



**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 Council Chambers
154 S. Eighth Street,
Grover Beach, CA 93433
Wednesday, January 15, 2020 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

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- 1. CALL TO ORDER AND ROLL CALL**
 - 2. PLEDGE OF ALLEGIANCE**
 - 3. AGENDA REVIEW**
 - 4. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA**

This public comment period is an invitation to members of the community to present comments, thoughts or suggestions on matters not scheduled on this agenda. Comments should be limited to those matters which are within the jurisdiction of the District. The Brown Act restricts the Board from taking formal action on matters not published on the agenda. In response to your comments, the Chair or presiding Board Member may:

- Direct Staff to assist or coordinate with you.
- Direct Staff to place your issue or matter on a future Board meeting agenda.

Please adhere to the following procedures when addressing the Board:

- Comments should be limited to three (3) minutes or less.
- Your comments should be directed to the Board as a whole and not directed to individual Board members.
- Slanderous, profane or personal remarks against any Board Member, Staff or member of the audience shall not be permitted

Any writing or document pertaining to an open-session item on this agenda which is distributed to a majority of the Board after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or

document will be available for public review in the offices of the Oceano CSD, a member agency located at 1655 Front Street, Oceano, California. Consistent with the Americans with Disabilities Act (ADA) and California Government Code §54954.2, requests for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires modification or accommodation in order to participate at the above referenced public meeting by contacting the District Administrator or Bookkeeper/Secretary at (805) 481-6903. So that the District may address your request in a timely manner, please contact the District two business days in advance of the meeting.

5. CONSENT AGENDA:

The following routine items listed below are scheduled for consideration as a group. Each item is recommended for approval unless noted. Any member of the public who wishes to comment on any Consent Agenda item may do so at this time. Any Board Member may request that any item be withdrawn from the Consent Agenda to permit discussion or to change the recommended course of action. The Board may approve the remainder of the Consent Agenda on one motion.

5A. Approval of Warrants

5B. Approval of Meeting Minutes of December 4, 2019

6. ACTION ITEMS:

6A. CONTRACT FOR WWTP REDUNDANCY PROJECT ADMINISTRATION SERVICES WITH MKN AND ASSOCIATES

Recommendation: Authorize the District Administrator to execute a contract for continued Wastewater Treatment Plant Redundancy Project Administration Services with MKN and Associates, Inc. (MKN), in the amount of \$152,196 for the 2020 calendar year.

6B. DISTRICT ADMINISTRATOR AND PLANT OPERATIONS REPORT

Recommendation: Receive and File.

7. MISCELLANEOUS ITEMS:

8. BOARD MEMBER COMMUNICATIONS:

9. CLOSED SESSION:

PUBLIC EMPLOYEE APPOINTMENT pursuant to Government Code Section 54957
Title: General Counsel

10. ADJOURNMENT:

**The next regularly scheduled Board Meeting is February 4, 2020, 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
1/15/2020

VENDOR	BUDGET LINE ITEM	DETAIL	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
AIRFLOW FILTER SERVICE	EQUIPMENT MAINTENANCE	BOILER	120419-4158	8030	44.20	44.20
ALLIED ADMINISTRATORS	DENTAL	JANUARY	4159	6025	626.45	626.45
ARAMARK	UNIFORMS	11/22/2019	4160	7025	228.85	228.85
AT&T	TELEPHONES	11/11/19-12/10/19	4161	7013	207.13	207.13
AUTOSYS, INC	EQUIPMENT MAINTENANCE	EFFLUENT PUMP CONTROLS	4162	8030	797.50	797.50
BELL CHARLES	REFUND	PROPERTY TAX	4163	4035	776.16	776.16
BRANDT D VAL	REFUND	PROPERTY TAX	4164	4035	776.16	776.16
BRENNTAG	PLANT CHEMICALS	BPI1201; BPI2658	4165	8050	12,167.79	12,167.79
BRISCO LUMBER	SAFETY SUPPLIES	175320	4166	8056	83.40	83.40
CAREN RAY RUSSOM	BOARD SERVICE	NOVEMBER	4167	7075	100.00	100.00
CARLBURG COLIN	REFUND	PROPERTY TAX	4168	4035	1,081.92	1,081.92
CARLBURG COLIN	REFUND	PROPERTY TAX	4169	4035	1,081.92	1,081.92
CHISHOLM J FRANK	REFUND	PROPERTY TAX	4170	4035	776.16	776.16
CITY OF GROVER BEACH	BILLING	Oct-19	4171	7081	1,933.25	1,933.25
CULLIGAN/CCWT	EQUIPMENT RENTAL	59470; DECEMBER	4172	7032	250.00	250.00
DE JESUS GARDENING	STRUCTURE MAINTENANCE	Nov-19	4173	8060	450.00	450.00
ERTMAN CHRISTINE	REFUND	PROPERTY TAX	4174	4035	776.16	776.16
EVERYWHERE RIGHT NOW	COMPUTER SUPPORT	Dec-19	4175	7082	100.00	100.00
FAST MARTHA	REFUND	PROPERTY TAX	4176	4035	929.04	929.04
FGL ENVIRONMENTAL	CHEMICAL ANALYSIS	983486A	4177	7078	361.00	361.00
FORTH DJP TRE	REFUND	PROPERTY TAX	4178	4035	1,081.92	1,081.92
GIBSON RODNEY	REFUND	PROPERTY TAX	4179	4035	776.16	776.16
GILBERT TRUJILLO	LEGAL	Nov-19	4180	7071	2,016.50	2,016.50
HACH	LABORATORY SUPPLIES	11730936	4181	8040	273.79	273.79
INDUSTRIAL MEDICAL GROUP	SAFETY SUPPLIES	89098; 89097	4182	8056	160.00	160.00
JAN PRO	STRUCTURE MAINTENANCE	DECEMBER 2019	4183	8060	260.00	260.00
JB DEWAR	FUEL	MULTIPLE	4184	8020	460.73	460.73
JEFF LEE	BOARD SERVICE	Nov-19	4185	7075	100.00	100.00
JEREMY GHENT	LEGAL/ADVERTISE/RECRUIT	REIMBURSE	4186	7005	109.04	109.04
JUSTIFACTS	RECRUITMENT	OIT	4187	7005	126.25	126.25
KUHLER STEPHEN	REFUND	PROPERTY TAX	4188	4035	776.16	776.16
KUHLER STEPHEN	REFUND	PROPERTY TAX	4189	4035	776.16	776.16
LINDA AUSTIN	BOARD SERVICE	NOVEMBER	4190	7075	100.00	100.00
LORANCE LARRY	REFUND	PROPERTY TAX	4191	4035	235.20	235.20
OCEANO CSD	WATER	09/18/19-11/18/19	4192	7094	356.14	356.14
OILFIELD ENVIRONMENTAL	CHEMICAL ANALYSIS	1905742	4193	7078	85.00	85.00
POLYDYNE	PLANT CHEMICALS	1405925	4194	8050	6,331.65	6,331.65
PRAXAIR	EQUIPMENT RENTAL	10/20/19-11/20/19	4195	7032	33.16	33.16
PRICE THOMAS	REFUND	PROPERTY TAX	4196	4035	1,081.92	1,081.92
READY REFRESH	EQUIPMENT RENTAL	19K0012917373	4197	7032	17.16	17.16
SAN LUIS POWERHOUSE	EQUIPMENT MAINTENANCE	PACO PUMP	4198	8030	644.85	644.85
SO CO SANITARY	RUBBISH	Dec-19	4199	7093	405.19	405.19
STANLEY	ALARMS	JANUARY	4200	7011	71.28	71.28
STATE FUND INSURANCE	WORK COMP	Dec-19	4201	6080	1,706.33	1,706.33
TAYLOR CECIL	REFUND	PROPERTY TAX	4202	4035	929.04	929.04
TAYLOR CECIL	REFUND	PROPERTY TAX	4203	4035	929.04	929.04
WHITE KAREN	REFUND	PROPERTY TAX	4204	4035	776.16	776.16
WRIGHT ETHAN	REFUND	PROPERTY TAX	4205	4035	1,552.32	1,552.32
VWR	LABORATORY SUPPLIES	2019-160; 2019-161	4206	8040	559.21	559.21
SUB TOTAL					\$ 46,277.45	\$ 46,277.45
SSLOCS	NOVEMBER TRANSFER	PAYROLL	4207		60,167.24	91,054.25
		RETIREMENT		6060	15,540.18	
		MEDICAL		6010	15,326.83	
		AUDIT		7072	20.00	
SUB TOTAL					91,054.25	91,054.25
GRAND TOTAL					\$ 137,331.70	\$ 137,331.70

