increase Phase 3,4,6,7 budgets by \$155,140.

Detailed fee estimate included as an attachment.

Estimated Effect on Deliverable Schedule (if any)

Currently completion of the final design documents is anticipated January/February 2019. Inclusion of the secondary clarifier rehabilitation work would require a 6-week schedule extension for completion of the design work if notice-to-proceed (NTP) is provided mid-August 2018.

Effect on Contract/Authorized Budget

- Sufficient budget to cover the scope change request is available in the current project budget, and work can proceed once the change is authorized. A formal request for additional budget will be issued at a later date.
- Insufficient budget available in the current contract budget to cover the scope change request. A budget amendment is required prior to proceeding with the additional work.

Originated by: David Seymour, Kennedy/Jenks Consultants	Date: 8/7/2018
Approved by (K/J Project Manager): John Wyckoff, Kennedy/Jenks Consultants	Date: 8/7/2018
Client Acknowledgement/Authorization	
<input type="checkbox"/> Scope Change/Budget Augmentation Request is authorized. A contract amendment to cover additional work will be promptly executed. Proceed with the additional work.	
<input type="checkbox"/> Scope Change/Budget Augmentation Request is authorized. A contract amendment to cover additional work will be executed later if required to cover additional cost.	
<input type="checkbox"/> Scope Change/ Budget Augmentation Request is approved but do not proceed with additional work until a contract amendment is authorized.	
<input type="checkbox"/> Scope Change request is not authorized. Do not proceed.	
<input type="checkbox"/> Scope Change request is considered to be part of original scope. Follow-up discussion is required.	
Authorized by (Client Project Manager):	Date:
Print Name:	

Proposal Fee Estimate

CLIENT Name: South San Luis Obispo County Sanitation District
 PROJECT Description: WWTP Redundancy Project - PCR 8
 Proposal/Job Number: 1668009*00 Date: 8/7/2018

Classification:	Eng-Sci-9	Eng-Sci-8	Eng-Sci-6	Eng-Sci-5	Eng-Sci-4	Eng-Sci-3	Eng-Sci-2	Eng-Sci-1	Designer	CAD	Project Administrator	Admin. Assist.	Aide	Total	KJ Labor	Sub Cannon	Sub Yeh	Sub ESA	KJ Sub-Markup	KJ ODCs	KJ ODCs Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses
Hourly Rate:	\$260	\$250	\$220	\$195	\$180	\$165	\$150	\$130	\$155	\$120	\$115	\$95	\$75	Hours	Fees	Fees	Fees	Fees	10%	Fees	10%				Fees
Phase 3 - Final Design and Construction Documents																									
Task 3.1 - 60% Design Submittal			20	116	64	44		40		72				356	\$59,640				\$0		\$0	\$59,640	\$0	\$0	\$59,640
Task 3.2 - 90% Design Submittal			10	98	30	30		24		28				220	\$38,140				\$0		\$0	\$38,140	\$0	\$0	\$38,140
Task 3.3 - Final Design Submittal			10	30	10	12		16		20				98	\$16,310				\$0		\$0	\$16,310	\$0	\$0	\$16,310
Phase 3 - Subtotal	0	0	40	244	104	86	0	80	0	120	0	0	0	674	\$114,090	\$0	\$0	\$0	\$0	\$0	\$0	\$114,090	\$0	\$0	\$114,090
Phase 4 - Workshops, Project Management, and Quality																									
Task 4.3 - Project Management			26											26	\$5,720				\$0		\$0	\$5,720	\$0	\$0	\$5,720
Task 4.4 - Quality Assurance/Quality Control		24												24	\$6,000				\$0		\$0	\$6,000	\$0	\$0	\$6,000
Phase 4 - Subtotal	0	24	26	0	0	0	0	0	0	0	0	0	0	50	\$11,720	\$0	\$0	\$0	\$0	\$0	\$0	\$11,720	\$0	\$0	\$11,720
Phase 6 - Bid Phase Services																									
Task 6.1 - All Bid Phase Services			16											16	\$3,520				\$0		\$0	\$3,520	\$0	\$0	\$3,520
Phase 6 - Subtotal	0	0	16	0	0	0	0	0	0	0	0	0	0	16	\$3,520	\$0	\$0	\$0	\$0	\$0	\$0	\$3,520	\$0	\$0	\$3,520
Phase 7 - Office Engineering During Construction																									
Task 7.2 - Responding to RFIs and Preparing Clarifications			12											12	\$2,640				\$0		\$0	\$2,640	\$0	\$0	\$2,640
Task 7.4 - Submittal Reviews			24											24	\$5,280				\$0		\$0	\$5,280	\$0	\$0	\$5,280
Task 7.9 - Clarifier Condition Assessment		2	40		8	30								80	\$15,690				\$0	\$2,000	\$200	\$15,690	\$0	\$2,200	\$17,890
Phase 7 - Subtotal	0	2	76	0	8	30	0	0	0	0	0	0	0	116	\$23,610	\$0	\$0	\$0	\$0	\$2,000	\$200	\$23,610	\$0	\$2,200	\$25,810
All Phases Total	0	26	158	244	112	116	0	80	0	120	0	0	0	856	\$152,940	\$0	\$0	\$0	\$0	\$2,000	\$200	\$152,940	\$0	\$2,200	\$155,140