

**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, October 17, 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 October 03, 2018

5C. Request to Purchase a New Operations and Maintenance Electric Cart

6. ACTION ITEMS:

6A. DISTRICT ADMINISTRATOR AND PLANT OPERATIONS REPORT

Recommendation: Receive and File.

6B. STANDARD OPERATING PROCEDURE FOR BRINE WASTE SAMPLING

Recommendation: Receive and File.

6C. FISCAL YEAR 2017/18 END OF YEAR BUDGET REVIEW

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 case)

(B) **CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**

Existing litigation pursuant to paragraph (1) of subdivision (d) of Gov. Code Section 54956.9: *Carol A. Wolf v. Mathew Robert Dutra, et al.*, SLO County Superior Court Case No: 18CV-0402

10. ADJOURNMENT

**The next regularly scheduled Board Meeting on November 07, 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
10/17/2018 FY 2018/19

VENDOR	BUDGET LINE ITEM	DETAIL	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
AGP VIDEO	PROF. SERV- AGP VIDEO	SEPTEMBER	101718-3311	7080	1,400.00	1,400.00
ALLIED ADMINISTRATORS	EMPLOYEE DENTAL	NOVEMBER	3312	6025	720.77	720.77
ALL STAR INDUSTRIAL	SAFETY SUPPLIES	2265	3313	8056	110.20	110.20
AMERICAN BUSINESS MACHINES	OFFICE SUPPLIES & EXPENSE	414131	3314	8045	245.32	245.32
ARAMARK	UNIFORMS	10/5/2018; 10/12/18	3315	7025	362.20	362.20
AUTOSYS, INC.	SCADA	2208	3316	20-8010	145.00	1,090.00
	ELECTRICIAN/INTEGRATOR	2207		7062	945.00	
BANK OF THE WEST	OFFICE SUPPLIES & EXPENSE	SEPTEMBER	3317	8045	337.59	4,747.11
	WORKERS COMPENSATION	SEPTEMBER		6080	2,174.50	
	CONFERENCE/SEMINAR	CSDA CONFERENCE		7050	193.98	
	WEB HOSTING	SHERWEB		7011	427.65	
	EQUIPMENT MAINTENANCE			8030	67.88	
	AUTOMOTIVE			8032	107.33	
	OFFICE EQUIPMENT			7015	1,438.18	
BRENN TAG	PLANT CHEMICALS	BPI878822	3318	8050	5,503.75	5,503.75
CENTRAL COAST TECHNOLOGY	COMPUTER SUPPORT	OCTOBER	3319	7082	493.43	493.43
CITY OF ARROYO GRANDE	PROF. SERV-BILLING	JULY AUGUST SEPTEMBER	3320	7073	5,610.00	5,610.00
COASTAL ROLL OFF SERVICE	UTILITY RUBBISH	SEPTEMBER	3321	7093	666.06	666.06
COUNTY TAX COLLECTOR	ZONE1/1A	FISCAL YEAR 2018/19	3322	7095	30,950.96	30,950.96
CULLIGAN/CCWT	EQUIPMENT RENTAL	OCTOBER	3323	7032	60.00	60.00
ENDRESS HAUSER	DISINFECTION SYSTEM	6001998227	3324	26-8065	627.38	627.38
ENGEL & GRAY, INC	BIOSOLIDS HANDLING	89X00086	3325	7085	3,629.12	3,629.12
EVERYWHERE RIGHT NOW, INC	PROF. SERV- WEBSITE SUPPORT	OCTOBER	3326	7082	100.00	100.00
GILBERT A. TRUJILLO, ESQ.	ATTORNEY FEE	SEPTEMBER	3327	7071	1,498.50	1,498.50
HAULAWAY	EQUIPMENT RENTAL	09/06/18-10/03/18	3328	7032	93.80	93.80
I.I. SUPPLY	SAFETY SUPPLIES	56593	3329	8056	30.22	30.22
JAN PRO	HOUSEHOLD SUPPLIES	SEPTEMBER AND OCTOBER	3330	8045	416.00	416.00
JEREMY GHENT	MEETINGS/SEMINARS	CSDA CONFERENCE	3331	7050	1,111.14	1,111.14
KEMIRA	PLANT CHEMICALS	9017606972	3332	8050	8,319.17	8,319.17
MINERS	HOUSEHOLD SUPPLIES	SEPTEMBER	3333	8045	142.45	142.45
MKN & ASSOCIATES	DIGESTER NO. 1 REHAB	4847	3334	26-8065	1,111.75	1,567.75
	DIGESTER NO. 1 VALVE REPL	4846		26-8065	456.00	
MOSS, LEVY & HARTZHEIM LLP	PROF. SERV-AUDITING	16313	3335	7072	2,500.00	2,500.00
MSI	FLARE	MSI8500	3336	8030	288.70	288.70
OCSD	UTILITIES WATER	07/18/2018-09/18/2018	3337	7094	226.23	226.23
OEC	CHEMICAL ANALYSIS	1803470	3338	7078	45.00	45.00
PACE DS	RENTAL CENTRIFUGE	SEPTEMBER/OCTOBER	3339	26-8065	31,000.00	31,000.00
PG&E	UTILITIES ELECTRICITY	09/09/18-10/08/18	3340	7091	18,232.18	18,232.18
POLYDYNE, INC.	PLANT CHEMICALS	1284361	3341	8050	6,117.54	6,117.54
PRAXAIR	EQUIPMENT RENTAL	08/20/18-09/20/18	3342	7032	30.54	30.54
READY REFRESH	HOUSEHOLD SUPPLIES	08/25/18-09/24/18	3343	8035	123.99	123.99
SM TIRE	PLANT CARTS	500357	3344	8030	274.62	274.62
SOUTH COUNTY SANITARY SVC.	UTILITY RUBBISH	OCTOBER	3345	7093	333.41	333.41
SPRINT	COMMUNICATIONS	09/04/18-10/03/18	3346	7014	90.28	90.28
STANLEY SECURITY	COMMUNICATIONS-ALARMS	NOVEMBER	3347	7011	67.25	67.25
STATE FUND INSURANCE	WORKERS COMPENSATION	OCTOBER	3348	6080	2,174.50	2,174.50
VAREC	FLARE	20154	3349	8030	1,637.00	1,637.00
SUB TOTAL					\$ 132,636.57	\$ 132,636.57
SSLOCSD	RABOBANK TRANSFER SEPTEMBER	CALPERS RETIREMENT	3350	6060	\$ 3,765.33	\$ 81,631.56
		PAYROLL 08/31/18			\$ 27,006.10	
		PAYROLL 09/14/18			\$ 27,344.78	
		CALPERS MEDICAL		6010	\$ 21,844.41	
		RETIREE MEDICAL		6010	\$ 964.99	
		CALPERS FISCAL SERVICES		7072	\$ 700.00	
		BANK FEE			\$ 5.95	
SUB TOTAL					\$ 81,631.56	\$ 81,631.56
GRAND TOTAL					\$ 214,268.13	\$ 214,268.13

We hereby certify that the demands numbered serially from 101718-3311 to 101718-3350 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, October 03, 2018

1. CALL TO ORDER AND ROLL CALL

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

Present: Linda Austin, Chair, 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.

Kris Victorine commented on the bylaws; participation and civility at public meetings.

Julie Tacker commented on rescinding the censure of Director Hill; requested a censure of former Chair John Shoals; correction to the record of former Director Mary Lucey and Chair Austin's comments at the last meeting regarding Oceano.

Chair Austin closed the Public Comment period.

5. CONSENT AGENDA:

5A. Approval of Warrants

5B. Approval of Meeting Minutes of September 19, 2018

District Bookkeeper announced there was a correction to the Warrant Register and the Minutes of September 19, 20018. The corrections were to the *Total* column of the Warrant Register and the title of Item 6A. *District Administrators* and Plant Operations Report.

Chair Austin opened the Public Comment period.

Julie Tacker commented on the Minutes specifically the portion where Chair Austin responds to the Public Comments Not on the Agenda.

Kelly Myrich commented on the previous speaker.

Coleen Kubel commented on the right to give public comment.

Chair Austin closed the Public Comment period.

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

Second: Director Hill

Action: Approved unanimously by voice vote. 3-0

6. ACTION ITEMS:

6A. District Administrator and Plant Operations Report

Administrator Ghent presented this item. He said Kennedy Jenks had submitted 60% of engineers cost estimate for the redundancy project. Representatives from Kennedy Jenks, Cannon and MKN were at the plant to discuss and receive comments from District staff regarding the new estimate. The rental centrifuge is expected to be returned around November 1. The Superintendent and Lab Technician are revising a Standard Operations Procedure (SOP) document for the brine program that will be presented to the Board for a receive and file. Last week Administrator Ghent attended the CSDA conference that was focused on Special Districts. He found it very informative and has brought back new ideas to staff. Central Coast Blue has continued meetings.

Administrator Ghent also presented the Plant Operations Report. He said the plant is running well and the numbers are compliant with the National Pollutant Discharged Elimination System (NPDES) permit. The digester startup caused a sulfite exceedance. Staff had notified Air Pollution Control District (APCD) in advance of the startup and let them know that there was a possibility for an exceedance.

