



**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, May 18, 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

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- 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 April 06, 2022

6. ACTION ITEMS:

6A. RECOMMENDATION OF AWARD FOR WWTP REDUNDANCY PROJECT STARTUP AND OPERATIONS CONSULTING SERVICES CONTRACT WITH PERC WATER CORPORATION

1. Recommendation: Authorize the District Administrator to execute a contract for Startup and Operations Consulting Services for the Wastewater Treatment Plant with Perc Water Corporation in the amount of \$299,672 and
2. Authorize the District Administrator to review and approve changes to the contract for up to 10% of the initial amount, or \$29,967, for a total potential amount of \$329,639.

6B. 2022/23 FISCAL YEAR BUDGET; SET PUBLIC HEARING FOR JUNE 1, 2022

1. Recommendation: That the Board Provide Input Regarding the Proposed 2022-23 Fiscal Year (FY) Budget and,
2. Set a Noticed Public Hearing for June 1, 2022.

6C. BOARD CONSIDERATION OF ADDING NEWLY OBSERVED HOLIDAY – JUNETEENTH - TO SECTION 4010 OF THE PERSONNEL POLICY MANUAL AS A FIXED HOLIDAY

Recommendation: That the Board review and consider adoption of Resolution 2022-441 approving the addition of the new Federal holiday, Juneteenth, to the list of Observed Holidays to section 4010 of the Personnel Policy Manual.

6D. DISTRICT ADMINISTRATOR AND PLANT OPERATIONS REPORT

Recommendation: Receive and File.

7. BOARD MEMBER COMMUNICATIONS:

8. ADJOURNMENT

The next regularly scheduled Board Meeting is June 01, 2022, 6:00 pm at the Arroyo Grande Council Chambers, 215 E. Branch Street, Arroyo Grande CA

WARRANT REGISTER
5/18/2022

VENDOR	BUDGET LINE ITEM	DETAIL	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
AARON'S ADVANCED AUTO	AUTOMOTIVE	26097	040422-5870	8032	51.59	51.59
ALLIED ADMINISTRATORS	EMPLOYEE DENTAL	MAY 2022	5871	7080	815.10	815.10
AMIAD USA	EQUIPMENT MAINTENANCE	7300101210	5872	8030	1,807.15	1,807.15
ARAMARK UNIFORMS	UNIFORMS	03/25; 04/01	5873	7025	750.38	750.38
AT&T	COMMUNICATIONS	; BPI	5874	7013	87.24	87.24
BRENNTAG	PLANT CHEMICALS	BPI226475; BPI231318	5875	8050	22,338.25	22,338.25
CITY OF GROVER BEACH	AGENCY BILLING	DECEMBER, JANUARY, FEBRUARY	5876	7081	5,454.00	5,454.00
COASTAL ROLL OFF	RUBBISH	MARCH 2022	5877	7093	1,479.10	1,479.10
CROMER, INC.	EQUIPMENT MAINTENANCE	00643924	5878	8030	774.50	774.50
CULLIGAN CCWT	EQUIPMENT RENTAL	74048; 73831	5879	7032	250.00	250.00
ENERGY RESOURCE CORP	EQUIPMENT MAINTENANCE	BOILER	5880	8030	61,715.77	61,715.77
ERIKA FROST	TRAINING	PER DIEM	5881		260.00	260.00
EVERYWHERE RIGHT NOW	COMPUTER SUPPORT	APRIL AND 3109	5882	7082	1,178.26	1,178.26
FEDERAL EXPRESS	CHEMICAL ANALYSIS	7-695-62769	5883	7078	14.45	14.45
GSOLUTIONZ	TELEPHONE	MULTIPLE	5884	7013	1,992.02	1,992.02
I.I. SUPPLY	EQUIPMENT MAINTENANCE	83173	5885	8056	5,262.60	5,262.60
JAN PRO	STRUCTURE MAINTENANCE	18-006216	5886	8060	357.98	357.98
JB DEWAR	FUEL	142668	5887	8020	135.76	135.76
JEFF LEE	BOARD SERVICE	APRIL 2022	5888	7075	100.00	100.00
JR FILANC	REDUNDANCY	APPLICATION 11	5889	20-7080	1,408,017.98	1,408,017.98
KAREN WHITE	BOARD SERVICE	APRIL 2022	5890	7075	100.00	100.00
KENNEDY JENKS	REDUNDANCY	May-21	5891	20-7080	23,362.20	23,362.20
LAN GEORGE	BOARD SERVICE	Apr-22	5892	7075	100.00	100.00
LARRY WALKER & ASSOC.	TRUNK SEWER MAINTENANCE	00667.01-7	5893	8015	45,031.19	45,031.19
LINDE GAS & EQUIPMENT	EQUIPMENT RENTAL	69585100	5894	7032	39.53	39.53
MCMaster CARR	EQUIPMENT MAINTENANCE	MULTIPLE	5895	8030	96.72	96.72
MICHAEL K. NUNLEY & ASSOC.	REDUNDANCY	100494	5896	20-7080	7,003.76	17,584.41
	ENGINEERING	100495		7077	10,580.65	
MINERS	EQUIPMENT MAINTENANCE	MARCH 2022	5897	8030	244.79	244.79
MNS ENGINEERING	REDUNDANCY	79978	5898	20-7080	62,590.32	62,590.32
NBS	AGENCY BILLING	APRIL - JUNE	5899	7074	1,684.12	1,684.12
OCSD	WATER	01/18/22-03/18/22	5900	7094	1,014.15	1,014.15
OEC, INC	CHEMICAL ANALYSIS	MULTIPLE	5901	7078	374.00	374.00
PACE ANALYTICAL	CHEMICAL ANALYSIS	22801474413	5902	7078	615.00	615.00
PACIFIC RESOURCE SERVICES	REDUNDANCY	SSLOCSD-2021-03	5903	20-7080	1,617.48	1,617.48
PG&E	ELECTRICITY	02/08/22-03/09/22	5904	7091	22,230.98	22,230.98
POLYDYNE	PLANT CHEMICALS	1628435	5905	8050	2,425.56	2,425.56
READY REFRESH	ADMIN BUILDING	02/25/22-03/24/22	5906	8035	169.34	169.34
REGIONAL GOVT. SERVICES	RECRUITMENT	12973	5907	7005		
ROCKWELL	STRUCTURE MAINTENANCE	VAUGHN PUMP	5908	26-8065	31,541.63	31,541.63
S&L SAFETY PRODUCTS	SAFETY SUPPLY'S	890859	5909	8056	386.10	386.10
SAN LUIS POWERHOUSE	EQUIPMENT MAINTENANCE	46466; 46467	5910	8030	2,938.70	2,938.70
SM TIRE	EQUIPMENT MAINTENANCE	147052; 147053	5911	8030	711.41	711.41
SOUTH COUNTY SANITARY	RUBBISH	APRIL 2022	5912	7093	394.20	394.20
STANLEY SECURITY	COMMUNICATIONS	APRIL 2022	5913	7011	80.08	80.08
STATEWIDE TRAFFIC & SAFETY	SAFETY SUPPLY'S	3020430	5914	8056	566.33	566.33
UMPQUA BANK	CREDIT CARD	MARCH 2022	5915		6,588.58	6,588.58
UNDERGROUND SERVICE ALERT	MEMBERSHIP	JANUARY TO JUNE	5916	7050	676.08	676.08
USA BLUEBOOK	EQUIPMENT MAINTENANCE	934026	5917	8030	181.84	181.84
VWR	LAB SUPPLY'S	2022-107; 110	5918	8040	854.30	854.30
SSLOCSD	MARCH 2022 TRANSFER		5919		138,208.60	138,208.60

