



**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, January 19, 2022 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/81247380784?pwd=ZkJvck9MUWVBUmNLNHBkbXN6R3p2QT09>

Passcode: 192426

Or Telephone

1 408 638 0968

1 669 900 6833

1 253 215 8782

1 346 248 7799

1 646 876 9923

1 301 715 8592

1 312 626 6799

Webinar ID: 812 4738 0784

Passcode: 192426

International numbers available: <https://us02web.zoom.us/j/81247380784?pwd=ZkJvck9MUWVBUmNLNHBkbXN6R3p2QT09>

- 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 December 1, 2021

5C. Adoption of Resolution 2022-435 to Continue to Allow Remote Board Meetings

5D. Adoption of Resolution 2022-436 to Amend the Bylaws to Establish a Regular Rotation for Chair and Vice Chair.

6. ACTION ITEMS:

6A. ELECTION OF CHAIR AND VICE CHAIR FOR THE 2022 CALENDAR YEAR

Recommendation: The Board consider, discuss, and announce the rotation of Chair and Vice Chair for the 2022 Calendar Year in accordance with District Bylaws.

6B. CONSIDERATION OF FISCAL YEAR 2021/22 FIRST QUARTER (Q1) BUDGET ADJUSTMENT

Recommendation:

1. Review the recommended clarification to Total Funding Source and Total Expense.
2. Adopt Resolution No. 2022-437 Authorizing the Budgetary Adjustment to Reduce Both Revenues and Expenses To \$25,446,156.

6C. ADOPT A RESOLUTION RATIFYING AN EMERGENCY EXPENDITURE FOR THE REPAIR OF THE DISTRICT'S HOT WATER BOILER

Recommendation: That Board of Directors Adopt Resolution No. 2022-438 Ratifying an Emergency Expenditure for The Repair of The District's Hot Water Boiler.

6D. DISTRICT ADMINISTRATOR AND PLANT OPERATIONS REPORT

Recommendation: Receive and File.

7. BOARD MEMBER COMMUNICATIONS:

8. ADJOURNMENT:

The next regularly scheduled Board Meeting will be held February 2, 2022, 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 Council Chambers.

WARRANT REGISTER
1/19/2022

VENDOR	BUDGET LINE ITEM	DETAIL	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
ALLIED ADMINISTRATORS	EMPLOYEE DENTAL	JANUARY 2021	120121-5642	6025	815.10	815.10
AQUATIC BIOASSAY	CHEMICAL ANALYSIS	SLO0721.0572; SLO0521.0415	5643	7078	8,385.00	8,385.00
ARAMARK UNIFORMS	UNIFORMS	11/19; 11/26	5644	7025	704.24	704.24
AT&T	COMMUNICATIONS	11/11/21-12/10/21	5645	7013	453.00	453.00
BC PUMP SALES	EQUIPMENT MAINTENANCE	35317	5646	8030	811.76	811.76
BRENNTAG	PLANT CHEMICALS	BPI200035	5647	8050	6,382.86	6,382.86
CENTRAL COAST FENCE	EQUIPMENT MAINTENANCE	11043	5648	8030	380.00	380.00
COUNTY OF SLO EH	LICENSES, PERMITS & FEES	IN0133111	5649	7068	1,126.00	1,126.00
DUPERON	EQUIPMENT MAINTENANCE	23510	5650	8030	859.33	859.33
EVERYWHERE RIGHT NOW	COMPUTER SUPPORT	DECEMBER 2021	5651	7082	100.00	100.00
FED EX	CHEMICAL ANALYSIS	7-578-46011	5652	7078	21.98	21.98
HACH	SCADA	12759379	5653	20-7060	7,200.00	7,481.65
	LABORATORY SUPPLIES	PO #2021-084		8040	281.65	
I.I. SUPPLY	EQUIPMENT MAINTENANCE	80888	5654	8056	17.25	17.25
JAN PRO	STRUCTURE MAINTENANCE	DECEMBER 2021	5655	8060	333.00	333.00
JB DEWAR	FUEL	130881; 184667	5656	8020	247.55	247.55
JONES & MAYER	LEGAL COUNSEL	SEPTEMBER; OCTOBER	5657	7071	1,803.50	1,803.50
LARRY WALKER ASSOCIATES	PRETREATMENT PROGRAM UPDATE	00667.01-3	5658	7077	2,178.75	2,178.75
MARCEL ALAIN PHOTOGRAPHY	REDUNDANCY	OC353EEB-0005	5659	7032	275.00	275.00
MINERS HARDWARE	EQUIPMENT MAINTENANCE	NOVEMBER 2021	5660	8030	144.18	144.18
MR. BACKFLOW	EQUIPMENT MAINTENANCE	112170	5661	8030	1,599.00	1,599.00
OEC, INC	CHEMICAL ANALYSIS	2107470; 2107123	5662	7078	221.00	221.00
PG&E	ELECTRICITY	10/11/21-11/08/21	5663	7091	19,626.02	19,626.02
POLYDYNE INC.	PLANT CHEMICALS	1594250	5664	8050	6,331.65	6,331.65
READY REFRESH	ADMIN BUILDING SUPPLIES	10/25/21-11/24/21	5665	8035	324.58	324.58
USA BLUEBOOK	EQUIPMENT MAINTENANCE	803078	5666	7005	121.54	121.54
VWR	LAB SUPPLY'S	8806787441	5667	8040	272.33	272.33
SSLOCS	MECHANIC BANK TRANSFER	NOVEMBER 2021	5668		105,718.25	105,718.25
ALLSTAR INDUSTRIAL	SAFETY	2832		8056	482.63	482.63
ARAMARK	UNIFORMS	12/03/2021	121021-5669	7025	343.03	343.03
AUTOSYS, LLC	SCADA	0080; 0082	5671	20-7060	4,875.00	4,875.00
BRENNTAG	PLANT CHEMICALS	BPI1201010	5672	8050	5,622.83	5,622.83
CAREN RAY RUSSOM	BOARD SERVICE	DECEMBER 1, 2021	5673	7075	100.00	100.00
CHARTER	COMMUNICATIONS	11/29/21-12/28/21	5674	7013	319.95	319.95
CULLIGAN CCWT	EQUIPMENT RENTAL	71819; 72078	5675	7032	250.00	250.00
JB DEWAR	FUEL	132174	5676	8020	266.47	266.47
JEFF LEE	BOARD SERVICE	DECEMBER 1, 2021	5677	7075	100.00	100.00
JR FILANC	REDUNDANCY	APPLICATION NO. 7	5678	20-7080	1,824,455.70	1,824,455.70
KEMIRA	PLANT CHEMICALS	9017735494	5679	8050	9,445.72	9,445.72
KENNEDY JENKS	REDUNDANCY	OCTOBER 2021	5680	20-7080	46,838.15	46,838.15
LINDA AUSTIN	BOARD SERVICE	DECEMBER 1, 2021	5681	7075	100.00	100.00
MICHAEL K NUNLEY & ASSOC.	REDUNDANCY	9944	5682	20-7080	5,316.10	5,468.28
	PRETREATMENT	9945		19-7077	152.18	
OILFIELD ENVIRONMENTAL COMP.	CHEMICAL ANALYSIS	MULTIPLE	5683	7078	402.00	402.00
RINCON	COASTAL HAZARD MONITORING	35178	5684	7020	2,219.64	2,219.64
STATE WATER BOARD	LICENSES	ELAP CERTIFICATE	5685	7068	3,550.00	3,550.00
ARAMARK	EMPLOYEE UNIFORMS	12/101/2021	121521-5686	7025	346.55	346.55
BC PUMP SALES & SERVICE	EQUIPMENT MAINTENANCE	35363	5687	8030	1,517.33	1,517.33
BRENNTAG	PLANT CHEMICALS	BPI1203735	5688	8050	3,781.32	3,781.32
CENTRAL COAST SAFETY TRAINING	TRAINING	CONFINED SPACE	5689		750.00	750.00
CITY OF GROVER BEACH	AGENCY BILLING	SEPTEMBER TO NOVEMBER	5690	7081	5,640.50	5,640.50
COASTAL ROLL OFF	RUBBISH	NOVEMBER 2021	5691	7093	899.10	899.10
CULLIGAN CCWT	EQUIPMENT RENTAL	67146; 71879; 72078	5692	7032	314.64	314.64
ENGEL & GRAY	SOLIDS HANDLING	NOVEMBER 2021	5693	7085	5,825.85	5,825.85
FLUID RESOURCE MANAGEMENT	EQUIPMENT MAINTENANCE	HEADWORKS CLEANING	5694	8030	7,400.50	7,400.50
GSOLUTIONZ	STRUCTURE MAINTENANCE	TELEPHONE SYSTEM	5695	26-8065	1,175.00	1,175.00
INTERSTATE BATTERIES	EQUIPMENT MAINTENANCE	10008583	5696	8030	116.33	116.33
JB DEWAR	FUEL	133474	5697	8020	139.69	139.69
LINDE GAS & EQUIPMENT	EQUIPMENT RENTAL	67324160	5698	7032	39.63	39.63
MOSS, LEVY & HARTZHEIM, LLP	AUDIT	29527	5699	7072	3,680.00	3,680.00
OCSD	WATER	09/18/21-11/18/21	5700	7094	2,185.17	2,185.17
RINCON CONSULTANTS, INC	COASTAL HAZARDS MONITORING	35562	5701	7020	1,516.75	2,352.09
	REDUNDANCY	BIOLOGICAL MONITORING		20-7080	835.34	
SO CAL GAS	GAS	NOVEMBER 2021	5702	7092	3,668.34	3,668.34
SO CO SANITARY SERVICE	RUBBISH	DECEMBER 2021	5703	7093	400.11	400.11
SPRINT	CELL PHONES	11/04/21-12/03/21	5704	7014	145.96	145.96
STANLEY SECURITY	ALARMS	6002000394; JANUARY 2022	5705	7011	350.55	350.55
SWRCB	PERMITS	WD-0189487	5706	7068	3,326.00	3,326.00

