



**SOUTH SAN LUIS OBISPO COUNTY
SANITATION DISTRICT**

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

**AGENDA
BOARD OF DIRECTORS MEETING**

VIRTUAL ZOOM MEETING

Please click the link below to join the webinar:

Wednesday, November 3, 2021 at 6:00 p.m.

Board Members

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

Agencies

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

Alternate Board Members

Shirley Gibson, Director
Karen Bright, Director
Lan George, Director

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

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82605097905?pwd=MlIwQkR3MGgvTks1Q2tWTWVWYTJiZz09>

Passcode: 526189

Or Telephone:

1 669 900 6833

1 408 638 0968

1 346 248 7799

1 253 215 8782

1 301 715 8592

1 312 626 6799

1 646 876 9923

Webinar ID: 826 0509 7905

Passcode: 526189

- 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 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 September 15, 2021**
- 5C. Request Approval to Purchase New Vaughan Horizontal Pump**
- 5D. Request Approval to Purchase New Headworks Influent Slide Gate and Replacement Parts for Existing Slide Gates at Chlorine Contact Tank**

6. ACTION ITEMS:

6A. ADOPTION OF RESOLUTIONS TO CONTINUE TO ALLOW REMOTE BOARD MEETINGS.

Recommendation:

1. That the Board adopt the attached resolution making initial findings for the need to continue to hold remote Board meetings; and
2. Direct staff to place subsequent resolutions on upcoming consent calendars making the necessary findings to continue to hold remote Board meetings as required by AB 361.

6B. CONTRACT FOR COASTAL HAZARD MONITORING WITH RINCON CONSULTANTS

Recommendation:

1. Authorize the District Administrator to execute a contract for Environmental Monitoring Services with Rincon Consultants in the amount of \$69,980.
2. Authorize the District Administrator to execute future contract amendments if required with Rincon Consultants for the Coastal Hazards Monitoring Program in an amount up to \$6,998 (10%) to address unanticipated changes to the Monitoring Program.

6C. CONTRACT FOR COASTAL HAZARDS RESPONSE PLAN WITH MKN AND ASSOCIATES

Recommendation:

Authorize the District Administrator to execute a contract for preparation of the Coastal Hazards Response Plan with Michael K. Nunley and Associates, Inc., (MKN) in the amount of \$39,886.

6D. AUTHORIZE EXECUTION OF CONTRACT AMENDMENT #4 FOR WWTP REDUNDANCY PROJECT CONSTRUCTION PHASE ENGINEERING SERVICES WITH KENNEDY/JENKS CONSULTANTS, INC., PENDING USDA CONCURRENCE

Recommendation:

Authorize the District Administrator to execute a contract amendment for Construction Phase Design Engineering Services for the Wastewater

Treatment Plant Redundancy Project with Kennedy/Jenks Consultants, Inc. in the amount of \$136,330 pending review and concurrence from USDA staff.

6E. SUMMARY OF COMMUNITY WORKFORCE AGREEMENT (CWA) LOCAL HIRE GOALS AND PERFORMANCE TO DATE

Recommendation: Receive and File.

6F. 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 December 1, 2021, 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 Grover Beach City Counsel Chambers.

WARRANT REGISTER
11/3/2021

VENDOR	BUDGET LINE ITEM	DETAIL	WARRANT NO.	ACCT	ACCT BRKDN	
AGP VIDEO	PROFESSIONAL SERVICE	AUGUST 4, 2021	092221-5577	7080	650.00	650.00
ARAMARK UNIFORMS	UNIFORMS	09/10; 09/17	5578	7025	682.05	682.05
AT&T	COMMUNICATIONS	09/11-10/10	5579	7013	454.69	454.69
AUTOSYS, LLC	SCADA	0057; 0055	5580	20-7060	3,738.27	3,738.27
BRAX PROCESS AND PUMP	STRUCTURE MAINTENANCE	PRIMARY CLARIFIER #2 SLUDGE PUMP	5581	26-8065	16,170.90	16,170.90
BRENNTAG	CHEMICALS	MULTIPLE	5582	8050	12,167.55	12,167.55
CAREN RAY RUSSOM	BOARD SERVICE	SEPTEMBER 2021	5583	7075	100.00	100.00
CENTRAL COAST FENCE	EQUIPMENT MAINTENANCE	692	5584	8030	92.23	92.23
CITY OF ARROYO GRANDE	AGENCY BILLING	JANUARY TO JUNE 2021	5585	7073	11,111.75	11,111.75
CITY OF GROVER BEACH	AGENCY BILLING	JULY AND AUGUST 2021	5586	7081	3,699.25	3,699.25
FGL ENVIRONMENTAL	CHEMICAL ANALYSIS	ANNUAL WW MONITORING	5587	7078	6,056.00	6,056.00
I.I. SUPPLY	SAFETY SUPPLIES	79408	5588	8056	12.01	123.99
	EQUIPMENT MAINTENANCE	79286; 79285		8030	111.98	
JB DEWAR	FUEL	125709	5589	8020	93.97	93.97
JEFF LEE	BOARD SERVICE	SEPTEMBER 2021	5590	7075	100.00	100.00
JONES & MAYER	LEGAL COUNSEL	AUGUST 2021	5591	7071	3,136.13	3,136.13
KEMIRA	PLANT CHEMICALS	9017726891	5592	8050	9,520.54	9,520.54
OEC, INC	CHEMICAL ANALYSIS	2105393	5594	7078	48.00	48.00
PG&E	ELECTRICITY	08/11/21-09/09/2021	5595	7091	27,818.54	27,818.54
RINCON CONSULTANTS	REDUNDANCY	BIOLOGICAL MONITORING	5596	20-7080	303.75	303.75
SAFETY KLEEN SYSTEMS	FUEL	86861889	5597	8020	201.10	201.10
SPEISS CONSTRUCTION	DIGESTER NO 2 REHAB	APPLICATIONS 3 & 4	5598	26-8065	89,613.51	89,613.51
SPRINT	COMMUNICATIONS	08/04/21-09/03/21	5599	7011	128.55	128.55
STANLEY SECURITY	ALARMS	AUGUST & SEPTEMBER 2021	5600	7011	151.10	151.10
USA BLUEBOOK	EQUIPMENT MAINTENANCE	725488	5601	8030	222.29	222.29
VWR	LAB SUPPLY'S	2021-066; 072; 080;	5602	8040	4,767.22	4,767.22
JEREMY GHENT	TRAINING	CSDA	5603	7067	391.16	391.16
SHIRLEY GIBSON	BOARD SERVICE	SEPTEMBER 2021	5604	7075	100.00	100.00
AIRFLOW FILTER SERVICE	EQUIPMENT MAINTENANCE	57352	100621-5605	8030	106.16	106.16
ALLIED ADMINISTRATORS	EMPLOYEE DENTAL	NOVEMBER 2021	5606	6025	815.10	815.10
ALLSTAR INDUSTRIAL	SAFETY	2789	5607	8056	482.63	482.63
ARAMARK	UNIFORMS	09/24; 10/01	5608	7025	628.92	628.92
BRENNTAG	PLANT CHEMICALS	BPI182872	5609	8050	5,790.91	5,790.91
CAL FIRE	STRUCTURE MAINTENANCE	TREE LINE TRIMMING	5610	8060	1,588.58	1,588.58
CULLIGAN CCWT	EQUIPMENT RENTAL	MULTIPLE	5611	7032	875.39	875.39
EVERYWHERE RIGHT NOW	COMPUTER SUPPORT	OCTOBER 2021	5612	7082	100.00	100.00
FERGUSON	EQUIPMENT MAINTENANCE	INFLUENT PUMP 3	5613	8030	804.22	804.22
I.I. SUPPLY	SAFETY	79841	5614	8056	26.43	26.43
JAN PRO	STRUCTURE MAINTENANCE	AUGUST AND OCTOBER 2021	5615	8060	666.00	666.00
KENNEDY JENKS	REDUNDANCY	AUGUST 2021	5616	20-7080	55,668.75	55,668.75
MARCEL ALAIN PHOTOGRAPHY	REDUNDANCY	CHAPTER THREE	5617	20-7080	275.00	275.00
MICHAEL K NUNLEY & ASSOC.	REDUNDANCY	9695	5618	20-7080	7,527.51	7,781.15
	PRETREATMENT	9696		7077	253.64	
MINERS HARDWARE	ADMIN BUILDING SUPPLIES	SEPTEMBER 2021	5619	8045	590.23	590.23
MNS ENGINEERS	REDUNDANCY	CONSTRUCTION MANAGEMENT	5620	20-7080	156,943.87	156,943.87
NBS	AGENCY BILLING OCEANO	OCTOBER, NOVEMBER, DECEMBER	5621	7074	1,683.70	1,683.70
OILFIELD ENVIRONMENTAL COMP.	CHEMICAL ANALYSIS	MULTIPLE	5622	7078	843.54	843.54
PLATINO MNGMNT/WILMAR GLENN	CONNECTIONS	REIMBURSE OVERPAYMENT	5623		2,475.00	2,475.00
POLYDYNE INC.	PLANT CHEMICALS	1582982	5624	8050	6,331.65	6,331.65
PRAXAIR DISTRIBUTION	EQUIPMENT RENTAL	66128147	5625	7032	39.63	39.63
READY REFRESH	ADMIN BUILDING SUPPLIES	07/25/21-09/24/21	5626	8045	304.47	304.47
RINCON	COASTAL HAZARD MONITORING	33698	5627	7020	1,731.54	1,731.54
SLOCTC	TAX ASSESSMENT	FY 21/22	5628	7095	33,810.36	33,810.36
SO CO SANITARY SERVICE	RUBBISH	OCTOBER 2021	5629	7093	394.20	394.20
STANLEY SECURITY	ALARMS	OCTOBER 2021	5630	7011	75.55	75.55
UMPQUA BANK	CREDIT CARD	SEPTEMBER 2021	5631		2,339.86	2,339.86
VWR SCIENTIST	LAB SUPPLIES	PO 2021-073; 080	5632	8040	371.09	371.09
SSLOCS	MECHANIC BANK TRANSFER	SEPTEMBER 2021	5633		105,278.26	105,278.26

CONTINUED ON NEXT PAGE

WARRANT REGISTER CONTINUED
9/15/2021

VENDOR	BUDGET LINE ITEM	DETAIL	WARRANT NO.	ACCT	ACCT BRKDN	
AMERICAN BUSINESS MACHINES	OFFICE SUPPLIES	587438	101521-5634	8045	178.96	178.96
ARAMARK	UNIFORMS	10/08/2021	5635	7025	326.42	326.42
CARQUEST	EQUIPMENT MAINTENANCE	7314-1260997	5636	8030	11.40	11.40
COASTAL ROLLOFF SERVICE	GARBAGE	SEPTEMBER 2021	5637	7093	1,462.60	1,462.60
J.R. FILANC	REDUNDANCY	APPLICATION 5	5638	20-7080	825,664.00	825,664.00
LARRY WALKER ASSOCIATES	PRETREATMENT PROGRAM UPDATE	00667.01-1	5639	7077	1,486.45	1,486.45
MOSS, LEVY & HARTZHEIM LLP	AUDIT	29077	5640	7072	5,000.00	5,000.00
OCSD	WATER	07/18/21-09/18/21	5641	7094	139.08	139.08
SO CAL GAS	GAS	SEPTEMBER 2021	5642	7092	2,509.65	2,509.65
SPRINT	CELL PHONE	09/04/21-10/03/21	5643	7011	145.96	145.96
STANLEY	ALARMS	NOVEMBER 2021	5644	7011	75.55	75.55
TOTAL					1,417,464.80	1,417,464.80

We hereby certify that the demands numbered serially from 092221-5577 to 101521-5644 together with the supporting evidence have been examined, and that they comply with the requirements of the SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT. The demands are hereby approved by motion of the SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT, together with warrants authorizing and ordering the issuance of checks numbered identically with the particular demands and warrants.

BOARD OF DIRECTORS:

DATE:

Chairman

Board Member

Board Member

Secretary



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SUMMARY ACTION MINUTES Meeting of Wednesday, September 15, 2021

1. CALL TO ORDER AND ROLL CALL

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

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

District Staff: Jeremy Ghent, District Administrator
Kristi Smith, Assistant District Legal Counsel
Amy Simpson, District Bookkeeper/Secretary
Mychal Jones, Superintendent

2. PLEDGE OF ALLEGIANCE

3. AGENDA REVIEW

Action: 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 August 4, 2021

There was no public comment.

Motion: Director Ray Russom motioned to approve the Consent Agenda as presented.

Second: Director Gibson

Action: Unanimously by roll call vote.

6. ACTION ITEMS:

6A. WWTP REDUNDANCY QUARTERLY PROJECT UPDATE #3

Administrator Ghent introduced this item with a new drone video of the Redundancy Project. Eileen Shields, MKN & Associates, provided a quarterly Project update that covered the months of May, June, and July. She also shared photos, budget details, summary of work, areas of risk for potential future costs increases and anticipated upcoming work items.

The Board had a brief discussion.

There was no public comment.

Action: The Board received and filed this report.

6B. DISTRICT ADMINISTRATOR AND PLANT OPERATIONS REPORT

Administrator Ghent presented the Administrators Report.

The Board agreed to cancel the October Board Meeting.

Superintendent Jones presented the Plant Operations Report. During this reporting period (August 1st – August 31st) the District's facility exceeded its NPDES Permit limit for instantaneous maximum total chlorine residual on August 10th and daily maximum fecal coliform on August 27th. The Regional Water Quality Control Board has been notified. All other process values were within Permit limitations.

There was no public comment.

Action: The Board received and filed this report.

7. BOARD MEMBER COMMUNICATIONS

Director Ray Russom gave an update on Central Coast Blue and said the Arroyo Grande City Council approved the framework/proposal that the three city managers came up with to move forward. There will be a JPA that will run Central Coast Blue and Arroyo Grandes share will be significantly reduced.

Director Gibson reported that OCSD is mainly focused on infrastructure and redistricting.

Director Lee reported that Grover Beach intends to bring back Central Coast Blue framework for concurrence at the September meeting. He also reported that Grover Beach has started the process of determining uses for ARPA funds and some of that work will go into sewer infrastructure.

8. ADJOURNMENT:

7:10 p.m.