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AIRFLOW FILTER SERVICE	EQUIPMENT MAINTENANCE	60169	041922-5920	8030	118.27	118.27
AMERICAN BUSINESS MACHINES	OFFICE SUPPLY'S	615443	5921	8045	148.79	148.79
ARAMARK	UNIFORMS	04/08; 04/15	5922	7025	750.38	750.38
AUTOSYS, LLC	SCADA	0119	5923	20-7060	3,150.00	3,150.00
BRENNTAG	PLANT CHEMICALS	BPI233965	5924	8050	6,305.97	6,305.97
CHARTER COMMUNICATIONS	COMMUNICATIONS	03/29/22-04/28/22	5925	7013	519.92	519.92
CITY OF ARROYO GRANDE	BILLING SERVICES	JAN. FEB. MARCH	5926	7073	5,509.75	5,509.75
DC FROST	STRUCTURE MAINTENANCE	43115	5927	26-8065	33,822.95	33,822.95
ENGLE & GRAY	BIOSOLIDS HANDLING	MARCH 2022	5928	7085	11,535.28	11,535.28
FGL ENVIRONMENTAL	CHEMICAL ANALYSIS	MULTIPLE	5929	7078	3,262.00	3,262.00
GSOLUTIONZ	COMMUNICATIONS	222621	5930	7013	349.00	349.00
II SUPPLY	EQUIPMENT MAINTENANCE	83485	5931	8030	13.34	13.34
JB DEWAR	FUEL	141010	5932	8020	55.82	55.82
JONES & MAYER	LEGAL COUNSEL	MARCH 2022	5933	7071	1,883.78	1,883.78
LARRY WALKER ASSOCIATES	TRUNK SEWER MAINTENANCE	MARCH 2022	5934	8015	2,790.75	2,790.75
MC MASTER CARR	EQUIPMENT MAINTENANCE	76288001	5935	8030	31.42	31.42
MNS ENGINEERS	REDUNDANCY	80166	5936	20-7080	110,682.97	110,682.97
PG&E	ELECTRICITY	03/10/22-04/10/22	5937	7091	24,968.74	24,968.74
PRECISE WEIGHING SYSTEMS	EQUIPMENT MAINTENANCE	3774	5938	8030	335.00	335.00
RINCON CONSULTANTS	COASTAL HAZARDS MONITORING	38374	5939	7020	10,482.33	10,482.33
SO CAL GAS CO	UTILITY GAS	03/04/22-04/04/22	5940	7092	4,570.85	4,570.85
SPRINT	CELL PHONES	03/04/22--04/03/22	5941	7014	145.80	145.80
STANLEY SECURITY	ALARMS	MAY 2022	5942	7011	80.08	80.08
VWR INTERNATIONAL	LAB SUPPLY'S	8808110207	5943	8040	34.38	34.38
ALLIED ADMINISTRATORS	EMPLOYEE DENTAL	JUNE 2022	050422-5944	7080	815.10	815.10
AMERICAN BUSINESS MACHINES	OFFICE SUPPLY'S	618817; 618830	5945	8045	135.24	5,315.42
	CAPITAL EQUIPMENT	618644		8010	5,180.18	
ARAMARK	UNIFORMS	04/22; 04/29	5946	7025	750.38	750.38
BRENNTAG	PLANT CHEMICALS	MULTIPLE	5947	8050	22,106.94	22,106.94
CHRIS RIGONI	TRAINING	PER DIEM	5948	7067	66.00	66.00
CITY OF GROVER BEACH	AGENCY BILLING	MARCH AND APRIL	5949	7081	3,699.50	3,699.50
CULLIGAN CCWT	EQUIPMENT RENTAL	74583	5950	7032	60.00	60.00
EVERYWHERE RIGHT NOW	COMPUTER SUPPORT	MAY 2022	5951	7082	100.00	100.00
FEDERAL EXPRESS	CHEMICAL ANALYSIS	AQUATIC BIOASSAY	5952	7078	380.92	380.92
GRAINGER	EQUIPMENT RENTAL	MULTIPLE	5953	8030	219.87	219.87
JAN PRO	STRUCTURE MAINTENANCE	MAY 2022	5954	8060	357.98	357.98
JB DEWAR	FUEL	145343	5955	8020	173.22	173.22
JEROME JONES	TRAINING	PER DIEM	5956	7067	242.00	242.00
JR FILANC	REDUNDANCY	APPLICATION 12	5957	20-7080	1,070,853.70	1,070,853.70
KENNEDY/JENKS	REDUNDANCY	MARCH 2022	5958	20-7080	25,545.05	25,545.05
LINDE GAS & EQUIP	EQUIPMENT RENTAL	03/20/22-04/20/22	5959	7032	41.72	41.72
MICHAEL K NUNLEY & ASSOC.	REDUNDANCY	100638	5960	20-7080	5,738.39	40,799.18
	ENGINEERING	DISINFECTION; COASTAL HAZARD		7077	35,060.79	
OEC	CHEMICAL ANALYSIS	MULTIPLE	5961	7078	703.00	703.00
POLYDYNE	PLANT CHEMICALS	1634118	5962	8050	8,425.43	8,425.43
READY REFRESH	ADMIN BUILDING SUPPLY'S	03/25/22-04/24/22	5963	8035	251.29	251.29
REGIONAL GOVT CENTER	RECRUITMENT	13343	5964	7005	956.00	956.00
SITE ONE LANDSCAPE	STRUCTURE MAINTENANCE	11842591-001	5965	8060	277.13	277.13
SO CO SANITARY SERVICE	RUBBISH	MAY 2022	5966	7093	394.20	394.20
USA BLUEBOOK	EQUIPMENT MAINTENANCE	957365; 957458	5967	8030	517.99	517.99
VWR INTERNATIONAL	LAB SUPPLY'S	2021-098; 2022-103; 110	5968	8040	490.43	490.43
SSLOCS	PERSONNEL COSTS	APRIL 2022	5969		99,240.06	99,240.06
TOTAL					3,379,528.26	3,379,528.26

We hereby certify that the demands numbered serially from 030322-5815 to 050422-5969 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:

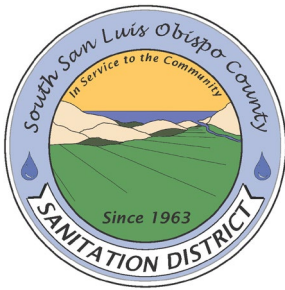
DATE:

Chairman

Board Member

Board Member

Secretary



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SUMMARY ACTION MINUTES Meeting of Wednesday, April 06, 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
Lan George, 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 March 02, 2022

There was no public comment.