WARRANT REGISTER CONTINUED
1/19/2022

VENDOR	BUDGET LINE ITEM	DETAIL	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
UMPQUA BANK	CREDIT CARD	NOVEMBER 2021	5707		2,349.67	2,349.67
VWR INTERNATIONAL	LAB SUPPLY'S	2021-090; 2021-082	5708	8040	535.27	535.27
WEST COAST GAUGING	EQUIPMENT MAINTENANCE	2705; 2706	5709	8030	10,175.41	10,175.41
WINEMA INDUSTRIAL SUPPLY	SAFETY SUPPLY'S	5916	5710	8056	375.19	375.19
ARAMARK	EMPLOYEE UNIFORMS	12/17/2021	122121-5711	7025	342.08	342.08
AT&T	COMMUNICATIONS	12/11/21-01/10/21	5712	7013	556.25	556.25
BRENNTAG	PLANT CHEMICALS	BPI205032	5713	8050	6,543.94	6,543.94
CITY OF ARROYO GRANDE	AG BILLING	JULY TO SEPTEMBER	5714	7073	5,520.50	5,520.50
FARM SUPPLY	EQUIPMENT MAINTENANCE	88963	5715	8030	25.20	25.20
GRAINGER	EQUIPMENT MAINTENANCE	9146138731	5716	8030	1,430.67	1,430.67
NBS	OCEANO BILLING	JANUARY 2022 THROUGH MARCH	5717	7074	1,684.12	1,684.12
PG&E	ELECTRICITY	11/09/21-12/08/21	5718	7091	20,500.08	20,500.08
POLYDYNE	PLANT CHEMICALS	1602118	5719	8050	7,280.78	7,280.78
SAFETY KLEEN	CHEMICAL ANALYSIS	87822426	5720	7078	236.15	236.15
VWR INTERNATIONAL	LAB SUPPLY'S	2021-058	5721	8040	145.38	145.38
ADVANCED FLOW	EQUIPMENT MAINTENANCE	4496	010622-5722	8030	975.00	975.00
ALLIED ADMINISTRATORS	EMPLOYEE DENTAL	FEBRUARY 2022	5723	6025	815.10	815.10
ARAMARK UNIFORMS	EMPLOYEE UNIFORMS	12/24; 12/31	5724	7025	684.16	684.16
BRENNTAG	PLANT CHEMICALS	BPI208242	5725	8050	3,447.24	3,447.24
CARQUEST	EQUIPMENT MAINTENANCE	7314-1281739	5726	8030	88.34	88.34
CHARTER COMMUNICATIONS	COMMUNICATIONS	12/29/21-01/28/22	5727	7013	319.95	319.95
CHRIS RIGONI	PROFESSIONAL CERTIFICATES	RIGONI	5728	7055	150.00	150.00
EVERYWHERE RIGHT NOW	COMPUTER SUPPORT	JANUARY 2022	5729	7082	100.00	100.00
I.I. SUPPLY	STRUCTURE MAINTENANCE	SLUDGE BED VALVES	5730	26-8065	389.96	402.08
	SAFETY SUPPLY'S			8056	12.12	
INTERSTATE BATTERIES	EQUIPMENT MAINTENANCE	10008805; 10008583	5731	8030	370.50	370.50
J.B. DEWAR	FUEL	134749	5732	8020	92.97	92.97
J.R. FILANC	REDUNDANCY CONSTRUCTION	APPLICATION 8	5733	20-7080	1,518,689.00	1,518,689.00
KENNEDY JENKS	REDUNDANCY DESIGN	151816	5734	20-7080	15,927.53	15,927.53
LARRY WALKER ASSOC.	TRUNK SEWER MAINTENANCE	PRE TREATMENT	5735	8030	3,309.25	3,309.25
LINDE GAS & EQUIP	EQUIPMENT RENTAL	11/20/21-12/20/21	5736	7032	40.99	40.99
MKN & ASSOCIATES	REDUNDANCY	STAFF SUPPORT	5737	20-7080	7,649.04	10,869.19
	ENGINEERING	COASTAL HAZARD; DISINFECTION		7077	3,220.15	
MINERS HARDWARE	EQUIPMENT MAINTENANCE	DECEMBER 2021	5738	8030	274.32	274.32
MNS ENGINEERS	REDUNDANCY	CONSTRUCTION MANAGEMENT	5739	20-7080	77,972.85	77,972.85
OILFIELD ENVIROM. COMPLIANCE	BRINE ANALYSIS	SUNBANK, CCWT	5740	7086	438.00	619.00
	CHEMICAL ANALYSIS	2107868; 2107481		7078	181.00	
PERRY FORD LINCOLN	AUTOMOTIVE	FORD FLATBED	5741	8032	1,116.23	1,116.23
READY REFRESH	OFFICE SUPPLIES	11/25/21-12/24/21	5742	8035	112.98	112.98
REGIONAL GOVT. SERVICES	HUMAN RESOURCES	NOVEMBER 2021	5743	7005	717.95	717.95
RINCON CONSULTANTS	COASTAL HAZARDS MONITORING	35962	5744	7020	1,047.50	1,047.50
SO. COUNTY SANITARY	RUBBISH	JANUARY 2022	5745	7093	394.20	394.20
SSLOCS	RABOBANK TRANSFER	EMPLOYEE BENEFITS	5746		103,394.03	103,394.03
USA BLUEBOOK	EQUIPMENT MAINTENANCE	826311	5747	8030	168.50	168.50
VWR ENVIRONMENTAL	LAB SUPPLIES	2020-062; 2021-090	5748	8040	433.12	433.12
TOTAL					3,915,861.25	3,915,861.25

We hereby certify that the demands numbered serially from 120121-5642 to 010622-5748 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:

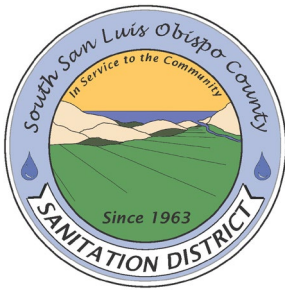
DATE:

Chairman

Board Member

Board Member

Secretary



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SUMMARY ACTION MINUTES Meeting of Wednesday, December 1, 2021

1. CALL TO ORDER AND ROLL CALL

Chair Austin called the meeting to order and recognized a quorum.

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

District Staff: Keith Collins, 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 November 3, 2021

5C. Adoption of Resolution 2021-434 to Continue to Allow Remote Board Meetings

There was no public comment.

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

Second: Director Lee

Action: Approved unanimously by roll call vote.

ACTION ITEMS:

6A. PRESENTATION AND APPROVAL OF FISCAL YEAR ENDING JUNE 2021 FINANCIAL AUDIT

Alex Hom from Moss, Levy & Associates presented this report. He reported that the District was given an unmodified clean opinion with no findings. He explained that the audit looks at samples and determines if the internal controls are working.

There was no public comment.

The Board provided comment and gave kudos to the staff.

Motion: Director Ray Russom motioned to approve the audit as presented.
Second: Director Lee

Action: Approved unanimously by roll call vote

6B. QUARTERLY UPDATE ON REDUNDANCY PROJECT.

Eileen Shields from Michael K. Nunley & Associates presented this staff report. This report covered the months of August, September, and October. The project is 31% complete.

There was no public comment.

The Board thanked Mrs. Shields for her report and gave kudos to the project team.

Action: The Board received and filed this report.

6C. DISTRICT ADMINISTRATOR AND PLANT OPERATIONS REPORT

Superintendent Jones presented the Administrators and Plant Operations Report. He reported that the District's facility exceeded its NPDES permit limit for instantaneous maximum total chlorine residual. 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.

6. BOARD MEMBER COMMUNICATIONS

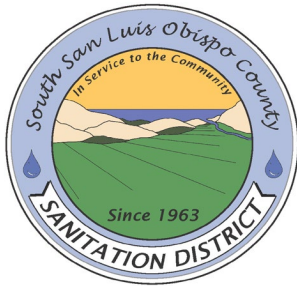
The Board wished everyone a Merry Christmas and thanked staff for all their hard work

7. ADJOURNMENT:

6:36 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: January 19, 2022
To: Board of Directors
From: Keith F. Collins, General Counsel
Subject: **ADOPTION OF RESOLUTION 2022-435 TO CONTINUE TO ALLOW
REMOTE BOARD MEETINGS**

RECOMMENDATION:

1. That the Board adopt Resolution No. 2022-435 making the required findings for the need to continue to hold remote Board meetings.

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.

The Board of Directors adopted this initial resolution on November 3, 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. The attached resolution makes the required findings to continue to authorize the District to hold remote meetings.

RESOLUTION NO. 2022-435

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.

PASSED, APPROVED AND ADOPTED at a regular meeting of the South San Luis Obispo County Sanitation District Board held this _____ day of _____, 2022 by the following roll call vote:

AYES:

NOES:

ABSENT:

Chair
Board of Directors
South San Luis Obispo County Sanitation District

ATTEST:

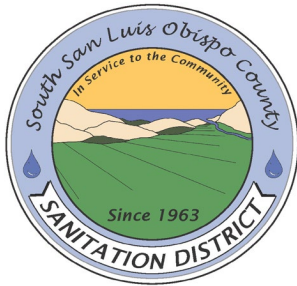
DISTRICT SECRETARY

APPROVED AS TO FORM:

BY: _____
DISTRICT COUNSEL

CONTENTS:

BY: _____
DISTRICT ADMINISTRATOR



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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

STAFF REPORT

To: Board of Directors
From: Keith F. Collins, General Counsel
Date: January 19, 2022
Subject: **ADOPTION OF RESOLUTION NO. 2022-436 TO AMEND THE BYLAWS TO ESTABLISH A REGULAR ROTATION FOR CHAIR AND VICE CHAIR.**

RECOMMENDATION:

1. That the Board adopt the attached resolution making a minor revision to the Bylaws to establish a rotation for the Chair and Vice Chair.

BACKGROUND AND DISCUSSION:

At the February 3, 2021 Board meeting, the Board approved language to amend Section 1.4 of the Bylaws to establish a regular rotation for Board members to serve as Chair and Vice Chair. The Board directed staff to prepare an amendment to the Bylaws to codify the established rotation to serve as Chair and to clarify that the Vice Chair should be from the agency that served as Chair the preceding year. The attached resolution makes this change to the Bylaws as directed.

Attachments:

Red lined Draft Version of January 2022 Bylaws Update
Clean Version of January 2020 Bylaws Update

RESOLUTION NO. 2022 -436

**A RESOLUTION OF THE SOUTH SAN LUIS OBISPO COUNTY
SANITATION DISTRICT BOARD OF DIRECTORS AMENDING
DISTRICT BYLAWS REGARDING THE ELECTION OF CHAIR
AND VICE CHAIR.**

WHEREAS, the South San Luis Obispo County Sanitation District ("District") has adopted bylaws governing the operation of the District ("Bylaws"); and

WHEREAS, the Board of Directors finds that the Bylaws should be amended to establish a regular rotation of board members to serve as Chair and Vice Chair.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the South San Luis Obispo County Sanitation District, that Section 1.4 of the Board of Directors Bylaws should be amended to provide as follows:

1.4 The Chair and Vice Chair of the Board shall be elected annually at the first meeting in January of each calendar year, or at the next regular or special meeting if Directors have not been timely designated by their respective agencies.

The election of Chair shall be made in accordance with the following rotation:

1. The Oceano Community Services District
2. The City of Grover Beach
3. The City of Arroyo Grande

The election of the Vice Chair shall be the person elected to serve as the Chair the preceding year.

PASSED AND ADOPTED at a regular meeting of the South San Luis Obispo County Sanitation District Board of Directors held this 19th day of January 2022. On the motion of Director _____, seconded by Director _____, and by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

BY: _____
BOARD CHAIR

ATTEST:

BY: _____

DISTRICT SECRETARY

APPROVED AS TO CONTENT:

BY: _____
DISTRICT ADMINISTRATOR

APPROVED AS TO FORM:

BY: _____
DISTRICT COUNSEL

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
BOARD OF DIRECTORS BYLAWS
JANUARY 2022 ~~MAY 2019~~ UPDATE**

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are the Chair and Vice Chair.
- 1.2 The Chair of the Board of Directors shall serve as Chair at all Board meetings. He/she shall have the same rights as the other Directors of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
- 1.3 In the absence of the Chair, the Vice Chair of the Board of Directors shall serve as Chair over all meetings of the Board. If the Chair and Vice Chair of the Board will both be absent, the Chair may name any member of the Board to perform the duties of the presiding officer prior to the meeting. If the Chair's absence is unexpected, the Chair shall be as specified by standing order of the Chair.
- 1.4 The Chair and Vice Chair of the Board shall be elected annually at the first meeting in January of each calendar year, or at the next regular or special meeting if Directors have not been timely designated by their respective agencies.