Warrant Register continues on next page.

AGP VIDEO	AGP VIDEO	NOVEMBER	121319-4208	7080	650.00	650.00
ARAMARK	EMPLOYEE UNIFORMS	12/06; 12/13	4209	7025	527.38	527.38
AUTOSYS	PROF SERVICES ELECTRICIAN	2604	4210	7062	2,604.00	2,604.00
BRENNTAG	PLANT CHEMICALS	BPI5388	4211	8050	5,846.50	5,846.50
CANNON	STRUCTURE MAINTENANCE	PRIMARY CLARIFIER & CB VALVE	4212	26-8065	8,793.00	8,793.00
CHARTER COMMUNICATIONS	INTERNET AND PHONES	11/29/19-12/28/19	4213	7013	309.95	309.95
COASTAL ROLL OFF SERVICE	GARBAGE	NOVEMBER	4214	7093	733.94	733.94
ENGEL & GRAY, INC.	SOLIDS HANDLING	NOVEMBER	4215	7085	2,009.73	2,009.73
FGL ENVIRONMENTAL	CHEMICAL ANALYSIS	983681A	4216	7078	1,043.00	1,043.00
HACH	SCADA	11740466	4217	20-8010	660.00	660.00
HAULAWAY	EQUIPMENT RENTAL	NOVEMBER	4218	7032	93.80	93.80
JAVIER PRADO	EQUIPMENT MAINTENANCE	CART UPHOLSTERY	4219	8030	140.00	140.00
JONES AND MAYER	LEGAL COUNSEL	NOVEMBER	4220	7071	185.00	185.00
	OUTSIDE COUNSEL	NOVEMBER		7070	2,851.39	2,851.39
MKN & ASSOCIATES	REDUNDANCY ADMINISTRATION	6441	4221	20-7080	4,418.70	4,418.70
	REDUNDANCY PREQUALIFICATION	6412		20-7080	5,325.10	5,325.10
MINERS	EQUIPMENT MAINTENANCE	NOVEMBER	4222	8030	263.90	263.90
PACIFIC OVERHEAD DOOR	STRUCTURE MAINTENANCE	5229	4223	8060	396.88	396.88
PG&E	ELECTRICITY	11/08/19-12/09/19	4224	7091	13,595.78	13,595.78
SO CAL GAS	GAS	10/29/19-11/30/19	4225	7092	2,965.06	2,965.06
SPRINT	CELL PHONES	11/04/19-12/03/19	4226	7014	113.54	113.54
SWRCB	CERTIFICATION	OPERATOR IN TRAINING	4227	7055	95.00	95.00
THOMA ELECTRIC	PROF SERVICES ELECTRICIAN	43,224.00	4228	7062	388.05	388.05
UMPQUA BANK	MEMBERSHIPS	NOVEMBER	4229	7050	411.25	\$ 9,785.78
	PERMITS/FEES/LICENSE	NOVEMBER		7068	5,663.56	
	TRAINING	NOVEMBER		7067	1,822.70	
	COMPUTER SUPPORT	NOVEMBER		7082	1,880.27	
	AUTOMOTIVE MAINTENANCE	NOVEMBER		8032	8.00	
WEST COAST GAUGING	EQUIPMENT MAINTENANCE	FLARE	4230	8030	5,318.00	\$ 5,318.00
SUB TOTAL					\$ 69,113.48	\$ 69,113.48
GRAND TOTAL					\$ 206,445.18	\$ 206,445.18

Warrant Register continues on next page.

