



**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](http://www.sslocsd.us)

**AGENDA**

**BOARD OF DIRECTORS MEETING**

**Oceano Community Services District Board Room**

**1655 Front Street,**

**Oceano, CA 93445**

**Wednesday, October 2, 2019, at 6:00 p.m.**

**Board Members**

Jeff Lee, Chair

Caren Ray Russom, Vice Chair

Linda Austin, Director

**Agencies**

City of Grover Beach

City of Arroyo Grande

Oceano Community Services District

**Alternate Board Members**

Barbara Nicolls, Director

Lan George, Director

Cynthia Replogle, Director

City of Grover Beach

City of Arroyo Grande

Oceano Community Services District

- 
- 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 September 4, 2019**

**6. ACTION ITEMS:**

**6A. CONTRACT FOR COASTAL HAZARD MONITORING WITH RINCON CONSULTANTS**

Recommendation: Authorize the District Administrator to execute a contract for Environmental Monitoring Services Professional Engineering Services with Rincon Consultants in the amount of \$66,609.

**6B. COUNTY SCHEDULE 15 FOR FISCAL YEAR 2019/2020**

Recommendation: Authorize the Chair to sign Schedule 15 approving the Auditor-Analyst recommendation to increase the General-Purpose Reserves by \$205,945.

**6C. DISTRICT ADMINISTRATOR AND PLANT OPERATIONS REPORT**

Recommendation: Receive and File.

**7. MISCELLANEOUS ITEMS: Next meeting is at Grover Beach**

**8. BOARD MEMBER COMMUNICATIONS:**

**9. ADJOURNMENT**

The next regularly scheduled Board Meeting is November 6, 2019, 6:00 pm at the  
**Grover Beach City Hall Council Chambers**  
**154 S. Eight Street, Grover Beach, California 93433**

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT  
WARRANT REGISTER  
10/2/2019

VENDOR	BUDGET LINE ITEM	DETAIL	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
AGP VIDEO	PROFES. SERV AGP VIDEO	AUGUST	091119-3946	7080	1,585.00	1,585.00
ALL STAR INDUSTRIAL	SAFETY SUPPLIES	8/23/1906	3947	8056	211.28	211.28
ALLIED ADMINISTRATORS	DENTAL INSURANCE	OCTOBER	3948	6025	720.77	720.77
ARAMARK	UNIFORMS	08/30/19; 09/06/19	3949	7025	612.33	612.33
AUTOSYS	EQUIPMENT MAINTENANCE	2556; 2559	3950	8030	1,721.10	1,721.10
BRENNTAG	PLANT CHEMICALS	BPI977350; BPI975502	3951	8050	11,932.88	11,932.88
CARQUEST	MOYNO PUMPS	7314-1102520	3952	8032	43.08	43.08
CENTRAL COAST TECHNOLOGY	COMPUTER SUPPORT	AUGUST	3953	7082	493.43	493.43
CHARTER	COMMUNICATIONS	08/29/19-09/28/19	3954	7013	309.95	309.95
CITY OF GROVER BEACH	BILLING	JULY	3955	7081	1,754.00	1,754.00
COASTAL ROLL OFF	RUBBISH	AUGUST	3956	7093	877.66	877.66
CCWT	EQUIPMENT RENTAL	SEPTEMBER	3957	7032	60.00	60.00
DE JESUS GARDENING	STRUCTURE MAINTENANCE	AUGUST	3958	8060	450.00	450.00
DUPERON	EQUIPMENT MAINTENANCE	21824	3959	8030	813.27	813.27
ENGEL & GRAY	SOLIDS HANDLING	AUGUST	3960	7085	8,549.37	8,549.37
FARM SUPPLY	EQUIPMENT MAINTENANCE	68103; 68312	3961	8030	185.89	185.89
FGL ENVIRONMENTAL	CHEMICAL ANALYSIS	982476A	3962	7078	1,014.00	1,014.00
GILBERT TRUJILLO	LEGAL COUNSEL	AUGUST	3963	7071	3,404.00	3,404.00
GRAINGER	SAFETY SUPPLIES	9270400311	3964	8056	190.56	190.56
HOPKINS TECHNICAL PRODUCTS	EQUIPMENT MAINTENANCE	BISULFITE PUMP	3965	8030	370.55	370.55
I.I. SUPPLY	EQUIPMENT MAINTENANCE	63428; 63518	3966	8030	503.63	503.63
INTERSTATE BATTERIES	EQUIPMENT MAINTENANCE	101042683	3967	8030	131.40	131.40
JB DEWAR	FUEL	915800	3968	8020	157.03	157.03
JEREMY GHENT	CERTIFICATIONS	SWRCB OIT REIMBURSE	3969	7055	125.00	125.00
JOHNSON'S BOILER	EQUIPMENT MAINTENANCE	14111	3970	8030	3,236.50	3,236.50
JUSTIFACTS	RECRUITMENT	OIT	3971	7005	75.90	75.90
MKN	REDUNDANCY ADMINISTRATION	6047	3972	20-7080	11,580.82	15,847.60
	WW PRETREATMENT PROGRAM	6048		19-8015	2,199.05	
	ENG. REPORT & USDA FUNDING	6049		20-7080	2,067.73	
MINERS	EQUIPMENT MAINTENANCE	AUGUST	3973	8030	352.85	352.85
OEC	CHEMICAL ANALYSIS	1903719	3974	7078	85.00	85.00
POLYDYNE	PLANT CHEMICALS	1383693	3975	8050	6,331.65	6,331.65
PRAXAIR	EQUIPMENT RENTAL	07/20/19-08/20/19	3976	7032	31.85	31.85
RINCON	REDUNDANCY	CEQA PLUS AND USDA SUPPORT	3977	20-7080	5,193.47	5,193.47
SANTA MARIA FAMCON PIPE	EQUIPMENT MAINTENANCE	S100011265.001	3978	8030	360.41	360.41
SO CAL GAS	UTILITY GAS	07/31/19-08/29/19	3979	7092	2,062.96	2,062.96
SO CO SANITARY	RUBBISH	SEPTEMBER	3980	7093	366.94	366.94
STANLEY	ALARMS	OCTOBER	3981	7011	71.28	71.28
STATE FUND INSURANCE	WORK COMP	SEPTEMBER	3982	6080	1,706.33	1,706.33
SWRCB ELAP	PERMIT FEES	EA 1219-1413	3983	7068	4,310.00	4,310.00
TENERA ENVIRONMENTAL	OCEAN OUTFALL	E19931	3984	7060	4,636.33	4,636.33
THOMA ELECTRIC	ELECTRICIAN	42665	3985	7062	787.50	787.50
VWR	LABORATORY SUPPLIES	2019-147; 2019-148; 2019-149	3986	8040	4,068.54	4,068.54
<b>SUB TOTAL</b>					<b>\$ 85,741.29</b>	<b>\$ 85,741.29</b>

Warrant Register continues on next page.