The election of Chair shall be made in accordance with the following rotation:

1. The Oceano Community Services District
2. The City of Grover Beach
3. The City of Arroyo Grande

The election of the Vice Chair shall be the person elected to serve as the Chair the preceding year.

~~The Chair and Vice Chair of the Board shall be elected annually at the first meeting in January of each calendar year, or at the next regular or special meeting if Directors have not been timely designated by their respective agencies.~~

- 1.5 The term of office for the Chair and Vice Chair of the Board shall commence on February 1 of the year immediately following their election.
- 1.6 The Chair, or in his/her absence, the Vice Chair, are authorized to attend meetings of the San Luis Obispo County Planning Commission, meetings of the California Coastal Commission, meetings of the San Luis Obispo County Board of Supervisors, meetings between District Staff and Water Board Personnel, including either Regional Water Quality Control Staff or State Water Board Staff on behalf of the District, without compensation except reimbursement for use of his/her private vehicle to attend such meetings pursuant to District Policy 11.1(b). If the Chair is absent, the Vice Chair or Board member may attend these meetings.
- 1.7 The Chair, or in his/her absence, the Vice Chair shall meet with the District Administrator in advance of a regularly scheduled meeting to review all Warrants to be presented at the next regular Board meeting.

2. MEETINGS

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**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
BOARD OF DIRECTORS BYLAWS
JANUARY 2022 ~~MAY 2019~~ UPDATE**

- 2.1** Subject to holidays and scheduling conflicts, regular meetings of the Board of Directors shall commence at 6:00 p.m. on the first of each calendar month at such meeting location within the District boundaries designated by the Board. The Board of Directors reserves the right to cancel and/or designate other dates, places and times for Director Meetings due to scheduling conflicts and holidays.

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
BOARD OF DIRECTORS BYLAWS
~~JANUARY 2022~~ ~~MAY 2019~~ UPDATE**

2.2 SPECIAL MEETINGS

Special meetings may be called by the Chair or two (2) Directors with a minimum of twenty-four (24) hours public notice. A special meeting agenda shall be prepared and distributed pursuant to the procedures of the Brown Act by the District Administrator in consultation with the Chair, or in his or her absence, the Vice Chair or those Directors calling the meeting.

2.3 Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

2.4 No action or discussion may be taken on an item not on the posted agenda; provided, however, matters deemed to be emergencies or of an urgent nature may be added to the agenda under the procedures of the Brown Act. Pursuant to the Brown Act:

- (a) Directors may briefly respond to statements or questions from the public;
- (b) Directors may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting;
- (c) A Director individually, or the Board by motion, may take action to direct the District Administrator to place a matter on a future agenda. If requested by a Director individually, the District Administrator shall inquire whether a majority of the Board wishes to entertain the item; and
- (d) Directors may make brief announcements or make a brief report on his/her own activities under the Director Comment portion of the Agenda.

2.5 MEETING PROTOCOL

- (a) Policy. The purpose of oral presentation at District meetings, as well as written presentations, is to formally communicate to the Board of Directors on matters (1) listed on the Agenda, or (2) matters that are within the jurisdiction of the Board of Directors during general public comment. Such presentations are helpful to the Board in its decision-making process. The Board of Directors welcomes information and expressions of opinion from members of the public on any item which it may be considering. However, the Board of Directors is not required to provide a public forum for remarks or conduct in violation of the Rules of Decorum.
- (b) Public Comment. Subject to the following rules, the Board of Directors shall set aside 30 minutes on each agenda item for public comment.
- (c) The Chair, after consideration of the length of the Agenda, the nature of the agenda item, and the meeting limitations of Section 2.1, may expand or further limit the 30-minute time allocation for public comment.

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- (d) Each public commenter shall be limited to three (3) minutes unless shortened or extended by the Chair with consideration of the length of the Agenda, the nature of the agenda item, and the meeting limitations of Sections 2.1, above.

2.6 DISTURBANCE OF BOARD MEETINGS

2.6.1 Rules of Decorum. The rules of decorum, below, shall apply to public comment and attendance at District meetings.

- (a) No person shall address the Board of Directors without first being recognized by the Chair.
- (b) Persons addressing the Board have the option to state their name and their general place of residence.
- (c) Public comment and public testimony shall be directed to the Chair and shall be addressed to the Board of Directors as a whole. Persons addressing the Board of Directors shall not engage in a dialogue with individual Directors, District staff or members of the audience. The Chair shall determine whether, or in what manner, the District will respond to questions.
- (d) Persons addressing the Board are limited to one opportunity per Agenda item unless otherwise directed by the Chair in his/her discretion.
- (e) A person cannot defer his/her time allocation to another person.
- (f) When a group or organization wishes to address the Board on the same subject, the Chair may request that a spokesperson be chosen to speak for that group. The spokesperson's three (3) minute time allocation may be extended by the Chair in his/her discretion.
- (g) Persons addressing the Board shall confine the subject matter of their comments to the Agenda item being considered by the Board of Directors.
- (h) Each person addressing the Board of Directors shall do so in an orderly and civil manner and shall not engage in conduct which disrupts the orderly conduct of the District meeting.
- (i) The Chair may rule a speaker out of order who is unduly repetitious or extending discussion of irrelevance.

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
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- (j) Except as provided below, persons who reference or read from documents such as reports, exhibits, or letters ("Documents") as part of his/her comment to the Board shall lodge the Document (or a copy) with the District Secretary at the end of the comment, to allow the Document to be appropriately referenced in the meeting Minutes and to allow District staff the opportunity to review and respond to the Document. The Chair has the discretion to strike a speaker's comments from the record for failure to lodge the referenced Documents. Upon request, the lodged Documents shall be returned to the speaker after 1:00 p.m. on the day following the meeting.

2.6.2 Exceptions:

- (a) Speaker's presentation outline. However, documents referenced in the outline shall be lodged.
- (b) Documents that are in the Agenda packet.
- (c) Documents that have been previously published by the District, so long as the speaker identifies the Document by date, author and the pages referenced or read from.
- (d) For voluminous Documents the speaker need only lodge the cover sheet that identifies the author and date and the pages read from or referenced.

2.7 Enforcement of Rules of Decorum. Any person who violates the Rules of Decorum may, at the discretion of the Chair, be removed from the meeting. The Rules of Decorum shall be enforced in the following manner:

- (a) Warning. The Chair shall warn the person who is violating the rules of decorum.
- (b) Expulsion. If after receiving a warning from the Chair, the person persists in violating the rules of decorum the Chair shall order the person to leave the Board meeting room for the remainder of the meeting.
- (c) Assisted Removal. If such person does not voluntarily remove himself/herself, the Chair may order any law enforcement officer who is on duty at the meeting, or who may be summoned to the meeting, to remove the person from the Board room.
- (e) Restoration of Order. If order cannot be restored by the removal of individuals who are disrupting the meeting, the Board meeting will be continued under the provisions of Government Code §54957.9

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
BOARD OF DIRECTORS BYLAWS
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- 2.8** Limitations (Government Code §59454.3(c)). The Rules of Decorum shall not be interpreted to prohibit public criticism of the policies, procedures, programs or services of the District.
- 2.9** The Chair, or in his/her absence the Vice Chair, or if both are absent, the Chair's designee as provided by Paragraph 1.3, shall be the presiding officer at District Board meetings. He/she shall conduct all meetings in a manner consistent with the policies of the District. He/she shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board. He/she shall announce the Board's decision on all subjects. He/she shall vote on all questions and on roll call votes his/her name shall be called last.
- 2.10** Two (2) Directors of the Board shall constitute a quorum for the transaction of business. When a quorum is lacking for a regular, adjourned, or special meeting, the Chair, Vice Chair, or any Director shall adjourn such meeting; or, if no Director is present, the District Secretary shall adjourn the meeting.
- 2.11** Except as otherwise specifically provided by law, a majority vote of the total membership of the Board of Directors is required for the Board of Directors to take action.
- 2.12** A roll call vote shall be taken upon the passage of all ordinances and resolutions and shall be entered in the Minutes of the Board, showing those Directors voting aye, those voting no, those not voting because of a conflict of interest, abstention or absent. A roll call vote shall be taken and recorded on any motion not passed unanimously by the Board. Silence shall be recorded as an affirmative vote.
- 2.13** Any person attending a meeting of the Board of Directors may record the proceedings with an audio or video tape recorder or a still or motion picture camera in the absence of a reasonable finding that the recording cannot continue without disruptive noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.
- 2.14** All video tape recorders, still and/or motion picture cameras shall remain stationary and shall be located and operated from behind the public speaker's podium once the meeting begins. The Chair retains the discretion to alter these guidelines, including the authority to require that all video tape recorders, still and/or motion picture cameras be located in the back of the room.

3. ETHICS TRAINING

- 3.1** Pursuant to sections 53234 et seq. of the Government Code all Directors and designated District personnel shall receive at least two (2) hours of ethics training every two years.

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- 3.2** Each newly appointed Board member will receive such training from their Agency. Each newly designated District personnel shall receive ethics training no later than one year from the first day of service with the District and thereafter shall receive ethics training at least once every two years.

4. AGENDAS

- 4.1** The District Administrator, in cooperation with the Board Chair, shall prepare the agenda for each regular and special meeting of the Board of Directors. Any Director may call the District Administrator and request an item to be placed on the regular meeting agenda no later than 5 p.m. eleven (11) calendar days prior to the meeting date. Such a request must also be submitted in writing either at the time of communication with the District Administrator or delivered to the office within the next working day.
- 4.2** A block of thirty (30) minutes time shall be set aside to receive general public comment. Comments on agenda items should be held until the appropriate item is called. Unless otherwise directed by the Chair, public comment shall be presented from the podium. The person giving public comment may choose to state his/her name and whether or not he/she lives within the District boundary prior to giving his/her comment. Public comment shall be directed to the Chair of the Board and limited to three (3) minutes unless extended or shortened by the Chair at his/her discretion.
- 4.3** Those items on the District Agenda which are considered to be of a routine and non-controversial nature are placed on the "Consent Agenda". These items shall be approved, adopted, and accepted by one motion of the Board of Directors; examples of routine items include approval of Minutes, approval of Warrants, various Resolutions accepting developer improvements, minor budgetary items, status reports, and routine District operations.
- (a) Directors may request that any item listed under "Consent Agenda" be removed from the "Consent Agenda", and the Board will then take action separately on that item. Members of the public will be given an opportunity to comment on the "Consent Agenda"; however, only a member of the Board of Directors can remove an item from the "Consent Agenda". Items which are removed ("pulled") by Directors of the Board for discussion will typically be heard after other "Consent Agenda" items are approved unless a majority of the Board chooses an earlier or later time.
- (b) A Director may ask questions on any item on the "Consent Agenda." When a Director has a minor question for clarification concerning a consent item which will not involve extended discussion, the item may be discussed for clarification and the questions will be addressed along with the rest of the "Consent Agenda". Directors are encouraged to seek clarifications prior to the meeting if possible.