Chair Austin opened the Public Comment period.

Julie Tacker commented on the Redundancy Project and the Rate Study.

Ron Arnoldson commented on the presentation of the Plant Operations Report being done in person by the Superintendent.

Chair Austin closed the Public Comment period.

Action: The Board received and filed the report.

6B. Review of Redundancy Project 60% Engineer's Cost Estimate

Administrator Ghent presented this item. He went over the contributing factors to the changes in costs between the 30% estimate and the current 60% estimate. Total project costs have increased by approximately \$5 million between 30% Design and 60% Design. Construction costs are now estimated at \$21.6 million and total project costs are estimated at \$28.0 million. The following three areas account for nearly 90% of the increases.

- Project Change Request (PCR) 8 which added major rehabilitation to the plant's existing secondary clarifier.
- Construction costs for the new aeration basins.
- Additional improvements to the electrical systems.

Staff will be working with Bartle Wells to develop 'Summary Funding Scenarios' that will assess the current funding market and the updated cost estimates.

Director Hill clarified that this is 100% estimated cost of the project at the 60% design point.

Chair Austin opened the Public Comment period.

Julie Tacker had a question regarding the Bartle Wells contract and today's bid climate; the climbing cost of this project and the analysis of lost time value.

Ron Arnoldson commended the new Administrator.

Chair Austin closed the Public Comment period.

The Board received and filed this report.

7. MISCELLANEOUS ITEMS

7A. Written Communication Received

Special District Risk Management Authority (SDRMA) Letter Re: No Paid Property/Liability Claims in 2017-18

Administrator Ghent said SDRMA recognized the District for no claims regarding safety and not using the insurance in Fiscal Year 2017-18.

8. BOARD MEMBER COMMUNICATIONS

Director Hill requested an update for the Inflow and Infiltration Study.

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, Ron Arnoldson and Sharlotte Wilson commented on Closed Session.

Chair Austin closed the Public Comment period.

The Board adjourned to Closed Session at 6:39 p.m.

The Board reconvened from Closed Session at 6:44 p.m.

The Board took no reportable action.

10. ADJOURN MEETING

The meeting was adjourned at 6:44 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: October 17, 2018
To: Board of Directors
From: Jeremy Ghent, District Administrator
Via: Mychal Jones, Interim Plant Superintendent
Subject: **REQUEST TO PURCHASE A NEW OPERATIONS AND MAINTENANCE
ELECTRIC CART**

RECOMMENDATION:

That the Board of Directors of the South San Luis Obispo County Sanitation District approve and authorize Staff to purchase a new replacement electric cart from Triple Seven Enterprises in the amount of \$10,534.72.

BACKGROUND:

Electric carts assist Operations staff in accomplishing routine operations and maintenance tasks efficiently and carry a multitude of tools and equipment. The current operations and maintenance cart is due for replacement.

DISCUSSION:

Operations staff solicited quotes to three vendors for a new electric cart and all vendors responded. The quote from Triple Seven Enterprises was \$10,534.72, the quote from Coast Cart was \$10,627.11, and the quote from Let's Ride Motorsports was \$11,083.11. All quotes meet the specifications needed by the District to assist Operations staff with their daily duties.

FISCAL CONSIDERATIONS:

This piece of equipment was scheduled to be replaced during Fiscal Year 2018-2019. A line item of \$12,000.00 was included in the Adopted Budget for Fiscal Year 2018-2019, under Fund 19, Schedule A2, Project No. 18-A2-02. Staff recommends that the budgeted funds be used for the purchase of a electric cart.

ATTACHMENT:

Quotes

Status: Quote

Quote #: 200

Invoice Date:

Print Date: 9/12/2018

**BILLING ADDRESS**

Mike Arias
South SLO County Sanitation District
(805) 489-6666

**Enterprises**

3850 El Camino Real, Atascadero CA 93422
(805) 466-7296 • info@777auctions.net

SHIP ADDRESS

Mike Arias
South SLO County Sanitation District
(805) 489-6666

Sales Rep	Terms	Tax Code	Customer PO	Sales Type	Ship Date
3 - Travis Bertoni	CC	Sales Tax		Regular or Over the Counter	9/12/2018

Qty	OEM Code	Item No.	Item Description	Bin Location	Your Price	Amount
1.00			New 2019 Patriot Blue Cushman Hauler 800 Electric		9,777.00	9,777.00

Tax Authority Code

CITY 757.7175

Invoice Payments

Type	Amount	Date

Total Invoice

Subtotal: 9,777.00

Ship by Default 0.00

Sales Tax: 757.72

Total Due: 10,534.72

Total Paid: 0.00

Balance Due: 10,534.72

Tracking No.

THANK YOU FOR YOUR BUSINESS

Coast Cart, Inc.
2907 Palma Drive
Ventura, California 93003
Tel. 805 643 7059
www.coastcarts.com



Estimate

Date	Estimate #
9/10/2018	8753

Bill To
South SLO County Sanitation District 1600 Aloha Pl / P.O. Box 339 Oceano (Grover Beach) CA 93475

Ship To
South SLO County Sanitation District 1600 Aloha Pl / P.O. Box 339 Oceano (Grover Beach), CA 93475

Terms	Rep	FOB	Contact:
Due on receipt	MT	Ventura	

Description	Qty	Rate	Total
Cushman Hauler 800 E, 48Volt AC Motor Includes: Rear Dump Bed Brushguard Headlights Horn State of charge meter 2" Hitch Receiver	1	9,767.00	9,767.00T
State of California - Tire Recycle Fee	4	1.75	7.00
New 2018 model year with 2 year factory warranty			
Transport: Drop off in Oceano		145.00	145.00

Estimate valid for 30 days from date above unless otherwise specified.	Subtotal	\$9,919.00
Approved by: _____ Signature: _____ Date: _____ P.O.# _____	Sales Tax (7.25%)	\$708.11
	Total	\$10,627.11



RE: Price quote for Cushman Hauler

Darren Fulce <darren@lr-ms.com>

Thu 9/13/2018 10:02 AM

To: Michael Arias <Arias@sslocsd.us>;

HAULER 800 ELECTRIC

Standard Unit	\$9767.00
Canopy Top	\$398.00
Flip Wind	\$169.00
Total	\$10,334.00 plus CA Sales Tax

HAULER 800 ELITE 2.0

Base Unit	\$11,767.00
Canopy Top	\$398.00
Flip Wind	\$169.00
Total	\$12,334.00 Plus CA Sales Tax

Patriot Blue
Halogen Headlights
Tail Lights/Brake Lights/Horn
Hour Meter/State-of-Charge Meter
Receiver Hitch

Would recommend the following equipment:

Four Wheel brakes	\$379.00
Battery Fill System	\$229.00 (For STD Electric)
Battery Fill Hand Pump	\$86.00

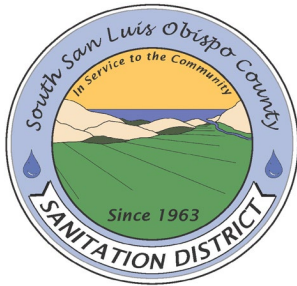
Thanks,
Darren
Let's Ride Motorsports
661-323-7433

From: Michael Arias [mailto:Arias@sslocsd.us]
Sent: Wednesday, September 12, 2018 9:13 AM
To: Darren Fulce
Subject: Re: Price quote for Cushman Hauler

Good Morning Darren,

Just tried giving you a call, but it's right at your opening. Would you please send me a quote for the Hauler 800E and the Hauler 800 that you mentioned with the lithium batteries. We would like the cart in blue and would like to have the following features on both : canopy top, windshield, headlights, tail-lights, brake-lights, horn, hour meter, charge meter. If there is anything else that seems like a basic feature that I'm missing please let me know.

Thank you,



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STAFF REPORT

Date: October 17, 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, Miscellaneous activities, and Plant Operations. *Updates since the last report are provided in italics below:*

Capital Projects:

Redundancy Project:

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. *60% Plans have been received and district staff have completed our comment and response.*

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. *Operators returned District centrifuge to service on 10/11/18. After a 2 week 'burn in' period for the refurbished centrifuge, operators will begin coordinating return of the rental centrifuge.*

Programmatic Initiatives:

Human Resources/Personnel Policy Manual (PPM) Update: *No Update*

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. *No Update*

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. *Staff Report on Tonight's Agenda*

Misc.:**Lease Request:**

District received a request from NextEdgeNetworks who is working with the FCC and DoD to install on-shore radio equipment for managing radio transmissions. NextEdgeNetworks provided project information to the District Administrator. Administrator has shared information with counsel for review and comment. Administrator will update the Board if and when more information becomes available. *No update*

Regional Board WDR/NPDES Permit:

District received a draft from the RWQCB on 10/9/2018 of our new permit conditions. RWQCB has asked district to review and comment by 10/19/2018

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

No Update.

