



**SOUTH SAN LUIS OBISPO COUNTY
SANITATION DISTRICT**

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

**AGENDA
BOARD OF DIRECTORS' MEETING**

Wednesday, April 1, 2026, at 6:00 p.m.
Arroyo Grande Council Chambers,
215 E. Branch Street, Arroyo Grande, California 93420

Board Members

Caren Ray Russom, Chair
Kassi Dee, Vice Chair
Linda Austin, Director

Agencies

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

Alternate Board Members

Clint Weirick, Director
Shirly Gibson, Director
Jim Guthrie, Director

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

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

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

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

Please adhere to the following procedures when addressing the Board:

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

Any writing or document pertaining to an open-session item on this agenda which is distributed to a majority of the Board after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed. The writing or document will be available for public review in the offices of the Oceano CSD, a member agency located at 1655 Front Street, Oceano, California. Consistent with the Americans with Disabilities Act (ADA) and California Government Code §54954.2, requests for disability-related modification or accommodation,

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

5. CONSENT AGENDA:

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

5A. Approval of Warrants

5B. Approval of Meeting Minutes of March 4, 2026

6. ACTION ITEMS:

6A. AUTHORIZATION TO RECLASSIFY THE BOOKKEEPER/SECRETARY POSITION TO BUSINESS & ACCOUNTING ANALYST AND ADOPT SALARY RANGE (CONTINUED)

Recommendation: The District Administrator recommends that the Board of Directors consider the additional analysis and approve the reclassification of the Bookkeeper/Secretary position to Business & Accounting Analyst and adopt the associated salary range.

6B. DISTRICT ADMINISTRATOR AND PLANT OPERATIONS REPORT

Recommendation: Receive and File

7. BOARD MEMBER COMMUNICATIONS:

8. ADJOURNMENT

The next regularly scheduled Board Meeting is
May 6, 2026, 6:00 pm at the
Arroyo Grande Council Chambers,
215 E. Branch Street, Arroyo Grande, California 93420

