



**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**

You are invited to a Zoom webinar.

When: Sep 16, 2020 06:00 PM Pacific Time (US and Canada)

Topic: South SLO County Sanitation District

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82748220836?pwd=UCsySWttZDdvRjBLOGJWZ1NsUTZhUT09>

Passcode: 670785

Or iPhone one-tap :

US: +14086380968,,82748220836#,,,,,0#,,670785# or

+16699006833,,82748220836#,,,,,0#,,670785#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 408 638 0968 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1  
312 626 6799 or +1 646 876 9923 or +1 301 715 8592

Webinar ID: 827 4822 0836

Passcode: 670785

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**Wednesday, September 16, 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**

Karen Bright, 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 above. Please use the “raise hand” feature to indicate your desire to provide public comment. Each speaker will be allowed three minutes to provide input.

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 August 5, 2020**

**6. ACTION ITEMS:**

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

Recommendation: Authorize the District Administrator to execute a contract for Coastal Hazards Monitoring Services with Rincon Consultants in the amount of \$66,672 for continued Coastal Hazards Monitoring and Reporting.

**6B. CONTRACT FOR WWTP REDUNDANCY PROJECT BIOLOGICAL MONITORING SERVICES WITH RINCON CONSULTANTS, INC.**

Recommendation: Authorize the District Administrator to execute a contract for biological monitoring services for the Wastewater Treatment Plant Redundancy Project with Rincon Consultants, Inc. in the amount of \$85,759, and authorize the District Administrator to review and approve changes to the contract for up to 15% of the initial amount, or \$12,864, for a total potential amount of \$98,623.

**6C. LEASE AGREEMENT WITH PURCHASE OPTION FOR CENTRIFUGE AND AUXILIARY EQUIPMENT**

Recommendation: Authorize the District Administrator to exercise the purchase option of the lease agreement in the amount of \$155,000.

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

Recommendation: Receive and File.

**7. BOARD MEMBER COMMUNICATIONS:**

**8. ADJOURNMENT:**

**The next regularly scheduled Board Meeting will be held October 7, 2020, at 6:00 pm. This meeting will be held either virtually via ZOOM or depending on the status of the COVID-19 Emergency at the Oceano Community Services District Board Room, 1655 Front Street, Oceano, California 93445**

SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT  
WARRANT REGISTER  
9/16/2020

VENDOR	BUDGET LINE ITEM	DETAIL	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
ADVANTAGE TECHNICAL SERVICES	PRIMARY CLARIFIER NO 2	4257	080520-4714	26-8065	11,629.50	11,629.50
AGP VIDEO	PROFESSIONAL SERVICE	JULY 2020	4715	7080	460.00	460.00
ALLSTAR INDUSTRIAL	SAFETY SUPPLIES	2582	4716	8056	311.56	311.56
ARAMARK	UNIFORMS	07/24; 07/31	4717	7025	567.20	567.20
BRENNTAG	PLANT CHEMICALS	MULTIPLE	4718	8050	14,902.20	14,902.20
CAREN RAY RUSSOM	BOARD SERVICE	AUGUST	4719	7075	100.00	100.00
CHARTER	COMMUNICATIONS	07/29/20-08/28/20	4720	7013	309.95	309.95
COASTAL ROLL OFF	RUBBISH	JULY 2020	4721	7093	1,269.75	1,269.75
DUPERON	EQUIPMENT MAINTENANCE	22510	4722	8030	809.22	809.22
EVERYWHERE RIGHT NOW	COMPUTER SUPPORT	AUGUST	4723	7082	100.00	100.00
FED EX	CHEMICAL ANALYSIS	7-081-82511	4724	7078	19.43	19.43
FLUID RESOURCE MNGMT	PRIMARY CLARIFIER NO 2	C19729	4725	26-8065	35,710.58	35,710.58
HELLAN STRAINER CO.	EQUIPMENT MAINTENANCE	214278; 214316	4726	8030	13,234.79	13,234.79
I.I. SUPPLY	SAFETY SUPPLIES	70864	4727	8056	53.95	53.95
JAN PRO	STRUCTURE MAINTENANCE	AUGUST	4728	8060	333.00	333.00
JB DEWAR	FUEL	115000	4729	8020	45.76	45.76
JEFF LEE	BOARD SERVICE	AUGUST	4730	7075	100.00	100.00
LINDA AUSTIN	BOARD SERVICE	AUGUST	4731	7075	100.00	100.00
MIDSTATE INSTRUMENTS	CHEMICAL ANALYSIS	MSI10013; MSI9125	4732	7078	425.03	425.03
MINERS	EQUIPMENT MAINTENANCE	JULY 2020	4733	8030	468.97	468.97
OCSD	WATER	05/18/20-07/18/20	4734	7094	300.27	300.27
PRAXAIR	RENTAL EQUIPMENT	MULTIPLE	4735	7032	635.23	635.23
READY REFRESH	ADMIN BUILDING SUPPLIES	06/25/20-07/24/20	4736	8045	158.32	158.32
SANTA MARIA TOOL	SMALL TOOLS	16289	4737	8055	686.48	686.48
SO COUNTY SANITARY	RUBBISH	AUGUST	4738	7093	391.48	391.48
SITE ONE LANDSCAPE	STRUCTURE MAINTENANCE	102120512-001	4739	8060	198.97	198.97
SO CAL GAS	UTILITY GAS	06/29/20-07/29/20	4740	7092	1,897.50	1,897.50
STANLEY SECURITY	ALARMS	SEPTEMBER	4741	7011	75.55	75.55
UMPQUA	CREDIT CARD	JULY 2020	4742		1,318.41	1,318.41
UNDERGROUND SERVICE ALERT	MEMBERSHIPS	2020/21	4743	7050	1,251.44	1,251.44
AMIAD USA	EQUIPMENT MAINTENANCE	7300082795	081820-4744	8030	1,025.77	1,025.77
ARAMARK	UNIFORMS	08/07/20; 08/14/20	4745	7025	558.74	558.74
BRENNTAG	PLANT CHEMICALS	BPI70296; 71232	4746	8050	11,918.55	11,918.55
CANNON	STRUCTURE MAINTENANCE	PRIMARY CLARIFIER NO 2	4747	26-8065	3,621.00	3,621.00
CITY OF AG	BILLING	JANUARY TO JUNE	4748	7073	11,264.75	11,264.75
DE JESUS GARDENING	STRUCTURE MAINTENANCE	JULY 21 TO AUGUST 4	4749	8060	450.00	450.00
ENGEL & GRAY	BIOSOLIDS HANDLING	JULY 2020	4750	7085	3,019.30	3,019.30
GORDON SAND	STRUCTURE MAINTENANCE	0625836-IN	4751	8060	1,186.74	1,186.74
GOV. OFFICE OF EMERGENCY	FEMA	LA-5763	4752	7068	1,430.00	1,430.00
GRAINGER	SAFETY SUPPLIES	9609579751	4753	8056	13.43	13.43
JOHNSON'S BOILER	EQUIPMENT MAINTENANCE	BOILER	4754	8030	4,200.00	4,200.00
JONES & MAYER	LEGAL COUNSEL	JULY 2020	4755	7071	1,677.00	1,927.00
	OUTSIDE COUNSEL	JULY 2020		7070	250.00	
KEMIRA WATER SOLUTIONS	PLANT CHEMICALS	9017682887	4756	8050	9,135.13	9,135.13
MICHAEL K NUNLEY	REDUNDANCY	REDUNDANCY ADMIN	4757	20-7080	11353.18	11,353.18
MNS ENGINEERS	REDUNDANCY	CONSTRUCTION MANAGEMENT	4758	20-7080	787.5	787.50
PG&E	ELECTRICITY	07/09/20-08/09/20	4759	7091	19,008.38	19,008.38
PHENOVA	LAB SUPPLIES	LAB PERFORMANCE STUDY	4760	8040	803.26	803.26
POLYDYNE	PLANT CHEMICALS	1474201	4761	8050	949.13	949.13
QUALITY PEST MNGMT	STRUCTURE MAINTENANCE	22124	4762	8060	450.00	450.00
RINCON CONSULTANTS	REDUNDANCY	COASTAL HAZARD MONITORING	4763	20-7080	543.98	543.98
SAFETY KLEEN	GAS AND FUEL	83839005	4764	8020	286.50	286.50
SPRINT	CELL PHONE	07/04/20-08/03/20	4765	7014	167.86	167.86
TLT TRUCKING	STRUCTURE MAINTENANCE	2225	4766	8060	290.00	290.00
UNDERGROUND SERVICE ALERT	MEMBERSHIPS	170025DIG20	4767	7050	965.49	965.49
VWR INTERNATIONAL	LAB SUPPLIES	2020-041	4768	8040	295.67	295.67
SSLOCSD	JULY TRANSFER	PAYROLL	4769		61,435.80	173,910.30
		RETIREMENT		6060	96,584.85	
		MEDICAL		6010	15,804.71	
		LIFE INSURANCE		6030	64.17	
		ANALYSIS CHARGES		7068	20.77	

Warrant Register continues on next page.

VENDOR	BUDGET LINE ITEM	DETAIL	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
ADVANTAGE TECHNICAL SERVICES	PRIMARY CLARIFIER NO 2	4273	090320-4770	26-8065	8,172.50	8,172.50
AGP VIDEO	PROFESSIONAL VIDEO	AUGUST	4771	7080	460.00	460.00
ALLIED ADMINISTRATORS	DENTAL	OCTOBER	4772	6025	815.10	815.10
ARAMARK	UNIFORMS	08/21; 08/28	4773	7025	562.26	562.26
AT&T	PHONES	08/11/20-09/10/20	4774	7013	452.93	452.93
AUTOSYS, INC	SCADA	2699	4775	20-7080	3,584.00	3,584.00
BRENNTAG	PLANT CHEMICALS	BPI74474	4776	8050	6,762.79	6,762.79
CAL COAST REFRIGERATION	EQUIPMENT MAINTENANCE	178699	4777	8030	242.84	242.84
CITY OF GROVER BEACH	BILLING	1025	4778	7081	1,936.75	1,936.75
COASTAL ROLL OFF	RUBBISH	AUGUST	4779	7093	687.21	687.21
DE JESUS	STRUCTURE MAINTENANCE	2083	4780	8060	450.00	450.00
EVERYWHERE RIGHT NOW	COMPUTER SUPPORT	SEPTEMBER	4781	7082	100.00	100.00
FGL, ENVIRONMENTAL	CHEMICAL ANALYSIS	08027ID	4782	7078	1,069.00	1,069.00
FLUID RESOURCE MNGMT	PRIMARY CLARIFIER NO 2	C19857	4783	26-8065	78,837.52	78,837.52
GRAINGER	SAFETY SUPPLIES	9622074863	4784	8056	85.72	133.08
	ADMIN BUILDING SUPPLIES	9619255558		8045	47.36	
HACH	SCADA	12078920; 12099977	4785	20-7080	3,402.28	3,402.28
I.I. SUPPLY	SAFETY SUPPLIES	71669	4786	8056	24.15	147.53
	EQUIPMENT MAINTENANCE	69586; 71766		8030	123.38	
INDUSTRIAL MEDICAL GROUP	SAFETY SUPPLIES	97489	4787	8056	115.00	115.00
JAN PRO	STRUCTURE MAINTENANCE	94425	4788	8060	333.00	333.00
JB DEWAR	FUEL	945394	4789	8020	26.78	26.78
KENNEDY/JENKS	REDUNDANCY	140942	4790	20-7080	56,102.71	56,102.71
MICHAEL K NUNLEY	REDUNDANCY ADMINISTRATION	8085	4791	20-7080	6,725.14	9,713.95
	DIGESTER CLEANING	8091		26-8065	2,988.81	
OCSD	EQUIPMENT MAINTENANCE	1080	4792	8030	272.16	272.16
OEC	CHEMICAL ANALYSIS	2003986; 2003361	4793	7078	170.00	170.00
PETROLEUM SOLIDS CONTROL	DIGESTER CLEANING	38870	4794	26-8065	33,960.00	33,960.00
POLYDYNE	PLANT CHEMICALS	1477721	4795	8050	949.13	949.13
PRAXAIR	EQUIPMENT RENTAL	98490411	4796	7032	33.16	33.16
READY REFRESH	ADMIN BUILDING SUPPLIES	07/25/20-08/24/20	4797	8045	17.16	17.16
SAN LUIS POWERHOUSE	EMERGENCY EQUIPMENT REPAIR	43470	4798	26-8070	22,365.60	22,365.60
SITE ONE LANDSCAPE	STRUCTURE MAINTENANCE	102543061-001	4799	8030	41.48	41.48
SO CAL GAS	UTILITY GAS	07/29/20-08/27/20	4800	7092	1,801.66	1,801.66
SO COUNTY SANITARY	RUBBISH	SEPTEMBER	4801	7093	391.48	391.48
STANLEY SECURITY	ALARMS	OCTOBER	4802	7011	75.55	75.55
SURFACE PUMPS	EQUIPMENT MAINTENANCE	0138521	4803	8030	1,928.24	1,928.24
VWR	LAB SUPPLIES	2020-042	4804	8040	282.72	282.72
SSLOCSO	AUGUST TRANSFER	PAYROLL	4805		62,120.25	101,845.68
		RETIREMENT		6060	20,363.85	
		MEDICAL		6010	19,262.09	
		LIFE INSURANCE		6030	64.17	
		ANALYSIS CHARGE		7068	35.32	
<b>TOTAL</b>					<b>685,667.45</b>	<b>685,667.45</b>

We hereby certify that the demands numbered serially from 080520-4714 to 090320-4805 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:

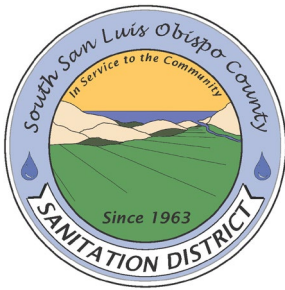
DATE:

Chairman

Board Member

Board Member

Secretary



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

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## **SUMMARY ACTION MINUTES Virtual Zoom Meeting of Wednesday, August 5, 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, Superintendent  
Keith Collins, District Legal Counsel  
Amy Simpson, District Bookkeeper/Secretary

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

Director Lee led the Pledge of Allegiance.

### **3. AGENDA REVIEW**

Approved as presented.

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

There was no public comment.

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

**5A. Approval of Warrants**

**5B. Approval of Meeting Minutes of July 1, 2020**

There was no public comment.

Superintendent Jones said the Emergency Outfall Repair Project is now complete.

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

**Second:** Director Lee

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

**6. ACTION ITEMS:**

**6A. AWARD A CONTRACT FOR COATING SERVICES TO NATIONAL COATING AND LINING COMPANY FOR THE PRIMARY CLARIFIER NO. 2 REHABILITATION AND COATINGS PROJECT AND INCREASE CANNON'S CONSTRUCTION MANAGEMENT CONTRACT**

Superintendent Jones presented this item. During the coating of the concrete scum box and effluent box, the District observed a final coating roughness that would not be ideal for the coating of the concrete launder. After multiple attempts, the current contractor has not been able, nor do they believe they will be able to, produce a finished smoothness that would provide an easily cleaned surface. Due to the District's contractor not being able to meet the smoothness needs of the District, the contractor issued a contract credit in the amount of \$15,748.38 for the non-performed work. Staff is seeking approval to award a contract for coating services to National Coating and Lining Company and increasing Cannon's Construction Management Contract.

There was no public comment.

**Motion:** Director Austin motioned to award a contract for coating services to National Coating and Lining Company for the Primary Clarifier No. 2 Rehabilitation and Coatings Project in the amount of \$41,968.00; and \$4,500 increase for Cannon's Construction Management Contract.

**Second:** Director Lee  
**Action** Approved unanimously by roll call vote.

**6B. ADOPTION OF RESOLUTION NO. 2020-417 APPROVING THE 2020 UPDATE TO THE SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT LOCAL HAZARD MITIGATION PLAN**

Superintendent Jones presented this item. Development of the countywide Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) process took place over the last two years and involved multiple meetings with the involved agencies and two public workshops.

Director Austin requested that Table T.7 cell for the South Pacific Railroad Depot date be added. The date is 1904. Also, she is curious as to where the Economic Assets for the Oceano CSD's top industries of fishing and hunting came from.

Cynthia Replogle provided public comment on the Sphere of Influence.

Administrator Ghent provided a response to Ms. Replogle's comment and said he would check with the County to address Director Austin's comments on the Industries of Oceano.

**Motion:** Director Austin motioned to adopt Resolution No. 2020-417 approving the 2020 update to the South San Luis Obispo County Sanitation District Local Hazard Mitigation Plan with the addition of

the Railroad Depot date of 1904 and clarification to industries of Oceano and clarify the Sphere of Influence map is the correct map.

**Second:**  
**Action**

Director Lee  
Approved unanimously by roll call vote.

**6C. DEBT FINANCING REDUNDANCY PROJECT**

Recommendation:

1. Adopt Resolution No. 2020-418 Adopting a Debt Management Policy; and
2. Adopt Resolution No. 2020-419 Authorizing the execution, delivery, and sale of wastewater revenue Certificates of Participation in the maximum principal amount of \$25,000,000 to finance wastewater projects, and approving related documents and actions; and
3. Adopt Resolution No. 2020-420 Authorizing and providing for the incurrence of indebtedness for the purpose of providing a portion of the cost of acquiring, constructing, enlarging, improving, and/or extending its wastewater treatment facility to serve an area lawfully within its jurisdiction to serve; and
4. Adopt Resolution No. 2020-421 Authorizing the execution, delivery, and sale of certificates of participation to US Department of Agriculture in the maximum principal amount of \$4,464,000 to finance wastewater projects, and approving related documents and actions

Administrator Ghent opened this item and then handed it over to Alex Handlers, Financial Consultant from Bartle Wells and Associates.

Alex Handlers said there are four separate Resolutions before the Board tonight that need to be adopted before the project can go out to bid to satisfy the USDA funding. The project will primarily be funded by a combination of a low rate USDA Loan, Certificates of Participation and a large amount of cash from the District. He provided a brief rundown of the Resolutions.

The Board provided comments regarding early payoff of the USDA Loan and requirements for a debt management policy.

James Wawrzyniak from Jones Hall was also available to provide responses to the Boards comments.

There was no public comment.

**Motion:**

Director Lee motioned to move staff recommendation

**Second:**

Director Ray Russom

**Action:**

Approved unanimously by roll call vote.

**6D. AUTHORIZE STAFF TO BID WWTP REDUNDANCY PROJECT**

Administrator Ghent presented this item. He provided the history of the Redundancy Project and thanked all involved to get the District to this point.



Director Lee asked if all permits were in hand.

Administrator Ghent said there is one permit outstanding and that is for the generator.

**Motion:** Director Austin motioned to Adopt Resolution No. 2020-422 Authorizing the District Administrator to advertise bidding documents for the Wastewater Treatment Plant Redundancy Project.

**Second:** Director Lee

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

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

Administrator Ghent presented the Administrator Report.

Superintendent Jones presented the Superintendents Report.

There was no public comment.

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

#### **7. BOARD MEMBER COMMUNICATIONS**

None.

#### **8. CLOSED SESSION:**

Legal Counsel Collins announced Closed Session.

Public Employee Performance Evaluation pursuant to Government Code Section 54957:

Title: District Legal Counsel

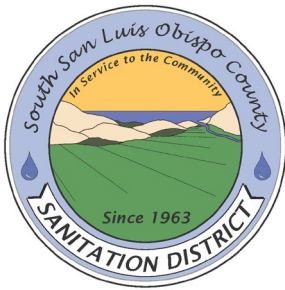
Title: District Administrator

Legal Counsel said there are certain actions that could potentially be taken in the Closed Session that would need to be reported at this meeting. Any actions that would need to be reported could not be taken tonight and they would to be taken formally at the next meeting.

#### **9. ADJOURNMENT:**

7:30 p.m.

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



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### **STAFF REPORT**

**To:** Board of Directors

**From:** Jeremy Ghent, District Administrator

**Date:** September 16, 2020

**Subject:** **CONTRACT FOR COASTAL HAZARD MONITORING WITH RINCON CONSULTANTS, INC.**

#### **RECOMMENDATION:**

Authorize the District Administrator to execute a contract for Coastal Hazards Monitoring Services with Rincon Consultants in the amount of \$66,672 for continued Coastal Hazards Monitoring and Reporting.

