



**SOUTH SAN LUIS OBISPO COUNTY
SANITATION DISTRICT**

Post Office Box 339, Oceano, California 93475-0339

1600 Aloha, Oceano, California 93445-9735

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

www.sslocsd.us

**AGENDA
BOARD OF DIRECTORS MEETING
Arroyo Grande Council Chambers
215 E. Branch Street,
Arroyo Grande, CA**

Wednesday, March 2, 2022, at 6:00 p.m.

Board Members

Jeff Lee, Chair

Karen White, Vice Chair

Caren Ray Russom, Director

Agencies

City of Grover Beach

Oceano Community Services District

City of Arroyo Grande

Alternate Board Members

Karen Bright, Director

Linda Austin, Director

Lan George, Director

City of Grover Beach

Oceano Community Services District

City of Arroyo Grande

-
- 1. CALL TO ORDER AND ROLL CALL**
 - 2. PLEDGE OF ALLEGIANCE**
 - 3. AGENDA REVIEW**
 - 4. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA**

This public comment period is an invitation to members of the community to present comments, thoughts or suggestions on matters not scheduled on this agenda. Comments should be limited to those matters which are within the jurisdiction of the District. The Brown Act restricts the Board from taking formal action on matters not published on the agenda. In response to your comments, the Chair or presiding Board Member may:

- Direct Staff to assist or coordinate with you.
- Direct Staff to place your issue or matter on a future Board meeting agenda.

Please adhere to the following procedures when addressing the Board:

- Comments should be limited to three (3) minutes or less.
- Your comments should be directed to the Board as a whole and not directed to individual Board members.
- Slanderous, profane or personal remarks against any Board Member, Staff or member of the audience shall not be permitted

Any writing or document pertaining to an open-session item on this agenda which is distributed to a majority of the Board after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review in the offices of the Oceano CSD, a member agency located at 1655 Front Street, Oceano, California. Consistent with the Americans with Disabilities Act (ADA) and California

Government Code §54954.2, requests for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires modification or accommodation in order to participate at the above referenced public meeting by contacting the District Administrator or Bookkeeper/Secretary at (805) 481-6903. So that the District may address your request in a timely manner, please contact the District two business days in advance of the meeting.

5. CONSENT AGENDA:

The following routine items listed below are scheduled for consideration as a group. Each item is recommended for approval unless noted. Any member of the public who wishes to comment on any Consent Agenda item may do so at this time. Any Board Member may request that any item be withdrawn from the Consent Agenda to permit discussion or to change the recommended course of action. The Board may approve the remainder of the Consent Agenda on one motion.

5A. Approval of Warrants

5B. Approval of Meeting Minutes of February 2, 2022

5C. Adoption of Resolution No. 2022-440 Adoption of the February 2022 Update of District Bylaws

6. ACTION ITEMS:

6A. WWTP REDUNDANCY PROJECT UPDATE

Recommendation: Receive and File.

6B. DISTRICT ADMINISTRATOR AND PLANT OPERATIONS REPORT

Recommendation: Receive and File.

7. BOARD MEMBER COMMUNICATIONS:

8. ADJOURNMENT

The next regularly scheduled Board Meeting is April 6, 2022, 6:00 pm at the Arroyo Grande Council Chambers, 215 E. Branch Street, Arroyo Grande CA