WARRANT REGISTER
4/1/2026
FISCAL YEAR 2025/26

| VENDOR | BUDGET LINE ITEM | DETAIL | WARRANT NO | ACCT | ACCT BRKDN | TOTAL |
|----------------------------|----------------------------|------------------------|-------------|---------|-------------------|-------------------|
| ADVANCED FLOW MEASUREMENT | EQUIPMENT MAINTENANCE | 5738 | 031126-9150 | 8030 | 2,200.00 | 2,200.00 |
| AGP VIDEO | PROFESSIONAL SERVICE | JANUARY 2026 | 9151 | 7080 | 650.00 | 650.00 |
| ALLIED ADMINSTRATORS | DENTAL | APRIL 2026 | 9152 | 6025 | 1,017.40 | 1,017.40 |
| AT&T MOBILITY | COMMUNICATIONS | 01/03/26-02/02/26 | 9153 | 7013 | 162.96 | 162.96 |
| AUTOSYS, LLC | SCADA | 0435; 0440 | 9154 | 7051 | 4,836.25 | 4,836.25 |
| BRENNTAG | PLANT CHEMICALS | BPI584638 | 9155 | 8050 | 6,955.28 | 6,955.28 |
| CAREN RAY RUSSOM | BOARD SERVICE | MARCH 2026 | 9156 | 7075 | 100.00 | 100.00 |
| CHARTER COMMUNICATIONS | COMPUTER SUPPORT | 03/01/26-03/28/26 | 9157 | 7013 | 333.86 | 333.86 |
| COASTAL JANITORIAL | STRUCTURE MAINTENANCE | MARCH 2026 | 9158 | 8060 | 775.00 | 775.00 |
| COASTAL ROLLOFF | RUBBISH | FEBRUARY 2026 | 9159 | 7093 | 1,571.81 | 1,571.81 |
| COLD CANYON LANDFILL | RUBBISH | 46270D100 | 9160 | 7093 | 462.00 | 462.00 |
| COLUMBIA BANK | CREDIT CARD | FEBRUARY 2026 | 9161 | | 5,957.48 | 5,957.48 |
| CULLIGAN WATER | RENTAL EQUIPMENT | FEBRUARY 2026 | 9162 | 7032 | 301.36 | 301.36 |
| EVERYWHERE RIGHT NOW | COMPUTER SUPPORT | MARCH 2026 | 9163 | 7082 | 222.22 | 222.22 |
| FEDEX | CHEMICAL ANALYSIS | MULTIPLE | 9164 | 7078 | 97.28 | 97.28 |
| GRAINGER | EQUIPMENT MAINTENANCE | MULTIPLE | 9165 | 8030 | 3,524.85 | 3,524.85 |
| GSOLUTIONZ | COMMUNICATIONS | APRIL 2026 | 9166 | 7013 | 105.63 | 105.63 |
| HACH COMPANY | LAB SUPPLIES | 17866798 | 9167 | 8040 | 236.65 | 236.65 |
| HELPING HAND HEALTH ED | SAFETY | 11087 | 9168 | 8056 | 800.00 | 800.00 |
| JB DEWAR | FUEL | 453377 | 9169 | 8020 | 152.39 | 152.39 |
| KASSANDRA DEE | BOARD SERVICE | MARCH 2026 | 9170 | 7075 | 100.00 | 100.00 |
| LIFE TECHNOLOGIES CORP | CAPITAL EQUIPMENT | 88463177 | 9171 | 8010 | 3,054.48 | 3,054.48 |
| LINDA AUSTIN | BOARD SERVICE | MARCH 2026 | 9172 | 7075 | 100.00 | 100.00 |
| LINDE GAS | EQUIPMENT RENTAL | 55070494 | 9173 | 7032 | 55.01 | 55.01 |
| MCMASTER CARR | EQUIPMENT MAINTENANCE | MULTIPLE | 9174 | 8030 | 233.87 | 233.87 |
| MINERS | EQUIPMENT MAINTENANCE | FEBRUARY 2026 | 9175 | 8030 | 1,671.66 | 1,671.66 |
| MOSS LEVY HARTZHEIM LLP | AUDIT | I-10646 | 9176 | 7072 | 4,000.00 | 4,000.00 |
| NOBLE POWER EQUIPMENT | EQUIPMENT MAINTENANCE | MULTIPLE | 9177 | 8045 | 1,010.11 | 1,010.11 |
| POLYDYNE | PLANT CHEMICALS | 2003973 | 9178 | 8050 | 8,859.08 | 8,859.08 |
| RAIN FOR RENT | RENTAL EQUIPMENT | 2242580 | 9179 | 7032 | 754.00 | 754.00 |
