



**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
Arroyo Grande City Hall Council Chambers
215 E. Branch Street,
Arroyo Grande, CA 93420
Wednesday, March 4, 2020 at 6:00 p.m.**

Board Members

Caren Ray Russom, Chair
Jeff Lee, Vice Chair
Linda Austin, Director

Agencies

City of Arroyo Grande
City of Grover Beach
Oceano Community Services District

Alternate Board Members

Barbara Nicolls, Director
Lan George, Director
Shirly Gibson, 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 February 5, 2020

6. ACTION ITEMS:

6A. CONSIDERATION OF FISCAL YEAR 2019/20 SECOND QUARTER (Q2) BUDGET ADJUSTMENTS; ADOPT RESOLUTION NO. 2020-413 AUTHORIZING BUDGET ADJUSTMENTS

Recommendation: It is recommended the Board:

1. Review the recommended budget adjustments.
2. Adopt Resolution No. 2020-413 authorizing budgetary adjustments.

6B. DISTRICT GOALS AND PRIORITIES

Recommendation: The Board receive presentation and discuss the Draft District Goals and Priorities.

6C. DISTRICT ADMINISTRATOR AND PLANT OPERATIONS REPORT

Recommendation: Receive and File.

7. MISCELLANEOUS ITEMS:

8. BOARD MEMBER COMMUNICATIONS:

9. CLOSED SESSION:

Conference with legal counsel – Existing litigation pursuant to Gov. Code § 54956.9(d)(1), one case: Wolff v. Dutra et. al., Case No. 18CV-0402.

10. ADJOURNMENT:

**The next regularly scheduled Board Meeting is April 1, 2020, 6:00 pm at the
Arroyo Grande City Hall Council Chambers
Branch Street, Arroyo Grande, California 93420**

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SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
WARRANT REGISTER
3/4/2020

VENDOR	BUDGET LINE ITEM	DETAIL	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
AGP VIDEO	AGP VIDEO	JANUARY	021220-4315	7080	700.00	700.00
AIRFLOW FILTER SERVICE	EQUIPMENT MAINTENANCE	BOILER	4316	8030	44.00	44.00
ALLIED ADMINISTRATORS	DENTAL	MARCH	4317	6025	815.10	815.10
AMIAD USA	EQUIPMENT MAINTENANCE	VOID	4318	0	0.00	0.00
ARAMARK	UNIFORMS	1/31; 2/7; 2/8	4319	7025	783.45	783.45
BRENNTAG	PLANT CHEMICALS	BPI18916; BPI22093	4320	8050	11,209.95	11,209.95
CANNON ASSOCIATES	STRUCTURE MAINTENANCE	PRIMARY CLARIFIER 2	4321	26-8065	5,320.10	5,320.10
CHARTER	INTERNET AND PHONE	01/29-02/28	4322	7013	309.95	309.95
COASTAL ROLLOFF SERVICE	RUBBISH	JANUARY	4323	7093	915.06	915.06
CULLIGAN/CCWT	EQUIPMENT RENTAL	02/01-02/29	4324	7032	60.00	60.00
ENGEL & GRAY	BIOSOLIDS HANDLING	JANUARY	4325	7085	3,963.93	3,963.93
EVERYWHERE RIGHT NOW	COMPUTER SUPPORT	FEBRUARY	4326	7082	100.00	100.00
FED EX	OFFICE SUPPLIES	6-914-42582	4327	8045	349.31	349.31
GILBERT TRUJILLO	LEGAL	JANUARY	4328	7071	1,221.00	1,221.00
GRAINGER	SAFETY SUPPLIES	9420806847	4329	8056	36.34	36.34
HAULAWAY	RENTAL EQUIPMENT	12/26/19-01/22/20	4330	7032	93.80	93.80
I.I. SUPPLY	EQUIPMENT MAINTENANCE	66703; 65672; 66949	4331	8030	178.43	178.43
JB DEWAR	FUEL	928333	4332	8020	221.36	221.36
JONES & MAYER	LEGAL COUNSEL	96058	4333	7071	1,887.00	2,387.00
	OUTSIDE COUNSEL	96059		7070	500.00	
MKN ENGINEERS	REDUNDANCY	6596; 6597; 6598	4334	20-7080	7,768.01	7,768.01
MINERS	ADMIN BUILDING	JANUARY	4335	8045	557.54	557.54
OCEANO COMMUNITY SERVICE	WATER	11/18-01/18	4336	7094	70.93	70.93
PC MECHANICAL	EQUIPMENT MAINTENANCE	UNSCHEDULED	4337	8030	1,260.00	1,260.00
PG&E	ELECTRICITY	01/09/20-02/09/20	4338	7091	14,013.90	14,013.90
POLYDYNE	PLANT CHEMICALS	1426322	4339	8050	6,331.65	6,331.65
PRAXAIR	SMALL TOOLS	94395061	4340	8055	33.16	33.16
READY REFRESH	ADMIN BUILDING	12/25/19-01/24/20	4341	8035	218.31	218.31
SAFETY KLEEN	FUEL	82004851; 82177489	4342	8020	196.96	196.96
SAN LUIS POWERHOUSE	EQUIPMENT MAINTENANCE	42480	4343	8030	1,108.04	1,108.04
SO CAL GAS	UTILITY GAS	01/02-01/30	4344	7092	3,093.60	3,093.60
SO CO SANITARY	RUBBISH	FEBRUARY	4345	7093	391.48	391.48
SPRINT	CELL PHONE	01/04/20-02/03/20	4346	7014	109.87	109.87
STANLEY	ALARMS	MARCH	4347	7011	75.55	75.55
STATE FUND INSURANCE	WORK COMP	FEBRUARY	4348	6080	1,706.33	1,706.33
THOMA ELECTRIC	EQUIPMENT MAINTENANCE	May-18	4349	8030	50.00	50.00
UMPQUA	CREDIT CARD	JANUARY	4350		3,090.91	3,090.91
USA BLUEBOOK	EQUIPMENT MAINTENANCE	135074	4351	8030	279.30	279.30
VWR	LABORATORY SUPPLIES	8088952365	4352	8040	239.14	239.14
SUB TOTAL					\$ 69,303.46	\$ 69,303.46
SSLOCS	JANUARY TRANSFER	PAYROLL	4353		61,518.66	89,894.25
		RETIREMENT		6060	16,723.56	
		MEDICAL		6010	10,839.56	
		MEDICAL REIMBURSEMENT			812.47	
SUB TOTAL					89,894.25	89,894.25
GRAND TOTAL					\$ 159,197.71	159,197.71

Warrant Register continues on next page.

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
WARRANT REGISTER CONTINUED
3/4/2020