WARRANT REGISTER
3/2/2022

VENDOR	BUDGET LINE ITEM	DETAIL	WARRANT NO	ACCT	ACCT BRKDN	TOTAL
SWRCB	PERMIT FEE	WD-0196634	013122-5755	6025	21,504.00	21,504.00
ALLIED ADMINISTRATORS	EMPLOYEE DENTAL	MARCH 2022	020222-5756	7080	815.10	815.10
AMERICAN BUSINESS MACHINES	OFFICE SUPPLIES	601807	5757	8045	15.00	15.00
ARAMARK UNIFORMS	UNIFORMS	01/28/22	5758	7025	341.12	341.12
BC PUMP SALES & SERVICE	EQUIPMENT MAINTENANCE	35469	5759	8030	1,396.16	1,396.16
BRENNTAG	PLANT CHEMICALS	BPI215094	5760	8050	4,134.89	4,134.89
CITY OF ARROYO GRANDE	AGENCY BILLING	OCTOBER TO DECEMBER	5761	7073	5,616.50	5,616.50
COASTAL ROLLOFF SERVICE	RUBBISH	DECEMBER 2021; JANUARY 2022	5762	7093	1,992.90	1,992.90
ENGEL & GRAY	BIOSOLIDS HANDLING	JANUARY 2022	5763	7085	4,817.71	4,817.71
EVERYWHERE RIGHT NOW	COMPUTER SUPPORT	FEBRUARY 2022	5764	7082	100.00	100.00
GRAINGER	EQUIPMENT MAINTENANCE	9168941087; 9170442413	5765	8030	209.16	209.16
HAAKER	STRUCTURE MAINTENANCE	STREET SWEEPER?	5766	26-8065	49,870.53	49,870.53
JB DEWAR	FUEL	137385	5767	8020	153.41	153.41
JR FILANC	REDUNDANCY	APPLICATION NO 09	5768	20-7080	1,526,318.92	1,526,318.92
KENNEDY JENKS	REDUNDANCY	Dec-21	5769	20-7080	32,414.98	32,414.98
LINDE GAS & EQUIPMENT	EQUIPMENT RENTAL	12/20/21-01/20/22	5770	8032	41.72	41.72
MCMaster CARR	EQUIPMENT MAINTENANCE	72120291	5771	8030	329.64	329.64
MINERS	EQUIPMENT MAINTENANCE	JANUARY 2022	5772	8030	157.57	157.57
OCSD	WATER	11/18/21-01/18/22	5773	7094	1,142.02	1,142.02
OEC, INC	CHEMICAL ANALYSIS	MULTIPLE	5774	7078	187.00	187.00
POLYDYNE INC.	PLANT CHEMICALS	1612217	5775	8050	949.14	949.14
ROYAL INDUSTRIAL	SCADA	7842-1004969	5776	20-7060	7,905.40	7,905.40
SLO POWERHOUSE	EQUIPMENT MAINTENANCE	46125	5777	8030	424.63	424.63
SLO COUNTY APCD	PERMIT FEE	STANDBY GENERATOR	5778	7068	748.75	748.75
SOUTH COUNTY SANITARY	RUBBISH	JANUARY 2022	5779	7093	394.20	394.20
VWR	LAB SUPPLY'S	2022-103	5780	8040	1,069.23	1,069.23
SSLOCSD	JANUARY 2022 TRANSFER	EMPLOYEE BENEFITS	5781		100,539.71	100,539.71
AGP VIDEO	PROFESSIONAL SERVICE	JANUARY 19, 2022	022222-5782	7080	460.00	460.00
ALLTECH COMPUTERS	COMPUTER SUPPORT	3291122	5783	7082	950.00	950.00
ARAMARK	UNIFORMS	02/04; 02/11; 02/18	5784	7025	1,116.14	1,116.14
AT&T	TELEPHONES	2/11/22-3/10/22	5785	7013	469.71	469.71
AUTOSYS, LLC	SCADA	0093	5786	20-7060	1,695.00	1,695.00
BRENNTAG	PLANT CHEMICALS	BPI216664; BPI218713	5787	8050	12,849.65	12,849.65
CARQUEST	AUTOMOTIVE	7314-1288398	5788	8032	39.85	39.85
CULLIGAN CCWT	RENTAL EQUIPMENT	73050	5789	7032	60.00	60.00
ENERGY RESOURCE CORP.	EMERGENCY EQUIPMENT	35480	5790	8030	10,339.82	10,339.82
GRAINGER	SAFETY SUPPLIES	9190788332	5791	8056	922.04	1,055.19
	ADMIN BUILDING	9204457536		8030	133.15	
GSOLUTIONZ, INC	PROFESSIONAL SERVICE	220687	5792	8030	72.95	72.95
JAN PRO	STRUCTURE MAINTENANCE	FEBRUARY 2022	5793	8060	333.00	333.00
JB DEWAR	FUEL	138703	5794	8020	205.22	205.22
JEROME MYCHAL JONES	EQUIPMENT MAINTENANCE	REIMBURSE	5795	8030	75.43	75.43
KEMIRA WATER SOLUTIONS	PLANT CHEMICALS	9017743577	5796	8050	9,137.10	9,137.10
MARCEL ALAIN PHOTOGRAPHY	REDUNDANCY	0C353EEB-006	5797	20-7080	275.00	275.00
MICHAEL K NUNLEY & ASSOC.	REDUNDANCY	REDUNDANCY ADMIN	5798	20-7080	2,270.64	12,464.01
	ENGINEERING	DISINFECTION SYSTEM EVAL		7077	7,507.67	
		COASTAL HAZARD RESPONSE PLAN		7077	2,685.70	
MNS ENGINEERING	REDUNDANCY	CONSTRUCTION MANAGEMENT	5799	20-7080	89,653.86	89,653.86
OMNI DESIGN GROUP	STRUCTURE MAINTENANCE	45051	5800	26-8065	1,500.00	1,500.00
PACE ANALYTICAL	CHEMICAL ANALYSIS	22801460485	5801	7078	615.00	615.00
PG&E	ELECTRICITY	07/07/22-02/07/22	5802	7091	23,313.78	23,313.78
POLYDYNE	PLANT CHEMICALS	1617825	5803	8050	6,331.65	6,331.65
REGIONAL GOVT SERVICES	RECRUITMENT	13062	5804	7005	402.50	402.50
RINCON CONSULTANTS	COASTAL HAZARDS MONITORING	36607; 37289	5805	7020	5,895.35	7,154.10
	BIOLOGICAL MONITORING	37020		20-7080	1,258.75	
SAFETY KLEEN	CHEMICAL ANALYSIS	88059171	5806	7078	92.00	92.00
SLO COUNTY APCD	PERMITS	PERMIT#703-5; 977-6	5807	7068	3,286.80	3,286.80
SO CAL GAS CO	UTILITY GAS	01/03/22-02/02/22	5808	7092	6,847.40	6,847.40
SPRINT	CELL PHONES	01/04/22-02/03/22	5809	7014	145.99	145.99
STANLEY SECURITY	ALARMS	MARCH 2022	5810	7011	80.08	80.08
UMPQUA BANK	CREDIT CARD	JANUARY 2022	5811		3,972.67	3,972.67
VWR INTERNATIONAL	LAB SUPPLY'S	2022-105	5812	8040	285.28	285.28
WINEMA INDUSTRIAL & SAFETY	CHEMICAL ANALYSIS	5984	5813	7078	213.59	213.59
WIN-911	SCADA	ANNUAL LICENSE	5814	20-7060	880.00	880.00
TOTAL					1,959,962.16	1,959,962.16

We hereby certify that the demands numbered serially from 013122-5755 to 022222-5814 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, February 2, 2022

1. CALL TO ORDER AND ROLL CALL

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

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

District Staff: Jeremy Ghent, District Administrator
Mychal Jones, Superintendent
Amy Simpson, District Bookkeeper/Secretary
Keith Collins, District Legal Counsel

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 January 19, 2022

5C. Adoption of Resolution No. 2022-439 to Continue to Allow Remote Board Meetings

There was no public comment.

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

Second: Director White

Action: Approved unanimously by roll call vote.

ACTION ITEMS:

6A. REVIEW OF DISTRICT BYLAWS FOR DISCUSSION/REVISION

Administrator Ghent introduced this item and District Legal Counsel Collins presented the item. The revisions presented are minor typographical errors and none are substantive.

There was no public comment.

Motion: Director Caren Ray Russom moved to direct staff to make revisions that were presented in the staff report for the annual review of the Bylaws.

Second: Director White

Action: Approved unanimously by roll call vote

A Resolution and Staff Report will be brought back at the next meeting to formally adopt the District Bylaws.

6B. DISTRICT ADMINISTRATOR AND PLANT OPERATIONS REPORT

Administrator Ghent presented the Administrator's Report. He provided updates on Redundancy, Covid 19 testing in the wastewater, and the phone system upgrade at the plant.