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

DRAFT



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STAFF REPORT

Date: November 3, 2021
To: Board of Directors
From: Jeremy Ghent, District Administrator
Via: Mychal Jones, Plant Superintendent
Subject: **REQUEST APPROVAL TO PURCHASE NEW VAUGHAN HORIZONTAL PUMP**

RECOMMENDATION:

1. That the Board of Directors approve and authorize the District Administrator to purchase a new Vaughan horizontal pump from Rockwell Engineering and Equipment Co. in the amount of \$31,542;
2. and authorize Staff to dispose of existing Vaughan Pump.

BACKGROUND AND DISCUSSION:

The District budgeted for the replacement of its existing Vaughan digester mixing pump. The existing Vaughan pump has reached the end of its service life and is due for replacement. Staff is requesting approval and authorization to replace the existing Vaughan pump with a new Vaughan pump, and dispose of the old pump accordingly.

Due to this piece of equipment being proprietary and only having one vendor, Staff only received one quote. The quote received was from Rockwell Engineering and Equipment Co. for the total amount of \$31,542.

FISCAL CONSIDERATION:

Adequate budget was included in the Adopted Budget for Fiscal Year 2021/22, under Fund 26, Account No. 26-8065.

Attachments:
Rockwell Engineering and Equipment Co. Quote

ROCKWELL
ENGINEERING AND EQUIPMENT CO.
2913 EL CAMINO REAL #337
TUSTIN, CA 92782

PUMP QUOTE

**SOUTH SAN LUIS OBISPO COUNTY
1600 ALOHA PLACE
OCEANO, CA 93445**

QUOTE DATE	5/26/2021
QUOTE #	40115
SALES REP	ML
QUOTED BY	SKIP

PAYMENT TERMS

Net 30

MANUFACTURER

VAUGHAN

ITEM	DESCRIPTION	QTY	COST	Total
HE10R10CS	VAUGHAN HORIZONTAL PUMP - HEAVY DUTY CHOPPER DESIGN - 11.50" IMPELLER - REDESIGNED BEARING PROTECTION - CUSTOM 10" MANIFOLD & SUPPORT - BARE PUMP ONLY - REPLACING SN 75158		28,850.00	28,850.00T
SHIPPING	SHIPPING CHARGES	1	600.00	600.00
	SALES TAX - SAN LUIS OBISPO CNTY		7.25%	2,091.63

TOTAL	\$31,541.63
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PHONE (714) 505-9700
FAX (714) 505-9800

www.rockwellengineering.com

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Item 5C. Attachment

SPECIFICATIONS, 8" – 10" HE-SERIES HORIZONTAL CHOPPER PUMPS

The horizontal chopper pump shall be specifically designed to pump waste solids at heavy consistencies without plugging or dewatering of the solids. Materials shall be chopped/macerated and conditioned by the pump as an integral part of the pumping action. The pump must have demonstrated the ability to chop through and pump high concentrations of solids such as plastics, heavy rags, grease and hair balls, wood, paper products and stringy materials without plugging, both in tests and field applications. Pump shall be manufactured by Vaughan Co., Inc.

DETAILS OF CONSTRUCTION

- A. **Casing, Back-plate and Wear Plate:** The pump casing shall be of volute design, spiraling outward to the Class 125 flanged centerline discharge. A 1/2" NPT pressure tap shall be included on or near the discharge flange. Back pull-out plate shall allow for removal of pump components from outboard of the casing, and allow external adjustment of impeller-to-cutter bar clearance. Casing and back-plate shall be ductile cast iron with all water passages to be smooth, and free of blowholes and imperfections for good flow characteristics. The wear plate shall be heat treated alloy steel. Back-plate will include a replaceable Rockwell C 60 alloy steel wear plate with adjustability to maintain 0.030-0.050" clearance to cut against the rotating impeller pump-out vanes for removing fiber and debris.
- B. **Impeller:** Shall be semi-open type with pump out vanes to reduce seal area pressure. Chopping of materials shall be accomplished by the action of the cupped and sharpened leading edges of the impeller blades moving across the cutter bar at the intake openings, with a maximum set clearance between the impeller and cutter bar of 0.015" - 0.025". Impeller shall be cast alloy steel, heat treated to minimum Rockwell C 60 and dynamically balanced. The impeller shall be threaded to the shaft and shall have no axial adjustments and no set screws.
- C. **Cutter Bar :** Shall be recessed into the pump bowl and contain at least 2 shear bars extending diametrically across the intake opening to within 0.025" - 0.050" of the rotating external cutter tooth, for the purpose of preventing debris from wrapping and blocking the intake opening. Cutter bar shall be alloy steel heat-treated to minimum Rockwell C 60. Chopper pumps utilizing individually mounted shear bars, and which do not have a rotating external cutter extending through to the opposite side of the shear bar, shall not be acceptable.
- D. **Upper Cutter:** Shall be bolted into the back pull-out adapter plate behind the impeller, designed to cut against the pump-out vanes and the impeller hub, reducing and removing stringy materials from the mechanical seal area. Upper cutter shall be cast alloy steel, heat treated to minimum Rockwell C 60. The upper cutter teeth are positioned as closely as possible to the center of shaft rotation to minimize cutting torque and nuisance motor tripping. The ratio of upper cutter cutting diameter to shaft diameter in the upper cutter area of the pump shall be 3.6 or less.
- E. **External Cutter:** The external cutter shall be used to eliminate binding or build-up of stringy materials at the pump inlet. The external cutter shall consist of opposing cutter wings which shear against the outside surface of the shear bars and the anvil, an integral cast tooth which shears against the adjacent surface of the shear bars, and a hex head sufficiently sized for ease of removal. The external cutter shall be cast alloy steel and heat treated to a minimum Rockwell C 60.
- F. **Pump Shafting:** The pump shaft and impeller shall be supported by rolling element bearings. All shafting shall be heat treated alloy steel.
- G. **Bearings:** Shall be oil-bath lubricated with ISO 46 hydraulic oil. Shaft thrust in both directions shall be taken up by two back-to-back mounted single-row angular contact ball bearings, or two face-to-face mounted tapered roller bearings, mounted in an adjustable position thrust bearing cartridge to permit upper cutter to impeller adjustment. A single spherical roller radial bearing shall also be provided. L10 bearing life shall be minimum 100,000 hours.
- H. **Bearing Housing:** Shall be ductile cast iron, machined with piloted bearing fits for concentricity of all components, and shall include a side-mounted site glass. Bronze non-contacting labyrinth style, O-ring mount bearing isolators shall be provided at each end of the bearing housing to prevent egress of oil and ingress of contaminants.
- I. **Stuffing Box:** The stuffing box shall be ductile cast iron. The stuffing box shall be designed to accommodate the flushed mechanical seal, or packing as described below. Mechanical seal with no seal water flush and flushed tandem mechanical seal as described below do not require stuffing box.
- J. **Seal:** [NOTE TO CONSULTING ENGINEER: Please choose one of the 4 options below]:
- Mechanical Seal system specifically designed to require no seal flush: The mechanical seal shall be located immediately behind the impeller hub to eliminate the stuffing box and maximize the flushing available from the impeller pumpout vanes. The seal shall be cartridge-type mechanical seal with Viton O-rings and silicon carbide (or tungsten carbide) faces. This cartridge seal shall be a pre-assembled, and pre-tested so that no seal settings or adjustments are required from the installer. Any springs used to push the seal faces together must be shielded from the fluid to be pumped. The cartridge shall also include a 17-4PH, heat-treated seal sleeve and ductile iron seal housing.
 - Flushed Tandem Mechanical Seal: The seal shall be cartridge-type tandem mechanical seal with Viton O-rings and silicon carbide (or tungsten carbide) faces. This cartridge seal shall be a pre-assembled, pre-tested so that no seal settings or adjustments are required from the installer. Any springs used to push the seal faces together must be shielded from the fluid to be pumped. The cartridge shall also include a 17-4PH, heat-treated seal sleeve and a ductile iron (or stainless steel) seal housing. Seal requires flush to drain at 3 US gallons/hr flow rate.
 - Mechanical seal with throttle bushing and water fitting for seal water flush. The seal shaft sleeve shall be 316 SS. Mechanical seal materials shall be stainless steel with silicon carbide faces. Seal shall be positively driven by set-screws. Elastomers shall be of Buna N, and stationary seal member shall be of the cup-mounted type to ensure cushioning of face material from mechanical shock. Contractor is to provide a 6-10 gal./hr. seal flush with filtered water, a rotameter, throttle valve, and solenoid operated isolation valve interlocked with an auxiliary contact of the motor starter.
 - Packing design with 5-ring Kevlar packing split Teflon lantern ring and water fitting. The packing shaft sleeve shall be 316 SS with Nickel-Chrome-Boron coating. Contractor is to provide a filtered water packing flush at 10 PSI greater than pump discharge pressure. The flush water line is to be interlocked with an auxiliary contact of the motor starter so it is automatically turned on when the motor is started.
- K. **Inlet Manifold:** The pump assembly shall be mounted horizontally with a Class 150 standard inlet flange, cleanout, 1/2" NPT suction pressure tap, drain connection and mounting feet.
- L. **Shaft Coupling:** Bearing housing and motor stool design is to provide accurate, self-aligning mounting for a C-flanged electric motor. Pump and motor coupling shall be T.B. Woods Sureflex elastomeric type.
- M. **Optional Belt Drive:** Adjustable brackets shall be used to support an overhead or side mounted motor. Sheaves and belts shall be properly sized for horsepower ratings, and all guards are to be supplied with the belt drive system.
- N. **Stainless Steel Nameplate:** Shall be attached to the pump giving the manufacturer's model and serial number, rated capacity, head, speed and all pertinent data.
- O. **Drive motor:** Shall be _____ HP, _____ RPM, _____ volts, 3 phase, 60 hertz, 1.15 service factor, foot and C-flange mounted, TEFC enclosure. The motor shall be sized for non-overloading conditions.
- P. **Surface Preparation:** Solvent wash and a single coat of Tnemec 431 epoxy applied at 5 MDFT minimum (except motor).
- Q. **OPTIONAL Surface Preparation:** SSPC-SP6 commercial sandblast (except motor), a prime coat of Tnemec 431 epoxy and a finish coat of Tnemec 431 epoxy for total finish of 30 MDFT minimum (except motor).

FORM V399-REV6-ECN4077



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

Post Office Box 339, Oceano, California 93475-0339

1600 Aloha Oceano, California 93445-9735

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

www.sslocsd.org

STAFF REPORT

Date: November 3, 2021

To: Board of Directors

From: Jeremy Ghent, District Administrator

Via: Mychal Jones, Plant Superintendent

Subject: **REQUEST APPROVAL TO PURCHASE NEW HEADWORKS INFLUENT
SLIDE GATE AND REPLACEMENT PARTS FOR EXISTING SLIDE
GATES AT CHLORINE CONTACT TANK**

RECOMMENDATION:

1. That the Board of Directors approve and authorize the District Administrator to purchase a new headworks influent slide gate and replacement parts for existing gates at chlorine contact tank (CCT) from DC Frost Associates, Inc in the amount of \$39,570;
2. and authorize Staff to dispose of removed and replaced equipment.

BACKGROUND AND DISCUSSION:

The District budgeted for the replacement of its existing influent slide gate and bent stems on the CCT slide gates. The existing influent slide gate is due for replacement. Its primary functions are to seal the headworks, allow for operation of the emergency bypass pump, and allow Operations staff to shutdown the plant when necessary for maintenance purposes.

The CCT slide gate stems have been bent while performing maintenance tasks and require replacement to ensure proper operation. Although the gates are still functional, proper operation cannot be ensured. Therefore, Staff is recommending replacement to ensure continued operation and ability to perform maintenance tasks.

Due to the pieces of equipment being proprietary and only having one vendor, Staff only received one quote. The quote received was from DC Frost Associates, Inc for the total amount of \$39,570.

FISCAL CONSIDERATION:

Adequate budget was included in the Adopted Budget for Fiscal Year 2021/22, under Fund 26, Account No. 26-8065.

Attachment:
DC Frost Associates, Inc Quote

DC Frost Associates, Inc
subsidiary of Coombs Hopkins Company
8706 South 700 East, Suite 201
Sandy, UT 84070

Quotation

Date	Quote #
10/19/2021	105063-R1

Bill To

So. San Luis Obispo County San Dist.
Amy Simpson
P.O. Box 339
Oceano, CA 93475

Ship To

So. San Luis Obispo County San Dist.
Mychal Jones (805-431-3771)
1600 Aloha Place
Oceano, CA 93445

E-mail: mychal@sslocsd.us
Phone: 805-489-6666 (Plant)

Model		Equipment	Project/Serial #	FOB	
		Whipps		Fact. PPA	
Line	Qty	Description		Unit Price	Total
		ITEM #1: One (1) new 48" Wide x 36" High Model 924 Stainless Steel Gate for Headworks Influent Channel, 316 SS construction, UHMW side & top seals, neoprene invert seal, 316 SS operating stem with electric actuator on self-contained guide frame, wall mounted gate with anchor studs & nuts included			
		ITEM #2: Replacement slide, stem, lift nut, and #102 - 2:1 geared operator to ensure fit with new stem, for existing 36" wide x 36" high gate at chlorine contact chamber			
		ITEM #3: 16" long extension shaft to floor pedestal mounted to floor outside handrails, for existing 36" wide x 36" high gate at chlorine contact chamber			
		ITEM #4: Replacement stem, lift nut, and IB4 3:1 geared operator to ensure correct fit with new stem, for existing 42" wide x 42" high gate at effluent pump chamber			
		Part, Lump Sum Total for Items #1 - #4		36,895.00	36,895.00T
		NOTE: Pricing above & below expires December 18th, 2021			
		LINE ITEM ADDERS			
Quote Prepared By: Casey Rebmann			Total:		

PRICES QUOTED HEREIN ARE VALID FOR 30 DAYS.

PAYMENT TERMS: Net 30

If prices quoted do not include sales or use tax, such taxes, if required, are to be paid by the Purchaser.

DCF TERMS & CONDITIONS apply on all orders (copy available upon request).

