



**SOUTH SAN LUIS OBISPO COUNTY  
SANITATION DISTRICT**

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

**AGENDA  
BOARD OF DIRECTORS MEETING  
Arroyo Grande Council Chambers,  
212 East Branch Street,  
Arroyo Grande, California 93420**

**Wednesday, March 1, 2023, at 6:00 p.m.**

**Board Members**

Caren Ray Russom, Chair  
Karen Bright, Vice Chair  
Linda Austin, Director

**Agencies**

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

**Alternate Board Members**

Lan George, Director  
Clint Weirick, Director  
Allene Villa, Director

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

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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 February 1, 2023**

**5C. Bylaws Annual Review**

**6. ACTION ITEMS:**

**6A. SUBMITTAL OF A RESOLUTION HONORING KAREN WHITE FOR HER OUTSTANDING SERVICE TO THE RATEPAYERS OF THE SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

Recommendation: Adopt Resolution No. 2023-444 commending and thanking Director Karen White for her contributions to the Sanitation District and its ratepayers.

**6B. SUBMITTAL OF A RESOLUTION HONORING JEFF LEE FOR HIS OUTSTANDING SERVICE TO THE RATEPAYERS OF THE SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT**

Recommendation: Adopt Resolution No. 2023-445 commending and thanking Director Jeff Lee for his contributions to the Sanitation District and its ratepayers.

**6C. WWTP REDUNDANCY PROJECT UPDATE**

Recommendation: Receive and File.

**6D. ROTATION OF DISTRICT FINANCIAL AUDITORS**

Recommendation: Receive and File.

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

Recommendation: Receive and File.

**7. BOARD MEMBER COMMUNICATIONS:**

**8. ADJOURNMENT**

The next regularly scheduled Board Meeting is April 5, 2023, 6:00 pm at the  
Arroyo Grande Council Chambers,  
212 E. Branch Street, Arroyo Grande, California 93420

WARRANT REGISTER  
3/1/2023  
FISCAL YEAR 2022/23

VENDOR	BUDGET LINE ITEM	DETAIL	WARRANT NO.	ACCT	ACCT BRKDN	TOTAL
AMERICAN BUSINESS MACHINES	OFFICE SUPPLY'S	662417	013023-6596	8045	77.65	77.65
ARAMARK	EMPLOYEE UNIFORMS	01/23/2023	6597	7025	359.83	359.83
BRENNTAG	PLANT CHEMICALS	BPI303933; BPI305514	6598	8050	23,432.22	23,432.22
COASTAL JANITORIAL	STRUCTURE MAINTENANCE	JANUARY 2023	6599	8060	775.00	775.00
CREATIVE FENCE COMPANY	STRUCTURE MAINTENANCE	1452	6600	8060	7,665.00	7,665.00
CULLIGAN	EQUIPMENT RENTAL	79132	6601	7032	90.00	90.00
GSOLUTIONZ	COMMUNICATIONS	MARCH 2023	6602	7013	72.95	72.95
I.I. SUPPLY	EQUIPMENT MAINTENANCE	89199; 89223	6603	8030	356.13	356.13
JR FILANC	REDUNDANCY	APPLICATION NO 21	6604	20-7080	520,577.24	520,577.24
LARRY WALKER ASSOCIATES	TRUNK SEWER MAINTENANCE	DECEMBER 2022	6605	8015	1,743.00	1,743.00
MNS ENGINEERS	REDUNDANCY	DECEMBER 2022	6606	20-7080	90,212.61	90,212.61
OEC, INC	CHEMICAL ANALYSIS	2300291; 2300289	6607	7078	212.50	212.50
READY REFRESH	ADMIN OFFICE	12/25/22-01/24/23	6608	8045	85.09	85.09
REGIONAL GOVT. SERVICES	HUMAN RESOURCES	DECEMBER 2022	6609	7076	330.80	330.80
RINCON CONSULTANTS, INC.	HYDROGEOLOGIC STUDY	45372	6610	20-7080	1,352.00	1,352.00
SLO COUNTY APCD	PERMITS	22650	6611	7068	4,081.44	4,081.44
TOTAL COMPENSATION SYSTEMS	AUDIT	11328	6613	7072	765.00	765.00
USA BLUEBOOK	EQUIPMENT MAINTENANCE	227934; 850496	6614	8030	2,049.05	2,049.05
VWR INTERNATIONAL	LAB SUPPLY'S	2023-184	6615	8040	928.35	928.35
WEST COAST INDUSTRIAL	EQUIPMENT MAINTENANCE	76652	6616	8030	7,855.68	7,855.68
AGP VIDEO	VIDEO	DECEMBER 7, 2023	020823-6617	7080	610.00	610.00
ALLIED ADMINISTRATORS	DENTAL	FEBRUARY 2023	6618	6025	922.58	922.58
ARAMARK	EMPLOYEE UNIFORMS	01/30; 02/06	6619	7025	788.93	788.93
BRENNTAG	PLANT CHEMICALS	BPI306928; BPI307698	6620	8050	22,803.81	22,803.81
COASTAL ROLLOFF	RUBBISH	JANUARY 2023	6621	7093	4,029.78	4,029.78
CULLIGAN CCWT	RENTAL EQUIPMENT	79322	6622	7032	60.00	60.00
EVERYWHERE RIGHT NOW	COMPUTER SUPPORT	FEBRUARY 2023	6623	7082	100.00	100.00
GRAINGER	EQUIPMENT MAINTENANCE	MULTIPLE	6624	8030	336.47	336.47
KENNEDY JENKS	REDUNDANCY	DECEMBER 2023	6625	20-7080	42,335.53	42,335.53
LINDE GAS CO	EQUIPMENT RENTAL	12/20/23-01/20/23	6626	7032	44.30	44.30
MICHAEL K NUNLEY	REDUNDANCY	101998	6627	20-7080	7,582.10	7,582.10
MINERS HARDWARE	EQUIPMENT MAINTENANCE	JANUARY 2023	6628	8030	36.49	36.49
MOSS, LEVY & HARTZHEIM	AUDIT	33946	6629	7072	6,060.00	6,060.00
NVIRO	SCADA	2598	6630	20-7060	1,338.32	1,338.32
OCD	WATER	11/18/22-01/18/23	6631	7094	661.65	661.65
PERC WATER	REDUNDANCY	5901	6632	20-7080	745.00	745.00
SAFETY KLEEN	CHEMICAL ANALYSIS	91052949	6633	7078	266.24	266.24
SO CAL GAS	UTILITY GAS	01/03/23-01/31/23	6634	7092	13,547.00	13,547.00
SO CO SANITARY	RUBBISH	FEBRUARY 2023	6635	7093	368.99	368.99
SSLOCS	EMPLOYEE BENEFITS	JANUARY 2023	6636		124,789.49	124,789.49
THE BANK OF NEW YORK MELON	DEBT SERVICE		6637		322,921.88	322,921.88
TOTAL COMPENSATON SYSTEMS	AUDIT	GASB 75	6638	7072	765.00	765.00
UMPQUA BANK	CREDIT CARD	JANUARY 2023	6639		2,089.04	2,089.04
USA BLUEBOOK	EQUIPMENT MAINTENANCE	257966; 258193	6640	8030	256.71	256.71
WIN-911	SCADA	LICENSE TRACKING	6641	20-7060	2,880.00	2,880.00
ARAMARK	UNIFORMS	02/13/2023	021623-6642	7025	398.41	398.41
ATT FIRST NET	COMMUNICATIONS	01/03/23-02/02/23	6643	7013	80.48	80.48
BLUE WHITE INDUSTRIES	REDUNDANCY	727976	6644	20-7080	12,135.26	12,135.26
BRENNTAG	PLANT CHEMICALS	BPI309423	6645	8050	10,166.83	10,166.83
CARQUEST	AUTOMOTIVE	7314-1355462	6646	8032	135.72	135.72
CHARTER COMMUNICATIONS	COMMUNICATIONS	01/29/23-02/28/23	6647	7013	319.96	319.96
CHRISTOPHER RIGONI		GRADE IV CERT	6648		500.00	500.00
COASTAL JANITORIAL	STRUCTURE MAINTENANCE	FEBRUARY 2023	6649	8061	775.00	775.00
ENGEL & GREY	BIOSEDIDS HANDLING	JANUARY 2023	6650	7085	9,130.85	9,130.85
GDM SERVICES	EQUIPMENT MAINTENANCE	020623-6	6651	8030	335.00	335.00
GRAINGER	EQUIPMENT MAINTENANCE	9598885011	6652	8030	155.18	155.18
GSOLUTIONZ	COMMUNICATIONS	JANUARY 2023	6653	7013	72.95	72.95
KEMIRA WATER SOLUTIONS	PLANT CHEMICALS	9017782570	6654	8050	13,951.56	13,951.56
MCMASER CARR	EQUIPMENT MAINTENANCE	92758597	6655	8030	149.54	149.54
NVIRO	SCADA	2620	6656	20-7060	2,800.00	2,800.00
PERC WATER	REDUNDANCY	5749	6657	20-7080	432.00	432.00
POLYDYNE	PLANT CHEMICALS	1713197	6658	8050	3,599.97	3,599.97
PRECISE WEIGHING SYSTEMS	EQUIPMENT MAINTENANCE	3963	6659	8030	385.00	385.00
RINCON CONSULTANTS, INC.	BIOLOGICAL MONITORING	45633	6660	20-7080	4,661.25	14,827.27
	COASTAL HAZARD MONITORING	45802		19-7020	10,166.02	
ROYAL WHOLESALE	SCADA	MUTLIPLE	6661	20-7060	9,909.80	9,909.80
SPRINT	COMMUNICATIONS	01/04/23-03/03/23	6662	7014	147.19	147.19
VWR INTERNATIONAL	LAB SUPPLY'S	2023-188	6663	8040	200.68	200.68
<b>TOTAL</b>					<b>1,299,969.50</b>	<b>1,299,969.50</b>