VENDOR	BUDGET LINE ITEM	DETAIL	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
ALLSTAR INDUSTRIAL	SAFETY SUPPLIES	2504	022820-4354	8056	206.99	206.99
ALLTECH COMPUTERS	CAPITAL EQUIPMENT	SERVER	4355	8010	7,550.05	7,550.05
AQUATIC BIOASSAY	CHEMICAL ANALYSIS	CHRONIC NPDES BIOASSAY	4356	7078	1,845.00	1,845.00
ARAMARK	EMPLOYEE UNIFORMS	2/21/2020	4357	7025	326.75	326.75
AT&T	TELEPHONE	02/11/20-03/10/20	4358	7013	405.44	405.44
AUTOSYS, INC.	STRUCTURE MAINTENANCE	2627	4359	26-8065	3,300.00	3,300.00
CAREN RAY RUSSOM	BOARD SERVICE	JANUARY & FEBRUARY	4360	7075	200.00	200.00
CITY OF GROVER BEACH	BILLING	JANUARY	4361	7081	1,753.75	1,753.75
DE JESUS LANDSCAPING	STRUCTURE MAINTENANCE	FEBRUARY	4362	8060	450.00	450.00
GRAINGER	EQUIPMENT MAINTENANCE	MULTIPLE	4363	8030	98.04	98.04
I.I. SUPPLY	EQUIPMENT MAINTENANCE	67385	4364	8030	259.26	259.26
INDUSTRIAL MEDICAL GROUP	SAFETY SUPPLIES	91922	4365	8056	95.00	95.00
INTERSTATE BATTERIES	EQUIPMENT MAINTENANCE	GENERATOR	4366	8030	123.86	123.86
JAN PRO	STRUCTURE MAINTENANCE	MARCH	4367	8060	260.00	260.00
JEFF LEE	BOARD SERVICE	JANUARY & FEBRUARY	4368	7075	200.00	200.00
LINDA AUSTIN	BOARD SERVICE	FEBRUARY	4369	7075	100.00	100.00
MECHANICAL SEAL REPAIR	EQUIPMENT MAINTENANCE	CHESTERTON	4370	8030	4,135.40	4,135.40
MID STATE INSTRUMENTS	CHEMICAL ANALYSIS	MSI9599	4371	7078	202.11	202.11
MULLAHEY FORD	AUTOMOTIVE	2013 FORD F150	4372	8032	72.50	72.50
OILFIELD	CHEMICAL ANALYSIS	EFFLUENT	4373	7078	85.00	85.00
PRECISE WEIGHING SYSTEMS	EQUIPMENT MAINTENANCE	CALIBRATION	4374	8030	285.00	285.00
READY REFRESH	ADMIN OFFICE SUPPLIES	01/25/20-02/24/20	4375	8035	170.31	170.31
RINCON CONSULTANTS	REDUNDANCY	CEQA PLUS & USDA FUNDING SUPPORT	4376	20-7080	950.00	2319.05
		COASTAL HAZARDS MONITORING		20-7080	1,369.05	
SHIRLEY GIBSON	BOARD SERVICE	JANUARY	4377	7075	100.00	100
THOMA ELECTRIC	EQUIPMENT MAINTENANCE	43688	4378	8030	351.00	351
USA BLUEBOOK	EQUIPMENT MAINTENANCE	150778; 152086	4379	8030	520.16	520.16
SUB TOTAL					\$ 25,414.67	\$ 25,414.67
GRAND TOTAL					\$ 184,612.38	\$ 184,612.38

We hereby certify that the demands numbered serially from 021220-4315 to 022820-4379 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, February 5, 2020

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
Keith Collins, 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

None.

5. CONSENT AGENDA:

5A. Approval of Warrants

5B. Approval of Meeting Minutes of January 15, 2020

There was no public comment.

Motion: Director Austin motioned to approve the consent agenda.

Second: Director Ray Russom

Action: Approved unanimously by voice vote.

6. ACTION ITEMS:

6A. ELECTION OF CALENDAR YEAR 2020 BOARD OFFICERS

Legal Counsel Collins presented this report.

Director Austin nominated Director Ray Russom for Chair. Director Ray Russom accepted the nomination.

Motion: Director Austin motioned to to elect Director Ray Russom as the Chair.

Second: Director Lee

Action Approved unanimously by roll call vote.

Motion: Director Ray Russom nominated Director Lee for Vice Chair recognizing that Director Austin did not want to be nominated for the Vice Chair.

Second: Director Austin

Action: Approved unanimously by roll call vote.

6B. PRESENTATION AND APPROVAL OF FISCAL YEAR ENDING 2019 FINANCIAL AUDIT

Alex Hom from Moss Levy presented this report. He said the firm gave the District an unmodified clean opinion with no findings.

The Board had no questions.

There was no public comment.

Motion: Director Lee motioned to approve the year ending 2019 financial audit.

Second: Chair Ray Russom

Action Approved unanimously by roll call vote.

Director Lee stated that Moss, Levy & Hartzheim had completed the contract terms for the last three audits and asked if there would be an RFP for next years audit. Administrator Ghent responded that it was within his authority to select the next auditor.

6C. AWARD FOR PRIMARY CLARIFIER NO. 2 REHABILITATION AND COATINGS PROJECT TO FLUID RESOURCE MANAGEMENT

Superintendent Jones presented this report.

The Board asked if with the additional work and funding being requested, would there be any other project being delayed and if the money being used that was designated for Trunk Sewer Maintenance is siloed. Superintendent Jones said that no projects would be delayed, and Administrator Ghent said that the money

was not reserved and would the work that was to be completed with the money will not be completed during this fiscal year.

Motion: Director Lee motioned to award a contract for installation and construction of the Primary Clarifier No. 2 Rehabilitation and Coatings Project to Fluid Resource Management, in the amount of \$243,257.34. Authorize the District Administrator to reallocate budgeted funds, in the amount of \$107,000 to the Primary #2 Clarifier Rehab budget: and Approve a specific contingency fund for this project up to 10% (\$24,325) of the total project amount for unforeseen future project events

Second: Director Austin

Action Approved unanimously by roll call vote.

6D. DISTRICT ADMINISTRATOR AND PLANT OPERATIONS REPORT

Superintendent Jones reported that the District continues to meet permit limitations. He provided an update on operations and maintenance projects, work orders completed and training. He did correct Fecal Coliform numbers that were reported incorrectly due to data entry error. The correct high for the month was 46 and the average was 13.2.

Administrator Ghent presented the Administrators Report. He provided updates on the Redundancy Project. He said the contractor prequalification efforts are occurring and went live yesterday, February 4th. MNS, construction management firm, has completed a constructability review of the plans and this information has been passed onto Kennedy Jenks to weigh in. There was an AT&T utility coordination meeting was held on on site February 3rd. Central Coast Blue project team is planning a Joint Council Meeting/Public Forum to provide a project overview, technical presentation and to solicit public input. He also gave an update on LAFCO, Plant Tours and Upcoming Items.

Action: The Board received and filed this report.

The Board requested that the Operations Report be updated and put online with the correct averages of the fecal coliform.

7. MISCELLANEOUS ITEMS:

None.

8. BOARD MEMBER COMMUNICATIONS

None.

9. CLOSED SESSION:

Legal Counsel Collins announced Closed Session.

PUBLIC EMPLOYEE APPOINTMENT pursuant to Government Code Section 54957
subsection B

Title: General Counsel

10. REPORT OUT OF CLOSED SESSION:

11. ADJOURNMENT:

6:25 p.m.

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



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SANITATION DISTRICT**

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STAFF REPORT

To: Board of Directors

From: Jeremy Ghent, District Administrator

Via: Amy Simpson, District Bookkeeper/Secretary

Date: March 4, 2020

**Subject: CONSIDERATION OF FISCAL YEAR 2019/20 SECOND QUARTER (Q2)
BUDGET ADJUSTMENTS; ADOPT RESOLUTION NO. 2020-413
AUTHORIZING BUDGET ADJUSTMENTS**

RECOMMENDATION:

It is recommended the Board:

1. Review the recommended budget adjustments and
2. Adopt Resolution No. 2020-413 authorizing budgetary adjustments.

EXECUTIVE SUMMARY:

This staff report provides staffs' recommended adjustments to expenditures. This quarter (Q2) all the adjustments can be accomplished with internal transfers between Operating Fund 19 and Replacement Fund 26. Internal transfers will be adequate to re-balance the budget in Q2.

It should be noted that for FY 19/20 District revenues include substantial debt funding for the District's Redundancy Project. This borrowed money will be recorded as a revenue account type (source of funds) into Fund 20. Until the project is ready to issue debt this revenue will remain absent. In order to adequately evaluate the Budget at Q2 we will review with and (without) the Redundancy Project.

Through the end of Q2, the District has received 13% (52% excluding Fund 20) of its anticipated revenue and spent 6% (35% excluding Fund 20) of its budgeted expenditures. Staff has reviewed each account and has prepared Attachment No. 1, at the end of this report providing the recommended adjustments at Q2. A summary of revenues by Fund is detailed in Table No. 1 below.

DISCUSSION:

As part of the Q2 Review staff reviewed every budgeted line item to determine where revenue/expenditures are projected to exceed the approved budget or where a surplus may exist at the end of the FY 19/20. The below described recommended adjustments will have no effect on Total Income or Total Expenditures. Details of the recommended adjustments are shown on Attachment No. 2., the recommended FY 19/20 Consolidated Budget.

REVENUE ADJUSTMENTS

Table No. 1 – Revenues

	FY 2019/20 Budget	Received as of 12.31.19		Recommended Second Quarter Adjustment	Recommended Budget at First Quarter
		Amount	Percent		
Fund 19	\$5,549,000	\$2,885,988	52%		
Fund 20	\$18,930,000	\$180,494	1%		
Fund 26					
Total	\$24,479,000	\$3,066,482	13%	\$ -	\$0

At second quarter District revenues are 13% (52% excluding Fund 20) collected. This low percentage is due to Fund 20 holding the Redundancy budget and most of the revenue will be received as funding for the Redundancy Project is acquired. No adjustments to revenue are recommended at this time.

