



**SOUTH SAN LUIS OBISPO COUNTY  
SANITATION DISTRICT**

Post Office Box 339, Oceano, California 93475-0339

1600 Aloha, Oceano, California 93445-9735

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

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

**AGENDA  
BOARD OF DIRECTORS MEETING**

**VIRTUAL ZOOM MEETING**

[https://us02web.zoom.us/webinar/register/WN\\_txMxswVUTmy9V0xKyE82MQ](https://us02web.zoom.us/webinar/register/WN_txMxswVUTmy9V0xKyE82MQ)

Available call in numbers:

(669)900-6833

(253)215-8782

(346)248-7799

(646)876-9923

(301)715-8592

**Wednesday, May 6, 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

Shirley 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**

**Public Participation:**

In order to prevent and mitigate the effects of the COVID-19 pandemic, the District, in accordance with Executive Order N-29-20, will not make available a physical location from which members of the public may observe the meeting and offer public comment. Remote public participation is allowed in the following ways:

Community members are encouraged to submit agenda correspondence in advance of the meeting via email to the District Secretary at [amy@sslocsd.us](mailto:amy@sslocsd.us) prior to the meeting and will be published on the District website. Agenda correspondence received less than 3 hours before the meeting start time may not be posted until after the meeting. Members of the public may watch the meeting either on cable Channel 20 or as streamed

on SLOSPAN <https://slo-span.org/static/index.php>

Alternatively, members of the public may watch the meeting and speak during general Public Comment or on a specific agenda item by logging in to the Zoom webinar using the information provided below. Please use the “raise hand” feature to indicate your desire to provide public comment. Each speaker will be allowed three minutes to provide input.

Please click the link below to register and join the webinar:

[https://us02web.zoom.us/webinar/register/WN\\_txMxswVUTmy9V0xKyE82MQ](https://us02web.zoom.us/webinar/register/WN_txMxswVUTmy9V0xKyE82MQ)

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 March 4, 2020**

**6. ACTION ITEMS:**

**6A. 2020/21 FISCAL YEAR BUDGET; SET PUBLIC HEARING FOR JUNE 3, 2020**

Recommendation:

1. That the Board Provide Input Regarding the Proposed 2020-21 Fiscal Year (FY) Budget and,
2. Set a Noticed Public Hearing for June 3, 2020.

**6B. CLARIFICATION OF TRANSFER PRESENTED AS ITEM 6A. SECOND QUARTER (Q2) BUDGET REVIEW AT THE BOARD MEETING OF MARCH 4, 2020.**

Recommendation: It is recommended the Board receive and file this report.

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

Recommendation: Receive and File.

**7. BOARD MEMBER COMMUNICATIONS:**

**8. ADJOURNMENT:**

**The next regularly scheduled Board Meeting is June 3, 2020, 6:00 pm at the  
Arroyo Grande City Hall Council Chambers  
Branch Street, Arroyo Grande, California 93420**

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT  
WARRANT REGISTER  
5/6/2020

VENDOR	BUDGET LINE ITEM	DETAIL	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
AGP VIDEO	AGP VIDEO	FEBRUARY 5, 2020	031220-4380	7080	650.00	650.00
ALLIED ADMINISTRATORS	DENTAL	APRIL	4381	6025	1,003.76	1,003.76
AQUATIC BIOASSAY	REDUNDANCY PHASE 1	SLO0320.0166	4382	20-7080	2,485.00	2,485.00
ARAMARK	UNIFORMS	02/28; 03/06	4383	7025	584.94	584.94
AUTOSYS, INC	REDUNDANCY	2636	4384	20-7080	725.00	725.00
BRENNTAG	PLANT CHEMICALS	MULTIPLE	4385	8050	18,032.39	18,032.39
CHARTER	INTERNET AND PHONE	02/29/20-03/28/20	4386	7013	309.95	309.95
COASTAL ROLLOFF SERVICE	RUBBISH	FEBRUARY	4387	7093	794.22	794.22
CULLIGAN/CCWT	EQUIPMENT RENTAL	Mar-20	4388	7032	60.00	60.00
CA WATER ENV.ASSOC	MEMBERSHIPS	LABORATORY ANALYST 1	4389	7050	89.00	89.00
ENGEL & GRAY	BIOSOLIDS HANDLING	Feb-20	4390	7085	4,617.36	4,617.36
EVERYWHERE RIGHT NOW	COMPUTER SUPPORT	Mar-20	4391	7082	100.00	100.00
GRAINGER	SAFETY SUPPLIES	9450802328; 9455533159	4392	8056	87.97	87.97
HAULAWAY	RENTAL EQUIPMENT	01/23/19-02/19/20	4393	7032	93.80	93.80
HOPKINS TECHNICAL	EQUIPMENT MAINTENANCE	3620300250	4394	8030	18.90	18.90
I.I. SUPPLY	EQUIPMENT MAINTENANCE	67481	4395	8030	53.11	53.11
JB DEWAR	FUEL	930808; 99360	4396	8020	328.37	328.37
JOHNSON'S BOILER	EQUIPMENT MAINTENANCE	14539; 14550	4397	8030	3,226.69	3,226.69
MKN ENGINEERS	REDUNDANCY	FEBRUARY	4398	20-7080	2,271.92	2,271.92
MINERS	ADMIN BUILDING	FEBRUARY	4399	8045	275.25	275.25
MNS ENGINEERS	REDUNDANCY	CONSTRUCTION MANAGEMENT	4400	20-7080	28,998.73	28,998.73
POLYDYNE	PLANT CHEMICALS	1434256	4401	8050	6,331.65	6,331.65
PRAXAIR	EQUIPMENT RENTAL	01/20/20-02/20/20	4402	8055	33.16	33.16
R & T EMBROIDERY	SAFETY SUPPLIES	042358	4403	8056	229.51	229.51
RINCON CONSULTANTS, INC	REDUNDANCY	COASTAL HAZARDS MONITORING	4404	20-7080	16,813.75	16,813.75
ROYAL INDUSTRIAL	EQUIPMENT MAINTENANCE	7842-449961	4405	8030	57.04	57.04
SM TIRE	AUTOMOTIVE	508049	4406	8032	257.04	257.04
SO CAL GAS	UTILITY GAS	01/30/20-03/02/20	4407	7092	2,866.49	2,866.49
SO CO SANITARY	RUBBISH	Mar-20	4408	7093	391.48	391.48
SPRINT	CELL PHONE	02/04/20-03/03/20	4409	7014	109.47	109.47
STANLEY	ALARMS	Apr-20	4410	7011	75.55	75.55
STATE FUND INSURANCE	WORK COMP	Mar-20	4411	6080	1,706.33	1,706.33
UMPQUA	CREDIT CARD	FEBRUARY	4412	MULTIPLE	4,550.56	4,550.56
VWR	LABORATORY SUPPLIES	2020-018	4413	8040	307.87	307.87
<b>SUB TOTAL</b>					<b>\$ 98,536.26</b>	<b>\$ 98,536.26</b>
SSLOCS	FEBRUARY TRANSFER	PAYROLL	4414		60,466.09	100,483.53
		RETIREMENT		6060	21,856.59	
		MEDICAL		6010	16,639.24	
		LIFE INSURANCE			128.34	
		MEDICAL REIMBURSEMENT			1,393.27	
<b>SUB TOTAL</b>					<b>100,483.53</b>	<b>100,483.53</b>
<b>TOTAL</b>					<b>\$ 199,019.79</b>	<b>199,019.79</b>