#### **BACKGROUND:**

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

The District prepared a Coastal Hazards Monitoring Plan (ESA, December 2018) which was submitted to CCC and approved. It is now upon the District to implement the approved plan which requires continuous monitoring and annual reporting.

On October 2, 2019 the District Board approved a contract with Rincon Consultants to implement the District's Coastal Hazard Monitoring Plan including monitoring and annual reporting. The scope of the initial contract covered the 2019-2020 rain year.

#### **DISCUSSION:**

This contract will provide the district with monitoring and reporting of the coastal hazards and satisfy the regulatory condition as required in the Coastal Development Permit. The scope of services is in accordance with the District's Coastal Hazards Monitoring Plan and includes:

- Collecting regional data including tidal water elevations, wave parameters, temperature, evaporation, precipitation, Arroyo Grande Creek water levels, and groundwater data.
- Making this data available to the District in a database.

- Collecting photos and documentation of water levels, surface ponding, and any impact to the WWTP following each qualifying rain event of 0.5 inches or more.
- Collecting photos and documentation following a flood event.
- Conducting a topographic channel survey of Arroyo Grande Creek and lagoon.
- Conducting an aerial survey of the beach berm and lagoon to establish a baseline to detect future changes.
- Conduct investigations in the case of an extreme coastal flood event.
- Providing a monthly summary of environmental data and an annual report describing work done and findings over the prior year.
- Prepare and submit annual report to California Coastal Commission

**FISCAL CONSIDERATION:**

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

**Attachment:**

Rincon Consultants, Inc. Proposal dated September 3, 2020



**Rincon Consultants, Inc.**

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September 3, 2020  
Project No: 20-10108

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

**Subject: Proposal to Conduct Year Two 2020/2021 Coastal Hazards Monitoring and Reporting for the South San Luis Obispo County Sanitation District in Oceano, San Luis Obispo County, California**

Dear Mr. Ghent,

**Rincon Consultants, Inc. (Rincon)** is pleased to submit this proposal to provide the South San Luis Obispo Sanitation District (District) with professional services to conduct Year Two, 2020/2021, of the Coastal Hazards Monitoring and Reporting Program (Program) as required by the District's Coastal Development Permit (CDP) 3-16-0233 approved for the installation of redundancy/backup infrastructure and other improvements to the District's Wastewater Treatment Plant (WWTP) located in Oceano, California. The Program will be conducted in accordance with the WWTP's Coastal Hazards Monitoring Plan (Monitoring Plan) approved by the California Coastal Commission (CCC) and will build on the innovative and efficient methods implemented by Rincon in Year One, 2019/2020, of the Program.

Rincon developed and implemented the various Program monitoring components in 2019/2020 following the District's existing Monitoring Plan and to address the specific provisions of Special Condition 4 of the WWTP CDP. Rincon leveraged its coastal zone experience and expertise to integrate innovative methods and technical components to the monitoring and documentation of conditions associated with surface water runoff, coastal processes, and site-specific topography and hydrology. Rincon worked proactively with the District and area stakeholders to find and incorporate existing data sets. The Program focuses primarily on the lower reaches of the Arroyo Grande and Meadow Creek watersheds and Rincon continues to identify Program efficiencies and discuss potential cost sharing alternatives with respect to watershed stakeholders who benefit from the Program's data products and who are similarly focused on mitigating flood hazards and overall watershed health. Rincon is enthusiastic about the opportunity to continue conducting monitoring during Year Two of the Program so as to build on the processes, methods, and data from Year One and expand collaboration between the District, area stakeholders, and regulatory agencies.

During Year One of the Program, Rincon developed a database that archived regional environmental parameters (data) from multiple government agencies relevant to the Program and analyzed the data products to examine physical triggers that directly drive WWTP management and mitigation decisions associated with coastal flood hazards. Local data acquired, analyzed, and archived included: tidal water elevations, wave parameters, meteorological parameters, water levels, and groundwater levels. Rincon collaborated with the District to establish a post-flood event monitoring plan that utilized stream gauge



heights to trigger visual inspections, quantified the impacts of extreme events, and provide benchmark data needed to predict and manage future storm event response.

Rincon further developed methods to conduct high resolution (< 10-centimeter [cm] accuracy) topographic and bathymetric surveys of Arroyo Grande Creek and Lagoon during Year One of the Program. Through this process Rincon refined the beach berm and lagoon monitoring methods and established an efficient protocol for collecting fine-scale physical data that captures changes within the creek-lagoon system over time and following various weather conditions. Complementary to these regular field surveys, a drone survey of the area was conducted by a Federal Aviation Administration licensed pilot in February 2020 that collected both aerial images and topographic data. These data allowed for accurate mapping of 3D elevation, vegetation, and lagoon extent.

Throughout Year One monitoring, Rincon collaborated with the District to develop and refine innovative methods to address each aspect of the Monitoring Plan and provided the District and CCC with a summary and analysis of all collected data in the Annual Report. Rincon effectively coordinated with the local California Department of Parks and Recreation (State Parks) office to gain access to survey areas that are within the Oceano Dunes State Vehicular Recreation Area boundaries and established an ongoing and collaborative relationship with State Parks staff. During Year Two of the Program, Rincon will continue to build upon the experience and stakeholder relationships developed in Year One to provide the District with high quality Program services that will continue to improve the assessment of coastal hazards and meet CDP and CCC requirements.

## Staff

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

## Scope of Work

Rincon proposes to perform Year Two of the Program for the District consistent with the Scope of Work (SOW) for each of the following tasks. The tasks collectively address each of the critical components of the Program and include monitoring and surveys associated with the WWTP, adjacent beach, and waterways to acquire site-specific data. The Program remains focused on meeting the CDP requirements through the collection of data and technical analyses of Program areas to evaluate their exposure to



flooding hazards for existing and future conditions. This SOW provides details, by task, of how Rincon intends to collect, process, and analyze the various data metrics as well as document and track mitigating flood hazard response with respect to the District's WWTP and adjacent areas over time. The goal of the Program is to track how the various hazards change over time, and document actions and responses for managing those hazards.

The ability to identify critical flooding hazard metrics precipitated by increased groundwater levels and surface water runoff during annual rain events or coastal flooding hazards caused by extreme high tides, storm surges, and significant wave events requires adequate data resolution. The tasks outlined in this proposal follow the Monitoring Plan specifics described in each section and are structured to follow the general requirements presented in Table 3 of the Monitoring Plan provided by the District.

## Task 1 Regional Data Acquisition

Regional data acquisition, analysis, and archiving of environmental data collected by other government agencies will continue to be stored in the Program's centralized Structured Query Language (SQL) Server database (database) developed in 2019/2020. Rincon expanded data acquisition of pertinent data sets beyond Year One projections integrating data sources in Oceano and in upper Arroyo Grande Creek near Lopez Lake to better track and determine how rainfall affects the District's WWTP and adjacent areas over time. In turn, the additional data sources aided in determining and documenting the metrics and thresholds at which the District's management and mitigation actions are implemented in response to managing the various flooding hazards.

The task of archiving regional environmental data in accordance with Monitoring Plan requirements and additional locations integrated in Year One of the Program will be added to the Program's database on a monthly basis. The expansion of the database and integrated data sets will provide expanded capacity to analyze the various data parameters relative to each other and precipitated hazards or management actions. Rincon will further develop and improve the database to accommodate regional environmental data parameters in an organized and structured format, so that data can be easily accessed, searched, filtered, and analyzed. The database will contain and manage environmental data obtained from the following sources:

- **Tidal water elevations** will be obtained from the Port San Luis tide gauge, NOAA NOS Station 9412110.
- **Wave parameters**, including significant wave height, peak period, and peak direction of wave approach, will be obtained from the Coastal Data Information Program (CDIP) California Coastal Wave Monitoring and Prediction System, at CDIP model output point (MOP) number SL076 (Diablo Canyon).<sup>1</sup>
- **Meteorological parameters (temperature, evaporation, and precipitation)** will be obtained from the California Irrigation Management Information System (CIMIS) Nipomo CIMIS Station #202, Oceano Station #KL52, and Arroyo Grande Creek (precipitation only). Evaporation data will be recorded as an hourly measurement; rainfall will be recorded as a daily total.

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



- **Water levels** will be obtained from four stations 22nd Street (Site 734), Arroyo Grande Lagoon (Site 769), Meadow Creek Lagoon (Site 770), and Pier Avenue (Site 4615) available from the San Luis Obispo County Water Resources (Department of Public Works).
- **Groundwater data** will be recorded by a District-installed water level gauge on the on-site groundwater well. Data will be provided to Rincon on a monthly basis for the reporting period. Calibration of water level gauge will be the responsibility of the District. Rincon assumes two (2) hours for data collection and evaluation per month.

Rincon will download and archive the regional environmental parameter data on monthly intervals and integrate the downloaded data in the database to allow Rincon staff to search, filter/query, and export data for analysis using a variety of programs including Microsoft Excel, GIS, or other statistical software applications. Regional environmental data will be acquired and archived in hourly resolution and in minute resolution, as needed.

Rincon will host and maintain the Program's database in-house and will perform routine maintenance, updates, and backups of the environmental data for each contracted year. Subject to the District's requests and budget availability, Rincon will make periodic improvements to the database application user interface, including adding features such as dynamic graphs, charts, and analyses summaries.

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

## Assumptions

- The term for regional environmental data acquisition, processing, and analysis is assumed to be October 2020 to September 2021, and annually moving forward (subject to budget availability).
- The District will actively collaborate with Rincon's IT/GIS staff to review the database and application user interface and provide feedback and approval during development.
- Data will be obtained from the readily available, public, online sources listed above, and the availability of such data is dependent upon the availability of the data sources. Should the data sources become unavailable during the life of this project, Rincon will coordinate with the District to identify suitable alternatives.
- Only data from sources listed above will be contained in the regional environmental database unless otherwise agreed to by the District and Rincon.
- Any meetings between the District and Rincon's IT/GIS team will be done via telephone and online web conferencing services.
- All database and GIS work will be performed off-site at Rincon's offices.
- All regional environmental data sent to the client will be delivered via email or File Transfer Protocol (FTP).
- Rincon reserves the right to utilize the database and application source code for use in marketing or other similar projects.
- Rincon does not guarantee 24-hour, 7-day accessibility of the database or the user interface application.



## Task 2 Rainfall Event Monitoring

The Monitoring Plan dictates that visual assessments will be conducted following each Qualifying Rain Event (QRE). The Regional Water Quality Control Board (RWQCB) defines a QRE as any event that produces 0.5 inch or more of precipitation, with a 48-hour or greater period between rain events. Post QRE visual assessments are required at the conclusion of each QRE and weekly for QREs extending beyond 7 days. Rincon has worked collaboratively with the District to execute an efficient and cost-effective Program since 2019 and will continue to do so throughout the 2020/2021 rainy season. Prior to the start of the rainy season in 2019, Rincon's Project Manager and QSP attended a kick-off meeting with the District to discuss responsibilities and communications. Since that meeting, Rincon staff have provided QRE notifications and have collaborated with the District in accordance with the Monitoring Plan.

Rincon staff will utilize the NOAA NWS weather forecast to predict when a QRE might occur, and the NOAA NWS Weather and Hazards Map will be used to track rainfall in real time. The Oceano County Airport NOAA Station (KL52), located within 300 feet of the District, will be used to track on-site rainfall prior to each visual assessment. The rain gauge installed at the WWTP in November 2019 will be used to measure and validate on-site precipitation. Groundwater level measurements will be recorded by District staff monthly or following each QRE. Data collected during each post QRE visual assessment will include: on-site rain gauge and groundwater level measurements, photographs of the site and surrounding area from the Repeat Photography Locations, documentation of stream gauge water level heights in Arroyo Grande Lagoon and Meadow Creek Lagoon, documentation of ponding within the site, and any operational issues and/or response related to the QRE. Photographs of the WWTP and surrounding area were taken from multiple aspects at 17 predetermined Repeat Photography Locations. Photographs and notes will be taken during post-QRE visual assessments using ArcGIS Survey123 installed on an electronic data tablet. The data will be uploaded, reviewed, and organized by Rincon personnel on an online server. The post QRE visual assessment methods were refined by Rincon and District staff during the first year of monitoring and will continue to be utilized during the second year of monitoring.

During the 2020/2021 monitoring year, Rincon assumes that a total of nine (9) post QRE visual inspections will be performed. Each post QRE visual inspection will include: completing monitoring datasheets, acquiring photographs at Repeat Photography Locations, performing QA/QC on data, and archiving results. A Rincon QSP or assigned storm water professional will perform the post QRE monitoring inspections. Rincon will track meteorological parameters and notify the District via email when a potential QRE is forecast. Furthermore, Rincon will provide email notifications to the District when Rincon intends to conduct post QRE visual assessments.

### Assumptions

- A QRE is defined as a precipitation event that produces 0.5 inch or more of precipitation with a 48-hour or greater period between rain events. A rain gauge was installed on-site at the WWTP that will be used to record rainfall amounts. The Oceano County Airport NOAA station (KL52) will also be tracked by Rincon personnel to determine when a QRE threshold will be reached.
- Rincon assumes a total of nine (9) post QRE inspections per reporting year (Oct to Sept).
- Rincon will collect post QRE information that will include the following:
  - Photographs of the WWTP site and surrounding area





- Documentation of surface ponding
- Lagoon elevation recorded from San Luis Obispo County electronic staff gauges
- Document operational issues and damages to the WWTP
- Post QRE visual inspections will be completed within 48 business hours of the conclusion of a QRE.
- Should a QRE extend beyond seven (7) days, a visual assessment will also occur within 48 hours of the conclusion of each seven (7) day period within the QRE.
- Post QRE visual assessments beyond nine (9) events will be conducted by Rincon on a per occurrence basis at a fixed cost of \$790 per event.
- Management action plans related to the operation of the WWTP, including maintenance of drainage assets, vegetation management, levee improvements, and mechanical breaching of the Arroyo Grande Lagoon, shall be provided to Rincon prior to initiation. A summary of the actions shall include location, responsible party, reference to applicable permits, and a summary of the actions. Rincon will record and include all management actions in the annual report.
- Rincon will provide a brief letter summary of post QRE monitoring inspection information. Rincon will conduct QA/QC, analysis, and summarize inspections in the annual report.
- Rincon requires a minimum of 24 business hours for post QRE inspection mobilizations.

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

Post-flood event monitoring will be conducted when: 1) water levels in Arroyo Grande Creek cause overtopping of the creek's levee, 2) when a median Lagoon elevation of 9.5 feet North America Vertical Datum (NAVD), or 3) when either Lagoon water level exceeds 10.4 NAVD (considered flood event per the Monitoring Plan). Rincon has budgeted two post-flood event monitoring surveys to be conducted when one of the Flood Hazard triggers is reached. Post-flood monitoring will attempt to be conducted in coordination with monthly lagoon and ground water elevation monitoring to better understand flood event occurrences and timing relative to event-based observations of Arroyo Grande and Meadow Creek Lagoons, that are also required by the Monitoring Plan. The post-flood event-based observations are intended to quantify the impacts of extreme events and provide benchmark data needed to predict and manage future flooding hazards precipitated by storms events.

Rincon will document and evaluate sea level rise analysis, tidal data, rainfall rates, and WWTP effluent volumes as part of the post-flood event monitoring. Rincon will document representative water levels and topographic elevations of Arroyo Grande Creek, the Lagoon, dunes and beach relative to elevation benchmarks and installed gauges including areas around the WWTP during post-flooding event monitoring. A brief letter summary of each post-flood event will be provided to the District following each monitored event to describe, assess, and analyze the individual post-flood event for incorporation into the annual report.

#### Assumptions

- Rincon assumes two (2) events during the peak rain season.
- Rincon will track electronic water level data reported by San Luis Obispo County for Meadow Creek and Arroyo Grande Lagoons to identify when a flood event may occur.



- Post-flood event monitoring will be conducted by a Rincon professional within 48 hours of a flood event as directed by the District.
- Post-flood event monitoring will be conducted on a per occurrence basis, with a fixed cost of \$1,825 per event beyond the two (2) post-flood monitoring events described in this task.
- Rincon assumes all post-flood data logged from District gauges can be accessed by Rincon. Rincon will collect post-flood data and provide an annual summary.

## Task 4 Arroyo Grande Channel Surveys

Topographic surveys of Arroyo Grande Creek and Lagoon are required as part of the Monitoring Plan at a frequency of once every three (3) years. The value of the data collected at a three-year time frame provides limited value to the District and stakeholders, so Rincon recommends that the Arroyo Grande Channel surveys be conducted annually in conjunction with Arroyo Grande Lagoon and beach topographic data. The Arroyo Grande Channel survey will be collected using a high resolution ( $\pm 15$  cm) GPS to document temporal and spatial changes to the Program's primary water courses to provide relevant information for developing coastal flood hazard management or mitigation strategies.

Rincon scientists will coordinate access to the lagoon with State Parks and utilize an inflatable raft, electronic data tablet, and Trimble Catalyst GPS unit (with horizontal and vertical accuracy of between 5.0 and 15.0 cm) to collect data points along approximately 16 separate transects (cross sections) of Arroyo Grande Creek and Lagoon. Scientists will wade or navigate the inflatable boat through the lagoon to collect data using the GPS unit and data tablet. GPS points will be collected along transects from west to east, beginning on the beachside of the lagoon and progressing across the lagoon to the lagoon/dune interface on the inland side of the lagoon. Photographs will be taken in each surveyed section of the lagoon (upper, middle, and lower), as well as the lower portions of Arroyo Grande Creek. The thalweg (deepest point of the cross-section of a body of water) of Arroyo Grande Creek and Lagoon will be identified by collecting depth measurements along each transect using a meter tape affixed to the three (3) meter survey pole. Channel survey mapping data will then be processed for QA/QC to determine position accuracy and to plot the thalweg on aerial imagery provided from the drone survey described in Task 5. Depth measurements will be used in conjunction with elevation data to map the thalweg and representative cross sections of lower Arroyo Grande Creek and the upper, middle, and lower reaches of Arroyo Grande Lagoon.

During the 2020/2021 monitoring year, Rincon plans to conduct one (1) Arroyo Grande Creek and Lagoon channel survey, following similar methods to those developed during the first year of monitoring. Collecting channel survey data on an annual basis will allow for a better understanding of how water depth and topography change within the creek and lagoon over time and following variable annual rainfall and weather conditions.

## Task 5 Beach Berm and Lagoon Monitoring

In addition to the topographic and visual surveys outlined in the previous task, monitoring, and assessment of Meadow Creek Lagoon, Arroyo Grande Creek and Lagoon, and the beach berm between Arroyo Grande Lagoon and the Pacific Ocean are required as part of the Monitoring Plan. Rincon will conduct monthly beach berm and lagoon monitoring visits consistent with Year One monitoring and the Monitoring Plan. Rincon scientists will document the Arroyo Grande Lagoon footprint and beach berm elevations during field surveys in coordination with State Parks staff, to allow for access to monitoring



locations that are within Western Snowy Plover closure areas. A high-resolution GPS will be used to acquire data at seven established monitoring locations along the edge of Arroyo Grande Lagoon and Creek, and one location along the edge of Meadow Creek. At each of these eight locations, Rincon personnel will collect high resolution latitude, longitude, and elevation data at the water's edge and along beach berm transects as well as take photographs from multiple aspects. Location (GPS) points and photographs will be acquired at all monitoring locations to document the status of the lagoon mouth, water levels, and lagoon topography. Collected data will be uploaded from the data tablet to Rincon's server, reviewed, and archived. Data points collected in the field will be projected onto an aerial image of the lagoon in order to track changes in the lagoon footprint over time and document water levels. Beach berm elevation data will be collected along six transects, running east to west, at regular intervals along each transect. Photographs of each beach berm transect will be also taken from the western-most point of each transect. The high-resolution data will provide an accurate portrayal of the beach berm throughout the year, and document changes in the dynamic topography of the beach berm over time. Rincon scientists developed the beach berm and lagoon monitoring methods during Year One of the Program and plan to continue with these established monitoring protocols throughout Year Two.

Complementary to the monthly beach berm and lagoon monitoring described above, a drone survey of the area will be conducted in February 2021 just prior to the Western Snowy Plover breeding season. A DJI Phantom 4 RTK Unmanned Aerial Vehicle (UAV) will be used to acquire visual and topographic data on Arroyo Grande Lagoon and Creek, the adjacent beach berm, and portions of Meadow Creek. The UAV operations will be conducted by a Federal Aviation Administration (FAA) licensed pilot and coordinated with the State Parks local field office. The UAV is equipped with a 12-megapixel camera that collects data in the visible spectrum (R, G, B) and near-infrared. The UAV acquired data uses a real-time kinematic (RTK) receiver as well as a redundant GPS system capable of providing real-time positioning data. The survey information will be used to produce high-resolution RGB and near-infrared aerial images and a topographic digital surface model with 0.3-foot pixel resolution at sub-foot horizontal and vertical accuracy.