AMERICAN BUSINESS MACHINES	OFFICE SUPPLIES	91352	122819-4231	8045	8.00	\$ 8.00
ARAMARK	EMPLOYEE UNIFORMS	12/20; 12/27	4232	7025	631.35	\$ 631.35
AT&T	TELEPHONE	11/25/19-12/24/19	4233	7011	206.90	\$ 206.90
BARBARA NICOLLS	BOARD SERVICE	DECEMBER	4234	7075	100.00	\$ 100.00
BC PUMP	INFLUENT PUMP #3 REBUILD	33846	4235	8030	5,409.75	\$ 5,409.75
BRENNTAG	PLANT CHEMICALS	BPI7583; BPI9082	4236	8050	11,876.47	\$ 11,876.47
CAREN RAY RUSSOM	BOARD SERVICE	DECEMBER	4237	7075	100.00	\$ 100.00
CARRS BOOTS	UNIFORMS	RIGONI	4238	7025	191.39	\$ 191.39
CHRIS RIGONI	BOOT ALLOWANCE	FY 2019/2020	4239	7025	58.61	\$ 58.61
CITY OF GROVER BEACH	BILLING	NOVEMBER	4240	7081	1,754.00	\$ 1,754.00
DE JESUS GARDENING	STRUCTURE MAINTENANCE	DECEMBER	4241	8060	450.00	\$ 450.00
DUPERON	EQUIPMENT MAINTENANCE	22049	4242	8030	852.89	\$ 852.89
ERIKA FROST	CONFERENCES	CWEA PS3	4243	7067	124.00	\$ 124.00
GRAINGER	SAFETY	MULTIPLE	4244	8056	58.96	\$ 176.00
	ADMINISTRATION OFFICE	9384621158		8030	117.04	
JEROME JONES	CONFERENCES	CWEA PS3	4245	7067	124.00	\$ 124.00
LARA HR SERVICES	HUMAN RESOURCES	OCTOBER, NOVEMBER	4246	7076	1,750.00	\$ 1,750.00
LINDA AUSTIN	BOARD SERVICE	DECEMBER	4247	7075	100.00	\$ 100.00
MIER BROS	STRUCTURE MAINTENANCE	307641	4248	8060	390.06	\$ 390.06
NBS	BILLING	JANUARY THROUGH MARCH	4249	7074	1,676.30	\$ 1,676.30
PACIFIC CENTRAL COAST HLTH	RECRUITMENT	OIT	4250	7005	130.00	\$ 130.00
POLYDYNE	PLANT CHEMICALS	1414523	4251	8050	6,331.65	\$ 6,331.65
READY REFRESH	ADMINISTRATION OFFICE	11/25/19-12/24/19	4252	8035	158.32	\$ 158.32
RINCON	REDUNDANCY	17688	4253	20-7080	4,003.75	\$ 4,003.75
TENERA ENVIRONMENTAL	OUTFALL SAMPLING	E20021	4254	7060	6,919.70	\$ 6,919.70
VWR	LAB SUPPLIES	2019-163; 164	4255	8040	605.16	\$ 605.16
WINEMA	SAFETY	4091	4256	8056	600.53	\$ 600.53
SUB TOTAL					\$ 44,728.83	\$ 44,728.83
GRAND TOTAL					\$ 251,174.01	\$ 251,174.01

We hereby certify that the demands numbered serially from 120419-4158 to 122819-4256 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, December 4, 2019

1. CALL TO ORDER AND ROLL CALL

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

Present: Barbara Nicolls, Alternate, 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
Gil Trujillo, District Legal Counsel
Amy Simpson, District Bookkeeper/Secretary

2. PLEDGE OF ALLEGIANCE

Director Ray Russom led the Pledge of Allegiance.

3. AGENDA REVIEW

Approved as published.

4. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

Jeff Edwards and Julie Tacker commented on the Central Coast Blue Project.

5. CONSENT AGENDA:

5A. Approval of Warrants

5B. Approval of Meeting Minutes of November 6, 2019

There was no public comment.

Motion: Director Austin
Second: Director Ray Russom
Action: Approved by voice vote.

Alternate Nicolls abstained from the vote.

6. ACTION ITEMS:

6A. REDUNDANCY PROJECT NEPA ENVIRONMENTAL UPDATE

Administrator Ghent presented this item. He said the US Fish and Wildlife (USFW) agreed with the opinions and determinations as made in the District's Biological Evaluation with one exception, the federally listed California Red legged Frog. Without USFW concurrence, the District will not be approved for USDA funding. Currently, Staff and the Project Team recommends continued pursuit of USDA funding and complying with all Federal environmental requirements.

The Board had discussion.

Jeff Edwards and Julie Tacker provided comment.

Motion: Director Austin motioned to approve staff recommendation and pursue USDA funding and comply with all environmental requirements.

Second: Director Nicolls.

Action Approved unanimously by roll call vote.

6B. CONSIDERATION OF CONFLICT WAIVER FOR THE LAW FIRM OF CARMEL AND NACCASHA

District Counsel Trujillo presented this item. This was a request to consider and waive, if it deems appropriate, any conflict of interest that may exist from the law firm of Carmel and Naccasha representing the City of Arroyo Grande as City Attorney and utilizing the services of Mr. Gilbert A Trujillo to assist the City Attorney.

The Board had a discussion and each of the members said that they had spoken to their City Attorneys to receive more information regarding this item.

There was one letter received from Patricia Price regarding this item. Julie Tacker and Jeff Edwards provided public comment. All commenters are not in favor of waiving the conflict of interest.

Motion: Director Ray Russom motioned to table this item until the January 15th Board Meeting.

Second: Director Nicolls

Action: Approved unanimously by voice call vote.

6C. CONSIDERATION OF FISCAL YEAR 2019/20 FIRST QUARTER (Q1) BUDGET ADJUSTMENTS; ADOPT RESOLUTION NO. 2019-412 AUTHORIZING BUDGET ADJUSTMENTS

Administrator Ghent presented this report. He said the increase of \$72,000 in Interest Revenue will be allocated as \$24,000 in increased Operating Expenditures and \$48,000 in Fund 26 Contingency.

There was no public comment.

Motion: Director Austin motioned to approve Resolution 2019-412 to adjust the budget per the staff recommendation.

Second: Director Nicolls

Action: Approved unanimously by roll call vote.

6D. DISTRICT ADMINISTRATOR AND PLANT OPERATIONS REPORT

Administrator Ghent presented this item. He said Mike Arias, Plant Shift Supervisor, wrote the Operations Report while District Superintendent Jones was on vacation. District Administrator Ghent provided an update on the Halcyon Neighborhood that have incorrectly been charged for sewer service for the past 4 years. He said refunds are currently being processed and should be mailed by 12/18. He asked any residents of Oceano watching that are on septic call the District if they received charges on their property tax bill for sewer. He said he had reviewed the plans for the City of Arroyo Grande Bridge Street Bridge Replacement and that the District received a copy of the City of Grover Beach Sewer Master Plan. There were no plant tours. Upcoming items will be revisions to the Kennedy Jenks ESDC contract for Compliance with the USDA, Central Coast Blue MOA and District goals and priorities. He then presented the Operation Report and said 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.

Director Ray Russom asked that the Board revisit agency billing with member communities.

The Board received and filed this report.

7. MISCELLANEOUS ITEMS:

There were none.

8. BOARD MEMBER COMMUNICATIONS

The Board wished everyone Happy Holidays and said the next meeting would be held on January 15, 2020.