Plant Tours: NONE

Upcoming Agenda Items:

- Approval and Adoption (Resolution) of the final draft of the PPM
- Rules of Decorum

Plant Operations Report

During this reporting period (Oct. 1st – Oct. 10th) 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 October 10, 2018

October 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	2.43	3.6	359	18.5		450	24.6		<1.8	226
High	2.77	4.4	472	19.2		482	28.6		130	380
Average	2.58	3.84	416	18.9	95.5	467	26.9	94.2	23.5	321
Oct. 2017 AVG	2.4	3.8	404	23.7	94.1	424	31.2	92.6	11.4	182
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 October 2018

10/1/2018	=	33	MPN/100 mL
10/2/2018	<	1.8	MPN/100 mL
10/3/2018	=	130	MPN/100 mL
10/4/2018	=	13	MPN/100 mL
10/5/2018	=	4.5	MPN/100 mL
10/8/2018	=	2	MPN/100 mL
10/9/2018	=	2	MPN/100 mL
10/10/2018	<	1.8	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

- Isolated No. 2 influent pump and remove drain plug to prepare for installation of seal repair kit
- Changed oil in fixed film reactor distributor drive
- Troubleshoot SCADA server connection issue with Autosys, Inc. and placed system back online
- Began building new water filtration system for chlorine probe
- Flushed fixed film reactor
- Grit King automatic valve
 - Troubleshoot automatic valve

- Autosys, Inc. repaired automatic valve. Stop switches were causing control motor to overheat
- Digester No. 1 vacuum/pressure relief valve
 - Attempted to repair digester gas leak from flange face of valve by tightening bolts and applying silicone but could not mitigate leak. With the digester being live and the location of the leak, it is not possible to isolate the leak and make the necessary repairs. Operations staff is working diligently to come up with a solution to stop the leak. Air Pollution Control District (APCD) was notified upon recognition of the leak. This will most likely result in a violation of permit and fine.

Work Orders Completed

- Cleaned fixed film reactor orifices and arms
- Rinsed both primary clarifiers and secondary clarifier
- Inspected all digester vacuum/pressure relief valves
- Test ran emergency generator and emergency bypass pump
- De-ragged both primary sludge pumps
- Flushed sodium bisulfite header

Training

- No trainings this reporting period

Call Outs

- No call outs this reporting period



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STAFF REPORT

Date: October 17, 2018
To: Board of Directors
From: Jeremy Ghent, District Administrator
Via: Mychal Jones, Interim Plant Superintendent
Subject: **STANDARD OPERATING PROCEDURE FOR BRINE WASTE SAMPLING**

RECOMMENDATION:

Receive and file.

BACKGROUND:

The Board along with members of the public expressed concern over not having a standard operating procedure for brine waste sampling practice used prior to allowing discharge and that a standard operating procedure should be in place. Staff began a draft standard operating procedure, but placed finalization on hold until the District's new laboratory technician was hired and was able to further review the procedure prior to implementation. Staff has reviewed, finalized, and will be implementing the standard operating procedure on November 1, 2018. Prior to implementation, all Staff will be trained on the procedure to ensure continued compliance with the District's National Pollutant Discharge Elimination System Permit.


DISCUSSION:

This staff report is intended to update the Board and the Public on the finalization and implementation of the District's Standard Operating Procedure for Brine Waste Sampling prior to allowing any brine waste discharge.

ATTACHMENTS:

1. Standard Operating Procedure for Brine Waste Sampling

2. Brine Conductivity Log
3. Brine Log
4. Brine Disposal Plan
5. Brine Permit Conditions
6. Laboratory Standard Operating Procedure No. 4 for Conductivity
7. Laboratory Standard Operating Procedure No. 7 for pH

 Standard Operating Procedure South San Luis Obispo County Sanitation District		
Title: Brine Waste Sampling		Page: 1 of 4
		Revision:
Prepared by: Erika Frost	Approved by:	Effective Date: 11/1/18

**South San Luis Obispo County Sanitation District Brine Water Sampling
Laboratory Procedures**

1.0 Purpose

- A. The purpose of this Standard Operating Procedure is to establish a uniform process for sampling and analyzing brine prior to discharge, as well as to ensure samples are compliant with permit. The procedure outlined is applicable to all South San Luis Obispo County Sanitation District (District) lab analysts, operators, and maintenance workers who analyze samples in support of regulatory requirements. The operator/lab analyst conducting this procedure must be familiar with the current version of The District's Laboratory Quality Assurance/Quality Control Manual and be trained and competent in the procedure.

2.0 Summary

- A. Brine samples are collected and analyzed to monitor color, odor, pH, and conductivity. Sampling and analysis are conducted to make sure, before discharge, brine samples are meeting permit limitations and will not affect effluent limitations.
- B. It is imperative that samples are properly collected, handled, and analyzed to obtain useable and representative results.
- C. Analysis of samples is conducted by the District's State Certified Laboratory. Samples are collected as a single 'grab' sample.
- D. This Procedure outlines the type of sample to be collected and where and when it will be collected.

3.0 Brine Water Sample Frequency and Location

- A. pH samples are collected daily with every brine discharge truckload
- B. Electrical Conductivity samples are collected once a week for each brine discharger's first load.

- C. Grab Sample location: Discharge end or any hatches that are safely accessible on brine delivery vehicles.
- D. Generator, at its own expense, shall provide to the District laboratory test results from a certified laboratory of the Monthly and Annual constituents found in Attachment C Section: Quality Control/Testing/Reporting
 - 3.D.1 Monthly monitoring results shall be submitted to District by the 15th of the following month.

4.0 Sample Collection and Handling

- A. Responsibility:
 - 4.A.1 Sample collection, sample analysis, sample conveyance, contract laboratory analysis, and review of analytical results is the responsibility of the Chief Plant Operator / Lab Director or their designee.
 - 4.A.2 Brine truck drivers are to collect samples from specified locations
 - 4.A.3 The Chief Plant Operator/Lab Director is responsible for ensuring sampling is being performed correctly.
- B. Samples should be analyzed within designated time line. pH must be measured within 15 minutes, and conductivity within 28 days. If hold time is exceeded, the sample should be re-collected if possible. If re-collection is not feasible, a note indicating the actual hold time and maximum hold time for the sample shall be included in the Districts Brine Monitoring Log.
- C. If not running conductivity place samples into sample fridge at < 6°C until you are ready to perform analysis.
- D. Hold on to pH samples for one month, and then discard. You may discard conductivity samples immediately after analysis.

5.0 Procedure and Analysis

- A. Provide the haulers with a sterile unpreserved sample jar for pH
 - 5.A.1 If first truckload of the week, provide an additional sample jar for conductivity.
 - 5.A.1.1 Plastic unpreserved jars with client names are used for conductivity.
- B. Confirm that the Brine Haulers Non-Hazardous Waste Manifests are properly filled out prior to discharge. Any discrepancies may lead to rejection of sample
- C. Samples should be analyzed daily for pH per truckload. Lab Director or designee should follow District Lab SOP 7: pH.
- D. Samples should be collected for electrical conductivity weekly on the first brine truckload per client and follow District Lab SOP 4: Conductivity.

6.0 Acceptance Criteria

- A. Brine Haulers Non-Hazardous Waste Manifest should be completely and properly filled out.
- B. pH of samples should be in the range of 6.0 – 9.0 s.u.
- C. Brine water should be colorless (<75NTU) and odorless (free of any chemical or organic odor).
- D. Samples should be free of any substances not characteristically found in brine water.
- E. Reject load if monthly and/or annually constituents exceed limits discussed in Attachment C Section: Quality Control/Testing/Reporting

- F. If any of the above are not met, brine must not be allowed to be discharged and you must state why there is a rejection on Non-Hazardous Waste Manifest as well as on District Brine Log.

6.F.1 If rejection occurs, brine waste owners must send notification of where that sample was discharged within 20 days.

6.F.1.1 Failure in submitting documentation within 20 days will need to be brought to Chief Plant Operator's attention and sample should not be accepted until further instruction.

7.0 Health and Safety

- A. Brine water may contain skin or eye irritants; therefore, the following protective gear should be worn:

7.A.1 Nitrile disposable gloves

7.A.2 Safety glasses or goggles (optional)

8.0 Interferences

- A. Representative sampling is intended to characterize the brine water at the time of sampling. Interferences which might lead to incorrect results include, but are not limited to:

8.A.1 Exceeding maximum hold time.

8.A.2 Introducing contaminants into the sample container.

- B. If you have any reason to believe interference may have occurred, repeat the sample if feasible. Otherwise, log the potential source of interference and flag the sample results accordingly.

9.0 Data and Records Management

- A. Brine Logs should document, at minimum:

9.A.1 Date and Time of receipt and analysis

9.A.2 Initials of District personnel present at the time of receipt

9.A.3 Volume of brine waste on each truckload,

9.A.4 Owner of each truckload,

9.A.5 Description of each truckload

9.A.5.1 Ex: WS – Potable water softener regeneration waste, IPDR – Industrial process demineralizer regeneration waste, reverse osmosis brine, etc.

9.A.6 Type of analysis being performed.

9.A.7 If sample is from the first truckload of the week.

- B. All data and records will be maintained for 5 years by the Chief Plant Operator and/or Lab Director.

- C. Reporting

9.C.1 Results shall be reported to the Regional Water Board on Discharge Monitoring Reports.

9.C.2 Any significant changes in brine characteristics or potential impacts on the combined effluent quality must be summarized. The District shall maintain logs that describe and document brine wastes that have been accepted or rejected.