Topographic data will be collected for surface data only and will not represent bare earth in areas with vegetation. The acquired data will be processed into ArcGIS compatible formats and files for post-processing assessment and development of various mapping and topographic visual products. The survey team will set up a Point of Beginning marker using a known USGS survey marker. The surveyor will then collect position data on several reference survey markers within the project area and deployed aerial target pads. The UAV will be connected to the virtual reference station and a DJI RTK-2 Base station. The UAV mapping will have an estimated error of 0.3 cm horizontally and roughly 0.6 cm vertically. The information will be processed using ESRI Drone2Map Enterprise using Pixel4D Cloud Backend to geo-reference imagery and topo to the survey markers to ensure accuracy. The GeoTiff files will be converted to JPEG2000 to develop the Aerial Images, Digital Surface Models (DSMs), and Digital Terrain Models (DTMs). The topographic projections will be exported as a shapefile as one-foot contours to cross reference with existing reference elevations. Vegetation cover will be assessed using the UAV natural color aerial imagery. Initial vegetation cover classification will be performed using supervised classification and cluster analysis using Esri ArcGIS image classifications toolsets. The output will then be refined manually through image interpretation, heads up digitization, and editing.

Drone survey efforts provide an excellent annual assessment of the entire project area, allowing for accurate mapping of 3D elevation, vegetation, and lagoon extent (area). Monthly lagoon and beach



berm monitoring efforts allow the Program to track seasonal changes in the beach slope and lagoon shoreline boundary and how rainfall, runoff and nearshore ocean storm events sculpt the beach slope or facilitate lagoon breaching. Both aerial and ground monitoring provide highly accurate physical data points that can be tied to specific events or years. Rincon plans to conduct one aerial drone survey during the 2020/2021 monitoring year, in addition to monthly beach berm and lagoon monitoring that will be conducted on foot.

## Assumptions

- Rincon assumes twelve (12) beach berm and lagoon monitoring visits will be conducted per year (one visit per month).
- During each beach berm and lagoon monitoring visit, GPS points (latitude, longitude, and elevation) will be collected.
- Rincon assumes one (1) drone survey will be conducted each year.
- Weather conditions on the day of the drone survey will meet Rincon and drone flight safety standards with adequate sunlight for aerial photography.
- All personnel that are not directly associated with the Rincon flight team will vacate the site or remain under structures with suitable overhead protection for the duration of drone flight.
- All drone operations conducted by Rincon will be conducted in coordination with State Parks and will comply with all FAA regulations. Preliminary evaluations have determined that an FAA waiver is not needed for this project site.
- The topographic digital surface model will represent surface heights of the land cover and not the bare earth across the site.

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

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

The surveys will be conducted during an extreme coastal flood event or when the lagoon mouth is open and a high to moderate tide and/or storm surge event is predicted. The Extreme Coastal Flood monitoring event will document, record, and assess the effects of waves on the tidal gate and levee including recording the elevation of the lagoon using a Trimble Catalyst GPS unit, ArcGIS Collector software, and an electronic data tablet and calibrated to recorded water level data collected by the County. Following each extreme coastal flood monitoring event, Rincon will develop a brief letter report summarizing the conditions and resulting impacts to the lagoon, levee, tidal gate, and District



infrastructure. Rincon will contact the District and request information on any preventative or responsive actions or measure implemented prior to, during and/or after the event and integrate the measures into the letter report and subsequently the annual report. Extreme coastal flood event monitoring will be conducted on a per occurrence basis at a fixed cost of \$3,250 per event.

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

### Assumptions

- Extreme Coastal Flood event monitoring will be conducted by two (2) Rincon professionals during a predicted event.
- Extreme Coastal Flood event monitoring will be conducted on a per occurrence basis at a fixed cost of \$3,200 per event.
- Extreme Coastal Flood event monitoring will be conducted during daylight hours when: 1) a high tide of greater than 6.0 feet Mean Lower Low Water (MLLW) occurs during the rainy season (December to March) and the lagoon mouth is open; and 2) during high tide when an offshore swell event greater than 12 feet (NOAA Marine Forecast) is predicted.
- District will provide or facilitate access to all photo point locations and access roads to the extent possible.
- Extremely Coastal Flood Event Monitoring will be conducted at the direction of the District.

## Task 7 Annual Reporting

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



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

The draft annual report will be provided to the District no later than the last week of April and require a ten (10) day turnaround to meet the May 10, 2021 submittal date. Rincon recommends the District request an annual report submittal extension from the CCC until July 1, 2021 for the Year Two monitoring year as well as future years to facilitate the integration of April and May data into the assessment and provide adequate time for quality assurance and quality control review. The annual report provided by Rincon will be reviewed by the Principal-in-Charge after it has been reviewed by Rincon's technical editing and production departments to provide a high-quality product.

## Cost Estimate

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

We estimate completion of the currently proposed work scope identified above, without optional tasks, will require a budget of **\$66,672**. Please see Table 1 for a cost breakdown of each task. The scope and cost are fully negotiable to meet your needs. We recommend establishing a 10% contingency budget to address unanticipated changes to the Program including additional days needed for post QRE inspections, Post-Flood Event Monitoring, or Extreme Coastal Flooding monitoring activities as outlined in the Monitoring Plan. Monitoring was estimated on a per task or per day cost and Rincon is willing to negotiate with the District to address Program needs or funding limitations.





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

Tasks	Labor	Direct Expense	Budget
Task 1: Regional Data Acquisition	\$10,560		\$10,560
Task 2: Rainfall Event Monitoring			
Task 2A: Coordination and Management	\$2,520	\$650	\$3,170
Task 2B: Notifications, QA/QC, and Reporting	\$6,580		\$6,580
Task 2C: Post Qualifying Rain Event Monitoring (9 events)	\$5,465	\$1,620	\$7,085
Task 3: Post-flood Event Monitoring ( <b>Triggered</b> )	\$3,085	\$560	\$3,645
Task 4: Arroyo Grande Channel Surveys	\$4,385	\$670	\$5,055
Task 5: Beach Berm and Lagoon Monitoring	\$8,015	\$6,770	\$14,785
Task 6: Extreme Coastal Flood Event Monitoring ( <b>Triggered</b> )	\$2,830	\$370	\$3,200
Task 7: Annual Reporting	\$12,502		\$12,502
<b>Total 2020/2021 Proposed Project Budget with Triggered Tasks</b>	<b>\$56,032</b>	<b>\$10,640</b>	<b>\$66,672</b>

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

Sincerely,  
Rincon Consultants, Inc.

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

*Contact for Clarification*

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

## Attachments

Attachment 1- Rincon 2020 Fee Schedule

# Attachment 1

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Rincon 2020 Fee Schedule





## Standard Fee Schedule for Environmental Sciences and Planning Services

Professional, Technical & Support Personnel*	Hourly Rate
Principal II	\$240
Director II	\$240
Principal I	\$220
Director I	\$220
Senior Supervisor II	\$205
Supervisor I	\$195
Senior Professional II	\$175
Senior Professional I	\$160
Professional IV	\$145
Professional III	\$130
Professional II	\$115
Professional I	\$105
Associate III	\$95
Associate II	\$90
Associate I	\$82
Project Assistant	\$75
Senior GIS Specialist	\$140
GIS/CADD Specialist II	\$125
GIS/CADD Specialist I	\$112
Technical Editor	\$112
Production Specialist	\$88
Clerical	\$75

\*Professional classifications include: environmental scientists, urban planners, biologists, geologists, marine scientists, GHG verifiers, sustainability experts, cultural resources experts and other professionals. Expert witness services consisting of depositions or in-court testimony are charged at the hourly rate of \$350.

Direct Costs	Rate
Photocopies – Black and White	\$0.20 (single sided) & \$0.36 (double sided)
Photocopies – Color	\$1.50 (single sided) & \$3.20 (double sided)
Photocopies – 11 x 17	\$0.50 (B & W) & \$3.20 (color)
Oversized Maps	\$8.00/square foot
Reproduction: CDs and USB Flash Drive	\$15 / disc and \$20/flash drive
Light duty /Passenger Vehicles**	\$85/day
4-WD/Off-Road Vehicles**	\$135/day

\*\* \$0.65/mile for mileage over 50 and for all miles incurred in employee-owned vehicles.

**Other direct costs** associated with the execution of a project, that are not included in the hourly rates above, are billed at cost plus 15%. These may include, but are not limited to, laboratory and drilling services, subcontractor services, authorized travel expenses, permit charges and filing fees, mailings and postage, performance bonds, sample handling and shipment, rental equipment and vehicles other than covered by the above charges.

**Annual Escalation** – Standard rates subject to annual escalation

**Payment Terms** – All fees will be billed to Client monthly and shall be due and payable upon receipt. Invoices are delinquent if not paid within ten (10) days from receipt.



Equipment	Day Rate
<b>Environmental Site Assessment</b>	
Brass Sample Sleeves, Bailers, Disposable Bailers	\$25
Water Level Indicator, DC Purge Pump	\$40
Hand Auger Sampler	\$55
Oil-Water Interface Probe	\$85
Four Gas Monitor or Photo-Ionization Detector	\$120
Soil Vapor Extraction Monitoring Equipment	\$140
Flame Ionization Detector	\$200
<b>Natural Resources Field Equipment</b>	
Trimble GPS (sub-meter accuracy)	\$190
UAS Drone	\$250
Pettersson Bat Ultrasound Detector/Recording Equipment	\$150
Spotting or Fiberoptic Scope	\$150
Amphibian/Vernal Pool Field Package: (digital camera, GPS, thermometer, decon chlorine, waders, float tube, hand net, field microscope)	\$150
Remote Field Package, (digital camera, GPS, thermometer, binoculars, tablet and mifi, Delorme Satellite Beacon, 24-Hour Safety Phone)	\$125
Sound Level Metering Field Package: anemometer, tripod and digital camera.	\$100
Standard Field Package (digital camera, GPS, thermometer, binoculars, tablet, safety equipment, and botanic collecting equipment)	\$95
Fisheries Equipment Package: (waders, wetsuits, dip nets, seine nets, bubblers, buckets)	\$50
Water Quality Equipment (DO, pH, Turbidity, refractometer, temperature)	\$55
Large Block Nets	\$100
Minnow trap	\$85
Infrared Sensor Digital Camera or Computer Field Equipment	\$50
Scent Station	\$20
Laser Rangefinder/Altitude	\$10
Net, Hand/Large Seine	\$10/\$50
Pit-fall Traps, Spotlights, Anemometer, GPS Units, Sterilized Sample Jar	\$8
Mammal Trap, Large/Small	\$1.50/\$.50
<b>Water &amp; Marine Resources Equipment</b>	
Refractometer (salinity) or Turbidity Meter	\$35
Multi Parameter Sonde (Temp, Cond, Turbidity, DO, pH) with GPS	\$150
Boat (20 ft. Boston Whaler or Similar)	\$300
Boat (26 ft. Radon or Similar)	\$550
Side Scan or Single Beam Sonar	\$700
Underwater & Marine Sampling Gear includes: U/W Photo/Video Camera, SCUBA Equipment (Tanks, BCD, Regulators, Wetsuits, etc.)	\$50/diver
Marine Field Package: (Personal Flotation Devices (PFDs), 100 ft. Reel Tapes w/ Stainless Carabiners, Pelican Floats, Underwater Slates, Thermometer, Refractometer, Anemometer, various Field Guides)	\$50
<b>Insurance, Hazard &amp; Safety Fees</b>	
L & H Dive Insurance	\$50/diver
Hazard Premium (In or Underwater ONLY per/hour)	\$1.25 X hourly
Level C Health and Safety	\$60 person



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

Post Office Box 339 Oceano, California 93475-0339

1600 Aloha Oceano, California 93445-9735

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

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

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### **STAFF REPORT**

**To:** Board of Directors

**From:** Jeremy Ghent, District Administrator

**Date:** September 16, 2020

**Subject:** **CONTRACT FOR WWTP REDUNDANCY PROJECT BIOLOGICAL MONITORING SERVICES WITH RINCON CONSULTANTS, INC.**

#### **RECOMMENDATION:**

Authorize the District Administrator to execute a contract for Biological Monitoring Services for the Wastewater Treatment Plant Redundancy Project with Rincon Consultants, Inc. in the amount of \$85,759, and authorize the District Administrator to review and approve changes to the contract for up to 15% of the initial amount, or \$12,864, for a total potential amount of \$98,623.

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

The District has been working to develop the Wastewater Treatment Plant (WWTP) Redundancy Project, the largest capital improvements project the District has undertaken since the 1986 WWTP Improvements. The project is intended to allow major process units to be removed from service for maintenance or repairs without risking violation of effluent permit limits. MKN & Associates, Inc. (MKN) is assisting the District in administration of the Project. Part of MKN's scope of work is to lead procurement of a Biological Monitoring Services Team which will provide biological monitoring services to ensure compliance with California Environmental Quality Act (CEQA), United States Department of Agriculture (USDA) and United States Fish and Wildlife Service (USFWS) requirements for the protection of sensitive biological resources.

On July 1, 2020, the District published the RFP for biological monitoring services for the WWTP Redundancy Project. The RFP was advertised on the District's website, and on July 29, 2020 proposals were received from two teams: Rincon Consultants, Inc. and SWCA Environmental Consultants. Proposals were evaluated based on the following criteria as described in the RFP. Both proposals scored well, with the proposal from Rincon Consultants scoring slightly higher.

- Organization and clarity of proposal – 15 pts
- Project understanding and proposed scope of work – 35 pts
- Experience with similar kinds of work – 25 pts
- Qualifications of staff and availability of consultant – 25 pts

The proposed scope of services is attached consists of the following:

- Conduct pre-construction surveys for California Red-Legged Frog (CRLF) and nesting birds, including preconstruction CRLF survey for any “wet” day (defined as greater than 0.1 inch of predicted precipitation) and report all occurrences of special status species to the District Representative.
- Develop and provide Worker Environmental Awareness Training (WEAT) to all contractor personnel.
- Direct contractor placement of all fencing, barriers, and signage necessary to protect environmentally sensitive areas.
- Monitor all construction activities and ensure contractor adherence to sensitive species avoidance and minimization measures including but not limited to speed limits, avoiding restricted areas, pump screens, protecting open excavations, and maintaining site cleanliness.
- Monitor construction areas for presence of special status species. Halt construction activities as necessary to avoid take of such species and report occurrence and remediation recommendations to the District Representative.
- Monitor for CRLF, including inspection of all open trenches and excavations each day before work begins, and relocate any CRLF found in the work area in accordance with USFWS requirements.
- Keep daily field notes and photos of onsite monitoring activities.
- Prepare a monthly report of onsite monitoring activities that includes, at a minimum: a description of all special status species encountered; the status of all fences, barriers, signage utilized to protect environmentally sensitive areas; and accounts of all corrective measures implemented with regards to minimization and avoidance.

#### **OUTCOMES:**

These services will ensure that the District is in compliance with CEQA and NEPA environmental requirements and USDA funding requirements.

#### **FISCAL CONSIDERATION:**

The District previously budgeted \$116,000 for permits, inspections, and other fees for this project. The Rincon Consultants, Inc. proposal amount totals \$85,759. Allowing for a 15% contingency, the total authorization amount requested is \$98,623. No other significant permitting or inspection costs are anticipated.

#### **Attachment:**

Rincon Consultants, Inc. Proposal dated July 29, 2020



## Proposal for the South San Luis Obispo County Sanitation District

# PROFESSIONAL BIOLOGICAL MONITORING SERVICES FOR THE WASTEWATER TREATMENT PLANT REDUNDANCY PROJECT

July 29, 2020

*Submitted to:*

**South San Luis Obispo County Sanitation District**

Attn: Eileen Shields, District Project Manager  
1600 Aloha Place  
Oceano, California 93445

*Submitted by:*

**Rincon Consultants, Inc.**

1530 Monterey Street, Suite D  
San Luis Obispo, California 93401  
805-547-0900

[www.rinconconsultants.com](http://www.rinconconsultants.com)  
Attachment Item 6B. Page 1



# South San Luis Obispo County Sanitation District Biological Monitoring Services for the WWTP Redundancy Project

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## Appendices

Appendix A Resumes of Key Personnel



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# 1 Cover Letter/Executive Summary

July 29, 2020

Project Number 20-10019

Attn: Eileen Shields, District Project Manager  
South San Luis Obispo County Sanitation District  
1600 Aloha Place  
Oceano, California 93445

**Subject: Proposal for Professional Biological Monitoring Services for the Wastewater Treatment Plant (WWTP) Redundancy Project**

Dear Ms. Shields:

Rincon Consultants, Inc. (Rincon) is pleased to submit this proposal to assist the South San Luis Obispo County Sanitation District (District) with biological monitoring services in support of the South San Luis Obispo Sanitation District Wastewater Treatment Plant (WWTP) Redundancy Project. We are very enthusiastic about the opportunity to work with the District and have assembled a team of highly skilled environmental science professionals who combine extensive technical qualifications and knowledge of biological monitoring services with many years of experience working on similar projects.

Leading the team will be **Colby J. Boggs, MS**. He has 22 years of experience directing projects involving biological monitoring services. Mr. Boggs will serve as Principal-in-Charge and contract administrator and is authorized with the power to bind the company in this proposal. **Douglas Drynan** will serve as Project Manager in charge of day-to-day oversight and will serve as the District's primary contact. He has 29 years of biological survey field experience, and 10 years of experience managing biological monitoring services projects involving special-status species. He is familiar with the WWTP project site, and has conducted biological surveys of this site for the biological evaluation that was used to provide the United States Department of Agriculture support with compliance with the National Environmental Policy Act (NEPA) and federal Endangered Species Act Section 7 consultation with the United States Fish and Wildlife Service for California red-legged frog (*Rana draytonii*).

The Rincon team is confident we can work effectively with District staff and regulatory agency representatives to develop and implement efficient approaches and solutions to permit compliance issues. We believe that our extensive expertise with permit compliance gained through similar projects in San Luis Obispo County, as well as our established credibility and trust with the agencies is critical and gives us a unique understanding of and sensitivity to the issues that will be important to the success of the District WWTP project.

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

Sincerely,

**Rincon Consultants, Inc.**



Douglas Drynan  
Project Manager/Senior Biologist

Phone: 805-547-0900 x136

Email: [ddrynan@rinconconsultants.com](mailto:ddrynan@rinconconsultants.com)

Contact for Clarification



Colby Boggs, MS  
Principal/Senior Ecologist

Phone: 805-644-4455 x117

Email: [cboggs@rinconconsultants.com](mailto:cboggs@rinconconsultants.com)

Authorized to contractually obligate and  
negotiate on behalf of Rincon Consultants, Inc.

## 2 Experience and References

### 2.1 Firm Profile



**Rincon Consultants, Inc. (Rincon)** is a multi-disciplinary environmental science, planning, and engineering consulting firm that provides quality professional services to government and industry. Our principal service is to provide environmental support and scientific research to create and sustain innovative solutions to

natural resource, sustainability, and environmental impacts. Rincon prides itself on the considerable depth of its staff, which includes certified urban planners, environmental scientists and engineers, accredited LEED professionals, noise and air quality experts, geologists, biologists, and cultural resource specialists. We are experts at providing on-call planning services and are responsive and ready to initiate requested tasks in a moment's notice and respond to all environmental, technical, and planning needs. Our approach to every project is centered upon the design and development of innovative solutions that respond to our clients' specific needs in a cost-effective manner.

Rincon's corporate culture focuses on providing environmental consulting services in a manner that is beneficial to both the environment and our clients' needs. When hired, we perceive ourselves as an extension of our clients' team and function with the best interests of the client in mind. By managing each project with a focus on three primary objectives – economic efficiency, technical excellence, and sustainable approach – we can provide superior service that efficiently and effectively meets the needs of our clients.

#### 2.1.1 Services

We have categorized our environmental consulting services into six core areas:

- Biological Resources
- Environmental Sciences and Land Use Planning
- Water Resources
- Cultural Resources
- Site Assessment and Remediation
- Sustainability Services

We also maintain a Geographic Information Systems (GIS) and Graphics Communications group to enhance our documents and support our data analyses for projects addressing issues in these service areas. The following is a summary of the services that Rincon provides.