REVENUE ACCOUNTS EXCEEDING 60% NOT REQUIRING ADJUSTMENT

Staff has evaluated the Revenue Accounts in Fund 20 and although there will be significant reserves, staff does not recommend adjusting these accounts. To maintain a balanced budget the increase would be balanced by an increase in expense. Staff recommends allocating the surplus money to Redundancy at the end of the fiscal year. Fund 20 is a Restricted Account and Connection money may not be used to Fund projects that are not Expansion Projects.

1. Account No. 20-4010 Arroyo Grande Connections (94% collected at end of second quarter).
2. Account No. 20-4020 Grover Beach Connections (104% collected at end of second quarter).
3. Account No. 20-4030 Oceano Community Services District Connections (62% collected at end of second quarter).

EXPENDITURE ADJUSTMENTS

Total District expenditures at the end of the second quarter stand at \$1,441,712 (\$2,034,562 with Fund 20 Expenses) or 6% (35% excluding Fund 20) of total projected expenditures. A summary of expenditures by Fund is detailed in Table No. 2 below. The negative **\$494,401** is a result of the use of Redundancy Designation money (50% of \$1,185,700 or \$592,850) to cover the expenses in Fund 20. This transfer is reflected on Attachment No. 2 Consolidated Budget. To date expenditures in Fund 20 total \$98,449. This is reflected in Attachment No. 3 in Fund 20 Budget to Actuals.

Table No. 2 – Fund Expenditures

	FY 2019/20 Budget	Expended as of 12.31.19		Recommended Second Quarter Adjustment	Recommended Budget at First Quarter
		Amount	Percent		
Fund 19	\$4,713,000	\$1,872,839	40%	\$ (107,000.00)	\$4,606,000
Fund 20	\$18,930,000	(\$494,401)	-3%		\$18,930,000
Fund 26	\$836,000	\$63,274	8%	\$ 107,000.00	\$943,000
Total	\$24,479,000	\$1,441,712	6%	\$ -	\$24,479,000

At the meeting of February 5, 2020, the Board approved an award for Primary Clarifier No. 2 Rehabilitation Project to Fluid Resource Management (FRM). The Board also authorized the District Administrator to reallocate budgeted funds, in the amount of \$107,000 to the Primary No. 2 Clarifier Rehab budget and approved a specific contingency fund for this project up to 10% (\$24,325) of the total project amount for unforeseen future project events. The request before you tonight will incorporate last month's Board action into a Resolution.

4. Account No. 19-8015 Trunk Sewer Maintenance (13% expended at end of second quarter). The Board approved a transfer of \$107,000 to Fund 26.
5. Fund 26 Contingency (0% expended at the end of second quarter). The Board approved a transfer of \$24,325 to 26-8065 Primary Clarifier No. 2 Rehabilitation and Coating Contingency.
6. Account No. 26-8065 Structure Maintenance Primary Clarifier No. 2 Rehabilitation and Coating Project (9% expended at end of second quarter). The Board approved an increase of \$131,325 to the Structure Maintenance Account.

ACCOUNTS REQUIRING INTERNAL TRANSFERS IN FUND 19

7. Account No. 19-7068 Permits/Fees/License (126% expended at end of second quarter). An increase of \$15,000 is recommended. This under budgeted expenditure is a result of a \$10,000 increase to the Pretreatment Permit and payment of the Administrative Civil Liability (ACL) order violation of \$6,000 that was not budgeted. This will be funded by a transfer from Account No. 19-7076 Professional Services Human Resources.
8. Account No. 19-7076 Professional Services - Human Resources (18% expended at end of second quarter). A decrease of 15,000 is recommended to balance Permits/Fees/Licenses. The large budget for this account was to cover the cost of union negotiations which are now complete.

ACCOUNTS EXCEEDING 60% NOT REQUIRING ADJUSTMENT

Staff evaluated the following accounts which were higher than the 60% at the second quarter review and predict there will be sufficient funds available through the end of the year and do not currently recommend any adjustments.

9. Account No. 19-7043 Insurance Liability/Auto (94% expended at end of second quarter). No increase to this budget line item is necessary as this is an annual payment.

10. Account No. 19-7069 LAFCO Budget Share (100% expended at end of second quarter). No increase to this budget line item is necessary as this is an annual payment.
11. Account No. 19-7072 Auditing (101% expended at end of second quarter). No increase to this budget line item is necessary as the audit is complete.
12. Account No. 19-7095 Zone 1/1A (103% expended at end of second quarter). No increase to this budget line item is necessary as this is an annual payment.
13. Account No. 19-7060 Ocean Outfall Maintenance (85% expended at end of second quarter). No increase to this budget line item is necessary as the maintenance is complete.
14. Account No. 19-8032 Automotive Maintenance (83% expended at end of second quarter). No increase to this budget line is necessary. No increase to this budget line is necessary. Staff evaluated purchases that will be expensed to this account and believe there to be sufficient budget for the remainder of the Fiscal Year.
15. Account No. 19-7015 Office Equipment/Computer/GIS (86% expended at the end of the second quarter). No increase to this budget line is necessary. Staff evaluated purchases that will be expensed to this account and believe there to be sufficient budget for the remainder of the Fiscal Year.

OPTIONS:

1. Adopt Resolution No. 2020-413 adjusting the budget per the staff recommendation. This is the staff recommendation.
2. Modify the recommended line item adjustments, adopt Resolution No. 2020-413 with the noted modifications.
3. Provide other direction to staff.

Attachments:

Attachment 1: Recommended Adjustments

Attachment 2: Adjusted Fiscal Year 2019/20 Consolidated Budget at Second Quarter

Attachment 3: Profit & Loss Budget vs. Actual

RESOLUTION NO. 2020-413

**A RESOLUTION OF THE SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
BOARD OF DIRECTORS AMENDING
THE FY 2019/20 BUDGET AT SECOND QUARTER**

WHEREAS, the Board of Directors has previously adopted the FY 2019/20 budget consisting of Operating Fund 19, Expansion Fund 20, and Replacement/Improvements Fund 26; and

WHEREAS, District staff has reviewed the account line items under each Fund included in the FY 2019/20 adopted budget; and

WHEREAS, District staff has identified the account line items which will require less monies and the account line items which will require additional monies than originally budgeted; and

WHEREAS, District staff believes amending these account line items to reflect actuals will more accurately reflect financial conditions of the District.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the South San Luis Obispo County Sanitation District, that the FY 2019/20 budget shall be amended according to Exhibit A attached hereto.

PASSED AND ADOPTED at a regular meeting of the South San Luis Obispo County Sanitation District Board of Directors held this 4th day of March 2020.

On the motion of Director _____, seconded by Director _____, and by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

RESOLUTION NO. 2020-413

CERTIFICATION:

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the South San Luis Obispo County Sanitation District held this 4th day of March 2020.