10.0 Quality Assurance and Quality Control

- A. The analyst conducting this procedure must be familiar with the current version of South San Luis Obispo County Sanitation District's Laboratory Quality

Assurance/Quality Control Manual and be trained and competent in the District's Lab SOP 4 and 7 for conductivity and pH.

- B. pH meter shall be calibrated daily per use
- C. Conductivity must be calibrated per use

11.0 References

- A. WDR/MRP Order No. 2009-0046
- B. Standard Methods for the Examination of Water and Wastewater, 22nd Edition
- C. South San Luis Obispo County Sanitation District Laboratory Quality Control/Quality Assurance Manual.
- D. South San Luis Obispo Sanitation District Laboratory Standard Operating Procedures 4 and 7

12.0 Attachments:

- A. SSLOCSD Conductivity Log
- B. SSLOCSD Brine Log
- C. 2018 SSLOCSD Brine Disposal Plan
- D. 2018 Brine Permit Conditions
- E. District Lab SOP 4: Conductivity
- F. District Lab SOP 7: pH

SOP Revision History

REV #	DATE	DESCRIPTION OF CHANGE	CHANGE BY	APPROVAL	COMMENTS
1	11/1/2018	Initial Release	Erika Frost	Mychal Jones	



2018 Brine Monitoring Log
 South San Luis Obispo County Sanitation District
 NPDES Permit No. CA 0040003, WDR No. R3-2009-0046

Date	Owner of truckload	Brief Description	Volume of brine	Sampler & Analyst	TIME		pH Result	Conductivity (umhos/cm)	
								1st load of week	
					Sampled	Analyzed		Sampled?	Result

Brief Description: Potable Water Softener Regeneration Waste = WS
 Industrial Process Demineralizer Regeneration = IPDR
 Reverse Osmosis Brine = RO Brine

pH = each time, must be between 6.00 and 9.00
Conductivity = Weekly
Ocean Plan Metals (as per permit) = Annually



**South San Luis Obispo County Sanitation
District
Wastewater Treatment Plan
BRINE DISPOSAL PLAN
Revision #8 – December 2017**

The South San Luis Obispo County Sanitation District (SSLOCSD) has made available the use of the brine disposal station to companies that generate high-saline brine during the manufacturing process, or from cooling, boiler blowdown or other processes such as the regeneration of water softeners, reverse osmosis (RO) or ion exchange/demineralizer regeneration.

Users of the brine disposal station must realize that the use of the District's facilities to dispose of brine waste to the Pacific Ocean is not a right, but a privilege. A Brine Disposal Waste Permit issued by the District is required prior to any discharge.

Each company wishing to utilize the District's facility must apply for a Brine Disposal Waste Permit to be issued by the District upon review and approval by the District Administrator.

Permitting Process

1. Applicant must complete an application for a Brine Disposal Waste Permit.
2. The following must be submitted to the District along with the non-refundable one-time application fee of \$425 to the District office located at 1600 Aloha Place, Oceano, CA 93445.
 - 2.1. Deposit or Bond of \$10,000. This fee is refundable once the District receives notice in writing from the applicant that they no longer will be discharging brine waste at SSLOCSD, wish to close their account and have no outstanding balances.
 - 2.2. A lab analysis of the proposed discharge shall be provided to verify the constituent parts of the discharge.
3. The tank used by the hauling company must be certified clean, either through steam cleaning/pressure washing of the tank, or by being a dedicated truck, used only for brine hauling. The District may require onsite visual inspection of the clean, empty tank prior to approving the truck for brine hauling jobs.
 - 3.1. The tank must not be used for other hauling jobs between the brine loads, unless the tank is cleaned again and re-certified clean. Also, no mixed loads of brine and other liquid wastes are allowed to be discharged at SSLOCSD.

- 3.2. Any earth, sand, rocks, ashes, stone, gravel, plaster, diatomaceous earth, concrete, glass, metal filings, metal or plastic objects, garbage, grease, bones, hair, rags, vegetation, semi-solid or viscous material in quantities or volume which will obstruct the flow or any object which will cause clogging of the brine disposal station shall be prohibited.
- 3.3. Haulers will be required to use screens to prevent objects from entering into the brine disposal station.
4. Upon receipt of the application, non-refundable application fee, and other documentation as required, the District shall review submitted materials, and may, at its own discretion, require a tour of applicant's facility during normal business hours. During this tour, samples, data, or other pertinent facts may be required to be supplied to staff.
5. Upon favorable review by the District Administrator, a Brine Disposal Waste Permit may be issued to applicant upon receipt of annual permit fee of \$500.

Delivery of Waste to District

1. Company to deliver brine waste to District's facility between the hours of 8 AM – 12 PM and 1 PM – 3 PM, Monday through Friday. The District is closed on Holidays.
2. Brine trucks to enter through the back gate from Delta Lane in Oceano. Codes to back gate locks will be provided to hauling company management. Brine trucks may exit facility through the front gate when finished with disposal. A map is included at the end of this document.
3. All manifest forms must be properly and completely filled out prior to discharge. Haulers will be turned away and not allowed to discharge for incomplete manifest forms.
4. Driver will be required at any time during the unloading process, to provide District staff with a sample of tank contents. Failure to do so may result in the immediate revocation of permit.
5. Each load to be properly handled and disposed of as observed by District staff. Area to be kept clean and free of debris, as well as spills of any kind.
6. Driver to record meter reading before and after unloading, in logbook located at Brine Station. Required information is as follows: date of delivery, name of generating company, waste hauler's company if different than generator, meter reading before unloading, meter reading after unloading, total gallons unloaded, driver's name, and driver's initials attesting to accuracy of information.
7. Driver shall unload tank at rate set forth by District staff.
8. Applicant is liable for any violation of permit requirements of the District, State or Federal rules regulating discharges to the fullest extent allowed by law.

Quality Control/Testing/Reporting

Hazardous wastes as defined in Title 22, Division 4.5, Chapter 11, Article 1 of the California Code of Regulations §66231.3 are prohibited.

Brine containing potassium permanganate, hydrogen peroxide or other water conditioning chemicals shall not be disposed of at SSLOCSD. No brine waste shall be discharged containing toxic inorganic pollutants, toxic organic chemicals, ammonia, BOD and TSS in such quantities to cause or to contribute significantly to:

- 1) impairment of treatment plant worker safety;
- 2) disruptions of treatment plant operations;
- 3) exceedances of plant NPDES discharge limitation; or
- 4) violations of air toxics regulations.

In addition, the brine shall be colorless. Generator, at its own expense, shall provide to the District laboratory test results from a certified laboratory of the Monthly and Annual constituents. The District laboratory will perform testing for Daily and Weekly constituents. Loads will be rejected if test results exceed the limits listed below.

	Constituent	Limit
Daily / Every Load	pH	6.0 – 9.0
	Total Chlorine Residual	1.33 mg/L
Weekly	Electrical Conductivity	–
Monthly	Biochemical Oxygen Demand	40 mg/L
	Total Suspended Solids	40 mg/L
	Turbidity	75 NTU
	Sodium	38,000 mg/L
	Chloride	110,000 mg/L
	Total Dissolved Solids	200,000 mg/L
	Copper	3.32 mg/L
	Zinc	11.96 mg/L
Annually	Antimony	199.2 mg/L
	Arsenic	4.82 mg/L
	Cadmium	0.66 mg/L
	Copper	3.32 mg/L
	Total Chromium or Chromium ⁺⁶	1.33 mg/L
	Lead	1.33 mg/L
	Mercury	26.48 µg/L
	Nickel	3.32 mg/L
	Selenium	9.96 mg/L
	Silver	0.44 mg/L
	Zinc	11.96 mg/L
	Oil & Grease	25 mg/L

Monthly reports of monitoring results shall be submitted to District by the 15th of the following month.

In addition, the District at its own expense will conduct a random semi-annual test on the samples collected from each generator.

Brine Station Operation

District staff will attempt to make brine disposal station available for use during allowed hours of operation. The District is under no obligation to provide access to the brine disposal station on a continuous basis and may terminate or suspend access at any time. However, District will attempt to notify generators 48 hours in advance of station closure for routine maintenance.

Bulk Delivery Procedures

Upon arrival of tank trucks, the driver shall obtain sample containers from the Laboratory. District staff will instruct driver whether they can unload or not.

The driver shall ensure that the discharge valve is closed prior to making connection to their tank. Driver shall then fill out the necessary information in the brine disposal logbook.

After connection is made, driver shall slowly open District's discharge valve. Driver shall then open tank valve, and/or start pumping system, and regulate flow as instructed by District staff.

Upon completing discharge, driver shall record meter readings, etc. in the brine disposal logbook, close tank valve, and then discharge valve on District piping.

Driver shall disconnect hose and clean any spillage prior to exiting brine disposal station.