#### **Legal Name:**

Rincon Consultants, Inc.

#### **Founded:** 1994

**Legal Form:** California "S" Corporation

#### **Professional Staff:** 275+

**California Offices:** 12  
San Luis Obispo, Santa Barbara, Ventura, Los Angeles, Redlands, Carlsbad, San Diego, Monterey, Fresno, Santa Cruz, Oakland, Sacramento

#### **Website:**

[www.rinconconsultants.com](http://www.rinconconsultants.com)

#### **Company Highlights:**

- Received three Association of Environmental Professionals awards in 2019
- Received American Planning Award in 2019
- Named one of the "Best Places to Work" by Zweig-White in 2019
- Named Hot 100 Firm list, recognizing revenue growth over time in 2019
- Headquarters is LEED EBOM Silver Certified

## Rincon's Services

### Environmental and Land Use Planning

- CEQA Compliance: EIRs, ISSs, Categorical Exemptions, Addendums, MMRPs
- NEPA Compliance: EISs, EAs, FONSI
- Planning Services: General Plans, Specific Plans, and Neighborhood, Community, and Area Plans
- Community Involvement Programs
- Noise Studies, including Bio-Acoustic Evaluation
- Air Quality Analysis
- Recreation and Open Space Planning
- Grant Application Assistance

### Biological Resources Assessment and Regulatory Compliance

- Biological Construction and Mitigation Monitoring
- Baseline Biological Resources Inventories and Vegetation Mapping
- Biological Resources Effects/Impacts Analyses: Biological Assessments, Biological Evaluations, Natural Environment Studies
- Rare, Threatened, and Endangered Plant and Wildlife Species Surveys
- Nesting Bird Surveys
- Jurisdictional Delineations: U.S. Army Corps of Engineers, Regional Water Quality Control Board, California Department of Fish and Wildlife, U.S. Fish and Wildlife Service, and California Coastal Commission Methodologies
- California Rapid Assessment Method for Wetlands
- Tree Inventory, Health Assessment, Risk Assessment, and Tree Protection Plans
- Certified Arborist Tree Surveys and Impacts Assessments
- Regulatory Permitting: USACE Clean Water Act Section 404, RWQCB CWA Section 401, CDFW Fish and Game Code Section 1602
- Federal Endangered Species Act Section 7 Consultations and Section 10 Habitat Conservation Plans
- California Endangered Species Act Section 2081 Permits/Memorandum of Understandings
- Wetland, Riparian, and Upland Habitat Revegetation and Restoration Planning

### Cultural Resources

- Literature Reviews/Records Searches/Archival Research
- Native American Consultation
- Cultural Resource Surveys
- Paleontological Resource Surveys
- California Register of Historical Resources and National Register of Historic Places Eligibility Evaluations: Archaeological Site Testing, Historic Built Environment Resource Evaluation, Traditional Cultural Property Evaluation
- Archaeological Data Recovery Programs
- Paleontological Monitoring
- Native American Monitor Training Programs
- Section 106 Consultation
- Memoranda of Agreement
- Findings of Effects
- State Historic Preservation Officer Consultation
- Historic Preservation Plans
- Cultural Resources and Paleontological Management Plans
- Third Party Peer Review
- Phase I, II, and III Cultural Resources Analysis
- Archeological and Native American Monitoring

### Environmental Site Assessment and Remediation

- Phase I and II Environmental Site Assessments
- Hazardous Waste Characterization
- Site Remediation: Planning, Design, and Construction
- Site Monitoring: Groundwater, Air, Soil, and Vapor
- Underground Storage Tank Removal and Investigation
- Health Risk Assessments
- Environmental Construction/Grading Monitoring
- Methane Soil Gas Testing
- Spill Prevention Control and Countermeasure Plan
- Transaction Screens
- Asbestos/Lead Based Paint Testing
- Geological and Seismic Studies

### Water Resources

- Storm Water Pollution Prevention Plans
- Storm Water Management and Compliance Monitoring
- Water Supply Assessments
- Water Rights Permitting
- Watershed Management and Planning

### Sustainability

- Climate Action Plans
- GHG Emissions (GHG) Inventories
- Assembly Bill (AB) 32 GHG/Gas Offset Verification
- Green Building Analysis – LEED® and Build It Green™
- Strategic Growth Council Prop 84 Sustainable Community Planning Grants Projects
- Energy Action Plans
- Grant Writing for Sustainability and Climate Action Planning
- Comprehensive Public Engagement and Outreach Programs
- ASHRAE Level 1 and 2 Energy Audit

## 2.1.2 Capacity and Resources

### Staff Availability

Rincon is of a sufficient size that it has the availability and time to dedicate personnel and resources to manage and successfully assist the District with biological monitoring services, as well as execute a number of projects concurrently. In any given year, Rincon manages in excess of over 1,800 assignments for more than 800 clients statewide. We are experts in managing compliance programs involving multiple concurrent assignments and are successfully executing several similar services agreements and encourage you to contact our current clients to confirm our ability to manage a high volume of work within strict time frames characterized by intensive activity. We are highly confident that our current workload, while strong, will not interfere with this assignment with the District.

### Equipment

Rincon staff is equipped with the latest hardware and software applications available to ensure the best possible communication with our clients, as well as agencies and the public. Our firm uses PC-based computers on a Microsoft® server network, with our primary working software being Microsoft® Office. Our servers are linked together through wide-area file service software such that work in one office is instantly replicated and available in other office locations. Rincon uses high-speed access to the Internet to gather information from a wide variety of sources, especially government publications. We also maintain an FTP site for the transfer of files, and we manage our own website, [www.rinconconsultants.com](http://www.rinconconsultants.com).

### Hardware and Software

Rincon not only has the latest computer hardware and software at our disposal, but we also have the copiers, printers, scanners, and binding machines needed to produce high-quality reports and other presentation-ready products. Our offices are fully equipped with the hardware and software and document production equipment necessary to meet the needs of the District's project, as well as to produce and deliver high-quality graphics on an as needed and/or prompt basis due to the proximity of our office to the District's office. Rincon is capable of producing multiple products simultaneously due to the organizational and technical abilities of our word processing and administrative support staff, which is overseen by the Principal-in-Charge and Project Manager.

In addition to our workstation software, Rincon uses Deltek Ajera®, a project-based accounting system that controls all aspects of project management and accounting with real-time project information. It gives managers access to review budgets and expenses, track both monetary and labor resources, and see a snapshot of a project in real time. Ajera allows the creation of budgets and schedules to a level of complexity commensurate with the project and its budget. The software provides a graphic progress report that shows the relationship between the contract amount, time spent, expenses, and project percent complete that, when compared against the project timeline, allows the project manager to rapidly determine if the project is on time and on budget. Additionally, Rincon uses Microsoft Project to maintain a project specific management calendar that tracks project (i.e., deliverables) and program (i.e., invoicing) specific milestones.

## 2.2 Key Qualifications

In addition to our broad range of services and staff qualifications, one of our key strengths is our involvement in projects from “inception-to-implementation,” which spans from pre-planning activities (alternative analyses, biological and hazardous site assessments, hazardous remediation) to project analysis (CEQA/NEPA compliance, regulatory permitting), through project implementation (hazards remediation, construction monitoring) to post construction activities (habitat restoration, mitigation). As a result, we have a full understanding of the demands of large-scale projects and the interaction between different environmental issues and the directives of regulatory agencies responsible for them. We understand the nuances of a proposed project within its regulatory environment and can effectively direct the resources on our project team to provide the necessary services.

Rincon biologists have specialized expertise in environmental compliance in construction settings, field surveys for protected species, identifying and mapping sensitive biological resources, and communicating and implementing the seasonal and regulatory requirements associated with them. Rincon’s in-depth understanding of Central California biological resources and regulatory processes, specifically in the Five Cities area and greater San Luis Obispo County, allows us to solve challenges in the field in a manner that complies with permit conditions while minimizing expenses and delays. Our talented wildlife and fisheries biologists, botanists, ecologists, marine scientists, and project managers have successfully executed dozens of projects in San Luis Obispo County and the region over the past 15 years including environmental monitoring projects such as the Avila Beach Drive Bridge Seismic Retrofit project, Arroyo Grande Creek at Rodriguez Road Grade Stabilization project, Los Osos Valley Road Interchange Improvement project, Pismo Creek Scour Repair project, and Arroyo Grande Bridge Street Bridge Replacement project.

Our team has expertise in anticipating and identifying potential environmental resource constraints and developing and implementing strategies to reduce or eliminate the need to stop work during construction projects. Creative examples include creating alternative nesting habitat for nesting birds within a roll-off container to divert a colony of swallows from a historic nesting spot within a nearby culvert, utilizing a standup paddleboard to move tidewater gobies to a U.S. Fish and Wildlife Service-approved location to avoid impacting the endangered fish more than needed, and developing a specific form for Caltrans approval to track nesting bird activities for projects with high number of nesting birds which avoided the need to stop work.

Our team is multi-disciplined and cross trained with expertise in threatened, endangered and special status fishes, frogs, reptiles, birds, bats, habitat, plants, and trees. We have relationships with local agency contacts with jurisdiction over protected environmental resources, have prepared notifications, plans, and facilitated consultation with the agencies, and are regularly authorized as specialty biologists by resource agencies including U.S. Fish and Wildlife Service, National Marine Fisheries Service, California Department of Fish and Wildlife and Regional Water Quality Control Board.

Although professional archeological services were not required in the RFP, Rincon has qualified archeologists on staff that can be brought in if potentially significant cultural resources are encountered during subsurface earthwork activities. This could substantially reduce potential construction delays if cultural resources are encountered.

## 2.3 Related Project Experience

### South San Luis Obispo County Sanitation District – Wastewater Treatment Plant Redundancy Project CEQA Technical Studies

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**Client Information:**

Jeremy Ghent, District Administrator  
South San Luis Obispo County Sanitation District  
805-489-6666 | [jeremy@sslocsd.us](mailto:jeremy@sslocsd.us)

**Dates:** 2019 to Present

**Staff:** Colby Boggs (Biological Resources  
Technical Advisor/Principal)  
Douglas Drynan (Project Manager)  
Michael Tom (Biologist)

---



The South San Luis Obispo County Sanitation District encompasses a geographic area of 165 square miles. It is located within an area known as the Five Cities in the southwestern portion of San Luis Obispo County and is located 15 miles south of the City of San Luis Obispo. The South San Luis Obispo County Sanitation District Redundancy Project involves the construction and operation of backup infrastructure at the District's wastewater treatment facility in Oceano. The project is intended to provide redundancy to allow major process units to be removed from service for maintenance without risking violation of effluent permit limits. In support of Clean Water State

Revolving Fund and United States Department of Agriculture funding pursuits for the project, Rincon prepared technical studies compliant with CEQA-Plus and NEPA requirements. Technical studies include an Environmental Report for Categorical Exclusion, a Federal Clean Air Act Conformity Analysis, a Cultural Resources Assessment, and a Biological Evaluation. Rincon also coordinated with U.S. Department of Agriculture staff for facilitation of the environmental review process to receive the Biological Opinion from United States Fish and Wildlife Service for impacts to the California red-legged frog.

Rincon is currently conducting Coastal Hazards Monitoring and Reporting as required by the project's Coastal Development Permit for the construction and installation of the new redundancy infrastructure and other improvements to the District's Wastewater Treatment Plant.



## California Department of Transportation – Pismo Creek Scour Repair Project Environmental Compliance Support Services

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**Client Information:**

Michael Ambling, ICF Project Manager  
ICF International, Inc.  
213-312-1800 | [Michael.Ambling@icf.com](mailto:Michael.Ambling@icf.com)

**Dates:** May 2019 to Ongoing

**Staff:** Colby Boggs (Principal-in-Charge)  
Douglas Drynan (Project Manager)

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Rincon is currently teaming with ICF International, Inc. to provide the California Department of Transportation (Caltrans) with environmental compliance support services related to the Pismo Creek Scour Repair Project (Caltrans Contract 06A2498, Task Order 06). The project involves the rehabilitation of the southbound State Route (SR) 101 on-ramp bridge (Bridge No. 49-0015K) from Price Street spanning Pismo Creek at post mile 16.4 in San Luis Obispo County, California. Rincon was tasked with completing all the pre-construction surveys and reporting, installation of blocknets in order to capture and relocate special-status species, completion of Worker

Environmental Awareness Program (WEAP) trainings, and ongoing compliance site checks and reporting. The scope of work was based on the biological mitigation measures described in the various permits and approvals including the U.S. Army Corps of Engineers Nationwide Permit 13 and 14 (SPL-2017-00739-TS), Regional Water Quality Control Board Water Quality Certification (34017WQ40) and California Department of Fish and Wildlife Streambed Alteration Agreement (1600-2017-0271-R4), as well as Biological Opinions from the National Marine Fisheries Service Biological Opinion (WCR-2016-4475) and the U.S. Fish and Wildlife Service Biological Opinion (08EVEN00-2016-F-0209) and Programmatic Biological Opinion, (8-8-10-F-58). Rincon continues to successfully implement terms and conditions of compliance during the construction project including:

- Pre-construction surveys for sensitive species, including nesting birds, California red-legged frogs, western pond turtles, and two-striped garter snakes
- Worker Environmental Awareness Trainings
- Construction monitoring during all vegetation clearing activities within suitable habitats for sensitive species
- Installation of blocknets at Pismo Creek and capture and relocation of tidewater gobies and steelhead (Rincon biologists were approved by the applicable agencies to independently capture and handle these species)
- Construction monitoring during the diversion and dewatering of the work area in Pismo Creek
- Regular compliance reporting, including weekly and monthly reports, and ultimately a Final Compliance report



## City of Arroyo Grande – Bridge Street Bridge Biological Monitoring Services

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**Client Information:**

Gino Filippin, Principal Engineer/Owner  
Filippin Engineering  
805-845-4602 | [gino@fecivil.com](mailto:gino@fecivil.com)

**Dates:** February 2020 to Ongoing

**Staff:** Colby Boggs (Principal-in-Charge)  
Douglas Drynan (Biologist)  
Michael Tom (Biologist)

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Rincon teamed with Filippin Engineering on the Bridge Street Bridge Rehabilitation Project in the City of Arroyo Grande, California. The bridge, eligible to be included in the National Register of Historic Places, was constructed in 1908 and is an integral part of the Arroyo Grande Community providing a gateway to the village of Arroyo Grande.

Due to various deficiencies, the bridge was restricted to a 3-ton maximum load limit and required extensive repair. Rincon provided last minute permitting services to the City when amendments were required. Tree removal and

trimming planning guidance was provided to the City prior to commencement of construction activities. Rincon also provided guidance to Filippin Engineering and the contractor with creek diversion plan and Stormwater Pollution Prevention Plan development to be implemented under difficult conditions in a small, confined channel.

Prior to construction, Rincon's permitted biologists conducted pre-construction surveys for nesting birds, and the federally threatened California red-legged frog and Central California Coast steelhead. Rincon's biologists deployed blocknets upstream and downstream of the project area and captured and relocated 549 fish, of which 55 were steelhead. No fish mortalities occurred during the project. Nesting birds were observed during the project and Rincon's biological monitor and project manager worked with the contractor to develop realistic buffers to protect nesting birds while minimizing construction delays. Rincon's biological monitor worked with the Filippin engineering construction manager, the City of Arroyo Grande, and the contractor throughout the project to ensure all project permit requirements were followed. Rincon drafted and submitted the required compliance monitoring reports to the state and federally project permitting agencies.

## 2.4 Key Personnel

Rincon has completed many technical studies for water infrastructure projects throughout California and understands the District's needs for this project. Based on the description provided in the RFP, our current knowledge of the environmental impacts of the project, and our familiarity with the project area and existing District environmental documentation, we believe we are capable of preparing the necessary biological monitoring services in-house.

Leading the team will be **Colby J. Boggs, MS**. Mr. Boggs leads Rincon's Biological Resources Group and will serve as Principal-in-Charge. This project will be managed by **Douglas Drynan** in charge of day-to-day oversight and will serve as the District's primary contact. Mr. Drynan will be assisted by **Amber Nichols, MS** working closely together on all elements of the project and will also act as a second point of contact for the District. Key team biologists include **Michael Tom, MS** and **Adam Card**. Brief biographies of key personnel are listed below and complete resumes are listed in Appendix A.

### 2.4.1 Organizational Chart

Illustrated below is the composition of our team.



## 2.4.2 Resumes

### Colby Boggs, MS | Principal



**Education:** MS, Botany, California State University, Chico  
BS, Ecology and Evolution, University of California, Santa Barbara

**Certifications:** Certified Ecologist – Ecological Society of America, 2017  
California Rapid Assessment Method – CRAM.org  
Wetland Delineation Training – Richard Chinn Env

**Role:** Principal-in-Charge/Contract Administrator

Mr. Boggs has professional experience as a botanist, ecologist, wetlands specialist, and biological sciences educator and researcher. His duties at Rincon include biological field surveys for special status species, habitat and plant community mapping, wetlands assessments, biological resources analyses, construction and mitigation monitoring, conservation planning, regulatory compliance, and the preparation of biological reports, environmental documents and permit applications in support of CEQA, NEPA, Porter-Cologne Water Quality Control Act, Fish and Game Code, Clean Water Act, and state and federal Endangered Species Acts. Select experience is listed below.

- Biological Resources Technical Advisor/Principal, South San Luis Obispo County Sanitation District – Wastewater Treatment Plan Redundancy Project CEQA Technical Studies
- Principal-in-Charge, Santa Barbara County – Laguna County Sanitation District On-Call Biological Monitoring Services
- Principal-in-Charge, California Department of Transportation (Subconsultant to ICF International) – Pismo Creek Scour Repair Project Environmental Compliance Support Services
- Principal-in-Charge, City of Arroyo Grande (Subconsultant to Filippin Engineering) – Bridge Street Bridge Biological Monitoring Services

### Douglas Drynan | Senior Biologist



**Education:** BS, Animal Ecology, Iowa State University, Ames

**Role:** Project Manager

Mr. Drynan has 29 years of experience in field work relating to birds, mammals, and reptiles in California, with 10 years of experience in managing projects as a consultant. His background includes implementation of multiple bird survey techniques, and he has over 18 years of experience conducting point counts of birds in Sierra Nevada oak woodlands. He has extensive experience managing and tracking permit compliance and has coordinated and conducted pre-construction surveys and biological construction monitoring for projects with U.S. Fish and Wildlife Service and/or California Department of Fish and Wildlife authorizations/permits covering California red-legged frog. Select experience is listed below.

- Biologist, South San Luis Obispo County Sanitation District – Wastewater Treatment Plan Redundancy Project CEQA Technical Studies
- Project Manager, Santa Barbara County – Laguna County Sanitation District On-Call Biological Monitoring Services

- Project Manager, California Department of Transportation (Subconsultant to ICF International) – Pismo Creek Scour Repair Project Environmental Compliance Support Services
- Biologist, City of Arroyo Grande (Subconsultant to Filippin Engineering) – Bridge Street Bridge Biological Monitoring Services

#### **Amber Nichols, MS | Biologist**



**Education:** MS, Ecology and Systematic Biology, San Francisco State University

BS, Biological Sciences, Washington State University, San Francisco

**Role:** Assistant Project Manager

Ms. Nichols is experienced in conducting CEQA impact assessments, habitat assessments, special status species surveys, environmental permitting review, environmental compliance monitoring, and habitat restoration. She has conducted protocol level surveys for blunt-nosed leopard lizard and California red-legged frog. Ms. Nichols has also conducted general wildlife surveys, pre-construction clearance and monitoring for San Joaquin kit fox, Tipton kangaroo rat, western burrowing owl, dusky-footed woodrat, western spade-foot toad, coast horned lizard, giant garter snake, Alameda whipsnake, San Francisco garter snake, and nesting birds. She has also assisted with permitted capture and relocation of California red-legged frog, carapace notching of western pond turtles, and pit-tagging of San Francisco garter snakes. Select experience is listed below.