ALLSTAR INDUSTRIAL SUPPLY	SAFETY SUPPLIES	2429	092419-3988	8056	187.96	\$ 187.96
ALLTECH COMPUTERS	COMPUTER SUPPORT	2285359	3989	7082	1,897.15	\$ 3,294.18
	COMPUTER EQUIPMENT	2285359		7015	1,397.03	
AQUATIC BIOASSAY	CHEMICAL ANALYSIS	SLO0519.0432	3990	7078	4,085.00	\$ 4,085.00
ARAMARK	EMPLOYEE UNIFORMS	09/13; 09/20	3991	7025	470.74	\$ 470.74
AT&T	TELEPHONE	09/11-10/10	3992	7013	197.31	\$ 197.31
AUTOSYS	STRUCTURE MAINTENANCE	DISINFECTION SYSTEM	3993	26-8065	7,900.00	\$ 7,900.00
BRENNTAG	PLANT CHEMICALS	BPI982847; BPI983693	3994	8050	11,643.70	\$ 11,643.70
CA ELECTRIC SUPPLY	EQUIPMENT MAINTENANCE	7826-796012	3995	8030	163.02	\$ 163.02
CAREN RAY RUSSOM	BOARD SERVICE	SEPTEMBER	3996	7075	100.00	\$ 100.00
CARQUEST	CLARIFIERS	7314-1104888	3997	8030	43.59	\$ 43.59
CITY OF PISMO BEACH	TRAINING	ELECTRIC CLASS	3998	7067	4,590.00	\$ 4,590.00
CULLIGAN	EQUIPMENT RENTAL	57,875.00	3999	7032	190.00	\$ 190.00
ERIKA FROST	MEDICAL REIMBURSE	FY 19/20	4000	6075	203.00	\$ 203.00
FARM SUPPLY	EQUIPMENT MAINTENANCE	FFR	4001	8030	79.26	\$ 79.26
HAULAWAY	EQUIPMENT RENTAL	08/08/19-09/04/19	4002	7032	93.80	\$ 93.80
IMG MEDICAL GROUP	SAFETY	86594; 86593; 86591	4003	8056	530.00	\$ 530.00
JB DEWAR	EQUIPMENT MAINTENANCE	78122	4004	8030	149.37	\$ 149.37
JEFF LEE	BOARD SERVICE	SEPTEMBER	4005	7075	100.00	\$ 100.00
JONES AND MAYER	LEGAL COUNSEL	AUGUST	4006	7071	4,995.00	\$ 7,967.64
	OUTSIDE LEGAL	AUGUST		7070	2,972.64	
LINDA AUSTIN	BOARD SERVICE	SEPTEMBER	4007	7075	100.00	\$ 100.00
NBS	OCEANO BILLING	10/01/19-12/31/19	4008	7074	1,676.92	\$ 1,676.92
OILFIELD ENVIRONMENTAL SUPPLY	CHEMICAL ANALYSIS	1903220	4009	7078	85.00	\$ 85.00
PACIFIC CNTRAL COAST HLTH	RECRUITMENT	OIT	4010	7005	130.00	\$ 130.00
PG&E	ELECTRICITY	08/12/19-09/10/19	4011	7091	18,429.10	\$ 18,429.10
RGS	RECRUITMENT	OIT	4012	7005	456.59	\$ 456.59
SANTA MARIA FAMCON PIPE	EQUIPMENT MAINTENANCE	SLUDGE WATER VALVES	4013	8030	4,813.97	\$ 4,813.97
SITE ONE LANDSCAPING	STRUCTURE MAINTENANCE	94708291-001	4014	8060	76.79	\$ 76.79
SPRINT	CELL PHONES	08/04/19-09/03/19	4015	7014	94.61	\$ 94.61
TENERA ENVIRONMENTAL	OCEAN OUTFALL	E19957	4016	7060	5,430.40	\$ 5,430.40
UMPQUA BANK	MEMBERSHIPS	AUGUST	4017	7050	496.14	\$ 3,825.66
	TRAINING	AUGUST		7067	1,501.44	
	OFFICE SUPPLIES	AUGUST		8045	197.81	
	COMPUTER SUPPORT	AUGUST		7082	155.40	
	COMPUTER EQUIPMENT	AUGUST		7015	1,364.66	
	WEB HOSTING	AUGUST		7011	74.25	
	SAFETY SUPPLIES	AUGUST		8056	35.96	
<b>SUB TOTAL</b>					<b>\$ 77,107.61</b>	<b>\$ 77,107.61</b>
SSLOCS	AUGUST TRANSFER	PAYROLL	091119-3987		56,313.29	86,962.56
		RETIREMENT		6060	15,290.69	
		MEDICAL		6010	15,358.58	
<b>SUB TOTAL</b>					<b>\$ 86,962.56</b>	<b>\$ 86,962.56</b>
<b>GRAND TOTAL</b>					<b>\$ 249,811.46</b>	<b>\$ 249,811.46</b>

We hereby certify that the demands numbered serially from 091119-3946 to 092419-4017 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



# **SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

Post Office Box 339, Oceano, California 93475-0339  
1600 Aloha, Oceano, California 93445-9735  
Telephone (805) 489-6666 FAX (805) 489-2765  
[www.sslocsd.org](http://www.sslocsd.org)

## **SUMMARY ACTION MINUTES Regular Meeting of Wednesday, September 4, 2019**

---

### **1. CALL TO ORDER AND ROLL CALL**

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

Present: Jeff Lee, Chair, City of Grover Beach  
Caren Ray Russom, Vice Chair, City of Arroyo Grande  
Linda Austin, Director, Oceano Community Services District

District Staff: Jeremy Ghent, District Administrator;  
Mychal Jones, Plant Superintendent

### **2. PLEDGE OF ALLEGIANCE**

Superintendent Jones led the Pledge of Allegiance.

### **3. AGENDA REVIEW**

Administrator Ghent corrected the footer on the Minutes of the Special Meeting of August 21, 2019. The correct footer should be Item 5C.

### **4. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA**

Chair Lee opened the Public Comment period and Mary Lucey commented on the Community Workforce Agreement; a Board report card and moving the plant out of Oceano. Public Comment was closed.

### **5. CONSENT AGENDA:**

**5A. Approval of Warrants**

**5B. Approval of Meeting Minutes of August 7, 2019**

**5C. Approval of Special Meeting Minutes of August 21, 2019**

Director Ray Russom requested an update on electricity usage.

**Motion:** Director Ray Russom

**Second:** Director Austin

**Action:** Approved unanimously by voice vote.

**6. ACTION ITEMS:**

**6A. A RESOLUTION OF THE BOARD OF THE SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT DESIGNATING THE DISTRICT ADMINISTRATOR AND PLANT SUPERINTENDENT TO BE THE AUTHORIZED AGENTS TO ENGAGE WITH THE FEDERAL EMERGENCY MANAGEMENT AGENCY AND THE GOVERNOR'S OFFICE OF EMERGENCY SERVICES REGARDING GRANTS APPLIED FOR BY THE SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

Administrator Ghent presented this item. He said this is a standard processing item and a request to update the FEMA contact. This document is required to give staff the authority to sign agreements for any disaster relief in the future.

There was no Public Comment.

**Motion:** Director Austin made a motion to accept staff recommendation and adopt Resolution No. 2019-409, designating the District Administrator and Plant Superintendent to sign and execute applications and agreements for Federal and State disaster relief and emergency assistance; and direct staff to file CalOES Form 130 with the Governor's Office of Emergency Services.

**Second:** Director Ray Russom

**Action:** Approved unanimously by roll call vote.

**6B. DISTRICT ADMINISTRATOR AND PLANT OPERATIONS REPORT**

Administrator Ghent presented this report and provided updates on the Redundancy Construction Management Services effort; Flood Control Zone 1/1A Arroyo Grande Creek Cleanup Project which is managed by County Public Works Dept. and a \$12,000 reimbursement agreement with the County Public Works Dept. to fund the raising of 9 District manholes impacted during the County's upcoming overlay project in Oceano. He also announced that there will be an upcoming update on the Central Coast Blue MOA.

Plant Superintendent Jones presented the Operations Report. He said the facility met its permit limitations under the NPDES permit. He provided his speculation on why the energy bill is higher than usual and believes it is due to running pumps. He updated the Board on operation and maintenance projects; work orders completed; training and call outs. He announced that the APCD has released and discharged the District from any and all claims for civil penalties arising out of the Notice of Violation 3105.

There was no Public Comment.

The Board received and filed this report.

**7. MISCELLANEOUS ITEMS:**

None

**8. BOARD MEMBER COMMUNICATIONS**

Director Ray Russom provided comments related to the Public Comment provided by Mary Lucey regarding the Community Workforce Agreement and having a Board report card.

**9. CLOSED SESSION:**

**Public Employee Performance Evaluation pursuant to Government Code Section 54957:**

Title: District Legal Counsel

Title: District Administrator

Chair Lee opened the Public Comment and Mary Lucey provided comments commending Legal Counsel and Administrator Ghent for their work with the District. Chair Lee closed the Public Comment.