Indemnity

1. Except as otherwise provided in subparagraphs (B) and (C) below, Applicant shall defend, indemnify and save harmless the District, its officers and employees, from any and all claims, demands, damages, costs, expenses, judgements, attorney fees or any liability arising out of this contract or attempted performance of the provisions hereof predicated upon theories set forth below in subparagraph (A):
 - A. The theories referred to above are theories based on any of the following committed by the Applicant, or its agents, employees, or for independent contractors including but not limited to trucking companies and their employees directly responsible to Applicant;
 1. Violation of statute, ordinance or regulation.
 2. Willful, intentional or other wrongful acts, or failures to act.
 3. Negligence or recklessness.
 - B. Nothing contained in the foregoing indemnity provision shall be construed to require indemnification for claims resulting from the sole or active negligence or willful misconduct of the District, provided however, this

exception shall not apply to claims, demands, damages, costs, expenses, judgments, or attorney fees arising from any design defects.

- C. Nothing contained in the foregoing indemnity provisions shall be construed to require Applicant to indemnify District, against any responsibility or liability in contravention of Civil Code 2782.

Fees

One-time Application Fee.....	\$425.00
Deposit or Bond.....	\$10,000.00
Annual Permit Fee.....	\$500.00
Discharge Fee.....	\$0.11 per gallon (set by Resolution)

Map



- ❖ Traveling North on Hwy 1: Make a LEFT on Railroad St. / Traveling South on Hwy 1: Make a RIGHT on Railroad St.
- ❖ Continue on Railroad St. and make slight LEFT on to Ocean St.
- ❖ Then make a LEFT on to Delta Ln.
- ❖ Follow Delta Ln. to first gate. Unlock and re-lock after passing through.
- ❖ Continue to next gate. Unlock and re-lock after passing through.
- ❖ Staff will unlock last gate.
- ❖ Proceed to brine disposal station and check-in with Staff in the LAB.
- ❖ May exit through front gate when finished with disposal.
- ❖ **Make sure to lock first 2 gates after passing through!**

Revision Record

Revision	Date	Responsible Person	Description of Change
1	10/28/2004	Tom Zehnder	Initial release of Brine Disposal Plan
2	9/20/2005		
3	12/14/2005	Bill Lindahl	
4	7/1/2009	Heather Billing/John Wallace	Add Copper and Zinc limits.
5	7/1/2010	Heather Billing/John Wallace	Incorporate new NPDES Permit R3-2009-0046 Monitoring and Reporting Requirements for Brine Station. Brine Station not open 12 PM – 1 PM.
6	1/1/2014	John Clemons	
7	5/2017	Fanny Mui	Complete Plan Update
8	12/2017	Fanny Mui	Revision to Testing Constituents
9	10/2018	Mychal Jones	Revision to Testing Constituents

BRINE PERMIT CONDITIONS


1. Permittee recognizes that the use of District's facilities to dispose of salt brine waste into the Pacific Ocean is a privilege. A Brine Disposal Waste Permit issued by the District is required prior to any discharge.
2. A non-hazardous waste manifest must accompany all loads.
3. Permit suspension can occur at the discretion of the District or upon violation of permit requirements.
4. Hazardous wastes as defined in Title 22, Division 4.5, Chapter 11, Article 1 of the California Code of Regulations §66231.3 are prohibited.
5. This permit is not transferable.
6. This permit is subject to the District's current Pretreatment Ordinance as required by the District.
7. Subject to Annual Review.
8. A Non-Hazardous Manifest shall be required for all discharges into the outfall line.
9. Brine Station hours of operation are as follows: Monday through Friday – 8:00 AM 12:00 PM and 1:00 PM to 3:00 PM. The Station is closed on Holidays.
10. Permittee is aware that the District is limited to 50,000 gallons of brine per day. Discharges will not be allowed in excess of the daily allowance. Permittee acknowledges that this could result in the Permittee's inability to discharge on a particular day where the 50,000 gallon limitation has been reached or may be limited to that amount which can be discharged without violation of the 50,000 gallon per day limitation.
11. The brine shall not cause the District to exceed its waste discharge permit in any manner and the brine shall not include constituents other than those identified in the applicant's application on file herein. Those concentrations are as follows:

Constituent	Limit	Test
pH	6.0 – 9.0	*Every Load
Total Chlorine Residual	1.33 mg/L	*Every Load
Sodium	38,000 mg/L	Monthly
Chloride	110,000 mg/L	Monthly
Total Dissolved Solids	200,000 mg/L	Monthly
Copper	3.32 mg/L	Monthly
Zinc	11.96 mg/L	Monthly

Constituent	Limit	Test
Biochemical Oxygen Demand	40 mg/L	Monthly
Total Suspended Solids	40 mg/L	Monthly
Turbidity	75 NTU	Monthly
Antimony	199.2 mg/L	Annually
Arsenic	4.82 mg/L	Annually
Cadmium	0.66 mg/L	Annually
Chromium+6 or Total Chromium	1.33 mg/L	Annually
Copper	3.32 mg/L	Annually
Lead	1.33 mg/L	Annually
Mercury	26.48 ug/L	Annually
Nickel	3.32 mg/L	Annually
Selenium	9.96 mg/L	Annually
Silver	0.44 mg/L	Annually
Zinc	11.96 mg/L	Annually
Oil & Grease	25 mg/L	Annually

12. The Permittee shall submit monthly and annual reports from a California certified Environmental Laboratory Accreditation Program (ELAP) laboratory of analytical results from samples taken from their discharge. Monthly reports shall be submitted to the District to the attention of the District by the 15th of the following month.
13. District reserves the right to test salt brine discharge into its system at its discretion. Any violation of this permit's limitations or of any other District, State or Federal law regulating regarding said discharge shall result in all costs being charged to Permittee.
14. Permittee shall use an identified dedicated delivery vehicle to deliver brine to the District. Further, the permittee guarantees and warrants that the delivery vehicle is free of any other contaminant or constituent that would affect the discharge and its compliance with said permit.
15. Except as otherwise provided in subparagraphs (b) and (c) below, Permittee shall defend, indemnify and save harmless the District, its officers and employees, from any and all claims, demands, damages, costs, expenses, judgements, attorney fees or any liability arising out of this contract or attempted performance of the provisions hereof predicated upon theories set forth below in subparagraph (a) below:
 - A. The theories referred to above are theories based on any of the following committed by the Permittee, or its agents, employees, or for independent contractors including but not limited to trucking companies and their employees directly responsible to Permittee;

1. Violation of statute, ordinance or regulation.
 2. Willful, intentional or other wrongful acts or failures to act.
 3. Negligence or recklessness.
- B. Nothing contained in the foregoing indemnity provision shall be construed to require indemnification for claims resulting from the sole or active negligence or willful misconduct of the District, provided however, this exception shall not apply to claims, demands, damages, costs, expenses, judgments, or attorney fees arising from any design defects.
- C. Nothing contained in the foregoing indemnity provisions shall be construed to require Permittee to indemnify District, against any responsibility or liability in contravention of Civil Code 2782.



 Standard Operating Procedure South San Luis Obispo County Sanitation District		
Title: Conductivity		Page: 1 of 2
<i>Standard Methods for the Examination of Water and Wastewater (22nd Edition), Method 2510B, Page 2-54</i>		Revised: December 2013
Written by: Fanny Mui	Approved by: John Clemons	Effective Date: 09/01/13

South San Luis Obispo County Sanitation District Laboratory Procedures


EQUIPMENT

1. HACH HQ30d Portable Meter
2. HACH IntelliCAL CDC40101 Conductivity Probe
3. HACH Sodium Chloride Standard Solution $1990 \pm 10 \mu\text{S}/\text{cm}$
4. Probe Storage Solution

CONDUCTIVITY CALIBRATION PROCEDURE

1. Turn the meter on by pressing the  button.
2. Press the blue button to Calibrate.
3. Fill a 30 mL glass beaker $\frac{3}{4}$ full with fresh standard solution and adjust to $25 \pm 0.1^\circ\text{C}$.
4. Rinse the probe with deionized water, blot dry with Kimwipe and place into beaker with standard solution. Stir gently.
5. Press the blue button to Calibrate. Press the green button to Read. Continue stirring gently until it has finished stabilizing. A  symbol will appear. Record the standard value onto worksheet.
6. Select Done with the up button and press the green button to Store the calibration.

ANALYSIS


1. Adjust temperature of samples to $25 \pm 0.1^{\circ}\text{C}$.
2. Rinse the probe with deionized water and blot dry with Kimwipe.
3. Put the probe into the sample with sensor complete submerged. Do not put the probe on the bottom or sides of the container.
4. Push the green button to Read, while stirring gently until the lock icon appears.
5. Record value and temperature on worksheet.
6. Repeat steps 2-5 for additional measurements. When done, rinse the probe with deionized water and store in conductivity probe storage solution.
7. Turn off meter by pressing the  button.

QUALITY ASSURANCE / QUALITY CONTROL

1. Calibrate the conductivity meter for each batch of samples analyzed.
2. Report any of the following observations to the Chief Plant Operator/Laboratory Director:
 - a. Difficulty in calibration or inability to calibrate meter.
 - b. Excessive time for meter to stabilize.
 - c. Significant variation in test results.
 - d. Significant variation in appearance or handling characteristics from 'normal' established by subjective experience.
3. ANNUALLY, a blind spiked sample shall be obtained from a third-party testing program. The results/performance of the testing the blind sample shall be logged and reviewed by the Chief Plant Operator/Laboratory Director.