| RINCON | COASTAL HAZARD MONITORING | 72392 | 9180 | 7020 | 6,235.25 | 6,235.25 |
| SECURITAS | ALARMS | FEBRUARY, MARCH, APRIL | 9181 | 7011 | 264.93 | 264.93 |
| SO CAL GAS | GAS | 01/30/26-03/03/26 | 9182 | 7092 | 7,261.96 | 7,261.96 |
| SO COUNTY SANITARY | RUBBISH | MARCH 2026 | 9183 | 7093 | 412.27 | 412.27 |
| SSLOCS | EMPLOYEE BENEFITS | FEBRUARY 2026 | 9184 | | 142,628.90 | 142,628.90 |
| STATEWIDE SAFETY | SAFETY | 3026296 | 9185 | 8056 | 336.00 | 336.00 |
| T-MOBILE | CELL PHONE | 01/16/26-02/15/26 | 9186 | 7014 | 60.80 | 60.80 |
| USA BLUEBOOK | EQUIPMENT MAINTENANCE | MULTIPLE | 9187 | 8030 | 1,276.03 | 1,276.03 |
| VESTIS | EMPLOYEE UNIFORMS | 02/23; 03/02 | 9188 | 7025 | 1,160.70 | 1,160.70 |
| AMERICAN BUSINESS MACHINES | OFFICE SUPPLIES | 857126 | 032526-9189 | 8045 | 96.04 | 96.04 |
| AT&T MOBILITY | COMMUNICATIONS | 02/03/26-03/02/26 | 9190 | 7013 | 81.48 | 81.48 |
| AUTOSYS, LLC | SCADA | 0455 | 9191 | 7051 | 5,278.75 | 5,278.75 |
| BRENNTAG | PLANT CHEMICALS | BPI588037 | 9192 | 8050 | 13,198.50 | 13,198.50 |
| DU ALL SAFETY | ENGINEERING | 27052 | 9193 | 7077 | 5,677.00 | 5,677.00 |
| ENGEL & GRAY | BIOSOLIDS COLLECTION | FEBRUARY 2026 | 9194 | 7085 | 8,353.92 | 8,353.92 |
| FEDEX | OFFICE SUPPLIES | MULTIPLE | 9195 | 7078 | 93.29 | 93.29 |
| FERGUSON | ELECTRICIAN | 1376 | 9196 | 7062 | 3,846.00 | 3,846.00 |
| GRAINGER | EQUIPMENT MAINTENANCE | MULTIPLE | 9197 | 8030 | 241.24 | 241.24 |
| GSOLUTIONZ | COMMUNICATIONS | 7258 | 9198 | 7013 | 369.92 | 369.92 |
| III SUPPLY | EQUIPMENT MAINTENANCE | 110775 | 9199 | 8030 | 136.49 | 136.49 |
| JB DEWAR | FUEL | 456993 | 9200 | 8020 | 96.10 | 96.10 |
| JONES MAYER | LEGAL COUNSEL | FEBRUARY 2026 | 9201 | 7071 | 623.50 | 623.50 |
| MCMASTER CARR | EQUIPMENT MAINTENANCE | MULTIPLE | 9202 | 8030 | 465.32 | 465.32 |
| MICHAEL K NUNLEY | ENGINEERING | 2821 | 9203 | 7077 | 433.50 | 1,823.00 |
| | CONDITION ASSESSMENT | 2822 | | 26-8065 | 1,389.50 | |
| MOSS, LEVY & HARTZHEIM | AUDIT | I-11061 | 9204 | 7072 | 7,370.00 | 7,370.00 |
| OILFIELD ENVIRO COMPLIANCE | CHEMICAL ANALYSIS | 03/09 STATEMENT | 9205 | 7078 | 13,077.00 | 13,077.00 |
| PG&E | ELECTRICITY | 02/09/26-03/10/26 | 9206 | 7091 | 33,029.62 | 33,029.62 |
| POLYDYNE | PLANT CHEMICALS | 2009458 | 9207 | 8050 | 13,282.21 | 13,282.21 |
| RINCON | COASTAL HAZARDS MONITORING | 72599 | 9208 | 7020 | 11,755.27 | 11,755.27 |
| ROYAL SOLUTIONS | EQUIPMENT MAINTENANCE | 2026-416 | 9209 | 8030 | 4,159.85 | 4,159.85 |
| VESTIS | UNIFORMS | 03/09; 03/16 | 9210 | 7025 | 1,172.59 | 1,172.59 |
| WEST COAST GAUGING | EQUIPMENT MAINTENANCE | 3373 | 9211 | 8030 | 7,369.00 | 7,369.00 |
| GRAND TOTAL | | | | | 341,533.56 | 341,533.56 |