10. ADJOURNMENT

7:13 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

To: Board of Directors
From: Jeremy Ghent, District Administrator
Date: January 15, 2020

Subject: CONTRACT FOR WWTP REDUNDANCY PROJECT ADMINISTRATION SERVICES WITH MKN AND ASSOCIATES

RECOMMENDATION:

Authorize the District Administrator to execute a contract for continued Wastewater Treatment Plant Redundancy Project Administration Services with MKN and Associates, Inc. (MKN), in the amount of \$152,196 for the 2020 calendar year.

BACKGROUND AND DISCUSSION:

MKN continues to provide the District with Project Administration Services. The performance and experience of MKN has met or exceeded District expectations during year 1 one of services.

In February 2019, the District contracted with MKN to provide administrative and project management services for the WWTP Redundancy Project. Contracted services included:

- Review of project documents;
- Integration of funding and permitting conditions in the general specifications for project bidding;
- Assisting with final approval of the Coastal Development Permit;
- Leading procurement for Construction Management team and Startup and Commissioning team;
- Consultant coordination;
- Assisting with construction bid phase;
- Reporting to the District Administrator; and
- Providing construction support as the District's representative.

The majority of the scope of services was completed. The final Coastal Development permit was received in May 2019, the District procured a Construction Management team, and MKN assisted in coordination of the District's various project consultants (financial, design, and environmental). In addition, MKN provided support for project funding applications and assisted in review of the Community Workforce Agreement as it related to the Construction Management team procurement. Project bidding was delayed as a result of seeking low-interest federal funding from

the United States Department of Agriculture Rural Development program. Therefore, revisions to the general specifications were initiated but not completed, and assistance with construction bid phase and construction phase support services have not commenced. The budget from these three task groups remain largely unused.

The scope and budget for 2020 is presented herein to ensure that the project continues with appropriate support and oversight. After serving as the District Project Manager for the Redundancy Project since February 2019, and through many years as the District's General Engineering firm, MKN provides a unique project background and understanding. The proposed scope of services consists of the following efforts:

- Lead completion of the USDA loan application;
- Integrate funding and permitting conditions into the general ("upfront") specifications for project bidding;
- Assist during construction bid phase;
- Lead procurement for Community Workforce Administrator, Biological Monitor, and Startup and Commissioning team;
- Attend Project Meetings through bid and construction;
- Provide monthly reporting to the District Administrator;
- Assist with reporting project status to the District Board of Directors;
- Provide consultant coordination;
- Provide construction phase support services as owner's representative; and
- Provide as-needed staff support services related to the project.

Fiscal Consideration:

MKN proposes to complete the second year of work on a time and materials basis, with a 2020 budget of \$152,196 that will not be exceeded without written authorization from the District. A detailed breakdown of the estimated fee is provided in the attached spreadsheet.

The 2019 authorized budget for year one Project Management Services was \$105,724. 2019 actual expenditures under this contract were \$87,645.

After year two Project Administration services there remains an estimated \$196,331 in Project Administration effort to complete construction. Staff intends to program these additional resources in January of 2021.

Outcome

Approval of this contract will provide the necessary professional resources to support the WWTP Redundancy Project funding, consultant selection and management, construction bidding and construction award for the next twelve months.

Attachments:

MKN Proposal – Year Two Staff Support for WWTP Redundancy Project

January 8, 2019

Mr. Jeremy Ghent
District Administrator
South San Luis Obispo County Community Services District
Sent via email

RE: Proposal – Year 2 Staff Support for WWTP Redundancy Project

Dear Jeremy,

Michael K. Nunley & Associates, Inc., (MKN) is pleased to submit this proposal to continue providing staff augmentation services for management of the Wastewater Treatment Plant (WWTP) Redundancy Project. The WWTP Redundancy Project consists of significant upgrades to the District's WWTP in order to provide important process redundancy. We have enjoyed working with the District on this project and have gained a valuable understanding of the Project needs moving forward.

PROJECT UNDERSTANDING

The WWTP Redundancy Project is intended to provide redundancy to allow major process units to be removed from service for maintenance or repairs without violation of effluent permit limits. The main project components are summarized below:

- Two activated sludge (AS) aeration basins
- One new secondary clarifier
- Fixed film reactor (FFR) effluent and primary effluent pump station
- Waste activated sludge (WAS) thickener with modifications to existing dewatering platform
- Blower, electrical, and motor control center (MCC) building
- Yard piping
- Site improvements
- Instrumentation and controls
- Electrical systems
- Floodproofing of critical plant systems
- Rehabilitation of existing secondary clarifier
- New generator to provide backup power for new facilities

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

BACKGROUND

In February 2019, the District contracted with MKN to provide administrative and project management services for the WWTP Redundancy Project. Contracted services included review of

project documents, integration of funding and permitting conditions in the general specifications for project bidding, assisting with final approval of the Coastal Development Permit, leading procurement for Construction Management team and Startup and Commissioning team, consultant coordination, assisting with construction bid phase, reporting to the District Administrator, and providing construction support as the District's representative.

The District's Project Design Engineer, Kennedy/Jenks Consultants (K/J), completed the project design in April 2019 and the District planned to advertise the bid package by Fall 2019. The Project bid schedule has been delayed due to the ongoing pursuit for low-interest financing through the United States Department of Agriculture (USDA) Rural Development program.

The level of effort required to complete the USDA loan application was not anticipated in the original proposal. Currently, USDA is reviewing the application and providing comments, and recently informed the District that a formal consult with the United States Fish and Wildlife Service (USFWS) would be required. The District elected to pursue formal consult with USFWS, which we estimate will be completed by April 2020. District staff plans to bid the project in June 2020.

MKN also assisted in completion of the conditions stipulated in the conditionally-approved Coastal Development Permit (May 2017), and the California Coastal Commission granted final approval in May 2019.

In August 2019, the District entered into a Community Workforce Agreement with the Tri-County Building and Construction Trades Council and the local Craft Councils and Unions for the Project. MKN assisted District staff in review of the draft agreement, specifically as it related to the procurement of construction management services, which was underway at the time. MKN worked with the District Administrator to adjust the Year 1 scope of work and reallocate budget from delayed tasks to cover additional effort required for the USDA loan application and review and additional efforts for Construction Management services procurement related to the Community Workforce Agreement.

The proposed scope of work and budget for administrative and project management services moving forward are provided herein.