**10. ADJOURNMENT**

6:33 p.m.

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

This page left intentionally blank.





# **SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

Post Office Box 339 Oceano, California 93475-0339

1600 Aloha Oceano, California 93445-9735

Telephone (805) 489-6666 FAX (805) 489-2765

[www.sslocsd.org](http://www.sslocsd.org)

---

## **STAFF REPORT**

**To:** Board of Directors

**From:** Jeremy Ghent, District Administrator

**Date:** October 2, 2019

**Subject:** **CONTRACT FOR COASTAL HAZARD MONITORING WITH RINCON CONSULTANTS**

### **RECOMMENDATION:**

Authorize the District Administrator to execute a contract for Environmental Monitoring Services Professional Engineering Services with Rincon Consultants in the amount of \$66,609.

### **BACKGROUND AND DISCUSSION:**

The California Coastal Commission (CCC) approved Coastal Development Permit (CDP) 3-16-0233 for the District's Wastewater Treatment Plant Redundancy Project. As a Special Condition of this CDP the CCC requires the District to perform ongoing Coastal Hazard Monitoring as described in the approved Coastal Hazards Monitoring Plan.

The District prepared a Coastal Hazards Monitoring Plan (ESA, December 2018) which was submitted to CCC and approved earlier this year. It is now upon the District to implement the approved plan.

In July and August, the District, solicited proposals from four firms for environmental monitoring services to comply with the Coastal Hazard Monitoring Plan. Rincon Consultants and Cleath-Harris Geologists submitted proposals for the District's consideration. Both firms' proposals were evaluated based on criteria that consisted of understanding of the work to be done, experience with similar kinds of work, qualifications of staff and availability of Consultant, and demonstrated technical ability. After the review and evaluation of the proposals, District staff is recommending Rincon Consultants to provide Coastal Hazards Monitoring services.

The scope of services is in accordance with the Coastal Hazards Monitoring Plan and includes:

- Collecting regional data including tidal water elevations, wave parameters, temperature, evaporation, precipitation, Arroyo Grande Creek water levels, and groundwater data.
- Making this data available to the District in a database.
- Collecting photos and documentation of water levels, surface ponding, and any impact to the WWTP following each qualifying rain event of 0.5 inches or more.

- Collecting photos and documentation following a flood event.
- Conducting a topographic channel survey of Arroyo Grande Creek and lagoon.
- Conducting an aerial survey of the beach berm and lagoon to establish a baseline to detect future changes.
- Conduct investigations in the case of an extreme coastal flood event.
- Providing a monthly summary of environmental data and an annual report describing work done and findings over the prior year.

The estimated cost of the base scope of services is \$59,421. However, in the event of a high number of rain events or an extreme coastal flood this year, additional services will be required. Rincon Consultants have included these as optional tasks in their proposal. It is recommended that the contract be executed for the proposed \$66,609 to include contingency for these items.

**FISCAL CONSIDERATION:**

Account 20-7080 Redundancy Phase 1(Permits, Fees, Environmental and Utilities) includes budget to cover the cost of this contract.

Attachment:

Rincon Consultants Proposal, Sept. 4 2019



**Rincon Consultants, Inc.**

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

805 547 0900 OFFICE AND FAX

info@rinconconsultants.com  
www.rinconconsultants.com

September 4, 2019  
Project No: 19-08125

Jeremy Ghent, District Administrator  
South San Luis Obispo County Sanitation District  
1600 Aloha Place  
Oceano, California 93445  
Via email: [jeremy@sslocsd.us](mailto:jeremy@sslocsd.us)

**Subject: Revised Proposal to Conduct Coastal Hazards Monitoring and Reporting for the South San Luis Obispo County Sanitation District in Oceano, San Luis Obispo County, California**

Dear Mr. Ghent,

**Rincon Consultants, Inc. (Rincon)** is pleased to submit this **revised** proposal to provide the South San Luis Obispo Sanitation District (District) with assistance to conduct Coastal Hazards Monitoring and Reporting as required by the Coastal Development Permit (CDP) 3-16-0233 for the installation of redundancy/backup infrastructure and other improvements to the District's Wastewater Treatment Plant (WWTP) located in Oceano, California. The Coastal Hazards Monitoring and Reporting will be conducted in accordance with the WWTP's Coastal Hazards Monitoring Plan (Monitoring Plan) which was approved by the California Coastal Commission (CCC).

Rincon is enthusiastic about this opportunity to expand our work with the District and has developed an innovative and efficient process for collecting and analyzing the required data sets with the assistance of and collaboration with District and WWTP personnel. Rincon has many years of experience surveying and monitoring in the Coastal Zone and has the technical qualifications and knowledge of surface water runoff, coastal hazard analysis, and CDP permits to execute the monitoring and reporting outlined in the Monitoring Plan.

Rincon is a multi-disciplinary environmental science, planning, and engineering consulting firm providing quality professional services to government and industry. Founded in 1994, Rincon has grown to a firm of over 260 professionals located in 13 California offices including San Luis Obispo, which opened in 2000 and is currently staffed by 24 environmental professionals. Our professionals are experienced in project management; marine and biological resource evaluation and habitat enhancement; cultural and historic resources analysis; soil evaluation and remediation; urban, land use, and environmental planning; regulatory compliance; and related studies including problem-solving services in geology, hydrology, and waste management.

Over the last 25 years, Rincon has developed extensive experience surveying, monitoring, and permitting projects involving public and private infrastructure improvements, water resources, and land use development with the potential to impact sensitive habitats and species of concern, including those listed under the federal and state Endangered Species Acts. Our professional services team brings years of broad and diverse experience constructing and executing marine, terrestrial, estuarine, and coastal resource investigations that serve client objectives. Rincon owns and operates vessels, sampling hardware, mapping and database software, and survey equipment. Additionally, our professionals are



skilled in the development of regulatory documents, design of mitigation strategies, implementation of monitoring programs for complex capital improvement, coastal development, and restoration projects consistent with the needs of the District.

Rincon and its project managers are familiar with the District's operational infrastructure components, operations, and resource concerns relative to the Coastal Zone flood hazards. Rincon's professional team has an excellent reputation with our clients, as well as key staff and decision-makers within local, State, and federal resource protection agencies. Our approach to all projects is focused on well-designed solutions that respond to our clients' specific needs in a cost-effective manner.

Rincon also has a strong history of applying Information Technology (IT) and Geographic Information Systems (GIS) expertise to support different disciplines. Rincon is an Esri Silver Network partner and holds an Esri ArcGIS Online Specialty designation. Our seven-person team has over 80 years of collective GIS experience providing solutions to help facilitate field data collection, management, analysis, and reporting needs.



## Staff

Leading the team will be **Colby J. Boggs, Principal/Senior Ecologist**. He has over 20 years of experience directing physical and biological surveying and monitoring projects in the Coastal Zone, including extensive experience with coastal wetlands, stream systems, sensitive species and regulatory permitting. Mr. Boggs will provide oversight of the Quality Assurance/Quality Control process for the project. **Derek Lerma** will serve as Project Manager in charge of day-to-day oversight and will serve as the District's primary contact. He also has over 20 years of experience in marine and coastal monitoring including work in coastal lagoons, sand beaches, and physical parameter data collection and processing programs. **Jennifer Haddow** will act as the Principal-in-Charge and contract administrator for the project. Rincon will utilize biologists, hydrologists, stormwater specialists, and GIS professionals located in Rincon's San Luis Obispo office as well as staff from other offices as needed to execute the monitoring program. Participating Rincon professionals have extensive local knowledge of project area, regional weather conditions and regulatory personnel greatly benefiting the project in terms of responsiveness, schedule, and regional regulatory tendencies.

## Scope of Work

Rincon proposes to conduct regular monitoring of the District's WWTP and adjacent beach and water ways to acquire site-specific data and perform analyses of these areas and their exposure to flooding hazards for existing conditions and future conditions with projected sea level rise. The CCC-approved Monitoring Plan for the project provides an outline of the survey and monitoring requirements. This scope of work (SOW) provides details, by task, of how Rincon intends to collect, process, and analyze the various data metrics as well as document and track mitigating flood hazard response with respect to the District's WWTP facility and adjacent areas over time. The goal of the monitoring program is to track how the various hazards change over time, and document actions and responses for managing those hazards.