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

Second: Director George

Action: Approved unanimously by voice vote.

ACTION ITEMS:

6A. MID YEAR BUDGET REVIEW

Bookkeeper Simpson presented this item in PowerPoint. At the mid-year the District has received 44% of anticipated revenues and expended 40% expenditures. This was a receive and file report.

There was no public comment.

Action: Receive and File.

6B. DISTRICT ADMINISTRATOR AND PLANT OPERATIONS REPORT

Administrator Ghent presented the Administrator's Report. He updated the Board on the Redundancy Project and a SLO County Works project to enhance the Meadow Creek Lagoon near the District facility. Chair Lee said he has no conflict of interest with this project and his involvement with Public Works.

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, work orders completed and trainings. He noted that the 0 Lbs/day chlorine usage was due to the shutdown of the disinfection system during the overnight shutdown. All systems returned to normal operation following the shutdown.

There was no public comment.

Action: The Board received and filed this report.

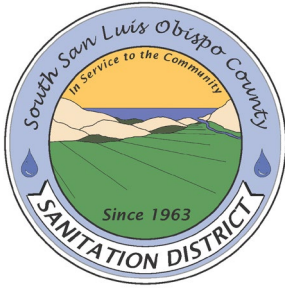
7. BOARD MEMBER COMMUNICATIONS

None

8. ADJOURNMENT:

6:18 p.m.

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



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STAFF REPORT

To: Board of Directors

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

Date: May 18, 2022

Subject: **RECOMMENDATION OF AWARD FOR WWTP REDUNDANCY PROJECT
STARTUP AND OPERATIONS CONSULTING SERVICES CONTRACT WITH
PERC WATER CORPORATION**

RECOMMENDATION:

Authorize the District Administrator to execute a contract for Startup and Operations Consulting Services for the Wastewater Treatment Plant with Perc Water Corporation in the amount of \$299,672 and authorize the District Administrator to review and approve changes to the contract for up to 10% of the initial amount, or \$29,967, for a total potential amount of \$329,639.

BACKGROUND AND DISCUSSION:

The District has been working to develop the Wastewater Treatment Plant (WWTP) Redundancy Project, the largest capital improvements project the District has undertaken since the 1986 WWTP Improvements. The project is intended to allow major process units to be removed from service for maintenance or repairs without risking violation of effluent permit limits. MKN & Associates, Inc. (MKN) is assisting the District in administration of the Project. Part of MKN's scope of work is to lead procurement of a Wastewater Treatment Startup and Operations Consulting Team which will provide operations consultation services to the District during the WWTP Redundancy Project startup and commissioning phase and for twelve months after completion of the Project in order to help ensure a successful and cohesive operation of the whole WWTP.

On March 1, 2022, the District published the Request for Proposals (RFP) for wastewater treatment startup and operations consulting services for the WWTP. The RFP was advertised on the District's website and MKN reached out to eight qualified firms to further advertise the opportunity. On April 1, 2022 proposals were received from three teams: Aqua Operations, Water Talent, and Perc Water. Proposals were evaluated based on clarity and completeness of the proposal based on the directions in the RFP, project understanding and proposed scope of work, qualifications of the firm and proposed team, and the overall fee. Perc Water's proposal ranked the highest based largely on clarity and completeness, project understanding and proposed scope of work, and team qualifications. After review of proposals and selection of the top-ranked proposal, District staff and MKN worked with Perc Water to negotiate the proposed scope and fee.

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

- Task Group 1: Assist in Review of Startup and Commissioning:
 - Provide cursory review and comments on the Contractor's startup and Commissioning Plans
 - Review the planned control setpoints, water quality parameters, sampling schedule, and key performance indicators
 - Assist in review of startup and commissioning submittals, RFIs, test reports, and completion documentation
 - Twelve (12) days of onsite consultation for review and oversight of startup and commissioning activities
- Task Group 2: WWTP Operations and Maintenance Manual
 - Develop a new Operations and Maintenance (O&M) Manual that incorporates the existing and new process treatment systems into a single compiled facility O&M Manual.
 - Review existing O&M Manual, Standard Operating Procedures (SOPs), and related documentation
 - Interview WWTP staff and gather information related to process equipment, condition, and O&M procedures
 - Develop text, tables, figures, and appendices for the new O&M Manual including process schematics, isometric diagrams, and photos for each system
 - Provide SOPs with details for startup, normal operation, monitoring, shutdown, safety, preventative maintenance, and emergency response
 - Receive and respond to two (2) rounds of comment review from the District
 - Provide final O&M Manual in a searchable digital PDF format and one (1) hardcopy
- Task Group 3: Meetings
 - Conduct project kickoff meeting with District, Engineer, Construction Manager, and Contractor staff
 - Attend and help facilitate virtual biweekly progress meetings throughout the project
 - Lead and conduct comprehensive training of the District's operations staff near project completion
 - Organize classroom and onsite field training for operation and maintenance for the WWTP
 - Evaluate District staff during the training process and adjust as required
 - Provide monthly operations meetings for the first three (3) months after completion of construction and then quarterly meetings for the next nine (9) months
- Task Group 4: On-Call Operations Support
 - Provide access to on-call support services including in-house operations, maintenance, and engineering teams
 - Compensation for services is based on up to 72 labor hours remote and onsite services, assuming up to three (3) site visits with two (2) days of onsite effort for each visit
 - Remotely monitor, assess plant performance, and provide recommendations to District O&M staff as needed

FISCAL CONSIDERATION:

The Redundancy Project Budget currently includes \$300,000 for startup and operations for this project. The Perc Water proposal amount totals \$299,672. Allowing for a 10% contingency, the total authorization amount requested is \$329,639.

If the additional \$29,639 beyond the \$300,000 is needed these additional funds will come from the full project budget professional services contingency. Which currently has \$225,327 remaining.