SUMMARY OF PROPOSED ENGINEERING SERVICES

MKN will provide District staff support services for the District's WWTP Redundancy Project. This proposal includes the work anticipated for the duration of the project (estimated to be approximately three years). However, like last year, due to the difficulty in estimating project needs over such a long term, we are requesting authorization for this next year's budget and scope of work (2020), with the subsequent budget to be reviewed and authorized by the District Administrator annually. The main scope items include:

- Lead completion of the USDA loan application;
- Integrate funding and permitting conditions into the general ("upfront") specifications for project bidding;
- Assist with construction bid phase;

- Lead procurement for Community Workforce Administrator, Biological Monitor, and Startup and Commissioning team;
- Attend Project Meetings through bid and construction;
- Provide monthly reporting to the District Administrator;
- Assist with reporting project status to the District Board of Directors;
- Provide consultant coordination;
- Provide construction phase support services as owner's representative; and
- Provide as-needed staff support services related to the project.

SCOPE OF WORK

The scope of work is organized in task groups with numbering and naming generally consistent with the February 2019 proposal. Some of the work was completed in 2019 and some was deferred due to delay in bidding the project. New tasks are proposed based on project developments in 2019.

TASK GROUP 100 REVIEW OF CURRENT PROJECT DOCUMENTATION

Completed in 2019

TASK GROUP 200 COMPLETION OF BID DOCUMENTS AND PROCUREMENT SUPPORT

201 Completion of Bid Documents

The final design plans were completed in April 2019. The District is currently completing the application materials for a loan and/or grant through United States Department of Agriculture (USDA). The USDA application process and review time has taken longer than originally anticipated. Once the application is completed, if approved, USDA will issue a letter of conditions which will outline the terms of the loan, including requirements for the project bid documents. In addition, the final Coastal Development Permit was approved in May 2019. MKN will perform the following tasks to assist the District in completion of the project bid documents:

- Add provisions to the project General Specifications ("upfront documents") based on funding and permitting requirements. This will be based on review of the final design submittal and funding and permitting documents (Tasks 101 and 102). It is assumed the District's design engineer (K/J) will stamp and sign the technical specifications and the plans. MKN will develop provisions to be added to the District's General Specifications based on the funding requirements (from USDA and/or bonding agencies) and the final CDP.
- Address changes to the project General Specifications resulting from the constructability review and/or risk register prepared by the District's Construction Manager (MNS Engineers or MNS), and as deemed appropriate by the District. This task was added to the original 2019 proposed scope based on the final CM Services scope.
- MKN will provide the draft provisions to the District, K/J, and MNS for review of potential impact to the technical specifications or plans, integrate comments, and compile the final provisions for the final project bid documents.
- Complete the final bid documents based on input from the District, K/J, and MNS. It is assumed the General Specifications and upfront documents will be complete, with the exception of final funding and permit requirements, bid document information (where to

obtain a set of bid documents), and relevant bid dates. MKN will complete these sections and prepare the Final Bid Documents for District review.

202 Consultant Coordination

Moved task to Task Group 400

203 Reporting

Moved task to Task Group 400

204 Allowance for As-Needed Assistance

Moved task to Task Group 400

205 Construction Bid Assistance

We assume the District (or others) will provide bid distribution, maintain the bidders list, and prepare and distribute addenda as needed. We recommend the District contract with ASAP Reprographics for bid distribution. MKN will perform the following tasks during bid phase:

- *Prepare the Invitation to Bid (completed under Task 201)*
- Perform informal outreach to contractors (prior to bid advertisement)
- Coordinate with ASAP Reprographics for bid distribution
- Manage Requests for Information (RFIs) from potential bidders, coordinate with the District and District's consultants for responses and addenda as needed, and coordinate with ASAP for posting Response to RFIs and addenda
- Attend the pre-bid conference. We assume K/J will coordinate and lead the pre-bid conference.
- Prepare bid tabulation and checklist for bid forms
- Review bid results for responsiveness and qualifications, tabulate the bids, and provide recommendation of award
- Review contract documents from Contractor and prepare Notice to Proceed

We recommend budgeting 78 hours for Task 205.

Task 206 Procurement of Construction Management Team

Completed in 2019

Task 207 Procurement of Startup and Commissioning Assistance

MKN will perform the following services for procurement of startup and commissioning assistance:

- Develop Request for Proposals (RFP) for startup and commissioning assistance (21 hours assumed)
- Respond to Requests for Information and issue addenda as needed (12 hours assumed)
- Review proposals (12 hours assumed)
- Coordinate District review and interview process (16 hours assumed)
- Negotiate scope and budget with preferred consultant (8 hours assumed)
- Prepare staff report and recommendation for District (4 hours assumed)
- Meet with potential proposers and coordinate regular communication and outreach (12 hours assumed)

A total of 85 hours is budgeted for Task 207.

Task 208 Procurement of Community Workforce Coordinator

In August 2019, the District entered into a Community Workforce Agreement with the Tri-County Building and Construction Trades Council and the local Craft Councils and Unions for the Project. The Agreement indicates the District will designate a Community Workforce Coordinator who will act on behalf of the District. MKN will perform the following services for procurement of a Community Workforce Coordinator:

- Develop Request for Proposals (RFP) for a Community Workforce Coordinator based on the Community Workforce Agreement (21 hours assumed)
- Respond to Requests for Information and issue addenda as needed (10 hours assumed)
- Review proposals (16 hours assumed)
- Coordinate District review and interview process (8 hours assumed)
- Negotiate scope and budget with preferred consultant (6 hours assumed)
- Prepare staff report and recommendation for District (8 hours assumed)
- Outreach to potential proposers (4 hours assumed)

A total of 73 hours is budgeted for Task 208.

Task 209 Procurement of Biological Monitor

During development of the USDA loan application, USDA requested an additional biological evaluation to review potential for the project to impact to federally-listed endangered species. The biological evaluation provided recommended minimization and avoidance measures to reduce potential for impact to California Red-Legged Frog. USDA required a review by United States Fish & Wildlife Service. This review is not yet completed, but it is assumed that the District will need the services of a biological monitor.

MKN will perform the following services for procurement of a Biological Monitor:

- Develop Request for Proposals (RFP) for a Biological Monitor based on the Community Workforce Agreement (21 hours assumed)
- Respond to Requests for Information and issue addenda as needed (10 hours assumed)
- Review proposals (16 hours assumed)
- Coordinate District review and interview process (8 hours assumed)
- Negotiate scope and budget with preferred consultant (6 hours assumed)
- Prepare staff report and recommendation for District (8 hours assumed)
- Outreach to potential proposers (4 hours assumed)

A total of 73 hours is budgeted for Task 209.