We hereby certify that the demands numbered serially from 013023-6596 to 021623-6663 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

Secretary



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## SUMMARY ACTION MINUTES Meeting of Wednesday, February 1, 2023

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### 1. CALL TO ORDER AND ROLL CALL

Chair Ray Russom called the meeting to order and recognized a quorum.

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

District Staff: Jeremy Ghent, District Administrator  
Keith Collins, District Legal Counsel  
Mychal Jones, District Superintendent

### 2. PLEDGE OF ALLEGIANCE

### 3. AGENDA REVIEW

**Action:** Approved as presented.

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

There was no public comment.

### 5. CONSENT AGENDA:

- 5A. Approval of Warrants
- 5B. Approval of Meeting Minutes of December 7, 2022
- 5C. Approval of Fiscal Year 2022 Audit

There was no public comment.

The Board had a brief discussion regarding the term of the auditing firm. Legal Counsel Collins responded that he is not aware of any requirement to change auditing firms. The Board directed staff bring back for discussion a staff report regarding best practices for auditor terms.

**Motion:** Director Karen Bright motioned to approve the Consent Agenda as published.

**Second:** Director Austin

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

**6. ACTION ITEMS:**

**6A. ANNOUNCEMENT OF CHAIR AND VICE CHAIR FOR THE 2023 CALENDAR YEAR**

Recommendation: The Board consider, discuss, and announce the rotation of Chair and Vice Chair for the 2023 Calendar Year in accordance with District Bylaws

Administrator Ghent presented this item. The new rotation is as follows:

<b>Community</b>	<b>2023 Primary Director</b>	<b>2023 Alternate Director</b>
Arroyo Grande	Caren Ray Russom (Chair)	Lan George
Grover Beach	Karen Bright (Vice Chair)	Clint Weirick
Oceano	Linda Austin	Allene Villa

There was no public comment.

**Motion:** Director Karen Bright motioned to approve staffs recommendation.  
**Second:** Director Austin

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

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

Director Ghent presented the District Administrator Report. He shared photos illustrating the January 9, 2023 storm event and post storm event.

The Board thanked the staff for their work during the storm event.

Superintendent Jones presented the Operations Report and reported during the December 1<sup>st</sup> – January 25<sup>th</sup> 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.

The Board asked clarification questions regarding the cleaning of the CCT, explanation of the Superintendents chart specifically the chlorine usage and the expiration of the non-serious violations.

There was no public comment.

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

**7. BOARD MEMBER COMMUNICATIONS**

None

**8. CLOSED SESSION:**

**CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to Government Code Section 54956.9: (one case)

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Gov. Code 54957(b) Title: Plant Superintendent

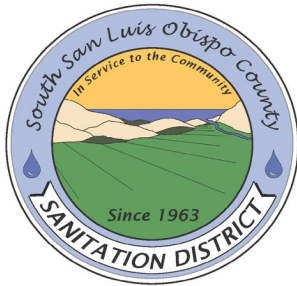
The Board adjourned into closed session.

There was no reportable action.

**9. ADJOURNMENT:**

6:37 p.m.

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



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

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### **STAFF REPORT**

**Date:** March 1, 2023  
**To:** Board of Directors  
**From:** Jeremy Ghent, District Administrator  
**Subject:** **BYLAWS ANNUAL REVIEW**

#### **RECOMMENDATION:**

That the Board receive and file the Districts Bylaws.

#### **BACKGROUND:**

The Board last updated the Bylaws at the March 2, 2022 meeting. Staff and legal counsel have reviewed the currently adopted Bylaws for legal consistency and believe no edits or changes are necessary at this time.

#### **DISCUSSION:**

The Directors are requested to approve by motion the Bylaws with no changes or pull the Bylaws from Consent Agenda and request staff to make revisions. Staff will make the revisions and place the updated Bylaws on the Consent Calendar of a future agenda for review and adoption if the Board desires.

#### **Attachment:**

Resolution 2022-440 February 2022 Update of the Bylaws for the District Board of Directors



**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 Ray Russom seconded by Director White,  
and by the following roll call vote:

**AYES:** Ray Russom, White, Lee  
**NOES:** X  
**ABSENT:** X  
**CONFLICTS:** X

**RESOLUTION NO. 2022-440**

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**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**

## **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

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.

- (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.

- (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

- 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.

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

**4. AGENDAS**

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



- (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.

- 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

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

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**

- 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](http://gsa.gov).
- (d)** All travel and other expenses for District business, conferences, or seminars outside of the State of California shall require separate Board authorization, with specific accountability as to how the District shall benefit by such expenditure.
- 11.2** All expenses that do not fall within the reimbursement policy set forth in 11.1, above, shall be approved by the Board of Directors, at a public meeting, before the expense is incurred.
- 11.3** Board members shall submit an expense report on the District form within ten (10) calendar days after incurring the expense. The expense report shall be accompanied by receipts documenting each expense except for per diem allowances.
- 11.4** Members of the Board of Directors shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the Board of Directors and as required by AB 1234.

**12. CORRESPONDENCE DISTRIBUTION POLICY**

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

- 12.1** All letters approved by the Board of Directors and/or signed by the Chair on behalf of the District; and
- 12.2** All letters and other documents received by the District that are of District-wide concern, as determined by District staff.

**13. CONFLICTS AND RELATED POLICY**

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

**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

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**

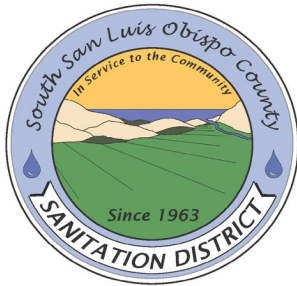
Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Subject to budgetary constraints, there is no limit to the number of Directors attending a particular conference or seminar when it is apparent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

Post Office Box 339, Oceano, California 93475-0339

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

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### **STAFF REPORT**

**Date:** March 1, 2023

**To:** Board of Directors

**From:** Jeremy Ghent, District Administrator

**Subject:** **SUBMITTAL OF A RESOLUTION HONORING KAREN WHITE FOR HER  
OUTSTANDING SERVICE TO THE RATEPAYERS OF THE SOUTH SAN  
LUIS OBISPO COUNTY SANITATION DISTRICT**

#### **RECOMMENDATION:**

It is recommended that the Board adopt Resolution No. 2023-444 commending and thanking Director Karen White for her contributions to the Sanitation District and its ratepayers.

#### **DISCUSSION:**

Over the course of many years Director Karen White has served our communities in a variety of capacities. Karen has led a Community Service District and a Sanitation District.

For us, Karen was a Sanitation District Director. Karen could always be counted on to arrive to a meeting well-read and ready to conduct the people's business. Karen would frequently challenge peers and leaders and hold them to a high standard.

#### **RESULTS:**

The result of action before your Board will provide South San Luis Obispo County Sanitation District Director Karen White recognition for her many years of service and provide a small token of the appreciation that staff and the community have for her steadfast and dedicated service during both good and difficult times.