Superintendent Jones presented the Operations Report. He reported that the District facility met its permit limitations. All numbers are well within permit limitations. He updated the Board on maintenance performed at the District, reported that the new street sweeper has been delivered, and provided updates on the emergency boiler project and the dechlorination system.

There was no public comment.

Action: The Board received and filed this report.

7. BOARD MEMBER COMMUNICATIONS

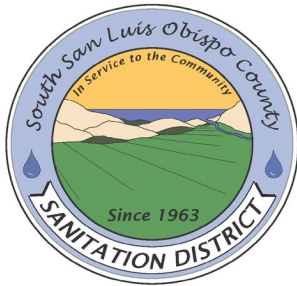
The Board welcomed Director White to the Board and thanked Linda Austin her for service on the Board.

Director Austin said thank you and she looks forward to keeping in touch with what is happening at the Plant.

8. ADJOURNMENT:

6:20 p.m.

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



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STAFF REPORT

Date: March 2, 2022
To: Board of Directors
From: Keith Collins, Legal Counsel; Jeremy Ghent, District Administrator
Subject: **ADOPTION OF FEBRUARY 2022 BYLAWS**

RECOMMENDATION

That the Board of Directors adopt Resolution 2022-440 approving the February 2022 update to the District Bylaws.

BACKGROUND:

Adopted District Bylaws establishes that per *Section 16. Board Bylaws Review Policy* that the Board shall review District Bylaws annually at the first meeting in February.

DISCUSSION:

The Board reviewed a Draft of the recommended changes to the Bylaws at the meeting of February 2, 2022. After review and discussion of the Bylaws, the Directors requested staff to make the revisions and place the updated Bylaws on the Consent Calendar for final review and adoption.

Attachment:

1. February 2022 Bylaws

RESOLUTION NO. 2022-440

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SOUTH SAN LUIS OBISPO COUNTY SANITATION
DISTRICT ADOPTING THE SOUTH SAN LUIS OBISPO
COUNTY SANITATION DISTRICT BOARD OF DIRECTORS
BYLAWS**

FEBRUARY 2022 UPDATE

WHEREAS, The Board of Directors of the South San Luis Obispo County Sanitation District has previously adopted Board Bylaws that set forth internal Board policies; and

WHEREAS, District legal counsel has reviewed and drafted revisions and additions that modernize the previously adopted policies; and

WHEREAS, The Board has reviewed the proposed bylaws;

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

1. That the above recitals are true and correct; and
2. The Board adopts the 2022 Board Bylaws

PASSED AND ADOPTED by the Board of Directors of the South San Luis Obispo County Sanitation District this March 2, 2022, on the following roll call vote:

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

AYES:

NOES:

ABSENT:

CONFLICTS:

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 2nd day of March 2022.

**JEFF LEE,
BOARD OF DIRECTORS
SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

ATTEST:

DISTRICT SECRETARY

APPROVED AS TO FORM:

BY: _____
KEITH COLLINS,
DISTRICT COUNSEL

CONTENTS:

BY, _____
JEREMY GHENT
DISTRICT ADMINISTRATOR

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
BOARD OF DIRECTORS BYLAWS
FEBRUARY 2022 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.

- 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 Wednesday of each calendar month at such meeting location within the District boundaries designated by the

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
BOARD OF DIRECTORS BYLAWS
FEBRUARY 2022 UPDATE**

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.

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.

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
BOARD OF DIRECTORS BYLAWS
FEBRUARY 2022 UPDATE**

- (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.
- (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
BOARD OF DIRECTORS BYLAWS
FEBRUARY 2022 UPDATE**

- (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. Exceptions to these requirements include:
1. Speaker's presentation outline. However, documents referenced in the outline shall be lodged.
 2. Documents that are in the Agenda packet.
 3. 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.
 4. 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.
- (d) Restoration of Order. If order cannot be restored by the removal of individuals who are disrupting the meeting, the Board meeting may be continued under the provisions of Government Code §54957.9

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
BOARD OF DIRECTORS BYLAWS
FEBRUARY 2022 UPDATE**

- 2.8** Limitations (Government Code §54954.3(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.

**SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT
BOARD OF DIRECTORS BYLAWS
FEBRUARY 2022 UPDATE**

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

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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.

11. DIRECTOR REIMBURSEMENT

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

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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.

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 the decision, that interest is now deemed to be materially affected by the decision. The existing Regulation found in 2 CCR § 18702.2 eliminated a prior bright-line 500-foot rule. Determining materiality when 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

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one person is incompatible with that interest. When a Director is sworn in for such a second office, he/she is simultaneously forfeits 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

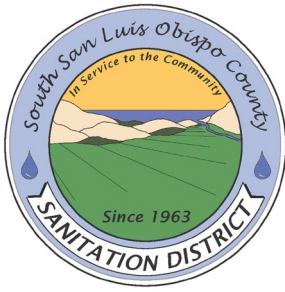
Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Subject to budgetary constraints, there is no limit to the number of Directors attending a particular conference or seminar when it is apparent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

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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STAFF REPORT

To: Board of Directors

From: Jeremy Ghent, District Administrator

Date: March 2, 2022

Subject: **WWTP REDUNDANCY PROJECT UPDATE**

RECOMMENDATION:

Receive and file the Wastewater Treatment Plant Redundancy Project update.

BACKGROUND:

The District has been working to develop the Wastewater Treatment Plant (WWTP) Redundancy Project, the largest capital improvements project the District has undertaken since the 1986 WWTP Improvements. The project is intended to allow major process units to be removed from service for maintenance or repairs without risking violation of effluent permit limits. The project includes the following main components:

- Two activated sludge (AS) aeration basins
- One new secondary clarifier
- Fixed film reactor (FFR) effluent and primary effluent pump station
- Waste activated sludge (WAS) thickener with modifications to existing dewatering platform
- Blower, electrical, and motor control center (MCC) building
- Yard piping
- Site improvements
- Instrumentation and controls
- Electrical systems
- Floodproofing of critical plant systems
- Rehabilitation of existing secondary clarifier
- New generator to provide backup power for new facilities

The project construction documents were circulated for bid in September and bids were received in November 2020. After review and evaluation, the contract was awarded to J.R. Filanc Construction Company, Inc., (Filanc) in December 2020 and Notice to Proceed was issued January 25, 2021. MNS Engineers, Inc., (MNS) is serving as the Construction Manager, Kennedy/Jenks Consultants, Inc., (Kennedy Jenks) is the Design Engineer, and MKN & Associates, Inc., (MKN) is supporting as the District's Project Manager.