REFERENCES

1. Standard Methods for the Examination of Water and Wastewater (22nd Edition), Method 2510B, Page 2-54.
2. HACH CDC40101 manual

 Standard Operating Procedure South San Luis Obispo County Sanitation District		
Title: pH Analysis – Electrometric Method		Page: 1 of 3
<i>Standard Methods for the Examination of Water and Wastewater (22nd Edition), Method 4500-H+ B, Page 4-92</i>		Revised: September 2013
Written by: Fanny Mui	Approved by: John Clemons	Effective Date: 09/01/13

South San Luis Obispo County Sanitation District Laboratory Procedures

EQUIPMENT

1. Accumet AB15 pH meter
2. Buffers: pH 4.00, 7.00, 10.00
3. Beakers
4. Stir-plate
5. Stir-bar
6. pH storage solution, HACH cat. 27565-49

pH CALIBRATION PROCEDURE

1. Fill a 30 mL glass beaker $\frac{3}{4}$ full with fresh pH 7.00 buffer solution and add a small stir bar.
2. Rinse the pH electrode with deionized water. Blot excess with a Kimwipe.
3. Immerse electrode into 7.00 buffer and turn on stir plate.
4. Press “setup”, unit will display “0/0 slope”.
5. Press “setup”, unit will display “clear buffer” icon.
6. Press “enter” to clear existing buffers.
7. Press “std” to access standardize mode (The selected buffer group is displayed briefly).
8. Press “std” when the stable icon appears. After pressing “std”, record the stable value in the Instrument Calibration Log book.
9. Rinse electrode with deionized water. Blot excess with Kimwipe.

10. Immerse electrode into beaker filled with 10.00 buffer and turn on stir plate.
11. Press “std” to continue standardization.
12. Press “std” again when the stable icon appears. Record the slope and the stable value that follows in the Instrument Calibration Log book.
13. Check calibration with a third buffer. Use commercially prepared pH=4.00. Record results in the Instrument Calibration Log book.
14. The check solution must be within 0.1 pH units of the known value or the meter must be recalibrated and/or cleaned.

SAMPLING AND ANALYSIS

1. pH samples must be analyzed within **15-minutes** of collection.
2. Make sure the pH meter has been calibrated (see above).
3. Rinse electrode with deionized water. Blot excess with Kimwipe.
4. Immerse electrode in sample with stir bar. Record pH value when it has stabilized.
5. Rinse the pH electrode with deionized water before and after each pH measurement. The electrode may even have to be wiped very gently with a Kimwipe if residue clings to the probe.
6. Place electrode back into either pH 7.00 buffer or storage solution.

QUALITY ASSURANCE / QUALITY CONTROL

1. Two-point buffer calibration done with fresh buffer.
2. Check solution 4.00 must be ± 0.1 pH unit.
3. Maintain log book.
4. Report any of the following observations to the Chief Plant Operator/Laboratory Director:
 - a. Difficulty in calibration or inability to calibrate meter.
 - b. Excessive time for meter to stabilize.
 - c. Significant variation in test results.
 - d. Significant variation in appearance or handling characteristics from ‘normal’ established by subjective experience.

5. SEMI-ANNUALLY, operators performing this test will perform the test under the direct supervision of the Chief Plant Operator/Laboratory Director so that any variation of the proper method may be noted and corrected.
6. Split samples will be analyzed MONTHLY, as near to simultaneously as possible, by two trained individuals with results compared.
7. ANNUALLY, a blind spiked sample shall be obtained from a third-party testing program. The results/performance of the testing the blind sample shall be logged and reviewed by the Chief Plant Operator/Laboratory Director.

REFERENCES

1. Standard Methods for the Examination of Water and Wastewater (22nd Edition), Method 4500-H+ B, Page 4-92.
2. WDR/MRP Order No. 2009-0046
3. Accumet AB15 pH meter manual

ATTACHMENTS/CHECKLISTS



pH Meter, Electrode, and Stir plate



**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

Staff Report

Date: October 17, 2018
To: Board of Directors
From: Jeremy Ghent, District Administrator
Via: Amy Simpson, District Bookkeeper/Secretary
Subject: **FISCAL YEAR 2017/18 END OF YEAR BUDGET REVIEW**

Recommendation:

Receive and file.

Executive Summary:

On June 30, 2018, the District Fiscal Year 2017/18 closed. This staff report provides an overview of the District's Budget Performance pertaining to Revenues, Expenditures, and Cash Balance at June 30, 2018. Accounting information for this report is from July 1, 2017 to June 30, 2018 as contained below in the following tables:

- Table No. 1 contains the District's performance regarding revenues.
- Table No. 2 contains overall expenditures.
- Table No. 3 contains the cash and investment balances.

At the end of the Fiscal Year 2017/18 the District received 104% of projected revenue and expended 72% of budgeted expenditures. The District ended the Fiscal Year 2017/18 with a Cash Balance of \$6,432,801. Fiscal Year 2016/17 ended with a Cash Balance of \$5,807,625. This is an increase to cash of \$625,176. Revenues less expenses for Fiscal Year 2017/18 totaled \$620,032. Staff is aware of the difference between increase to cash and 2018 revenue less expenses and will continue to review the financial statements for an explanation. Fiscal Year 2017/18 was the third year of the five-year Wastewater Treatment Rate Increase that was approved by the Board in compliance with Proposition 218 at a public hearing held on December 30, 2015. The initial rate increase began in July of 2016.

Total District revenues at the end of the year were \$5,287,342 or 104% of projected revenue. A summary of revenues by fund is detailed in Table 1 below.

Table No. 1 – Revenues

	FY 2017/18 Revenue Projections	Revenue	
		Actual at June 30, 2018	
		Amount	Percent
Fund 19	\$ 4,914,950	\$ 5,053,822	103%
Fund 20	\$ 153,000	\$ 233,521	153%
Fund 26	\$ -	\$ -	
Total	\$ 5,067,950	\$ 5,287,342	104%

Total District expenditures at the end of the year were \$4,667,310 or 72% of projected expenditures. A summary of expenditures by fund is detailed in Table 2 below.

Table No. 2 – Expenditures

	FY 2017/18 Budget	Expenditure	
		Actual at June 30, 2018	
		Amount	Percent
Fund 19	\$ 3,469,200	\$ 3,055,902	88%
Fund 20	\$ 1,386,000	\$ 577,362	42%
Fund 26	\$ 1,653,400	\$ 1,034,046	63%
Total	\$ 6,508,600	\$ 4,667,310	72%

Total Cash Balance at the end of the year was 6,432,801. A summary of Cash Balance by Account is detailed in Table 3 below.

Table No. 3 - Cash Balances at June 30, 2018

Cash in County Treasury	\$ 3,769,006
Cash in Rabobank	\$ 199,758
Cash in LAIF	\$ 2,464,037
Total Cash	\$ 6,432,801

Discussion:

Notable projects during this fiscal year can be seen in Attachment 4, Fund 26 Profit and Loss Statement. The Arroyo Grande Sewer Bridge project was completed in September

of 2017. The Digester No. 1 Cleaning was completed in January of 2018. Projects that were near completion at June 30, 2018 are listed below.

- Biosolids Handling Facility – Completed July 2018
- Headworks Improvement – Completed August 2018
- Primary Digester No. 1 Rehabilitation – Completed September 2018
- Primary Digester No. 1 Valve Replacement – Completed September 2018

During Fiscal Year 2017-2018 the Board adopted five resolutions to adjust the budget. These Resolutions are presented in Attachment 5. The largest increases to budgeted amounts can be seen in the following accounts: Plant Operators; Outside Counsel; Attorney Fees; Engineering; Solids Handling; Electricity; Cogen Loan Payment and Structures/Grounds/Replacement. These adjustments were funded by decreasing budgeted amounts for the following accounts: District Administrator; Equipment Maintenance and Redundancy. Contingency was used during Fiscal Year 2017/18 and Beginning Fund Balance was moved from Operating Fund 19 to Replacement Fund 26 to cover the expense of the Digester No. 1 Projects.

Multiple administrative changes occurred in fiscal year 2017/18. These changes in administration resulted in unexpected expenses. Severance payments and interim positions led to the increase in Plant Operator costs. Investigations led to the increase in legal expenses and attorney fees. The Board appointed two Technical Consultants to act as temporary administrator's while the District recruited a new Administrator. The cost of the Technical Consultants increased the budget for Engineering and decreased the amount budgeted for the District Administrator. The Digester Cleaning Project led to an increase of cost to the Structures/Grounds/Replacement, Solids Handling and Electricity accounts. This project required the District to use a rental centrifuge which drove up the cost of Electricity and the project budget. The final payment for the CoGen unit was not budgeted but was paid in this fiscal year. The Redundancy Project was budgeted at \$1,535,000 but during Fiscal Year 2017/18 design efforts were placed on hold while the District pursued alternatives for production of recycled water in conjunction with the Central Coast Blue Project. This effort resulted in the Redundancy Project being over budgeted for Fiscal Year 17/18.