**RESOLUTION NO. 2023-444**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH SAN LUIS OBISPO  
COUNTY SANITATION DISTRICT HONORING**

***KAREN WHITE***

**FOR HER OUTSTANDING SERVICE TO THE RATEPAYERS OF THE SOUTH SAN  
LUIS OBISPO COUNTY SANITATION DISTRICT**

**WHEREAS**, the Board of Directors of the South San Luis Obispo County Sanitation District wishes to express its appreciation to *KAREN WHITE* for her many years of service resulting in a safe, highly efficient treatment facility, an extensive sewer system serving the communities of Arroyo Grande, Grover Beach, and Oceano; and

**WHEREAS**, *KAREN WHITE* in her tenure as a District Director has served with Distinction on the South San Luis Obispo County Sanitation District Board for three years; and

**WHEREAS**, *KAREN WHITE* having served as District Vice Chair in 2022, and as a District Alternate in both 2017 and 2018, has participated in 22 District Board meetings; and

**WHEREAS**, *KAREN WHITE* has provided her personal time, dedication, and knowledge for the benefit of the District; and

**WHEREAS**, *KAREN WHITE* has participated in many District decisions including adopting union representation for District operators, contracting with Technical Consultants for interim leadership, recruiting and hiring a new District Administrator; and

**WHEREAS**, *KAREN WHITE* was instrumental in permitting, funding and constructing the District's \$28 million Wastewater Redundancy Project and the hiring of the District Administrator; and

**WHEREAS**, *KAREN WHITE'S* knowledge and insight are hereby recognized in leading the District through several critical periods with respect to rates, finances, and administration; and

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Directors of the South San Luis Obispo County Sanitation District, that the District recognizes the accomplishments of *KAREN WHITE* as a member and Chairman of the Board of Directors and hereby commend and extend its deepest thanks and appreciations to *KAREN WHITE* for her contribution and the manner in which she has served the citizens of the South San Luis Obispo County Sanitation District; and

**BE IT FURTHER RESOLVED**, that the Board of Directors and staff of the South San Luis Obispo County Sanitation District wishes continued health and success to *KAREN WHITE* in her future endeavors.

On motion of Director \_\_\_\_\_, seconded by  
Director \_\_\_\_\_, and by the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

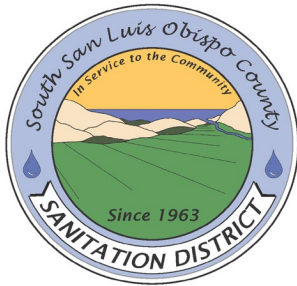
The foregoing Resolution was passed and adopted this 1st day of March 2023.

ATTEST:

\_\_\_\_\_  
Jeremy Ghent, Administrator

APPROVED AS TO FORM:

\_\_\_\_\_  
Keith Collins, District Legal Counsel



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### **STAFF REPORT**

**Date:** March 1, 2023

**To:** Board of Directors

**From:** Jeremy Ghent, District Administrator

**Subject: SUBMITTAL OF A RESOLUTION HONORING JEFF LEE FOR HIS  
OUTSTANDING SERVICE TO THE RATEPAYERS OF THE SOUTH SAN  
LUIS OBISPO COUNTY SANITATION DISTRICT**

#### **RECOMMENDATION:**

It is recommended that the Board adopt Resolution No. 2023-445 commending and thanking Director Jeff Lee for his contributions to the Sanitation District and its ratepayers.

#### **DISCUSSION:**

Director Jeff Lee has served as both the mayor and on City council for the City of Grover Beach. Since 2019 Jeff has served as a Sanitation District Director, Vice Chair and Chairperson. Jeff was prideful about the District's accomplishments, regularly showed appreciation for staff and brought a calm leadership approach speckled with humor.

#### **RESULTS:**

The result of action before your Board will provide South San Luis Obispo County Sanitation District Director Jeff Lee recognition for his many years of service and provide a small token of the appreciation that staff and the community have for his steadfast and dedicated service during both good and difficult times.

**RESOLUTION NO. 2023-445**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH SAN LUIS OBISPO  
COUNTY SANITATION DISTRICT HONORING**

***JEFF LEE***

**FOR HIS OUTSTANDING SERVICE TO THE RATEPAYERS OF THE SOUTH SAN  
LUIS OBISPO COUNTY SANITATION DISTRICT**

**WHEREAS**, the Board of Directors of the South San Luis Obispo County Sanitation District wishes to express its appreciation to *JEFF LEE* for his many years of service resulting in a safe, highly efficient treatment facility, an extensive sewage system serving the communities of Arroyo Grande, Grover Beach, and Oceano; and

**WHEREAS**, *JEFF LEE* in his tenure as a District Director has served with Distinction on the South San Luis Obispo County Sanitation District Board for four years.

**WHEREAS**, *JEFF LEE* has attended 47 Board Meetings, served as both the Vice Chair and Chairperson of the South San Luis Obispo's County Sanitation Board; and

**WHEREAS**, *JEFF LEE* served the District and its ratepayers throughout the entirety of the Covid-19 Pandemic; and

**WHEREAS**, *JEFF LEE* has provided his personal time, dedication, and knowledge for the benefit of the District; and

**WHEREAS**, the District, under the direction of *JEFF LEE*, has accomplished many significant improvements including rehabilitation of primary clarifier #1, refurbishing the #2 digester; and

**WHEREAS**, *JEFF LEE* was instrumental in funding and constructing the District's \$28 million dollar Wastewater Redundancy Project; and

**WHEREAS**, *JEFF LEE'S* knowledge and insight are hereby recognized in leading the District through several critical periods with respect to rates, finances, and administration; and

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Directors of the South San Luis Obispo County Sanitation District, that the District recognizes the accomplishments of *JEFF LEE* as a member and Chairman of the Board of Directors and hereby commend and extend its deepest thanks and appreciations to *JEFF LEE* for his contribution and the manner in which he has served the citizens of the South San Luis Obispo County Sanitation District; and

**BE IT FURTHER RESOLVED**, that the Board of Directors and staff of the South San Luis Obispo County Sanitation District wishes continued health and success to *JEFF LEE* in his future endeavors.

On motion of Director \_\_\_\_\_, seconded by  
Director \_\_\_\_\_, and by the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAINING:

The foregoing Resolution was passed and adopted this 1st day of March 2023.

ATTEST:

\_\_\_\_\_  
Jeremy Ghent, Administrator

APPROVED AS TO FORM:

\_\_\_\_\_  
Keith Collins, District Legal Counsel



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## **STAFF REPORT**

**Date:** March 1, 2023  
**To:** Board of Directors  
**From:** Jeremy Ghent, District Administrator  
**Subject:** **WWTP REDUNDANCY PROJECT UPDATE**

### **RECOMMENDATION:**

That the Board receive and file this report.

### **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 September 2022 through January 2023. 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	736
Original Contract Duration	900	Contract time remaining	165
Current Contract Duration	901	Change order days:	1 day
Current Contract Completion Date	July 15, 2023	Weather days:	5
Schedule Completion Date	June 29, 2023		
Percent complete by time	81.7%		
Notes: 1. Durations are in calendar days. 2. Schedule summary drafted on February 9, 2023.			

The Contractor's January 1, 2023 Schedule Update indicated completion on June 29, 2023; 16 days ahead of the contract completion date. Critical path activities consist of completion of the rehabilitation of secondary clarifier 1 (SC1), for which mechanism which is expected to be delivered during a 6 week window from late February to mid-April.

### **Budget Summary:**

The budget summaries were drafted on February 15, 2023 and based on the invoices received, costs incurred to date, and approved change orders.

### **Construction Contract:**

Contract Award	\$26,939,042.00	Contract Earnings to Date	\$23,373,550.46
Contract Changes	\$384,563.17		
Current Contract	\$27,323,605.17		
Change Order Percent	1.41%	Percent Complete by Cost	86%

Two change orders were executed in September, Change Orders #8 and #9. Change Order #8 consists of a multitude of changes, both costs and credits to the District. The main cost item was adding electric winches to the cranes at the aeration basin to allow for equipment retrieval. Credits included reductions in required bypass pumping volumes for certain activities, decreased depth of ductbank installation, and utility usage true-ups. Additional smaller costs included additional required PRVs at the aeration basin, modifications to a concrete slab needed at the RDT, and an upgrade from PVC to stainless steel for the spray header at the secondary clarifier. Change Order #8 totals \$42,583.

Change Order #9 consists of a revision to the order of startup and commissioning, resulting in a cost of \$10,900. Some additional work will be required to allow for the reordering of startup and commissioning, but it may allow for accelerated completion of major stages of work which will benefit both the District and the Contractor.

Change Order #10 was executed in November. Change Order #10 consists of the dewatering well finishes requested by the District and the unforeseen subgrade stabilization required at the Existing Generator Building floodwall installation for a total added cost of \$27,809.

Change Order #11 was executed in December. Change Order #11 consists of the purchase of the Diesel Particulate Filter for the District's existing generator, a permit requirement not anticipated at the time of project bid, and costs incurred while Filanc assisted the District on a water line leak for a total added cost of \$58,112.

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.