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- (c) When a Director wishes to consider/"pull" an item simply to register a dissenting vote, or conflict of interest, the Director shall inform the presiding officer that he/she wishes to register a dissenting vote, or conflict of interest, on a particular item without discussion. The item will be handled along with the rest of the Consent Agenda, and the District Secretary shall register a "no" vote, or abstention due to a conflict of interest.

5. PREPARATION OF MINUTES AND MAINTENANCE OF TAPES

- 5.1** The minutes of the Board shall be kept by the District Secretary and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted set off in paragraphs with proper subheads.
- 5.2** The minutes of the Board of Directors shall record the aye and no votes taken by the members of the Board of Directors for the passage or denial of all ordinances, resolutions or motions.
- 5.3** The District Secretary shall be required to make a record only of such business as was actually considered by a vote of the Board and, except as provided in Sections 5.4 and 5.6 below, shall not be required to record any remarks of Directors or any other person.
- 5.4** Any Director may request for inclusion into the Minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed. In addition, the minutes shall include brief summaries of public comment, the District Administrator's report, and matters of concern to District legal counsel, District committee reports, and Directors' reports. Materials submitted with such comments shall be appended to the minutes at the request of the District Administrator, District Counsel, the Board Chair, or any Director.
- 5.5** The District Secretary shall attempt to record the names and general place of residence of persons addressing the Board, the title of the subject matter to which their remarks related, and whether they spoke in support or opposition to such matter.
- 5.6** Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Secretary shall compile a summary of the testimony of the witnesses.

6. DIRECTORS

- 6.1** Directors shall prepare themselves to discuss agenda items at meetings of the Board of Directors.
- 6.2** Members of the Board of Directors shall exercise their independent judgment **on** behalf of the interest of the entire District, including the residents, property owners and the public as a whole.

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
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- 6.3** Information may be requested from staff before meetings, within such limitations as required by the Brown Act. Information that is requested or exchanged shall be distributed through the District Administrator, and all Directors will receive a copy of all information being distributed.
- 6.4** Directors should at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 6.5** Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions. Civil discourse is encouraged. Once the Board of Directors takes action, dissenting Directors should not create barriers to the implementation of said action.
- 6.6** Except during open and public meetings the use of direct communication, personal intermediaries, or technological devices that is employed by a majority of the Directors to develop a collective concurrence as to action to be taken on an item by the Board of Directors is prohibited.
- 6.7** Directors shall not be prohibited by action of the Board of Directors from citing his or her District affiliation or title in any endorsement or publication, so long as no misrepresentation is made, or implied, about the District's position on the issue.
- 6.8** Directors are cautioned when using e-mail communications. Any communication from the District Administrator, or the District's legal counsel, or from other members of the Board of Directors, in each case the Director in responding to that e-mail shall not respond to "all", as that could constitute a violation of the Brown Act for a serial meeting or other provisions.

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- 6.9** Any Director may complain to the District about another Director's conduct.

The complaint shall be made in writing and forwarded to the District Administrator and District Counsel along with supporting information. Within five days, the District will notify the accused Director in writing the substance of the complaint and supporting information. The notice shall also specify that the accused Director has five days to respond with supporting information.

The District Administrator and Counsel shall review the submitted information, investigate further as needed, and forward a preliminary report to the District Board.

The District Board may:

- Do nothing;
- Direct staff to place the matter on a regular meeting agenda;
- Take action in open session at a regular meeting concerning the complaint. Any action taken shall be by resolution and shall be consistent with elected officials' right to free speech.
- Potential actions include, but are not limited to: finding the complaint unfounded, expressing a legislative opinion concerning behavior, and issuing an official reprimand (censure) concerning inappropriate behavior.

7. AUTHORITY OF DIRECTORS

- 7.1** The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.
- 7.2** Directors do not represent any fractional segment of the District but are, rather, a part of the body which represents and acts for the District as a whole.
- 7.3** The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- 7.4** Directors, when attending other meetings, may refer to their affiliation as a member of the Board of Directors and may make statements on their own behalf or endorsements on their own behalf as long as there is no misrepresentation made or implied about the District's position in regards to the issue presented.

8. AUTHORITY OF THE DISTRICT ADMINISTRATOR

The District Administrator shall be responsible for all of the following:

- 8.1** The implementation of the policies established by the Board of Directors for the operation of the District.

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
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- 8.2** The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the District's Personnel Policies as established by the Board of Directors.
- 8.3** The supervision of the District's facilities and services.
- 8.4** The supervision of the District's finances.

9. DIRECTOR GUIDELINES

- 9.1** Directors, by making a request to the District Administrator, shall have access to information relative to the operation of the District, including but not limited to statistical information, information serving as the basis for certain actions of Staff, justification for Staff recommendations, etc. If the District Administrator cannot timely provide the requested information by reason of information deficiency, or major interruption in work schedules, workloads, and priorities, then the District Administrator shall inform the individual Director why the information is not or cannot be made available.
- 9.2** In handling complaints from residents or property owners within the District, or other members of the public, Directors are encouraged to listen carefully to the concerns, but the complaint should be referred to the District Administrator for processing and the District's response, if any.
- 9.3** Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, should refer said concerns directly to the District Administrator.
- 9.4** When approached by District personnel concerning specific District policy, Directors should direct inquiries to the District Administrator. The chain of command should be followed.
- 9.5** Directors and District Administrator should develop a working relationship so that current issues, concerns and District projects can be discussed comfortably and openly.
- 9.6** When responding to constituent request and concerns, Directors should respond to individuals in a positive manner and route their questions to the District Administrator.
- 9.7** Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.
- 9.8** No Board member may participate in a hearing or take action on an item which creates an economic conflict of interest for the member. Where there is an economic conflict of interest, the conflicted member shall announce the nature of the conflict of interest and recuse himself or herself from the hearing or deciding the matter and thereon step down from the dais and leave the room until the matter has been fully considered and voted upon, or otherwise continued.

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10. DIRECTOR COMPENSATION

- 10.1** Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each regular, adjourned or special meeting of the Board of Directors attended by him/her.
- 10.2** Each Director is authorized to receive one hundred dollars (\$100) per day as compensation for representation of the District at a public meeting or public hearing conducted by another public agency and/or participation in a training program on a topic that is directly related to the District, provided that the Board of Directors has previously approved the member's participation at a Board of Director's meeting and the member delivers a written report to the Board of Directors at the District's next regular meeting regarding the member's participation.
- 10.3** In no event, shall Director Compensation exceed \$100 per day.
- 10.4** Director compensation shall not exceed six full days in any one calendar month.

11. DIRECTOR REIMBURSEMENT

- 11.1** Each Director is entitled to reimbursement for their actual and necessary expenses, including the cost of programs and seminars, incurred in the performance of the duties required or authorized by the Board.
- (a)** It is the policy of the District to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the District for Directors and staff to stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible.
- If lodging is in connection with a conference or organized education activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board of Directors at the time of booking. If the group rate is not available, the Director shall use lodging that is comparable with the group rate. Personal phone calls, room service, and other discretionary expenditures are not reimbursable.
- (b)** Members of the Board of Directors shall use government and group rates offered by a provider of transportation for travel when available. Directors using his/her private vehicle on District business, shall be compensated at the prevailing IRS per diem mileage rate.

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- (c) Any Director traveling on District business shall receive in addition to transportation and lodging expenses, a per diem allowance to cover ordinary expenses such as meals, refreshments and tips. The amount set for per diem shall be considered fair reimbursement. The per diem shall include breakfast, lunch and dinner. The per diem rate shall be pursuant to current General Services Administration annually published rates for San Luis Obispo County at: gsa.gov.
- (d) All travel and other expenses for District business, conferences, or seminars outside of the State of California shall require separate Board authorization, with specific accountability as to how the District shall benefit by such expenditure.

11.2 All expenses that do not fall within the reimbursement policy set forth in 11.1, above, shall be approved by the Board of Directors, at a public meeting, before the expense is incurred.

11.3 Board members shall submit an expense report on the District form within ten (10) calendar days after incurring the expense. The expense report shall be accompanied by receipts documenting each expense except for per diem allowances.

11.4 Members of the Board of Directors shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the Board of Directors and as required by AB 1234.

12. CORRESPONDENCE DISTRIBUTION POLICY

Time permitting, the following letters and other documents shall be accumulated and delivered to the Board of Directors on Monday of each week and/or with agenda packet.

12.1 All letters approved by the Board of Directors and/or signed by the Chair on behalf of the District; and

12.2 All letters and other documents received by the District that are of District-wide concern, as determined by District staff.

13. CONFLICTS AND RELATED POLICY

State laws are in place which attempt to eliminate any action by a Director or the District which may reflect a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest. Laws which regulate conflicts are very complicated. The following provides a brief policy summary of various conflict related laws. Directors are encouraged to consult with District Legal Counsel and/or the Fair Political Practices Commission (FPPC) at 1-800-ASK-FPPC (1-800-275-3772), prior to the day of the meeting, if they have questions about a particular agenda item.

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
BOARD OF DIRECTORS BYLAWS
~~JANUARY 2022~~ ~~MAY 2019~~ UPDATE**

13.1 Conflict of Interest

Each Director is encouraged to review the District Conflict Code on an annual basis. The general rule is that an official may not participate in the making of a governmental decision if it is: reasonably foreseeable that the decision will have a material financial effect on the official or a member of his or her immediate family or on an economic interest of the official, and the effect is distinguishable from the effect on the public generally. Additionally, the FPPC regulations relating to interests in real property have recently been changed. If the real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by decision, that interest is now deemed to be directly involved in the decision. The existing Regulation 18702.2 eliminated a prior bright-line 500-foot rule. Determining materiality where a property is more than 500 feet from the property subject to the decision is more complicated and subjective, and requires a comprehensive review of all factors that potentially affect the value of the property.

13.2 Interest in Contracts, Government Codes Section 1090

The prohibitions of Government Code Section 1090 provide that the Board of Directors may not contract with any business in which another Director has a financial interest.

13.3 Incompatible Office

The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment to the other public interest, their discharge by one person is incompatible with that interest. When a Director is sworn in for such a second office, he/she is simultaneously terminated from holding the first office.

14. EVALUATION OF CONSULTANTS

The District's legal counsel shall be evaluated by the Board of Directors annually during the months of May or June of each year.

15. CONTINUING EDUCATION

Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Subject to budgetary constraints, there is no limit to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

16. BOARD BYLAWS REVIEW POLICY

The Board Bylaws Policy shall be reviewed annually at the first regular meeting in February. The review shall be provided by District Counsel and ratified by Board action.

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
BOARD OF DIRECTORS BYLAWS
JANUARY 2022 ~~MAY 2019~~ UPDATE**

17. RESTRICTIONS ON RULES

The rules contained herein shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with State or Federal laws.