Warrant Register continues on next page.

VENDOR	BUDGET LINE ITEM	DETAIL	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
ALLTECH COMPUTERS	COMPUTER SUPPORT	2286310	032820-4415	7082	100.00	100.00
AMIAD	EQUIPMENT MAINTENANCE	7300075906; 7300077098	4416	8030	223.56	223.56
ARAMARK	EMPLOYEE UNIFORMS	3/13/2020	4417	7025	279.24	279.24
AT&T	TELEPHONE	03/11/20-04/10/20	4418	7013	422.77	422.77
BC PUMP AND SALES	EQUIPMENT MAINTENANCE	34032	4419	8030	1,125.55	1,125.55
CA ELECTRIC SUPPLY	EQUIPMENT MAINTENANCE	418598; 418600	4420	8030	287.66	287.66
CAL COAST MACHINERY	EQUIPMENT MAINTENANCE	605228	4421	8030	65.87	65.87
CANNON	PRIMARY CLARIFIER 2 REHAB	71782	4422	26-8065	958.50	958.50
CAREN RAY RUSSOM	BOARD SERVICE	FEBRUARY	4423	7075	100.00	100.00
CCWT	LAB SUPPLIES	61623	4424	8040	190.00	190.00
DE JESUS	STRUCTURE MAINTENANCE	1762	4425	8060	450.00	450.00
FED EX	OFFICE SUPPLIES	03/13; 03/20	4426	8045	40.97	40.97
FGL	CHEMICAL ANALYSIS	080271A	4427	7080	1,216.00	1,216.00
GRAINGER	EQUIPMENT MAINTENANCE	MULTIPLE	4428	8030	198.25	198.25
HOPKINS TECHNICAL PRODUCTS	EQUIPMENT MAINTENANCE	3620300260	4429	8030	75.14	75.14
JB DEWAR	FUEL	932044	4430	8020	64.59	64.59
JEFF LEE	BOARD SERVICE	FEBRUARY	4431	7075	100.00	100.00
JONES AND MAYER	LEGAL COUNSEL	96471	4432	7071	4,643.50	5,268.50
	OUTSIDE COUNSEL	96472		7070	625.00	
KEMIRA	PLANT CHEMICALS	9017667080	4433	8050	8,283.24	8,283.24
LINDA AUSTIN	BOARD SERVICE	FEBRUARY	4434	7075	100.00	100.00
MNS ENGINEERS, INC	REDUNDANCY	CONSTRUCTION MANAGEMENT	4435	20-7080	9,250.00	9,250.00
NBS	OCEANO BILLING	04/01/2020-06/30/2020	4436	7074	1,676.99	1,676.99
OEC	CHEMICAL ANALYSIS	2001331	4437	7078	85.00	85.00
PG&E	ELECTRIC	02/10/2020-03/10/2020	4438	7091	13,709.69	13,709.69
READY REFRESH	ADMIN OFFICE SUPPLIES	02/23/20-03/24/20	4439	8035	158.32	158.32
THOMA ELECTRIC	ELECTRICIAN	43851	4440	7075	412.23	412.23
<b>SUB TOTAL</b>					<b>\$ 44,842.07</b>	<b>\$ 44,842.07</b>
<b>TOTAL</b>					<b>\$ 44,842.07</b>	<b>\$ 44,842.07</b>

Warrant Register continues on next page.