CAREN RAY RUSSOM
CHAIR, BOARD OF DIRECTORS
SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

ATTEST:

AMY SIMPSON
DISTRICT BOOKKEEPER/SECRETARY

APPROVED AS TO FORM:

KEITH COLLINS
DISTRICT COUNSEL

CONTENTS:

JEREMY GHENT
DISTRICT ADMINISTRATOR

Resolution 2020-413 Exhibit A

ACCOUNT	CURRENT BUDGET	AMOUNT RECEIVED/EXPENDED AS OF 12.31.19	PERCENT AS OF 12.31.19	PROPOSED ADJUSTMENT	FY 2019/20 ADJUSTED BUDGET AMOUNT AT SECOND QUARTER
EXPENSE ACCOUNTS					
19-7068 Permits/Fees/Licenses	\$ 30,000	\$ 37,671	126%	\$ 15,000	\$ 45,000
19-7076 Professional Services Human Resources	\$ 25,000	\$ 4,500	18%	\$ (15,000)	\$ 10,000
26-8065 Structure Grounds Replacement & Improvement Primary Clarifier No. 2 Rehabilitation & Coating	\$ 295,000	\$ 23,734	8%	\$ 107,000	\$ 402,000
19-8015 Trunk Sewer Maintenance	\$ 200,000	\$ 6,864	3%	\$ (107,000)	\$ 93,000
26-8065 Primary Clarifier No. 2 Rehabilitation & Coating Contingency	\$ -	\$ -	N/A	\$ 24,325	\$ 24,325
26-8065 Contingency	\$ 48,000	\$ -	0%	\$ (24,325)	\$ 23,675
Net Budgetary Changes to Expense				\$ -	

RECOMMENDED ADJUSTMENTS AT SECOND QUARTER

ACCOUNT	CURRENT BUDGET	AMOUNT RECEIVED/EXPENDED AS OF 12.31.19	PERCENT AS OF 12.31.19	PROPOSED ADJUSTMENT	FY 2019/20 ADJUSTED BUDGET AMOUNT AT SECOND QUARTER
EXPENSE ACCOUNTS					
19-7068 Permits/Fees/Licenses	\$ 30,000	\$ 37,671	126%	\$ 15,000	\$ 45,000
19-7076 Professional Services Human Resources	\$ 25,000	\$ 4,500	18%	\$ (15,000)	\$ 10,000
26-8065 Structure Grounds Replacement & Improvement Primary Clarifier No. 2 Rehabilitation & Coating	\$ 295,000	\$ 23,734	8%	\$ 107,000	\$ 402,000
19-8015 Trunk Sewer Maintenance	\$ 200,000	\$ 6,864	3%	\$ (107,000)	\$ 93,000
26-8065 Primary Clarifier No. 2 Rehabilitation & Coating Contingency	\$ -	\$ -	N/A	\$ 24,325	\$ 24,325
26-8065 Contingency	\$ 48,000	\$ -	0%	\$ (24,325)	\$ 23,675
Net Budgetary Changes to Expense				\$ -	

ADJUSTED CONSOLIDATED BUDGET AT SECOND QUARTER

		Fund 19 Operating Fund	Fund 20 Expansion Fund	Fund 26 Replacement Fund	ADJUSTED FY 19/20 @ Q2
Revenues					
Gross Revenues					
Service Charges and Fees		5,305,000			5,305,000
Connection Fees			156,000		156,000
Interest		112,000	64,000		176,000
Brine Revenue		132,000			132,000
Bond and USDA Funding			18,710,000		18,710,000
Total Revenues		5,549,000	18,930,000	-	24,479,000
Expenditures & Other Uses					
Operating Expenditures					
Salaries and Wages		829,000			829,000
Employee Benefits and Other Personnel Costs		491,500			491,500
Permits, Fees and Licenses		48,500			48,500
Communications		14,600			14,600
Administrative Costs		354,000			354,000
Disposal Services		63,000			63,000
Utilities		234,800			234,800
Maintenance, Tools & Replacements		330,200			330,200
Materials, Services and Supplies		374,700			374,700
Training, Education & Memberships		59,000			59,000
Total Operating Expenditures		2,799,300	-	-	2,799,300
Total Other Charges					
Debt Service		440,000			440,000
MOU with City of Pismo Beach			113,400		113,400
Total Other Charges		440,000	113,400	-	553,400
Capital Outlay					
Capital Replacement/Maintenance (Fund 26)				919,325	919,325
Capital Equipment		181,000	7,325,000		7,506,000
Total Capital Outlay		181,000	7,325,000	919,325	8,425,325
		3,420,300	7,438,400	919,325	11,778,025
Other Financing Sources & Uses					
Transfers Out Fund 26		943,000		(943,000)	-
Contingency				23,675	23,675
Redundancy Designations		1,185,700	(1,185,700)		-
Designated Funding Redundancy			12,677,300		12,677,300
Total Other Financing Sources & Uses		2,128,700	11,491,600	(919,325)	12,700,975
Total Funding Source		5,549,000	18,930,000	-	24,479,000
Total Expense		5,549,000	18,930,000	-	24,479,000
Net Change (Deficit)		-	-	-	-

S. S.L.O. CO. SANITATION DISTRICT
Profit & Loss Budget vs. Actual
 July through December 2019

	<u>Jul - Dec 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
19-4015 Arroyo Grande Services	1,289,167.64	2,430,000.00	-1,140,832.36	53.1%
19-4022 Grover Beach Services	912,224.93	1,887,000.00	-974,775.07	48.3%
19-4035 Oceano Services	539,260.76	923,000.00	-383,739.24	58.4%
19-4040 Other Service Income	12,369.00	25,000.00	-12,631.00	49.5%
19-4045 School Services	5,898.08	40,000.00	-34,101.92	14.7%
19-4050 Brine Disposal Service	68,041.01	132,000.00	-63,958.99	51.5%
19-5015 Interest	59,026.91	112,000.00	-52,973.09	52.7%
Total Income	<u>2,885,988.33</u>	<u>5,549,000.00</u>	<u>-2,663,011.67</u>	<u>52.0%</u>
Gross Profit	2,885,988.33	5,549,000.00	-2,663,011.67	52.0%
Expense				
19-6030 Plant Operators	255,405.23	597,000.00	-341,594.77	42.8%
19-6040 Secretary/Bookkeeper	31,661.92	62,000.00	-30,338.08	51.1%
19-6045 District Administrator	80,771.45	170,000.00	-89,228.55	47.5%
19-6010 Medical Insurance	115,650.76	215,000.00	-99,349.24	53.8%
19-6025 Dental Insurance	5,139.71	8,500.00	-3,360.29	60.5%
19-6050 S.S. & Medicare	26,392.91	65,000.00	-38,607.09	40.6%
19-6055 State Disability Insur	1,635.37	3,500.00	-1,864.63	46.7%
19-6060 State Retirement	35,920.66	80,000.00	-44,079.34	44.9%
19-6065 Unfunded Liability	39,162.90	76,000.00	-36,837.10	51.5%
19-6075 Medical Reimbursement	1,993.14	6,500.00	-4,506.86	30.7%
19-6080 Workers Compensation	8,751.64	27,000.00	-18,248.36	32.4%
19-6095 Unemployment Remiburse	0.00	10,000.00	-10,000.00	0.0%
19-6090 Payroll Process Fee	1,628.59	3,500.00	-1,871.41	46.5%
19-7068 Permits/Fees/License	37,671.41	30,000.00	7,671.41	125.6%
19-7011 Communications	1,815.36	4,000.00	-2,184.64	45.4%
19-7013 Communications-Teleph	3,068.64	7,000.00	-3,931.36	43.8%
19-7014 Communcations-Cell	1,202.51	3,600.00	-2,397.49	33.4%
19-7082 Prof. Serv.-Comp. Suprt	5,736.86	10,000.00	-4,263.14	57.4%
19-7005 Advert/Legal&Recruit	3,984.28	10,000.00	-6,015.72	39.8%
19-7043 Ins, Liability/Auto	37,441.74	40,000.00	-2,558.26	93.6%
19-7062 Prof Serv.-Electrician	2,384.15	6,000.00	-3,615.85	39.7%
19-7065 Public Outreach	0.00	4,000.00	-4,000.00	0.0%
19-7069 LAFCO Budget Share	18,993.53	19,000.00	-6.47	100.0%
19-7070 Prof Serv -Out.Counsel	5,824.03	30,000.00	-24,175.97	19.4%
19-7071 Prof Serv-Attorney Fee	21,460.00	41,000.00	-19,540.00	52.3%
19-7072 Prof Serv - Auditing	12,175.00	12,000.00	175.00	101.5%
19-7073 Prof Serv - AG Billing	11,209.00	23,000.00	-11,791.00	48.7%
19-7074 Prof Serv - Oceano Com	5,422.44	11,000.00	-5,577.56	49.3%
19-7075 Prof Serv - Brd Member	1,900.00	4,000.00	-2,100.00	47.5%
19-7076 Prof Serv- H R Service	4,500.00	25,000.00	-20,500.00	18.0%
19-7077 Prof Serv-Engineering	0.00	20,000.00	-20,000.00	0.0%
19-7078 Prof Serv-Chem Analysis	7,637.93	20,000.00	-12,362.07	38.2%
19-7079 Prof Serv-Records Mngmt	0.00	4,000.00	-4,000.00	0.0%
19-7095 Zone 1/1A Agreement	31,876.06	31,000.00	876.06	102.8%
19-7080 Prof Serv - AGP Video	5,072.50	11,000.00	-5,927.50	46.1%
19-7081 Prof Serv-GB Bill	11,062.75	23,000.00	-11,937.25	48.1%
19-7083 Prof Serv-Fiscal Serv.	3,462.00	20,000.00	-16,538.00	17.3%
19-7088 Prof Serv-Strat Plannin	0.00	5,000.00	-5,000.00	0.0%
19-7085 Solids Handling	26,239.86	60,000.00	-33,760.14	43.7%
19-7086 Brine Disposal Samplin	273.00	3,000.00	-2,727.00	9.1%