DISCUSSION:

This quarterly Project update covers the months of November, December, and January. It's notable that project construction contract has surpassed the one-year mark and is running successfully by all measures. The schedule and cost are largely on track and there have been no accidents or work-related injuries or recordable safety incidents.

Schedule Summary:

Notice to Proceed:	January 25, 2021	Contract time elapsed	393
Original Contract Duration	900	Contract time remaining	505
Current Contract Duration	898	Change order days:	-2 days
Current Completion Date	July 12, 2023	Weather days:	1
Schedule Completion Date	July 25, 2023		
Percent complete by time	44%		
Notes: 1. Durations are in calendar days. 2. Schedule summary drafted on February 22, 2022.			

The Contractor's January 13, 2022 Schedule Update indicated completion on July 25, 2023; 13 days beyond the contract completion date. Critical path activities include hydrostatic testing and mechanical outfitting of the Aeration Basins.

Budget Summary:

The budget summaries were drafted on February 22, 2022 and based on the invoices received and costs incurred to date.

Construction Contract:

Contract Award	\$26,939,042.00	Contract Earnings to Date	\$12,101,306.28
Contract Changes	\$91,792.19		
Current Contract	\$27,030,834.19		
Change Order Percent	0.34%	Percent Complete by Cost	39%

Change Orders No. 4 and No. 5 were executed during the month of December. Change Order No. 4 incorporated several changes for a total added cost of \$74,744.73, including the following changes

- Changes to the instrumentation processor input and output modules,

- Changes to the 8-inch fire protection water pipeline to get under the existing culvert and add a backflow preventor per OCSD requirements, and
- Additional time required to investigate and get through and existing unforeseen duct bank.

Change Order No. 5 incorporated two project changes for a total cost of \$13,893.92. The change order included re-routing the WWTP's water supply line to avoid the new flood walls for the generator building, and the addition of a hydrophilic waterstop to the concrete wall HDPE pipe penetrations.

There are three current Potential Change Orders (PCOs) for various project changes that the District is in the process of obtaining quotes from the Contractor. Though still in process, preliminary estimates indicate the total for all three will be less than \$25,000.

Overall Project Budget:

A summary of the overall project budget, including construction and professional services costs is provided in the table below. Additional details are attached.

Description	Budget	Spent to Date	Balance to Finish
Construction (Bid Price)	\$26,939,042	-	-
Change Orders (#1 – 5)	\$91,792.19	-	-
Current Construction Contract	\$27,030,834.19	\$12,101,306	\$14,929,528
Construction Contingency	\$3,099,553	-	\$3,099,553
Other Construction Costs (1)	\$162,566	\$162,566	\$0
<i>Subtotal (Construction + Construction Contingency + Other)</i>	\$30,292,953	\$12,263,872	\$18,029,081
Professional Services Costs	\$6,879,930	\$4,145,716	\$2,734,213
Professional Services Contingency	\$225,327	-	\$225,327
Total	\$37,400,000	\$16,409,588	\$20,988,621
Notes: (1) Other Construction Costs include PG&E Service costs and OCSD water fees.			

Summary of Work:

November

- Concrete work at the Aeration Basin Control Box (ABFCB), Aeration Basin, and Blower Building retaining wall

- Installation of Blower Building sub-grade electrical
- Fire protection water pipeline installation
- Continued preparation of rotary drum thickener (RDT) platform

December

- Continued concrete work for Aeration Basin walls and Blower Building footings
- Rebar and form construction at Secondary Clarifier No. 2
- Continued installation of Blower Building sub-grade conduit.
- Concrete placed within the Rotary Drum Thickener (RDT) platform
- Potholing and trenching began along the Waste Activated Sludge (WAS) pipeline alignment

January

- Concrete, rebar, and formwork placement within both Secondary Clarifier No. 2 and the Blower Building slab
- Electrical conduits were installed to the generator and along duct bank runs
- The fire water pipeline was installed up to the location of the backflow preventer at the entrance gate
- Potholing continues along the WAS pipeline alignment
- Work Change Directive 4 (for total not to exceed \$4,500) was issued, providing authorization for further potholing along the WAS pipeline alignment as several existing utilities and a duct bank were found along the planned alignment.
- After initially failing the hydrostatic test, leak points around the ABFCB were addressed, and the structure passed the second hydrostatic test.

Anticipated Upcoming Work:

Anticipated upcoming work for the month of February includes the following activities:

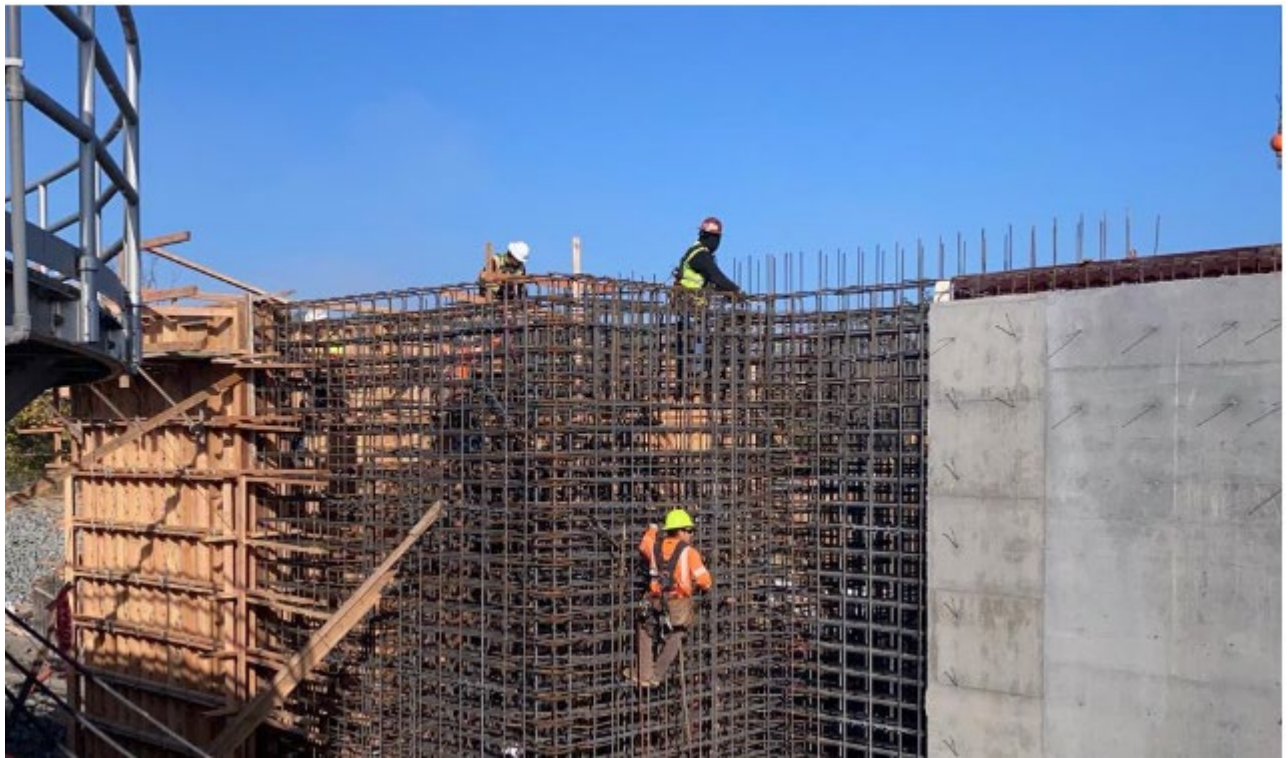
- Completion of concrete placement along the Secondary Clarifier walls
- Continuing the installation of rebar and formwork along the Secondary Clarifier 2 and Aeration Basin decks
- Masonry at Blower Building will begin
- Continuation of WAS pipeline installation
- Bypassing and demolition work for pipeline abandonments
- Continue installing underground electrical

Fiscal Consideration:

The WWTP Redundancy Project budget and financing plan were updated after bids were received in November 2020. The project is being financed through Certificates of Participation and a loan from USDA Rural Development. Project costs are consistent with the budget.

Attachments:

1. Construction Photos November 3, 2021 – January 31, 2022
2. MNS Monthly Report Executive Summaries – November 2021, December 2021, January 2022
3. WWTP Redundancy Project Budget Status – February 22, 2022



South Aeration Basin Rebar 2021.11.03



Placing Wall D_2021.11.05



Formwork along the Aeration Basin_2021.12.03



North Aeration Basin Wall Formwork_2021.12.07



Blower Building Load Transfer Platform Installation_2021.12.14



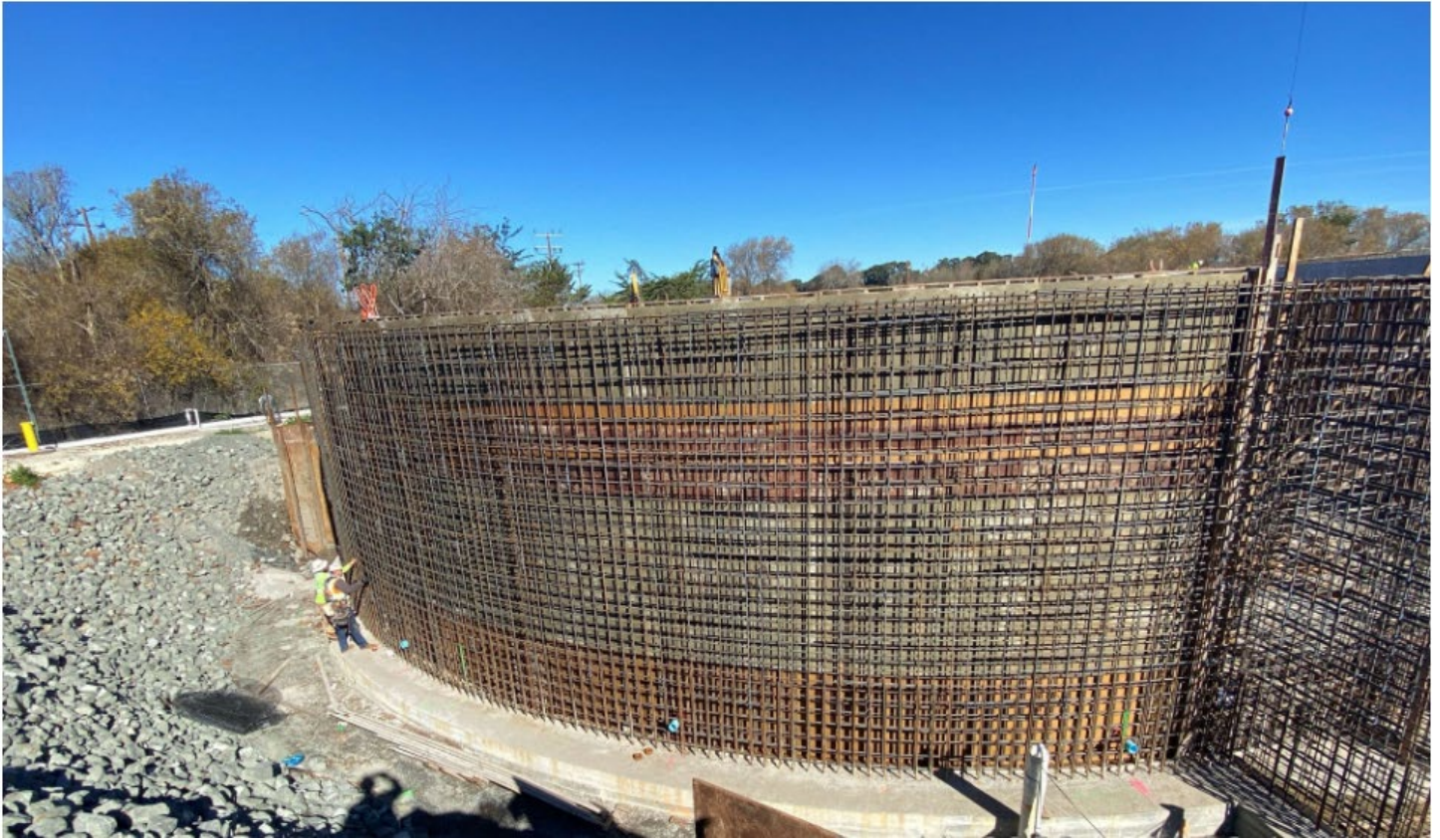
Aeration Basin Wall Placement_2021.12.16