VENDOR	BUDGET LINE ITEM	DETAIL	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
ALLIED ADMINISTRATORS	DENTAL	MAY	040620-4441	6025	815.10	815.10
ALLSTAR INDUSTRIAL	SAFETY SUPPLIES	2518	4442	8056	401.01	401.01
ARAMARK	UNIFORMS	3/27/2020	4443	7025	559.55	559.55
AUTOSYS, INC	SCADA	3/28/1907	4444	20-7060	2,755.00	2,755.00
BRENNTAG	PLANT CHEMICALS	MULTIPLE	4445	8050	11,400.41	11,400.41
BRISCO MILL LUMBAR	EQUIPMENT MAINTENANCE	6/1/2382	4446	8030	185.28	185.28
CAL COAST REFRIGERATION	EQUIPMENT MAINTENANCE	May-86	4447	8030	170.00	170.00
CARQUEST	EQUIPMENT MAINTENANCE	MULTIPLE	4448	8030	89.40	89.40
CHARTER	INTERNET	03/29/20-04/28/20	4449	7011	309.95	309.95
CITY OF ARROYO GRANDE	PROFESSIONAL SERVICE	ASSIST IN PIPELINE BREAK	4450	26-8070	533.24	533.24
COASTAL ROLL OFF SERVICE	RUBBISH	MARCH	4451	7093	832.71	832.71
CULLIGAN CCWT	EQUIPMENT RENTAL	APRIL	4452	7032	60.00	60.00
ENGEL & GRAY	BIOSOLIDS	MARCH	4453	7085	5,920.17	5,920.17
EVERYWHERE RIGHT NOW	COMPUTER SUPPORT	Apr-20	4454	7082	100.00	100.00
GRAINGER	EQUIPMENT MAINTENANCE	9477077417; 9477077409	4455	8030	3,066.46	3,066.46
GROVER TOOL RENTAL	STRUCTURE MAINTENANCE	522119; 521839	4456	8060	116.00	116.00
HAULAWAY	RENTAL EQUIPMENT	02/20/20-03/18/20	4457	7032	93.80	93.80
INDUSTRIAL MEDICAL	SAFETY SUPPLIES	93022	4458	8056	115.00	115.00
JAN PRO	STRUCTURE MAINTENANCE	Apr-20	4459	8060	268.00	268.00
JB DEWAR	FUEL	933259	4460	8020	225.43	225.43
JEREMY GHENT	EQUIPMENT MAINTENANCE	REIMBURSE	4461	8030	78.20	78.20
KAMAN INDUSTRIAL	EQUIPMENT MAINTENANCE	F179408	4462	8030	23.08	23.08
KENNEDY JENKS	REDUNDANCY	DESIGN	4463	20-7080	13,350.85	13,350.85
KNECHT'S	STRUCTURE MAINTENANCE	6959	4464	8060	335.43	335.43
MKN ENGINEERS	REDUNDANCY-PREQUALIFICATION	6869	4465	20-7080	4,233.30	11,161.35
	REDUNDANCY -ADMIN SUPPORT	6870		20-7080	5,259.45	
	COGEN EVALUATION	6843		20	1,668.60	
MIER BROS	EQUIPMENT MAINTENANCE	311043	4466	8030	1,336.10	1,336.10
MINERS	EQUIPMENT MAINTENANCE	MARCH	4467	8030	897.12	897.12
MNS ENGINEERS	REDUNDANCY CM	MARCH	4468	20-7080	10,400.00	10,400.00
OCSD	WATER	01/18/20-03/18/20	4469	20-7080	70.93	70.93
OILFIELD	CHEMICAL ANALYSIS	2001577; 2001610	4470	7078	280.00	280.00
OVIVO	STRUCTURE MAINTENANCE	8478244	4471	26-8065	100,588.70	100,588.70
PRAXAIR	EQUIPMENT RENTAL	95643431	4472	8032	31.84	31.84
QUINN CAT	TRAINING	G3691501	4473	7067	1,600.00	1,600.00
RAIN FOR RENT	EMERGENCY EQUIPMENT REPAIR	1465243	4474	26-7080	3,581.02	3,581.02
SAN LUIS POWERHOUSE	SERVICE CALL	42764; 42765	4475	8030	3,315.09	3,315.09
SANTA MARIA FAMCON PIPE	STRUCTURE MAINTENANCE	MULTIPLE	4476	26-8065	36,647.73	36,647.73
SLO COUNTY APCD	PERMITS/FEES/LICENSES	20459	4477	7068	3,286.80	3,286.80
SO CAL GAS	GAS	03/02/20-03/31/20	4478	7092	2,789.51	2,789.51
SOUTH COUNTY SANITARY	RUBBISH	APRIL	4479	7093	391.48	391.48
STANLEY	ALARMS	MAY	4480	7011	75.55	1,465.05
	SERVICE CALL			7011	1,389.50	
STATE FUND INSURANCE	WORK COMP	Apr-20	4481	6080	1,706.33	1,706.33
UMPQUA BANK	CREDIT CARD	MARCH	4482	MULTIPLE	2,929.90	2,929.90
VWR	LABORATORY SUPPLIES	2020-20	4483	8040	494.84	494.84
WATER ENV. FEDERATION	MEMBERSHIP	JACKMAN	4484	7050	364.00	364.00
WEST COAST GAUGING	EQUIPMENT MAINTENANCE	Sep-06	4485	8030	15,307.00	15,307.00
<b>SUB TOTAL</b>					<b>\$ 240,448.86</b>	<b>\$ 240,448.86</b>
SSLOCS	MARCH TRANSFER	PAYROLL	4486		92,386.22	131,330.07
		RETIREMENT		6060	17,387.49	
		MEDICAL		6010	20,679.72	
		LIFE INSURANCE			64.17	
		MEDICAL REIMBURSEMENT			812.47	
<b>SUB TOTAL</b>					<b>131,330.07</b>	<b>131,330.07</b>
<b>TOTAL</b>					<b>\$ 371,778.93</b>	<b>371,778.93</b>

Warrant Register continues on next page.