The ability to identify critical flooding hazard metrics precipitated by increased groundwater levels and surface water runoff during annual rain events or coastal flooding hazards caused by extreme high tides,



storm surges, and significant wave events requires adequate data resolution. The tasks outlined in this proposal follows the Monitoring Plan specifics described in each section and is structured to follow the general requirements presented in Table 3 of the Monitoring Plan provided by the District.

## Task 1 Regional Data Acquisition

As stated in the Monitoring Plan, the acquisition, analysis, and archiving of regional environmental data collected by other government agencies will be paramount to tracking and determining how rainfall and other coastal zone hazards affect the District's WWTP facility and adjacent areas over time. In turn, the data will aid in determining and documenting the metrics and thresholds at which the District's management and mitigation actions are implemented in response to managing the various flooding hazards.

The task of archiving regional environmental data in accordance with the Monitoring Plan requirements involves the acquisition and management of a large amount of temporal data from various sources. To help facilitate organization, storage, and retrieval of this data from the various data sources, Rincon will implement a centralized Structured Query Language (SQL) Server database to hold regional environmental data parameters in an organized and structured format, so that data can be easily accessed, searched, filtered, and analyzed. The database will be designed to contain and manage environmental data obtained from the following sources:

- **Tidal water elevations** will be obtained from the Port San Luis tide gauge, NOAA NOS Station 9412110.
- **Wave parameters**, including significant wave height, peak period, and peak direction of wave approach, will be obtained from the Coastal Data Information Program (CDIP) California Coastal Wave Monitoring and Prediction System, at CDIP model output point (MOP) number SL076 (Diablo Canyon).<sup>1</sup>
- **Meteorological parameters (temperature, evaporation, and precipitation)** will be obtained from the California Irrigation Management Information System (CIMIS) Nipomo CIMIS Station #202. Evaporation data will be recorded as an hourly measurement; rainfall will be recorded as a daily total.
- **Water levels** will be obtained from the gauge for Arroyo Grande Creek, located at 22nd Street and Highway 101, available from the San Luis Obispo (SLO) County Water Resources (Department of Public Works). Water surface elevation for that gauge location will be converted to streamflow to produce a continuous monitoring record using the previously acquired rating curve information (ESA PWA 2013; ESA 2016).
- **Groundwater data** will be recorded by a District-installed water level gauge on the on-site groundwater well. Data will be provided to Rincon on a monthly basis for the reporting period. Calibration of water level gauge will be the responsibility of the District. Rincon assumes two (2) hours for data collection and evaluation per month.

Rincon will download and archive the regional environmental parameter data on monthly intervals and integrate the downloaded data in a centralized database to allow Rincon staff to search, filter/query, and export data for analysis using a variety of programs including Microsoft Excel, GIS, or other

---

<sup>1</sup> While the Monitoring Plan specifies CDIP Model Output Point number SL068, station SL068 is no longer present on the CDIP website. We propose to use Station 076 (Diablo Canyon) in its absence.



statistical software applications. Regional environmental data will be acquired and archived in hourly resolution and in minute resolution, as needed.

Within four (4) weeks of the end of each quarter, Rincon will provide the client with a brief one-page quarterly summary of the environmental data collected. The term for regional environmental data acquisition, processing, and analysis will be from May 2019 to May 2020, and annually moving forward (subject to budget availability).

At the inception of the project, the implementation of the regional environmental data archive database will be phased to initially focus on data importing and storage. Review, analysis, and assessment of regional environmental data will be primarily conducted in association with annual reporting, but access can be provided to the District and other third parties through a web-based user interface that facilitates searching, filtering, exporting, graphing, and report generation capabilities, if requested. Rincon will host the monitoring programs' database in-house and will perform routine maintenance, updates, and backups of the environmental data for each contracted year. Subject to the District's requests and budget availability, Rincon will make periodic improvements to the database application user interface, including adding features such as dynamic graphs, charts, and analyses summaries.

Regional environmental data will be analyzed and evaluated as well as other survey and monitoring data as part of the annual reporting task. Rincon will provide all collected regional environmental data archived in the database to the District in a Microsoft Excel spreadsheet format for the District's continued use. If requested by the District, Rincon will provide the web-based user interface source code and SQL database backup file as well.

## Assumptions

- The term for regional environmental data acquisition, processing, and analysis is assumed to be May 2019 to May 2020, and annually moving forward (subject to budget availability).
- The District will actively collaborate with Rincon's IT/GIS staff to review the database and application user interface and provide feedback and approval during development.
- Data will be obtained from the readily available, public, online sources listed above, and the availability of such data is dependent upon the availability of the data sources. Should the data sources become unavailable during the life of this project, Rincon will coordinate with the District to identify suitable alternatives.
- Only data from sources listed above will be contained in the regional environmental database unless otherwise agreed to by District and Rincon.
- Any meetings between the District and Rincon's IT/GIS team will be done via telephone and online web conferencing services unless otherwise requested.
- All database and GIS work will be performed off-site at Rincon's offices.
- All regional environmental data sent to the client will be delivered via email or File Transfer Protocol (FTP).
- Rincon reserves the right to utilize the database and application source code for use in marketing or other similar projects.
- Rincon does not guarantee 24-hour, 7-day accessibility of the database or the user interface application.



## Task 2 Rainfall Event Monitoring

The Monitoring Plan dictates that monitoring will be conducted following each Qualifying Rain Event (QRE). The Regional Water Quality Control Board (RWQCB) defines a QRE as any event that produces 0.5 inch or more of precipitation with a 48-hour or greater period between rain events. The post QRE visual assessments are required at the conclusion of each QRE and QREs extending beyond 7 days. Rincon will work collaboratively with the District to execute an efficient and cost-effective program. Rincon's Project Manager and QSP will attend a kick off meeting with the District to discuss responsibilities and communications. The QSP will provide on-site training, QRE notifications, post QRE data template, and on-site support as directed by the District in accordance with the Monitoring Plan. Rincon will perform a total of nine (9) post QRE visual inspections including completing monitoring datasheets, acquiring photographs at the required locations, perform QA/QC on the data, and archive results. A Rincon QSP or assigned storm water professional will perform the post QRE monitoring inspections. The post QRE data collection QA/QC and training will be completed by a Rincon QSP and will include a review of the monitoring inspection methods, data collection, photographing, and reporting requirements outlined in the Monitoring Plan and typically recorded for QREs. Rincon will track meteorological parameters and notify the District via email when a potential QRE's is forecasted. Furthermore, Rincon will provide email notifications to the District when Rincon intends to conduct post visual assessments.

### Assumptions

- To build monitoring redundancy, Rincon will provide a brief training to the District's WWTP personnel covering the post QRE data collection and reporting requirements outlined in the Monitoring Plan. Rincon will review and revise the existing post QRE data collection template currently used by the District.
- A QRE is defined as a precipitation event that produces 0.5 inch or more of precipitation with a 48-hour or greater period between rain events.
- Rincon assumes a total of nine (9) post QRE inspections per reporting year (May to May). Rincon assumes it will conduct nine (9) inspections.
- Rincon's will collect post QRE information that will include the following:
  - Photographs of site
  - Documentation of surface ponding
  - Lagoon elevation recorded from District installed staff gauge
  - Document operational issues and damages to the WWTP
- Post visual inspection will be completed within 48 business hours of the conclusion of a QRE.
- Should a QRE extend beyond seven (7) days, a visual assessment will also occur within 48 hours of the conclusion of each seven (7) day period within the QRE.
- Post QRE visual assessments beyond nine (9) events will be conducted by Rincon on a per occurrence basis at a fixed cost of \$770 per event.
- Management actions related to the operation of the WWTP including, maintenance of drainage assets, vegetation management, levee improvements, and mechanical breaching of the Arroyo Grande Lagoon shall be provided to Rincon prior to initiation. A summary of the actions shall include location, responsible party, reference to applicable permits, and a summary of the actions. Rincon will record and include all management actions in the annual report.