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
BOARD OF DIRECTORS BYLAWS
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1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are the Chair and Vice Chair.
- 1.2 The Chair of the Board of Directors shall serve as Chair at all Board meetings. He/she shall have the same rights as the other Directors of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
- 1.3 In the absence of the Chair, the Vice Chair of the Board of Directors shall serve as Chair over all meetings of the Board. If the Chair and Vice Chair of the Board will both be absent, the Chair may name any member of the Board to perform the duties of the presiding officer prior to the meeting. If the Chair's absence is unexpected, the Chair shall be as specified by standing order of the Chair.
- 1.4 The Chair and Vice Chair of the Board shall be elected annually at the first meeting in January of each calendar year, or at the next regular or special meeting if Directors have not been timely designated by their respective agencies.

The election of Chair shall be made in accordance with the following rotation:

- 1. The Oceano Community Services District
- 2. The City of Grover Beach
- 3. The City of Arroyo Grande

The election of the Vice Chair shall be the person elected to serve as the Chair the preceding year.

- 1.5 The term of office for the Chair and Vice Chair of the Board shall commence on February 1 of the year immediately following their election.
- 1.6 The Chair, or in his/her absence, the Vice Chair, are authorized to attend meetings of the San Luis Obispo County Planning Commission, meetings of the California Coastal Commission, meetings of the San Luis Obispo County Board of Supervisors, meetings between District Staff and Water Board Personnel, including either Regional Water Quality Control Staff or State Water Board Staff on behalf of the District, without compensation except reimbursement for use of his/her private vehicle to attend such meetings pursuant to District Policy 11.1(b). If the Chair is absent, the Vice Chair or Board member may attend these meetings.
- 1.7 The Chair, or in his/her absence, the Vice Chair shall meet with the District Administrator in advance of a regularly scheduled meeting to review all Warrants to be presented at the next regular Board meeting.

2. MEETINGS

- 2.1 Subject to holidays and scheduling conflicts, regular meetings of the Board of Directors shall commence at 6:00 p.m. on the first of each calendar month at such meeting location within the District boundaries designated by the Board. The Board

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of Directors reserves the right to cancel and/or designate other dates, places and times for Director Meetings due to scheduling conflicts and holidays.

2.2 SPECIAL MEETINGS

Special meetings may be called by the Chair or two (2) Directors with a minimum of twenty-four (24) hours public notice. A special meeting agenda shall be prepared and distributed pursuant to the procedures of the Brown Act by the District Administrator in consultation with the Chair, or in his or her absence, the Vice Chair or those Directors calling the meeting.

2.3 Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

2.4 No action or discussion may be taken on an item not on the posted agenda; provided, however, matters deemed to be emergencies or of an urgent nature may be added to the agenda under the procedures of the Brown Act. Pursuant to the Brown Act:

- (a) Directors may briefly respond to statements or questions from the public;
- (b) Directors may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting;
- (c) A Director individually, or the Board by motion, may take action to direct the District Administrator to place a matter on a future agenda. If requested by a Director individually, the District Administrator shall inquire whether a majority of the Board wishes to entertain the item; and
- (d) Directors may make brief announcements or make a brief report on his/her own activities under the Director Comment portion of the Agenda.

2.5 MEETING PROTOCOL

- (a) Policy. The purpose of oral presentation at District meetings, as well as written presentations, is to formally communicate to the Board of Directors on matters (1) listed on the Agenda, or (2) matters that are within the jurisdiction of the Board of Directors during general public comment. Such presentations are helpful to the Board in its decision- making process. The Board of Directors welcomes information and expressions of opinion from members of the public on any item which it may be considering. However, the Board of Directors is not required to provide a public forum for remarks or conduct in violation of the Rules of Decorum.
- (b) Public Comment. Subject to the following rules, the Board of Directors shall set aside 30 minutes on each agenda item for public comment.
- (c) The Chair, after consideration of the length of the Agenda, the nature of the

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
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agenda item, and the meeting limitations of Section 2.1, may expand or further limit the 30-minute time allocation for public comment.

- (d) Each public commenter shall be limited to three (3) minutes unless shortened or extended by the Chair with consideration of the length of the Agenda, the nature of the agenda item, and the meeting limitations of Sections 2.1, above.

2.6 DISTURBANCE OF BOARD MEETINGS

2.6.1 Rules of Decorum. The rules of decorum, below, shall apply to public comment and attendance at District meetings.

- (a) No person shall address the Board of Directors without first being recognized by the Chair.
- (b) Persons addressing the Board have the option to state their name and their general place of residence.
- (c) Public comment and public testimony shall be directed to the Chair and shall be addressed to the Board of Directors as a whole. Persons addressing the Board of Directors shall not engage in a dialogue with individual Directors, District staff or members of the audience. The Chair shall determine whether, or in what manner, the District will respond to questions.
- (d) Persons addressing the Board are limited to one opportunity per Agenda item unless otherwise directed by the Chair in his/her discretion.
- (e) A person cannot defer his/her time allocation to another person.
- (f) When a group or organization wishes to address the Board on the same subject, the Chair may request that a spokesperson be chosen to speak for that group. The spokesperson's three (3) minute time allocation may be extended by the Chair in his/her discretion.
- (g) Persons addressing the Board shall confine the subject matter of their comments to the Agenda item being considered by the Board of Directors.
- (h) Each person addressing the Board of Directors shall do so in an orderly and civil manner and shall not engage in conduct which disrupts the orderly conduct of the District meeting.
- (i) The Chair may rule a speaker out of order who is unduly repetitious or extending discussion of irrelevance.

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- (j) Except as provided below, persons who reference or read from documents such as reports, exhibits, or letters (“Documents”) as part of his/her comment to the Board shall lodge the Document (or a copy) with the District Secretary at the end of the comment, to allow the Document to be appropriately referenced in the meeting Minutes and to allow District staff the opportunity to review and respond to the Document. The Chair has the discretion to strike a speaker’s comments from the record for failure to lodge the referenced Documents. Upon request, the lodged Documents shall be returned to the speaker after 1:00 p.m. on the day following the meeting.

2.6.2 Exceptions:

- (a) Speaker’s presentation outline. However, documents referenced in the outline shall be lodged.
- (b) Documents that are in the Agenda packet.
- (c) Documents that have been previously published by the District, so long as the speaker identifies the Document by date, author and the pages referenced or read from.
- (d) For voluminous Documents the speaker need only lodge the cover sheet that identifies the author and date and the pages read from or referenced.

2.7 Enforcement of Rules of Decorum. Any person who violates the Rules of Decorum may, at the discretion of the Chair, be removed from the meeting. The Rules of Decorum shall be enforced in the following manner:

- (a) Warning. The Chair shall warn the person who is violating the rules of decorum.
- (b) Expulsion. If after receiving a warning from the Chair, the person persists in violating the rules of decorum the Chair shall order the person to leave the Board meeting room for the remainder of the meeting.
- (c) Assisted Removal. If such person does not voluntarily remove himself/herself, the Chair may order any law enforcement officer who is on duty at the meeting, or who may be summoned to the meeting, to remove the person from the Board room.
- (e) Restoration of Order. If order cannot be restored by the removal of individuals who are disrupting the meeting, the Board meeting will be continued under the provisions of Government Code §54957.9

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- 2.8** Limitations (Government Code §59454.3(c)). The Rules of Decorum shall not be interpreted to prohibit public criticism of the policies, procedures, programs or services of the District.
- 2.9** The Chair, or in his/her absence the Vice Chair, or if both are absent, the Chair's designee as provided by Paragraph 1.3, shall be the presiding officer at District Board meetings. He/she shall conduct all meetings in a manner consistent with the policies of the District. He/she shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board. He/she shall announce the Board's decision on all subjects. He/she shall vote on all questions and on roll call votes his/her name shall be called last.
- 2.10** Two (2) Directors of the Board shall constitute a quorum for the transaction of business. When a quorum is lacking for a regular, adjourned, or special meeting, the Chair, Vice Chair, or any Director shall adjourn such meeting; or, if no Director is present, the District Secretary shall adjourn the meeting.
- 2.11** Except as otherwise specifically provided by law, a majority vote of the total membership of the Board of Directors is required for the Board of Directors to take action.
- 2.12** A roll call vote shall be taken upon the passage of all ordinances and resolutions and shall be entered in the Minutes of the Board, showing those Directors voting aye, those voting no, those not voting because of a conflict of interest, abstention or absent. A roll call vote shall be taken and recorded on any motion not passed unanimously by the Board. Silence shall be recorded as an affirmative vote.
- 2.13** Any person attending a meeting of the Board of Directors may record the proceedings with an audio or video tape recorder or a still or motion picture camera in the absence of a reasonable finding that the recording cannot continue without disruptive noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.
- 2.14** All video tape recorders, still and/or motion picture cameras shall remain stationary and shall be located and operated from behind the public speaker's podium once the meeting begins. The Chair retains the discretion to alter these guidelines, including the authority to require that all video tape recorders, still and/or motion picture cameras be located in the back of the room.

3. ETHICS TRAINING

- 3.1** Pursuant to sections 53234 et seq. of the Government Code all Directors and designated District personnel shall receive at least two (2) hours of ethics training every two years.

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- 3.2** Each newly appointed Board member will receive such training from their Agency. Each newly designated District personnel shall receive ethics training no later than one year from the first day of service with the District and thereafter shall receive ethics training at least once every two years.

4. AGENDAS

- 4.1** The District Administrator, in cooperation with the Board Chair, shall prepare the agenda for each regular and special meeting of the Board of Directors. Any Director may call the District Administrator and request an item to be placed on the regular meeting agenda no later than 5 p.m. eleven (11) calendar days prior to the meeting date. Such a request must also be submitted in writing either at the time of communication with the District Administrator or delivered to the office within the next working day.
- 4.2** A block of thirty (30) minutes time shall be set aside to receive general public comment. Comments on agendized items should be held until the appropriate item is called. Unless otherwise directed by the Chair, public comment shall be presented from the podium. The person giving public comment may choose to state his/her name and whether or not he/she lives within the District boundary prior to giving his/her comment. Public comment shall be directed to the Chair of the Board and limited to three (3) minutes unless extended or shortened by the Chair at his/her discretion.
- 4.3** Those items on the District Agenda which are considered to be of a routine and non-controversial nature are placed on the "Consent Agenda". These items shall be approved, adopted, and accepted by one motion of the Board of Directors; examples of routine items include approval of Minutes, approval of Warrants, various Resolutions accepting developer improvements, minor budgetary items, status reports, and routine District operations.
- (a)** Directors may request that any item listed under "Consent Agenda" be removed from the "Consent Agenda", and the Board will then take action separately on that item. Members of the public will be given an opportunity to comment on the "Consent Agenda"; however, only a member of the Board of Directors can remove an item from the "Consent Agenda". Items which are removed ("pulled") by Directors of the Board for discussion will typically be heard after other "Consent Agenda" items are approved unless a majority of the Board chooses an earlier or later time.
- (b)** A Director may ask questions on any item on the "Consent Agenda." When a Director has a minor question for clarification concerning a consent item which will not involve extended discussion, the item may be discussed for clarification and the questions will be addressed along with the rest of the "Consent Agenda". Directors are encouraged to seek clarifications prior to the meeting if possible.