Contact Jeff Rabas @ 303-710-9426 / jeff@chcwater.com
for Service Quotes, Maintenance Agreements or Questions about your equipment

Contact Info:

debby@chcwater.com or (720) 943-2995
casey@chcwater.com or (760) 525-6139

Main #: (800) 964-9733
Fax #: (303) 477-1981

DC Frost Associates, Inc
subsidiary of Coombs Hopkins Company
8706 South 700 East, Suite 201
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Model		Equipment	Project/Serial #	FOB	
		Whipps		Fact. PPA	
Line	Qty	Description		Unit Price	Total
		REGARDING ITEM #1 - Use Manual Operator on new 48" wide x 36" high 924 Series gate rather than an Electrical Actuator: DEDUCT \$5,570.00			
		REGARDING LINE ITEMS #2 or #3 - Add an Electrical Actuator to one of the existing 30" wide x 30" high or 36" wide x 36" high Whipps gates: ADD \$6,735.00 each			
		REGARDING LINE ITEM #4 - Add an Electrical Actuator to one of the existing 42" wide x 42" high Whipps gates: ADD \$7,400.00 each			
		Sales Tax		2,674.89	2,674.89
		FREIGHT CHARGES ARE EXTRA AND WILL BE ADDED TO ALL INVOICES. Due to the present Covid-19 situation, Manufacturer will not be able to provide exact shipment dates / arrivals - only estimated dates / arrivals which cannot be guaranteed.			0.00
		DAMAGES/SHORTAGES: All parts arriving at the site must be inspected within (5) business days after receipt with Buyer reporting any damages/shortages. Damaged parts must be reported to DC Frost Associates, Inc. in writing, identifying parts damaged, quantity and must include pictures of the damage.		0.00	0.00
Quote Prepared By: Casey Rebmann			Total:		

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Model		Equipment	Project/Serial #	FOB	
		Whipps		Fact. PPA	
Line	Qty	Description		Unit Price	Total
		NO VERBAL ORDERS ACCEPTED: DCF requires this quotation be signed/dated & returned, via e-mail or fax, along with a copy of Customer PO (or Customer can write PO# on signed/dated quote). By doing this, Customer is authorizing acceptance of the DCF quote and giving approval to place the order. PLEASE ADVISE OF ANY SHIPPING ADDRESS CHANGES, including Contact Name and Cell # as what is on the quote is where the order will ship. SIGNATURE / DATE / PO # _____		0.00	0.00
					0.00
Quote Prepared By: Casey Rebmann				Total:	\$39,569.89

PRICES QUOTED HEREIN ARE VALID FOR 30 DAYS.

PAYMENT TERMS: Net 30

If prices quoted do not include sales or use tax, such taxes, if required, are to be paid by the Purchaser.

DCF TERMS & CONDITIONS apply on all orders (copy available upon request).

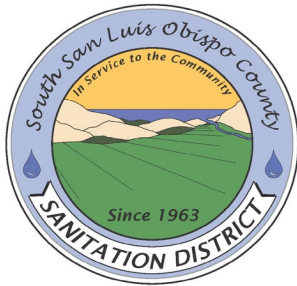
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STAFF REPORT

To: Board of Directors
From: Keith F. Collins, General Counsel
Date: November 3, 2021
Subject: **ADOPTION OF RESOLUTIONS TO CONTINUE TO ALLOW REMOTE BOARD MEETINGS**

RECOMMENDATION:

1. That the Board adopt the attached resolution making initial findings for the need to continue to hold remote Board meetings; and
2. Direct staff to place subsequent resolutions on upcoming consent calendars making the necessary findings to continue to hold remote Board meetings as required by AB 361.

BACKGROUND AND DISCUSSION:

On Friday, September 17, 2021, the Governor signed AB 361. Because the bill contained urgency findings, the law is now in effect. AB 361 allows local agencies to continue to conduct remote ("Zoom") meetings during a declared state of emergency, provided local agencies comply with specified requirements. Absent this legislation, local agencies would have had to return to traditional meetings beginning on October 1, 2021.

Starting October 1, and running through the end of 2023, to participate in remote meetings, public agencies must comply with the requirements of new subsection (e) of Government Code section 54953.

Initial Remote Meeting

For the first remote public meeting a legislative body on or after October 1, 2021, such meeting is only allowed if it is during a state of emergency proclaimed by the Governor, and at least one of the following is true:

- 1) “[S]tate or local officials have imposed or recommended measures to promote social distancing”; or
- 2) The legislative body is holding a meeting for the purpose of determining “whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.” That is, the legislative body will be determining whether there is such risk.
- 3) By “majority vote” the legislative body determined that “*as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.*” That is, the legislative body already determined there is such risk.

Attachment 1 to this staff report contains the proposed resolution making the necessary findings to hold the first remote meeting after October 1, 2021.

Subsequent Remote Meetings

Any time after the first remote meeting of the legislative body, it can meet remotely if both of the following apply:

1. State/local emergency/social distancing. Either:
 - a. “a state of emergency remains active” or
 - b. “state or local officials have imposed or recommended measures to promote social distancing” and
2. 30 days. Within the last 30 days (which vote may occur at that meeting) the legislative body has made the following findings by majority vote “(A) *The legislative body has reconsidered the circumstances of the state of emergency. (B) Any of the following circumstances exist (i) The state of emergency continues to directly impact the ability of the members to meet safely in person. (ii) State or local officials continue to impose or recommend measures to promote social distancing.*”

Subsection (e)(3) states that after the legislative body makes this determination, the legislative body must make this determination “every 30 days thereafter.” That makes sense for legislative bodies which meet every 30 days – they can meet multiple times in that 30-day period without having to make the findings at every meeting. But the District only meets once a month, and some months there are no meetings.

A plain reading of the statute means that every time a legislative body meets after the first such meeting, it must have a meeting within 30 days – even if the only item on the agenda is to determine the need to meet remotely. This is the safest route, given that this complies with the letter of the law.

But some agencies are likely to find this impractical. Did the legislature truly intend to require legislative bodies to call a meeting for the sole purpose of preserving the right to future remote meetings? Courts are reluctant to attribute to the Legislature an intent to create “an illogical or confusing scheme.” If an agency is willing to accept the legal risk for these situations, it can take the position that the statute was meant to still allow remote meetings if more than 30 days had passed, provided that at the very first meeting since the last time the findings were made, the legislative body makes the requisite findings. That is, the legislature did not mean what it said, and that the 30-day language was meant to help, rather than hinder the operation of local government.

As a practical matter, if the District intends to conduct meetings remotely, it should add to every agenda a consent calendar item to reaffirm the findings described above, which are required to allow the remote meetings. Otherwise, the District runs the risk of forgetting to include the reaffirmation on any particular meeting agenda.

Attachment 1: Resolution making initial determination to hold remote meetings after October 1, 2021

Attachment 2: Resolution making findings to continue to hold remote meetings.

RESOLUTION NO. ____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH SAN LUIS
OBISPO COUNTY SANITATION DISTRICT MAKING THE LEGALLY
REQUIRED FINDINGS TO AUTHORIZE THE CONDUCT OF REMOTE
“TELEPHONIC” MEETINGS DURING THE STATE OF EMERGENCY**

WHEREAS, on March 4, 2020, pursuant to California Gov. Code Section 8625, the Governor declared a state of emergency stemming from the COVID-19 pandemic (“Emergency”); and

WHEREAS, on September 17, 2021, Governor Newsom signed AB 361, which went into immediate effect as urgency legislation; and

WHEREAS, AB 361 added subsection (e) to Government Code Section 54953 to authorize legislative bodies to conduct remote meetings provided the legislative body makes specified findings; and

WHEREAS, as of September 19, 2021, the COVID-19 pandemic has killed more than 67,612 Californians; and

WHEREAS, social distancing measures decrease the chance of spread of COVID-19; and

WHEREAS, it is appropriate for this body to make the findings specified in subsection (e)(1) of section 54953, to thereby authorize this body to meet remotely.

NOW, THEREFORE, IT IS RESOLVED by the Board of Directors of the South San Luis Obispo County Sanitation District as follows:

1. This legislative body finds that as a result of the Emergency, meeting in person would present imminent risks to the health or safety of attendees.

RESOLUTION NO. 2021-_____

PASSED, APPROVED AND ADOPTED at a regular meeting of the South San Luis Obispo County Sanitation District Board held this _____ day of _____, 2021 by the following roll call vote:

AYES:

NOES:

ABSENT:

Linda Austin, Chair
Board of Directors
South San Luis Obispo County Sanitation District

ATTEST:

DISTRICT SECRETARY

APPROVED AS TO FORM:

BY:_____
DISTRICT COUNSEL

CONTENTS:

BY:_____
DISTRICT ADMINISTRATOR

RESOLUTION NO. ____

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH SAN LUIS
OBISPO COUNTY SANITATION DISTRICT MAKING THE LEGALLY
REQUIRED FINDINGS TO CONTINUE TO AUTHORIZE THE CONDUCT OF
REMOTE “TELEPHONIC” MEETINGS DURING THE STATE OF EMERGENCY**

WHEREAS, on March 4, 2020, pursuant to California Gov. Code Section 8625, the Governor declared a state of emergency stemming from the COVID-19 pandemic (“Emergency”); and

WHEREAS, on September 17, 2021, Governor Newsom signed AB 361, which went into immediate effect as urgency legislation; and

WHEREAS, AB 361 added subsection (e) to Government Code Section 54953 to authorize legislative bodies to conduct remote meetings provided the legislative body makes specified findings; and

WHEREAS, as of September 19, 2021, the COVID-19 pandemic has killed more than 67,612 Californians; and

WHEREAS, social distancing measures decrease the chance of spread of COVID-19; and

WHEREAS, this legislative body previously adopted a resolution to authorize this legislative body to conduct remote “telephonic” meetings; and

WHEREAS, Government Code 54953(e)(3) authorizes this legislative body to continue to conduct remote “telephonic” meetings provided that it has timely made the findings specified therein.

NOW, THEREFORE, IT IS RESOLVED by the Board of Directors of South San Luis Obispo County Sanitation District as follows:

1. This legislative body declares that it has reconsidered the circumstances of the state of emergency declared by the Governor and at least one of the following is true: (a) the state of emergency, continues to directly impact the ability of the members of this legislative body to meet safely in person; and/or (2) state or local officials continue to impose or recommend measures to promote social distancing.

RESOLUTION NO. _____

PASSED, APPROVED AND ADOPTED at a regular meeting of the South San Luis Obispo County Sanitation District Board held this _____ day of _____, 2021 by the following roll call vote:

AYES:

NOES:

ABSENT:

Linda Austin, Chair
Board of Directors
South San Luis Obispo County Sanitation District

ATTEST:

DISTRICT SECRETARY

APPROVED AS TO FORM:

BY: _____
DISTRICT COUNSEL

CONTENTS:

BY: _____
DISTRICT ADMINISTRATOR



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STAFF REPORT

To: Board of Directors

From: Jeremy Ghent, District Administrator

Date: November 3, 2021

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

RECOMMENDATION:

Authorize the District Administrator to execute a contract for Environmental Monitoring Services with Rincon Consultants in the amount of \$69,980.

Authorize the District Administrator to execute future contract amendments if required with Rincon Consultants for the Coastal Hazards Monitoring Program in an amount up to \$6,998 (10%) to address unanticipated changes to the Monitoring Program.

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.

On October 2, 2019, the District Board approved a contract with Rincon Consultants to implement the District's Coastal Hazard Monitoring Program including monitoring and annual reporting. The scope of the initial contract covered the 2019-2020 rain year. On September 16, 2020, the District Board approved a contract with Rincon to continue the Coastal Hazards Monitoring for 2020-2021.

Throughout years one and two of monitoring, Rincon collaborated with the District to develop and refine 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 reports, submitted in May 2020 and June 2021. During year three of the Program, Rincon will continue to build upon the experience and stakeholder relationships developed during the past two years to provide services that will continue to improve the assessment of coastal hazards and meet CDP and CCC requirements.

DISCUSSION:

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

- Collecting regional data including tidal water elevations, wave parameters, meteorological parameters, Arroyo Grande Creek water levels, and groundwater data.
- Making this data available to the District in a database as a continuation to data collected during years one and two.
- 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:

The estimated cost of the base scope of services is \$69,980. However, in the event of a high number of rain events or an extreme coastal flood this year, additional services will be required. It is recommended that a 10% contingency be authorized at this time, for the District Administrator to execute amendments as needed to address unanticipated changes to the Program including additional monitoring days. It is recommended the contract be executed for the proposed \$69,980, and that the District Administrator be authorized to execute contract amendments if required in an amount up to \$6,998, for a potential total contract amount of up to \$76,978.

Attachments:

Rincon Consultants Proposal, August 13, 2021



Rincon Consultants, Inc.

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

805 547 0900 OFFICE AND FAX

info@rinconconsultants.com
www.rinconconsultants.com

August 13, 2021
Project No: 21-11658

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

Subject: Proposal to Conduct Year Three (2021/2022) of 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 Three (2021/2022) of the Coastal Hazards Monitoring and Reporting Program (Program) as required by the District's Coastal Development Permit (CDP) No. 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 during Year One (2019/2020) and Year Two (2020/2021) of the Program.

Monitoring Program Background

Rincon has developed and implemented the various Program monitoring components since 2019, following the District's existing Monitoring Plan and addressing 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 during Year One and improved upon data collection and monitoring methods during Year Two. The Program focuses primarily on the lower reaches of the Arroyo Grande Creek and Meadow Creek watersheds, as well as the coastal areas surrounding the Arroyo Grande Lagoon mouth. Rincon continues to identify opportunities to improve Program efficiency and discuss potential cost-sharing alternatives with respect to watershed stakeholders who could benefit from the Program's data products and who are similarly focused on mitigating flood hazards and improving overall watershed health. Rincon is enthusiastic about the opportunity to continue conducting monitoring during Year Three of the Program to build on the processes, methods, and data from Years One and Two, and to 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 also 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 provided 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, as well as the adjacent beach berm, during Year One (and Year Two) of the Program. Through this process, Rincon refined the channel survey, 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 tracked various weather conditions. Complementary to these regular field surveys, drone surveys of the area were conducted by a Federal Aviation Administration (FAA) licensed pilot in February 2020 and February 2021, which collected both aerial images and topographic data. These data allowed for accurate mapping of 3D elevation, vegetation, and lagoon extent.