- Biologist, San Francisco Public Utilities Commission and North Coast County Water District – Pacifica Recycled Water Project, California Red-Legged Frog Monitoring Services
- Biologist, County of San Mateo – Crystal Springs Bridge Demolition, California Red-Legged Frog Monitoring Services, California Red-Legged Frog Capture and Relocation Services
- Biologist, County of San Mateo – Crystal Springs Reservoir, California Red-Legged Frog Mitigation and Monitoring Plan, California Red-Legged Frog Protocol-Level Biological Surveys
- Biologist, Peninsula Open Space Trust and U.S. Fish and Wildlife Service Partners Program – Cloverdale Ranch San Francisco Garter Snake Management and Monitoring, California Red-Legged Frog Capture and Relocation Services

#### **Michael Tom, MS | Senior Biologist**



**Education:** MS, Biological Sciences, California Polytechnic State University, San Luis Obispo

BS, Ecology and Systematic Biology, Concentration in Wildlife Biology; California Polytechnic State University, San Luis Obispo

**Role:** California Red-Legged Frog Designated Biologist

Mr. Tom has working knowledge and training with the fauna and flora of the central coast, San Joaquin Valley, and desert regions of California. He has also received specific training in survey protocols, habitat requirements and natural histories of the California red-legged frog and desert tortoise. Mr. Tom has assisted in special status species, general wildlife, and pre-construction surveys. He has performed protocol level surveys as well as pre-construction clearance and monitoring for San Joaquin Kitfox. He

has also performed protocol level surveys for desert tortoise, blunt nosed leopard lizard and California red-legged frog. Select experience is listed below.

- Biologist, South San Luis Obispo County Sanitation District – Wastewater Treatment Plan Redundancy Project CEQA Technical Studies
- Biologist, City of Arroyo Grande (Subconsultant to Filippin Engineering) – Bridge Street Bridge Biological Monitoring Services
- Biologist, City of San Luis Obispo (subconsultant to MNS Engineers) – Los Osos Valley Road Interchange Improvement Project Biological Monitoring Services
- Biologist, County of San Luis Obispo – Santa Rosa Creek Road 7.0 Emergency Culvert Repair Project California Red-Legged Frog Monitoring

#### **Adam Card | Associate Biologist**



Education: MS, Biological Sciences, California Polytechnic State

Certifications: QAC pesticide license (Categories B and C)

Role: California Red-Legged Frog Designated Biologist

Mr. Card works as a Biologist with Rincon's biological resources group. He has experience conducting field surveys for a variety of plant and animal species. Mr. Card is proficient in planning, executing, and managing a wide range of environmental restoration projects. He has knowledge and experience working with sensitive flora and fauna along the central coast, Salinas Valley, and Antelope Valley. He has also received training in the assessment, handling, habitat requirements, and natural histories of the California red-legged frog, El

Segundo Blue Butterfly, Three-spine Stickleback, Tidewater Goby, and Steelhead Trout. Mr. Card has assisted in the pre-construction surveys and environmental monitoring of the California red-legged frog, El Segundo Blue Butterfly, Tidewater Goby, general wildlife, and nesting birds. Select experience is listed below.

- Biologist, United States Air Force – Vandenberg Air Force Base Culvert Clearing Biological Monitoring Services
- Biologist, United States Air Force – Vandenberg Air Force Base 13th Street Bridge Removal Biological Monitoring Services
- Biologist, Natural Gas Services – PSEP 36-9-09 Section 14 Biological Monitoring Services
- Biologist, Santa Barbara County – San Antonio Creek California Red-Legged Frog Habitat Assessments



### 3 Project Understanding



We understand that the requested services are in support of the District's need for biological support during completion of the WWTP Redundancy Project construction, set to begin in November 2020 and last approximately 27-30 months. Rincon would support the District by providing preconstruction surveys for California red-legged frogs (CRLF) and nesting birds, conducting Worker Environmental Awareness Program (WEAP) training for project personnel, and construction monitoring for the duration of the project.

## 4 Proposed Scope of Work

Our scope of work is based on the Request for Proposals (RFP) issued by the District with a released date of July 1, 2020, which in turn includes measures from the mitigated negative declaration (MND; adopted July 2010) and a Biological Opinion issued by the U.S. Fish and Wildlife Service (USFWS).

Rincon will assist the District with preconstruction surveys, WEAP trainings, followed by monitoring of construction activities to comply with these elements. Our proposed scope of work includes three core tasks: Project Initiation and Management, Conduct Pre-construction Surveys for California Red-Legged Frog and Nesting Birds, and Environmental Compliance Monitoring Services. Please note that our scope of work is negotiable, so that we may accommodate any additional needs for biological services for this program.

### Task 1 Project Initiation and Management

Rincon proposes a project kickoff meeting with District staff to discuss the project and background and establish lines of communication. The kickoff meeting would be attended by the project manager. A discussion of the timing and extent of all initial ground disturbing activities will be discussed. For the purposes of this proposal, we have had to make assumptions on the total number of days where either pre-construction surveys or daily morning sweeps of the project site would be required based on permit conditions as understood from the RFP.

As part of the project initiation effort, Rincon will also prepare and provide any supplemental qualifications package required for USFWS approval of monitors for capture, handling, and monitoring of the CRLF under the Biological Opinion (BO). Rincon will provide supplemental biologist qualifications for ultimate transmittal to the USDA and USFWS, should the District determine that supplemental qualifications beyond those appended to this proposal would be beneficial. Several of Rincon's biologists have been approved by the regulatory/resource agencies for similar infrastructure projects; therefore, we expect the approval process will be completed expeditiously. If additional information is needed beyond the qualifications submitted as an attachment to this proposal, we will prepare a submittal that will include resumes and statement of qualifications for each biologist needed for this project. The submittal will include an explanation of the tasks that each biologist is expected to perform and the professional's specific qualifications for that task.

Rincon has assumed that prior to the kickoff meeting, the District would provide for review copies of all pertinent licenses, permits and agreements, and all relevant completed project plan sets. During the kickoff meeting, Rincon would propose preliminary relocation receiver sites for wildlife for discussion, and submittal to agencies if appropriate, to ensure sites are approved in advance of the need to relocate wildlife.

We anticipate frequent communication and coordination with District staff on project needs. During the construction period, Rincon's Project Manager/Senior Biologist, Doug Drynan will be the principal point-of-contact with District personnel and the construction superintendents. Rincon's Principal/Senior Ecologist, Colby J. Boggs and our biological monitors will also be available to coordinate with all involved parties as needed. This task also includes an internal project-specific kickoff meeting with Rincon staff to review the project tasks, deliverables, and timeline. Rincon will also provide consistent control of program costs, schedule, staffing, and deliverables.

## Task 2 Conduct Pre-Construction Surveys for California Red-Legged Frog and Nesting Birds

### Task 2.1 Nesting Birds

For the purpose of this proposal we assume that initial project activities or vegetation clearance will occur between February 1 and August 1 and thus nesting bird surveys will be required. Rincon biologists will conduct surveys for active nests within the entire project limits and within an approximate 250-foot buffer outside of project limits. These surveys will occur within 14 days prior to initial project activities or vegetation clearance. The results of the nesting bird surveys will be submitted to the District within one week of completing the surveys. If an active or potentially active nest of a non-listed species is found within the project area or within the 250-foot buffer outside the project limits, we will propose an appropriate nest protective buffer to be established based on the species in questions, existing levels of background disturbance in the area, and level of screening vegetation and/or topography that may shield the nest from project activities. Once the buffer is established, Rincon biologists would observe the nest during the regularly scheduled construction monitoring until the young have fledged and all nest use is complete.

### Task 2.2 California Red-Legged Frog

Rincon USFWS-approved biologists will conduct pre-activity surveys for CRLF no more than 48 hours prior to onset of work activities. If any CRLF are found, the Rincon biologists will relocate the individuals the shortest distance possible to a location that contains suitable habitat and that will not be affected by activities associated with the proposed project. Exact relocation sites will be coordinated with the District and USFWS (See Task 1) prior to conducting the survey but is presumed to be within the same drainage. Results of the pre-activity survey will be provided to the District within 24 hours of completion in a brief letter report summarizing the results.

### Assumptions

- A single nesting bird survey will be required, and will take no more than eight hours, inclusive of travel.
- No more than two active nests will be found during surveys, and no dedicated trips to the project site will be required for monitoring of these nests.
- Any materials required for establishment of protective buffers (e.g., fence posts, wood stakes, flagging, rope, signage, etc.) will be provided and installed by the District or the construction contractor, under the direction of the biologist.
- Maintenance of any established buffers will be conducted by the District or the construction contractor.
- The nesting bird survey results will be provided in simple letter report format.
- The initial California red-legged frog pre-construction survey results will be provided in a simple letter report format. If any subsequent pre-construction surveys are required (e.g., for work days where predicted rainfall is greater than or equal to 0.1 inch), results of those surveys will be provided in the construction monitor logs.
- The CRLF survey will be a daytime survey only and can be conducted by a single USFWS-approved biologist.



- The initial pre-construction survey and any surveys conducted when rainfall predictions are greater than or equal to 0.1 inch, will be conducted by a USFWS-approved biologist.

## Task 3 Environmental Compliance Monitoring Services

This task includes the drafting of the WEAP training that will be given to all project personnel. We assume that after the initial training session, subsequent trainings for new construction personnel would be conducted in tandem with biological monitoring to the extent feasible, based on project schedule. Our cost assumes up to two additional on-site training sessions for any new project personnel during periods when a biological monitor is not required to be present during construction activities. As part of the training, Rincon will provide personnel with a handout for the project to facilitate the program, and attendees will sign a sign-in sheet, to be provided to the District after each training session.

Rincon would then commence monitoring at the project site during:

- A USFWS-approved biologist during all initial ground disturbance and vegetation clearing activities.
- Partial day monitoring (before construction starts, and up to three hours after construction begins), by a USFWS-approved biologist on any day where predicted rainfall is greater than or equal to 0.1 inch.
- Partial day monitoring (before construction starts, and up to three hours after construction begins), by an on-site monitor (trained by the USFWS-approved biologist), during any time period where standing pools of water are present in the work area.

During all monitoring site visits, the Rincon monitor will document the site visit through completion of a daily monitoring form. This form will include, but not be limited to, information such as current condition of the work site, if any special-status species are observed, inspections of any open trenches or holes, and inspections of any established Environmentally Sensitive Area (ESA) fencing. The monitoring form will also include a few representative photographs. Once per month, Rincon will draft a brief letter report that summarizes the previous month's activities and include any daily monitoring forms plus a summary of the status of the implementation of Avoidance and Minimizations Measures from the BO.

Based on permit conditions as understood from the RFP, we understand that full time monitoring for the duration of project work (up to 30 months) is not required. The specific triggers for pre-construction CRLF surveys and monitoring is based on specific conditions at the site (e.g., presence of open holes or trenches, predictions of rainfall, standing pools of water in the work area). The assumptions that we used for our cost estimate are outlined below. We tried to be conservative in our assumptions of total required days of surveys or monitoring. Note that the BO allows for the applicant to designate an on-site monitor for certain activities after the initial ground disturbing activities are completed, and after this on-site monitor has been trained (WEAP) by the USFWS-approved biologist. For the purposes of our cost estimate we have assumed that this on-site monitor would be a Rincon biologist, however, the District could also designate a District employee for this effort, and therefore realize a cost savings.

### Assumptions

- Up to 20 WEAP training handouts will be printed by Rincon for distribution during the initial WEAP trainings. An electronic version of this handout will be provided to the District, and all subsequent printings of this handout (as required) will be provided by the District.
- For any WEAP given to new project personnel, after the initial three trainings by Rincon, the District will keep a sign-in sheet to document all subsequent employees trained.

- Up to 20 days of partial day monitoring (before construction starts, and up to three hours after construction begins), by a USFWS-approved biologist on any day where predicted rainfall is greater than or equal to 0.1 inch, over the 30-month construction time period.
- Up to 40 additional days of partial day monitoring (before construction starts, and up to three hours after construction begins), by an on-site monitor (trained by the USFWS-approved biologist), during any time period where standing pools of water are present in the work area and/or any open holes or trenches occur within the work area.
- We assume that a partial day monitoring site visit will take no more than 5 hours, inclusive of travel time.
- We assume that if the monitor (during a scheduled monitor site visit) detects deficiencies in any installed protective fencing to demarcate ESAs, the District or construction contractor will be notified, and they will be responsible to completing necessary repairs.
- Reporting will be limited to the monthly summary reports, assumed to be 30 total reports.
- If the District designates an employee to complete the WEAP training to be an on-site monitor (either to replace the Rincon on-site monitor, or supplement the effort), Rincon would need any daily monitoring forms completed by that on-site monitor to include in the monthly reports.
- Rincon will not be responsible for implementation of Mitigation Measures:
  - 3.0 Unanticipated Discovery of Human Remains and Unanticipated Discovery of Archeological Resources (However, note that Rincon has a Cultural Resources department that can assist with these measures, if needed, and we can provide a scope and cost to provide these services if they are needed).
  - 9.0 Hazardous Materials Management and Spill Control Plan

## 5 Proposed Fee and Rate Schedule

We propose to perform the above tasks for a fee of **\$85,759** (see attached cost table). Additional services beyond those identified herein may be provided, at your request, on a time and materials expense reimbursement basis in accordance with our current standard fee schedule (attached). Additional work would not be conducted without your express written authorization. We are prepared to initiate our scope of work as outlined above upon receipt of a signed contract.



### RINCON CONSULTANTS, INC.

South San Luis Obispo County Sanitation District - Biological Monitoring Services for the WWTP Redundancy Project

#### Cost Estimate

Tasks	Rincon Labor Classification →			Principal I	Senior Professional I	Professional III	Professional II	GIS/CADD Specialist I	Clerical
	Labor Cost	Direct Expense	Hours	\$220	\$160	\$130	\$115	\$112	\$75
<b>Task 1: Project Initiation and Management</b>									
Task 1.1 kick off meeting at site	\$800	\$85	5		5				
Task 1.2 PM/coord	\$7,345		52	5	32				15
<b>Task Subtotal</b>	<b>\$8,145</b>	<b>\$85</b>	<b>57</b>	<b>5</b>	<b>37</b>				<b>15</b>
<b>Task 2: Conduct Pre-Construction Surveys for CA Red-Legged Frog and Nesting Birds</b>									
Task 2.1 CRLF pre-con surveys	\$1,280		8		8				
Task 2.2 Nesting Bird Survey	\$1,040		8			8			
Task 2.3 letter report	\$1,162		9	0.5	1	6		1	
<b>Task Subtotal</b>	<b>\$3,482</b>		<b>25</b>	<b>1</b>	<b>9</b>	<b>14</b>		<b>1</b>	
<b>Task 3: Construction Monitoring and Reporting</b>									
Task 3.1 WEAT	\$1,700	\$255	11		9	2			
Task 3.1 construction monitoring	\$47,812	\$10,800	361		60	240	60	1	
Task 3.2 Report	\$13,480		94	4	30	60			
<b>Task Subtotal</b>	<b>\$62,992</b>	<b>\$11,055</b>	<b>466</b>	<b>4</b>	<b>99</b>	<b>302</b>	<b>60</b>	<b>1</b>	
<b>SUBTOTAL COST</b>	<b>\$ 74,619</b>	<b>\$ 11,140</b>	<b>\$ 548</b>	<b>\$ 2,090</b>	<b>\$ 23,200</b>	<b>\$ 41,080</b>	<b>\$ 6,900</b>	<b>\$ 224</b>	<b>\$ 1,125</b>

#### Direct Cost Detail

Vehicle Costs	\$ 5,440
Standard Field Equipment Package	\$ 5,700
<b>Subtotal Additional Costs:</b>	<b>\$ 11,140</b>

#### Summary

Professional Fees Subtotal	\$74,619
Direct Costs Subtotal	\$11,140
<b>TOTAL PROJECT BUDGET</b>	<b>\$ 85,759</b>

Professional Services - are based on Rincon's standard fee schedule and labor classifications. The above is provided as an estimate of Rincon's effort per task. Rincon may reallocate budget between staff and tasks, as long as the total contract price is not exceeded.

Annual Escalation - Standard rates subject to 3% escalation annually

## 5.1 Fee Schedule

### Standard Fee Schedule for Environmental Sciences and Planning Services

Professional, Technical and Support Personnel*	Hourly Rate
Principal II	\$240
Director II	\$240
<b>Principal I (Colby Boggs)</b>	<b>\$220</b>
Director I	\$220
Senior Supervisor II	\$205
Supervisor I	\$195
Senior Professional II	\$175
<b>Senior Professional I (Doug Drynan, Michael Tom)</b>	<b>\$160</b>
Professional IV	\$145
<b>Professional III (Amber Nichols)</b>	<b>\$130</b>
<b>Professional II (Adam Card)</b>	<b>\$115</b>
Professional I	\$105
Associate III	\$95
Associate II	\$90
Associate I	\$82
Project Assistant	\$75
Senior GIS Specialist	\$140
GIS/CADD Specialist II	\$125
<b>GIS/CADD Specialist I</b>	<b>\$112</b>
Technical Editor	\$112
Production Specialist	\$88
<b>Clerical</b>	<b>\$75</b>

\*Professional classifications include environmental scientists, urban planners, biologists, geologists, marine scientists, GHG verifiers, sustainability experts, cultural resources experts and other professionals. Expert witness services consisting of depositions or in-court testimony are charged at the hourly rate of \$350.

### Reimbursable Expenses

Direct Cost	Rates
Photocopies – Black and White	\$0.20 (single-sided) & \$0.36 (double-sided)
Photocopies – Color	\$1.50 (single-sided) & \$3.20 (double-sided)
Photocopies – 11 x 17	\$0.50 (B&W) & \$3.20 (color)
Oversized Maps	\$8.00/square foot
Digital Production	\$15/disc and \$20/flash drive
Light-Duty and Passenger Vehicles*	\$85/day
4WD and Off-Road Vehicles*	\$135/day

\* \$0.65/mile for mileage over 50 and for all miles incurred in employee-owned vehicles.

**Other direct costs** associated with the execution of a project, that are not included in the hourly rates above, are billed at cost plus 15%. These may include, but are not limited to, laboratory and drilling services, subcontractor services, authorized travel expenses, permit charges and filing fees, mailings and postage, performance bonds, sample handling and shipment, rental equipment and vehicles other than covered by the above charges.

**Payment Terms** – All fees will be billed to Client monthly and shall be due and payable upon receipt. Invoices are delinquent if not paid within 10 days from receipt.

**Due to COVID19 Rincon continues to offer 2019 rates, with no annual escalation for 2020. This represents ~4% discount.**

## 6 Acknowledgement, Exceptions, Disqualifications, Insurance Certification

### 6.1 RFP and Contract Acknowledgement

Rincon appreciates the opportunity to review the District's RFP including the sample professional services agreement. We find all the terms and conditions presented therein to be complete and acceptable.

### 6.2 Proof of Insurance

Rincon currently maintains the following insurance coverage and limits which meet the minimums outlined on the District's Professional Services Agreement. Rincon has insurance in place naming the South San Luis Obispo County Sanitation District as an "Additional Insured" through our carriers.

#### Types of Coverage

- Workers' Compensation: Starstone National Insurance Company
- Commercial General and Professional Liability: Crum & Forester Specialty Insurance Company
- Automobile Liability: Hartford Fire Insurance Company

#### Policy Limits

- Workers Comp limit: \$1,000,000 per occurrence
- GL and PL limits: \$4,000,000 General aggregate, \$3,000,000 personal & adv injury per occurrence. Medical Expenses (any one person) \$10,000. Umbrella Liability: \$5,000,000 aggregate/ea. occurrence
- Automobile Liability: covers scheduled autos, hired autos and non-owned autos. Combined single limit (each accident) \$1,000,000.

### 6.3 Statement of Contract Disqualifications

Rincon does not have any employees or officers with proprietary interest in the Company that have been disqualified, removed or otherwise prevented from proposing on or completing a municipal government project.

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# Appendix A

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Resumes of Key Personnel







## Colby J. Boggs, MS

### Principal/Senior Ecologist

Mr. Boggs is a Principal and Senior Ecologist with Rincon Consultants. He has professional experience as a botanist, ecologist, wetlands specialist, and biological sciences educator and researcher. His duties at Rincon include biological field surveys for special status species, habitat and plant community mapping, wetlands assessments, biological resources analyses, construction and mitigation monitoring, conservation planning, regulatory compliance, and the preparation of biological reports, environmental documents and permit applications in support of CEQA, NEPA, Porter-Cologne Water Quality Control Act, Fish and Game Code 1600 et seq., Clean Water Act, and state and federal Endangered Species Acts.