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- (c) When a Director wishes to consider/"pull" an item simply to register a dissenting vote, or conflict of interest, the Director shall inform the presiding officer that he/she wishes to register a dissenting vote, or conflict of interest, on a particular item without discussion. The item will be handled along with the rest of the Consent Agenda, and the District Secretary shall register a "no" vote, or abstention due to a conflict of interest.

5. PREPARATION OF MINUTES AND MAINTENANCE OF TAPES

- 5.1** The minutes of the Board shall be kept by the District Secretary and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted set off in paragraphs with proper subheads.
- 5.2** The minutes of the Board of Directors shall record the aye and no votes taken by the members of the Board of Directors for the passage or denial of all ordinances, resolutions or motions.
- 5.3** The District Secretary shall be required to make a record only of such business as was actually considered by a vote of the Board and, except as provided in Sections 5.4 and 5.6 below, shall not be required to record any remarks of Directors or any other person.
- 5.4** Any Director may request for inclusion into the Minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed. In addition, the minutes shall include brief summaries of public comment, the District Administrator's report, and matters of concern to District legal counsel, District committee reports, and Directors' reports. Materials submitted with such comments shall be appended to the minutes at the request of the District Administrator, District Counsel, the Board Chair, or any Director.
- 5.5** The District Secretary shall attempt to record the names and general place of residence of persons addressing the Board, the title of the subject matter to which their remarks related, and whether they spoke in support or opposition to such matter.
- 5.6** Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Secretary shall compile a summary of the testimony of the witnesses.

6. DIRECTORS

- 6.1** Directors shall prepare themselves to discuss agenda items at meetings of the Board of Directors.
- 6.2** Members of the Board of Directors shall exercise their independent judgment **on** behalf of the interest of the entire District, including the residents, property owners and the public as a whole.

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- 6.3** Information may be requested from staff before meetings, within such limitations as required by the Brown Act. Information that is requested or exchanged shall be distributed through the District Administrator, and all Directors will receive a copy of all information being distributed.
- 6.4** Directors should at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 6.5** Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions. Civil discourse is encouraged. Once the Board of Directors takes action, dissenting Directors should not create barriers to the implementation of said action.
- 6.6** Except during open and public meetings the use of direct communication, personal intermediaries, or technological devices that is employed by a majority of the Directors to develop a collective concurrence as to action to be taken on an item by the Board of Directors is prohibited.
- 6.7** Directors shall not be prohibited by action of the Board of Directors from citing his or her District affiliation or title in any endorsement or publication, so long as no misrepresentation is made, or implied, about the District's position on the issue.
- 6.8** Directors are cautioned when using e-mail communications. Any communication from the District Administrator, or the District's legal counsel, or from other members of the Board of Directors, in each case the Director in responding to that e-mail shall not respond to "all", as that could constitute a violation of the Brown Act for a serial meeting or other provisions.
- 6.9** Any Director may complain to the District about another Director's conduct.

The complaint shall be made in writing and forwarded to the District Administrator and District Counsel along with supporting information. Within five days, the District will notify the accused Director in writing the substance of the complaint and supporting information. The notice shall also specify that the accused Director has five days to respond with supporting information.

The District Administrator and Counsel shall review the submitted information, investigate further as needed, and forward a preliminary report to the District Board.

The District Board may:

- Do nothing;
- Direct staff to place the matter on a regular meeting agenda;
- Take action in open session at a regular meeting concerning the complaint. Any action taken shall be by resolution and shall be consistent with elected officials' right to free speech.
- Potential actions include, but are not limited to: finding the complaint unfounded, expressing a legislative opinion concerning behavior, and

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issuing an official reprimand (censure) concerning inappropriate behavior.

7. AUTHORITY OF DIRECTORS

- 7.1** The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.
- 7.2** Directors do not represent any fractional segment of the District but are, rather, a part of the body which represents and acts for the District as a whole.
- 7.3** The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- 7.4** Directors, when attending other meetings, may refer to their affiliation as a member of the Board of Directors and may make statements on their own behalf or endorsements on their own behalf as long as there is no misrepresentation made or implied about the District's position in regards to the issue presented.

8. AUTHORITY OF THE DISTRICT ADMINISTRATOR

The District Administrator shall be responsible for all of the following:

- 8.1** The implementation of the policies established by the Board of Directors for the operation of the District.
- 8.2** The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the District's Personnel Policies as established by the Board of Directors.
- 8.3** The supervision of the District's facilities and services.
- 8.4** The supervision of the District's finances.

9. DIRECTOR GUIDELINES

- 9.1** Directors, by making a request to the District Administrator, shall have access to information relative to the operation of the District, including but not limited to statistical information, information serving as the basis for certain actions of Staff, justification for Staff recommendations, etc. If the District Administrator cannot timely provide the requested information by reason of information deficiency, or major interruption in work schedules, workloads, and priorities, then the District Administrator shall inform the individual Director why the information is not or cannot be made available.
- 9.2** In handling complaints from residents or property owners within the District, or

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other members of the public, Directors are encouraged to listen carefully to the

concerns, but the complaint should be referred to the District Administrator for processing and the District's response, if any.

- 9.3** Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, should refer said concerns directly to the District Administrator.
- 9.4** When approached by District personnel concerning specific District policy, Directors should direct inquiries to the District Administrator. The chain of command should be followed.
- 9.5** Directors and District Administrator should develop a working relationship so that current issues, concerns and District projects can be discussed comfortably and openly.
- 9.6** When responding to constituent request and concerns, Directors should respond to individuals in a positive manner and route their questions to the District Administrator.
- 9.7** Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.
- 9.8** No Board member may participate in a hearing or take action on an item which creates an economic conflict of interest for the member. Where there is an economic conflict of interest, the conflicted member shall announce the nature of the conflict of interest and recuse himself or herself from the hearing or deciding the matter and thereon step down from the dais and leave the room until the matter has been fully considered and voted upon, or otherwise continued.

10. DIRECTOR COMPENSATION

- 10.1** Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each regular, adjourned or special meeting of the Board of Directors attended by him/her.
- 10.2** Each Director is authorized to receive one hundred dollars (\$100) per day as compensation for representation of the District at a public meeting or public hearing conducted by another public agency and/or participation in a training program on a topic that is directly related to the District, provided that the Board of Directors has previously approved the member's participation at a Board of Director's meeting and the member delivers a written report to the Board of Directors at the District's next regular meeting regarding the member's participation.
- 10.3** In no event, shall Director Compensation exceed \$100 per day.
- 10.4** Director compensation shall not exceed six full days in any one calendar month.

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11. DIRECTOR REIMBURSEMENT

- 11.1** Each Director is entitled to reimbursement for their actual and necessary expenses, including the cost of programs and seminars, incurred in the performance of the duties required or authorized by the Board.
- (a) It is the policy of the District to exercise prudence with respect to hotel/motel accommodations. It is also the policy of the District for Directors and staff to stay at the main hotel/motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible.
- If lodging is in connection with a conference or organized education activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of the Board of Directors at the time of booking. If the group rate is not available, the Director shall use lodging that is comparable with the group rate. Personal phone calls, room service, and other discretionary expenditures are not reimbursable.
- (b) Members of the Board of Directors shall use government and group rates offered by a provider of transportation for travel when available. Directors using his/her private vehicle on District business, shall be compensated at the prevailing IRS per diem mileage rate.
- (c) Any Director traveling on District business shall receive in addition to transportation and lodging expenses, a per diem allowance to cover ordinary expenses such as meals, refreshments and tips. The amount set for per diem shall be considered fair reimbursement. The per diem shall include breakfast, lunch and dinner. The per diem rate shall be pursuant to current General Services Administration annually published rates for San Luis Obispo County at: gsa.gov.
- (d) All travel and other expenses for District business, conferences, or seminars outside of the State of California shall require separate Board authorization, with specific accountability as to how the District shall benefit by such expenditure.
- 11.2** All expenses that do not fall within the reimbursement policy set forth in 11.1, above, shall be approved by the Board of Directors, at a public meeting, before the expense is incurred.
- 11.3** Board members shall submit an expense report on the District form within ten (10) calendar days after incurring the expense. The expense report shall be accompanied by receipts documenting each expense except for per diem allowances.
- 11.4** Members of the Board of Directors shall provide brief reports on meetings attended

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at the expense of the District at the next regular meeting of the Board of Directors and as required by AB 1234.

12. CORRESPONDENCE DISTRIBUTION POLICY

Time permitting, the following letters and other documents shall be accumulated and delivered to the Board of Directors on Monday of each week and/or with agenda packet.

12.1 All letters approved by the Board of Directors and/or signed by the Chair on behalf of the District; and

12.2 All letters and other documents received by the District that are of District-wide concern, as determined by District staff.

13. CONFLICTS AND RELATED POLICY

State laws are in place which attempt to eliminate any action by a Director or the District which may reflect a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest. Laws which regulate conflicts are very complicated. The following provides a brief policy summary of various conflict related laws. Directors are encouraged to consult with District Legal Counsel and/or the Fair Political Practices Commission (FPPC) at 1-800-ASK-FPPC (1-800-275-3772), prior to the day of the meeting, if they have questions about a particular agenda item.

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Each Director is encouraged to review the District Conflict Code on an annual basis. The general rule is that an official may not participate in the making of a governmental decision if it is: reasonably foreseeable that the decision will have a material financial effect on the official or a member of his or her immediate family or on an economic interest of the official, and the effect is distinguishable from the effect on the public generally. Additionally, the FPPC regulations relating to interests in real property have recently been changed. If the real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by decision, that interest is now deemed to be directly involved in the decision. The existing Regulation 18702.2 eliminated a prior bright-line 500-foot rule. Determining materiality where a property is more than 500 feet from the property subject to the decision is more complicated and subjective, and requires a comprehensive review of all factors that potentially affect the value of the property.

13.2 Interest in Contracts, Government Codes Section 1090

The prohibitions of Government Code Section 1090 provide that the Board of Directors may not contract with any business in which another Director has a financial interest.

13.3 Incompatible Office

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
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The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment to the other public interest, their discharge by one person is incompatible with that interest. When a Director is sworn in for such a second office, he/she is simultaneously terminated from holding the first office.

14. EVALUATION OF CONSULTANTS

The District's legal counsel shall be evaluated by the Board of Directors annually during the months of May or June of each year.

15. CONTINUING EDUCATION

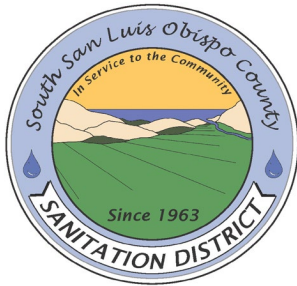
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The Board Bylaws Policy shall be reviewed annually at the first regular meeting in February. The review shall be provided by District Counsel and ratified by Board action.

17. RESTRICTIONS ON RULES

The rules contained herein shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with State or Federal laws.



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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Telephone (805) 489-6666 FAX (805) 489-2765
www.sslocsd.org

STAFF REPORT

Date: January 19, 2022
To: Board of Directors
From: Jeremy Ghent, District Administrator
Subject: **ELECTION OF CHAIR AND VICE CHAIR FOR THE 2022 CALENDAR YEAR**

RECOMMENDATION:

The Board consider, discuss, and announce the rotation of Chair and Vice Chair for the 2022 Calendar Year in accordance with District Bylaws

BACKGROUND AND DISCUSSION:

Per the District's Bylaws, Election of Chair and Vice Chair is established in the District Bylaws as an annual rotation.