Secondary Clarifier No. 2 Rebar_2021.12.20



North Aeration Basin Wall Rebar_2022.01.10



Secondary Clarifier No. 2 Rebar_2022.01.11



Blower Building House-Keeping Pad Rebar Installation_2022.01.12



Ductbank from SHH/EHH_2022.01.26



Secondary Clarifier No. 2 Formwork_2022.01.31

Executive Summary

Project-at-a-Glance

Award Price:	\$26,939,042.00	Change Orders:	\$3,153.54
Current Price:	\$26,942,195.54	Change Order Percent:	0.01%
Notice to Proceed:	25 January 2021	Change Orders Time:	-2 day
Contract Time:	900 calendar days	Paid To Date*:	\$6,626,777.35
Current Contract Time:	898 calendar days	Paid This Period:	\$1,274,515.49
Contract Completion:	12 July 2023	Retention To Date:	\$348,777.76
Schedule Completion:	14 July 2023	Percent Complete:	25%
Liquidated Damages**:	\$7,000.00	% of Time Lapsed:	34%
		(309 calendar days)	

* Accounts for progress payments approved prior to 30 November 2021.

** Liquidated Damages are not applied until Project completion.

November: Filanc continued rebar, forming and concrete placement at major structures, including the Aeration Basin Feed Control Box, Aeration Basin walls, and Blower Building retaining wall. Filanc also continued preparation of the Rotary Drum Thickener (RDT) platform, underground electrical installation at the Blower Building and fire water pipeline installation.

December: Filanc will continue installation of rebar and concrete placements for the Aeration Basin walls and will begin rebar and formwork at the Secondary Clarifier 2. Filanc will continue the electrical underground at the Blower Building as well as install the Load Transfer Platform and begin forms and rebar for the building foundation. Concrete will be poured at the Rotary Drum Thickener (RDT).

Meetings this Month: Weekly Construction Meetings, RDT Coordination Meeting

Key Project Indicator Grades:

Project Schedule:	A	Safety:	A
Project Cost:	A	Contract Administration:	A-

Critical Issues:

Community Workforce Agreement: The Project is in compliance with the Community Workforce Agreement.

Biological: MNS staff conducted CA Red Legged Frog (CRLF) checks in open holes/trenches and standing water each morning and coordinated WEAP training of new on-site personnel. Rincon performed the CRLF survey on November 9, 2021 due to rain.

Settlement Monitoring: Settlement monitoring is being monitored weekly. Control point number 4 was replaced as it was bumped during removal of shoring at the north end of the aeration basin.

Dewatering Monitoring: Project is in compliance with NPDES discharge requirements. There have been zero violations due to project construction activity.

American Iron & Steel: The Project is in compliance with AIS.

Risk Management Log: The Risk Management Log has been updated. Key Items at this stage of the Project include monitoring change orders, dewatering volumes, unintended consequences of construction, unknown underground utilities, and introduction of the new treatment process to existing plant.



Executive Summary

Project-at-a-Glance

Award Price:	\$26,939,042.00	Change Orders:	\$91,792.19
Current Price:	\$27,030,834.19	Change Order Percent:	0.34%
Notice to Proceed:	25 January 2021	Change Orders Time:	-2 day
Contract Time:	900 calendar days	Paid To Date*:	\$9,969,922.05
Current Contract Time:	898 calendar days	Paid This Period:	\$1,518,689.00
Contract Completion:	12 July 2023	Retention To Date:	\$524,732.74
Schedule Completion:	17 July 2023	Percent Complete:	34%
Liquidated Damages**:	\$17,500.00	% of Time Lapsed:	38%
		(340 calendar days)	

* Accounts for progress payments approved prior to 31 December 2021.

** Liquidated Damages are not applied until Project completion.

December: Filanc continued rebar, forming and concrete placement at major structures, including the Aeration Basin walls, Secondary Clarifier 2, and Blower Building foundation. Filanc also continued pipeline installations, underground electrical installation at the Blower Building and completed the Rotary Drum Thickener (RDT) infill concrete placement.

January: Filanc will complete concrete placements for the Aeration Basin walls and will continue rebar and formwork at the Secondary Clarifier 2 and Aeration Basin decks. Filanc will continue the electrical underground at the Blower Building and place the Blower Building concrete slab. Mechanical installation at the RDT will begin.

Meetings this Month: Weekly Construction Meetings, Bypass Meetings, Electrical Conduit Meetings

Key Project Indicator Grades:

Project Schedule:	A	Safety:	A
Project Cost:	A	Contract Administration:	A

Critical Issues:

Community Workforce Agreement: The Project is in compliance with the Community Workforce Agreement.

Biological: MNS staff conducted CA Red Legged Frog (CRLF) checks in open holes/trenches and standing water each morning and coordinated WEAP training of new on-site personnel. Rincon performed the CRLF survey on December 13, 16, 22, 23, 27, and 29, 2021 due to rain events in exceedance of 0.1-inch.

Settlement Monitoring: Settlement monitoring is being monitored weekly.

Dewatering Monitoring: Project is in compliance with NPDES discharge requirements. There have been zero violations due to project construction activity.

American Iron & Steel: The Project is in compliance with AIS.

Risk Management Log: The Risk Management Log has been updated. Key Items at this stage of the Project include monitoring change orders, dewatering volumes, unintended consequences of construction, unknown underground utilities, and introduction of the new treatment process to existing plant.