VENDOR	BUDGET LINE ITEM	DETAIL	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
AGP VIDEO	AGP VIDEO	MARCH 4, 2020	042120-4487	7080	725.00	725.00
AMERICAN BUSINESS MACHINES	OFFICE SUPPLIES	511151	4488	8045	232.32	232.32
ARAMARK	EMPLOYEE UNIFORMS	04/10; 04/17	4489	7025	745.09	745.09
AT&T	TELEPHONE	04/11/20-05/10/20	4490	7013	419.44	419.44
BRENNTAG	PLANT CHEMICALS	BPI41258	4491	8050	5,981.87	5,981.87
CA ELECTRIC SUPPLY	EQUIPMENT MAINTENANCE	7826-420609	4492	8030	353.93	353.93
CAL COAST REFRIGERATION	EQUIPMENT MAINTENANCE	20-01777	4493	8030	1,147.24	1,147.24
CALPORTLAND	EMERGENCY EQUIPMENT REPAIR	64559211; 94559212	4494	26-7080	1,554.08	1,554.08
CANNON	PRIMARY CLARIFIER 2 REHAB	72121	0	26-8065	958.50	958.50
CITY OF GROVER BEACH	AGENCY BILLING	FEBRUARY & MARCH	4496	7081	3,691.50	3,691.50
DE JESUS	STRUCTURE MAINTENANCE	APRIL	4497	8060	450.00	450.00
FED EX	CHEMICAL ANALYSIS	6-982-32359; 6-988-78000	4498	7078	251.86	251.86
FLUID RESOURCE MANAGEMENT	PRIMARY CLARIFIER 2 REHAB	C19331	4499	26-8065	5,000.00	5,000.00
GRAINGER	SAFETY SUPPLIES	9,496,873,010.00	4500	8056	38.81	38.81
HOPKINS TECHNICAL PRODUCTS	EQUIPMENT MAINTENANCE	CHEMICAL PUMPS & BACKUP SYSTEM	4501	8030	5,176.06	5,176.06
INDUSTRIAL MEDICAL SUPPLY	SAFETY SUPPLIES	93598	4502	8056	115.00	115.00
JB DEWAR	FUEL	934392	4503	8020	54.06	54.06
JONES AND MAYER	LEGAL COUNSEL	96921	4504	7071	2,694.00	5,414.84
	OUTSIDE COUNSEL	96922		7070	2,720.84	
KENNEDY JENKS	REDUNDANCY	137578	4505	20-7080	12,615.00	12,615.00
OCSD	EQUIPMENT MAINTENANCE	1068	4506	8030	177.53	177.53
OILFIELD ENVIRON. & COMP	CHEMICAL ANALYSIS	MULTIPLE	4507	7078	475.00	475.00
PG&E	ELECTRIC	03/11/20-04/09/20	4508	7091	13,962.04	13,962.04
POLYDINE	PLANT CHEMICALS	1449137	4509	8050	6,331.65	6,331.65
R.BAKER INC.	EMERGENCY EQUIPMENT REPAIR	OCS700	4510	26-7080	10,706.87	10,706.87
RAIN 4 RENT	EMERGENCY EQUIPMENT REPAIR	1472719; 1473371	4511	26-7080	11,903.15	11,903.15
SAFETY KLEEN	CHEMICAL ANALYSIS	82843565	4512	7078	176.96	176.96
SAN LUIS POWERHOUSE	EQUIPMENT MAINTENANCE	42812; 42814	4513	8030	15,551.90	15551.9
SANTA MARIA FAMCON PIPE	STRUCTURE MAINTENANCE	S10000225682.001	4514	26-8065	10,897.46	10897.46
SPRINT	CELL PHONES	03/04/20-04/03/20	4515	7014	196.30	436.3
	OFFICE EQUIPMENT	CELL PHONE		7015	240.00	
VWR INTERNTATIONAL	LAB SUPPLIES	MULTIPLE	4516	8040	282.61	282.61
WINEMA INDUSTRIAL SUPPLY	SAFETY SUPPLIES	4397	4517	8056	319.61	319.61
<b>SUB TOTAL</b>					<b>\$ 116,145.68</b>	<b>\$ 116,145.68</b>
<b>GRAND TOTAL</b>					<b>\$ 731,786.47</b>	<b>\$ 731,786.47</b>

We hereby certify that the demands numbered serially from 031220-4380 to 042120-4517 together with the supporting evidence have been examined, and that they comply with the requirements of the SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT. The demands are hereby approved by motion of the SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT, together with warrants authorizing and ordering the issuance of checks numbered identically with the particular demands and warrants.

BOARD OF DIRECTORS:

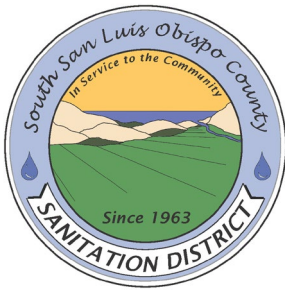
DATE:

Chairman

Board Member

Board Member

Secretary



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

Post Office Box 339, Oceano, California 93475-0339  
1600 Aloha, Oceano, California 93445-9735  
Telephone (805) 489-6666 FAX (805) 489-2765  
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## **SUMMARY ACTION MINUTES Regular Meeting of Wednesday, March 4, 2020**

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

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

Present: Caren Ray Russom, Chair, City of Arroyo Grande  
Jeff Lee, Vice Chair, City of Grover Beach  
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**

Chair 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 February 5, 2020**

There was no public comment.

**Motion:** Director Austin motioned to approve the consent agenda.  
**Second:** Director Lee  
**Action:** Approved unanimously by voice vote.



**6. ACTION ITEMS:**

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

Administrator Ghent presented this item. He went over the accounts that require adjustments. He then turned the report over to Bookkeeper Simpson. She attempted to explain the mid-year transfer in that resulted in a negative number in Fund 20. The Board requested that a detailed explanation of the transfer including visuals be brought back at the next Board meeting.

Patricia Price spoke during Public Comment and said the transfer of Redundancy Designations was difficult to understand.

**Motion:** Director Austin made a motion to approve Resolution No. 2020-413 amending the FY 2020-2021 budget at second quarter (Q2).

**Second:** Director Lee

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

**6B. DISTRICT GOALS AND PRIORITIES**

The Board received a PowerPoint presentation from Administrator Ghent on the District goals and priorities. The goals consisted of the following:

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

He listed the District priorities under each goal. These goals were not in a specific order.

Patricia Price spoke during Public Comment and asked about money spent on Central Coast Blue (CCB).