<b>Description</b>	<b>Budget</b>	<b>Spent to Date</b>	<b>Balance to Finish</b>
Construction (Bid Price)	\$26,939,042	-	-
Change Orders (#1 – 11)	\$384,563.17	-	-
<b><i>Subtotal Current Construction Contract (Bid Price + Change Orders)</i></b>	<b>\$27,323,605.17</b>	<b>\$23,373,550.46</b>	<b>\$3,950,054.71</b>
Construction Contingency	\$2,806,782	-	\$2,806,782
Other Construction Costs (1)	\$162,566	\$162,566	\$0
<b><i>Subtotal (Construction + Construction Contingency + Other Construction Costs)</i></b>	<b>\$30,292,953</b>	<b>\$23,536,116.08</b>	<b>\$6,756,836.65</b>
Professional Services Costs	\$6,910,376	\$5,683,083	\$1,227,293
Professional Services Contingency	\$196,671	-	\$196,671
<b>Total</b>	<b>\$37,400,000</b>	<b>\$29,219,199</b>	<b>\$8,180,800</b>



Notes:

(1) Other Construction Costs include PG&E Service costs and OCSD water fees.

## **Summary of Work:**

### September

- Completion of SC2 coating
- Continued installation of SC2 pipelines
- Installation of new transformer and continued electrical and mechanical work at SC2, Aeration Basin, and Blower Building
- Placement of concrete for SC2 and Aeration Basin pump slabs
- Completion of static torque testing and operator training of SC2 and inspection of sluice gate

### October

- Completion of Phase A Startup and Commissioning: SC2 brought online with temporary power and pumping
- SC1 removed from service, drained and inspected with minimal recommended structural repairs
- Continued mechanical and electrical installations at SC2, Aeration Basins, and Blower Building
- Completed Primary Effluent tie-in with successful temporary WWTP shutdown
- Placement of concrete for SC2 walkway and SC2 and Aeration Basin stairs

### November

- Completed excavation and preparation of bore pit for SC1 pipeline boring
- Continued installation of pipeline for Return Activated Sludge (RAS) and Waste Activated Sludge (WAS)
- Completed installation of SC2 scum pump, WAS pumps, and Aeration Basins handrail
- Continued electrical work at Aeration Basins and SC2

### December

- Completion of bore underneath SC1 and setting RAS wet well
- Continued yard piping and mechanical and electrical installation at the SC2 and Aerations Basins
- Completed 2 site blackouts to wreck conductors and install new Main Switch Board. During the December 6, 2022 blackout, incorrect rotation was re-established to the WWTP causing equipment to operate in reverse. Extensive damage occurred to both the Primary Clarifiers (PCs). PC2 was able to be brought back into operation the morning of December 6th, allowing for continued operation of the WWTP. PC1 became operable with temporary repairs by December 19<sup>th</sup>. District staff directed Filanc to replace the damaged equipment for a permanent repair.

## January

- Completed new RAS wet well backfill and decommissioning of dewatering system
- Completed installation of RAS pipeline and Aeration diffusers in both East and West Aeration Basins
- Began concrete repair work within SC1
- Stamford plates and weir baffles installed within SC1

## **Anticipated Upcoming Work:**

Anticipated upcoming work includes the following activities:

- Startup, testing and commissioning for Phase B facilities
- Continued work on the floodwalls and on-site flatwork
- Continued mechanical installations at the Aerations Basin and SC1
- Functional testing of SC1 and Phase D
- Repair of PC1

## **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 September 1, 2022 – January 31, 2023
2. MNS Monthly Report Executive Summaries – September 2022, October 2022, November 2022, December 2022, January 2023
3. WWTP Redundancy Project Budget Status – February 15, 2023



Electrical Conduit Under SC2 Slab\_2022.09.07

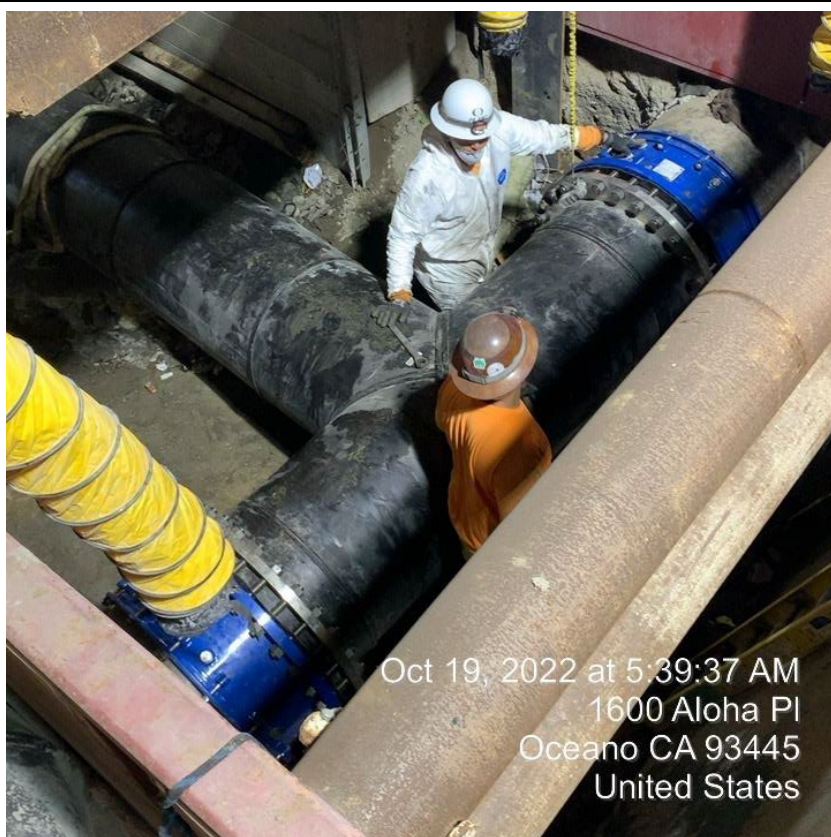


SC2 Mechanism\_2022.09.29





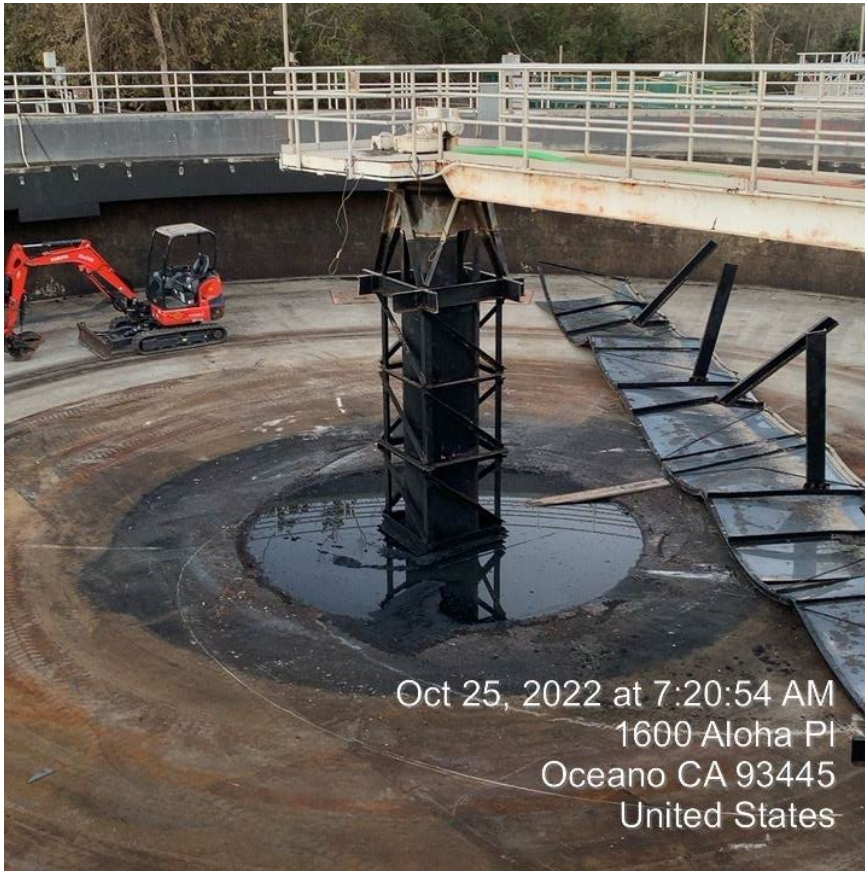
Filling Secondary Clarifier No. 2\_2022.10.07