During Year Two of the Program, Rincon continued to refine the data collection and monitoring methods of the Program. Rincon installed four static stream gauges in Arroyo Grande Lagoon and lower Arroyo Grande Creek to allow for more fine-scale water level data collection. Additional monitoring locations were also added to the beach berm and lagoon monitoring protocol, to allow for more data collection along the lagoon edge and around the lagoon mouth. Rincon continued to collaborate with the local California Department of Parks and Recreation (State Parks) during Year Two and coordinated monthly monitoring efforts with State Parks staff surveys within Western Snowy Plover closure areas from February through September 2021. Rincon biologists also had the opportunity to assist State Parks with a fish survey within Arroyo Grande and Meadow Creek lagoons in July 2021. Low rainfall during the 2020/2021 monitoring year coincided with multiple extreme coastal flood events, when high tides were greater than 6.0 feet Mean Lower Low Water (MLLW) and swells heights were greater than 12 feet. This combination of climatic and oceanic conditions during winter 2020/2021 allowed Rincon staff to observe the Arroyo Grande Lagoon mouth open multiple times due to breaching from the Pacific Ocean prior to any significant rainfall. Observations made during these extreme coastal flood events will provide important insights for predicting coastal flooding hazards and informing future management decisions.

Throughout Years One and Two of 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 reports (submitted in May 2020 and June 2021). Rincon effectively coordinated with State Parks 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 Three of the Program, Rincon will continue to build upon the experience and stakeholder relationships developed during the past two years 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 is **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 continue to serve as the 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. **Heather Price Curran, MS**, will continue to serve as the Assistant Project Manager and will aid in Project oversight, coordination with the District and State Parks, data collection, data analysis, and reporting. Ms. Curran is a biologist with over 10 years of experience collecting and analyzing data within marine, freshwater, and estuarine habitats on the Central Coast. **Jennifer Haddow, PhD** will continue her role as the Principal-in-Charge and contract administrator for the project. **Michael Moss** will continue to 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 Three 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 responses 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 SOW follow the Monitoring Plan specifications 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 during Year One (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 Years One and Two of the Program will be added to the Program's database monthly. The expansion of the database and integrated data sets will continue to 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, National Oceanic and Atmospheric Administration (NOAA) NOS Station 9412110.
- **Wave parameters**, including significant wave height and peak period, 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).¹
- **Meteorological parameters (temperature, wind speed, and precipitation)** will be obtained from the following California Irrigation Management Information System (CIMIS) and NOAA National Weather Service (NWS) Stations: Nipomo CIMIS Station #202, Oceano Station #KL52, and Arroyo Grande Creek Station #AGEC1 (precipitation only). Wind speed data will be recorded as an hourly measurement; rainfall will be recorded as a daily total.
- **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 measured and recorded by District staff at the on-site groundwater well. Data will be provided to Rincon on a monthly basis for the reporting period. Calibration of water level measurements will be the responsibility of the District.

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, Arc GIS, R, or other statistical software applications. Regional environmental data will be acquired and archived in hourly and daily 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 Year Three (including previous data collected during Years One and Two). 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.

¹ 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.



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 2021 to September 2022
- 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. Since the start of the rainy season in 2019, Rincon staff have provided QRE notifications and have collaborated with the District in accordance with the Monitoring Plan. 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 2021/2022 rainy season.

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 and 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 will be 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 two years of monitoring and will continue to be utilized during the third year of monitoring.

During the 2021/2022 monitoring year, Rincon assumes that a total of eight (8) post QRE visual inspections will be performed. Each post QRE visual inspection will include: completing the on-site visual inspection of the WWTP and surrounding area, 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 eight (8) 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
 - Groundwater level measured at the WWTP site
 - 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 eight (8) events will be conducted by Rincon on a per occurrence basis at a fixed cost of \$810 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, will 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 elevation of 9.5 feet North America Vertical Datum (NAVD) occurs within Arroyo Grande Lagoon (as measured by the County stream gauge) over a period of 24 hours, or 3) when the water level in Arroyo Grande Lagoon (as measured by the County stream gauge) 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, Arroyo Grande 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 \$1,620 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 collection of Arroyo Grande Lagoon and beach berm topographic data. The Arroyo Grande Channel survey will be collected using a high



resolution (± 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 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 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 2021/2022 monitoring year, Rincon plans to conduct one (1) Arroyo Grande Creek and Lagoon channel survey, following similar methods to those developed during the first two years 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 monitoring during Years One and Two 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 ten 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 eleven locations, Rincon personnel will collect high resolution latitude, longitude, and elevation data at the water's edge and will 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 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 Three monitoring period, 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, implemented them during Year Two, and plan to continue with these established monitoring protocols throughout Year Three.

Drone Surveys

Complementary to the monthly beach berm and lagoon monitoring described above, a drone survey of the area will be conducted in February 2022 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 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, tidal forces, 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 2021/2022 monitoring year, which will coincide with the monthly beach berm and lagoon monitoring 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 (Triggered)

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 when there is a high tide greater than 6.0 ft and a swell height greater than 12 feet or 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 static and County steam gauges, photographing areas impacted by coastal flooding, documenting locations where the beach berm has been breached by the Pacific Ocean, and documenting any impacts of flooding at the WWTP site or surrounding area. 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 \$3,075 per event.

Event monitoring will include a reconnaissance level visual survey of the Arroyo Grande Lagoon mouth and beach berm area, as well as any additional project areas that may be experiencing flooding. The monitoring will be conducted by one (1) or two (2) Rincon professionals using a camera and the Trimble Catalyst GPS unit, ArcGIS Collector software, and an electronic data tablet as necessary. Monitors will record and document: water levels within Meadow Creek and Arroyo Grande Lagoon and Creek; conditions at the lagoon mouth, beach berm, and surrounding vicinity; 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 a Rincon professional during a predicted event.
- Extreme Coastal Flood event monitoring will be conducted on a per occurrence basis at a fixed cost of \$3,075 per event.
- Extreme Coastal Flood event monitoring will be conducted during daylight hours when: 1) a high tide of greater than 6.0 feet MLLW occurs during the rainy season (November 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.
- The District will provide or facilitate access to the WWTP and access roads, as necessary, to the extent possible.
- Extreme Coastal Flood Event Monitoring will be conducted when triggered or at the direction of the District.

Task 7 Annual Reporting

Rincon will develop an annual report in Spring 2022 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 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 describes 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 separate appendix by station and date, and will include a label defining each photograph's orientation. A subsection 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 2022, 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 efforts 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 May and require a ten (10) day turnaround to meet the June 10, 2022 deadline for submittal to the CCC. 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 Three 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 **\$69,980**. 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 an additional 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 Three Coastal Hazards Monitoring Program

Tasks	Labor	Direct Expense	Budget
Task 1: Regional Data Acquisition	\$ 9,366		\$ 9,366
Task 2: Rainfall Event Monitoring			
Task 2A: Coordination and Management	\$2,026	\$650	\$2,676
Task 2B: Notifications, QA/QC, and Reporting	\$7,424		\$7,424
Task 2C: Post Qualifying Rain Event Monitoring (9 events)	\$6,295	\$1,665	\$7,960
Task 3: Post-flood Event Monitoring (Triggered)	\$2,723	\$515	\$3,238
Task 4: Arroyo Grande Channel Surveys	\$4,609	\$185	\$4,794
Task 5: Beach Berm and Lagoon Monitoring	\$15,987	\$2,190	\$18,177
Task 6: Extreme Coastal Flood Event Monitoring (Triggered)	\$2,698	\$375	\$3,073
Task 7: Annual Reporting	\$13,272		\$13,272
Total 2021/2022 Proposed Project Budget with Triggered Tasks	\$64,400	\$5,580	\$69,980

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
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Health and Safety Officer
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Contact for Clarification

Colby J. Boggs, MS
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Attachments

Attachment 1 - Rincon 2021 Fee Schedule

Attachment 1

Rincon 2021 Fee Schedule



Rincon Consultants, Inc.

Standard Fee Schedule for Environmental Sciences and Planning Services

Professional, Technical and Support Personnel*	Hourly Rate
Principal II	\$270
Director II	\$270
Principal I	\$250
Director I	\$250
Senior Supervisor II	\$228
Supervisor I	\$215
Senior Professional II	\$195
Senior Professional I	\$179
Professional IV	\$164
Professional III	\$152
Professional II	\$135
Professional I	\$120
Associate III	\$108
Associate II	\$98
Associate I	\$90
Project Assistant	\$85
Senior GIS Specialist	\$155
GIS/CADD Specialist II	\$135
GIS/CADD Specialist I	\$120
Technical Editor	\$120
Production Specialist	\$98
Clerical	\$85

*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) & \$0.40 (double-sided)
Photocopies – Color	\$1.50 (single-sided) & \$3.00 (double-sided)
Photocopies – 11 x 17	\$0.50 (B&W) & \$3.30 (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.

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 or as indicated in the contract provisions for the assignment. Invoices are delinquent if not paid within ten (10) days from receipt or per the contractually required payment terms.



Rincon Consultants, Inc.

Equipment	Day Rate
Environmental Site Assessment	
Soil Vapor Extraction Monitoring Equipment	\$144
Four Gas Monitor	\$124
Flame Ionization Detector	\$100
Photo Ionization Detector	\$75
Hand Auger Sampler	\$57
Water Level Indicator, DC Purge Pump	\$41
Natural Resources Field Equipment	
UAS Drone	\$250
Spotting or Fiberoptic Scope	\$155
Pettersson Bat Ultrasound Detector/Recording Equipment	\$155
Sound Level Metering Field Package (Anemometer, Tripod and Digital Camera)	\$103
GPS (Sub-meter Accuracy)	\$60
Infrared Sensor Digital Camera or Computer Field Equipment	\$52
Scent Station	\$21
Laser Rangefinder/Altitude	\$10
Pit-fall Traps, Spotlights, Anemometer, GPS Units, Sterilized Sample Jar	\$8
Mammal Trap, Large/Small	\$1.50/\$0.50
Water and Marine Resources Equipment	
Boat (26 ft. Radon or Similar)	\$565
Boat (20 ft. Boston Whaler or Similar)	\$310
Multi Parameter Sonde (Temp, Cond, Turbidity, DO, pH) with GPS	\$155
Water Quality Equipment (DO, pH, Turbidity, Refractometer, Temperature)	\$57
Refractometer (Salinity) or Turbidity Meter	\$35
Large Block Nets	\$103
Minnow Trap	\$88
Net, Hand/Large Seine	\$10/\$50
Field Equipment Packages	
Standard Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet, Safety Equipment, and Botanic Collecting Equipment)	\$100
Remote Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet and Mifi, Delorme Satellite Beacon, 24-Hour Safety Phone)	\$130
Amphibian/Vernal Pool Field Package (Digital Camera, GPS, Thermometer, Decon Chlorine, Waders, Float Tube, Hand Net, Field Microscope)	\$155
Fisheries Equipment Package (Waders, Wetsuits, Dip Nets, Seine Nets, Bubblers, Buckets)	\$52
Underwater and Marine Sampling Gear (U/W Photo/Video Camera, Scuba Equipment (Tanks, BCD, Regulators, Wetsuits, etc.))	\$50/diver
Marine Field Package (PFDs – Personal Flotation Devices, 100-foot Reel Tapes with Stainless Carabiners, Pelican Floats, Underwater Slates, Thermometer, Refractometer, Anemometer, Various Field Guides)	\$50
Insurance, Hazard and Safety Fees	
L&H Dive Insurance	\$50/diver
Level C Health and Safety	\$60 person



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STAFF REPORT

To: Board of Directors

From: Jeremy Ghent, District Administrator

Date: November 3, 2021

Subject: CONTRACT FOR COASTAL HAZARDS RESPONSE PLAN WITH MKN AND ASSOCIATES

RECOMMENDATION:

Authorize the District Administrator to execute a contract for preparation of the Coastal Hazards Response Plan with Michael K. Nunley and Associates, Inc., (MKN) in the amount of \$39,886.

BACKGROUND:

The California Coastal Commission (CCC) issued the District's Coastal Development Permit (CDP) for the WWTP Redundancy Project. The requirements included development and submittal of a Coastal Hazards Monitoring Plan by November 10, 2017, as well as a Life Expectancy Analysis by May 10, 2019. These documents were intended to assist in development of a clear understanding of flooding and sea-level rise at the site, as well as inform the 10-year re-evaluations. Both deadlines were met, and the District is currently completing the second year of Coastal Hazards Monitoring under the Plan.

An additional requirement of the CDP is to develop and submit a Coastal Hazards Response Plan by May 10, 2022 to expand on previous work that studied alternative site locations, relocation feasibility issues, and costs related to eventual WWTP relocation. Per the CDP, the main CHRP requirements include the following:

- Study alternative site locations for the WWTP relocation.
- Provide a detailed cost benefit analysis comparing the costs and benefits of maintaining the plant at the present location versus relocating the plant to an area safe from flooding and other coastal hazards or in response to identified triggers.
- Include the timeline of potential major relocation events including expected timeframes for land acquisition, planning, permitting, design, construction and eventual operation, of a relocated plant.

DISCUSSION:

MKN has partnered with Rincon Consultants, Inc., (Rincon) and prepared the attached proposal for development of the CHRP. The two firms bring prior knowledge of the District, the WWTP Redundancy Project and the District's Coastal Hazards Monitoring. Rincon is conducting the Coastal Hazards Monitoring. MKN serves as the District's Project Manager for the WWTP Redundancy Project and previously assisted with the CDP application and requirements, including preparation of the Life Expectancy Analysis and WWTP Site Alternatives Study. The proposed scope of services for the CHRP consists of the following:

- Coordinate and attend kick-off and progress meetings.
- Review of historical reports and analysis, and coordinate with the District and regional stakeholders, as appropriate, to develop the background for the CHRP.
- Prepare the analysis of coastal hazards and resource impacts required for the CHRP.
- Prepare a cost evaluation update, utilizing cost opinions developed during the Alternatives Study (for a relocated WWTP) and the Life Expectancy Analysis (for maintaining the WWTP at the existing location), incorporating the requirements of the CDP, and bringing costs to current values.
- Prepare and submit draft CHRP to be reviewed by the District; address comments and revise as necessary.
- Prepare and submit final CHRP which will be stamped and signed by a licensed engineer, currently registered in California.

