



**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, September 05, 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

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- 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 15, 2018

6. ACTION ITEMS:

6A. DISTRICT ADMINISTRATOR AND PLANT OPERATIONS REPORT

Recommendation: Receive and File.

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 19, 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
09/05/2018 FY 2018/19

VENDOR	BUDGET LINE ITEM	DETAIL	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
ARAMARK	UNIFORMS	8/10/18; 8/17/18 ; 8/24/18	090518-3218	7025	744.74	744.74
AT&T	COMMUNICATIONS	8/8-9/7	3219	7013	247.98	247.98
AUTOSYS, INC.	SCADA	2174	3220	20-8010	2,102.50	2,972.50
	DISINFECTION SYSTEM ASSESSMENT	2175		26-8065	870.00	
BARBARA NICOLLS	BOARD SERVICE	AUGUST	3221	7075	200.00	200.00
BRAGG CRANE SERVICES	CENTRIFUGE	128026	3222	26-8065	3,105.14	3,105.14
BRENNTAG	PLANT CHEMICALS	61231; 1232; 3357; 3780	3223	8050	15,947.96	15,947.96
CAL WATER ENVIRO. ASSOC.	MEMBERSHIP	JONES	3224	7050	188.00	188.00
CENTRAL COAST TECH CONSULTANTS	COMPUTER SUPPORT	JULY & AUGUST	3225	7082	986.86	986.86
CHARTER	COMMUNICATIONS; INTERNET	8/29/18-9/28/18	3226	7011	380.83	380.83
CULLIGAN CENTRAL COAST WTR TRT	EQUIPMENT RENTAL	51077	3227	7032	190.00	190.00
ENDRESS HAUSER	DISINFECTION SYSTEM ASSESSMENT	6001993295	3228	26-8065	2,970.00	2,970.00
FED EX	LAB SUPPLIES	6-272-06786	3229	8040	14.94	33.42
	CHEMICAL ANALYSIS			7078	18.48	
FLUID RESOURCE MANAGEMENT	HEADWORKS IMPROVEMENT	C16433	3230	26-8065	12,951.39	12,951.39
FLUID RESOURCE MANAGEMENT	DIGESTER REHABILITATION	C17395	3231	26-8065	288,258.16	288,258.16
HARDY DIAGNOSTICS	LAB SUPPLIES	1987003	3232	8040	222.56	222.56
HAULAWAY	EQUIPMENT RENTAL	07/12/18-08/08/18	3233	7032	93.80	93.80
I.I. SUPPLY	EQUIPMENT MAINTENANCE	55367; 55518	3234	8030	66.61	66.61
JB DEWAR	GAS AND OIL	884178	3235	8020	80.36	80.36
JIM HILL	BOARD SERVICE	AUGUST	3236	7075	200.00	200.00
JONES & MAYER	LEGAL COUNSEL	JULY	3237	7071	3,574.67	3,574.67
KEMIRA	PLANT CHEMICALS	9017601947	3238	8050	8,170.91	8,170.91
KENNEDY JENKS	REDUNDANCY	124032	3239	20-7080	47,776.27	47,776.27
LINDA AUSTIN	BOARD SERVICE	AUGUST	3240	7075	200.00	200.00
MC MASTER-CARR	EQUIPMENT MAINTENANCE	70931232; 69818748	3241	8030	119.24	119.24
MISSION COMMUNICATIONS	UNSCHEDULED MAINTENANCE	1023041	3242	8030	286.00	286.00
OEC	CHEMICAL ANALYSIS	1802793	3243	7078	45.00	338.00
	BRINE SAMPLING	1802924		7086	293.00	
PACIFIC CNTRL COAST HLTH CNTRS	ADVERTISING, LEGAL& RECRUITMENT	LAB TECH	3244	7005	125.00	125.00
PG&E	ELECTRICITY	07/10/18-08/08/18	3245	7091	17,890.54	17,890.54
POLYDYNE INC.	PLANT CHEMICALS	1267358; 1267363	3246	8050	7,034.53	7,034.53
PRAXAIR	EQUIPMENT RENTAL	84673663	3247	7032	30.54	30.54
ROYAL INDUSTRIAL SOLUTIONS	UNSCHEDULED MAINTENANCE	7842-442358	3248	8030	27.43	27.43
SPRINT	COMMUNICATIONS CELL PHONE	07/04/18-8/3/18	3249	7014	221.45	221.45
TOTAL COMPENSATION SYSTEMS	AUDITING	GASB 45 VALUATION	3250	7072	1,530.00	1,530.00
VWR	LAB SUPPLIES	2018-047; 2018-052; 2018-053;	3251	8040	477.65	477.65
SUB TOTAL					\$ 417,642.54	\$ 417,642.54
GRAND TOTAL					\$ 417,642.54	\$ 417,642.54

We hereby certify that the demands numbered serially from 090518-3218- to 090518-3251 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 15, 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

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 and civil action against former District Administrator John Wallace.