Executive Summary

Project-at-a-Glance

Award Price:	\$26,939,042.00	Change Orders:	\$91,792.19
Current Price:	\$27,030,834.19	Change Order Percent:	0.34%
Notice to Proceed:	25 January 2021	Change Orders Time:	-2 day
Contract Time:	900 calendar days	Paid To Date*:	\$11,496,240.97
Current Contract Time:	898 calendar days	Paid This Period:	\$1,526,318.98
Contract Completion:	12 July 2023	Retention To Date:	\$605,065.31
Schedule Completion:	25 July 2023	Percent Complete:	36%
Liquidated Damages**:	\$45,500.00	% of Time Lapsed:	41%
		(371 calendar days)	

* Accounts for progress payments approved prior to 31 January 2022.

** Liquidated Damages are not applied until Project completion.

January: Filanc completed the concrete placements for the Aeration Basin walls and Blower Building slab and performed the first wall pour at the Secondary Clarifier 2. Filanc continued rebar and form work for the Secondary Clarifier 2 and also continued underground electrical installation and install/excavation for the 8-inch Fire Water and 4-inch Waste Activated Sludge pipelines.

February: Filanc will complete concrete placements for the Secondary Clarifier walls and begin placement of the Aeration Basin decks. Filanc will also continue rebar and formwork at the Secondary Clarifier 2 and Aeration Basin decks, as well as continue the electrical underground and begin construction the block Blower Building.

Meetings this Month: Weekly Construction Meetings, Concrete Resubmittal Meeting, Startup Meeting

Key Project Indicator Grades:

Project Schedule:	A	Safety:	A
Project Cost:	A	Contract Administration:	A

Critical Issues:

Community Workforce Agreement: The Project is in compliance with the Community Workforce Agreement.

Biological: MNS staff conducted CA Red Legged Frog (CRLF) checks in open holes/trenches and standing water each morning and coordinated WEAP training of new on-site personnel.

Settlement Monitoring: Settlement monitoring is being monitored weekly.

Dewatering Monitoring: Project is in compliance with NPDES discharge requirements. There have been zero violations due to project construction activity.

American Iron & Steel: The Project is in compliance with AIS.

Risk Management Log: The Risk Management Log has been updated. Key Items at this stage of the Project include monitoring change orders, dewatering volumes, unintended consequences of construction, unknown underground utilities, and introduction of the new treatment process to existing plant.

SSLOCSO WWTP Redundancy Project Budget Status

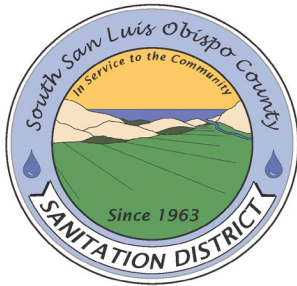
Updated

22-Feb-22

Description	Original Budget	Notes	Revised Budget	Notes	Earned Previously	Notes	Nov-21	Dec-21	Jan-22	This Period (Nov-21 - Jan-22)	Total Spent to Date	Balance to Finish
Construction Costs												
General Contractor												
Construction (Bid Price)	\$ 26,939,042		\$ 26,939,042.00									
CCO#1 - Relocate existing water line	\$ -		\$ 16,037.86									
CCO#2 - Blind flange & air relief	\$ -		\$ 8,867.49									
CCO#3 - Deduct for utilities	\$ -		\$ (21,751.81)									
CCO#4 - Fire Water Invert, I/O Modules, Duckbank obstruction	\$ -		\$ 74,744.73									
CCO#5 - Waterline reroute @ Generator wall, HDPE concrete penetration	\$ -		\$ 13,893.92									
Updated Construction Contract	\$ 26,939,042		\$ 27,030,834.19		\$ 6,975,555.11	7	\$ 1,920,479.68	\$ 1,598,620.00	\$ 1,606,651.49	\$ 5,125,751.18	\$ 12,101,306.28	\$ 14,929,528
Other Construction Costs												
PG&E Service Cost	\$ -		\$ 161,866	4	\$ 161,865.62		\$ -	\$ -	\$ -	\$ -	\$ 161,865.62	\$ -
OCSO water fees	\$ -		\$ 700		\$ 700.00		\$ -	\$ -	\$ -	\$ -	\$ 700.00	\$ -
Construction Contingency	\$ 3,353,911	1	\$ 3,099,553	4	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,099,553
Subtotal Construction + Construction Contingency	\$ 30,292,953		\$ 30,292,953		\$ 7,138,120.73		\$ 1,920,479.68	\$ 1,598,620.00	\$ 1,606,651.49	\$ 5,125,751.18	\$ 12,263,871.90	\$ 18,029,080.82
Professional Services Costs												
Engineering Design + Bid Support + Engr Service During Construction (KJ)	\$ 2,781,737		\$ 2,918,067		\$ 2,434,965.72		\$ 46,838.15	\$ 15,927.53	\$ 32,414.98	\$ 95,180.66	\$ 2,530,146.38	\$ 387,921
Engineering Design + Bid Phase Support	\$ 1,931,613		\$ 1,931,613									
Engineering Services During Construction	\$ 850,124		\$ 850,124									
Amendment 4 Engineering Services during Construction	\$ -		\$ 136,330	3								
Operations Services - Startup, Training, O&M (Estimated)	\$ 300,000		\$ 300,000		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Construction Management (MNS)	\$ 2,616,120		\$ 2,616,120		\$ 772,094.26		\$ 89,653.86	\$ 77,972.85	\$ 82,393.71	\$ 250,020.42	\$ 1,022,114.68	\$ 1,594,005
Legal/Admin Costs (Estimated)	\$ 669,921		\$ 705,758	3	\$ 291,896.60		\$ 5,316.10	\$ 7,649.04	\$ 2,270.64	\$ 15,235.78	\$ 307,132	\$ 398,626
Legal (Estimated)	\$ 50,000		\$ 50,000		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Admin (MKN)	\$ 500,093		\$ 535,930	3	\$ 241,652.56		\$ 5,316.10	\$ 7,649.04	\$ 2,270.64	\$ 15,235.78	\$ 256,888.34	\$ 279,041.66
Community Workforce Administration (Pacific Resources)	\$ 79,828		\$ 79,828		\$ 10,244.04		\$ -	\$ -	\$ -	\$ -	\$ 10,244.04	\$ 69,584
Development of Community Workforce Agreement	\$ 40,000		\$ 40,000		\$ 40,000.00		\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	\$ -
Prequalification of Contractors	\$ 22,000		\$ 21,506	9	\$ 21,506.39		\$ -	\$ -	\$ -	\$ -	\$ 21,506.39	\$ -
County Permits, Inspections, and Related Fees (Estimated)	\$ 314,878		\$ 314,878		\$ 257,951.13		\$ 935.34	\$ 835.34	\$ 3,994.65	\$ 5,765.33	\$ 263,716	\$ 51,162
CEQA	\$ 191,504		\$ 191,504		\$ 191,504.00		\$ -	\$ -	\$ -	\$ -	\$ 191,504.00	\$ -
NEPA documentation for USDA application	\$ 29,815		\$ 30,849		\$ 30,849.35		\$ -	\$ -	\$ -	\$ -	\$ 30,849.35	\$ -
Permits, inspections, other fees (estimated)	\$ 7,800		\$ 6,766		\$ -					\$ -	\$ -	\$ 6,766
Biological Monitoring (Rincon)	\$ 85,759		\$ 85,759		\$ 35,597.78		\$ 935.34	\$ 835.34	\$ 3,994.65	\$ 5,765.33	\$ 41,363.11	\$ 44,396
Construction photography	\$ -		\$ 3,600	6	\$ 825.00		\$ 275.00			\$ 275.00	\$ 1,100.00	\$ 2,500
Subtotal of Soft Project Costs	\$ 6,704,656		\$ 6,879,930		\$ 3,779,239		\$ 143,018	\$ 102,385	\$ 121,074	\$ 366,477	\$ 4,145,716	\$ 2,734,213
Professional services contingency	\$ 397,000	2	\$ 225,327	3	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,327
Total (Budgets rounded up to the nearest \$10,000)	\$ 37,400,000		\$ 37,400,000		\$ 10,917,360		\$ 2,063,498	\$ 1,701,005	\$ 1,727,725	\$ 5,492,228	\$ 16,409,588	\$ 20,988,621