TASK GROUP 300 CONSTRUCTION PHASE SUPPORT

MKN will provide staff support during project construction. It is assumed the District's Construction Manager (MNS Engineers) will provide Resident Engineer (RE) services and field staff for construction observation. MKN will serve as an extension of District staff and assist with general project oversight, review of materials, and evaluation of issues that require District input. MKN will report directly to the District Administrator. The following tasks are included in this scope of work:

- Pre-Construction Conference: MKN will attend the pre-construction conference and assist with requests for information. It is assumed the pre-construction conference will be organized and led by the District's Construction Manager. A budget of 4 hours is included
- Weekly Progress Meetings: MKN will attend weekly progress meetings with the Contractors, permit agencies (if applicable), and the District's Construction Manager. MKN will prepare for these meetings (i.e., review the most current schedule, and coordinate with the Construction Manager regarding the agenda ahead of the meeting). It is assumed the Construction Manager will chair these meetings, develop the agenda and conduct each meeting, and prepare meeting minutes and/or action items. Estimated at 2 hours per week.
- Report to District Board of Directors: MKN will provide periodic reports on the project progress at the District Board Meetings. This proposal assumes semi-annual (every six months) project reports to the Board of Directors during construction phase, and assumes a written report and brief PowerPoint presentation (approximately 15 minutes) will be provided summarizing the project status including major work completed, schedule status, budget status, and any noteworthy occurrences since the last project update.
- Groundbreaking Ceremony: MKN recommends a budget of 30 hours to assist District staff in coordination for a project groundbreaking ceremony, including advertising. (Assumed to occur in future years)
- Additional Construction Phase Support: The level of effort required for construction phase support is difficult to predict for any project, and can vary greatly depending on site conditions, the Contractor, the Construction Management team, and unforeseen circumstances. At this time, we recommend budgeting eight (8) hours per week for the duration of the project construction, estimated at 27 months, for the following tasks:
 - Construction Documents, including Requests for Information (RFIs), construction schedule, monthly progress payments, and change orders: It is assumed the District's Construction Manager will manage the construction documents and lead

review of the materials and responses to the Contractor. MKN will review on behalf of the District, assist with responses on an as-needed basis, and notify the District's Administrator when critical decisions are needed and/or of important project impacts.

- Tracking Permitting and Financing Requirements: MKN will track progress of compliance with the permitting and funding requirements based on review of the permits and funding agreements and coordination with the District's consultants and Contractor.
- Reporting: MKN will provide a report of time spent and tasks completed to the District Administrator each month.
- As-Needed Support: MKN may provide as-needed support services related to the project as directed by the District Administrator.

TASK GROUP 400 PROJECT ADMINISTRATION

401 Project Management

MKN will provide Project Management services through bid phase. This includes overall project schedule and budget tracking and coordination with the District Administrator to reconcile questions and issues as they arrive to keep the project moving forward. We recommend a budget of 24 hours, assuming the project will go out to bid in June 2020.

402 Reporting

MKN will organize and lead a bimonthly call with the District Administrator to coordinate ongoing project needs, and will provide a monthly report of work completed for the District Administrator to accompany the invoice.

403 Consultant Coordination

MKN will coordinate with the District's various project consultants, including the design engineer, financing consultant, construction manager, and environmental consultants, to reduce potential for schedule impacts and help ensure project requirements are met. We recommend a budget of 2 hours per week until completion of the construction bid phase.

404 Coordinate Completion of the USDA Loan Application

MKN anticipates several tasks will be required to complete the USDA loan application. Once complete, MKN will coordinate with USDA staff regarding questions, comments, and/or additional information needs. A budget of 60 hours is recommended to complete this effort.

405 NPDES Permit Assistance for Dewatering Water

Due to high groundwater levels onsite, dewatering will be required for construction of the WWTP Redundancy Project. The construction documents instruct the Contractor to treat dewatered groundwater to remove settleable solids, then send it to the headworks and through the WWTP to ultimately be discharged with treated effluent through the ocean outfall. Though the WWTP has excess capacity to treat higher flows, the Project team is concerned about the potential for high amounts of groundwater to impact treatment by diluting the wastewater inflow. MKN will

investigate the feasibility to gain approval from the Central Coast Regional Water Quality Control Board (RWQCB) to discharge the treated groundwater directly to the ocean outfall. Based on communication with RWQCB staff, MKN will prepare a technical memorandum which describes the quality and estimated quantity of groundwater, summarizes the plan for treatment and discharge of the groundwater (location, schedule, etc.), summarizes the ability of the existing disposal system (ocean outfall) to handle the additional flows, and indicates the proposed measures which will help ensure compliance with the District's NPDES permit. It is assumed the District will sample and analyze the groundwater for the suite of constituents in the existing NPDES permit and provide MKN with the results. We recommend a budget of 38 hours for this task.

406 Allowance for As-Needed Assistance

A budget of 64 hours is recommended for as-needed assistance that may be required before completion of the construction bid phase. This is based on an average of two hours per week over eight months, assuming bid opening in mid-August.

ASSUMPTIONS

- Design submittals, permits, loan agreements, grant agreements (if applicable), and other relevant project documentation will be provided by the District.
- All permits will be obtained by the District.
- MKN shall be entitled to rely reasonably upon the accuracy of data and information provided by or through the District and will use good professional judgment in reviewing and evaluating such information. If MKN identifies any error or inaccuracy in data or information provided by or through the District, or determines that additional data or information is needed to perform the services, MKN shall promptly notify the District.

SERVICES NOT INCLUDED

- Construction management, observation, and inspection services
- Survey, permitting, or environmental services
- Loan/grant administration and/or reporting
- Startup, testing, or commissioning of equipment or facilities
- Services beyond those specifically listed in the Scope of Work above

PROJECT SCHEDULE

The following general project schedule was assumed when preparing this proposal:

Phase	Date	Duration
Environmental Assessment and USDA Loan Application Review completed	May 2020	5 months
Bid Phase	June – September 2020	3 months
Construction	September 2020 – November 2022	27 months

FEE SUMMARY

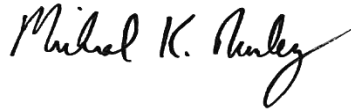
MKN proposes to complete this work on a time and materials basis, with a 2020 budget of \$152,196 that will not be exceeded without written authorization from the District. A detailed breakdown of the estimated fee is provided in the attached spreadsheet. Based on the estimated 2019 actual expenditures under this contract (\$87,645), the proposed budget for 2020, and the recommended budget for the remaining project term, the total estimated budget for Project Administration through the end of construction is \$436,171.

Thank you for providing MKN with the opportunity to assist the District on this project. If you have any questions regarding this proposed scope amendment, please contact me at eshields@mknassociates.us or by phone at (805) 904-6530.