Patricia Price and Coleen Kubel commented on pursuing civil action against former Administrator John Wallace.

Chair Austin closed the Public Comment period.

5. CONSENT AGENDA:

5A. Approval of Warrants

5B. Approval of Meeting Minutes of August 01, 2018

5C. Notice of Contract Completion; Headworks Improvement Project

Administrator Ghent said the Headworks is operating and performing satisfactorily and this Notice of Completion releases the contractor from any work and there is a one year warranty on the equipment moving forward from today.

Chair Austin opened the Public Comment period.

Julie Tacker commented on the legal warrant and the State Water Resource Control Board warrant.

Chair Austin closed the Public Comment period.

Motion: Director Hill made a motion to approve the consent agenda as presented.

Second: Director Nicolls

Action: Approved 3-0 by voice vote.

6A. Technical Consultants and Plant Operations Report

Administrator Ghent presented this item. He said the Headworks is now complete. The Redundancy Project has an item later this evening for Change Request Order Number eight which would result in a full upgrade of the secondary clarifier. MKN & Associates continue to assist in the financial and grant applications for State Revolving Fund (SRF) and United States Department of Agriculture (USDA). The Digester Rehab is substantially complete but there is a fair amount of punch list items to complete. The manhole project will be brought back at the next meeting. He announced SCADA has been brought online. He said the PPM will hopefully be brought back October 3rd. The FY 16/17 audit is in process. The brine program is in review and they are developing a standard operations procedure. The plant operations report said that the plant was in compliance. The operators had confined space training.

Chair Austin opened the Public Comment period.

Julie Tacker commented on the Redundancy Project and the pursuit of grants and funding.

Chair Austin closed the Public Comment period.

Action: The Board received and filed the report.

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

Administrator Ghent presented this item. This item was brought back after the meeting of August 1st. This request adds six weeks to the schedule and \$155,140 to design and \$2,000,000 to construction. The scope of the work remains unchanged. This is a costly but very necessary change at the plant.

Chair Austin opened the Public Comment period.

Julie Tacker commented on the conversation between Kennedy Jenks and Administrator Ghent and Change Order number 8. She also asked how the change in scope of work effects the permits.

Chair Austin closed the Public Comment period.

Motion: Director Nicolls made a motion to 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.

Second: Director Hill seconded the motion for purpose of discussion and he said rehabilitation of the clarifier will conform to current license requirements.

Action: Approved 3-0 by voice vote.

7. MISCELLANEOUS ITEMS

None.

8. BOARD MEMBER COMMUNICATIONS

Director Hill attended a special meeting of Integrated Waste Management Authority (IWMA) regarding the investigation of the IWMA Manger. Director Hill noted similarities to the illegal activities engaged in by the District's prior administrator.

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)

Legal Counsel Trujillo announced closed session.

Chair Austin opened the Public Comment period.

Julie Tacker commented on the Wallace case and possible conflicts of interest.

Chair Austin closed the Public Comment Period.

The Board met in Closed Session and took no reportable action.

10. ADJOURN MEETING

The meeting was adjourned at 7:05 p.m.

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



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STAFF REPORT

Date: September 5, 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:

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 will submit 60% complete plans on 9/14.*

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 all current project change requests is estimated at \$19.6 million, and the estimated project cost/funding amount is \$24.8 million. As the design progresses, staff will continue to update Bartle Wells regarding the engineer's projections. *Bartle Wells will run an updated scenario following receipt of Kennedy Jenks updated cost estimate included with 60% plans.*

The District may be eligible for grants and loans based on the percentage of flows from Oceano through a disadvantaged community program sponsored by USDA. Discussion with USDA is underway. *MKN is preparing supporting documentation to present to USDA estimating the proportion of Oceano's treatment.*

Primary Digester No. 1 Rehabilitation:

Substantial Completion was achieved 8/07/2018. *Additional punchlist items were identified. Final project completion is expected 9/7. Once complete it will take approximately 30 days for staff to bring the digester back into full operation.*

Rental Centrifuge:

The need for the rental centrifuge remains until Digester #1 is fully back online. District is expected to return rental centrifuge approximately 11/01/18.