NOTES:

1. Construction contingency is recommended at 12.45% based on 15% for estimated higher risk items and 10% for estimated lower risk items.
2. Professional services contingency is recommended at 10% for future non-construction expenditures based on uncertainty in construction schedule and level of effort for professional services, including engineering, construction management, biological monitoring, and administrative services
3. Estimated total cost for Administrative Services has increased based on project duration, and cost for Engineering Services During Construction was increased at the Nov 3, 2021 Board meeting (KJ contract amendment 4). The professional services contingency was reduced accordingly.
4. PG&E Service costs were realized in February 2021. The construction contingency was reduced accordingly.
5. Correction to Construction Management (MNS) invoice (August 21, 2021): The March 2021 invoice was incorrectly reported in the June 2021 Budget Update as \$42,207.20 and has been updated to \$45,207.20 to match the actual invoice amount.
6. A budget for professional construction photography (anticipated to be quarterly or semi-annual drone flights) was added in Summer 2021.
7. Construction costs include the 5% contract retainage.
8. Correction to Construction Management (MNS) invoices (September 20, 2021): The January 2021 invoices were incorrectly reported twice, once with February invoices and also with earned previously amount. The Earned Previously Amount has been reduced by \$56,472.46 to account for the previous duplication in reporting.



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STAFF REPORT

To: Board of Directors
From: Jeremy Ghent, District Administrator; Mychal Jones, Plant Superintendent
Date: March 2, 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:

- *Quarterly Update this evening.*
- *Project team has begun developing the RFP for start-up support of the Project.*

Central Coast Blue:

- *Project continues to advance and project funding for 100% plans and specifications has been approved.*

Misc:

- *District Recruitment for Grade 2 Plant Operator resulted in no willing interview participants.*
- *District Administrator toured the Morro Bay Water Recycling Facility construction site on 2/15.*

Plant Tours:

None

Tentative Items:

- *Mid-Year Budget Review 4/6/2022*

Plant Operations Report

During this reporting period (February 1st – February 24th) 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 February 2022

February 2022	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	2.08	3	416	20.6		437	27.6		<1.8	125
High	2.39	4	540	33.6		560	43		33	313
Feb 2022 AVG	2.2	2.41	480	25.4	94.7	480	32.4	93.3	14	234
Feb 2021 AVG	2.38	3.69	548	19.4	96.5	554	16.8	97	34	111
Limit	5.0			40/60/90	>80		40/60/90	>80	2000	

Operation and Maintenance Tasks

- Removed and installed new drain plug on influent pump No. 3
- PC Mechanical performed installation and balancing of influent pump No. 3
- Installed new pump room exhaust fan
- Disassembled, repaired, and reinstalled fixed film reactor pump No. 3 check valve
- Mowed area around District flagpole
- Rinsed multiple chemical totes in preparation for disposal
- Calibrated backup chemical probes
- Energy Resources Corporation continued repair and replacement of District Boiler. Full completion is scheduled for March 1, 2022.
- Replaced chemical hoses on backup chemical pumping systems due to corrosion
- Exercised fixed film reactor effluent valves in preparation for pipe demolition
- Troubleshoot splitter box polymer system
- Repaired leaking reclaim water line
- Assisted with repair of multiple water line breaks and failures
- Troubleshoot plant water system

Work Orders Completed

- De-ragged primary sludge pumps
- Inspected and marked Underground Service Alerts
- Rinsed all clarifiers
- Flushed sump pumps throughout plant
- Replaced desiccators in electrical panels throughout plant
- Inspected and cleaned fixed film reactor orifices and pulled an oil sample to have inspected.
- Preventative Maintenance:
 - Digester vacuum/pressure relief valves
 - 6" trash pump

Training

- Operations staff continued training in laboratory for demonstration of capabilities

Call Outs

No Call Outs this reporting period

Dechlorination System Assessment

The District has entered into a Professional Services Agreement with Michael K. Nunley & Associates (MKN) to perform design services as part of the dechlorination system improvements. This work consists of preparing contract documents suitable for public bid soliciting construction of the improvements described in the Technical Memorandum. In addition, MKN will work with Staff to develop plans and specifications necessary to bypass the dechlorination chamber during construction.