We hereby certify that the demands numbered serially from 031126-9150 to 032526-9211 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, March 04, 2026

1. CALL TO ORDER AND ROLL CALL

Chair Kassi Dee called the meeting to order and recognized a quorum.

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

District Staff: Jeremy Ghent, District Administrator
Mychal Jones, Plant Superintendent
Wendy Stockton, District Legal Counsel
Amy Simpson, District Bookkeeper/Secretary

2. PLEDGE OF ALLEGIANCE

3. AGENDA REVIEW

Action: Approved as presented.

4. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON AGENDA

5. CONSENT AGENDA:

- 5A. Approval of Warrants
- 5B. Approval of Meeting Minutes of January 7, 2026
- 5C. Purchase of Chemical Induction Mixer and Control Panel

There was no public comment.

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

Second: Director Austin

Action: Approved unanimously by roll call vote.

6. ACTION ITEMS:

6A. ANNOUNCEMENT OF ROTATION OF CHAIR AND VICE CHAIR FOR THE 2026 CALENDAR YEAR

District Administrator Jeremy Ghent presented this item.

There was no public comment.

Action: The Board rotated seats for the 2026 calendar year. Director Caren Ray Russom assumed the role of Chair; Director Kassi Dee assumed the role of Vice Chair and Director Linda Austin continued to serve as Director.

6B. PRESENTATION AND APPROVAL OF FISCAL YEAR ENDING JUNE 2025 FINANCIAL AUDIT

District Administrator Jeremy Ghent introduced this item. Christopher Padilla of Moss, Levy & Hartzheim presented the Fiscal Year Ending June 30, 2026, Financial Audit. The auditor reported that the District received an unmodified (clean) audit opinion.

There was no public comment.

Action: The Board received and filed this report.

6C. DIGESTER GAS COGENERATION PROJECT BOARD UPDATE

District Administrator Jeremy Ghent introduced this item. Brent Patera and Jeff Schaller of Southland presented a project update via PowerPoint.

The Board provided comments regarding Coastal Commission approval and the anticipated life expectancy of the system. Overall, the Board expressed interest in the next steps of the project.

There was no public comment.

Motion: Director Linda Austin motioned to direct the Administrator to advance the project for final plans.

Second: Director Kassi Dee

Action: Approved unanimously by roll call vote.

6D. AUTHORIZATION TO RECLASSIFY THE BOOKKEEPER/SECRETARY POSITION TO BUSINESS & ACCOUNTING ANALYST AND ADOPT SALARY RANGE

District Administrator Ghent presented this item.

Director Caren Ray Russom requested that this item be continued and that the staff report be returned with a comparison chart of similar positions at other agencies, along with the fiscal impacts to the District's budget.

There was no public comment.

Motion: Director Ray Rusom motioned to continue this item to April 1, 2026, Board meeting.

Second: Director Kassi Dee

Action: Approved unanimously by voice vote.

6E. ADOPTION OF RESOLUTION NO. 2026-468 TO MAKE A TECHNICAL UPDATE TO DISTRICT BYLAW SECTION 2.1.

Legal Counsel Wendy Stocton presented this item to specify that the meetings will be held the first Wednesday of each calendar month at such meeting location within the District boundaries as may be designated by the Board.

There was no public comment.

Motion: Director Kassi Dee motioned to approve Resolution 2026-468 making a technical amendment to Section 2.1 of the Board Bylaws.

Second: Director Austin

Action: Approved unanimously by voice vote.

6F. CONSIDERATION OF ADOPTION OF RESOLUTION NO. 2026-469 APPROVING THE 2025 SAN LUIS OBISPO COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

Plant Superintendent Mychal Jones presented this report.

There was no public comment.

Motion: Director Austin motioned to Adopt Resolution No. 2026-469 approving the 2025 San Luis Obispo County Multi-Jurisdictional Hazard Mitigation Plan.

Second: Director Kassi Dee

Action: Approved unanimously by roll call vote.

6G. DISTRICT ADMINISTRATOR AND PLANT OPERATIONS REPORT

Superintendent Mychal Jones presented the Plant Operations report. There were no violations of the District's National Pollutant Discharge Elimination System (NPDES) Permit during the January – February 2026, reporting period. All regulatory required analyses were within Permit limitations.

District Administrator Jeremy Ghent presented the Administrator Report.

There was no public comment.

Action: The Board received and filed this report.