Oct 19, 2022 at 5:39:37 AM  
1600 Aloha Pl  
Oceano CA 93445  
United States

Primary Effluent Tie-In Complete\_2022.10.22





Oct 25, 2022 at 7:20:54 AM  
1600 Aloha Pl  
Oceano CA 93445  
United States

SC1Demolition\_2022.10.25

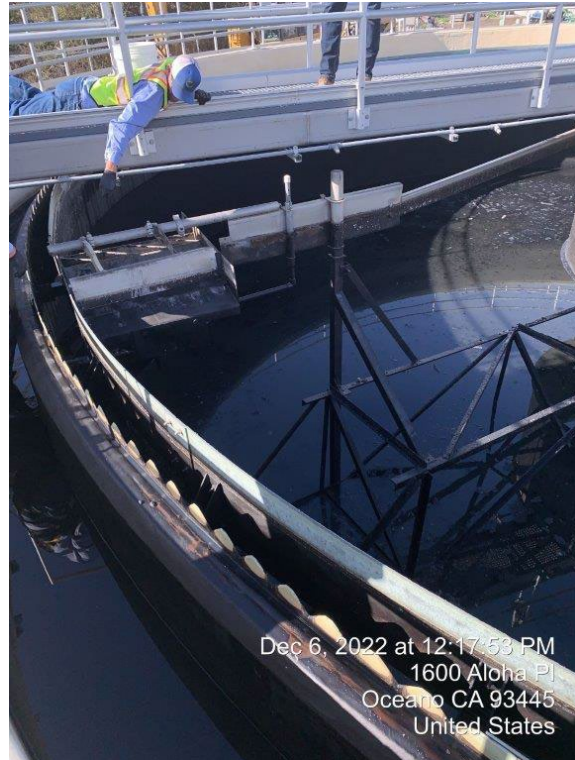
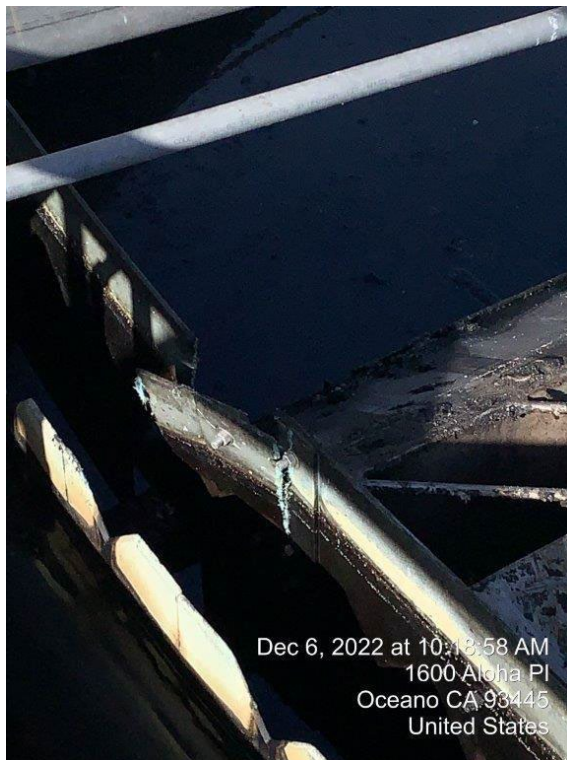


Nov 2, 2022 at 9:54:14 AM  
222° SW  
578 Honolulu St  
Oceano CA 93445  
United States