- Rincon will provide a brief letter summary of post QRE monitoring inspection information and photographs completed by Rincon within 72 hours of completion. Rincon will conduct QA/QC, analysis, and summarize inspections in the annual report.
- Rincon requires a minimum 48 business hours for post QRE inspection mobilizations.

### Task 3 Post-flood Event Monitoring (Optional or Triggered)

A flood event is not clearly defined by the RWQCB but the Monitoring Plan outlines Flood Hazard triggers in Table 4 that describe specific conditions associated with increased water levels occurring in Arroyo Grande Creek (fluvial), Lagoon (estuarine), and coastal areas with the potential to affect the District's WWTP or adjacent areas. Water levels in Arroyo Grande Creek that cause overtopping of the creek's levee, a median Lagoon Elevation of 9.5 feet North America Vertical Datum (NAVD), and water levels exceeding 10.4 NAVD are considered flood events per the Monitoring Plan. Rincon will conduct post-flood event monitoring at the discretion of the District if one of the Flood Hazard triggers is reached. Post-flood monitoring would be conducted in coordination with monthly lagoon and ground water elevation monitoring to better understand flood event occurrences and timing relative to event-based observations of Arroyo Grande Creek and the Oceano Lagoon that are also required by the Monitoring Plan. The post-flood event-based observations are intended to quantify the impacts of extreme events and provide benchmark data needed to predict and manage future storms events.

Rincon will evaluate sea level rise analysis, tidal data, rainfall rates, and WWTP effluent volumes as part of the Post Flood event monitoring. Rincon will document representative water levels within Arroyo Grande Creek, the Lagoon, and adjacent areas relative to elevation benchmarks and installed gauges including areas around the WWTP effluent discharge line location during post-flooding event monitoring. A brief letter summary of each post-flood event will be provided to the District following each monitored event to describe, assess, and analyze the individual post-flood event for incorporation into the annual report. Additional post-flood monitoring events will be conducted when the Arroyo Grande Creek overtops the levee, a median Lagoon Elevation of 9.5 feet NAVD if reached, water levels exceeding 10.4 NAVD, or as directed by the District.

#### Assumptions

- Rincon will collaborate with the District to identify or install up to three (3) water level gauges or marker locations for referencing creek water levels during flood events.
- Post-flood event monitoring will be conducted by a Rincon professional within 48 hours of a flood event as directed by the District.
- Post-flood event monitoring will be conducted on a per occurrence basis fixed-cost of \$1,625 per event beyond the one (1) post-flood monitoring events described in this task.
- Rincon assumes all post-flood data logged from District gauges can be accessed by Rincon. Rincon will collect post flood data and provide an annual summary.
- Rincon assumes a minimum of two (2) events during the peak rain season, regardless of whether a qualifying flood event occurs.

### Task 4 Arroyo Grande Channel Surveys

Topographic surveys of Arroyo Grande Creek and the lagoon are required as part of the Monitoring Plan at a frequency of once every three (3) years. In consideration of the first year of monitoring, Rincon





proposes to conduct this task during the 2019/2020 rainy season (December to March). It is also recommended that the topographic data should be high resolution sufficient for tracking temporal and spatial changes to the project's primary water courses and to be able to develop management strategies for mitigating coastal flood hazards.

Topographic surveys of Arroyo Grande Creek and lagoon will be conducted by two (2) Rincon professionals using a 10-foot tidal staff with a Trimble R2 GPS unit affixed to the top and a Bluetooth connected data tablet. One (1) Rincon scientist, outfitted with a wetsuit and/or personal flotation device, will wade in the creek and lagoon working upstream to downstream traversing the thalweg (lowest point of the cross section of a water body at any one point) using the 10-foot (3-meter) tidal staff with affixed GPS to probe the bottom and identify the location of the thalweg. Once the location of the thalweg has been identified, the supporting Rincon scientist will record the elevation, latitude/longitude, time and depth of the thalweg on the data tablet through a Bluetooth connection and the wading scientist is notified to proceed. Survey marks will be collected approximately every 30 feet (10 meters). The R2 GPS unit will provide sub-meter horizontal and vertical accuracy and a graphic representation of thalweg elevation presented in the annual report and tracked annually to represent change over time.

The thalweg topographic survey will be synchronized annually with a small unmanned aircraft system (drone) aerial and topographic survey of the beach berm, vegetation communities, and lagoon footprint to provide a comprehensive data set capable of being evaluated in concert with groundwater levels, tidal height, and lagoon morphological conditions. (Please see Task 5)

The same survey process would be implemented to document the topographic condition of the lagoon mouth and adjacent beach slope, and the resulting lagoon mouth topographic elevations will be presented in the annual report. Representative photographs of the various sections of the Arroyo Grande Creek and Lagoon systems (upper, middle, and bottom) will be captured during the survey.

## Task 5 Beach Berm and Lagoon Monitoring

Similar to the topographic and visual surveys outlined in the previous task, monitoring and assessment of the beach berm, Arroyo Grande Lagoon, and Meadow Creek are required as part of the Monitoring Plan at varying frequency of between monthly and every three years. In consideration of the first year of monitoring, Rincon proposes to conduct this task once during the 2019/2020 year (May 2019 to May 2020) to capture wet season existing conditions.

Rincon will conduct monthly assessments to record lagoon stage and ground water elevations from staff gauges and yearly low altitude aerial data acquisition and digital reconnaissance utilizing a drone to conduct the visual and topographic surveys of the beach berm and lagoon. The drone operations will be conducted by a Federal Aviation Administration (FAA) licensed pilot to collect aerial and elevational data of the project site. The drone is equipped with a 12-megapixel camera that collects data in the visible spectrum (R, G, B) and near-infrared. The data will be collected utilizing a drone with a real-time kinematic (RTK) receiver as well as a redundant GPS system which is capable of providing real-time, centimeter-level positioning data. The drone will produce a high-resolution RGB and near-infrared aerial image and a topographic digital surface model with 0.3-foot pixel resolution at sub-foot horizontal and vertical accuracy. Topographic data will be surface data only and will not represent bare earth in areas with vegetation. If a bare earth topographic model is desired, a drone-based LiDAR survey can be conducted for an additional cost. All spatial data will be collected in WGS-84 to allow for integration with project figures and GIS based spatial analysis.



Prior to visiting the project area, our staff will create a customized flight plan using specialized software that allows for preprogramming of this information into the drone. The custom flight plan will be used during each project flight to ensure consistent methodology between data collection years.

Imagery and digital surface data will be used to map lagoon extent changes and lagoon berm elevation changes for each year. To show the site changes, vegetated versus unvegetated cover as well as wetted area of the lagoon will be hand mapped at a scale of 1:2,000 across the site with a minimum mapping unit of 1,000 square feet. Topographic changes and a topographic cross section will be mapped for the foreshore dune area. The drone imagery will be used as a base for all figures produced in the annual reports.

### Assumptions

- Weather conditions will meet Rincon and drone flight safety standards with adequate sunlight for aerial photography.
- All personnel that are not directly associated with the Rincon flight team will vacate the site or remain under structures with suitable overhead protection for the duration of drone flight.
- All drone operations conducted by Rincon will comply with all FAA regulations. Preliminary evaluations have determined that an FAA waiver is not needed for this project site.
- The topographic digital surface model will represent surface heights of the land cover and not the bare earth across the site.
- Rincon assumes one (1) drone flight a year.