Administrator Ghent responded and said money has been spent, some it it was penalty money and more money may be spent on CCB in the future, but nothing is budgeted right now.

The Board provided their comments and recommended including the following topics in the goals and priorities:

- Mutual Aid Agreement
- Use of Natural Gas (CoGen)
- Employee Retention
- Standardized Agency Billing
- Mid-Year Budget Presentations

Administrator Ghent agreed with the recommendations and will update the draft.

**Action** Receive and file.

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

Superintendent Jones reported that during this reporting period Feb 1-Feb 28 the District exceeded its NPDES permit limit for chlorine residual. Staff addressed the issue and determined the cause was due to pump settings. Staff has installed a new larger pump and the issue has been corrected. He provided an update on operations and maintenance projects, work orders completed and training.

Administrator Ghent presented the Administrators Report. He updated the Board on Redundancy and said there are nine plan holders as of today for Construction Management Prequalification. He spoke about dewatering during excavation. He said there was a site meeting of the Redundancy Team on March 2, 2020. He updated the Board on Central Coast Blue Project and said the Joint Council meeting will be March 31, 2020. He said there was a preconstruction meeting for the Clarifier No. 2 Rehab Project with FRM.

The Board provided their comments regarding the Redundancy Project and Covid 19 and the Central Coast Blue meeting. Administrator Ghent responded and said Specialty Construction Management is the most local company that has requested plans. He also said the Biologist have completed their biological opinion for the take coverage for the Red Legged Frog. The District did receive feedback from USDA and all the financial and engineering documents are adequate just waiting on the biological review.

**Action:** The Board received and filed this report.

## **7. MISCELLANEOUS ITEMS:**

None. Administrator Ghent requested to move this item form future Agendas.

## **8. BOARD MEMBER COMMUNICATIONS**

None.

## **9. CLOSED SESSION:**

Legal Counsel Collins announced 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.

Patricia Price spoke during Public Comment.

Legal Counsel Collins said the case involves encroachment on an easement in a mobile home park.

**10. REPORT OUT OF CLOSED SESSION:**

No reportable action.

**11. ADJOURNMENT:**

7:42 p.m.

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

DRAFT



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

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### **STAFF REPORT**

**Date:** May 6, 2020  
**To:** Board of Directors  
**From:** Jeremy Ghent, District Administrator  
**Via:** Mychal Jones, Plant Superintendent; and Amy Simpson, Bookkeeper/Secretary  
**Subject:** **2020/21 FISCAL YEAR BUDGET; SET PUBLIC HEARING FOR JUNE 3, 2020**

#### **RECOMMENDATIONS:**

1. That the Board Provide Input Regarding the Proposed 2020-21 Fiscal Year (FY) Budget and,
2. Set a Noticed Public Hearing for June 3, 2020.

#### **DISCUSSION:**

A draft of the District Budget for Fiscal Year 2020-21 is attached. This budget covers the period of July 1, 2020 to June 30, 2021. Currently the District has a combined cash reserve of \$9,631,748 and annual operating revenue of \$5,549,000.

The draft budget is largely a status quo budget and proposes to meet the operational, maintenance and capital needs of the District. Using past experiences and best professional judgement, the draft budget for fiscal year 2020-21 was prepared using conservative estimates and assumptions, mindful of the need to operate the facility in a safe, cost effective, efficient manner while complying with applicable federal, state and local requirements. Revenue values for wastewater and connection fees were projected from past revenues.

Tabulated below are summary values extracted from the Consolidated Budget.

**Consolidated Budget**  
(Attachment No. 1)

Revenues by Fund Source

	Fund 19	Fund 20	Fund 26	Totals
Total Revenues	\$ 5,549,000	\$ 18,936,000	\$ -	\$ 24,485,000

Expenditures by Fund Source

Total Operating Expenditures	\$ 2,964,500	\$ -	\$ -	\$ 2,964,500
Total Capital Outlay	\$ 161,000	\$ 7,265,000	\$ 1,552,000	\$ 8,978,000
Total Other Funding and Uses	\$ 1,983,500	\$ 11,557,600	\$ (1,552,000)	\$ 11,989,100
Debt Service	\$ 440,000	\$ -	\$ -	\$ 440,000
MOU with City of Pismo		\$ 113,400	\$ -	\$ 113,400
Total Expense	\$ 5,549,000	\$ 18,936,000	\$ -	\$ 24,485,000

Net Income

	\$ -	\$ -	\$ -	\$ -
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**Fund 19**

Fund 19 revenues are primarily wastewater service charges collected from Arroyo Grande, Grover Beach and Oceano. Other revenues are primarily generated from brine disposal with minor contributions from lease payments and other reimbursements.

Fund 19 supports the following general categories of District activities:

- Personnel – Salaries, Wages and Benefits & Other Personnel Costs
- Permits, Fees and Licenses
- Communications and Computer Support
- Administrative Costs, including Professional Services – Temporary Labor, Advertisements/Recruitment, Insurance Liability, Zone 1/1A Property Tax, Office and Safety Supplies
- Disposal Services – Solids Handling, Brine Disposal Sampling
- Utilities – Electricity, Gas, Rubbish, Water
- Maintenance, Tools & Replacements – Equipment and Structures Maintenance
- Materials, Services and Supplies – Plant Chemicals, Temporary Labor, Fuel
- Training, Education and Memberships – Professional Certificates/Licenses
- Scheduled Maintenance: \$367,000
- New Capital Equipment: \$161,000
- Transfer out of Fund 19 Funds to Support Fund 26 Projects - \$1,552,000

### Staffing

The staff roster consists of District Administrator (1), Secretary/Bookkeeper (1), Plant Superintendent (1), Plant Supervisor (1), Plant Senior Operator (1), Laboratory Technician (1), Operator in Training - Plant Operator II (3), There are nine (9) full time positions funded in the draft budget. All 9 positions are currently filled.