Attachments:

Attachment 1:	Fund 19 Profit and Loss Statement – Budget vs. Actual
Attachment 2:	Fund 20 Profit and Loss Statement – Budget vs. Actual
Attachment 3:	Fund 26 Profit and Loss Statement – Budget vs. Actual
Attachment 4:	Fund 26 Profit and Loss Statement – Expanded
Attachment 5:	Budget Adjustment Resolutions Spreadsheet

SO SAN LUIS OBISPO CO SANITATION DISTRICT - OPERATING(19)

Profit & Loss Budget vs. Actual

July 2017 through June 2018

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
19-4015 Arroyo Grande Services	2,179,641.95	2,210,000.00	-30,358.05	98.6%
19-4022 Grover Beach Services	1,639,028.83	1,643,000.00	-3,971.17	99.8%
19-4035 Oceano Services	852,042.61	736,000.00	116,042.61	115.8%
19-4040 Other Service Income	13,846.79	8,000.00	5,846.79	173.1%
19-4045 School Services	43,348.44	5,000.00	38,348.44	867.0%
19-4050 Brine Disposal Service	246,811.14	300,000.00	-53,188.86	82.3%
19-5015 Interest	42,968.65	10,000.00	32,968.65	429.7%
19-5023 FOG Reimbursement	640.00	750.00	-110.00	85.3%
Suspense	-0.04			
Total Income	5,018,328.37	4,912,750.00	105,578.37	102.1%
Gross Profit	5,018,328.37	4,912,750.00	105,578.37	102.1%
Expense				
19-6010 Medical Insurance	194,658.93	210,000.00	-15,341.07	92.7%
19-6020 Medicare	0.00	0.00	0.00	0.0%
19-6025 Dental Insurance	7,897.37	9,000.00	-1,102.63	87.7%
19-6030 Plant Operators	496,177.34	665,300.00	-169,122.66	74.6%
19-6035 Student Interns	0.00	5,000.00	-5,000.00	0.0%
19-6040 Secretary/Bookkeeper	66,706.82	69,000.00	-2,293.18	96.7%
19-6042 Severance	187,500.00			
19-6045 District Administrator	33,015.26	104,200.00	-71,184.74	31.7%
19-6050 S.S. & Medicare	59,171.02	63,000.00	-3,828.98	93.9%
19-6055 State Disability Insur	2,702.52	3,500.00	-797.48	77.2%
19-6060 State Retirement	48,056.82	74,000.00	-25,943.18	64.9%
19-6065 Unfunded Liability	50,162.00	45,000.00	5,162.00	111.5%
19-6075 Medical Reimbursement	5,658.17	6,000.00	-341.83	94.3%
19-6080 Workers Compensation	40,166.84	72,000.00	-31,833.16	55.8%
19-6085 Temporary Labor Service	29,725.53	22,000.00	7,725.53	135.1%
19-6090 Payroll Process Fee	3,584.45	3,500.00	84.45	102.4%
19-6095 Unemployment Remiburse	10,373.16	8,000.00	2,373.16	129.7%
19-7005 Advert/Legal&Recruit	13,235.04	30,000.00	-16,764.96	44.1%
19-7011 Communications	3,187.40	2,000.00	1,187.40	159.4%
19-7013 COMMUNICATIONS-Teleph	8,869.20	10,500.00	-1,630.80	84.5%
19-7014 COMM-Cell Phone	2,866.93	2,500.00	366.93	114.7%
19-7015 Off. Equi/Computer/GIS	6,839.72	15,000.00	-8,160.28	45.6%
19-7025 Employee Uniforms	12,138.05	12,000.00	138.05	101.2%
19-7032 Equip Rental Other	3,763.33	5,000.00	-1,236.67	75.3%
19-7040 Admin. Office Space	1,125.00	12,000.00	-10,875.00	9.4%
19-7043 Ins, Liability/Auto	31,411.20	30,000.00	1,411.20	104.7%
19-7050 Memberships/Seminars/Mtg	8,782.69	20,000.00	-11,217.31	43.9%
19-7055 Prof. Certs/Licenses	1,775.00	3,000.00	-1,225.00	59.2%
19-7060 Ocean Outfall Maint	0.00	0.00	0.00	0.0%
19-7062 Prof Serv.-Electrician	13,327.50	20,000.00	-6,672.50	66.6%
19-7065 Source Ctrl Program	3,738.91	5,000.00	-1,261.09	74.8%
19-7066 RWQCB ACL Fine	221,962.56	222,000.00	-37.44	100.0%
19-7067 Training	5,155.70	10,000.00	-4,844.30	51.6%
19-7068 Permits/Fees/License	38,506.03	35,000.00	3,506.03	110.0%
19-7069 LAFCO Budget Share	13,727.97	13,000.00	727.97	105.6%
19-7070 Prof Svcs - Out.Counsel	74,874.92	89,000.00	-14,125.08	84.1%
19-7071 Prof Serv-Attorney Fee	154,550.50	158,000.00	-3,449.50	97.8%
19-7072 Prof Serv - Auditing	9,750.00	17,000.00	-7,250.00	57.4%
19-7073 Prof Serv - AG Billing	22,701.00	22,000.00	701.00	103.2%
19-7074 Prof Serv - Oceano Com	10,546.59	10,000.00	546.59	105.5%
19-7075 Prof Serv - Brd Member	8,727.41	7,700.00	1,027.41	113.3%
19-7076 Prof Serv- H R Service	46,386.86	55,000.00	-8,613.14	84.3%
19-7077 Prof Serv-Engineering	254,220.92	216,000.00	38,220.92	117.7%

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
19-7078 Prof Serv-Chem Analysis	33,394.02	26,600.00	6,794.02	125.5%
19-7079 Prof Serv-Records Mngmt	0.00	5,000.00	-5,000.00	0.0%
19-7080 Prof Serv - AGP Video	15,112.50	14,000.00	1,112.50	107.9%
19-7081 Prof Serv-GB Bill	22,189.50	22,000.00	189.50	100.9%
19-7082 Prof. Serv.-Comp. Suprt	10,124.59	15,000.00	-4,875.41	67.5%
19-7083 Prof Serv-Fiscal Serv.	30,115.00	34,000.00	-3,885.00	88.6%
19-7085 Solids Handling	115,370.15	105,000.00	10,370.15	109.9%
19-7086 Brine Disposal Samplin	1,213.00	4,000.00	-2,787.00	30.3%
19-7088 Prof Serv-Strat Plannin	0.00	13,000.00	-13,000.00	0.0%
19-7091 Util-Elec	158,412.01	180,000.00	-21,587.99	88.0%
19-7092 Util-Gas	17,729.31	14,200.00	3,529.31	124.9%
19-7093 Util-Rubbish	15,485.66	13,000.00	2,485.66	119.1%
19-7094 Util-Water	810.63	2,800.00	-1,989.37	29.0%
19-7095 Zone 1/1A Agreement	30,099.38	30,000.00	99.38	100.3%
19-8010 Capital Equipment	17,807.12	70,500.00	-52,692.88	25.3%
19-8015 Trunk Sewer Video Logg	0.00	0.00	0.00	0.0%
19-8020 Gas & Oil	9,006.06	8,400.00	606.06	107.2%
19-8030 Equipment Maint-Reg	90,008.10	146,000.00	-55,991.90	61.6%
19-8032 Automotive Maint	871.05	5,000.00	-4,128.95	17.4%
19-8035 Household Expense	2,397.32	5,000.00	-2,602.68	47.9%
19-8040 Lab Supplies	8,696.99	10,000.00	-1,303.01	87.0%
19-8045 Office Supplies&Exp	6,922.66	8,000.00	-1,077.34	86.5%
19-8050 Plant Chemicals	241,144.65	220,000.00	21,144.65	109.6%
19-8055 Small Tools	78.04	3,500.00	-3,421.96	2.2%
19-8056 Safety Supplies	3,362.88	8,000.00	-4,637.12	42.0%
19-8060 Structure Maint-Reg	14,418.51	25,000.00	-10,581.49	57.7%
19-8061 Struct Maint - Major	3,405.96	100,000.00	-96,594.04	3.4%
19-8077 Contingency	0.00	0.00	0.00	0.0%
Total Expense	3,055,901.75	3,469,200.00	-413,298.25	88.1%
Net Ordinary Income	1,962,426.62	1,443,550.00	518,876.62	135.9%
Other Income/Expense				
Other Income				
19-4005 Fund Balance Available	0.00	897,800.00	-897,800.00	0.0%
19-4055 Lease (AT&T)	2,395.71	2,200.00	195.71	108.9%
19-8079 Transfer to Replacement	-1,413,400.00	1,413,400.00	-2,826,800.00	-100.0%
19-8085 Wallace Restitution	18,097.70			
19-8095 SDRMA (J. Clemons)	15,000.00			
Total Other Income	-1,377,906.59	2,313,400.00	-3,691,306.59	-59.6%
Net Other Income	-1,377,906.59	2,313,400.00	-3,691,306.59	-59.6%
Net Income	584,520.03	3,756,950.00	-3,172,429.97	15.6%

So San Luis Obispo Co Sanitation District
Profit & Loss Budget vs. Actual
July 2017 through June 2018