SCADA Automation:

SCADA Plant optimization has been reinitiated and plant automation features are being added weekly..*No Update*

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 auditors were on site the week of 8/27 and completed their review of District records.*

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. *No Update*

Regional Collaboration:

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

The District Administrator met with the City of Pismo Beach, the CCB project engineer, grant administrators and the RWQCB on 8/29 and 8/30. Discussion was both for background and strategic planning.

Plant Tours:

Ben Fine	City of Pismo Beach	8/30/2018
Russ Flemming	City of Pismo Beach	8/30/2018
Saeed Hafeznezami	Division of Drinking Water	8/30/2018
Tricia Carter	Division of Financial Assistance	8/30/2018
Robert Reeves	Division of Financial Assistance	8/30/2018
Dan Heimel	WSC	8/30/2018
Rebecca Nissley	WSC	8/30/2018
Barbara Nicolls	Grover City Council/SSLOCSD	8/31/2018
Mariam Shah	Grover City Council/SSLOCSD Alt.	8/31/2018

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. *No 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 (Aug. 9th – Aug. 29th) 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.

Monthly Plant Data as of August 29, 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	2.35	3.3	303	19.2		336	25.4		<1.8	94
High	2.81	4.5	469	23.9		504	37.5		700	313
Average	2.48	3.76	383	20.9	94.5	414	32.7	92.1	92.9	225
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 for August 2018

8/1/2018	=	350	MPN/100 mL
8/2/2018	=	700	MPN/100 mL
8/3/2018	=	2	MPN/100 mL
8/6/2018	<	1.8	MPN/100 mL
8/7/2018	=	4	MPN/100 mL
8/8/2018	<	1.8	MPN/100 mL
8/9/2018	=	170	MPN/100 mL
8/10/2018	=	4.5	MPN/100 mL
8/13/2018	<	1.8	MPN/100 mL
8/14/2018	=	17	MPN/100 mL
8/15/2018	=	130	MPN/100 mL
8/16/2018	=	7.8	MPN/100 mL
8/17/2018	=	13	MPN/100 mL
8/20/2018	=	2	MPN/100 mL
8/21/2018	=	9.2	MPN/100 mL
8/22/2018	=	2	MPN/100 mL
8/23/2018	=	350	MPN/100 mL
8/24/2018	=	79	MPN/100 mL
8/27/2018	=	4.5	MPN/100 mL
8/28/2018	=	7.8	MPN/100 mL

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

Operation and Maintenance Projects

- Observed Mainline Utility Company's video inspection of Fairgrove Elementary's new sewer lateral connection to existing lateral
- Checked and marked Underground Service Alerts
- Fluid Resource Management flushed and vacuumed digester No. 1 lower mixing line to prepare for camera inspection
- Mainline Utility Company video inspected digester No. 1 lower mixing line, but was unable to inspect entire line
 - Operations staff performed a confined space entry into digester No. 1 and pressure tested digester No. 1 lower mixing line to ensure there were no leaks
- JPR Systems with Autosys' assistance, troubleshot chlorine controller and made recommendations to optimize the current system
 - Autosys wired chlorine controller output signal in place of the midstream chlorine residual signal to record trends on SCADA
- Removed and replaced old disinfection pump and old pump controller
 - Reinstalled old pump controller due to setting issues with new pump controller
- Optimized chlorine controller settings which helped disinfection system run more consistently
- Installed new battery backup system for backup disinfection and dechlorination systems
- Filled backup chlorine tote
- Bragg Crane reinstalled centrifuge and auger
- Rinsed well water tank and hoses
- Replace fan belt on fixed film reactor exhaust fan
- Reinstalled sludge piping on digester No. 1 and reinstalled blind flange in Heating and Mixing building
- Troubleshot manhole high level float system at Norswing location due to network connection issues
 - Sent control monitor to be repaired and installed temporary replacement monitor
 - Installed new antenna
 - Installed new floats
- Replace boiler air filter
- Fill ferric chloride tote

Work Orders Completed

- Cleaned effluent pump variable frequency drive cabinets
- Flushed all plant sump pumps
- Replaced heating and air conditioning filter
- Test run emergency generator and emergency bypass pump
- Changed out oil in digester mixing pump

Training

- Operations staff participated in training on Roadside Worker Safety

Call Outs

- No call outs this reporting period