7. BOARD MEMBER COMMUNICATIONS

None.

8. ADJOURNMENT:

7:22 p.m.

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

DRAFT



SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT

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Staff Report

To: Board of Directors

From: Jeremy Ghent, District Administrator

Date: April 1, 2026

Subject: **AUTHORIZATION TO RECLASSIFY THE BOOKKEEPER/SECRETARY POSITION TO BUSINESS & ACCOUNTING ANALYST AND ADOPT SALARY RANGE (CONTINUED)**

RECOMMENDATION:

The District Administrator recommends that the Board of Directors consider the additional analysis and approve the reclassification of the Bookkeeper/Secretary position to Business & Accounting Analyst, and adopt the associated salary range.

BACKGROUND AND DISCUSSION

This item was introduced at the March 4th meeting. After presentation and discussion, the Board requested that staff provide enhanced discussion and financial analysis showing both a regional salary comparison and the associated costs to the District budget.

The Bookkeeper/Secretary position was originally established to provide basic bookkeeping, clerical, and administrative support to the District. Over time, the duties of the position have expanded significantly in response to increased regulatory requirements, financial complexity, reporting obligations, expanded human resource needs, and operational demands placed on the District.

The position now performs professional-level accounting, financial analysis, audit coordination, compliance reporting, human resources, and administrative functions that exceed the scope of a clerical or bookkeeping classification. The proposed reclassification is intended to align the position title and classification with the work currently being performed.

SALARY RANGE JUSTIFICATION

The proposed Business & Accounting Analyst classification reflects a professional, non-supervisory position responsible for the District's financial reporting, compliance, and analytical functions.

Based on a review of comparable agencies and the scope and complexity of the duties currently performed, a reasonable and fiscally responsible salary range for the roles performed by the position is:

Proposed Salary Range:
\$77,000 – \$98,000 annually

A review of comparable accounting and analyst-level positions in immediately adjacent public agencies, including Oceano Community Services District, Arroyo Grande, Grover Beach, Five Cities Fire Authority and a nearby sanitation district, indicates salary ranges that support the proposed Business & Accounting Analyst range of \$77,000 to \$98,000 as reasonable and appropriately scaled to the District's size and business activities.

Table 1 Agency Salary Comparison

| AGENCY | JOB CLASSIFICATION | LOW | HIGH |
|-------------|---|----------|----------|
| OCSD | Business and Accounting Manager I | \$ 30.96 | \$ 39.53 |
| OCSD | Business and Accounting Manager II | \$ 37.13 | \$ 49.79 |
| OCSD | Business and Accounting Manager III | \$ 50.29 | \$ 67.43 |
| FCFA | Admin Mgr/Board Clerk | \$ 46.06 | \$ 56.01 |
| AG | Deputy City Clerk | \$ 38.18 | \$ 46.41 |
| AG | Management Analyst | \$ 45.38 | \$ 55.16 |
| GB | Management Analyst | \$ 36.27 | \$ 46.29 |
| GB | Executive Assistant | \$ 47.22 | \$ 60.27 |
| Cayucos San | Administrative Services Manager/Board Secretary | \$ 50.81 | \$ 64.85 |
| Cayucos San | Administrative Accounting Manager | \$ 38.08 | \$ 46.28 |
| SSLOCSD | Secretary/Bookkeeper (EXISTING) | \$ 30.66 | \$ 39.13 |
| SSLOCSD | Business and Accounting Analyst (PROPOSED) | \$ 37.16 | \$ 47.43 |