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
20-4010 AG Connections	74,249.00	30,000.00	44,249.00	247.5%
20-4020 GB Connections	54,445.00	30,000.00	24,445.00	181.5%
20-4030 OCSD Connections	7,425.00	6,000.00	1,425.00	123.8%
20-4040 Grant Money Recy. Water	68,623.00	75,000.00	-6,377.00	91.5%
20-5015 Interest Income	28,778.58	12,000.00	16,778.58	239.8%
Total Income	<u>233,520.58</u>	<u>153,000.00</u>	<u>80,520.58</u>	<u>152.6%</u>
Expense				
20-7096 Cogen EISA	74,796.60	74,800.00	-3.40	100.0%
20-7080 Redundancy Project	470,265.84	1,183,700.00	-713,434.16	39.7%
20-7089 Rate Study	10,313.31			
20-7090 Water Recycling Study	2,583.35			
20-7094 MOU w/Pismo Joint EIR	16,558.04	127,500.00	-110,941.96	13.0%
20-8010 Capital Equip/SCADA	0.00	0.00	0.00	0.0%
Interest Expense	2,845.31			
Total Expense	<u>577,362.45</u>	<u>1,386,000.00</u>	<u>-808,637.55</u>	<u>41.7%</u>
Net Ordinary Income	<u>-343,841.87</u>	<u>-1,233,000.00</u>	<u>889,158.13</u>	<u>27.9%</u>
Other Income/Expense				
Other Income				
20-4005 Use of Fund Bal. Avail.	0.00	3,050,000.00	-3,050,000.00	0.0%
20-5090 Other Income	0.00			
Total Other Income	<u>0.00</u>	<u>3,050,000.00</u>	<u>-3,050,000.00</u>	<u>0.0%</u>
Net Other Income	<u>0.00</u>	<u>3,050,000.00</u>	<u>-3,050,000.00</u>	<u>0.0%</u>
Net Income	<u>-343,841.87</u>	<u>1,817,000.00</u>	<u>-2,160,841.87</u>	<u>-18.9%</u>

So San Luis Obispo Co Sanitation District - 26(Replacement)
Profit & Loss Budget vs. Actual
July 2017 through June 2018

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Expense				
26-8015 Trunk Sewer Maintenanc	0.00	175,000.00	-175,000.00	0.0%
26-8061 Struct/Grnds Maint-Maj	27,118.36	57,000.00	-29,881.64	47.6%
26-8065 Struct/Grnds Repl&Imp	1,006,927.33	1,421,400.00	-414,472.67	70.8%
Total Expense	<u>1,034,045.69</u>	<u>1,653,400.00</u>	<u>-619,354.31</u>	<u>62.5%</u>
Net Ordinary Income	-1,034,045.69	-1,653,400.00	619,354.31	62.5%
Other Income/Expense				
Other Income				
26-4005 Beginning Fund Balance	0.00	240,000.00	-240,000.00	0.0%
26-5040 Transfer from funds	1,413,400.00	1,413,400.00	0.00	100.0%
Total Other Income	<u>1,413,400.00</u>	<u>1,653,400.00</u>	<u>-240,000.00</u>	<u>85.5%</u>
Net Other Income	<u>1,413,400.00</u>	<u>1,653,400.00</u>	<u>-240,000.00</u>	<u>85.5%</u>
Net Income	<u>379,354.31</u>	<u>0.00</u>	<u>379,354.31</u>	<u>100.0%</u>

So San Luis Obispo Co Sanitation District - 26(Replacement) Profit & Loss

July 2017 through June 2018

	Jul '17 - Jun 18
Ordinary Income/Expense	
Expense	
26-8061 Struct/Grnds Maint-Maj	
16-B1-05 Diesel Fuel Tank	24,750.52
17-B2-01 Fisher Sci Iso Fridge	2,367.84
Total 26-8061 Struct/Grnds Maint-Maj	27,118.36
26-8065 Struct/Grnds Repl&Imp	
16-B1-01 AG Sewer Bridge	780.00
16-B1-06 Digester Glass	15,999.36
16-B1-07 District Signage	105.00
16-B1-09 Lab Furnace	3,000.00
16-B1-10 Lab Media Dispenser	361.08
16-B1-11 Headworks Improvements	
Engineering Support	12,339.39
16-B1-11 Headworks Improvements - Other	19,385.54
Total 16-B1-11 Headworks Improvements	31,724.93
17-B1-01 AG Sewer Bridge	
Engineering Support	3,967.50
17-B1-01 AG Sewer Bridge - Other	282,200.00
Total 17-B1-01 AG Sewer Bridge	286,167.50
17-B1-02 Primary Digester #1 CI	
Centrifuge Rental	195,242.51
Engineering Support	15,287.11
17-B1-02 Primary Digester #1 CI - Other	233,558.90
Total 17-B1-02 Primary Digester #1 CI	444,088.52
17-B1-04 Biosolids Handling	61,364.02
17-B1-07 Primary Dig. #1 Repair	158,576.49
26-8065 Struct/Grnds Repl&Imp - Other	4,760.43
Total 26-8065 Struct/Grnds Repl&Imp	1,006,927.33
Total Expense	1,034,045.69
Net Ordinary Income	-1,034,045.69
Other Income/Expense	
Other Income	
26-5040 Transfer from funds	1,413,400.00
Total Other Income	1,413,400.00
Net Other Income	1,413,400.00
Net Income	379,354.31

ACCOUNT	ORIGINAL BUDGET	RESOLUTION 2017-376	RESOLUTION 2017-378	RESOLUTION 2017-382	RESOLUTION 2018-385	RESOLUTION 2018-392	ADJUSTED BUDGET
OPERATING FUND 19 EXPENSE ACCOUNTS							
19-4005 Beginning Fund Balance	\$ 1,472,000	\$ (78,000)	\$ (30,000)		\$ (466,200)		\$ 897,800
19-1011 Reserve Cash Balance	\$ -						\$ -
19-6010 Medical Insurance	\$ 210,000			\$ (50,000)			\$ 160,000
19-6010 Health Care Retired Annuitants				\$ 50,000			\$ 50,000
19-6030 Plant Operators	\$ 595,000					\$ 70,300	\$ 665,300
19-6040 Secretary Bookkeeper	\$ 59,000					\$ 10,000	\$ 69,000
19-6045 District Administrator	\$ 154,200		\$ (50,000)				\$ 104,200
19-6060 State Retirement	\$ 60,000					\$ 14,000	\$ 74,000
19-6075 Medical Reimbursement	\$ 5,000					\$ 1,000	\$ 6,000
19-6085 Temporary Labor Services	\$ 10,000					\$ 12,000	\$ 22,000
19-7013 Communications Telephone	\$ 9,500					\$ 1,000	\$ 10,500
19-7025 Employee Uniforms	\$ 11,000					\$ 1,000	\$ 12,000
19-7068 Permits Fees	\$ 25,000					\$ 10,000	\$ 35,000
19-7070 Prof Services - Outside Counsel/Litigation	\$ 20,000	\$ 30,000	\$ 30,000			\$ 9,000	\$ 89,000
19-7071 Prof Services - Attorney Fee	\$ 48,000	\$ 48,000				\$ 62,000	\$ 158,000
19-7075 Prof Services- Board Member	\$ 5,500					\$ 2,200	\$ 7,700
19-7076 Prof Services- Human Resources	\$ 20,000					\$ 35,000	\$ 55,000
19-7077 Prof Services - Engineering	\$ 50,000		\$ 100,000			\$ 66,000	\$ 216,000
19-7078 Prof Services- Chemical Analysis	\$ 13,000					\$ 13,600	\$ 26,600
19-7083 Prof Serv- Fiscal Services	\$ 12,000					\$ 22,000	\$ 34,000
19-7085 Solids Handling (Include Digester Cleaning)	\$ 65,000					\$ 40,000	\$ 105,000
19-7091 Utility Electric	\$ 150,000					\$ 30,000	\$ 180,000
19-7092 Utility Gas	\$ 10,000					\$ 4,200	\$ 14,200
19-7093 Utility Rubbish	\$ 7,000					\$ 6,000	\$ 13,000
19-7094 Utility Water	\$ 1,500					\$ 1,300	\$ 2,800
19-8020 Gas & Oil	\$ 5,000					\$ 3,400	\$ 8,400
19-8030 Equip Maintenance & Minor Replacement	\$ 176,000		\$ (30,000)				\$ 146,000
19-8050 Plant Chemicals	\$ 205,000		\$ (20,000)			\$ 35,000	\$ 220,000
19-8077 Contingency	\$ 100,000					\$ (100,000)	\$ -
Net Budgetary Changes to Fund 19		\$ -	\$ -	\$ -	\$ (466,200)	\$ 349,000	\$ (117,200)

OPERATING FUND 20 EXPENSE ACCOUNTS							
20-7080 Redundancy Project	\$ 1,535,000					\$ (386,300)	\$ 1,148,700
20-7096 Cogen EISA	\$ 37,500					\$ 37,300	\$ 74,800
Net Budgetary Changes to Fund 20		\$ -				\$ (349,000)	\$ (349,000)

OPERATING FUND 26-8065 STRUCTURE/GROUNDS - REPLACEMENT AND IMPROVEMENT							\$ -
26-8065 Structures/Grounds Replacement/Improve	\$ 947,200				\$ 466,200		\$ 1,413,400
Net Budgetary Changes to Fund 26		\$ -			\$ 466,200	\$ -	\$ 466,200

Net Budgetary Changes to all Funds							\$ -
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