	<u>Jul - Dec 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
19-7091 Util-Elec	85,606.27	175,000.00	-89,393.73	48.9%
19-7092 Util-Gas	15,461.73	35,000.00	-19,538.27	44.2%
19-7093 Util-Rubbish	8,804.45	22,300.00	-13,495.55	39.5%
19-7094 Util-Water	985.61	2,500.00	-1,514.39	39.4%
19-7060 Ocean Outfall Maint	21,337.56	25,000.00	-3,662.44	85.4%
19-8030 Equipment Maint-Reg	45,189.49	189,500.00	-144,310.51	23.8%
19-8032 Automotive Maint	1,243.23	1,500.00	-256.77	82.9%
19-8060 Structure Maint-Reg	6,705.60	20,000.00	-13,294.40	33.5%
19-8015 Trunk Sewer Maintenanc	6,863.65	200,000.00	-193,136.35	3.4%
19-8055 Small Tools	207.92	1,200.00	-992.08	17.3%
19-8056 Safety Supplies	4,093.22	10,000.00	-5,906.78	40.9%
19-6035 Student Interns	0.00	5,000.00	-5,000.00	0.0%
19-6085 Temp Labor Service	0.00	5,000.00	-5,000.00	0.0%
19-7025 Employee Uniforms	8,314.96	14,200.00	-5,885.04	58.6%
19-7032 Equip Rental Other	1,747.16	5,000.00	-3,252.84	34.9%
19-8020 Gas & Oil	3,754.50	7,500.00	-3,745.50	50.1%
19-8035 Admin Building Expense	1,236.91	3,000.00	-1,763.09	41.2%
19-8040 Lab Supplies	5,488.60	10,000.00	-4,511.40	54.9%
19-8045 Office Supplies&Exp	2,524.03	6,000.00	-3,475.97	42.1%
19-8050 Plant Chemicals	150,101.11	300,000.00	-149,898.89	50.0%
19-7015 Off. Equi/Computer/GIS	7,778.64	9,000.00	-1,221.36	86.4%
19-7050 Memberships	9,416.34	16,000.00	-6,583.66	58.9%
19-7055 Prof. Certs/Licenses	335.00	3,000.00	-2,665.00	11.2%
19-7067 Training/Conferences	14,493.70	40,000.00	-25,506.30	36.2%
19-8010 Capital Equipment	13,772.23	181,000.00	-167,227.77	7.6%
Total Expense	1,279,989.24	3,087,300.00	-1,807,310.76	41.5%
Net Ordinary Income	1,605,999.09	2,461,700.00	-855,700.91	65.2%
Other Income/Expense				
Other Expense				
Redundancy Designation	592,850.00	1,185,700.00	-592,850.00	50.0%
19-8079 Transfer to Replacement	406,000.00	836,000.00	-430,000.00	48.6%
Interest Expense Debt Service	0.00	440,000.00	-440,000.00	0.0%
Total Other Expense	998,850.00	2,461,700.00	-1,462,850.00	40.6%
Net Other Income	-998,850.00	-2,461,700.00	1,462,850.00	40.6%
Net Income	607,149.09	0.00	607,149.09	100.0%

So San Luis Obispo Co Sanitation District
Profit & Loss Budget vs. Actual
 July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
20-4010 AG Connections	94,048.00	100,000.00	-5,952.00	94.0%
20-4020 GB Connections	51,973.00	50,000.00	1,973.00	103.9%
20-4030 OCSD Connections	3,712.00	6,000.00	-2,288.00	61.9%
20-5015 Interest Income	30,761.11	64,000.00	-33,238.89	48.1%
Total Income	180,494.11	220,000.00	-39,505.89	82.0%
Expense				
20-7060 SCADA				
Chlorine Contact Tank PLC	0.00	50,000.00	-50,000.00	0.0%
20-7060 SCADA - Other	12,116.28	75,000.00	-62,883.72	16.2%
Total 20-7060 SCADA	12,116.28	125,000.00	-112,883.72	9.7%
20-7080 Redundancy Project				
Phase 1	22,304.12	135,000.00	-112,695.88	16.5%
Phase 3	0.00	45,000.00	-45,000.00	0.0%
Phase 4	0.00	120,000.00	-120,000.00	0.0%
Phase 5	7,979.92	400,000.00	-392,020.08	2.0%
Phase 6	54,875.25	130,000.00	-75,124.75	42.2%
Phase 7	0.00	6,300,000.00	-6,300,000.00	0.0%
Contingency	0.00	70,000.00	-70,000.00	0.0%
Total 20-7080 Redundancy Project	86,332.99	7,200,000.00	-7,113,667.01	1.2%
20-7094 MOU w/Pismo Joint EIR	0.00	113,400.00	-113,400.00	0.0%
Total Expense	98,449.27	7,438,400.00	-7,339,950.73	1.3%
Net Ordinary Income	82,044.84	-7,218,400.00	7,300,444.84	-1.1%
Other Income/Expense				
Other Income				
Redundancy Designations	592,850.00	1,185,700.00	-592,850.00	50.0%
Municipal Bond Proceeds	0.00	13,500,000.00	-13,500,000.00	0.0%
USDA Interim Financing	0.00	5,210,000.00	-5,210,000.00	0.0%
Total Other Income	592,850.00	19,895,700.00	-19,302,850.00	3.0%
Other Expense				
Designated Funding - Redundancy	0.00	12,677,300.00	-12,677,300.00	0.0%
Total Other Expense	0.00	12,677,300.00	-12,677,300.00	0.0%
Net Other Income	592,850.00	7,218,400.00	-6,625,550.00	8.2%
Net Income	674,894.84	0.00	674,894.84	100.0%

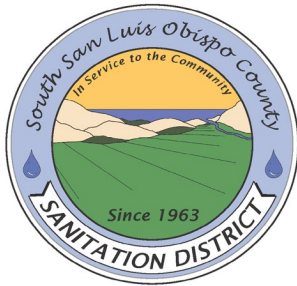
So San Luis Obispo Co Sanitation District - 26(Replacement)

Profit & Loss Budget vs. Actual

July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Expense				
26-8065 Struct/Grnds Repl&Imp				
Chemical Tank & Pumping System				
Engineering Support	0.00	20,000.00	-20,000.00	0.0%
Chemical Tank & Pumping System - Other	0.00	100,000.00	-100,000.00	0.0%
Total Chemical Tank & Pumping System	0.00	120,000.00	-120,000.00	0.0%
Chlorine Contact Tank Valves	0.00	40,000.00	-40,000.00	0.0%
Digester #1 APCD Equipment	0.00	45,000.00	-45,000.00	0.0%
Digester #2 APCD Equipment	0.00	45,000.00	-45,000.00	0.0%
Digester Sump Pump	0.00	20,000.00	-20,000.00	0.0%
Disinfection Control System				
Engineering Support	0.00	10,000.00	-10,000.00	0.0%
Disinfection Control System - Other	27,354.81	60,000.00	-32,645.19	45.6%
Total Disinfection Control System	27,354.81	70,000.00	-42,645.19	39.1%
Effl. Valve to Prim. Clar. #2	0.00	8,000.00	-8,000.00	0.0%
FFR Blower #1 and motor	0.00	20,000.00	-20,000.00	0.0%
FFR Blower #2 and Motor	0.00	20,000.00	-20,000.00	0.0%
Parshall Flume Flow Transmitter	0.00	10,000.00	-10,000.00	0.0%
Polymer Feed System	0.00	20,000.00	-20,000.00	0.0%
Primary #2 Clarifier Rehab				
Engineering Support	12,671.00	20,000.00	-7,329.00	63.4%
Primary #2 Clarifier Rehab - Other	11,063.24	275,000.00	-263,936.76	4.0%
Total Primary #2 Clarifier Rehab	23,734.24	295,000.00	-271,265.76	8.0%
Sludge Feed Pump	0.00	25,000.00	-25,000.00	0.0%
Total 26-8065 Struct/Grnds Repl&Imp	63,273.55	738,000.00	-674,726.45	8.6%
26-8070 Emergency Equip Repair	0.00	50,000.00	-50,000.00	0.0%
Total Expense	63,273.55	788,000.00	-724,726.45	8.0%
Net Ordinary Income	-63,273.55	-788,000.00	724,726.45	8.0%
Other Income/Expense				
Other Income				
26-5040 Transfer from funds	406,000.00	836,000.00	-430,000.00	48.6%
Total Other Income	406,000.00	836,000.00	-430,000.00	48.6%
Other Expense				
Contingency	0.00	48,000.00	-48,000.00	0.0%
Total Other Expense	0.00	48,000.00	-48,000.00	0.0%
Net Other Income	406,000.00	788,000.00	-382,000.00	51.5%
Net Income	342,726.45	0.00	342,726.45	100.0%