### EDUCATION

MS, Botany, California State University, Chico

BS, Ecology and Evolution, University of California, Santa Barbara

### CERTIFICATIONS

Certified Ecologist – Ecological Society of America, 2017

California Rapid Assessment Method – CRAM.org, no exp. date

Wetland Delineation Training – Richard Chinn Env., no exp. date

### PERMITS

Rare, Threatened, and Endangered Plant Voucher Collecting Permit No. 2081(a)-16-022-V – CDFW, 2018

### YEARS OF EXPERIENCE

22

### SELECT PROJECT EXPERIENCE

#### **Biological Resources Technical Advisor/Principal, South San Luis Obispo County Sanitation District - Wastewater Treatment Plan Redundancy Project CEQA Technical Studies, Oceano**

Mr. Boggs served as Biological Resources Technical Advisor/Principal for this project. The South San Luis Obispo County Sanitation District Redundancy Project involves the construction and operation of backup infrastructure at the District's wastewater treatment facility in Oceano. In support of Clean Water State Revolving Fund and United States Department of Agriculture funding pursuits for the project, Rincon prepared technical studies compliant with CEQA-Plus and NEPA requirements. Technical studies include an Environmental Report for Categorical Exclusion, a Federal Clean Air Act Conformity Analysis, a Cultural Resources Assessment, and a Biological Evaluation. Rincon is also coordinating with U.S. Department of Agriculture staff to facilitate the environmental review process and receive a Biological Opinion from United States Fish and Wildlife Service for impacts to California red-legged frog.

#### **Principal-in-Charge, California Department of Transportation (Subconsultant to ICF International) – Pismo Creek Scour Repair Project Environmental Compliance Support Services, San Luis Obispo County**

Mr. Boggs served as Principal-in-Charge for this project. Rincon is currently teaming with ICF International to provide the California Department of Transportation with environmental compliance support services. The project involves the rehabilitation of the southbound State Route 101 on-ramp bridge (Bridge No. 49-0015K) from Price Street spanning Pismo Creek at post mile 16.4 in San Luis Obispo County, California. Rincon was tasked with completing all the pre-construction surveys and reporting, installation of block nets to capture and relocate special-status species, completion of Worker Environmental Awareness Program trainings, and on-going compliance site checks and reporting. The scope of work was based on the biological mitigation measures described in the various permits and approvals, including the U.S. Army Corps of Engineers Nationwide Permit 13 and 14 (SPL-2017-00739-TS), Regional Water Quality Control Board Water Quality Certification (34017WQ40), and California Department of Fish and Wildlife Streambed Alteration Agreement (1600-2017-0271-R4), as well as Biological Opinions from the National Marine Fisheries Service Biological Opinion (WCR-2016-4475) and the U.S. Fish and Wildlife Service Biological Opinion (08EVEN00-2016-F-0209) and Programmatic Biological Opinion (PBO), 8-8-10-F-58).

**Principal-in-Charge, City of Arroyo Grande (Subconsultant to Filippin Engineering) – Bridge Street Bridge Biological Monitoring Services, Arroyo Grande**

Mr. Boggs served as Principal-in-Charge for this project. Prior to construction, Rincon's permitted biologists conducted pre-construction surveys for nesting birds, the federally threatened California red-legged frog, and Central California Coast steelhead. Rincon's biologists deployed blocknets upstream and downstream of the project area and captured and relocated 549 fish, of which 55 were steelhead, under challenging conditions. Nesting birds were observed during the project and Rincon's biological monitor and project manager worked with the contractor to develop realistic buffers to protect nesting birds while minimizing construction delays. Rincon's biological monitor worked with the Filippin Engineering construction manager, the City of Arroyo Grande, and the contractor throughout the project to ensure all project permit requirements were followed. Rincon drafted and submitted the required compliance monitoring reports to the state and federal permitting agencies.

**Principal-in-Charge, San Luis Obispo County – Katie Drexhage Principal Environmental Specialist, Five Bridges Maintenance Project, San Luis Obispo County**

Mr. Boggs managed environmental consulting services in support of five bridges proposed for re-painting and funded through the Federal Highway Administration Bridge Maintenance Program. Services have included preparation of natural environment studies, biological assessments, an initial study-mitigated negative declaration, categorical exclusions, and processing a stream bed alteration agreement with the California Department of Fish and Wildlife. Technical studies have included a jurisdictional delineation of waters of the U.S. and State of California and initial site assessment for hazardous materials.

**Project Manager, California Department of Transportation – Union Valley Parkway Extension Project Environmental Impact Report/Environmental Assessment, Santa Maria**

As the biological project manager, Mr. Boggs provided environmental compliance services in the form of clearance surveys for sensitive species including the California tiger salamander, California red-legged frog, western spadefoot, legless lizard, and American badger. This project required close coordination with California Department of Transportation, California Department of Fish and Wildlife, U.S. Fish and Wildlife Service and contractor's staff, including compliance reports pursuant to the U.S. Fish and Wildlife Service Biological Opinion issued for the project.

## ADDITIONAL PROJECT EXPERIENCE

- Principal-in-Charge, San Luis Obispo County Department of Public Works – Natural Environment Study, Biological Assessment, Jurisdictional Delineation, and Permitting for the Cypress Mountain Drive at Klau Creek Bridge Replacement Project, San Luis Obispo County
- Lead Biologist/Technical Quality Assurance/Quality Control, City of Morro Bay Public Works Department – Biological Studies, Biological Assessment, Natural Environment Study, and Initial Study-Mitigated Negative Declaration for the Morro Creek Pedestrian Bridge Project, San Luis Obispo County
- Lead Biologist/Technical Quality Assurance/Quality Control, City of Morro Bay Harbor Department – Marine and Terrestrial Biological Studies and Initial Study-Mitigated Negative Declaration for the Morro Bay Boatyard Project, San Luis Obispo County
- Principal-in-Charge, Hay Chris and Kelly – 1444 Paseo de Caballo Biological Resources Assessment, San Luis Obispo County
- Principal-in-Charge, JARK Quality Cultivation Inc. – 150 Vaquero Road Biological and Cultural Resources Report Transfer, San Luis Obispo County
- Principal-in-Charge, CRSA Architecture – Grover Beach Biological Resources Assessment, San Luis Obispo County
- Principal-in-Charge, Auerbach Engineering Corporation – 3200 Beachcomber Drive Biological Resources Assessment, San Luis Obispo County
- Principal-in-Charge, ICF International – Task Order 05 La Gloria Road Biological Monitoring, San Benito County
- Principal-in-Charge, HT Harvey and Associates – California Valley Solar Ranch Paleontological Monitoring, San Luis Obispo County



## EDUCATION

BS, Animal Ecology, Iowa State University, Ames

## YEARS OF EXPERIENCE

29

# Douglas A. Drynan

## Senior Biologist

Mr. Drynan is a Senior Biologist with Rincon Consultants based out of the company's San Luis Obispo office. His experience includes field work relating to birds, mammals, and reptiles in California, with 10 years of experience in managing projects as a consultant. Mr. Drynan has worked on and managed a variety of projects related to special-status species and regulatory compliance relative to the California Environmental Quality Act, the federal and State Endangered Species Acts, Porter-Cologne Water Quality Control Act, the California Fish and Game Code, and the federal Migratory Bird Treaty Act. He often serves as the project manager on projects that require detailed tracking of multiple permits and approvals, and has many years of experience in tracking survey and reporting deliverables and maintaining project compliance with permits

## SELECT PROJECT EXPERIENCE

### **Project Manager, Santa Barbara County – Laguna County Sanitation District On-Call Biological Monitoring Services, Santa Barbara County**

Mr. Drynan served as Project Manager for this on-call contract with the Laguna County Sanitation District (District) in Santa Barbara County, California. The project involved the implementation of the District's Wastewater Reclamation Plant Facilities Master Plan, and compliance with the project's U. S. Fish and Wildlife Service Habitat Conservation Plan. An Incidental Take Permit was also issued for the project in compliance with Section 10 of the federal Endangered Species Act. Additionally, the project has a Consistency Determination under the California Endangered Species Act from the California Department of Fish and Wildlife. Rincon provided qualified biologists with experience working with California tiger salamander and California red-legged frog, to survey for those species, and hand excavate burrows in search of these species prior to the start of ground disturbing activities.

### **Project Manager, California Department of Transportation (Subconsultant to ICF International) – Pismo Creek Scour Repair Project Environmental Compliance Support Services, San Luis Obispo County**

Mr. Drynan served as the Project Manager to provide the California Department of Transportation (Caltrans) with environmental compliance support services related to the Pismo Creek Scour Repair Project (Caltrans Contract 06A2498, Task Order 06). The project involved the rehabilitation of the southbound State Route 101 on-ramp bridge (Bridge No. 49-0015K) from Price Street spanning Pismo Creek in San Luis Obispo County, California. Rincon completed pre-construction surveys and reporting, installation of block nets to capture and relocate special-status species, completion of Worker Environmental Awareness Program trainings, and ongoing compliance site checks and reporting. The scope of work was based on the biological mitigation measures described in the various permits and approvals including the U.S. Army Corps of Engineers Nationwide Permit 13 and 14 (SPL-2017-00739-TS), Regional Water Quality Control Board Water Quality Certification (34017WQ40) and California Department of Fish and Wildlife Streambed Alteration Agreement (1600-2017-0271-R4), as well as Biological Opinions from the National Marine Fisheries Service Biological Opinion (WCR-2016-4475) and the U.S. Fish and Wildlife Service Biological Opinion (08EVEN00-2016-F-0209) and Programmatic Biological Opinion, 8-8-10-F-58).

**Avian Biologist, City of Arroyo Grande (Subconsultant to Filippin Engineering) – Bridge Street Bridge Biological Monitoring Services, Arroyo Grande**

Mr. Drynan completed pre-construction nesting bird surveys for this bridge project located in downtown Arroyo Grande. The surveys were completed as per the requirements of the Streambed Alteration Agreement for the project. He found several active bird nests and worked with the project team to develop the protective strategy that would ensure protection of the nests as project activities commenced.

**Project Manager, San Luis Obispo County – Avila Beach Drive Bridge Seismic Retrofit Project, San Luis Obispo County**

Mr. Drynan was the project manager for this bridge project located at the mouth of San Luis Obispo Creek where it empties into the Pacific Ocean. Rincon assisted San Luis Obispo County with permit compliance and biological resource monitoring for the project. Mr. Drynan coordinated all aspects of the pre-construction survey effort for nesting birds, roosting bats, California red-legged frogs, and other special-status species. He oversaw efforts by permitted biologists to dip net areas of the project site for the federally listed tidewater goby. During construction monitoring for the project he was in close coordination between monitoring biologists, the construction crew, and San Luis Obispo County to maintain project compliance with the multiple permits and approvals for the project.

**Project Manager, Monterey County – California Flats Solar Project, Monterey and San Luis Obispo Counties**

Mr. Drynan served as the project manager for third party environmental compliance oversight of the California Flats Solar Project in Monterey and San Luis Obispo Counties. Mr. Drynan was responsible for coordinating and scheduling monitoring site visits to monitor all conditions of the Monterey County Conditional Use Permit for this large utility-scale solar project. He worked closely with field staff to ensure that all conditions were tracked accurately and attended regularly scheduled coordination calls with the entire project team. Weekly compliance reports were submitted to the County that detailed the site visits and summarized potential compliance concerns.

**Project Manager, SunPower Corporation and NRG Energy, Inc. – California Valley Solar Ranch Project, San Luis Obispo County**

Mr. Drynan was a project manager for a variety of tasks related to the construction and operation phases of the California Valley Solar Ranch project, a utility-scale solar project in the Carrizo Plain. He was a key manager for a variety of tasks related to biological resources and conservation lands management before, during and after construction. He was approved as a Designated Biologist under the Incidental Take Permit for the project, and as a Qualified Biologist under the Biological Opinion. He was responsible for implementing a nesting bird management plan for the project during construction. This work involved managing a team of biologists to implement avian nest deterrence, as well as monitoring and maintaining burrowing owl passive exclusion devices in all burrows suitable for use by burrowing owls throughout the breeding season. For two years, both during the construction phase and for the one-year post-construction monitoring phase throughout operations, Mr. Drynan was the project manager for the Avian and Bat Protection Plan for the project. He managed all aspects of the program, including the regular fatality surveys, the carcass persistence trials, searcher efficiency trials, avian carcass and feather identification, data management, quality control, data analysis, and quarterly, yearly, and final reports. During the operations phase of the project, Mr. Drynan managed all aspects of ongoing permit compliance and biological resource surveys, and reporting required by all project permits.

**ADDITIONAL PROJECT EXPERIENCE**

- Project Manager, Utility Company – Multiple projects throughout San Luis Obispo and Kern Counties
- Project Manager, Santa Barbara County Flood Control District – Santa Maria Levee Replacement Project, Santa Barbara County
- Project Manager, ICF International – Task Order 5 La Gloria Road Biological Monitoring, San Benito County



## EDUCATION

MS, Ecology and Systematic Biology, San Francisco State University

BS, Biological Sciences, Washington State University

## YEARS OF EXPERIENCE

19

# Amber C. Nichols, MS

## Biologist

Ms. Nichols works as a Biologist with Rincon's biological resources group. She has experience conducting CEQA impact assessments, habitat assessments, special status species surveys, environmental permitting review, environmental compliance monitoring, and habitat restoration. Ms. Nichols has conducted protocol level surveys for blunt-nosed leopard lizard and California red-legged frog. She has also conducted general wildlife surveys, pre-construction clearance, and monitoring for San Joaquin kit fox, Tipton kangaroo rat, western burrowing owl, dusky-footed woodrat, western spade-foot toad, coast horned lizard, giant garter snake, Alameda whipsnake, San Francisco garter snake, and nesting birds. She has also assisted with permitted capture and relocation of California red-legged frog, carapace notching of western pond turtles, and pit-tagging of San Francisco garter snakes.

## SELECT PROJECT EXPERIENCE

### **Biologist, County of San Mateo – Crystal Springs Bridge Demolition, California Red-Legged Frog Monitoring and Relocate Services, San Mateo County**

Ms. Nichols conducted environmental compliance monitoring and species relocation services in support of take avoidance measures for California red-legged frog for the Crystal Springs bridge, proposed for demolition. Services have included biological compliance monitoring for California red-legged frog and San Francisco garter snake, as well as ensuring protection of dam pool and all life stages of California red-legged frog from disturbance due to construction. Additional services include conducting California red-legged frog relocation from breeding pool, providing monitoring for pond restoration after completion of bridge replacement, and conducting environmental training and pre-construction surveys for California red-legged frog, San Francisco garter snake, nesting birds and bats.

### **Biologist, County of San Mateo – Crystal Springs Reservoir, California Red-Legged Frog Mitigation and Monitoring Plan, California Red Legged Frog Protocol-Level Biological Surveys, San Mateo County**

Ms. Nichols conducted California red-legged frog population status assessment and habitat enhancement in support of the mitigation and monitoring plan required for the Crystal Springs bridge demolition project. Services have included completing protocol-level biological surveys for California red-legged frog populations including adult frog and egg mass surveys, conducting predator removal (bullfrog, non-native turtles), and turtle trapping (western pond turtle, red-eared slider) for predator control.

### **Biologist, San Francisco Public Utilities Commission and North Coast County Water District – Pacifica Recycled Water Project, California Red-Legged Frog Monitoring Services, Pacifica**

Ms. Nichols conducted environmental compliance monitoring and species relocation services in support of take avoidance measures for California red-legged frog for wastewater pipeline proposed installation in Pacifica, California. Services have included biological compliance monitoring for California red-legged frog and San Francisco garter snake, conducting environmental training and pre-construction surveys for California red-legged frog, San Francisco garter snake, nesting birds and bats. Ms. Nichols is also conducting California red-legged frog relocation.



**Biologist, Peninsula Open Space Trust and US Fish and Wildlife Service Partners Program – Cloverdale Ranch San Francisco Garter Snake Management and Monitoring and California Red-Legged Frog Capture and Relocation Services, San Mateo County**

Ms. Nichols conducted capture and relocation services in support of take avoidance measures for California red-legged frog and San Francisco garter snake during control burn operations. She conducted pre-burn surveys for California red-legged frog and San Francisco garter snake in study areas and provided monitoring for take avoidance during control burn operations.

**Biologist, Phillips 66 – Pipeline Removal, California Red-Legged Frog Habitat Assessment, and Pre-Construction Survey Services, Santa Barbara County to Coalinga**

Ms. Nichols conducted habitat assessment and pre-construction survey services in support of take avoidance measures for California red-legged frog during pipeline removal activities. Services included assessing potential for California red-legged frog to occur for this large-scale pipeline project that extended from Santa Barbara County to Coalinga, California. Ms. Nichols conducted pre-construction surveys, dip netting and night surveys, habitat assessments and pre-construction surveys for blunt-nosed leopard lizard, San Joaquin kit fox, giant kangaroo rat, and western burrowing owl. She also conducted protocol-level blunt-nosed leopard lizard surveys.

## ADDITIONAL PROJECT EXPERIENCE

- Biologist, East Niles Community Services District – North Weedpatch Highway Consolidation Project Biological Constraints Analysis, Kern County
- Biologist, Santa Barbara County – Chevron Escolle Lease Restoration Biological Surveys and Monitoring, Santa Barbara County
- Biologist, Kern County – North Recharge Pipeline Project 294th Street West Turnout Biological Resources Assessment, Kern County
- Biologist, Kern County – McKittrick Class II Landfill Expansion Project Biological Resources Assessment, Kern County
- Biologist, Solano County – Valero Crude Pipeline Repair Project Biological Surveys and Monitoring, Solano County
- Biologist, Contra Costa County – Rossmoor Events Center Biological surveys, Contra Costa County
- Biologist, Solano County – Vaca-Dixon Power Pole Replacement Project. Biological Surveys and Monitoring for Giant Garter Snake, Solano County

## PROJECT AUTHORIZATIONS

- California red-legged frog and western pond turtle handling/relocation, monitoring, and survey authorization, Crystal Springs Dam Bridge Replacement Project. BO 1-1-98-F-145
- California red-legged frog and San Francisco Garter Snake handling/relocation, monitoring, and survey authorization, West-Of- Bayshore San Francisco Garter Snake Population Estimate and Recovery Plan
- California red-legged frog and San Francisco Garter Snake handling/relocation, monitoring, and survey authorization, Cloverdale Ranch San Francisco Garter Snake Management and Monitoring. Peninsula Open Space Trust and USFWS Partners Program



## EDUCATION

MS, Biological Sciences,  
California Polytechnic State  
University

BS, Ecology and Systematic  
Biology, California Polytechnic  
State University, San Luis  
Obispo

## YEARS OF EXPERIENCE

10 years

# Michael W. Tom, MS

## Senior Biologist

Mr. Tom works as a Senior Biologist with Rincon's biological resources group. He has experience conducting general and focused surveys for a variety of plant and animal species. He is proficient in maintaining herpetology collections and aiding with a number of vertebrate and invertebrate species. Mr. Tom has working knowledge and training with the fauna and flora of the central coast, San Joaquin Valley, and desert regions of California. He has also received specific training in survey protocols, habitat requirements and natural histories of the California red-legged frog and desert tortoise. Mr. Tom has assisted in special status species, general wildlife and pre-construction surveys. He has performed protocol level surveys as well as pre-construction clearance and monitoring for San Joaquin kitfox. He has also performed protocol level surveys for desert tortoise, blunt nosed leopard lizard and California red-legged frog and has performed pre-construction surveys for giant garter snake, western pond turtles, coast horned lizards, western spade foot toads, and nesting birds.

## SELECT PROJECT EXPERIENCE

### **Biologist, South San Luis Obispo County Sanitation District – Wastewater Treatment Plan Redundancy Project CEQA Technical Studies, Oceano**

Mr. Tom served as Biologist for the project. The South San Luis Obispo County Sanitation District Redundancy Project involves the construction and operation of backup infrastructure at the District's wastewater treatment facility in Oceano. In support of Clean Water State Revolving Fund and United States Department of Agriculture funding pursuits for the project, Rincon prepared technical studies compliant with CEQA-Plus and NEPA requirements. Technical studies include an Environmental Report for Categorical Exclusion, a Federal Clean Air Act Conformity Analysis, a Cultural Resources Assessment, and a Biological Evaluation. Rincon is also coordinating with U.S. Department of Agriculture staff to facilitate the environmental review process and receive a Biological Opinion from United States Fish and Wildlife Service for impacts to California red-legged frog.

### **Biologist, Papich Construction Company – Highway 46 Widening Project, Whitley Phase I, San Luis Obispo County**

Mr. Tom served as a Designated Biologist for the project and implemented tasks including pre-construction surveys, biological monitoring during project construction, reporting, project management, and regulatory agency consultation pursuant to the USFWS BO, 2081 ITP, Lake and Streambed Alteration Agreement, as well as 404 permits and 401 certifications.