ATTACHMENTS:

Proposed scope of work, fee, and fee schedule from Perc Water proposal dated April 1, 2022

SCOPE OF WORK

SCOPE OF SERVICES

PERC Water provides an outline of the tasks below for the Wastewater Treatment Startup and Operations Consulting Services for South San Luis Obispo County Sanitation District Wastewater Treatment Facility.

Task Group 1: Assist in Review of Startup and Commissioning

PERC Water will provide cursory review and comments to each of the Contractor's Startup and Commissioning Plans for Phase 1 and Phase 2 of the project. PERC Water's review of the Contractor's Startup Plans will check if the test plans include information regarding the following:

1. Startup management and team organization
2. Equipment factory acceptance test plans
3. Dry and wet functional testing procedures
4. Vendor startup procedures
5. Facility clean water testing
6. Process startup, activated sludge seeding, and biological stabilization plans
7. Final acceptance and performance testing procedures
8. Plans for maintaining existing facility operations during startup and transition to full-scale operations

As part of the startup and commissioning review process, PERC Water will review the Contractor and Engineer's default control setpoints, water quality parameters and sampling schedule, and key performance indicators and provide recommendations for necessary revisions to improve startup efficiency and optimize startup plant performance. This includes interpretation of water quality or process performance data recommendations for process improvement. Additionally, our team will assist the District with the review of any startup and commissioning RFIs, submittals, test reports, and completion documentation and includes twelve (12) total days of onsite consultation for review and oversight of startup and commissioning activities.

Task Group 2: WWTP Operations and Maintenance Manual

PERC Water will develop a new Operation and Maintenance (O&M) Manual that incorporates the existing and new process treatment systems into a single compiled facility O&M Manual. Before drafting the new O&M Manual, PERC Water will work with the District's operations staff, Engineer, Contractor, and other relevant stakeholders to review existing and new O&M Manuals, SOPs, and related documentation to understand the current state of O&M information for the WWTP. It is our understanding the existing O&M and SOP documents are of good quality and revisions to these existing documents will be minor. We will interview current O&M staff during this initial gathering period to gain insight into existing unit process equipment, conditions, and O&M procedures. This data gathering period will include the collection of necessary photos of equipment and control panels, familiarization with current operations and control strategies, review record drawings, SOPs, SCADA and HMI screenshots, water quality and flow data, process control descriptions, design reports, and other background information necessary for implementation into the O&M Manual. It is assumed the existing facility O&M Manual and new vendor-specific O&M Manuals are in a PDF or Word format.

PERC Water will develop the text, tables, figures, and appendices for the O&M Manual in Microsoft Word format and be converted to PDF format. A graphical type process schematic, isometric diagrams (as necessary), and photos will be included for each process feature to facilitate understanding of

each system included. Graphic display information from the SCADA system with descriptions will be incorporated. Links in the PDF file will be created to reference the applicable sections of the vendor furnished O&M Manuals provided by the Contractor.

Standard Operating Procedures will be provided in the O&M Manual chapters. Where available in the existing or new vendor furnished O&M information furnished by the Contractor, this information will be included in links to the PDF file. Typical contents proposed for the SOPs include:

- » Pre-startup and startup procedures
- » Normal operating procedures including specific details about how to operate systems both in automatic and manual modes, as applicable
- » Operational routing and monitoring procedures
- » Safety and preventative maintenance
- » Shutdown procedures
- » Abnormal conditions response, troubleshooting, and emergency shutdown

Our team assumes two rounds of comment review from the District and includes receiving, responding, and finalizing the O&M Manual and SOPs. The final O&M Manual will be provided in a searchable digital PDF format and one (1) hardcopy will be provided.

Task Group 3: Meetings

PERC Water will conduct a project kickoff meeting with the District, Engineer, Construction Manager, and Contractor staff following notice to proceed. Information presented at the meeting will include the tasks, schedule, team contact information, and coordination plan for the WWTP Redundancy Project.

Throughout the project, PERC Water will attend and help facilitate biweekly progress meetings to discuss project schedules and milestones, review deliverables, supervise project activities, and coordinate with project stakeholders. It is assumed these progress meetings will occur virtually, biweekly throughout the duration of the project, and for one (1) hour per meeting.

As the project nears completion, PERC Water will lead and conduct comprehensive training of the District's operations staff. Prior to training O&M staff, all training materials (vendor training videos, SOPs, O&M Manuals, etc.) will be updated to accurately reflect current operations based on field experience by our Commissioning Manager. Additionally, our staff will attend training provided by equipment vendors, Engineer, and the Contractor, as necessary. Our training program will be comprised of classroom and field training. The classroom setting will present topics such as facility and site layout, process control theory, and historical operation to date. We will then move to a field training environment where the District's staff will work side-by-side with PERC Water's Commissioning Manager to receive hands-on training covering day-to-day operations and facility maintenance tasks. The training program will include every aspect of operation and maintenance for the WWTP including proper startup and shutdown procedures, SOPs, and emergency response preparedness. During the training process, the District's staff will be evaluated to ensure the training is effective and adjustments will be made as required.

After completion of construction, PERC Water will provide monthly operations meetings for the first three (3) months and then meetings quarterly for the next nine (9) months. It is expected these meetings will include performance data review, recommendations for plant optimization, further training, and for District staff to ask questions as required. PERC Water assumes the two sets of the single meeting will occur onsite and within the same day. These meetings will be coordinated based on the District's staff schedule.

Task 4: On-Call Operations Support

After completion of construction, PERC Water will provide on-call operations support to District staff. PERC Water's support staff includes our in-house operations, maintenance, and engineering teams and the District will determine the required staff for on-call support services. Compensation for these services is based on three (3) site visits with two (2) days of onsite effort for each visit. If additional on-call services are required by the District, these services will be billed at time and expense per the attached rate sheet and only with prior authorization from the District. Additionally, it is assumed PERC Water staff will have the ability to remote into the WWTP SCADA system to remotely monitor and assess plant performance. It is not expected our staff will have the ability to make process changes, only view real-time plant conditions and provide recommendations to District O&M staff as needed.