### Proposed Operation and Maintenance Projects:

1. Budget of \$161,000, New Capital Equipment proposed within line No. 19-8010.
2. Budget of \$195,000, Equipment Maintenance, is proposed under Line Item No. 19-8030

### **Fund 20**

Fund 20 revenue is provided primarily from connection fees from the three-member agencies. A minor amount of revenue is received from interest on the fund balance account. This fund is the designated fund in support of the redundancy project. Revenues from loans and bonds (\$18,710,000) for the Redundancy Project will be received in this account during the fiscal year.

This fund supports capacity, expansion, and studies.

- Wastewater Redundancy Project: Line item 20-7080 provides \$7.1 million to complete FY 20/21 Efforts on the Redundancy Project
- An expenditure of \$113,400 is proposed under Line Item No. 20-7094 MOU with City of Pismo Beach for a joint Environmental Impact Report. This is a carryover from the prior year.

### **Fund 26**

Fund 26 expenditures are wholly supported by transfers from other funds. The draft budget calls for a transfer from Fund 19 (\$1,552,000). Fund 26 funds regular capital replacement projects.

### Proposed Fund 26 Project Budgets:

1. \$1,427,000 is proposed under Line Item No. 26-8065 Structure/Grounds Replacement & Improvement.
2. \$25,000 is proposed under Line Item No. 26-8070 Emergency Equipment Repair.

### **Conclusion**

The draft budget emphasizes maintenance, and construction of the redundancy project, cleaning of the #2 Digester, Cleaning and inspection of District trunk mains, and design of a cogeneration unit.

### **Attachments:**

- Attachment 1: Consolidated Budget
- Attachment 2: Notice of Public Hearing

# Consolidated Budget Fiscal Year 2020/2021

	Fund 19 Operating Fund	Fund 20 Expansion Fund	Fund 26 Replacement Fund	FY 2020/21	Prior Year FY 2019/20
<b>Revenues</b>					
Gross Revenues					
Service Charges and Fees	5,305,000			5,305,000	5,305,000
Connection Fees		156,000		156,000	156,000
Interest	112,000	70,000		182,000	176,000
Brine Revenue	132,000			132,000	132,000
Bond and USDA Funding		18,710,000		18,710,000	18,710,000
<b>Total Revenues</b>	<b>5,549,000</b>	<b>18,936,000</b>	<b>-</b>	<b>24,485,000</b>	<b>24,479,000</b>
<b>Expenditures &amp; Other Uses</b>					
Operating Expenditures					
Salaries and Wages	831,000			831,000	829,000
Employee Benefits and Other Personnel Costs	496,100			496,100	491,500
Permits, Fees and Licenses	58,600			58,600	48,500
Communications	16,800			16,800	14,600
Administrative Costs	470,800			470,800	354,000
Disposal Services	64,000			64,000	63,000
Utilities	240,500			240,500	234,800
Maintenance, Tools & Replacements	367,000			367,000	330,200
Materials, Services and Supplies	371,200			371,200	374,700
Training, Education & Memberships	48,500			48,500	59,000
<b>Total Operating Expenditures</b>	<b>2,964,500</b>	<b>-</b>	<b>-</b>	<b>2,964,500</b>	<b>2,799,300</b>
<b>Total Other Charges</b>					
Debt Service	440,000			440,000	440,000
MOU with City of Pismo Beach		113,400		113,400	113,400
<b>Total Other Charges</b>	<b>440,000</b>	<b>113,400</b>	<b>-</b>	<b>553,400</b>	<b>553,400</b>
<b>Capital Outlay</b>					
Capital Replacement/Maintenance (Fund 26)			1,552,000	1,552,000	919,325
Capital Equipment	161,000	7,265,000		7,426,000	7,506,000
<b>Total Capital Outlay</b>	<b>161,000</b>	<b>7,265,000</b>	<b>1,552,000</b>	<b>8,978,000</b>	<b>8,425,325</b>
<b>Other Financing Sources &amp; Uses</b>					
Transfers Out Fund 26	1,552,000		(1,552,000)	-	-
Contingency					23,675
Redundancy Designations	431,500	(431,500)		-	-
Designated Funding Redundancy		11,989,100		11,989,100	12,677,300
<b>Total Other Financing Sources &amp; Uses</b>	<b>1,983,500</b>	<b>11,557,600</b>	<b>(1,552,000)</b>	<b>11,989,100</b>	<b>12,700,975</b>
Total Funding Source	5,549,000	18,936,000	-	24,485,000	24,479,000
Total Expense	5,549,000	18,936,000	-	24,485,000	24,479,000
<b>Net Change (Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**NOTICE OF PUBLIC HEARING  
SOUTH SAN LUIS OBISPO COUNTY  
SANITATION DISTRICT  
ADOPTION OF FISCAL YEAR 2020-2021 BUDGET**

**DATE:** June 3, 2020  
**TIME:** 6:00 p.m.  
**PLACE:** Arroyo Grande City Council Chambers  
215 E. Branch Street  
Arroyo Grande, CA 93420

**PLEASE TAKE NOTICE:**

1. The District Administrator has prepared a proposed final Budget, which is available for inspection, during regular business hours, 7:30 a.m. to 4:00 p.m., Monday through Friday, at the District Office located at 1600 Aloha Place, Oceano, California.

At 6:00 p.m., on June 3, 2020, through a virtual Zoom meeting or at the Arroyo Grande City Council Chambers, 215 E. Branch Street, Arroyo Grande, CA, 93420, South San Luis Obispo County Sanitation District Board of Directors will meet to consider and to adopt the final Fiscal Year 2020-2021 Budget.

2. At the time and place specified in this Notice, any person may appear to be heard regarding any item in the Budget or regarding the addition of any other items.
3. The hearing on the Budget may be continued if necessary.

If you should have questions related to the Budget, please contact Amy Simpson, District Bookkeeper/Secretary, at (805) 481-6903.