### **Biologist, City of San Luis Obispo (subconsultant to MNS Engineers) – Los Osos Valley Road Interchange Improvement Project Biological Monitoring Services, San Luis Obispo**

Mr. Tom conducted California red-legged frog and monitoring as a U.S. Fish and Wildlife Service authorized biologist.

### **Biologist, County of San Luis Obispo – Arroyo Grande Creek at Rodriguez Road Grade Stabilization Project, San Luis Obispo County**

Mr. Tom conducted pre-construction surveys and monitoring for California red-legged frog.

**Biologist, California Department of Transportation District 5 (subcontractor to DeSilva Gates Construction) – Salinas Road Interchange Project, Monterey County**

Mr. Tom conducted California red-legged frog and California tiger salamander focused construction monitoring and relocation. He captured and handled four California red-legged frogs under the supervision of the authorized biologist.

**Biologist, Natural Gas Utility Client – Supply Line 36-9-09 Emergency Repair, Los Berros Creek**

Mr. Tom conducted pre-construction surveys and monitoring for California red-legged frog and captured and relocated one California red-legged frog under emergency Section 7 consultation.

**Biologist, Pacific Gas and Electric Company – Willow Creek Watercourse Crossing Improvement Project, San Luis Obispo County**

Mr. Tom conducted California red-legged frog and western pond turtle surveys and monitoring.

**Biologist, City of Arroyo Grande – Annual Flood Control Vegetation Management, San Luis Obispo County**

Mr. Tom conducted California red-legged frog, western pond turtle and nesting bird pre-construction surveys.

**Biologist, City of Santa Barbara – Quinientos Street Bridge Replacement Project, Santa Barbara County**

Mr. Tom performed California red-legged frog monitoring and pre-construction surveys.

**Biologist, County of Santa Barbara – Santa Barbara County Jail Northern Branch Facility, Santa Barbara County**

Mr. Tom conducted a California red-legged frog habitat assessment and pre-construction surveys and biological monitoring.

**Biologist, County of San Luis Obispo – Santa Rosa Creek Road 7.0 Emergency Culvert Repair Project Monitoring, San Luis Obispo County**

Mr. Tom conducted pre-construction surveys and monitoring for the California red-legged frog.

**Biologist, Patriot Resources – Vallecitos Oil Field and Gas Wells, Four Focused Project Locations, San Benito County**

Mr. Tom conducted California tiger salamander and California red-legged frog habitat assessments.

## PROJECT AUTHORIZATIONS

- California red-legged frog handling and relocation authorization, Willow Creek Watercourse Crossing Improvement Project, BO 2018-F-0327
- California red-legged frog handling and relocation authorization, Quinientos Street Bridge Replacement Project Formal Consultation 2016-F-0241 using the Programmatic Biological Opinion for Project Finder or Approved Under the Federal Highway Administration's Federal Aid Program (8-8-10-F-58)
- California red-legged frog handling and relocation authorization, Avila Beach Drive Bridge Project BO 2016-F-0554
- California red-legged frog handling and relocation authorization, Los Osos Valley Road Interchange Project, BO 1-8-08-F-27
- California red-legged frog handling and relocation authorization, Supply line 36-9-09 emergency repair, Los Berros Creek. Authorization under RGP 63 through Emergency Section 7 Consultation with the USFWS.
- U.S. Fish and Wildlife Service California red-legged frog handling authorization (Under supervision), Rodriguez Waterline Stabilization Project BO 8-8-12-F-17
- National Marine Fisheries Service steelhead monitoring authorization under the supervision of lead fisheries biologist Don Alley, Heritage Ranch Community Services District Gallery Well Repair Project. BO 151422SWR03SR8572
- U.S. Fish and Wildlife Service California red-legged frog, San Joaquin kit fox and California condor monitoring authorization, Heritage Ranch Community Services District Gallery Well Repair Project
- U.S. Fish and Wildlife Service California red-legged frog handling authorization (Under supervision), Salinas Road Interchange Project BO 8-8-09-F-65R





# Adam Card

## Associate Biologist

Mr. Card works as a Biologist with Rincon's biological resources group. He has experience conducting field surveys for a variety of plant and animal species. Mr. Card is proficient in planning, executing, and managing a wide range of environmental restoration projects. He has knowledge and experience working with sensitive flora and fauna along the central coast, Salinas Valley, and Antelope Valley. He has also received training in the assessment, handling, habitat requirements, and natural histories of the California red-legged frog, El Segundo Blue Butterfly, Three-spine Stickleback, Tidewater Goby, and Steelhead Trout. Mr. Card has assisted in the pre-construction surveys and environmental monitoring of the California red-legged frog, El Segundo Blue Butterfly, Tidewater Goby, general wildlife, and nesting birds.

### EDUCATION

B.S., Animal Science, California Polytechnic State University, San Luis Obispo (2015)

### LICENSES

QAC pesticide license  
(Categories B and C)

### YEARS OF EXPERIENCE

5

### SELECT PROJECT EXPERIENCE

#### **Biologist, United States Air Force – Vandenberg Air Force Base Culvert Clearing Biological Monitoring Services, Santa Barbara County**

Mr. Card conducted environmental consulting services in support of culverts proposed for cleaning and inspection. Services have included pre-construction biological assessments, biological monitoring, reporting, post-construction biological assessments, and habitat restoration.

#### **Biologist, United States Air Force – Vandenberg Air Force Base 13th Street Bridge Removal Biological Monitoring Services, Vandenberg Air Force Base**

Mr. Card conducted environmental consulting services in support of a bridge proposed for destruction and relocation. Services included pre-construction biological assessments, biological monitoring, reporting, post-construction biological assessments, and habitat restoration.

#### **Biologist, Natural Gas Services – PSEP 36-9-09 Section 14 Biological Monitoring Services, San Luis Obispo**

Mr. Card conducted environmental consulting services in support of a gas pipeline removal and installation. Services have included biological monitoring and reporting.

### ADDITIONAL PROJECT EXPERIENCE

- Biologist, San Mateo County – Pillar Point Vegetation Mapping, San Mateo County
- Biologist, Santa Barbara County – Grey Canyon Habitat Restoration, Santa Barbara County
- Biologist, Santa Barbara County – Spring Canyon Habitat Restoration, Santa Barbara County
- Biologist, Santa Barbara County – Minute Man Snowy Plover Habitat Protection, Santa Barbara County
- Biologist, Santa Barbara County – California Tiger Salamander Trap Surveys, Santa Barbara County
- Biologist, Santa Barbara County – San Antonio Creek California Red-legged Frog Habitat Assessments, Santa Barbara County
- Biologist, Santa Barbara County – Honda Creek California Red-Legged Frog Habitat Assessments, Santa Barbara County

- Biologist, Santa Barbara County – Santa Ynez River California Red-Legged Frog Habitat Assessments, Santa Barbara County
- Biologist, Santa Barbara County – Salinas River California Red-Legged Frog Habitat Assessments, Santa Barbara County
- Biologist, Santa Barbara County – Santa Ynez River Tidewater Goby Habitat Assessments, Santa Barbara County
- Biologist, Santa Barbara County – Santa Ynez River Three-spine Stickleback Habitat Assessments, Santa Barbara County
- Biologist, Santa Barbara County – Santa Ynez River Steelhead Trout habitat assessments, Santa Barbara County
- Biologist, San Mateo County – Salinas River Arundo Pre-construction Surveys and Monitoring for California red-legged frog

## PROJECT AUTHORIZATIONS

- California red-legged frog handling/relocation, monitoring, and survey authorization, Vandenberg Airforce Base Culvert Clearing Project, BO (2019-F-0486) pursuant to terms and conditions of PBO (8-8-13-F-49R)
- California red-legged frog handling/relocation, monitoring, and survey authorization, Vandenberg Airforce Base Tree Removal Project
- California red-legged frog handling/relocation, monitoring, and survey authorization, Vandenberg Airforce Base Bridge Removal Project
- California red-legged frog handling/relocation, monitoring, and survey authorization, Salinas River Arundo Removal Project



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

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

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### **STAFF REPORT**

**To:** Board of Directors

**From:** Jeremy Ghent, District Administrator

**Via:** Mychal Jones, Plant Superintendent

**Date:** September 16, 2020

**Subject: LEASE AGREEMENT WITH PURCHASE OPTION FOR CENTRIFUGE  
AND AUXILIARY EQUIPMENT**

#### **RECOMMENDATION:**

Authorize the District Administrator to exercise the purchase option of the lease agreement in the amount of \$155,000.

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

In preparation of the Digester No. 2 Cleaning Project, the District has entered into a lease agreement with Petroleum Solids Control, Inc. for a centrifuge and auxiliary equipment. The lease agreement contains a purchase option. The centrifuge and auxiliary equipment are necessary during the Digester No. 2 Cleaning Project. Entering into the agreement allows the District the option to purchase the centrifuge and auxiliary equipment outright after 6 months. The total cost for the lease to purchase agreement is \$155,000. The expected digester cleaning project duration is 8 months which would result in a total centrifuge rental cost of \$215,600. This would put the District over its budgeted amount of \$200,000 for the rental centrifuge. Exercising the purchase option of the agreement would allow the District to save a total amount of \$60,600 and stay within budget.

#### **FISCAL CONSIDERATION:**

A line item of \$200,000.00 for the rental centrifuge was included in the Adopted Budget for Fiscal Year 2020/21, under Fund 26, Account No. 26-8065.

#### **Attachment:**

Petroleum Solids Control, Inc. Rental Quote dated July 22, 2020

# Petroleum Solids Control, Inc.



South San Luis Obispo County Sanitation District  
1600 Aloha Place  
Oceano, CA 93445

Wednesday, July 22, 2020

Ref : Municipality

Attention:

Mychal Jones  
Operator  
805-489-6666

Mychal,

Please find our Equipment lease agreement #Q20016 for the job located in Oceano, CA.  
The document attached includes the following pages:

- Exhibit A. Equipment listed for lease agreement
- Exhibit B. Insurance values of equipment
- Exhibit C. Services rates
  
- Terms of Lease agreement # Q20016

Respectfully submitted,

Eugene Rogachevsky  
Director of Sales and Marketing

9/11/20

Lessee Initials:

*Petroleum Solids Control, Inc*

1320 E Hill Street. Signal Hill, CA 90755

(562) 424 0254. Fax (562) 427 2951

[www.petroleumsolids.com](http://www.petroleumsolids.com)

- 1 of 16-

Equipment Lease # 20016

Solids Control

# Petroleum Solids Control, Inc.



## EXHIBIT A RATES 2020

### Required Equipment

Description	Ref#	Daily price	Monthly price
<b>Centrifuge Option 1: SHARPLES P5400</b> Skid: 45' Flat Bed with Air Suspension Bowl Diameter: 25"; Length: 110" Max Bowl Speed: up to 2500 rpm Differential speed: 0-20 rpm Flow Rate: up to 150gpm (80gpm on digester clean out)		\$975.00	\$21,450.00
Neat Polymer System w/ static mixer MOYNO 3M1 (neat polymer) MOYNO 2L6 (fresh water) with VFD Potentiometer for speed regulation		\$150.00	\$3,300.00
Ancillary Solids Auger: 25 length; can convey solids up 12 feet		\$100.00	\$2,200.00

### MISCELLANEOUS

Description	Ref#	Daily price	Monthly price

9/11/20

Lessee Initials:

*Petroleum Solids Control, Inc*

1320 E Hill Street. Signal Hill, CA 90755

(562) 424 0254. Fax (562) 427 2951

[www.petroleumsolids.com](http://www.petroleumsolids.com)

- 2 of 16-

Equipment Lease # 20016

Solids Control

# Petroleum Solids Control, Inc.



## EXHIBIT A RATES 2020

1. When the rent period is less than 22 days, daily rent is applied, otherwise the monthly rent is applied.
2. Service technician charges are listed under EXHIBIT C: SERVICE RATES.
3. Equipment is operational and ready
4. A \$N/A retainer (up to 1<sup>st</sup> months total rent) will be made at the signing of this contract. This retainer will be used for repairs needed and is subject to the terms listed under section 1, c of equipment lease #Q20016. Retainer will be refunded once equipment is returned in good condition.
5. Contract signed is required before any shipping of the units.

### TRANSPORTATION:

Transportation is provided by a third party and is charged at cost plus 15% processing fee. Customer can set up their own transportation if desired.

### EQUIPMENT RETURN

**Damages other than normal wear and tear, cleaning of returned equipment will be charged to customer. Any disposal of waste (Mud, Solids, Liquid) left in the equipment will be charged to customer.**

A standard fee of \$2,860.00 will be charged upon return of the trailer unit. This fee is to cover cleanup of trailer and disposal of any waste.

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Lessee Initials:

*Petroleum Solids Control, Inc*

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Equipment Lease # 20016

Solids Control

# Petroleum Solids Control, Inc.



## EXHIBIT B INSURANCE VALUES

### CENTRIFUGE

Description As described in Exhibit A	Ref#	Value
SHARPLES P5400		\$120,000.00

### MISCELLANEOUS

Description As described in Exhibit A	Ref #	Value
Polymer System		\$15,000.00
Auger		\$20,000.00

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Equipment Lease # 20016

Solids Control



# Petroleum Solids Control, Inc.



## EXHIBIT C Services

### LABOR

Description	Straight time per hour	Overtime Per hour	Double time Sunday/ Holiday Per hour
Field Service Technician	\$90.00	\$135.00	\$180.00
Labor for rig up/ rig down	\$75.00	\$112.50	\$150.00
Travel time per employee per hour	\$55.00	\$82.50	\$110.00

**Lodging and travel expenses** are not included in the services charges. It will be invoiced at cost plus 15%.

**Transportation:** Transportation of equipment is done by a third party and billed at invoice cost plus 15%.

**Straight time:** Straight time is charged for 8 hours during the hours of 7:00 am to 5:00 pm from Monday to Friday. (Defined as “normal hours of operation”)

**Overtime:** Overtime is considered when work and/or travel time is outside of the normal hours of operation. or exceeds eight (8) hours in any one day (i.e. 12:01 A.M. to 11:59 P.M. weekdays).

**Double time:** Double time is considered when work requires over 12 hours of uninterrupted labor in any period.

**Sunday/Holiday:** Company recognized holidays, Saturdays, and Sundays are considered double time.

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Solids Control

# Petroleum Solids Control, Inc.



## EXHIBIT C Services

### Mandated Rest and Meal Period Policy

#### Scope:

In its practice and policy of providing employees with a safe and healthy work environment, Petroleum Solids Control, Inc. adheres to all California regulations pertaining to wage and hour laws. In accordance with this, all Petroleum Solids Control, Inc. employees are entitled to mandated rest and meal periods throughout the course of the work day. The frequency of these periods varies based on total hours worked in a day. And no employee shall work more than 14 consecutive hours in a 24-hour period. This 14-hour work day includes all driving to and from the customer's location.

Below are examples of typical schedules that must be adhered to by Petroleum Solids Control, Inc. employees per California's Industrial Wage Orders. Specific wage order citations pertaining to these schedules can be found after Example D of the 'Rest and Meal Period Schedule' section.

#### Rest and Meal Period Schedule:

Example A pertains to a single employee who works less than 10 hours in a day.

Example B pertains to a single employee who works more than 10 hours in a day.

#### A. Up to 10 hours of work (1 Meal Period):

Time In	Rest Out	Rest In	Meal Out	Meal In	Rest Out	Rest In	Time Out
7:00am	10:00am	10:10am	12:00pm	12:30pm	3:00pm	3:10pm	5:00pm

#### B. More than 10 hours of work (2 Meal Periods):

Time In	Rest Out	Rest In	Meal Out	Meal In	Rest Out	Rest In	Meal Out	Meal In	Time Out
7:00am	10:00a	10:10a	12:00p	12:30p	3:00p	3:10p	5:00p	5:30p	9:00p

If at least two employees are at a customer's location, they must to the best of their ability stagger their rest and meal periods so as to not disrupt work flow. Example C pertains to two employees working less than 10 hours in a day while Example D pertains to two employees working more than 10 hours in a day.

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Solids Control

# Petroleum Solids Control, Inc.



## EXHIBIT C Services

C. Two Employees-Up to 10 hours of work (1 meal period):

Employee	Time In	Rest Out	Rest In	Meal Out	Meal In	Rest Out	Rest In	Time Out
#1	7:00am	10:00am	10:10am	11:30am	12:00pm	3:00pm	3:10pm	5:00pm
#2	7:00am	10:10am	10:20am	12:00pm	12:30pm	3:10pm	3:20pm	5:00pm

D. Two Employees-More than 10 hours of work (2 meal periods):

EE#	Time In	Rest Out	Rest In	Meal Out	Meal In	Rest Out	Rest In	Meal Out	Meal In	Time Out
#1	7am	10:00a	10:10a	11:30a	12:00p	3:00p	3:10p	5:00p	5:30p	9pm
#2	7am	10:10a	10:20a	12:00p	12:30p	3:10p	3:20p	5:30p	6:00p	9pm

### Rest Period Regulations:

It is the policy of Petroleum Solids Control, Inc., in accordance with the State of California Department of Industrial Relations IWC Wage Order 16-2001, that all nonexempt employees be allowed to take a rest period that must, insofar as practicable, be taken in the middle of each work period. The rest period is based on the total hours worked daily and must be at the minimum rate of a net ten consecutive minutes for each four hour work period, or major fraction thereof. The Division of Labor Standards Enforcement (DLSE) considers anything more than two hours to be a "major fraction" of four." A rest period is not required for employees whose total daily work time is less than three and one-half hours.

### Rest Period Compensation:

The rest period is counted as time worked and therefore, the employer must pay for such periods. Since employees are paid for their rest periods, they can be required to remain on the employer's premises during such periods.

For employees in certain on-site occupations in the construction, drilling, logging and mining industries, the employer may stagger the rest periods to avoid interruption in the flow of work and to maintain continuous operations, or schedule rest periods to coincide with breaks in the flow of work that occur in the course of the workday (*IWC Order 16-2001, Section 11(A)*). Additionally, for these employees rest periods need not be authorized in limited circumstances when the disruption of continuous operations would jeopardize the product or process of the work. However, under such circumstances, the employer must make-up the missed rest period within the same workday or compensate

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*Petroleum Solids Control, Inc*

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Equipment Lease # 20016

Solids Control

# Petroleum Solids Control, Inc.



## EXHIBIT C Services

the employee for the missed ten minutes of rest time at his or her regular rate of pay within the same pay period (*IWC Order 16-2001, Section 11(B)*). Under Order 16-2001, rest periods must take place at employer designated areas which may include or be limited to the employees immediate work area.

### Meal Period Regulations:

It is the policy of Petroleum Solids Control, Inc., in accordance with the State of California Department of Industrial Relations, Labor Code 512, that an employee may not work for a period of more than five hours per day without providing the employee with a meal period of not less than thirty minutes, except that if the total work period per day of the employee is no more than six hours. Additionally, a second meal period of not less than thirty minutes is required if an employee works more than ten hours per day. Since employees are mandated to take a meal period break, any employee that is not given the opportunity to take such a break during a shift will be compensated for his meal period break per *Bono Enterprises, Inc. v. Bradshaw* (1995) 32 Cal.App.4th 968.

### Meal Period Compensation:

- Unless the employee is relieved of all duty during his or her thirty minute meal period, the meal period shall be considered an "on duty" meal period that is counted as hours worked which must be compensated at the employee's regular rate of pay.
- If the employer requires the employee to remain at the work site or facility during the meal period, the meal period must be paid. This is true even where the employee is relieved of all work duties during the meal period. (*Bono Enterprises, Inc. v. Bradshaw* (1995) 32 Cal.App.4th 968.)
- If an employer fails to provide an employee a meal period in accordance with an applicable IWC Order, the employer must pay one additional hour of pay at the employee's regular rate of pay for each workday that the meal period is not provided. (*IWC Orders and Labor Code Section 226.7*). This additional hour is not counted as hours worked for purposes of overtime calculations.