SC2 Walkway Concrete Finish\_2022.11.02

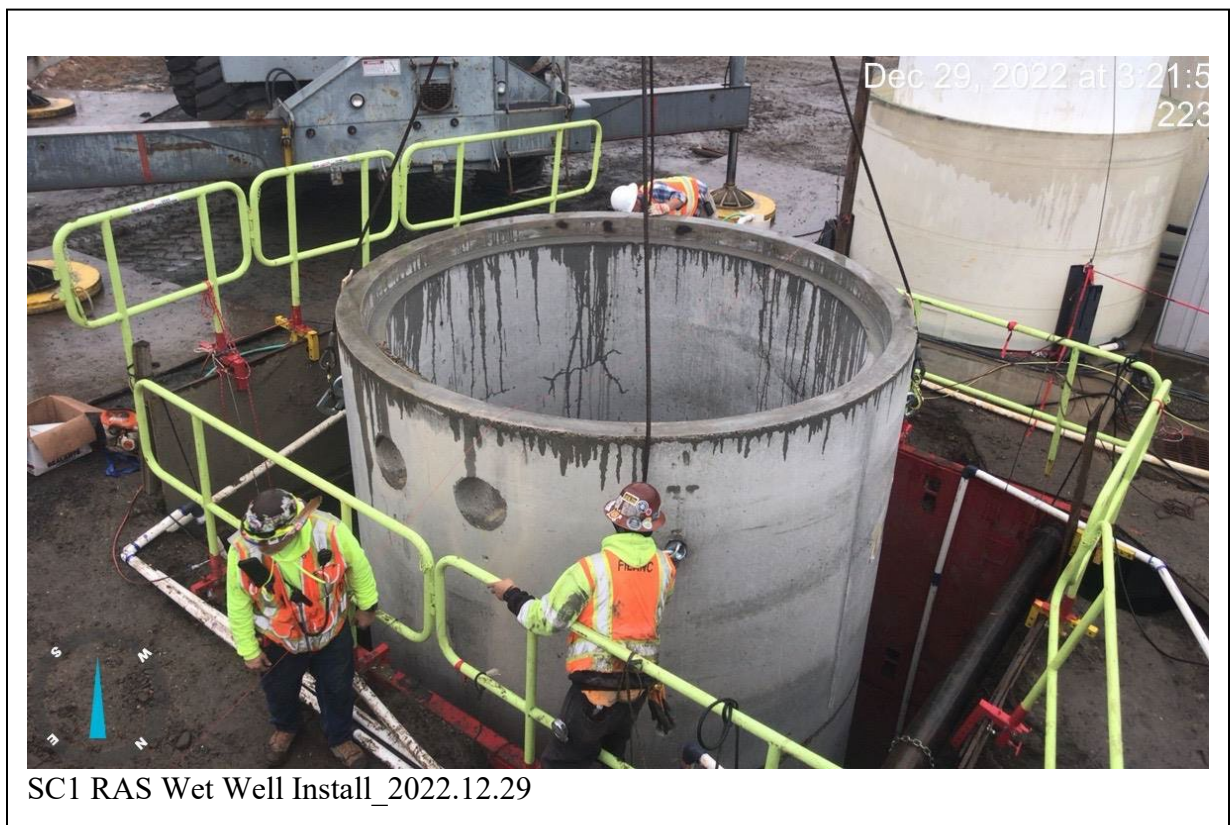


RAS Piping Installation\_2022.11.16

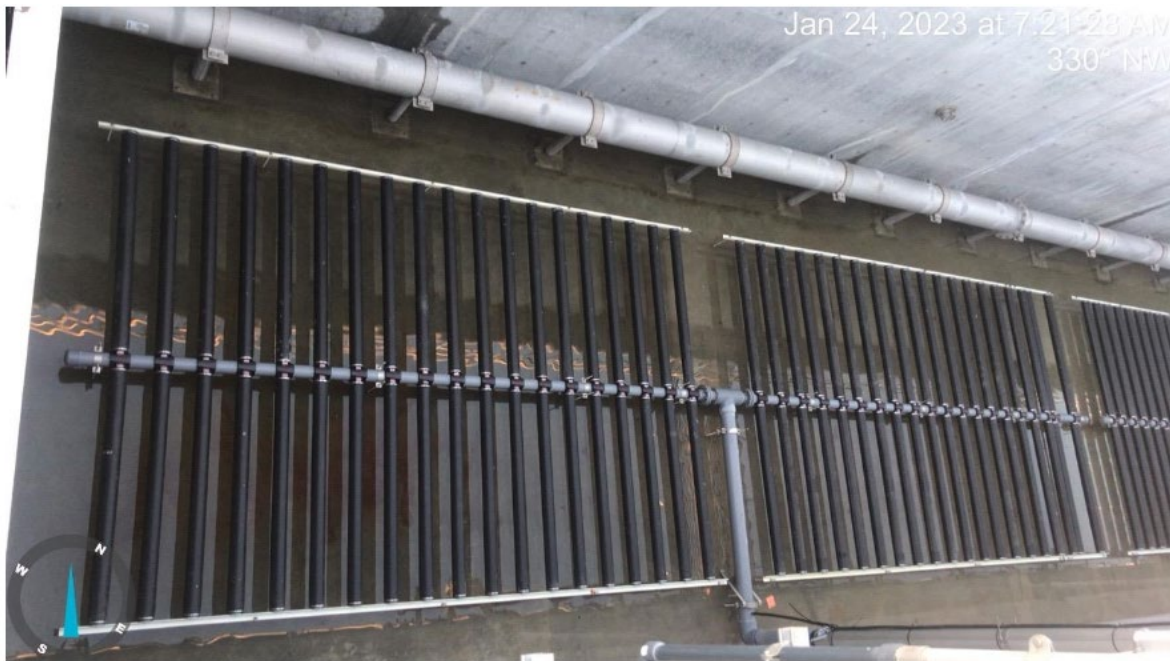


Primary Clarifier No.2 Damage and Repair\_2022.12.06

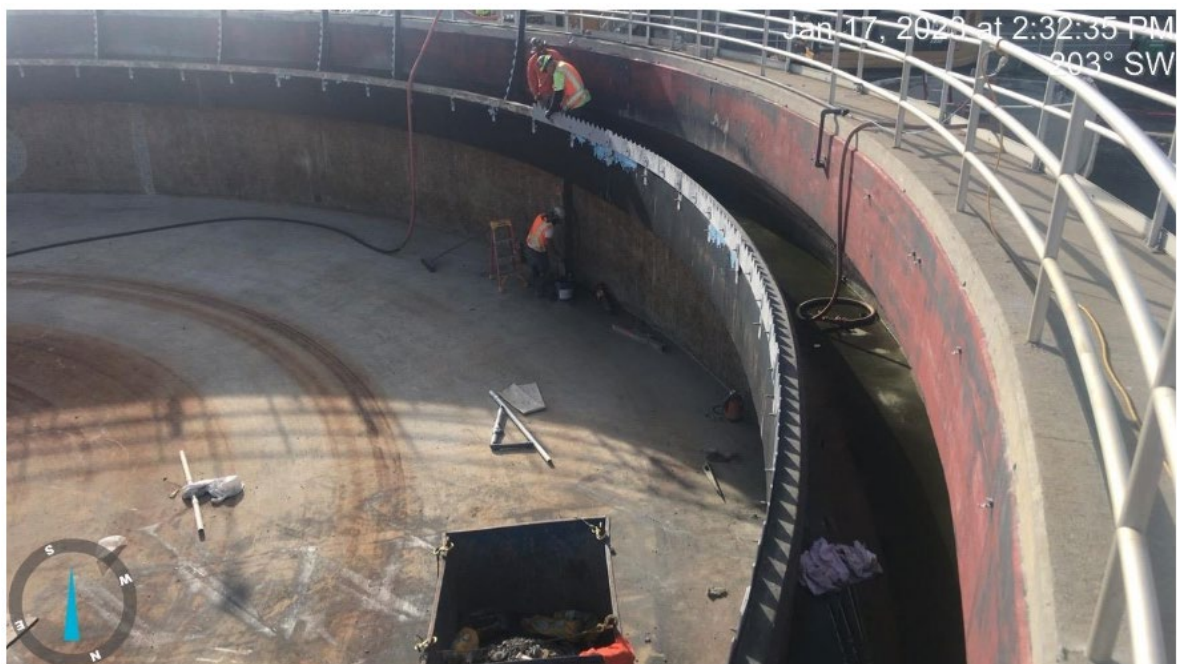








Installation of Aeration Basin Diffusers \_2023.01.24



SC1 Weir Installation \_2023.01.17



## Executive Summary

### Project-at-a-Glance

Award Price:	\$26,939,042.00	Change Orders:	\$298,642.66
Current Price:	\$27,237,684.66	Change Order Percent:	1.11%
Notice to Proceed:	25 January 2021	Change Orders Time:	1 day
Contract Time:	900 calendar days	Paid To Date*:	\$20,195,703.30
Current Contract Time:	901 calendar days	Paid This Period:	\$808,183.16
Contract Completion:	15 July 2023	Retention To Date:	\$1,062,931.75
Schedule Completion:	27 June 2023	Percent Complete:	66%
Liquidated Damages**:	\$0.00	% of Time Lapsed:	68%
		(613 calendar days)	

\* Accounts for progress payments approved prior to 30 September 2022.

**September:** Filanc continued mechanical installations and electrical rough-ins at the Aeration Basins, SC2, and Blower Building. The conduit bridge was installed at the Aeration Basin and concrete slabs placed at the SC2 and Aeration Basin. Smaller diameter water installation at the SC2 and Aeration Basins continued. The SC2 mechanism coating was completed. PG&E also installed the new transformer.

**October:** Filanc will continue mechanical installations and electrical rough-ins at the Aeration Basins, SC2, Blower Building, and RDTs. The concrete stairs and elevated walkway will be completed at the Aeration Basins and SC2. The Primary Effluent tie-in will be completed and the RAS pipeline installation continued. SC2 will be brought into service and SC1 will be taken out of service. The bore pit excavation will begin at the SC1 as well and the SC1 will be prepared for structural inspection by Kennedy Jenks.

**Meetings this Month:** Weekly Construction Meetings. RDT and SC2 Functional Testing Discussions, Perc Site Visit

### 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.

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

**Risk Management Log:** 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:	\$298,642.66
Current Price:	\$27,237,684.66	Change Order Percent:	1.11%
Notice to Proceed:	25 January 2021	Change Orders Time:	1 day
Contract Time:	900 calendar days	Paid To Date*:	\$20,698,593.77
Current Contract Time:	901 calendar days	Paid This Period:	\$502,890.48
Contract Completion:	15 July 2023	Retention To Date:	\$1,089,399.67
Schedule Completion:	7 July 2023	Percent Complete:	70%
Liquidated Damages**:	\$0.00	% of Time Lapsed: (613 calendar days)	71.5%

\* Accounts for progress payments approved prior to 31 October 2022.

**October:** Filanc successfully completed the Startup and Commissioning of Phase A, which brought the SC2 into service on temporary power. The SC1 was drained and the existing mechanism demolished. Filanc also continued mechanical installations and electrical rough-ins at the Aeration Basins, SC2, and Blower Building. One section of the concrete walkway at the SC2 was poured as well as the remaining stairs and pump pads at the SC2 and Aeration Basins. The PE tie-in was completed and pipeline backfilled and construction of the RAS pipeline began.

**November:** Filanc will continue mechanical installations and electrical rough-ins at the Aeration Basins, SC2, Blower Building, and RDTs. The new RAS pipeline will be bored underneath existing SC1 and the new RAW wet well will be set. The recommended repairs will be completed on the interior of the SC1 structure. The RAS pipeline will be completed, as well as various above grade piping at the SC2 and along the north side of the Aeration Basins. Coating of the Blower Building will be completed and coating work at the Conduit Bridge and on-site piping will be started.

**Meetings this Month:** Weekly Construction Meetings. Existing MSB Tie-Over Meeting, RFI 276 Meeting, Water Repellent Coating Pre-Construction Meeting, SC1 Structural Inspection

### 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.

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

**Risk Management Log:** 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:	\$326,451.62
Current Price:	\$27,265,493.62	Change Order Percent:	1.21%
Notice to Proceed:	25 January 2021	Change Orders Time:	1 day
Contract Time:	900 calendar days	Paid To Date*:	\$21,303,958.74
Current Contract Time:	901 calendar days	Paid This Period:	\$605,364.98
Contract Completion:	15 July 2023	Retention To Date:	\$1,121,260.99
Schedule Completion:	5 July 2023	Percent Complete:	73%
Liquidated Damages**:	\$0.00	% of Time Lapsed: (674 calendar days)	74.8%

\* Accounts for progress payments approved prior to 30 November 2022.

**November:** Filanc crew focused on excavation of the SC1 RAS pipeline bore pit and installation of SC2 RAS piping and WAS piping. Concrete placements at the SC2 walkway and Aeration Basins stairs were completed, forms removed, and sack and patch completed. Taft Electric continued various conduit and conductor pulls throughout the site, and the electrical gear passed NETA inspection. Jeffco completed the water repellent coating of the Blower Building.

**December:** The SC1 RAS pipeline bore will be completed, the SC1 RAS wetwell will be set, and concrete reinstated within the SC1. Site rough grading will continue as will work at the Generator Building floodwall. Handrails will be installed on the SC2 walkway. Taft Electric will conduct the WWTP blackouts and PG&E will wreck out, allowing for Taft to complete the switchover to MSB-1, as well as continue installing conduit and pulling wire in preparation for Phase B startup. Pipe insulation of the Aeration Air piping will also be installed.

**Meetings this Month:** Weekly Construction Meetings. Weekly Startup 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.

**Settlement Monitoring:** Settlement monitoring is being monitored weekly.

**Dewatering Monitoring:** Project is in compliance with NPDES discharge requirements.

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

**Risk Management Log:** 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:	\$384,563.17
Current Price:	\$27,265,493.62	Change Order Percent:	1.43%
Notice to Proceed:	25 January 2021	Change Orders Time:	1 day
Contract Time:	900 calendar days	Paid To Date*:	\$21,684,295.11
Current Contract Time:	901 calendar days	Paid This Period:	\$380,336.37
Contract Completion:	15 July 2023	Retention To Date:	\$1,141,278.69
Schedule Completion:	29 June 2023	Percent Complete:	76%
Liquidated Damages**:	\$0.00	% of Time Lapsed: (705 calendar days)	78%

\* Accounts for progress payments approved prior to 31 December 2022.

**December:** Filanc crew focused on excavation of the SC1 RAS pipeline bore pit and installation of SC2 RAS piping and WAS piping. Concrete placements at the SC2 walkway and Aeration Basins stairs were completed, forms removed, and sack and patch completed. Taft Electric continued various conduit and conductor pulls throughout the site, and the electrical gear passed NETA inspection. Jeffco completed the water repellent coating of the Blower Building.