FISCAL CONSIDERATION:

MKN proposes to complete this work on a time and materials basis, with a budget of \$39,886 that will not be exceeded without written authorization from the District. A detailed breakdown of the estimated fee is provided in the attached proposal from MKN.

Attachments:

MKN Proposal September 27, 2021



P.O. Box 1604
Arroyo Grande, CA 93421
805.904.6530 [PHONE](tel:805.904.6530)
805.904.6532 [FAX](tel:805.904.6532)

September 27, 2021

Mr. Jeremy Ghent
District Administrator
South San Luis Obispo County Community Services District
Sent via email: jeremy@sslocsd.us

RE: Proposal – Coastal Hazards Response Plan

Dear Jeremy,

Michael K. Nunley & Associates, Inc., (MKN) is pleased to submit this proposal to develop a Coastal Hazards Response Plan (CHRP) for the District's Wastewater Treatment Plant (WWTP). The CHRP is intended to meet the requirements of the District's Coastal Development Permit (CDP) for the WWTP Redundancy Project issued by the California Coastal Commission (Commission). The CHRP will expand on previous work completed to study alternative site locations, feasibility issues, and costs related to eventual WWTP plant relocation.

MKN prepared both the Site Alternatives Study (September 9, 2016) and the Life Expectancy Analysis technical memorandum (April 23, 2019) previously required by the Commission during the CDP application and review process. Per the CDP, the CHRP will expand on these previous studies, including a detailed cost-benefit analysis comparing maintaining a WWTP at the present location versus relocating to an area safe from flooding. The CDP specifies the CHRP should consider results from the Coastal Hazards Monitoring and include costs for upgrades to full tertiary treatment or better for water recycling.

MKN has teamed with Rincon Consultants, Inc. (Rincon) for this effort. Rincon prepared the Coastal Hazards Monitoring Plan and is conducting the Coastal Hazards Monitoring. MKN's team brings a wealth of experience related to wastewater treatment planning and design, the District, the WWTP Redundancy Project, and current cost estimating, as well as coastal hazards, making us uniquely positioned to develop a thorough and defensible CHRP.

PROJECT UNDERSTANDING

The existing WWTP cannot meet effluent limits at the permitted design flow if the fixed film reactor or the secondary clarifier is out of service. The WWTP Redundancy Project will provide secondary treatment redundancy which will provide operational flexibility and reduce potential for water quality concerns. Land use permitting for the Project consisted of a CDP from the Commission.

The Commission issued the conditional CDP in May 2017 with the Commission staff report noting the following:

“...the Commission believes adding new infrastructure is inappropriate due to the WWTP’s high risk flooding zone, which is inconsistent with Coastal Act Section 30253, and requires new infrastructure development to minimize risk of life and property from flooding. Staff, including the Commission’s senior coastal engineer and sea level rise team, have concluded that the facility is already impacted by flooding, these impacts are expected to increase in coming years due to changes in the climate.”

To meet Section 30253, the Commission approved a limited-30-year temporary authorization, with two 10-year Executive Director re-evaluation requirements that address shorter-term water quality and flood-proofing issues and require a thorough evaluation of a long-term relocation to ensure minimized risk occurs in the future. The District was required to submit a Coastal Hazards Monitoring Plan on November 10, 2017 as well as a Life Expectancy Analysis on May 10, 2019 so that there would be a clear understanding of flooding and sea-level rise at the site, as well as inform the 10-year re-evaluations. Both deadlines were met, and the District is currently completing the second year of Coastal Hazards Monitoring under the Plan.

The District is required to submit a Coastal Hazards Response Plan (CHRP) by May 10, 2022 to expand on previous work that studied alternative site locations, relocation feasibility issues, and costs related the relocation of the plant. Per the CDP, the main CHRP requirements include the following:

- Study alternative site locations for the WWTP relocation
- Provide a detailed cost benefit analysis comparing the costs and benefits of maintaining the plant at the present location versus relocating the plant to an area safe from flooding and other coastal hazards or in response to identified triggers.
- Include the timeline of potential major relocation events including expected timeframes for land acquisition, planning, permitting, design, construction and eventual operation, of a relocated plant.

As part of the CDP application, the District prepared the SSLOCSD WWTP Site Alternatives Study (MKN, September 2016) to identify conceptual costs for a relocated WWTP that meets current effluent requirements and provides a similar level of treatment to the existing facility. Three potential sites within the District’s service area, well outside the floodplain, and suitable from a zoning perspective were determined by review of the 100-year floodplain from the FEMA Flood Insurance Rate Maps and land use mapping. Costs were developed assuming a pump station and pipeline were routed from the existing WWTP to a new WWTP at each of the potential sites. The Alternatives Study discussed preliminary local land use and permitting considerations, but did not include a detailed evaluation. The comparative cost opinions for the three sites ranged from \$110 to \$130 million dollars (2016 dollars). The Alternatives Study provided escalated costs to 2026 (assumed mid-point of construction) and assuming a 10-year timeline to relocate the existing plant. The escalated cost range was \$130 to \$160 million. At the time, the WWTP Redundancy Project was estimated to cost \$20 million (construction costs only), including floodproofing to protect the facility from a 100-year flood through the year 2050. The Alternatives Study noted the timeline for planning, permitting, design, and construction is anticipated to be seven to 11 years.

Given the results of the Alternatives Study and the need for treatment redundancy at the existing WWTP, the District proceeded with the WWTP Redundancy Project. Delays were realized through pursuit of a long-term, low-interest loan from the United States Department of Agriculture (USDA) Rural

Development program. Current Project costs are estimated at \$37.4 million, inclusive of professional services and a construction contingency. Also, per USDA requirements, the Project floodproofing is designed for a 200-year storm event through 2050.

Special Condition 6 of the CDP describes the requirements of the Coastal Hazards Response Plan as included below:

6. *Coastal Hazards Response Plan. WITHIN FIVE YEARS OF THE DATE OF THE APPROVAL OF THIS CDP (i.e., no later than May 10, 2022), the Permittee shall submit two copies of a Coastal Hazards Response Plan to the Executive Director for review and approval. The Response Plan shall build upon the work completed to date as described in the document titled "Technical Memorandum" (by MKN dated September 9, 2016 and received in the Central Coast District Office on September 12, 2016 – see Exhibit 8), all of which shall be expanded to build upon the provisions of the approved Coastal Hazards Monitoring Plan (Special Condition 4) and the Life Expectancy Analysis (Special Condition 5), to provide a clear long-term plan for addressing flooding and other coastal hazards as well as coastal resource impacts at the WWTP over the long-term. The Response Plan shall, at a minimum, include a detailed cost-benefit analysis comparing the costs and benefits of maintaining the plant at the present location (via Special Condition 5 above) versus relocating the plant to an area safe from flooding and other coastal hazards at defined times (e.g., 2027, 2037, 2047, etc.) or in response to defined triggers (e.g., as identified in the approved Coastal Hazards Monitoring Plan (Special Condition 4)). Expected costs of purchasing land for a relocated plant must be included, as must expected costs to decommission the existing plant and to restore the site to its natural state, and costs to upgrade the plant (including a relocated plant) to full tertiary treatment (or better) and water recycling (including addressing the potential for joint satellite facilities and/or collaborations with nearby communities for water recycling). Any costs associated with new pumps or lift stations necessary (including rerouting of sewer pipes to the relocated plant, etc.) shall also be included. The Response Plan shall include a timeline of potential major relocation events, including expected timeframes for land acquisition, planning, permitting, design, construction and eventual operation, of a relocated plant. Extension to the five-year deadline for submittal of the Coastal Hazards Response Plan may be granted by the Executive Director for good cause.*

PROPOSED SCOPE OF WORK

Task Group 1. Information Review, Project Meetings, and Project Management

MKN will review information, including historical reports and analysis, and coordinate with the District and regional stakeholders, as appropriate, to develop the background for the CHRP.

MKN will coordinate and attend a kick-off meeting with District staff to review project scope, schedule, and discuss the overall approach. MKN will prepare and distribute an agenda ahead of time and provide meeting notes to document key discussion, decisions, and action items. An information/data needs list will be developed as part of the agenda.

We assume one progress meeting to review the draft report and collect comments from District staff.

Each deliverable will be reviewed by a Senior or Principal Engineer who is not involved in the day-to-day work on the Project to provide quality control and ensure the deliverable meets MKN's standard.

Task Group 2. Analysis of Coastal Hazards and Resource Impacts

MKN's subconsultant, Rincon, will prepare the analysis of coastal hazards and resource impacts required for the CHRP. The Analysis will include the following major components, which are described in more detail in Rincon's proposal, attached.

- Literature and background review pertinent to the regional area and its coastal resources to create a near-term (20-year) historical coastal process and resource narrative to determine the coastal hazards and resource impacts in the vicinity of the WWTP
- Compilation of relevant information from the ongoing Coastal Hazards Monitoring and existing regional data, and assessment of coastal hazards that could impact the WWTP operations, existing flood hazard triggers, new flood hazard triggers, and management actions taken by the District and other local stakeholders to address coastal hazards in the vicinity of the WWTP
- Evaluation of coastal resource impacts, incorporating the Monitoring Program areas and contributing regional areas
- Comprehensive overview of regional efforts and stakeholder engagement, communication, and strategic vision with regard to flood hazards of the Meadow Creek and Arroyo Grande Creek watersheds. Local stakeholders are anticipated to include State Parks, OCSD, and SLO County.

Task Group 3. Cost Evaluation Update

The cost evaluation update will utilize cost opinions developed during the Alternatives Study (for a relocated WWTP) and the Life Expectancy Analysis (for maintaining the WWTP at the existing location). MKN will review, update, and expand the cost opinions to address the additional considerations noted in the CDP (including tertiary treatment and land costs, for example). Cost opinions will be planning-level intended to provide comparative costs to support the analysis.

Task Group 4. Draft and Final Report

MKN's team will prepare a draft CHRP for the District's review and coordinate with District staff to hold a progress meeting. We anticipate discussing the draft report, comments and questions from the District and will prepare meeting notes to document the main discussion items, decisions, and action items that result from the meeting. After receipt of cumulative comments from the District, MKN will prepare the final CHRP which will address District comments. The final Plan will be stamped and signed by a licensed engineer, currently registered in California.

ASSUMPTIONS

- Meetings will be held via phone or web conferencing service.
- District will facilitate meetings with stakeholders.
- The cost evaluation will be based on the Site Alternatives Study (September 9, 2016) and a new WWTP site alternatives analysis will not be required.
- MKN shall be entitled to rely reasonably upon the accuracy of data and information provided by or through the District and will use good professional judgment in reviewing and evaluating such information. If MKN identifies any error or inaccuracy in data or information provided by or through the District, or determines that additional data or information is needed to perform the services, MKN shall promptly notify the District.

PROPOSED BUDGET AND SCHEDULE

The schedule will be influenced by coordination with and level of involvement from stakeholders. However, the CHRP is due to the Commission by May 10, 2022. The table below summarizes the proposed schedule, which can be discussed and adjusted as needed at the kickoff meeting.

Milestone	Anticipated Date	Notes
Board review/approval	November 3, 2021	
Notice to Proceed	November 10, 2021	
Kickoff Meeting	Week of November 15, 2021	
Receipt of data/information	Week of December 6, 2021	
Meetings/Coordination with Stakeholders	December – February 11, 2022	
Draft CHRP	Week of February 14, 2022	
Progress Meeting 1	Week of March 7, 2022	
Final CHRP	Week of March 28, 2022	Assumes District comments are provided at Progress Meeting
Submit CHRP to Commission	Before May 10, 2022	

MKN proposes to complete this work on a time and materials basis, with a budget of \$39,886 that will not be exceeded without written authorization from the District. A detailed breakdown of the estimated fee is provided in the attached spreadsheet.

Thank you for providing MKN with the opportunity to propose on this project. If you have any questions regarding this proposal, please contact me. We look forward to continuing to work with the District.

Sincerely,



Eileen Shields, PE
Principal Engineer

Attachments:

1. Estimated Fee
2. 2021 MKN Fee Schedule
3. Rincon Proposal dated September 22, 2021

**South San Luis Obispo County Community Services District
Coastal Hazards Reponse Plan**

	Principal Engineer	Senior Project Engineer	Project Engineer/Senior Scientist	Assistant Engineer II	Supervising Drafter	Administrative Assistant	Total Hours (MKN)	Labor (MKN)	ODCs (MKN)	Coastal Hazards & Resources (Rincon)	Non-Labor Costs	Total Fee
Hourly Rates	197	186	164	141	145	80						
Task Group 1: Project Management, Information Review, and Meetings												
Task 1.1 Project Management	4					1	5	\$868	\$ 26	\$ -	\$26	\$ 894
Task 1.2 Kickoff Meeting	2			4			6	\$958	\$ 29	\$ -	\$29	\$ 987
Task 1.3 Information Review	2			4			6	\$958	\$ 29	\$ -	\$29	\$ 987
Task 1.4 Progress Meeting 1	1			2			3	\$479	\$ 14	\$ -	\$14	\$ 493
Task 1.5 Quality Control Review	6						6	\$1,182	\$ 35	\$ -	\$35	\$ 1,217
Subtotal	15	0	0	10	0	1	26	\$ 4,445	\$ 133	\$ -	\$ 133	\$ 4,578
Task Group 2: Analysis of Coastal Hazards and Resource Impacts												
Task 2.1 Analysis of Coastal Hazards and Resource Impacts	4			2			6	\$1,070	\$ 32	\$ 19,635	\$19,667	\$ 20,737
Subtotal	4	0	0	2	0	0	6	\$ 1,070	\$ 32	\$ 19,635	\$19,667	\$ 20,737
Task Group 3: Cost Evaluation Update												
Task 3.1 Update onsite WWTP cost evaluation	4			12			16	\$2,480	\$ 74	\$ -	\$74	\$ 2,554
Task 3.2 Update offsite WWTP cost evaluation	6			16			22	\$3,438	\$ 103	\$ -	\$103	\$ 3,541
Subtotal	10	0	0	28	0	0	38	\$ 5,918	\$ 178	\$ -	\$ 178	\$ 6,096
Task Group 4: Coastal Hazards Response Plan												
Task 4.1 Draft Report	12			28			40	\$6,312	\$ 189	\$ -	\$189	\$ 6,501
Task 4.2 Final Report	4			8			12	\$1,916	\$ 57	\$ -	\$57	\$ 1,973
Subtotal	16	0	0	36	0	0	52	\$ 8,228	\$ 247	\$ -	\$ 247	\$ 8,475
TOTAL BUDGET	45	0	0	76	0	1	122	\$19,661	\$ 590	\$ 19,635	\$ 20,225	\$ 39,886



MKN & Associates, Inc.
PO Box 1604
Arroyo Grande, CA 93421
805 904 6530

FEE SCHEDULE FOR PROFESSIONAL SERVICES

ENGINEERS AND TECHNICAL SUPPORT STAFF

Project Director	\$225/HR
Operations Manager	\$212/HR
Principal Engineer	\$197/HR
Senior Project Engineer	\$186/HR
Project Engineer/ Senior Scientist	\$164/HR
Senior Water Resource Planner	\$164/HR
Water Resource Planner	\$150/HR
GIS Specialist	\$144/HR
Assistant Engineer II	\$141/HR
Assistant Engineer I	\$120/HR
GIS Technician	\$120/HR
Supervising Drafter	\$145/HR
Drafting/Design Technician II	\$135/HR
Drafting/Design Technician I	\$110/HR
Administrative Assistant	\$80/HR
Engineering Intern	\$65/HR

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

DIRECT PROJECT EXPENSES

Outside Reproduction	Cost + 10%
Subcontracted or Subconsultant Services	Cost + 10%
Travel & Subsistence (other than mileage)	Cost
Auto Mileage	Current IRS Rate - \$.56/mi.