South San Luis Obispo County
SANITATION DISTRICT

South San Luis Obispo County Sanitation District
Wastewater Treatment Startup and Operations Consulting Services



Task Description	Vice President	Project Manager	Start-Up Manager	Project Engineer	Project Coordinator	Director of Operations	PERC Water Total Hours	PERC Water Labor Cost	PERC Water ODC	Total Project Cost
	Bob Nespeca	Kyle Nelson	Gilbert Perez	Dayna Vargas	Grace Hardy	Eric Gonzales				
	\$358	\$227	\$216	\$150	\$131	\$286				
Task 1: Assist in Review of Startup and Commissioning										
Review Contractors PH1 & PH2 Startup and Commissioning Plans		12	16			2	30	\$6,752		
Provide recommendations for start up parameters including changes to the Districts existing processes as appropriate		12	16			2	30	\$6,752		
Assist with review of start up and commissioning RFIs, submittals, testing reports, performance reports from the Contractor or District		8	24	16		2	50	\$9,972		
Provide onsite consultation to the District for startup and commissioning		24	80	24			128	\$26,328		
Task 1 Subtotal	0	56	136	40	0	6	238	\$49,804	\$1,494	\$51,298
Task 2: WWTP Operations and Maintenance Manual										
Data collection and review	2	16	24	16		4	62	\$13,076		
Develop updated full plant O&M Manual	4	64	64	120	24	8	284	\$53,216		
Develop SOPs for new processes	4	32	32	64	12	8	152	\$29,068		
Review and update existing SOPs for existing processes	2	16	16	16		4	54	\$11,348		
Meetings with District (2 meetings 8 hrs each)	16	16	16				48	\$12,816		
Task 2 Subtotal	28	144	152	216	36	24	600	\$119,524	\$3,586	\$123,110
Task 3: Meetings										
Kick-off meeting	8	8	8	8			32	\$7,608		
Progress meetings (biweekly 1 hr virtual meetings for 12 months)		24	24	24			72	\$14,232		
Training for Operators Phase 1 Prep		16	80	40		8	144	\$29,200		
Training for Operators Phase 1 Class		16	16				32	\$7,088		
Training for Operators Phase 2 Prep		12	40	16		4	72	\$14,908		
Training for Operators Phase 2 Class		8	8				16	\$3,544		
Monthly Operations meetings (3 months)	8	24	24				56	\$13,496		
Quarterly Operations meeting (9 months)	8	24	24				56	\$13,496		
Task 3 Subtotal	24	132	224	88	0	12	480	\$103,572	\$3,107	\$106,679
Task 4: On-Call Operations Support										
On-call operations supports (assume 3 visits, 2 days onsite)			72				72	\$15,552		
Task 4 Subtotal	0	0	72	0	0	0	72	\$15,552	\$3,033	\$18,585
PROJECT LABOR TOTAL (TASKS 1 - 4)	52	332	584	344	36	42	1,390	\$288,452	\$11,220	\$299,672

STANDARD RATE SCHEDULE

January 1, 2022

PROFESSIONAL FEES (per hour)

Principal / Vice President _____	\$358
Director _____	\$286
Area Operations Manager _____	\$261
Senior Project Manager _____	\$244
Project Manager _____	\$227
Assistant Project Manager /Project Engineer _____	\$150
Project Coordinator _____	\$131

TECHNICAL RATES (per hour)

CONSTRUCTION

Construction Superintendent _____	\$173
Construction Foreman _____	\$136
Construction Technician / Laborer _____	\$96

PLANT OPERATIONS

Manager of Technical Services / Safety _____	\$216
Plant Manager _____	\$196
Water Superintendent /Maintenance Manager _____	\$179
Operator: Wastewater Grade V, Water D5 / T5 _____	\$190
Operator: Wastewater Grade IV, Water D4 / T4 _____	\$154
Operator: Wastewater Grade III, Water D3 / T3 _____	\$139
Operator: Wastewater Grade II, Water D2 / T2, AWTF _____	\$108
Operator: Wastewater Grade I, Water D1 / T1 _____	\$97
Operations Technician _____	\$96

SUPPORT & ADMINISTRATIVE

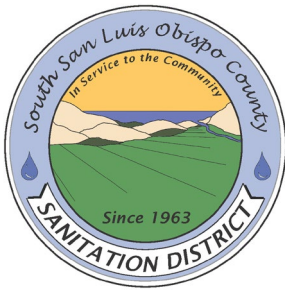
Technical Writer / Sr. Administration _____	\$143
Administration _____	\$96

For customer-approved overtime, multiply above rates by 1.5 (overtime includes work extending beyond 8 hours Monday through Friday; work performed on Saturday and/or Sunday; and work that commences after 5:00 p.m. Monday through Friday).

PROFESSIONAL TRAVEL and EXPENSES:

<u>Auto or pickup truck:</u>	IRS Rate of 58.5 cents/mile, plus the employee rate per hour
<u>Airline fares/Hotels/Meals/Per Diem:</u>	Actual Cost Plus 15%
<u>Subcontractors, Sub-consultants, Equipment and Other Direct Costs:</u>	Actual Cost Plus 15%

This Standard Rate Schedule is valid for 2022 only and automatically expires on December 31, 2022



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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STAFF REPORT

Date: May 18, 2022
To: Board of Directors
From: Jeremy Ghent, District Administrator
Via: Mychal Jones, Plant Superintendent; and Amy Simpson, Bookkeeper/Secretary
Subject: **2022/23 FISCAL YEAR BUDGET; SET PUBLIC HEARING FOR JUNE 1, 2022**

RECOMMENDATIONS:

1. That the Board Provide Input Regarding the Proposed 2022-23 Fiscal Year (FY) Budget and,
2. Set a Noticed Public Hearing for June 1, 2022.

DISCUSSION:

A draft of the District Budget for Fiscal Year 2022-23 is attached. This budget covers the period of July 1, 2022, to June 30, 2023. Currently the District has a combined cash reserve of \$24,607,709.

The draft budget proposes to meet the operational, maintenance and capital needs of the District. This fiscal year the District will expend all annual revenues along with a portion of the Bond funding for the Redundancy Project. The FY 2022/23 Operation expenses are 10.75% higher than that of the FY 21/22.

The 10.75% increase is largely due to three primary factors. The FY 2022/23 Budget includes costs associated with Operating the expanded facility post Redundancy.

1. The expanded facility and additional equipment require the District to add an additional operator to facilitate maintenance and operation of the additional equipment and facility.
2. The new aeration basin blowers consume substantial energy. The FY 2022/23 Budget includes additional budget for higher electricity consumption.
3. During startup of the new process, it is known that chemical demands and laboratory testing will be increased. The FY 2022/23 budget includes the needed budget to meet these expanded demands.

During FY 2022/23 District Staff has coordinated work efforts to limit disruptions to the on-site Redundancy Project work. The latter part of FY 2022/23 will require substantial effort from District staff to complete start-up of several major components of the Redundancy Project. In addition to start-up, staff will focus on maintenance and repairs to the District's Trunk Main System along with Technical/Administrative investments during the fiscal year. These efforts include Advancing design of Cogeneration Unit, Modifying the Chlorine Contact Tank Bisulfite Diffuser, updates to various policies and procedures such as the Injury and Illness Prevention Program (IIPP), our Hazmat Business Plan (HMBP), completion of a Local Limits Study, and an evaluation of District office and operator space.

The District's capital program consists of 2 projects during FY 2022/23.

Redundancy Project – FY 2022/23 will deliver the majority of the Redundancy Project. The draft budget for redundancy assumes construction progress remains generally on schedule and that payment is made for construction progress.