**January:** Filanc will complete internal repairs to SC1, and the SC1 mechanism will arrive. Backfill of the new RAS wet well will be completed and the dewatering system will be decommissioned. Work will continue on the yard piping and mechanical/electrical installations at the SC2 and Aeration Basins in preparation for Phase B startup, Diffuser installation will be completed, and the Blowers will be wired and ready for operation in Hand. Eaton MCC gear will be started up and training provided for the District Operators.

**Meetings this Month:** Weekly Construction Meetings. Weekly Startup Meetings, MOP Meetings, Go/No Go Meetings.

### Key Project Indicator Grades:

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

### Critical Issues:

**Primary Clarifiers:** Primary Clarifiers were damaged during a power outage. Both have been brought back into operation and MNS is coordinating with Filanc and Ovivo (equipment manufacture) to get an on-site inspection conducted and replacement equipment procured/installed.

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

**Biological:** 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.

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

**Risk Management Log:** 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:	\$384,563.17
Current Price:	\$27,323,605.17	Change Order Percent:	1.43%
Notice to Proceed:	25 January 2021	Change Orders Time:	1 day
Contract Time:	900 calendar days	Paid To Date*:	\$22,204,872.35
Current Contract Time:	901 calendar days	Paid This Period:	\$520,577.24
Contract Completion:	15 July 2023	Retention To Date:	\$1,168,677.49
Schedule Completion:	29 June 2023	Percent Complete:	77%
Liquidated Damages**:	\$0.00	% of Time Lapsed: (736 calendar days)	82%

\* Accounts for progress payments approved prior to 31 January 2023.

**January:** Filanc crew completed backfill of the SC1 RAS wet well and the RAS below ground piping. SC1 concrete repairs began and installation of the weir plates and Stamford baffles at the SC1 were completed to the extent possible. Electricians continued work wiring components and coordinated re-wiring of the generator to comply with the submittal. The louvers were installed at the Blower Building and coating of the SC1 scum beach was completed.

**February:** Filanc will complete startup and commissioning of the Phase B facilities. Filanc will also continue mechanical installation at the SC1 and Aeration Basin. Taft Electric will continue wiring work at the Aeration Basins.

**Meetings this Month:** Weekly Construction Meetings. Weekly Startup Meetings, Blower Manufacturer Coordination Meeting, Primary Clarifier Inspection/Meetings.

### Key Project Indicator Grades:

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

### Critical Issues:

**Primary Clarifiers:** Primary Clarifiers were damaged during a power outage. Both have been brought back into operation. An Ovivo (equipment manufacture) representative visited site on January 18 and 19 to inspect the condition of the Primary Clarifiers. A summary report of findings was provided recommending replacement of several components.

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

**Biological:** 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 monthly.

**Dewatering Monitoring:** Project is in compliance with NPDES discharge requirements.

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

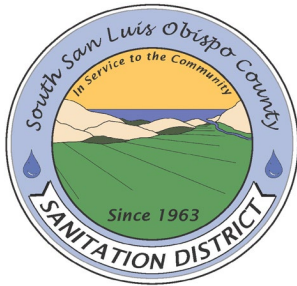
**Risk Management Log:** Key Items at this stage of the Project include monitoring change orders, dewatering volumes, unintended consequences of construction, unknown underground utilities, and introduction of the new treatment process to existing plant.

## SSLOCSO WWTP Redundancy Project Budget Status

Updated 15-Feb-23

Description	Original Budget	Notes	Revised Budget	Notes	Earned Previously	Notes	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	This Period (Sept-22 - Jan-23)	Total Spent to Date	Balance to Finish
<b>Construction Costs</b>														
<b>General Contractor</b>														
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 - Duct 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 penetrations	\$ -		\$ 13,893.92											
CCO#6 - PE Pump Starters, WAS potholing, unknown slab	\$ -		\$ 13,863.55											
CCO#7 - AB Conduit Bridge, Utility & Misc. credits, Floodwall Mods	\$ -		\$ 139,503.91											
CCO#8 - Misc. Credits, electric davit crane winches, SST header	\$ -		\$ 42,583.01											
CCO#9 - Revise phasing of startup/commissioning	\$ -		\$ 10,900.00											
CCO#10 - Floodwall Subgrade & Dewatering Well Finish	\$ -		\$ 27,808.96											
CCO#11 - Diesel Particulate Filter & Water leak assist	\$ -		\$ 58,111.55											
Change Order Total	\$ -		\$ 384,563.17											
<b>Updated Construction Contract</b>	\$ 26,939,042		\$ 27,323,605.17		\$ 20,407,916.66	7	\$ 850,719.01	\$ 529,358.39	\$ 637,226.28	\$ 400,354.07	\$ 547,976.04	\$ 2,965,633.80	\$ 23,373,550.46	\$ 3,950,054.71
<b>Other Construction Costs</b>														
PG&E Service Cost	\$ -		\$ 161,866	4	\$ 161,865.62		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 161,865.62	\$ -
OCSD water fees	\$ -		\$ 700		\$ 700.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700.00	\$ -
Construction Contingency	\$ 3,353,911	1	\$ 2,806,782	4	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,806,782
<b>Subtotal Construction + Construction Contingency</b>	\$ 30,292,953		\$ 30,292,953		\$ 20,570,482.28		\$ 850,719.01	\$ 529,358.39	\$ 637,226.28	\$ 400,354.07	\$ 547,976.04	\$ 2,417,657.76	\$ 23,536,116.08	\$ 6,756,836.65
<b>Professional Services Costs</b>														
Engineering Design + Bid Support + Engr Service During Construction (KJ)	\$ 2,781,737		\$ 2,997,492		\$ 2,698,669.21		\$ 34,047.50	\$ 34,677.50	\$ 32,066.60	\$ 25,750.58	\$ 42,335.53	\$ 168,877.71	\$ 2,867,546.92	\$ 129,945
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										
Amendment 5 Engineering Services during Construction	\$ -		\$ 79,425											
Operations Services - Startup, Training, O&M	\$ 300,000		\$ 299,672	10	\$ 9,766.00		\$ 432.00	\$ 1,387.62	\$ 1,426.00	\$ 1,766.50	\$ 745.00	\$ 5,757.12	\$ 15,523.12	\$ 284,149
Construction Management (MNS)	\$ 2,616,120		\$ 2,616,120		\$ 1,632,380.28		\$ 104,278.05	\$ 75,583.79	\$ 83,996.00	\$ 70,360.16	\$ 90,212.61	\$ 424,430.61	\$ 2,056,810.89	\$ 559,309
Legal/Admin Costs (Estimated)	\$ 669,921		\$ 639,107	3, 11	\$ 370,564.07		\$ 14,246.00	\$ 7,231.89	\$ 4,996.80	\$ 12,352.28	\$ 7,582.10	\$ 46,409.07	\$ 416,973	\$ 222,134
Legal (Estimated)	\$ 50,000		\$ 50,000		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Admin (MKN)	\$ 500,093		\$ 469,279	3, 11	\$ 316,680.69		\$ 13,302.47	\$ 7,231.89	\$ 4,996.80	\$ 12,352.28	\$ 7,582.10	\$ 45,465.54	\$ 362,146.23	\$ 107,132.77
Community Workforce Administration (Pacific Resources)	\$ 79,828		\$ 79,828		\$ 13,883.38		\$ 943.53	\$ -	\$ -	\$ -	\$ -	\$ 943.53	\$ 14,826.91	\$ 65,001
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		\$ 332,878		\$ 271,471.25		\$ 1,900.50	\$ 8,122.25	\$ 11,020.70	\$ 8,630.50	\$ 1,352.00	\$ 31,025.95	\$ 302,497	\$ 30,381
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		\$ 49,117.90		\$ 930.00	\$ 1,103.75	\$ 3,588.95	\$ 6,086.25	\$ 1,352.00	\$ 13,060.95	\$ 62,178.85	\$ 23,580
Hydrogeological Study	\$ -		\$ 18,000	12	\$ -		\$ 970.50	\$ 7,018.50	\$ 7,431.75	\$ 2,544.25	\$ -	\$ 17,965.00	\$ 17,965.00	\$ 35
Construction photography	\$ -		\$ 3,600	6	\$ 1,950.00		\$ -	\$ -	\$ 275.00	\$ -	\$ -	\$ 275.00	\$ 2,225.00	\$ 1,375
<b>Subtotal of Soft Project Costs</b>	\$ 6,704,656		\$ 6,910,376		\$ 5,006,307		\$ 154,904	\$ 127,003	\$ 133,781	\$ 118,860	\$ 142,227	\$ 676,775	\$ 5,683,083	\$ 1,227,293
Professional services contingency	\$ 397,000	2	\$ 196,671	3, 11	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 196,671
<b>Total (Budgets rounded up to the nearest \$10,000)</b>	\$ 37,400,000		\$ 37,400,000		\$ 25,576,789		\$ 1,005,623	\$ 656,361	\$ 771,007	\$ 519,214	\$ 690,203	\$ 3,094,433	\$ 29,219,199	\$ 8,180,800