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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

Date: March 4, 2020
To: Board of Directors
From: Jeremy Ghent, District Administrator
Subject: **PRESENTATION OF DRAFT DISTRICT GOALS AND PRIORITIES**

RECOMMENDATION:

That the Board receive presentation and discuss the Draft District Goals and Priorities

DISCUSSION:

The attached Draft District Goals and Priorities have been developed over the past 18 months. During this time high level assessments of both Administrative and Operational efforts at the District has been compiled. Staff is asking that the Board review and discuss the attached draft and provide direction, clarification, additions, or modification of the District's goals.

Five main goals have been identified. To accomplish these goals staff has identified priorities for discussion and consideration that are believed to be necessary to make progress toward reaching those five goals.

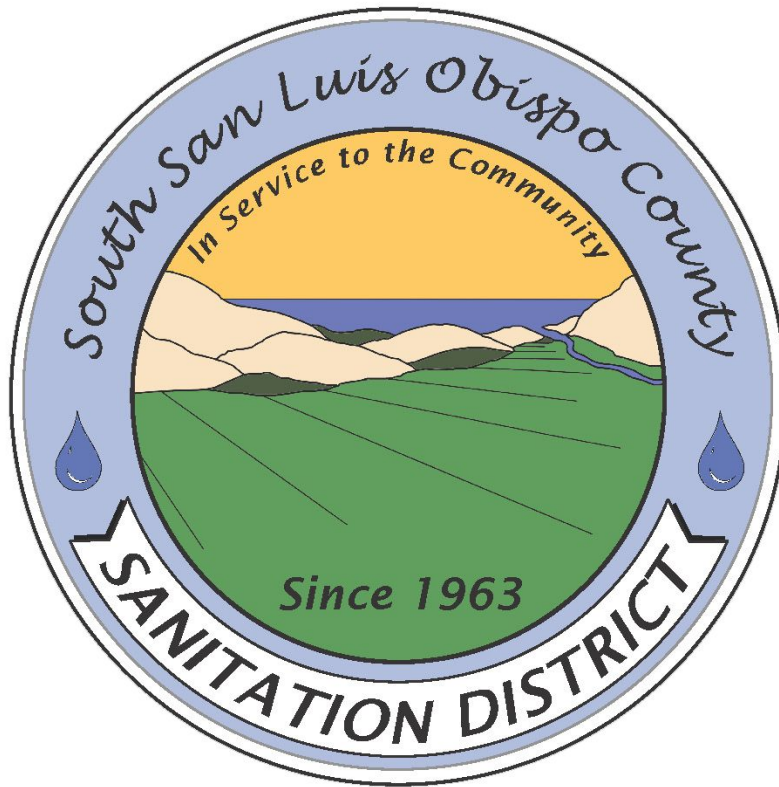
Goals

1. Increase Infrastructure Reliability
2. Stable and Responsible Financial Health
3. Create a Modern Office
4. Employee Development
5. Be a Valued and Respected Community Partner

Fiscal Considerations

None

Attachment: Draft District Goals and Priorities 2/28/2020



Draft District Goals and Priorities

FY 2020-21 to FY 2024-25

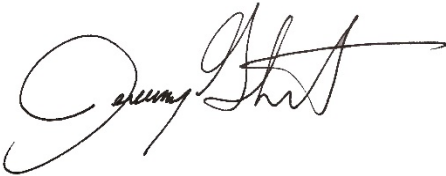
02/28/2020

FORWARD

I am pleased to present the Draft South San Luis Obispo County Sanitation District's five year Goals and Priorities. This Draft Plan introduces the District's Goals and Priorities and provides a path and anticipated direction of the organization.

This process serves as a management tool to help focus our efforts to meet various performance goals and ensures that the District team is working toward the same objectives.

This document represents the introduction of Goals and Priorities for the District over the coming 5 years and will allow for the Boards consideration and modification as staff and the Board finalize the Plan.

A handwritten signature in black ink, appearing to read "Jeremy Ghent", is positioned above the printed name. A large, light gray "DRAFT" watermark is oriented diagonally across the page, passing behind the signature.

Jeremy Ghent P.E.