Rincon Consultants, Inc.

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

805 547 0900

info@rinconconsultants.com
www.rinconconsultants.com

September 22, 2021
Project No: 21-11943

Eileen Shields, PE
Michael K. Nunley and Associates
530 B Paulding Circle
Arroyo Grande, California 93420
Via email: eshields@mknassociates.us

Subject: Proposal to Support Development of a Coastal Hazards Response Plan for the South San Luis Obispo County Sanitation District in Oceano, San Luis Obispo County, California

Dear Ms. Shields,

Rincon Consultants, Inc. (Rincon) is pleased to submit this proposal to provide Michael K. Nunley and Associates (MKN) with professional services to support the development of a Coastal Hazards Response Plan (Plan) for the South San Luis Obispo Sanitation District (District). The Plan is required by the District's Coastal Development Permit (CDP) No. 3-16-0233, Special Condition 6. The CDP was approved for the installation of redundancy/ backup infrastructure and other improvements to the District's Wastewater Treatment Plant (WWTP) located in Oceano, California. In addition to an analysis of the costs and benefits of maintaining the WWTP at its current location or relocating it to an area further from the coast, CDP Special Condition 6 requires that the Plan provide a clear long-term plan for addressing flooding and other coastal hazards, as well as coastal resource impacts from the WWTP and its improvements over the long term.

Rincon is uniquely suited to provide MKN with support in addressing long-term coastal hazards planning and evaluating coastal resource impacts of the WWTP. Since 2019, Rincon has conducted the District's Coastal Hazards Monitoring Program (Monitoring Program) for the WWTP, following the District's Coastal Hazards Monitoring Plan and addressing the specific provisions of Special Condition 4 of the CDP.

Coastal Hazards Monitoring Program Summary

Rincon has leveraged its resource expertise, coastal zone experience, and regional knowledge to develop innovative methods for monitoring and documenting coastal hazard conditions associated with surface water runoff, coastal processes, and site-specific topography and hydrology of the WWTP and surrounding areas.

Rincon has worked proactively with the District and area stakeholders to compile and collect regional data that informs the understanding of coastal flooding hazards for the WWTP. Rincon has: 1) developed a regional data archive process; 2) conducted on-site monitoring of the WWTP and vicinity following qualifying rain events to track precipitation, surface water levels, and local weather parameters; 3) performed coastal flood hazard monitoring when triggers met plan thresholds; 4) annually conducted channel surveys within Arroyo Grande (AG) Creek and Lagoon to document the thalweg profile and channel depths; 5) developed and conducted beach berm and lagoon monitoring



methods including implementing monthly geospatial surveys of the beach, beach fore dunes, and AG lagoon, including collecting high resolution geospatial data annually using an Unmanned Aerial Vehicle (UAV); 6) monitored extreme coastal flood events when the AG lagoon mouth was open and a high tide of greater than 6.0 feet MLLW and/or storm surge events (> 16-foot swells) were predicted; and 7) tracked planned and responsive flood hazard actions conducted by the District and regional stakeholders through direct and regular communications with the District and individuals at each of the stakeholder entities.

Staff

Leading the team is **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 lend his local expertise to the coastal hazards and coastal resource impact analyses and will conduct technical review for those portions of the Plan that Rincon develops. **Derek Lerma** has over 30 years of experience in marine and coastal monitoring including work in coastal lagoons, sand beaches, and physical parameter data collection and processing programs. Mr. Lerma has served as the Project Manager for the Monitoring Program since 2019 and is in regular communication with the District. Mr. Lerma will aid in the development of the Plan and will provide technical review for all portions of the Plan that Rincon produces. **Heather Price Curran, MS**, is a biologist with over 12 years of experience collecting and analyzing data within marine, freshwater, and estuarine habitats on the Central Coast. Ms. Curran is the Assistant Project Manager for the Monitoring Program and conducts regular fieldwork and data collection around the WWTP, in addition to coordinating with the District and local stakeholders. Ms. Curran will be the primary author of most portions of the Plan that Rincon develops, and will coordinate with Mr. Lerma, MKN, the District, and other local stakeholders to compile and analyze data related to coastal hazards and coastal resource impacts at the WWTP. Participating Rincon professionals have extensive local knowledge of the area, regional weather conditions, and regulatory personnel, which will greatly benefit MKN and the District in terms of responsiveness, schedule, and regional regulatory tendencies.

Scope of Work

Rincon proposes to support MKN in the development of the Plan as outlined in the Scope of Work (SOW) for each of the following tasks.

Task 1 Analysis of Coastal Hazards and Resource Impacts

Task 1A Literature and Background Review

Rincon will review relevant technical and historical reports prepared for the WWTP and associated stakeholders pertinent to the regional area and its coastal resources. This literature and background review will be used to create a near term (20-year) historical coastal process and resource narrative to inform the reader of the various contributing coastal hazards and resources impact vectors in the vicinity of the WWTP in context to the facilities CDP. This section will also summarize and place into context past and present management actions that have been implemented by the District and



stakeholders to minimize coastal hazard flooding and/or remedial actions performed to protect sensitive resources or minimize coastal resource impacts.

Task 1B Coastal Hazards Data Compilation and Analysis

Rincon will compile relevant information from the District's ongoing Monitoring Program integrating summaries of the existing regional data archive and data collected from all components of the Monitoring Program. The analysis will include, but not be limited to, assessment of coastal hazards that could impact WWTP operations, existing flood hazard triggers, identification of new flood hazard triggers, and management actions taken by the District and other local stakeholders to address coastal hazards in the vicinity of the WWTP. Rincon will provide a written summary of data analyses that can be included as a section of the Plan. This section will include the development of geospatial graphics, photographs, data tables, and maps.

Task 1C Evaluation of Coastal Resource Impacts

Rincon will develop a section reviewing coastal resources that will incorporate the Monitoring Program areas and contributing regional areas. This section will assess both physical and biological resources potentially impacted by coastal flooding or alternations to the region's coastal topography. This section will review and integrate sensitive biological resources currently managed by the California State Parks (State Parks), U.S. Fish and Wildlife Service, National Marine Fisheries Service, and California Department of Fish and Wildlife. This section will discuss how management of specific species of concern require a habitat-based approach and that past and present actions implemented by stakeholders to manage flood hazards have downstream implications that can create both benefits and conflicts with habitat or species. The focus of this section will be to provide an analysis of the potential impacts of the WWTP and its operations on coastal resources. Rincon will provide a written summary of data analyses that can be included as a section of the Plan and will reference source documents and proposed timelines.

Task 1D Project Management and Coordination

Rincon will coordinate with MKN, the District, and other local stakeholders (including State Parks, Oceano Community Services District, and San Luis Obispo County) to present a comprehensive overview of stakeholder engagement, communication, and strategic vision in terms of managing the flood hazards of the Meadow Creek and Arroyo Grande Creek watersheds. This section will summarize past, present, and future programs and activities that have been focused on or contributed to managing flooding hazards at the WWTF, coastal zone, and regional area.

Assumptions

- All meetings between Rincon, MKN, the District, and/or other stakeholders will take place via telephone and/or utilize online web conferencing services.
- All portions of the Plan developed by Rincon will be provided to MKN in either Word or PDF format, at MKN's discretion.
- The District will facilitate Rincon and MKN's meetings with stakeholders and contribute to the strategic vision.



Cost Estimate

We estimate completion of the currently proposed work scope identified above will require a budget of **\$17,850**. Please see for a cost breakdown of each subtask.

Cost Estimate – Coastal Hazards Reponse Plan Support

Tasks	Labor	Direct Expense	Budget
Task 1 Analysis of Coastal Hazards and Resource Impacts			
Task 1A Literature and Background Review	\$2,226	\$–	\$2,056
Task 1B Coastal Hazards Data Compilation and Analysis	\$6,014	\$–	\$5,640
Task 1C Evaluation of Coastal Resource Impacts	\$5,960	\$–	\$5,620
Task 1D Project Management and Coordination	\$3,130	\$520	\$3,650
Total Proposed Budget	\$17,330	\$520	\$17,850

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

Sincerely,
Rincon Consultants, Inc.

Heather Curran, MS
Biologist
Phone: 805-706-2793
Email: hcurran@rinconconsultants.com

Derek Lerma
Marine Resources Program Manager
Phone: 805-644-4455 x25
Email: dlerma@rinconconsultants.com

Contact for Clarification

Colby J. Boggs, MS
Principal / Senior Ecologist
Phone: 805-547-0900 x117
Email: cboggs@rinconconsultants.com

Attachments

Attachment 1 Rincon 2021 Fee Schedule

Attachment 1

Rincon 2021 Fee Schedule



Standard Fee Schedule for Environmental Sciences and Planning Services

Professional, Technical and Support Personnel*	Hourly Rate
Principal II	\$270
Director II	\$270
Principal I	\$250
Director I	\$250
Senior Supervisor II	\$228
Supervisor I	\$215
Senior Professional II	\$195
Senior Professional I	\$179
Professional IV	\$164
Professional III	\$152
Professional II	\$135
Professional I	\$120
Associate III	\$108
Associate II	\$98
Associate I	\$90
Project Assistant	\$85
Senior GIS Specialist	\$155
GIS/CADD Specialist II	\$135
GIS/CADD Specialist I	\$120
Technical Editor	\$120
Production Specialist	\$98
Clerical	\$85

*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) & \$0.40 (double-sided)
Photocopies – Color	\$1.50 (single-sided) & \$3.00 (double-sided)
Photocopies – 11 x 17	\$0.50 (B&W) & \$3.30 (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.

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 10 days from receipt or per the contractually required payment terms.

Equipment	Day Rate
Environmental Site Assessment	
Soil Vapor Extraction Monitoring Equipment	\$144
Four Gas Monitor	\$124
Flame Ionization Detector	\$100
Photo Ionization Detector	\$75
Hand Auger Sampler	\$57
Water Level Indicator, DC Purge Pump	\$41
Natural Resources Field Equipment	
UAS Drone	\$250
Spotting or Fiberoptic Scope	\$155
Pettersson Bat Ultrasound Detector/Recording Equipment	\$155
Sound Level Metering Field Package (Anemometer, Tripod and Digital Camera)	\$103
GPS (Sub-meter Accuracy)	\$60
Infrared Sensor Digital Camera or Computer Field Equipment	\$52
Scent Station	\$21
Laser Rangefinder/Altitude	\$10
Pit-fall Traps, Spotlights, Anemometer, GPS Units, Sterilized Sample Jar	\$8
Mammal Trap, Large/Small	\$1.50/\$0.50
Water and Marine Resources Equipment	
Boat (26 ft. Radon or Similar)	\$565
Boat (20 ft. Boston Whaler or Similar)	\$310
Multi Parameter Sonde (Temp, Cond, Turbidity, DO, pH) with GPS	\$155
Water Quality Equipment (DO, pH, Turbidity, Refractometer, Temperature)	\$57
Refractometer (Salinity) or Turbidity Meter	\$35
Large Block Nets	\$103
Minnow Trap	\$88
Net, Hand/Large Seine	\$10/\$50
Field Equipment Packages	
Standard Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet, Safety Equipment, and Botanic Collecting Equipment)	\$100
Remote Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet and Mifi, Delorme Satellite Beacon, 24-Hour Safety Phone)	\$130
Amphibian/Vernal Pool Field Package (Digital Camera, GPS, Thermometer, Decon Chlorine, Waders, Float Tube, Hand Net, Field Microscope)	\$155
Fisheries Equipment Package (Waders, Wetsuits, Dip Nets, Seine Nets, Bubblers, Buckets)	\$52
Underwater and Marine Sampling Gear (U/W Photo/Video Camera, Scuba Equipment (Tanks, BCD, Regulators, Wetsuits, etc.)	\$50/diver
Marine Field Package (PFDs – Personal Flotation Devices, 100-foot Reel Tapes with Stainless Carabiners, Pelican Floats, Underwater Slates, Thermometer, Refractometer, Anemometer, Various Field Guides)	\$50
Insurance, Hazard and Safety Fees	
L&H Dive Insurance	\$50/diver
Level C Health and Safety	\$60/person



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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STAFF REPORT

To: Board of Directors

From: Jeremy Ghent, District Administrator

Date: November 3, 2021

Subject: AUTHORIZE EXECUTION OF CONTRACT AMENDMENT #4 FOR WWTP REDUNDANCY PROJECT CONSTRUCTION PHASE ENGINEERING SERVICES WITH KENNEDY/JENKS CONSULTANTS, INC., PENDING USDA CONCURRENCE

RECOMMENDATION:

Authorize the District Administrator to execute a contract amendment for Construction Phase Design Engineering Services for the Wastewater Treatment Plant Redundancy Project with Kennedy/Jenks Consultants, Inc. in the amount of \$136,330 pending review and concurrence from USDA staff.