Sincerely,



Eileen Shields, PE
Principal



Michael K. Nunley, PE
CEO/President

Attachments:

1. Estimated Fee
2. 2020 MKN Fee Schedule

	Operations Manager	Principal Engineer	Assistant Engineer	Administrative Assistant	Total Hours	Total Labor	ODCs	Total Cost
TASK GROUP 100 - REVIEW CURRENT PROJECT DOCUMENTATION								
Task 101. Review Final design submittal					0	\$ -	\$ -	\$ -
Task 102. Review permit and funding requirements					0	\$ -	\$ -	\$ -
Task 103. Review expenditures and evaluate status of project budget					0	\$ -	\$ -	\$ -
Task 104. Life Expectancy Analysis					0	\$ -	\$ -	\$ -
Task Group 100 Subtotal	0	0	0	0	0	\$ -	\$ -	\$ -
TASK GROUP 200 - COMPLETION OF BID DOCUMENTS AND PROCUREMENT SUPPORT								
Task 201. Completion of Bid Documents	2	10	21	4	37	\$ 5,438	\$ 163	\$ 5,601
Task 202. Consultant Coordination					0	\$ -	\$ -	\$ -
Task 203. Reporting					0	\$ -	\$ -	\$ -
Task 204. Allowance for As-Needed Assistance					0	\$ -	\$ -	\$ -
Task 205 Construction Bid Assistance								
Task 205A. Informal outreach to contractors	6	6			12	\$ 2,382	\$ 71	\$ 2,453
Task 205B. Coordination with ASAP for Bid Distribution		4	4		8	\$ 1,308	\$ 39	\$ 1,347
Task 205C. Manage RFIs and responses		4	8		12	\$ 1,852	\$ 56	\$ 1,908
Task 205D. Attend pre-bid conference		2			2	\$ 382	\$ 11	\$ 393
Task 205E. Prepare bid tabulation and checklist		2	6		8	\$ 1,198	\$ 36	\$ 1,234
Task 205F. Review bids, tabulate, and provide recommendation		8	16		24	\$ 3,704	\$ 111	\$ 3,815
Task 205G. Review contract documents and prepare Notice to Proceed		4	8		12	\$ 1,852	\$ 56	\$ 1,908
Subtotal Task 205. Construction Bid Assistance	6	30	42	0	78	\$ 12,678	\$ 380	\$ 13,058
Task 206. Procurement of Construction Management Team								
Task 207. Procurement of Startup and Commissioning Assistance								
Task 207A. Develop Request for Proposals (RFP) for Startup/Commissioning Assistance	1	6	12	2	21	\$ 3,114	\$ 93	\$ 3,207
Task 207B. Respond to Requests for Information and issue addenda, as needed		4	7	1	12	\$ 1,781	\$ 53	\$ 1,834
Task 207C. Review Startup/Commissioning Assistance proposals	2	10			12	\$ 2,322	\$ 70	\$ 2,392
Task 207D. Coordinate District review and interviews (as needed)	8	8			16	\$ 3,176	\$ 95	\$ 3,271
Task 207E. Negotiate scope and budget with preferred Team (as needed)		8			8	\$ 1,528	\$ 46	\$ 1,574
Task 207F. Prepare staff report and recommendation for District		4			4	\$ 764	\$ 23	\$ 787
Task 207G. Outreach with potential proposers	6	6			12	\$ 2,382	\$ 71	\$ 2,453
Subtotal Task 207. Procurement of Startup/Commissioning Assistance	17	46	19	3	85	\$ 15,067	\$ 452	\$ 15,519
Task 208. Procurement of Community Workforce Coordinator								
Task 208A. Develop Request for Proposals (RFP) for Community Workforce Coordinator	1	6	12	2	21	\$ 3,114	\$ 93	\$ 3,207
Task 208B. Respond to Requests for Information and issue addenda, as needed		4	6		10	\$ 1,580	\$ 47	\$ 1,627
Task 208C. Review Community Workforce Coordinator proposals		8	8		16	\$ 2,616	\$ 78	\$ 2,694
Task 208D. Coordinate District review and interviews (as needed)		8			8	\$ 1,528	\$ 46	\$ 1,574
Task 208E. Negotiate scope and budget with preferred firm (as needed)		6			6	\$ 1,146	\$ 34	\$ 1,180
Task 208F. Prepare staff report and recommendation for District		4	4		8	\$ 1,308	\$ 39	\$ 1,347
Task 208G. Outreach with potential proposers		4			4	\$ 764	\$ 23	\$ 787
Subtotal Task 208. Procurement of Community Workforce Coordinator	1	40	30	2	73	\$ 12,056	\$ 362	\$ 12,418
Task 209. Procurement of Biological Monitor								
Task 209A. Develop Request for Proposals (RFP) for Biological Monitoring	1	6	12	2	21	\$ 3,114	\$ 93	\$ 3,207
Task 209B. Respond to Requests for Information and issue addenda, as needed		4	6		10	\$ 1,580	\$ 47	\$ 1,627
Task 209C. Review Biological Monitor proposals		8	8		16	\$ 2,616	\$ 78	\$ 2,694
Task 209D. Coordinate District review and interviews (as needed)		8			8	\$ 1,528	\$ 46	\$ 1,574
Task 209E. Negotiate scope and budget with preferred firm (as needed)		6			6	\$ 1,146	\$ 34	\$ 1,180
Task 209F. Prepare staff report and recommendation for District		4	4		8	\$ 1,308	\$ 39	\$ 1,347
Task 209G. Outreach with potential proposers		4			4	\$ 764	\$ 23	\$ 787
Subtotal Task 209. Procurement of Biological Monitor	1	40	30	2	73	\$ 12,056	\$ 362	\$ 12,418
Task Group 200 Subtotal	27	166	142	11	346	\$ 57,295	\$ 1,719	\$ 59,014
TASK GROUP 300 - CONSTRUCTION PHASE SUPPORT								
Task 301. Pre-Construction Conference		4			4	\$ 764	\$ 23	\$ 787
Task 302. Weekly Progress Meetings		48			48	\$ 9,168	\$ 275	\$ 9,443
Task 303. Construction Phase Support		156	52		208	\$ 36,868	\$ 1,106	\$ 37,974
Task 304. Report to District Board of Directors (every six months)		8	8	2	18	\$ 2,746	\$ 82	\$ 2,828
Task 305. Assist with Groundbreaking Ceremony					0	\$ -	\$ -	\$ -
Task Group 300 Subtotal	0	216	60	2	278	\$ 49,546	\$ 1,486	\$ 51,032