District Administrator

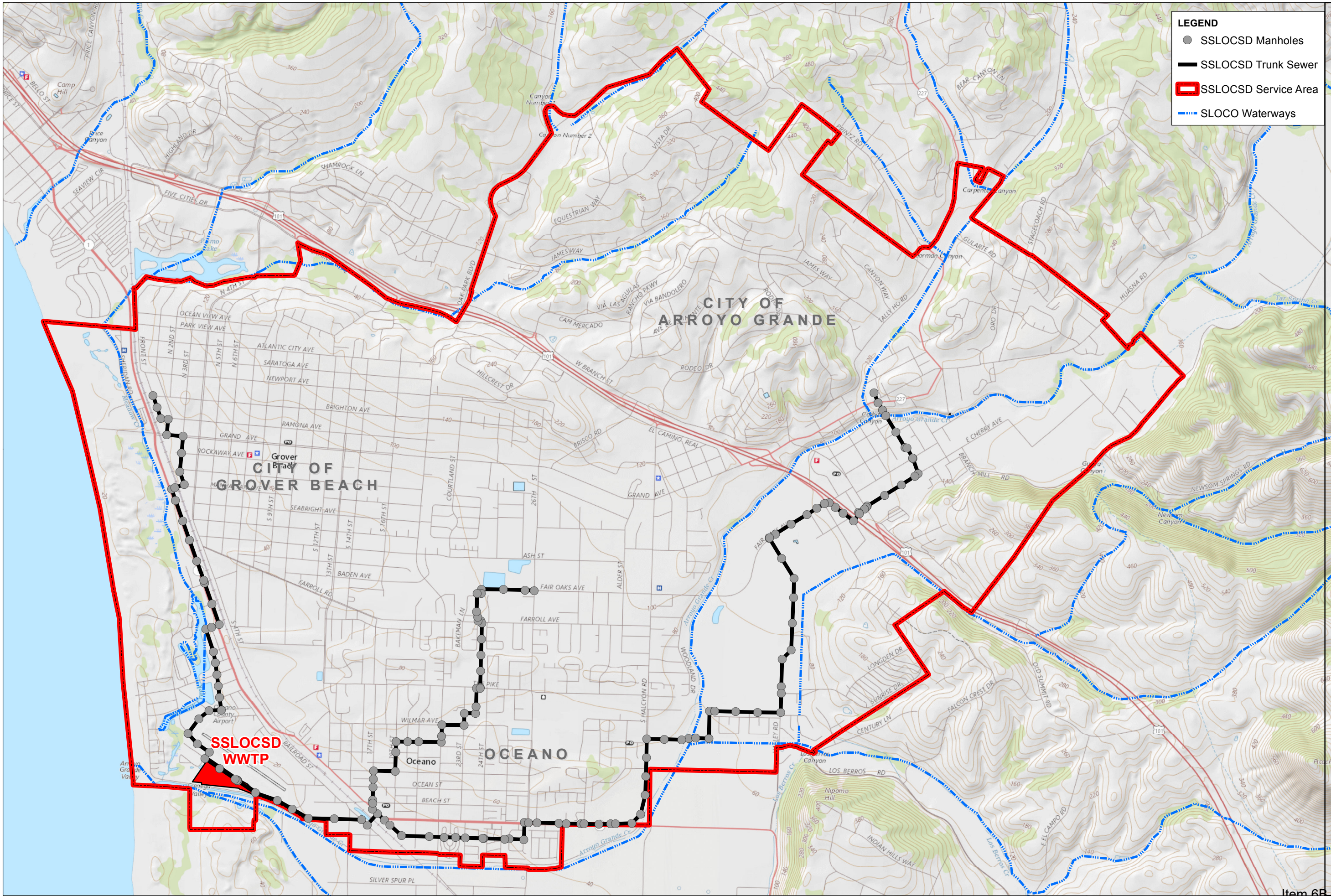
INTRODUCTION

The South San Luis Obispo County Sanitation District Wastewater Treatment Plant (WWTP) is located southwest of the Oceano County Airport in the community of Oceano in San Luis Obispo County. The service area for the District includes the City of Arroyo Grande, City of Grover Beach, and the Oceano Community Services District as shown in Figure 1. The WWTP location and trunk sewer mains are also shown on the Figure 1 map. The District is responsible for managing and operating the WWTP and the 9 miles of trunk mains that collect wastewater from the cities of Arroyo Grande, Grover Beach and the Oceano Community District. Figure 2 shows the WWTP property boundaries and site plan of the existing facility. The District began treatment of wastewater in 1966 and currently serves a population of approximately 39,000 people and treats 900 million gallons of wastewater each year.

The primary purpose of this document is to describe the high-level goals and priorities of the District. The high-level goals are listed below. The following pages expand upon the goal and describe projects or programs that the District believes to be necessary in order to move toward completion of these goals.

GOALS

1. Increase Infrastructure Reliability
2. Stable and Responsible Financial Health
3. Create a Modern Office
4. Employee Development
5. Be a Valued and Respected Community Partner



LEGEND

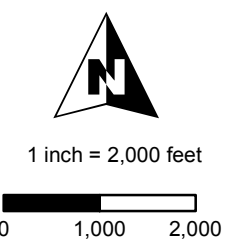
- SSLOCSD Manholes
- SSLOCSD Trunk Sewer
- ▭ SSLOCSD Service Area
- SLOCO Waterways

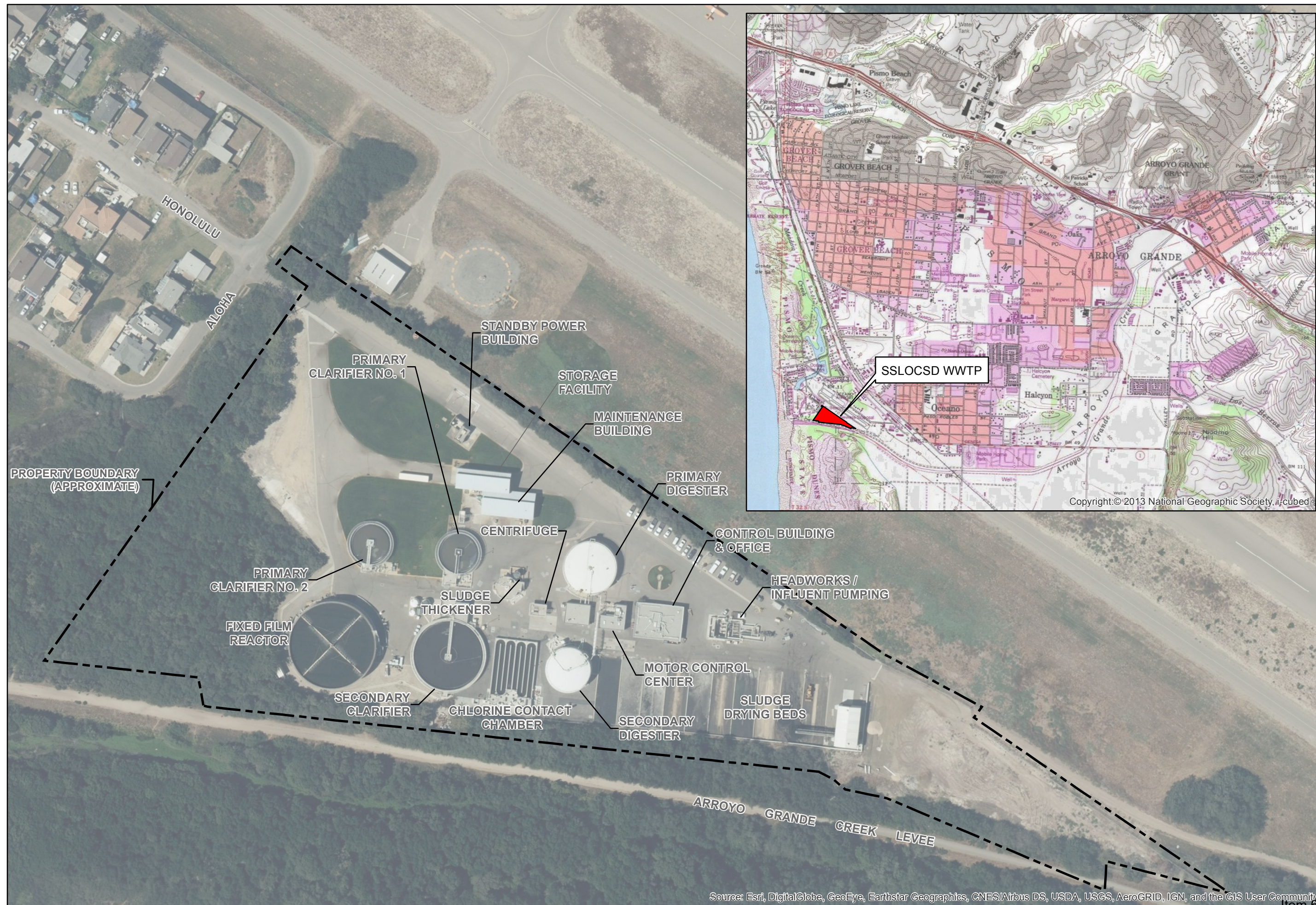


South San Luis Obispo County Sanitation District

WWTP Redundancy Project

Figure 1:
USGS Topographic Location Map





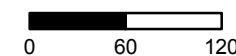
South San Luis
Obispo County
Sanitation District

WWTP
Redundancy
Project

Figure 2:
Facilities Map



1 inch = 120 feet



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

GOAL 1 Increase Infrastructure Reliability

Build, maintain and operate a cost-effective and reliable wastewater treatment system for the District and its ratepayers.

1A. Construct Redundancy

A major component of infrastructure reliability is creating a facility with redundant treatment processes. Currently the District has a single secondary treatment process. Without a backup to secondary treatment an equipment failure would lead to under treated water along with fines and violations.

Timeframe: Expected Completion (Winter 22/23)

1B. Develop CIP Program

The current District practice identifies projects annually based on regular inspections, life expectancy analysis, and capital equipment replacement. Best practices would be to consolidate information from these three sources and develop a formal 5 year Capital Improvement Program that will assist in better understanding of future financial and project needs.

Timeframe: Expected Completion (Spring 2021)

1C. Full development of SCADA

SCADA is the Treatment Plants Control System. Systems Control and Data Acquisition (SCADA) is a robust system of integrated controls of the plants various processes. To date the District has invested in an initial basic SCADA system. The District has completed a review of additional SCADA needs and intends to implement strategies identified in the review to include more equipment and process under automated controls.

The Redundancy Project includes full SCADA controls of the equipment and processes added during the project.

Timeframe: Expected Completion (Winter 22/23)

1D. Develop routine inspection and cleaning program for Trunk Mains

The District maintains approximately 9 miles of sanitary sewer trunk mains. As the collection system ages it is susceptible to: settlement, cracks, root intrusion, fats oils and greases (FOG), illegal tie ins, etc. Completing regular inspections and any identified repairs or cleaning should become routine and preventative to avoid reactionary maintenance and potential spills. Over the next 3 years staff intends to inspect all 9 miles of main and complete any necessary repairs identified.

Timeframe: Summer 2020 then Ongoing

GOAL 2 Stable and Responsible Financial Health

Ensure that there are adequate fiscal resources to meet District needs.