Table 2 Salary Schedule

| SOUTH SAN LUIS OBISPO COUNTY SANITATION DISTRICT | | | | | | | | | |
|--|------|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--|
| Classification | Unit | Step A Monthly | Step B Monthly | Step C Monthly | Step D Monthly | Step E Monthly | Step F Monthly | | |
| District Administrator | 1 | Exec Mgmt. \$17,337 Monthly/\$100 Hourly | | | | | | | |
| Wastewater Plant Superintendent* | 1 | Non-Rep | \$ 10,187 | \$ 10,696 | \$ 11,231 | \$ 11,792 | \$ 12,382 | \$ 13,001 | |
| Bookkeeper/Secretary (Reclassification Request) | 0 | Non-Rep | \$ 5,315 | \$ 5,581 | \$ 5,860 | \$ 6,153 | \$ 6,460 | \$ 6,783 | |
| Business & Accounting Analyst | 1 | Non-Rep | \$ 6,441 | \$ 6,763 | \$ 7,101 | \$ 7,456 | \$ 7,829 | \$ 8,221 | |

FISCAL IMPACT

Approval of this reclassification will result in an increase in District salary expenses.

For the remainder of FY 25/26 additional salary costs are estimated at \$2,019; and

for FY 26/27 additional salary costs associated with this action are anticipated to be \$9,207.

ATTACHMENTS

- Business & Accounting Analyst Job Description

7050 - BUSINESS & ACCOUNTING ANALYST

EMPLOYMENT STANDARDS

Position Characteristics: Performs a wide variety of responsible professional-level administrative, accounting, and business analysis activities in support of District operations. Duties include maintaining and overseeing accounting records and systems; preparing and analyzing financial statements, budgets, and reports; coordinating audits; administering payroll and related reporting; preparing Board materials; maintaining official records; and providing confidential administrative support to the District Administrator.

The position is capable of performing work independently in day-to-day situations, with supervision available for difficult or unusual matters. Responsibilities require the interpretation and application of District policies, procedures, regulations, and governmental accounting standards. The work requires accuracy, accountability, and the consistent exercise of independent judgment to ensure that financial operations run smoothly and that the District meets its legal and reporting obligations.

Distinguishing Characteristics: The Business & Accounting Analyst is a single-class administrative and financial position responsible for performing and coordinating the District's accounting, payroll, budgeting, audit support, and related business functions. This position differs from the former Bookkeeper/Secretary classification in that it assumes responsibility for professional-level financial analysis, audit coordination, regulatory reporting, and preparation of financial information used by management and the Board for decision-making, rather than primarily clerical or transactional support.

Supervision Exercised and Received: Under limited and specific supervision of the District Administrator. This classification has no formal supervisory duties.

Minimum Qualifications:

Education: Equivalent to graduation from a bachelor's degree program in Accounting, Finance, Business Administration, or a closely related field.

Experience: Three years of increasingly responsible experience performing accounting, payroll, budgeting, and financial reporting functions, preferably in a public agency or special district environment.

OR any combination of education, training, and/or experience that demonstrates the knowledge, skills, and abilities to meet the minimum requirements.

Possession of: A valid California Class "C" driver's license, with a satisfactory driving record. Must maintain insurability to operate District vehicles.

Knowledge of:

- Principles and practices of accounting and financial record keeping
- Governmental accounting standards applicable to public agencies
- Payroll processing and retirement reporting requirements
- Budget development, monitoring, and reporting
- Audit preparation and coordination
- Standard office practices, procedures, and records management
- Business correspondence and preparation of reports and staff documents
- Correct business English, including grammar, spelling, and punctuation
- Computer applications related to accounting, payroll, and financial reporting

Ability To:

- Perform complex accounting and financial analysis duties requiring independent judgment
- Interpret and apply District policies, procedures, and regulatory requirements
- Prepare accurate financial statements, analytical reports, and Board materials
- Analyze financial data and identify trends, variances, and discrepancies
- Communicate effectively in person, over the telephone, and in writing
- Organize work, manage deadlines, and maintain accurate records
- Maintain confidentiality and exercise discretion
- Establish and maintain effective working relationships with District staff, Board members, auditors, and the public

Typical Duties:

Duties may include, but are not limited to, the following:

- Performs and coordinates accounting functions including general ledger maintenance, journal entries, reconciliations, and month-end and year-end closing
- Prepares financial statements, trial balances, and budget-to-actual analytical reports
- Develops, monitors, and tracks the District's operating and capital budgets
- Coordinates annual audits and prepares supporting documentation
- Processes and oversees payroll, payroll deductions, and required reporting
- Prepares staff reports, resolutions, financial exhibits, and supporting documentation for Board meetings
- Maintains official financial and administrative records in accordance with records retention requirements
- Explains financial policies, procedures, and reports to staff, Board members, and the public
- Coordinates with external auditors, consultants, and regulatory agencies as needed
- Performs related duties similar to the above in scope and function as required

Working Conditions:

Work is performed primarily in an office environment within a wastewater treatment plant and collection system setting, with occasional exposure to water, chemicals, hazardous materials, and noise.

Physical Demands:

Must possess mobility to work in a standard office setting; use standard office equipment including a computer; lift and carry office materials weighing up to twenty-five pounds; and have sufficient vision, hearing, and speech to communicate effectively.



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Staff Report

To: Board of Directors
From: Jeremy Ghent, District Administrator; Mychal Jones, Plant Superintendent
Date: April 1, 2026
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:

Cogeneration Project:

- *Final plans are being developed*

Misc:

- *District Administrator participated in a Meadow Creek Lagoon Science Panel meeting. The 'Science Panel' was established to steer preliminary engineering and alternative selection for the Flood Control District Zone 1 Lagoon Restoration Project. The selected alternative improves the existing flood control flap gates and enhances habitat for endangered species.*
- *District continues to accommodate an Army Corps of Engineers research effort studying the effects of liquefaction during an earthquake. ACOE staff and researchers have been utilizing the northeast parking area at our facility to conduct soils analysis and testing to further the understanding of earthquake science. Their on-site research work will complete this week.*
- *District Administrator has some planned leave that will prevent attendance at the May 6th meeting. Plant Superintendent Mychal Jones will run the meeting, or the meeting may be cancelled with a future announcement.*

Plant Tours:

None

Upcoming Meetings:

*May 6th Standard Business and TBD items
June 3rd Draft Budget
July 1st Final Budget*

Plant Operations Report

There were no violations of the District's National Pollutant Discharge Elimination System (NPDES) Permit during the March 2026 reporting period. All regulatory required analyses were within Permit limitations.

March 2026 Plant Data

| March 2026 | 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 | 2.18 | 3.2 | 314 | 8.0 | | 307 | 8.0 | | <1 | 61 |
| High | 2.45 | 3.9 | 429 | 13.0 | | 460 | 15.0 | | 3 | 182 |
| March 2026 AVG | 2.28 | 3.5 | 374 | 11.5 | 96.9 | 373 | 12.1 | 96.8 | 1.2 | 117 |
| March 2025 AVG | 2.31 | 3.6 | 436 | 46.1 | 89.4 | 378 | 27.1 | 92.8 | 2.09 | 152 |
| Limit | 5.0 | | | 40/60/90 | >80 | | 40/60/90 | >80 | 2000 | |

Operation and Maintenance Tasks

- Replaced failed coupling on Ferric Chloride injection pump
- Drained excess water in clarifiers out of service
- Checked and marked Underground Service Alerts
- Remove iron rod fencing at front of property
- Fabricated and installed new ventilation fan filter grates
- Performed landscaping and weed abatement of plant grounds
- Ferguson Electric assisted Operations staff with replacement of lights throughout facility
- Creative fence installed new iron rod fence around fire water line back flow
- Drained and cleaned all serpentine channels of the Chlorine Contact Tank
- Autosys installed new RDT1 Human Machine Interface (HMI) panel
- Troubleshoot TWAS pump 1 operation. Adjusted pump casing, VFD settings and placed back in operation
- JNE Concrete assisted Operations staff with removal and installation of new drain box.