BACKGROUND AND DISCUSSION:

Kennedy Jenks Consultants, Inc., (KJ) was selected as the Project Design Engineer for the Wastewater Treatment Plant (WWTP) Redundancy Project in April 2016. KJ has been instrumental in developing the Project and assisted through the bid phase last Fall. Notice to Proceed for construction was issued to J.R. Filanc Construction Company in January 2021. As the project moves through construction, continued design engineering services are required to ensure the project is constructed successfully and in accordance with the design. The existing contract with KJ currently includes \$850,154 for engineering services during construction (ESDC).

As of October 1, 2021, the project was approximately nine months into the 30-month construction schedule and approximately 59% of the ESDC budget has been expended (\$503,354). Although, it is not unusual to utilize more ESDC effort at the beginning of the construction project, the effort required has exceeded the estimates used to develop the budget. District Staff and KJ reviewed effort to date and projected efforts with the project team and submitted a proposal to amend the ESDC scope and budget. The request is based on increased efforts required to review and respond to Requests for Information (RFIs) and construction submittals (attached). Additionally, the proposed amendment provides a budget credit for completion of the conformed drawings under budget.

The following summarizes the main changes proposed in Amendment 4:

- **Task 7.1 – Conformed Drawings: (CREDIT)** KJ provided a set of conformed drawings (design plans) that integrated changes resulting from bid-phase requests for information. The task was completed \$10,296 under contract budget and can be closed with a budget reduction.
- **Task 7.2 – Responding to RFIs and Preparing Clarifications: (INCREASE)** The \$85,935 budget for this task is based on responding to as many as 56 RFIs at \$1,535 per RFI. As of the end of September, KJ had reviewed and responded to 146 RFIs. The budget for this task is 150% spent through the end of September. The average effort per RFI has been less than initially budgeted, at \$880 per RFI. Based on the number of RFIs to date and the construction work remaining, the project team estimates an additional 80 RFIs. Amendment 4 proposes increase the budget by \$112,969 to cover the \$42,569 in current task budget over-spend, and an additional estimated \$70,400 to respond to projected future RFIs.
- **Task 7.4 Submittal Reviews: (INCREASE)** The \$278,423 budget for this scope of work is based on reviewing as many as 210 submittals and resubmittals at \$1,326 per submittal. Through the end of September, Kennedy Jenks has reviewed 189 submittals (90%) at a lower effort per submittal than originally budgeted, averaging \$1,160 per submittal. The project team estimated an additional 80 submittals and resubmittals for the project. Amendment 4 proposes an increase of \$33,657 for submittal review.

The total proposed budget amendment is \$136,330. A summary of the original budget, amount spent through October 1, and requested additional budget per task is provided in the table below.

Task/Subtask	Budget	Spent thru Oct 1	Remaining	Amd 4 Request	Revised Budget
Phase 4 - Workshops, PM, QC					
Task 4.3 - Project Management	\$69,177	\$15,810	\$53,367	\$0	\$69,177
Phase 6 - Subtotal	\$69,177	\$15,810	\$53,367	\$0	\$69,177
Phase 7 - Office Engineering During Construction					
Task 7.1 - Conformed Drawings	\$28,015	\$17,719	\$10,296	(\$10,296)	\$17,719
Task 7.2 - RFIs and Preparing Clarifications (a)	\$85,935	\$128,504	(\$42,569)	\$42,569	\$198,904
80 Add't RFIs (total 226)				\$70,400	
Task 7.3 - Preparing RFQs and Responding to COs	\$37,099	\$5,311	\$31,788	\$0	\$37,099
Task 7.4 - Submittal Reviews (b)	\$278,423	\$219,280	\$59,143		\$312,080
59 Add't Submittals (total 269)				\$33,657	
Task 7.5 - Construction, Coord Meetings, Photo Review	\$72,962	\$32,990	\$39,972	\$0	\$72,962
Task 7.6 - Site Visits	\$34,313	\$4,259	\$30,054	\$0	\$34,313
Task 7.7 - Record Drawings	\$53,246	\$0	\$53,246	\$0	\$53,246
Task 7.8 - Other As-Needed Services	\$51,250	\$2,400	\$48,850	\$0	\$51,250
Task 7.9 - Clarifier Condition Assessment	\$18,520	\$0	\$18,520	\$0	\$18,520
Task 7.10 - Ground Improvements - Observation/Testing	\$121,184	\$77,081	\$44,103	\$0	\$121,184
Phase 7 - Subtotal	\$780,947	\$487,544	\$293,403	\$136,330	\$917,277
Total	\$850,124	\$503,354	\$346,770	\$136,330	\$986,454

(a) Task 7.2: Budget based on 56 RFIs, 146 RFIs responded thru end of Sept

(b) Task 7.4: Budget based on 210 subs, 189 rev thru end of Sept (21 remain in contract, MNS est 80 addit at end Sept)

The District is funding a portion of the construction with a low-interest loan from the United States Department of Agriculture (USDA) Rural Development infrastructure program. In accordance with direction from USDA staff and the District's contract with KJ, USDA concurrence with the amendment is required for funding. Staff will work with USDA staff for review of the proposed amendment. From previous coordination, staff assumes USDA staff will want to see Board approval before reviewing contract amendments. Therefore, we request the Board's consideration of this proposed amendment and conditional approval for the District Administrator to execute the amendment once USDA staff has concurred. Should any comments be received from USDA that would adjust the amendment cost or scope, staff will return to the Board with the update for review.

FISCAL CONSIDERATION:

The recommended contract amendment amount is \$136,330, for a total construction phase services budget of \$986,484. The Project budget and financial plan included a professional services contingency, currently budgeted at approximately \$360,000. Staff recommends reallocating a portion of the professional services contingency to cover this proposed amendment.

Attachments:

Kennedy Jenks Consultants Contract Amendment 4 Request – October 22, 2021



October 22, 2021

Jeremy Ghent P.E.
District Administrator
South San Luis Obispo County Sanitation District
1600 Aloha Place
Oceano, CA 93445

Subject: Kennedy Jenks Contract Amendment 4 Request for ESDC Services
South San Luis Obispo County Sanitation District Redundancy Project
South San Luis Obispo County Sanitation District

Dear Jeremy,

Thank you for feedback and discussion regarding the Amendment 4 request. This proposal incorporates District feedback with a commensurate revision to the amended scope and budget for Tasks 7.2 (RFI) and 7.4 (Submittals). As of October 2021, the project was 9 months into the 30-month construction schedule.

Kennedy Jenks Engineering Services during Construction (ESDC)

Amendment 3 includes the ESDC scope and \$850,124 fee for contract Phase 4 (PM) and Phase 7 (ESDC). Total contract budget to date is currently \$2,781,737. Table 1 summarizes the current ESDC budget.

Table 1. Project Management and ESDC Budget Summary

Task/Subtask	Budget
Phase 4 - Workshops, Project Management, and Quality	
Task 4.3 - Project Management	\$69,177
Phase 6 - Subtotal	\$69,177
Phase 7 - Office Engineering During Construction	
Task 7.1 - Conformed Drawings	\$28,015
Task 7.2 - Responding to RFIs and Preparing Clarifications	\$85,935
Task 7.3 - Preparing RFQs and Responding to COs	\$37,099
Task 7.4 - Submittal Reviews	\$278,423
Task 7.5 - Construction, Coord Meetings, Photo Review	\$72,962
Task 7.6 - Site Visits	\$34,313
Task 7.7 - Record Drawings	\$53,246
Task 7.8 - Other As-Needed Services	\$51,250
Task 7.9 - Clarifier Condition Assessment	\$18,520
Task 7.10 - Ground Improvements - Observation and Testing	\$121,184
Phase 7 - Subtotal	\$780,947
Total	\$850,124

Current ESDC Budget Status

Through October 1, 2021, Kennedy Jenks has expended approximately 59% of the ESDC amended contract budget of \$850,124 with approximately \$346,770 of remaining budget. Table 2 summarizes the budget status for ESDC.

Table 2. Budget Status through October 1, 2021

Task/Subtask	Budget	Spent thru Oct 1	Remaining	Percent Spent
Phase 4 - Workshops, PM, QC				
Task 4.3 - Project Management	\$69,177	\$15,810	\$53,367	23%
Phase 6 - Subtotal	\$69,177	\$15,810	\$53,367	
Phase 7 - Office Engineering During Construction				
Task 7.1 - Conformed Drawings	\$28,015	\$17,719	\$10,296	63%
Task 7.2 - RFIs and Preparing Clarifications (a)	\$85,935	\$128,504	(\$42,569)	150%
Task 7.3 - Preparing RFQs and Responding to COs	\$37,099	\$5,311	\$31,788	14%
Task 7.4 - Submittal Reviews (b)	\$278,423	\$219,280	\$59,143	79%
Task 7.5 - Construction, Coord Meetings, Photo Review	\$72,962	\$32,990	\$39,972	45%
Task 7.6 - Site Visits	\$34,313	\$4,259	\$30,054	12%
Task 7.7 - Record Drawings	\$53,246	\$0	\$53,246	0%
Task 7.8 - Other As-Needed Services	\$51,250	\$2,400	\$48,850	5%
Task 7.9 - Clarifier Condition Assessment	\$18,520	\$0	\$18,520	0%
Task 7.10 - Ground Improvements - Observation/Testing	\$121,184	\$77,081	\$44,103	64%
Phase 7 - Subtotal	\$780,947	\$487,544	\$293,403	62%
Total	\$850,124	\$503,354	\$346,770	59%

(a) Task 7.2: Budget based on 56 RFIs, 146 RFIs responded thru end of Sept

(b) Task 7.4: Budget based on 210 subs, 189 rev thru end of Sept (21 remain in contract, MNS est 80 addit at end Sept)

Amendment 4 Proposal Request

We have incorporated the review comments and updated the project status to update this project request for two project tasks:

- Task 7.2 – Responding to RFIs and Preparing Clarifications:** The \$85,935 budget for this scope of work is based on responding to as many as 56 RFIs at \$1,535 per RFI. Through the end of September, Kennedy Jenks has responded to 146 RFIs. The budget for this task is 150% spent though the end of September.
- Task 7.4 Submittal Reviews:** The \$278,423 budget for this scope of work is based on reviewing as many as 210 submittals and resubmittals at \$1,326 per submittal. Through the end of September, Kennedy Jenks has reviewed 189 submittals (90%).

Based on project performance to date, the estimated effort per RFI or submittal has been less than initially budgeted; \$880 per RFI actual vs \$1,535 budgeted; and \$1,160 per submittal actual vs \$1,326 budgeted. This proposal request is based on the lower actual project spending rate, not the initially estimated budget effort. Table 3 summarizes the amended proposal request of \$136,330 and includes:

- Task 7.1 – Conformed Drawings:** This task was completed \$10,296 under budget and can be closed with a budget reduction to meet actual required effort.
- Task 7.2 – Responding to RFIs and Preparing Clarifications:** A budget augmentation of \$112,969 is requested to cover the \$42,569 current budget over-spend and an additional \$70,400 to respond to a projected 80 future RFI requests (80 x \$880 = \$70,400).

3. **Task 7.4 Submittal Reviews:** The estimated number of future submittals of 80 was provided by MNS at the end of September. There is currently \$59,143 remaining in contract for submittal review. The budget amendment request for this task is \$33,657. This is based on an estimated \$92,800 (80 x \$1,160 = \$92,800) for review of the estimated future 80 submittals minus the current remaining budget of \$59,143.

Table 3. Amendment 4 Request for Kennedy Jenks ESDC Budget Effort

Task/Subtask	Budget	Spent thru Oct 1	Remaining	Amd 4 Request	Revised Budget
Phase 4 - Workshops, PM, QC					
Task 4.3 - Project Management	\$69,177	\$15,810	\$53,367	\$0	\$69,177
Phase 6 - Subtotal	\$69,177	\$15,810	\$53,367	\$0	\$69,177
Phase 7 - Office Engineering During Construction					
Task 7.1 - Conformed Drawings	\$28,015	\$17,719	\$10,296	(\$10,296)	\$17,719
Task 7.2 - RFIs and Preparing Clarifications (a)	\$85,935	\$128,504	(\$42,569)	\$42,569	\$198,904
80 Add't RFIs (total 226)				\$70,400	
Task 7.3 - Preparing RFQs and Responding to COs	\$37,099	\$5,311	\$31,788	\$0	\$37,099
Task 7.4 - Submittal Reviews (b)	\$278,423	\$219,280	\$59,143		\$312,080
59 Add't Submittals (total 269)				\$33,657	
Task 7.5 - Construction, Coord Meetings, Photo Review	\$72,962	\$32,990	\$39,972	\$0	\$72,962
Task 7.6 - Site Visits	\$34,313	\$4,259	\$30,054	\$0	\$34,313
Task 7.7 - Record Drawings	\$53,246	\$0	\$53,246	\$0	\$53,246
Task 7.8 - Other As-Needed Services	\$51,250	\$2,400	\$48,850	\$0	\$51,250
Task 7.9 - Clarifier Condition Assessment	\$18,520	\$0	\$18,520	\$0	\$18,520
Task 7.10 - Ground Improvements - Observation/Testing	\$121,184	\$77,081	\$44,103	\$0	\$121,184
Phase 7 - Subtotal	\$780,947	\$487,544	\$293,403	\$136,330	\$917,277
Total	\$850,124	\$503,354	\$346,770	\$136,330	\$986,454

(a) Task 7.2: Budget based on 56 RFIs, 146 RFIs responded thru end of Sept

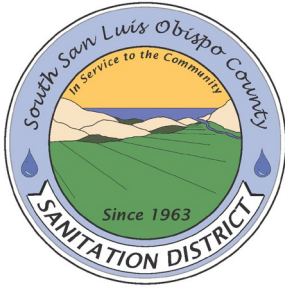
(b) Task 7.4: Budget based on 210 subs, 189 rev thru end of Sept (21 remain in contract, MNS est 80 addit at end Sept)

Please review and let us know when we can discuss questions or concerns you may have. Kennedy Jenks appreciates our long-term relationship with the South San Luis Obispo County Sanitation District and looks forward to continuing to support the successful completion of the WWTP Redundancy Project.