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**STAFF REPORT**

**To:** Board of Directors

**From:** Jeremy Ghent, District Administrator

**Via:** Amy Simpson, District Bookkeeper/Secretary

**Date:** May 6, 2020

**Subject:** **CLARIFICATION OF MID-YEAR TRANSFER PRESENTED AS ITEM 6A.  
SECOND QUARTER (Q2) BUDGET REVIEW AT THE BOARD MEETING OF  
MARCH 4, 2020.**

**RECOMMENDATION:**

It is recommended the Board receive and file this report.

**EXECUTIVE SUMMARY:**

At the meeting of March 4, 2020 staff presented Item 6A. Consideration of Fiscal Year 2019/20 Second Quarter (Q2) Budget Adjustments; Adopt Resolution No. 2020-413 Authorizing Budget Adjustments. The Board received a presentation and approved Resolution No. 2020-413. The Board directed staff to return to with an additional report to clarify the negative expenditure in Fund 20. The intent of this report is to address the Boards request for clarification of the transfer that resulted in a negative expense. Staff has decided to present the expenses of Fund 20 without a mid-year transfer. This decision has no fiscal impact. The transfer will occur at the end of the fiscal year.

**DISCUSSION:**

At the second quarter review staff realized when comparing the Adopted Budget to the Profit & Loss @ Second Quarter, the result of a balanced comparison resulted in a negative expenditure of **\$494,401** in Fund 20. The negative number was the result of transferring 50% of Redundancy Designation monies at mid-year.

The Mid-Year budget review included net transfers that were comingled in and out as well as revenue and expenses making the table presented in the Mid-Year Budget Review overly complicated.

Below shown in *blue italics* is Table No. 2. This is the portion of the report the Board directed staff to clarify.

**Table No. 2 – Fund Expenditures from Staff Report Presented on March 4, 2020**

	<b>FY 2019/20 Budget</b>	<b>Expended as of 12.31.19</b>		<b>Recommended Second Quarter Adjustment</b>	<b>Recommended Budget at Second Quarter</b>
		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

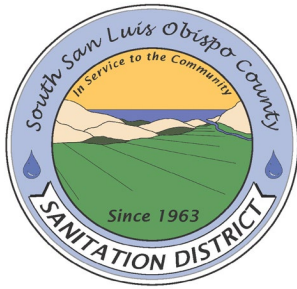
**Transfers will now occur at the end of the year instead of quarterly.**

**Replacement of Table No. 2 – Fund Expenditures Without the Mid-Year Transfer**

	<b>FY 2019/20 Budget</b>	<b>Expended as of 12.31.19</b>		<b>Recommended Second Quarter Adjustment</b>	<b>Recommended Budget at Second Quarter</b>
		Amount	Percent		
Fund 19	\$4,713,000	\$1,872,839	40%	\$ (107,000.00)	\$4,606,000
Fund 20	\$18,930,000	\$98,449	1%		\$18,930,000
Fund 26	\$836,000	\$63,274	8%	\$ 107,000.00	\$943,000
Total	\$24,479,000	\$2,034,562	8%	\$ -	\$24,479,000

## CONSOLIDATED BUDGET AT MID-YEAR

		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
<b>Total Revenues</b>		<b>5,549,000</b>	<b>18,930,000</b>	<b>-</b>	<b>24,479,000</b>
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
<b>Total Operating Expenditures</b>		<b>2,799,300</b>	<b>-</b>	<b>-</b>	<b>2,799,300</b>
Total Other Charges					
Debt Service		440,000			440,000
MOU with City of Pismo Beach			113,400		113,400
<b>Total Other Charges</b>		<b>440,000</b>	<b>113,400</b>	<b>-</b>	<b>553,400</b>
Capital Outlay					
Capital Replacement/Maintenance (Fund 26)				919,325	919,325
Capital Equipment		181,000	7,325,000		7,506,000
<b>Total Capital Outlay</b>		<b>181,000</b>	<b>7,325,000</b>	<b>919,325</b>	<b>8,425,325</b>
		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
<b>Total Other Financing Sources &amp; Uses</b>		<b>2,128,700</b>	<b>11,491,600</b>	<b>(919,325)</b>	<b>12,700,975</b>
Total Funding Source		5,549,000	18,930,000	-	24,479,000
Total Expense		5,549,000	18,930,000	-	24,479,000
<b>Net Change (Deficit)</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



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### **Staff Report**

**To:** Board of Directors  
**From:** Jeremy Ghent, District Administrator; Mychal Jones, Plant Superintendent  
**Date:** May 6, 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 been completed and have resulted in 5 contractors being prequalified for bidding on the Redundancy Project.*
  - *J.R. Filanc Construction Company*
  - *Pacific Hydrotech Corporation*
  - *PCL Construction, Inc.*
  - *Shimmick Construction Company Inc.*
  - *W.M. Lyles Co.*
- *District received an update from USFWS and they anticipate returning our permit on 5/16.*

**Central Coast Blue:**

- *Joint Council Meeting/Public Forum to provide a project overview that was scheduled for March 31<sup>st</sup> was cancelled and will likely be rescheduled in some format at a later date.*

**Misc:**

- *District received 4 proposals for General Legal Counsel. Staff is currently negotiating contract terms with the top ranked firm.*
- *District Administrator receives Covid-19 updates via a daily phone call with County OES.*
- *The District is participating in a national study of Covid-19 in residential wastewater through a pro-bono study being conducted by the Massachusetts Institute of Technology, Harvard, Brigham and Woman's Hospital and Biobot Analytics. The study will attempt to estimate the prevalence of COVID in a community and how it is trending. Data will be collected throughout the month of May.*

**Plant Tours:**

1. *None*

**Upcoming Items (Anticipated Date):**

*Revisions to KJ ESDC contract for Compliance with USDA (TBD)*  
*Selection of District Counsel 06/03/2020*

## Plant Operations Report

During this reporting period (March 1<sup>st</sup> – April 30<sup>th</sup>) 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. All analysis was within Permit limitations.