Section 1 of the District Bylaws state:

1.4 The Chair and Vice Chair of the Board shall be elected annually at the first meeting in January of each calendar year, or at the next regular or special meeting if Directors have not been timely designated by their respective agencies.

The election of Chair shall be made in accordance with the following rotation:

- 1. The Oceano Community Services District*
- 2. The City of Grover Beach*
- 3. The City of Arroyo Grande*

The election of the Vice Chair shall be the person elected to serve as the Chair the preceding year.

OUTCOME:

The table below illustrates the prior officers and the rotated officers.

TITLE	PRESENT OFFICERS (2021)	ROTATED OFFICERS (2022)
Chair	Oceano CSD	Grover Beach
Vice Chair	Grover Beach	Oceano
Director	Arroyo Grande	Arroyo Grande

The table below names the 2022 year District Officers and Alternates.

Community	2022 Primary Director	2022 Alternate Director
Grover Beach	Jeff Lee	Karen Bright
Oceano	Karen White	Linda Austin
Arroyo Grande	Caren Ray Russom	Lan George

Section 1.5 of the District bylaws state that:

1.5 The term of office for the Chair and Vice Chair of the Board shall commence on February 1 of the year immediately following their election.



**SOUTH SAN LUIS OBISPO COUNTY
SANITATION DISTRICT**

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STAFF REPORT

To: Board of Directors

From: Jeremy Ghent, District Administrator

Via: Amy Simpson, District Bookkeeper/Secretary

Date: January 19, 2022

**Subject: CONSIDERATION OF FISCAL YEAR 2021/22 FIRST QUARTER (Q1) BUDGET
ADJUSTMENT**

RECOMMENDATION:

It is recommended the Board:

1. Review the recommended clarification to Total Funding Source and Total Expense.
2. Adopt Resolution No. 2022-437 authorizing the budgetary adjustment to reduce both Revenues and Expenses to \$25,446,156.

EXECUTIVE SUMMARY:

The District's actual first quarter financial results will be compared to the budgeted target (See Tables 2 and 3). The Target for expenditures is calculated as one fourth (25%) of the FY 2021-22 Budget and represents the 3-month period from July 2021 through September 2021. This staff report provides staffs' review to both revenues and expenditures. At the end of the first quarter, FY 2021-22 revenues were \$5.72 million, or 22% of the Budget Target (Table No 2). Actual Expenditures were \$5.85 million, or 23% of the Budget Target (Table No. 3).

CORRECTION:

Staff's review of the budget at Q1 brought to attention an error in the Total Budgeted Amounts in both Revenue and Expense. The \$1,028,644 transfer to Fund 20 was accounted for twice. This error presented a total budget revenue and expense of \$26,474,800. Staff has corrected this error and the new Total Funding Source and Total

Expense has been reduced by \$1,028,644 to \$25,446,156. A portion of the Consolidated Budget is shown below to clarify this correction.

Table No. 1 - Correction

Corrected Budget		Fund 19 Operating Fund	Fund 20 Expansion Fund	Fund 26 Replacement Fund	Proposed Correction FY 2021/22
Transfers					
Transfers Out/In Fund 26		769,000.00		(769,000.00)	-
Transfers Out/In Fund 20		1,028,644.00	(1,028,644.00)		-
Total Transfers		1,797,644.00	(1,028,644.00)	(769,000.00)	-
Total Funding Source		5,914,800.00	19,531,356.00	-	25,446,156.00
Total Expense		5,914,800.00	19,531,356.00	-	25,446,156.00
Net Change (Deficit)					
Adopted Budget		Fund 19 Operating Fund	Fund 20 Expansion Fund	Fund 26 Replacement Fund	Adopted Budget FY 2021/22
Transfers					
Transfers Out/In Fund 26		769,000.00		(769,000.00)	-
Transfers Out/In Fund 20		1,028,644.00	1,028,644.00		2,057,288.00
Total Transfers		1,797,644.00	1,028,644.00	(769,000.00)	2,057,288.00
Total Funding Source		5,914,800.00	20,560,000.00	-	26,474,800.00
Total Expense		5,914,800.00	20,560,000.00	-	26,474,800.00
Net Change (Deficit)					

DISCUSSION:

As part of the Q1 budget review staff assessed every budgeted line item to determine where revenue/expenditures are projected to exceed the approved budget or where a surplus may exist at Q1 of FY 21/22. At this time staff believes there is sufficient budget to finish the year.

REVENUE

Total District revenue received at the end of the first quarter is \$5,723,215. The District has four revenue sources consisting of 1. Service Charges and Fees, 2. Interest, 3. Brine, 4. Connection Fees. Oceano revenue is delayed until October due to timing with property tax payments. A summary of revenue by Fund is detailed in Table No. 2 below.

Table No. 2 – Revenues

** Bond Funding is not technically a revenue but is accounted for as a revenue

Operating Fund 19	2021-22 Anticipated	Target (Q1) FY 2021-22	FY 2021-22 Q1 Actuals	Dollar	Percentages
Service Charges and Fees	5,640,800	1,410,200	1,157,501	(252,699)	21%
Interest	142,000	35,500	46,830	11,330	33%
Brine Revenue	132,000	33,000	23,757	(9,243)	18%
Expansion Fund 20					
Connection Revenue	157,000	39,250	12,375	(26,875)	8%
Interest	15,000	3,750	1,585	(2,165)	11%
Use of Bond Funding**	19,359,356	4,839,839	4,481,166	(358,673)	23%
	25,446,156	6,361,539	5,723,215	(638,324)	22%

At the end of the first quarter the unmodified budget shows overall District revenues are 22% collected. Revenues are slightly below 25% first quarter target due to some revenues being received later in the fiscal year such as Oceano and School Revenues. Staff expects to receive 100% of our anticipated 2021-22 revenues.

EXPENDITURES

Total District expenditures at the end of the first quarter stand at \$5,855,069 or 23% of projected expenditures. A large portion of expense is related to the Redundancy Project, \$4,481,167. There are currently two projects in Expansion 20, the Redundancy Project and the SCADA upgrade. Large improvement projects not related to expansion are budgeted in Fund 26. A summary of expenditures by Fund is detailed in Table No. 3 below.

Table No. 3 – Expenditures

Operating Fund 19	2021-22 Budget	Target (Q1) FY 2021-22	FY 2021-22 Q1 Actuals	Dollar	Percentages
Operating Costs	3,251,200	812,800	835,628	(22,828)	26%
Debt Service/Interest	790,956	197,739	341,797	(144,058)	43%
Capital Equipment	75,000	18,750	12,021	6,729	16%
Expansion Fund 20					
SCADA	150,000	37,500	28,933	8,567	19%
Redundancy	20,410,000	5,102,500	4,481,167	621,333	22%
MOU with Pismo	Prior Year		9,817	(9,817)	
Replacement Fund 26					
Structure Maintenance	744,000	186,000	145,706	40,294	20%
Emergency Equipment Repair	25,000	6,250	-	6,250	0%
	25,446,156	6,361,539	5,855,069	506,470	23%

ACCOUNTS EXCEEDING 35% NOT REQUIRING ADJUSTMENT:

The review identified four budget categories that expended more than 35% at the end of Q1. Two of these accounts are impacted by large annual lump sum payments. If the annual payments had been broken into quarterly payments, these categories would be under 35% at Q1.

Employee Benefits and Other Personnel Costs: This category is at 40% or \$217,055 as seen on the Consolidated Budget. The annual CalPERS UAL retirement payment was paid in full in July.

Administrative Costs: This category is at 41% or \$89,413 (See Consolidated Budget) of the Budget Target. The annual SDRMA auto insurance, \$56,577, was paid in full in July.

Agency Billing: This category is at 36% or \$22,132 (See Consolidated Budget) of the Budget Target. This account included payments of \$11,111 to the City of Arroyo Grande for January through June of last fiscal year. Staff will continue to monitor this account.

Debt Service: Debt service payments are made in September and March.

SUMMARY

The District's financial status at the first quarter is on target. Currently, there are no foreseen needs for budget increases in FY 2021/22. The potential risk for budget increases in future quarters would be tied to the construction of the Redundancy Project or sudden equipment failures.

Attachment:

Fiscal Year 2021/22 Consolidated Budget at First Quarter

RESOLUTION NO. 2022-437

**A RESOLUTION OF THE SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
BOARD OF DIRECTORS AMENDING
THE FY 2021/22 BUDGET AT FIRST QUARTER**

WHEREAS, the Board of Directors has previously adopted the FY 2021/22 budget consisting of Operating Fund 19, Expansion Fund 20, and Replacement/Improvements Fund 26; and

WHEREAS, District staff has reviewed the account line items under each Fund included in the FY 2021/22 adopted budget; and

WHEREAS, District staff has identified and corrected the account line item which was presented incorrectly when the budget was adopted; and

WHEREAS, District staff believes this correction is necessary to accurately reflect financial conditions of the District.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the South San Luis Obispo County Sanitation District, that the FY 2021/22 budget shall be amended according to Exhibit A attached hereto.

PASSED AND ADOPTED at a regular meeting of the South San Luis Obispo County Sanitation District Board of Directors held this _____ day of _____ 2022.

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

AYES:

NOES:

ABSENT:

ABSTAINED:

CERTIFICATION:

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the South San Luis Obispo County Sanitation District held this _____ day of _____ 2022.