Sincerely,



John Wyckoff
 Vice President



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STAFF REPORT

To: Board of Directors

From: Jeremy Ghent, District Administrator

Date: November 3, 2021

**Subject: SUMMARY OF COMMUNITY WORKFORCE AGREEMENT (CWA) LOCAL
HIRE GOALS AND PERFORMANCE TO DATE**

RECOMMENDATION:

Receive and File.

BACKGROUND:

On August 21st 2019 the District Board adopted a Community Workforce Agreement to be applied to the District's Redundancy project. The District Board's interest in utilizing a CWA was to provide a mechanism to prioritize participation of the local workforce. Additionally, a CWA can provide improved Labor/Management relationships, provides rules for resolving disputes and grievances and reduces potential for various work stoppages.

There were three tiers of local hires based on zip codes and proximity to the District. Tier 1 local worker zip codes include those workers who reside inside the District's boundaries, Tier 2 local worker zip codes include those workers that live in San Luis Obispo County, and Tier 3 workers are from Northern Santa Barbara County. The development of the CWA set a goal for local participation at 30% of the workforce should come from the local 3 Tiers.

The District procured Pacific Resource Services to serve as the Community Workforce Coordinator. This service oversees compliance with the Community Workforce Agreement and serves as an interface between the Contractor (Filanc) and the various Trades that are subject to the CWA.

At the September 15th District Board meeting the Board requested a presentation on the performance of the Community Workforce Agreement.

DISCUSSION:

Hours Worked

Under the CWA the local hire participation goal was set at 30%. To date the local hire participation in all hours worked is 57.23%. The breakdown by tier is as follows:

Tier	Local Hours	Percent of total Hours to date
1	2,667.5	28.37%
2	889.67	9.47%
3	1,813.7	19.29%
TOTAL:	5,370.32	57.13%

Apprentice Participation

Apprentice participation is tracked to understand the benefits and investment being made into apprentice workers as they advance in their trade. The CWA allows for up to 30% of hours be completed by Apprentice Workers from the various trades. Currently, 21.52% of the hours provided have been from apprentice workers. Using apprentice workers assists in developing a skilled local workforce that can support and construct future infrastructure.

Administration

The CWA and Community Workforce Coordinator outline and handle complaints and grievances. To date there have been no grievances or complaints that were subject to the CWA or Coordinator.

CONCLUSION:

Currently the District Project is exceeding the Local Hire Goal as set in the CWA. Forecasting by Pacific Resources Services suggests that future phases of work may see a slight decrease from the current 57.13% Local Workforce utilization, but overall should stay well above the 30% goal.

Attachments:

Pacific Resources Services Local Hire Participation Report



Date: October 27, 2021

To: Jeremy Ghent, District Administrator
South San Luis Obispo County Sanitation District

From: Benjamin Ocasio
Pacific Resources Services

Subject: Report to the South San Luis Obispo County Sanitation District – Local Hire Participation per Community Workforce Agreement (CWA) Article IV, Section 4.5.2

The following is an update to the South San Luis Obispo County Sanitation District (SSLOCSD) on the local hire accomplishments through September 30, 2021.

SUMMARY

The purpose of the CWA is to encourage harmonious Labor/Management relationships, and to put in practice methods to resolve misunderstanding, grievances, and disputes that may impact the continuous operations of the construction of the projects. Additionally, it allows for a mechanism to implement community goals such as hiring local workers.

Under the CWA, the expected local hire participation from the 3-tiers is 30%. To date, the local hire participation is 57.23%, and the tier breakdown is as follows:

Tier	Local Hours	Percent of total Hours to date
1	2,667.5	28.37
2	889.67	9.47
3	1,813.7	19.29
	5,370.32	57.13

Additionally, 54.43% of the workers employed reside within the listed tiers.

METHODOLY

As we receive the Certified Payroll Records, information such as (1) Employer, (2) name, (3) Craft, (4) Zip Code, and (5) hours and date worked are entered into a spreadsheet with look up functions allowing us to extrapolate and summarize the information. A detailed summary report is attached.

ANALYSIS

Although the Operating Engineers are not signatory to the CWA, they have provided 30.20% of the local hours and 32.91% of the local worker. This is not an unexpected reduction as the work transitions to other trades. The Laborers provided 31.71% of the local hours and 17.72% of the local workers. We expect the local hire percentage and number of Laborers to increase as the work moves forward. We previously noted that several workers traveled long distances to work on the project (from outside the Tri-Counties coverage area) and we have expressed our concerns to the contractors to work with the Building Trades to find local area workers although they may not reside within the designated zip code areas.

During this period there was a slight increase in the Apprentice participation requirements (from 16.01% to 17.05%, but a slight decrease in the hours work from 22.03% to 21.52%. We will work with the contractors and the trades to emphasize that they allowed to employ up to 30% of project hours with apprentices without incurring a penalty.

We will provide a similar report as the attachment to the Building Trades and J.R. Filanc so that they know how they are achieving the local hire requirements and any issues encountered.

CWA ADMINISTRATION

During this period, we did not receive any grievances or complaints regarding any issue within the scope of the CWA.

We held one pre-job conference outside of the CWA process to accommodate FILANC and a contractor. We discussed the issue with the Building Trades and the Business Agent for the affected trade, Laborers, since scope of the work to be performed by the contractor cannot be claimed by another trade. The contractor was allowed to work on the project as long as they provided a Letter of Assent, became signatory to the Laborers, and the workers submitted subscription agreements.

cc: Megan Panofsky, MNS Engineers

Attachment



**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
LOCAL CRAFT WORKER UTILIZATION REPORT
REPORTING PERIOD FROM 2/1/2021 THROUGH 9/30/2021**

LOCAL HIRE SUMMARY	CRAFT HOURS REPORTED
TOTAL HOURS TO DATE	
Total Hours to date	9,401.07
WORKER PARTICIPATION - HOURS	
Total Residency Area Worker Hours (All Tiers	5,370.32
Percent of Local Workers by Hours	57.12%
WORKER PARTICIPATION - # OF WORKERS	
Total number of workers to date	79
Number of workers within residing within the 3 tiers	43
Percent of Local Workers	54.43%
APPRENTICE PARTICIPATION - HOURS	
Apprentice Participation total Hours	1,602.75
Apprentice Participation Percentage	17.05%
APPRENTICE PARTICIPATION - # OF APPRENTICES	
Number of Apprentices	17
Apprentice Participation as total of workers	21.52%

Prepared by
Pacific Resources Services

South San Luis Obispo County Sanitation District - Wastewater Treatment Plant Redundancy Project

Workers by Craft	# Of workers	Percentage of workers by Craft	Local Hours worked by Craft	Percent of Local Hours Worked by Craft	Total Hours Worked by Craft	Percent of Total Hours Worked by Craft
Building and Construction Inspector	1	1.27%	11	0.12%	11	0.12%
Carpenters and related crafts	5	6.33%	35.00	0.37%	230.00	2.45%
Electricians	8	10.13%	2,235.75	23.78%	2,259.75	24.04%
House Mover	4	5.06%	18.25	0.19%	26.75	0.28%
Ironworkers	3	3.80%	2.00	0.02%	605.00	6.44%
Laborers	14	17.72%	1,459.50	15.52%	2,981.00	31.71%
Operating Engineers	26	32.91%	1,168.00	12.42%	2,839.50	30.20%
Ready Mix Driver	10	12.66%	26.17	0.28%	26.17	0.28%
Surveyors	2	2.53%	307.75	3.27%	307.75	3.27%
Teamsters	6	7.59%	106.90	1.14%	114.15	1.21%
	79	100.00%	5,370.32	57.12%	9,401.07	100.00%

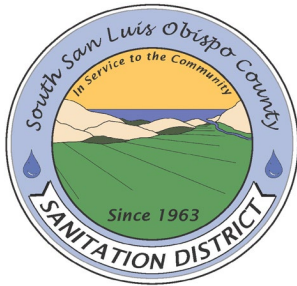
Notes:

1. Not all contractors/workers are included in the report. Contractors with missing and/incomplete Certified Payroll Records (missing information such complete address) are not included.
2. The craft of Operating Engineers includes the classifications of Building and Construction Inspector, Surveyors, and Soils and Materials Testers. These classifications are reported separately.
3. The Craft of DRIVER (ON/OFF-HAULING TO/FROM CONSTRUCTION SITE) is listed as Ready Mix Driver to describe the actual work performed.

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Prepared by
Pacific Resources Services

10/22/2021



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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STAFF REPORT

Date: November 3, 2021
To: Board of Directors
From: Jeremy Ghent, District Administrator; Mychal Jones, Plant Superintendent
Subject: **DISTRICT ADMINISTRATOR AND PLANT OPERATIONS REPORT**

This report represents ongoing information on the latest District staff activities on major capital projects and studies, programmatic initiatives, regional collaboration, miscellaneous activities, and Plant Operations. *Updates since the last report are provided in italics below:*

Capital Projects:

Redundancy Project:

- *Construction continues to progress.*
- *The Concrete floors for both large structures are complete*
- *Several concrete wall sections have been poured*
- *No issues resulted from the October 25th 1.62" rain event*

Central Coast Blue:

- *The District provided the Central Coast Blue project team with manhole invert elevations*
- *The District provided the project team with a copy of the District's GIS and record atlas.*

Misc:

- *District staff has been visiting, inspecting, and sampling from contract brine disposer facilities.*
- *The District, at the request of the RWQCB, is participating in a technical research opportunity with the CivicSpark Fellowship Program. The CivicSpark program is intended to provide scientific resources to assist in climate change adaptation. Caroline Webster is the Central Coast RWQCB CivicSpark Fellow. She is a Northwestern Environmental Policy Graduate.*
- *The County Flood Control District has convened a science panel to steer and review efforts on the County Meadow Creek Lagoon Restoration Project. The District Administrator has agreed to sit on this panel with panel representatives from State Parks, NOAA Marine Fisheries, the Army Corp of Engineers, and the*

- Resource Conservation District.*
- *District Administrator was invited and is scheduled November 1st to attend a small group meeting with Senator John Laird to discuss water resiliency on the Central Coast.*

Plant Tours:

None

Tentative Items:

- *Present Annual Audit 12/01/2021*

Plant Operations Report

During this reporting period (September 1st – October 28th) the District's facility exceeded its NPDES Permit limit for daily maximum fecal coliform bacteria on October 20th. The Regional Water Quality Control Board has been notified. *All other process values were within Permit limitations.*

Monthly Plant Data for September 2021

September 2021	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	1.94	3	398	21.1		426	22.5		<1.8	64
High	2.51	4.5	572	36.1		560	41.4		350	391
Sep. 2021 AVG	2.17	3.51	490	27.8	94.3	507	29.6	94.2	48	206
Sep. 2020 AVG	2.37	3.76	528	25.7	95.1	520	30.3	94.2	12.4	363
Limit	5.0			40/60/90	>80		40/60/90	>80	2000	

Monthly Plant Data for October 2021

October 2021	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	1.97	3	449	15.5		411	22.5		<1.8	63
High	2.52	5.3	545	22.7		566	28.3		*9200	219
Oct. 2021 AVG	2.1	3.53	486	20.8	95.7	481	25.2	94.8	496	139
Oct. 2020 AVG	2.38	3.7	453	19.7	95.7	440	24.1	94.5	3.3	267
Limit	5.0			40/60/90	>80		40/60/90	>80	2000	

Exceedance

The District exceeded its NPDES Permit limit for daily maximum fecal coliform bacteria on October 20th. The cause of this exceedance is unknown. There were no operational changes or process abnormalities observed. In addition, chlorine residual was higher than normally observed which leads Operations staff to believe that either the treatment plant received higher than normal loads to the facility or there may have been procedural errors during sampling or analysis. Operations staff will continue to investigate the possible cause and monitor all processes.

A mandatory minimum penalty of \$3,000 will be assessed to the District due to this violation being the 4th within the last 180 days.

Operation and Maintenance Tasks

- Completed installation of new sludge bed water line and valve
- Landscaped front lawn and area around flagpole
- Prepared new Hellan strainer for installation
- Checked and marked Underground Service Alerts

- Performed weed abatement throughout plant premises
- Drilled hole at Digester No. 2 sump for communication cable for level sensor
- Removed and repaired Fixed Film Reactor (FFR) cable support for distributor arm
- Installed repaired cable support for distributor arm on FFR
- Installed new Chlorine Contact Tank (CCT) chemical probe support
- Power Outage September 9th Operations staff were on site and thoroughly inspected plant
- Troubleshoot Amiad reclaim water filters
- Troubleshoot centrifuge lube reset programming issue
- Replaced manhole cover in seed farm and placed sewer line markers
- Replaced broken hose reel at Digester No. 2 sump
- Troubleshoot ferric chloride pump at Grit King
- Prepared for midnight shutdown to inspect headworks wet well and influent pump No. 3 inlet for blockage
- Performed plant midnight shutdown to allow Fluid Resource Management to perform confined space entry into the headworks wet well to clean and inspect inlet to influent pump No. 3.
- Troubleshoot Influent Pump No. 3
- Adjusted front gate to treatment plant
- Installed new Hellan strainer at reclaimed water station
- Cleaned up plant shop
- Flushed Digester No. 1 feed line
- Troubleshoot FFR Pump No. 1 VFD controller failure
- Began rehabilitation of removed Hellan strainer
- Repaired Digester drip trap
- West Coast Gauging performed annual maintenance to methane gas equipment and flare

Work Orders Completed

- Rinsed all surfaces of clarifiers
- De-ragged both primary sludge pumps
- Test ran emergency generator and bypass pump
- Performed annual plant switch over to test emergency backup generator under plant load
- Performed monthly safety walk
- Preventative Maintenance:
 - All clarifier drive units
 - Digester mixing pump
 - 6" trash pump
 - Mechanical bar screens
 - Digester vacuum/pressure relief valves
 - Fixed film reactor
 - Water Champ
 - Front Loader
 - Forklift
 - Rinsed Disinfection Probes
 - Calibrated backup disinfection systems
 - Replaced heating and air conditioning filter
 - Flush Sodium Bisulfite Header

Training

- Operations staff participated in training on;

- Centrifuge/sludge bed feed switch over between Digester No. 1 to Digester No. 2
- Distracted driving
- Safety in the rain

Call Outs

No call outs during this reporting period.