	Operations Manager	Principal Engineer	Assistant Engineer	Administrative Assistant	Total Hours	Total Labor	ODCs	Total Cost
TASK GROUP 400 - PROJECT ADMINISTRATION								
Task 401. Project Management (through bid phase)		24			24	\$ 4,584	\$ 138	\$ 4,722
Task 402. Reporting to District Administrator (through bid phase)		24			24	\$ 4,584	\$ 138	\$ 4,722
Task 403. Consultant coordination (through bid phase)		24			24	\$ 4,584	\$ 138	\$ 4,722
Task 404. Coordinate completion of USDA loan application		36	24		60	\$ 10,140	\$ 304	\$ 10,444
Task 405. NPDES Permit Assistance for Dewatering Water		12	24	2	38	\$ 5,686	\$ 171	\$ 5,857
Task 406. As-Needed Services		48	16		64	\$ 11,344	\$ 340	\$ 11,684
Task Group 400 Subtotal	0	168	64	2	234	\$ 40,922	\$ 1,228	\$ 42,150
TOTAL BUDGET (2020)	27	382	202	13	624	\$ 147,763	\$ 4,433	\$ 152,196
RECOMMENDED FUTURE BUDGET (2021-2022)								\$ 196,331
2019 ESTIMATED ACTUAL (through January 15, 2020)								\$ 87,645
ESTIMATED TOTAL BUDGET								\$ 436,171

Billing Rates	\$/hr
Operations Manager	206
Principal Engineer	191
Senior Project Engineer	180
Project Engineer	159
Assistant Engineer	136
Drafter	128
Administrative Assistant	65

Notes:

Mileage to be reimbursed at IRS rate

Report or memorandum hard copy costs to be reimbursed at cost + 10% markup



FEE SCHEDULE FOR PROFESSIONAL SERVICES

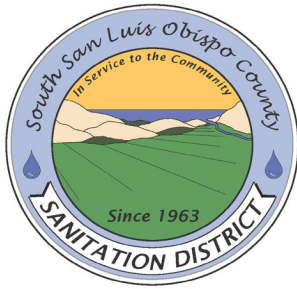
ENGINEERS AND TECHNICAL SUPPORT STAFF

Project Director/ Operations Manager	\$206/HR
Principal Engineer	\$191/HR
Senior Project Engineer	\$180/HR
Project Engineer/ Senior Scientist	\$159/HR
Water Resources Planner	\$145/HR
GIS Specialist	\$139/HR
Assistant Engineer II	\$136/HR
Assistant Engineer I	\$115/HR
GIS Technician	\$115/HR
Supervising Drafter	\$138/HR
Drafting/Design Technician II	\$128/HR
Drafting/Design Technician I	\$105/HR
Administrative Assistant	\$65/HR
Engineering Intern	\$60/HR

Routine office expenses such as computer usage, software licenses and fees, telephone charges, office equipment and supplies, incidental postage, copying, and faxes are included as a 3% fee on labor cost.

DIRECT PROJECT EXPENSES

Outside Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate - \$.58/mi.



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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

Staff Report

To: Board of Directors
From: Jeremy Ghent, District Administrator; Mychal Jones, Plant Superintendent
Date: January 15, 2020

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:

- *Environmental Review by USDA and USFWS continues.*
- *MNS is now actively engaged and supporting project efforts*

Central Coast Blue:

- *The City of Pismo Beach is holding a scoping meeting on Wednesday January 22, 2020 at 6pm at the City of Pismo Beach Council Chambers, located at 760 Mattie Road, Pismo Beach, California 93449.*
- *A 'Notice of Preparation of a Draft Environmental Impact Report' has been issued. The public review period is from December 20, 2019 through February 4, 2020 at 5:00pm.*

Misc:

- *On Thursday January 9th a chemical tanker hauling Sodium Hypochlorite (bleach) overturned while en-route to the facility. The incident did not result in any chemical spill.*
- *The District is investigating the feasibility of restoring the operation of the Cogeneration Power System that has been inoperable since installation.*
- *Refunds have been made to the Halcyon residents that were incorrectly charged for sewer service.*
- *On Tuesday January 7th the District and Cannon Corp. hosted a pre-bid meeting and site visit for the Primary Clarifier Drive Replacement.*

Plant Tours:

1. *Future Tour 1/30/2020 Jeff Edwards*

Upcoming Items (Anticipated Date):

Election of Chair and Vice Chair (Feb 5th)

Revisions to KJ ESDC contract for Compliance with USDA (Feb 5th)

FY 2018/19 Financial Audit (Feb 5th)

District Goals and Priorities (Mar 4th)

Plant Operations Report

During this reporting period (December 1st – December 31st) 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 December 31, 2019

December 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	2.25	3.2	441	16.5		423	23		<1.8	172
High	2.82	5.2	474	25.8		500	33.3		130	375
Average	2.46	3.73	454	20.1	95.6	456	25.7	94.4	26	279
Dec 2018 AVG	2.6	3.85	533	16.9	96.8	619	28.4	95.4	1.83	196
Limit	5.0			40/60/90			40/60/90	>80	2000	

*Limits – 40/60/90 represent the monthly average, weekly average, and instantaneous maximum value for plant effluent Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS). >80 represents the average monthly percent removal of BOD and TSS. 2000 represents the maximum daily value for plant effluent fecal coliform

Operation and Maintenance Projects

- Troubleshoot field sump pumps
- Checked and marked Underground Service Alerts
- Welded hinges on stainless steel dumpster for covers
- Pacific Overhead Door
 - Performed maintenance on fixed film reactor rollup door
 - Installed new rollup door sensors on centrifuge building
- Repaired grease Zerk line on mechanical bar screens
- Completed Barfleet annual reporting for District vehicles
- Performed confined space entry into field sump to remove and install new sump pump
- Began cleanup of fixed film reactor storage area
- Exercised and inspected primary clarifier No. 2 valves to ensure proper operation
- Drained rainwater from all containment totes throughout treatment plant
- Cleaned maintenance shop
- Painted influent pump No. 3 and motor to prepare for reinstallation
- San Luis Powerhouse troubleshoot emergency bypass pump
- Continued inspection of manholes
- Troubleshoot and partially drain emergency generator day tank
- Greased Amiad O-ring to mitigate leak

Work Orders Completed

- Rinsed weir, launder, and baffles on all clarifiers
- De-ragged primary clarifier sludge pumps
- Inspected digester vacuum/pressure relief valves

- Performed annual clarifier drive maintenance on all clarifiers
- Inspected strainer baskets throughout treatment plant
- Performed fixed film reactor orifice cleaning and oil sample for inspection
- Inspected and performed maintenance on water champ
- Test ran emergency generator and emergency bypass pump

Training

- Staff participated in training on Machine Guarding Hazards
- Assigned monthly trainings on Back Injury Prevention and Anger, Violence, and Conflict in the Workplace

Call Outs

- There were no call outs this reporting period