### Monthly Plant Data for March 2020

March 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	2.32	3.3	380	19.6		380	23.7		< 1.8	130
High	3.37	8.3	550	26		567	30		49	375
Average	2.6	3.96	461	21.9	95.2	445	25.9	94.2	14.2	257
March 2019 AVG	2.8	4.05	569	17.2	97	728	24.2	96.7	2.7	203
Limit	5.0			40/60/90	>80		40/60/90	>80	2000	

### Monthly Plant Data as of April 30, 2020

April 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	2.32	3.3	440	21		380	22		< 1.8	84
High	2.62	4.2	620	39		510	25		79	188
Average	2.46	3.65	488	26.2	94.6	438	23.6	94.6	17	149
April 2019 AVG	2.7	3.9	585	19.5	96.7	624	26.8	95.7	1.9	216
Limit	5.0			40/60/90			40/60/90	>80	2000	

### Unauthorized Discharge of Fully Treated Wastewater

On March 10<sup>th</sup>, District operators discovered a leak on the portion of the outfall that the District shares with the City of Pismo Beach (Pismo). Immediately following the observation, District operations staff shut down the effluent pumps and contacted Pismo to shut down their effluent pumps to mitigate the leak. By approximately 7:00 PM, the District deployed containment by way of sand and sandbags to fully contain the treated wastewater and return all treated wastewater to drainage. The treated wastewater was partially pumped to the headworks and partially pumped to the secondary clarifier. At approximately 7:15 PM, the City of Arroyo Grande provided backhoe assistance to create a v-ditch to allow the treated wastewater from the leak site to flow to the drain. The estimated spill volume of fully treated wastewater that reached Meadow Creek, Arroyo Grande Creek, and the Pacific Ocean is 5,000 gallons. The Regional Water Quality Control Board, San Luis Obispo County Environmental Health, and California Governor's Office of Emergency Services were notified.

The unauthorized discharge was caused by a failure of a pipe coupling which occurred during excessive flows caused by a significant storm event of 2.7" over four hours with 1.7" falling in the final hour. During the storm event, the District and Pismo received extensive flows through the treatment process which required the abnormal operation of each treatment plant's effluent pumps.

### **Emergency Outfall Repair**

The initial repair that occurred the evening of the unauthorized discharge was only temporary due to there still being a minor leak when the effluent pumps were ran. Under normal operation, gravity flow, there were no leaks observed. Following the temporary repair, the District ordered repair parts to perform a permanent repair. On April 20<sup>th</sup>, the District performed a midnight shutdown to repair the outfall pipe, but due to the repair parts being ½" too large, a watertight seal could not be obtained. After reviewing the repair product specifications with the supplier, the District performed another midnight shutdown on April 22<sup>nd</sup> to attempt to further tighten down the oversized parts to a higher torque. A minor leak was still observed during the operation of the effluent pumps.

The District has tentatively scheduled another midnight shutdown on May 7<sup>th</sup> to perform the permanent repair to the outfall pipe once to correct size parts have been received.

### **Modified Staffing**

The District implemented an isolation staffing schedule on March 23<sup>rd</sup> due to the Covid-19 pandemic. It is the District's intent to return to full staffing on May 18, 2020 but may postpone this date if data supports doing so.

### **Projects**

The Primary Clarifier No. 2 Clarifier Rehabilitation and Coatings project has begun and expected completion is July 9, 2020.







### **Operation and Maintenance Tasks**

- Installed new sodium bisulfite pump
- Installed new National Fire Prevention Association (NFPA) signs throughout plant
- Flushed fixed film reactor
- Performed a drain, flush, and cleaning of the chlorine contact tank
- Flushed secondary sludge return line
- Replaced terminal box at secondary clarifier
- Replaced belt on primary clarifier No. 2 clarifier sludge pump
- Installed new sample port on biosolids heat exchanger
- Removed, serviced, and installed boiler hot water pump
- Installed additional submersible pump at secondary clarifier to assist with excess drainage due to inclement weather
- Performed a confined space entry to troubleshoot sump pump and replace pump float controls
- Disposed of hazardous waste at Nipomo hazardous waste facility
- Replaced thermal overloads and fuse at secondary clarifier sump
- SLO Powerhouse performed annual maintenance and servicing of emergency generator and bypass pump
- West Coast Gauging replace natural gas line diaphragm at flare
- Troubleshoot and repaired plant gate and gate keypad
- Troubleshoot and repaired lab cart
- Changed out cap and gel on backup sodium bisulfite system and performed calibration
- Thoma Electric troubleshoot faulty secondary clarifier overload switch
- Pacific Overhead Door Services troubleshoot maintenance shop door
- Performed sampling for annual testing
- Replaced chemical hose on water champ
- Repaired solenoid on primary clarifier sludge pump

### **Work Orders Completed**

- Performed monthly safety walk
- Performed maintenance on 6" Wacker pump



- Cleaned fixed film reactor orifices, net, and collected an oil sample
- Performed maintenance on carts
- Inspected all clarifier drives
- Exercised effluent pumps
- Performed maintenance on forklift
- Rinsed and cleaned all clarifier weirs, launder, and baffles
- Inspected digester vacuum/pressure relief valves
- Performed monthly Spill Prevention, Control, and Countermeasures (SPCC) inspection
- Changed out heating and air conditioning filter
- Performed maintenance on all ventilation fans throughout plant
- Performed maintenance on fixed film reactor exhaust fans
- Performed maintenance on mechanical bar screens
- Performed maintenance and inspection on water champ
- Checked and marked Underground Service Alerts

### **Training**

- Operations staff received training on the District's Hazardous Materials Business Plan
- Target Solutions training on Fire Extinguisher Safety and Respiratory Protection