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

ATTEST:

Amy Simpson
District Bookkeeper/Secretary

APPROVED AS TO FORM:

Keith Collins
District Counsel

CONTENTS:

Jeremy Ghent
District Administrator

	Fund 19 Operating Fund	Fund 20 Expansion Fund	Fund 26 Replacement Fund	Adopted Budget FY 2021/22	Actuals at Q1	Q1 Percentages
Revenues						
Service Charges and Fees	5,640,800			5,640,800	1,157,501	21%
Connection Fees		157,000		157,000	12,375	8%
Interest	142,000	15,000		157,000	48,415	31%
Brine Revenue	132,000			132,000	23,757	18%
Total Revenues	5,914,800	172,000	-	6,086,800	1,242,049	20%
Expenditures & Other Uses						
Operating Expenditures						
Salaries and Wages	904,000			904,000	235,351	26%
Employee Benefits and Other Personnel Costs	547,100			547,100	217,055	40%
Permits, Fees and Licenses	63,600			63,600	1,168	2%
Communications	18,500			18,500	3,669	20%
Administrative Costs	215,500			215,500	89,413	41%
Legal Costs	70,000			70,000	4,099	6%
Engineering	150,000			150,000	1,740	1%
Coastal Hazards & Monitoring	60,000			60,000	6,486	11%
LAFCO Budget Share	20,000			20,000	15,626	78%
Zone 1/1A Agreement	34,000			34,000	33,810	99%
Agency Billing	62,000			62,000	22,132	36%
Disposal Services	62,500			62,500	9,386	15%
Utilities	261,000			261,000	71,722	27%
Maintenance, Tools & Replacements	347,500			347,500	35,780	10%
Materials, Services and Supplies	387,000			387,000	81,215	21%
Training, Education & Memberships	48,500			48,500	6,976	14%
Total Operating Expenditures	3,251,200	-	-	3,251,200	835,628	26%
Total Other Charges						
Debt Service	790,956			790,956	341,797	43%
Total Other Charges	790,956	-	-	790,956	341,797	43%
Capital Outlay						
Capital Replacement/Maintenance (Fund 26)			769,000	769,000	145,706	19%
Capital Equipment	75,000	20,560,000		20,635,000	4,531,939	22%
Total Capital Outlay	75,000	20,560,000	769,000	21,404,000	4,677,645	22%
Other Financing Sources & Uses						
Use of Bond Funding		19,359,356		19,359,356	4,481,167	23%
Total Other Financing Sources & Uses		19,359,356		19,359,356	4,481,167	
Transfers						
Transfers Out/In Fund 26	769,000		(769,000)	-	-	
Transfers Out/In Fund 20	1,028,644	(1,028,644)		-	-	
Total Transfers	1,797,644	(1,028,644)	(769,000)	-	-	
Total Funding Source	5,914,800	19,531,356	-	25,446,156	5,723,215	22%
Total Expense	5,914,800	19,531,356	-	25,446,156	5,855,069	23%
Net Change (Deficit)	-	-	-	-	(131,854)	



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STAFF REPORT

Date: January 19, 2022

To: Board of Directors

From: Jeremy Ghent, District Administrator

Via: Mychal Jones, Plant Superintendent

Subject: **ADOPT RESOLUTION NO. 2022-438 RATIFYING AN EMERGENCY EXPENDITURE FOR THE REPAIR OF THE DISTRICT'S HOT WATER BOILER**

RECOMMENDATION:

1. That the Board of Directors adopt Resolution No. 2022-438 ratifying an emergency expenditure for the repair of the District's hot water boiler.

BACKGROUND AND DISCUSSION:

In June 2021, the District contracted with Energy Resources Corporation to perform annual maintenance services to the District's hot water boiler. Following maintenance service and inspection it was recommended that the District replace its hot water boiler door due to the deterioration of the interior refractory. The District budgeted for the replacement and installation of the hot water boiler door for Fiscal Year 2021/22.

On January 11, 2022 while performing boiler door installation services, the service technicians found substantial failures within the boiler. The failures consisted of;

1. Internal pressurized heat exchanger corroded beyond repair
2. Extreme deterioration of boiler door refractory
3. Boiler door gasket failure
4. Multiple internal water leaks



With the substantial corrosion and internal water leaks, the boiler was not capable of being returned to service. To avoid a loss of treatment, prevent a potential discharge violation, and protect human health and safety, the District Administrator contracted with Energy Resources Corporation for the immediate repair of the hot water boiler in the amount of \$86,915.00.

FISCAL CONSIDERATION:

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

Attachments:
Energy Resources Corporation Quote

RESOLUTION NO. 2022 -438

**A RESOLUTION OF THE SOUTH SAN LUIS OBISPO COUNTY SANITATION
DISTRICT BOARD OF DIRECTORS RATIFYING AN EMERGENCY
EXPENDITURE FOR THE REPAIR OF THE DISTRICT'S HOT WATER
BOILER**

WHEREAS, the South San Luis Obispo County Sanitation District ("District") has adopted a purchasing policy that authorizes the District Administrator to approve expenditures up to \$60,000.00; and

WHEREAS, the District's hot water boiler unexpectedly stopped functioning properly. Specifically, an inspection indicated that the internal pressurized heat

exchanger has completely corroded and cannot be repaired and needs replacement; and

WHEREAS, delaying work to correct this problem would create a significant risk of discharge violations for failure to treat wastewater properly; and

WHEREAS, to prevent potential discharge violations, the District Administrator contracted with Energy Resources Corporation ("Contract") for the immediate repair of the hot water boiler in an amount that exceeds his spending authority (\$86,915.00), the invoice for which is attached as Exhibit A; and

WHEREAS, the District's emergency purchasing procedures authorize departure from the standard purchasing policy in the case of an emergency when the expenditure is necessary to safeguard life, health or property; and

WHEREAS, the Board of Directors finds that the District Administrator's approval of the Contract was in the public interest and necessary to safeguard life, health or property and to keep the wastewater treatment plant functioning properly.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the South San Luis Obispo County Sanitation District, that the District Administrator's approval of the Contract with Energy Resources Corporation for \$86,915.00 is hereby ratified.

PASSED AND ADOPTED at a regular meeting of the South San Luis Obispo County Sanitation District Board of Directors held this 19th day of January, 2022. On the motion of Director _____, seconded by Director _____, and by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

BY: _____

BOARD CHAIR

ATTEST:

BY: _____
DISTRICT SECRETARY

APPROVED AS TO CONTENT:

BY: _____
DISTRICT ADMINISTRATOR

APPROVED AS TO FORM:

BY: _____
DISTRICT COUNSEL

EXHIBIT A

Invoice for Energy Resources Corporation



559-438-4383/559-438-4389 Fax
PO Box 27854
Fresno, CA 93729

CA Contractor Lic#920614

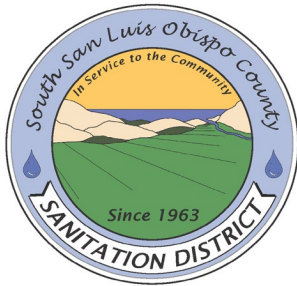
Estimate

Date	Quote #
1/6/2022	87333

Name / Address
South SLO County Sanitation District 1600 Aloha Place Oceano, CA 93445

Ship To
South SLO County Sanitation District 1600 Aloha Place Oceano, CA 93445

P.O. No.	Terms	Quote Prepared ...	Project		
19-8030	Net 30	AMB	39995TM Inst. Raypak Rental/Repair Parker		
Description			Qty	U/M	Total
ESTIMATE TO INSTALL NEW RAYPAK RENTAL BOILER AND REPAIR EXISTING PARKER BOILER					
Energy Resources Corporation is Pleased to Quote the following:					
Services performed by Boiler Technician I, II, & III - 3 Days			72	hrs	13,320.00
Truck & Equipment			72	hrs	1,188.00
Lodging			3	days	2,250.00
Per Diem - Meals			3	day	720.00
Raypak Boiler Rental 1.2M BTUH - 1 Month			1	each	7,200.00T
Equipment Rental Material			1	each	2,000.00T
Services performed by Boiler Technician I, II, & III - 5 Days			120	hrs	22,200.00
Truck & Equipment			120	hrs	1,980.00
Lodging			5	days	3,750.00
Per Diem - Meals			5	day	1,200.00
Pressure Vessel TC350L			1	each	25,883.00T
Installation Materials			1	each	2,500.00T
Quote Good for 30 Days					
Delivery: 3 Days Rental					
Terms: Due Upon Completion					
Work to be done Monday thru Friday during normal working hours					
Utilities must be within 20ft of equipment					
Price does not include:					
Freight Charges					
Repairs to existing valves or mechanical parts					
Repairs to existing electrical or control components					
All additional work performed outside the listed scope will be billed on a T&M basis					
Sales Tax					2,724.77
Total					\$86,915.77



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STAFF REPORT

To: Board of Directors
From: Jeremy Ghent, District Administrator; Mychal Jones, Plant Superintendent
Date: January 19, 2022
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:

- *Weather continues to be favorable for construction and schedule*
- *Recent rains have not impacted construction.*
- *As of 1/14/2022 the project is 355 days complete of a 900 day schedule.*
- *Current scheduled completion 7/12/2023*
- *No notable changes to schedule or budget.*
- *Provided Audited financials to Standard and Poors.*

Central Coast Blue:

- *Project meetings continue*
- *State Revolving Fund application was submitted in December*
- *District staff worked to provide CCB project team with post Redundancy Project existing conditions for the SSLOCSD Treatment Plant for planning and design of a potential injection well on SSLOCSD site.*

Misc:

- *Staff sampled wastewater for concentration of Covid-19 virus. Results are expected by the end of the month.*

Plant Tours:

None

Tentative Items:

Plant Operations Report

During this reporting period (December 1st – December 30th) the District's facility met its Permit limitations as required under the State of California's National Pollutant Discharge Elimination System (NPDES) Permit issued to the District.

Monthly Plant Data for November 2021

December 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	2.01	2.9	423	22.3		397	21.6		<1.8	62.5
High	3.14	6.3	586	28.2		563	33.3		79	344
Dec. 2021 AVG	2.26	3.59	478	25.8	94.6	476	28.8	93.9	14	251
Dec. 2020 AVG	2.32	3.63	530	28.2	96.6	519	21.2	95.9	58	286
Limit	5.0			40/60/90	>80		40/60/90	>80	2000	

Operation and Maintenance Tasks

- Installed new District mailbox
- Troubleshoot and cleared polymer blockage
- Installed new ORP probes for backup chemical injection systems
- Performed a hydraulic flush of the Fixed Film Reactor
- Drained and rinsed Chlorine Contact Tank
- Troubleshoot Digester No. 2 sump float controls
- Unplugged Primary Clarifier No. 1 scum box
- Filanc assisted with vacuuming out sumps throughout plant
- Serviced two District vehicles
- Troubleshoot and resolved Influent Pump Programmable Logic Controller (PLC) failure
- Troubleshoot and resolved Chlorine Contact Tank PLC communication error
- Performed a confined space entry to remove and install a new sump pump
- Rinsed old polymer totes and barrels
- Thoroughly cleaned shop
- Troubleshoot digester heat exchanger, digester recirculation pump, and digester solids lines due to digester temperature issues. Maintenance scheduled for January 4th and 5th.

Work Orders Completed

- Rinsed all surfaces of clarifiers
- Test ran emergency generator and emergency bypass pump
- Preventative Maintenance:
 - Digester vacuum/pressure relief valves
 - De-ragged primary sludge pumps
 - 6" Wacker Trash Pump
 - Water Champ

Training

- Operations staff participated in training on;

- Calibration of disinfection ORP probes
- Bi-annual confined space training
- Annual Hazardous Materials Business Plan and Spill Prevention Control and Countermeasures

Call Outs

December 10th, 5:16 PM – Digester No. 2 Hi/Low Sump Level. Operations staff responded and inspected sump and adjusted level controls.

December 11th, 1:16 AM – Digester No. 2 Hi/Low Sump Level. Operations staff responded and inspected sump. Removed operating floats and found floats impacted by debris. Staff will be replacing floats once new equipment is received.

Dechlorination System Assessment

On December 16th the District held a kickoff meeting with Michael K. Nunley & Associates (MKN). In addition, MKN performed an onsite inspection of the disinfection and dechlorination systems to document the existing equipment, its condition, connectivity, and control. MKN also investigated the physical configuration of the effluent chamber and location of instrumentation.

Following the onsite inspection, MKN is preparing a Technical Memorandum describing the system and provide recommendations for improving control of the dechlorination system. The report will discuss if control improvements alone are recommended, or if additional improvements may be warranted. Staff will continue to update the Board as this effort continues.

Staff