Work Orders Completed

- Advanced Flow Systems performed annual calibration of facility flow meters
- Performed algae control on all clarifiers
- Inspected digester vacuum/pressure relief valves
- Performed preventative maintenance on plant carts
- Exercised effluent pumps
- San Luis Powerhouse performed annual maintenance on Cummins Emergency Generator
- De-ragged primary sludge pumps
- Performed biweekly test of emergency generators and emergency bypass pump

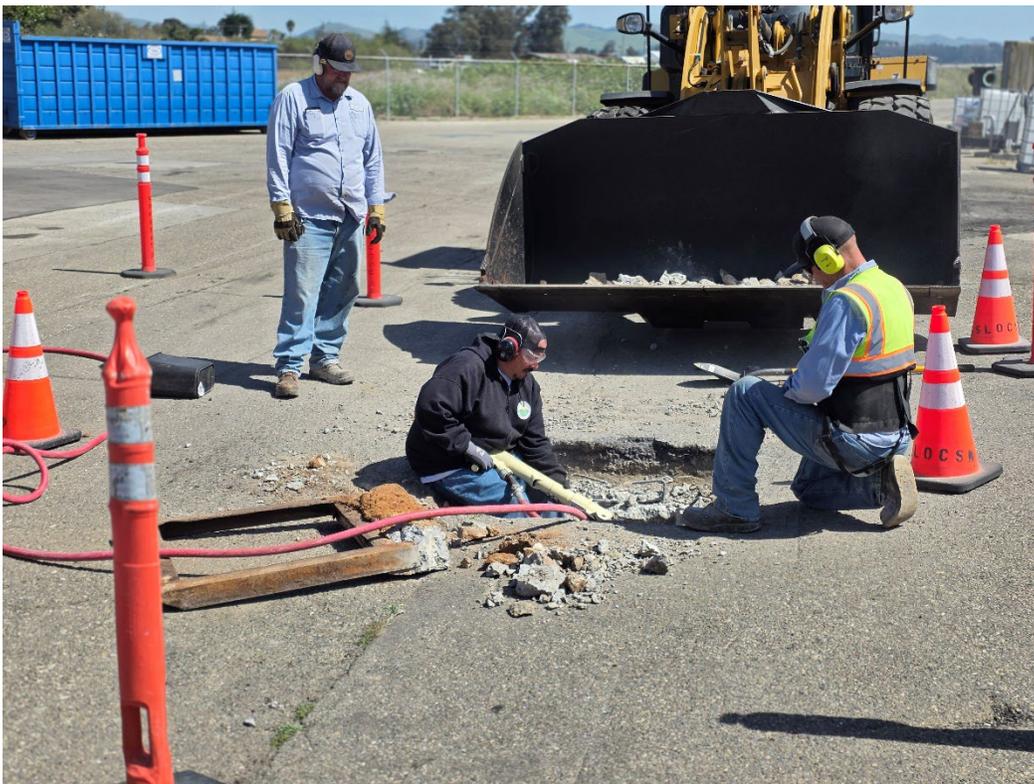
Training

- Operations staff participated in training on San Luis Obispo Air Pollution Control District Rule 107 Breakdown or Upset Conditions and Emergency Variance procedures.
- Operations staff participated in Quarterly Safety Meeting

Call Outs

- March 13th and 14th – Primary Sludge Pump Fault. Operations staff responded and inspected operations. Cleared alarm and placed back in operation. Notified SCADA integrator of faults and troubleshot system to locate cause of issue.
- March 23rd at 9:48pm – RDT 1 TWAS Hopper High Level. Operations staff responded and inspected operations. Reset TWAS Pump1 VFD fault and placed system back in operation.

Staff



Operations staff performing demolition of old drain box.



U.S. Army Corps of Engineers, Stantec, and Yeh & Associates performing field testing via dynamic penetration, standard penetration, Becker hammer penetration, cone penetration, and geophysical testing to study subsurface conditions.



Completed prep for concrete pour around new drain box installation.



JNE Concrete screeding concrete around new drain box installation.



Operators Everardo Vargas, Justin Musick, and Mario De Leon having some fun in the sun!