2A. Post Redundancy Review of adequacy of rates

Following completion of the District's Redundancy Project a review of the District's rates will be completed. Construction of high cost large projects creates a need to review whether rates are too low or sometime too high. During project development project costs are estimated and rates are established in accordance with these estimates. In a case such as the Redundancy Project the cost overruns or savings could be significant enough that rates could need adjusted.

Timeframe: Spring 2023

2B. Regular and Stable Inflationary Increases

Best utility practices would suggest that adopting rates or policies that allow for regular annual inflationary increases with corrections made every 5 years is beneficial to both the District and the Ratepayers.

Many utilities have fallen victim to avoiding rate increases until maintenance has been too long deferred and operating reserves are depleted. Small routine increases provide stability for the customer and the District.

Timeframe: Spring 2024

2C. Beneficial Reuse of Digester Gas

Currently the District generates methane gas as part of the digestion of organic material. The gas that is produced is combusted upon release. There are opportunities to improve the quality of the gas and use it to generate power and heat that could offset electricity and natural gas use respectively.

The District is investigating the feasibility of repairing or replacing infrastructure that would allow for the beneficial reuse of the methane gas.

Timeframe: Initial Study 2020, Implementation FY 24/25

2D. Develop District Masterplan

Following completion of the Redundancy Project and in compliance with the project's Coastal Development Permit (CDP) a Masterplan that considers the potential relocation and construction of a new treatment facility will need to be developed.

Timeframe: FY 24/25

GOAL 3 Create a Modern Office

3A. Transition to an Electronic Office

Documents for the District date back to 1964. Currently, all District files are stored onsite with the majority located in a shipping container. In order to preserve District files staff is considering a project that would digitize existing files and create a system for paperless operations.

The security and preservation of District files would be enhanced and access to information would be improved.

Timeline: FY 20/21 thru FY 22/23 (Multi-year effort)

3B. Update District Phone System

The current District phone system is antiquated, and some components are no longer supported. Currently the voicemail system has proven unreliable and is not utilized.

Timeline: FY 20/21

3C. Overhaul District Website

For periodic housekeeping Staff will assess the District's website for an incremental or comprehensive overhaul.

Timeline: FY 21/22

3D. Evaluate Threat of Cyber Attack

The US government 2019 Cyber Threat Report indicated that Utilities (Water, Wastewater, Electric) are increasingly become the target of Cyber Attacks. Staff would like to conduct a review of District servers, computers and provide staff with cyber security training.

Timeline: FY 20/21

GOAL 4 Employee Development

4A. Training on New Process

The District's Redundancy Project will introduce a new treatment process (activated sludge) at the facility. In preparation of assuming operation of this new process staff will need to be trained on the process and biology. The District has coordinated cross-training opportunity with the City of Paso Robles which is already operating activated sludge aeration basins. The City has graciously offered to allow our operators to shadow and work alongside their operators.

Timeline: Winter 21/22

GOAL 5 Be a valued and respected community partner

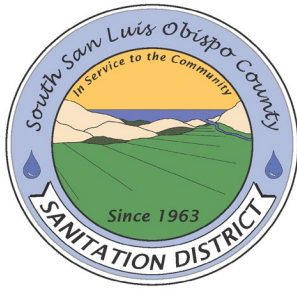
5A. Central Coast Blue

The District is currently in a support and collaboration role during preliminary project development. Details of this regional project are actively changing. Staff intends to assist and review environmental, design, and the governance structure during Phase 1 project. Currently there are 5 member agencies involved in differing degrees of the development of Phase 1 (City of Pismo Beach, City of Grover Beach, City of Arroyo Grande, SSLOCSD, and Oceano CSD)

If and when the need for Phase 2 of the Central Coast Blue is identified the District will coordinate and participate in developing a conveyance system to provide treated effluent for processing through the Central Coast Blue Advanced Treatment Facility.

Timeline: Ongoing throughout the Project

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Staff Report

To: Board of Directors
From: Jeremy Ghent, District Administrator; Mychal Jones, Plant Superintendent
Date: March 4, 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:

- *Contractor prequalification efforts have resulted in substantial interest in the project. Currently there are 8 plan holders. The RFQ closes on March 17th.*
- *Field Review with Project Manager, Construction Manager, Geotechnical Engineer, and the Design Engineer is being conducted on March 2nd.*
- *Staff and MKN are coordinating a discharge permit with the RWQCB for dewatered groundwater during construction.*

Central Coast Blue:

- *The Project Team is planning a Joint Council Meeting/Public Forum to provide a project overview, technical presentation and to solicit public input.*
- *Joint meeting being organized for Tuesday March 31st. This will be noticed as an SSLOCSD Brown act meeting due to multiple Board members in attendance.*
- *Meeting is currently scheduled to occur at the South County Regional Center. Additional details to follow with formal noticing.*

Misc:

- *District Administrator will be attending the Annual WaterReuse Conference in San Francisco March 15-17*
- *Preconstrcution Meeting for the Rehab of Clarifier #2 is scheduled to occur on Tuesday March 3rd.*

Plant Tours:

1. *None*

Upcoming Items (Anticipated Date):

Revisions to KJ ESDC contract for Compliance with USDA (TBD)
Selection of District Counsel (TBD)

Plant Operations Report

During this reporting period (February 1st – February 28th) the District's facility exceeded its NPDES Permit limit for total chlorine residual on February 25, 2020. Immediately following the observation, Operations staff began pumping additional sodium bisulfite from the backup system to lower the effluent chlorine residual. In addition, Operations staff continued running total chlorine residual analysis to ensure de-chlorination was occurring. The cause of the exceedance was due to pump output signal settings being incorrect. The output signals were corrected, and total chlorine residual has returned to within NPDES Permit limitations. The Regional Water Quality Control Board has been notified, and the District may be assessed a fine. *All other process values were within Permit limits.*

Monthly Plant Data as of February 28, 2020

February 2020	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	2.26	3.3	431	14.8		447	20.3		< 1.8	78
High	2.63	4.4	533	24.7		482	25.8		49	500
Average	2.4	3.67	470	17.9	96.2	482	23.3	95.2	18.65	210
Feb 2019 AVG	2.8	4.02	552	18.5	96.6	598	23.5	96.1	3.86	171
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 boiler failure and replaced faulty variable frequency drive
- Installed small temporary spring on Amiad solenoid to assist with operation
- Thoma Electric troubleshoot secondary clarifier sump, repaired faulty panel control switch and found faulty float switches
- Replaced spring on secondary clarifier scraper rinse valve
- B C Pump assisted with installation of No. 3 influent pump
- Autosys, Inc.
 - Created a proportional-integral-derivative (control) loop switch to control disinfection system overnight
 - Adjusted influent wet well level settings
 - Installed control wires on demo chlorine pump
 - Installed new boiler Nexus controller
- Installed inlet piping on demo chlorine pump
- Continued monitoring and optimizing disinfection control settings
- Tightened control wires on demo chlorine control pump due to communication error
- Replaced membrane caps and calibrated backup chlorine and sodium bisulfite systems
- Repaired reclaim water line leak in heating and mixing building
- PC Mechanical performed an alignment on influent pump No. 3

- Cleared blockage in centrifuge auger
- Replaced fuses for centrifuge auger control power
- Performed maintenance on portable generator
- Removed scrap metal and recycling from plant
- West Coast Gauging Services, Inc. performed annual maintenance on flare, methane gas equipment, and installed new vacuum/pressure relief valves and venturi on flare
- Reconnected existing chlorine pump due to failure of demo chlorine pump motor
- Reinstalled sludge pump belt due to slipping off
- Replaced tubing and troubleshoot maintenance error on backup chlorine pump

Work Orders Completed

- Inspected digester vacuum/pressure relief valves
- Thoroughly rinsed all surfaces of clarifiers
- De-ragged primary sludge pumps
- Checked all sump pumps throughout plant
- Changed out all desiccators in electrical control panels

Training

- Operations staff participated in training on the forklift
- Operations staff participated in training on the operation of the emergency bypass pump and emergency generator
- Operations staff participated in Level 1 Operator Training and Certification for the front loader

Call Outs

- February 25th, 4:28 AM – High Inlet Chlorine Oxygen Reduction Potential (ORP). Operations staff responded and lowered output settings to lower ORP. Continued monitoring to ensure ORP levels came down.