SCADA – The FY 2022/23 budget includes \$82,000 in continued expansion of the District's System Control and Data Acquisition (SCADA) software. These efforts are focused on automating control over the existing plant infrastructure to have a complete SCADA system following completion of the Redundancy Project.

Using past experiences and best professional judgement, the draft budget for fiscal year 2022-23 was prepared using conservative estimates and assumptions, mindful of the need to operate the facility in a safe, cost effective, efficient manner while complying with applicable federal, state and local requirements. Revenue values for wastewater and connection fees were projected based on past revenues.

Tabulated below are summary values extracted from the Consolidated Budget.

Consolidated Budget

Revenues by Fund Source

	Fund 19	Fund 20	Fund 26	Totals
Total Revenues	\$ 5,863,700	\$ 82,000	\$ -	\$ 5,945,700
Use of Bond Funding/Transfer In	\$ -	\$ 15,600,000		\$ 15,600,000
Total Revenues	\$ 5,863,700	\$ 15,682,000	\$ -	\$21,545,700

Expenditures by Fund Source

Total Operating Expenditures	\$ 3,607,000		\$ -	\$ 3,607,000
Total Capital Outlay	\$ 13,000	\$ 15,865,200	\$ 1,020,000	\$16,898,200
Debt Service	\$ 1,040,500			\$ 1,040,500
Operating Transfers Out/In	\$ 1,203,200	\$ (183,200)	\$ (1,020,000)	\$ -
Total Expense	\$ 5,863,700	\$ 15,682,000	\$ -	\$21,545,700

Balanced Budget	\$ -	\$ -	\$ -	\$ -
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Fund 19

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

Fund 19 supports the following general categories of District activities:

- Salaries and Wages
- Employee Benefits & Other Personnel Costs
- Permits, Fees and Licenses
- Communications and Computer Support
- Administrative Costs, including Professional Services – Advertisements/Recruitment, Insurance Liability, Public Outreach
- Legal Costs
- Engineering
- Coastal Hazards & Monitoring
- LAFCO Budget Share
- Zone 1/1A Agreement
- Agency Billing
- Disposal Services – Solids Handling, Brine Disposal Sampling
- Utilities – Electricity, Gas, Rubbish, Water
- Maintenance, Tools & Replacements – Equipment and Structures Maintenance
- Materials, Services and Supplies – Plant Chemicals, Temporary Labor, Fuel
- Training, Education and Memberships – Professional Certificates/Licenses
- Maintenance, Tools and Replacements: \$387,500
- New Capital Equipment: \$13,000
- Transfer out of Fund 19 Funds to Support Fund 26 Projects - \$1,020,000

Staffing

The staff roster consists of District Administrator (1), Secretary/Bookkeeper (1), Plant Superintendent (1), Plant Operations Supervisor (1), Plant Senior Operator (1), Laboratory Technician (1), Plant Operator II (4), There are ten (10) full time positions funded in the draft budget.

This budget includes the new Plant Operator II that will be necessary as the Redundancy Project progresses. These costs and needs for the additional operator were previously identified and are consistent with the operational expenses included in the adopted rates necessary to build the Redundancy Project.

Fund 20

Fund 20 revenue is provided primarily from connection fees from the three-member agencies. A minor amount of revenue is received from interest on the fund balance account. This fund is the designated fund in support of the redundancy project. Revenues from loans and bonds were received last fiscal year for the Redundancy Project and are listed as account Line-Item titled "Use of Bond Funding".

This fund supports capacity, expansion, and studies.

- Wastewater Redundancy Project: provides \$15,783,200 million to complete FY 22/23 efforts on the Redundancy Project. This number is listed with Capital Equipment which also includes SCADA project.

Fund 26

Fund 26 expenditures are wholly supported by transfers from other funds. The draft budget calls for a transfer from Fund 19 (\$1,020,000). Fund 26 funds regular capital replacement projects.

Proposed Fund 26 Project Budgets:

- \$995,000 is proposed under Structure/Grounds Replacement & Improvement.
 - a. Chlorine Contact Diffuser
 - b. Cogeneration System Design
 - c. Replace Emergency Bypass Pump
 - d. Lab Equipment
 - e. Polymer Pumps
 - f. RO System
 - g. Plant Chemicals
 - h. Plant Cart
 - i. 6 inch Portable Pump
- \$25,000 is proposed under Emergency Equipment Repair.

Conclusion

The draft budget emphasizes maintenance and operation of the existing plant, along with construction and start-up of the redundancy project. District revenues continue to meet operations, maintenance, capital replacement, and debt service needs of the District.

Attachments:

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

CONSOLIDATED BUDGET FISCAL YEAR 2022/23

		Fund 19 Operating Fund	Fund 20 Expansion Fund	Fund 26 Replacement Fund	Proposed Budget FY 2022/23
Revenues					
Service Charges and Fees		5,666,700	-	-	5,666,700
Connection Fees		-	76,000	-	76,000
Interest		100,000	6,000	-	106,000
Use of Bond Funding		-	15,600,000	-	15,600,000
Brine Revenue		97,000	-	-	97,000
Total Revenues		5,863,700	15,682,000	-	21,545,700
Expenditures & Other Uses					
Operating Expenditures					
Salaries and Wages		981,000	-	-	981,000
Employee Benefits and Other Personnel Costs		592,000	-	-	592,000
Permits, Fees and Licenses		64,000	-	-	64,000
Communications		17,000	-	-	17,000
Administrative Costs		271,000	-	-	271,000
Legal Costs		60,000	-	-	60,000
Engineering		150,000	-	-	150,000
Coastal Hazards & Monitoring		60,000	-	-	60,000
LAFCO Budget Share		18,000	-	-	18,000
Zone 1/1A Agreement		34,000	-	-	34,000
Agency Billing		64,000	-	-	64,000
Disposal Services		63,000	-	-	63,000
Utilities		372,000	-	-	372,000
Maintenance, Tools & Replacements		387,500	-	-	387,500
Materials, Services and Supplies		425,000	-	-	425,000
Training, Education & Memberships		48,500	-	-	48,500
Total Operating Expenditures		3,607,000	-	-	3,607,000
Total Other Charges					
Debt Service		1,040,500	-	-	1,040,500
Total Other Charges		1,040,500	-	-	1,040,500
Capital Outlay					
Capital Replacement/Maintenance (Fund 26)		-	-	1,020,000	1,020,000
Capital Equipment		13,000	15,865,200	-	15,878,200
Total Capital Outlay		13,000	15,865,200	1,020,000	16,898,200
Other Financing Sources & Uses					
Transfers Out/In Fund 26		1,020,000	-	(1,020,000)	-
Transfers Out/In Fund 20		183,200	(183,200)	-	-
Total Other Financing Sources & Uses		1,203,200	(183,200)	(1,020,000)	-
Total Funding Source		5,863,700	15,682,000	-	21,545,700
Total Expense		5,863,700	15,682,000	-	21,545,700
Net Change (Deficit)		-	-	-	-