- Notes:
- Construction contingency is recommended at 12.45% based on 15% for estimated higher risk items and 10% for estimated lower risk items.
  - 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
  - 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. (March 2021)
  - PG&E Service costs were realized in February 2021. The construction contingency was reduced accordingly.
  - 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.
  - A budget for professional construction photography (anticipated to be quarterly or semi-annual drone flights) was added in Summer 2021.
  - Construction costs include the 5% contract retainage.
  - Correction to Construction Management (MNS) invoices (September 20, 2021): The January 2021 invoices was 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.
  - The Contractor Prequalification was completed for less than budgeted. The budget was reduced accordingly and the \$494 remainder was added to the Professional Services Contingency budget.
  - The District Board authorized execution of a contract with Perc Water for Operations Consulting Services in the amount of \$299,672 on 5/18/2022. The budget for Operations Services was updated accordingly.
  - The estimated total cost for Administrative Services was updated based on proposed Year 4 services, which considered level of effort to date, project duration and anticipated tasks. The professional services contingency was increased accordingly. (Sept 2022)
  - Hydrogeological Study was performed Sept-Dec 2023 at the request of USDA Rural Development. The professional services contingency was reduced to cover the cost.



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

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

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### **STAFF REPORT**

Date: March 1, 2023  
To: Board of Directors  
From: Jeremy Ghent, District Administrator

**Subject: ROTATION OF DISTRICT FINANCIAL AUDITORS**

#### **RECOMMENDATION:**

That the Board receive and file this report.

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

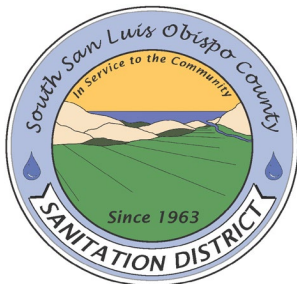
At the February meeting of the Board of Directors, and while receiving a report on the District's finances, Director Karen Bright inquired regarding the District's plans to contract with a new auditing firm given that the current auditing firm (Moss Levy & Hartzheim) has been providing these services for the District consecutively since 2017. Staff and legal counsel researched the issue and concluded that the District can continue to use the same auditing firm, but the Board may consider directing staff to contract with a different auditing firm if it so desires.

Government Code section 12410.6(a) provides that audits of local agencies must be made by a certified public accountant. Subsection (b) prohibits a local agency from:

“...employ[ing] a public accounting firm to provide audit services to a local agency if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local agency for six consecutive fiscal years.”

In other words, the same auditor cannot have primary responsibility for the District's audit for six consecutive years. Moss Levy & Hartzheim have informed staff that they rotate auditors serving the District, so the District has not had the same auditor performing or coordinating the District's audits for the past six consecutive years. For this reason, the District is not required to solicit the services of another auditing firm. However, the Board may direct staff to solicit quotes from other firms in order to compare the costs of auditing services.





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## Staff Report

**To:** Board of Directors

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

**Date:** March 1, 2023

**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 Item 6C*

### **Misc:**

- *District Administrator had a phone call with new Central Coast Blue General Manager Geoff English*
- *District participated in prestorm call with National Weather Service, CalOES, and multiple local agencies.*
- *Staff provided comments on two Grover Beach Capital Improvement Projects.*
- *District is actively coordinating with the Central Coast Blue design team.*
- *District has been reimbursed for Mutual Aid service provided to County Public Works during the January 9<sup>th</sup> storm and post-storm event.*

### **Plant Tours:**

- *Coordinating future visit with Grover Beach alternate Clint Weirick*

### **Tentative Items:**

- *Proposal for Implementation of Cogeneration Project (April 5)*
- *Review of Personnel Policy Manual (April 5)*
- *Midyear Budget Review (April 5)*



## **Plant Operations Report**

During the February 1<sup>st</sup> – February 24<sup>th</sup> reporting period, the District's facility exceeded its NPDES Permit limit for daily maximum fecal coliform. The Regional Water Quality Control Board has been notified. Report on exceedance is discussed at the end of this report. All other process values were within Permit limitations.

**Monthly Plant Data for February 2023**

February 2023	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	2.1	3	473	9.3		483	13.7		<1.8	125
High	2.37	3.9	583	17.7		551	21.8		>16,000	500
Feb 2023 AVG	2.2	3.36	529	13.8	97.4	513	18.3	96.4	1,899	241
Feb 2022 AVG	2.19	3.44	485	25.3	94.8	481	31.1	93.5	13.7	254
Limit	5.0			40/60/90	>80		40/60/90	>80	2000	

### **Operation and Maintenance Tasks**

- Unplugged centrifuge discharge chute
- Drained and rinse eastern 4 channels of the Chlorine Contact Tank (CCT)
- Continued loading scrap metal for recycling
- Installed new exit control loop for front gate
- Troubleshoot faulty Fixed Film Reactor Pump No. 2 failure alarm
- Removed and installed new reclaim water strainer
- Checked and marked Underground Service Alerts
- Used street sweeper to thoroughly clean plant roadways
- Assisted Nviro with installation of new temperature gauges
- Removed and installed new centrifuge motor
- Removed and installed new centrifuge drive belts
- Replaced bearings on centrifuge motor
- Painted safety bollards throughout facility
- Removed old electrical conduit where old transformer was removed
- Electricraft assisted with troubleshooting of emergency generator louvers
- Installed new O-ring on Amiad filter
- Troubleshoot chlorine disinfection system

### **Work Orders Completed**

- De-ragged primary clarifier sludge pumps
- Inspected and greased plant motors
- Test ran emergency generator and emergency bypass pump
- Performed monthly safety walk
- Rinsed all clarifiers
- Quarterly Safety Meeting
- Rinse disinfection probes
- Quarterly rotation of influent pumps

#### Preventative Maintenance:

- Plant carts
- 6-inch trash pump
- Digester vacuum/pressure relief valves
- Water Champ flash mixer
- Clarifier drive units

#### Training

Staff participated in training on:

- Personal Protective Equipment Types

#### Call Outs

- February 24, 2023, 5:27 AM – Power Failure. Operations staff responded and verified plant operation on emergency generator. Utility power failure was due to a downed power line. PG&E was on site to switch utility power from the back of the plant to the front of the plant due to a downed power line. Power was restored at approximately 12:30 PM.

#### Exceedances

On February 16<sup>th</sup>, the District recorded the first fecal coliform bacteria result of >16,000 MPN/100 mL for February 15<sup>th</sup>. The cause of the exceedance was due to a low total residual chlorine. Following the observation of the low chlorine residual on February 15<sup>th</sup>, the District grabbed an additional fecal coliform sample to ensure disinfection was occurring. The subsequent fecal coliform analysis performed had a result of 49 MPN/100 mL. The daily maximum fecal coliform bacteria for February 15<sup>th</sup> was ≥8,024 MPN/100mL.

On February 22<sup>nd</sup>, the District recorded a fecal coliform bacteria result of >16,000 MPN/100 mL for February 21<sup>st</sup>. The cause of the exceedance was due to a low total chlorine residual. Following the observation of the low total chlorine residual on February 21<sup>st</sup>, District Operations staff troubleshot the Sodium Hypochlorite (chlorine bleach) injection system and found a large blockage (calcified Sodium Hypochlorite) in the chemical feed line at the flash mixer (photo attached). The blockage was cleared, and chlorine residuals returned to normal. In addition, the District performed Ocean sampling of the surf zone (SRF-A,B,C,D per NPDES Permit) for Total Coliform Bacteria and Fecal Coliform Bacteria. The results from that analysis were within normal range.

The blockage of the chlorine bleach injection system was likely the cause of the February 15<sup>th</sup> fecal coliform exceedance.

Currently, District Operations staff perform a monthly inspection of the chlorine bleach injection system but does not inspect the feed piping internals where the blockage occurred. The internal inspection of the feed piping internals has been added to the monthly work order to prevent reoccurrence of the blockage.

*Photo of Blockage*



**2023 Non-Serious Violations**

- **February 15, 2023** – Daily Maximum Fecal Coliform  
This exceedance expires August 14, 2023.
- **February 21, 2023** – Daily Maximum Fecal Coliform  
This exceedance expires August 20, 2023.

Non-serious (also known as chronic) violations are subject to a mandatory minimum penalty of \$3,000 each when four or more occur in any period of six consecutive months (period commencing on the date that one of the violations occurs and ending 180 days after that date). The first three violations in that period are not assessed a mandatory minimum penalty. The District will not be assessed a penalty for the exceedances that occurred in 2022. All three Permit exceedances from 2022 have expired and will not count against the District shall any future non-serious violations occur.



Staff