## Task 6 Extreme Coastal Flood Event Monitoring (Optional)

Similar to the Monitoring Plan's requirement to monitoring flood events, Extreme Coastal Flood events are not clearly defined but generally described as events having greater than ten-year occurrences. Water levels in Arroyo Grande Lagoon and the lower reaches of the creek are intermittently influenced by coastal processes which include extreme high tides, storm surge, and major swell events when the lagoon mouth is open to the Pacific Ocean. Potential coastal flooding impacts caused by these extreme coastal events include localized flooding, obstruction of the lagoon's flow into the ocean, and potential back pressure from the District's WWTP flow into the creek. Each of these potential outcomes cause flood hazards nearest the beach but may ultimately cause levee overtopping and District infrastructure damages or disruptions. Considering the potential flooding hazards associated with the described extreme coastal events, Rincon proposes to conduct this work at the discretion of the District. Monitoring should occur when the lagoon mouth is open or when an extreme coastal event notably impacts coastal habitats or infrastructure.

The surveys will be conducted during an extreme coastal flood event or when the lagoon mouth is open and a high to moderate tide and/or storm surge event is predicted. The Extreme Coastal Flood monitoring event will document, record, and assess the effects of waves on the tidal gate and levee including recording the elevation of the lagoon using a tidal gauge and recorded water level data from the County. Following each extreme coastal flood monitoring event, Rincon will develop a brief letter report summarizing the conditions and resulting impacts to the lagoon, levee, tidal gate, and District infrastructure. Rincon will contact the District and requested information on any preventative or responsive actions or measure implemented prior to, during and/or after the event and integrate the measures into the letter report and subsequently the annual report. Extreme coastal flood event



monitoring will be conducted on a per occurrence basis at a fixed cost of \$3,250 per event beyond the first post-flood monitoring event conducted each year and described in this task

Event monitoring will include a reconnaissance level visual survey of the project area and be conducted by two (2) Rincon professionals using a ten-foot tidal staff with a Trimble R2 GPS unit affixed to the top and a Bluetooth connected data tablet to document lagoon elevation. Monitors will record and document creek elevations and conditions at each of the 17 photo points, Arroyo Grande Creek water level locations and assess and document beach berm, beach, lagoon, creek and WWTP site conditions. Extreme Coastal Flood event monitoring observations will be assessed relative to regional environmental conditions collected and archived under Task 1. A brief letter report will be provided to the District summarizing the observations and results of the coastal flood event monitoring. Additional surveys can be performed on an as needed basis at the request of the district and subject to the per event cost provided.

## Assumptions

- Rincon will work interactively with the District to identify or install up to three (3) water level gauges or marker locations for referencing creek water levels during flood events.
- Extreme Coastal Flood event monitoring will be conducted by two (2) Rincon professionals during a predicted event.
- Extreme Coastal Flood event monitoring will be conducted on a per occurrence basis at a fixed cost of \$3,250 per event beyond the first yearly monitoring event described in this task.
- Extreme Coastal Flood event monitoring will be conducted during daylight hours when: 1) a high tide of greater than 6.0 feet Mean Lower Low Water (MLLW) occurs during the rainy season (December to March) and the lagoon mount is open; 2) during high tide when an offshore swell event greater than 12 feet (NOAA Marine Forecast) is predicted.
- District will provide or facilitate access to all photo point locations and access roads to the extent possible.
- Extremely Coastal Flood Event Monitoring will be conduct at the direction of the District.

## Task 7 Annual Reporting

Rincon will develop an annual report in the spring of each year that describes the monitoring programs CDP requirements, survey methods, environmental data, survey data and relevant flood hazard management actions implemented by the District during the monitoring year. The annual report will present a detailed summary of the data collected including the methods used and accuracy of measurements taken. All spatial data, graphics and maps will be presented in a consistent datum and units in order to facilitate analysis and evaluation of the data in a clear and efficient manner consistent with CCC guidance. Environmental data will be summarized monthly and analysis will be focused on providing descriptive statistics for each regional environmental parameter collected and archived. The annual report will develop a results section that presents the results of each monitoring method as well as describe how information collected during event-based observations correlates with archived regional environmental datasets. Photographs collected during the various monitoring and survey tasks will be organized in a separated appendix by station, date, and include a label defining each photographs orientation. A separate section in the results section will present the management actions



implemented by the District during the monitoring year to mitigate perceived or documented flood hazards in the project area.

In April of each contracted monitoring year, Rincon will meet with the District to conduct an annual high level review of the monitoring program's regional environmental data, survey data, observations, and management actions to discuss proposed annual reporting results and conclusions. The intent of the meeting is to align the District's proposed actions and highest flood hazard priorities with the monitoring program's collected data and observations. The meeting will aid in formulating an analysis of the data in terms of vulnerability to the District's WWTP. The analysis will include assessment of the temporal and spatial changes to the various water bodies and coastal topography including volumetric and geomorphic changes. The District will provide Rincon with information on any flooding that occurred at District or adjacent facilities or land including how they were impacted (ponding, evacuation, etc.) to aid Rincon in developing a qualitative assessment of potential impacts to collection, treatment and discharge operations at District facilities. The annual report will conclude with summarizing proposed management actions, limitations, program needs, and potential data gaps to be addressed in the upcoming monitoring year as well as recommendations. The recommendations will be formulated as both short term and long term actions to guide the District's actions to improve the resiliency of the WWTF to flood hazards. Each recommendation will be ranked with the risk level, potential mitigation actions identified, as well as the timing and extent of the action.

The draft annual report will be provided to the District no later than the last week of April and require a ten (10) day turnaround to meet the May 10, 2020 submission date. Rincon recommends the District request an annual report submittal extension from the CCC until June 1, 2020 for this monitoring year and future years to facilitate the integration of April data into the assessment and provide adequate time for quality assurance and quality control review. The annual report provided by Rincon will be reviewed by the project Principal-in-Charge after it has been reviewed by Rincon's technical editing and production departments to provide a high quality product.



## Cost Estimate

Rincon recognizes the District's Coastal Hazards Monitoring Program requires annual support and the frequency of some of the proposed tasks may fluctuate annually. Rincon has tailored this revised proposed monitoring program to meet the District's needs with optional and "triggered" tasks provided to allow Rincon to respond to the District on an as-needed basis. Rincon also recognizes additional monitoring program surveys, monitoring and coordination may be required or needed. Additional work outside of the tasks presented in this SOW can be accomplished on a time and materials basis.

We estimate completion of the currently proposed work scope identified above, without optional tasks, will require a budget of **\$59,421**. Please see Table 1 for a cost breakdown of each task. The scope and cost are fully negotiable to meet your needs. We recommend establishing a total budget of **\$66,609** to account for comprehensive program needs and a 10 – 15% contingency budget to address unanticipated changes to the monitoring program including additional days needed for post QRE inspections, Post-Flood Event Monitoring, or Extreme Coastal Flooding monitoring activities potential needed as outlined in the Monitoring Plan. Monitoring was estimated on a per task or per day cost and Rincon is willing to negotiate with the District to address program needs or funding limitations.

**Table 1 Cost Estimate – Coastal Hazards Monitoring Program**

Tasks	Labor	Direct Expense	Budget
Task 1: Regional Data Acquisition	\$11,080		\$11,080
Task 2: Rainfall Event Monitoring			
Task 2A: Kick off Meeting and Training	\$2,410	\$215	\$2,625
Task 2B: Notifications, QA/QC, and Reporting	\$6,760		\$6,760
Task 2C: Post Qualifying Rain Event Monitoring (9 events)	\$6,083	\$1,620	\$7,703
Task 3: Post-flood Event Monitoring ( <b>Optional or Triggered</b> )			
Task 4: Arroyo Grande Channel Surveys	\$4,093	\$370	\$4,463
Task 5: Beach Berm and Lagoon Monitoring	\$6,813	\$6,195	\$13,008
Task 6: Extreme Coastal Flood Event Monitoring ( <b>Optional</b> )			
Task 7: Annual Reporting	\$13,782		\$13,782
<b>Total 2019 Proposed Project Budget</b>	<b>\$51,021</b>	<b>\$8,400</b>	<b>\$59,421</b>
Task 3: Post-flood Event Monitoring ( <b>Optional or Triggered</b> )	\$2,865	\$180	\$3,045
Task 6: Extreme Coastal Flood Event Monitoring ( <b>Optional</b> )	\$3,773	\$370	\$4,143
<b>Total 2019 Proposed Project Budget with Optional tasks</b>	<b>\$57,659</b>	<b>\$8,950</b>	<b>\$66,609</b>



South San Luis Obispo County Sanitation District  
Proposal to Conduct Coastal Hazards Monitoring and Reporting

Thank you for considering Rincon for this assignment. Please do not hesitate to contact us if you have questions about this proposal or need additional information.