Beaufort Gazette
Belleville News-Democrat
Bellingham Herald
Bradenton Herald
Centre Daily Times
Charlotte Observer
Columbus Ledger-Enquirer
Fresno Bee

The Herald - Rock Hill
Herald Sun - Durham
Idaho Statesman
Island Packet
Kansas City Star
Lexington Herald-Leader
Merced Sun-Star
Miami Herald

el Nuevo Herald - Miami
Modesto Bee
Raleigh News & Observer
The Olympian
Sacramento Bee
Fort Worth Star-Telegram
The State - Columbia
Sun Herald - Biloxi

Sun News - Myrtle Beach
The News Tribune Tacoma
The Telegraph - Macon
San Luis Obispo Tribune
Tri-City Herald
Wichita Eagle

AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
29326	254387	Print Legal Ad - IPL0070714	FY 22-23 Budget	\$170.40	1	39 L

Attention: Amy Simpson
SOUTH COUNTY SANITATION
PO BOX 339
OCEANO, CA 93475

**NOTICE OF PUBLIC HEARING
SOUTH SAN LUIS OBISPO
COUNTY
SANITATION DISTRICT
ADOPTION OF FISCAL YEAR
2022-2023 BUDGET**

DATE: **June 1, 2022**
TIME: **6:00 p.m.**
PLACE: **Arroyo Grande Council
Chambers
215 E. Branch Street,
Arroyo Grande CA**

PLEASE TAKE NOTICE:

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

At **6:00 p.m., on June 1, 2022**, South San Luis Obispo County Sanitation District Board of Directors will meet to consider and to adopt the final Fiscal Year 2022-2023 Budget.

At the time and place specified in this Notice, any person may appear to be heard regarding any item in the Budget or regarding the addition of any other items.

The hearing on the Budget may be continued if necessary.

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

IPL0070714
May 1, 8 2022

In The Superior Court of The State of California
In and for the County of San Luis Obispo

No. of Insertions: 2
Beginning Issue of: 05/01/2022
Ending Issue of: 05/08/2022

Jane E. Durando

Legals Clerk

STATE OF TEXAS)

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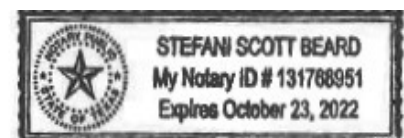
County of Dallas)

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen and not interested in the above entitled matter; I am now, and at all times embraced in the publication herein mentioned was, the principal clerk of the printers and publishers of The Tribune, a newspaper of general Circulation, printed and published daily at the City of San Luis Obispo in the above named county and state; that notice at which the annexed clippings is a true copy, was published in the above-named newspaper and not in any supplement thereof - on the following dates to wit: From 05/01/2022 To 05/08/2022 that said newspaper was duly and regularly ascertained and established a newspaper of general circulation by Decree entered in the Superior Court of San Luis Obispo County, State of California, on June 9, 1952, Case #19139 under the Government Code of the State of California.

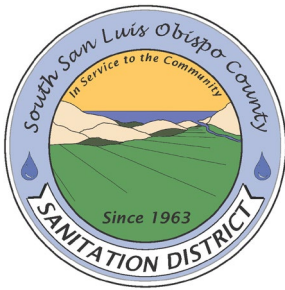
I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Stefani Beard

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.
Legal document please do not destroy!



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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STAFF REPORT

Date: May 18, 2022
To: Board of Directors
From: Jeremy Ghent, District Administrator
Subject: **BOARD CONSIDERATION OF ADDING NEWLY OBSERVED HOLIDAY – JUNETEENTH - TO SECTION 4010 OF THE PERSONNEL POLICY MANUAL AS A FIXED HOLIDAY**

RECOMMENDATIONS:

1. That the Board review and consider adoption of Resolution 2022-441 approving the addition of the new Federal holiday, Juneteenth, to the list of Observed Holidays to section 4010 of the Personnel Policy Manual.

DISCUSSION:

The SSLOCSD Personnel Policy Manual Section 4010 subsection-‘Additional Observed Holiday’ states as follows:

Additional Observed Holiday: *Each day appointed through executive order by the President of the United States or Governor of the State for a public fast, thanksgiving, or holiday. In the event Congress approves a fixed holiday, the Board of Directors shall determine if the District shall observe it as an annually fixed holiday.*

On June 18, 2021, President Biden, officially proclaimed June 19, 2021, as Juneteenth Day of Observance, and signed the Congressional Juneteenth National Independence Day Act into law. Juneteenth celebrates the anniversary date of the June 19, 1865, announcement of General Order No. 3 by Union Army general Gordon Granger, proclaiming freedom for slaves in Texas, which was the last state of the Confederacy with institutional slavery. Staff requests the Board of Directors to consider adding Juneteenth to the District’s list of observed holidays outlined in Policy Instruction 4010 of the Personnel Policy Manual. The District currently observes 14 paid holidays.

FISCAL IMPACT:

Adoption of the Juneteenth Holiday will result in 8 hours of paid holiday time for each of the 10 District employees. This 80 hours of leave has an approximate value of \$4200/yr to the District. However, additional budget is not necessary as the budgeted labor costs offset the holiday costs.

Attachment: Amended Section 4010 of the Personnel Policy Manual

RESOLUTION 2022-441
A RESOLUTION OF THE BOARD OF SOUTH SAN LUIS OBISPO COUNTY SANITATION
DISTRICT APPROVING THE ADDITION OF THE NEW FEDERAL HOLIDAY,
JUNETEENTH, TO THE LIST OF OBSERVED HOLIDAYS TO SECTION 4010 OF THE
PERSONNEL POLICY MANUAL.