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Equipment Lease # 20016

Solids Control

# Petroleum Solids Control, Inc.



## EXHIBIT C Services

**Training:** A Petroleum Solids Control employee will be available during normal weekday hours of operation to train Lessee employees on how to properly run and maintain the equipment, and to ensure equipment is running properly. The pay rate for the employee is:

8 hour labor charge	\$850.00 Per day
8 to 10 hours	\$120.00 Per hour
10 hours to 12 hours	\$155.00 Per Hour
Per Diem	\$55.00 Per day
Cost of Room (Area Specific)	\$125.00+ Per day

**NOTE: No Lessor employee shall be required to work other than “Straight Time” without having first received Lessor’s prior written consent thereto. Petroleum Solids Control employees sent to a jobsite to “train” are not permitted to stay more than 4 days of normal hours of operation. Beyond 4 days of normal hours of operation, employees will be considered operators and subject to standard labor charges and can be exchanged for other Petroleum Solids Control employees at Lessors discretion.**

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Equipment Lease # 20016

Solids Control

# Petroleum Solids Control, Inc.



## **EQUIPMENT LEASE # Q20016**

THIS LEASE dated 7/22/2020, between

**Petroleum Solids Control, Inc.  
1320 E. Hill Street  
Signal Hill, CA 90755**

, (hereinafter called "Lessor")

And

South San Luis Obispo County Sanitation District  
1600 Aloha Place  
Oceano, CA 93445

(Hereinafter called "Lessee").

### 1. Lease Arrangement:

Lessor leases to Lessee and Lessee rents from Lessor the equipment listed in the schedule hereto annexed, marked Schedule A and made a part hereof (hereinafter Equipment List).

- a. **Term:** This Lease shall be for a term of **1** months, unless earlier terminated or extended in writing.
- b. **Rent:** Lessee shall pay Lessor a monthly or daily rental as specified in Exhibit A and as amended from time to time. As additional rental, Lessee shall pay/reimburse Lessor for all cost attributable to the equipment leased hereby, as well as all Lessor's out of pocket expenses associated with Lessor's ownership and registration of the equipment leased hereby.

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Equipment Lease # 20016

Solids Control

# Petroleum Solids Control, Inc.



- c. Deposit: Lessee shall deliver to lessor a security deposit at the signature of this agreement and before **any shipping of equipment**. The deposit will be in the amount of the transportation cost and one monthly term of the rented equipment, unless otherwise specified on page 2, #4 of this contract. The deposit will be credited to Lessee after the equipment is returned and assessed of any damages. Any damages outside of normal wear and tear will be deducted from the deposit. Any cleaning expenses incurred by Petroleum Solids will be deducted from the deposit. Equipment should be returned in the condition it was received.
- d. Information: Lessee shall transmit the information indicated below before any shipment of equipment.
- Location of the operation
  - Supervisor's name and contact information on site
  - Expected duration of the operation
  - Proof of insurance during shipping and operation

## 2. Limitation Of Warranties:

- a. Lessor does not warrant equipment leased hereby. Lessee shall repair at its sole cost and expense and damage or defects in the equipment. Lessee takes said equipment in its "AS-IS/WHERE-IS" condition. Lessee's acceptance constitutes the acknowledgment by Lessee that the Equipment is in good working order.
- b. For the term of this of this lease, Lessor assigns to Lessee all warranties, agreements, and representations, if any, made by equipment manufacturer(s) to Lessor, and or which may be enforced by Lessor in its own name. Lessor hereby assigns to lessee, solely for the purpose of making and prosecuting any said claim, all of the rights which Lessor has against manufactures(s) for breach of warranty or other representations respecting the equipment.
- c. Sample Clause: A sample of both the sludge and any chemicals being used to process the sludge must be received within 1 week of the job in order for us to assess the proper machine to be used. If it is found that the sludge is not easy to process, or that the chemicals provided do not work per the current process, that information will be conveyed to the customer. Petroleum Solids Control does not guarantee any results for quality of water, oil, or solids. We rent machines and will back them with our support and knowledge, but the responsibility for the final results of processing will fall on the customer.

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Equipment Lease # 20016

Solids Control

Lessee Initials:



# Petroleum Solids Control, Inc.



## 3. Preserving Equipment:

Lessor may inspect the equipment at any time. Lessee agrees to keep said equipment in good operable condition and repair at Lessee's sole expense and house the same in suitable shelter. All repairman and material man's liens shall be promptly satisfied by Lessee.

## 4. Rent Payment:

Lessee shall pay to Lessor all specified rental payments due in accordance with this lease and Lessee agrees to pay all specified rental installments monthly as set forth in Exhibit A, without demand. Said rental shall be payable at the office of Lessor.

1320 E. Hill Street  
Signal Hill, CA 90755

## 5. Payment Terms:

Lessee promises and agrees to pay on the date designated on the invoice. The payment terms are **"NET 30 days"** as set forth by Lessor to Lessee. Payments will be subject to a 1.5% interest fee after 30 days.

## 6. Ownership:

No title or right in said equipment shall pass to Lessee except the rights herein expressly granted. On the termination of the Lease period, unless Lessee has opted and been granted to purchase and pay for the equipment, Lessee will immediately return said equipment to Lessor in the condition it was received, less normal wear, tear, and depreciation, to our Signal Hill facility. All rental equipment is sent in an operable state, and shall be returned in one. All replacement, repairs, or accessories made to or placed in or on said equipment shall become a component part thereof and title there to shall be immediately vested in Lessor and shall be included under the terms hereof.

## 7. Assignment:

Lessor may assign this Lease. Lessee shall not assign this lease or any interest herein, or mortgage or hypothecate this Lease or any interest herein, or subject said equipment to sublease without the prior written consent of Lessor. Any attempted assignment, mortgage, hypothecation, or sublease by Lessee without such consent shall be void.

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Solids Control

Lessee Initials:

# Petroleum Solids Control, Inc.



## 8. Insurance:

Lessee assumes the entire risk of loss or damages to the equipment, whether or not covered by insurance, and no such loss shall relieve Lessee of its obligations hereunder, Lessee agrees to and does hereby indemnify and hold Lessor harmless of, from, and against all claims, cost, expenses, damages, and liabilities, including reasonable attorney's fees resulting from or incident to the use, operation, or storage of the equipment during the terms of this Agreement and whether or not said equipment are in possession or control of Lessee. Lessee shall keep the equipment insured to protect all interests of Lessor, at Lessee's expense against all risks of loss or damage from every cause whatsoever for not less than the one hundred (100) percent of the then current value of said equipment (see Exhibit B), and in addition shall purchase insurance in an amount reasonable under the circumstances to cover the liability of Lessor for public liability and property damage, if applicable. Said insurance policies and the proceeds there from shall be the sole payable to the Lessor and Lessor shall be named as an additional insured in all said policies and as sole loss payee in the policies insuring the equipment. The proceeds of such insurance, whether resulting from loss or damage or return premium or otherwise, shall be applied toward the replacement or repair of the said equipment or the payment of obligations of Lessee hereunder at the option of Lessor.

## 9. Lessees Responsibilities:

- a. Lessee agrees to use, operate, and maintain said equipment in accordance with all laws; and to keep the same free of levies, liens, and encumbrances.
- b. AQMD permitting: Under certain applications of centrifugation, you may need an AQMD permit. It is the Lessees responsibility to determine if their jobsite is subject to any environmental regulations and to make sure they meet the mandates of environmental regulations. Lessee agrees to release all liability of Petroleum Solid Control by environmental regulation and furthermore, Lessee agrees to pay any fines levied against Petroleum Solids Control for their violation of any laws violated by operating Petroleum Solids equipment.

## 10. Advances By Lessor:

All advances made by Lessor to preserve said equipment or to pay insurance premiums for insurance thereon or to discharge and pay any assessment, fees, penalties, liens, or encumbrances which are Lessee's responsibility and which Lessee fails to pay shall be added to the unpaid balance of rentals due hereunder and shall be repayable by Lessee to Lessor immediately together with interest thereon at the rate of 1.5 percent per month.

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Lessee Initials:

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## 11. Default And Remedies:

In the event Lessee shall default in the payment of any monies due Lessor under this lease, any rent, additional rent, or any other sums due hereunder as and when due or in the event of any default or breach of the terms and conditions of this Lease, or any other lease, between the parties here to, or if any execution or other writ or process shall be issued in any action or proceeding, against Lessee, whereby the said equipment may be taken or detained, or if a proceeding in bankruptcy, receivership, or insolvency shall be instituted by or against Lessee or its property, or if Lessee shall enter into any agreement or compromise with its creditor, breach any of the terms of any of the terms of any loan or credit agreement, or default there under, or if the condition of Lessee's affairs shall so change as to, in the Lessor's opinion, impair Lessor's security or increase the credit risk involved, then and in that event Lessor shall have the right to do the following:

- a. Retake immediate possession of its equipment without any court order or other process of law and for such purpose, Lessor may enter on any premises where said equipment may be and may remove the same there from with or without notice of its intention to do same, without being liable to any suit or action or other proceeding by Lessee. Lessor may, at its option, sell the equipment at public or private sale for cash or on credit and may become the purchaser at such sale. Lessee shall be liable for arrears of rent, if any, the expense of retaking possession, and the removal of the equipment, court costs, in addition to the balance of the rental provided for herein, or in any renew here of, after deducting all costs of taking, storage, repair, and reasonable attorney's fees; and
- b. The rights granted Lessor herein shall be cumulative, and action on one shall not be deemed to constitute an election or waiver of the other right of action, or any other right to which Lessor may be entitled. All sums due under the calculations above shall become immediately due and payable to the construed as liquidated damage rather than a penal provision. Lessee shall remain and be liable for the return of the equipment prepaid at Lessor's Signal Hill, California place of business and any loss or destruction of, or injury to, the equipment, in the same manner as here in provided. Lessee here by waives trial by jury in any action or proceeding arising hereunder. Whenever any payment is not made when due hereunder, the lessee promises to pay to Lessor or its assigns, not later than three (3) calendar days thereafter, an amount calculated at the rate of then (10) percent of each such delayed payment and to make such payments as liquidated damages occasioned by such delay, if allowed by law.

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Lessee Initials:

# Petroleum Solids Control, Inc.



## 12. Waivers:

The omission by Lessor at any time to enforce any default or right reserved to it, or to require performance of any of the terms covenants, or provisions hereof by Lessee at any time designated, shall not be a waiver of any such default or right to which Lessor is entitled nor shall it in any way affect the right of Lessor to enforce such provisions thereafter. Lessor may exercise all remedies simultaneously, pursuant to the terms hereof, and any such action shall not operate to release Lessee until the full amount of the rentals due and to become due and all other sums to be paid hereunder have been paid.

## 13. Arbitration And Fees:

Any dispute hereunder shall be submitted to binding arbitration in Los Angeles County, California, at and under the rules and regulations of Judicate West, Long Beach California, and shall be held as soon as practical. Choice of law shall be California. The arbitrator shall be a retired California Superior Court Judge or Justice. Either party may require expedited arbitration hereunder provided that the arbitrator will take into consideration each party's reasonable time requests to prepare for such arbitration. The Arbitrator may award attorney's fees, litigation and collection costs and Arbitration costs to the prevailing party. Any Award of the Arbitrator shall be subject to enforcement pursuant to Judgment entered by the Los Angeles County Superior Court, State of California. The Judgment Creditor in any such action shall be entitled to an award of attorney's fees and costs incurred in the enforcement of any Award of Arbitrator.

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Solids Control

Lessee Initials:

# Petroleum Solids Control, Inc.



This Equipment Lease includes 16 pages (Sixteen), and each page must be initialed by Lessee.

LESSOR

PETROLEUM SOLIDS CONTROL, INC.

BY: \_\_\_\_\_  
(Title)

LESSEE

South San Louis Obispo County SD

BY: \_\_\_\_\_  
(Title)

DATE : \_\_\_\_\_

P.O. (if applicable): \_\_\_\_\_

9/11/20

Lessee Initials:

*Petroleum Solids Control, Inc*

1320 E Hill Street. Signal Hill, CA 90755

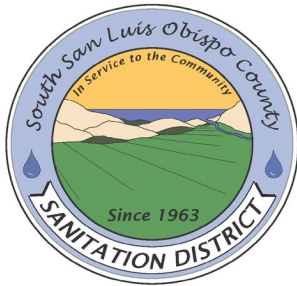
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Solids Control



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

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

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## **STAFF REPORT**

**To:** Board of Directors

**From:** Jeremy Ghent, District Administrator; Mychal Jones, Plant Superintendent

**Date:** September 16, 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:**

- *District received final concurrence from USDA for bidding on Thurs. 09/10/2020.*
- *Estimated Key Dates*

<b>TASK</b>	<b>TENTATIVE DATE</b>
BEGIN ADVERTISING	9/16/2020
BID OPENING	11/9/2020
BOND SALE	12/1/2020
NTP	1/4/2021
COMPLETION	4/30/2023

**Central Coast Blue:**

- *No Update*

**Misc:**

- *District continues Covid-19 precautions such as increased PPE, temperature checks, and sanitization in order to protect worker safety and plant operations.*
- *District has received and is reviewing a proposal from NBS consultants for inclusion of Grover Beach and Arroyo Grande wastewater rates and charges on the County Tax Roll.*
- *San Luis Obispo County through the Flood Control District is pursuing a large-scale restoration project on the Meadow Creek Lagoon. This is a multi-year project and is in the early stages, but would likely result in a reduction in localized flooding adjacent to the Plant property.*

**Plant Tours:**

1. *Suspended due to Covid-19*

**Upcoming Items (Anticipated Date):**

*Revisions to KJ ESDC contract for Compliance with USDA (10/07/2020)*

*Resolution Authorizing District to Sell Bonds for Redundancy Project (10/07/2020)*



## **Plant Operations Report**

During this reporting period (August 1<sup>st</sup> – August 31<sup>st</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 August 2020**

August 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	2.27	3.4	484	20.5		523	24.7		< 1.8	188
High	2.55	4.3	553	25.6		693	33.5		140	482
Average	2.37	3.72	523	22.4	95.7	590	29.2	95.1	12.3	332
Aug 2019 AVG	2.86	3.72	496	24.3	95.9	537	26.1	95.1	17	226
Limit	5.0			40/60/90	>80		40/60/90	>80	2000	

### **Digester No. 2 Cleaning Project**

On August 18<sup>th</sup>, the District had a kickoff meeting with Michael K. Nunley and Associates to discuss the scope of the Digester No. 2 Cleaning Project, coordination of operational activities, preliminary data needs, project schedule, and next steps. Tentative start date for the digester cleaning project is November 9<sup>th</sup>.

### **Emergency Generator**

The District's emergency generator has been repaired and the rental generator has been returned. Operations staff performed a test run of the District's generator to ensure proper operation prior to returning the rental generator.

### **Trunk Sewer Flushing and Closed-Circuit Television Inspection**

Mainline Utility Co. completed the flushing and closed-circuit television inspection of the District's trunk sewer line located in the City of Arroyo Grande. This work will continue throughout the year with the District's trunk sewer line located in Oceano Community Services District scheduled to be next followed by the City of Grover Beach. Staff is currently reviewing the report of findings and will schedule any necessary repairs accordingly.

### **Operation and Maintenance Tasks**

- Performed weed abatement along plant fence line
- Troubleshoot centrifuge. Ordered replacement equipment and installation is scheduled for the week of September 28<sup>th</sup>.
- Repaired broken piping and valve at well water system
- Reviewed and marked Underground Service Alerts
- Completed the drain and rinse down of the chlorine contact tank last four channels
- Cleaned out sludge beds
- Repaired leaking water line
- Performed monthly Safety Walk
- Changed out backup chemical system cap and gels then performed calibration
- Changed out backup chemical probe and calibrate

- Rental Centrifuge
  - Assisted with setup
  - Participated in training on startup, shutdown, and troubleshooting of centrifuge
- Troubleshoot fixed film reactor sump pump failure
- Replaced batteries in Amiad filter flush counter and reinstalled

### **Work Orders Completed**

- Performed weekly inspection of all digester vacuum/pressure relief valves
- Thoroughly rinsed surfaces of all clarifiers
- Test ran emergency generator and emergency bypass pump
- Rinsed chlorine ORP probes
- De-ragged primary sludge pump
- Preventative Maintenance Performed
  - Forklift
  - Loader
  - Clarifier drive units
  - Chemical flash mixer
  - Plant carts
- Verified Sodium Hypochlorite and Sodium Bisulfite tanks are not siphoning
- Replaced air filter on heating and air conditioning unit

### **Training**

- Target Solutions training on Workplace Diversity
- Target Solutions training on Workplace Bullying
- Operations staff participated in a safety meeting on Hazard communication Standards

### **Call Outs**

August 8<sup>th</sup>, 4:10 PM – Motion Alarm. Operations staff responded and inspected plant premises. There were no signs of entry and no alarms were active.

### **Primary Clarifier No. 2 Rehabilitation and Coatings Project**

Significant progress has been made by Fluid Resource Management (FRM) on the Clarifier Rehabilitation Project. Pending the inspection by Ovivo, full completion of the project and startup of the clarifier is scheduled for September 15<sup>th</sup>. The following photos capture the progression of the Primary Clarifier No. 2 Rehabilitation and Coatings Project.

Placement of New District Furnished Clarifier Bridge

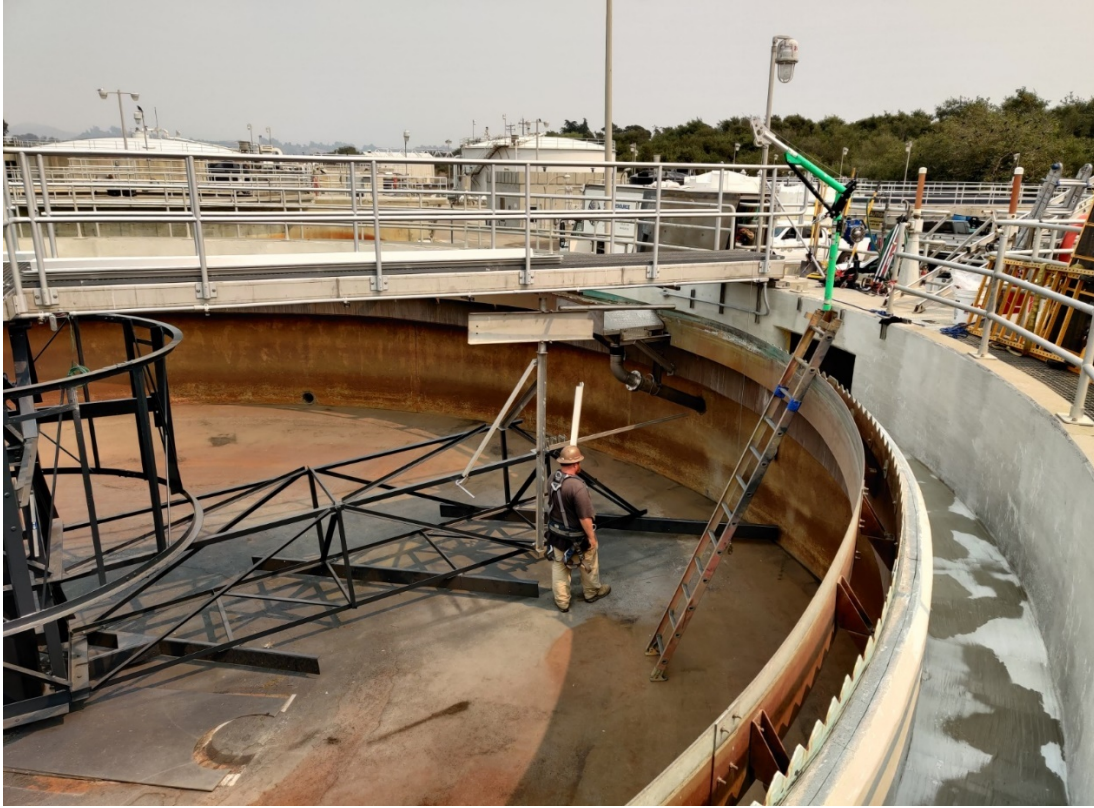


Clarifier Bridge Grating, Aluminum Rails, Kick Plate, and Partial Skimmer installed





Clarifier Balancing and Leveling Being Performed



Primary Clarifier No. 2 Near Completion





**Launder Coating Project**

The Launder Coating Project has been completed with minimal spot repairs still needed. These minor repairs are scheduled to be completed before startup of the clarifier. The following photos capture the progression of the Launder Coating Project.

Original Clarifier Launder Concrete Surface



Clarifier Launder Concrete Surface After Resurfacing





Existing Coating on Primary Clarifier No. 1 with Rough Surface



New Primary Clarifier No. 2 Coating with Smooth Surface (1)





New Clarifier No. 2 Coating with Smooth Surface (2)