Sincerely,  
Rincon Consultants, Inc.

A handwritten signature in blue ink, appearing to read "Derek Lerma".

Derek Lerma  
Marine Resources Program Manager/  
Health and Safety Officer  
Phone: 805-644-4455 x25  
Email: [dlerma@rinconconsultants.com](mailto:dlerma@rinconconsultants.com)

A handwritten signature in blue ink, appearing to read "Colby J. Boggs".

Colby J. Boggs, MS  
Principal Ecologist  
Phone: 805-547-0900 x117  
Email: [cboggs@rinconconsultants.com](mailto:cboggs@rinconconsultants.com)

*Contact for Clarification*



## **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](http://www.sslocsd.us)

---

### **STAFF REPORT**

To: Board of Directors

From: Jeremy Ghent, District Administrator

Date: October 2, 2019

Subject: County Schedule 15 for Fiscal Year 2019/2020

#### **RECOMMENDATION:**

Staff recommends the Board authorize the Chair to sign Schedule 15 approving the Auditor-Analyst recommendation to increase the General-Purpose Reserves by \$205,945.

#### **BACKGROUND AND DISCUSSION:**

Each fiscal year the District Budget estimates revenues and expenses. For FY 18/19 the District estimated that revenues would exceed expenditures and create a year-end fund balance of \$1,978,431. Following year-end closeout any discrepancies in estimates to actuals is reconciled.

In a letter dated September 6, 2019 the Office of the Auditor-Controller-Treasurer-Tax Collector notified District staff that the District ended the 2019 fiscal year with a \$2,184,376 fund balance available. The preliminary Schedule 15 that the District filed with the County estimated a year-end fund balance of \$1,978,431. The actual year-end balance in FY 18/19 came in slightly higher than estimated. District Staff concur with the County Auditor's office recommendation of increasing General Purpose Reserves by \$205,945.

#### **OPTIONS:**

1. Approve County Auditor recommendation and authorize the Board Chair to sign Schedule 15.
2. Decline County Auditor recommendation and provide further direction to staff.

Attachment: Letter dated September 6, 2019 from Brian Spalding, Auditor-Analyst





**COUNTY OF SAN LUIS OBISPO**

**AUDITOR - CONTROLLER • TREASURER - TAX COLLECTOR**

James W. Hamilton, CPA Auditor-Controller • Treasurer-Tax Collector

Lydia J. Corr, CPA, CPFO Assistant Auditor-Controller • Treasurer-Tax Collector

TO: AMY SIMPSON,  
SOUTH COUNTY SANITATION DISTRICT

FROM: BRIAN SPAULDING

A handwritten signature in blue ink, appearing to read "BS", is placed next to the name "BRIAN SPAULDING".

DATE: SEPTEMBER 6, 2019

SUBJECT: 2019-2020 FINAL BUDGET

The District ended the 2019 fiscal year with a **\$2,184,376** fund balance available. Your Preliminary Budget estimated fund balance at **\$1,978,431**. Since your fund balance available came in higher than estimated, we suggest increasing your General Purpose Reserves by an additional **\$205,944.93** to account for the difference. The enclosed Schedule 15 form reflects the change.

If you agree with this change, please have the attached Schedule 15 form signed, dated, and returned to me by September 30, 2019. A copy is enclosed for your files.

If you would prefer to account for the difference in another way, please indicate your changes on the attached form, then return the signed and dated form to me by the September 30<sup>th</sup> date.

You can always reach me at 805-788-2963, or via email at [bspaulding@co.slo.ca.us](mailto:bspaulding@co.slo.ca.us) if you have any questions.

Thank you!

Brian Spaulding  
Auditor-Analyst  
Office of the Auditor-Controller-Treasurer-Tax Collector



ENTER DISTRICT TITLE HERE

SOUTH SLO SANITATION DISTRICT

FUND CENTER:

612

DISTRICT BUDGET - SUMMARY

BUDGET FOR FISCAL YEAR

FY 2019-2020

FUND NUMBER:

4101000000

**SUMMARY OF ADDITIONAL FINANCING SOURCES  
(ESTIMATED REVENUE, OTHER FINANCING SOURCES, AND RESIDUAL EQUITY TRANSFERS)**

SUMMARIZATION BY SOURCE (1)	ACTUAL REVENUES 2017-2018 (2)	ACTUAL REVENUE 2018-2019 (3)	ESTIMATE REQUEST... RECOM'D 2019-2020 (4)	FINAL BUDGET APPROVED 2019-2020 (5)	Notes (6)
FUND BALANCE AVAILABLE			1,978,431	2,184,376	
CANCELED RESERVES					
PROPERTY TAXES - CURRENT	2	-			
PROPERTY TAXES - OTHER					
INTEREST	42,969	146,544	104,000	104,000	
HOMEOWNERS PROPERTY TAX RELIEF					
SANITATION SERVICES	4,949,330	5,218,848	5,461,000	5,461,000	
FIRE ABATEMENT					
CEMETERY SERVICES					
RENT					
STATE ASSISTANCE	68,623	-	18,710,000	18,710,000	
APPLICABLE TO PRIOR YEARS					
OTHER	340,095	199,662	132,000	132,000	
TOTAL	5,401,019	5,565,054.0	26,385,431.0	26,591,376.0	

**SUMMARY OF FINANCING REQUIREMENTS**

SUMMARY OF FINANCING REQUIREMENTS (7)	ACTUAL EXPENSES 2017-2018 (8)	ACTUAL EXPENSES 2018-2019 (9)	ESTIMATES REQUEST RECOM'D 2019-2020 (10)	ESTIMATE APPROVED 2019-2020 (11)	Notes (12)
SALARIES AND EMPLOYEE BENEFITS	1,229,637	871,043	1,320,500	1,320,500	
SERVICES AND SUPPLIES	1,642,871	1,553,998	1,561,800	1,561,800	
OTHER CHARGES	259,361	-	553,400	553,400	
EQUIPMENT	1,515,633	1,818,007	8,294,000	8,294,000	
STRUCTURES AND IMPROVEMENTS					
LAND					
CONTINGENCIES					
PROVISIONS FOR NEW RESERVES/DESIGNATIONS			14,655,731	14,861,676	
TOTAL	4,647,502	4,243,048	26,385,431	26,591,376	

Date Adopted:

Date

Chairperson:

This page left intentionally blank.



## **SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

Post Office Box 339 Oceano, California 93475-0339  
1600 Aloha Oceano, California 93445-9735  
Telephone (805) 489-6666 FAX (805) 489-2765  
[www.sslocsd.org](http://www.sslocsd.org)

---

### **STAFF REPORT**

**Date:** October 2, 2019  
**To:** Board of Directors  
**From:** Jeremy Ghent, District Administrator; Mychal Jones, 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:**

- *District is negotiating scope and fee with the top ranked CM firm and anticipates bringing a contract to your Board on November 6<sup>th</sup>.*
- *Staff and MKN are finalizing a comprehensive update on the schedule, scope and funding of the redundancy project for presentation to your Board at the November 6<sup>th</sup> meeting*
- *Revisions to the USDA Project Engineers Report were resubmitted to the USDA on 9/24.*
- *From Conference call with Bartle Wells on September 26<sup>th</sup>, Municipal Bond Rates have continued to decline. This should have a beneficial effect on the cost of servicing debt for the Redundancy Project.*

##### **Central Coast Blue:**

- *City Managers and District Administrator will meet the 1<sup>st</sup> week of October to continue discussions on cost sharing.*
- *On September 20<sup>th</sup> the Central Coast Blue project team met with District Staff to discuss their team's challenges with disposing of injection well test water.*
- *Staff received a Draft MOA from the project team for "Project Cost Sharing"*