WHEREAS, Juneteenth is the oldest known celebration commemorating the ending of slavery in the United States; and

WHEREAS, President Abraham Lincoln issued the Emancipation Proclamation on January 1, 1863, declaring that "all persons held as slaves within the rebellious states are, and henceforward shall be free," paving the way for the passing of the thirteenth amendment which formally abolished slavery in the United States of America; and

WHEREAS, Juneteenth, or June 19, 1865, is considered the date when the last slaves in America were freed when General Gordon Granger rode into Galveston, Texas, and issued General Order No. 3, almost two and a half years after President Lincoln issued the Emancipation Proclamation; and

WHEREAS, June 19 has an empowering meaning in American history, and is called Juneteenth, combining the words June and nineteenth, and has been celebrated by the Black Community for over 150 years; and

WHEREAS, Juneteenth, also known as "Juneteenth Independence Day," "Emancipation Day," "Emancipation Celebration," and "Freedom Day," is the oldest African American holiday observance in the United States; and

WHEREAS, Juneteenth commemorates the strong survival instinct of African Americans who were first brought to this country stacked in the bottom of slave ships in a month-long journey across the Atlantic Ocean known as the "Middle Passage"; and

WHEREAS, although Juneteenth education and celebrations declined in America in the early part of the 20th century, the Civil Rights Movement of the 1950s

and 1960s saw a resurgence of interest in Juneteenth, along with renewed community celebrations of the day; and

WHEREAS, today, Juneteenth commemorates African American freedom and emphasizes education and achievement, a day marked with celebrations, guest speakers, picnics, and family gatherings, but also a time for reflection and rejoicing; and

WHEREAS, Juneteenth symbolizes freedom, celebrates the abolishment of slavery, and reminds all Americans of the significant contributions of African Americans to our society;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of South San Luis Obispo County Sanitation District recognize June 19, Juneteenth, to be observed as an annually fixed holiday.

PASSED AND ADOPTED at a regular meeting of the South San Luis Obispo County Sanitation District held May 18, 2022.

ATTEST:

BOARD CHAIR

APPROVED AS TO FORM:

BY: _____
DISTRICT COUNSEL

CONTENTS:

BY: _____
DISTRICT ADMINISTRATOR

4010 - HOLIDAYS

1. This policy shall apply to all full-time employees and is further defined as follows:

The following legal holidays shall be observed by the South San Luis Obispo County Sanitation District and that its office shall be closed on these days:

- A. January 1st, New Year's Day
- B. Third Monday in January, Martin Luther King Day
- C. February 12th, Lincoln's Birthday
- D. Third Monday in February, Washington's Birthday observed
- E. March 31st, Cesar Chavez Day
- F. The last Monday in May, Memorial Day
- G. June 19th, Juneteenth
- H. July 4th, Independence Day
- I. First Monday in September, Labor Day
- J. Second Monday in October, Columbus Day
- K. November 11th, Veterans' Day
- L. Fourth Thursday in November, Thanksgiving Day
- M. Friday following Thanksgiving Day
- N. December 24th, Christmas Eve
- O. December 25th, Christmas

Floating Holiday – In exchange for the previously provided holiday known as September 9th, Admissions Day, each employee shall be provided with one floating holiday that may be scheduled at any time during the year upon approval of the employee's immediate supervisor. Floating Holiday requests must be submitted in writing and may not be approved if not submitted at least two weeks in advance, or if the request conflicts with other floating holiday requests. If a conflict exists, employee District seniority shall be used to resolve conflict. The floating holiday shall be credited to each employee employed by the District on July 1 of each year, provided the employee was employed continuously by the District on or before the previous January 1. The floating holiday hours will be credited on July 1 of each year.

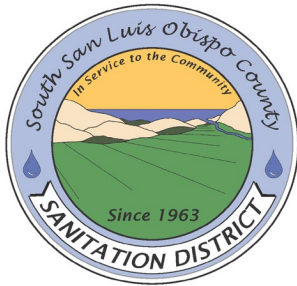
2. All regular work shall be suspended, and full-time employees shall receive one (1) eight (8) hour day's pay for each of the holidays listed above. An employee on a leave without pay will not receive holiday pay.

3. Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.

4. If an employee is taking an authorized leave with pay when a holiday occurs, the day shall be compensated as holiday pay.

5. If any employee works on any of the holidays listed above, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at the rate of time and one-half (1 1/2) his/her regular rate of pay or as otherwise specified under Policy #3000 (Hours of Work and Overtime).

Additional Observed Holiday: Each day appointed through executive order by the President of the United States or Governor of the State for a public fast, thanksgiving, or holiday. In the event Congress approves a fixed holiday, the Board of Directors shall determine if the District shall observe it as an annually fixed holiday.



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STAFF REPORT

To: Board of Directors

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

Date: May 18, 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:

- *Project is tracking for completion in early August of 2023 and remains within budget.*
- *Backfilling has begun around the new structures.*
- *Material and supply shortages have required extra coordination and product review, but to date, has not substantially impacted the project schedule. However, this extra coordination has increased some engineering support costs. Staff is reviewing Kennedy Jenks remaining budget.*

Misc:

- *District Staff is coordinating manhole adjustments with Caltrans for an upcoming Hwy 1 paving project.*
- *The District is coordinating some operator shadowing of the Paso Robles Wastewater Facility to familiarize staff with the treatment process that is being added by the Redundancy Project.*
- *District Operator Christopher Rigoni should be congratulated for successfully obtaining his Grade III Wastewater Certification.*
- *District successfully completed recruitment of a new operator.*

Plant Tours:

None

Tentative Items:

- *6/1/2022 Final Budget*
- *6/1/2022 Oceano Rates and Charges*
- *6/1/2022 Redundancy Quarterly Update*

Plant Operations Report

During the April 1st – April 28th reporting period, 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 April 2022

April 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	1.95	2.9	467	17.1		454	18.4		<1.8	125
High	2.78	4.2	596	24.2		623	27		46	406
April 2022 AVG	2.15	3.34	534	20.7	96.1	525	21.4	95.9	16.2	263
April 2021 AVG	2.33	3.57	529	16.6	96.9	528	19.6	96.3	17.4	186
Limit	5.0			40/60/90	>80		40/60/90	>80	2000	

Operation and Maintenance Tasks

- Removed and installed new sludge pump at Primary No. 2 Clarifier
- Troubleshoot and repaired polymer pumping system
- Checked and marked Underground Service Alerts
- Thoroughly cleaned up maintenance building
- Collected wastewater influent and effluent samples for annual constituent analysis
- Disassembled Moyno pump in preparation for seal replacement
- Began installation of new float controls in Digester No. 2 Sump
- Began testing operation of WIN-911 (new alarm callout system)
- Surface Pumps removed old mixing pump and installed brand new mixing pump

Work Orders Completed

- De-ragged primary sludge pumps
- Rinsed all clarifiers
- Test ran emergency generator and emergency bypass pump
- Inspected and cleaned Fixed Film Reactor orifices and changed oil in distributor drive
- Flushed sump pumps throughout treatment plant
- Inspected and cleaned area around outfall junction box
- Changed oil in digester mixing pump
- Preventative Maintenance:
 - Digester vacuum/pressure relief valves
 - Clarifier drive units
 - Fixed Film Reactor supply fans and ventilation fans
 - Flushed Sodium Bisulfite Header
 - Rinsed chemical control probes
 - 6-inch trash pump
 - Reclaim water system
 - Headworks mechanical bar screens
 - Influent pump room ventilation fan

Training

No training this reporting period

Call Outs

No Call Outs this reporting period