##### **Misc:**

- *Flood Control Zone 1/1A Arroyo Grande Creek Cleanup continues. This project is being managed by the County Public Works Department with the work being contracted with David Crye General Engineering Contractor, Inc. The District issued a Temporary Right of Entry to accommodate project equipment and materials. Contractor has notified the*

*District of a tentative departure date of 10/11/2019*

- *On September 17<sup>th</sup> District staff conducted a kickoff meeting with Cannon and Associates for the replacement of our Primary Clarifier drive unit. Design efforts are underway.*
- *On September 2<sup>nd</sup> the District transitioned to a new IT service provider. The District's previous provider closed all operations. There have been minor server and internet disruptions during the changeover.*
- *District provided Staff Salaries in accordance with a Public Records Request from Transparent California*
- *Moss Levy completed its review of FY 18/19 District Financials as part of preparing the District's Audit.*

**Plant Tours:**

1. *None*

**Upcoming Items (Anticipated Date):**

*Central Coast Blue MOA (Nov 6<sup>th</sup>)*

*Update to District Purchasing Policy (Nov 6<sup>th</sup>)*

*Progress and Schedule Update on Redundancy (Nov 6<sup>th</sup>)*

*Contract for Construction Management Services (Nov 6<sup>th</sup>)*

*District Goals and Priorities (TBD)*

## Plant Operations Report

The District's facility exceeded its NPDES Permit limit for fecal coliform bacteria on September 25<sup>th</sup>. Immediately following the observation, Operations staff increased the chlorine dosage at the chlorine contact tank to lessen bacterial activity. The cause of the exceedance is an anomaly. There were no operational process changes or abnormalities. The facility maintained a chlorine residual the day of the violation, and previous fecal coliform analysis had been well within Permit limitations. The Regional Water Quality Control Board will be notified, and the District may be assessed a fine. *All other process values (laboratory analysis) were within Permit limits during this reporting period (September 1<sup>st</sup> – September 25<sup>th</sup>).*

### Monthly Plant Data as of September 25, 2019

September 2019	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/100 mL	Chlorine Usage lbs/day
Low	2.27	3.4	409	13		437	17.5		<1.8	0**
High	2.7	4.3	563	29.8		624	29.7		2,400	359
Average	2.4	3.74	457	20.4	95.5	513	21.4	95.8	81	256
Sept. 2018 AVG	2.5	3.8	415	16.3	96.1	460	24.2	94.7	7.4	260
Limit	5.0			40/60/90			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. 2000 represents NPDES Permit limits for the maximum daily value for plant effluent fecal coliform.

\*\* Faulty reading

### Fecal Coliform Data for September 2019

9/3/2019	=	2	MPN/100 mL
9/4/2019	=	6.8	MPN/100 mL
9/5/2019	=	7.8	MPN/100 mL
9/6/2019	<	1.8	MPN/100 mL
9/7/2019	<	1.8	MPN/100 mL
9/10/2019	<	1.8	MPN/100 mL
9/11/2019	<	1.8	MPN/100 mL
9/12/2019	<	1.8	MPN/100 mL
9/13/2019	=	2	MPN/100 mL
9/14/2019	=	4.5	MPN/100 mL
9/17/2019	<	1.8	MPN/100 mL
9/18/2019	=	2	MPN/100 mL
9/19/2019	<	1.8	MPN/100 mL
9/20/2019	=	2	MPN/100 mL
9/21/2019	=	2	MPN/100 mL
9/24/2019	=	2	MPN/100 mL
9/25/2019	=	2400	MPN/100 mL

### **Operation and Maintenance Projects**

- Troubleshoot and inspected centrifuge feed line, macerator, and cleaned centrifuge polymer system
- Installed new lid over underground chemical piping
- Replaced lighting in multiple plant buildings
- Installed new plumbing on demonstration chemical pumping system
- Unplugged centrifuge feed line
- Cleaned and prepared sludge beds
- Drained and cleaned all channels of the chlorine contact tank
- Troubleshoot minor leak at diesel refueling station. Installed new nozzle
- Surface Pumps, Inc.
  - Troubleshoot influent pump seal leak
  - Installed influent pump seal repair kit
- Replaced primary clarifier sludge pump belt
- Removed and installed new toilet in men's bathroom
- Autosys, Inc. Installed new disinfection system and programmable logic controller (PLC)
- JPR Systems performed commissioning and calibration on new disinfection system controllers and probes
- Installed new filtration system at well water system
- Replaced pallet seal on digester vacuum/pressure relief valve
- Installed new laboratory oven and incubator

### **Work Orders Completed**

- Changed oil in digester mixing pump
- Rinsed down all clarifiers
- De-ragged both primary sludge pumps
- Performed maintenance on forklift
- Test ran emergency generator and emergency bypass pump
- Inspected digester vacuum/pressure relief valves
- Checked and ensured chemical pumps were not siphoning
- Flushed sodium bisulfite header
- Rinsed and cleaned operation buildings' strainer baskets
- Performed monthly clarifier drive maintenance on all clarifiers
- Performed fixed film reactor orifice inspection, cleaning, and changed oil in distributor drive
- Performed semi-annual cart maintenance
- Began monthly safety walk
- Replaced heating and air conditioning air filter

### **Training**

- Operations staff attended a 2-day arc flash training course held by the City of Pismo Beach

### **Call Outs**

- No call outs this reporting period

## Energy Consumption Comparison

Energy Usage Comparison						
Billing Cycle Start Date Time	Billing Cycle End Date Time	Energy Charge	Percent Increase in 2019	Energy Charge Rate (\$/kWh)	Usage (kWh)	Percent Increase in 2019
7/10/2018 0:00	8/8/2018 23:59	\$17,890.54		0.19	92536.24	
7/11/2019 0:00	8/11/2019 23:59	\$20,026.66	11%	0.19	105437.76	12%

Influent Flow & Constituent Comparison				
Start Date Time	End Date Time	INF Flow (MGD)	INF BOD (mg/L)	INF TSS (mg/L)
7/10/2018	8/8/2018	2.45	378	400
7/11/2019	8/11/2019	2.65	542	590
Difference 18 to 19		0.2	164	190
Percent Increase in 2019		7.5%	30%	32%

At the September 4, 2019 Board meeting, the Board requested a comparison of energy consumption between the July-August 2018 billing cycle and the July-August 2019 billing cycle. In the above Energy Usage Comparison chart, between 2018 and 2019, energy usage (kWh) increased 12% in 2019 resulting in an energy charge increase of 11%. There are multiple variables that contribute to the increase in energy consumption and subsequent energy charges that are shown in the Influent Flow & Constituent Comparison chart above.

During the July-August 2019 billing cycle, the District's wastewater treatment plant received a 7.5% increase in flow. The 200,000 gallons per day increase in flow resulted in more pumping needs which was a contributor to the overall energy consumption. In addition, the District's wastewater treatment plant received an increase in influent biochemical oxygen demand (BOD) concentration of 30% and total suspended solids (TSS) concentration of 32%. Due to the increase in influent BOD and TSS, the wastewater treatment plant began seeing an increase in effluent TSS. To reduce effluent TSS concentrations, Operations staff began flushing the fixed film reactor more often and drained and rinsed the chlorine contact tank. Effluent TSS concentrations continued to rise so in order to mitigate the continued rise, Operations staff raised the output of the fixed film reactor feed pumps. Increasing the fixed film reactor feed pumps was the major contributing factor to the rise in energy usage. Additionally, Operations staff have been using the centrifuge more frequently during the summer months which is also a minor contributing factor.

Operations staff's goal is to protect the public, protect the environment, maintain permit compliance and produce the highest quality effluent at the lowest cost. Certain circumstances challenge this goal, and in this case, Operations staff made an operational decision to increase the fixed film reactor feed pumps to continue to achieve that goal. There were no Permit violations during the billing cycle, and operations staff have returned the fixed film reactor pumps to normal speeds.